



Sinhgad Technical Education Society's  
**Sinhgad Institute of Pharmaceutical Sciences,**  
Kusagon (Bk), Lonavala



# **Statutory Declaration under Section 4 (1) (b) of the RTI Act, 2005**

*Celebrating 25 Years*  
OF ACADEMIC EXCELLENCE

### The particulars of the Organization, Functions and Duties

Sr. No.	Title	Details
1.	<b>Name of the Organization</b>	<b>Sinhgad Technical Education Society's Sinhgad Institute of Pharmaceutical Sciences</b>
2.	Postal address of the organization	Gat. No. 309/310, Kusgaon (Bk.), Off Mumbai-Pune Expressway, Lonavala, Tal-Maval, Dist. Pune Pin - 410 401, Maharashtra, India
3.	Website	<a href="http://www.sinhgad.edu/Sinhgad-Institutes-Pharmacy/SIPS-Lonavala">http://www.sinhgad.edu/Sinhgad-Institutes-Pharmacy/SIPS-Lonavala</a>
4.	E-Mail	principal_sips@sinhgad.edu
5.	Phone Number	02114 – 304322, 304324
6.	Fax Number	--
7.	<p><b>Brief History and background for its establishment</b></p> <p>Established in 1992 under leadership of Hon. Prof. M. N. Navale, Sinhgad Technical Education Society (STES) have developed 12 campuses and 117 institutes offering graduate, post graduate and doctoral programs in Pharmacy, Engineering, Architecture, Health Sciences, Hotel Management, Commerce and Science and Management. Total 04 pharmacy colleges are run under the banner of STES at Vadgaon, Narhe, Kondhwa and Lonavala campuses. Sinhgad Institute of Pharmaceutical Sciences (SIPS) is established in May 2004 at STES Lonavala Campus as a future center of academic excellence in pharmaceutical sciences. Over the past few years SIPS has emerged as a premier institution of higher learning with distinct and focused academic programs affiliated to Savitribai Phule Pune University. SIPS offers graduate (B. Pharm), postgraduate (M.Pharm) and Ph. D. programs in pharmaceutical sciences.</p>	
8.	Approved and Affiliated	Approved by AICTE, PCI, and affiliated to Savitribai Phule Pune University, Pune (SPPU)
9.	The founder President	Prof. M. N. Navale
10.	Founder Secretary	Dr. (Mrs.) Sunanda M. Navale
11.	Vice – President (Admin)	Mrs. Rachana Navale-Ashtekar
9.	Vice – President (HR)	Mr. Rohit M. Navale
10.	Campus Director	Dr. M. S. Gaikwad
11.	The Principal	Dr. R. J. Oswal

## **12. Aims and Objectives of the organization**

We have strong belief that education alone will not make the individual and that the additional values inculcated in them through organizations skills, responsibilities, Indian culture, moral, and professional ethics are equally important.

The aims and objectives are to

- achieve quality and superiority in pharmacy education and profession following ethics
- assist the faculty members to upgrade the knowledge and skill up to date
- adopt transparent procedure in admission to attract quality students and students diversity (with respect to age, sex, gender, nationality).
- implement robust and transparent evaluation process
- expose and give training to students which is of industrial need
- develop employability, entrepreneurship and organizational skill
- develop academic competency to compete at national and international level
- acquaint the students with national pioneer institutes
- monitor academic progression of the students to different career options
- encourage students and faculty members to present research papers at national and international conferences, seminars and workshops
- publish research papers in peer viewed or indexed journals

### **Road Map of institute location**

<https://www.google.co.in/maps/place/Sinhgad+Institute+of+Pharmaceutical+Sciences>

### **Working hours of office**

**For office** 08.15 am to 5:15 p.m. - Monday to Friday

**Lunch Time** - 12.15 pm to 1.15 pm

**Saturdays and Sundays are holidays.**

**Visiting hours for Public:** 09:00 a.m. to 5:00 p.m. on working day.

## The powers and Duties of its officers and employees

Sr. No	Name of the Authority	Responsibility
1	Chief Managing Trustee/ Managing Committee	<ul style="list-style-type: none"> <li>• Keep a track with policies of regulatory authorities, finance management</li> <li>• Design action plan</li> <li>• Define Vision and strategies to achieve the vision</li> <li>• Aligning People</li> <li>• Communicate Direction by words/ deeds</li> <li>• Coalition /teams that accept vision</li> <li>• Creating New products (Institute) services</li> <li>• Preparing Master Budget and speeding the development</li> </ul>
2	Campus Directors	<ul style="list-style-type: none"> <li>• Effective maintenance of campus infrastructure</li> <li>• Monitor optimum utilization of campus resources</li> <li>• Monitor implementations of planned development</li> <li>• Support and coordination between existing institutes</li> <li>• Monitoring policies and procedures and results</li> <li>• Extend guidance and better methods/ systems.</li> </ul>
3	Principal	<ul style="list-style-type: none"> <li>• Building and improving of the quality of education and research.</li> <li>• Research fund generation from various funding agencies</li> <li>• Promoting team work and spirit</li> <li>• Staffing of teaching, technical and supporting staff</li> <li>• Budgetary optimization of income and expenditure</li> <li>• Admissions as per Admission authority of Govt. of Maharashtra</li> <li>• Overall administration</li> </ul>
4	HODs	<ul style="list-style-type: none"> <li>• Actively assisting the Principal</li> <li>• Monitoring academic profile of the department</li> <li>• Co-coordinating the teaching and learning of the subjects</li> <li>• Ensuring timely and adequate provision of textbooks, materials, and equipment required</li> <li>• Budgets for the requirements of the laboratories</li> <li>• To look after repair/maintenance of equipments and instruments</li> <li>• Conduct regular departmental meetings to monitor developmental activities</li> <li>• Motivate faculty to publish research articles and participate in conferences /workshops/symposium</li> <li>• Applying for research projects grants</li> </ul>

5	Chief Examination Officer	<ul style="list-style-type: none"> <li>• Acquire and maintain an up-to-date knowledge of the examinations circulars issued by University</li> <li>• Plan and display to staff, parents and students, the examinations schedule</li> <li>• Smooth conduct of internal and external exams</li> <li>• Assign duties related to invigilation</li> <li>• To maintain documents related to functioning of exam</li> <li>• To strictly follow rules/regulations of the examination</li> <li>• Prompt correspondence and rapport with University exam section</li> </ul>
6	Training and Placement Officers	<ul style="list-style-type: none"> <li>• Conduct employability, entrepreneurship and soft skill programs</li> <li>• Awareness camps and programs for personality development for students</li> <li>• Counsel students for education/job opportunities</li> <li>• Arrange campus interviews.</li> <li>• Promote Industry Institute Interaction for internships sponsored projects, placement etc.</li> </ul>
7	Faculty	<ul style="list-style-type: none"> <li>• Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such student counseling, setting and grading test papers, arranging and conducting tests, conduct of Local/Board examinations, implementation of project for students, setting and evaluation.</li> <li>• Curriculum development due to the ever expanding demand of knowledge and changing needs of the industry</li> <li>• Perform the duties and responsibilities assigned by Principal and department head</li> <li>• Student's activities such as an adviser to literary, sports, student progression through guardian teacher scheme</li> <li>• Administration which may be departmental and or institutional as member/convener of committees</li> </ul>
8	Sports In-charge	<ul style="list-style-type: none"> <li>• Organize intra and inter college sports events for the students from time to time</li> <li>• Procure and make available the sports material and equipments</li> <li>• To promote good health, giving students a new way to make them fit and learn their lessons at the same time.</li> </ul>

		<ul style="list-style-type: none"> <li>• Also inculcate the values and importance of team spirit</li> <li>• Insist them to work as a part of team to make the student competitive</li> </ul>
9	Alumni Association Committee	<ul style="list-style-type: none"> <li>• Constitution of committee and maintaining minutes of meeting</li> <li>• Maintaining and updating alumni database</li> <li>• Organizing Alumni Meet</li> <li>• Continuous liaison with alumni for curriculum enrichment, activities of entrepreneurship development cell etc</li> </ul>
10	Anti-ragging Committee	<ul style="list-style-type: none"> <li>• Ensure compliance with the provisions of AICTE Regulations and <b>Maharashtra prohibition of Ragging Act 1999 and Prohibition and Eradication of Ragging Act, 2016.</b></li> <li>• Enforcement of act and its amendments as published from time to time</li> <li>• To prevent the events related to ragging in campus/ off campus / hostel / any other place in the premises.</li> <li>• Ensure conducts of Anti-ragging squad observing of fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student/s accused of ragging and considering such other relevant information as may be required.</li> </ul>
11	Grievances redressal committee	<ul style="list-style-type: none"> <li>• To fix the complaint box for receiving complaints from employees at some conspicuous part of the Institute building and open the said box periodically</li> <li>• To entertain complaints made by staff members and resolve them amicably</li> </ul>
12	Committees for reserved category and minority	<ul style="list-style-type: none"> <li>• To investigate and monitor all matters relating to the safeguards provided for the said categories under this constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards.</li> <li>• To inquire into specific complaints with respect to the deprivation of rights and safeguards of the said category</li> <li>• To participate and advise on the planning process of socio- economic development of the said category and to evaluate the progress of their development</li> <li>• To declare the schemes provided by Government</li> </ul>

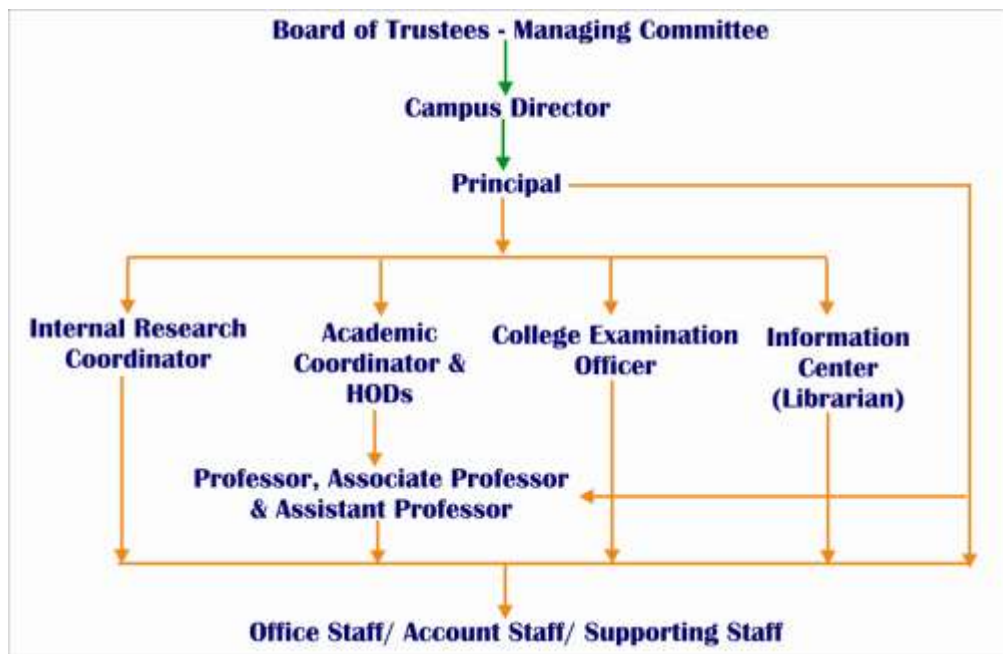
13	Librarian and Library staff	<ul style="list-style-type: none"> <li>• To prepare and maintain accession register</li> <li>• Classification, digital indexing and rejuvenation of books and journal</li> <li>• Maintain question papers and university syllabus record</li> <li>• To make new books ready for students / staff circulation</li> <li>• Maintain record of T.Y.B. Pharm/M.Pharm Projects.</li> <li>• Maintain newspaper clipping/ Maintain Computer related record in Register in E library section.</li> <li>• Maintaining Library Documentation</li> <li>• Providing access to external library database through e-resources and Plagiarism softwares</li> </ul>
14	Administrative Office Staff	<ul style="list-style-type: none"> <li>• All program admissions and its administration</li> <li>• All students' original documents and general register record maintenance.</li> <li>• Bonafide, leaving/ transfer certificate, fee structure and concession forms</li> <li>• Online Student Data / Statistical information filling on AICTE, DTE, <i>Pravesh Nyantran Samiti</i>, PCI websites.</li> <li>• Eligibility, Pro-rata fees collection and submission to SPPU.</li> <li>• Proceedings of Local Managing Committee, Governing Body and other statutory committees and maintenance of records</li> <li>• Maintenance of leave record, service books and staff personal files</li> <li>• Guidance for form filling/submission of reserved and EBC students for scholarship</li> <li>• Keeping estate records and maintenance of property</li> </ul>
15	Accounts Clerk	<ul style="list-style-type: none"> <li>• To draw salary throw Pay-roll software &amp; maintain the file of salary</li> <li>• Preparation of P.F., GIS., EMBF</li> <li>• Calculation of Form No.16. TDS &amp; Professional Tax</li> <li>• To file e-TDS/GST return quarterly</li> <li>• To issue salary certificate to employees as per their requirement.</li> <li>• To assess Principal for optimization budugetory allocation</li> <li>• Maintenance of bank and cash books</li> <li>• Preparation of computational balance sheet and get it audited</li> </ul>
16	Lab Assistants	<ul style="list-style-type: none"> <li>• To maintain job card for practical related work</li> <li>• To maintain breakage record of glassware</li> <li>• To maintain chemical &amp; glassware stock record</li> <li>• Calibration /validation of instrument &amp; equipment</li> <li>• Follow Good Laboratory Practices and Safety of hazardous chemicals.</li> <li>• Issue/return of the glassware to the student for practical</li> </ul>

17	Store Keeper	<ul style="list-style-type: none"> <li>• Purchasing procedure for lab chemicals and glassware, equipments, stationary etc</li> <li>• Maintaining stock registers and indents</li> <li>• Issuing of lab chemicals and glassware to laboratories</li> <li>• License renewal &amp; order of exemption for rectified spirits and bonded chemicals</li> </ul>
18	Peon	<ul style="list-style-type: none"> <li>• To perform cleaning work in laboratories</li> <li>• Cleaning of the glassware, equipments and working platforms</li> <li>• To help HOD and other faculty members</li> <li>• To perform assigned duties as and when directed</li> </ul>
19	The committees which are required and prescribed by statutory regulating authorities, Government of Maharashtra and university are constituted to perform the functions stated in guidelines from time to time.	



## The procedure followed in the decision making process, including channels of supervision and accountability

**Organization Structure:** Organizational structure is a system that consists of explicit and implicit institutional rules and policies designed to outline how various work roles and responsibilities are delegated, controlled and coordinated.



In our institution, there are 04 major departments viz. *Pharmaceutics, Pharmaceutical chemistry, Pharmacognosy and Pharmacology*. Head of the Department (H. O. D.) of each department is the senior most faculty in the department. Further for the smooth conduct of different curricular and co-curricular activities in the organization various *internal committees* are formed.

### The norms set by it for the discharge of its functions

The institute strictly functions as per directives/norms/circulars/ statute issued by affiliated University Savitribai Phule Pune University; Pune, Maharashtra Public University Act 2016, Govt. of Maharashtra, Pharmacy Council of India (PCI) and AICTE. For teaching as well as non teaching staff society norms are well defined in the appointment order. Policy decisions from management are communicated by different circulars and internal notices from time to time.

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

- B. Pharm and M. Pharm Course Regulations prescribed by Pharmacy Council of India, New Delhi
- Faculty Norms Prescribed by AICTE and STES, Pune for Various Programs (Engineering & Technology, Architecture, Planning, **Pharmacy**, MBA & MCA)
- Syllabus and Course structures prescribed by Savitribai Phule Pune University, Pune from time to time
- Maharashtra Public Universities Act 2016
- LMC and GB Meetings of the institute
- Sinhgad Technical Education Society (STES)
- Director of Technical Education (DTE)

**A statement of the categories of documents that are held by it or under its control**

Documents mainly of the following type are maintained.

- Files related to administrative work, annual reports, budget, procurement, Rules and Regulations, circulars, notices, minutes of the meetings, seminar/workshop attended/organized, research grants, library book register
- Registers related to salary, muster, stock registers of consumables, semi-consumables, furniture & fixtures, equipments & instruments, examinations stationary issue/return, outward/inward, student register
- Student attendance records, evaluated answer books, laboratory records, guardian- teacher scheme records, staff and student achievements record.

**The particulars of any arrangement that exists for consultation with, or representation by the Members of the public in relation to the formulation of its policy or implementation thereof**

Being educational institute, we are governed by different rules, regulations and policies set by Pharmacy Council of India, Government of Maharashtra, Savitribai Phule Pune University, Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 and Sinhgad Technical Education Society, Pune.

**A statement of the boards, councils , committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public**

Institute constitutes internal committees and sub committees consisting of chair person and members for the purpose of execution of duties or on advice, as per the guidelines of statutory regulating authorities.

**A Directory of its officers and Employees**

<b>Sr. No</b>	<b>Name of the staff</b>	<b>Designation</b>	<b>Contact No.</b>	<b>Retirement</b>
1.	Dr.Rajesh J. Oswal	Principal	9420480955	26/06/2031
2.	Dr. Sanjay G. Walode	Academic Coordinator	9822692401	20/01/2035
3.	Dr. Shrinivas B. Bumrela	Internal Research Coordinator and Alumni Coordinator	9822628406	27/10/2037
4.	Mr. Raju R.Wadekar	College Examination Officer	9421532297	02/06/2041
5.	Mr. Rajesh R. Patil	CPCSEA & IEAC Coordinator	9822436423	04/04/2039
6.	Mr. Nandkishor S. Talware	CDC, GC, LMC Coordinator	9881190690	20/03/2042
7.	Dr. Ms. Deepa K. Ingawale	Ladies Grievance Committee Coordinator	9822504077	20/12/2043
8.	Dr. Sameer H. Lakade	Admissions Coordinator	9421821533	20/04/2039
9.	Mr. Aniruddha S. Kulkarni	Website maintenance Coordinator	7773962524	21/08/2043
10.	Mr. Uday B. Kulkarni	Training and Placement Officer	9881126886	13/02/2037
11.	Mr.Rahul S. Shivarkar	Student Development Officer	9967684405	12/07/2037
12.	Mr. Vijay S.Kadav	Librarian	9021844076	20/03/2037
13.	Mr.Balasaheb S. Ware	Accountant	9823428574	31/05/2019
14.	Mr. Rajkumar G. Newase	Student Section	9860897571	30/04/2029
15.	Mrs. Seema M. Gavade	Establishment	9960704196	04/04/2044
16.	Mr. Somnath B.Nalawade	Liaison with external bodies	9860320404	03/06/2043

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

Budget required for all departmental expenditure is generated annually and periodically based on the total annual income. It is presented in the Local Management Committee (LMC) and Governing Body meeting (GB) for approval and is audited regularly.

**The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs**

The students of reserved categories avail scholarship facilities as per the rules of State and Central Government. The students from economically weaker sections are availed scholarships under economically backward category (EBC) from Government of Maharashtra. The Government of Maharashtra does provide minority scholarship to minority students through Directorate of Technical Education (DTE).

**Particulars of recipients of concessions, permits or authorizations granted by it**

Being unaided private college all programs run in the institute are of self financing nature, hence the college does not grant any concessions, permits or authorizations.

**Details in respect of the information, available to or held by it, reduced in an electronic form**

All the relevant details about programs/courses offered, admission procedure, infrastructure, other facilities, faculty details, NIRF data, achievements, announcements, reports, status of accreditation applicable from time to time are made available on the website [www.sinhgad.edu](http://www.sinhgad.edu). The information available on the website [www.sinhgad.edu/Sinhgad-Institutes-Pharmacy/SIPS-Lonavala](http://www.sinhgad.edu/Sinhgad-Institutes-Pharmacy/SIPS-Lonavala) and is periodically updated.

Various academic activities like profile, leave application; performance appraisal etc of the teaching, non teaching staff is operated through Enterprise Resource Planning ERP System GEMS where personalized login credentials are provided to each staff member.

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

The citizens can obtain information either from the website [www.sinhgad.edu/Sinhgad-Institutes-Pharmacy/SIPS-Lonavala](http://www.sinhgad.edu/Sinhgad-Institutes-Pharmacy/SIPS-Lonavala) or from office of Sinhgad Institute of Pharmaceutical Sciences, Lonavala within working hours on any working day.

Library resources could be made available for public use on prior written permission from head of the institute within working hours.

## **Names, designations and other particulars of the Public Information Officers**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact Numbers</b>	<b>Email id</b>
01	<b>Dr. Rajesh J.Oswal</b>	Appellate Information Officer	02114304322	principal_sips@sinhgad.edu
02	<b>Dr. S. G. Walode</b>	Information Officer	02114304330	<a href="mailto:sgwalode.sips@sinhgad.edu">sgwalode.sips@sinhgad.edu</a>
03	<b>Mr. S.B.Nalawade</b>	Assistant Information Officer	02114304324	<a href="mailto:sbnalawade@sinhgad.edu">sbnalawade@sinhgad.edu</a>

### **Such other information as may be prescribed**

In pursuance of Section 4(1)(b)(xvii) of the Right to Information Act, 2005

**NIL**