



MOHD. SHAHBAAN MEMORIAL COLLEGE OF PHARMACY

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

Ref No. MSB/2019/27

Date: 15/09/2019

Appointment Letter

Dear Miss. Prabha Pandey

The Trust is pleased to appoint you as Lecturer, Department of Pharmacy in Mohd Shahbaan Memorial College of Pharmacy, Sarai Chawat, Nagra, Ballia (U.P.), w.e.f. 15/09/2019.

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.

Mohd Shahbaan Memorial
College of Pharmacy,
Sarai Chawat, Nagra-Ballia.

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

Name of Employee : Miss. Prabha Pandey

Qualification : Graduate in B.Pharm

Address : Near Telephone Exchange Rasra, Dist- Ballia