

# LUCKNOW PUBLIC SCHOOL SAMITI

587/120 Jail Road, Amind Nagar, Lucknow - 226005

Ref. No. LPS/S/11/2022-23

Date: 05.08.2022

## APPOINTMENT LETTER

Dear Prof. Vijender Singh,

The management is pleased to inform you that you have been appointed as a Director and Professor, Lucknow Public College of Pharmacy, Madhogarj, Distt. Hardoi - 241302 (U.P.). Your appointment shall be subjected to the affiliations/ recognition of the above said college from PCI, New Delhi/ AKTU, Lucknow.

The following are the terms and conditions of appointment:

- 1. Position:** Director and Professor  
Salary : ₹ 75,000/- basic per month in pay scale of ₹ 37400-67000 (G.P. ₹ 10,000/-), as per AICTE scale plus allowances as admissible from time to time.
- 2. Duties and Responsibilities:** The duties and responsibilities of your job include the following:
  - a) Over all administrative responsibility of Management of D. Pharm & B. Pharm courses of Lucknow Public College of Pharmacy, Madhogarj, Distt. Hardoi - 241302 (U.P.).
  - 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 UPTU, AICTE, PCI and other related organizations.
  - e) Submit on time reports, mandatory disclosure and compliance reports and any other formalities required by UPTU, AICTE, PCI and other related organizations.
  - f) Take appropriate steps to ensure anti-ragging and actions against those who are involved in ragging as per the instructions of UPTU/ Hon'ble Supreme Court.
  - g) Inform in writing to the parents and students in case of shortage of attendance, poor performance in sessional, indiscipline etc.
  - h) Organize in consultation with the Management meetings of Management Committee and prepare minutes of the proceedings.
  - i) Improve quality of academic performance of the students in Board of Technical Education and AKTU Lucknow exams.
  - j) Conduct and supervise research in Pharmacy.

  
Director and Professor  
Lucknow Public College of Pharmacy  
Madhogarj, Distt. Hardoi  
AKTU

- k) Temporary/Adhoc appointment of staff as per norms of AICTE/UPTU/PCI
- l) Any other duties and responsibilities assigned by the Management from time to time.
- m) The performance appraisal will be done by the Management from time to time.
3. **Workload and hours of work:** The workload will be followed as per UPTU/AICTE 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 Director/Professor.
4. **Leave:** Casual leave may be allowed at the discretion of the Management to the maximum of 12 days in a year. No other leave is admissible except holidays/ Summer and Winter vacations announced by the UPTU/Management. However, you can be allowed EL as per rules of the University/Management. Duty leave may be allowed for attending professional meetings, University and Pharmacy Council of India work.
5. **Rules and Regulations:** You will be bound by the rules, regulations of the organization and any amendments from time to time in relation to conduct, discipline, leaves and holidays or any matters relating to service conditions.
6. **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 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 or you will be relieved immediately on mutual understanding between you and us. In case your services are terminated the Management will also give one month notice or pay equivalent of one month salary.
7. A copy of leave rules and code of conduct is attached.

  
5/8/22  
General Manager

Lucknow Public School Samiti,  
Lucknow District-5-5674520, Jull Road, Anand Nagar,  
Lucknow - 226005 (U.P.)

I hereby accept this appointment and will comply with the terms and conditions of appointment and rules and regulations of the Institute.

  
Prasad Singh  
Director

  
General Manager  
Lucknow Public School Samiti,  
Lucknow - 226005 (U.P.)

## Consent Letter

Date:- 05/08/2022

To  
The General Manager  
Lucknow Public College of Pharmacy  
Madhoganj, Hardoi, U.P.

Sub - Regarding consent of my joining in your esteemed college on the post of Director

Dear Sir,

I, Dr. Vijendra Singh W/O/D/O/S/O  
Mr./Ms Lata S. Mangrkar R/o 20, Village  
Madhoganj, Hardoi, Uttar Pradesh

giving my consent for joining on the position of Director  
in your Lucknow Public College of Pharmacy, Madhoganj, Hardoi,  
Uttar Pradesh. I will join my duties before starting of the semester  
or after approval for PCI/Affiliation from respective Board or  
University as the case may be.

I am thankful to the management for giving me an  
opportunity to serve under your leadership.

With Regards:

Vijendra Singh

[Signature]  
General Manager  
Lucknow Public College of Pharmacy  
Madhoganj, Hardoi, U.P.