



Raj Kumar Goel Institute of Technology (Pharmacy)

Affiliated to Dr. APJ AKTU, Lucknow, Approved by AICTE, New Delhi & PCI, New Delhi
5th KM. STONE, DELHI-MEERUT ROAD, GHAZIABAD (U.P.) - 201003
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Ref. No. RKGIT/Pharm- Faculty/2019/08/041

Dated: 05.08.2019

Ms. Pritee Gupta
House No- 1135, Sector-5,
Mohan Meakins Society, Vashundhara,
Ghaziabad, Pin Code- 201012
Mob No- 8198937369

Dear Madam,

With reference to your application and recommendation of selection committee, the Management of RKGIT Pharmacy is pleased to appoint you as Assistant Professor in Pharmacy at a basic of Rs. 21,600 (inclusive of grade pay of Rs. 6000/-) in the scale of Rs. 15,600-39,100, your gross salary inclusive of all allowances will be Rs. 30,000/- (Thirty Thousand Only),

1. You are required to submit a Medical fitness certificate from C.M.O./C.M.S. of a Government Hospital at the time of joining the post.

2. You will be a full time employee of the Institute. In addition to taking Lectures/Tutorial/Practical classes as assigned to you, your job responsibility shall include:

- Students assessment and evaluation;
- Assisting in Consultancy and R&D services;
- Developing resource material & laboratory;
- Organizing co-curricular and extra curricular activities;
- Assisting in departmental/Institute/hostel administration and
- Any other work assigned by the competent authority.

3. In addition to feedback from students about your teaching, your performance will be evaluated on the basis of targets you set on each of the item mentioned at serial 3 above. The plan of your work and targets for the academic year should be submitted within a week of your joining the Institute.

4. Your performance will be judged on the following parameters:

- Teaching and interaction in the classes.
- Performance of the students in the end semester examination.
- Your performance in the development of department/ Institute.
- Enhancement of your own skill publication / academic qualification etc

Your services will be confirmed at upon the recommendation of the selection committee duly constituted for the purpose, whenever held.

5. However, on confirmation, your appointment can be terminated from either side by giving one month notice or one month pay in lieu thereof. However you may be required to work up to the end of the semester in the interest of students.

6. Your services are liable to be terminated for any physical/mental disability rendering you incapable of performing the duties assigned to you. Physical/ mental disability includes continues ill health resulting in prolonged absence from duties.

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7. You are being appointed as full time employee of the Institute; therefore you will not undertake any assignment either on honorary basis or otherwise without the written consent of the Management of the Institute.

8. You will be present in the Institute during the Institute working hours. You may also be required to devote time during off institute hours/Sundays/Holidays etc. for curricular/co-curricular/extra-curricular work for which no additional compensation will be admissible.

9. You are expected to maintain highest standard of decorum benefiting the position held by you. In the event of any inappropriate behavior (including acts and omissions such as insubordination, riotous behavior, acts of moral turpitude) your services are liable to be terminated without any prior notice.

10. As a part of your duty otherwise, you will come across many confidential matters. You will not divulge the same to any person, firm or Institute or Company during the tenure of your services with the Institute and thereafter.

11. Upon completion of your tenure or severance of relationship from the Institute for any reason whatsoever you will hand over to your Head of the Department/ Principal all papers and documents which may at that time be in your possession relating to affairs of the Institute and will not retain any copies or extracts there from.

12. You will have to abide by all the rules and regulations framed and decisions taken by the Management of the Institute/ U.P. Technical University/State Govt./ AICTE including leaves, timings, discipline etc.

13. At the time of joining, please bring all the originals of your documents for the verification along with attested photocopies of the same.

Looking forward to your joining the Institute at the earliest.

Sincerely yours,

Yand

Dr. Monika Sachdeva
Principal (Pharmacy)

ACCEPTANCE-LETTER

I have received my appointment letter dated....5/8/19..... and hereby accord my acceptance to all the terms and conditions specified therein. I shall join my duties on.....5/8/19.....

Pritee
Signature

Name: PRITEE GUPTA
Date 5/08/19