



Registered under Mumbai Public Trust Act 1950
Registration No. E - 1757 (BOM)

BOMBAY SUBURBAN ART & CRAFT EDUCATION SOCIETY

Raheja Education Complex, Plot No. 341, Kher Nagar, Bandra (East), Mumbai - 400 051.
Phones : 6196 66 66 / 6196 66 71 / TeleFax : 2647 25 88.
Email : bsacesociety@yahoo.co.in • Website : www.rahejaacademia.edu.in

No. SOC/122/2023-24

Date: July 01, 2023

To,

Ms. Shruti Pradeep Parab,

402, Vyankatesh Darshan,
Pandit Dindayal Road,
Dombivali (West),
Thane - 421 202.

Dear Ms. Shruti,

You are appointed as a Part-Time Professional Counsellor at the Bombay Suburban Art and Craft Education Society (Society), Bandra w. e. f. 1st July, 2023 to 30th April, 2023 on a consolidated Retainership Fees of Rs.7,000/- (Rupees Seven thousand only) all inclusive, per month on the following conditions :

1. You will render expert services to the students and staff of Educational Institutions managed by the Society, in the specialized area of Counseling at :
 - i. L. S. Raheja School of Architecture
 - ii. Sheila Raheja School of Business Management and Research
 - iii. Sheila Raheja Institute of Hotel Management
2. Your appointment is hereby purely on Professional Basis for a period w. e. f. 1st July, 2023 to 30th April, 2024. You will give your professional services on **Alternate Thursdays** for 6 hours between 9.30 a.m. to 3.30 p.m. You will function from the Office of the Counsellor located on the 3rd floor of Raheja Education Complex.
3. You shall submit the confidential report of the persons counselled by 5th of following month.
4. Your services will be governed by the Rules and Regulations as prescribed by the Management and / or applicable Laws.
5. Statutory deduction such as TDS etc. will be deducted from the professional fees payable to you.
6. You will report to the Director/Principal, as case may be, of the above-mentioned Educational Institutions during your period of service. If need arises you will report directly to Hon. Gen. Secretary of the Society.

You are requested to accept the appointment on the conditions mentioned above and you are requested to sign the duplicate copy of this letter in the space provided below.

Looking forward to a happy association with you.

Yours faithfully,

For Bombay Suburban Art & Craft Education Society,

I accept

Arvind Tiwari
Hon. Gen. Secretary

Shruti Pradeep Parab

CC: 1. Personal File

2. The Principal, L.S. Raheja School of Architecture
3. The Director, Sheila Raheja School of Business Management and Research
4. The Principal, Sheila Raheja Institute of Hotel Management

**For Sheila Raheja School of Business
Management & Research**



Director