



NIRMALA COLLEGE OF PHARMACY MUVATTUPUZHA

Muvattupuzha P.O., Ernakulam Dist., Kerala - 686661

Telephones: 0485 2836888, 0485 2830666

Email: nip_mvpa@yahoo.co.in Website: www.nirmalacp.org

FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION 5



STUDENT SUPPORT AND PROGRESSION

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



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Declaration

This is to declare that Mrs. Merin Dominic & Mrs. Junia George, our esteemed alumnae has actively supported numerous students from our institution in securing placements at Sance Laboratories & IQVIA, which are renowned organizations in our field.

Name of alumni	Current working organization	Acquired candidate
Mrs. Merin Dominic	Sance Laboratory Ltd	Ms. Ammu Soman Mr. John Zaccharia
Mrs. Junia George	IQVIA	Ms. Anitta Merlin



NIRMALA COLLEGE OF PHARMACY, MUVATTUPUZHA



APPOINTMENT LETTER

Date: 06/10/14

Merin Dominic
Kinattukara (H)
Thidanadu P.O
Kottayam
686123



Dear Ms. Merin Dominic,

With reference to your application for employment and subsequent interview you had with us 25/09/14, we are pleased to appoint you as **Chemist - Quality Assurance** in our establishment on the following terms and conditions, enumerated below for your consideration and acceptance.

1. You shall be entitled to a salary of Rs. 9000/- per month.
2. You shall be on training for a period of six months followed by probation for a period of six months from the date of joining. During the said period, your performance shall be evaluated on regular basis and if the performance is found to be unsatisfactory / below the expected standards, (a) either the above said period may be extended till such time an order of completion of training / probation is issued (b) or your appointment is liable to be terminated without any notice and without assigning any reason thereof. Your service is considered as confirmed, only when a confirmation order is issued.
3. Your minimum period of association shall be for two years. In case you leave the organization on your own, before the specified period, you shall not be eligible for service certificates.
4. The company expects you to work with high standard of efficiency, integrity and economy.
5. Your appointment is subject to your physical / mental fitness and alertness to perform duties. Your services shall be liable to be terminated on being found physically and mentally unfit by Registered Medical Practitioner nominated by the company, at any time.
6. The company may transfer you for work from one section / department / division to other place of duty or section / department / division in the establishment. You shall also liable to be transferred to our other establishments, associated companies, branch offices, head offices in India or abroad which may be acquired in future, at the sole discretion of the management.
7. This letter of appointment is being issued on the presumption that there is nothing in your past record which would have hampered your selection. If it is found that your past service is having objectionable history or if any declaration given by you proves to be false or you have suppressed any material information, the appointment itself shall be deemed to be

SANCE LABORATORIES PRIVATE LIMITED

VI/51B, Elappunkal Jn. Kozhuvanal - 686573, Pala, Kottayam District, Kerala. Tel: +91 04822 268877, 267799. Fax: +91 04822 269406 | VAT No: 32050974385 | C.S.T. No: 32050974385C | ECC Registration No: AAHCS1529CXM001, Division - Kottayam, Range Pala | S.T.No: AAHCS1529CST001 | Mfg.Lic.No: 09/28/2005 dtd. 09/02/2005 | CIN No: U24231KL2001PTCO14957
Website: www.sancepharma.com | Email: info@sancepharma.com



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irregular and your services shall be liable for termination without any notice period or compensation in lieu thereof.

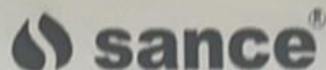
8. You shall be in the exclusive employment of this organization and shall not engage yourself either alone or in company, in any work, profession or employment either honorary or otherwise, during the period of employment with the company.
9. Your services shall be governed by the Rules & Regulations of the company, implied or notified and also any instructions that may be notified from time to time.
10. You shall not, at any time, during the employment or after, disclose or divulge or make public, except on legal obligations, any information, formula, process, methods, compositions, ideas or documents concerning the business and affairs of the company or any of its dealings, transactions or affairs which you may have acquired during the course of your employment.
11. All methods conceived / developed by you for improving designs / processes / formulae / systems / policies etc. in relation to the business / operations of the company shall be deemed to be the sole right / property of the company.
12. You shall be entitled for leaves and holidays as per the policy of the company.
13. Your absence for a period of 8 or more days (without sanctioned leave) would entitle automatic loss of your lien on job and the management is justified in assuming that you have abandoned the job.
14. Your retirement age from the services of the company shall be 58 years.
15. In general, the employment (even from training onwards) may be terminated by either of the parties at any time by giving to the other three month/s notice or three month/s gross salary in lieu of notice. You shall not avail any leave during the notice period. In case you avail leave during the notice period, the notice period shall be extended to that effect.
16. The contract may also be terminated on the following circumstances:-
 - (a) If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
 - (b) For loss of confidence in you by the company for any of the act committed by you.
 - (d) If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
 - (e) If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude, sexual harassment.

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(f) If you commit any act prejudicial to the continuing good relationship between you and the company.

(g) If you commit breach of any of the terms of this letter of appointment.

Kindly return the duplicate copy thereof duly signed by you as confirmation of your having read, understood and accepted the terms & conditions contained therein.

We welcome you to Sance Laboratories Pvt. Ltd. and look forward for a long term association.

For Sance Laboratories Pvt Ltd

Manager – Finance & Administration



Affidavit of Applicant

I have read, understood and accepted the terms and conditions mentioned in this letter of appointment and I hereby confirm unconditional acceptance of the same

Signature of the Applicant

Date: 06/10/14
Place: Kozhuvanal

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sance **SANCE LABORATORIES PRIVATE LIMITED**
P.B.No.2 Elappunkal Junction Kozhuvananal
Payslip for the month of February, 2021

Emp No	000455	Scale	BASIC PAY	8430.00	01/02/2021 - 28/02/2021
Name	Johns Zacharia	DA	3266.00	Calendar Days	28.000000
S.O.W of	V.C Zacharia	H.R.A.	1304.00	W. Offa/Holidays	8.0
Department	PRODUCTION			Present Days	24.000000
Position	Chemist - PRODUCTION			Net Worked Days	28.000000
LAN No.	0			Leave Days	
				L.W.P. Days	28.000000
				Paid Days	
		Total	13000.00		

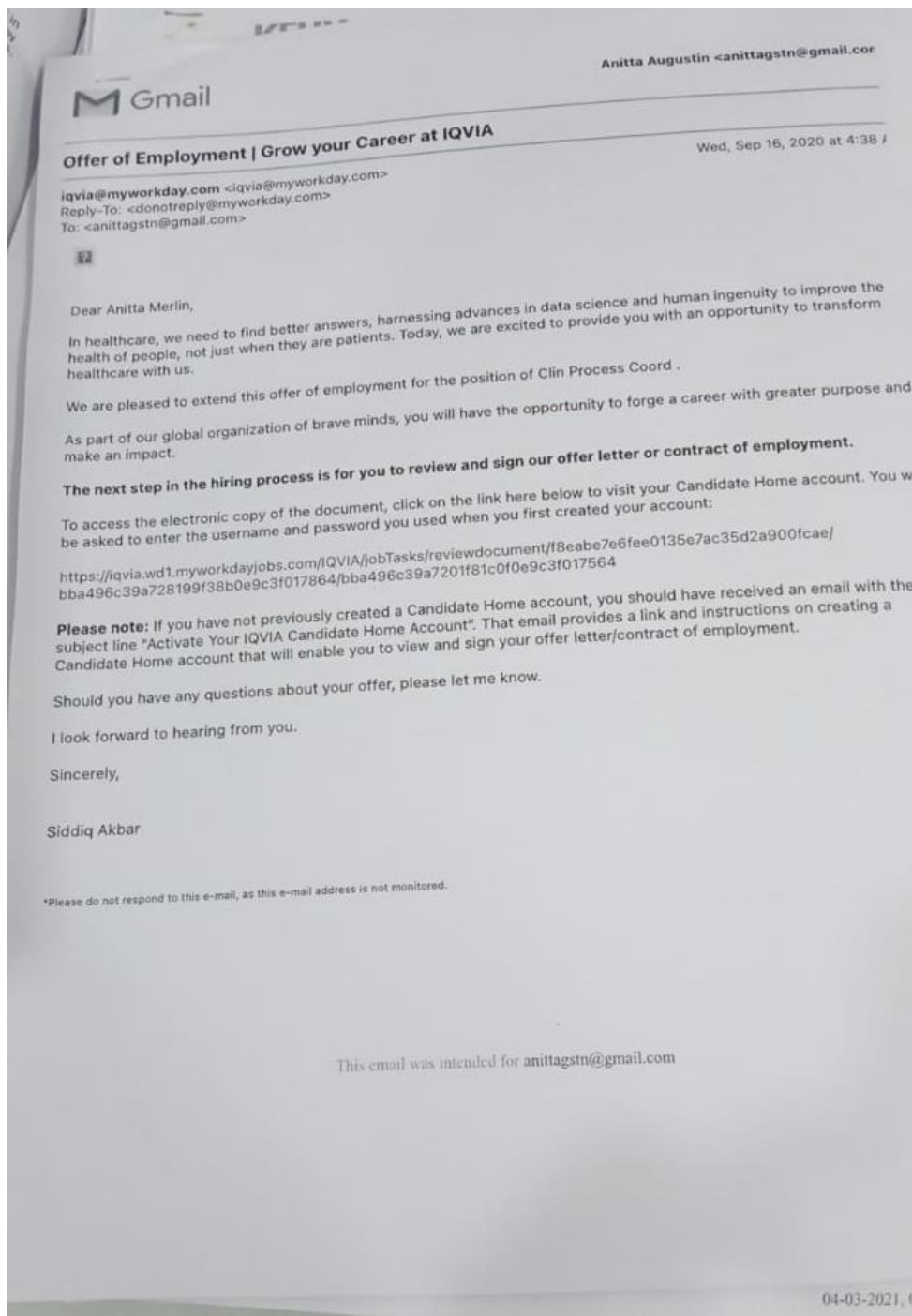
Payments	UNIT	Period	Amount	Deductions	Bank/Estbl.	Accounts No.	Amount
BASIC PAY	28		8430.00	Prof. Tax	KER		600.00
DA			3266.00	PF (E.C.)			1404.00
H.R.A.			1304.00	EST (E.C.)	4700015688	4708495699	98.00
Payments			13000.00				
				Deduction			2102.00
				Net Payable			10898.00
Donor's Contribution			974.00	Payment By : Bank	CN2	SB 2682101014504	
			429.00				
			423.00				

(Net Payable : Rupees Ten Thousand Eight Hundred Ninety Eight Only)
This is computer generated Payslip. In case of any doubt please contact to HR Department.

Thos Zacharia



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Sance Laboratories Pvt. Ltd
V/11B, Phase 2, Elappuram Jn
Kottuvayal - 686 111, Para
Kottuvayal District 686111, India

Phone: 0091 4622 56877 / 267799
Fax: 0091 4622 267406
Email: info@sancepharma.com
Website: www.sancepharma.com



Date: 07/01/22

SL/HR/068/21-22

OFFER LETTER

Ms. Ammu Soman
Thenganal House
Pampakuda P.O, Piravom,
Ernakulam

Dear Ammu Soman,
Congratulations!!

Further to your application and the subsequent interview, we are pleased to offer you the position of **Trainee Chemist – Formulation Research & Development (F R & D)** on the following terms and conditions:

1. You shall be under training for a period of one year from the date of your joining. Based on periodical evaluation, the period of training is liable to be extended if found necessary.
2. You will be paid a stipend of Rs. 12,000/- as your first appraisal in the month of March 2022 and based on your performance, further increase in stipend will be decided by the Management.
3. Upon successful completion of training, you may be considered for probation for a period of one year.
4. During the training leave shall be permitted only during emergency cases against pre-notification.
5. In case you want to leave the organization during the training, you shall have to provide an advance notice of three month period or equivalent stipend in lieu thereof. You shall not avail any leave during the notice period. In case you avail leave during the notice period, the notice period shall be extended to that effect.
6. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.
7. You may join for training with us on or before 17/01/22.
8. Formal order shall be issued to you at the time of joining against submission of proof of relevant documents. (Documents proving Date of Birth, Educational Qualification, Medical Certificates, experience letter / relieving orders (if applicable))

PAN No. AAHC51329C | GST IN: 32AAHC51329C1ZU | Mfg Lic. No. 09/03/2005 edr. 09/02/2025 | CFV No. 0242



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Sance Laboratories Pvt. Ltd.
V-118, PO Box 2, Jeevan-Nagar, P.
Kozhuvananthapuram - 686 624, India
Kottayam District, Kerala, India

Phone: (0471) 4822 1888 / 11 267799
Fax: 0471 4822 269405
E-mail: info@sancepharma.com
Website: www.sancepharma.com



9. Any Falsification of health status data declared in the "Self Declaration on Medical Conditions" form, if found will lead to withdrawal of the offer given

If the above terms and conditions are acceptable to you, we request you to sign and return the duplicate copy of the offer letter as a token of your acceptance.

Welcome you to Sance Laboratories Pvt. Ltd. We Wish you a good training experience and look forward to your joining our team.

Yours Truly,
For Sance Laboratories Private Limited

Manager- HR & Administration



Declaration:

I, Ammu Soman, hereby accept this offer for training on the above mentioned terms and conditions and agree to abide by the rules and regulations of the company as are in force from time to time.

Place: Kozhuvananthapuram

Name: Ammu Soman

Date: 07/01/22

Signature:

PHN No: AAHCS1529C | GST IN: 32AAHCS1529C1G1 | Mfg Lic. No: 09/21/2005 and 09/02/2005 | CIN No: U74211

