

Maratha Shikshan Sanstha's

**P.R.Patil Institute of Pharmacy,
Talegaon (S.P)**



**STATUTORY DECLARATION ON RTI ACT
under section 4(1) (b) of RTI Act 2005**

RIGHT TO INFORMATION (RTI)

DECLARATION UNDER RIGHT TO INFORMATION (RTI)

STATUTORY DECLARATION ON RTI ACT

The Right to Information Act, 2005 (22 of 2005) has been enacted by the Parliament and has come into force from 15 June, 2005. This Act provides for right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority. According to UGC guidelines all Universities and Colleges established by law made by Parliament or by State Legislature or by notification by the appropriate Government or owned, controlled or substantially financed directly or indirectly by funds provided by the Government shall come within the purview of a Public Authority under this Act. Hence College name, Section 4(1) (b) of RTI Act 2005 is applicable for College. The statutory declaration is displayed on College website.

Our college is a “College of co-education” which is registered under Society Act by Govt. of Maharashtra. The College has a Governing Body which runs as per rules and regulations made by the Govt. of Maharashtra from time to time.

The College has established the statutory bodies and various committees and cells which come under section 4(1) (b) of RTI Act 2005. All the information about the college under section 4(1)(b) of RTI Act 2005 is available for the public and it can be obtained by any citizen of India.

RTI Complaint Co-ordinator:

Name: Dr. Vikrant L.Salode

Designation: Appellant Authority

Mobile Number: 9823983906

Mail I.D: prppharma@gmail.com

Application Procedure:

1. The application may be typed or neatly hand-written, wherein mention atop “application under RTI act 2005”.
2. The application may preferably be in writing though an e-mail is accepted as a mode as per law.
3. There is no such prescribed proforma for application.
4. The application may be in Marathi, Hindi or English.
5. Application should be address to the “public information officer“(Don’t mention the name)
6. Application should be in a simple and easy language.
7. Application should be signed by the applicant and should take a photocopy for future references.
8. The application should contain a declaration of Indian citizenship.

I. Institute Details:

1. **Name of the Institute** : P.R.Patil Institute of Pharmacy, Talegaon (S.P)
2. **Registered Address** : Talegaon (S.P), Ta : Ashti ; Dist : Wardha
3. **Contact Details** : 9823195944
4. **Website Address** : www.prppharma.in
5. **PCI Code** : 1527
6. **DTE Code** : 4650
7. **University I.D** : 720
8. **MSBTE I.D** : 1828
9. **AICTE I.D** : 4650
10. **Vision of the Institute** :

TO EMERGE AS A CENTER OF EXCELLENCE FOR IMPARTING QUALITY AND AFFORDABLE PHARMACEUTICAL EDUCATION TO RURAL YOUTH

11. **Mission of the Institute** :

M1: To empower aspirants with contemporary pharmacy knowledge and skills

M2: To enhance employability of students by promoting moral values, ethical and professional pharmaceutical practices.

M3: To nurture the innovation, research and entrepreneurial talent of present and past students for wellbeing of the society, in general and rural population in particular.

12. **Long term goals of the Institute** :

- a) To impart quality technical and professional education to the global society.
- b) To impart quality management and professional education to the global society.
- c) To take up research and consultancy assignment in collaboration with industry, government agencies and other for sustainable development of the society.
- d) To establish a state of art innovation center for showcasing students creativity.
- e) To establish tie-up with foreign universities for staff and student exchange

programs and twinning programs.

- f) To become the institute of excellence of national importance.

13. Short term goals of the institute :

- a) To prepare students to excel in pharmacy careers within a global marketplace.
- b) To increase the scope, scale and impact of research programs.

14. Quality Policy : (Appendix II)

Quality Policy is a key documents of the quality management system (QMS) that reflects an organization's commitment to quality and continual improvement. The Quality Policy is disseminated to all employees and it's periodically reviewed.

15. Governing Body : (Appendix-III - A)

The Governing Body is unambiguously and collectively responsible for overseeing the institution's activities determining its future direction and fostering an environment in which the institutional mission is achieved. The body meets twice a year and proceeding of the meeting should be maintained properly. The college is governed by the Governing body which is constituted as per AICTE guidelines. Its responsibility can be divided into:

- a) To monitor and evaluate the teaching programs in the college and suggest remedial measures, to improve the academic performance to confirm to the standard of teaching and the progress of studies in the college as laid down by the University / Board.
- b) To appoint the Principal, H.O.D. and the teaching staff on the recommendation of the selection committees constituted under the relevant regulations of the University / Board.
- c) To monitor faculty deployment and development, placement and industry - institution interaction activities in the institute /college and suggest remedial measures wherever necessary.
- d) To approve yearly budget and to sanction budgets for major purchase of the institute.
- e) To accord approval for appointment of Teaching and Non-teaching staff required for smooth functioning of the academics.
- f) To give necessary approval for the appointment of additional staff for

value added activities.

16. Local managing Committee (L.M.C.) / College Development Committee(CDC) : (Appendix-III - B)

As per the Maharashtra University Act separate Local managing Committee / CDC is constituted for the day to day functioning of the college. This committee should meet twice a year and proceeding of the meeting should be maintained properly. The committee comprises of the Chairman of the Management, Secretary of the management, three local members nominated by the management, three teachers and one non-teaching employee elected by the institute staff, and Principal – Member Secretary.

Functions and Responsibilities:

The duties of the local managing committee are:

- a) To discuss the Academic progress of the college and make recommendations to the Governing Body for the improvement of the standard of teaching in the college.
- b) Discuss matters relating to the internal management of the college and discipline of the college students as may be referred to it by, the principal, from time to time
- c) Prepare the budget, financial statements and forward it to the Governing Body.
- d) Recommend to the Governing Body the creation of the new teaching and Non-teaching posts.
- e) Monitor academic function, co-curricular and extracurricular activities of the College.
- f) Consider and make recommendations on the report of the Local Inquiry Committee or other inspection reports, if any
- g) Formulate proposal of new expenditure not provided for in the college budget if any.

17. Right to information Committee: (Appendix-VI)

In the term of Right to information Act, 2005 sub-section (1) of Section 6, a person who desire to obtain information admissible under the Act, should make a written request to the RTI officer PRPIOP, Nagpur, specifying the particulars of the information sought by him or her.

Details of intake and Courses offered by the institute:

The institute is approved by AICTE and PCI and is affiliated to The Rashtra Sant Tukdoji Maharaj Nagpur University, Nagpur and Maharashtra State Board of Technical Education, Mumbai Currently there are one Diploma, one Undergraduate course, three Postgraduate courses and Doctorate program run by the institute.

Courses	Year of Establishments	Total Intake
Diploma in Pharmacy (D.Pharm)	2017	60
Degree in Pharmacy (B.Pharm)	2018	60

II Discipline :

a) Uniform and I-Card :

The non-teaching staff and students should wear uniform on every day except Wednesday and all the staff members and students should carry their I-cards in college. If anyone is found not wearing uniform or without I-card, disciplinary action will be taken against to him/her. Initially verbal warnings will be given to the staff members. If repeated incidences occur written notice is issued to him / her

b) Reporting on duty upon arrival:

Every day staff member are required to register their attendance in the Attendance Muster as well as Biometric system.

c) Late arrival:

Staff member are expected to report on duty 05 Minutes prior to reporting time on all working days. 15 Minutes delay is permissible. Only two time late arrival of 30 Minutes is permissible per month with intimation to the Head of the department (or his / her deputy) for 3 late arrivals one day leaves is considered. Repeated incident of late arrival is recorded in personal file and attracts negative points in performance evaluation.

d) Leaving the campus before time:

In general, staff member are not allowed to leave the campus before completion of the official working hours. The only exception to this rule is special concession or on duty leave. Authorized person perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.

e) On duty leave :

All staff members should apply for leave in the printed leave application form and take Head of the Department's / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved is signed by Principal should be submitted in college office for records. In case of the Head of the department is on leave then on resuming duty, leave application should be submitted directly to Principal for approval. The on duty application must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge their genuineness of the case.