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2.4.3 Number of years of	teaching experie	nce of full time to there in t	the same institution (Data fo	or the listest completed academ	nic year)		
Name of the Full-time teacher	PAN	Design: tion	Year of appointment		Name of the Department	Fotal years of Experience in the same institution	Is the teacher still serving the institution/If not last year of the service of Faculty to the Institution
Dr. Dinesh Kumar Mishra	The same of the sa	Principal	2019	Fermanere	Pharmaceutics	4 Years	Yes
Dr. Pritesh Paliwal	ACIG PP3SOBJ	Professor	2015	Fermanent	Pharmacognosy	8 Years	Yes
Or, Pankaj Civit	AHAP08318H	Professor	2013	Permanent	Pharmacology	4 Years	No. 66 63 2023
Or, Gurmeet Singh Othabr	and the second second	Professor	2019	Permanent	Pharm, Chem.	4 Years	Yes
Dr. Nadeem Ahmed Farooi	AA6P99032X	Associate Professor	2008	Permanent	Frarmaceutics	35 Years	Yes
Dr. Rekha Bisht	AMXPB70935	Associate Professor	2015	Permanent	Clinical Pharmacy	8 Years	Yes
Or, Ritush Patel	8F0PP0338A	Associate Professor	2016	Permanent	Pharm, Chem.	7 9:373	Yes
Dr. Priya Jain	ADIPEZ117F	Associate Professor	2020	Permanent	Pharm, Chem.	3 Years	No. 18 03:2023
Mr. Barshan Jamindar	AQZP11872E	Associate Professor	2011	Permanent	Pharmaceutics	12 9225	Yes
Mrs. Arti Majumadar	ATRPM?5030	Associate Professor	2021	Permanent	Pharmaceutics	2 Years	No. 03-05-2023
Mr. Rohit Sahu	FIEPS.1534L	Associate Professor	2019	Permanent	Pharmacology	4 Years	Yes
Ms. Nayany Sharma Sakatli	GFQPS0313F	Assistant Professor	2015	Permanent	Pharmaceutics	8 94375	Yes
Ms. Neha Kamalpurla	DWIDK76028	Assistant Professor	2015	Permanent	Pharmaceutics	8 Years	Yes
Mr. Kuldeep Vindhurkar	AUNFV9821H	Assistant Professor	2029	Permanent	Pharmaceutics	4 Years	Yes
Mr. Gaurav Sarsodia	CDUP\$71598	Assistant Professor	2019	Permanent	Pharm, Chem.	4 Years	Yes
Ms. Aakansha Birla	8T5P414438	Assistant Professor	2019	Permanent	Pharm, Clem.	4 Years	Yes
Mr. Intendra Patil	808PP2771C	Addistant Professor	2019	Permanent	Pharmacology	4 Years	Yes
Ms Chetna Tiwari	BATPT1584L	Assistant Professor	2020	Permanent	Pharmaceutics	3 Years	Yes
Mr. Gajendra Rajput	DYRP19131R	Assistant Professor	2020	Permanent	Pharmaceutics	3 Years	Yes
Mr. Rubendra Kunmi	DGGPK7512R	Assistant Fredesion	2029	Permanent	Pharmaceutics	4 Years	Yes
Ms. Deepika Bhawsar	CN/PE3066R	Assistant Professor	2026	Penmanent	Pharmaceutics	7 Years	Yes
Ms. Komal Mahajan	CXAFM6259E	Assistant Professor	2025	Permanent	Pharmaceutics	8 Years	Yes
Mr. Gauray Agrawal	AJUPA52998	Assistant Professor	2006	Permanent	Pharm, Chem.	17 Years	Yes
Mr. Sandip Petil	AMMPP7140G	Assistant Frofessor	2816	Permanent	Pharmacy (English)	7 Years	Yes
Mr. Harshal P. Choudhary	AVFPC3420M	Assistant Professor	2021	Permanent	Pharm, Chem.	2 Years	Yes
Ms Saloni Yadav	ARGPY3AS1N	Assistant Professor	2021	Permanent	Pharm, Chem.	2 Years	Yes
Kis, Priya Mahajan	AYYEM/SESP	Lecturer	2618	Permanent	Pharmacology	13 7 8 2 15	Yes
Ms. Parul Vaishnav	BAGPV2315G	Lecturer	2023	Permanent	Pharmaceutics	1 Year	Yes
Ms Abhilesha Inala	88QP.3087A	Assistant Professor	2021	Permanent	Pharmaceutics	1 Year	Fes.
Olm, Yashu Chourestya	AVEFC4392Q	Assistant Professor	2021	Permanent	Pharmacology	2 Years	Yes
Ms. Meenakshi Mangloi	805PML357J	Audistant Professor	2021	Permanent	Pharm, Chem.	1 Year	Yes
Us. Shivongi Patidar	CVDPP2291L	Lecturer	2622	Permanent	Fharm, Chem.	1 Year	fei
Ms. Brelima Mandiol	FNXFW9743M	Lecturar	2022	Permanent	Pharmaceutics	1 Year	Tes
Ms. Aluha Retrekar	D88P88747G	Lecturar	2027	Permanent.	Pharmacognosy	1 Year	fes
Ms. Manisha Jatav	BW8P11209G	Lecturer	2022	Permanent	Pharm D	1 Year	Tes
VIs Anita Patidar	EMGPP30261	Lecturer	X22	Permanent	Pharm, Chem.	1 Year	fa fa
Dr. Rupesh Gautam	4QMFG3299ii	Professor	2021	Permanent	Pharmacology	1 Year	Tes
Dr. Praveen Shanna	BYRP57882N	Professor	3023	Permanent	Pharmacelogy	1 Year	Tes



Principal Indore Institute of Phannacy, INDORE (M.P.)













### 2.4.1. Number of years of teaching experience of full-time teachers in the same institution

S.No.	Particular	Page No.
1.	Sanction letter 2022-2023	1
2.	List of faculty members 2022-2023	2
3.	Appointment letters of faculty members	3-125



Principal Indore instruce of Planetacy. INDORE (N.P.)















### Indore Institute of Pharmacy, Indore

Declaration of Sanction Post ( 2022 - 2023)

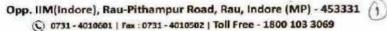
This is to declare that Indore Institute of Pharmacy, Indore adheres to the provision of PCI, Delhi AICTE, Delhi and the RGPV, Bhopal (M.P). on the basis of students strength and workload as per the norms following posts of faculties are sanctioned for the academic session 2022 - 23

Year	Principal	Faculty	Total
2022 - 23	01	37 manu	38



Principal ndore Institute of Pharmacy. INDORE (M.P.)









### List of full time teachers of the Institution for the academic year (Year 2022 – 23)

Sr. No.	Faculty Name	Designation	Department Affiliation
1	Dr. Dinesh Kumar Mishra	Principal	Pharmaceutics
2	Dr. Pankaj Dixit	Professor & HOD	Pharmacology
13-	Dr. Gurmeet Chhabra	Professor & HOD	Pharm.Chemistry & QA
4	Dr. Rupesh Gautam	Professor	Pharmacology
6.5	Dr. Preveen Sharma	Professor	Pharmacology
-6	Mr. Rohit Sahu	Associate Professor	Pharmacology
_7-	Mr. Kuldeep Vinchurkar	Assistant Professor	Pharmaceutics
-8	Dr. Priya Jain	Associate Professor	Pharmaceutical Chemistry
. 9.	Mrs Arti Majumdar	Associate Professor	Pharmaceutics
10	Mr. Gaurav Sarsodia	Assistant Professor	Pharmaceutical Chemistry
11	Mr. Sandeep Patil	Assistant Professor	Pharmacy (English)
12	Dr. Pritesh Paliwal	Professor	Pharmacognosy
13	Dr. Nadeem Ahmed Faroogui 🗸	Professor & HOD	Pharmaceutics
, 14	Or. Rekha Bisht	Professor & HOD	Pharmacy Practice
15	Mr. Darshan Jamindar	Associate Professor	Pharmaceutics
≥16	Mr. Ritesh Patel	Associate Professor	Pharmaceutical Chemistry
v17	Ms. Nayany Sharma Sakalle	Assistant Professor	Pharmaceutics
1.18	Ms. Neha Kamalpuria 🗸	Assistant Professor	Pharmaceutics
19	Ms. Deepika Bhawsar	Assistant Professor	Pharmaceutics
_20	Ms. Aakansha Birla	Assistant Professor	Pharmaceutical Chemistry
_21-	Ms. Chetna Tivaree	Assistant Professor	Pharmaceutics
.22	Mr. Girjendra Rajput	Assistant Professor	Pharmaceutics
123	Mr. Harshal choudhari	Assistant Professor	Pharmaceutical Chemistry
24	Mr. Jitendra Patil	Assistant Professor	Pharmacology
25 -	Ms. Nisha Retrekar	Lecturer	Pharmacognosy
26	Ms. Manisha Jatav	Lecturer	Pharm D (Pharmacy Practice)
27	Mr. Rubendra Kurmi	Assistant Professor	Pharmaceutics
28	Ms. Anita Patidar	Lecturer	Pharmaceutical Chemistry
-29	Mr. Gaurav Agrawal	Assistant Professor	Pharmaceutics
30	Ms. Komal Mahajan 🗸	Assistant Professor	Pharmaceutics
31	Ms. Saloni Yaday	Assistant Professor	Pharmaceutical Chemistry
32	Ms. Priya Mahajan	Assistant Professor	Pharmacology
33	Ms. Parul Vaishnay	Lecturer	Pharmaceutics
34	Ms. Abhilasha Jhala	Assistant Professor	Pharmaceutics
35	Mrs. Yashu Chourasiya	Assistant Professor	Pharmacology
36	Ms. Meenakshi Mandioi	Assistant Professor	Pharmaceutical Chemistry
37	Ms. Shivangi Patidar	Lecturer	Pharmaceutical Chemistry
38	Ms. Neelima Mandloi	Lecturer	Pharmaceutics Pharmaceutics

Principal Indore Institute of Pharmacy. INDORE (M.P.)







### indore Institute of Pharmacy

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Principal Indore Institute of Pharmacy. INDORE (M.P.)







### Indore Institute of Pharmacy

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Principal Indore Institute of Pharmacy, INDORE (M.P.)





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## Indore Institute of Pharmacy

Ref. No. ; SEWS/Appoint/Teaching/2018-19/47

Date: Dec 28, 2018

Te., Dr. Pankaj Dixit Flut no 203, A-18, Indo Apartment Silicon etty, A B Road, Indoor (M.F.)

#### ORDER OF APPOINTMENT

Dear Dr. Pankai.

With reference to your application and interview field, we are glad to inform you that you have been appointed in the capacity of Professor, Indore Institute of Pharmacy (IIP), Shail Educational & Welfare Suciety. Your appointment is or full time basis on the salary mentioned below per month subject to standary deductions. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year. You shall be on a probation of 12 months.

Hend	Monthly salary	
Basic		Yearly salary
Grade Pay	37400	4/880
HRA	10000	120000
Special Allowance	15090	185000
Gross salary	[4870]	178440
Employee PF	77276	927240
Employer PF	1800	21600
Gretaity	1930	23409
Net in hand solary	2280	27359
Crc	75476	905640
	81500	978000

You are required to Join from Jan 97, 2019. Please bring originals & one set of photocopies of relevant documents, while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (if applicable). You shall report to Principal IIP & Director General, Shall Educational & Welfare Society.

The terms & conditions would be as under:

1. Non Disclessore: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with disciplinary action and may even result in termination of your services.

2. Gramity will be paid as per Gramity Act 1972

Director General.

Shall Educational & Well

Principal Indore Institute of Pharmacy.

Cont. Page 2

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Pithampur Road, Opposite IIII, Rau, Indore 453331, Madhya Pradesh, India Tel 0731-4016601, Fax : 0731-4016602, pharmaco/Ributarancettore









### Indore Institute of Pharmacy

- 3. Business Code of Conduct and Ethics: You are expected to maintain the highest level of ethical conduct. Any instance of improper conflict including, but not limited to misconduct or gross negligence shall constante sufficient grounds for immediate termination of your services without any notice or payment in fieu thereof. You are not authorized to communicate any matter refused to SGI to the external world such as, media.
- 4. Intellectual Property Rights: The Institute owns all intellectual property, inventions, patents, patentable developments or related know-how coveloped by any employee or by anyone, including students, using any Institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accreditation agencies for faculty authored syllabi and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and
- You shall maintain absolute integrity & devotion towards the institution. In case of any indiscipline and insubordination your services may be terminated without notice. The decision of the Management in this regard
- 6. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, nutripoles, palmtops, other transportable companiers and storage media. You are also responsible for maintaining information security outside the premises
- 7. Notice for Termination: You are required to serve the institution for a minimum period of one year, however your services can be terminated by the Management if you failed to discharge your duties based on the performance. The written notice required for termination of employment will be one month from either side or one months' salary in fice of it. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. However, under our disciplinary procedure your services can
- Your appointment is full time and you shall not undertake any other employment anywhere also while you are
  in service of this Institute. You shall not indulge in any other artivities, which are against the interest of the Irstitute. You are not permitted to engage in any private ceaching/tuitions while in service of this lastitute.
- 9. Asset Handling: You will be responsible for safe keeping and return in good condition and order all office properties, equipments, instruments, tooks books etc., which may be given to you for your use, custody and charge. The institute has the right to deduct money along with all such things from your date and take such other action as the Institute may down proper in the event of your failure to account for the aforesaid properties to the

Wishing you a professionally rewarding tenure and long association with our Institution.

With Warm Regard,

18 W/18 Arun S Bhatnagar Director Ceneral,

Shall Educational & Welfare Society

Pithampur Road, Opposite IIM, Rau, Indore 453331, Madhya Pradesh, India Tel. 6731-4010501, Fax : 6731-4010502, pharmacy@indoreinstitute.com, wxw. Indoreinstitute.com

Principal Indore Institute of Pharmacy, INDORE (M.P.)











Ref. No.: HP/Appoint/Teaching/2019-20/30

Date: Aug 28, 2019

Dr. Gurmeet Chhabra Block A, Flat No.203, Shubham Residency, Opp rajendra Nagar, Police Station, A B Road, Indore (M.P.)

#### Dear Dr. Gurmeet.

With reference to your application for the post of Professor and subsequent interview you lad with us, fastituse Management is pleased to offer you an employment with Indore Institute of Pharmacy Indore, (hereinafter referred to as "IIP" or the Institute) on the following terms and terms and conditions:

- 1.1 This offer of appointment is purely provisional subject to your joining on Sep 16, 2019 and the terms and conditions of appointment shall be effective from date of joining. You are appoints " Report and will report to Director General (DG) & Principal IIP which can subseques by be changed at the sole discretion of institute Management.
- 1.2 You shall initially be on probation for a period of 12 months from the date of joining Sep 16. 2019. The period of probation may be extended based on your overall performance. If the work and conduct during the period of probation is not found satisfactory, your services can be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be the institute authorities. Further, kindly note that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be entitled to other benefits/facilities, if any. recant for the confirmed staff members as per the Institute rules and policies for the time being in force. You will be deemed to be on probation till you receive the letter of confirmation from the Institute Management.

#### 2. Rules & Responsibilities

- 2.1 DG & Principal IIP will have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time.
- Your initial work location will be Indore and you are required to complete minimum one academic ression.
- 2.3 Your services are liable to be transferred or assigned with/without transfer, wholly /partially . from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existance in future or any of the branch of the Institute or locations anywhere in India as Institute Management deemed fit and necessary. Consequent upon your trasfer, ( if applicable), all existing terms and conditions shall remain same.
- 2.4 In addition to your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/inculty/parents etc. Institute Management will be the sole judge in this respect,
- 2.5 You shall receive any communication whenever it is offered or delivered to you on behalf of the Institute and you shall sign the duplicate copy of the same or any of proof of receipt as toten of its having been received by you and handed back to the Institute. In case of any e- communication, kindly acknowledge and share with your reporting head.
- 2.6 Institute reserves to itself the right, without giving any previous notice is this behelf, to amoud, after or add to any of these rules, in conformity with the existing status and norms set by the regulatory bodies / affiliating University and to bring such amendment, or alteration or addition into effect from such date and will be circulated in writing,

Pithampur Road, Opposite IIM, Rau, Indore 453331, Madhya Pradesh, India Tel. 0731-4010501, Fax: 0731-4010502, pharmacy@indoreinstitute.com, www.indareinstitute.com

rincipal Indore Institute of Pharmacy, INDORE (M.P.)





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#### 3. Amkenticity of Credentials

3.1 Your appointment and continuation in services is further subject to submission of copies of Degrees/Diplomas and other certificates/testimonials in original with attested copies thereof within a period of 07 days from the date of acceptance of this appointment.

3.2 In case of any change in the information pertaining to the matters like Family Particulars, Marital Status, health status. Qualifications, and Address, confact number etc. the same must be furnished by you along with submission of all the relevant documents to the Head of the institute 'Principal'iR within one week (07 working days.) of occurrence of such changes. In case, if you don't update the records the existing lustitute records provided by you will be considered as correct.

3.3 Your appointment is subject to the authenticity of the information famished by you in your CV. Application, and your Documents' Testimonials etc. In case of violation of any of the terms and conditions of employment or any information in personal data famished by you being found incorrect/wrong/ fudged, at any given point of time you will be liable to instant.

dismissal without any notice or compensation.

3.4 The fusting conducts a background verification/ validation and check of all its staff members regarding education, previous employment(s), and claims made regarding achievements and honors in the sames? CVs, with the help of third party as and when required for which you will have no objections rather fully cooperate with Institute authorities to clear the air in the larger interest of the Institute.

3.5 This validity of the Appointment letter is subject to satisfactory completion of the background and reference check process. Any adverse finding at a later date would entitle Institute Management to terminate your employment forthwith and without any notice and/ or compensation in lieu thereof.

3.6 You shall retire on the attainment of 60 years unless specially required by the Institute in writing to continue in service beyond this age. Your employment shall stand terminated on the date of your retirement for which no notice shall be required.

#### 4. Cunduct& Discipline

4.1 You will devote your whole time in the service and for the benefit of Institute and shall not take any other employment or engage in private business or calling of any other nature or join any educational institution or institute or college or any social organization without the written permission of DG.

4.2 You agree not to undertake employment, whether full-time or part-time, as a director partner/member/employee/consultant/mentor etc. of any other organization or entity engaged in any form of activity without the prior written consent of the lastitute Management. The consent may be given subject to any terms and conditions that the Institute Management may think appropriate, and may be withdrawn at its discretion.

4.3 You shall not enter into any monetary transaction directly or indirectly with any student or parent nor shall you exploit them for meeting your personal ends/vested interests and will not take any tuition with or without any monetary benefits. You shall also conduct your personal affairs in such a manner so as not to incur any debts beyond your means to re-pay.

4.4 You shall not practice or incite anyone in the Institute to practice casteism, communalism, or untouchability or cause or incite anyone in the Institute to cause loss or damage to Institute property or include yourself or incite/encourage anyone else in the Institute to include into nots of misbehavior or enselty towards any student, teacher, parent/guardian, institute employee or visitor to the Institute.

4.5 You shak not encourage or incide any student, teacher or any other employee of the institute to behave in a rowdy or disorderly manner or be otherwise matrumental in the commission of any per subversive of institute discipline or prejudicial to the good name and prestige of the



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Indore Institute of Pharmacy. INDORE (M.P.)





Affiliand to ASPA (though) | Approved by ASTE (New Tolks) & PC/Stew Delhi)

institution.

4.6 If at any time in the opinion of the Institute Management, which is final in this matter, you are found guilty of using foul language, raising hand or giving corporal punishment to any of the student, dishonesty, disobedience, disorderly, negligent, undisciplined, absent from duty without prior permission, committing a breach of any of the terms, conditions and stipulations contained in the contract/appointment letter and on your part to be observed to be performing in violation of one or more terms of the said letter, or any other conduct considered by the institution detrimental to its interests, your services are liable to be terminated forthwith, without any notice/ salary in lieu of notice period.

4.7 You will be responsible for safe-keeping and return in good condition and order all the Institute properties, equipment, instruments, tools, books etc. which may be given to you for your use, enabody and charge. The lastitute has the right to deduct the money along with all such things from your dues and take such other action as Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of Institute.

4.8 You will abide by and follow all rules and regulations of the Institute and instructions given from time to time by the Institute Management during the course of work.

4.9 That you undertake not to divulge any official secret or any valued information ("confidential information") gained by you during the course of your employment with us, to any individual or institution. This restriction shall survive termination of your employment with the Institute without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any fault on your part.

4.10 You acknowledge that the breach of confidentiality will cause irreparable loss and harm to the Institute which cannot be reasonable or adequately compensated by damages in an action at law, and accordingly, the Institute will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief should be deemed to waive the right of the Institute to an action for damages.

4.11 In case it is found that you do not possess the requisite qualifications entitling you to serve in the position on which you have been appointed, your services shall be dispersed with/without any further reference to you or you will be demoted as per your precise qualifications.

4.12 That except when instructed in writing by the Principal/DG, you shall not ask for or accept any contribution or donation or associate yourself with the raising of any funds or making any other collection whether in each or in kind on behalf of the Institute.

4.13 You will adhere the timing of the Institute as per the policy/instructions given to you by the office of the Principal.

4.14 You shall participate in all the Institute events actively and follow the duties assigned by the office of the Principal.

4.15 You shall follow the formal dress code of Institute.

4.16 You shall use only official Email address assign to you and necessarily mark a CC to your designated HOD /Principal in any official communication, be it internal or external. Kindly note that Institute will not be held responsible for any communication in any mode to any one without the prior written consent from your designated HOD /Principal.

4.17 You shall use the new classroom technologies or any other newer ways of teaching as may be introduced from time to time by the Institute Management for its proper utilization and it would be one of an important criterion to evaluate your overall performance.

#### 5. Leave/ Absence

5.1 You shall be governed by the leave rules as attached in Annexure 1 of the Institute and orders/addendum as may be issued by it from time to time.

5.2 You shall not absent yourself from the work without leave or without the prior approval of the Principal.

5.3 In case, if you are absent from the work for 3 or more working days without any information to the Principal, your services shall be considered as abandoned by you and shall stand

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Principal
Indore Institute of Pharmacy,
INDORE (M.P.)

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terminated without any information and/ or compensation to you.

#### 6. Separation

#### 6.1 Notice Period

- a. If you relinquish your employment,
   o you shall be required to serve (63) three months notice in writing or deposit (03) three months salary during the semester.
  - Or one month prior notice from you if it is after the end of the semester (last working day)
  - Or one month prior notice from you before the beginning of the semester.
- If the institute Management terminates your sevices, the Management will give you one month notice or one month salary in lieu of it.
- Those who resign would be required to serve the stipulated notice period and an early release would be at the sole discretion of the Management.
- 6.2 The notice period required to be served by you shall be a period of actual working days and no leave of any type, whatsoever, shall be permitted during the notice period. Encashment of leave, if any, or adjustment of any leave against shortfall in notice period, shall be at the sole discretion of Management and cannot be claimed as a matter of right.
- 6.3 Upon separation of employment for any reason, you must comply with the Institute separation procedure, which includes signing all the documents and returning all Institute property, handing over the official email passwords/withdrawal from whatsapp group etc. and submit NOC from various deportments and vendors. The Institute will not be bound to pay full and final dues, if any, till you have completed all separation procedures.
- 6.4 It is further stated that post separation of your services, if you are found to be communicating any ill/wrong/false information about the Institute which in the opinion of the Institute is found to be detrimental to the interests/reputation of the Institute then in such a case you will be liable to indemnify the Institute or its stuff/parent/student for any such harm cunsed arising out of such talse information.

### 7. Governing Law and Jurisdiction

7.1 This appointment letter shall be governed and construed in accordance with the laws of India. h is agreed that any dispute of whatever between you and the Management of the Institute will be subject to exclusive jurisdiction of the Courts of Indore whether they may be civil courts, labour courts or any other courts or authority of whatsoever nature

#### 8. Compensation

8.1 Your gross salary remaneration ('CTC') will be INR 75,000/- ( Seventy five thousand only) per month. This includes employees and employer's contribution of ESI/Pir/Gratuity or any other perks/facilities as may be applicable to you. The bifurcation of your CTC is tabulated below:

Principal Indore Institute of Pharmacy. INDORE (M.P.)





Affiliated to - ROPA(Phapel) | Approved by - AICTE(Stee Delta) & PC(Stee Cells)



# Indore Institute of Pharmacy

Carried Co.	Head	Monthly salary	Yearly salary
	Basic	37,400	A STATE OF THE PARTY OF THE PAR
Pay Scale	Grade Pny/ DA	10,000	448,800
4 by sicials	Special Allowance	110000000000000000000000000000000000000	120,000
	HRA	8,520	102,240
Gross Tetal		15,000	180,090
1	Employer PF Contribution	70,920	851,040
		1,800	21,600
CTC	Gratuity Provision	2,280	27,359
	N 0 = 1	75,000	9,00,000
Deductions	P.F. Employee conribution	1,950	23,400
Net Amoust:	28 10 10 10 10 10 10 10 10 10 10 10 10 10	70,920	851 040

8.2 The salary payable by the Institute to you shall be subject to deduction of Income Tax at source as per the provisions of Income Tax Act/Rules for the time being in force. Accordingly, you are required to submit all required proof of investments and other details from time to time to enable the institute to comply with the provisions of law.

8.3 The angust increment shall not be claimed by you as a maner of right but will depend upon the maintenance of high standard of discipline, good work, efficiency, integrity, punctually and regularity and such other parameters as may be fixed by the Management of the Institute from time to time.

8.4 All information regarding your remaneration and terms of employment are confidential and you are requested to maintain confidentiality and not divulge any details to any other employee except the Management of the Institute.

In case the aforesaid terms and conditions are acceptable to you, you are required to return the copy of this letter signed by you as token of acceptance of this letter.

For, Indore Institute of Pharmacy

Aron S Bhatnagar Director General HST/ HMR / HP

I have read all the points mentioned above and have been explained to me, and I fully understand the terms and conditions of my appointment and accept the same without any reservations and in token of my acceptance. I have signed this.

Date: 15 Moch 2019

Signature:

Pithampur Road, Opposite IIM, Rau, Indore 453331, Madhya Pradesh, India Tel. 6731-4619501, Fax: 9731-4919502, pharmacy@indoremetitute.com, www.indoreins.Ntute.com

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Principal Indore Institute of Pharmacy, INDORE (M.P.)

शैल Shail Group IQAC



Affiliated to - RGPA[Propel] [Approved by - ACTE[See Delta] & PCONEW Delta

June - 1

#### 1. Leave:

1.1 Leave is a privilege and cannot be claimed as a matter of right.

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1.3 Absence of test for more than it consume as break in service discretic.

### Summary of Leave Regies

	VACATI STAFF	08	STAFF	ACATES!	
Type of Leave	Teaching Staff	Lechnical Support Staff	Principal		Remark
Casual Leave	12	12	12	12	Casual Leave is given on projecto basis.
Restricted Holiday leave	02	02	02	02	01 in each semester
Vacation Leave	20	20	NA	NA	Faculties and suff who have complete year are only eligible for VL.
Earned leave	05	05	2.5 per month	15 (7.5 at the end of each semester)	End of the Academic year



Principal Indore Institute of Pharmacy, INDORE (M.P.) -



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Ref. No.: HP/Appoint/Teaching/2022-23/15

Date: Sept 05, 2022

Dr. Rupesh Kumar Gautam Village & Post Kherauddha Dist Kota (Raj)

#### Dear Dr. Rupesh,

With reference to your application for the post of Professor & HOD and subsequent interview you had with us, Institute Management is pleased to offer you an employment at Indore Institute of Pharmacy, Indore, (hereinafter reterred to as "IIP" or the Institute) on the following terms and terms and conditions:

- 1.1 This offer of Contractual appointment is purely provisional subject to your joining on Sept 08, 2022 and the terms and conditions of appointment shall be effective from date of joining. You are appointed as Professor & HOD of Pharmacology and will report to Director General (DG) which can subsequently be changed at the sole discretion of institute Management,
- 1.2 You shall initially be on probation for a period of 12 months from the date of joining Sept 08, 2022 The period of probation may be extended based on your overall performance. If the work and conduct during the period of probation is not found satisfactory, your services can be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be the institute authorities. Further, kindly note that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be entitled to other benefits/facilities, if any, meant for the confirmed staff members as per the Institute rules and policies for the time being in force. You will be deemed to be on probation till you receive the letter of confirmation from the Institute lore institute of Management.

2. Roles & Responsibilities

2.1 DG will have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time.

2.2 Your initial work location will be Indore and you are required to complete minimum one academic session.

2.3 Your services are liable to be transferred or assigned with/without transfer, wholly /partially, from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existance in future or any of the branch of the Institute or locations anywhere in India as Institute Management deemed fit and necessary. Consequent upon your trasfer, ( if applicable), all existing terms and conditions shall remain same.

2.4 In addition to your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/faculty/parents etc. Institute Management will be the sole judge in this respect.

- 2.5 You shall receive any communication whenever it is offered or delivered to you on behalf of the Institute and you shall sign the duplicate copy of the same/or any of proof of receipt as token of its having been received by you and handed back to the Institute. In case of any ecommunication, kindly acknowledge and share with your reporting head.
- 2.6 Institute reserves to itself the right, without giving any previous notice in this behalf, to amend, after or add to any of these rules, in conformity with the existing status and norms set by the regulatory bodies / affiliating University and to bring such amendment, or alteration or addition into effect from such date and will be circulated in writing. Phibcipal

Indone Institute of Phan

Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

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IQAC





Affiliated to: ACCV (Proped) | Approved by - ACCV (New Tells) & PC(New Cells)

3. Authenticity of Credentials

3.1 Your appointment and continuation in services is further subject to submission of copies of Degrees/Diplomas and other certificates/testimonials in original with attested copies thereof within a period of 07 days from the date of acceptance of this appointment.

3.2 In case of any change in the information pertaining to the matters like Family Particulars, Marital Status, health status. Qualifications, and Address, contact number etc. the same must be furnished by you along with submission of all the relevant documents to the Head of the Institute / Principal/HR within one week (07 working days) of occurrence of such changes. In case, if you don't update the records the exsiting Institute records provided by you will be considered as

3.3 Your appointment is subject to the authenticity of the information furnished by you in your CV. Application, and your Documents/ Testimonials etc. In case of violation of any of the terms and conditions of employment or any information in personal data furnished by you being found incorrect/wrong, fudged, at any given point of time you will be liable to instant dismissal without any notice or compensation.

3.4 The Institute conducts a background verification/ validation and check of all its staff members regarding education, previous employment(s), and claims made regarding achievements and honors in resumes/ CVs, with the help of third party as and when required for which you will have no objections rather fully cooperate with Institute authorities to clear the air in the larger interest of the Institute.

3.5 This validity of the Appointment letter is subject to satisfactory completion of the background and reference check process. Any adverse finding at a later date would entitle Institute Management to terminate your employment forthwith and without any notice and/ or compensation in lieu thereof.

3.6 You shall retire on the attainment of 60 years unless specially required by the Institute in writing to continue in service beyond this age. Your employment shall stand terminated on the date of your retirement for which no notice shall be required.

#### 4. Conduct& Discipline

4.1 You will devote your whole time in the service and for the benefit of Institute and shall not take any other employment or engage in private business or calling of any other nature or join any educational institution or Institute or college or any social organization without the written permission of DG.

permission of DG.

4.2 You agree not to undertake employment, whether full-time or part-time, as a director/ partner/ member/ employee/consultant/mentor etc. of any other organization or entity engaged in any form of activity without the prior written consent of the Institute Management. The consent may be given subject to any terms and conditions that the Institute Management may think appropriate, and may be withdrawn at its discretion.

4.3 You shall not enter into any monetary transaction directly or indirectly with any student or parent nor shall you exploit them for meeting your personal ends/ vested interests and will not take any tuition with or without any monetary benefits. You shall also conduct your personal affairs in such a manner so as not to incur any debts beyond your means to re-pay.

4.4 You shall not practice or incite anyone in the Institute to practice casteism, communalism, or untouchability or cause or incite anyone in the Institute to cause loss or damage to Institute property or include yourself or incite/encourage anyone else in the Institute to indulge into acts of misbehavior or cruelty towards any student, teacher, parent/guardian, Institute employee or visitor to the Institute.

4.5 You shall not encourage or incite any student, teacher or any other employee of the Institute to behave in a rough or disorderly manner or be otherwise instrumental in the commission of any act subversion with or unc discipline or projudicial to the good name and prestige of the institution.

Principal Pharmacy





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4.6 If at any time in the opinion of the Institute Management, which is final in this matter, you are found guilty of using four language, raising hand or giving corporal punishment to any of the student, dishonesty, disobedience, disorderly, negligent, undisciplined, absent from duty without prior permission, committing a breach of any of the terms, conditions and stipulations contained in the contract/appointment letter and on your part to be observed to be performing in violation of one or more terms of the said letter, or any other conduct considered by the institution detrimental to its interests, your services are fiable to be terminated forthwish, without any notice safery in lieu of notice period.

4.7 You will be responsible for safe-keeping and return in good condition and order all the institute properties, equipment, instruments, tools, books etc. which may be given to you for your use custody and charge. The institute has the right to deduct the money along with all such things from your dues and take such other action as Institute may deem proper in the event of your

failure to account for the aforesaid properties to the satisfaction of Institute.

1.8 You will abide by and follow all rules and regulations of the Institute and instructions given from

time to time by the Institute Management during the course of work.

4.9 That you undertake not to divulge any official secret or any valued information ("confidential information") gained by you during the course of your employment with us, to any individual or institution. This restriction shall survive termination of your employment with the Institute without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any fault on your part.

4.10 You acknowledge that the breach of confidentiality will cause irreparable loss and harm to the Institute which cannot be reasonable or adequately compensated by damages in an action at law, and accordingly, the Institute will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief should be deemed.

to waive the right of the Institute to an action for damages.

4.11 in case it is found that you do not possess the requisite qualifications entitling you to serve in the position on which you have been appointed, your services shall be dispersed with/without any further reference to you or you will be demoted as per your precise qualifications.

4.12 That except when instructed in writing by the DG, you shall not ask for or accept any contribution or donation or associate yourself with the raising of any funds or making any other collection whether in cash or in kind on behalf of the Institute.

4.13 You will adhere the timing of the Institute as per the policy/instructions given to you by the office of the Principal.

4.14 You shall participate in all the Institute events actively and follow the duties assigned by the office of the Principal.

4.15 You shall follow the formal dress ende of Institute.

4.16 You shall use only official Email address assign to you and necessarily mark a CC to your designated HOD /Principal in any official communication, be it internal or external. Kindly note that institute will not be held responsible for any communication in any mode to any one without the prior written consent from your designated HOD /Principal.

4.17 You shall use the new classroom technologies or any other newer ways of teaching as may be introduced from time to time by the Institute Management for its proper utilization and it would.

be one of an important criterion to evaluate your overall performance.

#### 5. Leave/ Absence

5.1 You shall be governed by the leave rules as attached in Annexure 1 of the Institute and orders/addendum as may be issued by it from time to time.

5.2 You shall not absent yourself from the work without leave or without the prior approval of the Principal/DG.

5.3 In case, if you are absent from the work for 3 or more working days without any information to the property your services shall be considered as abandoned by you and shall stand

> Principal Indore Institute of Pharmacy, INDORE (M.P.)







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terminated without any information and/ or compensation to you.

#### 6. Separation

#### 6.1 Notice Period

- a. If you relinquish your employment after probation,
  - by you shall be required to serve (03) three months notice in writing or deposit (03) three months salary during the semester.
  - Or one month prior notice from you if it is after the end of the semester (last working day).
  - Or one month prior notice from you before the beginning of the semester.
- If the institute Management terminates your sevices, the Management will give you one month notice or one month salary in lieu of it.
- c. Those who resign would be required to serve the stipulated notice period and an early release would be at the sole discretion of the Management
- 6.2 The notice period required to be served by you shall be a period of actual working days and no leave of any type, whatsoever, shall be permitted during the notice period, Encashment of leave, if any, or adjustment of any leave against shortfall in notice period, shall be at the sole discretion of Management and cannot be claimed as a matter of right.
- 6.3 Upon separation of employment for any reason, you must comply with the Institute separation procedure, which includes signing all the documents and returning all Institute property, handing over the official email passwords/withdrawal from whatsapp group etc. and submit NOC from various departments and vendors. The Institute will not be bound to pay full and final dues, if any, till you have completed all separation procedures.
- 6.4 It is further stated that post separation of your services, if you are found to be communicating any ill/wrong/false information about the Institute which in the opinion of the Institute is found to be detrimental to the interests/reputation of the Institute—then in such a case you will be liable to indemnify the Institute or its staff/parent/student for any such harm caused arising out of such false information.

#### 7. Governing Law and Jurisdiction

7.1 This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever between you and the Management of the Institute will be subject to exclusive jurisdiction of the Courts of Indore whether they may be civil courts, labour courts or any other courts or authority of whatsoever nature.

#### 8. Compensation

Your gross salary /remuneration (\*CTC\*) will be INR 1,00,000/- (One lac only) per month. This includes employees and employer's contribution of ESI/PF/Gratuity or any other perks/fecilities as may be applicable to you. You shall also be provided accommodation inside the campus or else you shall be paid Rs. 5000/- extra as HRA. The bifurcation of your CTC is tabulated below:

Principal Indore Institute of Pharmacy





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### Indore Institute of Pharmacy

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	Head	Monthly salary	Yearly salary
	Basic	39,226	470,712
Pay Scale	DA	10,000	120,000
	Special Allowance	48,406	580,872
	Gress Total	97,632	1,171,584
	Contribution of Management towards Oratoity	2,368	28,413
CTC		100,000	1200,000
Net Amount		97.632	1,171,584

- 8.1 The salary payable by the Institute to you shall be subject to deduction of Income Tax at source as per the provisions of Income Tax Act/Rules for the time being in force. Accordingly, you are required to submit all required proof of investments and other details from time to time to enable the Institute to comply with the provisions of law.
- 8.2 Gratuity will be paid as per Gratuity Act 1972.
- 8.3 The annual increment shall not be claimed by you as a matter of right but will depend upon the maintenance of high standard of discipline, good work, efficiency, integrity, punctuality and regularity and such other parameters as may be fixed by the Management of the Institute from time to time.
- 8.4 All information regarding your remuneration and terms of employment are confidential and you are requested to maintain confidentiality and not divulge any details to any other employee except the Management of the Institute.

In case the aforesaid terms and conditions are acceptable to you, you are required to return the copy of this letter signed by you as token of acceptance of this letter.

For, Indore Institute of Pharmacy

Indore Institute of Pharmacy

Arun 8 Bhatnagar Director General HST/HMR/HP

I have read all the points mentioned above and have been explained to me, and I fully understand the terms and conditions of my appointment and accept the same without any reservations and in token of my acceptance. I have signed this.

Date: 19.09.22

Place: Indere

Signature:

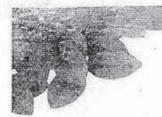
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### Indore Institute of Pharmacy

and by a ANCTE Charm modify & Pick Drive Holby

Date: Mar 24, 2023

Ref. No.: IIP/Appoint/Teaching/2022-23/60

Dr. Praveen Sharma 305, A Block Shankeshwar Aparlment, Silicon City, Rau, Indore (M.P.)

#### Dear Dr. Praveen,

With reference to your application for the post of Professor and subsequent interview you had with us, Institute Management is pleased to offer you an employment at Indore Institute of Pharmacy Indore, (hereinafter referred to as "HP" or the Institute) on the following terms and terms and conditions:

Appointment

- 1.1 This offer of Contractual appointment is purely provisional subject to your joining on March 27, 2023 and the terms and conditions of appointment shall be effective from date of joining. You are appointed as Professor and will report to Director General (DG) which can subsequently be changed at the sole discretion of institute Management.
- 1.2 You shall initially be on contractual appointment of one year and thereafter on probation for a period of 12 months from the date of joining March 27, 2023. The period of probation may be extended based on your overall performance. If the work and conduct during the contractual period is not found satisfactory, your services can be terminated without notice, and one month notice during the probation period. In both the cases one month notice is required from your side. The sole judge of the satisfactory completion of the probation will be the institute authorities. Further, kindly note that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be emitted to other benefits/facilities, if any, meant for the confirmed staff members as per the Institute rules and policies for the time being in force. You will be deemed to be on probation till you receive the letter of confirmation from the Institute Management.

reen Waves Ch

2. Roles & Responsibilities 2.1 DG will have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time.

2.2 Your initial work location will be Indore and you are required to complete minimum one academic session.

2.3 Your services are liable to be transferred or assigned with/without transfer, wholly /partially, from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existance in future or any of the branch of the Institute or locations anywhere in India as Institute Management deemed fit and necessary. Consequent upon your trasser, (if applicable), all existing terms and conditions shall remain same.

2.4 In addition to your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/faculty/parents etc. Institute

Management will be the sole judge in this respect.

2.5 You shall receive any communication whenever it is offered or delivered to you on behalf of the Institute and you shall sign the duplicate copy of the same/or any of proof of receipt as token of its having been received by you and handed back to the Institute. In case of any ecommunication, kindly acknowledge and share with your reporting head.

serves to itself the right, without giving any previous notice in this behalf, to amend,

36 any of these rules, in conformity with the existing status and norms set by the atory bodies Antiliating University and to bring such amendment, or alteration or additionincipal Indore Institute of Pharma from sign date and will be circulated in writing. INDORE (M.P.)

Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

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3. Authenticity of Credentials

3.1 Your appointment and continuation in services is further subject to submission of copies of Degrees/Diplomas and other certificates/testimonials in original with attested copies thereof within a period of 07 days from the date of acceptance of this appointment.

3.2 In case of any change in the information pertaining to the matters like Family Particulars, Marital Status, health status, Qualifications, and Address, contact number etc. the same must be furnished by you along with submission of all the relevant documents to the Head of the Institute / Principal/HR within one week (07 working days) of occurrence of such changes. In case, if you don't update the records the exsiting Institute records provided by you will be considered as

3.3 Your appointment is subject to the authenticity of the information furnished by you in your CV, Application, and your Documents/ Testimonials etc. In case of violation of any of the terms and conditions of employment or any information in personal data furnished by you being found incorrect/wrong/ fudged, at any given point of time you will be liable to instant dismissal without

any notice or compensation.

3.4 The Institute conducts a background verification/ validation and check of all its staff members regarding education, previous employment(s), and claims made regarding achievements and honors in resumes/ CVs, with the help of third party as and when required for which you will have no objections rather fully cooperate with Institute authorities to clear the air in the larger interest of the Institute.

3.5 This validity of the Appointment letter is subject to satisfactory completion of the background and reference check process. Any adverse finding at a later date would entitle Institute Management to terminate your employment forthwith and without any notice and/ or

compensation in lieu thereof.

3.6 You shall retire on the attainment of 60 years unless specially required by the Institute in writing to continue in service beyond this age. Your employment shall stand terminated on the date of your retirement for which no notice shall be required.

4. Conduct& Discipline

institution

4.1 You will devote your whole time in the service and for the benefit of Institute and shall not take any other employment or engage in private business or calling of any other nature or join any educational institution or Institute or college or any social organization without the written permission of DG.

4.2 You agree not to undertake employment, whether full-time or part-time, as a director/ partner/ member/ employee/consultant/mentor etc. of any other organization or entity engaged in any form of activity without the prior written consent of the Institute Management. The consent may be given subject to any terms and conditions that the Institute Management may think appropriate, and may be withdrawn at its discretion.

4.3 You shall not enter into any monetary transaction directly or indirectly with any student or parent nor shall you exploit them for meeting your personal ends/ vested interests and will not take any tuition with or without any monetary benefits. You shall also conduct your personal affairs in

such a manner so as not to incur any debts beyond your means to re-pay.

4.4 You shall not practice or incite anyone in the Institute to practice casteism, communalism, or untouchability or cause or incite anyone in the Institute to cause loss or damage to Institute property or include yourself or incite/encourage anyone else in the Institute to include into acts of misbehavior or cruelty towards any student, teacher, parent/guardian, Institute employee or visitor to the Institute.

4.5 You shall not encourage or incite any student, teacher or any other employee of the Institute to behave in a rowdy or disorderly manner or be otherwise instrumental in the commission of any agt subversive of Institute discipline or prejudicial to the good name and prestige of the

Principal

Indore Institute of Pharmacy

INDORE (M.P.)



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 Authenticity of Credentials
 Your appointment and continuation in services is further subject to submission of copies of Degrees/Diplomas and other certificates/testimonials in original with attested copies thereof within a period of 07 days from the date of acceptance of this appointment.

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> Principal ore Institute of Pharmacy INDORE (M.P.)





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4.6 If at any time in the opinion of the Institute Management, which is final in this matter, you are found guilty of using foul language, raising hand or giving corporal punishment to any of the student, dishonesty, disobedience, disorderly, negligent, undisciplined, absent from duty without prior permission, committing a breach of any of the terms, conditions and stipulations contained in the contract/appointment letter and on your part to be observed to be performing in violation of one or more terms of the said letter, or any other conduct considered by the institution detrimental to its interests, your services are liable to be terminated forthwith, without any notice/ salary in lieu of notice period.

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failure to account for the aforesaid properties to the satisfaction of Institute.

.8 You will abide by and follow all rules and regulations of the Institute and instructions given from

time to time by the Institute Management during the course of work.

4.9 That you undertake not to divulge any official secret or any valued information ("confidential information") gained by you during the course of your employment with us, to any individual or institution. This restriction shall survive termination of your employment with the Institute without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any fault on your part.

4.10 You acknowledge that the breach of confidentiality will cause irreparable loss and harm to the Institute which cannot be reasonable or adequately compensated by damages in an action at law, and accordingly, the Institute will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief should be deemed

to waive the right of the Institute to an action for damages.

4.11 In case it is found that you do not possess the requisite qualifications entitling you to serve in the position on which you have been appointed, your services shall be dispersed with/without any further reference to you or you will be demoted as per your precise qualifications.

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5.1 You shall be governed by the leave rules as attached in Annexure 1 of the Institute and orders/addendum as may be issued by it from time to time.

5.2 You shall not absent yourself from the work without leave or without the prior approval of the

Principal/DG.

5.3 In case, if you are absent from the work for 3 or more working days without any information to the Principal/DG pour services shall be considered as abandoned by you and shall stand

Principal Indore Institute of Pharmacy. INDORE (M.P.)





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terminated without any information and/ or compensation to you.

#### 6. Separation

#### 6.1 Notice Period

a. If you relinquish your employment after probation,

- you shall be required to serve (03) three months notice in writing or deposit (03) three months salary during the semester.
- Or one month prior notice from you if it is after the end of the semester (last working day)
- Or one month prior notice from you before the beginning of the semester.
- If the institute Management terminates your sevices, the Management will give you one month notice or one month salary in lieu of it.
- c. Those who resign would be required to serve the stipulated notice period and an early release would be at the sole discretion of the Management.
- 6.2 The notice period required to be served by you shall be a period of actual working days and no leave of any type, whatsoever, shall be permitted during the notice period. Encashment of leave, if any, or adjustment of any leave against shortfall in notice period, shall be at the sole discretion of Management and cannot be claimed as a matter of right.
- 6.3 Upon separation of employment for any reason, you must comply with the Institute separation procedure, which includes signing all the documents and returning all Institute property, handing over the official email passwords/withdrawal from whatsapp group etc. and submit NOC from various departments and vendors. The Institute will not be bound to pay full and final dues, if any, till you have completed all separation procedures.
- 6.4 It is further stated that post separation of your services, if you are found to be communicating any ill/wrong/false information about the Institute which in the opinion of the Institute is found to be detrimental to the interests/reputation of the Institute then in such a case you will be liable to indemnify the Institute or its staff/parent/student for any such harm caused arising out of such false information.

#### 7. Governing Law and Jurisdiction

7.1 This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of what ver between you and the Management of the Institute will be subject to exclusive jurisdiction of the Courts of Indore whether they may be civil courts, labour courts or any other courts or authority of whatsoever nature.

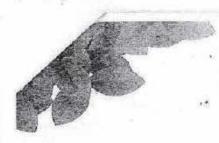
#### 8. Compensation

Your gross salary /remuneration ('CTC') will be INR 62,280/- (Sixty two thousand two hundred eighty only) per month. This includes employees and employer's contribution of ESI/PF/Gratuity or any other perks/facilities as may be applicable to you. The bifurcation of your CTC is tabulated below:

Principal Indore Institute of Pharmacy, INDORE (M.P.)









### Indore Institute of Pharmacy

	Hend	Monthly salary	Yearly salary
	-	37,400	448,800
	Basic Grade Pay/ DA	10,000	120,000
Pay Scale	HRA	10,000	120,000
	Special Allowance	2,600	31,200
est substituted	Special Allewater	60,000	720,000
Gross Total	Gratuity Provision	2,280	27,359
CHECK THE SECOND	Glatting Florida	62,280	747,359
CTC Net Amount		60,000	720,000

8.1 The salary payable by the Institute to you shall be subject to deduction of Income Tax at source as per the provisions of Income Tax Act/Rules for the time being in force. Accordingly, you are required to submit all required proof of investments and other details from time to time to enable the Institute to comply with the provisions of law.

8.2 Gratuity will be paid as per Gratuity Act 1972.

8.3 The annual increment shall not be claimed by you as a matter of right but will depend upon the maintenance of high standard of discipline, good work, efficiency, integrity, punctuality and regularity and such other parameters as may be fixed by the Management of the Institute from time to time.

8.4 All information regarding your remuneration and terms of employment are confidential and you are requested to maintain confidentiality and not divulge any details to any other employee except the Management of the Institute.

In case the aforesaid terms and conditions are acceptable to you, you are required to return the copy of this letter signed by you as token of acceptance of this letter.

For, Indore Institute of Pharmacy

Arun S Bhatnagar Director General HST/HMR/HP

I have read all the points mentioned above and have been explained to me, and I fully understand the terms and conditions of my appointment and accept the same without any reservations and in token of my acceptance, I have signed this.

IQAC

Signature:

Principal Indore institute of Pharmacy. INDORE (M.P.)

Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

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#### Annexure

#### 1. Leave:

- 1.1. Leave is a privilege and cannot be claimed as a matter of right.
- 1.2. An employee who has been sanctioned leave can be required to report for duty by revoking his/her leave due to exigencies of service.
- 1.3. Absence of leave for more than 10 days without due approval will constitute as break in service/disciplinary action.

#### 2. Summary of Leave Rules

7	VACATI	ON STAFF	NON STAFF	VACATION	
Type of Leave	Teaching Staff	Technical Support Staff	Principal	Admin & SEWS Staff	Remarks
Casual Leave	12	12	12	12	Casual Leave is given on pro rata basis.
Restricted Holiday leave	02	02	02	02	01 in each semester
Vacation Leave	20	20	NA NA	NA	Faculties and staff who have completed one complete year are only cligible for VL, 10 per semester
arned leave	05	05	2.5 per month	each ·	Can be accumulated and en-cashed to a maximum of 180 days after serving for 5 yrs or more



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Indore Institute of Pharmacy.
INDORE (M.P.)





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### Indore Institute of Pharmacy

Ref. No.: SEWS/Appoint,/Teaching/2018-19/45

Date: Dec 28, 2018

To, Mr. Robit Sahu Sahab Sadan, Near Akashyani Kendra, Badi Khaid, Mandle (M.P.)

#### ORDER OF APPOINTMENT

Describer Dobit

With reference to your application and inserview held, we are glad to inform you that you have been appointed in the capacity of Assistant Professor, Indoor Institute of Pharmacy (IIP), Shall Educational & Welfare Society, Your appointment is on fall time basis on the salary mentioned below per month subject to statutory deductions. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first your. You shall be an a probation of 12 months.

Hend	Monthly salary	Yearly salary
Basic	15600	187200
Grade Pay	6000	72000
HRA	7890	93600
Special Allowance	590	7200
Gross salary	39,000	360,000
Gratuily	1639	12468
Net in hand	30,000	360,000
CTC	31,039	372,468

You are required to Join from Jan 02, 2019. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to Principal HP & Director General, Shall Educational & Welfare Society.

#### The terms & conditions would be as under:

- Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.
- 2. Gratuity will be paid as per Gratuity Act 1972.

Arm's thanagar Director General,

Smil Educational & Welling Society

Acceptance.....

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Fithampur Road, Opposite IIM, Ray, Indore 453331, Medhya Fradesh, India Tel. 8731-4010601, Fax : 0731-4010502, pharmacy@indoreinstitute.com, www.indoreinstitute.com

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Principal 24 Indore Institute of Pharmacy, INDORE (M.P.)





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### Indore Institute of Pharmacy

3. Business Code of Conduct and Ethies: You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu thereof. You are not authorized to communicate any matter related to SGI to the external world such as, media.

4. Intellectual Property Rights: The Institute owns all intellectual property, inventions, patents, patents, developments or related know-frow developed by any employee or by anyone, including students, using any institute facilities, equipment or finds. Material crested for ordinary treahing use in the classroom and in department programs, such as syllabl, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accreditation agencies for faculty-nuthored syllabl and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and Palmits.

 You shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.

6. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the information Security Policies. You are expected to maintain confidentiality of information test ding in mobile computing devices such as partable laptops, notebooks, palintops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the hormal working hours.

7. Notice for Termination: You are required to serve the institution for a minimum period of one year, however your services can be terminated by the Management if you failed to discharge your duties based on the performance. The written solice required for termination of employment will be one month from either side or one months' solary in lieu of it. You would be required to serve the slipulated notice period and early release would be at the sole discretion of the Management. However, under our disciplinary procedure your services can be terminated without any notice period.

8. Your appointment is full time and you shall not undertake any other employment anywhere else while you are in provice of this institute. You shall not indulge in any other scrivities, which are against the interest of the Institute. You are not permitted to enough in any private conching/futions while in service of this Institute.

9. Asset Handling: You will be responsible for safe keeping and return in good condition and order all office properties, equipments, instruments, tools, books etc., which may be given to you for your use, custedy and charge. The fastitute has the right to deduct moray along with all such things from your dues and take such other action as the institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the luxibide.

Wishing you a professiously rewarding tenure and long association with our fastitution.

With Warm Regard,

Director General,

Shall Educational & Welfare Society

Acceptance.....



Pterampur Road, Opposite IIV. Rau, Indore 453331, Madhya Pradesh, India Tel. 0731-4019601, Pax : 0731-4010502, pharmacy⊛IndoreInstitute.com, www.indoreInstitute.com

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Indore Institute of Pharmacy, INDORE (M.P.)







### Indore Institute of Pharmacy

Ret No. | SEWS Appoint (Teaching 2018-19/20

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ORDER DE APPOINTMENT

Dest Mr. Kuldeep, ..

Well extended to year application and interest whele, we see giar to a form you that gets have been upposited as Cipality of Assistant Professor in Indoor continue of Pharmacy (IP), Shall Educational & Welfare Society

2 not approximate to be full fine basis professory memiorized basis per month subject to absuminy defections. performance will be successed during flightlines mounts! for continuation of screwe for the effecting period of the time

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		27,000	334,000	

Volume required to join on ar before Feb 13, 2019, Please being originate & one set of photocomes of relative decades its while joining and 2 maniput size recent photographs. You are required to submit your reflector continued to from your previous Capacifestion within a week of your joining (It applicable). You shall report to Principal IIP and Director General

The terms Accomplishers would be as under

- 1 Note that have the first of the proposition matter of our products and services, your are required to emission to a place from the form of the first of the fir
- 2. Cratary will be paid as per Granuty Act 1972

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Discour General, Shait Perseathanal & Welfare Society

C. 192 ampur Road, Opposite IIM. Rais, Indore 453331, Madhy a Prostoch, India fall 6711 45 tooch Fax (971) 4015 to 2, pharmacy@indereinst80%.com www.indereinst



Indore Institute of Pharmacy, 26 INDORE (M.P.)





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### Indore Institute of Pharmacy

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- 4. Extributed Property Rights: The frations normal intellectual property, incompose, pastonic percentage of eleparation of pelicial know-how developed by any employee of by anyone, including students leading are interested from the facilities of the enterior and incomposition of the enterior of the
- You shall maintain absolute imagery & desistion towards the fastilities. In case of any indiscipline and incommuted your services may be terminated waters notice. The decision of the Management in this regard sould be first and blocker on you.
- as teleproperation Security: You are expected to maintain the confidentiality and integrity of the information mosts are expected to maintain the confidentiality and integrity of the information mosts are expected to maintain confidentiality of information confidentiality of information making in inchile computation, devices such as partitible hypory, availablely, either transportable confidence and their respectable confidence and the proper and their properties are the properties
- 2. Name So: Termination Voic corresponds to correction that a sustainant period of one your however any services can be information by the Management of your failed to explange your delet based on the sections after the written notice required for termination of templayment will be one power from either oils of sections of the Management However, under our elsephinary materials of the Management However, under our elsephinary materials.
- 8. Year appointment is full time and you shall not enthrease any other employment physy are use a while you are or accuracy of this insulate. You seek on enough is set offer, which are against the interest of the humans. You are not permitted to enough an enyperior conclude to solve while in service of this listing.
- Asser flanding: You will be responsible for tafe sceping and record in good condition and order all office properties equipments, instruments to be books are which may be given to you for your use, custody not charge. The instruments the right average is never along with all such things from your does and take such other action as the instrumental tray does not properties to the careful for the efforcised properties to the careful for the forcised properties to the careful for the forcised properties to the careful for the forcised properties.

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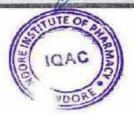
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Patrampur Road, Opposite IIM, Ray, Indon 353331, Madhya Pradesh 1839a Tek 0731-4013801, Fax 18731 4610502, pharmacy@discommetitete.com, www.incommetitete.com



Principal
Indere Institute of Pharmacy.
INDORE (M.P.)







### Indore Institute of Pharmacy

Date: Nov 21, 2020

Dr. Priya Jain 27, Choithram Sector Ambikapuri Ext, 60 Feet Road, Airport Road, Indore (M.P.)

#### Dear Dr. Priya,

With reference to your application for the post of Associate Professor, and subsequent interview you had with us, Institute Management is pleased to offer you an employment with Indore Institute of Pharmacy Indore, (hereinafter referred to as "IIP" or the Institute) on the following terms and terms and conditions:

I. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on Nov 23, 2020and the terms and conditions of appointment shall be effective from date of joining. You are apposited as Associate Professor, and will report to Director General (DG) which can subsequently be changed at the sole discretion of institute Management.
- 1.2 You shall initially be on probation for a period of 12 months from the date of joining Nov 23, 2020. The period of probation may be extended based on your overall performance. If the work and conduct during the period of probation is not found satisfactory, your services can be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be the institute authorities. Purther, kindly note that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be entitled to other benefits/facilities, if any, meant for the confirmed staff members as per the institute rules and policies for the time being in force. You will be deemed to be on probation till you receive the letter of confirmation from the Institute Management.

#### 2. Roles & Responsibilities

- 2.1 DGwill have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time.
- 2.2 Your initial work location will be Indore and you are required to complete minimum one academic session.
- Your services are liable to be transferred or assigned with/without transfer, wholly /partially, from the Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existance in future or any of the branch of the institute or locations anywhere in India as Institute Management deemed fit and necessary. Consequent upon your trasfer, ( if applicable), all existing terms and coaditions shall remain same,
- 2.4 In addition to your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/faculty/parents etc. Institute Management will be the sole judge in this respect,
- 2.5 You shall receive any communication whenever it is offered or delivered to you on behalf of the Institute and you shall sign the duplicate copy of the same/or any of proof of receipt as token of its having been received by you and handed back to the Institute. In case of any - communication, kindly acknowledge and share with your reporting head.
- 2.6 Institute reserves to itself the right, without giving any previous notice in this behalf, to amend, after or add to any of these rules, in conformity with the existing status and norms set by the regulatory bodies / affliating University and to bring such amendment, or alteration or addition into effect from such date and will be circulated in writing.

pharmacy@ladoretnititute.com

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Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

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3. Authenticity of Credentials

3.1 Your appointment and continuation in services is further subject to submission of copies of Degrees/Diplomas and other certificates/testimentals in original with attested copies thereof within a period of 07 days from the date of acceptance of this appointment.

3.2 In case of any change in the information pertaining to the matters like Family Particulars, Maintal Status, health status, Qualifications, and Address, contact number etc. the same must be furnished by you along with submission of all the relevant documents to the Head of the Institute / Principal/HR within one week (07 working days) of occurrence of such changes. In case, if you don't update the records the existing Institute records provided by you will be considered as correct.

3.3 Your appointment is subject to the authenticity of the information furnished by you in your CV, Application, and your Documents/ Testimonials etc. In case of violation of any of the terms and conditions of employment or any information in personal data furnished by you being found incorrect/wrong/ fudged, at any given point of time you will be liable to instant dismissal without any notice or compensation.

3.4 The Institute conducts a background verification/ validation and check of all its staff members regarding education, previous employment(s), and claims made regarding achievements and honors in resumes/ CVs, with the help of third party as and when required for which you will have no objections rather fully cooperate with Institute authorities to clear the air in the larger interest of the Institute.

3.5 This validity of the Appointment letter is subject to satisfactory completion of the background and reference check process. Any adverse finding at a later date would entitle Institute Management to terminate your employment forthwith and without any notice and/ or compensation in lieu thereof.

3.6 You shall retire on the attainment of 60 years unless specially required by the Institute in writing to continue in service beyond this age. Your employment shall stand terminated on the date of your retirement for which no notice shall be required.

#### 4. Conduct & Discipline

4.1 You will devote your whole time in the service and for the benefit of Institute and shall not take any other employment or engage in private business or calling of any other nature or join any educational institution or institute or college or any social organization without the written permission of DG.

4.2 You agree not to undertake employment, whether full-time or part-time, as a director/partner/member/employeo/consultant/mentor etc. of any other organization or entity engaged in any form of activity without the prior written consent of the Institute Management. The consent may be given subject to any terms and conditions that the Institute Management may think appropriate, and may be withdrawn at its discretion.

4.3 You shall not enter into any menetary transaction directly or indirectly with any student or parent nor shall you exploit them for meeting your personal ends/ vested interests and will not take any tuition with or without any monetary benefits. You shall also conduct your personal affairs in such a manner so as not to incur any debts beyond your means to re-pay.

4.4 You shall not practice or incite enyone in the Institute to practice casteism, communalism, or untouchability or cause or incite anyone in the Institute to cause loss or damage to Institute property or indulge yourself or incite/encourage anyone else in the Institute to indulge into acts of misbehavior or cruelty towards any student, teacher, parent/guardian. Institute employee or visitor to the Institute.

4.5 You shall not encourage or incite any student, teacher or any other employee of the Institute to behave in a rowdy or disorderly manner or be otherwise instrumental in the commission of any act subversive of institute discipline or prejudicial to the good name and prestige of the institution.

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#### 6. Separation

#### 6.1 Notice Period

- a. If you relinquish your employment,
  - you shall be required to serve (03) three months notice in writing or deposit
     (03) three months salary curing the semester.
  - Or one month prior notice from you if it is after the end of the semester (last working day)
  - Or one month prior notice from you before the beginning of the semester.
- If the institute Management terminates your sevices, the Management will give you one month notice or one month salary in lieu of it.
- c. Those who resign would be required to serve the stipulated notice period and an early release would be at the sole discretion of the Management.
- 6.2 The notice period required to be served by you shall be a period of actual working days and no leave of any type, whatsoever, shall be permitted during the notice period. Encasament of leave, if any, or adjustment of any leave against shortfall in notice period, shall be at the sole discretion of Management and cannot be claimed as a matter of right.
- 6.3 Upon separation of employment for any reason, you must comply with the Institute separation procedure, which includes signing all the documents and returning all Institute property, handing over the official email passwords/widdrawal from whatsapp group etc. and submit NOC from various departments and vendors. The Institute will not be bound to pay full and final dues, if any, till you have completed all separation procedures.
- 6.4 It is further stated that post separation of your services, if you are found to be communicating any ill/wrong/false information about the institute which in the opinion of the Institute is found to be detrimental to the interests/reputation of the Institute then in such a case you will be liable to indemnify the Institute or its staff/parent/student for any such harm caused arising out of such false information.

### 7. Governing Law and Jurisdiction

7.1 This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever between you and the Management of the Institute will be subject to exclusive jurisdiction of the Courts of Indore whether they may be civil courts, labour courts or any other courts or authority of whatsoever nature.

#### 8. Compensation

8.1 Your gross salary /remuneration ('CTC') will be INR 50,000/- (Fifty thousand only) per month. This includes employees and employer's contribution of ESL/PF/Gratuity or any other perks/facilities as may be applicable to you. The bifurcation of your CTC is tabulated below:

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Principal
Indore Institute of Pharmacy,
INDORE (M.P.)





	Head	Monthly salary	Yearly salary
Pay Scale	Basic	37,400	443,800
	Grade Pay/ DA	9,000	108,000
Special Allowance Gross Total		1,368	16,416
Ser Section	Gramity Provision	47,768	573,216
C1C Canny Provision		2,232	26,782
Vet Amount		50,000	599,998
		47,768	573.216

8.2 The salary payable by the Institute to you shall be subject to deduction of Income Tax at source as per the provisions of income Tax Act/Rules for the time being in force. Accordingly, you are required to submit all required proof of investments and other details from time to time to enable the Institute to comply with the provisions of law.

8.3 Graculty will be paid as per Gratuity Act 1972.

- 8.4 The annual increment shall not be claimed by you as a matter of right but will depend upon the maintenance of high standard of discipline, good work, efficiency, integrity, punctuality and regularity and such other parameters as may be fixed by the Management of the Institute
- 8.5 All information regarding your remuneration and terms of employment are confidential and you are requested to maintain confidentiality and not divulge any details to any other employee except the Management of the Institute.

In case the aforesaid terms and conditions are acceptable to you, you are required to return the copy of this letter signed by you as token of acceptance of this letter.

For, Indore Institute of Pharmacy

Dr. Dinesh Kumar Mishra Principal, Indore Institute of Pharmacy

I have read all the points mentioned above and have been explained to me, and I fully understand the terms and conditions of my appointment and accept the same without any reservations and in token of my acceptance, I have signed this.

Date: Place: Trickers

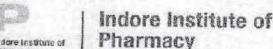
Signature:

Principal Indore Institute of Pharmacy, INDORE (M.P.)





APRAMIC No. SCHOOL SERVICE AND A PROJECT OF THE SERVICE OF THE SER



APPLICATION STORY (The poly of Appropriate) which place the first in procedure

Date: Jan 29, 2021

Independent of Pharmacon Pharmacon Ref. No. 2 (IP/Appoint/Teaching/2020-21/75

To, Ms. Arti J Majumdar 410, Coral Reef, Opp. Medicaps University, Rou Indore (M.P.)

#### Dear Ms. Arti,

With reference to your application for the post of Associate Professor, and subsequent interview you had with us, institute Management is pleased to offer you an employment with Indore Institute of Pharmacy Indore, thereisafter referred to as "IIP" or the Institute) on the following terms and terms

L. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on Feb 01, 2921 and the terms and conditions of appointment shall be effective from date of joining. You are appointed as Associate Professor, and will report to Director General (DG) which can subsequently be changed at the sole discretion of institute Management.
- 1.2 You shall initially be on probation for a period of 12 months from the date of joining Feb 01. 2021. The period of probation may be extended based on your overall performance. If the work and conduct during the period of probation is not found satisfactory, your services can be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be the institute authorities. Further, kindly note that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be entitled to other benefits/facilities, if any, being in force. You will be deemed to be on probation till you receive the letter of confirmation from the institute Management.

### 2. Roles & Responsibilities

2.1 DG will have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time.

2.2 Your initial work focation will be Indore and you are required to complete minimum one academic session.

2.3 Your services are liable to be transferred or assigned with/without transfer, wholly /partially, from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existance in future or any of the branch of the Institute or locations anywhere in India as institute Management deemed fit and necessary. Consequent upon your trasfer, (if applicable), all existing terms and conditions shall remain same.

2.4 In addition to your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/faculty/parents etc. Institute Management will be the sole judge in this respect.

2.5 You shall receive any communication whenever it is offered or delivered to you on behalf of the Institute and you shall sign the duplicate copy of the same/or any of proof of receipt as token of its having been received by you and handed back to the Institute. In case of any communication, kindly acknowledge and share with your reporting head.

2.6 Institute reserves to itself the right, without giving any previous notice in this behalf, to amend, after or add to say of these rules, in conformity with the existing status and norms set by the regulatory bodies / affiliaring University and to bring such amendment, or alteration or addition into effect from such date and will be circulated in writing.

Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331 (C) 0731 4010501 | Fax: 0721 - 4010502 | Toll Free + 1800 103 3060

pharmacy@iddarviratioste.com

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Principal 32
Indore Institute of Pharmacy, INDORE (M.P.)







Authenticity of Credentials

Your appointment and continuation in services is further subject to submission of copies of Degrees/Diplomss and other certificates/testimonials in original with attested copies thereof within a period of 97 days from the date of acceptance of this appointment,

5.2 to cose of any change is the information perturing to the matters like Family Particulars. Martial Status, health status. Qualifications, and Address, contact number etc. the same must be furnished by you along with submission of all me relevant courners to the Head of the Institute / Principal/HR within one week (07 working days ) of occurrence of such changes. In case, if you don't update the records the exaiting lastitute records provided by you will be

3.3 Your appointment is subject to the authenticity of the information familiated by you in your CV. Application, and your Decements Testimonals etc. in case of violation of any of the terms and conditions of employment or any information in personal data furnished by you reing found incorrect wrong, flidged, it any given point of time you will be liable to instant

3.4 The Institute conducts a background verification validation and check of all its staff members regarding education, previous employment(s), and claims made regarding achievements and honors in resurness CVs, with the help of third party as and when required for which yet will have no objections rather fully ecoperate with Institute authorities to clear the air in the larger

3.3 This validity of the Appointment letter is subject to satisfactory completion of the background and reference check process. Any adverse finding at a later date would entitle historia Management to terminate your employment forthwith and without any notice and or

3.6 You shall retire on the attainment of 60 years unless specially required by the lastitute in writing to continue in service beyond this ege. Your employment shall stand terminated on the 4. Conductes Discipline

4.1 You will devote your whole time in the service and for the benefit of Institute and shall not take any other employment or engage in private business or calling of any other nature or join any educational institution or institute or college or any social organization without the

4.2 You agree not to undertake employment, whether full-time or part-time, as a director partner member employee consultant mentor etc. of any other organization or entity engaged in any form of activity without the prior written consent of the Institute Management. The consent may be given subject to any terms and conditions that the institute Management may think

4.3 You shall not enter into any monetary transaction directly or indirectly with any student or percut nor shall you exploit them for meeting your personal ends, vested interests and will not pacent any waster you expect the facet any monetary benefits. You shall also conduct your personal affairs in each a manner so as real to incur sary debty beyond your means to re-pay.

You shall not practice or incite anyone in the lastitute to practice castelan, communation, or untouchability or ceuse or incite anyone in the Institute to cause loss or damage to Institute property or facturing yourself or incresencourage anyone else in the histilute to include into usts of misbehavior or study towards my student, teacher, parent guardian, inviture

You shall not encourage or insite any student, teacher or any other employee of the institute to believe in a rowery or disorderly manner or be otherwise installmental in the commission of may not subversive of fastitute discipline or prejudicial to the good risine and prestige of the



Principal Indore Institute of Pharmacy, INDORE (M.P.)







4.6 If at any time in the opinion of the Institute Management, which is final in this matter, you are found guilty of using fold danguage, raising hand or giving corporal purishment to any of the student, dishonesty, disobedience disorderly, negligent, undisciplined, absent from daty without prior permission, committing a breach of any of the terms, coaditions and stipulations contained in the contract/appointment letter and on your part to be observed to be performing in violation of one or more terms of the said letter, or any other conduct considered by the institution detrimental to its interests, your services are liable to be terminated forthwith,

4.7 You will be responsible for safe-keeping and return in good condition and order all the Institute properties, equipment, instruments, tools, books etc. which may be given to you for your use, custody and charge. The institute has the right to deduct the money along with all such things from your dies and take such other action as Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of institute.

You will abide by and follow all rules and regulations of the Institute and instructions given from time to time by the Institute Management during the course of work.

4.9 That you undertake not to divulge any official secret or any valued information ("centidential information") gained by you during the course of your employment with us, to any individual or institution. This restriction shall survive termination of your employment with the Institute without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any fault on your part.

4.10 You acknowledge that the breach of confidentiality will cause irrepurable loss and harm to the institute which cannot be reascreable or adequately compensated by damages in an action at law, and accordingly, the Institute will be entitled, to injunctive and other equinble relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief should be deemed to waive the right of the Institute to an action for damages.

4.11 In case it is found that you do not possess the requisite qualifications entitling you to serve in the position on which you have been appointed, your services shall be dispersed with without any further reference to you or you will be demoted as per your precise qualifications.

4.12 That except when instructed in writing by the DG, you shall not ask for or accept any contribution or domaion or associate yourself with the raising of any funds or making any other collection whether in cash or in kind on behalf of the limitute

4.13 You will adhere the timing of the Institute as per the policy/instructions given to you by the

4.14 You shall participate in all the fustibute events actively and follow the duties assigned by the

4.15 You shall follow the formal dress code of Institute.

4.16 You shall use only official Email address assign to you and necessarily mark a CC to your designated HOD (Principal in any efficial communication, he it internal or external, Kindly note that Institute will not be field responsible for any communication in any mode to any one without the prior written consent from your designmed HOD/Principal,

4.17 You shall use the new classroom tecanologies or any other newer ways of teaching as may be introduced from time to time by the Institute Management for its proper utilization and it would be one of an important criterion to evaluate your overall performance.

#### 5. Leave/ Absence

You shall be governed by the leave rules as attached in Annexure 1 of the Institute and orders addendum as may be issued by it from time to time.

You shall not absent yourself from the work without leave or without the prior approval of the

In case, if you are absent from the work for 3 or more working days without any information to the Principal, your services shall be considered as abandoned by you, and shall stand terminated without any information and, or compensation to you.







#### 5. Separation

#### 6.1 Notice Period

- a. If you relinquish your employment,
  - you shall be required to serve (03) three months notice in writing or deposit (03) three months salary during the semester.
  - Or one month prior notice from you if h is after the end of the semester (last working day)
  - Or one mouth prior actice from you before the beginning of the semester.
- If the institute Management terminates your sevices, the Management will give you one month notice or one month salary in lieu of it.
- c. Those who resign would be required to serve the stipulated notice period and an early release would be at the sole discretion of the Management.
- 6.2 The notice period required to be served by you shall be a period of actual working days and no leave of any type, whatsoever, shall be pennifted during the notice period. Encashment of leave, if any, or adjustment of any leave against shortfall in notice period, shall be at the sole discretion of Managevacut and cannot be claimed as a matter of right.
- 6.3 Upon separation of employment for any reason, you must comply with the Institute separation procedure, which includes signing all the documents and returning all Institute property, hand it i over the efficial crusil passwords/withdrawal from whatsapp group etc. and submit NCC from various departments and vendors. The Institute will not be bound to pay full and final dues, if any, till you have completed all separation procedures.
- 6.4 It is further stated that post separation of your services, if you are found to be communicating my ill/wrong/false information about the Institute which in the opinion of the Institute is found to be detrimental to the interests/reputation of the Institute—then in such a case you will be liable to indemnify the Institute or its staff/parent/student for any such harm caused arising out of such false information

#### 7. Governing Law and Jurisdiction

7.1 This appointment letter shall be governed and construed in accordance with the laws of india. It is agreed that any dispute of whatever between you and the Management of the institute will be subject to exclusive jurisdiction of the Courts of Indore whether they may be civil courts, labour courts or any other courts or authority of whatsoever nature.

#### 8. Compensation

8.1 Your gross solary (renuncration ("CTC") will be INR 40,000/- (Forty thousand only) per month. This includes enapleyees and enaployer's contribution of ESL'PF/Gratuity or any other perks/facilities is may be applicable to you. The differention of your CTC is tabulated below:



Indore institute of Pharmaa INDORE (M.P.)







## Indore Institute of Pharmacy

Ref. No.: SEWS/Appoint/Teaching/2018-19/58

Date: Feb 08, 2619

Mr. Gauray Sarsodiya S/o, Shri Punishortam Sarsodiya-28/2, Sant Tulsi Path, Barragar (M. P)

#### ORDER OF APPOINTMENT

With reference to your application and interview held, we are glad to inform you that you have been appointed in the carecity of Assistant Professor in Indore Institute of Pharmacy (IIP), Shull Educational & Welfare Society. Your appointment is on full time basis on the salary mentioned below per month subject to simulory deductions. Your performance will be assessed during first three menths' for continuation of service for the ensuing period of the first

vear, Head	Meathly salary (in Rs.)	Yearly salary (in Rs.)
***	15600	187200
DAISOC.	6000	72000
<u>GP                                    </u>	7800	93600
HRA	4561	54732
Special Allowance	33961	407532
Gross salary	1639	12468
Gratuity	33961	407532
Net in hand salary CTC	35000	420000

You are required to join on or before Feb 13, 2019. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to Principal IIP and Director General.

The terms & conditions would be as under:

- 1. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group, Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.
- Granity will be paid as per Granulty Act 1972.

Alun S Bhatmagar Director General, Shail Educational & Welfare Society

Acceptance.

Cont. Page 2....

Shall

Pithampur Road, Opposite IIM, Rau. Indore 453331, Madhya Pradesh, India Tel. 0731-4010601, Fax: 0731-4010502, pharmacy@indoreinstitute.com, www.indoreinstitute.com

Principal Indore Institute of Pharmacy, INDORE (M.P.)



# Indore Institute of



## Indore Institute of Pharmacy

- 3. Business Code of Conduct and Ethics: You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but nor limited to misconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu thereof. You are not authorized to communicate any matter related to SGI to the external world such as, media-
  - 4. Intellectual Property Rights: The Institute owns all intellectual property, inventions, patents ble developments or related know-how developed by any employee or by anyone, including students, using my Institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accreditation agencies for faculty-authored syllebi and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and
  - You shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and Insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.
- 6. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptons, notebooks, palmtops, other transportable computers and stompe media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.
  - 7. Notice for Termination: You are required to serve the institution for a minimum period of one year, however your services can be terminated by the Management if you failed to discharge your duties based on the performance. The written notice required for termination of employment will be one month from either side or one months' salary in lieu of it. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. However, under our disciplinary procedure your services can
  - Your appointment is full time and you shall not undertake any other employment anywhere else while you are in service of this Institute. You shall not include in any other activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching/fuitions while in service of this Institute.
  - 9. Asset Handling: You will be responsible for safe keeping and return in good condition and order all office properties, equipments, matruments, tools, books etc., which may be given to you for your use, custody and charge. The Institute has the right to deduct money along with all such things from your dues and take such other action as the Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Institute.

Wishing you a professionally rewarding tenure and long association with our Institution,

With Warm Regard,

S Bhatnagar Director General,

Shall Educational & Welfare Society

Acceptance.....

Pithampur Road, Opposite IIM, Rau, Indore 453331, Madhya Pradesh, India Tel. 0731-4010801. Fax : 0731-4010502, pharmacy@indoreinstitute.com, www.indoreinstitute.com





# Indore Institute of Pharmacy

gal No : SEWS Appoint / garking/1016-17/009

Mr. Sandip Patil,

12 Hajajir Town, Near Reil, Mundi Chouraha Kajendra Nogar, Irriore (MLP)

Dear Mr. Sandip,

DRDFR OF AFFORMENT

with reference to your application and interview held, we see glad to inform you and you have usen appeared to the post of Assistant Professor in Communication shift and FD trainer in Indice limitate of the past only, per mouth subject to matter, a deductions your performance with the expessed during first three contributions of appearance of the expessed during first three another are continuation of acroice for the coming resident of the first year

poware required to join on or before Aug 20, 2016. Please trong programs as one of of promotopies of govern documents while joining and 2 passport size recent phase area. You we required to submit your previous Organization within a west of your postors (if architable). You shall secon to Principal Indore Institute of Pharmacy

the terms & conditions would be as under:

- Non-Dischesure: Due to the proprietary nature of our products and services, you are inquired to assesses me highest level of confidentiality and will be required to age as agreerent no to these an agreemation with respect to our Group Your salary details are confidential, failure to mortion confidentiality will invite disciplinary action and may expressed in termination of your services.
- Basiness Code of Conduct and Ethics. You are expected to maintain the highest level of makes sendect. Any instance of improper conduct lecleding, his not brained to misconduct or gross occupance and construct a officer of grounds for animed ate termination of your services without any expect or payment in has discovered. You are more garagerized to communicate any matter related to SGI to the external world such as redia.
- Intellectual Property Rights: The institute owns all intellectual property, inventions, preen a materiable developments or related know-from developed by any employee or by anyone, including students user, any institute facilities, equipment or funds. Material created for ordining teaching ass in the distributance in department propriams, such as syllabil resignments, and feets, shall remain the property of the institution such ingrerial could also be used for exhafying requests of accrecuration agencies for recults authored ships and course descriptions. Any exceptions to this general rate will be governed by the incliners Policy on IPR and framests
- 4. You shall maintain absolute integrity & decotion wowards the institution, to cost at any action plane and Insubordination your services may be serromated without reside. The decision of the Newspowent in this regard would be final and hinding on you

Printipal Indore Institute of Pharmacy Shall Concerninal & Welling Society

Acceptarsio Corn. Pace 2

Pighampur Road, Deposite til flav, Indore \$53311, Madriya Pradesh, India Tel. 0731-4010kO3, Ess. (0731-4010502, pharmaced indorestructure cont. sew

Principal Indore Institute of Pharmacy, 3 INDORE (M.P.)





Affiliated to ROW(Prepail) (Approved by ACTE)See-Delte) & PCOses-Delte)

# Indore Institute of Pharmacy

- Information Security. You are expected to assessing the confidences of processing of the observation seems and compily with the information Security Policies, who are expected formation from the observation of the observation and storage media. You are also represent the process retransportable computers and storage media. You are also represent to engage media and outside the process for engagements information security outside the promises of the Organization and outside the notion, working mounts.
- 6. Notice for Termination: You are required to serve the institution for a minimum painted of one year. The written notice required for termination of engineering will be one pointer or you have to pay are would be at the case discretion of the branagement, those one substituted and early resourced to acree on be terminated without any notice period.
  - Your appointment is full time and sees shall not intertake any other employment accorded the while you are in service of this limitate. You are not permitted twengage in any other activation, which are against the interest of the Institute. You are not permitted twengage in any private concluding that on the or of the Institute.
- Asset Handling You will be responsible for each keeping and return in good condition and order all office graphers, equipments, instruments, tools, broke etc. which may be given to you for your tool, during any charge. The Institute has the right to deduct money along with all such things from your does and not such other action as the institute may deem proper in the event of your favoreto-secount for the afforcing properties to the satisfaction of the institute.

Wishing you is professionally rewarding tenure and long association with our institution

With Warm Regard.

Principal

Industry Institute of Pineritsey

Secretary

Acceptance

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# Indore Institute of Pharmacy

Ref. No.: SEWS/Appoint/IIP/Teaching/2014-15/210

May 19, 2015

Dr. Pritesh Paliwal

227, VIP Paraspar Nagar, Sch. No. 97, Part 4, Slice 4

Near Rajendra Nagur 452 012 (M.P.)

Mob. 98260-91920

Dear Dr. Pritesh.

#### ORDER OF APPOINTMENT

With reference to your application and interview held, we are glad to inform you that you have been appointed for the post of Professor in the department of Pharmacognesy, Indore Institute of Pharmacy. Your appointment is on full time basis on a consolidated salary of Rs. 55,000/- per month as CTC subject to statutory deductions. Your performance will be assessed during first three mouths, for continuation of service for the easting period of the first year.

You are required to join on or before July 1, 2015. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to Principal IIP.

The terms & conditions would be as under

- 1. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result
- Business Code of Conduct and Ethies: You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for inspectiate termination of your services without any notice or payment in lieu thereof. You are not authorized to communicate any matter related to SGI to the external world such as media.
- Intellectual Property Rights: The Institute owns all Intellectual property, inventions, patents, patentable developments or related know-how developed by any employee or by anyone, including students, using any institute facilities. equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the institution such material could also be used for setisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. Any exceptions to this general rule
- 4. You shall maintain absolute integrity & devotion towards the institution. In case of any indiscipline and insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and

Secretary

Shall Educational & Welfare Society

Received Appointment latter

Indore Institute of Pharmacy

Acceptance.....

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Pathempur Road, Opposite RM Rau, Indore 453231, Madaye Pradesh, India Tel. 0731-4016601. Fax: 9731-4018502, pharmacy@ladorosstitute.com, www.indoreinstitu

> Principal andere Institute of Pharmacy, INDORE (M.P.)





Affiliated to: ACCV/(thepal) | Approved by - ACTI((the Tolks) & PCI(tex Oalks



# Indore Institute of Pharmacy

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- 5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, painteps, other transportable computers and storage outside the normal working lacurs.
- 6. Notice for Termination: You are required to serve the institution for a minimum period of one year. Also, it is expected that you shall not leave the institution during the semester. The written notice required for termination of employment will be one month notice or you have to pay one month salary in lieu of it. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. However, under our disciplinary procedure your services can be terminated without any notice period.

Your appointment is full time and you shall not undertake any other employment anywhere else while you are in service of this Institute. You shall not include in any other activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching/tuitions while in service of this Institute.

8. Asset Handling: You will be responsible for safe keeping and return in good condition and order all office properties, equipments, instruments, tools, books etc., which may be given to you for your use, custody and charge. The institute has proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Institute.

Wishing you a professionally rewarding teaure and long association with our Institution.

With Warm Regard,

Secretary

"hail Educational & Welfare Society

Principal

Indere Institute of Pharmacy

Acceptance,









Affiliand to ROM (Frend) (Approved by ACTE (New Tolks) & PODIew Delh)



#### INDORE INSTITUTE OF PHARMACY

(MANAGED BY - SHAIL EDUCATIONAL 8 WELFARE SOCIETY)
Approved by AICTE, New Delhi and Affiliated to RGPV. Bhopal
Opp. LLM., Pithampur Road, Rau, Indore-453-331 (M.P.) Tel. 0731-4205543, 4205530 Fax: 0731-4205531

SEWS/IIP/Appointment/Teaching/2007/+76

Date:- 18/09/07

#### APPOINTMENT LETTER

Mr.Nadeem Farooqui 158-Radio Colony, Near Residency Club, Indore-452001

#### Dear, Mr. Nadcem Farooqui

With reference to your application and interview held in our office. We are glad to inform you that you have been appointed for the post of Lecturer. Your basic salary would be Rs 8000/- as per AICTE pay scales (8000-275-13500) with gross salary of Rs 14888/inclusive of DA.

You are required to Join immediately along with photocopies of the testimentals. However you are required to confirm your consent of joining in writing, within 10 days failing which this appointment letter will be treated as cancelled.

#### The term & conditions would be as under:

You will be on probation for a period of one year. Your confirmation will be subjected to your satisfactory performance and approval by the staff selection committee.

Your appointment is subject to the general terms & conditions of the conduct & service rules in force as framed and amended from time to time by the board for Vocational & Technical Education, Shail Educational & Welfare Society and made applicable to the employees of the Institute.

Your appointment is full time and you shall not undertake any other employment any where else while you are in service of this institution.

With Warm Regard,

Chairman.

Shail Educational & Welfare Society

Copy to :-

Mr Nadcem Farooqui Office File

IQAC PARA

Principal; Indore Polytechnic, Indore

Mr. Umesh parekh

Acceptance

Principal Indore Institute of Pharmacy, INDORE (M.P.)



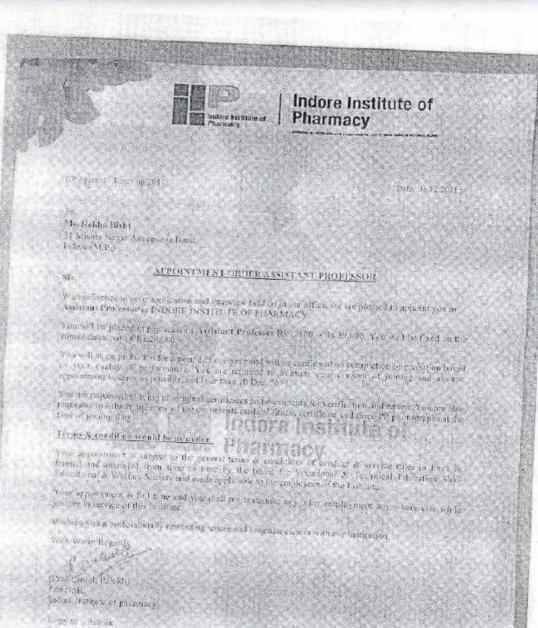


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Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

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Principal Indore Institute of Pharmacy. INDORE (M.P.)







# INDORE INSTITUTE OF PHARMACY

(MANAGED BY-SHAIL EDUCATIONAL & WELFARE SOCIETY)

Approved by AICTE, New Delhi : Affiliated to RGPV, Recognized by Govt. Of M.P. Opp. LLM, Pithampur Road, Rau, Indore-453 331 (M.P.) Tel: 0731-4010600, 4010801 Fax: 0731-4010502 e-mail pharmacy@indereinstitute.com website www.indereinstitute.com

Shail/Appointment Lett/Aug- 2011/

Date :- 16 Aug. 2011

△ Darshan Jamindar (亞.島) Rural Institute Kasturbagram , Khandwa Road, Indore (M.P.)

#### APPOINTMENT ORDER

Sir.

With reference to your application and interview held on in our office. We are pleased to appoint you as Associate Professor (Adhoe) in Indore Institute of Pharmacy.

Your will be placed in the pay scale of Associate Professor Rs. 22320.00 to Rs. 30690.00 You will be fixed on the basic pay of Rs 22320 00 and provided Grade pay of Rs. 5000.00 pm. However your consolidated salary will be Rs 30000.00 pm from the date of your

You will be on probation for a period of one year and will be confirmed on completion of probation based on your performance and subject to approval by RGTU Selection Committee under College Code 30.

You are required to intimate your consent of joining immediately and assume appointment as early as possible, not later than 16 August 2011

You are requested to bring all original certificates and documents for verification and return. You are also requested to submit one copy of the documents, medical fitness certificate and three PP photographs at the time of joining duty.

Terms & conditions would be as under;

Your appointment is subject to the general terms & conditions of conduct &service rules in force as framed and amended from time to time by the board for Vocational &Technical Education Strail Educational & Welfare Society and made applicable to the

Your appointment is full time and you shall not undertake any other employment anywhere else while you are in service of this Institute You shall not include in any other activities, which are against the interest of the Institute.

You shall commute to work under your own conveyance and use of college bus is not permitted.

Wishing you a professionally rewarding tenure and long association with our institution

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Principal Indore Institute of Pharmacy. INDORE (M.P.)







## INDORE INSTITUTE OF PHARMACY

(MANAGED BY-SHAIL EDUCATIONAL & WELFARE SOCIETY)

Approved by AICTE, New Delhi , Affiliated to RGPV, Recognized by Govi, Of M.P.

Opp. LLM. Picampur Road, Rau, Indore-453:331 (M.P.) Tel.: 0731-4010600, 4010601 Fex.: 0731-4010502

e-mail: pharmacy@indoreinatitute.com website... www.indoreinatitute.com.

With Warm Regards,

(Robit Jainendra Jain) Chairman,

Shail Group of Institutions

Copy to: Darshan Jamindar Copy to: Advisor Copy to: Admin

Office file

(Prof. Umesh Parakh)

Principal.

Indore Institute of Pharmacy

Acceptance...







Affiliated to REPAIN and | Approved by ARTH/New Defic) & POING Call



## Indore Institute of Pharmacy

Ref. No.: SEWS/Appoint,/Non-Teaching/2015-16/291

Date: Feb 17, 2616

To.

Mr. Ritesh Patel 29/4, Pipliya Rao, Indrapari Colony Bhawancuan, Indore (M.P.)

#### ORDER OF APPOINTMENT

#### Dear Mr. Ritesh,

With reference to your application and interview field, we are glad to inform you that you have been appointed for the post of Assistant Professor. III. Your appointment is on full time basis in the payscale of 1560k;39100 on a crossolidated salary of Rs. 37, 000s, per month subject to standary deductions. Your performance will be assessed claring first three months' for continuation of service for the castoling period of the first year.

You are required to join on March 01, 2016. Please bring originals & one set of photocopies of televan documents while joining and 2 passport size recent photographs. You are required to submit your relieving Principal III.

### The terms & conditions would be as under:

- Non Disclosure: Due to the proportiary nature of our products and services, you are required to maintain
  the highest level of confidentiality and will be required to sign an agreement not to disclose any
  confidentiality will invite disciplinary action and may even result in termination of your services.
- 2. Business Code of Conduct and Ethies: You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any notice or world such as, media.
- 3. Intellectual Property Rights: The Institute owns all intellectual property, inventions, patents, patentable developments or related know-how developed by any employee or by anyone, including students, using an department programs, such as syllabil assignments, and tests, shall remain the property of the institution syllabil and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and Patents.
- 4. You shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and tregard would be final and binding on you.

Principal Mills of Phurmacy

Shall Educational & Walfare Society

Acceptance.

NOP ....

Pithampur Road, Opposite IIM, Rau, Indore 453331, Madhya Pragesh, India Tel. 0731-4010501, Fax : 0731-4010502, pharmacy@indoreinstitute.com, waveindoreinstitute.com

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## Indore Institute of Pharmacy

- Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the information Security Policies. You are expected to maintain confidentiality of information residing in mobile companing devices such as portable laptops, nogebooks, palmags, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and maside the normal working hours
- 6. Notice for Termination: You are required to serve the institution for a raining at period of one year. The written portice required for termination of employment will be one month, notice or you have to pay one iponth' salary in lieu of it. You would be required to serve the aliquimed notice period and early release would be at the sole discretion of the Management However, under our disciplinary procedure your services can be terminated without any notice period.
- You shall not undertake any other employment anywhere else while you are in service of this Institute. You shall not indulge in any other activities, which are against the interest of the instract. You are not pennitted to engage in any private coscing/autions while in service of this institute.
- Asset Handling: You will be reaponsible for safe keeping and return in good condition and order all office Assert miniming: You win the responsible for sale keeping and manning good continuous and order an order properties, equipments, instruments, tools, books etc. which may be given to you for your use, custody and charge. The institute has the right to deduct money along with all such things from your diers and take such other action as the Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Institute

Wishing you a professionally rewarding tenure and long association with our institution. With Warm Regard,

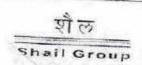
Principal Indere Institute of Pharmacy

Shail Educational & Welfare Society Secretary

Acceptance.



Principal Indore Institute of Pharmacy. INDORE (M.P.)



Pithampur Road, Opposite IIM, Rau, Indore 453331, Madhya Pradesh, India Tel. 0731-4010601, Fax : 0731-4010502, pharmacy@indorelastitute.com, www.indorelastitute.com







## Indore Institute of Pharmacy

Ref. No.: SEWS/Appoint./Non-Teaching/2015-16/291

Date: Feb 17, 2016

Ten. Mr. Ritesh Patel 29/d, Pipina Rais, Indespuri Colony. Beganniaum, Indone (M.P.)

### ORDER OF APPOINTMENT

#### Dear Mr. Ritesh,

With reference to your application and interview held, we are glad to inform you that you have been appointed for the post of Assistant Professor, IIP. Your appointment is on full time basis in the payscale of 15606-39 (no of a consolidated salary of Rs. 37, 000/- per month subject to statutory deductions. Your performance will be assessed during first three months, for continuation of service for the ensuing period of the first year

You are required to Join on March D1, 2016. Please prine originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to

## The terms & conditions would be as under:

- 1. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain Non insciosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose maintain much respect to our Group. Your salary densits are confidentially fashing to maintain confidence by will invite disciplinary action and may even result in termination of year services.
- 2. Business Code of Conduct and Ethics: You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not ilmited to mesconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any hotics or payment in fieu thereof. You are not authorized to communicate any matter related to SGI to the external
- 3. Intellectual Property Rights: The Institute owns all intellectual property, inventions, patents, patentable developments or related know-how developed by any employee or by anyone, including students using any institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabl, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accredian on agencies for faculty-authored syllabi and course descriptions. Any exceptions to this general rule will be governed by the institute's Policy on IPR and Paterns,
- 4. You shall maintain absolute integrity & devotion towards the institution, in case of any indiscipline and Insubordination your services may be terminated without notice. The decision of the Management in this

Principal Community Induce Institute of Pharmacy

Shail Educational & Welfare Society

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Pithampur Road, Opposite IIM, Rau, Indore 453331, Madhya Pradosh, India Tel, 9731-4010601, Fax : 9731-4018502, pharmocy@indoreinstitute.com, www.Indoreinstitute.com







# Indore Institute of Pharmacy

- Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the information Security Policies. You are expected to material confidentiality of information residing in another comparing devices such as possible leptops, notebooks, palmops, other transportable competers and storage meetin. You are also responsible for maintaining information account outside the premises of the Organization and outside the normal working hours
- Notice for Termination: You are required to serve the institution for a minimum period of one year. The written for required for termination of employment will be one month nonce or you have to pay one month' salary in lieu of it. You would be required to serve the stip-disted notice period and early release would be at the sale discretion of the Management. However, under our disciplinary procedure your servaces can be terminated without any notice period
- You shall not undertake any other employment anywhere else while you are in service of this Institute. You shall not include in any other activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching tuitions while in service of this institute
- Asset Handling: You will be responsible for safe keeping and return in good condition and order all office Asset Bandings: real win the responsibility for some accounting most return in good condition star order at order properties, equipments, instruments, tools, books etc., which may be given to you for your use, costody and above a fact that the dorbest rection of the all cush things from order and take and charge. The institute has the right to deduct money along with all such things from your dues and take such office action as the Institute may deem proper in the event of your failure to account for the aforesaid

Wishing you a professionally rewarding tenure and long association with our institution. With Warm Regard,

Principal Indore Institute of Pharmacy

Shail Educational & Welfare Society

Acceptance



Principal Indore Institute of Pharmacy, INDORE (M.P.)

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Pithampur Road. Opposite lim. Rau, Indore 453331, Madnya Pradesh, India Tel. 8731-4010601, Fax : 8731-4010502, pharmacy@indoreinstitute.com, www.indoreinstitute.com





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## Indore Institute of Pharmacy

Ref. No.: SEWS/Appoint/Teaching/2015-16/229

Date : July 15, 2015

Ms. Nayany Sharma Sakalle, F-248, Valshnav Apartment, Surendra Place, Hoshangabad Road, Bhopal (M.P.) Mob.: 89592-11922, 98938-49646

#### ORDER OF APPOINTMENT

Dear Ms. Nayany,

With reference to your application and interview held, we are glad to inform you that you have been appointed for the post of Assistant Professor (Pharmacentics) in Indore Institute of Pharmacy. Your appointment is on contractual basis for three months on a consolidated salary of Rs. 10,000/- per month subject to statutory deductions.

You are required to join on or before July 20, 2015. Please bring originals & one set of photocopies of relevant documents white joining and 2 passport size recent photographs. You are required to submit your releving certificate from your previous Organization within a week of your joining (If applicable). You shall report to Principal Indore Institute of Pharmacy.

#### The terms & conditions would be as under:

- Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level
  of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group.
  Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result
  in termination of your services.
- Business Code of Conduct and Ethics: You are expected to maintain the highest level of ethical conduct. Any instance
  of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for
  immediate termination of your services without any notice or payment in lieu thereof. You are not authorized to
  communicate any matter related to SGI to the external world such as, media.
- Intellectual Property Rights: The Institute owns all intellectual property, inventions, patents, patentable developments or related know-how developed by any employee or by anyone, including students, using any Institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and Patents.
- 4. You shall maintain absolute integrity & devotion towards the institution. In case of any indiscipline and insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.

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Indore Institute of Pharmacy

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Pithampur Road, Opposite IM, Rau, Indore 453331, Madhya Pradesh, India Tel. 0731-4010601, Fax : 0731-4910502, pharmacu/filincoreinstitute com unser indexelog

Indore Institute of Pharmacy.





Physical to: RGP/(Physial) (Approved by - ALTR(New Delta) & PCONEW Delta)



## Indore Institute of Pharmacy

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- 5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the aormal working hours.
- Notice for Termination: The written notice required for termination of employment will be seven days from either side.
  However, under our disciplinary procedure your services can be terminated without any notice period.
- 7. Your appointment is full time and you shall not undertake any other employment anywhere else while you are in service of this Institute. You shall not indulge in any other activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching/fuitions while in service of this Institute.

Asset Handling: You will be responsible for safe keeping and return in good condition and order all office properties, equipments, instruments, tools, books etc., which may be given to you for your use, custody and charge. The Institute has the right to deduct money along with all such things from your dues and take such other action as the Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Institute.

Wishing you a professionally rewarding tenure and long association with our Institution.

With Warm Regard,

Advisor Shail Group of Institutions Principal

Indore Institute of Pharmacy

Acceptance 1



Pithampur Road, Opposite #M, Rau, Indore 453331, Madhya Pradesh, India Tel. 0731-4010601, Fax : 0731-4010602, pharmacy@indoreinstitute.com, www.indoreinstitute.com

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Indore Institute of Pharmacyc INDORE (M.P.)





# Indore Institute of



## Indore Institute of Pharmacy

Date : July 15, 2015

Ref. No.: SEWS/Appoint/Teaching/2015-16/227

Ms. Neha Kamalpuria, 25/2, Alapura, Juni Indore, Palsikar Colony, Indore (M.P.) Mob.: 90090-23348, 99778-15201

### ORDER OF APPOINTMENT

With reference to your application and interview held, we are glad to inform you that you have been appointed for the Dear Ms. Nelta, post of Assistant Professor (Pharmaceutics) in Indore Institute of Pharmacy. Your appointment is on contractual basis for three months on a consolidated salary of Rs. 11,000/- per month subject to statutory deductions.

You are required to join on or before July 26, 2015. Please bring originals & one set of photocopies of relevant documents while joining and 2 passpe 1 size recent photographs. You are required to submit your relieving certificate from your previous regarding within a week of your joining (If applicable). You shall report to Principal Indore Institute of Pharmacy.

### The terms & conditions would be as under;

- 1. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiallty and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result
- 2. Business Code of Conduct and Ethics: You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu thereof. You are not authorized to communicate any matter related to SGI to the external world such as, media.
- 3. Intellectual Property Rights: The Institute owns all intellectual property, inventions, patents, patentable developments or related know-how developed by any employee or by anyone, including students, using any Institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and Patents.
  - You shall maintain absolute integrity & devotion towards the Institution, in case of any indiscipline and Insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.

Locce Advisor Shail Group of Institutions Principal Indore Institute of Pharmacy

Acceptance.

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Pithampur Road, Opposite IIM. Rau, incore 453331, Madhya Pradesh, India Tel. 0731-4010691, Fax : 0731-4010502, pharmacy@indoreinstitute.com, www.mdoreinstitute.com 13





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## Indore Institute of Pharmacy

- 5. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, netebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.
- Notice for Termination: The written notice required for termination of employment will be seven days from either side. However, under our disciplinary procedure your services can be terminated without any notice period.
- Your appointment is full time and you shall not undertake any other employment anywhere cise while you are in service of this institute. You shall not indulge in any other activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching/tuitions while in service of this Institute.

Asset Handling: You will be responsible for safe keeping and return in good condition and order all office properties. equipments, instruments, tools, books etc., which may be given to you for your use, custody and charge. The Institute has the right to deduct money along with all such things from your dues and take such other action as the institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the institute.

Wishing you a professionally rewarding tenure and long association with our Institution.

With Warm Regard,

Adviser Shail Group of Institutions

Indore Institute of Pharmacy

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Principal Indore Institute of Pharmacy, INDORE (M.P.)

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Pithampur Road, Opposite ilM, Rau, Indore 453331, Madhya Predesh, India Tel. 0731-4010601, Fax: 0731-4010502, pharmacy@indoreinstitute.com, www.indoreinstitute.com





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## Indore Institute of Pharmacy

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Date: Kog 73, 2016

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Void are required to Join on or before Sept OL, 2018. Plans bring originals & one set of proceeding of the process of the process

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Non-Disclosure: Due to the intermeters some of our property and province, you are required to manusing the highest even of confidentiality and with the required to sign an agreement not to disclosure on this beater are respect to our Green Your solary details are confidential. Takes to essentially the last termination of rour execution and they even result in termination of your sevences.

Note new Code of Conduct and Ethies. You are expected to impose a the Right of level of chiefs conduct.

Advisorable of improper conduct including the per limited to miscobilist or grow applicates shall constitute soft congruences from the period of your services without any notice or payment in few traces. You are not authorized to congruences any matter related to SGI to the extensi world-section made.

- Intellectual Property Rights. The location were all organization preparity, inventions, parents, parents developments a related known or with our of the property of by anyone, including stadent, using any institute facilities equipment or hand. Meaning except for artifact, being use in the closestom and a special form property, such as a facilities as general, and says, shall repeat the noops by of the militation such institutes and material except since the material except since the material except since the section of accordance agencies for facility authority plants and except since the section of accordance agencies for facility authority plants and except descriptions. Any exceptions is this general rule will be governed to the feature's public on Property.
- 4) You shall receive absolute integrity & devertion towards the festitution. In case of any operation and integer duration your services may be teneformed without notice. The decision of the Management in the regard would be final and binding do you.

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Special Educational & Welfare Society

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Pithamper Rose, Opposite RM Res, ledder 453831, Madhes fradesh, India
Tel. 0733, 4010601, Fax. -0745-4030502, phymostyphical mediture com, www.indiagnocles.com



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# Indore Institute of Pharmacy

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Aver Handling No. of the proposition for all keeping and returning pool condition and order all office proposition, experience to the following the which may be given to you for your use, eachedy not obtain. The finding two the right to deduct more relating with all such things from your dues and take the discreasing the first tide may deep groupes in the event of your failure to account for the afterestide control of the asterior than the first tide in the first tide.

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With Warm Reports

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Secretary Shail Educational & Welfare Society

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PURSONUL Road, Openine-IR/ Ray, Indice 45331, Atadhys Fradesh, India Rel 0731 4020401, Fex. 0731-4020362, pharmary fragestravitation area, www.hidorehis.tigits.com

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# Indore Institute of



## Indore Institute of Pharmacy

Ref. No.: IIP/Appoint/Teaching/2019-20/99

Date: Oct 10, 2019

Ms. Aakansha Birla AT Post Khaknar, Dist Burhanpur (M.P.)

#### ORDER OF APPOINTMENT

With reference to your application and interview held, we are glad to inform you that you have been appointed in Dear Ms. Askansha, the capacity of Assistant Professor in Indore Institute of Pharmacy (IIP). Your appointment is on full time basis on the salary mentioned below per month subject to statutory deductions. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

Monthly solary (in Rs.)	Yearly salary (in Rs.)
and the second s	- Lognes
15600	187200
6000	72000
21600	259200
11100-1100-11100-11100-11100-11100-11100-11100-11100-11100-11100-11100-11	12468
	259200
	271668
	Monthly salary (in Rs.)  15600  6000  21600  1039  21600  22639

You are required to join from Oct 14, 2019. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (if applicable). You shall report to Principal IIP and Director General.

The terms & conditions would be as under:

- 1. Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential, failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services.
- Granuity will be paid as per Granuity Act 1972.

Dr. Dinesh Kumar Mishra Principal, Indore Institute of Pharmacy

Acceptance

Cont. Page 2...



Pithempur Road, Opposite IIII., Rau. Indore 453331, Madhya Pradesh, India Tel. 0731-4010601. Fax: 0731-4018502, pharmacy@indorefrat/tute.com. www.indorefrat/tute.com.

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Principal Indore Institute of Pharmacy, INDORE (M.P.)







## Indore Institute of Pharmacy

- 3. Business Code of Conduct and Ethics: You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not limited to miscenduct or gross regligence shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu thereof. You are not authorized to communicate any matter related to SGI to the external world such as, media.
- 4. Intellectual Property Rights: The Institute owns all intellectual property, inventions, patents, patents, developments or related know-how developed by any employee or by anyone, including students, using any institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as cyllabi, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. Any exceptions to this general rule will be governed by the institute's Policy on IPR and
- 5. You shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and Insubordination your services may be terminated without notice. The decision of the Management in this
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- 7. Notice for Termination: You are required to serve the institution for a minimum period of one year, however your services can be terminated by the Management if you failed to discharge your duties based on the performance. The written notice required for termination of employment will be one month from either side or one months' salary in lieu of it. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. However, under our disciplinary procedure your
- 8. Your appointment is full time and you shall not undertake any other employment anywhere else while you services can be terminated without any notice period. are in service of this histitute. You shall not indulge in any other activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching/tuitions while in service of this
- 9. Asset Handling: You will be responsible for safe keeping and return in good condition and order all office properties, equipments, instruments, tools, books etc., which may be given to you for your use, custody and charge. The Institute has the right to deduct money along with all such things from your dues and take such other action as the Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Institute.

Wishing you a professionally rewarding tenure and long association with our Institution.

With Warm Regard,

Dr. Dinesh Kumar Mishra

Principal,

Indore Institute of Pharmacy

Acceptance ......



Pithampur Road, Opposite IIM, Rau, Indore 453331, Madhya Pradesh, India Tel. 8731-4618601, Fax : 9731-4618502, pharmacy@indoreinstitute.com, www.indoreinstitute.com

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### Indore Institute of Pharmacy

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Date: 01 Oct, 2020

To, Ms. Chetna Tiwari 2745 E Sector Sudama nagar Indose

#### Dear Ms. Chetna,

With reference to your application for the post of Assistant Professor and subsequent interview you had with us. Institute Management is pleased to offer you an employment with Indore Institute of Pharmacy Indore, there mafter referred to as "IIP" or the Institute) on the following terms and terms and conditions:

#### 1. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on Oct 05, 2020and the terms and conditions of appointment shall be effective from date of joining. You are appointed as Assistant Professor and will report to Director General (DG) which can subsequently be changed at the sole discretion of institute Management.
- 1.2 You shall initially be on probation for a period of 12 arouths from the date of joining Oct 05, 2020. The period of probation may be extended based on your overall performance. If the work and conduct during the period of probation is not found satisfactory, your services can be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be the institute authorities. Further, kindly note that after the satisfactory completion of probation period, your appointment will be centified in writing and thereafter you will be entitled to other benefits/facilities, if any, meant for the confirmed staff members as per the Institute rules and policies for the time being in force. You will be deemed to be on probation till you receive the letter of combination from the Institute Management.

#### 2. Roles & Responsibilities

- 2.1 Diffwill have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time.
- 2.2 Your natial work location will be Indure and you are required to complete minimum one academic session.
- 2.3 Your services are liable to be transferred or assigned with without transfer, whelly (partially, from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existence in future or any of the branch of the institute or locations onlywhere in India as Institute Management deemed fit and necessary. Consequent upon your trasfer, (if applicable), all existing terms and conditions shall remain searce.
- 2.4 In addition to your normal duries, you may be required to do any job you are empible of doing and which is necessary to be done by you in the interest of students/faculty/parents etc. Institute Management will be the sole judge in this respect.
- 2.5 You shall receive any communication whenever it is offered or delivered to you on hebald of the Institute and you shall sign the duplicate copy of the same/or any of proof of receipt as token of its having been received by you and handed back to the Institute. In case of pay o-communication, kindly acknowledge and share with your reportion head.
- e- communication, kindly acknowledge and share with your reporting head.

  2.6 Institute reserves to itself the right, without giving any previous notice in this behalf, to aneard, after or add to any of these rules, in conformity with the existing status and norms set by the regulatory bodies a affiliating University and to bring such amendment, or alteration or addition into effect from such date and will be circulated in writing.

Opp. IIM (Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331 © 0731 - 4018801 | Fox | 0731 - 4010502 | Toll Free - 1800 103 3069

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#### 3. Anthenticity of Credentials

3.1 Your appointment and continuation in services is further subject to submission of copies of Degrees/Diplomas and other certificates/testimonials in original with attested copies thereof within a period of 07 days from the date of acceptance of this appointment.

3.2 In case of any change in the information pertaining to the matters like Family Particulars, Marital Status, health status, Qualifications, and Address, contact number etc. the same must be furnished by you along with submission of all the relevant documents to the Head of the Institute / Principal/HR within one week (07 working days ) of occurrence of such changes. In case. If you don't update the records the exsiting institute records provided by you will be considered as correct.

3.3 Your appointment is subject to the authenticity of the information furnished by you in your CV. Application, and your Documents' Testimonials etc. In case of violation of any of the terms and conditions of employment or any information in personal data furnished by you being found incorrect/wrong, fudged, at any given point of time you will be liable to instant

dismissal without any notice or compensation.

3.4 The Fratante conducts a background verifications validation and check of all its staff members regarding education, previous employment(s), and claims made regarding achievements and honors in resumes/ CVs, with the help of third party as and when required for which you will have no objectious rather fally cooperate with institute authorities to clear the air in the larger interest of the Institute.

3.5 This validity of the Appointment letter is subject to satisfactory completion of the background and reference check process. Any adverse finding at a later date would entitle Institute Management to terminate your employment forthwith and without any notice and/ or compensation in lieu thereof.

3.6 You shall retire on the attainment of 60 years unless specially required by the histitute in writing to continue in service beyond this age. Your employment shall stand terminated on the date of your retirement for which no notice shall be required.

#### 4. Conduct& Discipline

4.1 You will devote your whole time in the service and for the benefit of Institute and shall not take any other employment or engage in private business or calling of any other nature or joinany educational institution or Institute or college or any social organization without the written permission of DG.

4.2 You agree not to undertake employment, whether full-time or part-time, as a director/ partner/ member/ entployee/consultant mentor etc. of any other organization or entity engaged in any form of activity without the prior written consent of the Institute Managemera. The consent may be given subject to any terms and conditions that the institute Management may think appropriate, and may be withdrawn at its discretion.

4.3 You shall not enter into any monetary transaction directly or indirectly with any student or purent nor shall you exploit them for meeting your personal ends' vexted interests and will not take any taition with or without any monetary benefits. You shall also conduct your personal

affairs in such a manner so as not to incur any debts beyond your means to re-pay.

4.4 You shall not practice or incite anyone in the Institute to practice casteism, communalism, or sestimachability or cause or incite anyone in the Institute to cause loss or damage to Institute property or include yourself or includencourage anyone else in the Institute to include into acts of misbehavior or crucky towards any student, teacher, parent/guardian, Institute employee or visitor to the Institute.

4.5 You shall not encourage or incite any student, teacher or any other employee of the histitute to behave in a rowdy or disorderly manner or be otherwise instrumental in the commission of any not subversive of Institute discipline or prejudicial to the good name and prestige of the

institution.



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4.6 If at any time in the opinion of the Institute Management, which is final in this matter, you are found guilty of using tout language, raising bard or giving corporal punishment to any of the student, dishonenty, disobedience, disorderly, negligent, undisciplined, absent from daty without prior permission, committing a breach of any of the terms, conditions and stipulations contained in the contract appointment letter and on your part to be observed to be performing in violation of one or more terms of the said letter, or any other conduct considered by the institution detrimental to its interests, your services are liable to be terminated forthwith, without any notice salary in lieu of notice period.

4.7 You will be responsible for safe-keeping and return in good condition and order all the institute properties, equipment, instruments, tools, books atc. which may be given to you for your use, custody and charge. The institute has the right to deduct the money along with all such things from your dues and take such other action as institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of Institute.

4.8 You will abide by and follow all rules and regulations of the institute and instructions given from time to time by the Institute Management during the course of work.

4.9 That you madertake not to dividge any official secret or any valued information ("confidential information") gained by you during the course of your employment with us, to any individual or institution. This restriction shall survive termination of your employment with the institute without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any fault on your part.

4.10 You acknowledge that the breach of confidenability will cause irreparable loss and harm to the Institute which cannot be reasonable or adequately compensated by demages in an action at law, and accordingly, the Institute will be entitled, to injunctive and other equitable relief to prevent or care any breach or fractioned breach thereof, but no action for any such relief should be deemed to waive the right of the Institute to an action for damages.

4.11 In case it is found that you do not possess the requisite qualifications entitling you to serve in the position on which you have been appointed, your services shall be dispersed with without any further reference to you or you will be demoted as per your precise qualifications.

4.12 That except when instructed in writing by the DG, you shall not ask for or accept any contribution or donation or associate yourself with the raising of any funds or making any other collection whether in each or in kind on behalf of the Institute.

4.13 You will adhere the timing of the Institute as per the policy instructions given to you by the office of the Principal.

4.14 You shall participate in all the Institute events actively and follow the duties assigned by the office of the Principal.

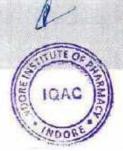
4.15 You shall follow the formal dress code of Institute.

4.16 You shall use only official Email address assign to you and necessarily mark a CC to your designated HOD /Principal in any official communication, be it internal or external. Kindly note that Institute will not be held responsible for any communication in any mode to any one without the prior written consent from your designated HOD /Principal.

4.17 You shall use the new classroom technologies or any other newer ways of learning as may be introduced from time to time by the institute Management for its proper utilization and it would be one of an important criterium to evaluate your overall performance.

#### 5. Leave/ Absence

- 5.1 You shall be governed by the leave rules as attached in Annexure 1 of the Institute and orders/addendum as may be issued by it from time to time.
- 5.2 You shall not absent yourself from the work without leave or without the prior approval of the Principal.
- 5.3 In case, if you are absent from the work for 3 or more working days without any information to the Principal, your services shall be considered as abandoned by you and shall stand terminated without any information and/or compensation to you.



Principal
Indore Institute of Pharmacy.
INDORE (M.P.)





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#### 6. Separation

#### 6.1 Notice Period

- a. If you relinquish your employment ,
  - o you shall be required to serve (03) three months notice in writing or deposit (03) three months salary during the semester.
  - Or one month prior notice from you if it is after the end of the semester (last working day)
  - Or one month prior notice from you before the beginning of the semester.
- If the institute Management terminates your sevices, the Management will give you
  one month notice or one month salary in figure of it.
- Those who resign would be required to serve the stipulated notice period and an early release would be at the sole discretion of the Management.
- d. In case if you have been found directly or indirectly involved in any of the irregularities be it financial, ethical or moral, you will be asked to leave the organization forthwith without any salary in lieu of the notice period, even if applicable.
- 6.2 The notice period required to be served by you shall be a period of actual working days and no leave of any type, whatsoever, shall be permitted during the notice period. Encashment of leave, if any, or adjustment of any leave against shortfall in notice period, shall be at the sole discretion of Management and cannot be claimed as a matter of right.
- 6.3 Upon separation of employment for any reason, you must comply with the fastitute separation procedure, which includes signing all the documents and returning all fastitute property, handling over the official email passwords withdrawal from whatsapp group etc. and subtait NOC from various departments and vendors. The lastitute will not be bound to pay full and final dues, if any, till you have completed all separation procedures.
- 6.4 It is further stated that post separation of your services, if you are found to be communicating any ill wrong/false information about the Institute which in the opinion of the Institute is found to be detrimental to the interests reputation of the Institute then in such a case you will be liable to indeamify the Institute or its staff/parent/student for any such harm caused arising our of such false information.

#### 7. Governing Law and Jurisdiction

7.1 This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whotever between you and the Management of the Institute will be subject to exclusive jurisdiction of the Cours of Indore whether they may be civil courts, labour courts or any other courts or authority of whatsoever nature.

#### 8. Compensation

8.1 Your gross salary remuneration ("CTC") will be INR 22.639/- (Twenty two thousand six hundred thirty nine only) per month. You shall also be provided one room in the girls hostel. This includes employees and employer's contribution of ESPP/Gratuity or any other perks/incilities as may be applicable to you. The bifurcation of your CTC is tabulated below.



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	Head	Monthly salary	Yearly salary
ray Some Gri	Basic	15,600	187,200
	Grade Pay/ DA	6,000	72,000
Gross Total	A PART OF THE REAL PROPERTY.	21,600	259,260
	Gratuity Provision	1,039	12,468
CTC	P81 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	22,639	271.668
Net Amount		21,500	259,260

8.2 The salary payable by the institute to you shall be subject to deduction of income Tax at source as per the provisions of income Tax Act.Rules for the time being in force. Accordingly, you are required to submit all required proof of investments and other details from time to time to enable the Institute to comply with the provisions of law.

8.3 Circuity will be paid as per Gratuity Act 1972.

8.4 The annual increasers shall not be claimed by you as a maner of right but will depend apon the maintenance of high standard of discipline, good work, efficiency, integrity, punctuality and regularity and such other parameters as may be fixed by the Management of the Institute from time to time.

8.5 All information regarding your remaneration and terms of employment are confidential and you are requested to maintain confidentiality and not divulge any details to any other employee except the Management of the Institute.

In case the aforesaid terms and conditions are acceptable to you, you are required to return the copy of this letter signed by you as token of acceptance of this letter.

For Indore Institute of Pharmacy

Dr. Dinesh Kumar Mishra Principal, Indore Institute of Pharmacy

I have read all the points mentioned above and have been explained to one, and I fully understand the terms and conditions of my appointment and accept the same without any reservations and in token of my acceptance, I have signed this.

Date

Place THINKE

Signature:

130











www.indoreinstitute.com

Ref. No.: (IP/Appoint/Teaching/2020-21/53

### Indore Institute of Pharmacy

Date: 01 Oct, 2020

Mr. Grijendra Rajpoot Palasi, New Jall Road, Karond Bhopal, (M. P)

Dear Mr. Grijendra,

With reference to your application for the post of Assistant Professor and subsequent interview you had with us, Institute Management is pleased to offer you an employment with Indore Institute of Pharmney Indore, (hereisailer referred to as "HP" or the Institute) on the following terms and terms and conditions:

#### 1. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on Oct 95, 2020and the terms and conditions of appointment shall be effective from date of joining. You are appointed as Assistant Professor and will report to Director General (DG) which can subsequently he changed at the sole discretion of institute Management.
- 1,2 You shall initially be on probation for a period of 12 months from the date of joining Oct 05. 2020. The period of probation may be extended based on your overall performance. If the work and conduct during the period of probation is not found satisfactory, your services can be terminated without notice before the explry of the period of probation. The sole judge of the satisfactory completion of the probation will be the institute authorities. Further, kindly note that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be entitled to other benefits/facilities, if any, meant for the confirmed staff members as per the lustitute rules and policies for the time being in force. You will be deemed to be on probation till you receive the letter of confirmation from the Institute Management.

- 2. Roles & Responsibilities 2.1 DGwill have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time,
  - Your initial work location will be Indore and you are required to complete minimum one
  - Your services are liable to be impreferred or assigned with/without transfer, wholly /partially, from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existance in future or any of the branch of the Institute or locations anywhere in India as Institute Management deemed fit and necessary. Consequent upon your trasfer, (if applicable), all existing terms and conditions shall remain same.
  - 2.4 In addition to your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/faculty/parents etc. Institute Management will be the sole judge in this respect
  - 2.5 You shall receive any communication whenever it is offered or delivered to you on behalf of the Institute and you shall sign the duplicate copy of the same/or any of proof of receipt as token of its having been received by you and handed back to the institute. In case of any e- communication, kindly acknowledge and share with your reporting head.
  - 2.6 Institute reserves to itself the right, without giving any previous notice in this behalf, to amend, after or add to any of these rules, in conformity with the existing status and norms set by the regulatory bodies / affiliating University and to bring such amendment, or alteration or addition into effect from such date and will be circulated in writing.

Opp. HM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331 © 0731 - 4010501 | Fax : 0731 - 4010502 | Toll Free - 1800 103 3069

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Principal Indore Institute of Pharmacy, INDORE (M.P.)

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Affiliated to - SCPV(Phopal) (Approved by - AICTE(See Delta) & PC(New Oella)

Ref. No.: IIP/Appoint/Teaching/2020-21/53

Date: 01 Oct, 2020

To, Mr. Grijendra Rajpoot Palas), New Jail Road, Karond Bhopal, (M. P)

#### Dear Mr. Grijendra,

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#### 1. Appointment

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#### 2. Roles & Responsibilities

- 2.1 DGwill have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time.
- 2.2 Your initial work location will be Indore and you are required to complete minimum one academic session.
- 2.3 Your services are liable to be transferred or assigned with without transfer, wholly /partially, from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existance in future or any of the branch of the Institute or locations anywhere in India as institute Management deemed fit and necessary. Consequent upon your trasfer, (if applicable), all existing terms and conditions shall remain same.
- 2.4 In addition to your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/faculty/purents etc. Institute Management will be the sole judge in this respect.
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- 2.6 Institute reserves to itself the right, without giving any previous notice in this behalf, to amend, after or add to any of these rules, in conformity with the existing status and norms set by the regulatory bodies / affiliating University and to bring such amendment, or alteration or addition into effect from such date and will be circulated in writing.







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#### 3. Authenticity of Credentials

3.1 Your appointment and continuation in services is further subject to submission of copies of Degrees/Dipiomas and other certificates/testimonials in original with attested copies thereof within a period of 07 days from the date of acceptance of this appointment.

3.2 In case of any change in the information pertaining to the matters like Family Particulars, Marital Status, health status, Qualifications, and Address, contact number etc. the same must be furnished by you along with submission of all the relevant documents to the Head of the Institute / Principal/HR, within one week (07 working days.) of occurrence of such changes. In case, if you don't update the records the existing Institute records provided by you will be

considered as correct.

3.3 Your appointment is subject to the authenticity of the information furnished by you in your CV, Application, and your Documents' Testimonials etc. In case of violation of any of the terms and conditions of employment or any information in personal data furnished by you being found incorrect/wrong/ fudged, at any given point of time you will be liable to instant

dismissal without any notice or compensation.

5.4 The Institute conducts a background verification/ validation and check of all its staff members regarding education, previous employment(s), and claims made regarding achievements and honors in resumes/ CVs, with the help of third party as and when required for which you will have no objections rather fully cooperate with Institute authorities to clear the air in the larger interest of the Institute.

3.5 This validity of the Appointment letter is subject to satisfactory completion of the background and reference check process. Any adverse finding at a later date would entitle Institute Management to terminate your employment forthwith and without any notice and/ or

compensation in lieu thereof.

3.6 You shall retire on the attainment of 60 years unless specially required by the Institute in writing to continue in service beyond this age. Your employment shall stand terminated on the date of your retirement for which no notice shall be required.

#### 4. Conduct& Discipline

4.1 You will devote your whole time in the service and for the benefit of Institute and shall not take any other employment or engage in private business or calling of any other nature or join any educational institution or Institute or college or any social organization without the

written permission of DG.

4.2 You agree not to undertake employment, whether full-time or part-time, as a director/ partner/ member/ employee/consultant/mentor etc. of any other organization or entity engaged in any form of activity without the prior written consent of the institute Management. The consent may be given subject to any terms and conditions that the institute Management may think appropriate, and may be withdrawn at its discretion.

appropriate, and may be withdrawn in a discretion.
3. You shall not enter fine any monetary transaction directly or indirectly with any student or parent nor shall you exploit them for meeting your personal ends/ vested interests and will not take any tuition with or without any monetary benefits. You shall also conduct your personal.

affairs in such a manner so as not to incur any debts beyond your means to re-pay,

4.4 You shall not practice or incite anyone in the Institute to practice eastelsm, communalism, or untouchability or cause or incite anyone in the Institute to cause loss or damage to Institute property or indulge yourself or incite/encourage anyone clsc in the Institute to indulge into acts of misbehavior or cruelty towards any student, teacher, parent/goardian, Institute employee or visitor to the Institute.

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Principal Indore Institute of Pharmacy, INDORE (M.P.)





institution.

If at any time in the opinion of the Institute Management, which is final in this matter, you are found guilty of using foul language, raising hand or giving corporal punishment to any of the student, dishonesty, disobedience, disorderly, negligent, undisciplined, absent from duty without prior permission, committing a breach of any of the terms, conditions and stipulations contained in the contract/appointment letter and on your part to be observed to be performing in violation of one or more terms of the said letter, or my other conduct considered by the institution detrimental to its interests, your services are liable to be terminated forthwith, without any notice/ salary in lieu of notice period.

You will be responsible for safe-keeping and return in good condition and order all the Institute properties, equipment, instruments, tools, books etc. which may be given to you for your use, custody and charge. The Institute has the right to deduct the money along with all such things from your dues and take such other action as Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of Institute.

You will abide by and follow all rules and regulations of the Institute and Instructions given

from time to time by the institute Management during the course of work.

That you undertake not to divulge any official secret or any valued information ("confidential information") gained by you during the course of your employment with us, to any individual or institution. This restriction shall survive termination of your employment with the Institute without limit in point of time but shall cease to apply to information or knowledge which may

come into the public domain without any fault on your part.

4.10 You acknowledge that the breach of confidentiality will cause irreparable loss and harm to the Institute which cannot be reasonable or adequately compensated by damages in an action at law, and accordingly, the Institute will be entitled, to injunctive and other equitable refief to prevent or cure any breach or threatened breach thereof, but no action for any such relief should be deemed to waive the right of the Institute to an action for damages.

4.11 In case it is found that you do not possess the requisite qualifications entitling you to serve in the position on which you have been appointed, your services shall be dispersed with/without any further reference to you or you will be demoted as per your precise qualifications.

4.12 That except when instructed in writing by the DG, you shall not ask for or accept any contribution or donation or associate yourself with the mising of any funds or making any other collection whether in cash or in kind on behalf of the Institute.

4.13 You will adhere the timing of the Institute as per the policy/instructions given to you by the office of the Principal.

4.14 You shall participate in all the Institute events actively and follow the duties assigned by the office of the Principal.

4.15 You shall follow the formal dress code of Institute.

4.16 You shall use only official Email address assign to you and necessarily mark a CC to your designated HOD Principal in any official communication, be it internal or external. Kindly note that Institute will not be held responsible for any communication in any mode to any one without the prior written consent from your designated HOD /Principal.

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5.1 You shall be governed by the leave rales as attached in Annexure 1 of the Institute and orders/addendum as may be issued by it from time to time.

You shall not absent yourself from the work without leave or without the prior approval of the

Principal.

In case, if you are absent from the work for 3 or more working days without any information to the Principal, your services shall be considered as abandoned by you and shall stand



Indore Institute of Pharmacy. INDORE (M.P.)



# Indore Institute of

terminated without any information and/ or compensation to you.

#### 6. Separation

#### 6.1 Notice Period

- a. If you relinquish your employment,
  - you shall be required to serve (03) three months notice in writing or deposit 0 (03) three months salary during the semester.
  - Or one month prior notice from you if it is after the end of the semester (last working day)
  - o Or one month prior notice from you before the beginning of the semester.
- If the institute Management terminates your sevices, the Management will give you one month notice or one month salary in lieu of it.
- Those who resign would be required to serve the stipulated notice period and an early refesse would be at the sole discretion of the Management.
- d. In case if you have been found directly or indirectly involved in any of the irregularities be it financial, ethical or moral, you will be asked to leave the organization forthwith without any salary in lieu of the notice period, even if applicable.
- 6.2 The notice period required to be served by you shall be a period of actual working days and no leave of any type, whatsoever, shall be permitted during the notice period. Encashment of leave, if any, or adjustment of any leave against shortfall in notice period, shall be at the sole discretion of Management and cannot be claimed as a matter of right.
- 6.3 Upon separation of employment for any reason, you must comply with the Institute separation procedure, which includes signing all the documents and returning all Institute property, handing over the official email passwords/withdrawal from whatsapp group etc. and submit NOC from various departments and vendors. The lastitute will not be bound to pay full and final dues, if any, till you have completed all separation procedures.
- 6.4 It is further stated that post separation of your services, if you are found to be communicating any ill/wrong/false information about the Institute which in the opinion of the Institute is found to be detrimental to the interests/reputation of the Institute—then in such a case you will be liable to indemnify the Institute or its staff/parent/student for any such harm caused arising out of such false information.

#### 7. Governing Law and Jurisdiction

7.1 This appointment letter shall be governed and construed in accordance with the laws of India. It is negreed that any dispute of whatever between you and the Management of the Institute will be subject to exclusive jurisdiction of the Courts of Indore whether they may be civil courts, labour courts or any other courts or authority of whatsoever nature.

#### 8. Compensation

8.1 Your gross salary /remuneration ('CTC') will be INR 22,639/- (Twenty two thousand six hundred thirty nine only) per month. You shall also be provided one room in the girls' hostel. This includes employees and employer's contribution of ESI/PF/Gratuity or any other



Principal Indore Institute of Pharmacy. INDORE (M.P.)





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Principal Indore Institute of Pharmacy, INDORE (M.P.)





# Indore Institute of

21,600

259,200

erks/facilities as may be applicable to you. The bifurcation of your CTC is tabulated below: Yearty salary Monthly salary Head 187,200 15,600 72,000 Pay Scale 6,000 Grade Pay/ DA 259,200 21,600 Gross Total 1,039 12,468 Gratuity Provision 271,668 22,639 CIC

8.2 The salary payable by the institute to you shall be subject to deduction of Income Tax at source as per the provisions of Income Tax Act/Rules for the time being in force. Accordingly, you are required to submit all required proof of investments and other details from time to time to enable the Institute to comply with the provisions of law.

8.3 Granity will be paid as per Gratuity Act 1972.

- 8.4 The annual increment shall not be claimed by you as a matter of right but will depend upon the maintenance of high standard of discipline, good work, efficiency, integrity, panetuality and regularity and such other parameters as may be fixed by the Management of the institute from time to time.
- 8.5 All information regarding your remuneration and terms of employment are confidential and you are requested to maintain confidentiality and not divulge any details to any other employee except the Management of the Institute.

In case the aforesaid terms and conditions are acceptable to you, you are required to return the copy of this letter signed by you as token of acceptance of this letter.

For, Indore Institute of Pharmacy

Net Amount

Dr. Dinesh Kumar Mishra Principal,

Indore Institute of Pharmacy

I have read all the points mentioned above and have been explained to me, and I fully understand the terms and conditions of my appointment and accept the same without any reservations and in token of my acceptance, I have signed this.

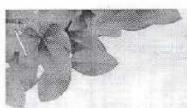
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Indore Institute of Pharmacy. INDORE (M.P.)





Affiliated to RGPV(Phone) | Approved by - ACTE(New Delta) & PCQnew Delta)





### Indore Institute of Pharmacy

Address Lin. Addition of American Appropriating - NEXT Years Control in the Constitution

Ref. No.: IIP/Appoint./Teaching/2021-22/14

Date: 01/12/2021

To.

Mr. Harshal Pandurang Choudhary Mari aai wada, Nanthe, Dhule, (Mah)

#### ORDER OF APPOINTMENT

Done Mr. Harchal

With reference to your application and interview held, we see glad to inform you that you have been appointed in the capacity of Assistant Professor, Indore Institute of Pharmacy (IIP). Your appointment is on full time basis on the safety mentioned below per month subject to statutory deductions. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

	Flead	Monthly salary	Yearly salary
	Basic	15,600	187,200
Pay Scale	Grade Pay	6,000	72,000
Gross Total		21,600	259,200
	Gratuity Provision	1,039	12,468
CTC		22,639	271,668
Net Amoun	775	21,600	259,200

You are required to join on or before Dec 10, 2021. Please bring originals & one set of photocopies of relevant decuments while loining and 2 passport size recent photographs. You are required to submit your releving certricate from your previous Organization within a week of your joining (If applicable). You shall report to Principal, HST & Director General.

#### The terms & conditions would be as under:

- Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salery details are confidentially fallare to maintain confidentiality will invite disciplinary action and may even result in termination of your services.
- Husiness Code of Conduct and Ethics: You are expected to maintain the highest level of ethical
  conduct. Any instance of improper conduct neleding, but not imited to misconcuct or gross negligence
  shall constitute sufficient grounds for immediate termination of your services without any notice or
  payment in itea thereof. You are not authorized to communicate confidential or any other master which
  may adversely affect the interest of SGI.

Dr. Dinesh Kumar Mishra

Principal,

Indore Institute of Pharmacy

Principal

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Paid HE (MUR)

Acceptance

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Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331 © 0751-4010601 | Fax: 0731-4010502 | Toll Pres - 1800 103 3069

COLUMN TO SERVICE STREET

Principal Indore Institute of Pharmacy. INDORE (M.P.)





Affiliated to: ROP/(Frend) | Approved by - ACT((New Total & PCQ'sex Oals))





### Indore Institute of Pharmacy

APPENDING THE PROPERTY AND DATE OF THE PARTY AND ACTOR AND THE PROPERTY.

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- 3. Gratuity will be paid as per Gramity Act 1971.
- 4. Intellectual Property Rights: The Institute owns all intellectual property, inventions, patents, passestable developments or related know-how developed by any employee or by anyone, including students, using any institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and Patents.
- Your charter of duties would broadly include teaching, admissions and any other work as assigned by the undersigned.
- 6. You shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and Insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.
- 7. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable taptops, notebooks, palastops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.
- 8. Notice for Termination: You are required to serve the institution for a minimum period of one year. The written notice required for termination of employment will be one month from either side or one months salary in lieu of it. You would be required to serve the stiputated notice period and early release would be at the sole discretion of the Management, However, under our disciplinary procedure your services can be terminated without any notice period.
- 9. Your appointment is full time and you shall not undertake any other eroologment anywhere else while you are in service of this Institute. You shall not include in any other registries, which are against the interest of the Institute. You are not permitted to engage in any private conclumn this in service of this list time.
- 10. Asset Handling: You will be responsible for safe keeping and return in good condition and order aft office properties, equipments, instruments, tools, books etc., which may be given to you for your use, custody and charge. The institute has the right to deduct money along with all such things from your dues and take such other action as the lustitute may deem proper in the event of your failure to account for the aferesaid properties to the setisfaction of the Institute.

Wishing you a professionally rewarding tenure and long association with our lastitution.

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With Warm Regard.

Dr. Dinesh Kumar Mishra Principal, Indore Institute at PAG Principal Indore Institute of Pharmacy, INDORE (M.P.)

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### Indore Institute of Pharmacy

Ref. No.: IIP/Appoint./Teaching/2019-20/105

Date: Oct 30, 2019

Mr. Jitendra Patil

Flat No 104, Sarvedaya Trilok Apartment.

Thakurli East, Mumbai (Mah.)

#### ORDER OF APPOINTMENT

With reference to your application and interview held, we are glad to inform you that you have been appointed in the capacity of Assistant Professor in Indore Institute of Pharmacy (IIP). Your appointment is on full time basis on the salary mentioned below per month subject to statutory deductions. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

Head and surface	Monthly salary (in Rs.)	Yearly salary (in Rs.)
Darza	15600	187200
Basic Grado Pay	6000	72000
Gross salary	21600	259200
Gratuity	1039	12468
Net in hand salary	21600	259200
CTC	22639	271668

You are required to join from 18 Nov, 2019. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to Principal IIP and Director General.

The terms & conditions would be as under:

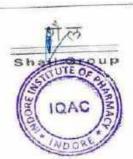
- la Non Disclosure: Due to the proprietary nature of our products and services, you are required to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to our Group. Your salary details are confidential: failure to maintainconfidentiality will invite disciplinary action and may even result in termination of your services.
- Gratuity will be paid as per Gratuity Act 1972.

Dr. Dinesh Kumar Mishra

Principal, Indore Institute of Pharmacy

Acceptance...

Cont. Page 2...



Pithampur Road, Opposite IM, Rau, Indore 453331, Madhya Pradesh, India Tel. 0731-4810601, Fax: 9731-4010502, pharmacy@indoreinstitute.com, www.indoreinstitute.com

Principal Indore Institute of Pharmacy. INDORE (M.P.)





# Indore Institute of



## Indore Institute of Pharmacy

- 3. Business Code of Conduct and Ethics: You are expected to maintain the highest level of ethical conduct. Any instance of improper conduct including, but not limited to misconduct or gross negligence shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lies thereof. You are not authorized to communicate any matter related to SGI to the external world such as,
- 4. Intellectual Property Rights: The institute owns all intellectual property, inventions, patents, patentable developments or related know-how developed by any employee or by anyone, including students, using any Institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syliabi, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. Any exceptions to this general rule will be governed by the Institute's Policy on IPR and
- 5. You shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and Insubordination your services may be terminated without notice. The decision of the Management in this
- 6. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the normal working hours.
- 7. Notice for Termination. You are required to serve the institution for a minimum period of one year. however your services can be terminated by the Management if you failed to discharge your duties based on the performance. The written notice required for termination of employment will be one month from either side or one months' salary in lieu of it. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. However, under our disciplinary procedure your services can be terminated without any notice period.
- 8. Your appointment is full time and you shall not undertake any other employment anywhere else while you are in service of this Institute. You shall not indulge in any other activities, which are against the interest of the institute. You are not permitted to engage in any private coaching/tuitions while in service of this
- 9. Asset Handling: You will be responsible for safe keeping and return in good condition and order all office properties, equipments, instruments, tools, books etc., which may be given to you for your use, custody and charge. The Institute has the right to deduct money along with all such things from your dues and take such other action as the Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the Institute,

Wishing you a professionally rewarding tenure and long association with our Institution.

With Warm Regard,

Dr. Dinesh Kumar Mishra Principal, Indore Institute of Pharmacy

Acceptance.....



Pithampur Road, Opposite IIM, Rau, Indore 453331, Madhya Pradesh, India Tel. 0731-4010601, Fax: 0731-4010502, phormacy@indoreinstitute.com, www.indoreinstitute.com

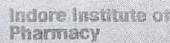
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Indore Institute of Pharmacy. INDORE (M.P.)









Ref. No. 11P: Appoint / Tasching/2022-23-23

Open. Supp. 18, 2011

Ms. Nisha Betrekar 91 C. Katara bag Dewas (M.P.)

With reference to your application for the post of Assistant Professor and subsequent interview you had with us, Institute Management is pleased to offer you an employment at Indore Institute of Pharmacy. Indore, (hereinafter referred to as "IIP" or the Institute) on the following terms and terms and conditions:

#### 1. Appointment

- L1 This offer of Contractual appointment is purely provisional subject to your joining on Sept 27. 2022 and the terms and conditions of appointment shall be effective from date of joining. You are appointed as Assistant Professor and will report to Director General (DG) which can subsequently be changed at the sole discretion of institute Managemera
- 1.2 You shall mitially be on contractual appointment of one year and thereafter on probation for a period of 12 months from the date of joining Sept 17, 2022. The period of probation may be extended based on your overall performance. If the work and conduct during the contractual period is not found substactory, your services can be reminated without notice, and one month notice during the probation period. In both the cases one month notice is required from your side. The sole judge of the satisfactory completion of the probation will be the institute authorities. Further, kindly rose that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be entitled to other perchastacilities, if may, meant for the confirmed staff members as per the institute rules and policies for the time being in force. You will be deemed to be on probation full you receive the little of confirmation from the Institute Management.

- 2.1 DG will have the discretion to assign you any work suitable to your qualifications and experience 2. Roles & Responsibilities
  - and regulate the working hours from time to time. 2.2 Your untial work location will be Indore and you are required to complete minimum one

  - 2.3 Your services are liable to be transferred or assigned with/without transfer, wholly /partially, from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existance in future or any of the branch of the institute or locations anywhere in Iradia as Institute Management deemed fit and necessary. Consequent upon your truster, (if applicable), all existing serms and conditions shall runnin same
  - 2.4 In addition to your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of statemerfaculty/parents etc. leatners Management will be the sole judge in this respect.
  - 2.5 You shall receive any communication thesever it is offered or delivered to you on behalf of the Institute and you shall sign the duplicate copy of the same or any of proof of receipt as token of its having been received by you and handed back to the institute. In case of any to communication, kindly acknowledge and share with your reporting head.

Copp. (Shiftedoor), Ray-Pithampur Road, Ray, Indian (SAP) - 452.501. A) Tres - Unicon | Per rooms - sources | Per tree - Intel 12 Cally

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2.6 Institute reserves to itself the right, without giving any previous notice in this behalt, to inneral, after or add to any of these rules, in conformity with the existing status and retries set by the regulatory bodies / affiliating University and to bring such smendment, or attention or addition. into effect from such date and will be circulated in writing.

Authenticity of Credentials
Your appointment and continuation in services is further subject to submission of copies of Degrees/Diplomis and other certificates/testimontals in original with attested copies thereof within a period of 07 days from the date of acceptance of this appointment.

3.2 In case of any change in the information pertaining to the matters like Family Particulars, Marital Status, health status. Qualifications, and Address, contact number etc. the same must be furnished by you along with submission of all the relevant documents to the Head of the Institute Principal/HR within one week (07 working days ) of occurrence of such changes. In case, if you don't update the records the exsiting institute records provided by you will be considered as

3.3 Your appointment is subject to the authenticity of the information furnished by you in your CV. Application, and your Documents/ Testimonials etc. in case of violation of any of the terms and conditions of employment or any information in personal data furnished by you being found incorrect/wrong/ fudged, at any given point of time you will be liable to instant dismissal without

3.4 The Institute conducts a background verification validation and check of all its staff members any notice or compensation regarding education, previous employment(s), and claims made regarding ochievements and honors in resumes. CVs, with the help of third party as and when required for which you will have no objections rather fully cooperate with institute authorities to clear the air in the larger

3.5 This validity of the Appointment letter is subject to satisfactory completion of the background and reference check process. Any adverse finding at a later date would entitle institute Management to termitate your employment forthwith and without any notice and or

3.6 You shall retire on the attainment of 60 years unless specially required by the institute in writing to continue in service beyond this age. Your employment shall stand terminated on the date of your retirement for which no notice shall be required.

You will devote your whole time in the service and for the benefit of Institute and shall not take 4. Conductée Discipline any other employment or engage in private business or calling of any other nature or join any educational institution or Institute or college of any social organization without the written

4.2 You sgree not to undertake employment, whether full-time or part-time, as a director partner member employeevects ultain mentor etc. of any other organization or entry engaged in any form of activity without the prior written consent of the Institute Menagement. The consent may be given subject to any terms and conditions that the Institute Management may think appropriate,

4.3 You shall not enter into any monetary transaction directly or indirectly with any studers or parent mar shall you exploit them for meeting your personal ends vested interests and will not take any fution with or without any monetary benefits. You shall also conduct your personal affairs in such a marrier are as sur so incur any debts beyond your ments to re-pay,

4.4 You shall not practice or logite anyone in the backage to practice casteless, communately, or among controlled by some or incide shapes in the Institute to cause loss or demand to be designed proceed a collegistation of a second second



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suichebassion or cruesty towards any student, teaches, parent guardian, from the employee or visitor to the finalitate.

4.5 You shall not encourage or inclin any student reacher or any other employee of the Institute to behave in a rowdy or disorderly manner or be offerwise instrumental in the commission of any act subversive of firstitute discipline or prejudicial to the good name and prestige of the institute.

4.6 If at any time in the opinion of the Institute Management, which is first in this matter, you are found goldy of using fout language, raising hand or giving corporal pontainent to any of the student, dishonesty, disobedience, disorderly negligent, undisciplined, absent from duty without prior permission, committing a breach of any of the terms, conditions and supulations contained in the contract/appointment letter and an your part to be observed to be performing in violation of one or more terms of the said letter, or any other conduct considered by the institution detrimental to its interests, your services are liable to be terminated forthwith, without any notice/ salary in heu of notice period.

4.7 You will be responsible for safe-keeping and return in good condition and order all the Institute properties, equipment, instruments, tools, books etc. which may be given to you for your use, custody and charge. The Institute has the right to deduct the money along with all such things from your dues and take such other action as Institute may deem proper in the event of your.

failure to account for the aforesaid properties to the satisfaction of fastitute.

4.8 You will ablde by and follow all rules and regulations of the Institute and instructions given from

time to time by the Institute Management during the course of work.

4.9 That you undertake not to divulge any official secret or any valued information ("confidential information") gained by you during the course of your employment with us, to any individual or institution. This restriction shall survive termination of your employment with the Institute without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any fault on your part.

4.10 You acknowledge that the breach of confidentality will cause irreparable loss and harm to the institute which cannot be reasonable or adequately compensated by damages in an action at law, and accordingly, the Institute will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief should be deemed.

to waive the right of the Institute to an action for damages.

4.11 In case it is found that you do not possess the requisite qualifications entitling you to serve in the position on which you have been appointed, your services shall be dispersed with/without any further reference to you or you will be demoted as per your precise qualifications.

4.12 That except when instructed in writing by the DG, you shall not ask for or accept any contribution or donation or associate yourself with the raising of any funds or making any other collection whether in cash or in kind on behalf of the Institute.

4.13 You will adhere the timing of the Institute as per the policyrisatructions given to you by the office of the Principal.

4.14 You shall participate in all the Institute events actively and follow the duties assigned by the

office of the Principal,
4.15 You shall follow the formal dress code of Institute.

4.16 You shall use only official Email address assign to you and accessarily mark a CC to your designated HOD /Principal in any official communication, be it internal or external. Kindly note that institute will not be held responsible for any communication in any mode to any one without the prior written consent from your designated HOD /Principal.

4.17 You shall use the new classroom technologies or any other newer ways of teaching to may be introduced from time to time by the institute Management for its proper anticetton and it would

Le one of an important criterion to evident volunoverall performance.

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Indore lastitue of Pharmacy, INDORE (M.P.)







#### Indore Institute of Pharmacy

RSI/PF/Gratuity or any other purks/facilities as may be applicable to you. The bifurcation of your

	Head	Monthly salary	Yearly salary
Pay Scale	EDASIC	15,600	187,200
	j Special Allowance	1,591	19.092
	Gross Total	17,191	206,193
	Employer ESIC Contribution	559	6,704
	Contribution of Management sowards Gratuity	750	9,00
CIC MANUSCRIPTION		18,500	222,000
Deductions	Employee ESIC deduction	129	1,547
	Net Amount	17,062	204,749

8.1 The salary payable by the Institute to you shall be subject to deduction of Income Tax at source as per the provisions of Income Tax Act/Rules for the time being in force. Accordingly, you are required to submit all required proof of investments and other details from time to time to enable the Institute to comply with the provisions of law.

8.2 Gratuity will be paid as per Gratuity Act 1972.
8.3 The arrived increment abadi not be claimed by you as a matter of right but will depend upon the maintenance of high standard of discipline, good work, efficiency, integrity, postetiality and regularity and such other parameters as may be fixed by the Managemera of the Institute from

8.4 All information regarding your remuneration and terms of employment are confidential and you are requested to essential ordinated by and not divulge any details to any other employee except

the Management of the Institute

in case the aforesaid terms and conditions as this letter signed by you as token of acceptance.

For, Indore Institute of Pharmacy

Arun S Bhatmaga Director General DST/DMR/DP

I have read all the points mentioned above and have been explained to me, and I fully understand the terms and conditions of my appointment and accept the same without any reservations and in token of my acceptance. I have signed this.

Date: 12/10/2022

Place Indore

Significate:

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### Leave:

1.1. Leave is a privilege and cannot be claimed as a more of right 1.3. An employee who has been sanctioned leave can be required to report for day of

revolving his/her leave due to exigencies of service

1.3. Absence of leave for more than 10 days without due at proval will constitute as break in service/disciplinary action.

### Summary of Leave Rules

VACATI		ON STAFF	NON VACATION STAFF		
Type of Leave	Teaching Staff	Technical Support Staff	Principal	Admin & SEWS Staff	Remarks
Casual Leave	12	12	12	12	Casual Leave is given on pro rata basis.
Restricted	02	02	02	02	01 in each semester
Holiday leave	20	20	NA	NA	Faculties and staff who have completed one complete year are only eligible for VI., 10 per semester
remed leave	05	05	2.5 per month	15 (7.5 at the end of each semester)	Can be accumulated and en cashed to a maximum of 180 days after serving for 5 yes or more



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Indore Institute of Pharmacy

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Date: July 01, 2022

To, Ms. Manisha Jatav Emarald city, Near Aurobindo Medical College, Indore (M.P.)

Ref. No.: IIP/Appoint/Teaching/2022-23/02

#### Dear Ms. Manisha,

With reference to your application for the post of Assistant Professor and subsequent interview you had with us, Institute Management is pleased to offer you an employment with Indore Institute of Pharmacy Indore, (hereinafter referred to as "HP" or the Institute) on the following terms and terms and conditions:

#### 1. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on July 07, 2022 and the terms and conditions of appointment shall be effective from date of joining. You are appointed as Assistant Professor and will report to Director General (DG) which can subsequently be changed at the sole discretion of institute Management.
- 1.2 You shall initially be on contractual appointment of one year and thereafter on probation for a period of 12 months from the date of joining July 07, 2022. The period of probation may be extended based on your overall performance. If the work and conduct during the contractual period is not found satisfactory, your services can be terminated without notice, and one month notice during the probation period. In both the cases one month notice is required from your side. The sole judge of the satisfactory completion of the probation will be the institute authorities. Further, kindly note that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be entitled to other benefits/facilities, if any, meant for the confirmed staff members as per the Institute rules and policies for the time being in force. You will be deemed to be on probation till you receive the letter of confirmation from the Institute Management.

#### 2. Roles & Responsibilities

- 2.1 DG will have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time.
- 2.2 Your initial work location will be Indore and you are required to complete minimum one academic session.
- 2.3 Your services are liable to be transferred or assigned with/without transfer, wholly /partially, from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existance in future or any of the branch of the Institute or locations anywhere in India as Institute Management deemed fit and necessary. Consequent upon your trasfer, (if applicable), all existing terms and conditions shall remain same.
- 2.4 In addition to your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/faculty/parents etc. Institute Management will be the sole judge in this respect.
- 2.5 You shall receive any communication whenever it is offered or delivered to you on behalf of the Institute and you shall sign the duplicate copy of the same/or any of proof of receipt as token of its having been received by you and handed back to the Institute. In case of any it obcommunication, kindly acknowledge and share with your reporting head.
- 2.6 this time reserves to itself the right, without giving any previous notice in this behalf, to around, after or add to any of these rules, in conformity with the existing status and norms set

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any act subversive of Institute discipline or projudicial to the good name and prestige of the institution.

- 4.6 If at any time in the opinion of the Institute Management, which is final in this matter, you are found guilty of using foul language, raising hand or giving corporal punishment to any of the student, dishonesty, disobedience, disorderly, negligent, undisciplined, absent from duty without prior permission, committing a breach of any of the terms, conditions and stipulations contained in the contract/appointment letter and on your part to be observed to be performing in violation of one or more terms of the said letter, or any other conduct considered by the institution detrimental to its interests, your services are liable to be terminated forthwith, without any notice/ salary in lieu of notice period.
- 4.7 You will be responsible for safe-keeping and return in good condition and order all the Institute properties, equipment, instruments, tools, books etc. which may be given to you for your use, custody and charge. The Institute has the right to deduct the money along with all such things from your dues and take such other action as Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of Institute.
- 4.8 You will abide by and follow all rules and regulations of the Institute and instructions given from time to time by the Institute Management during the course of work.
- 4.9 That you undertake not to divulge any official secret or any valued information ("confidential information") gained by you during the course of your employment with us, to any individual or institution. This restriction shall survive termination of your employment with the Institute without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any fault on your part.
- 4.10 You acknowledge that the breach of confidentiality will cause irreparable loss and harm to the Institute which cannot be reasonable or adequately compensated by damages in an action at law, and accordingly, the Institute will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief should be deemed to waive the right of the Institute to an action for damages.
- 4.11 In case it is found that you do not possess the requisite qualifications entitling you to serve in the position on which you have been appointed, your services shall be dispersed with/without any further reference to you or you will be demoted as per your precise qualifications.
- 4.12 That except when instructed in writing by the DG, you shall not ask for or accept any contribution or donation or associate yourself with the raising of any funds or making any other collection whether in cash or in kind on behalf of the Institute.
- 4.13 You will adhere the timing of the Institute as per the policy/instructions given to you by the office of the Principal.
- 4.14 You shall participate in all the Institute events actively and follow the duties assigned by the office of the Principal.
- 4.15 You shall follow the formal dress code of Institute.
- 4.16 You shall use only official Email address assign to you and necessarily mark a CC to your designated HOD /Principal in any official communication, be it internal or external. Kindly note that Institute will not be held responsible for any communication in any mode to any one without the prior written consent from your designated HOD /Principal.
- 4.17 You shall use the new classroom technologies or any other newer ways of teaching as may be introduced from time to time by the Institute Management for its proper utilization and it would be one of an important criterion to evaluate your overall performance.

#### 5. Leave/ Absence

5.1 You shall be grow ened by the leave rules as attached in Annexure 1 of the Institute and orders and advantage provide issued by it from time to time.

5.2 You find not absend the solf from the work without leave or without the prior approximation of Principal 10AC | |

3 In case if you are about from the work for 3 or more working days without any information







## ndore Institute of

hundred thirty nine only) per month. You shall also be provided one room in the girls' hostel. This includes employees and employer's contribution of ESL/PF/Ciratuity or any other perks/facilities as may be applicable to you. The bifurcation of your C

Pay Scale	Head Basic	Monthly salary	Yearly salary
Grade Pay/TVA	15,600	187,200	
Gross Total	Party Control of the	6,000	72,000
	Gratuity Provision	21,600	259,200
CTC		1,039	12,468
Net Amount		22,639	271,668
		21,600	259,200

8.2 The salary payable by the Institute to you shall be subject to deduction of Income Tax at source as per the provisions of Income Tax Act/Rules for the time being in force. Accordingly, you are required to submit all required proof of investments and other details from time to time to enable the Institute to comply with the provisions of law. 8.3 Gratuity will be paid as per Gratuity Act 1972.

- 8.4 The annual increment shall not be claimed by you as a matter of right but will depend upon the maintenance of high standard of discipline, good work, efficiency, integrity, punctuality and regularity and such other parameters as may be fixed by the Management of the Institute
- 8.5 All information regarding your remuneration and terms of employment are confidential and you are requested to maintain confidentiality and not divulge any details to any other employee except the Management of the Institute.

In case the aforesaid terms and conditions are acceptable to you, you are required to return the copy of this letter signed by you as token of acceptance of this letter.

For, Indore Institute of Pharmacy

Arun S Bhatnagar Director General HST/HMR/HP

I have read all the points mentioned above and have been explained to me, and I fully understand the terms and conditions of my appointment and accept the same without any reservations and in token of



Discourse Sundan Linguisting Co.

Signature:

Principal Indore Institute of Pharmasy. INDORE (M.P.)

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Opp. HM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331 (C) 0731 - 4016501 | Fax: 0731 - 4016502 | Toll Free - 1800 163 3069







### Indore Institute of Pharmacy

Date: 31 Oct, 2020

Mr. Rubendra Kurmi vill./post Baroda Panagar, Jabalpur (M.P.) 483220

#### Dear Mr. Rubendra.

With reference to your application for the post of Assistant Professor and subsequent interview you had with us, Institute Management is pleased to offer you an employment with Indore Institute of Pharmacy Indore, (hereinafter referred to as "IIP" or the Institute) on the following terms and terms and conditions:

#### 1. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on Nov 02, 2020and the terms and conditions of appointment shall be effective from date of joining. You are appointed as Assistant Professor and will report to Director General (DG) which can subsequently be changed at the sole discretion of institute Management.
- 1.2 You shall initially be on probation for a period of 12 months from the date of joining Nov 02. 2020. The period of probation may be extended based on your overall performance. If the work and conduct during the period of probation is not found satisfactory, your services can be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be the institute authorities. Further, kindly note that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be entitled to other benefits facilities, if any, meant for the confirmed staff members as per the Institute rules and policies for the time being in force. You will be deemed to be on probation till you receive the letter of confirmation from the Institute Management.

#### 2. Roles & Responsibilities

Green Water

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- 2.1 DGwill have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time,
- Your initial work location will be Indore and you are required to complete minimum one acade nie session.
- 2.3 Your services are liable to be transferred or assigned with/without transfer, wholly /partially, from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existance in future or any of the branch of the Institute or locations anywhere in India as Institute Management deemed fit and necessary. Consequent upon your trasfer, ( if applicable), all existing terms and conditions shall remain same.
- 2.4 In addition to your normal duties, you may be required to de any job you are capable of doing and which is necessary to be done by you in the interest of students/faculty/parents etc. Institute Management will be the sole judge in this respect.
- 2.5 You shall receive any communication whenever it is offered or delivered to you on behalf of the Institute and you shall sign the duplicate copy of the same/or any of proof of receipt as token of its having been received by you and handed back to the institute. In case of any communication, kindly acknowledge and share with your reporting head.
- 2.6 Institute reserves to itself the right, without giving any previous notice in this behalf, to amend, after or add to any of these rules, in conformity with the existing status and norms set by the regulatory bodies / affiliating University and to bring such nauendment, or alteration or addition into effect from such date and will be circulated in writing,

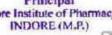
Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331 C 0731 - 4010501 | Fax : 0731 - 4010502 | Toll Free - 1800 103 3069

pharmacy@indorelps@are.com

www.lead.clos.flute.com/ita

Principal Indore Institute of Pharmacy, INDORE (M.P.)









APRAMA to REPUBLISH [Approved by ARTE[See Delts] & PERSON Celts]

#### 3. Authenticity of Credentials

3.1 Your appointment and continuation in services is further subject to submission of copies of Degrees/Diplemas and other certificates/testimonials in original with attested copies thereof within a period of 67 days from the date of acceptance of this appointment.

3.2 In case of any change in the information pertaining to the matters like Family Particulars, Marital Status, health sintus. Qualifications, and Address, contact number etc. the same must be furnished by you along with submission of all the relevant documents to the Head of the Institute / Principal/HR within one week (67 working days.) of occurrence of such changes. In case, if you don't update the records the exsiting institute records provided by you will be considered as correct.

3.3 Your appointment is subject to the authenticity of the information furnished by you in your CV, Application, and your Documents/ Testimonials etc. In case of violation of any of the terms and conditions of employment or any information in personal data furnished by you being found incorrect/wrong/ fudged, at any given point of time you will be liable to instant dismissal without any notice or compensation.

3.4 The Institute conducts a background verification/ validation and check of all its staff members regarding education, previous employment(s), and claims made regarding achievements and honors in resumes/ CVs, with the help of third party as and when required for which you will have no objections rather fully cooperate with institute authorities to clear the air in the larger interest of the Institute.

3.5 This validity of the Appointment letter is subject to satisfactory completion of the background and reference check process. Any adverse finding at a later date would entitle Institute Management to terminate your employment forthwith and without any notice and/ or compensation in lieu thereof.

3.6 You shall retire on the attainment of 60 years unless specially required by the institute in writing to continue in service beyond this age. Your employment shall stand terminated on the date of your retirement for which no notice shall be required.

#### 4. Conduct& Discipling

4.1 You will devote your whole time in the service and for the benefit of Institute and shall not take any other employment or engage in private business or calling of any other nature or join any educational institution or Institute or college or any social organization without the written permission of DG.

4.2 You agree not to undertake employment, whether full-time or part-time, as a director/partner/member/ employee/consultant/menter etc. of any other organization or entity engaged in any form of activity without the prior written consent of the Institute Management. The consent may be given subject to any terms and conditions that the Institute Management may think appropriate, and may be withdrawn at its discretion.

4.3 You shall not enter into any monetary transaction directly or indirectly with any student or parent nor shall you exploit them for meeting your personnl ends/ vested interests and will not take any tuttion with or without any monetary benefits. You shall also conduct your personal affairs in such a manner so as not to incur any debts beyond your means to re-pay.

4.4 You shall not practice or incite anyone in the Institute to practice casteism, communalism, or untouchability or cause or incite anyone in the Institute to cause loss or damage to Institute property or indulge yourself or incite/encourage anyone clse in the Institute to indulge into acts of misbehavior or cruelty towards any student, teacher, parent/guardina, Institute employee or visitor to the Institute.

4.5 You shall not ercourage or incite any student, teacher or any other employee of the Institute to behave in a rowdy or disorderly manner or be otherwise instrumental in the commission of any act subversive of Institute discipline or prejudicial to the good name and prestige of the



Principal Indore Institute of Pharmacy, INDORE (M.P.)



4.6 If at any time in the opinion of the Institute Management, which is final in this matter, you are found guilty of using foul language, raising hand or giving corporal punishment to any of the student, dishonesty, disobedience, disorderly, negligent, undisciplined, absent from duty without prior permission, committing a breach of any of the terms, conditions and stipulations contained in the contract/appointment letter and on your part to be observed to be performing in violation of one or more terms of the said letter, or any other conduct considered by the institution detrimental to its interests, your services are liable to be terminated forthwith, without any notice/ salary in lieu of notice period.

You will be responsible for safe-keeping and return in good condition and order all the Institute properties, equipment, instruments, tools, books etc. which may be given to you for your use, custody and charge. The Institute has the right to deduct the money along with all such things from your dues and take such other action as Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of Institute.

You will abide by and follow all rules and regulations of the Institute and instructions given

from time to time by the Institute Management during the course of work.

That you undertake not to divulge any official secret or any valued information ("confidential information") gained by you during the course of your employment with us, to any individual or institution. This restriction shall survive termination of your employment with the institute without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without my fault on your part.

4.10 You acknowledge that the breach of confidentiality will cause irreparable loss and harm to the Institute which cannot be reasonable or adequately compensated by damages in an action at law, and accordingly, the Institute will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief should be deemed to waive the right of the Institute to an action for damages.

4.11 in case it is found that you do not possess the requisite qualifications entitling you to serve in the position on which you have been appointed, your services shall be dispersed with/without any further reference to you or you will be demoted as per your precise qualifications.

- 4.12 That except when instructed in writing by the DG, you shall not ask for or accept any contribution or donation or associate yourself with the raising of any funds or making any other collection whether in cash or in kind on behalf of the institute.
- 4.13 You will adhere the timing of the Institute as per the policy/instructions given to you by the office of the Principal,
- 4.14 You shall participate in all the Institute events actively and follow the duties assigned by the office of the Principal.

4.15 You shall follow the formal dress code of Institute.

4.16 You shall use only official Email address assign to you and necessarily mark a CC to your designated HOD /Principal in any official communication, be it internal or external. Kindly note that Institute will not be held responsible for any communication in any mode to any one without the prior written consent from your designated HOD /Principal.

4.17 You shall use the new classroom technologies or any other newer ways of teaching as may be introduced from time to time by the Institute Management for its proper utilization and it would be one of an important criterion to evaluate your overall performance.

#### 5. Leave/ Absence

- 5.1 You shall be governed by the leave rules as attached in Annexure 1 of the Institute and orders/addendum as may be issued by it from time to time.
- You shall not absent yourself from the work without leave or without the prior approval of the
- in case, if you are absent from the work for 3 or more working days without any information to the Principal, your services shall be considered as abandoned by you and shall stand

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terminated without any information and/ or compensation to you.

#### 6. Separation

#### 6.1 Notice Period

If you relinquish your employment.

- you shall be required to serve (03) three months notice in writing or deposit
   (03) three months salary during the semester.
- Or one month prior notice from you if it is after the end of the semester (last working day)
- Or one month prior notice from you before the beginning of the semester.
- If the institute Management terminates your sevices, the Management will give you
  one month notice or one month salary in lieu of it.
- These who resign would be required to serve the stipulated notice period and an early release would be at the sole discretion of the Management.
- d. In case if you have been found directly or indirectly involved in any of the irregularities be it financial, ethical or moral, you will be asked to leave the organization forthwith without any salary in lieu of the notice period, even if applicable.
- 6.2 The notice period required to be served by you shall be a period of actual working days and no leave of any type, whatsoever, shall be permitted during the notice period. Encashment of leave, if any, or adjustment of any leave against shortfall in notice period, shall be at the sole discretion of Management and cannot be claimed as a matter of right.
- 6.3 Upon separation of employment for any reason, you must comply with the Institute separation procedure, which includes signing all the documents and returning all Institute property, handing over the official email passwords/withdrawal from whatsapp group etc. and submit NOC from various departments and vendors. The Institute will not be bound to pay full and final does, if any, till you have completed all separation procedures.
- 6.4 It is further stated that post separation of your services, if you are found to be communicating any ill/wrong/false information about the Institute which in the opinion of the Institute is found to be detrimental to the interests/reputation of the Institute then in such a case you will be liable to indemnify the Institute or its staff/parent/student for any such harm caused arising out of such false information.

#### 7. Governing Law and Jurisdiction

7.1 This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever between you and the Management of the Institute will be subject to exclusive jurisdiction of the Courts of Indore whether they may be civil courts, labour courts or any other courts or authority of whatsoever nature.

#### 8. Compensation

8.1 Your gross salary /remuneration ('CTC') will be INR 22,639/- (Twenty two thousand six hundred thirty nine enty) per month. You shall also be provided one room in the girls' hostel. This includes employees and employer's contribution of ESI/PF/Gratuity or any other

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Principal Indore Institute of Pharmacy, INDORE (M.P.)





perks/facilities as may be applicable to you

	Head	Monthly salary	Yearly salary
Pay Scale	Basio	15,600	187,200
	Grade Pay/ DA	6,000	72,000
Gross Total		21,600	259,200
CTC	Gratuity Provision	1.039	12,468
Net Amount		22,639	271,668
rec yantount		21,600	259 200

8.2 The salary payable by the Institute to you shall be subject to deduction of Income Tax at source as per the provisions of Income Tax Act/Rules for the time being in force. Accordingly, you are required to submit all required proof of investments and other details. from time to time to enable the Institute to comply with the provisions of law,

8.3 Gratuity will be paid as per Gestuity Act 1972.
8.4 The unrual increment shall not be claimed by you as a matter of right but will depend upon the maintenance of high standard of discipline, good work, efficiency, integrity, punctuality and regularity and such other parameters as may be fixed by the Management of the Institute

8.5 All information regarding your remuneration and terms of employment are confidential and you are requested to maintain confidentiality and not divulge any details to any other employee except the Management of the Institute.

In case the aforesaid terms and conditions are acceptable to you, you are required to return the copy of this letter signed by you as token of acceptance of this letter.

Fer, Indore Institute of Pharmacy

Dr. Dinesh Kumar Mishra

Principal,

Indore Institute of Pharmacy

I have read all the points mentioned above and have been explained to me, and I fully understand the terms and conditions of ray appointment and accept the same without any reservations and in token of my acceptance, I have signed this.

Date:

Signature:

Indore Institute of Pharmacy, INDORE (M.P.)





# Indore Institute of



Indore Institute of Pharmacy

Date: July 12,2022

To. Ms. Anita Patidar

Nandythar Colony, Indore, M.P.

Dear Ms. Arpita,

With reference to your application for the post of Assistant Professor and subsequent interview you had with us, Institute Management is pleased to offer you an employment with Indore Institute of Pharmacy Indore, (bereinafter referred to as "HP" or the Institute) on the following terms and terms and conditions:

#### L. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on July 18, 2022 and the terms and conditions of appointment shall be effective from date of joining. You are appointed as Assistant Professor and will report to Director General (DG) which can subsequently be changed at the sole discretion of institute Management.
- 1.2 You shall initially be on probation for a period of 12 months from the date of joining July 18. 2022. The period of probation may be extended based on your overall performance. If the work and conduct during the period of probation is not found satisfactory, your services can be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be the institute authorities. Further, kindly note that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be entitled to other benefits/facilities, if any, meant for the confirmed staff members as per the Institute rules and policies for the time being in force. You will be deemed to be on probation till you receive the letter of confirmation from the Institute Management.

2. Roles & Responsibilities

- 2.1 DG will have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time.
- 2.2 Your initial work location will be Indore and you are required to complete minimum one academic session.
- 2.3 Your services are liable to be transferred or assigned with/without transfer, wholly /partially, from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existence in future or any of the branch of the Institute or locations anywhere in India as Institute Management deemed fit and necessary. Consequent upon your trasfer, ( if applicable), all existing terms and conditions shall remain same
- 2.4 In addition to your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/faculty/parents etc Institute Management will be the sole judge in this respect.
- 2.5 You shall receive any communication whenever it is offered or delivered to you on behalf of the Institute and you shall sign the duplicate copy of the same/or any of proof of receipt as token of its having been received by you and handed back to the Institute. In case of any e-communication, kindly acknowledge and share with your reporting head.

2.6 Institute reserves to itself the right, without giving any previous notice in this behalf, to amend, after or add to any of these rules, in conformity with the existing status and norms set by the regulatory bodies / offiliating University and to bring such amendment, or alteration of ring

addition into effect from such date and will be circulated in writing.

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( 0751 - 4010601 | Fax: 0731 - 4010502 | Toll Free - 1800 103 3069







# Indore Institute of

#### 3. Authenticity of Credentials

3.1 Your appointment and continuation in services is further subject to submission of copies of Degrees/Diplomas and other certificates/testimonials in original with attested copies thereof within a period of 07 days from the date of acceptance of this appointment.

3.2 In case of any change in the information pertaining to the matters like Family Particulars, Marital Status, health status. Qualifications, and Address, contact number etc. the same must be furnished by you along with submission of all the relevant documents to the Head of the Institute / Principal/HR within one week (07 working days ) of occurrence of such changes. In case, if you don't update the records the exsiting Institute records provided by you will be considered as correct.

3.3 Your appointment is subject to the authenticity of the information furnished by you in your CV, Application, and your Documents/ Testimonials etc. In case of violation of any of the terms and conditions of employment or any information in personal data furnished by you being found incorrect/wrong/ fudged, at any given point of time you will be liable to instant dismissal without any notice or compensation.

3.4 The Institute conducts a background verification/ validation and check of all its staff members regarding education, previous employment(s), and claims made regarding achievements and honors in resumes! CVs, with the help of third party as and when required for which you will have no objections rather fully cooperate with Institute authorities to clear the air in the larger interest of the Institute.

3.5 This validity of the Appointment letter is subject to satisfactory completion of the background and reference check process. Any adverse finding at a later date would entitle Institute

Management to terminate your employment forthwith and without any notice and/ or compensation in lieu thereof.

3.6 You shall retire on the attainment of 60 years unless specially required by the Institute in writing to continue in service beyond this age. Your employment shall stand terminated on the date of your retirement for which no notice shall be required.

#### 4. Conduct& Discipline

4.1 You will devote your whole time in the service and for the benefit of Institute and shall not take any other employment or engage in private business or calling of any other nature or join any educational institution or Institute or college or any social organization without the written permission of DG.

4.2 You agree not to undertake employment, whether full-time or part-time, as a director/ partner/ member/ employee/consultant/mentor etc. of any other organization or entity engaged in any form of activity without the prior written consent of the Institute Management. The consent may be given subject to any terms and conditions that the Institute Management may think appropriate, and may be withdrawn at its discretion.

4.3 You shall not enter into any monetary transaction directly or indirectly with any student or parent nor shall you exploit them for meeting your personal ends/ vested interests and will not take any tuition with or without any monetary benefits. You shall also conduct your personal

affairs in such a manner so as not to incur any debts beyond your means to re-pay.

4.4 You shall not practice or incite anyone in the Institute to practice easteism, communalism, or untouchability or eause or incite anyone in the Institute to eause loss or damage to Institute property or indulge yourself or incite/encourage anyone else in the Institute to indulge into acts of misbehavior or cruelty towards any student, teacher, parent/guardian, Institute employee or visitor to the Institute.

You shall not encourage or incite any student, teacher or any other employee of the Institute to behave in a rowdy or disorderly manner or be otherwise instrumental in the commission of any act subversive of Institute discipline or prejudicial to the good name and prestige of the





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4.6 If at any time in the opinion of the Institute Management, which is final in this matter, you are found guilty of using foul language, raising hand or giving corporal punishment to any of the student, dishonesty, disobedience, disorderly, negligent, undisciplined, absent from duty without prior permission, committing a breach of any of the terms, conditions and stipulations contained in the contract/appointment letter and on your part to be observed to be performing in violation of one or more terms of the said letter, or any other conduct considered by the institution detrimental to its interests, your services are liable to be terminated forthwith, without any notice/salary in lieu of notice period.

4.7 You will be responsible for safe-keeping and return in good condition and order all the institute properties, equipment, instruments, tools, books etc. which may be given to you for your use, custody and charge. The Institute has the right to deduct the money along with all such things from your dues and take such other action as Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of Institute.

4.8 You will abide by and follow all rules and regulations of the Institute and instructions given from time to time by the Institute Management during the course of work.

4.9 That you undertake not to divulge any official secret or any valued information ("confidential information") gained by you during the course of your employment with us, to any individual or institution. This restriction shall survive termination of your employment with the Institute without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any fault on your part.

4.10 You acknowledge that the breach of confidentiality will cause irreparable loss and harm to the Institute which cannot be reasonable or adequately compensated by damages in an action at law, and accordingly, the Institute will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief should be deemed to waive the right of the Institute to an action for damages.

4.11 In case it is found that you do not possess the requisite qualifications entitling you to serve in the position on which you have been appointed, your services shall be dispersed with/without any further reference to you or you will be demoted as per your precise qualifications.

4.12 That except when instructed in writing by the DG, you shall not ask for or accept any contribution or donation or associate yourself with the raising of any funds or making any other collection whether in cash or in kind on behalf of the Institute.

4.13 You will adhere the timing of the Institute as per the policy/instructions given to you by the office of the Principal.

4.14 You shall participate in all the Institute events actively and follow the duties assigned by the office of the Principal.

4.15 You shall follow the formal dress code of Institute.

4.16 You shall use only official Email address assign to you and necessarily mark a CC to your designated HOD /Principal in any official communication, be it internal or external. Kindly note that Institute will not be held responsible for any communication in any mode to my one without the prior written consent from your designated HOD /Principal.

4.17 You shall use the new classroom technologies or any other newer ways of teaching as may be introduced from time to time by the Institute Management for its proper utilization and it would be one of an important criterion to evaluate your overall performance.

#### 5. Leave/ Absence

5.1 You shall be governed by the leave rules as attached in Annexure 1 of the Institute and orders/addendum as may be issued by it from time to time.

5.2 You shall not absent yourself from the work without leave or without the prior approval of the Principal

Principal.

5.3 in case, if you are absent from the work for 3 or more working days without any information with the Principal.

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6.5 in case, if you are absent from the work for 3 or more working days without any information with the principal.

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terminated without any information and/or compensation to you.

#### 6. Separation

#### 6.1 Notice Period

- a. If you relinquish your employment,
  - you shall be required to serve (63) three months notice in writing or deposit (03) three months salary during the semester.
  - Or one month prior notice from you if it is after the end of the semester (last working day)
  - Or one month prior notice from you before the beginning of the semester.
- If the institute Management terminates your sevices, the Management will give you
  one month notice or one month salary in lieu of it.
- c. Those who resign would be required to serve the stipulated notice period and an early release would be at the sole discretion of the Management.
- d. In case if you have been found directly or indirectly involved in any of the irregularities be it financial, ethical or moral, you will be asked to leave the organization forthwith without any salary in lieu of the notice period, even if applicable.
- 6.2 The notice period required to be served by you shall be a period of actual working days and no leave of any type, whatsoever, shall be permitted during the notice period. Encushment of leave, if any, or adjustment of any leave against shortfall in notice period, shall be at the sole discretion of Management and cannot be claimed as a matter of right.
- 6.3 Upon separation of employment for any reason, you must comply with the Institute separation procedure, which includes signing all the documents and returning all Institute property, handing over the official email passwords/withdrawal from whatsapp group etc. and submit NOC from various departments and vendors. The Institute will not be bound to pay full and final does, if any, till you have completed all separation procedures.
- 6.4 It is further stated that post separation of your services, if you are found to be communicating any ill/wrong/false information about the Institute which in the opinion of the Institute is found to be detrimental to the interests/reputation of the Institute, then in such a case you will be liable to indemnify the Institute or its staff/parent/student for any such harm caused arising out of such false information.

#### 7. Governing Law and Jurisdiction

7.1 This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever between you and the Management of the Institute will be subject to exclusive jurisdiction of the Courts of Indore whether they may be civil courts. Jabour courts or any other sourts or authority of whatsoever nature.

#### 8. Compensation

8.1 Your gross salary /remuneration ("CTC") will be INR 22,639/- (Twenty two thousand six hundred thirty infine only) per month. This includes employees and employee's contribution of ESI/PF training or any other perks/facilities as may be applicable to you. The bifurcation

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	Basic	15,600	187,200
Pay Scale	Grude Pay/ DA	6,000	72,000
Gross Total	Citate 1 by	21,600	259,200
GIOSS IDEAL	Gratuity Provision	1,039	12,468
CTC	Charles Transfer	22,639	271,668
Net Amount		21,690	259,200

8.2 The salary payable by the Institute to you shall be subject to deduction of Income Tax at source as per the provisions of Income Tax Act/Rules for the time being in force. Accordingly, you are required to submit all required proof of investments and other details from time to time to enable the Institute to comply with the provisions of law.

8.3 Gratuity will be paid as per Gratuity Act 1972.

8.4 The annual increment shall not be claimed by you as a matter of right but will depend upon the maintenance of high standard of discipline, good work, efficiency, integrity, panetuality and regularity and such other parameters as may be fixed by the Management of the Institute from time to time.

8.5 All information regarding your remuneration and terms of employment are confidential and you are requested to maintain confidentiality and not divulge any details to any other

employee except the Management of the Institute,

In case the aforesaid terms and conditions are acceptable to you, you are required to return the copy of this letter signed by you as token of acceptance of this letter.

For, Indore Institute of Pharmacy

Dr. Dinesh Kumar Mishra

Principal,

Indore Institute of Pharmacy

I have read all the points mentioned above and have been explained to me, and I fully understand the terms and conditions of my appointment and accept the same without any reservations and in token of my acceptance, I have signed this.

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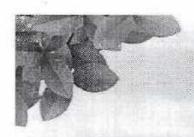
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### Indore Institute of Pharmacy

July 01, 2022

To.

Mr. Gauray Agrawal

IIP, Indore.

Sub: Re designation of Services.

Dear Mr. Gaurav Agrawal,

We are happy to inform you that you are being appointed as Assistant Professor and academic Head of D.Pherm course wef July 05, 2022.

You shall report to the undersigned.

Rest of the terms and conditions will remain the same.

Dinesh Kumar Misha

Indore Institute of Pharmacy

Principal,

Indore Institute of Pharmacy Principal

Principal
Indore Institute of Pharmacy,
INDORE (M.P.)
Copy to:

HR Manager

Green Hanes Clas

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Principal Indore Institute of Pharmacy, INDORE (M.P.)







#### INDORE INSTITUTE OF PHARMACY INDORE POLYTECHNIC

(MANAGED BY SHAIL EDUCATIONAL & WILLPARE SOCIETY)
OFFI LEM PRIMARY PLANT FOR FORD STREET, 18 0731 \$205.63 (206.6)

HP Appointment Teaching/2006/

Date -30/06/2006

#### Appointment Letter

Mr. Gegrav Agraveal, 12/2. Chota Gwaholi, indore (M.P.)

Dear.

With reference to your application and interviewheld in our office. We are glad to inform you that you have been Appointed for the post of Lecture in AICTE pay Scale of 8000-275-13500 on basic salary of Rs. 8000/-per month in the institution.

You are advised to join on 01/07/2006, and submit photocopies of testimonial along with photographs.

The terms & condition would be as under :-

You will be on contract basis for a period of one year. You appointment is subject to the general term & conclision of the conduct & service rule in force as framed and amended from time to time by the board for vocational & Fermical Libertion, Shail Education & Welfare Society and made applicable to the employee of Indore institute of Pharmacy,

Your appointment is the full time and you shall not undertake any other employment including out side untion any where else while you are in service of this institution without the specific written permission from the management.

> Mc-Umesh Pareekh Principal Indose Institute of Pharmacy (HP)

Director, ladery less late of Plasmacy. Mr. Course Agrawal, 12.7, Chetti Gwaltoli, indore (M.P.)

Principal Indore Institute of Pharmacy. INDORE (M.P.)





Affiliated to - RGPA(Phopol) | Approved by - ALCTE(See-Delte) & PC(See-Delte)



### Indore Institute of Pharmacy

Ref No. SEWS/appoint/Teachier/2015-16/243

Date : Aug 1, 2015

Ms. Komal Mahajah, Art. 57a Heshing Bard, Gelesy Princapur (Dhar) (MIP.) Melu i. 88716 68278

#### ORDER OF APPOINTMENT

#### Dear Mr. Keeral,

We a reference to your application and interview held, we are glad to inform you that you have been appointed for the post of Assistant Professor (For D Flarma) in Induce Institute of Pharmacy. Your appaintment is on a contractual basis for three mouths on a courselfdated valuey of Re. 8,00% per mouth an justification of the decisions.

You are required to pain an or before Aug 3, 2015, Plane being originals & one set of photocopies of relevant documents while usering and 2 paraport size recent protograms. You are removed to either your relevant certifices from your previous Organization within a week at your paring (if applicable). You shall expect to Principal Indian Institute of Physician cy

#### The terms & conditions would be as under-

- Non-Disclosury: Due to the proceeding nature of our products and services, you are required to maintain the highest level of conflictemently and will be required to sign an agreement not to disclose any information with respect to our Group. Your values decayle are conflicted in future to maintain conflicted by will invite disciplinary action and may even run to be remarkable of your across section.
- Bereause Cade of Connect and Eithier: You are expected to maintain the highest level of orbital condition. Any instruct of it is report on duct menuality, but not limited to independent or gross negligence shall constitute sufficient generals for immediate termination of your services a thout any notice or payment in lieu thereof. You are see as how red to contribute to your stated to SQI to the outern't world such as, media.
- Intelligence Property Righter The Essitute owns all intelligence property, investigate, gasters, patentable developments as related know-how developed by any depriouse or by anyone, including students, using any laptable facilities, encouraged or rendy. Material created for ordinary teaching use in the clarations and its department programs, such as extend as severements, and tests, shall remain the property of the institution such material cases as so be used for such form and or some of accreditation agreement for the appropriate and course descriptions. Any exceptions to the general run with a governor by the institute's Policy on IPR and Patents.
- 9 You start emption absolute integrity & detailor towards the Institution. In case of any inducipline and Issubordination are attracted may be terminated without notice. The decision of the Management in this regard would be first and limiting on you.

Advisor Seat Croup pl Junitations Principal

Ассертацию Д

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Fitherpur Road Opposis lift Rau Indon 453331 Mathya Pladesh, India Tel. 0731-4810581 Fax: 4731-4410502 pharmacyal informing tale pure, www.indonesiatibele.com.

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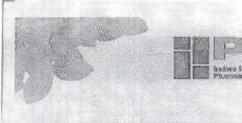
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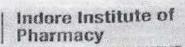
Principal Indore Institute of Pharmacy, INDORE (M.P.)





Affiliated to - SCPV(Phasel) | Approved by - ACT((New Delts) & PC(New Delts)





Jan 02, 2020

Ms. Kennel Makejan

HP buleve

Sub: Re-designation of Services

Dear Ale Koond Managan,

We are happy to inform you that you are being re-designated from Lecturer to assistant Professor wordings, 5, 7020.

You shall report to the undersigned

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Pharmacy

Directi Kumas Middi

Principal,

Indore Institute of Pharmacy

Principal Indian (setting of Pharmacy, 38(19)04 - 61.9.)

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Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331 © 6731-4010501 [Fax: 6731 4010802] Toll Free - 1800 103 3063

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Principal Indore Institute of Pharmacy, INDORE (M.P.)

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Official to - SCPV(Phasel) (Approved by - AZTE(See Debt) & PCQuew Oalb))





### Indore Institute of Pharmacy

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Ref. No. : HP/Appoint/Teaching/2021-22/15

Date: 01/12/2021

To.

Ms. Saloni Yaday

LIG Colony, Near Anoop Talkies, Indore (M.P.)

#### ORDER OF APPOINTMENT

Dear Ms. Saloni.

With reference to your application and interview held, we are glad to inform you that you have been appointed in the capacity of Assistant Professor. Indore Institute of Pharmacy (IIP). Your appointment is on full time basis on the salary mentioned below per month subject to statutry deductions. Your performance will be assessed during fast three months for continuation of service for the ensuing period of the first year.

	Head	Monthly salary	Yearly salary
	Basic	15,600	187,200
Pay Scale	Grade Pay	6,000	72,000
Ciross Fotal		21,600	259,200
SHEED WAY	Gratuity Provision	1,039	12,468
CIC		22,639	271,668
Net Amount	yee'es all selections	21,600	259,200

You are required to join on or before Dec 10, 2021. Please bring originals & one set of photocopics of relevant electrons while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable). You shall report to Principal, UST & Director General.

#### The terms & conditions would be as under:

- Non Disclosure: Due to the proprietary miture of our products and services, you are required to
  maintain the highest level of confidentiality and will be required to sign an agreement not to disclose
  any information with respect to our Group. Year salary details are confidential. Failure to maintain
  confidentiality will invite disciplinary action and may even result intermination of your services.
- 2. Business Code of Conduct and Ethics: You are expected to maintain the higher, level of ethical conduct. Any instance of improper conduct including, but not limited to misconduct or gross applicance shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu thereof. You are not authorized to communicate confidential or any other matter which may adversely affect the interest of SGI.

Dr. Dinesh Kumar Mishra

Principal.

Indore Institute of Pharmacy

Principal
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Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

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Principal Indore Institute of Pharmacy,

INDORE (M.P.)





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### Indore Institute of Pharmacy

A Mineral on College Mineral II Appropriate to Apply Department in Programs Section

3. Gratuity will be paid as per Gratuity Act 1971.

- 4. Intellectual Property Rights: The Institute owns all intellectual property, meetitions, patents, patentable developments or related know-how development by any employee or by anyone, including students, using any Institute facilities, equipment or funds. Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and tests, shall remain the property of the institution such material could also be used for satisfying requests of accordination agencies for faculty authored syllabi and course descriptions. Any exceptions to this general rule will be governed by the institute's Policy on IPR and Patents.
- Your charter of duties would broadly include teaching, admissions and any other work as assigned by the undersigned
- 6. You shall maintain absolute integrity & devotion towards the Institution. In case of any indiscipline and insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.
- 7. Information Security: You are expected to maintain the confidentiality and integrity of the information assets and comply with the information Security Policies. You are expected to maintain confidentiality of information revising in mobile computing devices such as portable laptices, notebooks, palmacpa, other transportable computers and storage media. You are also responsible for maintaining information security outside the premises of the Organization and outside the roomal working hours.
- 8. Notice for Termination. You are required to serve the institution for a minimum period of one year. The written notice required for termination of employment will be one month from either side or one months' salary in licu of it. You would be required to serve the supulated notice period and early release would be at the sole discretion of the Management. However, under our disciplinary procedure your services can be terminated without any notice period.
- 9. Your appointment is full time and you shall not undertake any other employment anywhere else while you are in service of this institute. You shall not indulge in any other servicies, which are against the interest of the institute. You are not permitted to engage in any private coaching/fullions while in service of this institute.
- 10. Asset Handling: You will be responsible for safe keeping and return in good condition and order all office properties, equipments, instruments, toors, books are, which may be given to you for your use, custody and charge. The Institute has the right to deduct money along with all such things from your does and take such other action as the Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of the less thate.

Wishing you a professionally rewarding tenure and long association with our Institution.

With Warm Regard,

Dr. Dinesh Kumar Mishra

Principal, Indore Institute of Pharmacy

Principal dury Institute of Phormacy, INCOMERCALE. Acceptance Wat

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Principal Indere Institute of Pharmacy. INDORE (M.P.)





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### INDORE INSTITUTE OF PHARMACY

(MANAGED BY - SHAIL EDUCATIONAL & WELFARE SOCIETY)
Approved by AICTE, New Delhi and Affiliated to RGPV, Bhopal

Opp. LLM., Pithampur Road, Rau, Indore-453331 (M.P.) Tel: 0731-4010600, 4010601 Fax: 0731-4010502

SEWS/Appointment/Teaching /2010/ 938-A

08/10/2010

#### APPOINTMENT LETTER

Ms. Priya Mahajan 43, Bhawsar Mohalla, Khargone (M.P)

Dear, Ms.Priya Mahajan

With reference to your application and interview held in our office we are pleased to inform you that you have been appointed for the post of Lecturer in the pay scale of Rs.8000-275-13500 with gross salary of Rs.9200/- inclusive of DA.

You are required to join immediately along with photocopies of the testimonials. However you are required to confirm your consent of joining in writing, within 10 days failing which this appointment letter will be cancelled.

The Terms & Conditions would be as under:

You will be on probation for a period of 1 year and will be regularized only after satisfactory performance and approval by the staff selection committee.

Your appointment is subject to the general term & conditions of the conduct & service rules in force as framed and amended from time to time by the board for Vocational & Technical Education, Shail Educational & Welfare Society and made applicable to the employees of Institution.

Your appointment is full time and you shall not undertake any other employment any where else while you are in service of this Institution.

With warm Tegards,

Chairman

Shail Educational & Welfare Society

Copy to: Ms.Priya Mahajan Office

Admin

Mahajan

Indore Institute of Pharmacy

Acceptance

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Principal Indore Institute of Pharmacy INDORE (M.P.)

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Indere institute of Pharmacy

Ref. No.: IP/Appoint/Teaching/2022-23/41

Date: Jan 09, 2023

Ms. Parul Viashnav C-78, Basset Vihar Colony Morak (ref.)

Dear Mr. Parel.

With reference to your application for the post of Assistant Professor and subsequent interview you had with us, Institute Management is pleased to offer you are employment at indoor functions of Pharmacy, incore. [hereinafter referred to as "IIP" or the Institute) on the following terms and terms and conditions:

- 1.1 This offer of Contractual appointment is purely provisional subject to your joining on Jan 12, .2023 and the terms and conditions of appointment shall be affective from date of joining. You are appointed as Assistant Professor and will report to Director General (DG) which can subsequently be clanged at the sole discretion of institute Management.
- 1.2 You shall initially be on contractual appointment of one year and thereafter on probation for a period of 12 months from the date of joining Jan 12, 2023. The period of probation may be extended based on your overall performance. If the work and conduct during the contractual period is not found satisfactory, your services can be terminated without notice, and one month notice during the probation period. In both the cases one month notice is required from your side. The sole judge of the satisfactory completion of the probation will be the institute authorities. Further, kindly note that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be entitled to other benefits/facilities, if any, meant for the confirmed staff members as per the Institute rules and policies for the tiest being in force. You will be decaded to be on probation till you receive the letter of confirmation from the Institute Management. harmacy

2. Roles & Responsibilities

2.1 BG will have the discretion to assign you any work salitable to your qualifications and experience and regulate the working hours from time to time.

2.2 Your initial work location will be Indure and you are required to complete minimum one scademic session.

2.3 Your services are liable to be transferred or assigned with without trensfor, whally /partially, from one Department to another or to branch or section and vice-verse or triuther branch of the histitute, existing or come into an existance in fature or any of the branch of the facilities or locations anywhere in India as Institute Management deemed fit and necessary. Consequent upon your treefer, ( if applicable), all existing terms and conclusions shall remain same.

2.4 In addition to your normal duties, you may be required to do any 100 you are capable of doing and which is necessary to be done by you in the interest of students/faculty/parents etc. Institute

Management will be the sole judge in this respect.

2.5 You shall receive any communication whenever it is offered or delivered to you on behalf of the finstitute and you shall sign the daplicate copy of the same/or any of proof of receipt at taken of ts having been received by you and handed back to the Institute, in case of any ocontemplation, kindly to knowledge and share with your reporting head.

2.6 Institute reserves to itself the right, without giving any previous nation in this behalf, in crossed; after or add to any of these roles, in conformity with the existing matter ab, notice we by the regulatory bodies / affiliating University and to bring such amendency, or altereface to reddien and affect from such description will be encoded a within

Opp. PM (hidore), Ran-Pithampus Road, Rau, Indone (AM) - 458331

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INDORE (MP.)





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near the Athilasana properties for the goal of A existent Professor and you square a fact, and I had not consider the prosper to office you an employment of the square of were reference by the supplier of the supplier was in manufer referred forms "TTP" or the Chatteries on the following terms and terms and conditions

Aspersion of Compactful apparential is purely provisions! subject to your joining on July 18, 1. Appointment 2022 and the terms and conditions of appointment shall be attended from date of joining. You are appointed as Austrian! Profescor and well report to Director Caneral (OG) which can cursing writty he changed at the sole discretion of institute Managoristic.

The tree depositions of one year and thereafter on probation for a state of Johns July 13, 2022. The period of probation may to 1.2 You show which performance if the work and remidel during the contactual period in give sandless can be streament without notice, and one maint externate to be hope away one mount moves is required from your tide would betten it for exabinen with be the institute authorities and the examplement of probability period, your apparational matter color apparational Construct to Between or harractlities, if any, meant for the confirmed shall members as per the fastitute rules and policies for the time being in force. You will be deemed to be on probation till you receive the letter of confirmation from the Institute Management.

2.1 DG will have the discretion to assign you any work suitable to your qualifications and experience L Roles & Responsibilities and regulate the working hours from time to time.

Your initial work location will be Indore and you are required to complete minimum one

2.8 Your services are liable to be transferred or assigned with/without transfer, wholly /portially, from the Department to another or to branch or section and vice-versa or another branch of the bullets, calating or come into an existence in future or any of the branch of the institute, or 14-14 and anywhere in India as Institute Management deemed fit and necessary. Consequent upon to remove (If emplicable), all existing terms and conditions shall remain same.

24 to seption a your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/faculty/parents etc. Institute

Management will be the sole judge in this respect.

You shall require any action uncession whenever it is offered an delivered to you on inshall of the Large and the contract of the contract contract the contract of the contract o the fight been received by you and needed back to discover take the same to were as teaching kindly acknowledge and since with your recessions have been The state of the state of the right without earling to the state of th

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3.3 Your appointment is subject to the authenticity of the information formation for your in your 3.5. Application, and your Documents/ Testimonials etc. In case of violation of any of the terms and conditions of employment or any information in personal data figurished by you being found incorrect/wrong/ fudged, at any given point of time you will be lights to instant distribution

any notice or compensation.

3.4 The Institute conducts a trackground ventication/ validation and check of all its waff members regarding education previous employment(s), and claims made regarding achievements and bonors in resumed CVs, with the help of third party as and when received for which you will have no objections rather fully cooperate with Institute authorities to clear the air in the larger interest of the Institute.

3.5 This validity of the Appeloanent letter is subject to satisfactory completion of the background and reference check process. Any sulverse finding at a later date would eightle finditute. adistragement to terminate your employment forthwith and without any notice end or

compensation in frequences.

3.5 For shall rative up the attribusent of 60 years infew specially required by the Insultantle selling to continue in service beyong this age. Your employment shall stand terminated on the date of your retirement for which is notice shall be required.

4.1 You will devote your whole time in the service and for the benefit of Institute and shall not take any other employment or engage in private basiness or calling of any other nature or join my educational institution of Institute of college or any social organization without the written

4.2 You agree not to undertake employment, whether full-time or part-time, as a director/ partner member/employee/consultant/mentor etc. of any other organization or entity engaged in any form of activity without the prior written consent of the Institute Management. The consent may be given subject to any terms and conditions that the Institute Management may think appropriate,

4.3 You shall not enter into any monetary transaction directly or indirectly with any student or parent nor shall you exploit them for meeting your personal ends/ vested interests and will not take any tuition with or without any monetary benefits. You shall also conduct your personal affairs in

such a manner so as not to incur any debts beyond your means to re-pay. You shall not practice or incite anyone in the Institute to practice casteism, communatism,







AFFiliated to : RGP/(Phops) | Approved by - ACTE(New Delta) & PC(New Delta Register : Moder CGC 2(4)

- If the institute Management terminates your self month notice or one month salary in lieu of it.
- c. Those who resign would be required to serve the stipulating control (2015) and serverty release would be at the sole discretion of the Management.
- 6.1 The notice period trapeted to be served by you shall be a period of scrual working days and no take of any type, whatsoever, shall be permitted during the notice period. Encastroent of leave, disny, or adjustment of any leave against shortfull in notice period, shall be in the sole discretion of Management and cannot be claused as a matter of right.
- Cit Upon segmention of employment the environment of cannot with the figuration apparation assessment which had after supplying all the destination and relationing all festilitate properties and the office of the control of the first properties and substitute with not be bound to pay full and treat dues, it say, till you have completed all separation procedures.
- It is further stated that post separation of your services, if you are found to be communicating any ill/wrong/false information about the Institute which in the opinion of the Institute is found to be detrimental to the interests/reputation of the Institute—then in such a case you will be liable to indemnify the Institute or its staff/parent/student for any such harm caused arising out of such false information.

### 7. Governing Law and Jurisdiction

7.1 This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever between you and the Management of the institute will be subject to exclusive jurisdiction of the Courts of Indore whether they may be civil courts, labour courts or any other courts or authority of whatsoever nature.

e. Communication

Principal (Indere Institute of Pharmacy, INDORE (M.P.)





white the contract of the land of the contract time to once by the median constraints of which it was a property of the policy of the median of the constraint of the median of the constraint of the const You acknowledge that the breach of confidentality will couse preparable has and been to the institute which opened be reasonable or adequately compensated by damages in or action of the and accordingly, the Institute will be confided, to injunctive and other equivable relief to prevent of to so three separal breach thereof, but we residen the any such relief should be described or case it is found that you do not possed the requisité qualitieurs entiting vou is serve in the position on which you have been appointed, you nervise shall be dispersed with restroid any further reference to you are you will be demoted as per your precise quantifications.

4.12 That except when instructed in writing by the DG, you distill not ask for or accept any contribution or donation or associate yourself with the raising of any funds or making any other contribution or donation or associate yourself with the traising of any funds or making any other confection whether in cash or in kind on behalf of the fricting. 4.13 You will adhere the timing of the Institute as per the policy/instructions given to you by the 4.14 You shall participate in all the Institute events actively and follow the duties assigned by the 4.15 You shall use only official Email address assign to you and necessarily mark a EC to your designated HOD /Principal in any official communication, be it internal or external. Kindly note that Institute will not be held responsible for any communication in any mode to any one without the prior written consent from your designated HOD (Principal, 4.17 You shall use the new classroom technologies or any other newer ways of teaching as my be introduced from time to time by the Institute Management for its proper utilization and it would be one of an important criterion to evaluate your overall performance. Shot on vivo



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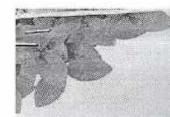


## **Indore Institute of** Pharmacy \*\*Pharmacy | Approved by ACT! | Description Today & POLYMER Delta)

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error de la companya	the provisions of fricome tax uired to submit all required pro- fusitude to comply with the pro- tuity will be peid as per Challety annual increment shall not be	Act/Rules for the time being in of a investments and other details wisions of law.  Act 1972 claimed by you as a matter of right action of law.  Act 1972 claimed by you as a matter of right action of law.  Act 1972 claimed by you as a matter of right action of law.  Act 1972 claimed by you as a matter of right action of law.  Limitation and across of employmentity and not divulge any details	the sut will depend upon the property, purctuality and gerwent of the Institute from	
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### Indore Institute of Pharmacy

Date: Dec 28, 2021

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Ref. No. : 11P/Appoint/Teaching/2021-22/111

Ms. Yashu Chourusiya

109, Clo Preeti Collection, M.T. Cloth Market, Near Maikawsia Indore (M.P.)

With reference to your application for the post of Assistant Professor and subsequent interview you had with us, Institute Management is pleased to offer you an employment with Indore Institute of Pharmacy Indore, (hereinafter referred to as "HP" or the Institute) on the following terms and terms and conditions:

- 1.1 This offer of Contractual appointment is purely provisional subject to your joining on Jan 03, 2022 and the terms and conditions of appointment shall be effective from date of joining. You are appointed as Assistant Professor and will report to Director General (DG) which can subsequently be changed at the sole discretion of institute Management.
  - 1.2 You shall initially be on contractual appointment of one year and thereafter on probation for a period of 12 menths from the date of joining Jan 03, 2022. The period of probation may be extended based on your averall performance. If the work and conduct during the contractual period is not found as left and a period in the contractual period. period is not found salisfactory. your services can be terminated without notice, and one month notice during the probation period. In both the cases one month notice is required from your sade The sole judge of the satisfactory completion of the probation will be the institute authorities Further, kindly note that after the substactory completion of probation period, your appointment will be confirmed in writing and theseafter you will be entitled to other benefits/facilities, if any, means for the confirmed staff members as per the institute rules and policies for the time being in force. You will be deemed as he on probationally provide the letter of confirmation from the Institute Maragement

 Roles & Responsibilities
 1.1 DG will have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time

2.2 Your initial work Deation will be Indore and you are required to complete minimum one

2.3 Your services are liable to be transferred or assigned with without transfer, wholly /partially, from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existence in future or any of the branch of the institute or locations travelers in India as institute Management deems. I fit and necessary. Consequent upon your trasfer, (1) applicable), all existing forms and conditions shall remain same.

2.4 In addition to your norms duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/facisity/parents etc. Incitate Management will be the sole judge in this respect

2.5 You shall receive any communication whesever it is offered or delivered to you on behalf of the Institute and you shall sign the duplicate copy of the some or any of proof of receipt as token of its having been received by you and handed back to the Institute in case of any ecommunication, kindly acknowledge and share with your reporting head

2.6 Institute reserves to itself the right, without giving any previous notice in this behalf, to amend, after or add to any of these rules, in conformity with the existing status and norms set by the regulatory bodies / affiliating University and to bring such amendment, or alteration or addition into effect from such date and will be circulated in writing.

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Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331 © 0731 -4010801 | Fex: 0731 -4010502 | Toll Free - 1800 103 3069

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Principal Indore Institute of Pharmacy, INDORE (M.P.)

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3. Authenticity of Credentials
3.1 Your appointment and continuation in services is further subject to submission of copies of Degrees Diplomas and other certificates restimonists in original with attested copies thereof within a period of 07 days from the date of acceptance of this appointment.

3.2 In case of any change in the information pertaining to the matters like Family Particulars, Marital Status, health status. Qualifications, and Address, contact number etc. the same must be furnished by you along with submission of all the relevant documents to the Head of the Institute / Principal/HR within one week (07 working days ) of occurrence of such changes. In case, if you don't update the records the exsiting Institute records provided by you will be considered as

3.3 Your appointment is subject to the authenticity of the information furnished by you in your CV. Application, and your Documents/ Testimonials etc. In case of violation of any of the terms and conditions of employment or any information in personal data furnished by you being found incorrect/wrong/ fixiged at may given point of time you will be liable to instant dismissal without any notice or compensation.

3.4 The Institute conducts a background verification/validation and check of all its staff members regarding education, previous employments), and claims made regarding achievements and honors in resumes! CVs, with the help of third party as and when required for which you will have no objections rather fully cooperate with fastitute authorities to clear the air in the larger interest of the Institute.

3.5 This validity of the Appointment letter is subject to satisfactory completion of the background and reference check process. Any adverse finding at a later date would entitle institute Management to terminate your employment forthwith and without any notice and/ or compensation in lieu thereof.

3.6 You shall retire on the attainment of 60 years unless specially required by the institute in writing to continue in service beyond this age. Your employment shall stand terminated on the date of your retirement for which no notice shall be required

4. Conduct& Discipline

- 4.1 You will devote your whole time in the service and for the benefit of Institute and shall not take any other employment or engage in private business or calling of any other nature or join any educational institution or institute or college or any social organization without the written permission of DG.
- 4.2 You agree not to undartake employment, whether full-time or part-time, as a director/ partner/ member/employee/compliant/mentor etc. of any other organization or entity engaged in any form of activity without the prior written consens of the Institute Management. The consent may be given subject to any terms and conditions that the Institute Management may think appropriate, and may be withdrawn at its discretion.

4.3 You shall not enter into any monetary transaction directly or indirectly with any student or parent nor shall you exploit them for meeting your personal ends/ vested interests and will not take any funtion with or without any monetary benefits. You shall also conduct your personal affairs in such a marmer so as not to incur any debts beyond your means to re-pay

4.4 You shall not practice or incite anyone in the Institute to practice castersm, communalism, or entouchability or cause or inche enyone in the institute to cause loss or damage to institute property or indulge yourself or incite/encourage anyone else in the Institute to include into acts of missechavior or enactly towards any student, teacher, parent/guardian, institute employee or visitor to the Institute.

4.5 You shall not encourage or incite any student, teacher or any other employee of the Institute to behave in a rowdy or disorderly manner or be otherwise instrumental in the commission of any act subversive of Institute discipline or prejudicial to the good name and prestige of the institution

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Principal Indore Institute of Pharmacy. INDORE (M.P.) | OS





4.6 If at any time in the opinion of the Institute Management, which is final in this matter, you are found guilty of using foul language, raising hand or giving corporal punishment to any of the student, dishonesty, disobedience, disorderly, negligent, undesciplined, absent from duty without prior permission, committing a breach of any of the terms, conditions and stipulations committed in the contract/appointment letter and on your part to be observed to be performing in violation of one or more terms of the said letter, or any other conduct considered by the institution detrimental to its interests, your services are liable to be terminated forthwith, without any notice/ salary in lieu of notice period.

4.7 You will be responsible for safe-keeping and return in good condition and order all the Institute properties, equipment, instruments, tools, books etc. which may be given to you for your use, custody and charge. The Institute has the right to deduct the money along with all such things from your dues and take such other action as Institute may deem proper in the event of your

failure to account for the aforesa of properties to the satisfaction of Institute.

4.8 You will abide by and follow all rules and regulations of the instriction and instructions given from time to time by the Institute Missagement during the course of work.

4.9 That you undertake not to divulge any official secret or any valued information ("confidential information") gained by you during the course of your employment with us, to any individual or institution. This restriction shall survive termination of your employment with the institute without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any fault on your part.

4.10 You acknowledge that the breach of confidentality will cause irreparable loss and horm to the Institute, which cannot be reasonable or adequately compensated by damages in an action at law, and accordingly, the Institute will be entitled, to injunctive and other equivable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief should be deemed

to waive the right of the Institute to an action for duranges

4.11 In case it is found that you do not possess the requisite qualifications entitling you to serve in the position on which you have been appointed, your services shall be dispersed with/without any further reference to you or you will be demoted as per your precise qualifications.

4.12 That except when instructed in writing by the DG, you shall not ask for or accept any contribution or donation or associate yourself with the raising of any funds or making any other collection whether in east or in kind on behalf of the institute

4.13 You will adhere the timing of the Institute as per the policy/instructions given to you by the office of the Principal.

4.14 You shall participate in all the Institute events actively and follow the duties assigned by the office of the Principal.

4.15 You shall follow the formal dress code of Institute.

4.16 You shall use only official Email address assign to you and necessarily mark a CC to your des graned HCD /Principal in any official communication, be it internal or external. Kindly note that havilitte will not be held responsible for any communication in any mode to any one without the prior written consent from your designated HOD /Principal.

4.17 You shall use the new classroom technologies or any other newer ways of teaching as may be introduced from time to time by the Institute Management for its proper utilization and it would

be one of an important oriterion to evaluate your overall performance.

#### 5. Leave/ Absence

5.1 You shall be governed by the leave rules as attached in Annexure 1 of the Institute and orders/addendum as may be issued by it from time to time.

5.2 You shall not absent yourself from the work without leave or without the prior approval of the Principal/DG.

5.3 In case, if you are absent from the work for 3 or more working days without any information to the Principal/DG, your services shall be considered as abandoned by you and shall stand

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Principal Indore Institute of Pharmacy. INDORE (M.P.) 106





terminated without any information and/or compensation to you.

#### 6. Separation

#### 6.1 Notice Period

- If you relinquish your employment after probation. you shall be required to serve (03) three months notice in writing or deposit (03)
  - three months salary during the semester.
  - o Or one month prior notice from you if it is after the end of the semester (last
  - Or one month prior notice from you before the beginning of the semester.
- If the institute Management terminates your services, the Management will give you one munch notice or one month salary in lieu of it.
- c. Those who resign would be required to serve the stipulated notice period and an early release would be at the sole discretion of the Management.
- 6.2 The notice period required to be served by you shall be a period of acrual working days and no leave of any type, whatsoever, shall be permatted during the notice period. Encashment of leave, if any, or adjustment of any teave against shortfall in notice period, shall be at the sole discretion of Management and cannot be claimed as a matter of right.
- 6.3 Upon separation of employment for any reason, you must comply with the Institute separation procedure, which includes signing all the documents and renaming all Institute property, Paralleg over the official emul passwords/withdrawal from whatsopp group etc. and submit NOC from various departments and vendors. The Institute will not be bound to pay full and final dues, if any, till you have completed all reparation procedures.
- 6.4 It is further stated that post acparation of your services, if you are found to be communicating any ill/wrong/false information about the Institute which in the opin on of the Institute is found to be detrimental to the interests/reputation of the Institute then in such a case you will be liable to indemnify the Institute or its staff/parent/student for any such harm caused arising out of such false information.

#### 7. Governing I aw and Jurisdiction

7.1 This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any aliquid of whatever between you and the Management of the Institute, will be subject to exclusive jurisdiction of the Courts of Indore whether they may be civil courts, labour courts or any other courts or authority of whatsoever nature.

#### 8. Compensation

1. Your gross salary fromuneration ('CTC') will be INR 25,000/- (Twenty five thousand only) per month. This includes employees and employer's contribution of ESI/PF/Granuty or any other perks/facilities as may be applicable to you. The bifurcation of your CTC is tabulated below:

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Principal Indore Institute of Pharmacy. INDORE (M.P.)







### Indore Institute of Pharmacy

CONTRACTOR OF THE PARTY OF THE		Yearly salary
Head	Monthly salary	187,200
Sasic		72,000
Grade Pay		24,000
HRA	361	4,332
Special Allowance	23,961	287,532
Contribution of Management sowards	1.019	12,468
Gretolty	The second secon	300,000
MI Carlotte Comment	23,96	287,532
	rade Pay IRA Special Allowance Contribution of Management towards	18A   2,000   18A   2,000   18A   2,000   2,

8.1 The salary payable by the Institute to you shall be subject to deduction of Income Tax at source as per the provisions of Income Tax Act/Roles for the finte being in force. Accordingly, you are required to submit all required proof of investments and other details from time to time to enable the Institute to comply with the provisions of law

8.7 Gracies will be paid as per Gratuity Act 1972.
8.3 The arrival increment stall not be claimed by you as a matter of right but will depend upon the maintercarce of high standard of discipline, pood work, efficiency, integrity, punctuality and regularity and such other parameters as may be fixed by the Management of the Institute from the content of the Institute from the I

8.4 All information regarding your fernmeration and terms of employment are confidential and you are requested to maintain confidentiality and not divides any details to any other employee except

the Management of the Institute.

In case the aforesaid terms and conditions are acceptable to you, you are required to feture the copy of this letter signed by you as token at acceptance of this letter

For, Indoor luctitude of Pharmacy

Aran S Bhatnagar Director General HST/HMR/HP

I have read all the points mentioned above and have been explained in me, and I fully understand the terms and conditions of my appointment and accept the same without any reservations and in token of my seceptince, I have signed this

Date: Bolowlea

Place: Indoses

Signature:

Just 30 (00/2)

Opp. IIM(Indore), Rau-Pithampur Road, Rau, indore (MP) - 453331

(C) 0781 - 4010601 | Fax : 0731 - 4010502 | Toll Free - 1800 103 3069

Principal Indore Institute of Pharmacy, INDORE (M.P.) | O





Affiliated to ROPA(Propol) |Approved by ACTE(New Dolls) & PC(New Oalk)



## Indore Institute of Pharmacy

DEMpent / Tashing/2016

Dock #5/06/2015

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Ms. Meenakshi Manifest 33 // A lay Negar, Indore (M.P.)

#### APPOINTMENT ORDER

#### Sa Madam,

With reference to your application and interview held on in our office, withere plan set to appoint you as Assistant Professor in INDORE INSTITUTE OF PHARMACY

Your apparament is on full time was on the consolidated salary of Rs. 16, 160 per month subjected training deductions.

You will be on probablish for a period of one year and will be confirmed on completion of probables based on your applies of performance. You are required to attitude your content of joining and assume another the early as possible, not loss than 27 sens 20 at

Ver are repeated to bring all original certificates and comments for verification and return. You are also expressed to subject one copy of the documents medical library certificate and three PP procedurable at the trace of joining duty.

#### Leans & condition would be as under

Your appointment is subject to the general series & confiners of contact & service rules in focus as finance and assended from time to usue by the board for Vecational & Technical Education Shall Educational & Welfare Society and made applicable as the employees of the furnisme.

Your appointment is full time and you crall not undertake any other entall screent my where class while you are inservice of this institute.

Wishing you a professionally rewarding tenore and king associal on with one mean that

With Warm Regards,

Principal.

halore institute of Pharmacy

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Pahismour Road, Opposite IIM, Rau, Indigne 453331, Madhya Pradean, India Tel. 0731-4010601, Fax: 0721-4010502, pharmedy/gindoneinstitute.com, www.indovenstitute.com



Principal Indore Institute of Pharmacy.

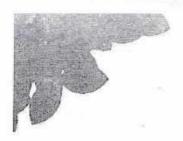
INDORE (M.P.) | 6

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Affiliated to - RGPV((Fragel) | Approved by - AICT((New Tells) & PC(New Delh)





## Indore Institute of Pharmacy

Afficiant is a new property of the confidence of the confidence of the confidence of

Date: July 12, 2022

To, Ms. Shivangi Patidar 380, Sagor Fata, Ab Road, Jamli, Mhow—MP

#### Dear Ms. Shivangi,

With reference to your application for the post of Lecture and subsequent interview you had with us, institute Management is pleased to offer you an employment with Indore Institute of Pharmacy Indore, (hereinafter referred to as "IIP" or the Institute) on the following terms and terms and conditions:

#### 1. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on July 18, 2022 and the terms and conditions of appointment shall be effective from date of joining. You are appointed as Lecture and will report to Director General (DG) which can subsequently be changed at the sole discretion of institute Management.
- 1.2 You shall initially be on probation for a period of 12 months from the date of joining July 18, 2022. The period of probation may be extended based on your overall performance. If the work and conduct during the period of probation is not found satisfactory, your services can be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be flowing interest that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be entitled to other benefits/facilities, if any, meant for the confirmed staff memory as per the institute rules and policies for the time being in force. You will be deemed to be on probation till you receive the letter of confirmation from the Institute Management.

#### 2. Roles & Responsibilities

- 2.1 DG will have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time.
- 2.2 Your initial work location will be Indore and you are required to complete minimum one academic session.
- 2.3 Your services are liable to be transferred or assigned with/without transfer, wholly /partially, from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existance in future or any of the branch of the Institute or locations anywhere in India as Institute Management deemed fit and necessary. Consequent upon your trasfer, (if applicable), all existing terms and conditions shall remain same.
- 2.4 In addition to your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/faculty/parents etc. Institute Management will be the sole judge in this respect.
- 2.5 You shall receive any communication whenever it is offered or delivered to you on behalf of the institute and you shall sign the duplicate copy of the same/or any of proof of receipt as token of its having been received by you and handed back to the Institute. In case of any toe communication, kindly acknowledge and share with your reporting head.

Principal

Green Warnes Class

Opp. HM (Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

@ 0731-4010601 | Fex: 0731-4010502 | Toll Free-1800 103 3059





# Indore Institute of

2.6 Institute reserves to itself the right, without giving any previous notice in this behalf, to amend, after or add to any of these rules, in conformity with the existing status and norms set by the regulatory bodies / affiliating University and to bring such amendment, or alteration or addition into effect from such date and will be circulated in writing.

#### 3. Authenticity of Credentials

3.1 Your appointment and continuation in services is further subject to submission of copies of Degrees/Diplomas and other certificates/testimonials in original with attested copies thereof

within a period of 07 days from the date of acceptance of this appointment.

3.2 In case of any change in the information pertaining to the matters like Family Particulars, Marital Status, health status, Qualifications, and Address, contact number etc. the same must be furnished by you along with submission of all the relevant documents to the Head of the Institute / Principal/HR within one week (07 working days ) of occurrence of such changes. In case, if you don't update the records the exsiting Institute records provided by you will be considered as correct.

3.3 Your appointment is subject to the authenticity of the information furnished by you in your CV, Application, and your Documents/ Testimonials etc. In case of violation of any of the terms and conditions of employment or any information in personal data furnished by you being found incorrect/wrong/ fudged, at any given point of time you will be liable to instant

dismissal without any notice or compensation.

The Institute conducts a background verification/validation and check of all its staff members regarding education, previous employment(s), and claims made regarding achievements and honors in resumes/ CVs, with the help of third party as and when required for which you will have no objections rather fully cooperate with Institute authorities to clear the air in the larger interest of the Institute.

3.5 This validity of the Appointment letter is subject to satisfactory completion of the background and reference check process. Any adverse finding at a later date would entitle Institute Management to terminate your employment forthwith and without any notice and/ or

compensation in lieu thereof.

3.6 You shall retire on the attainment of 60 years unless specially required by the Institute in writing to continue in service beyond this age. Your employment shall stand terminated on the date of your retirement for which no notice shall be required.

#### 4. Conduct& Discipline

4.1 You will devote your whole time in the service and for the benefit of Institute and shall not take any other employment or engage in private business or calling of any other nature or join any educational institution or Institute or college or any social organization without the written permission of DG.

4.2 You agree not to undertake employment, whether full-time or part-time, as a director/ partner/ member/ employee/consultant/mentor etc. of any other organization or entity engaged in any form of activity without the prior written consent of the Institute Management. The consent may be given subject to any terms and conditions that the Institute Management may think

appropriate and may be withdrawn at its discretion.

4.3 You shall not enter into any monetary transaction directly or indirectly with any student or parent nor shall you exploit them for meeting your personal ends/ vested interests and will not take any tuition with or without any monetary benefits. You shall also conduct your personal affairs in such a manner so as not to incur any debts beyond your means to re-pay.

You shall not practice or incite anyone in the Institute to practice easteism, communalism, or untouchability or cause or incite anyone in the Institute to cause loss or damage to Institute property or indulge yourself or incite/encourage anyone else in the Institute to include into scuelty towards any student, teacher, parent/guardian, Institute

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# Indore Institute of

employee or visitor to the Institute.

- 4.5 You shall not encourage or incite any student, teacher or any other employee of the Institute to behave in a rowdy or disorderly manner or be otherwise instrumental in the commission of any act subversive of Institute discipline or prejudicial to the good name and prestige of the institution.
- 4.6 If at any time in the opinion of the Institute Management, which is final in this matter, you are found guilty of using foul language, raising hand or giving corporal punishment to any of the student, dishonesty, disobedience, disorderly, negligent, undisciplined, absent from duty without prior permission, committing a breach of any of the terms, conditions and stipulations contained in the contract/appointment letter and on your part to be observed to be performing. in violation of one or more terms of the said letter, or any other conduct considered by the institution detrimental to its interests, your services are liable to be terminated forthwith, without any notice/ salary in lieu of notice period.

4.7 You will be responsible for safe-keeping and return in good condition and order all the Institute properties, equipment, instruments, tools, books etc. which may be given to you for your use, custody and charge. The Institute has the right to deduct the money along with all such things from your dues and take such other action as Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of Institute.

4.8 You will abide by and follow all rules and regulations of the Institute and instructions given

from time to time by the Institute Management during the course of work.

4.9 That you undertake not to divulge any official secret or any valued information ("confidential information") gained by you during the course of your employment with us, to any individual or institution. This restriction shall survive termination of your employment with the Institute without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any fault on your part.

4.10 You acknowledge that the breach of confidentiality will cause irreparable loss and harm to the Institute which cannot be reasonable or adequately compensated by damages in an action at law, and accordingly, the Institute will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief should be deemed to waive the right of the Institute to an action for damages.

4.11 In case it is found that you do not possess the requisite qualifications entitling you to serve in the position on which you have been appointed, your services shall be dispersed with/without any further reference to you or you will be demoted as per your precise qualifications.

- 4.12 That except when instructed in writing by the DG, you shall not ask for or accept any contribution or donation or associate yourself with the raising of any funds or making any other collection whether in each or in kind on behalf of the Institute .
- 4.13 You will adhere the timing of the Institute as per the policy/instructions given to you by the office of the Principal.
- 4.14 You shall participate in all the Institute events actively and follow the duties assigned by the office of the Principal.

4.15 You shall follow the formal dress code of Institute.

- 4.16 You shall use only official Email address assign to you and necessarily mark a CC to your designated HOD /Principal in any official communication, be it internal or external. Kindly note that Institute will not be held responsible for any communication in any mode to any one without the prior written consent from your designated HOD /Principal.
- 4.17 You shall use the new classroom technologies or any other newer ways of teaching as may be introduced from time to time by the Institute Management for its proper utilization and it would be one of an important criterion to evaluate your overall performance.

#### Leave/ Absence

5.1 You shall be governed by the leave rules as attached in Annexure Lof the Institute and orders/addendum as may be issued by it from time to time.

> Principal Indexe institute of Pharmacy. INDORE (M.P.)





Affiliated to - SCPV(Phased) (Approved by - AICTE)Sec-Delta) & PC(New Oalb))

5.2 You shall not absent yourself from the work without leave or without the prior approval of the Principal.

5.3 In case, if you are absent from the work for 3 or more working days without any information to the Principal, your services shall be considered as abandoned by you and shall stand terminated without any information and/or compensation to you.

#### 6. Separation

#### 6.1 Notice Period

- a. If you relinquish your employment,
  - you shall be required to serve (63) three months notice in writing or deposit
     (03) three months salary during the semester.
  - Or one month prior notice from you if it is after the end of the semester (last working day)
  - Or one month prior notice from you before the beginning of the semester.
- If the institute Management terminates your sevices, the Management will give you
  one month notice or one month salary in lieu of it.
- c. Those who resign would be required to serve the stipulated notice period and an early release would be at the sole discretion of the Management.
- d. In case if you have been found directly or indirectly involved in any of the irregularities be it financial, ethical or moral, you will be asked to leave the organization forthwith without any salary in lieu of the notice period, even if applicable.
- 6.2 The notice period required to be served by you shall be a period of actual working days and no leave of any type, whatsoever, shall be permitted during the notice period. Encashment of leave, if any, or adjustment of any leave against shortfall in notice period, shall be at the sole discretion of Management and cannot be claimed as a matter of right.
- 6.3 Upon separation of employment for any reason, you must comply with the Institute separation procedure, which includes signing all the documents and returning all Institute property, handing over the official email passwords/withdrawal from whatsapp group etc. and submit NOC from various departments and vendors. The Institute will not be bound to pay full and final dues, if any, till you have completed all separation procedures.
- 6.4 It is further stated that post separation of your services, if you are found to be communicating any ill/wrong/false information about the Institute which in the opinion of the Institute is found to be detrimental to the interests/reputation of the Institute then in such a case you will be liable to indemnify the Institute or its staff/parent/student for any such harm caused arising out of such false information.

#### 7. Governing Law and Jurisdiction

7.1 This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever between you and the Management of the Institute will be subject to exclusive jurisdiction of the Courts of Indore whether they may be civil courts, labour courts or any other courts or authority of whatsoever nature.

8. Compensation



Principal Indore Institute of Pharmacy, PARTICIAN P.)





applicable to you. The biforcation of your CTC is tabulated below:

erks/facilities	as may be applicable to you. The offorcant	Monthly salary	Yearly salary
	Head	15,600	187,200
Pay Scale	Basic	282	3384
	Special allowance	15,282	183,384
Gross Cotal		497	4960
	Employer ESIC Contribution	722	8658
	Gratuity Provision	16,500	204,000
CTC	Mager Harrison A. Company of the Com	15,167	18,2009

- 8.2 The salary payable by the institute to you shall be subject to deduction of income Tax at source as per the provisions of Income Tax Act/Rules for the time being in force. Accordingly, you are required to submit all required proof of investments and other details from time to time to enable the Institute to comply with the provisions of law.
- 8.3 Gratuity will be paid as per Gratuity Act 1972.
- 8.4 The annual increment shall not be claimed by you as a matter of right but will depend upon the maintenance of high standard of discipline, good work, efficiency, integrity, punctuality and regularity and such other parameters as may be fixed by the Management of the Institute from time to time.
- 8.5 All information regarding your remuneration and terms of employment are confidential and you are requested to maintain confidentiality and not divulge any details to any other employee except the Management of the Institute.

In case the aforesaid terms and conditions are acceptable to you, you are required to return the copy of this letter signed by you as token of acceptance of this letter.

For, Indore Institute of Pharmacy

Dr. Dinesh Kumar Mishra

Principal,

Indore Institute of Pharmacy

I have read all the points mentioned above and have been explained to me, and I fully understand the terms and conditions of my appointment and accept the same without any reservations and in token of my acceptance, I have signed this.

Date:

Place Tridel

Signature

Principal indeed Intitude of Plasmance







Indore Institute of Pharmacy

Date: July 12,2022

Ref. No.: IIP/Appoint./Teaching/2022-23/7

To,

Ms. Neelima Maudloi

8/C, Surya Dev Nagar, Indore, M.P.

#### Dear Ms. Neelima,

With reference to your application for the post of Assistant Professor and subsequent interview you had with us, institute Management is pleased to offer you an employment with Indore Institute of Pharmiey Indore, (hereinafter referred to as "HP" or the Institute) on the following terms and terms and conditions:

#### 1. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on July 18, 2022 and the terms and conditions of appointment shall be effective from date of joining. You are appointed as Assistant Professor and will report to Director General (DG) which can subsequently be changed at the sole discretion of institute Management.
- 1.2 You shall initially be on probation for a period of 12 months from the date of joining July 18, 2022. The period of probation may be extended based on your overall performance. If the work and conduct during the period of probation is not found satisfactory, your services can be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be the institute authorities. Further, kindly note that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be entitled to other benefits/facilities, if any, meant for the confirmed staff members as per the Institute rules and policies for the time being in force. You will be deemed to be on probation till you receive the letter of confirmation from the Institute Management.

2. Roles & Responsibilities

- 2.1 DG will have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time.
- 2.2 Your initial work location will be Indore and you are required to complete minimum one
- academic session. 2.3 Your services are liable to be transferred or assigned with/without transfer, wholly /partially. from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existance in future or any of the branch of the institute or locations anywhere in India as Institute Management deemed fit and necessary. Consequent upon your trasfer, ( if applicable), all existing terms and conditions shall remain same.

2.4 In addition to your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/faculty/parents etc. Institute Management will be the sole judge in this respect.

You shall receive any communication whenever it is offered or delivered to you on behalf of the Institute and you shall sign the duplicate copy of the same/or any of proof of receipt as taken of its having been received by you and handed back to the Institute . In case of any communication, kindly acknowledge and share with your reporting head.

2.6 Institute reserves to itself the right, without giving any previous notice in this behalf properly amend, after or add to any of these rules, in conformity with the existing status and norms seeme of Planmacy. to the regulatory hodies / affiliating University and to bring such amendment, or alteration of RE (M.P.) edition into effect from such date and will be circulated in writing.

Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

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Affiliated to: RGP/(Phopol) [Approved by - ACT((New Tolks) & PCI(New Dolks)

#### 3. Authenticity of Credentials

3.1 Your appointment and continuation in services is further subject to submission of copies of Degrees/Diplomas and other certificates/testimonials in original with attested copies thereof within a period of 07 days from the date of acceptance of this appointment.

3.2 In case of any change in the information pertaining to the matters like Family Particulars. Marital Status, health status. Qualifications, and Address, contact number etc. the same must be furnished by you along with submission of all the relevant documents to the Head of the Institute / Principal/HR within one week (07 working days) of occurrence of such changes. In case, if you don't update the records the existing Institute records provided by you will be considered as correct.

3.3 Your appointment is subject to the authenticity of the information furnished by you in your CV. Application, and your Documents/ Testimonials etc. In case of violation of any of the terms and conditions of employment or any information in personal data furnished by you being found incorrect/wrong/ fudged, at any given point of time you will be liable to instent dismissal without any notice or compensation.

3.4 The Institute conducts a background verification/validation and check of all its staff members regarding education, previous employment(s), and claims made regarding achievements and honors in resumes/ CVs, with the help of third party as and when required for which you will have no objections rather fully cooperate with Institute authorities to clear the air in the larger interest of the Institute.

3.5 This validity of the Appointment letter is subject to satisfactory completion of the background and reference check process. Any adverse finding at a later date would entitle Institute Management to terminate your employment forthwith and without any notice and/ or compensation in lieu thereof.

3.6 You shall retire on the attainment of 60 years unless specially required by the Institute in writing to continue in service beyond this age. Your employment shall stand terminated on the date of your retirement for which no notice shall be required.

#### 4. Conduct& Discipline

4.1 You will devote your whole time in the service and for the benefit of Institute and shall not take any other employment or engage in private business or calling of any other nature or join any educational institution or Institute or college or any social organization without the written permission of DG.

4.2 You agree not to undertake employment, whether full-time or part-time, as a director/ partner/ member/ employee/consultant/mentor etc. of any other organization or entity engaged in any form of activity without the prior written consent of the Institute Management. The consent may be given subject to any terms and conditions that the Institute Management may think appropriate, and may be withdrawn at its discretion.

4.3 You shall not enter into any monetary transaction directly or indirectly with any student or parent nor shall you exploit them for meeting your personal ends/ vested interests and will not take any tuition with or without any monetary benefits. You shall also conduct your personal affairs in such a manner so as not to incur any debts beyond your means to re-pay.

4.4 You shall not practice or incite anyone in the Institute to practice casteism, communalism, or untouchability or cause or incite anyone in the Institute to cause loss or damage to Institute property or include yourself or incite/encourage anyone else in the Institute to include into acts of misbehavior or cruelty towards any student, teacher, perent/guardian, Institute employee or visitor to the Institute.

4.5 You shall not encourage or incite any student, teacher or any other employee of the Institute to behave in a row troop precederly manner or be otherwise instrumental in the commission of any act subveyor of his discipline or prejudicial to the good name and prestige of the

Principal Indore Institute of Pharmacy, INDORE (M.P.)







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institution.

4.6 If at any time in the opinion of the Institute Management, which is final in this matter, you are found guilty of using foul language, raising hand or giving corporal punishment to any of the student, dishonesty, disobedience, disorderly, negligent, undisciplined, absent from duty without prior permission, committing a breach of any of the terms, conditions and stipulations contained in the contract/appointment letter and on your part to be observed to be performing in violation of one or more terms of the said letter, or any other conduct considered by the institution detrimental to its interests, your services are liable to be terminated forthwith, without any notice/ salary in lieu of notice period.

4.7 You will be responsible for safe-keeping and return in good condition and order all the Institute properties, equipment, instruments, tools, books etc. which may be given to you for your use, custody and charge. The Institute has the right to deduct the money along with all such things from your dues and take such other action as Institute may deem proper in the event of your failure to account for the aforesaid properties to the satisfaction of Institute.

4.8 You will abide by and follow all rules and regulations of the Institute and instructions given from time to time by the Institute Management during the course of work.

4.9 That you undertake not to divulge any official secret or any valued information ("confidential information") gained by you during the course of your employment with us, to any individual or institution. This restriction shall survive termination of your employment with the Institute without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any fault on your part.

4.10 You acknowledge that the breach of confidentiality will cause irreparable loss and harm to the Institute which cannot be reasonable or adequately compensated by damages in an action at law, and accordingly, the Institute will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief should be deemed to waive the right of the Institute to an action for damages.

4.11 In case it is found that you do not possess the requisite qualifications entitling you to serve in the position on which you have been appointed, your services shall be dispersed with/without any further reference to you or you will be demoted as per your precise qualifications.

4.12 That except when instructed in writing by the DG, you shall not ask for or accept any contribution or donation or associate yourself with the raising of any funds or making any other collection whether in each or in kind on behalf of the Institute.

4.13 You will adhere the timing of the Institute as per the policy/instructions given to you by the office of the Principal.

4.14 You shall participate in all the Institute events actively and follow the duties assigned by the office of the Principal.

4.15 You shall follow the formal dress code of Institute.

4.16 You shall use only official Email address assign to you and necessarily mark a CC to your designated HOD /Principal in any official communication, be it internal or external. Kindly note that Institute will not be held responsible for any communication in any mode to any one without the prior written consent from your designated HOD /Principal.

4.17 You shall use the new classroom technologies or any other newer ways of teaching as may be introduced from time to time by the Institute Management for its proper utilization and it would be one of an important criterion to evaluate your overall performance.

#### 5. Leave/ Absence

5.1 You shall be governed by the leave rules as attached in Annexure 1 of the Institute and orders/addendum as may be issued by it from time to time.

5.2 You shall not absent yourself from the work without leave or without the prior approval of the Principal.

5.3 In case, if you respect the work for 3 or more working days without any information to the Principal our section shall be considered as abandoned by you and shall stand Principal

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terminated without any information and/ or compensation to you.

#### 6. Separation

#### 6.1 Notice Period

- a. If you relinquish your employment,
  - you shall be required to serve (03) three months notice in writing or deposit (03) three months salary during the semester.
  - Or one month prior notice from you if it is after the end of the semester (lest working day)
  - Or one month prior notice from you before the beginning of the semester.
- If the institute Management terminates your sevices, the Management will give you
  one month notice or one month salary in lieu of it.
- c. Those who resign would be required to serve the stipulated notice period and an early release would be at the sole discretion of the Management.
- d. In case if you have been found directly or indirectly involved in any of the irregularities be it financial, ethical or moral, you will be asked to leave the organization forthwith without any salary in lieu of the notice period, even if applicable.
- 6.2 The notice period required to be served by you shall be a period of actual working days and no leave of any type, whatsoever, shall be permitted during the notice period. Encashment of leave, if any, or adjustment of any leave against shortfall in notice period, shall be at the sole discretion of Management and cannot be claimed as a matter of right.
- 6.3 Upon separation of employment for any reason, you must comply with the Institute separation procedure, which includes signing all the documents and returning all Institute property, handing over the official email passwords/withdrawal from whatsapp group etc. and submit NOC from various departments and yendors. The Institute will not be bound to pay full and final dues, if any, till you have completed all separation procedures.
- 6.4 It is further stated that post separation of your services, if you are found to be communicating any ill/wrong/false information about the Institute which in the opinion of the Institute is found to be detrimental to the interests/reputation of the Institute then in such a case you will be liable to indemnify the Institute or its staff/parent/student for any such harm caused arising out of such false information.

#### 7. Governing Law and Jurisdiction

7.1 This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatever between you and the Management of the fastitute will be subject to exclusive jurisdiction of the Courts of Indore whether they may be civil courts, labour courts or any other courts or authority of whatsoever nature.

#### 8. Compensation

8.1 Your gross salary tremuneration ("CTC") will be INR 22,639/- (Twenty two thousand six hundred that y plus only) per month. You shall also be provided one room in the girls' hostel. This hasted employees and employer's contribution of ESI/PF/Granty or any other

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### Indore Institute of Pharmacy

perks/facilities as may be applicable to you. The bifurcation of your CTC is tabulated below:

erksriacinges as may or opp		Monthly salary	Yearly salary
Head		15,600	187,200
Pay Scale	Basic	6.000	72,000
	Grade Pay/ DA	21,600	259,200
Gross Total		1.039	12,468
	Gratuity Provision	22,639	271,668
CTC		21,600	259,200
Net Amount			

8.2 The salary payable by the Institute to you shall be subject to deduction of Income Tax in source as per the provisions of Income Tax Act/Rules for the time being in force. Accordingly, you are required to submit all required proof of investments and other details from time to time to enable the Institute to comply with the provisions of law.

8.3 Gratuity will be paid as per Gratuity Act 1972.

8.4 The annual increment shall not be claimed by you as a matter of right but will depend upon the maintenance of high standard of discipline, good work, efficiency, integrity, punctuality and regularity and such other parameters as may be fixed by the Management of the Institute

8.5 All information regarding your remuneration and terms of employment are confidential and you are requested to maintain confidentiality and not divulge any details to any other employee except the Management of the Institute.

In case the aforesaid terms and conditions are acceptable to you, you are required to return the copy of this letter signed by you as token of acceptance of this letter.

For, Indore Institute of Pharmacy

Dr. Dinesh Kumar Mishra

Principal,

Indore Institute of Pharmacy

I have read all the points mentioned above and have been explained to me, and I fully understand the terms and conditions of my appointment and accept the same without any reservations and in token of my acceptance, I have signed this.

Date:

Place:



Signature:

inclose facilities of Fractioney. INDORE (M.P.)



Opp. III/I (Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331 © 0731 -4010661 | Fax: 0731 - 4030502 | Toll Free - 1800 103 3069

