



BHILAI INSTITUTE OF TECHNOLOGY
(SETH BALKRISHAN MEMORIAL)
[ACCREDITED BY NBA - AICTE]

June 5, 2010

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Dr. Sanjay Pandey was employed as faculty member in this Institute in the Department of Management from 12.04.2007 to 09.11.2009.

He left the Institute on his own. At the time of his leaving the Institute, he was holding the position of Reader.

Performance of Dr. Pandey was found good during the period of his association with us. We wish him all success in his future career.


(Dr. Arun Arora)
PRINCIPAL

Self started






DISHA INSTITUTE OF MANAGEMENT AND TECHNOLOGY

Satya Vihar, Vidhansabha - Chandrakhuri Marg (Baloda Bazar Road), Mandir Hasaud, Dist - Raipur (C.G.) Pin - 492 101
Ph. : 0771-4200100-09, 2472000-009, Fax : 0771-4200110, 2472010
Website : www.dimatindia.com, Email : info@dimatindia.com

APPOINTMENT LETTER

DIMAT/077/254/7825

Date: 23.09.2009

To,
Dr. Sanjay Pandey
H.No.14/667, L-7,
Vinoba Nagar,
Bilaspur (C.G)

Dear Dr. Sanjay Pandey

Based on your application and subsequent interview you had with us, we are pleased to inform you that you have been selected and appointed in Disha Institute of Management And Technology with effect from **04.10.2009** on the following terms and conditions

1. You will work as **Associate Professor - Department of Management** in our organization as directed by the management. You shall perform all the functions and working instructions of the management written, oral or established by tradition from time to time. You will also perform any other work that is reasonably to be done by you.
2. Your appointment will be on probation for the period of one year. The management reserves the right to extend or reduce your probation period or terminate your service without notice or without assigning any reasons what so ever either during or at the end of the probation period.
3. You will be responsible, for the jobs assigned to you in the Institute as well as other sister concerns / organizations of the group/society. Your services are liable to be transferred from one department/segment to another, from one establishment to another of the Society and/or any of subsidiary concern in Raipur or elsewhere in India, purely at the discretion of the management.
4. You will be punctual and regular in attendance and maintain discipline of the Institute. It is expected that you will behave soberly, while on duty.
5. You will abide by all the rules and regulations of the organization that are in force at present or may be enforced from time to time.

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City Office : Disha Towers, New Shanti Nagar, Raipur (C.G.) 492 007 Ph. : +91-771-4035325-28, 33, 34 Fax : 0771-4035333



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// 2 //

6. On satisfactory completion of probation period, your service will be confirmed in writing. After confirmation your services are liable to be terminated by either side by giving three months notice/or three months salary in lieu of notice.
7. Your employment with us will remain in force subject to Raipur Jurisdiction only.
8. While in the employment of the organization, you will not engage yourself in any other business or profession whether part or full time. If it is found that you are indulging in this activity, Panel action, as deemed fit will be initiated against you. You will devote full attention to the best of your skills, abilities and knowledge in the interest of the institute and shall diligently and faithfully perform such duties as may be assigned to you from time to time.
9. You will not disclose and divulge any information or secret of our Institute/Society to any outsider during service or after resigning also. A criminal case may be initiated against you, if you violate it.
10. Any increment of salary or perks revision depends on your performance to the satisfaction of the management. You cannot demand it as a right or claim.
11. If the Institute provides training for enhancement of skills and knowledge, then you cannot leave or resign for the specific period as mentioned in the training agreement otherwise you will have to pay twice the expenditure incurred on your training.
12. If you fail to pay any legal dues, while in employment with the Society/ Institute, the Management reserves its right to recover the same from your remuneration and pay it to the concerned Government Department.
13. That you shall be entitled to leave in accordance with the provisions of the Institute norms.
14. You shall devote your whole time to the service of the DIMAT, and shall not, without the permission of Management, engage directly or indirectly in private tuition or any trade or business or other remunerative work which may interfere with the proper discharge of your duties. This shall not apply to benefits accrue to you as an accruing Examiner or Author of Books or due to your academic achievements.
15. In addition to the ordinary duties, you shall perform such other duties as may be assigned to you by the Management of the Institution in connection with social, intellectual or athletic activities of the Institution or examination or administration or the keeping of discipline in the Institution and at hostel.

.....3/.



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//3//

16. After confirmation, your services can be terminated only on the following grounds:-

- a) Misconduct including willful neglect of duty.
- b) Breach of any of the terms of contract.
- c) Physical or mental unfitness.
- d) Incompetence,
- e) Abolition of post
- f) Remaining absent for more than 10 days without permission.

17. On the termination of this agreement by whatever cause, you shall hand over to the Management, all books, apparatus, records and such other articles, belonging to the Management or to the University as may be in your possession.

18. The Management shall clear your account in respect of arrears of salaries, if any and other dues that may be payable to you from the Institution within three months of the termination of this Agreement.

19. Any earning made without knowledge or permission of management and without such earnings being deposited in full with Institution within 15 days of such earning will invite disciplinary action as well as legal action which may lead to termination of service.

20. Any equipment, machinery or part thereof, software, process designed by you during service period at DIMAT shall constitute the properties of Institution. The Intellectual Property Rights remains with the Institute. Any thing or idea or software so developed or conceived and any discovery made, invention done, technical papers prepared during the service period cannot be used or sold or given with or without benefit to any other person for any reason up to two years of termination of this agreement.

21. You will be free to present technical papers in seminars, workshop or conferences or participate in skill enhancement programs. But this must be done with prior written permission and knowledge of the Secretary or Chairman and without harming the interest of students of the Institute.

22. Any earnings made with prior permission of Governing Body during service period at DIMAT by you carrying out, testing and consultancy shall be shared with the Institute in the ratio of 40:60. Your 40%, Institute 60%. 100% such fees or earning to be deposited to the Institute a subsequently bill should be raised by you. You will be entitled to claim traveling cost born for this purpose which should be less than or restricted to 15% of earning, subject to realization of payment from the Client.

.....4/



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// 4 //

23. You are advised to submit the following documents at the time of joining duty for our record

- A copy of the certificate for the proof of your date of birth.
- Copies of the educational/professional qualification certificates.
- Five copies of your recent passport size photographs.
- A copy of the Experience Certificate from the last Employer
- Proof of Permanent address (Latest Electricity/Telephone Bill) may please be shown)
- Pay slip of the last salary drawn.

In token of your having accepted the above terms and conditions please sign and return the duplicate copy of the letter to us, for record.

Wishing you every success in your new assignment and looking forward for a long association, with us.

Thanking you,

Yours sincerely,

(Dr. Jayendra Narang)
Secretary

ACCEPTED



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DIMAT/065/254/00103

Date: - 03.06.2011

Relieving Cum Experience Certificate

This is to certify that **Dr. Sanjay Pandey** was working as **Associate Professor** in our Institute in management department from **10.11.2009 to 03.06.2011**.

The resignation tendered by him is hereby-accepted. Accordingly, he has being relieved from his duties in the Institute from the closing hours of **03.06.2011**.

During his tenure he is sincere and hardworking. His performance is very good.

We wish success in his future endeavors.


(Umesh Upadhyay)
Director - DES



CHOUKSEY

GROUP OF COLLEGES

B.TECH, M.TECH, MBA, PHARMACY, B.COM, B.SC, PGDCA, BHMS

No. : CEC / PF /2023/856

Date: 06.07.2023

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Dr. Sanjay Pandey S/o Late Jamuna Prasad Pandey** Worked as **Professor & Head of Department (Management)** in our Institution from **04.06.2011 to 06.07.2023** with our entire satisfaction. During his working period we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well. We have no objection to allow him in any better position and have no liabilities in our institution.

We wish him every success in life.

Managing Director
Chouksey Group of Colleges,
Bilaspur (C.G.)

MANAGING DIRECTOR
CHOUKSEY GROUP OF COLLEGES
BILASPUR (C.G.)

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