



CAYM Education Trusts

Siddhant College of Pharmacy

A/P Sudumbare, Talegaon –Chakan Road, Tal:Maval, Dist: Pune -412109

Phone: 02114-661947, Email: siddhantcollegeofpharmacy@yahoo.in, Website: www.siddhantcop.in

6.3.1.

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression



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6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

LIST OF DOCUMENTS

Sr. No.	Name of the Document	Page Number (From-To)
1	Performance Appraisal Policy	03
2	Sample Proof of Performance Appraisal Policy	05-25
3	Staff Welfare Policy	26-29
4	Sample Proof of Staff Welfare Measures	30-61
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Appraisal Policy for Teaching Staff

Under the guidelines of State Government and Savitribai Phule Pune University about the appraisal policies for teaching staff institute has designed their own appraisal policies for teaching staff working in the institutes and same is as under

1. In order to evaluate the work of the teacher, he/she should prepare an outline of his academic programme in consultation with the concerned Head of the Department at the beginning of a session and at the end of the academic session, prepare a report of the work done by him/her which should be submitted to the Principal by the end of the year

In addition the assessment report of the teachers shall be kept maintained by the Principal for the following purposes


- a For evaluation of six-monthly report during the period of probation
- b For confirmation in service
- c For consideration at the time of interview for a higher post
- d. Once every three years for determining whether the teacher continues to take his work seriously
- e On other occasions when required for specific purposes
- f As decided by Principal for better performance of teacher time to time

2. The adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by Principal or Chairman Governing Body in the case of Principal with a view to making improvement in the work, by the person concerned if the report is adverse. The teacher aggrieved by any adverse remarks may represent to the Competent Authority which shall deal with such representation suitably

3. The committee consisting of the following members shall consider the assessment report and will also recommend for further increment promotion

- I) The Chairman, Governing Body or his nominee
- II) The Principal of the institute or Head of Department in




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absence of Principal as the case may be

III) The Head of the Department of the concern subjects, if any or an expert in the subject nominated by the Chairman Governing Body.

IV) Two experts in the concern subject nominated by the Governing Body time to time,

However in case where assessment of the principal is concerned in place of the principal the word "an outside expert nominated by the competent authority " be substituted.

4. on the recommendation of the committee referred to above the governing body shall permit the teacher for increment/promotion if the report is adverse he/she will not entitle for any increment /promotion till the authorities concerned recommend that he/she be permitted for increment/promotion.



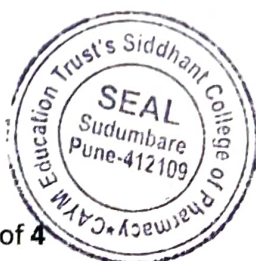
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Dist.-Pune 412109.


SELF APPRAISAL REPORT (2022- 2023)

SIDDHANT COLLEGE OF PHARMACY, SUDUMBARE, PUNE (M.S.)- 412109

SELF APPRAISAL REPORT (2022- 2023)

1	FULL NAME	Mrs.Trupti Somnath Kajale		
2	QUALIFICATION	M.Pharm ,Phd Pursuing		
3	DESIGNATION	Assistant Professor		
4	UNIVERSITY APPROVAL NO.	-		
5	UNIVERSITY RECOGNITION	-		
6	DEPARTMENT	Pharmaceutical Chemistry		
7	DATE OF JOINING	2/07/2018		
8	EXPERIENCE IN THIS INST.	04 Year complete		
9	INDUSTRIAL EXPERIENCE	02 Year		
10	TOTAL EXPERIENCE	06 Year		
11	ADMINISTRATIVE ROLE	Working committee		
12	CONFERENCE ATTENDED THIS YEAR	State:-No	National: No	International: No
13	CONFERENCE ATTENDED TILL THE DATE	State:no	National:no	International:no
14	RESEARCH PAPERS PUBLISHED THIS YEAR	State:no	National:no	International:no
15	TOTAL RESEARCH PAPERS PUBLISHED TILL THE DATE	State:no	National:01	International:no
16	TOTAL BOOKS PUBLISHED TILL DATE	National: noInternational: no		



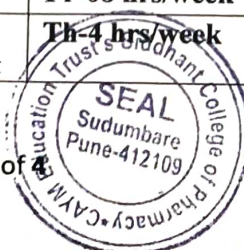

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SELF APPRAISAL REPORT (2022- 2023)

17	WORKING COMMITTEE	<p>M.Pharm Academic – I work as a M.Pharm Academic Incharge in that ,</p> <ol style="list-style-type: none"> 1. Conduct Induction Program for First Year M.Pharm Students. 2. Distribute workload and Prepare Time-table 3. Prepare Academic Micro Calender 4. Prepare Students List and Maintain all documents required for Academics File. <p>M.Pharm Exam: I work as a M.Pharm Exam Incharge in that ,</p> <ol style="list-style-type: none"> 1. All Exam are Conducted as per schedule . 2. Prepare and Maintain all documents. <p>TPC Member : I worked as a TPC member in that ,</p> <ol style="list-style-type: none"> 1. we arrange one Drive For Student Placement and students also Placed in KEM hospital. 2. we arranged 30 hrs Value added Yoga Course. 3. I Help to arranged and Conduct Guest lecture and Seminars and all other activity done in TPC committee. <p>ERP : (VMEDULIFE)-I work as a ERP coordinator in that ,</p> <ol style="list-style-type: none"> 1. Enrolled all staff and students in it. 2. Distribute Coordinator for different Module . 3. Arranged meeting and Demo lecture for staff and students. 4. solve different queries of staff and students by me or Vmedulife coordinator. <p>Criteria :</p> <ol style="list-style-type: none"> 1. Worked as a member of Criteria VI and Prepared required documents.
	EDUCATIONAL ACTIVITY	<ol style="list-style-type: none"> 1. worked as a Exam Junior Supervisor and SCOD in SPPU Examination. 2. Conduct SPPU Practical Examination as a Internal Examiner and as a Expert. 3. Guide the students to make Practical Video and Poster . 4. I enrolled 425 students in Springboard Infosys. 5. TG of 25 students studying in Second year.
19	SOCIAL ACTIVITY	-

Class	SEM	Subject (ODD SEM)	No. of Lect/ Practical's Allotted	No. of Lect/ practical's Taken	Pass (%)	Fail (%)
S.YB.Pharm	III	Pharmaceutical Organic Chemistry II	Th-4 hrs/week Pr-12 hrs/week	Th-4 hrs/week Pr-12hrs/week	100 %	-
F.YB.Pharm	I	Pharmaceutical Inrganic Chemistry	Th-4 hrs/week Pr-16hrs/week	Th-4 hrs/week Pr-16hrs/week	97.05 %	2.9 %

Class	SEM	Subject (EVEN SEM)	No. of Lect. Allotted	No of Lect. Taken	Pass (%)	Fail (%)
First year	II	Pharmaceutical Organic Chemistry I	Th-4 hrs/week Pr-08 hrs/week	Th-4 hrs/week Pr-08hrs/week	41 %	59 %
Final Year	VIII	Pharmaceutical Marketing Management	Th-4 hrs/week	Th-4 hrs/week	100 %	0 %



SELF APPRAISAL REPORT (2022- 2023)

ANY OTHERS :

1. Make MoU with KEM Hospital ,Pune for Students Placement.
2. Make MoU with Shri YogStudio, Yoga Wellness Instructor, Certified by AyushMantralay.

All the information I put hereby is true and the work is carried out as per the norms. The documents and reports concerning the work done has being successfully submitted to IQAC

Date 02/07/2023

Place Pune



Name and signature of staff

Mrs. Trupti Keyale.

Name of the teacher: Mrs. Trupti Keyale

Remarks of IQAC : Overall performance was found excellent-

I have verified the documents and is found to be correct / not correct. The reports are found to be complete / incomplete.

Date 24/7/2023

Place Pune




Signature

IQAC coordinator



Page 3 of 4



Principal


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SELF APPRAISAL REPORT (2022- 2023)

Remark of Principal:

Her work is satisfactory. She completed all her tasks assigned to her.




Signature of Principal
Principal
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SELF APPRAISAL REPORT (2021- 2022)

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SIDDHANT COLLEGE OF PHARMACY, SUDUMBARE, PUNE (M.S.)- 412109

SELF APPRAISAL REPORT (2021- 2022)

1	FULL NAME	Mrs. Swati Jogdand		
2	QUALIFICATION	M Pharm (PhD Pursuing)		
3	DESIGNATION	HOD , Assistant Professor		
4	UNIVERSITY APPROVAL NO.	CCO/1524		
5	UNIVERSITY RECOGNITION	UG		
6	DEPARTMENT	Pharmacology		
7	DATE OF JOINING	1 Jan 2019		
8	EXPERIENCE IN THIS INST.	3 Years 10 months		
9	INDUSTRIAL EXPERIENCE	NA		
10	TOTAL EXPERIENCE	13 Years 3 months		
11	ADMINISTRATIVE ROLE	Academic committee		
12	CONFERENCE ATTENDED THIS YEAR	State:00	National:00	International:02
13	CONFERENCE ATTENDED TILL THE DATE	State:06	National:15	International:05 <i>02 poster presentation</i>
14	RESEARCH PAPERS PUBLISHED THIS YEAR	State:00	National:00	International:02
15	TOTAL RESEARCH PAPERS PUBLISHED TILL THE DATE	State:00	National:07	International:03
16	TOTAL BOOKS PUBLISHED TILL DATE	National: 07		International:00
17	ACADEMIC COMMITTEE	<ol style="list-style-type: none"> 1.Academic monitoring calendar 21-22 2. Timetable preparation for odd and even semesters 3.Workload distribution to all staff 4.Induction arranged on 22/2/2021, 5.Parents meet on 15/3/2021, 27/1/2022 6. Feedback report generated for induction and parents meet 7.Arrangement of visiting staff lectures and their remuneration 8. AQAR Filled for A Y 2021-22 for Criteria II and I 9. Submitted documents for AQAR for A Y 21-22 10.General feedback taken from all students 11. Students motivate for value added course 12. Students motivated for scholarship schemes 		



SELF APPRAISAL REPORT (2021- 2022)

		<p>13. Collection of all academic documents from all staff for A Y 2021-22</p> <p>14. Mentor system maintained</p> <p>15. Vmedulife implemented for academic committee</p> <p>16. Subjects were assigned on Vmedulife.</p>
18	EDUCATIONAL ACTIVITY	<p>1. Conducted GPAT sessions as per schedule</p> <p>2. Presented poster in international conference</p> <p>3. Guest lecture was conducted at PRCOP, Loni</p> <p>4. Completed all internal and SPPU Exam duties assigned by exam department</p> <p>5. Industry visit was organized for SYBPharm students.</p> <p>6. Successfully completed 16 weeks "Academic writing" course conducted by SWAYAM National testing agency Feb 2022</p>
19	SOCIAL ACTIVITY	<p>1. Participated in Blood donation camp</p> <p>2. Participated in tree plantation</p>

Class	SEM	Subject (ODD SEM)	No. of Lect/ Practical's Allotted	No. of Lect/ practical's Taken	Pass (%)	Fail (%)
Final year	VII	Pharmacy Practice	45/ NA	45/ NA	100	00
Class	SEM	Subject (EVEN SEM)	No. of Lect/ Practical's Allotted	No. of Lect/ Practical's Allotted	Pass (%)	Fail (%)
Second year	IV	Pharmacology I	45/15	45/15	60	40

ANY OTHERS

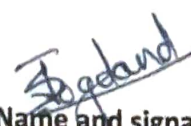
NA

All the information I put hereby is true and the work is carried out as per the norms. The documents and reports concerning the work done has being successfully submitted to IQAC

Date 13/10/22

Place Pune




 Name and signature of staff
Principal
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SELF APPRAISAL REPORT (2021- 2022)

Name of the teacher:

Remarks of IQAC

I have verified the documents and is found to be correct / not correct. The reports are found to be complete / incomplete.

Date 22 July/22

Place Pune



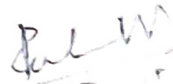
Signature

IQAC coordinator



Remark of Principal

Ph.D thesis submitted . Viva scheduled in
Sept 2022 presented 2 paper in conference.



Signature of Principal

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ACADEMIC YEAR 2020-21

Term End Report

To,
The Principal,
CAYMET's Siddhant College of Pharmacy,
Sadumbare, Pune.

Subject-Regarding submission of Term End Report for A.Y 2020-21.

Respected sir,

I Mrs.Vanita Gade working as an Assistant Professor in Pharmaceutical chemistry Department at CAYMET's Siddhant College of Pharmacy, Sadumbare, Pune. With reference to above mentioned subject I am here by submitting my work performance report for academic year 2020-21. Kindly accept it.

Thank you

Signature: Mrs.Vanita Gade

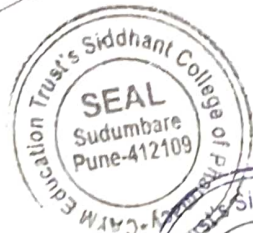
Remark: HOD:

Over all performance was good, need to be focus on research area. Excellent. *[Signature]*

Remark : Principal:

Good admin. practice & skill; research skill; teaching skill

Excellent
Sol M



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TERM END REPORT

ACADEMIC YEAR 2020-21

(01 JULY 2020 TO 28 FEB 2021)

NAME OF THE FACULTY: Mrs. Vanita Gade


DESIGNATION: Assistant Professor

DEPARTMENT: Pharmaceutical Chemistry

1) SUBJECT TAUGHT

B.Pharm/ M.Pharm	No of lectures prescribed	Month	No.of lectures conducted	Online/Offline	
Third Year B. Pharm Medicinal Chemistry II (Theory)	06	July 20	06	Online	
	14	Aug 20	13	Online	
	14	Sep 20	14	Online	
	10	Oct 20	10	Online	
	02	Nov 20	02	Online	
			Dec 20		
			Jan 21		
		Feb 21			
B.Pharm/ M.Pharm	No of lectures prescribed	Month	No.of lectures conducted	Online/Offline	
Final Year B. Pharm Natural Drug Technology (Theory)	06	July 20	06	Online	
	14	Aug 20	14	Online	
	14	Sep 20	6+6	Online	
	10	Oct 20	06	Online	
	02	Nov 20	02	Online	
			Dec 20		
		Jan 21			




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B.Pharm/ M.Pharm	No of lectures prescribed	Month	No.of lectures conducted	Online/Offline
Final Year B. Pharm	4	July 20	3	Online
	4	Aug 20	4	Online
	4	Sep 20	4	Online
Natural Drug Technology (Practical)	4	Oct 20	2	Online
		Nov 20		
		Dec 20		
		Jan 21		
		Feb 21		

2) EXAMINATION WORK

a) Result Analysis

Subject	Class	No of students appeared	Pass students
Medicinal Chemistry II (2015 P) T	Third Year	58	58
Medicinal Chemistry II (2015 P) P	Third Year	58	58
Pharmacognosy and Phytochemistry I (2018 P)	Second Year	69	69

b) Internal examination work

Online SPPU marks entry for theory Subjects	Online SPPU mark entry for practical Subjects	Internal Examination Conducted for subjects
Nil	Nil	Medicinal Chemistry II theory (2018P) [Insemester I,II Sessional I, II]
Nil	Nil	Natural Drug Technology Theory (2015P) [Insemester I,II Sessional I, II]
Nil	Nil	Natural Drug Technology Practical (2015P) [Insemester I,II Sessional I, II]



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c) External Examination duties

Practical duties	Duration		Online/Offline
	From	To	
Senior supervisor/squad	Nil	Nil	Nil
Paper setter	Nil	Nil	Nil
Cap	Nil	Nil	Nil

3) WORKING COMMITTEE WORK DONE:

Sr.no	Name of Committee	Work done
1.	Admission	<ul style="list-style-type: none"> ➤ Successfully completed all admission work. (Admission calling, attending FC coordinators meeting, scrutiny, counselling with admitted students)
2.	Admin	<ul style="list-style-type: none"> ➤ Work done for PCI report, ➤ Workdone for DTE report (documentation, marking as well as sanitised classroom, lab, canteen, hostel mess photographs and video.)
3.	Scientific	<ul style="list-style-type: none"> ➤ Organised workshop series, ➤ Promote to faculty members applying for ASPIRE project ➤ Maintain data of seminar attended and paper and book published ➤ Poster presentation competition & HAPmodel making competition
4.	Examination	<ul style="list-style-type: none"> ➤ Exam Form checking & submission B. Pharm, M. Pharm students, ➤ Daily taking followup of students regarding form filling, ➤ Resolve problems regarding subject addition and removal of pattern change students. ➤ Visit SPPU related exam dept. work
5	Academic (Teacher guardian)	<ul style="list-style-type: none"> ➤ Conducted monthly 3 TG meeting ➤ Promote students to participate in college activity ➤ Monthly fee follow up: promote the students for taking benefit on tuition fees. (11,88,388/- collection till 25 Feb 2021)



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4) CRITERIA COMMITTEE WORK DONE:

Sr.no	Name of Committee	Work done
1	Criteria III (Research, innovation and extension)	Organised workshop series: <ul style="list-style-type: none"> • Workshop on "Paper impact factor and author h index." • Workshop on "Patent and IPR." • Workshop on "Funding opportunities for research."
2	IQAC	<ul style="list-style-type: none"> • Maintain checklist, • Maintain records of files.

5) DEPARTMENTAL MEETINGS ATTENDED IN SPPU GIVE DETAILS:

- Attending meeting regarding syllabus discussion held in August 2020.

6) DETAILS OF ONGOING PROJECTS, GIVE DETAILS:

- "Nanosmart pearls technology for dermal application"- In process
- "Nanoparticalsof herbal extract used in herbal formulation". (Cream) : in process

7) PUBLISHED RESEARCH PAPER, PATENTS (GIVE DETAILS)

Title	Name of Journal	UGC care	Scopus	Web of science	Month & Year
Production, characterization, stability and solubility of nanoporous smart pearls for dermal application					Dec 2020



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8) DETAILS OF BOOK PUBLISHED

Title	National /International	Publisher	ISBN.no.	Year
Carbon-based nanomaterial for theranostic applications	International	Springer	Submission id; 1500611158	Feb 2021

9) DETAILS OF PUBLISHED PATENTS

Title	National /International	Year	Application no
Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil

10) PAPER PRESENTED ORALLY OR POSTER

Title	Mention details of Conference/ Seminars	Status National/International	Date
Role of Herbal Medicine on Management of COVID-2019	AVRS National e-poster competition	National	28 Feb 2021

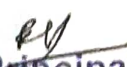
11) RESEARCH PROJECTS WITH STUDENTS

Title	Publication of work (Yes/No)	Date
Herbal tea for immune modulation and respiratory infection	No	
Polyherbalcream with good SPF value for protection against UV radiation	No	
Formulation of herbal conditioning shampoo for hair remedies	No	

12) NO OF GPAT SESSION CONDUCTED:

Sr.no	Subject	No of sessions conducted
1.	Pathophysiology	1
2.	Pharmacology	1




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13) DELIVERED LECTURES IN SEMINAR, CONFERENCES ETC.

Name of Organization	Title	Date
Nil	Nil	Nil

14) MENTORSHIP DETAILS:

No of students guided	No of interactions per month	Activities performed by students	Any special achievement of student with name
2	2	Participate in poster competition	
5	2	Preparing different cosmetics and Ayurvedic formulation using natural herbs	
1	4	Search seasonal plants and herbs for traditional remedy on burn and injury.	
2	1	Participate in essay writing competition	

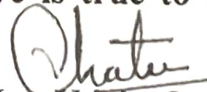
15) PERSONAL SOCIAL WORK

Name of Work	Organisation	Duration	Details
Blood Donation camp	Prime Healthcare	1 day	Counselling
Blood check up camp	General diagnostic	1day	Data entry


16) ANY OTHER:

Sr.no	Work Done /Achievements
1	Attended online MAHCET meeting regarding admission process.
2	Attended online MAHCET meeting regarding demonstration of software used in admission process
3	Filled students admission form those visit in college.
4	Filled students option form those visit in scrutiny center.
5	Maintained TG records
6	Maintained academic record
7	Maintained exam record

I hereby declare that all the information mentioned above is true to the best of my knowledge.


(Mrs. Vanita Gade)



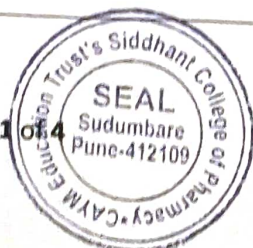

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SELF APPRAISAL REPORT (2019-20)

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SELF APPRAISAL REPORT (2019-20)

1	FULL NAME	Dr.Pratima S.Shinde		
2	QUALIFICATION	M.Pharm,PhD		
3	DESIGNATION	Associate Professor		
4	UNIVERSITY APPROVAL NO.	CCO/1249		
5	UNIVERSITY RECOGNITION	-		
6	DEPARTMENT	Pharmaceutics		
7	DATE OF JOINING	7/7/2009		
8	EXPERIENCE IN THIS INST.	14.5 Yrs		
9	INDUSTRIAL EXPERIENCE	4 Yrs		
10	TOTAL EXPERIENCE	14.5 Yrs		
11	ADMINISTRATIVE ROLE			
12	CONFERENCE ATTENDED THIS YEAR	State:-	National:	International: 06
13	CONFERENCE ATTENDED TILL THE DATE	State:	National:4	International:10
14	RESEARCH PAPERS PUBLISHED THIS YEAR	State:	National:	International:
15	TOTAL RESEARCH PAPERS PUBLISHED TILL THE DATE	State:	National:	International:
16	TOTAL BOOKS PUBLISHED TILL DATE	National:	International:	





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SELF APPRAISAL REPORT (2019-20)

17	WORKING COMMITTEE	<p><u>Activities done in development of Incubation center</u></p> <ul style="list-style-type: none"> • Contributed in establishment of Incubation center by procuring machineries, raw material, packaging material from Citron Life Sciences Pvt.Ltd. • Contributed in formulation of <ul style="list-style-type: none"> ➤ Liquid and Gel based Hand Sanitizer (Available in Market as MAX Hand Sanitizer) ➤ Hand wash (Max Hand wash) ➤ Soaps
	EDUCATIONAL ACTIVITY	<ul style="list-style-type: none"> • Worked as an Internal Examiner for Practical examination at Siddhant College of Pharmacy for first year M. Pharmacy(Semester I) • Coordinated in conducting Second year M.Pharm Viva-voce
19	SOCIAL ACTIVITY	Sanitizer Manufacturing and Marketing at Citron Life Sciences Pvt.Ltd

Class	SEM	Subject (ODD SEM)	No. of Lect/ Practical's Allotted	No. of Lect/ practical's Taken	Pass (%)	Fail (%)
F.YM.Pharm	I	Modern Pharmaceutics			100%	--
		Drug Delivery System			100%	--
		Pharmaceutics Practical-I			100%	--
		Seminar			100%	--
S.YM.Pharm	III	Research Methodology & Biostatics			100%	--
		Journal Club			100%	--
		Proposal Presentation			100%	--
		Research work			100%	--
Class	SEM	Subject (EVEN SEM)	No. of Lect. Allotted	No of Lect. Taken	Pass (%)	Fail (%)
F.YM.Pharm	II	Advanced BP&PK			100%	--
		Cosmetics & Cosmeceuticals			100%	--
		Pharmaceutics Practical-II			100%	--




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SELF APPRAISAL REPORT (2019-20)


		Seminar			100%	--
S.YM.Pharm	IV	Journal Club			100%	--
		Discussion on Presentation			100%	--
		Research work			100%	--

ANY OTHERS :

- Contributing in Citron Life Sciences Pvt.Ltd., one of the fastest growing Pharma Industry
- Contributing in development of Innovative Product which are going to launch in market very soon.


All the information I put hereby is true and the work is carried out as per the norms. The documents and reports concerning the work done has being successfully submitted to IQAC

Date 12/07/2020
Place Sudumbare



Name and signature of staff




Principal
Siddhant College of Pharmacy
Sudumbare. Tal.-Maval,
Dist.-Pune 412109.

SELF APPRAISAL REPORT (2019-20)

Name of the teacher: Dr. Pratima Shinde

Remarks of IQAC

I have verified the documents and is found to be correct / not correct. The reports are found to be complete / incomplete.

Date 12/07/2020
Place Sudumbare



Signature

IQAC coordinator


Remark of Principal:

Her work is satisfactory. Completed all tasks given to her.



Signature of Principal



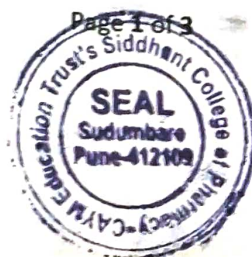

Principal
Siddhant College of Pharmacy
Sudumbare. Tal.-Maval,
Dist.-Pune 412109.


SELF APPRAISAL REPORT (2018- 2019)

CAYM Education Trust's
SIDDHANT COLLEGE OF PHARMACY, SUDUMBARE, PUNE (M.S.)- 412109

SELF APPRAISAL REPORT (2018- 2019)

1	FULL NAME	Mrs. Gita Chaurasia		
2	QUALIFICATION	M. Pharm. (Pharmaceutics)		
3	DESIGNATION	Assistant professor		
4	UNIVERSITY APPROVAL NO.	CCO/1449		
5	UNIVERSITY RECOGNITION	UG and PG		
6	DEPARTMENT	Pharmaceutics		
7	DATE OF JOINING	13/10/2007		
8	EXPERIENCE IN THIS INST.	11 years		
9	INDUSTRIAL EXPERIENCE	15 days as trainee		
10	TOTAL EXPERIENCE	13 years		
11	ADMINISTRATIVE ROLE	-		
12	CONFERENCE ATTENDED THIS YEAR	State:- -	National: -	International: 02
13	CONFERENCE ATTENDED TILL THE DATE	State: 09	National:15	International: 04
14	RESEARCH PAPERS PUBLISHED THIS YEAR	State:	National:	International: 01
15	TOTAL RESEARCH PAPERS PUBLISHED TILL THE DATE	State:	National: 03	International: 11
16	TOTAL BOOKS PUBLISHED TILL DATE	National: -	International: -	




Principal
 Siddhant College of Pharmacy
 Sudumbare, Tal.-Maval,
 Dist.-Pune 412109.

SELF APPRAISAL REPORT (2018- 2019)

17	WORKING COMMITTEE	Staff academy
	EDUCATIONAL ACTIVITY	Class teacher
19	SOCIAL ACTIVITY	Cultural activity

Class	SEM	Subject (ODD SEM)	No. of Lect/ Practical's Allotted	No. of Lect/ practical's Taken	Pass (%)	Fail (%)
B.Pharm.	III	Physical Pharmaceutics-I (TH)	45	48	100	-
B.Pharm.	III	Physical Pharmaceutics-I (PR)	15	15	100	-
B.Pharm.	IV	Physical Pharmaceutics-II (TH)	45	47	100	-
B.Pharm.	IV	Physical Pharmaceutics-II (PR)	15	15	100	-
B.Pharm.	VIII	Cosmetic science	45	48	100	-
M. Pharm.	I	Modern Pharmaceutics	60	60	100	-
M. Pharm.	II	Molecular Pharmaceutics	60	60	100	-

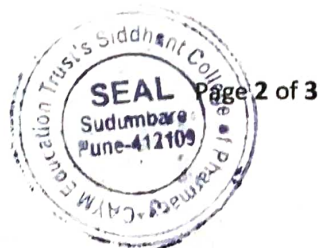
All the information I put hereby is true and the work is carried out as per the norms. The documents and reports concerning the work done has being successfully submitted to IQAC

Date 07/07/2018

Name and signature of staff

(Mrs. Gita Chaurasia)

Place: Pune



Page 2 of 3

Principal
Siddhant College of Pharmacy
Sudumbare, Tal.-Maval,
Dist.-Pune 412109.

SELF APPRAISAL REPORT (2018- 2019)

Name of the teacher: Mrs. Gita chaurasia.

Remarks of IQAC

I have verified the documents and is found to be correct / not correct. The reports are found to be complete / incomplete.

Date 07/07/2019

Place Sudumbare

Signature


IQAC coordinator

Her work is satisfactory, completed all tasks.
given to her.

Remark of Principal:


Signature of Principal




Principal
Siddhant College of Pharmacy
Sudumbare, Tal. Maval,
Dist. Pune 412109.



CAYM Education Trusts

Siddhant College of Pharmacy

A/P Sudumbare, Talegaon –Chakan Road, Tal:Maval, Dist: Pune -412109

Phone: 02114-661947, Email: siddhantcollegeofpharmacy@yahoo.in, Website: www.siddhantcop.in

STAFF WELFARE POLICY

Purpose :

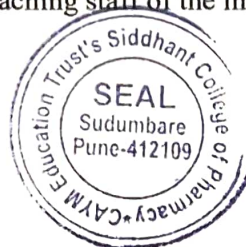
This scheme provides welfare measure for teaching /non-teaching staff during the employment at Siddhant College of Pharmacy, Pune. The policy document is prepared in consideration of different aspects for overall development and satisfactory employability to staff. The document highlighted policies in the areas of academic freedom and areas of personnel prosperity as per eligible criteria and norms of management.

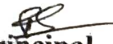
Objective:

The objectives of welfare measures are as follows

- To enhance the overall development of staff provinces of life
- To provide ample opportunities for welfare of staff (Financial/Medical/Personal)
- To provide opportunity to acquire higher education in continuation with service
- To provide facilities to carryout research/Ph. D. course work.
- To provide opportunities to excel academic/administrative excellence through various activities.
- To enhance the level of morale, to create a loyal, contented workforce in organization.
- To develop a better image of the organization in the minds of the employees. □ To enable the workers to live comfortably and happily.
- To develop efficiency of the workers.
- To expose giving and caring activities of the organization. □ To develop positive attitude towards job and management.
- To develop a feeling of satisfaction of employees with the organization and better human relation. □ To retain skilled and talented workers.

Eligibility: For full time teaching/Nonteaching staff of the institute.




Principal
Dr. R. K. Dumbre
Siddhant College of Pharmacy,
Sudumbare, Tal.-Maval,
Dist.-Pune 412109.



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Siddhant College of Pharmacy

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Phone: 02114-661947, Email: siddhantcollegeofpharmacy@yahoo.in, Website: www.siddhantcop.in

PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL:

The procedures are will discussed and defined to avail the welfare scheme for teaching and non-teaching staff. Employee shall follow the procedure and apply through proper channel to avail the welfare scheme. The higher authority Principal/Campus Director/ Corporate Directors/Founder Secretary shall provide the decision based upon eligibility criteria and norms of Siddhant College of Pharmacy Management. Any dispute or disagreement will be addressed by higher authority as per the CAYMT'S norms and employees shall bind to the same.

Nature of Assistance Available Under The Scheme:

A) Financial welfare measures:

1.Employee Provident Fund and Gratuity

Institute shall provide EPF scheme to all teaching and Non-teaching staff. Every month the specified amount will deduct from employees salary and deposited with management share to employees PF Account. The employee can contact to institute accountant/Administrative staff for further details.

Gratuity: A confirmed teaching and non-teaching employee after continuous 5 years of service is eligible to get benefits of Gratuity as per provisions of Payment of Gratuity Act 1972

2.Employee Group Insurance

The college has collaboration with United India Insurance Company for employee Group Insurance. The sum of amount is specified in insurance policy and applicable to accidental damage.

3. Advance salary for emergency or Festivals

In emergency or festivals staff members can apply for the advance salary. Advance salary is returned through the easy installments

4.Interest free Festival advance

For festival celebrations like Diwali, Ramzan-Ed etc. teaching and nonteaching staff can get advance from college without interest.




Principal
Dr. R.K. Dumbre

Siddhant College of Pharmacy
Sudumbare, Tal.-Maval,
Dist.-Pune 412109.



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5. Advance for medical expenses:

In case medical emergency employees can get advance facility

6. Campus accommodation for teaching and non-teaching staff

At nominal charge Amrutvahini Sheti and Shikshan Vikas Sanstha provides accommodation facility in staff quarters in main campus.


7. Financial support for conference/workshop/seminar/symposia/membership Teachers

will get financial assistance for State /National/International level Seminars/Workshops/Conferences/Symposia's in the field of pharmaceutical sciences. Teachers will also get financial support to obtain professional membership of relevant field.

B) Non-Financial welfare measures:

1. Organization of Seminar/Conferences/Workshops/FDP/Administrative training program
Institute will organize various academic/administrative training programs to upgrade skills/knowledge of teaching/Non-teaching staff. After Successful completion of training/attending the program staff will award with certificate
2. **Facilities for carry Research work/ Acquire Higher Qualification**
Teachers will get financial assistance for purchase of chemicals/glassware to perform their Ph. D research work in the college/and other research projects, for AVISHKAR research competitions. Teachers can use the equipment/instrument/library facilities to obtain higher qualification/carry research work.
3. **Leave Staff members can avail the leave facilities as per the eligibility criteria and norms of CAYMET'S management.**
 - a. Casual Leave: The teacher shall be entitled to 15 days casual leave in an academic year.
 - b. Special leave: The teacher attending the meeting/conference/seminar/any other non-remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.
 - c. Earned Leave: The confirmed non-vacation teacher shall be entitled to earned leave at the rate of one eleventh of the period spent on duty subject to his accumulating maximum of 180 days of leave.




Principal
D.P.R.K. Dumbre
Siddhant College of Pharmacy;
Sudumbare, Tal.-Maval,
Dist.-Pune 412109.



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- d. Medical Leave: All the employees are entitled for Ten Medical Leaves (ML) in an academic year (1st July to 30th June).
- e. Study Leave: The permanent full-time teacher (other than Professor of the University) with more than five years continuous service may be granted study leave, together with leave due and admissible up to 28 months to pursue study in special line of research in India or outside directly related to his work in the University/College/Institution.
- f. Maternity Leave: The confirmed lady teacher or the lady teacher with the minimum two years continuous service, having not more than two living children, shall be entitled to maternity leave, for a maximum period of 90 days, subject to production of Medical Certificate.
- g. Vacation Leave: Faculties who are in regular service are eligible for a vacation leave as per the norms of university and institution.
- h. Permission/Movements: Depending on urgency of the matter Principal/faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority.

4. Women's grievances redressal Cell

Institute constituted an Internal Complaint Committee/Women's grievance redressal cell to address issues related to women employees/Girl students. The mechanism has been established to register/handle and solve the women's grievances as per the norms of regulatory authority.

5. Transport facility

The institute has transport department and ensures transport facility to teaching/Non-teaching staff. Employees can avail the transport facility for official work. The procedure to apply for transport facility is defined and employees should apply to avail the same.

6. Residential Facility for Non-teaching staff

CAYMET'S provides in campus residential facility to non-teaching staff. The allocated residential area is provided for non-teaching staff with facilities like electricity/Water/garbage collection and common area cleanliness etc. The employees want to avail residential facility shall make application for the same.




Principal
Dr. R.K. Dumbre
Principal

Siddhant College of Pharmacy
Sudumbare, Tal.-Maval,
Dist.-Pune 412109



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The Institution has effective welfare measures for teaching and nonteaching staff

This scheme provides welfare measure for teaching and non-teaching staff during the employment at CAYMET's SIDDHANT COLLEGE OF PHARMACY. The policy document is prepared in consideration of different aspects for overall development and satisfactory employability to staff. The document highlighted policies in the areas of academic freedom and areas of personnel prosperity as per eligible criteria and norms of management. It includes

- **Promoting Self development**
- **Leave**
- **Employee Provident Fund**
- **Tie up with nearby hospital**
- **Tea club**
- **Accommodation facility**
- **Transport facility**
- **Bank on campus**
- **Felicitation on achievement**
- **Canteen facility with discount**
- **RO drinking water facility**
- **Staff Uniform**
- **Concession in Fees for Faculty Member**
- **Staff Promotion**
- **Advanced Salary for Staff**



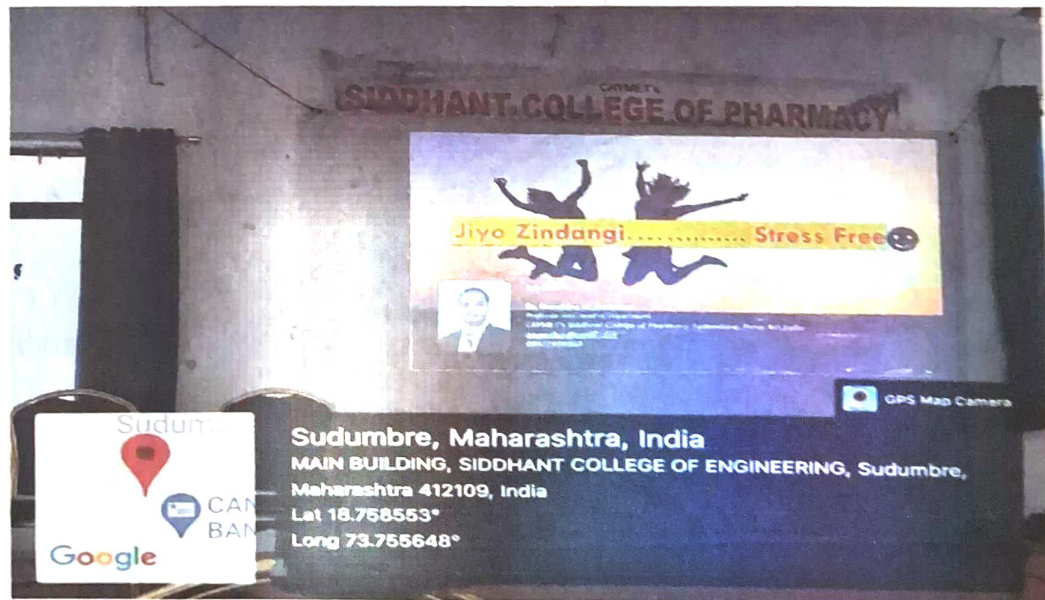
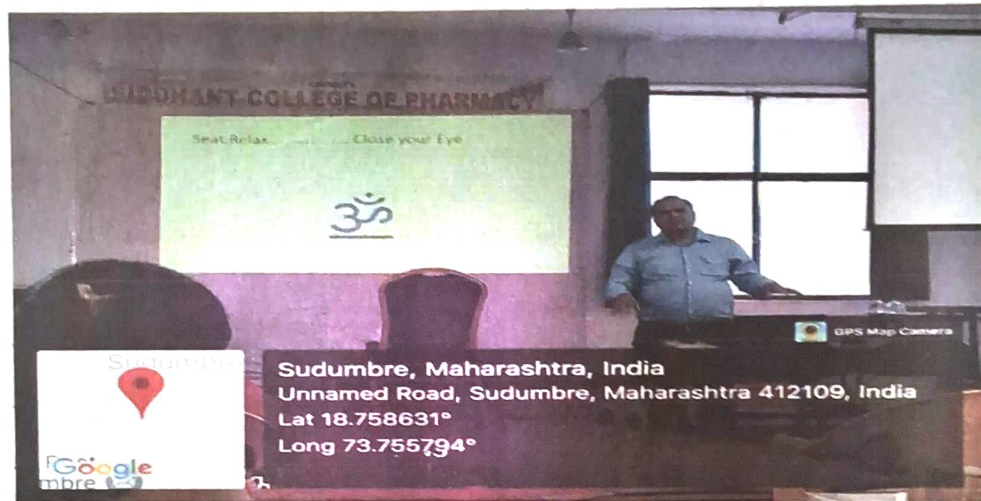

Principal
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- **Promoting self development-** Different workshops has been arranged been organized for self development of our teaching and non teaching staff.



R
Principal
Siddhant College of Pharmacy
Sudumbare, Tal.-Maval,
Dist.-Pune 412109.



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2) Leave- Staff members can avail the leave facilities as per the eligibility criteria and norms of CYMET management. We have

a. Casual Leave: The teacher shall be entitled to 12 days casual leave in an academic year.

b. Special leave: The teacher attending the meeting/conference/seminar/any other non remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.

d. Medical Leave: All the employees are entitled for Ten Medical Leaves (ML) in an academic year.

e. Study Leave: The permanent full-time teacher (other than Professor of the University) with more than five years continuous service may be granted study leave.

f. Maternity Leave: The confirmed lady teacher or the lady teacher with the minimum two years' continuous service, having not more than two living children, shall be entitled to maternity leave, for a maximum period of 90 days, subject to production of Medical Certificate.

CAYM EDUCATION TRUSTS
SIDDHANT COLLEGE OF PHARMACY
At. Post - Sudumbare, Pune 412109
LEAVE CARD

Institute Name: Siddhant college of Pharmacy Employee Code: 32 CI: 2
Name: Mr. Siddaramappa T. Akashe Dept: Pharmacology MI: 15
Date of Joining: 01/07/2004 Sanctioning Authority: _____ EL: 30
Leave Record For The Year: 2019-20 Leave Balance As On: _____ C. OF: _____

Month	No. of Days Worked	Paid Holiday W/OFF	Leave Enjoyed										Balance	C. OF		
			CL	ML	FL	C. OF	OB	L.W.P	SL	ML	TL	C. OF				
Jul	21	8	12	-	-	-	-	-	-	-	-	16	5	13	90	
Aug	24	6	05	-	-	-	-	-	-	-	-	10	-	-	-	
Sep	15	11	15	2	-	-	-	-	-	-	-	8	5	11	-	
Oct	12	19	05	-	-	-	-	-	-	-	-	8	-	-	-	
Nov	23	6	-	-	-	-	1	-	-	-	-	-	-	-	-	
Dec	20	11	-	-	-	-	-	-	-	-	-	-	-	-	-	
Jan	21	9	-	-	-	-	1	-	-	-	-	-	-	-	-	
Feb	15	11	-	-	-	3	-	-	-	-	-	-	-	-	27	
Mar																
Apr																
May																
Jun																

Leave Guidelines

- Casual Leave:
 - 12 (Twelve) days per Academic Year
 - Casual Leave starting from 1st July to 31st June
 - Casual Leave is applicable to all permanent & government staff of Siddhant College
 - If Casual Leave not availed in an academic year, it shall be up to the end of academic year.
- Medical Leave:
 - After completion of one year regular service, staff shall be entitled for 10 (Ten) days ML each in every year, provided prior sanction is obtained thereof.
 - Medical Leave starting from 1st July to 31st June
 - Medical Leave applicable to all teaching & non-teaching staff, applicable after one year of working.
 - Minimum 83 days credit of leave should be granted at a time.
 - Minimum 10 days credit of leave shall be granted in the production of medical certificate from the Department of Medical Examination. The staff shall produce certificate of the doctor at the time of availing the leave. The leave is restricted to 10 (Ten) days in a year.
- Special Leave - Non-Teaching Staff Only:
 - Only Non-Teaching Staff of Siddhant College is eligible for Special Leave.
 - After completion of one year of regular service, non-teaching staff shall be entitled for 10 days Special Leave.
 - Special Leave starting from 1st July to 31st June
 - Minimum 83 days credit of leave shall be granted at a time.
 - Minimum Special Leave can be availed in a year.
- Compensatory Off:
 - C. OF is applicable to teaching staff from teaching staff working on permanent regular and full-time.
 - C. OF should be given within 03 working days.



Principal
Siddhant College of Pharmacy,
Sudumbare, Tal.-Maival,
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SIDDHANT COLLEGE OF PHARMACY

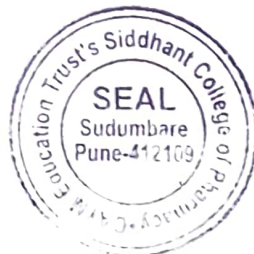
At. Post - Sudumbare, Pune 412109
LEAVE CARD

Institute Name : <u>Siddhant College of Pharmacy</u>	Employee Code : _____	CL	
Name : <u>Mh Siddharamappa T. Akashe</u>	Dept : _____	ML	
Date of Joining : <u>01/07/2004</u>	Sanctioning Authority : _____	EL	
Leave Record For The Year : <u>2022-23</u>	Leave Balance As On : _____	C. Off	

Month	No. of Days Worked	Paid Holiday & W/OFF	Leave Enjoyed							Balance			
			CL	ML	EL	C.Off	OD	LW.P	CL	ML	EL	C. Off	
Jul.	16	07	01	-	07	-	-	-	11				
Aug.	13 1/2	13	1 1/2	-	03	-	-	-	9 1/2				
Sep.	17	10	1	-	02	-	-	-	8 1/2				
Oct.	12	14	-	-	05	-	-	-	8 1/2				
Nov.	17 1/2	09	1/2	-	03	-	-	-	08				
Dec.	22	07	02	-	-	-	-	-	06				
Jan.	16 1/2	10	1 1/2	03	-	-	-	-	4 1/2				
Feb.	15	07	01	-	05	-	-	-	3 1/2				
Mar.	17	10	01	-	05	-	-	-	2 1/2				
Apr.	17	12	01	-	-	-	-	-	1 1/2				
May													
Jun.													

Leave Guidelines -

- Casual Leave-**
 - 12 (Twelve) Days per Academic Year.
 - Casual Leave starting from 1st July to 30th June.
 - Casual Leave is applicable to all probationary & permanent staff of Institute / College.
 - If Casual Leave not availed in an academic year, Casual Leave will be lapse at the end of academic year.
- Medical Leave**
 - After completion of one year regular services, staff shall be entitled for 10 (Ten) days Medical leave per academic year.
 - Medical Leave starting from 1st July to 30th June.
 - Medical Leave applicable to all Teaching & Non-Teaching staff, applicable after one year of working.
 - Minimum 03 days medical leave should be granted at a time.
 - Minimum maternity leave can be accumulate only 180 days.
 - The Medical Leave shall be granted on the production of medical certificate from the Registered Medical Practitioner. The staff shall produce certificate at the time of rejoining the duty that He/she is medically fit. The Management have right to verify the same.
- Earned Leave : Non-Vocational Staff Only-**
 - Only Non-Teaching / Non-Vocational Staff is eligible for Earned Leave.
 - After completion of one year regular service, non-teaching staff shall be entitled to 30 days Earned Leave.
 - Earned leave starting 1st July to 30th June.
 - Minimum 03 days leave is required for availing Earned Leave.
 - Minimum Earned Leave can be accumulating only 180 days.
- Compensatory Off:**
 - C.Off is applicable for teaching and non teaching staff working on Saturday, Sunday and holidays.
 - C.Off should be fulfill within 21 working days.



Siddhant College of Pharmacy
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Dist.-Pune 412109.



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CAYM EDUCATION TRUST'S SIDDHANT COLLEGE OF PHARMACY LEAVE APPLICATION FORM Leave Balance As On Current year Total													CL	ML	EL	C. Off
Date of Application	Leave Applied		Total No. of Days	Type of Leave	Reason	Signature of Applicant	Alternative sign	Esst. Sign	Registrar	HOD Sign	Principal	Remarks (Date taken & not - exact to month)	Leave Balance			
	From	To											CL	ML	EL	C. Off
22/08/22	22/09	24/09	02	C-Off	Personal / as/leave	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]		17			
12/10/22	12/10	12/10	01	M-L	Health problem	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]		12			
20/11/22	19/11	21/11/22	01	C-L	Health problem	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]		11			
20/11/22	20/11	20/11	01	C-L	Personal	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]		10			
21/12/22	20/12	20/12	01	CD	SPPU-Practical	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]		10			
20/12/22	20/12	20/12	01	C-L	Personal	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]					
20/12/22	17/12	27/12	10	CD	SPPU Exl Sr. Sup	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]					
21/12/22	21/12	21/12	01	C-Off	Personal	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]					
			07	C-L	Late Mark Dec	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]					
21/01/23	21/01/23	21/01/23	1/2	CL	Personal	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]					
21/01/23	21/01/23	21/01/23	1	CL	Personal	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]					
21/01/23	21/01	21/01	01	C-L	Personal	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]					
21/01/23	20/01	21/01	01	CD	SPPU Exl Sr. Sup	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]					
21/01/23	21/01	21/01	01	CL	Health issue	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]					

CARRIED FORWARD

On duty Leave Form

CAYM EDUCATION TRUST'S
Siddhant College of Pharmacy
 ID No. PUPN/Pharmacy/201/2004
 (Approved by AICTE, PCI, New Delhi, and Affiliated to University of Pune)
 A/P Sudumbare, Chakan - Talegaon Road, Tal. Maval, Dist. Pune - 412109.
 Ph.No. (02114) 661947, 661981 E-mail: siddhantcollegeofpharmacy@yahoo.in
 www.siddhantcop.in / www.siddhantgroup.edu.in
 "Success Communicated through Performance"

Form No. _____ **Date:** 16/5/23

To,
 The Principal,
 Siddhant College of Pharmacy,
 Sudumbare.

I, Mr./Miss/Mrs. Dr. Swati Jagdand, Designation Asst. Prof.
 wish to attend the office work on Dated 17.5.23, to 17.5.23 and leave from 18.5.23 at Madhav College of Pharmacy for the purpose of Paper checking (S.P.U. Exam)
 I have made the alternate arrangement during my absence as follow.

Signature Alternative _____
 Name of Alternative NA

Kindly permit me to attend the work.
 Recommendation of Head of Department
 Name: Dr. S. N. Deshmukh _____
 Registrar

Permitted / Not permitted _____
 Compliance of work _____
 1) _____
 2) _____

Signature of Applicant _____
 Signature _____
 Principal



[Signature]
 Principal
 Siddhant College of Pharmacy
 Sudumbare, Tal.-Maval,
 Dist.-Pune 412109.



**CAYM Education Trusts
Siddhant College of Pharmacy**

A/P Sudumbare, Talegaon –Chakan Road, Tal:Maival, Dist: Pune -412109
Phone : 02114-661947, Email: siddhantcollegeofpharmacy@yahoo.in, Website:
www.siddhantcop.in

Permission given to Staff for Conducting Online Lecture due to medical issue

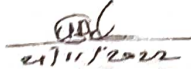
To,
Principal
Siddhant College of Pharmacy.

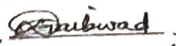
Sub: Permission for online lecture.

Respected Sir,

As you are aware I met with an accident on 5th Nov. 2022. Doctors have suggested not to move the foot. There is a bone injury so I might not be able to come to college for 20-30 days. During this time if I won't take lectures that will impact the progress of students. Hence requesting you for permission of taking lectures by online mode till the recovery.

21/11/2022


21/11/2022


Yours Sincerely
Deepal Gaiwad

- **Employee Provident Fund** Institute shall provide EPF scheme to all teaching and Non-teaching staff. Every month the specified amount will deduct from employees salary and deposited with management share to employees PF Account.
- **Tie up with nearby hospital**

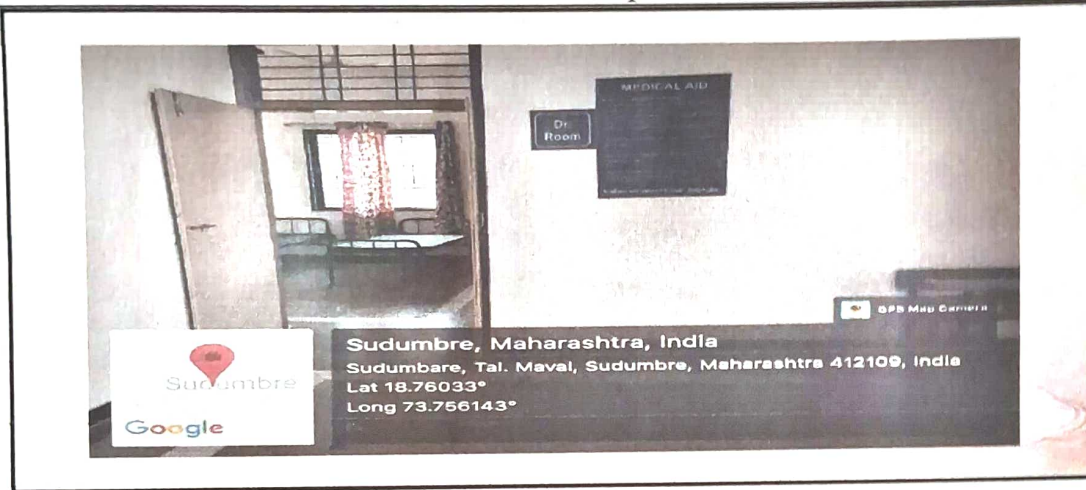



Principal
Siddhant College of Pharmacy
Sudumbare, Tal.-Maival,
Dist.-Pune 412109.




**CAYM Education Trusts
Siddhant College of Pharmacy**

A/P Sudumbare, Talegaon –Chakan Road, Tal:Maval, Dist: Pune -412109
Phone : 02114-661947,Email: siddhantcollegeofpharmacy@yahoo.in,Website:
www.siddhantcop.in



- **Tea Club** There is Canteen in our campus. So that staff manage their stress and spend happy time with colleagues .





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www.siddhantcop.in

5. Accommodation facility- Our management provided hostel facilities for the those staff who lives outside. So that they don't have to waste time and energy in travelling all the way to their college.

GIRLS' HOSTEL




SIDDHANT COLLEGE OF PHARMACY, PUNE

BOYS' HOSTEL



SIDDHANT COLLEGE OF ENGINEERING, PUNE





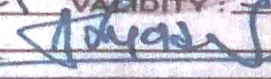

Principal
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Sudumbare. Tal.-Maval,
Dist.-Pune 412109.




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Phone : 02114-661947,Email: siddhantcollegeofpharmacy@yahoo.in,Website:
www.siddhantcop.in

- **Transport facility**-Those staff who comes from nearby Pune for them our staff provided bus facility.


	C.A.Y.M. E. TRUST'S Bus Pass	
SR. NO : 02	NAME : M-B. Gaikwad	
YEAR : 21-22	BRANCH : B ph	
PICK UP POINT : Morwadi		
DATE OF ISSUE : Nov-21	VALIDITY : June-22	
SIGN OF ISSUING AUTHORITY :		

**TRANSPORT FACILITY FROM ALL
CORNERS OF
PUNE & AROUND**



SIDDHANT COLLEGE OF PHARMACY, PUNE




Principal
Siddhant College of Pharmacy
Sudumbare. Tal.-Maval,
Dist.-Pune 412109.



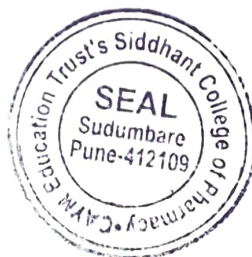
**CAYM Education Trusts
Siddhant College of Pharmacy**


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Phone : 02114-661947,Email: siddhantcollegeofpharmacy@yahoo.in, Website:
www.siddhantcop.in

- **Bank on campus-** There is Canara bank in our campus. So that they they manage their own finances with less time.



- **Felicitation on achievement-**

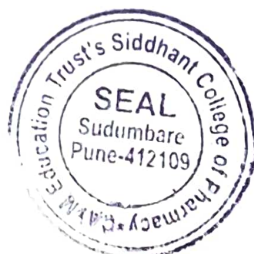




Principal
Siddhant College of Pharmacy
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Dist.-Pune 412109.



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Phone : 02114-661947,Email: siddhantcollegeofpharmacy@yahoo.in,Website:
www.siddhantcop.in

- Canteen facility with discount



- RO drinking water facility



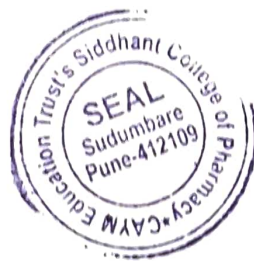
Principal
Siddhant College of Pharmacy
Sudumbare. Tal.-Maval,
Dist.-Pune 412109.



**CAYM Education Trusts
Siddhant College of Pharmacy**

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Phone : 02114-661947,Email: siddhantcollegeofpharmacy@yahoo.in,Website:
www.siddhantcop.in

• Staff Uniform



PS

Principal
Siddhant College of Pharmacy,
Sudumbare. Tal.-Maval,
Dist.-Pune 412109.



CHAUDHARI ATARSINGH YADAV MEMORIAL EDUCATION TRUST

Linguistic Minority (Hindi)

Reg. No. E-3905, Pune (Registered Under Bombay Public Trust Act 1950)

• Add. : ION - 7, 6 th Floor, behind Citi One Mall Morwadl, Pimpri, Pune - 411018.

• E-mail : siddhantcampus2003@gmail.com • Website : www.siddhantgroup.edu.in

President : R. S. Yadav

Ref. No. : CAYMET/SGT/1826/2021

Date : 21/02/2021

To,
Mr. Sagar Dattatray Kore
Bhalchandra, Deoram Colony, Nane Road,
Kamshet Pune-410405

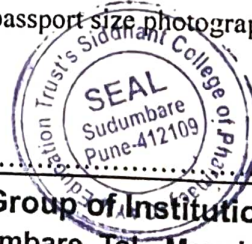
Subject:- Order of Appointment

Madam,

With reference to your application and subsequent interview for the post of Assistant professor in Pharmaceutics at Siddhant College of Pharmacy (Degree), before the Staff Selection Committee, I am pleased to inform you that the Management has appointed you as Assistant Professor in Pharmaceutics at Siddhant College of Pharmacy (Degree) on the terms & condition of the appointment are as follows.

- 1) Your employment will be effective from 01/01/2021 OR the date of joining.
- 2) You will be governed by the service rules and regulations of the organization which at present are applicable to the employees of your status at the place of posting; and which may be added, modified, amended, altered, changed or replaced by the management from time to time. Your hours of attendance can be regulated to suit the duties assigned to you. If during the period of your service, the management comes to the conclusion that you have committed any misconduct; your services may be terminated without giving any notice.
- 3) You will be on probation for a period of two years from the date of joining duty. If considered necessary, the period of probation may be extended by the management at its sole discretion without assigning any cause or reason. You will be considered for confirmation after satisfactory completion of the probationary period.
- 4) You will be paid pay in pay band of Rs.15600-39100 Grade pay of Rs.7000 basic pay of Rs.16,980 per month in the pay scale Rs.23,980 Plus Dearness Allowance, H.R.A.,TA and C.L.A. (Total Gross Salary is Rs. 44,524/- Forty Four Thousand Five Hundred Twenty Four per month) at the rate Prescribed by the Government of Maharashtra and amended from time to time plus special allowance also. Your Appointment and salary shall be subject to Approval by the Pune University.
- 5) Your appointment is subject to the minimum numbers of the students and the workload prescribed for the post. In case of reduction in work load, the Trust shall have authority to terminate your services immediately and you shall not claim any right for services after the said post.
- 6) Grant of annual increment will be governed by your overall performance (work and conduct) during the preceding year of service in terms of efficiency, regularity, punctuality, discipline, etc., and the results achieved. The annual increment may be withheld if the performance is found sub-normal / unsatisfactory, or accelerated in case the same is adjudged to be commendable in the discretion of the management.
- 7) You shall submit the certified true copies of relevant documents such as birth certificate, Mark sheets, experience certificate, reliving certificate & two passport size photographs before joining the duties.

Order of Appointment.....



Principal

Siddhant College of Pharmacy
Sudumbare, Tal.-Maval,
Pune 412109.

continue

Siddhant Group of Institutions

Chakan Talegaon Road, Sudumbare, Tal - Maval, Dist - Pune - 412109.

Tel. : 02114 - 661991 / 661999

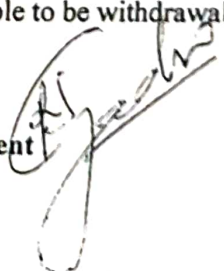
- 8) You shall submit the certified true copies of relevant documents such as birth certificate, Mark sheets, experience certificate, reliving certificate & two passport size photographs before joining the duties.
- 9) During the initial or extended period of probation, the service can be terminated at any time without assigning any reason and without any notice. The same is applicable for you also.
- 10) If you want to leave the service during the tenure of your appointment, you will have to give one month's notice or one month's salary in lieu of the notice. If the management wants to terminate your services before completion of your tenure you will be given one month's notice or one month's salary in lieu of the notice.
- 11) This appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit. The management reserves the right to have you medically examined at any time during the course of your employment through a medical practitioner nominated by the management and a report of medical examination will be submitted to the management whose decision in this regard will be final and binding. In case you are found suffering from any infectious disease or protracted illness and/or remain irregular in your attendance, the management shall have the right to terminate your services without notice.
- 12) You will not engage yourself in any other paid job, full time, part time, honorary or otherwise during the continuance of your service in this Institute/College.
- 13) You will not appear for any examinations without prior permission of the management in service.
- 13) You will not take any active part in the politics, not involved in directly or indirectly in any financial matters.
- 14) Your services are transferable within the trust organization only.
- 15) You will not directly or indirectly get yourself involved in any of the anti-activities against the management which may cause any harm to the institute/college or the management.
- 16) Your behavior with colleagues and entire institute/college staff should be polite, co-operative and gentle.
- 17) You will not form any union or organization amongst yourself and colleagues.
- 18) You will not process any letters either signed by you or signed jointly on any issues against the Management without prior permission of the Principal/Director. Also you will not approach to any authorities connected to the Institute/ College / Society without prior permission of the Principal.
- 19) You will put your grievances to the Management through Principal / Director only. Also you will not approach the Management without prior permission of the Principal / Director.
- 20) You will have to carry out the duties / work assigned to you by the Principal / Director and the Management besides your teaching work / routine work.
- 21) If you found absent continuously for more than 08 days without prior permission, your services will stand terminated automatically
- 22) Unauthorized absence from duty for a continuous period of one week (including the period for which leave though applied has not been granted) and/or overstay beyond sanctioned leave for a period of 8 consecutive days will render you to lose your lien on the service and the same shall automatically come to an end without any notice in intimation.
- 23) If any information given in the applications form if found incorrect, contradictory at any time after the appointment, your services will be terminated forthwith and no further correspondence will be entertained then.
- 24) Any dispute arises in the service will be dealt legally in jurisdiction of Pune only.
- 25) If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action and punishment decided by the management/Principal/ Director as provided in the Rules & Regulations.
- 26) You will have to communicate your acceptance to the Management/Principal/ Director within one week from the date of receipt of Order of Appointment, failing which your appointment is liable to be withdrawal / cancelled.

Copy to :

1. Principal, Siddhant College of Pharmacy (Degree)
2. Accounts Section.
3. Guard File

Received




President




CHAUDHARI ATARSINGH YADAV MEMORIAL EDUCATION TRUST

Linguistic Minority (Hindi)

Reg. No. E-3905, Pune (Registered Under Bombay Public Trust Act 1950)

• Add. : ION - 7, 6 th Floor, behind Citi One Mall Morwadi, Pimpri, Pune - 411018.
• E-mail : siddhantcampus2003@gmail.com • Website : www.siddhantgroup.edu.in

President : R. S. Yadav

Ref. No. : CAYMET / SGI / 2159 / 23-24

Date : 14/7/23

To,
Mr. Sagar Dattatray Kore
Bhalchandra, Deoram Colony, Nane Road,
Kamshet Pune – 410405.

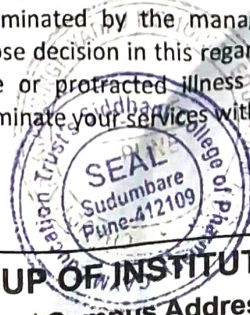
Subject: - Order of Appointment

Madam/ Sir,

With reference to your application and subsequent interview for the post of **Principal at Siddhant School of Pharmacy (Women)** before the Local Staff Selection Committee, I am pleased to inform you that the Management has appointed you as **Principal at Siddhant School of Pharmacy (Women)**. The terms & condition of the appointment are as follows:

- 1) Your employment will be effective from the **01/07/2023**.
- 2) You will be governed by the service rules and regulations of the organization which at present are applicable to the employees of your status at the place of posting; and which may be added, modified, amended, altered, changed or replaced by the management from time to time. Your hours of attendance can be regulated to suit the duties assigned to you. If during the period of your service, the management comes to the conclusion that you have committed any misconduct; your services may be terminated without giving any notice.
- 3) You will be paid pay in pay band of **Rs.34,980/- Grade pay of Rs.9,000/- basic pay of Rs.43,980/- per month in the pay scale Rs.15600-39100 + G.P. 9000 Plus Dearness Allowance, H.R.A.,TA and C.L.A. (Total 80,124/- Eighty thousand One Hundred and Twenty Four only)** at the rate Prescribed by the Government of Maharashtra and amended from time to time plus special allowance also. Your Appointment and salary shall be subject to Approval by the SPPU and Govt. of Maharashtra.
- 4) Your appointment is purely contractual and will automatically come to an end on the expiry of the period of contract and you shall not claim any right to continue in the services thereafter.
- 5) You shall not claim to be a regular / permanent employee of the Institute / College at any time during the tenure of your services or after termination thereof, in any manner what so ever, and shall not claim automatic re-appointment to the said post after expiration of the tenure of your services and you will not be eligible for any retirement benefits.
- 6) Your appointment is subject to the minimum numbers of the students and the workload prescribed for the post. In case of reduction in work load, the Trust shall have authority to terminate your services immediately and you shall not claim any right for services after the said period.
- 7) You shall submit the certified true copies of relevant documents such as birth certificate, Mark sheets, experience certificate, reliving certificate, caste certificate & two passport size Photographs before joining the duties.
- 8) During the initial or extended period of probation, the service can be terminated at any time without assigning any reason and without any notice. The same is applicable for you also.
- 9) If you want to leave the service during the tenure of your appointment, you will have to give one month's notice or one month's salary in lieu of the notice. If the management wants to terminate your services before completion of your tenure you will be given one month's notice or one month's salary in lieu of the notice.
- 10) This appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit. The management reserves the right to have you medically examined at any time during the course of your employment through a medical practitioner nominated by the management and a report of medical examination will be submitted to the management whose decision in this regard will be final and binding. In case you are found suffering from any infectious disease or protracted illness and/or remain irregular in your attendance, the management shall have the right to terminate your services without notice.

Received
19/7/23



P.T.O.
Principal
Siddhant College of Pharmacy,
Sudumbare, Tal.-Maval,
Dist.-Pune 412109.

SIDDHANT GROUP OF INSTITUTIONS

Correspondence / Campus Address :

Chakan - Talegaon Road, Near NDRF Camp, Sudumbare, Tal. Maval, Dist. Pune - 412109. Tel. : 9823240065

- 11) You will not engage yourself in any other paid job, full time, part time, honorary or otherwise during the continuance of your service in this Institute/College.
- 12) You will not appear for any examinations without prior permission of the management in service.
- 13) You will not take any active part in the politics, not involved in directly or indirectly in any financial matters.
- 15) Your services are transferable within the trust organization only.
- 16) You will not directly or indirectly get yourself involved in any of the anti-activities against the management which may cause any harm to the institute/college or the management.
- 17) Your behavior with colleagues and entire institute/college staff should be polite, co-operative and gentle.
- 18) You will not form any union or organization amongst yourself and colleagues.
- 19) You will not process any letters either signed by you or signed jointly on any issues against the Management without prior permission of the Principal/Director. Also you will not approach to any authorities connected to the Institute/ College / Society without prior permission of the Principal.
- 20) You will put your grievances to the Management through Principal / Director only. Also you will not approach the Management without prior permission of the Principal / Director.
- 21) You will have to carry out the duties / work assigned to you by the Principal / Director and the Management besides your teaching work / routine work.
- 22) If you found absent continuously for more than 08 days without prior permission, your services will stand terminated automatically
- 23) Unauthorized absence from duty for a continuous period of one week (including the period for which leave though applied has not been granted) and/or overstay beyond sanctioned leave for a period of 8 consecutive days will render you to lose your lien on the service and the same shall automatically come to an end without any notice in intimation.
- 24) If any information given in the applications form if found incorrect, contradictory at any time after the appointment, your services will be terminated forthwith and no further correspondence will be entertained then.
- 25) Any dispute arises in the service will be dealt legally in jurisdiction of Pune only.
- 26) If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action and punishment decided by the management/Principal/ Director as provided in the Rules & Regulations.
- 27) You will have to communicate your acceptance to the Management/Principal/ Director within one week from the date of receipt of Order of Appointment, failing which your appointment is liable to be withdrawal / cancelled.
- 28) You will not take any active part in the politics, not involved in directly or indirectly in any Financial matters.
- 29) If the performance is not satisfactory during this period, his or her services will be terminated by the management with immediate effect.
- 30) First one month is considered trial period, if the teacher is found, incase, damaging the school's reputation by not teaching according to the school's requirements then he/she will be asked to leave the school immediately, without notice.
- 31) If a teacher decides to leave the job due to unavoidable circumstances, he /she will have to give one month's written notice or forgo one month's salary.
- 32) The above will hold good from the day the appointment letter has been accepted. No leave will be granted during notice period.
- 33) Faculty are entitled to avail 10 days C.L in a year with prior permission in writing.
- 34) The attendance is compulsory on the last day before any term break and on the first day after it re-opens. In case, any teacher is absent on either of these days all the days of the vacation period will be treated as full day's leave of absence on loss of pay. If the teacher is absent on both these days the entire vacation period will be counted as leaves of absence on loss of pay.
- 35) Accept additional responsibilities entrusted to them.
- 36) Dress code is compulsory for all teaching and Non-Teaching Staff.
- 37) Further there are some guidelines & rules you have to follow according to the Rule Book of CAYMET.

Copy to:

1. Principal, Siddhant College of Pharmacy
2. Accounts Section
3. Guard File.

Vice-President
Chaudhari Atarsingh Yadav
Memorial Education Trust

Vice-President
Chaudhari Atarsingh Yadav
Memorial Education Trust



President
Chaudhari Atarsingh Yadav
Memorial Education Trust



CHAUDHARI ATARSINGH YADAV MEMORIAL EDUCATION TRUST

Linguistic Minority (Hindi)

Reg. No. E-3905, Pune (Registered Under Bombay Public Trust Act 1950)

• Add. : ION - 7, 6 th Floor, behind Citi One Mall Morwadi, Pimpri, Pune - 411018.

• E-mail : siddhantcampus2003@gmail.com • Website : www.siddhantgroup.edu.in

President : R. S. Yadav

Ref. No. : CAYMET / SGI / 0784 / 2018-19

Date : 18/07/20

To,

Mrs. Ram Bindurani Laxmibal G.P.

Survey No. 151/11 Dyandeeep Society,

Magarpatta, Hadapsar, Pune-13.

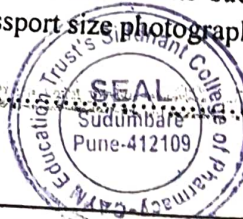
Subject :- Order of Appointment

Sir/Madam,

With reference to your application and subsequent interview for the post of Assistant Professor in Siddhant College of Pharmacy (Degree), before the Local Staff Selection Committee, I am pleased to inform you that the Management has appointed you as Assistant Professor, at Siddhant College of Pharmacy (Degree) on the terms & condition of the appointment are as follows.

- 1) Your employment will be effective from the date of joining.
- 2) You will be governed by the service rules and regulations of the organization which at present are applicable to the employees of your status at the place of posting; and which may be added, modified, amended, altered, changed or replaced by the management from time to time. Your hours of attendance can be regulated to suit the duties assigned to you. If during the period of your service, the management comes to the conclusion that you have committed any misconduct; your services may be terminated without giving any notice.
- 3) You will be on probation for a period of two years from the date of joining duty. If considered necessary, the period of probation may be extended by the management at its sole discretion without assigning any cause or reason. You will be considered for confirmation after satisfactory completion of the probationary period.
- 4) You will be paid pay in pay band of Rs. 21,965 Grade pay of Rs. 7000 basic pay of Rs. 28,965 per month in the pay scale Rs.15600-39100 Plus Dearness Allowance, H.R.A., TA and C.L.A. at the rate Prescribed by the Government of Maharashtra and amended from time to time plus special allowance also. Your Appointment and salary shall be subject to Approval by the Pune University
- 5) Your appointment is subject to the minimum numbers of the students and the workload prescribed for the post. In case of reduction in work load, the Trust shall have authority to terminate your services immediately and you shall not claim any right for services after the said post.
- 6) Grant of annual increment will be governed by your overall performance (work and conduct) during the preceding year of service in terms of efficiency, regularity, punctuality, discipline, etc., and the results achieved. The annual increment may be withheld if the performance is found sub-normal / unsatisfactory, or accelerated in case the same is adjudged to be commendable in the discretion of the management.
- 7) You shall submit the certified true copies of relevant documents such as birth certificate, Mark sheets, experience certificate, reliving certificate & two passport size photographs before joining the duties.

Order of Appointment



Principal

Siddhant College of Pharmacy
Sudumbare, Tal.-Maval,
Dist.-Pune 412109.

Received
Dams

- 8) You are required to give the correct mailing address as soon as you join your duties. It will be presumed that any letter sent by Registrar Post Acknowledgement Due (RPAD) or Speed Post on the address given, shall be deemed to have been acknowledged duly signed by you
- 9) During the initial or extended period of probation, the service can be terminated at any time without assigning any reason and without any notice. The same is applicable for you also.
- 10) If you want to leave the service during the tenure of your appointment, you will have to give one month's notice or one month's salary in lieu of the notice. If the management wants to terminate your services before completion of your tenure you will be given one month's notice or one month's salary in lieu of the notice.
- 11) This appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit. The management reserves the right to have you medically examined at any time during the course of your employment through a medical practitioner nominated by the management and a report of medical examination will be submitted to the management whose decision in this regard will be final and binding. In case you are found suffering from any infectious disease or protracted illness and/or remain irregular in your attendance, the management shall have the right to terminate your services without notice.
- 12) You will not conduct or engage yourself in private tuitions or private coaching classes.
- 13) You will not engage yourself in any other paid job, full time, part time, honorary or otherwise during the continuance of your service in this Institute/College.
- 14) You will not appear for any examinations without prior permission of the management in service.
- 15) You will not take any active part in the politics, not involved in directly or indirectly in any financial matters.
- 16) Your services are transferable within the trust organization only.
- 17) You will not directly or indirectly get yourself involved in any of the anti-activities against the management which may cause any harm to the institute/college or the management.
- 18) Your behavior with colleagues and entire institute/college staff should be polite, co-operative and gentle.
- 19) You will not form any union or organization amongst yourself and colleagues.
- 20) You will not process any letters either signed by you or signed jointly on any issues against the Management without prior permission of the Principal/Director. Also you will not approach to any authorities connected to the Institute/ College / Society without prior permission of the Principal.
- 21) You will put your grievances to the Management through Principal / Director only. Also you will not approach the Management without prior permission of the Principal / Director.
- 22) You will have to carry out the duties / work assigned to you by the Principal / Director and the Management besides your teaching work / routine work.
- 23) If you found absent continuously for more than 08 days without prior permission, your services will stand terminated automatically
- 24) Unauthorized absence from duty for a continuous period of one week (including the period for which leave though applied has not been granted) and/or overstay beyond sanctioned leave for a period of 8 consecutive days will render you to lose your lien on the service and the same shall automatically come to an end without any notice in intimation.
- 25) If any information given in the applications form if found incorrect, contradictory at any time after appointment, your services will be terminated forthwith and no further correspondence will be entertained then.
- 26) Progress Report: You will submit your academic progress report and other activities, seminars, presentation of papers, workshop etc. twice every year in the months of May and November.
- 27) Any dispute arises in the service will be dealt legally in jurisdiction of Pune only.
- 28) If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action and punishment decided by the management/Principal/ Director as provided in the Rules & Regulations.
- 29) You will have to communicate your acceptance to the Management/Principal/ Director within one week from the date of receipt of Order of Appointment, failing which your appointment is liable to be withdrawal / cancelled.

Copy to :

1. Office of the CAYMET.
2. Office of the Principal.
3. Account Department.

President



CHAUDHARI ATARSINGH YADAV MEMORIAL EDUCATION TRUST

Linguistic Minority (Hindi)

Reg. No. E-3905, Pune (Registered Under Bombay Public Trust Act 1950)

• Add. : ION - 7, 6 th Floor, behind Citi One Mall Morwadi, Pimpri, Pune - 411018.

• E-mail : siddhantcampus2003@gmail.com • Website : www.siddhantgroup.edu.in

President : R. S. Yadav

Ref. No. : CAYMET 1501/0733/2018

Date : 21/06/2018

To,

Mrs. Ram Bindurani Laxmibai G.P.

Survey No. 151/11 Dyandeep Society,

Magarpatta, Hadapsar, Pune-13.

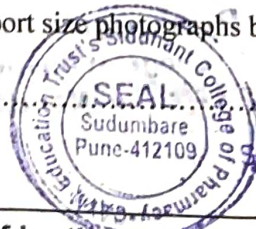
Subject:- Order of Appointment

Sir/Madam,

With reference to your application and subsequent interview for the post of **Principal** in **Siddhant School of Pharmacy (Women)**, before the Local Staff Selection Committee, I am pleased to inform you that the Management has appointed you as **Principal**, at **Siddhant School of Pharmacy (Women)** on the terms & condition of the appointment are as follows.

- 1) Your employment will be effective from 1st July 2018 OR the date of joining, whichever is earlier
- 2) You will be governed by the service rules and regulations of the organization which at present are applicable to the employees of your status at the place of posting; and which may be added, modified, amended, altered, changed or replaced by the management from time to time. Your hours of attendance can be regulated to suit the duties assigned to you. If during the period of your service, the management comes to the conclusion that you have committed any misconduct; your services may be terminated without giving any notice.
- 3) You will be on probation for a period of two years from the date of joining duty. If considered necessary, the period of probation may be extended by the management at its sole discretion without assigning any cause or reason. You will be considered for confirmation after satisfactory completion of the probationary period. You should obtain Ph.D. degree within five years.
- 4) You will be paid pay in pay band of **Rs. 21,965** Grade pay of **Rs. 7000** basic pay of **Rs. 28,965** per month in the pay scale **Rs.15600-39100** Plus Dearness Allowance, H.R.A.,TA and C.L.A. at the rate Prescribed by the Government of Maharashtra and amended from time to time plus special allowance also. Your Appointment and salary shall be subject to Approval by the Pune University
- 5) Your appointment is subject to the minimum numbers of the students and the workload prescribed for the post. In case of reduction in work load, the Trust shall have authority to terminate your services immediately and you shall not claim any right for services after the said post.
- 6) Grant of annual increment will be governed by your overall performance (work and conduct) during the preceding year of service in terms of efficiency, regularity, punctuality, discipline, etc., and the results achieved. The annual increment may be withheld if the performance is found sub-normal / unsatisfactory, or accelerated in case the same is adjudged to be commendable in the discretion of the management.
- 7) You shall submit the certified true copies of relevant documents such as birth certificate, Mark sheets, experience certificate, reliving certificate & two passport size photographs before joining the duties.

Order of Appointment.....



Principal

Siddhant College of Pharmacy
Sudumbare, Tal.-Maval,
Dist. Pune 412109

- 8) You are required to give the correct mailing address as soon as you join your duties. It will be presumed that any letter sent by Registrar Post Acknowledgement Due (RPAD) or Speed Post on the address given, shall be deemed to have been acknowledged duly signed by you
- 9) During the initial or extended period of probation, the service can be terminated at any time without assigning any reason and without any notice. The same is applicable for you also.
- 10) If you want to leave the service during the tenure of your appointment, you will have to give one month's notice or one month's salary in lieu of the notice. If the management wants to terminate your services before completion of your tenure you will be given one month's notice or one month's salary in lieu of the notice.
- 11) This appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit. The management reserves the right to have you medically examined at any time during the course of your employment through a medical practitioner nominated by the management and a report of medical examination will be submitted to the management whose decision in this regard will be final and binding. In case you are found suffering from any infectious disease or protracted illness and/or remain irregular in your attendance, the management shall have the right to terminate your services without notice.
- 12) You will not conduct or engage yourself in private tuitions or private coaching classes.
- 13) You will not engage yourself in any other paid job, full time, part time, honorary or otherwise during the continuance of your service in this Institute/College.
- 14) You will not appear for any examinations without prior permission of the management in service.
- 15) You will not take any active part in the politics, not involved in directly or indirectly in any financial matters.
- 16) Your services are transferable within the trust organization only.
- 17) You will not directly or indirectly get yourself involved in any of the anti-activities against the management which may cause any harm to the institute/college or the management.
- 18) Your behavior with colleagues and entire institute/college staff should be polite, co-operative and gentle.
- 19) You will not form any union or organization amongst yourself and colleagues.
- 20) You will not process any letters either signed by you or signed jointly on any issues against the Management without prior permission of the Principal/Director. Also you will not approach to any authorities connected to the Institute/ College / Society without prior permission of the Principal.
- 21) You will put your grievances to the Management through Principal / Director only. Also you will not approach the Management without prior permission of the Principal / Director.
- 22) You will have to carry out the duties / work assigned to you by the Principal / Director and the Management besides your teaching work / routine work.
- 23) If you found absent continuously for more than 08 days without prior permission, your services will stand terminated automatically
- 24) Unauthorized absence from duty for a continuous period of one week (including the period for which leave though applied has not been granted) and/or overstay beyond sanctioned leave for a period of 8 consecutive days will render you to lose your lien on the service and the same shall automatically come to an end without any notice in intimation.
- 25) If any information given in the applications form if found incorrect, contradictory at any time after appointment, your services will be terminated forthwith and no further correspondence will be entertained then.
- 26) Progress Report: You will submit your academic progress report and other activities, seminars, presentation of papers, workshop etc. twice every year in the months of May and November.
- 27) Any dispute arises in the service will be dealt legally in jurisdiction of Pune only.
- 28) If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action and punishment decided by the management/Principal/ Director as provided in the Rules & Regulations.
- 29) You will have to communicate your acceptance to the Management/Principal/ Director within one week from the date of receipt of Order of Appointment, failing which your appointment is liable to be withdrawal / cancelled.

Copy to :

1. The Principal, Siddhant School of Pharmacy, Siddhant College of Pharmacy, Sudumbare, Tal. Maval, Dist. - Pune 412109.
2. Accounts Department.
3. Guard Copy.



President



CHAUDHARI ATARSINGH YADAV MEMORIAL EDUCATION TRUST

Linguistic Minority (Hindi)

Reg. No. E-3905, Pune (Registered Under Bombay Public Trust Act 1950)

• Add. : ION - 7, 6 th Floor, behind Citi One Mall Morwadi, Pimpri, Pune - 411018.

• E-mail : siddhantcampus2003@gmail.com • Website : www.siddhantgroup.edu.in

President : R. S. Yadav

Ref. No. : CAYMET/1450/2020

Date : 22/07/2020

To,

Mrs. Bhagyashree J. Warude

Flat no.08, Prathamesh Gardan,

S.no.45/46, Manaji Nagar,

Behind AIM College, Narhe, Pune- 041

Subject:- Order of Appointment

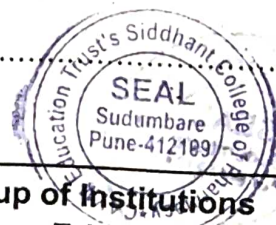
Madam,

With reference to your application and subsequent interview for the post of Assistant Professor in Pharmaceutical Chemistry at Siddhant College of Pharmacy (Degree) before the Local Staff Selection Committee, I am pleased to inform you that the Management has appointed you as Assistant Professor in Pharmaceutical Chemistry at Siddhant College of Pharmacy (Degree) on the terms & condition of the appointment are as follows.

- 1) Your employment will be effective from the date of joining.
- 2) You will be governed by the service rules and regulations of the organization which at present are applicable to the employees of your status at the place of posting; and which may be added, modified, amended, altered, changed or replaced by the management from time to time. Your hours of attendance can be regulated to suit the duties assigned to you. If during the period of your service, the management comes to the conclusion that you have committed any misconduct; your services may be terminated without giving any notice.
- 3) Your appointment is for the period of 11 months / one academic year from 01/07/2020 to 31/05/2021.
- 4) You will be paid consolidated salary of Rs. 35,000/- (Total Rupees Thirty Five Thousand Only) per month.
- 5) Your appointment is purely contractual and will automatically come to an end on the expiry of the period of contract and you shall not claim any right to continue in the services thereafter.
- 6) You shall not claim to be a regular / permanent employee of the Institute / College at any time during the tenure of your services or after termination thereof, in any manner what so ever, and shall not claim automatic re-appointment to the said post after expiration of the tenure of your services and you will not be eligible for any retirement benefits.
- 7) Your appointment is subject to the minimum numbers of the students and the workload prescribed for the post. In case of reduction in work load, the Trust shall have authority to terminate your services immediately and you shall not claim any right for services after the said period.
- 8) You shall submit the certified true copies of relevant documents such as birth certificate, Mark sheets, experience certificate, reliving certificate, caste certificate & two passport size Photographs before joining the duties.

Order of Appointment.....

.....continue



Principal

Siddhant College of Pharmacy

Sudumbare, Tal.-Maval,

Dist.-Pune 412109.

Siddhant Group of Institutions

Chakan Talegaon Road, Sudumbare, Tal - Maval, Dist - Pune - 412109.

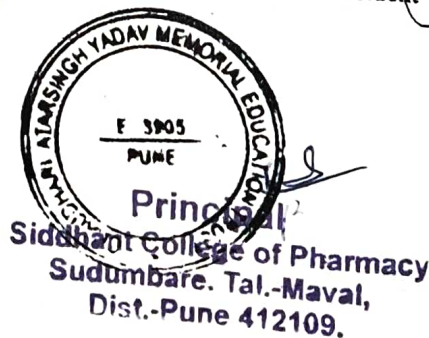
Tel. : 02114 - 661991 / 661999

- 9) During the initial or extended period of probation, the service can be terminated at any time without assigning any reason and without any notice. The same is applicable for you also.
- 10) If you want to leave the service during the tenure of your appointment, you will have to give one month's notice or one month's salary in lieu of the notice. If the management wants to terminate your services before completion of your tenure you will be given one month's notice or one month's salary in lieu of the notice.
- 11) This appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit. The management reserves the right to have you medically examined at any time during the course of your employment through a medical practitioner nominated by the management and a report of medical examination will be submitted to the management whose decision in this regard will be final and binding. In case you are found suffering from any infectious disease or protracted illness and/or remain irregular in your attendance, the management shall have the right to terminate your services without notice.
- 12) You will not engage yourself in any other paid job, full time, part time, honorary or otherwise during the continuance of your service in this Institute/College.
- 13) You will not appear for any examinations without prior permission of the management in service.
- 14) You will not take any active part in the politics, not involved in directly or indirectly in any financial matters.
- 15) Your services are transferable within the trust organization only.
- 16) You will not directly or indirectly get yourself involved in any of the anti-activities against the management which may cause any harm to the institute/college or the management.
- 17) Your behavior with colleagues and entire institute/college staff should be polite, co-operative and gentle.
- 18) You will not form any union or organization amongst yourself and colleagues.
- 19) You will not process any letters either signed by you or signed jointly on any issues against the Management without prior permission of the Principal/Director. Also you will not approach to any authorities connected to the Institute/ College / Society without prior permission of the Principal.
- 20) You will put your grievances to the Management through Principal / Director only. Also you will not approach the Management without prior permission of the Principal / Director.
- 21) You will have to carry out the duties / work assigned to you by the Principal / Director and the Management besides your teaching work / routine work.
- 22) If you found absent continuously for more than 08 days without prior permission, your services will stand terminated automatically
- 23) Unauthorized absence from duty for a continuous period of one week (including the period for which leave though applied has not been granted) and/or overstay beyond sanctioned leave for a period of 8 consecutive days will render you to lose your lien on the service and the same shall automatically come to an end without any notice in intimation.
- 24) If any information given in the applications form if found incorrect, contradictory at any time after the appointment, your services will be terminated forthwith and no further correspondence will be entertained then.
- 25) Any dispute arises in the service will be dealt legally in jurisdiction of Pune only.
- 26) If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action and punishment decided by the management/Principal/ Director as provided in the Rules & Regulations.
- 27) You will have to communicate your acceptance to the Management/Principal/ Director within one week from the date of receipt of Order of Appointment, failing which your appointment is liable to be withdrawal / cancelled.

Copy to :

1. Principal, Siddhant College of Pharmacy (Degree)
2. Accounts Section.
3. Guard File.

President





CHAUDHARI ATARSINGH YADAV MEMORIAL EDUCATION TRUST

Linguistic Minority (Hindi)

Reg. No. E-3905, Pune (Registered Under Bombay Public Trust Act 1950)

• Add. : ION - 7, 6 th Floor, behind Citi One Mall Morwadi, Pimpri, Pune - 411018.

• E-mail : siddhantcampus2003@gmail.com • Website : www.siddhantgroup.edu.in

President : R. S. Yadav

Ref. No. : CAYMET / SG1 / 1598 / 2021

Date : 30/01/2021

To,

Mrs. Bhagyashree Jitendra Warude

Flat no. 803, A wing, Phase -1, Vardhaman Dreams,

Kaspate Wasti, Wakad, Pune 411057

Subject:- Order of Appointment

Sir/Madam,

With reference to your application and subsequent interview for the post of **Principal at Siddhant School of Pharmacy (Women)**, before the Local Staff Selection Committee, I am pleased to inform you that the Management has appointed you as **Principal at Siddhant School of Pharmacy (Women)** on the terms & condition of the appointment are as follows.

- 1) Your employment will be effective from 28/01/2021 OR the date of joining.
- 2) You will be governed by the service rules and regulations of the organization which at present are applicable to the employees of your status at the place of posting; and which may be added, modified, amended, altered, changed or replaced by the management from time to time. Your hours of attendance can be regulated to suit the duties assigned to you. If during the period of your service, the management comes to the conclusion that you have committed any misconduct; your services may be terminated without giving any notice.
- 3) You will be on probation for a period of two years from the date of joining duty. If considered necessary, the period of probation may be extended by the management at its sole discretion without assigning any cause or reason. You will be considered for confirmation after satisfactory completion of the probationary period. You will be considered after satisfactory completion of the probationary period. You should obtain Ph.D. degree within five year.
- 4) You will be paid pay in pay band of **Rs. 18,320** in **Grade pay of Rs. 6,000** **Basic Pay of Rs. 24,320 per month** in the pay scale **Rs. 15600-39100** plus Dearness Allowance, H.R.A.TA and C.L.A. at the rate Prescribed by the Government of Maharashtra and amended from time to time plus special allowance also. Your Appointment and salary shall be subject to Approval by the Pune University.
- 5) Your appointment is subject to the minimum numbers of the students and the workload prescribed for the post. In case of reduction in work load, the Trust shall have authority to terminate your services immediately and you shall not claim any right for services after the said post.
- 6) Grant of annual increment will be governed by your overall performance (work and conduct) during the preceding year of service in terms of efficiency, regularity, punctuality, discipline, etc., and the results achieved. The annual increment may be withheld if the performance is found sub-normal / unsatisfactory, or accelerated in case the same is adjudged to be commendable in the discretion of the management.
- 7) You shall submit the certified true copies of relevant documents such as birth certificate, Mark sheets, experience certificate, reliving certificate & two passport size photographs before joining the duties.
- 8) You shall submit the certified true copies of relevant documents such as birth certificate, Mark sheets, experience certificate, reliving certificate & two passport size photographs before joining the duties.

Order of Appointment.....continue

Principal

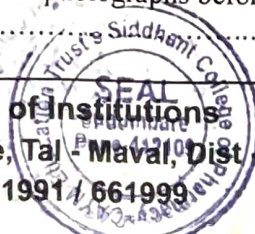
Siddhant Group of Institutions

Chakan Talegaon Road, Sudumbare, Tal - Maval, Dist - Pune - 412109.

Tel. : 02114 - 661991 / 661999

Siddhant College of Pharmacy
Sudumbare, Tal.-Maval,
Dist. Pune 412109.

Received
Bhagyashree
Ms. B. J. Warude

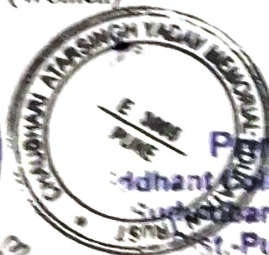


- 9) During the initial or extended period of probation, the service can be terminated at any time without assigning any reason and without any notice. The same is applicable for you also.
- 10) If you want to leave the service during the tenure of your appointment, you will have to give one month's notice or one month's salary in lieu of the notice. If the management wants to terminate your services before completion of your tenure you will be given one month's notice or one month's salary in lieu of the notice.
- 11) This appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit. The management reserves the right to have you medically examined at any time during the course of your employment through a medical practitioner nominated by the management and a report of medical examination will be submitted to the management whose decision in this regard will be final and binding. In case you are found suffering from any infectious disease or protracted illness and/or remain irregular in your attendance, the management shall have the right to terminate your services without notice.
- 12) You will not engage yourself in any other paid job, full time, part time, honorary or otherwise during the continuance of your service in this Institute/College.
- 13) You will not appear for any examinations without prior permission of the management in service.
- 14) You will not take any active part in the politics, not involved in directly or indirectly in any financial matters.
- 15) Your services are transferable within the trust organization only.
- 16) You will not directly or indirectly get yourself involved in any of the anti-activities against the management which may cause any harm to the institute/college or the management.
- 17) Your behavior with colleagues and entire institute/college staff should be polite, co-operative and gentle.
- 18) You will not form any union or organization amongst yourself and colleagues.
- 19) You will not process any letters either signed by you or signed jointly on any issues against the Management without prior permission of the Principal/Director. Also you will not approach to any authorities connected to the Institute/ College / Society without prior permission of the Principal.
- 20) You will put your grievances to the Management through Principal / Director only. Also you will not approach the Management without prior permission of the Principal / Director.
- 21) You will have to carry out the duties / work assigned to you by the Principal / Director and the Management besides your teaching work / routine work.
- 22) If you found absent continuously for more than 08 days without prior permission, your services will stand terminated automatically
- 23) Unauthorized absence from duty for a continuous period of one week (including the period for which leave though applied has not been granted) and/or overstay beyond sanctioned leave for a period of 8 consecutive days will render you to lose your lien on the service and the same shall automatically come to an end without any notice in intimation.
- 24) If any information given in the applications form if found incorrect, contradictory at any time after the appointment, your services will be terminated forthwith and no further correspondence will be entertained then.
- 25) Any dispute arises in the service will be dealt legally in jurisdiction of Pune only.
- 26) If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action and punishment decided by the management/Principal/ Director as provided in the Rules & Regulations.
- 27) You will have to communicate your acceptance to the Management/Principal/ Director within one week from the date of receipt of Order of Appointment, failing which your appointment is liable to be withdrawal / cancelled.

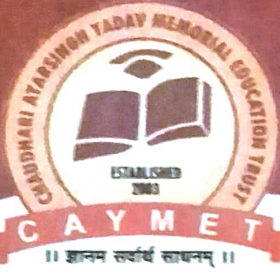
Copy to :

1. Principal, Siddhant School of Pharmacy (Women)
2. Accounts Section.
3. Guard File.

President



Principal
Siddhant College of Pharmacy
Sudumbare, Tal. Alaval,
St. Pune 412109.



SIDDHANT INTERNATIONAL SCHOOL

CBSE AFFILIATED (AFF. No. 1130988)

Chakan - Talegaon Road, Sudumbare, Tal. Maval, Dist. Pune - 412 109

R. S. Yadav

President

+91 9923827999 / 9822671999

prinsiddhantintschool@rediffmail.com

www.siddhantintschool.com

Ref. No. : SIS/23-29

Date : 2/6/2023

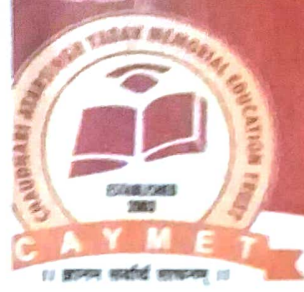
Tuition Fees Deduct Against Salary April 2023 to March 2024 Per Month

B.Pharm Staff

Sr.No.	Name of Student	Mobile No.	Div.	Class	Tuition Fees 2023-2024	Book Fees	Total Fees		
1	Kamble Asmita Uttam- Staff	8888834119	A	7th Std.	14000	0	14000	Non Teaching	
2	Kamble Swara Uttam-staff	8605109098	A	3rd Std.	12500	0	12500	Non Teaching	26500
3	Rathod Avni Keshav-Staff	8668504811	A	3rd Std.	12500	0	12500	Non Teaching	
4	Rathod Sanchi Keshav-(Staff Hostel)	8380044027	A	9th Std.	15000	0	15000	Non Teaching	27500
5	Gade Swaraj Kiran -Staff	8268357940	A	5th Std.	12500	0	12500	Non Teaching	
6	Gade Aaradhya Navanath-Staff	7776947376	A	6th Std.	14000	0	14000	Non Teaching	
7	Borkar Sharvari Vijay-Staff	7774822037	A	7th Std.	14000	0	14000	Non Teaching	
8	Deshmukh Mithilesh Rajendra-Staff	9604769749	B	9th Std.	15000	0	15000	Non Teaching	
9	Yadav Shrusthi Avdesh-Staff	7388488637	A	7th Std.	0	3880	3880	Non Teaching	
10	Yadav Akanksha Avdesh-Staff	8273815409	A	10th Std	0	3860	3860	Non Teaching	7740
11	Gholap Sarthak Ram-Staff	9860004817	A	11th Std	15000	0	15000	Non Teaching	
12	Gade Ritesh Kiran-Staff-Sr.kg.	9921857616	A	1st Std.	12500	0	12500	Non Teaching	
Total Tuition Fees					137000	7740	144740		



Principal
Siddhant International School
Sudumbare, Pune - 412 109



SIDDHANT INTERNATIONAL SCHOOL

CBSE AFFILIATED (AFF. No. 1130988)

Chakan - Talegaon Road, Sudumbare, Tal. Maval, Dist. Pune - 412 109

R. S. Yadav

President

+91 9923827999 / 9822671999

siddhant.cbse@gmail.com

www.siddhantischool.com

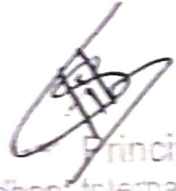
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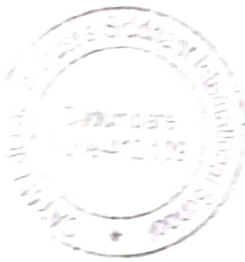
Date : 06/06/2022


Circular

All teaching and non-teaching staff are hereby informed that if your ward admitted in Siddhant international school will have 50% fee concession in Siddhant International School fees for Financial Year 2022-2023

CCto: 1) Principal Siddhant College of Pharmacy


Principal
Siddhant International School
Sudumbare, Pune - 412 109.

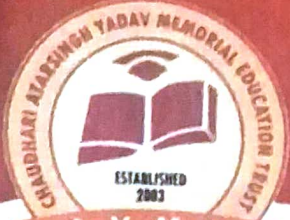



Principal
Siddhant College of Pharmacy
Sudumbare, Tal.-Maval,
Dist.-Pune 412109

SIDDHANT INTERNATIONAL SCHOOL

CBSE AFFILIATED (AFF. No. 1130988)

Chakan - Talegaon Road, Sudumbare, Tal. Maval, Dist. Pune - 412 109



CAYMET

॥ ज्ञानम् सर्वार्थ साधनम् ॥

R. S. Yadav

President

+91 9923827999 / 9822671999

siddhant.cbse@gmail.com

www.siddhantischool.com

Ref. No. : Sis/2021-2022

Date : 06/06/2021

Circular

All teaching and non-teaching staff are hereby informed that if your ward admitted in Siddhant international school will have 50% fee concession in Siddhant International School fees for Financial Year 2021-2022

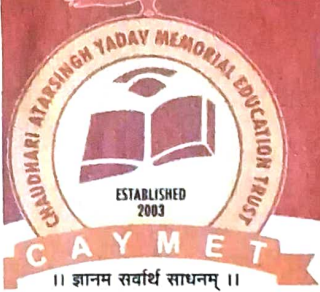
CCto: 1) Principal Siddhant College of Pharmacy




Principal
Siddhant International School
Sudumbare, Pune - 412 109




Principal
Siddhant College of Pharmacy
Sudumbare. Tal.-Maval,
Dist.-Pune 412109.



SIDDHANT INTERNATIONAL SCHOOL

CBSE AFFILIATED (AFF. No. 1130988)

Chakan - Talegaon Road, Sudumbare, Tal. Maval, Dist. Pune - 412 109

R. S. Yadav

President

+91 9923827999 / 9822671999

siddhant.cbse@gmail.com

www.siddhantischool.com

Ref. No. : SIS/2020-2021


Date : 06/06/2020

Circular


All teaching and non-teaching staff are hereby informed that if your ward admitted in Siddhant international school will have 50% fee concession in Siddhant International School fees for Financial Year 2020-2021

CCto: 1) Principal Siddhant College of Pharmacy




Principal
Siddhant International School
Sudumbare, Pune - 412 109

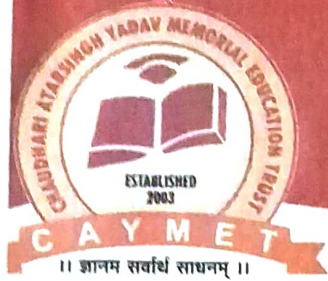



Principal
Siddhant College of Pharmacy
Sudumbare, Tal.-Maval,
Dist.-Pune 412109.

SIDDHANT INTERNATIONAL SCHOOL

CBSE AFFILIATED (AFF. No. 1130988)

Chakan - Talegaon Road, Sudumbare, Tal. Maval, Dist. Pune - 412 109

**R. S. Yadav**

President

☎ +91 9923827999 / 9822671999

✉ siddhant.cbse@gmail.com

🌐 www.siddhantischool.com

Ref. No. : Sis/2019-2020

Date : 06/06/2019

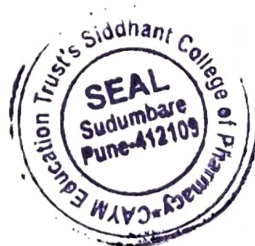
Circular

All teaching and non-teaching staff are hereby informed that if your ward admitted in Siddhant international school will have 50% fee concession in Siddhant International School fees for Financial Year 2019-2020

CCto: 1) Principal Siddhant College of Pharmacy



[Signature]
Principal
Siddhant International School
Sudumbare, Pune - 412 109

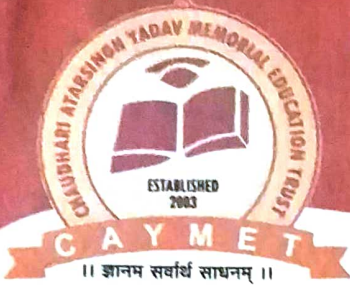


[Signature]
Principal
Siddhant College of Pharmacy
Sudumbare, Tal.-Maval,
Dist.-Pune 412109.

SIDDHANT INTERNATIONAL SCHOOL

CBSE AFFILIATED (AFF. No. 1130988)

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**R. S. Yadav**

President

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✉ siddhant.cbse@gmail.com

🌐 www.siddhantschool.com

Ref. No. : Sis / 2018-19

Date : 06/06/2018


Circular

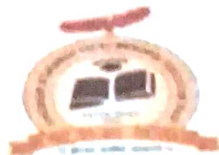
All teaching and non-teaching staff are hereby informed that if your ward admitted in Siddhant international school will have 50% fee concession in Siddhant International School fees for Financial Year 2018-2019

CCto: 1) Principal Siddhant College of Pharmacy


Principal
Siddhant International School
Sudumbare, Pune - 412 109




Principal
Siddhant College of Pharmacy
Sudumbare, Tal.-Maval,
Dist.-Pune 412109.



CAYM Education Trusts

Siddhant College of Pharmacy

A/P Sudumbare, Talegaon –Chakan Road, Tal:Maval, Dist: Pune -412109

Phone: 02114-661947, Email: siddhantcollegeofpharmacy@yahoo.in, Website: www.siddhantcop.in

FINANCIAL ASSISTANCE POLICY

Policy regarding financial assistance for attending Conferences /Workshops Seminars/Symposia/ Faculty development programs/ Training programs/ Membership of professional bodies/ for conducting research activities

This policy design to provide financial assistance to teaching staff to avail the research facility in the institute and to attend University College State/ National / International level Conferences / Workshops / Seminars Symposia Faculty development programs / Training programs Membership of professional bodies intends to promote improvement of research attitude among faculties and researchers by expanding faculties by providing a forum for quality of education for benefit of students in terms of exchange of knowledge, experience and research and also providing financial assistance for non-teaching staff for their training time to time.

Objectives The objectives of providing financial assistance are :


- To upgrade educational qualification and knowledge of teaching staff and also for increasing efficiency, ability and best quality work of non-teaching staff.
- To create world-class professional teaching staff along with latest advanced tools, technology and skills for teaching profession
- To provide excellent teaching staff with good ICT skills, communication skills, teamwork and the ability to provide students with quality and value-based education
- To keep up to date with the latest developments in weir specific subject of teachers
- To inculcate in-depth research skills of the teachers for better progress
- To acquire and improve art of teaching at the institute level to achieve goals of higher education
- To improve interaction of the teachers with allied professionals from other National International instates and industries.
- To promote the teacher regarding research in their subjects for betterment in quality level education
- To arrange training, workshops, conferences, seminars, symposia membership for teaching staff and for that purpose to arrange guest lecturers in relevant subjects

Eligibility

For the above said policy the financial assistance will be provided by an institute to the approved teaching staff and full-time non-teaching staff members only.

Nature of assistance provided under the scheme:




Principal
Siddhant College of Pharmacy
Sudumbare, Tal.-Maval,
Dist.-Pune 412109.

- If any staff of institute has registered for Ph. D to the concerned University and desires to use Lab facility along with chemicals for Ph. D research work, then staff must have to apply and get permission from Principal for above said purpose.
- If the Principal allows the concerned teaching staff, that staff may utilize the said facility
- The faculty members who are willing to attend University/ College / State/ National International level Conferences/ Workshops/ Seminars/ Symposia faculty development programs Training programs Membership of professional bodies/ Short-term training programmes, must submit their application to the Principal of institute. After submission of the said application, if the Principal satisfied and come to conclusion regarding financial facility avail to faculty members then be will recommend for approval to Hon General Secretary of Management


On-duty Leave :

- Teaching and non-teaching staff who participate in University College/ State/ National/ International level Conferences/ Workshops Seminars/ Symposial Faculty development programs/ training programs/ Membership of professional bodies/ Short-term training programmes, etc are entitled to act on-duty leave with prior permission from Principal. If holidays /working days full during this period, no special compensatory off will be granted to attended.
- On-duty leave will not be granted to attend irrelevant seminars, workshops, conferences professional development programs etc.
- If an attended remains absent during this period (for an event/ seminar), his/ her one-duty leave will be cancelled by the Principal

Registration Fee/IA:

- This financial assistance facility will be provided to concerned staff only one time in academic year subject to fulfillment of terms and conditions of this policy
- The financial assistance provided by the institute will neither be transferrable nor will the benefits of same be carried forwarded to the subsequent year
- If college feels that University/ College/ State/ National/ International level Conferences Workshops/ Seminars /Symposia Faculty development programs/ Training programs/ Membership of professional bodies Short-term training programmes etc are useful for students of college for the benefit of better quality education, in that case only with the prior permission of Principal, an institute will approve/allow 50% registration fees to the concerned staff.
- Principal of institute will have right to provide 50% TA to concerned staff members to attend University Collen/ State /National International level Conferences Workshops Seminars Symposia Faculty development programs/ Training programs/ Membership of professional bodies/ Short-term training programmes for outstation destination.
- The concerned staff should have to submit original receipts and relevant documents to the Principal
- The Management/ Principal has full right to change /alter the policy from time to time and same will be final and binding to all




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Procedure of Application:

- If staff willing to utilize college laboratory facilities and available chemicals for their Ph. D work and other research projects, shall take prior permission from the Principal and then submit the list of requirements (approved by the Principal) to store section.
- Faculty members who are willing to avail the financial assistance for attending seminars/ conferences/ FDP's, etc. shall make an application to Hon. General secretary through the principal

Submission of Report:

- The faculty members utilizing financial assistance facility for above listed activities have to submit their summary report of activity to the Principal If necessary, the Principal may ask to that concerned faculty to make a presentation on the knowledge acquired from attended activity.
- The copy of certificates original receipts bills etc need to submit to the accounts department by the faculty for all financial claims and proof of expenses incurred by them
- In the event of any genuine expenses without hills the concerned faculty has to take written approval from the Principal and submit the same to the accounts department The institute will not consider the claim or make reimbursement, if the relevant documents are not submitted as per terms and conditions of this policy.
- The Management Principal has full right to change /alter the policy from time to time and same will be final and binding to all.




Principal
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Sudumbare. Tal.-Maval,
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22 PM

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13/01/22

To,
The President,
Siddhant Group of Institution,
Sudumbare, Pune.

Subject - Regarding 50% fees concession

Respected Sir,

I am Mrs. Sunita Mahapatra working as a Assistant professor in Siddhant College of Pharmacy. My husband Mr. Amol Shewalkar has taken admission in M.E. (I) in our college through management seat so please consider him for 50% fees concession and please give him staff college benefit. The remaining college fees of M.E will be recovered from my salary. This will be applicable for both years of M.

Thanks you.

even late
13.01.22



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