

## Essential Information about The College

### Manual No.1

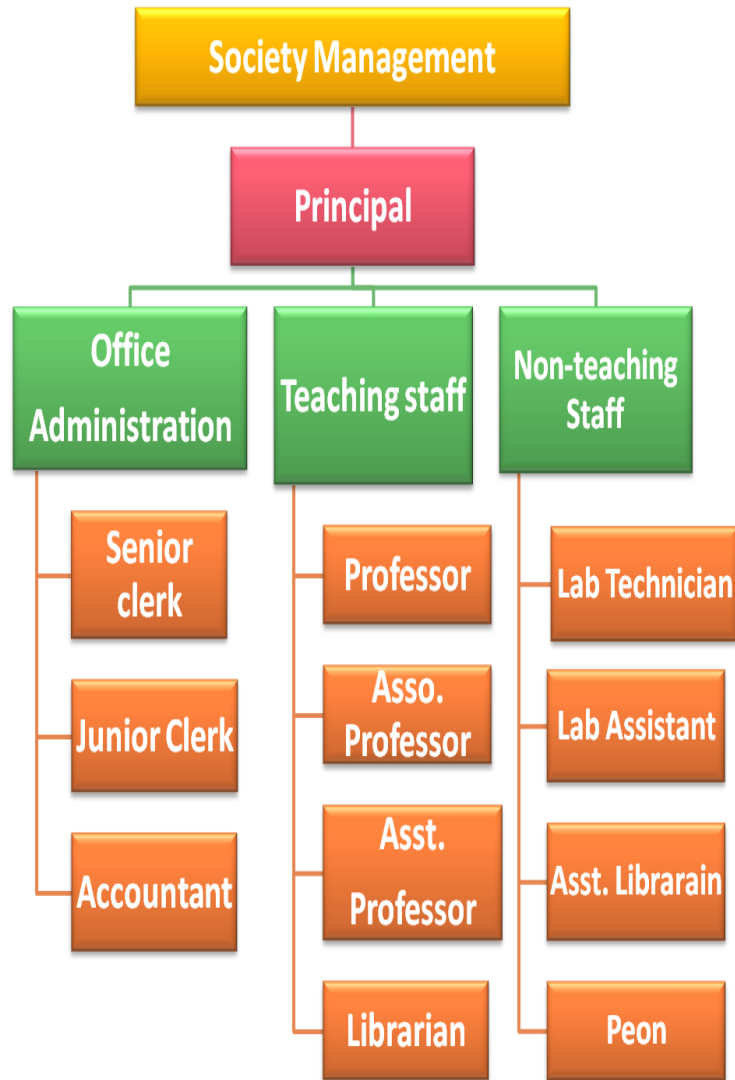
#### The particulars of its organization, functions and duties

To promote the noble cause of education, All India Shri. Shivaji Memorial Society was established in 1918 by Late Shri. Shrimant Chattrapati Shahu Maharaj of Kolhapur and H. H. Late Alija Bahadur Madhavrao Scindia Maharaj of Gwalior. The Society is running around 19 Institutions in different fields of education, and has completed 98 years of meritorious service.

The AISSMS College of Pharmacy was established in the year 1996 with the approval of AICTE, PCI, and Govt. of Maharashtra and affiliated to Savitribai Phule Pune University. College offers following courses

| S.N. | Course                      | Intake      | Year of Approval |
|------|-----------------------------|-------------|------------------|
| 01   | B. Pharm.                   | 60          | 1996             |
| 02   | M.Pharm (Pharm. Chemistry)  | 10          | 2003             |
| 03   | M.Pharm (Quality Assurance) | 10 + 8=18   | 2004 and 2013    |
| 04   | M.Pharm (Pharmaceutics)     | 10 + 8 = 18 | 2004 and 2012    |
| 05   | M.Pharm (Pharmacology)      | 08          | 2006             |

**Organizational Chart:**



## Manual No. 2

### The powers and duties of its officers and employees

#### TEACHING STAFF:

| Sr No. | Name of the employee and designation    | Duties   |
|--------|---|--|
| 1.     | Dr. Ashwini R. Madgulkar<br>(Principal) | Head of institute<br>Looking after total administration of the institute.<br>Look after admission procedure.<br>Supervision on academic schedule.<br>Planning for future development.<br>Execution of policies decided for overall progress of the institute.  |
| 2.     | Dr. M. C. Damle<br>(Professor)          | Looking after academic schedule (B. Pharm)<br>Preparation and Execution of timetable of B. Pharm<br>Taking lectures and conducting practical<br>Library in-charge<br>Inspection committee Incharge<br>Coordinator of Sponsored projects.<br>Staff selection +LIC + admission committee.<br>Co-ordination of maintenance of sophisticated instruments in instrument room.<br>I/c. ICC |
| 3.     | Dr. M. R. Bhalekar<br>(Professor)       | Look after the working of pilot plant and M. Pharm. Pharmaceutics Lab.<br>Co ordination Industrial Projects.<br>Taking lectures and conducting practicals<br>Preparation and Execution of timetable of M. Pharm. Schedule & continuous assessment timetable.<br>Coordinator of Sponsored projects (Inhouse/Outside and Industrial)<br>M.Pharm orientation RAC committee member.      |

|    |  |  |
|----|--|--|
| 4. | Dr. M.R.P. Rao<br>(Associate Professor)    | In-charge - Training and placement cell.<br>[B.pharm & M.pharm]<br>Coordinating in-plant training / industrial visits/campus interviews<br>Conducting lectures and practicals<br>In-charge guest lectures.[B.pharm & M.pharm]<br>Coordinating Soft-skills programme for B.Pharm & M.Pharm.<br>Departmental Library incharge[Pharmaceutics]<br>Member, Planning of Development.<br>Member, Research Advisory committee<br>Incharge, Curriculum design under NAAC. |
| 5. | Dr. S. V. Gandhi<br>(Professor)            | Taking lectures and conducting practicals<br>In-charge of Educational tour committee<br>Purchase Committee/ERP software/website<br>Maintenance/IT Cell.<br>Look after maintenance of Pharma Analysis Lab.<br>Instruments.<br>Academic Research co-ordinator  |
| 6. | Dr. S. V. Bhandari<br>(Professor)          | Engaging lectures and conducting practicals<br>In-charge - Sports Committee.<br>In-charge-Antirragging measures, grievance Redressal committee<br>In-charge general maintenance committee<br>In-charge scientific events, Incharge Maintenance & purchase of lab equipment<br>In-charge extra curricular activities inter collegiate.<br>Incharge QIP grants, Pharma Chem Dept.<br>NAAC crietec member ISR   |
| 8. | Dr. Trupti Chitre<br>(Associate Professor) | Taking lectures and conducting practicals.<br>Look after B. Pharm (Chemistry) Lab.<br>Class Teacher- Third Year B. Pharm.<br>T.Y.B.B.pharm project coordinator<br>member(library)<br>IR instrument incharge M.pharm,<br>Pharm. Chem. attendance incharge<br>Member, R&D committee<br>Member, Grievance Redressal, Planning & Development<br>Incharge ISR   |

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|-----|---|--|
| 9.  | Mrs. S. H. Rao<br>(Assistant Professor)         | <p>Taking lectures and conducting practicals<br/>Member - Cultural committee, Annual Report committee, Academic Calender committee</p> <ul style="list-style-type: none"> <li>- Asst. CEO, Exam Section,</li> <li>- Magazine Committee,</li> <li>- Teachers incharge for student council(UOP)</li> </ul> <p>Look after and Biochemistry Lab,<br/>Microbiology lab, Parental Section<br/>Class Teacher- Second Year B. Pharm.</p> |
| 10. | Mrs. Reshma Mirajkar<br>(Assistant Professor)   | <p>Taking lectures and conducting practicals.<br/>Class Teacher- Final Year B. Pharm.<br/>Member - Exam Section<br/>Incharge- Stabuty Chamber<br/>Member-NAAC critearia committee</p>  |
| 11. | Dr. M. M. Bandivadekar<br>(Assistant Professor) | <p>Taking lectures and conducting practicals.<br/>Look after Pharmaceutics II Lab<br/>Member – Sports Committee<br/>Incharge of pharmaceutics dept. maintance<br/>Student welfare officer<br/>Incharge of annual gathering<br/>Incharge of journal printing</p>  |
| 12. | Mrs. Kalyani Asgaonkar<br>(Assistant Professor) | <p>Taking lectures and conducting practicals<br/>Member - NBA accreditation Process<br/>Lab. Incharge organic chem.<br/>Dept Library Incharge<br/>Staff Selection committee, LIC, affiliation, Ph.D.<br/>Admission, Vidyarathini Vikas Yojana NAAC steering committee</p>  |
| 13. | Mrs. Swati U. Kolhe<br>(Assistant Professor)    | <p>Taking lectures and conducting practicals.<br/>Look after B. Pharm. (Pharmacology) Lab<br/>Annual Report (Member with S.H.Rao)<br/>Medical Health Check up<br/>Animal House</p>   |
| 14. | Mr. P. B. Deshpande<br>(Assistant Professor)    | <p>Taking lectures and conducting practicals.<br/>Admission incharge of college<br/>ARC co-ordinator for admission of first B.pharm<br/>Transcript and recommendation incharge<br/>NAAC streeing committee<br/>Member T&amp;L Committee<br/>Exam Section (Int.St. Supervision)<br/>Look after B. Pharm. (Analysis) Lab.&amp;<br/>Mediclinal Plant Garden.</p>  |
| 15. | Mrs. Amruta Avalaskar<br>(Assistant Professor)  | <p>Taking lectures and conducting practicals<br/>Member - NBA accreditation Process<br/>Member – Library Section</p>   |

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|-----|--|--|
|     |  | <p>NAAC streeing committee<br/> Member T&amp;L Committee<br/> Exam Section (Int.St. Supervision)<br/> Look after B. Pharm. (Analysis) Lab.&amp;<br/> Medicinal Plant Garden.</p>   |
| 18. | <p>Mrs. Shital Patil<br/> (Assistant Professor)</p>                                | <p>Taking lectures and conducting practicals.<br/> Class Teacher- FirstYear B. Pharm.<br/> Incharge – Website Upgradation<br/> NAAC-student progression<br/> PIC Lab Incharge<br/> Member-ERP upgradation</p>  |
| 19. | <p>Mr. Rahul Padalkar<br/> (Assistant Professor)</p>                               | <p>Taking lectures and conducting practicals.<br/> Look after Pharmaceutics I Lab<br/> Incharge of PCI related activities<br/> Member Culture committee</p>  |
| 20. | <p>Mr. Jitendra H. Gajbe<br/> (Assistant Professor)<br/> NSS Programme officer</p> | <p>Lectures and practicals B. Pharm &amp; M. Pharm<br/> co-ordinator, finance department<br/> NSS Advisory. Committee<br/> Member, Dept purchase committee<br/> Shikshan Shulka<br/> EVS Field planning<br/> NAAC Teaching and learning<br/> NSS</p>   |
| 21. | <p>Ms. Rashmi T. Jadhav<br/> (Assistant Professor)</p>                             | <p>Lectures and practicals T.Y.B. Pharm &amp; F.Y.<br/> Pharm,<br/> Maintenance of P'cognosy Lab &amp; Medicinal<br/> garden<br/> Member of T&amp;P cell, Guest Lecturer</p>   |
| 22. | <p>Mrs. Vidya N. Wable<br/> (Assistant Professor)</p>                              | <p>Taking lectures and practicals.<br/> Library committee Member<br/> Maintanance committee Member<br/> EVS field planning, Educational tour committee<br/> Member, NSS Advisory committee</p>   |
| 23. | <p>Dr. Sachin V. Tembhune<br/> (Assistant Professor)</p>                           | <p>Taking lectures &amp; practical –M.Pharm &amp;<br/> B.Pharm<br/> NSS Member<br/> Animal House- as a Biological Scientist, Look<br/> toward Animal House work<br/> Planning &amp; Development<br/> NAAC- Infrastructure Committee<br/> Information Technology Cell<br/> APGA- (Magzine Incharge)</p> |

|     |                       |   |
|-----|-----------------------|---|
| 24. | Mrs. Rucha V Kulkarni | Taking lectures & practical –M.Pharm & B.Pharm<br>Medical Health Chekup |
| 25. | Dr. Tina Saldhana     | Taking lectures & practical –M.Pharm & B.Pharm                          |

**Non-Teaching Staff:**

| <b>Sr. No.</b> | <b>Name and Designation</b>                 | <b>Duties</b>   |
|----------------|---|---|
| 1              | Mr. P.N.Bhosale<br>(Office Superintendent ) | Sch/Freeship Social Welfare work, Treasury work, Minority Sch work, EBC concession work, DTE/AICTE/SPPU/RP office official work, Research Centre Work, ERP Work, Photocopier Machine work,  |
| 2              | Mr. V. B. Kelzarkar<br>(Senior clerk)       | Sch/Freeship Social Welfare work, Treasury work, Minority Sch work, EBC concession work, stationary /printing work, all types of typing work of office & teaching staff, railway concession etc.  |
| 3              | Mr. M. M. Chopane<br>(Accountant)           | All types A/c. related work of following courses: B.Pharm/M.Pharm/Ph.D research centre, Society related A/c. work, (TDS/Professional) etc.  |
| 4              | Mrs. D. V. Deshmukh<br>(Jr. Clerk)          | Student Section, Some A/c. related work, Inward & outward section, reception work, official documents filling, & other official work, Verification & submission of admission forms  |
| 5              | Mr. Prashant More<br>(Jr. Clerk)            | Admission Process/Merit List Verification work, Pravesh Niyantaran/Shikshan Shulk Samiti fees proposal & correspondence related work, University of Pune related correspondence work & staff selection, AICTE extension of approval & correspondence related work, All types of Society related official correspondence work, & other official administrative duties given by Principal, Checking all official related website regularly & Sending all official e-mails to concerned Dept./office/Society, etc. Preparation of all types of meeting like College GB & LMC |



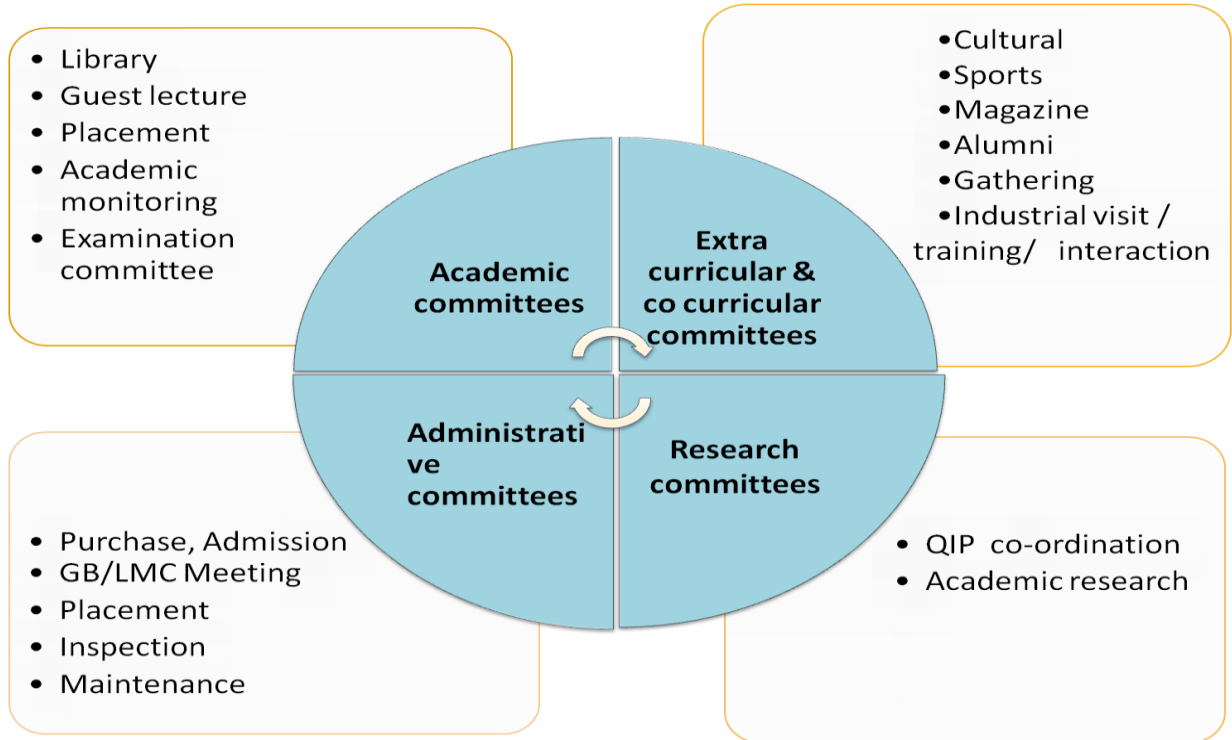
|    |  |   |
|----|--|---|
| 6  | Mrs. S. S. Kamble<br>(Store in-charge)                                     | To call Quotation & making comparative statement of Chemicals & glassware of B.Pharm & M.Pharm course, To keep the records of Alkohol & purchsing of the same, To Renewel of the alkohol lisenice yearly, To maintain attendence record of 1st to Final yr students of B.Pharm & M.Pharm, To make a breakage list of 1st to final yr students of B.Pharm & M.Pharm,<br>To maintain a mislenious item register,<br>To Maintain a medicine register,<br>To maintain Lab register of different labs. |
| 7  | Mrs. S. P. Jadhav<br>(Librarian)   | Look after library<br>(Book Issue and Reading Section)  |
| 8  | Mr. A. R. Kolambe<br>Lab Assistant (Pharmacognosy lab)                     | University work, AICTE, Admission process for 1st Yr. B.Pharm, Direct second yr. B.Pharm (ARC)  |
| 9  | Mr. G. Y. Chingle<br>Lab Assistant<br>(Pharm. Analysis lab.)               | Practicals:- S.Y. PA-I, Final yr. PA-III, T.Y. PA-II, AAT   |
| 10 | Mr. S. R. Patil<br>Lab Assistant<br>(Pharmaceutics-II lab )                | Practicals:- S.Y. P'ceutics,F. Y. DMHP, Pilot Plant, M.Pharm.Work   |
| 11 | Mr. R. S. Manohar<br>Lab Assistant<br>(Medicinal chemistry Lab)            | Final Med Chem. PAI, T.Y. Med.Chem., M.Pharm. Med. Chem.  |
| 12 | Mr. V. R. Kolambe<br>Lab Assistant<br>(Pharmaceutics I & III and lab.)     | T.Y.Ceutic, Final Ceutics, F.Y. Ceutics, M.Pharm. Pharmaceutics   |
| 13 | Mr. R. Y. Chingle<br>Lab Assistant<br>(Organic chemistry lab)              | S.Y.OC , S.Y. Biochem, AAT, F.Y. OC, M. Pharm. QA   |
| 14 | Mr. S. V. Kasbe<br>Lab Assistant (Inorganic chemistry / Microbiology lab.) | S.Y Micro, S.Y Biochem, F.Y. PIC  |
| 15 | Mr. D. S. Tekawade<br>Lab Assistant (Pharmacology Lab)                     | Practicals:-Final Yr. Cology, T.Y.Cology APHE, Animal House   |
| 16 | Mr. A. D. Chandgude<br>(Driver)  | Driving duties  |
| 17 | Mr. P. S. Yelwande<br>(Gardener)   | Garden maintenance work   |
| 18 | Mr. Ravi V. Gahlot<br>(Peon)   | Office/Seminar Room/Principal Cabin/<br>Registrar Cabing / Staff Room cleaing & sweeping work, Outside official work like   |

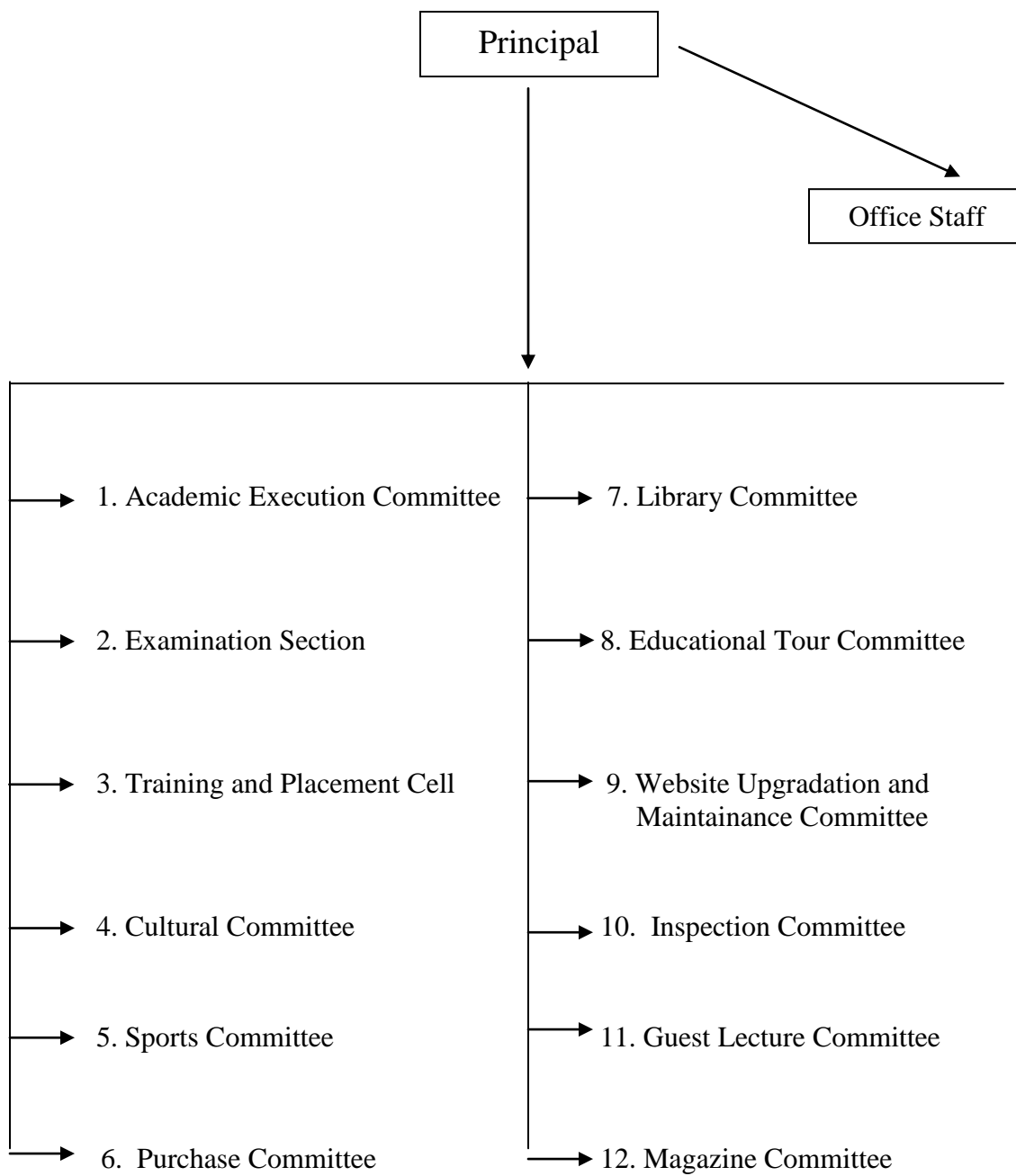
|    |                                 |  |
|----|---------------------------------|--|
|    |                                 | dispatch college letters to Society office, submit Account related documents to C.A. office, Bank related work etc. Office opening & closing duty.   |
| 19 | Mr. G. R. Subakade<br>(Peon)    | Library related works- Cleaning & sweeping library, Auditorium Hall, 1 class room (S.Y.), cleaning & sweeping work. Library Xerox machine operator, Dispatch official letters to society office. Some other outside work, Ladies & Boys common room cleaning & sweeping work, Office opening & closing duty. |
| 20 | Mr. K. C. Satpute<br>(Peon)     | All 2nd Floor Laboratories & all class cleaning and sweeping work. (Total No. of Lab-03/Class Room-01) , Xerox operations, CAP duty/ Exam duty like belman, waterman   |
| 21 | Mr. M. M. Bandal<br>(Peon)      | All 1st floor Laboratories & class room cleaning and sweeping work. (Total No. of Lab-06/Class Room-01), Central Store cleaning and sweeping work , 1st floor M.Pharm computer Lab cleaning and sweeping work.   |
| 22 | Mr. S. S. Salunke<br>(Watchman) | College Campus Security guard  |

## Manual No. 3

The procedure followed in the decision-making process, including channels of supervision and accountability.

Chart for execution of functions:





## **Manual No. 4**

### **The norms set by it for the discharge of its functions**

The institute performs the function of providing pharmacy education to the admitted students in B. Pharm & M. Pharm. courses.

For the discharge of its functions, institute follow the norms set by PCI (Pharmacy Council of India), AICTE (All India council of technical education) & according to the syllabus set by Savitribai Phule Pune University.

To look for the details of these norms:

- PCI – [www.pci.nic.in](http://www.pci.nic.in)
- AICTE – [www.aicte-india.org](http://www.aicte-india.org)
- Savitribai Phule Pune University – [www.unipune.ac.in](http://www.unipune.ac.in)
- DTE – [www.dte.org.in](http://www.dte.org.in)
- RO DTE Pune- [www.ropune.org.in](http://www.ropune.org.in)
- SSS/PNS- [www.sspnsamiti.gov.in](http://www.sspnsamiti.gov.in)
- Govt.of Maharashtra- [www.maharashtra.gov.in](http://www.maharashtra.gov.in)
- UGC- [www.ugc.ac.in](http://www.ugc.ac.in)
- Scholarship- [mahaeschol.maharashtra.gov.in](http://mahaeschol.maharashtra.gov.in)
- NAAC- [ww1.naac-india.com/](http://ww1.naac-india.com/)
- College website – [www.aissmscop.com](http://www.aissmscop.com)

## **Manual No. 5**

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

### **Rules & regulations of the institute for its employees:**

1. The Non-teaching staff should arrive at college before or at 8.15 am.  
The teaching staff should arrive at college before or at 8.25 am.
2. The staff should leave the college at 4.45 pm.
3. In between the college timings i.e. 8.15 am – 4.45 pm, if any staff wants to go outside of the Institute, then they should enter the details in ‘Movement Register’ & also should take the permission of the Principal.
4. The Teaching Staff should take the lectures & practical regularly and on time.
5. The lab assistant should look after the preparation for the practical before 30 minutes of starting the practical.
6. The lab assistant /Peon should look after the cleanliness, maintenance of the laboratory.
7. The sweepers and peon should look after the cleanliness of the respective labs college premises.
8. If any teaching staff would like to work after the college hours, he/she should enter the details in the specific register with the prior permission of the Principal.
9. For taking casual leaves, ‘CL – form’ should be filled by the staff with the adjustment of his/her duties & should be with the permission of the principal.

**Records:**

1. Staff entry muster
2. Inward register
3. Outward register
4. Movement register
5. Service book
6. Late hour working register

## **Manual No. 6**

### **A statement of categories of documents that are held by it or under its control**

01. Academic calendar & Time table
02. Admission Application
03. Admissions cancelled
04. AICTE, Mumbai.
05. AICTE, New Delhi.
06. Annual Social Gathering & Prize Distribution & Magazine.
07. Application For Caution Money & Leaving Certificate
08. Approved merit list (B. Pharm & M. Pharm.)
09. Budget.
10. Building Plan/ Space Requirements.
11. C.L. Application Record of teaching staff.
12. C.L. Application Record of non-teaching staff.
13. Centralized Admission
14. Director of Technical Education, Mumbai.
15. Director of Technical Education, Regional office, Pune
16. Pune University - Eligibility
17. Govt. of Maharashtra circular (G.R.)
18. Income tax Challan.
19. Industrial Visit & Placement Cell Activities.
20. Medical Check-Up
21. MUHS - Eligibility
22. MUHS - Admission, Exam, General, Syllabus, Inspection.
23. Notice Board Displayed
24. NTMPI- System/UGC correspondence
25. Pharmacy cup
26. Postage & Telegraph
27. Printing quotation/stationary order
28. Profession tax challan



29. Railway Concession
30. Salary
31. Salary & Experience Certificate.
32. Sale Tax challan & statement
33. Seminars & workshops
34. Society Circular
35. Society Duty Leave.
36. Society General Correspondence
37. Society Purchase & Finance
38. Society Purchase Committee Approved
39. Society Renovation & Repair & EPBX Intercom (Phone)
40. Staff Notices
41. Student Attendance Correspondence
42. Student Welfare Fund, Insurance Fees
43. Student Correspondance
44. University Affiliation
45. University Local Inquiry Committee (LIC)
46. University Pune Examination (Forms)
47. Voucher & Bill-A
48. Voucher & Bill-B
49. Society O/C File
50. Industrial Training
51. M.Pharm.
52. Shiksan Shulka Samiti
53. Miscellaneous

## **Manual No. 7**

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

We have constituted Local Management Committee and College Governing Body where in public representative have been included as member. The committee are

Antiragging committee

IQAC Cell

## Manual No. 8

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

### 1. SOCIETY GOVERNING COUNCIL MEMBERS:

| Sr. No. | Name  |
|---------|---|
| 1.      | Hon. Shri. Sambhajiraje Chhatrapati         |
| 2.      | Hon. Shri. Malojiraje Chhatrapati           |
| 3.      | Hon. Shri. Suresh P Shinde                  |
| 4.      | Hon. Shri. Patil Ajay Uttamrao              |
| 5.      | Hon. Shri. Patil Vishwas Bajirao            |
| 6.      | Hon. Shri. Joshilkar Vishnu                 |
| 7.      | Hon. Shri. Pandurang M.Gaikwad              |
| 8.      | Hon. Shri. Chavan Rajendra Lalasaheb Adv.   |
| 9.      | Hon. Shri. Salunkhe Bhagwanrao Baburao Adv. |
| 10.     | Hon. Shri. Shinde Arvind Tukaram            |
| 11.     | Hon. Shri. Patil Ravindra Rajaram           |
| 12.     | Hon. Shri. Tedawade Raturaj Balasaheb       |
| 13.     | Hon. Shri. Pawar Amol Tukaram               |
| 14.     | Hon. Shri. Raje Bhosale Digvijay Ramrao     |
| 15.     | Hon. Shri. Sasane Amar Dinkarrao            |

## 2. COLLEGE GOVERNING BODY:

| Sr. No. | Name                              | Designation  |
|---------|-----------------------------------|--|
| 1.      | Hon. Adv. Bhagwanrao B. Salunkhe  | Chairman   |
| 2.      | Hon. Shri. Malojiraje Chhatrapati | Honorary Secretary                                   |
| 3.      | Hon. Shri. Sudam S. Kamble        | Member   |
| 4.      | Hon. Shri. Mayuresh P. Patil      | Member   |
| 5.      | Hon. Dr. Ravi G. Jadhav           | Member   |
| 6.      | Hon. Dr. Arunkumar Walunj         | University Nominee                                   |
| 7.      | Dr. Ashiwini R. Madgulkar         | Member Secretary                                     |
| 8.      | Dr.S.L.Vishwanath                 | AICTE Nominee (Educationalist)                       |
| 9.      | Dr. S. K. Mahajan                 | Ex-officio member, DTE, Mumbai                       |
| 10.     | Mr. A. Shukla                     | Ex-officio, assistant director AICTE regional office |
| 11.     | Dr. Suresh S Jadhav               | DTE Nominee (Industrialist)                          |

### 3. LOCAL MANAGEMENT COMMITTEE:

| Sr. No. | Name                              | Designation               |
|---------|-----------------------------------|---------------------------|
| 1.      | Hon. Adv. Bhagwanrao B.Salunkhe   | Chairman                  |
| 2.      | Hon. Shri. Malojiraje Chhatrapati | Honorary Secretary        |
| 3.      | Hon. Shri. Sudam S. Kamble        | Member                    |
| 4.      | Hon. Shri. Mayuresh P.Patil       | Member                    |
| 5.      | Hon. Dr. Ravi G. Jadhav           | Member                    |
| 6.      | Dr. Ashwini R. Madgulkar          | Member Secretary          |
| 7.      | Dr. M. C. Damle                   | Member (Teaching Staff)   |
| 8.      | Dr. M. R. Bhalekar                | Member (Teaching Staff)   |
| 9.      | Mr. P.B.Deshpande                 | Member (Teaching Staff)   |
| 10.     | Mr. P.M.More                      | Member(NonTeaching Staff) |

### 4. PURCHASE COMMITTEE:

| Sr. No. | Name                                     | Designation |
|---------|--|-------------|
| 1       | Hon. Shri Patil Ravindra Rajaram         | Chairman    |
| 2       | Hon. Shri Sambhajiraje Chhaptrapati      | Member      |
| 3       | Hon. Malojeraje Chhapatrapati            | Member      |
| 4       | Hon. S.P.Shinde                          | Member      |
| 5       | Hon. Shri Patil Ajay Uttamrao            | Member      |
| 6       | Hon. Shri V.B. Patil                     | Member      |
| 7       | Hon. Shri Mane Sanjay Jaisingh           | Member      |
| 8.      | Hon. Shri Chavan Rajendra Lalasaheb Adv. | Member      |

## Manual No. 9

### A directory of its officers and employees

#### Teaching Staff:

| SN | NAME                     | DESIGNATION         | EXTENSION NO. | INDIVIDUAL NO |
|----|--------------------------|---------------------|---------------|---------------|
| 01 | Dr. Ashwini R. Madgulkar | Principal           | 31            | 02026058204   |
| 02 | Dr. M. C. Damle          | Professor           | 36            | 9860230912    |
| 03 | Dr. M. R. Bhalekar       | Professor           | 46            | 9850833223    |
| 04 | Dr. S. V. Bhandari       | Professor           | 38            | 9423574082    |
| 05 | Dr. S. V. Gandhi         | Professor           | 36            | 9422349792    |
| 06 | Dr. T. S. Chitre         | Associate Professor | 38            | 9860993381    |
| 07 | Dr. MRP Rao              | Asst-Professor      | 34            | 9822916490    |
| 08 | Dr. Tina Saldhana        | Asst-Professor      | 43            | 9820952544    |
| 09 | Mrs. R. N. Mirajkar      | Asst-Professor      | 33            | 9422760018    |
| 10 | Mrs. S. H. Rao           | Asst-Professor      | 33            | 9881149223    |
| 11 | Mr. P. B. Deshpande      | Asst-Professor      | 40            | 9763740388    |
| 12 | Dr. M. M. Bandivadekar   | Asst-Professor      | 47            | 9028911701    |
| 13 | Mrs. Madhura Dhoka       | Asst-Professor      | 36            | 9422079037    |
| 14 | Mrs. S. M. Patil         | Asst-Professor      | 38            | 9881203150    |
| 15 | Mrs. S. U. Kolhe         | Asst-Professor      | 43            | 9420697788    |
| 16 | Mrs. K. D. Asgaonkar     | Asst-Professor      | 38            | 9987013190    |
| 17 | Mrs. V. N. Wable         | Asst-Professor      | 38            | 8446384356    |
| 18 | Mr. R. R. Padalkar       | Asst-Professor      | 33            | 7276720159    |
| 19 | Mr. J. H. Gajbe          | Asst-Professor      | 47            | 9960299061    |
| 20 | Ms. R. T. Jadhav         | Asst-Professor      | 42            | 9822062889    |
| 21 | Ms. A. N. Avalaskar      | Asst-Professor      | 42            | 9423191816    |
| 22 | Dr.S.V.Tembhurne         | Asst-Professor      | 43            | 8975757387    |
| 23 | Mrs.Rucha Kulkarni       | Asst-Professor      | 43            | 830844769     |
| 24 | Mr.S.D.Morkar            | Asst-Professor      | 36            | 7385310703    |

**Non-Teaching Staff:**

| <b>SR. NO.</b> | <b>NAME</b>         | <b>DESIGNATION</b> | <b>EXTENSION NO.</b> | <b>INDIVIDUAL NO.</b> |
|----------------|---------------------|--------------------|----------------------|-----------------------|
| 01             | Mr. V. B. Kelzarkar | Sr.Clerk           | 30                   | 9763810472            |
| 02             | Mr. M. M. Chopne    | Accountant         | 50                   | 8087760674            |
| 03             | Mrs. D. V. Deshmukh | Jr. Clerk          | 30                   | 8805647579            |
| 04             | Mr. Prashant More   | Jr. Clerk          | 50                   | 8237314417            |
| 05             | Mrs. S. S. Kamble   | Technician         | 37                   | 9881950797            |
| 06             | Mrs. S. P. Jadhav   | Librarian          | 44                   | 9960955201            |
| 07             | Mrs. M. M. Joshi    | Asst. Librarian    | 44                   | 02026058204           |
| 08             | Mr. A. R. Kolambe   | Lab.Asst.          | -                    | 9881988360            |
| 09             | Mr. G.Y. Chingle    | Lab.Asst.          | -                    | 8087609971            |
| 10             | Mr. S. R. Patil     | Lab.Asst.          | -                    | 9420171708            |
| 11             | Mr. R. S. Manohar   | Lab.Asst.          | -                    | 9860148402            |
| 12             | Mr. V. R. Kolambe   | Lab.Asst.          | -                    | 9850100343            |
| 13             | Mr. R. Y. Chingle   | Lab.Asst.          | -                    | 8081623640            |
| 14             | Mr. S. V. Kasbe     | Lab.Asst.          | -                    | 9822931483            |
| 15             | Mr. D. S. Tekawade  | Lab.Asst.          | -                    | 9011250512            |
| 16             | Mr. A. D. Chandgude | Driver             | -                    | 9822068962            |
| 17             | Mr. S. V. Temghare  | Driver             | -                    | 9175685388            |
| 18             | Mr. P. S. Yelwnde   | Mali               | -                    | 9822634980            |
| 19             | Mr. Ravi V. Gahlot  | Peon               | -                    | 8149196436            |
| 20             | Mr. S. S. Salunke   | Watchman           | -                    | 9552629508            |
| 21             | Mr. G. R. Subakade  | Peon               | -                    | 9028281137            |
| 22             | Mr. K. C. Satpute   | Peon               | -                    | 9823337750            |
| 23             | Mr. M. M. Bandal    | Peon               | -                    | 8308951252            |
| 24             | Mr. S. P. Shete     | Peon               | -                    | 02026058204           |

## Manual No. 10

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

### Teaching Staff:

| SN | NAME                     | DESIGNATION         | GROSS SALARY (Rs.) |
|----|--------------------------|---------------------|--------------------|
| 01 | Dr. Ashwini R. Madgulkar | Principal           | 187423/-           |
| 02 | Dr. M. C. Damle          | Professor           | 132235/-           |
| 03 | Dr. M. R. Bhalekar       | Professor           | 142673/-           |
| 04 | Dr. S. V. Bhandari       | Professor           | 136126/-           |
| 05 | Dr. S. V. Gandhi         | Professor           | 132235/-           |
| 06 | Dr. T. S. Chitre         | Associate Professor | 120818/-           |
| 07 | Dr. MRP Rao              | Associate Professor | 117369/-           |
| 08 | Dr. Tina Saldhana        | Asst-Professor      | 6000/-             |
| 09 | Mrs. R. N. Mirajkar      | Asst-Professor      | 89596/-            |
| 10 | Mrs. S. H. Rao           | Asst-Professor      | 69802/-            |
| 11 | Mr. P. B. Deshpande      | Asst-Professor      | 74963/-            |
| 12 | Dr. M. M. Bandivadekar   | Asst-Professor      | 64595/-            |
| 13 | Mrs. S. M. Patil         | Asst-Professor      | 62777/-            |
| 14 | Mrs. S. U. Kolhe         | Asst-Professor      | 61007/-            |
| 15 | Mrs. K. D. Asgaonkar     | Asst-Professor      | 63267/-            |
| 16 | Mrs. V. N. Wable         | Asst-Professor      | 32000/-            |
| 17 | Mr. R. R. Padalkar       | Asst-Professor      | 62777/-            |
| 18 | Mr. J. H. Gajbe          | Asst-Professor      | 57651/-            |
| 19 | Ms. R. C. Yadhav         | Asst-Professor      | 32000/-            |
| 20 | Ms. A. N. Avalaskar      | Asst-Professor      | 62777/-            |
| 21 | Dr.S.V.Tembhurne         | Asst-Professor      | 50000/-            |
| 22 | Mrs.R.V.Kulkarni         | Asst-Professor      | 20000/-            |
| 23 | Mr.S.D.Morkar            | Asst-Professor      | 12000/-            |
| 24 | Mrs.S.P.Jadhav           | Librarian           | 61007/-            |



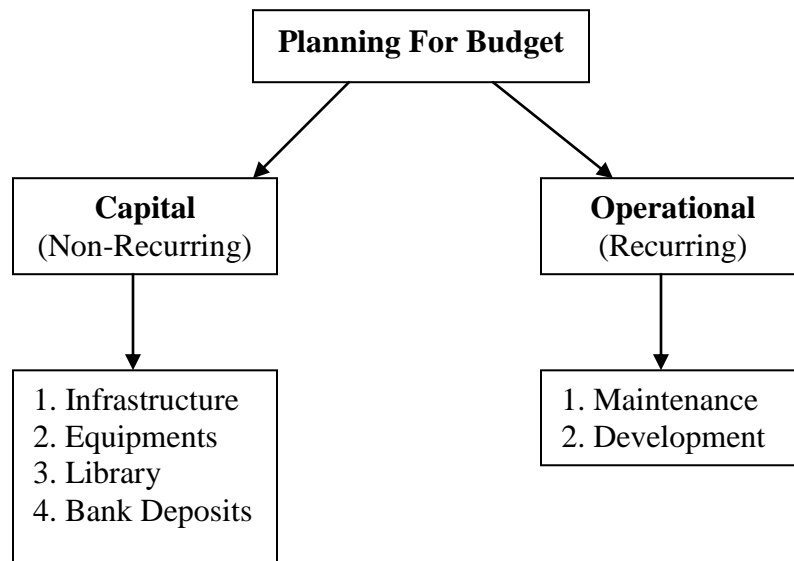
**Non-Teaching Staff:**

| <b>SN</b> | <b>NAME</b>          | <b>DESIGNATION</b>    | <b>GROSS SALARY (Rs.)</b> |
|-----------|----------------------|-----------------------|---------------------------|
| 01        | Mr.P.N.Bhosale       | Office Superintendent | 56001/-                   |
| 02        | Mr. V. B. Kelzarkar  | Sr. Clerk             | 33377/-                   |
| 03        | Mr. M. M. Chopne     | Accountant            | 47986/-                   |
| 04        | Mrs. D. V. Deshmukh  | Jr. Clerk             | 25714/-                   |
| 05        | Mr. Prashant M. More | Jr. Clerk             | 24386/-                   |
| 06        | Mrs. S. S. Kamble    | Technician            | 38666/-                   |
| 07        | Mrs. M. M. Joshi     | Asst. Librarian       | 5000/-                    |
| 08        | Mr. A. R. Kolambe    | Lab.Asst.             | 32095/-                   |
| 09        | Mr. G.Y. Chingle     | Lab.Asst.             | 32095/-                   |
| 10        | Mr. S. R. Patil      | Lab.Asst.             | 31606/-                   |
| 11        | Mr. R. S. Manohar    | Lab.Asst.             | 30581/-                   |
| 12        | Mr. V. R. Kolambe    | Lab.Asst.             | 28111/-                   |
| 13        | Mr. R. Y. Chingle    | Lab.Asst.             | 28111/-                   |
| 14        | Mr. S. V. Kasbe      | Lab.Asst.             | 28111/-                   |
| 15        | Mr. D. S. Tekawade   | Lab.Asst.             | 28111/-                   |
| 16        | Mr. A. D. Chandgude  | Driver                | 31606/-                   |
| 17        | Mr. P. S. Yelwnde    | Mali                  | 21232/-                   |
| 18        | Mr. Ravi V. Gahlot   | Peon                  | 15593/-                   |
| 19        | Mr. S. S. Salunke    | Watchman              | 20906/-                   |
| 20        | Mr. G. R. Subakade   | Peon                  | 15593/-                   |
| 21        | Mr. K. C. Satpute    | Peon                  | 4000/-                    |
| 22        | Mr.P.C.Kachi         | Peon                  | 4000/-                    |
| 23        | Mr.M.M.Bandal        | Peon                  | 14708/-                   |

## Manual No. 11

### **The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

The budget allocated to each Department of the Institute depending on the Previous years expenditure and any development according to the future plans. The Budget is proposed at the end of the academic session i.e. 30<sup>th</sup> April, in a meeting of the Principal with all the Head of the departments.



#### **1. Capital Resources:**

- a. Building Infrastructure
- b. Equipments
- c. Library
- d. Bank Deposits

#### **2. Operational Budget:**

- a. Salary of Teaching & Non teaching Staff
- b. Telephone bill
- c. Light bill
- d. Corporation tax
- e. Stationary
- f. Gas cylinders

- g. Documentation for Inspection
- h. Chemicals & Glasswares
- i. Diesel required for College vehicle & Generator
- j. Student Development
  - Sports
  - Gathering
  - Academic development
    - \* Guest lectures
    - \* Placements
    - \* Personality development

**3. Maintenance Budget:**

- a. Sweeper contract
- b. Software & hardware maintenance
- c. Equipment maintenance
- d. Plumbing & construction for repair
- e. Spare parts for replacement
- f. Medicinal plant garden maintenance
- g. Animal house maintenance
- h. Affiliation fees of the Govt. bodies
- i. AICTE inspection
- j. PCI inspection

**4. Development Budget:**

- a. Purchase of new equipments
- b. Department development for new courses
- c. Purchase of library books
- d. Affiliation fees for the introduction of new courses

**Allocation of Budget for the Institute:**

As per the directives of the Society, in the Term-end meeting of the Institute (i.e. 30<sup>th</sup> April), all the HODs and the Principal take an overview of the last year utilization of the Budget and also see for any development of the institute in the next year. In this Term-end meeting a proposal for the allocation of the budget is made depending on the 10% rise in the previous years utilization of the budget and planning for the next year. This proposal is sent to the Society office where in the Governing Body meeting, the decision is taken and the funds are sanctioned for the Institute at the start of the next academic year.

## **Manual No. 12**

### **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

The institute operates no such subsidy programmes

## **Manual No. 13**

### **Particulars of recipients of concessions, permits or authorizations granted by it**

#### **Authorization of the Institute –**

- 1) Institution distributes the scholarships for admitted reserved category candidates of B. Pharm. funded by Govt. of Maharashtra.
- 2) Institute distributes the PG scholarships to admitted GATE qualified M. Pharm. students, funded by AICTE, New Delhi.

## **Manual No. 14**

### **Details in respect of the information, available to or held by it, reduced in an electronic form.**

Website: - [www.aissmscop.com](http://www.aissmscop.com)

Following details are available on college website-

1. Brief information about AISSMS College of Pharmacy and AISSMS Society
2. Courses offered and No. of seats
3. Admission details like admission procedure, fee structure, refund of fees details.
4. Mandatory disclosure for AICTE.
5. Teaching staff information.
6. Alumni details
7. News and Notices published timely by authorities
8. Event calendar and Holiday calendar
9. Information about departments and facilities available.
10. Site map and Road map
11. Photogallery.
12. Seventeen Manuals under 'Right to Information Act'.

## **Manual No. 15**

### **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

College timings are from 8.15 a.m. to 4.45 p.m. Library facility is available only for our students from 8.30 a.m. to 4.30 p.m. College will remain closed on Saturday, Sunday and Public holidays. Outsiders can avail library facility with prior permission of library - In charge and Principal.

## **Manual No. 16**

### **The names, designations and other particulars of the Public Information Officers**

**Information Officer:**

Dr. Santosh V. Gandhi.  
Professor  
Dept. of Pharmaceutical Chemistry  
AISSMS College of Pharmacy,  
Kennedy Road, Near RTO, Pune-01  
Contact No- 09689932181

**Asst. Information Officer:**

Mr. Padmanabh B. Deshpande  
Assistant Professor  
Dept. of Pharmaceutical Chemistry  
AISSMS College of Pharmacy,  
Kennedy Road, Near RTO, Pune-01  
Contact No- 09763740388

**Appealing Officer:**

Principal  
AISSMS College of Pharmacy,  
Kennedy Road, Near RTO, Pune-01  
Contact No- (020) -26058204

## **Manual No. 17**

**Such other information as may be prescribed:**

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**Date: 16/05/2016**