

Shri Balasaheb Mane Shikshan Prasarak Mandal, Ambap's  
**ASHOKRAO MANE COLLEGE OF  
PHARMACY, PETH-VADGAON**  
**Tal-Hatkanangale Dist- Kolhapur**

**Establishment Date: 06<sup>th</sup> June 2006**

**Approved by PCI, New Delhi and Recognized by DTE Mumbai,  
Govt. of Maharashtra, Affiliated to Shivaji University, Kolhapur**

**Statutory Declaration under Section4  
(1) (b) of the RTI Act, 2005**



**Tal-Hatkanangale, Dist- Kolhapur, State-Maharashtra, India**

**Pin- 416112**

**Office: 0230-2471360, Landline: 0230-2471361 / Fax: 0230-2471360**

**Email-Id: copbpharm@gmail.com**

**Website: [www.amcoph.org](http://www.amcoph.org)**

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**CHAPTER 1**

**1. The particulars of the Trust**

**General information of Trust**

Shri. Balasaheb Mane Shikshan Prasarak Mandal was established in 1980 by Late Shri. Ashokrao Mane, Founder President and has been known for its quality education for more than three decades. With 29 Institutions awarding education in the fields of Pharmacy, Engineering, MBA, Polytechnic, Medical as well as Primary School, High schools & Junior Colleges. We are one of the most diversified institutions in Western Maharashtra. Hon. President Shri. Vijaysinh Ashokrao Mane and Hon. Executive President Shri. Vikasrao Ashokrao Mane and members of the Board of Management are making significant contributions in opening up new doors and chartering new paths for the development of non-technical and technical education and making all efforts to build an academic atmosphere in the institution and provide quality education to people.

**Name of the Trust:** Shri Balasaheb Mane Shikshan Prasarak Mandal, Ambap's

**Registered Address:**

Vathar Turf Vadgaon, Tal-Hatkanangale, Dist-Kolhapur,

**State:** Maharashtra, India Pin Code-416112

**Office:** 0230-2407780

**Email ID:** bmspmcampus@gmail.com

**Website:** [www.bmspm.in](http://www.bmspm.in)



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### **CHAPTER 2**

#### **The particulars of the Organization**

##### **Background**

Ashokrao Mane College of Pharmacy (AMCP), Peth-Vadgaon was established on 2006 by Hon. Shri. Vijaysinh Ashokrao Mane. It was the vision of founder president Late Shri. Ashokrao Mane to empower the nation with knowledgeable pharmacists for healthy India. AMCP is making significant contributions in opening up new doors and chartering new paths for the development of non-technical and technical education and making all efforts to build an academic atmosphere in the institution and provide quality education to people. AMCP has been putting enormous efforts to inculcate professional and ethical skills into the students. Faculties of AMCP believe in inculcating social, moral, ethical and spiritual values in the students along with pharmacy education.

2.1.1	Approved and Affiliated to:	Approved by Pharmacy Council of India (PCI) and affiliated to Shivaji University, Kolhapur (SUK)
2.1.2	President	Hon. Shri. Vijaysinh Ashokrao Mane
2.1.3	Principal	Dr. Sachinkumar Vasantrao Patil

##### **Name of the College:**

**Ashokrao Mane College of Pharmacy, Peth-Vadgaon**

##### **Address of the College / Institute:**

Post-Peth-Vadgaon, Tal-Hatkanangale, Dist-Kolhapur,

**State:** Maharashtra, India Pin Code-416112

##### **Contact Details of the College/Institute:**

**Office:** 0230-2471360, **Landline:** 0230-2471361 **Fax:** 0230-2471360,

**Email ID:** copbpharm@gmail.com

**Website:** www.amcoph.org



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**Pharmacy Council of India (PCI) Institute ID: PCI-143**

**College ID Number by Directorate of Technical Education, Maharashtra: 6355**

**Shivaji University, Kolhapur College ID number: CPPV-336**

**Vision of the College / Institute:**

Empowerment of the nation with knowledgeable pharmacists for healthy India.

**Mission of the College / Institute:**

- ☐ To provide Pharmaceutical Education par excellence.
- ☐ To promote community, institutional and industrial pharmacy.
- ☐ To foster and disseminate productive research in new and emerging area.
- ☐ To generate human resource in the profession of pharmacy

**Aims and objectives of the Institution:**

- ☐ To provide basic knowledge of Pharmaceutical Sciences.
- ☐ To develop a competent pharmacist along with good leadership qualities, ethical attitude and engaged in life-long learning.
- ☐ To exploit communication skills which will help during proper counseling in health care system.
- ☐ To inculcate research perspective by organizing and attending various seminars, workshops and conferences.

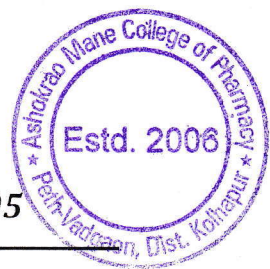
**Working hours of the office:**

**Monday to Saturday:**

For office	:	9:30 AM to 5:30 PM
Lunch	:	12:30 PM to 1:00 PM
Visiting hours for Public	:	10:00 AM to 5:00 PM (on working day)

College remains close on Sundays, Second/Fourth Saturdays and Holidays declared by

**Ashokrao Mane College of Pharmacy, Peth-Vadgaon**



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Shivaji University, Kolhapur.

**Duties of the College:**

To conduct and organize various academic programmes and activities approved by Shivaji University, Kolhapur and Pharmacy Council of India, New Delhi.

**Functions/Services provided by the college:**

The college offers Bachelor of Pharmacy (B. Pharm) course as well as Master of Pharmacy (M. Pharm) in Department of Pharmaceutics and Pharmaceutical Quality Assurance as per the guidelines of Shivaji University, Kolhapur and Pharmacy Council of India, New Delhi. Also, college is having approved PhD Lab recognition from Shivaji University, Kolhapur.



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**Chapter 3**

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

**Duties & Responsibilities of the Principal:**

- ☐ Principal being a head of institute is responsible for all academic, financial and administrative activities of the institute.
- ☐ Review academic programs, collaborative programs and human resources management of the institute.
- ☐ Shall implement and monitor the admission process.
- ☐ Develop and implement strategic plan for short term and long-term development of the institute and sustainable quality improvement.
- ☐ Plan and facilitate guidance, counseling and other student's services at institute level.
- ☐ Budgetary optimization of income and expenditure.
- ☐ Organize faculty and supporting staff development programs.
- ☐ Promote interaction with all stake-holders, facilitate students' placements and students' development programs.
- ☐ Facilitate industry institute interactions.
- ☐ Promoting team work and spirit

**Duties & Responsibilities of a Head of Department:**

**Head of the Department should:**

- ☐ Monitor the departmental responsibilities.
- ☐ Planning of faculty & supporting staff requirement of the department, equipment's, books & journals required for curriculum.
- ☐ Conduct regular meetings for proper functioning of the department and report periodically to principal.
- ☐ Suggest requirements for guest lecture/extension lectures required under subjects of department to the principal.

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- ☐ Organize and coordinate seminars, workshops and conferences etc. under the department.
- ☐ Responsible for innovative programmes including departmental collaboration with other institutions, universities and different industries.
- ☐ Encourage departmental faculties to submit research proposals to different funding agencies.
- ☐ Follow the instructions given by the principal in betterment of the department.

**Duties and Responsibilities of Teaching Faculties:**

Teachers should:

- ☐ Perform their duties in the form of teaching with dedication.
- ☐ Seek to make professional growth continuous through study and research.
- ☐ Express opinion for better of institute by active participation at professional meetings.
- ☐ Maintain active membership of professional organizations/bodies and strive to improve education and profession.
- ☐ Participate in different extension, co-curricular and extra-curricular activities including community service.

**TEACHERS AND COLLEAGUES:**

Teachers should:

- ☐ Treat other members of the profession in the same manner as they themselves wish to be treated.
- ☐ Speak respectfully of other teachers and render assistance for professional betterment.
- ☐ Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.



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### **Duties and responsibilities of students:**

All the students of the institute shall strictly adhere to the following instructions,

- ☐ It is mandatory to wear I card in the campus.
- ☐ Everyone should wear the college uniform on Monday.
- ☐ Everyone should use apron, mask and hand gloves during practical.
- ☐ Each student should attend theory classes and practical's as per the scheduled Time Table.
- ☐ Attendance for theory classes and practical's is mandatory as per the guidelines given in the syllabus.
- ☐ Should participate in the technical activities such as seminar and project presentation/ paper presentation and arranging.
- ☐ Utilize library hours to improve knowledge.
- ☐ Maintain discipline in the library.
- ☐ Students are strictly instructed to avoid misbehavior and maintain discipline while traveling on the bus.
- ☐ Use dustbins to keep the campus neat and clean.
- ☐ Harassment of juniors, ill treatment to fellow students or any such form of ragging is objectionable and liable to be treated as a criminal offence as per law.

### **Duties and Responsibilities of Non-Teaching Technical Staff:**

- ☐ The responsibility of the lab Assistant is to identify the requirement of lab consumable and maintain the record preferably before the beginning of the semester and give the same in writing to principal.
- ☐ Ensure the availability & proper maintenance of "first aid facilities and firefighting equipment"
- ☐ Ensure that the machine is in proper working condition prior of its use by the students.
- ☐ Any breakdown of laboratory machines/equipment must be reported



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immediately to the concern subject Incharge.

- ☐ Notify to Principal, Academic Co-ordinator and concern HOD if they are on leave.
- ☐ Adjust laboratory work to a technician, if they are on leave.

#### **Duties & Responsibilities of Librarian:**

- ☐ Maintenance and subject or section wise segregation of books/journals/ other reading materials available in library.
- ☐ Responsible for procurement of recommended books, daily newspapers, journals, magazines etc.
- ☐ Display of all technical articles, literature & new arrivals.
- ☐ Issuing of books/journals to the students and faculty members and timely renewal of the same.
- ☐ Well documented Library Processes and Maintenance.
- ☐ Maintenance of the Digital Library.

#### **Training and Placement Officer:**

- ☐ Arrange campus interviews.
- ☐ Conduct employability, entrepreneurship and soft skill programs.
- ☐ Organize awareness camps and programs for personality development for students.
- ☐ Promote industry institute interaction for internships of students and placement.
- ☐ Maintain student information database.
- ☐ Maintain student placement record.

#### **Sports In-charge:**

- ☐ Organize intra and inter college sports events for the students and motivate them to participate in those events.
- ☐ Procure and issue required sports material and equipment's to the students.
- ☐ To promote good health, giving students an opportunity to participate in different

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sport events.

**Governing Body:**

- ☐ To understand and implement effective teaching learning process in the institute.
- ☐ To appoint the Principal/Director, the teaching and non-teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.
- ☐ Regulate and enforce discipline among members of teaching and non-teaching staff in accordance with the rules/ procedure laid down as per trust.
- ☐ To promote research activities in the institute.
- ☐ Approval of the Institute Budget.
- ☐ To look after the overall development of the institute.
- ☐ Mobilize external resources to strengthen the institute.
- ☐ Inculcate confidence and devotion in every member of the institute.
- ☐ GC shall constitute various committees and cells for smooth functioning and development of the Institution.
- ☐ GC shall frame a strategy for the overall development of the staff such as Quality Improvement Programmes, deputation of the staff for workshops and seminars, motivating the staff by the way of awards, incentives, take disciplinary actions on the employees etc.

**College Development Committee (CDC):**

- ☐ Preparation of financial statements and budgetary requirements.
- ☐ Make the necessary recommendations to the management for the human resources recruitment.
- ☐ To regulate the quality improvement strategies in teaching and learning.
- ☐ Submitting the proposals to management for new initiatives of development.
- ☐ To prepare the compliance report of the Local Inspection Committee of the affiliating university.

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- ☐ To take care of staff welfare measures and to address staff grievances.

**Internal Quality Assurance Cell (IQAC):**

- ☐ Development and application of quality benchmarks/parameters for the various academic and administrative activities of the colleges;
- ☐ Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- ☐ Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
- ☐ Organization of inter and intra institutional workshops, seminars on quality related themes and their promotion.
- ☐ Documentation of the various programmes/activities of the college, leading to quality improvement.

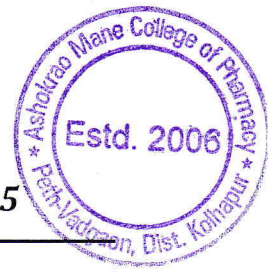
**Alumni Association Committee:**

- ☐ Constitution of committee
- ☐ Arrangement of meetings and maintaining minutes of meetings.
- ☐ Maintaining and timely updating alumni database.
- ☐ Conduct Alumni Meet

**Anti-ragging Committee:**

- ☐ Ensure compliance with the Maharashtra prohibition of Ragging Act 1999 and Prohibition and Eradication of Ragging Act, 2016.
- ☐ Enforcement of act and its amendments as published from time to time.
- ☐ To prevent the events related to ragging in campus/ off campus / hostel / any other place in the premises.
- ☐ Implement fair and transparent procedure while handling any obligation. Give decision after giving adequate opportunity to the student/s accused of ragging and





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considering such other relevant information as may be required.

#### **Grievances Redressal committee:**

- ☐ To formulate the policy to investigate and review complaints or grievances of students and faculties.
- ☐ To create awareness amongst students and faculties to report grievances.
- ☐ To investigate the cause of grievances and resolve them amicably.

#### **Committees for reserved category and minority:**

- ☐ To investigate and monitor all matters relating to the safeguards provided for the said categories under this constitution or under any other law for the time being in force or under any order of the Government
- ☐ To inquire into specific complaints with respect to the deprivation of rights and safeguards of the said category.
- ☐ To participate and advise on the planning process of socio- economic development of the said category and to evaluate the progress of their development
- ☐ To declare the schemes provided by Government
- ☐ To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the institute and render them necessary help in solving their academic as well as administrative problems.



#### **Chapter 4**

##### **PROCEDURE FOLLOWED TO TAKE A DECISION ON VARIOUS MATTERS**

Academic activities in the institute are allotted under 04 major departments viz. Pharmaceutics, Pharmaceutical chemistry, Pharmacognosy and Pharmacology. Each department is led by Head of the Department (HOD) who involved in the proper execution of the department. Also, for the smooth conduct of different curricular and co-curricular activities in the organization, various internal committees are formed.

The overall functioning of the college is under the control of the Principal. Decisions of management are communicated to the teaching and non-teaching staff members through the principals.

#### **Chapter 5**

##### **NORMS SET FOR DISCHARGE OF FUNCTIONS**

Norms and standards for various academic activities are set by the Principal as per directives/norms/circulars/ statute issued by Shivaji University, Kolhapur /Govt. of Maharashtra. For teaching as well as non-teaching staff society norms are well defined in the appointment order. Policy decisions from management are communicated by different circulars and internal notices from time to time.

#### **Chapter 6**

##### **RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS**

- ☐ B. Pharm and M. Pharm Course Regulations prescribed by Pharmacy Council of India, New Delhi
- ☐ Faculty Norms Prescribed by Shivaji University, Kolhapur and Maharashtra Public Universities Act 2016.
- ☐ Syllabus and Course structures framed by Pharmacy Council of India, New Delhi and Shivaji University, Kolhapur.
- ☐ College Development Committee and Governing Body Meetings of the institute

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**Chapter 7**

**OFFICIAL DOCUMENTS AND THEIR AVAILABILITY**

- ☐ Direction, notification, circulars published by Shivaji University, Kolhapur/Govt. of Maharashtra from time to time. (Available on Shivaji University, Kolhapur and Govt. of Maharashtra website).
- ☐ Syllabus of various courses available on university ([www.unishivaji.ac.in](http://www.unishivaji.ac.in)) and college Website ([www.amcoph.org](http://www.amcoph.org))
- ☐ Official documents are available in college office.
- ☐ Administrative work-related files, annual reports of different committees, budget, minutes of the meetings, seminar/workshop attended/organized, research grants.
- ☐ Registers related to salary, muster, stock registers of consumables, semi-consumables, furniture and fixtures, equipment's and instruments, examinations stationary issue/return, outward/inward, student register
- ☐ Assessed answer books, laboratory records, staff and student achievements record.

**Chapter 8**

**MODE OF PUBLIC PARTICIPATION**

Every year, the college organizes various activities such as annual social gathering, alumni meet, parent meet, prize distribution ceremony, degree distribution ceremony, extension activities and various other events where the public is actively involved.



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### Chapter 9

#### LIST OF VARIOUS COMMITTEES

Institute constitutes internal committees consisting of chairperson and members as per the norms of statutory regulating authorities for the purpose of execution of duties and to manage the academic and administrative affairs.

Sr. No.	Name of Committee Constituted
1.	Governing Body
2.	College Development Committee (CDC)
3.	Internal Quality Assurance Cell (IQAC)
4.	Standing Committee
5.	Training And Placement Committee
6.	Antiragging Committee and Squad
7.	Alumni Committee
8.	NSS Committee
9.	Cultural Committee
10.	Sports Committee
11.	Purchase Committee
12.	UG Programme Committee
13.	PG Programme Committee
14.	Student Council
15.	Research Committee
16.	Grievance Redressal Committee
17.	Guidance And Counseling Cell
18.	Academic Quality Assurance Cell (AQAC)
19.	Examination Committee
20.	Library Committee
21.	Internal Complaints Committee (ICC)

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**Chapter 10**

**DIRECTORY OF EMPLOYEES**

A Directory of its officers and Employees

Sr. No.	Name of Staff	Designation	Phone No.	Email id
01	Dr. Sachinkumar Vasantrao Patil	Principal	8956411555	sachinpatil.krd@gmail.com copbpharm@gmail.com
02	Dr. Sandip Akaram Bandgar	Academic Co-ordinator	8600009719	sandipbandgar@amcoph.org amcpacademics@gmail.com
03	Mr. Vipul Malgonda Patil	IQAC Head	9762314337	vipulpatil1230@gmail.com
04	Mrs. Poonam Nilesh Chougule	Innovation & Incubation Centre Head	8007076884	pnchougule1008@gmail.com
05	Mr. Vikas Rajkumar Dhole	Examination Incharge	8668565599	vikasdhole48@yahoo.com
06	Mr. Avdhut Pradip Jadhav	NSS Co-ordinator	7507627676	jadhavavdhutp@gmail.com
07	Ms. Sarika Sampatrao Suryawanshi	Alumni Co- ordinator	8600503621	sarikasuryawanshi333@ gmail.com
08	Mr. Rajanikant Balasaheb Ghotane	Sports Incharge	9096631656	rajanikantghotane@gmail.com
09	Dr. Shubhangi Bhaskarrao Sutar	ICC Committee Incharge Research Co-ordinator	7276114156	shubhangi.sutar28@ gmail.com
10	Dr. Pravin Subhash Patil	Training & Placement Officer	9766701040	psppharm@gmail.com
11	Mrs. Smita V Nhawkar	Cultural Incharge	8830125993	snsmitak245@gmail.com



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12	Mr. Pramod Baburao Patil	Antiragging Committee Incharge Student Council Head	9595958969	pramodbpatil24@gmail.com
13	Dr. Babaso Vitthal Udugade	Guidance and Counselling Cell Co-ordinator	9665643354	babasoudugade@amcoph.org
14	Mr. Prashant S Kumbhar	Lead College Co-ordinator	9561489593	prashantk.cology@gmail.com
15	Ms. Naziya R Patel	Grievances Redressal committee	7972882952	jiyapatel21786@gmail.com
16	Mrs. Archana P Patil	Library Committee Incharge	8999848445	archanapatillibrary@gmail.com

**Chapter 11**

**PAY SCALES**

The pay scales of all Teaching and non-teaching staff are as per the norms prescribed by Pharmacy Council of India New Delhi, Government of Maharashtra and Shivaji University, Kolhapur.

**Chapter 12**

**BUDGET ALLOCATED TO EACH AGENCY**

As per the requirement of all departments while receiving their applications, the Budget is generated annually based on the total annual income. It is presented in front of the College Development Committee (CDC) and Governing Body (GB) meeting for approval and is audited regularly after end of financial year.



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### **Chapter 13**

#### **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME**

The students of reserved categories like SC, ST, VJ/NT, OBC, SBC, EBC, EWS avail scholarship facilities as per the rules of State Government. The Government of Maharashtra also provides minority scholarship to minority students.

### **Chapter 14**

#### **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED**

Shri Balasaheb Mane Shikshan Prasarak Mandal, Ambap offers some financial support to the needy students.

### **Chapter 15**

#### **INFORMATION AVAILABLE IN ELECTRONIC FORM**

All the details about programs, courses offered, admission notifications, Teaching and Non-Teaching Staff details, Research & Publications, achievements, announcements etc. are made available on the website ([www.amcoph.org](http://www.amcoph.org)) and updated monthly.

### **Chapter 16**

#### **MEANS, METHODS AND FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

The citizens can obtain information either from the website [www.amcoph.org](http://www.amcoph.org) in or can visit institute office within working hours on working day.

### **Chapter 17**

#### **APPELLATE AUTHORITY**

##### **Public Information Officer:**

Mr. Prashant Bhimrao Patil

Accountant

Contact No. – 8888863206

Email id: [prashantamcp@gmail.com](mailto:prashantamcp@gmail.com)

##### **Appellate Authority:**

Dr. Sachinkumar Vasantrao Patil

Principal

Contact No. – 8956411555

Email id: [copbpharm@gmail.com](mailto:copbpharm@gmail.com)



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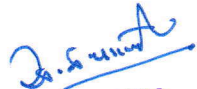
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**Chapter 18**

**OTHER USEFUL INFORMATION**

The person seeking information under RTI Act may apply as per RTI Rules.

**Link-** <https://rti.gov.in/>

  
**PRINCIPAL**  
Ashokrao Mane College of Pharmacy  
Peth-Vadgaon, Dist. Kolhapur.