

SMEF's Brick Group of Institutes, S. No. 50/3, Undri, Pune - 411028 | M:+91 8380886066 | W: www.brick.edu.in

2019-20 to 2023-24

Criterion 5 – Student Support and Progression

Key Indicator 5.2 Student Progression

5.2.1: Percentage of placement of outgoing students and students progressing to higher education during the last five years





5.2.1.1 Number of outgoing students placed and / or students progressing to higher education year wise during the last five years

Architecture profession offers various opportunities for students after graduation, such as pursuing higher education, being employed under an Architect, or starting their own practice. Depending on their career goals, students choose the path that suits them the best. Those who pursue higher education often aim to deepen their knowledge in specialized areas like urban planning, sustainable design, or advanced architectural theory. This route helps them enhance their technical skills, engage in innovative research, and explore new design approaches. Many students choose to gain 1-2 years of work experience before continuing their education, as it helps clarify their specialization interests and improves their chances of getting into the desired program. Below is a list of students' employment and higher education choices:

Consolidated data for 2019-20 to 2023-24						
Academic Year	Number of students placed		Number of students pursuing higher education	Total no. of students placed/higher education	Number of outgoing students	
	B.Arch	M.Arch			B.Arch	M.Arch
Year 2023-24	19	1	2	22	92	6
Year 2022-23	63		5	68	74	
Year 2021-22	80		5	85	68	
Year 2020-21	42		17	59	78	
Year 2019-20	4		10	14	86	
Total from 2019-20 to 2023-24	209		39	248	404	

61.4 % Students placed/progressed to Higher Education





ALUMNI PLACED AROUND THE WORLD

VK: a Architecture **SmithGroup** ADS Designs Pvt L
Shibanee and Kamal Architects Blocher Blocher India Pvt. Ltd.
CHAPMAN TAYLOR, Delhi
Sunil Patil Associates Pvt. Ltd. SoftTech Engineers Limited
Hydrock Consultants Limited **RMA Architects**
Avishkar Group FOAID NeilSoft
WeWork **Kaarwan India**
Bangalore Shashi Prabhu & Associates
DCOOP Architects **Sipo Building Material Pty Ltd. Rydalmere NSW**

PROMINENT NAMES OF HIRING COMPANIES





ALUMNI PURSUING HIGHER EDUCATION AROUND THE WORLD

School of Planning and Architecture, Delhi

University of Sheffield

Cardiff University

Harvard Graduate School of Design

UCL Bartlett School of Architecture

CEPT University

NICMAR

National University of Singapore

PROMINENT UNIVERSITIES

Some of the certificates of Higher Education and placement are attached below:



SSR (2019 - 20 TO 2023 - 24)

Criterion 5 – Student Support and Progression

5.2.1: Percentage of placement of outgoing students and students progressing to higher education during the last five years

Satish Misal Educational Foundation's



BRICK
SCHOOL OF ARCHITECTURE

PLACEMENT/ EMPLOYMENT OFFER LETTERS



06-06-2024

Dear Aakanksha Admane,

Subject: Offer from Vilas Javdekar Developers

CONGRATULATIONS !!

It was very exciting to meet and get to know you. We are impressed with your overall candidature and you seem a perfect fit for the organization.

We are looking forward to having you join our amazing family called "VJ Parivaar"

We are delighted to offer you the grade of ASSISTANT MANAGER in the ESTIMATION PURCHASE CONTRACTS & PLANNING group. Your grade level in the organization will be Level 09.

Your date of joining is 17-06-2024 you will be asked to sign an Employee Handbook which states the code of conduct to be followed by all VJ employees at the beginning of your employment. Your employment with VJ will be subject to strict adherence to the policies and procedures of the Company. This offer is subject to a background verification check.

We would like to have your email acceptance of the offer within 48 hours of this Email.

Please Note:

- You will receive your Appointment Letter on the day of joining.
- You will be on probation for 3 months from the date of joining.
- Company holds the right to conduct your technical and cultural assessment before confirmation; failure to which; either your probation period will be extended or may result in termination of services.
- VJ holds the right to terminate your employment without Notice Period.
- Medical Insurance Policy Benefits if applicable & Premium Deduction will start after your confirmation.
- Medical Insurance Premium and Income Tax will be deducted as applicable.
- All information shared with you at the time of the interview regarding Vilas Javdekar Developers must be kept confidential and not disclosed to any person or organization.
- Vilas Javdekar Developers holds the right to revoke your application and/or employment in case of failure to submit the proof of resignation and negative inputs in the Background Verification Check which can be pre/ post-employment at Vilas Javdekar Developers.

We look forward to a long and happy association with you.
We welcome you to Vilas Javdekar Developers and look forward to working with you!

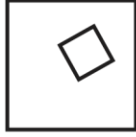


Dhanashree Shinde
VICE PRESIDENT, MARKETING
Vilas Javdekar Developers

Acceptance of Offer

I have read and accepted this offer of employment.

(Signature)(Name)(Date)
Aakanksha Arun Admane



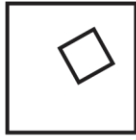
Date: 20th October 2023

Appointment Letter

Dear Aditya Sawalkar,

Further to your application and subsequent interview you had with us, we are pleased to appoint you as **Junior Architect** in our firm on the following terms and conditions:

1. You will be paid per annum salary of **Rs. 2,16,000 (Rs. Two Lakh Sixteen Thousand Only)** inclusive of all taxes and allowance.
2. This offer of appointment is valid as per the date of joining accepted and committed by you during the selection process and shall remain cancelled if you have not joined our company as stated.
3. You will be based at our **Pune** Office.
4. Your employment is subject to -
 - 4.1 Accuracy of your testimonials and information provided by you.
 - 4.2 Positive reference check of the antecedents provided by you.
 - 4.3 You shall be on probation for a period of **Three (3) months** from the date of joining the company. The same may however be extended or the employment may be terminated, if so deemed necessary by the management. On completion of such time, based on performance, you would be considered confirmed.
 - 4.4 You shall not be eligible to avail any benefit of leave and other allowances (if any) until and unless you complete your probation period.
5. You are requested to join us on **25th October 2023**. At the time of joining, you are required to submit copies of the following documents to Human Resource Department
 - 5.1 A copy of your relieving letter or resignation acceptance letter from your last employer.
 - 5.2 Copy of Credentials. (SSC, HSC, Graduation).
 - 5.3 Proof of CTC (Copy of offer letter / Increment letter / Pay slip of the recent / last employer)



5.4 One colored copy of your recent photograph.

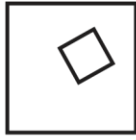
5.5 PAN Number any and Photocopy of your passport, if any.

Code of Conduct

1. In order to generate “mutual respect”, you should respect all individual irrespective of their caste, age, sex, level etc.
2. You shall honor and comply with all rules and regulations of the firm and statutory requirement.
3. You shall maintain utmost secrecy with regard to confidential information relating to the firm. This information includes and is not limited to trade secrets, technical processes and financial information relating to suppliers, employees, agents, distributors and customers.
4. You shall not, during your employment or at any time thereafter, directly or indirectly divulge, disclose, make know, communicate use, disclose to any persons, firm, company or concerns the firm’s secret and/or confidential or any other information which you may acquire receive or obtain by virtue of you being part of the process.
5. You shall not take copies of confidential document or information for your own purposes, and forthwith upon termination you shall return to the firm all document, records and accounts in any form (including electronic, mechanical, photographic and optic recording) relating to matters concerning the business or dealings or affairs of the firm.
6. You shall not engage in any business as principal/ agent or otherwise, meaning thereby, you will not indulge into dual employment while employed with the Firm, you may however, undertake honorary work of social or charitable nature literacy, artistic or scientific character after express written permission from competent of the Firm

Hours of work & Leave policy

1. Sunil Patil Associates Pvt. Ltd. works **Monday to Friday 10:00 am to 6:30pm & 1st, 3rd and 5th Saturday are working Saturdays and office will be closed on 2nd and 4th Saturdays**
2. Total 12 leaves are granted in one year. It should be 6 Casual leaves and 6 Sick leaves. It is meant to fulfill the objective of maintaining the work life balance. Sick leave shall be approved subject to sharing Medical Certificate issued by competent Medical Practitioner. You would accrue leave @ 1.00 days for each completed month of service and statutory holidays as stipulated by the firm
3. One can accumulate his leave and take it, subject to one month’s prior request for approval of such long leaves.



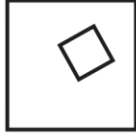
4. Leave application should be made through written leave application form OR email only. Intimation through phones, mobiles and messages will not be considered as leave application. Application for leave approval before 2 days from concerned authority must otherwise it's considered absentee and 1.5 working days payment will be deducted.

Sandwich Leave Policy-

1. Leaves taken on **2nd and 4th Friday or Monday (Prior to Weekly Off)**, Payment deduction will be done for one and half working day i.e. (1.5 days).
2. Leaves taken on **Friday as well as Monday**, payment deduction will be done for 4 continuous days. No Sandwich leave shall be allowed, if any employee has taken the same, the payment shall be deducted as per the clauses.
3. If any changes made by the company regarding leave and attendance policy will apply to all employees.

Termination of Employment

1. Either party can terminate the services by giving one month notice or compensation in lieu of notice without assigning reasons.
2. Notice period is meant to ensure completion of jobs already taken, transfer ongoing jobs, smooth transition and provide for time to get suitable replacement.
3. Notwithstanding anything to the contrary contained herein, the firm shall be entitled to forthwith terminate your appointment without any notice or payment of any kind whatsoever in lieu of notice or otherwise in case of:
 - 3.1 Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part of the breach of any of the terms, conditions and stipulations contained herein.
 - 3.2 You being adjudged an insolvent or applying to be adjudged an insolvent or making a compensation or arrangement with your creditors or being found guilty by a competent court of any offence involving moral turpitude.
 - 3.3 The reconstruction or amalgamation of the firm whether by winding up of the firm or otherwise.
 - 3.4 Any information provided to the firm in the application for job or during the course of your employment was found wrong and you have intentionally provided wrong information.



General

1. You will be governed by the Policies of the company as may be applicable to you from time to time.
2. **After 3 late marks for every late mark half day salary will be deducted & coming late by 30 min or more will be considered as half day / un-intimated leave.**
3. Employees should not carry their cell phones to the work desk. Cell phones can be kept in their personal bags or locker in switch off / silent mode. Employees are allowed to make personal cell phone calls during the lunch break.
4. Site visits are not considered as overtime; instead, it is a part of your job.
5. Salary reviews / Appraisals would be done on a yearly basis. Accordingly, time to time performances will be reviewed.
6. All programs, system logins, manuals, literatures, magazines, layouts, etc. developed by you while in company service will at all times be deemed to be the sole property of the firm.
7. You shall obtain written permission from the HR Manager for any studies giving full details of examination and duration. While following studies, the duties and accountabilities of your job will not be compromised and the demand arising out of work will prevail over.
8. You are expected to remain in duty throughout the working hours of the organization and be present on time for any meeting.
9. If any declaration given or furnished by you to the firm in any document submitted for employment proves to be false or if you have will fully suppressed any material information, you will be liable to be terminated without notice.
10. Experience certificate will be given upon a minimum of 2 years of service in the firm.

Pleasure in welcoming you and looking forward to mutually meaningful association.

For Sunil Patil Associates Pvt. Ltd.

Manager / HR Admin



Ref No: MKM/HR/2023/08

December, 03 2023

Subject: Letter of hire for the post of Junior Architect.

**To,
Ms. Anushka Deo**

Dear Anushka,

We would like to confirm the offer to you by MKM Architecture. We are pleased at the prospect of you joining our team and look forward to a long lasting relationship.

We would like you to join us from December 4th 2023, Monday.

Your probation period will be 6 months from the date of joining. During this period you are not entitled for any paid leaves. Once you have successfully completed probation, Your permanent employment will be confirmed formally in writing via confirmation letter.

You will then be entitled for other benefits as the employee of the company which will be mentioned in the confirmation letter.

Welcome to our Team!

Thanking you,

Yours sincerely,



Ar. Kafan Malushte
CA/2012/55366
MKM Architecture

BRIQMORT PRIVATE LIMITED

916-917, Shilp Zaveri, Shyamal cross road, Ahmedabad - 380015
Tel: 079 - 40028016 Email: briqmort@gmail.com

01st August, 2024

LETTER OF APPOINTMENT

Dear Stuti Bhagwat,

We are pleased to offer you the position of **Junior Architect** at **Briqmort Private Limited**. We feel confident that you will contribute your skills and experience towards the growth of our company.

Your joining date will be **02.09.24** and office timing will be **9:45** a.m. to **6:45** p.m. (Monday to Saturday).


The probation period will be **3 months** from the date of joining.

As per the discussion, your salary will be **27,500/-** on monthly basis with **2 years** of commitment to BRIQMORT PVT LTD.

After probation, your salary will be reviewed based on your performance and dedication to work.

We are looking forward to working with you and hope you will soon be part of our team.

Attachments: Salary Bifurcation and Office Rules and Regulations.


Ar. Mehul Narola
CA/2013/621
Partner,
BRIQMORT.PVT.LTD





Fwd: Offer Letter

Akshay Gandhi <akshaygandhi@brick.edu.in>
To: shraddha gurjar <shraddhagurjar@brick.edu.in>

Tue, May 14, 2024 at 10:58 AM

Dear Shraddha,

Please refer to trailing mail of offer letter of Abhineet Jangam my thesis student.

Regards,

Ar. Akshay H. Gandhi.

Assistant Professor,

SMEF's Brick School of Architecture, Pune.

----- Forwarded message -----

From: **abhineet jangam** <abhineet1998@gmail.com>
Date: Tue, 14 May 2024 at 10:53 AM
Subject: Fwd: Offer Letter
To: <akshaygandhi@brick.edu.in>

----- Forwarded message -----

From: **Tanvi @Accounting** <accounting@spaaec.com>
Date: Wed, 22 Feb 2023, 11:19 am
Subject: Offer Letter
To: abhineet1998@gmail.com <abhineet1998@gmail.com>

Dear Mr. Abhineet,

Congratulation!!!

We, Shashi Prabhu & Associates, are pleased to extend you an opportunity in our Architectural Department for the Position of **Jr. Architect (Probation)**. After evaluating your profile, We Shashi prabhu & Associates offering you monthly CTC is Rs. 19951/- (Rupees Nineteen Thousand Nine Hundred Fifty Only). Breakup of CTC is as under;

Salary Component	Amount per month (INR)	Amount per Annum (INR)
Basic	10800	129600
HRA	7200	86400
Gross Monthly Salary (A)	18000	216000
Retiral Benefits		
Provident Fund's Employer's Contribution	1296	15552

ESIC	135	1620
Gratuity (Annual)	520	6234
Statutory Benefit (Annual)	1951	23406
Total Cost to Company	19951	239406

To acknowledge your acceptance of the above, please send us date which would state as the commencement of the service.

Thanks & regards,

Tanvi Badde, HR

SHASHI PRABHU & ASSOCIATES

A2 & B1 BLOCK, NORTH STAND, WANKHEDE STADIUM,

[D ROAD, CHURCHGATE, MUMBAI 400 020](#)

TEL: 022 - 66199909

JOINING LETTER

Date: 10th AUG, 2024

To Whomsoever It May Concern

**SUBJECT: APPOINTMENT LETTER FOR THE POST OF JUNIOR
ARCHITECT**

Dear AKSHITA,

We are pleased to inform that you have been selected for the position of JUNIOR ARCHITECT at Ravi & Nupur Architects. We feel confident that you will contribute your skills & experience towards the growth of our organization.

As per the discussion, your joining date will be 15th JULY. 2024.
Your monthly emolument will be Rs. 17000 per month.

Please confirm your acceptance of this offer letter by signing & returning the copy of this offer letter.

Sincerely
(Ar. Ravi Jain)



Self employment declaration letter

To,
Whom it may concern

I, **AMAN NAZIR SHAIKH** confirm that I have been self-employed for **current (2024)** year as a **Principal Architect**, under the business name of **AMAN SHAIKH & ARCHITECTS**

As a licensed and experienced architect, I render the following services:

1. Architecture, Interior and Landscape
2. Rendering Work (Exterior and Interior)

I have taken the necessary steps to establish my practice, including registering myself under the Council of Architecture (**Applied COA registration number**) and setting up an office at the following address – **Vishwasnagar, Baramati, Maharashtra, 413102**

Please feel free to contact me if you have any questions or if there are opportunities for collaboration or partnership.

Sincerely,



AMAN NAZIR SHAIKH

[Applied our COA Registration number]

LETTER OF APPOINTMENT

Dec 29,2022

Dear Aniket ,

This is to confirm that, I would be glad to include you in our design team as a Junior Architect from Monday, 02.01.2023.

Your monthly remuneration will be Rs 18,000 (12,000 basic + 6000 as an incentive for higher skill set & travel allowance).

The office work hours are from 9.30 am to 6 pm from Monday to Friday.

1st & 3rd Saturdays and all Sundays are holidays.

The working hours on 2nd, 4th & 5th Saturdays are from 9.30am to 1.30 pm. You may work from home on Saturdays.

In case you need to take leave, please submit a written application much in advance so that the commitments can be planned accordingly.

You would be working on both Architectural & Interior Design projects including drawings at all stages, approval procedures, communication with clients & site and estimations. In addition, you would be exposed to the sites of other ongoing Projects and prepare the documentation drawing once the projects are complete.

I am looking forward towards a long-term relationship, at least for two years. In case you want to discontinue in future, please give a notice of two to three months so that we get enough time for replacement.

Hope you would have a fulfilling tenure at Studio Silhouette.



Shebanti Chakraborty
Architect

OFFER LETTER RESPONSE FORM

Academic Hourly Offer Letter

Date: Tuesday, May 28, 2024

Dear Anish Sahu,

I am pleased to offer you an appointment as an academic hourly employee in the Department of Computer Science, working with Elaheh Soltanaghai. The hourly rate for this position is \$20.

This offer is contingent upon your successful completion of a criminal background check process in accordance with the University of Illinois Background Check Policy. Following your acceptance of our offer, you will receive an email request from UniversityofIllinoisHR@geninfo.com (mailto:UniversityofIllinoisHR@geninfo.com) to initiate this process. The process will not begin until you provide authorization to do so, so please respond promptly to this request. Additional information regarding our Background Check policy and procedures is available here:

<http://humanresources.illinois.edu/supervisors/hiring-employees/background-check.html>

(<http://humanresources.illinois.edu/supervisors/hiring-employees/background-check.html>).

This position will begin on 5/12/2024 (or as soon as possible following completion of the criminal background check process) and continue through 8/17/2024.

Please respond with your acceptance or declination of this appointment as soon as possible by visiting the following web page:

<https://my.cs.illinois.edu/appointments/offers.asp?job=476603&key=21650167878>

(<https://my.cs.illinois.edu/appointments/offers.asp?job=476603&key=21650167878>)

If you are a new employee to the University, or if you are an international employee with updated employment eligibility documentation, please schedule a meeting with our office **on or before your start date** to complete a Form I-9 and other related paperwork. Please review the “List of Acceptable Documents (https://my.cs.illinois.edu/common/cs/I9_Acceptable_Docs_July2017.pdf)” (Page 5) for I-9 completion and bring the *original, unexpired documents* with you. Copies of the documentation will not be accepted. Regardless of the forms of identification you choose to provide, we will need to view your Social Security Card

to verify your full name as it is appears on the card. Failure to do so may result in penalty charges against the University. **NOTE: It is unlawful for you to start work until you have completed Section 1 of the Form I-9. Therefore, the start date listed above is contingent upon the timely completion of the I-9 form.**

If you have questions about your appointment, please contact me at kbogle@illinois.edu and I will be happy to assist you. We are pleased to offer this appointment to you and look forward to your reply.

Sincerely,

Kimberly Bogle

You accepted this offer on 5/28/2024 5:00:31 PM.

SMITHGROUP

August 1, 2024

Anish Sahu

aksahu2@illinois.edu

Dear Anish,

On behalf of SmithGroup, I am pleased to extend our offer of employment to you for the exempt position of Entry Level Architectural Designer. Your bi-weekly salary will be \$2,153.86 (\$56,000.00 annually). Compensation is subject to periodic reviews in accordance with corporate policy.

We anticipate your start date to be Monday, August 26, 2024. On your first day, please plan to arrive at 9:00 AM. Your normal work hours will be discussed and set with your supervisor on your first day of employment. If a different start date needs to be considered, please reach out to Human Resources.

SmithGroup offers a comprehensive benefits package. You will be eligible for health insurance benefits effective on your date of hire. We offer a choice of two comprehensive PPO medical plans and a Consumer Choice Plan through Blue Cross Blue Shield. In our California offices, we also offer an HMO plan through Kaiser. Dental and vision benefits are also available. Life and Accident insurance is provided at 1.5 times your base salary, to a maximum of \$200,000. Short term disability coverage is provided at 66 2/3% of your base weekly earnings and long-term disability is provided at 60%. You may purchase supplemental life and additional long-term disability insurance at your cost. In addition, SmithGroup offers a variety of lifestyle and caregiving benefits including paid parental leave, flexible spending accounts, commuter benefits and a wellbeing program. As a full-time employee you are also eligible to participate in our 401(k) plan. Currently, SmithGroup matches 35% of the first 6% contributed by the employee each pay period. Please see the SmithGroup benefits overview for more details.

SmithGroup offers a Paid Time Off (PTO) plan, which encompasses all time away from work including personal, sick and vacation days. Employees earn specific amounts of PTO based on length of service with SmithGroup. New employees working full-time are allotted 40 hours of PTO at the start of employment, and eligible to accrue approximately three weeks of PTO annually, in addition to paid holidays. SmithGroup also offers a unique and exciting benefit of 15 additional pre-scheduled days off, in accordance with the SmithGroup work schedule.

Upon acceptance of this offer, we will send you a link to our new hire onboarding site to familiarize yourself with the firm and complete your paperwork prior to your start date. Please note that to complete the hiring process, we will need proof of your authorization to work in the United States. You will need to bring documents to establish your identity and employment eligibility with you on your first day of work.

Anish, we look forward to you joining our organization and contributing to our growth. We feel that your new position will offer great challenges, along with both personal and professional rewards. If you have any questions, please feel free to contact me directly at 602-245-9345. Please confirm your understanding and acceptance of this employment offer by clicking the "Accept Offer" button.

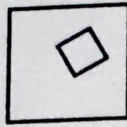
Sincerely,

Candice Hall

Human Resources Manager

Your employment with SmithGroup is employment at will. No guarantee or agreement has been made as to the length of your employment; your employment is voluntarily entered into and you are free to resign at will, at any time, with or without a specified reason. Similarly, SmithGroup may terminate the employment relationship at will, at any time, with or without a specified reason.

Acceptance of Employment Offer



Date: 18/01/2024

Confirmation Letter

Dear Apoorva Shinde,

Consequent to the review of your performance during your probation period, we have the pleasure informing you that, your services are been confirmed as **Jr. Architect** with effects from **16st November 2023**.

All the other terms and conditions as detailed in your appointment letter remain unchanged.

We look forward to your valuable contribution and wish you all the best for a rewarding career with the organization.

For Sunil Patil Associates Pvt. Ltd.

Aunja Pandit | Director

Date: 24-07-2024

Mr. Ashutosh Gaware
Pune
Tel: +91-8108067711

Subject: Letter of Appointment.

Dear Ashutosh,

PRIVATE & CONFIDENTIAL

With reference to the interview on 13th July 2024, we are pleased to offer you the post of a Junior Architect in Thirdspace Architecture Studio at Pune.

- You will be compensated with a remuneration of Rs. 22,000/- per month (Rupees 2,64,000/- per annum).
- You will be on a probation period for three months, and it may be extended at the Company's discretion, after the review of your performance.
- On successful completion of the probation period, your eligibility for the days of annual leave and medical leave will be as per standard company policy.
- The office timings will be 9:00 am to 6:00 pm from Monday to Saturday, with the exception of 2nd and 4th Saturday. Lunch break will be from 1:00pm to 2:00pm on the working days.
- With the acceptance of this offer letter, we request you to please submit copies of the following for the Company's record:
 1. Qualification - Degree Certificate
 2. Proof of Identity and Address (Passport or Adhaar card)

Your employment with the Company shall commence on 5th August 2024.

Welcome to Thirdspace Architecture Studio. We look forward to working with you.

We kindly request you to countersign a copy of this letter as a confirmation of your acceptance of the offer.

Thanking you,
For Thirdspace Architecture Studio,



Ar. Praveen Bavadekar
Principal



Ar. Namrata Betigiri
Principal



Name: Mr. Ashutosh Gaware
Date:

October 6, 2021

Mr. Ayush Parekh,
S/O Avinash Parekh,
Near Mukund Electricals,
4-2-90, Supari Hanuman Road,
Aurangabad,
Maharashtra, 431001

Subject: Appointment for the post of Junior Architect

Dear Ayush,

With reference to your virtual meeting with our Principals today, we are pleased to offer you, the position of Junior Architect in our office on the following terms and conditions:

1. Commencement of employment

Your employment will be effective from October 6, 2021. First six months of your service will be on Probation. You will be confirmed and your salary will be reviewed on successful completion of your probation.

2. Job title

Your job title will be "Junior Architect"

3. Salary

Your salary and other benefits will be as set out in Schedule I, hereto.

4. Place of posting

You will be posted at our Mumbai Office. You may however be required to work at other place of business which the Company establishes or may later acquire.

5. Hours of Work

The normal working days are Monday to Friday. You will be required to work for such hours as necessary for the proper discharge of your responsibilities for the Company. The normal working hours are from 9.30 AM to 6.30 PM and you are expected to work not less than Eight hours (excluding lunch time one hour) per day, and occasionally for additional hours depending on your responsibilities.

6. Leave/Holidays

6.1 You are not allowed to take leave during the probation period except emergency situations.

6.2 Once confirmed, you are entitled to a total of **Twenty** days of leaves including casual, sick and privilege leave, in a year starting from April 1 onwards.

6.2 You shall give one month notice in advance for more than two days of leave at a time.

6.3 The Company shall post a list of declared holidays in the beginning of each year.

7. Nature of duties

You will perform to the best of your ability for the duties/ responsibilities as are inherent in your position and take on such additional duties / responsibilities as the company may call upon you to perform, from time to time.

8. Company property/Equipments

You will always maintain in good condition Company property/equipments, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of this will be recovered from you by the Company.

9. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

10. Termination

- 10.1 During the probation period, your appointment can be terminated at two weeks' notice; likewise you will be entitled to leave the service giving us two weeks' notice. You will not be entitled to any other benefit from the company during the probation period.
- 10.2 Your appointment can be terminated by the Company, without any reason, by giving you not less than **one** months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean Gross salary.
- 10.3 You may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or foregoing salary for unserved period.
- 10.4 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.
- 10.5 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and 'Confidential Information', in your possession or under your control relating to your employment or to clients' business affairs.

11. Confidential Information

- 11.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time whatsoever, without the prior permission of the Company. If you choose to pursue a course of study, it should be intimated to the company in advance and it should not affect your working at the office.
- 11.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's projects, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
- 11.3 At no time, will you remove any Confidential Information from the office without permission.

- 11.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
- 11.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

12. Notices

Notices may be given by you to the Company at its registered office address or via email to office email id. Notices may be given by the Company to you at the address intimated by you in the official records or to your registered email id with the company.

13. Applicability of Company Policy

- 13.1 The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.
- 13.2 RMA Architects has a policy to comply with all laws regarding intellectual property. You shall not download and install any software in the office systems. Only software that is licensed to or owned by RMA can be installed and used in RMA Computers.
- 13.3 RMA will not issue any recommendation letters before completion of two years of service. For those who leave RMA before two years, they will receive a certificate of experience showing the duration of service and projects worked on.

14. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All courts situated in Mumbai shall have exclusive jurisdiction over all matters related to this appointment.

15. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and joining our team at RMA Architects.

Your's sincerely,

For RMA Architects Pvt. Ltd.,



Kuriakose Paulose
Director Finance

I accept employment on the aforesaid terms and conditions

Ayush Parekh



RAY Design Studios • Pune

designinfo@raystudio.in

www.raystudio.in

Date : 30.10.23

APPOINTMENT LETTER

Dear Vivek Cheekoti ,

We are delighted to extend your position of **Junior Architect** in our firm **RAY Design Studio, Pune** . Your skills and potential align well with our team's needs, and we are happy to have you on board.

Appointment Details:-

Job Title: Junior Architect
Start Date: November 1st, 2023
Compensation: Rs.15,000/-
Joining date: November 1st 2023

Our studio timings are from 9.00am to 6.00pm. Please confirm your acceptance along with the below documents:

- e. Bonafide Certificate
- f. ID and address Proof
- g. Academic Certificates – Original (for verification) and copy
- h. Passport size photo – 2no.

The details of the firms are provided below-

Name : RAY Design Studio, Pune

Founded - 2018

Principal Architects : 1. Ar. Shital Chaudhari

COA Registratio no. - CA 2004 / 33714

2. Ar. Vaibhavi Agrawal

COA Registratio no. - CA/2007/41049

Contact details : Email : designinfo@raystudio.in/ 9923634393/9420425677

Vaibhavi



Sincerely

For Ray Design Studio, Pune



RAY Design Studios • Pune

designinfo@raystudio.in

www.raystudio.in

Date : 30.07.23

APPOINTMENT LETTER

Dear Aryan Salvi ,

We are delighted to officially appoint you to the position of **Probationary Junior Architect** in our firm **RAY Design Studio, Pune** . Your skills and potential align well with our team's needs, and we are happy to have you on board.

Appointment Details:-

Job Title: Junior Architect

Start Date: August 1st, 2023

Compensation: Rs.12,000/-

Probationary Period: August 1st to October 30th 2023

During the probationary period, your performance and fit within our studio will be evaluated. Based on a successful review, you will be considered for full employment with **RAY Design Studio**.

Our studio timings are from 9.00am to 6.00pm. Please confirm your acceptance along with the below documents:

- i. Bonafide Certificate
- j. ID and address Proof
- k. Academic Certificates – Original (for verification) and copy
- l. Passport size photo – 2no.

The details of the firms are provided below-

Name : RAY Design Studio, Pune

Founded - 2018

Principal Architects : 1. Ar. Shital Chaudhari

COA Registratio no. - CA 2004 / 33714

2. Ar. Vaibhavi Agrawal

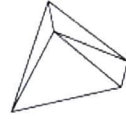
COA Registratio no. - CA/2007/41049

Contact details : Email : designinfo@raystudio.in/ 9923634393/9420425677



Sincerely

For RAY Design Studio, Pune



CHAPMAN TAYLOR
GLOBAL ARCHITECTS & MASTERPLANNERS

Dated: 08.10.2023

Appointment Letter

Dear **Mr. Atharva Lad**

We are pleased to offer you the position of **Architect** in our Firm. Following are the terms and conditions:

- Your monthly consolidated salary all-inclusive shall be Rs. **25,000** per Month inclusive of all perks, HRA etc.
- You shall be entitled to avail non-cumulative 24 leaves per year, pro-rata to lapsed period, besides National Holidays as notified by the Govt. of India. The Leaves availed out of 24 leaves during 1st year of service shall be deducted but will be paid back only on completion of one year of service. This adjustment of leave for encashment shall be done once a year and along with all other employees. You shall not be entitled for such encashment if you leave the Firm without serving notice period and or leave the service without completing one year.
- After completion of lock-in-period the employee can leave the service/employment, by giving one month prior notice along with resignation, subject to acceptance of resignation by the Firm. Firm may extend the notice period up to 3 months, if the projects being handled by the employee are nearing completion or the projects being handled are more than one.
- You shall be on probation for three (3) months from the date of joining.
- During probation period, your services can be terminated, by the Firm after giving 15 days written notice. Thereafter on completion of the probation Notice Period shall be of one month.
- You shall be required to sign a Bond that you shall not leave the Firm for two years. Should you decide to leave the Firm within 2 years, then such permission may be granted at the sole discretion of the Firm.
- You shall be required to travel within Hyderabad or anywhere in India as may be required by the Firm in connection with the Projects being handled by the Firm or for any official work or assignment. You shall be reimbursed the actual expenses for such visits as per Firm's policy.
- The management of the Firm reserves the right to change, modify the rules at any stage without giving any reason or notice.
- Your performance shall be assessed on yearly basis for annual increment and the amount of increment shall be decided by the management of the Firm and it shall be anywhere up to 10% depending upon the evaluation of the management. The decision of Management in this regard shall be final and binding on the employee.
- The employee is required to be punctual and if it is found that the employee is not punctual or not taking his/her assigned job/activity seriously then Management reserves the right to take any action which could be termination from services also.
- Tax shall be deducted as TDS from your salary as per Govt of India rules.
- Unauthorized leave or absent from duty or leave beyond permissible/authorized leaves as per policy shall attract deduction of salary.
- Normal working hours shall be 10 AM to 7.00 PM including 30 minutes lunch break. Salary or leave equivalent to one day shall be deducted, if an employee reports late for duty for three consecutive days.
- The Firm may extend loan to its employees at its sole desecration and at such terms. The employee shall be entitled to draw loan only on successful completion of one year of service. The loan shall be extended at nominal interest of 2% half yearly compounded . The amount of loan can not exceed 50% of annual gross salary. The loan shall be deducted from monthly salary payable @ minimum 20% percentage of monthly gross salary drawn. The interest shall be calculated on reducing balance .

- The employee shall be required to sign a bond. The employee shall not leave the services till recovery of the loan is complete along with outstanding interest. However in exigency , the employee can be allowed to leave the Firm after having served notice period of three months in the instance case and subject to depositing the entire out standing loan amount along with interest calculated @6% half yearly compounded on the outstanding loan from the date of draws of first instalment of loan.
- The employee shall be required to mark his / her attendance in the biometric machine both at the time of arrival as well as while calling it a day/ end of the day. If any employee forgets to mark the attendance in the machine then it shall be presumed that the employee was absent for 1/3rd of the day and salary shall be deducted accordingly.
- In the eventuality , the attendance can't be marked in the Biometric Machine then the attendance shall be marked in the attendance register with time and it has to be countersigned by the authorised person for authenticity else it shall be treated as absent for 1/3 rd of the day.
- You will not utilize or disclose or share with any third party or advertise or copy any data in any form in respect of projects, clients, documents, details, drawings, design, information of and about Firm which you possess in the course of discharging your duties with Chapman Taylor during your tenure with chapman Taylor or after leaving this Firm without written permission. If you are found to be engaged in any activity which in the opinion of the management is detrimental to the interests/ policies of the firm, the management will be at liberty to terminate your services without any notice or constraint to take legal action. You will be required to sign a Non-Disclosure Agreement in this regard.
- Firm can assign other Job in the field of Architectural Consultancy depending upon urgency, need and considering the capabilities of the employee and the employee cannot refer the same any referral shall be considered as an act of disobedience and the service of the employee shall be liable for termination.
- The Appointment letter shall be effective from the date of your joining the "Firm". In case you fail to join within 15 days of issuance of the offer of acceptance this Appointment letter stands withdrawn.

Please sign and return the duplicate copy of this letter. Thanking you and looking forward to having you working with us.

Yours Sincerely,
For Chapman Taylor India LLP

Authorized Signatory

I agree to accept employment on the terms and conditions mentioned in the above letter of Appointment. I joined the office on this date Ashwini Lohy 9th Oct 2023

Signature Ashwini Lohy
 Date 13-10-2023
 Place Delhi

Cu Mi Lab

Correspondence Address: Office no.5, Agarkar Bhavan, LBS Road, Navi Peth Pune 411030

Ms. Anushka Deo
Pune

Dear Anushka,

Further to your interview, we are pleased to inform you that you have successfully cleared the Interview level for the position **Jr. Architect (Research)** at **Cu Mi Lab**.

Enclosed here is our offer for you. Please check the document and inform us about your acceptance to HR Department in the main office.

Please submit following documents -

1. Relieving letter of last employer
2. Latest salary slips
3. All experience certificates
4. All educational certificates
5. Copy of PAN card
6. Copy of Aadhar Card
7. Copy of Last Employer Appointment Order & CTC Break up
8. 2 Photographs

The details of your monthly gross salary and other benefits are mentioned below for your reference.

Monthly Gross Salary will be Rs. Nineteen Thousand per month (-Professional Tax)

Your appointment is subject to your producing all the documentary evidence, certificates and qualification as stated by you in the CV furnished at the time of interview. It is necessary for you to go through it in details & do let us know if you have any doubts about it.

Your appointment is based on information, testimonials, documents submitted by you. Which you are required to submit while joining the employment or may be called upon to do so, subsequently. After you have informed us about your offer acceptance & joining date

If you have any other queries, please do not hesitate to contact the HR Dept. in the main office. Finally, we look forward to your acceptance and a long term fruitful journey.

Yours sincerely,

Mrs.Apoorva Kulkarni
Partner Of Operations

For & behalf of Cu Mi Lab

e: hr@vkarch.com

OFFER / JOINING LETTER

13th October 2023

Dear Rounak,

Congratulations! We are very pleased to offer you, the position of **Fresher Architect** with the following terms and conditions-

Date of Joining: 16.10.2023

Job Title: Fresher Architect

Salary: Rs.15000.00 per month

Deduction: Professional Tax Rs.200.00

Working Hours: Monday to Saturday: 9.30 am to 6.30pm. (2nd & 4th Saturday Off)

Lunch Break: 45 mins

Probation Period: First 60 days of your employment will be considered probationary and provides a means by which both parties can evaluate the suitability of this placement/work situation. We will be again reviewing your performance by the end of it.

Once again, congratulations and looking forward to a happy working experience with ADVA team.

Thanking You.

Kind regards,

Ar. Kapil Tapadia

Director



Adva studio pvt ltd.



Mr.Achyut Vanarse
Pune

Dear Achyut,

Further to your interview, we are pleased to inform you that you have successfully cleared the Interview level for the position **Jr.Architect** at **VK:a Architecture**.

Enclosed here is our offer for you. Please check the document and inform us about your acceptance to HR Department in the main office.

Please submit following documents -

1. Relieving letter of last employer
2. Latest salary slips
3. All experience certificates
4. All educational certificates
5. Copy of PAN card
6. Copy of Aadhar Card
7. Copy of Last Employer Appointment Order & CTC Break up
8. 2 Photographs

There is also a job profile stating your role & responsibilities. Your appointment is subject to your producing all the documentary evidence, certificates and qualification as stated by you in the CV furnished at the time of interview. It is necessary for you to go through it in details & do let us know if you have any doubts about it.

Your appointment is based on information, testimonials, documents submitted by you which you are required to submit while joining the employment or may be called upon to do so, subsequently. After you have informed us about your offer acceptance & joining date

If you have any other queries, please do not hesitate to contact the HR Dept. in the main office. Finally, we look forward to your acceptance and a long term fruitful journey.

Yours sincerely,

Mrs.Apoorva Kulkarni
Partner Of Operations

For & behalf of VK:a architecture

e: hr@vkarch.com

T:\VK03 Company Business\HR\HR Main\VKa\Employment\Employee appointments\Achyut Vanarse - Jr. Architect\Offer Letter-Achyut Vanarse.docx

HR/OFL/9/11/2023/25

CONFIDENTIAL

September 11, 2023

Ms. Shrinidhi Bhutada

A2- 503, Shree Parshwa Nagar, Near VIIT College, Kondhwa bk, Pune- 411048,
Ph- 9420796083 Subject: Offer of Employment

Dear **Shrinidhi**,

Congratulations, we are pleased to appoint you as **Graduate Architect Trainee** at Neilsoft. Your work location will be at **SEZ – Plot No. 21/2, Rajiv Gandhi InfoTech Park, Hinjewadi Phase III, Pune-411057, India** office subject to the following:

1. You are required to join the Company from **September 25, 2023**. If you accept this offer and fail to join the Company by the date mentioned above or any other date approved by the Company in writing, this offer shall automatically stand cancelled.
2. This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.
3. Unless otherwise communicated you will undergo a formal Induction to the company, training and project familiarity process for a period of between 4 to 6 months, This could be at any of the Company's locations, and currently envisaged to be at the Company's **Pune** Pride Parmar office.
4. Post completion of the induction and training period above you will be working from our Hinjewadi Office campus.
5. You will initially be based at the Company's **Pune** office unless communicated otherwise prior to your joining.
6. You will be given annual CTC of Rs. **300,000 (Rupees Three Lac Only)** Which is inclusive of Fixed and Performance Based Annual Incentive, your compensation will be as described in Annexure A
7. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
8. You shall keep the contents of this offer and any Annexure hereto confidential.
9. This offer shall automatically stand withdrawn if we do not receive your acceptance within 7 (seven) calendar days from the date hereof.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter.

You are requested to report at the following address by **09.30 AM** on the date of joining mentioned above. Please ask for **Gayatri Kulburge** to complete the joining formalities. Please bring along the documents listed in Schedule 1 to Annexure B.

Address: Neilsoft, 406, Pride Parmar Galaxy, 8th Floor, 10/10 + A Sadhu Vaswani Chowk, Pune 411001

We understand that you may have queries during your joining period. We would encourage you to contact **Bharati Patil** (on Email ID: bharari.patil@neilsoft.com / Tel:- **8975385100**).

We welcome you into the Neilsoft family and look forward to your valued contribution in taking the Company to greater heights. We are sure that our working environment will be conducive to helping you grow professionally as well as personally.

With warm regards,
For **Neilsoft**,



Priya Damle
Chief Human Resources Officer

I accept the offer and will report for duties
on _____

Signature: _____

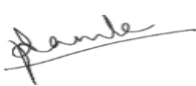

Date: _____

Place: _____

ANNEXURE A

Worksheet On Emoluments Of	:	Shrinidhi Bhutada
Date Of Joining	:	September 25, 2023
Designation	:	Graduate Architect Trainee
Department / Division	:	Buildings
Location	:	Pune
Gender	:	F
Gross Salary (p.a.)	:	300,000

Compensation Components	Monthly (Rs.)
A. Basic & Allowances	
Basic	6,250
House Rent Allowance	2,500
City Compensatory Allowance	938
Attire / Uniform Allowance	1,000
Conveyance Allowance	5,000
Other Allowance	7,210
Sub Total A	22,898
B. Other Benefits	
Leave Travel Allowance (Paid Annually)	-
Medical Allowance (Paid Quarterly)	-
Provident Fund (Employer Contribution)	1800
Gratuity (As Per Act)	302
Sub Total B	2102
Total Gross Monthly (A+B)	25,000

	
Chief Human Resources Officer	Signature of the Associate

Note:

- The above compensation structure may be changed by the Company, at its sole discretion, from time to time.

ANNEXURE B

TERMS AND CONDITIONS

1. You are expected to work from our offices at Hinjewadi above. For business reasons, you may be transferred or seconded or deputed to any of the Company's other offices, subsidiaries or affiliates in India or abroad. The Company may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.
2. You will be on probation for the initial 12 months (inclusive of the period mentioned at para 3 of the offer letter above) after your date of joining. Your services shall be confirmed after successful completion of the training period and your performance evaluation.
3. You may be required to work in shift system as per requirements of your job position.
4. Your appointment is subject to your being declared medically fit by a registered practitioner / hospital nominated by us.
5. The working day shall comprise of nine working hours and a lunch break for half an hour, normal working hours is between 9:00am to 6:00pm from Monday through Friday.
6. You will use your best efforts in the performance of employment duties assigned to you from time to time and shall, at all times, act in good faith and in the best interests of the Company. While in the service of the Company you shall not, without the express written permission of your reporting manager and HR, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment, whether part time or full time.
7. You may be required to travel in connection with the Company's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection and other allowances according to the Company's then prevailing policy pertaining to such travel.
8. You shall be bound by all the policies, rules, regulations and procedures currently prevailing or that may be established by the Company in future, and any modifications thereof or additions thereto, as may be declared by the Company from time to time. In the event of any conflict between the terms of your offer letter (including any Annexure thereto and any policy, rules, regulations or procedures of the Company, the terms of the latter shall prevail.
9. **Termination by the Company** – Your services may be terminated by the Company without notice for any of the following :
 - a) Your breach of any of these terms or any other agreement signed by you with the Company, or
 - b) Your breach of the Company code of conduct, policies, rules, regulations and procedures, or
 - c) The Company's background check reveals discrepancies in the information or documents provided by you to the Company during the recruitment process, or
 - d) The Company finds your performance unsatisfactory during any period of training or in the discharge of duties assigned to you, or
 - e) Any act or omission by you that may have the effect of injuring the reputation or business of the Company or causing loss to the Company, or
 - f) Your failure to comply with the instructions specified in Schedule 1 hereto, or
 - g) Your Unauthorized absence from work; or
 - h) Your insubordination; or
 - i) Your misconduct

Termination by Employee – You will have to serve a notice period of 90 days should you wish to resign from the services of the Company .

Joining Expenses - If an associate leaves the company before completing one year of service, any joining related expenses incurred by the company (for relocation, initial accommodation, etc.) shall need to be repaid to the company.



10. You are expected to serve the full notice period in order to complete the transition of your duties to an employee identified by the Company. Failure to provide such notice or to serve the entire notice period shall make you liable to pay the Company liquidated damages equivalent to the gross salary for the shortfall in such notice period.
11. Without prejudice to the other rights that the Company may have under these terms, the Company may, in its sole discretion, suspend payment of the whole or part of your salary in the event of your failing to comply with the instructions specified in Schedule 1 hereto.
12. You will be required to sign a Confidentiality and IPR Agreement effective from the date of joining to protect the Company's and its clients' rights in the information and materials developed by you or disclosed to you during the course of your employment.
13. Any tax liability arising out of your salary / allowances / benefits shall be borne by you. The Company may deduct such tax liability or any amounts owed by you to the Company from your salary or from any other amounts payable by the Company to you.
14. If you have to undergo any specialized training arranged by the Company, you shall execute a training agreement, if the Company so requires.
15. Without prejudice to other rights available to the Company under these terms or any other agreement executed by you, you will reimburse the Company for all losses, damages, claims or demands (including the costs, expenses and reasonable attorney's fees on account thereof) arising out of your breach of any of these terms or any other agreement executed by you with the Company or arising out of your gross negligence or refusal to perform your duties. You shall also reimburse the Company, any amounts paid to you that are not part of the compensation described in Annexure A or the Company's standard benefits published on the Company's intranet, if you resign from the Company or your services are terminated by the Company for Cause within 12 months from the date of your joining.
16. The validity, construction, interpretation and performance of these terms shall be governed by Indian Laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in Pune, India.

Schedule 1 to Annexure B

It is mandatory that you submit the following documents on the date of joining; In case you do not submit any of documents mentioned in a), b), c), d) and e) then your salary will be put on hold from next month & will be disbursed after providing of all the documents.

- a) Photocopies of all educational certificates (from SSC onwards) and mark sheets (including all semesters).
- b) Photocopies of service certificates from all the previous employers
- c) Photocopy of Last pay slip / salary certificate
- d) Tax Calculation Sheet / Form 16 from previous employers of current Financial Year.
- e) Photo copy of PAN Card or if applied for PAN card, the Temporary PAN number i.e. PAN application number.
- f) UAN (Universal Account Number) from previous employer (Applicable, If associate was member of PF)

Please bring the originals of the documents specified under a), b), c), d) and e) above, for verification.

You are also requested to carry the following with you on the date of joining:

- a) Four passport size color photographs with white background.
- b) A photocopy of the information pages of your passport
- c) A photo copy of address proof (Permanent & Temporary)



Date: September 11, 2023

To,

Express clinic
Ground Floor, B1 Building,
Cerebrum IT Park, Behind Marigold Society,
Kalyani Nagar, Pune 411014
Phone : 020 - 41302272/ 73

Subject: Pre-employment Medical Checkup

Dear Sir / Madam,

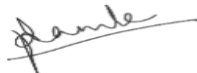
As per our arrangement with you, we are sending **Ms. Shrinidhi Bhutada** for medical checkup. Kindly conduct the following Medical Checkups and arrange to send the reports to us.

- CBC
- Blood Group
- Cholesterol
- Glycosylated Hemoglobin (HbA1c)
- X ray chest PA
- Physical Examination
- Vision Test-Near, Far & color
- Health report

Kindly collect your charges of Rs. 800/- (Rupees Eight Hundred Only) directly from the individual.

Thanking you,
Yours truly,

For Neilsoft,



Priya Damle
Chief Human Resources Officer

Please note:

Timing: From Monday to Saturday between - 8.00 am to 7.30 pm, Sunday Closed. 12 Hours fasting is compulsory before checkup.

Other Centers :

Chinchwad : Shop no 18/19/20, L3 Building, Empire Estate, Chinchwad, Phone : 020 –46770239

Magarpatta : S-10, 2nd Floor, Destination center, Magarpatta, Hadapsar, Pune – 411013

Pimple Saudagar : Shop No-205, 2nd Floor, Rainbow Plaza, Near Shivar Garden Chowk, Pimple Saudagar, Pune – 411057 Phone : 020 – 46781915

Kalyani Nagar : Ground Floor, B1 building, Cerebrum IT Part, Kalyani Nagar, Pune : 411014

Viman Nagar : Row house no - 2, Plot no - 88, Wing - F, Nitron Landmark, Viman nagar, Pune - 411014

Kothrud : Jehangir Sepciality Hospital – Kothrud , 46/2B/2, Paud Road, Kothrud Pune 411038
Tel : 020-25431758, 25431362 Mob : 9766871614



Over Court Barns
Over Lane
Almondsbury
Bristol BS32 4DF
United Kingdom

T +44 (0)1454 619533
F +44 (0)1454 614125
E bristol@hydrock.com

The Hydrock logo consists of the word "Hydrock" in a white, sans-serif font, positioned to the left of a stylized white icon of a building or structure with three vertical bars of varying heights.

29 January 2024

Gaurav Bhilare
19 Whittle Avenue
Trumpington
Cambridge
CB2 9BW

Dear Gaurav

Offer of Employment

Further to recent discussions and communications, I am pleased to confirm our offer of employment as a Graduate Building Physics Engineer with Hydrock Consultants Limited, based at our Leeds office. The principal terms of our offer are as follows:

Role: Graduate Building Physics Engineer
Reporting to: Ryan Mullin
Start date: 26 February 2024
Hours: 37.5 per week, 8.30am to 5.15pm Monday to Thursday and 8:30am to 4:00pm on Fridays, with the option to work on an agile basis around these hours in agreement with your line manager
Salary: £27,000 per annum
Notice: 1 month (following probation)
Holiday: 25 days a year (rising by one day for every two years' service up to a maximum of 35 days) plus statutory holidays (all pro rata)
Pension: 5% Employer contribution plus a minimum of 4% Employee contribution, in accordance with Automatic Enrolment. Further details will be provided by e-letter in due course
Insurance: 2 x annual salary life assurance cover, company paid (automatic enrolment)
Level 1 health cash plan cover, company paid (automatic enrolment)
Benefits: We have an extensive salary sacrifice benefits scheme (detailed in due course)

We hope our offer represents a strong employment prospect and a good opportunity to develop your career.


To accept our offer, please return a signed copy of this letter and the employment agreement, by 2 February 2024. Please send these by email to newstarter@hydrock.com. Please note that our offer is subject to the receipt of satisfactory references.

If you have any questions or queries, please don't hesitate to contact us. We look forward to welcoming you to Hydrock!

Yours sincerely

Andrea Munro

Andrea Munro
Head of People

Signed: 
Gaurav Bhilare

Date: 31 January 2024

Jatin Lalwani
Exotica-B_101
Shalimar Township
AB Road, Indore, 452010
INDIA

APPOINTMENT LETTER

With reference to your application and the subsequent interviews you had with us we

Blocher Blocher India Pvt. Ltd.
A802, Mondeal Heights
SG Highway, Ahmedabad 380015
INDIA

(Hereafter also referred to as the "company")

are pleased to appoint you as Architect on the following terms and conditions:

1. Personal Details

Full Name: Jatin Lalwani
Date of Birth: 14.11.1999
Date of Joining: 01.09.2023
Qualification: Bachelor of Architecture

(Hereafter also referred to as the "employee")

2. Salary

2.1	Basic salary:	Rs 15,000.00
2.2	Monthly Allowances:	
	House rent Allowance:	Rs 7,500.00
	Medical Allowance:	Rs 1,000.00
	Transport Allowance:	Rs 1,500.00
2.3	Salary, total (gross)	Rs 25,000.00

3. Work Place

3.1 You are initially appointed to work in our firm located in Ahmedabad, India.

3.2 However the company shall have the right to transfer the employee temporarily or permanently from one job to another, one department to another or from one branch to another, anywhere in India or Germany whether existing or to be set up in future, under the control of the company or in any of its affiliated concerns.

In the event of such a transfer, both the parties, upon mutual consent, shall review the annual package and terms of employment depending upon the place of employment and the profile of the affiliated concern(s).

4. Working Hours, Leave

4.1 You will be governed by the working hours prevailing in the establishment in which you have been employed. You will be notified of your actual duty timings from time to time.

4.2 Working hours: Working hours shall be 44 Hours per week. Saturday is a working day with a minimum working time of 4 hours.

The core times of presence are from 10am to 7 pm, lunch and tea break are not part of working-time. All breaks in total should not exceed 1 hour per day.

4.3 Overwork: Overtime will only be paid if the overwork has been explicitly ordered through BB1. In general overtime hours of 7.5% of the regular working hours shall be included in the salary.

4.4 Leave:

The employee will be granted the following leave per annum:

- (a) 12 days Privilege leave, but not more than 10 working days in a row.
- (b) 5 days Sick leave. After 2 days of sickness a doctor's certificate has to be handed in.
- (c) 5 days casual leave

4.5 The company will decide about when to grant the leave, taking in consideration the requests of the employee. For partial years the leave will be calculated according to the relation of the working-period to the whole year, the result will be rounded to full days (mathematically).

5. Probation

You will be on probation for a period of six months from the date of your appointment, which may be extended at the discretion of the Management. Extended leave will not be granted during the probation period.

During probation period either party is at liberty to discontinue the appointment without notice, compensation, or giving any reason thereof.

6. Termination

After completion of the probation period, your employment will be subject to termination by two months' notice on either side. The Company reserves the right to pay you two month's salary in lieu of notice.

Employment can be terminated by the employee only on the 1st of the month and notice period will be considered from that day.

As the designation in the Company changes so will the duration of the notice period.

7. Conditions of Employment

7.1 Salaries cannot be discussed with colleagues. If it is found that salaries have been discussed, the employee will be asked to resign immediately.

7.2 You will not at any time or times, either during or after leaving the service of the Company, disclose divulge or make public to anyone any confidential information relating to affairs, transactions or dealings of the Company.

7.3 You will not during the continuance of services with the Company, without the consent in writing from the Company, be employed directly, or indirectly, in any other trade or business, employment or occupation whatsoever, but will devote the whole of your time and attention to your duties in the Company.

7.4 You will keep the company informed in writing of your local contact address and whether in office or outside, on duty or on leave, and make yourself available on mobile phone.

In case of any change, you will keep the office informed of such change and non-availability on mobile phone or failure to keep the office informed and intimate changes will be viewed as a breach of terms of Agreement.

You shall observe and adhere to the Rules and Regulations of the company and the Code of Conduct as applicable from time to time.

You understand that any communication from the company shall be deemed to have been served to you at your last known communication address via email ID or postal/courier or (if applicable) Fax.

8. Conflict of Interests

You confirm that you have fully disclosed all your business interests and interests of his immediate relatives, if they are in any way similar to or in conflict with the business or activities of the company and all circumstances in respect of which there is or there might be perceived, a conflict of interest between the company and yourself or any immediate relatives. You also agree to promptly and fully disclose any such interests or circumstances, which may arise during your employment.

9. Objectivity

You will scrupulously stick to the tenets of objectivity and fair play in all aspects of work so that it does in no way smack of prejudice/bias either by exclusion or inclusion or in any manner whatsoever nor will you accept directly or indirectly through any associate or any other person any money or gratuity or favour from any person doing business or being associated with the company.

10. Copyrights

You shall ensure that no matter violating any copyright provisions is used in any manner unless and until formalities, if any, have been duly completed. Further, you agree to indemnify and hold the company harmless from any and all liabilities, claims, demands, actions, proceedings, damages and costs.

11. Intellectual Property

You agree that all intellectual property including but not limited to literary and artistic works made by you during the period of contract is created solely for the purpose of the company's business. The company asserts and you agree that all exclusive rights of the first owner to any such work, in particular, the right to publish and the right to reproduce the work in any publication and / or any type of media now known or hereafter developed vests in perpetuity with the company.

12. Procedure

Kindly return the duplicate copy of this letter, duly countersigned by you, in token of your acceptance of the terms and conditions stipulated herein.

Ahmedabad, 01st September 2023
Place, Date


.....
Employee


.....
Blocher Blocher India Pvt. Ltd.





1ST August 2024

Saurabh Sahane
Flat No 1 Jai Gangotri Apartment
Shankar Nagar Takali Road
Nashik
Maharashtra 422011

Dear Saurabh

We are delighted to extend this offer of employment for the position of Junior Architect with Rubber Soul. Please review this summary of terms and conditions for your anticipated employment with us. Your start date will be the 5th of August, 2024.

Please find below the terms and conditions of your employment, should you accept this offer letter:

Position: Your title will be Junior Architect, and this is a full-time position. While you are employed with us, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with Rubber Soul. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties with us.

Confidential Information: While you are employed with Rubber Soul you will treat and keep as confidential all information given to you or which become known to you and shall not disclose the same to anybody. The information can/may be related to but not limited to, clients, sites, drawings, plans, methods, bids, tenders, quotes, projects etc. Such information shall not be disclosed even after leaving employment.

Conflict of interest: You shall not, at any time during the employment, enter into any work, contract, employment, agency or any stream or avenue or course of action which may cause a conflict of interest with the policy/objective/interest of Rubber Soul.

Intellectual property: All work done by you while in employment with Rubber Soul shall be the intellectual property owned by Rubber Soul. These shall include, but shall not be limited to, drawings, physical representations/models, visual representations (computer generated or otherwise), videos, photographs, presentations, communication, etc.

Cash Compensation: Your salary for the first six months (August 2024 – January 2025) will be ₹ 22,500.00 per month, payable in accordance with the Company's standard payroll schedule no

later than the 7th day of every month. For the subsequent six months (February 2025 – July 2025) your salary will be **₹25,000.00 per month**. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

Company Guidelines: The Company Guidelines and other Policies are described online in our address book and will be discussed with you personally on your first day of employment.

Employment Relationship: Employment with Rubber Soul is for no specific period of time. Your employment with us will be "at will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter of agreement. This is the full and complete agreement between you and Rubber Soul on this term. Although your job duties, title, compensation and benefits, as well as Rubber Souls' personnel policies and procedures may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and one of the Directors of Rubber Soul.

Termination: The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you a one months' notice.

Privacy: You are required to observe and uphold all of Rubber Souls' privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

Interpretation, Amendment and Enforcement: This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and Rubber Soul and constitute the complete agreement regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and one of the Directors of Rubber Soul.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement.

Sincerely,



Aadil Salim
Director of Rubber Soul Architects
CA/2012/55816

Saurabh Sahane
Junior Architect
PAN Number: NFFPS4996A



**THREE
FOLDS
ARCHITECTS**

To Karishma Rawool,

Kindly consider this as an official appointment letter as a junior architect at Three folds architects on starting **1st August 2024**.

You will be given a remuneration of **15,000/-** per month during 1st week of every month.

Working hours will be from **10.30 am up to 6.30 pm** with a weekly off on Sunday. 3 late marks will be considered as a half day and will lead to deduction in the mentioned remuneration. Apart from weekly off, 1 paid sick leave per month will be allowed with prior notice.

Tasks and Responsibilities-

- Overlooking and supervising all execution work going on site
- Making sure that execution is happening as per drawings released
- Informing any new work that is starting on site to the Designer
- Day to day updates along with photographs from site to be given to Designer at EOD
- Ensuring quality control for ongoing work on site

Code of conduct-

- Kindly follow a formal dress code when on site
- Shoes should be mandatory
- Delay of more than 15 mins will be considered as a late mark
- Informing after reaching on site and before leaving is mandatory
- Maintain a civil mannerism while communicating with all present on-site including workers
- Make sure no inconvenience is caused to anyone present on site due to your conduct
- Intake of any kind of intoxication while working hours will lead to strict action

Thanks & Regards,

Ar. Vikalp Davkhare
Three Folds Architects,
+91 9890647933

Three Folds Architects,

Karishma Rawool,

+91 9890647933
e-mail:threefoldsarchitects@gmail.com



One Identity Platform

04/07/2024

Name: Khadija Kapuswala

Office Address: Pune

Dear Khadija,

We are pleased to offer you the position of **Junior Product Designer** with Zoop.one (Quagga Tech Pvt Ltd). We are delighted to work with you and your DOJ will be 01/07/2024

Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it to the HR authority. Please retain the second copy for your records.

I look forward to welcoming you to our organisation.

Sincerely,

Ritesh Kothari

CEO

Zoop.One



**THREE
FOLDS
ARCHITECTS**

To Lalit Hinge,

Kindly consider this as an official appointment letter as a junior architect at Three folds architects on starting **1st August 2024**.

You will be given a remuneration of **15,000/-** per month during 1st week of every month.

Working hours will be from **10.30 am up to 6.30 pm** with a weekly off on Sunday. 3 late marks will be considered as a half day and will lead to deduction in the mentioned remuneration. Apart from weekly off, 1 paid sick leave per month will be allowed with prior notice.

Tasks and Responsibilities-

- Overlooking and supervising all execution work going on site
- Making sure that execution is happening as per drawings released
- Informing any new work that is starting on site to the Designer
- Day to day updates along with photographs from site to be given to Designer at EOD
- Ensuring quality control for ongoing work on site

Code of conduct-

- Kindly follow a formal dress code when on site
- Shoes should be mandatory
- Delay of more than 15 mins will be considered as a late mark
- Informing after reaching on site and before leaving is mandatory
- Maintain a civil mannerism while communicating with all present on-site including workers
- Make sure no inconvenience is caused to anyone present on site due to your conduct
- Intake of any kind of intoxication while working hours will lead to strict action

Thanks & Regards,

Ar. Vikalp Davkhare
Three Folds Architects,
+91 9890647933

Three Folds Architects,

Lalit Hinge,

+91 9890647933
e-mail:threefoldsarchitects@gmail.com

Mr. Kunal Chougule
Pune

Dear Kunal,

Further to your interview, we are pleased to inform you that you have successfully cleared the Interview level for the position **Jr.Architect at VK: a Architecture (A Division of VK Design & Projects Pvt. Ltd.)**

Enclosed here is our offer for you. Please check the document and inform us about your acceptance to HR Department in the main office.

Please submit following documents -

1. Relieving letter of last employer
2. Latest salary slips
3. All experience certificates
4. All educational certificates
5. Copy of PAN card
6. Copy of Aadhar Card
7. Copy of Last Employer Appointment Order & CTC Break up
8. 2 Photographs

There is also a job profile stating your role & responsibilities. Your appointment is subject to your producing all the documentary evidence, certificates and qualification as stated by you in the CV furnished at the time of interview. It is necessary for you to go through it in details & do let us know if you have any doubts about it.

Your appointment is based on information, testimonials, documents submitted by you which you are required to submit while joining the employment or may be called upon to do so, subsequently. After you have informed us about your offer acceptance & joining date

If you have any other queries, please do not hesitate to contact the HR Dept. in the main office. Finally, we look forward to your acceptance and a long term fruitful journey.

Yours sincerely,

Mrs. Apoorva Kulkarni
Director

For & behalf of VK:a architecture
(A Division of VK Design & Projects Pvt. Ltd.)

t: +91 20 6626 8888

e: hr@vkarch.com

7 June 2024

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Mr.Aashay Mulate
Pune

Dear Aashay Mulate,

Further to your interview, we are pleased to inform you that you have successfully cleared the Interview level for the position **Jr.Architect at VK: a Architecture (A Division of VK Design & Projects Pvt. Ltd.)**

Enclosed here is our offer for you. Please check the document and inform us about your acceptance to HR Department in the main office.

Please submit following documents -

1. Relieving letter of last employer
2. Latest salary slips
3. All experience certificates
4. All educational certificates
5. Copy of PAN card
6. Copy of Aadhar Card
7. Copy of Last Employer Appointment Order & CTC Break up
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There is also a job profile stating your role & responsibilities. Your appointment is subject to your producing all the documentary evidence, certificates and qualification as stated by you in the CV furnished at the time of interview. It is necessary for you to go through it in details & do let us know if you have any doubts about it.

Your appointment is based on information, testimonials, documents submitted by you which you are required to submit while joining the employment or may be called upon to do so, subsequently. After you have informed us about your offer acceptance & joining date

If you have any other queries, please do not hesitate to contact the HR Dept. in the main office. Finally, we look forward to your acceptance and a long term fruitful journey.

Yours sincerely,

Mrs. Apoorva Kulkarni
Director

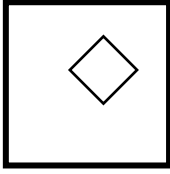
For & behalf of VK:a architecture
(A Division of VK Design & Projects Pvt. Ltd.)

t: +91 20 6626 8888

e: hr@vkarch.com

2 April 2024

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SUNIL PATIL ASSOCIATES PVT. LTD.

ARCHITECTURE | INTERIOR DESIGN | URBAN DESIGN | PROJECT MANAGEMENT

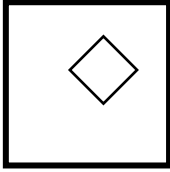
Date: 29/12/2022

Job Offer Letter

Dear **Pallavi Dhawale**,

Further to your application and subsequent interview you had with us, we are pleased to offer you the position of **Jr. Architect** in our firm on the following terms and conditions:

1. You will be paid per annum salary of **Rs. 2,16,000/-** (Rs. In words Two Lakh Sixteen Thousand Only) inclusive of all taxes and allowance.
2. This offer of appointment is valid as per the date of joining accepted and committed by you during the selection process and shall remain cancelled if you have not joined our company as stated.
3. You will be based at our Pune Office.
4. Your employment is subject to
 - 4.1 Accuracy of your testimonials and information provided by you.
 - 4.2 Positive reference check of the antecedents provided by you.
 - 4.3 You shall be on probation for a period of Three (3) months from the date of joining the company. The same may however be extended or the contract of employment may be terminated, if so deemed necessary by the management. On completion of such time, based on performance, you would be considered confirmed.
 - 4.4 You shall not be eligible to avail any benefit of leave and other remuneration until and unless you complete your probation period.
5. You are requested to join us on **16th January 2023**. At the time of joining, you are required to submit copies of the following documents to Human Resource Department
 - 5.1 A copy of your relieving letter or resignation acceptance letter from your last employer.
 - 5.2 Copy of Credentials. (SSC, HSC, Graduation).
 - 5.3 Proof of CTC (Copy of offer letter / Increment letter / Pay slip of the recent last employer)



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5.4 One colored copy of your recent photograph.

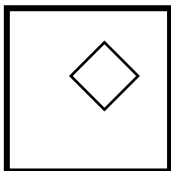
5.5 PAN Number, PF Number if any and Photocopy of your passport, if any.

Code of Conduct

1. In order to generate “mutual respect”, you should respect all individual irrespective of their caste, age, sex, level etc.
2. You shall honor and comply with all rules and regulations of the firm and statutory requirement.
3. You shall maintain utmost secrecy with regard to confidential information relating to the firm. This information includes and is not limited to trade secrets, technical processes and financial information relating to suppliers, employees, agents, distributors and customers.
4. You shall not, during your employment or at any time thereafter, directly or indirectly divulge, disclose, make know, communicate use, disclose to any persons, firm, company or concerns the firm’s secret and/or confidential or any other information which you may acquire receive or obtain by virtue of you being part of the process.
5. You shall not take copies of confidential document or information for your own purposes, and forthwith upon termination you shall return to the firm all document, records and accounts in any form (including electronic, mechanical, photographic and optic recording) relating to matters concerning the business or dealings or affairs of the firm.
6. You shall not engage in any business as principal/ agent or otherwise, meaning thereby, you will not indulge into dual employment while employed with the Firm, you may however, undertake honorary work of social or charitable nature literacy, artistic or scientific character after express written permission from competent of the Firm

Hours of work & Leave policy

1. Sunil Patil Associates Pvt. Ltd. works Monday to Friday 10:00 am to 6:30pm & 1st, 3rd and 5th Saturday are working Saturdays and office will be closed on 2nd and 4th Saturdays
2. Total 12 leaves are granted in one year. It should be 6 Casual leaves and 6 Sick leaves. It is meant to fulfill the objective of maintaining the work life balance. Sick leave shall be approved subject to the production of Medical Certificate issued by competent Medical Practitioner. You would accrue leave @ 1.00 days for each completed month of service and statutory holiday’s as stipulated by the firm



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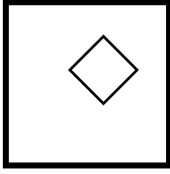
3. One can accumulate his leave and take it, subject to one month's prior request for approval of such long leaves.
4. Leave application should be made through written leave application form or email only. Intimation through phones, mobiles and messages will not be considered as leave application. Application for leave approval before 2 days from concerned authority must otherwise its considered absentee and 1.5 working days payment will be deducted.
5. Sandwich Leave Policy:-
 - 5.1) Leaves taken on 2nd and 4th Friday or Monday (Prior to Weekly Off), Payment deduction will be done for one and half working day.
 - 5.2) Leaves taken on Friday as well as Monday, payment deduction will be done for four continuous days. No Sandwich leave shall be allowed, if any employee has taken the same, the payment shall be deducted as per the clauses.
6. If any changes made by the company regarding leave and attendance policy will apply to all employees.

Termination of Employment

1. If you discontinue without a prior notice, about your unprofessional behavior no experience certificate will be provided.
2. Notwithstanding anything to the contrary contained herein, the firm shall be entitled to forthwith terminate your appointment without any notice or payment of any kind whatsoever in lieu of notice or otherwise in case of:
3. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part of the breach of any of the terms, conditions and stipulations contained herein.

General

1. You will be governed by the Policies of the company as may be applicable to you from time to time.
2. After 3 late marks for every late mark half days salary will be deducted & coming late by 30 min or more will be considered as half day un-intimated leave.
3. Employees should not carry their cell phones to the work desk. Cell phones can be kept in their personal bags or locker in switch off / silent mode. Employees are allowed to make personal cell phone calls during the lunch break.



SUNIL PATIL ASSOCIATES PVT. LTD.

ARCHITECTURE | INTERIOR DESIGN | URBAN DESIGN | PROJECT MANAGEMENT

4. Site visits are not considered as overtime; instead it is a part of your job.
5. Salary reviews / Appraisals would be done on a yearly basis. Accordingly time to time performances will be reviewed.
6. All programs, system logins, manuals, literatures, magazines, layouts, etc. developed by you while in company service will at all times be deemed to be the sole property of the firm.
7. You shall obtain written permission from the HR Manager for any studies giving full details of examination and duration. While following studies, the duties and accountabilities of your job will not be compromised and the demand arising out of work will prevail over.
8. You are expected to remain in duty throughout the working hours of the organization and be present on time for any meeting.
9. If any declaration given or furnished by you to the firm in any document submitted for employment proves to be false or if you have will fully suppressed any material information, you will be liable to be terminated without notice.
10. Experience certificate will be given upon a minimum of 2 years of service in the firm. We have once again pleasure in welcoming you and looking forward to mutually meaningful association.

We have once again pleasure in welcoming you and looking forward to mutually meaningful association.

For Sunil Patil Associates Pvt. Ltd.

Manager / HR Admin

December 2, 2022

Ms. Pragati Dwivedi

Re: Offer of conditional employment as a Sustainability Analyst at Verdus.

Dear Ms. Dwivedi,

Please consider this letter as your conditional offer of the role of Sustainability Analyst at Verdus. The broad terms are as under:

- The mutually agreed upon start date is December 5, 2022.
- Your total monthly remuneration will be INR 30,000, paid at the end of each month you are employed at Verdus via direct deposit into your preferred bank account.
- This is a conditional offer requiring that you work at Verdus for at least 40 hours per week.
- You are expected to be available for conference calls, queries and general consultation on Monday to Friday, between 0730 and 1030 US Central Time.
- Your work hours may be flexible, but you are expected to complete all assigned tasks in a timely and expedient manner.
- You must accept and sign the enclosed EMPLOYEE NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT.
- Acceptance of this offer prohibits you from moonlighting, freelancing or dual employment, while you are with Verdus, in any related industry.
- You are not entitled to any benefits from Verdus for the first 12 months.
- Requests for time-off must be made via email, at least one-week prior to the start of the desired time-off. Additionally, any time off will be granted upon review of prevailing circumstances.
- You are responsible for all taxes as they pertain to your location of your residence.
- Based on your location, Verdus LLC assumes no responsibility for your taxes or any benefits.
- You must supply your own computer hardware, software and internet connection. Additional requests for hardware or software will be evaluated on a case-by-case basis.
- Verdus LLC reserves the right to release you from this position at any time, without notice or cause.

To accept this offer, please provide the following:

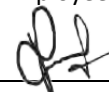
- Latest resume
- Educational certificates, diplomas or marksheets
- Copy of photo ID with your legal name, date of birth and address.
- Details of bank account where you would like to receive your salary deposit.

Please sign this letter below and return via email. By signing this letter you accept the terms of this offer. Please let me know if you have any questions and welcome to Verdus!

Thank you,
FOR VERDUS, LLC

Varun Chandra
CEM, CEA, CBCP, LEED AP, Fitwel Ambassador
President

Acceptance of Offer by Employee:



Employee Signature

PRAGATI DWIVEDI

Employee Full Name

03/12/2022

Date

To,
Mr. Pratik Mour
Guwahati, Assam.

August 07, 2024

SUBJECT: APPOINTMENT LETTER

With reference to your application and subsequent interview held at our offices, we are pleased to offer you an employment at Studio Lotus in the following position:

Designation: **Trainee**
Unit: **Architecture**

Level : **Trainee**
Reporting to: **Uday Berry**

The terms and conditions of your employment are provided in the annexure attached. You shall be joining Studio Lotus on **September 02, 2024** at our office at F 301, Ch. Prem Singh House, Lado Sarai, New Delhi 110030. Your annual emoluments are as follows:

Gross Salary Monthly	Rs. 30,000/-
Total CTC P.A.	Rs. 3,60,000/-

*Your emoluments as detailed above will be subject to deduction of Income Tax and other statutory deductions wherever applicable. All figures are on an annual basis. Annual Benefits will be accrued for one financial year and paid once a year at the end of the next financial year.

Variable P.A. – Going forward, you will be eligible for a Performance Linked Bonus/Variable from the evaluation year 2025 onwards, which shall be in the range of 1-2 months of your monthly salary pro rata based on your individual and the firm's performance. The dispensation of bonus will be given in two equal stages in the subsequent year, at the sole discretion of the management. If at any point in time during the year, this appointment with the Firm is notified to be terminated by either party, you shall not be eligible for any bonus, previous or otherwise.

Deductions:

Income Tax will be deducted at source from your taxable income. It will be computed as per Income Tax Rules, after considering declarations/ documents furnished by you as per the rules of the Firm in

force from time to time. Basic salary and Monthly Allowances shall be subject to proportionate deduction on account of absence without pay.

Terms & Conditions (Annexure to letter of appointment)

I. General

- a) In case of unforeseen circumstances Studio Lotus holds the rights to rescind this offer at any stage. In such a scenario, Studio Lotus is not obligated to provide you with employment or compensation of any kind.
- b) Subject to the probation, the term of employment shall be until terminated by either of the parties as per the termination clause or the voluntary resignation of an employee.
- c) By signing this appointment letter you agree to commit to an employment period of a minimum of 2 years with Studio Lotus , including the period of probation and subject to the successful completion of probation. in the event this is not honoured you shall not be eligible for any privileges, bonus or experience letter.

II. Probation

The first 6 months of your employment will be treated as a probation period post which upon satisfactory performance your employment will be confirmed.

During the probation period either party may terminate the employment by giving 15 days notice.

Only upon confirmation shall you be eligible for all employee benefits such as bonus, paid leaves etc., the details of which are mentioned in the employee handbook.

III. Revision of Salary:

Management reserves the right to increase or decrease the salaries, at its sole discretion from time to time.

IV. Termination of Employment:

For termination of the Employment agreement, a notice period will be mandatory for the different levels as follows:

Levels	Notice Period in Months
L3 & L4 and Administration Staff	1

L2 & Senior Administration	2
L1	3

Your last day of attendance as per above guideline, will also be the full and final settlement date. You are expected to exhibit the same level of performance standards as laid down by the Firm for your role during notice period failing which the firm may terminate your service with immediate effect. The Firm may also immediately terminate your services without any compensation or notice thereof, if you are found with dissatisfactory/ below expected performance after 2 notices (written or verbal) or through one cycle of poor appraisal, or if found in immaterial/ material breach of your responsibilities which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Firm.

In the event of your continuous absence from work for a period of 7 working days or more, without formal request or permission from management for the same, you shall be deemed to have left and relinquished your services. In such a case a notice from the Firm will be given to the employee and the Firm shall not be liable to pay any compensation for the notice or absenteeism period to the employee.

V. Annual Review:

Subsequent to your confirmation, you will be eligible for increment/ salary revisions in the month of April each year following the completion of 12 months, based solely on your satisfactory performance. This would be in accordance to the Firm policy in force in the employee handbook.

VI. Confidentiality:

- a) You shall not at any time during your employment and thereafter without the prior written consent of the Firm, disclose, divulge, email out or make public any of the secrets regarding accounts, costs data or any other accounts figures, transactions, processes, records, formulae, designs, sketches, drawings, documentation, details, specifications, technical and patent information and know-how, Hardware or Software, as well as methods of procedures of production or dealings of the Firm, which may have become known to you during the course of your duties herein, whether you are in the Firm's employment or not.
- b) In the event of your making any discovery of the above information, you shall immediately disclose the same to the Firm. The proprietary rights in such improvement invention or discovery shall vest with the Firm. You shall be bound to join with the Firm to apply for Letters of Patent for the said inventions, improvements or discovery and you shall at the cost of the Firm, do everything necessary to vest the same in the Firm.

- c) You acknowledge that in the course of your employment you shall have access to proprietary information, trade secrets and other Confidential Information which is a valuable asset of the Firm and its disclosure or unauthorised use will cause the Firm substantial harm and damage.
- d) You shall not at any time during your employment and thereafter for a period of 2 years without the prior written consent of the Firm, consult or offer architectural/design related services to any of the Firm's existing or past clients.
- e) While you are in the services of the Firm, you will adhere to the IT Security Systems as prescribed by the Firm. Any instances or attempts of violation of the aforesaid IT Security Systems on your part shall result in strict disciplinary action
- f) You undertake not to disclose except as instructed in writing by the Firm or required by a legally constituted authority for the purpose of laws regarding disclosure, or for the purpose of filing with any Government authority the said Confidential Information.
- g) You shall not at any time during your employment and thereafter without the prior written consent of the Firm, for a period of 2 years hire/partner with or allure to hire/partner with any existing employee of Studio Lotus
- h) You accept that the restrictions are reasonable and necessary to protect the Firm's bona fide interest. You acknowledge that irreparable harm, loss and injury to the Firm and the Firm shall be entitled to institute proceedings for temporary restraining order and permanent injunction by any Court of competent jurisdiction to prevent breach of this clause. This remedy is available to the Firm in addition to any other remedy available at law or in equity.
- i) You hereby agree and undertake to indemnify and keep indemnified the Firm against all losses that the Firm may suffer as a consequence of the breach by you of the said clauses. Thus, if the Firm is required to make good any loss due to any suit or action for recovery or any claims, penalties, etc., alleged against the Firm by a third party in accordance with any agreement entered into by the Firm with such third party, directly or indirectly related to the breach committed by you, you undertake to make good to the Firm upon receipt of first information by the Firm in this regard, all such losses, claims, penalties, etc.

VII. Miscellaneous:

- a) You will be required to work for the Firm or for an Associate or Subsidiary of the Firm on secondment or transfer either full time or part-time in any part of India or overseas as directed by the Management.
- b) You will be governed by the Policies & Rules laid down by the Firm from time to time. You will be required to abide by the administrative instructions and rules and regulations stipulated in the employee handbook as in force for the effective and smooth working of the Firm. Actual working hours, timings, working condition, leaves details and other employment policies like IT Policy, travel, transfers, reimbursements, deputation and or sexual

harassment, etc will be informed to you through the employee handbook upon your joining the Firm, all updates and new policies in the handbook will be intimated to you from time to time.

- c) You shall devote your whole time and full attention exclusively to your employment with the Firm and shall discharge your duties to the best of your abilities. You further undertake that, during the term of your employment, you shall not engage yourself, directly or indirectly, with or without remuneration in any other employment, service or calling of any nature without written permission from the Firm.
- d) Any invention, improvement or design conceived by you while in our employment which is within the existing or contemplated scope of the business of the Firm, shall become the Firm's exclusive property for all purposes. For this purpose, the expression 'Firm' includes associated or subsidiary firms also.
- e) If felt necessary, the Firm may get you medically examined, and your appointment is subject to your being declared medically fit by a Doctor appointed by the Firm.
- f) All architects/designers will be governed by the regulations framed under Council of Architecture. They will be entitled to practice the profession of architecture and use the title of Architect, for which it will be mandatory to hold a Certificate of Registration with up-to-date renewals.
- g) Your appointment is subject to the veracity of the documents/ information provided by you and to the satisfactory verification and reference checks. If at any stage you are found to have provided incorrect documents/ information or it is known that you have indulged in illegal or unprofessional activities in the past then your appointment is liable to be cancelled without notice or salary in lieu of notice.
- h) You cannot during your employment in the Firm or before be a part of any anti-social/national outfits or of any outfit which is declared as banned by the Government of any country in the world. A breach of this term would entail initiation of appropriate lawful action as deemed by the Firm.
- i) The normal age of your retirement shall be on your completion of 58 years. Your date of birth shall be as recorded in your valid birth certificate or school leaving certificate.

VIII. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records. Any deficiency in the receipt of the notice served upon shall be deemed to confirm that notice has adequately been served upon and receipt thereof has been acknowledged.

IX. Governing Law/Jurisdiction

- a) Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Union Territory Delhi only.
- b) In case of any dispute, the decision of the management will be final and obligatory.

This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

Policies:

All policies shall be mentioned in the employee handbook for your reference.

The above-mentioned terms of your offer letter will not be considered to be changed/ deemed to be changed unless they are communicated to you in writing by an authorized signatory.

Please return a scanned copy of this letter duly signed by you, as an acknowledgement of receipt and acceptance of the terms and conditions.

On behalf of **Studio Lotus**

Harsh Vardhan
Principal

I have read and understood and accept the terms and conditions mentioned above and hereby append my signatures as token of acceptance.

[Pratik Mour]

Date: _____

September 2, 2022

Ms. Riddhi Gupta

A/2 602, Gagan Vihar, Market Yard,
Bibwewadi, Kondhwa Road, Pune 411037

Mobile: +91 8766576237

E-Mail ID: riddhi31gupta@gmail.com

Offer Letter

Dear Riddhi,

This is further to our discussions and interview held at Head Office-Pune. We are pleased to inform you that you have been selected and hereby offered a position with **SoftTech Engineers Limited**, brief details of which are as follows:

Designation : Product Associate (Digital Twinning)
Appointment Date : On or Before Monday, September 5, 2022
Compensation : Rs. 5,50,000/- CTC per annum (Five Lakhs and Fifty Thousand Only)
Location : Pune

This offer stands valid till September 5, 2022.

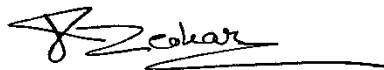
On your joining you must furnish the following.

1. Relieving letter from all the previous employers (If applicable)
2. Salary Certificate/Tax Deduction Certificate from your previous employer. (If applicable)
3. Attested copies of all certificates (School, College & Professional Education)
4. 3 Passport size photographs.
5. Photo Identity Proof (Pan Card/ Aadhar Card/ Passport)
6. Medical fitness certificate. (From Family Doctor)

The offer is subject to, satisfactory verification of all documents and certificates submitted by you, as per your profile shared with SoftTech.

Yours truly,

For, SoftTech Engineers Limited



Rahul Deokar

General Manager Human Resources

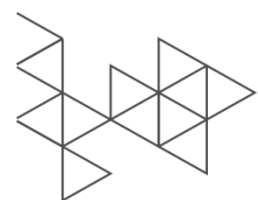
SoftTech Engineers Limited

CMMi/3, ISO 9001: 2015

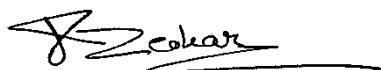
CIN: L30107PN1996PLC016718

Registered Office : SoftTech Towers, S NO 1/1A/7 8 15 16 17 Plot No. B,C,D, 1-Baner,
Opp. Royal Enfield Showroom, Baner Road, Pune: 411045

T : +91 20 67183711 | enquiries@softtech-engr.com | www.softtech-engr.com



SALARY ANNEXURE		
Employee Name	Riddhi Gupta	
Designation	Product Associate (Digital Twinning)	
Grade	A1	
W.E.F	05-Sep-22	
Particulars	Per Month	Per Annum
Basic	13,750	1,65,000
Flexible Component:		
* Housing Rent Allowance (HRA)	5,500	66,000
* Academic Pursuit Reimbursement	1,000	12,000
* Dress and Attire Reimbursement	5,000	60,000
* Telephone / Broad Band Reimbursement	1,000	12,000
* Medical Reimbursement	1,250	15,000
* Magazines/Periodicals/Newspaper	2,727	32,724
* Special Allowance	11,688	1,40,250
Bonus	2,119	25,427
Gross Salary (A)	44,033	5,28,401
Less: Deduction (B)	2,000	24,000
EPF - Employee's Contribution	1,800	21,600
Professional Tax	200	2,400
Net Payable salary (A-B) - Subject to Taxes	42,033	5,04,401
RETIRALS (C)		21,600
EPF - Employer's Contribution	1,800	21,600
TOTAL COST TO THE COMPANY (A+C)	INR	5,50,001



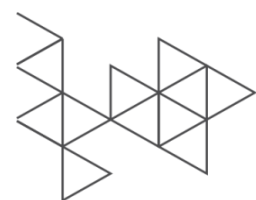
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Dear Ar. Shail Gupta

24th June 2024

Congratulations!

We are pleased to offer you employment for the position of "Fresher Architect" with SPAN Architects w.e.f. 24th June 2024.

You are entitled for a monthly salary of Rs. 18,000/- (Eighteen thousand) for the Probation Period of 3 months. After satisfactory performance & completion of Probation period your annual CTC will be revised.

We look forward to your contributions towards the growth of the company and fulfillment of your professional aspirations.

Other terms and conditions of your services are as detailed in Annexure I & II.

Please accept our hearty congratulations and affix your signature on the copy of this offer letter as a token of your acceptance.

Yours Truly,

Ar. Anand Maroo

Co-Founder

SPAN Architects



I hereby accept and abide by the Terms & Conditions of this offer of Appointment.

Aadhar Card No. -

Candidate Name -

Signature -

Date - ... / ... /

SPAN ARCHITECTS

Annexure I



GENERAL OFFICE POLICIES AND GUIDELINES

- 1. Decorum and Discipline:** We believe in a high energy work place. We celebrate successes, and learn from failure. We celebrate occasions with the same vigor as the seriousness with which we work. The place of work however, has certain decorum and It must be maintained all the times. Protocol with your superiors must be maintained. Reporting time is an important aspect of the work culture at SPAN. It is advised that you try to stick to your reporting time as much as possible.
- 2. Personal Business:** Telephone, printers, Internet connectivity, and other facilities are reserved for company business. Avoid personal calls unless it is absolutely necessary. Similarly with printer, Email and internet usage.
- 3. Lunch, Snacks and Tea:** Tea / coffee in the company premises will be served at the company's expense. Personal food expenses will be borne by respective individuals. Access to food and beverages in the pantry is at company's expense.
- 4. Probationary Period:** All new appointments (except Interns) are subject to a period of probation specified in the appointment letter. The Management may, confirm, extend the period of probation or terminate the appointment at the expiry of the period of probation, at their sole discretion. Only after completing the probation period, shall you be considered a Permanent Employee.
- 5. Annual Review:** Subsequent to your confirmation, you will be eligible for one increment/ salary revisions every year, based solely on your performance. This would be in accordance to the Firm's policy or guidelines in force. Reviews would be held at the end of **March** and **September** every year. Each employee has to complete minimum period of **nine months** to be eligible for this review. However, management reserves the right to change the dates of the review and to make changes in the fixed salaries, at its sole discretion from time to time.
- 6. SDF - Security Deposit Fund:** Every month 5% of your fixed monthly salary will be deposited into SDF. Also SPAN deposits the equal amount i.e. 5% of your fixed monthly salary, into your SDF. The SDF amount is reimbursed at the end of your tenure / at retirement stage under following conditions:
 - 1.** If the employee serves the notice period of **45** days prior leaving, the 5% of deposit, from employee's salary is reimbursed.
 - 2.** If the employee serves the notice period of **90** days prior leaving, the 5% of deposit from employee's salary is reimbursed along with the 5% of company's deposition.

Candidate Name –

Signature –

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- 3. SDF can only be reimbursed for employee who completed at least **Two full year** (excluding notice period or probation period) at the end of your tenure / retirement.
- 4. If the notice period is less than **45** days, than the SDF gets lapse.
- 7. **Secrecy & Confidentiality:** You are required, during the course of your employment and also after your termination to maintain the knowledge of all technical, scientific, commercial and business matter related to the company as strictly confidential. Information you obtain or have access to as an employee, shall not be passed on to outside persons or organization.

You are not allowed to play any device like hard disk, CD, pen drive, mobile or any other USB device to the office systems. If found then strict action would be taken.

You are not allowed to copy or carry any kind of documents, 2D or 3D drawings in form of soft copy or hard copy. In any case if you require any document for experience, or educational use then you need to take prior permission from the management.

By agreeing to work for SPAN, you agree that for a period of three complete years from the date of departure/exclusion/leaving SPAN, you will not work in any form, either as a part of another organization or on your own or on behalf of any other entities for the clients of SPAN during the tenure of your service in SPAN. SPAN can take any action as deemed necessary to cover any losses that might arise due to the above mentioned action taken by you.

- 8. **Ownership of Data/ Information/ Intellectual property:** All the work done and produced by you during your employment with the Company including but not limited to drawings, concepts, documents, renderings, videos, images, web pages, proposals, submissions, etc. either in digital form, print or otherwise are the sole property of the Company. You shall not have any right or ownership of any such work whatsoever.
- 9. **Notice Period:** On termination of employment for whatever reasons, you will be required to hand over charge of your responsibilities to a person nominated by management and to the management's satisfaction. For confirmed employment mandatory notice period is required of **45** days. However based on the degree of engagement with clients and projects of SPAN the management can change the duration of notice period. Your full & final settlement will not be processed and you will not be formally relieved from the services of the firm.

Under code of misconduct, if organization finds your indulgence in unfamiliar activities which are not in good interest of the organization, then the organization has the right to relive you from immediate effect, and it is not liable to produce any experience certificate and running month salary to the employee.

Candidate Name –

Signature –

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Employee would be eligible for Experience certificate / Reliving letter only if he/she completed the mandatory notice period of 45 days. Employees will not be issued any other certificate during the tenure. Under extreme circumstances, if employee has to resign and still wants experience certificate, then he / she shall have to compensate by depositing the salary for number of days.

Kindly note that no leave beyond 2 days will be permitted to be taken by the employee during his/her notice period. Employees serving their notice period will not be entitled to any paid / privilege leave.

After Completion of Notice Period, the full and Final settlement will be done during the First 7 working days of the Month after the last working day.

10. Leave and Attendance Policy

Public holidays: 12 days of fixed public holidays each year w.e.f. 1st January of every year in which the office will remain closed. SPAN Architects will not pay or substitute any of these holidays if they happen to fall on a Sunday. Please check Annexure – II for List of Public Holidays.

Leave Application: Any leave will be considered inapplicable without the duly signed leave application form. Leave application form need to be provided to the management, twice the number of working days you want to take leave for (For example if you want leave for 2 days then the leave application form must be submitted before minimum 4 working days of your leave period). Any leave taken by the candidate other than the casual / sick leaves, without duly signed copy of The Leave Application will be considered as act of indiscipline. In such case management can charge a penalty, which will be reflected in the salary slips.

CL & SL - Casual and sick leaves: Employees will be entitled to CL / SL towards sickness or casual leave. Casual & Sick Leaves Are Paid Leaves, which get lapsed, if not taken in a year.

PL - Privilege Leave: For PL you will have to get it sanctioned (from any of the 3 partners) at least 1 month in advance and it would be left to the discretion of the administration to approve or refuse it after considering requirements. The paid leave document would have to be submitted along with the time sheets at the time of salary calculation for it to take effect. **Eligibility for PL starts after completion of one full year with the organization as permanent employee.** However you cannot use more than 6 PL at a time in a single go. PL cannot be clubbed with SL/CL. By the end of the year if PL is not used then it will be added into your salary. Please check Annexure – II for CL / SL & PL.

Any non-working days/days (National holidays/ Festival Holidays/Week end) falling during the period of earned leave will be treated as part of your earned leave. For example, if you take PL/SL/CL from Thursday to the following Wednesday, this is regarded as seven days of absence.

Candidate Name –

Signature –

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Maternity Leave/ Paternity Leave /Adoption Leave: Female employees, who have completed one year of service, will be eligible to 12 weeks paid maternity leave (at the rate of basic salary) out of which not more than 6 weeks will be before delivery. Employee should submit medical certificate along with the leave form before proceeding on the leave. This will be permitted only up to the birth of the 2nd child.

Leave of 5 days will be provided during the period of employment to male employees as paternity leave. The said leave can be availed at any time starting from the one day before the day of birth of a child till the 15th day there form. The concerned employee will have to submit the relevant supporting document.

11. Working Hours and Flexi Timing

Office working hours are between 10:30 AM and 07:30 PM over 6 days a week, with a 60-minute lunch break. You have to complete 8 working hrs/ day within this time frame. Failure to fulfilling of 8hrs/day will result in deduction of half day up till 3 hrs.

The employee shall follow the system of recording attendance as prescribed by the management. However, for any learning events/trainings/workshops/submissions/client meetings etc. employees may be required to come office earlier then 10:30 am/ stay back beyond 8:00 pm on weekdays.

Lunch Timings: You are authorized to get 60 minutes of time period for your lunch. Lunch timings are 2:00 to 3:00 PM in case you are not being able to have your lunch within this period kindly notify the administration so that they do not deduct extra hours. You can leave the office premises during these hours. There are no breaks apart from lunch break.

2nd Saturday of every month is Half working Day. The latter half is Paid.

4th Saturday of every month is Half working Day. The latter half is considered as Activity Day and is paid if present. No leaves are generally granted on 4th Saturday.

Lunch time on both the half days will be from 02:30 PM – 03:30 PM. Office will get close by 04:00 PM on 2nd Saturday.

SPAN Architects can shut the office at any given time for maintenance and any unforeseen reasons, such hours will not be paid for and you will have to adjust the same within your flexibility of hours (till maximum of 18hrs/month beyond which it would be reimbursed).

Candidate Name –

Signature –

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12. Outstation travel policy

Site and other official visits: you will have to record your timings for sites and other official visits either the same or the next day, the responsibility of keeping the records lies with you and not with the administration. Your day of official tours outside Indore will be reimbursed as per 12 working hours per day travel. This will exclude neighboring areas like Ujjain, Dewas, Pithampur, Mhow, Rau and all other destinations falling within such travel distance.

Reimbursements: All local official visits to sites/clients/vendors are being reimbursed to the employee as per the actual kilometers travelled in his personal vehicle or is also provided a taxi/cab in case the employee does not have a personal vehicle. All employees are required to first report to office before leaving for any site visit and after returning from any site visit.

Reimbursement for local site visit

Personal Vehicle - Rs 3.5 per Km

Public Transport – As per Actual

Domestic Travel: The hotel stay would be provided by the company. The other allowances are applicable (on producing the bills before the salary slip is made)

Breakfast – Rs 100/-

Lunch – Rs 350/-

High Tea – Rs 100/-

Dinner – Rs 350/-

Total – Rs 900/- per day.

Airport transport local travel by taxi would be paid as per actual. Any other expenses incurred due to client/ consultant amount are reimbursed upon verification by Admin/ HR.

13. **No Other Employment / Business activity:** As an employee/ full time consultant of the company you are not permitted to accept outside employment. As an employee / full time consultant of the company you are not permitted to undertake a business on a self employed basis, without prior consent of the company

14. **Suggestions:** As an active member of our team, we expect you to make suggestions for improvement of our working conditions and procedure. You are free to submit such proposals either verbally or in writing to your immediate superior who will be responsible to take up the suggestion with the relevant people.

15. SPAN Architects reserves the right to amend the 'RULES AND REGULATIONS OF SERVICE AND CONDUCT' from time to time at its sole discretion.

Candidate Name –

Signature –

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SPAN ARCHITECTS

Annexure II

Public holidays: Management reserves the right to do the amendments.

Sr. No.	Holidays
1	New Year's Day (1 st Jan)
2	Republic Day (26 th Jan)
3	Holi
4	Rang Panchami
5	Raksha bandhan
6	Independence Day (15 th Aug)
7	Gandhi Jayanti (2 nd Oct)
8	Vijaya Dashami
9	Diwali
10	Gudi Padwa
11	Bhai Dooj
12	Last working Day (31 st Dec)

CL & SL - Casual and sick leaves – 6 Days

PL - Privilege Leave – 0 Days

Candidate Name –

Signature –

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SPAN ARCHITECTS

Annexure III

Passport size Photo



Employee Personal Details			
Joining Date		Fathers / Mothers Name	
Name		Fathers / Mothers Mob.	
Mob No.		Permanent Address	
Alternate Mob			
Email			
Date of Birth		City	
Sex (M/F)		State	
Aadhar No.		Local Address	
Pan No.			
College Name			
City		City	
State		State	
Qualification		Blood Group	
Experience (Specify years and Firm Name)		Medical History (if Any)	

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SPAN ARCHITECTS

Annexure IV

POSITION	DESIGNATION	BRIEF ROLES AND RESPONSIBILITIES
B1	Beginner / Intern	ability to read drawings, make sketches and complete basic projects Proficiency in different software packages
J1 /J2	Junior Architect	Junior Architects work under the direct supervision of a Senior Architect, helping to prepare designs, complete construction documents, write up building plans, and assist in the presentation of materials.
S1/S2	Senior Architect	Senior Architects maintain accurate, up-to-date architectural records, including construction drawings and specifications. Develop and manage BOQ, presentations. Manage project schedules and track progress. Manage subcontractors and laborers, coordinate their scheduling, and administer and evaluate their pay.
P1/P2	Project Architect	Write project plans, specifications, and related documents, and coordinate all phases of construction. Oversee project schedules, cost projections, and budget estimates. Conduct design review meetings, and project deadlines.
M1A / M1B	Junior Project Manager	Advance project management skills are required, manage and take responsibility for all works of the team 1. Documentation of all meetings and Hold contractors / vendors accountable to deliver quality work by following through on all potential problems and quality issues until they are completely resolved. Mentor Colleagues in all areas of filed.
M2A / M2B	Senior Project Manager	Advance project management skills are required, manage and take responsibility for all works of the team 1 & 2. Documentation of all meetings and Hold contractors / vendors accountable to deliver quality work by following through on all potential problems and quality issues until they are completely resolved Develop client skills mentioned in detail. Provide orientation & direction to project teams.
M3A / M3B	Practice Manager	Managing the complete practice with multiple teams. Work closely with Principal Architect and Client to develop the overall vision and goals of the project. Develop a formal Staffing Plan, based on the Strategic Work Plan. Provide continuous updates, keeping the Client informed of project status, events, concerns, and opportunities

ORGANIZATION CHART

PRINCIPAL ARCHITECT					
M3 A / M3 B					
M2 A / M2 B		SITE MANAGER	M2 A / M2 B		
M1 A / M1 B			M1 A / M1 B		
S1/P1	S1/P1	SITE SUPERVISOR	S1/P1	S1/P1	
J1/S1	J1/S1		J1/S1	J1/S1	
B1	B1		B1	B1	

📍 220, Telephone Nagar, Indore -452016, Madhya Pradesh, India

☎ 0731-424-7550 🌐 info@spanarchitects.in ✉ www.spanarchitects.in



JUNIOR ARCHITECT

A Junior Architect is responsible for producing high quality project design deliverables in construction documents.

A Junior Architect can work on any/all phases of development including Design Development, Construction Documents and Construction Administration.

They report to the Senior Architect/ Project Architect on tasks and deliverables and work directly with him/her to ensure the facilitation of a project's completion on-time, on/under budget, and meeting Span's quality standards.

Responsibilities:

- **Asks questions** for clarity, **keeps team informed of progress**
- **Communicate with Senior Architect / Project Architect regularly**, alerting them of possible problems or conflicts with project specs, drawings, vendor delays, etc.
- **Drafting building plans, elevations, sections, details** for commercial, hospitality, and residential construction projects.
- Preparing **BOQ, Schedules, material documents, presentations and specification lists** for client approval.
- Ability to **translate concepts into functional construction designs**.

Technical proficiency:

- Assist with design drawings
- Discuss project requirements with your team
- **Organize files and materials**
- **Prepare schedules, reports, CAD drawings**
- Generate design development ideas
- Develop **3D conceptual designs**
- Prepare **design mock-ups and mood boards**
- **Research** the different types of building materials, lighting fixtures and other products
- **Develop timely, high quality architectural designs.**
- Develop **technical solutions** through all phases of a project.
- Produce **conceptual renderings** for project design and presentation.
- Prepare **architectural construction documents and related specifications.**
- Possess the desire and ability to learn, advance and grow in a team oriented work environment.
- **Solid communication, interpersonal and organizational skills.**
- Have good **hand-sketching skills**. Able to sketch something quickly in order to show ideas and concepts.
- Able to input sketches into CAD, block up elevations, manipulate floor plans, dimensions, create schedules
- Proficiency in the following software packages is preferred:
 - **Ares cad** (For 2D drawings)
 - **Trimble Sketch up** (For 3D drawings)
 - **V-ray, Lumion** (For rendering purpose)
 - **Microsoft Office** (Word, Excel, PowerPoint, etc.)
 - **Adobe Creative Suite** (Primarily InDesign & Photoshop)

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- Ability to **plan, prioritize and organize** simultaneous assignments and work under tight deadlines.
- Knowledge of **architectural principles**.
- Knowledge of **building materials and construction methods**.
- **Daily work reports / Time sheets** to be filled

Personal Traits:

- Works efficiently and at a **brisk pace**
- Works independently for **extended periods**
- **Work well in a collaborative team environment**
- Can **change directions** quickly without being overly flustered or bothered
- **Seems comfortable with pace and pressure of office**
- **Take initiative and move forward** on assigned tasks confidently while working independently and competently,
- **Negotiate around roadblocks and obstacles** to complete tasks on schedule and within budgeted hours
- **Be creative, open to learning, and adventurous**

Professionalism:

- Act with **professional level of conduct and behavior** at all times
- **Good communications skills** i.e. Articulates concerns, alerts others to problems
- **Looks for solutions** when confronted with roadblocks
- Show **enthusiasm for work**
- Reads magazines and periodicals to **educate self to industry**
- Stay at work as needed to **complete tasks** at hand to **meet deadlines**
- Consistently **check own work for accuracy and completeness**
- **Be flexible and open to new ideas and feedback**
- **Shows willingness to learn new ideas and processes**
- **Write professional correspondences in email, transmittals and letters**

Skills expected to be developed consistently while at Junior Architect position for promotion to

Senior Architect:

- Know SPAN Shared File System; able to store and locate drawings and documents quickly and accurately.
- Know vendors, what they represent in products, where to find specific styles of fabrics, furniture, lighting, wall covering, manufacturer specification. Able to meet with vendors for new products.
- Work quickly and efficiently, tracking hours daily, entering them into time-sheet system. Demonstrated ability to do task in assigned hours/time with time management skills.
- Familiar with and able to implement all SPAN standards, processes and procedures.

Self employment declaration letter

To,
Whom it may concern

I, **Shambhuraje Amarsinh Jadhavrao** confirm that I have been self-employed for **current (2024)** year as a **Principal Architect**, under the business name of **Shambhuraje Jadhavrao & Architects**

As a experienced architect, I render the following services:

1. Architecture, Interior and Landscape
2. Rendering Work (Exterior and Interior)

I have taken the necessary steps to establish my practice, including applying myself for Council of Architecture (**Applied for COA registration number**) and setting up an office at the following address – **Baramati Taluka, Pune, Maharashtra - 413102**

Please feel free to contact me if you have any questions or if there are opportunities for collaboration or partnership.

Sincerely,



Shambhuraje Amarsinh Jadhavrao
(SMEF's Brick SOA 2019-24)

[Applied for COA registration number]



Date: 11th September, 2023

To
Ms. Shivangi Agarwal,
37 Diamond Harbour Road,
Shivamani Apartment Flat 6A & B,
New Alipore, Taratala, Kolkata- 700038

Sub.: Offer Letter

Dear Ms. Shivangi Agarwal,

We are pleased to offer you a post of **“Architect”** in our organization. Your reporting date shall be on 20th September 2023. On joining, you will be provided an appointment letter with details of salary structure and a copy of Company's rules and regulations in force.

Terms and Conditions

- 1) You will be offered a gross Annual CTC OF 367915/- (Rupees Three Lakhs Sixty Seven Thousand Nine Hundred Fifteen only). Everything, including bonus, P.F will be included in the CTC except Performance incentive which depends on your performance as well as Company's performance in a financial year. Creativity, leadership ability, education, courage to take and deliver new initiative, multi-tasking, technical knowledge, design problem solving ability in strict timeline etc are the parameters on which each one is judged and it is based on the cumulative performance that increment / incentive / growth happens in the studio. Medical Insurance of you and parents will commence only after successful completion of probation period. TDS will be deducted as per documents submitted.
- 2) There will be a probation period of two months. Your performance will be reviewed on completion of two months and if found satisfactory, your service will be confirmed. Else the same will be extended or terminated as per the discretion of the Employer.
- 3) During the probation period, if your performance is not found satisfactory, your services may be terminated on a seven day's notice. Should you wish to leave the company during this period, you shall give seven day's notice in writing.
- 4) On confirmation, your services may be terminated on giving two month's notice by the Employer or two month's salary in lieu thereof. Should you wish to leave the company, you shall give two month's notice in writing.
- 5) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time. As a policy, we provide a recommendation letter only after satisfactory completion of 3 years in service. In case the same is required for academic purposes, it will be provided online directly to the College or University in their specified format only after completion of 2 years of service to the organization.

Please sign a duplicate of this letter as token of acceptance.

For **ADS Designs Pvt Ltd**

Jui Mallik

(Jui Mallik-Authorised Signatory)

Shivangi Agarwal

ADS Designs Pvt. Ltd.

62/2, Hindustan Park, Kolkata - 700029. India

e-mail: contact@abindesignstudio.com, web: www.abindesignstudio.com

CTC

Sl. No.	Monthly Salary Components	INR/ Month
1	Basic Pay	13915
2	HRA	4175
3	T.A.	5566
4	SPECIAL ALLOWANCE	4175
Gross Salary		27830
5	PF Employer Contribution	1670
Total CTC		29500
Less: P Tax Deduction		150
Less: PF Employees Contribution		1670
Net Take Home		26011
Other Miscellaneous Benefits		INR/ Month
Grand Total (P.A)		354000
Bonus P.A.		13915
GROSS ANNUAL CTC		367915

Mediclaim Insurance premium component (P.A.) 17054

Hence CTC for the period 384969



Jui Mallick

Shivangi Agarwal

Self employment declaration letter

To,
Whom it may concern

I, Siddharth Sanjay Kadam confirm that I have been self-employed for 1 year as an Architect, under the business name of After Vison Studio.

As a licensed and experienced architect, I render the following services:

1. Architectural Visualization
2. Architectural Services

I have taken the necessary steps to establish my practice, including registering myself under the Council of Architecture (Applied for COA registration number) and setting up an office at the following address – Baramati 413102, Pune, Maharashtra

Please feel free to contact me if you have any questions or if there are opportunities for collaboration or partnership.

Sincerely,

A handwritten signature in black ink, appearing to be 'Siddharth Kadam', written on a light-colored background.

Siddharth Kadam

Applied for COA registration number



Letter of Appointment

Dear Smera,

A warm welcome to Environmental Design Solutions [EDS]!

We are pleased to offer you the position of Green Building Analyst with EDS.

We are eager to see you as a part of our team and are confident that your skills and knowledge will be a valuable addition to our company. Your appointment as Green Building Analyst will commence from 17th Nov 2021. Your salary will be INR 420,000/- per annum subject to income tax and other statutory deductions, as applicable. As discussed, your initial employment location will be Mumbai.

Our policies related to leave, working hours, equipment, software licenses, notice period, and other organizational matters will be shared with you separately. The EDS community prides itself on its inclusive, vibrant, and cohesive structure. We are fervently committed to a sustainable planet and are convinced that your inclusion will further strengthen our resolve.

Please sign and return this appointment letter to confirm your acceptance of EDS terms & conditions as well as the joining date mentioned above. We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Gurneet Singh".

Gurneet Singh

Director

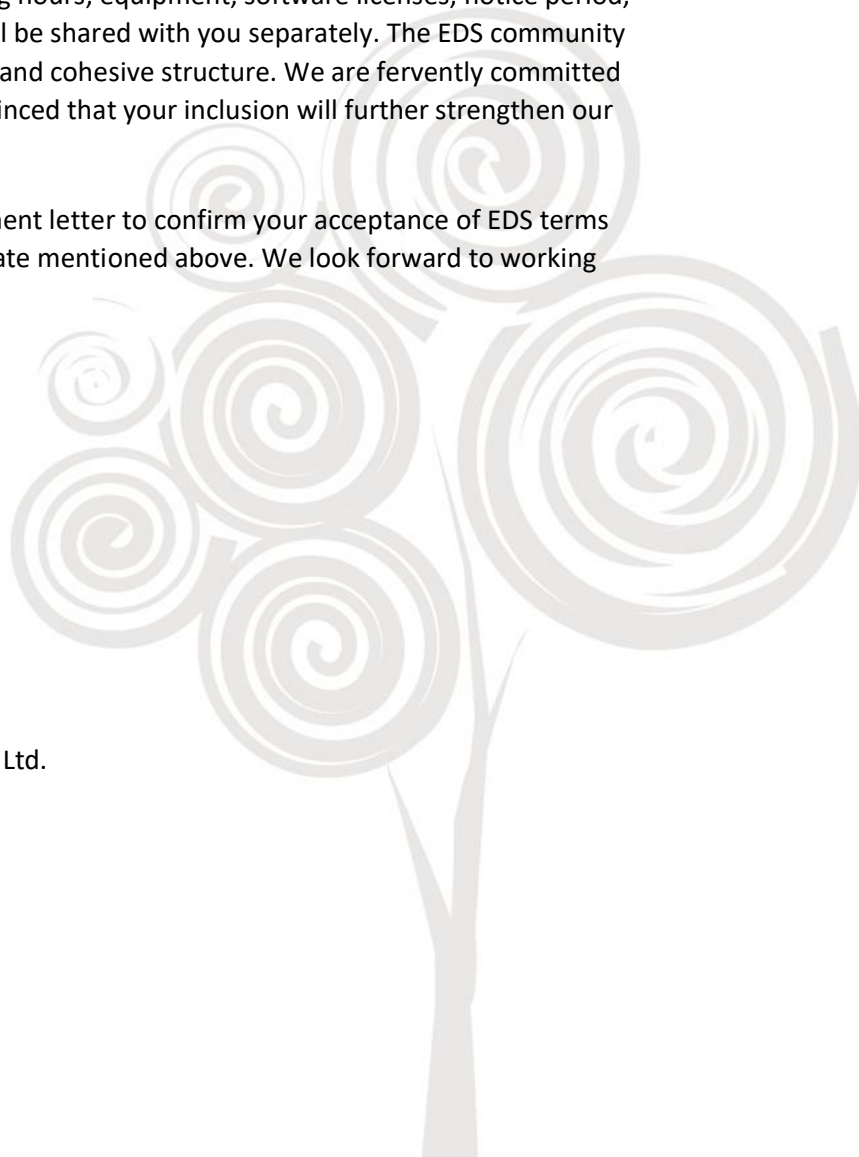
Environmental Design Solutions Pvt. Ltd.

November 12, 2021

A handwritten signature in black ink, appearing to read "Smera Sera Oommen".

Smera Sera Oommen

November 12, 2021



Appointment Letter

Reference ID: NS113

Dated: 04.03.2024

To,

Mr. Swagat Kale

Address: DID2 2106, Yashone Infinitee, Punawale, Kate Chawk, Pimpri Chinchwad

Mobile No: +91- 9552265927

Email address: swagatk48@gmail.com

Dear Swagat,

This is with reference to your job application and the subsequent discussion you had with us in the final interview dated 22nd February 2024, we are hereby pleased to offer you employment as per below details -

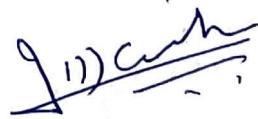
1. Position: Jr. Architect
2. Job Location: Kaspate Wasti Road, Kalewadi, Pimpri Chinchwad, Maharashtra - 411017
3. Salary/Stipend: Monthly Salary/Stipend of Rs. 60,000/- (Inclusive of everything)
4. Joining Date: 4th March 2024
5. Period of Internship (if applicable): XXX 2022 to XXX 2022 (X months)
6. Working Hours: Monday to Saturday (09:30 AM to 06:00PM)
7. Probationary Period: 3 Months from the Joining Date
8. Please refer Appendix A below for details around Work Policies

We congratulate you on your appointment and assure you to get full support for your professional growth and development.

Sincerely,
NAZ STUDIO



Ar. Nazneen Ahmed
Principal Architect
CA/2010/50276



Mr. Yogesh Kore
Business Partner

Sipo Building Material Pty Ltd
ABN 46 614 424 225
25 Pike Street
Rydalmere NSW 2116

Tel: 02 9748 2832
Fax: 02 8246 3486
Email: info@sipo.com.au
Web: walsc.com.au



6th Feb 2024

Private and confidential

Swarali Kapadne
swaralikapadne22@gmail.com
0415500393
Meadowbank NSW 2114

Dear Swarali,

Letter of engagement

Welcome to Sipo.

I am pleased to offer you employment in the position of Graphic Designer with us at Sipo Building Solutions Pty Ltd ("Sipo") on the terms and conditions set out in this letter.

1. Position

- 1.1 Your start date will be 19th Feb 2024.
- 1.2 Your employment will be full-time.
- 1.3 You will be required to perform the duties including graphic design, marketing/social media assistance and any other duties Sipo may assign to you, having regard to your skills, training and experience.
- 1.4 You will be required to perform your duties at our Rydalmere Office or elsewhere as reasonably directed by Sipo.

2. Probationary Period

- 2.1 A probation period will apply for the first three months of your employment. During this time, we will assess your progress and performance in the position.

3. Terms and conditions of employment

- 3.1 Unless more generous provisions are provided in this letter, the terms and conditions of your employment will be those set out in the National Employment Standards in the Fair Work Act 2009.
- 3.2 Acceptance Requirements: to accept our offer of employment, you must sign and return this Letter of Engagement within one week of receiving this letter. If we do not receive your signed Letter of Engagement within one week of you receiving this letter, we will deem you to have rejected our offer, and we will offer your position to another candidate.

4. Ordinary hours of work

- 4.1 Your ordinary hours of work will be 38 hours per week, plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise required by the Sipo.

5. Remuneration

- 5.1 Your salary is \$62,000 Plus Super. Payment will be made to you monthly on the 15th of each month.
- 5.2 Salary is inclusive of all Taxes including Fringe Benefits Tax (FBT), Statutory Superannuation Contributions (SGC) and all eligible non-statutory benefits (such as additional voluntary superannuation as permitted by Company Policy and Procedures and detailed hereunder). Any changes to Tax, FBT or elected benefits will result in an adjustment to your Salary.
- 5.3 Sipo is required by the *Superannuation Guarantee (Administration) Act 1992* to make superannuation guarantee contributions (SGS) on your behalf at the prescribed minimum rate, currently 11%.
- 5.4 Your salary will be reviewed annually and may be increased at the employer's discretion.

6. Leave

- 6.1 You are entitled to leave (e.g. annual leave, personal leave, carer's leave, compassionate leave, parental leave, community service leave and long service leave) under the National Employment Standards.

7. Your obligations to the employer

- 7.1 You will be required to:
- (a) perform all duties to the best of your ability at all times;
 - (b) use your best endeavors to promote and protect the interests of the employer; and
 - (c) follow all reasonable and lawful directions given to you by the employer, including complying with policies and procedures as amended from time to time. These policies and procedures are not incorporated into your contract of employment.

8. Termination of employment

- 8.1 Under the *Fair Work Act 2009* the employer may terminate your employment at any time by providing you with notice in writing in accordance with this table:

Length of continuous service with employer	Period of notice
Not more than 1 year	1 week
More than 1 year but less than 3 years	2 weeks
More than 3 years but less than 5 years	3 weeks
More than 5 years	4 weeks

- 8.2 You are entitled to an additional week's notice if you are over 45 years old and have completed at least 2 years of continuous service with the employer on the day the notice of termination is given.
- 8.3 If you wish to terminate your employment you are required to provide the employer with prior notice in accordance with the table at 8.1 above.

9. Confidentiality

9.1 By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with the consent of the employer, as required by law or in the performance of your duties, use or disclose confidential information relating to the business of the employer, including but not limited to client lists, trade secrets, client details and pricing structures.

10. Entire agreement

10.1 The terms and conditions referred to in this letter constitute all of the terms and conditions of your employment and replace any prior understanding or agreement between you and the employer.

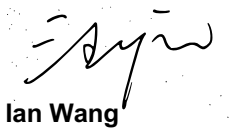
10.2 The terms and conditions referred to in this letter may only be varied by a written agreement signed by both you and the employer.

If you have any questions about the terms and conditions of employment, please don't hesitate to contact me.

To accept this offer of employment please return a signed and dated copy of this letter to me by 13rd Feb 2024.

We trust that your stay at Sipo is long, enjoyable and rewarding for you.

Yours sincerely,



Ian Wang

General Manager, Sipo Building Solutions Pty Ltd

I, Swarali Kapadne have read and understood this letter and accept the offer of employment from Sipo on the terms and conditions set out in the letter.

Signed: _____



Date: 08/02 / 2024 /

Print name: Swarali Kapadne

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS

17th August 2023

Our ref: Letter of Offer Tanishqa Navalakha.doc

Ms. Tanishqa Navalakha,
A-501 DSK Chandradeep,
Mukundnagar, Pune-37, Maharashtra

Dear Tanishqa,

POST OF AN ARCHITECT

We are pleased to appoint you as a Consulting Architect based on the following terms and conditions of engagement.

- 1 Date of Commencement
 - 1.1 Date of commencement - To be Confirmed
- 2 Probation & Commitment
 - 2.1 Probation period will be three months.
 - 2.2 We encourage and expect our staff to commit to a minimum work duration of two years.
- 3 Consultancy Fee
 - 3.1 Your Consultancy Fee shall be Rs. 20,000/ per month which will be reviewed based on performance.
- 4 Provident Fund Contribution
 - 4.1 You are responsible for contribution of your own Provident Fund.
- 5 Office Hours
 - 5.1 Office hours are currently 9.00am to 6.30pm from Mondays to Fridays. Two Saturdays are non-working days. Office shall remain open on all remaining Saturdays.
 - 5.2 However, this may be adjusted to suit office practice as may be decided by the practice.
- 6 Termination of Consultancy
 - 6.1 At any time during the probation period either party may terminate the agreement. If your performance during the probation period is found to be satisfactory, you will be considered confirmed for the above post.
 - 6.2 Consultancy, after probation, shall be terminated by the provision of one month notice by the Consultant (of which three weeks must be working notice) or by the payment of an amount equal to one month's Consultancy Fee.

- 6.3 If termination after probation is sought by the Consultant, before a period of 12 months, he/she is agreeable to the payment of 1 month's consultancy fee, to cover for loss of opportunity to the Practice. This condition is in addition to the one month working notice stipulated in clause 6.2
- 6.4 Letters of recommendation / service shall only be given after completion of 24 months of consultancy or subject to the discretion of the Practice.
- 6.5 The Practice retains the right to dismiss any Consultant without notice for gross neglect of duty or serious and wilful misconduct.
- 6.6 The Practice retains the right to terminate this agreement when the workload in the office reduces to the extent that continued consultancy is un-economic. In such cases a minimum of one month notice will be given.
- 7 Annual, Compassionate, Sick and No Pay Leave
- 7.1 Upon confirmation, in addition to the 12 public holidays. You are entitled to 14 working days annual leave on a pro-rated basis.
- 7.2 Annual leave must be utilised in the year of entitlement. No encashment will be allowed for unused leave.
- 7.3 The practice will require a consultant to take leave should it be deemed that the consultant's role is temporarily not required, due to any circumstance with a minimum of four weeks prior notice.
- 7.4 Leave of absence without pay may be granted by prior agreement and on terms agreed between the practice and the consultant.
- 7.5 A consultant is entitled up to seven days sick leave per annum.
- 7.6 A consultant is entitled to two days paid leave for an immediate family bereavement. Further time may be granted and taken as annual leave without pay.
- 8 Allowances
- 8.1 You will not be entitled to over-time claims.
- 8.2 You are entitled to transport claims for trips made to sites, clients' offices and/or other destinations relating to projects handled by this office. You will be reimbursed for taxi charges if you work in excess of normal office hours past 8.00pm.
- 8.3 Expenses incurred during project related travel will be reimbursed according to the agreement the office has with the client.
- 9 Medical Benefits
- 9.1 Medical Insurance is not provided by the practice and you are encouraged to seek private medical cover.
- 9.2 Medical bills are reimbursed up to a maximum of Rs. 300 per month. Sick leave must be accompanied with medical certificate from a qualified doctor.

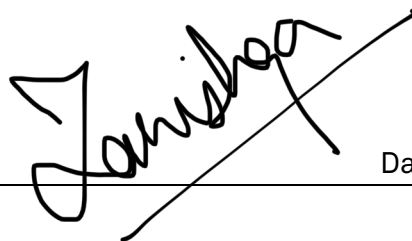
- 10 Spare Time Practice (Private Jobs)
- 10.1 The conducting of private commissions by the consultant at anytime is not encouraged and must have the approval of partners to avoid the possibility of conflict of interest with the practice.
- 10.2 Anyone doing private work is under the obligation to advise their client that the work is not by, for or in the name of the practice and that the practice does not assume liability or responsibility for such work.
- 10.3 The use of office facilities and equipment such as printing machine, plotter, photocopier, paper and other expendable items is not permitted without the practice's prior approval.
- 11 Use of Office Project Material
- 11.1 Consultants shall not take or use office material in any form for use in personal portfolios or CV's without first gaining the permission of a partner of the practice.
- 12 Confidential Information
- 12.1 Consultants shall respect the confidential nature of the work in the practice. No consultant shall divulge any information nor make any unauthorised statements to the media.
- 13 Office Practice
- 13.1 Design is an evolving field of knowledge. The office reserves the right to evolve the mode of office practice as deemed necessary to remain relevant, cutting edge and profitable.

This letter is sent to you in duplicate. Please indicate your acceptance of this offer by signing both copies. Kindly return one copy for our record.

Should you have any further enquires please contact us. We welcome you in advance.



Yours faithfully
Dar & Wagh Architects
Ranjit Wagh (AIIA, ASIA)
PARTNER Dar & Wagh



Acknowledgment: Tanishqa Navalakha

Date



Appointment Letter

August 9th, 2022

To,

Ms. Twinkle Jadhav

Nasik, Maharashtra, India

Dear Twinkle,

With reference to your application and subsequent interview with us, we are pleased to appoint you as an **'Jr.Architect'** in our organization **'VD Design Alliance'** at Pune, on the following terms and conditions.

Position: Junior Architect

We at VDDA, it is necessary for us to respond to needs and workloads across the organization. Therefore, we need to remain flexible and work as a team, and in line with this, you may be asked to assist in other areas, vary your working times and/or perform other tasks which are consistent with your skills and abilities.

Date of Joining: 16th August 2022

Probation Period: 3 Month

You will be on probation for a period of 3 months of joining work, but if the organization is not satisfied with your work and conduct, your services shall be liable to termination without notice at any time during or on completion of the probation period.

If your services are found satisfactory during the probation period, you will be confirmed in the present position.

Notice Period: 2 Month

You will be required to give 2 months' notice.

Office Timings: 10.00am-1.30 pm & 2.00 pm to 7.00 pm

You will have to work extra hours depending on work pressures.

3 late marks (after 10.15 am) will be considered as half day.

Weekly Off: Sunday's and 2nd & 4th Saturday

Salary: Rs. 14,000/- per month Salary is inclusive of your travel and mobile expenses.

You will get extra travel allowance for outstation site visits, if any (office work only).

Bonus: Yearly

You will be liable to get Bonus after completion of 6 month on pro rata basis in Diwali.

Increment: yearly

You will be eligible for a yearly increment after probation if your work is found satisfactory.



Rules and REGULATIONS:

You are expected to work for at least two years.

Duties: A schedule of your broad duties and responsibilities will be given to you in due course. However, the Firm VDDA reserves the right to assign to you such other duties and responsibilities as may be considered advisable in the Firm VDDA's interests.

Salary and other perquisites/benefits, which have been distributed under the aforesaid heads, are subject to taxes, as applicable. At its sole discretion, the Firm VDDA may consider either change of heads or redistribute the total emoluments under various heads.

During the period of your employment with the Firm VDDA, you will devote full time to the work of the Firm. Further, **you will not take up any other employment** or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Firm VDDA. The Firm VDDA will expect you to discharge the responsibilities entrusted to you with the highest standards of initiative, efficiency, and economy.

Traveling: In the course of your employment, you may be required to undertake traveling either in India or elsewhere in connection with the Firm's work, according to the directions and instructions issued by the Firm, from time to time, for which you will be reimbursed

Expenses in accordance with the rules. Refusal to undertake such travel may result in disciplinary action against you.

You shall not pledge the Firm's credit and/or make representation unless you are specifically and duly authorized in that behalf.

This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Organization may take such action as it deems fit in its sole discretion, including termination of your employment.

You will abide by the Rules & Regulations / Standing Orders of the Firm in force, at present, and as varied from time to time.

Please sign the copy of this letter as a token of your acceptance. We look forward to a long and satisfying relationship.

Thanking You,
Yours Sincerely,
Ar. Hiranman Dhokare

A photograph of a handwritten signature in blue ink, which appears to read 'Hiranman Dhokare', written over a horizontal line.

FOR
VD DESIGN ALLIANCE



ACCEPTANCE BY EMPLOYEE

I accept this offer of employment on the Terms and Conditions set out above and in accordance with the attached Position Description.

Signed:

Name:

Date:



Date: Jun 20, 2024

Vaishnav Vinod

Offer Letter

Dear Vaishnav ,

We are pleased to make you an offer to join the team at Shibanee and Kamal Architects (the “Employers”) as Assistant Manager | Architect .

Please take the time to carefully review the Employment Agreement which provides the Terms and Conditions of your employment and the obligations of both, the Employers and yourself.

This offer is conditional upon the completion of satisfactory references that could include, but are not necessarily limited to, a review of past employment and education records. The Employment Agreement shall be effective from the date of joining only after a hard copy of the Agreement signed by the Employer is handed over to you upon your joining.

The terms of this offer are strictly confidential between you and the Employers.

I am happy to welcome you to the Team and look forward to your contribution in growing together.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alok Mehta', with a horizontal line underneath.

Alok Mehta | President | CHRO.
Shibanee and Kamal Architects

I, Vaishnav Vinod , am happy to accept the offer of employment with Total Environment Building Systems Private Ltd. I confirm that I have read, understood and agree to be bound by the terms and conditions of employment as outlined in the Employment Agreement. I will be joining employment on or before June 24, 2024

Signature:

Date:

Place:

ANNEXURE

	Full Name [Age]	Vaishnav Vinod[23]	Date : Jun 20, 2024
	Current Employment CTC		CTC 0
	Grade	3	
	Proposed Grade - Role Location	Assistant Manager Architect	Location: Bangalore
		Monthly	Yearly
I	Annual CTC [INR]	45833	550000
A	Fixed	45833	550000
1	Basic	15000	180000
2	House Rent Allowance	6000	72000
3	Special Allowance	19062	228747
4	Statutory Bonus	1250	15000
5	Site Allowance	0	0
6	Leave Travel Allowance (Tax exempt twice in four years)	1500	18000
7	Provident Fund (Company contribution)	1800	21600
8	Gratuity (Eligible on completion of 5 years only)	721	8653
9	Medicclaim	500	6000
B	Variable		
1	Performance Pay	0	0
2	Sales Incentive	0	0
3	Milestone Bonus	0	0
1	The Annual Cost to Company (CTC) is an estimate of the amount of money that the Company needs to . for in order to compensate you for your services. The CTC consists of a Fixed Component that shall be paid to you in compensation for your services to the Company and a Variable Component that is dependent on yours and the Company's performance. By definition, the Variable Component varies based on performance and is not an assured pay out.		
2	Medicclaim Policy: As per the prevailing Medical Insurance Policy of the Company		
3	Performance Pay: The Annual Performance Pay is based on yours and the Company's performance as defined in the HR Policy. The Performance Pay is NOT part of your assured compensation. As per current policy, you can earn anywhere from NIL to 50% to 200% of your Performance Pay as per the rating system defined by the company. However, such Performance Pay shall be payable only on completion of service till the end of the Financial Year and no part payment of the same shall be payable in case you leave the employment of the Company before the end of the Financial Year. Further, if you are a new employee, you shall be eligible for this Performance Pay only if a) You have completed a minimum of 6 (Six) months of continuous service before the end of the financial year and b) If your services have been confirmed		
4	Site Allowance will be applicable only to employees who are directly employed in any Total Environment Group Company and based, for a continuous period of more than 90 days at the following locations only : (i) Any of our project site locations under construction. (ii) Any of our completed properties being managed by us. (iii) At Total Environment Machine-Craft for employees of Total Environment Group only. Site Allowance shall be payable at the above fixed rate, uniformly to all eligible employees irrespective of designation and is subject to applicable taxes and deductions as may be the case individually. The employees eligible for Site Allowance will be working 6 days a week and in line with the policy requirements for the same. The Site Allowance will be withdrawn if the eligibility requirements cease to apply at any time.		
5	Compensation Review happens effective 1st January every year in accordance with the Company's Performance Appraisal policy. However, you must have completed a minimum of 6 months of continuous service in the Company by that date - to be eligible for a Compensation Review for that year.		
6	The above terms are subject to change from time to time as per Company Policy		

W R I G H T I N S P I R E S

ARCHITECT – DESIGNERS

C E R T I F I C A T E

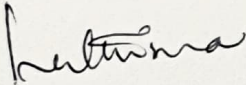
12th June 2023

TO WHOMSOEVER IT MAY CONCERN

Subject: Joining letter as Trainee

This is to confirm that **Mr. Vaishnawi Hunachagi**, studying in VIII semester, SMEF's Brick School of Architecture, Pune has been confirmed for Internship at **Wright Inspires Architects, Bangalore** from June 2023 - December 2023.

Best Regards,



(Principal Architect Sign & Seal)
Architect name- Prathima Seethur
COA Reg. No.- CA/2003/32450

Ar. PRATHIMA SEETHUR
REGISTERED ARCHITECT
CA/2003/32450
BCC/BL -3.6/A : 1953 :09-10

WRIGHT INSPIRES
Architects Interior Designers, Ecologist
1753, 7th Main Road, 5th Stage
BEML Layout, R.R. Nagar
Bangalore-560 098



#1753,7th main, BEML Layout, 5 stage, Rajarajeswarinagar, BENGALURU – 98, KARNATAKA,INDIA.

wrightinspires@gmail.com, prathimaseethur@gmail.com, ph: +918065675765.



Webintegratorz Technologies

Lg-19 Mangal City Mall PU-4 Vijay Nagar Square (Indore -
452010)

Joining Letter Date: 15, july, 2024

Employee Full Name: Zareen

Tamboli Employee Address: Pune ,

M.H Subject: Joining Letter

Dear Zareen Tamboli,

I am pleased to extend this formal offer to you for the position of Full-Time (Remote) 3D Designer at Webintegratorz Technologies. After a thorough review of your qualifications and experience, we are confident that your skills align perfectly with the needs of our team.

Position: Full-Time (Remote) 3D Designer

Start Date: 11/07/24

Salary : 21000/- Per Month = **252000/- LPA**

Your responsibilities will primarily involve creating exclusive 3D designs for our clients. We believe that your expertise will significantly contribute to the success of our projects and align well with our organizational goals.

Additionally, your flexibility regarding working hours aligned with France time is greatly appreciated. Please ensure to provide the following documents upon joining:

1. Photocopies of all educational certificates
2. Four passport-size photographs
3. Photocopies of PAN Card and Passport (Optional)
4. Photocopy of Aadhaar Card
5. Photocopies of last semester marksheets

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter. Should you have any questions or require further clarification regarding this offer, please feel free to contact me directly at +918989944488 or info@webintegratorz.com.

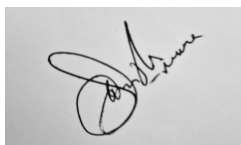
We are enthusiastic about the possibility of you joining our team and look forward to your favorable response.



Signature

Note: If the candidate does not join the company, this offer letter will no longer be valid. Sincerely,

Your employment with Webintegratorz Technologies will be on an at-will basis, which means that the company & Client can terminate your employment.



MR.ASHISH MEENA
info@webintegratorz.com
CEO-FOUNDER

MISS . Pragati
Badgaiyan
hr@webintegratorz.com

HEAD OF HUMAN RESOURCES
www.webintegratorz.com



SSR (2019 - 20 TO 2023 - 24)

Criterion 5 – Student Support and Progression

5.2.1: Percentage of placement of outgoing students and students progressing to higher education during the last five years

Satish Misal Educational Foundation's



BRICK
SCHOOL OF ARCHITECTURE

HIGHER EDUCATION DOCUMENTS





सत्यमेव जयते



GOVERNMENT OF MAHARASHTRA
State Common Entrance Test Cell, Maharashtra State, Mumbai
8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai-400001.
(M.S.)
Seat Acceptance Status Form for Admission to First Year Post Graduate
Technical course in Architecture [M. Arch] for the Academic Year 2023 -
2024

**Application ID : MAR23100078****Version No : 1****Personal Details**

Full Name	OAK AKANKSHA NINAD		
Gender	Female	Date of Birth	18-01-2000
Type of Candidature	Maharashtra State Candidate - Type A	Home University	Savitribai Phule Pune University
Category	OPEN	Category for Admission	OPEN
Linguistic Minority	N.A	Religious Minority	N.A
Person with Disability	N.A.		
EWS	N.A.		
Orphan	N.A.		
Qualifying Exam	HSC	HSC Aggregate	72.15 %
Qualifying Exam	Graduation	Graduation Aggregate	NA %
SSC Aggregate	90.20 %		

MAH-M.ARCH-CET 2023 Examination Details

Roll No	231201474	Score	95.7328386
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Merit Status

All India Merit No	State General Merit No	University General Merit No
18	17	Savitribai Phule Pune University-10

Provisional Allotment Details for CAP Round - I

Institute Allotted	6261-Maharshi Karve Stree Shikshan.Samstha's ,Dr. Bhanuben Nanavati College of Architecture for Women, Karvenagar, Pune		
Course Allotted	Environmental Architecture		
Choice Code Allotted	626103750		
Seat Type Allotted	GOPENS	Pref No Allotted	1

Seat Acceptance Details

Seat Acceptance Status:	Freeze		
Seat Acceptance Confirmation Details:	Confirmed		
Seat Acceptance Payment Details			
Payment Status	Successful	Paid Amount	₹ 1000/-

Declaration : I have read all the rules of admission and on understanding these rules ,I have filled this Seat Acceptance form for First Year Post Graduate Technical course in Architecture [M. Arch] for the year 2023 - 2024.The information given by me in this application is true to the best of my knowledge & belief.If at later stage,it is found that I have furnished wrong information and/or submitted false certificate(s),i am aware that my admission stands cancelled and fees paid by me will be forfeited.Further I will be subject to legal and/or penal action as per the provisions of the law.

Date:25-07-2023**Place :****Signature of Candidate**

(OAK AKANKSHA NINAD)

**Confirmed On:**25-07-2023 05:21:49 AM**Confirmed By::**MAR23100078**Printed On :**25-07-2023 10:51:57 AM**Printed By:**MAR23100078**Last Modified On :**25-07-2023 05:21:49 AM**Last Modified By:**MAR23100078

IMPORTANT INSTRUCTIONS :

1. Check the allotment made in the CAP Round I through candidate's Login & Verify the correctness of the credentials used in seat allotment made to him/her in CAP round I as per the Rules & Regulations.
2. Candidate shall ensure through login that his/her claims related with Qualifying Marks, category, gender, reservation, special reservation made by himself/herself in the applications form are correct and the relevant documents uploaded to substantiate his/her claims are authentic and correct.
3. After ensuring the correctness of the allotment, candidates shall pay the seat acceptance fee through online mode for the purpose of accepting the allotted seat.
4. Allotment is made to the candidate based on the claims made by him/her in the applications form. If candidate found that the claim made by him is not correct during self verification of the allotment, and if he wants to correct the error/discrepancy, the candidate shall report the grievance by Scrutiny Center center without fail.
5. In later stage, if it is found that the seat allotted to the candidate on the false claims made in the application by the candidate, then such allotment/admission taken in the allotted institute shall be cancelled automatically.
6. Reporting dates for admission in the allotted Institute **25-07-2023 to 27-07-2023 Up to 03.00 PM**

URL: https://march2023.mahacet.org.in/cet2023/march23/index.php/candidateSelfArc/rec_arc_fr_sl_ft_status?id=MTAwMDc4&rnd=MQ==&s=1



Centralized Counselling for M.Tech/M.Arch/M.Plan Admissions

CCMT 2023

Provisional Seat Allotment Letter

Round Number : 3



Personal Details			
GATE Registration Id	AR23S22053076	GATE Exam Year	2023
GATE Exam Paper Name	ARCHITECTURE AND PLANNING	GATE Score	472
GATE Marks out of 100	41	Candidate's Name	AKASH SUHAS JUNANKAR
Father's Name	SUHAS JUNANKAR	Mother's Name	RANI JUNANKAR
Date of Birth	24-12-1997	Category	GENERAL
Gender	MALE	Sub Category	NO
Qualifying Degree Marks Details			
Passing Status	Passed	Passing Year	2022
Qualifying Degree	B.Arch./B.Planning	Qualifying Discipline Name	Bachelor of Architecture
Result Mode	CGPA	Obtained CGPA	6.59
CGPA Maximum Point Scale	10	CGPA out of 10	6.59
Allotment Details			
Choice No.	9	Round No.	3
Seat Allotted Category	OPEN	Group Id	G1
Institute Allotted	VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR	Program Allotted	URBAN PLANNING
Fee Payment Details			
Fee Type	Transaction Number	Transaction Amount (Rs)	Transaction Date
Partial Admission Fee (PAF)	112946891819	10000	20/07/2023 16:04:50
Registration Fee Payment	112906616215	3000	06/10/2023 15:26:40
Seat Acceptance Fee	112928951997	30000	07/03/2023 14:31:21

Important Instructions:.

- 1 Seat allotment is provisional and subject to the candidate providing all necessary documents (including documents against which undertaking was provided by the candidate) within the last date decided by the respective institute.
- 2 The candidate has to report physically at the finally allotted institute during 17-21 August 2023 tentatively and pay the balance fee, if any, to the finally allotted Institute. Please visit the respective institute website for the final schedule of physical reporting.
- 3 Candidates interested to participate in Special Rounds are advised to visit the CCMT website <https://ccmt.admissions.nic.in/>. They can retain their current allotted seat and still participate in Special Rounds.

Downloaded On : July 20, 2023 4:05 PM

CCMT 2023

(Signature is not required as it is a computer generated letter.)

April 12, 2022

Anish Sahu
Plot No. 36, Freedom Park, Vishal Nagar, Pimple Nilakh, Pune - 411027
Pune, Maharashtra 411027
India

Dear Anish,

We are pleased to inform you that you have been admitted to the Graduate College for the Fall 2022 semester as a student in the Architecture program. This letter is your official notice of admission.

This notice of admission is valid only for the Fall 2022 semester, requiring initial enrollment during this term.

For tuition assessment, you have been classified as a Non-Resident on the basis of currently available information. You have been assigned a University ID Number (UIN) and an Activation Code in order to access your student record. Please treat this ID information as confidential. Your UIN is 676511728 and your Activation Code is 88263421.

You have been admitted on Full Status.

To complete your admission, you must submit final, official academic credentials from the institution(s) below within one month of the start of the semester to the Graduate College:

- Savitribai Phule Pune Univ

Please review our [Admitted Student Final Credential Requirements](#) for specifics on the documents needed to satisfy the conditions of your admission, as well as methods of submitting these credentials to the Graduate College. You will not be allowed to register for subsequent semesters until all required documents have been received. Please note that if you have already provided these final, official academic credentials to your department office, the department will work with the Graduate College to clear these conditions of your admission.

All students are required to complete immunization requirements and submit immunization history forms in order to enroll at Illinois. A complete list of required forms, deadlines and optional forms are available at <http://www.mckinley.illinois.edu/general/admission.htm>.

Housing information is available at www.housing.illinois.edu or you may request information by e-mailing the University Housing Office at housing@illinois.edu.

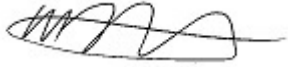
Financial Aid information for graduate students is available at www.osfa.illinois.edu.

We look forward to receiving your [admission acceptance decision](#) and invite you to review our [Quick Guide](#) for new student information including University IDs, passwords, e-mail and registration.

In closing, I commend you on your previous academic achievements and congratulate you on your admission to the University of Illinois at Urbana-Champaign. Best wishes for continued success in your

chosen field.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wojtek J. Chodzko-Zajko', written in a cursive style.

Wojtek J. Chodzko-Zajko
Dean, Graduate College

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

217.333.0035 • (f) 217.244.0621 • grad@illinois.edu • grad.illinois.edu



Certificate of attendance Master “F.lli Pesenti” Polytechnic of Milan

PAOLA RONCA born 07/08/1947 at Casale Monferrato (AL) - ITALY as Director of Master F.lli Pesenti School, which provides the master’s program in “PROJECT MANAGEMENT IN CONSTRUCTION WORKS WITH BIM”, 2022-2023 academic year, at Consorzio CISE/ Master F.lli Pesenti School of Polytechnic of Milan, Leonardo da Vinci square 32, MILAN Italy. contact: tel.02/23994381 e-mail: paola.ronca@polimi.it

DECLARES THAT

The student BAFNA AKSHAY HASMUKH is attending the master’s program.

Milan, 11/04/2023

**SCUOLA MASTER
“F.LLI PESENTI”**
POLITECNICO DI MILANO
P.zza Leonardo da Vinci, 32-20133 Milano
Tel. 02.2399.4381 - Fax 02.2399.4376

Paola Ronca

—



योजना तथा वास्तुकला विद्यालय, नई दिल्ली

(संसद के अधिनियम के तहत राष्ट्रीय महत्व का संस्थान,
शिक्षा मंत्रालय, भारत सरकार)

School of Planning and Architecture, New Delhi

(An Institution of National Importance under an Act of Parliament,
Ministry of Education, Government of India)



Prof. Dr. Sanjukta Bhaduri
Head, Department of Urban Planning
E-mail: s.bhaduri@spa.ac.in

Ref. No.12/UP/SPA/23

August 28, 2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Aarya Singoure** (Application No. UP/176) is a bona fide student of our institute and she has been pursuing the first year of M.Planning with specialization in Urban Planning from 07th August, 2023.



(Prof. Dr. Sanjukta Bhaduri)

Head of the Department
Department of Urban Planning
School of Planning and Architecture
4, Block-B, Ring Road Indraprastha Estate
New Delhi-110002



August 16, 2023

ID number: 1231186075
Valid only for 2024 spring
Residency status: International

Priyanka Prakash Uttarkar
17-2, Taat Bungalow
Lane No 2, Sukhsagar Nagar
Pune MH 411046
India

Dear Priyanka Prakash Uttarkar,

Congratulations! I am pleased to inform you of your admission to Arizona State University to study in the User Experience (MS) program in the Ira A. Fulton Schools of Engineering, offered at the ASU Polytechnic campus for the 2024 spring semester.

Important: Your department has determined that you must successfully complete the following course(s) or equivalent(s) with a grade of B (3.0). Your progress will be monitored by the academic department.

HSE230-Stats Human Systems Rsrch I by the end of your first year.

If you have already successfully completed the course or courses listed above or the equivalent at another institution, please contact your department to make an appointment with an advisor.

Important: For detailed information regarding I-20 requirements, including necessary forms and deadlines, go to the International Admission Services website at admission.asu.edu/international/student-visa. To monitor the progress of your I-20, view the I-20 Tracker in my.asu.edu.

Proof of MMR immunization is required. For MMR immunization requirements, please refer to your **Priority Tasks** on My ASU.

To maximize the many resources available to you, please familiarize yourself with My ASU, your personalized online student information and services resource. You can access this page at my.asu.edu by logging in with your new ASURITE User ID and password.

ASU and the User Experience (MS) program are committed to assisting you in your exploration of the immense resources and opportunities available to you here. For additional information, you may contact your department at polygrad@asu.edu or at 480-727-1874.

ASU embraces integrity in all scholarships, research and creative endeavors. It is our expectation that you will review and abide by ASU's policies related to academic and research integrity at provost.asu.edu/academicintegrity and researchintegrity.asu.edu.

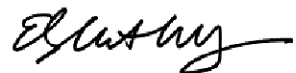
As a New American University, ASU believes your education should be transformative not only for you, but also for society. I encourage you to learn more about what this means to you by visiting newamericanuniversity.asu.edu. I also recommend you go to yourfuture.asu.edu/culture to watch a brief video and find out how current students describe being part of the ASU community.

We look forward to you joining the ASU family, and I wish you success in your graduate studies here.

Sincerely,

Graduate College

P.O. Box 8701004 Tempe AZ 85287-1004
p: 480-965-7788 f: 480-965-5159 web: www.graduate.asu.edu

A handwritten signature in black ink, appearing to read "Elizabeth A. Wentz". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Elizabeth A. Wentz
Vice Provost and Dean, Graduate College



Office of the Registrar
Transcripts & Certifications
300 Cadman Plaza West, 7th Floor
Brooklyn, NY 11201
P: 212 998 4280
F: 212 995 4154
certifications@nyu.edu

August 15, 2023

To Whom It May Concern:

This letter verifies that Garima Jitendra Mutha (University ID: N14122626) has matriculated and will be pursuing the following degree from New York University:

School: School of Professional Studies
Degree Pursuing: Master of Science
Major: Project Management
Dates of Attendance: 09/2023 - Present
Expected Graduation Date: Spring 2025

Below is the enrollment status for the Fall 2023 semester which has not started:

Dates: 9/5/2023 - 12/15/2023
Enrollment Status: Full Time

Please do not hesitate to contact our office should you have any questions regarding the details of this enrollment verification.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth Kienle-Granzo".

Elizabeth Kienle-Granzo
University Registrar



सत्यमेव जयते



State Common Entrance Test Cell, Maharashtra State, Mumbai
8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai-400001.
(M.S.)



Provisional Allotment for CAP Round - I for Admission to First Year Post Graduate Technical course in Architecture [M. Arch] for the Academic Year 2021 - 2022

Personal Details

Candidate's Full Name	YELPURE RASHMI SANJAY	Application ID	MAR21100128
Gender	Female	DOB (DD/MM/YYYY)	04-10-1997
Category for Admission	OBC	Candidate Category	OBC
Candidature Type	Maharashtra State Candidate - Type A	Person with Disability	N.A.
Religious Minority	N.A.	Linguistic Minority	N.A.
EWS Status	N.A.	Orphan Status	NO
Home University	Savitribai Phule Pune University		

Provisional Allotment Details

Institute Allotted	Maharshi Karve Stree Shikshan.Samstha's ,Dr. Bhanuben Nanavati College of Architecture for Women, Karvenagar, Pune		
Course Allotted	Environmental Architecture		
Choice Code Allotted	626103750 -		
Seat Type Allotted	GOBCS		
Preference No. Allotted	1		
CAP Round Allotted	1		
All India Merit No	193		
State General Merit No	183		
Merit Score	52		

IMPORTANT INSTRUCTIONS :

1. Check the allotment made in the CAP Round I through candidate's Login & Verify the correctness of the credentials used in seat allotment made to him/her in CAP round I as per the Rules & Regulations.
2. Candidate shall ensure through login that his/her claims related with Qualifying Marks, category, gender, reservation, special reservation made by himself/herself in the applications form are correct and the relevant documents uploaded to substantiate his/her claims are authentic and correct.
3. After ensuring the correctness of the allotment, candidates shall pay the seat acceptance fee through online mode for the purpose of accepting the allotted seat.
4. Allotment is made to the candidate based on the claims made by him/her in the applications form. If candidate found that the claim made by him is not correct during self verification of the allotment, and if he wants to correct the error/descripency, the candidate has to report the grievance through e-Scrutiny only without fail.
5. In later stage, if it is found that the seat allotted to the candidate on the false claims made in the application by the candidate, then such allotment/admission taken in the allotted institute shall be cancelled automatically.
6. **If a candidate is allotted the seat as per his first preference, such allotment shall be auto frozen and the candidate shall accept the allotment so made. Such candidates shall then be not eligible for participation in the subsequent CAP rounds. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate does not follow the instructions , their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment;**
7. Reporting dates for admission in the allotted Institute **01-12-2021 to 03-12-2021 upto 05.00 P.M**



Printed On: 01-12-2021 03:09:27 PM	Printed By: MAR21100128
URL: https://cet21cap.mahacet.org.in/cet2021/march21/index.php/AllotmentController/displayAllotment?id=MTAwMTI4&rnd=MQ==	
Published On: 30-11-2021	IP Address : 42.107.88.82

From: CEPT Admissions
Sent: 19 May 2021 11:09
To: ruchikasureka123@gmail.com
Subject: ADMISSION OFFER BASED ON PROVISIONAL MERIT LIST

Dear SUREKA RUCHIKA SANDESH,

Application Number: 24212200138

Congratulations!

A warm welcome to CEPT University!

I am pleased to inform you that on the recommendation of **Faculty of Design** you have been provisionally admitted to the two-year **Master's in Furniture Design** program.

You are requested to secure your admission offer* by paying INR 51,000/- as part tuition fee on or before 4 PM, 24th May 2021. Failing to do so, your admission offer will stand cancelled. Request for extension of date for payment of fees will not be entertained under any circumstances. The remaining amount of fees is to be paid as per the Fee schedule mentioned in Annexure 4.

We are very excited to welcome you to be a part of the CEPT community. As you begin your studies, you will be introduced to a host of new policies and procedures. It will be important for you to remember that email is the official method of communication for the University. Through your new CEPT email address (which you will receive after the completion of the registration), you will receive information regarding your student account and any outstanding fee balances, class schedules, registration timelines and important course information from your instructors. It is your responsibility to check your new CEPT email account frequently and respond appropriately.

Please note that at present your admission is provisional. It is subject to verification of necessary documents and successful completion of academic probation as set forth in the enclosed annexure.

CEPT University has established new benchmarks in the domain of built environment education. The University is continually focused on improving its processes to further the pursuit of excellence. In the present difficult times due to the COVID19 outbreak, the University has decided to take up this challenge rather as an opportunity and move forward with a new way of working. Therefore, it is decided that for Monsoon 2021, a significant portion or the entire semester may be conducted online depending on prevailing COVID situation. This requires the necessary arrangements such as laptop/computer, internet connectivity etc. at your end before the beginning of the semester.

I wish you good luck and much academic success as you begin a new phase in your career with CEPT University!

Warm wishes,



Prof. Mona Khakhar

Head, Admissions

Annexures:

1. Payment Instructions
2. Scholarship Opportunities
3. Refund Policy
4. Fee Schedule
5. Important Instructions
for newly admitted students
6. Declaration form

Disclaimer : The information transmitted with this email is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.



Prasanna Malunjar
Milan, April 27th, 2021

Subject: Master of Arts in Design – Social Design – English track a.y. 2021/22

Dear Prasanna,

We are glad to inform you that you have passed the selection for the admission to NABA two-year Master of Arts in Design – Social Design that will start next September 22nd, 2021.

We kindly remind you that, in order to enrol to the mentioned program, you are requested to fill in and return the enrolment form together with the documents listed at the Section IV of the form.

Please notice that this is a conditional acceptance until the following documents are provided to the school:

By April 30th, 2021:

- payment of the enrolment fee of Euro 2.640 not later than May 4th 2021
- copy of the Enrolment Form filled in and signed
- Two passport size photos

By the course beginning:

- Copy of the first level Bachelor Degree and Academic transcripts translated into Italian and legalized by the Italian representative authority in the country where the study title was issued by course beginning

NABA International Admission Department remains at your disposal for any further information you might need.

We wish you a successful personal and professional career.

On behalf of NABA Faculty members, students and staff members

Donato Medici
(Managing Director)
NABA, Nuova Accademia di Belle Arti

International Admission Office

Nuova Accademia S.r.l

Via C. Darwin 20, 20143 Milano, Italia
T +39 02 973721 | F +39 0297372.280
Cap. soc. i.v. € 10.400 | P.IVA 10542860969 | R.I. e C.F. 04844890584
R.E.A. 1074975 | CODICE DESTINATARIO SDI: K1L103Od
www.naba.it



Certified Quality System
UNI EN ISO 9001



ADIMEMBER

Member of ADI Associazione per
il Disegno Industriale



Ordinary member of E.L.I.A.
European League
of Institutes of the Arts

From: CEPT Admissions
Sent: 19 May 2021 11:09
To: ruchikasureka123@gmail.com
Subject: ADMISSION OFFER BASED ON PROVISIONAL MERIT LIST

Dear SUREKA RUCHIKA SANDESH,

Application Number: 24212200138

Congratulations!

A warm welcome to CEPT University!

I am pleased to inform you that on the recommendation of **Faculty of Design** you have been provisionally admitted to the two-year **Master's in Furniture Design** program.

You are requested to secure your admission offer* by paying INR 51,000/- as part tuition fee on or before 4 PM, 24th May 2021. Failing to do so, your admission offer will stand cancelled. Request for extension of date for payment of fees will not be entertained under any circumstances. The remaining amount of fees is to be paid as per the Fee schedule mentioned in Annexure 4.

We are very excited to welcome you to be a part of the CEPT community. As you begin your studies, you will be introduced to a host of new policies and procedures. It will be important for you to remember that email is the official method of communication for the University. Through your new CEPT email address (which you will receive after the completion of the registration), you will receive information regarding your student account and any outstanding fee balances, class schedules, registration timelines and important course information from your instructors. It is your responsibility to check your new CEPT email account frequently and respond appropriately.

Please note that at present your admission is provisional. It is subject to verification of necessary documents and successful completion of academic probation as set forth in the enclosed annexure.

CEPT University has established new benchmarks in the domain of built environment education. The University is continually focused on improving its processes to further the pursuit of excellence. In the present difficult times due to the COVID19 outbreak, the University has decided to take up this challenge rather as an opportunity and move forward with a new way of working. Therefore, it is decided that for Monsoon 2021, a significant portion or the entire semester may be conducted online depending on prevailing COVID situation. This requires the necessary arrangements such as laptop/computer, internet connectivity etc. at your end before the beginning of the semester.

I wish you good luck and much academic success as you begin a new phase in your career with CEPT University!

Warm wishes,



Prof. Mona Khakhar

Head, Admissions

Annexures:

1. Payment Instructions
2. Scholarship Opportunities
3. Refund Policy
4. Fee Schedule
5. Important Instructions
for newly admitted students
6. Declaration form

Disclaimer : The information transmitted with this email is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

Notification of Offer - 229092853 Inbox x



admissions@strath.ac.uk
to apps, me ▾

1:04 AM (14 hours ago)



Dear Saikiran Mogare,

We would like to offer you a place to study at the University of Strathclyde.

You can view the full details of your offer and download your offer letter by logging on to [Pegasus](#) and clicking on your programme of study.

You need to accept or decline this offer, or withdraw your application.

PLEASE NOTE: If you have applied through an Agent you will **not** be able to log on to Pegasus. Please contact your Agent to get updates on the progress of your application.

If you have any questions regarding your application you can contact us using the details on your course webpage, which can be found via [Courses](#). Please quote your Application Number (229092853) on any correspondence.

For information on how to pay your fees please go the University's [how to pay](#) webpage.

If you need information on visa requirements please visit our [Visas](#) webpage.

Admissions Team
Student Lifecycle Services
University of Strathclyde

For internal use only: ONL-OFFREL

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263.

1/13/2021

State Common Entrance Test Cell, Maharashtra State, Mumbai



State Common Entrance Test Cell, Maharashtra State, Mumbai
8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai-400001.(M.S.)
Receipt-cum-Acknowledgement of Institute Reporting for Admission to First Year Post Graduate Technical course in Architecture [M. Arch] Viz.MARCH for the year 2020 - 2021

Application ID : MAR20100439

Personal Details			
Full Name	SHRADDHA KISHOR BOJJA	Gender	Female
Nationality	Indian	Annual Family Income (₹)	50,001 - 1,00,000
Date of Birth	09-02-1998	Religious	N.A
Category-Caste	SBC (SBC / OBC)	Minority/Linguistic Minority	N.A
PWD Type	N.A.	Type of Candidature	Maharashtra State Candidate - Type A



Seat Acceptance Fee is filled by online payment of Rs. 1000/-

Paid Amount (₹)	₹ 1000/-	Payment Status	Successful	Transaction Id	order_G0hsZrzsHv458fs
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Allotment Details	
State Level Merit Number	248
Allotted Choice Code	626303110
Allotted Seat Type	GOBCS
Preference No.	1

Reporting Details			
Institute	Sinhgad College of Architecture, Vadgaon (BK), Pune		
Tuition Fees (₹)	54367/-	Course	626303110-Architectural Conservation
Development Fees (₹)	6633/-	Admission Date	13-01-2021
Other Fees (₹)	0/-	Admission Type	CAP Round
Total Fees (₹)	61000/-	Remark	CANDIDATE ADMITTED THROUGH CAP ROUND1 DT 13.01.2021

Declaration by Candidate : I hereby agree to conform to rules, acts and laws enforced by Government. I hereby undertake that so long as I am student of College/ Institute, I will not behave in a manner which may result in compelling the authorities to take disciplinary action against me. I fully understand that the Principal/Director of the Institute/college will have rights to expel, rusticate me from the institute, for any infringement of the rules prescribed by the college/institute/university/Government and the undertaking given above.

Date: 13-01-2021

Place : Pune

Sh.Bij
Signature of The Candidate
(SHRADDHA KISHOR BOJJA)



INSTITUTE USE ONLY

Declaration by the College/Institute : We hereby declare that, we are admitting this Candidate to our College / Institute for First Year Post Graduate Technical course in Architecture [M, Arch] Viz.MARCH for the year 2020 - 2021 on verification of Candidate's Identity. The candidate has paid the Fees mentioned in this receipt. We also declare that the admission of Candidate is confirmed in presence of the Candidate.

Seal of Sinhgad College of Architecture, Vadgaon (BK), Pune



Aneeta
13/01/2021
Signature of Institute Officer (6263)

Reported On: 13-01-2021 03:18:29 PM
Printed On: 13-01-2021 03:18:30 PM

Reported By: 6263
Printed By: 6263

1/13/2021

State Common Entrance Test Cell, Maharashtra State, Mumbai

State Common Entrance Test Cell, Maharashtra State, Mumbai



State Common Entrance Test Cell, Maharashtra State, Mumbai
8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai-400001. (M.S.)



Receipt-cum-Acknowledgement of Institute Reporting for
Admission to First Year Post Graduate Technical course in
Architecture [M. Arch] Viz. MARCH for the year 2020 - 2021

Application ID : MAR20100439

Personal Details

Full Name	SHRADDHA KISHOR BOJJA		
Nationality	Indian	Gender	Female
Date of Birth	09-02-1998	Annual Family Income (₹)	50,001 - 1,00,000
Category-Caste	SBC (SBC / OBC)		
Religious	N.A		
Minority/Linguistic Minority	N.A		
PWD Type	N.A.		
Type of Candidature	Maharashtra State Candidate - Type A		



Seat Acceptance Fee is filled by online payment of Rs. 1000/-

Paid Amount (₹)	₹ 1000/-	Payment Status	Successful	Transaction Id	order_GOhsZrzsHv6B
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Allotment Details

State Level Merit Number	248
Allotted Choice Code	626303110
Allotted Seat Type	GOBCS
Preference No.	1

Reporting Details

Institute	Sinhgad College of Architecture, Vadgaon (BK), Pune		
Tuition Fees (₹)	54367/-	Course	626303110-Architectural Conservation
Development Fees (₹)	6633/-	Admission Date	13-01-2021
Other Fees (₹)	0/-	Admission Type	CAP Round
Total Fees (₹)	61000/-		

Remark CANDIDATE ADMITTED THROUGH CAP ROUND1 DT 13.01.2021

Declaration by Candidate : I hereby agree to conform to rules, acts and laws enforced by Government. I hereby undertake that so long as I am a student of College/ Institute, I will not behave in a manner which may result in compelling the authorities to take disciplinary action against me. I understand that the Principal/Director of the institute/college will have rights to expel, rusticate me from the institute, for any infringement of the rules prescribed by the college/institute/university/Government and the undertaking given above.

Date: 13-01-2021

Place: Pune

Signature of The Candidate
(SHRADDHA KISHOR BOJJA)

INSTITUTE USE ONLY

Declaration by the College/Institute : We hereby declare that, we are admitting this Candidate to our College / Institute for First Year Post Graduate Technical course in Architecture [M. Arch] Viz. MARCH for the year 2020 - 2021 on verification of Candidate's Identity. The Candidate has paid the Fees mentioned in this receipt. We also declare that the admission of Candidate is confirmed in presence of the Candidate on the above date.

Principal of Sinhgad College of Architecture,
Vadgaon (BK), Pune

Signature of Institute Officer (626303110)

Reported On: 13-01-2021 03:18:29 PM

Reported By: 626303110

Printed On: 13-01-2021 03:18:30 PM

Printed By: 626303110

http://www.mahacet.org.in/cet2020/march20/index.php/InstituteReportingController/admitReceipt?id=MzA=&md=MQ==



Chinmay Mannikar <chinmaymannikar26@gmail.com>

Offer of Admission to Master of Science (Integrated Sustainable Design) August 2023 intake - MANNIKAR CHINMAY RAVINDRA

4 messages

Jong Wei Andy Chia <andyxie@nus.edu.sg>
To: "chinmaymannikar26@gmail.com" <chinmaymannikar26@gmail.com>

10 May 2023 at 07:11

[College of Design and Engineering](#)

[Office of Graduate Programmes](#)

Application Number: 2023382037

Email: chinmaymannikar26@gmail.com

Dear MANNIKAR CHINMAY RAVINDRA

OFFER OF ADMISSION TO MASTER OF SCIENCE (INTEGRATED SUSTAINABLE DESIGN) PROGRAMME (SEMESTER 1, ACADEMIC YEAR 2023/2024)

Congratulations! I am pleased to inform you that you have been selected for admission to NUS College of Design and Engineering for the graduate programme leading to:

Master of Science (Integrated Sustainable Design)

Full Time

I. ACCEPTANCE OF OFFER

1. To **accept** this offer of admission, please **log in** to the [Graduate Admission System \(GDA2\)](#) ([Click here](#)), (using your email address and GDA2 password) to submit acceptance online between **10 May – 23 May 2023**. You may refer to the [Applicant guide](#) ([Click here](#)) (Item 9 - Submit Reply on Offer of Admission Online) for [detailed step by step guide](#).

2. A non-refundable and non-transferable acceptance fee of **SGD\$10,000** (inclusive of 8% GST) which will be credited towards your tuition fees is payable upon acceptance as above. Please be reminded to accept the offer after making payment. In any case, the offer expires on the above deadline and your offer will be rescinded if we have not heard back regarding your intent to accept or decline by that time, regardless of payment made.

3. By accepting this offer, you are deemed to have read and understood the fees payable and degree requirements for the offered programme as published here <https://cde.nus.edu.sg/arch/programmes/master-of-science-integrated-sustainable-design/>.

4. If you are applying for more than one programme, please check the outcome of your application(s) through the **GDA2** system. Do note that you can only accept and register for only one programme by the deadline.

5. Your offer of admission will be withdrawn if you:

- i) do not accept this offer by the deadline; or
- ii) fail to meet the admission requirements as set by the University (where applicable); or
- iii) fail to meet student's pass requirements (applicable to full-time international students); or
- iv) have found to have given inaccurate or false information in your application; or
- v) do not fulfil all requirements for your Bachelor's degree by **end of July 2023**; or
- vi) fail to provide original documents for verification (which you had submitted in support of your application) during your Registration (Part Two) with us; or
- vii) fail to complete all registration formalities for your course of study before the specified deadline; or
- viii) fail to satisfy the requirements of the University's pre-admission medical examination set by the University Health Center (UHC).

6. You should commence your Masters Programme (by coursework) study in Semester 1, Academic Year 2023/2024 (**7 August 2023**). A copy of the [academic calendar and relevant timeline is available at Registrar's Office website \(Click here\)](#)

II. REGISTRATION

1. Upon acceptance of the offer, please proceed to complete your registration formalities as per following stipulated timeline.

Details of registration formalities	Timeline
Registration (Part One)	to be completed online from mid June 2023
Registration (Part Two)	to be completed <u>in person</u> at the National University of Singapore on 31 JUL 2023 at Bik EA Room 06-06, NUS for verification of original documents submitted for your application (<i>exact time of the appointment will be shared later</i>)

Pre-admission medical examination ¹	to be completed before 11 August 2023
--	--

2. Please note that candidates who fail to complete any part of the Registration process within the stipulated timeline(s), are considered to be no longer interested in the programme and NUS's offer of admission will be withdrawn.

Please refer to the Registration Guide for detailed instructions available for download sometime in June 2023 [here](#).

¹PRE-ADMISSION MEDICAL EXAMINATION

*Admission to NUS is subjected to good health and absence from organic diseases. Please note that all students are **required** to undergo a mandatory pre-admission medical examination prior to admission. The University reserves the right to refuse admission to or exclude a student from any particular course of study if he/she declines to undergo the health examinations or refuse any prescribed tests. Please refer to the University Health Centre(UHC) website <https://www.nus.edu.sg/uhc/general-health/medical-examination/pre-admission/pre-admission-medical-exam> for details and submit the completed Admission Medical Examination Report Form ([click here](#)) to [UHC](#) by **11 August 2023**.*

III. FEES PAYABLE

1. For the **Master of Science (Integrated Sustainable Design)** programme, please refer to the department's website for AY2023/2024 programme fees as published here <https://cde.nus.edu.sg/arch/programmes/master-of-science-integrated-sustainable-design/>.
2. All registered students reading courses at NUS are also required to pay miscellaneous student fees, please refer [Registrar's Office website \(Click here\)](#) for more details.
3. For deadlines and payment methods, please refer to our [Office of Financial Services website \(click here\)](#).
4. Newly registered students who submit their withdrawal or leave of absence beyond the [2nd instructional week](#) will be liable for fees, regardless of attendance.

IV. INTERNATIONAL CANDIDATES (on full-time programmes)

1. The offer of admission is conditional upon the successful application for your Student's Pass. Instructions on applying for your Student Pass application will be sent to you separately by mid June 2023.

2. Additional Medical Examination for Student's Pass

- a. In addition to NUS pre-admission medical examination, the issuance of the Student's Pass is subject to the outcome of a medical examination prescribed by Immigration & Checkpoints Authority (ICA).
- b. Students who fail to fulfil the medical requirements will not be issued with a Student's Pass and hence will not be allowed to register as a student of NUS.
- c. If you are residing overseas, please complete this medical examination at your home country before your departure.

Financial Readiness

All students must ensure that they have the financial resources to support themselves for their entire programme of study. Funds should be set aside for living expenses as well as tuition fees.

Accommodation

For accommodation and housing related information, please refer to the Office of Student Affairs website at <http://nus.edu.sg/osa/>

NEXT STEPS

I am sure you are excited and would like to prepare and embark on your course of study. Upon acceptance of the offer of admissions, please note to follow through the steps in our **Registration Guide which will be made available in June 2023** and completion of the compulsory registration formalities as a student in NUS as published on our website <https://cde.nus.edu.sg/graduate/new-students/>

Also, please be reminded to check both your personal and NUS email regularly for updates on important information such as registration and course(s) registration.

Travellers planning to enter Singapore are to check the prevailing border control measures and public health requirements imposed by the Singapore Immigration and Checkpoints Authority (ICA) here <https://www.ica.gov.sg/enter-transit-depart>

Once again, please accept our heartiest congratulations on your success in your application to NUS. We look forward to welcoming you to NUS College of Design and Engineering.

Thank you.

Yours sincerely

Andy Chia (Mr)
for A/Prof Chai Kah Hin
Vice-Dean (Office of Graduate Programmes)
College of Design and Engineering (CDE)
This is a computer-generated letter No signature is required

Important: This email is confidential and may be privileged. If you are not the intended recipient, please delete it and notify us immediately; you should not copy or use it for any purpose, nor disclose its contents to any other person. Thank you.

Chinmay Mannikar <chinmaymannikar26@gmail.com>
To: "neilmannikar@gmail.com" <neilmannikar@gmail.com>

10 May 2023 at 11:17

[Quoted text hidden]

Chinmay Mannikar <chinmaymannikar26@gmail.com>

10 May 2023 at 11:19

Smera Oommen
smera.s.oommen@gmail.com

March 13, 2024

Dear Smera Oommen,

We are pleased to inform you that you have been admitted to the **Master of Science in Building Performance & Diagnostics (MSBPD)** program at Carnegie Mellon Architecture, beginning August 2024. On behalf of the committee, congratulations on being selected from an exceptional pool of highly-qualified applicants. We are excited to welcome you to Pittsburgh, a vibrant post-industrial city and to Carnegie Mellon Architecture. The school fosters deep immersion in the discipline of architecture, intensified by the broader Carnegie Mellon culture of interdisciplinary innovation and creative inquiry. The graduate school is committed to preparing our students to address the pressing challenges of our time, mainly:

- **Climate change** and its impending environmental and social problems and how architecture can support living in the Anthropocene;
- **Artificial intelligence** and the development of smart buildings and cities and how architecture can support human agency and living in a posthuman society;
- **Social justice** and the need for greater equity and inclusion of race, gender, and intersectionality in our politics and communities and how architecture can support cultural and social diversity.

Financial Overview

We are pleased to inform you that the program's admissions committee has decided to offer you an Architecture Merit Scholarship of \$15,000 per academic year of the program to offset the cost of tuition. The cost of full-time tuition for the MSBPD program in the 2024-2025 Academic Year (Fall & Spring semesters) will be \$41,000. With the Merit Scholarship, your net tuition for 2024-2025 will be \$26,000. Tuition rates for the 2025-2026 Academic Year are subject to change and will not be determined until March 2025. Please expect that they will be equal to or greater than the per-semester cost of the 2024-2025 Academic Year rate.

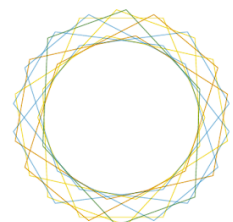
Additional support can be obtained through paid Graduate Teaching and Research Assistantships, to which all graduate students may apply. These are usually arranged once the student arrives on campus and are up to \$1,000 per semester. Visit Carnegie Mellon's [Student Financial Services](#) webpage to review the overall cost of attendance in addition to the tuition listed above and for additional consumer information.

Program Details

The Master of Science in Building Performance & Diagnostics (MSBPD) is four semesters of intensive learning about: sustainability science; sustainable technologies and systems; performance simulation tools; data acquisition and analytics; social science and statistics; sustainability economics and policy. MSBPD graduates have successful careers in design and engineering practice, in industry, government, consulting, and non-profit sectors – designing, catalyzing and quantifying high performance buildings and communities. Carnegie Mellon University's MSBPD program is designated as a STEM-eligible program.

The MSBPD is a 2-year (4 semester) program requiring a minimum of 160 units of approved coursework and a minimum residency of three (3) academic semesters at full-time status (minimum 36 units per semester).

MSBPD students will have the opportunity to learn from a diverse and innovative group of faculty within the School of Architecture. Your faculty track chair advisor will be Vivian Loftness (loftness@andrew.cmu.edu). Do not hesitate to contact your track chair by email if you have questions regarding academic aspects of the program. Additionally, our Director of Recruitment &



Enrollment, Alexis McCune Secosky (amccune@andrew.cmu.edu) will gladly address administrative questions about the program, the School of Architecture, and Carnegie Mellon University.

All incoming Master of Science in Building Performance & Diagnostics students **are required** to complete a free online course, Digital Skills Workshops (DSW), to establish a baseline of digital design skills expected at the Graduate Program. This fully remote course will run this summer prior to the academic semester with an anticipated time commitment of 5 hours/week. Applicants who accept this admission offer will receive more details about DSW with incoming Carnegie Mellon Architecture Graduate Program student enrollment information to be sent in May.

Enrollment Information

To accept this offer of admission and secure your enrollment in the Graduate Program, you must do the following:

1. Complete the Decision Form (page 3) and email it to Alexis McCune Secosky (amccune@andrew.cmu.edu) by **April 15, 2024; AND**
2. Pay the \$500 deposit by visiting <https://commerce.cashnet.com/CMU226> prior to **April 15, 2024.**

We will begin the initial enrollment process within five business days of receiving the enrollment deposit. Enrollment is contingent upon the receipt of all official transcripts for all completed degree programs, receipt of official test score reports, and your ability to obtain a valid visa.

Join Us!

Please join us in the MSBPD program as we collectively work to address the pressing challenges of Climate change, Artificial intelligence, and Social justice in an interdisciplinary community of scholars and designers.

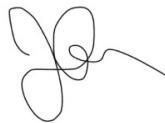
We invite you to join us for our Graduate Program Open House with in-person and remote program offerings on **Friday, April 5, 2024**. To learn more and register for an event, visit our website at www.architecture.cmu.edu.

We look forward to welcoming you to Pittsburgh, Carnegie Mellon University, and the School of Architecture's Master of Science in Building Performance & Diagnostics program.

Sincerely,



Omar Khan
Professor & Head
School of Architecture



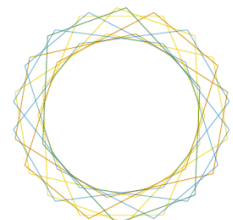
Joshua Bard
Associate Professor
Associate Head for Design Research
School of Architecture



Vivian Loftness, FAIA
University Professor
MSBPD Program Track Chair
School of Architecture



Alexis McCune Secosky, M.S.
Director of Recruitment & Enrollment
School of Architecture





University of Sheffield

KC Overseas Canada Inc (India)
Re: Mr Kshitij Saoji
Krishna, Plot No. 10/2, I.T. Park,
Opp. V.N.I.T, Behind Infotech Tower,
Parsodi
Nagpur
440022
INDIA

Agent code: 672033

Admissions Service, Level 2, Arts Tower
Western Bank, Sheffield, S10 2TN
Telephone: +44 (0)114 222 8030
Email: study@sheffield.ac.uk
www.sheffield.ac.uk/study/askus

Application No: 245535411/1
(Please quote in all contact with the University)

16 February 2024

Dear Kshitij,

MA, Master of Arts Urban Design and Planning (Full Time) TRPT126
Start date: 30 September 2024
Expected end date: 30 September 2025
Department: Department of Urban Studies and Planning
CAH3 Code: CAH13-01-04

I am pleased to offer you a place to study the above course at the University of Sheffield. This offer is conditional on you meeting these requirements:

- Obtaining a final weighted average of 65% or above in your Bachelor of Architecture from Savitribai Phule Pune University. Please see our supporting documents pages to ensure your documentation meets our requirements: www.sheffield.ac.uk/postgraduate/supporting
- Achieving a minimum score of IELTS 6.5 with at least 6.0 in each component, or the equivalent in an approved English language test or qualification found on our webpages: www.sheffield.ac.uk/postgraduate/english-language
If you fall slightly below the English language requirement for your course, our English Language Teaching Centre offers a range of pre-sessional options: www.sheffield.ac.uk/eltc/presessional

Please let us know if you would like to accept or decline the offer by logging back into your original online application. There are no specific deadlines for accepting an offer. However, we encourage you to make a decision as soon as possible and you should do so within three months of receiving an offer at the latest, or by the course start date if that is earlier.

Postgraduate Online Application Form
www.sheffield.ac.uk/postgraduate/online



University of Sheffield

Attached with this letter is a copy of the University's formal Terms and Conditions upon Acceptance of an Offer, which will form part of our contract with you if you accept our offer. You can also view these on our webpages:

Terms and Conditions upon Acceptance of an Offer

www.sheffield.ac.uk/study/policies/terms

If this offer represents an amendment to a previous offer from the University (for example if you have deferred to a later start date), please note that the offer information and terms and conditions provided here supersede any previously issued.

If you accept our offer, you should let us know when you have met the conditions by 23 September 2024. To do this, please upload scanned copies of the documents which demonstrate the conditions are met to the 'Previous Education' section of the online application form. If you have not done this by 23 September 2024, we may withdraw our offer. If you will need a visa to study in the UK, please note that you need to meet any offer conditions before you apply for your CAS number, and we advise you to apply for your CAS number by 09 September 2024.

You can find more information about supplying documents and how we verify them on our Supporting Documents webpage:

Supporting documents

www.sheffield.ac.uk/postgraduate/supporting

Details of other key dates and deadlines for applications to postgraduate courses are available on our webpages:

Key dates and deadlines for postgraduate courses

www.sheffield.ac.uk/postgraduate/deadlines

You can find more information about what happens next on our webpages:

After you apply

www.sheffield.ac.uk/postgraduate/taught/apply/after

Course details

Module and other information about your course can be found by searching for the course title in our online course listings:



University of Sheffield

Postgraduate taught courses

www.sheffield.ac.uk/postgraduate/taught/courses

We recommend you save or print this information for your records.

From May of the year of entry, formal programme regulations will be available in our Programme Regulations Finder:

Programme Regulations Finder

www.sheffield.ac.uk/programmeregulationsfinder

The content of our courses is reviewed annually to make sure it is current and relevant. Individual modules may be updated or withdrawn in response to discoveries made through our world-leading research, funding changes, professional accreditation requirements, student or employer feedback, curriculum review, staff availability, and variations in student numbers. In the event of a material change the University will inform students in good time and will take reasonable steps to minimise disruption.

Additional course information can be found in our online taught course listings:

Postgraduate taught courses

www.sheffield.ac.uk/postgraduate/taught/courses

Tuition fees

As a result of the questions you answered as part of your application, your provisional fee status is overseas. If we need any more information before we finalise your fee status, we will contact you. More information about fee status is available on our webpages:

Fee status at the University of Sheffield

www.sheffield.ac.uk/study/fee-status

For overseas fee payers, the academic fee for the session commencing September 2024 will be £25060.

Information about what your tuition fee covers, and details of any additional costs for your course, are available on departmental course webpages, accessible via our online postgraduate taught course listings at:

Postgraduate taught courses

www.sheffield.ac.uk/postgraduate/taught/courses

More information about fees and funding, including scholarships available for postgraduate students, is available on our finance webpages:



University of Sheffield

Postgraduate taught course tuition fees

www.sheffield.ac.uk/postgraduate/taught/fees

Postgraduate taught course funding

www.sheffield.ac.uk/postgraduate/taught/funding

When you meet the conditions of your offer and accept your place, you will need to pay a tuition fee deposit. This deposit will be deducted from your academic tuition fee when you register at the University. We will tell you more about this, and how to pay, when you meet the conditions of your offer.

Please note deposits are non-refundable unless one of the exceptions in paragraph 7.2 of the Terms and Conditions upon Acceptance of an Offer apply.

International student requirements

If you need a visa to study in the UK, you will need a Confirmation of Acceptance for Studies (CAS) number from the university you want to study at. You can find information about the CAS application process at Sheffield on our CAS application webpages:

CAS number application process

www.sheffield.ac.uk/cas-application

Student regulations

Regulations relating to your rights and responsibilities while studying at the University of Sheffield are set out in the University Calendar:

The University of Sheffield Calendar

www.sheffield.ac.uk/calendar

If you have applied for a degree leading to accreditation with a professional body (for example Medicine or Dentistry) we draw your attention in particular to the General Regulations relating to Student Fitness to Practise.

University policies relating to students are accessible via our Policies webpage:

Student policies

www.sheffield.ac.uk/study/policies



University of Sheffield

Additional information

If you want to apply for University of Sheffield accommodation, you can apply online. Applications open from March, and you can apply as soon as you have accepted your offer.

University of Sheffield accommodation

www.sheffield.ac.uk/accommodation

We recommend you check module information again from the May before your course is due to start.

If you have been unhappy with any aspect of our admissions process please see our Appeals and Complaints Procedure for Applicants, and associated form, which are attached for your information.

Information about the support we provide for students with a disability or learning difficulty is available on our Disability and Dyslexia Support Service's webpages:

Disability and Dyslexia Support Service

www.sheffield.ac.uk/new-students/disability

*****We strongly recommend that you save or print this email and copies of all the information attached to it and linked to from it, as this forms the basis of your contract with us.*****

If you have any questions about this letter, please contact us by following the link below:

Contacts for prospective students

www.sheffield.ac.uk/contact/prospective-students

Yours sincerely

Helen Barrett
Admissions Manager

Barcelona, March 2024

Dear Pradyumna,

On behalf of the Institute for Advanced Architecture of Catalonia (IAAC) we are pleased to inform you that you have been **accepted** for the **Master in Advanced Architecture (MAA02)** program starting in the academic year 2024-26.

Pradyumna Nanekar

Pasaporte	N5872931
Programa	Master in Advanced Architecture (MAA02)
Credits	120 ECTS
Duration	1st of October 2024 to 31st of July 2026
Campus	Pujades 102
Tuition Fee	31,800€ (3,800€ enrolment fee + 28,000€ Master Tuition Fee)
Pre-course	Optional (see pre-course letter)

The postgraduate is currently accredited by the **University of Lleida (UdL)** according to the university's own standards for postgraduate studies.

The official language of the programme is **English** and it is mandatory to have an advanced level in spoken, reading and written comprehension.

Please note that **Enrolment Fee** has to be carried out in order to confirm and secure your attendance for the next year's course. This is a non refundable fee.

Please note that proficiency in digital tools, programming and fabrication is required to attend the program. With this in mind, the Academic Committee has organized a pre-course for the students who need to ensure the level of these skills before the Master starts. It will take place in our center from **9th to 27th of September 2024**.

As you have been informed during your interview, the pre-course fee (1,200€) is not included in the master tuition fee. You will need to confirm your participation and make the payment by **1st of July 2024** in order to secure your place.

Sincerely,



Daniel Llavines
Admissions Coordinator

Barcelona, marzo 2024

Estimado Pradyumna,

En nombre del Institut d'Arquitectura Avançada de Catalunya (IAAC), nos complace informarle que ha sido **aceptado** en el programa **Master in Advanced Architecture (MAA02)** para el próximo año académico 2024/26.

Pradyumna Nanekar

Pasaporte	N5872931
Programa	Master in Advanced Architecture (MAA02)
Créditos	120 ECTS
Duración	1 de octubre de 2024 al 31 de julio de 2026
Campus	Pujades 102
Matrícula	31,800€ (3,800€ tasa de inscripción + 28,000€ matrícula)
Pre-curso	Opcional (ver carta de pre-curso)

Este máster está actualmente acreditado por la **Universidad de Lleida (UdL)** de acuerdo con los estándares propios de la universidad para estudios de posgrado.

El idioma oficial del postgrado es el inglés y es obligatorio tener un nivel avanzado del mismo tanto en comprensión oral, lectora y escrita.

Tenga en cuenta que la **tasa de inscripción** debe realizarse para confirmar y asegurar su lugar para el curso del próximo año. Este pago es no reembolsable.

Por favor, recuerda que es necesario poseer un buen manejo de herramientas digitales, programación y fabricación para asistir al master. Es por ello que el Comité Académico ha organizado un pre-curso para los estudiantes que necesiten mejorar el nivel en el uso de estas herramientas. El pre-curso tendrá lugar en nuestro centro del **9 al 27 de septiembre de 2024**.

Tal y como te informamos durante la entrevista, el coste del pre-curso (1,200€) no está incluido en el precio del postgrado. Para garantizar tu plaza, es necesario confirmar tu asistencia y realizar el pago del importe antes del **1 de Julio de 2024**.

Atentamente,



Daniel Llavines
Coordinador de Admisiones

Purven Shah

Dear Purven,

Congratulations! I am delighted to offer you admission to Harvard Graduate School of Design's Master of Architecture, two-year post-professional degree program starting in the 2023-2024 academic year. The Admissions Committee was impressed by your achievements, your portfolio and your intellectual and personal attributes. We have appreciated learning about you and we welcome, in turn, your questions and interest in our MArch II degree program and the GSD community.

Joining our school means becoming an integral part of an extraordinary global community that believes that design can foster a better world for all. Admitting you to our program means that the faculty is confident that, alongside your demonstrated accomplishments, you can contribute substantially to our school's shared ethos. We look forward to welcoming you to the GSD this fall. Please refer to the [admissions status portal](#) for complete information regarding your admission and next steps.

We are well aware that choosing a graduate school is one of the most important decisions in front of you right now. Drawing on Harvard's outstanding offerings, the GSD provides a unique platform for speculation and action across a range of disciplines. Ours is a framework that encourages connections between people, departments, and programs within the GSD and across Harvard, in subjects ranging from law and government, public health and public policy, engineering, entrepreneurship, and the arts and humanities. An expansive array of visitors come to the GSD and to Harvard to lecture, critique, and exhibit every semester, offering even greater fodder to enrich your intellectual experience. But our most amazing resource is by far our students: in coming here, you will join a diverse and engaged collective that consistently impresses me with its initiative, intelligence, and empathy.

We live in challenging environmental, economic, political, and social times, which means that the GSD community's core values are now, more than ever, paramount. Despite all the challenges, we also live in extraordinary times of promise as new cohorts of designers and planners shift priorities, develop new models, and create greater possibilities for the world. Through our work at Harvard and abroad, we affirm our collective commitment to inclusion and to cultivating a diversity of people, ideas, and perspectives – the necessary ingredients to foster productive discourse and innovative design.

We hope that you will join us in this important endeavor, and I personally look forward to the ideas you will contribute and the impact you will make as a member of this year's incoming class.

Yours kindly,



Harvard University
Graduate School of Design

S. M. Whiting

Sarah M. Whiting
Dean and Lluís Sert Professor of Architecture



Miss RK Chhabra
589/B , Plot No 53, Princess Heights Vidyasagar C
Pune
411037
India

Application No: 22208569
Student Number: 22208569

23 May 2022

Dear Miss Chhabra

Programme of Study: MArch Bio-Integrated Design
Programme (CAH3) Code: CAH13-01-01, Taught
Department/Institute: Bartlett School of Architecture
Method of Study: Full-time
Start Date: 26 September 2022
Anticipated End Date: 25 June 2024

UNCONDITIONAL OFFER

Your application for admission to UCL has been considered and I am pleased to be able to make you an offer of entry to the above programme of study.

In addition to any specific conditions attached to this offer, which are detailed at the end of this letter, this offer is subject to the "General Conditions for Entry". Please read these conditions carefully as they apply to all offers regardless of offer status. If you have a disability you should read the advice also in the "General Conditions for Entry". If you accept UCL's offer of admission, the terms of the "UCL-Student Relationship Terms and Conditions" will apply to UCL's relationship with you. These are available on your [UCL applicant portal](#).

An assessment of the level of fees that you (or the relevant sponsor or authority) will pay is made on the basis of the information supplied on your application form. In your case fees will be payable at the Overseas rate.

Tuition fees for the 2022/23 academic session will be £29,400.

Your offer of admission to this programme of study is subject to the payment of a tuition fee deposit of £2,000. This is an initial instalment of your tuition fees and it should be paid by 20 June 2022. You may make the payment via Payonline, the UCL Online Payment Service, at <https://payonline.ucl.ac.uk>. Full details of how to make the payment are available in the UCL portal. Please note that you will be unable to make payment via Payonline until you have accepted your offer of admission.

Information on accommodation is available at <https://www.ucl.ac.uk/accommodation/prospective-students/>.

If you accept UCL's offer and intend to enter the UK on a student visa, UCL will contact you to verify the relevant details and following your confirmation, will forward your details to UK Visas and Immigration. For information on the UK Points-Based Immigration System see <http://www.ucl.ac.uk/iss/immigration-visa>

Please let me know, via the offer page within UCL's portal https://evision.ucl.ac.uk/urd/sits.urd/run/siw_lgn, whether you accept the offer, subject to the stated conditions. Your application status on the programme home page will be updated according to your response. UCL needs to ensure that the name we hold for you matches your passport or official documentation. Please inform Admissions if any changes are necessary. **You are required to respond to this offer of admission by 13 June 2022. If you do not respond within this timeframe your offer of admission will be withdrawn.**

Yours sincerely

Derfel Owen
Interim Registrar

UCL Graduate Admissions, Student and Registry Services
University College London, Gower Street, London WC1E 6BT
Tel: +44 (0)20 8059 0939 Email: postgraduate-admissions@ucl.ac.uk
www.ucl.ac.uk/prospective-students

Howdy!

Congratulations! The Master of Architecture Admissions Committee announces with pleasure and enthusiasm your acceptance into the **Master of Architecture program** beginning the fall of 2024. This year, the pool of applicants was very competitive, and you have been selected by our faculty members through a rigorous review process. The Graduate Admissions Committee looks forward to welcoming you to our program.

After confirming all your official test scores and transcript information, the Office of Admissions at Texas A&M University will send you an official acceptance letter, along with additional information regarding your graduate studies. International students should visit the International Student Services website <https://global.tamu.edu/iss> for relevant immigration documents and to complete the required check-in before registering for Fall 2024 classes.

To accept admission, please complete the Graduate Admissions Decision Form available in the link below at your earliest convenience but no later than **15 April 2024**. <https://it-lf-ecmclar.it.tamu.edu/Forms/ARCHDecisionForm>

The Department of Architecture will offer a program orientation for all new graduate students “tentatively” scheduled on Wednesday, **14 August 2024**. Your first day of classes is scheduled on **19 August 2024**, please check the University Academic Calendar here <https://registrar.tamu.edu/academic-calendar> During the scheduled orientation, the Department will provide you with important information about the courses required for all master’s students in the program. In addition, the Texas A&M University Graduate and Professional School (GPS) will have their “New Graduate Student Orientation” the week before the first day of classes as well (please refer to their website for more information <http://grad.tamu.edu>. thus, it is best to plan to arrive on our College Station main campus no later than **12 August 2024**.

We hope that you will accept our admission offer and join what will be one of the most passionate and talented group of new Master of Architecture students we have welcomed to our program. We are confident that your selection of our Master of Architecture program is the right decision that will help meet your career goals. Please accept our most sincere congratulations and we look forward to seeing you soon!

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephen Caffey'.

Stephen Caffey, PhD
Associate Department Head
Department of Architecture

A handwritten signature in black ink, appearing to read 'Gregory Luhan'.

Dr. Gregory A. Luhan, Ph.D., FAIA
Ward V. Wells Endowed Professor
Architecture and Department Head

SEVIS ID: N0035540896

SURNAME/PRIMARY NAME Bhide	GIVEN NAME Shreya Mahesh	Class of Admission <h1 style="font-size: 48px; margin: 0;">F-1</h1> ACADEMIC AND LANGUAGE
PREFERRED NAME Shreya Mahesh Bhide	PASSPORT NAME	
COUNTRY OF BIRTH INDIA	COUNTRY OF CITIZENSHIP INDIA	
CITY OF BIRTH RATNAGIRI	DATE OF BIRTH 20 NOVEMBER 2000	
FORM ISSUE REASON INITIAL ATTENDANCE	ADMISSION NUMBER	

SCHOOL INFORMATION

SCHOOL NAME Texas A&M University Texas A&M University	SCHOOL ADDRESS 1226 TAMU, College Station, TX 77843
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Rosemarie Ferraro Immigration Specialist I	SCHOOL CODE AND APPROVAL DATE SNA214F00334000 27 JANUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL MASTER'S	MAJOR 1 Architecture 04.0201	MAJOR 2 None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 20 JULY 2024
START OF CLASSES 19 AUGUST 2024	PROGRAM START/END DATE 19 AUGUST 2024 - 20 AUGUST 2027	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 26,002	Personal Funds	\$ 0
Living Expenses	\$ 18,768	Funds From This School	\$ 0
Expenses of Dependents (0)	\$ 0	Third-Party Funds	\$ 44,770
Other	\$ 0	On-Campus Employment	\$ 0
TOTAL	\$ 44,770	TOTAL	\$ 44,770

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

SIGNATURE OF: <u>X Rosemarie Ferraro</u>	DATE ISSUED 10 April 2024	PLACE ISSUED College Station, TX
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STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

SIGNATURE OF: <u>X Shreya Mahesh Bhide</u>	DATE
NAME OF PARENT OR GUARDIAN	SIGNATURE
	ADDRESS (city/state or province/country)
	DATE

SEVIS ID: N0035540896 (F-1)

NAME: Shreya Mahesh Bhide

EMPLOYMENT AUTHORIZATIONS

--

CHANGE OF STATUS/CAP-GAP EXTENSION

--

AUTHORIZED REDUCED COURSE LOAD

--

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

INSTRUCTIONS TO STUDENTS

STUDENT ATTESTATION. You should read everything on this page carefully. Be sure that you understand the terms and conditions concerning your admission and stay in the United States as a nonimmigrant student before signing the student attestation on page 1 of the Form I-20 A-B. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

FORM I-20. The Form I-20 (this form) is the primary document to show that you have been admitted to school in the United States and that you are authorized to apply for admission to the United States in F-1 class of admission. You must have your Form I-20 with you at all times. If you lose your Form I-20, you must request a new one from your designated school official (DSO) at the school named on your Form I-20.

VISA APPLICATION. You must give this Form I-20 to the U.S. consular officer at the time you apply for a visa (unless you are exempt from visa requirements). If you have a Form I-20 from more than one school, be sure to present the Form I-20 for the school you plan to attend. Your visa will include the name of that school, and you must attend that school upon entering the United States. You must also provide evidence of support for tuition and fees and living expenses while you are in the United States.

ADMISSION. When you enter the United States, you must present the following documents to the officer at the port of entry: 1) a Form I-20; 2) a valid F-1 visa (unless you are exempt from visa requirements); 3) a valid passport; and 4) evidence of support for tuition and fees and living expenses while you are in the United States. The agent should return all documents to you before you leave the inspection area.

REPORT TO SCHOOL NAMED ON YOUR FORM I-20 AND VISA. Upon your first entry to the United States, you must report to the DSO at the school named on your Form I-20 and your F-1 visa (unless you are exempt from visa requirements). If you decide to attend another school before you enter the United States, you must present a Form I-20 from the new school to a U.S. consular officer for a new F-1 visa that names the new school. Failure to enroll in the school, by the program start date on your Form I-20 may result in the loss of your student status and subject you to deportation.

EMPLOYMENT. Unlawful employment in the United States is a reason for terminating your F-1 status and deporting you from the United States. You may be employed on campus at your school. You may be employed off-campus in curricular practical training (CPT) if you have written permission from your DSO. You may apply to U.S. Citizenship and Immigration Services (USCIS) for off-campus employment authorization in three circumstances: 1) employment with an international organization; 2) severe and unexpected economic hardship; and 3) optional practical training (OPT) related to your degree. You must have written authorization from USCIS before you begin work. Contact your DSO for details. Your spouse or child (F-2 classification) may not work in the United States.

PERIOD OF STAY. You may remain in the United States while taking a full course of study or during authorized employment after your program. F-1 status ends and you are required to leave the United States on the earliest of the following dates: 1) the program end date on your Form I-20 plus 60 days; 2) the end date of your OPT plus 60 days; or 3) the termination of your program for any other reason. Contact your DSO for details.

EXTENSION OF PROGRAM. If you cannot complete the education program by the program end date on page 1 of your Form I-20, you should contact your DSO at least 15 days before the program end date to request an extension.

SCHOOL TRANSFER. To transfer schools, first notify the DSO at the school you are attending of your plan to transfer, then obtain a Form I-20 from the DSO at the school you plan to attend. Return the Form I-20 for the new school to the DSO at that school within 15 days after beginning attendance at the new school. The DSO will then report the transfer to the Department of Homeland Security (DHS). You must enroll in the new school at the next session start date. The DSO at the new school must update your registration in SEVIS.

NOTICE OF ADDRESS. When you arrive in the United States, you must report your U.S. address to your DSO. If you move, you must notify your DSO of your new address within 10 days of the change of address. The DSO will update SEVIS with your new address.

REENTRY. F-1 students may leave the United States and return within a period of five months. To return, you must have: 1) a valid passport; 2) a valid F-1 student visa (unless you are exempt from visa requirements); and 3) your Form I-20, page 2, properly endorsed for reentry by your DSO. If you have been out of the United States for more than five months, contact your DSO.

AUTHORIZATION TO RELEASE INFORMATION BY SCHOOL. DHS requires your school to provide DHS with your name, country of birth, current address, immigration status, and certain other information on a regular basis or upon request. Your signature on the Form I-20 authorizes the named school to release such information from your records.

PENALTY. To maintain your nonimmigrant student status, you must: 1) remain a full-time student at your authorized school; 2) engage only in authorized employment; and 3) keep your passport valid. Failure to comply with these regulations will result in the loss of your student status and subject you to deportation.

INSTRUCTIONS TO SCHOOLS

Failure to comply with 8 CFR 214.3(k) and 8 CFR 214.4 when issuing Forms I-20 will subject you and your school to criminal prosecution. If you issue this form improperly, provide false information, or fail to submit required reports, DHS may withdraw its certification of your school for attendance by nonimmigrant students.

ISSUANCE OF FORM I-20. DSOs may issue a Form I-20 for any nonimmigrant your school has accepted for a full course of study if that person: 1) plans to apply to enter the United States in F-1 status; 2) is in the United States as an F-1 nonimmigrant and plans to transfer to your school; or 3) is in the United States and will apply to change nonimmigrant status to F-1. DSOs may also issue the Form I-20 to the spouse or child (under the age of 21) of an F-1 student to use to enter or remain in the United States as an F-2 dependent. DSOs must sign where indicated at the bottom of page 1 of the Form I-20 to attest that the form is completed and issued in accordance with regulations.

ENDORSEMENT OF PAGE 2 FOR REENTRY. If there have been no substantive changes in information, DSOs may endorse page 2 of the Form I-20 for the student and/or the F-2 dependents to reenter the United States. If there have been substantive changes, the DSO should issue and sign a new Form I-20 that includes those changes.

RECORDKEEPING. DHS may request information concerning the student's immigration status for various reasons. DSOs should retain all evidence of academic ability and financial resources on which admission was based, until SEVIS shows the student's record completed or terminated.

AUTHORITY FOR COLLECTING INFORMATION. Authority for collecting the information on this and related student forms is contained in 8 U.S.C. 1101 and 1184. The Department of State and DHS use this information to determine eligibility for the benefits requested. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

REPORTING BURDEN. U.S. Immigration and Customs Enforcement collects this information as part of its agency mission under the Department of Homeland Security. The estimated average time to review the instructions, search existing data sources, gather and maintain the needed data, and complete and review the collection of information is 30 minutes (.50 hours) per response. An agency may not conduct or sponsor, and a person is not required to respond to an information collection unless a form displays a currently valid OMB Control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of the Chief Information Officer/Forms Management Branch, U.S. Immigration and Customs Enforcement, 801 I Street NW Stop 5800, Washington, DC 20536-5800. Do not send the form to this address.



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

26 November 2021

Student ID: 3390038

Congratulations Swarali Ajay Kapadne

Welcome to the University of Newcastle!

We are pleased to advise your application has been successful and you have been offered a place in the following program(s):

Master of Architecture (062019J)

On the following pages you will find the full details of your offer and further information about the University of Newcastle.

Act now to secure your place

Built on the principles of equity, excellence and engagement, the University of Newcastle has a reputation as a world-class institution making an impact within its own region, throughout Australia and across the globe.

To secure your place in our community, please check the information in the offer and then follow the instructions in "Section 3 – Next Steps" to formally accept it.

We're here to help

If you have any questions regarding this offer please email ia@newcastle.edu.au. We look forward to welcoming you to the University of Newcastle.

Yours sincerely,

Damon Ferris
Acting Director, International & Partnerships
Global Engagement and Partnerships



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Student ID: **3390038**
Name: **Swarali Ajay Kapadne**

Scholarship Offer

Congratulations on your achievement

It is our pleasure to offer you the **South Asia Excellence Scholarship** for studies commencing in **2022**

You will receive up to AU\$10,000.00 per year in tuition fee waivers for the duration of your eligible program(s) of study in the Master of Architecture (062019J) commencing in Semester 1 - 2022

Download the scholarship terms and conditions [here](#).

Acceptance of your offer to an eligible program of study confirms acceptance of this scholarship and its terms and conditions.

Eligible scholarship recipients will have their fee waivers applied to their tuition fees after census date for the term in which they are enrolling. Recipients must ensure that they are complying with the terms and conditions of their scholarship and fee waivers will be applied according to their course enrolment.

Billing that occurs prior to census date will reflect current enrolment at the point in time that the bill is issued according to your regular fee-paying status. The amounts listed will not reflect any applicable fee waiver until after Census date has passed and your term enrolment is confirmed.

View additional information on this scholarship [here](#).

If you wish to discuss the details of your scholarship, please don't hesitate to contact our International Enquiries team at +61 2 4913 8300 or international-enquiries@newcastle.edu.au.

Yours sincerely,

Professor Kent Anderson
Deputy Vice Chancellor (Global)
The University of Newcastle, Australia



SECTION 1 – DETAILS OF OFFER

Applicant Name: Swarali Ajay Kapadne
Student ID: 3390038
Date of Birth: 22 October 1997

OFFER TYPE: Unconditional Offer

Program:	Master of Architecture
Program Code:	12060
CRICOS Code:	062019J
Campus Location:	Callaghan Campus
Commencement Date:	21 February 2022
Completion Date:	31 December 2023

Agent Information

Agent Company: Global Reach Education Services Private Limited
Agent Branch: Global Reach Pune



IMPORTANT INFORMATION ABOUT YOUR OFFER

You can accept your offer after you have satisfied all the conditions listed in this offer and submitted all required acceptance documents, along with payment of the deposit fee that is outlined in this offer letter.

If you wish to defer your offer, you may do so for a maximum of 12 months from the original intake applied. Please note that not all courses have a midyear intake. If you defer your program, you may be subject to different admission requirements and fees than those that applied at the time you deferred.

Program Information:



SECTION 2 – FEES

Indicative Annual Tuition Fees (AUD)

Master of Architecture	\$36,546.00
------------------------	-------------

Total Deposit (AUD):

Master of Architecture	\$18,273.00
Student Services and Amenities Fee	\$156.00
Total Deposit Payable	\$18,429.00

The deposit fee is payable on accepting your offer letter. Payment of the Total Deposit amount should be made on the link below.

[University of Newcastle's online payment portal.](#)

Payment can be made via the following methods:

- Visa
- Mastercard
- Flywire
- Western Union (Global Pay for Students)

Financial Information:

The fees quoted are an estimate and are current at the time of issuing this offer; fees are reviewed annually and are subject to change and course selection. The fees quoted in this offer letter may change prior to commencement of your study. Students will be subject to fees and conditions for each teaching period at the time of enrolment. The deposit you pay will be allocated to the program as outlined in the deposit breakdown.

The annual indicative fees are based on 80 units of study. Please note that for offers to ELICOS, Graduate Certificates or Study Abroad, the fees quoted above will be the indicative total tuition fee for that program. Note that the annual indicative fees do not include any reductions that are a result of an awarded scholarship or tuition fee waiver.

The University of Newcastle will invoice you for your tuition fees and Student Services and Amenities Fee (SSAF) at the beginning of each term in which you enrol and the amount may differ from the amount quoted on your offer.



SECTION 3 – NEXT STEPS

To accept your offer and secure your place at the University of Newcastle, please follow these steps:

1. Read through this document in its entirety and ensure that all your details are correct;
2. Complete and sign *Section 6 – Offer Acceptance* of this offer;
3. Upload a copy of your signed acceptance to the [Access Portal](#);
4. Make your deposit payment as outlined in your offer letter. Payment can be made on the University of Newcastle online payment portal

If you are having difficulties meeting the conditions of your offer, please contact ia@newcastle.edu.au to discuss your options.

If you wish to defer your offer, you may do so for a maximum of 12 months from the original intake you applied for. Please note that not all courses have a midyear intake. If you defer your program, you may be subject to different admissions requirements and fees than those that applied for your original application.



SECTION 4 – TERMS AND CONDITIONS

Applicant Declaration

Agreement Requirements:

- I declare that, before accepting the offer, I have read and understood the letter of offer and this acceptance form (including the below sections) or if applicable, my agent has explained these to me;
- I acknowledge that my acceptance of this offer for admission into the program of study is on a 'first-come-first-served basis' and is subject to there being a sufficient number of places available. If my program is full at the time the University of Newcastle receives my payment, I will apply for a refund of my fees or apply for another program;
- I understand that the attached letter of offer and this acceptance form the entire agreement between the University of Newcastle about its subject matter, and that this agreement is governed by and subject to the laws in force in New South Wales, Australia. I confirm that any other information given, or representations made to me previously are superseded by this agreement;
- I declare that all documents I have submitted as part of my application to study at the University of Newcastle are authentic, valid and complete. I am aware that the University will rely on them, and that false information or failure to disclose information may result in my enrolment being cancelled and the University of Newcastle reporting this to relevant authorities;
- I will promptly notify the University of Newcastle of any change to information or documents that I have provided as part of my application or my acceptance of the offer;
- I authorise the University to obtain official student records from any educational institution necessary to make an informed decision about matters that concern my enrolment;
- I authorise the University to verify my past and current employment for the purpose of make an informed decision about matters that concern my enrolment;
- I consent to the University of Newcastle contacting third parties for the purpose of verifying the authenticity of any document of information provided by me in connection with my application or enrolment, including any sponsor for payment of fees;
- I understand the University of Newcastle has the right to vary programs, including their content, structure, entry requirements (including score conversions) and completion of graduation requirements at any time;
- I understand I must provide the University of Newcastle, within 7 days of my arrival in Australia, the details of my Australian residential address, contact telephone number and emergency contact;
- I understand I must provide the University of Newcastle, within 7 days of any change to my residential address of contact telephone number or emergency contact, details of those changes.

Visa Requirements:

- I declare that I am seeking temporary entry into Australia for educational purposes only, as a fee paying international student;
- I declare that I will comply with all visa application requirements and provide a complete application to the [Department of Home Affairs](#). Should I be asked to provide any additional documents/information I will provide the required documents in a timely manner;
- I declare that I will comply with all conditions of my visa whilst a student in Australia;
- I understand that it is a requirement of my Australian visa that I have in place, for the duration of the program, Overseas Student Health Cover.

Financial Requirements:

- I declare that I have genuine and definite access to funds to pay all my tuition fees and met all other financial obligations for the duration of the program(s) listed in this offer letter;
- I declare that I am aware that should I experience any financial difficulties, I will continue to be responsible for tuition fees and living expenses;
- I am aware of the details of all fees I am required to pay as an enrolled student at the University of Newcastle and that I am responsible for all of my own educational, living and other expenses (and those of any dependents who accompany me to Australia). If I am accompanied by an school-age dependents, I am



required to send them to school and to pay their full fees for enrolment in a government school, as well as other expenses related to their education;

- I have investigated the local environment in which I will be studying, including locations of campuses, accommodation options and approximate costs of living;
- I am aware that my tuition fees are due at the commencement of each session of study and that non-payment of fees by the due date may result in my enrolment being cancelled, which in turn may have implications for my student visa;

Academic Requirements:

- I have read and understood the details of the program(s) of study I will undertake, including a general description of the content, the qualification that I will gain upon successful completion (if applicable), the duration of the program(s), the teaching and assessment methods used, any compulsory work placements (if applicable) and the details and location of any provider involved in delivering the program(s);
- I understand that I must make satisfactory academic progress and attend my classes and other formal learning activities and that my enrolment may be cancelled if I do not do so;
- I have been advised of the admissions requirements of the program, including English language proficiency, educational qualifications or work experience required and whether course credit may be applicable;
- I understand the grounds on which my enrolment may be deferred, suspended or cancelled;
- I understand that I am to arrive in time to attend the [Orientation Program](#) that is offered before classes begin;
- I am subject to and will comply with all University of Newcastle rules and policies, including those related to admissions, enrolment, progression, intellectual property, as well as conduct rules within the University's [community values](#);
- Any academic credit or advanced standing granted to me may decrease the total duration of my program.

Authorisation:

- I give permission for the University of Newcastle to access the Australian immigration Visa Entitlements Verification Online (VEVO) system, at any time, to obtain information on my visa status;
- I authorise the University of Newcastle to release personal information relevant to my application, visa documentation and enrolment in my program of study to any representative I have authorised to act on my behalf, and to the University's preferred OSHC provider, and I acknowledge that this personal information can be disclosed by the University without my consent when authorised or required to do so by law;
- If I have received sponsorship for my study, I give permissions for the University to provide my sponsor with information about my academic progress, examination results and a broad outline of any health issues affecting my academic studies.

Obligations of the University of Newcastle

- Under the Tuition Protection Service, the University of Newcastle is unable to request more than 50% tuition fees for each course you apply to study at the University as a pre-paid deposit. This does not apply if either the student or the person responsible for paying those fees choose to pay more than 50% of the student's total fees for a course before the student has begun the course, or the course has a duration of 25 weeks or less.
- In the event that the University is unable to deliver your program of study in full, you will be offered a refund of any fees paid calculated in accordance with the ESOS Act (s 46). Alternatively, you may be offered enrolment in another program of study by the University. If you choose placement in a substitute program of study, you will be asked to indicate your acceptance in writing.
- The University reserves the right to withdraw any program of study; change the content or other aspects of any program of study; limit enrolments in any program of study; and/or alter the tuition fees for any program of study.
- The University is obliged to notify Australian government agencies of any changes to a student enrolment of breach of visa conditions.



Complaints and Grievances Process

The University recognises an individual's right to make a complaint about the conduct of University operations, services, staff, students, or facilities, where the individual's interests appear to have been adversely and unjustifiably impacted by such a conduct.

There are four stages for dealing with a complaint. It is essential that a complaint, or any person affected by a complaint, refer to the [Complaints Resolution Guidelines](#) for further detail and advice on their rights and obligations in this process.

All complainants should review the University's complaints process before lodging a complaint. For advice and support on the complaints process, complainants can contact the following:

- Students can contact the Office of Student Advocacy;
- Staff can contact their Human Resources Business Partner; or
- All complainants can email complaints@newcastle.edu.au for further advice.

Stage 1: Informal Complaint

An informal complaint may be made directly or indirectly. A direct approach may be made face to face or by phone but can also be by email or in writing. If a complainant is not comfortable making a direct approach, they should seek advice from the support options listed above. If resolution cannot be achieved, the complainant may lodge a formal complaint.

Stage 2: Formal Complaint

A formal complaint may be submitted by the complainant, in writing, setting out the details of the complaint, including the background, the grounds of the complaint, the facts relied upon (the evidence), and the redress sought, together with all supporting documentation. All the information in support of the complaint should be provided at the beginning of the process.

Stage 3: Appeals Process

If a complainant or respondent believes that a formal complaint has not been resolved within a reasonable timeframe, or if the processes used to resolve the complaint have been defective, a request for a review of the procedures can be lodged with the Vice-Chancellor.

An appeal must be lodged with the Vice-Chancellor within 25 working days of notification of the outcome of the complaint and the grounds for appeal must be clearly set out.

Stage 4: Referral to Outside Agencies

Any person, at any time, may make a complaint to an external agency, such as the NSW Ombudsman. Similarly, a complainant who is not satisfied with the management of their complaint may choose to pursue the matter with [The NSW Ombudsman](#). The Ombudsman will generally only act if all the internal stages of the complaint process have been exhausted.

A complainant may otherwise choose to pursue the matter through other external agencies, such as:

- [The Anti-Discrimination Board](#);
- [WorkCover](#)
- [The Independent Commission Against Corruption \(ICAC\)](#).

Where the University or a complainant refers a complaint to an outside agency, the University may cease dealing with the complaint while the external process is under way.

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies. You have a right to seek access to or amend personal information that the University of Newcastle holds about you, subject to any exceptions in relevant legislations.

Further information regarding the complaints and appeals process can be found [here](#)



SECTION 5 – REFUND PROCEDURE

Section 1 – Executive Summary

- (1) This procedure:
- sets out the circumstances in which the University will refund Tuition Fees and other Fees paid by or on behalf of International Students; and
 - meets the requirements of the [ESOS](#) Legislative Framework.

Section 2 – Executive Summary

- (2) The purpose of this procedure is to outline:
- who is eligible for a refund;
 - how an application for a refund can be made;
 - how refunds will be made;
 - how refund amounts are calculated; and
 - how to lodge a complaint or appeal against a refund decision.

Section 3 - Scope

- (3) This procedure applies to Programs registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) by the University (CRICOS provider number 00109J) that are delivered by an Australian campus of the University.
- (4) This procedure applies to International Students who:
- Accept an Offer of Admission from the University; or
 - Enroll in a Program at the University.

Section 4 – Eligibility for a Refund of Tuition Fees

- (5) An International Student may be eligible for a full refund of Tuition Fees where:
- The Offer of Admission for any Program is withdrawn by the University prior to the International Student's enrolment in that Program; or
 - The Written Agreement is terminated prior to the Commencement of any Term; or
 - The University is unable to provide the Program shown in the Written Agreement and the International Student does not accept an alternative Offer of Admission from the University; or
 - The International Student withdraws their application for a Student Visa after they accept an Offer of Admission but before the Student Visa is granted.
- (6) An International Student may be eligible for a partial refund of Tuition Fees where:
- The International Student is refused a Student Visa by the Australian Government and the visa refusal was the reason that caused the International Student to default; or
 - The International Student withdraws or discontinues from a Program after a Student Visa is granted; or
 - after commencing studies but before the census date, the International Student receives approval from the Australian Government to change their visa status to permanent resident; or
 - the International Student has accepted a Packaged Offer and has an approved Student Visa and withdraws from any Program in that Package; or
 - the International Student can demonstrate and provide evidence of exceptional, compelling or compassionate circumstances beyond their control.
- (7) An International Student is not eligible for a refund of Tuition Fees where:
- the International Student's Student Visa is cancelled by the Australian Government for any reason; or
 - any information submitted by the International Student or on their behalf as part of their application for admission is found to be false or fraudulent or misleading in a material matter; or
 - the International Student withdraws from a Program after the census date of the Program for which they are enrolled; or

the International Student is a Higher Degree by Research Student who withdraws from a Program more than 4 weeks after the Commencement of the Program; or



- a. the International Student requests to transfer from the University to another provider without meeting the requirements for release in accordance with the ESOS Legislative Framework; or
- b. the International Student's admission or enrolment has been suspended or terminated by the University for any reason; or
- c. the International Student is otherwise in breach of their Written Agreement with the University; or
- d. in lieu of a refund the International Student has accepted an Offer of Admission in an alternate Program or ELICOS Program offered by the University, where the University is unable to provide the original Program or ELICOS Program; or
- e. the University is prohibited from doing so by relevant laws.

Section 5 – Conditions for Partial Refund of Tuition Fees

- (8) The University will make a partial refund of Tuition Fees paid if the International Student is refused a Student Visa by the Government and the visa refusal was the reason that directly or indirectly caused the International Student to default. In these circumstances the University will refund the total Tuition Fees paid less an amount which will be the lesser of:
 - a. 5% of the total amount of prepaid Tuition Fees the University has received before the day of default in respect of any Program now not being undertaken, and
 - b. The amount of AUD\$500.
- (9) The University will make a partial refund of Tuition Fees paid if the International Student withdraws or discontinues from a Program after a Student Visa is granted. In these circumstances, the amount that the University refunds will be determined by the notice period given, as follows:
 - a. If the International Student gives at least 4 weeks' notice prior to the Commencement of the relevant Term, the University will retain 30% of all prepaid Tuition Fees for that Program;
 - b. If the International Student gives less than 4 weeks' notice prior to the Commencement of the relevant Term, the University will retain 60% of all prepaid Tuition Fees for that Program;
 - c. if the International Student withdraws from or discontinues their Program after Commencement of the relevant Term and prior to the relevant census date, the University will retain 75% of all prepaid Tuition Fees for that Program;
 - d. If the International Student withdraws from or discontinues their Program after Commencement of the relevant Term and after the relevant census date, the University will retain 100% of all prepaid Tuition Fees for that Program.
- (10) If the International Student has accepted a Packaged Offer and has an approved Student Visa and withdraws from any Program in that package:
 - a. The International Student is not entitled to a refund of any Deposit of Tuition Fees paid for the Principal program; and
 - b. The International Student may be eligible for a partial refund of Tuition Fees paid for any Preliminary Programs in the Packaged Offer. The amount that the University may refund will be determined by the notice period given under Clause 9.
- (11) If the International Student applied for a partial refund of Tuition Fees paid on the grounds of exceptional compelling or compassionate circumstances, any decision in regard to the International Student's application is at the University's discretion.

Section 6 – Conditions for Partial Refund of Tuition Fees Where Change in Visa Status

- (12) Permanent resident status is recognized by the University from the date on which proof of such status is provided to the University by the International Student. Not that date on which the application for permanent residency was made of granted.

If the International Student provides evidence to the University that their status has been changed to permanent resident after commencing their studies but before the census date for that Term, any application for a refund will be assessed under clause 9 of this procedure.



- (13) If the International Student provides evidence to the University that their status has been changed to permanent resident after commencing their studies, but after the census date for that Term:
- The International Student will be classified as an International Student for the remainder of that Term and will not be entitled to receive any refund of Tuition Fees for that Term; and
 - The International Student will be classified by the University as a permanent resident from the following Term.

Section 7 – Refunds for ELICOS

- (14) ELICOS students will not be eligible for any refund of Tuition Fees where they have breached their Written Agreement with the University.
- (15) Where an ELICOS student has been granted a visa but has not yet commenced their studies, any application for a refund will be assessed under clause 9 (a), (b) or (c).
- (16) ELICOS Students will not be eligible for a refund of tuition fees if they withdraw after commencement of their studies.
- (17) Notwithstanding clauses (16) and (17) in this section, ELICOS students will be eligible for a refund of any prepaid Tuition fees paid over and above the amount for a standard 10-weekterm.

Section 8 – Eligibility for a Refund of the Student Services and Amenities Fee (SSAF)

- (18) An International Student may apply for a refund of Student Services and Amenities Fee (SSAF) where the International Student withdraws or discontinues from a Program prior to the Census date in that Term.

Section 9 – Eligibility for a Refund of Overseas Student Health Cover (OSHC)

- (19) The University will process applications for refund for OSHC for International Student who are offshore.
- (20) The University will not process refunds of OSHC for International Students who are onshore – in this case the International Students will need to liaise directly with their OSHC provider.
- (21) The University will not accept any application for a refund of any OSHC fees where the OSHC was not arranged directly by the University. The International Student may need to apply to their OSHC provider or their sponsor directly.

Section 10 – Applying for a Refund

- (22) To obtain a refund, the International Student must first complete the [Application for a Refund of International Fees](#), which is available on the University website.
- (23) The University will only assess applications that are complete and that have all relevant supporting documentation attached.

Section 11 – How Refunds Will Be Made

- (24) If the University accepts the application for a refund, the refund amount will be calculated after all outstanding debts to the University has been paid, and after clearance of all relevant funds received by the University.
- (25) Where an International Student is suspected of providing fraudulent documentation in conjunction with their application for admission:
- The University will freeze the student's account until an investigation has been completed; and
 - No refunds will be made during the time the account is frozen.
- (26) Refunds will be made to the same bank account of the person or organization or financial institution from whom the Fees were originally received.
- (27) International Students should be aware that organisations or financial institutions other than the University of Newcastle may charge additional transaction fees to International Students for processing refunds.
- (28) Refunds will usually be processed within 4 weeks of acceptance of an application unless clause 5(c) applies, in which case the refund will be processed within 2 weeks.
- (29) The University will make refunds in the same way as the original payment was made, in either Australian dollars or foreign currency.

Section 12 – Refunds to Third Parties

Where a non-contracted third party (e.g. sponsor, parent, friend or family member) made the original payment of an International Student's Fees, the International Student may need to sign the application for a refund.



- (30) Where a contracted third party made the original payment of an International Student's Fees, the University may correspond directly with that third party in respect of any application for a refund.
- (31) All applications submitted under this Section must be supported by documents which provide evidence of the original transaction.

Section 13 – Refund of Credit Balances

- (32) International Students may be entitled to a refund of any credit balance on their account once the deposit has been used up.
- (33) The International Student may be entitled to a refund of any unused portion of Tuition Fees paid if upon completion of their Program they have a credit balance of Tuition Fees.

Section 14 – Disputed Transactions

- (34) When a transaction is disputed, the disputed amount will be automatically refunded to the credit card or debit card account from which the payment was originally made.
- (35) The University will immediately suspend processing any refund application related to a disputed transaction until an investigation has been completed.
- (36) The balance of any payment amount which has not been disputed may be refunded pending the outcome of any investigation conducted under this clause.

Section 15 – Complaints and the Right of Appeal

If the International Student is not satisfied with the outcome of their application for a refund, they may make a complaint or lodge an appeal. Information is available about the [Complaints Process](#).



SECTION 6 – OFFER ACCEPTANCE

To accept this offer, you must complete and upload the following form along with a copy of your current passport bio-page and any other additional documents to the Access Portal. Please refer to Section 3 of this letter for further instructions on how to accept this offer.

Before signing and returning this form please ensure that you have:

- Read and understood the Applicant Declaration which forms a part of this agreement;
- Read and understood the Obligations of the University of Newcastle which forms a part of this agreement;
- Read and understood the Complaints and Appeals Procedure which forms a part of this agreement;
- Read and understood the Refund Procedure which forms part of this agreement;
- Retained your own copy of this agreement, and any receipts of payments and tuition fees or non-tuition fees.

Title (Dr, Mr, Miss, Ms, etc.)	<input type="text"/>		
Family Name	<input type="text"/>		
Other Names	<input type="text"/>		
Date of Birth	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Female <input type="checkbox"/>	Male <input type="checkbox"/> Other <input type="checkbox"/>
Number and Street	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Suburb/Town/City	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	Postcode	<input type="text"/>
Phone	Home <input type="text"/>	Business	<input type="text"/>
Email	<input type="text"/>		



Please indicate the type of Visa you will be on when you commence your studies:

Student

Dependant

Visitor/Tourist

Other

If you have not received your visa and enrolled in the course by the commencement date the University of Newcastle reserves the right to automatically defer your study to the next available intake.

Country of Citizenship

Country of Birth

Passport Number

Where you will apply for your visa

Onshore

Offshore

It is a condition of your Student Visa to have Overseas Student Health Cover (OSHC) for the duration of your Visa. The University of Newcastle's preferred provider is [Allianz Global Assistance](#). If you are applying for a Student Visa and would like the University to arrange your OSHC (Essentials Cover) on your behalf, please indicate the OSHC policy you require:

Single

Dual Family

Multi Family

Not required

Single Covers only the valid student visa holder.

Dual Family Covers one valid student visa holder plus **either** one adult spouse or recognised de-facto partner **or** one or more dependent children.

Multi Family Covers one valid student visa holder plus **more than one** dependant which can only include one adult spouse or recognised de-facto **and** one or more dependent children.

Not Required Please provide evidence of your OSHC with your acceptance. Your OSHC evidence should include the policy provider, the policy number, the type of cover you will receive, and duration of your cover.

The University will arrange OSHC from the commencement of your studies (as stated on your CoE) for the full duration of your Student Visa. If you plan to arrive in Australia before your CoE start date, please contact Allianz Global Assistance to extend your OSHC.



SECTION 7 – DECLARATION

I, whose name and signature appear below, accept the offer of admission to the University of Newcastle. I have read the Applicant Declaration, Complaints and Appeals Process, Obligations of the University of Newcastle and Refund Process, and understand each section as outlined in the agreement.

Applicant Name

Applicant Signature

Date



Ms T Navalakha
A-501 DSK CHANDRADEEP MUKUNDNAGAR
PUNE
411037
India

Application No: 24206661
Student Number: 24206661

16 May 2024

Dear Ms Navalakha

Full name (as stated on application): Tanishqa Navalakha
Programme of Study: MSc Project and Enterprise Management
Programme (CAH3) Code: CAH13-01-01, Taught
Department/Institute: Bartlett School of Sustainable Construction
Method of Study: Full-time
Start Date: 23 September 2024
Anticipated End Date: 22 September 2025

UNCONDITIONAL OFFER

Your application for admission to UCL has been considered and I am pleased to be able to make you an offer of entry to the above programme of study.

In addition to any specific conditions of admission listed below, if you accept UCL's offer of admission, the terms of the "UCL-Student Relationship Terms and Conditions" will apply to UCL's relationship with you. These are available on your [UCL applicant portal](#). Please read these terms and conditions carefully as they apply to all offers of admission, both conditional and unconditional.

An assessment of the level of fees that you (or the relevant sponsor or authority) will pay is made on the basis of the information supplied on your application form. In your case fees will be payable at the Overseas rate.

Tuition fees for the 2024/25 academic session will be £37,500.

Your offer of admission to this programme of study is subject to the payment of a tuition fee deposit of £2,000. This is an initial instalment of your tuition fees and it should be paid by 27 June 2024. Full details of how to make the payment are available in the UCL portal. Please note that you will be unable to make payment until you have accepted your offer of admission.

Information on accommodation is available at <https://www.ucl.ac.uk/accommodation/prospective-students/>.

If you accept UCL's offer and intend to enter the UK on a student visa, UCL will contact you to verify the relevant details and following your confirmation, will forward your details to UK Visas and Immigration. For information on the UK Points-Based Immigration System see <http://www.ucl.ac.uk/students/immigration-and-visas>

Please let me know, via the offer page within UCL's portal https://evision.ucl.ac.uk/urd/sits.urd/run/siw_lgn, whether you accept the offer, subject to the stated conditions. Your application status on the programme home page will be updated according to your response. UCL needs to ensure that the name we hold for you matches your passport or official documentation. Please inform Admissions if any changes are necessary. Unless otherwise stated on your offer letter there is no strict deadline for responding to your offer. However we would appreciate a response within four weeks of your offer being made if possible. Please note you do not need to request an extension if this is not possible and you require further time. You must have accepted your offer before enrolment can be completed. **You are required to respond to this offer of admission by 20 June 2024. If you do not respond within this timeframe your offer of admission will be withdrawn.**

If you have any enquiries regarding your admission, please use our contact form here: <https://www.ucl.ac.uk/prospective-students/graduate/admissions-enquiries>.

Yours sincerely

Sarah J Cowls
Executive Director of Student Services and Registrar

UCL Graduate Admissions, Student and Registry Services

University College London, Gower Street, London WC1E 6BT

Tel: +44 (0)20 8059 0939 Contact Form: <https://www.ucl.ac.uk/prospective-students/graduate/admissions-enquiries>

www.ucl.ac.uk/prospective-students

You must provide acceptable evidence that your command of the English language is adequate prior to the above start date. A variety of English language qualifications are acceptable. Please see <https://www.ucl.ac.uk/prospective-students/graduate/applying-international-student>. Please note that you are required to pass one of the acceptable tests listed at UCL Level 2 standard.

Application ID: 7784170 | Student ID: 225002128

1 August 2024



Vishal Bindhu Madhavan

C/O KAAISER SERVICES PRIVATE LIMITED
B-23 GROUND FLOOR,
SHIVALIK
SAFDARJUNG ENCLAVE
South Delhi, New Delhi 110017
INDIA

Dear Vishal

Deakin University is pleased to offer you a place in the following course(s):

S700 - Master of Architecture

CRICOS Code:	059382E		
Campus:	Geelong Waterfront Campus	Full Duration:	2 academic year(s)
Intake:	2025/T1		
Orientation Date*:	17 February 2025		
Start Date:	3 March 2025	Expected Completion Date:	30 November 2026
Total Course Credit:	16 units		
Indicative Total Fee:	A\$83200.00	Indicative Trimester Fee:	A\$ 20800.00
Indicative Total Fee after Scholarship:	A\$66560.00		
Scholarship:	DEAKIN - DEAKIN INDIA POST-GRADUATE BURSARY - 20%: For more information on this scholarship/bursary, you can refer to: https://www.deakin.edu.au/courses/fees-scholarships/scholarships/find-a-scholarship/deakin-india-pg20-bursary . Please refer to the important notes and Terms & Conditions below.		

Condition:	<ul style="list-style-type: none"> Please provide certified copies of all official transcripts and graduation certificates to demonstrate that admission requirements have been satisfied. Please provide a full and final transcript of results upon successful completion of your current studies to meet Deakin University's admission requirement and evidence of your eligibility to graduate. All documents must be certified copies. Meet the University's English Language requirement through successful completion of one of the following: i. IELTS (academic) overall score of 6.5 with no band score less than 6 (academic module); ii. C1 or C2 Proficiency overall score of 176, (no band less than 169); iii. PTE* (academic) overall score of 60 (no less than 50 in each skill); iv. OET* overall C+ (OET results are applicable only for Health related award course entry); v. English language program EAP 4 at the Deakin University English Language Institute (DUELI) with a score of at least 60% (Program completed no more than 2 years prior to enrolment at Deakin); vi. DUELI Test score of 6.5 (completed within 2 years prior to enrolment), or equivalent. *Please ensure that you have nominated Deakin University to verify your results online. This offer is conditional upon a successful Genuine Student assessment. The GS Assessment is critical component of the applicant selection process, and you will not be issued with a Confirmation of Enrolment (COE) which is required for your visa application until Deakin provides you with confirmation that you comply with the Genuine Student requirements. Please do not send any payment to Deakin until you receive confirmation. <p>Please write to app-7784170@mail.deakin.studylink.com and you will be contacted shortly by Deakin Admissions Team. GS Assessments are usually conducted over the phone or online video calls using zoom, Microsoft teams, Google meet or other platforms; however, you may be required to visit a Deakin office for a face to face interview.</p> <p>The GS Assessments is based on the Department of Home Affairs (DHA) Direction 106 which outlines the framework for assessing genuine students for Student visa applications. For more information about Direction106, please visit https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement</p>
Course Comments:	

*For more information on dates, please refer to Deakin Important Dates.

Important Notes:	<p>LIVING COST INFORMATION Living cost for international students in Australia vary depending on the type of accommodation (on-campus or off-campus, shared or independent), spending priorities, and location. The approximate total living costs per annum for a student to study at Deakin University can be obtained from the following link: https://www.studyinaustralia.gov.au/global/live-in-australia/living-costs. Please note that these are approximate sums only and will change according to the student's life-style. Please check the Deakin University Course Guides for International Students for more information on Living Matters on http://www.deakin.edu.au/international-students/before-you-arrive.</p> <p>DEAKIN UNIVERSITY RECOGNITION Deakin University is an Australian Government-funded University and a member of Universities Australia and the Association of Commonwealth Universities. It is listed on the Australian Government Register of Institutions and Courses for Overseas Students (CRICOS provider number 00113B) which indicates the Government's assurance of the quality of Deakin's education and service provision to international students. Its degrees are recognized by universities worldwide as well as by relevant Australian professional associations. This letter of offer includes a scholarship or bursary offer. You can satisfy this condition by accepting your scholarship or bursary. There may be a requirement for you to satisfy the conditions of your scholarship and/or accept your scholarship or bursary offer by a particular date. Please read the attached terms and conditions for information about your scholarship or bursary offer. To accept the scholarship or bursary, please read, sign and return the attached terms and conditions document to Deakin. As you have been offered a scholarship/bursary, please be advised that the fee deposit below has been reduced to reflect this. If you do not submit the acceptance for the scholarship/bursary, you will be liable for the full fee rate.</p>
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Fee Deposit

Overseas Student Health Care (OSHC): (Single)	A\$ 1625.00
S700 - Master of Architecture	A\$ 16640.00
Total Payable:	A\$ 18265.00


The indicative annual tuition fees stated in your letter of offer is based on a typical enrolment of four units (subjects) in a trimester (study period), where you enrol in two trimesters per year.

To accept this offer:

- Meet any conditions stated on this offer, if applicable.
- Complete the attached Offer Acceptance and Payment of Fees Form. For payment methods please read the information on the following website deakin.edu.au/international-students/fees-and-scholarships

- Once you have made the payment and completed the attached forms, you need to submit these forms to Deakin International with evidence of your payments to app-7784170@intadm.deakin.studylink.com
- Once Deakin International receives your payment and is satisfied with the documents you have provided, an official CoE will be provided to you if required. Details of how to lodge student visa application can be found at immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500. Please retain a copy of the CoE and bring it to your enrolment. Please note that Deakin University is unable to advise on visa processing times. You should contact your nearest Australian Diplomatic Posts for visa-related questions (immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations). If you do not require a student visa, please provide us with evidence of your current visa status.
- If you would like to defer this offer, please contact Deakin International at app-7784170@intadm.deakin.studylink.com
- If you have any questions about this Letter of Offer, please feel free to contact our admissions team at Deakin International: app-7784170@intadm.deakin.studylink.com.

Regards,



Rebecca Bone
Executive Director, Student Services



Deakin University Burwood Australia
Phone: +61 3 9244 5095
Website: www.deakin.edu.au
Deakin University CRICOS Provider Code 00113B

Important information

This information forms part of your agreement with Deakin University.



Key dates

Key dates including course start and finish dates for the main study periods, end of unit assessment and exam period, census dates, public holidays and holiday breaks can be found in the [University Handbook](#).

Please note, you are advised to check your course outline for information about study or placement requirements which may occur outside of these dates.

Course Information

Detailed information about your course can be found in the [University Handbook](#). Use the Handbook to view electives, majors and units for your course. You generally need to follow the course rules which correspond to the year you commence your course.

Course duration and expected completion date

The full duration of your course is based on a standard full-time enrolment to be maintained by international students, in each academic year or a compulsory study period.

The expected course completion date is stated in this offer and on your Confirmation of Enrolment (COE). This is the completion date of your course if you follow an approved study plan and maintain satisfactory course progression. Should you fail any units, change a major or stream, or transfer courses, your course completion date is likely to change, and you may be required to apply for a CoE extension. This may result in additional costs related to a new visa application, extended OSHC and living costs in Australia.

Some mandatory or non-mandatory parts of this course must be taken on campus. Please ensure you read the course outline in the [University Handbook](#) carefully to understand your obligations.

Unexpected circumstances

Deakin University acknowledges there may be unexpected circumstances which are beyond the university's control, that may affect the capacity of Deakin University to deliver courses as planned. Should this occur, Deakin University may make reasonable adjustments to course delivery in the best interest of students, in accordance with Australian laws and announcements from Department of Home Affairs (DHA) and the Tertiary Education Quality and Standards Agency (TEQSA).

Accommodation

Deakin offers on and off campus accommodation options for students at all four campuses. For full details about [Deakin's accommodation](#). For homestay accommodation, please view [Homestay | Deakin](#).

Orientation

International students are strongly encouraged to attend orientation. Discover the services and facilities on your campus, get to know more about your course, meet other students and learn important information all international students need to know. Attending orientation will help you to feel more confident about starting your university journey at Deakin. Visit the new students [orientation webpage](#) for information.

For Deakin University English Language Institute (DUELI) orientation, please visit [DUELI orientation](#).

Study requirements

Enrolment, course, and unit requirements

You must enrol in your course before the agreed course start date on your CoE. If you do not enrol by this date, your CoE

will be cancelled for non-commencement and your offer will expire. You will be required to request a deferral and accept a new offer.

The [University Handbook](#) contains course and unit information for all study periods. Course level information includes course structure, indicative workload, and course rules, including any requirement to complete Work Integrated Learning (WIL). Unit level information includes prerequisites, modes of study, contact hours, content, assessment, and other requirements to complete the unit. For example - National Police Record Check, Working with Children Check or immunisations.

Work Integrated Learning (WIL) includes an industry work placement as a compulsory part of your degree. There are different types of industry work placements, including industry-based learning (IBL), work-based learning, career placement, community-based placement and volunteering placement. These placements can start at any time and are not linked to a particular study period. Please check the [University Handbook](#) for any compulsory WIL requirements relating to your course or further information.

Your Unique Student Identifier

During your enrolment, you will need to provide your [Unique Student Identifier \(USI\)](#) to Deakin by nominated deadline. This is an Australian government requirement for higher education students. Applying for a USI is fast and free, and you keep the same USI for life. Visit Deakin's [Unique Student Identifier webpage](#) for information about [how to apply for an USI](#) and how to provide this to Deakin.

Course progress

Student visa condition 8202 states you must remain enrolled and maintain satisfactory course progress for each study period. Deakin reviews all students' academic progress each study period of your award course. Find out more about maintaining good academic progress and the services and support Deakin offers on our [academic progress webpage](#).

Deakin University English Language Institute (DUELI) students undertake several assessment tasks throughout each DUELI level. You are required to pass these assessment tasks to progress to the next level or meet the English language requirements to enter your award course. An 80% overall attendance rate is required throughout your DUELI course. Please read the DUELI's [attendance and progress procedures](#) which describe requirements and include arrangements for special consideration and how to appeal a decision.

If you fail a same DUELI level, three times you may not be able to continue your studies at DUELI.

Deakin is required to report unsatisfactory attendance and unsatisfactory progress to the Department of Home Affairs, and this may impact your student visa. You may not be eligible to continue in your award or DUELI course if you do not meet satisfactory course progress and/or attendance requirements.

Student Code of Conduct and Academic integrity

If you accept this offer, you are bound by the Deakin Student Code of Conduct. Deakin is committed to honesty, trust, fairness, respect, and responsibility in academic settings. To understand your obligations, please view the Student Academic Integrity policy

If you do not meet Deakin's academic integrity standards, the alleged breach will be investigated under the Student Academic Integrity procedure. After the investigation and a hearing, it is determined you have breached Deakin's standards, the outcomes can range from a formal warning to suspension, or permanent exclusion from the University (which will result in cancellation of your CoE) or the rescinding of your degree. Should your CoE be cancelled due to academic misconduct, your visa may be at risk of cancellation.

Online study

While onshore on a student visa, international students can undertake maximum 33% (one third or equivalent) of their course online, with at least one unit of face-to-face study in a compulsory study period. You can only enrol into one online unit in a compulsory study period, if it is your final unit, required to complete your course. More information is available on the Deakin current students website.

Forced intermission

If you are unable to enrol in a compulsory study period due to non-availability of unit/s, you are required to apply for a

break from your studies (an intermission). However, if you do not submit an intermission application despite forewarning from the University, you will be placed on intermission and will be notified by email. This may impact your course completion date and result in an extension of your OSHC and student visa, at your own cost.

Study support

Deakin has a team of staff and students dedicated to providing study support services to help get the most out of your learning experience. If you are failing assessments and/or do not feel you are doing as well as you could, please seek help. Deakin has a range of study support services you can access.

Health and wellbeing support services

Deakin offers a range of support services for all students to assist with adjusting to study in Australia and personal issues you may be experiencing.

Critical incident

Deakin is committed to effectively managing critical incidents. Deakin has a robust Critical Incident Management Policy which applies to the management of any critical incident, that has an impact on the Deakin community or University activities. For more information on Deakin's Critical Incident Management Policy.

Fees

Tuition fees

The tuition fee on your Letter of Offer and CoE are indicative/estimated fee amounts and based on current rates applicable at the date of this offer. Tuition fees are subject to review each year and may increase to accommodate the cost of delivering the course and support during your studies. You can choose to pay more than 50% of your indicative/estimated tuition fees before course commencement.

If you pay more than 50% of your indicative/estimated tuition fees, your indicative/estimated annual tuition fees will be reassessed and are subject to adjustment based on the year you commence your course. You will be liable to pay the difference from your initial deposit amount upon your commencement.

If your tuition fees are not paid in full by the invoice due date, your enrolment at Deakin will be terminated for non-payment of fees and will be reported to the Department of Home Affairs by way of cancellation of your CoE. Your tuition fees cannot be paid in instalments.

Non-tuition fees

You may incur other costs while studying your course. For example, costs associated with some units, such as a laboratory coat for a chemistry unit. These costs may also vary based on how you choose to obtain items. For example, purchasing textbooks and stationery online or at a supermarket. You may also find some items you require available as second-hand items.

For more information on Deakin's [non-tuition fees and cost](#).

Fee payment scams

Do not make payments for your fees to any third party offering a discount or using any method not provided by Deakin. Find out more on our '[Payment options webpage](#)'.

Overseas Student Health Cover (OSHC)

It is an Australian Government requirement (student visa condition 8501) that all international students holding a student visa are covered by OSHC throughout their stay in Australia. If you are accompanied by a spouse (partner) or children, you are required to purchase the relevant couple or family policy.

To be granted a student visa, your OSHC must cover an additional period from your arrival in Australia, prior to your course start date, and for a minimum of two months after your course end date on your CoE. Please view the Department of Home Affairs Length of stay for Student visas for more information.

Deakin's preferred provider is BUPA, and you can purchase OSHC through Deakin. The OSHC rate contained in this Letter of Offer is correct at the time of offer. On an annual basis, BUPA may adjust their rates and these adjustments may affect the amount you are required to pay. Please accept your offer as soon as possible to secure this rate. If there is a change in the BUPA rate, you will be notified.

For more information about the BUPA products visit [BUPA Overseas Student Health Cover](#). You can also download a pdf of the policies for [Singles](#), [Couples](#) or [Families](#).

For further information about your health and safety whilst living in Australia, check [Deakin's Health and Safety](#) website.

Department of Home Affairs funds capacity requirements

Financial capacity requirements including cost of living, schooling for school age dependents and access to funds are outlined at [Department of Home Affairs Subclass 500 student visa](#).

Student visa condition 8516 states that you must continue to satisfy the requirements for grant of your student visa. This means you continue to have sufficient financial capacity to support your study and stay in Australia on a student visa (including your dependents).

Refunds

Students may be entitled to a full or partial refund in certain circumstances.

International students are entitled to a full refund if:

- you are refused a student visa by Australian Government authorities prior to the last day to enrol, in any study period. Please refer to the [University Handbook](#) for the last day to enrol of your study period/course.
- Deakin fails to start to provide the course to the student at the location on the agreed starting day, or the course ceases to be provided to the student at the location at any time after it starts but before it is completed.
- the Australian Government has limited Deakin's right to conduct courses for overseas students.

Further information about the [Withdrawal and refund dates for international students in their first study period | Students \(deakin.edu.au\)](#).

Refund information for commencing degree and non-award students

International students in their first study period who have withdrawn after having paid their fees are entitled to a partial refund if:

- You withdraw from course/unit(s) at least four weeks prior to the start of the teaching period – a 90% refund is payable: or
- withdraw between four weeks prior to the start of the teaching period and the relevant census date – a 50% refund is payable.

Please note that no refunds are payable if you withdraw after census date.

To apply for a refund, please complete the [application for refund](#) and email it to Deakin's International Quality and Compliance team via int.release.refund@deakin.edu.au.

Refunds will be made by electronic funds transfer in Australian dollars to your account or to a third party provided an authorisation letter is provided in the refund application. It takes four weeks for a refund application to be processed.

Students in their second and subsequent study periods will be eligible for refunds in accordance with the [Withdrawal dates for current international students | Students \(deakin.edu.au\)](#) webpage.

Refund information for Deakin University English Language Institute (DUELI) courses

Course duration is defined as the total length of your enrolment at DUELI.

You are entitled a full refund if you:

- are refused a student visa by Australian Government authorities.
- are unable to fulfil the conditions of an offer.
- fail to meet course progress requirements and you have paid fees for a future period where you are not permitted to enrol.
- submit written evidence of your intention not to commence the course more than four weeks prior to the commencement of the English language course.

You are entitled to a 50% refund if you provide advice less than four weeks prior to the commencement of the course. The maximum amount retained by Deakin will not exceed 12 weeks of the published tuition fee.

Non-refundable fees:

- DUELI enrolment and DUELI orientation fee
- Course fees if your course has commenced unless approved due to compassionate and compelling circumstances.

You may apply for a refund if compassionate or compelling circumstances exist. An [application for withdrawal and refund \(DUELI students only\)](#) must be submitted to the General Manager of DUELI at dueli-info@deakin.edu.au. You must attach proof of payment of the fees (e.g., an official receipt) and evidence of the reasons for applying for a refund must be provided.

Refunds will be made by electronic funds transfer in Australian dollars to your account or to a third party provided an authorisation letter is provided in the refund application. It takes four weeks for a refund application to be processed.

Release approval

Students transferring to Deakin University from another Australian education provider prior to completing six months in their principal course are required to obtain approval for release. This release is required to enable Deakin to issue a Confirmation of Enrolment (COE) and finalise your acceptance to study at Deakin.

Transferring to another provider

Under the National Code 2018, an international student who wants to withdraw from their course and transfer to another Australian education provider must complete at least six calendar months of their principal course at Deakin. For further information, visit [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(internationaleducation.gov.au\)](#).

International students wishing to withdraw before completing at least six calendar months of their principal course in order to transfer to another institution will be required to apply for a release. A release will only be granted early if a student meets any of the criteria outlined under acceptable reasons for release in [Deakin's release guidelines](#).

If you have a package offer with Deakin College and/or DUELI, you will also be required to apply for a release from the pathway provider, if you have not completed six calendar months of the accepted pathway course.

Rights and responsibilities

Genuine Temporary Entrant (GTE) and Fraudulent Documents

The Genuine Temporary Entrant (GTE) assessment conducted by the university is for the purposes of 'Direction No 69 – Assessing the Genuine Temporary Entrant Criterion for Student Visa and Student Guardian Visa Applications', given under s499 of the Migration Act 1958, to determine if the Department of Home Affairs GTE and genuine student

criterion are satisfied prior to the issuance of a Confirmation of Enrolment (for students applying for a Student Visa). For more information visit [Department of Home Affairs](#) webpage.

Genuine Student (GS) Assessment and Fraudulent Documents

The GS Assessments is based on the [Department of Home Affairs \(DHA\) Direction 106](#) which outlines the framework for assessing genuine students for Student visa applications. For more information about Direction 106, please visit [Department of Home Affairs: Requirements](#).

It is a student's responsibility to ensure that all information and supporting documentation, in the admission and student visa application is true and correct. Where a student is found to have provided fraudulent documentation or is withholding of relevant information or documentation relating to this application, Deakin will consider cancelling any offer of enrolment, CoE and/or actual enrolment.

Collection and use of personal information

Deakin may disclose your personal information to Australian government agencies, including the Department of Home Affairs and the Department of Education, where required by legislation or to support your visa application. Your personal information will also be disclosed to your overseas student health cover provider and, if you are under 18 years of age, to the carer appointed for you.

Deakin manages personal information it holds, including requests by individuals for access to their personal information, in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). Deakin's Privacy Policy may be viewed at the [Deakin Policy Library](#). For further information on privacy at Deakin please contact +61 3 5227 8524 or email privacy@deakin.edu.au.

Student visa condition 8533 states that you must notify Deakin of your residential address within 7 days of arriving in Australia, or within 7 days of changing your address. This includes your mobile number and email address. You must also supply Deakin with an emergency contact person and their contact details.

Sponsored students

For all sponsored students, personal information collected by Deakin, including academic progress, results, attendance, or financial standing, will be disclosed to your sponsor, embassy, cultural mission, cultural office, or any third party appointed by the sponsor.

Change of Agent

If you seek the assistance of an education representative or agent in obtaining an offer letter, and wish to change your education representative or agent, you will be required to complete the ['Change of agent application form'](#) and receive approval from the International Admissions team prior to changing your education representative or agent.

The Education Services for Overseas Student (ESOS) framework

Australia provides rigorous protection for international students through the Education Services for Overseas Students framework, which protects and enhances Australia's reputation for quality education, provides tuition protection and supports the integrity of the student visa program. This framework includes the Education Services for Overseas Students Act 2000 (ESOS Act), the National Code 2018 and ELICOS Standards 2018. For further details, including information about the Tuition Protection Service (TPS), please refer to the [Department of Education's regulatory information](#).

Please see the [Department of Education fact sheet](#) for international students for more information.

Your documents

The National Code 2018 requires you to keep a copy of this agreement and receipts or other evidence of payment of fees.

The Tuition Protection Service (TPS)

The TPS assists international students whose education provider is unable to fully deliver their course of study. The TPS ensures that students are able to complete their studies with another education provider or receive a refund of unspent tuition fee. In the unlikely event that Deakin is unable to deliver a course and does not meet our obligations to offer you

an alternative course, or issue a refund of unspent tuition fees, please contact the Department of Education, [Tuition Protection Service](#).

Complaints and appeals

Deakin is committed to providing outstanding services and administrative process. If for any reason you are dissatisfied with the service we have provided, or you have a suggestion about how we can improve, please contact us by emailing deakin-int-admissions@deakin.edu.au. If you are not satisfied with the response you receive and would like to make a formal complaint, please visit [Student complaints](#).

This agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law Applies.

Students under 18 years of age

International student under 18 years of age must demonstrate that they have adequate welfare arrangements in place before they can be granted a student visa. The options are:

1. Nominate a parent / legal custodian or a relative over 21 years to be your student guardian. For information about your requirements, visit the Department of Home Affairs Welfare [arrangements for students under 18](#).
2. Arrange for Deakin to approve your welfare arrangements in accordance with the Deakin approved guidelines for acceptable welfare and accommodation arrangements. For information about Deakin's guidelines for under 18 students, visit [Students under 18](#) webpage.

It is a condition of your enrolment that, as a student under the age of 18 you must stay in approved accommodation and have care arrangements in place until you turn 18, including any period of non-enrolment. Any changes to welfare arrangements must be approved by Deakin. Under 18 students cannot enter Australia before the commencement of welfare arrangements. This is a student visa condition.

Cancellation of Confirmation of Appropriate Accommodation and Welfare (CAAW) for students under 18 years of age

If Deakin approves your welfare arrangements, Deakin will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter with the nominated start date and end date of your welfare arrangements. If you withdraw from your course at Deakin or change your accommodation without prior approval from Deakin, your CoE and CAAW may be cancelled by Deakin.

Autonomous sanctions

In accordance with the Department of Foreign Affairs and Trade (DFAT) autonomous sanctions requirements, Deakin will complete a consolidated list check of all applicants from sanctioned countries prior to processing the offer acceptance form. Australian law restricts the use of funding obtained from various foreign persons and entities. For information about the restrictions and lists of entities to which restrictions apply, visit the Department of Foreign Affairs and Trade [Consolidated List](#). You must check the website and ensure you do not make or arrange any payments using funds obtained from any prohibited person or entity.

Deakin University CRICOS Provider Code: 00113B



Terms and Conditions

DEAKIN - DEAKIN INDIA POST-GRADUATE BURSARY - 20%

Congratulations on being awarded the Deakin India 20% Postgraduate Bursary!

The bursary has been offered to you subject to the Terms and Conditions outlined below. These terms and conditions relate to the Deakin India 20% Postgraduate Bursary that you have been offered in your letter of offer. If you wish to accept the bursary, please ensure you carefully read the terms and conditions and sign and return this document to Deakin.

1. The maximum value of the bursary is 20% of the total indicative tuition fee payable to Deakin University as stated in your letter of offer.
2. This bursary is only applicable to students who are a citizen of India, living in India and applying through a Deakin authorised agent based in India.
3. If your letter of offer is conditional upon providing final transcripts/results from your previous studies, grant of this bursary is conditional upon successfully meeting the condition(s) of your letter of offer and achieving a Weighted Average Mark (WAM) of at least 60% - 74.99% or equivalent in an undergraduate degree.
4. The bursary is only available for the specified award course, intake and credit points indicated in your letter of offer. Any approved credit transfer or recognition for prior learning (RPL) reduces the number of credit points required to complete your course and therefore reduces the total value of your bursary.
5. The bursary will not be applied to additional credit points required for course completion in the event that you fail, repeat units or undertake additional units. Additional units to complete the course will be at your own cost and the bursary will not be applicable to these units.
6. The bursary is only applicable to the course detailed in your letter of offer. Course transfers will require University approval. In the event of an approval, your bursary will be re-assessed and equal the number of credit points in your initial course and cannot be extended should a transfer to a longer course be approved.
7. The bursary cannot be deferred from the commencement date stated in your letter of offer. Deferrals will require University approval and the bursary will be re-assessed if you defer your course.
8. The bursary will not continue to be applied if you discontinue your studies at Deakin. If you apply for readmission and wish to be considered for bursary you must re-apply for a bursary and/or meet the bursary eligibility criteria based on your most recent studies and have at least 8 credit points to complete your Deakin course.
9. The value of the bursary cannot be redeemed for direct payment. If you withdraw within a refund period, the bursary is not refundable. If you apply for intermission, no benefit is payable or financial credit accrued during the period of intermission.
10. The bursary does not cover Overseas Student Health Cover or any other costs associated with your studies at Deakin University.
11. The bursary will not be applied to your record without an enrolment status of good standing; for example, for reasons of non-payment of fees or having an encumbrance on your enrolment record.
12. To sustain this bursary you must maintain an academic performance of a minimum of 65% Weighted Average Mark (WAM) in each trimester of study at Deakin.
13. The bursary is only available to commencing students enrolled in an international fee paying place at Deakin.
14. If you are applying for more than one scholarship/bursary and are waiting on an outcome for a scholarship/bursary; or if your letter of offer is conditional, you should still accept this bursary. Please note that if you are offered more than one Deakin scholarship/bursary, only one scholarship/bursary will be applied to your student record when you enrol at Deakin. In most cases, the scholarship/bursary of higher value will be applied, provided you accept within the specified timeframe and/or satisfy the conditions of that scholarship/bursary (if applicable).

Student Declaration

I have read and accept the Terms and Conditions of the above scholarship/bursary.

Name:	Vishal Bindhu Madhavan
Deakin Student ID:	225002128
Course Name:	Master of Architecture
Course Code:	S700
Intake:	2025/T1

Signature :

Date :



Important
information about
your offer of a place
on MSc
Environmental
Design of Buildings

Programme code: **PFMSEDBA**

Miss Vishwaja Sanjay Dhankawade

S.No.32/2, House No-1048,
Gulab Nagar, Saikunj,
Dhankawadi,Pune-411043
Maharashtra,India.

411043

30 March 2023

Application No: 23086396 (Please quote this in all communications with the University).

Dear Miss Dhankawade

Welcome to Cardiff University

We are delighted that you have chosen to apply to study at Cardiff University and are pleased to offer you admission to the programme of study detailed below.

Programme: MSc Environmental Design of Buildings **which will be based in the** Welsh School of Architecture.

You will study on the programme as a Full-Time student which will commence on 25/Sep/2023 which includes Enrolment week and is due for completion on 25 September 2024.

OFFER: Conditional

Conditions/Comments: This offer is conditional. You must complete and provide evidence of the following pending qualification(s):

Obtain a Bachelor of Architecture from Savitribai Phule Pune University with a minimum final grade of 55% overall.

Please upload evidence of your qualifications to the applicant portal at sims.cf.ac.uk

Cardiff University has a policy of asking applicants to pay a deposit towards their course tuition fees in order to secure a place at the University. Further information can be found at <https://www.cardiff.ac.uk/study/postgraduate/tuition-fees/deposits-for-postgraduate-taught-programmes>. After accepting your offer you need to pay a deposit. The deposit amount is £2000 and must be paid by 30/Jun/2023. Please note that the deposit payment will be required before the University can issue a Confirmation of Acceptance for Studies (CAS).

This offer is subject to you accepting your place and meeting the exact conditions of your offer a minimum of 14 days before the start date of your programme, unless otherwise agreed by the University. This includes provision of official documentation as required, to evidence the conditions of offer have been met. Where stipulated, payment of a deposit by the stated deadline is also required to secure your place.

Confirmation of your full name

Your name as provided in your application is given at the top of this document. Please ensure it is correct and matches your official documentation (passport, birth certificate etc.) as this information will be checked at enrolment.

Confirmation of your fee status

Fee Status: Overseas

Your fee status has been assessed on the basis of the information provided in your application. If you think your fee status is incorrect you have 28 days, from the date of your offer, to query your status. You can submit a fee assessment questionnaire by going to our web pages at <http://www.cardiff.ac.uk/public-information/students-applicants/admissions-policies/fee-status>.

Fees:

The fees for the first year of your programme of study are outlined below:

Tuition Fee: £25450. Fees stated are for 2023/4 entry and are fixed for the duration of your programme.

Fees for entry in subsequent years

Fees for entry in subsequent years are subject to increase and will be confirmed, where possible, by the end of October in the year preceding the start date of your programme, or as soon as possible thereafter.

Tuition fees cover all reasonable costs required for you to complete the degree programme stated. Please note that you may choose to participate in study trips, associated placements or purchase equipment while studying on your degree programme which will be at your

own cost. Tuition fees do not include living costs such as accommodation, subsistence or travel.

Important legal information:

As a student of the University you will be required to comply with the Terms and Conditions set out on the University Website at <http://www.cardiff.ac.uk/public-information/students-applicants/admissions-policies/terms-and-conditions-of-offer>. Details of the Terms and Conditions are also provided at the bottom of this letter. Please make sure you read these carefully as they contain important information about your rights and responsibilities as a student of the University.

What will be the next steps?

To accept this offer you should log into SIMS at <https://sims.cf.ac.uk>.

As your offer is subject to conditions, you must inform the Admissions Team as soon as you have satisfied the conditions of your offer. Please upload copies of any relevant certificates or supporting documentation using SIMS.

If you accept this offer and your place is confirmed you will be required to enrol online at the start of your programme of study. You will be contacted approximately three weeks prior to the start date of your programme by e-mail with instructions on how to enrol.

Any questions?

If you have any queries or need information about your programme before you start, please do not hesitate to contact us by emailing admissions@cardiff.ac.uk

I hope very much that you will decide to accept this offer and look forward to welcoming you to our community at Cardiff.

Yours sincerely,



Sally Rutterford

Head of Admissions

Telephone: +44 (0)29 2087 9999

Programme code:PFMSDBA

University Academic Regulations

The University's Academic Regulations confirm the rules that will apply to your studies. You are advised to familiarise yourself with the Regulations before commencing your programme.

<http://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations>

Cardiff University - Terms and Conditions of Offer

Any offer of a place to study at the University is made to you on the basis that in accepting such an offer you agree to the following terms and conditions. These terms and conditions form part of the contract between you and the University.

Your offer

1. Your place is only guaranteed if the exact terms of an offer have been met unless you have been advised otherwise in official correspondence from the University.
2. Upon receiving your results if you have accepted your place as either firm or insurance choice but you have not met the exact conditions of your offer, the University reserves the right to make you an offer on an alternative programme. In the event that you are offered a place on an alternative programme you are not obliged to accept it. If you are an undergraduate student and you choose not to accept the alternative, you will proceed to your insurance choice or into UCAS clearing as appropriate.
3. The University will provide clear deadlines for supplying information/meeting the conditions of your offer. Your place will lapse if you fail to adhere to these deadlines.
4. Requests to change a programme/course of study during the application stage or on arrival at the University are not guaranteed and are subject to availability and meeting the terms of entry for that specific programme.

Payment of fees

5. The University determines a student's status for fee-paying purposes in accordance with the Higher Education (Fees and Awards) (Wales) Regulations 2007 and Higher Education (Qualifying Courses, Qualifying Persons and Supplementary Provision) (Wales) Regulations 2015 and any subsequent amendments, the University's Tuition Fee Policy, and with the University's Guiding Principles of Fee Assessment. Further details of the Regulations and Guiding Principles can be found at <http://www.cardiff.ac.uk/fee-status>
6. Your fees may be subject to increase, as set out in the "Annual revision of fees section" of the Tuition Fee Policy at <https://www.cardiff.ac.uk/public-information/students-applicants/tuition-fee-policy>.
7. Where fees are due, it is your obligation to make arrangements at the beginning of your programme for the payment of your fees.
8. The University will invoice you for the full amount or remaining part of your fees for each year of your programme (including repeat years), unless (for each year of your programme) you have either:
 - financial support via Student Finance England, Wales, Northern Ireland or SAAS; or
 - an official letter from an employer or a sponsor indicating responsibility for the payment of your fees in full or part; or
 - you have applied for and obtained a discount or remission of fees.
9. It is your responsibility to ensure that, where applicable, a copy of the appropriate funding documentation as referred to above is submitted to the Tuition Fee Office by the required date.
10. If you enrol on the basis that you are or will be applying for a tuition fee waiver (full or part-time), bursary or other University funding source, you will be obliged to pay the full amount due if the application is not approved.
11. If you are self-funding and have to pay your own fees, you can pay in a number of ways as set out in the University's fee policy. Full details of the University's Fee Policy can be found at <https://www.cardiff.ac.uk/public-information/students-applicants/tuition-fee-policy>.

Accuracy of information

12. By accepting the offer of a place to study at the University you confirm and declare that the information provided by you or on your behalf in support of your admission to and enrolment with the University is accurate and complete to the best of your knowledge. The University reserves the right to request original hard copy documentation related to your application at any time.
13. In the light of additional information which was not available at the time of selection, an offer may be amended or, in exceptional circumstances, withdrawn. The University also reserves the right to correct errors where they have been made in the communication of decisions and offers.
14. The provision of false or misleading information by you may make your admission and enrolment invalid and will entitle the University to terminate its contract with you in accordance with the Admissions Policies and where applicable the Applicant Fitness to Practise Procedure. If such a decision is taken, you have the right to appeal against it in accordance with the University's Applicant Complaints and Appeals Policy: <http://www.cardiff.ac.uk/public-information/students-applicants/admissions-policies/complaints-and-appeals>. We may also refuse to consider any future applications from you.

Applicant behaviour

15. The University is committed to eliminating discrimination and advancing equality of opportunity based on the values of dignity,

courtesy and consideration as well as our legal responsibilities under the Equality Act 2010. We aim to provide a working, learning and research environment and culture that is free from unlawful discrimination, supports diversity and creates an open and inclusive community.

16. All students and staff of the University are required to adhere to the University's Equality and Diversity Policy (<https://www.cardiff.ac.uk/public-information/equality-and-diversity>) and our Dignity at Work and Study Policy (<https://www.cardiff.ac.uk/public-information/policies-and-procedures/dignity-at-work-and-study>). If, during any visit to the University or whilst making representation of the University (such as but not exclusive to attending an interview, audition/workshop, or visit to the University), you display behaviour/s that is in contravention of these Policies, we reserve the right to make your admission and enrolment invalid and this will entitle the University to terminate its contract.

Communications to and from the University

17. On enrolment, you will be allocated a University email account. All email communications from the University will be sent to that account and you are expected to use that account for all communications with the University. You are expected to check your University e-mail account regularly and in any event, at least once a week
18. The University is committed to making a positive contribution to the development of the Welsh language and encourages Welsh speakers to take advantage of the services they have a right to receive. If you would prefer to correspond with us in Welsh, please let us know. Further details of our responsibilities under the Welsh Language Standards can be found on our website at <https://www.cardiff.ac.uk/public-information/corporate-information/welsh-language-standards>.

University Regulations

19. By accepting the offer of a place at the University you agree to comply with the provisions of the Charter, Statutes, Ordinances and Regulations and such other rules and regulations as the University makes for its students from time to time (together the "Regulations").
20. Key provisions of the Regulations and policies of which you should be aware include:
 - a. The University's expectations for student attendance and academic progress, as set out under the Student Study and Engagement Regulation which can be found in the Academic Regulations Handbook at <https://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations>. If you fail to meet these expectations it may mean that you are not permitted to progress on your course.
 - b. The University's rules regarding student conduct, academic misconduct and cheating, including plagiarism, the processes the University uses for plagiarism detection (e.g. Turnitin software) and exam conduct, found at <http://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations>. Breaking these rules may result in a disciplinary process and the imposition of academic penalties and/or expulsion in line with the Academic Misconduct Procedure found at https://www.cardiff.ac.uk/_data/assets/pdf_file/0009/1560483/Academic-Misconduct-Procedure-Taught.pdf.
 - c. The University's rules regarding payment of money due to the University, which can be found in the Tuition Fee Policy at <https://www.cardiff.ac.uk/public-information/students-applicants/tuition-fee-policy>. If you do not pay money that you owe to the University, the University reserves the right to withdraw its services and/or your right to use its facilities where it is necessary and proportionate to do so. In deciding whether to do so, the University will consider all the circumstances of your case.
 - d. The University's expectations of student conduct, as set out in the Student Conduct Procedure found at https://www.cardiff.ac.uk/_data/assets/pdf_file/0003/1560486/Student-Conduct-Procedure.pdf. Breaking these rules could result in an independent internal investigation and the imposition of sanctions, which may include expulsion from the University.
 - e. The University's Study Support Intervention Policy which describes the steps the University may take if there are concerns about your health and wellbeing that lead to questions about your fitness and suitability to continue to study, found at https://www.cardiff.ac.uk/_data/assets/pdf_file/0008/1560491/Study-Support-Intervention-Policy-and-Procedure.pdf.
 - f. The University's rules governing fitness to practise, as set out in the Students' Fitness to Practise Procedure, found at https://www.cardiff.ac.uk/_data/assets/pdf_file/0011/1560485/Fitness-to-Practise-Procedure.pdf, which apply to students on professionally regulated courses which lead to or satisfy the conditions of a professional qualification or confer a licence to practise in a particular profession. Failing to observe these requirements may call into question a student's fitness to practise and result in an investigation and the imposition of sanctions, including expulsion from the University.
 - g. The requirement that applicants to professionally-regulated courses undergo an **Enhanced** Disclosure Barring Service check (organised by the University) before they can be enrolled on these programmes, or in some cases undertake placements, and the statutory requirements regarding disqualification by association. Depending on the outcome of these checks, you may not be eligible to enrol on these programmes.
 - h. The obligation to notify the University immediately if you have or receive any unspent, relevant criminal convictions for relevant offences at any point from acceptance of the offer until the completion of your programme or if your circumstances in relation to (f) and/or (g) change. For students on professionally-regulated courses, spent criminal convictions must also be declared.
 - i. The University's regulations, policies and procedures governing interruption of studies, as set out in the Interruption of Study procedure found at https://www.cardiff.ac.uk/_data/assets/pdf_file/0005/1560488/Interruption-of-Study-Procedure-Taught.pdf.
 - j. The University Research integrity and governance Code of Practice, which sets out ethical requirements for research projects and could result in disciplinary action if breached, found at <https://www.cardiff.ac.uk/research/our-research-environment/integrity-and-ethics/research-integrity-and-governance>.
 - k. Where a student engages with a professional or industrial partner (a "placement provider") and a contract is drawn up between all three parties, you must comply with the requirements and rules of the placement provider and the University. Breaking these rules could result in a disciplinary process and the imposition of sanctions, which may include expulsion from the University.

Changes to University Regulations

21. The University reserves the right to add to, delete or make reasonable changes to the Regulations where in the opinion of the University this will assist in the proper delivery of education. Changes are usually made for one or more of the following reasons:
 - a. To review and update the Regulations to ensure they are fit for purpose;
 - b. To reflect changes in the external environment, including legal or regulatory changes, changes to funding or financial arrangements or changes to government policy, requirements or guidance;
 - c. To incorporate sector guidance or best practice;
 - d. To incorporate feedback from students; and/or
 - e. To aid clarity or consistency of approach.
22. The University will consult the Students' Union Elected Officers before making any substantive changes to the Regulations.

23. Any changes will normally come into effect at the start of the next academic year, although a change may be introduced during the academic year where the University reasonably considers this to be in the interests of students or where this is required by law or other exceptional circumstances. The University will take all reasonable steps to minimise disruption to students wherever reasonably possible, for example, by giving reasonable notice of changes to Regulations before they take effect, or by phasing in the changes, if appropriate.
24. The updated Regulations will be made available on the University's website and may be publicised by other means so that students are made aware of any changes.

Variation to programmes or other services/facilities

25. The University will make all reasonable efforts to deliver programmes and research opportunities leading to its awards and related educational and other services and facilities as described in the material information published by the University for the academic year in which you begin the course.
26. The University will be entitled to make reasonable changes to its programmes where that will enable the University to deliver an equivalent programme or better quality of educational experience to students enrolled on the programme. Examples of such changes may include:
 - a. the content and syllabus of the programme where developments in the subject area make that necessary;
 - b. the timetable, location of the programme and number of classes;
 - c. the method of delivery of the programme, services and facilities;
 - d. the structure and/ or timing of the academic year; and
 - e. the arrangements for and methods of examination and assessment process.

Examples of circumstances in which the University may need to make such changes include:

- a. where key staff have taken extended leave or left the University;
 - b. where the relevant course or module is no longer financially viable;
 - c. following changes to the funding that the University receives;
 - d. where the changes will enable the University to deliver a better quality of educational experience to students on the course; and
 - e. a restructure of the course to improve the student experience and efficiency of the University.
27. In making any such changes, the University will aim to keep the changes to the minimum necessary to achieve the required quality of experience and will notify and consult affected students in advance about any changes that are required.
 28. Sometimes circumstances beyond the reasonable control of the University which could not have been prevented even if the University had taken reasonable care ("**Events Outside our Control**") mean that the University is prevented from, hindered or delayed in providing or otherwise cannot provide the programmes and/ or research opportunities leading to its awards and related educational and other services and facilities as described. Examples of Events Outside Our Control include (but are not limited to):
 - a. acts of God, flood, earthquake, windstorm or other natural disaster or severe weather condition;
 - b. pandemics, epidemics of infectious diseases and other threats to public health;
 - c. fire, explosion or accidental damage;
 - d. terrorism;
 - e. political or civil unrest;
 - f. collapse of building structures, failure of machinery, computers or vehicles;
 - g. damage, interruption or lack of access to buildings, facilities or equipment;
 - h. labour disputes, including strikes and industrial and other action;
 - i. interruption or failure of utility service, including but not limited to electric power, gas or water;
 - j. the acts, decrees, legislation, regulations or restriction of any government;
 - k. the unexpected absence or departure of a key member of staff;
 - l. where the numbers recruited to a programme and/or module are so low that it is not possible to deliver an appropriate quality of education to students enrolled on it;
 - m. in response to the requirements of an accrediting body or professional regulator;
 - n. the acts or delays of any governmental or local authority; and/or
 - o. where an aspect of a course relies on the specific expertise of a member of staff who is ill or leaves, and it is not reasonably possible to find a replacement with the relevant expertise.
 29. Where Events Outside our Control occur, the University will notify you that the events have occurred and take all reasonable steps to minimise the impact on the student learning experience by, for example:
 - a. delivering a modified version of the same programme;
 - b. making available to affected students learning or other support and other services and facilities as it considers appropriate;
 - c. delivering the programme in a different way, from another location or online, or at another time;
 - d. delivering other services and facilities in a different way, from a different location or online deferring the start date for the course; and/or
 - e. offering affected students the opportunity where reasonably possible to transfer to another programme or to withdraw and be given reasonable support to move to another university.
 30. The University will provide continued assurances of the standard and quality of the award. Students will be informed of any changes to learning support, services and facilities by the University as soon as is practicable.
 31. If you are not satisfied with any such steps to mitigate the disruption caused by Events Outside our Control, you may terminate your contract with the University and/ or make a complaint under the University's Complaints Procedure: <http://www.cardiff.ac.uk/public-information/students-applicants/complaints>.
 32. Where, as a result of Events Outside our Control, it is necessary to close or discontinue or cease to deliver a programme, the University will provide you with an opportunity to transfer to another Cardiff University programme or to withdraw and receive reasonable support to find a place at another university.
 33. Where Events Outside our Control occur and the University is unable to take steps to minimise the resultant disruption to students then neither we nor you will be liable for breach of this contract nor for continued compliance with the contract including the provision of further tuition or services, payment of further fees, making refunds of fees paid or other loss or damage of any kind.
 34. The University does not exclude or limit in any way its liability for:

- a. death or personal injury caused by its negligence or the negligence of its employees, agents or subcontractors;
 - b. fraud or fraudulent misrepresentation.
35. The University does not accept responsibility and expressly excludes liability to the full extent possible under the general law for loss or damage to students' property or for infection of students' equipment caused by computer viruses, and for the consequences of any such damage.

Data Protection

36. In order to carry out its functions and obligations under Data Protection legislation in respect of your application and study it is necessary for the University to collect, store, analyse and sometimes disclose your personal data. Full details on how we deal with your personal data in our capacity as Data Controller and the legal basis for processing can be found in our data protection notice for students and applicants at <https://www.cardiff.ac.uk/public-information/policies-and-procedures/data-protection/student-data-protection-notice>.
37. Full details of the University's data protection policy can be found at <http://www.cardiff.ac.uk/public-information/policies-and-procedures/data-protection>.

Disability

38. The University is committed to providing an inclusive and accessible environment. All offers are conditional upon the University being able to implement the specific adjustments reasonably needed for you to complete your programme. If you require support from us due to a disability or long term health condition, we encourage you to notify us as early as possible in the recruitment process to enable the University to engage with you and discuss your support needs more effectively.
39. If you have a disability, information you have provided in connection with that disability will be processed by the Disability and Dyslexia Service for the purposes of assessing what, if any, reasonable adjustments are required and for implementing those adjustments if you receive an offer of a place to study at the University. Information about your disability will be given to other relevant staff who would reasonably need to have such information for the purposes of implementing any or all of the adjustments identified if you accept the offer. You have the right to request that information about your disability is not disclosed to such staff and while all reasonable effort will be made to implement reasonable adjustments, the request for confidentiality may in some circumstances prevent those adjustments being made.

Right to study in the UK

40. By accepting the offer of a place you are confirming that you are willing to provide us with independent documentary evidence of your right to study in the UK. This applies to all UK, EU and international applicants. You are agreeing that:
- you will co-operate with any information requirements or procedures which the University is required to undertake by the Welsh government or its agencies to maintain compliance with its responsibilities under immigration law and regulations;
 - you are in a position to secure funding for your studies; and
 - if you require a visa or other form of registration to study in the UK, you will comply at all times with the terms of that visa/registration.

Cancellation Rights

RIGHT TO CANCEL

41. You have a statutory right to cancel this contract without giving any reason. The cancellation period will end after 14 days from the day you accept the offer of a place at the University.

HOW TO CANCEL YOUR CONTRACT

42. If you are an undergraduate student, you can decline the offer of a place in UCAS Track. To cancel your Cardiff choice or your whole UCAS application, please refer to the guidance on the UCAS website at <http://www.ucas.com/ucas/undergraduate/apply-and-track/track-your-application/making-changes>.
43. If you wish to withdraw or be released into clearing and you are holding an unconditional firm place, you must inform the University. You can use the model form at the end of this document, but it is not obligatory. Alternatively you can tell us by emailing the Admissions team at admissions@cardiff.ac.uk.
44. If you are a postgraduate student, you must inform the University of your decision to cancel this contract in writing. This can be done in a letter sent by post (where the date of posting can be verified) to Admissions, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE or by email to admissions@cardiff.ac.uk. You can use the model form at the end of this document, but it is not obligatory.
45. To meet the cancellation deadline, it is sufficient for you to send your communication to the University before the cancellation period has ended.

EFFECT OF CANCELLATION

46. If you cancel this contract as set out above within 14 days from the day you accept the offer of a place, the University will reimburse you for all payments received from you. The University will make the reimbursement without undue delay, and not later than 14 days after the day on which it is informed about your decision to cancel this contract.
47. The University will make the reimbursement using the same means of payment as you used for the initial transaction.
48. If the payment is made by a sponsor or employer, the University will pay the refund to the relevant party.

CANCELLATION AFTER THE STATUTORY CANCELLATION PERIOD

49. If you cancel the contract after the statutory cancellation period has ended, the University will not refund payments received from you. Depending on when you cancel the contract (in particular, whether it is before or after enrolment) you may be obliged to pay a part of your tuition fees, as set out in the University's Tuition Fees Policy found at <https://www.cardiff.ac.uk/public-information/students-applicants/tuition-fee-policy>.
50. To cancel the contract after the statutory cancellation period has expired, you must inform the University of your decision in writing. This can be done in either a letter sent by post (where the date of posting can be verified) to Admissions, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE or by email to admissions@cardiff.ac.uk.

COURSES THAT BEGIN WITHIN THE STATUTORY CANCELLATION PERIOD

51. If your course is due to begin within 14 days from the date you accept the offer of a place at the University (for example, if you have applied through adjustment or clearing) then, by accepting the offer of the place, you are expressly agreeing that the service should begin within the cancellation period. If you subsequently decide to cancel the contract within the cancellation period you will be liable to pay a part of fees to cover the period from the beginning of the University's service to you to the date of cancellation, as set out in the University's Tuition Fees Policy.

General

52. If any provision of the contract between you and the University is held to be void or unenforceable in whole or in part by any court or other competent authority, that contract shall continue to be valid as to the other provisions contained in it and/or the remainder of the affected provision.
53. The contract between you and the University shall be governed by and construed in accordance with the laws of England and Wales and the parties agree to submit to the jurisdiction of the courts of England and Wales.
54. The University's contract with its students does not confer third party benefits for the purposes of the Contract (Rights of Third Parties) Act 1999.

Applicant Complaints and Appeals Procedure

55. We are committed to the provision of high quality and fair admissions procedures for all our applicants. We recognise, however, that there may be occasions when an applicant will feel dissatisfied with the conduct of the University's admissions process or its outcome. The full Applicant Complaints and Appeals Procedure can be found here: <http://www.cardiff.ac.uk/public-information/students-applicants/admissions-policies/complaints-and-appeals>.

Student Complaints Procedure

56. We hope that you will never need to use the University's Student complaints procedure, but it is important to familiarise yourself with the process should you ever need to raise a concern. You can find the full procedure here: <http://www.cardiff.ac.uk/public-information/students-applicants/complaints>



Important information about your offer of a place on MSc Environmental Design of Buildings

Programme code:PFMSEDBA

UCAS Code:

Cancellation Form (May be used if you are holding an unconditional firm place)

Please complete this form and send by post to:

Admissions
Cardiff University
McKenzie House
30-36 Newport Road
Cardiff
CF24 0DE

Or send by email to admissions@cardiff.ac.uk

I hereby given notice that I wish to cancel my contract with the University to study a programme commencing in *INSERT MONTH/YEAR*.

I wish to (please tick as appropriate):

- a. Withdraw from my offer
- b. Be Released into Clearing

Name of student:

Student number:

Programme title:

Address of student:

Signature of student:

Date



Vishwaja Dhankawade <vishwajad23@gmail.com>

Application for Study at Cardiff University

admissions@cardiff.ac.uk <admissions@cardiff.ac.uk>

3 August 2023 at 03:29

To: vishwajad23@gmail.com

Cc: Offers@studyin-uk.com

Miss Vishwaja Sanjay Dhankawade
S.No.32/2, House No-1048,
Gulab Nagar, Saikunj,
Dhankawadi,Pune-411043
Maharashtra,India.
411043

03 August 2023

Application No: 23086396

Dear Miss Dhankawade,

Thank you for providing the evidence that you have satisfied the University's condition(s) stipulated in your offer for entry to the MSc Environmental Design of Buildings and notifying us of your acceptance of the place.

I am pleased to inform you that, as you have met the conditions specified in your offer letter, the offer of a place is now confirmed as unconditional.

I look forward to welcoming you to the academic community at Cardiff University. Information about registration for your programme will be sent to you in advance of the programme start date.

If you have any questions, please contact us using the online form at <https://www.cardiff.ac.uk/study/ask-a-question>.

Yours sincerely

Admissions team

Telephone: +44 (0)29 2087 9999

ADMISSION OFFER BASED ON PROVISIONAL MERIT LIST Inbox x



CEPT Admissions

to me ▾

Wed, Jun 22, 4:17 PM



Dear MALI VRUSHALI ANANDRAOV,

Application Number: 21222300267

Congratulations!

A warm welcome to CEPT University!

I am pleased to inform you that on the recommendation of Faculty of Architecture you have been provisionally admitted to the two-year Master's in Architectural Tectonics program.

You are requested to secure your admission offer by paying INR 54,450/- as part tuition fee on or before 10 AM, 27th June 2022. Failing to do so, your admission offer will stand cancelled. Request for extension of date for payment of fees will not be entertained under any circumstances. The remaining amount of fees is to be paid as per the Fee schedule mentioned in Annexure 4.

We are very excited to welcome you to be a part of the CEPT community. As you begin your studies, you will be introduced to a host of new policies and procedures. It will be important for you to remember that email is the official method of communication for the University. Through your new CEPT email address (which you will receive after the completion of the registration), you will receive information regarding your student account and any outstanding fee balances, class schedules, registration timelines and important course information from your instructors. It is your responsibility to check your new CEPT email account frequently and respond appropriately.

Please note that at present your admission is provisional. It is subject to verification of necessary documents and successful completion of academic probation as set forth in the enclosed annexure.

CEPT University has established new benchmarks in the domain of built environment education. The University is continually focused on improving its processes to further the pursuit of excellence. In the present uncertain times due to the COVID 19 variants, the University has decided that for Monsoon 2022, a significant portion or the entire semester may be conducted online depending on prevailing COVID situation. This requires the necessary arrangements such as laptop/computer, internet connectivity etc. at your end before the beginning of the semester. The detailed plan for the coming semester will be shared with you soon.

I wish you good luck and much academic success as you begin a new phase in your career with CEPT University!

Warm wishes,

Prof. Mona Khakhar

Head, Admissions

Activate Windows
Go to Settings to activate Windows



The University of Manchester

27 July 2022

Mr Yash Gore

C-203, SHREE RAJYOG HSG. SOCY
OPP POONAM PARK
BIBWEWADI, PUNE
MAHARASHTRA, INDIA
PUNE 411037
India

Programme of Study: MSc Construction Project Management

Mode of Study: Full-Time

Length of Course: 1 Years

Entry: 09/2022

CAH3 Code(s): CAH10-01-07, CAH17-01-04

University of Manchester User ID: 11107980

Dear Yash Gore,

Thank you for your application to study at The University of Manchester. I am delighted to make you an unconditional offer of a place on the above course.

The University charges different tuition fees depending on whether a student is classified as Home or International, using criteria outlined in the Education (Fees and Awards) (England) Regulations (2007), the Higher Education (Fee Limit Condition) (England) Regulations 2017 and any other relevant regulations. From the information you have provided to us and based on the regulations currently available to us, you have been classified as a Overseas student for tuition fee purposes. Please note that your fee status can be subject to review if other information becomes available and that in exceptional cases your fee status may change.

2022/23 Academic Year: The tuition fee for this course will be GBP 28000.00.

The tuition fee will remain the same for every year of study.

Most international students will need to obtain a visa via the new Student Route to study in the UK. This will not be required if your course is wholly distance learning. This offer is not a confirmation of your eligibility for a visa. Further information in relation to visas for international students is available at: [International Students](#).

A confirmation of acceptance for studies (CAS) will be sent to you in the event that you accept, and satisfy any conditions set out in, this offer. The University reserves the right to refuse admission should you arrive after the latest date for acceptance onto the course specified in your CAS. If your course is wholly distance learning then this does not apply to you.

This course requires payment of an acceptance deposit GBP 1000.00 to secure your place. You can make a payment by visiting [Paying Fees](#). Your offer will be automatically accepted on your behalf following payment of your deposit. If you have paid via MyManchester your status in self-service will usually update within 48 hours. This may take slightly longer if you

Dr. Simon Merrywest

Director for the Student Experience