



BR PHARMACY COLLEGE

Bharthipur, Azamgarh- 276123

Contact no. 9450804074, 9450820074 / E-mail: vijayvikram85@gmail.com



Ref. No.: BRP/2019/51

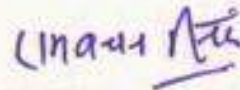
Date: 01/06/2019

Appointment Letter

Dear Dr. Vijay Vikram Singh

The society is pleased to appoint you as Principal, Department of Pharmacy in BR Pharmacy College, Bharthipur, Azamgarh w.e.f 01/06/2019. The following term and condition of appointment:

1. **Position** : Principal, Department of Pharmacy
2. **Salary** : Pay scale Rs. 37,400-67,000 plus allowance as admissible.
3. **Duties and responsibilities** : The duties and responsibilities of your job include the following:
 - a) Overall administrative responsibilities of the department.
 - b) Maintain discipline among staff and students.
 - c) Submit annual performance report of teaching and non teaching staff for increment of appointment.
 - d) Maintain record of all staff and student as well as of all correspondence with governing bodies.
 - e) Contact prospective employers for placement of final year students and maintain a record of placement.
 - f) Take appropriate step to ensure anti ragging and action against those who are involved in ragging as per instruction of Hon'ble Supreme Court.
 - g) Inform in writing to the parent and student in case of shortage of attendance, poor performance in sessional, indiscipline etc.
 - h) Temporary/ Adhoc appointment of staff as per governing body.
 - i) Any other duties and responsibilities assigned by management from time to time.




Manager

Baba Ram Das Smarak Shikshan Seva

Sansthan (Society)

संस्थान, बरथपुर, अजमगर

- I hereby accept this appointment and with comply with the terms and condition of appointment. I will not leave in the middle of academic session.


Name of Employee : Dr. Vijay Vikram Singh
Qualification : M.Pharm, Ph.D
Address : Mahendra Smriti, Kalichaura, Azamgarh