



Raj Kumar Goel Institute of Technology (Pharmacy)

Affiliated to Dr. APJ AKTU, Lucknow, Approved by AICTE, New Delhi & PCI, New Delhi
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Ref. No. RKGIT/Pharm- Faculty/2021/ 06

Dated: 31.03.2021

Ms. Preeti Sharma
Harijan Wala, Nagar Panchayat
Babugarh, Simrauli, Ghaziabad-245201

Dear Ma'am,

With reference to your application and subsequent interview/discussion, the Management of RKGIT is pleased to appoint you as an Assistant Professor in the Department of Pharmacy at a basic salary of Rs. 21,600/- (Including grade pay of Rs. 6000/-) in the scale of 15600-39100/- + allowance, with a total gross salary of Rs. 30,600/- (Rupees Thirty Thousand Only) per month.

1. You will be a full time employee of the Institute. It is expected from that you shall provide Outcome Based Education (OBE) to enable students to acquire knowledge, relevant skills and attitudes. 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 / Director / Director (Admin).
2. You will be initially be on probation for a period of one year from the date of your joining. The period of probation may be extended further. Your services can be terminated during the probation period without any notice in on unsatisfactory performance or any false information given by you.
3. Your performance evaluation during probation and thereafter will based 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
4. The management will have a right to terminate your services at one month notice after probation period if your performance is not adjudged as satisfactory. However, if you wish to leave the service, you will be required to inform the authorities at least one month in advance. The period of one month or part can be waived off only on payment of one month's salary applicable to both the sides. However, during running session, the management has a right to extend your notice period in the interest of students.

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5. 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 continuous ill health resulting in prolonged absence from duties.
6. 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. Coaching of 10+2 and or University students is totally prohibited.
7. 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 for which no additional compensation will be admissible.
8. 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.
9. 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.
10. Upon completion of the contract 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.
11. You will have to abide by all the rules and regulations framed and decisions taken by the Management of the Institute/ Dr. APJAKTU/State Govt. / AICTE.
12. The contract of employment may be renewed on mutually agreed terms.
13. At the time of joining, please bring all the originals of your documents for the verification along with one set of self-attested photocopies of the same to be submitted to the Institute.

Sincerely Yours,

Handwritten signature: Monika Sachdeva, 21/3/2021
Dr. Monika Sachdeva
Principal (Pharmacy)

ACCEPTANCE-LETTER

I have received my appointment letter dated 31. March. 2021 and hereby accord my acceptance to all the terms and conditions specified therein. I shall join my duties on 02. April. 2021.

Name: Preeti Sharma
Date: 31. March. 2021
Signature: Preeti