



**SR**  
GROUP OF  
INSTITUTIONS  
JHANSI

**SR Group of Institutions, Jhansi**

(AN ISO 9001 : 2008 CERTIFIED INSTITUTE)

CSE Campus KM 16, Ambabai, Gwalior Road, Jhansi  
Managed by (Pt. Deendayal Upadhyay Shikshan Trust)

Approved by A.I.C.T.E. Govt. of India & Ministry of HRD

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Archana Dongray  
D/o Mr. Gaya Prasad Dongray  
522/1A, Rajeev Nagar Mahaveeran  
Purana Nagra, Jhansi-284003

Ref: SRGI/GD/Pers./AL/Fac./2016/53  
Dated: 26<sup>th</sup> September, 2016

### Appointment Letter

Dear Ms. Archana,

With reference to your application we are pleased to appoint you as **Assistant Professor** in the department of **Pharmacy at SR Group of Institutions Jhansi**, subject to the recommendation of selection Committee of S R Group of Institutions, Jhansi on following terms & Conditions.

**1. Salary.**

Your consolidated pay plus facilities would be as discussed.

**2. Reporting.**

You will be reporting to the **HoD**.

**3. Probation Period.**

You will be on probation for a period of 11 months from the date of joining. This period of probation may be further extended at the discretion of the management. During the period of probation, your services may be terminated without any notice without assigning any reason. After satisfactory completion of the probationary period, if the management decides to confirm you, this decision will be intimated to you in writing.

**4. Duties.**

Besides your primary duty you may be required to perform the other duties properly & sincerely in the interest of college. No compensation shall be made for this.

**5. Leave.**

A detailed list of leaves & there governing rules is given in Employee Handbook.

**6. Rules & Regulations.**

You shall be subject to such rules, regulations & policies as may be prescribed by the management of the college from time to time.

**7. Resignations & Termination.**

If you intend to resign from the college or if it becomes necessary for the college to terminate your employment a minimum of 1 month notice in writing (or payment in lieu of notice) from either side will be applicable, except non teaching days and in case where your services are terminated either on the basis of any anti organization activity or poor feedback from students. You will not use any outstanding leave to reduce your formal period of notice. Except with the agreement of the college. If the college gives you payment in lieu of notice, the college is not bound to provide any benefits for the period covered by the payment in lieu of notice.

Absence for a continuous period of 7 days without prior approval of your superior will be considered as abandonment of employment by you & your service with the college shall automatically come to an end without any notice & you will be liable for payment in lieu of notice to the college.

**8. Confidentiality & Non disclosure.**

You shall maintain the Data, Documents, Information etc received in course of your employment in total confidence & shall not disclose to anyone either during or after your employment with the college for any reason. Upon resignation or termination of your employment with the college, you shall forthwith return to the college all the assets & property of the college, documents, files, books, paper, memos, computer data or any other items.