

Ref. No. DJCP/2023/178

Dated 03/04/2023

To,
Ms. Kajal
H. No. 53, MOH & P.O.
Loni Ghaziabad-201102
Uttar Pradesh

Subject: Appointment Letter for the post of Assistant Professor.

Dear Candidate,


With reference to your application and subsequent interview you had with us, the Selection Committee of D. J. College of Pharmacy, Modinagar, Ghaziabad-201204, is pleased to appoint you as Assistant Professor in the Department of Pharmacology on 15600-39100 + AGP 6000 Grade, with following terms and conditions, which are subject to change at any time in the interest of organization:

1. You will be a full time employee of the Institute. In addition to taking Lecture/Tutorial/Practical classes as assigned to you, your job responsibility shall include:
 - Students assessment and evaluation;
 - Advising and mentoring students.
 - Contributing to curriculum development.
 - Assisting in consultancy and R&D services;
 - Developing resource material & Laboratory;
 - Organizing co-curricular and extracurricular activities;
 - Conducting lectures, seminars, and practical sessions.
 - Assisting in departmental/Institute/hostel administration and any other work assigned by the competent Authority/ Director.
 - You are expected to adhere to the College's academic calendar and participate in scheduled meetings and events.
2. Your performance evaluation will be based on the following parameters.
 - Teaching and interaction in the classes.
 - Performance of the students in the end semester examination.
 - Your performance in the development of department/Institute.
 - Enhancement of your own skills. Publication/academic qualification etc.
3. You will be on probation for a period of one year. After confirmation, either side can terminate the service without assigning any reason by giving one month notices or salary in lieu. In case of bond limitation shall apply. However, notwithstanding the above, you may be asked to work if required, upto the end of semester in the interest of students.

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4. You are being appointed as full time employee of the Institute, therefore you will not undertake any assignment either on honorary basis or otherwise without the written consent of management of the Institute.
5. You will be present in the Institute during the institute working hours. You may also be required to time during off-institute hours/Sunday/ holiday etc. for curricular Co-curricular / extracurricular activities for which no additional compensation will be admissible.
6. It will be sole discretion of the Foundation to transfer you to any of its allied Institute or wherever Foundation may deem fit any proper to which you will have no objection. Refusal to orders will entitle carry the Institute to terminate your services without assigning any reason what so ever and or to initiate necessary disciplinary action to punish you solely as per their discretions.
7. You are expected to maintain highest of decorum befitting the position held by you. In the event of any inappropriate behavior including acts and omissions such as insubordination, riotous behavior, acts of moral turpitude, your service are liable to be terminated without any prior notice.
8. Your services are liable to be terminated for any physical/mental disability rendering you incapable of performing the duties assigned to you. Physical, mental disability includes continuous ill health resulting in prolonged absence from duties.
9. As a part of your duty and otherwise you will come across many confidential matters. You will not divulge the same to any person, firm or Institute or company during the tenure of your service with Institute and thereafter.
10. Upon completion of your tenures of severance of relationship from the Institute for any reason whatsoever you will hand over to your Head of the Department/Director all papers and documents with may at that time be in your possession relating of affairs of the Institute and will not retain any copies of extracts there from.
11. At the time of joining, please bring all the originals of your documents for our verification along with attested photocopies of the same.

Sincerely Yours
D. J. COLLEGE OF PHARMACY
MODINAGAR

Authorized Signatory

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Received

Kajal
03/04/2023