

# SKYLINE INSTITUTE OF PHARMACY

PLOT NO.3, KNOWLEDGE PARK-II, GREATER NOIDA, U.P. 201305

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Ref: SKIP/APP/2018

Date: 28/02/2018

To,  
Mr. Vivek Kumar Kachwaha,  
H-156, Sector-21,  
Greater Noida, U.P.

## APPOINTMENT LETTER

Sir,

We are pleased to appoint you as Assistant Professor in Pharmacy Department of Skyline Institute of Pharmacy at Plot No. 3, Knowledge Park-II, Greater Noida, U.P. as per AICTE pay scale. It is expected that you will perform the duties assigned to you to the best of your knowledge and skills. Acceptance of this position / Your appointment is subject to your acceptance of the following terms & conditions:

- You will be a full time employee of the Institute. In addition to discharging your duties, your responsibilities shall include:
  - Students recruitment and evaluation.
  - Teaching in Community and R & D Services.
  - Developing & up-gradation of resources material & laboratory.
  - Teaching in Engineering as per curriculum & resources for students.
  - Assisting the Institute for the work relating to Accreditation (NBA) as required from time to time.
  - Interaction with AICTE, UGC, University & other agencies as and wherever required regarding Research / Development / Community - Activities etc.
  - Assisting in Administration, department / Institute Hostel activities, Maintenance, upkeep / Up-keeping as as required.
  - Coordinating actively with T. & P. department and getting Engg. / MBA department for placements / Training.
  - Managing Seminars / Conferences / Seminars.
  - In case you opt to work part-time / other time/for/other services etc, the charges shall be payable by you.
  - Any other work assigned by the competent authority from time to time.
  - Planning, developing & managing activities related to admissions in the Institute.
  - Actively coordinate, co-operate and work for Management, Core Academic Officials i.e. Director, Jt. coordinator, Registrar, Administration, Public relations etc. for all activities as and when required.
- You are on probation for a period of one year. During this period your services could be terminated any time without assigning any reason. However, if you want to leave the Institute, you would have to give notice one month's notice in one month's salary to the Institute.
- After one year, your appointment can be terminated & you will be void by giving one month's notice of one month's pay in Cash Bonus. However, if terminated by the Institute, you may be required to work up to the end of the academic session for the account of students.