



Content

6.2

Strategy Development and Deployment

Content

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



INDEX

Sr. No.	Content	Page No.
1.	Service Rule	3-13
2.	Leave Rule	14-30
3.	Service Book	31-56
4.	R& D Policy	57-116
5.	Pay and Allowances	117-126
6.	Purchase Policy	127-141




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

SERVICE RULE

Kasegaon Education Society's Rajarambapu College of Pharmacy, Kasegaon

1. SERVICE RULE

1. The appointment will not be influenced by improper pressure or prospect of personal gain.
2. It is mandatory on every teacher to perform duties such as preparation of lecture, class learning, tutorial, assignment, demonstration, library assignment, group discussion and conduct of examination.
3. It shall also be obligatory for a teacher to perform work and duties in relation with co-curriculum, extra-curriculum and related work in connection with education and students as assigned by the principal.
4. It shall also be obligatory to do all work in connection of exam duties, paper setter, moderation, invigilation, dissertation, conducting viva-voce and coding and decoding of answer paper.
5. It shall obligatory to teacher to trend himself/herself to all current technological aspects to perform the duties of the teacher.
6. Failure to perform duties shall constitute misconduct in part of teacher and such a teacher shall be liable for disciplinary action.
7. Full time service shall be required for probation period.
8. The teacher shall get increment and other benefits designed time to time during probation.
9. Employee shall have to undergo medical examination by a Medical Practitioner recommended by college and shall have to produce a Fitness Certificate within three months of joining.
10. Employee services will be governed by the rules and regulations of Shivaji University, Kolhapur and Government of Maharashtra, A.I.C.T.E, P.C.I and D.T.E which will be framed from time to time.
11. Employee should not remain absent from duty without prior permission and sanction of leave by principal.
12. The Management expects performance and progress of the employee towards the salary given to him/her.



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

13. In case of need, the employee may be required to work after the regular working hours as directed by the principal.
14. Employee should accept the responsibility of tools/ equipment/ stores and material given to employee for work and employee further should agree to reimburse the cost of any material, tools equipment, lost or damaged by him/her.
15. Employee will keep in confidence the college secret or any other information of the institution, and will not use the course of the society's business or divulge such information to outsiders or unauthorized persons while employed or afterwards.
16. Employee should not engage in any private business/practice either in an individual capacity or in association with any other person/institute while in service.
17. If the employee found involved in any activities which are contradictory to law in force, his / her appointment may be terminated at any time during the service without any notice as above.
18. In case of resignation/termination, employee is required to ensure a proper handover of all responsibilities and college documents to the principal. The relieving letter will be issued on satisfaction of handover of the documents to the principal and compliance with the terms of appointment. The full and final settlement will be processed only on issue of the relieving letter.
19. Employee will confirm their acceptance of the above terms and conditions of service by signing the appointment order and report to the principal. Within seven days of the receipt of the appointment order.

APPOINTMENT ORDER:

1. The Trust shall appoint the teacher(s), as required in number and status strictly, as recommended by the selection committee and approved by the university/ LMC , in case of teacher appointed by local selection committee
2. The appointment order shall be issued only in the proforma given in the **Appendix I**.
3. The teacher appointed on a post shall produce a relieving certificate, Service Book and Last Pay Certificate from his/her previous employer, if any, before joining the post.
4. The teacher appointed on a post shall produce a Medical Fitness Certificate from the competent Medical Authority, within three months after joining the post.




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

5. The fresh teacher appointed on a post shall produce the authentic proof of the date of his/her birth at the time of joining the post.
6. The candidate appointed if belongs to reserved category, shall submit the caste certificate at the time of joining the post and also submit validity certificate within six months, otherwise necessary action be initiated as per government directives.

JOINING THE DUTIES:

1. The teacher appointed in the service of the college shall sign an agreement in the form prescribed form of college.
2. The service of the teacher shall commence from the date on which he/she joins the duties before 12 noon, otherwise from the next date.
3. The service of the teacher on leave, in Foreign Service or on deputation, shall commence from the date he/she assumes charge before 12 noon, otherwise from the next date.
4. The service of the teacher shall cease from the date on which he/she relinquishes the post before 12 noon, otherwise from the next date.
5. If the teacher expires while in service, he/she shall be deemed to have ceased to be in service from the next day, irrespective of the hour at which he/she dies.

PROBATION:

1. The appointment of teacher to a permanent post by selection shall be on probation for not more than a period of twelve months from the date of joining the duties by the teacher.
2. During the period of 11 months probation, the teacher shall comply with conditions of successful completion of the period as prescribed under these statutes.
 - (a) The Principal/ Head of the department shall be the assessing authority under whom the teacher on probation is working. He shall submit the teacher's assessment report, as prescribed by the university, to the reviewing authority every year/ three months from the date of joining.
 - (b) Deficiencies, adverse remarks, remarks of appreciation, if any, mentioned in the assessment report shall be communicated in writing to the teacher for his/her information and improvement.

A handwritten signature in blue ink, appearing to be 'Rajaram'.

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

(c) The assessment report shall be submitted to the reviewing authority, at least one month prior to the expiry of probationary period with specific recommendations of confirmation or otherwise.

3. If the teacher on probation avails any leave other than casual leave, his/her period of probation shall be deemed to have been extended to that extent.
4. The teacher appointed on probation shall be terminated by giving one month prior notice.
5. The non teaching staff after completion of two years shall treated as regular non teaching staff.

CONFIRMATION:

1. The management shall give the teacher an order of confirmation before the completion of probation period.
2. The appointing authority may give a teacher a provisional substantive appointment to a post on which another teacher holds a lien, if this lien is more than one academic year, and he/she shall cease to be on such appointment as soon as the teacher holding lien rejoins to the post.

ASSESSING AUTHORITY:

1. The assessing authority shall make available the forms to teachers and prepare the assessment report in the form prescribed by the university/ college for the academic year, in respect of each teacher placed under his/her control.
2. The assessment report shall be reviewed by the reviewing authority. Such reviewing authority shall carefully examine the remarks, whether adverse or outstandingly good in character, verify the same with the factual position and satisfy himself. If the reviewing authority does not agree with the remarks of the assessing authority, he/she shall state the reasons for not agreeing and shall record his/her own assessment about work and conduct of the teacher.
3. The following shall be the assessing and reviewing authorities :

Sr. No	Category	Assessing Authority	Reviewing Authority
i.	Principal	Chairman/Secretary of the management	Governing council
ii.	HOD	Principal	Chairman of the local



Bmud

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

			management council
iii.	All faculties	Principal/HOD	Principal and Chairman of local management council

4. The teacher, who has been communicated adverse remarks, may within thirty days of receipt, represent his/her case in writing to the reviewing authority. The reviewing authority, in consultation with the assessing authority, may expunge or retain such remarks and his/her decision shall be final and shall be recorded in writing.
5. The Self Appraisal Report based on API System as per UGC Regulations and prescribed by the university shall be submitted by every teacher/principal to the assessing authority. The assessment report of the teacher shall be the basis for determining the merit and demerit of him/her. The record of the service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three reporting years.

Appendix I

1. Your appointment is purely on probation basis.
2. You have to get approval from Shivaji University, Kolhapur failing which your appointment shall be terminated immediately.
3. You shall have to undergo medical examination by a Medical Practitioner recommended by us and shall have to produce a Fitness Certificate within three months of joining.
4. Your services will be governed by the rules and regulations of the institute as well as of trust which will be framed from time to time.
5. Your appointment is subject to transfer in similar colleges of the society according to the requirements and entirely at the discretion of the society.
6. You should not remain absent from duty without prior permission and sanction by principal.
7. In case you remain absent for more than five days without prior permission / sanction of leave, you shall be deemed to have left the service of the society on your own accord and accordingly your name will be struck off from the rolls of the Society/college.
8. The Management expects your performance and progress towards the salary given to you which please note.




PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)

9. In case of need you may be required to work after the regular working hours as directed by the Principal.
10. You have to accept the responsibility of tools/ equipment/ stores and material given to you for work and you further agree to reimburse the cost of any material, tools equipment, lost or damaged by you.
11. You will keep in confidence any college secret or any other information of the society, and will not use the course of the Society's business or divulge such information to outsiders or unauthorized persons while employed or afterwards.
12. You should not engage yourself in any private business /practice either in an individual capacity or in association with any other person/institute while in our service.
13. Your appointment may be terminated at any time during the appointment by giving one month notice or salary in lieu of notice period. However If you found involved in any activities which are contradictory to law in force, your appointment may be terminated at any time during the appointment without any notice as above.
14. During the appointment period, if the management finds you committing any act prejudicial to the rules of the society; your appointment shall be withdrawn immediately without giving any notice or without assigning any reason whatsoever.
15. In case of resignation/termination, you are required to ensure a proper handover of all responsibilities and college documents to the management. The relieving letter will be issued on satisfaction of handover of the documents to the management and compliance with the terms of appointment. The full and final settlement will be processed only on issue of the relieving letter.
16. Please confirm your acceptance of the above terms and conditions of service by signing the duplicate copy of this letter and report to the Principal, Rajarambapu College of Pharmacy, Kasegaon within seven days of the receipt of this letter, else the management shall presume that the offer made by the management is not acceptable to you.
17. We take this opportunity to welcome you to the Kasegaon Education Society and wish you a long association and fruitful career with us. We do hope that you would put in your best efforts to perform your duties to the fullest satisfaction of the management.

PROMOTION RULES



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

PROCEDURE AND CRITERIA FOR APPOINTMENT BY PROMOTION FOR NON TEACHING STAFF

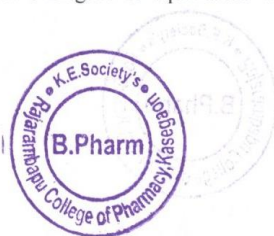
- i. Promotion in each cadre shall be made solely on the basis of seniority cum merit.
- ii. The person holding the post specified shall be eligible for promotion subject to his possessing minimum qualification and experience on the first day of the month of July of the year as required.
- iii. Subject to his possessing minimum qualifications and experience on the first day of the month of July of the year, "Minimum Qualification" and experience for promotions should be considered or as the case may be. In case suitable candidate is not available for making promotion to a post under consideration, then the procedure for direct recruitment shall be adopted/ shall be selected from the existing faculty based on performance.
- iv. No persons shall be considered for first promotion in the service unless he is substantively appointed and confirmed on the lower post in the service.
- v. The authority for promotion shall, at the time of promotion, nominate the faculty simultaneously to a grade, fix the seniority for them with reference to the rank fixed by selection committee at the time of appointment, irrespective of date of joining.
- vi. The Departmental Promotion Committee on the basis of Annual Confidential Reports for the last five years shall judge the fitness of a particular candidate for promotion. Once a set of candidates is identified as fit for promotion, then the only criterion for promotion shall be the criterion of either seniority or hard and progressive work as per confidential report.

LIABRARY**➤ Assistant Librarian to Librarian**

As per norms.

ADMINISTRATIVE**➤ Qualification and Experience****Registrar**

- i. Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norm . At least 05 years experience in academic Institution or equivalent post in academic administration.
- ii. Office Superintendent - A Bachelor's Degree or equivalent with 07 years of experience of administration.



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

- iii. Minimum 5 years experience as Head Clerk/Senior clerk or 05 years experience as superintendent.

Junior Clerks to Senior Clerk/Head Clerk

1. A bachelor degree in any discipline
2. Minimum 08 years experience as junior clerk

LABORATORY:

Lab Assistant to Lab technician

1. Qualifying D. Pharm.
2. Minimum 5 years experience as Lab assistant.

Junior peon to senior peon/ Hawaldar

1. Seventh pass /SSC or higher qualification shall be preferred.
2. Minimum 05 years experience as junior peon.

PROMOTIONAL POLICIES:

Sr. No.	Class	Designations
1.	Super Class 1	Principal, Professor
2.	Class 1	Associate Professor
3.	Class 2a	Assistant Professor
4.	Class 2b	Librarian, Registrar Office Superintendent
5.	Class 3a	Lab Assistant, Lab Technician, Clerk (Junior, Senior and Cashier), Computer Operator, Store In-charge and Electricians.
6	Class 3b	Bus Driver
7.	Class 4	Peon, Lab Attendant, Watchman
8.	Class 5	Sweepers




PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon




PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)



Kasegaon Education Society, Kasegaon.
Tal. Walwa, Dist. Sangli.

B. P. T. Act. R. No. S. S. F. 24 Society's Act. R. No. 1436-1945-46

Ref. No. 57/2010-11 Date-18/10/2010

Form of Appointment Order of Teacher

Form :- The Secretary, Kasegaon Education Society, Kasegaon.

To :- Dr. Shrinivas Krishna Mohite, M.Pharm.Ph.w.

With reference to your application dated _____ the
Management is pleased to inform you that you are hereby appointed
as a Professor in Pharmaceutical Chemistry,
at Rajarambapu College of Pharmacy, Kasegaon (Sangli)
on Rs. 37400/-

Per month in the scale of Rs. 37400 - 67000 + AGP 10,000/-


Your appointment is purely on Permanent
from 18-10-2010

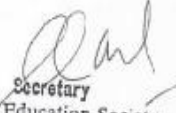
Your Services shall be governed by the provisions of Shivaji University Act, 1994 and the Statutes, Ordinances Regulations and rules made thereunder from time to time.

You will be eligible to get allowances as per rules.

If your acceptance is not received up to fifteen days from the date of receipt your appointment is liable to be cancelled.

In case you accept the appointment you shall have to sign an agreement in the enclosed form at the time of Joining the duties.




 Secretary
 Kasegaon Education Society,
 Kasegaon




PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)

Dr.S.K.Mohite
Professor
Department of Pharmaceutical Chemistry
Rajarambapu College of Pharmacy,Kasegaon
Phone No :9970700946
Date:18/10/2010

To,
The Principal,
Rajarambapu College of Pharmacy,
Kasegaon


SUB: JOINING REPORT

Respected Sir,;

I have honor to inform you that I am joining the institute from today as a Professor in Pharmaceutical Chemistry for the B.Pharmacy course in respect to your appointment letter dated 18/10/2010 Ref No 57/2010-11.

Kindly request you to accept my joining letter.



Thanking you,

Yours faithfully,

Dr.S.K.Mohite




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

R.P.T. Act R. No. S.S.F. 24 | Society's Act R. No. 1436/1945-46

KASEGAON EDUCATION SOCIETY, KASEGAON

FOUNDER - LOKNETE RAJARAMBAPU PATIL

Ref. No. 6421/2016-17 Date: 07/03/2016

To,
Dr. Sulimhe Vijay Rajaram
A/P-Vadgaon Haveli,
Dist- Satara.


Dear Sir,

With reference to your application for the post of Professor in Pharmacognosy, we are pleased to inform you that you have been appointed on the post of Professor in Pharmacognosy from 08 September 2016 in the scale of Rs. 37400-10000-67000 on the basic of Rs. 41720. The detailed terms and conditions of your appointment are as follows:

1. You shall submit all the original documents, mark sheet, relieving certificate, experience certificate etc to the institution.
2. You shall have to undergo medical examination by a Medical Practitioner recommended by us and shall have to produce a Fitness Certificate within three months of joining.
3. Your services will be governed by the rules and regulations of the institute as well as of trust which will be framed from time to time.
4. Your appointment is subject to transfer in similar colleges of the society according to the requirements and entirely at the discretion of the Society.
5. You should not remain absent from duty without prior permission and sanction by competent authority.
6. In case you remain absent for more than five days without prior permission / sanction of leave, you shall be deemed to have left the service of the Society on your own accord and accordingly your name will be struck off from the rolls of the Society/college.
7. The Management expects your performance and progress towards the salary given to you which please note.
8. In case of need you may be required to work after the regular working hours as directed by the Principal.
9. You have to accept the responsibility of tools/ equipment/ stores and material given to you for work and you further agree to reimburse the cost of any material, tools equipment, lost or damaged by you.
10. You will keep in confidence any college secret or any other information of the Society, and will not use the course of the Society's business or divulge such information to outsiders or unauthorized persons while employed or afterwards.
11. You should not engage yourself in any private business /practice either in an individual capacity or in association with any other person/institute while in our service.
12. Your appointment may be terminated at any time during the appointment by giving one month notice or salary in lieu of notice period. However If you found involved in any activities which are contradictory to law in force, your appointment may be terminated at any time during the appointment without any notice as above.
13. During the appointment period, if the management finds you committing any act prejudicial to the rules of the society, your appointment shall be withdrawn immediately without giving any notice or without assigning any reason whatsoever.
14. In case of resignation/termination, you are required to ensure a proper handover of all responsibilities and College documents to the Management. The relieving letter will be issued on satisfaction of handover of the documents to the Management and compliance with the terms of appointment. The full and final settlement will be processed only on issue of the relieving letter.
15. Please confirm your acceptance of the above terms and conditions of service by signing the duplicate copy of this letter and report to the Principal, Rajarambapu College of Pharmacy, Kasegaon within seven days of the receipt of this letter, else the management shall presume that the offer made by the management is not acceptable to you.
16. We take this opportunity to welcome you to the Kasegaon Education Society and wish you a long association and fruitful career with us. We do hope that you would put in your best efforts to perform your duties to the fullest satisfaction of the management.

Received

VSR



Principal, G. Sawant
Secretary,
Kasegaon Education Society, Kasegaon.

C/o. Rajarambapu Institute of Technology, Rajaramnagar (Islampur), Tal. Walwa, Dist



Emul

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



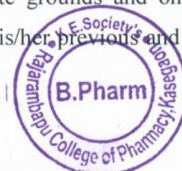
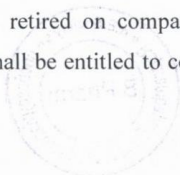
LEAVE RULES

Kasegaon Education Society's Rajarambapu College of Pharmacy, Kasegaon

2. LEAVE RULES

1. LEAVES

- (1) The employee shall be entitled for leave, generally in proportion to the period of service/duty and of the kind specified herein below.
- (2) The employee may be granted leave only on his/her request.
- (3) The principal may sanction the leave applied for, and shall not alter the nature of leave, except with the request/consent of the teacher.
- (4) The employee may combine one kind of leave with another, subject to the limit of aggregate period of absence as may be prescribed under these statutes.
- (5) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner, indicating the nature and probable duration of illness.
- (6) If the employee frequently applies for medical leave with short intervals, he/she may be referred to the Medical Authority to examine the state of his/her health, the period of recovery and whether he/she would be fit for duty after rest and treatment.
- (7) The employee, on leave, shall not engage himself in any other employment, trade or business, either full -time or part-time except public service of casual nature or such other work.
- (8) Ordinarily the employee shall resume his/her duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the principal condones the irregularity, for reasons to be recorded.
- (9) The employee discharged or removed, on account of misconduct if reappointed, the leave to his/her account prior to date of ceasing to be in service shall lapse and he/she shall not be entitled to claim leave in respect of service rendered prior to his/her discharge, removal as the case may be.
- (10) If the employee, retired on compassionate grounds and on invalid pension, is reemployed, he/she shall be entitled to count his/her previous and subsequent services towards leave.



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



2. COMPETENT AUTHORITY TO SANCTION LEAVE

The following shall be the competent authority to sanction leave under these rules :

1. For Principal

The Chairman /Secretary, Kasegaon Education Society, Kasegaon. Dist. Sangli.

Maharashtra, India.

2. For teaching and non teaching staff

The Principal, Rajarambapu College of Pharmacy, Kasegaon, Dist. Sangli. Maharashtra,

India

3. RIGHT OF LEAVE

Leave cannot be claimed as a matter of right and when the exigencies of service so demand.

Leave of any description may be refused or revoked by the leave sanctioning authority.

In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

4. COMMENCEMENT AND TERMINATION OF LEAVE

(i) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.

(ii) Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave.

Note: Teachers are normally expected to be present on the last day of the term and on the opening day of the term after vacation. However, in exceptional or special circumstances, combination of vacations might be allowed to any kind of leave except casual leave.

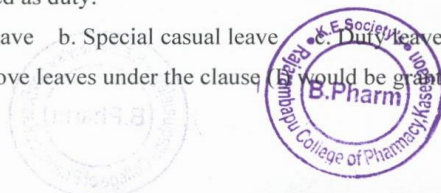
5. KINDS OF LEAVE

The following kinds of leave would be admissible to permanent teachers -

(i) Leave treated as duty:

a. Casual leave b. Special casual leave c. Duty leave d. on duty leave

(Note : The above leaves under the clause (i) would be granted to temporary teachers also.)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



- (ii) Leave earned by duty:
 - a. Earned leave
- (iii) Leave not earned by duty:
 - a. extraordinary leave b. Leave not due
- (iv) Leave not debited to leave account:
 - (a) Leave for academic pursuits
 - a. Study leave b. Sabbatical leave/Academic leave
 - (b) Leave on grounds of health, viz
 - (i) Maternity leave
 - (ii) Paternity leave
 - (iii) Medical leave

The Management Council may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to apply.

i. Leave treated as duty:

a) Casual Leave

- (i) Total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except duty leave, on duty leave, special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

b) Special Casual Leave

- (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher;
- (a) To conduct examination of other university/Public Service Commission/board of examination or other similar bodies/institutions; and
- (b) To inspect academic institutions attached to a statutory board, etc.

Note :

- (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) In addition, special casual leave to the extent mentioned below may also be granted;
 - (a) To undergo sterilization operation (vasectomy or tubal ligation) under family welfare programme.



Amud

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Leave in this case will be restricted to six working days; and

(b) To a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

(iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

c) Duty Leave

i. Duty leave may be granted for :

a) Attending conferences, symposia and seminars, examination work with the permission of the Principal. This leave should be given also for attending meetings in the UGC, DST, etc, where a teacher is invited to share expertise with academic bodies, government or NGOs.

b) Delivering lectures in institutions and universities at the invitation of such institutions or universities and approved by the principal.

c) Participating in a delegation or working on a committee appointed by the Government of India, state government, the University Grants Commission, a sister university or any other academic body, and

ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;

iii. Duty leave may be combined with earned leave, medical leave and extraordinary leave.

iv. If a teacher performs any other duty for the university he/she shall treated as duty leave. In such case this period of his/her absence shall not be counted with the period of duty leaves.

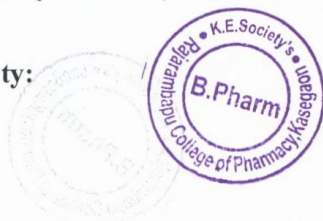
d) ON DUTY LEAVE

i. If the faculty is permitted for official work of the college shall be entitled to avail such leaves.

ii. Practical and theory examination, examination related works of Shivaji university, Kolhapur.

iii. Attending seminar/ workshop at university level.

ii. Leave earned by duty:



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

a) EARNED LEAVE

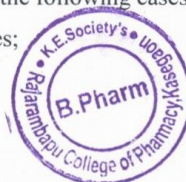
- i. The Principal and office nonteaching staff are entitled to avail earned leave shall not be entitled vacation to which are ordinarily granted to teachers.
 - The earned leave shall be credited, in advance, in two installments of 15 days each on the first day of January and July of every calendar year.
 - A teacher on earned leave is entitled to leave salary equal to the monthly salary to which the teacher is entitled immediately before the commencement of the leave.
- ii. Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- iii. During the vacation, if the teacher is detained for non-remunerative work in connection with college activities such as Youth Festivals, co-curricular activities as well as the college activities such as NSS etc, if an extra-remuneration for them is not paid, etc., then he/she shall be entitled to earned leave to the extent of 1/3 of the days spent on duty during the vacation.
 - **Note 1:** In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
 - **Note 2:** Encashment of earned leave shall be allowed to non-vacation members of the teaching staff.

iii. Leave not earned by duty:**a) EXTRAORDINARY LEAVE**

- (i) A permanent teacher may be granted extraordinary leave if approved by Management Council when;
 - (a) No other leave is admissible; or
 - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall not be counted for increment except in the following cases;
 - (a) Leave taken on the basis of medical certificates;



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



[Back to Index](#)

(b) Cases where the principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural, calamity, provided the teacher has no other kind of leave to his/her credit.

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

iii. Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

iv. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

b. Leave Not Due

(i) Leave not due, at the discretion of the Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii) 'Leave not due' shall not be granted unless the Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Management Council.

Provided further that the Management Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



(iv) Leave not debited to leave account:

a. Leave for academic pursuits

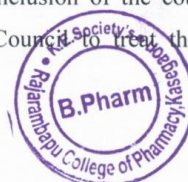
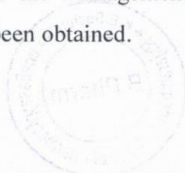
a) STUDY LEAVE

Study leave may be granted after a minimum of 3 years of continuous serve, to pursue a special line of study or research directly related to his/her work in the college or to make a special study of the various aspects of college organization and methods of education.

The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the research guide. Care should be taken that the number of teachers given study leave, does not exceed the ten percentage of permanent teachers in any department. Provided that the Management Council may, in the special circumstances of a case, waive the condition of three years of service being continuous.

➤ Explanation:

- i. In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided.
- ii. The person is a teacher on the date of the application; and (b) there is no break in service.
- iii. Study leave shall be granted by the Management Council on the recommendation of the concerned principal. The leave shall not be granted for more than two years in one spell, except in very exceptional cases in which the Management Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the college.
- iv. Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he/she is expected to return to duty after the expiry of study leave.
- v. Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- vi. No teacher who has been granted study leave shall be permitted to alter substantially the course of study of the programme of research without the permission of the Management Council. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Management Council to treat the period of shortfall as ordinary leave has been obtained.



Emu

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

- vii. Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- viii. The amount of scholarship, fellowship or other financial assistance that his/her being granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- ix. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- x. A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- xi. Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- xii. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- xiii. A teacher availing himself/herself of study leave shall undertake that he/she serve the college for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave. Otherwise he/she has to refund basic salary accumulated during the period of study leave to the college.
- xiv. After the leave has been sanctioned, the teacher shall before availing himself/herself of the leave, execute a bond in favor of the college binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) above and give security of immovable property to the satisfaction of the management council or a fidelity bond of




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub clause (xii) above.

- xv. The teacher shall submit to the principal, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach to the principal within one month of the expiry of every six months of the study leave. If the report does not reach the principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

b. SABBATICAL LEAVE/ACADEMIC LEAVE

- i. Regular full-time teachers of the college who have completed seven years of service as Assistant Professor or Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the department and higher education system.
- ii. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- iii. A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.
- iv. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- v. A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under any organization in India or abroad. He/She may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Management Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- vi. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

- **Note - I** The programme to be followed during sabbatical leave shall be submitted to the principal for approval along with the application for grant of leave.
- **Note - II** On return from leave, the teacher shall report to the principal the nature of studies, research or other work undertaken during the period of leave.

Leave on grounds of health,

MATERNITY LEAVE

- i. Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire service. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her service is not more than 45 days, and the application for leave is supported by a medical certificate.
- ii. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
 - a. Female teachers may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child as per government resolution made from time to time rearing activities.
 - b. Where both husband and wife are working under Kasegaon Education Society's, Kasegaon, the creation of earned and half-pay leave bank may be permitted and only the female teacher may be allowed to avail of the leave admissible to both together for rearing of very young children;

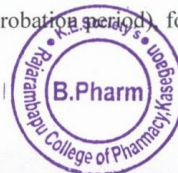
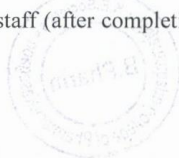
Provided that, such period shall not exceed more than six years in entire service; Provided further that, the female teacher shall be allowed to avail this leave facility if she has no other leave to her credit and there is earned leave to the credit of her husband.

PATERNITY LEAVE:

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

Medical /Private Leave:

Medical /Private leave is admissible for a period of ten days to teaching and non teaching faculty who are regular staff (after completion of probation period) for ad-hoc appointments for a period of five days.



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

A LEAVE SANCTIONING AUTHORITY**Types of leave**

- 1) All types of leave to Principal/
Head of recognize Institution,
Study leave and extra ordinary
- 2) All types of leave to teachers
Other than those specified above

sanctioning authority

Chairman/ Secretary of the
Governing Body

Principal of the college




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Kasegaon Education Society's
Rajarambapu College of Pharmacy, Kasegaon.
APPLICATION FOR CASUAL LEAVE

To,
 Principal,
 R.C.P. Kasegaon

Date 30 / 12 / 2020

Applicant... Mrs. Ashwini Jadhav
 Designation... Assistant Professor

Sir,

I may please be sanctioned '**CASUAL LEAVE**' for.....1.....
 days on...31/12/2020.....as it will not be possible for me to
 attend my duties because of my personal difficulties.

Total casual leaves to my account are

The alternative arrangements made are as under :-

Ashwini
 30/12/20
 Signature of Applicant

Sanctioned / Not Sanctioned

Remarks.....

Office Superintendent

PRINCIPAL

Details of Alternative Arrangements:

Date	Class	Lect / Pract.	Name	Signature
31/12/2020	D.C.P. Secord	Lect (10-11 am)	Miss A. K. Shewale	<i>Ashwini</i>
31/12/2020	- 1 -	Practical (1-2 pm)	Mr. S. S. Madone	<i>S.S. Madone</i>



Ashwini
 PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)



Kasegaon Education Society's

Rajarambapu College of Pharmacy, Kasegaon.

APPLICATION FOR DUTY LEAVE

To,
Principal,
R.C.P. Kasegaon

Date 30/10/21

Applicant... Dr. N. R. Satunkhe
Designation... Professor

Sir,

I may please be permitted '**ON DUTY**' for.....01.....days,
as I am going for the official reason as given below. The dates on which.
I request the kind sanction, from 24/10/21 to

The alternative arrangements made are as given below. Official
reason for On-Duty leave.....Local Inspection.....

Committee of College of Pharmacy,
Kasabe Digraj,

Signature of Applicant [Signature]

Sanctioned / Not Sanctioned

Remarks.....

[Signature]

Office Superdent

PRINCIPAL

Details of Alternative Arrangements:

Date	Class	Lect / Pract.	Name	Signature
<u>31/10/21</u>	<u>T.Y</u>	<u>Pract</u>	<u>G H Wankar</u>	<u>[Signature]</u>



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Kasegaon Education Society's
Rajarambapu College of Pharmacy, Kasegaon.
APPLICATION FOR EARN LEAVE

Date : 24/02/2023

To,
 Principal,
 R. C. P. Kasegaon

Applicant Smt. K.B. Yadav

Designation Jr. Clerk

Sir,

I may please be sanctioned ' EARN LEAVE ' for 13 days on-
~~10/02/2023 to 22/02/23~~ as it will not be possible for me to attend my duties
 because of my personal difficulties.

Total Earn leaves to my account are 298

The alternative arrangements made are as under - (10 days)

Signature of applicant

Sanctioned / Not Sanctioned

Remarks :

.....

Office Superintendent

PRINCIPAL

Details of Alternative Arrangements :

Date	Class	Lect./Pract.	Name	Signature



Rajarambapu College of Pharmacy
 Kasegaon.



PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)



3

Kasegaon Education Society's

Rajarambapu College of Pharmacy, Kasegaon.

Tal. Walwa, Dist. Sangli.

MEDICAL LEAVEName of Staff Dr. Salunkhe Vijaykumar Rajaram Professor

Leave Period	No. of Days	Balance	Record by	Peri
Open Balance	05	05		
July-17				
03/08/2017 to 04/08/2017	02	03		
Jan-18 (Credited)	05	08		
06/02/2018	01	07		



I/c. Principal
Rajarambapu College of Pharmacy
Kasegaon.



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

5

Kasegaon Education Society's
Rajarambapu College of Pharmacy, Kasegaon.
 Tal. Walwa, Dist. Sangli.
EARN LEAVE

Name of Staff shri sathe nagesh nivrutti , sr. clerk

Leave Period	No. of Days	Balance	Record by	Peri
Open Balance				
July-17	15	15		
(credited) Jan-18	15	30		
16/04/2018 to 20/04/2018	05	25		
28/5/2018 to 31/5/2018	04	21		
01/6/2018 to 8/6/2018	08	13		
2016-17 (cay)	40	53		

Principal
 Rajarambapu College of Pharmacy
 Kasegaon.

Principal
 Rajarambapu College of Pharmacy
 Kasegaon

Kasegaon Education Society's
RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON.
Tal. - Walwa, Dist. - Sangli.

CAUSAL LEAVE


Staff: Dr. V.P. Salunke


Leave Period	No. of Days	Balance	Record by	Period
Balance				
July 2021	04	04		
29/09/2021	01	03		
1 for late (Sept-21)	1/2	2 1/2		
13/10/2021	01	1 1/2		
20/11/2021	01	0 1/2		
Jan-2022 (1st)	04	4 1/2		
1 for late (Nov-21)	02	2 1/2		
09/12/2021	01	1 1/2		
16/12/2021	01	0 1/2		
02/01/2022	02	Nil		

Kasegaon Education Society's
RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON.
Tal. - Walwa, Dist. - Sangli.

OFFICE DUTY LEAVE

OD. Period	No. of Days	Record by	Principal
27/09/2021 LIC Inspection	01	-	
04/10/2021	01		
22/10/2021	01		
23/02/2022	01	FBP	
13/04/2022	01	Sub report	


Prin
Prinicipal
Rajarambapu College of Pharmacy
Kasegaon.






PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

**SERVICE BOOK****Kasegaon Education Society's
Rajarambapu College of Pharmacy, Kasegaon****3 SERVICE BOOK**

1. The service book of a teacher, as prescribed by the government, shall be maintained by the principal/ and service book of principal shall be maintained by the management.
2. The service book shall contain the record of the service of each teacher covering all essential events in his/her official career such as (a) date of birth, (b) caste, (c) marks of identification, (d) permanent address (e) qualifications, (f) first appointment, (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (h) substantive or officiating nature of appointment, (i) the scale of pay applicable, (j) basic pay, (k) increment(s) sanctioned, (l) stoppage of increment; for any reason(s), (m) punishment with relevant offense or misconduct, (n) leaves, except casual leave, granted from time to time, (o) refresher courses and orientation courses and additional qualifications, if any, (p) such other relevant entries.
3. The date of birth of the teacher shall be carefully recorded in the service book only at the time of joining the service in the college shall be verified with reference to the documentary evidence such as S.S.C. Certificate or extract of birth register from appropriate authority, such as Municipal Council or Corporation, Tahashildar village record. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.
(b) In case of inaccurate entry of the date of birth, the teacher may apply in writing. The principal/chairman shall, after satisfying itself about the bonafides of the date of entry regarding the date of birth, issue order for correction to be made in the service book and attest the correction thereof. However, such correction shall be made only within five years from the date of his/her first joining the service, and no correction shall be made thereafter under any circumstances.

[Back to Index](#)

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

4. Whenever the teacher is reduced to a lower pay scale, grade or post, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the service book with due authentication by the Principal.
5. The Principal/ (secretary / chairman for the Principal) shall keep the office copy of the service book in safe custody and shall not allow it to remain with the teacher.
6. The teacher may peruse the entries in his/her service book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and his/her signature obtained thereon.
7. A duplicate copy of the service book shall be supplied to the teacher.
8. The Principal/chairman may cause to verify periodically the service book of each teacher for correctness of entries.
9. A signature of the concerned teacher shall be taken in the service book within one month after the entry of annual increment.

PERSONAL FILE:

The appointing/principal may retain the assessment report and other reports of the teacher in a separate personal file. Any letter of appreciation for good work or memo for misdemeanour, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such file. The principal/chairman shall be the competent for this purpose.

SENIORITY OF TEACHERS:

Seniority of the teachers working in the college shall be determined as below:

- i. The Principal of Rajarambapu College of Pharmacy, Kasegaon shall be senior most teacher.
- ii. Professor shall be senior than associate professor and associate professor shall be senior than assistant professor.

The seniority of the teachers working in the college shall be decided on the basis of their date of joining the duties in the college or on total experience of teacher, whichever is higher under the same category.



[Back to Index](#)




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

**RESIGNATION:**

A teacher may resign from the service of institution by giving one month notice or one month basic in lieu of it if he/she is temporary or appointment by local staff selection committee. Three months notice is required for the teacher who is confirmed/ approved by university or three month's basic in lieu of it.

CONTRACT SERVICE:


Contract services of the teacher shall be appointed for a specific period to meet the requirement of institution.

SUPERANNUATION:

The age of superannuation for teacher of the RCP, Kasegaon shall be sixty years and for principal is sixty two years, thereafter extension in service shall be given, if necessary.

A teacher who retires on reaching the age of superannuation shall be paid all the arrears at the time of retirement due to him/her. However, the Management may re-employ a teacher, who is, due to superannuate in the middle of the academic year, on attaining the age of 60 years, till the end of that academic year only. During the period of reemployment which will be deemed as temporary service, the teacher shall not earn increment and shall not contribute to the Provident Fund. The period of re-employment shall also not count for the purpose of payment of gratuity and pension.




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

Service Book of Teaching Staff


SERVICE BOOK
सेवा पुस्तक


TO BE KEPT BY GAZETTED & NON - GAZITTED OFFICER
राजपत्रित व अराजपत्रित शासकीय कर्मचाऱ्यांकरिता

(शासकीय अधिसूचना, वित्त विभाग,
क्र. २७०६ सी, दिनांक १२ नोव्हेंबर १९३५ (मध्ये प्रस्थापित),
महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ च्या अधीन)

नांव : डॉ. विजय बाजाराम खोडसरे

पद :

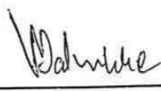
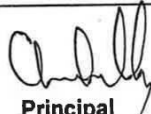



Principal
Rajarambapu College of Pharmacy
Kasegaon.






PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

१)	पूर्ण नांव - श्री. विजय राजाराम सांकुशे	2
२)	धर्म, जात (प्रवर्गसह) हिंदू मराठा	
३)	(अ) सध्याचा पत्ता - मु.पो. वडगाव हवेली ता. कशह जि. सांगली (ब) घोषित केलेले स्वग्राम व पत्ता - वशील प्रमाणे	
४)	वडिलांचे नांव व राहण्याचे ठिकाण - श्री. राजाराम रामचंद्र सांकुशे.	
५)	जन्मदिनांक नक्की करून तो ख्रिस्ती सनाप्रमाणे लिहिता येईल तेवढा अचूक लिहावा. २०/०१/२००२	
६)	तंतोतंत उंची - ५ फुट ६ इंच	
७)	ओळखण्यासाठी अंगावरील खुणा - उजव्या हाताच्या पंज्यावर काळा तीळ	
८)	(अ) नियुक्तीच्या वेळची शैक्षणिक अर्हता - (ब) नियुक्तीनंतर प्राप्त केलेले शैक्षणिक अर्हता -	
९)	शासकीय कर्मचाऱ्याची दिनांकित सही -	
१०)	क्रमांक १ ते ९ मधील नोंदी तपासल्याबद्दल कार्यालय प्रमुखाची अथवा इतर कोणत्याही साक्षांकन अधिकाऱ्याची दिनांकित सही व पदनाम.	 Principal Rajarambapu College of Pharmacy Kasegaon.
११)	वैद्यकीय तपासणीचा अहवाल :- (एक) प्रमाणपत्र क्रमांक व दिनांक :- (दोन) प्रमाणपत्र देणारा अधिकारी व त्याचे पदनाम :-	
टीप :- या पृष्ठावर नोंदी निदान प्रत्येक पाच वर्षांनंतर नव्याने करण्यात याव्यात किंवा त्या पुन्हा साक्षांकित करण्यात याव्यात.		
		 Principal Rajarambapu College of Pharmacy Kasegaon.
		

[Back to Index](#)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

जो अराजपत्रित शासकिय कर्मचारी इंग्रजीत, हिंदीत किंवा मराठीत आपली सही करण्याइतपत साक्षर नसेल अशा कर्मचाऱ्यांच्या अंगठ्याचे व बोटाचे घ्यावेत. 3



टीप : - निवृत्तितेनाबाबत होणारा त्रास टाळण्यासाठी पुढील परिस्थितीसंबंधात सेवा पुस्तकांत पुढील प्रश्नांची स्पष्ट उत्तरे दिलेली असतील, याची फि काळजी घ्यावी.

परिस्थिती

प्रश्न

१) कायम कनिष्ठ कर्मचाऱ्याची वरिष्ठ श्रेणीत जेव्हा स्थानापन्न म्हणून काम करण्यासाठी नियुक्ती करण्यात आली असेल.

रिक्त पदाचे स्वरूप कोणते? हे पूर्ण रिक्त पद आहे की दुसरा एका अधिकारी त्याच पदावरील नेमणुकीचा तोच कालावधी निवृत्तितेनासाठी हिशेबात घेत आहे?

सेवेचा प्रारंभ जेव्हा पुढीलप्रमाणे होत असेल :-

२) "स्थानापन्न"

वरिलप्रमाणे

३) "परिवीक्षाधीन"

ही विशेषरीत्या नेमून दिलेली परिवीक्षाधीन नेमणूक आहे की, (२) खालील प्रकरण आहे?

४) तात्पुरत्या नेमणुकीत स्थानापन्न

तात्पुरती नेमणूक नंतर कायम करण्यात आली काय?

५) निलंबित केल्यानंतर पुन्हा सेवेत घेऊन

निलंबनाचा कालावधी रजा व निवृत्तितेना यासाठी हिशेबात घेत आदेश देण्यात आले आहेत काय?



[Signature]
Principal
Rajarambapu College of Pharmacy
Kasegaon.

[Back to Index](#)



[Signature]
PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



4

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्याने दिलेले प्रमाणपत्र

प्रमाणित करण्यात येते की, सेवा पुस्तकाच्या पहिल्या पृष्ठावरील सर्व नोंदी मी रीतसर पुनःसाक्षांकित केल्या आहेत आणि
* चा अपवाद करता त्या बरोबर असल्याचे आढळून आले.

दिनांक

कार्यालय प्रमुखाची सही
PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्याने दिलेले प्रमाणपत्र

प्रमाणित करण्यात येते की, सेवा पुस्तकाच्या पहिल्या पृष्ठावरील सर्व नोंदी मी रीतसर पुनःसाक्षांकित केल्या आहेत आणि
* चा अपवाद करता त्या बरोबर असल्याचे आढळून आले.

दिनांक

कार्यालय प्रमुखाची सही
PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्याने दिलेले प्रमाणपत्र

प्रमाणित करण्यात येते की, सेवा पुस्तकाच्या पहिल्या पृष्ठावरील सर्व नोंदी मी रीतसर पुनःसाक्षांकित केल्या आहेत आणि
* चा अपवाद करता त्या बरोबर असल्याचे आढळून आले.

दिनांक

कार्यालय प्रमुखाची सही

* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्याने दिलेले प्रमाणपत्र

प्रमाणित करण्यात येते की, सेवा पुस्तकाच्या पहिल्या पृष्ठावरील सर्व नोंदी मी रीतसर पुनःसाक्षांकित केल्या आहेत आणि
* चा अपवाद करता त्या बरोबर असल्याचे आढळून आले.

दिनांक

कार्यालय प्रमुखाची सही

* अपवाद नसेल तेव्हा हे खोडून टाकावेत.



Principal
Rajarambapu College of Pharmacy
Kasegaon.



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

5

नमुना "अ"

मृत्यू - नि - सेवानिवृत्ती उपदानाकरिता नामनिर्देशन

(जेव्हा सरकारी कर्मचाऱ्याला कुटुंब असेल आणि त्याला त्यापैकी एका व्यक्तीला नामनिर्देशित करावयाचे असेल.)

मी याद्वारे माझ्या कुटुंबातील खाली उल्लेखलेल्या व्यक्तीस नामनिर्देशित करीत आहे आणि मी सेवेत असतांना मृत्यू पावल्यास शासनाकडून मंजूर केल्याने कोणतेही उपदान स्विकारण्याचा व तसेच माझा मृत्यू झाल्यास सेवानिवृत्तीच्यावेळी मला अनुज्ञेय होणारे परंतु माझ्या मृत्यूसमयी अदत्त असेल कोणतेही उपदान स्विकारण्याचा अधिकार तिला प्रदान करीत आहे.

नामनिर्देशित व्यक्तीचे नांव व पत्ता	शासकीय कर्मचाऱ्याशी नाते	वय	* ज्या घटना घडल्यास नामनिर्देशन अग्रगण्य ठरेल अशा घटना	वर नामनिर्देशित व्यक्ती सरकारी कर्मचाऱ्याच्या आधी मृत्यू पावली किंवा सरकारी कर्मचाऱ्याच्या मृत्युनंतर परंतु उपदानाची रक्कम घेण्यापूर्वी मृत्यू पावला तर नामनिर्देशित व्यक्तीला प्रदान केलेला अधिकार जिला/ज्यांना प्राप्त होईल अशी/अशा व्यक्ती असल्यास तिचे नांव पत्ता व नाते/त्यांची नांवे, पत्ते व नाती	* प्रत्येकास देय असलेले उपदानाची रक्कम किंवा तिचा हिस्सा
१	२	३	४	५	६
श्री. वैशाळी विजय साठूरे	पत्नी	३२	श्री स्वतः		
श्री. अंकार विजय साठूरे	दुसऱ्या	११	७ वर्षे केल्यास		

मी पूर्वी दि. रोजी केलेले नामनिर्देशन जे आता रद्द झाले आहे. त्यास हे नामनिर्देशन अधिकृतित केल्याने दि. माहे ... सन ठिकाण

सहीस साक्षीदार -

१)
२)

(अराजपत्रित शासकीय कर्मचाऱ्याच्या बाबतीत कार्यालय प्रमुखाने भरावयाचे)

कार्यालय प्रमुखाची सही

नामनिर्देशन करणाऱ्या कर्मचाऱ्याचे नांव
पदनाम दिनांक
कार्यालय पदनाम

* या स्तंभात सरकारी कर्मचाऱ्याने 'मृत्यू' ही अशी एक घटना म्हणून निर्देशित करू नये.
* हा स्तंभ उपदानाची संपूर्ण रक्कम समाविष्ट होईल अशा रितीने भरावा.

Principal
Rajarambapu College of Pharmacy
Kasegaon.

Principal
Rajarambapu College of Pharmacy
Kasegaon.

नमुना 'इ' 6

कुटुंब निवृत्तवेतनासाठी नामनिर्देशन

१० वर्षांच्या अर्हकारी सेवासमाप्तीनंतर माझा मृत्यू झाल्यास शासनाकडून मंजूर करण्यात यावयाचे कुटुंब निवृत्तीवेतन, माझ्या कुटुंबियांपैकी खाली उल्लेखिलेल्या व्यक्तींना खाली दर्शविल्या क्रमाने मिळण्यास मी या द्वारे नामनिर्देशित करीत आहे.

नामनिर्देशित व्यक्तीचे नांव व पत्ता	शासकीय कर्मचाऱ्याशी नाते	वय	विवाहित कि अविवाहित
१	२	३	४
सौ. वैशाळी विजय स्तोडूखे	पत्नी	३२	विवाहित
सौ. आर. विजय स्तोडूखे.	२०२११	११	

मी पूर्वी रोजी केलेल्या नामनिर्देशनास हे नामनिर्देशन अधिकृतित करीत आहे आणि ते पूर्वीचे नामनिर्देशन रद्द झाले आहे असे धरण्यात येईल.

टीप : शेवटच्या नोंदीखालील रिकाम्या जागेत शासकीय कर्मचाऱ्याने तिरप्या रेषा माराव्यात, म्हणजे त्याने हे नामनिर्देशन स्वाक्षरीत केल्यानंतर त्यात कोणासही आणखी एखादे नांव समाविष्ट करता येणार नाही.

ठिकाण

दिनांक

सहीस साक्षीदार

१)

२)

(अराजपत्रित कर्मचाऱ्याच्या बाबतीत कार्यालय प्रमुखाने भरावयाचे)


नामनिर्देशन करणाऱ्या कर्मचाऱ्याचे नांव


कार्यालय प्रमुखाची सही


पदनाम

दिनांक


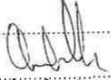
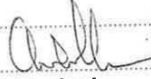
कार्यालय



 शासकीय कर्मचाऱ्याची सही



Principal
 Rajarambapu College of Pharmacy
 Kasegaon.



8

स्तंभ १ ते ८ ह्यांच्या साक्षांकनाबद्दल कार्यालय प्रमुखाची अथवा इतर साक्षांकन अधिकाऱ्याची सही व पदनाम	नियुक्तीची मुदत संपल्याचा दिनांक	नियुक्ती संपल्याचे कारण (उदाहरणार्थ पदोन्नती, पदावनती, बदली, बडतर्फी इत्यादी)	कार्यालय प्रमुखाची अथवा इतर साक्षांकन अधिकाऱ्याची सही (१० व ११ बाबत)	घेतलेल्या रजेचे स्वरूप, कालावधी आणि संदर्भ क्रमांक व दिनांक	झालेली शिक्षा/ ठेवलेला टपका/ मिळालेले बक्षीस/ प्रशंसनीय कामगिरी/ रजा प्रवास सवलत/ इत्यादी आणि संदर्भ क्रमांक व दिनांक	कार्यालय प्रमुखाची अथवा इतर साक्षांकन अधिकाऱ्याची सही (१३ व १४ बाबत)
९	१०	११	१२	१३	१४	१५
	31-5-12	Appointed as a pharmacognosy	01-18-2-2011	Associate professor	vide Letter no. 81/2016-11	
 Principal Rajarambapu College of Pharmacy Kasegaon.						
	31-5-13	Appointed as a Assistant professor in Quality Assurance	vide Letter no. 537/1A/32/2012-13		Dated - 29-6-12	
 Principal Rajarambapu College of Pharmacy Kasegaon.						
		Appointed as a Associate professor in Quality Assurance	vide Letter no. 1046/1/2012		Dated 9-1-13	
 Principal Rajarambapu College of Pharmacy Kasegaon.					Appointed as Associate professor in Quality Assurance through University staff selection committee (vide let no:- SU/T-1/BSP/9343 dated 12-1-2	




Principal
Rajarambapu College of Pharmacy
Kasegaon.

[Back to Index](#)




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

नियुक्ती पदनाम व वेतनश्रेणी	नियुक्ती कायम आहे की स्थानापन्न तसेच ती स्थायी आहे की अस्थायी	नियुक्ती स्थानापन्न असेल तर (१) कायम नियुक्ती आणि (२) ज्या पदावर कर्मचाऱ्याला स्थानापन्न नियुक्ती देण्यात आली त्या मूळ रिक्त पदाचे स्वरूप नमूद करावे	कायम नियुक्ती-मधील वेतन	स्थानापन्न नियुक्ती-बदल जादा वेतन	'वेतन' या संज्ञेत समाविष्ट होणारी इतर वित्तलब्धी	नियुक्ती दिनांक	शासकीय कर्मचाऱ्यांचे सही
१	२	३	४	५	६	७	८
Associate Prof. in Quality Assurance (37400-67000)			24050/-			1-7-13	Wali
Associate Prof. in Quality Assurance			25020/-			1-7-14	Wali
Associate Prof. in Q. A.			40240/-			1-7-15	Wali
Associate Prof. in Quality Assurance			41720/-			1-7-16	Wali
Professor in			41720/-			1-11-16	Wali

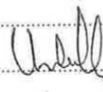
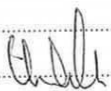
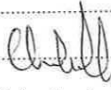
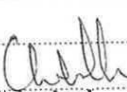
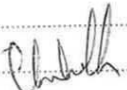




Principal
Rajarambapu College of Pharmacy
Kasegaon.

[Back to Index](#)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

10						
स्तंभ १ ते ८ ह्यांच्या साक्षांकनाबद्दल कार्यालय प्रमुखाची अथवा इतर साक्षांकन अधिकाऱ्याची सही व पदनाम	नियुक्तीची मुदत संपल्याचा दिनांक	नियुक्ती संपल्याचे कारण (उदाहरणार्थ पदोन्नती, पदावनती, बदली, बडतर्फी इत्यादी)	कार्यालय प्रमुखाची अथवा इतर साक्षांकन अधिकाऱ्याची सही (१० व ११ बाबत)	घेतलेल्या रजेचे स्वरूप, कालावधी आणि संदर्भ क्रमांक व दिनांक	झालेली शिक्षा/ ठेवलेला ठपका/ मिळालेले बक्षीस/ प्रशंसनीय कामगिरी/ रजा प्रवास सवलत/ इत्यादी आणि संदर्भ क्रमांक व दिनांक	कार्यालय प्रमुखाची अथवा इतर साक्षांकन अधिकाऱ्याची सही (१३ व १४ बाबत)
१	१०	११	१२	१३	१४	१५
 Principal Rajarambapu College of Pharmacy Kasegaon		Increment.				
 Principal Rajarambapu College of Pharmacy Kasegaon		increment				
 Principal Rajarambapu College of Pharmacy Kasegaon	30-6-16	Increment.				
 Principal Rajarambapu College of Pharmacy Kasegaon	30-6-17	increment				
 Principal Rajarambapu College of Pharmacy Kasegaon	30-6-17	Increment				
				 Principal Rajarambapu College of Pharmacy Kasegaon		
						

[Back to Index](#)

नियुक्ती पदनाम व वेतनश्रेणी	नियुक्ती कायम आहे की स्थानापन्न तसेच ती स्थायी आहे की अस्थायी	नियुक्ती स्थानापन्न असेल तर (१) कायम नियुक्ती आणि (२) ज्या पदावर कर्मचाऱ्याला स्थानापन्न नियुक्ती देण्यात आली त्या मूळ रिक्त पदाचे स्वरूप नमूद करावे	कायम नियुक्ती-मधील वेतन	स्थानापन्न नियुक्ती-बद्दल जादा वेतन	“वेतन” या संज्ञेत समाविष्ट होणारी इतर वित्तलब्धी	नियुक्ती दिनांक	शार कर्मच र
१	२	३	४	५	६	७	८
Professor			43280			1-7-17	W
Professor			44880			1-7-18	W
Professor			46530			1-7-19	W
Professor			48230			1-7-20	
Professor			49980			1-7-21	
						1/6/22	


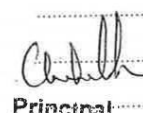
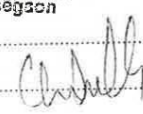
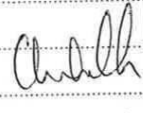
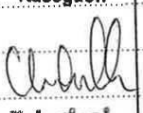



Principal
Rajarambapu College of Pharmacy
Kasegaon.

[Back to Index](#)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

12						
स्तंभ १ ते ८ ह्यांच्या साक्षांकनाबद्दल कार्यालय प्रमुखाची अथवा इतर साक्षांकन अधिकाऱ्याची सही व पदनाम	नियुक्तीची मुदत संपल्याचा दिनांक	नियुक्ती संपल्याचे कारण (उदाहरणार्थ पदोन्नती, पदावनती, बदली, बडतर्फी इत्यादी)	कार्यालय प्रमुखाची अथवा इतर साक्षांकन अधिकाऱ्याची सही (१० व ११ बाबत)	घेतलेल्या रजेचे स्वरूप, कालावधी आणि संदर्भ क्रमांक व दिनांक	झालेली शिक्षा/ ठेवलेला ठपका/ मिळालेले बक्षीस/ प्रशंसनीय कामगिरी/ रजा प्रवास सवलत/ इत्यादी आणि संदर्भ क्रमांक व दिनांक	कार्यालय प्रमुखाची अथवा इतर साक्षांकन अधिकाऱ्याची सही (१३ व १४ बाबत)
१	१०	११	१२	१३	१४	१५
 Principal Rajarambapu College of Pharmacy Kasegaon	30-6-18	Increment				
 Principal Rajarambapu College of Pharmacy Kasegaon	30-6-2019	Increment				
 Principal Rajarambapu College of Pharmacy Kasegaon	30-6-20	Increment				
 Principal Rajarambapu College of Pharmacy Kasegaon	30-6-21	Increment				
 Principal Rajarambapu College of Pharmacy Kasegaon	31/5/22	Revised Pay Increment				
 Principal Rajarambapu College of Pharmacy Kasegaon	30/6/22	वेतन वाढ				

[Back to Index](#)


Service Book of Non-Teaching Staff


SERVICE BOOK
सेवा पुस्तक

TO BE KEPT BY NON-GAZETTED OFFICER
अराजपत्रित शासकीय कर्मचाऱ्यांकरिता

[शासकीय अधिसूचना, वित्त विभाग, क्र. २७०६-सी, दिनांक १२ नोव्हेंबर १९३५
(मध्ये प्रस्थापित), महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ च्या अधीन]

Shri. Sanjay Tukaram Gurav.


Principal
Rajarambapu College of Pharmacy
Kasegaon.



[Back to Index](#)




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

Criterion - VI - Governance, Leadership and Management

(2)

(1) Name- श्री. Sanjay Tukaram Gurav
(१) नाव- श्री. सांजय तुकाराम गुरव

PRINCIPAL
Kasegaon Education Society's
Rajarambapu College of Pharmacy
Kasegaon, Dist. Sangli. Verified as per L.C.

(2) Religion- Hindu - Gurav
(२) राहण्याचे ठिकाण- A/P - Kapuskhed, Tal - Walwa,
Dist - Sangli.

(3) Residence-
(३) राहण्याचे ठिकाण-

(4) Father's Name and Residence- श्री. Tukaram Vitthal Gurav
(४) वडिलांचे नाव व राहण्याचे ठिकाण- A/P - Isapuskhed.

(5) Date of Birth by the Christain Era as
PRINCIPAL
Kasegaon Education Society's
Rajarambapu College of Pharmacy
Kasegaon, Dist. Sangli. Verified as per L.C.
30-09-1969
as early as can be ascertained- 30th September Nineteen Sixty
Nine

(6) Exact height by measurement- 5' 5"
(६) तंतोतंत उंची-

(7) Personal marks for identification- Black spot neck.
(७) ओळखण्यासाठी अंगावरील खुणा-

(8) Educational Qualifications- S.S.C. March-1984 Pune Board
PRINCIPAL
Kasegaon Education Society's
Rajarambapu College of Pharmacy
Kasegaon, Dist. Sangli. Verified as per L.C.
D. Pharm. Oct/Nov-1992 B.T.E. Mumbai

(9) Signature or (non-gazetted) Government servant-
(९) (अराजपत्रित) शासकीय कर्मचाऱ्याची सही-

(10) Signature and designation of the Head of
the Office or other Attesting Officer-
(१०) कार्यालय-प्रमुखाची अथवा इतर कोणत्याही साक्षात्कन-
अधिकाऱ्याची सही व पदनाम-
PRINCIPAL
Kasegaon Education Society's
Rajarambapu College of Pharmacy
Kasegaon, Dist. Sangli.

(11) Report of medical check up-
(i) Certificate No. and date
(ii) Issuing Authority and his designation
(११) वैद्यकीय तपासणीचा अहवाल-
(अ) प्रमाणपत्र क्रमांक व दिनांक
(ब) प्रमाणपत्र देणारा अधिकारी व त्याचे पदनाम-

N. B. - The entries in this page should be renewed or re-attested at least every five years and the signature in lines (9) and (10) should be dated. Finger prints need not be taken afresh every five years under this rule.
टीप :- या पृष्ठावरील नोंदी निदान प्रत्येक पाच वर्षांनंतर पुन्हा नव्याने करण्यात याव्यात किंवा त्या पुन्हा साक्षात्कित करण्यात याव्यात आणि (९) व (१०) या ओळीतील सही खाली तारीख घालण्यात यावी. या नियमान्वये प्रत्येक पाच वर्षांनंतर बोटांचे ठसे नव्याने घेण्याची आवश्यकता नाही.
गट क्र. १

Principal
Rajarambapu College of Pharmacy
Kasegaon.


[Back to Index](#)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

(3)

Left hand "thumb and finger impressions of (non-gazetted). Government servant".
 ("अराजपत्रित) शासकीय कर्मचाऱ्यांच्या" डाव्या हाताच्या "अंगठ्याचे व बोटांचे ठसे".



टीप :- निवृत्ती वेतनाबाबत होणारा त्रास टाळण्यासाठी पुढील परिस्थितिसंबंधात सेवापुस्तकात पुढील प्रश्नांची स्पष्ट उत्तरे दिलेली असतील याची विशेष काळजी घ्यावी.

<p style="text-align: center;">परिस्थिती</p> <p>(१) कायम कनिष्ठ कर्मचाऱ्याची (उदा. बेलीफ इत्यादी रु. १० पेक्षा अधिक वेतन असणाऱ्या वरिष्ठ श्रेणीत जेव्हा स्थानापन्न म्हणून काम करण्यासाठी नियुक्ती करण्यात आली असेल.</p> <p>सेवेचा प्रारंभ जेव्हा पुढीलप्रमाणे होत असेल-</p> <p>(२) 'स्थानापन्न'</p> <p>(३) 'परिवीक्षाधीन'</p> <p>(४) तात्पुरत्या नेमणुकीत 'स्थानापन्न'</p> <p>(५) निलंबित केल्यानंतर पुन्हा सेवेत घेऊन</p> <p>एक एप्रिल रोजी वार्षिक आस्थापना विवरणे सादर करताना प्रत्येक कार्यालय प्रमुखाने वरील मुद्द्यांच्या संदर्भात आपल्या अभिरक्षेत असलेल्या सेवा पुस्तकांचे परिनिरीक्षण करावे. आणि काही शंका असल्यास तिचे निरसन करून घ्यावे व तसे करण्यात आलेले आहे आणि दिनांक ७ ऑगस्ट, १९१८ चा शासकीय आदेश ३०३८ शी सुसंगत पद्धतीने विवरणे जुळतात असे आस्थापना विवरण त. प्रमाणित करावे.</p>	<p style="text-align: center;">प्रश्न</p> <p>रिक्त पदाचे स्वरूप कोणते ? हे पूर्ण रिक्त पद आहे की दुसरा एखादा अधिकारी त्याच पदावरील नेमणुकीचा तोच कालावधी निवृत्ती वेतनासाठी हिशोबात घेत आहे ?</p> <p>[नागरी सेवा नियमातील अनुच्छेद ३७१, अथवा मुंबई नागरी सेवा नियमपुस्तकातील नियम २४० (२)]</p> <p style="text-align: center;">वरीलप्रमाणे</p> <p>ही विशेषरीत्या नेमून दिलेली परिवीक्षाधीन नेमणूक आहे, की केवळ (२) खालील प्रकरण आहे ?</p> <p>तात्पुरती नेमणूक नंतर कायम करण्यात आली काय ?</p> <p>[नागरी सेवा नियमातील अनुच्छेद ३७०, अथवा मुंबई नागरी सेवा नियमपुस्तकातील नियम २४० (१)]</p> <p>निलंबनाचा कालावधी रजा व निवृत्तिवेतन यासाठी हिशोबात घेण्याचे आदेश देण्यात आले आहेत काय ?</p> <p style="text-align: right;">गट क्र. १-अ</p>
---	---

Principal
Rajarambapu College of Pharmacy
Kasegaon.




PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)

1 (१) Name of appointment नियुक्ति पदनाम	2 (२) Whether substantive or officiating and whether permanent or temporary नियुक्ति कायम आहे की स्थानापन्न तसेच ती स्थायी आहे की अस्थायी	3 (३) If officiating state (i) substantive appointment and (ii) nature of the original vacancy in which he officiates [see Article 371, C. S. Rs. and Rule 240 (2) of the Bombay C.S. Rules] नियुक्ती स्थानापन्न असेल तर- (१) कायम नियुक्ति आणि (२) ज्या रिक्त पदावर कर्मचाऱ्याला स्थानापन्न नियुक्ति देण्यात आली आहे त्या मूळ रिक्त पदाचे स्वरूप नमूद करावे. [नागरी सेवा नियमांचा अनुच्छेद ३७१ व मुंबई नागरी सेवा नियम पुस्तिकेतील नियम २४० (२) पहावा.]	4 (४) Pay in substantive appointment कायम नियुक्ती-मधील वेतन		5 (५) Additional pay for officiating स्थानापन्न नियुक्ती-बद्दल वेतन		6 (६) other emoluments falling under the term "pay" वेतन या संज्ञेत समाविष्ट होणारी इतर वित्तलब्धी		7 (७) Date of appointment नियुक्तीची तारीख	8 (८) Signature of (non-gazetted) Government servant (अराजपत्रित) शासकीय कर्मचाऱ्याची सही
			Rs. रु.	P. पैसे	Rs. रु.	P. पैसे	Rs. रु.	P. पैसे		
Lab Assistant 4000-100-6000 Kasegaon Education Society's Rajarambapu College of Pharmacy Kasegaon, Dist. Sangli.	Probation		4000/-					1/3/2007	<i>[Signature]</i>	
Lab Asst. 4000-100-6000	Temporary		4000					1.3.2008	<i>[Signature]</i>	
Lab Asst. 3200 + 85 + 4900	Temporary		3285					1.3.2009	<i>[Signature]</i>	

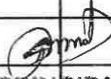


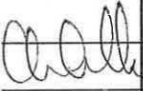
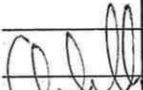



Principal
Rajarambapu College of Pharmacy
Kasegaon.



[Signature]
PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon


[Back to Index](#)

Signature and designation of the Head of the Office or other Attesting Officer in Attestation of Columns 1 to 8 स्तंभ १ ते ८ ह्यांच्या साक्षात्काराबाबत कार्यालय-प्रमुखाची अथवा इतर साक्षात्कार-अधिकार्याची सही व पदनाम	Date of termination of appointment सेवासमाप्तीची तारीख	Reason of termination (such as promotion, transfer, dismissal etc.) कारण (उदाहरणार्थ : बदली, घटली, बडतर्फी इत्यादी)	Signature of the Head of the Office or other Attesting Officer कार्यालय-प्रमुखाची अथवा इतर साक्षात्कार-अधिकार्याची सही	Nature and duration of leave taken घेतलेल्या रजेचे स्वरूप व कालावधी	Reference to any recorded punishment or censure, or reward or praise of the Government servant शासकीय कर्मचार्याला झालेली शिक्षा अथवा त्याच्यावर देवण्यात आलेला ठप्का किंवा त्याला देण्यात आलेले बक्षीस किंवा त्याची प्रशंसा याबाबत असलेल्या कोणत्याही नोंदीचा संदर्भ	Signature of the Head of the Office or other Attesting Officer कार्यालय-प्रमुखाची अथवा इतर साक्षात्कार-अधिकार्याची सही (१३ व १४ बाबत)
9 (९)	10 (१०)	11 (११)	12 (१२)	13 (१३)	14 (१४)	15 (१५)
	29/2/2008					
					Appointed as a lab. Assistant in Rajarambapu College of Pharmacy, Kasegaon on the basis of pay 4000-100-6000/- P.M. K.E.S. appointed letter no. 600/1/2006-07 dt. 26.2.07 W.E.F. 1/3/2007 for the period of 1 year.	
					He joined on 1/3/2007 on office hours.	
 PRINCIPAL Kasegaon Education Society's Rajarambapu College of Pharmacy Kasegaon, Dist. Sangli.			 PRINCIPAL Kasegaon Education Society's Rajarambapu College of Pharmacy Kasegaon, Dist. Sangli.		 PRINCIPAL Kasegaon Education Society's Rajarambapu College of Pharmacy Kasegaon, Dist. Sangli.	
	28/2/2009				Appointed as a Lab. Assistant vide letter no. 615-A/2007-08 dt. 27-2-2008	
 Principal Rajarambapu College of Pharmacy Kasegaon						
	28/2/2010				Appointed as a Lab Assistant vide letter no. 04-A/2009-10 dt. 1-4-09	
 Principal Rajarambapu College of Pharmacy Kasegaon						
						 Principal Rajarambapu College of Pharmacy Kasegaon.



[Back to Index](#)




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

6							
Name of appointment नियुक्ति पदनाम	Whether substantive or officiating and whether permanent or temporary नियुक्ति कायम आहे की स्थापन तसेच ती स्थायी आहे की अस्थायी	If officiating state (i) substantive appointment and (ii) nature of the original vacancy in which he officiates [see Article 371, C. S. Rs. and Rule 240 (2) of the Bombay C.S. Rules] नियुक्ती स्थापन असेल तर- (१) कायम नियुक्ति आणि (२) ज्या रिस्त पदावर कर्मचाऱ्याला स्थापन नियुक्ति देण्यात आली आहे त्या मूळ रिस्त पदाचे स्वरूप नमूद करावे. [नागरी सेवा नियमांचा अनुच्छेद ३७१ व मुंबई नागरी सेवा नियम पुस्तिकेतील नियम २४० (२) पहावा.]	Pay in substantive appointment कायम नियुक्ती-मधील वेतन	Additional pay for officiating स्थानापन्न नियुक्ती-बद्दल वेतन	other emoluments falling under the term "pay" वेतन या संज्ञेत समाविष्ट होणारी इतर वित्तसद्वी	Date of appointment नियुक्तीची तारीख	Signature of (non-gazetted) Government servant (अराजपत्रित) शासकीय कर्मचाऱ्याची सई
1 (a)	2 (b)	3 (c)	4 (d) Rs. P. रु. पैसे	5 (e) Rs. P. रु. पैसे	6 (f) Rs. P. रु. पैसे	7 (g)	8 (h)
Lab Assistant 3260 + 85 - 4900	Temporary		3370			1-3-2010	<i>[Signature]</i> Rajara.
Lab Assistant	Temporary		3455			1-3-2011	<i>[Signature]</i> Rajara.
Lab. Technician						1-7-2011	<i>[Signature]</i> Rajara.
Lab. Tech.						1-7-2012	<i>[Signature]</i> Rajara.
Lab. Tech			8170/-			1-7-2013	<i>[Signature]</i> Rajara.
Lab. Tech			8500/-			1-7-2014	<i>[Signature]</i> Rajara.

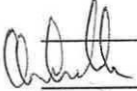
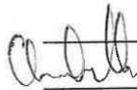

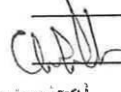




Principal
Rajarambapu College of Pharmacy
Kasegaon.




[Signature]
PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)


Signature and designation of the Head of the Office or other Attesting Officer in Attestation of Columns 1 to 8 स्तंभ १ ते ८ ह्यांच्या साक्षांकनाबद्दल कार्यालय-प्रमुखाची अथवा इतर साक्षांकन-अधिकार्याची सही व पदनाम	Date of termination of appointment सेवासमाप्तीची तारीख	Reason of termination (such as promotion, transfer, dismissal etc.) सेवासमाप्तीचे कारण (उदाहरणार्थ : बदली, बदली, बडतर्फी इत्यादी)	Signature of the Head of the Office or other Attesting Officer कार्यालय-प्रमुखाची अथवा इतर साक्षांकन-अधिकार्याची सही	Nature and duration of leave taken घेतलेल्या रजेचे स्वरूप व कालावधी	Reference to any recorded punishment or censure, or reward or praise of the Government servant शासकीय कर्मचाऱ्याला झालेली शिक्षा अथवा त्याच्यावर देवण्यात आलेला ठपका किंवा त्याला देण्यात आलेले बक्षीस किंवा त्याची प्रशंसा याबद्दल असलेल्या कोणत्याही नोंदीचा संदर्भ	Signature of the Head of the Office or other Attesting Officer कार्यालय-प्रमुखाची अथवा इतर साक्षांकन-अधिकार्याची सही (१३ व १४ बाबत)
9 (९)	10 (१०)	11 (११)	12 (१२)	13 (१३)	14 (१४)	15 (१५)
 Principal College of Pharmacy Kasegaon	28-2-2011			Appointed as a Lab Assistant vide letter no. 532/2/2009-1 dt. 26-2-2010		
				sixth pay implemented from 1-1-2011 with Basic scale of Rs. 7260 with A.G.P. 2000/-		
 Principal College of Pharmacy Kasegaon	31-5-2011			Appointed as a Lab Assistant vide letter no. 82/2010-11 dt. 20-2-11		
 Principal Rajarambapu College of Pharmacy Kasegaon	31-5-2012			Increment		
 Principal Rajarambapu College of Pharmacy Kasegaon	31-5-2013			Increment		
 Principal Rajarambapu College of Pharmacy Kasegaon	31-5-14			Increment		
 Principal Rajarambapu College of Pharmacy Kasegaon	31-5-15			Increment		




Principal
Rajarambapu College of Pharmacy
Kasegaon.

[Back to Index](#)




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

Name of appointment नियुक्ति पदनाम	Whether substantive or officiating and whether permanent or temporary नियुक्ति कायम आहे की स्थापन तसेच ती स्थायी आहे की अस्थायी	If officiating state (i) substantive appointment and (ii) nature of the original vacancy in which he officiates [see Article 371, C. S. Rs. and Rule 240 (2) of the Bombay C.S. Rules] नियुक्ती स्थापन असेल तर- (१) कायम नियुक्ति आणि (२) ज्या रिक्त पदावर कर्मचार्याला स्थापन नियुक्ति देण्यात आली आहे त्या मूळ रिक्त पदाचे स्वरूप नमूद करावे. [नागरी सेवा नियमांचा अनुच्छेद ३७१ व मुंबई नागरी सेवा नियम पुस्तिकेतील नियम २४० (२) पहावा.]	Pay in substantive appointment नियुक्ती-मधील वेतन	Additional pay for officiating नियुक्ती-बद्दल वेतन जोडा वेतन	other emoluments falling under the term "pay" वेतन या संज्ञेत समाविष्ट होणारी इतर वित्तलब्धी	Date of appointment नियुक्तीची तारीख	Signature of (non-gazetted) Government servant (अराजपवित) शासकीय कर्मचार्याची सई
1 (१)	2 (२)	3 (३)	4 (४) Rs. P. रु. पैसे	5 (५) Rs. P. रु. पैसे	6 (६) Rs. P. रु. पैसे	7 (७)	8 (८)
Lab. Tech.			8840=00			1-7-2015	<i>[Signature]</i>
Lab. Tech			9190=00			1-7-16	<i>[Signature]</i>
Lab- Tech			9880=			1-7-17	<i>[Signature]</i>
Lab- Tech			10260=00			1-7-18	<i>[Signature]</i>
Lab - tech			10260 =00			1-7-19	<i>[Signature]</i>





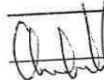

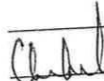





[Signature]
Principal
Rajarambapu College of Pharmacy
Kasegaon.

[Back to Index](#)



[Signature]
PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

Signature and designation of the Head of the Office or other Attesting Officer in Attestation of Columns 1 to 8 स्तंभ १ ते ८ ह्यांच्या साक्षात्काराबद्दल कार्यालय-प्रमुखाची अथवा इतर साक्षात्कार-अधिकाऱ्याची सही व पदनाम	Date of termination of appointment सेवासमाप्तीची तारीख	Reason of termination (such as promotion, transfer, dismissal etc.) सेवासमाप्तीचे कारण (उदाहरणार्थ : बदली, बदली, बडतर्फी इत्यादी)	Signature of the Head of the Office or other Attesting Officer कार्यालय-प्रमुखाची अथवा इतर साक्षात्कार-अधिकाऱ्याची सही	Nature and duration of leave taken घेतलेल्या रजेचे स्वरूप व कालावधी	Reference to any recorded punishment or censure, or reward or praise of the Government servant शासकीय कर्मचाऱ्याला झालेली शिक्षा अथवा त्याच्यावर ठेवण्यात आलेला ठपका किंवा त्याला देण्यात आलेले बक्षीस किंवा त्याची प्रशंसा याबद्दल असलेल्या कोणत्याही नोंदीचा संदर्भ	Signature of the Head of the Office or other Attesting Officer कार्यालय-प्रमुखाची अथवा इतर साक्षात्कार-अधिकाऱ्याची सही (१३ व १४ बाबत)
9 (९)	10 (१०)	11 (११)	12 (१२)	13 (१३)	14 (१४)	15 (१५)
 Principal Rajarambapu College of Pharmacy Kasegaon		Increment				
 Principal Rajarambapu College of Pharmacy Kasegaon		Increment				
 Principal Rajarambapu College of Pharmacy Kasegaon		Increment				
 Principal Rajarambapu College of Pharmacy Kasegaon		Increment				
 Principal Rajarambapu College of Pharmacy Kasegaon		Increment				



Rajarambapu College of Pharmacy
Kasegaon.

[Back to Index](#)





PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

10

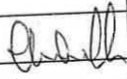
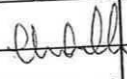
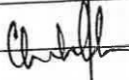
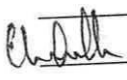
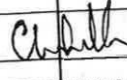
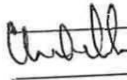

Name of appointment नियुक्ति पदनाम	Whether substantive or officiating and whether permanent or temporary नियुक्ति कायम आहे की स्थापना तसेच ती स्थायी आहे की अस्थायी	If officiating state (i) substantive appointment and (ii) nature of the original vacancy in which he officiates [see Article 371, C. S. Rs. and Rule 240 (2) of the Bombay C.S. Rules] नियुक्ती स्थापना असेल तर- (१) कायम नियुक्ति आणि (२) ज्या रिक्त पदावर कर्मचार्याला स्थापना नियुक्ति देण्यात आली आहे त्या मूळ रिक्त पदाचे स्वरूप नमूद करावे. [नागरी सेवा नियमांचा अनुच्छेद ३७१ व मुंबई नागरी सेवा नियम पुस्तिकेतील नियम २४० (२) पहावा.]	Pay in substantive appointment नियुक्ती-मधील वेतन	Additional pay for officiating नियुक्ती-बद्दल वेतन जादा वेतन	other emoluments falling under the term "pay" वेतन या संज्ञेत समाविष्ट होणारी इतर वित्तलब्धी	Date of appointment नियुक्तीची तारीख	Signature of (non-gazetted) Government servant (अराजपवित) शासकीय कर्मचार्याची सही
1 (१)	2 (२)	3 (३)	4 (४) Rs. P. रु. पैसे	5 (५) Rs. P. रु. पैसे	6 (६) Rs. P. रु. पैसे	7 (७)	8 (८)
Lab- Tech			11070/-			1-7-2020	
Lab. Tech.			11430/-			1-7-2021	
Lab-Tech			11920/- 2800/- AGP			1-6-22	
Lab-Tech			12370/- 2800/- AGP			1-7-22	

Principal
Rajarambapu College of Pharmacy
Kasegaon.

[Back to Index](#)



Principal
PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

Signature and designation of the Head of the Office or other Attesting Officer in Attestation of Columns 1 to 8 स्तंभ १ ते ८ च्या साक्षात्काराबद्दल कार्यालय-प्रमुखाची अथवा इतर साक्षात्कार-अधिकाऱ्याची सही व पदनाम	Date of termination of appointment सेवासमाप्तीची तारीख	Reason of termination (such as promotion, transfer, dismissal etc.) सेवासमाप्तीचे कारण (उदाहरणार्थ : बदली, बदली, बडतर्फी इत्यादी)	Signature of the Head of the Office or other Attesting Officer कार्यालय-प्रमुखाची अथवा इतर साक्षात्कार-अधिकाऱ्याची सही	Nature and duration of leave taken घेतलेल्या रजेचे स्वरूप व कालावधी	Reference to any recorded punishment or censure, or reward or praise of the Government servant शासकीय कर्मचार्याला झालेली शिक्षा अथवा त्याच्यावर देण्यात आलेला ठपका किंवा त्याला देण्यात आलेले बक्षिस किंवा त्याची प्रशंसा याबद्दल असलेल्या कोणत्याही नोंदीचा संदर्भ	Signature of the Head of the Office or other Attesting Officer कार्यालय-प्रमुखाची अथवा इतर साक्षात्कार-अधिकाऱ्याची सही (१३ व १४ बाबत)
9 (९)	10 (१०)	11 (११)	12 (१२)	13 (१३)	14 (१४)	15 (१५)
 Principal Rajarambapu College of Pharmacy Kasegaon		Increment				
 Principal Rajarambapu College of Pharmacy Kasegaon	31/5/22	Increment / Revised pay	 PRINCIPAL Rajarambapu College of Pharmacy Kasegaon			
 PRINCIPAL Rajarambapu College of Pharmacy Kasegaon	30/6/22		 PRINCIPAL Rajarambapu College of Pharmacy Kasegaon	वेतनावर		
 PRINCIPAL Rajarambapu College of Pharmacy Kasegaon	30/6/23					 Principal Rajarambapu College of Pharmacy Kasegaon

[Back to Index](#)




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon





Principal
Rajarambapu College of Pharmacy
Kasegaon




R & D POLICY

Code of Ethics for Research



Kasegaon Education Society
Rajarambapu College of Pharmacy,
Kasegaon
R & D Cell

Code of Ethics for Research



1 | Page

R & D Cell RCP, Kasegaon

[Back to Index](#)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



Code of Ethics for Research



Table of Contents

1. Code of Ethics for Research	3
1.1. Introduction	3
1.2. Purpose.....	3
1.3. Plagiarism	3
1.4. Code of Conduct.....	3

[Back to Index](#)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



Code of Ethics for Research

1. Introduction

Students who undertake research at any level of study are required to conduct the research in a manner that conforms to requirements and standards set down by RCP. Research can be defined as an inquiry of an investigative, experimental or critical nature which is driven by a question, hypothesis, or intellectual position capable of rigorous assessment, and the findings of which are open to scrutiny and formal evaluation; it includes any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium.

2. Purpose

Ethical issues arise when any research and/or related activities involve the interests and rights of others. The purpose of these regulations is to facilitate ethical conduct which respects the rights of people, communities, companies, trusts, and other organisations. These regulations explain the standards of ethical conduct and the procedures that apply for the maintenance and monitoring of these standards. All applications to the Institute's research ethics review committee will be reviewed for approval on the basis of their compliance with these regulations.

3. Plagiarism:

Plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to research and to assessment presented through a written, spoken, electronic, broadcasting, visual, performance, or other medium. Plagiarism also includes self-plagiarism which is the use of one's own work that has been used and/or published in another context without acknowledging the previous work through appropriate referencing.

4. Code of Conduct:

A. Faculty/Scholar/Student engaged in research:

- a. Must fairly and fully represent results as he or she honestly perceives them, without falsifying data, fabricating data, claiming results where none have been obtained, or fraudulently changing records



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



Code of Ethics for Research

- b. Must not commit or condone plagiarism
- c. Must be scrupulously honest in the ascription of authorship, and must not list authors without their permission or attribute work to others who have not in fact contributed to the research
- d. Must conform with professional standards and codes of ethics relevant to the discipline
- e. Must exercise integrity and good faith in every aspect of research practice
- f. Must comply with the Ethical Conduct in Research and Related Activities Regulations when the research involves collecting data about and from people and organizations.



5. Research and Related Activities Regulations

1. These Rules are applicable to:
 - A. All faculty members of RCP.
 - B. All Research Scholars conducting research under RCP
 - C. Post-Graduate or equivalent students under RCP
2. Research Scholars / Students are required to apply for formal approval from the Departmental Research Committee / Respective Principal / Head of Research for the Research Study.
3. Under these regulations, all research and/or related activities are required to have formal ethics review and approval.
4. Faculty members are required to submit applications for approval from the Research Ethics Committee if the research involves active participation of one or more students or if the study involves collection of any form of data from the students.

R & D committee itself act as an ethical review board. There is a growing number of students, teachers and research scholars who are conducting major and minor research projects in the domain of pharmaceutical sciences. In recent years researchers have increasingly ventured into topics that touch upon social and ethical dilemmas and controversial subjects. While the researcher has and should enjoy freedom to explore diverse topics, it is an obligation that we have towards society to protect the interests and integrity of the participants of the research. The purpose of an ethical review board is to ensure that the research studies being undertaken in the organization do not violate the integrity of the participants and are geared towards the betterment of society. Another

4 | Page

R & D Cell RCP, Kasegaon



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

**Code of Ethics for Research**

objective of an ethical review board is also to ensure good scientific practice, like originality of research ideas, methodologically sound research designs, good scientific reporting practices, and anti-plagiarism practices. The American Psychological Association (APA) has listed down the following general ethical principles for research with human participants:

- i. **Beneficence and non-maleficence**
- ii. **Fidelity and responsibility**
- iii. **Integrity**
- iv. **Justice and**
- v. **Respect for peoples' rights and dignity**



Dr. S. K. Mohite
Vice-Principal
Rajarambapu College of Pharmacy,
Kasegaon.



Dr. S. K. Mohite
PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



R&D Policy for organizing Workshops/Seminars/Conferences



Kasegaon Education Society
Rajarambapu College of Pharmacy,
Kasegaon
R & D Cell

R&D Policy for organizing Workshops/Seminars/Conf erences



1 | Page

R & D Cell RCP, Kasegaon

[Back to Index](#)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



R&D Policy for organizing Workshops/Seminars/Conferences

Table of Contents

1. R&D Policy for organizing Workshops/Seminars/Conferences 3



[Back to Index](#)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



R&D Policy for organizing Workshops/Seminars/Conferences

R&D Policy for organizing Workshops/Seminars/Conferences

Department can plan and organize the workshops/seminars/conferences in the advanced areas of Pharmaceutical Sciences. The institute in association with other departments, institutions and professional societies can also organize programmes to deliver a better value to larger participant groups. A good mix of experts from both outside the institute and inside is expected. The focus should be on imparting advanced technology, tools and techniques and research areas in the subject domain of the programme.

The funding patterns for the events are;

Sr. No.	Detail	Fund (Rs)
1.	One week Faculty Development Programme	40,000/-
2.	3 Days workshop for faculty	30,000/-
3.	2 Days workshop for faculty	20,000/-
4.	1 Day workshop for faculty	15,000/-

In order to effectively utilize the allocated budget for the programmes and deliver better value, restrict the expenses on hospitality to maximum 25% of the budget for the programme.

- National Conference Institute Level**
 2 days National Conference with more than 100 delegates from outside the institution in association with professional societies and organizations (Jointly organised by 2 or 3 departments or at institute level) **Rs. 1.5 Lakhs**
- National Conference Institute Level**
 2 days National Conference with delegates from outside the institution between 50-100 in association with professional societies and organizations (Jointly organised by 2 or 3 departments or at institute level) **Rs. 0.75 Lakh**



[Signature]
PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon



[Signature]
PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon



Research Policy



Kasegaon Education Society
Rajarambapu College of Pharmacy,
Kasegaon
R & D Cell

Research Policy



1 | Page

R & D Cell RCP, Kasegaon

[Back to Index](#)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



Research Policy

Research Policy

Aims of the Research Policy

RCP aims to create and support a research culture for developing and promoting scientific temper and research aptitudes among its teachers, staff and students. It helps to realize the vision and missions of the organization and for contributing to national development by establishing an institutional fund and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities.

It also aims at ensuring that the research activities of the institution conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

Objectives of the Research Policy

- Strengthening the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the University
- Creating and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students
- Developing rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
- Developing rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities

2 | Page

R & D Cell RCP, Kasegaon

[Back to Index](#)


PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



Research Policy

- Providing a modality of for proper coordination of all research activities of the institution and aligning the set of the vision and missions of the Institute and national development goals.
- Preparing and updating the research agenda of the Institute outlining the preferred focus areas and priorities of research activities to be supported
- Guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities
- Identifying and informing researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations
- Promoting interdisciplinary research and establishing modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies /experts in such projects
- Enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project
- Identifying and establishing linkages including MOUs for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available to the teachers and students of the University.
- Identifying and establishing linkages including MOUs for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the University to involve themselves in real life research projects and obtaining sponsorships
- Encouraging and facilitating the publication of the research work/projects in reputed academic journals
- Encouraging and facilitating the presentation/communication of the research work /projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures or the media
- Compiling data on all the research work/projects undertaken by the teachers and students into a data base for easy monitoring and analysis of the progress being made by them from year to year
- Providing mechanism to ensure that academic staff attain the desired mix of teaching, research and consultancy out puts so as to achieve the level stated in the institute

3 | Page

R & D Cell RCP, Kasegaon



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Research Policy

mission;

- Adopting universal research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
- Preparing and implementing research quality assurance mechanism for ensuring that all research activities of the Institute conform to standard quality specifications
- Developing and administering rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.

Composition of Research Cell

Research Cell will have the following composition

Sr. No	Name of the Staff	Designation
1.	Dr. C. S. Magdum	Principal Chairman
2.	Dr. S. K. Mohite	Member
3.	Dr. V. R. Salunkhe	Member
4.	Dr. M. M. Nitalikar	Member
5.	Dr. S. R. Kane	Member
6.	Dr. M. A. Bhutkar	Member
7.	Dr. S. D. Bhinge	Member Secretary

Research Cell may be expanded with the inclusion of more members as necessary. It may also set up and promote 'Action Groups' form an aging specific projects/activities.

Research Policy Implementation Mechanism

The Research Cell of the RCP shall be responsible for implementing th is research policy of the RCP by working closely with the RCP management. The specific roles and functions of the research cell will be as follows

1. Facilitate the faculty in undertaking research and will work with the Institute management to setup are search fund for providing seed money
2. Provide research facilities in terms of laboratory equipment, research journals and research incentive set c. required by the faculty.

4 | Page

R & D Cell RCP, Kasegaon




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Research Policy



3. Encourage and promote a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).
4. Encourage the faculty to undertake research by collaborating with other research organizations/ industry.
5. Create suitable procedures for giving due recognition for guiding research.
6. Facilitate the establishment of specific research units/centres by funding agencies /university.
7. Organize workshops /training programmes/ sensitization programmes are conducted by the institution to promote a research culture on campus.
8. Prepare budgets for supporting students' research projects.
9. Invite industry to use the research facilities of the organization and sponsor research projects.
10. Approach National and international organizations such as UGC, CSIR, DST-SERB, DST, DBT, NATO, DRDO and BARC to fund major and minor research projects undertaken by the faculty / students
11. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
12. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
13. Facilitate Inter departmental /interdisciplinary research projects.
14. Institute research awards.
15. Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
16. Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
17. Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
18. Publicize the research expertise and consultancy capabilities available in the RCP.
19. Facilitate the provision consultancy services to industries / Government /Non-Government organizations/ community/public.
20. Prepare Rules & Guidelines for Grant of Research related leave and other remissions
21. Prepare Guidelines for design and evaluation of curriculum oriented research projects

5 | Page

R & D Cell RCP, Kasegaon



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Research Policy

22. Prepare a RCP research agenda with relative priorities.
23. Center of excellence in Nano Science and Nano technology.
24. Research publication leading to Patent/Patenting Research activities.
25. Encouraging collaborative research with International /National reputed institutes.



Dr. S. K. Mohite
Vice-Principal
Rajarambapu College of Pharmacy,
Kasegaon.





Kasegaon Education Society
Rajarambapu College of Pharmacy,
Kasegaon

Honorarium against External Grant



[Back to Index](#)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



Table of Contents

1. Honorarium against External Grant 3



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



In order to promote academic and research culture in the Institute, the following simplification shall be applicable:

Sr. No.	Details	Honorarium (Rs)
1.	FDP, Workshops, Seminar, Conference, Teacher's Training Program etc Coordinator	1,500/-
2.	FDP, Workshops, Seminar, Conference, Teacher's Training Program etc Coordinator	1,000/-
3.	Industrial Consultancy	1 %
4.	Research Project Funding	1 %



[Signature]
PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon



[Signature]
PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)



Kasegaon Education Society
Rajarambapu College of Pharmacy,
Kasegaon
R & D Cell

Policy for Awarding Best Researcher Award



1 | Page



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Table of Contents

1. Research Awards.....	3
1.1. Scoring Sheet.....	4



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Best Researcher Award

1. Research Awards

1. Purpose:

Research Awards are intended to encourage and recognize the excellent researchers of Rajarambapu College of Pharmacy, Kasegaon for their contributions to research (RCPK). The reward in the form of a certificate of appreciation is intended to encourage research activities and improve the caliber of research conducted by faculty/staff members of RCPK.

2. Scope:

All RCPK faculty/staff members can apply for this award.

3. Policy Statement:

A Certificate of Appreciation and a Shield will be given to the outstanding researchers of the calendar year in the following format:

4. Procedure:

4.1 In Ceremony of Teachers Day, one top researcher will be selected from *each* faculty on the basis of their scores against the parameters.

4.2 Procedure of recognizing contributions of researchers is based on following parameters:

- i Publications
- ii Papers in Conference Proceedings
- iii Books and Book Chapters
- iv Patents
- v Research Supervision
- vi Research Grants
- vii Research Commercialization



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

Policy for Best Researcher Award

1.1. Scoring Sheet

Scoring sheet				
Sr. No.	Scoring Parameter	Score of each Research Endeavor		
A.PUBLICATIONS				
I. Journal Publications				
	Type of Journals	As <i>First</i> Author(A)	As <i>Second</i> Author (B)	As Third Author or more (C)
a.	ISI-indexed journals with Impact Factor(W)	6	4	2
b.	ISI-indexed journals <i>without</i> Impact Factor(X)	3	2	1
c.	ISI-indexed journals with Impact Factor between 1-3 as per Thomson REUTERS (W)	4	3	2
d.	ISI-indexed journals with Impact Factor between above 3 as per Thomson REUTERS (W)	6	4	3
e.	ISI-indexed journals with Impact Factor between above 10 as per Thomson REUTERS (W)	10	7	5
Sub Total A-I (A+B+C)				
II. Papers in Conference Proceedings				
a.	International peer reviewed conferences		4	
b.	National peer reviewed conferences		2	
Sub Total A-II				
III. Books and Book Chapters				
a.	Full book published -International		10	
b.	Full book published -International-Next Edition		5	
c.	Full book published -National		5	
d.	Full book published-National-Next Edition		3	
e.	Book Chapter-International		10	
f.	Book Chapter-National		5	
Sub Total A-III				
IV. Patents				
a.	Patent International -Granted		10	
b.	Patent International –Published/Filled as a first inventor		8	



Policy for Best Researcher Award

c.	Patent International –Published/Filled as a Second inventor	5
d.	Patent International –Published/Filled as a third or more inventor	3
e.	Patent national -Granted	8
f.	Patent national –Published/Filled as a first inventor	4
Sub Total A-IV		
Sub-Total A (A-I + A-II + A-III + A-IV)		
B. RESEARCH SUPERVISION		
i.	PhD Thesis Supervision –Completed (Per Student)	6
ii.	PhD Thesis Supervision- Research Phase (Per Student)	3
v.	Final Year Projects/Thesis Completed(Per Student)	2
Sub-Total B		
C. RESEARCH GRANTS		
I. RESEARCH GRANTS RECEIVED AS PI or Co-PI (Approved/Active/Completed)		
i.	Funding Amount Upto 1.0 Lakh	5
ii.	Funding Amount [1.0M-5.0M] Lakh	8
iii.	Funding Amount [5.0M-10.0M] Lakh	10
iv.	Funding Amount > 10.0M Lakh	15
v.	Proposal Submission through RCPK (Per Project)	1
Sub-Total C		
D. RESEARCH COMMERCIALIZATION		
a.	Revenue Generation through Research Commercialization	
b.	10,000 to 30,000	3
c.	31,000 to 50,000	5
	51,000 to 80,000	7
	>81,000	10
Sub-Total D		
E. RESEARCH AWARD		
i.	Best Researcher Award received through reputed International Organization.	10



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Best Researcher Award

ii.	Best Researcher Award received through reputed national Organization	5
III.	Best Research Article Award received through Reputed International Organization	6
iv.	Best Research Article Award received through Reputed national Organization	3
Sub-Total C		
TotalScoreObtained(A+B+C+D+E)		



[Signature]
PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon



[Signature]
PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)



Kasegaon Education Society
Rajarambapu College of Pharmacy,
Kasegaon
R & D Cell

Policy for Seed Money Scheme (SMS)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



Policy for Seed Money Scheme

Table of Contents

1. Seed Money Scheme.....	3
2. Scope.....	
3. Policy Statement	
4. Preference will be given to proposals that	
5. Applicant Eligibility & Formalities	
6. Proposal Submission Window	
7. Proposal Review	
8. Project Completion	
9. Project Evaluation	
10. Budget	
11. Grant Administration	
12. Approval Committee	
13. Annexure I: SEED MONEY APPLICATION FORM	
14. Annexure II: PROJECT EVALUATION FORMAT Revised	
15. Annexure III: PROJECT COMPLETION REPORT	
16. Annexure IV: UTILIZATION CERTIFICATE	
17. Annexure V: APPROVAL COMMITTEE	
18. Annexure VI: PROPOSAL FORMAT	
19. Annexure VII: DOCUMENT TO BE ATTACHED FOR PROCUREMENT OF BOOKS, SOFTWARE ETC.	
20. Annexure VIII: TEACHING ASSISTANT WORK REPORT ALONG WITH XEROX COPY OF ATTENDANCE REGISTER.	
21. Annexure IX: PATENT DOCUMENTS	
22. Annexure X: CHECK LIST OF THOSE ARE ELIGIBLE FACULTY FOR REIMBURSEMENT OF PH.D. FEES	
23. Annexure XI: ENHANCE INTERACTION WITH INDUSTRY (THROUGH T&P)	
24. Annexure XII: SUPPORT TO STUDENTS NEED (ARRANGE EXPERT LECTURE/TRAINING)	
25. Annexure XIII: APPLICATION FORM FOR INTERNATIONAL TRAVEL	



R & D Cell RCP, Kasegaon

Page 2 of 11



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

1. Research Awards

1. Purpose:

Seed Money Scheme (SMS), sponsored by Rajarambapu College of Pharmacy, Kasegaon (RCPK), aim to promote research and innovation amongst RCPK faculty members. Seed funding under this scheme is to be used to initiate/continue the research work of the faculty. The objective of the scheme is to accelerate the possibility to receive the financial support from external agencies in future. The applicant must clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate external funding. Research Project that is already supported by other sources will not be considered for funding. The project under SMS will be considered as Minor Project.

2. Scope:

All RCPK faculty/staff members can apply for SMS.

3. Policy Statement:

The funding support under this scheme will be up to Rs. 25,000/- (for 1 years). Per year two maximum 4 projects were selected.

4. Preference will be given to proposals that:

- * Have a high potential for external funding
- * Have significant scientific merit
- * Represent a new direction for the PI
- * Build or strengthen inter-disciplinary research partnerships

5. Applicant Eligibility & Formalities

1. Applicant must be a full-time faculty in the Institute.
2. If a proposal is turned down by the Seed Grant approval committee, the PI is allowed to submit a new proposal in the same year.
3. The SMS will be discontinued in the absence of PI for more than 30 days of unsanctioned leave and in such case PI will have to return the money. If the leave is taken due to unforeseen health condition then PI may get special permission to continue the SMS.
4. In case of resignation without completion of SMS, PI has to refund all the money availed under the scheme to RCPK.
5. In case of Maternity Leave, PI will be given special permission to extend their project after joining duty. However, priori permission is required in such cases.
6. After completion PI must submit a proper report along with achievements, and deliver a formal presentation in the respective department before the committee and PI need to submit utilization certificate as per given format.

6. Proposal Submission Window

The proposal submission will be open throughout the year. The project proposal should be submitted as per format attached herewith (**Annexure I**). The duration of SMS will be One year only (maximum), and will not be extended beyond 1 years.

7. Proposal Review

Submitted proposal will be evaluated as per the format enclosed as **Annexure II**.

8. Project Completion

R & D Cell RCP, Kasegaon



Page 3 of 11



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

**Policy for Seed Money Scheme**

1. PI must submit a proposal for funding to the agencies within the time period of project under SMS.
2. PI will be responsible to submit three copies of project completion report (**Annexure III**) along with final Utilization Certificate (**Annexure IV**).

9. Project Evaluation

The date of proposal evaluation meeting will be notified by the Principal.

10. Budget

The funding support under this scheme will be up to Rs. 25,000/- (for 1 years) (4 project/Year).

- a. Funding is available for purchasing and other activities as specified below:
 1. Consumables (Like chemicals & glassware's etc.)
 2. Contingencies (books etc)
 3. Any other important items subject to the prior approval of Principal.
- b. Grant cannot be used
 1. For Travel/registration of conference or other events.
 2. For purchase of Laptop /Desktop

11. Grant Administration

The Principal Investigator is responsible for the administration of granted funds. In particular, he/she must be certain that over-expenditures do not occur. Any procurement will be made as per the existing purchase policy of the Institute.

If the work requires more time over initial proposed period to complete, the Principal Investigator may request a three-month extension (once only) by sending a request to the Principal at least one month prior to the end of the project.

12. Approval Committee

The committee for evaluating the initial proposal and the final completion report is already notified by the Principal. Please see the **Annexure V** for details.

13. Downloads

- a. Annexure I: SEED MONEY APPLICATION FORM
- b. Annexure II: PROJECT EVALUATION FORMAT Revised
- c. Annexure III: PROJECT COMPLETION REPORT
- d. Annexure IV: UTILIZATION CERTIFICATE
- e. Annexure V: APPROVAL COMMITTEE



R & D Cell RCP, Kasegaon

Page 4 of 11



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

ANNEXURE - I**FORMAT FOR PROPOSAL SUBMISSION****Details of Principal Investigator**

Name & Emp. Code	Designation	Highest Qualifications	Department	E-mail	Contact no	Date of Joining

Technical details**1. Introduction: (Maximum 1 page)**

(Scientific rationale for doing this work should be elaborated)

2. Literature Review of status of Research and Development in the subject**2.1 International Status: (Maximum 1 page)**

(Researchers working in the area worldwide and their contributions must be properly highlighted with recent references and reviews. A correct and faithful description of the international research status must be given)

2.2 National Status: (Maximum 1 page)**2.3 Importance of the proposed project (Maximum 1 page)**

(Highlight what is the new area or gap which will be solved in the project in relating to what is already known. This is a very important section to project the novelty content of the proposal)

3. Progress/achievement so far, if any**4. Work Plan:****4.1 Methodology: (Maximum of 2 pages)**

(It should contain all the details of how each of the objectives will be addressed. This section must be detailed and have clear plans, not vague and generalized statements. It should have several schemes,

R & D Cell RCP, Kasegaon



Page 5 of 11



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

tables, figures, equations etc. in addition to text, explanation, and justification of why the project research plan will work)

4.2. Budget*

Sl.No	Item	1 st Year Budget
1.	Consumables	
2.	Contingency	
3.	Other cost	
Total		

4.3 Time Schedule of activities giving milestones through Chart diagram.

4.4 Expected outcome.

5. Future plan of action (stating the name of funding agency where the project will be communicated for financial support within the time-period of project.)

6. Bibliography:

7. List of Projects submitted/implemented by the Investigators (If any)

7.1 Details of Projects submitted to various funding agencies:

Sl.No.	Title	Cost in Lakhs	Month of submission	Role as	Agency Status

7.2 Details of Projects under implementation

SL.No.	Total	Cost in Lakhs	Duration	Role as

R & D Cell RCP, Kasegaon



Page 6 of 11

[Back to Index](#)



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



Policy for Seed Money Scheme

7.3 Details of Projects completed during the last 5 years

Sl. No	Title	Cost in Lakhs	Duration	Role as	Agency

8. List of publications published by the Investigators, if any:

9. Name of at least two subject experts from the Institute and one from the outside Institute with their contact details:

Sl. no	Name	Designation	Institute	Expert in subject	Address with mobile no.



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

DECLARATION FROM THE INVESTIGATOR

Project Title:

It is certified that

1. I do hereby agree to submit a complete proposal for financial support to the external funding agency within the time period of SMS.
2. I agree to submit ethical clearance certificate from the concerned ethical committee, if the project involves field trails/experiments/exchange of specimens, human & animal materials etc.
3. I agree to abide by the terms and conditions of SMS, RCPK.

Name of PI	Signature of PI

Date:

Place:

Signature with date
Head of the Department



R & D Cell RCP, Kasegaon

Page 8 of 11



[Signature]
PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

ANNEXURE - II

PROJECT EVALUATION FORMAT

(1) Recommendation Sheet

Name of the Investigator	Name of the Department	Title of project	Remarks of the evaluation committee	Recommended / Revision / Not Recommended	Financial allocation recommended

(2) Budget: Approved

Sl.No	Item	Amount Sanctioned (INR)	1 st Year	2 nd Year
1.	Consumables			
2.	Contingency			
3.	Other cost			
	Total			

(3) Evaluation committee members

Name of Committee member	Signature	Date

Principal, RCP, Kasegaon

R & D Cell RCP, Kasegaon



Page 9 of 11



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

ANNEXURE III
SEED MONEY PROGRESS/COMPLETION REPORT
 New Format (1-2 Pages only)

1. Faculty Name:
2. Department Name:
3. Date of joining RCPK and present post
4. Seed Money granted, Date of Sanction and utilization:
5. Title and main objectives (<50 words) of the project:
6. Output (during/ after the seed project period):
 - a) Publication/patent with details:
 - b) Ph D guided (during project period):
 - c) Sponsored project(s) earned during or after this project:
 - d) Conference/seminar presentation:
 - e) National level award/recognition, if any (during project period):
 - f) Teaching record (Course No., Year, No. of students, any additional information):
 - g) Facility created:
 - h) Collaboration, if any:
7. Acknowledgement in papers/conference/website/report:
8. Progress Level (in %):
9. Date of completion, if applicable:
4. Most important scientific achievement (50 words):

Signature of the PI

(with Date)

Signature of the Principal

(with Date & Seal)



R & D Cell RCP, Kasegaon

Page 10 of 11



PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)

Policy for Seed Money Scheme

ANNEXURE IV

UTILIZATION CERTIFICATE

Certified that the grant of Rs.(Rupees..... only) received from the Rajarambapu College of Pharmacy, Kasegaon the Seed Money Scheme entitled _____ vide SMS letter No..... dated has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the RCP, Kasegaon.

Signature of the Principal Investigator	
Signature of Concerned Officer from A/C section, RCP, Kasegaon	



R & D Cell RCP, Kasegaon

Page 11 of 11



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

ANNEXURE V
APPROVAL COMMITTEE

Sr. No.	Name of Committee Member	Designation
1.	RCP, Principal	Chairman
2.	Research Committee Members	Member
3.	All HOD's	Member
4.	Research Committee Coordinator	Member Secretary



R & D Cell RCP, Kasegaon

Page 12 of 11

**PRINCIPAL**
Rajarambapu College of Pharmacy
Kasegaon[Back to Index](#)



Policy for Seed Money Scheme

Instructions for Submission of Proposal

The format of the proposal will be available with R & D cell. (Annex- V)

1. Proposal will be sanctioned in the Research Committee meeting. The meeting frequency normally once in month. If proposals are more and or due to urgency meeting may be called as per need.
2. No submission of proposal direct to the Principal. All proposals should be submitted to Head of the Research Committee.
3. Before submission you have to see that your proposal will be through proper channel (through Principal) and with all required supporting documents.
4. Following documents should be submitted with proposal:
 - Proposal in the PDF format
 - Sanction letter from Director
 - Boucher (if applicable)
 - Quotation (if applicable)
 - Any other information/through email etc.
5. Normally meeting for sanction of proposal will be in the 2nd week of every month. All should submit your proposal before meeting (up to 10th of every month).
6. Information of sanction/not sanction of proposal will be communicated to every department through head of the research committee and copy also available on college website.
7. The proposal will be sanctioned as per guidelines given by RCP, permitted/ non permitted expenditure.
8. For any information/ problem related to activity should be contact to me by mail (kespharmacy@gmail.com) or by direct contact
9. The bills should be submitted to Office Superintendent - with all supporting document.
10. If traveling by own vehicle/ Hired car toll bills should be submitted
11. TA/DA will be applicable as per institute policy

R & D Cell RCP, Kasegaon



Page 13 of 11



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

12. Following documents should be submitted along with bills
13. All bills will be paid by cheque /DD only.
14. Cheques/DD will be given from dates 20-25 of every month.
15. Submit Teaching Assistantship bills before 30th of every month.
16. In case of doubt about preliminary feasibility, the proposal to be discussed with principal before final decision.



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

Annexure - VI

	To The Principal	Proposal for Activity: (Name of activity)
	Reference:	Date:.
Scheme & Funding		Category of Expenditure: (Refer Table no 17, PIP)
Department		
Type of Activity		Period of Activity: (Duration & date)
Coordinator /applicant		Co coordinator:
Objectives :		
Abstract of proposal:		
Beneficiaries.		
Deliverables		
Participation Agency		
Budgetary expenditure. (Details Budget can be attached separately)	A. Total Expenditure of Program (Out flow)	
	B. Total amount spent for external agency	
	C. Total Resource generation (In Flow)	
Estimated Cost (A+B –C)		
Recommendations of HOD & Signature		
Approval of The Director		
Proposal is approved/not approved or any suggestion may please be given at this place		

R & D Cell RCP, Kasegaon



Page 15 of 11



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

Estimated Income Expenditure for (Name of Activity)

Budget Head	Sr. No	Item	Amount/ Unit	Qty	Total Income	Total Expenditure	Remark
Registration		Registration of applicant					
		Travelling/DA to applicant (TA+ DA)					
		Registration Kit (Pen/Pad/bag/Any other)					
Sub Total							
Lunch/Dinner		Lunch/day (write approximate rate per lunch)					
		Dinner/day (write approximate rate per lunch)					
		Breakfast & Tea/day (write approximate rate per lunch)					
		Mineral Water					
Sub Total							
Remuneration		Coordinator/day					
		Trainer (Faculty)/ (3 sessions per day)					
		Technical Assistant					
		Any other					
Sub Total							
TA & DA		Faculty					
		Guest					
Sub Total							
Misc& Contingency expenses		Banner Printing					
		Photography/Video recording					
		Postages					
		Publicity and advertisement					
		Stationary & Printing					
		Other expenses					
Sub Total							
Total							

Principal

Coordinator/Applicant signature



R & D Cell RCP, Kasegaon

Page 16 of 11



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

Annexure - VII

Document to be attached for

a) Procurement of Software

1. Sanction Letter
2. Quotation
3. Comparative Statement /Proprietary Certificate
4. Installation Report
5. Faculty Training Report & Training Staff List
6. PAN Card of Party (If Applicable)
7. Dead Stock entry with HOD Signature
8. Lab In-charge report with HOD Signature

b) Procurement of Books

1. Sanction Letter
2. Original Invoice / Bill
3. Quotation
4. Books Received details with signature
5. Accession registers entry

R & D Cell RCP, Kasegaon



Page 17 of 11



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

Annexure – VIII

➤ Teaching Assistant work Report along with Xerox copy of attendance Register

Department of PharmacyWORK REPORT OFTEACHING ASSISTANT (TA)

For the Month-

DATE: From to

Name of Student:

Class-

Branch-

Sr. No.	Week	Work done / Particulars	Sign of student	signature of faculty
1	First Week			
2	Second Week			
3	Third Week			
4	Fourth Week			
5	Fifth week			
Total Days Present				

Signature of supervisor



R & D Cell RCP, Kasegaon

Page 18 of 11



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

Annexure - IX

➤ Research & Development

Patents filing charges

1. Permission Letter from Director
2. Original Invoice
3. Details of Patents

R & D Cell RCP, Kasegaon



Page 19 of 11



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

Check List along with bills for In-house programs

Date-

To,
The Director,

Sub- Attached Documents for bills of **In house arranged Programme** through TEQIP

Name of Co-ordinator: - _____
Designation: - _____ Department:- _____

Respected Madam,

We have successfully organized the Faculty Training/Workshop/Conference/Students Training Programme on _____ of _____ department from _____ to _____ period. Following documents are attached herewith. **(Please Tick Mark**

Need full)

- | | |
|--|--------------------------|
| 1) Bill Summary (Bills attached on rough paper) | <input type="checkbox"/> |
| 2) Permission Letter & Budget | <input type="checkbox"/> |
| 3) Programme Schedule | <input type="checkbox"/> |
| 4) List of Participant | <input type="checkbox"/> |
| 5) Actual Budget | <input type="checkbox"/> |
| 6) Photos | <input type="checkbox"/> |
| 7) Brief Report | <input type="checkbox"/> |
| 8) Certificate Xerox | <input type="checkbox"/> |
| 9) Upload the training details/Report on RIT web on date _____ | <input type="checkbox"/> |
| 10) IRG Deposits in four funds Receipts | <input type="checkbox"/> |
| 11) Softy copy of above documents | <input type="checkbox"/> |
| 12) Fill up Training Evaluation form | <input type="checkbox"/> |

Co ordinator Signature

Principal

R & D Cell RCP, Kasegaon



Page 20 of 11

[Back to Index](#)



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



Policy for Seed Money Scheme

Evaluation of Training Course Coordinator's Report

Title of the Program :

No. of Days & Duration :

Name of Course Coordinator/s:

Designation & Department :

Category of Training Program: (Tick mark the appropriate choice)

Specific Domain : Pedagogy : Research Methodology : Soft Skills : Non-teaching supporting staff:

Total Number of Participants:

In house participants :

Outside participants :

M. Tech. Students :

Total Number of sessions :

Total Number of resource persons:

In house resource persons:

Resource persons from other organizations: (Pl. attach profiles of the resource persons)

Revenue generated through registration fees:

Revenue through any other means:

Total revenue generated:

Total expenditure incurred on Training Program:

Expenditure per participant:

Has the entry behavior of participants assessed at the beginning of the program?

Yes No

Had the learning outcomes been defined while designing the program?

Yes No

Have the learning outcomes been achieved at the end of the program?

Yes No

R & D Cell RCP, Kasegaon



Page 21 of 11



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

If Yes, please demonstrate

If No, why?

Based on entry level assessment, was the content upgraded?

Yes was not required

Required, but shall be done next time

Has the effectiveness of individual session been assessed?

Yes No

Has the assessment of overall program been made?

Yes No

What is the satisfaction index of overall program? (between 0 to 10)

Comments of Course Coordinator based on the feedback received.

Any suggestions coordinator wants to make to the institution?

Date & Signature of Coordinator

Date & Signature of Principal

R & D Cell RCP, Kasegaon



Page 22 of 11



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

Check List along with bills for program attended

Date- _____

To,
The Principal,

Sub- Attached Documents for **attended training program/ Presented Paper bills**

Name of Applicant: - _____

Designation: - _____ Department:- _____


Respected Madam,

I have attended Training Programme / Presented Paper Personally in _____ from _____ to _____ held at _____. Following documents are attached herewith. **(Please Tick Mark Need full)**

1) Original Registration fee receipt	<input type="checkbox"/>
2) T.A D.A. bill with original Tickets	<input type="checkbox"/>
3) Brochure Xerox	<input type="checkbox"/>
4) Programme Schedule	<input type="checkbox"/>
5) Certificate Xerox	<input type="checkbox"/>
6) Copy of Presented Paper	<input type="checkbox"/>
7) Training Report with HOD Signature	<input type="checkbox"/>
8) Resource material submitted in department Library (Booklet / CD/ Book)	<input type="checkbox"/>
9) Upload the training details/Report on RIT web on date _____	<input type="checkbox"/>
10) Fill up Training Evaluation form with Dean Q.A signature	<input type="checkbox"/>

Applicant Signature
Principal

R & D Cell RCP, Kasegaon


Page 23 of 11

[Back to Index](#)



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

Policy for Seed Money Scheme

Evaluation of Training (EoT for Faculty)

1. Background Thoughts

1.1 Training Program faculty has attended

1.2 Training Program organized by faculty

1.3 Evaluation of Effectiveness of Training.

1.4 Evaluation of Effectiveness as well as Efficiency of Training (for 1.2).

1.5 Evaluation of Training is not faculty assessment / performance measurement at large. The scope is confined to evaluation with regards to fulfillment of objectives.

1.6 Training programs faculty may attend can be categorized as

- a) Subject / Area relevant
- b) Pedagogy
- c) Research Methodology / Tools / Techniques
- d) Soft skills / Management Capacity Building
- e) Application Soft-wares

1.8 For 1.1 main stakeholders are

Faculty
HoD
Institute
Students

1.9 For 1.2 main stakeholders are

Faculty (Participants)
Faculty (Organizer)
HoD (Department)
Institute (Director)

1.10 Evaluation of Training output is to be made by faculty himself (self assessment), HoD (supervisor) and in some cases by Deans or Director. Peer assessment may also be used in some cases.

1.11 Evaluation Period:

1st Evaluation is proposed within 01 month of completion of training.

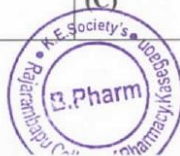
2nd Evaluation, if applicable, is proposed after 04 months but not more than 06 months duration.

2. Matrix showing the Evaluators for various positions in -

	Subject /Area Relevant (A)	Pedagogy (B)	Techniques (C)	Soft Skills / Management Capacity	Application Software (E)

R & D Cell RCP, Kasegaon

Page 24 of 11



Amud

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

Policy for Seed Money Scheme

				Building (D)	
Faculty (Asst. Prof./Assc. Prof. & Professor)	Self Assessment Peer Assessment HoD Assessment Principal	Self Assessment Peer Assessment HoD Assessment Principal	Self Assessment Peer Assessment HoD Assessment Principal	Self Assessment Peer Assessment HoD Assessment Principal	Self Assessment Peer Assessment HoD Assessment Principal
Principal	Self Assessment Peer Assessment	NA	NA	Self Assessment Peer Assessment Principal	Self Assessment Peer Assessment

3. Process:

- It shall be the responsibility of trainee to initiate the evaluation process.
- The evaluators shall stand for various positions as shown in above matrix.
- The process shall begin with self assessment.
- In case of Asst. Professors, Assc. Professors and Principal the evaluation shall finish after assessment by Principal.
- For Principal, Part C and Part E shall remain blank, and Part F shall get filled by the KES Secretary.
- In case of discrepancy, the Principal may make the final evaluation for any position and any kind of program.



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



Policy for Seed Money Scheme

Evaluation of Training Form

Evaluation of Faculty Training

Part-A (To be filled by the Trainee)

Name of Faculty: _____ Date: _____

Designation & Department: _____

Title of Training Program: _____

No. of Days & Duration of Program: _____

Organized by: _____

Venue of Training Program: _____

Category of Training Program: (Tick mark the applicable option)

Subject / Area relevant : Pedagogy : Research Methodology/Tools/Techniques : Soft Skills/Management Capacity Building : Application Software :

Expenditure incurred for the program (INR): Registration : _____

TA & DA : _____

Man hours : _____

Total : _____

Part-B (To be filled by the Trainee)

Do you feel the content was relevant & effective?

Very much Upto certain extent Not much Not at all

Please, brief about your learning from the program.

Have you implemented your learning in the professional life?

Yes No

If Yes, please elaborate:

R & D Cell RCP, Kasegaon



Page 26 of 11

[Back to Index](#)

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

Policy for Seed Money Scheme

If No, please share your plan of implementation.

Would you recommend the program to your colleague?

Yes No

Have you shared the learning experience/s formally with your colleagues?

Yes No

Demonstrate the improvement in performance / value addition, owing to this training program.


Tangible benefits: _____

Intangible benefits: _____

Next (2nd evaluation, if required) due on:

Signature with Date:

R & D Cell RCP, Kasegaon



Page 27 of 11

[Back to Index](#)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



Policy for Seed Money Scheme

Part – C (To be filled by Principal)

Has the faculty shared his/her learnings with colleagues formally?

Yes No

Has the faculty implemented the learning?

Yes No

If Yes, please elaborate:

If No, how the implementation be ensured in near future?

Do you perceive any value addition/performance improvement in the faculty?

Yes No

Has the faculty deposited learning resources to departmental library?

Yes No

Do the training needs of your department have been fulfilled?

Yes No

Please justify the training outcomes vis –a- vis costs incurred on the training (Please, try to be as much specific as possible)

Do you recommend the training program for other faculty of your department? Yes No

Cumulative expenditure on training for the department in current academic year INR _____

Next evaluation (2nd) due on:

Signature with Date:

R & D Cell RCP, Kasegaon



Page 28 of 11



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

**Policy for Seed Money Scheme****Part – D (To be filled by a colleague)**

In your opinion, is the training program relevant with the faculty?

Yes No

Has the learning/s been shared with you and other colleagues formally?

Yes No

Do you feel that the learning/s can be implemented effectively and raise the quality quotient?

Yes No

If relevant, would you like to undergo the training program?

Yes No **Name & Signature with Date:**

R & D Cell RCP, Kasegaon



Page 29 of 11

[Back to Index](#)**PRINCIPAL**
Rajarambapu College of Pharmacy
Kasegaon



Policy for Seed Money Scheme

Part – E (To be filled by IQAC)

Do the training outcomes perceived by Faculty & HoD help raise the quality / standard of department / institute in general?

Definitely Yes Upto certain extent No

Is the cost of training justified?

Remarks / Suggestions if any.

Signature with Date:

Has the training brought any behavioral change in the trainee? OR is any attitudinal change is perceived in the trainee?

Definitely Yes Upto certain extent No

Is the cost of training justified?

Remarks/Suggestions, if any:

Signature with Date:

Checked by:

R & D Cell RCP, Kasegaon



Approved by:

Page 30 of 11



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

Annexure -X

Check List of those are eligible faculty for reimbursement of Ph.D. fees

Sr. No.	Particulars	Details
1	Name of the Candidate / Faculty-	
	Department -	
2	Title of Ph. D Topic	
3	Name of the Institute/ Ph.D. Center	
4	Registration No. & Date	
5	Name of the Guide & Institute	Name of Guide:-
		Guide Institute:-
	Affiliated University	
6	Name of the Co- Guide & Institute	Name of Co- Guide:-
		Co- Guide Institute:-
	Affiliated University	
7	Type of Sponsorship	Full Time/ Part Time
8	Duration of Ph.D. Program	
9	Ph.D. Tuition Fees details with proof & Year	
10	Demand Letter from faculty with HOD recommendation	
11	List of Documents attached	
	a) Selection Letter	
	b) Sponsorship Letter	
	c) Copy of Bond	
	d) Proof of admission	
	e) Original fee receipt	
	f) Progress report of work	
	g) One page report with Result status	
	h) Publication	
	i) Progress of Theory exam	

Date-

Remark _____

HOD Signature

_____ Department

Signature

(Name-

R & D Cell RCP, Kasegaon



Page 31 of 11

[Back to Index](#)

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



Policy for Seed Money Scheme

Annexure -XI**Enhance Interaction with Industry (Through T&P)**

- **Industry Visit- documents to be attached along with bill**

- 1) Permission Letter
- 2) Industry visit plan/schedule
- 2) Mail/Correspondence of Industry
- 3) Industry Reply / Permission
- 4) Proof of attendance with photograph
- 5) One page Report

- **Industry Training**

To,
The Principal,

Sub- Attached Documents for **attended Industry training** bills

Name of Applicant: - _____

Designation: - _____ Department:- _____

Respected Madam,

I have attended Training in _____ from _____ to _____ held at _____.

Following documents are attached herewith. **(Please Tick Mark Need full)**

- | | |
|--|--------------------------|
| 1) Original Registration fee receipt | <input type="checkbox"/> |
| 2) T.A D.A. bill with original Tickets | <input type="checkbox"/> |
| 3) Broucher / e- mail Xerox | <input type="checkbox"/> |
| 4) Programme Schedule | <input type="checkbox"/> |
| 5) Certificate Xerox | <input type="checkbox"/> |
| 6) Resource material submitted in department Library (Booklet / CD/ Book) | <input type="checkbox"/> |
| 7) Upload the training details/Report on RIT web on date _____ | <input type="checkbox"/> |
| 8) Fill up Training Evaluation form with Dean Q.A. signature | <input type="checkbox"/> |

Applicant Signature

R & D Cell RCP, Kasegaon



Principal Signature

Page 32 of 11



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

**Annexure -XII
Support to Students need**

- Arrange Expert Lecture/Training
 1. Permission Letter
 2. Letter/ mail send to expert
 3. Expert acceptance
 4. Expert profile (if applicable)
 5. Original Invoice
 6. PAN card of agency (if applicable)
 7. Notice
 8. Program Schedule
 9. Students attendance
 10. Students feed back
 11. Agency report
 12. Program photo
 13. One page report with coordinator signature

- Remedial Lectures
 1. Permission Letter
 2. Notice
 3. Students attendance
 4. One page Report with coordinator signature

R & D Cell RCP, Kasegaon

Page 33 of 11

[Back to Index](#)

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



Policy for Seed Money Scheme

Annexure -XIII
APPLICATION FORM
FOR INTERNATIONAL TRAVEL

1.	Name of the applicant	:			
	Designation	:			
	Department	:			
2.	Academic Profile				
	Class / Institution	Year	Subject		
	UG (B.E.)				
	PG (M.E.)				
	Ph.D.				
	Post Doctoral				
	Any Other				
3.	Experience Details				
	Experience	Details	Duration	Name of Employer	
	i) Teaching				
	ii) Research				
	iii) Industry				
	iv) Any Other				
	Details of research project may be provided separately, if any				
4.	Publication of the applicant during last five years				
	Sr. No.	Particulars	Year	Nos.	Impact factor
	i)	Referred Journals			
	ii)	Books			
	iii)	Proceeding			
	iv)	Popular Articles			
	v)	Patents (Provisionally Registered)			
5.	Contribution of the applicant in enhancing academic excellence in the institution :				
	Sr. No.	Year	Contribution of the applicant (during last three years)		

R & D Cell RCP, Kasegaon

Page 34 of 11



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

	Project Activities	Institution development activities

6. Name of the International Event : _____

Venue & Date : _____

7. Purpose of the event (put a tick mark against the appropriate place)

Items	:	Remarks
a) Paper presentation	:	
b) Chairing a session	:	
c) Keynote Speaker	:	
d) Study & network tour	:	
e) Enhancement of Subject knowledge and research competence	:	
f) Collaboration with the organization	:	

8. Provide write-up on the following (1 Page on each)

(i) Focus on International visit on improving the quality of teaching and research (or the institutional effectiveness) of the institution. Objectives of the visit be clearly mentioned.

(ii) Benefit to the applicant from the International visit and expected outcome from this visit to the institution.

(iii) Visit linkage to the Institutional Development Proposal objectives and to the current training needs assessment.

(iv) Plan of the applicant for sharing the gained information with fellow faculty members.

(v) Alternative arrangement planned by applicant about the appropriate continuance of the teaching and research duties during the travel period.

9. Travel plan (from the place of working to the conference & back):

S.N	Date & Time	Departure	Date & time	Arrival	Mode
01					
02					
03					
04					

10. Details of expenditure

R & D Cell RCP, Kasegaon

Page 35 of 11



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Policy for Seed Money Scheme

Items	:	Remarks
a) Total air fare by shortest route by economy class	:	
b) Visa Fee	:	
c) Amount of registration fee	:	
d) Accommodation & other logistic arrangement (Local Travelling)	:	
Total		

11. Details of international events attended during last five years (in chronological order):

Name of event	Date	Venue	Details of sponsors

12. Any other information which you may like to furnish in support of your application.
Resume is attached for detailed information.

(Signature of applicant)

Place:

Date:

Encl: attach list of enclosure

R & D Cell RCP, Kasegaon



Page 36 of 11

[Back to Index](#)



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon




Policy for Seed Money Scheme

CHECK LIST

Checklist for the proposals under _____ involving International Travel in respect of _____ from _____

1	Name of the Participants undertaking the tour with Designation and Contact Number (A brief Bio- Data to be enclosed)	
2	Purpose of the visit	
3	Place of visit with Contact Details of the institute proposed to be visited (Whether Consent Letter has been obtained and attached)	
4	Duration of visit (whether Daily Schedule enclosed)	
5	Date of his /her last foreign visit with duration, name of the institute Visited funding / sponsoring Agency and the purpose of such visit	
6	(i) Relevance of the visit/ training to the project objectives	
	Clear Objectives and Outcome of the visit	
7	Amount of expenditure involved in the present proposal (Whether breakup attached)	
8	Whether approval of Head of the institute have been obtained and proof there of attached	
9	Whether an undertaking has been obtained and enclosed on submission of report in due course on the training to be undertaken and experience to be gained to improve the teaching learning process in the institute	




 Sign. **PRINCIPAL**
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)




PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon



PAY AND ALLOWANCES

Kasegaon Education Society's Rajarambapu College of Pharmacy, Kasegaon

PAY AND ALLOWANCES

1. PAY SCALE:

The pay scale shall be applicable as per AICTE / DTE / Government of Maharashtra.

2. GRATUITY:

The employee of the institution shall avail the benefit of gratuity as per rules. The amount of gratuity shall be decided by the authority from whom scheme of gratuity is made applicable.

3. PROVIDENT FUND

The scheme of provident fund shall be applicable as per Provident Fund Act 1952.


4. CONTRIBUTORY PROVIDENT FUND (C.P.F.)

Provided that, the rate of monthly subscription of the employees and the management share shall be as per the rules of government of India or the state government, as the case may be, amended from time to time.

5. PAYMENT OF SALARY:

- A. The teachers of the college shall, unless otherwise directed, be entitled to receive the pay, regularly for each month for the services rendered in the scale of pay prescribed for the cadre in which he/she is appointed, with effect from the commencement upto the cessation of service in college under the same or different managements.
- B. The initial pay of the teacher selected by the college Institution shall be at least the minimum of the scale of pay. Provided that, the principle of protection of last pay drawn shall be applicable in respect of the teacher who is already in the service of the.




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

- C. In respect of the teacher who expires while in service, his/her pay shall be drawn for the day on which the teacher dies. The hour of this day at which the death takes place shall have no effect on the claim.
- D. The officiating pay, deputation allowance and the pay drawn by the teacher while in Foreign Service shall be as per the provisions made in the pension scheme of government.

6. **ADDITIONAL CHARGE:**

If the teacher is assigned to hold the additional charge of the post of Principal, he/she shall receive additional pay, based on his/her presumptive pay, as may be prescribed by the government and accepted by the university, from time to time; provided that, this additional pay shall be admissible, if the period of additional charge is more than 15 days, but not more than six months.



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



PRINCIPAL
Rajarambapu College of Pharmacy, Kasegaon



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Kasegaon Education Society's
Rajarambapu College of Pharmacy, Kasegaon
Tal - Walwa, Dist - Sangli. Pin No- 415404
Bank Voucher (B.Pharm)

To,
The Principal,
Rajarambapu College of Pharmacy,
Kasegaon.

Date : 4 JAN 2023






Please arrange for a DD/Cheque/Cash of Rs. 1351419.00

(Es. In Words) :- Thirteen Lakh Fifty One Thousand Four Hundred Nineteen only

Paid to :- DR.CHANDRAKANT SHRIPAL MAGDUM

Bill No :- --- Dated :- ---

Particular :- Amount paid for Group Gratuity by cheque

Receipt:     

Accountant Accounts Officer I/C Principal




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

RAJARAMBAPU COLLEGE OF PHARMACY B.PHARMACY
 A/P Kasegaon Tal Walwa Dist-Sangli
 Maharashtra

Lic Group Gratuity
 Ledger Account

1-Apr-22 to 31-Mar-23

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
2-Aug-22	Cr Bank of India A/C No 13 Amount paid for LIC Group Gratuity advance payment 2022-23 by NEFT	Payment	231	2,00,000.00	
22-Sep-22	Dr Bank of India A/C No 31 received amount from LIC salara for Dr.C.S. Magdum Gratuity amount by NEFT	Receipt	186		13,51,419.00
4-Jan-23	Cr Bank of India A/C No 31 amount paid to Dr.C.S.Magdum for Gratuity amount by cheque	Payment	464	13,51,419.00	
	Dr Closing Balance			15,51,419.00	13,51,419.00
				2,00,000.00	
				15,51,419.00	15,51,419.00



[Signature]
PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)

PF CONTRIBUTION RECEIPT



कर्मचारी शोचिष्म निधि संगठन
Employees' Provident Fund Organization

भविष्म निधि भवन, १४, भीमराजी वामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhimraji Cama Place, New Delhi - 110066

Generated On 24/02/2023 11:16:

Payment Confirmation Receipt

TRRN No :	3122302006698
Challan Status :	Payment Confirmed
Challan Generated On :	13-FEB-2023 17:38:42
Establishment ID :	PUKOLD102528000
Establishment Name :	RAJARAMBAPU COLLEGE OF PHARMACY
Challan Type :	Monthly Contribution Challan
Total Members :	36
Wage Month :	JAN-2023
Total Amount (Rs) :	1,41,048
Account-1 Amount (Rs) :	91,451
Account-2 Amount (Rs) :	2,657
Account-10 Amount (Rs) :	44,281
Account-21 Amount (Rs) :	2,657
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002150223815518
Payment Date :	15-FEB-2023
Payment Confirmation Date :	15-FEB-2023
Total PMRPY Benefit :	0



Page 1 of 1

[Back to Index](#)



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



CORPUS FUND CONTRIBUTION RECEIPT

Kasegaon Education Society's
Rajarambapu College of Pharmacy Kasegaon
Corpus fund statement 2022-23

Sr. No	Name of Bank	Account No	Receipt No	Name on FD	Amount
1	R.B.SAH. BANK KASEGAON	303202/221/92	1355856	Secretary KES & Principal RCP	260000
2	R.B.SAH. BANK KASEGAON	007320200069159440	16394	Principal RCP	1515643
3	R.B.SAH. BANK KASEGAON	7320200069363950	47377	Principal RCP	700000
4	R.B.SAH. BANK KASEGAON	007320200069422582	55413	Secretary KES & Principal RCP	125000
5	R.B.SAH. BANK KASEGAON	007320200069626091	76336	Principal RCP	419000
6	R.B.SAH. BANK KASEGAON	007320100069673846	80015	Principal RCP	1435000
Total					4454643




PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

PAYMENT SALARY RECEIPT

o/c



RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON
Tal. - Walwa, Dist. - Sangli (M.S.) Pin. 415 404
 (Approved by A.I.C.T.E., PCI New Delhi, D.T.E. (M.S.), UGC 2F & 12 B, Affiliated to Shrivej University, Kolhapur)

B.PHARMACY PH-6389

Courses Offered : D.Pharm, B.Pharm, M.Pharm and Ph.D.

Outward No. /RCP/ 513/2022-23 Date - 16/02/2023

To,
 The Branch Manager,
 Rajarambapu Co-operative Bank Ltd. Peth,
 Branch-Kasegaon.

Subject - Request for Credit salary amount to individual staff account.

Dear Sir/Madam,


We are sending here with paymentsheet of Teaching & Non-Teaching staff for the month of **JANUARY 2023** You are request to transfer the salary on indivisal account.

Total Salary Amount of Rs. 1455291
 (Rs. In Words :- Fourteen Lakh Fifty Five Thousand Two Hundred Ninety One)


To be Debited on our Saving
 Account No. 5730 of Rs. 1455291


Thanking you.


Yours faithfully,



Principal
 R. C. P. Kasegaon
 i/c. Principal
 Rajarambapu College of Pharmacy
 Kasegaon.







PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon




PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)



**Kasegaon Education Society's
Rajarambapu College of Pharmacy, Kasegaon.**
Tal-Walwa, Dist-Sangli (M.S.), 415 404.

Salary Pay List January 2022

Sr. No.	Bank A/c No.	Name Of Staff Member	Amount (Rs.)
1	6162	DR. SHINIVAS KRISHNA MOHITE	117115
2	7532	DR.VIJAY RAJARAM SALUNKHE	90279
3	7915	DR. MANOJKUMAR MUKUNDRAO NITLIKAR	77072
4	6556	SHRI. ATUL RAMCHANDRA CHOPADE	76644
5	6774	SHRI. GANESH HINDURAO WADKAR	58394
6	4958	SHRI. SACHIN SHAMRAO TODKAR	38070
7	6087	SHRI. JAMEER ALAM TAMBOLI	56580
8	6557	SHRI. SANDEEP RAVINDRA KANE	66185
9	6928	SMT. INDRAYANI SANDIP BANDGAR	64410
10	7384	SHRI. DIPAK SHIDHANNA GUMATE	57096
11	9003	SMT. TRUPTI PRAVINKUMAR LADE	51240
12	8431	SHRI PANKAJ SHANKAR KORE	38992
13	9535	SHRI. HEMANT SUMANT KANDALE	38992
14	8458	SMT.VIDYA NAMDEV DANGE	36659
15	7429	SHRI.ROHIT RAMCHANDRA TODKAR	36659
16	8729	SHRI.RAVI PANDIT BARKADE	36659
17	9590	Smt. MURGUDE MANISHA MANIK	29194
18	9574	SMT.ANKITA PRAKASH KORE	29194
19	10027	SMT.ASHWINI SATISH JADHAV	16774
20	10036	SMT.AVANI KRUSHNAJI SHEWALE	16617
21	20593	SHRI.SAGAR BHASKAR PATIL	15088
22	3563	SHRI. AKSHAY RAMCHANDRA YADAV	15088
23	4284	SMT.ASHA MOHAN JAGTAP	15088
24	9566	SMT.PRADNYA PRADIP SHINDE	15088
25	4243	SMT.PRAJAKTA SHANTARAM RAKSHE	15088
26	637	SHRI.VISHAL TANAJI NIKAM	15088
27	23848	SHRI. JADHAV ABHIMANYU SAMBHAJI	21360
28	5799	SHRI. SANDIP GULAB KAMBLE	27731
29	8383	SHRI. PRAMOL SHAHAJI CHAVAN	31325
30	6963	SHRI.KRISHANAT BANDU YADAV	20620
31	9228	SHRI. DATTAPRASAD, BHIMRAO PATIL	13341
32	9713	SHRI. DURGAWALE GANESH BHASKAR	15277
33	480	SHRI. SWAPNALI VISHAL PAWAR	5880
34	6129	MRS. VARSHA RAJENDRA GAVADE	17379
35	6347	SHRI. RAVI BAPUSO JANGAM	28395



[Back to Index](#)



[Signature]

PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

K.E. Society's
Rajarambapu College of Pharmacy, Kasegaon.
 Tal-Walwa, Dist-Sangli (M.S.), 415 404.
Salary Pay List January 2022

36	6645	SHRI. PRAKASH SUBRAO PATIL	22292
37	9803	SHRI. RAHUL RAGHUNATH PATIL	19036
38	15871	SHRI. BHAGATSING SHIVAJIRAO PATIL	16538
39	6890	SHRI. ADHIK SHAMRAO ADAKE	12459
40	6891	SHRI. AVINASH NARAYAN SHINDE	13962
41	8675	SHRI. AMOL KRISHNAT BABAR	6873
42	8444	SHRI. SURAJ POPAT RAUT	1347
43	8996	SHRI. SANDIP BALU JADHAV	10434
44	10253	SHRI. AVISH SUBHASH GORE	7056
45	9423	SHRI. PATIL VIKAS VILAS	13500
46	6291	SHRI. YADAV SADASHIV PANDURANG	7840
47	4420	SHRI. VITTHAL NAVNATH ANPAT	12528
48	9370	SHRI. ABHIJEET DILIP DANGARNE	7665
Total			1455291

(Rs. In Words :- Fourteen Lakh Fifty Five Thousand Two Hundred Ninety One)



[Signature]
I/c. Principal
 Rajarambapu College of Pharmacy
 Kasegaon.



[Signature]
PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon



[Signature]
PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)



PURCHASE POLICY

Flow Chart for Purchase

1. Accounts department will send the sanctioned Budget to all departments.
2. Accounts Department also will send the notice to all departments for purchase the requirements as per the sanction Budget.
3. Then head of the department will circulate the notice to their departmental staff for the requirement(s). Moreover, staff will be submit their application as their requirement to the respective departmental HOD.
4. Then Department Technical Purchase Committee will call the meeting and they will discuss the details as received. Decided final requirement forwarded to Central Technical Purchase Committee as mentioned in format.
5. The collected requirement forms and their details will be discussed in Central Technical Purchase Committee meeting and remark will be give either sanctioned or not sanctioned then, the details will be forwarded to Purchase Committee.
6. The finalized requirement as passed by CTPC will be put in front of the purchase committee in their meeting.
7. Purchase Committee will discuss on this requirement(s) and finally they approved /not approved requirement as per allocated Budget and then forwarded to Purchase Officer.
8. Then, Purchase Officer will forward the finalized list requirement to to the respective department
9. Then department will call the quotations from minimum three vendors and will prepare comparative chart of the approved requirement. Then prepared chart will be submitting it to the Purchase committee.
10. Purchase Officer will call the meeting of Purchase committee and reviewing the all Quotation for further negotiation which will be done in front of all purchase committee members.
11. Lowest negotiated rate will be considered to make the work order. Then, the details of vendors who have gained the work order will be informed to central store.
12. Moreover, Central store will communicate to the respective department about the making of Purchase Order of respective material(s).
13. Respective department will prepare the Purchase Order of the sanction material/Equipment.

[Back to Index](#)



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon



14. Central store will collect the all prepared purchase order and distribute the order to respective vendors.
15. Received Equipment/material form approved vendors will be checked and confirm by Central Store department.
16. The purchase instrument/material/Equipment will be in inward in the General Purchase Register (GPR)
17. Then central store will hand over the all material/Equipment to concern department.
18. The lab assistant will note down the material in departmental register and HOD will arrange the installation and training programme of the purchased instrument through their staff.



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



REQUIREMENT FOR EQUIPMENTS ②

Name of the dept. pharmaceutics Requirement No _____
 To, # _____ (for office use)
 # Chairman, _____ Date: 12/10/2022
 Purchase committee
 Rajarambapu College of pharmacy, Kasegaon.

Sub: Permission for procuring UV-visible spectrophotometer
Make lab india (Model-EV-3000)

Ref _____
 Sir, # _____

Following equipment is required for UG. practical purpose
 The equipment purchase is under department of pharmaceutics
 Name of the Laboratory _____

Details of Material

Sr. No.	Detail Specifications of the equipment	List of suppliers	Approx. Rate	Qty.	Approx. cost
01	UV-visible spectrophotometer (Labindia) Model: EV-3000	Sahyadri scientific supplier Islampur Samarth Trading Islampur Unique chemicals and scientific suppliers Kolhapur	3,50,000/-	01	3,50,000/-

Budgetary details:
 1. Amount sanctioned Rs. 15,00,000/- 2. Amount utilized Rs. Nil *PH*
 Please sanction permission for starting procedure for procuring equipment.

Yours faithfully _____
 (Mr. H.S. Kandle)
 Name of the in-charge

Remark: Recommended
 Head of Dept. *Bh*

Forwarded Remark: Recommended
 Principal *sd*

Permitted to Start Purchase Procedure.

Member *[Signature]* Member *[Signature]* Member *[Signature]* Member *[Signature]* Chairman *[Signature]*
 Purchase Committee

Central Store
 K.E. Society's College of Pharmacy, Kasegaon

B.Pharm
 K.E. Society's College of Pharmacy, Kasegaon

[Back to the Index](#)



[Signature]
PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon



K.E SOCIETY, S
RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON

SR. NO. - 10

B. Pharmacy (Pharmaceutics)

Comparative Chart of UV-Visible Spectrophotometer (Negotiation after receiving the quotations)

Sr. No.	Description	Qty	Samarth Treading Company Islampur Mb. No. 9822256373	Sahyadri Scientific Suppliers Islampur Ph. No. (02342)220908	Unique Biological & Chemical Kolhapur Mb. No. 9422580305	
						Discount in %
1.	UV-Visible Spectrophotometer Make-Systronics. Model-No. 2202	Before Negotiation	2,50,470.00	3,13,087.50	2,78,300.00	
		01	Remark	B.P - 2,78,300 Extra 7%	N.C.	15%
		After Negotiation	2,30,989 (17% discount)	3,13,087.50	2,36,555.00	
Final Rate After negotiation Date: Time:			Rate Including 10% Discount Extra GST	Rate Including 10% Discount Extra GST	Net Rate Extra GST	
Remark The above mentioned item order goes to M. Samarth Treading Co. Islampur due to the lowest rate.						

Comparative Chart Prepared by : Shri Hemant S. Kandle

The purchase meeting is held on dated 16/11/22 at K.E Society office Rajaramnagar

The Following members were present for the negotiation

Member

Member

Member

Member

Chairman
Purchase Committee



PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

SAHYADRI SCIENTIFIC SUPPLIERS

Authorised Dealers & Stockist in : Fine, Industrial and Pharmaceutical Chemicals,
Laboratory Glasswares & other Equipments For School, Colleges & Industries

An ISO 9000 : 2015 Certified Company

MUMBAI MARKETING & CORRESPONDENCE OFF. :

1, Devkaran Mansion, 3rd Floor, 79, Princess Street,

Mumbai - 400 002. • Telefax : (022) 2206 2623

Tel . (022) 2203 5501 Cell # 0-9146330465

e-mail : researchlab.salunkhe@gmail.com



FACTORY & REGD. OFF. :

X-8 & 9, Chemical Zone, MIDC, ISLAMPUR - 415409

(Dist : Sangli. Maharashtra. Cell : 7499898073

Cell # 0-9881584426 / 9822198853

e-mail : sales@researchlab.in, vijuss26@gmail.com

No. : SSS/Q/296

QUOTATION

Date : 23.09.2022

To,

The Principal,

Kasegaon Education Society's,

RAJARAMBAPU COLLEGE OF PHARMACY,

KASEGAON - 415 404,

Tal - Walwa, Dist - Sangli

Ph & Fax No. (02342) 238200, Mobile : 7387356408

Mr. Hemant Kandle <hemantkandle6885@gmail.com>

Department of Pharmaceutics

Customer's Ref. No. : E-Mail

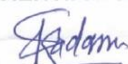
Date : 22.09.2022

Sr. No.	Items	HSN	GST	Make	Price	Per
2	PC Based Double Beam UV-VIS Spectrophotometer :			Systronics		
	(190 nm - 1000 nm with 2 nm B/W Including Operating Software, but without PC & printer. Model : 2202	90273020	18		347875.00	Each
	Note : PC & Printer essential for operation and data interpretation of Spectrophotometer type 2202.					

Terms :-

- 1) Discount : 10% on Systronics Make.
- 2) 18% GST Extra applicable.
- 3) Free delivery upto collge.
- 4) Delivery 15 to 20 days After order.
- 5) Validity up to 31.12.2022
- 6) 100% Payment against Delivery by RTGS or DD.

Yours Faithfully,
For SAHYADRI SCIENTIFIC SUPPLIERS,



Authorised Signatory.






PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



Shri Samarth Trading Company

Peth Sangli Road, Opp. Ganesh Servicing Center, Shripadnagar, ISLAMPUR -415 409
Tal. Walwa, Dist. Sangli. Proprietor : 9822256373, Sales : 8010266171, 7666981492
Account & Quotation : 7666981484, E-mail : samarth4092@gmail.com, samarth.trading@yahoo.com



Ref. No. S. S. T. C. / 0151 / 2022-23 Date :- 28 / 09 / 2022

To,
The Principal,
Rajarambapu College Of Pharmacy,
Kasegaon.
Dist : Sangli .

Sub- Quotation for UV Visible / Cooling Centrifuge (Dept Of Pharmaceutics)

Dear Sir,




Ref.:- Your Enquiry On Verbal

Thank You For Showing Interest In Our Firm & Contacting Us.
Please Find Our Exclusive Quotation For Your Requirement As Attach. We Hope That
You Find Our Quotation In Line With Your Expectation & Look Forward Valued Order.

Terms & Conditions:-





- **Applicable GST@18% Extra**
- Payment – Against Delivery.
- Delivery Days – 2 to 3 Weeks
- F.O.R.- On Site.


With Best Regards,
Mr. Pradip Patil (Proprietor)

Suppliers Of Laboratory, Industrial, Dairy Chemicals, Glassware & Instrument. All Companies Chemicals For School & College, Biological Material, Charts.
Authorise Dealers For - Qualigen, Loba, Rankem, Borosil, J-sil, Contech, Remi, BTI, MIC, Whatman, Systronics, Equiptronics

Authorised Dealer












Pradip
PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

 Shri Samarth Trading Company 				
Peth Sangli Road, Opp. Ganesh Servicing Center, Shripadnagar, ISLAMPUR -415 409 Tal. Walwa, Dist. Sangli. Proprietor : 9822256373, Sales : 8010266171, 7666981492 Account & Quotation : 7666981484, E-mail : samarth4092@gmail.com, samarth.trading@yahoo.com				
Quotation				
Sr. No	Item Name	Make	Unit	Price
1	PC Based Double Beam UV-VIS Spectrophotometer (200nm - 1100nm) 2 nm B/VV, including operating software but without PC & printer.	Systronics Model 2202	Nos	2,78,300.00
2	UV/ VIS Spectrophotometer - Optics Double Beam with Automatic 8 Cell Charger Wavelength Range 190-1100 nm Spectral Band Width 0.5, 1, 2, 5 Wavelength Display 0.01 nm Wavelength Setting 0.05 nm Wavelength Accuracy ± 0.1 nm @656.0 nm D2, ± 0.3 nm (190-1100) Wavelength Repeatability 0.1 nm Stray Light 0.03% @340 & 220 nm, 1% @198 nm for KCl Photometric Range -3 to 3 A Photometric Accuracy ± 0.002 A at 0.5, ± 0.004 at 1 A Photometric Reproducibility 0.001 A (0.5 A), 0.002 A (1A) Baseline Stability ± 0.0002 Abs Baseline Flatness ± 0.001 Abs Scan Speed 5-3500 nm/min Slew Speed 5000 nm/min	LAB INDIA Model UV-3000	Nos	4,26,500.00
3	Cooling centrifuges - Compact Bench Top High Capacity Cooling Centrifuges Without Rotor Heads And Accessories (Recommended Voltage stabilizer VS-02)	Remi - CM-8 Plus	Nos	1,55,000.00
	R-81 M - 16 x 15 ml swing out head with graduated glass tubes	Remi	Nos	8,400.00
	R-81 BM - 8 x 15 ml swing out head with graduated glass tubes	Remi	Nos	5,800.00
	R-82 AM - 4 x 50 ml swing out head with graduated glass tubes	Remi	Nos	6,200.00
	R-83 BM - 8 x 15 ml angle head with polypropylene tubes	Remi	Nos	5,500.00
Total Amount =				8,59,800.00
Discount@10% =				85,980.00
Grand Total =				7,73,820.00




PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)



UNIQUE

BIOLOGICAL & CHEMICALS

671, 'E', 'Vasant Ratna' Appt. 3rd Lane, Shahupuri, Kolhapur - 416001.
 Telefax : 0231-2661216, Mob.: 9422580305, 9922280555, E-mail : vinodunique@yahoo.com, GST : 27AMNPP2410Q1ZJ

Ref. No.: UBC/5872/2022 Date: 28/9/2022

To,
 The Principal,
 Rajarambapu College of Pharmacy,
 Kasegaon


Sub: Quotation for Instruments



Respected Sir,
 With the reference to your Quotation for Instrument we are sending herewith the Quotation. So if any order please feels free to contact us. Our rates, terms & Conditions are as mention as below.

Terms & Conditions: :

- 1) Rate are Net
- 2) GST will be extra as per Government Rules.
- 3) Delivery at your college free of cost.
- 4) Delivery within 15 to 20 days from confirms order.
- 5) Payment immediate.

Thanking You
 For Unique Biological & Chemicals

Proprietor 

DEALERS IN : All Kinds of Biological Material, Chemicals, Glassware Instruments and Equipments, Borosil, J-sil, Emkay, Simco, Inco, Kumar, Elico, Ketan, Yarco, Equipronics, Whatman, Thaisal, K-roy, Bio-visual Charts Etc.

AUTHORISED DEALER REMI INSTRUMENTS




PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)



SR	Name Of Instrument	Qty	Rate	GST	Total
1	UV-Visible Spectrophotometer Make: Systronics Mode: 2201 PC Based Double Beam Automatic source optimisation, Base line calibration & Cell optimization 190– 1000 nm Range 0.5 to 6.0 nm variable Bandwidth %T, Abs, Conc. (K factor, Multi standard), Multi component measuring modes Single Wavelength, Multi Wavelength, Scan (with multi scan facility), Time Scan, Kinetic scan operating modes Automatic 5 position sample changer Single Position 50/100 mm Cuvette Holder	1 No	278300	18%	328394
2	UV-Visible Spectrophotometer Make: Labindia Mode: UV-3000 Optical System Double beam with Automatic 8 cell changer Monochromator Holographic grating in Czerny Turner mounting with 1200 lines/mm Spectral Bandwidth 0.5, 1, 2, 5 nm (variable) Working Mode Standalone (MPU Mode) / PC controlled (PC Mode) Software Support MPU Software Platform / UV/VIS Analyst Detector Photo Silicon Diode Lamp Deuterium and Tungsten Wavelength Range 190 ~ 1100 nm Wavelength Display 0.1 nm increment (with UV/VIS Analyst) Wavelength Setting 0.1 nm increment (with UV/VIS Analyst) Wavelength Accuracy ± 0.1 nm at D2 peak $656.1 \text{ nm} \pm 0.3$ nm for entire range Wavelength Reproducibility 0.1 nm Stray Light $< 0.02\% \text{ T}$ (340 nm, NaNO ₂) $2 < 0.9\% \text{ T}$ (198 nm, KCl) Photometric Mode Transmittance, Absorbance, Energy, Concentration Photometric Range -0.3 ~ 3 Abs Photometric Accuracy $\pm 0.002 \text{ Abs}$ (0 ~ 0.5A) $\pm 0.004 \text{ Abs}$ (0.5 ! 1A) $\pm 0.3\% \text{ T}$ (0 ~ 100%T) Photometric Reproducibility 0.001 Abs (0 ~ 0.5A) 0.002 Abs (0.5 ~ 1A) 0.15% T (0 ~ 100%T) Baseline Flatness $\pm 0.0015 \text{ Abs}$ (190 ~ 1100 nm) Baseline Stability 0.0004 Abs/h (500nm, 0.0 Abs, 2nm Spectral Bandwidth, 2hr warm-up) Noise Level 0.00005 Abs RMS value @500nm DNS/RNA Measurement Included Dimensions / weight 600mm W X	1 No	300000	18%	354000




PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)



REQUIREMENT FOR EQUIPMENTS (12)

Name of the dept. Pharmaceutical Chemistry Requirement No _____ (for office use)
 To, _____ Date:- _____
 Chairman,
 Purchase committee
 Rajarambapu College of pharmacy, Kasegaon.

Sub: Permission for procuring measuring point apparatus

Ref _____
 Sig. _____

Following equipment is required for Department of phar. chemistry.
 The equipment purchase is under _____
 Name of the Laboratory _____

Details of Material

Sr. No.	Detail Specifications of the equipment	List of suppliers	Approx. Rate	Qty.	Approx. cost
	<u>measuring point apparatus.</u>	<u>Samarm Trading Co. Sahyadri Sci. supplier. (S) manji Lab solution. B.S. EXPANS</u>	<u>80000/-</u>	<u>3</u>	<u>240000/-</u>

Budgetary details:
 1. Amount sanctioned Rs. 1500,000/- 2. Amount utilized Rs. —NIL—
 Please sanction permission for starting procedure for procuring equipment.

Remark: Recommended

Yours faithfully
P.S. Kane
 Name of the in-charge
 Head of Dept — [Signature]

Forwarded Remark: Recommended

Principal
[Signature]

Permitted to Start Purchase Procedure.

[Signature] Member [Signature] Member [Signature] Member [Signature] Chairman
 Member Member Member Purchase Committee



[Signature]
PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)

SAHYADRI SCIENTIFIC SUPPLIERS

Authorised Dealers & Stockist in : Fine, Industrial and Pharmaceutical Chemicals,
Laboratory Glasswares & other Equipments For School, Colleges & Industries

An ISO 9000 : 2015 Certified Company

MUMBAI MARKETING & CORRESPONDENCE OFF. :

1, Devkaran Mansion, 3rd Floor, 79, Princess Street,
Mumbai - 400 002. • Telefax : (022) 2206 2623
Tel. : (022) 2203 5501 Cell # 0-9146330465
e-mail : researchlab.salunkhe@gmail.com



FACTORY & REGD. OFF. :

X-8 & 9, Chemical Zone, MIDC, ISLAMPUR - 415409
(Dist : Sangli, Maharashtra, Cell : 7499898073
Cell # 0-9881584426 / 9622198853
e-mail : sales@researchlab.in, vijusss26@gmail.com

No. : SSS/Q/317

QUOTATION

Date : 01.10.2022

To,

The Principal,

Kasegaon Education Society's,

RAJARAMBAPU COLLEGE OF PHARMACY,

KASEGAON - 415 404,

Tal - Walwa, Dist - Sangli.

Ph & Fax No. (02342) 238200, Mobile : 7020767140

E-Mai : pkpankajpk3@gmail.com

Customer's Ref. No. : Telephonic

Date : 01.10.2022

Sr. No	Items	HSN	GST	Make	Price	Per
1	DIGITAL MELTING POINT/BOILING POINT APPARATUS : Model - EQ 730 Digital Microprocessor based Melting Point/Boiling Point apparatus up to 300°C with accuracy ±0.1°C	9027	18	Equiptronic	35000.00	Each
2	DIGITAL MELTING POINT/BOILING POINT APPARATUS : Model - EQ 730 A Digital Microprocessor based Melting Point/Boiling Point apparatus up to 300°C with accuracy ±0.1°C. Camera and Colour Monitor provided for safety.	9027	18	Equiptronic	55000.00	Each
3	DIGITAL MELTING POINT/BOILING POINT APPARATUS : Model -EQ 730 B Advance melting point Apparatus : with 7 inch Touch Screen Display with Camera & Software to record Snap Shot of Melting Substance with USB port for mouse, Keyboard & Printer interface. Temperature upto 300°C with accuracy ±0.1°C. (with mouse & keyboard without printer)	9027	18	Equiptronic	152000.00	Each

Terms :-

- 1) Discount : 10% on Equiptronic Make.
- 2) 18% GST Extra applicable.
- 3) Free delivery upto collge.
- 4) Delivery 15 to 20 days After order.
- 5) Validity up to 31.12.2022
- 6) 100% Payment against Delivery by RTGS or DD.

Yours Faithfully,

For SAHYADRI SCIENTIFIC SUPPLIERS,

Authorised Signatory.



Page 1



B. Panu
PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)



GSTN NO: - 06BZUPK4841F122

Manti Lab Solutions
Plot No. 399, Industrial Area, Phase 1, Panchkula (India) -134113
Mobile: +919041096331
www.mantilabsolutions.com

MANTI LAB SOLUTIONS

QUOTATION

Date: - 29/09/2022

To
Pankaj

Click to call: +91-7020767140
E-mail: pkpankajpk3@gmail.com
Sangli, MH, India

Dear Sir/Madam,
Please find below quotation as per your request.

S.No	Model No	Particulars	Qty	List Price	Offer Price
1	MT-934	Digital Melting Point apparatus	1 Nos	30000	21000/-
2	MT-935	Digital Melting Point Apparatus	1 Nos	33000	23100/-

*** Term & Conditions**

- 1) **Dispatch:** 2-12 working days after order and payment confirmation.
- 2) **Payment 100% advance with in order.**
- 3) **GST will be Charged Extra as applicable.**
- 4) **Packaging & Forwarding** charges will be extra.
- 5) All our instruments are warranted for a period of **12 Months** (Only instruments -Not Accessories).
- 6) One time Installation/demonstration free on video call.

Manti Lab Solutions
Plot No. 399, Industrial Area, Phase 1, Panchkula (India) -134113
Mobile: +91-9041096331, 9888696331

Think About Quality, Think about MANTI
You can feel free contact us for any query.

*Note - As per telephonic discussion following point was clear
① Validity of Quotation is for 2 months from
09/11/2022*



[Signature]
PRINCIPAL
Rajarambapu College of Pharmacy
Kasegaon

[Back to Index](#)

RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON
B. Pharmacy (Pharmaceutical Chemistry)

SR. NO. - 12





Comparative Chart of Melting Point Apparatus (Negotiation after receiving the quotations)

Sr. No.	Description Melting Point Apparatus	Samarth Treading Company Islampur Mb. No. 9822256373	Sahyadri Scientific Suppliers Islampur Ph. No. (02342)220908	Manti Lab. Solution Haryana Mb, 9041096331	B.S.Exports Haryana Mb,9215391011		
Discount in %							
1.	Melting Point Apparatus	49,600.00	31,500.00	21,000.00	16,850.00		
	Qty: 01	Before Negotiation	Remark	Make - Anatab Model - Thermocol	Make - Equiptronics Model - EQ 730	Make - Manti lab Model - 934	Make - B.S. Export Model - Bsex115
		After Negotiation		35,000	N.C	N.C	N.C
Final Rate After negotiation		Date:	Time:	Equip 29/7/22			
Remark		Net Rate Extra GST	Rate Including 10 % Discount Extra GST	Offer Price GST extra	Net Rate GST extra		
lowest price should be recommended against the make of product							

Comparative Chart Prepared by : Shri P. S. Kore - P.S.Kore 35405

The purchase meeting is held on dated 16/11/22 at K.E. Society's office Rayanm nagar


The Following members were present for the negotiation As per the discussion held in purchase meeting the above mentioned order goes to the Samarth Treading Co. Islampur as per committee recommendation the make of machine is should be equipronic so the

 Member
 Member 16.11.22
 Member
 Chairman
 Purchase Committee




PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)



RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON
 Kasegaon Education Society's
 Tal. - Walwa, Dist. - Sangli. (M.S.) Pin. 415 404.
 (Approved by A.I.C.T.E., PCI New Delhi, D.T.E. (M.S.), UGC 2F & 12 B, Affiliated to Shivaji University, Kolhapur)

B. PHARMACY PH-6389

Courses Offered : D.Pharm, B.Pharm, M.Pharm and Ph.D. 337

Outward No. / RCP/ 29/2022-23 Date : 23/11/22


To
Shri Samarth Trading Company,
Islampur
Sub :- Purchase order for Equipments
Sir,


We are pleased to inform you that the quotation submitted by you has been accepted by our college. We are herewith placing order of Equipments for B..Pharm course. You are herewith informed to supply the Equipments as per following specification.

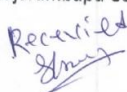
Sr. No.	Name of particular	Required Qty.	Rate (Rs.)	Total Amount	Discount	Disc. Amount	Amount (Rs)
1.	PC Based Double Beam UV-Visible Spectrophotometer Make :-Systronics, Model - 2202	01	2,78,300.00	2,78,300.00	17 %	47,311.00	2,30,989.00
2	Melting Point Apparatus Make : Equiptronics (EQ 730)	03	35,000.00	1,05,000.00	15%	15,750.00	89,250.00
3	Organ Model 1) Urinary sys. 2) Eye, 3) Ear, 4) Skin, 5) Brain, 6) Respiratory Sys. 7) Digestive Sys, 8) Reproductive System (Male), 9) Reproductive System (Female),	1per organ		4,718.00	30%	1,415.40	3,302.60
4	Nebular Chamber	15	765.00	11,475.00	30%	3442.50	8,032.50
5	Microscope: Make: Metzger Model 38	15	8,100.00	1,21,500.00	30%	36,450.00	85,050.00
6	10X Objective	15	275.00	4,125.00	30%	1,237.50	2,887.50
7	Eye Peace	15	310.00	4,650.00	30%	1,395.00	3,255.00
8	Camera Lucida mirror type	15	810.00	12,150.00	30%	3,645.00	8,505.00
Total Amount							4,31,271.60
GST 18 %							77,628.88
Total Amount							5,08,900.49
Round off (+/-)							0.49
Total Amount (Rs)							5,08,900.00

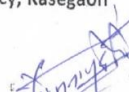
In Word Rupees : Five Lack Eight Thousand Nine Hundred Only


Note: 1. All rates are inclusive with all taxes. 2. Transportation free up to college. 3. Payment shall be made after supply and installation (with training) of all the material. 4. Material should be supply within 15 days from the date of purchase order



Principal
 Rajarambapu College of Pharmacy, Kasegaon



Secretary
 Kasegaon Education Society's, Kasegaon


Received


Signature


Signature


PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon





E-mail : kespharmacy@gmail.com website - www.kespharmacy.com Telefax - (02342) 238200, Mob. No. :-9970700828

[Back to Index](#)

GSTIN : 27AMVPP2791E1ZG **TAX INVOICE**

Shri Samarth Trading Company

Peth Sangli Road, Opp. Ganesh Servicing Center, Shripadnagar, ISLAMPUR -415 409
 Tal. Walwa, Dist. Sangli. Proprietor : 9822256373, Sales : 8010266171, 7666981492
 Account & Quotation : 7666981484, E-mail : samarth4092@gmail.com, samarth.trading@yahoo.com

Original Buyer's Copy

Invoice No.:- CO/0230/22-23
 Invoice Date:- 17 / 12 / 2022
 Reverse Charge (Y/N):
 State: Maharashtra

Transport Mode:-
 Vehicle number:-
 Date of Supply :- 15/12/22, 17/12/2022
 Challan No.:- 3337, 3387

PO No.:- RCP - B. Pharm
 Date :- Code 27

Bill to Party **Ship to Party**

Name: The Principal, Rajarambapu College of Pharmacy,
 Address :- Kasegaon,
 Dist.:- Sangli.
 GSTIN:-
 State:- Maharashtra

Name:-
Address:-
 GSTIN:-
 State:- Code 27

S. No.	Product Description	HSN	GST	Qty	Rate	Amount	Discount	Taxable Value	CGST		SGST		Total	
									Rate	Amount	Rate	Amount		
1	PC Based Double Beam UV-Visible Spectrophotometer Make : Systronics Model : 2202	9027	18%	1	278300.00	278300.00	17%	230989.00	9	20789.01	9	20789.01	272567.02	
2	Melting Point Apparatus Make : Equiptronics (EQ-730)	9027	18%	3	35000.00	105000.00	15%	89250.00	9	8032.50	9	8032.50	105315.00	
3	Organ Models : 1) Urinary Systems, 2) Eye, 3) Ear, 4) Skin, 5) Brain, 6) Respiratory Sys, 7) Digestive Sys, 8) Reproductive Sys. (Male) 9) Reproductive Sys. (Female)	9023	18%	1	4718.00	4718.00	30%	3302.60	9	297.23	9	297.23	3897.07	
4	Neubar Chamber	9027	18%	15	765.00	11475.00	30%	8032.50	9	722.93	9	722.93	9478.35	
5	Microscope Model : 38 - Metzer	9027	18%	15	8100.00	121500.00	30%	85050.00	9	7654.50	9	7654.50	100359.00	
6	10x Objective	9027	18%	15	275.00	4125.00	30%	2887.50	9	259.88	9	259.88	3407.25	
7	Eye Piece	9027	18%	15	310.00	4650.00	30%	3255.00	9	292.95	9	292.95	3840.90	
8	Camera Lucida Mirror Type	9027	18%	15	810.00	12150.00	30%	8505.00	9	765.45	9	765.45	10035.90	
Total						3,28,278.00	5,41,918.00		4,31,271.60		38,814.44		38,814.44	5,08,900.49


Total Invoice amount in words

Five Lack Eight Thousand Nine Hundred Rupees Only.

Total Amount before Tax	4,31,271.60
Add: CGST	38,814.44
Add: SGST	38,814.44
Total Tax Amount	77,628.89
Total Amount after Tax:	5,08,900.49
Round Off Total Amount	5,08,900.00

Bank Details
 Bank A/C: 579505040000105 Bank Name : Union Bank of India
 Bank IFSC: UBIN0557951 Branch : Islampur

Declaration :
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
 Company GSTIN/UIN : 27AMVPP2791E1ZG
 Company PAN : AMVPP2791E



Common Seal

Certified that the particulars given above are true and correct.

For SHRI SAMARTH TRADING COMPANY

[Signature]
 Authorised signatory



[Signature]
PRINCIPAL
 Rajarambapu College of Pharmacy
 Kasegaon

[Back to Index](#)