

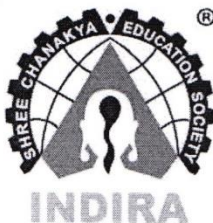
CONTENT

6.3.1

Faculty Empowerment Strategies



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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



PRINCIPAL

Indira College of Pharmacy
Tathawade, Pune - 411 033

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.


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Tathawade, Pune - 411 033

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



6. During the lien period the employee will not accept any full time or part time employment in any educational Institute.
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.



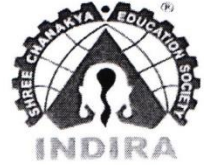
M. J. Ch
PRINCIPAL
Indira College of Pharmacy
Tathawade, Pune - 411 033

SHREE CHANAKYA EDUCATION SOCIETY

(REGN NO. MAH /8100-93/PUNE)

REGD. OFFICE : Flat No.1, Runwal Sarita, Plot No. 4, S.No. 258/1/3, Balaji Park, Baner, Pune -411 007
Tel.- 020-27298822 / 27298823

CAMPUS OFFICE : 85/5 - A, New Pune - Mumbai Highway, Tathawade, Pune - 411 033, India.
Tel. : +91-20-22933279 / 66168100 Fax : +91-20-22933445



Date: 28th December, 2021

To,

Ms. Roopal Bhat
Assistant Professor-Pharmaceutics
Indira College of Pharmacy


Sub: Sanction of lien.

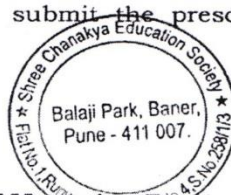
Ref: Your Email application dated 15/12/2021


Dear Ms. Roopal Bhat,

With reference to your application for Lien, we are pleased to inform you that your Lien is hereby sanctioned from **January, 2022 to December, 2024** subject to following conditions.

1. During the lien period you will not be entitled to receive / nor claim any salary or emoluments from Indira College of Pharmacy, Pune / Shree Chanakya Education society.
2. During the lien period you will not accept any full time or part time employment in any educational institute.
3. After the completion of lien period you will resume the duties in Indira college of Pharmacy, Pune on **21st December, 2024**
4. You are required to submit the prescribed undertaking to Indira College of Pharmacy.


Dr. Tarita Shankar,
Founder Secretary & Chief Managing Trustee
Shree Chanakya Education Society, Pune




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Indira College of Pharmacy
Tathawade, Pune - 411 033

<https://outlook.office.com/mail/deeplink?Print>

Lien Application
Roopal Bhat ICP <roopal.bhat@indiraicp.edu.in>
Wed 12/15/2021 1:03 PM
To:

- ajoshi <ajoshi@indiraedu.com>


Dear Ma'am,

I am very pleased to inform you that I have been accepted for a doctoral program in Material Science and Engineering at New Jersey Institute of Technology, USA. As this would be a good opportunity for me to grow professionally, I request you to kindly allow me to take a lien for 5 years during this period starting from January 22. I would be available to conduct sessions online as required. I will update you regarding the exact date of leaving very soon. I am committed to continuing my services for the college after completion of my Ph.D. Therefore, I shall be very grateful to you for approving my leave application for the study program.

Thanking you,

Yours sincerely,
Roopal Bhat

Roopal Bhat
Asst Professor, Department of Pharmaceutics,
SCES's Indira College of Pharmacy,
Tathawade, Pune 411033



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Indira College of Pharmacy
Tathawade, Pune - 411 033





NEWARK COLLEGE OF ENGINEERING

Prof. Edward L. Dreizin
Associate Chair for Graduate Studies
O.H. York Department of Chemical, and Materials
Engineering
New Jersey Institute of Technology
University Heights
Newark, NJ 07102-1982
973.596.5751
973.596.8436 fax
dreizin@njit.edu

Ms. Roopal Sunil Bhat
roopalsbhat@gmail.com

October 27, 2021

NJIT ID: 31563612

Dear Roopal,

I am very pleased to inform you that based on the recommendation of our department's committee on graduate admissions, you have been admitted to our Materials Science & Engineering (Materials Engineering Option) doctoral program starting from spring semester 2022 with full financial support.

Your financial support, offered on the annual basis, includes a stipend of approximately \$24,500 per academic year (fall and spring semesters), it also covers your graduate tuition. An additional stipend may be available during summer. Congratulations!

Please feel free to contact me should you have any questions regarding our program or this offer.

We were very impressed with your credentials and we believe that you will find exciting opportunities for your doctoral studies and research in our department. In the course of your studies, you will be required to take eight 600-level or 700-level 3-credit courses (24 credits) of coursework as well as four additional 700-level 3-credit courses (12 credits), for a total of twelve 3-credit courses (36 credits).


You should hear from the University Admissions soon with further details. In the meantime, we would like to know as soon as possible whether you accept our offer. Please also acknowledge the receipt of this offer by e-mail to dreizin@njit.edu.

Once again, congratulations, and we look forward to welcoming you at our department!

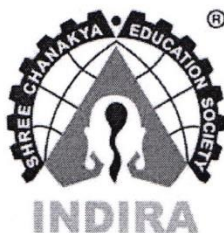
Sincerely yours,

Edward L Dreizin

cc. L. Axe
R. Dave
File


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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


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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: 6th April, 2017

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

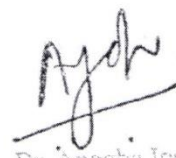
1. The Faculty whose research papers are published in the current Academic Year in National and International Journals, will be given Cash Incentive for the same as follows-

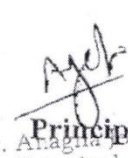
Journal	Amount
Publication in National Journal	Rs. 750.00
Publication in International Journal	Rs. 1000.00
Publication in Journal having more than 1 impact factor	Rs. 3000.00

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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Indira College of Pharmacy
Tathawade, Pune - 411 033




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


Dr. Anagha Joshi
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

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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

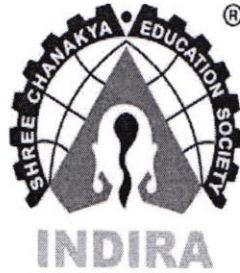
1. If more than one faculty member is involved in paper publication, the amount will be shared by them. If the co-author is from a different university or college, they need not be considered.
2. It is the responsibility of the faculty member to produce evidence of having published paper in the refereed 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


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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

Gratuity Policy



PRINCIPAL
Indira College of Pharmacy
Tathawade, Pune - 411 033

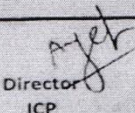
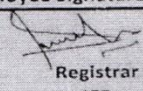
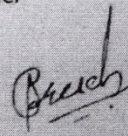
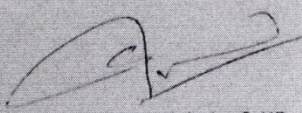
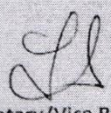


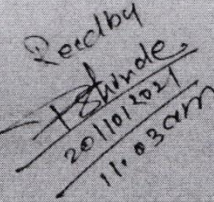


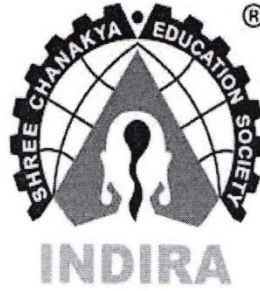
Shree Chanakya Education Society's INDIRA COLLEGE OF PHARMACY Niramay, 89/2A, New Pune- Mumbai Highway, Tathwade, Pune 411033			
Statement of Gratuity Calculation Date :- 13-Oct-21			
Name :-	Mr. Digambar Sawale	Employee Code	648
Designation :-	Exam Co-ordinator	Date of Joining	13-Feb-10
		Date of Resignation	14-Oct-21
Gratuity : As per Gratuity Act 1972			
Current Salary		Total Number of years in service	
Particular	Amount	11 Years 8 Months	
Basic	27,000		
Dearness Allowance		Numbers of Days Eligible for Gratuity	Per Day Salary
		180	1038
		Total Rs. 186923/- Only of Gratuity	
Total		Amount of One Lakh Eighty Six Thousand Nine Hundred Twenty Three Only	
27,000			
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	

Read by
 [Signature]
 25/11/2021
 10.54 AM



INDIRA		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 15 Years 1 Months	
Particular	Amount		
Basic	34,600	Numbers of Days Eligible for Gratuity	
Dearness Allowance	39,098		
		Per Day Salary	
		225	
		2835	
		637771	
		Total Rs. 637771/- Only of Gratuity	
		Amount in Words :- Six Lack Thirty Seven Thousand Seven Hundred Seventy One Rupees Only	
Total		73,698	
Remark :-			
Received cheque of Rs. 637771/- towards my full and final settlement			
Employee Signature			
 Director ICP		 Registrar / OS. ICP	
 Director -Accounts & Finance SCES		 Director - Admin. & HR SCES	
		 Secretary/Vice President SCES	



 Received by
 Tathawade
 20/10/2021
 11.03AM



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

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

PF Statements


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

(Handwritten Signature)

**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 Depositor.....
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

M. J. Ch
PRINCIPAL
Indira College of Pharmacy
Tathawade, Pune - 411 033





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

M. J. Ch
PRINCIPAL
Indira College of Pharmacy
Tathawade, Pune - 411 033





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

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
Total Subscribers :							
Total Wages :							
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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Tathawade, Pune - 411 033





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, PUNE, MAHARASHTRA

Total Subscribers :	EPF 66	EPS 66	EDLI 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	



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Tathawade, Pune - 411 033**





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 Dues for the wage month of January 2022
Address : 89/2, NEW PUNE MUMBAI HIGHWAY,, NEAR WAKAD POLICE CHOWKI, TATHAWADE, PUNE, PUNE, MAHARASHTRA

	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.

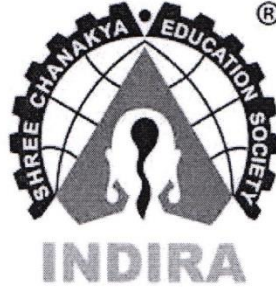
Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	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	



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Tathawade, Pune - 411 033





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

89/2A, New Pune- Mumbai Highway

Tathawade, Pune 411033, India

Performance Appraisal System for Teaching & Non-Teaching Staff



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Indira College of Pharmacy
Tathawade, Pune - 411 033



Performance Appraisal System for Teaching Staff

S.C.E.S.'s Indira College of Pharmacy
FACULTY ASSESSMENT FORM
 FOR PROF. /ASSOCIATE PROF. / ASSISTANT PROF.
FACULTY PROFILE
ACADEMIC YEAR 2017-18

1. Name :- Dr. (Mrs.) Archana M. Karnik
2. Age :- 41
3. Designation :- Assistant Professor
 Current designation: Assistant Professor
 Designation: At the time of joining Assistant Professor
4. Experience:- 10 years
 Industry (No. of years)
 Teaching (No. of years): 10 Years
 Research (No. of years)
 Consultation (No of Years)
5. Academics Qualification:- Ph.D. (Pharmaceutical Chemistry)
 Undergraduate: B. Pharm.
 Postgraduate: M. Pharm in Quality Assurance
 Doctorate: Ph. D in Pharmaceutical Chemistry
 Post doctorate:
 Others (Certifications if any)
6. Academic Performance:-

No	Parameters	Proposed	Conducted	University Result Percentage
A	No of lectures conducted			
	Subjects :			
	Pharmaceutical Analysis III	45	45	96.52%
	Pharmaceutical Analysis IV	45	45	95.38%
	Quality Assurance Techniques	45	45	100%
	Research Methodology	60	60	100%
B	Using Innovative teaching techniques for updating content, course improvement	Mind map, case studies, Power point presentation, YouTube videos, Group discussion		
C	Evaluation:	Subject name	Numbers	
	Paper setting, Invigilation, Evaluation, Assessment of Answer books	Medicinal Chemistry II (2013 Pattern)	01	


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 Tathawade, Pune - 411 033



D	Professional Development activities i.e. Faculty Development Programs attended Seminars/QIPs/Workshops attended Guest Lectures delivered Professional Memberships	Two days National Level Seminar on "Recent Advances in Spectroscopic and Analytical Techniques", 10 th and 11 th February 2018 Modern College of Pharmacy (LADIES), Moshi, Pune APTI (MA/LM-429) IPA: (MAH/PUNE/LM/ 0154)	01
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7. Research and Academic Contributions:-

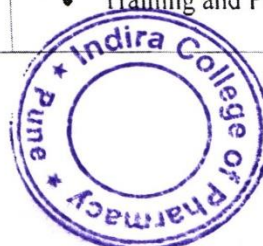
No	Parameters	
A	Research Paper Presentation at Conferences: International State Local Other	
B	Research paper published in National, International Journals, ISSN, ISBN publications: Name and year of Publication (Please attach summary)	
C	Patents /Copyrights filed:	
D	Books Authored: Books Co-authored: Books chapter written:	
E	Sponsored/Funded Research projects : (Please attach summary)	
F	Consultation : To Industry: To Academics: To Other bodies: <ul style="list-style-type: none"> • Board Member of Lila Poonawalla Foundation Scholarship • Selection committee member for pharmacy graduates and postgraduate students. (Please attach summary)	
G	Research Guidance for: M. Pharm: Ph. D:	

8. Administration:-

No	Parameters	
A	Working committees details (Please attach summary)	<ul style="list-style-type: none"> • Academic In-charge of the First half academic session • Training and Placement Cell

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Tathawade, Pune - 411 033



9. Awards/Rewards Received:-

Awarded Ph.D. (Pharmaceutical Chemistry) degree in Nov. 2017

10. Faculty Development Plan:-

Key Accomplishments: *What according to you are your key accomplishments in the last year?*

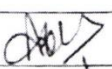



- Successfully completed Ph.D. from Savitribai Phule Pune University
- Actively involved in Training and Placement Cell
- Actively involved in B. Pharm. Academic teaching learning.

Areas of Improvement: *In which areas could you have been more effective or could you have achieved more?*

- Number of research paper publications
- Participation in conference and workshops

Principal's remarks:

Excellent teaching congratulations for acquiring Ph.D. Focus more on research papers & apply for research grant.

SIGNATURES		
Faculty Signature		Date : 26/5/18
HOD Signature		Date : 27/5/18
Principal Signature		Date : 27/5/18
Faculty Signature		Date : 27/5/18



Mr. Sandeep Gaekwad
Director - Admin & HR.



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Tathawade, Pune - 411 033

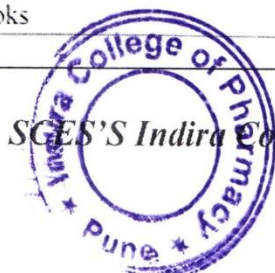


S.C.E.S.'s Indira College of Pharmacy
FACULTY ASSESSMENT FORM
 FOR PROF. /ASSOCIATE PROF. / ASSISTANT PROF.
FACULTY PROFILE
ACADEMIC YEAR 2018-19

1. Name : - Rutuja Kamble
2. Age : - 35
3. Designation : - Assistant Professor.
 Current designation: Assistant Professor.
 Designation: At the time of joining: Assistant Professor
4. Experience: -
 Industry (No. of years): - Nil
 Teaching (No. of years): 7 years, 9 months.
 Research (No. of years): - Nil
 Consultation (No of Years): - Nil
5. Academics Qualification: -
 Undergraduate: B.Pharm
 Postgraduate: M.Pharm (Pharmaceutical Chemistry)
 Doctorate: - --
 Post doctorate: - --
 Others (Certifications if any)-
6. Academic Performance:-

No	Parameters			University Result Percentage
A	No of lectures conducted Subjects :	Proposed	Conducted	
	1. Pharmaceutical Inorganic Chemistry (B.Pharm)	45	50	84.2
	2. Pharmaceutical Inorganic Chemistry (Pharm.D)	60	60	100
B	Using Innovative teaching techniques for updating content, course improvement			
C	Evaluation:	Subject name	Numbers	
	Paper setting, Invigilation Evaluation, Assessment of Answer books	Pharmaceutical Inorganic Chemistry	01 01 01 31	

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D	Professional Development activities i.e. Faculty Development Programs attended Seminars/QIPs/Workshops attended Guest Lectures delivered Professional Memberships	Association of Pharmacy Teachers of India (APTII)	Nil
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7. Research and Academic Contributions:-


No	Parameters	
A	Research Paper Presentation at Conferences: International National State Local Other	Nil
B	Research paper published in National, International Journals, ISSN, ISBN publications: Name and year of Publication (Please attach summary)	Nil
C	Patents /Copyrights filed:	Nil
D	Books Authored: Books Co-authored: Books chapter written:	Nil
E	Sponsored/Funded Research projects : (Please attach summary)	Nil
F	Consultation : To Industry: To Academics: To Other bodies: (Please attach summary)	Nil
G	Research Guidance for: M. Pharm: Ph. D:	Nil

8. Administration:-

No	Parameters	
A	Working committees details (Please attach summary)	Exam Section

9. Awards/Rewards Received:- Nil

10. Faculty Development Plan:-


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Tathawade, Pune - 411 033







Key Accomplishments:

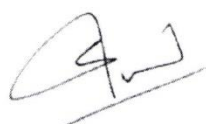
- Actively involved in Pharm D Academic teaching learning.
- Handled Exam Section.

Areas of Improvement: In which areas could you have been more effective or could you have achieved more?

Principal's remarks:

Excellent teaching performance. Start writing review & research paper, enroll for phd

SIGNATURES		
Faculty Signature		Date : 15/12/19
HOD Signature		Date : 9/5/19
Principal Signature		Date : 10/5/19
Faculty Signature		Date : 10/5/19



Mr. Sandeep Gaekwad
Director - Admin & HR.



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Tathawade, Pune - 411 033





**S.C.E.S.'s Indira College of Pharmacy
FACULTY ASSESSMENT FORM
FOR PROF. /ASSOCIATE PROF. / ASSISTANT PROF.
FACULTY PROFILE
ACADEMIC YEAR 2019-20**

1. Name : - Dr. Digambar Balkrishna Ambikar
2. Age : - 35 years
3. Designation : - Assistant Professor
Current designation: Assistant Professor
Designation: At the time of joining - Assistant Professor
4. Experience:-
Industry (No. of years): 0
Teaching (No. of years): 12 Years
Research (No. of years): 12 Years
Consultation (No of Years): 0
5. Academics Qualification:-
Undergraduate: B. Pharm
Postgraduate: M. Pharm (Pharmacology)
Doctorate: Ph.D in Pharmacy
Post doctorate:
Others (Certifications if any): Qualified GATE 2006
6. Academic Performance:-

No	Parameters	Proposed	Conducted	University Result Percentage
A	No of lectures conducted Subjects : Pharmacology IV Pharmacology V Pharmacotherapeutics I & II	45 45 90	45 45 90	91 % 100% 100%
B	Using Innovative teaching techniques for updating content, course improvement			
C	Evaluation: Paper setting, Invigilation Evaluation,	Subject name		Numbers
		Pharmacotherapeutics I & II		
		Pharmacology IV Pharmacology V Pharmacotherapeutics I & II		

(Signature)

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



Assessment of Answer books	Pharmacology IV Pharmacology V Pharmacotherapeutics I & II
D Professional Development activities i.e. Faculty Development Programs attended Seminars/OIPs/Workshops attended Guest Lectures delivered Professional Memberships	01 APTI, APP

7. Research and Academic Contributions:-

No	Parameters	
A	Research Paper Presentation at Conferences: International National State Local Other	0
B	Research paper published in National, International Journals, ISSN, ISBN publications: Name and year of Publication (Please attach summary) 1. Pharmacognostical, Phytochemical and Antioxidant Studies of Indigenous Medicinal Plant. Current Bioactive Compounds. 2. Knowledge and attitude of Indian expatriate working at Gondar, Ethiopia regarding yellow fever vaccination: a survey. International journal of community medicine and public health.	02
C	Patents /Copyrights filed:	0
D	Books Authored: Books Co-authored: Books chapter written:	0
E	Sponsored/Funded Research projects : (Please attach summary)	0
F	Consultation : To Industry: To Academics: To Other bodies: (Please attach summary)	0
G	Research Guidance for: M. Pharm: Ph. D:	0

8. Administration:-

No	Parameters	
A	Working committees details (Please attach summary)	Academics Committee R & D Committee IPC - Seminar & Workshop Committee

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PRINCIPAL

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



Placement Cell & Industrial Tour

9. Awards/Rewards Received:- Young Talent Award 2019 at Indo-African Conference on "Trends and Scenario of Pharmaceutical Sciences and Research" at IMA Hall, Bareilly, Uttar Pradesh on November 30, 2019.

10. Faculty Development Plan:-

Key Accomplishments: *What according to you are your key accomplishments in the last year?*

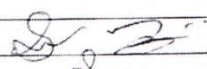



- Actively involved in Pharm D Academic teaching learning.
- Actively involved in effective teaching and learning during COVID 19 pandemic with use of innovative teaching learning techniques

Areas of Improvement: *In which areas could you have been more effective or could you have achieved more?*

-

Principal's remarks:

Excellent Performance, Increase your presence in outreach activities

SIGNATURES		
Faculty Signature		Date : 2/3/20
HOD Signature		Date : 9/3/20
Principal Signature		Date : 9/3/20
Faculty Signature		Date : 9/2/20



Mr. Sandeep Gaekwad
Director - Admin & HR.



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Indira College of Pharmacy
Tathawade, Pune - 411 033



**S.C.E.S.'s Indira College of Pharmacy
FACULTY ASSESSMENT FORM
FOR PROF. /ASSOCIATE PROF. / ASSISTANT PROF.
FACULTY PROFILE
ACADEMIC YEAR 2020-21**

1. Name :- Dr. Suvarna P. Ingale
2. Age :- 42 years
3. Designation :-
Current designation: Professor
Designation: At the time of joining Assistant Professor
4. Experience:-
Industry (No. of years) Nil
Teaching (No. of years) 19 years
Research (No. of years) 11
Consultation (No of Years) Nil
5. Academics Qualification:-
Undergraduate: B. Pharm
Postgraduate: M. Pharm
Doctorate: Ph. D (Pharmaceutical Sciences)
Post doctorate: Nil
Others (Certifications if any)
6. Academic Performance:-

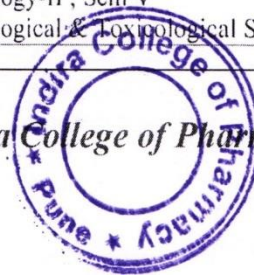
No	Parameters			University Result Percentage
A	No of lectures conducted Subjects : Pharmacology-II (T Y Pharm D) Clinical Toxicology (Fourth Yr Pharm D)	Proposed	Conducted	
		92	95	100%
		46	44	100%
B	Using Innovative teaching techniques for updating content, course improvement	Animation , Z to A approach, Mind map, Case study Due to covid 19 pandemic lockdown, used online teaching tools like Google classroom, zoom and MS Teams for conducting lectures and to provide students with teaching material.		
C	Evaluation: Paper setting,	Subject name	Numbers	
		Medicinal Biochemistry (F Y Pharm D)	01	
		Pharmacology – I (S Y Pharm D)	01	
		Pharmacology – II(T Y Pharm D)	01	
		Clinical Pharmacy(Fourth Yr Pharm D)	01	
		Clinical Toxicology(Fourth Yr Pharm D)	01	
		Pharmatherapeutics I & II(F Yr Pharm D PB)	01	
		Pharmacology-II , Sem V	01	
		Pharmacological & Toxicological Screening		

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

S.C.E.S.'s Indira College of Pharmacy, Pune

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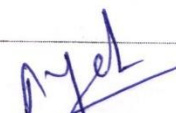


Invigilation Evaluation. Assessment of Answer books	Methods – II (M.Pharmacy Sem II(2018 Pattern) Medicinal Biochemistry (F Y Pharm D) Pharmacology – I (S Y Pharm D) Pharmacology – II(T Y Pharm D) Clinical Pharmacy(Fourth Yr Pharm D) Clinical Toxicology(Fourth Yr Pharm D) Pharmatherapeutics I & II(F Yr Pharm D PB)	01
D Professional Development activities i.e. Faculty Development Programs attended Seminars/QIPs/Workshops attended Guest Lectures delivered Professional Memberships	06 11 Nil IPA, ATPI, SFE, IPS	

7. Research and Academic Contributions:-

No	Parameters	
A	Research Paper Presentation at Conferences: International National State Local Other	Nil
B	Research paper published in National, International Journals, ISSN, ISBN publications: Name and year of Publication (Please attach summary) 1. Dayanand M. Kannur, Suvarna P. Ingale, Digambar B. Ambikar, Dhruvi A. Gosar, Shubham V. Pawar, Anagha M. Joshi, Pallavi S. Sajanapwar, Social implications and perceptions of the urban Indian population in the current scenario of COVID-19: a comprehensive survey. International Journal of Community Medicine and Public Health. 2021 ; 8(4):1739-1751 2. Ingale S, Upadhye P, Ingale P. Evaluation anti-asthmatic activity of hydroalcoholic extract of Luffa cylindrica leaves. J Res Pharm. 2020; 24(6): 855-864.	02 International
C	Patents /Copyrights filed:	Nil
D	Books Authored: Books Co-authored: Books chapter written:	Nil
E	Sponsored/Funded Research projects : (Please attach summary)	
F	Consultation : To Industry: To Academics: To Other bodies: (Please attach summary)	
G	Research Guidance for: M. Pharm: Ph. D: Pharm D	01 12

8. Administration:-


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Indira College of Pharmacy
Tathawade, Pune - 411 033



No	Parameters	
A	Working committees details (Please attach summary)	<ul style="list-style-type: none"> • College Development Committee (AICTE/PCI/DTE/SPPU) • Academics Committee, • Alumni Committee • R & D Committee • Admission Committee • Women Cell

9. Awards/Rewards Received:- NIL

10. Faculty Development Plan:-

Key Accomplishments: What according to you are your key accomplishments in the last year?

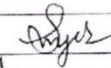


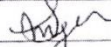
- Actively involved in Pharm D Academic teaching learning.
- Learned and utilized innovative new online teaching tools at its best during COVID pandemic period for students.
- Attended various webinars and online FDPs which have made aware of many new avenues in pharma research.

Areas of Improvement: In which areas could you have been more effective or could you have achieved more?

- Research grants

Principal's remarks:

Excellent Performance, Increase interaction with industry,
Keep up the good work.

SIGNATURES		
Faculty Signature		Date : 15/4/2021
HOD Signature		Date : 27/4/21
Principal Signature		Date : 27/4/21
Faculty Signature		Date : 27/4/2021



PRINCIPAL

Indira College of Pharmacy
Tathawade, Pune - 411 033




Mr. Sandeep Gaekwad
Director - Admin & HR.



S.C.E.S.'s Indira College of Pharmacy
FACULTY ASSESSMENT FORM
 FOR PROF. /ASSOCIATE PROF. / ASSISTANT PROF.
FACULTY PROFILE
ACADEMIC YEAR 2021-22

1. Name :- Manasi Jayant Wagdarikar
2. Age :- 37
3. Designation :-
 Current designation: Asso. Professor
 Designation: At the time of joining - Lecturer
4. Experience:-
 Industry (No. of years)
 Teaching (No. of years) : 13 yrs
 Research (No. of years)
 Consultation (No of Years)
5. Academics Qualification:-
 Undergraduate: B. Pharmacy
 Postgraduate: M. Pharmacy
 Doctorate: PiD Pharm. Chemistry
 Post doctorate:
 Others (Certifications if any)
6. Academic Performance:-

No	Parameters	Proposed	Conducted	University Result Percentage
A	No of lectures conducted Subjects : M. Pharm. sem I MPAT M. Pharm. sem I Pharm. Validation F.Y. B. Pharm. Sem II Biochemistry	60 63	60 60	100% 100%
B	Using Innovative teaching techniques for updating content, course improvement	Yes. LCD, animations and videos, Notes, interactive learning		
C	Evaluation: Paper setting, Invigilation Evaluation, Assessment of Answer books	Subject name		Numbers
		Paper Setting – PA I, Quality Assurance T.Y. B. Pharm.		
D	Professional Development activities i.e.			


PRINCIPAL
Indira College of Pharmacy
Tathawade, Pune - 411 033



Faculty Development Programs attended
Seminars/QIPs/Workshops attended
Guest Lectures delivered
Professional Memberships

CONFERENCE
ATTENDED - 01
PROFESSIONAL
MEMBERSHIP -
01

7. Research and Academic Contributions:-

No	Parameters	
A	Research Paper Presentation at Conferences: International National State Local Other	
B	Research paper published in National, International Journals, ISSN, ISBN publications: Name and year of Publication (Please attach summary)	01
C	Patents /Copyrights filed:	
D	Books Authored: Books Co-authored: Books chapter written:	Book chapter - 01 Books authored - 02
E	Sponsored/Funded Research projects : (Please attach summary)	1 SPPU FUNDED PROJECT
F	Consultation : To Industry: To Academics: To Other bodies: (Please attach summary)	
G	Research Guidance for: M. Pharm: Ph. D:	02

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PRINCIPAL
Indira College of Pharmacy
Tathawade, Pune - 411 033



8. Administration:-

No	Parameters	
A	Working committees details (Please attach summary)	Alumni Committee, Placement Committee, Cultural Committee, Research and development committee

9. Awards/Rewards Received:- Nil

10. Faculty Development Plan:-





Key Accomplishments: What according to you are your key accomplishments in the last year?

- Actively involved in student support and progression
- Actively involved in B. Pharm. and M. Pharm. Academic teaching learning.

Areas of Improvement: In which areas could you have been more effective or could you have achieved more?

Principal's remarks:

Excellent allround performance. Congratulations for completing industrial training in Zydus cadilla through PCI. Keep up the good work.

SIGNATURES		
Faculty Signature		Date : 29/04/22
HOD Signature		Date : 7/5/22
Principal Signature		Date : 9/5/22
Faculty Signature		Date : 9/05/22



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Indira College of Pharmacy
Tathawade, Pune - 411 033



Mr. Sandeep Gaekwad
Director - Admin & HR.



Conference attended

1. 8th International Congress of the Society for Ethnopharmacology, India (SFEC 2021) organized by SFE-India Pune chapter and Bharati Vidyapeeth (Deemed to be University), Poona College of Pharmacy, Pune in association with Society for Ethnopharmacology, India (SFE-India); from August 27-29, 2021 at Pune, Maharashtra, India.

Research paper Published

1. Ahmed. S., P. Mahesh, R. Dhakne, S. Jamdade, M. Wagdarikar, And S. Karve. "Prescription Adherence to Aged Beers Criteria And Medication Adherence In Geriatric Patients". *Asian Journal of Pharmaceutical and Clinical Research*, vol. 15, no. 7, July 2022, pp. 69-73

Book Chapter

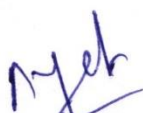
1. Dr. Manasi Wagdarikar*, Dr. Anagha Joshi, Ms. Shambhavi Ranade, Ms. Shriya Thite, Ms. Simran Shah, Ms. Siddhi Pai, Feb 2022, 11. AYURVEDIC REMEDIES FOR DADRU KUSHTA, Published by Academic Decipher Press, Mumbai, AYURVEDIC REMEDIES FOR THE DISEASES OF MICROBIAL ORIGIN , VOLUME-I, Page 131- 147

Textbook publications

1. Pharmaceutical Analysis I, Dr. Anagha M. Joshi, Mrs. Manasi J. Wagdarikar, Everest Publishing House, ISBN – 978 81 7660 276
2. Pharmaceutical Analysis II, Dr. Anagha M. Joshi, Mrs. Manasi J. Wagdarikar, Everest Publishing House, ISBN – 978 81 7660 281 5.

Research Grants Received

1. Research Grant from BCUD, University of Pune of amount Rs. 2,50,000/- (To develop and validate analytical methods for estimation of Serratiopeptidase from topical formulations for treatment of Diabetic Foot.)


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Indira College of Pharmacy
Tathawade, Pune - 411 033



Performance Appraisal System for Non-Teaching Staff Indira College of Pharmacy, Pune

ANNUAL CONFIDENTIAL REPORT OF NON-TEACHING STAFF

This annual confidential report is for all employees falling under non-teaching staff category.

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2. **Supervisory staff**- those employees who are working on important positions in the dept and may be handling small team of people in the dept.
3. **Support staff** who are reporting to both above staff and do not have anybody reporting to them.

Academic Year 2017-2018

Employee profile:

1. Name :- Pranod G. Patil
2. Age :- 35
3. Department :- Micro lab
4. Date of joining 1/07/2008
5. Current designation lab Assi
6. Designation at the time of joining lab Assi
7. Experience: - (No. of years) 10 years
8. Academics: - (tick whichever is applicable)

Undergraduate

Graduate

Postgraduate

Others (Certifications if any)
PG Diploma

M. J. Ch

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Indira College of Pharmacy
Tathawade, Pune - 411 033





Appraisal:

Parameter	Remarks	Score	✓	
Industriousness	Self-motivated	5	✓	5
	Painstaking (Hardworker)	4		
	Delivers goods	3		
	Tendency to shirk	2		
	Lazy	1		
	Apathetic	0		
Application	Creative talented	5		4
	Gives personal touch	4	✓	
	Effective organizer	3		
	Perturbed in difficulty	2		
	Lack of confidence	1		
	No application of mind	0		
Capacity to get work done by subordinates(not applicable to category 3 employees)	Motivates subordinates	5		4
	Extracts good work	4	✓	
	Tactful	3		
	Easy going	2		
	Feels burdensome	1		
	Incompetent	0		
Relations with colleagues and the public	Considerate/Empathetic	4	✓	4
	Sympathetic	3		
	Helpful	2		
	Impolite	1		
	Rude	0		
General Intelligence	Very Sharp	4	✓	4
	Brilliant	3		
	Average	2		
	Needs elaborate explanation	1		
	Dull	0		
Technical ability (where relevant)	Deep knowledge of subject	4		3
	Adequate knowledge	3	✓	
	Meets both ends	2		
	Routine knowledge	1		
	Inadequate knowledge	0		
Judgement	Quick and confident	5		4
	Receptive	4	✓	
	Displays maturity	3		
	Slow	2		
	Incompetent	1		
	With selfish motive	0		
Initiative	Enterprising	4	✓	4
	Just enough	3		
	Casual	2		
	Apathetic	1		
	Non-initiative	0		
Drive	Forceful	4		3
	Dashing	3	✓	
	Carries on lifelessly	2		
	No confidence	1		
	Motionless	0		

N. J. Ch

PRINCIPAL

Indira College of Pharmacy
Tathawade, Pune - 411 033





Integrity	Beyond doubt	4	✓	6
	Dedicated	3		
	Reliable	2		
	Unreliable	1		
Character	Doubtful	0		5
	Excellent	4	✓	
	High Moral	3		
	Fairly good moral	2		
	Average	1		
Punctuality	Non-ethical	0		2
	Harmful to the Institution	1		
	Very Punctual	2	✓	
	Moderately Punctual	1		

Total score 65
 Percentage 88.33

Grade allotments as under:

Percentage	Remark	Grade	Recommendation
90%	Outstanding	A-	Promotion
80 to 89%	Very Good	A	Additional increment
70 to 79%	Positively Good	B	Regular increment
70 & less	Non performance	C	No increment
<u>General assessment:</u> Very good response			

Place: Pune
 Date: 22/4/18
 Seal:
 Development Plan:

Signature of Reporting Officer

 Mr. Sandeep Sandeep
 Institute In-charge

Areas of strength : *What according to you are your key strengths?*
 Hard working, knowledge of subject.
 Areas of development : *Describe one or two growth development opportunities*
 To handle more responsibility.

SIGNATURES		Date
Appraisee Signature*		20/4/18
Appraiser's Signature*		22/4/18
Reviewer's Signature*		22/4/18

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 Indira College of Pharmacy
 Tathawade, Pune - 411 033



Shree Chanakya Education Society's
Indira College of Pharmacy, Pune

ANNUAL CONFIDENTIAL REPORT OF NON-TEACHING STAFF

This annual confidential report is for all employees falling under non-teaching staff category.

For the purpose of annual appraisal, all non-teaching staff are divided into 3 categories.

1. **Managerial cadre staff** - are those who are heading the department at the level of Dy. Director, HOD or librarian.
2. **Supervisory staff**- those employees who are working on important positions in the dept and may be handling small team of people in the dept.
3. **Support staff** who are reporting to both above staff and do not have anybody reporting to them.

Academic Year 2018-2019

Employee profile:

1. Name :- Anil Rama Crickwood
2. Age :- 31 years
3. Department :- P'chemistry
4. Date of joining 1/10/2008
5. Current designation Lab Assistant
6. Designation at the time of joining Lab Attendant
7. Experience: - (No. of years) 10 v
8. Academics: - (tick whichever is applicable)

Undergraduate

Graduate

Postgraduate

Others (Certifications if any)
PG Diplom.

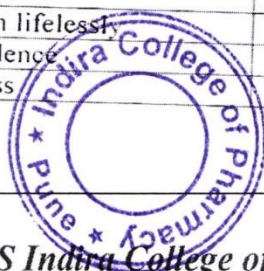


Ayesh
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Tathawade, Pune - 411 033

Appraisal:

Parameter	Remarks	Score	✓	
Industriousness	Self-motivated	5	✓	5
	Painstaking (Hardworker)	4		
	Delivers goods	3		
	Tendency to shirk	2		
	Lazy	1		
	Apathetic	0		
Application	Creative talented	5		3
	Gives personal touch	4		
	Effective organizer	3	✓	
	Perturbed in difficulty	2		
	Lack of confidence	1		
	No application of mind	0		
Capacity to get work done by subordinates(not applicable to category 3 employees)	Motivates subordinates	5		4
	Extracts good work	4	✓	
	Tactful	3		
	Easy going	2		
	Feels burdensome	1		
	Incompetent	0		
Relations with colleagues and the public	Considerate/Empathetic	4		3
	Sympathetic	3	✓	
	Helpful	2		
	Impolite	1		
	Rude	0		
General Intelligence	Very Sharp	4		3
	Brilliant	3	✓	
	Average	2		
	Needs elaborate explanation	1		
	Dull	0		
Technical ability (where relevant)	Deep knowledge of subject	4		3
	Adequate knowledge	3	✓	
	Meets both ends	2		
	Routine knowledge	1		
	Inadequate knowledge	0		
Judgement	Quick and confident	5		4
	Receptive	4	✓	
	Displays maturity	3		
	Slow	2		
	Incompetent	1		
	With selfish motive	0		
Initiative	Enterprising	4	✓	4
	Just enough	3		
	Casual	2		
	Apathetic	1		
	Non-initiative	0		
Drive	Forceful	4		3
	Dashing	3	✓	
	Carries on lifelessly	2		
	No confidence	1		
	Motionless	0		

PRINCIPAL





Integrity	Beyond doubt	4	✓	4
	Dedicated	3		
	Reliable	2		
	Unreliable	1		
	Doubtful	0		
Character	Excellent	5	•	4
	High Moral	4	✓	
	Fairly good moral	3		
	Average	2		
	Non - ethical	1		
	Harmful to the Institution	0		
Punctuality	Very Punctual	2	✓	2
	Moderately Punctual	1		

Total score

42

Percentage

82.35

Grade allotments as under:

Percentage	Remark	Grade	Recommendation
90%	Outstanding	A+	Promotion
80 to 89%	Very Good	A	Additional increment
70 to 79%	Positively Good	B	Regular increment
70 & less	Non performance	C	No increment
<u>General assessment:</u> Very good resource.			

Place: Pune
Date: 10/5/19

Signature of Reporting Officer

Seal:

Development Plan:

Mr. Sandeep Gaikwad
Director - Admin & HR

Areas of strength :	What according to you are your key strengths? Knowledge of Chemistry Lab maintenance.
Areas of development :	Describe one or two growth development opportunities. Complete graduation.

SIGNATURES			
Appraisee Signature*		Date	15/4/2019
Appraiser's signature*		Date	10/05/2019
Reviewer's Signature*		Date	10/5/19

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Indira College of Pharmacy
Tathawade, Pune - 411 033



Shree Chanakya Education Society's
Indira College of Pharmacy, Pune

ANNUAL CONFIDENTIAL REPORT OF NON-TEACHING STAFF

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3. **Support staff** who are reporting to both above staff and do not have anybody reporting to them.

Academic Year 2019-2020

Employee profile:


1. Name :- Samadhan P. Gaikwad
2. Age :- 38
3. Department :- Library
4. Date of joining 15/06/2007
5. Current designation Assistant Librarian
6. Designation at the time of joining Library Attendant
7. Experience: - (No. of years) 13 years
8. Academics: - (tick whichever is applicable)

Undergraduate

Graduate

Postgraduate

Others (Certifications if any)
PG Diploma


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Indira College of Pharmacy
Tathawade, Pune - 411 033



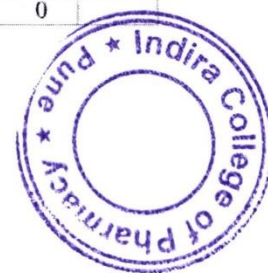
Appraisal:

Parameter	Remarks	Score	✓	
Industriousness	Self-motivated	5		
	Painstaking (Hardworker)	4	✓	
	Delivers goods	3		4
	Tendency to shirk	2		
	Lazy	1		
	Apathetic	0		
Application	Creative talented	5		
	Gives personal touch	4	✓	
	Effective organizer	3	✓	4
	Perturbed in difficulty	2		
	Lack of confidence	1		
	No application of mind	0		
Capacity to get work done by subordinates(not applicable to category 3 employees)	Motivates subordinates	5		
	Extracts good work	4	✓	
	Tactful	3		4
	Easy going	2		
	Feels burdensome	1		
	Incompetent	0		
Relations with colleagues and the public	Considerate/Empathetic	4	✓	
	Sympathetic	3		4
	Helpful	2		
	Impolite	1		
	Rude	0		
General Intelligence	Very Sharp	4		
	Brilliant	3	✓	3
	Average	2		
	Needs elaborate explanation	1		
	Dull	0		
Technical ability (where relevant)	Deep knowledge of subject	4	✓	
	Adequate knowledge	3		4
	Meets both ends	2		
	Routine knowledge	1		
	Inadequate knowledge	0		
Judgement	Quick and confident	5		
	Receptive	4	✓	
	Displays maturity	3		4
	Slow	2		
	Incompetent	1		
	With selfish motive	0		
Initiative	Enterprising	4	✓	
	Just enough	3		4
	Casual	2		
	Apathetic	1		
	Non-initiative	0		
Drive	Forceful	4		
	Dashing	3	✓	
	Carries on lifelessly	2		3
	No confidence	1		
	Motionless	0		

Meh

PRINCIPAL

Indira College of Pharmacy
Tathawade, Pune - 411 033





Integrity	Beyond doubt	4	✓	4
	Dedicated	3		
	Reliable	2		
	Unreliable	1		
	Doubtful	0		
Character	Excellent	5	✓	5
	High Moral	4		
	Fairly good moral	3		
	Average	2		
	Non - ethical	1		
	Harmful to the Institution	0		
Punctuality	Very Punctual	2	✓	2
	Moderately Punctual	1		

Total score

45

Percentage

88.23

Grade allotments as under:

Percentage	Remark	Grade	Recommendation
90%	Outstanding	A+	Promotion
80 to 89%	Very Good	A	Additional increment
70 to 79%	Positively Good	B	Regular increment
70 & less	Non performance	C	No increment

General assessment:

Place: Pune
Date: 21/3/20

[Signature]
Signature of Reporting Officer

Seal:
Development Plan:

[Signature]
Mr. Sandeep Gaekwad
Director - Admin & HR

Areas of strength : What according to you are your key strengths?
Overall library handling, hard working, communication, library services.

Areas of development : Describe one or two growth development opportunities.
To qualify NET or SET as early as possible.

SIGNATURES		Date
Appraisee Signature*	<i>[Signature]</i>	02/03/20
Appraiser's signature*	<i>[Signature]</i>	09/03/20
Reviewer's Signature	<i>[Signature]</i>	9/3/20



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Indira College of Pharmacy
Tathawade, Pune - 411 033



Shree Chanakya Education Society's
Indira College of Pharmacy, Pune

ANNUAL CONFIDENTIAL REPORT OF NON-TEACHING STAFF

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3. Support staff who are reporting to both above staff and do not have anybody reporting to them.

Academic Year 2020-2021

Employee profile:

1. Name :- Mr. Dilip Manuti Dharmale
2. Age :- 42 years
3. Department :- Admin (office)
4. Date of joining :- 17/01/2002
5. Current designation :- Sr. Clerk
6. Designation at the time of joining :- Peon
7. Experience: - (No. of years) :- 20 years.
8. Academics: - (tick whichever is applicable)

Undergraduate

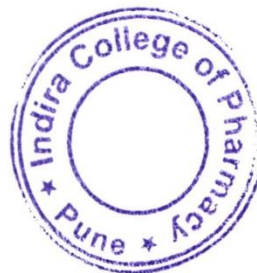
Graduate

Postgraduate

Others (Certifications if any)
PG Diploma

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Indira College of Pharmacy
Tathawade, Pune - 411 033



Appraisal:

Parameter	Remarks	Score	✓
Industriousness	Self-motivated	5	✓
	Painstaking (Hardworker)	4	
	Delivers goods	3	
	Tendency to shirk	2	
	Lazy	1	
	Apathetic	0	
Application	Creative talented	5	✓
	Gives personal touch	4	
	Effective organizer	3	
	Perturbed in difficulty	2	
	Lack of confidence	1	
	No application of mind	0	
Capacity to get work done by subordinates(not applicable to category 3 employees)	Motivates subordinates	5	
	Extracts good work	4	✓
	Tactful	3	
	Easy going	2	
	Feels burdensome	1	
	Incompetent	0	
Relations with colleagues and the public	Considerate/Empathetic	4	
	Sympathetic	3	✓
	Helpful	2	
	Impolite	1	
	Rude	0	
General Intelligence	Very Sharp	4	
	Brilliant	3	✓
	Average	2	
	Needs elaborate explanation	1	
	Dull	0	
Technical ability (where relevant)	Deep knowledge of subject	4	✓
	Adequate knowledge	3	
	Meets both ends	2	
	Routine knowledge	1	
	Inadequate knowledge	0	
Judgement	Quick and confident	5	✓
	Receptive	4	
	Displays maturity	3	
	Slow	2	
	Incompetent	1	
	With selfish motive	0	
Initiative	Enterprising	4	✓
	Just enough	3	
	Casual	2	
	Apathetic	1	
	Non-initiative	0	
Drive	Forceful	4	
	Dashing	3	✓
	Carries on lifelessly	2	
	No confidence	1	
	Motionless	0	

5

5

4

3

3

4

5

4

3



A. J. J.

PRINCIPAL
Indira College of Pharmacy
Tathawade, Pune - 411 033



Integrity	Beyond doubt	4	✓	4
	Dedicated	3		
	Reliable	2		
	Unreliable	1		
	Doubtful	0		
Character	Excellent	5	✓	5
	High Moral	4		
	Fairly good moral	3		
	Average	2		
	Non - ethical	1		
	Harmful to the Institution	0		
Punctuality	Very Punctual	2	✓	2
	Moderately Punctual	1		

Total score

47

Percentage

92.15

Grade allotments as under:

Percentage	Remark	Grade	Recommendation
90%	Outstanding	A+	Promotion
80 to 89%	Very Good	A	Additional increment
70 to 79%	Positively Good	B	Regular increment
70 & less	Non performance	C	No increment

General assessment:

Place: Pune
Date: 15/4/21

Signature of Reporting Officer

Seal:

Development Plan:

Mr. Sandeep Craekwood
Director - Admin & HR

Areas of strength :	What according to you are your key strengths? ① 20 years experience ② Hard work and Honest
Areas of development :	Describe one or two growth/development opportunities. More hands on Exel

SIGNATURES			
Appraisee Signature*	<i>[Signature]</i>	Date	15/4/21
Appraiser's signature*	<i>[Signature]</i>	Date	27/04/21
Reviewer's Signature*	<i>[Signature]</i>	Date	27/4/21

[Signature]
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Indira College of Pharmacy
Tathawade, Pune - 411 033



Shree Chanakya Education Society's
Indira College of Pharmacy, Pune

ANNUAL CONFIDENTIAL REPORT OF NON-TEACHING STAFF

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3. **Support staff** who are reporting to both above staff and do not have anybody reporting to them.

Academic Year 2021-2022

Employee profile:

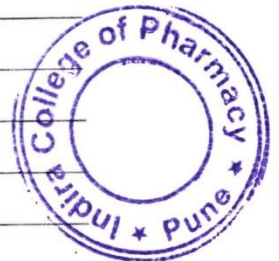
1. Name :- Manohar V Jadhav
2. Age :- 37
3. Department :- ICP (Admin)
4. Date of joining :- 16/08/2006
5. Current designation Lab Attendant
6. Designation at the time of joining Lab Attendant
7. Experience: - (No. of years) 17 years 2 month
8. Academics: - (tick whichever is applicable)

Undergraduate

Graduate

Postgraduate

Others (Certifications if any)
PG Diploma



M. J.
PRINCIPAL
Indira College of Pharmacy
Tathawade, Pune - 411 033

Appraisal:

Parameter	Remarks	Score	✓
Industriousness	Self-motivated	5	✓
	Painstaking (Hardworker)	4	
	Delivers goods	3	
	Tendency to shirk	2	
	Lazy	1	
	Apathetic	0	
Application	Creative talented	5	✓
	Gives personal touch	4	
	Effective organizer	3	
	Perturbed in difficulty	2	
	Lack of confidence	1	
	No application of mind	0	
Capacity to get work done by subordinates(not applicable to category 3 employees)	Motivates subordinates	5	✓
	Extracts good work	4	
	Tactful	3	
	Easy going	2	
	Feels burdensome	1	
Relations with colleagues and the public	Incompetent	0	
	Considerate/Empathetic	4	✓
	Sympathetic	3	
	Helpful	2	
	Impolite	1	
General Intelligence	Rude	0	
	Very Sharp	4	✓
	Brilliant	3	
	Average	2	
	Needs elaborate explanation	1	
Technical ability (where relevant)	Dull	0	
	Deep knowledge of subject	4	
	Adequate knowledge	3	
	Meets both ends	2	
	Routine knowledge	1	
Judgement	Inadequate knowledge	0	
	Quick and confident	5	✓
	Receptive	4	
	Displays maturity	3	
	Slow	2	
	Incompetent	1	
Initiative	With selfish motive	0	
	Enterprising	4	✓
	Just enough	3	
	Casual	2	
	Apathetic	1	
Drive	Non-initiative	0	
	Forceful	4	✓
	Dashing	3	
	Carries on lifelessly	2	
	No confidence	1	
	Motionless	0	

5

5

5

4

4

NA

5

4

4



[Signature]

PRINCIPAL

Indira College of Pharmacy
Tathawade, Pune - 411 033



Integrity	Beyond doubt	4	✓	4
	Dedicated	3		
	Reliable	2		
	Unreliable	1		
	Doubtful	0		
Character	Excellent	5	✓	5
	High Moral	4		
	Fairly good moral	3		
	Average	2		
	Non - ethical	1		
	Harmful to the Institution	0		
Punctuality	Very Punctual	2	✓	2
	Moderately Punctual	1		

Total score 47

Percentage 100

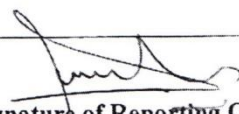
Grade allotments as under:


Percentage	Remark	Grade	Recommendation
90%	Outstanding	A+	Promotion
80 to 89%	Very Good	A	Additional increment
70 to 79%	Positively Good	B	Regular increment
70 & less	Non performance	C	No increment
General assessment: Excellent resource.			

Place: Pune
Date: 9/5/22

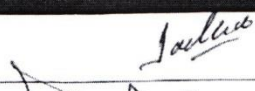
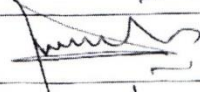
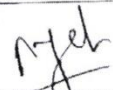
Seal:

Development Plan:


Signature of Reporting Officer


Mr. Sandeep Craekm
Director - Admin & Hf

Areas of strength :	What according to you are your key strengths? <i>diff deep knowledge of office documents</i>
Areas of development :	Describe one or two growth/development opportunities. <i>To complete Graduation.</i>

SIGNATURES			
Appraisee Signature*		Date	29/04/22
Appraiser's signature*		Date	09/05/2022
Reviewer's Signature*		Date	9/5/22

