

Ref No: SGT/2022/00000000000000000000 (P/2022/4637)

Date: 08/10/2022

To,  
Ms. Nutan  
House No-79,  
Gali No-2  
Meet Nagar  
Delhi-110094

Appointment Letter

Dear Ms. Nutan,

This is in reference to your application made for the post of Assistant/Professor at Sanskar College of Pharmacy and Research.

I am pleased to inform you that the selection committee has recommended you to be appointed as Assistant Professor at Sanskar College of Pharmacy and Research.

The terms and condition of appointment will be as follows:

1. You will be placed in the Pay Band III with basic pay of Rs. 13,600/- and Academic Grade Pay of Rs. 6800. You will be paid a Gross Consolidated salary of Rs. 27,000/- per month and would not be entitled for any other allowance.
2. You are appointed on Probation for the period of one year from the date of joining your duties. The period of Probation may be extended at the discretion of the Competent Authority with or without assigning any reason. After the successful completion of probation period your services will be confirmed.
3. Income Tax at source will be deducted from your salary in accordance with the provisions of IT Act, 1961 and subsequent amendments thereof.
4. You will be governed by the Leave Rule Policy, Rules and Regulation Policy and Retention Policy as in force and amended from time to time.
5. You will be required to serve the institution for the entire academic session (i.e. 1<sup>st</sup> July to 31<sup>st</sup> May) and will not be able to resign/relieved during the mentioned period as this affects the academic activities adversely. However as a special case, the faculty member may be given an opportunity to serve the resignation during the mid session (i.e. from 1<sup>st</sup> December to 15<sup>th</sup> December) and he/she will be relieved immediately after one month from the date of resignation. During the notice period, no leaves are admissible.

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6. You will be required to serve a notice period of ONE month/ONE month salary in lieu, in case you wish to resign during the above mentioned period. In case you resign during the academic year as mentioned in Point 5 above, you will be required to serve a notice period of Three Months. Till the mid of Semester whichever is earlier or equivalent salary three off and deduction of retention amount as per policy. In case the organization feels that your services are no longer required then the organization would serve one month notice period/salary in lieu thereof. The Summer/Winter Vacations cannot be treated as notice period.
7. In case it is found that you indulged/indulged in any of the following activities, then your services will be terminated/dismissed with immediate effect without any notice period/ salary/ compensation what so ever may be including the retention amount:
  - a. Misconduct, Dishonesty, Disobedience, Insubordination, unauthorized absence, willful dereliction of duty and incompetence.
  - b. Excessive Leaves as may be decided by Competent Authority.
  - c. Any misconduct related to academic affairs such as plagiarism, leaving of classes, improper evaluation, improper behavior/language with colleagues, students and staff members.
  - d. Conviction by any Court of Law.
  - e. Physical and mental disability, suffering from any infectious disease, protracted illness.
  - f. Concealment of any facts or providing any false information as and when detected.
8. In view of the action as per point No 7 above, no experience letter will be issued and would not be eligible for any financial compensation or notice period.
9. You are required to take the prior approval of the Competent Authority ( Director/Principal/HOD) before proceeding on any sort of leave. Also you have to ensure that the substitution of Classes/Labs/Tests/Exams etc. is made and no academic/administrative activity suffers due to your absence. You may be required to report for duties even on Holidays/Vacations without any compensation and also before and after the normal working hours of the Institute. Leave is not matter of right and is a privilege provided to an employee by the institution. The Institute reserves the right not to sanction any leave (even due), cancel the pre sanctioned leave.
10. In addition to your academic job you can be assigned any other duty as commensurate to your status.
11. You will be required to improve yourself with higher qualifications, research paper publications in reputed Journals/Conferences/Seminars/Workshops etc. You will be required to attend/conduct the FDPs/STIPs/Conferences etc. on regular basis.
12. Your annual increments if any will be based on your academic/administrative performance, feedback and appraisal as the case may be.
13. All copyrights, patents, papers published by you during your employment will become property and shall vest with the institute and you will be bound to execute all such documents so may be necessary to complete such vesting in favor of the Institute.
14. During your employment you will not engage in any of the activities having the conflict of interest with the organization. That you will undertake not to divulge any official secret or any valued

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information gained by you during the course of your employment with us to any individual or institution while in our service or after you leave this organization. As an academic institution is a secular body hence you will not indulge in any religious activity.

15. During the period of your employment with this institution, if you want to apply for a post elsewhere or for further studies you shall have to send your application through proper channel.
16. The institution will deem to take the address mentioned above as your postal address for all future communications. All the concerned correspondence and communication at your above noted address will amount to a due notice to you. In case of any change of address you are required to furnish the information about the change to the Director/HR Manager within one week.
17. Before assuming charge of duties, you will be required to produce the one set of self-attested photocopies of your degrees/testimonials to the Institution including the experience certificate.

This issues with the approval of Competent Authority. If the aforesaid terms and conditions are acceptable to you, you may sign this appointment letter.

  
Dr. Nalli Singhal  
HR Manager

#### DECLARATION

*I understand that the name and fame of an Institution depends upon the achievement of its faculties, students and staff. For this purpose, coverage of syllabus, (including practicals) overall discipline, attendance and result in examination are very important factors.*

*As a Faculty member of Sanskar College of Pharmacy and Research, I undertake to abide by the Terms and Conditions laid above. I have read the rules and regulations of the institution and shall obey all the rules and regulation of the institution and shall work hard towards the progress of institution.*

Signature..... Nalini  
15/10/2022  
Name..... Mrs Nalini  
Date of Joining..... 06/10/2022