



अस्तो मा सद्गमय।  
तमसो मा ज्योतिर्गमय॥

SANDIP  
FOUNDATION

SF/Nk/Policy & Corres/

08 November 2017

### Recruitment and Promotion Policy

The recruitments of faculty etc are done through two modes :-

A) University staff selection interviews.

B) Local recruitment :

I. Through advertisement and interviews.

II. Through attracting and talent by offering progressive work environment and the better peaks.

aa] For the purpose the Institutions of National importance i.g. The IITs and NITs have been empanelled and through placement drives the recruitment of selection/recruitment of faculty is done.

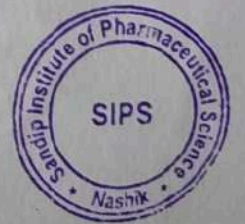
a) University Staff Selection Interviews : Through this medium the advertisement is published with posts and category/reservations approved by the State and University. Interviews are conducted by University appointed panel of experts. All the norms of apex bodies are followed.

b) I) The advertisement is published in state level/local newspapers. The interviews are conducted by sending the call letters and or through the walk-in, subjected to the guidelines published in the advertisement.

ii) promotion policy: Any staff member attaining the higher qualification and meeting the eligibility norms is promoted accordingly . However the staff member is sent for very next University staff select interviews to get the promotion ratified/approved.

*Patil*

Prof P. I. Patil  
Mentor  
Sandip Fondation

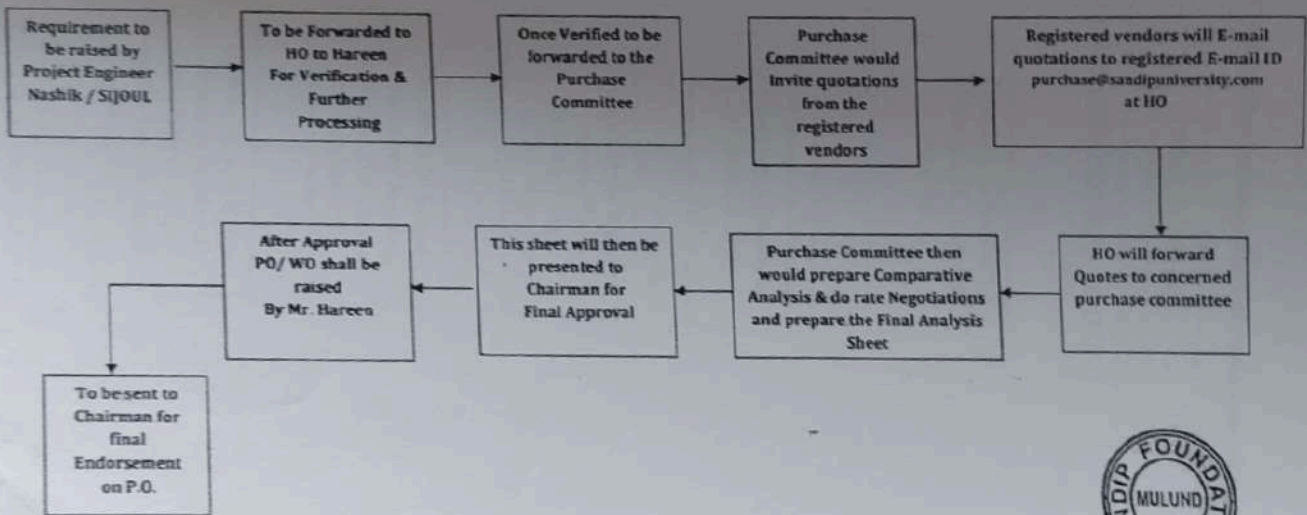


SANDIP FOUNDATION

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ANNEXURE - III

PROCESS FLOW CHART - PROJECT (Nashik & Sijoul)



\* After Purchase Committee forwards the Report to Hareen, P.O. generation should not take more than 5 days



MEMORANDUM OF UNDERSTANDING

BETWEEN

SANDIP FOUNDATION'S (GROUP OF INSTITUTE ), NASIK

AND

THIS AGREEMENT entered into between Sandip Foundation's Group of Institutions, Nashik (hereinafter called SF) situated at Mahiravani Trimbak Road, Nashik 422213, an Institute of national importance established by a special act of Parliament of Republic of India and Companies Act 1956 (hereinafter called "Company" which expression shall include its successors and permitted assignees) with its registered office at \_\_\_\_\_.

**1. Objectives of the MOU:** The objective of this Memorandum of Understanding is : (a) to promote interaction between SF and Company in mutually beneficial areas. (b) to provide a formal basis for initiating interaction between SF and Company.

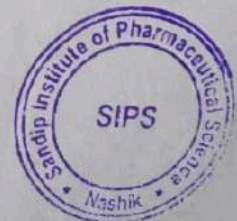
**2. Proposed Modes of Collaboration:** SF and Company propose to collaborate through: (a) sponsoring student projects / fellowships in one and half year M.Tech. and five year dual degree programmes at SF. (b) sponsoring eligible employees of Company for doing M.Tech./Ph.D degrees in SF. The eligibility criteria for selection will be as per norms of SF. (c) sponsoring R&D projects, which may be carried out wholly at SF or at premises of Company or partly at SF and partly at Company. (d) training of Company personnel through Continuing Education (e) any other appropriate mode of interaction agreed upon between SF and Company. Each of the above modes of interaction will be initiated by entering into a separate agreement between the two parties.

**4. Technical Areas of Collaboration:** The principal technical areas of collaboration between SF and Company will be as set out in Annexure A.

**5. Agreements for Research Collaboration:** Each research collaboration undertaken by the parties hereunder shall be initiated by the signing of a separate research agreement between the parties which will describe in detail :

- a. the nature, scope and schedule of the research collaboration.
- b. the form of the research collaboration.
- c. the estimated cost of the research collaboration together with the amount of funding, if any, to be received from third parties.
- d. the treatment of intellectual property and data rights, including patents, inventions, proprietary information and copyrights, which result from the research collaboration or which belong to a party and are used in research collaboration.
- e. other provisions as may be mutually agreed upon, including provisions covering the consequences of default or termination by a participant, term, arbitration of disputes and applicable law.

**6. CONFIDENTIALITY:**





**Policy on attending the Seminar & Workshops by the Students**

Appended below please find the policy regarding attending of Seminar, Workshop by Students which is to be followed meticulously by Student, Admin and Accounts:-

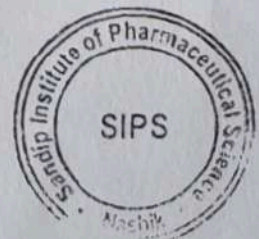
**Rules for attending/Participating in Seminar/Workshop/Conference for Students in India**

1. Budget for each department will be Rs. 50,000/- per year for Technical Quiz/Project Exhibition/ National or International Conference (In India)
2. He Should be a regular student of the Institute.
3. His attendance should be more than 80% in all subjects (Theory as well as Practical).
4. Recommendation from a faculty guiding him or her for seminar/project is required.
5. Recommendation from Tutor, Class Teacher & Head of the Department is required.
6. For seminar/paper presentation maximum two students group will be allowed for one paper.
7. For project competition group of maximum 4 students will be allowed.
8. Student has to take prior permission for attending seminar/conference etc.
9. Student will be allowed to participate only once in a year.

**Facilities for attending/participating in Technical Quiz/Project Exhibition / National or International conference for students:**

After attending seminar/workshop/conference, Student has to submit details of expenditure incurred for attending the same along with his paper or certificate (Xerox copy)

1. No DA will be paid.
2. In case prize winning activity, both side fare and 50% amount of registration would be reimbursed
3. In case of Selection of paper in reputed International conference (IEEE Level) only 50% amount of registration fees will be paid to the group.



CONFIDENTIAL

Invention Disclosure Form (An interim version)

Date of submission: \_\_\_\_\_

The inventor is requested to fill up the following form while submitting an application for filing a patent by Sandip Foundation's(SF), group of institutes, Sandip Institute of Technology & Reseach Centre(SITRC) / Sandip Institute of Engineering & Management(SIEM) / Sandip Institute of Pharmaceutical Science (SIPS)/ Sandip Institute of Polytechnic (SIP)/ Sandip Polytechnic (SP).

[General Patent Information: In order to obtain patent protection, your invention must demonstrate the following:

New (or novel): The invention must be new, that is, it has not been previously used, sold or described publicly.

Useful: The invention must have an actual use and not be just a subject for additional research.

Non-obvious: The invention must not be obvious at the time of conception to another person having ordinary skill in the art].

1. Title of the project / invention
2. Name of the inventors including faculty, students and staff.

[Note: Please include the names of all co-inventors. Co-inventors include any individual who has conceived or contributed to an essential element of the invention, either independently or jointly with others, during the evolution of the technology or reduction to practice]

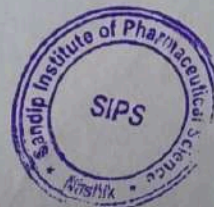
Inventor: Name \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Phone/Fax/e-mail \_\_\_\_\_

Home Address \_\_\_\_\_





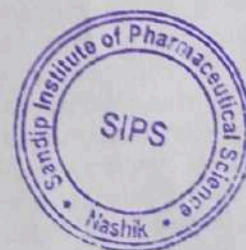
SANDIP FOUNDATION'S GROUP OF INSTITUTIONS (SF),NASHIK  
August 2016

Intellectual Property(IP)Policy, Sandip Foundation's Group of Institutions-2016

Contents	
1	Part A: SF Nashik Intellectual Property (IP)Policy
2	Part B: The Inventions related IP policy
3	Part C: The Expressions related IP policy
4	Annexure

List of Annexure

Sr No	Annexure	Remarks
1	Annexure 1	Defining parties concerned and significant usage
2	Annexure 2	Disclosure, Assessment and Protection
3	Annexure 3	Revenue Sharing
4	Annexure 4	Role Dean Intellectual Property Rights Office
5	Annexure 5	Contracts and Agreements



SANDIP FOUNDATION'S  
**SANDIP INSTITUTE OF PHARMACEUTICAL SCIENCES**

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**GRIEVANCE REDRESSAL CELL**

**GUIDELINES**

Sandip Foundation's Sandip Institute of Pharmaceutical Sciences (SIPS) is committed to provide a safe, fair and harmonious learning and working environment. Grievance Redressal Cell was set up at SIPS in accordance with the University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013), and Article XXV of the constitution for handling day -to-day grievances related to students, parents and staff members. Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner involving the respective Department (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Cell to submit his/her grievance in writing.

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell.

**Objective**

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell is constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring stress free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

