

**CONTENT**  
**6.2.1**  
**Strategy Development and Deployment**

<b>Index</b>		
<b>1</b>	<u>Rule Book</u>	3
<b>2</b>	<u>Leave Policy</u>	10
<b>3</b>	<u>Lien Policy</u>	19
<b>4</b>	<u>Service Book</u>	22
<b>5</b>	<u>R&amp;D Policy</u>	29
<b>7</b>	<u>Gratuity Policy</u>	34
<b>8</b>	<u>PF</u>	37
<b>9</b>	<u>Medical Insurance Policy</u>	44
<b>10</b>	<u>Purchase Policy</u>	48
<b>11</b>	<u>Scrap Disposal Policy</u>	94

# RULE BOOK

**Shree Chanakya Education Society's Indira  
College of Pharmacy**

Niramay, 89/2 A, New Pune Mumbai Highway,

Tathawade, Pune -411033

**Tel: 020-66759601/ 03/ 06**



  
**PRINCIPAL**  
Indira College of Pharmacy  
Tathawade, Pune - 411 033



*Shree Chanakya Education Society's*

**Indira College of Pharmacy, Pune "Redefining  
Pharma Education"**

**Our Vision**

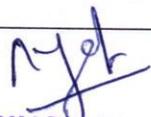
"To be a center of excellence by 'Redefining Pharmacy Education' and nurture Globally Competent Professional Pharmacists."

**Our Mission**

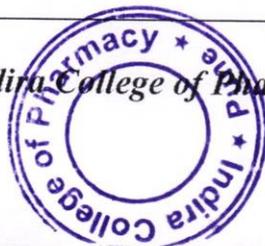
- To train and develop students into Professional Pharmacists so as to fulfill the Industrial and Community needs.
- To responsibly work towards reducing the suffering of mankind by providing ably trained pharmacists & pharmaceutical care.

**General Rules:**

- ✓ 90% attendance for both theory and practical classes separately shall be mandatory to appear for sessional examination and university examination.
- ✓ All the students are advised to be in the college throughout the working hours. Those who are willing to leave early on urgent basis, prior information should be given to the class teacher.
- ✓ 3 consecutive absentees in a row will not be allowed.
- ✓ In case of medical leave, on joining student must furnish medical certificate and details of treatment.
- ✓ Leave for any purpose has to be sanctioned in advance by Class teacher and

  
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**Tathawade, Pune - 411 033**

SCES'S Indira College of Pharmacy, Pune 4 | Page



Principal.

- ✓ **College Fees should be paid every year before 20<sup>th</sup> July.**
- ✓ Each student can issue 2 books on one card for a period of 10 days.
- ✓ **Late fees of Rs.2 will charged per book per day.**
- ✓ A new I-card can be issued by paying a fine of Rs.100 in the accounts department and submitting the receipt of the same to the librarian, if it is lost.
- ✓ Students should carry their Identity cards at all times and wear decent, formal attire.
- ✓ Use of Mobile phones and other gadgets is not permitted in the college.
- ✓ Students shall be given home assignments by the respective teachers which will be considered as an integral part of academics.
- ✓ Students are supposed to bring all the required materials to the laboratory and maintain individuality.
- ✓ Students have to wear aprons and other safety gears during the practical hours.
- ✓ Students coming to college on two wheeler are supposed to wear helmet, then only they are allowed to park vehicle inside the campus.
- ✓ Parking of vehicles must be at designated areas in campus. Any loss / theft of vehicle will be student's responsibility.
- ✓ Behavior of students, inside and outside the campus should be in consonance with the brand image of ICP. Any complaint in this regards will be viewed seriously.

**Team ICP**



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**ANTI-RAGGING COMMITTEE**  
**(Constituted as per Maharashtra Prohibition of Ragging Act 1999)**

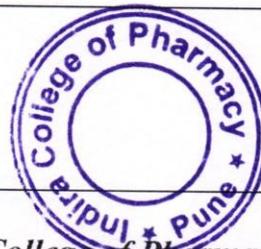
- ✓ Ragging is a crime and a strict disciplinary action will be taken as per the law.
- ✓ Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May, 1999 has the following provisions for Action against Ragging:
  - ✓ Ragging within or outside of any educational institution is prohibited.
  - ✓ Whosoever directly or indirectly commits, participates in, abets, or propagates or penalty, which may extend to ten thousand rupees. Ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.

**ANTI-RAGGING COMMITTEE**

	<b>Anti-Ragging Committee Members</b>	<b>Organization</b>
1.	Mr. Sandeep Gaekwad	Management Representative
2.	Dr. Anagha Joshi	Principal, SCES'S , Indira college of Pharmacy
3.	Police Inspector	Hinjewadi Police Station, Pune State Government of Maharashtra.
4.	Mr. Deendayal Vaidya	Sakal Newspaper ( Local Media)
5.	Mrs. Aarti Gokhale	NGO Representative
6.	Dr. Dayanand Kannur	Vice Principal, Indira College of Pharmacy
7.	Dr. Archana Karnik	SCES'S Indira College of Pharmacy, Pune (Pharmacist)
8.	Dr. Suniti Gore	DES, Fergusson College, Pune ( Parent)
9.	Mr. Pramod Sakhare	Warden, Akshar (Boys) Hostel, Indira Group of Institutes, Pune
10.	Ms. Rajashree Waralika	Warden, Galaxy (Girls) Hostel, Indira Group of Institutes, Pune
11.	Ms. Shweta Vibhute	SCES'S Indira College of Pharmacy. (Student)
12.	Mr. Varad Shisode	SCES'S Indira College of Pharmacy. (Student)
13.	Ms. Aditi Shinde	SCES'S Indira College of Pharmacy. (Student)
14.	Ms. Savya Jayachandran	SCES'S Indira College of Pharmacy. (Student)
15.	Mr. Jaydatta Chorge	SCES'S Indira College of Pharmacy. (Student)

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**GRIEVANCE REDRESSAL CELL CONSTITUTION**

According to the AICTE's Establishment of Mechanism for Grievance Redressal, Regulation 2012, the Grievance Redressal Committee has been constituted with the objective of resolving the grievances of students, parents, and others. ICP has established an effective cell to redress Staff and Students' grievances as follows:

Sr. No	Grievance Redressal Cell	Designation
1.	Mr. Shrikant Narayan Patil	Ombudsman
2.	Dr. Pravin Chaudhari	Professor
3.	Dr. Anagha Joshi	Principal, SCES'S , Indira college of Pharmacy
4.	Dr. Dayanand Kannur	Vice Principal, Indira College of Pharmacy
5.	Dr. Suvarna Ingale	Member from Teaching faculty
6.	Dr. Amir Shaikh	Member from Teaching faculty
7.	Mr. Dilip Dhamale	Member from Non- Teaching faculty

  
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## INTERNAL COMPLIANT COMMITTEE/ WOMENS CELL

### (SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013)

The Women cell has been constituted with the object of –

- Providing a forum for women employees and students to ventilate their grievances relating to official matters imparting a degree of objectivity and fair play in the consideration of such grievance ensuring a prompt consideration and decision there on inculcating a feeling of participation in sharing the complexities of administrative and management responsibilities of the employer and to foster a sense of belongingness in one and all in the institution.

### INTERNAL COMPLIANT COMMITTEE / WOMENS CELL COMPOSITION

Sr. No	Name	Organization
1.	Dr. Anagha Joshi	Presiding Officer
2.	Dr. Dayanand Kannur	Member Teaching faculty
3.	Dr. Suvarna Ingale	Member Teaching faculty
4.	Dr. Madhur Kulkarni	Member Teaching faculty
5.	Dr. Manasi Wagdarikar	Member Teaching faculty
6.	Dr. Amir Shaikh	Member Teaching faculty
7.	Mrs. Pradnya Kulkarni	Member from Non- Teaching faculty
8.	Ms. Aditi Shinde	Student representative- UG
9.	Ms. Shweta Burge	Student representative- UG
10.	Ms. Shweta Vibhute	Student representative- Research Scholar
11.	Mrs. Aarti Gokhale	NGO Representative- ZTCC, Mumbai

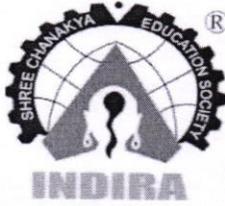
Coming together is a beginning,

Keeping together is progress,

Working together is success .....

  
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*"Redefining Pharma Education"*

**UNDERTAKING**

I, \_\_\_\_\_, have carefully read all the information, rules mentioned in the college rule book and undertake to abide by them.

Yours Sincerely,

(Name and signature of student)

Place:

Date:

I, \_\_\_\_\_, have carefully read all the information, rules mentioned in the college rule book and undertake to abide by them.

Yours Sincerely,

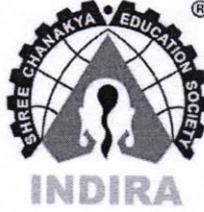
(Name and signature of Parents)

Place:

Date:

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## Shree Chanakya Education Society's (Indira Group of Institutes)

89/2A, New Pune- Mumbai Highway

Tathawade, Pune 411033, India

### Leave Policy

(Date: April 2019)

Director- Admin and HR SCES



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## LEAVE RULES & REGULATIONS FOR IGI EMPLOYEES

Information given herein regarding leaves is applicable to the Colleges/Institutes under Shree Chanakya Education Society which are Affiliated to Savitribai Phule Pune University (SPPU) and autonomous Institutes such as Indira School of Communication.

### General Leave Rules and Regulation:

The following general leave rule shall govern all types of leaves available to employees of IGI.

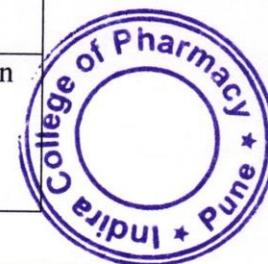
1. Leave cannot be claimed as a matter of right.
2. Except in an emergency, leave must be applied for in advance through proper channel; leave can be availed only after it has been sanctioned by a competent authority.
3. In case of exigencies of work or for administrative reasons the sanctioning authority may refuse postpone revoke or reduce the period of leave.
4. The entitlement of leave will be calculated for calendar year as per English calendar.
5. Vacational Staff includes: All Teaching Staff of Savitribai Phule Pune University (SPPU) affiliated colleges and AICTE approved institutes.
6. Non-Vacational Staff includes: All Institutes Director/Principal, Executive Director, Associate Director, Deputy Directors, Vice Principal, HOD and all Non-Teaching staff.
7. An employee shall not take up or accept any employment with or without remuneration during the period of leave.
8. Except in case of casual leave, it is obligatory for every employee to furnish the leave sanctioning authority the address during the period of leave with telephone number, if any, before proceeding on leave.
9. If an employee, who is on leave, seeks extension thereof, he/she shall make an application in writing to the competent authority giving reasons for seeking the extension. Such an application shall be made sufficiently in advance, so as to enable the office to process the application and communicate the decision to the employee before the expiry of the leave sanctioned earlier.
10. No leave or extension of leave shall be deemed to have been granted unless an order to that effect is sanctioned and communicated to the employee.
11. Absence in the excess of the sanctioned leave without permission shall be treated as leave without pay.
12. Employees are admissible for leave after end of their probation period (except casual leave). Besides, if the employee avails any leave during the period of probation, though the leave on approval by the concerned authority will be considered as leave without Pay, however the same will be counted as reckonable period of service. This period will be counted for their service, depending on the numbers of days the

employee is availed.

13. When an employee avails leave without proper approval from the competent authority, the absence period shall be treated as breach of service and shall be liable for termination of service.
14. If the employee is dismissed or removed from service, his entitlement to apply /claim for leaves ceases from the date of such dismissal or removal.
15. No Leave is admissible to the employee during the notice period of resignation.
16. Probation period norms:
  - A. 0 to 5 years' experience: 2 years' probation
  - B. 5 to 10 years' experience: 1 year probation
  - C. 10 and above: 6 months' probation
17. During the period of leave, the employee shall not take up or accept any employment or work either with or without remuneration.
18. Weekly off or holidays as declared by the management, may be prefixed and/ or suffixed to any kind of leave. However intervening weekly off or Holidays will be counted as a part of leave.
19. Over-stay beyond the sanctioned leave or any extension thereof shall be treated as leave without pay. However, before treating such unauthorized absence as leave without pay, the competent authority shall satisfy itself that there were no extenuating circumstances, which prevented the employee from obtaining prior sanction for over-stay.
20. Leave records shall be maintained for all employees by staff responsible for maintenance of Service Book. Record will be updated every time the employee avails leave. Therefore all leave applications, after sanction shall be forwarded to Registrar/OS to update leave records.

21. SANCTIONING AUTHORITIES:

Sr. No	Name of the Post	Verifying Authority	Recommending Authority	Sanctioning Authority
1	Executive Directors/ Directors / Dean of all Colleges/Institutes/Departments	Registrar/ O.S.	Director Administration	Chairperson / Group Director
2	All Teaching Staff	Registrar/ O.S.	Head of Department	Director of respective institute
3	Executive Asst. to Chairperson/Group Director	Registrar/ O.S.	Director Administration	Chairperson / Group Director



*MJD*

4	All Non- teaching staff	Registrar/ O.S.	Dy Director / HOD	Director of respective institute
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## 2) Types of Leaves for Employees

The confirmed teaching/non-teaching employees shall be entitled for following types of leave:

1. Casual Leave
2. Earned Leave
3. On Duty Leave [OD]
4. Compensatory Off
5. Medical Leave
6. Maternity Leave
7. Study Leave
8. Extra Ordinary leave

## 3) Casual Leave

General Rules: -

1. Casual Leave is provided for covering short periods of absence due to personal reasons including minor illnesses. In addition casual leave will be governed by following provisions.
2. An Employee is entitled to one Casual Leave per 40 days of continuous service up to 8 casual leaves in a calendar year.
3. Casual Leave can be taken for minimum of half a day and shall not exceed three days at time.
4. Un-availed Casual Leave will lapse at the end of the every calendar year.
5. One day casual leave may be availed without prior sanction in case of unforeseen circumstances provided the 'Competent Authority' is promptly informed of the circumstances under which prior sanction could not be obtained in such cases, ex post facto sanction will be granted.
6. An ex-post-facto sanction for the casual leave shall be obtained by the employee in exceptional circumstances where application of casual leave could not be sent before leave commences. Similarly when one day's casual leave is availed without prior permission, the employee will take ex-post-facto sanction at the earliest.
7. Casual Leave cannot be availed in conjunction with any other kind of leave; however, casual leave may be prefixed/ suffixed with holidays or weekly off. Holidays/ weekly off falling within the period of casual leave shall be counted as casual leave.

## 4) Earned Leave/ Privilege Leave:

General Rules: -

1. Earned leave is provided for taking care of employee's leave requirement of more

*M. J. K.*  
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- than three days.
2. Employee shall be entitled to 30 days of earned leave per year.
  3. On completion of one year of continuous service, 30 days shall be credited to the employee's Earned Leave Account.
  4. Subsequently for the period from the date of completion of one year till 31st December, proportionate number of days of Earned Leave (i.e. at the rate of 30 days per year) shall be credited.
  5. Earned Leave can be availed 4 times in a calendar year.
  6. Maximum 12 days of Earned Leave can be availed inclusive of prefix or suffix, holidays/ weekly off, intervening holidays/weekly off will be counted as a part of Earned Leave. However, concurrence of Chairpersons will be obtained if the number of earned leave exceed 12 days.
  7. Earned Leave shall be availed for a minimum of four days at a stretch.
  8. The total accumulated Earned Leave of any employee is restricted to 180 days.
  9. An employee shall not be entitled to avail an Earned Leave during the period of notice given for resignation or voluntary retirement.

#### **5) On Duty Leave [OD]:**

##### **General Rules: -**

Duty leave may be granted by the sanctioning authority for the following:

1. Attending conference, congresses, synopsis and seminar on behalf of the institute.
2. Participating in a delegation or working on a committee appointed by the University or any other academic body.
3. Duty leave may be combined by with earned leave.
4. Duty leave should be given forthcoming meetings at UGC/DTE/AICTE etc.
5. Duty leave may be given for a teacher who is invited to share expertise with academic bodies etc.
6. Delivering lectures in other institutes or organization with permission of the Director/ Principal/ HOD

#### **6) Compensatory off [CO]**

##### **General Rules: -**

1. If an employee ( other than Director/Principal, Vice Principal, Associate Director, Deputy Director and HoD) is required to work on weekly off or holidays due to urgency/ exigencies of work then he /she shall be eligible for compensatory off for same.

2. Compensatory off should be availed in 45 days.
3. Maximum 2 days of compensatory off can be availed at a time.
4. Compensatory off cannot be availed in conjunction to any other kind of leave/holidays.
5. Compensatory off can be availed only for full day and shall not be counted as hours worked and cumulated.
6. Compensatory off is not a matter of right and can be availed only at the discretion of the Director/Principal of the institute.

### 7) MEDICAL LEAVE:

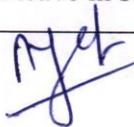
#### General Rules: -

1. Medical leave is a paid leave granted to an employee for a period of time during which the employee is unable to attend work due to illness or incapacity.
2. Each permanent / regular employee who has completed one year of continuous service is entitled for Medical Leave.
3. 10 days of medical leave is credited to employees who completed one year of continues service.
4. Thereafter 10 days of medical leave will be credited on 31st December of every year.
5. Medical leave is availed for minimum 3 days and above shall be granted by approving authority, if it is supported by medical certificate from Registered Medical Practitioner (RMP).
6. Submission of take fitness medical certificate shall lead to disciplinary action against the employee.
7. No back dated medical leave will be authenticated an any ground whatsoever.
8. Medical leave may be combined with earned leave if and only if there are no balanced medical leave.
9. Non availed medical leave can be carried forwarded and accumulated for maximum of 60 days.

### 8) MATERNITY LEAVE:

#### General Rules: -

1. Maternity leave is granted to a lady employee in addition to other leaves.
2. All permanent employees are eligible for maternity leave for the period of 90 days, subject to submission of medical certificate.
3. Maternity leave shall be granted on half pay to an employee, who has put in more than one year but less than two years of continues service before the commencement of such leave in such case probation period may be extended according if applicable.



4. Maternity leave would be granted up to two living children during the employment.
5. In the case of a female employee entitled to vacation, if the date of confinement falls during the vacation, the maternity leave shall commence from the date of confinement and it shall run concurrent with the vacation
6. In the case of miscarriage, abortion or medical termination of pregnancy, for her health or the health of the offspring, a female employee, on production of prescribed proof, shall be entitled, to fifteen days leave with pay, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee.
7. No female employee shall be entitled to maternity benefit unless she has actually worked at IGI for a period of not less than eighty days in the twelve months immediately preceding the date of her expected delivery.
8. In the case of a female employee entitled to vacation, if the date of confinement falls during the vacation, the maternity leave shall commence from the date of confinement and it shall run concurrent with the vacation.
9. Maternity leave may be combined with prefixed to any kind of leave except casual leave. However the leave applied for in continuation of maternity leave shall be authenticated by head of the institute

#### 9) VACATION:

##### **General Rules: -**

1. All teaching staff of SPPU affiliated colleges and AICTE accreditation institutes and who have completed one year of continues service on or before 31<sup>st</sup> March are entitled for vacation.
2. Director/Principal, Dean Associate Director, Vice Principal, Deputy Director are not entitled for vacation.
3. It is expected that employee on vacation should be on duty on the last working day before the vacation start and the first days of vacation is over.
4. Eligible teaching staff can avail 31 days as summer vacation for an academic year, 7 days for Diwali vacation and 8 days for winter.
5. A faculty joining in middle of the academic year is eligible for proportionate vacation for the year.
6. If the vocational staff is called on duty during his/her vacation period the number of days present shall be counted to 1 Earned Leave for every 3 present days of vacation

#### 10) STUDY LEAVE:

##### **Leave for Ph.D. / Research**

  
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**Tathawade, Pune - 411 033**

SCES'S Indira College of Pharmacy, Pune 16 | Page





1. Study leave will be applicable to full time, regular faculty who has completed 2 years of continuous service.
2. Study leave may be granted with full pay and allowances for Ph. D. in India.
3. Total 15 days leave may be granted for the period between registrations to completion period of Ph.D. with a prior approval of the Director.

**11) EXTRAORDINARY LEAVE:**

1. The extra ordinary leave (leave without pay) leave shall be granted without pay if no other leave by the rule is admissible and available to his/her credit.
2. The extra ordinary leave may be granted at discretion of Chairperson/Group Director
3. The extraordinary leave shall not ordinarily be granted to an employee for more than a year at a time, that if the employee is suffering from Tuberculosis, Leprosy, Cancer or such other disease, which may be specified by the leave sanctioning authority and undergoing treatment in a recognized clinic or under a specialist.
4. The extraordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of confirmation if the concerned employee is on probation, and affect such other privileges as may be dependent on the period of such leave.

**12) LEAVE FOR ADJUNCT FACULTY**

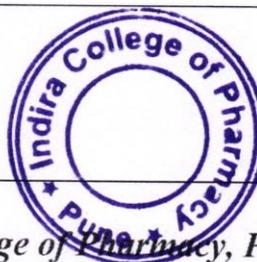
Adjunct faculty indicates a part time or temporary appointment, also may denote a faculty member from other academic department whose research or teaching interests overlap substantially with those of the appointing department".

In case of Adjunct Faculty leave entitlement per year without accumulation will be as under subject to discretion of the concerned Director:

	Entitlement
Faculty with Six days a week	Leaves – 08
Faculty with Five day a week	Leaves – 07

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**13) LEAVE FOR ADHOC EMPLOYEES**

Adhoc employee” means employee who is appointed on contract basis for specific period with consolidated salary and specific conditions as shown in their appointment orders

**Leave entitlement:**

1. In the first year of contract an Adhoc employee is entitled to one Casual Leave

Per 40 days of continuous service.

- Diwali Holidays – 7 days
- Winter Holidays – 8 days

2. After completion of first year & if the contract is renewed for second year –an Employee is entitled for

- Casual leaves – 8 days
- Medical leaves – 10 days
- Diwali Holidays – 7 days
- Winter Holidays – 8 days

3. After completion of two years of contract in row & if contract is renewed for third time an Adhoc employee is entitled for following leaves:

- Summer Holidays – 21 days
- Diwali Holidays – 7 days
- Winter Holidays – 8 days
- Casual Holidays – 8 days
- Medical Holidays – 10 days
- 

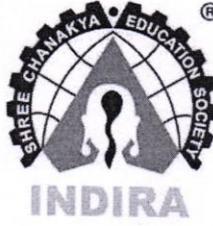
**14) LEAVE ON ACCOUNT OF ‘BANDH’**

When a “Bandh” is called /declared by any political party or any other organization, such “Bandh” day will be treated as a normal working day. In far some unforeseen reason, an employee is absent on that day, he / she would be required to apply for Casual leave. If such employee is not having any casual leave balance in his / her account, then the day of absence would be adjusted against earned leave entitlement. If not a single due admissible leave is available in the account of the employee then such leave will be treated as a Leave without Pay.

**15) LEAVE ON ACCOUNT OF NATURAL CALAMITIES**

On account of natural calamities, mass dislocation of public transport systems employees may be permitted to avail one day Earned Leave or Casual Leave as a special case.

However, a decision in this should be taken by management and it shall be followed.



## Shree Chanakya Education Society's (Indira Group of Institutes)

89/2A, New Pune- Mumbai Highway

Tathawade, Pune 411033, India

### Lien Policy

Director- Admin and HR SCES

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**A) What is Lien?**

Means title of a teaching employee who holds substantively, either immediately or on the termination of period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.

Lien will be considered as Special Leave without pay and can be utilized for the purpose of engaging in academic and/or professional pursuit at an institution of academic merits to permanent teaching employees.

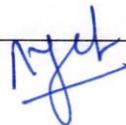
**B) Eligibility for lien-**

All Permanent Teaching staff of University affiliated colleges and AICTE approved institutes who have completed minimum three years of continuous service are entitled for Lien. The lien would be sanctioned to work as research associate in industry to enhance their updated skills for benefit of self as well as the college, medical or personal genuine issues.

Lien of one year will be permissible for permanent faculty in the constituent college/institute and can be extended upto 18 months with prior approval of sanctioning authority. In special cases, a maximum of two years of lien may be granted for a period of in constituent college/institute. Lien would be sanctioned in consideration to the following conditions -

**General Rules: -**

1. Only permanent faculty members of the level of Professor/Associate Professor/ Assistant Professor are eligible for the leave.
2. The Management shall decide about the pay, during the period of Lien.
3. Not more than one teaching staff at a time shall be permitted to go on Lien in a department.
4. On completion of Lien, the teaching staff shall submit a report incorporating the result of the work done during the period of Lien
5. During the lien period the employee will not be entitled to receive / nor claim any salary or emoluments.
6. During the lien period the employee will not accept any full time or part time employment in any educational Institute.



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7. After the completion of Lien period employee shall resume the duties in college on given date.

8. The employee wishes to avail Lien is required to submit the prescribed undertaking to the concern institute.

**Steps for applying Leave Application through HRMIS tool:**

1. Login through HRMIS tool (<https://erp.indiraedu.com/login.htm>) User

ID: official mail id

Password:123456 (if you're not changed password)

2. Dashboard> Click on "Personal">

Leave Management >Leave Application>Apply for Leave>Select Leave Type

Eg: if you wish to apply for a casual Leave then click on "Causal Leave" under Select Leave Type and then follow instruction showing on your computer screen

Also you can download Indira Group Official Mobile App through Google play store, use below link for download...

<https://play.google.com/store/apps/details?id=in.stridotech.procampuz.indira&hl=en>

Offline Process:

1. Collect your leave card from Institute Registrar/Admin department
2. Fill-up required details as mentioned in Leave Card
3. Send Leave Card to Reporting or Approval authority for further process.



**PRINCIPAL**  
**Indira College of Pharmacy**  
Tathawade, Pune - 411 033





## **Shree Chanakya Education Society's (Indira Group of Institutes)**

89/2A, New Pune- Mumbai Highway

Tathawade, Pune 411033, India

## **Service Book**

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# SERVICE BOOK

## सेवा पुस्तक

TO BE KEPT BY NON-GAZETTED OFFICER

अनन्यपत्रित शासकीय कर्मचार्यांकरिता

Subject to the revised Leave Rules, 1935, Promulgated  
in Government Notification, Finance Department  
No.2706 - C, dated 12th November 1935

शासकीय अधिसूचना, वित्त विभाग क्र. २७०६ सी, दिनांक १२ नोव्हेंबर १९३५

मध्ये प्रस्थापित, सुधारित रजा नियम, १९३५ च्या अधीन

Name of the Employee Mrs. Suvasna Pramod Ingale

Address 302, Mandae Prasin Dham Opp.

Aditya Birla Hospital, Theagaraj Chinchwad  
Pune - 411 003

Date of Appointment 30/06/2008

\* मिळण्याचे ठिकाण \*

नंदकुमार एजन्सीज  
४४२६, सबजेल चौक,  
अहमदनगर - ४१४ ००१.  
☎ : २३४१४६१

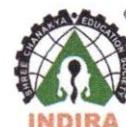


नंदकुमार एजन्सीज  
४६४ बी, एक्सलेंट अपार्टमेंट,  
लोखंडे तालमीजवळ, बी.के. गॅस एजन्सीसमोर,  
नारायण पेठ, पुणे - ३० ☎ : २४४५३८८६

*Myel*

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Tathawade, Pune - 411 033





Academic Qualifications in full

Serial No.	Examination	Subject taken	University	Year of Passing	Class obtained
1	M. Pharmacy	Pharmacology	Pune	2002	First
2	B. Pharmacy	Pharmacy	Pune	2000	First
3.	H. SE.	Physics, Chemistry, Biology & Maths	Nasik.	1996	Distinction
4.	S. SE.		Nasik	1994	Distinction

(Professional Teaching) Qualifications in full

Serial No.	Examination	Subject in which the teacher is trained to teach	University	Year of Passing	Class obtained

Special Qualifications (if any)

Serial No.	Examination	Subject taken	University	Year of Passing	Class obtained

Signature & Designation of Employee

*Amgale*  
Asst. Prof. in Pharmacology.

Signature of the Head

Date / / 200

*Amgale*

**PRINCIPAL**  
Indira College of Pharmacy  
Tathawade, Pune - 411 033



- (1) Name - Mrs. Suvarna Pramod Ingale  
(१) नाव -
- (2) Race - Hindu Leva Patidar  
(२) वंश -
- (3) Residence -  
(३) राहण्याचे ठिकाण -
- (4) Father's Name and Residence - Mrs. Devidas Krishna Bhirud  
(४) वडिलांचे नाव व राहण्याचे ठिकाण - Alp. Fekari Tal Bhusawal Dist. Jalgaon.
- (5) Date of Birth by the Christian Era as Nearly as can be ascertained - 22<sup>nd</sup> March 1979  
(५) जन्मतारीख नक्की करून ती ख्रिस्ती सनाप्रमाणे लिहीता येईल तेवढी अचूक लिहावी. - Twenty second March Nineteen seventy nine.
- (6) Exact height by measurement - 5  
(६) तंतोतंत उंची -
- (7) Personal marks for identification -  
(७) ओळखण्यासाठी अंगावरील खुणा -
- (8) Educational qualifications - M. Pharm  
(८) शैक्षणिक अर्हता -
- (9) Signature of Government Servant -  
(९) शासकीय कर्मचाऱ्याची सही -
- (10) Signature & designation of the Head of the Office or other Attesting Officer -  
(१०) कार्यालय प्रमुखाची अथवा इतर कोणत्याही साक्षांकन अधिकाऱ्याची सही व पदनाम -  
Mrs. Anagha Joshi  
Vice Principal  
Indira College of Pharmacy  
Tathawade, Pune - 411 033.
- (11) Report of medical check up -  
(i) Certificate No. and date -  
(ii) Issuing Authority and his designation -  
(११) वैद्यकीय तपासणीचा अहवाल -  
(अ) प्रमाणपत्र क्रमांक व दिनांक -  
(ब) प्रमाणपत्र देणारा अधिकारी व त्याचे पदनाम -

**N.B.** The entries in this page should be renewed or re-attested at least every five years and the Signature in lines (9) and (10) should be dated. Finger prints need not be taken afresh every five years under this rule.

**टीप-** या पृष्ठावरील नोंदी निदान प्रत्येक पाच वर्षांनंतर नव्याने करण्यात याव्यात किंवा त्या पुन्हा साक्षांकित करण्यात याव्यात आणि (९) व (१०) या ओळीतील सहीखाली तारीख घालण्यात यावी.  
या नियमान्वये प्रत्येक पाच वर्षांनंतर बोटांचे ठसे नव्याने घेण्याची आवश्यकता नाही.

  
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Indira College of Pharmacy  
Tathawade, Pune - 411 033



कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्याने दिलेले प्रमाणपत्र

प्रमाणित करण्यात येते की, सेवा पुस्तकाच्या पहिल्या पृष्ठावरील सर्व नोंदी मी रीतसर पुनःसाक्षांकित केल्या आहेत आणि

\* ..... चा अपवाद करता त्या बरोबर असल्याचे आढळून आले.

दिनांक : 22/6/15

\* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

कार्यालय प्रमुखाची सही

Mrs. Anagha Joshi  
Vice Principal  
Indira College of Pharmacy  
Tathawade, Pune - 411 033.

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्याने दिलेले प्रमाणपत्र

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\* ..... चा अपवाद करता त्या बरोबर असल्याचे आढळून आले.

दिनांक : 28/6/20

\* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

कार्यालय प्रमुखाची सही

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्याने दिलेले प्रमाणपत्र

प्रमाणित करण्यात येते की, सेवा पुस्तकाच्या पहिल्या पृष्ठावरील सर्व नोंदी मी रीतसर पुनःसाक्षांकित केल्या आहेत आणि

\* ..... चा अपवाद करता त्या बरोबर असल्याचे आढळून आले.

दिनांक : / /

\* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

कार्यालय प्रमुखाची सही

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्याने दिलेले प्रमाणपत्र

प्रमाणित करण्यात येते की, सेवा पुस्तकाच्या पहिल्या पृष्ठावरील सर्व नोंदी मी रीतसर पुनःसाक्षांकित केल्या आहेत आणि

\* ..... चा अपवाद करता त्या बरोबर असल्याचे आढळून आले.

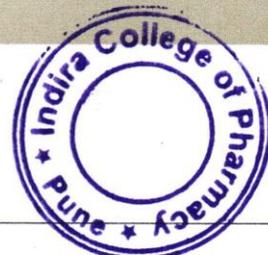
दिनांक : / /

\* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

कार्यालय प्रमुखाची सही

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Indira College of Pharmacy  
Tathawade, Pune - 411 033

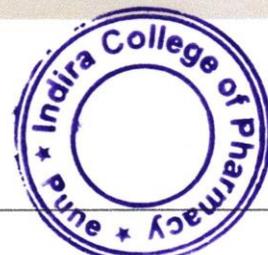




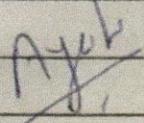
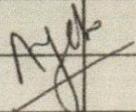
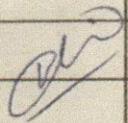
Name of appointment नियुक्ती पदनाम	Whether substantive or officiating and Whether permanent or temporary नियुक्ती कायम आहे की स्थानापन्न तसेच ती स्थायी आहे की अस्थायी	If officiating, state (i) substantive appointment and (ii) nature of the original vacancy in which he officiates (see Article 371, C.S. Rs. and Rule 240 (2) of the Bombay C.S. Rules नियुक्ती स्थानापन्न असेल तर - १) कायम नियुक्ती आणि २) ज्या रिक्त पदावर कर्मचार्याला स्थानापन्न नियुक्ती देण्यात आली आहे त्या मूळ रिक्त-पदाचे स्वरूप नमूद करावे. (नागरी सेवा नियमांचा अनुच्छेद ३७१ व मुंबई नागरी सेवा नियम पुस्तिकेतील नियम २४० (२) पहावा.)	Pay in sub-stantive appointment कायम नियुक्ती मधील वेतन		Addi-tional pay for offi-ciating स्थानापन्न नियुक्ती वढल जादा वेतन		Other emolu-ments falling under the term "Pay" 'वेतन' या संज्ञेत समाविष्ट होणारी इतर वितरलब्धी		Date of appointment नियुक्तीची तारीख	Signature of Govern-ment Servant शासकीय कर्मचार्याची सही
			4 ४	5 ५	6 ६	7 ७	8 ८			
1 १	2 २	3 ३	Rs. रु.	P. प.	Rs. रु.	P. प.	Rs. रु.	P. प.		
Assistant Professor	Probation		12420/-						20/06/08	<i>M. J. Jale</i>
Assistant Professor	Probation		12840/-						01/06/09	<i>M. J. Jale</i>
Assistant Professor	Probation		Basic Rs. 13,260/-						01/07/200	<i>M. J. Jale</i>

*M. J. Jale*

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Indira College of Pharmacy  
Tathawade, Pune - 411 033



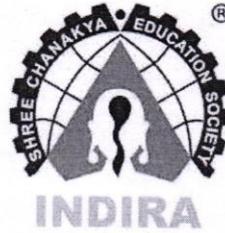


Signature and designation of the Head of the Office or other attesting Officer in Attestation of columns 1 to 8 स्तंभ १ ते ८ ह्यांच्या साक्षांकनाबद्दल कार्यालय प्रमुखाची अथवा इतर साक्षांकन अधिकार्याची सही व पदनाम	Date of termination of appointment सेवा समाप्तीची तारीख	Reason of termination (Such as promotion, transfer, dismissal etc.) सेवा समाप्तीचे कारण (उदाहरणार्थ बदली, बदली, बडतर्फी इ.)	Signature of the Head of the office or other Attesting officer कार्यालय प्रमुखाची अथवा इतर साक्षांकन अधिकार्याची सही	Nature and duration of leave taken घेतलेल्या रजेचे स्वरूप व कालावधी	Signature of the Head of the office or other Attesting officer कार्यालय प्रमुखाची अथवा इतर साक्षांकन अधिकार्याची सही	Reference to any recorded punishment or censure, or reward or praise of the Government Servant शासकीय कर्मचाऱ्याला झालेली शिक्षा अथवा त्याच्यावर ठेवण्यात आलेला टपका किंवा त्याला देण्यात आलेले बक्षीत किंवा त्याची प्रशंसा याबद्दल असलेल्या कोणत्याही नोंदीचा संदर्भ
9 ९	10 १०	11 ११	12 १२	13 १३	14 १४	15 १५
						
Mrs. Anand Vice Principal Indira College of Pharmacy Tathawade, Pune - 411 033.						As per office order SCES/EST/08/02 dated 17/4/08 Mrs. Suvarna Ingale appointed as Assistant Professor in Pharmacology pay scale as Rs 12420 in scale of 12000-420-18300 w.e.f. 30.6.2008
						
Vice Principal Indira College of Pharmacy Tathawade, Pune - 411 033.						As per office order SCES/HO/Admin/Estt/09/068-F dt 1/06/2009 Mrs. Suvarna Ingale is getting increment letter at Basic of Rs. 12,840 in pay scale of 12000-420-18300 w.e.f. 01/06/2009
						
PRINCIPAL Indira College of Pharmacy Tathawade, Pune - 411 033.						As per office order No. SCES/HO Admin/Estt/10/489 dated 01/07/10 Your Basic salary has been increased to Rs. 13,260/- in the Pay Scale of 12000-420-18300 w.e.f. 01/07/2010.



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Indira College of Pharmacy  
Tathawade, Pune - 411 033





## Shree Chanakya Education Society's (Indira Group of Institutes)

89/2A, New Pune- Mumbai Highway

Tathawade, Pune 411033, India

### R & D Policy



**PRINCIPAL**  
Indira College of Pharmacy  
Tathawade, Pune - 411 033





**Shree Chanakya Education Society's**  
**INDIRA COLLEGE OF PHARMACY, PUNE**  
(Affiliated to Savitribai Phule Pune University, Approved by AICTE, New Delhi, Pharmacy Council of India & Government of Maharashtra)

## R & D CIRCULAR

Date: 6<sup>th</sup> April, 2017

With reference to the R & D Policy revised on 1<sup>st</sup> February, 2017, which states that-

1. The Faculty whose research papers are published in the current Academic Year in National and International Journals, will be given Cash Incentive for the same as follows-

Journal	Amount
Publication in National Journal	Rs. 750.00
Publication in International Journal	Rs. 1000.00
Publication in Journal having more than 1 impact factor	Rs. 3000.00

2. The faculty who has got research grant in the Academic Year will be rewarded with 5 % of the approved grant.
3. The faculty who has worked on Industrial projects in the Academic year will be rewarded 60% of amount remaining after the amount spent on the project.



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Dr. Anagha Joshi  
Principal  
Indira College of Pharmacy  
Tathawade, Pune - 411 033

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Dr. Anagha Joshi  
Principal  
Indira College of Pharmacy  
Tathawade, Pune - 411 033

*LL*

*Ajdh*

**PRINCIPAL**  
**Indira College of Pharmacy**  
**Tathawade, Pune - 411 033**





## RESEARCH INCENTIVE SCHEME

w. e. f. 01.12.2021

SCES'S INDIRA COLLEGE OF PHARMACY, PUNE  
89/2 A, "Niramay", Tathawade, Pune 411033

**PRINCIPAL**  
Indira College of Pharmacy  
Tathawade, Pune - 411 033





**RESEARCH INCENTIVE SCHEME**

**1.0 OBJECTIVE OF THE SCHEME**

The primary objective of the proposed incentive scheme is to motivate the faculty members of our Institution to undertake quality research.

**2.0 SCOPE OF THE SCHEME**

This scheme covers all faculty members of SCES's Indira College of Pharmacy, Pune.

The scope of the scheme envisages, in particular:

1. Motivating faculty members to concentrate on research related activities, in addition to the teaching activity.
2. Publishing research articles in reputed refereed international and national journals with impact factor.
3. Generating interest amongst the faculty members so that they take efforts to establish collaborative research projects with their counterparts in reputed Indian /foreign Universities/Institutes.

**3.0 DETAILS OF THE SCHEME**

The management has approved paying an honorarium, as detailed further in clause 5.0, as an incentive for the faculty members towards research.

The publications will be considered only if they are indexed in Web of Science or in Scopus, ABDC and UGC CARE listed Journals. If the paper is contributed by more than one author, the incentive will be shared by all the authors equally. Faculty members are encouraged to publish papers in reputed journals.

**4.0 PERIOD OF RECKONING**

The policy will be effective from **01.12.2021**.

**5.0 PAYMENT OF INCENTIVE**

The incentive as mentioned below will be paid to the author(s) on submission of acceptance letter and request for paying the publication fee.

Sr No.	Name of Journal/Group of Journal	Incentive
1	Scopus/ Web of Science/ Pubmed / Thomson Reuter Impact Factor Journals	Rs.15000/- all Inclusive
2	UGC Care Listed	Rs.10000/- all Inclusive

1 | Page

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**PRINCIPAL**  
Indira College of Pharmacy  
Tathawade, Pune - 411 033



3	Presenting and publishing in National conferences	Full Registration Fees for 1 conference Per Faculty per Year
4	International Conferences	Case to case basis on Prior Permission of Management
5	Book Chapters	Rs.5, 000/-

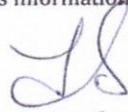
\*The information about the conference should be submitted for approval to the Director / Deputy Director prior to sending the manuscript. The incentive does not include travel, lodging and boarding charges, which will have to be borne by the authors/presenters.

**Note:** It is expected that all faculty members will publish their research at least once per year in Scopus/ Web of Science/ Pubmed / Thomson Reuter Impact Factor Journals and UGC CARE Listed Journals and Assistant Professors to publish at least two papers per year in UGC CARE listed Journals. The Institute will reimburse the faculty members for not more than 1 conferences per year.

#### 6.0 OTHER CONDITIONS / GUIDELINES

1. If more than one faculty member is involved in paper publication, the amount will be shared by them. If the co-author is from a different university or college, they need not be considered.
2. It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. S/He must submit a printed copy of the Journal or other evidence and the Deputy Director should attest the same. It is the responsibility of the author to check the whether the Journal is still listed in SCOPUS, ABDC or UGC-CARE list.
3. Registration charges and plagiarism check charges (if any) will be paid on submission of acceptance letter and incentive (s) will be credited on submission of proof of publication / presentation.
4. An application accompanied by supporting documents for reimbursement / payment should be routed through PGRC. PGRC will note the request and forward it to the Deputy Director / Director for further process. Once approved, the faculty member should submit the approval to the accounts department for either reimbursement or payment. A copy of the approval should be submitted to PGRC.
5. On successful publication, a copy of the cover page, index page and the article should be submitted to PGRC for record. The author(s) should also upload this information in ERP.

  
Dr. Anagha Joshi  
Principal  
Indira College of Pharmacy Pune

  
Dr. Tarita Shankar  
Founder Secretary and Chief Managing Trustee  
Shree Chanakya Education Society

2 | Page

  
**PRINCIPAL**  
**Indira College of Pharmacy**  
**Tathawade, Pune - 411 033**





## Shree Chanakya Education Society's (Indira Group of Institutes)

89/2A, New Pune- Mumbai Highway  
Tathawade, Pune 411033, India

### Gratuity Policy

PRINCIPAL  
Indira College of Pharmacy  
Tathawade, Pune - 411 033





Shree Chanakya Education Society's <b>INDIRA COLLEGE OF PHARMACY</b> Niramay, 89/2A, New Pune- Mumbai Highway, Tathwade, Pune 411033																									
<b>Statement of Gratuity Calculation</b>																									
Date :- 13-Oct-21																									
Name :- Mr.Digambar Sawale	Employee Code 648																								
Designation :- Exam Co-ordinator	Date of Joining 13-Feb-10																								
	Date of Resignation 14-Oct-21																								
<b>Gratuity : As per Gratuity Act 1972</b>																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Current Salary</th> <th colspan="2" rowspan="2">Total Number of years in service 11 Years 8 Months</th> </tr> <tr> <th>Particular</th> <th>Amount</th> </tr> <tr> <td>Basic</td> <td style="text-align: right;">27,000</td> <td rowspan="2">Numbers of Days Eligible for Gratuity</td> <td rowspan="2">Per Day Salary</td> </tr> <tr> <td>Dearness Allowance</td> <td style="text-align: center;">-</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">180</td> <td style="text-align: center;">1038</td> </tr> <tr> <td colspan="2"></td> <td colspan="2" style="text-align: center;">                     Total Rs. 186923/- Only of Gratuity                 </td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;">27,000</td> <td colspan="2" style="text-align: center;">                     Amount of One Lakh Eighty Six Thousand Nine Hundred Twenty Three Only                 </td> </tr> </table>		Current Salary		Total Number of years in service 11 Years 8 Months		Particular	Amount	Basic	27,000	Numbers of Days Eligible for Gratuity	Per Day Salary	Dearness Allowance	-			180	1038			Total Rs. 186923/- Only of Gratuity		<b>Total</b>	27,000	Amount of One Lakh Eighty Six Thousand Nine Hundred Twenty Three Only	
Current Salary		Total Number of years in service 11 Years 8 Months																							
Particular	Amount																								
Basic	27,000	Numbers of Days Eligible for Gratuity	Per Day Salary																						
Dearness Allowance	-																								
		180	1038																						
		Total Rs. 186923/- Only of Gratuity																							
<b>Total</b>	27,000	Amount of One Lakh Eighty Six Thousand Nine Hundred Twenty Three Only																							
Remark :- _____ _____ _____ _____																									
Received cheque of Rs. 186923/- towards my full and final settlement																									
Employee Signature																									
 Director ICP	 Registrar ICP																								
 Director -Accounts & Finance SCES	 Director - Admin. & HR SCES																								
 Secretary/Vice President SCES																									

Recd by  
  
 25/11/2021  
 10.54 AM

**PRINCIPAL**  
**Indira College of Pharmacy**  
**Tathawade, Pune - 411 033**





Shree Chanakya Education Society's  
INDIRA COLLEGE OF PHARMACY

**Statement of Gratuity Calculation**

Date :- 5-Oct-21

Name :- Subhash Trimbakrao Kumbhar Employee Code 147  
Designation :- Assistant Professor Date of Joining 14-Jun-06  
Date of Resignation 27-Jul-21

**Gratuity : As per Gratuity Act 1972**

Current Salary		Total Number of years in service	
Particular	Amount	15 Years 1 Months	
Basic	34,600	Numbers of Days Eligible for Gratuity	Per Day Salary
Dearness Allowance	39,098		
		225	2835
		637771	
		Total Rs. 637771/- Only of Gratuity	
		Amount in Words :- Six Lack Thirty Seven Thousand Seven Hundred Seventy One Rupees Only	
<b>Total</b>	<b>73,698</b>		

Remark :-

Received cheque of Rs. 637771/- towards my full and final settlement

Employee Signature

*Ayer*  
Director  
ICP

*[Signature]*  
Registrar / OS.  
ICP

*[Signature]*  
Director - Accounts & Finance  
SCES

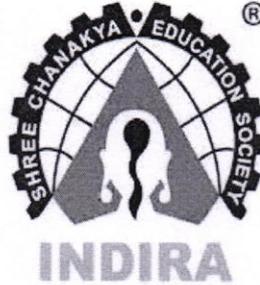
*[Signature]*  
Director - Admin. & HR  
SCES

*[Signature]*  
Secretary/Vice President  
SCES

Recd by  
*[Signature]*  
20/10/21  
11:03am



*Ayer*  
**PRINCIPAL**  
Indira College of Pharmacy  
Tathawade, Pune - 411 032



**Shree Chanakya Education Society's  
(Indira Group of Institutes)**

89/2A, New Pune- Mumbai Highway

Tathawade, Pune 411033, India

**PF Statement**



**PRINCIPAL**  
Indira College of Pharmacy  
Tathawade, Pune - 411 033



COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With ECR)  
EMPLOYEES' PROVIDENT FUND ORGANISATION

TRRN: 3151709000005

Establishment Code & Name : PUPUN0306367000 INDIRA COLLEGE OF PHARMACY Dues for the wage month of April 2017  
Address : 89/2, NEW PUNE MUMBAI HIGHWAY,, NEAR WAKAD POLICE CHOWKI, TATHAWADE, PUNE, PUNE, MAHARASHTRA

	EPF	EPS	EDLI
Total Subscribers :	48	47	48
Total Wages :	6,80,180	6,65,180	6,80,180

SL	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	4,421	0	0	0	4,421
2	Employer's Share Of Contribution	26,195	0	55,427	3,402	0	85,024
3	Employee's Share Of Contribution	81,622	0	0	0	0	81,622
Grand Total : One Lakh Seventy-One Thousand Sixty-Seven Rupees Only							1,71,067

( Only for offline payment in case permitted by EPFO )

FOR BANKS USE ONLY

Amount Received Rs. ....  
Date of presentation of Cheque/DD .....  
Date of Realisation of Cheque/DD .....  
SBI Branch Name .....  
SBI Branch Code .....

FOR ESTABLISHMENT USE ONLY (To be manually filled by Employer)

Cheque/DD No. .... Date: .....  
Cheque/DD drawn bank & .....  
Name of the Depositor:.....  
Date of Deposit..... Mobile No. ....  
Signature of the .....

(This is a system generated challan on 01-SEP-2017 00:44 the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY and PMPRPY-

A) A/C no 1 (Employer share) ( Rs.) -	0
B) A/C no 10 (Pension fund) ( Rs.) -	0
C) Total (A + B ) ( Rs.) -	0
D) Total remittance by Employer ( Rs.) -	1,71,067
E) Total amount of uploaded ECR (C + D) ( Rs.) -	1,71,067



*N. Jeth*

PRINCIPAL  
Indira College of Pharmacy  
Tathawade, Pune - 411 033



COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With ECR)

EMPLOYEES' PROVIDENT FUND ORGANISATION

TRRN: 3151807008576

Establishment Code & Name : PUPUN0306367000 INDIRA COLLEGE OF PHARMACY Dues for the wage month of April 2018  
Address : 89/2, NEW PUNE MUMBAI HIGHWAY,, NEAR WAKAD POLICE CHOWKI, TATHAWADE, PUNE, PUNE, MAHARASHTRA

Total Subscribers :	EPF 48	EPS 48	EDLI 48
Total Wages :	6,84,480	6,84,480	6,84,480

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	4,449	0	0	0	4,449
2	Employer's Share Of Contribution	25,103	0	57,035	3,425	0	85,563
3	Employee's Share Of Contribution	82,138	0	0	0	0	82,138
Grand Total : One Lakh Seventy-Two Thousand One Hundred Fifty Rupees Only							1,72,150

( Only for offline payment in case permitted by EPFO )

FOR BANKS USE ONLY

Amount Received Rs. ....  
Date of presentation of Cheque/DD .....  
Date of Realisation of Cheque/DD .....  
SBI Branch Name .....  
SBI Branch Code .....

FOR ESTABLISHMENT USE ONLY

(To be manually filled by Employer)

Cheque/DD No. .... Date: .....  
Cheque/DD drawn bank & .....  
Name of the Depositer.....  
Date of Deposit..... Mobile No. ....  
Signature of the .....

(This is a system generated challan on 09-JUL-2018 23:36, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY and PMPRPY-

A) A/C no 1 (Employer share) ( Rs. ) -	0
B) A/C no 10 (Pension fund) ( Rs. ) -	0
C) Total (A + B ) ( Rs. ) -	0
D) Total remittance by Employer ( Rs. ) -	1,72,150
E) Total amount of uploaded ECR (C + D) ( Rs. ) -	1,72,150



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PRINCIPAL  
Indira College of Pharmacy  
Tathawade, Pune - 411 03?



COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**)

TRRN 3151906031274

Establishment Code & Name : PUPUN0306367000 INDIRA COLLEGE OF PHARMACY Dues for the wage month of **April 2019**  
Address : 89/2, NEW PUNE MUMBAI HIGHWAY,, NEAR WAKAD POLICE CHOWKI, TATHAWADE, PUNE, PUNE, MAHARASHTRA

	EPF	EPS	EDLI
Total Subscribers :	51	51	51
Total Wages :	7,36,883	7,36,883	7,36,883

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	7,014	0	0	0	7,014
2	Employer's Share Of	27,025	0	61,400	3,684	0	92,109
3	Employee's Share Of	88,425	0	0	0	0	88,425
Grand Total : One Lakh Eighty-Seven Thousand Five Hundred Forty-Eight Rupees Only							1,87,548

( Only for offline payment in case permitted by EPFO )

**FOR BANKS USE ONLY**

Amount Received .....  
Date of presentation of .....  
Date of Realisation of .....  
SBI Branch Name .....  
SBI Branch Code .....

**FOR ESTABLISHMENT USE**

(To be manually filled by

Cheque/DD No. .... Date: .....  
Cheque/DD drawn bank & .....  
Name of the Depositor.....  
Date of Deposit..... Mobile No. ....  
Signature of the .....

(This is a system generated challan on 20-JUN-2019 12:22, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY and PMPRPY-

A) A/C no 1 (Employer share) ( Rs.) -	0
B) A/C no 10 (Pension fund) ( Rs.) -	0
C) Total (A + B) ( Rs.) -	0
D) Total remittance by Employer ( Rs.) -	1,87,548
E) Total amount of uploaded ECR (C + D) ( Rs.) -	1,87,548



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**PRINCIPAL**  
Indira College of Pharmacy  
Tathawade, Pune - 411 032



**COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With  
EMPLOYEES' PROVIDENT FUND ORGANISATION)**

TRRN 3152010005297

Establishment Code & Name PUPUN0306367000 INDIRA COLLEGE OF PHARMACY Dues for the wage month of April 2020  
Address : 89/2, NEW PUNE MUMBAI HIGHWAY,, NEAR WAKAD POLICE CHOWKI, TATHAWADE, PUNE, PUNE, MAHARASHTRA

	EPF	EPS	EDLI
Total Subscribers :	54	54	54
Total Wages :	7,85,683	7,85,683	7,85,683

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	3,928	0	0	0	3,928
2	Employer's Share Of	28,814	0	65,467	3,928	0	98,209
3	Employee's Share Of	94,281	0	0	0	0	94,281
Grand Total : One Lakh Ninety-Six Thousand Four Hundred Eighteen Rupees Only							1,96,418

(This is a system generated challan on 06-OCT-2020 15:13, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / PMGKY.

	PMRPY	PMGKY
A) A/C no 1 (Employer share) ( Rs.) -	0	0
B) A/C no 10 (Pension fund) ( Rs.) -	0	0
C) A/C no 1 (Employee share) ( Rs.) -	0	0
D) Total (A + B + C) ( Rs.) -	0	0
E) Total remittance by Employer ( Rs.) -	1,96,418	
F) Total amount of uploaded ECR (D + E)	1,96,418	



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**PRINCIPAL**  
Indira College of Pharmacy  
Tathawade, Pune - 411 03?



COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**)

TRRN 3152110022012

Establishment Code & Name PUPUN0306367000 INDIRA COLLEGE OF PHARMACY Dues for the wage month of April 2021  
Address : 89/2, NEW PUNE MUMBAI HIGHWAY., NEAR WAKAD POLICE CHOWKI, TATHAWADE, PUNE, MAHARASHTRA

	EPF	EPS	EDLI
Total Subscribers :	66	66	66
Total Wages :	9,58,683	9,58,683	9,58,683

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	4,793	0	0	0	4,793
2	Employer's Share Of	35,158	0	79,883	4,793	0	119,834
3	Employee's Share Of	1,15,041	0	0	0	0	115,041
Grand Total : Two Lakh Thirty-Nine Thousand Six Hundred Sixty-Eight Rupees Only							2,39,668

(This is a system generated challan on 13-OCT-2021 17:37, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	PMGKY
A) A/C no 1 (Employer share) ( Rs.) -	0	2,39,668
B) A/C no 10 (Pension fund) ( Rs.) -	0	0
C) A/C no 1 (Employee share) ( Rs.) -	0	0
D) Total (A + B + C) ( Rs.) -	0	0
E) Total remittance by Employer ( Rs.) -	2,39,668	
F) Total amount of uploaded ECR (D + E)	2,39,668	



*Handwritten signature*

**PRINCIPAL**  
Indira College of Pharmacy  
Tathawade, Pune - 411 032



**COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With  
EMPLOYEES' PROVIDENT FUND ORGANISATION)**

TRRN 3152205036436  
ECR Id 73507421  
LIN : 1840877384

Establishment Code & Name PUPUN0306367000 INDIRA COLLEGE OF PHARMACY  
Address : 89/2, NEW PUNE MUMBAI HIGHWAY., NEAR WAKAD POLICE CHOWKI, TATHAWADE, PUNE, PUNE, MAHARASHTRA

Dues for the wage month of **January 2022**

	EPF	EPS	EDLI
Total Subscribers :	61	61	61
Total Wages :	8,63,475	8,63,475	8,63,475

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	4,317	0	0	0	4,317
2	Employer's Share Of	31,662	0	71,955	4,317	0	107,934
3	Employee's Share Of	1,03,617	0	0	0	0	103,617
Grand Total : Two Lakh Fifteen Thousand Eight Hundred Sixty-Eight Rupees Only							2,15,868

(This is a system generated challan on 30-MAY-2022 16:10, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	P	MRPY	ABRY
A) A/C no 1 (Employer share) ( Rs.)		0	0
B) A/C no 10 (Pension fund) ( Rs.)		0	0
C) A/C no 1 (Employee share) ( Rs.) -		0	0
D) Total (A + B + C) ( Rs.) -		0	0
E) Total remittance by Employer ( Rs.) -		2,15,868	
F) Total amount of uploaded ECR (D + E) (		2,15,868	



*Myel*  
**PRINCIPAL**  
Indira College of Pharmacy  
Tathawade, Pune - 411 033



## Shree Chanakya Education Society's (Indira Group of Institutes)

89/2A, New Pune- Mumbai Highway  
Tathawade, Pune 411033, India

### Medical Insurance Policy



  
PRINCIPAL  
Indira College of Pharmacy  
Tathawade, Pune - 411 033



THE NEW INDIA ASSURANCE CO. LTD.  
(Government of India Undertaking)



POLICY SCHEDULE  
NEW INDIA FLEXI FLOATER GROUP MEDICLAIM POLICY  
UIN: NIAHLP21281V022021

Insured Name	SHREE CHANAKYA EDUCATION SOCIETY		
Insured's Details		Issuing Office Details	
Customer ID	PO83389192	Office Code	MITRA MANDAL BRANCH (153103)
Address	FLAT NO. 1, SHREE CHANAKYA EDUCATION SOCIETY, RUNWAL SARITA, BALAJI PARK, BANER, 411007 PUNE, MAHARASHTRA, 411007	Address	484/1-31-32, MITRA MANDAL HOUSING SOCIETY, PARVATI .411009
Phone No	//XXXXXX8844	Phone No	24420433 / 24423306
Fax		Fax	
E-mail/Fax	pranaav@loophealth.com, /	E-mail/Fax	nia.153103@newindia.co.in /
PAN No	AAETS6660C	S. Tax Regn. No	AAACN4165CST178
GSTIN/UIN	27AAETS6660C1ZF / NA	GSTIN	27AAACN4165C3ZP
		SAC	997133 (Accident and health insurance services)

Policy Details		Business Source Code	
Policy Number	15310334210400000025	Dev. Off level / Broker / Direct/Corp. Agent/Web Aggregator/CPSC User	PHOENIX GENERAL INSURANCE BROKERS PVT. LTD - (BR00000085) PHOENIX GEN. INS. BROKERS PVT. LTD. (SI00038624)
Period of Insurance	From: 23/09/2021 10:00:00 AM To: 22/09/2022 11:59:59 PM	Agent/Bancassurance/Spe cified Person	
Date of Proposal	23/09/2021	Phone No	02025431134, 9422025115 / NA
Prev. Policy no.	NA	E-mail/Fax	phoenixgeneralinsurance@gmail.com, / /
Client Type	Corporate	Financier(s) Details	NA

Premium	GST	Total	Receipt No. & Date:
1355932	244068	1600000 (RUPEES SIXTEEN LAC ONLY)	15310381210000005316 29/09/2021

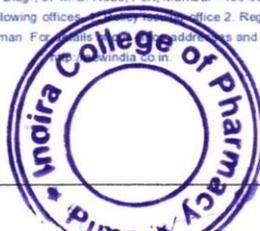
Details of TPA			
Name	RAKSHA HEALTH INSURANCE TPA PVT. LTD.	Telephone	01294289999
Address	MR. PAWAN BHALLA CHIEF EXECUTIVE OFFICER C/O ESCORTS CORPORATE CENTRE, 15/5, MATHURA ROAD, FARIDABAD, HARYANA	Fax	01166173411
	15/5, MATHURA ROAD, FARIDABAD	Email	
	HARYANA	Toll Free No	18001801444

No. of Employees / Members covered	222	No. of persons covered	487
Maternity Benefits Opted	Normal Delivery Limit : 25000 Caesarian Section Limit : 35000	Zone Opted	I (Mumbai)
Deletion of 9 months waiting period	YES		
Pre-existing cover Opted	YES		
Deletion of 30 days waiting period	YES		
Deletion of 2/4 year exclusion	YES		
Limit of additional ambulance charges per person	0		
Additional cover Opted	NO		

Policy No : 15310334210400000025 Document generated by 30636 at 29/09/2021 13:20:27 Hours

Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415

For redressal of your grievance, if any, you may approach any one of the following offices: Office 1. Head office, Office 2. Regional office 3. Head office. In case, you are not satisfied with our own grievance redressal mechanism, you may also approach Insurance Ombudsman. For details of the addresses and addresses of office of Insurance Ombudsman, please visit our website [www.newindia.co.in](http://www.newindia.co.in)



PRINCIPAL  
Indira College of Pharmacy  
Tathawade, Pune - 411 033



THE NEW INDIA ASSURANCE CO. LTD.  
(Government of India Undertaking)



\* This Policy is subject to NEW INDIA FLEXI FLOATER GROUP MEDICLAIM POLICY Clause as attached. In the event of death of the insured person(s) due to an insured peril all benefits payable, in respect thereof under this insurance, shall become payable to the Nominee declared in the proposal (incorporated herein as the Schedule) and the Nominee declared in the proposal (incorporated herein as the schedule) and the receipt shall be construed as full and final discharge to the Company in respect of all liability under this policy.

Premium and GST Details

	Rate of Tax	Amount in INR
Premium		1355932.00
SGST	9	122034
CGST	9	122034
IGST	0	0

In witness whereof the undersigned being duly authorised by the Insurers and on behalf of the Insurers has (have) hereunder set his (their) hand(s) on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

For and on behalf of  
The New India Assurance Company Limited

Date of Issue: 29/09/2021

Duly Constituted Attorney(s)

Mudrank \_\_\_\_\_ Dt. \_\_\_\_\_ consolidated Stamp Fees Paid by Pay Order Number \_\_\_\_\_ vide receipt number \_\_\_\_\_ dt. \_\_\_\_\_.

Stamp Duty under the Policy is ₹ 1/-.



**PRINCIPAL**  
**Indira College of Pharmacy**  
**Tathawade, Pune - 411 033**

Policy No. : 15310334210400000025 Document generated by 30636 at 29/09/2021 13:20:27 Hours.

Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001 TOLL FREE No. 1 800 209 1415.

For redressal of your grievance, if any, you may approach any one of the following offices- 1. Policy issuing office 2. Regional office 3. Head office in case, you are not satisfied with our own grievance redressal mechanism, you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://newindia.co.in>



THE NEW INDIA ASSURANCE CO. LTD.  
(Government of India Undertaking)



**IMPORTANT**

**This policy is subject to the terms and conditions contained in the policy document (Clauses).**

**This policy is governed by Health Insurance Regulations 2016 issued by Insurance Regulatory Development Authority of India on 12.07.2016.**

**This policy is also governed by IRDAI (Protection of Policyholders' Interest) Regulations, 2017.**

**This Schedule comes attached with the policy document (Clauses). If not attached, please ask for the same.**

**Health Insurance Regulations 2016 and IRDAI (Protection of Policyholders' Interest) Regulations, 2017 are available on the website of IRDAI.**

Tax Invoice No : 15310321P0012822

IRDA Registration Number: 190

Policy No : 15310334210400000025 Document generated by 30636 at 29/09/2021 13:20:27 Hours.

Regd. & Head Office: New India Assurance Bldg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.

For redressal of your grievance, if any, you may approach any one of the following offices- 1. Policy issuing office 2. Regional office 3. Head office. In case, you are not satisfied with our own grievance redressal mechanism, you may also approach Insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website <http://newindia.co.in>.



## Shree Chanakya Education Society's (Indira Group of Institutes)

89/2A, New Pune- Mumbai Highway

Tathawade, Pune 411033, India

### Purchase Policy



PRINCIPAL  
Indira College of Pharmacy  
Tathawade, Pune - 411 033

## PURCHASE POLICY

### 2.1 Objective

The standardized purchase procedures would ensure that purchases are made judiciously, the goods purchased are of acceptable quality from reputed vendors, at competitive rates in a phased manner. It would also ensure effective administration and control over inventories to enable the optimal utilization of available resources and economy and also procurement of the frequently used consumable items for immediate use.

The key task of purchase system involve identifying and finalizing suppliers for essential goods and services, inventory management, bill passing and follow up with the Accounts Department for payment to suppliers. The broad role and responsibilities of different departments connected with purchase, procurement, storing and indenting of materials is given in subsequent sections.

### 2.2 Role and Responsibilities of indenting department (User Department)

- Receive Material Requisition Note from the users.
- Check availability of material on hand with the Stores for stock items.
- If material is available in stock, forward Material Requisition to Stores for issue of material.
- After obtaining remarks about non-availability of material in Stores, prepare purchase indent for items not available in stock and forward it to Purchase Section.
- Quantity to be indented should be decided on the basis of likely requirement in future (up to 2 months) to avoid overstocking.
- Users should analyze actual monthly average consumption for frequently required items for avoiding excessive inventory.
- Specifications should be spelled properly in order to avoid getting wrong material.
- Obtain authorization from Director /Head of Department before forwarding Purchase Indent to the Purchase Department.
- Give proper nomenclature/complete specifications/Drawing wherever required /item code on requisition slip/ Purchase Indent for easy identification and procurement.

### 2.3 Role and Responsibilities of Purchase Section

The Purchase Manager would ensure that the stores and purchase policies and systems contained in this manual are followed by the concerned staff and for the preparation of monthly monitoring report. He would also monitor purchases made by different Institutes through petty cash and ensure that goods purchased are entered in to stock records.



The common items which are required for repairs and maintenance activities in all institutions / areas will be procured by the Purchase Section.

The role of Purchase Section is briefly outlined below:

- Document new vendor evaluation and selection on the basis of 'Vendor Evaluation Form' and obtain approval from the Director - Administration & HR.
- Receive and Check purchase indents for completeness, authorization etc.
- Invite and evaluate quotations received from vendors.
- Negotiate price and other terms of purchase. As far as possible, obtain credit of at least 45 to 60 days or more. Advance payments should be avoided.
- Prepare comparative statement and put up to Purchase Committee for approval of vendor.
- Prepare purchase order and obtain approval.
- Circulate copies of Purchase Order Coordinate with vendors for logistics, delivery schedule and for replacement of rejected goods.
- Follow up with vendors for items issued on returnable basis for repairs, maintenance etc.
- Monitor vendor performance periodically.
- High value capital goods/spares etc. should be insured for the risk in transit.
- Purchase manager is responsible for obtaining the approval of the vendor from the Purchase Committee.
- Linking of Purchase Order, Goods Receipt Note and supplier's bill, checking of bill in respect of quantity ordered and received, rates and amount of bill, calculations etc.
- Bill passing and forwarding to Accounts Department for releasing payment to supplier.

#### 2.4 Role and Responsibilities of Stores Section

The Central Stores at IT Campus would be managed by SCES and will mainly stock hardware, electrical, mechanical and civil items required for repairs and maintenance of fixed assets. Besides this, it would also stock stationery, cleaning material, housekeeping and other consumable items.

The Institute-wise Stores would be managed by the staff looking after administration of the Institute. These Stores will mainly stock stationery, office contingencies and housekeeping and cleaning material.

The role of Stores is briefly outlined below:

- Issue of materials to the Indenting Department on the basis of Material Requisition Notes.
- Maintenance of inventories as per specified norms relating to minimum, maximum and re-order levels.
- Initiate purchase action on the basis of inventory level and consumption pattern of various items.



- Receive goods on the basis of Purchase Order and vendor's delivery challan and invoice after physical verification.
- Initiate quality check wherever possible at the time of receipt of material. If necessary, inform the Indenting Department for the inspection of material.
- Ensure receipt of inspection certificates/guarantee certificates along with the receipt of goods as per the terms of P.O.
- Material should be accepted between the office timings only and receipt of material after office timings and on holidays should be avoided.
- Prepare Goods Receipt Note and circulate the copies. Inform Purchase Section about the rejected material.
- Update stock ledger and bin cards on the basis of receipt and issue of material.
- Ensure storage of material properly and as per storage instructions.
- Store rejected goods separately and co-ordinate with Purchase manager for its return to the supplier and replacement
- The rejected material should be allowed to be taken out only against specific gate pass. A register should be maintained at the gate for recording of incoming and outgoing material.
- Maintenance of Institute-wise Dead Stock Register for the recording of non-consumable assets. The Dead Stock Register would also track movement of such assets from one Institute to other places.

## 2.5 Procedure for Approval of Vendors

All purchases will be made from the approved vendors only. In exceptional cases, prior sanction will be obtained from an authority not below the level of the Director – Administration & HR for the purchases from other vendors. However, the vendor approval procedure must be carried out subsequently.

As far as possible, efforts would be made to purchase the goods directly from the Manufacturer of the goods. In case the manufacturer is not willing to supply the goods directly, authorized dealer should be selected and third preference should be given to other suppliers.

A Vendor Approval Form would be given to the prospective vendors for registration. The vendor should submit the form duly filled in, signed and stamped. copies of all necessary documents such as Shop act registration, Sales tax No., PAN No.etc. must be attached with the form.

The Purchase Manager would scrutinize the vendor application forms and obtain approval from the Purchase committee for registration of supplier as approved vendor. The Purchase Committee will evaluate the potential vendors to ensure correctness of data submitted, genuineness and legitimate business, and that there will be no compromise on the society's image or financial position in dealing with them. As appropriate, the financial standing, quality of goods, and service levels may be checked.



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SCES'S Indira College of Pharmacy, Pune 51 | Page



**Some basic documents to be checked are:**

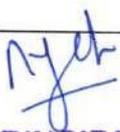
- Legal entity and status - company or partnership firm or a proprietary concern
- PAN Card No
- Number of years' in business
- Registration under VAT
- Reference of Bankers
- Validity of operating address and telephone nos and email ID
- Number of employees
- Compliance / Registrations with statutory authorities e.g. VAT, Excise / Service tax registration (As applicable and relevant.)
- Trade relations with other reputed companies Authorized dealership/ Distributor of a well-known brand / company.
- Copies of Letters of Approval as a vendor with other institutions

In case of important suppliers, Purchase Manager would visit the suppliers' facilities for the review of infrastructure and other operational aspects.

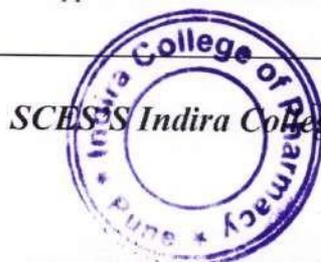
The contents of the Vendor approval Form would be verified by the Purchase Manager on the basis of data submitted by the vendor. After verification, the Purchase Manager will obtain approval of Purchase committee for the vendor. The Vendor approval form would be kept as a record with Purchase manager.

It is essential that vendor verification and approval is obtained from Purchase Committee before issue of a purchase order. In exceptional circumstances when prior approval is not possible; sanction from a competent authority (Chairperson / Group Director) must be obtained.

Vendor verification is not necessary for purchases made from the petty cash. However, where frequent purchases are made of the same item from petty cash, it is recommended that the vendor verification and approval procedure is followed by the Purchase Manager. A vendor code is given to each vendor for subsequent automation. The specific product for which the vendor is approved would also be recorded on the form.

  
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Any changes in the vendor approval form should be carried out with the approval of Director - Administration & HR on a written request from the vendor.

A list of approved vendors along with the items approved should be given by the Purchase Section to Director – Administration & HR, Accounts and Stores.

## 2.6 Procedure for Inviting Quotations and Comparative Statement

### 2.6.1 Inviting Quotations from Suppliers

After receipt of purchase indent, the Purchase Manager would initiate the process of inviting quotations from the registered vendors for the required goods/services. He would float enquiry in the prescribed form (Refer document 4.4). The last date for receipt of quotations must be mentioned in the enquiry letter.

As per the Bombay Public Trust Act, it is mandatory to invite at least 3 quotations for any purchase above Rs.5,000/- . Hence, this procedure must be followed for any purchase exceeding Rs.5,000/- to facilitate processing of bills and payment.

The following points should be considered on receipt of quotations from the suppliers:

- Inward number and date of receipt would be written on the envelope by the Inward section before forwarding it to Purchase Manager.
- Quotations would be opened within five days after the last date of receipt. Till such time, all quotations would be kept in the custody of Purchase Manager.
- Purchase Manager would prepare a list of quotations received before opening the quotations.
- The quotations would be opened by the Purchase Manager in the presence of Director – Administration & HR and both will put their signatures on them after opening.
- In case quotations from all parties are received before the last date of submission, the quotations could be opened before the last date.
- In case of receipt of less than three quotations, fresh quotations should be invited from new suppliers instead of opening them. If this is not possible, permission from Chairperson / Group Director should be obtained by the concerned college / Institute for the purchase of goods from the available suppliers.

### 2.6.2 Preparation of Comparative Statement

The Purchase Manager would prepare a Comparative Statement (refer document 4.5) on the same day after opening of the quotations received. While preparing comparative Statement, it should be verified that details /specifications mentioned in the quotation match with those mentioned in enquiry letter.



The Comparative statement would be signed by the Director – Administration & HR and Purchase Manager. The justification for the issue of purchase order to selected supplier should be mentioned on the Comparative Statement.

## 2.7 Purchase Procedures

### 2.7.1 Demand Procedure for Consumables/ Stationeries/ Maintenance Work / Services etc.

- Maintenance Department will prepare Work Indent including material and labour requirement and estimated cost thereof.
- Items available in stock can be received directly from the Store by filling up a Material Requisition Note signed by Head of Department or any person authorized by him.
- In case the requested item is not available in stock, the Stores will put a remark on MRN about non-availability of material. The Stores Department / User will prepare a Purchase Indent for the required items and forward it to Purchase Section for further action.
- The Purchase Manager will obtain approximate half yearly consumption level for Computer Consumables, Office Stationeries etc from all Institutes. Based on this, the Purchase Manager will ascertain requirement of each item with its code, description and other specifications.
- The Purchase Manager will submit the data regarding total requirement of various items to the Purchase committee and obtain it's approval for the quantity to be ordered. The Purchase Order will be prepared and issued to different suppliers with delivery schedule i.e. as per requirement or on monthly basis. The Purchase Manager would ensure that these items are always available in Stock.
- For petty service jobs like cleaning of tanks, welding, air-conditioning, water testing, plumbing, etc.(up to Rs.5000) the payment may be made in cash.
- The items which are not required regularly and available ex-stock with the Suppliers need to be procured as and when required.

### 2.7.2 Purchase Procedure for Non-consumable Items

The Purchase Section will follow the procedure outlined below for non-consumable items:

- Purchase Indent will be raised by the Indenting Department / User in triplicate and it has to be approved by the HoD/Director or authorized person. After approval, the indent will be forwarded to the Purchase Section for further action. It is necessary to provide justification for the purchase of high value items mentioned in the indent.
- The Indenting Department will retain third copy of the indent; first two copies would be forwarded to Stores Department for further processing.



- After filling up the necessary information, Stores Department will retain one copy and the original will be forwarded to Purchase Section.
- The Purchase Manager will follow the procedure mentioned below.

### 2.7.3 Purchase Procedure for Items costing more than Rs. 10,000/-

- The Purchase Manager will scrutinize the Purchase Indent and note the correct Code Head and Code Number of the Items.
- Quotations will be invited from the approved vendors through mail / e-mail or telephone as per the convenience/ urgency of requirements. These approved vendors will be selected on the basis of procedure outlined in section 2.5 by the Purchase Committee and updated as per the market trends and instructions of Chairperson/Group Director.
- Minimum three quotations would be invited and then the Purchase Manager will scrutinize the quotations and prepare a comparative statement in the prescribed format. In case three quotations are not available, justification will be given by the Purchase Manager.
- The comparative review of quotations will be put to Purchase Committee for the selection of the vendor. The Committee will forward the proposal with their recommendations to the Chairperson / Group Director for approval depending on the value of purchase.
- After approval, the Purchase Manager will issue a Purchase Order to the vendor. These purchase order will have the details like Vendor Code No, Item Code No, delivery schedule / instructions and payment terms. The Purchase Orders will be signed by the appropriate authority.
- Copies of the Purchase Order would be forwarded to Stores Department, Accounts and the Indenting Department.
- Accounts Department will make necessary arrangements where part/full payment is required before delivery.
- The Purchase Section will follow up with vendors for the supply of goods /services as per timelines mentioned in the Purchase Order.
- Stores department will prepare Goods Inward Note for the items received. The quantity received will be crosschecked with PO and the items received through Delivery Challan, and the same will be recorded in Stock Register and on bin cards. The information relating to shortages / excesses and the items received in damaged condition will be noted on the GRN and Delivery Challan.
- The Stores Department will inform the receipt of goods to the concerned Indenting Department. The user department will inspect the serviceability of the Items, its quality etc. and sign the Goods Receipt Note. The HoD/Director of the Institute or an authorized person will sign the Goods Receipt Note and send it to the Purchase Section.
- The Purchase Section will pass the invoice and attach copy of PO, GRN and forward it to Accounts Department for the payment. No bills without GRN will be passed by the Purchase Section.

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#### 2.7.4 Purchase Procedure for Items costing less than Rs 10,000/-

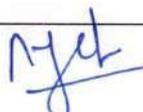
The approval of the Purchase committee is not necessary and purchase of such items would be made with the approval of Director – Administration & HR.

- The Purchase Manager will scrutinize the Purchase Indent and note the correct Item Code Head and Code Number of the Items required.
- It is necessary to invite minimum 3 quotations for purchase above Rs.5000/- . The goods can be directly procured from the approved vendors.
- The Purchase Order will be prepared and forwarded to the approved vendor. The purchase order will have the detailed specification like Vendor Code No, Item Code No, delivery schedule and instructions and payment terms. The Purchase Order will be signed by Director – Administration & HR.
- Copies of the Purchase Order will be forwarded to Stores Department, Account Department and Indenting Department.
- The Purchase Section will follow up with vendors for the supply of goods /services as per timelines mentioned in the Purchase Order.
- Stores department will prepare Goods Receipt Note for the items received. The quantity received will be crosschecked with PO and the items received through Delivery Challan, and the same will be recorded in Stock Register and on bin cards. The information relating to shortages / excesses and the items received in damaged condition will be noted on the GRN and Delivery Challan.
- The Stores Department will inform the receipt of goods to the concerned Indenting Department. The user department will inspect the serviceability of the Items, its quality etc. and sign the Goods Receipt Note. The HoD/Director of the Institute or an authorized person will sign the Goods Receipt Note and send it to the Purchase Section.
- The Purchase Section will pass the invoice and attach copy of PO, GRN and forward it to Accounts Department for the payment. No bills without GRN will be passed by the Purchase Section.

#### 2.7.5 Cash purchase

Petty cash fund will be kept with Director – Administration & HR for emergency/urgent purchases. Such cash purchases may be done by Purchase Section through this fund after getting approval from Director – Administration & HR or any other authorized person in his absence. However, the following points must be considered while effecting cash purchases.

- Cash purchases should be done only in case of urgently required items or the items which are not available on credit.

  
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Tathawade, Pune - 411 033

  
SCS Indira College of Pharmacy, Pune 56 | Page

- On receipt of Purchase Requisition, the Purchase Manager would obtain approval from the Director – Administration & HR for cash purchase.
- No purchase order is required for cash purchases.
- Cash purchases would be allowed up to Rs.5000/- only. In case of cash purchase, a Cash Advance Form would be filled by the Indenter and signed by the HoD and Purchase Manager to confirm that the payment would be made in cash and obtain the approval of Director – Administration & HR.
- Instead of availing funds from petty cash, the Indenter may submit the form to Accounts and take advance for purchase.
- The advance would be settled by the Indenter by submitting the bill / invoice duly approved by the Purchase Manager.
- It must be ensured by the Purchase Manager that necessary entries of receipt and issue of goods are made in the Stock Register and Bin Card by the Stores Department.

## 2.8 Exceptions to Purchase Policy

### 2.8.1 Gifts etc.

The purchase and stores policies contained in this manual will not be applicable to gifts etc. purchased as per the instructions of the Chairperson's Office. However, such purchases would be regularized with proper documentation like purchase order and cash memo / bill and delivery challan. A copy of the note on the subject, circulated by the Chairperson's Office is enclosed in Annexure - I.

### 2.8.2 Library Books

The purchases, receipt and recording of library books is done by the Institutes and hence not included in this manual. However, purchase procedures like approval of vendors and rates, inviting quotations and preparation of comparative statement and obtaining approval from Purchase Committee must be followed.

The stock records of the library books, magazines, journals and CDs etc. would be maintained by the library staff as per the present system.

### 2.8.3 IT Related Items like Computers, Peripherals etc.

The purchases, receipt and recording of computers, hardware, peripherals, consumables, software etc. is done by the IT Department as per requirements of the Institutes and SCES, hence not included in this manual. However, purchase procedures like approval of vendors and rates, inviting quotations and preparation of comparative statement and obtaining approval from Purchase Committee/ Group Director must be followed.

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The stock records of the computers, peripherals, consumables etc. would be maintained by the IT staff as per the present system.

#### 1.8.4 Purchases for Functions & Festivals, Awards etc.

The sanction for expenditure to be incurred on functions and festivals, Awards etc. is obtained by Institutes or Organizers from the Chairperson.

As per the present practice, the expenditure is incurred by Organizers directly and bills are submitted to the Accounts Department for payment. Henceforth, the copy of item-wise approved budget by Chairperson/Group Director must be submitted to the Budget Committee and Director – Administration & HR for information and follow up. After completion of the function and festivals etc, a comparative statement of budgeted and actual expenditure along with bills etc. be prepared within 7 days by the Organizers and submitted to the Budget Committee and Director-Administration & HR for scrutiny and further action. A justification/reasons for expenditure incurred in excess of approved budget must be given. The Budget Committee would obtain approval of the Chairperson and forward the bills to Accounts to Accounts for payment.

#### 2.8.5 Fuel, Oils etc.

The stock of fuels, oils and lubricants etc. is maintained by the Transport Department and present practice of selection of vendor would be continued.

### 2.9 Classification of Items by Code Heads

#### 2.9.1 Code Heads

The Items are mainly classified in four broad classifications with the following Code Heads.

Sr. No.	Main code Head	Description
1.	Administration Engineering	All stationery, housekeeping and office contingency goods etc.  All electrical, mechanical, civil, hardware and plumbing goods required for repairs and maintenance,
2.	IT	All computers, peripherals, telephones, consumables etc.



3.	Pharmacy	All laboratory chemicals and reagents, glassware, medicines etc.
4.	Miscellaneous	Items not covered elsewhere

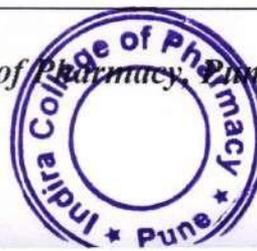
Under these main code heads, a major sub-classification (Department-wise or Institute-wise common to all these will be made i.e. Maintenance - Admin / Maintenance, IT/Maintenance etc.

### 2.9.2 IT Code Heads

The main code heads should be further sub-divided in to sub-groups for easy administration. e.g. the IT Code Heads can be further bifurcated as follows:

Sr. No.	Main code Head	Sub - Code Head	Description
1.	<b>IT</b>	IT/Hardware (IT/HW)	- For purchase of new Computer Systems.  - These items are reflected in Stock Registers.
2.		IT/Software (IT/SW)	- All software purchase includes any MOU, On Campus Agreement
3.		IT/Maintenance (IT/Maint.)	- Includes the cost of AMC, repairs and maintenance activities, includes Telephones
4.		IT / Consumables (IT/Cons)	All consumables including computer Inks, Cartridge, Stationary, refills etc.

*(Handwritten signature)*



## 2.10 Maintenance of Dead Stock Register

The Dead Stock Register will be maintained by the Society and the Institutes as per the format given in 4.11 to record the purchases of all non-consumable items. This register must be updated regularly to trace the movement/disposal of assets, etc.

## 2.11 Scrap Disposal Procedure

For the disposal of scrap, a committee comprising Director HR & Admn, Purchase Manager and representative from Accounts and concerned Department / Institute should be formed.

The Purchase Manager is responsible for the disposal of scrap and recording of details relating to the disposal of scrap as per the format given in 4.17. The intimation of the disposal of scrap must be given to the Accounts Department for updation of the Assets Register.

## 3. SERVICE PROVIDERS

The service providers' for maintenance activities and for different services like pest control, water analysis etc .will be identified and approved by the Purchase Section.

A Work Indent form has been developed for processing the requirements of different departments and for providing administrative support to them during execution of the work. The Indenting Department will fill in the Works Indent and forward it to the purchase section for necessary action. The Purchase Manager will take necessary steps to procure items for maintenance work after obtaining approval of the Purchase Committee. The Purchase Manager will issue Works Order to the service provider and also send one copy to the Indenting Department. The service provider will execute the work under the supervision of the Indenting Department. The service provider will prepare completion report and obtain approval from the Indenting Department as to the satisfactory completion of the work. The service provider will submit bill along with the completion report to the Purchase Section for payment. The Purchase Manager will check the bill and obtain approval of the Director – Administration & HR and forward it to Accounts Department for payment.

The service providers shall include:

- Repairs and maintenance related agencies for civil, electrical, mechanical, plumbing, painting, interior and furniture work etc.



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- Security
- Housekeeping
- Transport
- AMCs for elevators, water coolers, air-conditioners, computers and other office equipment and machinery.
- IT related services like internet, website hosting, AMCs etc.
- Any other service like insurance etc.
- 

#### 4. DOCUMENTATION

The formats of various documents described in earlier section of this manual are given in this section. These forms should be filled in by the concern officials and submitted to the authorities for further action.

The flow of different documents will be as under:

Sr. No.	Document	Prepared By	Distribution of Copies / Actions
4.1	Material Requisition Slip	Indenting Department / User	- Original to the Stores Section - Copy to be retained by Indenting Department
4.2	Purchase Indent (Consumable items only)	Indenting Department / User	- Original to the Purchase Section along with Material Requisition Slip - First copy to Stores - Second copy to be retained by Indenting Department / User
4.3	Vendor Evaluation Form	Prospective Vendor	- Filled in form submitted to Purchase Manager by Vendor. - Obtain approval from Purchase Committee and inform Vendor.
4.4	Letter for inviting quotations from suppliers	Purchase Manager	- Send original to suppliers - Retain first copy as OC



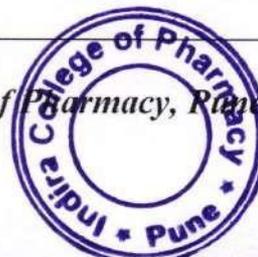


4.5	Comparative Statement of Quotations	Purchase Manager	- Submitted to Purchase Committee for selection of Vendor.
4.6	Purchase Order	Purchase Manager	- Original to the Supplier - 1st copy to Stores - Second copy to Accounts - Retain third copy as OC
4.7	Vendor Performance Review	Purchase Manager	Undertake periodic review and submit to Purchase Committee
4.8	Goods Receipt Note	Stores Incharge	- Original to Vendor - First copy to Purchase Section - Retain second copy as OC
4.9	Stock Ledger	Stores Incharge	Make entries of receipts and Issues
4.10	Gate Pass	Stores	- Original sent by Stores along with material to Indenting Department - First and second copy to the Security in case of internal transfer of material from Stores to Institutes - Retain third copy as OC
4.11	Dead Stock Register	Purchase Manager / Admn Dept.	- Make entries of receipts of non-consumable items and movement from one place to other.

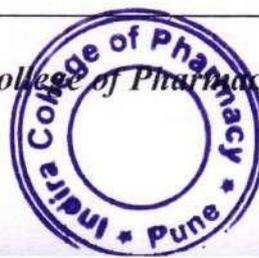
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4.12	Bin Card	Stores Incharge	- Record entries of receipts and issues on the basis of GRN and Material Requisition Slip.
4.13	Cash Advance Form	Indenting Department / User	- Original to Purchase Section - Retain first copy as OC
4.14	Purchase Indent (Capital items only)	Indenting Department / User	- Original to the Purchase Section along with Material Requisition Slip - First copy to Stores - Second copy to be retained by Indenting Department / User
4.15	Works Indent	Indenting Department	- Original copy sent to Purchase Section - First copy retained by Indenting Department
4.16	Bill Passing Stamp	Purchase Section	-
4.17	Scrap Disposal Register	Purchase Sect.	Intimate the Accounts Dept. About disposal of fixed assets / material.  Entries of sale of scrap in Register.



4.1 STORES REQUISITION SLIP

Date: ...../...../..... Indenter's Name..... Department.....Requisition Sl. No.....

STORES REQUISITION SLIP

Sr. No.	Item Code	Description of Articles	Required on Date	Qty Required	Quantity in Stock (To be filled in by Stores)	Purpose

Indenter's Signature

HOD/Director/Dy. Director

Sign by Stores -In Charge

Material Received

Date...../...../..... Sd/-

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4.2 PURCHASE INDENT FOR CONSUMABLE ITEMS

SHREE CHANAKYA EDUCATION SOCIETY

PURCHASE INDENT

\_\_\_\_(FOR CONSUMABLE ITEMS)

(TO BE RAISED BY STORES FOR REPLENISHMENT OF STOCKS)

Date..... Name of Indenter..... Name of Institute..... Purchase Indent No.....

Budget Provision ..... Exp Till Date..... Current Req. amt. .... Balance Provision .....

Sr. No.	Item Code	Detailed Item Description	Quantity in Stock	Quantity Indented	Remarks

Sanctioned by:

Stores IN-charge

Purchase Manager/ Dy. Director

(Director – Admin)

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Note: A separate indent must be used for each Budget Head in case of ordering of different materials at one time.

### 4.3 VENDOR EVALUATION FORM

#### A. Vendor Information:

Sr. No.	Particulars	
1.	Name of Vendor	
2.	Type of of Unit: - Company - Partnership - Solrproprirtoeship	
3.	Office Address  Telephone Nos  Fax No.	
4.	Products / Services Offered (please attach sals literature etc.)	
	-	
	-	
	-	
5.	Key Contact Persons :	
	- Managing Director/Partner/Owner	
	- Sales Manager	
6.	Total number of employees	
7.	Company Registration Number	
8.	Sales Registration numger	

*(Handwritten Signature)*





9.	Service Tax Registraion Number	
10.	Excise Code	
11	IEC Number	
12.	PAN Number	
13.	Nature of Operations:	
	- Manufacturer and Seller	
	- Distributor	
	- Deaper	
	- Reseller	
14.	List of top 5 customers	
	-	
	-	
	-	
	-	
	-	
15.	Service support (provide details)	
16.	Contact Numbers for Service Support	
17.	Any other Important Information	
18.	Business Strength	
19.	Logistics / Despatch	

**B. Comments by the Purchase Committee:**


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Vendor Apporved / Not apporved / To be Reviewed again

Approved for the Following Products / Services:

Signature of Purchase committee Members:

Sr. No.	Name	Signature
1.		
2.		
3.		
4.		

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#### 4.4 LETTER FOR INVITING QUOTATIONS FROM SUPPLIERS

### SHREE CHANAKYA EDUCATION SOCIETY

89/2A Tathawade, New Mumbai – Pune Highway

Near Wakad Police Chowky, Pune 411 033

**Ref. No. / Quote/**

**Date**

Name of College / Institute

Dear Sir,

The quotations are invited for the supply of following goods/ carrying out the work so as to reach this office on or before -----.

Sr. No.	Description of Goods / works	Quantity Required	Remarks

1. Octroi Exemption Certificate will be issued for the goods supplied from the places outside Pune Municipal Corporation limits.
2. Excise Duty Exemption Certificate / VAT Rates form will be issued if applicable.

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*SCES'S Indira College of Pharmacy, Pune*



For Shree Chanakya Education Society

Director – Administration & HR

**TERMS AND CONDITIONS**

1. Please mention quotation No. on the envelope.
2. Date of validity should be minimum 30 days from the last date for the submission of the quotation.
3. If necessary, submit samples / catalogues of the material along with the quotation.
4. Quotation must be sent on the letterhead quoting your VAT Rates Registration No.
5. Conditional quotation will not be accepted.
6. State Delivery within ..... days from the date of order at the College / Institute.
7. Quotation is likely to be rejected in case of overwriting.
8. Payments will be made as per actual measurements in case of works wherever applicable.
9. Payments will be made by cross cheque only.
10. Income tax will be deducted at the prevailing rates.
11. In case of works and service contracts Security Deposit will have to be deposited by the Contractor in the following manner:
  - 2.5% before commencement of the work
  - 2.5% will be deducted from the R.A. Bill
12. Electricity charges will be recovered as per rules, if used.
13. The society will issue Octroi Exemption Certificate wherever applicable.



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Tathawade, Pune - 411 033**

*SCES'S Indira College of Pharmacy, Pune* 70 | Page





14. Excise Duty Exemption Certificate / VAT Rates form will be issued wherever applicable.
15. Rates quoted should be inclusive of all taxes with tax details e.g. Excise Duty, Customs Duty, Vat Rates, Packing and Forwarding etc.
16. The above terms and conditions are accepted.

#### 4.5 COMPARATIVE CHART OF QUOTATIONS

##### SHREE CHANAKYA EDUCATION SOCIETY

85/5A, New Pune Mumbai Highway, Tathawade, Pune – 411 033

Name of Institute: \_\_\_\_\_

Sr. No. ....

Date: \_\_\_\_\_

#### COMPARATIVE CHART OF QUOTATIONS

Sr. No.	Details of Articles/ Services	Qty	Dealer -1	Dealer – 2	Dealer -3	Remarks
1.						
	<b>Total Rs.</b>					
2.	Taxes					
3.	Payment Terms					
4.	Delivery Location					
5.	Delivery Period					

Sign (Member1)

Sign (Member2)

Sign (Member3)

Sign-User Dept

Approved by:

Name:

Name:

Name:

Name:

Designation:

Designation:

Designation:

Designation

Director – Admin

*nydh*

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Tathawade, Pune - 411 033

SCES'S Indira College of Pharmacy, Pune





4.6 PURCHASE ORDER

PURCHASE ORDER					
SUPPLIER NAME & ADDRESS			PURCHASE ORDER No:..... P.O. DATE INDENTOR:		
REF. PI No. AND DT.		QTN: NO. .... DATE...../...../.....			
WE ARE PLEASED TO ORDER THE FOLLOWING FOR THE DELIVERY SUBJECT TO THE TERMS AND CONDITIONS AS BELOW AND AS GENERAL TERMS OF PURCHASE ENCLOSED HEREWITH.					
Sr. No.	ITEM DESCRIPTION	UNIT	QUANTITY	RATE / Unit Rs.    Ps.	AMOUNT Rs.    Ps.
			<b>TOTAL AMOUNT</b>		
Amount In Words					
PLEASE ACKNOWLEDGE OUR ORDER IN ABSENCE OF WHICH IT WILL BE TREATED AS ACCEPTED.					
Excise : Sales Tax : Surcharge/TOT : Packing & Forwarding : Freight :			Insurance : Octroi : Other charges : Mode of Transport : Place of Delivery :		
PAYMENT TERMS :			DELIVERY SCHEDULE :		
			For SHREE CHANAKYA EDUCATION SOCIETY		
PREPARED BY :			Authorised Signatory		

*(Handwritten Signature)*

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**Tathawade, Pune - 411 033**

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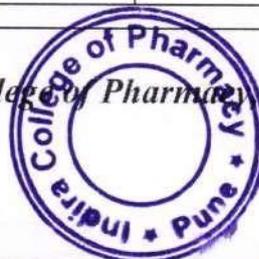
**4.7 VENDOR PERFORMANCE REVIEW FORM**

<b>Vendor Performance Review Form</b>		<b>Sr. No.</b>	
<b>G.I. Note No.</b>	<b>From</b> -----	<b>To</b> -----	
<b>Under Review</b>			
<b>Name of the Vendor</b>			
<b>Purchase Orders Placed</b>			
<b>Products Supplied</b>			
<b>Delivery Commitment</b>	<b>Whether Fulfilled</b>  Yes / No		
<b>Quality of the Products Supplied</b>			
<b>Rejections and Replacements</b>			
<b>Service Support</b>			
<b>Remarks</b>	<b>As per Sample/Demo / Specs</b>  Yes / No		
<b>Performance</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
<b>Date.</b>			
<b>Purchase Department</b>	<b>Purchase committee</b>	<b>Director Admin</b>	

*(Handwritten Signature)*

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**SHREE CHANAKYA EDUCATION SOCIETY  
TATHAWADE, PUNE**

85/5-A, New Pune Mumbai Highway, Tathawade, Pune – 411 033

INSTITUTE/COLLEGE:  
SCES/IIMP/ISBS/ICS/ICC/ISCS/ICP/.....

**GOODS RECEIPT NOTE**

Date: \_\_\_\_\_ GRN No: \_\_\_\_\_  
Suppliers Name: \_\_\_\_\_ Challan/Invoice No. \_\_\_\_\_ dt. \_\_\_\_\_  
Purchase Order No. \_\_\_\_\_ dt. \_\_\_\_\_ Purchase Indent No. \_\_\_\_\_ dt. \_\_\_\_\_

Sr. No.	Item Code No	Description of Goods	Challan Quantity	Quantity Received	Quantity Accepted	Remark

<b>Prepared By</b> (User Dept.)	<b>Inspected By</b>	<b>Accepted By</b>
Name	Name	Name
Designation	Designation	Designation
Sd/-	Sd/-	Sd/-

*Ayer*

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**4.10 MATERIAL GATE PASS**

**SHREE CHANAKYA EDUCATION SOCIETY  
TATHAWADE, PUNE**

85/5-A, New Pune Mumbai Highway, Tathawade, Pune – 411 033

Sr. No.				
Date				
Department				
Sr. No.	Description	Unit	Quantity	Remarks
Dispatch By:		Approved By:		
Name		(Name and Signature)		
Signature		Received By:		
		(Name and Signature)		
Signature of Security				

**PLEASE RETURN THIS PASS TO MAIN GATE**

*M. J. Ch*

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Tathawade, Pune - 411 033**











#### 4.14 PURCHASE INDENT FOR CAPITAL ITEMS

##### SHREE CHANAKYA EDUCATION SOCIETY

85/5A, New Pune Mumbai Highway , Tathawade, Pune – 411 033

Date.../.../..... Name of Indenter..... Name of Institute..... Purchase  
Indent No.....

Budget Provision ..... Exp. Till Date..... Amt. of Proposed Purchase .....

Balance Provision .....

  
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**PURCHASE INDENT  
(CAPITAL ITEM ONLY)**

Sr. No.	Item Code (To be filled in by Stores)	Description of Items (Make/Model/other specifications etc.)	Quantity Required	Approximate Value (Filled by Indenter)	Justification / Purpose	available Stock (Filled in by Stores Dept)	Qty. Sanctioned (Filled in by Purchase Section)

Sanctioned by:

HOD/Director of Indenting Dept    Purchase Manager/ Dy. Director    (Director – Admin)

Remarks by Stores:

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**Tathawade, Pune - 411 033**





4.15 WORKS INDENT

SHREE CHANAKYA EDUCATION SOCIETY

85/5A, New Pune Mumbai Highway, Tathawade, Pune – 411 033

WORKS INDENT			
Name of the Institute / College			
Sr. No.	Date	Indenter	Department
Sr. No.	Work Description	Requirement of Material (If Estimated)	Quantity
Location and justification for Work			
Specific Agency , if any:			
Estimated Indent Value (Rs.):			
Expected Delivery Date:			

*Handwritten signature*





Expected Work Completion Date:			
Previous Indent Reference, if any:			
Any other Remarks:			
<ul style="list-style-type: none"> <li>• Description of work should be clear and accurate. In case the items required are known, please indicate to save time.</li> <li>• Please ensure that all the above columns are filled properly. In-complete indents will not be accepted.</li> </ul>			
Indenter Signatory	HOD	Director	Authorized

**4.16 BILL PASSING STAMP**

<b>Administration Department</b>	
Date of receipt of bill	
Bill Amount	
Sanctioned Bill Amount	
Documents Attached to Bill:	
- Purchase Order	
- Goods Receipt Note	
- Gate Pass	
Bill Checked By	
Bill Passed By	Director                      Purchase Manager  Admin & HR

*(Handwritten signature)*





Bill sent to Accounts for Payment	

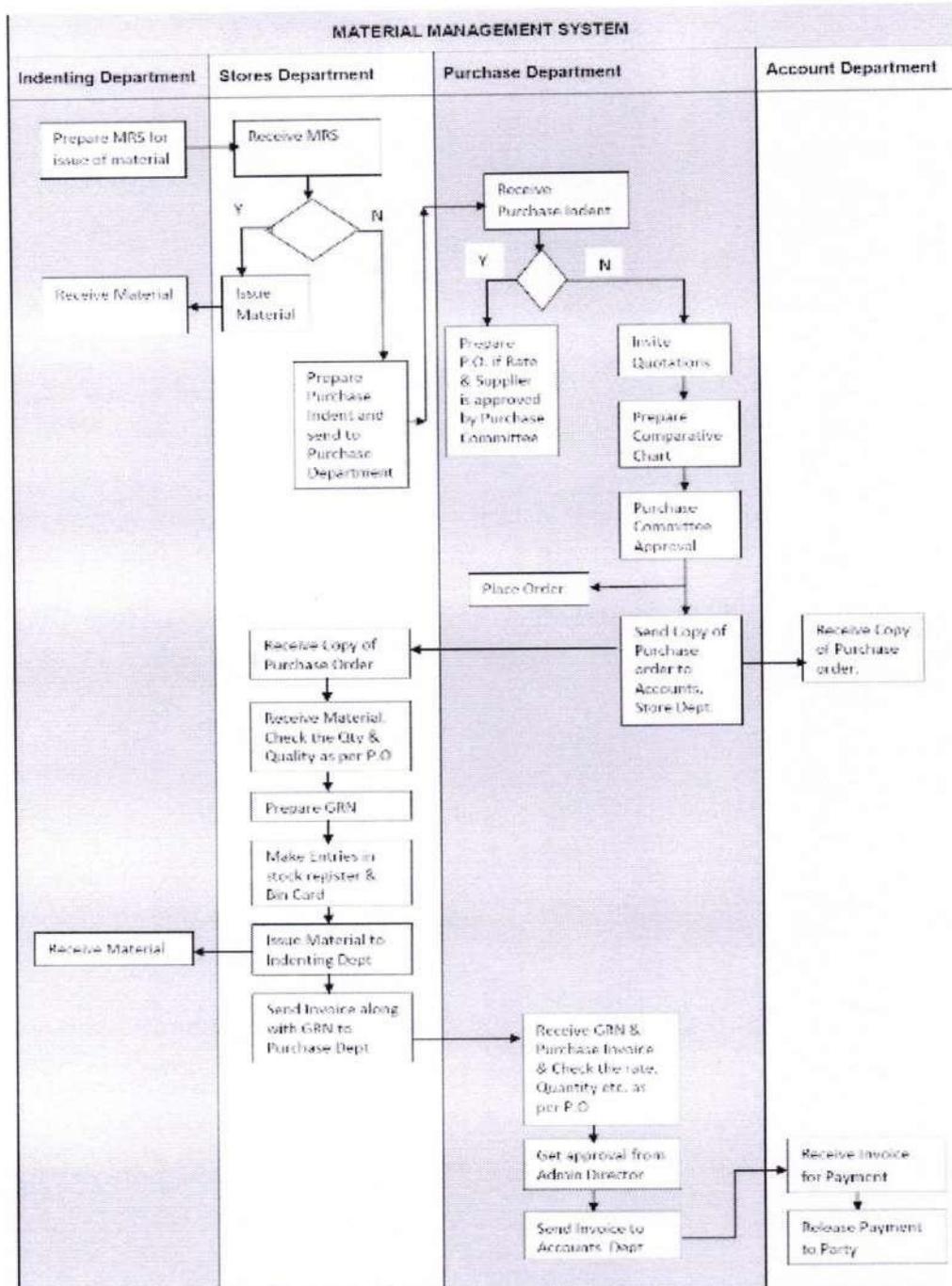
**4.17 SCRAP DISPOSAL REGISTER**

Date	Description	Qty. Sold	Name of Buyer	Cash Receipt No.	Amount (Rs.)	Gate Pass No.	Cross Ref. Of Dead Stock Register	Authorized By

*Nyer*

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## ANNEXURE I - SUB-CLASSIFICATION OF IT/HW ITEMS

Sr. No.	Description of Item	Item Code
1.	Desktop Computers	IT/HW/01
2.	Laptop Computers	IT/HW/02
3.	Laser Printers	IT/HW/03
4.	Dot Matrix Printers	IT/HW/04
5.	Scanners	IT/HW/05
6.	Switches	IT/HW/06
7.	LCD Projectors	IT/HW/07
8.	VDU Monitors	IT/HW/08
9.	TFT Monitors	IT/HW/09
10.	Projection TVs	IT/HW/10
11.	Wi Fi Access Points	IT/HW/11
12.	Racks for Computers & networkDevices	IT/HW/12
13.	UPS	IT/HW/13
14.	Audio Video Player (includes DVD)	IT/HW/14
15.	Audio Equipment and Amplifiers	IT/HW/15
16.	External TV Tuner Cards	IT/HW/16
17.	DVD-Combo	IT/HW/17
18.	CD-ROM	IT/HW/18
19.	Speakers	IT/HW/19
20.	Pen Drives	IT/HW/20
	<b>Items under Code Head IT/Maintenance</b>	





21.	Annual Maintenance Contract	IT/Maint/01
22.	On Site Repairing Charges (not on AMC)	IT/Maint/02
23.	Purchase of network items as a part of maintenance (includes cable cost, Connectors and labour)	IT/Maint/03
24.	Crimping Tools	IT/Maint/04
25.	Screw Drivers	IT/Maint/05
26.	Network Testers	IT/Maint/06
27.	Mouse	IT/Maint/07
28.	Keyboard	IT/Maint/08
29.	NIC, AGP & VGA Card	IT/Maint/09
30.	RAM	IT/Maint/10
31.	Laser jet Cartridge	IT/CONS/01
32.	Ink jet Cartridge	IT/CONS/02
33.	DMP Cartridge	IT/CONS/03
34.	Printer Stationary 132 Col (1 part)	IT/CONS/04
35.	Printer Stationary 80 Col (1 part)	IT/CONS/05
36.	Printer Stationary 132 Col (2 part)	IT/CONS/06
37.	Printer Stationary 80 Col (2 part)	IT/CONS/07
38.	Refilling Laser Cartridges (Max 2 times)	IT/CONS/08
39.	Refilling Ink Cartridges (Max 1 time)	IT/CONS/09
40.	Floppy Disk	IT/CONS/10
41.	CD-Recordable	IT/CONS/11
42.	CD-Re Writable	IT/CONS/12
43.	DVD-Recordable	IT/CONS/13

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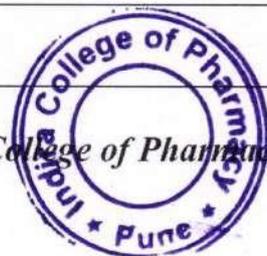
44.	DVD-Re Writable	IT/CONS/14
45.	CD/DVD Covers	IT/CONS/15

**ANNEXURE II – CODING OF STATIONERY, CLEANING AND CONSUMABLE ITEMS**

SR. NO	START	TO	END	PARTICULARS
1	HK0001	TO	HK0068	ALL TYPES OG HOUSE KEEPING MATERIAL
2	BC0001	TO	BC0011	ALL TYPES OF BATTERY MATERIAL CODEING
3	OM0001	TO	OM0057	ALL TYPES OF OTHER MATERIAL (SATATIONERY & CONSUMABLE)
4	CA0001	TO	CA0002	ALL TYPES OF CALCULATOR
5	CL0001	TO	CL0005	ALL TYPES OF CLIPS
6	FL0001	TO	FL0011	ALL TYPES OF FILES
7	DA0001	TO	DA0002	ALL TYPES OF DIARY
8	FO0001	TO	FO0009	ALL TYPES OF FOLDER
9	HL0001	TO	HL0006	ALL TYPES OF HIGH LIGHTER
10	MK0001	TO	MK0005	ALL TYPES OF MARKER
11	PN0001	TO	PN0004	ALL TYPES OF PENCIL
12	PR0001	TO	PR0054	ALL TYPES OF PEN & REFILL
13	PT0001	TO	PT0003	ALL TYPES OF POST IT PAD
14	SC0001	TO	SC0003	ALL TYPES OF SCALE
15	SS0001	TO	SS0004	ALL TYPES OF STEPLER
16	TP0001	TO	TP0011	ALL TYPES OF CELLO TAPE & MACHINE

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17	EN0001	TO	EN0016	ALL TYPES OF ENVELOP
18	CH0001	TO	CH0005	ALL TYPES OF CHALK BOX
19	DU0001	TO	DU0002	ALL TYPES OF DUSTER
20	MS0001	TO	MS0003	ALL TYPES OF MUSTER
21	RG0001	TO	RG0015	ALL TYPES OF REGISTRORS
22	SP0001	TO	SP0005	ALL TYPES OF STAMP PAD & INK
23	WT0001	TO	WT0002	ALL TYPES OF WHITENER
24	WP0001	TO	WP0010	ALL TYPES OF WRITING PAD
25	GM0001	TO	GM0010	ALL TYPES OF GUM & GUM STICK
26	PST0001	TO	PST0015	ALL TYPES OF PRINTING & STATIONERY PRINTING

**ANNEXURE III – ALL TYPES OF REPAIRS AND MAINTENANCE**

1	HM0001	TO	HM0048	ALL TYPES OF HARDWARE MATERIAL
2	PM0001	TO	PM0046	ALL TYPES OF PLUMBING MATERIAL
3	EL0001 Appx. A	TO	EL0112	ALL TYPES OF ELECTRICAL MATERIAL

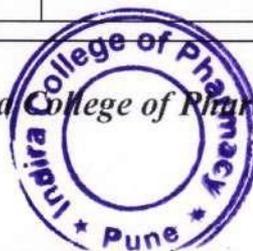
**ANNEXURE IV**

**LIBRARY BOOKS**

Nature of Business	Name of Supplier	Contact Person	Tel/Mobile No.
Books	Modern Book Agency	Anil Tiwari	9822215899
Books	Nirali Prakashan	Nilesh Deshmukh	9890997939

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Journals & Periodicals	Modern Law Agency	Anil Tiwari	9822215900
Journals & Periodicals	Sunil Magazine Services	Sunil Visal	9226526008
Journals & Periodicals	Apex Subscription Pvt. Ltd.	Ajit Bade	9960647218 / 9209269798
Journals & Periodicals	ICFAI Press	Suryakant Padhi	9860641304
Barcode Labels & Ribbon	Karan Marking Systems Pvt. Ltd.	Bhalerao	26140205 / 56254199

**IT & COMPUTER RELATED ITEMS**

Nature of Business	Name of Supplier	Contact Person	Tel/Mobile No.
UPS & Power Backup	Modular Electronics	Mr. Rajesh Barbhai	020-65004817, 66015618
	Salvo Electronics	Mr. Nikhil Shahane	9850842266
Computer Hardware & Spares	Dr Soft	Mr. Mandar Kale	9890047714
	Sun Computers	Mr. Vilas Shedge	9922953138
	Neel Computex	Mr. Pankaj Munot	020-2546 0579/25461399
	HOL Info Solutions	Mr. Ranjeet	9028462500
LCD Projectors	HOL Info Solutions	Mr. Ranjeet	9028462500
	3C IT Solutions	Mr. Ranjeet	9028462500
Printers	Shro Systems	Mr. Alok Singh	9011048152
	Actus Systems	Mr. Ajeet	9175386794
	Dr Soft	Mr. Mandar Kale	9890047714
	Sun Computers	Mr. Vilas Shedge	9922953138
Computer Consumables	Sun Computers	Mr. Vilas Shedge	9922953138
	Aditya Enterprises	Mr. Santosh Jagtap	
	Eco Cartridge Solutions	Mr. Mahesh Alimchandani	9623275447
Internet	Tata Communications	Mr. Ranjeet Kumar	9225647721
	Tata Indicom	Mr. Sandeep Sharma	9225525600

**PRINTING, STATIONERY & OTHER ITEMS**

Nature of Business	Name of Supplier	Contact Person	Tel/Mobile No.
Air Conditioners, Water Cooler	Qualitair Engineers	Mr. Eric,	309,642,859,850,550,000
Bags	Kalyani Bags	Mr. Nashikar	9225520653

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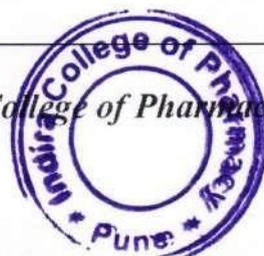
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	Manibhadra Novelties	Mr. Manoj	9422323313
Cable, Dish	Amar Cables	Mr. Amar Bhunkar	9822204932
	Cash Card Services		2,701,339,527,011,380
Curtain, Carpet	Bharati Furnishing	Mr. Shah	24483016,
	Alankar – Mangal Décor	Mr. Agarwal	27423914, 27422414
D.G. Sets	Powerica Limited		25460991, 25465430
	Gen Power	Kalvit, Chitnis	9823025396,9823166252, 2,565,751,725,657,060
	Kala Gen Pvt. Ltd.,	Suresh Malhotra	9373303461
Electrical Items	Pooja Electricals		98,225,267,249,921,100,000
	Uttam Electricals	Mr. Raju	9822494927, 2727678
	Jogdeo & Co.	Mr. Kishor Jogdeo	244,517,709,881,123,000
Electrical – Audio Items	General Sewing Machine		24457857
	Paras Electronics	Mr. Paras	660,344,149,822,049,000
	Novel Sewing Machine	Mr. Parimal Parmar	2,445,687,924,485,350
	Catalyst System	Mr. Yatin Kulkarni	937,100,467,925,380,000
Fire Extinguisher	Red air Fire Solutions	Mr. Ashish	9890086768
Furniture	Raviraj Display Systems	Mr. Bhagwat	Cell. No. 9850429014, 24446085
	Rajseva Enterprises	Mr. Sanjay, Mr. Mithun	9822197551, 985062325
	Steel Fab	Mr. Gandhi	9226869434
	Nkay's	Mr. Nandkumar	20,263,001,902,026,000,000
Furniture – White Board	Prabhat Enterprises	Mr. Waghmare	9822448592
	Ramdev Computers	Mr. Kishore	9765906345
	M.P. Stationers	Mr. Sandeep	660,249,499,860,219,000
	Venus Traders	Mr. Raj	9822110245
House Keeping Material	Ramdev Computer	Mr. Kishore	9765906345
	Hardev Enterprises	Mr. A.R. Ramdas	603,032,369,890,427,000
Interior Furniture	Foresight Creators	Mr. Raghu Bhandari	9881301928
Name Plates	Shree Arts	Mr. Gajalkar	9850711504

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Printing Material	Century Associates	Mr. Dole	98,230,759,379,923,000,000
	Makrand Traders	Mr. Makarand Bhide	9823024222
	Aayush Screen	Mr. Ashutosh Patwardhan	9822010299
	Ganesh Computers	Mr. Bhart Jadhav	985,018,701,720,205,000
	Athira Graphics	V.K. Nair	272,745,099,822,378,000
Printing & Stationery	Ramdev Computers	Kishore	9765906345
	M.P. Stationers	Mr. Sandeep	660,249,499,860,219,000
	Bhairav Novelties	Mr. Otaram	9850521203
	Manish Enterprises	Mr. Chaitanya	24452614,
Solar System	Solar Product	Mr. Parikhi	9373301815
	High Tech Solutions	Mr. Samudre	9850060343
Sports Items	Natekar Sports	Mr. Pradeep Mahadik	9326553575
Swimming Tank Material	Vijay Enterprises	Mr. Vikram Mane	9922916045
Telephone Instrument	Pelican Telecom Pvt. Ltd.,	G.C. Vaswani – M.D.	25536900, 56018900
STP Material	Deccan Water	Mr. Arora	9890812512
Tea/ Coffee Vending Machine	Candid Services	Sabina Gaikwad	41006666
	ACE Vending	Mr. Kulkarni	9823116014
Uniforms & Sweat shirts	Tejwani Brother	Mr. Sumit Tejwani	244,593,639,422,025,000
	X Tailer	Mr. Dilip Raut	244,597,879,823,100,000
	Yogi,s	Yogi	9822036917
Xerox Machine	House of Laptop	Mr. Ranjit	9970001603
	HCL Infinet Ltd.,	Mr. Rizwon	261,221,029,881,497,000

**Vendor List:- for Maintenance & other services**

Nature of Business	Name of the Party	Contract Person	Tel./Mobile Nos.
Air Conditioners, Water Cooler	Qualitair Engineers	Mr. Eric	309,642,859,850,550,000
Cable, Dish	Meltek Infosystems pvt. Ltd.,		9906799403/4/6/7
	Rakshe Cables	Mr. Rakshe	9422304932

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Catering	Geeta Caterers	Mr. Vikas Shetty	9665869000
	Neeta Caterers	Neeta Patil	9823466066
Civil Work & Maint.	Vishwa Incorporation	Mr. Sawardekar	9822762650
Courier Services	First Flight	Mr. Yogesh	8805413368
Chair Repair	Gunjan Carpets	Mr. Sharma	
	Perna Cleaning Systems	Mr. Sanjay Kadam	9370523131
D. G. Maint. & Maintenance Contract	Trident Services Pvt. Ltd.	Ashish Pathak, Kulkarni, Meera Madam, Mr. Ballal	9850550140  (O)25671243,44
Decoration & Floriest	Nanda Exotic Flower	Mr. Shrish Dhamale	9822275656
	Ramdas Lohar	Mr. Ramdas	9881569860
	Shree Ganesh Pushpa Bhandar	Mr. Ganesh	9960795260
Electrical Maint. Contractor	Suvarna Electricals	Mr. D.B. Padwal	2,727,479,927,271,370  9822053205
Furniture repair/new	Carpenter	Mr. Parag Misrti	9422353684  9881332433
Housekeeping	Suvarna FMS Pvt. Ltd.,	Mr. D.B. Padwal	2,727,479,927,271,370
	Rahul Enterprises	Mr. Walvekar	9960641484
LIFT	OTIS	Mr. Gandhi	9850070209
Gift Articles	F-Cube		2066024488
Glass fitting & Repairs	Sagar Glass	Mrs.Fernandez	9657041062
	A.K. Vishwakarma	Mr. Anil	9921663042
Garden Maintenance	Ashwanikumar Nursery	Mr. Waidande	9370317942
Motor ,Pumps & Fan Repairs	Shree Vinayak Rewinding Works	Mr. Laxman Shirshetty	98,500,649,049,923,100,000
	Shrinath Electricals	Mr. Tajane	9822082112

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## Shree Chanakya Education Society's (Indira Group of Institutes)

89/2A, New Pune- Mumbai Highway

Tathawade, Pune 411033, India

### Scrap Disposal Policy



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## Scrap Disposal Policy:

New policy for disposal of scrap to be followed with immediate effect.

### Scarp Disposal Committee –

1. Institute / campus-wise head (Deputy in case of her / his absence / Representative nominated by respective Institute / Campus head)
2. Admin Head or Deputy in case of her / his absence
3. Accounts head or authorized representative from accounts dept.
4. IT Dept. Head or authorized representative for disposal of IT related scrap material
5. Head Project Dept. or authorized person for all project related scrap material.

### Scrap Disposal Process and Duty

Institute head will nominate a person to periodically identify the material to be repaired or material which is beyond Repairs / Obsolete / Non Usable etc.) .

Material to be repaired (Non IT material) will be sent for repairs to admin dept. with a requisition (Annex 1)

Material beyond repairs will be listed separately to be disposed off, signed by the concerned director.

Material to be repaired will be sent for repairs with gate pass signed by the admin head.

Scrap material will be sent to scrap yard / stores as and when generated.

Once an equipment is labeled as scrap, reusable parts may be removed and stocked in stores, a separate register to be maintained for the same, the concerned store keeper will be responsible to update the register.

Before sale of any scrap prepare category wise list (e.g. Assets / Consumables / Paper / Electrical / Plumbing etc.) of the said material to be made and get it approved from respective Institute.

IT related material will be approved by IT Dept. head and accordingly disposed off. The entire process to be monitored by IT Dept. representative as per the norms of E-waste disposal policy, however it is required to seek approval from the concerned institute head / of nominated deputy for disposal of IT related material.

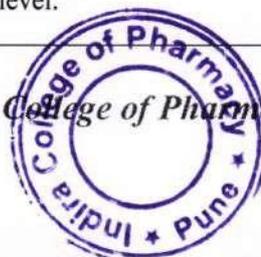
IT Dept. to identify local vendor and finalize the rate contract (if required on annual basis) with the vendor.

Records of scrap disposal shall be maintained at institute level.



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Copy of rate list to be sent to accounts dept. and institute heads for all disposed materials.

Vendor to provide final cost for scrap material by weighing the material inside the campus (or if required outside the campus) in presence of Admin. and Institute wise nominated representative

Nominated representatives to seek approval from the institute head before the final receipt is generated, once approved the final receipt with the material description will be signed by the institute head and Admin head or their representative in their absence.

Vendor to pay amount of scrap material either by Cheque or Cash with accounts dept. along with copy of receipt acknowledged by accounts dept. If payment is done by Cheque the material will be handed over to the vendor only after the Cheque is realized.

Only after confirmation of payment, the said scrap material will be released by issuing a gate pass to the vendor signed by authorized person only. The said gate pass to be submitted at the security gate of respective campus.

Security person to verify the documents (Approved List of the material, Gate pass attested by Accounts Dept., Vendor details, notify vehicle no.) and allow vehicle to exit from campus with scrap material.

#### Responsibility

Nominated Admin representative in co-ordination with Nominated Institute representative will identify and decide which material to be repaired or replaced. Documentation (gate pass, category wise list approval from Institute Head, ensuring deposition of scrap amount with Accounts Dept. and attestation by Security Person).

Review and scrap of accumulated material (which is Beyond Repairs / Obsolete / Non Usable etc.) on monthly basis without piling up in the scrap yard.

Follow up for the material sent out for repairing.

#### Admin. Dept.

Identify the scrap vendor timely by signing rate contract with him by taking necessary approval from Admin. Head.

Vendor details to be shared with Accounts Dept. for their records.

Inventory and collection of replaced material.

  
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**Indira College of Pharmacy**  
**Tathawade, Pune - 411 033**





**WORKS INDENT**

**SHREE CHANAKYA EDUCATION SOCIETY**

85/5A, New Pune Mumbai Highway, Tathawade, Pune – 411 033

WORKS INDENT ( Repair & Maintenance)			
Name of the Institute / College			
Sr. No.	Date	Indenter	Department
Sr. No.	Work Description	Requirement of Material (If Estimated)	Quantity
Location and justification for Work			
Specific Agency , if any:			
Estimated Indent Value (Rs.):			
Expected Delivery Date:			

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**Tathawade. Pune - 411 033**





Expected Work Completion Date:			
Previous Indent Reference, if any:			
Any other Remarks:			
<ul style="list-style-type: none"><li>• Description of work should be clear and accurate. In case the items required are known, please indicate to save time.</li><li>• Please ensure that all the above columns are filled properly. In-complete indents will not be accepted.</li></ul>			
Indenter	HOD	Director	Authorized Signatory

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**Tathawade, Pune - 411 033**





### MATERIAL GATE PASS

SHREE CHANAKYA EDUCATION SOCIETY  
TATHAWADE, PUNE

85/5-A, New Pune Mumbai Highway, Tathawade, Pune – 411 033

Sr. No.				
Date				
Department				
Sr. No.	Description	Unit	Quantity	Remarks
Dispatch By:		Approved By:		
Name		(Name and Signature)		
Signature		Received By:		
		(Name and Signature)		
Signature of Security				

**PLEASE RETURN THIS PASS TO MAIN GATE**

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