



Celebrating 25 Years
OF ACADEMIC EXCELLENCE

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



***Sinhgad Technical Education Society's
Sinhgad Institute of Pharmacy,
Narhe, Pune – 41.***



Manual No. 1
The particulars of the Organization, Functions and Duties

Sir. No.	Name of the Organization	Sinhgad Technical Education Society's Sinhgad Institute of Pharmacy
1.	Postal address of the Organization	Mumbai-Pune Bypass, Off. Smt. Kashibai Navale Hospital, Narhe Road, Narhe (Ambegaon), Pune – 411041, Maharashtra, India
2.	Website	www.sinhgad.edu .
3.	E-Mail	principal.siop@sinhgad.edu
4.	Phone Number	020 – 66831801
5.	Fax Number	020 – 66831816
6.	<p>Brief History and background for its establishment</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/ doctoral programmes 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 Lonavla campuses. Sinhgad Institute of Pharmacy (SIOP) was established in June 2005 at Narhe Technical Campus as a future center of academic excellence in Pharmaceutical sciences. Over the past few years SIOP has emerged as a premier institution of higher learning with distinct and focused academic programs affiliated to Sawitribai Phule Pune University. SIOP offers graduate (B. Pharm), postgraduate (M.Pharm) and Ph. D. programs in several disciplines in realm of pharmaceutical sciences.</p>	
7.	Approved and Affiliated	AICTE,PCI,SPPU
8.	The founder President	Prof. M. N. Navale
9.	Founder Secretary	Dr. (Mrs.) Sunanda M. Navale
10.	Vice – President (Admin)	MRS. Rachana Navale-Ashtekar
11.	Vice – President (HR)	Mr. Rohit M. Navale
9.	Campus Director	Dr. R. S. Prasad
10.	The Principal	Dr. K. G. Bothara
11.	The Vice Principal	Dr. C. R. Kokare



12. Aims and Objectives of the organization

The objects of the University, in general, shall be to disseminate, create and preserve knowledge and understanding by teaching, research and development, skill development, training and education, extension and service and by effective demonstration and influence of its corporate life on society in general, and in particular, the objects shall be to,

- (1) Carry out its responsibility of creation, preservation and dissemination of knowledge;
- (2) Promote discipline and the spirit of intellectual inquiry and to dedicate itself as a fearless academic community to the sustained pursuit of excellence;
- (3) Encourage individuality and diversity within a climate of tolerance and mutual understanding
- (4) Promote freedom, secularism, equality, social justice as enshrined in the Constitution of India, and to be catalyst in patriotic socio-economic transformation by promoting basic attitudes and values of essence to national development
- 5) Promote the conducive environment for ensuring social harmony, coexistence, integral humanism and upliftment of the poorest of the poor
- (6) Extend the benefits of knowledge and skills for development of individuals and society by associating the university closely with local, regional and national problems of development
- (7) Carry out social responsibility as an informed and objective critic, to identify and cultivate talent, to train the right kind of leadership in all walks of life and to help younger generation to develop right attitudes, interests and values
- (8) Promote equitable distribution of teaching, learning, training and other support services facilities of higher education
- (9) Provide for efficient and responsive administration, scientific and technology management and develop organization of teaching, learning, training, research and extension
- (10) Devise motivational systems to ensure that individual cognitive abilities are not constrained but rather the innovative spirit and desire to make true contribution and realize self-achievement is nurtured
- (11) Promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunities of upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavour by developing a higher educational network with use of modern communication media, information and communication technology and other emerging and future technologies appropriate for a learning society



(12) Promote national integration, fraternity and preserve cultural heritage and inculcate respect towards different religions and diverse cultures of India through the study of different religions, literature, history, science, art, civilizations and cultures

(13) Develop work culture and promote dignity of labour through applied components in the syllabi

(14) Build up financial self-sufficiency by undertaking academic teaching, training and allied programmes, research and development activities for public and private industries, Governmental organizations at local, regional, national and global level and resource generative services in a cost-effective manner

(15) Promote better interaction and co-ordination among different universities, institutions and colleges in the given university, other universities in the State, in the region, in the nation and at global level by all such means generally to improve the governance of the university and facility it provides for higher education

(16) Generate and promote a sense of self-respect and dignity amongst the weaker sections of the society

(17) To promote gender equality and sensitivity in society

(18) Strive to promote competitive merit and excellence as the sole guiding criterion in all academic and other matters relating to students.

Road Map of institute location

[Sinhgad Institute of Pharmacy \(SIOP\)- Narhe](#)

Working hours of office

For office 09.00 am to 5:30 p.m. - Monday to Friday

Lunch Time - 1.00 pm to 2.00 pm

Sundays and Saturdays are holidays.

Visiting hours for Public: 10:00 a.m. to 5:00 p.m. of every working day.



Manual No. 2

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">• Keep a track with policies of regulatory authorities, finance management• Design action plan• Define Vision and strategies to achieve the vision• Aligning People• Communicate Direction by words/ deeds• Coalition /teams that accept vision• Creating New products (Institute) services• Preparing Master Budget and speeding the development
2	Campus Directors	<ul style="list-style-type: none">• Effective maintenance of campus infrastructure• Monitor optimum utilization of campus resources• Monitor implementations of planned development• Support and coordination between existing institutes• Monitoring polices and procedures and results• Extend guidance and better methods/ systems.
3.	Principal	<ul style="list-style-type: none">• Building and improving of the quality of education and research.• Research fund generation from various funding agencies• Promoting team work and spirit
4.	HODs	<ul style="list-style-type: none">• Actively assisting the Principal• Monitoring academic profile of the department• Co-ordinating the teaching and learning of the subjects• Ensuring timely and adequate provision of textbooks, materials, and equipment required• Budgets for the requirements of the laboratories• To look after repair/maintenance of equipments and instruments• Conduct regular departmental meetings to monitor developmental activities• Motivate faculty to publish research articles and participate in conferences /workshops/symposium• Fetching the grants for research projects
5.	Chief Examination Officer	<ul style="list-style-type: none">• Acquire and maintain an up-to-date knowledge of the examinations circulars issued by University• Plan and display to staff, parents and students, the examinations schedule• Smooth conduct of internal and external exams• Assign duties related to invigilation• To maintain documents related to functioning of exam• To strictly follow rules/regulations of the examination• Prompt correspondence and rapport with University exam section



Sr. No	Name of the Authority	Responsibility
6	Training and Placement Officers	<ul style="list-style-type: none"> • Shall conduct Entrepreneurship programs, Awareness camps and programs for personality development for students. • Shall perform manpower survey for new need based diversified courses • Shall counsel students for education/job opportunities • Shall arrange campus interviews. • Shall promote Industry Institute Interaction for internships sponsored projects, placement etc.
7	Faculty	<ul style="list-style-type: none"> • 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. • Curriculum Development due to the ever expanding demand of knowledge and changing needs of the industry • Student's activities as an adviser to literary, games, student associations, warden ship etc. • Administration which may be departmental and or institutional as member/convener of some committee.
8.	Sports In-charge	<ul style="list-style-type: none"> • Shall organize sports events for the students time to time. • Shall take care of sports equipments • To promote good health, giving students a new way to make them fit and learn their lessons at the same time. • Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive
9.	Alumni Association Committee	<ul style="list-style-type: none"> • Maintaining and updating alumni database. • Organizing Annual Alumni Meet. • Continuous liasoning with alumni for curriculum enrichment, activities of entrepreneurship development cell etc
10.	Antiragging Committee	<ul style="list-style-type: none"> • Ensure compliance with the provisions of AICTE Regulations and Maharashtra prohibition of Ragging Act 1999. • Deal and act with the incidence of ragging • To keep tabs on the events related to ragging in campus/ off campus / hostel / any other place in the premises. • Ensure conducts of Antiragging 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. • To monitor, direct and oversee the functions and performance of the Antiragging squad in preventing and curving of ragging.



Sr. No	Name of the Authority	Responsibility
11.	Redressal for other complaints/Grievances committee	<ul style="list-style-type: none"> • To fix the complaint box for receiving complaints from employees at some conspicuous part of the Institute building and open the said box weekly.\ • To entertain complaints made by staff members and resolve them amicably. • To ensure the welfare of employees.
12.	Redressal of Harassment/ Violence to Female committee	<ul style="list-style-type: none"> • To ensure compliance with the provisions of Protection of women against sexual and Harassment at Workplace Act, 2010. • To create awareness in the female employees/students about existence of Complaint Committee and procedures thereof. • To entertain complaints made by women staff members/ female students. • To ensure safe and healthy working environment for women employees. • To ensure the welfare of women employees. • To protect the women employees /students from sexual and any other kind of harassment.
13.	Committee for SC/ST	<ul style="list-style-type: none"> • To investigate and monitor all matters relating to the safeguards provided for the Scheduled Castes 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. • To inquire into specific complaints with respect to the deprivation of rights and safeguards of the Scheduled Castes. • To participate and advise on the planning process of socio-economic development of the Scheduled Castes and to evaluate the progress of their development.
14.	Librarian and Library staff	<ul style="list-style-type: none"> • Cover circulation desk. • To prepare accession register. • To enter the journal in Journal entry registers and maintain bound volume of journals. • Maintain question papers and Univ. Syllabus record • Maintain Reference collection. • To make new books ready for students / staff circulation • Maintain record of T.Y.B. Pharm/M.Pharm Projects. • Maintain newspaper clipping/ Maintain Computer related record in Register in E library section. • Maintaining Library Documentation

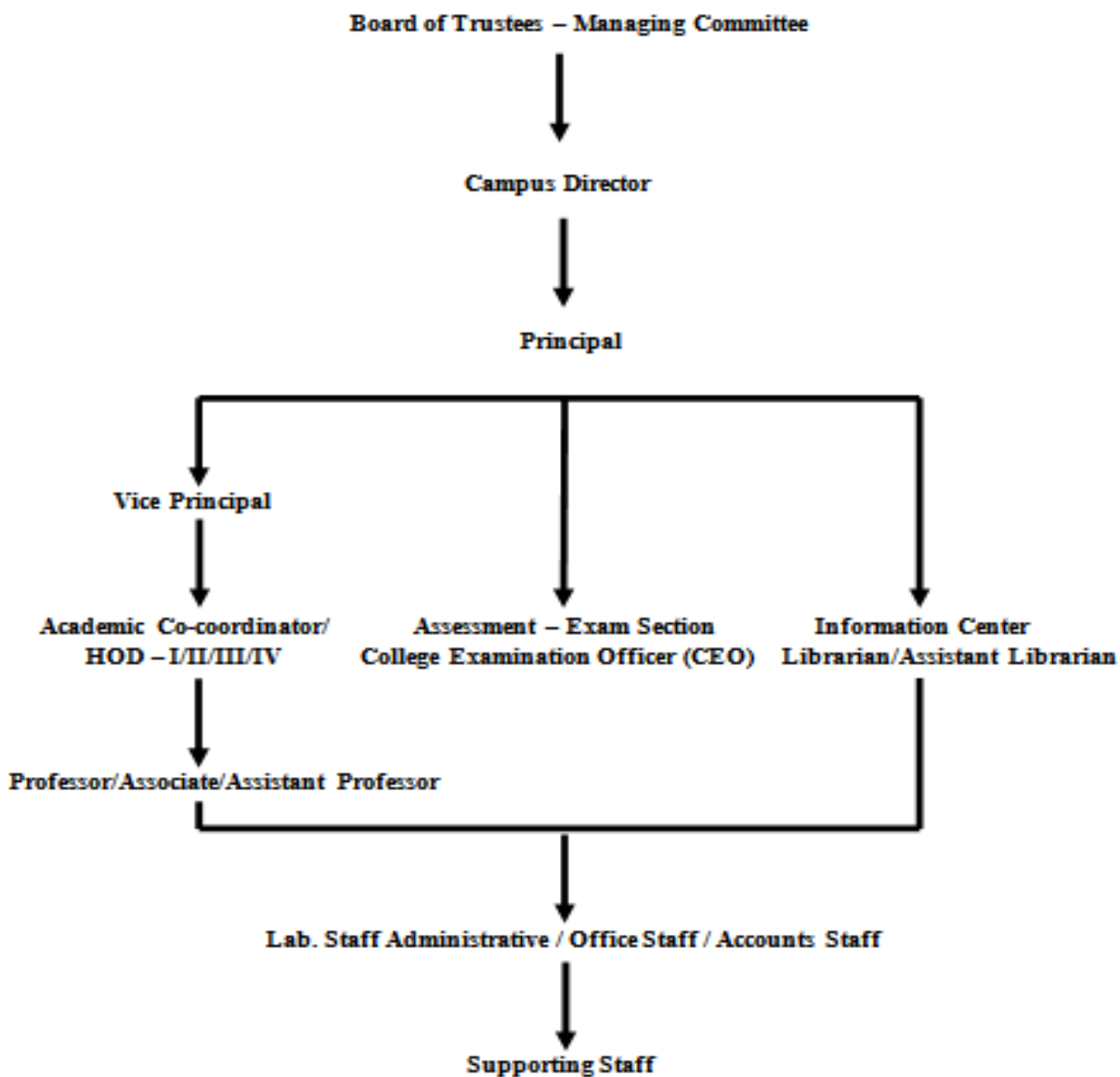


Sr. No	Name of the Authority	Responsibility
15.	Administrative Office Staff	<ul style="list-style-type: none"> • B.Pharm-F.Y.B.Pharm & S.Y.B.Pharm (direct)Admissions. • All Students (B.Pharm and M.Pharm) Original documents record maintainance. • Online Student Data / Statistical information filling on AICTE, DTE, Pravesh Niyantran Samiti, PCI websites. • Eligibility , UoP Prorata collect and submit to UoP. • Local Managing Committee and Governing Body file preparation and maintain registers
16.	Accounts Clerk	<ul style="list-style-type: none"> • To draw salary throw Pay-roll software & maintain the file of salary • Preparation of P.F.,GIS.,EMBF • Calculation of Form No.16 . TDS & Professional Tax deductions • To file E-TDS return quarterly. • To issue salary certificate to employees as per their requirement. • Preparation of bank voucher • Preparation of Budget file, Balance sheets
17.	Lab Assistants	<ul style="list-style-type: none"> • Reagent preparation of practical • To maintain job card for practical related work • purchase of cleaning material • License renewal & order of exemption for rectified spirit • To maintain breakage record of glassware • To maintain chemical & Glassware stock record • Calibration /validation of instrument & equipment.
18.	Peon	<ul style="list-style-type: none"> • To perform cleaning work in laboratories • Issue/return of the glassware to the student for practicals • To help HOD and other faculty members for official work. • To perform assigned duties of exam section during exam period



Manual No. 3

The procedure followed in the decision making process, including channels of supervision and accountability Administrative Ladder in organization



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. These usually comprise of a Head faculty and other faculties as members. Job responsibilities of all Committees are framed in the staff meetings. Important committees are *Purchase, Sports, Cultural, Library, Examination, Training and Placement* etc. The performance of committees as well as adherence to responsibilities is checked by Academic Monitoring Committee of the society. In all the departments as well as committees, regular meetings are held with respective members. Important decisions regarding books and equipments are the outcome of such meetings.

Manual No. 4

The norms set by it for the discharge of its functions

The institute strictly functions as per directives/norms/circulars issued by affiliated University (SPPU), 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 time to time.

Manual No. 5

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

- Bachelor of Pharmacy (B.Pharm) Course Regulations 2014, PCI, New Delhi
- Faculty Norms Prescribed by AICTE for Various Programmes (Engineering & Technology, Architecture, Planning, **Pharmacy**, MBA & MCA) 2010
- Syllabus and Course structures published by Savitribai Phule Pune University time to time
- Maharashtra Public Universities Act 2016
- LMC and GB Meetings of the institute
- Sinhgad Technical Education Society (STES) Circulars



Manual No. 6

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

Documents mainly of the following type are maintained.

1. Files related to administrative work, annual reports, budget and budgetary allocation , procurement/tender, Rules and Regulations, circulars, notices, minutes of the meetings, seminar/workshop attended/organized, library book register
2. Registers related to salary, muster, equipment log book, stationary issue/return, outward,/inward, examinations
3. Student attendance records, evaluated answer books, laboratory records, teacher guardian booklets, student achievements

Manual No. 7

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 and Sinhgad Technical Education Society. We do not have distinct policies framed by ourselves. Members of the public may raise queries if any/may seek information if any through Public Information Officers (RTI cell) of the institute.

Manual No. 8

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

Our college constitutes Internal Committees and sub Committees consisting of Chair person and members for a limited period for the purpose of execution of duties or on advice, as and when necessary. These are as under:

- Anti Ragging
- Alumni Association



- Sports and Cultural committee
- Examination Committee
- Library Committee
- Magazine (Bulletin) committee
- Guest lecture arranging Committee
- National Service Scheme
- Purchases Committee
- Student's Council
- Training & Placement Committee
- Governing Body
- Redressal for Harassment/Violence to Female
- Redressal for other Complaints/ Grievances
- Local Management Committee
- Discipline ,E-mail and Student attendance Committee

Meetings of these Committees are not open to the public. However, requests for information under the Right to Information Act, 2005 relating to the minutes of these Committees /Board will be considered as per provisions of existing law.

Manual No. 9

A directory of its officers and employees

Sr. No.	Name of the staff	Designation	Contact No.	Employee ID	Retirement date
Teaching Staff					
1	Dr. K. G. Bothara	Principal	9665626992	07/D/229/10751	31/08/2021
2	Dr. C. R. Kokare	Vice Principal and Professor	9011004314	07/P/226/8563	30/06/2031
3	Dr. P. B. Miniyar	Professor	9822677423	06/L/200/983	31/07/2034
4	Mr. U. S. Bagul	Asst. Professor	7218035635	39/L/541/2692	31/05/2034
5	Mr. M. K. Aswar	Asst. Professor	9604126626	07/B/203/5601	31/01/2033
6	Mr. A. A. Bidkar	Asst. Professor	9922417762	39/L/729/3176	30/09/2032
7	Dr.(Mrs.) S. P. Dhat	Asst. Professor	9823270454	22/L/300/1541	30/11/2033



Sr. No.	Name of the staff	Designation	Contact No.	Employee ID	Retirement date
Teaching Staff					
8	Dr. A. A. Tagalpallewar	Asso. Professor	8888654232	07/B/404/10955	30/04/2037
9	Mr. H. M. Washimkar	Asst. Professor	9421815623	06/D/75/3683	31/12/2019
10	Mr. B. U. Salve	Asst. Professor	9823043173	07/L/1057/4217	31/12/2040
11	Ms. S. V. Shinde	Asst. Professor	9011092522	07/L/1695/6374	31/01/2044
12	Mr. A. M. Kashid	Asst. Professor	9011004372	07/L/2585/8860	31/05/2041
13	Mr. P. S. Kaldade	Asst. Professor	8805018395	07/L/2862/9558	31/07/2039
14	Mr. T. L. Devale	Asst. Professor	9673990996	07/B/611/11369	31/01/2044
15	Dr. V. T. Gawande	Asst. Professor	9960340527	07/L/3193/10957	30/04/2046
16	Mr. A. S. Bansode	Asst. Professor	9665288426	07/B/758/11911	31/03/2044
17	Dr. (Mrs.) K. P. Kayande	Asst. Professor	8149422492	7/B/2411/16985	28/02/2043
18	Ms. S. S. Nikam	Asst. Professor	9823195621	7/B/2628/17542	31/05/2050
19	Ms. S. S. Gaikwad	Asst. Professor	9975247499	7/B/2697/17678	28/02/2046
20	Mrs. S. V. Tathe	Asst. Professor	9766872858	39/B/2633/17543	31/05/2049
21	Mr. S. H. Sawant	Asst. Professor	8275207398	7/B/3162/18762	31/05/2044
22	Dr. M. S. Kulkarni	Asst. Professor	9822615436	7/B/3178/18798	31/10/2035
23	Mrs. A. S. Khurd	Asst. Professor	98504232123	7/B/3177/18797	31/10/2045
24	Mrs. P. S. Adate	Asst. Professor	9881443297	06/L/645/2961	17/04/2042
25	Ms. S. S. Chepurwar	Asst. Professor	9561309099	7/B/2741/17995	02/03/2050
26	Mr. D. G. Gadhawe	Asst. Professor	7038686543	7/B/2740/17994	24/09/2050
27	Mrs. S. P. Kokare	Asst. Professor	7715916469	7/B/2740/17996	02/04/2051
Non – teaching Staff					
28	Mrs. S. S. Datar	Librarian	9850544658	51/M/106/6311	30/09/2030
29	Mr. S. M. Varade	Asst. Librarian	9763825237	07/R4/235/2712	31/05/2031
30	Mr. M. S. Gurav	Jr. Clerk	9730476721	07/E3/189/2546	28/02/2034



Sr. No.	Name of the staff	Designation	Contact No.	Employee ID	Retirement date
31	Mr.S.K.Nanaware	Jr.Clerk	9049184682	07/E/492/7052	31/10/2040
32	Mrs.V.A.Kedari	A/c Clerk	9657676025	07/E/614/8915	31/07/2041
33	Mr. N. B. Gund	Lab.Asst.	7276640322	07/R4/234/2711	31/08/2044
34	Mr. S. S. Pawar	Lab.Asst.	9689071933	07/R4/253/2958	31/10/2044
35	Mr.A.M.Beldare	Lab.Asst.	9767193001	07/R/344/3770	30/06/2035
36	Mr.B.S.Bansode	Lab.Asst.	9881393412	07/R/363/3921	30/06/2043
37	Mr.T.N.Attar	Lab.Asst.	9767257543	07/R/392/4249	31/12/2041
38	Mr.A.R.Satpute	Lab.Asst.	9637978136	07/R/485/4912	31/03/2044
39	Mr. R. J. Ulagadde	Hamal/Peon	9767875055	07/K2/653/2748	31/05/2038
40	Mr. D.P.Jadhav	Hamal/Peon	9922046221	07/K/872/3778	31/05/2039
41	Mr. U.B. Yadav	Peon	9673590492	07/K/948/4195	30/06/2043
42	Mr.P.L.Bansode	Hamal/Peon	9763107345	29/K/1358/5902	31/05/2039
43	Mrs. S. R. Salunke	Hamal/Peon	9145506357	25/K2/623/2347	31/05/2037
44	Mrs. V. B. Mohite	Maid/Sweeper	9273522326	07/K/3011/12148	31/01/2036
45	Mrs. S. B. Wayshe	Maid/Sweeper	9420026203	07/K/3010/12147	31/12/2033
46	Mrs. J. M. Bidkar	Maid/Sweeper	8698005721	07/K/3012/12149	31/01/2028
47	Mr. G. R. Darwatkar	Sweeper	8605572489	63/K/3342/13365	31/05/2027



Manual No. 10

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation

Sr.No.	Name of the staff	Designation	Basic Pay	Total Pay
1	Dr. K. G. Bothara	Principal	76740	168061
2	Dr. C. R. Kokare	Vice Principal and Professor	76840	168280
3	Dr. P. B. Miniyar	Professor	56500	123735
4	Mr. U. S. Bagul	Asst. Professor	21600	56424
5	Mr. M. K. Aswar	Asst. Professor	41850	91652
6	Mr. A. A. Bidkar	Asst. Professor	41640	102219
7	Dr. (Mrs.) S. P. Dhat	Asst. Professor	45470	99579
8	Dr. A. A. Tagalpallewar	Asso. Professor	47800	104682
9	Mr. H. M. Washimkar	Asst. Professor	28720	62897
10	Mr. B. U. Salve	Asst. Professor	29950	65591
11	Ms. S. V. Shinde	Asst. Professor	29070	63663
12	Mr. A. M. Kashid	Asst. Professor	28220	61802
13	Mr. P. S. Kaldade	Asst. Professor	29080	63685
14	Mr. T. L. Devale	Asst. Professor	26590	58232
15	Dr. V. T. Gawande	Asst. Professor	28990	63488
16	Mr. A. S. Bansode	Asst. Professor	25810	56524
17	Mrs. K. P. Kayande	Asst. Professor	22250	48728
18	Ms. S. S. Nikam	Asst. Professor	22250	48728
19	Ms. S. S. Gaikwad	Asst. Professor	22250	48728
20	Mrs. S. V. Tathe	Asst. Professor	22250	48728
21	Mr. S. H. Sawant	Asst. Professor	21600	56424
22	Dr. M. S. Kulkarni	Asst. Professor	22250	35000
23	Mrs. A. S. Khurd	Asst. Professor	22250	30000
24	Mrs. P. S. Adate	Asst. Professor	21600	54264



Sr.No.	Name of the staff	Designation	Basic Pay	Total Pay
25	Ms. S. S. Chepurwar	Asst. Professor	20,000	20,000
26	Mr. D. G. Gadhave	Asst. Professor	20,000	20,000
27	Mrs. S. P. Kokare	Asst. Professor	20,000	20,000
28	Mrs. S. S. Datar	Librarian	25810	56524
29	Mr. S. M. Varade	Asst. Librarian	14870	38239
30	Mr. M. S. Gurav	Jr.Clerk	10760	23564
31	Mr.S.K.Nanaware	Jr.Clerk	10130	22185
32	Mrs.V.A.Kedari	A/c Clerk	11520	25229
33	Mr. N. B. Gund	Lab.Asst.	11420	25010
34	Mr. S. S. Pawar	Lab.Asst.	11430	25032
35	Mr.A.M.Beldare	Lab.Asst.	11430	25032
36	Mr.B.S.Bansode	Lab.Asst.	11430	25032
37	Mr.T.N.Attar	Lab.Asst.	11430	25032
38	Mr.A.R.Satpute	Lab.Asst.	11090	24287
39	Mr. R. J. Ulagadde	Hamal/Peon	8000	17520
40	Mr. D.P.Jadhav	Hamal/Peon	7760	16994
41	Mr. U.B. Yadav	Peon	7760	16994
42	Mr.P.L.Bansode	Hamal/Peon	7530	16491
43	Mrs. S.R.Salunke	Hamal/Peon	8000	20445
44	Mrs. V. B. Mohite	Maid/Sweeper	6880	15067
45	Mrs. S. B. Wayshe	Maid/Sweeper	6880	15067
46	Mrs. J. M. Bidkar	Maid/Sweeper	6880	15067
47	Mr. G. R. Darwatkar	Sweeper	6680	14629



Manual No. 11

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 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.

Budget allocated last 5 years

Year	2012-13	2013-14	2014-15	2015-16	2016-17
Major Particulars(Rs.) ↓					
Salary	2,50,00,000	2,60,00,000	2,80,00,000	2,90,00,000	3,00,00,000
Equipments	25,00,000	7,00,000	1,50,000	5,00,000	2,00,000
Books	1,30,000	1,00,000	1,00,000	50,000	50,000
Chemicals/Consumables	3,50,000	4,00,000	1,00,000	1,50,000	1,00,000
Repair and maintenance	1,00,000	2,10,000	1,00,000	1,00,000	2,00,000
Committee expenses	70,000	1,00,000	70,000	2,00,000	1,50,000
Seminar	1,20,000	1,20,000	4,50,000	1,50,000	4,00,000
Affiliation fees	1,50,000	2,10,000	3,80,000	11,00,000	10,00,000
Research	5,00,000	4,50,000	4,00,000	7,00,000	12,00,000

Particulars of expenditures

Year	2012-13	2013-14	2014-15	2015-16	2016-17
Total income (Rs.) →	541,35,133	502,10,379	399,11,409	448,19,352	489,40,740
Major Expenditures (Rs.) ↓					
Salary	260,00,000	277,36,863	278,83,625	299,36,593	305,38,947
Equipments	60,00,000	70,000	1,60,000	5,00,000	2,50,000
Books	5,00,000	1,00,000	1,50,000	1,00,000	1,00,000
Chemicals/Consumables	3,00,000	4,00,000	2,05,000	1,30,000	1,50,000
Repair and maintenance	1,00,000	70,000	1,81,148	2,94,734	1,00,000
Committee expenses	70,000	50,000	25,000	20,000	2,10,000
Seminar	1,85,000	1,20,000	1,20,000	80,000	90,000
Exam fees	5,86,320	5,55,440	8,01,490	7,70,202	11,27,940
Affiliation fees	1,41,000	1,25,000	1,24,200	6,10,000	10,10,000
Research	1,32,000	8,67,160	4,95,000	11,75,619	4,00,000



Manual No. 12

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

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). The students are guided to apply for some private scholarships like Leela Poonawala Foundation Scholarship, Sir Ratan Tata Trust scholarship etc. on the basis of merit. Further, students are allowed to pay fees in installments in deserving cases. The college has a dedicated staff from student section to look after the freships and scholarships.

Manual No. 13

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

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

Manual No. 14

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

All the relevant details about programmes/courses offered, admission procedure, infrastructure, other facilities, faculty details, NIRF data, achievements, announcements, reports, mandatory disclosures, status of accreditation applicable time to time are made available on the website www.sinhgad.edu. As the society has many campuses and colleges therein, links are provided to access the individual college like Sinhgad Institute of Pharmacy, Narhe through campus search also and through pharmacy colleges search also. The information available on the website is periodically updated. However one can directly visit the college website by following the link www.sinhgad.edu/Sinhgad-institutes-Pharmacy/SIOP-Narhe.


Various academic activities like profile, workload distribution, 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.



Manual No. 15

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

The College has maintained a library restricted only to its employees and students. The library is not open for general public except with the due permission of the Competent Authority. To obtain information under the Right to Information Act, 2005, a person may make a request in writing or through electronic mails along with the prescribed application fee in favour of Principal, Sinhgad Institute of Pharmacy, Narhe.

Sr. No.	Facility available	Nature of facility / information available	Working hours
1	Website www.sinhgad.edu	About us Principal's message Course details Admission procedure Faculty details Industry – Institute interaction Infrastructure and Facilities Life at campus Research Co-curricular activities (National Pharmacy Week/Avishkar/ Seminars) Results Placements Alumni Achievements Academic calendar Anti ragging Cell Testimonials Library Connect Contact us SIF-E for PCI NIRF AICTE Approvals Present accreditation status	Available 24 hours
2	Library	Issue/Return of Books E Books Periodicals College Magazine Research Journals Newspapers Reading room facility	

		M. Pharm / Ph.D. thesis University Course structures and Syllabus Previous question papers	
3	Notice Board	Important University Circulars Curriculum timetables/schedules Class wise roll lists Exam timetables Mark statements for internal exams Admission / fees related Notices Holiday/ vacation Notices Achievements by staff/students Brief /Result Analysis (Toppers) Notices for sports/cultural/magazine activities Notices for guest lecturers/seminars Defaulter students list	09.00 am to 5:30 p.m. - Monday to Friday
4	Office	Society/ University Circulars Bonafide Certificates Admission forms Eligibility forms Fee details Scholarship forms Leaving/Migration certificates	10:00 a.m. to 5:00 p.m. of every working day



Manual No. 16

Names, designations and other particulars of the Public Information Officers

Sr. No.	Name	Designation	Contact No.	Email id
01	Dr. K. G. Bothara	Principal	020-66831801	principal.siop@sinhgad.edu
02	Dr. C. R. Kokare	Vice Principal	020-66831820	chandrakantkokare.siop@sinhgad.edu
03	Mr. M.S. Gurav	Jr. Clerk	020-66831802	maheshgurav.siop@sinhgad.edu

Manual No. 17

Such other information as may be prescribed:

Sample forms to obtain information under Right to Information Act, 2005.



ANNEXURE "A"

(See rule 3)

**Affix here Court
Fee Stamp of
Rs.10**

**Format of application for obtaining information under the Right to
Information Act, 2005**

To

The Public Information Officer
(Name of the office with address)

- (1) Full name of the applicant
- (2) Address

- (3) Particulars of information required
 - (i) Subject matter of information. *

 - (ii) The period to which the information relates. #
 - (iii) Description of the information required. \$

 - (iv) Whether information is required by post or in person
(The actual postal charges shall be included in additional fees)
 - (v) In case by post
(Ordinary, Registered or Speed)
- (4) Whether the applicant is below poverty line (if yes, attach the photo copy of the proof thereof).

Place :
Date :

Signature of the applicant

* Broad category of the subject to be indicated (such as grant of Government land / Service matters / Licenses etc.)

Relevant period for which information is required to be indicated.

\$ Specific details of the information is required to be indicated.

ANNEXURE "B"
[See rule 5 (1)]

Affix here Court
Fee Stamp of
Rs.20

Appeal under section 19 (1) of the Right to Information Act, 2005

From,

(Appellant's name and address)

To,

(Name / designation / address of the appellate authority)

- (1) Full name of the Appellant
- (2) Address
- (3) Particulars of the Public Information Officer
- (4) Date of receipt of the order appealed against (if order passed)
- (5) Last date for filing the appeal
- (6) The grounds for appeal
- (7) Particulars of information -
 - (i) Nature and subject matter of the information required
 - (ii) Name of the office or Department to which the information relates

Place
Date

Signature of the Appellant

ANNEXURE "C"

[See rule 5 (2)]

Affix here Court
Fee Stamp of
Rs.20

Second Appeal under section 19 (3) of the Right to Information Act, 2005

From,

(Appellant's name and address)

To,

- (1) Full name of the Appellant
- (2) Address
- (3) Particulars of the Public Information Officer
- (4) Particulars of the First Appellate Authority
- (5) Date of receipt of the order appealed against
- (6) Last date for filing the appeal
- (7) The grounds for appeal
- (8) Particulars of information -
 - (i) Nature and subject matter of the information required
 - (ii) Name of the office or Department to which the information relates

Place
Date

Signature of the Appellant