



# THE DALE VIEW COLLEGE OF PHARMACY & RESEARCH CENTRE

Approved by PCI, AICTE and Affiliated to University of Kerala

Punalai P.O. Thiruvananthapuram, Pin 695 575 Phone: 0472 -2853763, 2854213 Fax: 0472 2852394

Website : [www.dvpharmacy.in](http://www.dvpharmacy.in) Email: [dvpharma@gmail.com](mailto:dvpharma@gmail.com), [info@daleview.in](mailto:info@daleview.in)

Ref: Admin:2010/2

11<sup>th</sup> June 2010

Dr. Manoj Kumar  
Gayatri, M.L.R-29, T.C. 9/1152-1  
Mangalam Lane, Sasthamangalam,  
Trivandrum- 695010. Kerala.

Dear Dr. Manoj Kumar,

Welcome to the Dale View family!

The management of Dale View College of Pharmacy & Research Centre is pleased to appoint you as **Professor cum HOD (Pharmaceutical Chemistry)** in the organization with effect from **21<sup>st</sup> June 2010** on the following terms & conditions.

#### [A] Probation:

- You will be under probation for a period of one year from the date of joining. Your performance will be periodically evaluated and you will be considered for absorption only on satisfactory completion of probation.

#### [B] Working Hours:

- The working hours would be from 9:00 am to 4:30 pm on all weekdays i.e. from Monday - Saturday. Second Saturdays and Sundays would be holidays subject to the discretion of the duties to be compiled.

#### [C] Remuneration:

- You would be paid as per AICTE Scale.

#### [D] Leaves & Applicability

You will be eligible for the following leaves

- Casual Leaves - 15 nos.** Casual Leaves cannot be carry forwarded to next year and you cannot apply for a Casual Leave once availed.
- Sick Leaves - 10 nos.** Staff who are confirmed are eligible for Sick Leaves. Relevant documents to the proof of medical leave availed or to be availed will have to be submitted along with the "Leave Application".

#### [E] Confidentiality:

- You shall abide by the instructions in the matters pertaining to the management as well as the code of discipline either existing or extended from time to time.
- You shall observe punctuality.
- You shall observe all the rules & regulations of the institution.

### [F] Confidentiality:

- You will **observe strict secrecy** with regard to institution matters, which may come to your knowledge & possession in the course of your services with the institution and shall not divulge the same to any person or institution, whatsoever, prejudicial to the reputation, interest & welfare of the institution, at anytime.
- You will keep in safe custody all institution records entrusted to you during the course of your service with the institution, and they will remain to be the institution's property at all times.
- The terms of your employment contract detailed above are **strictly confidential** & should be treated as privileged information between yourself and the institution. You are expected to maintain such information appropriately.

### [G] Reporting:

- You will be reporting to the **Principal** who will be your immediate supervisor.

### [H] Performance Evaluation and Appraisal:

- Upon declaration of your probation, your performance will be periodically evaluated and you will be considered for appraisal based on performance on a yearly basis.

### [I] Termination of Employment:

- During your services with the institution, either side can terminate this employment by giving a 60 days notice or salaries in lieu of notice.
- During the course of your employment, if you at anytime render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit any breach of the terms of your employment or of any of the stipulations herein contained, the institution shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or emoluments, if any, the due to you, the amount of damage the institution may have sustained.

### [J] Other Conditions

- A copy of your resume (Photo affixed), copy of marksheets, Course certificates, Pharmacy council registration certificate, copy of voter's id, passport and five (5) passport size photographs has to be produced at the time of joining. In case of past experience, a copy of the relieving order and experience certificate would be mandatory.



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Punalai P.O., Thiruvananthapuram, Pin : 695 575 Phone : 0472-2853763, 2852394, 2882063 Fax : 0472 2852393  
Website : www.daleview.ac.in, www.daleview.org.in E-mail : daleviewcollege@yahoo.co.in

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

You may sign and return the copies of this order, in token of you having accepted the terms & conditions thereof and inform us your date of joining.

Wishing you *Good luck and happy association* with us.

Yours sincerely,

For The Dale View College of Pharmacy & Research Centre,

CHRISTU DAS

Chairman & Managing Director



### TOKEN OF ACCEPTANCE

I, Dr. P. Manoj Kumar, son of K. Parameswari Nair residing at Tiruvandur hereby accept the offer of

employment and agrees to follow the terms and conditions of this offer and also to follow the regulations of the institutions from time to time.

I also would like to inform you that, I will join the duty on 21<sup>st</sup> June 2010

Place: Tiruvandur  
Date: 19<sup>th</sup> June 2010

P. Manoj Kumar  
  
Name  
Signature

THE DALE VIEW  
COLLEGE OF PHARMACY & RESEARCH CENTRE

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ACCREDITED BY NAAC

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Punalal P.O. Thiruvananthapuram, Pin 695575, Phone 0472 - 28537 3 2852394

Fax 0472 -2852394 Website: www.daleviewcollege.com / Email: depharmz@gmail.com

Ref: P/ 2019/8

16/09/2019

Mr.SIVARAM.R.,  
Saliyath Manzil,  
Atappuram,  
Thirumala P.O.,  
Trivandrum.

Dear Mr.SIVARAM.R.,

Welcome to The Dale View Family!

With reference to your application and the subsequent interview held on 21/08/2019 the Management is pleased to appoint you as Lecturer in the Dale View College of Pharmacy and Research Centre, Punalal with effect from 16/09/2019 on the following terms and conditions.

A. NATURE OF APPOINTMENT

Your appointment will be on contract for a period of one year from the date of joining. Your performance will be periodically evaluated and you will be considered for absorption or extension of contract only on satisfactory completion of contract. A fresh order will be issued in either case.

B. WORKING HOURS

The working hours would be from 9.00 am to 4.30 pm on all weekdays i.e. from Monday – Saturday. Second Saturday and Sunday would be holidays subject to the discretion of the duties to be complied.

C. LEAVE & APPLICABILITY

You will be eligible for Casual Leaves – 15 Nos. in a calendar year. Casual Leaves cannot be carry forwarded to next year and you cannot apply for a casual leave once availed.

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#### D. CONFIDENTIALITY

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- The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between you and the institution. You are expected to maintain such information appropriated.

#### F. REPORTING

You will be reporting to the Principal through the Head of the Department who will be your immediate supervisor.

#### TERMINATION OF EMPLOYMENT

- During your services with the institution, either side can terminate the employment by giving a 60 days notice or salaries in lieu of notice.

During the course of your employment, if you at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance or commit any breach of terms of your employment or of any of the stipulations contained here in, the institution shall without prejudice to any of its rights under the terms contained herein, be entitled to terminate your employment forthwith, with out notice, on payment in lieu of notice and to deduct from your salary emoluments, if any, from the dues to you, the amount of damage the institution may have sustained.

OTHER CONDITIONS

A copy of your resume (photo affixed), copy of mark sheets, Degree Certificates (UG, PG), Course Certificate, Pharmacy Council Registration Certificate, PAN card, Aadhar card, Plus Two certificate, SSLC Certificate Copy, Copy of voter's ID/ Passport and Ten (10) Passport size photographs is to be given at the time of joining. In case of past experience, copy of the relieving order, and experience certificate would be mandatory. You will keep us informed of any change in your residential address, family status or any other personal particulars relevant to your employment. You may sign and return the copy of this order, in token of you having accepted the terms and conditions thereof and inform us your date of joining.

Wishing you Good Luck and Happy Association With us.

For the Dalq View College of Pharmacy & Research Centre,

  
C. CHRISTUDAS  
Chairman & Managing Director



Received the original  




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Recognized under Section 2 (f) of the UGC Act 1956

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Fax : 0472 -2852394 Website: [www.daleviewcollege.com](http://www.daleviewcollege.com) / Email: [dvpharma@gmail.com](mailto:dvpharma@gmail.com)

Ref: Admin: 2019/9

18/03/2019

Ms.ATHIRA.P.B.,  
Arun Bhavan,  
Seethamkuzhi,  
Uriyacode.P.O.,  
Velluad, Trivandrum

Dear Ms.ATHIRA.P.B.,

Welcome to The Dale View Family!

With reference to your application and the subsequent interview held on 11/03/2019 the Management is pleased to appoint you as Lecturer in the Dale View College of Pharmacy and Research Centre, Punalal with effect from 18/03/2019 on the following terms and conditions.

## A. NATURE OF APPOINTMENT

Your appointment will be on contract for a period of one year from the date of joining. Your performance will be periodically evaluated and you will be considered for absorption or extension of contract only on satisfactory completion of contract. A fresh order will be issued in either case.

## B. WORKING HOURS

The working hours would be from 9.00 am to 4.30 pm on all weekdays i.e. from Monday – Saturday. Second Saturday and Sunday would be holidays subject to the discretion of the duties to be complied.

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#### D. CONFIDENTIALITY

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- The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between you and the institution. You are expected to maintain such information appropriated.

#### I. REPORTING

You will be reporting to the Principal through the Head of the Department who will be your immediate supervisor.

#### TERMINATION OF EMPLOYMENT

- During your services with the institution, either side can terminate the employment by giving a 60 days notice or salaries in lieu of notice.
- During the course of your employment, if you at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance or commit any breach of terms of your employment or of any of the stipulations contained here in, the institution shall without prejudice to any of its rights under the terms contained herein, be entitled to terminate your employment forthwith, with out notice, on payment in lieu of notice and to deduct from your salary emoluments, if any, from the dues to you, the amount of damage the institution may have sustained.

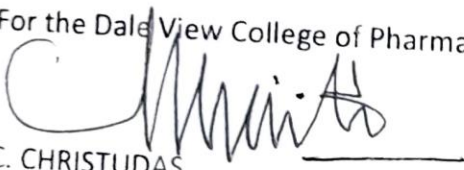


OTHER CONDITIONS

A copy of your resume (photo affixed), copy of mark sheets, Degree Certificates (UG, PG), Course Certificate, Pharmacy Council Registration Certificate, PAN card, Aadhar card, Plus Two certificate, SSLC Certificate Copy, Copy of voter's ID/ Passport and Ten (10) Passport size photographs is to be given at the time of joining. In case of past experience, copy of the relieving order, and experience certificate would be mandatory. You will keep us informed of any change in your residential address, family status or any other personal particulars relevant to your employment. You may sign and return the copy of this order, in token of you having accepted the terms and conditions thereof and inform us your date of joining.

Wishing you Good Luck and Happy Association With us.

For the Dale View College of Pharmacy & Research Centre



C. CHRISTUDAS

Chairman & Managing Director





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Fax: 0472-2852394, Website: [www.daleviewcollege.com](http://www.daleviewcollege.com) / Email: [dvpharma@gmail.com](mailto:dvpharma@gmail.com)

Ref: Admin: 2020/02

24/02/2020

**Mrs.SILPA.S.S.,  
Arun Bhavan, Peppara.P.O.,  
Vithura,  
Trivandrum**

Dear **Mrs.SILPA.S.S.,**

Welcome to The Dale View Family!

With reference to your application and the subsequent interview held on 16/01/2020 the Management is pleased to appoint you as Lecurer in the Dale View College of Pharmacy and Research Centre, Punalal with effect from 24/02/2020 on the following terms and conditions.

## A. NATURE OF APPOINTMENT

Your appointment will be on contract for a period of one year from the date of joining. Your performance will be periodically evaluated and you will be considered for absorption or extension of contract only on satisfactory completion of contract. A fresh order will be issued in either case.

## B. WORKING HOURS

The working hours would be from 9.00 am to 4.30 pm on all weekdays i.e. from Monday – Saturday. Second Saturday and Sunday would be holidays subject to the discretion of the duties to be complied.

## C. LEAVE & APPLICABILITY

You will be eligible for Casual Leaves – 15 Nos. in a calendar year. Casual Leaves cannot be carry forwarded to next year and you cannot apply for a casual leave once availed.

#### D. CONFIDENTIALITY

- You shall abide by the instruction in the matters pertaining to the management as well as the code of discipline existing or extended from time to time.
- You shall observe punctuality
- You shall observe all the rules & regulations of the institution.
- You will observe strict secrecy with regard to institution matters, which may come to your knowledge & possession in the course of your service with the institution and shall not divulge the same to any person or institution whatsoever, prejudicial to the reputation, interest and welfare of the institution, at any time.
- You will keep in safe custody all institution records entrusted to you during the course of your service with the institution, and they will remain to be the institution's property at all times.
- The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between you and the institution. You are expected to maintain such information appropriated.

#### F. REPORTING

You will be reporting to the Principal through the Head of the Department who will be your immediate supervisor.

#### TERMINATION OF EMPLOYMENT

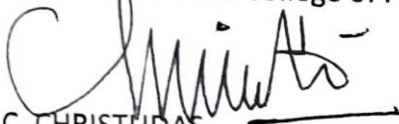
- During your services with the institution, either side can terminate the employment by giving a 60 days notice or salaries in lieu of notice.
- During the course of your employment, if you at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance or commit any breach of terms of your employment or of any of the stipulations contained here in, the institution shall without prejudice to any of its rights under the terms contained herein, be entitled to terminate your employment forthwith, with out notice, on payment in lieu of notice and to deduct from your salary emoluments, if any, from the dues to you, the amount of damage the institution may have sustained.

OTHER CONDITIONS

A copy of your resume (photo affixed), copy of mark sheets, Degree Certificates (UG, PG), Course Certificate, Pharmacy Council Registration Certificate, PAN card, Aadhar card, Plus Two certificate, SSLC Certificate Copy, Copy of voter's ID/ Passport and Ten (10) Passport size photographs is to be given at the time of joining. In case of past experience, copy of the relieving order, and experience certificate would be mandatory. You will keep us informed of any change in your residential address, family status or any other personal particulars relevant to your employment. You may sign and return the copy of this order, in token of you having accepted the terms and conditions thereof and inform us your date of joining.

Wishing you Good Luck and Happy Association With us.

For the Dale View College of Pharmacy & Research Centre,




C. CHRISTUDAS

Chairman & Managing Director



Received the Original document.

  
9/11/2020



# THE DALE VIEW COLLEGE OF PHARMACY & RESEARCH CENTRE

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Ref: Admin:2010/2

11<sup>th</sup> June 2010

Dr. Manoj Kumar  
Gayatri, M.L.R-29, T.C. 9/1152-1  
Mangalam Lane, Sasthamangalam,  
Trivandrum- 695010. Kerala.

Dear Dr. Manoj Kumar,

Welcome to the Dale View family!

The management of Dale View College of Pharmacy & Research Centre is pleased to appoint you as **Professor cum HOD (Pharmaceutical Chemistry)** in the organization with effect from **21<sup>st</sup> June 2010** on the following terms & conditions.

#### [A] Probation:

- You will be under probation for a period of one year from the date of joining. Your performance will be periodically evaluated and you will be considered for absorption only on satisfactory completion of probation.

#### [B] Working Hours:

- The working hours would be from 9:00 am to 4:30 pm on all weekdays i.e. from Monday - Saturday. Second Saturdays and Sundays would be holidays subject to the discretion of the duties to be compiled.

#### [C] Remuneration:

- You would be paid as per AICTE Scale.

#### [D] Leaves & Applicability

You will be eligible for the following leaves

- Casual Leaves - 15 nos.** Casual Leaves cannot be carry forwarded to next year and you cannot apply for a Casual Leave once availed.
- Sick Leaves - 10 nos.** Staff who are confirmed are eligible for Sick Leaves. Relevant documents to the proof of medical leave availed or to be availed will have to be submitted along with the "Leave Application".

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### [G] Reporting:

- You will be reporting to the **Principal** who will be your immediate supervisor.

### [H] Performance Evaluation and Appraisal:

- Upon declaration of your probation, your performance will be periodically evaluated and you will be considered for appraisal based on performance on a yearly basis.

### [I] Termination of Employment:

- During your services with the institution, either side can terminate this employment by giving a 60 days notice or salaries in lieu of notice.
- During the course of your employment, if you at anytime render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit any breach of the terms of your employment or of any of the stipulations herein contained, the institution shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or emoluments, if any, the due to you, the amount of damage the institution may have sustained.

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Wishing you *Good luck and happy association* with us.

Yours sincerely,

For The Dale View College of Pharmacy & Research Centre,

CHRISTU DAS

Chairman & Managing Director



### TOKEN OF ACCEPTANCE

I, Dr. P. Manoj Kumar, son of K. Parameswari Nair residing at Tiruvandurum hereby accept the offer of

employment and agrees to follow the terms and conditions of this offer and also to follow the regulations of the institutions from time to time.

I also would like to inform you that, I will join the duty on 21<sup>st</sup> June 2010

Place: Tiruvandurum  
Date: 19<sup>th</sup> June 2010

P. Manoj Kumar  
  
Name  
Signature

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16/09/2019

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Saliyath Manzil,  
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Dear Mr.SIVARAM.R.,

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A. NATURE OF APPOINTMENT

Your appointment will be on contract for a period of one year from the date of joining. Your performance will be periodically evaluated and you will be considered for absorption or extension of contract only on satisfactory completion of contract. A fresh order will be issued in either case.

B. WORKING HOURS

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C. LEAVE & APPLICABILITY

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Ref: Admin: 2019/9

18/03/2019

Ms.ATHIRA.P.B.,  
Arun Bhavan,  
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Dear Ms.ATHIRA.P.B.,

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You will be reporting to the Principal through the Head of the Department who will be your immediate supervisor.

#### TERMINATION OF EMPLOYMENT

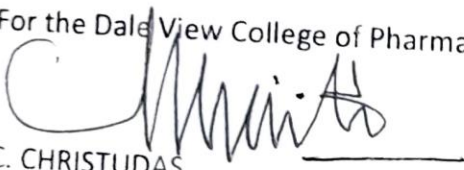
- During your services with the institution, either side can terminate the employment by giving a 60 days notice or salaries in lieu of notice.
- During the course of your employment, if you at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance or commit any breach of terms of your employment or of any of the stipulations contained here in, the institution shall without prejudice to any of its rights under the terms contained herein, be entitled to terminate your employment forthwith, with out notice, on payment in lieu of notice and to deduct from your salary emoluments, if any, from the dues to you, the amount of damage the institution may have sustained.

OTHER CONDITIONS

A copy of your resume (photo affixed), copy of mark sheets, Degree Certificates (UG, PG), Course Certificate, Pharmacy Council Registration Certificate, PAN card, Aadhar card, Plus Two certificate, SSLC Certificate Copy, Copy of voter's ID/ Passport and Ten (10) Passport size photographs is to be given at the time of joining. In case of past experience, copy of the relieving order, and experience certificate would be mandatory. You will keep us informed of any change in your residential address, family status or any other personal particulars relevant to your employment. You may sign and return the copy of this order, in token of you having accepted the terms and conditions thereof and inform us your date of joining.

Wishing you Good Luck and Happy Association With us.

For the Dale View College of Pharmacy & Research Centre



C. CHRISTUDAS

Chairman & Managing Director





# THE DALE VIEW COLLEGE OF PHARMACY & RESEARCH CENTRE

Approved by PCI, AICTE and Affiliated to Kerala University of Health Science

An ISO 9001-2015 Certified Institution

Punalal PO., Thiruvananthapuram, Pin- 695575, Ph: 0472 2853763, 2852394, 9446802073  
Fax: 0472-2852394, Website: [www.daleviewcollege.com](http://www.daleviewcollege.com) / Email: [dvpharma@gmail.com](mailto:dvpharma@gmail.com)

Ref: Admin: 2020/02

24/02/2020

**Mrs.SILPA.S.S.,  
Arun Bhavan, Peppara.P.O.,  
Vithura,  
Trivandrum**

Dear **Mrs.SILPA.S.S.,**

Welcome to The Dale View Family!

With reference to your application and the subsequent interview held on 16/01/2020 the Management is pleased to appoint you as Lecturer in the Dale View College of Pharmacy and Research Centre, Punalal with effect from 24/02/2020 on the following terms and conditions.

## A. NATURE OF APPOINTMENT

Your appointment will be on contract for a period of one year from the date of joining. Your performance will be periodically evaluated and you will be considered for absorption or extension of contract only on satisfactory completion of contract. A fresh order will be issued in either case.

## B. WORKING HOURS

The working hours would be from 9.00 am to 4.30 pm on all weekdays i.e. from Monday – Saturday. Second Saturday and Sunday would be holidays subject to the discretion of the duties to be complied.

## C. LEAVE & APPLICABILITY

You will be eligible for Casual Leaves – 15 Nos. in a calendar year. Casual Leaves cannot be carry forwarded to next year and you cannot apply for a casual leave once availed.

#### D. CONFIDENTIALITY

- You shall abide by the instruction in the matters pertaining to the management as well as the code of discipline existing or extended from time to time.
- You shall observe punctuality
- You shall observe all the rules & regulations of the institution.
- You will observe strict secrecy with regard to institution matters, which may come to your knowledge & possession in the course of your service with the institution and shall not divulge the same to any person or institution whatsoever, prejudicial to the reputation, interest and welfare of the institution, at any time.
- You will keep in safe custody all institution records entrusted to you during the course of your service with the institution, and they will remain to be the institution's property at all times.
- The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between you and the institution. You are expected to maintain such information appropriated.

#### F. REPORTING

You will be reporting to the Principal through the Head of the Department who will be your immediate supervisor.

#### TERMINATION OF EMPLOYMENT

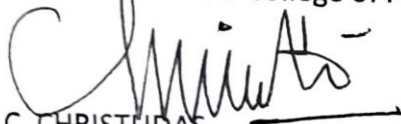
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Wishing you Good Luck and Happy Association With us.

For the Dale View College of Pharmacy & Research Centre,



C. CHRISTUDAS


Chairman & Managing Director



Received the Original document.

  
9/11/2020



  
Prof. (Dr.) P. Manoj Kumar, M.Pharm., Ph.D.  
Principal