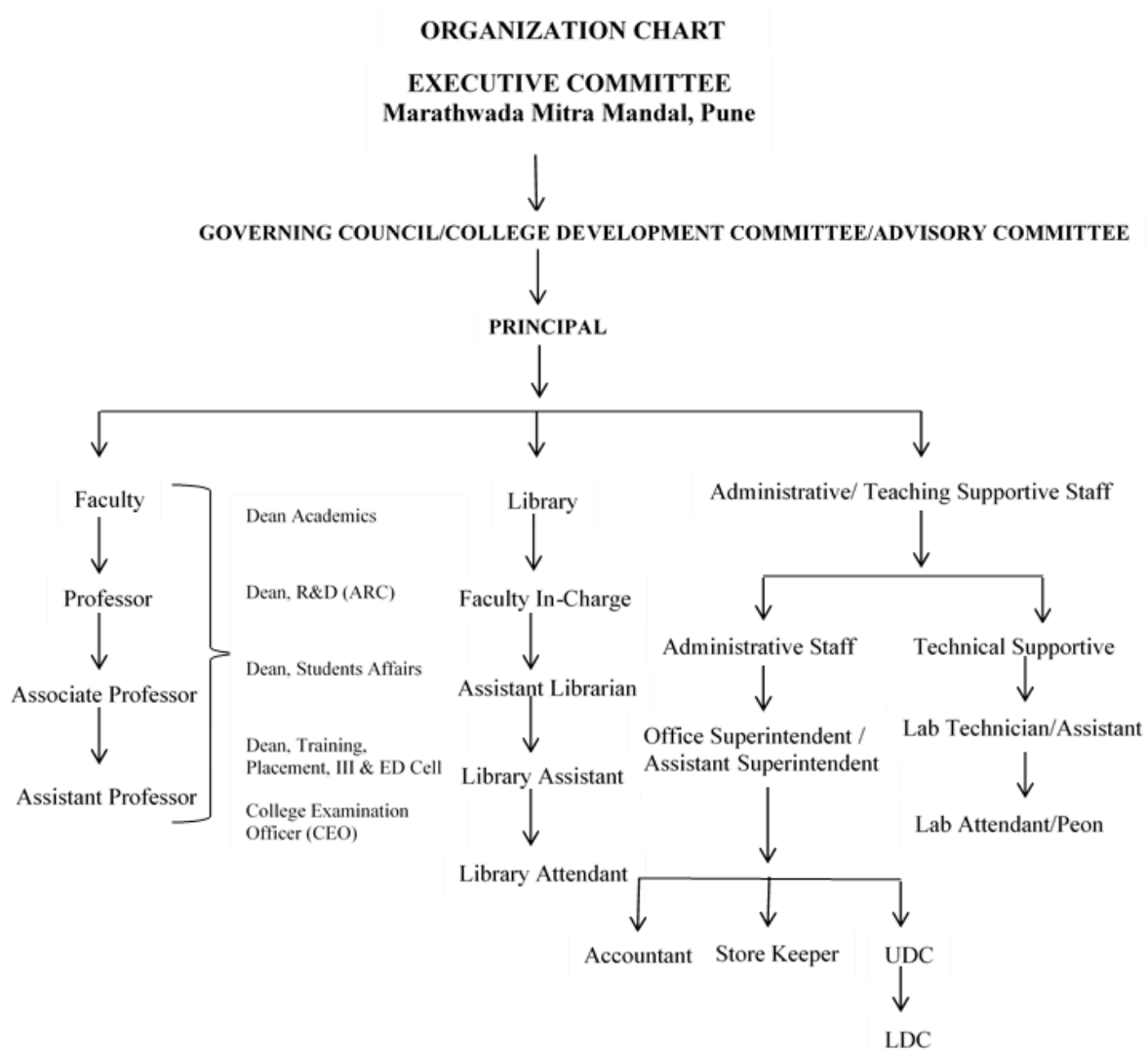


Marathwada Mitra Mandal's College of Pharmacy, Thergaon, Pune – 411 033

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.



Executive Committee, Marathwada Mitra Mandal, Pune - Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
1	Executive Committee Marathwada Mitra Mandal, Pune	Hon. Shri. Shivajirao D. Ganage	President	<ul style="list-style-type: none"> To make available the minimum requirements of the college i.e. building, equipments, human resource etc. To influence and motivate / stimulate the human resources. To recruit the competent teachers. To implement the policies to raise the standard of teaching. To approve the budget estimate for recurring and non recurring item for financial year. To tap the need of society and to start various educational courses. To assist financially by offering scholarships to need student. To prepare policies, goals, objectives phase wise planning and methods of determination of achievement in the objectives. To coordinate the finance / purchase / building and recruitment process. To plan and control objectives and regulation of operations for the attainment of objectives. 	<ul style="list-style-type: none"> Committee shall meet six times in a year
		Hon. Prin. Bhausahab G. Jadhav	Exe – President		
		Hon. Dr. Madhavrao V. Suryawanshi	Vice – President		
		Hon. Dr. Nagnath V. Biradar	Vice – President		
		Hon. Shri. Kishor H. Mungale	Secretary		
		Hon. Shri. Annasaheb S. Pawar	Treasurer		
		Hon. Shri. Nivrutti T. Kitekar	Jt. Secretary		
		Hon. Shri. Sanjay S. Garge	Jt. Secretary		
		Hon. Dr. Sakharan H. Gawhane	Member		
		Hon. Dr. Vishwas S. Patil	Member		
		Hon. Prin. Dwarkadas S. Bhandari	Member		
		Hon. Shri. Tej P. Niwalikar	Member		
		Hon. Shri. Sanjay S. Suryawanshi	Member		
		Hon. Shri. Jitendra M. Pawar	Member		

Governing Body - Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
2	Governing Body	Hon. Shri. Shivajirao D. Ganage	Chairman, GB President, MMM, Pune	<ul style="list-style-type: none"> To form the following sub committees and consider the recommendations made by these committees <ol style="list-style-type: none"> Finance Committee Purchase Committee Building Committee Staff Selection Committee To approve the budget estimates recurring and non recurring for the financial year in advance. To scrutinize and accept the audited statement of account for each year. To estimate the workload, approve the staff pattern and create posts teaching and non teaching (Technical and Administration) To consider and approve the proposals for creation of infrastructure such as building, equipment, library and staff on a continuous basis. To consider and make provision for meeting the general and specific conditions laid down by the council / state government / affiliating body and monitor the progress in fulfilling the conditions. To consider the report of Principal on the status of admission / academic performance of students. To supervise the observance of service conditions of the staff as prescribed by the affiliating body / Government. To consider the proposal of Principal for improvement in academic performance of the staff / any other matter so far as it enhances the academic atmosphere in the institution. To consider any proposals for expansion of educational activities to be made to council / government / affiliating body. 	<ul style="list-style-type: none"> Committee shall meet two times in a year
		Hon. Prin. Bhausaheb G Jadhav	Member, GB Exec. President, MMM, Pune		
		Hon. Shri. Kishor H. Mungale.	Member, GB Secretary, MMM, Pune		
		Hon. Prin. Dwarkadas S. Bhandari	Member, GB Member, EC, MMM, Pune		
		Hon. Shri. Tej P. Niwalikar	Member, GB Member, EC, MMM, Pune		
		Hon. Shri. Jagannath S. Shinde	Member, GB President, AIOCD & MS CDA Pharmacy Professional		
		Hon. Dr. Vikram Gharge	Member, GB Pharmacy Technologist		
		Hon. Dr. Sunil M. Deshpande	Member, GB Educationist		
		-	Nominee SPPU		
		Hon. Dr. Ajeet Singh	Nominee AICTE Regional Officer, WRO Ex. Officio		
		Hon. Dr. Abhay Wagh	Nominee State Government Director DTE, Ex. Officio		
		-	Nominee State GovernmentIndustrialist / Educationist / Technologist from the region		
		Dr. Avinash R. Tekade	Faculty Nominee		
		Dr. Prasad V. Kadam	Faculty Nominee		
		Dr. Manohar J. Patil	Principal & Member Secretary		

College Development Committee - Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
3	College Development Committee	Hon. Shri. Shivajirao D. Ganage	President, MMM, Pune	<ul style="list-style-type: none"> To prepare budget and financial statements To recommend the management the creation of teaching and other posts To determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college. To make recommendations to the management for the improvement of the standard of teaching in the college. To formulate proposals of new expenditure not provided in the college budget. To advice the Principal regarding intake capacity of various classes, preparation of time tables, distribution of the available teaching workload and such other matters related to the internal management of the college and discipline of the college students as may be referred to it by Principal from time to time. To consider and make recommendations on the inspection report. To consider and make recommendations on the report of local inquiry committee. To prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management. To perform such other duties and exercise such other powers as may be entrusted by the management and the University. 	<ul style="list-style-type: none"> Committee shall meet two times in a year
		Hon. Prin. Bhausaheb G Jadhav	Chairman, CDC Executive President, MMM, Pune		
		Hon. Shri. Kishor H. Mungale.	Member, CDC Secretary, MMM, Pune		
		Dr. Avinash R. Tekade	HoD Nominated by Principal		
		Dr. Rahul H. Khiste	Teacher		
		Dr. Pravin J. Patil	Teacher		
		Dr. (Mrs.) Babita A. Agarwal	Teacher (Women)		
		Mr. Dilip S. Chavan	Non-Teaching Staff		
		Hon. Dr. Sunil M. Deshpande	Local Member nominated by Management – Education*		
		Mr. Shirkant V. Kshirsagar	Local Member nominated by Management – Industry*		
		Hon. Dr. Vikram Gharge	Local Member nominated by Management – Research*		
		Hon. Shri. Rajahau Chavan	Local Member nominated by Management – Social Service* *at least one should be alumnus		
		Dr. Prasad V. Kadam	Coordinator IQAC		
		Ms. Aishwarya S. Mahangade	President - Student Council		
		Ms. Sushama B. Shinde	Secretary – Student Council		
		Dr. Manohar J. Patil	Principal & Member Secretary		

Internal Quality Assurance Committee/ Programme Assessment & Quality Improvement Committee – Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
4	Internal Quality Assurance Committee/ Programme Assessment & Quality Improvement Committee	Dr. Manohar J. Patil	Chairman	<ul style="list-style-type: none"> Development and application of quality benchmarks/parameters for various academic and administrative activities of the college and carry out the gap analysis. Direct & Indirect Attainment of benchmarks for various programmes/courses. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to POs, PEOs for attainment purpose. Develop Metrics and Evaluation for stakeholders feedback, Analysis & Measures Organize workshops, seminars, conferences, symposiums, and development programmes for both faculty and students. Encourage student and faculty participation in workshops, seminars, conferences, symposiums, and development programmes. Documentation of impact of various programmes attended and organised both by the student and faculty members leading to quality improvement; Encourage & involve both students and faculty members in Industry-Institute-Interaction programmes, Innovation and Incubation, in research and Development, professional development, Extension and Outreach association activities. Dissemination of information on various quality parameters of higher education; Documentation of the various programmes/activities leading to quality improvement; Development of Quality Culture in the institution along with the stakeholders of institution; Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices; Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality; Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC & upload on website as on when required. 	<ul style="list-style-type: none"> Committee shall meet two times in a year
		Dr. Avinash R. Tekade	Member		
		Dr. Rahul H. Khiste	Member		
		Dr. Mukesh P. Ratnaparkhi	Member		
		Dr. Sachin K. Jagdale	Member		
		Dr. (Mrs.) Sampada D. Dalvi	Member		
		Hon. Shri Tej P. Niwalikar	Member		
		Mr. Subhash N. Kadam	Member		
		Hon. Shri. Rajabhau Chavan	Member		
		Mr. Shrikant V. Kshirsagar	Member		
		Ms. Aishwarya S. Mahangade	Member		
		Dr. Sanjay I. Nipanikar	Member		
		Mr. Shyam P. Bothikar	Member		
		Mr. Ajij Abbas Mulla	Member		
		Dr. Prasad V. Kadam	Coordinator of the IQAC		

Academic Monitoring Committee / Curriculum Committee – Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
5	Academic Monitoring Committee/ Curriculum Committee	Dr. Manohar J. Patil	Principal, Chairman	<ul style="list-style-type: none"> To advise and assist academic procedures Continuous improvement in quality of academic programme and teaching Quality assurance of academic activities Monitor the institutional quality assessment policy Learning and teaching assessment To identify strength and aspiration Priorities the goal, Guide short term and long term goals To have new resource planning approach 	<ul style="list-style-type: none"> Committee shall meet minimum once in a session (Twice/Thrice in a year) Feedbacks from students to be taken.
		Dr. Prasad V. Kadam	Secretary, Dean, Academics		
		Dr. Mukesh P. Ratnaparkhi	HoD, Diploma in Pharmacy		
		Dr. Avinash R. Tekade	Member, Dean, Research and Development		
		Dr. (Mrs.) Sampada D. Dalvi	Member, College Examination Officer		
		Dr. Rahul H. Khiste`	Member, Dean, Training, Placement, III & EDC.		
		Dr. Pravin J. Patil	Member, HOD- Pharmacology		
		Mrs. M.S. Bindu	Member, Class Teacher F.Y. B. Pharm.		
		Mr. S. S. Salvankar	Member, Class Teacher S.Y. B. Pharm.		
		Mr. Ganesh S. Mhaske	Member, Class Teacher T.Y. B. Pharm.		
		Dr. (Mrs.) K. N. Yadav	Member, Class Teacher Final Year B. Pharm.		
		Ms. P. H. Pokale	Member, Class Teacher First Year D. Pharm.		
		Ms. A. D. Sonawane	Member, Class Teacher Second Year D. Pharm		

M. Pharm. Programme Committee– Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
6	M. Pharm. Programme Committee	Dr. Manohar J. Patil	Principal Chairman	<ul style="list-style-type: none"> To advise and assist academic procedures Continuous improvement in quality of academic programme and teaching Quality assurance of academic activities Monitor the institutional quality assessment policy Learning and teaching assessment To identify strength and aspiration Priorities the goal, Guide short term and long term goals To have new resource planning approach 	<ul style="list-style-type: none"> Committee shall meet minimum once in a session (Twice/Thrice in a year) Feedbacks from students to be taken.
		Dr. Avinash R. Tekade	Secretary		
		Dr. (Mrs.) Kavita N. Yadav	Member		
		Dr (Mrs.) Shilpi A. Kondaskar	Member		
		Dr. (Mrs.) Smitha Gandra	Member		
		Ms. M. B. Biradar	Member, F.Y.M.Pharm.		
		Ms. S. N. Ganorkar	Member, F.Y.M.Pharm.		
		Ms. D. K. Giram	Member, F.Y.M.Pharm.		
		Mr. Pradeep S. Mittha	Member, Final Y.M.Pharm.		
		Ms. Dhanashri S. Mandwal	Member, Final Y.M.Pharm.		
		Ms. Priyanka S. Kote	Member, Final Y.M.Pharm.		

Examination Committee – Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
7	Examination Committee	Dr. Manohar J. Patil	Principal, Chairman	<ul style="list-style-type: none"> Administration of Examinations Planning, conducting and monitoring the sessional examinations/University examinations Proper maintenance of exam related records To maintain the confidentiality related to examination matter. To bring reforms/improvement in the exam system. Evaluation and declaration of results 	Committee shall meet minimum Twice/Thrice in a year.
		Dr. (Mrs.) Sampada D. Dalvi	Secretary, College Examination Officer		
		Dr. (Mrs.) Kavita N. Yadav	Member, Faculty		
		Dr. Prasad V. Kadam	Member, Dean, Academics		
		Dr. Avinash R. Tekade	Member, Dean, Research and Development		
		Dr. Pravin J. Patil	Member, HoD Pharmacology		
		Mr. Vilas S. Patil	Member, Diploma Faculty		

Library Committee – Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
8	Library Committee	Dr. Manohar J. Patil	Principal, Chairman	<ul style="list-style-type: none"> To collect, organize and disseminates print and electronic information to student and faculties To enhance and support the research activities. To act as learning resource center. To procure Text/Reference Books, Journals, periodicals, CD's, Project reports, syllabus and any other study material. To issue the same to student and faculty as anwhen needed. Annual stock verification at the end of year. Binding, Clipping etc. of Damaged Books To act as repository of scientific journals Renewal of subscription of Scientific Journals Implementation of Book bank scheme. To prepare the Annual Budget To maintain discipline and decorum To monitor the Library services and resources. To frame the general rules for the management of Library To advice the Librarian regarding Library development. To promotes faculty and students participation in the selection of Library resources. 	<ul style="list-style-type: none"> Committee shall meet minimum Twice in a year.
		Dr. Pravin J. Patil	Secretary, Faculty, In-charge Library		
		Dr. Smitha Gandra	Member		
		Dr. Rahul H. Khiste	Member		
		Dr. Sachin K. Jagadale	Member		
		Dr. Prasad V. Kadam	Member		
		Mrs. Aruna R. Narale	Member		
		Mr. Vishnu B. Nikam	Member, Asst. Librarian		
		Mrs. Sangita G. Jadhav	Member, Lib. Assistant		
		Mr. Avishkar S. Bichkunde	F.Y.B.Pharm.		
		Ms. Gayatri R. Choudhari	S.Y.B.Pharm.		
		Ms. Sushma B. Shinde	T.Y.B.Pharm.		
		Ms. Aishwarya S. Mahangade	Final Year B. Pharm.		
		Ms. Mohini B. Biradar	First Year M. Pharm.		
		Mr. Pradeep S. Mittha	Second Year M. Pharm		
		Mr. Pranay S. Kamble	First Year D. Pharm.		
		Ms. Aparna S. Shirale	Second Year D.Pharm.		

Anti- Ragging Committee and Squad – Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
9	Anti-Ragging Committee & Squad	Dr. Manohar J. Patil	Chairman, Principal	<ul style="list-style-type: none"> To take anti ragging measures in and outside campus. Counseling of students. To up hold and comply with the directions of Hon. Supreme court by vigilant on any acts leading to ragging. To publicize all the students the prevalent directivities and the actions can be taken against ragging. To consider complaints received, conduct enquiry and submit report along with the recommendations. Obtain undertaking from students. Monitor the functions of Squad To conduct workshop against ragging menace. 	<ul style="list-style-type: none"> To take the undertaking in the prescribed format by students and parents Counselling of students by faculty and guardian teacher. Surprise visits at classes, canteen etc. Continuous vigilance and interaction with fresh students and senior students. Committee and squad should remain mobile, alert and active at all the times.
		Dr. Mukesh P. Ratnaparkhi	Secretary / Nodal officer, Faculty		
		Mr. Santosh Senai	Member, Press Reporter		
		Mr. Rajesh More	Member, Parent		
		Dr. (Mrs.) Babita A. Agarwal	Member /Substitutue Nodal Officer, Faculty		
		Mr. Dilip S. Chavan	Member, Non-Teaching Staff		
		Ms. Gayatri B. Teli	Member, F.Y.B.Pharm.		
		Mr. Manvantar S. Lavekar	Member, S.Y.B.Pharm.		
		Mr. Shailesh U. Gore	Member, T.Y.B.Pharm.		
		Mr. Ashish A. Jadhav	Member, Final Y.B.Pharm.		
		Mr. Devang S. Mahale	Member, First Year M. Pharm.		
		Mr. Prasad Y. Kolapkar	Member, Second Year M. Pharm.		
		Mr. Sarvesh V. Patil	Member, First Year D. Pharm.		
		Officer In-charge, Hinjewadi Police Station	Member, Sr. Police Inspector		
		Shri. Rajabhau Chavan	Member, NGO of Youth Activities		

Internal Complaint Committee / Women Grievance Redressal/ Gender Harassment Committee – Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
10	Internal Complaint Committee / Women Grievance Redressal/ Gender Harassment Committee	Dr. (Mrs.) Babita A. Agarwal	Presiding Officer	<ul style="list-style-type: none"> To build up self-esteem and dignity among girl students and lady faculty members. To provide legal aid in case of women atrocity. To create awareness regarding women rights. <p>To avoid and prohibit mental and sexual harassment at work place.</p>	<ul style="list-style-type: none"> Formal complaint is to be lodged by complainant to Women's Grievance Committee Committee will examine the authenticity. Initiation of enquiry. Report to be forwarded to head of Institution. Legal advice is to be taken. Penalty action
		Dr. (Mrs.) Kavita N. Yadav	Secretary		
		Dr. (Mrs.) Sampada D. Dalvi	Member		
		Mrs. Sangita G. Jadhav	Member		
		Mr. Mahavir R. Gaikwad	Member		
		Ms. Alfiya A. Momin	Member		
		Mr. Krushna R. Abhale	Member		
		Ms. Maya S. Khopade	Member		
		Ms. Pragati A. Mahale	Member		
		Dr. (Mrs.) Kranti Deshmukh	Member		
		Dr. Manohar J. Patil	Member		

Institutional Grievances Redressal Committee – Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
11	Institutional Grievances Redressal Committee (Faculty, Staff, Students)	Dr. Manohar J. Patil	Chairman	<ul style="list-style-type: none"> • Prevention of Misconduct of students and faculty. • To develop responsive and accountable attitude among the students. • To maintain harmonious atmosphere in the institute. • To avoid and prevent harassment victimization including sexual harassment of student and faculty. • To entertain the matters related Academics, Finance and complaints related to discrimination of students from SC, ST, OBC, Women, Minority and Disabled category. 	<ul style="list-style-type: none"> • An aggrieved student/Employee present his/her grievance to HOD (written/verbal) (Time limit-48 hrs) • If student/ employee is not satisfied can approach to officer appointed by management (Time limit-3 days) • If not satisfied can approaches to Grievance Redressal Committee (Time limit-3 days)
		Mr. Shailendra S. Salvankar	Secretary		
		Dr. Pravin J. Patil	Member		
		Dr. Mukesh P. Ratnaparkhi	Member		
		Dr. (Mrs.) Sampada D. Dalvi	Member		
		Dr. (Mrs.) Kavita N. Yadav	Member		
		Mrs. Aruna R. Narale	Member		

Student Council– Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
12	Student Council	Dr. Manohar J. Patil	Principal, Chairman	<ul style="list-style-type: none"> To develop positive attitude, inculcate good citizenship and to give practice in <ul style="list-style-type: none"> ➤ Respect for authority ➤ Self-discipline ➤ Leadership and followership ➤ Accepting responsibilities To assist college management To provide forum for student expression To promote general welfare as <ul style="list-style-type: none"> ➤ student-student, student-staff, student –community relationship ➤ Developing and maintaining good discipline spirit <p>Developing high Ideas of personal conducts</p>	<ul style="list-style-type: none"> Committee shall meet minimum Thrice in a year. Involvement of students in decision making
		Dr. Pramod H. Sakpal	Secretary, NSS Programme Officer		
		Dr. Mukesh P. Ratnaparkhi	Nominated by Principal		
		Ms. Aishwarya S. Mahangade	Representative Final Year B. Pharm		
		Ms. Sushama B. Shinde	Representative Third Year B. Pharm		
		Ms. Snehal R. Sonawane	Representative Second Year B. Pharm		
		Mr. Sujit R. Jogdand	Representative First Year B. Pharm		
		Ms. Geeta D. Avad	Representative Second Year M. Pharm		
		Ms. Rhutuja R. Jogdand	Sports Representative		
		Ms. Ashika B. Karpe	Cultural Representative		
		Mr. Vivek V. Kamble	NSS Representative		
		Ms. Nikita S. Chavan	Lady Student Representative		
		Ms. Charushila S. Pisal	Lady Student Representative		

Cultural Committee– Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
13	Cultural Committee	Dr. Manohar J. Patil	Principal, Chairman	<ul style="list-style-type: none"> To promote the participation of student in intra and inter collegiate cultural event To plan the schedule of intra cultural events To promote the hidden talent of students in performing arts To celebrate various events of cultural values (Festivals) <p>To appreciate the rich multicultural, multi linguistic tradition of Indian society and understand the significance of the meaning of the unity of diversity.</p>	<ul style="list-style-type: none"> Committee shall meet minimum once in a year.
		Ms. Shruti M. Aher	Secretary, Faculty		
		Dr. (Mrs.) Babita A. Agarwal	Member, Faculty		
		Ms. Snehal S. Ahirekar	F.Y. B. Pharm		
		Mr. Akash B. Thadke	F.Y. B. Pharm		
		Mr. Prem P. Mirajkar	S.Y. B. Pharm		
		Ms. Sharayu S. Bhosale	S.Y. B. Pharm		
		Mr. Hrithik R. Patel	T.Y. B. Pharm		
		Ms. Neha A. Raut	T.Y. B. Pharm		
		Mr. Jaydeep A. Bhosale	Final Y. B. Pharm		
		Ms. Lalitadevi M. Choudhari	Final Y. B. Pharm		
		Ms. Pooja R. Dale	M. Pharm. I Semester		
		Ms. Charushila S. Pisal	M. Pharm. III Semester		
		Ms. Ankita S. Mulik	First Year D. Pharm		
		Mr. Mahesh M. Bhojne	First Year D. Pharm		
		Ms. Vaishnavi M. Balwadkar	Second Year D. Pharm		
		Mr. Amardeep S. Shendkar	Second Year D. Pharm		

Sports Committee– Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
14	Sports Committee	Dr. Manohar J. Patil	Principal, Chairman	<ul style="list-style-type: none"> To Provide healthy leisure time for student To inculcate sportsmanship value To inculcate the values related to teamwork ,working relationship with each other To organize various intra and inter collegiate sport events 	<ul style="list-style-type: none"> Committee shall meet minimum once in a year. Committee has to keep co-ordination of academic and examination schedule
		Mr. Vilas S. Patil	Secretary, Faculty		
		Ms. Shruti M. Aher	Faculty		
		Ms. Pratiksha P. Surwade	F.Y. B. Pharm.		
		Mr. Pratham D. Swami	F.Y. B. Pharm.		
		Mr. Chinmay K. Khadke	S.Y. B. Pharm.		
		Ms. Snehal R. Sonwane	S.Y. B. Pharm.		
		Mr. Vinayak D. Naik	T.Y. B. Pharm.		
		Ms. Pooja P. Badgujar	T.Y. B. Pharm.		
		Mr. Chinmay A. Wani	Final Y. B. Pharm.		
		Ms. Diksha R. Daundkar	Final Y. B. Pharm.		
		Ms. Rutuja J. Mukadam	M. Pharm. I Semester		
		Mr. Pradeep S. Mittha	M. Pharm. III Semester		
		Ms. Ashiya S. Anasari	First Year D. Pharm.		
		Mr. Pratik D. Patil	Second Year D. Pharm.		

NSS Committee– Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
15	NSS Committee	Dr. Manohar J. Patil	Principal, Chairman	<ul style="list-style-type: none"> To understand the community in which student work To understand then themselves in relation to their community To identify the needs and problems of community and involve students is problem solving To develop sense of social and civic responsibilities To develop competence required for togetherness To gain skill in mobilizing community participation To acquirer leadership qualities and democratic attitude To develop capacity to meet emergencies and natural disaster <p>Practice national integration and social harmony</p>	<ul style="list-style-type: none"> Committee shall meet minimum twice in a year. As per guideline's given by University officer.
		Dr. Pramod H. Sakpal	Secretary, Faculty		
		Dr. Sachin K. Jagadale	Faculty		
		Mr. Rushikesh D. Bandal	S.Y.B.Pharm.		
		Ms. Tejaswini S. Thorat	S.Y.B.Pharm.		
		Mr. Karan B. Dhage	T.Y.B.Pharm.		
		Ms. Amruta A. Kadbane	T.Y.B.Pharm.		
		Mr. Utkarsha S. Kshirsagar	Final Y.B.Pharm.		
		Ms. Surbhi N. Salvi	Final Y.B.Pharm.		

Student Welfare Committee– Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
16	Student Welfare Committee	Dr. Manohar J. Patil	Principal, Chairman	<ul style="list-style-type: none"> To review and monitor the programme of scholarship/free ship etc To implement various students welfare schemes effectively offered by Savitribai Phule Pune University, AICTE, Govt. of Maharashtra, Govt. of India various NGO,s etc to needy and eligible students To consider Individual cases as need arise 	<ul style="list-style-type: none"> Committee shall meet minimum twice in a year. As per rules of Savitribai Phule Pune University, Pune, AICTE, Govt. of Maharashtra, Govt. of India and various NGO,s.
		Dr. Mukesh P. Ratnaparkhi	Faculty, SWO		
		Dr. Pramod H. Sakpal	Faculty		

Training, Placement, IIPC & Entrepreneurship Development Cell– Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
17	Training, Placement, IIPC & Entrepreneurship Development Cell	Dr. Manohar J. Patil	Chairman	<ul style="list-style-type: none"> To help the student to prepare for Placement, Interviews, Higher studies Choose an appropriate organization To plan and organize Industrial /institution visits, Guest lecture, Carrier guidance seminars , Entrepreneurships awareness programme Industry and Institute Tie –Up To undertake professional consultancy, Project by faculty MOU between institute and industry to bring two sides emotionally and strategically closer Practical training of students in industry 	<ul style="list-style-type: none"> Committee shall meet Periodically as per necessity Planning Scheduling and executing various events Data updation
		Dr. Rahul H. Khiste	Secretary		
		Mr. Ganesh S. Mhaske	Member		
		Dr. Mukesh P. Ratnaparkhi	Member		
		Mr. Vilas S. Patil	Member		

Central Store & Maintenance Committee– Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
18	Central Store & Maintenance Committee	Dr. Manohar J. Patil	Principal, Chairman	<ul style="list-style-type: none"> To prepare guidelines and general system for procurement of material Finalize AMC'S ,where consistent maintenance is required To prepare list of vendors To co-ordinate all purchases of various department To all and scrutinize quotation and contracts To arrange negotiation meetings To arrange for order inspection, acceptance /rejection of one material To report to the BOG on all matters 	<ul style="list-style-type: none"> Committee shall meet Periodically as per necessity Planning scheduling and executing the various activities of stores including purchase Maintenance of all records
		Dr. Sachin K. Jagdale	Secretary		
		Dr. Avinash R. Tekade	Member		
		Dr. Pravin J. Patil	Member		
		Dr. Rahul H. Khiste	Member		
		Dr. Mukesh P. Ratnaparkhi	Member		
		Dr. Prasad V. Kadam	Member		
		Mr. Shailendra S. Salvankar	Member		
		Mr. Dilip S. Chavan	Member		

Alumni Committee– Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
19	Alumni Committee	Dr. Manohar J. Patil	Principal	<ul style="list-style-type: none"> To organize social events To Publish newsletter To Raise funds for organization To Support new Alumni To provide forum to form a new business relationship Maintain and regularly up-date the data base of graduating students Identify special achievement of Alumni and felicitation of them. Enhance Alumni Involvement in college activity by receiving inputs. Organize frequent seminars to promote Alumni involvement in <ul style="list-style-type: none"> Placement , Carrier counselling Teaching pedagogy, Guest lecture, Project , Endorsements. To collect feedback from alumni 	<ul style="list-style-type: none"> Committee shall meet once in a year
		Dr. Mukesh P. Ratnaparkhi	Faculty		
		Dr. Sachin K. Jagadale	Faculty		
		Mr. Shailendra S. Salvankar	Faculty		
		Mr. Anand S. Tambe	Alumni		
		Mr. Dinesh G. Walunj	Alumni		
		Mr. Sameer N. Gadekar	Alumni		
		Ms. Priyanka V. Bagade	Alumni		
		Mr. Shailesh B. Thorat	Alumni		
		Mr. Sujith S. Suryawanshi	Alumni		
		Mr. Mahesh M. Saruk	Alumni		

Magazine & Newsletter Committee– Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
20	Magazine & Newsletter Committee	Editor in Chief	Dr. Manohar J. Patil, Principal	<ul style="list-style-type: none"> Invites original articles, cartoons, short stories, jokes and translations collection and reproduction from the students and staff. Scrutinizes and select suitable articles for publication. Decide magazine design, image and dominant theme. Editing and proof reading articles. To provide medium for exchange of thoughts and information. To encourage freedom of expression. Provide a platform for students to express themselves through various forms of writing research articles, comments on current topics/creative writing. 	<ul style="list-style-type: none"> Committee shall meet minimum twice in a year.
		Editors	Dr. (Mrs.) Babita A. Agarwal, Faculty		
			Dr. Pramod H. Sakpal, Faculty		
			Mr. Vishnu B. Nikam		
		Student Editors	Ms. Gauri S. Patil- Second Y. M. Pharm		
			Mr. Ashish A. Jadhav - Final Y. B. Pharm		
			Mr. Pradip U. Bhure - Third Y. B. Pharm		
			Mr. Mrunal V. Surve - S.Y. B. Pharm		
			Ms. Neha N. Borkar- F.Y. B. Pharm		
			Mr. Mahesh A. Pawar- S.Y. D. Pharm		
		English Section	Ms. Shusham B. Shinde- T.Y. B. Pharm		
			Mr. Gaurav K. Bagmar- T.Y. B. Pharm		
		Marathi Section	Mr. Niranjana A. Gade - Final Y. B. Pharm		
			Ms. Revati V. Kunjeer - T.Y. B. Pharm		
		Hindi Section	Ms. Alfiya A Momin - Final Y. B. Pharm		
			Ms. Apurva S. Ingale- T.Y. B. Pharm		
		Photography	Dr. Mukesh P. Ratnaparkhi, Faculty		
		Advertisement	Dr. Rahul H. Khiste, Faculty		
		Scientific Section	Dr. Prasad V. Kadam, Faculty		

Cocurricular Activity Committee– Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
21	Cocurricular Activity Committee	Dr. Manohar J. Patil	Principal, Chairman	<ul style="list-style-type: none"> Committee plans and coordinate the division academic year programming, calendar that connect student in classroom and out of classroom learning Out of classroom learning means, social interactions, healthy recreation, leadership, self-discipline, self-confidence. Various co-curricular activities like <ul style="list-style-type: none"> Personal development, Group discussion, Class presentations, Elocution competition, Quizzes, Preparation for GPAT, NIPER. 	<ul style="list-style-type: none"> Committee shall meet minimum once in a year.
		Dr. (Mrs.) Babita A. Agarwal	Secretary		
		Ms. Shruti M. Aher	Member		
		Ms. Rasika N. Tilekar	Member		
		Ms. Madhavi S. Bindu	Member		

Feedback Committee– Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
22	Feedback Committee	Dr. Manohar J. Patil	Principal, Chairman	<ul style="list-style-type: none">The committee designs and tested feedback module in the form of questionnaires to be filled up by all stake holdersAnalyze them and prepare feedback report for the improvement or redefining PEO's	<ul style="list-style-type: none">Committee shall meet minimum two in a year.
		Dr. Pravin J. Patil	Faculty, Secretary		
		Dr. Rahul H. Khiste	Member		
		Dr. Mukesh P. Ratnaparkhi	Member		
		Mr. Ankush H. Somuse	Member		

Computer Center and e-learning Committee– Functions and Responsibilities

Sr. No.	Administrative Body	Name of the Member	Designation	Functions and Responsibilities	Working Process & Their Regulations
23	Computer Center and e-learning Committee	Dr. Manohar J. Patil	Principal, Chairman	<ul style="list-style-type: none"> To use electronic media, educational technology and information and communication technologies in education Use of intra-net through Microsoft apps 	<ul style="list-style-type: none"> Committee shall meet minimum Twice in a year.
		Mr. Shailendra S. Salvankar	Faculty, Secretary		
		Dr. Prasad V. Kadam	Member		
		Dr. (Mrs.) Sampada D. Dalvi	Member		
		Dr. Sachin K. Jagdale	Member		
		Mr. Dilip S. Chavan	Member		
		Mr. Amol A. Pawar	Member		

Rules, Policies and Procedures

Principal

Functions, Powers and Duties

1. Provide leadership, direction and coordination within the college.
2. To develop and maintain, effective educational programme.
3. Responsible for detailed organization of college, development of instructional facilities. To assign the duties and general operation of college facilities.
4. To improve the operational effectiveness of the college.
5. To keep informed the correct practices and techniques related teaching and administration by attending meetings, conferences.
6. Overall supervision of the college.
7. Suggest appropriate changes in an ensure adherence to the approved policies, practices and procedures.
8. Facilitated the faculty in the development, implementation, modifications and selection of curriculum material.
9. Develop and support a high degree of student morale through curricular and extracurricular activities.
10. Responsible for preparation of time tables, schedules and be responsible for their functioning.
11. Part of a selection of faculty, clerical and technical supportive staff.
12. Held regular staff meetings for the purpose of discussing educational and administrative matters.
13. Responsible for proper registration and transfer of students and to maintain up to date student record.
14. Maintain the records and files and submission of reports as required.
15. Establish of proper procedure for control of Library, Equipments etc.
16. Promote the professional and academic growth of faculty through meetings, training etc.
17. Role in the selection, planning and implementation of professional development activities for the staff.
18. As a administrator responsible for the daily supervision of college, faculty, support staff etc.
19. Evaluate the effectiveness of each member accordance with the establishment plan.
20. Development and conduct of orientation programme for all teachers.
21. Establish atmosphere in which students can develop self discipline.
22. To have disciplinary authority over the college.
23. Be responsible for student activities, college building, play ground etc.
24. To familirize himself general student progress.
25. Maintain communication with parents regarding school programme, achievement, placement, student behavior.
26. Responsible for buying and budgeting.
27. Establish procedure where by access of visitors, monitor and controlled.
28. Inspect college building, play ground etc.
29. Conduct fire drills, training etc.

Faculty: (Professor / Associate Professor / Assistant Professor)

1. Teaching Learning Evaluation.
2. Research Work.
3. Assistance in Administration.
4. Extension Activities.

Librarian: To maintain the following records

1. Quotations & negotiation documents
2. Purchase orders
3. Accession register including gift/donated books, Journal periodicals register, Journal, periodical subscription details
4. Issue register
5. Book bank scheme
6. Stock verification
7. Catalogue file
8. Question bank
9. Students I card and Library card register
10. Faculty library cards
11. Notices / circulars/ Reminders to the staff and students
12. New arrival notices
13. Subject/Department wise requirement of books
14. Binding work
15. Paper cutting and clippings
16. Overdue list
17. Library usage register(Staff & Students) %
18. List of National & International journals (year wise and with value)
19. List of CD's available
20. University syllabus
21. Subjectwise /department wise display of books
22. Display of journals
23. Library rules
24. Suggestion box
25. Library stationery & its record
26. Digital library/E- resources
27. Student bulletin board
28. Journal club (Minimum one presentation per faculty per year)

Computer Lab. and Internet

1. Internet facility documents
2. Internet usage register (Staff / students)
3. Uploading of Lecture Notes / Material (PPT)
4. Maintenance of Computer Lab.
5. Maintenance of website
6. Surfing regulatory websites (DTE, RO, PCI, AICTE, University, Dteau.org and any other)

Accountant: To prepare and maintain the following records

1. Budget
2. Cash flow statement
3. Receipts and disbursement
4. Cash book. Cash vouchers and daily reports on cash collection,
5. Bank book Bank vouchers, Bank statement, pass book, Receipt vouchers, counterfoils
6. Receipt books (Tuition, Development, Other and Miscellaneous)
7. Ledger
8. Tuition fee register
9. Development fee register
10. Other fee register
11. Fees & Fines
12. Caution money deposit register
13. Admission cancellation refund

14. Caution money refund application
15. Caution money deposit refund register
16. Fee dues
17. Grants and scholarships
18. Purchase orders
19. Bill register
20. Cheque issue register
21. Appointment orders
22. Annual increments
23. Salary bill
24. Deduction against salary and other payments (TDS, PF, PT)
25. Advance control register
26. Bank accounts
27. Audit report and compliance
28. Admission Cancellation / Transfer / Refund
29. Scholarships, Freeships, EBC Disbursement Register

Storekeeper: To prepare and maintain the following records

1. Indent to Hon. Secretary
2. Requisition for quotations
3. Quotations
4. Negotiation documents
5. Purchase orders
6. Order acceptance
7. Delivery chalans
8. Invoices bills
9. Inspection report
10. Maintenance of GPR
11. Maintenance of dead stock register, semi dead stock, charts models etc.
12. Maintenance of Consumable registers (Glasswares, chemicals and others)
13. Cash purchases
14. Bill certification
15. Periodical stock statement
16. Indents Requisition from laboratories / department
17. Department wise/ Lab wise stock register
18. Stock verification report
19. Department wise list of equipments
20. Equipment status card
21. Manual pamphlets
22. Guarantee Warranty cards & installation reports
23. Equipment summary
24. Gas cylinder requirement and maintenance thereof
25. Journal issue register
26. Annual requirements from departments for equipments/machinery / apparatus Glasswares chemicals, crude drugs, lab wares (Plasticwares, wooden wares, mechanic wares rubber wares) Charts, models and permanent slides
27. Repair and maintenance record (Equipments, waterline servicing, tap repairing, gas line servicing, drainage, electricity, etc.)
28. Arrangement of exhaust fans& fire extinguishers wherever required

Sr. Clerk: To prepare and maintain the following records

Administration:

1. New proposals and projects
2. Committee visits
3. Approval/ permission/affiliation/recognition
4. AICTE, PCI, DTE, GOM, ISTE, and University
5. Shikshan Shulka Samiti
6. Information broacher
7. GR
8. Service rules
9. University circulars

10. LMC proceedings
11. Governing body proceedings
12. Circulars office orders
13. Administrative calendar
14. Monthly reports
15. Performance appraisals
16. Staff, faculty grievances
17. Litigation (Students and other)
18. Intra institutional correspondence
19. Ceremonies and events
20. Property documents
 1. Land (7/12, index II, property card, lease deed, land marking, plan in certificate, master plan of the campus
 2. Building (approved building plans i.e. working, structure, elevation, floor plan, area statement)
21. Maintenance of building
22. Security and safety
23. Statistics
24. Website update

Establishment:

1. Inward register
2. Outward register
3. Dispatch book
4. Muster
5. Movement register – Faculty - Staff
6. Duty register
7. Recruitment – Dept. Load, Man Power Requirement, Staff Norms, Roaster, Advertisement
8. Service books
9. Personal files
10. Promotions
11. Increments
12. Transfer orders
13. Circulars
14. Confidential letters
15. Office orders, memos
16. Department enquiry
17. Staff meetings (Agenda, minutes)
18. Staff development programmes (seminars, conferences)
19. General correspondence
20. Holidays and Vacations
21. Notices

Jr. Clerk: To prepare and maintain the following records

Student Section:

1. Admission forms
2. Admission/Registration register
3. Admission correspondence
4. Original document file
5. Home addresses / Local addresses
6. Students joining report
7. I Cards and their renewals
8. Approved merit list
9. Time table matter
10. Students admitted list (approved)
11. Undertaking if any
12. Applications for bonafied and other certificates, Fee Structure, Migration, TC, Absentisam, Late fee payment, Medical Leave etc.
13. Eligibility correspondence
14. Year wise roll call list

15. Attendance related matter
16. Progressive assessment record
17. Exam related matters
18. Detention/ defaulters list
19. Disciplinary action taken
20. Progress report
21. Correspondence with parents (Letters, Phone Calls)
22. Circulars from university, AICTE, PCI, DTE etc.
23. Students Welfare – Scholarships, Freeships, EBC, University of Pune Scholarships, Minority Scholarship and Concessions.
24. Students grievances
25. Name correction cases
26. Students activities (training and placement , sports, gymkhana, cultural & extra-curricular activities)
27. General correspondence
28. Leaving certificate issue registers and OC Book
29. Parent meetings etc.
30. Students Register.

Technical and Supportive Staff: To prepare and maintain the following records

Lab. Assistant:

1. Preparation for batch wise practical
2. To keep ready the required chemicals, glasswares etc. for practical
3. Preparation of reagents, solutions etc.
4. Laboratory documents and other paper work.
5. Maintenance of Laboratory Stock Register.
6. Maintenance of Breakage Register and Issue Register.
7. Periodic Laboratory Stock Verification.
8. Procurement of Lab. Material from Central Store
9. Supervision on Lab. Attendant
10. Care and Maintenance of Lab. Equipments
11. To keep readiness for practical as per Asst. Professors instructions
12. Avoid unnecessary utilization of electricity, gas, water etc.
13. At the end of the day to ensure the closure of all gas taps, water taps and switch of all electrical appliances / equipments / instruments etc. and to ensure the closure of all windows and the lab. / Dept. is locked and seal properly.
14. Any other work assigned by the Asst. Professor, HOD, Principal

Lab. Attendant:

1. To assist / attend the lab. Asst. in his work
2. Through cleaning Lab. / Dept. as per schedule
3. Care and Maintenance of Lab. Equipments.
4. To keep readiness for practical as per Lab. Asst. / Asst. Professors instructions.
5. Avoid unnecessary utilization of electricity, gas, water etc.
6. At the end of the day to ensure the closure of all gas taps, water taps and switch of all electrical appliances / equipments / instruments etc. and to ensure the closure of all windows and the lab. / Dept. is locked and seal properly.
7. Any other work assigned by the Asst. Professor, HOD, Principal

Sweepers:

1. Cleaning and Sanitation
2. Any other work assigned by authority

❖ **The procedure followed in the decision making process including channels of supervision and accountability:**

The college is approved by AICTE, PCI New Delhi, Recognized by Govt. of Maharashtra and Directorate of Technical Education (MS) Mumbai and is permanently Affiliated to Savitribai Phule Pune University. Hence the college works as per the rules regulations, ordinances, statutes, G.R., Office orders etc.

Marathwada Mitra Mandal's College of Pharmacy is a constituent unit of Marathwada Mitra Mandal, Pune and hence it works as per the office orders of Mandal.

At college level decision making authority is Principal but if the authority is delegated department wise then HOD or other concern is accountable for the same.

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

Regarding Administration, Establishment, Students Section and Accounts, the norms set by AICTE, PCI, New Delhi, Govt. of Maharashtra, DTE and University are followed.

Reference Documents:

1. All India Council for Technical Education latest approval process handbook.
2. AICTE's Office Circulars, ordinances, notices, rules and regulations.
3. Pharmacy Council of India's Office Circulars, ordinances, notices, rules and regulations.
4. Maharashtra University Act 1994.
5. Statutes of University of Pune.
6. Ordinances of University of Pune.
7. Hon. Vice-Chancellor orders.
8. GR – Govt. of Maharashtra
9. Rules, Regulations, Circulars, Ordinances of Directorate of Technical Education, Mumbai (MS).

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

1. All India Council for Technical Education latest approval process handbook.
2. AICTE's Office Circulars, ordinances, notices, rules and regulations.
3. Pharmacy Council of India's Office Circulars, ordinances, notices, rules and regulations.
4. Maharashtra University Act 1994.
5. Statutes of University of Pune.
6. Ordinance of University of Pune.
7. Hon. Vice-Chancellor orders.
8. GR – Govt. of Maharashtra
9. Rules, Regulations, Circulars, Ordinances of Directorate of Technical Education, Mumbai (MS).

❖ **Statement of the categories of documents that are held by it or under its control:**

Library:

1. Quotations & negotiation documents
2. Purchase orders
3. Accession register including gift/donated books, Journal periodicals register, Journal, periodical subscription details
4. Issue register
5. Book bank scheme
6. Stock verification
7. Catalogue file
8. Question bank
9. Students I card and Library card register
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17. Library usage register(Staff & Students) %

18. List of National & International journals (year wise and with value)
 19. List of CD's available
 20. University syllabus
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 22. Display of journals
 23. Library rules
 24. Suggestion box
 25. Library stationery & its record
 26. Digital library/E- resources
 27. Student bulletin board
 28. Journal club (Minimum one presentation per faculty per year)
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1. Internet facility documents
2. Internet usage register (Staff / students)
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14. Caution money refund application
15. Caution money deposit refund register
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9. Personal files

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11. Increments
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19. Disciplinary action taken
20. Progress report
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24. Students grievances
25. Name correction cases
26. Students activities (training and placement , sports, gymkhana, cultural & extra-curricular activities)
27. General correspondence
28. Leaving certificate issue registers and OC Book
29. Parent meetings etc.
30. Students Register.

- ❖ **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:**

Institutional Grievance Redressal Mechanism is operated online through college website.

❖ A Directory of its Officers and Employees:

	MMCOP	8446060841
Sr. No.	Particulars	Intercom No.
Ground Floor		
1	Security Cabin	401
2	Industrial Pharmacy Lab /Machine Room	402
3	Pharmaceutics Lab-I	403
4	Pharmaceutics Lab-II	404
5	Animal House	405
First Floor		
1	Conference Room / Board Room	101
2	Admin Office /All Inclusive Office, Record Room	102
3	Admin Office /All Inclusive Office, Record Room	103
4	Admin Office /All Inclusive Office, Record Room	104
5	Admin Office /All Inclusive Office, Record Room	105
6	Museum	106
7	Pharmacognosy Lab-I	107
8	Sports Room / Sports Club	108
9	Faculty Room – I	109
10	Office Academics/Exam Control Room – I	110
11	Faculty Room-IA	111
12	P'cology & P'cognosy Lab	112
13	P'ceutics and HPCP Lab	113
14	NSS office/Alumni Office	114
15	Pharmacology Lab-I	115
16	Central Store	116
17	Office Academics / Exam Control Room – II	117
18	Principal Cabin	118 & 119
Second Floor		
1	Faculty Room – II	201
2	Training and Placement Cell	202
3	Seminar Hall /Auditorium	203
4	Pharmaceutical Analysis Lab	204
5	Pharmaceutical Chemistry	205
6	Faculty Room – III	206
Third Floor		
1	Central Instrumentation Lab	301
2	Research Lab-I & II	302
3	Central Library Facility-Circulation Desk	303
4	Central Library Facility	304
5	Central Computer Facility	305

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

Sr. No	Full Name	Designation	Salary Details
			Pay Scale
1	Dr. Manohar J. Patil	Principal	37400-67000 AGP 12000
2	Dr. Avinash R. Tekade	Professor	37400-67000 AGP 10000
3	Mr. Chandrashekhar L. Bhingare	Professor	41200 - Consolidated
4	Dr. Pravin J. Patil	Associate Professor	15600-39100 AGP 8000
5	Dr. Rahul H. Khiste	Associate Professor	15600-39100 AGP 8000
6	Dr. Mukesh P. Ratnaparkhi	Associate Professor,	15600-39100 AGP 8000
7	Dr. Prasad V. Kadam	Associate Professor,	15600-39100 AGP 8000
8	Dr. (Mrs.) Babita A. Agarwal	Associate. Professor	15600-39100 AGP 8000
9	Dr. Pramod H. Sakpal	Asst. Professor	15600-39100 AGP 6000
10	Dr. (Mrs.) Sampada D. Dalvi	Asst. Professor	15600-39100 AGP 6000
11	Dr. Sachin K. Jagdale	Asst. Professor	15600-39100 AGP 6000
12	Dr. (Mrs.) Kavita N. Yadav	Asst. Professor	15600-39100 AGP 6000
13	Mr. Shailendra S. Salvankar	Asst. Professor	15600-39100 AGP 6000
14	Dr. (Mrs.) Shilpi A. Konduskar	Asst. Professor	32000 -Consolidated
15	Dr. (Mrs.) Smitha R. Gandra	Asst. Professor	15600-39100 AGP 8000
16	Mrs. Surekha A. Shinde	Asst. Professor	32170 - Consolidated
17	Mr. Abhijit S. Karanje	Asst. Professor	32170 - Consolidated
18	Mr. Ganesh S. Mhaske	Asst. Professor	39510 - Consolidated
19	Ms. Prabha N. Bhong	Asst. Professor	26520 - Consolidated
20	Ms. Madhavi S. Bindu	Asst. Professor	23050 - Consolidated
21	Ms. Shruti M. Aher	Asst. Professor	23050 - Consolidated
22	MS. Gayatri K. Jawale	Asst. Professor	22000 - Consolidated
23	MS. Rasika N. Tilekar	Asst. Professor	22000 - Consolidated
24	Mr. Vilas S. Patil	Lecturer	32170 - Consolidated
25	Ms. Pratima H Pokale	Lecturer	22000 - Consolidated
26	Ms. Rutuja S. Andhale	Lecturer	22000 - Consolidated
27	Ms. Amruta D. Sonawane	Lecturer	22000 - Consolidated

Non- Teaching Staff Details

1	Mr. Ankush H. Somuse	Office Superintendent	9300-34800
2	Mr. Amol V. Pawar	Accountant	5000-8000
3	Mr. Dilip S. Chavan	Storekeeper	5000-8000
4	Mr. Ganesh A. Waghmode	Sr. Clerk	23000 - Consolidated
5	Mr. Vishnu B. Nikam	Asst. Librarian	3200-4900
6	Mrs. Sangita G. Jadhav	Library Asst.	3050-4590
7	Mr. Mahavir R. Gaikwad	Lab Asst.	3200-4900
8	Mr. Jitendra K. Patil	Lab Asst.	3200-4900
9	Mr. Amol A. Pawar	Comp Lab. Asst.	3200-4900
10	Mrs. Vidya D Jagtap	Lab Asst.	3200-4900
11	Mrs. Jyoti T. Bhosale	Lab Asst.	10500 - Consolidated
12	Mr. Ashish G. Gaikwad	Lab. Asst	14000 - Consolidated
13	Mr. Vilas R. Sitap	Peon	2610-4000
14	Mr. Satish V. Jadhav	Lab Attendant	2550-3220
15	Mr. Dilip S. Garade	Lab Attendant	2550-3220

- ❖ The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Budget for the Year 2021-2022

Sr. No.	Receipts	Budget 2021-2022
A	Budgeted Receipts	
I	Recurring Receipts	
a	Grants	4493600
b	Fees Receipts	44070403
c	Bank Interest	50000
d	Other Receipts	176000
II	Recurring Receipts	
a	Deposits	340000
B	Budgeted Payments	
I	Recurring Expenses	
a	Salary Payments	24470216
b	Administrative / Office Expenses	6061500
c	Repair, Maintenance, Operating Expenses	3815000
d	Expenses in Respect of Students	1280500
II	Non-Recurring Expenses	
a	Purchases	4580000
b	Deposits Refund	340000

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

Sr. No.	Item	Expenses 2019-20
1	Library	136740
2	Laboratory equipment's	555907
3	Laboratory Consumables	429123
4	Teaching & Non –Teaching staff salary	21156699
5	R & D	
6	Travelling	52913
7	Other Expenses / Academic Expenses	
	Affiliation Fees	416027
	I Card Expenses	7021
	IEDSSA Pro-rata	2600
	IPA Expenses	4500
	DSC/FTIR Sample Analysis Remuneration	11877
	Eligibility Remuneration	9000
	Medical Expenses	7320
	Newspaper and Periodicals	15443
	NPW Expenses	5542
	Online Test & Tutorial expenses	187856
	Prorate SPPU, Pune	52168
	SPPU, Pune Grant Expenses	25785
	SPPU Pune Seminar Grant Expenses	90992
	SPPU Pune NSS Grant Expenses	13996
	SPPU Pune, Exam Grant Expenses	645879
	Training & Placement Expenses	27596
	Administrative Expenses	
	Advertisement Expenses	55119
	Bank Charges	12181
	Cleaning & Sanitization Expenses	37632
	Internet Expenses	283200
	Electricity Expenses	1024650
	Institutional Project grant Remuneration	4050
	Land & Building PCMC Tax	983813
	Housekeeping Expenses	1297663
	Medicinal Plant & Garden Expenses	131950
	Meeting and Committee Expenses	76310
	Membership Fees	1000

	NSS & SWO Remuneration	8400
	Office Expenses	2130
	Postage & Telegram Expenses	6765
	Printing & Stationery Expenses	332767
	Professional Charges	56669
	Property Insurance Expenses	229418
	Seminar & Workshop Expenses	410
	Security Charges	665411
	Swatch Baharat Adhyayan Expenses	3750
	Tea & Refreshment Expenses	96011
	Telephone Expenses	4096
	Traveling Expenses	52913
	Water Expenses	69301
	Website Expenses	9676
	Repairs & Maintenance –Computer	174246
	Repairs Maintenance –Electrical	668914
	Repairs Maintenance – Equipment Lab	355086
	Total	30498515

❖ **Particulars of recipients of concessions, permits or authorizations granted by it: 2020-21**

Sr. No.	Scheme	Eligibility	No. of Students	Proposal Amount in Rs.
1	EBC, Govt. of Maharashtra (Those students admitted through CAP)	Income below Rs.800000/-	99	4217787/-
2	SWD Scholarship, Govt. of Maharashtra (Those students admitted through CAP)	Income below Rs.100000/- for OBC, VJNT, SBC candidates Income below Rs.250000/- for SC, ST candidates	126	8675857/-
3	SWD Freeship, Govt. of Maharashtra (Those students admitted through CAP)	Income in range of Rs.100000/- to 800000/- for OBC, VJNT, SBC candidates Rs.250000/- above income for SC, ST candidates	34	2325766/-
4	Minority, Govt. of Maharashtra	Income below Rs.800000/- for Minority candidates (Muslim, Sikh, Buddhist, Christian, Parsi and Jain)	06	150000/-
5	Dr. Punjabrao Deshmukh Hostel maintenance Allowance (Those students admitted through CAP)	Income below Rs.800000/-	27	240000/-

❖ **Particulars Details in respect of the information available to or held by it reduced in an electronic form:** Yes, available on college website <https://mmcop.edu.in>

❖ **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 timing is 9.30 a.m. to 6.00 p.m. The college remains closed on Sunday and on Government / University holidays.

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

Right to Information ACT 2005

1. Appellant Officer
Dr. Manohar J. Patil
Principal
M. M. College of Pharmacy, Thergaon, Pune – 411033
Phone No. – 020 – 64100841
2. Information Officer
Dr. Prasad V. Kadam
Associate Professor
M. M. College of Pharmacy, Thergaon, Pune – 411033
Phone No. – 020 – 64100841
3. Asst. Information Officer
Mr. Ankush H. Somuse
Office Superintendent
M. M. College of Pharmacy, Thergaon, Pune – 411033
Phone No. – 020 – 64100841

❖ **Such other information as may be prescribed and thereafter update these publications every year:**

Such other information about the college is available on college website <https://mmcop.edu.in>

