



THE BOMBAY ST. XAVIER'S COLLEGE SOCIETY

OFFICE : ST. XAVIER'S COLLEGE, 5, MAHAPALIKA MARG, MUMBAI 400 001.
Telephone : 2262 06 62 / 63 / 64 Public Trust Regn. No. F-2164 (BOM)

1st July 2017

Ms. Siddhi Bhathgara,
St. Xavier's College-Autonomous,
Mumbai – 400 001.

Dear Ms. Siddhi,

Sub : Your appointment as 'Visiting Faculty', for the Special Course (SPC) – FYBA


With reference to our personal discussions, we are pleased to appoint you as "Visiting Faculty", for SPC in the First Semester for FYBA, in the academic year 2017-18, on the following terms and conditions :

1. You shall conduct your classes on the days and timings, as specified in the Time Table prepared by us.
2. You shall be paid Rs.500/- (Rupees Fiv Hundred Only) per lecture and shall not be entitled to any other allowance or benefits, apart from this amount of Rs.500/-. You are required to sign the (Visiting Faculty) Attendance Muster, kept in the College Office, on the days you have conducted the lecture.
3. In addition to the class room sessions, you shall also carry out the task of setting up question papers and assessment of answer books as well as undertake various other jobs like conducting Group Discussion Sessions, Evaluation of Reports and other Written assignments, Class Room Practicals etc. In such cases, we shall compensate you, additionally, in areas wherever applicable, as per the rules of the College / University.
4. You shall ensure that the evaluation of students is completed in all respects, which includes 2 units of Internal Assessment totalling 40 marks and External Assessment of 60 marks. The use of quality mechanisms which the College is committed including the use of Grids and the Blooms Taxonomy would be mandatory.
5. You are responsible for the Maintenance of the students' discipline, during your classroom sessions and also admonish the students verbally for various acts of indiscipline, as and when required.
6. The College Management shall make the payment to you after the completion of every month (during the first week of next month).
7. In case you need any assistance from the academic or administrative point of view, you can kindly contact Ms. Madhuri Rajada.

For the sake of good order, I request you to kindly sign the duplicate copy of this Letter of Appointment and hand over the same to Ms. Rashmi Lee George, Co-ordinator for SPC Course.

Thanking you, I remain,

Yours Sincerely,


Dr. B. A. Menezes
Principal

C.C.: Treasurer

RECEIVED
14/10/2019

Done by B. A. Menezes
on 24/10/18
B. A. Menezes