



H. R. Patel

Institute of Pharmaceutical Education and Research

Policy Handbook



FOREWORD



H. R. Patel Institute of Pharmaceutical education and research, Shirpur, commenced in the year 2004 and took shape under Shirpur Education Society's vision. It is a matter of great pride and privilege to be the Principal of such a distinguished institute. In the past eight years we have progressed well and will continue to do so in the near future. To assist the management to execute the policies, this concise handbook has been drawn which covers issues related to human resource management. It defines the rules that staff have to abide by, the code of conduct and their responsibilities toward the institute. It also states the staff rights and motivation policies to encourage them to work to their best potential. I am sure this staff policy document will be useful to all staff. I acknowledge the exemplary team effort by staff members of H. R. Patel Institute of Pharmaceutical education and research, who have assisted in preparation of the Staff Policy Document. Their inputs and ideas have ensured that all points have been covered.

Prof. Dr. S. B. Bari
Principal,
H. R. Patel Institute of Pharmaceutical education and research, Shirpur

POLICY DOCUMENT

The Policy Document Is prepared to make all staff working at H. R. Patel Institute of Pharmaceutical education and research, Shirpur aware of rules and regulations that governs their working in the institute. The policy is effective from January 2005 and revised at January 2012. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

**SHIRPUR EDUCATION SOCIETY
SHIRPUR (DHULE) M.S.**

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ABOUT THE INSTITUTE

H. R. Patel Institute of Pharmaceutical Education and Research (formerly known as H. R. Patel Women's College of Pharmacy) a constitute unit of the Shirpur education society, Shirpur marks the beginning of a new era- technical Education for women so to speak in the education spectrum of Shirpur. It was established by renowned personality with an unparalleled vision and acute foresight, Hon. Amrishbhai R. Patel. The institute started functioning in year in 2004 with a wide mission to impart high quality Pharmaceutical Education to Women through innovative and interactive learning process for enlistment of their social image as well as help them to withstand in global competitive environment. The Institute with modern Infrastructure comprises of several class rooms, tutorial rooms, conference hall, administration office, medicinal Garden, well equipped laboratories, all of which are built in accordance to the norms of AICTE & PCI New Delhi.

Presently Institute is catering UG and PG (Pharmaceutics & Quality Assurance) courses in pharmaceutical Sciences.

Institute has approved by,

- » All India Council for Technical Education, New Delhi
- » Pharmacy Council of India, New Delhi
- » Government of Maharashtra, Mumbai
- » Affiliated to North Maharashtra University, Jalgaon

The Institute is spread over 3acres' land. The Institute with modern infrastructure comprises of several class rooms, tutorial rooms, conference rooms, administration hall, well equipped laboratories, digital library, all of which are built in accordance to the norms of AICTE, under the principle 'Quality: No Compromise'.

At present institute has great pleasure to teach students from all corners of India as well as abroad.

VISION

We aspire to do advancement of knowledge through excellence and innovation in education, research, and outreach activities.

MISSION

To conduct high quality educational and research activities that benefit students, researchers, and communities across the nation. We will also abide to extend, apply, and exchange knowledge between the institutions, industry and society.

QUALITY POLICY

We, at H. R. Patel Institute of Pharmaceutical Education & Research are committed,

To enhance students satisfaction by understanding their requirements and providing excellent service in the education and Research in the field of Pharmacy

For this purpose we will comply statutory and regulatory requirements continually improve effectiveness of quality management system and upgrade our skills and technology.

GOAL & VALUE

Our goal is to be an exceptional educational and research institute of Pharmaceutical Sciences in the nation.

We value excellence, innovation, diversity of ideas, integrity, academic freedom, collaboration, and accountability of resources and relationships and sharing knowledge in a learning environment.



H. R. Patel

Institute of Pharmaceutical Education and Research

RECRUITMENT POLICY

1. Objective:

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

2. Applicability

All new recruits in all grades.

3. General Criteria Governing Recruitment

For any post other than Asst. Professors, Associate Professors and Professors, the person recruited should not be above 56 (Fifty-Six) years. The age may be waived in case of Contract Employee but as a rule the maximum age for recruitment of Contract Employee should be one year less than the superannuation age (Fifty-Six years) fixed by the organization.

- The minimum age for recruitment is 18 years. HRPIPER does not permit child labour in any of its establishments nor does it encourage child labour in any of its partner institutions.
- Service of retired hands may be leveraged by the College by giving appropriate contracts with maximum duration of 3 (three) years at a time. Age limit of up to 70 (Seventy) years for teaching staff and 65 (Sixty Five)

years for non-teaching staff is recommended. If service is required beyond the recommended age limit, it may be extended on an annual basis.

- HRPIPER reserves the right to do a background check on any person selected for employment.
- Persons selected for appointment should possess sound mental and physical health.

4. Internal Appointments

In order to avoid stagnation of the competent employees and encourage career growth, Management should develop mechanism for creating avenues for growth/promotion.

5. Advertisement

Institute will be responsible for initiating action such as advertising for the vacancy, enlisting Recruitment Consultants, and use of panel of past short listed candidates as may be appropriate after acquiring requisite approvals from governing body. For regular and contract posts, it is mandatory to advertise the vacancies in the newspaper or on Institute's website.

For temporary, project related staff it is not mandatory to follow the advertisement procedures.

- There should be a minimum of 7 days between the date of publication of the advertisement and interview.
- Due to the critical nature of some posts, application time for all positions, in general, may be shortened to accommodate immediate closure of position and such application time may be different for different positions.

6. Short listing

- All applications are scrutinized to ensure that they conform to the minimum requirements of the position.
- Persons given as reference in the application may be contacted to further refine the short list.
- For a single post, from the suitable applications received, an appropriate number will be called for the interview process.
- Intimation for interview is sent thereafter.

7. Assessment process

The assessment process for program staff and administrative staff recruitment shall have all or any of the following assessments:

- Written test
- Skill Test
- Interview

Non-teaching staff shall be recruited based on the assessment of their skills and references.

8. The Assessment and Interview Panel

The interview panel as per university rules must meet in advance in order to prepare and agree questions, tests etc. to be asked to be covered for each candidate for the same position.

For the test and interview – the appropriate panel must be constituted which should have subject specialists. The final interview panel will comprise of the appointing authority and subject specialists.

9. The Interview Rating Form

The Interviewer's rating form is aimed to achieve two things

- i. To map the process through which the candidate passes, and
- ii. To create a comprehensive document, with all the interviewers' ratings along with the comments substantiating the ratings thereof.

This format is very crucial and needs to be filled immediately after the interview. The interview panel then gives its recommendations in the prescribed form.

10. Proceedings of Interview

Detailed proceedings of the interview will be recorded by the Chairperson of the Interview Board and will be attested by the Interview Board Members.

11. Checking of References

The Institute shall make reference checks with the referees given/ obtained from the candidate. As a policy, HRPIPER will contact the current employer as a part of reference check.

12. Medical Fitness

Before issuance of offer letter, selected candidates at their own cost have to undergo a pre-employment medical examination according to prescribed medical standards by the organization.

13. Letter of Appointment

The selected candidate must bring the relieving order\ from the previous organization before joining duty.

An appointment letter duly signed by the Appointing Authority is issued to the candidate subject to the reference checks and pre-employment medical examination.

The Appointment letter should contain:

- 1) The designation/ title of the job and responsibilities specific to the job
- 2) The level of commands / reporting to and taking responsibilities in the absence of head of the department.

The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

14. Joining Report

On joining, the candidate should give the joining report duly filled and signed before the head of the Department and Principal.



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PROBATION POLICY

1. Objective

1.1 To provide a policy framework for confirmation of regular employees after completion of the probation period.

2. Eligibility & Coverage

2.1 All new recruits of the institute on regular rolls

3. Policy & Procedural Formalities for Completion of Probation

3.1 All new employees will be on probation for a period of 12 months from the date of joining.

3.2 While the formal probation appraisal shall be at the end of 12 months, the Principal will review the performance of the probationer as needed. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The performance evaluation will be communicated to governing body for approval.

3.3 During probation, the notice period on either side will be one month. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee including allowances, if any.

Extension of Probation Period

3.7 In such instances where an employee does not meet the required standards of performance, the Principal may recommend extension of the probation for a maximum of six months.

3.8 Probation period may be extended under any of the following circumstances:

1. Performance of the probationer is not up to expectations
2. The role and the skills of the probationer are not aligned
3. Probationer's values are not aligned with the institute's values

3.9 A mutually agreed and detailed Performance Improvement Plan (PIP) involving counseling and training will be done, and areas of improvement clearly communicated to the employee.

3.10 Based on the recommendation of the Principal, institute will formally communicate the extension of the probation through a letter to the employee through the principal.

3.11 The performance will be reviewed once again at the end of the extended probation period. The probationer's services may be confirmed subject to satisfactory performance.

3.12 If the probationer's performance remains unsatisfactory after extension, his or her services may be summarily terminated.

Confirmation of services

3.14 On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.

3.15 Institute shall send the confirmation to the employee through the Principal within one week of the end of probation.

3.16 Upon confirmation, the notice period on either side will be three months.

3.17 It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary (CTC - Annual and Statutory components) of the employee.



H. R. Patel

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GROUP MEDICLAIM & PERSONAL ACCIDENT INSURANCE POLICY

1. Objective

- 1.1 To provide employee welfare through basic assurance of healthcare to employees and help them to meet unforeseen personal expenses arising from medical emergency.

2. Eligibility & Applicability

- 2.1 All regular and contractual employees of the Institute, including probationers will be covered.
- 2.2 The employee is required to declare her/his dependents under this scheme in the prescribed format at the time of joining.

3. Policy & Procedure

- 3.1.a. Bajaj Allianz General Insurance Company Ltd (Group Insurance) and
b. United India insurance company Limited (Personal Accidental Policy)

3.1.1. A minimum hospitalization of 24 hours is a pre-condition for any claim, except for Cataract, Dialysis, and Tonsillitis, and such other ailments as covered under the Mediclaim Policy.

3.1.2. Annual entitlement of Group Medical Insurance is Rs. 2, 00,000/- (Rupees Two Lakh only). This can be used only by the individual. For personal accidental policy Annual entitlement is up to Rs 10, 00.000/- (Rupees Ten Lakh only)

- 3.1.3** The Admissions are restricted to specified Registered Medical Hospitals or listed hospitals.
- 3.1.4** The policy also covers reimbursement of expenses on maternity for the first two confinements.
- 3.1.5** The Mediclaim policy usually covers: Room and board as provided by the Hospital / Nursing home. Nursing care Surgeon, Anesthetists, Medical practitioner, Consultants' and Specialists' fee. Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances. Medicines and Drugs, Diagnostic materials and X-Ray, Dialysis, Chemotherapy, Radiotherapy Cost of Pacemaker, Artificial limbs, Cost of organs and similar expenses. The details of the policy are governed strictly by the terms and condition of the Mediclaim Policy.
- 3.1.6** The following are not covered under the Mediclaim Policy (the list is not exhaustive): Cost of Spectacles, Contact lenses, Hearing aid/instrument, etc. Dental treatment or surgery, unless requires hospitalization in case of an accident General Medical Check-up (without any illness) General debility, rest cure, congenital external deformity / defects or anomalies Sterility Intentional self-injury, use of intoxicating drugs / alcohol, VD, AIDS, etc. Naturopathy Treatment. Employees opting for cashless provision may produce their identity documents to the hospital before hospitalization and the expenses incurred by them shall be claimed by the hospital with the Third Party Administrator (TPA) to the extent of their eligibility. Expenses beyond the eligibility limit, shall be settled by the employee with the hospital directly and make an application in the Claim Form along with the original supporting documents to the Institute. The Institute shall, in turn, submit the claim to Third Party Administrator (TPA) for processing and settlement of the claim.
- 3.1.7** Employees not opting for the cash-less provision may file their claim in the claim form to the Institute along with the original documents such as, Discharge summary / certificate given by the hospital indicating date of admission, date of discharge, nature of illness and treatment given. Prescriptions, medical bills and medical reports, example: Lab reports, ECG, X-ray, reports etc. The claim form along with supporting documents/Bills as indicated above should be submitted to Institute within 7 days from the date of discharge.

- 3.1.8** Institute shall submit the claim to Third Party Administrator (TPA) for processing and settling the claim.
- 3.1.9** Insurance Company's liability in respect of all the claims submitted by an employee during the period of insurance shall not exceed the sum insured.
- 3.1.10** All claims are governed by the terms & conditions agreed between the Insurance Company and the HRPIPER Group under the Group Medclaim Insurance Policy.
- 3.1.11** In all disputes, the decision of the management shall be final.



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RESEARCH & DEVELOPMENT POLICY

1. Preamble:

H. R. Patel Institute of Pharmaceutical education and research, Shirpur believes in a judicious combination of teaching and research for the benefit of student community at large. The institute envisages innovation and technological development through its Research and Development committee. It has plans to cultivate academic and research collaborations with national and international universities, governments and industries to meet the immediate needs of society and the industry. The institute also remains committed to long-term research as the foundation for future development. To achieve the high quality research ambience, the following policies has been undertaken. A research and development committee has been established that will prepare policies for development of research and development activities within the Institute.

2. Constitution of R & D committee

Constitution of Research & Development Committee: The committee consists of faculties from various departments of the institute. The committee looks for smooth and efficient co-ordination of research and development activities within institute which ultimately leads to institute development. The committee

will contribute towards valuable inputs to foster research and development activities within the institute. The committee will plan, promote and evaluate the Research & Development activities at the institute level.

The Composition of the Committee is as:

| SN | Designation | Position |
|----|----------------|----------|
| 1 | Principal | Chairman |
| 2 | Vice Principal | Member |
| 3 | Faculty Member | Member |
| 4 | Faculty Member | Member |
| 5 | Faculty Member | Member |
| 6 | Faculty Member | Member |
| 7 | Faculty Member | Member |
| 8 | Faculty Member | Member |

Objective:

To give special thrust to research culture in the Institute, and thus improve the profile of the Institute in the country

4. Functions of Research and Development Committee

- To encourage faculty members to prepare research proposals, interdisciplinary research, product design and development, publications in reputed journals and conferences.
- To initiate and promote MOU with industries and Research & Development organizations; for consultancy, collaborative research, sponsored projects, Industry-Institute interaction etc.
- To arrange talks and interactions by eminent personalities from Industry, Research & Development organization and institutions of repute; for the better understanding of research methodology and practices currently followed.
- To suggest peer reviewed national and international journals for subscription in the central library.
- To develop research proposals for up-gradation of laboratories through AICTE/UGC/MHRD/NMU funding opportunities.
- To encourage students and faculty to apply for patent or other Intellectual Property Rights.

- To conduct national conferences/seminar/symposium/workshop etc.
- To allocate budget for conducting workshops, training programs, seminars, conferences and Faculty Development Program also for the staff who are attending workshops, conferences and paper presentation outside the institute. It also includes software purchasing for various departments for research purpose (like Design expert, statistics etc.).
- To motivate faculty and students to design, fabricate and implement viable functional projects for the benefits of institute and society.
- To motivate students and faculty for presenting technical papers/projects at least in National conferences, competitions and exhibitions.

5. Encouragement to employees:

The existing policy to promote research activities in the institute was developed to give extra fillip to research, publication and other related activities.

Policy and Guidelines:

- Motivate the faculty for doing his/ her PG or PhD.
- Provide the study leave for their course work.
- Provide facility to do research work in college campus.
- Motivate the faculty to publish books in good publishers at national or international level.
- Provide incentive for publishing Technical Paper in National/International journals.
- Provide Incentive for presenting a paper at National/ International Seminars/Conferences.
- Provide facility of checking Plagiarism of research paper using plagiarism software.

Entitlements for Registration & Travel for presenting papers at National & International Seminars/Conferences

- For the faculty attending national or international conferences as author, the institute will pay the registration charges (maximum ceiling of Rs. 2000/- per

paper) and eligible DA with sleeper class fare at actuals for presenting the paper.

- Faculty members will be eligible for travel outside India (50% of travel expenses or a maximum of Rs. 50,000) and registration fee (100%), for paper presentation, provided the conference/seminar is hosted by a reputed institution. Preferably, such expenses should have been factored into the project/research grant.
- The following important points regarding Financial Assistance for attending-National / International (Conference / Workshop / Seminar)

1) Financial Assistance for attending National/ International (Conference/Workshop/Seminar) should be submitted to departmental coordinator after approval of Principal with attachments like hard copy of paper, brochure and acceptance letter.

2) After attending National/ International (Conference/Workshop/Seminar), while claiming for TA/DA/Registration fees, submit original copy of bills/registration receipts to departmental coordinator and one Xerox copy to Account Office with attachments like hard copy of paper, brochure, acceptance letter, tickets and certificate.

Faculty Development Program (FDP)/ Staff Development Program (SDP)

- Members of the faculty are encouraged to participate in Workshops/SDP/FDP, as may be decided by the Institute from time to time.
- Faculty members attending a program of more than three days duration shall plan their participation in the semester break/summer vacation so that the academic schedule of the students remains undisturbed. Members of the faculty pursuing their PhD part time are also encouraged to attend summer training programs.
- Faculty sent for such programs shall be eligible for TA and DA for the duration of the training program.
- Eligibility for such programs shall be restricted to two faculty members per semester from a department. In general, programs sponsored by AICTE/ISTE/DST and other instances where the host institution takes care of significant portion of the training cost shall be given priority, and the faculty will be given Academic Leave for the period.

Incentive for Externally Funded Research

- The Institute shall pay the research team an incentive equivalent to 05 % of the research grants received from external funding agencies after successful completion of research work on submission of UC. (in case of a team, the amount shall be shared equally among team members)

Patent Filling

- Faculty members are encouraged to filling the patent. The institute will pay all government fees regarding the Patent filling application, publication fee and patent agent fees.

Code of Ethics

Plagiarism is considered academic dishonesty. Plagiarism is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's

own original work. HRPIPER, Shirpur believes that professional honesty has to get maintained with highest priority.

1. HRPIPER believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.
2. The Code of Conduct and Ethics, embodies the Institute's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life.
3. All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in spirit, so as to maintain the highest standards of values in their conduct to achieve institute's objectives.



H. R. Patel

Institute of Pharmaceutical Education and Research

GRIEVANCE REDRESSAL POLICY

1. Composition

As per the AICTE Notification No: PG/07/OLI/2012, Grievance Redressal Committee is constituted in the college for the academic year 2015-2016 and 2016-2017 with the objective of resolving the grievance of the students and parents and others, members of committee are as follows.

2. Functions

- ❖ Student and Faculty having any complaint shall follow the established procedures within the complainant's own department before filing a grievance with the Grievance Redressal Committee.
- ❖ A complainant who is not satisfied with the outcome of the procedure may initiate a Formal Grievance Procedure by registering a written complaint to Chairman of the Grievance Redressal Committee.
- ❖ During the course of each hearing, the Formal Grievance Redressal Committee shall keep minutes of its meetings and such other records of its activities as it deems necessary and shall at its discretion include information derived there from its reports.

3. Scope:

The cell will deal with Grievances received in writing from the students about any of the following matters: -

- **Academic Matters:** Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- **Financial Matters:** Related to dues and payments for various items from library, hostels etc.
- **Other Matters:** Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

4. Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the admin department and drop it in boxes or via sending e-mail at registrar@hrpatelpharmacy.co.in or institute's website.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

The Composition of the Grievance Cell is as follows: –

| SN | Designation | Position |
|-----------|---------------------------|-----------------|
| 1. | Principal | Chairman |
| 2. | Vice-Principal | Member |
| 3. | Academic In charge | Member |
| 4. | Registrar | Member |



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POLICY AGAINST SEXUAL HARASSMENT

Objective

With regard to the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. It has further advised the universities to be proactive by developing a conducive atmosphere on the campus, where the status of woman is respected and they are treated with. Keeping the above guidelines in view Institute has constituted a Committee against Sexual Harassment since 2004.

Functions

- ❖ The committee enquires about the complaint using procedures in conformity with the principles of natural justice and gender sensitivity
- ❖ The committee communicates its findings based on investigation and it recommends regarding nature of disciplinary action.

Composition of Anti Sexual Harassment Committee

| Sr. No. | Designation | Position |
|--------------------|--------------------|-------------------------------|
| 1. | Chairman | Principal of Institute |
| 2. | Member | Academic In Charge |
| 3. | Member | Faculty Member |
| 4. | Member | Faculty Member |
| 5. | Member | Faculty Member |
| 6. | Member | Faculty Member |
| 7. | Member | Non-teaching Member |
| 8. | Member | Student representative |



H. R. Patel

Institute of Pharmaceutical Education and Research

LEAVE POLICY

1. Objective

To communicate the leave entitlements and provide guidelines for availing these leave.

2. Eligibility & Applicability

All employees on regular rolls of the Institute

3. Policy & Procedure

3.1 Categories of leave available to the employees are: Casual Leave, Privilege Leave, Maternity Leave, Academic Leave, Compensatory Off, Summer Vacation, and Leave without Pay or Extraordinary Leave, Sabbatical Leave.

3.2 For the purpose of leave, “Year” shall mean the Calendar Year commencing 1st June and ending 31st May.

3.3 All leaves shall accrue effective from 1st June of every year, except the Casual Leave.

3.4 Employees shall apply for leave on prescribed formats as well as on-line using ESSL software. The leave application shall be made prior to actual days of

leave.

3.5 Holidays and weekly offs between the leaves will be treated as a part of leave only.

Weekends and holidays are exempted in case of Casual Leave.

Entitlement & Procedure for availing Leaves:

4. Casual Leave (CL)

4.1 All Employees are eligible for 12 days of CL in a calendar year, which shall be credited upon joining, on pro-rata basis.

4.2 Employee on CL cannot be absent from duty continuously for more than 4 days including intervening holidays.

4.3 Employees may avail CL for half-day also.

4.4 CL may be prefixed or suffixed to intervening holidays or weekends.

4.5 CL cannot be prefixed or suffixed to any other category of Leave.

4.6 Un-availed CL will automatically lapse at the end of the year.

5. Privilege Leave (PL) or Earned Leave (EL)

5.1 All Teaching staff is eligible for 10 days of PL, apart from the summer vacation; and all non-teaching staff is eligible for 30 days of privilege leave in a year. Teaching faculty requisitioned for special assignments during the summer vacation will also be eligible for 20 days of additional PL (or pro-rated number of days) in lieu of the summer vacation foregone.

5.2 Employees joining the organization shall have their privilege leave entitlements for the rest of that calendar year calculated on pro-rata basis, and credited to their accounts on the following June 1st, which they can avail only after the confirmation of their services.

5.3 Privilege Leave may be availed for one day also.

5.4 Except under emergency, employees shall apply for leave well in advance, especially if the leave period is more than a couple of days, and proceed on leave only after their leave is approved.

5.5 When it has not been possible to obtain advance approval, respective HODs should be kept informed, with information copy (CC) to the approval authority; and request for approval must be obtained at the earliest

opportunity.

5.6 Privilege leave can be accumulated to a maximum of 180 days. Leave over and above this limit will lapse automatically.

5.7 Un-availed Privilege Leaves may be encashed at the time of separation from the institute to the extent of Basic & DA.

5.8 PL with may not be prefixed or suffixed with any other type of leave.

6. Maternity Leave (ML)

6.1 The Institute Permits Maternity Leave as per the policy of Government/AICTE, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.

6.2 All confirmed lady employees, are eligible for Maternity leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period by the same duration.

6.3 Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 4 to 6 weeks may be availed.

6.4 The employee shall inform the HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.

6.5 ML will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.

7. Duty Leave (DL)

7.1 All teaching and non-teaching faculty is eligible for Duty leave.

7.2 DL shall be applicable for attending Academic, Institute and University related work for all days of the work.

7.2.1 DL may also be considered for the following reasons:

7.2.2 Delivering invited talks, attending Workshop, STTP, QIP, Conference, etc

7.2.3 Attending Spot Valuation assignments at a university other than the Affiliated University.

7.2.4 Teaching faculty wishing to avail Duty Leave should get their leave

approved by the Principal in advance and send the approved leave application along with the invitation letter sent by the concerned university or Conference/Workshop to Office.

- 7.2.5 Academic leave may neither be accumulated nor combined with any other type of leave.

8. Leave without Pay (LWP) or extra ordinary Leave

If an employee has exhausted all types of leave, exceptionally he/she may be allowed to take leave without pay up to a maximum of 30 days in a year, subject to the recommendation of the HOD and approval of Principal.

- 8.1 LWP shall not be treated as break of service.

9. Compensatory Off (CO)

- 9.1 If an employee is called upon to work during the weekend or a public holiday for more than half a day, equivalent compensatory off may be permitted in units of half a day or full day.

- 9.2 Compensatory off shall be availed within one month. Else it shall lapse.

10. Summer Vacation

- 10.1 All teaching faculty except those who hold administrative responsibilities, will be eligible for Summer Vacation.
- 10.2 The annual dates for the summer vacation shall be announced which shall ordinarily be availed by all, unless asked by the management to be available for some special assignments during the vacation.
- 10.3 Those on probation are not eligible to avail vacation and shall work as per directions.
- 10.4 Principal, in consultation with the HODs shall plan the summer vacation well in advance based on the academic and other relevant considerations.
- 10.5 The Institute reserves the right to requisition the services of a teaching faculty, during the summer vacation for special assignments. In such cases, the teaching faculty requisitioned for special assignments during the summer vacation will be eligible for equal number of days of EL (or pro-rated number of days) in lieu of the summer vacation foregone.
- 10.6 The Principal shall inform all such faculty whose services may be

required during the summer vacation; well in advance, along with their HOD.

10.7 Summer vacation cannot be prefixed or suffixed with any other leave.

10.8 Faculty availing the summer vacation shall keep the Institute informed of their address of stay and contact details during vacation period for emergency needs.

10.9 Faculty on summer vacation may at their discretion and on approval from the Principal, attend external examination related works / SDPs / Seminars / Conferences. However, such activities shall not count for any set-off against the summer vacation.

11. Special leave for pursuing research

11.1 This leave shall be given, on a case to case basis, to those who have registered for Ph.D. and cleared their pre Ph.D. course work, for a maximum period of a fort night.

11.2 The leave needs to be approved by the Principal.

11.3 The Principal shall call for supporting recommendation letter from a faculty's Ph.D. guide for granting the approval.

11.4 The unutilized Special Leaves can neither be carried forward nor run cashed.



H. R. Patel

Institute of Pharmaceutical Education and Research

EXTENTION POLICY

Institute Policy for Extension Activities.

- 1. Interaction with Industry and society.**
- 2. Participation in community services.**
- 3. Providing R & D support and consultancy services to industry and other user agencies.**
- 4. Providing non-formal modes of education for the benefits of the community.**
- 5. Promotion of entrepreneurship.**
- 6. Dissemination of knowledge.**
- 7. Providing technical support in areas of social relevance.**



H. R. Patel

Institute of Pharmaceutical Education and Research

R. C. PATEL MEMORIAL SCHOLARSHIP

| S. N. | Type of scholarship | Max. No. of Students | Amount / student | Total | Remark |
|-------|--|----------------------|------------------|-------|--------|
| 1. | Students scored more than 75 % marks | | | | |
| | <ul style="list-style-type: none"> B.Pharm.I/II/III/IV (2 students from each class) Based on passing CGPA Cumulative | 8 | 10000 | 80000 | |
| | <ul style="list-style-type: none"> M.Pharm.I/II (1students from each year) | 2 | 5000 | 10000 | |
| 2 | National Level Examinations | | | | |
| | <ul style="list-style-type: none"> GPAT Qualified / NIPER/ BITS Pillani / GATE/ ICT/GRE/ TOEFL/CAT/NMAT/CET etc. | 4 | 3000 | 12000 | |
| | <ul style="list-style-type: none"> MPSC/UPSC Examination/ Any other same level state examination for recruitments | 2 | 5000 | 10000 | |
| 3 | First, Second and Third in B.Pharm every year at University level | | | | |
| | <ul style="list-style-type: none"> First Rank (1 student from each year) | 3 | 10000 | 30000 | |
| | <ul style="list-style-type: none"> Second Rank (1 student from each year) | 4 | 7500 | 30000 | |
| | <ul style="list-style-type: none"> Third Rank (1 student from each year) | 4 | 5000 | 20000 | |
| | <ul style="list-style-type: none"> Gold Medal at Final Year each one additional | 2 | 15000 | 30000 | |

| | | | | | |
|----|--|----|-------|-------|--|
| 4 | For M. Pharm. First three toppers in GPAT/CET Score from HRPIPERs who took admission in HRPIPER (one from each branch) | 2 | 5000 | 10000 | |
| 5 | Avishkar Competition [Research Competition] (University & State Level) | | | | |
| | ▪ University level | 1 | 1000 | 1000 | |
| | ▪ State / Zonal/ National level | 1 | 1000 | 1000 | |
| 6 | Social contribution recognized at District/ National level (Recognized by Tahasildar , Dist. Collector) | 1 | 2000 | 2000 | |
| 7 | Best Text Reader of the year (Competition to arrange by institute to inculcate reading habits) | 3 | 1000 | 3000 | |
| 8 | Best Laboratory Journal of the year (4 from each B .Pharm year) | 5 | 500 | 2000 | |
| 9 | Highest Marks in university examination at UG level | | | | |
| | ▪ Pharmacognosy (Each year one) | 04 | 500 | 2000 | |
| | ▪ Pharmaceutics (Each year one) | 04 | 500 | 2000 | |
| | ▪ Pharm. Chem. (Each year one) | 04 | 500 | 2000 | |
| | ▪ Pharmacology (Each year one) | 04 | 500 | 2000 | |
| 10 | Sincere students of the Year (Attendance more than 90 %) 4 students from each B.Pharm year | 4 | 1000 | 4000 | |
| 11 | Sports Activity | | | | |
| | ▪ Team member at university level | 1 | 5000 | 5000 | |
| | ▪ Team member at group level | 2 | 2000 | 4000 | |
| 12 | First Year B. Pharm admitted students CET score 90 & will | 5 | 20000 | 10000 | |

List of Beneficiaries Availing Provident Fund Benefits

2023-2024

| Sr. No. | Name of Staff | UAN no. |
|---------|---------------------------------|--------------|
| 1. | Arun S. Mahale | 101236837242 |
| 2. | Mr. Piyush Shantilal Bafna | 100232813210 |
| 3. | Mr. Chetan Jayvant Bhavsar | 100232397149 |
| 4. | Mr. Ganesh Bansi Patil | 100232477912 |
| 5. | Mr. Ganesh Santoshgir Gosavi | 101384852617 |
| 6. | Mr. Himmat Popat Pawar | 100232524546 |
| 7. | Mr. Kapil Shankar Dhangar | 101723822564 |
| 8. | Mr. Ketan Barku Patil | 101176844449 |
| 9. | Mr. Komalsing Ramdas Alakari | 101344467390 |
| 10. | Mr. Kunal Ashok Wagh | 101496458049 |
| 11. | Mr. Laximikant Ramvallabh Zawar | 100232638099 |
| 12. | Mr. Mahajan Bhagwan Pandit | 101342617584 |
| 13. | Mr. Mahendra Ramdas Mahajan | 101932467207 |
| 14. | Mrs. Megha Amar Jadiye | 100235562797 |
| 15. | Mr. Parag Sarjerao Patil | 100232797240 |
| 16. | Mr. Patil Deepak Manohar | 101346092884 |
| 17. | Mr. Prashant Bhagwan patil | 101738153785 |
| 18. | Mr. Prashant Rangrao Wani | 102036925596 |
| 19. | Mr. Pravin Onkar Patil | 100232843812 |
| 20. | Mr. Rahul Shankar Tade | 101052088380 |
| 21. | Mr. Rajendra Tulsiram Mahajan | 100232885775 |
| 22. | Mr. Rakesh Eshwarlal Mutha | 100232904488 |
| 23. | Mr. Ratanlala Bhaskar Baviskar | 102036961062 |
| 24. | Mr. Sanjay Dayaram Bagul | 100233013106 |
| 25. | Mr. Sanjay Ramchandra Thorat | 100233019339 |
| 26. | Mrs. Sonal Sachin Shah | 100235645439 |
| 27. | Mr. Shatipal Kawaduji Patil | 101009424560 |
| 28. | Mrs. Smita Ravindra Fursule | 100866833823 |
| 29. | Mr. Sonawane Rajesh Yuvraj | 101574597104 |
| 30. | Mr. Suhas Suresh Agey | 101995574625 |
| 31. | Mr. Vinod Hiralal Patel | 100233222115 |
| 32. | Mr. Yashwant Gajmal Marathe | 100233242551 |
| 33. | Mr. Yogesh Bhagwan Thakur | 101495963274 |
| 34. | Mr. Bhil Sunil Gokul | 101432531004 |
| 35. | Mr. Dipak Ashok More | 101344508473 |
| 36. | Mr. Laxman Arvind Mali | 101395784259 |
| 37. | Mr. Manoj Bapurao Wani | 100006216429 |
| 38. | Mr. Juzar Bakirali | 100232570439 |
| 39. | Mr. Manoj Ashok Bhoi | 101799662656 |
| 40. | Mr. Ravindra Mahadu Patil | 101467047483 |
| 41. | Mr. Pratap Shivaji Dabhade | 100278525568 |
| 42. | Dr. Sanjarkumar Baburao Bari | 100141204218 |
| 43. | Mr. Swapnil Nitin Jain | 101113897078 |
| 44. | Dr. Vivekanand Kisan Chatap | 100233237472 |
| 45. | Mr. Zamirkhan Gaffarkhan | 100422795151 |




PRINCIPAL
H.R. Patel Institute of Pharmaceutical
Education & Research
Shirpur Dist. Dhule (M.S.) 425 405

H.R. Patel Institute of Pharmaceutical Education & Research M Pharm

Postal Insurance List (Teaching Staff)

11/11/2023

| Sr. No. | Employee Name | Designation | Amount |
|---------|-----------------------------|---------------------|--------|
| 1 | Dr.Sanjaykumar Baburao Bari | Principal | 199 |
| 2 | Dr.Vivekand Keshav Chatap | Associate Professor | 199 |
| 3 | Mr. Pratap Shivaji Dabhade | Assistant Professor | 199 |
| 4 | Dr. Zamir Gaffur Khan | Assistant Professor | 199 |
| 5 | Mr. Swapnil Nitin Jain | Assistant Professor | 199 |
| Total | | | 995 |

H.R. Patel Institute of Pharmaceutical Education & Research B Pharm

Postal Insurance List (Teaching Staff)

| Sr. No. | Employee Name | Designation | Amount |
|--------------|---------------------------------------|---------------------|--------|
| 1 | Dr.Pravin Onkar Patil | Professor | 199 |
| 2 | Mr.Chetan Jaywant Bhavsar | Assistant Professor | 199 |
| 3 | Dr.Laxmikant Ramvallabh Zawar | Associate Professor | 199 |
| 4 | Dr.Ganesh Bansi Patil | Associate Professor | 199 |
| 5 | Dr.Rakesh Eshwar Mutha | Associate Professor | 199 |
| 6 | Dr.Piyush Shantilal Bafna | Assistant Professor | 199 |
| 7 | Mr.Shaktipal Kawduji Patil | Assistant Professor | 199 |
| 8 | Mr.Prashant Bhagwan Patil | Assistant Professor | 199 |
| 9 | Mr. Mahendra Ramdas Mahajan | Assistant Professor | 199 |
| 10 | Mr.Deepak Manohar Patil | Assistant Professor | 199 |
| 11 | Ms. Shravani Karri | Assistant Professor | 199 |
| 12 | Dr. Rahul Shankar Tade | Assistant Professor | 199 |
| 13 | Mr.Yogesh Bhagwan Thakur | Physical Director | 199 |
| 14 | Mr.Matin Salim Shaikh | Assistant Professor | 199 |
| 15 | Mr. Narayan Puran Pawar | Assistant Professor | 199 |
| 16 | Mr Vishal Suresh .Bagul | Assistant Professor | 199 |
| 17 | Mr.Ketan Barku Patil | Assistant Professor | 199 |
| 18 | Ms.Rajshri Tarachand Dhole | Assistant Professor | 199 |
| 19 | Ms. Asama Yunus Pathan | Assistant Professor | 199 |
| 20 | Ms. Harsha Tulshiram Jadhav | Assistant Professor | 199 |
| 21 | Mr.Shohebrijvan Mahammadsharif Manyar | Assistant Professor | 199 |
| 22 | Ms. Dhanashree A. Chaudhari | Assistant Professor | 199 |
| 23 | Mr. Premkumar Shantilal Baviskar | Assistant Professor | 199 |
| 24 | Mr.Suhas Suresh Agey | Assistant Professor | 199 |
| 25 | Mr. Sushant Kailas Amale | Assistant Professor | 199 |
| Total Amount | | | 4975 |

PAID & CANCELLED

H.R. Patel Institute of Pharmaceutical
Education & Research,
Shirpur Dist Dhule (M.C.) 425 40

Bajaj Allianz General Insurance Company Ltd.

301-302, Bhoomi Sarraswathi, A-wing, Bldg No- 2, Ganjawala Lane, Borivali, West, Mumbai - 400092
Contact No: Contact No: 022-67317777

RECEIPT

Receipt Number 1911-00447110

Receipt Date 27/10/2023

Business Channel DI

Received with thanks from SHIRPUR EDUCATION SOCIETY R C PATEL EDUCATIONAL TRUST
(Customer ID : 53147268) a total sum of Rupees Two Lakh Twenty Six Thousand Eight Hundred Seventy Two Only by,

| Instrument Type | Instrument No. | Instrument Date | Bank Name | Branch Name | Amount |
|---------------------------|----------------|-----------------|--------------------------------|-------------|---------|
| Bank Advice/Direct Credit | 6205300D1E63 | 27/10/2023 | Bank Of America_Direct Credits | Mumbai | 226,872 |

Total Amount

Rs. 226,872.00

Note : /REF-6205300D1E63 /ENTRY-27 OCT POSTED=14:32 TRSF BOOK TRANSFER CREDIT
SND=NOREF ORG=HR PATEL INST OF PHARM EDU AND RES IN OBI=1911C0053147268 BANK
ADVICE Loader

Issuance of this receipt does not amount to acceptance of the risk by Bajaj Allianz General Insurance Company Limited. The insurance cover for the risk shall be as per the terms and conditions of the Insurance Policy if and when issued.

* Cheque/DD/PO receipt is valid subject to realisation of the instrument.

For & on behalf of

Bajaj Allianz General Insurance Company Ltd.



Authorised Signatory

B = 1808401-

M = 460321

2268721

Regd. Office: Bajaj Allianz House, Airport Road, Yerwada, Pune - 411006

Bajaj Allianz Insurance List (Teaching Staff)

| Sr. No. | Employee Name | Amount |
|--------------|---------------------------------------|--------|
| 1 | Dr.Pravin Onkar Patil | 3288 |
| 2 | Mr.Chetan Jaywant Bhavsar | 3288 |
| 3 | Dr.Laxmikant Ramvallabh Zawar | 3288 |
| 4 | Dr.Ganesh Bansi Patil | 3288 |
| 5 | Dr.Rakesh Eshwar Mutha | 3288 |
| 6 | Dr.Piyush Shantilal Bafna | 3288 |
| 7 | Mr.Shaktipal Kawduji Patil | 3288 |
| 8 | Mr.Prashant Bhagwan Patil | 3288 |
| 9 | Mr. Mahendra Ramdas Mahajan | 3288 |
| 10 | Mr.Deepak Manohar Patil | 3288 |
| 11 | Ms. Payal H. Patil | 3288 |
| 12 | Ms. Swati P. Deshmukh | 3288 |
| 13 | Ms. Shravani Karri | 3288 |
| 14 | Dr. Rahul Shankar Tade | 3288 |
| 15 | Mr.Yogesh Bhagwan Thakur | 3288 |
| 16 | Mr.Matin Salim Shaikh | 3288 |
| 17 | Mr. Narayan Puran Pawar | 3288 |
| 18 | Mr Vishal Suresh Bagul | 3288 |
| 19 | Mr.Ketan Barku Patil | 3288 |
| 20 | Ms.Rajshri Tarachand Dhole | 3288 |
| 21 | Ms. Asama Yunus Pathan | 3288 |
| 22 | Ms. Harsha Tulshiram Jadhav | 3288 |
| 23 | Mr.Shohebrijvan Mahammadsharif Manyar | 3288 |
| 24 | Ms. Dhanashree A. Chaudhari | 3288 |
| 25 | Mr. Premkumar Shantilal Baviskar | 3288 |
| 26 | Mr.Suhas Suresh Agey | 3288 |
| 27 | Mr. Sushant Kailas Amale | 3288 |
| Total Amount | | 88776 |

H.R. Patel Institute of Pharmaceutical Education & Research M Pharm

Bajaj Allianz Insurance List (Teaching Staff)

| Sr. No. | Employee Name | Amount |
|----------------|-----------------------------|---------------|
| 1 | Dr.Sanjaykumar Baburao Bari | 3288 |
| 2 | Dr.Vivekand Keshav Chatap | 3288 |
| 3 | Mr. Pratap Shivaji Dabhade | 3288 |
| 4 | Dr. Zamir Gaffur Khan | 3288 |
| 5 | Mr. Swapnil Nitin Jain | 3288 |
| Total | | 16440 |

BOOKING/RECEIPT DATE
13/10/2028.

Uniform Expenses

HDFC UPI
Reliance Retail Limited
Kankariya Tower, Survey No. 14,
S. Arth Nagar, Near Karvand Naka,
Shirpur, Dhule, Maharashtra - 425405
Store contact no.
CIN No: U01100HH1999PLC120563
Website: www.reliance-retail.com
Date: 10/03 Time: 13:17:22
MID: HDFC0000189270 BID: 42230572
Branch Num: 957 IHU Num: 101

SALE
Putkaiyani J20okaxis SHIPE
CARD: CARD:
DATE: FRN: 337690525698
CODE: 001:35
AMT: 1196.00

I AGREE TO PAY AS PER CARD ISSUER AGREEMENT
PLEASE KEEP FOR YOUR RECORDS

XXXXXXXXXX Customer Copy XXXXXXXXXXXX

13.96
A- SA MM LEG INGS 1 399.00
B- 16200 EAN# 8901094057829
C- Mk Core P 80.04
A- SA MM LEG INGS 1 399.00
B- 16200 EAN# 8901094057812

AMOUNT DUE 1196.00
U. Pine Labs 1196.00
Card Number: R. Putkaiyani 13200okaxis
Total Items Purchased = 4

Present Summary
Prices inclusive of all taxes

| GST RECEIPT SUMMARY | | | | |
|---------------------|----------|----------------|------------|--------------|
| HSN / SAC | Tax Rate | Taxable Amount | Tax Amount | Total Amount |
| 641010 | | 155.28 | 12.76 | 178.04 |
| C. I | 2.5% | | 11.38 | |
| C. S | 0% | | 0.00 | |
| S. I | 2.5% | | 11.38 | |
| 6416200 | | 383.78 | 34.18 | 717.96 |
| C. I | 2.5% | | 17.09 | |
| S. I | 2.5% | | 17.09 | |
| C. S | 0% | | 0.00 | |

Total 1139.06 56.94 1196.00

Bank of India



We understand your world

HDFC UPI
TIES RELIANCE TRENDS
Shirpur Kankariya Tower Survey No. 14
S. Arth Nagar Near Karvand Naka Shirpur
SHIRPUR
Date: 10/03/23 Time: 13:18:32
MID: HDFC0000189270 BID: 42230572
Branch Num: 957 IHU Num: 101
RRN: 327690525698

Transaction Successful
Merchant ID: Reliance Trends 4223057261111111
Payer A/C Type: SA: 11000
Bill Num: TRTIES02000013102023
Txn ID: 26754943001555

Txn Amount: Rs 1196.00

*** jput*****@okaxis
Please deliver goods/services to customer
Thank You
Please Visit Again
Customer Copy
V. 01.00.00

PAID & CANCELLED

13/10/23

13/10/23

PRINCIPAL
H. R. Patel Institute of Pharmaceutical
Education & Research,
Shirpur Dist Dhule (M.S.) 425 405

Reliance trends

Reliance Retail Limited
Kankariya Tower, Survey No 14,
Sanarth Nagar, Near Karvand Naka,
Shirpur, Dhule, Maharashtra - 425405
Store contact no.
CIN No: U01100MH1999PLC120563
Website: www.relianceretail.com

TAX INVOICE

*****Original for Recipient*****

Place of Supply & State Code: 27 MAH

Customer Type: URD

Supply State GSTIN: 27AABCR1718E1ZP

| Item Name | Qty | Amount (Rs.) |
|--------------------|----------|--------------|
| AVASA MMN KURTAS | 4 | 6796.00 |
| 8905712801452 | 62064000 | |
| Fiat Pricing 999 | | -2800.00 |
| AVASA MMN KURTAS | 2 | 3398.00 |
| 8905712801476 | 62064000 | |
| Fiat Pricing 999 | | -1400.00 |
| AVASA MMN KURTAS | 2 | 3398.00 |
| 8905712801469 | 62064000 | |
| Fiat Pricing 999 | | -1400.00 |
| AVASA CHURIDARS | | |
| 8907973697811 | 61046200 | |
| KN MM Core FU | | -80.04 |
| AVASA MMN LEGGINGS | 3 | 1197.00 |
| 8905094057812 | 61046200 | |
| KN MM Core FU | | -200.00 |
| AVASA MMN KURTAS | 1 | 1699.00 |
| 8905712801445 | 62064000 | |
| Fiat Pricing 999 | | -700.00 |
| AVASA MMN LEGGINGS | 2 | 798.00 |
| 8905094057805 | 61046200 | |
| KN MM Core FU | | -133.34 |
| AVASA MMNCHURIDAR | 1 | 399.00 |
| 8907594649375 | 61046200 | |
| Fiat Pricing 299 | | -100.00 |
| AVASA MMNCHURIDAR | 1 | 399.00 |
| 8907594647692 | 61046200 | |
| Fiat Pricing 299 | | -100.00 |
| AVASA MMN DUPATTAS | 3 | 897.00 |
| 8905698918007 | 62171020 | |
| KN MM Core FU | | -193.31 |
| AVASA MMN DUPATTAS | 2 | 598.00 |
| 8907594401140 | 62171010 | |
| KN MM Core FU | | -126.65 |
| AVASA MMN LEGGINGS | 1 | 399.00 |
| 8905094057294 | 61046200 | |
| AVASA MMN KURTAS | 1 | 1499.00 |
| 8905797467772 | 62064000 | |
| Fiat Pricing 999 | | -500.00 |
| AVASA MMN LEGGINGS | 1 | 399.00 |
| 8905094057287 | 61046200 | |
| KN MM Core FU | | -66.66 |

BALANCE DUE 14475.00
UPI ONLINE x-8yb1 14475.00

Reliance trends

Reliance Retail Limited
Kankariya Tower, Survey No 14,
Sanarth Nagar, Near Karvand Naka,
Shirpur, Dhule, Maharashtra - 425405
Store contact no.
CIN No: U01100MH1999PLC120563
Website: www.relianceretail.com

TAX INVOICE

*****Original for Recipient*****

Place of Supply & State Code: 27 MAH

Customer Type: URD

Supply State GSTIN: 27AABCR1718E1ZP

| Item Name | Qty | Amount (Rs.) |
|--------------------|----------|--------------|
| AVASA MMN KURTAS | 4 | 6796.00 |
| 8905712801452 | 62064000 | |
| Fiat Pricing 999 | | -2800.00 |
| AVASA MMN KURTAS | 2 | 3398.00 |
| 8905712801476 | 62064000 | |
| Fiat Pricing 999 | | -1400.00 |
| AVASA MMN KURTAS | 2 | 3398.00 |
| 8905712801469 | 62064000 | |
| Fiat Pricing 999 | | -1400.00 |
| AVASA CHURIDARS | | |
| 8907973697811 | 61046200 | |
| KN MM Core FU | | -80.04 |
| AVASA MMN LEGGINGS | 3 | 1197.00 |
| 8905094057812 | 61046200 | |
| KN MM Core FU | | -200.00 |
| AVASA MMN KURTAS | 1 | 1699.00 |
| 8905712801445 | 62064000 | |
| Fiat Pricing 999 | | -700.00 |
| AVASA MMN LEGGINGS | 2 | 798.00 |
| 8905094057805 | 61046200 | |
| KN MM Core FU | | -133.34 |
| AVASA MMNCHURIDAR | 1 | 399.00 |
| 8907594649375 | 61046200 | |
| Fiat Pricing 299 | | -100.00 |
| AVASA MMNCHURIDAR | 1 | 399.00 |
| 8907594647692 | 61046200 | |
| Fiat Pricing 299 | | -100.00 |
| AVASA MMN DUPATTAS | 3 | 897.00 |
| 8905698918007 | 62171020 | |
| KN MM Core FU | | -193.31 |
| AVASA MMN DUPATTAS | 2 | 598.00 |
| 8907594401140 | 62171010 | |
| KN MM Core FU | | -126.65 |
| AVASA MMN LEGGINGS | 1 | 399.00 |
| 8905094057294 | 61046200 | |
| AVASA MMN KURTAS | 1 | 1499.00 |
| 8905797467772 | 62064000 | |
| Fiat Pricing 999 | | -500.00 |
| AVASA MMN LEGGINGS | 1 | 399.00 |
| 8905094057287 | 61046200 | |
| KN MM Core FU | | -66.66 |

BALANCE DUE 14475.00
UPI ONLINE x-8yb1 14475.00
Ref No: 318976948524
Items Purchased = 25

Uniform Expenses

Handwritten signature
13/12/23

PRINCIPAL

H.R Patel Institute of Pharmaceutical
Education & Research
Shirpur Dist.Dhule(M.S) 425 405