Summary

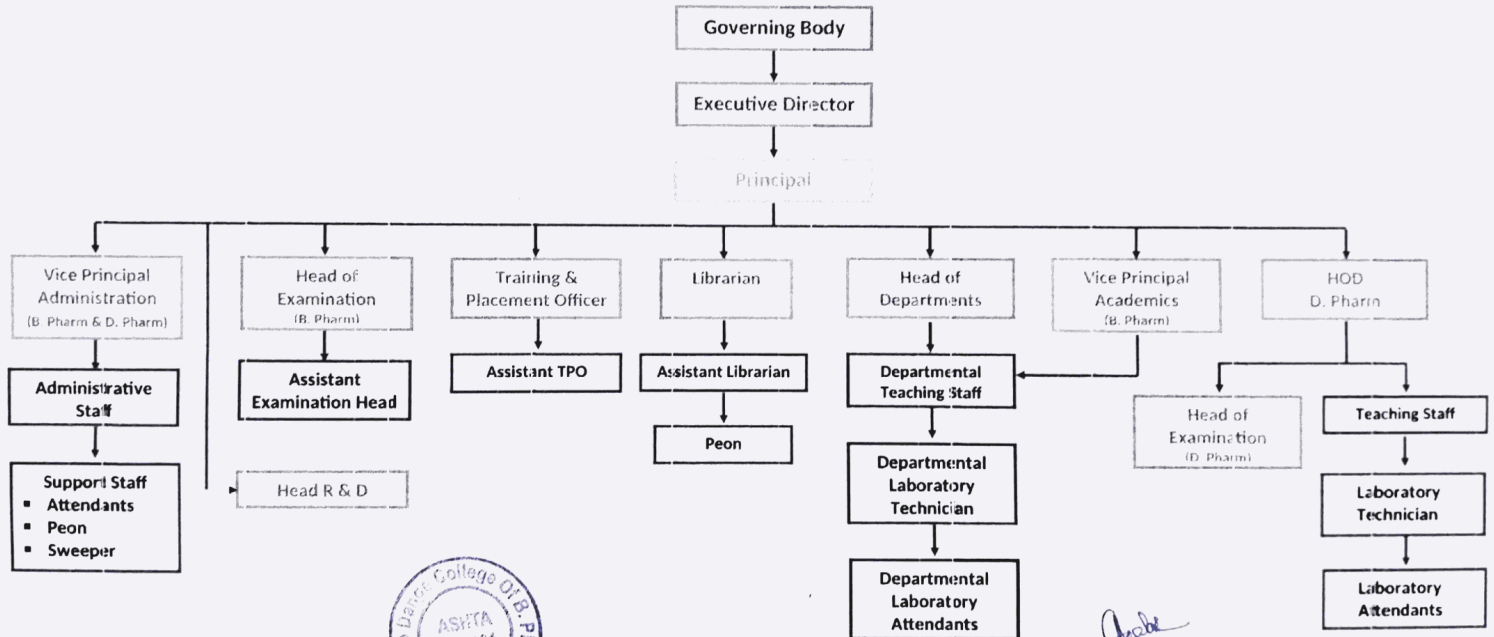| Criteria: 6	Governance, Leadership and Management
Key Indicator: 6.2	Strategy Development and Deployment
Metric No : 6.2.1	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment andservice rules, procedures, deployment of institutional strategic / perspective / development plan etc.

Sr. No.	Particular	Remark
01	Organization Chart & Process	Attached
02	Perspective Plan 2017-22	
03	Board of Governors – Constitution, Role & Responsibilities	
04	Academic & Administrative committees – Role & Responsibilities	
05	Employee Service Rules & Policies	Link- https://www.adcbp.in/files/approvals/Employee-Service-Rules.pdf
06	Code of Conduct for Student	Link- https://www.adcbp.in/files/Code-of-Conduct-for-Student.pdf

Sant Dnyaneshwar Shikshan Sanstha's

Annasaheb Dange College of B Pharmacy, Ashta

(B. Pharm & D. Pharm)

Organizational Chart & Process

```
                          Governing Body
                                │
                          Executive Director
                                │
                            Principal
                                │
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Governing Body → **Executive Director** → **Principal**

Vice Principal Administration (B. Pharm & D. Pharm)	Head of Examination (B. Pharm)	Training & Placement Officer	Librarian	Head of Departments	Vice Principal Academics (B. Pharm)	HOD D. Pharm

- **Vice Principal Administration (B. Pharm & D. Pharm)**
  - Administrative Staff
  - Support Staff
    - Attendants
    - Peon
    - Sweeper

- **Head of Examination (B. Pharm)**
  - Assistant Examination Head
  - Head R & D

- **Training & Placement Officer**
  - Assistant TPO

- **Librarian**
  - Assistant Librarian
    - Peon

- **Head of Departments**
  - Departmental Teaching Staff
  - Departmental Laboratory Technician
  - Departmental Laboratory Attendants

- **Vice Principal Academics (B. Pharm)**
  - Head of Examination (D. Pharm)
  - (→ Departmental Teaching Staff)

- **HOD D. Pharm**
  - Teaching Staff
  - Laboratory Technician
  - Laboratory Attendants

PERSPECTIVE PLAN FOR 2017-2022

Introduction:

The Annasaheb Dange College of B Pharmacy, Ashta is one of the foremost technical Institutes in Western Maharashtra, distinguished by its commitment to improving the human condition through advanced science and technology. The College is established in 2016 and approved by AICTE and PCI, New Delhi, Govt.of Maharashtra. B. Pharmacy course is affiliated to Shivaji University, Kolhapur.

Our campus occupies 1.40 acres in the heart of the city of Ashta, Sangli. A spacious playground with other amenities will be made available to the students. The other amenities include gymnasium, sport complex etc. At AnnasahebDange College of B Pharmacy, we certainly believe that we can prepare the next generation for future. So we emphasize the 4 C's:

| COMPETENCE | CONFIDENCE |
| COMMITMENT | COMPASSION |
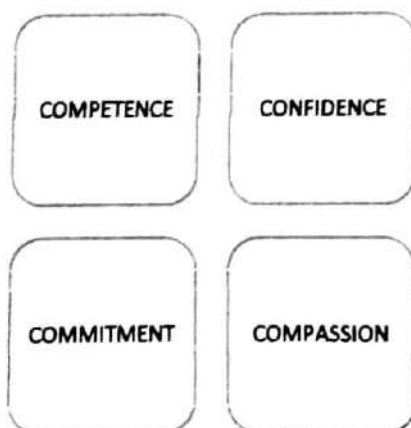
Vision:

To provide world class platform for pharmaceutical education & research. The faculty and students of the College of pharmacy will be innovators and leaders in transforming health care to create positive patient outcomes through innovative learningenvironment anddiscover.

Mission:

To provide exemplary pharmacy education, training and research programs for students to advance discovery in the public interest, and to provide service to professionals and scientific communities, and to the public at large.
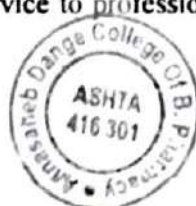
Various activities that the institute carries out in pursuit of its mission, following activities with action point have been identified to be given special emphasis in the strategic plan.

1. **Infrastructure plan**
   - Construct eco friendly campus by initiation with rain water harvesting, Solid/ liquid/ biological/ e-waste management etc.
   - Enhance students learning facilities with ultramodern, spacious, well ventilated classrooms, laboratories, sports facility, herbal garden etc.
   - Establish content creation or self-expressive laboratories
   - Establishment of smart classrooms
   - Upgrade the sophisticated equipment facilities to facilitate research
   - Priority for expansion of accommodation facilities
   - Upgradation of the safety and vigilance
   - Upgradation of the internet facility
   - Upgradation of the facility for physically challenged persons

2. **Good governance**
   - Implementation of e-governance in the area of administration and academics
   - Constitution of different academic and administrative committee and implementation of the decisions for the overall development of students and institute.
   - Preparation of different portfolios
   - Creating green and clean campus
   - Enhanced engagement with stake holders
   - User-friendly mechanism to attract quality staff
   - Delegation of power to the staff members

3. **Accounts and finance**
   - Mobilization and optimization of resources and fund from various sources
   - Auditing the all accounts of institute.

4. **Academic plan**
   - Strengthen the teaching learning process by implementing Outcome based Education (OBE)
   - Experiential learning process through industry as well as lectures from industry professionals
   - Implementation of good practices like re-organization of syllabus on the basis of principles of knowledge organization, knowledge organizers & concept maps, embedded formative assignment, differential assignment, course file, evaluation rubrics
   - Use of Learning Management Platform.

- ➤ Adopt dynamic students evaluation system
- ➤ Feedback System

5. Accreditation plan

- ➤ Get accredited from national accreditation councils like NAAC and NBA
- ➤ To achieve autonomous status of the institute

6. Research plan

- ➤ Enhance the number of Ph.D. awards
- ➤ Increase the number of publications and more efforts for patenting
- ➤ Increase research projects from industry, universities and government research organizations
- ➤ Available the online research journals
- ➤ Available research laboratories with sophisticated equipment's
- ➤ Increase in the consultancy activities
- ➤ Encourage formation multidisciplinary research teams and centers
- ➤ Develop appropriate arrangements for global relations – to coordinate the activities with globally
- ➤ Facilitate collaborative research
- ➤ Attract international faculty on contract appointments
- ➤ Start student exchange program with other universities
- ➤ Organize joint activitieslike conferences, workshops, credit courses, expert lectures etc. with other global universities

7. Training & Placement

- ➤ Increase linkages with the industries
- ➤ Organize seminars / guest lecturers from the industry officials
- ➤ Assist the students for taking industry internships
- ➤ Organize placement drives
- ➤ Increase the employability skills among the students

8. Library

- ➤ Increase in book title, volumes and journals regularly
- ➤ Regular upgradation of Pharmacopeias
- ➤ Online public access catalog
- ➤ Use of Integrated library management software
- ➤ Reading room upgradation
- ➤ Digital library
- ➤ Value added books

9. Staff welfare

- ➤ Arrange skill development programs for teaching /non-teaching staff
- ➤ Support for secured transport facilities (Buses)
- ➤ To encourage higher education
- ➤ Financial assistance for attending Conference/Workshops etc.
- ➤ Appreciation & motivation of Teaching & Support Staff to excel in their area of expertise (Cash prizes for Best Teacher, Best Non-Teaching, 100% Result, Publication of Books, Ph. D. etc)

10. Students welfare

- ➤ Assist in fetching different Scholarship / Freeship offered by Government and non-government agencies.
- ➤ Arrange industrial visit and training programs
- ➤ Arrange skill development programs
- ➤ Effective implementation of experiential learning
- ➤ Project based learning
- ➤ Confidence building measures to prepare students for facing new challenges
- ➤ Engage the students fruitfully during vacations in activities for employability enhancement such as Project internships, Skill based courses, Training for soft and communication skills, improved Aptitude, Computer Programming, special tools specific to the disciplines
- ➤ Create a cell for guidance on competitive examinations like GPAT/UPSC/ MPSC etc.
- ➤ Annual student satisfaction survey on curriculum, facility and faculties
- ➤ Priority for expansion of accommodation facilities for students
- ➤ Organize the activities for the students by the students with the help of student associations
- ➤ Provide modern, secured and comfortable accommodation for girl students.
- ➤ Support for secured transport facilities (Buses) for students

11. Social activities

- ➤ Building of NSS unit
- ➤ To conduct the various programs like health checkup camps, blood donation camps, tree plantation program etc. for the benefit of the society.
- ➤ To conduct health awareness camp, lectures etc. for the benefit of the society.

12. Co-curricular activities

- ➤ Enhance support for student participation in National / International technical competitions
- ➤ Organization of different activities for engagement of students.
- ➤ Felicitation of students, those who are receiving prize in outside competition.

13. Extracurricular activities

- ➤ Increase the number of students in sports and cultural activities

- ➢ Organization of sports week and cultural programs for students
- ➢ Organize lead college events

14. Introduction of new courses

- ➢ To start D. pharmacy program in existing institute
- ➢ To start value added courses in emerging areas such as research, pharmacovigilance, medical coding etc. for all students

15. Alumni

- ➢ Enable, facilitate seamless coordination between alumni association and Institute
- ➢ Initiative for supporting alumni need for continued learning and career improvement
- ➢ Alumni inputs for curriculum development
- ➢ Alumni support for students placement and internship
- ➢ Alumni involvement in enhancing the invitation ecosystem at the institute
- ➢ Constitution of an alumni association at the institute to supports alumni visits, activities engagement

PRINCIPAL
Annasaheb Dange College of
B. Pharmacy, Ashta.

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B. Pharmacy, Ashta.

Sant Dnyaneshwar Shikshan Sanstha's

Annasaheb Dange College of B Pharmacy, Ashta

B. Pharm & D. Pharm

Board of Governors

Sr. No.	Name	Nomination	Designation
01	**Adv. Shri. Rajendra R. Dange** Secretary, Sant Dnyaneshwar Shikshan Sanstha, Islampur	Educationist	Chairman
02	**Prof. Rafiq A. Kanai** Executive Director, Sant Dnyaneshwar Shikshan Sanstha, Islampur	Educationist Nominated by Sanstha	Member
03	**Prof. (Dr.) Manish S. Bhatia** Professor & Vice Principal, Bharti Vidyapeeth College of Pharmacy, Kolhapur	Nominee of Shivaji University, Kolhapur	Member
04	**Vacant**	Nominee of Maharashtra State Board of Technical Education, Mumbai	Member
05	**Dr. Suresh Iyer** Retired Senior Principal Scientist National Chemical Laboratory, Pashan, Pune.	Educationist Nominated by Sanstha	Member
06	**Prof. (Dr.) Sunil S. Jalalpure** Professor & Principal, KLE's College of Pharmacy, Belgavi, Karnataka	Educationist Nominated by Sanstha	Member
07	**Dr. Amol S. Shete** Associate Professor, Department of Pharmaceutics; Krishna Institute of Pharmacy of Krishna Institute of Medical Sciences (KIMS) Deemed To Be University, Karad.	Educationist Nominated by Sanstha	Member
08	**Dr. Prajyot P. Naik** Executive, Commercial Supply Chain IPCA laboratories, Mumbai	Industrialist Nominated by Sanstha	Member
09	**Vacant**	Nominee of the State Government	Ex-Officio Member
10	**Vacant**	Industrialist / Technologist / Educationist Nominated by State Government	Member
11	**Mr. Shashikant S. Upadhye** HOD, D. Pharm, ADCBP	Faculty Member (Diploma) Nominated by Sanstha	Member
12	**Mr. Sachin J. Sajane** Vice Principal (Admin), ADCBP Ashta	Faculty Member (Degree) Nominated by Sanstha	Member
13	**Dr. Ennus T. Tamboli** Vice Principal (Academics) & Associate Professor, ADCBP Ashta	Faculty Member (Degree) Nominated by Sanstha	Member
14	**Prof. (Dr.) Mahesh G. Saralaya** Professor & Principal, ADCBP, Ashta	Principal of the Institute	Member-Secretary

PRINCIPAL
Annasaheb Dange College of
B. Pharmacy, Ashta.

Sant Dnyaneshwar Shikshan Sanstha's

Annasaheb Dange College of B Pharmacy, Ashta

Board of Governors

CONTENTS

Board of Governors

❖ PREAMBLE:

The Board of Governors is the highest body that monitors the progress of the institute and suggests the activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of pharmacy education.

Annasaheb Dange College of B Pharmacy, Ashta has constituted a committee known as the 'Board of Governors' to be headed by the Secretary of the parent organization. The ADCBP felt that under the stewardship of an eminent personality with highly focused and concerted ideas in the field of education can definitely build the institution for the future.

01) OBJECTIVES:

1.01) To offer transparent and effective governance in the administration of institution.

1.02) To consider and approve the institution strategic plan which sets the academic aims and objectives of the institution.

1.03) To identify the financial, physical and staffing strategies.

1.04) To consider the recommendations of various academic and administrative bodies of the institute and chalk out a roadmap to achieve the goals of the institution.

02) CONSTITUTION OF BOARD OF GOVERNORS

2.01) Institute shall constitute a Committee known as the 'Board of Governors' to be nominated and headed by the secretary of the Sant Dnyaneshwar Shikshan Sanstha, Islampur (Parent Organization).

2.02) Committee shall have at least eleven members including the Chairman and the Member-Secretary and a diverse mix of membership in terms of levels as well as gender.

2.03) The Board of Governors consist of:

    2.031) Six members nominated by the Sanstha / Trust as follow:

        1 Chairman or Secretary of the Sanstha.

        2 Two members nominated by the Sanstha who is an Industrialist / technologist / educationist.

        3 Principal of the Institute.

        4 One Faculty member to be nominated from amongst the regular staff at the level of Professor. If Professor is not available then subsequent level should be considered.

        5 One Faculty member to be nominated from amongst the regular staff at the level of Assistant Professor.

    2.032) Nominee of the All India Council for Technical Education-Regional Officer (Ex-Officio).

    2.033) An Industrialist / technologist / educationist.

    2.034) Nominee of the Affiliating Body/University/State Board off Technical Education.

    2.035) Nominee of the State Government / Directorate of Technical Education (ex-officio).

    2.036) An Industrialist / Technologist / Educationist from the Region nominated by the State Government.

2.04) The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of educationists from the Region keeping in view the interest of the Institution. The total number of members of a Board of Governors shall, however, not exceed 21.

2.05) Principal of the Institute will be the Member Secretary of the Board of Governors.

03) ROLE & RESPONSIBILITIES OF BOARD OF GOVERNORS

The Board of Governors of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional vision and mission is achieved.

3.01) To ensure the operation of the institute as per general guidelines of various apex bodies viz. AICTE, PCI, Shivaji university, DTE and Government of Maharashtra in order to maintain high ethical standards, transparency and openness.

3.02) To introduce newer programs at the institute as per the need of society.

3.03) To prepare annual budgets and review the audit and performance reports for the smooth functioning of the institution.

3.04) To monitor institutional performance and quality assurance arrangements.

The Board of Governors shall advise the institute from time to time in respect of the following:

3.041) Timely submission of documents for accreditation.

3.042) Ensuring that the statutory requirements are met in respect of accreditation for the purpose of maintaining quality of education.

3.043) Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution.

3.044) Carrying out the gap analysis and indentifying the areas for improvement.

3.045) To monitor and evaluate teaching programs of the institute and determine the teaching requirement to maintain quality of teaching.

3.046) To exercise control over the academic policies of the Institution and suggest for the maintenance and improvement of standards of education in the Institute.

3.047) To consider matters of general academic interest from the SDSS or Principal of the institute and to take appropriate action.

3.048) To monitor faculty development, training and placement and industry-institute interaction activities and suggest remedial measures.

3.049) To review academic, administration, innovation and research activities, student related matters, financial matter and staff related matter to devise various policies and obtain approval and decision on various norms and policy of the Institute.

3.05) To make recommendations on the planning and monitoring activities of the institution.

3.06) To review recommendations of various administrative and academic bodies of the institute and ratifying the same.

3.07) To consider the requirement of staff and ratify the recruitment process.

3.08) To delegate any of its powers to the Secretary and Executive Director of the SDSS and Principal of the institute, for the smooth functioning of the institution.

3.09) To ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as the AICTE and UGC, as well as regulations laid down by the State government and affiliating university.

3.10) To consider and ratify the purchasing of the chemicals, glasswares, instruments, stationary and other requirements for the smooth functioning of the institute.

3.11) Members of Board of Governors shall ensure that -

    3.111) The Head of the institution implements the decisions of BOG in true spirit for the growth of the institution using the process of decentralisation.

    3.112) The Head of the institution shall plan the future growth of the institution.

    3.113) The required documentation is maintained to meet the statutory requirements.

    3.114) The process to evaluate the performance of Head of institution is established.

3.12) To record and maintain the minutes of the meeting of Board of Governors and to ensure the implementation of the decisions of the board.

04) ROLE & RESPONSIBILITIES OF THE CHAIRMAN OF THE BOARD OF GOVERNORS

For the effective administration, to satisfy the needs of the stake holders and the future growth of the institution the Chair of the Board of Governors shall -

4.01) responsible for the leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness.

4.02) ensures the institution is well connected with its stakeholders.

4.03) provide inspiring leadership for transparent and effective administration

4.04) ensure effective, efficient and optimal use of resources towards the growth and development of institution.

4.05) develop processes and controls for financial resources.

4.06) motivate the members and other committees to function in unison to implement strategic plan of the institution.

4.07) suggest to implement the best suitable practices in and around to enhance quality of teaching-learning process, employability of students, good support mechanism to students and staff.

4.08) allow the head of institute to work independently and effectively.

4.09) help create appropriate risk management systems.

05) ROLE & RESPONSIBILITIES OF THE MEMBER - SECRETARY OF THE BOARD OF GOVERNORS

The Member Secretary of the board of governors shall -

5.01) responsible to advice on strategic direction and for the management of the institution.

5.02) implement the decisions of BOG in true spirit for the growth of the institution using the process of decentralisation.

5.03) plan the future growth of the institution.

5.04) maintain the required documentation to meet the statutory requirements.

5.05) regularly reviews, having regard to the authority conferred by the instruments of governance.

5.06) record and maintain the minutes of the meeting of Board of Governors and to ensure the implementation of the decisions of the board.

06) TENURE OF THE MEMBERS OF THE BOARD OF GOVERNORS

6.01) The tenure of the members of the Board of Governors shall be 03 years from the date of nomination on the board.

6.02) If any member is not interested to continue further on the board then he / she required to apply to the chairman of the board.

6.03) Chairman of the Board will nominate the new member.

07) FREQUENCY OF THE MEETING OF THE BOARD OF GOVERNORS

7.01) The members of the board of governors shall meet at least twice in a year.

7.02) The Chairman of the Board may call special meeting of the members in certain circumstances.

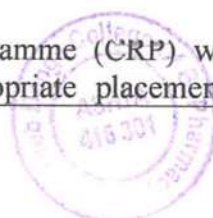## Role & Responsibilities of Key Administrative Positions:

Role	Responsibilities
Board of Governors	➢ Frame directive principles and policies ➢ Amend and approve policies from time to time ➢ Approve budgets
Executive Director	➢ Mobilize internal and external resources to strengthen the institute ➢ Plan and provide infrastructure facilities ➢ Provision of human resource ➢ Strategic plan for institutional development ➢ Periodic monitoring and evaluation of various processes ➢ Purchases
Principal	➢ Reporting to the Management ➢ Monitoring Duties ➢ Administrative ➢ Academic ➢ Examination ➢ Annual Budget ➢ Salary and Increments ➢ Purchasing ➢ Portfolio ➢ Functions, Conferences, Workshops ➢ Discipline ➢ Recruitment ➢ Developmental Duties ➢ Strategic Duties ➢ Leadership Duties ➢ Visionary Duties
Vice Principal Administration	➢ Monitoring Duties ➢ Execution Responsibilities ➢ Documentation ➢ Assistance to Principal ➢ Obtaining and developing personnel ➢ Providing and maintaining funds and facilities ➢ Maintaining effective interrelations with the community ➢ Other
Vice Principal Academics	➢ Academic Planning ➢ Monitoring and Execution ➢ Mentorship ➢ Record Keeping ➢ Other
College Development Committee	➢ Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities. ➢ Decide about the overall teaching programmes or annual calendar of the college ➢ Recommend to the management about introducing new academic courses and

	the creation of additional teaching and administrative posts.
	➤ Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
	➤ Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
	➤ Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
	➤ Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
	➤ Make recommendations regarding the students' and employees' welfare activities in the college or institution.
	➤ Recommend the distribution of different prizes, medals and awards to the students.
	➤ Perform such other duties and exercise such other powers as may be entrusted by the management and the university.
Internal Quality Assurance Cell (IQAC)	➤ To initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in college.
	➤ Maintain the quality standards in teaching, learning and evaluation
	➤ Promote co-curricular, extra-curricular and other types of activities as part of asserting quality in teaching, learning and evaluation.
	➤ Coordinate among various departments in the college and support for orientation, refresher and other short-term training courses for teaching and non-teaching staff.
	➤ to consider opinions/comments of stakeholders such as Alumni, Parents and Industry about course structure /curriculum while framing the activities
	➤ Conduct workshops/training sessions of experts and also recommend names of faculties for training courses to brought desired results
	➤ Direct support staff for continuing education and overall developments to improve in their work quality.
Program Committee	➤ Preparation of academic calendar with reference to University academic calendar in the beginning of Year.
	➤ Distribution of work load to the all Faculty members.
	➤ Coordinating with library committee to ensure availability of all the required books as per syllabus before commencement Academic year.
	➤ Ensure availability of Lab manuals/journals one month before the commencement of the Academic year coordinating with store department.
	➤ Course File validation at the beginning and monitoring during teaching tenure
	➤ In span of every 15 days, investigate the syllabus completion as per teaching plan. Any deviation brought into attention of the head of institute.
	➤ Handling and monitoring VMedulife LMS for Academic, Online Exam, Feedback etc
	➤ Ensuring every lecture/practical commencing at predetermined time and ask students who are wondering here and there.
	➤ Periodic verification of academic responsibilities of the faculty members in the Department.
	➤ Preparation of time table and its display on the concerned class notice boards/ official whatsapp group.
	➤ Ensuring class / lab work as per time table.
	➤ Verification of adjustment and conduction of class / lab work of the faculty applying leave.
	➤ Ensuring Work load compensation instead of adjustment only.
	➤ Providing all academic documents required during inspection of apex bodies.

	➢ Coordination any other academic activity in the institute.
Examination Committee	➢ The exam cell is looking after all affairs of university examination as well as internal examinations.
	➢ Prepare Assessment policy with consultation with Principal and make available to students as well to the teachers and ensure that these are executed as per norms.
	➢ Evolve mechanisms to address student's grievances and display relevant details thereof.
	➢ Evolve mechanism for setting Sessional question paper by faculty members followed by monitoring and approval of question paper approval committee.
	➢ Preserve full confidentiality at one side to maintain standard and significance of assessment and on other hand maintain full transparency about activities of examination by informing to staff and students.
	➢ Maintain regular contact (telephonically or by checking website) with external examining bodies (SUK) so that not to miss any change in schedule, regulations etc.
	➢ The head of Exam is custodian of all confidential documents; however, he can make information available under RTI in consultation with head of the institute.
	➢ Maintain all relevant records in systematic manner which can be inspected by internally and external committees as well as which can be converted into quantitative form as per accreditation bodies. Preserve all relevant soft data in computer.
	➢ Forward detailed report of Result Analysis to the Principal after declaration of result.
	➢ Forward information of major accomplishments (SUK ranking, distinctions etc) to the Cell for Public Relations and Publicity for wider media coverage.
	➢ Prepare list of students failed in first year as well YD student's qualified first year and added into second year. This data is required to be filled before commencement of admission process of second year.
	➢ Assist Academic Coordinator in preparation of 'Roll-Call List'.
	➢ Prepare and forward list of stationary requirement for examination section for approval.
	➢ Forward activity plan of next academic session for incorporation into Academic Planner.
	➢ Exercise such other powers and perform such other duties as may be prescribed or assigned to him / her, from time to time, by the Head of the Institution.
Training and Placement Cell	➢ In plant training/ Internship for final year students. As a part of the curriculum, arrangements will be made for the students to undergo practical training for 90 days period.
	➢ T and P Cell plans and executes visits of pre-final/ final year students to different Industries/ Organizations located in different regions of India to get right exposure and opportunity for training.
	➢ To arrange Guest Lectures of senior company personnel for students.
	➢ To provide considered necessary training to students within the vicinity of Personality Development and Communication Skills.
	➢ Those considering careers in higher education or its related fields will be offered detailed career guidance at the Training and Placement Cell to facilitate their admissions in Prestigious Institutes to pursue higher studies in specialized areas.
	➢ Campus Recruitment Programme (CRP) will be promoted for the young students aspiring for appropriate placement in Government Departments,

	Private/Public Sector Undertakings, Industries and Research/ Academic Institutes.
	➤ The Central T and P Cell plays a very important and key role in counseling and guiding the students of the college for their successful Career Placement, which is a crucial interface between the stages of completion of academic program of the students and their entry into avenues of suitable employment.
Anti-ragging Cell	➤ To monitor and oversee the performance of the Anti Ragging Squad in prevention of ragging in the college.
	➤ During the first three months of an academic year, the Head of college shall submit a weekly report on the status of compliance with Anti-Ragging measures under UGC Regulations, and a monthly report on such status.
	➤ The Anti-Ragging Committee of the college shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
	➤ To prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.
Internal Complaints Committee/ Antidiscrimination Cell/ Gender sensitization Cell/ Women's Grievance Redressal Committee	➤ Call periodic meetings of members as per requirements.
	➤ Identify the cases of sexual harassment in the institute and surface them for appropriate action against such cases and maintain the working environment free and transparent.
	➤ Maintain the meetings and action taken report in the meeting register time to time.
	➤ Organize guidance sessions for all concern about objectives, composition and functions of the cell.
	➤ Organize the seminars, webinars for students regarding awareness of health, diseases and stress management.
	➤ Organize the seminars or guest lecturers for awareness of gender equality in the students as well as faculties.
	➤ Establish transparent mechanism to rectify any kind of complaints from the students, teaching faculty and from members of support staff. This will help to build transparency and cultivate democratic values.
	➤ Evolve working mechanism in consultation with the head of institute.
	➤ Display necessary content for information to all concern.
	➤ Organize guidance sessions for all concern about objectives, composition and functions of the cell.
	➤ Maintain necessary documents and call periodic meetings of members as per requirements.
	➤ Prepare budget for the cell activities for approval in the month of April and forward activity plan of next academic session for incorporation in Academic Planner.
	➤ Report summary to the head of institute in the form of resources available, systems or mechanisms evolved and amp; impact.
Cell for Guardian Teacher and Interaction with parents	➤ The committee shall be responsible to inform about the students' performance to their parents
	➤ The committee shall be responsible collect the data regarding internal assessment marks and attendance.
	➤ The committee authorizes to decide the date of the parent teacher meeting to be held. Two meetings are held one after first internal assessment and the other before preliminary examinations.
	➤ Letters/Mails shall be sent to individual parents' mentioning about the internal assessment marks and attendance one month prior to the date of parent teacher meeting.
	➤ In case of any issues the committee guides the parent and the student to their

	respective subject teacher/the mentor for their better performance. ➤ In case of any suggestions given by the parents the committee shall discuss with the higher authorities to be implemented
Library Assistance Cell	➤ Library committee shall set and monitor strategic direction on library matters. ➤ Chairman of the committee shall guide the college librarian in formulating general library policies and regulations which govern the functions of the library and efficient use of library resources. ➤ The college librarian shall be responsible for the day to day operational management of the library. ➤ Library committee shall propose library budget for the college and department. ➤ It shall be the duty of the librarian to provide proper documentation services and updating library collection. ➤ All the members of the committee shall work towards the modernization and improvement of library, documentation services and to adopt measures to enhance readership. ➤ Library committee shall formulate regulations for usage, access and borrowing of the contents of the library. ➤ Librarian shall seek feedback on library functions from readers and same should keep in Library Committee meeting for discussion and necessary action.
The Cell for Alumni Association	➤ To increaseinteractionorhelptoincreaseinteractionbetweentheInstitute, past studentsof this institute and present students undergoing education in thisinstitute. ➤ To make availablethe industrial training, placement andother facilitiestothepresentstudents. ➤ To grant scholarships to deserving students and to arrange to provide loans and other monetary and non monetary assistance to deserving students of the Institute for higher education. ➤ To undertake, conduct, carry on, and helpto carryon scientific /academic studyandresearchinpharmacy. ➤ Assisttoorganizelectures,seminars, refreshercourses,conferences,gettogetheretc. ➤ ToencourageeducationalculturalfundraisingsportsandsuchotheractivitiesasGoverningbodymaydeemfitin furtheranceoftheobjects.

PRINCIPAL
Annasaheb Dange College of
B. Pharmacy, Ashta.