



# SEVA SAMAJIK VIKAS SANSTHA

Office: - Lahoti Complex, Near Kadam Petrol Pump, Radhika Road, Satara

Reg. Office. 13, Shri Nagar Colony, Sangam Nagar, Satara-415001

Date: 5<sup>th</sup> November 2025

**To,**

**Mr Mithil Kulkarni**

**Subject: Job Offer Letter**

Dear Mithil,

We are pleased to offer you the position of Hospitality Academic In-Charge at Seva Samajik Vikas Sanstha Satara at Satara Center effective from 7<sup>th</sup> November 2025. You will be reporting directly to Management team at above mentioned center. We believe your skills and experience are suitable to work in our organization. The monthly salary of Rs. 23000/- per month with accommodation only. In addition to this, Laptop, Internet and any local conveyance will be paid or give as per the organization policy. Your regular working hours will be 08.30 am to 06.00 pm.

Your employment with Seva Samajik Vikas Sanstha Satara will be on an at-will basis, which means either you or the company will terminate the employment for any reason at any time.

This letter is not a contract or guarantee of employment for a specific period of time

You are requested to carry the following documents at the time of joining.

- 1) Xerox of all educational certificate
- 2) Xerox of all KYC related documents like pan card Aadhar card and passport photo
- 3) Two Reference contact details
- 4) Xerox of bank passbook
- 5) Any document if demanded by the authority

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

We are pleased to have you join our team and contribute your skills and experience towards the growth of our organization



**Sincerely**

**Yuvraj Bhandvalkar**  
**President**

**Seva Samajik Vikas Sanstha Satara**

## **Job Description:**

The **Hospitality Academic In-Charge** will be responsible for managing and overseeing all academic and training activities related to the hospitality program. The role involves conducting theory and practical sessions, ensuring smooth academic operations, supporting student development, and coordinating placement activities.

## **Key Responsibilities:**

1. **Conduct Training Sessions:** Deliver both practical and theory sessions as per the curriculum to ensure students gain comprehensive knowledge and hands-on skills in the hospitality sector.
2. **Academic Documentation:** Prepare and maintain all academic reports, including attendance, assessments, test results, and activity records for each batch.
3. **Community Training:** Plan and conduct on-site community batches for the hospitality sector, ensuring effective delivery and community engagement.
4. **Placement Coordination:** Handle placement activities for each batch, maintain placement-related reports, and ensure successful job linkages for students.
5. **Student Counselling:** Provide counselling and guidance to students on career opportunities, personal development, and skill enhancement.
6. **Center Coordination:** Participate in and coordinate with all center activities, events, and initiatives to support the overall objectives of the institution.