



**Statutory Declaration**  
**under Section 4(1) (b) of the**  
**RTI Act 2005**

**All INDIA SHRI SHIVAJI MEMORIAL SOCIETY's**  
**COLLEGE OF PHARMACY,**  
**KENNEDY ROAD, NEAR PUNE RTO, PUNE - 411001**

## **Manual No.1**

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

#### **About All India Shri Shivaji Memorial Society:**

To promote the noble cause of education, All India Shri Shivaji Memorial Society was established in 1917 by Rajarshi Chhatrapati Shahu Maharaj of Kolhapur and H.H. Shri Madhavrao Scindia Maharaj of Gwalior. The Society is running around 13 institutions spread over three campuses near RTO, Shivaji Nagar and Bori Bhadak in Pune. These institutes offer full-fledged education and training facilities in the field of Pharmacy, Engineering, Management, Polytechnic, Hotel Management etc. in addition to Nursery, Primary, Secondary and Higher Secondary (Jr. College) education. The AISSMS Campus has all the basic amenities such as Hostels, Auditorium, Canteen, Playgrounds and much more.

#### **About All India Shri Shivaji Memorial Society's College of Pharmacy:**

The college was established in the year 1996 to produce Pharmacy professionals of caliber, competence and conscience through quality education and to cater to the needs of skillful and knowledgeable human resource with healthy attitude for pharmaceutical industries and healthcare systems.

The college is approved by Pharmacy Council of India and All India Council for Technical Education recognized by Government of Maharashtra and affiliated to Savitribai Phule Pune University and has been accredited by NBA (B.Pharm) and included under section 2(F) and 12 (B) of UGC Act 1956.

The college has been ranked **50<sup>th</sup>** by **National Institutional Ranking Framework, Ministry of Human Resource Development, Government of India**. The college offers undergraduate, post-graduate and doctoral programmes in Pharmacy. Undergraduate course has the intake of 60 whereas postgraduate courses are offered in **Pharmaceutics, Quality Assurance Techniques, Pharmaceutical Chemistry and Pharmacology**. Ph.D.

programmes are offered in **Pharmaceutics & Pharmaceutical chemistry**. The institute boasts of robust infrastructure and advanced instrumentation.

### **VISION**

- To be amongst the top ten Pharmacy colleges in India by imparting excellence in pharmacy education.
- Instilling research temperament in pharmacy students.
- Continuous up gradation of infrastructure to maintain high standards of education

### **MISSION**

- Inculcating timeless values of caliber, competence, confidence and conscience in budding pharmacists
- Indoctrinate quality in all aspects of Pharmacy education thereby enabling provision of better healthcare services.

<b>S.N.</b>	<b>Course</b>	<b>Intake</b>	<b>Year of Approval</b>
01	B. Pharm.	60	1996
02	M.Pharm (Pharm. Chemistry)	10	2003
03	M.Pharm (Quality Assurance Techniques)	15	2004 and 2013
04	M.Pharm (Pharmaceutics)	15	2004 and 2012
05	M.Pharm (Pharmacology)	08	2006

#### **AISSMS College of Pharmacy**

Kennedy Road, Near R.T.O.,  
Pune-411001, Maharashtra, India

Phone: +91-20-26058204

Fax: +91-20-26058208

Email: [contact@aissmscop.com](mailto:contact@aissmscop.com)

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

## 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 (Principal)	Head of institute Looking after overall administration of the institute. Look after admission procedure. Supervision on academic schedule. Planning for future development. Execution of policies decided for overall progress of the institute. In-charge- Exam Section
2.	Dr. M. C. Damle (Professor)	Looking after academic schedule (B. Pharm) Preparation and Execution of timetable of B. Pharm Taking lectures and conducting practical Library in-charge Inspection committee Incharge Coordinator of Sponsored projects. Staff selection +LIC + PhD.admission committee. Co-ordination of maintenance of sophisticated instruments in instrument room. ICC Member Co-ordinator-IQAC
3.	Dr. M. R. Bhalekar (Professor)	Look after the working of pilot plant and M. Pharm. Pharmaceutics Lab. Co ordination Industrial Projects. Taking lectures and conducting practicals Preparation and Execution of timetable of M. Pharm. Schedule & continuous assessment timetable. Coordinator of Sponsored projects (Inhouse/Outside and Industrial) M.Pharm orientation RAC committee member.

4.	Dr. M.R.P. Rao (Associate Professor)	<p>In-charge - Training and placement cell. [B.pharm &amp; M.pharm] Coordinating in-plant training / industrial visits/campus interviews, Co-ordinating faculty development Programme (Soft Skills) Conducting lectures and practicals In-charge guest lectures.[B.pharm &amp; M.pharm] Coordinating Soft-skills programme for B.Pharm &amp; M.Pharm. Departmental Library incharge[Pharmaceutics] Member, Planning of Development. Member, Research Advisory committee Member, Library Advisory Committee Member, Internal Compliants Committe Incharge, Curriculum design under NAAC.</p>
5.	Dr. S. V. Gandhi (Professor)	<p>Taking lectures and conducting Practical's In-charge of Educational tour committee Purchase Committee/ERP software/website Maintenance/IT Cell. Look after maintenance of Pharma Analysis Lab. Instruments. Academic Research Co-ordinator Member-Library Advisory committee Member – College Development Committee Member, Research Advisory committee Member, IQAC Incharge, Institutional Values and Best Practices under NAAC</p>
6.	Dr. S. V. Bhandari (Professor)	<p>Engaging lectures and conducting practicals In-charge - Sports Committee. In-charge-Antirragging measures, grievance Redressal committee In-charge general maintenance committee In-charge scientific events, Incharge Maintenance &amp; purchase of lab equipment In-charge extra curricular activities inter collegiate. Incharge QIP grants, Pharma Chem Dept. NAAC crietec member ISR Incharge NAAC criteria –IV Co-orddnator NPW evernts Co-ordinator –Innovative thesis completion</p>

		Advisor-APGA Member-IQAC Member-Criteria 3 NAAC Incharge-Identity Cards
7.	Dr. Trupti Chitre (Associate Professor)	Taking lectures and conducting practicals. Look after B. Pharm (Chemistry) Lab. Class Teacher- Third Year B. Pharm. T.Y.B.B.pharm project coordinator Member (library) IR instrument incharge M.pharm, Pharm. Chem. attendance incharge Member, R&D committee Member, Grievance Redressal, Planning & Development Incharge ISR NAAC committee Student Council Incharge
8.	Mrs. Reshma Mirajkar (Assistant Professor)	Taking lectures and conducting practicals. Class Teacher- Final Year B. Pharm. Member - Exam Section Incharge- Stability Chamber Member-NAAC criteria committee
9.	Dr. M. M. Bandivadekar (Assistant Professor)	Taking lectures and conducting practicals. Look after Pharmaceutics II Lab Member – Sports Committee Incharge of pharmaceutics dept. maintance Student welfare officer Incharge of annual gathering Incharge of journal printing
10.	Mrs. Swati U. Kolhe (Assistant Professor)	Taking lectures and conducting practicals. Look after B. Pharm. (Pharmacology) Lab Annual Report (SUK + RVK) Medical Health Check up Animal House Member-Antiragging women's grievance redressal committte Member of Vidyarthini Vyaktimatv Vikas (MMB+SVK)

11.	Dr. P. B. Deshpande (Assistant Professor)	Taking lectures and conducting practicals. Admission in charge of college FC Co-ordinator of College for admission process of First Year B.Pharm/M.Pharm Transcript and recommendation Incharge Approval process and Documentation of AICTE , PCI, DTE, MHRD, Pravesh Niyrantran Samiti Submission of College details on AISHE Portal Submission of College Information for NIRF Submission of attendance of GPAT Candidates on AICTE Portal Merit List Verification work Magazine-co-coordinator Publication of Admission Brochure Member of Local Management Committee of College Coordinator of GB-LMC Member-Governance, Leadership and Management under NAAC Look after M. Pharm. (QAT) Lab.
12.	Mrs. Amruta Avalaskar (Assistant Professor)	Taking lectures and conducting practicals Member - NBA accreditation Process Member – Library advisory committee NAAC steering committee Member T&L Committee Exam Section (Int.St. Supervision) 2014-2016 Look after B. Pharm. Lab.& Mediclinal Plant Garden. Pharmacognosy department Library Student Profile Student Progression committee Governance -member
13.	Mrs. Shital Patil (Assistant Professor)	Taking lectures and conducting practicals. Class Teacher- Second Year B. Pharm. Incharge – Website Upgradation NAAC-student progression PIC Lab Incharge Member-ERP upgradation Member- College Newsletter Time Table Preparation (B. Pharm./M. Pharm.) Academic Calendar Preparation Member – Course Monitoring Committee
14.	Mr. Rahul Padalkar (Assistant Professor)	Taking lectures and conducting practicals. Look after Pharmaceutics I Lab

		<p>Member Culture committee  NSS Program officer  Training Placement Cell  Industry Institute Interaction cell  NAAC- Institutional values and best practices  VIN students election activities Photogallery  committee member</p>
15.	Mr. Jitendra H. Gajbe (Assistant Professor)	<p>Lectures and practicals B. Pharm &amp; M. Pharm  co-ordinator, finance department  NSS Advisory Committee  Member, Dept purchase committee  Shikshan Shulka  EVS Field planning  NAAC Teaching and learning  Curriculum  Magazine committee Member  Student development cell member</p>
16.	Mrs. Vidya N. Wable (Assistant Professor)	<p>Taking lectures and practicals.  Library committee Member  Maintanance committee Member  Member, NSS Advisory committee  Member-exam section  Member-Student menter committee  F.Y Class teacher</p>
17.	Dr. Sachin V. Tembhune (Assistant Professor)	<p>Taking lectures &amp; practical –M.Pharm &amp;  B.Pharm  NSS Member  Animal House- as a Biological Scientist, Look  toward Animal House work  NAAC- Infrastructure Committee  Information Technology Cell  APGA- (Magzine Incharge)  Library Adviser committee member</p>
18.	Mrs. Rucha V. Kulkarni (Assistant Professor)	<p>Taking lectures &amp; practical –M.Pharm &amp;  B.Pharm  Medical Health Chekup  Annual Report Preparation  LIC coordination</p>
19.	Dr. Tina Saldhana	<p>Taking lectures &amp; Practical –M.Pharm &amp;</p>



	(Assistant Professor)	B.Pharm
20.	Mr. Pradeep Sonawane (Assistant Professor)	Taking lecturer and conducting practicals As member of Exam section As member of PCI Inspection committee
21	Ms. Sanchita A. Kale (Assistant Professor)	Taking lectures and conducting practicals
22	Mrs. K. D. Asgaonkar	Taking lectures and conducting practicals Staff selection , PhD admission, affiliation committee member
23	Mrs. S. H. Rao	Taking lectures and conducting practicals
24	Mrs. S. P. Jadhav <b>(Librarian)</b>	Look after library (Book Issue and Reading Section)

**Non-Teaching Staff:**

<b>Sr. No.</b>	<b>Name and Designation</b>	<b>Duties</b>
1	Mr. P. N. Bhosale (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 (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 (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 (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 (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 (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, To maintain a mislenious item register, To Maintain a medicine register, To maintain Lab register of different labs.
7	Mrs. M. M. Joshi (Asst. Librarian)	Look after library (Book Issue and Reading Section)
8	Mr. A. R. Kolambe 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 Lab Assistant (Pharm. Analysis lab.)	Practicals:- S.Y. PA-I, Final yr. PA-III, T.Y. PA-II, AAT
10	Mr. S. R. Patil Lab Assistant (Pharmaceutics-II lab )	Practicals:- S.Y. P'ceutics,F. Y. DMHP, Pilot Plant, M.Pharm.Work
11	Mr. R. S. Manohar Lab Assistant (Medicinal chemistry Lab)	Final Med Chem. PAI, T.Y. Med.Chem., M.Pharm. Med. Chem.
12	Mr. V. R. Kolambe Lab Assistant (Pharmaceutics I & III and lab.)	T.Y.Ceutic, Final Ceutics, F.Y. Ceutics, M.Pharm. Pharmaceutics
13	Mr. R. Y. Chingle Lab Assistant (Organic chemistry lab)	S.Y.OC , S.Y. Biochem, AAT, F.Y. OC, M. Pharm. QA
14	Mr. S. V. Kasbe Lab Assistant (Inorganic chemistry / Microbiology lab.)	S.Y Micro, S.Y Biochem, F.Y. PIC
15	Mr. D. S. Tekawade Lab Assistant (Pharmacology Lab)	Practicals:-Final Yr. Cology, T.Y.Cology APHE, Animal House
16	Mr. A. D. Chandgude (Driver)	Driving duties
17	Mr. P. S. Yelwande (Gardener)	Garden maintenance work

18	Mr. Ravi V. Gahlot (Peon)	Office/Seminar Room/Principal Cabin/ 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 (Peon)	Library related works- Cleaning & sweeping library, Audotoruim Hall, 1 class room (S.Y.), cleaing & sweeping work. Library Xerox machine operator, Distpatch official letters to society office. Some other outside work, Ladies & Boys common room cleaing & sweeping work, Office opening & closing duty.
20	Mr. K. C. Satpute (Peon)	All 2nd Floor Laboratories & all class cleaing and sweeping work. (Total No. of Lab-03/Class Room-01) , Xerox operations, CAP duty/ Exam duty like belman, waterman
21	Mr. P. C. Kachi (Peon)	Laboratories & class room cleaing and sweeping work.
22	Mr. S. S. Salunke (Watchman)	College Campus Security guard

## **Manual No. 3**

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

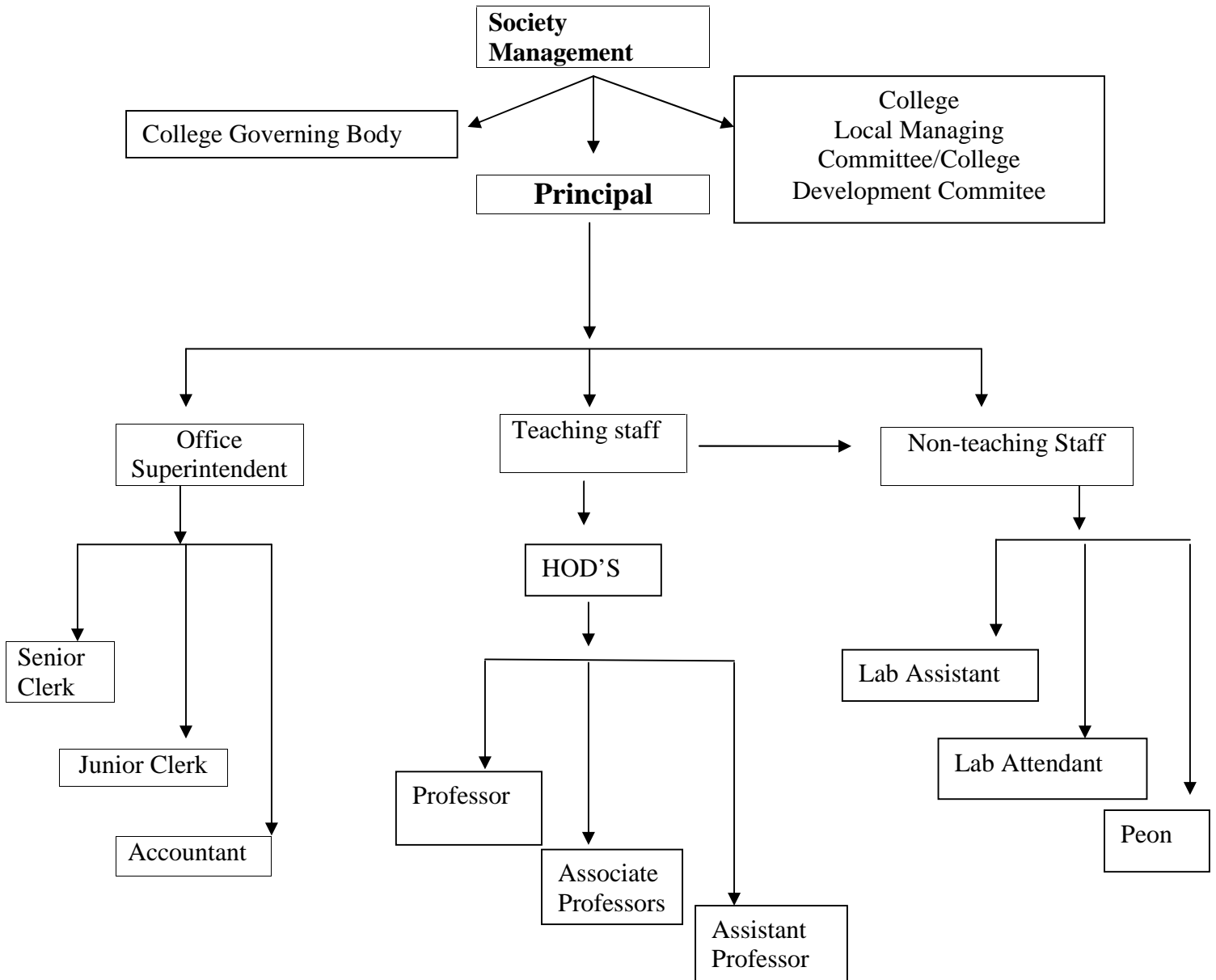
The institute is practicing decentralization of administrative system by creating a robust organization structure with well-defined roles and responsibilities at each level with an objective to increase participation of each faculty in decision making, resolution of problems for achieving better outcomes, to create accountability at every level of the hierarchy and maximize efficiency of every activity

- The areas requiring decentralization were identified by Governance and Organization committee in consult with Principal.
- The committee incharge and committee members were decided. The incharge was selected based on knowledge and experience. The number of members depends on importance and volume of work.
- The office orders were issued and clarified to committee incharge as well as committee members. The roles and responsibilities of every committees is clearly defined by creating a job description thereby creating transparency and clarity in the entire process.
- The committee incharge given freedom to appoint student co-ordinators and members based upon need for functioning of committee. The routine followup was taken. They were asked to submit accomplishment report. The reports were evaluated and asked for further improvements.

**AISSMS COLLEGE OF PHARMACY,**  
**KENNEDY ROAD, NEAR PUNE RTO, PUNE**

**Organizational Chart (Organogram)**

**DECENTRALIZATION**



## **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 follows 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- [www.naac-india.com/](http://www.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**

### **General 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 committees where in public representative has been included as member.

The committees are

College Development Committee

Antiragging committee

IQAC Cell

Internal Complaints Committee

## 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.	Adv. Bhagwanrao B. Salunkhe	Chairman (Society)
2.	Shri. Malojiraje Chhatrapati	Member (Society)
3.	Shri. Sudam S. Kamble	Member (Society)
4.	Shri. Mayuresh P. Patil	Member (Society)
5.	Dr. Ravi G. Jadhav	Member (Society)
6.	Dr. Arunkumar Walunj	Member (University Nominee) Educationalist
7.	Dr. U. Umesh	Member (AICTE Regional Officer) Ex-Officio
8.	Dr. C. L. Vishwanath	Member (AICTE Nominee) Technologist
9.	Dr. D. R. Nandanwar Joint Director of Technical Education R.O., Pune	Member (DTE Nominee) Ex- Officio
10.	Dr. Suresh S. Jadhav	Member (Govt. of Maharashtra Nominee), Industrialist
11.	Dr. Ashiwini R. Madgulkar	Member Secretary

### 3. LOCAL MANAGEMENT COMMITTEE:

Sr. No.	Name	Designation
1.	Adv. Bhagwanrao B. Salunkhe	Committee Chairman (Society)
2.	Shri. Malojiraje Chhatrapati	Honorary Secretary (Society)
3.	Shri. Sudam S. Kamble	Member
4.	Shri. Mayuresh P. Patil	Member
5.	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.	Dr. 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

5. Anti-Ragging Committee
6. Sports and Cultural Committees
7. Training and Placement Committee
8. Alumni Association

Such other committees and composition thereof is displayed on website. Minutes of Meetings are not available to public. However requests under Right to Information Act, 2005 can be considered as per provision of the law

## 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	Associate 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	Dr. P. B. Deshpande	Asst-Professor	40	9763740388
12	Dr. M. M. Bandivadekar	Asst-Professor	47	9028911701
13	Mrs. S. M. Patil	Asst-Professor	38	9881203150
14	Mrs. S. U. Kolhe	Asst-Professor	43	9420697788
15	Mrs. K. D. Asgaonkar	Asst-Professor	38	9987013190
16	Mrs. V. N. Wable	Asst-Professor	38	8446384356
17	Mr. R. R. Padalkar	Asst-Professor	33	7276720159
18	Mr. J. H. Gajbe	Asst-Professor	47	9960299061
19	Ms. A. N. Avalaskar	Asst-Professor	42	9423191816
20	Dr. S. V. Tembhurne	Asst-Professor	43	8975757387
21	Mrs. Rucha Kulkarni	Asst-Professor	43	830844769
22	Mr.P.P.Sonawane	Asst-Professor	42	8180889520
23	Ms.Sanchita Kale	Asst-Professor	36	9146677923
24	<b>Mrs. S. P. Jadhav</b>	<b>Librarian</b>	<b>44</b>	<b>9960955201</b>



**Non-Teaching Staff:**

<b>SR. NO.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>EXTENSION NO.</b>	<b>INDIVIDUAL NO.</b>
1	Mr. P. N. Bhosale	Office Supretendent		9850444866
2	Mr. V. B. Kelzarkar	Sr.Clerk	30	9763810472
3	Mr. M. M. Chopne	Accountant	50	8087760674
4	Mrs. D. V. Deshmukh	Jr. Clerk	30	8805647579
5	Mr. Prashant More	Jr. Clerk	50	8237314417
6	Mrs. S. S. Kamble	Technician	37	9881950797
7	Mrs. M. M. Joshi	Asst. Librarian	44	02026058204
8	Mr. A. R. Kolambe	Lab.Asst.	-	9881988360
9	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. P. S. Yelwande	Mali	-	9822634980
18	Mr. Ravi V. Gahlot	Peon	-	8149196436
19	Mr. G. R. Subakade	Peon	-	9028281137
20	Mr. K. C. Satpute	Peon	-	9823337750
21	Mr. Pavan C. Kachi	Peon	--	9922359182
22	Mr. S. S. Salunke	Watchman	-	9552629508

## 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	199191/-
02	Dr. M. C. Damle	Professor	143674/-
03	Dr. M. R. Bhalekar	Professor	155050/-
04	Dr. S. V. Bhandari	Professor	147928/-
05	Dr. S. V. Gandhi	Professor	143674/-
06	Dr. T. S. Chitre	Associate Professor	131270/-
07	Dr. MRP Rao	Associate Professor	127518/-
08	Dr. Tina Saldhana	Asst-Professor	6000/-
09	Mrs. R. N. Mirajkar	Asst-Professor	97284/-
10	Dr. P. B. Deshpande	Asst-Professor	81367/-
11	Dr. M. M. Bandivadekar	Asst-Professor	76372/-
12	Mrs. S. M. Patil	Asst-Professor	68102/-
13	Mrs. S. U. Kolhe	Asst-Professor	66190/-
14	Mrs. K. D. Asgaonkar	Asst-Professor	68652/-
15	Mrs. S. H. Rao	Asst-Professor	65,690/-
16	Mrs. V. N. Wable	Asst-Professor	36267/-
17	Mr. R. R. Padalkar	Asst-Professor	68102/-
18	Mr. J. H. Gajbe	Asst-Professor	62510/-
19	Ms. A. N. Avalaskar	Asst-Professor	68102/-
20	Dr. S. V. Tembhone	Asst-Professor	50000/-
21	Mrs. R. V. Kulkarni	Asst-Professor	20000/-
22	Mr. P. P. Sonawane	Asst-Professor	40000/-
23	Ms. Sanchita A. Kale	Asst-Professor	15000/-
24	<b>Mrs. S. P. Jadhav</b>	<b>Librarian</b>	<b>66190/-</b>

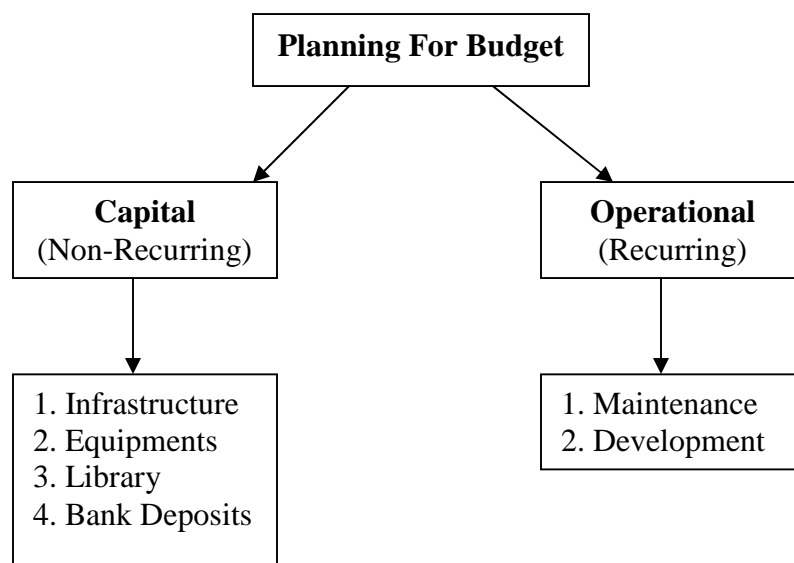
**Non-Teaching Staff:**

<b>SN</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>GROSS SALARY (Rs.)</b>
01	Mr. P. N. Bhosale	Office Superintendent	60916/-
02	Mr. V. B. Kelzarkar	Sr. Clerk	36299/-
03	Mr. M. M. Chopne	Accountant	52168/-
04	Mrs. D. V. Deshmukh	Jr. Clerk	27963/-
05	Mr. Prashant M. More	Jr. Clerk	26505/-
06	Mrs. S. S. Kamble	Technician	42035/-
07	Mrs. M. M. Joshi	Asst. Librarian	19670/-
08	Mr. A. R. Kolambe	Lab.Asst.	34889/-
09	Mr. G.Y. Chingle	Lab.Asst.	34889/-
10	Mr. S. R. Patil	Lab.Asst.	34363/-
11	Mr. R. S. Manohar	Lab.Asst.	33240/-
12	Mr. V. R. Kolambe	Lab.Asst.	30563/-
13	Mr. R. Y. Chingle	Lab.Asst.	30563/-
14	Mr. S. V. Kasbe	Lab.Asst.	30563/-
15	Mr. D. S. Tekawade	Lab.Asst.	30563/-
16	Mr. A. D. Chandgude	Driver	34363/-
17	Mr. P. S. Yelwande	Mali	23081/-
18	Mr. Ravi V. Gahlot	Peon	16963/-
19	Mr. G. R. Subakade	Peon	16962/-
20	Mr. K. C. Satpute	Peon	4000/-
21	Mr. P. C. Kachi	Peon	4000/-
22	Mr. S. S. Salunke	Watchman	22746/-

## 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**

- 1) Institution distributes the scholarships for admitted reserved category candidates of B. Pharm./M. Pharm. as per rules of State and Central Government
- 2) Institute distributes the PG scholarships to admitted GATE/GPAT qualified M. Pharm. students, funded by AICTE, New Delhi.
- 3) The students from Minority category can avail benefit of Minority Scholarship from Govt. of Maharashtra
- 4) The students are informed and supported timely to get private scholarships from trusts like Leela Poonawala Foundation, Sir Ratan Tata Trust, etc

## **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. Infrastructure details, Academic and Research Facilities available
6. Teaching staff information.
7. Alumni details
8. News and Notices published timely by authorities
9. Event calendar and Holiday calendar
10. Information about departments and facilities available.
11. Photogallery.
12. Site map and Road map
13. Contact Details

Various academic and academic activities like personal profile, teaching planner and session plans, leave application is operated through ERP software.

## **Mannual 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**

The college has website [www.aissmscop.com](http://www.aissmscop.com) which provides detailed information about college and is available for public 24 Hrs. College timings are from 8.15 a.m. to 4.45 p.m. Library facility is available only for our faculty and students from 8.30 a.m. to 4.30

p.m. College remains 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:**

Dr. 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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