



# COLLEGE OF PHARMACY

Approved by AICTE, Ministry of HRD (Govt. of India)  
Affiliated to VIT, Technical University, Vellore, Model Centre of AIMA

**A Group Managed by Rotarians**

Date: 13.06.2018

Ref No: .....  
Dr. Mallikarjuna R.P.  
275, 9<sup>th</sup> Cross  
R.P.C Layout  
Bangalore, India

Dear Sir,

### Subject: Appointment Letter

We are pleased to appoint you as Director/Professor on the following terms and conditions:-

1. You will be paid a salary of Rs. 70,000/- (Consolidated) per month.
2. Notwithstanding any of the clauses of this letter, the appointment can be terminated by Management by giving a notice of one month. However, the management reserves the right to waive off the notice period. That you shall not leave the job before completion of one year or also in the middle of the session.
3. You will be governed by the standing General Service rules as amended from time to time and shall be bound by the administrative orders of the Institute in force from time to time. It is also made clear that your salary is paid for all seven working days of the week, meaning hereby that you will have to attend the duties if required on any holiday.
4. In addition to your teaching job, you will undertake to participate in and perform such rightful duties that the Chairman may assign from time to time, like arrangement of and participation in Seminars, conferences and other activities, administrative / executive functions etc. You will discharge your duties diligently and efficiently to the best of your ability.
5. You shall solely serve the Institute and will not seek employment / deliver part-time lectures anywhere else whether gainful or otherwise without express sanction of the management.
6. All copyrights, patents, papers published or discoveries / ideas developed by you during your employment shall vest with the Institute and you will be bound to execute all such documents as may be necessary, in complete and exclusive favour of the Institute.
7. You shall maintain confidentiality of all knowledge gained during your employment and shall not divulge the same to any unauthorized person by word of mouth or otherwise in any form, at any time.
8. You shall use every care in respect of Institutes property, goods or cash in your charge and shall render an account of the same when called upon to do so. You shall however not be responsible for losses that do not arise from willful neglect of duty or default on your part.
9. If at any time in the opinion of the management, which is final in this matter, you are found guilty of dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or misconduct in form considered by the Management to be detrimental to the interest of the Institute, or by violation of any terms of this letter, your services are liable to be terminated forthwith, without notice or salary in lieu thereof.
10. Your appointment is based on the information given by you in your curriculum vitae. If at anytime the information given is found to be incorrect or concealed, your services shall be terminated without notice or salary in lieu thereof.
11. It would be your sacred duty to teach the students diligently, sincerely and devotedly to bring 100% result. Your further increment would depend only on academic performance of your students.
12. If at any time during academic session you wish to discontinue the service you shall serve 3 months notice of three months and continue to perform your duty with full honesty and diligently during this period. If the notice is not served and you discontinue the job then you would be liable to pay an amount equal to three months salary and you would be liable for the damages accrued to the students.
13. You will be paid the salary latest by 20<sup>th</sup> of each month.
14. You will be required to sign a legal bond of fulfillment of the above conditions.
15. If at any time you leave the college, your resignation etc shall be finalized within 30 days after the submission of all clearances.

You are requested to return the enclosed duplicate copy of this letter of appointment duly signed as taken of your acceptance. Please note that notwithstanding anything to the contrary, this contract will be treated as having been concluded at Bangalore.

Yours sincerely,

*Sayank Agarwal*  
Saying Director

Campus: Plot No.-A20, KP-III, Greater Noida, U.P.  
O-117 Mall Road, Meerut Cantt  
Ph: 0121-2642004, 2653430,  
0121-2642106, 2621606, 0120-2322653

Declaration  
I agree to abide by the terms and conditions

Ph: 0120-2322653, Fax No: 0120-2322654, Cell: 9812229118  
Campus: BHET Nagar, The 1<sup>st</sup> Nagar Colony, Meerut Road, Meerut  
Ph: 0120-2621006, 2627919, 2622229, 2620234, 2620238, Cell: 9812229209  
Email: hvccollegeofpharmacy@gmail.com Web Site: www.aima.edu.in

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