



# SANJAY COLLEGE OF PHARMACY

(Approved by AICTE & PCI, New Delhi, and Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow (U.P.)

21st Mile Stone NH#2, P.O. - Chaumuhan, Tehsil-Chhata, Mathura (U.P.)

Ph. No. 05662-241220, 241066, Telefax : 05662-241066, Website : www.scp.ac.in

Ref: SCP/2019

Date: 21.08.2019

## Offer for Service Agreement

This is an offer for an agreement which is entered on 21<sup>st</sup> day of August Two Thousand Nineteen between the Secretary, Brijbasi Education and Welfare Society for Sanjay College of Pharmacy (hereinafter called the employer) on the one part and Dr. Mihir Y Parmar whose date of birth is 20.03.1982 son of Sh. Yogesh Kumar N. Parmar (here in after called the employee) on the other part.

The employer has agreed to employ the above mentioned employee and the employee has agreed to serve the College on the following terms and conditions.

1. That the employer will engage the employee as Principal to perform the assigned duties in the interest of the College as may be entrusted to him/her by the Chairman / Secretary or nominee and with effect on 21.08.2019.
2. That the employee will be responsible for smooth running and for overall growth of the College. You will also ensure proper discipline amongst the students, teachers & staff and thereby develop a congenial academic environment.
3. That the employee shall be offered consolidated salary of Rs. 65,000/- per month in the pay scale of AICTE. The employer shall deduct the statutory deductions as applicable under the rules in force.
4. That the employee will be provided free unfurnished accommodation on campus. However the electricity will be payable as per actual.
5. This agreement is terminable by either party by giving one month's (30 days) notice, or payment of one month's salary in lieu of notice.
6. No leave is admissible during the notice period. Resignation during leave is not permitted.
7. Every employee shall hold office until he/she attains the age of sixty years. The Managing Committee may grant extension one year at a time.
8. The employee's appointment and continuance in service is subject to producing of Degree/Diploma or other qualifying certificates in original with attested copies thereof within a period of 15 days from the date of acceptance of this agreement. In case it is found that the employee does not possess the requisite qualifications / degree entitling him/her to serve in the post, his/her services shall be dispensed with, without any further reference to the employee.
9. This offer is a full time assignment, any other assignment whether full time / part time / honorary / contractual outside the College hours is not permitted. The employee will devote his/her whole time to the duties of the College and will not on his/her own account or otherwise, either directly or indirectly carry on or be connected in any trade, business, or hold any office of monetary benefit whatsoever. That he/she will not undertake private tuition, write books or work for any examinations agency without prior permission in writing from the Secretary.
10. The employee shall not ask for any contribution, or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any subject whatsoever, or accept subscription from the members of any association of teachers or students.
11. The employee shall not canvas for any publication or any publishing agency or trader. The employee shall not enter into any monetary transactions with any student or parent, nor shall he/she exploit his /her influence for personal ends; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt.
12. The employee shall not accept, or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent or any person he/she may come into contact with by virtue of his/her position in this college.

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*Mihir Y Parmar*



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13. The Employee shall conform to all rules and regulations in force from time to time in the College and shall obey all other lawful orders/instructions/directions of the Managing Committee/Chairman/ Secretary as are given to him/her in connection with the day-to-day discharge of his/her duties in the College.
14. The employee shall not practice, or incite any student to practice casteism, communalism or untouchability; cause or incite any other person to cause any damage to the property of the college or behave or encourage to incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the premises of the College or be guilty of or encourage violence, or any conduct which involves moral turpitude towards guardians, student, teacher or other employee of the College.
15. The employee shall be responsible for the safe custody of the register, books, records and other things entrusted to him/her and in case of any damage or loss, the Managing Committee / Chairman / Secretary shall have the right to initiate disciplinary proceeding against him/her and take such action as deemed appropriate.
16. The employee shall maintain integrity and devotion to duty and shall not do anything, which is unbecoming of a Principal. The employee shall not utilize or divulge any matter or affair of the College.
17. No employee shall leave the station in which the College is situated without having received the written permission of the Chairman / Undersigned.
18. For absence from duty for 7 days without sanctioned leave and without information of reasonable cause the employee shall be deemed to have left the job from the day of last attendance and the employee will be required to pay salary in lieu of notice period.
19. That the employee will be responsible for arranging promotion activities for admission of the students and has to play an active role for organizing different activities for admission of the students with prior permission of the undersigned / Chairman Principal. Also timely arrangement of Training and Placement Activities is must.
20. That the employee is required to take 12 classes per week.
21. The Chairman / Undersigned may terminate the services of the Principal on one or more grounds:
  - > If satisfied on medical evidence that the employee is unfit and is likely for a considerable period to continue to be unfit by reason of ill-health for the discharge of his/her duties.
  - > General retrenchment decided upon for reason of financial stringency or for any other reason.
  - > Disciplinary Grounds.
  - > He/she is charged with cruelty towards any student or any employee of the School; or
  - > He/she is charged with a breach of any other code of conduct.
22. In case of a dispute or any other matter, the decision of the Chairman shall be final and binding.
23. Besides your normal responsibilities, you may be allotted extra duties or transferred to other location and entrusted responsibilities related to other institutions under the Trust/Society in the larger interest as may be decided upon by the Chairman/ Secretary from time to time.

  
Signature of the Secretary

I accept and agree the agreement with all the terms and conditions of appointment and am joining the duty on  
21/08/2019

Signature of Employee

Date: 21/08/19

