



Vishnu Waman Thakur Charitable Trust's
VIVA Institute of Pharmacy

Approved by PCI, AICTE (New Delhi), DTE (Government of Maharashtra),
and Affiliated to University of Mumbai

Metric No.: 6.3.1

The Institute has effective welfare measures for teaching and non-teaching staff





Vishnu Waman Thakur Charitable Trust's
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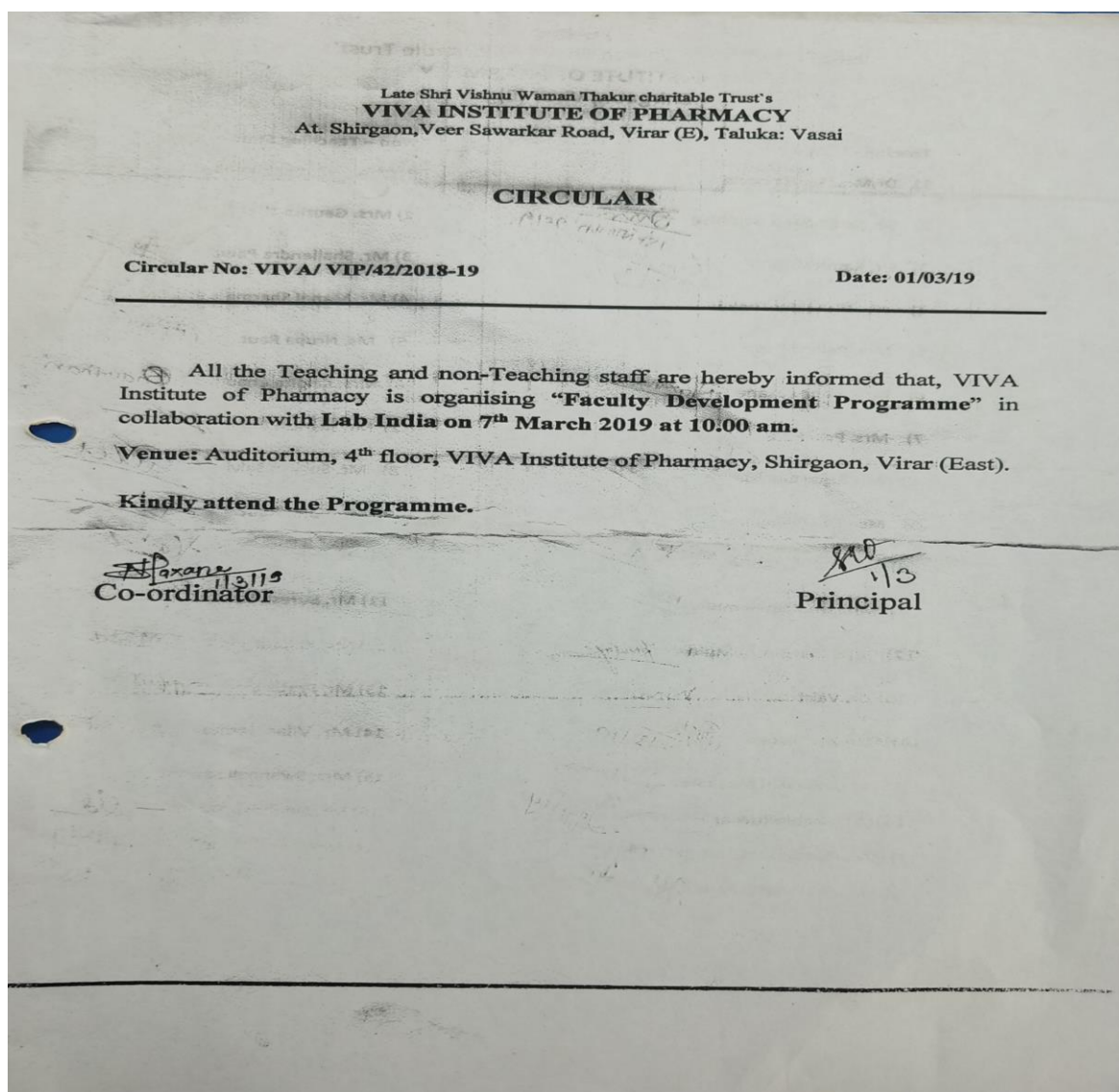
Vishnu Waman Thakur Charitable Trust's
VIVA Institute of Pharmacy

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The Institute provides various welfare measures for teaching and non-teaching staff. Some of them are listed below-

1. Performance and skill development Program

Various knowledgeable and skill-based programs are conducted by the Institute for the development of skills and to improve the performance in staff members.





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Late Shri Vishnu Waman Thakur Charitable Trust's VIVA INSTITUTE OF PHARMACY Shirgaon, Virar (E).	
Teaching Staff:-	Non - Teaching Staff:-
1) Dr. Mrs. Sunita Ogale	1) Mrs. Mugdha Phatak
2) Dr. Sanghdeep Gajbhiye <i>Sanghdeep 13/11/19</i>	2) Mrs. Gaurita Thakur
3) Dr. Kamlesh Soni <i>K.m. Soni 2/3</i>	3) Mr. Shailendra Pawar <i>Sp</i>
4) Ms. Vishakha Thakur	4) Mr. Manoj Sharma
5) Mrs. Pallavi Duse	5) Ms. Nrupa Raut <i>Nrupa</i>
6) Mrs. Neha Taxane <i>Neha</i>	6) Mrs. Kalpita Chaudhari <i>Chaudhari</i>
7) Mrs. Priti Patil <i>Priti</i>	7) Mr. Jagdish Bhoir <i>Jagdish</i>
8) Mr. Sagar Chaudhary <i>Sagar</i>	8) Mr. Suyash Salvi <i>Suyash</i>
9) Ms. Tanya Pingale	9) Mr. Punit Raut <i>Punit</i>
10) Mr. Nilesh Babre <i>Nilesh</i>	10) Mr. Kaushik Patil <i>Kaushik</i>
11) Mrs. Neelam Kamble <i>Neelam</i>	11) Mr. Suresh Sawant
12) Mrs. Smushruta Muley <i>Smushruta</i>	12) Ms. Kalpita Patil <i>Kalpita</i>
13) Dr. Vaishali Shah <i>Vaishali</i>	13) Mr. Pratik Late <i>Pratik</i>
14) Mrs. Arti Singh <i>Arti 2/3/19</i>	14) Mr. Vilas Jadhav <i>Vilas</i>
15) Ms. Hitakshi Makasare <i>Hitakshi</i>	15) Mrs. Swapnali Sawant
16) Mr. Sachinkumar Pandey <i>Sachin</i>	16) Mr. Siddhesh Yeram <i>Siddhesh</i>
17) Ms. Ruchita Dhangar <i>Ruchita</i>	17) Mrs. Supriya Patil <i>SRPatil</i>
18) Ms. Akkshata Parab <i>Akkshata</i>	





Vishnu Waman Thakur Charitable Trust's
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 **VIVA Institute of Pharmacy**
Approved by AICTE New Delhi, Affiliated to University of Mumbai
At : Shirgaon, Post. Virar, Tal. Vasai, Dist. Palghar - 401 305.
Tel. : (0250) 6990999 / 6965628 + Fax : (0250) 2515275
Website : www.vivapharmacy.org + E-mail : pharmacy@vivacollege.org

Ref. : VIVA/VIP/1022/2018-19 Date : 07/03/20

To,
Suvarna Muley
General Manager
Lab India Pvt.Ltd

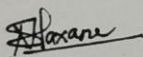
Dear Madam,


VIVA Institute of Pharmacy would like to thank you for your presentation to Faculty Development Programme, on 7th March 2019.

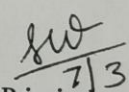
It was extremely informative and useful.

We know your time is precious and we are grateful you to share some of it with us. We look forward to your participation in our future events.

Thank you for your valuable contribution.


Co-ordinator




Principal

*Recd
PMS
07/03/19*






Vishnu Waman Thakur Charitable Trust's **VIVA Institute of Pharmacy**

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2. Higher Education Policy

The Institute motivates and supports faculty members to pursue higher education in their field like PhD. The Institute believes that continuous qualification upgradation in faculty members will improve the quality of education in our campus.

 **VIVA** Late Shri Vishnu Waman Thakur Charitable Trust's
Institute of Pharmacy
Approved by AICTE New Delhi, Affiliated to University of Mumbai
At : Shirgaon, Post. Virar, Tal. Vasai, Dist. Palghar - 401 305.
Tel. : (0250) 6990999 / 6985628 + Fax : (0250) 2515276
Website : www.vivapharmacy.org + E-mail : pharmacy@vivacollege.org

Ref. : _____ Date : _____
Ref.No. : VIVA/VIP/031/2020-21 Date:03/11/2020

To
The Registrar
SVKM's NMIMS University,
V. L. Mehta Road, Vile Parle (W),
Mumbai - 400 056,


Subject: No Objection Certificate to carry out Ph.D., work

Dear Sir,

We have no objection if Mrs. Neha Sumit Laxane an employee in our organization, at the post of Assistant Professor, is admitted to the PhD program in SVKM's NMIMS University, Mumbai.

We shall grant her to her Ph.D. program.

Thanking You



Signature and Seal of the
Concerned Authority





Vishnu Waman Thakur Charitable Trust's
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3. Research

The Institute motivates and encourages faculty members to keep themselves with the latest research and information in their specific field. Various research projects of the faculty members has been approved by the Mumbai university. Patent is also filed by the faculty members of the Institute, details are available in the website.

In criteria 3, details of the research publications of faculty members are given.





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4. Social Awareness Program

The Institute organizes various social awareness programs such as Yoga Day, Blood Donation Camps, Organ Donation Awareness Program etc. for all employees. More details are also shown in criteria 3.

Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF PHARMACY
At. Shirgaon, Veer Sawarkar Road, Virar (E),
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

Ref: VIVA / VIP/ OFF/ 13/ 2023-24

Date: 20/06/2023

CIRCULAR

This is to inform all Teaching, Non- Teaching staff members and Students that, Institute has arranged a Yoga Day on occasion of International Yoga Day on 21st June 2023 at 10.00 am.

Venue: Auditorium, 4th Floor, VIVA Institute of Technology.



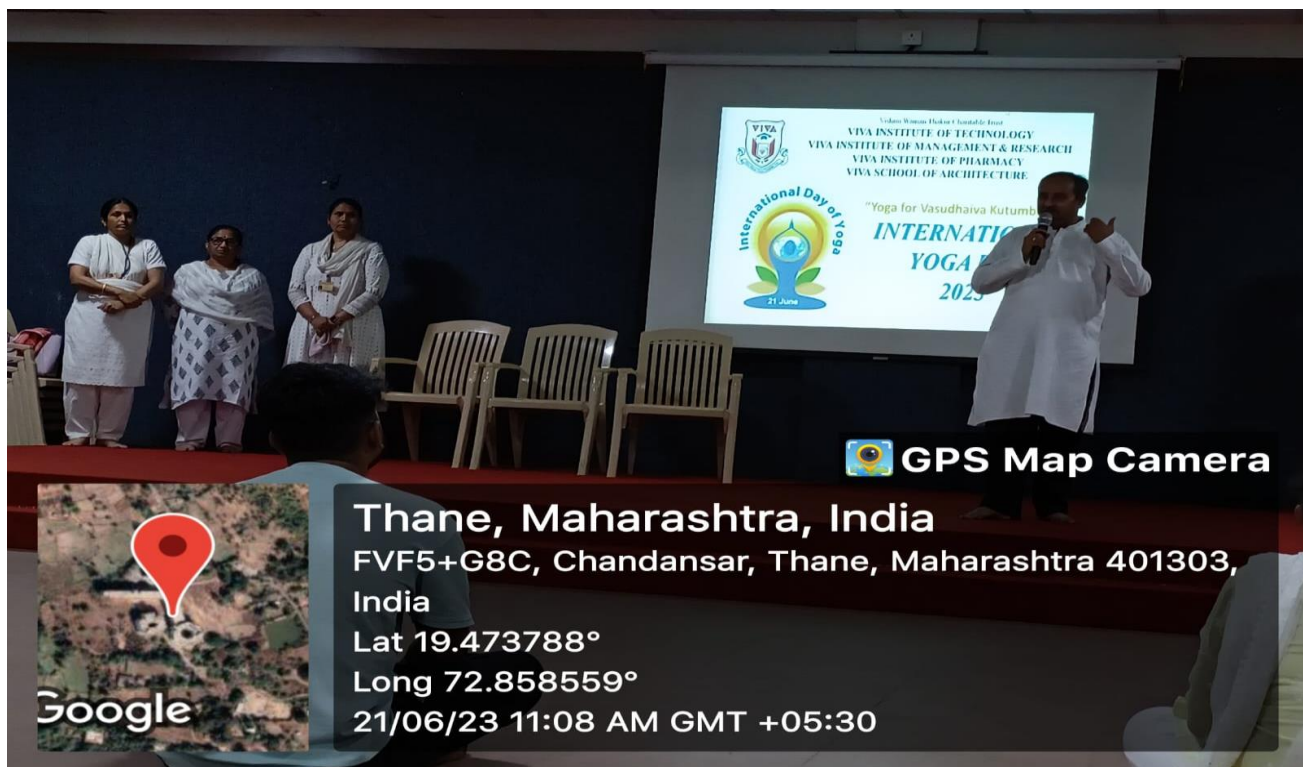
[Signature]
20/6
PRINCIPAL





Vishnu Waman Thakur Charitable Trust's
VIVA Institute of Pharmacy

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Vishnu Waman Thakur Charitable Trust's
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5. Safety Program

To ensure the safety of our employees, the Institute organizes various safety programs like Fire Safety Program, Health Check-up camp, Self Defence Training for women faculties under Women Development cell etc.

Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF PHARMACY
At. Shirgaon, Veer Sawarkar Road, Virar (E),
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

Ref: VIVA / VIP/ OFF/ 10/ 2023-24

Date: 05/06/2023

CIRCULAR

This is to inform all Teaching and Non-Teaching Staff members that Fire Safety Demo is scheduled on 13th June, 2023 (Tuesday), at 11.00 am.

Venue: VIVA Institute of Pharmacy, Ground Floor.



[Signature]
5/6
PRINCIPAL





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Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF PHARMACY
At. Shirgaon, Veer Sawarkar Road, Virar (E),
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

13/06/2023
Fire Safety Demo.

Sr. No.	Teaching Staff	Sign	Sr. No.	Non-Teaching Staff	Sign
1	Dr. Sanghdeep Gajbhiye	[Signature]	1	Mrs. Mugdha Phatak	[Signature]
2	Ms. Vishakha-Thakur Mithari	[Signature]	2	Mrs. Gaurita Thakur	[Signature]
3	Mrs. Pallavi Duse	[Signature]	3	Mr. Shailendra Pawar	[Signature]
4	Mrs. Neha Laxane	[Signature]	4	Ms. Nrupa Raut	[Signature]
5	Mr. Sagar Chaudhari	[Signature]	5	Mrs. Kalpita Chaudhari	[Signature]
6	Mrs. Priti Patil	[Signature]	6	Mr. Jagdish Bhoir	[Signature]
7	Ms. Tanvi Pingale	[Signature]	7	Mr. Kaushik Patil	[Signature]
8	Mrs. Neelam Kamble	[Signature]	8	Mr. Punit Raut	[Signature]
9	Mrs. Shushruta Muley	[Signature]	9	Mr. Suresh Sawant	[Signature]
10	Dr. Vaishali Kundalia	[Signature]	10	Ms. Kalpita Patil-Satvi	[Signature]
11	Ms. Hitakshi Maksaare	[Signature]	11	Mrs. Janhavi Chaudhari	[Signature]
12	Mr. Sachinkumar Pandey	[Signature]	12	Mrs. Swapnali Sawant	[Signature]
13	Ms. Akkshata Parab	[Signature]	13	Mr. Vilas Jadhav	[Signature]
14	Ms. Ruchita Dhangar	[Signature]	14	Mrs. Supriya Patil	[Signature]
15	Dr. Uma Mulimani	[Signature]	15	Mr. Suyash Salvi	[Signature]
16	Dr. Jineetkumar Gawad	[Signature]	16	Mr. Siddhesh Yeram	[Signature]
17	Mrs. Kalpana Waikul	[Signature]	17	Ms. Pratiksha Dongare	[Signature]
18	Mrs. Varsha Patil	[Signature]	18	Ms. Pooja Bhadkamkar	[Signature]
19	Mr. Aakash Makwana	[Signature]	19	Ms. Khushi Pal	[Signature]
20	Mrs. Ahisha Kolapkar	[Signature]	20	Ms. Isha Pandey	[Signature]
21	Dr. Archana Bele	[Signature]	21	Ms. Sneha Bendre	[Signature]
22	Ms. Jayshree Aate	[Signature]	24	Ms. Deepali Patil	[Signature]
23	Mrs. Shikha Shukla	[Signature]	25	Mr. Sachin Mhatre	[Signature]
24	Mr. Amol More	[Signature]			
25	Mrs. Shraddha Nalawade	[Signature]			
26	Mrs. Shraddha Dhamapurkar	[Signature]			
27	Mr. Vishal Beldar	[Signature]			

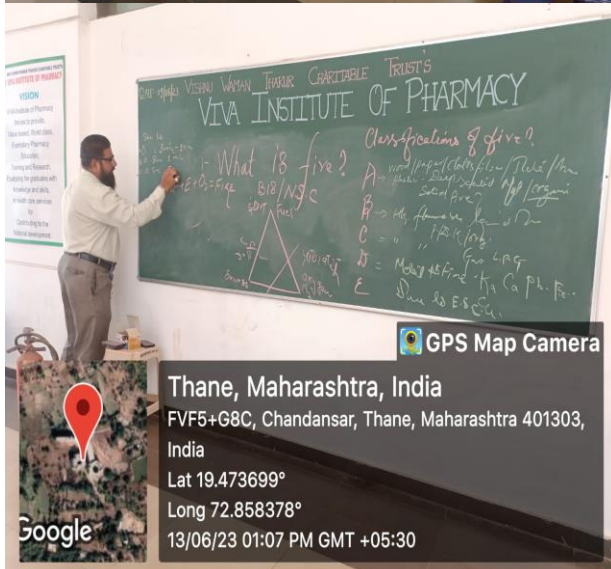
Dr. Sunita Ogale - principal





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6. Leave

The Institute provides all leave like Casual Leave, Medical Leave, Duty Leave, Maternity Leave and Earned Leave to the staff members as per the government norms.

Late Shri. Vishnu Waman Thakur Charitable Trust
(Trust Regd. No. E-930 - Thane / Dated 31-5-1999)
Thakur Niwas, Raja Chhatrapati Shivaji Marg, Virar (West), Dist. Thane, Pin - 401 305
Tel. : (0250) - 2502315, 2515275, 2502601

Ref. No.: VC/169/14-15 Date: 23/11/15

NOTICE

No leave can be claim as a matter of right. It is expected that all shall ~~submit leave application to the Principal/Director/Management through proper channel as applicable and proper procedure before they proceed on leave.~~ Principals/Director shouldn't leave head quarters without seeking Management permission, whenever they proceed on leave.

Leave rules:
Casual Leave:

- There shall be only 8 casual leave for one academic year. For a casual leave a member should apply to the Principal through H.O.D with his/her recommendation.

Medical Leave:

- There shall be 10 days full pay and 20 days half pay medical leave for the staff, who have completed more than 2 years of service. The medical leave application should be submitted along with medical certificate. He/ She shall submit fitness certificate as and when they join the duty. Medical Leave can be accumulated.





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Shri. Vishnu Waman Thakur Charitable Trust
(Trust Regd. No. E-930 - Thane / Dated 31-5-1988)
Thakur Niwas, Raja Chhatrapati Shivaji Marg, Virar (West), Dist. Thane, Pin - 401 303
Tel. : (0250) - 2502315, 2515275, 2502601

Ref. No.: VC/169/14-15 Date: 23/1/15

Duty Leave:

- Duty leave application for the period of maximum 15 days will be sanctioned by the Principal/Director on the merit of the case. Duty leave for attending Conference /Seminar will be considered only if arranged by the University of Mumbai.

Maternity Leave: (Amended)

- 3 months with pay for those who have completed 3 years service, 3 months with pay and 3 months half pay for those who have completed 5 years of continuous service. Maternity leave can be availed twice as per prevailing rules in existence. Maternity leave will not be admissible after 2 kids.

Principals/Director should not declare holidays other than Public holidays without prior permission of the Management.

All are instructed to follow these rules scrupulously.





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Late Shri. Vishnu Waman Thakur Charitable Trust
(Trust Regd. No. E-930 - Thane / Dated 31-5-1988)
Thakur Niwas, Raja Chhatrapati Shivaji Marg, Virar (West), Dist. Thane Pin - 401 305
Tel. : (0250) - 2502315, 2515275, 2502601

Ref No.: VC/002/2016-17 Date: 12/07/16


CIRCULAR


This is in continuation of our circular No.VC/169/14-15 dated 23/01/2015 regarding leave rules. Please add following amendments in the leave rules.

There shall be 15 days earned leave admissible to the employees who have completed more than 3 years continues service without any break.

Other rules are remain same without any change.

Please follow the rules scrupulously.




Jt. Secretary





Vishnu Waman Thakur Charitable Trust's VIVA Institute of Pharmacy

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7. Provident Fund and Insurance Policy:

Provident fund facility is provided by the Institute to the staff members. Personal accident insurance policy upto 10 lac is issued by the Institute to ensure them from any accidental physical injuries.

Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF PHARMACY
At. Shirgaon, Veer Sawarkar Road, Virar (E),
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

P.F.CONTRIBUTION FOR THE MONTH OF SEPT 2023 **DATE:-29/09/2023**

SR.NO.	NAME OF EMPLOYEE	UAN NO.	P F CONTRIBUTION OF EMPLOYEE	P F CONTRIBUTION OF EMPLOYER	TOTAL CONTRIBUTION TO P.F.	REMARK
1	OGALE SUNITA	100827800245	1800	1800	3600	
2	GAJBHIYE SANGHDEEP	100332346029	1800	1800	3600	
3	KAMBALE NILAM	100265593955	1800	1800	3600	
4	MITHARI VISHAKHA HITESH	100409734087	1800	1800	3600	
5	PATIL PRITI NISHAD (MHATRE PRITI RAVINDRA)	100281219290	1800	1800	3600	
6	CHAUDHARI SAGAR ASHOK	100326905533	1800	1800	3600	
7	PALLAVI DUSE	100061310210	1800	1800	3600	
8	NEHA LAXANE	100061310210	1800	1800	3600	
9	PINGALE TANVI	100973750280	1800	1800	3600	
10	PHATAK MUGDHA	100236680361	1800	1800	3600	
11	PAWAR SHAILENDRA	100345955141	1800	1800	3600	
12	THAKUR GOURITA	100155718063	1800	1800	3600	
13	PATIL KAUSHIK	100933904461	1800	1800	3600	
14	CHAUDHARY KALPITA	100934110390	1800	1800	3600	
15	BHOIR RAMA JAGDISH	10116853753	1560	1560	3120	
16	CHAUDHARI JANHAVI	100172564297	1800	1800	3600	
17	PUNIT S RAUT	101083000000	1800	1800	3600	
18	KALPITA A.PATIL	101749000000	1800	1800	3600	
19	SWAPNALI S.SAWANT	101749000000	1800	1800	3600	
20	SUPRIYA PATIL	101749000000	1800	1800	3600	
21	SUYASH SALVI	101208789208	1080	1080	2160	
22	SIDDHESH YERAM	101790620191	1080	1080	2160	
23	SACHIN MHATRE	100576131073	1800	1800	3600	
TOTAL			39720	39720	79440	

Accountant



Principal





Vishnu Waman Thakur Charitable Trust's

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Star Health and Allied Insurance Co. Ltd.

Star Health and Allied Insurance Company Limited

TAILOR MADE GROUP PERSONAL ACCIDENT INSURANCE POLICY SCHEDULE

Policy No.	: PH171150/02/2022/000279	Previous Policy No.	:
Proposer's Code	: 27870094	GSTIN	: 27AAJCS4517L1ZY
Proposer's Name	: VIVA INSTITUTE OF PHARMACY	SAC Code	: 997133/Accident and Health Insurance Services
Address	: VIRAR (W)	Issuing Office Code	: 171150
	Virar (M Cl), Thane, Maharashtra-401303	Issuing Office Name	: Branch Office - Virar
Phone No	: /9823983799/	Address	: Nana Apartment, 3rd Floor, S. No. 275, Hissa No.2B, P.P. Marg, Virar (West) 401303.
E-mail Id	: principalshir@vivacollege.org	Phone No	:
Proposer GSTIN	:	E-mail Id	: virar.bo@starhealth.in
Receipt No	: 1698004307	Place of Supply	:
Receipt Date	: 11/03/2022	Fulfiller Code	: SH60446
Premium :Rs.22220/-		Intermediary Code	: BA0000554354
CGST @9% : 2,000/-		Name	: LATA SHASHIKANT KANANGI
SGST / UTGST @9% : 2,000/-		Phone No	: 9740867055/9740867055
Stamp Duty :Rs.50/-		E-mail Id	: latakanangi@gmail.com
Total Premium	:Rs.26220/-		

Total Premium In Words : Rupees Twenty Six Thousand Two Hundred Twenty Only

PERIOD OF INSURANCE From : 11/03/2022 To : Midnight Of 10/03/2023

RISK COVERAGE DETAILS

No Of Persons Covered : 38

Accident Care Group - Named

TABLE	COVER	SUM INSURED
TABLE 1	Death Only Benefits	Rs.0/-
TABLE 2	Death PTD and PPD	Rs.38000000/-
TABLE 3	Death,PTD,PPD and TTD	Rs.0/-
TABLE 4	Death and PTD Only	Rs.0/-

NOTE:

PTD-Permanent Total Disablement
PPD-Permanent Partial Disablement
TTD-Temporary Total Disablement

Total Sum Insured :Rs.38000000/-

Total Sum Insured In Words : Rupees Three Crores Eighty Lakhs Only

This Insurance is subjected to exclusion of all pre-existing illness/disabilities as per the printed Policy conditions.

SPECIAL EXCLUSION: Any claims relating to nuclear, chemical and biological terrorism is excluded from the scope of the Policy.

Condition Precedent : In the event of any claim under the policy or intimation should be given to the company immediately, through toll free no: 1800 425 2255 / 1800 102 4477, 044 2826 3300 (chargeable), or email: support@starhealth.in or fax - 1800 425 5522.

Special Conditions:

1 Terrorism covered excluding Nuclear, Chemical and Biological.

Insured will be allowed a window period of 30 days from the policy inception date to review the employee list covered under the policy. All Addition / deletion / Correction of the persons to be done subject to additional premium. If there is a change in the group size.

The Insured shall submit list of additions and deletions on monthly basis to reach us at the latest by the 10th of subsequent month.

At the time of claim, Proof of income is mandatory for all employees.

All Other Terms & Conditions Subject to printed Policy (Accident care Insurance policy - Group) Clause

Entered by : SH34852

Approved by : SH61590

Place : VIRAR

For Star Health and Allied Insurance Company Ltd.





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STAR Star Health and Allied Insurance Co. Ltd.
Regd. & Corporate Office: 1, New Tera Street, Vilepar West, Mumbai - 400 056
Star Health and Allied Insurance Company Limited

TAX Invoice

Invoice No. : 27L898Y22P000227 Customer ID : CB0000114511
Invoice Date : 17/03/22 Policy No : P/171150/02/2022/000279
Supplier

Recipient
GSTIN : 27AAJCS4517L1ZY
Proposer's Name : VIVA INSTITUTE OF PHARMACY NAME : Star Health and Allied Insurance Co Ltd
Address : VIRAR (W) Address : Nana Apartment, 3rd Floor,
S. No. 275, Hissa No.2B, P.P. Marg,
Virar (West) 401303.
City : VIRAR City : VIRAR
State : Maharashtra State : Maharashtra
Pincode : 401303 Pincode : 401303
Client Category : CORP Place of Supply : 27 - Maharashtra

HSN / SAC Code	Description of Service(s)	Total A	Discount B	Taxable Value C = A - B	IGST @ 18% D = C * IGST	CGST @ 9% E = C * CGST	UT/SGST @ 9% F = C * UT/SGST or SGST	Total Invoice Value H = C + D + E + F
99173	Insurance Services	22220	0	22220		2000	2000	26220
Total Invoice Value (in Figures)		Rs. 26220						
Total Invoice Value (in Words)		Rupees Twenty Six Thousand Two Hundred Twenty Only						
Amount of Tax Subject to reverse Charge		No						

Important Note:
The invoice is issued as per Section 31 of the CGST Act
In case no GSTIN or incorrect GSTIN is provided by the Proposer at Proposal stage, Star Health and Allied Insurance Co Ltd shall not be responsible for any Input Tax Credit losses and no subsequent revision of invoice will be undertaken.

E & O.E
This is a digitally signed document and hence no physical signature is required
IRDAI Regn. No 129 Corporate Identity Number U66010TN2005PLC056649 Email ID : stargst@starhealth.in

Entered by : SHG4852
Approved by : SH61590
Place : VIRAR
Receipt Date : 06/04/2022

For Star Health and Allied Insurance Company Ltd

[Signature]
Authorized Signatory





Vishnu Waman Thakur Charitable Trust's VIVA Institute of Pharmacy

Approved by PCI, AICTE (New Delhi), DTE (Government of Maharashtra),
and Affiliated to University of Mumbai

Attached to and forming part of Policy No. PVT118803/2022/00079

Period of Insurance From 11/03/2022 To

Particulars of the Person covered:

No. of Persons Insured: 18

Sl. No.	Insured Person	ID No.	Sex	Date of Birth	Age (Years)	Relationship with Proposer	Occupation	Pre-existing Disabilities	Nominee Name	Nominee Relation	Nominee's share	SUM INSURED IN (Rs.)				MT
												TABLE 1	TABLE 2	TABLE 3	TABLE 4	
1	OGALE SUNITA CHANDRASH EKHAR	1	F	04/02/1968	54	EMPLOYEE	SERVICE	NIL			100		1000000			
2	NILESH BABRE	2	M	22/06/1979	42	EMPLOYEE	SERVICE	NIL			100		1000000			
3	THAKUR VISHAKHA GAJANAN	3	F	13/09/1967	54	EMPLOYEE	SERVICE	NIL			100		1000000			
4	DUSE PALLAVI VIRJI	4	F	05/12/1986	35	EMPLOYEE	SERVICE	NIL			100		1000000			
5	PATIL PRITI NISHAD	5	F	11/01/1989	33	EMPLOYEE	SERVICE	NIL			100		1000000			
6	CHAUDHARI SAGAR ASHOK	6	M	20/09/1967	54	EMPLOYEE	SERVICE	NIL			100		1000000			
7	LAXANE NEHA SUMIT	7	F	29/04/1986	35	EMPLOYEE	SERVICE	NIL			100		1000000			
8	KAMBLE NILAM SACHIN	8	F	28/01/1982	40	EMPLOYEE	SERVICE	NIL			100		1000000			
9	TAHVI PINGALE	9	F	19/10/1990	31	EMPLOYEE	SERVICE	NIL			100		1000000			
10	GAUBHIVE SANGHDEEP	10	M	11/05/1982	39	EMPLOYEE	SERVICE	NIL			100		1000000			
11	MUGDHA SANDEEP PHATKAR	11	F	08/12/1975	46	EMPLOYEE	SERVICE	NIL			100		1000000			
12	MANOJ KUMAR HAREKHORA SHARMA	12	M	02/10/1986	35	EMPLOYEE	SERVICE	NIL			100		1000000			
13	SHAIKENDR A PAWAR	13	M	29/03/1977	44	EMPLOYEE	SERVICE	NIL			100		1000000			
14	GAURITA THAKUR	14	F	20/09/1985	36	EMPLOYEE	SERVICE	NIL			100		1000000			
15	KAUSHIK D PATIL	15	M	23/02/1983	39	EMPLOYEE	SERVICE	NIL			100		1000000			
16	KALPITA SANDESH CHAUDHARY	16	F	09/03/1980	42	EMPLOYEE	SERVICE	NIL			100		1000000			
17	NRUPA SHASHIKAN T RAUT	17	F	15/09/1991	30	EMPLOYEE	SERVICE	NIL			100		1000000			

Entered by: SH34852
Approved by: SH1530
Place: VIRAR
Receipt Date: 06/04/2022

IRDAI Regn. No 129
Corporate Identity Number U66010TN2005PLC056649
Email ID : info@starhealth.in

For Star Health and Allied Insurance Company Ltd.
Authorized Signatory

4 of 24

STAR Health and Allied Insurance Company Limited





Vishnu Waman Thakur Charitable Trust's VIVA Institute of Pharmacy

Approved by PCI, AICTE (New Delhi), DTE (Government of Maharashtra),
and Affiliated to University of Mumbai

Attached to and forming part of Policy No. **PT171180/02/2022/000278**

Period of Insurance : From **11/03/2022** To

Particulars of the Person covered :

No. of Persons Insured: **38**

Sl.No.	Insured Person	ID No.	Sex	Date of Birth	Age (Yrs)	Relationship with Proposer	Occupation	Pre-existing Disabilities	Nominee Name	Nominee Relation	Nominee's share	SUM INSURED IN (Rs.)				ME
												TABLE 1	TABLE 2	TABLE 3	TABLE 4	
18	JAGDISH RAMA BHOR	18	M	10/01/1974	48	EMPLOYEE	SERVICE	NIL			100					
19	JANHAVI N CHAUDHARI	19	F	10/01/1988	34	EMPLOYEE	SERVICE	NIL			100					
20	PUNIT S RAUT	20	M	26/07/1990	31	EMPLOYEE	SERVICE	NIL			100					
21	KALPITA R SATVI	21	F	24/05/1993	28	EMPLOYEE	SERVICE	NIL			100					
22	SWAPNALI S SAWANT	22	F	14/05/1989	32	EMPLOYEE	SERVICE	NIL			100					
23	SUPRIYA PATIL	23	F	22/09/1991	30	EMPLOYEE	SERVICE	NIL			100					
24	SUYASH MINANATH SALVI	24	M	08/01/1985	37	EMPLOYEE	SERVICE	NIL			100					
25	SIDDHESH VIJAY YERAM	25	M	16/06/1998	23	EMPLOYEE	SERVICE	NIL			100					
26	SURESH P SAWANT	26	M	13/04/1966	55	EMPLOYEE	SERVICE	NIL			100					
27	VILAS JADHAV	27	M	06/08/1978	43	EMPLOYEE	SERVICE	NIL			100					
28	SUSHRUTA R MULAY	28	F	28/02/1968	54	EMPLOYEE	SERVICE	NIL			100					
29	HITAKSHI MAKASARE	29	F	09/12/1993	28	EMPLOYEE	SERVICE	NIL			100					
30	SACHINKUM AR PANDEY	30	M	05/09/1991	30	EMPLOYEE	SERVICE	NIL			100					
31	AKKSHATA PARAB	31	F	17/04/1991	30	EMPLOYEE	SERVICE	NIL			100					
32	RUCHITA DHANGAR	32	F	28/05/1995	26	EMPLOYEE	SERVICE	NIL			100					
33	VAISHALI SHAH	33	F	15/02/1978	44	EMPLOYEE	SERVICE	NIL			100					
34	DR UMA H MULIMANI	34	F	30/09/1967	54	EMPLOYEE	SERVICE	NIL			100					
35	DR JINEETKUMAR GAWAD	35	M	03/07/1989	32	EMPLOYEE	SERVICE	NIL			100					
36	KALPANA VISHWANATH H WAIKUL	36	F	08/03/1981	41	EMPLOYEE	SERVICE	NIL			100					
37	VARSHA PATIL	37	F	15/05/1990	31	EMPLOYEE	SERVICE	NIL			100					

Entered by: **SHO4852**
Approved by: **SH461590**
Place: **VIRAR**
Receipt Date: **06/04/2022**

For Star Health and Allied Insurance Company Ltd.

[Signature]
Authorized Signatory

5 of 24

STAR
Health
Insurance
Star Health and Allied Insurance Company Limited





Vishnu Waman Thakur Charitable Trust's **VIVA Institute of Pharmacy**

Approved by PCI, AICTE (New Delhi), DTE (Government of Maharashtra),
and Affiliated to University of Mumbai

Attached to and forming part of Policy No. P/171180/03/2022/000379

Period of Insurance From 15/03/2022 To

Particulars of the Person covered:

Sl. No.	Insured Person	ID No.	Sex	Date of Birth	Age (Yrs)	Relationship with Proposer	Occupation	Pre-existing Disabilities	Nominee Name	Nominee Relation	Number's share	SUM INSURED BY (Rs.)				
												TABLE 1	TABLE 2	TABLE 3	TABLE 4	ME
38	SURAJ KAPALE	39	M	15/06/1994	27	EMPLOYEE	SERVICE	NIL			100		1000000			
Total Sum Insured												38000000				

Entered by: SH34852
Approved by: SH51593
Place: VIRAR
Receipt Date: 06/04/2022

For Star Health and Allied Insurance Company Ltd.
Authorized Signatory
6 of 24

STAR Health Insurance
Star Health and Allied Insurance Company Limited





Vishnu Waman Thakur Charitable Trust's
VIVA Institute of Pharmacy

Approved by PCI, AICTE (New Delhi), DTE (Government of Maharashtra),
and Affiliated to University of Mumbai

STAR Star Health and Allied Insurance Company Limited

Branch Office - Virar Nana Apartment, 3rd Floor, , S. No. 275, Hissa No.2B, P.P. Marg, , Virar (West) 401303. , VIRAR , 401303

Collection Receipt

Customer Code	: CB0000114511	Collection No	: 11-01/1698004307
Received from	: M/S.VIVA INSTITUTE OF PHARMACY	Collection Date	: 11/03/2022
Customer Address	: VIRAR (W)	Office Code	: 171150 - Branch Office - Virar
Customer GSTIN	: -	Supplier GSTIN	: 27AAJCS4517L1ZY
Amount Collected	: Rs. 26220 /-	Place of Supply	: -
Amount in words	: Indian Rupees Twenty-Six Thousand Two Hundred Twenty Only	Inclusive of tax	: -
Towards the Following : PREMIUM RECEIPT.		State Code	: 27

S. No.	Proposal Ref. No	Fulfiller Code	Intermediary Code	Amount Collected	Mode of Pay	Bank Name	CHQ/CC/DD No	CHQ/DD/BC Dt
1		SH60446	BA0000554354	26220	CHQ	Vasai Vikas Sahakari Bank Ltd.,	100689	05/03/2022

Note : Receipt Subject to realization of Cheque / DD
This is only an evidence of receipt of money by the company
Risk will commence once the proposal is examined and accepted

For Star Health and Allied Insurance Co. Ltd

Authorised Signatory

IRDA Regn. No 129 Corporate Identity Number U66010TN2005PLC056649 Email id : info@starhealth.in





Vishnu Waman Thakur Charitable Trust's VIVA Institute of Pharmacy

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7. Appraisal System

The Institute has a well-established annual appraisal system for its employees.

Teaching Self-Appraisal Form:

Vishakha Thakur

VISHNU WAMAN THAKUR CHARITABLE TRUST
PERFORMANCE APPRAISAL-TEACHING STAFF (For Academic Year 2021-22)

Name of Institute: VIVA Institute of Pharmacy

Name of Employee: Vishakha Gajanan Thakur

Designation: Assistant Professor Qualification: Maisters in Pharmacy

Department: Pharmaceutical Chemistry Date of Joining: 8th July 2013

Date of Birth: 13th sept 1987 Total Experience: 06 years + 01 year (Acads + Indust)

Mobile No: 9960095200 Email ID: vishakhathakur@vivapharmacy.org
vishks13@gmail.com

HOD's Name: _____

SELF APPRAISAL

- Describe your role and responsibility as faculty.
 - Effective classroom teaching, academic guidance & counselling of students at individual level.
 - Handling different committees allotted work by heads.
 - Learning & updating myself by attending different seminars.
 - Getting involved in research work by guiding & presenting projects, posters.
- List out Strengths.
 - optimistic, responsible, perseverance, discipline towards any allotted work by officials
 - Being flexible whenever needed & collaborative problem solving ability & taking follow-ups till the work is actually done - Believing in equality & working accordingly.
- List out the areas that you need to improve upon.
 - to work more on time management so, that more research work is taken for increasing stock of knowledge
 - setting more clear goals & personal benchmarks which will foster more healthy work-life balance





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KINDLY RATE YOURSELF / OR THE FACULTY IN EACH OF THEM BY TICKING IN THE APPROPRIATE BOXES:

BROAD CRITERIA	SPECIFIC THEMES	PROFESSIONAL DUTIES		
		SELF APPRAISAL	APPRAISAL BY HOD/ PRINCIPAL	REMARKS
CLASSROOM TEACHING AND PRACTICES	Structuring of the lesson	5	05	
	Quality of Communication	5	05	
	Voice Modulation	5		
	Innovation and Creativity	5	05	
	Board Work	5		
	Use of technology and other teaching aids	5	04	
	Clarification of doubts	5		
	Syllabus completion	5	05	
	Classroom Management Style	5	04	
	Attendance & Punctuality	5	05	
DOCUMENTATION CONNECTED TO ACADEMIC WORK	Regularity of submission of lesson plans/ year plans	5	05	
	Quality of the lesson planning	5	04	
	Correction Work (notes and test)	5		
EXAMINATION/ EVALUATION RESPONSIBILITIES	Types of duties allotted	5	05	
	Execution of Duty	5	05	
REMEDIAL RESPONSIBILITIES	Type of remedial work done by the faculty	5	04	
	Schedule of remedial work	5	04	
STUDENT CENTERED PRACTICES	Involvement with mentoring of students	5	05	
	Involvement with emotional supportive activities	5	05	
INVOLVEMENT AND ENGAGEMENT	Readiness in accepting responsibilities	5	05	
	Quality of execution of work	5	05	





Vishnu Waman Thakur Charitable Trust's

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LABORATION	Ability to work in teams	5	05	
	Relationship with Peers	4	04	
CO-CURRICULAR AND EXTRA - CURRICULAR RESPONSIBILITIES	Type of responsibility undertaken	5	05	
	Schedule of the responsibilities	5	05	

5. Short term course/seminar/workshop/conference attended during the AY 2021-2022 (To be filled in by Employee)(Attach List)

- FDP on Incorporating Universal Human Values in Education (13-17 Sept 2021)
- FDP on Revisiting different facets of medicinal chemistry (5-9 July 2021)
- poster presented on Novel drug delivery system, IES on (24th January 2021) & reached till final round.

6. E-journals/Text Books/Other Materials referred apart from Text Books (To be filled in by Employee) (Attach List)

- Molecular models for teaching molecular structures

7. Papers published in journals in Even/Odd semesters (Journal name, Title of Paper, Year of Publication, Page, etc) (To be filled in by Employee)(Attach List)

- "A review on post COVID-19 Redevelopment plans," pharmaceutical Resonance, July-August 2020, vol-3 (COVID-19 special issue)
- Enhancement of Antimicrobial activity of topical formulation of cucurbita longa with ocimum sanctum & ginger officinale, Pharma Biotech & Microbio, vol. issue 3 [ISSN: 2278-4098]

8. Papers presented in conference (Name of Conference, Title of Paper, Date, etc) (To be filled in by Employee)(Attach List)

- "A review on post COVID-19 Redevelopment plans," was presented & published, Pharmaceutical Resonance, by D.Y. Patil Institute [Got appreciation for this by in special appreciation category - Research Scholar & teacher category 5 of us were selected from many participants] & also it was published on all their social handles.





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9. Result of your Subjects/Semester/Branch (To be filled in by Employee)

- Semester - II, subject - POC-I, 100% [POC = pharmaceutical organic chemistry]
- Semester - I, subject - Pharmaceutical inorganic chemistry 98%
- Semester - IV, subject - Universal Human Values, 100%

10. Contribution towards Department & Institute (To be filled in by Employee)

- set-up of (lab-303) chemistry lab & updation as needed
- Arishkaas Research convention: 2021-22, our college research was selected under UG category 13 proposals from overall 2,500 entries with strong support from ma'am & co-operation of students.

11. Please suggest suitable trainings to enhance your job performance.

Soft Skills Trainings	HOD Approval (Yes or No)	Technical Trainings	HOD Approval (Yes or No)
- FDP for upgradation in soft skills (focussing mainly on leadership, stress management)		- Hands-on instrumental training in industry	

12. Suggestions if any (To be filled in by Employee)

- providing individual PC as sharing 1 computer in cabin between 3 staffs becomes cumbersome & that too while computer labs are going on.
- common drives through-out pharmacy institute which will make are printing of even a single page easier by saving time.





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HOD's Remarks

PRINCIPAL's Remarks

Hard working & easily approachable candidate
very good in scientific ~~know~~ ^{writing skills} ~~longer~~
good teacher, strong communicator & Never
~~say~~ refuses any responsibility of Institute.
Moreover very faithful.

Employee Signature:

Phakur
18/07/2022

HOD's Signature:

Principal's Signature:

SW
18/7





Vishnu Waman Thakur Charitable Trust's
VIVA Institute of Pharmacy

Approved by PCI, AICTE (New Delhi), DTE (Government of Maharashtra),
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Non-teaching Self-Appraisal Form

Vishnu Waman Thakur Charitable Trust

PERFORMANCE APPRAISAL-NON TEACHING STAFF (FOR ACADEMIC YEAR 2021-22)

Name of Institute: Niva Institute of Pharmacy
Name of Employee: Mr. Shailendra Ishwar Pawar
Designation: Lab. Assist Qualification: B.Sc. B.Ed.
Department: Pharmacy Date of Joining: 16 / 11 / 2006
Date of Birth: 29 / 03 / 1977 Total Experience: 16 Sixteen Years
Mobile No: 9271004070 Email ID: shailendrapawar2010@gmail.com
HOD's Name: Dr. Sanghdeep Gajbhiye

SELF APPRAISAL

1. Describe your role and responsibility as Employee.

I'm Lab. Assist, fulfill the needs related to Laboratory. I'm guiding pupils to improve their lab. practices. I'm giving information about chemicals & their hazardness. I help teachers in their needs.

2. List out Strengths.

My job is to keep records of chemicals & glass wares. I'm providing chemicals to students as per their needs. Keep Clean Laboratory.
Overall, my job improves Laboratory practices.

3. List out the areas that you need to improve upon.

① I'm improving myself in pharmaceutical sector
② As per today's need I make my laboratory in scientific manner.
③ I'm keeping all records in digital form.





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4. KINDLY RATE IN EACH OF THEM BY TICKING IN THE APPROPRIATE BOXES:

Rating: Outstanding (5), Very Good (4), Average (3), Fair (2), Needs Improvement (1)

CATEGORY	SELF RATING	HOD's RATING	REMARKS
Attendance/Punctuality (उपस्थिती/वक्तशीरपणा)	4 V-Good	04	05
Quality of Work (कामाची गुणवत्ता)	4 V-Good	04	04
Productivity (उत्पादकता)	4 V-Good	05	04
Professionalism (व्यावसायिकता)	4 V. Good	05	04
Meeting Work Deadlines (बैठक कामाची अंतिम मुदत)	4 V. Good	05	05
Technical Job Skills (तांत्रिक नोकरी कौशल्ये)	4	04	05
Document/Data Management (कागदपत्र/डेटा व्यवस्थापन)	4	04	04
Reliability (विश्वसनीयता)	4	04	05
Initiative (पुढाकार)	4	04	04
Teamwork (टीमवर्क)	4	04	04
Communication with Students/Parents (विद्यार्थी/पालकांशी संवाद)	4	05	05
Communication with Colleagues (सहकाऱ्यांशी संवाद)	4	04	04
Discipline (शिस्त)	4	05	05

(To be filled in by the employee)

5. Please indicate the external / internal factors that aided the performance of your job:

- Recently, in our college L.T.E. inspection done. The inspectors given us some suggestion to improve Lab. practices. They suggested, how to keep record in Lab.
- Our Principal & H.O.D. also helps in my improvement.
- Our college conducted programme on Generic Medicine & Library NDLT programme.
- Our programme on "operating machine in pharmacy" inspired me. etc All above factors improves my performance in my job.





Vishnu Waman Thakur Charitable Trust's
VIVA Institute of Pharmacy

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6. Any difficulties / obstacles that hindered your performance:

- ① None difficulties / obstacle, hindered my performance.
- ② For any obstacle, it will challenge me. I tackle such challenges as per situation.

7. What do you like and dislike about working for the Institute/School/College:

- ① I like my institute very much
- ② There is nothing to dislike me. Because, it gives me new knowledge everyday.

8. Contribution towards Department & Institute:

My contribution towards my Institute:-

- ① I'm always true in my job.
- ② I do job sincerely & reliable.
- ③ I'm always trying to achieve the goal, given by Institute.

9. Please suggest suitable trainings to enhance your job performance.

Soft Skills Trainings	HOD's Approval (Yes or No)	Technical Trainings	HOD's Approval (Yes or No)
Library NDLI Certificate		WRIC By UGC	
		Jai-Hind college	
		Workshop on Bio-chemical Instruments	

10. Suggestions if any (To be filled in by Employee)

None suggestions.





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		Jai-Hind college	
		Workshop on Bio-chemical Instruments	

10. Suggestions if any (To be filled in by Employee)

None suggestions.





Vishnu Waman Thakur Charitable Trust's
VIVA Institute of Pharmacy

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HOD's Remarks

- ① The ~~staff~~ is hard-working and disciplined.
- ② Punctual and Self-motivated.

PRINCIPAL's Remarks

Disciplined, punctual & reliable candidate. Never say 'No' to any Institute work. Self motivated, sincere & Hard working.

Employee Signature:

[Signature]
15.07.2022

HOD's Signature:

[Signature]

Principal's Signature:

[Signature]
18/7

