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ARMY INSTITUTE OF TECHNOLOGY

DIGHI HILLS, PUNE 411 015

Tele. No. 2715 7534/2715 7612

APPOINTMENT ORDER

(Teaching)

Ref No. AIT/0234/TAppt/Coord

Date: 30 Jun 11

To,

Mr. Khaladkar Manoj S.

**SUB: APPOINTMENT TO THE POST OF TRAINING & PLACEMENT
OFFICER**

Madam,

In response to our advertisement dated 16 May 2011, you had applied for the post of Training and Placement Officer. You were interviewed for the above post by the Selection Committee appointed by the Management under Statute No. 415 of the University of Pune.

I am pleased to inform you that the Management has appointed you on the said post in this Institute in the scale of Rs. 37400-67000 with effect from 04 July 2011. Your appointment is subject to the following terms and conditions:

1. Your services will be governed by the Maharashtra University Act, 1994, Statutes, code of conduct, ordinances and rules and regulations laid down by the University of Pune, State Government and the Management from time to time.
2. (a) You are appointed in clear vacancy on full-time/ ~~part-time~~ basis on probation for a period of two years from the date of joining.
(b) Your appointment is purely temporary for a period from _____ to _____.
(c) Your appointment is on the leave vacancy for the period from _____ to _____.

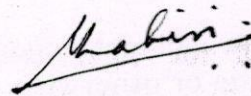
Received
Manoj S. Khaladkar
Prof. Khaladkar

- (d) The post is reserved for _____ since you belong to the said category, you are appointed on full-time basis on probation for a period of two years from the date of joining.
- (e) The post is reserved for _____ Since you do not belong to the said category, you are appointed full-time on temporary basis against reserved post for a period of _____. You shall not have any claim on the said post in future.
- (f) This is temporary vacancy caused by _____ Hence you are appointed full-time on purely temporary basis for a period of _____.
- (g) Your appointment is on part-time/clock hour basis only.
3. (i) You will be paid basic pay of Rs 38,800/- per month in the scale indicated above. You will also be entitled to Annual Grade Pay of Rs. 9000/- and Dearness Allowance & House Rent Allowance at the rates prescribed by the State Government from time to time. In case you are appointed for a period of more than one year, you shall earn annual increment.
- (ii) You will be paid remuneration at the rate of Rs. _____ per lecture/per hour.
- (iii) Your appointment and salary shall be subject to approval by the University of Pune.
4. (a) You shall have to qualify the NET and SET or similar test (as the case may be) laid down by the University or State Government/UGC or the Central Council pertaining to your faculty within the stipulated period.
- (b) You shall have to acquire the qualifications _____ (M.Phil/Ph.D., M.D./M.S., M.E. etc.) as prescribed by the University/State Govt. or the Central Councils concerned within the _____ period.
5. Your appointment is subject to the minimum number of students and the workload prescribed for the post.
6. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, marksheets, experience certificate, discharge/relieving certificate, last Pay Certificate, Caste certificate, change of name certificate (if any), etc before joining your duties.

7. In case you accept the appointment, you shall have to execute Deed of Contract of Service as prescribed in the Statutes and on the prescribed format before joining the duties.
8. You will be allowed to join the duties on production of -
 - (i) Two Passport size Photographs.
 - (ii) Character Certificate from two eminent persons, one of them should be a Govt. Gazetted Officer.
 - (iii) Discharge Certificate from previous employer (if any).
9. You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate stating that you are free from any contagious disease and that you are physically fit for employment on the staff of the College/Institution.
10. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by Registered Post Acknowledgement Due (RPAD) on the address given, shall be deemed to have been acknowledge duly signed by you.
11. You will not conduct or engage yourself in any private tuitions or private coaching classes.
12. You will not engage yourself in any other job paid full-time, part-time or otherwise, during the continuance of your service, without the permission of the competent authority/Management.
13. Your services are transferable to any other college/institutions run by the Management.
14. Your appointment may be terminated at any time, by either side/party, by giving one month's notice or one month's basic pay. Till the time approval of appointment is received from the University, your services can be terminated on forthwith basis without assigning any reasons.
15. You will serve the Institute for a minimum period of one academic year from the date of joining, failing which you will refund the pay drawn from the AIT.
16. You will stay in AIT campus in case authorised accommodation is made available to you and take on additional duties within campus as assigned by management.

17. As per the rule of AIT, all new appointees are required to deposit security equivalent to the period of notice i.e. one month during probation period and three months on confirmation. The amount will be deducted from your salary in 10 equal installments and subsequently kept in fixed deposit in the joint name of the individual and AIT to be paid back on your leaving the institute after due clearances.
18. You are not entitled to vacation till you complete one year service with AIT.
19. If you are found absent continuously for more than thirty days without permission your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of your service you shall not directly or indirectly do such things which are subversive to the interests of the Society/University/Institute/College/Students.
20. You have to communicate your acceptance to the Management/ College/ Institution within seven days from the date of this Order of Appointment, failing which your appointment is liable to be cancelled.

Yours faithfully



Director
Army Institute of Technology
Dighi Hills, Pune - 411 015



From: Prof. Khaladkar M.S.

Date:

To,
The Director
Army Institute of Technology
Dighi Hills
Pune- 411 015

SUBJECT: JOINING REPORT

Respected Sir,

This is with reference to your appointment order No:- AIT/0234/TAPPT/
Dated: 30/6/11 for the post of: Training & placement officer Coord.

I hereby accept your appointment order and Join the duties from 1/7/11 accordingly.

Thanking you,

Yours Sincerely,

Khaladkar
(Prof. Khaladkar, M.S.

PROFILE

Prof. Manoj S. Khaladkar

Trainings and Placement Officer

Army Institute of Technology.

Pune – 411015.

Contact no. : 09764921274 / 09822354503

Email id: tpo@aitpune.edu.in, manoj_khaladkar@yahoo.com

DOB – 25th May 1969 (Age - 55) .

Objective: To contribute to the growth of leading educational institute by working in a position where I will have opportunities to utilize my skills in the area of, training and development, Campus recruitment, Industry relations, planning, people relations and counseling.

Current Designation: Training & Placement Officer at Army Institute of Technology.

Experience: 31 years.

(6 years - Industry, 6 years - Teaching, 19 years - Training & Placement)

Highlight and Achievements:-

- **Recipient of Commendation Card by General Officer Commanding in Chief , Army Southern Command for the duties in Training and Placement of the year 2017 .**
 - **Recipient of India's Top 30 Distinguished Marketers Award by ASMA India 2018.**
 - **Recipient of BEST TPO, 2018 Award - Computer Society of India - C S I.**
 - **Recipient of Visionary Minds Award –Aspiring Minds – 2015.**
 - **Corporate trainer.**
 - **Author and Blogger**
 - **Certified Trainer –Dale Carnegie.**
 - **Bosch Certified – Industry Academia Coordinator.**
 - **Certified soft skill trainer by Infosys Pune.**
 - **Vice President- Pune region- Maharashtra Association of TPOs**
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Activities & achievements –

A. At Army Institute of Technology (2010- till date)

1. From last 14 years, taking care of entire Training and Placement activities of A I T.
2. Consistent placement percentage above 90% with average CTC 12.0 LPA.
3. In 2015, A I T received Excellence in Placement Award (West India) by DATA QUEST, New Delhi.
3. No of Industries visiting every year –80, out of which more than 70% industries are high end core, product, manufacturing and consulting firms.

4. Successfully implemented variety of training modules from first year to enhance the technical skill sets, communication skills, campus preparation and Design Thinking.
5. Initiated Career Counseling from SE to make the students aware about emerging job descriptions and selecting the industry.
6. No of new industries visiting every year – 15 to 20 .
7. Executive Secretary of Alumni Association of A I T and associated with 3000 Alumni through plentiful activities like Annual Alumni meet, Regional Alumni meets and Alumni sponsored completions.
8. Heading Marketing and Public relations and Social Media Club which involves effective branding and keeping rapport with all stake holders.
9. In charge of Mental Health Committee.
10. Designed a syllabus for Vivekananda Kendra, Kanyakumari in Excellence in Education.
11. Written number of articles in Newspapers on Career planning.
12. Certified Personal Counselor assigned by Institute of Human Technology, Mumbai.
13. Certified Career Counselor and facilitator by Dheya Career Labs, Pune.
14. Best TPO Award in the category – Visionary Minds by Aspiring Minds.
15. Initiated- 'Aspiring Minds' SHL Assessment to analyze Employability of third year students at AIT firm 2013.

B. Past Experiences:-

- Successfully established Industry Institute Interaction cell (Training & Placement cell) at two engineering colleges, namely
 - a. Rajarshi Shahu College of Engineering, Pune. (2006-2008)
 - b. Marathwada Mitra Mandal College of Engineering, Pune. (2008-2010)
- Designed a syllabus for students in the area of self development for employability at institute level, at MMCOE in 2009.
- Conducted Group discussion and Personality Development workshops in number of engineering colleges , NGO and skill development centers .
- Conducted personality development sessions for all streams of engineering students in almost fifteen engineering colleges in and around Pune.
- Delivered no of sessions on various topics in Rotary clubs, Social gatherings and other platforms.
- Certified soft skill trainer by Infosys Pune.
- Undergone Certificate course in counseling.
- Regional member of Indo – US collaboration for Engineering Education (IUCEE) and completed certificate course in "Effective Teaching & Faculty development", in 2009.

- Conducted workshops on “Effective Teachings” at various engineering colleges.
 - Coordinator of Wipro Mission 10 X, at MMCOE in 2008 and 2009.
 - Initiated and executed Industry Partnership Programmes and other professional programmes like
 - a. CII Assessment
 - b. Campus connect with Infosys
 - c. Accreditation by TCS
 - d. CSI student’s chapter.
 - Member of domain expertise and sabbaticals group formed by CII Pune, in 2011.
 - Paper setter in the subject – Digital design, Microcontroller, Computer Architecture in Electronics & Telecommunication Engineering at University of Pune, in 2003 to 2005.
 - Incharge of World Class Manufacturing (WCM) team at Electronica Machine Tools Ltd, Pune, from 1995 to 1997.
 - Student of NEN Foundation Course and actively involved in Entrepreneurship Development Cell of MMCOE, in 2008 and 2009.
 - Member of core team formed at MMCOE in the area “Training needs analysis”.
 - Ex Co- convener of Federation of Training & Placement Officers, Pune, from 2009 to 2014
 - Subject Expert for MSBTE project for development of Laboratory manual for 2nd year Electronics Group, in 1999 and 2000.
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Experience Details –

1. Army Institute of technology (Dec. 2010 onwards)
Training and Placement officer.
2. Marathwada Mitra Mandal’s College of engineering (2008-2010)
Head - Industry Institute Interaction Cell
3. Rajarshi Shahu College of Engineering (2005-2008)
Training & Placement Officer
4. Rajarshi Shahu College of Engineering (2003-2005)
Lecturer – Electronics & Telecommunication
5. Bharti Vidyapeeth, Pune (1998-2002)
Lecturer – Industrial Electronics
6. Electronica Machine Tools, Pune (1995-98)
Sr. Engineer – EDM & CNC Manufacturing
7. Inventa Electronics, Pune (1993 – 94)
Engineer – UPS Manufacturing

Education -

1. Master of Engineering (M.E.) – Electronics (VLSI)
Bharti Vidyapeeth – 2006.
 2. Bachelor of Engineering (B.E) – Electronics
Marathwada University – 1993.
 3. Diploma in Industrial Electronics – Government Polytechnic, Latur – 1989.
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Strengths -

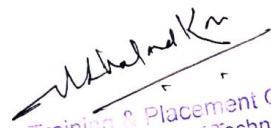
1. Persuasive Leadership.
2. Planning and Responsibility.
3. Effective Communication.

Residential Address -

E 26, Runwal Paradise , Right Bhusari Colony , Paud Road , Kothrud – Pune 38 .

Date: 25.11.24
Place: Pune

Prof. M.S. Khaladkar


Training & Placement Officer
Army Institute of Technology
Dighi Hills, Pune - 411015.



Army Institute Of Technology (AIT), Dighi Camp, Pune - 15.

Director : 7249250115, Joint Director : 7249250117, Principal : 7249250186

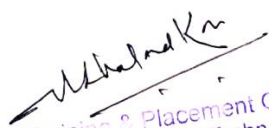
Exch : 7249250183, 7249250184, 7249250185

Website : www.aitpune.com Email : ait@aitpune.edu.in

Recognised by AICTE and DTE Maharashtra and affiliated to Savitribai Phule Pune University

DETAILS OF TRAINING AND PLACEMENT CELL

Sr. No	Name of the staff	Designation	Experience in years
1	Prof Manoj S Khaladkar	Training & Placement Officer	31
2	Ms Jaicy S Chacko	Jr Clerk	25
3	Ms Sayli S Kanade	Jr Clerk	1year 7 months
4	Mr C Nagaraja Reddy	Lab Attendant	27


Training & Placement Officer
Army Institute of Technology
Dighi Hills, Pune - 411015.




Principal
Army Institute of Technology
Dighi Hills, Pune - 411015