



Citizen Charter

Sant Dnyaneshwar Shikshan Sanstha's

**Annasaheb Dange College
of B Pharmacy, Ashta**



Vision

“To create competent pharmacy professionals who can efficiently contribute for the healthcare system of society and to the pharmacy profession.”

Mission

- 1) To provide student centric active innovative learning environment, with strategically planned quality pharmacy education consistent with the policies of state and nation.
- 2) To nurture and inculcate the team spirit, research, innovation, creativity and entrepreneurship.
- 3) To strengthen Industry- Institute and Institute -Institute interaction for the overall development of students.
- 4) To help the students to disseminate acquired knowledge through the fullest commitment for health care services.

Programme Educational Objective

On successful completion of undergraduate (B. Pharm) program, the graduates shall be able to-

- 1) Conclusively demonstrate knowledge, skills, attitude and competencies for successful recruitment in various health care related organizations
- 2) Realize the vastness of knowledge and pursue higher education in eminent institutes to explore their research and management skills.
- 3) Plan and Commence with small start-ups in medicine and health care services.
- 4) Participate voluntarily in non-monetary public welfare activities.



दृष्टी

“समाजातील आरोग्यसेवा प्रणाली आणि औषधनिर्माण क्षेत्राला प्रभावीपणे योगदान देतील असे व्यावसायिक बनवणे”

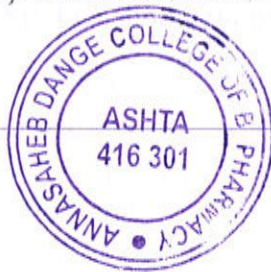
मिशन

- १) राज्य व राष्ट्रांच्या धोरणांशी सुसंगत असणारे, रणनीतिकदृष्ट्या नियोजित, गुणवत्तापूर्ण औषधनिर्माणशास्त्र शिक्षणाद्वारे विद्यार्थी केंद्रित सक्रीय अभिनव शैक्षणिक वातावरण प्रदान करणे.
- २) सांघिक भावना, संशोधन, नाविन्यता, सर्जनशीलता व उद्योजकता जोपासणे व वाढविणे.
- ३) विद्यार्थ्यांच्या सर्वांगीण विकासासाठी उद्योग-संस्था आणि संस्था-संस्था संवाद मजबूत करणे.
- ४) आरोग्यसेवांसाठी प्राप्त केलेल्या ज्ञानाचा पूर्ण वचनबद्धतेद्वारे प्रसार करण्यासाठी विद्यार्थ्यांना मदत करणे.

शैक्षणिक अभ्यासक्रम उद्दिष्टे

पदवी औषधनिर्माणशास्त्र अभ्यासक्रम यशस्वीपणे पूर्ण केल्यानंतर, पदवीधारक -

- १) विविध आरोग्य सेवांशी संबंधित संस्थांमध्ये यशस्वी भरतीसाठी ज्ञान, कौशल्ये, दृष्टीकोन आणि कार्यक्षमता यांचे निर्णायकपणे प्रदर्शन करतील.
- २) ज्ञानाची विशालता लक्षात घेतील आणि त्यांचे संशोधन आणि व्यवस्थापन कौशल्ये शोधण्यासाठी प्रख्यात विद्यापीठांमध्ये उच्च शिक्षण घेतील.
- ३) औषध आणि आरोग्य सेवा क्षेत्रात, समाजातील दुर्बल आणि दुर्लक्षित घटकांसाठी त्यांच्या दैनंदिन समस्यांचे निराकरण करण्यासाठी छोट्या स्टार्ट-अपसचे नियोजन आणि प्रारंभ करतील.
- ४) वैयक्तिक आर्थिक लाभांव्यतिरिक्त, गैर-आर्थिक लोककल्याणकारी कार्यात स्वेच्छेने सहभागी होतील.



Preamble

Sant Dnyaneshwar Shikshan Sanstha Islampur was established in 1986. Annasaheb Dange College of B Pharmacy, Ashta rendering outstanding service to the cause of pharmacy education since 2016. Institute is affiliated to Shivaji University, Kolhapur and approved by AICTE New Delhi, PCI New Delhi, DTE Mumbai, and Government of Maharashtra. Being an Institute, it strives to achieve the goal of becoming one of the leading pharmacy institutes by focusing on teaching and learning, research, consultancy and extension activities. The Institute not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the goal. Over the period of time the Institution has established such systems, procedures and rules for an effective administration. The main objective of the exercise to issue the Citizen's Charter is to improve the quality of public services. This is ensured by knowing the organization structure of the institute, how one can get in touch with the officers of the institute, what to expect by way of services and how to seek a remedy if something goes wrong. The Citizen's Charter does not by itself create new legal rights, but it surely helps in enforcing existing rights.



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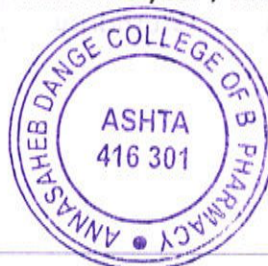
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Chapter 01 Program Details

1.1 DEFINITIONS

- 1.11 Administrative staff:** refers to all staff members categorized as administrative staff as per clause number 1.222 of the service rules.
- 1.12 Competent authority:** means any staff member declared / nominated by the Executive Director / Principal as the case may be for specific purposes.
- 1.13 Duty:** means a staff member performing the duties of the post for which he / she has been appointed and other assignments and circumstances more specifically indicated in clause 1.5 of the service rules.
- 1.14 Executive Director:** means Executive Director of the Sant Dnyaneshwar Shikshan Sanstha Islampur.
- 1.15 Institute:** means the Sant Dnyaneshwar Shikshan Sanstha's Annasaheb Dange College of B Pharmacy, Ashta established in 2016.
- 1.16 Management:** means the Board of Management of the Sant Dnyaneshwar Shikshan Sanstha, Islampur constituted as per Memorandum of Association (MoA).
- 1.17 Principal:** means the Principal of Annasaheb Dange College of B Pharmacy, Ashta.
- 1.18 Registrar:** means the Registrar or any other person duly authorized by the Executive Director / Principal to discharge the duties and responsibilities of the Registrar.
- 1.19 Sanstha:** means the Sant Dnyaneshwar Shikshan Sanstha, Islampur established in 1986.
- 1.110 Staff:** means all employees belonging to faculty, administrative and technical category of the Institute.
- 1.111 Teaching faculty:** refers to all teaching staff.
- 1.112 Technical staff:** refers to all staff members categorized as technical staff.
- 1.113 Vacation:** means any recess in an academic year which is a minimum of 15 days.
- 1.114 Vice Principal (Admin):** means the Vice Principal (Administration).
- 1.116 Vice Principal (Academic):** means the Vice Principal (Academic).
- 1.117 Year:** means calendar year / academic year / financial year as the case may be.



1.2 Programs run by institute

1.21 Programs run by institute and approvals

- Institute run 2 programs (courses) approved by apex body – Pharmacy Council of India.

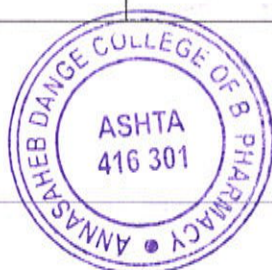
The details of courses are -

Sr. No.	Name of Program (Course)	Year of Establishment	Sanctioned Intake	Program Duration	Apex Body	Affiliated to Board / University	Government approval
01	Bachelor in Pharmacy (B. Pharmacy)	2016	50	04 Years	Pharmacy Council of India, New Delhi	Shivaji University, Kolhapur	Approved by Government of Maharashtra and Directorate of Technical Education, Mumbai
		2017	100				
02	Diploma in Pharmacy (D. Pharmacy)	2018	60	02 Years	Pharmacy Council of India, New Delhi	Maharashtra State Board of Technical Education, Mumbai	Approved by Government of Maharashtra and Directorate of Technical Education, Mumbai

1.22 Sanctioned Intake, Reservation Policy and Admissions

- The sanctioned intake, reservation policy and admissions criterion of the D. Pharmacy & B. Pharmacy programs are as follows –

Sr. No.	Name of Program (Course)	Sanctioned Intake	Reservation Policy	Mode of Admissions	Competent Authority for Admissions	Eligibility Criterion
01	Bachelor in Pharmacy (B. Pharmacy)	SI: 100 EWS: 10 TFWS: 05 Total: 115	As approved by the Government of Maharashtra time to time	Centralized admission process carried by the Competent Authority	The Commissioner, State Common Entrance Test Cell, Maharashtra State	https://www.adcbp.in/first-year-b-pharm-admission



02	Direct Second Year B. Pharmacy (Lateral Entry)	SI: 10 % of SI EWS: 01 Total: 11 (The total number may vary due to vacancy of First Year and Admission Cancellation in First Year)	As approved by the Government of Maharashtra time to time	Centralized admission process carried by the Competent Authority	The Commissioner, State Common Entrance Test Cell, Maharashtra State	https://www.adcbp.in/first-year-d-pharm-admission
03	Diploma in Pharmacy (D. Pharmacy)	SI: 60 EWS: 06 TFWS: 03 Total: 69	As approved by the Government of Maharashtra time to time	Centralized admission process carried by the Competent Authority	The Director, Directorate of Technical Education, Maharashtra State	https://www.adcbp.in/first-year-d-pharm-admission

1.22 Accreditation Status

Sr. No.	Name of Program (Course)	Accreditation Body	Accreditation Status	Validity of Accreditation
01	Bachelor in Pharmacy (B. Pharmacy)	National Assessment and Accreditation Council (NAAC)	Accredited with 'A+' Grade and 3.48 CGPA in First Cycle	10-06-2023 to 09-06-2028
02	Diploma in Pharmacy (D. Pharmacy)	National Board of Accreditation (NBA)	Accredited From 2023-24 to 2025-26	up to 30-06-2026

Institute Working Days

- The institute working days are Monday to Saturday.

1.23 Institute Timings

- The institute timing is as follows –
Academics: 09.00 am – 05.00 pm
Office: 10.00 am – 06.00 pm
- The institute will remain closed on every Sunday.



1.3 Categorization of Staff, Eligibility and Recruitment Process

1.31 Categorization of staff

- All staff members of institute are grouped into five categories viz.

1.311) Principal

1.312) a) Teaching Staff (Faculty Members)

b) Other Category

1.313) Administrative Staff

1.314) Technical Staff

1.315) Support Staff

- Administrative staff, Technical Staff & Support Staff will be considered as non-teaching staff.

1.32 Posts under each category

1.321a Teaching Staff:

- There shall be only three designations in respect of teachers in institute, namely, Assistant Professor, Associate Professor and Professor.
- No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other conditions, as laid down by the AICTE / PCI / University / Trust from time to time.

1.321b Other category:

- There shall be two designations in respect of other staff namely Librarian & Psychological Counselor.

1.322 Administrative Staff

- There shall be following designations in respect of administrative staff in institute:
 - i) Accountant, ii) Office Superintendent,
 - iii) Senior Clerk, iv) Junior Clerk,
 - v) Cashier

1.323 Technical staff

- There shall be following designations in respect of technical staff in institute:
 - i) Laboratory Technician, ii) Store Keeper
 - iii) Computer Data Operator cum Technician
 - iv) Library Assistant

1.324 Support Staff



- There shall be following designations in respect of support staff in institute:
 - i) Peon
 - ii) Laboratory Attendant
 - iii) Sweeper
 - iv) Library Attendant
 - iv) Gardener

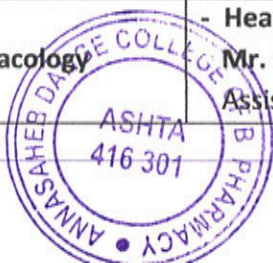
- 1.33** The qualifications prescribed for direct recruitment of staff will be as per the apex body norms.
- 1.34** The recruitment process for the staff will be as per the rules and regulations prescribed by the affiliating board / university or apex body time to time.
- 1.35** The code of conduct for the staff and students will be as per the employee service rules.



Chapter 02 Services Provided by the Institute

2.1 The institute provides various services to the admitted students. The details are as follows –

Sr. No.	Name of Department	Name & Designation of the Incharge	Name & Designation of senior officer to whom complaint should be made regarding services
01	Academics	<p>(For B. Pharm) - Dr. Ennus T. Tamboli Vice Principal (Academics) - Mr. Koustubh M. Thorawade Assistant Professor</p> <p>(For D. Pharm) - Mr. Shashikant S. Upadhye HOD, D. Pharm</p>	<p>Mr. Mahesh G. Saralaya Principal ADCBP Ashta</p>
02	<p>General Administration</p> <p>Accounts</p> <p>Establishment Section</p> <p>Affiliation and Approvals</p> <p>Student Section</p> <p>Scholarship Section</p>	<p>- Mr. Sachin J. Sajane Vice Principal (Administration)</p>	<p>Mr. Mahesh G. Saralaya Principal ADCBP Ashta</p>
03	Examination Section	<p>(For B. Pharm) - Mr. Suraj N. Pattekari Examination Incharge - Mr. Ajay R. Mali Assistant Professor</p> <p>(For D. Pharm) - Mr. Nasruddin R. Inamdar Assistant Professor</p>	<p>Mr. Mahesh G. Saralaya Principal ADCBP Ashta</p>
04	Library Section	<p>- Mrs. Pratibha S. Kamble Librarian</p>	<p>Mr. Mahesh G. Saralaya Principal ADCBP Ashta</p>
05	Department of Pharmaceutics	<p>- Head of the Department Mr. Sandip M. Honmane Assistant Professor</p>	<p>Mr. Mahesh G. Saralaya Principal ADCBP Ashta</p>
06	Department of Pharmacology	<p>- Head of the Department Mr. Guruprasad V. Sutar Assistant Professor</p>	



Sr. No.	Name of Department	Name & Designation of the Incharge	Name & Designation of senior officer to whom complaint should be made regarding services
07	Department of Pharmaceutical Chemistry	- Head of the Department Dr. Yasmin H. Momin Associate Professor	Mr. Mahesh G. Saralaya Principal ADCBP Ashta
08	Department of Pharmacognosy	- Head of the Department Dr. Ennus T. Tamboli Associate Professor & Vice Principal (Academics)	
09	D. Pharmacy	- Head of the Department Mr. Shashikant S. Upadhye Assistant Professor & HOD, D. Pharm	

2.2 The institute provides various services. The details of the services, documents provided, Name & Designation of the officer providing the services, Prescribed period for providing services and appellate authority 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
Examination Services					
02	Examination Form filling and Approval Continuous Assessment Marks for the Semester	- Online Application - Last Year Marksheets - Prescribed Exam Fee - Roll number	(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 - 01 Day	Mr. Mahesh G. Saralaya Principal ADCBP Ashta

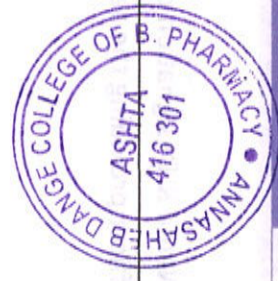



Sr. No.	Particular of Services	Documents required	Name & Designation of the officer providing the services	Prescribed period for providing service	Name & Designation of senior officer to whom complaint should be made if service is not provided within time
	Conduct of Examination, Submission of University / Board Answer Papers & Continuous Assessment Marks to the University / Board	-		- As per the schedule prescribed by the University / Board	
	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	



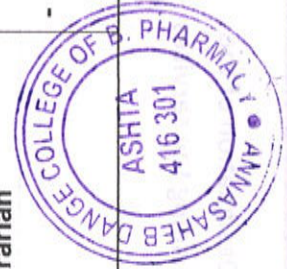
Sr. No.	Particular of Services	Documents required	Name & Designation of the officer providing the services	Prescribed period for providing service	Name & Designation of senior officer to whom complaint should be made if service is not provided within time
Administrative Services					
03	Admissions to First Year B. Pharm & D. Pharm & Direct Second Year B. Pharm	<ul style="list-style-type: none"> - As prescribed by the Competent Authority time to time 	<ul style="list-style-type: none"> - Mr. Sachin J. Sajane Vice Principal (Administration) - Mr. Rajendra H. Patil Clerk 	<ul style="list-style-type: none"> - As per the schedule prescribed by the Competent Authority 	<ul style="list-style-type: none"> Mr. Mahesh G. Saralaya Principal ADCBP Ashta
	Admissions to Second, Third & Final Year B. Pharm & Second Year D. Pharm	<ul style="list-style-type: none"> - Application in prescribed format - Last Year Marksheet - Prescribed College Fee 	<ul style="list-style-type: none"> - Mr. Sachin J. Sajane Vice Principal (Administration) - Mr. Rajendra H. Patil Clerk 	<ul style="list-style-type: none"> - As per the schedule prescribed by the Admission Cell of the institute 	<ul style="list-style-type: none"> Mr. Mahesh G. Saralaya Principal ADCBP Ashta
	Fee Structure	<ul style="list-style-type: none"> - Application in prescribed format 	<ul style="list-style-type: none"> - Mr. Rajendra H. Patil Clerk 	<ul style="list-style-type: none"> - 01 Day 	<ul style="list-style-type: none"> Mr. Mahesh G. Saralaya Principal ADCBP Ashta
	Leaving Certificate / Transfer Certificate	<ul style="list-style-type: none"> - Application in prescribed format - No Dues Certificate duly signed by responsible staff of the respective departments 	<ul style="list-style-type: none"> - Mr. Sachin J. Sajane Vice Principal (Administration) 	<ul style="list-style-type: none"> - 01 Day 	<ul style="list-style-type: none"> Mr. Mahesh G. Saralaya Principal ADCBP Ashta
	Original Documents submitted at the time Admission	<ul style="list-style-type: none"> - Application in prescribed format 		<ul style="list-style-type: none"> - 01 Day 	

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



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
	Scanned copies of Documents Study Certificate	<ul style="list-style-type: none"> - Application in prescribed format - Application in prescribed format 		<ul style="list-style-type: none"> - 01 Day - 01 Day 	
04	Scholarship Services				
	All notices / information regarding Scholarships offered under various schemes of the State / Central Government / Private		<ul style="list-style-type: none"> - Mr. Prafull M. Hankare Clerk - Mr. Sachin J. Sajane Vice Principal (Administration) 	<ul style="list-style-type: none"> - 01 Day after issued by the respective authority - 03 Days 	<ul style="list-style-type: none"> Mr. Mahesh G. Saralaya Principal ADCBP Ashta
	Processing of all Application forms received online on MahaDBT and NSP portal Disbursement of Scholarship amount received in the Bank account of Institute to the respective student / making receipts	<ul style="list-style-type: none"> - Online application on MahaDBT and NSP portal 		<ul style="list-style-type: none"> - 03 Days 	

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



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
	Issue of Book	- Library Card		- 01 day	
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.	Mr. Mahesh G. Saralaya Principal ADCBP Ashta
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



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
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



Chapter 03 Institute Contact Details

3.1 The institute contact details are as follows –

Head of the Institute :	Prof. (Dr.) Mahesh G. Saralaya
Designation :	Principal
Contact Number :	9265789039
Email ID :	mahesh.saralayaadcbp@gmail.com
Website :	www.adcbp.in
Institute Address :	Annasaheb Dange College of B Pharmacy, Ashta Annasaheb Dange Educational Complex, A/P – Ashta; Tal – Walwa; Dist – Sangli. Maharashtra Pin Code – 416315.

Other Contact Details:	Mr. Sachin J. Sajane
Designation :	Vice Principal (Administration)
Contact Number :	9158008167
Email ID :	Sajane.sachinadcbp@gmail.com

