



Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions
Faculty of Pharmacy

A/P-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701

Approved by PCI, New Delhi, Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai.

Website – www.parikrama.edu.in, Phone – 9766126772, Email – pariphr@gmail.com

Vision – *'To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas'*

INSTITUTIONAL ADMINISTRATIVE BODIES

DTE Code: 5303
PCI code: 851

PUN Code: CPHA017210
AISHE Code: C-41322

AICTE ID: 1-12614931
MSBTE Code - 2022



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Vision – 'To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas'

INSTITUTIONAL BODIES

Sr. No.	Name of Committee or Cell Constituted
1	Governing Body (GB)
2	College Development Committee (CDC)
3	Internal Quality Assurance Cell (IQAC)
4	Library Advisory Committee
5	Institutional Examination Committee (IEC)
6	Training and Placement and Entrepreneurship Development (TP and ED) Cell
7	Research and Development (R & D) Cell
8	Institutional Innovation Council (IIC)
9	Women Grievance Redressal Cell/ICC
10	Grievance Redressal Cell (GRC)
11	Alumni Committee
12	Anti-ragging Committee
13	Institutional Animal Ethical Committee (IAEC)
14	Antidiscrimination Cell or SC/ST Cell
15	Gender Sensitization Cell
16	Exam Grievance Redressal (EGR) Committee
17	Mentoring Committee



Principal
PRINCIPAL

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Ref: HSBPVT/2021-22/572

Date: 23/08/2021

OFFICE ORDER

Governing Body (GB) has constituted as per the guidelines and norms of AICTE with the objective to set the strategic plan, vision and mission of the institute.

Constitution:

Sr. No.	Name	Position
1	Dr. Sau. Pratibha Pachpute President, HSBPVT's GOI, Kashti	Chairperson
2	Shri. Vikramsinh Pachpute Secretary, HSBPVT's GOI, Kashti	Member
3	Shri. Pratapsinh Pachpute CEO, HSBPVT's GOI, Kashti	Member
4	Prof. Anil Pund CAO, HSBPVT's GOI, Kashti	Member
5	Dr. Vijay Patil Campus Director, HSBPVT's GOI, Kashti	Member
6	Ex-officio Member Nominee of Affiliating Board-MSBTE	Member
7	Ex-officio Member Nominee, All India Council for Technical Education-Regional Office	Member
8	Ex-officio Member Nominee, State Government- Directorate of Technical Education Represented by Joint Director, DTE office, Nashik	Member
9	Ms. Swati Shinde Managing Director, Saffron Holistic Healthcare Pvt Ltd, Supa	Member
10	Mr. Jaydeep Pawar Faculty Representative, FOP, Kashti	Member
11	Dr. Sunil Nirmal Principal, HSBPVT's GOI, FOP, Kashti	Member Secretary

- **Frequency of meeting:** Committee shall meet at least twice in a year.
- **Tenure:** Period of three years.



Roles and Responsibilities:

1. Plan and monitor strategies towards improving the quality of education provided and the standards pupils achieve.
2. Strive to achieve and fulfill the mission and goals of the Institute for Academic Excellence.
3. Conduct educational programs and maintain appropriate academic and student affairs and discipline.
4. Assigns appropriate administrative, academic and other support staff, determines wages and terms of service, evaluates performance appraisals and eligibility for promotions.
5. Establish funding, audits, budgets and conditions for the proper functioning of the laboratory, and plan and implement staff improvement and wellness strategies.



Dr. S. A. Nirmal
Principal

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Ref: Pharm/2022-23/970

Date: 20/07/2022

OFFICE ORDER

College development committee (CDC)/Local Managing Committee (LMC) has been constituted as per the norms and guidelines of affiliated colleges Maharashtra Public Universities act 2016 with aim to prepare comprehensive development plan of the college to achieve academic, administrative and infrastructural growth.

Constitution:

Sr. No.	Name	Position
1	Dr. Sau. Pratibha Pachpute President, HSBPVT, Kashti	Chairperson
2	Mr. Vikramsinh Pachpute Secretary, HSBPVT, Kashti	Member
3	Mr. Jaydeep Pawar Head of Deptment, Faculty of Pharmacy	Member
4	Mr. Dhananjay Landage Teacher Representative	Member
5	Dr. Manisha Zaware Teacher Representative	Member
6	Ms. Meghana Raykar Teacher Representative	Member
7	Mr. Sagar Jadhav Non-teaching Representative	Member
8	Dr. Dnyandev Mhaske Principal, Maharaja Jivajirao Shinde Mahavidyalay, Shrigonda	Member
9	Ms. Swati Shinde Managing Director, Saffron Holistic Healthcare Pvt Ltd, Supa	Member
10	Mr. Sahil Munot Regulatory Officer, Gennova Biopharmaceuticals Ltd, Pune	Member
11	Dr. Rajesh Date President, Rotary Club, Daund	Member
12	Mr. Sachin Anbhule Co-ordinator	Member
13	Mr. Vajid Shaikh President of students council, FOP, Kashti	Member
14	Ms. Shubhda Khamkar Secretary of students council, FOP, Kashti	Member
15	Dr. Sunil Nirmal Principal, HSBPVT's GOI, FOP, Kashti	Member Secretary


- **Frequency of meeting:** Committee shall meet at least three times in a year.
- **Tenure:** Period of Three years.



Roles and Responsibilities:

1. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth and foster excellence in curricular, co-curricular and extra-curricular activities.
2. Decide about the overall teaching programmes or annual calendar of the college.
3. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
4. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
5. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process and also regarding the improvement in teaching and suitable training programmes for the employees of the college.
6. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.
7. Make recommendations regarding the students' and employees' welfare activities in the college or institution.
8. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
9. Frame suitable admissions procedure for different programmes by following the statutory norms
10. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution.
11. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.




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Ref: Ppharm/2022-23/888

Date: 23.06.2022

OFFICE ORDER

Internal Quality Assurance Cell (IQAC) is constituted with objective to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions and evaluation of performance.

Constitution:

Sr. No.	Name	Designation
1	Dr. S.A. Nirmal Principal, HSBPVT's GOI, FOP	Chairperson
2	Shri. P. B. Pachpute CEO, HSBPVT's GOI, Kashti	Member
3	Prof. A. S. Pund CAO, HSBPVT's GOI, Kashti	Member
4	Mr. J. B. Pawar Senior Teacher, FOP, Kashti	Member
5	Mr. S. J. Anbhule Senior Teacher, FOP, Kashti	Member
6	Mr. D. A. Landage Senior Teacher, FOP, Kashti	Member
7	Dr. M. S. Zaware Senior Teacher, FOP, Kashti	Member
8	Mrs. M. H. Raykar Senior Teacher, FOP, Kashti	Member
9	Dr. Dnyandev Mhaske Principal, Maharaja Jivajirao Shinde Mahavidyalay, Shrigonda	Member
10	Mr. Vajid Shaikh T. Y. B Pharm student, FOP, Kashti	Member
11	Ms. Pallavi Khedkar Senior Executive of Medical Communication, Regrow Bioscience Pvt. Ltd., Mumbai.	Member
12	Mr. Sahil Munot Regulatory Officer, Department of Regulatory Affairs, Gennova Biopharmaceuticals Limited, Hinjawadi, Pune 411057.	Member
13	Mr. S.M. Darekar Accreditation coordinator, FOP, Kashti.	Member Secretary


- **Frequency of meeting:** Committee shall meet at least four in a year.
- **Tenure:** Period of three years.



Roles and Responsibilities:

1. Promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
2. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
4. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
5. Dissemination of information on various quality parameters of higher education
6. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
7. Documentation of the various programmes/activities leading to quality improvement;
8. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
9. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
10. Development of Quality Culture in the institution
11. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC




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Ref: Pharm/2022-23/1009B

Date: 08/09/2022

OFFICE ORDER

Library Advisory Committee has been constituted with the main objective to cater the needs of variety of books as per the requirements of stakeholders and maintain wide range of books in the library.

Constitution:

Sr. No.	Name of Member	Position
1	Dr. Nirmal Sunil Ashokrao Principal, HSBPVT's GOI, FOP, Kashti	Chairman
2	Mr. Gaikwad Annasaheb Dnyandev Librarian	Member Secretary
3	Mr. Pawar Jaydeep Babasaheb Head of Department, Department of Pharmaceutics	Member
4	Mr. Wadurkar Gaurav Raju Faculty Incharge (Library), B. Pharmacy	Member
5	Ms. Jadhav Sonali Balasaheb, Faculty Incharge (Library), D. Pharmacy	Member
6	Prof. Landage Dhananjay Ashok Head of Department of Pharmaceutics	Member
7	Dr. Anbhule Sachin Jalindar Head of Department of Pharmaceutical Chemistry	Member
8	Prof. Darekar Shrikant Mahadev Head of Department of Pharmacology	Member
9	Dr. Wayal Sandesh Rangnath Head of Department of Pharmacognosy	Member
10	Prof. Raykar Meghana Hiranman Faculty Incharge (Library), M. Pharm	Member
11	Ms. Adhav Rutuja Student Representative, B. Pharmacy	Member
12	Ms. Zinjade Pratiksha Student Representative, D. Pharmacy	Member


- **Frequency of meeting:** Committee shall meet at least twice a year.
- **Tenure:** Period of two years



Roles and Responsibilities:

1. Participate in regular meetings with librarian to solve the problems related to the library and obtained suggestions for improvement.
2. Help in getting recommendations for purchase of new books, journals and magazines for updating the library collection
3. Facilitate the process of purchase of books and journals as per the demand from individual faculty forwarded through HoDs.
4. Facilitate coordination between students, faculty and the library.
5. Obtained the advice and views of students on library needs in their area and report these views to library.
6. Formulate policies and matters pertaining to Central Library/Departmental Libraries.
7. Formulate rules, regulations and guidelines for purchase of books and journals.
8. Adopt measures to enhance readership and to seek feedback on library functions from readers.




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Ref: Pharm/2022-23/1039-B

Date: 19/08/2022

OFFICE ORDER

Institutional Examination Committee (IEC) has been constituted to receive advices on all matters relevant to internals and Savitribai Phule Pune University college examinations, including time tables, timing, content, and evaluation.

Constitution:

Sr. No.	Name of Member	Position
1	Dr. Nirmal Sunil Ashokrao Principal, HSBPVT's GOI, Faculty of Pharmacy	Chairman
2	Mr. Pawar Jaydeep Babasaheb College Examination Officer, FOP, Kashti	Member
3	Mr. Landage Dhananjay Ashok Head of Department, Pharmaceutics	Member
4	Dr. Anbhule Sachin Jalindar Head of Department, Pharmaceutical Chemistry	Member
5	Mr. Darekar Shrikant Head of Department, Pharmacology & Accreditation coordinator	Member
6	Dr. Wayal Sandesh Rangnath Head of Department, Pharmacognosy	Member
7	Ms. Raykar Meghana PG Coordinator, FOP, Kashti	Member
8	Dr. Zaware Manisha Sunil Internal Examination Officer, FOP, Kashti	Member Secretary


- **Frequency of meeting:** IEC shall meet at least twice a year.
- **Tenure:** Period of two years.



Roles and Responsibilities:

1. Schedule Internal and External practical and theory examinations, organize and conduct examinations as per the norms of SPPU.
2. Prepare Time Table for examinations in advance and inform the students about the same.
3. Develop policies, mechanisms, and operational strategies for the efficient and timely completion of assessment tasks.
4. Proper organization, display of schedule appointment of examiners and internal squad, assessment, evaluation and timely declaration of results of SPPU, sessional and continuous in semester examinations of the institute.
5. Organize for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors etc.
6. In order to make examination and evaluation system more efficient, reforms the procedures as and when required.




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Ref: Pharm/2022-23/1039-C

Date: 19/08/2022

OFFICE ORDER

Training, Placement and Entrepreneurship Development (TP & ED) Cell is established to help the students for training and placement in the industry/organizations and to encourage students to consider self-employment as a career option and provide training in entrepreneurship.

Constitution:

Sr. No.	Name of Member	Position
1	Dr. Nirmal Sunil Ashokrao Principal, HSBPVT's Parikrama GOI, Faculty of Pharmacy	Chairman
2	Ms. Barke Sonali Ankush Associate Professor, Department of Pharmacogony	Member Secretary (Training and Placement Officer)
3	Mr. Pawar Jaydeep Babasaheb Associate Professor, Department of Pharmaceutics	Member (HOD, Diploma in Pharmacy)
4	Mr. Anbhule Sachin Jalindar Associate Professor, Department of Pharmaceutical Chemistry	Member (Innovation Activity Coordinator)
5	Mr. Landage Dhananjay Ashok Associate Professor, Department of Pharmaceutics	Member (Start-up Activity Coordinator)
6	Dr. Zaware Manisha Sunil Professor, Department of Pharmacology	Member (IPR Activity Coordinator)
7	Mr. Darekar Shrikant Associate Professor, Department of Pharmacology	Member
8	Ms. Raykar Meghana Associate Professor, Department of Pharmacology	Member (ARIIA Coordinator)
9	Dr. Wayal Sandesh Rangnath Professor, Department of Pharmacogony	Member (IIC Convenor)
10	Mr. Salve Rushikesh Kallas Assistant Professor, Department of Pharmaceutical Chemistry	Member (NIRF coordinator)
11	Mr. Bankar Kunal Student coordinator, Final Year B. Pharmacy	Member
12	Ms. Shinde Sanket Student coordinator, Final Year D. Pharmacy	Member
13	Mr. Opsham Roshan Student coordinator, Final Year M. Pharmacy	Member

- **Frequency of meeting:** Committee shall meet at least once a year
- **Tenure:** Period of two years.



DTE Code: 5303
PCI code: B51


PUN Code: CPHA017210
AISHE Code: C-41322

AICTE ID: 1-12614931
MSBTE Code: 2022

Roles and responsibilities:

- TP & ED Cell is headed by the Principal as a chairman. TP officer act as a member secretary who coordinates activities related to the training and placement with the permission from the chairman.
- Cell also comprises HODs, Institution's Innovation Council (IIC) members and students from each course for smooth conduct of activities, mentoring and for the coordination.
- Cell interacts with industries, wholesale agencies, hospitals to facilitate in-plant or hospital training to the students as the part of curriculum.
- Cell organizes guest lectures with the following objectives,
 - to provide the information about the various job opportunities available in the market
 - to build up the confidence, personality, profile and presentation and communication skills
 - to get the benefit of knowledge and experience of expertise of the academic and industry professionals
 - to provide guidance and counseling in areas of higher studies, campus placement and industry interaction
 - to create the mentor pool between students and alumni
- Cell organizes industrial visits to give the information about the latest updates on the industrial profession and to provide knowledge of new modern techniques used in the Pharmaceutical Industry.
- Cell organized on/off/pool campus placement drive to gauge the potential of college students as future employees.
- Cell involved in registration of students with Internshala improve the placement records of the college.




Dr. S. A. Nirmal
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Ref: Pharm/2022-23/1039-D

Date: 19/08/2022

OFFICE ORDER

Research and Development Cell is established to promote quality research that contributes meaningfully towards the goal of a self-reliant India ("Atma-Nirbhar Bharat"), aligned with the provisions of NEP-2020 and creating a research ecosystem for reliable, impactful, and sustained research output.

Constitution:

Sr. No.	Name of Member	Position
1	Dr. Nirmal Sunil Ashokrao Principal, HSBPVT's Parikrama GOI, Faculty of Pharmacy	Chairman
2	Mr. Landage Dhananjay Ashok Senior Faculty, Department of Pharmaceutics	Member Secretary (Research co-ordinator & HOD, Pharmaceutics)
3	Mr. Pawar Jaydeep Babasaheb Head of Department, D. Pharmacy.	Member
4	Dr. Anbhule Sachin Jalindar Head of Department, Pharmaceutical Chemistry	Member (Innovation Activity Coordinator)
5	Dr. Zaware Manisha Sunil Senior Faculty, Department, Pharmacology	Member (Start-up Activity Coordinator)
6	Mr. Darekar Shrikant Head of Department, Pharmacology	Member (IPR Activity Coordinator)
7	Dr. Wayal Sandesh Rangnath Head of Department, Pharmacognosy	Member (IIC Convenor)
8	Ms. Raykar Meghana Associate Professor, Department of Pharmacology	Member (ARIIA Coordinator)
9	Mr. Navnath Kharat Student Representative, B. Pharm	Member
10	Mr. Vajid Shalk Student Representative, B. Pharm	Member
11	Ms. Prerna Kathwate Student Representative, B. Pharm	Member

- **Frequency of meeting:** Committee shall meet at least once a year
- **Tenure:** Period of one year.



Roles and Responsibilities:

1. To inculcate research aptitude in faculty and students and monitor the research activities at UG/ PG level in the college.
2. Keep necessary record of all research activities conducted in the institute.
3. Promote faculty and students to apply for research funding projects or consultancy work.
4. Organize seminar, workshops or FDP on latest trends in the field of pharmaceutical sciences.
5. Take consultation of various departments about detailed plan for laboratory development where research activities can be carried out.
6. Undertake sponsored projects in close liaison with industry and seek collaboration with other R & D cell of HEI's.
7. Prepare project proposals for getting funds from various funding agencies like University, DST, DBT, CISR, AYUSH etc.
8. Upload the research activity data on the college website and update the same from time to time.



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PRINCIPAL

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Ref: Pharm/2022-23/1039 - E

Date 13/09/2022

OFFICE ORDER

The Institute's Innovation Council (IIC) was constituted as per the guidelines of Ministry of Education Innovation Council (MIC) with the aim to create a vibrant local innovation ecosystem and start-up supporting mechanism in the institute.

Constitution:

Sr. No.	Name of Member	Position
1	Dr. Nirmal Sunil Ashokrao Principal, HSBPVT's Parikrama GOI, Faculty of Pharmacy	President
2	Mr. Pawar Jaydeep Babasaheb Head of Department, Department of Pharmaceutics	Vice President
3	Dr. Wayal Sandesh Rangnath Head of Department, Pharmacognosy	Convenor
4	Mr. Anbhule Sachin Jalindar Associate Professor, Department of Pharmaceutical Chemistry	Innovation activity coordinator
5	Mr. Landage Dhananjay Ashok Senior faculty, Department of Pharmaceutics	Start-up activity coordinator
6	Ms. Barke Sonali Ankush Associate Professor, Department of Pharmacogony	Internship coordinator
7	Dr. Zaware Manisha Sunil Professor, Department of Pharmacology	IPR activity coordinator
8	Mr. Wadurkar Gaurav Raju Assistant Professor, Department of Pharmaceutics	Social Media Coordinator
9	Ms. Raykar Meghana Hiraman Associate Professor, Department of Pharmaceutics	ARIIA Coordinator
10	Mr. Salve Rushikesh Kallas Assistant Professor, Department of Pharmaceutics	NIRF coordinator
11	Ms. Giramkar Ankita Arjun Assistant Professor, Department of Pharmaceutical Chemistry	Member





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Ref: Pharm/2022-23/1039 - E

Date 19/08/2022

OFFICE ORDER

The Institute's Innovation Council (IIC) was constituted as per the guidelines of Ministry of Education Innovation Council (MIC) with the aim to create a vibrant local innovation ecosystem and start-up supporting mechanism in the institute.

Constitution:

Sr. No.	Name of Member	Position
1	Dr. Nirmal Sunil Ashokrao Principal, HSBPVT's Parikrama GOI, Faculty of Pharmacy	President
2	Mr. Pawar Jaydeep Babasaheb Head of Department, Department of Pharmaceutics	Vice President
3	Dr. Wayal Sandesh Rangnath Head of Department, Pharmacognosy	Convenor
4	Mr. Anbhule Sachin Jalindar Associate Professor, Department of Pharmaceutical Chemistry	Innovation activity coordinator
5	Mr. Landage Dhananjay Ashok Senior faculty, Department of Pharmaceutics	Start-up activity coordinator
6	Ms. Barke Sonali Ankush Associate Professor, Department of Pharmacogony	Internship coordinator
7	Dr. Zaware Manisha Sunil Professor, Department of Pharmacology	IPR activity coordinator
8	Mr. Wadurkar Gaurav Raju Assistant Professor, Department of Pharmaceutics	Social Media Coordinator
9	Ms. Raykar Meghana Hiranman Associate Professor, Department of Pharmaceutics	ARIIA Coordinator
10	Mr. Salve Rushikesh Kailas Assistant Professor, Department of Pharmaceutics	NIRF coordinator
11	Ms. Giramkar Ankita Arjun Assistant Professor, Department of Pharmaceutical Chemistry	Member



12	Mr. Ganesh Sanjay Waghule Scientist- Regulatory Affairs Genpact India Pvt. Ltd.	IP/Patent Expert
13	Mr. Ajit Ramchandra Jagtap Area Business Head and owner of Janarogyam Generic Pvt. Ltd.	Startup / Alumni entrepreneur
14	Ms. Swati Madhular Shinde Owner of Saffron Holistic Healthcare Pvt. Ltd.	Expert from nearby Industry
15	Mr. Sunil Shendge Dhanwantari Patasanstha, Kashti	FI/Bank/Investor/Angel Investor/VC
16	Dr. Tanaji Dabade Director, HSBPVT's Parikrama College of Management	Nearby Incubation Centre
17	Mr. Shaikh Vajid Munir Student, T. Y. B. Pharm	Innovation coordinator
18	Mr. Afroj Ayyaj Shaikh Student, Final Y. B. Pharm	Startup coordinator
19	Ms. Pratiksha Satish Thokal Student, Final Y. B. Pharm	Internship coordinator
20	Ms. Pradnya Dhanaji Jadhav Student, Final Y. B. Pharm	IPR coordinator
21	Mr. Jay Dattatraya Nanaware Student, T. Y. B. Pharm	Social Media coordinator
22	Ms. Shubhada Khamkar Student, T. Y. B. Pharm	Member

- **Frequency of meeting:** Committee shall meet as per the guidelines of MoE Innovation Cell
- **Tenure:** Period of three years.

Function:

- Conduct various innovations, IPR and entrepreneurship-related activities prescribed by MIC in time bound fashion.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries.



12	Mr. Ganesh Sanjay Waghule Scientist- Regulatory Affairs Genpact India Pvt. Ltd.	IP/Patent Expert
13	Mr. Ajit Ramchandra Jagtap Area Business Head and owner of Janarogyam Generic Pvt. Ltd.	Startup / Alumni entrepreneur
14	Ms. Swati Madhular Shinde Owner of Saffron Holistic Healthcare Pvt. Ltd.	Expert from nearby Industry
15	Mr. Sunil Shendge Dhanwantari Patasanstha, Kashti	FI/Bank/Investor/Angel Investor/VC
16	Dr. Tanaji Dabade Director, HSBPVT's Parikrama College of Management	Nearby Incubation Centre
17	Mr. Shaikh Vajid Munir Student, T. Y. B. Pharm	Innovation coordinator
18	Mr. Afroj Ayyaj Shaikh Student, Final Y. B. Pharm	Startup coordinator
19	Ms. Pratiksha Satish Thokal Student, Final Y. B. Pharm	Internship coordinator
20	Ms. Pradnya Dhanaji Jadhav Student, Final Y. B. Pharm	IPR coordinator
21	Mr. Jay Dattatraya Nanaware Student, T. Y. B. Pharm	Social Media coordinator
22	Ms. Shubhada Khamkar Student, T. Y. B. Pharm	Member

- **Frequency of meeting:** Committee shall meet as per the guidelines of MoE Innovation Cell
- **Tenure:** Period of three years.

Function:

- Conduct various innovations, IPR and entrepreneurship-related activities prescribed by MIC in time bound fashion.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries.



Roles and Responsibilities:

President

The President will constitute the IIC council and appoint its members. He/She is responsible for ensuring that Quarterly Council Meeting is planned effectively. Conduct Council Meeting in accordance with prescribed rules and that matters are dealt with in an orderly, efficient manner.

- He/ She will lead the IIC Council.
- He/ She will have the IIC portal Login ID and will be the custodian of IIC portal login and data/ reports uploaded therein.
- He/ She will call the meetings, set meeting agenda and will monitor the deliverable.
- He/ She will be the main point of contact with MHRD Innovation Cell.
- He/ She will respond to all communication from IIC National Coordination team (MHRD Innovation Cell) and will be responsible to ensure decent performance of IIC.
- He/ She will coordinate with MHRD innovation cell and responsible for all the IIC activities in the institute.
- He/ She will ensure Institution's participation in IIC calendar activity and take lead in the institution driven activities (own initiatives).
- He/ She will ensure the effective implementation of IIC activities with the help of Convenor.
- He could change the council members as per the decision taken in council meetings and update the information on portal.
- He/ She will be responsible for submitting the monthly progress/activity reports on the IIC portal.

Vice President

It is an Honorary post for a senior expert representative from Industry/Ecosystem enablers. He/She can be from faculty representative as well in case no experts are available.

Convenor

- The Convenor will work in close coordination with IIC president and will provide help wherever required for smooth conduction of activities.
- He/ She will ensure the participation in the meeting and will prepare the meeting agenda at least 10 days prior to meeting with the inputs from all valuable council members and President.



- He/ She will ensure that the internal examination dates would not interfere with the IIC activities and coordinate with all departments to ensure the same.
- He/ She will collect the inputs from all the members of the council at regular interval, especially external members for better planning of IIC activities and effective delivery of results.

Faculty Member/Faculty representatives/ Non-teaching staff

Following members will work in close coordination with President and Convener to develop a comprehensive ecosystem of innovation and synergy in efforts to boost entrepreneurship. They will work as per the responsibilities assigned in council meeting.

Innovation activity coordinator

Will work to promote innovation related activities on campus or as mandated in IIC council meeting.

Start-up activity coordinator

Will work to boost startup generation among students and related activities or as mandated in IIC council meeting.

Internship coordinator

Will work to arrange student internships in startups, so to expose them with startup ecosystem in India, real-life challenges in startup and their success stories or as mandated in IIC council meeting.

IPR activity coordinator

To promote awareness about IPRs and conduct related activities on campus or as mandated in IIC council meeting.

Social Media Coordinator

Will create and manage IIC page/account on Facebook, Twitter and YouTube and other relevant social media platforms. He / She will be responsible for posting all the relevant information about council meeting resolution and action plan, IIC activities and follow/tag MIC/IIC page and posts on these platforms. He/ She will also ensure that all students follow MIC/IIC page/account on social media to get first-hand information.

ARIIA Coordinator

Coordinate for ARIIA related activities.



NIRF coordinator

Coordinate for NIRF related activities.

IP Expert/ Patent Expert

- Patent expert could be any registered patent agent/lawyer or the subject matter expert/faculty who have sufficient years of experience in the IPR domain.
- He/ She would suggest points related to patent and technology transfer in the council meeting.
- He/ She would also play a key role in the IPR workshops scheduled in the IIC calendar with in that institute.

Startup / Alumni entrepreneur

Alumni network of any institution is the most valuable resource of any Institution. The role of alumni entrepreneur is to guide not only the council in the matters of startup ecosystem but to also guide the students of the institution. He/ She can share his success story as an entrepreneur/innovator.

Expert from nearby Industry/ Industry association/ Ecosystem Enablers

- He/ She will attend the council meeting on regular basis (quarterly).
- Technical Expert would play the role of mentor/guide to the institute students.
- He/ She will help in organizing institute level idea Competition/Hackathon by suggesting suitable problem statements or theme.
- He/ She will give his inputs in council meetings about the latest trends in technologies and feasibility of the idea/point discussed.

FI/Bank/Investor/Angel Investor/VC

- He/ She will attend the council meeting on regular basis (quarterly).
- His/ Her role is to give information about loan schemes, grant and investments regarding startup and entrepreneurship.
- He/ She will also arrange meetings with investors/sponsor for the events organized by the institute based on the IIC calendar/guidelines.

Expert from Nearby Incubation Center:

- He/ She will attend the general council meeting on regular basis (quarterly).
- He/ She will help the IIC in conducting idea workshops/ competition/ Hackathon/ bootcamps etc.



NIRF coordinator

Coordinate for NIRF related activities.

IP Expert/ Patent Expert

- Patent expert could be any registered patent agent/lawyer or the subject matter expert/faculty who have sufficient years of experience in the IPR domain.
- He/ She would suggest points related to patent and technology transfer in the council meeting.
- He/ She would also play a key role in the IPR workshops scheduled in the IIC calendar with in that institute.

Startup / Alumni entrepreneur

Alumni network of any institution is the most valuable resource of any Institution. The role of alumni entrepreneur is to guide not only the council in the matters of startup ecosystem but to also guide the students of the institution. He/ She can share his success story as an entrepreneur/innovator.

Expert from nearby Industry/ Industry association/ Ecosystem Enablers

- He/ She will attend the council meeting on regular basis (quarterly).
- Technical Expert would play the role of mentor/guide to the institute students.
- He/ She will help in organizing institute level idea Competition/Hackathon by suggesting suitable problem statements or theme.
- He/ She will give his inputs in council meetings about the latest trends in technologies and feasibility of the idea/point discussed.

FI/Bank/Investor/Angel Investor/VC

- He/ She will attend the council meeting on regular basis (quarterly).
- His/ Her role is to give information about loan schemes, grant and investments regarding startup and entrepreneurship.
- He/ She will also arrange meetings with investors/sponsor for the events organized by the institute based on the IIC calendar/guidelines.

Expert from Nearby Incubation Center:

- He/ She will attend the general council meeting on regular basis (quarterly).
- He/ She will help the IIC in conducting idea workshops/ competition/ Hackathon/ bootcamps etc.




- He/ She will also help the IIC in identifying ideas from IIC events and provide mentoring, incubation guidance and business network support.

Student Representative

Student coordinators will act as a medium of communication between IIC and Institute students. He/ She will understand the concept, idea and method of participation in IIC activities and disseminate it to all the students. He/ She will act as a volunteer for IIC programs and will support respective faculty coordinators.




Dr. S. A. Nirmal
Principal

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Ref: Pharm/2022-23/1029-B

Date: 18/08/2022

OFFICE ORDER

Women's Grievance Redressal Cell has been constituted with the aim to provide and maintain a dignified, congenial working environment for women employee (including faculty and staff) and students, where they can work, study and explore their potential to the fullest.

Constitution:

Sr. No.	Name of the Member	Position	Mobile No.
1	Dr. Nirmal Sunil Ashokrao Principal, HSBPVT's Parikrama GOI, Faculty of Pharmacy	Chairman	9766126772
2	Ms. Priyanka Manmode Assistant Professor, Pharmaceutics	Member	9422018236
3	Mr. Pawar Jaydeep Babasaheb Head of Department, D. Pharmacy.	Member	9370225242
4	Ms. Sonali Jadhav Lecturer, D. Pharm	Member	9579253552
5	Ms. Pratiksha Thokal Student Representative Final Year B. Pharm, FOP, Kashti	Member	7887329478
6	Ms. Kamini Bagal Student Representative S. Y. D. Pharm, FOP, Kashti	Member	7620264597


- **Frequency of meeting:** Committee shall meet at least twice a year.
- **Tenure:** Period of two years.



Roles and Responsibilities:

1. Ensure safe and healthy working environment for female employees and students, whereby they are protected against any kind of victimization and are always provided with environment which is free from fear and is conducive to progress and for discharging their duties.
2. Scrutinize the complaints of sexual harassment or gender discrimination and make time-bound enquiries on priority.
3. Submit the findings, recommendations and suggested remedial measures to the Chairman.
4. Provide special counseling to the victim, as and when necessary.
5. Report, if there is a prima-facie case for legal or disciplinary action against the perpetrator of the crime and to pursue the case to its logical end.




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Ref: Pharm/2022-23/1035-F

Date: 19/08/2022

OFFICE ORDER

Grievence Redressal Cell (GRC) has been constituted as per the norms of AICTE (Redressal of Grievance of Students) Regulations, 2019 and UGC (Grievance Redressal) Regulations, 2018 with the aim to provide opportunities for redressal of certain grievances of students already enrolled in the institute to improve better stakeholder relationship and develop vibrant, friendly and conducive environment.

Sr. No.	Name of Member	Position
1	Dr. Nirmal Sunil Ashokrao Principal, HSBPVT's Parikrama GOI, Faculty of Pharmacy	Chairman
2	Ms. Raykar Meghana Hiranman Assosiate Professor, Pharmaceutics	Member Secretary
3	Dr. Zaware Manisha Sunil Senior Faculty, HSBPVT's GOI, FOP, Kashti	Member
4	Dr. Wayal Sandesh Rangnath Senior Faculty, HSBPVT's GOI, FOP, Kashti	Member
5	Ms. Giramkar Ankita Arjun Assistant Professor, Pharmaceutical Chemistry	Member
6	Ms. Ithape Pratiksha Student Representative, B. Pharmacy	Member
7	Ms. Shinde Arati Student Representative, M. Pharmacy	Member

- **Frequency of meeting:** Committee shall meet at least twice a year.
- **Tenure:** Period of two years.



Roles and Responsibilities:

- Resolve grievances of students and other stakeholders within a reasonable time for further strengthening the bond of the students with the institution for maintaining a convenient ambience of academic teaching and learning.
- Develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution and redress the problems reported by the students.
- Uphold the dignity of the Institution by ensuring conflict free atmosphere in the Institute through promoting cordial student-student relationship and student teacher relationship.
- Make teaching and supporting staff responsive, accountable and courteous in dealing with the students and ensure effective solution to the student grievances with an impartial and fair approach.
- Advise the students to respect the right of dignity of one another and encourage them to communicate their complaints and issues openly and honestly without worrying about being victimised.
- Advise all the students to refrain from inciting students against other students, teachers, institute and administration and not behave in a vindictive manner towards any of them for all reason.
- Ensure effective solution to the student's grievances with an impartial and fair approach and assure them that the grievance has been properly solved in a stipulated time limit provided by the cell.

Grievance Management Mechanism:

It is carried out in three levels in the institution:

Level - 1: Departmental Level

Grievances are attended and handled by the concerned department heads.

Level - 2: Grievance Redressal Cell (GRC) Level

Unresolved grievances at the departmental level are referred to the Grievance Redressal Cell (GRC) of the institution. The students can approach directly to the GRC with their complaints.

Level - 3: Head of Institution Level

Depending on the seriousness of the problem, the issues are settled by the GRC or by the Principal in consultation with parents and faculty. With the collective efforts of all the




stakeholders - the Management, Principal, Department Heads and GRC resolves the complaints promptly and efficiently.

The Grievance Redressal Cell (GRC) shall follow the principles of natural justice while resolving the grievances in following manner,

- All complaints are collected, analyzed, scrutinized and handled by the institute GRC.
- Student aggrieved can send their grievance through suggestion boxes which are placed near the administrative office of the institute.
- After scrutinization general complaints are addressed by GRC and other complaints are send to respective cells or committee as per it's nature viz. 'Anti-ragging committee, women grievance committee, discrimination cell to handale physical and psychological harm and prevent sexual harassment of women, discrimination respectively. If required GRC will forward grievances to management on the basis of severity of the issue.
- Accordingly GRC or cell or committee shall resolve the grievances within period of fifteen days of receiving the complaint and shall provide a copy of the order to the aggrieved person(s) if necessary.
- After receiving the complaint, the concerned parties are called and give equal opportunities to put their point of views. This process makes it more transparent and unbiased.
- Depending on the seriousness of the problem, the issues are settled by the Cell or by the Principal in consultation with other members of the management, parents and faculty.
- The collective efforts of the management, department heads, class teachers, various staff coordinators, the GRC resolve the complaints promptly and efficiently.




Dr. S. A. Nirmal
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Ref: Pharm/2022-23/1035

Date: 13/08/2022

OFFICE ORDER

Alumni Committee has been constituted with the aim to foster relations between the Alumni and the Institute and strengthen the bond between Alumni and current students.

Constitution:

Sr. No.	Name	Designation
1	Dr. Sunil Nirmal Principal, HSBPVT's GOI, FOP, Kashti	President
2	Mrs. M. H. Raykar Teacher alumni coordinator	Vice-President
3	Mr. Bagal Swapeel Student alumni	Secretary
4	Mr. Kale Digvijay Student alumni	Vice-Secretary
5	Mr. Thomaskar Ganesh Student alumni	Treasurer
6	Ms. Khan Rajiya Student alumni	Member
7	Mr. Pawar Atul Student alumni	Member
8	Ms. Khedkar Varsha Student alumni	Member
9	Mr. Pandharkar Atul Student alumni	Member
10	Mr. Madake Rajendra Student alumni	Member
11	Mr. Tabe Vishal Student alumni	Member

- **Frequency of meeting:** Committee shall meet at least once a year.
- **Tenure:** Period of five years.



Roles and Responsibilities:

1. Participate faithfully and consistently in alumni committee meetings and functions, regional alumni chapter events and other University functions;
2. Participate actively in strategic and long range program planning to promote alumni awareness, engagement and commitment to the University.
3. Enthusiastically communicate the mission and purpose of the University and Alumni Association to the wider alumni population.
4. Support a strong relationship between the Alumni Association and current students;
5. Serve actively on at least one alumni committee.
6. Remain constantly informed about the University and the Alumni Association's mission, services, priorities and programs;
7. Recognize fellow alumni who are distinguished by their loyalty, professional achievement and community service
8. Assist current students and alumni in career planning, placement and transitions.
9. Develop strong working relationships with other alumni committee members.
10. Promote the University within one's sphere of influence, whenever the opportunity arises.
11. Support the Alumni Association through payment of alumni dues and encourage fellow alumni to do the same.



A handwritten signature in blue ink, appearing to be "S. J."

Principal
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Ref: Pharm/2022-23/1029-9

Date: 19/02/2022

OFFICE ORDER

Anti-ragging Committee has been constituted with reference to Maharashtra Prohibition of Ragging Act 1999 and AICTE notification with the aim to prevent the menace of ragging and foster healthy interpersonal relations among students in the institute and campus.

Constitution of Anti-ragging Committee:

Sr. No.	Name of member	Position	Contact No.
1	Dr. Sunil A. Nirmal Principal, HSBPVT's GOI, FOP, Kashti	Chairman	9766126772
2	Ms. Shruti C. Sonawane Representative of Faculty Members	Member Secretary	7757938390
3	Mr. Pradip Pawar Representative of Civil Administration	Member	02487-222333
4	Mr. Ashok Vyawahare Representative of Police Administration	Member	9226259335
5	Mr. Dattatraya Pachpute Representative of Police Local Media	Member	9423464985
6	Mr. Jaydeep B. Pawar Representative of Faculty Members	Member	9422018236
7	Mr. Pramod Sathe Representative of Parents	Member	8380002666
8	Ms. Komal Sathe Representative of Students	Member	9834596956
9	Mr. Pritam Thorat Representative of Students	Member	7758980796
10	Mr. Sagar Jadhav Representative of Nonteaching	Member	9765278487
11	Mr. Viju Kale Hostel Warden	Member	9011035959

- **Frequency of meeting:** Committee shall meet at least two times in a year.
- **Tenure:** Period of three years.



Roles and Responsibilities:

- Make aware student that ragging is strictly forbidden in or outside the college campus.
- Familiarize students with rules, regulations and guidelines on code of conduct, measures and discipline in the Institute.
- Organize the counseling sessions for 'new comers' from time to time.
- Make aware students about the dehumanizing effect of ragging inherent in its perversity and continuously watch over ragging so as to prevent its occurrence and recurrence.
- Deal promptly and stringently with the incidents of ragging. Conduct enquiry and submit report to the anti-ragging committee along with punishment recommended for the offenders.
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- Conduct workshops against ragging menace and orient the students.
- Create awareness and provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.
- Take all necessary measures for prevention of ragging inside the institute, campus and hostels.



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Ref: Pharm/2024-22/750-B

Date: 28/12/2024

OFFICE ORDER

Institutional Animal Ethics Committee (IAEC) has been constituted to oversee and evaluate all aspects of the institution's animal care and use program.

Constitution:

Sr. No.	Name	Position
1.	Dr. Sunil Ashokrao Nirmal Principal, HSBPVT's GOI, FOP, Kashti	Chairperson
2.	Dr. Mangesh Shamrao Kamble Main Nominee	Member
3.	Dr. Shirang Jamadagni Link Nominee	Member
4.	Dr. Biswadeep Das Socially aware Nominee	Member
5.	Mr. Jaydeep Babasaheb Pawar Scientist from different biological discipline	Member
6.	Mr. Dhananjay Ashok Landge Scientist In-charge of Animal House Facility	Member
7.	Dr. Shelke Vireshkumar Vitthalrao Veterinarian	Member
8.	Dr. Akshay Baheti Veterinarian	Member
9.	Mr. Darekar Shrikant M. Biological Scientist	Member Secretary

- **Frequency of meeting:** Committee shall meet at least once in a year.
- **Tenure:** Period of Five years.



DTE Code: 5303
PCI code: 851

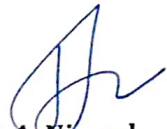
PUN Code: CPHA017210
AISHE Code: C-41322

AICTE ID: 1-12614931
MSBTE Code: 2022

Roles and responsibilities:

- Review the proposed use of animals in research and require any modifications necessary for approval, or withhold approval prior to use of animals.
- Approve research involving animals which conform to the various guidelines for use of animals in research.
- Review periodically the Institute's animal facility.
- Review and investigate legitimate concerns involving the care and use of animals during research.
- Suspend the research activity which does not adhere to guidelines for use of animals in research and take corrective action.
- Ensure that all personnel involved in animal care and use are appropriately qualified to perform their duties and conduct proposed activities.




Dr. S. A. Nirmal
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Ref: Pharm/2022-23/1039-H

Date: 19/08/2022

OFFICE ORDER

Anti-Discrimination Cell (formally known as SC/ST Cell) is constituted with the aim to look after the related matters (if any) of depriving a student or staff or group of students on the basis of caste, creed, language, ethnicity, gender, different ability.

Constitution:

Sr. No.	Name of Member	Designation in Cell
1.	Dr. Nirmal Sunil A. Principal, HSBPVT's GOI, FOP, Kashti	Chairman
2.	Mr. Dalimbe Ashok Y. Assistant Professor, Department of Pharmaceutics	Member Secretary
3.	Mr. Salve Rushikesh K. Assistant Professor, Department of Pharmaceutics	Memeber
4.	Prof. Sonawane Shruti C. Representative of Faculty Members	Member
5.	Mr. Suralkar Arpit R. Lecturer, D. Pharmacy	Member

- **Frequency of meeting:** Committee shall meet at least two times in a year.
- **Tenure:** Period of two years.



Roles and Responsibilities:

1. Ensures that every individual inside the institute exercise equal rights and acquire in the process of offering or receiving education equally.
2. Try to uphold the dignity of the institution by addressing the concerns (if any) brought into the notice related to equality in offering or receiving education inside the campus.
3. Protect the rights of individuals without any prejudice to their appearance or lifestyle in the process of learning inside the campus.
4. Eliminate discrimination against or harassment of any individual in all forms by prohibiting it and by providing preventive and protective measures to facilitate its eradication and punishments for those who indulge in any form of discrimination or harassment.



A handwritten signature in black ink, appearing to be "Dr. S. A. Nirmal".

Dr. S. A. Nirmal

PRINCIPAL

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Ref: Pharm/2022-23/1039-I

Date: 19/08/2022

OFFICE ORDER

Gender Sensitization Cell has been constituted with the objective to handle and respond to gender sensitive issues and provide an environment where men and women can work together with a sense of personal security and dignity in the institute.

Constitution:

Sr. No.	Name of member	Position	Contact Details
1.	Dr. Sunil Ashokrao Nirmal Principal, HSBPVT's Parikrama GOI, Faculty of Pharmacy	Chairman	9766126772
2.	Ms. Shruti C. Sonawane Assistant Professor, Pharmaceutical Chemistry	Member Secretary	7757938390
3.	Dr. Zaware Manisha Sunil Professor, Pharmacology	Member	9404696599
4.	Ms. Priyanka Manmode Assistant Professor, Pharmaceutics	Member	9370225242
5.	Ms. Sonali A. Barke Associate Professor, Pharmacognosy	Member	9552500205


- **Frequency of meeting:** Committee shall meet at least twice a year.
- **Tenure:** Period of two years.



Roles & Responsibilities:

1. Prepare annual gender sensitization action plan. Generate the awareness in regard to equality in law, social system and democratic activities.
2. Provide an integrated and interdisciplinary approach to understand the social and cultural constructions of gender that shapes the experiences of women and men in society.
3. Generate the awareness in regards to equality, social system and democratic activities.
4. Promote gender equity and sensitization in curricular and co-curricular activities.
5. Enhance specific facilities for women on campus in terms of Safety and security, Counselling, Common Rooms, Day care center for young children (if possible).
6. Increase the awareness and raise women related issues and address to gender sensitizing problems.
7. Examine all grievance letters received from the women staff or students regarding the sexual harassment in association with Sexual harassment committee and investigate on each complaint by collecting the required information from connected people.
8. Give feedback to the women staff or students concerned to find solution for their grievances.




Dr. S. A. Nirmla
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Ref: Pharm/2022-23/1039-J

Date: 19/08/2022

OFFICE ORDER

Exam Grievance Redressal (EGR) Cell has constituted with the objective to address the problems reported by the students related to the internal and SPPU examinations and maintain a harmonious educational atmosphere in the institute.

Constitution:

Sr. No.	Name of Member	Designation in EGR
1.	Dr. Nirmal Sunil Ashokrao Principal, HSBPVT's GOI, FOP, Kashti	Chairman
2.	Prof. Pawar Jaydeep Babasaheb College Examination Officer	Member Secretary
3.	Prof. Landage Dhananjay Ashok Head of Department, Pharmaceutics	Member
4.	Dr. Anbhule Sachin Jalindar Head of Department, Pharmaceutical Chemistry	Member
5.	Prof. Darekar Shrikant Mahadev Head of Department, Pharmacology	Member
6.	Dr. Wayal Sandesh Rangnath Head of Department, Pharmacognosy	Member
7.	Dr. Zaware Manisha Sunil Internal Examination In-charge, B. Pharm	Member
8.	Prof. Raykar Meghana Hiranman Internal Examination In-charge, M. Pharm	Member
9.	Prof. Suralkar Arpit R. Internal Examination In-charge, D. Pharm	Member

- **Frequency of meeting:** EGR shall meet at least twice a year.
- **Tenure:** Period of two years.

Roles and responsibilities:

EGR cell works for smooth and transparent functioning of examinations in the college in following manner,



1. Cell will ensure whether an internal examination time table has been prepared at the start of every semester along with Principal, CEO, all HOD's and internal examination in-charges.
2. EGR will verify all internal and SPPU examinations are conducted strictly as per the time table.
3. EGR will ensure that assessed answer sheets of internal examinations has been showed to the students by the subject teacher in stipulated time and then he or she has signed on the answer book.

Grievances related to Internal examination:

1. If student have any grievance in the internal examination marks then he or she can communicate to the subject teacher. Subject teacher explains about marks distribution and try to give all explanation related to the students query.
2. If the student is not satisfied with the explanation of subject teacher, then he or she can make an application to the Principal.
3. Then students shall submit the duly signed application by Principal to the examination department.
4. After receiving the application from the student, the EGR cell in presence of subject in charge will check the answer sheet and verify the marks.
5. If the changes are detected then necessary corrections are carried out in the mark sheet as well as in the mother register after the recommendations of EGR

Grievances Related to SPPU examination:

1. *Regarding correction in hall ticket-* For any corrections in hall ticket student has to make an application to CEO. Then CEO from college login submits the request to university.
2. Grievances related to university examination the student has to fill online application for photocopy, revaluation on university examination portal from its own university candidate login by paying necessary fees.
3. After receiving the photocopy student will meet the concerned teacher and shows the answer sheet. Subject teacher will carefully check the photocopy and if there are any changes it can be communicated to the students for further action.
4. EGR will ensure students are satisfied with the process of photocopy verification and revaluation.



Dr. S. A. Nirmal
Principal

H.S.B.P.V.T.'S GROUP OF INSTITUTION'S
Faculty of Pharmacy
Kashti, Tal-Shrigonda, Dist-A.Nagar



Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions

Faculty of Pharmacy

Approved by AICTE & PCI, New Delhi
Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai.
A/P-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701

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Date: 13/08/2022.

OFFICE ORDER

Mentoring Committee has been constituted as per the rules and regulations addressed by the AICTE, PCI, UGC for students and other stakeholders in the institute with the following staff to ensure the nature and extent of mentoring.

Constitution:

Sr. No.	Name of Member	Designation in Committee
1.	Dr. Nirmal Sunil Ashokrao Principal, HSBPVT's GOI, FOP, Kashti	Chairman
2.	Ms. Bankar Swati Assistant Professor, Pharmaceutics	Member Secretary
3.	Mr. Pawar Jaydeep B. Senior Faculty, HSBPVT's GOI, FOP, Kashti	Member
4.	Dr. Wayal Sandesh Rangnath Head of Department, Pharmacognosy	Member
5.	Mr. Darekar Shrikant Mahadev Head of Department, Pharmacology	Member
6.	Dr. Anbhule Sachin Jalindar Head of Department, Pharmaceutical Chemistry	Member
7.	Mr. Landage Dhananjay Ashok Head of Department, Pharmaceutics	Member

- **Frequency of meeting:** EGR shall meet at least twice a year.
- **Tenure:** Period of two years.

Roles and responsibilities:

- Accelerate the personal & professional development of mentees.
- Provide mentee guidance, advice & feedback from mentors with more experience than themselves.
- Establish trusting relationship with responsibility from the mentor and mentee.
- Provide ground rules to help the mentor mentees succeed.
- Apply skills, knowledge and experience for development as well as improvement of mentees by mentor.




Dr. S. A. Nirmal
Principal
H.S.B.P.V.T.'S GROUP OF INSTITUTION'S

DTE Code: 5303
PCI code: 851

PUN Code: CPHA017210
AISHE Code: C-41322

AICTE ID: 1-12614931
MSBTE Code: 2022