

The Institute provides various services to the students of the institute. The details are as follows -

Sr. No.	Particular of Services	Documents required	Name & Designation of the officer providing the services	Prescribed period for providing service	Name & Designation of senior officer to whom complaint should be made if service is not provided within time
01	Academic Services (Roll Number, Time Table etc.)	- Application in prescribed format	(For B. Pharm) - Dr. Ennus T. Tamboli Vice Principal (Academics) - Mr. Koustubh M. Thorawade Assistant Professor (For D. Pharm) - Mr. Shashikant S. Upadhye HOD, D. Pharm	- 05 Days	Mr. Mahesh G. Saralaya Principal ADCBP Ashta
02	Examination Services				
	Examination Form filling and Approval	- Online Application - Last Year Marksheet - Prescribed Exam Fee	(For B. Pharm) - Mr. Suraj N. Pattekari Examination Incharge - Mr. Ajay R. Mali Assistant Professor (For D. Pharm) - Mr. Nasruddin R. Inamdar Assistant Professor - Mr. R. H. Patil Clerk	- As per the schedule prescribed by the University / Board	Mr. Mahesh G. Saralaya Principal ADCBP Ashta
	Continuous Assessment Marks for the Semester	- Roll number		- 01 Day	

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	Conduct of Examination, Submission of University / Board Answer Papers & Continuous Assessment Marks to the University / Board	-		- As per the schedule prescribed by the University / Board	Mr. Mahesh G. Saralaya Principal ADCBP Ashta
	Mark list / Passing Certificate of University / Board Examinations	- Examination Seat Number		- 02 Days after received from the University / Board	
	Board Certificate of D. Pharmacy exam	- Examination Seat Number		- 02 Days after received from the Board	
	Transcripts	- Application in prescribed format - Last Year Marksheet - Transcript provided by the University / Board		- 01 Day	
	Result Analysis	-		- 10 Days after declaration of result	

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03	Administrative Services				
	Admissions to First Year B. Pharm & D. Pharm & Direct Second Year B. Pharm	- As prescribed by the Competent Authority time to time	- Mr. Sachin J. Sajane Vice Principal (Administration) - Mr. Rajendra H. Patil Clerk	- As per the schedule prescribed by the Competent Authority	Mr. Mahesh G. Saralaya Principal ADCBP Ashta
	Admissions to Second, Third & Final Year B. Pharm & Second Year D. Pharm	- Application in prescribed format - Last Year Marksheet - Prescribed College Fee	- Mr. Sachin J. Sajane Vice Principal (Administration) - Mr. Rajendra H. Patil Clerk	- As per the schedule prescribed by the Admission Cell of the institute	
	Fee Structure	- Application in prescribed format	- Mr. Rajendra H. Patil Clerk - Mr. Sachin J. Sajane Vice Principal (Administration)	- 01 Day	
	Leaving Certificate / Transfer Certificate	- Application in prescribed format - No Dues Certificate duly signed by responsible staff of the respective departments		- 01 Day	
	Original Documents submitted at the time Admission	- Application in prescribed format		- 01 Day	

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	Verification of Documents received online MSPC portal for Pharmacist Registration	-		- 01 Day after received from the MSPC	Mr. Mahesh G. Saralaya Principal ADCBP Ashta
	Attendance Certificate for Scholarship purpose	- Application in prescribed format	- Miss Anagha M. Jadhav Clerk - Mr. Sachin J. Sajane Vice Principal (Administration)	- 01 Day	
	Bonafied Certificate	- Application in prescribed format - Prescribed Fee		- 01 Day	
	Character Certificate	- Application in prescribed format		- 01 Day	
	Identity Card	- Fee Paid Receipt		- 05 Days	
	Inward / Outward of Letters	-		- 01 Day	
	Recommendation Letters	- Application in prescribed format		- 01 Day	
	Recommendation Letter for Buss Pass & Verification of Bus Pass Applications	- Application in prescribed format - Fee Paid Receipt		- 01 Day	

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	Scanned copies of Documents	- Application in prescribed format		- 01 Day	Mr. Mahesh G. Saralaya Principal ADCBP Ashta
	Study Certificate	- Application in prescribed format		- 01 Day	
04	Scholarship Services				
	All notices / information regarding Scholarships offered under various schemes of the State / Central Government / Private	-	- Mr. Prafull M. Hankare Clerk - Mr. Sachin J. Sajane Vice Principal (Administration)	- 01 Day after issued by the respective authority	Mr. Mahesh G. Saralaya Principal ADCBP Ashta
	Processing of all Application forms received online on MahaDBT and NSP portal	- Online application on MahaDBT and NSP portal		- 03 Days	
	Disbursement of Scholarship amount received in the Bank account of Institute to the respective student / making receipts	--		- 03 Days	

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05	Accounts Services				
	Fee paid Receipts	<ul style="list-style-type: none">- Prescribed institute fee in either cash / online- Enrollment number	<ul style="list-style-type: none">- Mr. Pravin Patil Clerk – cum – Accountant- Mr. Pratap Desai Clerk- Mr. Sachin J. Sajane Vice Principal (Administration)	<ul style="list-style-type: none">- Immediate after cash deposit- 01 day for online transaction	Mr. Mahesh G. Saralaya Principal ADCBP Ashta
	Duplicate Fee paid Receipts	<ul style="list-style-type: none">- Application in prescribed format- Enrollment number		<ul style="list-style-type: none">- 01 Day	
	Cash Deposit receipt in case of consultancy services	<ul style="list-style-type: none">- Application in prescribed format		<ul style="list-style-type: none">- Immediate after cash deposit	
	Issue of cheque	-		<ul style="list-style-type: none">- 02 Day	
06	Library Services				
	Library Card	<ul style="list-style-type: none">- Application in prescribed format- Fee paid receipt	<ul style="list-style-type: none">- Librarian- Assistant Librarian	<ul style="list-style-type: none">- 01 Day	Mr. Mahesh G. Saralaya Principal ADCBP Ashta
	Book Bank Scheme	<ul style="list-style-type: none">- Application in prescribed format- Fee paid receipt		<ul style="list-style-type: none">- 01 day	

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	Issue of Book	- Library Card		- 01 day	Mr. Mahesh G. Saralaya Principal ADCBP Ashta
07	Complaint against Sexual Harassment	- Complaint application in prescribed format	The Chairman, Internal Complaints Committee	- Issue will be discussed in the upcoming ICC Meeting and the decision will be communicated in next 02 days after meeting.	
08	Grievances of students	- Grievance application in prescribed format	The Chairman / Secretary of Grievance Redressal Committee	- Issue will be discussed in the upcoming Grievance Redressal Committee Meeting and the decision will be communicated in next 02 days after meeting.	Mr. Mahesh G. Saralaya Principal ADCBP Ashta

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09	Complaint against Ragging	- Complaint application in prescribed format	The Chairman / Secretary of Antiragging Committee	- Issue will be discussed in the upcoming Antiragging Committee Meeting and the decision will be communicated in next 02 days after meeting.	Mr. Mahesh G. Saralaya Principal ADCBP Ashta
10	Consultancy Services	- Application in Prescribed format	- Heads of the respective department - Mr. Ganesh D. Mote Assistant Professor	- As per the nature of work	Mr. Mahesh G. Saralaya Principal ADCBP Ashta