



MOHD. SHAHBAAN MEMORIAL COLLEGE OF PHARMACY

SARAI CHAWAT, NAGRA, BALLIA (U.P.) 221711

Ref No. MSP/2019/02

Date: 17/07/2019


Appointment Letter

Dear Mr. Arvind dubey

The society is pleased to appoint you as Lecturer, Department of pharmacy in MD. Shahbaan Memorial College of Pharmacy, Sarai Chawat, Nagra, Ballia [U.P.] w.e.f 17/07/2019.

The following term and condition of appointment;

1. **Position** : Lecturer, Department of pharmacy
2. **Salary** : As per AICTE norms
3. **Duties and responsibilities** : The duties and responsibilities of your job include the following:
 - a) Overall administrative responsibilities of the department.
 - b) Maintain discipline among staff and students.
 - c) Maintain record of all staff and students as well as correspondence with governing bodies.
 - d) Contact prospective employers for placement of final year students and maintain the records of placement.
 - e) Take appropriate step to ensure anti ragging and action against those who are involved in ragging as per instruction of Hon'ble supreme court.
 - f) Inform in writing to the parent and student in case of shortage of attendance, poor performance in sessional, indiscipline etc.
 - g) Temporary/Adhoc appointment of staff as per governing body.


Principal
Md. Shahbaan memorial college of
Pharmacy Nagra Ballia.

- I hereby accept this appointment and will comply with the terms and condition of appointment. I will not leave in the middle of academic session.

Name of Employee : Mr. Arvind dubey

Qualification : B.Pharm

Address : Vill - Mathiya Tiwari, PO- Malhanpur, Dist- Gorakhpur

