

नागरीकांची सनद
Right to Information Act, 2005
Section- 4 (1) (b)

Manual 1

Particulars of organization, functions and duties:

Organisation Name	Prin.K.M.Kundnani Pharmacy Polytechnic,Ulhasnagar
Type	Government Aided Minority institute
Establishment	1971
Affiliation	Pharmacy Council of India, New Delhi Maharashtra State Board of Technical Education, Mumbai.
Address	CHM campus, Opp. Railway Station, Ulhasnagar-421003
Function	Diploma in Pharmacy Programme
Duties	As per Education Regulations of PCI, New Delhi, conduct theory lectures and practicals

Manual 2

Powers and duties of Institute's officers and employees:

Designation	Powers and Duties
Principal	Head of the institute is responsible for all the issues related to running and developing the institute.
Lecturer	Completion of prescribed syllabus within stipulated period of time, Administrative work assigned by higher authority.
Office Superintendent	Perform the administrative work under the direction of the Principal and Supervise the day to day work of office, get work done by junior staff.
Clerk cum Typist	To assist office superintendent in office work and handle all works related to students.
Accounts Clerk	To maintain all the accounts of institute and required documents.
Store keeper	Looks after central stores, book keeping for central purchases.
Assistant Librarian	Responsible for all the work related to library, procurement of books, journals, CD's and record keeping.
Laboratory Assistant	Responsible for maintenance of all equipments in the laboratory and preparation for practical as per manuals.
Laboratory Attendant	To assist laboratory assistant in his/her work.
Peon	To do works assigned by office.
Sweeper	Responsible for cleaning of institute and maintaining cleanliness.
Gardener	To maintain medicinal garden.

Manual 3

Procedure followed in the decision making process, including channels of supervision and accountability:

Principal



Executive Committee



Student's Council

Manual 4

Norms set by the institute for discharge of its functions:

All the functions of institute are discharged according to norms set by All India Council of technical Education, Pharmacy Council of India, New Delhi; Directorate of Technical Education and Maharashtra State Board of Technical Education, Mumbai.

Manual 5

Rules, Regulations, Instructions, Manuals and Records, held by institute or under its control or used by institute's employees for discharging its functions:

Rules, regulations, instructions, manuals received from AICTE, PCI, DTE and MSBTE are followed by the institute's employees for discharging functions.

Manual 6

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

(A) Administrative Work-

(1) Service books (2) Inward-outward register (3) Confidential Report file (4) Seniority index (5) Retirement cases & report file (6) pay fixation file (7) Government resolutions & Circulars (8) Career Advancement scheme (9) Students Group Insurance file (10) RTI file (11) Leave record file

(B) Educational work-

(1) Statistical information file (2) T.C. register (3) Exam form file (4) MSBTE Affiliation file (5) Admission register (6) Students handbook (7) Time-table file (8) Exam correspondence file (9) Passing certificates (10) MSBTE Correspondence file

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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 of implementation:

As per CIAAN of MSBTE institute has constituted an Institute Level Curriculum Implementation Unit (ICIU). It consists of senior experts from various sectors of the society. Any suggestions, complaints from students are discussed in detail and then decisions are taken.

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A statement of boards, councils committees and other bodies constituted:

Governing Body %-

SR. NO.	NAME	ADDRESS	DESIGNATION
1.	Shri Anil Harish	President & Trustee Hyderabad (Sind) National Collegiate Board, Mumbai. Mob: 9820147003	Chairman
2.	Shri Kishu Mansukhani	Immediate Past President & Trustee Hyderabad (Sind) National Collegiate Board, Mumbai.	Member

		Mob: 9370145265	
3.	Mr. Niranjan Hiranandani	Past President & Trustee, Hyderabad (Sind) National Collegiate Board, Mumbai. Mob: 9821060438	Member
4.	Mr. Lal Chellaram	Trustee Hyderabad (Sind) National Collegiate Board, Mumbai. Mob:	Member
5.	Mrs. Maya Shahani	Trustee Hyderabad (Sind) National Collegiate Board, Mumbai. Mob:98202122990	Member
6.	Prin. Dinesh Panjwani	Secretary Hyderabad (Sind) National Collegiate Board, Mumbai Mob: 9820133693	Member
7.	Dr.Mrs Urmila J Joshi	Principal, Prin.K.M.Kundnani College of Pharmacy, Colaba, Mumbai Mob: 9869612731	Member
8.	Shri Santosh Ghidinde	Community Pharmacist Dhanwantari Medical & General Stores, Panvel Executive Member, IPA-CPD, Mumbai Mob: 9322267947	Member
9.	Shri Ram Banarase Ex-Assistant Commissioner F.D.A.	T-3/204, Saket Tower, Saket Complex, Majiwade, Thane-(W) Tel. 26592363,65 Ext. 2234. Mob: 9892740082	Member
10.	Dr. (Mrs.) Sampada Patvardhan Consultant	1302/ Pristine Tower no. 6 Vasant Lawns next to Jupiter Hospital, Thane (W) Mob:9820662080/ Tel : 21734451	Member
11.	Mrs Saili Masal, Registrar, Maharashtra State Pharmacy Council	Maharashtra State Pharmacy Council ,ESIS Compound, LBS Marg, Mulund West ,Mumbai-49 9820485255	Member
12.	Director, Directorate of Technical Education, (Nominee of the State Government official Member)	Director, Directorate Technical Education, M.S. Mumbai Tel: 22621726.	Member
13.	Regional Officer Western Block, AICTE (Nominee of the Central Government official Member)	Western Regional Office, Industrial Assurance Building 2 nd floor, Veer Nariman Road, Mumbai- 400 020.	Member
14.	Dy. Secretary, M.S.B.T.E.	Dy. Secretary, Board of Technical Education, M.S. Mumbai. Tel: 26473253/54.	Member
15.	Mrs. Manjiri S. Gharat I/c Principal	Prin. K.M.K. Pharmacy Polytechnic, Ulhasnagar Phone: 0251-2705163, 2702625 Mob: 9869128246	Member Secretary.
16.	Mr. Sunil V Chavan	Selection Grade Lecturer Mob:9323875748	Faculty Member
17.	Mr.H.G.Chawhan	Senior Lecturer Mob:9702807008	Faculty Member
18.	Mrs. Padma Shah	O.S.D., H.S.N.C.B. Mob.: 9821316801	Special Invitee
19.	Mr. Rajkumar Nagpal	Chief Accountant, H.S.N.C.B. Mob: 9820042321	Special Invitee

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A directory of institutes officers and employees:

Principal	0251-2701563
Office	0251-2701563
Fax	--
Email	pkmkpp2003@yahoo.com

Manual 10

Monthly remuneration received by each of institute's officers and employees, including system of compensation as provided in its regulations:

TEACHING STAFF

Sr. No.	Name of Faculty	Designation	Gross Pay as on 01.07.2022
1.	Mrs. Manjiri S Gharat	I/c Principal	225961
2.	Mr. S. V Chavan	Sel. Grade Lecturer	130871
3.	Mr. H. G. Chawhan	Sr.Lecturer	126641
4.	Mrs. S. M. Pattebahadur	Sr.Lecturer	122989
5.	Ms. K.B.Bhatia	Lecturer	100298

NON-TEACHING STAFF

Sr. No.	Name of Person	Name of Post	Gross Pay as on 01.07.2022
1.	Mrs. Palak V. Thawani	Accounts Clerk	28728
2.	Ms. Preeti M. Parab	Store Keeper	47247
3.	Mrs. Rupali R. Yenpure	Asst. Librarian	36423
4.	Ms. Abhilasha J. Bhanushali	Lab. Technician	41378
5.	Mr. Naresh T. Kewalramani	Lab.Attendent	43766
6.	Mrs. Meena B. Wankhede	Lab.Attendent	37376
7.	Mr.Bhaskar D.Tungare	Peon	40937
8.	Mr.Asveer D.Rajodia	Sweeper	31676
9.	Mr.Narayan S.Ghatad	Sweeper	41917
10	Mr.Mohd. Aslam Ansari	Mali	45257

Manual 11

Budget allocated to each of its agency including the particulars of all plans, proposed expenditures and reports on disbursements made:

Manual 12

Manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes:

The institute does not execute any subsidy programmes.

Manual 13

Particulars of recipients of concessions, permits or authorizations granted by institute:

All the scholarships, free ships and railway concessions are given to students as per government norms.

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Information available in an electronic form:

All the information of institute is displayed on website: www.pkmpkpp.org

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Particulars of facilities available to citizens for obtaining information:

Office Timings: -10.30 a.m. to 5.30 p.m.

Manual 16

Name, Designation and other particulars of Public Information Officers:

Sr.No.	Description	Name	Designation
1	Appealate Officer	Mrs. Manjiri S. Gharat	I/c. Principal
2	Information Officer	Mr.S.V.Chavan	Sel. Gr. Lecturer
3	Asst.Information Officer	Mr.H.G. Chawhan	Senior Lecturer

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Other information as may be prescribed:

All important information of institute is displayed on website.