

## INDORE INSTITUTE OF PHARMACY

### Criterion 4 - Infrastructure and Learning Resources

**4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - Laboratory, Library, Sports Complex, Computers, Classrooms etc.**

Efficient systems and procedures are in place to ensure the proper maintenance and effective utilization of physical, academic, and support facilities within the institution. This structured approach ensures that students, faculty, and staff have access to well-maintained resources that support academic excellence and holistic development.

The institute ensures regular maintenance of its physical infrastructure, including both academic and support facilities. Department heads oversee key areas such as the cafeteria, sports, website development, gardening, and library management, among others. Each year, an appropriate budget is allocated to maintain these facilities efficiently.


All classrooms are equipped with projectors, microphones, and speakers, enabling the integration of advanced audio-visual instructional techniques. Dedicated lab assistants ensure the proper upkeep of all laboratories, including the computer lab, which is vital for academic activities.

All labs having SOP's for usage and maintenance of all major instruments and equipments are displayed. Uses of job card for maintenance and replacement of instruments.

The institute boasts a well-stocked library, featuring research journals and official compendia, which students extensively use for reading and research purposes. Additionally, the campus offers facilities such as a cafeteria, common room, and gymnasium to enhance the student experience.

Sports and games form an integral part of campus life, with coaching provided for sports like table tennis, baseball, volleyball, and badminton. Notable features include solar panels, waste segregation in the hostels and residential areas, and initiatives like dairy farming and partial organic farming, catering to the environmental and nutritional needs of the hostel residents.



  
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The computer lab is equipped with specialized software to facilitate pharmacology practicals and literature reviews, supporting both academic and research endeavors.

A dedicated committee oversees the maintenance and utilization of these facilities. Feedback from stakeholders, including students, faculty, and staff, is periodically collected and analyzed to address any gaps or concerns. Budget allocations for maintenance and upgrades are reviewed annually to ensure the facilities remain up-to-date and fully functional.

By implementing these systems and procedures, the institution fosters an environment that supports academic excellence, co-curricular growth, and overall student well-being.



  
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### Additional Data Index Criteria 4.4.2

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

#### Index

S.No.	Content	Page No.
1.1	Institute Laboratory Policy	2-7
1.2	Institute Laboratory Maintenance Policy	8
1.3	Laboratory Time Table	9
1.4	Laboratory Instrument Log Book	10-12
1.5	Laboratory Job Card	13
1.6	Proof of Maintenance	14-27
2.1	Institute Library Policy	28-37
2.2	Library Time Table	38
2.3	Book Issue	39
2.4	Book Return	39
2.5	Visitor Report	40
2.6	Proof of Maintenance	41-53
3.1	Institute IT Policy	54-62
3.2	Logbook of Computers	63
3.3	Time Table	64
3.4	Proof of Maintenance	65-69
4.1	Sports complex Maintenance Policy	70-71
4.2	Log Book	72-74
4.3	Time Table	75
5.1	Institute Classroom Maintenance Policy	76
5.2	Time Table	77
6.1	Hostel Maintenance Policy	78
7.1	Bus Maintenance Policy	79



  
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**Indore Institute of  
Pharmacy**

Established in 1985 (Revised) (Approved by - All India Council of Technical Education, New Delhi)

## INDORE INSTITUTE OF PHARMACY

### 1.1 LABORATORY POLICIES AND PROCEDURES

#### Introduction

The laboratory courses offered by Indore Institute of Pharmacy, Indore, give students a hands-on experience with course concepts and give them the chance to investigate the techniques employed by scientists in their field. Compared to a typical classroom setting, the laboratory session has unique opportunities and problems. By setting and upholding the highest standards in this area and holding its members accountable, Indore Institute of Pharmacy, Indore is dedicated to delivering a safe, healthy, and secure laboratory environment. In order to prevent illegal access, misuse, or removal of College resources, Indore Institute of Pharmacy, Indore would take appropriate precautions and ensure that any restrictions implemented do not unduly impede research.

#### Scope

The Indore Institute of Pharmacy, Indore policy will be applicable to all users of its laboratories, including faculty, technicians, laboratory assistants, and students. It doesn't matter if the lab is used for natural science, computer studies, industrial technology, human ecology, hospitality, or any other related field.

#### Policy Objectives

1. Establish a framework for Improving and enhancing the quality of the learning experience of students
2. Establish standards for the management and operations of the laboratories.
3. Encouraging compliance with the safety standards, rules and regulations.
4. Promote on-campus field work
5. Establish guidelines for the responsibilities of all the stakeholders

#### Policy Statements

Indore Institute of Pharmacy, Indore shall ensure that its laboratories are suitable to promote teaching and learning in the respective disciplines of the Faculty.



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### **The Institute**

The Institute shall:

1. As far as possible provide an environment to encourage scholarship and research through laboratory exercises
2. Ensure that every effort is made to address situations that may pose a hazard in the lab.

### **The Academic Board**

The Academic Board shall:

1. Approve the Laboratory Policy and shall receive reports on the monitoring of the policy's implementation and maintenance.

### **The Faculty Board**

The Faculty Board shall:

1. Ensure the implementation of the Policy
2. Participate in accreditation activities and other external reviews, which have implication for the laboratories.

### **The Laboratory Committee**

The Laboratory Committee shall:

2. Manage the policy, to ensure that all stake holders have the necessary information and to ensure compliance with the Policy.
3. Promote Safety and the proper use of the facilities by all stakeholders - staff, students and other stakeholders.
4. Monitor resources to support student learning and make recommendations.
5. Evaluate the laboratory processes continuously and make suggestions for change as necessary.
6. Establish a Laboratory Schedule by the start of the academic year.
7. Report to Faculty Board on the Committee's activities.
8. Invite external stakeholders' opinion on courses, programmes and services.



3  
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9. Participate in accreditation activities and other external reviews.

#### **The Head of Department (HOD)**

The HOD shall:

1. Approve the Lab schedule, and see to assignment of staff

#### **The Academic Staff (Lecturers who use the Laboratories)**

The Lecturers who use the Laboratories shall

1. Ensure that students are familiar with the laboratory equipment and with their proper use to accurate results and to minimize risks.
2. Provide the necessary safety training and/or information especially when a new hazard has been identified.
3. Ensure that students are familiar with information regarding laboratory safety and emergency procedures, before students start to use the laboratories.

#### **The Lab Assistant**

The Lab Assistant shall:

1. Assist with daily routine functions regarding the operations of the laboratory.
2. Coordinates with the Faculties/Head of Department to ensure that the laboratory has the requisite supplies and equipment to support the teaching and learning of the course and maintain record of consumables.
3. Ensure that the laboratory is prepared for use by setting out equipment and materials for classroom/department use and clear class room demonstrations
4. Assists staff with basic laboratory facility organization, management and maintenance issues related to safety, equipment utilization etc. as needed

#### **Students**

The Students shall:

1. Become familiar with the laboratory equipment and with the proper use of such equipment to ensure useful results, and to minimize risks.






2. Become familiar with information regarding laboratory safety and emergency procedures prior to the first laboratory session. It is important that students realize that their personal laboratory safety depends mostly on them. Students should also realize that while effort will be made to address situations that may pose a hazard in the lab, the information and instructions provided cannot be considered all-inclusive.
3. Adhere to written and verbal safety instructions throughout the academic term. Since additional instructions may be given at the beginning of laboratory sessions, it is important that all students arrive at each session on time.
4. Not work alone or unsupervised especially when dealing with hazardous materials, as labs, shops, etc. are full of potential hazards that can cause serious injury and or damage to the equipment. The change of an accident occurring when adhering to the safety precautions will be minimal. With prior approval, at least two people should be present so that one can shut down equipment and call for help in the event of an emergency. With good judgement, the chance of an accident in this course is very small.
5. Safety training and/or information should be provided by the lecturer, teaching assistant, lab safety contact, or staff member at the beginning of a new assignment or when a new hazard is introduced into the workplace.

## **Guidelines**

### **General Guidelines**

1. Laboratories shall have hours of operation - Monday through Friday, 9:00 a.m. until 4:00 p.m. and on weekends as needed;
2. Laboratories shall have a supervisor i.e the Faculties, Lab Technician or a Lab Assistant.
3. Laboratories shall be regarded as a specialized class room and therefore shall meet the requisite standards for a class room;
4. Laboratories shall have safety rules and regulations that must be observed at all times and therefore the following shall not be permitted in any of the laboratories. – Smoking – Eating or drinking (save and except Human Ecology and Hospitality) – Noise (Sound levels must be kept to a minimum)



  
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5. The labs are for students, staff and faculty of Indore Institute of Pharmacy, Indore only. (Therefore ID's may be checked).

#### **Lab Policies:**

1. Students must consistently attend the lab division for which they have registered
2. Lab division changes must be finalized during the first week of classes.
3. Use of lab facilities is restricted to students currently enrolled in the course.

#### **Rules and Regulations:**

1. No food, drink, or smoking is permitted in the lab
2. Do NOT use staples – students should place course materials directly into their Lab Manual in a “loose leaf” fashion
3. Do NOT work alone – only use the lab when another student is present. Failure to follow this rule will result in loss of access to the lab outside of scheduled lab hours.
4. Lab stations must be returned to their original condition before students leave
5. Any programmable logic devices used for an experiment must be erased after the solution has been demonstrated to the lab instructor
6. Students are NOT permitted to “snoop” around in cabinets for parts, tools, or equipment
7. No parts, tools, or equipment may be removed from lab
8. Writing on or otherwise defacing the lab equipment or furnishings will result in disciplinary action
9. Wet umbrellas should NOT be brought into lab – please leave them in the hallway to dry

#### **Lab Experiment Grading:**

1. Identified “pre-lab” portions of an experiment must be available for evaluation at the beginning of the scheduled lab period
2. Steps of experiments must be demonstrated to the lab instructor as they are completed
3. All work for an experiment must be completed, verified, and submitted by the end of the student's scheduled lab period



  
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4. Each student must submit their own copy of the assigned work – electronic or photo copies of lab experiments, code listings, or thought questions are not acceptable
5. No credit will be awarded for turning in a copy of another student's work (this will be considered "cheating")

#### **Lab Office Hours:**

1. Beginning the week of classes, scheduled times are Monday, Tuesday, Wednesday, Thursday and Friday (except on official Institute holidays), 9:00 AM – 4:00 PM
2. Students are encouraged to make use of lab office hours to seek help with completing pre-labs; however, they are still expected to attend their regularly scheduled lab period to take the quiz, verify completion of the experiment steps, and submit their completed work
3. Use of lab office hours to make up a missed experiment must be approved in advance (of the requested makeup date) by the student's lab instructor

#### **Lab Make-ups:**

1. All experiments must be completed during the scheduled lab period
2. All requests for makeup labs must be approved in advance
3. Make-ups must be completed within one week of the missed lab
4. A make-up lab must be completed during one lab office hour session








## 1.2 Laboratory Maintenance Policy

1. Each laboratory has a Laboratory in-charge who is responsible for its maintenance.
2. Every day in the morning all the laboratories are swept and mopped, properly by the dedicated cleaning staff.
3. All the laboratories are provided with the dustbin.
4. To maintain the record of equipment's and their repair maintenance, there is a Dead Stock register and Maintenance register, which is available in the laboratory.
5. Consumable equipment record is maintained by the lab assistant.
6. All the laboratories have internet connectivity.
7. Right procedures are followed while starting and shutting down the computer.
8. Servicing of equipment's is done by qualified personnel only.
9. Laboratory time table is displayed in each lab. List of experiments of the subjects is displayed by the respective subject in charge.
10. CCTV cameras are installed in each lab. In case of any damage or theft the matter is first conveyed to the HOD by the lab in charge and then further required action is taken.
11. Power cables are properly insulated and laid away from pathways.

  
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Principal 8  
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1.3 Laboratory Time Table

Indore Institute of Pharmacy, Indore
Time-Table
Session: 2023-2024 (July-Dec 2023)

Table with columns for Day/Time, Section, and various time slots (9:00-9:50am, 9:50-10:40am, etc.) for Class: B. Pharm. Part I Semester I. Includes details for Mon, Tue, Wed, Thur, and Fri.

Faculties: GSC: Dr. Gurmeet Singh Chhabra, NF: Dr. Nadeem Farooqui, RB: Dr. Rekha Bisht, RP: Dr. Ritesh Patel, PB: Dr. Prajwal Bhanra, RS: Mr. Rohit Sahu, GS: Mr. Gaurav Sarsodia, GA: Mr. Gaurav Agrawal, NK: Mrs. Neha Kamalpuria, YC: Mrs. Yashu Chourasiya, DJ: Mr. Dhananjay Joshi, VK: Mrs. Vimmy Katyaj, SY: Ms. Saloni Yadav, CT: Chetna Tivaree, PM: Ms. Priya Mahajan, HC: Mr. Harshal Choudhary, GR: Mr. Grijendra Rajput

Table with 6 columns: BP101T/BP107P, Human Anatomy & Physiology-I, BP102T/BP108P, Pharmaceutical Analysis-I, BP103T/BP109P, Pharmaceutics-I, BP104T/BP110P, Pharmaceutical Inorganic Chemistry, BP105T/BP111P, Communication Skills, BP106RBT & BP106RMT/BP112RBP, Remedial Biology/Remedial Mathematics

Class Coordinator Mr. Gaurav Sarsodia

Academic Coordinator Dr. Nadeem Farooqui

Principal, I/C Dr. Gurmeet Chhabra

Indore Institute of Pharmacy, Indore
Time-Table
Session: 2023-2024 (July-Dec 2023)

Class: B. Pharm. Part IV Semester VII

Classroom - T-14
w.e.f: 28/08/2023

Table with columns for Day/Time, Section, and various time slots (9:00-9:50am, 9:50-10:40am, etc.) for Class: B. Pharm. Part IV Semester VII. Includes details for Mon, Tues, Wed, Thurs, and Fri.

Faculty: DJ: Mr. Darshan Jamindar, NS: Mrs. Nayang Sharma, NK: Mrs. Neha Kamalpuria, MM: Ms. Meenakshi Mandloi, RK: Mr. Rubendra Kurmi, VS: Mr. Vishnucharan Shukla, SP: Mrs. Shivangi Patidar, HJ: Ms. Himani Jaisinghani

Table with 6 columns: BP701T/BP705P, Instrumental Methods of Analysis, BP702T, Industrial Pharmacy-II, BP703T, Pharmacy Practice, BP704T, Novel Drug Delivery System, BP706P, Practice School

Class Coordinator Mr. Darshan Jamindar

Academic Coordinator Dr. Nadeem Farooqui

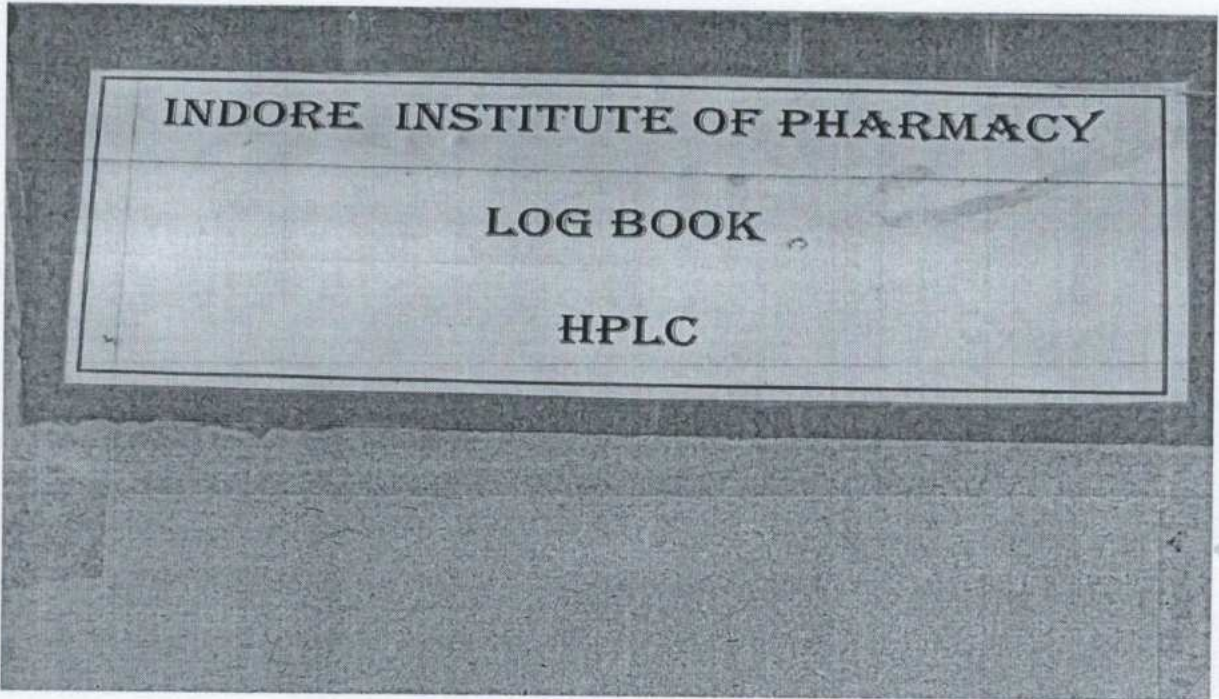
Principal, I/C, IIP Dr. Gurmeet Chhabra



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1.4 Laboratory Instrument Log Book



Chemical Instrument				Report				Faculty			
Date	Student name	Sem	Time	Out	Sign	Faculty name	Sign	Lab Tech	Lab Insh	Donated	Remarks
21/1/23	Mohit Patil	7 <sup>th</sup>	9:30	12:00	Patil						
22/1/23	Abhishek Solanki	7 <sup>th</sup>	9:30	"	Patil						
23/1/23	Ashutosh Raghuvanshi	7 <sup>th</sup>	9:30	"	Patil						
24/1/23	Arjun Raghuvanshi	7 <sup>th</sup>	9:35	12:00	Patil						
25/1/23	Ravi Deshpande	7 <sup>th</sup>	10:00	"	Patil						
26/1/23	Arjun Raghuvanshi	7 <sup>th</sup>	11:00	12:30	Patil						
27/1/23	Chetan Mishra	7 <sup>th</sup>	10:00	12:30	Patil						
28/1/23	Rajesh Singh Pals	7 <sup>th</sup>	11:00	11:00	Patil						
29/1/23	Priya Gupta	7 <sup>th</sup>	11:00	11:00	Patil						
30/1/23	Rishabh Kumar	7 <sup>th</sup>	11:00	11:00	Patil						
31/1/23	Kajal Agarwal	"	11:00	"	Patil						
01/02/23	Jyoti Chaudhary	"	11:00	"	Patil						
02/02/23	Anshika Solanki	"	11:00	11:00	Patil						
03/02/23	Divya Singhviya	7 <sup>th</sup>	11:00	"	Patil						
04/02/23	Aarushi Choudhary	7 <sup>th</sup>	11:00	"	Patil						
05/02/23	Palak Soni	7 <sup>th</sup>	11:00	"	Patil						
06/02/23	Nikhi Agrawal	7 <sup>th</sup>	10:00	12:30	Patil						
07/02/23	Kajal Bhosambe	7 <sup>th</sup>	10:00	12:30	Patil						
08/02/23	Jyoti Chaudhary	7 <sup>th</sup>	10:00	"	Patil						
09/02/23	Palak Soni	7 <sup>th</sup>	10:00	"	Patil						
10/02/23	Priya Gupta	7 <sup>th</sup>	10:00	"	Patil						
11/02/23	Rahul Mishra	7 <sup>th</sup>	10:00	"	Patil						
12/02/23	Sonu Chughan	7 <sup>th</sup>	10:00	"	Patil						
13/02/23	Teena Jainani	7 <sup>th</sup>	10:00	12:30	Patil						
14/02/23	Salil Dhakar	7 <sup>th</sup>	01:30	03:00	Patil						
15/02/23	Shweta Phatak	7 <sup>th</sup>	2:30	2:45	Patil						

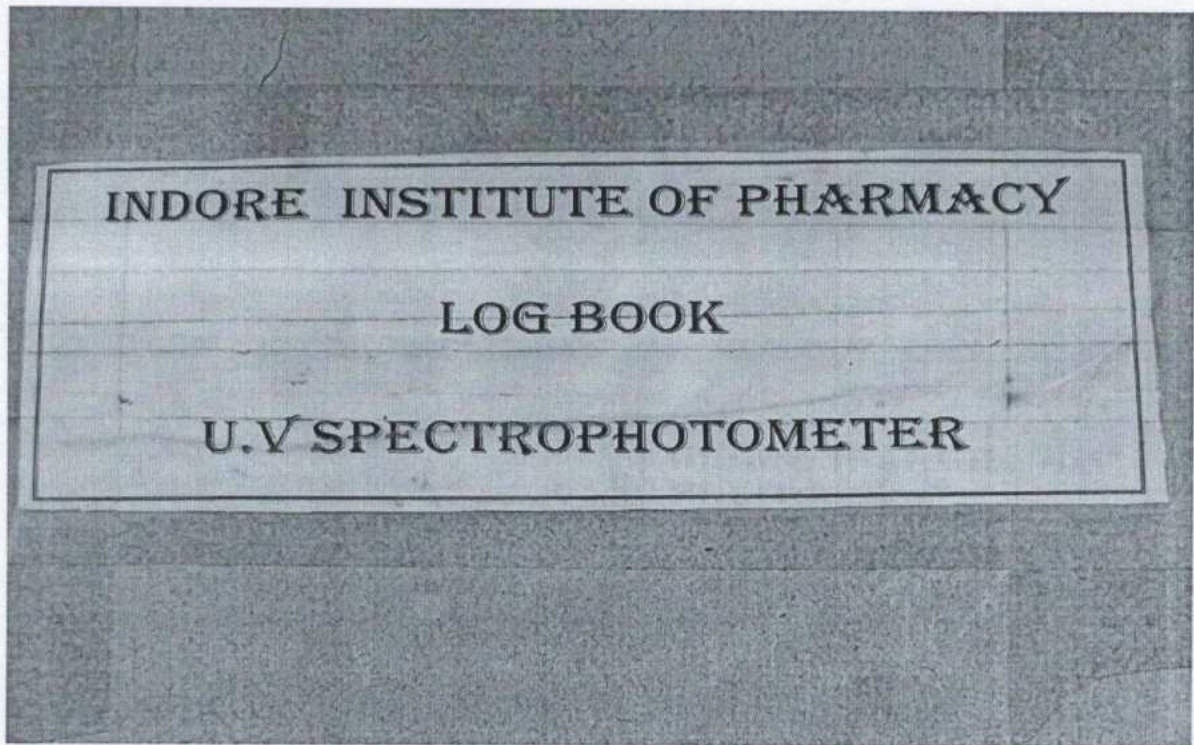






**Indore Institute of Pharmacy**

Approved by: BOP (Bharatiya) (Approved by: AMTE (New Delhi) & PCI (New Delhi))  
 Degree - Under UGC 2017



Date	Name	Sem	IN Time	Out Time	Sign	Date	Name	Sem	IN Time	Out Time	Sign
2/2/24	Narayan Kumar	7 <sup>th</sup>	11:35	12:00	[Signature]	16/2/24	Shalini Bhattacharya	M.Pharm	11:20	12:00	[Signature]
2/10/23	Amrita Israni	7 <sup>th</sup>	11:45	12:00	[Signature]	13/2/24	Sakshi Bajwa	M.Pharm	2:30	3:30	[Signature]
2/11/23	Aarti Chouhan	7 <sup>th</sup>	11:45	12:00	[Signature]	13/2/24	Anjali Kulkarni	M.Pharm	2:00	2:30	[Signature]
2/11/23	Anshu Rajwade	7 <sup>th</sup>	11:46	12:05	[Signature]	13/2/24	Tigati Singh	M.Pharm	2:00	3:00	[Signature]
2/11/23	Vansh Ranawat	7 <sup>th</sup>	12:05	12:21	[Signature]	14/2/24	Sakshi Bajwa	M.Pharm	11:20	12:00	[Signature]
2/11/23	Yash Pawar	7 <sup>th</sup>	12:05	12:31	[Signature]	15/2/24	Shalini Bhattacharya	M.Pharm	11:20	12:00	[Signature]
2/11/23	Yash Kulkarni	7 <sup>th</sup>	12:05	12:31	[Signature]	15/2/24	Shalini Bhattacharya	M.Pharm	12:10	1:00	[Signature]
2/11/23	Yash Patel	7 <sup>th</sup>	12:05	12:31	[Signature]	13/02/24	Rishu Patel	M.Pharm	1:00	2:00	[Signature]
2/11/23	Anjali Kumawat	M.Pharm	2:40	4:10	[Signature]	13/02/24	Sakshi Bajwa	M.Pharm	1:20	2:00	[Signature]
10/11/23	Deeksha Pawar	M.Pharm	4:40	4:50	[Signature]	11/03/24	Rishu Patel	M.Pharm	6:30	6:30	[Signature]
2/11/23	Sakshi Bajwa	M.Pharm	4:40	4:50	[Signature]	26/03/24	Shreyash Vani	M.Pharm	12:00	12:30	[Signature]
13/11/23	Shreyash Vani	M.Pharm	4:40	4:50	[Signature]	21/03/24	Shreyash Vani	M.Pharm	1:25	3:30	[Signature]
24/11/24	Shalini Bhattacharya	M.Pharm	2:00	2:50	[Signature]	28/03/24	Indhira Pawar	M.Pharm	2:20	3:30	[Signature]
24/11/24	Jyoti Singh	M.Pharm	2:00	2:30	[Signature]	04/04/24	Shreyash Vani	M.Pharm	12:00	3:50	[Signature]
24/11/24	Rishi Shukla	M.Pharm	2:00	2:30	[Signature]	05/04/24	Anjali Kulkarni	M.Pharm	10:00	1:00	[Signature]
11/02/24	Rishu Patel	M.Pharm	2:10	3:10	[Signature]	08/04/24	Shalini Bhattacharya	M.Pharm	11:00	4:00	[Signature]
21/02/24	Shreyash Vani	M.Pharm	2:00	2:40	[Signature]	13/4/24	Indhira Pawar	M.Pharm	2:30	4:00	[Signature]
21/02/24	Anjali Kulkarni	M.Pharm	2:00	3:40	[Signature]	13/4/24	Krutika Patidar	M.Pharm	11	11	[Signature]
21/02/24	Deeksha Pawar	M.Pharm	2:00	3:40	[Signature]	13/4/24	Tigati Singh	M.Pharm	11	11	[Signature]
5/02/24	Anjali	M.Pharm	11:05	12:00	[Signature]	13/4/24	Kenshika Bajwa	M.Pharm	11	11	[Signature]
5/02/24	Deeksha	M.Pharm	11:05	12:00	[Signature]	13/4/24	Pooja Singh	M.Pharm	11	11	[Signature]
5/02/24	Shreyash	M.Pharm	11:05	12:00	[Signature]	13/4/24	Ravindra Dhadke	M.Pharm	11	11	[Signature]
5/02/24	Deeksha	M.Pharm	3:20		[Signature]	13/4/24	Indhira Pawar	M.Pharm	11	11	[Signature]
7/02/24	Tigati Singh	M.Pharm	2:10	3:30	[Signature]	13/4/24	Rahul Pawar	M.Pharm	11	11	[Signature]
7/02/24	Shalini Bhattacharya	M.Pharm	2:10	3:30	[Signature]	18/02/24	Shalini	M.Pharm	9:30	6:10	[Signature]
7/2/24	Rishi Shukla	M.Pharm	2:10	3:30	[Signature]						





**INDORE INSTITUTE OF PHARMACY, INDORE**  
**LOG BOOK**  
**COMMON INSTRUMENTS**

Sr	Date	Student name	Instrument	class	Sem	IN Time	Out Time	Sign
1	13/12/22	Kanak Satodiya	Melting point Apparatus	B.Pharm	1 <sup>st</sup> sem	2:20	2:40	Kanak
2	13/12/23	Megha Ankolwadkar	Melting point Apparatus	B.Pharm	1 <sup>st</sup> sem	2:30	2:40	Megha
3	13/12/23	Niraj Pawar	Melting point Apparatus	B.Pharm	1 <sup>st</sup> sem	2:30	2:45	Niraj
4	13/12/23	Lavkesh Dongre	Melting point Apparatus	B.Pharm	1 <sup>st</sup> sem	2:30	2:50	Lavkesh
5	13/12/23	Kantika Patil	Melting point Apparatus	B.Pharm	1 <sup>st</sup> sem	2:30	2:40	Kantika
6	13/12/23	Kajal Agarwal	Melting point Apparatus	B.Pharm	1 <sup>st</sup> sem	2:30	2:40	Kajal
7	13/12/23	Kajal Verma	Melting point APP	B.Pharm	1 <sup>st</sup> sem	2:35	2:50	Kajal
8	13/12/23	Kaushiki Singh	Melting point APP	B.Pharm	1 <sup>st</sup> sem	2:25	2:50	Kaushiki
9	13/12/23	Pratik Singh	Melting point APP	B.Pharm	1 <sup>st</sup> sem	2:25	2:50	Pratik
10	13/12/23	Piyush Arjuna	Melting point Apparatus	B.Pharm	1 <sup>st</sup> sem	2:25	2:50	Piyush
11	13/12/23	Nitin Sharma	Melting point APP	B.Pharm	1 <sup>st</sup> sem	2:35	2:50	Nitin
12	13/12/23	Nilesh Pawan	Melting point APP	B.Pharm	1 <sup>st</sup> sem	2:35	2:55	Nilesh
13	13/12/23	Pasth Ramawat	Melting point APP	B.Pharm	1 <sup>st</sup> sem	2:36	2:55	Pasth
14	13/12/23	Nilesh Gujjawade	Melting point APP	B.Pharm	1 <sup>st</sup> sem	2:35	2:50	Nilesh
15	13/12/23	Mohit Chaudhari	Melting point APP	B.Pharm	1 <sup>st</sup> sem	2:35	2:50	Mohit
16	13/12/23	Mohit Yadav	Melting point APP	B.Pharm	1 <sup>st</sup> sem	2:35	2:50	Mohit
17	13/12/23	Kaushiki	Melting point APP	B.Pharm	1 <sup>st</sup> sem	2:35	2:50	Kaushiki
18	15/12/23	Gunima Saini	Digital flame photometer	M.Pharm	7 <sup>th</sup> sem	10:34	10:50	Gunima
19	15/12/23	Jyoti Singh	Digital flame photometer	M.Pharm	7 <sup>th</sup> sem	10:34	10:50	Jyoti
20	15/12/23	Ravindra Abhishek	Digital flame photometer	M.Pharm	7 <sup>th</sup> sem	10:34	10:50	Ravindra
21	15/12/23	Sunanda Jain	Digital flame photometer	M.Pharm	7 <sup>th</sup> sem	10:34	10:50	Sunanda
22	8/1/24	Shalini Bhattacharya	Melting point apparatus	M.Pharm	4 <sup>th</sup> sem	10:00	10:15	Shalini
23	1/2/24	Shalini Bhattacharya	Dissolution	M.Pharm	4 <sup>th</sup> sem	11:00	11:00	Shalini
24	1/2/24	Jyoti Singh	Dissolution	M.Pharm	4 <sup>th</sup> sem	11:00	11:00	Jyoti
25	1/2/24	Shalini Bhattacharya	Dissolution	M.Pharm	4 <sup>th</sup> sem	11:30	11:40	Shalini
26	1/2/24	Shalini Bhattacharya	Dissolution	M.Pharm	4 <sup>th</sup> sem	11:30	11:40	Shalini





1.5 Laboratory Job Card

**Indore Institute of Pharmacy**  
Practical JOB CARD

Job Card No. 51 SEM/ VI / 21

Practical Object :- To perform Preliminary Phytochemical screening of Curcuma longa.

Faculty Name :- Pooja K. Patil Subject :- Pharmacognosy.

Year :- 2024 Semester :- VI

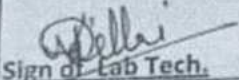

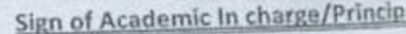
Requirement Date :- 28/1/2024 Time :- 1st half ( ) - 2nd half ( )

No. of Students :- (A) 29/1/24 (B) 30/1/24 (C) 31/1/24 (D)

Practical Date :- (A) 30/1/24 (B) 31/1/24 (C) 29/1/24 (D)

S.No	Chemical/Glassware/Equipment	Required Qty. for all Batches	Used Qty in Batch (A)	Used Qty in Batch (B)	Used Qty in Batch (C)	Used Qty in Batch (D)	Total Utilized Qty
1	millions reagent	150 ml	50ml	50ml	50ml		
2	fohling A & B sol.	150ml					
3	ferric chloride sol.	300ml					
4	magnesium	90 gm					
5	conc. HCl	150ml					
6	NaOH sol.	150ml					
7	Acetic acid	150ml					
8	Chloroform	150ml					
9	sulphuric acid	150ml					
10	Glacial Acetic acid	150ml					
11	Alcohol	1500ml					
12	Filter Paper	75					
13	Vasaka leaves	750gm					
14	Baker						
15	Conical						
16	funnel						
17	glass rod						
18	test tube						
19							
20							
21							
22							
23							
24							
25							

Note: Please Submit your Practical Job Card before Two Days of Practical in store/Sub Store.

 Sign of Lab Tech.
  Sign of Faculty
  Sign of Academic In charge/Principal



13  
Principal  
Indore Institute of Pharmacy,  
INDORE (M.P.)





**Indore Institute of Pharmacy**

Approved by: Management (Approved by: AICTE (Pharm Dept) & Pharmacy Dept)  
Regime: Under UOP 2011

**1.6 Proof of Maintenance**



INDORE INSTITUTE OF PHARMACY

NOTE SHEET

IIP/ Notesheet... 6711

Date: 11 /02/2023

To,

The Director General  
IIST/IIP/IIMR, Indore,

Subject: - Regarding approval for repairing of lab instrument

Respected Sir,

With reference to above cited subject this is inform that IIP labs instrument require maintance, repairing and servicing for smooth conduction of practical and NAAC purpose

Thanking you

PRINCIPAL  
IIP INDORE

*Om*  
*11/02/2023*  
*15702*



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





Indore Institute of Pharmacy

(Tex Invoice)

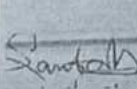
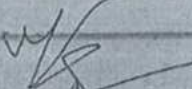


GST: No. 23ANTPT8341H1ZG

# Singh Scientific Company

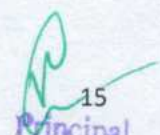
Repairing & Servicing of all type Laboratory & Biomedical Equipment

507, Karuna Sagar Appt, Block 1, Kanadiya Road, Indore , Mob: 9753088289

Date = 25.03.2023		Invo. No. 199		
The principal ,		Order date = 24.03.2023		
IIP , Indore ,		Order No. = SEWS/PO/22-23/563		
		Flors = store / Qut. No. = 417		
S. N.	Particulars	Qty	Rate	Amount
01.	Silicon tub ID 8mm OD 12mm	50 mtr.	295/-	14750.00
02.	High pressure tubing > IIP/INS/MR/08	10 feet	65/-	650.00
03.	Clip	02	40/-	80.00
04.	Bottle filling machine IIP/INS/MR/08	01	500/-	500.00
<b>Account Detail :</b>		SINGH SCIENTIFIC CO.		Amount
GST: No.		23ANTPT8341H1ZG		Less 5%
SARASWAT BANK : Ac. No. : 06210010000316				Less amount
IFSC Code : SRCB0000062				18% GST
				Total amount
				15980.00
				799.00
				15181.00
				2733.00
				17914.00





  
 Received. 24/04/23




  
 15  
 Principal  
 Indore Institute of Pharmacy,  
 INDORE (M.P.)





**Indore Institute of Pharmacy**  
Approved by - MPPH (M.P.) & Approved by - AICTE (M.P.) & PCCHE (M.P.)  
 Register - Under Act 2011

(Tex Invoice)

GST: No. 23ANTPT8341H1ZG

# Singh Scientific Company

Repairing & Servicing of all type Laboratory & Biomedical Equipment

507, Karuna Sagar Appt, Block 1, Kanadiya Road, Indore, Mob. 9753088289

Date = 24.03.2023		Invo. No. 197		
The principal ,		Order date = 24.03.2023		
IIP, Indore ,		Order No. = SEWS/PO/22-23/535		
		Flore = 1 / Qut. No. = 405		
S. N.	Particulars	Qty	Rate	Amount
01.	Repair photocolori meter 0402062	02	=	=
	Light bim sensor 0404071	02	1525/-	3050.00
	Light bim sensor circuit	02	1350/-	2700.00
02.	Repair polarimeter	01	300/-	300.00
03.	Sex late apparatus IIP/INS/FF/PCH/05/06	02	=	=
	Coil - 250ml.	07	350/-	2450.00
	Controller	04	650/-	2600.00
04.	Distillation unit S.S. SR.No. 11480	01	=	=
	Element	02	510/-	1020.00
	Power cable +pin+socket	02	450/-	900.00
05.	Auto cut off (glass distillation) IIP/INS/FF/PCH-5/01	01	=	=
	Cutoff sensor IC	01	530/-	530.00
	Contactore	01	550/-	550.00
	Cable	01	40/-	40.00
<b>Account Detail :</b>		<b>Amount</b>		<b>14140.00</b>
<b>GST: No.</b> 23ANTPT8341H1ZG		<b>Less 5%</b>		<b>707.00</b>
<b>SARASWAT BANK :</b> Ac. No. : 062100100003165		<b>Less amount</b>		<b>13433.00</b>
<b>IFSC Code :</b> SRCB0000062		<b>18% GST</b>		<b>2418.00</b>
		<b>Total amount</b>		<b>15851.00</b>

Bill Received  
  
 05/04/2023

From  
 Singh Scientific Co.



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





**Indore Institute of Pharmacy**

Approved by All India Council for Technical Education, New Delhi & Ministry of Health, Government of India (2008-2011)

(Tex Invoice)

GST: No. 23ANTPT8341H1ZG

# Singh Scientific Company

Repairing & Servicing of all type Laboratory & Biomedical Equipment

507, Karuna Sagar Appt, Block 2, Kanadiya Road, Indore, Mob. 9753088289

Date = 25.03.2023		Invo. No. 198			
The principal ,		Order date = 24.03.2023			
IIP, Indore ,		Order No. = SEWS/PO/22-23/562			
		Flore = store / Qut. No. = 418			
S. N.	Particulars	Qty	Rate	Amount	
01.	Sterilizer	02	=	=	
	Element	02	650/-	1300.00	
02.	WBC kit	40	165/-	6600.00	
03.	Magnify glass	02	680/-	1360.00	
04.	Binocular microscope SK.No-190110552	01	250/-	250.00	
05.	Lamp	01	550/-	550.00	
Account Detail:		SINGH SCIENTIFIC CO.		Amount	10060.00
GST: No.		23ANTPT8341H1ZG		Less 5%	503.00
SARASWAT BANK:		Ac. No. : 06210010000316		Less amount	9557.00
IFSC Code :		SRCB0000062		18% GST	1720.00
				Total amount	11277.00

Bill received  
  
 05/04/2023

sundara

Sundara

From  
 CLIENT  
  
 Singh Scientific Co.  
 INDORE



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





Indore Institute of Pharmacy

Approved by All India Council for Technical Education (AICTE) & Pharmacy Council of India (PCI)

(Tex Invoice)

GST: No. 23ANTPT8341H1ZG

# Singh Scientific Company

Repairing & Servicing of all type Laboratory & Biomedical Equipment

507, Karuna Sagar Appt, Block 1, Kanadiya Road, Indore, Mob. 9753088289

Date = 24.03.2023		Invo. No. 196		
The principal,		Order date = 24.03.2023		
IIP, Indore,		Order No. = SEWS/PO/22-23/536		
		Flora = G / Qut. No. = 402		
S. N.	Particulars	Qty	Rate	Amount
01	Magnetic starrer S.R.M. GAMS209	01	=	=
	Controller	01	650/-	650.00
	Coll	01	325/-	325.00
	Motor repair (12w. ,1100-RPM)	01	950/-	950.00
02	Starrer speed controller box M. GAR-100	01	=	=
	Pin socket	01	55/-	55.00
03	Repair starrer speed controller box HAR/163-HAR/136	02	2875/-	5750.00
04	Repair PH meter 2K46402-2K46517-6032	03	1175/-	3525.00
	PH electrode	03	1850/-	5550.00
<b>Account Detail :</b>		<b>Amount</b>		16805.00
SINGH SCIENTIFIC CO.		<b>Less 5%</b>		840.00
GST: No. 23ANTPT8341H1ZG		<b>Less amount</b>		15965.00
SARASWAT BANK : Ac. No. : 06210010000316		<b>18% GST</b>		2874.00
IFSC Code : SRCB0000062		<b>Total amount</b>		18839.00

(Mahesh mehta)  
Received  
24/04/23

From  
Singh Scientific Co.



18  
Principal  
Indore Institute of Pharmacy,  
INDORE (M.P.)





**Indore Institute of Pharmacy**

# Singh Scientific Company

Repairing & Servicing of all type Laboratory & Biomedical Equipment

507, Karuna Sagar Appt, Block 1, Kanadiya Road, Indore , Mob. 9753088289

Date = 10.03.2023		Invo. No. 185		
The principal ,		Order date = 02.03.2023		
IIP, Indore ,		Order No. = SEWS/PO/22-23/546		
		Flore = S	Qut. No. = 407	
S. N.	Particulars	Qty	Rate	Amount
01.	B. P. instrument <sup>IIP/COL-HAP/IS, IIP/COL-HAP/16, 237717</sup>	07	=	=
	Air bulb <sub>063741, 237736, 237705, 38119531</sub>	05	175/-	875.00
	Air bag <sub>08058741</sub>	05	190/-	950.00
	Lock	04	55/-	220.00
	Volve (S.R.No. IIP/COL-HAP/IS) <sub>237735, 237706, 237703</sub>	05	45/-	225.00
	Glass tub (S.R. 93119931)	01	140/-	140.00
	Connector (S.R.No. 237735, 237706)	02	20/-	40.00
	Mercury IIP/COL-HAP/IS, 237735, IIP/COL-HAP/IS <sub>237706</sub>	04	250/-	1000.00
02.	Rota rode IIP/INS/SF/POL-02/01	01	=	=
	Timer IC	03	600/-	1800.00
	Timer stop sensor	04	390/-	1560.00
	Motor belt	01	90/-	90.00
	RPM controller	01	725/-	725.00
03.	Acto photo meter IIP/INS/SF/POL-02/02	01	=	=
	Counting sensor	02	950/-	1900.00
	Laser beam	01	680/-	680.00
04.	Kymogram drum IIP/INS/SF/POL-02/08	01	=	=
	Repair gear box	01	1250/-	1250.00
05.	Magnetic starrer (Remi) IIP/INS/F3/03	02	=	=
	Coil IIP/INS/F3/04	02	350/-	700.00
	Controller	01	650/-	650.00
	Speed controller	01	590/-	590.00
	Motor repair	01	350/-	350.00
	Carbon bus	01	175/-	175.00
06.	Binocular microscope servicing S.R.No. 196110554	01	250/-	250.00
	Halogen lamp	01	550/-	550.00
	Dimmer	01	450/-	450.00
<b>Account Detail :</b> SINGH SCIENTIFIC CO.		Amount		15170.00
GST: No. 23ANTPT8341H1ZG		Less 5%		759.00
SARASWAT BANK : Ac. No. : 06210010000316		Less amount		14411.00
IFSC Code : SRCB0000062		18% GST		2594.00
		Total amount		17005.00

Ok  
Ratishankar More

Bill received  
21/03/2023

Dr. Rukha Bist

Dr. Rukha Bist

Dr. Rupesh Gaudam

From  
Singh Scientific Co.  
INDORE (M.P.)



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





**Indore Institute of Pharmacy**

(Tex Invoice)

and No 408

# Singh Scientific Company

Repairing & Servicing of all type Laboratory & Biomedical Equipment

507, Karuna Sagar Appt, Block 1, Kanadiya Road, Indore , Mob. 9753088289

Date = 10.03.2023		Invo. No. 186			
The principal , IIP , Indore ,		Order date = 02.03.2023			
		Order No. = SEWS/PO/22-23/545			
		Flore = S - T			
S. N.	Particulars	Qty	Rate	Amount	
01.	Repair Pyrogen tele thermometer IIP/INS/SF/POL-01	01	990/-	990.00	
02.	Repair Analgesio meter IIP/INS/SF/POL-02	01	=	=	
	Volt meter EM-28	01	375/-	375.00	
	Power supply	01	500/-	500.00	
	Heater	01	190/-	190.00	
03.	Servicing of Burner OK - 33, 56, Flore = T	55	30/-	1650.00	
04.	Magnetic starrer (Remi) IIP/INS/R3/13	03	=	=	
	Controller	02	650/-	1300.00	
	Carbon bush	01	175/-	175.00	
	Coil	03	350/-	1050.00	
	Power supply	01	250/-	250.00	
05.	Heating mantel 500ml. IIP/INS/PS/16-4	01	=	=	
	Element	01	460/-	460.00	
06.	Repair Photo colorimeter LLP/INS/T3/10	01	1850/-	1850.00	
07.	Kymogram drum IIP/INS/T5/PL/20-2	01	=	=	
	Repair gear box	01	1250/-	1250.00	
	Repair motor	01	300/-	300.00	
08.	Binocular microscope servicing SR.No.190110553	02	250/-	500.00	
	Halogen lamp	01	550/-	550.00	
<b>Account Detail :</b>		<b>SINGH SCIENTIFIC CO.</b>		<b>Amount</b>	<b>11390.00</b>
<b>GST: No.</b>		<b>23ANTPT8341H1ZG</b>		<b>Less 5%</b>	<b>570.00</b>
<b>SARASWAT BANK :</b>		<b>Ac. No. : 06210010000316</b>		<b>Less amount</b>	<b>10820.00</b>
<b>IFSC Code :</b>		<b>SRCB0000062</b>		<b>18% GST</b>	<b>1948.00</b>
				<b>Total amount</b>	<b>12768.00</b>

*15/3/2023*

*wandani nainare*  
*9577765*  
*Gaurav Agrawal*  
*BHU Recreaf.*  
*Bahubhanu maa*  
*15/03/23*



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





**Indore Institute of Pharmacy**

Approved by All India Council of Technical Education, New Delhi & Pharmacy Council of India, New Delhi

(VAT Invoice)

# Singh Scientific Company

Repairing & Servicing of all type Laboratory & Biomedical Equipment

507, Karuna Sagar Appt, Block 1, Kanadiya Road, Indore , Mob. 9753088289

Date = 13.03.2023		Invo. No. 187		
The principal ,		Order date = 10.03.2023		
IIP , Indore ,		Order No. = SEWS/PO/22-23/549		
		Flore = store / Out. No. = 412		
S. N.	Particulars	Qty	Rate	Amount
01.	Repair & servicing of mono. Microscope (all microscope services)	55	100/-	5500.00
02.	10X Objective	10	650/-	6500.00
03.	45X Objective	06	725/-	4350.00
<b>Account Detail :</b>		SINGH SCIENTIFIC CO.		Amount
GST: No.		23ANTPT8341H1ZG		Less 5%
SARASWAT BANK :		Ac. No. : 06210010000316		Less amount
IFSC Code :		SRCB0000062		18% GST
				Total amount
				16350.00
				818.00
				15532.00
				2796.00
				18328.00

SANTOSH SHUKLA

Bill Recd  
21/03/23

Prattishtha  
Mall

Dr. Rekha Bist

10/3/23  
Dr. Rakesh Gaudar



Principal 21  
Indore Institute of Pharmacy,  
INDORE (M.P.)





**Indore Institute of Pharmacy**

(Tax Invoice)

# Singh Scientific Company

Repairing & Servicing of all type Laboratory & Biomedical Equipment

507, Karuna Sagar Appt, Block 1, Kanadiya Road, Indore , Mob. 9753088289

Date = 13.03.2023		Invo. No. 189		
The principal ,		Order date = 10.03.2023		
IIP , Indore ,		Order No. = SEWS/PO/22-23/551		
		Flore = store / Qut. No. = 415		
S. N.	Particulars	Qty	Rate	Amount
01.	Eye piece 10X	16	510/-	8160.00
02.	Glass reflector	25	330/-	8250.00
<b>Account Detail :</b>		<b>Amount</b>		16410.00
SINGH SCIENTIFIC CO.		Less 5%		821.00
23ANTPT8341H1ZG		Less amount		15589.00
GST: No.		18% GST		2806.00
SARASWAT BANK : Ac. No. : 06210010000316		<b>Total amount</b>		18395.00
IFSC Code : SRCB0000062				

*Handwritten:* Sambark  
antoch chudh  
Bill Recd  
20/03/23

*Handwritten:* bebo  
Dr. Rakesh Bist

*Handwritten:* 18/3/23  
Dr. Rupesh Gauram

*Stamp:* Singh Scientific Co.



*Signature:*  
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 - Under Code 220)

(VAT INVOICE)

# Singh Scientific Company

Repairing & Servicing of all type Laboratory & Biomedical Equipment

507, Karuna Sagar Appt, Block 1, Kanadiya Road, Indore , Mob. 9753088289

Date = 13.03.2023		Invo. No. 190		
The principal ,		Order date = 10.03.2023		
IIP , Indore ,		Order No. = SEWS/PO/22-23/552		
		Flare = store / Qut. No. = 416		
S. N.	Particulars	Qty	Rate	Amount
01.	Haemo meter sahli suction tube	40	150/-	6000.00
02.	Haemometer sahli blood suction tube	40	150/-	6000.00
03.	Counting slide	05	850/-	4250.00
<b>Account Detail :</b>		<b>Amount</b>		16250.00
SINGH SCIENTIFIC CO.		<b>Less 5%</b>		813.00
GST: No. 23ANTPT8341H1ZG		<b>Less amount</b>		15437.00
SARASWAT BANK : Ac. No. : 06210010000316		<b>18% GST</b>		2779.00
IFSC Code : SRCB0000062		<b>Total amount</b>		18216.00

*Santosh Shukla*  
*Dr. Rekha Bist*  
*Dr. Rupesh Gautam*  
*From Singh Scientific Co.*  
 2/3/23



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





Indore Institute of Pharmacy

(Tex Invoice)

Order No. 406

# Singh Scientific Company

Repairing & Servicing of all type Laboratory & Biomedical Equipment

507, Karuna Sagar Appt, Block 1, Kanadiya Road, Indore , Mob. 9753088289

Date = 10.03.2023

Invo. No. 184

The principal ,

Order date = 03.03.2023

IIP, Indore ,

Order No. = SEWS/PO/22-23/547

Flore = 1

S. N.	Particulars	Qty	Rate	Amount	
01	Orbital shaker incubator IIP/INS/F8/07	01	=	=	
	Digital tem. Controller	01	3900/-	3900.00	
	S.S.R.	01	875/-	875.00	
	PT-100 sensor	01	450/-	450.00	
	Internal wiring	01	400/-	400.00	
02	Repair photocolori meter SR.No. 0404063	01	=	=	
	Light bim sensor ,light	01	1750/-	1750.00	
03	Incubator IIP/INS/FF/PL-10/10	01	=	=	
	Thermostat 30'-110'	01	440/-	440.00	
04	Visual Insperction board IIP/INS/MR/25	01	=	=	
	Light with fitting	01	450/-	450.00	
05	Binocular repair & servicing SR.No. 190110SS1	01	250/-	250.00	
	Halogen lamp	01	550/-	550.00	
06	Service of lab burner IIP/INS/MR/25	45	30/-	1350.00	
	Lab F-03, F-05				
<b>Account Detail :</b> SINGH SCIENTIFIC CO.				Amount	10415.00
GST: No. 23ANTPT8341H1ZG				Less 5%	521.00
SARASWAT BANK : Ac. No. : 06210010000316				Less amount	9894.00
IFSC Code : SRCB0000062				18% GST	1781.00
				<b>Total amount</b>	<b>11675.00</b>

*10/3/2023*

*A.K. Gupta  
13/03/23*

*Bill Received -  
15/03/23  
Gaurav  
Kandola  
17/3/23  
a.schubert*

From  
*Singh Scientific Co.*



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





**Indore Institute of Pharmacy**

Approved by All India Council of Technical Education, New Delhi & Pharmacy Council of India, New Delhi

# Singh Scientific Company

Repairing & Servicing of all type Laboratory & Biomedical Equipment

507, Karuna Sagar Appt, Block 1, Kanadiya Road, Indore, Mob. 9753088289

Date = 27.02.2023

Ref- 401

The principal,

Invo. No. 179

IIP, Indore,

Order date = 24.02.23

Order No. = SEWS/PO/530

Flore = G

S. N.	Particulars	Qty	Rate	Amount	
01	Heating mantel 500ml. 11P/2020/HETM/001 Change element	03	=	=	
02.	Distillation unit S.S. 11P/INS/GF/PL-01/02 Change Cattle element	03	460/-	1380.00	
	Change Power cable ,socket ,pin	01	=	=	
	Pipe	02	530/-	1060.00	
		02	450/-	900.00	
03.	Water bath IIP/2020/WTRE/001 20-feet	01	25/-	500.00	
	Change Thermostat 30'-110'	01	=	=	
	Change 'L' shape element	01	440/-	440.00	
	Power cable + pin	01	400/-	400.00	
	Indicator	01	350/-	350.00	
	Internal wiring	02	45/-	90.00	
04.	Hot plate 11P/2020/HOTP/002	01	250/-	250.00	
	Change temperature controller	02	=	=	
	Change coil	01	650/-	650.00	
05.	Repair Centrifuge IIP/2020/CNTF/001	01	375/-	375.00	
	Repair motor	01	=	=	
	Speed controller	01	1150/-	1150.00	
06.	Autoclave 11P/2020/ATUC/001	01	810/-	810.00	
	Element 2.5kg	02	=	=	
	Pressure meter	02	575/-	1150.00	
	Gas kit	02	725/-	1450.00	
	Power cable ,socket , pin	02	1025/-	2050.00	
07.	Repair Friability test apparatus IIP/2020/FRIA/002	02	450/-	900.00	
08.	Hot air oven 11P/INS/MR/06	02	550/-	1100.00	
	Coil set	02	=	=	
	Door lock set	01	500/-	500.00	
09.	Tablet D.T. apparatus 11P/2020/DISA/001	01	240/-	240.00	
	Element 35w.	01	=	=	
	Controller	01	380/-	380.00	
		01	650/-	650.00	
<b>Account Detail :</b> SINGH SCIENTIFIC CO. 10/03/23				Amount	16525.00
<b>GST: No.</b> 23ANTPT8341H1ZG				5% Discount	826.00
<b>SARASWAT BANK :</b> Ac. No. : 06210010000316				Less Amount	15699.00
<b>IFSC Code :</b> SRCB0000062				18% GST	2825.82
				<b>Total amount</b>	<b>18525.00</b>

Bill Received

M. S. Meena  
10/03/23

Nayan Sharma  
09/03/23

A. G. Majumdar  
09/03/23

Pranav  
09/03/23

Singh Scientific Co.  
10/03/2023



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INDORE (M.P.)





**Indore Institute of Pharmacy**

(Tex Invoice)

# Singh Scientific Company

Repairing & Servicing of all type Laboratory & Biomedical Equipment

507, Karuna Sagar Appt, Block 1, Kanadiya Road, Indore , Mob. 9753088289

Date = 20.02.2023		Ref. 404		
The principal ,		Invo. No. 177		
IIP, Indore ,		Order date = 17.02.23		
		Order No. = SEWS/PO/507		
		Flore = 1		
S. N.	Particulars	Qty	Rate	Amount
01	Heating mantel 500ml. IIP/INS/FF/PCH-08/06	03	=	=
	Change element	03	460/-	1380.00
	Change temperature controller	02	650/-	1300.00
02	Repair Centrifuge S.No-HALC-775	01	=	=
	Sensor	01	1450/-	1450.00
03	Repair stirrer S.No-CEX No-845	01	=	=
	Repair motor	01	1230/-	1230.00
	Speed con.Change pin socket	01	50/-	50.00
04	Moister balance	01	=	=
	Heating lamp S.No-750823-11-06	01	1600/-	1600.00
	Holder	01	85/-	85.00
	Bulb	01	40/-	40.00
	Dimar	01	875/-	875.00
	'L' shape thermometer	01	975/-	975.00
05	Magnetic starrer S.No-GAMS 254	01	=	=
	Change temperature controller	01	650/-	650.00
06	Glass distillation unit socket IIP/INS/FF/PCH-5/01	01	260/-	260.00
07	Hot air oven	01	=	=
	Change dry coil IIP/INS/FF/PCH-03	02	300/-	600.00
	Attachment	02	75/-	150.00
	Sensor	01	250/-	250.00
08	Melting point	01	=	=
	Change bulb IIP/INS/FF/07	01	55/-	55.00
	Coil set	01	225/-	225.00
	Holder	01	15/-	15.00
	Temperature controller	01	650/-	650.00
09	Repair photocolori meter	01	=	=
	Light bim sensor S.No-0404062	01	1525/-	1525.00
	Light bim ,sensor circuit	01	1350/-	1350.00
<b>Account Detail :</b> SINGH SCIENTIFIC CO.		Amount		14715.00
GST: No. 23ANTPT8341H1ZG		Less 5%		736.00
SARASWAT BANK: Ac. No. : 06210010000316		Less amount		13979.00
IFSC Code : SRCB0000062		18% GST		2516.22
		Total amount		16495.22

Lab-Tech. H.O.D. Bill Received  
 29/02/2023  
 A.K. Gupta  
 Dr. Gurmeet Chhabra  
 Dr. Ritesh Patel  
 Singh Scientific Co. Indore



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





**Indore Institute of Pharmacy**

(Tex Invoice)

# Singh Scientific Company

Repairing & Servicing of all type Laboratory & Biomedical Equipment

507, Karuna Sagar Appt, Block 1, Kanadiya Road, Indore , Mob. 9753088289

Ref. 403

Date = 20.02.2023		Invo. No. 176		
The principal ,		Order date = 17.02.23		
IIP, Indore ,		Order No. = SEWS/PO/508		
		Flore = G		
S. N.	Particulars	Qty	Rate	Amount
01	Starrer motor repair IIP/2020/MEGS/005	03	=	=
	Carbon brush	03	80/-	240.00
	Binding	02	750/-	1500.00
	Armature	01	850/-	850.00
02	Sterillizer IIP/2020/WTDC/002	02	=	=
	Element - .5kg	02	625/-	1250.00
03	Shaker (Stirrer)	01	=	=
	Repair motor (R0124A C.EX NO.863)	01	950/-	950.00
04	Centrifuge tub	04	65/-	260.00
Account Detail : SINGH SCIENTIFIC CO.		Amount		5050.00
GST: No. 23ANTPT8341H1ZG		Less 5%		252.00
SARASWAT BANK : Ac. No. : 06210010000316		Less amount		4798.00
IFSC Code : SRCB0000062		18% GST		863.64
		Total amount		5661.64

Bill Recieved

15/03/23  
 05/03/23  
 21/03/23  
 Mayank Sharma

9/3/23  
 Azhar Majumdar

From  
 Singh Scientific Co.  
 Indore



27  
 Principal  
 Indore Institute of Pharmacy,  
 INDORE (M.P.)





## INDORE INSTITUTE OF PHARMACY

### 2.1 LIBRARY POLICIES AND PROCEDURES

IIP Library provides the best library services to Students, Faculty and Staff. These rules are designed to ensure that all users may obtain the maximum benefits from Library facilities. All users should exercise self-discipline, respect and consideration for others when using the Library. The Students, Faculty and Staff of the IIST Indore are automatically eligible to avail facility of Library. Central Library is under CCTV surveillance. By using any facility of the Library a user agrees to abide by following rules.

- A. General rules
- B. Lending/ Borrowing rules
- C. Conventions for Lending/Borrowing
- D. Renewal rules
- E. Reservation facility
- F. Late returns
- G. Loss and damage of library resources
- H. Photocopying facility
- I. Computers and internet access
- J. Library Updates

#### A. General Rules:-

1. The Library is to be used for the purpose of academic study and other related material. Everyone in the library shall respect the rights of other users.
2. Only registered member are permitted to enter inside the Library, after scanning ID card on barcode reader.
3. Users will not be allowed to bring the issued book(s) inside the library. However, they will be permitted if they wish to Re-Issue/Return the book(s) during Issue/Return Timings. Note books, writing materials, laptops etc, may be carried inside.
4. Books, Journals, etc. taken from the shelves for reading should be left on the reading tables after use.





5. Readers are requested to handle Library property carefully to avoid any damage:-
- No users may misfile, misuse, disarrange, damage or attempt to damage any library resources.
  - Users must not bring their personal belongings like personal books, briefcase, umbrella, boxes, bag, etc. into the library. The same may be left in the dedicated space provided at entrance of the Library. Users are advised not to keep their valuables in these property SCIENCE counters. The library is not responsible for the loss or damage of any such article.
  - Users should not mark, underline, write or tear pages. Users shall be responsible for any damage to the documents or any other property belonging to the Library, and shall be required to replace such library resources property damaged or to pay the value there of.
6. Silence must be strictly observed both by the users and the library staff. Engaging in loud Conversation discussion or group study inside the reading halls is strictly prohibited.
7. Use of Cell phones is not allowed. must be switched off or to be kept on Indore Constituting up library. If real silent keep them Pharmacy they
8. Use of eatables, drinking, smoking and sleeping in the Library are strictly prohibited.
9. Notices, broadsheets, handbills, newspapers, or other materials will be displayed in the Library only after prior approval of the Library authority.
10. Improper use of library facilities by user(s) will lead to the suspension/termination of his/her membership or may be lead to suspension of library privilege
11. Users should inform the Library as soon as possible of any circumstances (such as illness or hardship), which might affect their use of the Library and their ability to comply with the Rules and Regulations. The Library Authority has the discretion to grant special privileges on compassionate grounds.
12. Enforcement of these rules for users may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the Library staff on Duty at that time.
- In the case of minor disruption, the user receives two warnings. At the third warning, the user must leave the library for rest of the day.





(b) Library Users causing destructions/misconduct on repeated visits will be warned by the Librarian that they will not be allowed to enter the Library if the behaviour continues.

(c) Library Users who engage in destructive behaviours that interfere with others use of the Library, who engage in behaviours that violate Library rules may be banned permanently from the Library premises and a disciplinary action may be taken with due approval of the competent authority.

13. The library rules and regulations may be modified from time to time and shall be binding on all Concerned.

#### B. Lending/Borrowing Rules:-

1. Library timings 09:00AM to 08.00PM on all working days.
2. Timings for borrowing and returning of books:
  - (a) During 9:20 AM to 4:00 PM on all working days.
  - (b) From 10:00 AM to 4:20 PM on Saturdays, Sundays and other Holidays. (During Examination).
3. It is essential to show IIP ID Cards during checkout and check-in transactions of library items.
4. Membership IDENTATY CARD is non-Transferable. A borrower should not borrow documents in any other person's name. Borrowers are responsible for books issued against their name.
5. The borrower should check the fitness of the document before getting it issue to any discrepancy should be brought to the notice of the library staff at the Circulation Counter. Who will put necessary remarks on the document before issuing it. Otherwise, the last borrower will be held responsible for any defect/damage found at the time of return of the document, if not recorded on it earlier, and will be liable to pay the penalty as decided by the Library Authority.
6. Any document issued, may be recalled by the Library before its due date and the borrower has to abide by the decision.
7. The Library Authority has the discretion to restrict certain categories of material(s) held by the Library from being borrowed such as standard reference documents,





theses, items of special value or rarity, and loose issues of periodicals, maps/atlasses, special collections, CDs, data documents and damaged documents, etc.

8. If a user does not pay off the Library due(s), or returns overdue documents, the privilege of borrowing library resources may be suspended till the clearance of previous dues.
9. During power/system failure or during Internet downtime, the circulation counter services will be suspended until services resumes
  - (a) In case of due date of library items Pharmacy has internet downtime, the user may return the material on the very next day without any late charges. (b) In case any user already crossed the due submission date and submit the library material and the library has internet downtime, the user will be charged for late submission for that day also.
10. Identity card is to be preserved safely. If misplaced/ damaged a duplicate ID card will be issued by student section, after depositing charge of Rs 100/

#### **C. Conventions for Lending/Borrowing:-**

1. The Number of book(s) that user(s) can borrow is as follows: \
  - a. Students.-UG Students: 08 Books for 21 days
  - b. PG Students: 08 Books for
  - c. Faculty: 08 Books for 180 days
  - d. Staff: 02 Books for 180 days

\*If books are not returned by Faculty/Staff by the due date, fine is not charged on them. A reminder mail will be sent to them periodically. However, No Dues Certificate will not be issued until the library dues are cleared.
2. Reserve/Reference Collection consists of books and other reading materials recommended by the respective faculty members for different courses for each semester are kept in the Reference Section. Reference books are not issued.
3. Major Project reports, Theses, dissertations, CDs, are not lent out of the Library.
4. Issued books must be returned on or before the last date stamped on the due-date slip of each books. Sending reminders to defaulters is not obligatory on the part of the library.
5. Library resources in demand may be issued only for such limited periods, Library Authority deems desirable.



31  
Principal  
Indore Institute of Pharmacy,  
INDORE (M.P.)



6. Loan periods may be adapted to take account of vacation/examination requirements. Exceptional circumstances extended loan period may be negotiated.
7. Pre-Approval of the competent authority will be required for any exceptional cases.
8. If books are not returned by student the due date fine will be charged on the reminder mail will be sent to them periodically. However, No dues certificate will not be issued until the library dues are cleared.

#### **D. Renewal Rules:-**

1. Book(s) may be renewed if the same are not in demand or not reserved by the other users.
2. Borrowers can get book(s) reissued on or before the due date by personal visit to the library.
3. Already overdue items will not be renewed.
4. Already reserved items cannot be renewed.
5. Borrowed Book(s) cannot be renewed more than once. After that the borrower must return the book(s).
6. The borrower has to bring the material physically to the library for renewal

#### **E. Reservation facility:-**

1. Users may reserve the book(s) to issue at the Circulation Counter in case they are
2. A user cannot reserve more than one book.
3. If the reserved library book is not taken within one day, it will be issued to another user in queue or it will be put back on its shelf.

#### **F. Late Returns :-**

1. The following overdue charges will be collected from Students, if the book(s) are not deposited by them on the date last stamped on Due Date Slip. For Textbooks - Rs. 5 per day per book will be charged,





2. Defaulter List of students will be sent to the concerned department at the end of each semester for recovery purpose. These students will be restricted from registration of the next semester unless dues are cleared
3. If the book due date falls on a holiday of the Tony The net working day will be taken as the due date.
4. Absence from the University will not be allowed as an excuse for delay in the return of book(s).
5. Borrowers are advised to return the books while proceeding on long leave, semester break, winter/summer break.
6. If a book is not returned within the loan period, issue of another book(s) may be stopped until the overdue items have been returned and fines are paid.
7. Faculty and Staff members are advised to deposit the books on time and reminders will be sent 15 days after the due date. However, sending reminders to defaulters is not obligatory on the part of the library.
8. Library Authority may exempt the late fee depending upon the circumstances of delay, any human error in issuing a book by the library circulation staff, etc.

**G. Loss and Damage of Library Resources:-**

1. The borrower will be responsible for loss of any book(s) and other resource against his/her ID card.
2. If a user loses or damages library resources, he/she should report the loss in writing to the Librarian, otherwise he/she pays the accrued fine from the date the documents are due for return.


3. Replacement Process:-

(a) The borrower may replace a lost library document with the same edition of the document or by a latest edition.

(b) The cost of out-of-print document will be:

(1) 02 times the cost of the lost document document. Indore Institute of case of foreign Pharmacy



  
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- (2) 02 times the cost of the lost document in date of purchase of books  
INR in case of Indian book
- (c) The replacement cost of a CD/DVD or other electronic library resources will be based on the replacement cost of the same.
- (d) If a book/loose journal of a set is damaged/lost or misused, the entire set has to be replaced and processing fee should be paid.
- (e) If an accompanying material is lost or damaged, the original library resource or entire set has to be replaced.
4. If the item's original price is in foreign currency, compensation will be calculated based on present exchange rate.
5. If the lost item does not show any price, is without any price, users will be charged the requisite replacement cost.

#### H. Photocopying Facility:-

The photocopying service is provided in the Library to cater to the requirements of the library users. This service is limited to library material, document including copying research papers published in journals, conference proceedings for academic and research work without violating the Copyright Act

#### Charges:

1. Copies (1 to 10 Number pages )Rs. 1.00 (One Rupee) per page for A-4 size paper  
Copies (11 to 30 Number pages) Rs 0.75 Rupee Per pages for A-4 size Paper  
Copies (31 to maximum number of pages) Rs 0.50 Rupee Per pages for A-4 size Paper and  
A-3 size Paper Rs 2. 200 (two Rupees) Per Pages.
2. Payment Mode: Cash only

**Timings:** 10 AM to 01 PM and 02 PM to 04 PM ban daly only.

**Note:** Photocopy service is not available on Saturdays, Sundays and Institute declared holidays.

#### Rules for Photocopying:-

1. Library staff will review and evaluate all material before photocopying



34  
Principal  
Indore Institute of Pharmacy  
INDORE (M.P.)





**Indore Institute of Pharmacy**

Approved by: MPPH (Pharmacy) & Approved by: MPPH (Pharmacy) & MPPH (Pharmacy)  
Registration No. 10000/2000/2000

2. Request for photocopies from bound items and special collections will be evaluated, based on criteria, such as the tightness of the binding, the fragility of the paper(s) and the size of the piece, tipped in maps, illustrations, and charts are all unacceptable photocopy requests since the handling cannot be done without risk of tearing.
3. Only standard paper size (A4, A3 size) will be used.
4. No refunds will be given for any reason other than mechanical malfunction, eg unintentional multiple copies, etc.
5. Users may be requested to limit the number of copies when others are waiting for the service.
6. Photocopying will be done subject to the availability of staff and time.
7. Photocopy services may be delayed if any machinery or power default occurs.

#### Copyright:-

1. Users should be aware of Copyright rules and regulations. Please remember that photocopying a complete document is violation of copyright rules.
2. Users are solely responsible for upholding copyright laws and library is not responsible for any Copyright infringement by users.

#### 1. Computers/Laptop and Internet Access:-

Computers are placed at e-library in the Library for accessing the resources for academic and research work. These should be used exclusively to access OPAC (Online Public Access Catalogue) of IIST Library, subscribed/purchased e-resources. Because these computers are linkages of shared resources, users may be asked to limit time spent on these computers users should not use the Library Computers facility in a manner which brings disrepute to the name of the Institute. Disciplinary action will be taken against those breaking the rules. One computer is placed at main Gate for OPAC (online public access catalog) search. User need to turn off computers using. Please note, in particular, that the following are not allowed:

1. Accessing of undesirable Internet sites and downloading, printing and circulating of undesirable materials




  
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INDORE (M.P.)



2. Unauthorized use of passwords. Computer accounts and passwords must be kept strictly Confidential.
3. Installing and running computer software(s), which is not owned by the library.
4. Changing the PC system setup.
5. Duplicating any software or audio-visual programmer. This infringes copyright regulations and offenders will be liable for legal action
6. Chatting and game playing on Internet
7. Creation, display, importation, circulation or storage of offensive material.
8. Online chatting, audio/video streaming, browsing of social networking sites is strictly prohibited, strict disciplinary action will be taken against the defaulters.
9. Playing games on computers or laptop is strictly prohibited in the entire Library premises.
10. Readers are not allowed to share their Internet access ID and Password with others students.
11. Use of laptops in the cubical systems where computes are already installed is not permitted.
12. Changing the setting and display of the computer kept in the library is not permitted.
13. Readers should not remove /unplug computer cables /connections, network cables and other peripherals/accessories in the library.
14. Personal keyboard, mouse, etc. are not allowed inside the Library.offensive material are
15. Downloading, accessing opening of pomographic sites or storage of Pindore Institute of not allowed inside the Library.
16. Illegal /Unlawful activities such as (but not limited to) hacking, deleting of files, changing/tweaking of system configurations / passwords resulting to damage of systems and network are prohibited.
17. User may not temper with any equipment inside the facility, specially the computer unit.In case of hardware/software problems, ask assistance from the staff on duty.
18. Library will not be responsible for any kind of missing items of students' (Pen drives. Laptop, CD/DVD ROMS, Earphone, Ear buds etc).

**General Library Updates:-**



 36  
Principal  
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INDORE (M.P.)





**General Library Updates:-**

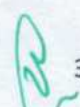
1. All general notices about Library Resources will be displayed on the Library Notice Board and other Notice Boards.
2. Electronic mail is the default means of communication between the library and users. Users are requested to check their email regularly.
3. Library is fully Wi-Fi enabled. Reading hall facility with Wi-Fi connectivity, Keeping open before and after Institute timing,
4. Library timing/ hours can be extended during examination.
5. There is provision of additional switches for connecting, PCS/Laptop in the library.
6. Non-registered members can use/ access the library material only with the permission of the Librarian.
7. Taking Newspapers out of library or any other area is not allowed. It must read only in the library.
8. Readers/users suggestions are always welcomed.
9. Readers should not mark, underline, dog-ear, write, tear pages damage the library DF other damage the library documents.

  
**Librarian**  


**Principal**





  
37  
**Principal**  
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INDORE (M.P.)





2.2 Library Time Table

Indore Institute of Pharmacy, Indore
Time-Table
Session: 2023-2024 (July-Dec 2023)

Table with columns: Day/Time, Sect., 9:00-9:50 am, 9:50-10:40 am, 10:40-10:50 am, 10:50-11:40 am, 11:40-12:30 pm, 12:30-1:00 pm, 1:00-2:00 pm, 2:00-3:00 pm, 3:00-4:00 pm. Rows for Mon-Fri with various batch assignments and subjects.

Faculty: DNM: Dr. Nimita Manocha, PP: Dr. Pritesh Palival, PS: Dr. Praveen Sharma, NS: Mrs. Nayany Sharma, NM: Ms. Neelima Mandloi, RK: Mr. Rubendra Kurmi, MJ: Ms. Manisha Jatav, VK: Mrs. Vinny Katiyal, HC: Mr. Harshal Choudhary, JP: Mr. Jitendra Patil, LD: Mr. Lalit Dhakad, PRS: Mrs. Priyanka Sakpal, SV: Ms. Sonal Vyas, RS: Mr. Rishi Soni

Table with columns: BP501T, Medicinal Chemistry-II, BP502T/BP506P, Industrial Pharmacy-I, BP503T/BP507P, Pharmacology-II. Rows for BP504T/BP508P, Pharmacognosy & Phytochemistry-II, BP505T, Pharmaceutical Jurisprudence.

Class Co-ordinator: Dr. Ritesh Patel
Academic Coordinator: Dr. Nadeem Farooqui

Principal, IIP
Dr. Gurmeet Chhabra

Indore Institute of Pharmacy, Indore
Time-Table
Session: 2023-2024 (Jan-June 2024)

w.e.f: 19/02/2024 Classroom - F-1 & F-17

Table with columns: Day/Time, Sec, 9:00-9:55am, 9:55-10:50am, 10:50-11:45am, 11:45-12:40pm, 12:40-1:10pm, 1:10-5:00 pm. Rows for Mon-Fri with batch assignments and subjects.

Note: Bold subject must be considered as a tutorial class.
Faculty: DNM: Dr. Nimita Manocha, GC: Dr. Gurmeet Chhabra, RS: Mr. Rohit Sahu, GS: Mr. Gourav Sarsodiya, GA: Mr. Gaurav Agrawal, NR: Mrs. Nisha Retrekar, SV: Mrs. Shivani Vishwakarma, RK: Mr. Rubendra Kurmi, JP: Mr. Jitendra Patil, YC: Ms. Yashu Chourasiya, PB: Mr. Prajwal Bhamra, VK: Mrs. Vinny Katiyal

Table with columns: BP401T, Pharmaceutical Organic Chemistry-III, BP402T/406P, Medicinal Chemistry-II, BP403T/407P, Physical Pharmaceutics-II. Rows for BP404T/408P, Pharmacology-I, BP405T/409P, Pharmacognosy-I.

Class Co-ordinator: Mrs. Nisha Retrekar
Academic In charge: Dr. Nadeem Farooqui

Principal, IIP
Dr. Nimita Manocha



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

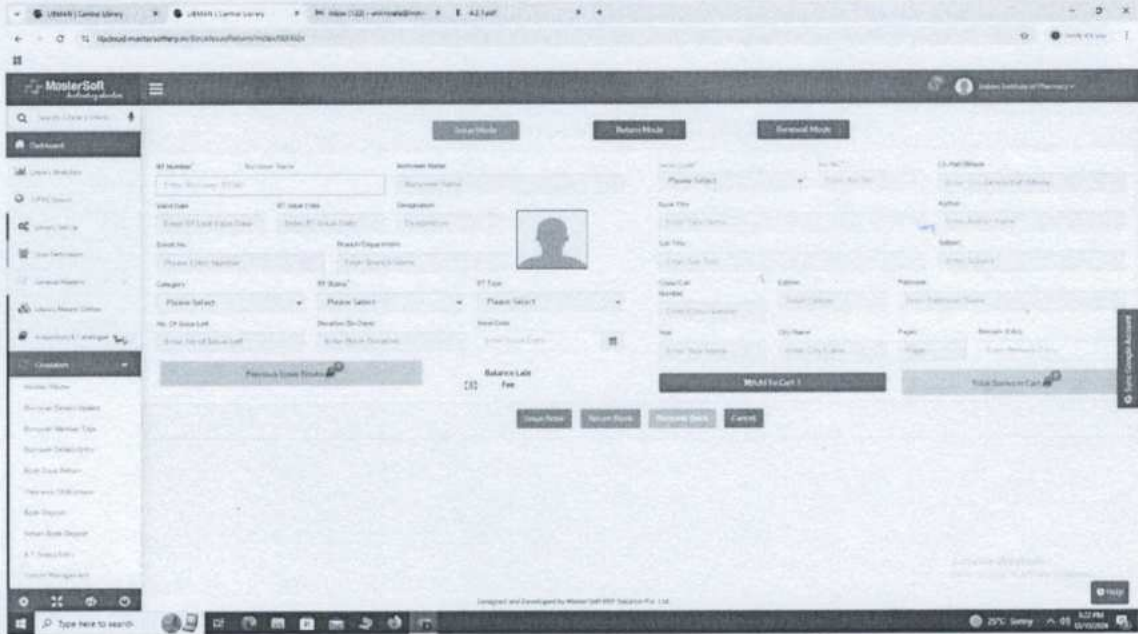




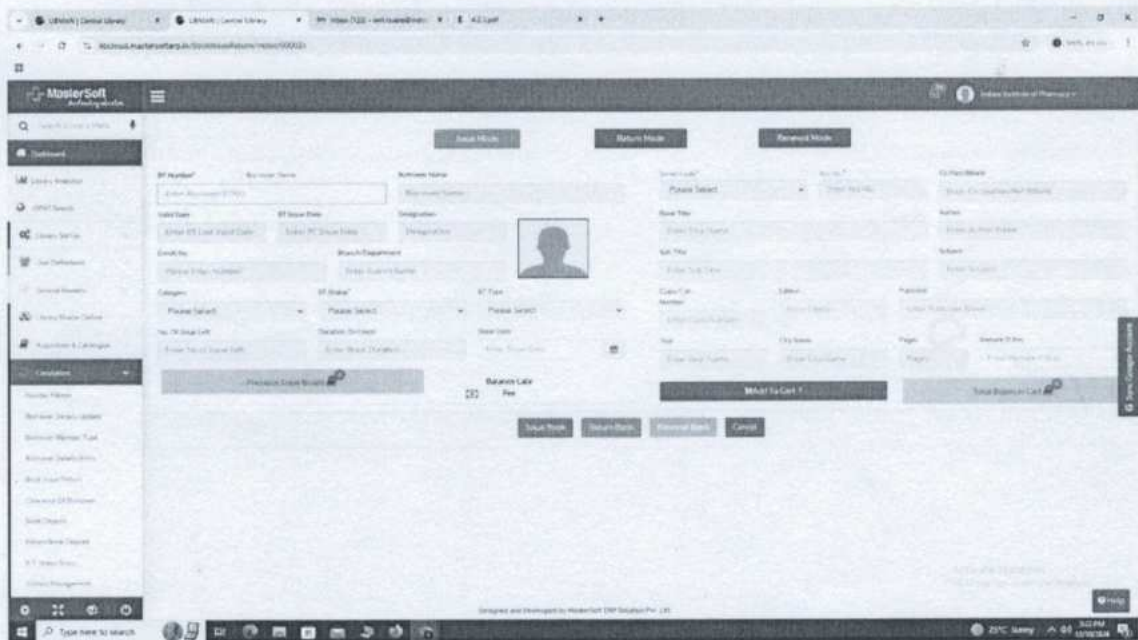
**Indore Institute of Pharmacy**

Established in 1985 (Recognized & Approved by AICTE (Formerly U.P.S.) & P.E.S.U. (M.P.)  
Affiliated to M.P.U. (M.P.)

## 2.3 Book Issue



## 2.4 Book Return



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INDORE (M.P.)





**Indore Institute of Pharmacy**

Approved by Government of Madhya Pradesh, Indore  
Established in 1982

## 2.5 Visitor Report



Shail Educational & Welfare Society, Indore  
**Indore Institute of Pharmacy**  
IIST Campus, Opp. IIM(Indore), Rau-Pithampur Rd., Rau, Indore

Visitors Details

Session : 2024

Department : -

SR NO.	BTNO	User Type	Borrower Name	Branch/Year	In/Out Date	In Time	Out Time	Hours Spend
1	4772831	Student	ABHISHEK SUNANIYA	B.PHARM/FIRST YEAR	13/10/2023	3:20:43PM	5:00:00PM	01:39:17*
2	4772831	Student	ABHISHEK SUNANIYA	B.PHARM/FIRST YEAR	13/10/2023	3:11:22PM	3:11:24PM	00:00:02
3	4758588	Student	DHANANJAY SHARMA	B.PHARM/FIRST YEAR	13/10/2023	3:09:48PM	3:11:49PM	00:02:01
4	IIPB.PHARM 2022-2023/0057	Student	KRISHNA MOLWA	B.PHARM/SECND YEAR	13/10/2023	3:06:19PM	3:18:29PM	00:12:10
5	IIPB.PHARM 2022-2023/0085	Student	MAHAK VERMA	B.PHARM/SECND YEAR	13/10/2023	3:03:38PM	5:00:00PM	01:56:22*
6	4851353	Student	RIKITA PATEL	B.PHARM/FIRST YEAR	13/10/2023	2:24:10PM	5:00:00PM	02:35:50*
7	4758208	Student	GAYATRI CHOUDHARY	B.PHARM/FIRST YEAR	13/10/2023	2:05:01PM	2:11:43PM	00:06:42
8	4781752	Student	PRIYANKA MALLAH	B.PHARM/FIRST YEAR	13/10/2023	2:03:15PM	2:22:32PM	00:19:17
9	4759252	Student	TANU KUMAWAT	B.PHARM/FIRST YEAR	13/10/2023	2:02:59PM	2:30:51PM	00:27:52
10	4780035	Student	PRIYANKA NAYAK	B.PHARM/FIRST YEAR	13/10/2023	2:02:52PM	2:18:45PM	00:15:53
11	4758370	Student	GAURVI MALHOTRA	B.PHARM/FIRST YEAR	13/10/2023	2:01:26PM	5:00:00PM	02:58:34*
12	4758314	Student	ZAINAB SAIFY	B.PHARM/FIRST YEAR	13/10/2023	2:01:17PM	2:33:44PM	00:32:27
13	4780346	Student	SHRUTI RATHOD	B.PHARM/FIRST YEAR	13/10/2023	2:01:14PM	2:33:40PM	00:32:26
14	4767767	Student	ARPITA CHOUDHARY	B.PHARM/FIRST YEAR	13/10/2023	1:53:22PM	2:07:05PM	00:13:43
15	4775467	Student	ANJALI BHARTI	B.PHARM/FIRST YEAR	13/10/2023	1:53:14PM	2:07:07PM	00:13:53
16	4854357	Student	MEGHA ANKOLNERKAR	B.PHARM/FIRST YEAR	13/10/2023	1:15:31PM	5:00:00PM	03:44:29*
17	IIPB.Pharm20 21047	Student	GRACY INGLE	B.PHARM/THIRD YEAR	13/10/2023	1:10:45PM	2:48:15PM	01:37:30
18	IIPB.Pharm20 21119	Student	KOMAL CHOUHAN	B.PHARM/THIRD YEAR	13/10/2023	1:10:11PM	2:45:44PM	01:35:33

Date: 10-Dec-2024

2:48 pm

Page 1 of 12



40  
Principal  
Indore Institute of Pharmacy,  
INDORE (M.P.)









# Indore Institute of Pharmacy

Approved by Government of Madhya Pradesh & Pharmacy Council  
Registration No. 10000-2002-2003

## CASH/CREDIT MEMO

No. \_\_\_\_\_  
Date 17/7/23

(Original)

Dated **17-Jul-2023**  
Other Reference(s) \_\_\_\_\_

Dated **28-Jun-2023**

M/s. महेश्वरी स्टेशनरी 235

Quantity	Particulars	Rate	Rs.	Amount	P
	10000 = P.C				
TOTAL					

Disc. %	Amount
	1,33,000.00

**1,33,000.00**  
E. & O. E.

**Shrinath** Thank You Signature

- Goods once sold will not be taken back.
- E. & O. E.

For Stationery Shop

Remarks :  
 VEHICLE : BY HAND Mr. AMIT MAHESHWARY Ag. D.G.  
 SIR APPROVAL NO. 490/26.05.2023  
 Company's TIN/Sales Tax No. :  
 Buyer's VAT TIN :  
 Buyer's CST No. :

*[Signature]*  
23/07/2023

For Maheshwari Stationery

Authorised Signatory  
Users/POD

Quantity Verification

*[Signature]*



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





**Indore Institute of Pharmacy**

Approved by Government of Madhya Pradesh (Approved by Government of Madhya Pradesh & Madhya Pradesh State Pharmacy Council, Indore, 2002-2003)

**GOODS RECEIPT NOTE**

(Original)

Maheshwari Stationery  
 0, Ashirwad Bhawan Station Road  
 P, Paliwal Clinic Rau  
 Mob No.: 9977005983, 9827132771

Invoice No. **SEWS/23-24/310** Dated **17-Jul-2023**  
 Supplier's Ref. Other Reference(s)  
 Bill No. **24/18.07.23** Dated  
 Buyer's Order No. **SEWS/P.O/23-24/181** **28-Jun-2023**

Consignee  
**SHAIL EDUCATIONAL & WELFARE SOCIETY**  
 Opp.I.I.M. Pithampur Road,  
 Rau, Indore -453331 (M.P.)  
 Tel. No.0731-4010566,4010567  
 E-mail : store@indoreinstitute.com

Description of Goods	Quantity	Rate	per	Disc. %	Amount
<b>File Spring</b> File Spring Print on IIST/IIP/IIMR With Lamination ( For Stationery Shop )	10,000 Pcs.	13.30	Pcs.		1,33,000.00

Total 10,000 Pcs. **1,33,000.00**  
E. & O. E.

Amount Chargeable (in words)  
 Rs. One Lakh Thirty Three Thousand Only

*For Stationery Shop*

Remarks :  
 VEHICLE : BY HAND Mr. AMIT MAHESHWARY Ag. D.G.  
 SIR APPROVAL NO. 490/26.05.2023  
 Company's TIN/Sales Tax No. :  
 Buyer's VAT TIN :  
 Buyer's.CST No. :

*[Signature]*  
22/07/2023

For Maheshwari Stationery

Authorised Signatory  
 User/100

Quantity Verification  
*[Signature]*



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





## Shail Educational and Welfare Society

### Purchase Order

PO No. : SEWS/PO/23-24/181  
PR/adm/490

Date: - 28.06.2023

To,  
M/s Maheshwary Stationary  
C/o Amit Maheshwary  
11/50 Ashirwad Bhawan,  
Station Road, Rau Indore  
Mob. 9977005983  
Email : [maheshwaristationary15@gmail.com](mailto:maheshwaristationary15@gmail.com)

Dear Sir,

With reference to your Quotation, we are pleased to award you Purchase order on the following rates and conditions:-

Sr. No.	Materials Name	Unit	QTY	Rate/-	Amount
1	SPRING FILE PRINTING (IIST-IIP-IIMR) WITH LAMINATION (AS PER SAMPLE PROVIDED), QUALITY OF FILE MUST BE SAME AS PER SAMPLE DESIGN WILL BE SUPPLY BY US	EACH	10000	13.30/-	133000.00
<b>Net Total</b>					<b>133000.00</b>

**Terms & Condition:-**

1. Prices : F.O.R. SHAIL CAMPUS
2. GST : GST Not Applicable
3. Delivery : 8-10 days
4. Freight : All Inclusive *Advance 30%*
5. Payment : Advance *30%* balance After delivery with in 8-10 days
6. Acceptance : Printing quality & material must be same as per sample.

For. Shail Educational and Welfare Society

*Amit Maheshwary*  
Sr. Purchase Officer

*[Signature]*  
Authorized signatory

*Speak*  
*[Signature]*  
*17*



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





**Indore Institute of Pharmacy**  
Approved by All India Council for Technical Education (AICTE) & Pharmacy Council of India (PCI)

**MAHESHWARI STATIONERY**

Date- 9/10/23

11/50, Station Road, Rau

MOB 9977005983, 7067995067

To Shail group of Educational & Welfare Society

Bill No. 34

S.NO.	Item	Qty	Rate	Total
✓1	Cello Tape 1"	100	12	1200
✓2	Stapler M/c 10 no.	20	43	860
✓3	Pin Stapler 10 no.	60	7	420
✓4	Pin Stapler 24/6	20	20	400
✓5	Pen CD Marker	30	9	270
✓6	U pin Plastic 26mm <i>30 nos</i>	40	10	400
✓7	Scissor Big <i>4.5" 218mm</i>	10	38	380
✓8	Register 2Q	30	78	2340
✓9	Register 3Q	20	97	1940
✓10	Punching M/c DP-52	10	85	850
11	Rubber Bend Big	1	340	340
✓12	Gel Pen	100	5	500
✓13	All Pin Container	5	39	195
✓14	Ball Pen Use & Throw	200	2.75	550
✓15	Fevistic 15g	30	34	1020
✓16	White board Marker pen	100	16	1600
✓17	Envelope white 9"x4"	1000	1	1000
✓18	Binder Clip 25mm	100	2.2	220
✓19	CellAA <i>M.P.P.</i>	60	7	420
✓20	CellAAA	60	7.5	450
<b>Total</b>				<b>15355</b>

*Le...ort*

*OK*

*Dms*

*Am...ay  
M...P...*

Authorised Signatory  
**MAHESHWARI STATIONERY**



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





**Indore Institute of Pharmacy**

Approved by: Ministry of Health & Family Welfare, Government of Madhya Pradesh, Indore

**GOODS RECEIPT NOTE**

(Original)

<b>Maheshwari Stationery</b> 1/50, Ashirwad Bhawan Station Road Opp. Paliwal Clinic Rau Mob No.: 9977005983,9827132771	Invoice No.	Dated
	<b>SEWS/23-24/584</b>	<b>2-Nov-2023</b>
	Supplier's Ref.	Other Reference(s)
	<b>Bill No. 34/09.10.23</b>	
	Buyer's Order No.	Dated
	<b>SHAIL/P.O/23-24/315</b>	<b>30-Sep-2023</b>
Consignee <b>SHAIL EDUCATIONAL &amp; WELFARE SOCIETY</b> Opp.I.I.M , Pithampur Road, Rau, Indore -453331 (M.P.) Tel. No.0731-4010566,4010567 E-mail : store@indoreinstitute.com		

Description of Goods	Quantity	Rate	per	Disc. %	Amount
<b>Cello Tape 1"</b> <i>Cello Tape 1"</i> <i>Make : Wonder</i>	<b>100 Pcs.</b>	12.00	Pcs.		<b>1,200.00</b>
<b>Stapler M/c No.10</b> <i>Stapler M/c No. 10</i> <i>Make : Kangaroo</i>	<b>20 Pcs.</b>	43.00	Pcs.		<b>860.00</b>
<b>Pin Stapler No.10</b> <i>Pin Stapler No. 10</i> <i>Make : Kangaroo</i>	<b>60 Pcs.</b>	7.00	Pcs.		<b>420.00</b>
<b>Pin Stapler No.24/6</b> <i>Pin Stapler No. 24/6+</i> <i>Make : Kangaroo</i>	<b>20 Pcs.</b>	20.00	Pcs.		<b>400.00</b>
<b>Pen CD Marker</b> <i>Cd Marker Pen</i> <i>Make : Luxort</i>	<b>30 Pcs.</b>	9.00	Pcs.		<b>270.00</b>
<b>U. Pin 26mm</b> <i>Plastic U Pin 26mm</i>	<b>40 Pkt.</b>	10.00	Pkt.		<b>400.00</b>
<b>Scissors</b> <i>Scissor Big</i>	<b>10 Pcs.</b>	38.00	Pcs.		<b>380.00</b>
<b>Register 02 Quier</b> <i>Register 2 Quier Long</i>	<b>30 Pcs.</b>	78.00	Pcs.		<b>2,340.00</b>
<b>Register 03 Quier</b> <i>Register 3 Quier Long</i>	<b>20 Pcs.</b>	97.00	Pcs.		<b>1,940.00</b>

continued ...



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





**GOODS RECEIPT NOTE (Page 2)**

(Original)

50, Ashirwad Bhawan Station Road  
Opp. Paliwal Clinic Rau  
Mob No.: 9977005983, 9827132771

Invoice No. <b>SEWS/23-24/584</b>	Dated <b>2-Nov-2023</b>
Supplier's Ref.	Other Reference(s)
Bill No. <b>34/09.10.23</b>	
Buyer's Order No. <b>SHAIL/P.O/23-24/315</b>	Dated <b>30-Sep-2023</b>

Consignee  
**SHAIL EDUCATIONAL & WELFARE SOCIETY**  
Opp.I.I.M , Pithampur Road,  
Rau, Indore -453331 (M.P.)  
Tel. No.0731-4010566,4010567  
E-mail : store@indoreinsttue.com

Description of Goods	Quantity	Rate	per	Disc. %	Amount
<b>Punching Machine No.52</b> <i>Punching M/c DP-52</i> <i>Kangaroo</i>	10 Pcs.	85.00	Pcs.		850.00
<b>Pen Gel</b> <i>Gel Pen</i>	100 Pcs.	5.00	Pcs.		500.00
<b>Pin Stand ( Pin Box)</b> <i>All Pin Box</i>	5 Nos.	39.00	Nos.		195.00
<b>Pen Use &amp; Throw Rs. 3/-</b> <i>Pen Use &amp; Throw</i>	200 Nos.	2.75	Nos.		550.00
<b>Fevistick 15gm</b> <i>Fevistick 15 Grams</i> <i>Make : Pidilite</i>	30 Pcs.	34.00	Pcs.		1,020.00
<b>Pen White Board Marker</b> <i>White Board Marker Pen</i>	100 Nos.	16.00	Nos.		1,600.00
<b>Envelops White 9x4</b>	1,000 Pcs.	1.00	Pcs.		1,000.00
<b>Binder Clip 25mm</b> <i>Binder Clip 25mm</i>	100 Pcs.	2.20	Pcs.		220.00
<b>Cell AA</b> <i>Cell AA Nippo</i>	60 Nos.	7.00	Nos.		420.00
<b>Cell AAA</b> <i>Cell AAA Nippo</i>	60 Nos.	7.50	Nos.		450.00
<b>Rubber Band</b>	1,000 Kgs.	340.00	Kgs.		340.00

continued ...



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





**Indore Institute of Pharmacy**

Approved by: AICTE (New Delhi) & PCT New Delhi  
Registered: Under 1987 Act

**GOODS RECEIPT NOTE (Page 3)**

(Original)

/50, Ashirwad Bhawan Station Road  
Jpp. Paliwal Clinic Rau  
Mob No.: 9977005983, 9827132771

Invoice No.	Dated
SEWS/23-24/584	2-Nov-2023
Supplier's Ref.	Other Reference(s)
Bill No. 34/09.10.23	
Buyer's Order No.	Dated
SHAIL/P.O/23-24/315	30-Sep-2023

Consignee  
**SHAIL EDUCATIONAL & WELFARE SOCIETY**  
Opp.I.I.M, Pithampur Road,  
Rau, Indore -453331 (M.P.)  
Tel. No.0731-4010566,4010567  
E-mail : store@indoreinstitute.com

Description of Goods	Quantity	Rate	per	Disc. %	Amount
Total					15,355.00

Amount Chargeable (in words)

Rs. Fifteen Thousand Three Hundred Fifty Five Only

E & O. E.

*For Stock*

Remarks :  
VEHICLE NO. : MP 09 HC 4998 CAYRING BY Mr. AMIT  
MAHESHWARI Ag. D.G.SIR APPROVAL ON NOTE SHEET  
/25.08.2023

Company's TIN/Sales Tax No. :  
Buyer's VAT TIN :  
Buyer's CST No. :

*[Signature]*  
23/11/2023

Quality Verification

for Maheshwari Stationery

Users/HOD  
Authorised Signatory

Quantity Verification



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







## Shail Educational and Welfare Society

15	Ball Pen Use & Throw	200	2.75	Lixel	550
16	Fevistic 15g	30	34	Pidllite	1020
17	White board Marker pen	100	16	Doms	1600
18	Envelope white9"x4"	1000	1		1000
19	Binder Clip 25mm	100	2.2		220
20	CellAA	60	7	Nippoo	420
21	CellAAA	60	7.5	Nippoo	450
Total					16025

**Terms & Condition:-**

1. Prices : F.O.R. SHAIL CAMPUS
2. GST : GST Not Applicable
3. Freight : All Inclusive
4. Payment : After delivery-with in 8-10 days
5. Acceptance : Goods will only be good quality as mentioned.

For: Shail Educational and Welfare Society

*[Signature]*  
Sr. Purchase Officer

*[Signature]*  
Authorised signatory

Token of Acceptance



**Note Sheet**

Dt. 25.08.2023

**Stationery Requirement For Stores Minimum Stock**

Sr.No.	Material's Name	Unit	Req Qty	Rate	Value	Make
1	Cello Tape 1"	No	100	12	1200	Wonder
2	Staplar M/c No. 10	No	20	42	840	Kangaro
3	Pin Stapler No. 10	No	60	7	420	Kangaro
4	Pin Stapler 24/6	No	20	42	840	Kangaro
5	Pen CD Marker	No	30	8.25	247.5	Luxort
6	U pin Plastic 26mm	No	40	13	520	
7	Scissor Big	No	10	55	550	
8	File Folder L- type ( Legal Size)	No	100	7	700	diamond
9	Register 2 Quier long	No	30	70	2100	Shree Navneet
10	Register 3 Quier Long	No	20	102	2040	Shree Navneet
11	File Folder Dock pad ( Legal Size )	No	40	64.9	2596	
12	Punching M/c DP-52	No	10	85	850	Pidlite
13	Rubber Bend Big	Kgs	1	360	360	
14	Gel Pen	No	100	4.75	475	Renold
15	All Pin Cantainer	No	5	40	200	
16	Ball Pen Use & Throw	No	200	2.75	550	20-20
17	Fevistick 15 G	No	30	35	1050	Pidlite
18	White board Marker Pen	No	100	15	1500	Camline
19	Envelop White 9" x 4"	No	1000	1	1000	Sunshine
20	Binder Clip 25mm	No	100	2.5	250	
21	Cell AA	No	60	7	420	Everady
22	Cell AAA	No	60	9	540	Everady
Aprox Amount					19249	

Pre Approved

*Dubey*  
25/08/23  
Dronacharya Dubey

Store Keeper

*Puneet*  
Prof. Puneet Juggal  
CAO-1

*Kashav*  
Dr. Kashav Patidar  
Principal IIST

*ASD*  
25/8  
Approved  
Group Advisor



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



MAHESHWARI  
STATIONERY

9977005983  
11/50 Station Road, Rau  
maheshwaristationery15@gmail.com

P.O.

*Post Approval*

**Quotation**

S.NO.	Item	Qty	Rate	Company	Total
1	Cello Tape 1"	100	12	Wonder tape	1200
2	Stapler M/c 10 no.	20	43	Kangaroo	860
3	Pin Stapler 10 no.	60	7	Kangaroo	420
4	Pin Stapler 24/6	20	20	Kangaroo	400
5	Pen CD Marker	30	9	Luxor	270
6	U pin Plastic 26mm	40	10		400
7	Scissor Big	10	38		380
8	File Folder L-type (Legal Size)	100	6.7		670
9	Register 2Q	30	78	Navneet	2340
10	Register 3Q	20	97	Navneet	1940
11	Punching M/c DP-52	10	85	Kangaroo	850
12	Rubber Bend Big	1	340		340
13	Gel Pen	100	5	Reynolds	500
14	All Pin Container	5	39	Omega	195
15	Ball Pen Use & Throw	200	2.75	Lixel	550
16	Fevistic 15g	30	34	Pidilite	1020
17	White board Marker pen	100	16	Doms	1600
18	Envelope white 9"x4"	1000	1		1000
19	Binder Clip 25mm	100	2.2		220
20	Cell AA	60	7	Nippoo	420
21	Cell AAA	60	7.5	Nippoo	450
<b>Total</b>					<b>16025</b>

Regards  
Maheshwari stationery

\* GIST NOT AVAILABLE

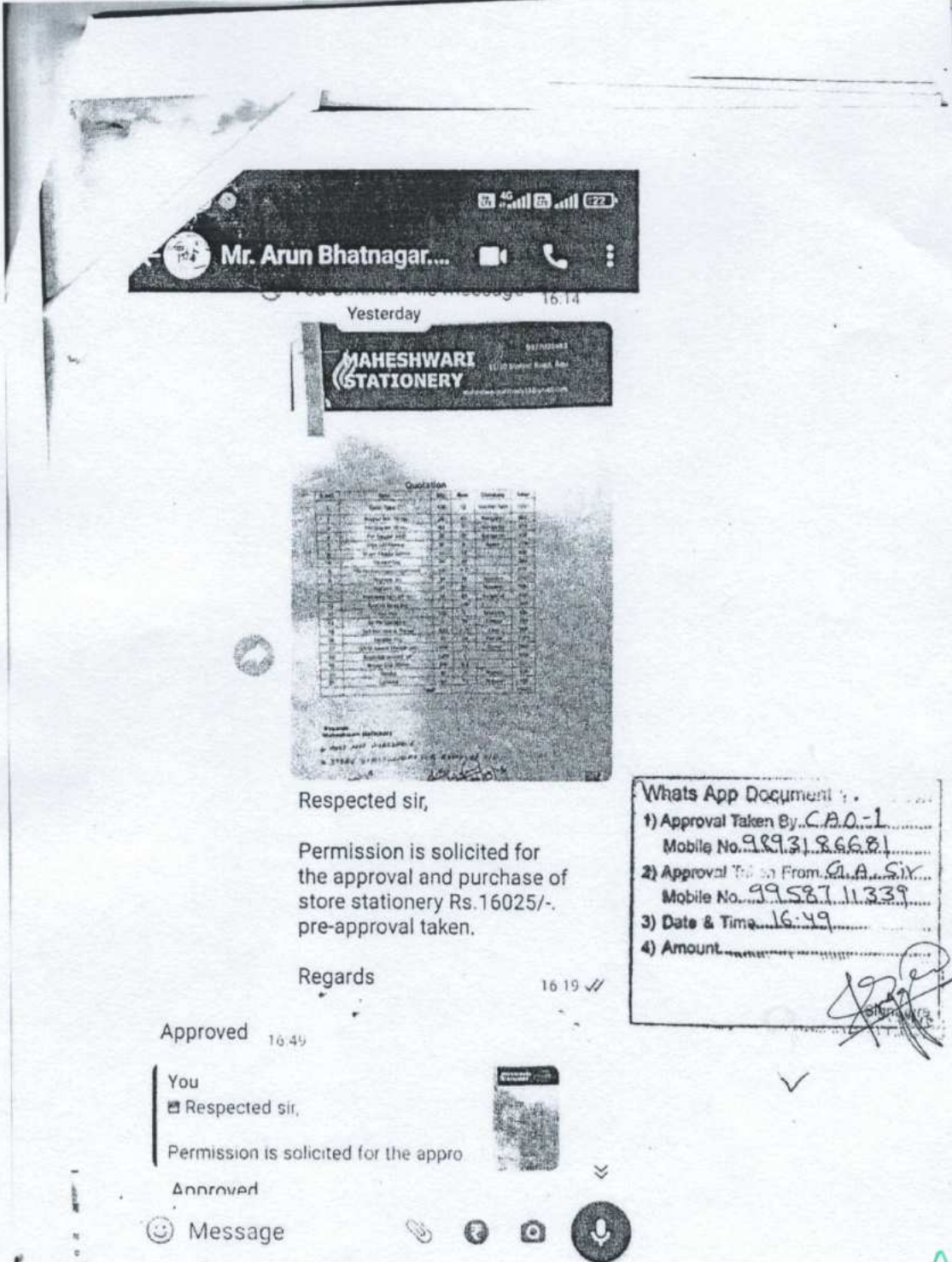
\* STORE STATIONERY FOR REGULAR USE



*(Signature)*

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





Respected sir,

Permission is solicited for the approval and purchase of store stationery Rs.16025/- pre-approval taken.

Regards

Whats App Document :  
 1) Approval Taken By..C.A.O-1  
 Mobile No. 9893186681  
 2) Approval Taken From..C.A. Sir  
 Mobile No. 9958711339  
 3) Date & Time..16:49  
 4) Amount.....

Approved 16:49

You  
 Respected sir,

Permission is solicited for the appro

Approved

Message



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





## INDORE INSTITUTE OF PHARMACY (IIP)

### IT- POLICY

#### Guidelines for Usage of Computing Resources

The Guidelines concerning usage of Computing Resources provided by Institute

Indore Institute of Science & Technology provides a strong information technology environment to support its students and faculty in the pursuit of their instructional objectives and teaching. These resources are to be used for educational purposes and to carry out the legitimate business of the Institute.


Understanding that for the Institute to maintain an environment of open access to networked computing resources is important, those who use these facilities must comply with the written policies covering their use as well as the "spirit and intent" of those policies.

Appropriate use of the resources includes instruction, independent study, academic research, and the official work of the offices, departments, recognized student organizations, and the agencies of the institute. Any activity that intentionally obstructs or hinders the authorized use of campus computing and network resources is prohibited. Examples of inappropriate activities include (but are not limited to):

1. **Interfering with system security or integrity by:**
  - Unauthorized breaking into a system/network and/or accessing data files and programs without authorization.
  - Releasing a virus or other malicious program/software that disables system network performance or hinders other clients.
  - Exploiting security gaps.
  - Hindering/changing supervisory or accounting functions of the systems.
  - Tapping network lines and changing of IP Address.

Dishonestly moving data from Institute System or through emails that belongs to SGI.
2. **Obstructing users from authorized services by:**
  - Monopolizing computing resources or computer access.
  - Obtaining, possessing, using, or attempting to use someone else's user account or password without notification or permission.
  - Unauthorized Accessing, or attempting to access, another user's data or information without proper authorization.
3. **Email**
  - Sending unsolicited e-mail, junk mail, or propagating chain letters.

Opp. IIM, Rau Pithampur Road, Gram Dehri - 453331

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



- E-mail "bombing", "spamming", etc.

Any activity of a person or group of persons have violent effects upon another person or a social group comes under definition of cyber violence.

4. **Offensive Material**

- Transmitting or storing / sharing offensive material like racial or religious hatred messages, pornography data/pictured/video/audio/text etc.

5. **Forging electronic information**

- Creating, altering, or deleting the attribution of origin (e.g., "From" in e-mail, IP address in headers).
- Sending messages under someone else's address (e.g., hoax messages, even if intended as a joke).

6. **IPR Violations: -**

Including with software piracy, copyright infringement, trademarks violations, theft of computer source code, patent violations. etc.

Attempting Cyber Squatting- Domain names are also trademarks and protected by ICANN's domain dispute resolution policy and also under trademark laws.

7. **Online gambling: -**

Any attempt to indulging any form of gambling, betting, money laundering unauthorized money transfer using Institute computing and network resources is Prohibited.

8. **Defamation:** -Indigenous in any form of online derogatory, defaming, character assassination or degrading any person, Institute, Group, Sector, religion, caste, political party etc is prohibited.

9. **Physically damaging a computer system:-** Physically damaging a computer or its peripherals either by shock, fire or excess electric supply etc. DESCRIPTIONS of Sample Violations (Not Exclusive).

10. **Mishandling email:** You must not overload the communications servers; do not abuse your communications privileges. E-mail is a fast, convenient form of communication. This makes it easy to send mail to multiple recipients and puts a strain on shared systems.

11. **Do not help propagate chain e-mail letters:** Forwarding chain e-mail is a violation of Institute computing policy. Phrases in the subject line can usually identify chain e-mail, such as "Forward - do not delete," "don't break the chain," etc. Some chain e-mails promise good luck, promise easy money, tell stories and ask for help, or warn of false e-mail viruses. If there are a large number of addresses in the message, chances are very good that it is a chain e-mail. "Get rich quick" schemes will invariably claim to be "completely legal". Do not be fooled. Delete all chain e-mail from your account. Contact IT DEPT for any clarifications.



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



55  
Principal  
Indore Institute of Pharmacy,  
INDORE (M.P.)



**12. Do not "bomb" e-mail accounts:** Sending numerous or large e-mail messages to one person is considered "e-mail bombing." This may or may not be done in an attempt to disrupt the recipient's network services. Sometimes e-mail "bombs" are used as a method of retaliation. Even if no harm was intended or it was simply a "harmless prank," a e-mail "bomb" can disrupt service to hundreds of users.

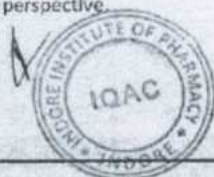
**13. Copyright Infringements:** For your use, the Institute provides many software and data that have been obtained under contracts or licenses stating that they may not be copied, cross-assembled, or reverse-compiled. You are responsible for determining whether or not programs or data are restricted in this manner before copying, cross assembling, or reverse-compiling them in whole or in any part. If it is unclear whether or not you have permission to do so, assume that you do not have permission to do so. IT DEPT. will assist with any questions regarding software usage and licensing issues.


**14. Interfering with a User's Authorized Services:** Any activity that causes disruptions in service to other users is considered interference. In some cases, using more resources than you are entitled to can also be considered interference (e.g., using excessive storage space on the shared systems, flooding chat channels or newsgroups). More importantly, you must not monopolize computing resources for nonacademic activities such as game playing and other trivial applications locally or over an affiliated network; printing excessive copies of documents, files, images or data. You should refrain from using unwarranted or excessive amounts of storage; printing documents or files numerous times because you have not checked thoroughly for all errors and corrections; or run grossly inefficient programs when efficient alternatives are known to be available. You should be sensitive to special needs for software and services available in only one location, and cede place to those whose work requires the special items.

**15. Sharing Resource Accounts and Passwords or Sharing Objectionable material on Institute :** Your network login and password are for your personal use. If you share your login and password with your colleagues, friends or roommates, then you are giving them access to services they are not authorized to use. They may embarrass you by sending e-mail, posting messages, or even chatting with people while posing as you. Do not share your account or password with anyone. If you suspect that someone may have obtained your password, change it immediately. If you suspect that someone has repeatedly accessed your login and password, notify IT DEPT. or send e-mail to IT DEPT. at [systeadministrator@Indoreinstitute.com](mailto:systeadministrator@Indoreinstitute.com) Conversely, using someone else's password to access services or data is also a violation of policy, regardless of how the password was obtained. Do not use anyone else's password, account, or e-mail.


Further, sharing any form of objectionable material (pornography, religious hatred mails etc.) on your PC hard-drive on SGI Network is strictly prohibited.

**Disruption of System Security or Integrity:** Tampering with the operation of any server or network resource is prohibited. Any such activity constitutes a threat to the normal operation of that resource and can potentially effect hundreds of users. Any attempt will be regarded as malicious in intent and will be pursued in that perspective.



  
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**Unauthorized access:** Legitimate use of the Group Institutes computer systems does not extend to what one is capable of doing on that system. In some cases, there may be security loopholes through which people can gain access to a system or to data on that system, a network, or data. This is unauthorized access. If a student accidentally permits access to his or her files through the network, you do not have the right to access those files unless you have been given explicit authorization to access the material. This is similar to accidentally leaving your door room unlocked. You would not expect your neighbor to use that as an excuse for entering your room.

#### Do's & Don't

**Forgery:** You must not alter any form of electronic communication (especially via forged electronic mail and news postings). Messages, sentiments, and declarations sent as electronic mail or sent as electronic postings should meet the same standards for distribution or display as if they were tangible documents or instruments. Forgery includes using another person's identity. Forgeries intended as pranks or jokes are still violations. Attempts to alter the attribution of origin (e.g., the "from" or "addressee" lines) in electronic mail, messages, or postings, will be considered transgressions of Institute rules. You are free to publish your opinions, but they should be clearly and accurately identified as from you, or, if you are acting as the authorized agent of a group recognized by the Institute, as coming from the group you are authorized to represent.

- Always use official mail id for professional communication within & outside the organization also use of personal mail id is prohibited.

Please check your mail accounts regularly.

- If you have received a mail containing an attachment, from an unknown sender don't open it, you need to scan the attachment through Antivirus, if you found virus with the attachment then please delete it.

- If you receive a mail containing an attachment, from a sender you know, but without any mention regarding the attachment, don't open it. It may be carrying a virus, which gets automatically attached with mails. You can confirm from the sender if he has sent you this attachment and only then open it.

- Please ensure that attachments sent by you are free from virus and worms. Always use official Mail id for communication within & outside the organization also use of personal mail id is prohibited

- If you don't have official email id contact to SGI Administrative Department for new official email. Also these mail ids are for official use only.

- Use MS-Outlook for Official Email Address and if outlook is not properly configured please contact System Administrator.

**CONSEQUENCES OF MISUSE:** Infractions of this shared use policy will result in loss of system and network privileges and will be referred either to the Dean of Department /Principal/Director.



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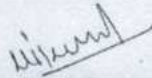
When IT department has reason to believe a user has violated the shared system policy, it may suspend the user's account(s) pending the outcome of an inquiry into the matter. IT Department will notify the staff or student of the alleged violation and the facts on which the alleged violation is based. The staff or student will have an opportunity to respond to the alleged violation. After gathering and considering all the facts available, and in consultation with the Dean of Department /Principal/Director, the user's privileges to the shared use systems may be withdrawn for the remainder of the Semester/Course.


If, in addition to withdrawing privileges, IT Department believes the violation is sufficiently serious to warrant more severe disciplinary action, including restitution, they may refer the matter to the Dean of Department/Principal/Director for appropriate disciplinary action.

**Conclusion:** The IT Department recognizes that SGI Information System users are extremely diverse in their needs and requirements. Providing this large range of services for research and instruction necessarily entails providing a relatively unrestricted and flexible system and network organization. To this end, we expect that our users practice considerate and responsible computing and adhere to common sense standards.

When problems arise, they will be dealt with to ensure the unimpaired operation of our systems and network, but we request that all users are considerate and prudent in their use of the resources.


The shared systems are an extremely important and ever-changing resource for the SGI. As a member you are responsible for staying informed about the policies and procedures updates.

  
System Administrator


  
Principal

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### SOP- Maintenance of Computers (Hardware & Software) and Networking

**Purpose:** The purpose of this Standard Operating Procedure (SOP) is to form guidelines and procedures to be adopted for maintenance of computers (Hardware & Software) and networking.

- a) Scope: This procedure is applicable for maintenance of computers in all the Departments, Sections and Computer Centers.
- b) Responsibility: System administrator.
- c) Policies and Procedures:
  - Whenever there is a problem with computer hardware or software the respective lab-in charge/Lab Staff / individual has to call the repair request to the System administrator.
  - After received request system admin assign one lab staff and lab staff visit the place and check the problem if problem is small he or she immediately resolve it and entry the detail in the register and if problem is little complex then machine will be forwarded to system admin office.
  - In System administrator office they maintain log register and they entry the details with problem and assign the lab staff for the same.
  - Assign Lab staff coordinate with system admin and resolve the problem and filled the form and mention the issues and solution.
  - The repair form is seemed to be closed once the problem is solved with System admin signed and end user signs the form.
  - At last again outward entry in register and machine will be send to respective place
  - In due course of repair, if the need for purchase of spare parts arises, the request from system administrator is raised and the same is submitted to principal with signature of end user.
  - If the required amount is less than Rs 10000/-, principal approves it for the necessary purchases and if the requirement is more, the requisition is forwarded to purchase committee as per SOP.

Cont...



*Handwritten signature*

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Principal

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d) Guidelines for the users:


- For utilization of computers, the users have to make an entry in the log register.
- The user is not allowed to plug in their external drives without prior permission.
- The respective user will be held responsible for any damage or malfunction of the computer.
- There will be no claim for loss of data saved on desktop.
- The user should not delete/uninstall any data or software.
- Only necessary documents are allowed to print on nominal charge basis.

e) Records to be maintained:

- Repair form
- Log book

  
System Administrator  
System Administrator




  
Principal  
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Principal

IIST/IIP/IIMR

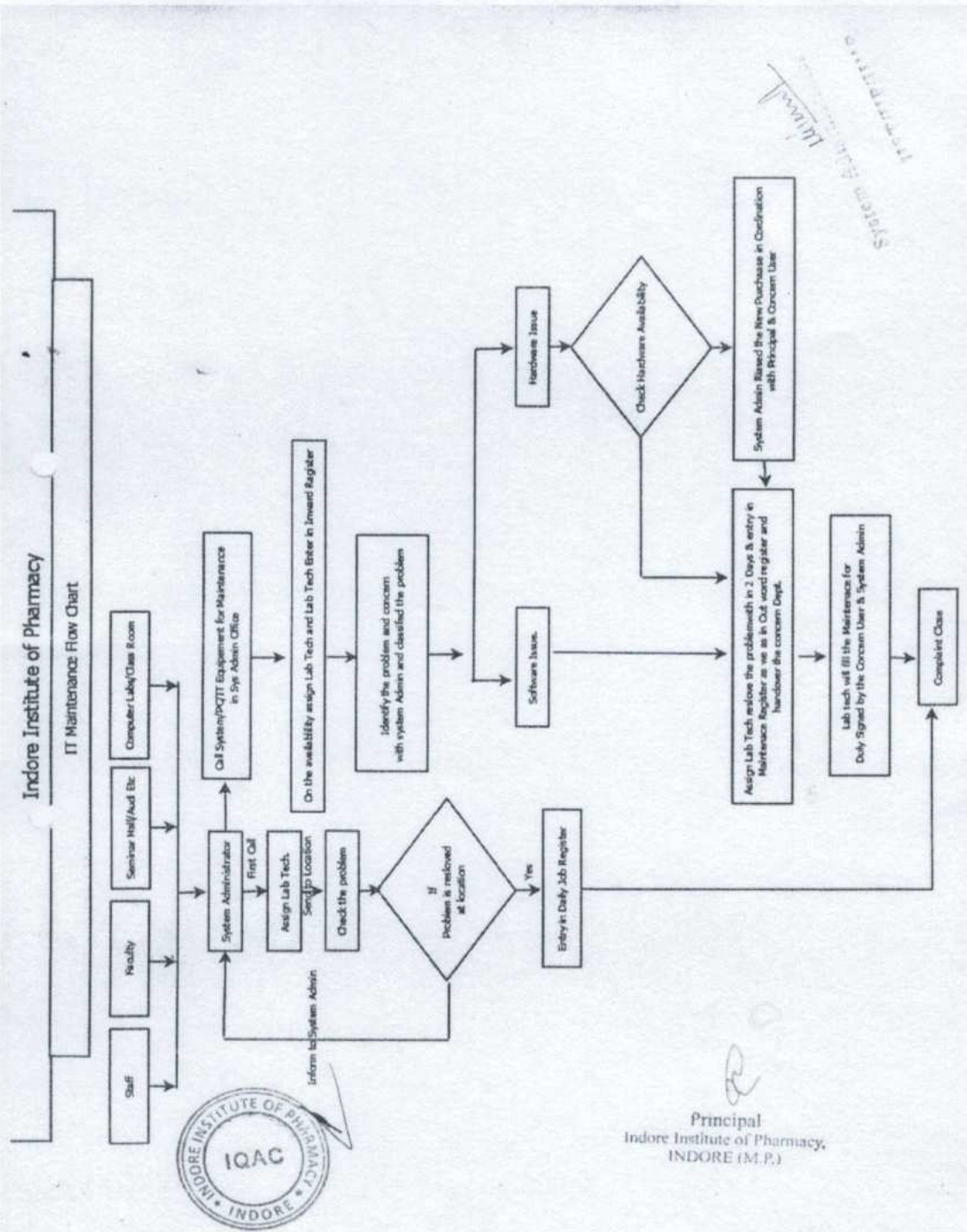


  
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Principal  
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Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_



  
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Form No.

### System Maintenance Report

User Name	Department	System Name
System Model	IP	MAC
Date of Receive	Date of Deliver	

Previous Installed OS :-  
 Windows XP  Windows 7  Windows 10  Any Other

Issue/Problem :-  
 OS Corrupt  M.B. Failure  HDD Failure  RAM Failure  SMPS Failure  SATA Cable  CMOS Battery  
 Other \_\_\_\_\_

Action taken :-  
 OS Install  M.B. Replace  HDD Replace  RAM Replace  SMPS Replace  SATA Cable Replace  
 CMOS Replace  Other \_\_\_\_\_


Current Install OS :-  
 Windows XP  Windows 7  Windows 10  Any Other

OS Activate :-  Yes  No  
 Driver Install :-  Yes  No  
 Windows update :-  Yes  No  
 Antivirus :-  Yes  No  
 Antivirus Update :-  Yes  No  
 System Scan :-  Yes  No  
 Firewall :-  On  Off  
 Browser Update :-  Yes  No


Required Application Install :-  MS Office  Acrobat  Winrar  VLC  Java  
 Version :-       
 Any Other \_\_\_\_\_

Browser :-  Mozilla Firefox  Google Chroma  Internet Explore  
 Version :-

Other Peripherals Failure :-  Monitor  Keyboard  Mouse  Other \_\_\_\_\_

  
 User Sign.

System Administrator

  
 Principal  
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 INDORE (M.P.)

Attended By  
 Name & Sign.



Principal  
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**3.2 Log book of Computers**

09/12/2024				09/12/2024					
S.No	NAME	ROLL NO	RC No.	SEM	Lab/Prac	INTIME	OUTTIME	PRC	RC
01	Arbun Singh	0845PY221079	C-187	Vth	B.Pharm	10:00	11:00	8	09/12
02	Disha chowhan	0845PY221081	C-185	Vth	B.Pharm	10:00	11:00	8	09/12
03	Arbun Singh	0845PY221079	C-185	Vth	B.Pharm	10:00	11:00	8	09/12
10/12/2024				10/12/2024					
1	Arbun Singh	0845PY221079	C-185	VI	B.Pharm	10:00	11:00	8	10/12
2	Nishal Malwade	0845PY221111	C-185	V	B.Pharm	10:00	11:00	8	10/12
3	Diksha chowhan	0845PY221081	C-185	V	B.Pharm	10:00	11:00	8	10/12
4	Dipankar Joshi	0845PY221072	C-185	V	B.Pharm	10:00	11:00	8	10/12
5	Arbun Singh	0845PY221079	C-185	V	B.Pharm	10:00	11:00	8	10/12
6	Arbun Singh	0845PY221079	C-185	V	B.Pharm	10:00	11:00	8	10/12
11/12/2024				11/12/2024					
01	Arbun Singh	0845PY221079	C-187	VI	B.Pharm	10:00	11:00	8	11/12
02	Nishal Malwade	0845PY221111	C-185	VI	B.Pharm	10:00	11:00	8	11/12
03	Arbun Singh	0845PY221079	C-185	VI	B.Pharm	10:00	11:00	8	11/12
04	Nishal Malwade	0845PY221111	C-185	VI	B.Pharm	10:00	11:00	8	11/12
05	Arbun Singh	0845PY221079	C-185	VI	B.Pharm	10:00	11:00	8	11/12
06	Nishal Malwade	0845PY221111	C-185	VI	B.Pharm	10:00	11:00	8	11/12
12/12/2024				12/12/2024					
01	Arbun Singh	0845PY221079	C-185	VI	B.Pharm	10:00	11:00	8	12/12
02	Nishal Malwade	0845PY221111	C-185	VI	B.Pharm	10:00	11:00	8	12/12

12/12/2024				12/12/2024					
S.No	NAME	ROLL NO	RC No.	SEM	Lab/Prac	INTIME	OUTTIME	PRC	RC
1	TARUN ATODE	0845PY221106	C-1302	5th	B.Pharm	9:30	11:00	8	12/12
2	Yashika Khar	0845PY221113	C-1301	5th	B.Pharm	9:30	11:00	8	12/12
3	Arbun Singh	0845PY221079	C-1301	5th	B.Pharm	9:30	11:00	8	12/12
4	Rachani Malwa	0845PY221030	C-1305	5th	B.Pharm	9:30	11:00	8	12/12
5	Shivani Bawetha	0845PY221100	C-1302	5th	B.Pharm	9:30	11:00	8	12/12
6	Arbun Singh	0845PY221079	C-1304	5th	B.Pharm	9:30	11:00	8	12/12
7	Yashika Khar	0845PY221113	C-1301	5th	B.Pharm	9:30	11:00	8	12/12
8	Arbun Singh	0845PY221079	C-1302	5th	B.Pharm	9:30	11:00	8	12/12
9	Arbun Singh	0845PY221079	C-1302	5th	B.Pharm	9:30	11:00	8	12/12
10	Arbun Singh	0845PY221079	C-1302	5th	B.Pharm	9:30	11:00	8	12/12
11	Arbun Singh	0845PY221079	C-1304	5th	B.Pharm	9:30	11:00	8	12/12
12	Arbun Singh	0845PY221079	C-1305	5th	B.Pharm	9:30	11:00	8	12/12
13	Arbun Singh	0845PY221079	C-1302	5th	B.Pharm	9:30	11:00	8	12/12
14	Arbun Singh	0845PY221079	C-1305	5th	B.Pharm	9:30	11:00	8	12/12
15	Arbun Singh	0845PY221079	C-1307	5th	B.Pharm	9:30	11:00	8	12/12
16	Arbun Singh	0845PY221079	C-1308	5th	B.Pharm	9:30	11:00	8	12/12
17	Arbun Singh	0845PY221079	C-1309	5th	B.Pharm	9:30	11:00	8	12/12
18	Arbun Singh	0845PY221079	C-1310	5th	B.Pharm	9:30	11:00	8	12/12



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# Indore Institute of Pharmacy

Approved by: BOP/Indore/1 Approved by: AICTE/Indore/2013 & 2014  
Regd. No. (Indore) 100/2011

## 3.3 Time Table

w.e.f: 22/04/2024



Indore Institute of Pharmacy, Indore  
Time-Table  
Session: 2023-2024 (Jan-June 2024)  
B. Pharm. Semester II



Classroom - S-26 (A) & S-27 (B)

Day/Time	Sec.	9:00-9:55am	9:55-10:50am	10:50-11:45am	11:45-12:40pm	12:40-1:10pm	1:10-5:00 pm			
Mon	A	BP 204T (PS)	BP 201T (RI)	BP 206T (RNS)	BP 202T (RP)	L	BATCH A: HAP-II, BP207P RB (S-3) BATCH B: Pharm. Org. Chem.-I, BP208P RP (F-4) BATCH C: Biochemistry, BP209P AB (G-3) BATCH D: Comp. Application, BP210P VG (F-15)			
	B	BP 203T (MM)	BP 202T (VS)	BP 204T (PM)	BP 201T (MJ)		BATCH A: Comp. Application, BP210P VG (F-15) BATCH B: HAP-II, BP207P RB (S-3) BATCH C: Pharm. Org. Chem.-I, BP208P RSM (F-4) BATCH D: Biochemistry, BP209P MM (G-3)			
Tue	A	BP 204T (PS)	BP 201T (RB)	BP 203T (AB)	BP 202T (RP)	U	BATCH A: Biochemistry, BP209P AB (G-3) BATCH B: Comp. Application, BP210P VG (F-15) BATCH C: HAP-II, BP207P MJ (S-3) BATCH D: Pharm. Org. Chem.-I, BP208P RSM (F-4)			
	B	BP 203T (MM)	BP 202T (VS)	BP 204T (PM)	BP 201T (MJ)		BATCH A: Pharm. Org. Chem.-I, BP208P RP (F-4) BATCH B: Biochemistry, BP209P AB (G-3) BATCH C: Comp. Application, BP210P VG (F-15) BATCH D: HAP-II, BP207P MJ (S-3)			
Wed	A	BP 205T (CT)	BP 204T (PS)	BP 203T (AB)	BP 202T (RP)	N	BATCH A: Pharm. Org. Chem.-I, BP208P RP (F-4) BATCH B: Biochemistry, BP209P AB (G-3) BATCH C: Comp. Application, BP210P VG (F-15) BATCH D: HAP-II, BP207P MJ (S-3)			
	B	BP 206T (RNS)	BP 202T (VS)	BP 205T (MG)	BP 204T (PM)		BATCH A: Pharm. Org. Chem.-I, BP208P RP (F-4) BATCH B: Biochemistry, BP209P AB (G-3) BATCH C: Comp. Application, BP210P VG (F-15) BATCH D: HAP-II, BP207P MJ (S-3)			
Thur	A	BP 203T (AB)	BP 201T (RB)	BP 206T (RNS)	BP 205T (CT)	C	BATCH A: Pharm. Org. Chem.-I, BP208P RP (F-4) BATCH B: Biochemistry, BP209P AB (G-3) BATCH C: Comp. Application, BP210P VG (F-15) BATCH D: HAP-II, BP207P MJ (S-3)			
	B	BP 206T (RNS)	BP 205T (MG)	BP 203T (MM)	BP 201T (MJ)		BATCH A: Pharm. Org. Chem.-I, BP208P RP (F-4) BATCH B: Biochemistry, BP209P AB (G-3) BATCH C: Comp. Application, BP210P VG (F-15) BATCH D: HAP-II, BP207P MJ (S-3)			
Fri	A	9:00-9:55am BP 205T (CT)	9:55-10:50am BP 204T (PS)	10:50-11:45am Comm. Skills (VK)	11:45-12:40pm BP 206T (RNS)	H	1:10-2:05pm BP 201T (RB)	2:05-3:00pm BP 202T (RP)	3:00-3:55pm BP 203T (AB)	
	B	BP 206T (RNS)	Comm. Skills (VK)	BP 205T (MG)	BP 202T (VS)		BP 203T (MM)	BP 204T (PM)	BP 201T (MJ)	
Sat		Guest Lectures/Presentations/Sports								

Faculty: PS: Dr. Praveen Sharma, RB: Dr. Rekha Bisht, RP: Dr. Ritesh Patel, VS: Mr. Vishnucharan Shukla, MM: Mrs. Meenakshi Mandloi, AB: Mrs. Ankita Bhadoriya, MJ: Ms. Manisha Jatav, RSM: Ms. Rekha Sharma, PM: Ms. Priya Mahajan, CT: Ms. Chetna Tivaree, MG: Ms. Megha Gupta, RNS: Ms. Rini Sain, VG: Mr. Vivek Gupta, VK: Mrs. Vimmy Katyal

BP201T/207P	Human Anatomy & Physiology-II	BP202T/208P	Pharmaceutical Organic Chemistry-I	BP203T/209P	Biochemistry
BP204T	Pathophysiology	BP205T/210P	Computer Applications in Pharmacy	BP206T	Environmental Sciences

Class Co-ordinator  
Mr. Gourav Sarsodiya

Academic Co-ordinator  
Dr. Nadeem Farooqui

Principal, IIP  
Dr. Nimita Manocha



Indore Institute of Pharmacy, Indore  
Time-Table  
Session: 2023-2024 (Jan-June 2024)



Class: B. Pharm. Part IV Semester VIII

Classroom - T-14  
w.e.f: 02/01/2024

Day/Time	Sec.	9:00-9:55am	9:55-10:50am	10:50-11:45am	11:45-12:40pm	12:40-1:10pm	1:10-5:00 pm	
Mon	A	BP 801T (MG)	BP 802T (DJ)	BP 803T (NF)	BP 804T (NSS)	L	Project Work BP805P	
	B	BP 803T (NM)	BP 804T (CT)	BP 801T (RG)	BP 802T (PV)			
Tues	A	BP 802T (DJ)	BP 801T (MG)	BP 803T (NF)	Library	U	Project Work BP805P	
	B	BP 803T (NM)	Library	BP 802T (PV)	BP 801T (RG)			
Wed	A	BP 803T (NF)	BP 804T (NSS)	Library	BP 802T (DJ)	N	Project Work BP805P	
	B	Library	BP 802T (PV)	BP 803T (NM)	BP 804T (CT)			
Thurs	A	BP 801T (MG)	BP 804T (NSS)	BP 802T (DJ)	Comm.Skill (VK)	C	Project Work BP805P	
	B	BP 802T (PV)	Comm.Skill (VK)	BP 801T (RG)	BP 804T (CT)			
Fri	A	BP 803T (NF)	BP 801T (MG)	Comm.Skill (VK)	BP 804T (NSS)	H	Project Work BP805P	
	B	Comm.Skill (VK)	BP 804T (CT)	BP 803T (NM)	BP 801T (RG)			
Sat		Guest Lectures/Presentations/Sports						

Note: Bold subject must be considered as a tutorial class.

Faculty: NF: Dr. Nadeem Farooqui, RG: Dr. Rupesh Goutam, DJ: Mr. Darshan Jamindar, NSS: Mrs. Nayany Sharma, MG: Ms. Megha Gupta, PV: Ms. Parul Vaishnav, NM: Ms. Neelima Mandloi, CT: Ms. Chetna Tiwaree, VK: Mrs. Vimmy Katyal

BP801T	Biostatistics & Research Methodology	BP802T	Social & Preventive Pharmacy	BP803T	Elective-I (Cosmetic Science)
BP804T	Elective-II (Dietary Supplement & Nutraceuticals)	BP805PA23	Project Work		

Class Co-ordinator  
Mr. Darshan Jamindar

Academic Co-ordinator  
Dr. Nadeem Farooqui

Principal, IIP  
Dr. Nimita Manocha



Principal  
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**Indore Institute of Pharmacy**

**3.4 Proof of Maintenance**

D.V.S. INFORMATICS PVT. LTD.																
31, Electronic Complex, Pardeshipura Indore 452010																
Tel: 0731-4030024																
GSTIN: 23AABCD1923D1ZE																
Tax Invoice																
Invoice No: 24								PO No: SEWS/PO/23-24/234								
Invoice date: 28/7/23								PO Date: 27/7/23								
Reverse Charge (Y/N):																
State: Madhya Pradesh								Code		23						
Bill to Party						Ship to Party										
Shail Educational & Welfare Society Indore						Shail Educational & Welfare Society Indore										
GSTIN: URD								GSTIN: URD								
State: Madhya Pradesh								Code		23			State: Madhya Pradesh		Code	23
S. No.	Product Description	HSN code	UOM	Qty	Rate	Amount	Discount	Taxable Value	CGST Rate	CGST Amount	SGST Rate	SGST Amount	Total			
1	D-LINK RJ45 connector	8536	No	300	3.2	960	0	960.00	9	86.40	9	86.40	1132.80			
2	D-LINK 4U RACK	8473	No	9	2700	24300	0	24300	9	2187.00	9	2187.00	28674.00			
3	D-LINK 16 PORT GIGABIT SWITCH 5H QSNAB27C007866 QSNAB27C007870 QSNAB27C007863 QSNAB27C007864 QSNAB27H018301 QSNAB27H018309	8517	No	9	4350	39150	0	39150	9	3523.50	9	3523.50	46197.00			
4	SPECTRA CRIMPING TOOL	8207	No	2	630	1260	0	1260	9	113.40	9	113.40	1486.80			
<b>Total</b>				320		65670	0	65670		5910.3		5910.3	77490.60			
Total Invoice amount in words								Total Amount before Tax					65670.00			
Rupees Seventy Seven Thousand Four Hundred Ninety & Paise Sixty Only								Add: CGST					5910.30			
								Add: SGST					5910.30			
								Total Tax Amount					11820.60			
								Total Amount after Tax:					77490.60			
Bank Details								GST on Reverse Charge					0			
Bank (SBI) A/C: 10586248418								For D.V.S. INFORMATICS PVT. LTD								
Bank IFSC: SBIN0031200																
Terms & conditions																



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





**Indore Institute of Pharmacy**  
Approved by M.P. Council of Pharmacy Education, Indore

**Goods Receipt Note**

(Original)

**/S Informatics Pvt. Ltd.**  
 1, Electronic Complex  
 Indore - 452010  
 Ph. No. 0731-4030024, 4032405  
 Mob. No. 9839050303

Invoice No: **SEWS/23-24/375**  
 Supplier's Ref:  
 Bill No. **24/28.07.23**  
 Buyer's Order No.:  
 SEWSP.003-3424

Dated: **31-Jul-2023**  
 Other Reference:  
 Date:  
 No.:

Consignee  
**SHAIL EDUCATIONAL & WELFARE SOCIETY**  
 Opp.I.I.M., Pithampur Road,  
 Rau, Indore -453331 (M.P.)  
 Tel. No.0731-4010566,4010567  
 E-mail : store@indoreinstitute.com

Description of Goods	Quantity	Rate	per	Disc. %	Amount
<b>RJ-45 Connector</b> RJ 45 Connector 03 Pkt x 100 Pcs Each = 300 Pcs Make : D-Link	300 Nos.	3 78	Nos.		1,134.00
<b>Rack Network Swith 4U</b> Network Switch Rack 4U Make : D-Link	9 Nos.	3,186.00	Nos.		28,674.00
<b>Switch 16 Port</b> 16 Port Switch Sr.No: 01) QSA822C007866 02) QSA822C007867 03) QSA822C007868 04) QSA822C007869 05) QSA822C007870 06) QSA822C007863 07) QSA822C007864 08) QSA822B016301 09) QSA822B016309 Make : D-Link	9 Nos.	5,133.00	Nos.		46,197.00
<b>Crimping Tool</b> Crimping Tool Make : Spectra	2 Nos.	743.40	Nos.		1,486.80
					77,491.80
Less :					(-)0.80
	<b>Round Off</b>				
	Total	320 Nos.			<b>77,491.00</b>

Amount Chargeable (in words)  
**Rs. Seventy Seven Thousand Four Hundred Ninety One Only**

*Systematics*  
*(Signature)*

Remarks  
 VEHICLE : MP 09 RA 9771 DRIVER - TARUN Ag. D.G.SIR  
 APPROVAL ON NOTE SHEET 24.07.2023

Company's TIN/Sales Tax No. :  
 Buyer's VAT TIN  
 Buyer's CST No.

Quantity Verification









**Indore Institute of Pharmacy**  
Approved by: Ministry of Health & Family Welfare, Government of Madhya Pradesh, Indore, India.



## Shail Educational and Welfare Society

### Purchase Order

PO No. SEWS/PO/23-24/234

Date: 27/07/2023

PR/NS/24.7.23

Rate Reference PO/162

To,

M/s. D.V.S. Informatics Pvt. Ltd.

31, Electronic Complex,

Perdeshipura,

Indore - 10 Ph. 4030024

Email: deepj@dvsinfo.com

Subject: Purchase Order

Dear Sir,

With reference to your quotation & subsequent discussion, we are pleased to inform you that Purchase order on the following rates and conditions.

Sl NO.	MAKE	NAME OF ITEMS	QTY	Rate	Amount
1	D-Link	RJ 45 Connector	300	3.2	960
2	D-Link	4 u Rack	9	2700	24300
3	D-Link	16 Port Gigabit Switch	9	4350	39150
4		Spectra Crimping Tools	2	630	1260
		Total			65670.00
		GST @ 18%			11820.00
		Net Total after GST			77490.00

**Terms & Condition:-**

- |               |  |
|---------------|--|
| 1. Prices     | Ex Shop, Indore  |
| 2. Freight    | Inclusive  |
| 3. Payment    | After delivery of Goods  |
| 4. Acceptance | Material will only be acceptable after successful installation & testing functionality |

Shail Educational and Welfare Society

*Anamika*  
29/7  
Sr. Purchase Officer

*[Signature]*  
Authorized Signatory

Token of Acceptance



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





# Indore Institute of Pharmacy

Approved by: MPP Council (Department of Higher Education & Technical Education)  
 Register No. 10/2007/2007

PR/NS/IMR/19.6.23

## Comparative Chart for Misc. Items for IMR

IIST IIP IMR

Date: 20.06.2023

SI NO	MAKE	NAME OF ITEMS	QTY	M/s DVS InfoTech		M/s Junony Network Pvt. Ltd.		Samyak Computer	
				Rate	Amount	Rate	Amount	Rate	Amount
1	D-Link	RJ45 Connector	200	3.2	640	3.79	758	4	800
2	D-Link	4 U Rack	2	2700	5400	2588	5176	2550	5100
3	D-Link	24 Port Gigabit Switch	1	6450	6450	6339	6339	5350	5350
4	D-Link	15 Port Gigabit Switch	1	4150	4150	4568	4568	4750	4750
5	D-Link	8 Port Gigabit Switch	3	1610	4830	1655	4965	1750	5250
6		VGA Splitter 1x2	10	300	3000	35.7	3570	325	3250
7		Specialty Cleaning Tools	1	630	630	625	625	675	675
		GST @ 18%			4618.8		27101		26175
		Net Total after GST			30278.8		6878.18		4311.5

*Handwritten signature*  
 Sr. Purchase Officer

*Handwritten signature*  
 System Administrator

GPA Finance  
 MOD User

P.O. 162/20.6.2023

*Handwritten signature*  
 Director General  
 IIST/IIP/IMR



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



Indore Institute of Science & Technology  
 Indore Institute of Pharmacy  
 Indore Institute of Management & Research

Network and Electrical Equipment's requirement for the Mobile Network Installation

Electrical Requirement

S.No.	Item Name	Qty	Price	Amount
1	25 MM PVC Pipe	50	80	4000
2	2 Way Junction Box	20	10	200
3	3 Way Junction Box	30	10	300
4	PVC Bend 25 mm	25	15	375
5	PVC Bend 25 mm	200	5	1000
6	Wall Clip 25 mm	1 Pkt		700
7	1/4" Machine Screw Black	1 Pkt		400
	Flexible Pipe 25 mm	3 Bundle	80	
		(A)	Total (Approx. Amount)	5975

Networking Requirement

S.No.	Item Name	Qty	Price	Amount
1	16 Port Giga Switch (IP Link)	9	4500	40500
2	Switch Rack 4U-Dink	9	3000	27000
3	Cat 6 Cable	10 Bundle (305 Mtr)	6000	60000
4	Rj 45 Connector	300 Nos	5	1500
5	Climbing Tool (Spektra)	92	1700	3400
		(B)	Total (Approx. Amount)	132400

Rs. 140660/- (Approx)

System Administrator

Electrical Supervisor

Principal - IIST



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






**Indore Institute of Pharmacy, Indore.**

**4.1 Sports Complex Maintenance Policy**

1. A fully equipped Gymnasium and Yog patanjali Kaksha is available for the students and staff.
2. It consists of indoor games like Chess, Carrom and Table Tennis.
3. A full time Gym Instructor is appointed in the Gymnasium.
4. Gymnasium is open from 9:00am to 4:00 pm for girls and boys.
5. Sport shoes are available for both girls and boys.
6. Proper sportswear is compulsory for the students inside the Gym.
7. Every student should carry their own water bottle and towel.
8. Discipline and decorum to be maintained inside the Gym, however light music is permitted.
9. Every student is asked to fill a Health and Fitness form containing the information about specific illness or injuries before using Gym.
10. Entry register is maintained for the Gymnasium and Indoor Sports activities.
11. All the equipments in the Gym are used under the guidance of Gym Instructor.
12. No eatables are allowed inside the Gym.
13. Outdoor games are organized on the ground.



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



**Indore Institute of Pharmacy, Indore**

**Department of Sports**

Session-2023-24

Following are the recommendations for the students who will participate in various Indore Nodal Inter College, RGPV State Level, and WZ University & All India level tournaments.

**(A) PROVISION FOR TEAM INDIVIDUALS PARTICIPATING IN DIFFERENT SPORTS.**

S No.	Level of Tournament	Daily Allowances in Per Day	Travelling Allowances in Per Day	Remark
1	Indore Nodal Inter Collegiate Local (In Indore)	---	No TA. Bus shall be provided to the students participating in the tournament if not provided in special cases, conveyance as per actual verified by Sports officer.	
2	RGPV Nodal Level (Outside Indore)	Rs. 500/-	2 <sup>nd</sup> class sleeper fare or Bus fare shall be given to the participants after the names are verified by the Sports officer.	
3	Participated in RGPV University Level	---	TA/DA as per AIU & University rules.	

**(B) SPORTS KIT/TRACK SUIT TO BE PROVIDED TO STUDENTS FOR PARTICIPATION AT VARIOUS LEVEL.**

S No.	Tournament/ Participation	Sports Item to be provided	Remark
1	Participation in Inter collegiate tournament	T- shirt/shorts	
2	Winner in Inter collegiate tournament	Track suit to all the team members	
3	Participation in Inter Nodal tournament	Track suit	

**(C) SPORTS SCHOLARSHIP**

Institute has provided Sports Scholarship & Cash Award since last 5 years who has participated in State, Nationals & Inter National Level Tournaments.

*Sukhdev*  
Dr. Sukhdev Bamboriya  
Dean, Physical Education & Sports



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



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



**4.2 Log Book**

Jagan kushwaha	Branch (IIP)	Carrom	Date: 15/9/23
Zainab Saisy	Branch (IIP)	Basketball	Date: 15/9/23
Shivani Patel	Branch (IIP)	Carrom	Date: 15/09/23
Pritam Raut	Branch (IIP)	Table Tennis	Date: 15/09/23
P			
Pratyush Jain	Branch (IIP)	Chess	15/09/23
Raj Sengar	Branch (IIP)	Carrom	15/09/23
Shubham Singh Chauhan	B-Pharm	Chess	15/09/23
Megha Ankelnerkar	B-Pharma	Volley Ball	15/Sept/23
Yash Chauhan	B-Pharm	Carrom	15/Sept/23
Ashish Peshwani	B-Pharm	Chess	22/Sept/23
Kanak Sato diya	B. Pharm.	Basketball	22 Sept
Ayushman Sinha	B-Pharma	Table Tennis	25 Sept
Aryan Raj Gupta	B. Pharma	TT	25 Sept
Burhanuddin Nagdevwale	B. Pharma	Pickle Ball	25 Sept
Suivan Singh	B. Pharma	Carrom	25 Sept
Ahram Khan	D. Pharma	Carrom	26 Sept
Anita Kumawat	D. Pharm	Chess	26 Sept
Aryan Mishra	B Pharma	Badminton	05/10









21/12/23	Anurag Mangr	B.Pharm	Table Tennis	Chal 100	11/02/24	Ayushman	B.Pharm	Table T	Sh
22/12/23	Haroon Khand	M.Pharm	Volleyball	Shawwal	11/02/24	Prince H.	B.Pharm	cricket	Sh
26/12/23	Dakshinam	B.Pharm	Cricket	Sh	11/02/24	Annav S.	B.Tech	TT	Sh
26/12/23	Kajal Varma	B.Pharm	Cricket	Kalw	11/02/24	Tushar R.	B.Tech	Carrom	Sh
21/12/23	Tushar Lendu	B.Pharm	Volleyball	Keston	07/02/24	Raj Sengar	B.Pharm	Carrom	Raj
26/12/23	Khush Borasi	B.Pharm	Basketball	Sh	07/02/24	Poulam	B.Pharm	TABLE TENNIS	Sh
26/12/23	Raj Sengar	B.Pharm	Volleyball	Raj	07/02/24	Shubham	B.Pharm	Carrom	Shubham
26/12/23	Rikita Patel	B.Pharm	table tennis	Sh	09/02/24	Poulam	B.Pharm	T.T	Sh
25/12/23	Raj Sengar	B.Pharm	Basket ball	Sh	15/02/24	Raj	B.Pharm	T.T	Sh
23/12/23	Vishwadeva	M.Pharm	Pickle Ball	Sh	15/02/24	Poulam	B.Pharm	Carrom	Sh
23/12/23	Komal Tiwari	B.Pharm	Cricket	Komal	16/02/24	Kashish	B.Tech	Carrom	Sh
04/01/24	Nishi Sharma	B.Pharm	Cricket	Nishi	16/02/24	Nishita	B.Tech	Carrom	Nishita
04/01/24	Anurag Mangr	B.Pharm	T.T	Anurag	16/02/24				
5/1/24	Yuvraj	B.Pharm	Pickle Ball	Yuvraj	1 Feb	Shivani	B.Pharm	T.T	Shivani
5/1/24	Raj	B.Pharm	Basket ball	Raj	2 Feb	Poulam	B.Pharm	T.T	Poulam
5/1/24	Shivansh	B.Tech	T.T	Shivansh	22 Feb	Ujjwal	B.Pharm	Carrom	Ujjwal
10/1/24	Jyoti	M.Pharm	Carrom	Jyoti	23 Feb	Shubham	B.Pharm	T.T	Shubham
10/1/24	Rishabh	M.Pharm	Carrom	Rishabh	23/02/24	Komal	B.Pharm	Carrom	Komal
11/01/24	Rishabh	M.Pharm	Volleyball	Rishabh	26/02/24	Shubham	B.Pharm	T.T	Shubham
12/01/24	Rishabh	M.Pharm	T.T	Rishabh	27/02/24	Tushar	B.Pharm	T.T	Sh
15/01/24	Devi	B.Pharm	Football	Devi	27/02/24	Shubham	B.Ph	T.T	Shubham
15/01/24	Adith	B.Pharm	Cricket	Adith	27/2/24	Prabhakar	B.Ph	Basketball	Prabhakar
15/01/24	Mayuresh	B.Pharm	T.T	Mayuresh	28/2/24	Pushpraj	B.Ph	Carrom	Pushpraj
15/01/24	Ayushman	B.Pharm	Pickle ball	Sh	28/2/24	Virendra	BBA	Volleyball	Sh
19/01/24	Manish Patel	BBA	TT	Manish	28/2/24	Tushar	B.Pharm	TT	Sh
19/01/24	Soham Joshi	BBA	TT	Sh	29/2/24	Tushar	B.Pharm	T.T	Sh
01/2/24	Dhruv	BBA-FT		Dhruv	29/2/24	Adarsh	B.Pharm	Cricket	Adarsh
					29/2/24	Abhishek	B.Pharm	Chess	Abhishek





# Indore Institute of Pharmacy

Approved by AICTE, Government of India, Ministry of Education, New Delhi.

## 4.3 Time Table

Indore Institute of Pharmacy, Indore  
Time-Table  
Session: 2023-2024 (July-Dec 2023)

Class: B. Pharm. Part II Semester III  
w.e.f: 25/09/2023

Classroom - Section A: F-1  
Section B: F-17

Day/Time	Section	9:00-9:45am	9:45-10:30am	10:30-11:15am	11:15-12:00pm	12:00-12:30pm	12:30-1:20pm	1:20-2:10 pm	2:10-2:30pm	2:30-3:10pm	3:10-4:00 pm
Mon	Section A	Batch A: Pharmaceutical Organic Chemistry-II BP305P(AB)-F5 Batch B: Physical Pharmaceutics-I BP306P(SV)-G5 Batch C: Pharmaceutical Microbiology BP 307P(NR)-F10 Batch D: Pharmaceutical Engineering BP 308P (KM)-G8				L	BP 302T (SV)	BP303T (GR)	B	BP301T (SV)	Sports
	Section B						BP 301T (RP)	BP 304T (KM)		BP 302T (SC)	
Tues	Section A	Batch A: Physical Pharmaceutics-I BP306P(SV)-G5 Batch B: Pharmaceutical Organic Chemistry-II BP305P(AB)-F5 Batch C: Pharmaceutical Engineering BP 308P (KM)-G8 Batch D: Pharmaceutical Microbiology BP 307P(NR)-F10				U	BP303T (GR)	BP 302T (SV)	R	BP301T (SV)	BP 304T (PV)
	Section B						BP 301T (RP)	BP 304T (KM)		BP303T (NR)	BP 302T (SC)
Wed	Section A	Batch A: Pharmaceutical Microbiology BP 307P(AK)-F10 Batch B: Pharmaceutical Engineering BP 308P (PV)-G8 Batch C: Pharmaceutical Organic Chemistry-II BP305P(RS)-F5 Batch D: Physical Pharmaceutics-I BP306P(SC)-G5				N	BP 302T (SV)	BP 304T (PV)	E	BP301T (SV)	Sports
	Section B						BP 301T (RP)	BP303T (NR)		BP 302T (SC)	
Thurs	Section A	Batch A: Pharmaceutical Engineering BP 308P (PV)-G8 Batch B: Pharmaceutical Microbiology BP 307P(AK)-F10 Batch C: Physical Pharmaceutics-I BP306P(SC)-G5 Batch D: Pharmaceutical Organic Chemistry-II BP305P(RS)-F5				C	BP 301T (RP)	BP303T (NR)	A	BP 302T (SC)	Soft skills (VK)
	Section B						BP 304T (PV)	Library		BP301T (GR)	
Fri	Section A (T-9)	BP302T (SV) Tutorial	BP301T (SV) Tutorial	B R E A K	BP304T (PV) Tutorial	Library/ Sports	L U N C H	Library	Soft skills (VK)		
	Section B (T-12)	BP303T (NR) Tutorial	Library	A K	BP 302T (SC) Tutorial		BP 301T (RP) Tutorial	BP 304T (KM) Tutorial			

Faculty: RP: Dr. Ritesh Patel, SV: Mrs. Shivangi Vishwakarma, NR: Mrs. Nisha Retrekar, PV: Ms. Parul Vaishnav, VK: Mrs. Vinny Katyal, GR: Girijendra Rajput, KM: Mrs. Komal Mahajan, SY: Ms. Saloni Yadav, AB: Ms. Akanksha Birla, RS: Mrs. Rekha Sharma, AK: Mr. Akhil Kamboj, SC: Mr. Satishchand Gupta  
Lab Technician: Mr. Ajay Gupta, Mr. Mahesh Mecna

BP 301T/ BP 305P	Pharmaceutical Organic Chemistry-II	BP 302T/ BP 306P	Physical Pharmaceutics-I	BP 303T/ BP 307P	Pharmaceutical Microbiology
BP 304T/ BP 308P	Pharmaceutical Engineering				

Class Coordinator  
Ms. Nisha Retrekar

Academic Coordinator  
Dr. Nadeem Farooqui

Principal I/C  
Dr. Gurmeet Chhabra

Indore Institute of Pharmacy, Indore  
Time-Table  
Session: 2023-2024 (July-Dec 2023)

Class: B. Pharm. Part IV Semester VII

Classroom - T- 14  
w.e.f: 28/08/2023

Day/Time	Section	9:00-9:50am	9:50-10:40am	10:40-10:50am	10:50-11:40pm	11:40-12:30pm	12:30-1:00pm	1:00-4:00 pm (Practicals & Practice School)
Mon	A	BP 704T (NS)	BP 701T (SP)	B	BP 703T (DJ)	Sports		Batch A: Instrumental Methods of Analysis BP705P(VS)-F8 Batch B, Batch C & Batch D: Practice School BP706P
	B	BP 703T (DJ)	BP 704T (RK)		BP 701T (MM)			
Tues	A	BP 703T (DJ)	BP 701T (SP)	R	BP 704T (NS)	Library		Batch B: Instrumental Methods of Analysis BP705P(VS)-F8 Batch A, Batch C & Batch D: Practice School BP706P
	B	BP 701T (MM)	BP 704T (RK)		BP 703T (DJ)			
Wed	A	Appetitive	BP 703T (DJ)	E	BP 702T (HJ)	BP 701T (SP)	LUNCH	Batch C: Instrumental Methods of Analysis BP705P(MM)-F8 Batch A, Batch B & Batch D: Practice School BP706P
	B		BP 702T (NK)		BP 701T (MM)			
Thurs	A	BP 702T (HJ)	BP 703T (DJ)	A	BP 701T (SP)	BP 702T (HJ)		Batch D: Instrumental Methods of Analysis BP705P(MM)-F8 Batch A, Batch B & Batch C: Practice School BP706P
	B	BP 702T (NK)	BP 701T (MM)		BP 702T (NK)			
Fri	A	Appetitive	BP 704T (NS)	K	BP 702T (HJ)	BP 704T (NS)		Batch A, Batch B, Batch C & Batch D: Practice School BP706P
	B		BP 704T (RK)		BP 704T (NK)			

Faculty: DJ: Mr. Darshan Jamindar, NS: Mrs. Nayany Sharma, NK: Mrs. Neha Kamalpuria, MM: Ms. Meenakshi Mandloi, RK: Mr. Rubendra Kumi, VS: Mr. Vishnucharan Shukla, SP: Mrs. Shivangi Patidar, HJ: Ms. Himani Jaisinghani  
Lab Technician: Mr. A. K. Gupta

BP701T/BP705P	Instrumental Methods of Analysis	BP702T	Industrial Pharmacy-II	BP703T	Pharmacy Practice
BP704T	Novel Drug Delivery System	BP706P	Practice School		

Class Coordinator  
Mr. Darshan Jamindar

Academic Coordinator  
Dr. Nadeem Farooqui

Principal I/C, IIP  
Dr. Gurmeet Chhabra




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



## Indore Institute of Pharmacy, Indore

### 5.1 Policies and Procedures for Maintenance of Classrooms

1. Classrooms are maintained jointly by the office staff, class teachers & student class representatives.
2. Classrooms are to be utilized only for the conduction of lectures, examinations as scheduled and for guest lectures as and when organized.
3. Electric Power Supply/Internet/Smart Boards/ LCD Projector/ Computers & Accessories etc. provided by the college are to be utilized only for college-related activities.
4. Staff & students must ensure that all power supply is switched off when equipment is not in use.
5. Students found scribbling on the walls or benches or causing any kind of damage to the college property will be required to pay for the repairing expenses.
6. All requirements, repairs & servicing of the equipment/furniture in the class room or any problems detected on the building infrastructure are to be reported in writing by the class teacher to the office staff-in-charge, who in turn shall attend on these issues after obtaining the necessary sanctions from the Principal.
7. No equipment/ furniture can be shifted from one part of the college to another without the permission of the Registrar.
8. None of the objects which are a part of college property can be taken out of the college premises without the permission of the Registrar.
9. Parents and visitors are not permitted to enter classrooms.
10. It is the responsibility of the sewaks to ensure that classrooms are cleaned every day and keep them open/ under loc-and-key as instructed by Office Superintendent/Registrar.



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





# Indore Institute of Pharmacy

Approved by: Ministry of Health & Family Welfare, Government of Madhya Pradesh, Indore

## 5.2 Time table

w.e.f. 22/04/2024

Indore Institute of Pharmacy, Indore  
Time-Table  
Session: 2023-2024 (Jan-June 2024)

Classroom - S-16 (A) & S-17 (B)

Day/Time	Sec.	9:00-9:55am	9:55-10:50am	10:50-11:45am	11:45-12:40pm	12:40-1:10pm	1:10-5:00 pm
Mon	A	BP 204T (PS)	BP 201T (RB)	BP 206T (RNS)	BP 202T (RP)	L	BATCH A: HAP-II, BP207P RB (S-3) BATCH B: Pharm. Org. Chem.-I, BP208P RP (F-8) BATCH C: Biochemistry, BP209P MM (G-3) BATCH D: Comp. Application, BP210P VG (F-15)
	B	BP 203T (MM)	BP 202T (VS)	BP 204T (PM)	BP 201T (MJ)		
Tue	A	BP 204T (PS)	BP 201T (RB)	BP 203T (AB)	BP 202T (RP)	U	BATCH I A: Comp. Application, BP210P VG (F-15) BATCH B: HAP-II, BP207P RB (S-3) BATCH C: Pharm. Org. Chem.-I, BP208P RSM (F-8) BATCH D: Biochemistry, BP209P MM (G-3)
	B	BP 203T (MM)	BP 202T (VS)	BP 204T (PM)	BP 201T (MJ)		
Wed	A	BP 205T (CT)	BP 204T (PS)	BP 203T (AB)	BP 202T (RP)	N	BATCH A: Biochemistry, BP209P AB (G-3) BATCH B: Comp. Application, BP210P VG (F-15) BATCH C: HAP-II, BP207P MJ (S-3) BATCH D: Pharm. Org. Chem.-I, BP208P RSM (F-8)
	B	BP 206T (RNS)	BP 202T (VS)	BP 205T (MG)	BP 204T (PM)		
Thur	A	BP 203T (AB)	BP 201T (RB)	BP 206T (RNS)	BP 205T (CT)	C	BATCH A: Pharm. Org. Chem.-I, BP208P RP (F-8) BATCH B: Biochemistry, BP209P AB (G-3) BATCH C: Comp. Application, BP210P VG (F-15) BATCH D: HAP-II, BP207P MJ (S-3)
	B	BP 206T (RNS)	BP 205T (MG)	BP 203T (MM)	BP 201T (MJ)		
Fri	A	9:00-9:55am BP 205T (CT)	9:55-10:50am BP 204T (PS)	10:50-11:45am Comm. Skills (VK)	11:45-12:40pm BP 206T (RNS)	H	1:10-2:05pm BP 201T (RB)
	B	BP 206T (RNS)	Comm. Skills (VK)	BP 205T (MG)	BP 202T (VS)		
Sat		Guest Lectures/Presentations/Sports					

Faculty: PS: Dr. Praveen Sharma, RB: Dr. Rekha Bisht, RP: Dr. Ritesh Patel, VS: Mr. Vishnucharan Shukla, MM: Mrs. Meenakshi Mandloi, AB: Mrs. Ankita Bhadoriya, MJ: Ms. Manisha Jaisv, RSM: Ms. Rekha Sharma, PM: Ms. Priya Mahajan, CT: Ms. Chetna Tiwari, MG: Ms. Megha Gupta, RNS: Ms. Rini Sain, VG: Mr. Vivek Gupta, VK: Mrs. Vimmy Katyal

BP201T/207P	Human Anatomy & Physiology-II	BP202T/208P	Pharmaceutical Organic Chemistry-I	BP203T/209P	Biochemistry
BP204T	Pathophysiology	BP205T/210P	Computer Applications in Pharmacy	BP206T	Environmental Sciences

Class Co-ordinator  
Mr. Gourav Sarsodiya

Academic Co-ordinator  
Dr. Nadeem Farooqui

Principal, IIP  
Dr. Nimita Manocha

Indore Institute of Pharmacy, Indore  
Time-Table  
Session: 2023-2024 (Jan-June 2024)

Classroom - T-14  
w.e.f. 02/01/2024

Class: B. Pharm. Part IV Semester VIII

Day/Time	Sec.	9:00-9:55am	9:55-10:50am	10:50-11:45am	11:45-12:40pm	12:40-1:10pm	1:10-5:00 pm
Mon	A	BP 801T (MG)	BP 802T (DJ)	BP 803T (NF)	BP 804T (NSS)	L	Project Work BP805P
	B	BP 803T (NM)	BP 804T (CT)	BP 801T (RG)	BP 802T (PV)		
Tues	A	BP 802T (DJ)	BP 801T (MG)	BP 803T (NF)	Library	U	Project Work BP805P
	B	BP 803T (NM)	Library	BP 802T (PV)	BP 801T (RG)		
Wed	A	BP 803T (NF)	BP 804T (NSS)	Library	BP 802T (DJ)	N	Project Work BP805P
	B	Library	BP 802T (PV)	BP 803T (NM)	BP 804T (CT)		
Thurs	A	BP 801T (MG)	BP 804T (NSS)	BP 802T (DJ)	Comm.Skill (VK)	C	Project Work BP805P
	B	BP 802T (PV)	Comm.Skill (VK)	BP 801T (RG)	BP 804T (CT)		
Fri	A	BP 803T (NF)	BP 801T (MG)	Comm.Skill (VK)	BP 804T (NSS)	H	Project Work BP805P
	B	Comm.Skill (VK)	BP 804T (CT)	BP 803T (NM)	BP 801T (RG)		
Sat		Guest Lectures/Presentations/Sports					

Note: Bold subject must be considered as a tutorial class.

Faculty: NF: Dr. Nadeem Farooqui, RG: Dr. Rupesh Goutam, DJ: Mr. Darshan Jamindar, NSS: Mrs. Nayany Sharma, MG: Ms. Megha Gupta, PV: Ms. Parul Vaishnav, NM: Ms. Neelima Mandloi, CT: Ms. Chetna Tiwari, VK: Mrs. Vimmy Katyal

BP801T	Biostatistics & Research Methodology	BP802T	Social & Preventive Pharmacy	BP803T	Elective-I (Cosmetic Science)
BP804T	Elective-II (Dietary Supplement & Nutraceuticals)	BP805PA23	Project Work		

Class Co-ordinator  
Mr. Darshan Jamindar

Academic Co-ordinator  
Dr. Nadeem Farooqui

Principal, IIP  
Dr. Nimita Manocha



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



## 6.1 Hostel Maintenance Policy

### Admission Process

1. Hostel Enquiry
2. Hostel Visit
3. Hostel Form filling process
4. Passport photo
5. Update the student name at student cell
6. Fees deposit process
7. Room Allotment
8. Enter the name on hostel attendance register
9. Update the name in ERP Module

### Maintenance Process


1. The student files the complaint in the maintenance register.
2. The warden checks the progress of complaints in the student room.
3. The hostel warden separates the complaints into various groups.
4. Following the warden's analysis, the complaint is sent via Google Form or phone call to the maintenance department.
5. The executive receives the forms from the maintenance department.
6. An executive will close the complaint and sign the complaint register after coming from the appropriate department.

Regards,

Hostel Wardens

Rohit Dwivedi

Kirti Chaubey




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



### 7.1 Bus Maintenance Policy

#### Bus Maintenance

1. The driver checks the tire pressure at the start.
2. The driver inspects the light bulbs throughout the vehicle.
3. The cleaner wipes and clean the seats with a damp rag or cloth.
4. The driver checks the fuel level of the bus at the start.



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