



HARIOM EDUCATIONAL EVAM CHARITABLE TRUST

Kotwali Dehat, Shlv Nagar Bypass Tiraha, Abhiyankalan, Sultanpur(U.P.) - 228001
Email: shripabhatp@gmail.com | Website: www.appharmacycollege.in | Contact: 8960014178

Ref. No.: H.E.G.C/2023/252

Date: 1/9/23

Appointment Letter

DearMr. Sachidan Singh.....

The society is pleased to appoint you asLecturer....., 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)

सचिदानन्द शुकल
Sachidanand Shukla