

Work Ethic and its relevance in our Professional Lives

Work ethic can be simply put as the sense of dedication that one possesses towards his job. Those having a strong work ethic adopt the high road, d isplaying a strong moral character that makes them outstanding employees in the long run Some exemplary examples of work ethics are as follows

a) Integrity: It is of foremost importance. It should percolate in every aspect of your job, including dealing with co-workers, clients and leaders. It is about doing the right thing even when no one is watching. Integrity impacts the working relations of most employees. Hence, it is imperative to demonstrate it consistently

Integrity + Results + Concern = Level of Trust

- **b) Reliable:** Be highly dependable. This trait has gained high prominence in times of uncertainty. In order to carve a niche' for yourself, be your employer's asset. Show up on time and put in your best to complete a delegated task. A reliable coworker makes an excellent team mate as he contributes to all his projects fairly
- c) Discipline: Success cannot be achieved without discipline. Highly disciplined co-workers display unparalleled dedication and commitment towards their job. They strive hard to meet expectations and hardly miss an opportunity to learn novel skills.
- **d) Create a work-life balance:** Engage in sports, eat well and socialize! Take time out to recharge your batteries. Frequent breaks will keep you alert at work and prevent you from feeling

overwhelmed. Stay motivated and witness the positive outcomes of maintaining strong work ethic. Play is best when it is earned.

- **e) Professionalism:** Professionalism is an all compassing term including the nuances of dressing to even conducting yourself. Professionalism exists within the workplace, as well as with external stakeholders such as customers and clients. While sometimes overlooked, the professional behaviour of all staff is necessary for the long-term success of a business regardless of its size
- t) Manage your time effectively: Prioritise your work! Understand the urgency of tasks and complete those in time. Make meetings effective by having a pre-set agenda. To optimise your time management determine how much work is feasible in a day, identify time sucks and focus on activities with greatest returns. Another effective way of managing time well requires one to curb the urge to multi task. Focus on tasks at hand and block all distractions. One tends to lose both productivity and time when one switches from one task to another.

Bishal Roy

Chief Operating Officer

New Joinees September 2020 WG



Manoj Kumar Dubey Anil Kumar Burman Atish Kumar Biswal

Abdul Okil Khan

Vijay Kumar Jaiswal Shreya Majumdar



Know your Leader



- Who is your role model and why?
 My parents are my role models. They have imbibed the principle of the "Simple Living High Thinking" in me.
- 2. What is the last book that you have read/ the last movie that have watched?
 - I watched the World War II episodes on Netflix, which shows the true history and explains the reasons for the geopolitical situation.
- 3. Name your favourite cuisine

 Authentic South Indian Vegetarian Food
- 4. Who is your favourite sportsperson? **Sunil Gavaskar**
- 5. What is your dream travel destination?
 Coorg
- If given a chance who would you like to be for a day?A Physician
- 7. What is your nick name at home/ what do your loved ones call you?
 Satish
- 8. Describe a thing about you which people don't know of I am an avid Philatelist, having collection of tens of thousands of stamps, of over 80 Nations.
- 9. If you could relive this life on a time machine, which profession would you choose?
 Musician
- 10.What is that one thing you can't live without? **Friends**

Know Your Function: Quality Assurance & Quality Control

Quality assurance is a very crucial aspect in all industries including pharmaceutical, food and beverages to name a few. Quality is a must for any industry as every product that is produced needs to meet 100% quality guidelines which will ensure the safety of the consumers.

In pharmaceutical industry, products are being manufactured with high standards of quality. If the quality is not maintained then there may be adverse effects. Hence Good Manufacturing Practices (GMP) and Good Laboratory Practices (GLP) have become a vital part of QA &OC.

RESPONSIBILITIES OF QA:

- To prepare and approve Quality Policy, Quality Objectives, Quality Manual and Validation Master Plan.
- Ensure that all changes impacting the product and the established systems are documented and reviewed to analyze the impact.
- Ensure that all deviations, OOS/OOT & Market complaints are logged, investigated to identify the root cause so as to take CAPA to prevent recurrence.
- Preparation of Annual Product quality reports, trending of data, determining product and process performances.
- Review of related batch manufacturing records and QC testing data prior to release of any batch.
- Raw materials used in the manufacturing are approved and procured from approved vendor.
- Procedures are in place for performing the activities, operating and calibrating the equipment

s a	SR. NO	Criteria	Quality assurance	Quality control
t in	1	Focus	To prevent defects by focusing on process	To identify defects in the finished product
	2	Goal	To improve development test process to prevent any defects.	To identify defects after product is developed and before it is released
	3	How	Establish a good quality management system & assess its adequacy through perpetual check	Finding sources of quality problems to continually meet customer's requirement
<i>y</i> e	4	What	Prevention of quality related problems through planned, systematic activities	Analytical techniques used to maintain the product quality and process.
t t	5	Responsibil -ity	Everyone in the team	Of a specific team that tests the product for defects
	6	As a tool	Managerial tool	Corrective tool

Therefore

Quality initiatives are successful only when it is driven from top management to the lower levels of management

Quality is the collective responsibility of every individuals in an organization.

Quality is at the Heart of our Company

Indian Pharma Market NEWS



A) RIL and Amazon eye the E pharmacy Business

RIL and Amazon set out to compete in the arena of E-pharmacies with the hope of making the most of this segment that is fuelled by large base of smart phone users. While Amazon has launched "Amazon Pharmacy" in the city of Bengaluru to offer over the counter (OTC) and prescription based drugs, healthcare devices and Indian herbal medicines, Reliance Industries Ltd has acquired majority share in Netmeds for INR 620 crore.

B) Sun Pharma launches COVID 19 drug, Favipiravir in India

Sun Pharma has launched Favipiravir (200 mg) in India under the brand FluGuard at the price of ☐ 35 per tablet for the treatment of mild to moderate cases of COVID 19. Favipiravir was originally developed by Japan's Fujifilm Holdings Corp under the brand name Avigan for treating influenza. Favipiravir and Remdesivir have emerged as one of the most sought after medicines to treat COVID-19 cases in India.

C) FDA issues EUA to convalescent plasma for COVID-19 treatment

The US FDA issued an Emergency Use Authorization (EUA) for the use of convalescent plasma in treatment of COVID-19. Based on evidence, FDA suggested that the potential benefits of this therapies outweigh the risks associated with the use of this technology. The EUA requires that fact sheets providing vital information regarding the use of plasma therapy in treating COVID-19 should be made available to health care providers and patients.

Updates Exeltis India

- 1. Provided COVID insurance to 650 distributor boys
- 2.Conducted "Team Connect " programme for 200+ people
- 3. Started exploring the OTC (Over The Counter) route for some brands
- 4. We conducted one orientation program and follow up program for our employees. Orientation program was attended by 216 employees and the latter was attended by 68 employees in the month of July. Similarly 108 employees attended the Product Reinforcement Program in August
- Manufacturing operation continues to function uninterrupted despite the Covid outbreak. All those employees who were detected with COVID have recovered
- 6. A family kit comprising of Disposable masks and Hand Sanitizer has been distributed to all employees.

Events @ Exeltis

a) Independence Day Celebration:



This year as India embraced its 74th Independence Day, we organized 2 workshops to celebrate the true spirit of freedom and resilience. The first workshop was centered on the theme of "Preservation of A woman's Mental Health Amid COVID Crisis" while the second workshop comprised of a fine arts tutorial for young minds. Both these programs, conducted by field experts, were held through digital platforms and were very well received by one and all.

- b) Town Hall July 2020: It is said that change is the only constant. As an organization we strive for perpetual growth. To brace ourselves for the novel challenges, we need to adopt a different perspective and work incessantly towards achieving these goals. As we embark upon a new journey, we held our quarterly Town Hall session wherein all our teams were made aware of the latest developments in the company. Various team leads took charge to reach out to every employee of Exeltis India through digital platforms. All our teams including the Sales, Manufacturing, Marketing, Administration, Distribution and Supply, Finance and Human Resources were a part of this event.
- c) Leadership Session by Dr Radhakrishnan Pillai: Dr Radhakrishan Pillai, the winner of Sadar Patel International Award 2009 for his humungous contribution in the fields of management and industrial development, is a man of many talents. He is an ardent follower of "Chanakya Niti" and draws parallels with struggles of corporate life. Our leadership team had the privilege

Employee Spotlight



Asha Perumal
Chief Manager, Human Resource

1. Who is your role model and why?

Personally: Definitely my Dad & Mom I learnt many from them.

Professionally: All leaders who I am associated with my professional Journey.

2. What is the last book that you have read/ the last movie that have watched?

Recently watched: Tik Tik Tik (Space related Movie)

- 3. Name your favourite cuisine **South Indian foods**
- 4. Who is your favourite sportsperson? **Sachin Tendulkar & MS Dhoni**
- 5. What is your dream travel destination?
- 6. If given a chance who would you like to be for a day?

 I would like to be My Husband, he is very positive vibes & motivated person.
- 7. What is your nick name at home/ what do your loved ones call you?

My friends calling Ashu.

- 8. Describe a thing about you which people don't know of **Nothing specific**
- 9. If you could relive this life on a time machine, which profession would you choose?

Social worker

10. What is that one thing you can't live without? **My whole family.**

of attending one of his coaching sessions in the month of July. He touched different facets of leadership, mentorship and learning. The team left this session with a renewed sense of vigour and zest.

d) "Befriending Stress" workshop by Grishma Patel: Stress has become a part of our regular life. This has be accentuated by the vagaries put forth by COVID outbreak. To help our employees these negative emotions, we roped in Ms Grishma Patel for a session on "Befriending Stress". 10 employees were nominated to be apart this 2 day event that was held on 20th -21st August respectively. These were curated well to address the issues stemming from working remotely and living in isolation.

Bring out your Inner





A) James sent this beautiful photo to a contest, hoping he will win first prize. The contest organizers, however, realized that the photo was fake and disqualified James. How did they figure out the picture was not real?



B) Harry Ape robbed a bank yesterday and has been hiding in the bitterly cold forest. Max Mouse found Harry's clothes near a hole in the pond ice. Why does Slylock Fox believe that Harry is nearby?



C) Examine the picture and determine whether the woman was killed or she committed a suicide.



Riddle me

- 1)Two sisters we are, one is dark and one is fair, In twin towers dwelling we're quite the pair, One from land and one from sea, Tell us truly, who are we?
- 2) It is flat as a leaf, round as a ring, Has two eyes, yet cannot see a thing.

Send your answers, queries or feedback to khushboo.shroff@exeltis.com

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For any queries, contributions or feedback drop an email to **khushboo.shroff@exeltis.com**



HOMEMADE DARK CHOCOLATE



INGREDIENTS

- 3/4 cup cold press coconut oil
- 1 cup cocoa powder
- 4 tablespoons honey or more for taste
- 1 teaspoon pure vanilla extract

INSTRUCTIONS

- 1. Begin by melting or heating the cold press coconut oil for about 420c in a small pot over the stove top on a low heat. You can also heat coconut oil over hot water steam to avoid overheating.
- 2. Once the oil reach 420 to 450 C remove the oil from the heat and add the cocoa powder, honey, vanilla, and any additional flavors you want to add.
- Whisk everything completely until there are no remaining lumps of cocoa powder and the honey has dissolved into the chocolate mixture.
- 4. Pour the chocolate into silicone molds or a lined baking pan and transfer to the freezer for at least 30 minutes or in the fridge for at least an hour. Once they've hardened pop them out of the molds and enjoy.



Answers to the questions in Previous Newsletter Quiz

I) J.B. Kriplani ii) Sabarmati iii) Kharoshti iv) Kashmir v) Narmada Valley

Puzzles for all

I) 6 ii) 3 iii) Incorrectly



I)Word "The" is repeated twice

