



Navsahyadri Education Society's
Navsahyadri Institute of Pharmacy

(D. Pharmacy / B. Pharmacy)

Sr. No. 69, 70, 71, Naigaon (Nasarapur), Pune - 412 213

Approved by AICTE and PCI, New Delhi | Recognized by Govt. of Maharashtra
and DTE, Mumbai | Affiliated to DBATU, Lonere and MSBTE,
Mumbai



6.3.2

Percentage of teachers provided with financial support to attend conference/workshops and towards membership fee of professional bodies during last years



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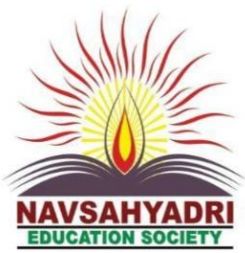
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6.3.2: Percentage to teachers provided with financial support to attend conferences/workshops and toward membership fee of professional bodies during the last five years.

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2.	List of Teachers having Financial Support
3.	Copy of Applications indicating financial Support to Staff
4.	Audited Statements Highlighting the financial support to staff



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6.3.2

1. Staff Welfare Policy Documents

Navsahyadri Education Society's
Navsahyadri Institute of Pharmacy
(NESNIP)
Naigaon (Nasrapur)
Tal. Bhor, Dist. Pune - 412213

STAFF WELFARE POLICY.





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STAFF WELFARE POLICY

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STAFF WELFARE POLICY

Chapter 1 – Financial Support Policy

1. Financial Support for Staff

- i. **Tuition fee concession to employees studying in NES** - Employees studying in NESNIP can avail concession in Tuition fee.
- ii. **Loan facility** - Any employee who has completed one year of continuous service can avail interest free loan facility of 50% of employee's annual salary.
- iii. **Marriage support** - Rs. 11000/- for non-teaching staff for their daughter's marriage as token of gift from management.
- iv. **Insurance** – each employee will be provided financial support for workers welfare (Accident) Policy.
- v. **Policies for participation in National and International Conferences:** Institute will provide financial support for faculty to participate in National and International conferences as per rules of Institute. Following are some important conditions for this.
 - Financial support will be provided every year for maximum two faculties as per seniority and research credentials. The number of faculties may increase depending on the total funding required in that year with discretion of management.
 - Each faculty will get the financial support once in two years in rotation, the period can be relaxed depending on the number of applications with discretion of management.
 - Conference should be hosted by reputed Institute.
 - Conference proceedings must have valid ISBN, or it must be published in a journal with ISSN number.
- vi. Registration fees maximum up-to Rs. 10,000/- will be sanctioned for national and international conferences in India.
- vii. For international conferences outside India half registration fees will be sanctioned.
- viii. The department wise selective UG students may also be avail financial support for attending conferences. The criteria for selection of students and amount of financial support for attending conferences will be decided by the IIC.
- ix. Institute will provide financial support to the department wise PG students for attending conferences. The criteria for selection of students and amount of financial support for attending conferences will be decided by the IIC.





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STAFF WELFARE POLICY

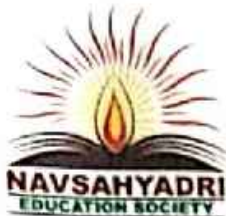
i. Presidential Research Project Grant scheme (PRPGS):

- Institute provides funds to faculty for research projects under PRPGS. IIC will evaluate faculty projects. Faculty will get funds maximum up-to Rs. 50,000/-. The limit may exceed depending on quality of projects.
- Institute provides funds to final year UG and PG research projects under PRPGS. IIC will form a committee to evaluate students' projects at various departments. Student groups will get funds maximum up-to Rs. 20,000/-. The limit may exceed depending on quality of projects.

ii. Patents: Receiving patent for one's research work is one of the most important factors denoting the quality of research.

- Full financial and legal assistance shall be provided to those who are interested in registering the patent.
- The patent shall irrevocably be registered in the name of NESNIP with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the Institute and the researcher.
- If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the Institute. If patent is filed by Institute, then 100% expenses are borne by Institute.





STAFF WELFARE POLICY

Chapter 2- Performance Evaluation Policy

Performance evaluation policy is a systematic process of jointly assessing work related achievements, strength and weaknesses of the individual employees. This activity also helps to provide performance feedback to individuals and team to which the staff belongs. It represents link between goal setting and reward setting. This is an effort in establishing a fit between individual targets and Institute goals.

1. **Job Evaluation:** It is a systematic method of determining the relative value of all jobs in the Institute. That value is based on job content, not on how well an individual performs the work. The staff must complete the 'Self-appraisal form' after the completion of an academic year.
2. **Performance Appraisals:** Performance Appraisal is a benefit given to the employees in order to form a proper job matrix in the Institute.
3. **Appraisal Factors:** Factors used to appraise an individual's performance in a job are the following:
 - **Education** - Depth of knowledge normally acquired through education or specialized formal training
 - **Experience** – Depth and breadth of knowledge or skill in terms of related work experience and on-the-job training
 - **Job scope** - Decision-making requirements including job complexity, independence of action, analytical and creative job requirements
 - **In campus relationships** – Responsibility for contacting and dealing with administrative staff, faculty, students and others within the Institute. Relationship with seniors, subordinates, juniors, etc.
 - **Out campus relationships** – Responsibility for representing the Institute
 - **Managerial responsibility** – Influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development
 - **Position conditions** - Degree to which the position has certain undesirable working conditions present
 - **Integrity** – Integrity with Institute, initiative, ability to shoulder responsibility, etc.

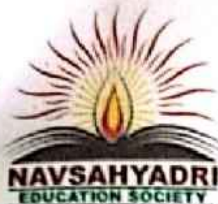




STAFF WELFARE POLICY

- 4. Parameters of Evaluation:** Each employee of the Institute is evaluated in a systematic manner on an annual basis. The HoD leads the performance appraisals which are further reviewed by Principal and the Management. Parameters to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.
- **Student Feed Back:** Confidential student feedback shall be collected twice in semester and reviewed by the Director. This will be maintained in HoD / Principal's office.
 - **Lecture monitoring:** Once in a year, the lecture of each faculty is monitored. Principal, HoD, one senior faculty of different department monitors and evaluate the lecture of the concerned faculty and fills in the Lecture Monitoring form. It is then submitted to the principal. This will be maintained in HoD /Principal's office.
 - **Result analysis:** Result Analysis of subject taught by the faculty.
 - **Time Management:** The following formulae may be used as a guidelines for the Time Management for working at NESNIP:
 - Teachers: 40% teaching + 30% institutional/ departmental work + 30% Self-developmental work.
 - Others: 50% Official + 30% institutional/ departmental work + 20% Self-developmental work
 - Students: 75% study + 15% curricular/ extracurricular activities + 10% other administrative work.
- 5. Process of Performance Appraisal:** A self-appraisal is the first step in the appraisal process. Employees are asked to sign appraisal forms. The employee's signature does not imply that the Management / employee agree with the appraisal, but that the employee has seen it. The employer can discuss the differences with the Management who will then do an independent analysis of the issue. Productivity and activity is the key word while evaluating any employee. It is the responsibility of the employee to ensure that he / she has had at least one performance appraisal during twelve months of service. It is to be noted that all performance appraisals are used to provide a positive and developmental assessment of individuals and are not used as tools of personal vendetta under any





STAFF WELFARE POLICY

circumstances.

6. Training and Development Programs for Teaching/ Technical/ Supporting staff:

From time to time the Management deutes staff for training both outside and within the organization on the recommendations of the Head of Department. Basic trainings, like ISO awareness, medical issues awareness etc, is often organized in-house. Employees are also encouraged to go for trainings sponsored by statutory bodies etc.

- The Institute encourages its entire staff to undergo Quality Improvement Programs (QIP) and attend other trainings and relevant seminars as part of its faculty development programs. Depending on the merit of the case and the budget allocated to the department / section, complete / partial expenses of the candidate towards registration, boarding, lodging etc. are borne by the Institute.
- At the beginning of the academic year each department is briefed about the budget allocated to them to meet the expenses.
- For all paper presentations, on duty leave is given and expenses for the same are borne by the Institute as per the norms decided.
- A record of training is to be kept by all employees in their personal files. The Institute encourages and supports the training and development of all its staff members and is dedicated to promoting a vibrant team of employees.





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Chapter 4 - Leaves and Vacations Policy

1. **General principle for granting leaves is to follow the guideline issued by statutory bodies.**

2. **Continuous Service** means a service rendered by an employee without any break under the same competent authority. Leave of any kind mentioned (as under Section 11.2) does not constitute to a break in service. The Management maintains a permanent record of leaves granted and used by each employee.

3. **Types of Leaves:** Leaves can be broadly classified as: i) Casual Leave [CL]; ii) Medical Leave [ML]; iii) Duty Leave [OD/DL]; iv) ML [MA]/ Paternity Leave [PAL]; v) Compensatory Leave [CO]; vi) Earned Leave [EL]; vii) Sabbatical Leave [SA]; viii) Special Leave [SP]; ix) Leave Without Pay [LWP]. The sanctioning of all types of leaves and regularizations will be the discretion of management/ Principal.

i. **Casual Leaves [CL]:**

- All employees are entitled to 12 days of CL, or part thereof, in a academic/ calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the HoD. Unused CLs do not get carry forwarded to the subsequent academic/ calendar under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same academic/ calendar year.
- Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.
- CL must not be pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- It is necessary to get prior sanction of CL by reporting to the authority.
- In case of emergency, telephonic intimation is acceptable for only 2 CLs to reporting authority and not through the subordinate. All CL forms must necessarily be sanctioned by the concerned, Heads of the Department and further submitted to Administration Office Department. CL of HoD is sanctioned by the Principal /





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Director. (The application of CL if not submitted before, it is to be submitted within three days from the date of availing the CL)

- CL cannot be equated with ML or vice-versa.
- In the event of transfer of an employee the unused CLs are carry forwarded.
- CL Leave application is reviewed and recommend by HOD and further submitted to an administrative Office for leave record verification. Final Approval for CL is given by the Principal.

ii. Medical Leaves [ML]

- All employees are entitled to 10 days of full pay ML, or part thereof, in an academic/ calendar year depending on the date of joining. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- Request for extension of ML will be considered by the HoD/ Principal/ Management. An employee returning from ML will be required to submit a physician's certificate and a fitness certificate. The services of the Institute's medical officer may be utilized for this purpose
- For one to three days Medical Leave there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate authorized by minimum MBBS doctors.
- Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Principal and Management.
- Unscheduled Absences: Unplanned absences can be very detrimental to workplace efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the HoD as soon as possible to explain the situation and indicate the expected date and time of return.
- Unused MLs will be carried forwarded into the subsequent year[s].

iii. **On Duty Leave [OD]:** OD is granted to an employee when the University /Exe-Director/ Principal/HoD/ or any other competent authority assigns a duty that has to be carried out



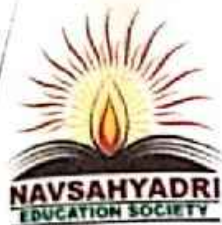


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for the Institute, University or State.

- On Duty Leave for DBATU Examination Work: 24 / Year/ Person.
 - On Duty Leave for outside DBATU work: 10/ Year/ Person.
 - On Duty Leave for any Administrative Work.
- iv. **ML [MA] and Paternity Leave [PAL]:** ML may now be granted to a female teacher for 180 days and only twice in one's career. Likewise, a PAL of 15 days may be granted to a male teacher who would be parent.
- A lady employee with minimum 3 years of continuous service is entitled to a ML on full pay and allowances for a maximum period of 180 days subject to the submission of a medical certificate.
 - A lady employee with minimum 1 year but less than 3 years of continuous service is entitled to ML without pay and allowances for a maximum period of 90 days, subject to the submission of a medical certificate.
 - Breast feeding employees are allowed maximum 2 hrs break time during working hours to breast feed their child.
 - A male employee with minimum 3 years of continuous service is entitled to a PAL on full pay and allowances for a maximum period of 30 days subject to the submission of valid proof.
 - A male employee with minimum 1 year but less than 3 years of continuous service is entitled to PAL without pay and allowances for a maximum period of 15 days, subject to the submission of valid proof.
 - In all other cases the principal fixes a period of leave to be granted as ML or PAL without pay.
 - An employee, availing MA or PAL, who does not join services within the prescribed period, will have to defend the case to the Principal/ Management. The Principal/ Management reserves the rights to consider the continuity of services. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.
 - Not more than 2 MAs or PALs can be availed by an employee while in service at the Institute.





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v. Compensatory off [CO]

- All Faculties, Administrative and supporting staff, who works on holidays, will be entitled to CO for an equal number of days that they have worked.
- COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.
- If COs are availed in continuation for 6 days from Monday through Saturday, the following weekend days will be treated as weekly off and not as COs.
- COs cannot be carried over to the next academic/ calendar year.
- In lieu of indoor or outdoor examination duty/ work on weekly offs or holidays extra payment or compensatory off/ leave will not be provided. Examiner's duty will be considered as on duty for record.

vi. Earned Leave [EL]: If any staff is detained for completing a specific task assigned by his/ her superior and is unable to avail the vacation/ holiday period, that he/she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is one third (1/3) number of days that he / she have been detained for the specific task in the vacation / holiday period. Employees should avail such EL during non-active period of the semester.

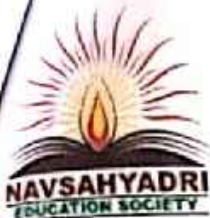
vii. Sabbatical Leave (SA): Any faculty who has completed ten years of continuous service can avail one year of SA with full pay for study/ executing research projects/ Book writing etc. A proof of having effectively used the SA is required to be submitted to the institute on resuming duties.

viii. Special Leave [SP]

- An employee can go on SP with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available.
- Any employee who has completed one year of continuous service can avail one week of SP for own marriage,
- Any employee who has completed one year of continuous service can avail one day SP for Birthday and for Anniversary.

ix. Leave without Pay





STAFF WELFARE POLICY

- If proper documents duly signed are not submitted in stipulated time to the Registrar Department, leave may be treated as LWP.
 - A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave, or for any exceptional personal or institutional reason.
 - Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
 - A leave of absence may be granted only if the employee has a bonafide intention to return to the Institute following the leave. Only in exceptional situations a leave of absence should be granted to an employee having less than one year's service.
 - Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of the similar position.
 - If a position will be not available upon the expiry of the leave of absence or return to the former position or to one of similar requirements for which the employee is qualified, until such time principal or management will take a decision to accommodate the employee in the society for other equivalent position.
4. **Sanction of Leaves:** HoD must recommend the leave application form of an employee before forwarding the same to the Principal/ Management. All leaves except CL and ML must be notified to the Principal/ Management within 3 working days in advance or else they will be treated as LWP. The sanctioning authority of all types of Leaves of the Faculty, Technical Staff, and Administrative Staff shall be the principal while the Registrar shall sanction the Leaves for supporting staff. The principal shall get his leave sanctioned by the Campus Director / Higher Authority.
5. **Vacation and Holidays**
- i. **Category of Employees:** Employees in the organization are of two types; (i) vocational employees that constitute the Faculty and Technical staff who are eligible for summer and winter vacations and (ii) non vocational employees that constitute the administrative and



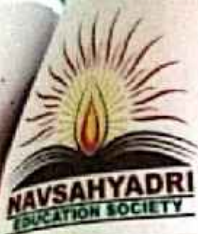


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supporting staff who are not eligible for summer and winter vacations.

- ii. **Using Vacation / holidays:** All regular and probationary employees completed one year of services and have prior recommendation/ approval from the HoD/ Principal are eligible for availing vacations. However, employees who need to take days off during the one year of their probation period or service may take LWP in the regular vacation slot. This, however, is applicable only in exceptional circumstances. Vocational employees can take CL or LWP, who have exhausted their vacation in exceptional circumstances with the approval of the HoD. As far as possible employees may take vacation / holidays in the slots allocated for the same. Only the Principal on the recommendations of the HoD allow any exceptions. Any balance of unused accumulated vacation / holiday time is transferred along with an employee being transferred from one department or campus to another. Vacations/ holidays however cannot be carried forward, under any circumstances.
- iii. **Period of Vacation/ holidays:** A permanent record of vacation /holidays and its use is maintained for each employee annually. The details of vacations/ holidays that the employees are entitled are as follows:
- All regular employees who are attempted by university or trust are given vacation as per the rules of statutory bodies.
 - Prefixed/ sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.
 - Vacation / holidays may be taken in pre-defined slots. Only on the recommendations of the principal exceptions shall be allowed.
 - Faculties shall have to perform all supervisory duties/ examination duties/ central assessment duties fall within the vacation/ holidays. All these duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the HoD must take utmost care while recommending the vacation/ holiday period.





STAFF WELFARE POLICY

Chapter 5 – Benefits and Incentives

1. **Honorarium** means payment granted to the teachers as remuneration for special work or work of an occasional nature.
2. **Employees Incentive:** Employee receives incentives in the form of additional increments every year depending upon the students' feedback and performance appraisal results.
3. **Faculty Promotion:** faculty is promoted to higher cadre depending upon their capability and initiative.
4. **Medical benefits and Allowances:** All employees avail the facilities provided by a doctor on campus who is present during the working hours and is also available on call during emergencies. The medical officer keeps personal medical records of all employees and offers medical check-up and medical assistance.
5. **Consultancy Assignments:** Faculty of the colleges is encouraged to accept consultancies, direct projects, register patents, R and D Products and technology transfers as a part of their academic duties. This would help the society at large to benefit from the professional inputs by the academic community and contribute directly to societal development. University Grants Commission should also lay down detailed guidelines for carrying out consultancy work since this would help transparency and uniformity in such work. Amount received is shared in the ratio of 70:30 between the teacher and the institution respectively.
6. **Contributory Provident Fund:** Contributory Provident Fund Scheme is made available to all eligible employees from 1st day of joining.



**STAFF WELFARE POLICY****Chapter 6 – Travelling Allowance/ Dearness Allowance Policy****1. Conveyance:**

- i. Local Conveyance** - Staff members traveling within the city for official work are eligible for compensation according to following table-

Type	Rs. Per Km	Eligibility
Two-Wheeler	05.00	All Staff
Four-Wheeler Petrol	12.00	Head of Dept. with at least two other members or Group of at least three staff members. All Staff, if carrying heavy Material
Four-Wheeler Diesel	09.00	
Four-Wheeler CNG	07.00	
Four-Wheeler Electrical	05.00	
Auto	At Actual	Head of Dept. with at least two other members or Group of at least three staff members. All Staff, if carrying heavy Material.

- ii. Out station conveyance** – At actual for all staff. If Head of the Department with at least two other staff members or minimum three staff members are traveling, they can hire a taxi for such travel.

iii. Journey:

- Technical Staff and Non-teaching staff - Ordinary Sleeper class/ Bus, subject to production of tickets.
- Teaching staff – Associate Professor, Assistant professors, Head of the Department – III tire AC train or Luxury bus subject to production of tickets for proof.
- Principal / Professor - For short-distance-AC car/ AC chair car. For long distance II tire AC train or flight.
- Staff members must clear all Travel Allowance claims within 48 hours after completion of the tour. They must submit the visit report to HoD / Principal.

- iv. Accommodation** - Staff members can avail outstation accommodation facility as per requirement and approved by Institute.



**STAFF WELFARE POLICY****Chapter 7 – Deputation for Higher Education Policy****1. Deputations for Post Graduate Studies:**

- Staff members having Graduate qualification are encouraged to pursue Postgraduate (PG) qualification.
- Staff members who have put in at least three years of continuous service at NESNIP and whose performance is satisfactory, can request management to depute them for completing PG from recognized institutions.
- The grant of such request is considered depending upon merit of the case as judged by HoD, Principal and the Campus Director. HoD extends necessary support to such aspiring staff members in terms of adjustment of teaching load etc.
- Such support however is available to staff member for the specified minimum tenure of the PG course, and it is expected that staff member completes the PG in this tenure only.
- The staff member is required to sign a legal bond, before starting of PG course. The staff member has to serve NESNIP for a period of 3 (Three) years after completion of PG course.

2. Deputation for Ph.D. Work:

- Staff members having PG qualification are encouraged to pursue PhD qualification. Faculty members who have put in at least three years of continuous service at NESNIP and whose performance is satisfactory, can request management to depute them for completing PhD from recognized institutions. Such request is granted considering merit of the case as judged by HoD, Principal and the Director.
- For self-sponsored staff members doing PhD at IITs, the entire expenses towards completion of PhD are borne by staff member.
- The staff member is required to sign a legal bond, before starting of PhD course. The staff member has to serve NESNIP for a period of 3 (Three) years after completion of PhD.





GENERAL POLICY DOCUMENTED PROCEDURE

Chapter 8 – Research and Development Policy

The objective of research and development initiatives undertaken by NESNIP is to motivate student and faculty members to undertake and to promote research and innovation with a strong impact of engineering education on society and industries. To accomplish high quality research activities following policies has been undertaken. A research development cell has been established. This cell will prepare and implement the documents for growth of research and development activities within the Institute.

2. Establishment of Research and Development (R and D) cell: The IIC comprises of the following members

- Principal - Chairman R and D - Coordinator
- Members – Senior Faculty members, nominated by the Principal.
- Nominee from the Industry
- Nominee from the University
- Nominee from Network Institution.

3. Responsibilities: Following are the main responsibilities of IIC

- To identify Research focus/ Thrust areas for innovation and research for various departments.
- To motivate faculty members and students to conduct high quality research in their area of expertise.
- To conduct Institute's research and development training activities.
- To review and monitor achievements under the Research and Development.
- To write and publish papers in reputed national and international journal indexed in Web of Science, Scopus etc.
- To motivate faculty members to participate in various national and international conferences at reputed Institutes.
- To motivate faculty members to submit research proposals at the University, AICTE, ICMR, DST, BIRAC and other funding agencies.
- Try to collaborate NESNIP with leading research Institutes at national and international levels. Initiative like joint international conference, workshops and research papers can also be undertaken to improve overall research culture at





GENERAL POLICY DOCUMENTED PROCEDURE

university.

- To help students to complete research projects and participate in various research activities at National and International level.
- To improve consultancy and R and D activities at Institute.
- To create awareness about ethics of research and publications in faculty members and students.

4. **Meeting Schedule:** The meetings of IIC are scheduled at least three times each semester as at the start of semester, in middle of semester and at the end of semester. All members will be informed the dates of scheduled meeting and also dates of additional meetings if required.

5. Policies for Research and Developments

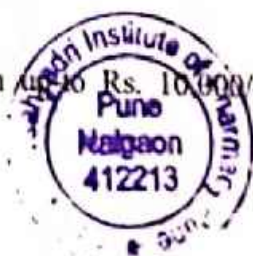
i. Paper Publication Policies:

- Faculty should publish papers in only in reputed refereed journals which are indexed in UGC, WoS, SCI, SCOPUS and other good databases (List may be available at Department).
- Professors and Associate Professors should publish at-least two papers in a year in reputed refereed journals. Assistant Professors should publish at-least one paper in a year in reputed refereed journals.
- UG Students shall also be encouraged to publish papers in reputed refereed journals.

ii. **Policies for participation in National and International Conferences:** Institute will provide financial support for faculty to participate in National and International conferences as per rules of Institute. Following are some important conditions for this.

- Financial support will be provided every year for maximum two faculties as per seniority and research credentials. The number of faculties may increase depending on the total funding required in that year.
- Each faculty will get the financial support once in three years in rotation.
- Conference should be hosted by reputed Institute.
- Conference proceedings must have valid ISBN, or it must be published in a journal with ISSN number.

x. Registration fees maximum upto Rs. 10,000/- will be sanctioned for national and





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international conferences in India.

- xi. For international conferences outside India half registration fees will be sanctioned.
- xii. The department wise selective UG students may also be avail financial support for attending conferences. The criteria for selection of students and amount of financial support for attending conferences will be decided by the IIC.
- xiii. Institute will provide financial support to the department wise PG students for attending conferences. The criteria for selection of students and amount of financial support for attending conferences will be decided by the IIC.

iii. Presidential Research Project Grant scheme (PRPGS):

- Institute provides funds to faculty for research projects under PRPGS. IIC will evaluate faculty projects. Faculty will get funds maximum up-to Rs. 50,000/-. The limit may exceed depending on quality of projects.
- Institute provides funds to final year UG and PG research projects under PRPGS. IIC will form a committee to evaluate students' projects at various departments. Student groups will get funds maximum up-to Rs. 20,000/-. The limit may exceed depending on quality of projects.


iv. Patents: Receiving patent for one's research work is one of the most important factors denoting the quality of research.

- Full financial and legal assistance shall be provided to those who are interested in registering the patent.
- The patent shall irrevocably be registered in the name of NESNIP with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the Institute and the researcher.
- If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the Institute. If patent is filed by Institute, then 100% expenses are borne by Institute. If filed jointly then 100% expenses are borne by Institute and Individual.

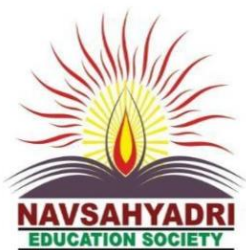



PRINCIPAL

Navsahyadri Institute of Pharmacy
Naigaon (Nasarapur), Tal. Bhor,
Dist. Pune (MS) - 412 213


President

Navsahyadri Education Society
Pune.



Navsahyadri Education Society's

Navsahyadri Institute of Pharmacy

(D. Pharmacy / B. Pharmacy)

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6.3.2

2. List of Teachers having Financial Support



Navsahyadri Education Society's

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Mumbai



List of teachers Financial Support During Academic Year 2018-2023

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which registration fee is provided	Amount of support received (in INR)
2022-23	Minal Vilas Ingale	Interdisciplinary Research in Pharmacy: National Education Policy 2020 Perspective	Vivekanand Education Societys College of Pharmacy, Mumbai	200
2022-23	Geeta Mohire	Interdisciplinary Research in Pharmacy: National Education Policy 2020 Perspective	Vivekanand Education Societys College of Pharmacy, Chembur, Mumbai & Kokan Gyanpeeth Rahul Dharkar Collehe of pharmacy & research institute, Katraj	200
2022-23	Dr.Preeti Mehta	One week national training on laboratory animal management and breeding.	Navasahyadri Education society's, Group of institutes, Faculty of Engineering Pune	300
2022-23	Pooja Anil Dharmadhikari	Workshop on: Online Learning Through SWAYAM & MOOC	Navasahyadri Education society's, Group of institutes, Faculty of Engineering Pune	300
2022-23	Trushali Ajay Mandhare	Interdisciplinary Research in Pharmacy: National Education Policy 2020 Perspective	Vivekanand Education Societys College of Pharmacy, Chembur, Mumbai & Kokan Gyanpeeth Rahul Dharkar Collehe of pharmacy & research institute, Katraj	100



2022-23	Nitin Bhaskar Mahale	IP Awareness Training Program under: National Intellectual Property Awareness Mission	Intellectual Property office, India	300
2022-23	Shital Rokade	Workshop on implementation of national education policy 2020- Research and development	Smt. Kashibai Navale College of Pharmacy, Kondhwa, Pune	500
2022-23	Dr. Gaurav Kumar Soni	FDP on Characterization of nanomaterials and applications	NITTR Chandigarh	1000
2022-23	Dr. Ajay Y Kale	FDP on Characterization of nanomaterials and applications	NITTR Chandigarh	1000
2022-23	Pooja suhas kashid	State level one day Workshop on Evaluation and assessment in line with NEP 2020	YSPMS Yashoda technical campus of faculty of pharmacy, Satara	1000
2022-23	Gautam S.Palshikar	International conference on 17th Indo -Malaysian	SBSPMS & Bpharmacy college & institution pharmacy, Modi learning center Ambajogai, Beed	1000
2022-23	Dr.Leena P.Pathak	National Intellectual Property Awareness Mission	Intellectual Property office, India	500
2022-23	Dr.Ashish Pagariya	National Intellectual Property Awareness Mission	Intellectual Property office, India	500
2022-23	Meera Anil Konde	National Intellectual Property Awareness Mission	Intellectual Property office, India	500
2022-23	Pallavi Velapure	FDP on Effectual Execution of second year diploma in pharmacy courses	College of pharmacy, Karad	300
2022-23	Apeksha Pangare	FDP on Effectual Execution of second year diploma in pharmacy courses	College of pharmacy, Karad	300



2022-23	Madhuri Bhagwan Raskar	FDP on Effectual Execution of second year diploma in pharmacy courses	College of pharmacy, Karad	300
2022-23	Parnavi D.Raval	FDP on Effectual Execution of second year diploma in pharmacy courses	College of pharmacy, Karad	300
2022-23	Sujit V.Abhang	International conference on 17th Indo -Malaysian	SBSPMS & Bpharmacy college & institution pharmacy, Modi learning center Ambajogai, Beed	1000
2022-23	Prajakta T.More	International conference on 17th Indo -Malaysian	SBSPMS & Bpharmacy college & institution pharmacy, Modi learning center Ambajogai, Beed	1000
2021-22	Prajakta T.More	Impact Lecture series2022	New delhi institution & Innovation council of AISSMS college of pharmacy, Pune	400
2021-22	Meera Anil Konde	Impact Lecture series2022	New delhi institution & Innovation council of AISSMS college of pharmacy, Pune	400
2021-22	Dr.Ashish S.Pagariya	Impact Lecture series2022	New delhi institution & Innovation council of AISSMS college of pharmacy, Pune	400
2021-22	Gautam S.Palshikar	National level webinar Trends in Pharmaceutical sciences & research	IQAC, IIC, Cell & Research cell	300
2021-22	Gita Mohire	National level webinar Trends in Pharmaceutical sciences & research	IQAC, IIC, Cell & Research cell	300
2021-22	Deeksha Kamble	National level webinar Trends in Pharmaceutical sciences & research	IQAC, IIC, Cell & Research cell	300
2021-22	Pooja Dharmadhikari	FDP on Effectual Execution of First year diploma in pharmacy courses	IQAC, IIC, Cell & Research cell	500
2021-22	Abhijit A.Kadam	FDP on Effectual Execution of First year diploma in pharmacy courses	IQAC, IIC, Cell & Research cell	400



2020-21	Trushali Ajay Mandhare	Seminar on: Tobacco and Tuberculosis	Shardabai pawar institute	300
2020-21	Priyanka S.Nangar	International conferance on research & innovative practices in science management & Social sciences	Scool of commerce & management. Kota	1000
2020-21	Ganesh Phadtare	Seminar on: Tobacco and Tuberculosis	Shardabai pawar institute	300
2020-21	Parnavi Raval	Course on Enzyme inhibitory natural products as Promosing frameworks in drug R&D	<u>APTI</u>	500
2020-21	Pravin Badhe	Course on Enzyme inhibitory natural products as Promosing frameworks in drug R&D	<u>APTI</u>	500
2020-21	Vasundhara Kakde	Online teacher training workshop on new changed syllabus on pharmacy practices	Bharti vidyapeeth college of pharmacy, kolhapur	200
2020-21	Amruta C.Menkudale	Online teacher training workshop on new changed syllabus on pharmacy practices	Bharti vidyapeeth college of pharmacy, kolhapur	200
2019-20	Trushali Ajay Mandhare	Eight Week Online FDP (MOOC) on: Transforming Teaching Learning Process Through Modern Pedagogical Techniques	Government polytechnic Jalgaon	2000
2019-20	Dipali Narayan Hagir	Online Refresher Course in Pharmacy for Higher Education	SWAYAM ARPIT	1000



2019-20	Priyanka S. Surushe	Two days National Seminar on Computer Aided Drug Design and Drug Delivery System	Sinhagad institute, Vadgao	400
2019-20	Anjum K. Tamboli	FDP on Tools for online teaching learning Process	Department of pharmacy, Government polytechnic, Jalgao	200
2019-20	Priyanka S. Nangare	FDP on Tools for online teaching learning Process	Department of pharmacy, Government polytechnic, Jalgao	200
2018-19	Trushali Ajay Mandhare	NPTEL-AICTE Faculty development Programme in Biochemistry	SWAYAM NPTEL	1000
2018-19	Priyanka Sambhaji Nangare	2nd National Teacher conference Pune, India at MIT-WPU	Poona college of pharmacy	2000



Atavi
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Navsahyadri Group of Institutes, College of B.Pharm
Sr.No.-69,70&71, A/p-Naigaon,
Tal.-Bhor, Pune - 412213.

Payment Voucher

No. : 376

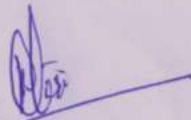
Dated : 15-Jan-2019

Particulars	Amount
Account : Staff Welfare A/c	1,000.00
Through : Cash	
On Account of : Being Cash Paid to Trushali Ajay Mandhare Against NPTEL - AICTE Faculty Development Program in Bio Chemistry Dated (12 Weeks) Jan 2019 to April 2019	
Amount (in words) : Indian Rupees One Thousand Only	₹ 1,000.00


Receiver's Signature:


Authorised Signatory




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NOC candidate profile



TRUSHALI AJAY MANDHARE

✉ trushali1983@gmail.com
 📅 May 17 1983

📄 Payment receipt

NOC Exam results

Timeline	Name	Course Name	Assignment score out of 25	Exam score out of 75	Final Score out of 100	Download E-Certificate
Jan-Apr 2019	TRUSHALI AJAY MANDHARE	Biochemistry	20.81	46.5	67	Download E-Certificate Download FDP certificate

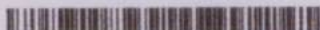
Assignment Scores:

A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	A11	A12
67.0	87.0	87.0	73.0		60.0	79.0	60.0	100.0	80.0	93.0	53.0

Calculation Logic:
 • Assignment Score = Average of best 8 out of 12 assignments



Plasi
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Roll No: NPTEL19CY06S51970129

To TRUSHALI AJAY MANDHARE
109, AT POST- KENJAL
WAI
SATARA
MAHARASHTRA
415536
PH. NO :9527855384



Duration of NPTEL course: 12 Weeks

No. of weeks of NPTEL Courses	Equivalence of NPTEL course with regular FDP
4	$\frac{1}{2}$ FDP of one week
8	Full FDP of one week
12	$1\frac{1}{2}$ FDP



NPTEL-AICTE Faculty Development Programme



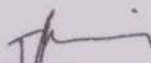
(Funded by the Ministry of HRD, Govt. of India)



This certificate is awarded to
TRUSHALI AJAY MANDHARE

for successfully completing the course
Biochemistry

with a consolidated score of **67 %**


Prof. Andrew Thangaraj
NPTEL Coordinator
IIT Madras

(Jan-Apr 2019)

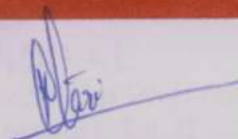

Prof. Dileep N. Maikhede
Advisor-I (Research, Institute & Faculty Development)
All India Council for Technical Education

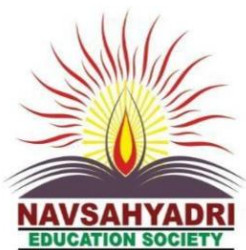
Roll No: NPTEL19CY06S51970129

To validate and check scores: <http://nptel.ac.in/noc>

The candidate has studied the above course through MOOCs mode, has submitted online assignments and passed proctored exams.
This certificate is therefore acceptable for promotions under CAS as per AICTE notifications dated 24th July 2018, similar to other refresher / orientation courses.
F.No. AICTE / BIFD / FDP through MOOCs / 2017-18




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6.3.2

**3. e-copies of letters showing financial
assistance to teacher**

Date: 29/12/2022

To
The Principal,
Navsahyadri Institute of Pharmacy
Nasrapur, pune.

Subject: Regarding permission of enrollment/ for attending seminar on interdisciplinary
Research in pharmacy : National Education policy 2020 perspective.

Respected sir,

As per the above mentioned subject I undersigned Prof. Gita Nitin Mohire working as assistant professor in Department of Pharmaceutics wants to participate in seminar on interdisciplinary Research in pharmacy : National Education policy 2020 perspective, organized by Vivekanand education societys college of pharmacy, Chembur ,Mumbai and Kokan Gyanpeeth Rahul Dharkar College of Pharmacy & Research Institute, Karjat on 14th January,2023

Kindly give the permission for the same

Thanking You,

Your's faithfully,

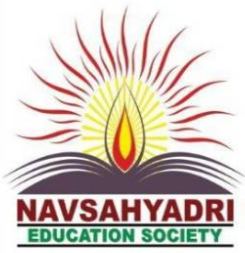

(Gita Nitin Mohire)

Approved & Sanctioned





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6.3.2

4.Highlighting Audited Statement Financial Support to staff

NAVSAHYADRI EDUCATION SOCIETY
NAVSAHYADRI INSTITUTE OF PHARMACY - B PHARM
 SV.NO.69/70/71, NAIGAON, NASRAPUR, PUNE - 412213
INCOME & EXPENDITURE FOR THE YEAR 01.04.2022 TO 31.03.2023

PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
To Salary		By Tution Fees	23993216.29
Salary to Teaching Staff	9218838.47	By Development Fees	3563348.71
Salary to Non Teaching Staff	1914973.67	By Samajkalyan Fees	9926860.00
PF Administrative Expenses	9126.92	By EBC Fees	4867248.00
Honorarium to Guest/Visiting Faculty	382779.00	By Other Income	
Employer contribution to P.Fund	98259.12	Activities Fees	122210.20
To Admisson Activities	800.00	By Intrest Received	20651.00
To Advertisement Expenses	167977.45		
To Audit Fees	156300.00		
To Affiliation/Registration Fees	883950.00		
To Affiliation/Registration ARA	316000.00		
To Affiliation/Registration FRA/PCI	118000.00		
To Annual Social Programme	173837.00		
To Bank Charges	27115.75		
To Concrete Trimix Work	64350.00		
To Canteen Expenses	1032402.00		
To Depreciation			
Dep. on Building	1144923.87		
Dep. on Computer	1346.76		
Dep. on Equipment	382298.90		
Dep. on Furniture & O. A.	232801.39		
Dep. on Library Books	134635.68		
Dep. on Vehicle	153465.00		
To Electricity Charges	542415.44		
To Exam Expenses	8140.00		
To Garden Expenses	53500.00		
To Housekeeping Expenses	240911.00		
To Insurance	14585.40		
To Insurance - Vehicle	17045.70		
To Interest on TDS / Professional Tax	104221.05		
To Internet Expenses	230290.54		
To Interest on Term Loan	748038.85		
To Interest Working Capital	635468.10		
To Interest Paid	265624.00		
To Induction Program	82622.00		
To News paper and Periodical	1000.00		
To Office Expenses	268887.25		
To Professional Expenses	49775.00		
To Postage & Telegram	3543.00		
To Painting Exps	497412.45		
To Printing & Stationery	156276.65		
To Property Tax	11430.30		
To Precessing fees	46585.00		
To Plumbing Expenses	41250.00		
To RTO Expenses	45000.00		
To Repair & Maintinance			
Repair & Maint.-Building	560972.00		
Repair & Maint.-Computer	38059.95		
Repair & Maint.-Electrical	64716.25		
Repair & Maint.-Other	242020.75		
Repair & Maint.-Vehicle	16070.00		
Repair & Maint.-Furniture	63811.65		
To Sports Expenses	23788.00		
To Staff Welfare	255310.90		
To Student Welfare	363169.80		



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PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
Staff Development Expenses	97500.00		
To Student Carrier Guidance Activity	45975.30		
To Software	20695.00		
To Training & Placement Expenses	2500.00		
To Transport / Octroi / Hamali	4400.00		
To Travelling & Conveyance	149878.85		
To Water Charges	1440.00		
To Workshop Consumable	704686.00		
To Water Sefty Tank Repair	30300.00		
To Surplus for the Year	19150038.04		
Total Rs.	42493537.20	Total Rs.	42493537.20

As per our report of even date attached

M/s. D A S K and Associates
Chartered Accountants

Ashete

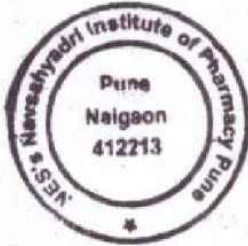
CA Ashjit D. Shete
Partner
Membership No - 136477
Date :- 30/10/2023
Place :- Pune



For Nav Sahyadri Education Society

S. P. Suke
(Mr. S. P. Suke)
Director

P. N. Suke
(Mr. P. N. Suke)
President



P. N. Suke
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21-12

NAVSAHYADRI EDUCATION SOCIETY
NAVSAHYADRI INSTITUTE OF PHARMACY
SV.NO.69/70/71, NAIGAON, NASRAPUR, PUNE - 412213

INCOME & EXPENDITURE FOR THE YEAR 01.04.2021 TO 31.03.2022

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary		By Tution Fees	21706969.00
Salary to Teaching Staff	19928852.26	By Development Fees	3218150.00
Salary to Non Teaching Staff	1337577.27	By Samajkalyan Fees	9552884.00
PF Administrative Expenses	20682.00	By EBC Fees	4374526.00
Honorarium to Guest/Visiting Faculty	562850.00	By Other Income	
Gratuity	1894199.00	Activities Fees	68403.00
Employer contribution to P.Fund	41855.00	By Intrest Received	100800.00
To Advertisement Expenses	190039.45		
To Audit Fees	275000.00		
To Affiliation/Registration Fees	36300.00		
To Affiliation/Registration ARA	24300.00		
To Bank Charges	89918.68		
To Depreciation			
Dep. on Building	1272137.63		
Dep. on Computer	3591.36		
Dep. on Equipment	377763.15		
Dep. on Furniture & O. A.	134313.25		
Dep. on Library Books	186993.49		
To Electricity Charges	1177288.30		
To Garden Expenses	750900.00		
To Interest on TDS	25775.00		
To Internet Expenses	220012.80		
To Interest on Term Loan	2129579.90		
To Interest Working Capital	1892431.85		
To Workshop Consumable	947727.20		
To Professional Expenses	72750.00		
To Office Expenses	237930.00		
To Postage & Telegram	25673.00		
To Painting Exps	1131878.55		
To Printing & Stationery	154083.30		
To Repair & Maintinace			
Repair & Maint.-Building	2303190.00		
Repair & Maint.-Computer	180854.00		
Repair & Maint.-Electrical	257000.00		
Repair & Maint.-Other	1492485.60		
Repair & Maint.-Vehicle	16395.00		
To Admission Activities	187527.50		
To Staff Welfare	164366.10		
To Students Welfare	994601.20		
To Transport / Octroi / Hamali	400.00		
To Housekeeping Expenses	209748.00		
To Travelling & Conveyance	149580.00		
To Water Charges	175110.00		



[Signature]
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EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Software	4460.40		
To Canteen Expenses	1666691.25		
To Surplus for the Year	-3923079.99		
Total Rs.	39021732.00	Total Rs.	39021732.00

As per our report of even date attached
M/s. D A S K and Associates
Chartered Accountants

Date :- 29/09/2022
Place :- Pune

Abhijeet
(CA) Abhijit D. Shete)
Partner

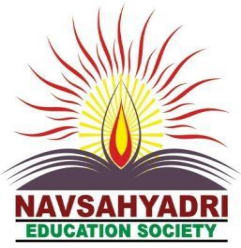
Membership No - 136477
UDIN:- 22136477AXDVKS2312

For Nav Sahyadri Education Society

G. B. Suke (Mr. G. B. Suke)
Secretary
P. N. Suke (Mr. P. N. Suke)
President



P. N. Suke
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Mumbai



For more information, please click
on the below link

[6.3.2](#)