



2.4.1 Number of full time teachers against sanctioned posts during the year

2.4.3 Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

Name of the Full-time teacher	PAN	Designation	Year of appointment	Nature of appointment (Against Sanctioned post, temporary, permanent)	Name of the Department	Total 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 Mehra	AUGPM6746G	Principal	2019	Permanent	Pharmaceutics	4 Years	Yes
Dr. Pritesh Pathwal	ADGPP3508J	Professor	2015	Permanent	Pharmacognosy	8 Years	Yes
Dr. Pankaj Dixit	AHAPD8318M	Professor	2019	Permanent	Pharmacology	4 Years	No, 06.03.2023
Dr. Gurmeet Singh Chhabra	AJSPC4393F	Professor	2019	Permanent	Pharm. Chem.	4 Years	Yes
Dr. Nadeem Ahmed Farooq	AAGPF9037X	Associate Professor	2008	Permanent	Pharmaceutics	15 Years	Yes
Dr. Rekha Bhat	AMXPB7059B	Associate Professor	2015	Permanent	Clinical Pharmacy	8 Years	Yes
Dr. Ritesh Patel	8FOPD0386A	Associate Professor	2016	Permanent	Pharm. Chem.	7 Years	Yes
Dr. Priya Jain	AOIPB2117F	Associate Professor	2020	Permanent	Pharm. Chem.	3 Years	No, 10.03.2023
Mr. Darshan Jamindar	AQDP1872E	Associate Professor	2011	Permanent	Pharmaceutics	12 Years	Yes
Mrs. Anji Majumdar	ATRPMT509Q	Associate Professor	2021	Permanent	Pharmaceutics	2 Years	No, 03.05.2023
Mr. Rohit Sahu	FIEPS1534L	Associate Professor	2019	Permanent	Pharmacology	4 Years	Yes
Ms. Nayany Sharma Sakale	GFQPS0313F	Assistant Professor	2015	Permanent	Pharmaceutics	8 Years	Yes
Ms. Meha Kamalpuria	DWIPK7602B	Assistant Professor	2015	Permanent	Pharmaceutics	8 Years	Yes
Mr. Adideep Windharkar	AUNV9821H	Assistant Professor	2019	Permanent	Pharmaceutics	4 Years	Yes
Mr. Gaurav Sarodia	CDUPS7159B	Assistant Professor	2019	Permanent	Pharm. Chem.	4 Years	Yes
Ms. Akanksha Birla	BTSFA1413B	Assistant Professor	2019	Permanent	Pharm. Chem.	4 Years	Yes
Mr. Atendra Patil	8DRPP1771C	Assistant Professor	2019	Permanent	Pharmacology	4 Years	Yes
Ms. Chetna Tiwari	BATPT1554L	Assistant Professor	2020	Permanent	Pharmaceutics	3 Years	Yes
Mr. Gayendra Raiput	DYRP19131R	Assistant Professor	2020	Permanent	Pharmaceutics	3 Years	Yes
Mr. Rubendra Kurni	DGGPK7612R	Assistant Professor	2019	Permanent	Pharmaceutics	4 Years	Yes
Ms. Geetika Bhavsar	CNIPB3016R	Assistant Professor	2019	Permanent	Pharmaceutics	7 Years	Yes
Ms. Komal Mahajan	CXAPM6259E	Assistant Professor	2015	Permanent	Pharmaceutics	8 Years	Yes
Mr. Gaurav Agrawal	AJUPAS193B	Assistant Professor	2016	Permanent	Pharm. Chem.	17 Years	Yes
Mr. Sandip Patel	AMMPP7140G	Assistant Professor	2016	Permanent	Pharmacy (English)	7 Years	Yes
Mr. Harshal P. Choudhary	AVFPC3421M	Assistant Professor	2021	Permanent	Pharm. Chem.	2 Years	Yes
Ms. Sakini Yadav	ARGPY3451N	Assistant Professor	2021	Permanent	Pharm. Chem.	2 Years	Yes
Ms. Priya Mahajan	ANPMS669F	Lecturer	2010	Permanent	Pharmacology	13 Years	Yes
Ms. Parul Vaidhyan	BAGPV2315G	Lecturer	2021	Permanent	Pharmaceutics	1 Year	Yes
Ms. Abhilekha Jhala	8BQP1807A	Assistant Professor	2021	Permanent	Pharmaceutics	1 Year	Yes
Mrs. Vasha Chourasia	AVEPC4192Q	Assistant Professor	2021	Permanent	Pharmacology	2 Years	Yes
Ms. Meenakshi Mandloi	8GSPML257J	Assistant Professor	2022	Permanent	Pharm. Chem.	1 Year	Yes
Ms. Shiwangi Patidar	CYDP2291L	Lecturer	2022	Permanent	Pharm. Chem.	1 Year	Yes
Ms. Anelima Mendel	FNXPW3749M	Lecturer	2022	Permanent	Pharmaceutics	1 Year	Yes
Ms. Riha Ratrekar	DBRP82747G	Lecturer	2022	Permanent	Pharmacognosy	1 Year	Yes
Ms. Manisha Jaisw	BW6P11209G	Lecturer	2021	Permanent	Pharm D	1 Year	Yes
Ms. Anika Patidar	ENOPPK026H	Lecturer	2022	Permanent	Pharm. Chem.	1 Year	Yes
Dr. Rupesh Gautam	AQMPG3299H	Professor	2021	Permanent	Pharmacology	1 Year	Yes
Dr. Paveen Sharma	BYRPS7862N	Professor	2021	Permanent	Pharmacology	1 Year	Yes




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



**Indore Institute of
Pharmacy**

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



**Indore Institute of
Pharmacy**

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh

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 Institute of Pharmacy,
INDORE (M.P.)



Indore Institute of Pharmacy

Affiliated to: RGPV(Bhopal) | Approved by: AICTE(Delhi) & PCI(New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Affiliated to: RGPV(Bhopal) | Approved by: AICTE(Delhi) & PCI(New Delhi)

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	38




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



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

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

pharmacy@indoreinstitute.com


www.indoreinstitute.com/iip



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
3	Dr. Gurmeet Chhabra	Professor & HOD	Pharm. Chemistry & QA
4	Dr. Rupesh Gautam	Professor	Pharmacology
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 Farooqui	Professor & HOD	Pharmaceutics
14	Dr. Rekha Bisht	Professor & HOD	Pharmacy Practice
15	Mr. Darshan Jamindar	Associate Professor	Pharmaceutics
16	Mr. Ritesh Patel	Associate Professor	Pharmaceutical Chemistry
17	Ms. Nayany Sharma Sakalle	Assistant Professor	Pharmaceutics
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
23	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 Yadav	Assistant Professor	Pharmaceutical Chemistry
32	Ms. Priya Mahajan	Assistant Professor	Pharmacology
33	Ms. Parul Vaishnav	Lecturer	Pharmaceutics
34	Ms. Abhilasha Jhala	Assistant Professor	Pharmaceutics
35	Mrs. Yashu Chourasiya	Assistant Professor	Pharmacology
36	Ms. Meenakshi Mandloi	Assistant Professor	Pharmaceutical Chemistry
37	Ms. Shivangi Patidar	Lecturer	Pharmaceutical Chemistry
38	Ms. Neelima Mandloi	Lecturer	Pharmaceutics




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



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) (Approved by: AICTE (New Delhi) & PCI New Delhi)
 Register: Madhya Pradesh

Indore Institute of Pharmacy

Ref. No: NEWNAC/2019/2019/2019/2019/2019

Date: June 17, 2019

To:
Dr. Umesh Kumar MISHRA
 Sharda Estate, 365, Ashoka Garden, Indore, Madhya Pradesh
 Indore-462011

ORDER OF APPOINTMENT

Dear Dr. Mishra,
 We are pleased to inform you that you have been appointed to the post of **Professor & Professor**, Indore Institute of Pharmacy, Sharda Educational & Welfare Society, Indore. Your appointment is on full-time basis for the stipulated period as per the attached order. You are advised to report to the Institute on the date mentioned in the order. Your appointment is subject to the approval of the Board of Studies.

Item	Monthly Salary (in Rs.)	Monthly Salary (in Rs.)
Basic	50000	50000
Grade Pay	20000	20000
House rent allowance	5000	5000
Dearness allowance	7000	7000
Medical	1000	1000
DA	1000	1000
Spouse allowance	2000	2000
Gross Salary	78000	78000
Gratuity	145000	145000
Non-Resident Salary	4000	4000
CTC	150000	1,49,000

You are required to pay income tax as per the provisions of the Income Tax Act, 1961. The Institute will deduct the tax at source from your salary. You are advised to submit the necessary documents for the purpose of tax deduction at source to the Institute. The Institute will deduct the tax at source from your salary as per the provisions of the Income Tax Act, 1961. The Institute will deduct the tax at source from your salary as per the provisions of the Income Tax Act, 1961.

The terms & conditions would be as under:

1. Non-Practicing Fee: You are required to pay the non-practicing fee of Rs. 10000 per annum. You are advised to pay the fee to the Institute on or before the due date. The Institute will deduct the fee from your salary. You are advised to submit the necessary documents for the purpose of fee deduction to the Institute. The Institute will deduct the fee from your salary as per the provisions of the Income Tax Act, 1961.

Yours faithfully,
Dr. S. S. Mishra
 Director General,
 Sharda Educational & Welfare Society.

Accession

Contd. Page 2



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

3



Indore Institute of Pharmacy

3. **Workshop Code of Conduct and Ethics:** You are expected to follow the highest levels of ethical conduct. Any instance of unethical conduct, including but not limited to, plagiarism, falsification of records, misappropriation of funds, sexual harassment, and any other inappropriate behavior, will be dealt with severely. You are not authorized to represent the Institute in any way without the express written consent of the Institute.
4. **Intellectual Property Rights:** You are expected to protect the intellectual property, invention, patents, proprietary information, and confidential information of the Institute, including but not limited to, research, development, and any other confidential information. You are not authorized to disclose or use any confidential information for any purpose other than that for which it was provided to you. You are also expected to protect the Institute's reputation and image in all public forums.
5. **You shall maintain appropriate integrity & discipline towards the Institute.** In case of any indiscipline and non-compliance with the Institute's rules and regulations, the decision of the Management in this regard would be final and binding.
6. **Information Sources:** You are expected to be diligent and honest in the collection, analysis, and use of information. You are not authorized to use any information for any purpose other than that for which it was provided to you. You are also expected to protect the Institute's confidential information and intellectual property.
7. **Notice for Termination:** You are expected to serve the Institute for a minimum period of one year, however your services may be terminated by the Management if you failed to discharge your duties satisfactorily. The written notice required for termination of employment will be one month from either side on termination, unless the Institute requires you to serve the Institute for a longer period and until such notice period is over, you are expected to continue to work for the Institute.
8. **Your appointment as full time and part time employee shall be subject to the Institute's rules and regulations.** You are expected to comply with the Institute's rules and regulations in all respects. You are also expected to maintain the Institute's reputation and image in all public forums.
9. **Asset Handlings:** You will be responsible for the safe keeping and maintenance of the Institute's assets, including but not limited to, equipment, furniture, books, etc. You are expected to return the assets to the Institute in good condition and safe custody. You are also expected to protect the Institute's confidential information and intellectual property.

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

With Warm Regards,

Arjun S. Sharma
Director General,
Shrii Educational & Welfare Society

Shrii Group



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



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

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

Date: Dec 28, 2018

To,
Dr. Pankaj Dixit
Flat no. 203, A-18, Info Apartment
Silicon city, A B Road, Indore (M.P.)

ORDER OF APPOINTMENT

Dear Dr. Pankaj,

With reference to your application and interview held, we are glad to inform you that you have been appointed in the capacity of Professor, Indore Institute of Pharmacy (IIP), Shail Educational & Welfare Society. 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. You shall be on a probation of 12 months.

Head	Monthly salary	Yearly salary
Basic	37400	448800
Grade Pay	10000	120000
HRA	15000	180000
Special Allowance	14870	178440
Gross salary	77270	927240
Employee PF	1800	21600
Employer PF	1950	23400
Gratuity	2280	27359
Net in hand salary	75476	905640
CTC	81560	978000

You are required to join from Jan 07, 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, Shail 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.
- Gratuity will be paid as per Gratuity Act 1972.

Arjun Singh
Arjun S. Bhattacharya
Director General
Shail Educational & Welfare Society



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

Acceptance.....
Cont. Page 2

शैल



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

-- 2 --

- 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 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, 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.
- 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 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 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 month's 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 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, 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 Regards,


Arun S Bhatnagar
Director General,
Shail Educational & Welfare Society

Acceptance.....

शैल
Shail Group



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.)

68



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

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

Date: Aug 28, 2019

To,
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 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 conditions:

1. Appointment

- 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 appointed as **Professor** and will report to **Director General (DG) & Principal IIP** 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 **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, 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. 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.
- 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 transfer, (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, alter 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.

शैल
Shail Group



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

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

69



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 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/inventor 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 titlen 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 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 employes 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.)




- 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 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 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.
- 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




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



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 (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 working day)
 - o Or one month prior notice from you before the beginning of the semester.
- b. If the institute Management terminates your services, 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/parents/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 75,000/- (Seventy five thousand 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

Head		Monthly salary	Yearly salary
Pay Scale	Basic	37,400	448,800
	Grade Pay/ DA	10,000	120,000
	Special Allowance	8,520	102,240
	HRA	15,000	180,000
Gross Total		70,920	851,040
	Employer PF Contribution	1,800	21,600
	Gratuity Provision	2,280	27,359
CTC		75,000	9,00,000
Deductions	P.F. Employee contribution	1,950	23,400
Net Amount		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 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
Arun S Bhatnagar
Director General
IIT/ IIMR / IIP

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: 15th Oct-2019

Place: Indore

Signature: *[Signature]*

शैल
Shail Group



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

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



June - 1

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 and
- 1.3 Absence of leave for more than 10 days will be considered as breach in service discipline.

Summary of Leave Rules

Type of Leave	VACATION STAFF		NON VACATION STAFF		Remarks
	Teaching Staff	Technical Support Staff	Principal	Admin. & SEVEN Staff	
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	Faculties and staff who have completed one complete year are only eligible for VL. 10 per semester
Earned leave	05	05	2.5 per month	15 (7.5 at the end of each semester)	End of the Academic year



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

12

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

Date: Sept 05, 2022

To,
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 referred to as "IIP" or the Institute) on the following terms and conditions:

1. Appointment

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 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 transfer, (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, alter 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.



Green Waves Club

Principal
Indore Institute of Pharmacy

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

☎ 0731 - 4010601 | Fax : 0731 - 4010502 | Toll Free - 1800 109 3069

13



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 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 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 to the discipline or prejudicial to the good name and prestige of the Institution.



Principal
Indore Institute of Pharmacy
P.

14



- 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 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



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

15



terminated without any information and/ or compensation to you.

6. Separation

6.1 Notice Period

- a. If you relinquish your employment after probation,
 - o 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 working day)
 - o Or one month prior notice from you before the beginning of the semester.
- b. If the institute Management terminates your services, 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/facilities 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,
INDORE (M.P.)

16



Indore Institute of Pharmacy

Affiliated to: BPPU (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Affiliated to: BPPU (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh

Head		Monthly salary	Yearly salary
Pay Scale	Basic	39,226	470,712
	DA	10,000	120,000
	Special Allowance	48,406	580,872
Gross Total		97,632	1,171,584
Contribution of Management towards Gratuity		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

Arun S Bhatnagar

Arun S Bhatnagar
Director General
IIST/ IIMR/ IIP

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: 19.07.22

Place: Indore

Signature: *[Signature]*



Opp. IIM (Indore), Rau-Pithampur Road, Indore (M.P.) - 455331

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

Principal

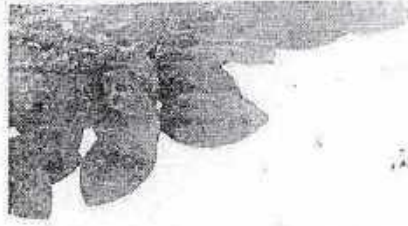
Indore Institute of Pharmacy
INDORE (M.P.)

17



Indore Institute of Pharmacy

Affiliated to: BOPU (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Affiliated to: BOPU (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh

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

Date: Mar 24, 2023

To,
Dr. Praveen Sharma
305, A Block Shankeshwar Apartment,
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 "IIP" or the Institute) on the following terms and conditions:

1. 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 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 transfer, (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, alter or delete 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.

Green Waves Club



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

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

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

18



- 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 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 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.





- 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 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 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.





- 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 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



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



terminated without any information and/ or compensation to you.

6. Separation

6.1 Notice Period

- a. If you relinquish your employment after probation,
 - o 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 working day)
 - o Or one month prior notice from you before the beginning of the semester.
- b. If the institute Management terminates your services, 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 62,280/- (Sixty two thousand two hundred eighty only)** per month. This includes employees and employer's contribution of ESI/PP/Gratuity or any other perks/facilities as may be applicable to you. The bifurcation of your CTC is tabulated below:

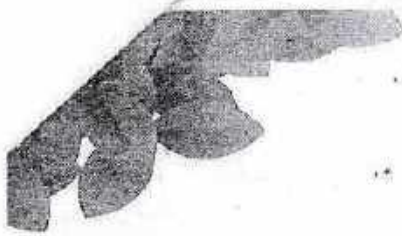


Principal
Indore Institute of Pharmacy.
INDORE (M.P.)



Indore Institute of Pharmacy

Affiliated to - BOPU (Bhopal) | Approved by - AICTE (New Delhi) & PCI (New Delhi)
Register - Madhya Pradesh



Indore Institute of Pharmacy

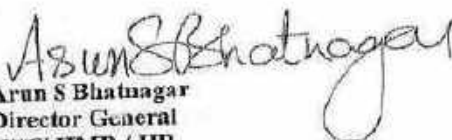
Affiliated to - BOPU (Bhopal) | Approved by - AICTE (New Delhi) & PCI (New Delhi)

Head		Monthly salary	Yearly salary
Pay Scale	Basic	37,400	448,800
	Grade Pay/ DA	10,000	120,000
	HRA	10,000	120,000
	Special Allowance	2,600	31,200
Gross Total		60,000	720,000
	Gratuity Provision	2,280	27,359
CTC		62,280	747,359
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 Bhattacharya
 Director General
 IIST/ IIMR/ IIP

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: 05/04/2023

Place: Indore

Signature: 



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



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

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



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

Type of Leave	VACATION STAFF		NON VACATION	STAFF	Remarks
	Teaching Staff	Technical Support Staff	Principal	Admin & SEWS Staff	
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	Faculties and staff who have completed one complete year are only eligible for VL, 10 per semester
Earned 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 yrs or more




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



Indore Institute of Pharmacy

Affiliated to: BOPU(Bhopal) | Approved by: AICTE(New Delhi) & PCI(New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

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

Date: Dec 28, 2018

To,
Mr. Rohit Sahu
Sahab Sahn, Near Akashvani Kendra,
Badi Khaili, Mandla (M.P.)

ORDER OF APPOINTMENT

Dear Mr. Rohit,
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), Shail Educational & Welfare Society. 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. You shall be on a probation of 12 months.

Head	Monthly salary	Yearly salary
Basic	15600	187200
Grade Pay	6000	72000
HRA	7800	93600
Special Allowance	500	7200
Gross salary	30,000	360,000
Gratuity	1039	12468
Net in hand	30,000	360,000
CPC	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 IIP & Director General, Shail Educational & Welfare Society.

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.
2. Gratuity will be paid as per Gratuity Act 1972.


Anil S. Bhattacharya
Director General,
Shail Educational & Welfare Society

Acceptance.....
Cont. Page 2...



Pithampur Road, Opposite IIM, Raou, Indore 453331, Madhya Pradesh, India
Tel: 0731-4010031, Fax : 0731-4010502, pharmacy@indoreinstitute.com, www.indoreinstitute.com

Scanned by CamScanner

59

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



Indore Institute of Pharmacy

Affiliated to: BOPU (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madh. GDC (2)E



Indore Institute of Pharmacy

-- 2 --

- 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 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, 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.
- 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 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 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 month's 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/tutions 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, 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 Regards,



Arun S. Bhatnagar
Director General,
Shail Educational & Welfare Society

Acceptance:



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

Scanned by CamScanner 60


Principal
Indore Institute of Pharmacy,
INDORE (M.P.) 25



Indore Institute of Pharmacy

Affiliated to: BOPU (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madh. GDC (2019)

Indore Institute of Pharmacy

Ref. No.: SEWA/Approint./Teaching/2018-19/23

Date: Feb 03, 2019

To,
Mr. Kuldeep Vinchurkar,
The Educational Agency, V-26, Shilpa City,
Indore (M.P.)

ORDER OF APPOINTMENT

Dear Mr. Kuldeep,

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), Shilpa Educational & Welfare Society. 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	Monthly salary (in Rs.)	Yearly salary (in Rs.)
Basic	15600	187200
GP	6000	72000
Spes. (2A) Allowance	4361	52332
Gross salary	25961	311532
Contribution	1033	12396
Net in hand salary	24928	298132
CTC	27000	324000

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 received in our Group. Your salary details are confidential. Failure to maintain confidentiality will have disciplinary action and may even result in termination of your services.
2. Gratuity will be paid as per Gratuity Act 1972.

Dr. Anand Chandra
Director General,
Shilpa Educational & Welfare Society

Accy. Bank: _____
Cont. Page 2

REMI NOTE 5 PRO
MILJAL CAMERA
Shilpa Group
V-26, Ampur Road, Opposite IIM, Rau, Indore 453331, Madhya Pradesh, India
Tel: 0731-4010001, Fax: 0731-4010002, pharmacy@indoreiip.edu.com, www.indoreiip.edu



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



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh

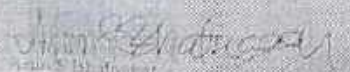
Indore Institute of Pharmacy

- 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 IIP to the external world such as, media.
- Intellectual Property Rights:** The Institute owns all intellectual property, inventions, patents, patentable developments, secreted 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 on-employment programs, such as syllabi, assignments, and tests, shall remain the property of the Institution. Such material could also be used for assisting 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 on your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.
- 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 minimizing information leakage outside the premises of the Institution and outside the normal working hours.
- 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 as otherwise stated in lieu of it. You would be required to serve the stipulated notice period and your 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 indulge in any other activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching classes while in service of this Institute.
- Asset Handling:** You will be responsible for safe keeping and return in good condition and under 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 return for the aforesaid properties to the satisfaction of the Institute.

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

With Warm Regards,



Anand B. Singh
Director General,
Mahil Educational & Welfare Society

Acceptance

श्री ल
Shri Lal Group

PBampur Road, Opposite IIM, Rau, Indore 463333, Madhya Pradesh, India
Tel: 0731-4010001, Fax: 0731-4010502, pharmacy@indoreinstituteofpharmacy.com, www.indoreinstituteofpharmacy.com

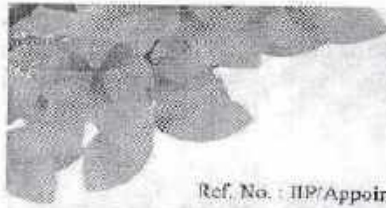



Principal
Indore Institute of Pharmacy,
INDORE (M.P.)



Indore Institute of Pharmacy

Affiliated to: BOPU (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madh. GDC-2(E)



Indore Institute of Pharmacy

Affiliated to: BOPU (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)

Ref. No. : IIP/Appoint/Teaching/2020-21/65

Date: Nov 21, 2020

To,
Dr. Priya Jain
27, Cholihram Sector, Ambikapuri Est, 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 conditions:

1. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on **Nov 23, 2020** 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 **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. 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 transfer, (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, alter 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.

Green Horizon Club

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

☎ 0731-4016601 | Fax : 0731-4010502 | Toll Free - 1800 103 3065

pharmacy@indoreinstitute.com

www.indoreinstitute.com/in



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

49

28



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 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 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.




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



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.
 - o 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.
- b. If the Institute Management terminates your services, 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. Encasement 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

8.1 Your gross salary /remuneration ("CTC") will be INR 50,000/- (Fifty thousand only) per month. This includes employee and employer's contribution of ES/PP/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.)




Head		Monthly salary	Yearly salary
Pay Scale	Basic	37,400	448,800
	Grade Pay/DA	9,000	108,000
	Special Allowance	1,368	16,416
Gross Total		47,768	573,216
Gratuity Provision		2,232	26,782
GTC		50,000	599,998
Net Amount		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 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: Indore

Signature:  _____




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



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh

Ref. No. : IIP/Appoint./Teaching/2020-21/75

Date: Jan 29, 2021

To,
Ms. Arti J. Majumdar
410, Coral Reef, Opp. Medcaps University, Rau
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**, (hereinafter referred to as "IIP" or the Institute) on the following terms and conditions:

1. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on **Feb 01, 2021** 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, 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 transfer, (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, alter 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. IIM (Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

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

pharmacy@indoreinstitute.com

www.indoreinstitute.com/iiip

55

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

32



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 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 as 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 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.




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



- 4.6 If at any time in the opinion of the Institute Management, which is first 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 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.)



6. Separation

6.1. Notice Period

- a. If you relinquish your employment,
 - c. you shall be required to serve (03) three months notice in writing or deposit (03) three months salary during the semester.
 - c. Or one month prior notice from you if it is after the end of the semester (last working day)
 - c. Or one month prior notice from you before the beginning of the semester.
- b. If the institute Management terminates your services, 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 NDC 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 40,000/- (Forty thousand only) per month. This includes employee's and employer's contribution of PPF/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

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

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

Date: Feb 08, 2019

To,
Mr. Gaurav Sarsodiya
S/o. Shri Punshottam Sarsodiya
28/2, Saat Tulsi Path, Barragar (M.P)

ORDER OF APPOINTMENT

Dear Mr. Gaurav,
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), Shail Educational & Welfare Society. 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	Monthly salary (in Rs.)	Yearly salary (in Rs.)
Basic	15600	187200
GP	6000	72000
HRA	7800	93600
Special Allowance	4561	54732
Gross salary	33961	407532
Gratuity	1039	12468
Net in hand salary	33961	407532
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:

- 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.
- Gratuity will be paid as per Gratuity Act 1972.

Arjun S Bhatnagar
Arjun S Bhatnagar
Director General,
Shail Educational & Welfare Society

Acceptance.....
Cont. Page 2...

शैल
Shail Group



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

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

17

36



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: India C2E (20)



Indore Institute of Pharmacy

- 2 -

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 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, 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.
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 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 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 month's 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/tutorials 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, 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 Regards,


Arun S Bhatnagar
Director General,
Shail Educational & Welfare Society

Acceptance.....

शैल
Shail Group



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


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

18

34



Indore Institute of Pharmacy

Affiliated to: B.P.U.(Bhopal) | Approved by: AICTE(New Delhi) & PCI(New Delhi)
Register: Madhya Pradesh

Indore Institute of Pharmacy

Ref. No.: SEWS/Appoint/Teaching/2016-17/009

Mr. Sandip Patil,
2, Jadhav Town, Near Raj Mandi Chauraha
Kanjarpur Nagar, Indore (M.P.)

July 21, 2016

Dear Mr. Sandip,

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 **Assistant Professor in Communication skills and PD Trainer in Indore Institute of Pharmacy**. Your appointment is on full time basis on a consolidated salary of **Rs. 25000/-** (Twenty five thousand) per month subject to statutory deductions. Your performance will be assessed during first three months for continuation of service for the coming period of the first year.

You are required to join on or before **Aug 20, 2016**. Please bring original & one set of photocopies of following documents while joining and 2 passport size recent photo copies. You are required to submit your resignation 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:

- 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.
- 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, user, 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.**

Principal
Indore Institute of Pharmacy

Secretary
Shri Educational & Welfare Society

Acceptance
Conf. Page 2

श्री ८
Indore Institute of Pharmacy

Pithampur Road, Opposite IIM Bus, Indore 453111, Madhya Pradesh, India
Tel: 0731-4010401, Fax: 0731-4010502, pharmacy@indoreinstitute.com, www.indoreinstitute.com



Principal
Indore Institute of Pharmacy, 38
INDORE (M.P.)



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, notebooks, palmtops, other transportable computers and storage media. You are also responsible for engineering information security outside the premises of the Organization and outside the normal working hours.
6. **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's notice or you have to pay one month's salary in lieu of it. You would be required to serve the stipulated notice period and early release 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/tuition 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 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 Regards,


Principal
Indore Institute of Pharmacy


Secretary
Sriji Educational & Welfare Society

Acceptance 





Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

63

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 Nagar 452 012 (M.P.)
Mob. : 98260-91920

ORDER OF APPOINTMENT

Dear Dr. Pritesh,

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 Pharmacognosy, 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 months for continuation of service for the ensuing 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 in termination of your 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 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.
- 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.

Secretary
Shail Educational & Welfare Society

Received Appointment letter
Official

Principal
Indore Institute of Pharmacy

Acceptance.....

Cont. Page 2..

संलग्न
all Group of Institutions

Pithampur Road, Opposite BM Rau, Indore 453231, Madhya Pradesh, India
Tel. 0731-4016601, Fax: 0731-4018502, pharmacy@indoreinstitute.com, www.indoreinstitute.com



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

65

40



Indore Institute of Pharmacy

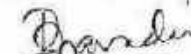
-- 2 --

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 normal working hours.
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 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.
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 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,


Secretary
Shail Educational & Welfare Society


Principal
Indore Institute of Pharmacy

Acceptance.....


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

Group of Institutions



Pichampur Road, Opposite IIM Bhopal, Indore 453331, Madhya Pradesh, India
Tel: 0731-4910601, Fax: 0731-4910502, pharmacy@indoreinstitute.com, www.indoreinstitute.com

41



**Indore Institute of
Pharmacy**

Affiliated to: RGPV (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



INDORE INSTITUTE OF PHARMACY

(MANAGED BY - SHAIL EDUCATIONAL & WELFARE SOCIETY)

Approved by AICTE, New Delhi and Affiliated to RGPV, Bhopal

Opp. I.I.M., Pithampur Road, Rau, Indore-453 331 (M.P.) Tel.: 0731-4205543, 4205530 Fax : 0731- 4205531

SEWS/IIP/Appointment/Teaching/2007/176

Date:- 18/09/07

APPOINTMENT LETTER

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

Dear. Mr. Nadeem 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 testimonials. 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 anywhere else while you are in service of this institution.

With Warm Regards,


Chairman,
Shail Educational & Welfare Society


Mr. Umesh Parekh
Principal,
Indore Polytechnic, Indore

Copy to :- Mr Nadeem Farooqui
Office File


Acceptance




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

75

42



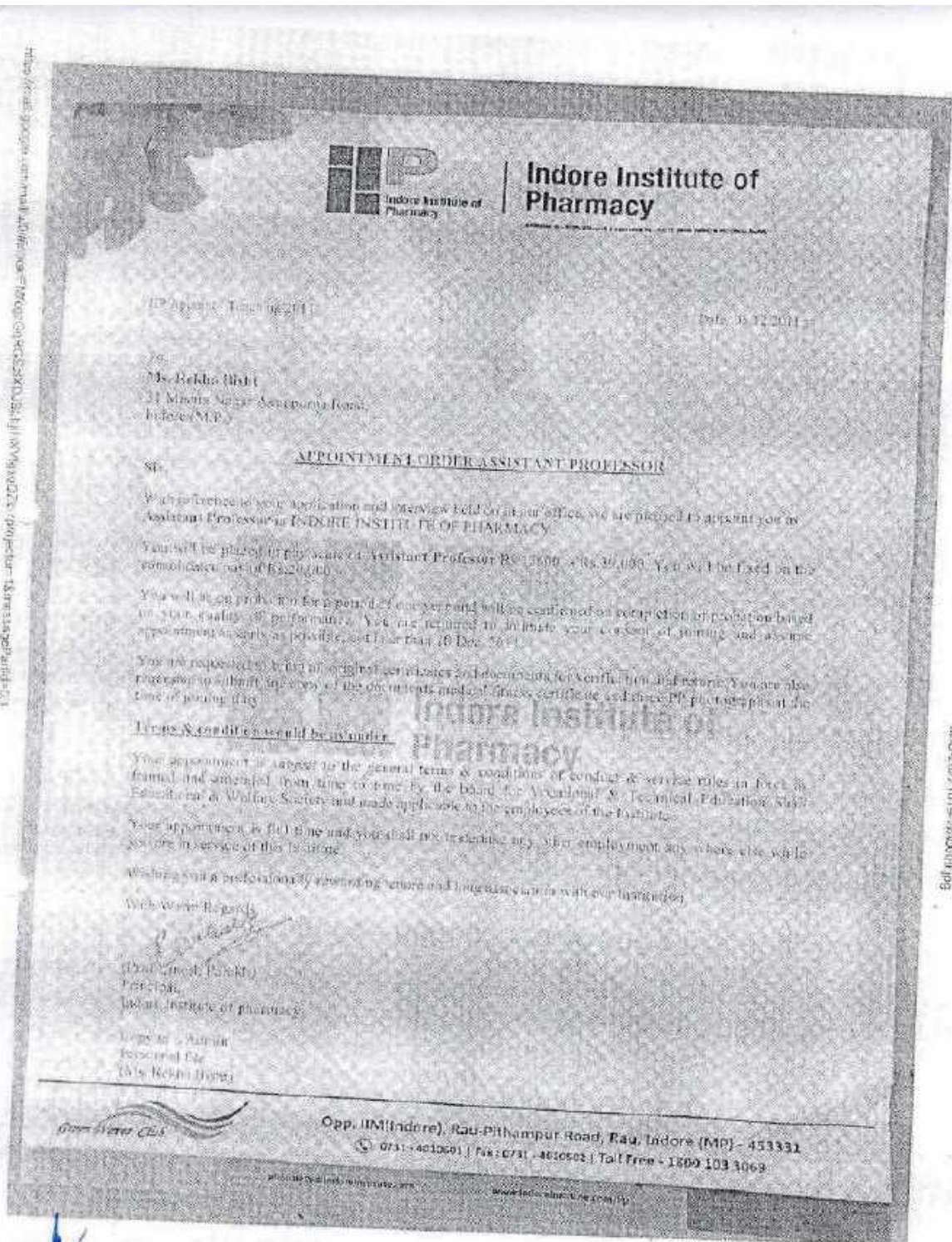
Indore Institute of Pharmacy

Affiliated to: BPP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh

170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000

17/11/2022 2:41 PM

Self-IP-Documents-101-4242-504



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



Indore Institute of Pharmacy

Affiliated to: RGPV (Ward) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



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. I.I.M. Pithampur Road, Rau, Indore-453 331 (M.P.) Tel: 0731-4010600, 4010601 Fax: 0731-4010502
e-mail: pharmacy@indoreinstitute.com website: www.indoreinstitute.com

Shail/Appointment Lett./Aug- 2011/

Date :- 16 Aug. 2011

M. Darshan Jamindar (म.द.)
Rural Institute
Kasirbagam, 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 (Adhoc)** in Indore Institute of Pharmacy.

You 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 producing the original doctoral degree.

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 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 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 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




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

53

44



Indore Institute of Pharmacy

Affiliated to: RGPV (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



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. I.I.M. Pithampur Road, Rau, Indore-453 331 (M.P.) Tel: 0731-4010600, 4010601 Fax: 0731-4010502
e-mail: pharmacy@indoreinstitute.com website: www.indoreinstitute.com

With Warm Regards,

(Rohit 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.....



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



Indore Institute of Pharmacy

Affiliated to: MPU(Bhopal) | Approved by: AICTE(New Delhi) & PCI(New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

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

Date: Feb 17, 2016

To,
Mr. Ritesh Patel
29/2, Pipliya Rao, Indrapuri Colony,
Bhawankuan, Indore (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 pay scale of 15600-39100 on 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 01, 2016. 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 in termination of your 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 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 and 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.**

Principal
Indore Institute of Pharmacy

Secretary
Shri Educational & Welfare Society

Acceptance

Cont. Page 2



Pithampur Road, Opposite IIM, Rau, Indore 453331, Madhya Pradesh, India
Tel: 0731-4010691, Fax: 0731-4010602, pharmacy@indoreinstitute.com, www.indoreinstitute.com

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

47

46





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, notebooks, paintings, 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.
6. **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's notice or you have to pay one month's 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.
7. 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 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 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 Regards,


Principal
Indore Institute of Pharmacy


Secretary
Shail Educational & Welfare Society

Acceptance 




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

शैल
Shail Group

Pithampur Road, Opposite IIM, Rau, Indore 453331, Madhya Pradesh, India
Tel: 0731-4010661, Fax : 0731-4010502, pharmacy@indoreinstitute.com, www.indoreinstitute.com



Indore Institute of Pharmacy

Ref. No.: SEWS/Appoint./Non-Teaching/2015-16/293

Date: Feb 17, 2016

To,
Mr. Ritesh Patel
28/4, Pipliya (Rau), Indrapuri Colony,
Bhawankuon, Indore (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 pay scale of 15600-39100 on 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 01, 2016. 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 in termination of your 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 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 and 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.

Principal
Indore Institute of Pharmacy

Secretary
Shri Educational & Welfare Society

Acceptance
Coil Page 2





Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

- 2 -

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 normal working hours.
6. **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' 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.
7. 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/tutorials 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 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 Regards,


Principal
Indore Institute of Pharmacy


Secretary
Shail Educational & Welfare Society

Acceptance 




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

शैल
Shail Group

Pithampur Road, Opposite IIM, Rau, Indore 450031, Madhya Pradesh, India
Tel. 0731-4010601, Fax : 0731-4010502, pharmacy@indoreinstitute.com, www.indoreinstitute.com



Indore Institute of Pharmacy

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

Date : July 15, 2015

Ms. Nayany Sharma Sakalle,
F-248, Vaishnav Apartment, Surendra Place,
Hoshangabad Road, Bhopal (M.P.)
Mob. : 82592-11922, 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 (Pharmaceutics)** 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 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 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 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. 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.
- 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.


Advisor
Shail Group of Institutions


Principal
Indore Institute of Pharmacy

Acceptance... 

Cont. Page 2...





Indore Institute of Pharmacy

-- 2 --

- 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.
- 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 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 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.....

शैल
Shail Group



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


Principal
Indore Institute of Pharmacy
INDORE (M.P.) 51

62



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Date : July 15, 2015

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

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

ORDER OF APPOINTMENT

Dear Ms. Neha,

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 (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 20, 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 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.
- 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.

Advisor
Shail Group of Institutions

Principal
Indore Institute of Pharmacy

Acceptance.
5/1/15

Cont. Page 2...



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

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



Indore Institute of Pharmacy

-- 2 --

- 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.
- 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 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 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

Principal
Indore Institute of Pharmacy

Acceptance.....



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

शैल

Shail Group



Indore Institute of Pharmacy

Affiliated to: BPPU (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh

Indore Institute of Pharmacy

Ref. No. - IIP/Pharm/2016/2017

Date: Aug 21, 2016

Mrs. Deepika Bhawani
101/1, Anand Niwas, Ghans Road
Indore, (M.P.)

ORDER OF APPOINTMENT


Dear Ms. Deepika,

With reference to your application and interview held, we are glad to inform you that you have been appointed as the post of Assistant Professor in Indore Institute of Pharmacy. Your appointment is on contractual basis on temporary appointment on a consolidated salary of Rs. 8,800/- per month subject to statutory deductions.

You are required to join on or before Sept 01, 2016. Please bring originals & one set of photocopies of your 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 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 such 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 ethics 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 IIP 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 student, using any Institute facilities, equipment or funds. Material covered for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments, and notes, 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 misbehavior and insubordination your services may be terminated without notice. The decision of the Management in this regard would be final and binding on you.


Principal
Indore Institute of Pharmacy


Secretary
Sri Sri Educational & Welfare Society

Accepted

(Date: Page 2)

UP of Indore

Pithampur Road, Opposite RM Bus, Indore 453331, Madhya Pradesh, India
Tel: 0731-4310601, Fax: 0731-4310502, pharmacy@indoreinstitute.com, www.indoreinstitute.com




Principal
Indore Institute of Pharmacy,
INDORE (M.P.) 54



Indore Institute of Pharmacy

Information Security: You are expected to maintain the confidentiality and integrity of the information used and comply with the Information Security Policies. You are expected to maintain confidentiality of information residing on mobile computing devices such as portable laptops, notebooks, tablets, other mobile devices 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 employment 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 will not be permitted to engage in any private coaching/tuition while in service of the 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 Regards,

Principal
Indore Institute of Pharmacy

Secretary
Shrii Educational & Welfare Society

Acceptance





Indore Institute of Pharmacy

Date: Oct 10, 2019

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

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

ORDER OF APPOINTMENT

Dear Ms. Aakansha,
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	Monthly salary (in Rs.)	Yearly salary (in Rs.)
Basic	15600	187200
Grade 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 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:

- 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.
- Gratuity will be paid as per Gratuity Act 1972.

Dr. Dinesh Kumar Mishra
Principal, Indore Institute of Pharmacy

Acceptance.....
Cont. Page 2...

श्री ल
Shail Group



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.)

19

56



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh




Indore Institute of Pharmacy

-- 2 --

- 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 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, 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.
- 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 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 laptops, notebooks, palmops, 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 month's 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/tutorials 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, 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.....

शैल
Shail Group



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.)

20

57



Ref. No : IIP/Appoint/Teaching/2020-21/54

Date: 01 Oct, 2020

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

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, (hereinafter referred to as "IIP" or the Institute) on the following terms and conditions:

1. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on Oct 05, 2020 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 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 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 transfer, (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, alter 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.

Green Indore Club

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

☎ 0731 - 4010001 | Fax | 0731 - 4010502 | Toll Free - 1800 103 3069

3117 www.iip.edu.in/indore@iip.edu.in

www.indoreinstitute.com/iip



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

58



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 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 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.





- 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 governed by the leave rules as attached in Annexure I 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.





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.
 - o 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.
- b. If the Institute Management terminates your services, 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

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/facilities as may be applicable to you. The bifurcation of your CTC is tabulated below:





Head		Monthly salary	Yearly salary
Pay Scale	Basic	15,600	187,200
	Grade Pay/ DA	6,000	72,000
Gross Total		21,600	259,200
Gratuity Provision		1,039	12,468
CTC		22,639	271,668
Net Amount		21,500	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 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

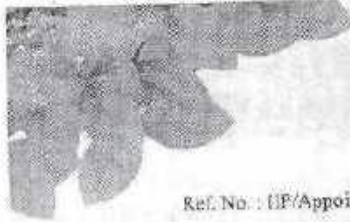
I have read all the points mentioned above and have been explained to me, and I fully understand the terms and conditions of my appointment and accept the same without any reservations and in token of my acceptance, I have signed this.

Date: _____

Place: INDORE

Signature:





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

Date: 01 Oct, 2020

To,
Mr. Grijendra Rajpoot
Palnsi, New Jail 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 Pharmacy Indore, (hereinafter referred to as "IIP" or the Institute) on the following terms and conditions:

1. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on Oct 05, 2020 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 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 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 transfer, (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, alter 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. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331
☎ 0731 - 4010501 | Fax: 0731 - 4010502 | Toll Free - 1800 103 3069

pharmacy@indoreinstitute.com

www.indoreinstitute.com/in




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

25

63



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh

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,

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 **Oct 05, 2020** 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 **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 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 transfer, (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, alter 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.




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

26

64




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 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 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




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



- 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 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.

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.
 - o Or one month prior notice from you if it is after the end of the semester (Just working day)
 - o Or one month prior notice from you before the beginning of the semester.
- b. If the institute Management terminates your services, 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

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/PP/Gratuity or any other



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



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 (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 working day)
 - o Or one month prior notice from you before the beginning of the semester.
- b. If the institute Management terminates your services, 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

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.)




perks/facilities as may be applicable to you. The bifurcation of your CTC is tabulated below:

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

Signature: 

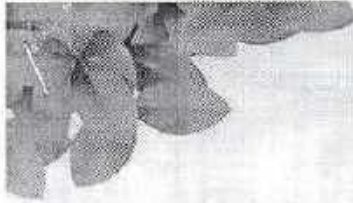



Principal
Indore Institute of Pharmacy,
INDORE (M.P.)



Indore Institute of Pharmacy

Affiliated to: MPU (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Affiliated to: MPU (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh

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

Date: 01/12/2021

To,
Mr. Harshal Pandurang Choudhary
Marjaniwada, Nanthe, Dhule, (Mah)

ORDER OF APPOINTMENT

Dear Mr. Harshal,


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 statutory deductions. Your performance will be assessed during first three months' for continuation of service for the ensuing period of the first year.

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

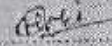
You are required to join on or before **Dec 10, 2021**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (If applicable).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

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.
- 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 confidential or any other matter which may adversely affect the interest of IIP.


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

Acceptance




Cont. Page 2



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

☎ 0733-4010601 | Fax: 0733-4010502 | Toll Free - 1800 103 3069

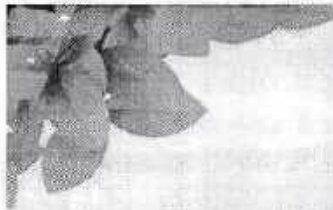



Principal
Indore Institute of Pharmacy,
INDORE (M.P.) 69



Indore Institute of Pharmacy

Affiliated to: BOPU(Bhopal) | Approved by: AICTE(New Delhi) & PCI(Dew Dakh)
Register: Madh. CEC-2(E)



Indore Institute of Pharmacy

Affiliated to: BOPU(Bhopal) | Approved by: AICTE(New Delhi) & PCI(Dew Dakh)

-- 2 --


3. Gratuity will be paid as per Gratuity Act 1971.
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 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.
5. 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 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.
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 month's 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.
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 activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching/tutions 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, 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 Regards,


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




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

Acceptance.....



Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331
 ☎ 0731 - 4010601 | Fax : 0731 - 4010602 | Toll Free - 1800 103 3069

70



Indore Institute of Pharmacy

Affiliated to: BOPV (Pharm) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

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

Date: Oct 30, 2019

To,
Mr. Jitendra Patil
Flat No 104, Sarvodaya Trilok Apartment,
Thakurli East, Mumbai (Mah.)

ORDER OF APPOINTMENT

Dear Mr. Jitendra,

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

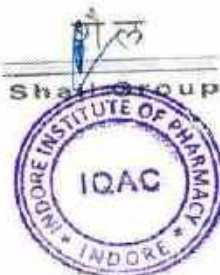
You are required to join from **18 Nov, 2019**. Please bring originals & one set of photocopies of relevant documents while joining and 2 passport size recent photographs. You are required to submit your relieving certificate from your previous Organization within a week of your joining (if applicable).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

The terms & conditions would be as under:

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.
2. 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 BM. Rau, Indore 453331, Madhya Pradesh, India
Tel. 0731-4810601, Fax : 0731-4010502, pharmacy@indoreinstitute.com, www.indoreinstitute.com

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



Indore Institute of Pharmacy

Affiliated to: BOPV (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Registered under: UGC Act 1956



Indore Institute of Pharmacy

- 2 -

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 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, 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.
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 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 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 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, 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: 0731-4010602, pharmacy@indoreinstitute.com, www.indoreinstitute.com

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

22

72



Indore Institute of Pharmacy

Affiliated to: BOPV (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

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

Date: Sept 16, 2022

To,
Ms. Nisha Retrekar
91 C, Kalani bag
Dewas (M.P.)

Dear Ms. Nisha,

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 conditions:

1. Appointment

1.1 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 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 Sept 27, 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 written 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 transfer, (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 student/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.

Green Release - 2022

Opp. BSA (Indore), Rau-Pithampur Road, Raipur, Indore (M.P.) - 492001

☎ 0731-254001 | 📠 0731-254002 | 📠 0731-254003



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

Scanned by TapScanner

73



Indore Institute of Pharmacy

Affiliated to: MPPU (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh

2.6 Institute reserves to itself the right, without giving any previous notice in this behalf, to amend, alter 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 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 DGC.
- 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 induce anyone in the Institute to practice customer, commercial, or adulterability of goods or induce anyone in the Institute to cause loss or damage to Institute property or induce yourself or another to encourage any one else in the Institute to indulge into such or



Scanned by TapScanner

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



Indore Institute of Pharmacy

Affiliated to: M.P.U.(Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh

- 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 rosy 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 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



Scanned by TapScanner

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



Indore Institute of Pharmacy

Affiliated to: RGPV(Bhopal) | Approved by: AICTE(New Delhi) & PCI(Delhi)
 Register: Under GDC(20)



Indore Institute of Pharmacy

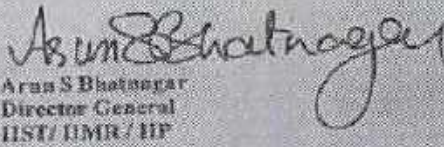
ESI/PF/Gratuity or any other perks/benefits so may be applicable to you. The bifurcation of your CTC is tabulated below:

Head		Monthly salary	Yearly salary
Pay Scale	Basic	15,600	187,200
	Special Allowance	1,591	19,092
Gross Total		17,191	206,292
Employer ESIC Contribution		559	6,704
Contribution of Management towards Gratuity		750	9,004
CTC		18,500	222,000
Deductions	Employee ESIC deduction	129	1,547
Net Amount		17,062	204,745

- 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 regularly 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
 IIST/IMR/IP

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

Signature: 

Opp. IIM (Indore), Raj-Indra Nagar Road, Indore (M.P.) - 452011
 Contact: 0731-2540001, 0731-2540002, 0731-2540003, 0731-2540004



Scanned by TapScanner
 Principal
 Indore Institute of Pharmacy,
 INDORE (M.P.) 76



INDEX

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 or 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 breach of service/disciplinary action.

Summary of Leave Rules

Type of Leave	VACATION STAFF		NON VACATION		Remarks
	Teaching Staff	Technical Support Staff	Principal	Admin & SEWS Staff	
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	Faculties and staff who have completed one complete year are only eligible for VL, 10 per semester
Funded leave	05	05	2.5 month	per 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 yrs or more



Scanned by TapScanner

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



Indore Institute of Pharmacy

Affiliated to: BOPV(Bhopal) | Approved by: AICTE(New-Delhi) & PCI(New-Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Affiliated to: BOPV(Bhopal) | Approved by: AICTE(New-Delhi) & PCI(New-Delhi)
Register: Madhya Pradesh

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

Date: July 01, 2022

To,
Ms. Manisha Jaisav
Emerald city, Near Aurobindo Medical College,
Indore (M.P.)

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 "IIP" or the Institute) on the following 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 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 transfer, (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, alter 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 into effect from such date as may be determined by the Institute Management.
Indore Institute of Pharmacy, Bapu Bhawan, Indore (M.P.) - 453337
Green Mary's City, Indore (M.P.)

☎ 0731-4019501 | Fax: 0731-4019502 | Toll Free - 1800 145 5068



Indore Institute of Pharmacy

Affiliated to: KJVS (Pharm) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Registered Under: GDC (20)

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 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/notifications 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



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

78



Indore Institute of Pharmacy

Affiliated to: KJ Somaiya Institute of Pharmaceutical Sciences (Approved by: AICTE (New Delhi) & PCI New Delhi)
Registered Under: GUC-2(E)



Indore Institute of Pharmacy

Affiliated to: KJ Somaiya Institute of Pharmaceutical Sciences (Approved by: AICTE (New Delhi) & PCI New Delhi)
Registered Under: GUC-2(E)

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 perks/facilities as may be applicable to you. The bifurcation of your CTC is tabulated below:

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

Arun S Bhatnagar
Arun S Bhatnagar
 Director General
 IIST/ IIMR/ IIP

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: *[Signature]*
 Principal
 Indore Institute of Pharmacy,
 INDORE (M.P.)



Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331
 ☎ 0731-4016501 | Fax: 0731-4016502 | Toll Free - 1800 103 3069

80



Ref. No.: IIP/Appoint./Teaching/2020-21/57

Date: 31 Oct, 2020

To,
Mr. Rubendra Kurmi
vill. post: Baroda Pannagar,
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 conditions:

1. Appointment

- 1.1 This offer of appointment is purely provisional subject to your joining on Nov 02, 2020 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 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

- 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 transfer, (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, alter 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.

Green Waves Club

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

☎ 0731-4010501 | Fax - 0731-4010502 | Toll Free - 1800 103 3069

pharmacy@indoreinstitute.com

www.indoreinstitute.com/in



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

41

81



Indore Institute of Pharmacy

Affiliated to: KJVS (Pharm) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Registered Under: GUC-2(E)

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 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 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




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




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 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




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



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 (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 working day)
 - o Or one month prior notice from you before the beginning of the semester.
- b. If the institute Management terminates your services, 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

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.)




perks/facilities as may be applicable to you. The bifurcation of your CTC is tabulated below:

Pay Scale	Head	Monthly salary	Yearly salary
	Basic		15,600
	Grade Pay/ DA	6,000	72,000
Gross Total		21,600	259,200
	Gratuity Provision	1,039	12,468
CTC		22,639	271,668
Net Amount		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 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: INDORE

Signature: 

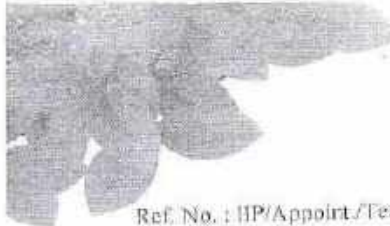



Principal
Indore Institute of Pharmacy,
INDORE (M.P.)



Indore Institute of Pharmacy

Affiliated to: KJ Somaiya Institute of Pharmacy (Approved by: AICTE (New Delhi) & PCI (New Delhi))
Register: Madhya Pradesh



Indore Institute of Pharmacy

Affiliated to: KJ Somaiya Institute of Pharmacy (Approved by: AICTE (New Delhi) & PCI (New Delhi))

Date: July 12, 2022

Ref. No. : IIP/Appoint/Teaching/2022-23/8

To,
Ms. Anita Patidar
Nandiyihar 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, (hereinafter referred to as "IIP" or the **Institute**) on the following 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 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 transfer, (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, alter 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 in addition into effect from such date and will be circulated in writing.



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

☎ 0731 - 4010501 | Fax : 0731 - 4010502 | Toll Free - 1800 103 3069

86



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 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 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.

- 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 governed by the leave rules as attached in Annexure I 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



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



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 (last working day)
 - Or one month prior notice from you before the beginning of the semester.
- b. If the institute Management terminates your services, 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

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

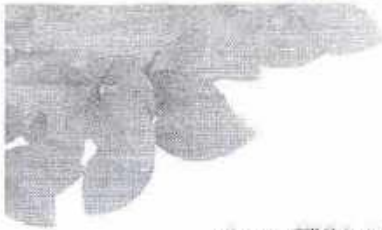


Principal
Indore Institute of Pharmacy,
INDORE (M.P.)



Indore Institute of Pharmacy

Affiliated to: B.P.U.(Bhopal) | Approved by: AICTE(New Delhi) & PCI(New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Affiliated to: B.P.U.(Bhopal) | Approved by: AICTE(New Delhi) & PCI(New Delhi)
Register: Madhya Pradesh

of your CTC is tabulated below:

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

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: Indore

Signature:



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

96

Green Wheel Club

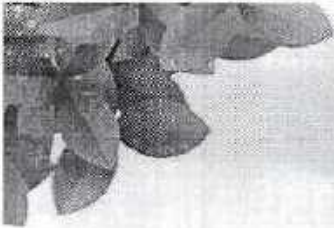
Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

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



Indore Institute of Pharmacy

Affiliated to: BOPV(Pharm) | Approved by: AICTE(New Delhi) & PCI(New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Affiliated to: BOPV(Pharm) | Approved by: AICTE(New Delhi) & PCI(New Delhi)

July 01, 2022

To,

Mr. Gaurav 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.Pharm course wef July 05, 2022.

You shall report to the undersigned.

Rest of the terms and conditions will remain the same.

Dinesh Kumar Mishra

Indore Institute of Pharmacy

Principal,

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

Copy to:

HR Manager



Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 459331
☎ 0731 - 4012601 | Fax : 0731 - 4010502 | Toll Free - 1800 103 3069



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

31



Indore Institute of Pharmacy

Affiliated to: BOPV(Pharm) | Approved by: AICTE(Non-DeG) & PCI(Pharm DeG)
Register: Madh 022-316



INDORE INSTITUTE OF PHARMACY INDORE POLYTECHNIC

(MANAGED BY SHAIL EDUCATIONAL & WELFARE SOCIETY)
Opp. I.I.M., Pithampur Road, Indore (M.P.) 462011 (M.P.) | Tel: 0731-4295543, 4295544

IIP Appointment/Teaching/2006

Date - 30/06/2016

Appointment Letter

To,
Mr. Gaurav Agrawal,
12/2, Choti Gwaltoli,
Indore (M.P.)

Dear,


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 Lecture in AICTE pay Scale of 8000-275-13,500 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. Your appointment is subject to the general term & condition of the conduct & service rule in force as framed and amended from time to time by the board for vocational & Technical Education, 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 tuition any where else while you are in service of this institution without the specific written permission from the management.


Mr. Umesh Pareekh
Principal
Indore Institute of Pharmacy (HP)

- Copies to
1. Director, Indore Institute of Pharmacy
 2. Mr. Gaurav Agrawal, 12/2, Choti Gwaltoli, Indore (M.P.)




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

132
92



Indore Institute of Pharmacy

Approved by: BOP (Pharm) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madh. C.C.C. 216



Indore Institute of Pharmacy

Ref. No.: NEWS/ appoint/ Teaching/ 2015-16/ 243

Date: Aug 4, 2015

Mr. Kunal Mahajan,
A/E, 578, Housing Board,
Galaxy Pithampur (Distt.) (M.P.)
Mob. : 88716 68278

ORDER OF APPOINTMENT

Dear Mr. Kunal,

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 (B.Sc. D. Pharma) in Indore Institute of Pharmacy. Your appointment is on contractual basis for three months on a consolidated salary of Rs. 9,000/- per month subject to statutory deductions.

You are required to join on or before Aug 3, 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 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 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. **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 IIP 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 its department programs, such as slides, 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.

Advisor
New Group of Institutions

Principal
Indore Institute of Pharmacy

Acceptance

Cont. Page 2...

Shal G



Pithampur Road, Opposite IIM Rau, Indore 493331, Madhya Pradesh, India
Tel: 0731-4810891, Fax: 0731-4910502, pharmacy@indoreinstitute.com, www.indoreinstitute.com

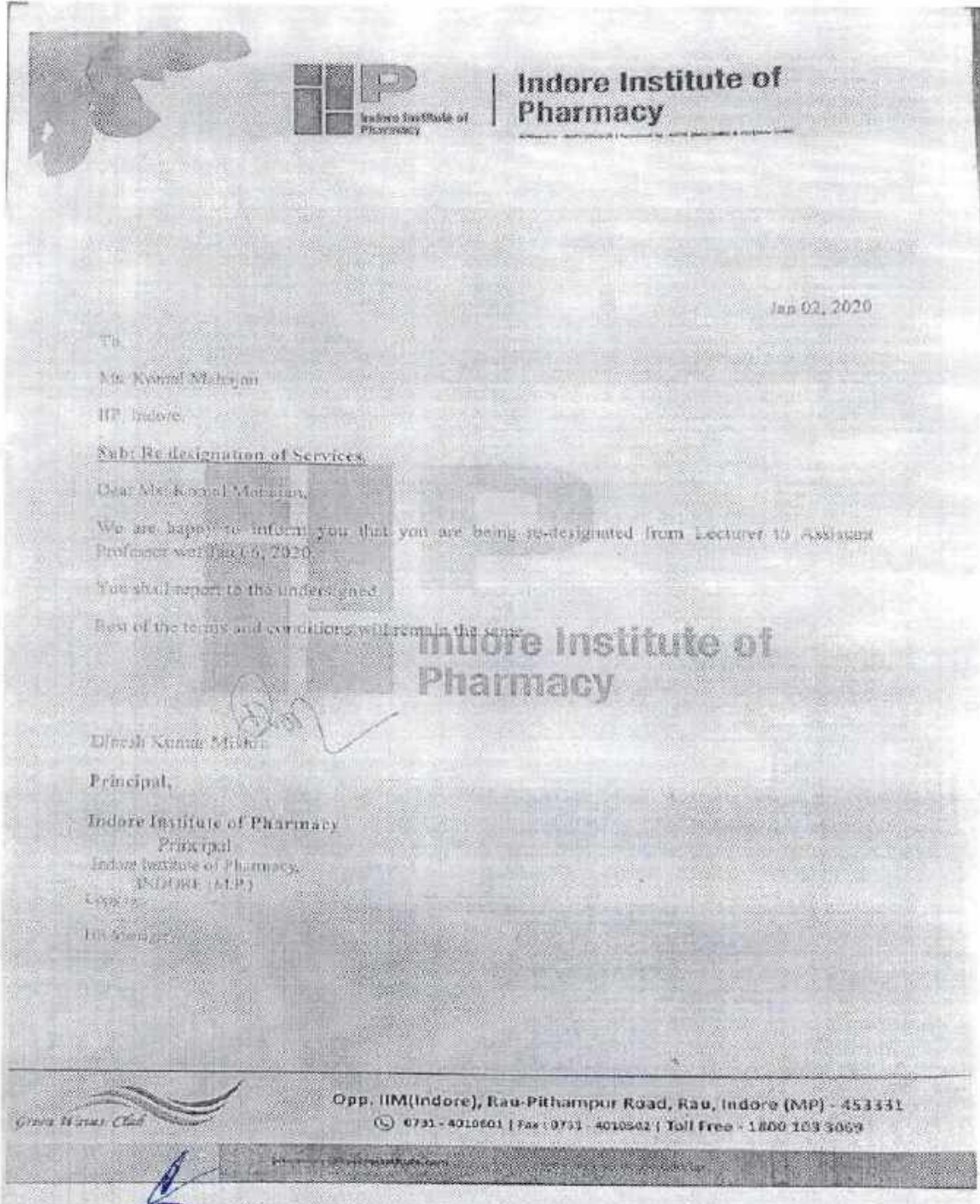
108

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



Indore Institute of Pharmacy

Affiliated to: BOPV(Pharm) | Approved by: AICTE(Non-DeU) & PCI(Pharm) | Registered under: UGC Act 1956



Jan 02, 2020

To
Mr. Kunal Mishra
IIP, Indore.

Sub: Re-designation of Services

Dear Mr. Kunal Mishra,

We are happy to inform you that you are being re-designated from Lecturer to Assistant Professor with effect from 1-6-2020.

You shall report to the undersigned

on the terms and conditions which remain the same.

Dinesh Kumar Mishra

Principal,
Indore Institute of Pharmacy
Principal
Indore Institute of Pharmacy,
INDORE (M.P.)
Contact:
Mob: 9826012222



Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331
☎ 0731 - 4010601 | Fax: 0731 - 4010602 | Toll Free - 1800 103 3059



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

109
100
94



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)

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

Date: 01/12/2021

To,
Ms. Saloni Yadav
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 statutory deductions. Your performance will be assessed during first three months for continuation of service for the ensuing period of the first year.

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

You are required to join on or before **Dec 10, 2021**. 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, IIT & 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.
- 2. Business Code of Conduct and Ethical:** 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 confidential or any other matter which may adversely affect the interest of SGI.


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

Acceptance.....
Cont. Page 2



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

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



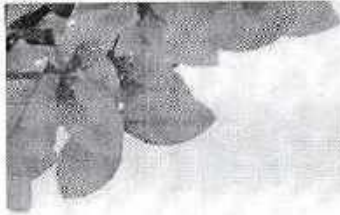
Principal
Indore Institute of Pharmacy,
INDORE (M.P.)

95



Indore Institute of Pharmacy

Affiliated to: BOPV(Bhopal) | Approved by: AICTE(New Delhi) & PCI(New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Affiliated to: BOPV(Bhopal) | Approved by: AICTE(New Delhi) & PCI(New Delhi)


- 2 -

3. Gratuity will be paid as per Gratuity Act 1971.
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 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.
5. 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 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.
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 month's 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.
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 activities, which are against the interest of the Institute. You are not permitted to engage in any private coaching/tutorials 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, 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
 Principal
 Indore Institute of Pharmacy,
 INDORE (M.P.)


Acceptance 



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

☎ 0731-4020601 | Fax: 0731-4020502 | Toll Free - 1800 103 3069




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

96



Indore Institute of Pharmacy

Affiliated to: RGPV(Bhopal) | Approved by: AICTE(New Delhi) & PCI(New Delhi)
Register: Madhya Pradesh



INDORE INSTITUTE OF PHARMACY

(MANAGED BY - SHAIL EDUCATIONAL & WELFARE SOCIETY)

Approved by AICTE, New Delhi and Affiliated to RGPV, Bhopal

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

SEWS/Appointment/Teaching /2010/ 998-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 regards,

Chairman,

Shail Educational & Welfare Society

Copy to: Ms.Priya Mahajan
Office
Admin

Umesh Parikh
Principal
Indore Institute of Pharmacy

Acceptance

accepted all conditions of terms by

Priya Mahajan

8/10/2010



Scanned by CamScanner 140

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

97



Indore Institute of Pharmacy

Affiliated to: BOPV(Bhopal) | Approved by: AICTE(New Delhi) & PCI(New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Address: 107/108, Pithampur Road, Bhopal, Madhya Pradesh, India

Ref No : IIP/Appoint/Teaching/2022-23/41

Date: Jan 09, 2023

To,
Ms. Parul Vishnav
C-78, Bazaar Vihar Colony
Morak (mp.)

Dear Ms. Parul,

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 conditions:

1. Appointment

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 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 **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 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 transfer, (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/any of proof of receipt is 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, to amend, alter or add to any of these rules, in conformity with the existing rules and norms set by the regulatory bodies / affiliating University and to bring such amendment, or alteration or addition into effect from such date and with retrospective effect.

Opp. BHA(Indore), Ram-Pithampur Road, Baa, Indore (MP) - 453231

Ph: 0731-4015637 (Fax: 0731-4236292) Toll Free: 1800 1054003

Principal

Indore Institute of Pharmacy
INDORE (M.P.)

98



Indore Institute of Pharmacy

Affiliated to: KJ Somaiya Institute of Pharmaceutical Sciences (KJSIP) (Approved by: AICTE (New Delhi) & PCI (New Delhi))
Registered under: GEC-2 (E)

Dear Mr. Abhishek,

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

1. **Appointment**
 - 1.1 This offer of Contractual 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 be appointed on a contractual appointment of one year and thereafter on probation for a period of one year from the date of joining July 18, 2022. The period of probation may be extended if your performance is not satisfactory. If the work and conduct during the contractual period is not satisfactory, your services can be terminated without notice, and one month notice of termination shall be given to you. If the work and conduct during the probation period is satisfactory, the appointment shall be confirmed. During the probation period, your appointment will be on a contractual basis and you will be entitled to all the 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 elsewhere anywhere in India as Institute Management deemed fit and necessary. Consequent upon such transfer (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. You shall sign the duplicate copy of the communication and the original copy shall be retained by the Institute. You shall be responsible for the safekeeping of the communication and shall not be held liable for any loss or damage to the communication. You shall be required to acknowledge and share with your superior officer the communication received by you and handed over to you by your superior officer. You shall be required to acknowledge and share with your superior officer the communication received by you and handed over to you by your superior officer. You shall be required to acknowledge and share with your superior officer the communication received by you and handed over to you by your superior officer.

Principal
Indore Institute of Pharmacy

Shot on vivo Z1Pro



Principal HR within 15 days of the date of joining the Institute. Don't update the records the existing records are correct.

3.3 Your appointment is subject to the authenticity of the information furnished by you in your 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 cooperates 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 to continue 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 DC.

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





Or one month pay or one month salary

- b. If the institute Management terminates your services, you shall be entitled to 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 their final release would be at the sole discretion of the Management.

6.1 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.

6.2 Upon separation of a employee for any reason, you must comply with the Institute separation procedure, which includes giving all the documents and returning all Institute property, handing over the official email passwords withdrawal from WhatsApp group etc. and unsubscribing 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.

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,
INDORE (M.P.)

Shot on vivo Z1Pro
Vivo AI camera

107 (d)



- You will ensure that the Institute and its activities are not...
time to time by the Institute and its activities are not...
That you undertake not to divulge any confidential information...
information") gained by you during the course of your association with the Institute...
institution. This restriction shall survive termination of your association with the Institute...
without limit in point of time but shall cease to apply to information which may...
come into the public domain without any fault on your part.
- You acknowledge that the breach of confidentiality will cause irreparable loss and harm to the...
Institute, which cannot be reasonably 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...
prevent or threatened breach thereof, but an action for any such relief should be deemed...
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 should...
be one of an important criterion to evaluate your overall performance.



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



Net Amount

- 1.1 The salary payable by the Institute to you shall be subject to deduction of tax 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.
- 1.2 Gratuity will be paid as per Gratuity Act, 1972.
- 1.3 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 considerations as may be fixed by the Management of the Institute from time to time.
- 1.4 All information regarding conditions of appointment 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.

On receipt of this letter, 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

Arund S Bhatnagar
Arund S Bhatnagar
Director General
HST/ IIMR / IP

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: _____

Mhala
30/07/2022



Shot on vivo Z1Pro
Vivo AI camera



Indore Institute of Pharmacy

Affiliated to: BOP/PharmD | Approved by: AICTE (New Delhi) & PCI New Delhi
Register: Madh 022-316



Date: Dec 28, 2021

Ref. No. : IIP/Appoint./Teaching/2021-22/111

To,
Ms. Yashu Chourasiya
109, Clo Preeti Collection, M T Cloth Market, Near Maikawla
Indore (M.P.)

Dear Ms. Yashu,

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 conditions:

1. Appointment

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 months from the date of joining Jan 03, 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 existence in future or any of the branch of the Institute or location anywhere in India as Institute Management deems fit and necessary. Consequent upon your transfer, (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, alter 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.

Kate
Green Water Club

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

☎ 0731 - 4010801 | Fax : 0731 - 4010592 | Toll Free - 1800 103 3069



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



104



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 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 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.

K. K. K.



152

Principal
Indore Institute of Pharmacy,
INDORE (M.P.) 105



- 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 in 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.
- 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

Kyita



153

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



terminated without any information and/or compensation to you.

6. Separation

6.1 Notice Period

- a. If you relinquish your employment after probation,
 - o 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 working day)
 - o Or one month prior notice from you before the beginning of the semester.
- b. If the institute Management terminates your services, 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

1. Your gross salary /remuneration ('CTC') will be INR 25,000/- (Twenty five thousand only) per month. This includes employee 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:

Kuchi



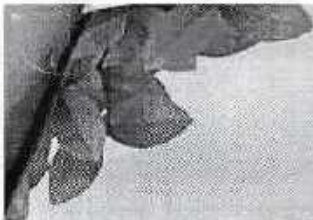
154

Principal
Indore Institute of Pharmacy,
INDORE (M.P.) 107



Indore Institute of Pharmacy

Affiliated to: BOPV (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Affiliated to: BOPV (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)

Head		Monthly salary	Yearly salary
Pay Scale	Basic	15,600	187,200
	Grade Pay	6,000	72,000
	HRA	2,000	24,000
	Special Allowance	361	4,332
Gross Total		23,961	287,532
	Contribution of Management towards Gratuity	1,019	12,468
CTC		25,000	300,000
Net Amount:		23,961	287,532

- 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 S Bhattacharya
Director General
IIST/ IIMR/ IIP

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: Baloulea

Place: Indore

Signature: _____

Handwritten signature and date: 30/06/22

Handwritten signature: Kushi



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

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



Principal
Indore Institute of Pharmacy,
INDORE (M.P.) 108



Indore Institute of Pharmacy

Affiliated to: BOPV (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

HRM/Person / Teaching/2016

Date: 15/06/2016

To,

Ms. Meenakshi Mandloi
33 A Vidy Nagar,
Indore (M.P.)

APPOINTMENT ORDER

Sir/Madam,

With reference to your application and interview held on in our office, we are pleased to appoint you as Assistant Professor in INDORE INSTITUTE OF PHARMACY

Your appointment is on full time basis on the consolidated salary of Rs. 16, 000 per month subjected to normal deductions.

You will be on probation for a period of one year and will be confirmed on completion of probation based on your quality of performance. You are required to intimate your consent of joining and assume appointment as early as possible, not later than 22 June 2016.

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 & condition 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 Shri 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 anywhere else while you are in service of this Institute.

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

With Warm Regards,

Principal
Indore Institute of Pharmacy

शैल

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



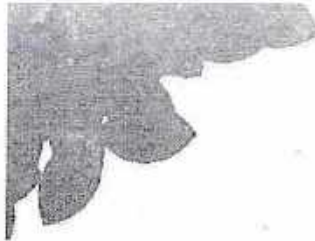
116

Principal
Indore Institute of Pharmacy,
INDORE (M.P.) 169



Indore Institute of Pharmacy

Affiliated to: BOPV (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Registered under: UGC (2019)



Indore Institute of Pharmacy

Affiliated to: BOPV (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Registered under: UGC (2019)

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 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 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 transfer, (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.

Green Waves Club

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

☎ 0731 - 4010601 | Fax : 0731 - 4010502 | Toll Free - 1800 103 3059

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

116

110

Scanned with CamScanner



2.6 Institute reserves to itself the right, without giving any previous notice in this behalf, to amend, alter 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 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/ 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 indulge yourself or incite/encourage anyone else in the Institute to indulge into acts of mischief without 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.
 - 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 governed by the leave rules as attached in Annexure A of the Institute and orders/addendum as may be issued by it from time to time.



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

112



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 ,
 - o 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 working day)
 - o Or one month prior notice from you before the beginning of the semester.
- b. If the Institute Management terminates your services, 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,
INDORE (M.P.)

113



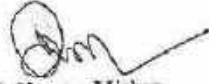
perks/facilities as may be applicable to you. The bifurcation of your CTC is tabulated below:

Head		Monthly salary	Yearly salary
Pay Scale	Basic	15,600	187,200
	Special allowance	282	3384
Gross Total		15,282	183,384
Employer ESIC Contribution		497	4960
Gratuity Provision		722	8658
CTC		16,500	204,000
Net Amount		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: Indore

Signature:  _____

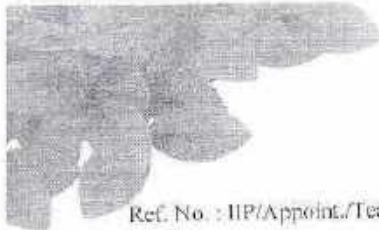



Principal
Indore Institute of Pharmacy
INDORE (M.P.)



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Affiliated to: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)

Ref. No. : IIP/Appoint./Teaching/2022-23/7

Date: July 12, 2022

To,
Ms. Neelima Mandloi
S/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 Pharmacy Indore**, (hereinafter referred to as "IIP" or the **Institute**) on the following 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 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 transfer, (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, alter 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. IIM (Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331

☎ 0731 - 4010601 | 📠 0731 - 4010502 | 🆓 Toll Free - 1800 103 3059

Green Waves Club

127

115



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 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 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



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



- 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 governed by the leave rules as attached in Annexure I 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



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

117



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 (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 working day)
 - o Or one month prior notice from you before the beginning of the semester.
- b. If the institute Management terminates your services, 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

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/PPF/Gratuity or any other

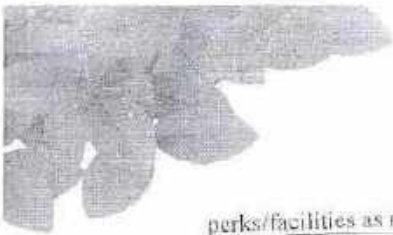


Principal
Indore Institute of Pharmacy,
INDORE (M.P.)



Indore Institute of Pharmacy

Approved by: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)
Register: Madhya Pradesh



Indore Institute of Pharmacy

Approved by: BOP (Bhopal) | Approved by: AICTE (New Delhi) & PCI (New Delhi)


perks/facilities as may be applicable to you. The bifurcation of your CTC is tabulated below:

Head		Monthly salary	Yearly salary
Pay Scale	Basic	15,600	187,200
	Grade Pay/ DA	6,000	72,000
Gross Total		21,600	259,200
Gratuity Provision		1,639	12,468
CTC		22,639	271,668
Net Amount		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 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: _____



Signature: _____


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



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

☎ 0731 - 4010661 | ☎ 0731 - 4030502 | Toll Free - 1800 103 3069

indoreinstituteofpharmacy@gmail.com

www.indoreinstituteofpharmacy.com