



# RAMA-EESH CHARITABLE TRUST (Regd.)

6 DDA (SFS), HAUZ KHAS, NEW DELHI-110 016  
3, Knowledge Park 1, Kasma Road, Greater Noida, Distt. Gautam Budh Nagar, U.P.  
Branch Office - Chopki Mahiar, Distt Una, Himachal Pradesh  
Tel : 0120-2322657/58/59 Website : www.rameeshinstitutions.org  
E-mail : info@rameeshinstitutions.org

Ref. No.: RCT/RIT/APPT/2021-22

*Private & Confidential*

Dated: 1<sup>st</sup> June, 2021

## APPOINTMENT LETTER

Dear Dr. Pallavi Manish Lavtule,

In reference to your application, we are pleased to appoint you as **Principal and Professor, Department of Pharmacy** in Ram-Eesh Institute of Vocational and Technical Education (RIT), at 3, Knowledge Park – I, Kasma Road, Greater NOIDA w.e.f 1<sup>st</sup> June, 2021. The appointment is subject to the approval by the Selection Committee & A.K.T.U. The following are the terms and conditions of appointment:

1. **Position** : **Principal and Professor, Department of Pharmacy**
2. **Salary** : VI Pay Commission Scale of Rs. 37,400-67000, plus allowances as admissible.
3. **Duration of Appointment** : The appointment is for one year, on probation.
4. **Duties and Responsibilities**: The duties and responsibilities of your job include the following:
  - a) Over all administrative responsibility of Management of B. Pharm. and M. Pharm. and other courses of RIT.
  - b) Maintain discipline among staff and students.
  - c) Submit annual performance reports of teaching and non-teaching staff for increment /extension of appointment.
  - d) Maintain record of all staff and students as well as of all correspondence with A.K.T.U, AICTE, PCI and other related organizations.
  - e) Submit on time reports, mandatory disclosure and compliance reports and any other formalities required by A.K.T.U, AICTE, PCI Govt. and any other related organization.
  - f) Contact prospective employers for placement of final year students and maintain a record of placement.
  - g) Take appropriate steps to ensure anti-ragging and actions against those who are involved in ragging as per the instructions of A.K.T.U. / Hon'ble Supreme Court.
  - h) Inform in writing to the parents and students in case of shortage of attendance, poor performance in sessional, indiscipline etc.
  - i) Organize in consultation with the Management meetings of Management Committee and prepare minutes of the proceedings.
  - j) Improve quality of academic performance of the students in A.K.T.U. exams.
  - k) Conduct and supervise research in Pharmacy.
  - l) Appoint temporary staff as per norms of AICTE / A.K.T.U. /PCI.
  - m) Any other duties and responsibilities assigned by the Management from time to time.

The performance appraisal will be done by the Management from time to time.

5. **Workload and hours of work:** The workload will be followed as per AICTE/PCI norms. You are expected to be present in the institution during the working hours. You may also be required to stay beyond the normal working hours or even on holidays to fulfill the duties and responsibilities of the Principal.
6. **Provident Fund:** You shall be entitled to the benefits of Contributory Provident Fund and shall be governed by the rules of the Trust in force from time to time.
7. **Tax liability:** You will be responsible for all tax liabilities on your income during your service with the Institution. Tax deduction will be made at source as per the regulations of the Income Tax department.
8. **Leave:** Casual leave may be allowed at the discretion of the Management to the maximum of 12 days in a year in addition to 30 days of summer, winter and other vacations. In case you have to work during vacations, you will be entitled to credit of earned leave to the extent of  $\frac{1}{3}$  of total number of working days. The salary for the summer vacation period will be paid upon completion of 365 days of continuous service. No other leave is admissible except holidays announced by the Management. Day leave may be allowed for attending professional meetings and University work. Any leave must be got approved in writing from the Management before availing it.
9. **Rules and Regulations:** You will be bound by the rules, regulations of the organization and any amendment from time to time in relation to conduct, discipline, leaves and holidays or any matters relating to service conditions. During your service with the Institute you will not accept any assignment, paid or unpaid, from any other organization /individual without the prior approval /clearance by the Management. You shall devote your whole time to duties assigned and shall not on your own account or otherwise directly or indirectly carry on or be concerned in any trade or business or job whatsoever which is likely to interfere with the efficient discharge of your duties or to be otherwise prejudicial to the interest of the Institute. You shall not apply or appear for interview etc. for any job outside without the prior written permission of the Management. In case it is found that he has applied or appeared for interview without the prior written permission of the Management appropriate action will be taken. No experience certificate will be issued in this case.
10. **Termination of appointment:** The services can be terminated at any stage without notice if it is found that the information /testimonials provided by you are false, you are convicted /charge sheeted of any criminal act or for violating the rules and regulations of the Institute or for unsatisfactory performance. In case you wish to resign from the post, you will have to give one month notice or pay equivalent to one month salary. You can be relieved before completion of one month notice at the discretion of the Management. In case your services are terminated the Management will also give one month notice or pay equivalent of one month salary. However, resignation in the middle of the session shall not be accepted.
11. A copy of code of conduct is attached.



Chairman  
Rama-Eesh Charitable Trust

I hereby accept this appointment and will comply with the terms and conditions of appointment and rules and regulations and code of conduct of the Institute. I will not leave in the middle of the academic year.

Signature:

Name of Employee: Dr. Pallavi Manish Lavhale

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Plot No. BGE-A, Site -C, Suzajpur Greater NOIDA