



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
COLLEGE OF PHARMACY (B.Pharm.)

Approved by PCI, AICTE, Govt. of Maharashtra & DTE
Affiliated to Savitribai Phule Pune University, Pune

DTE Code:- 6382 University Code:- CPHPO13150



Certified by ISO 9001-2015,
ISO : 14001-2015

Recognised as Green Educational
Campus

Hon. Shri. Vilasrao V. Lande
President

Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

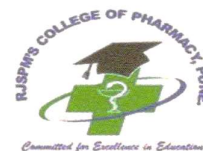
6.2.1

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic / perspective / development plan etc



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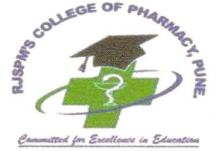


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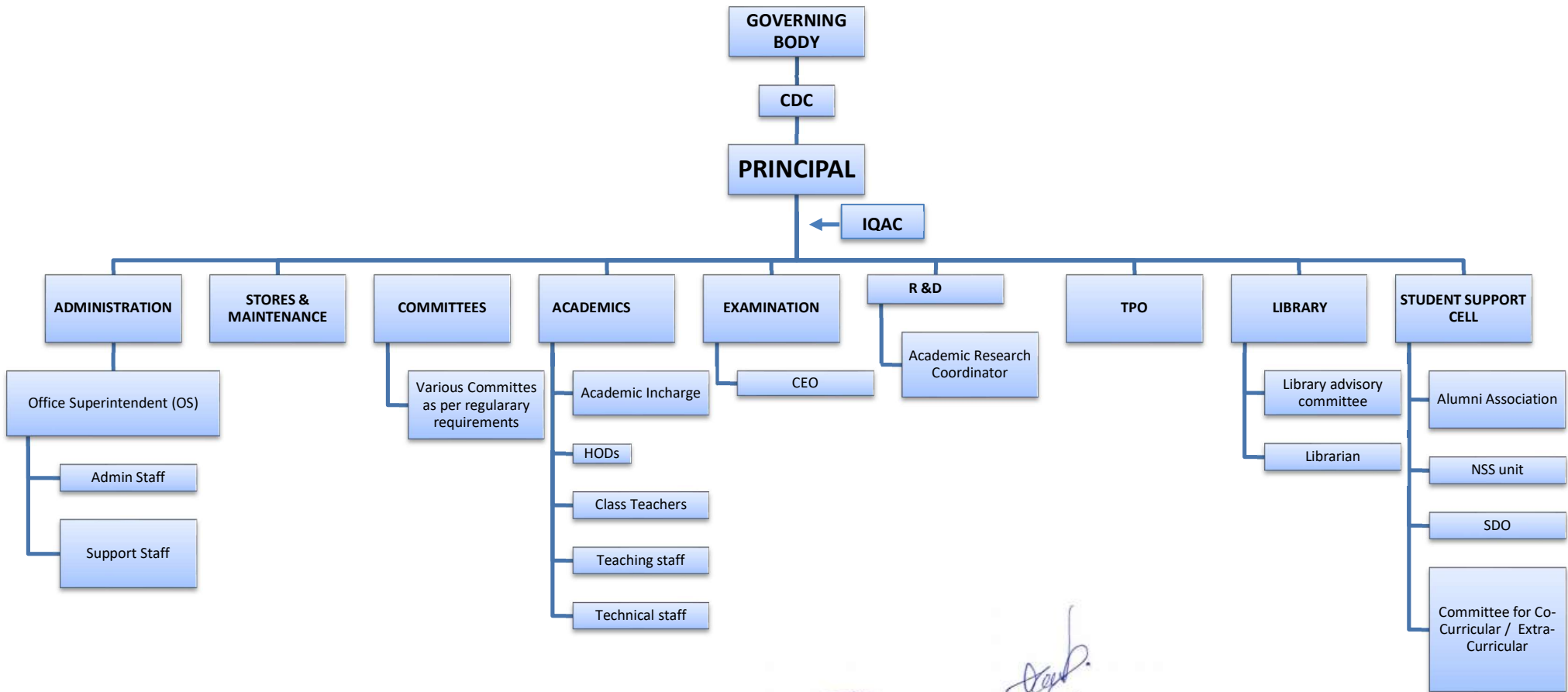
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Treasurer

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Principal

1. Organogram

Organizational Structure

RJSPM's College of Pharmacy, Pune



[Signature]
PRINCIPAL
Rajmata Jijau Ghikshan Prasarak Mandal's
COLLEGE OF PHARMACY
Dudulgaon, Pune-412 105.



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2. Governance Document

RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
COLLEGE OF PHARMACY, PUNE
(Affiliated to Savitribai Phule Pune University)

Rajmata Jijau Shikshan Prasarak Mandal, (RJSPM) Pune

Rajmata Jijau Shikshan Prasarak Mandal (RJSPM), an educational society, has been established in 2000 in the industrial area of Pune, with a single minded goal to impart value-based, student-centric education to the aspirants coming from urban and rural part of Maharashtra. RJSPM was founded by the great visionary leader Hon. Shree Vilas Vithoba Lande in 2001 with the motto- "Asadhya te sadhya karita sayas" meaning, "impossible will be possible, if you do hard work". Trust has knitted together a network of educational activities within a short span encompassing pre-primary to professional education. Professional courses are being run in the disciplines of Pharmacy, Management, Nursing, Computer Science, etc. along with International School and Junior & Senior Colleges in the Arts, Science and Commerce streams, as well as post-graduation in Mass Communication & Journalism. The society also has a study centre of the Yashwantrao Chavan Maharashtra Open University, Nashik which conducts various ODL programs.

Rajmata Jijau Shikshan Prasarak Mandal's College of Pharmacy, (RJSPMCOP) Pune

Rajmata Jijau Shikshan Prasarak Mandal College of Pharmacy (**RJSPMCOP**), Pune was established in the year 2007 with Degree course (B.Pharm.). College is approved by the Statutory Regulatory Authorities; AICTE, PCI & the State Govt. of Maharashtra. The college is affiliated of the Savitribai Phule Pune University, Pune.

RJSPMCOP is committed to provide quality education to its students through its state of the art infrastructure, well-stacked and up to date library, modern laboratories equipped



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with latest instruments and classrooms equipped with multimedia facilities. We regularly organize workshops, seminars & conferences for students, faculty and professionals.

Various student centric activities are regularly conducted for their overall professional development. These activities include Guest lectures, Personality development programs, Communication Skill programs, Seminars, Projects, etc. These also include community services like blood donation camps, health and social awareness rallies and street plays. Students are encouraged to get involved and participate in various competitions like poster, oral quiz and debate competitions. College provides counseling to students as well as parents about Pharmacy profession during their admission, Students are also counseled for their studies as well as personal problems, and also about competitive examinations like GPAT, CET, GRE, career guidance etc. Various cultural activities such as singing, dance, rangoli, essay competitions are organized to give scope to students to display their talents. Indoor /outdoor sports competitions are regularly organized. College has a well-functioning Training and Placement office.




PRINCIPAL
Rajmata Jijau Shikshan Prasarak Mandal's
COLLEGE OF PHARMACY
Dudulgaon, Pune-412 105.

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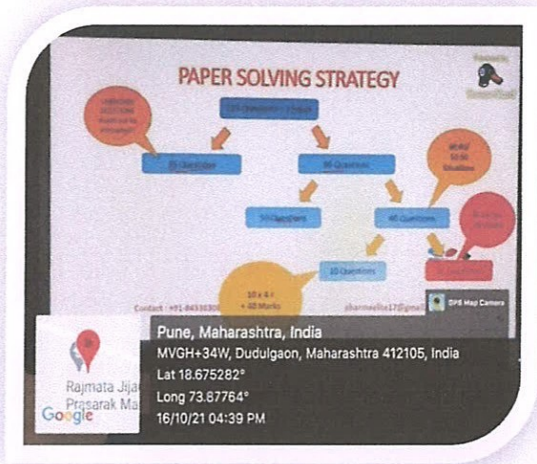
College Building



Central Instrumentation Room



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Strategy for GPAT & NIPER

Ms Aishwarya Kashelkar

(M.S. Pharm) Pharmacology and Toxicology
 NIPER, Mohali (1st Yr student)

How To Crack GPAT

Mr. Vijaykumar Chakote

(Director of Pharmastar academy)



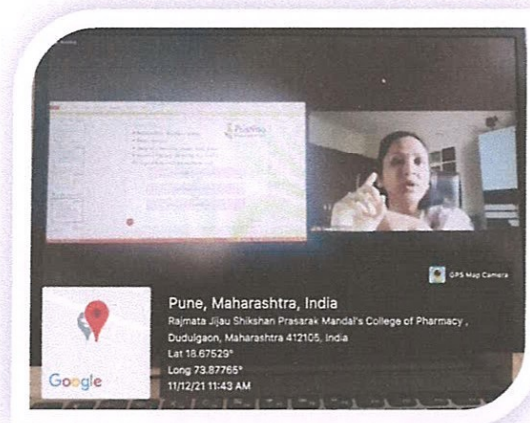
GPAT 2022 Rankers



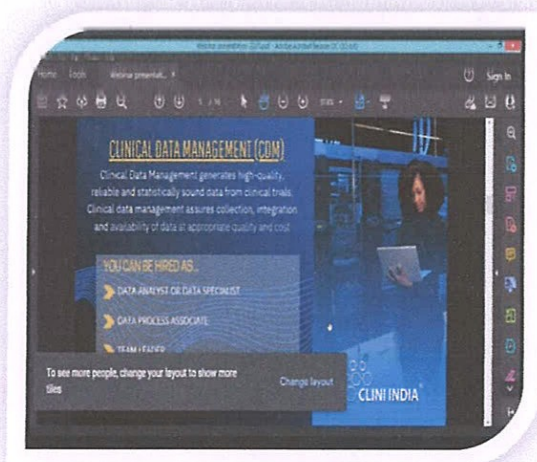
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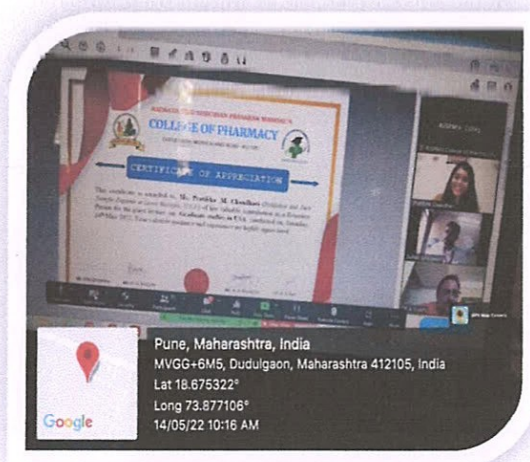
Admission Process for MBA CET
Mr. Akash Gawade
(MBA, BE (Mechanical),)



Entrepreneurship development
Dr. Swapanila . V. Shinde
(Founder and director of Pristino Pharma Pvt.Ltd)



Importance of profession Ready Training & Placement in Clinical Research and Pharmacovigilance
Ms. Nikita Singh
(Business Development Associate, Clini India, Pune)



Graduate studies in USA
Ms. Pratibha Chaudhari
(Validation and Tech Transfer Engineer, Lonza Biologics)



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Pimpri Chinchwad, MH, India
 Dudul Gaon, Pimpri Chinchwad, 412105, MH,
 India
 Lat 18.675545, Long 73.877410

Prof P. V. Rane
 Student Induction Program



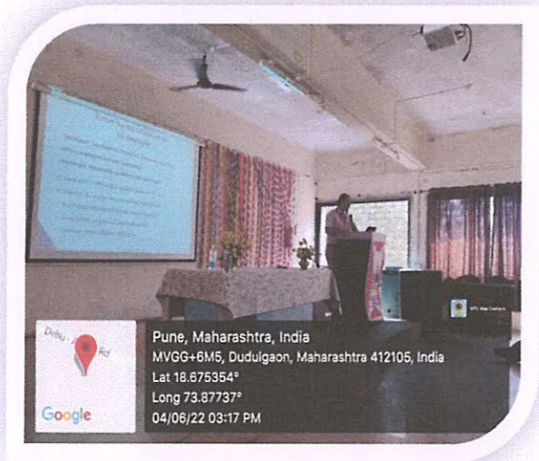
Pimpri Chinchwad, MH, India
 Dudul Gaon, Pimpri Chinchwad, 412105, MH,
 India
 Lat 18.675545, Long 73.877410

Prof A. N. Phuge
 Student Induction Program



Pimpri Chinchwad, MH, India
 Dudul Gaon, Pimpri Chinchwad, 412105, MH,
 India
 Lat 18.675545, Long 73.877410

Business English Skills for Success
Mr. Devdatta Gokhale
 (Director of Gokhale's Advanced Training Institute)



Pune, Maharashtra, India
 MVGG+6M5, Dudulgaon, Maharashtra 412105, India
 Lat 18.675354°
 Long 73.87737°
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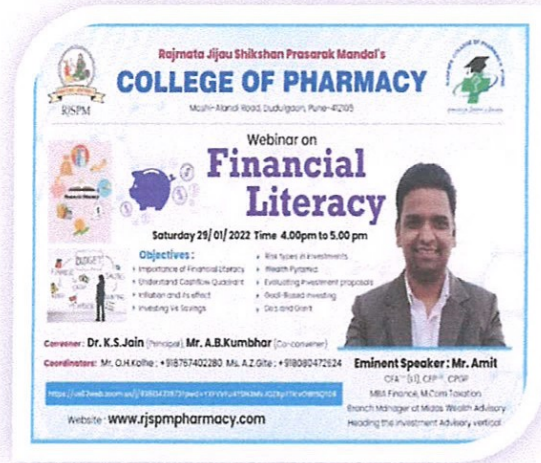
Value Based Leadership
Mr. Devdatta Gokhale
 (Director of Gokhale's Advanced Training Institute)



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Pune, Maharashtra, India
 MVGG+6M5, Dudulgaon, Maharashtra 412105, India
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 Long 73.876754°
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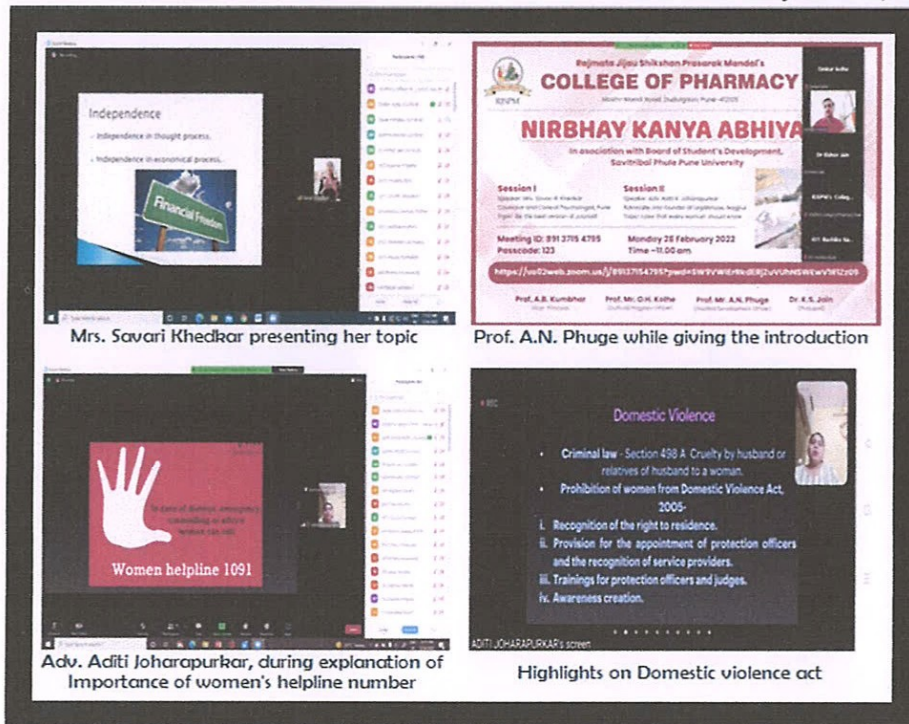


Stress Management

Mr. Akshay Suresh Mahananda
 (Film maker)

Financial Literacy

Mr. Amit Mamdya
 (MBA Finance, M.Com Taxation, Branch Manager at Midas Wealth Advisory Services, Pune.)



Mrs. Savari Khedkar presenting her topic

Prof. A.N. Phuge while giving the introduction

Adv. Aditi Joharapurkar, during explanation of Importance of women's helpline number

Highlights on Domestic violence act

Be the best version of yourself
Mrs. Savari. R. Khedkar
 (Councilor and Clinical Psychologist, Pune.)

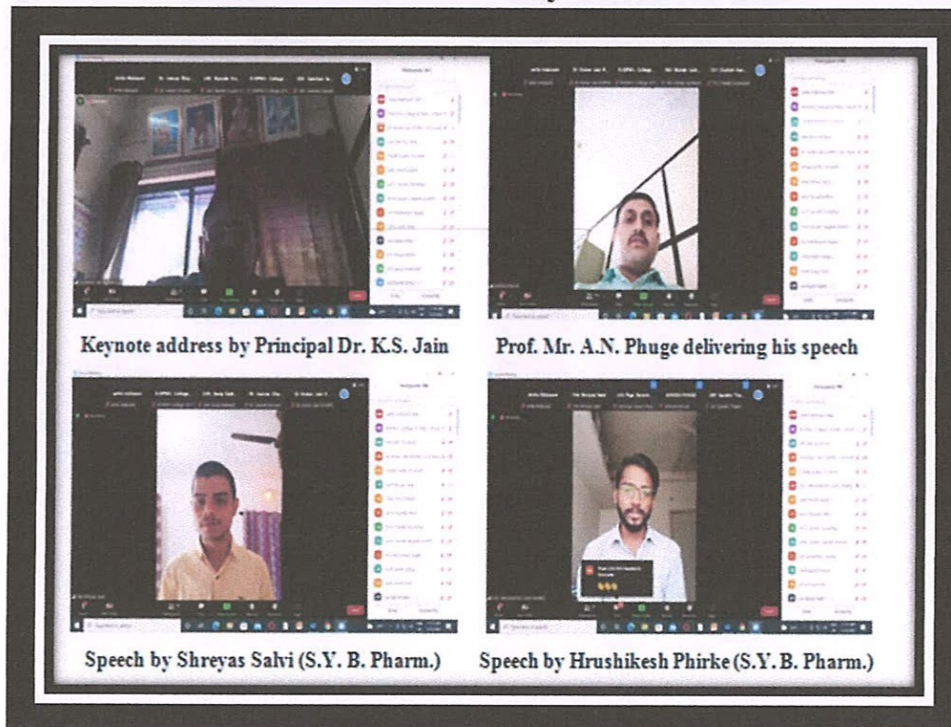
Laws that every women should know
Adv. Aditi .K. Joharapurkar
 (Advocate and Founder of Legabhyas, Nagpur)



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International Women's Day celebration 2022



National Voters Day - 2022



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Presentation on Importance of International Day of Persons with Disability



Faculties present on the occasion of International Day of Persons with Disability



Celebration of International Day of Persons with Disability

International Day for Persons with Disability



International Yoga Day



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**Drawing competition, Health checkup for villagers,
Women empowerment session NSS CAMP 2021-22**



Pulse Polio Campaign First year B.Pharm.



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Inaugural Ceremony and Valedictory Function NSS CAMP



Blood donation camp



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Farewell of Final Year 2021-2022



Cricket



Throwball



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Volleyball



Kabbadi



Alumni Meet



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National Pharmacy Week



MOU with Callidus



Campus Interview of BimaGaraj Pvt. Ltd.



Students & Faculty with members of Optival Health Solutions Pvt. Ltd.



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Industrial Visit
Nulife Pharmaceuticals, Pimpri, Pune.

Students meet 2021-22



1 Day-Faculty Development program
“Hands-on Training of Smart Board”.
by Mr. Pradip Kalshetty.

1 Day-Faculty Development program on
“Emotional Intelligence of Teachers and
Effective Classroom Management”

by Dr. Santosh Yele.





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3. Policies & Procedures

RJSPM's College of Pharmacy, Dudulgaon, Pune

POLICY DOCUMENT

PROMOTIONAL POLICY FOR STAFF

Promotional policy is intended to recruit & retain qualified, competent & constructive staff. Various measures includes:

- i. Transparent service conditions & rules.
- ii. Scope for promotion to higher positions.
- iii. Performance based annual increments & other monetary benefits.
- iv. Promotion for growth & intellectual development.
- v. Encouragement for higher studies
- vi. Financial assistance for attending conference, seminars, workshops, Quality improvement programs, Research paper publications/presentation, writing books, filing patents, etc.
- vii. Every promotional effort is directed for generating positive, constructive, & supportive atmosphere in the campus.

PROMOTIONAL POLICY FOR STUDENTS

Promotional policy for students is intended to attract meritorious students for various courses conducted in campus. Various initiatives Includes:

- a. Offer financial support for research and sports activities
- b. Institution of awards for meritorious students
- c. Institution of 'Best Student' award.
- d. Institution of 'Exemplary Conduct' award.
- e. Establishment of functional 'Student Support Services'
- f. Institution of scholarships/Assistance-ships to needy & poor students.
- g. Promote students to undertake social welfare activities like NSS.

STAFF WELFARE POLICY

Staff welfare policy is intended to take care of employee through implementation of various government initiatives. These includes:

- a. Employee Provident Fund
- b. Group Insurance
- c. Employee Mutual Benevolent Fund (EMBF)
- d. Medical Group Insurance

RJSPM PHARMACY



STUDENT WELFARE POLICY

Student welfare policy for is intended to take care of students through implementation of various initiatives. These includes:

- a. Hostel, Mess, Canteen Facility
- b. Student Insurance
- c. Ambulance & Emergency Medical Help Services
- d. Psychological Counseling Services
- e. Fitness Centers & Play Grounds

RESEARCH PROMOTION POLICY

This policy is intended to foster inclination, inculcation & promotion for undertaking research activities & thus promoting students for higher education. Initiatives in this connection Includes:

- a) Special budgetary allocation for funds on research activity is made, which may be 4-5% of total budget & separate record should be maintained.
- b) To establish 'Research Committee' by nominating the experts from other colleges, industry, hospitals etc to monitor & address the issues of research. Define measures through 'Research Committee' with respect to:
 - Autonomy to the Principal Investigator
 - Timely availability or release of resources
 - Adequate infrastructure and human resources
 - Time-off, reduced teaching load, special leaves etc. to researcher teachers
 - Support in terms of technology and information needs
 - Facilitate timely auditing and submission of utilization certificate to the funding authorities
- c) Provision should be made to provide assistance for research in the form of making availability of infrastructure & facilities; supporting efforts for getting funding from Govt. & other agencies & providing conducive atmosphere and facilities for conducting research)
- d) Encouragement for higher study
- e) Support for research and academic publications (Research papers, Books, Monographs).
- f) Offering freedom to take research experience in reputed national institutions
- g) Offering freedom to take specialized training in industry, hospitals, research organization for acquisition of new knowledge & skills.
- h) Offering support for filling patents, Technology transfer, Consultancy work



- i) Offering support for MOU with other institutes, industry & research centers for mutual development. This will facilitate inter-disciplinary research projects.
- j) Offering support for attending seminars, conferences, workshops etc
- k) Offering support for organizing conferences, seminars, workshops and competitions
- l) Conducting innovative projects at B. Pharm students level.
- m) Provision should be made to make available college platform for research activities during vacations.
- n) Provision should be made for financial assistance for procurements of chemicals, solvents, instruments, books, travelling etc for student research projects.
- o) There is need to develop institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research.

POLICY FOR COLLABORATIONS & MOUs

This policy is intended to improve networking of institute for sharing of material & human resources for mutual development. Initiatives in this connection includes:

- a) Institutes, Industries, Research Centers, State & Central Government organizations, NGOs, Local bodies/ communities relevant to the course should be preferred for MOU/Collaboration.
- b) RJSPM promotes collaborations/MOU at various fronts such as Curriculum development, Internship, On-the-job training, Faculty exchange and development, Research, Publication, Consultancy, Extension, Student placement etc.
- c) Written permission should be sought from the management before entering into a MOU/Collaboration
- d) Collaboration /MOU should be active & functional & Principal should monitor various exchange activities for perceived benefits.
- e) Any financial transactions should be performed through RJSPM only.
- f) Annual report should be forwarded to RJSPM office for reviewing academic and financial benefits of MOU/Collaboration.

POLICY FOR CAMPUS SAFETY & SECURITY

Rajmata Jijau Shikshan Prasarak Mandal (RJSPM) is providing a safe & secure working environment for employees, students & visitors through various initiatives.

1. Barrier Free roads and passages.



2. Checks for wiring and electrical installations for leakage and earthing.
3. Fire-fighting measurements: Effective safety arrangements with emergency/multiple exits and ventilation/exhausts in auditoriums and large classrooms/labs,
4. Fire-fighting equipment (Fire Extinguishers) and training, availability of water and such other facilities
5. Safety of civil structures/buildings etc.
6. Handling of hazardous chemicals and such other hazards (Fume Hoods, Safety Goggles, Gloves etc)
7. Conduction of Safety drills for training of staff & students.
8. Analysis report of drinking water.
9. Prepare Escape Plan in case of fire, earthquake & other natural calamities.
10. 24 x 7 Security arrangements in the campus

CAMPUS SECURITY RULES

To ensure safety and security of all the individuals in the campus following instructions shall be strictly observed and disciplinary action will be initiated against the defaulters :

1. While entering the campus the faculty and students will be in possession of the Identity card held around and clearly visible to the security staff. The identity card will be held on person at all time in the campus.
2. The speed limit for all vehicles inside the campus will be maximum 20 Kmph.
3. The vehicles will be properly parked at the designated places only.
4. Students will not argue with the security staff.
5. Triple riding on the two wheelers inside the campus is strictly prohibited.
6. Parking of vehicles along the road is prohibited.
7. Chewing of tobacco products/ smoking / consuming alcohol in and around the campus are cognizable and punishable offences.

POLICY FOR ACADEMIC AND ADMINISTRATIVE BODIES

1. For smooth & effective functioning of academic institute, Governing Body & College Development Committee should be constituted as per regulatory norms.
2. Their composition, functions & responsibilities should be fixed based on directions of PCI/University/ AICTE
3. Regular meetings of GB/CDC should be conducted at intervals as prescribed by norms with circulating the agenda in advance to the members for taking policy decisions & action taken report & MoM should be documented and approved.

RJSPM PHARMACY



POLICY FOR STUDENT ADMISSION PROCESS

- a. Since Admissions to various courses are conducted by the Maharashtra Government through Competent Authority by specially designed online Centralized Admission Process (CAP). Keep following documents ready for scrutiny
 - i. Admission schedule published by Competent Authority.
 - ii. MHT-CET Exam conducted by the CET Cell
 - iii. Seat Matrix and Seat allotment charts of CAP rounds
 - iv. List of students admitted (Reservation seat Chart)
 - v. Letter issued by RO for document verification of admitted students
 - vi. Received copies of files submitted to the Admission Regulating Authority (ARA) & University.
 - vii. Merit lists scrutiny and approval by DTE-RO & ARA and final approval by ARA
- b. Documents pertaining to the admission process demonstrating as how access to the diversity & inclusion of SC/ST, OBC, Women, Differently-abled, economically weaker sections, minority community as per National commitment should be made available. Prepare chart of above students of categories are admitted (Three year data)
- c. Admission process for IL Quota & seats left vacant after completion of CAP rounds.
 - i. Advertisements published by the college for IL Quota Admissions
 - ii. Admission schedule (Advertisement) appeared in Newspapers & Admission criterion.
 - iii. Applications of students.
 - iv. Merit list of students who have applied to be displayed on notice board and website.
 - v. Final merit list.
(Same CAP procedure is applicable to lateral entry – Direct Second Year Admissions.)
- d. After completion of rounds of all types of admissions, admission cell should review process, identify discrepancies & workout on remedies for conducting next year's admission process efficiently.
- e. Admission cell should undertake data analysis immediately after completion of admission process for following:
 - i. Student Profile: minimum & maximum CET merit of admitted students to different categories & comparative statement of last three years- (Cut Offs).

- ii. Comparative statement of Cut-off with 3-4 nearby institutes.
 - iii. Changing trends of admission, their reasons, & possible remedies
 - iv. Remedial plan for implementation (visits to the schools/colleges, organizing career guidance program, major changes in teaching-learning processes etc)
 - v. Long term plan for improving admissions as well as attracting meritorious students & their implementation.
 - vi. Recording of outcomes resulted from implementation of long-term & remedial plans.
- f. Head of institute should inform, approve remedial plan from management & closely monitor remedial measures to improve the admissions/ improve number of meritorious students.

POLICY FOR CONSULTANCY

- a. Need to evolve systems and strategies for establishing institute-industry interface & other interfaces for consultancy work.
- b. Consultancy work is important for advocating and to publicize the expertise of the faculty members. It also encourages the staff to utilize their expertise and available facilities for consultancy services and further improve them.
- c. To promote consultancy work, the concerned faculty member & Institute will share 50:50% of income & the revenue so generated will be used for the development of institute.

POLICY FOR CREATION & ENHANCEMENT OF INFRASTRUCTURE FACILITIES

- a. **Curricular and co-curricular activities** – classrooms, tutorial rooms, technology enabled learning spaces, seminar halls, laboratories, botanical garden, animal house, specialized facilities & equipment for teaching, learning & research etc.
- b. **Extra-curricular activities:** facilities for sports, outdoor and indoor games, gymnasium, auditorium, NSS, cultural activities, public speaking, communication, soft skill and skill development, yoga, health and hygiene etc.
- c. Master Plan for Infrastructure development & utilization should be prepared, Indicating the existing physical infrastructure & the future planned expansion.
- d. Specialized facilities & equipment to be planned for procurement to enhance research activities.
- e. To ensure adherence to government policies for Physically Disabled and Handicap (PDH), facilities to be created such as: Facility of ramps, lifts, wheel chair, and



stretcher; specially designed toilets etc.

f. Residential facility and various provisions available within them:

- Hostel Facility – Accommodation available along with mess facility and TV room.
- Recreational facilities, gymnasium, yoga center, etc.
- Computer facility including access to internet in hostel
- Facilities for medical emergencies
- Internet and Wi-Fi facility
- Available residential facility for the staff and occupancy
- Constant supply of safe drinking water
- Security
- Medical assistance
- Fire safety.

g. Common Facilities available in the college include spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

POLICIES FOR LIBRARY DEPARTMENT

1. Issue of books to students, faculty and staff:

- a. **For Faculty & Staff Members:** Maximum five books to be issued for each teaching faculty/staff which will be renewed after every fifteen (15) days only.
- b. **For students:** Maximum two books to be issued for each student which will be renewed after every six days. Students appearing for competitive examinations such as GPAT/GATE etc will get additional two books (on special permission from authority) These additional books are also renewed after every six days.

2. Levying penalty to defaulter students:

- a. Librarian should inform in written to the Principal regarding retention of books for more than 15 days by the faculty members. Principal in turn issue the memo to the faculty member & ask to strictly follow the Library rules.
- b. Defaulter students not renewing the books in specified period are penalized as Rs 05 per book per day (Late Fee). Late fees should be collected at account section only & Librarian should maintain record of such fees. Librarian should not collect late fees in cash under any circumstances. Amount accumulated should be exclusively used for Library activities such as 'Best Library User' prize (Student, Faculty, Staff), 'National Library Day' celebration etc after prior approval of the



Principal.

- c. If in case, Library book is lost by the student/faculty/staff, they shall be required to replace it with a new book & same accession number is given to the new book. Librarian should not ask to pay the cost of book.

3. Procedure to procure books every academic year:

- a. Librarian should forward notice & request to submit requirement to all faculty members for purchase of new books/journals by 10th December of every year.
- b. By 15th December final list is prepared by the Librarian is forwarded to the Principal for approval.
- c. Once approved, same is forwarded to different suppliers for quotations.
- d. Comparative statement is prepared with help of College Library Committee and approved through the Principal from the management, so P.O.s for qualified vendors can be raised.

4. Library budget:

- a. Budget for new books purchase as obtained above is combined with budget of other items such as print research journals, popular journals, online journals, magazines, newspapers, storage cabinets, chairs, computer & printing stationary, software, book binding and repair, maintenance, Library staff development activity etc. is approved by CDC and GB
- b. Budget prepared as above is then forwarded to the Principal on or before 25th December every year.

5. Internet, Xerox and printing facility:

- a. Every use of above facilities should be recorded. This will help in preparation of budget as well as prohibit misuse of college facilities.

6. Annual physical verification of books:

- a. Annual physical verification of books should be conducted from 10th May to 15th May of every year.
- b. A detailed report should be forwarded to the Principal with explanation for short fall if any.

7. Reference Library:

- a. List of Reference Library books should be prepared & extended as new books entering the library. These books are usually having one copy or are costly books.
- b. Books from Reference Library should not be issued for home & exclusively used as library references.

8. Library Timings:

- a. Regular time: 9.00 am to 5.00 pm
- b. Time schedule during examination: 9.00 am to 6.00 pm including holidays.
- c. Time schedule during vacation: 10.00 am to 5.00 pm.

9. Library Committee:

- a. Library committee should be established in the month of August after completion



of B. Pharm I year admission process.

- b. Library committee should comprise Principal as Chairman, one or two faculty member(s) (nominated by the Principal); one student from each class (nominated by the Librarian) & Librarian is the Member Secretary. Member secretary & Faculty representative mutually decide agenda, date, place of meeting & also document proceedings, action taken etc. of meetings. Minimum two meetings should be conducted per semester.

10. Library Staff Development:

- a. As a part of institute policy, Library personnel should undergo training at least twice in academic year in order to improve their services to the students & faculty members. For this purpose, Library staff will be given 'duty leave' & registration fee or TA/DA whichever is minimum.
- b. Library person undergone training is expected to conduct brief presentation about what he/she learnt new to the other staff members within 7 days of such training.

11. Library Development: Areas for Future Development

Following issues needs to be emphasized by the Librarian for further development of Library:

- a. Library Automation
b. Library networking
c. Book bank facility
d. Availability of multimedia facility
e. E-Library and Databases

- 12. Website data:** To provide 'Library at a Glance' for website publication.




PRINCIPAL
Rajmata Jijau Shikshan Prasarak Mandal's
COLLEGE OF PHARMACY
Dudulgaon, Pune-412 105.

RJSPM's College of Pharmacy, Dudulgaon, Pune

Roles, Responsibilities and Procedural Guidelines

PREAMBLE

The principal objective of RJSPM's College of Pharmacy, Dudulgaon, Pune is to disseminate knowledge and impart instruction to students in field of pharmacy profession. The college aims to promote R & D, project consultancy and other professional activities. The employees should maintain integrity and devotion in their duty and do nothing against the dignity and prestige of the college particularly in relation with the students.

Insolence to any of the clause of "Code of Conduct" attracts disciplinary action in accordance with the service conditions of the college.

CODE OF CONDUCT (Teaching and Non- Teaching staff)

1. All the employees shall be punctual to their duties and shall adhere to the college timings.
2. Faculty should adhere to the defined schedule in class room lecturing, conducting labs, tutorial and research sessions as per approved scheme of instruction.
3. All the teaching and non-teaching staff should endeavor to impart justice to the students in aspects of teaching-learning and assessment. All the teaching and non-teaching and deal with them kindly and patiently without, sacrificing discipline. Faculty should maintain updated attendance records all the time.
4. Conduct of semester examinations and midterm examination of college, including invigilation, evaluation and continuous assessment of the student's performance, computation of attendance form a part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of academics and examinations and attend to all connected work as assigned by the HOD or faculty in-charge.

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5. No teacher or non-teaching staff shall engage himself in coaching privately any students for any remuneration. No employee shall directly or indirectly engage in the business of money lending/ gambling/betting/lottery etc.
6. The technical staff in the various departments shall be punctual and shall keep the laboratories clean and presentable for the use of the students and ensure that there will be no complaint from the teachers or the students.
7. No employee should use disrespectful language and insulting loose talk while interacting with superiors and students, and should do the work assigned. The HODs or persons in-charge should give clear, feasible instructions.
8. Any employee who is convicted in criminal case or insolvency shall be liable for dismissal from service without any show cause notice.
9. No employee shall take an active part in politics while being in service
10. No employee shall have recourse to the press under any circumstance and should not approach court redressal of grievances without first representing to the management.

SERVICE CONDITIONS

1. All regular appointments of teaching and non-teaching staff shall ordinarily be made on probation for a period of two years and on successful completion of probation period will be treated as 'permanent/ confirmed'. All the appointments against the vacant posts will be for one academic year on adhoc basis, subject to continuation against appraisal and availability of vacant post.
2. No teacher is permitted to leave the job during the middle of the academic year. One month notice is to be served or one month salary on either side need to be paid *in lieu* of such notice in case of permanent as well as adhoc teaching and nonteaching staff.
3. All the employees must produce their original certificates at the time of joining for verification.

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4. All employees should come to the college in a smart and decent appearance.
5. The yearly increments are given only in June (paid in July salary), after completion of a year of service in this institution. The increments are given on the recommendation of performance review committee consisting of Principal, HOD, and Senior Faculty, based on appraisal.
6. All the employees after one year of satisfactory service shall be governed by the Employee provident fund scheme (EPF).
7. If the performance is below the threshold value or breaching of code of conduct is observed, the following penalties could be imposed upon them by the management.
 - a. Withholding of increments or promotion
 - b. Demotion to a lower rank or post or stage in time scale.
 - c. Removal from the service.
8. All the employees of the college shall be governed by the following leave rules:
 - a. All the employees are entitled to avail 12 days of CLs per annum with prior sanction from the competent authority. In case of emergency the CL can be availed over phone with proper work adjustment with colleagues. The number of CLs that can be availed should not be more than 3 days at a stretch excluding the public holidays in between CL should not be combined with any other leave or LWP or C-off's or vacation.
 - b. Those who work on Sundays or any other Government holidays upon specific instruction from Principal or Management can avail compensatory Off (C-off) on any day in that annum with prior application
 - c. Each employee is entitled for 12 days of earned leave in a calendar year after the completion of 2 years in service. Thereafter each regular employee earns 3 days of EL after a service of 1 year and the accumulated ELs in the case of all categories of employees are only up to maximum of 240 days during the service. The EL can be utilized with prior intimation to the Principal and minimum that can be used is 3 days and



maximum of 45 days. The balance can be bought forward to the subsequent years. The non-teaching staffs are not eligible for EL. Leave earned will be finalized and credited to leave account on 31st Dec of the year.

- d. Each teaching staff is entitled for 10 days of "Medical Leave" after the completion of 1 years service. The MLs should be supported by medical certificates. Unused MLs shall lapse at the end of the Academic Year.
- e. Teaching staff members are eligible for vacation leave as per SPPU/MSBTE/DTE and non-teaching staff is eligible 6 days of vacation leave. Further, those who retained the leave during vacation will be compensated EL equal to half the un availed vacation. Attenders, drivers, cleaners, and book keepers are not for vacation leave.
- f. Those who want to go on duties like observer/examiner/meeting avail 5 days of "On-duty"/academic leave with prior intimation and supporting letter of appointment order from University. Attendance certificate should be submitted after such on duty leave.
- g. The staff pursuing Ph.D, can also avail 3 days of "onduty" leave per month either to do research work or to meet research supervisor.
- h. At the discretion of the Principal and Management committee an extraordinary leave of pay and allowances may be granted to an employee, based on its merit and utility to the repute of the institution; not exceeding 6 months.
- i. Uninformed absence other than any of above mentioned leaves shall be treated as "Break of Service" and the further increments/ promotions can be withheld.



RECRUITMENT PROCEDURE

1. Introduction:

The recruitment of faculty/staff is a crucial activity at RJSPM's CoP. The staff selection committee is constituted specifically to carry out the recruitment procedure.

The process of recruitment includes:

- a. Search for prospective candidates.
- b. Short listing of prospective candidates
- c. Preliminary selection- staff selection committee
- d. University approval of selected candidates

2. Search for prospective candidates:

The search for prospective candidates implemented in the following ways simultaneously:

- Advertisements are placed in the leading Marathi and English daily newspapers listing the openings
- The details of the openings including eligibility criterion, scale of pay and other conditions are displayed in the advertisement.
- The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

3. Application procedures:

- ❖ The application should be submitted along with all necessary documents to the administrative office, on or before the stipulated date.
- ❖ The application should include complete biodata with all the relevant authenticated data regarding age, academic qualifications with class/grades, experience, post held, publication list, statement of teaching interests, and the names of 2 references (with contact information)

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together with attested copies of testimonials listed above.

- ❖ Separate application is to be submitted in case of application for more than one category/post.
- ❖ Candidates, who had applied for the same post before, have to apply afresh again.
- ❖ The age limit is as per the UGC/PCI norms and subsequent orders in force.

4. Short listing of prospective candidates

Applications, when received, are organized, relevant information summarized, and sent by the HR to the respective HODs by the administrative office for short listing. The objective of short listing is as follows:

- a. To reject applications that do not meet the eligibility criteria
- b. To shortlist candidates to be called for the interview with the Staff Selection Committee from the list of eligible candidates.
- c. To prepare comparative statements of shortlisted candidates ; postwise.

The comparative statements and documents of the shortlisted candidates are further ranked in the order of merits and sent to the administrative office along with their comments and observations for the next level of the recruitment process.

5. Staff selection committee:

The selection committee is constituted as per university guidelines in the following manner, with representatives as listed below,

- a. Head of the Institution/ Principal -Chairman of the selection committee
- b. Representative of the management -Member of the selection committee
- c. HOD of the department -Member of the selection committee
- d. Academic Incharge -Member of the selection committee

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- e. Subject experts (appointed by Univ) -Member of the selection committee

The committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee will recommend the list of selected candidates and submit the selection committee report in prescribed format to the University within 72 hours. The successful candidates are issued offer letters within 15 days to accept the offer. After receiving acceptance letters from the candidates, appointment orders are issued to them and joining reports are obtained from them. The Principal of college has a refusal right in selection.

6. Faculty Approvals

As per University guidelines.

Budget Allocation Procedure:

At RJSPM's College of Pharmacy, Dudulgaon, Pune, every year in the month of January, the Principal asks the Heads of the Department, College Administrative Office, and Examination Section, Library and other central departments, to prepare the budget estimate for the next academic year.

The estimates of the budget from the departments will have provisions under following heads,

Budget Heads	
1. Approvals, Affiliations and Committees	2. Admission
3. Staff salary and Incentives	4. Lab Equipment, Lab Expenses, Repair & Maintenance [AMC and Other]
5. Examination Exp.	6. Printing and Stationery consumables
7. Research & Development	8. Library Books, Journals & Magazines
9. Seminars /Conferences/ FDP Workshop & Exhibition, Guest Lectures	10. Computer Software and Peripherals, Website and ICT
11. NSS, SWO & Sports Equipment	12. Extracurricular and Cultural Activities
13. Industrial visits / Collaboration & MOU (Placement	14. Medicinal Garden/ Museum / Display charts & Models
15. Furniture & Fixture	16. Miscellaneous requirements

Apart from the budget requirements, the following budget estimates are obtained from the Central Officers

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Procurement of equipment/ consumables/ furnitures and fixtures.

- ❖ Departments will project the requirement of equipment with detailed specifications sufficiently in advance. This has to be approved by the Principal.
- ❖ The quotations are collected from three different suppliers and the rates are compared.
- ❖ Suppliers are called for negotiations and terms and conditions are finalized.
- ❖ After receiving the approval from the central purchase committee. The concerned Head of the Institution will issue the purchase order and a copy of the same is given to the Accounts dept.
- ❖ Goods are received, tested and certified by the HOD and entered in the stock registers by store in-charge.
- ❖ Payments should be released as per terms and conditions of the quotations.
- ❖ All invoices should be kept with accounts department whereas all papers relating to technical details and photocopy of invoice are to be kept with concerned department.
- ❖ Purchase requirements should be placed well in advance so as to enable the proper functioning of academics.

ROLES AND RESPONSIBILITIES

Roles and Responsibilities of the Principal:

1. To promote the comprehensive development of the college.
2. To recruit the Teaching and Non-teaching staff as per approved posts based on the norms and workload.
3. To recommend the salary increments etc., of teaching and non-teaching staff.
4. To depute teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.

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5. To conduct HOD's/ faculties meeting at regular intervals to discuss the state of affairs - both academic and non-academic and plan activities accordingly.
6. To plan for campus placements through training and placement officer.
7. To review the student results and academic performance and plan remedial measures if required.
8. To take enough precautions so that, the teaching staff cannot leave the services in the middle of the semester/year.
9. To go round the class rooms/laboratories to ensure that the class work/practical work is being conducted effectively.
10. To go round the library and stores to ensure that the necessary/relevant work is being conducted effectively.
11. To go through the letters found, if any in the suggestion box and take action on them, if required.
12. To conduct Governing Body, College Development Committee, other committees and Academic Meetings regularly as per schedule.
13. To get the annual budget sanctioned for conducting various events in the campus, keeping in mind the number of events desirable per year as per PCI/UGC/UNIVERSITY/MSBTE /NBA/NAAC guidelines.
14. To decide the requirements of books, journals, newspaper, chemicals, glasswares, lab equipment, computers, furniture, stationary, additional space/infrastructure etc., and enlightening the management about the requirement and getting the budget sanctioned.
15. To plan and execute co-curricular and extra-curricular activities though out the year as per PCI/UGC/UNIVERSITY/MSBTE guidelines.
16. Attesting the academic registers and diaries/ records maintained by teaching and non-teaching staff.
17. To monitor the activities of the examination section (SPPU/MSBTE)



18. To encourage teaching staff members to fetch the funds from various funding agencies through various research projects and consultancies.
19. To promote the brand building of the Institution by adopting new technologies.

Roles and Responsibilities of the HODs.

1. Allocation of the subjects to the faculty members of his/her department well in advance before commencement of the semester/ year.
2. Collect teaching plans from teaching staff before commencement of class work and ensure its smooth and timely implementation.
3. Make the departmental workload, duties and syllabus allocation
4. Verify the student attendance registers maintained by staff members once a week and submit to the principal for verification once in a fortnight.
5. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal.
6. Inform the concern authorities of any important events taking place in the department from time to time.
7. Ensure academic discipline in the department.
8. Follow the guidelines/instruction given by the principal from time to time.
9. Maintain and update the files as per norms.
10. Plan and conduct the departmental meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the Principal.
11. To take out requirements of consumables and equipment as well as furniture and fixtures of the department



12. To ensure regular and preventive maintenance of departmental equipment and laboratories.
13. Provide necessary inputs to the Principal for conducting GB/CDC meeting.
14. To conduct academic duties assigned; including teaching, assessment etc.
15. To submit appraisal of staff of his/her department.

Roles and Responsibilities of the Teacher

1. Prepare and submit the complete lecture plan and lesson notes for 2 units of syllabus in advance to HOD beginning of every semester/year and cover the syllabus as per the lecture.
2. Sign in the staff attendance register at/ before 9.15 a.m. on every working day unless He / She is on leave.
3. Prepare good notes / E-content by referring to number of standard text & reference books and university question papers. Numerical problems in the class before asking the students to solve.
4. Go to class/ laboratory in time at least 5 minutes before commencement of class and engage effectively and windup on time. Clean the board before leaving the class/laboratory. Contents must be delivered in English only.
5. Suggest the list of books which are to be referred by the students for the subject to be taught.
6. Mark attendance in the classroom itself and write in the attendance register in time.
7. Prepare and submit the internal question papers in examination section in time and maintain confidentiality regarding the question papers.
8. Correct the answer scripts as per the key unbiasedly and post the marks in time after verification by the students in the mother register available in the examination section and submit the scripts to the concerned CEO in stipulated period.
9. Submit the attendance register and academic dairy to the Academic In-charge at the end of every week.



10. Ensure the students and submit the lab records of the previous experiment when they come to the next class.
11. Not apply any type of leave frequently unless it is essential. Alternate arrangements with the teachers same class is mandatory for all types of leave.
12. Engage the class of colleague who has assigned his/her class in the leave letter.
13. Act as "Mentor" for the group of students who are allotted to him/her by the Principal responsible for the proper conduct of the student.
14. Involve in the examination work of the college as examinations are part and parcel of sincere duty of member. Alternative arrangements are to be made for exams duty in case of emergency only. Faculty advised to refrain from making alternative arrangements regularly.
15. Route all correspondence through the office.
16. Assist the HOD in demands and in developmental works.
17. Be available in the department during the working hours for consultation by the students.
18. Seek the permission whenever he/she intends to come or go early by applying in the prescribed letter signed by the concerned HOD's and the principal.
19. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoe, in case of female; attend the college with formal dress saree.
20. Wear ID card as long as you stay in the college campus.
21. Not to carry mobile phones to the classroom / examination hall for any reason.
22. Present papers in conferences/seminars at regional/ national level.
23. Follow the guidelines /instructions given by the principal from time to time.



Roles and Responsibilities of a Class Teacher

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Collect and submit the list of students absent for the internal tests and reported to the CEO.
3. Prepare consolidated attendance report of every month and a separate list of students who have got less than 80 % of attendance in aggregate. Submit the list to the Academic In-charge immediately.
4. Prepare the list of students who have secure less than 60% of marks in mid exam (subject wise) and submit it to the Principal.
5. Result analysis must be done after the announcement of the results by the university or by college and also update student record regularly after knowing supplementary exam results in current semester.
6. Motivate the students to attend seminars/ workshops/conferences/guest lectures/industrial visits,.
7. Instruct the students to attend the all internal/external exams.
8. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time.

Roles and Responsibilities of Technical Staff:

1. Sign in the attendance register at 09.15 a.m. on every day unless or otherwise he/she is on leave.
2. Be available in the lab during working hours.
3. Ensure that the equipment and lab is in clean and in tidy condition.
4. Report about any non-functioning equipment to the lab In-charge & HOD in time.
5. Switch off fans, lights & equipments and lock the doors while moving out of lab even for a short period.

6. Close the windows and lock the doors in the evening while leaving the campus for the day.
7. Be available in the lab when extra lab classes are conducted during holidays.
8. Be thorough with all the experiments conducted in the lab.
9. Maintain the maintenance register regularly and submit to HOD twice in a month.
10. Be the stock in charge in the respective lab.
11. Assist the lab in charge teaching staff during stock verification at the end of academic year.
12. Assist the faculty in charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
13. Perform routine maintenance machinery/equipment.
14. Any other work given by HOD from time to time.
15. Wear clean and white apron in the lab.
16. Wear ID card as long as you stay in college campus.
17. Follow the guidelines /instructions given by the principal from time to time.



Chief Examination Officer (CEO):

1. Coordinating the works of the examination section.
2. Getting the panel of examiners list approval from the Principal
3. Liaisoning with the SPPU.
4. Implementation of guidelines given by SPPU regarding examinations and related things.
5. Preparation of Detained list and promotion list – Preparation of nominal roll calls after the university results.
6. Any other related works.

Internal & External examinations

Internal examinations:

1. Estimation of stationary requirements for tests – Printing of answers Booklets for internal tests
2. Preparation of internal examination time table
3. Conduct of internal examination as per SPPU and PCI norms. (Sessional/ mid semester/ internal tests etc.)
4. Coordinate with CEO for finalization of attendance, marks etc.,
5. Collection of attendance/internal marks prescribed format from the subject teachers.
6. Any other related works

External examinations

1. Estimation of stationary requirements for the semester examinations (both theory and practicals) – Collecting main answer sheets from SPPU.
2. Preparation of time tables of semester examinations (both theory and practicals)



3. Conduct of semester examinations as per SPPU guidelines.
4. Preparation of remuneration bills and maintenance of Acquaintance register.
5. Any other related works.

Roles and Responsibilities of "Office Staff":

Roles and Responsibilities of Administrative Officer/ Office Superintendent (OS):

1. Maintenance of college and principal's office as per Principal's direction.
2. Students' admission related works.
3. All kinds of scholarships and related work.
4. Helping the Principal in conducting Governing Body/College Development Committee meetings.
5. Recording the resolutions and minutes of the Governing Body/College Development Committee meetings.
6. Assist the Principal for AICTE/PCI/NBA/NAAC/DTE related works.
7. Maintenance and purchase of stationary from the stores.
8. Maintenance of leave record of Teaching and Non-Teaching staff.
9. Preparation and submission of number of days for salary to be paid to the account section, for the preparation of salary bills.
10. Maintaining the personal files and service books of staff members.
11. Maintaining the budget files.
12. Maintenance of student's files and records and issue of original certificates to staff and students as directed by the principal from time to time except salary certificate.



13. Consult the principal on any other issue which needs principal's directions and intervention.
14. Coordination with all concerned for preparation of Calendars, College Magazines, Brochures, Invitation, Greeting Cards and Advertisement etc.
15. Monitoring of all Notice boards & college boards & banners
16. Liaison with Head Office
17. Maintenance of Passwords
18. Liaison with Police / Panchayat / Labor dept. /other Govt. and private agencies as and when required, with the approval of Chairman
19. Principal Cabin files maintenance.
20. Preparing Staff Appointment and Relieving order.
21. Follow-up of fees collection
22. Maintaining all original certificates of College, Students, Teaching Faculty & Non-Teaching.
23. Handling court cases /disputes/ RTI matters
24. Pay fixation cases & FRA related work.
25. Processing of outstanding payment cases.

OFFICE ASSISTANT / CLERK

1. Attendance & Leave Letters Maintenance of Teaching and Non-Teaching as per Rules.
2. Faculty / Staff vacation details: Maintaining of Teaching & Non – Teaching staff Attendance Registers Outward Register – Student Reports & Correspondence and other Correspondence.
3. Maintenance of all Record Related to Xerox like Servicing, Accounts Maintenance, Keeping of Record and Filing the Matter Related to Xerox.
4. Issue of T.C / Students & Staff Address Maintenance.

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5. Books, Uniforms, Lab Coats and calculator for First Year UG Students.
6. Assisting to prepare the indent for purchase of Lab materials as sanctioned by Chairman.
7. Maintenance of Stock Register (All Depts. soft copy)
8. Assisting Admin office whenever requires assistance.
9. Inward Letters – Collection & Distribution
10. Coordination and maintenance of equipments and services, compile feedback and provide prompt services in time 5. Issuing ID Cards for Staff & Student and Duplicate ID if necessary
11. Maintenance of stock register and updating it regularly (Admin office / Exam Cell)
12. Course Completion / Bonafide / Conduct / Fee details Certificate / RTC Bus Passes
Maintenance of Student admission Register.

Accountant

1. Staff Salary - Maintenance of PT, IT, EPF etc.
2. Coordination with SC/ST/BC/EBC / Minority /welfare department for Scholarship.
3. Group Insurance & Property Insurance Remittance.
4. Admission of Students (CAP/ Management quota)
5. Preparation of Pay Bill for Teaching and Non-Teaching
6. All Bank Transactions.
7. Liaison with Head Office in Connection with Accounts – Maintained of All Account Books.



8. Payment Regarding Purchase & Maintenance of Accounts.
9. Daily Financial Report - Internal & Consolidated for Head Office.
10. Collection of all fees from student
11. Remittance IT (TDS Amount) of Staff
12. Preparing DD for University / AICTE/PCI/SPPU and other activities
13. Fill information as per FRA/AICTE/PCI/ MSBTE/DTE/SPPU.
14. Audit of college accounts.
15. Salary Certificate, Fees structure.
16. Pay all bills related to college-EXAM SPPU, MSEB, AMC, Maintenance Housekeeping & other bills.
17. Budget preparation
18. Collaborate with external or internal auditors
19. Fill all information daily in software, Vrudhi Tally, Etc.

Store & Maintenance In-Charge

1. Supply of Stationery items to all Depts. according to Indent Maintenance of all Stationery items and Office materials and Students record notebooks.
2. Stock Inventory Maintenance.
3. Cleanliness and Housekeeping of the institution (Inside & Outside Buildings)
4. Arrangement of Stores / Stationery, Inventory, Annual Stock Verification and Waste Management.
5. All the outside work related to purchase & other administrative works.



6. Campus Maintenance.
7. Monitoring of Building construction Works.
8. Liaison with Purchase / Stores.

Lab Technicians

1. To arrange and maintain laboratory, equipment and chemicals ready for practical experiments.
2. Adhere to standard procedures
3. Organize and store all chemicals substances in the laboratory according to safety instructions
4. Manage lab equipment and supplies
5. Adhere to all safety guidelines
6. Manage cleanliness, orderliness and supplies

Lab Attendants/ Peons:

1. All peons should be available in the college by 8:30 am or as per the departmental requirements and leave the premises 15 mins after the Heads of various section leaves the departments.
2. They should be present with neat appearance.
3. They should take the keys from Principals' office after signing in the register.
4. They are responsible for the cleanliness of the offices/ classes/labs/premises of the concerned departments.
5. They should ensure proper locking of the rooms/labs/premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the principal's office.
6. They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.



7. They should give respect to the superiors and extend full cooperation to other peons.
8. They should not allow unauthorized person to enter the departments/office without proper verification.
10. They should perform any additional duties assigned from time to time.
11. They are expected to respect visitors, parents, staff and students.




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RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
COLLEGE OF PHARMACY (B.Pharm.)

Approved by PCI, AICTE, Govt. of Maharashtra & DTE

Affiliated to Savitribai Phule Pune University, Pune

DTE Code:- 6382 University Code:- CPHPO13150



Certified by ISO 9001-2015,
ISO : 14001-2015

Recognised as Green Educational
Campus

Hon. Shri. Vilasrao V. Lande
President

Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

4. E-Governance Policy

E- GOVERNANCE POLICY

Electronic Governance (E-Governance) is the use of Information and Communication Technology (ICT) to plan, conduct and monitor various activities. It improves management and administration in college and aids in delivering efficient and convenient transactions between institutions, the government, and other organizations.

The goal of adopting an e-governance strategy is to improve governance. The three hallmarks of good governance are public input, openness, and responsibility. The Internet and other forms of modern communication have opened up new possibilities for improving the working connection between different administrations of the institute. The use of ICT can increase the broad involvement of employees in the process of governance at all levels by providing the possibility of on-line discussion. For the Institute, the College's potential improved responsiveness in terms of both time and quality of governance is a positive development. Moreover, transaction costs can be reduced, making services more affordable and easily accessible.

With the use of e-Governance, stakeholders are able to manage crucial procedures such as Admissions, Examinations, Approvals, Administration, Feedback systems, etc.

In our college, e-governance makes it easier to handle and maintain information, increases administrative transparency and speeds up the transfer of information.

Objectives

- Fostering accountability and transparency
- By maximizing the use of ICT and e-Governance to promote diversity, expansion, and excellence across our educational system.
- Enhancing the college's global visibility
- Facilitating quick information access
- Reducing the costs and promoting rapid decision-making
- Facilitating internet communication between diverse institution stakeholders, as well as both internal and external audiences
- Full clarity and transparency in the administration, governance, and admissions processes.

- Faculty & student empowerment and encouragement of their involvement in the governance process
- Getting rid of paper in administration
- Implementation and achieving effectiveness in the multiple functions of the institutions.

Policy

It has been determined to embrace and implement e-governance in the majority of our operational activities in order to provide a more straightforward and effective system of governance within the institution.

In some areas of operation, such as administration, finance and accounts, student admission and support, library, examination, etc., the institution has already begun implementing e-governance.

E-governance in the key areas: The policy is broken down into different areas of operations for the convenience.

Website

The college's website is updated on a regular basis to accommodate changes as they occur.

The institute website contains information about the organization, its Vision and Mission, Institute's staff and their profiles, Approvals and affiliation to various regulatory bodies, Admissions and admission process, Courses offered, Academic, Student support and activities, Training and Placement, Industrial visits, R & D activities, NSS, Co-curricular and Extra-curricular activities, Infrastructure and facilities available as well as latest development & news and so on.

An institute website incharge is appointed and responsible for collecting relevant information from respective activity coordinators and conveying it to the website manager for updating the institute website.

Student Admission

The Admission Committee is appointed in the institute and is responsible for posting the current admission procedure as prescribed by the Competent authority (State CET cell and

DTE) on the institute's website. The entire B. Pharm admission procedure is conducted online and transparently by the college as per the guidelines of Competent authority (State CET cell and DTE). The entire admissions finally approved by the A.R.A.

For student's institute-level admission candidates can apply directly to the college by using college website. Information brochures, Admissions forms and other admission related details are available on website.

Link for college level admission of second, third and final year is provided on college website. College level admissions are conducted through Vriddhi portal. Students can take admission by making online payment through Vriddhi portal.

Admission related links:

<http://www.dtemaharashtra.gov.in> & <https://rjspmcp.vriddhionline.com/>

Student Support

Students are increasingly utilizing the online testing options that are available to them. Students have the ability to view the schedule for daily lectures and practicals in their respective courses. In order to gain input on Teaching, Extracurricular and Co-curricular activities, the students' views can be gathered and requested through the usage of an online VM-Edulife platform. Students can receive their assignments through the use of the internet. Students can also check the outcomes of the sessional exams they appear. During the Covid 19 pandemic, students were required to complete online assignments and exams, and they did so by using the VM-Edulife software. The college provides students with access to an online test series powered by VM-Edulife software as a means of assisting them in their preparation for the GPAT.

Through the use of e-governance, prospective students are given their own unique email accounts to use during the admissions procedure. All admissions-related correspondence takes place exclusively online. During the COVID-19 Pandemic, the entire faculty had been exposed to conducting online classes and making extensive use of various electronic tools in order to complete the course curriculum of the academic year.

A special language lab has been established for the improvement of soft skills. Software for language laboratories is updated on a regular basis. Computers and LCD/Smart board projectors are available in classrooms for interactive learning.

The college regularly conducts webinars on Zoom or Google meet platforms on topic relevant to student education, social issues, awareness, knowledge, professional activities, etc.

Ex-Pharm Series Software is part of an experimental software laboratory at the college that aims to improve students' comprehension of pharmaceutical sciences.

Both students and teachers have access to digital library resources. E-books and journals are readily available to all students and teachers. During COVID-19, the college used the ZOOM app for video conferencing and online meetings.

Accounts

Tally software is already being utilized at the college to facilitate the college's accounting processes. For the purpose of preserving the secrecy of the transactions, appropriate safety precautions have been implemented. Training for the currently employed workers and updates to the currently used software are carried out on a timely basis.

Library

Vridhhi Software is currently being utilized by the library in order to facilitate its internal operations. Facilities such as OPAC, DELNET, the National Digital Library, and online databases such as SWAYAM and NPTEL are all part of a college library. Digital libraries also provide access to these online databases. The college provides students with the ability to access e-books and e-journals through its digital library. In a similar manner, more recent e-learning materials such as journals, periodicals, and other such publications are uncovered and subscribed to while taking the recommendations of the library advisory committee into consideration. When deciding whether or not to subscribe to these resources, both the teachers' and students' recommendations are taken into consideration. Training that is appropriate for both the staff and the students is provided so that they can make effective use of the e-learning materials. The students of final year B Pharmacy compulsorily registered for

at least one SWAYAM – NPTEL course and appear for its exam after completing the duration.

Administration

The college uses biometric attendance for both teaching and non-teaching employees in order to work toward its goal of being paperless in its administration. The college campus is outfitted with closed-circuit television cameras that have been deployed in a variety of strategic locations. Software for surveillance is installed on computers of Principal to monitor daily activities of college. Besides this the principal has access to all CCTV views. The faculty and employees of the college communicate with one another using smartphones equipped with built-in social applications such as Gmail. We utilize the official WhatsApp Groups for spreading Notices, awareness and ensuring the smooth operation of the same. Office consists fully automated, wireless 24x7 internet facility.

Examination

The question papers of the University exams are downloaded through the QPDS system. All examination processes (including application submission, re-evaluation, photocopying, receipt of examination materials, submission of grades, etc.) must be completed online. Exams and other tasks involving sensitive information must be handled with the utmost discretion and care to protect the integrity of the data. Under the direction of the College Principal, the College Examination Officer is responsible for overseeing all aspects of the examination process. Evaluation and Assessment at Regular Intervals Academic ERP (VM-Edulife software) is utilized for tasks like MCQ tests and other assignments.


Alumni

To foster deeper connections with our alumni, we've set up a special alumni section of the website with features including registration etc. To maintain and update the alumni database, the alumni association is contacted frequently.

Benefits of e-Governance

Stakeholders	Benefits of e-Governance
Students	<ul style="list-style-type: none"> • Make it easier for students to get seamless education. • Students have improved access to information as well as quality services. • Considerable reductions in the amount of time and efforts required. • Establishment and maintenance of social links for the goal of association. • Students can find solutions to their issues, such as examination queries and result verification, on the internet. • Students can provide online feedback to the college. • Student can register online grievance via our website
College	<ul style="list-style-type: none"> • Beneficial for accreditation / affiliation / approval by PCI/AICTE/DTE/ARA/SPPU/NAAC. • Data from students can be collected at the source. • Data is easily accessible. • E-Governance in education • Improved faculty and administrative process efficiency. • Statistical reports are produced instantly. • Improved student service quality. • Operational transparency. • Reducing hidden operational costs. • Quicker communication and implementation.
Faculty	<ul style="list-style-type: none"> • Online appointment of examiners, as well as declaration of exam schedule and notices, etc. • Faculties can set online examination paper. • Sharing new concepts and ideas with students, faculty and stakeholders. • To get online help for certain topics with experts. • Improve quality of services. • Faculty can register online grievance via our website
Other Stakeholders	<ul style="list-style-type: none"> • Improved interactions with stakeholders and other educational institutes. • To get quality and skilled employees. • Other Stakeholders like Parents, Alumni, Employers can register online grievance via our website
Overall Education System	<ul style="list-style-type: none"> • Long term impact on organizational goals. • Improvement in educational system and methodology • Empowerment of faculty, students and encouragement through their participation in governance.




PRINCIPAL
 Rajmata Jijau Shikshan Prasarak Mandal's
COLLEGE OF PHARMACY
 Dudulgaon, Pune-412 105.



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
COLLEGE OF PHARMACY (B.Pharm.)

Approved by PCI, AICTE, Govt. of Maharashtra & DTE

Affiliated to Savitribai Phule Pune University, Pune

DTE Code:- 6382 University Code:- CPHPO13150



Certified by ISO 9001-2015,
ISO : 14001-2015

Recognised as Green Educational
Campus

Hon. Shri. Vilasrao V. Lande
President


Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

5. Staff Welfare Policy

राजमाता जिजाऊ शिक्षण प्रसारक मंडळाचे, कॉलेज ऑफ फार्मसी
Gat No.101/102, Moshi-Alandi Road, Dudulgaon, Pune.
Post-Alandi, Tal.: Haveli, Pune-412105, Maharashtra (India)
Phone : (020) 20280280, 7447763086, 9422322070

 : www.rjspmpharmacy.com

Email: rjspmcp123@gmail.com

Committed for Excellence in Education

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STAFF WELFARE POLICY FOR TEACHING AND NON-TEACHING STAFF

Purpose

Our society exists for the purpose of maximizing the "Welfare of the Masses". In accordance with this motto, every effort and initiative has been taken to develop welfare schemes for the betterment of our stakeholders, particularly students, parents, teachers, and the society as a whole. These schemes are intended to invoke awareness among students and teachers with regard to social accountability and social responsibility.

Objectives

- To boost morale and make a loyal, happy group of workers in the organization.
- To improve the organization's image in the minds of its workers.
- To make it possible for workers to live comfortably and cheerfully.
- To increase worker efficiency.
- To promote the organization's charitable and caring initiatives.
- To develop a favorable attitude toward the job and management.
- To increase employee satisfaction with the organization and to improve human relations.

Welfare Measures

Employee Provident Fund: All teaching and non-teaching workers must be provided with EPF benefits. Each month, the set amount will be deducted from the employee's pay and deposited with a management contribution to the employee's PF Account. For further information, the employee may contact the institution's accountant or administrative personnel.

Reimbursement of participation fees: It is strongly recommended that faculty members should participate in a variety of FDPs, Workshops, Seminars, and Conferences in order to keep their knowledge and skills current, get exposure to the outside world, and network with other professionals in their field. The college is providing reimbursement of Registration fees for conferences, workshops and seminars, to the faculty.

Advance salary: Staff members can ask for an advance salary in case of an emergency. When an application from a staff member is received, it is sent to the management, decision is made right away, and the institute pays advance salary.



This amount is equal to one-month salary. Whereas, in certain cases considering requirement of employee, amount of Rs 50,000 is also given in exceptional cases. This advance is free of interest and deducted from salary considering amount of advance and repaying capacity of the employee.

Home loan and Personal loan: The college provides salary slips for home loan and Personal loan of employee as well as essential documentary proofs of their service to the bank.

Health Insurance Policy: The Institution provided a health insurance policy for all teaching and Non-teaching staffs.

Other benefits:

- The college allows teaching staff members for completing Ph.D program and related research work during service with the college and gives requisite NOC's.
- Performance appraisal system is implemented for the benefit of staff members.

Procedure of Applying for the Scheme & Approval

To avail the above staff welfare schemes, employee shall follow the procedure and apply through proper channel. The higher authority Principal/ Director shall recommend to the Management regarding the merit and eligibility of the case.




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President


Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

6. Portfolio & Committees (Shows Decentralization and Participation)

राजमाता जिजाऊ शिक्षण प्रसारक मंडळाचे, कॉलेज ऑफ फार्मसी
Gat No.101/102, Moshi-Alandi Road, Dudulgaon, Pune.
Post-Alandi, Tal.: Haveli, Pune-412105, Maharashtra (India)
Phone : (020) 20280280, 7447763086, 9422322070

 : www.rjspmpharmacy.com

Email: rjspmcp123@gmail.com

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RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
COLLEGE OF PHARMACY

At-Dudulgaon, Post-Alandi, Tal-Haveli, Dist-Pune - 412 105



College Working Committees AY-2021-22

No.	Portfolio	Particulars	Secretary*	Member
1	Academics	Faculty recruitment/workload/time table /Teaching-Learning Methods/feedback/Planer/Committees/MOM	Prof. P. V. Rane	Ms. L. K. Raut
2	Examinations	Exam form/Annual exam/ Sessional / re-sessional / improvement/Vmedulife	Ms. A. K. Thikekar	Ms. A. V. Malusare
4	Research & Development	Avishkar/ Innovation/faculty research grants/ state & national level seminar & workshop grants	Mrs. P. S. Deorankar	Mr. A. B. Kumbhar
5	Co-Curricular Activities	Guest Lectures/ organization of National & State level seminars & workshops, NPW	Ms. P. V. Bagade	Ms. A. Z. Gite
6	Extra-curricular	Fresher/orientation/ gathering/ Sendoff /Parent meet	Ms. S. S. Shaikh	Prof. G. R. Sakhare
7	Stores and Repairs & Maintenance	Chemicals/Equipments/Glasswares/stationary/others Maintenance and repairs	Ms Priti Patil	-
8	Library	Books & journals/Notice Board/ New/publicity	Mr Sanjay Togam	Ms. L. K. Raut
9	Student welfare & Faculty Welfare	Student motivation/financial assistance/ Mentorship/earn & learn/ magazine/ fdp	Mr. A. N. Phuge	Mr. O. H. Kolhe
10	NSS & Sports	Camp/ Sports activities	Prof. G. R. Sakhare	Ms. S. S. Shaikh

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No.	Portfolio	Particulars	Secretary*	Member
11	Training & Placement	Admission counseling, Facilitation Centre & activities, Alumina, industrial training/visit/MOU/placements	Mr. S.N. Ghodekar	Ms. P. V. Bagade
12	Website & ICT Publicity	College website /SMS /software/ publicity & media coverage / Newspaper, print media, social media, Brand building	Mr. S. V. Mane	Ms. S. S. Shaikh

(*Principal will be the Chairman of all college committees)

Sr. No.	Affiliations, continuations, applications, circulars, notifications and timely completion & compliance of necessary work	Name of Member
1	SPPU & CEO	Prof. A. B. Kumbhar
2	PCI & SWO	Prof. A. K. Thikekar
3	AICTE	Prof. P. V. Rane
4	DTE	Prof. J. S. Dhumai
5	CPCSEA & NSS	Prof. G. R. Sakhare
6	All committee MOM	Prof. P. S. Deorankar



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PRINCIPAL

Rajmata Jijau Shikshan Prasarak Mandal's
COLLEGE OF PHARMACY
 Dudulgaon, Pune-412 105.



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL's
COLLEGE OF PHARMACY

At-Dudulgaon, Post-Alandi, Tal-Haveli, Dist-Pune - 412 105



College Working Committees AY-2020-21

No.	Portfolio	Particulars	Secretary*	Member
1	Academics	Faculty recruitment/workload/time table /Teaching-Learning Methods/feedback/Planer/Committees/MOM	Mr. P. V. Rane	Ms. P. S. Deorankar
2	Examinations	Exam form/Annual exam/ Sessional / re-sessional / improvement/Vmedulife	Mr. A. B. Kumbhar	Ms. C. C. Dongaonkar Ms. A. V. Malusare
4	Research & Development	Avishkar/ Innovation/faculty research grants/ state & national level seminar & workshop grants	Mr. J. S. Dhumal	Mrs. S. K. Patil
5	Co-Curricular Activities	Guest Lectures/ organization of National & State level seminars & workshops, NPW	Mrs. S. K. Patil	Mr. A. N. Phuge
6	Extra-curricular	Fresher/orientation/ gathering/ Sendoff /Parent meet	Ms. A. K. Shelar	Mr. P. A. Pawar
7	Stores and Repairs & Maintenance	Chemicals/Equipments/Glasswares/stationary/others Maintenance and repairs	Mr. S. V. Mane	Store Incharge
8	Library	Books & journals/Notice Board/ New/publicity	Mr. Togam Sanjay	Ms. A. K. Shelar

No.	Portfolio	Particulars	Secretary*	Member
9	Student welfare & Faculty Welfare	Student motivation/financial assistance/ Mentorship/earn & learn/ magazine/ fdp	Mr. A. K. Thikekar	Mr. S. V. Mane
10	NSS & Sports	Camp/ Sports activities	Mr. G. R. Sakhare	Mr. P. A. Pawar Ms. A. V. Malusare
11	Training & Placement	Admission counseling, Facilitation Centre & activities, Alumina, industrial training/visit/MOU/placements	Mr. S. N. Ghodekar	Ms. B. S. Banage
12	Website & ICT	College website /SMS /software/ publicity & media coverage	Mr. A. N. Phuge	Mr. Basude Yuvraj Ms. C. C. Dongaonkar
13	Publicity	Newspaper, print media, social media, Brand building	Ms. B. S. Banage	Mr. S. N. Ghodekar

(*Principal will be the Chairman of all college committees)

Sr. No.	Affiliations, continuations, applications, circulars, notifications and timely completion & compliance of necessary work	Name of Member
1	SPPU & CEO	Prof. A. B. Kumbhar
2	PCI &SWO	Prof. A. K. Thikekar
3	AICTE	Prof. P. V. Rane
4	DTE	Prof. J. S. Dhumal
5	CPCSEA & NSS	Prof. G. R. Sakhare
6	All committee MOM	Prof. P. S. Deorankar

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[Signature]
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 Rajmata Jijau Shikshan Prasarak Mandal's
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RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
COLLEGE OF PHARMACY

At-Dudulgaon, Post-Alandi, Tal-Haveli, Dist-Pune - 412 105



College Working Committees AY-2019-20

No.	Portfolio	Particulars	Secretary*	Member
1	Academics	Faculty recruitment/workload/time table /Teaching-Learning Methods/feedback/Planer/Committees/MOM	Mr. A. N. Phuge	Ms. P. S. Deorankar
2	Examinations	Exam form/Annual exam/ Sessional / re-sessional / improvement/Vmedulife	Ms. A. K. Thikekar	Ms. C. C. Dongaonkar Ms. A. V. Malusare
4	Research & Development	Avishkar/ Innovation/faculty research grants/ state & national level seminar & workshop grants	Mr. A. B. Kumbhar	Mrs. S. K. Patil
5	Co-Curricular Activities	Guest Lectures/ organization of National & State level seminars & workshops, NPW	Ms. P. S. Deorankar	Mrs. S. K. Patil
6	Extra-curricular	Fresher/orientation/ gathering/ Sendoff /Parent meet	Mr. S. V. Mane	Ms. A. K. Shelar Mr. P. A. Pawar
7	Stores and Repairs & Maintenance	Chemicals/Equipments/Glasswares/stationary/others Maintenance and repairs	Ms. Monica Gothekar	Mr. P. A. Pawar
8	Library	Books & journals/Notice Board/ New/publicity	Mr. Togam Sanjay	Ms. A. K. Shelar

No.	Portfolio	Particulars	Secretary*	Member
9	Admission & Student welfare	Admission counseling, Facilitation Centre & activities, Student motivation/financial assistance/ Mentorship/earn & learn/ magazine	Mr. J. S. Dhumal	Ms. A. V. Malusare
10	NSS & Sports	Camp/ Sports activities	Mr. G. R. Sakhare	Ms . A. K. Shelar
11	Training & Placement	Alumina, industrial training/visit/MOU/placements	Mr. S.N. Ghodekar	Mr. S. V. Mane
12	Website & ICT	College website /SMS /software/ publicity & media coverage	Mr. P.V. Rane	Mr. Basude Yuvraj Ms. C. C. Dongaonkar

(*Principal will be the Chairman of all college committees)

Sr. No.	Affiliations, continuations, applications, circulars, notifications and timely completion & compliance of necessary work	Name of Member
1	SPPU & ARC	Prof. A. B. Kumbhar
2	PCI	Prof. A. K. Thikekar
3	AICTE	Prof. P. V. Rane
4	SWO & DTE	Prof. J. S. Dhumal
5	NSS	Prof. G. R. Sakhare
6	CPCSEA	Prof. G. R. Sakhare
7	EXAM	Prof. A. K. Thikekar

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COLLEGE OF PHARMACY

At-Dudulgaon, Post-Alandi, Tal-Haveli, Dist-Pune - 412 105



College Working Committees AY-2018-19

No.	Portfolio	Particulars	Secretary*	Member
1	Academics	<i>Faculty recruitment/workload/time table /Teaching-Learning Methods/feedback/Planer/Committees/MOM</i>	Mr. A. N. Phuge	Ms. A. K. Thikekar
2	Examinations	<i>Exam form/Annual exam/ Sessional / re-sessional / improvement/Vmedulife</i>	Ms. R. L. Mhetre	Ms. C. C. Dongaonkar Mrs. M. S. Holkar
4	Research & Development	<i>Avishkar/ Innovation/faculty research grants/ state & national level seminar & workshop grants</i>	Mr. A. B. Kumbhar	Ms. R. L. Mhetre Mrs. S. K. Patil
5	Faculty Welfare	<i>Continuing education / FDP/ Publications / Presentations</i>	Ms. A. K. Thikekar	Mr. A. N. Phuge
6	Co-Curricular Activities	<i>Guest Lectures/ organization of National & State level seminars & workshops, NPW</i>	Ms. M. S. Holkar	Mrs. P. B. Kothawade Mrs. S. K. Patil
7	Stores and Repairs & Maintenance	<i>Chemicals/Equipments/Glasswares/stationary/others Maintenance and repairs</i>	Mrs. P.B. Kothawade	Mr. S. N. Ghodekar Mr. Ghugare Shrikant
8	Library	<i>Books & journals/Notice Board/ New/publicity</i>	Ms. C.C. Dongaokar	Ms. R. A. Bhalerao Mr. Togam Sanjay

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No.	Portfolio	Particulars	Secretary*	Member
9	Admission & Student welfare	Admission counseling, Facilitation Centre & activities, Student motivation/financial assistance/ Mentorship/earn & learn/ magazine	Mr. J. S. Dhumal	Mr. A.N. Phuge Ms. S. A. Koli
10	NSS & Sports	Camp/ Sports activities	Mr. G. R. Sakhare	Ms. S. A. Koli
11	Extra-curricular	Fresher/orientation/ gathering/ Sendoff/Parent meet	Ms. R. A. Bhalerao	Mr. G. R. Sakhare
12	Training & Placement	Alumina, industrial training/visit/MOU/placements	Mr. S.N. Ghodekar	Mrs. S. K. Patil
13	Website & ICT	College website /SMS /softwares/ publicity & media coverage	Mr. P.V. Rane	Ms. S. A. Koli Mr. Basude Yuvraj
14	Infrastructure	As per PCI/AICTE/NAAC /Documentation	Mr. S. N. Ghodekar	Mr. P. V. Rane All lab Technicians

(*Principal will be the Chairman of all college committees)

Sr. No.	Affiliations, continuations, applications, circulars, notifications and timely completion & compliance of necessary work	Name of Member
1	SPPU & ARC	Prof. A. B. Kumbhar
2	PCI	Prof. A. K. Thikekar
3	AICTE	Prof. P. V. Rane
4	SWO & DTE	Prof. J. S. Dhumal
5	NSS	Prof. G. R. Sakhare
6	CPCSEA	Prof. G. R. Sakhare
7	EXAM	Prof. R. L. Mhetre

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PRINCIPAL
 Rajmata Jijau Bhikshan Prasarak Mandal's
COLLEGE OF PHARMACY
 Dudulgaon, Pune-411 007

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RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S

COLLEGE OF PHARMACY



Approved by AICTE & PCI New Delhi, DTE, Govt. of Maharashtra & Affiliated to University of Pune

Gat No.101/102, A. Post-Dudulgaon, Post-Alandi, Tal-Haveli, Dist-Pune - 412 105



College Working Committee 2017-18

Sr. No.	Portfolio	Particulars	Name of Faculty*
1	Academics	Faculty recruitment/workload/time table /Teaching-Learning Methods/feedback/Planer	1. Prof. A. N. Phuge 2. Prof. A. K. Thikekar
2	Examinations	Exam form/annual exam/ Sessional/recessional/ improvement	1. Prof. R. L. Mhetre 2. Prof. P. V. Rane
3	PCI/AICTE/SPPU/DTE//CPSECEA	Affiliations, continuations, applications, circulars. Notification's, & timely completion of necessary work	1. Prof. R. G. Katedeshmukh 2. Prof. A. B. Kumbhar
4	Research & Development	Avishkar/ Innovation/faculty research grants/ state & national level seminar & workshop/ continuing education/ Publications /FDP/ Presentations	1. Prof. A. B. Kumbhar 2. Prf. R. L. Mhetre
5	Co-Curricular Activities	Guest Lecture/ organization National & State level seminar & workshop, NPW	1. Prof. V. S. Patil 2. Prof. P. B. Kothawade
6	Store & Repair & Maintenance	Chemicals/Equipment's/Glassware's/stationary/others	1. Prof. P.B. Kothwade 2. Prof. S.N. Ghodekar 3. Mr. Ghugare Sir
7	Library	Notice Board/ News/ journal/Magazine/ Vm edulife/website	1. Prof. C.C. Dongaokar

			2. Prof. P. V. Rane 3. Mr. Togam Sir
8	Student welfare officer	Student motivation/financial assi./ Mentorship/earn & learn/College magazine	1. Prof. J. S. Dhumal 2. Prof. A.N. Phuge
9	NSS & Sports	Camp/ regular activities	1. Prof. G. R. Sakhare 2. Prof. R. A. Bhalerao
10	Extra-curriculum	Fresher/orientation/ gathering/ sports/ Send off /Parent meet	1. Prof. R. A. Bhalerao 2. Prof. G. R. Sakhare
11	Training & Placement	Alumina, industrial training/visit	1. Prof. S.N. Ghodekar 2. Prof. A.K. Thikekar
12	Admission	Admission counseling, Facilitation Centre & activities there under	1. Prof. J. S. Dhumal 2. Prof. A.N. Phuge

(*Principal will be the Chairman for all college committees, 1-Secretary & others will be the members)



STATISTIK
PRINCIPAL

Rajmata Jijau Bhikshan Prasarak Mandal's
COLLEGE OF PHARMACY
Dudulgaon, Pune-412 105.



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
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President

Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

**COLLEGE DEVELOPMENT COMMITTEE
(A.Y 2021-22)**

Sr. No.	Names	Designation
1	Hon. Shri. Vilasrao V. Lande President, RJSPM, Bhosari, Pune	Chairman
2	Hon. Shri. Sudhir V. Mungase Secretary, RJSPM, Bhosari, Pune	Member
3	Hon. Shri. Ajit D. Gavhane Social Service	Member
4	Hon. Shri. Vikrant V. Lande Social Service	Member
5	Prof. Kiran Y. Chaudhari Education	Member
6	Dr. Ashok V. Bhesale Principal, PDEA's Shankarrao Ursal COPSRC, Kharadi, Pune	Member
7	Mr. Amol B. Kumbhar HOD, RJSPM COP, Dudulgaon, Pune	Member
8	Dr. Jeevan S. Dhumal IQAC incharge, RJSPM COP, Dudulgaon, Pune	Member
9	Ms. Archana K. Thikekar Teaching Faculty Representative, RJSPM, COP, Dudulgaon, Pune	Member
10	Mr. Prasad V. Rane Teaching Faculty Representative, RJSPM COP, Dudulgaon, Pune	Member
11	Ms. Priyanka S. Deorankar Teaching Faculty Representative, RJSPM COP, Dudulgaon, Pune	Member
12	Mr. Dnyaneshwar M. Mohate Alumnus	Member
13	Mr. Mahesh L. Girme Non-Teaching Faculty Representative, RJSPM COP, Dudulgaon, Pune	Member
14	Mr. Vishal S. Rathod Student President, RJSPM COP, Dudulgaon, Pune	Member
15	Ms. Sanchita R. Patole Student Secretary, RJSPM COP, Dudulgaon, Pune	Member
16	Dr. Kishor S. Jain Principal, RJSPM COP, Dudulgaon, Pune	Member Secretary



Dr. Kishor S. Jain
PRINCIPAL

Rajmata Jijau Shikshan Prasarak Mandal's
COLLEGE OF PHARMACY
Dudulgaon, Pune-412 105.

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RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
COLLEGE OF PHARMACY (B.Pharm.)

Approved by PCI, AICTE, Govt. of Maharashtra & DTE
Affiliated to Savitribai Phule Pune University, Pune
DTE Code:- 6382 University Code:- CPHPO13150



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ISO : 14001-2015

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President

Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

**GOVERNING BODY
(A.Y. 2021-22)**

Sr. No.	Name of Member	Designation
1	Hon. Shri. Vilasrao V. Lande President, RJSPM, Bhosari, Pune	Chairman
2	Hon. Shri. Sudhir V. Mungase Secretary, RJSPM, Bhosari, Pune	Member
3	Hon. Shri. Ajit D. Gavhane Treasurer, RJSPM, Bhosari, Pune	Member
4	Hon. Shri. Vishwanath Y. Korde Trustee, RJSPM, Bhosari, Pune	Member
5	Hon. Shri. Vikrant V. Lande Trustee, RJSPM, Bhosari, Pune	Member
6	Prof. Kiran Y. Chaudhari Management Representative, RJSPM, Bhosari, Pune	Educationist
7	University Representative SPPU Nominee	SPPU Nominee
8	Regional Officer Western Region, AICTE, Mumbai.	Ex-Officio Member (AICTE Nominee)
9	Joint Director Regional Office, Directorate of Technical Education, Pune. (Govt. of Maharashtra)	Ex-Officio Member (DTE Nominee)
10	An Industrialist/technologist/educationalist from the region	State Govt. Nominee
11	Prof. Amol B. Kumbhar Faculty Representative, RJSPM COP, Dudulgaon, Pune	Member
12	Dr. Jeevan S. Dhumal Faculty Representative, RJSPM COP, Dudulgaon, Pune	Member
13	Dr. Kishor S. Jain Principal, RJSPM COP, Dudulgaon, Pune	Member Secretary



Dr. Kishor S. Jain
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Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

INTERNAL COMPLAINTS COMMITTEE (ICC)
(A.Y. 2021-22)

Sr. No.	Designation	Name of member (M/F)	Representation
1	Presiding Officer	Ms. Archana K. Thikekar (F)	Assistant Professor
2	Member	Ms. Priyanka S. Deorankar (F)	Assistant Professor
3	Member	Ms. Priyanka V. Bagade (F)	Assistant Professor
4	Member	Ms. Anita V. Malusare (F)	Assistant Professor
5	Member	Ms. Priya K. Gadhane (F)	Non-teaching staff
6	Member	Ms. Puja S. Pansare	Student Representative
7	Member	Ms. Sanchita R. Patole (F)	Student Representative
8	Member	Ms. Rutuja S. Sonawane (F)	Student Representative
9	Member	Mrs. Rajashree Gagare (F)	External member



Dr. Kishor S. Jain
PRINCIPAL

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Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

Date: 05/01/2022

**ANTIDISCRIMINATION CELL
(A.Y. 2021-22)**

Sr. No.	Designation	Name of Member	Representation
1	Chairman	Dr. Kishor S. Jain	Principal
2	Member	Mr. Amol B. Kumbhar	Vice-Principal
3	Member Secretary	Ms. Priyanka S. Deorankar	Assistant Professor
4	Member	Ms. Linita K. Raut	Assistant Professor
5	Member	Mr. Mahesh L. Girme	Non-teaching staff
6	Member	Ms. Triveni S. Damse	Student Representative
7	Member	Mr. Nilesh D. Parmeshwar	Student Representative



Dr. Kishor S. Jain
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Secretary


Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal


GENDER SENSITIZATION CELL
(A.Y. 2021-22)

Sr. No.	Designation	Name of Member	Representation
1	Presiding Officer	Ms. Archana K. Thikekar (F)	Assistant Professor
2	Member	Ms. Priyanka S. Deorankar (F)	Assistant Professor
3	Member	Ms. Shakila S. Shaikh (F)	Assistant Professor
4	Member	Dr. Jeevan S. Dhumal (M)	Assistant Professor
5	Member	Mr. Mahesh L. Girme (M)	Non-teaching staff
6	Member	Ms. Komal D. Thakur (F)	Non-teaching staff
7	Member	Ms. Rutuja S. Sonawane	Student Representative
8	Member	Ms. Priyanka B. Bhor	Student Representative
9	Member	Ms. Sanchita R. Patole (F)	Student Representative
10	Member	Ms. Puja S. Pansare (F)	Student Representative
11	Member	Mrs. Rajashree Gagare (F)	NGO Member




Dr. Kishor S. Jain
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Treasurer

Dr. Kishor S. Jain
Principal

Ref: RJSPM/COP//2021-22/67-A

Date-03/01/2022

CONSTITUTION OF ANTIRAGGING COMMITTEE

Name of the College: RJSPM's, College of Pharmacy, A/P-Dudulgaon, Alandi, Tal: Haveli, Pune-412105

Name of the Managing Society: Rajmata Jijau Shikshan Prasarak Mandal, Landewadi, Bhosari, Pune- 411039

Sr. No.	Designation	Name of committee member	Representation	Email Id	Contact No.
1	Chairman	Dr. K. S. Jain	Head of College	drkishorsjain@gmail.com	9422322070
2	Member	Mr. Aba Mahadik	Representative of Police department	crimecomp.pune@nic.in	9822374042 020-29700487
3	Member	Mrs. Rajashree A. Gagare	Representative of NGO	gagare.rajashree@gmail.com	7774052424
4	Member	Mr. Atul Shailendrasing Pardeshi	Representative of Local media	atulpjunnar@gmail.com	9970962444
5	Member	Mr. Uttam Alhat	Civil Representative	uttamalhat85@gmail.com	9850047827
6	Member	Mr. Bochare Pramod K	Parent Representative	pramod_bochare@rediffmail.com	9850899799
7	Member	Mrs. Desai Kanchan	Parent Representative	sonalidesai397@gmail.com	9322015950
8	Member	Mr. Gokul Mali	Sr. Student Representative	gokulmali2000@gmail.com	9579793107
9	Member	Ms. Vaishnavi Balu Sandbhor	Fresher Student Representative	Vaishnavi_sandbhor24@gmail.com	8177981381
10	Member	Ms. Priya Gadhave	Non teaching staff Representative	priyagadhave4@gmail.com	7448065272
11	Member Secretary	Mr. Ashish N. Phuge	Faculty Member	ashishphuge@gmail.com	9657416330



Dr. K.S. Jain
(Principal)

PRINCIPAL

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President

Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

Ref: RJSPMCOP/2021-22/67-B

Date-03/01/2022

CONSTITUTION OF ANTIRAGGING SQUAD

Name of the College: RJSPM's College of Pharmacy, A/P- Dudulgaon, Alandi, Tal: Haveli, Pune-412105

Name of the managing society: Rajmata Jijau Shikshan Prasarak Mandal, Landewadi, Bhosari, Pune-411039

Antiragging squad was reconstituted for the "Prevention and Prohibition of Ragging" and following staff are the members of squad.

Sr. No.	Name of member	Designation	Contact Numbers
1	Ms. Priyanka Bagade	Teaching Representative	9579878343
2	Ms. Anita V. Malusare	Teaching Representative	9049618981
3	Mr. Ashish N. Phuge	Teaching Representative	9657416330
4	Mr. Mahesh Girme	Office Clerk	9850601224
5	Mrs. Priya Gadhave	Non-teaching Representative	7448065272



Dr. K.S. Jain
(Principal)

PRINCIPAL

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Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

Institutional Research Ethics Committee
(A. Y. 2021-22)

Sr. No.	Name of Faculty	Signature
1.	Dr. Kishor S. Jain	Chairman
2.	Ms. Priyanka S. Deorankar	Secretary
3.	Mr. Amol B. Kumbhar	Member
4.	Mr. Jeevan S. Dhumal	Member
5.	Ms. Archana K. Thikekar	Member
6.	Mr. Ghanashyam R. Sakhare	Member



PRINCIPAL

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Univ Id: PU/PN Pharm/286/2007 College Code:1081 DTE Code:6382




Date: 3/01/2022

Constitution of Internal Quality Assurance Cell (IQAC) 2021-22

Sr. No	Name of the Member	Post/ Designation	Description	Affiliation
1	Dr. Kishor S. Jain	Chairmen	Head of the institution	Principal, RJSPPM'S, College of Pharmacy, Dudulgaon, Pune
2	Hon. Mr. Sudhir V. Mungase	Member	Stakeholder- Management Representative	Secretary Rajmata Jijau Shikshan Prasarak Mandal, Bhosari, Pune
3	Hon. Mr. Ajit D. Cavhane	Member	Local Society Member	Corporator Pimpri Chinchwad Municipal Corporation, Pune
4	Hon. Mr. Vikrant V. Lande	Member	Local Society Member/Industrialist	Corporator Pimpri Chinchwad Municipal Corporation, & Autoline Industries, Pune
5	Mr. Vardhaman A Bafna	Member	Stakeholder- Industry	Operations Head Callidus Research Labs Pvt. Ltd. Chakan, Pune
6	Mr. Kiran Y. Chaudhari	Member	Stakeholder- Employer	Vice Principal, RJSPPM, ACS College, Landewadi, Bhosari, Pune
7	Ms. Ashwini Bhosale	Member	Senior Administrative Officer	Registrar RJSPPM Trust, Landewadi, Bhosari, Pune
8	Mr. Amol B. Kumbhar	Member	Teaching Faculty	Asso. Prof. & Vice Principal RJSPPM'S, College of Pharmacy, Dudulgaon, Pune
9	Ms. Archana K. Thikekar	Member	Teaching Faculty	Asso. Prof & HOD RJSPPM'S, College of Pharmacy, Dudulgaon, Pune
10	Mr. Suhas N. Ghodekar	Member	Teaching Faculty	Asst. Prof. RJSPPM'S, College of Pharmacy, Dudulgaon, Pune
11	Mr. Prasad V. Rane	Member	Teaching Faculty	Asst. Prof. RJSPPM'S, College of Pharmacy, Dudulgaon, Pune
12	Ms. Priyanka S. Deorankar	Member	Teaching Faculty	Asst. Prof. RJSPPM'S, College of Pharmacy, Dudulgaon, Pune
13	Mr. Sanchita Patole	Member	Student	B Pharm Third Year RJSPPM'S, College of Pharmacy, Dudulgaon, Pune
14	Mr. Dnyaneshwar Mohote	Member	Alumnus	Medical Coder Access Healthcare, Pune
15	Dr. Jeevan S Dhumal	Member Secretary	Coordinator IQAC	Asso. Prof.& NAAC Coordinator RJSPPM'S, College of Pharmacy, Dudulgaon, Pune




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Approved by AICTE, PCI

DTE Code - PH6382 Govt. of Maharashtra - TEM - 2007/ (281/07)/TS-1

Gat No. - 101 / 102, At - Dudulgaon, Post - Alandi, Tal. - Haveli, Dist. - Pune - 412105

Fax : 020-20280544 Email : rjspmcp123@gmail.com Web : www.rjspmpharmacy.com



Hon. Shri. Vilasrao Lande (Ex. M.L.A.)
President

Hon. Mr. Vishwanath Korde
Secretary

Hon. Mr. Ajit Gavhane
Treasurer

Date: 05/08/2021

CONSTITUTION OF PLACEMENT AND CAREER GUIDANCE CELL

Name of the college: RJSPM's College of Pharmacy, A/P- Dudulgaon, Alandi, Tal: Haveli, Pune- 412105.

Name of the managing Society: Rajmata Jijau Shikshan Prasarak Mandal, Landewadi, Bhosari, Pune- 411039.

The Committee constitution is as follows.

Sr. No	Designation	Name of committee member	Representation
1	Chairman	Prof. Amol B. Kumbhar	I/C Principal
2	Training and Placement officer	Prof. Suhas N. Ghodekar	Assistant Professor
3	Member	Prof. Priyanka Bagade	Assistant Professor
4	Member	Mr. Dnyaneshwar Mohate	Alumni President
5	Member	Mr. Abhijeet Popat Tathe	Student Representative
6	Member	Ms. Nandini Balu Borate	Student Representative

Date: 05/08/2021

Place: Dudulgaon




PRINCIPAL
Rajmata Jijau Shikshan Prasarak Mandal's
COLLEGE OF PHARMACY
Dudulgaon, Pune-412 105.



Rajmata Jijau Shikshan Prasarak Mandal's,
College of Pharmacy
Dudulgaon, Pune. 412105



The Undersigned is pleased to appoint Library Committee for effective functioning of Library for Academic year 2021-22 till further orders.

Sr. No.	Name of the Member	Designation	Department
1	Prof. Amol Kumbhar	Chairman	Pharmaceutics
2	Mr. Sanjay Togam	Secretary	Library
3	Prof. Lineeta Raut	Lib.Incharge	P ¹ Chemistry
4	Prof. Suhas Ghodekar	Member	Pharmacognosy
5	Prof. Arti Gite	Member	Pharmaceutics
6	Prof. Prasad Rane	Member	P ¹ Chemistry
7	Mr. Gokul Mali	Member	Student Representative (B.pharm final yaeer)
8	Mr. Sumit Waghmare	Member	Student Representative (B.pharm 3rd yaeer)
9	Mrs. Nilu Choudhary	Member	Student Representative (B.pharm Final yaeer)
10	Mrs. Pratiksha Khedkar	Member	Student Representative (B.pharm 2nd yaeer)

Roles and responsibilities:-

- 1) To guide the Librarian in formulating general library policies and regulations which govern the functions of the library
- 2) To provide proper documentation services and update the Library collection.
- 3) To work towards modernization and improvement of Library and documentation Services.
- 4) To formulate policies and procedures for efficient use of Library resources.




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College Code: 1081

DTE Code: 6382



Institutional Examination Committee (A.Y. 2021-22)

Sr. No.	Designation	Name	Representation
1.	Chairman	Prof. (Dr.) Jain K.S.	Principal
2.	Secretary	Ms.Thikekar A. K.	CEO
3.	Member	Mr. Kumbhar A. B.	Vice-Principal
4.	Member	Mr. Rane P. V.	Academic In charge
5.	Member	Ms.Linita K. Raut	Academic coordinator
6.	Member	Ms. Malusare A. V.	Internal Exam In charge




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Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

Date: 1/1/2022

ACADEMIC COMMITTEE
(A.Y 2021-22)

Sr. No.	Name of Member	Designation	Post
1	Dr. K. S. Jain	Principal	Chairman
2	Prof. P.V. Rane	Assistant Professor	Secretary
3	Prof. Lineeta K. Raut	Assistant Professor	Member
4	Prof. A.B. Kumbhar	Vice-Principal, Assistant Professor & HOD-Pharmaceutics	Member
5	Prof. J.S. Dhumal	Assistant Professor & HOD-Pharmacognosy	Member
6	Prof. G. R. Sakhare	Assistant Professor & HOD-Pharmacology	Member
7	Prof. A. K. Thikekar	Assistant Professor & HOD-Pharm. Chem	Member



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Gat No.101/102, A. Post-Dudulgaon, Post-Alandi, Tal-Haveli, Dist-Pune - 412 105
Tel: 020-27185566, Fax: 020-27185544, E-mail: rispmcop123@gmail.com Web: www.rispmpharmacy.com



Univ Id:PU/PN Pharm/286/2007

College Code:1081

DTE Code:6382

Date: 11/09/2021

Student Council 2021-22

No.	Name of committee member	Representation
1	Mr. Vishal Rathod	President
2	Ms. Sanchita Patole	Secretary
3	Ms. Rutuja Sonawane	Lady Representative
4	Ms. Pratiksha Khedkar	Representative from backward class
5	Mr. Gokul Mali	Final Year Representative
6	Mr. Suraj Mawale	Third Year Representative
7	Mr. Adwait Lokhande	Second Year Representative
8	Ms. Priyanka Bhor	NSS Representative
9	Ms. Rutika Suryawanshi	Sports Representative
10	Mr. Aniket Shete	Cultural Representative
11	Prof. Ashish N. Phuge	Student council coordinator, SDO
12	Prof. Ganesh Chavan	Director, Sports and Physical Education
13	Prof. Ghanasham R. Sakhare	NSS Programme Officer

Social Welfare officer
RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
COLLEGE OF PHARMACY
Dudulgaon, Alandi, Pune-412 105.



PRINCIPAL
Rajmata Jijau Shikshan Prasarak Mandal's
COLLEGE OF PHARMACY
Dudulgaon, Pune-412 105.



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S

COLLEGE OF PHARMACY

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Affiliated to University of Pune

Gat No.101/102, A. Post-Dudulgaon, Post-Alandi, Tal-Haveli, Dist-Pune - 412 105

E-mail: rjspmcp123@gmail.com Web: www.rjspmpharmacy.com

Univ Id: PU/PN Pharm/286/2007 College Code:1081 DTE Code:6382



Ref: RJSPPM/COP/2021-22/ 76

Date: 05/01/2022

Student Grievance Redressal Committee 2021-22

Sr. No.	Committee members	Designation
1	Dr. K. S. Jain	President
2	Prof. P. V. Rane	Member
3	Prof. S. N. Ghodekar	Member
4	Prof. A. N. Phuge	Member




PRINCIPAL
Rajmata Jijau Shikshan Prasarak Mandal
COLLEGE OF PHARMACY
Dudulgaon, Pune-412 105.



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
COLLEGE OF PHARMACY (B.Pharm.)

Approved by PCI, AICTE, Govt. of Maharashtra & DTE
Affiliated to Savitribai Phule Pune University, Pune
DTE Code:- 6382 University Code:- CPHPO13150



Certified by ISO 9001-2015,
ISO : 14001-2015

Recognised as Green Educational
Campus

Hon. Shri. Vilasrao V. Lande
President

Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

Date-03-01-2022

CONSTITUTION OF STAFF WELFARE COMMITTEE

A.Y. 2021-22

Name of the college: RJSPM's College of Pharmacy, A/P- Dudulgaon, Alandi,
Tal: Haveli, Pune- 412105.

Name of the managing Society: Rajmata Jijau Shikshan Prasarak Mandal,
Landewadi, Bhosari, Pune- 411039.

The Committee constitution is as follows:

Sr. No	Designation	Name of committee member	Representation
1	Chairman	Dr. K. S. Jain	Principal
2	Secretary	Prof. Ashish N. Phuge	Assistant Professor
3	Member	Prof. Ghansham R. Sakhare	Assistant Professor
4	Member	Mr. Milankumar M. Salunkhe	Lab Technician

Date: 03/01/2022

Place: Dudulgaon



PRINCIPAL
Rajmata Jijau Shikshan Prasarak Mandal's
COLLEGE OF PHARMACY
Dudulgaon, Pune-412 105



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
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Hon. Shri. Sudhir V. Mungose
Secretary

Hon. Shri. Ajit D. Gavilane
Treasurer

Dr. Kishor S. Jain
Principal

ANIMAL ETHICS COMMITTEE (IAEC)

Academic year 2021-2022

Sr. No	Name	Designation in IAEC
1	Prof. Amol B. Kumbhar	Chairman, Biological scientist
2	Prof. Ghansham R. Sakhare	Scientist in Charge Animal House Facility)
3	Prof. Priyanka S. Deorankar	Scientist From Different Biological Discipline
4	Dr. Dattatraya A. Kamble	Veterinarian
5	Prof. Sachin P. Chavan	Scientist From Different Biological Discipline
6	Dr. Sunil R. Lahane	CPCSEA Main Nominee
7	Dr. Mahesh M. Ghaisas	CPCSEA Link Nominee
8	Dr. Jayashree S. Dawane	Scientist from outside the institute
9	Mr. Deshbandhu R. Pachauri	Socially aware Nominee





Principal
PRINCIPAL
Rajmata Jijau Shikshan Prasarak Mandal
COLLEGE OF PHARMACY
Dudulgaon, Pune-412 105.

राजमाता जिजाऊ शिक्षण प्रसारक मंडळाचे, कॉलेज ऑफ फार्मसी

Gat No.101/102, Moshi-Alandi Road, Dudulgaon, Pune.

Post-Alandi, Tal.: Haveli, Pune-412105, Maharashtra (India)

Phone : (020) 20280280, 7447763086, 9422322070

 : www.rjspmpharmacy.com

Email: rjspmcop123@gmail.com

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RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
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President

Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

Extracurricular Committee 2021-22

Sr. No.	Name of the Faculty	Designation
1	Dr. K. S. Jain	Principal, Chairman
2	Mr. S.S. Shaikh	Secretary, Faculty
3	Mr. O.H. Kolhe	Member, Faculty
4	Ms. Aishwarya Ghare	Member, Student
5	Pratap Munde	Member, Student
6	Limkar Rahul	Member, Student
7	Sanchita Patole	Member, Student



(Signature)
PRINCIPAL

Rajmata Jijau Shikshan Prasarak Mandal's
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Dudulgaon, Pune-412 105.

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Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

Date: 1/1/2022


**CO-CURRICULAR COMMITTEE
(A.Y 2021-22)**

Sr. No	Name of Committee Members	Designation	Representation
1	Dr. Kishor S. Jain	Principal	Chairman
2	Ms. Priyanka V. Bagade	Assistant Professor	Secretary
3	Ms. Arti Z. Gite	Assistant Professor	Member
4	Ms. Nilu A. Choudhary	Student	Student Representative
5	Mr. Gokul P. Mali	Student	Student Representative
6	Ms. Vaishnavi V. Newase	Student	Student Representative
7	Mr. Dheeraj B. Landge	Student	Student Representative




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 : www.rjspmpharmacy.com

Email: rjspmcp123@gmail.com

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Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal


Sports Committee
2021-22

Sr. No.	Name of the Faculty	Designation
1	Dr. Kishor S. Jain	Principal, Chairman
2	Mr. G. R. Sakhare	Secretary, Faculty
3	Ms. S. S. Shaikh	Member, Faculty
4	Chopade Priyanka	Member, Student (First Year)
5	Anuj Burde	Member, Student (Second Year)
6	Aniket Shete	Member, Student (Third Year)
7	Kolhe Yogesh	Member, Student (Final Year)




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President

Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal


NSS Committee 2021-22

Sr. No.	Name of the Faculty	Designation
1	Dr. Kishor S. Jain	Principal, Chairman
2	Mr. G. R. Sakhare	Secretary, Faculty
3	Mrs. S. S. Shaikh	Member, Faculty
4	Ms. Aishwarya Ghare	Member, Student
5	Pratap Munde	Member, Student
6	Limkar Rahul	Member, Student
7	Sanchita Patole	Member, Student




PRINCIPAL
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Campus

Hon. Shri. Vilasrao V. Lantre
President

Hon. Shri. Surfud V. Mungase
Secretary

Hon. Shri. Ajit D. Gavrate
Treasurer

Dr. Kishor S. Jain
Principal

**STORES, REPAIRS & MAINTENANCE COMMITTEE
(A.Y 2021-22)**

Sr. No.	Name of Member	Designation	Post
1	Dr. K. S. Jain	Principal	Chairman
2	Ms. Priti Patil	Store In charge	Secretary
5	Prof. A. B. Kumbhar	Vice-Principal, Assistant Professor & HOD-Pharmaceutics	Member
6	Prof. J.S. Dhumal	Assistant Professor & HOD-Pharmacognosy	Member
7	Prof. G. R. Sakhare	Assistant Professor & HOD-Pharmacology	Member
8	Prof. A. K. Thikekar	Assistant Professor & HOD-Pharm. Chem	Member




PRINCIPAL
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President


Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

Dr. Kishor S. Jain
Principal

7. Quality Assurance Initiatives of the Institution

राजमाता जिजाऊ शिक्षण प्रसारक मंडळाचे, कॉलेज ऑफ फार्मसी
Gat No.101/102, Moshi-Alandi Road, Dudulgaon, Pune.
Post-Alandi, Tal.: Haveli, Pune-412105, Maharashtra (India)
Phone : (020) 20280280, 7447763086, 9422322070

 : www.rjspmpharmacy.com

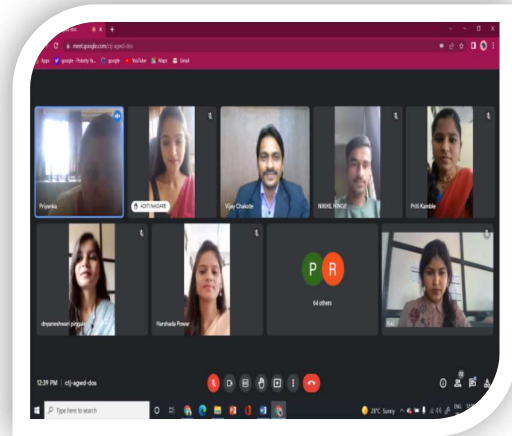
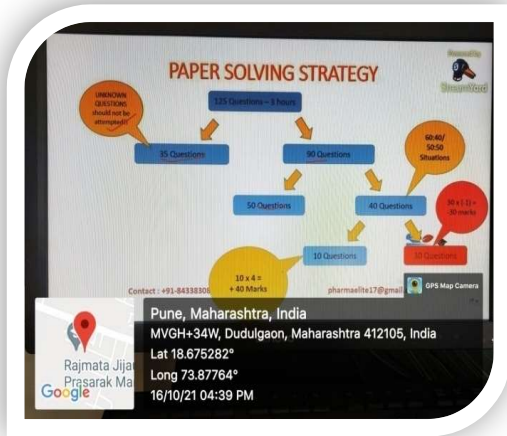
Email: rjspmcp123@gmail.com

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GPAT 2022

In order to better prepare students for the GPAT, the college hosted guest speaker. In addition to this, the college has decided to carry out GPAT practice examinations in the goal of achieving better results.



Strategy for GPAT & NIPER
Ms Aishwarya Kashelkar
 (M.S. Pharm) Pharmacology and
 Toxicology NIPER, Mohali (1st Yr student)

How To Crack GPAT
Mr. Vijaykumar Chakote
 (Director of Pharmastar academy)

GPAT MOCK TESTS SCHEDULE 2021-22

Mock test No.	Date	Time
1	24/12/2022	09:00 AM – 12:00 PM
2	06/02/2022	09:00 AM – 12:00 PM

OUTCOME OF ACTIVITY

GPAT 2022 Rankers



RJSPM's College of Pharmacy,

Dudulgaon, Pune

QUALITY ASSURANCE INITIATIVES OF THE INSTITUTION

SUMMARY

Name of Quality Assurance Initiatives	Certificate Date	Valid Until
Green Audit	12 April 2017	11 April 2020
	8 October 2020	7 October 2023
ISO 9001:2015	12 April 2017	11 April 2020
	6 October 2020	5 October 2023
ISO 14001:2015	12 April 2017	11 April 2020
	6 October 2020	5 October 2023




PRINCIPAL
Rojmata Jijau Shikshan Prasarak Mandal's
COLLEGE OF PHARMACY
Dudulgaon, Pune-412 105.



CERTIFICATION OF REGISTRATION

Rajmata Jijau Shikshan Prasarak Mandal's EDUCATION CAMPUS

Institute of Computer & Management Research (MBA)
Institute of Pharmacy (D.Pharm), College of Pharmacy (B.Pharm)
School of Nursing (RGNM), Dnyanbhakti Junior College (ACS)
Dnyanbhakti International School

Gat No. 101/102, Moshi Alandi Road, Dudulgaon, PCMC,
Pune - 412 105. Maharashtra, India

GREEN EDUCATION CAMPUS

has been assessed by TQV as conforming to the requirements of TQV Green Education Campus Certification. The following Education Campus are fulfilling the requirements of TQV Green Education Campus Certification.

Scope of Registration

For Preventing Pollution, Conserving Natural Resources,
and Complying Environmental Regulatory Requirements

Certificate No. : 171010912478
Certificate Date : 12 April 2017
Valid Until : 11 April 2020
EAC Code : 13, 33, 34, 37



DIRECTOR

TQV Certification Services Private Limited.

The Certificate of Registration remains the property of
TQV Certification Services Private Limited
and shall be returned immediately upon request. for more information
(For current validity of the certificate, visit our website : www.tqvcertification.com)
This registration is subject to the company maintaining a management system,
to the above standard, which will be monitored by TQV Certification Services Pvt. Ltd.





Certificate of Registration Rajmata Jijau Shikshan Prasarak Mandal's EDUCATION CAMPUS

Institute of Computer & Management Research (MBA)
Institute of Pharmacy (D. Pharm), College of Pharmacy (B.Pharm)
School of Nursing (GNM), Dnyanbhakti Junior College (ACS)
Dnyanbhakti International School

Gat No. 101/102, Moshi Alandi Road, Dudulgaon,
PCMC, Pune- 412 105, Maharashtra, India.

GREEN EDUCATION CAMPUS

has been assessed by IPQC as conforming to the requirements of IPQC Green Education Campus Certification. The following Education Campus are fulfilling the requirements of IPQC Green Education Campus Certification

Scope of Registration
For Preventing Pollution, Conserving Natural Resources
and Complying Environmental Regulatory Requirements.

Certificate Date : 08 October 2020

Valid Until : 07 October 2023

CERTIFICATE NO.: 1571552586



S.F.
AUTHORISED
SIGNATORY

IPQC Certification (info@ipqc.co.uk/www.ipqc.co.uk)

Corporate Office : 7, Merry Terrace Woking, London FU21 3EH, UK

Validity of this certificate is subject to annual surveillance audits to be done successfully on or before due date of audit (in case if surveillance audit is not conducted, this certificate shall be suspended/withdrawn)

The validity of this certificate can be verified at www.ipqc.co.uk

This certificate remains the property of IPQC Certification and shall be returned immediately on request.



Certificate of Registration

This is to Certify that
Quality Management System of

**RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
EDUCATION CAMPUS**

INSTITUTE OF COMPUTER & MANAGEMENT RESEARCH (MBA), COLLEGE OF PHARMACY (B. PHARM)
INSTITUTE OF PHARMACY (D. PHARM), SCHOOL OF NURSING (GNM), DNYANBHAKTI
JUNIOR COLLEGE (ACS) DNYANBHAKTI INTERNATIONAL SCHOOL.

GAT NO. 101/102, MOSHI ALANDI ROAD, DUDULGAON, PUNE- 412105,
MAHARASHTRA, INDIA.

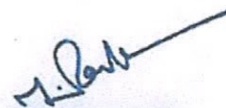
has been assessed and found to conform to the requirements of

ISO 9001:2015

for the following scope :

PROVISION OF EDUCATIONAL SERVICES IN MBA (SPPU), B.PHARM.(SPPU),
D.PHARM.(MSBTE), GNM (MSBNPE), XI, XII, ARTS, COMMERCE & SCIENCE
(HSC BOARD, PUNE) AND PRE PRIMARY, PRIMARY & SECONDARY
EDUCATION (SSC/CBSE)

Certificate No	: 20IQFS37	Issuance Date	: 06/10/2020
Initial Registration Date	: 06/10/2020		
Date of Expiry*	: 05/10/2023		
1st Surve. Due	: 06/09/2021	2nd Surve. Due	: 06/09/2022



Director



ACCREDITED
Management Systems
Certification Body
MSCB-119



AQC MIDDLE EAST FZE.

Head Office: E1-1401 E Amber Gem Tower, Sheikh Khalifa Bin Zayed Road, 2, Ajman, UAE. e-mail : info@aqcworld.com.

Key Location: 403, Madhuban Building, 55, Nehru Place, New Delhi - 110019, India.

*Validity of the Certificate is subject to successful completion of surveillance audit on or before of due date. (in case surveillance audit is not allowed to be conducted, this certificate shall be suspended/withdrawal)

Certificate Verification: Please Re-check the validity of certificate at <http://www.aqcworld.com/activeclients.aspx> or www.aqcworld.com at Active Clients.
Certificate is the property of AQC Middle East FZE and shall be returned immediately when demanded





CERTIFICATE

Certificate No. : 171010912480

This is to Certify that the
Environmental Management System Of

Rajmata Jijau Shikshan Prasarak Mandal's EDUCATION CAMPUS

Institute of Computer & Management Research (MBA)
Institute of Pharmacy (D.Pharm), College of Pharmacy (B.Pharm)
School of Nursing (RGNM), Dnyanbhakti Junior College (ACS)
Dnyanbhakti International School

Cat No. 101/102, Moshi Alandi Road, Dudulgaon, PCMC, Pune - 412 105.
Maharashtra, India

has been independently assessed and is compliant
with the requirements of

ISO 14001:2015

For the following activities

PROVISION OF EDUCATIONAL SERVICES IN
MBA (SPPU), B.Pharm.(SPPU), D.Pharm (MSBTE), RGNM (INC/MNC),
XI ,XII Arts, Commerce & Science (HSC Board, Pune) , and
Pre-Primary, Primary & Secondary Education (SSC/CBSE)

12 April, 2017 Original Registered

12 April, 2017 Latest Issued

11 April, 2020 Valid Until

April, 2018 1st Surveillance Audit

April, 2019 2nd Surveillance Audit

DIRECTOR
TQV Certification Services Private Limited.



The Certificate of Registration remains the property of
TQV Certification Services Private Limited
and shall be returned immediately upon request. for more information
(For current validity of the certificate, visit our website : www.tqvcertification.com)

This registration is subject to the company maintaining its system to the required standard, Which will be Monitored by TQV.



Certificate of Registration

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Environmental Management System of

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EDUCATION CAMPUS**

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MAHARASHTRA, INDIA.

has been assessed and found to conform to the requirements of

ISO 14001:2015

for the following scope :

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D. PHARM (MSRIE), GNM (MSBNPE), XI, XII, ARTS, COMMERCE & SCIENCE
(HSC BOARD, PUNE) AND PRE-PRIMARY, PRIMARY & SECONDARY
EDUCATION (SSC/CBSE)

Certificate No	: 20IEFE45	Issuance Date	: 06/10/2020
Initial Registration Date	: 06/10/2020	Date of Expiry*	: 05/10/2023
1st Surve. Due	: 06/09/2021	2nd Surve. Due	: 06/09/2022



Director



ACCREDITED
Management Systems
Certification Body
MSCB-119



AQC MIDDLE EAST FZE.

Head Office: E1-1401 E Amber Gem Tower, Sheikh Khalifa Bin Zayed Road, 2, Ajman, UAE. e-mail: info@aqcworld.com
Key Location: 403, Madhuban Building, 55, Nehru Place, New Delhi-110019, India.

*Validity of the Certificate is subject to successful completion of surveillance audit on or before of due date. (in case surveillance audit is not allowed to be conducted, this certificate shall be suspended/withdrawn)

Certificate Verification: Please Re-check the validity of certificate at <http://www.aqcworld.com/activeclients.aspx> or www.aqcworld.com at Active Clients.
Certificate is the property of AQC Middle East FZE and shall be returned immediately when demanded

