



## **6.1 Decentralization & participation in institutional governance**

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## A. WRITE UP

The key components of the institute's vision are **excellence** in pharmacy education, development of **research temperament** and continuous **up gradation of infrastructure**. These are achieved through **quality at all operational levels** including education, teaching, learning, evaluation, research, development and administration. Continuous evolution of systems and procedures in all functional areas of the college enables us to refine ourselves towards greater excellence. The college has taken steps through various initiatives to create awareness about **National Education Policy (NEP)**. The **academic bank of credits** (ABC) has been implemented based on directives from the parent university. The short and long term perspective plans of the college help in streamlining various activities that ensure that the college lives up to its mission of developing excellence in every aspect of its functioning.

**Project based learning**/ Short term research projects, **guest lectures** and **personality development programs** ensure holistic development of students and prepare the ground for their future professional endeavors. Sound value systems are inculcated among students through a host of social activities under the aegis of **Anubandh**, a unique program which comprises the National Service Scheme, AISSMS Pharma Graduates Association, Eco rangers and Gender champions. It fosters a sense of community and sensitivity amongst the students towards the disadvantaged segments of society as also promoting responsible consciousness among students towards the environment.

The institute believes in participative management and ensures involvement of all teaching and non teaching staff in daily functioning. Judicious and appropriate division of duties and responsibilities form the framework for **delegation and inclusivity**. Research publications of our faculty and students in national/international journals point towards efficient utilization of the resources and a reflection of the global standards we aim to reach and achieve. It also is a measure of the **continuous skill up gradation** of our faculty and up gradation of the infrastructure.

Key operational activities have been delegated to faculty members. These include admissions and statutory submissions, academics, examinations, training and placement, purchase and research and development. Need based inclusion of all support faculties is done in co and extracurricular activities such as social gathering, magazine, NSS, health check up, etc. faculty development programs such as seminars, workshops and conferences are organized by institute and are suitably delegated to ensure effective planning and execution of activities. As part of constant improvements **departmental activities** have been initiated wherein a range of intercollegiate programs / competitions such as quiz, elocution, video making, debates.

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# MISSION-VISION

### **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.

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## **OBJECTIVES**

- ❖ To provide sufficient understanding of scientific principles and techniques of pharmaceutical sciences
- ❖ To develop commitment for the quest of science
- ❖ To provide comprehensive knowledge and experience
- ❖ To provide exposure to latest techniques and technologies
- ❖ To teach pharmacy ethics to students
- ❖ To cater to manpower for globally growing pharmaceutical industry and for implementation of drug laws for compliance to regulatory norms.

## **QUALITY POLICY**

- ❖ The AISSMS College of Pharmacy is committed to empower our students to meet global challenges in Pharmacy profession through excellence in education.
- ❖ Our highly qualified and committed faculty is constantly exploring newer frontiers of knowledge with the intention to build quality pharmacist.
- ❖ We believe in honing the overall persona of our students through excellence in academics, co curricular and extracurricular activities.
- ❖ We strive to develop a sense of social obligation and discipline among our students not only to make a better technocrat but also a better human being.

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' सत्याला मरण नाही '

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S

26058208  
26058204

## COLLEGE OF PHARMACY

(Approved by AICTE & PCI, New Delhi, Recognized by Govt. of Maharashtra  
and Affiliated to Savitribai Phule Pune University)

Kennedy Road, Near R.T.O., Pune - 411 001.

www.aissmscop.com Email: contact@aissmscop.com College ID No.: PUPNPharm/117/(1998)

Ref. No.:

Date :

### VISION

- To be amongs. the top ten Pharmacy colleges in India by imparting excellence in pharmacy education.
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Principal  
AISSMS College of Pharmacy  
Pune-1



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### VISION

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- ❖ Instilling research temperament in pharmacy students.
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### MISSION

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### QUALITY POLICY

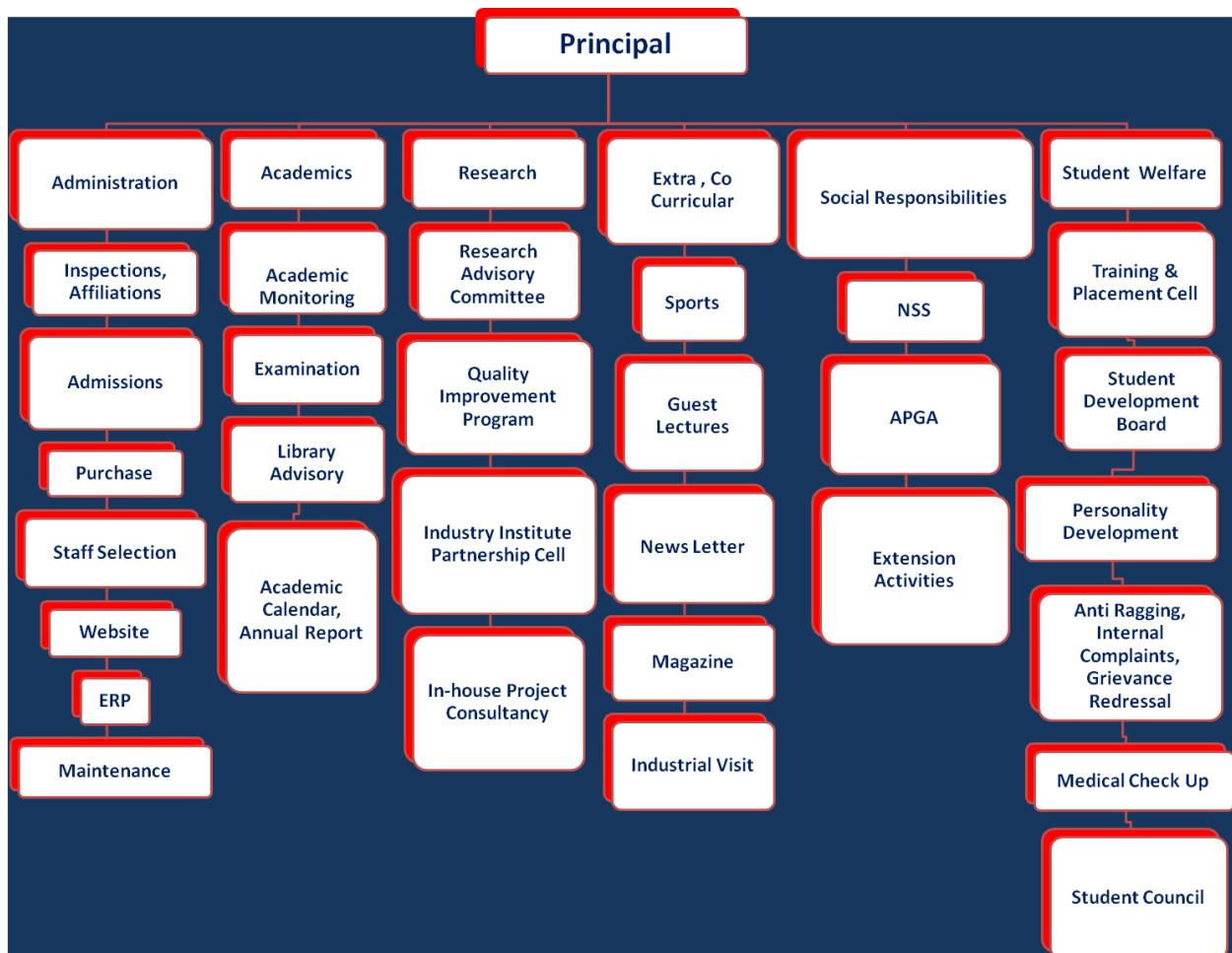
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# Decentralization

## INSTITUTIONAL ORGANOGRAM



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## GOVERNANCE



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**Case Studies**

## CS2022-23

- SYNAPSE: One day inter collegiate research presentation competition for students on 18.11.2022
- Co ordination: Dr. MC Damle, Dr MR Bhalekar, Dr TS Chitre, Dr.MRP Rao
- Committees:
- Registration: Ms. Tejaswini Jagtap and Mrs. Sonali Anardi
- **Publicity:** Dr. T.S. Chitre, Mr. P.P. Sonwane and Dr. P.B. Deshpande
- **Scientific committee:** Mrs K.D.Asgaonkar, Dr.Sachin Tembhurne and Mrs A.N. Avalaskar
- **Screening committee:** Dr. S.V Bhandari, Dr. R.R. Padalkar, Dr. Tina Saldanha and Mrs. A.N.Avalaskar
- **Sponsorship committee** Dr. Bhalekar and Dr. Rahul Padalkar
- **Reception** committee: Mrs. Nishigandha Yadav and Mrs. Sandhya Nikam
  
- **Venue arrangement committee** Mr. J.W.Gajbe and Mr. O.A. Devade
- **Inaugural session:** Mrs. S.H. Rao and Dr. Reshma. N. Mirajkar.

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**CS2021-22**

## Practice 1:

- One day International Webinar on ‘Research and Regulatory requirements: Industry Perspective’
- Co ordination: MC Damle , TS Chitre
- Registration: Prinkle, JW Gajbe
- Certificate: SV Gandhi, OA Devade
- Media Team: SH Rao , T Saldanha, SM Patil
- Publicity: SV Bhandari

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## Practice 1:

- International Webinar “**Current scenario: “Pharmacy Practice and Technology”**”.
- **Committees:**
  - ✚ Inaugural Day: Shivani Rao as media incharge and Dr.Damle and Dr.Monica Rao
  - ✚ Brochure: Dr.M.M.Bandivadekar
  - ✚ Registration and feed-back: Mr Jitendra Gajbe and Mr Rahul Padalkar
  - ✚ Registration and audit: Dr.S.V.Gandhi and Mr P. P Sonawane
  - ✚ Whatsapp/Telegram group formation: Mrs Komal Sonawane and Ms Priyanka Khandare
  - ✚ Certificates: Dr S V Temburne
  - ✚ Media: Mrs Shivani Rao + Mrs Kalyani Asgaonkar + Mrs Shital Patil
  - ✚ College Clip: Mr Rahul Padalkar and Mrs Swati Kolhe
  - ✚ Validictory: Mrs Kalyani Asgaonkar and Mrs Amruta Avalaskar
  - ✚ Publicity of Brochure: Dr.P.B.Deshpande and Dr.S.V.Bhandari

## Practice 2:

- National Level Elocution Competition on the occasion of World Diabetes Day (14 th November) and World AIDS Day (1st December)
- In association with NGO “**Manavya**”.
- Programme was planned and executed wherein different job responsibilities were given to different staff members from for the smooth conduct of event.

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CS2019-20

## Practice 1:



- 
- Cultural extravaganza of AISSMS College of Pharmacy
- 21st to 23rd February, 2020
- Splendid combination of competitions and activities like solo, duet and group dance, solo and duet Singing , Fashion show, Fun Fair, Paper and Face painting, treasure hunt, drama and scientific model making.
- Hosted and managed by the student culture committee consisting of Atharva Kulkarni (Cultural Secretary), Vaibhavi Kardile (Cultural Joint Secretary), Rohit Chaudhari (Treasurer) and the cultural representatives
- Guided by Mr. Rahul Padalkar and Mr. Mithun Bandivadekar (Cultural teachers Incharge)
- Faculty members were assigned responsibility of each event along with student coordinators.
- Responsible for selection criteria, rules for the event and judging parameters.

## Practice 2:

- Online national level technical lecture series under the aegis of IQAC was organized in May 2020.
- Series of 4 Webinars was organized by Dr.M.C.Damle, Dr.Monica RP Rao and Dr.S.V.Tembhurne, IQAC members.
- Speakers were Mr. Akshay Charegaonkar, Director, Anchrom Ltd ,
- Dr. Mahesh Bhalgat, COO, Syngene Intl,
- Dr. Sadanand Kulkarni, Head medical regulatory
- Dr.Anshuman Ambike, Head Global IP, Emcure Pharmaceuticals, Pune.

### ➤ **Committees:**

✚ Registration,

✚ Publicity,

✚ Compering,

✚ Scheduling

✚ Certification

✚ Faculty involved:

✚ Mrs Komal Sonawane, Mrs Vidya Wable, Mrs Swati Kolhe, Dr. Tina Saldanha, Dr. Mithun Bandivadekar, Mr. Jitendra Gajbe, Mr. Rahul Padalkar, Mrs Reshma Mirajkar, Mrs Amruta Avalaskar, Mrs Shivani Rao, Mrs Shital Patil and Mrs Kalyani Asgaonkar.

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CS2018-19

## Practice 1:

- SPPU Sponsored Two Days National Level Seminar On “In Vitro In Vivo Correlation”
- Dates: 17th 18th January 2019.
- Convener: Principal Dr. Ashwini Madgulkar
- Co ordinators: Dr. MR Bhalekar and Mr. Rahul Padalkar.
- **Committees:**
  - ✚ Registration
  - ✚ Printing and Publicity
  - ✚ Hall arrangement
  - ✚ Inauguration
  - ✚ Scientific Committee
  - ✚ Hospitality and Catering
- Student volunteers and non teaching staff

## Practice 2:

- AISSMS Pharma Graduates Association (APGA) organized alumni meet.
- **Committees:**
  - ✚ Invitations
  - ✚ Registration of alumni
  - ✚ Scheduling of programs
  - ✚ Alumni interaction
  - ✚ Alumni lectures
  - ✚ Hospitality
  - ✚ Photographs
  - ✚ Feedback
- Student members of the APGA under the guidance of all the faculties, non teaching.

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# PROOFS

PR2022-23

## SPANDAN 2022-23 LIST OF COMMITTEES

Sr. No.	Name of the event	Staff in charge	Signature
1	Inaugural function and overall compeering of Spandan	Dr. M C Damle Dr. M RP Rao Mr. Sandeep Patil	
2	Hospitality of guests	Mrs. R Kulkarni Ms. S Nikam Mr. Ravi Ghalot	
3	Photography of the event, media and publicity	Mr. S H Rao Dr. T S Saldhana Saldanha Mrs. Prinkle Kudale Mr. Ajay Kolambe	
4	Certificate, trophy and prize distribution	Mr. P S Sonawane Mrs. Megha Shah Mrs. N Yadav Mrs. Maitreyee Joshi	
5	Stage setup/Sound/Light	Mr. J V Gajbe Mrs. S M Patil Mr. Y Kale Mr. Sandip Patil	
6	Central Evaluation committee	Dr. M M Bandivadekar Dr. R R Padalkar Mr. D S Tekawade	
7	Food	Mr. Omkar Devade Mr. Abhijit Valvi Mr. G Chingale	
8	Accounting	Dr. S V Gandhi Mrs. S U Kolihe Mr. Mahesh Chopane	
9	Discipline	All Class Teachers Mr. Vijay Kolambe	
10	Treasure hunt	Mrs. K D Asgaonkar Mrs. S M Patil Mrs. Ankita Ingale Mr. R Chingale	
11	Solo Singing	Dr. M M Bandivadekar Dr. R N Mirajkar Mr. R Manohar	
12	Duet Singing	Mrs. A N Avalaskar Dr. R R Padalkar Mr. R Manohar	
12	Drama	Mr. Om Nagras	

		Mrs. P M Kulkarni Mr. Sandip Patil	<i>Rohit</i>
13	Solo Dance	Mrs. Tejaswini Jagtap Mrs. Nishigandha Yadav	<i>Tejaswini</i>
14	Duet dance	Dr. Trupti Chitre Mrs. Ankita Ingale	<i>Chitre</i>
15	Group dance	Mrs. Swati Kolhe Mr. Omkar Devade	<i>Swati</i>
16	Food Stall	Dr. S V Bhandari Mrs. V N Wable Mr. Sachin Kasbe	<i>Sachin</i>
17	Game Stall	Dr. S V Temburne Ms. Pooja Lanke Mr. Pawan Kachi	<i>Pooja</i>
18	Flea Market Stall	Dr. P B Deshpande Mrs. Megha Shaha Mr. Gajanan Subakade	<i>Megha</i>
19	Fashion Show	Mr. Om Nagras Ms. S Nikam Mrs. Sonali Kamble	<i>Sonali</i>
20	Paper painting	Dr. M R Bhalekar Ms. Ankita Ingale Mr. Kiran Satpute	<i>Ankita</i>
21	Photography competition	Mrs. Sonali Anardi Mr. Yash Kale	<i>Yash</i>
22	Documentation	Mrs. Shobha Jadav Mrs. M Tapale Mr. P M More	<i>Shobha</i>

*Rahul*  
Dr. Rahul B Padalkar

*Mithun*  
Dr. Mithun M Bandivadekar

*Tejaswini*  
Mrs. Tejaswini Jagtap

*Ashwini*  
Dr. Ashwini R Madgulkar

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All staff are required to note the names of judges for Spandan 2023 as follows. Concerned event in-charge teachers are required to handover the evaluation sheets to the central evaluation committee before 21<sup>st</sup> Feb.

Sr. No.	Name of event	Judge 1	Judge 2	Judge 3
1	Paining	SMP	RVK	TJ
2	Photography	YK	PK	ON
3	Solo dance	VNW	ANA	SN
4	Duet dance	MRPR	KDA	SHR
5	Group dance	OD	NY	JVG
6	Food stall	TSC	SUK	PPS
7	Game stall	SVG	MMB	PBD
8	Flee market stall	MCD	ANA	RNM
9	Fashion show	RRP	TS	MS
10	Solo singing	MRB	ANA	SUK
11	Duet singing	SVB	PK	VNW

*msad*  
Dr. Mithun M Bandivadekar

*R Padalkar*  
Dr. Rahul R Padalkar

Central Evaluation Committee

*Ashwini R Madgulkar*  
Dr. Ashwini R Madgulkar

Principal  
AISSMS College of Pharmacy  
Pune-1

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# AISSMS




## COLLEGE OF PHARMACY










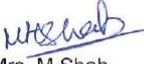
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SYNAPSE 2022 Committees with Job Description.  
Event date: Friday 18th Nov. 2022

Sr. No.	Committee Name	Committee Members(Teaching)	Committee Members(Non-Teaching)	Job Description	Student Members
1	Organizing	Dr. MRP Rao <i>MRP</i>	Mrs. Madhuri Tapale <i>MBT</i>	To finalize the date and society correspondence for date and budget.	Chetashri (Cology)
		Dr. M. C. Damle	Mr. Gopal Chingale <i>GK</i>	To finalize rules for the competition. To finalize job description of all committees and inform them to select student volunteers. 5. To finalize judges and coordinate the names of judges with inaugural/reception and scientific committees.	Payal Kaitkar (QA)
		Dr. M.R. Bhalekar Dr. T.S. Chitre <i>TSC</i>	<i>MBT</i>	To decide the cash prize for Winner /Runner-up with the principal's approval. To decide about the honorarium of judges with permission of the principal. Remuneration handover with	Suraj Gurav (Ceutics) Sayali Hazare (Chem)
				Designing and procuring Referee Memento and Trophies for winner-runner up.	
2	Registration	Ms. Tejswini Jagtap <i>TJ</i>		Certificate printing/writing /distribution for Judges, Winner and Runner-up teams at UG and PG.	
		Mrs. Sonali Anardi <i>SA</i>		Design and issue online certificates to all other participants and committee members., design feedback form and share response summary with organising committee., All certificates will have sign of principal madam and Hon. secretary. submit details of	

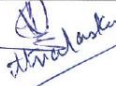

3	Publicity	Dr. T.S. Chitre, Mr. P.P. Sonwane, Dr. P.B. Deshpande		To decide about the contents of the creative (which should include information about college, about synapse and a special note that registration is required for all the authors mentioned in the abstract), mention that 25 teams will be shortlisted under UG and	
				Get approval of budget of proposed expenses from Audit Committee and submit the details of expenses to audit committee	
		Ms. Prinkle M. Kudale		Arrange for event clips/ photos. Submit summary of event with photos for Post-event publicity to central media team and to SMP/SHR for display on college website-college Newsletter.	
		Ms. Tina Saldanha		Submit short write-up English/ Marathi for print media post event publicity. Newspaper cutting with SYNAPSE news to Organizing committee for reference.	
4	Inauguration	Dr. R.N. Mirajkar	S.R. Patil	Stage/dias/name plates/water bottles, Samai-wat/oil/candles/match box/garland/paper bags	
		Mrs. S.H. Rao	A.R. Kolambe	Volunteers selection for compering and their speeches/practice, Chief guest and judges invitations by coordination with organizing committee, Felicitations, Arrange for photography in coordination	

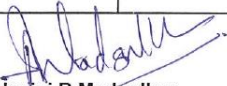
5	Catering	Dr. M.M. Bandivadekar <i>M.Band</i>		Working lunch of delegates : Arrangements to done following the usual purchase procedure from canteen. Get approval of budget of proposed expenses from audit committee and submit the details of expenses to audit committee	
6	Venue Arrangements	Mr. J.W. Gajbe <i>J.W. Gajbe</i>		1. Banner for synapse.(Contact RVK/SVG/JWG for banner used at Syanpse 2018) 2. Keep ready auditorium for inaugral function with respect to table/table cloth/chairs. 3. Direction arrows. 4. To keep ready all presentation halls (Classrooms 213 and 215) with lcd arrangement. 5. Seating arrangement at auditorium and all presentation halls.	
		Mr. O.A. Devade <i>O.A. Devade</i>			
		Mrs. S.M. Patil <i>S.M. Patil</i>			
7	Reception	Mrs. Nishigandha Yadav <i>Nishigandha Yadav</i>		1) Get list of guests from Core Committee (Chief Guest at Inauguration), sponsors committee (Sponsors attending) and scientific committee (Judges). Keep the Badges for guests, ready. Arrange for Hospitality, Co-ordinating with scientific committee for carrying felicitation material to car for all the guests. Get approval of budget of proposed expenses from audit committee and submit the details of expenses to audit committee	
		Ms. Sandhya Nikam			

8	Audit	Dr. S.V. Gandhi 	Mr. M.M. Chopane 	1. To get the budget from various committees and coordinate with Mr. chopane. Submit estimated budget for event to coordination committee, for correspondence with society for prior approval. 2. Pre and post synapse all formalities for completion of the audit as per the standard procedure.	
9	Sponsorship	Dr. M.R. Bhalekar 		Appeal letter to sponsors, suppliers / alumni (Alma-Shine platform).etc Sponsors form with sponsoring amount details and mode of payment. Give receipt to sponsors. To get approval of budget of proposed expenses from audit committee and submit the details of expenses to audit committee	
		Dr. R.R. Padalkar 			
10	Scientific	Dr. S.V. Tembhone 		Frame the guidelines for abstract, Receive (generate email id for synapse 2022) and code the abstracts. Setting up internal screening committee Communicating about selected entries to participants and registration committee Prepare Guidelines for presentation and convey to participants in acceptance email. To get approval of budget of proposed expenses from audit committee and submit the details of expenses to audit committee	
		Mrs. V.N. Wable 			
		Mrs. M. Shah 			



D.M.T. 5 chit. 46  
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11	Evaluation	Mrs. S.U. Kolhe and Mrs. A.N. Avalaskar	 <del>Avalaskar</del>	Management of oral presentations at Hall 215 for PG students. Accompany the judges, prepare evaluation sheets for all 3 judges and a sheet for average scores. Coordinate with scientific and registration committee for participants teams, Convey results to valedictory committee and registration committee for writing winners names on the certificates	
		Dr. S.V. Bhandari and Mrs. K. D. Asgaonkar	 <del>Bhandari</del>	Management of oral presentations at Hall 213 for UG students. Accompany the judges, prepare evaluation sheets for all 3 judges and a sheet for average scores. Coordinate with scientific and registration committee for participants teams, Convey results to valedictory committee and registration committee for writing winners names on the certificates	

  
 Dr. Ashwini R. Madgulkar  
 Principal  
 AISSMS College of Pharmacy  
 Pune-1



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**International  
FDP 16<sup>th</sup>  
November  
2021**

Sr. No.	Committee	Members	Nature of work
1	Coordination	MCD, TSC	1. Webinar topic finalization
		MCD, TSC	2. Shortlist, contact the resource persons, email formal invitation letters
		MCD	3. Society correspondence for webinar (Schedule and budget) approval
		TSC	4. Correspondence with media team for "Creative preparation" for publicity
		MCD, TSC	5. Form committees for work distribution with Principal madam's permission
		TSC	6. Post Event: Formal report to Society office and news for social media.
2	Registration	Prinkle, JWG	1. Creation of registration link with necessary program details
			2. Creation of Whats App or Telegram group for registered delegates to join.
			3. Answering any queries received on these groups.

7 FEB 2020

SPANDAN 2020 LIST OF COMMITTEES

Sr. No.	Name of the event	Entry fees (Rs)	Staff in charge	Student In charge	Signature
1	Inaugural function and overall compeering of Spandan	NA	Dr. M C Damle Dr. M RP Rao Mr. Vijay Kolambe	Sourabh Roham Ankita Bulani	MS
2	Hospitality of guests	NA	Mrs. S U Kolhe Mrs. R Kulkarni Mr. Ravi Ghalot	Brinda Nadar Riddhi Wavhal	①
3	Photography of the event and photography competition	50/- per entry	Dr. P B Deshpande Mr. A R Kolambe	Akshay Punmiya Akash Yadav	①
4	Certificate, trophy and prize distribution	NA	Dr. S V Bhandari Dr. S V Tembhurne Mr. P S Sonawane Mrs. Maitreyee Joshi	Vinay Rathod Rohit Chaudhari	
5	Media	NA	Mrs. S H Rao Mr. P More	Sanskar Mahajan Pradnya Shirude	①
6	Stage setup/Sound/Light	NA	Mr. J V Gajbe Mr. O Devade Mr. Sandip Patil	Shivam Jaiswal Akshay Kale	①
7	Central Evaluation committee	NA	Dr. M M Bandivadekar Mr. R R Padalkar Mr. D S Tekawade	Shital Ranavare Venkatesh Rohile	①
8	Food	NA	Dr. S V Tembhurne Mr. G Chingale	Yash Mundada Vipul Fegade	①
9	Accounting	NA	Dr. S V Gandhi Mrs. S U Kolhe Mr. Mahesh Chopane	Hrishikesh Shinde	①
10	Discipline	NA	Dr. T S Chitre Mrs. R N Mirajkar Mrs. S M Patil Mrs. K D Asgaonkar Mr. Ajay Kolambe	Saurabh Jadhav Arti Ombase Mokarand Somwanshi Ayush Khater Pranish Gaikwad	①
11	Treasure and knowledge hunt	100/- per team	Mrs. K D Asgaonkar Mrs. S M Patil Mrs. K S Sonawane Mr. R Chingale	Sajid Sande Ashwini Deokar	①
12	Orchestra and vocals	50/- per entry	Mr. R R Padalkar Dr. M M Bandivadekar Mrs. A N Aylaskar	Sadichha Wani Neha Sali	①

7 FEB 2020

13	Drama	100/- per team	Mrs. R N Mirajkar Mr. R Manohar Dr. M R Bhalikar Ms. P Khandare	Sanket Naik Riya Keskar	①
14	Solo and duet dance	50/- per student	Mrs. V N Wable Mrs. S U Kolhe Mrs. S Jadhav	Mahima Gaikwad Apporva Nashikkar	①
15	Group dance	100/- per team	Dr. M RP Rao Mrs. K S Sonawane Mrs. S Jadhav	Prajakta Raut Manju Athawale	①
16	Fun fair	100/- per stall	Dr. S V Bhandari Mr. P S Sonawane Mr. S Kasbe	Nishant Kolhe Shrutu Khandawe	
18	Fashion Show	100/- per team	Dr. T S Chitre Mrs. S U Kolhe Mr. Raju Chingale	Priyanka Gawali Kiran Honkalas	①
19	Face and paper painting	50/- per student	Mrs. R Kulkarni Ms. P Khandare Mr. Sachin Kasabe	Ashlesha Wavhal Aniket Kalaskar	①
20	Scientific Model making	50/- per entry	Dr. M C Damle Dr. M R Bhalikar Mr. Gopal Chingale	Laxmi Choudhari Kajal Kabra	①
21	Documentation	NA	Dr. M M Bandivadekar Mr. R R Padalkar Mr. D S Tekawade	Ranjit Padkanthi Rohit Kharade	①

Mr. Robert R Padalkar

Dr. Mithun M Bandivadekar

Dr. Ashwini R Madgulkar

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# AISSMS



COLLEGE OF PHARMACY  
IMPARTING EXCELLENCE IN EDUCATION & RESEARCH

Approved by AICTE & PCI New Delhi, Recognized by the Government of Maharashtra,  
2F,12B recognition by UGC, Affiliated to Savitribai Phule Pune University  
Accredited by NAAC with A Grade

15/11/2021

Department of Pharmaceutical Chemistry

Name of Activity for the year 21-22: National Level Video Making Competition

Topic: Increasing longevity of diabetes patients- Today's Youth perspective

Sr. no	Committee and work distribution	Faculty Members and sign	Students Volunteers and sign
1	Rules and Preparation of creative and publicity, Correspondence with Judges,documentation , Report prep'n	Dr.SVB and Mrs KDA 	Om Nagras, Kalash Shelke, Pranali Kuthe
2	Prize Money distribution to winners as well as judges Remuneration and Reports-preparation	Dr.TSC 	Shivani, Kunal Laxman Sule, Kastubh Waghmare
3	Registration and whatsapp group preparation	VNW 	Prajakta Raut, Pranav Uttekar
4	Feedback link & certificate	SMP, OD 	Shushruti Tanksali, Varsha Patil

Coordinators: Dr.S.V.Bhandari and Mrs. K.D.Asgaonkar

Dr. Ashwini R. Madgulkar  
Principal  
AISSMS College of Pharmacy  
Pune-1



Dr SVB - Dr S.V. Bhandari  
KDA - Mrs. K.D. Asgaonkar  
Dr TSC - Dr T.S. Chitre  
SMP - Mrs. S.M. Patil  
VNW - Mrs. V.N. Wable  
OD - Mr. Omkar Bevale

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**International  
FDP 16<sup>th</sup>  
November  
2021**

Sr. No.	Committee	Members	Nature of work
1	Coordination	MCD, TSC MCD, TSC MCD TSC MCD, TSC TSC	1. Webinar topic finalization 2. Shortlist, contact the resource persons, email formal invitation letters 3. Society correspondence for webinar (Schedule and budget) approval 4. Correspondence with media team for "Creative preparation" for publicity 5. Form committees for work distribution with Principal madam's permission 6. Post Event: Formal report to Society office and news for social media.
2	Registration	Prinkle, JWG Prinkle	1. Creation of registration link with necessary program details 2. Creation of Whats App or Telegram group for registered delegates to join. 3. Answering any queries received on these groups.

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PR2020-21

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S  
COLLEGE OF PHARMACY  
KENNEDY ROAD, NEAR R.T.O.PUNE-411 001  
Committees for the proposed Day celebration event (Diabetes Day/World AIDS Day  
November/December 2020)

Sr.No.	Name of the committee	Tasks	Committee In charge/Members	Sign
1	<u>Core Committee</u>	1. Creative Making with Media AISSMS. 2. Society Correspondence And getting the sanction amount. 3. News in association with Media 4. Report Making 5. Decision upon number of entries per college. 6. Evaluators / Chief Guest contact and finalizing. 7. Overall coordination	Dr. TSChitre and Mr Omkar Deode	
2	<u>Scientific Committee</u>	1. Making Rules of the competition and forwarding to Registration committee. (Please forward rules by today 2 p.m. )  2. Preliminary screening on the basis of Evaluation sheet for Round 1 (Theme –Diabetes day) for all the entries and forwarding the results to the core committee.  3. Finalizing the winners on the basis of Evaluation sheet for Round 2 (Theme –AIDS day) along with the evaluators and announcing the results along with Principal Madam.	Dr.M.C.Damle  Dr.S.V.Bhandari  Mrs A.N.Avalaskar	
4	<u>Registration Form</u>	1. Preparation of Registration Form. 2. Link for creative to be submitted to the core team. 3. Receiving the participation on created email address. 4. Handing over the entry videos of the registered participants to the Scientific committee.	MrsV.N.Wable and  Mrs.Komal Sonawane	
5	<u>Media Team</u>	Online Event: coordination, Screenshot, Recording and forwarding the results to the AISSMS Media team for results declaration and announcing the same on the event day.	Mrs.K.D.Asgaonkar and Mrs.S.M.Patil	
6	<u>Certificate and Feedback form</u>	Preparation and forwarding certificates of: 1. Participants 2. Evaluators 3. Winners 4. Committee Members	Ms.P.Kandhare And Mr.Pradeep Sonawane	
7	<u>Prize Money/ Remuneration</u>	Online transfer of money to winning students through Mr.Chopne	Dr.S.V.Gandhi	
8	<u>Event Publicity</u>	Publicity of the Event on various platform	Dr.P.B.Deshpande	

(Dr.Ashwini R.Madgulkar)

Principal,  
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PR2019-20



**AISSMS**  
COLLEGE OF PHARMACY  
IMPARTING EXCELLENCE IN EDUCATION & RESEARCH



International Webinars under Faculty development Programme "Current scenario: "Pharmacy Practice and Technology"  
(17<sup>th</sup> June-21<sup>st</sup> June 2020)

**SCHEDULE**

Sr.no.	Name of the committee	Incharge	Job Description	Signature of concerned staff
1	Inaugural Day	Shivani madam as media in charge and Dr.Damle and Dr.Monica Rao	Shivani madam starts session welcomes all and calls Damle madam ,damle madam will call me and i will give overview of programme, then damle madam will introduce Chief guest Dr.Nasa , call Principal madam and society member as per protocol and then call Mithun sir to propose vote of thanks for the session and will call rao madam to introduce Dr.Talukdar and she will ask him to start session, will handle Q/A and Rao madam will thank the speaker.	<i>Ms. [Signature]</i>
2	Brochure	Dr.M.M.Bandivadekar	As per discussion	<i>[Signature]</i>
3	Registration and feed-back form preparation	Gajbe Sir and Rahul Sir	Please proceed as National Webinar	<i>[Signature]</i>
4	Registration and audit	Dr.S.V.Gandhi Sir and P.Sonawane Sir	- - -	<i>[Signature]</i>
5	Whatsapp/Telegram group formation	Komal madam and Priyanka madam	Please proceed as National Webinar	<i>[Signature]</i>
5	Certificates	Temburne Sir	Please Refer KDA message	<i>[Signature]</i>
6	Media	Shivani madam + Kalyani Madam + Shital Patil	Will conduct session with mutual discussion and guide in creative preparation and publicity on FB/Insta/Tweeter	<i>[Signature]</i>
7	College Clip	Rahul Sir and Swati madam	can have small college info and NSS other activities /faculty achievement and finalize with consent from	<i>[Signature]</i>

Sr.no.	Name of the committee	Incharge	Job Description	Signature of concerned staff
8	Validictory	Kalyani madam and Amruta madam		<i>[Signature]</i>
9	Publicity of Brochure	Dr.P.B.Deshpande and Dr.S.V.Bhandari	Publicity on suitable platforms like teacher groups/Alumni other than Media team work	<i>[Signature]</i>
10	Sessions	All faculties as given in college group.	Will conduct session , introduce/A and Thank	

*[Signature]*  
(Dr.Ashwini B.Madgulkar)  
Principal  
AISSMS College of Pharmacy  
Pune-1



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AISSMS COLLEGE OF PHARMACY  
TECHNICAL LECTURE SERIES MAY 2020

Sr. No.	Committee	Members	Nature of work	Sign
1	Coordination	MCD, MRPR, SVT	1. Webinar topic finalisation	<i>[Signature]</i>
			2. Correspondence with resource persons, email formal invitation letters	<i>MP</i>
			3. Correspondence with media team for "Creative preparation" for publicity	
			4. Form committees for work distribution with Principal madam's permission	
			5. Post Event: Formal report to Society office and news for social media.	
2	Registration	PK and JWG	1. Creation of registration link with necessary program details	<i>[Signature]</i>
			2. Creation of Whats App or Telegram group for registered delegates to join.	
			3. Answering any queries received on these groups.	
3	Certificate	MMB, PPS	1. Designing the certificate (In consultation with coordinator and Principal) for delegates, committee members and resource persons	<i>meand</i> <i>[Signature]</i>
			2. Create feedback link (to link the certificate), get it checked for parameters	
			3. Distribution of attendance certificates to registered delegates after getting feedback	
4	Media Team	SHR, KDA, SMP	1. Hosting the event	<i>[Signature]</i>
			3. Necessary preparation and trial for broadcasting smoothly.	<i>[Signature]</i>



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5			1. Posting the webinar creative on various professional whats app groups for nationwide publicity	<i>[Signature]</i>
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7 FEB 2020

SPANDAN 2020 LIST OF COMMITTEES

Sr. No.	Name of the event	Entry fees (Rs)	Staff in charge	Student In charge	Signature
1	Inaugural function and overall compering of Spandan	NA	Dr. M C Damle Dr. M RP Rao Mrs. Vijay Kolambe	Sourabh Roham Ankita Bulani	MS
2	Hospitality of guests	NA	Mrs. S U Kolhe Mrs. R Kulkarni Mr. Ravi Ghalot	Brinda Nadar Riddhi Wavhal	Brinda Nadar
3	Photography of the event and photography competition	50/- per entry	Dr. P B Deshpande Mr. A R Kolambe	Akshay Punmiya Akash Yadav	AK
4	Certificate, trophy and prize distribution	NA	Dr. S V Bhandari Dr. S V Tembhurne Mrs. P S Sonawane Mrs. Maitreyee Joshi	Vinay Rathod Rohit Chaudhari	
5	Media	NA	Mrs. S H Rao Mr. P More	Sanskar Mahajan Pradnya Shirude	MS
6	Stage setup/Sound/Light	NA	Mr. J V Gajbe Mr. O Devade Mr. Sandip Patil	Shivam Jaiswal Akshay Kale	Shivam Jaiswal
7	Central Evaluation committee	NA	Dr. M M Bandivadekar Mr. R R Padalkar Mr. D S Tekawade	Shital Ranavare Venkatesh Rohile	Shital Ranavare
8	Food	NA	Dr. S V Tembhurne Mr. G Chingale	Yash Mundada Vipul Fegade	Yash Mundada
9	Accounting	NA	Dr. S V Gandhi Mrs. S U Kolhe Mr. Mahesh Chopane	Hrishikesh Shinde	Hrishikesh Shinde
10	Discipline	NA	Dr. T S Chitre Mrs. R N Mirajkar Mrs. S M Patil Mrs. K D Asgaonkar Mr. Ajay Kolambe	Saurabh Jadhav Arti Ombase Mokarand Somwanshi Ayush Khater Pranish Gaikwad	Saurabh Jadhav
11	Treasure and knowledge hunt	100/- per team	Mrs. K D Asgaonkar Mrs. S M Patil Mrs. K S Sonawane Mr. R Chingale	Sajid Sande Ashwini Deokar	Sajid Sande
12	Orchestra and vocals	50/- per entry	Mr. R R Padalkar Dr. M M Bandivadekar Mrs. A N Aylaskar	Sadichha Wani Neha Sali	Sadichha Wani

7 FEB 2020

13	Drama	100/- per team	Mrs. R N Mirajkar Mr. R Manohar Dr. M R Bhalikar Ms. P Khandare	Sanket Naik Riya Keskar	Sanket Naik
14	Solo and duet dance	50/- per student	Mrs. V N Wable Mrs. S U Kolhe Mrs. S Jadhav	Mahima Gaikwad Apporva Nashikkar	Mahima Gaikwad
15	Group dance	100/- per team	Dr. M RP Rao Mrs. K S Sonawane Mrs. S Jadhav	Prajakta Raut Manju Athawale	Prajakta Raut
16	Fun fair	100/- per stall	Dr. S V Bhandari Mr. P S Sonawane Mr. S Kasbe	Nishant Kolhe Shruti Khandawe	Nishant Kolhe
18	Fashion Show	100/- per team	Dr. T S Chitre Mrs. S U Kolhe Mr. Raju Chingale	Priyanka Gawali Kiran Honkalas	Priyanka Gawali
19	Face and paper painting	50/- per student	Mrs. R Kulkarni Ms. P Khandare Mr. Sachin Kasabe	Ashlesha Wavhal Aniket Kalaskar	Ashlesha Wavhal
20	Scientific Model making	50/- per entry	Dr. M C Damle Dr. M R Bhalikar Mr. Gopal Chingale	Laxmi Choudhari Kajal Kabra	Laxmi Choudhari
21	Documentation	NA	Dr. M M Bandivadekar Mr. R R Padalkar Mr. D S Tekawade	Ranjit Padkanthi Rohit Kharade	Ranjit Padkanthi

Mr. Robert R Padalkar

Dr. Mithun M Bandivadekar

Dr. Ashwini R Madgulkar

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PR2018-19

AISSMS College of Pharmacy  
Kennedy Road, Near RTO, Pune 01.

SAVITRIBAI PHULE PUNE UNIVERSITY SPONSORED TWO DAY NATIONAL LEVEL SEMINAR

ON  
"In vitro In vivo correlation"  
Details of committees and their responsibilities

27/12/2018

Sr No	Name of Committee	Responsibilities	Staff incharge	Nonteaching, Student volunteers	Sign
1.	Core committee	<ul style="list-style-type: none"> <li>Apply for Grant, Finalizing the date and speakers with consent of Principal Madam</li> <li>Finalize Chief guest for Inauguration and Valedictory Function</li> <li>Preparation of schedule</li> <li>Documentation</li> <li>Final Audit</li> <li>Correspondence with Society, SPPU</li> <li>Invitation to resource persons and society members</li> <li>Pre-event news to college website and college newsletter (immediate)</li> <li>Submission of summary to society, AISSMS RAC, Annual report committee</li> </ul>	MRB, RRP	Vijay Kolambe, Sushant Amle, Sumedh Pradhan, Vishal Raskar	[Signatures]
2.	Registration	<ul style="list-style-type: none"> <li>Procurement of kit for delegates: File/folder, Writing pad, Pen, schedule copy</li> <li>Printing of college name and seminar details on kit</li> <li>Preparation of sheet/format for registration</li> <li>Registration of delegates</li> <li>Feedback form and analysis</li> </ul>	VNW, JSC	RAJU CHINGLE	[Signatures]
3.	Brochure, Certificate	<ul style="list-style-type: none"> <li>Designing, Printing of Brochure, Certificates</li> <li>Writing and distribution of certificates</li> <li>Sending brochures (Soft, hard copy) to different colleges</li> <li>Promotion of event by all possible means</li> </ul>	SMP, SUK, SVB, SVG, KDA, SVI	[Signatures]	[Signatures]
4.	Hall arrangement	<ul style="list-style-type: none"> <li>Stage : Tables/Chairs/ Nameplates/writing Pads/Schedule/Blank page/Glasses/Water bottles/Bouquet on stage, Podium</li> <li>Back stage 'QIP' banner and PODIUM banner</li> <li>Sound system :Mike/cordless mike/collar mike arrangements battery for mikes</li> <li>Arrangement for Deep-prajwalan: Shivaji maharaj Statue, garland, samal, oil, table cloth etc., agarbatti, match box</li> <li>Lap top, LCD projector/ pointer and screen</li> <li>Battery back up – Generator Setup, Diesel</li> <li>Other seating: seating arrangement – delegates</li> </ul>	SVT, JWJ, RVK, PS	S. R. PATIL, GAJANAN SATPUTE	[Signatures]
5.	Lunch/ breakfast and tea arrangements	<ul style="list-style-type: none"> <li>VENUE arrangement for lunch/breakfast</li> <li>Lunch, Breakfast, Tea morning and evening</li> </ul>	MMB, JWJ	R. S. MANOHAR BANDAL	[Signatures]
6.	Hospitality of guests	<ul style="list-style-type: none"> <li>Invitation, Thanks letter to guests</li> <li>Welcome, badges, escorting</li> <li>Refreshments</li> <li>Entry in visitors book, sending back felicitation material to their respective vehicles</li> <li>Photograph during the event- Inauguration, lectures, lunch, breakfast, felicitation, valedictory function</li> <li>Printing of hard copy of the few photos and submitting to core committee and soft copy.</li> <li>Post event publishing news with photos in newspapers, website, news letter</li> </ul>	RNM, RVK	RAVI GAHLOT	[Signatures]
7.	Publicity, Media and photography	<ul style="list-style-type: none"> <li>Invitation, Thanks letter to guests</li> <li>Welcome, badges, escorting</li> <li>Refreshments</li> <li>Entry in visitors book, sending back felicitation material to their respective vehicles</li> <li>Photograph during the event- Inauguration, lectures, lunch, breakfast, felicitation, valedictory function</li> <li>Printing of hard copy of the few photos and submitting to core committee and soft copy.</li> <li>Post event publishing news with photos in newspapers, website, news letter</li> </ul>	PBD, MBF	AJAY KOLAMBE	[Signatures]
8.	Inauguration	<ul style="list-style-type: none"> <li>Felicitation material (Shawli Shripthal, Sapling, Shahu Maharaj book), Shivaji Maharaj Statue, bags for felicitation material for society members (03)</li> <li>Inaugural speech</li> <li>Introduction of guests</li> <li>Felicitation of guests after every lecture of Inaugural Function</li> <li>Vote of thanks</li> </ul>	MRPR, MCD	--	[Signatures]
10	Scientific	<ul style="list-style-type: none"> <li>Memento with printing for all resource persons (6), bags for carrying material (10), Shahu Maharaj books (10)</li> </ul>	SVI, SVB	D. S. TEKAWADE	[Signatures]
11	Valedictory	<ul style="list-style-type: none"> <li>Session I to VII (Introduction of Resource person, Vote of thanks, Call for felicitation)</li> <li>Scheduling</li> <li>Summary of 02 days proceedings</li> <li>Compeering, Representative certificate distribution,</li> <li>Vote of thanks</li> </ul>	MRPR, MCD, RNM, RRP, MRB, SVG, PBD, MMB, MRB, RRP	--	[Signatures]
12	Account/Finance	<ul style="list-style-type: none"> <li>Getting Money from MMC,</li> <li>Keeping Account of all expenses</li> </ul>	ANA, PS	PAWAN KANCHI	[Signatures]

All the staff members are required to submit appropriate documents to core committee immediately following the event.

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