



# HARIOM EDUCATIONAL EVAM CHARITABLE TRUST

Kotwali Dehal, Shiv Nagar Bypass Tiraha, Abhiyankalan, Sultanpur (U.P.) - 228001  
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Ref. No.: HET/CT/2023/253

Date: 1/9/23

## Appointment Letter

Dear Mr. Abhishek Kumar

The society is pleased to appoint you as Lecturer, Department of Pharmacy in Shri Prabhat Pharmacy College, Abhiyakalan, Sultanpur w.e.f 1/9/23. The following term and condition of appointment:

1. Position : Lecturer, 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)

सचिव  
Sachchidanand Shukla