



Dr. K.N. Modi Foundation

Dr. K.N. Modi Institute of Pharmaceutical Education and Research

(Approved by AICTE & PHARMACY COUNCIL OF INDIA, NEW DELHI)
{Affiliated to G.B.T.U., Lucknow (Formerly U.P.T.U., Lucknow)}

Dr. KNMIPER / Faculty Appt./2013

10th September, 2013

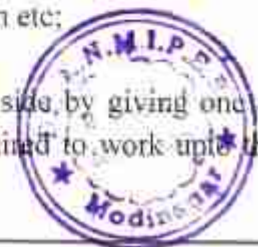
Prof. Vijay Kumar Sharma,
C-48, Street No. 03,
Chander Nagar (West)
Delhi- 110051.

Subject: Appointment Letter as Director

Dear Prof. Sharma,

The Management of Dr. K.N. Modi Institute of Pharmaceutical Education & Research Trust, Modi Nagar as pleased to appoint you as Director at Dr. K.N. Modi Institute of Pharmaceutical Education & Research, Modi Nagar on the following terms and conditions with following terms and conditions.

1. You Basic Salary in the scale of Rs. 37400-67000/- plus other allowance as per U.P. Government / AICTE Norms.
2. You will be a full time employee of the Institute. In addition to taking Lecture / Tutorial / Practical Classes as assigned to you, your job responsibility shall include:-
 - a. Academic Coordination and discipline in the Institute among students, teachers and other employee of the Institute, strategic planning of future activities, compliance liaison and coordination with all the regulatory authorities and overall maintenance of the Institute;
 - b. Students assessment and evaluation;
 - c. Assisting in consultancy and R&D Service;
 - d. Developing resource material & Laboratory;
 - e. Organizing Co-Curricular and extracurricular activities;
 - f. Assisting in department / Institute / Hostel administration and
 - g. Any other work assigned by the competent authority.
3. You will have to appear before the next selection committee. In the mean time your performance evaluation will be based on the following parameters.
 - a. Teaching and interaction in the classes;
 - b. Performance of the students in the end semester examination;
 - c. Your performance in the development of department / Institute;
 - d. Enhancement of your own skills, Publication / academic qualification etc;
 - e. You will be required to obtain Ph.D Degree as per AICTE Norms.
4. On confirmation, your appointment can be terminated from either side, by giving one month notice or one month pay in lieu thereof. However you can be required to work upto the end semester in the interest of Students.



5. Your Service are liable to be terminated for any Physical / Metal disability rendering you incapable of performing the duties assigned to you Physical / Metal disability includes continues 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 / Sunday / Holidays etc for curricular / Co-Curricular / extracurricular activities for which no additional compensation will be admissible.
8. You are expected to maintain highest standard of decorum befitting the position held by you. In the event of any inappropriate behavior (including acts and admissions such as insubordination, riotous behavior, act of moral turpitude) your service are liable to be terminated without and prior notice.
9. As a part of your duty and 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 service with Institute and thereafter.
10. Upon completion of your tenure of severance of relationship from the institute for any reason whatsoever you will hand over to Director / Head of the department 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 of 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 / U.P. Technical University / State Government / AICTE including leaves, timing, discipline etc.
12. At the time of joining please bring all the originals of your documents for our verification along with attested photocopies of the same.

Looking forward to your joining the institute of the earliest.

Your sincerely

Manager H.K.

Copy to :-

1. President
2. Vice-President
3. Director General (T)
4. Accounts Officer
5. Prof. Vijay Kumar Sharma
6. Personal File

Review
WSP
10/9/13