



HARIOM EDUCATIONAL EVAM CHARITABLE TRUST

Kotwali Dehat, Shiv Nagar Bypass Tiraha, Abhiyakalan, Sultanpur (U.P.) - 228001
Email: shriprabhatp@gmail.com | Website: www.sppharmacycollege.in | Contact: 896004178

Ref. No.: HEECT/2023/251

Date: 01/09/2023

Appointment Letter

Dear Mr. Divya. Gargav. Vaidya

The society is pleased to appoint you as Principal, Department of Pharmacy in Shri Prabhat Pharmacy College, Abhiyakalan, Sultanpur w.e.f 1/9/22. The following term and condition of appointment:

1. Position : Principal, Department of Pharmacy
2. Salary : As Per PCI Norms.
3. Duties and responsibilities : The duties and responsibilities of your job include the following:
 - a) Overall administrative responsibilities of the department.
 - b) Maintain discipline among staff and students.
 - c) Submit annual performance report of teaching and non teaching staff for increment of appointment.
 - d) Maintain record of all staff and student as well as of all correspondence with governing bodies.
 - e) Contact prospective employers for placement of final year students and maintain a record of placement.
 - f) Take appropriate step to ensure anti ragging and action against those who are involved in ragging as per instruction of Hon'ble Supreme Court.
 - g) Inform in writing to the parent and student in case of shortage of attendance, poor performance in sessional, indiscipline etc.
 - h) Temporary/ Adhoc appointment of staff as per governing body.
 - i) Any other duties and responsibilities assigned by management from time to time.

(Manager)

सचिदानन्द शुकल
Sachidanand Shukla