



**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

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## GOVERNING BODY DETAILS

### Screenshot of Website Showing Governing Body Details

The screenshot shows the website for Agnihotri College of Pharmacy. The main content area displays the following information:

**Jai Mahakali Shikshan Sanstha's**  
**AGNIHOTRI COLLEGE OF PHARMACY**  
Approved by PCI, Recognised by Govt. of Maharashtra, DTE, Mumbai.  
Affiliated to R.T.M. Nagpur University, Nagpur & Diploma Course Affiliated to MSBTE Mumbai.

Navigation links: Home, About Us, Management, Academics, Faculty, Department, Infrastructure, Committees, NIRF, NAAC, IQAC, Alumni, T&P, NSS, Feedback, Grievance, ERP Login

**Governing Body**

Sr. No.	Name	Designation
1	Shri Shankarprasad Agnihotri	Chairman
2	Mrs. Shivkumari Agnihotri	Vice - Chairman
3	Shri Sachin Agnihotri	Member

Website Link <https://www.acpwardha.org/governing-body.php>



  
PRINCIPAL  
Agnihotri College of Pharmacy  
WARDHA



**COLLEGE DEVELOPMENT COMMITTEE CONSTITUTION**

**Agnihotri College of Pharmacy,**  
Bapuji Wadi Sindi (Meghe), Wardha

**COLLEGE DEVELOPMENT COMMITTEE**

Sr.No.	Name	Designation	Tenure
1	<b>Pt. Shri. Shankarprasad Agnihotri</b> President, JMSS, Wardha	President	Life Time
2	<b>Mr. Sachin Agnihotri</b> Joint Secretary, JMSS, Wardha	Member	Life Time
3	<b>Prof. Rajkishor Tugnayat</b> Principal, SSPACE, Wardha	Member	5 Year
4	<b>Mr. Uday Mohta</b> Industrialist	Member	5 Year
5	<b>Dr. M. D. Kshirsagar</b> Researcher	Member	5 Year
6	<b>Mr. Praful Datey</b> Social Service	Member	5 Year
7	<b>Dr. Prasad P. Jumade</b> Principal, ACP, Wardha	Member Secretary	5 Year
8	<b>Dr. shyamala bhaskaran</b> HOD	Member	5 Year
9	i) <b>Dr. Ram Bawankar</b> ii) <b>Ms. Khushboo Vyas</b> iii) <b>Mr. Bandu Kadu</b> Teaching Staff Representative	Member Member Member	5 Year
11	<b>Mr. Vilas Golhar</b> Non-Teaching Staff Representative	Member	5 Year
12	<b>Mrs. Jayshree Dalal</b> Internal Quality Assurance Committee	Co-ordinator	5 Year
13	<b>Mr. Soham Behere</b> (B. Pharm – VII Sem) President- Student Council	Member	--
14	<b>Mr. Sameer Shinde</b> (B. Pharm – VII Sem) Secretary- Student Council	Member	--

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**VARIOUS COMMITTEES REPORTING TO IQAC**

**List of Committees Reporting to IQAC**

<b>S. N.</b>	<b>Name of Committee</b>
<b>1</b>	Anti- ragging committee
<b>2</b>	Hostel Advisory Committee
<b>3</b>	Library Advisory Committee
<b>4</b>	Gender Sensitization cell
<b>5</b>	Training, Placement and Industry-Institute Partnership Cell
<b>6</b>	Research Advisory Committee
<b>7</b>	Anti-Discrimination Cell
<b>8</b>	Student Grievances Redressal Committee



  
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## ORGANOGRAM OF ACP

**AGNIHOTRI COLLEGE OF PHARMACY**  
Bapuji Wadi, Sindhi (Meghe), Wardha-442001. (M.S.)

**ORGANOGRAM**  
Jai Mahakali Shikshan Sanstha's  
Governing Body of Agnihotri College of Pharmacy, Wardha

- College Development Committee
- Principal
- Internal Quality Assurance Cell (iqac)
- Academics
  - Head of Department
  - Faculty Members
  - Non-teaching staff
- Training & Placement
- Committees
  - Anti Ragging Committee
  - Internal Complaints Committee
  - Mess/Cateen Committee
- Library
- Administration
  - Finance Officer
  - Senior Clerk
  - Junior Clerk
- Grievance Redressal Committee
- Hostel Advisory Committee
- Anti Discrimination Committee



*P. J.*  
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## VARIOUS COMMITTEES / CELL

### Website Showing various committees / cell

The screenshot displays the website of Agnihotri College of Pharmacy. The header includes the college's name, logo, and contact information. The main navigation menu lists various departments and committees. The 'Committees' section is highlighted, showing a list of committees and cells. The 'Anti-Discrimination cell' is the first item listed. Below the list, there are sections for 'WELCOME TO AGNIHOTRI COLLEGE OF PHARMACY' and 'PRINCIPAL'S DESK (ACP)'. The Principal's desk section features a photo of Dr. P. P. Jumade and a brief description of the college's mission and vision.

**Jai Mahakali Shikshan Sanstha's**  
**AGNIHOTRI COLLEGE OF PHARMACY**  
Approved by PCI, Recognised by Govt. of Maharashtra, DTE, Mumbai.  
Affiliated to R.T.M. Nagpur University, Nagpur & Diploma Course Affiliated to MSBTE Mumbai.

Admin Login | Alumni | Image Galley | Teacher Login

Contact No. : 07152 - 234548  
Email Id. : acp.agl2001@gmail.com

Home | About Us | Management | Academics | Faculty | Department | Infrastructure | **Committees** | NIRF | NAAC | IQAC | Alumni | T&P | NSS | Feedback | Grievance | ERP Login

Anti-Discrimination cell  
Anti-Ragging Committee  
Grievances Redressal Committee  
Hostel Advisory Committee  
Innovation and Incubation Cell  
Internal Complaint committee ICC  
IPR Cell  
Mess Canteen Committee  
NACC Stearing Committee

**WELCOME TO AGNIHOTRI COLLEGE OF PHARMACY**

I welcome you all to the ever growing profession of pharmacy. Pharmaceutical field is evolving day by day and contributing more and more to the wellbeing of the society, we have the vision of catering to the needs of industry and society at large in terms of the human resource by introducing the educational courses. Our goal is providing well trained and groomed Pharmacists who would be involved in promotion of Health and not just making of medicines. Government and Private sectors are working consistently towards improvement of health care among people. Pharmaceutical products or drugs are one of the important components of health.

**PRINCIPAL'S DESK (ACP)**  
**Dr. P. P. Jumade**  
(Principal, ACP, Wardha.)

The college was established in the year 2001 with an objective to nurture the pharmacy education and to support the heal



*P. P. Jumade*  
PRINCIPAL  
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## Link of committees

### 1. Anti-ragging Committee

<https://www.acpwardha.org/pdf/Anti-Ragging%20Committee.pdf>

### 2. Internal complaint committee

<https://www.acpwardha.org/pdf/Internal%20complaint%20%20committee%20ICC.pdf>

### 3. Grievance Redressal Committee

[https://www.acpwardha.org/pdf/Anti-Discrimination%20cell%20\(2\).pdf](https://www.acpwardha.org/pdf/Anti-Discrimination%20cell%20(2).pdf)

### 4. Anti- Discrimination cell

[https://www.acpwardha.org/pdf/Anti-Discrimination%20cell%20\(2\).pdf](https://www.acpwardha.org/pdf/Anti-Discrimination%20cell%20(2).pdf)



  
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# Agnihotri College of Pharmacy

Bapujiwadi, Ramnagar, Wardha 442001, Maharashtra.

## ADMINISTRATIVE SETUP

As per guidelines issued from Trust Board of Organization, the monitoring and administration structure being set as follows;

- Agnihotri College of Pharmacy is run by the organization 'Jai Mahakali Shikshan Sanstha's Wardha .
- Secretary of the Organization acts as the representative of the management.
- IQAC and College Development Committee (formed as per the Maharashtra Public University Act 2016) frames policies related to development and functioning of institute. The Secretary and Principal have the powers related to finance, academic and administrative matters.
- Each department has a head who in turn assigns various tasks to different members of faculty.
- Overall the faculty and non-teaching works according to guidelines and directives provided by IQAC, CDC, various working committees and different cell of the college.



  
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**Photographs of Examination Control Room**



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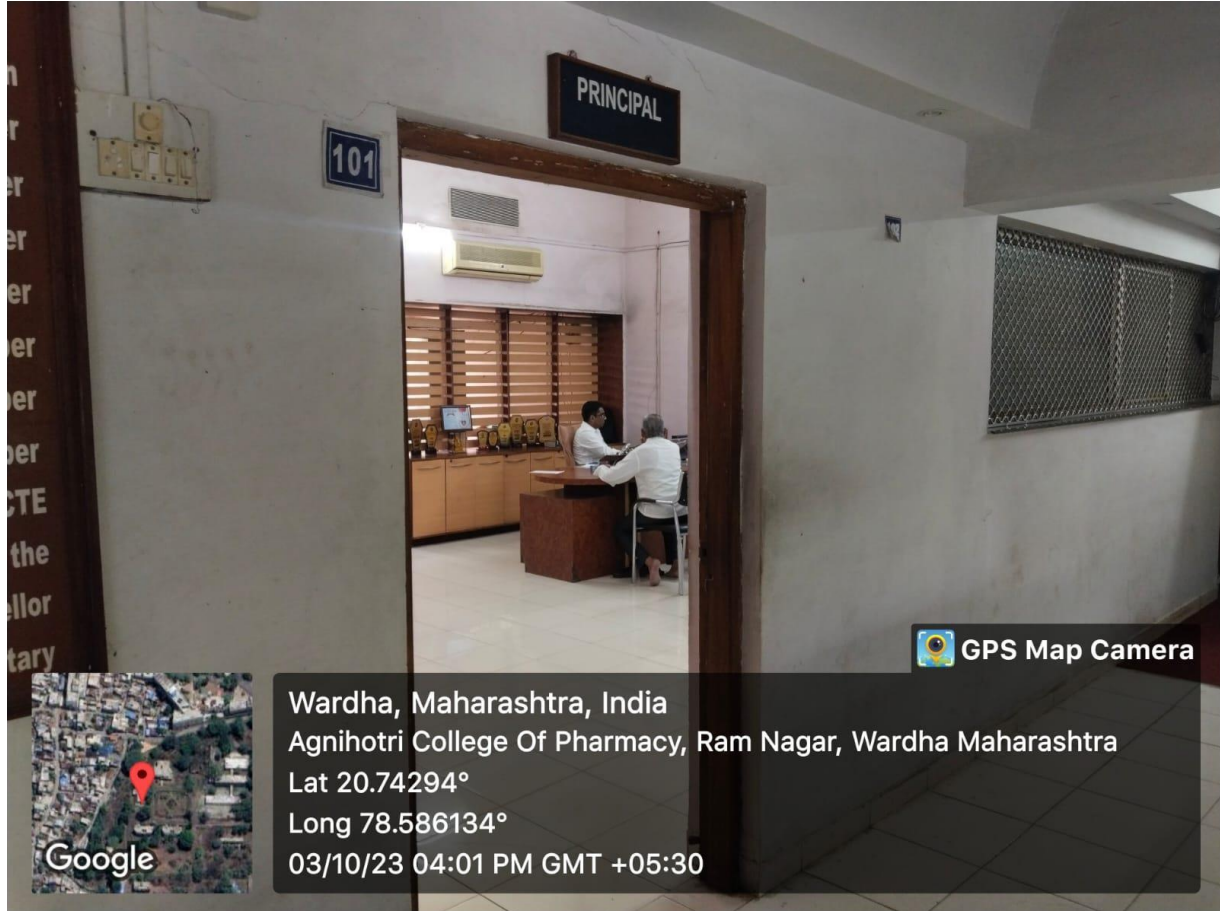
**Photograph of Account Section**



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**Photograph of Principal's Cabin**



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**SERVICE BOOKS DETAILS**

**Representative Document of Service Book for Teaching Staff**

॥ विद्या परम् दैवतम् ॥

**सेवा पुस्तक**  
**SERVICE BOOK**

**अशासकीय शाळेतील सेवकासाठी**  
(नविन सेवाशर्ती नियमानुसार)

संपुर्ण नांव व पत्ता Mr. Prasad Prakashrao Jumele  
Lecturer

शाळा / कॉलेज Agnihotri College of Pharmacy  
Wardha.

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PRINCIPAL  
Agnihotri College of Pharmacy  
WARDHA

(4)

1. Name  
नाम Ms. Prasad Prakashrao Jumade.

2. Caste with Sub Caste (Only in case of persons belonging to Backward Classes)  
जात - उपजात सह OBC (Kunbi)

3. Residence  
राहत्याचे ठिकाण Deeranar boy-ou, Sai Nagar, Wardha.

4. Father's name and residence  
बापाचे नाव व राहत्याचे ठिकाण Prakashrao Vinayasaoo Jumade  
Deeranar boy-ou, Sai Nagar-Wardha.

5. Date of birth by the christion Eras nearly as can be ascertained (Correctness to be verified from birth Registration Certificate or school leaving certificate.)  
जन्म झालेल्या तारखेचा निश्चय करून घ्यावा तो बरोबर लिहिता येईल तो दिनांकी हिस्ट्री सत्यापनाचे दिनांकी 7th June 1982.

6. Date of Medical examination after appoint ment and result of such examination.  
नेमवुकी नंतर वैद्यकीय तपासणीची तारीख व वैद्यकीय परीक्षेचा निकाल

7. Exact height by measurement.  
सोडण्यात बरोबर उंची 5.7 feet.

8. Personal mark for identification.  
ओळखण्यासाठी ओळखणीच चिन्हा 1. Mark on right knee.  
2. Mark on neck.

9. Educational qualification  
शैक्षणिक गुणवत्ता (समाप्ती) M.Pharm. (Medical Chemistry)

10. Signature of Employee and Date  
शाखा कर्मचार्याची सही व तारीख (Signature)

11. Signature and designation of the Head master or Chief Executive, officer or President of the management.  
शाखेचा मुख्याधिकारी किंवा मुख्याधिकारीचे / मुख्या कार्यवाहक अधिकारी / संचालक अधिकारीची सही (Signature)  
**PRINCIPAL**  
Agnihotri College of Pharmacy  
WARDHA

Note - The entries in the page except entries (10 and 11) shall be renewed or reattested at least every five years.  
अ. शि.

(5)

11. Academic qualification in full संपूर्ण शैक्षणिक अर्हात :-

Serial No. अनुक्रमिक	Examination परीक्षा	Subject taken घेतलेले विषय	University विद्यापीठ	year of Passing उत्तीर्ण झाल्याचे वर्ष	Class Obtained मिळालेला वर्ग	Distinction etc. प्राप्तिपत्र इ.
1	S.S.C.	All Compulsory Subjects.	Nagpur	1998	D.G.	D.J.
2	H.S.C.	Science	Nagpur	2000	I <sup>st</sup>	
3	D.Pharm	All Compulsory Subjects.	M.S.B.E.	2002	I <sup>st</sup>	
4	B.Pharm	Pharmacy	RTMNU	2005	I <sup>st</sup>	
5	M.Pharm	Chemistry	RTMNU	2007	I <sup>st</sup>	

12. Professional (Teachings) qualification in full संपूर्ण व्यावसायिक अध्यापन विषयक अर्हात :-

Serial No. अनुक्रमिक	Examination परीक्षा	Subject in which the teacher is trained to teach प्रशिक्षण घेतलेला अध्यापकसाठी घेतलेले विषय	University विद्यापीठ	year of Passing उत्तीर्ण झाल्याचे वर्ष	Class Obtained मिळालेला वर्ग	Distinction etc. प्राप्तिपत्र इ.
1	B.Pharm	Phy	RTMNU	2005	I <sup>st</sup>	
2	M.Pharm	Chemistry	RTMNU	2007	I <sup>st</sup>	

13. Special qualification if any (विशेष अर्हात असल्यास)

Serial No. अनुक्रमिक	Examination परीक्षा	University विद्यापीठ	year of Passing उत्तीर्ण झाल्याचे वर्ष	Class Obtained मिळालेला वर्ग	Distinction etc. प्राप्तिपत्र इ.
1	M.B.A	YCMOU	2010	I <sup>st</sup>	
2	B.A. (Additional)	RMNU	2011	I <sup>st</sup>	

Certified that the entry is accordance with the original certificates.

Signature of Head Master / Head Mistress.

अ. शि.



  
**PRINCIPAL**  
 Agnihotri College of Pharmacy  
 WARDHA

(6)

Circumstances	Questions
When service commences as :-	What is the nature of vacancy? Is there full vacancy, or does any other employee count the same for pension in the same appointment.
(1) "Officiating"	
(2) "On probation"	Is it in a probationer appointment specially allotted, or is it only case officiating as referred to in item (1)
(3) "officiating" in temporary appointment	Is the temporary appointment eventually made permanent?
(4) Upon reinstatement after suspension if applicable	Is the period ordered to count for leave an pension?

**NOTE**

To avoid trouble about Pension take great care, in the following circumstances, that the Service Book clearly answers the following question. :-


Each Head Master or the Chief Executive Officer should scrutinize entries taken in Service Books in his custody and certify accordingly.

31. 11.

(7)

**Certificate by the Head Master of the Chief Executive Officer**

Certified that all the entries on the fourth and fifth page of the Service Book have been duly retested by me and found to be correct + except that \_\_\_\_\_

Date 16/06/2007 Signature of Head Master or Chief Executive Officer  
  
 Agnihotri College of Pharmacy  
 WARDHA

**Certificate by the Head Master of the Chief Executive Officer**

Certified that all the entries on the fourth and fifth page of the Service Book have been duly retested by me and found to be correct + except that \_\_\_\_\_

Date \_\_\_\_\_ 20 \_\_\_\_\_ Signature of Head Master or the Chief Executive Officer

**Certificate by the Head Master of the Chief Executive Officer**

Certified that all the entries on the fourth and fifth page of the Service Book have been duly retested by me and found to be correct + except that \_\_\_\_\_

Date \_\_\_\_\_ 20 \_\_\_\_\_ Signature of Head Master or the Chief Executive Officer

**Certificate by the Head Master of the Chief Executive Officer**

Certified that all the entries on the fourth and fifth page of the Service Book have been duly retested by me and found to be correct + except that \_\_\_\_\_

Date \_\_\_\_\_ 20 \_\_\_\_\_ Signature of Head Master or the Chief Executive Officer

**Certificate by the Head Master of the Chief Executive Officer**

Certified that all the entries on the fourth and fifth page of the Service Book have been duly retested by me and found to be correct + except that \_\_\_\_\_

Date \_\_\_\_\_ 20 \_\_\_\_\_ Signature of Head Master or the Chief Executive Officer

G.P.F. Account No. \_\_\_\_\_

\* These words should be scroped out when there is no exception



  
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 WARDHA

Name of appointment	Whether Substantive or officiating and Whether permanent or temporary	If officiating shall (I) substantive appointment and (II) nature of the original vacancy in which he officiates	Pay in Substantive appointment	Additional pay for calculating admissibility	Other emoluments under the term 'pay'	Date of appointment	Signature of Employee	Signature and the Head Master/Chief Executive officer columns 1 to 8
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Assoc. Prof.	Permanent	Regular		5500		16/07/2017		
				4340				
				9000				

अ. गी.

Date of termination of appointment	Reason of termination (Such as Promotion transfer dismissal etc.)	Signature of the Head Master/Chief Executive officer	Leave taken उपरोक्त दिनांक तक			Signature of the Head Master/Chief Executive officer	Reference to any record of punishment or censure or reward or praise of the Employee	
			Nature and Whether with or without pay	Duration	Period			
(10)	(11)	(12)	From	To	Day	(14)	(15)	
			01 CL	11/11/2017	22/11/2017	-	01 CL	J
			01 LWP	27/09/2017	30/09/2017	-	01 LWP	J
			02 DL	28/07/2017	30/07/2017	22/07/2017	02 DL	J
			01 CL	11/11/2017	20/11/2017	-	01 CL	J
			01 CL	23/11/2017	23/11/2017	-	01 CL	J
			1/2 CL	29/12/2017	31/12/2017	-	1/2 CL	J
			01 DL	19/07/2017	20/07/2017	-	01 DL	J
			03 DL	08/04/2017	30/04/2017	30/04/2017	03 DL	J
			01 CL	17/07/2017	20/07/2017	-	01 CL	J
			1/2 CL	17/07/2017	20/07/2017	-	1/2 CL	J
			02 CL	29/04/2017	30/04/2017	20/04/2017	02 CL	J

अ. गी.

**Representative Document of Service Book for Non-Teaching Staff**

॥ विद्या परम् दैवतम् ॥

**सेवा पुस्तक**  
**SERVICE BOOK**

**अशासकीय शाळेतील सेवकासाठी**  
(नविन सेवाशर्ती नियमानुसार)

संपूर्ण नांव व पत्ता मिर्लीद श्रीधर पातुडकर  
कुरुदामपुरी, वर्धा.

शाळा/कॉलेज उत्तरीहोत्री कॉलेज ऑफ फार्मसी,  
वर्धा.



(4)

Mbind Shridhar Patilkar.

Brahmin

Subampuri, Wardha.

Shridhar Keshav Patilkar

04-06-1969


10-5  
2-004

5-7 inch

1. Mark on the left hand.

M. Com. P.G.

M. S. Patilkar



**PRINCIPAL**  
Maharshi College of Pharmacy  
WARDHA

Note :- The entries in the page except entries (10 and 11) shall be renewed or reatcasted at least every five years.

अ. सा.

(5)

11. Academic qualification in full संपूर्ण शैक्षणिक अर्हता :-

Serial No. अनुक्रमणक	Examination परीक्षा	Subject taken संयोजने विषय	University विद्यापीठ	year of Passing उत्तीर्ण झाल्याचे वर्ष	Class Obtained प्राप्तिलेला वर्ग	Distinction etc. प्राप्तिपत्र इ.
1	SSC Exam.	Eng, Mas, sci, Maths.	Boards	1983-84	II <sup>nd</sup>	
2	HSSC Exam.	Eng, Mas, A/c, E.co.	-11-	1985-86	II <sup>nd</sup>	
3	B. Com. Exa- duation.	A/c, Stat, E.co.	University	1988-89	II <sup>nd</sup>	
4	M. Com. P.G.		-11-	1991-92	II <sup>nd</sup>	

12. Professional (Teachings) qualification in full संपूर्ण पेशेवरशैक्षणिक अभ्यासपत्र प्राप्तिलेला अर्हता :-

Serial No. अनुक्रमणक	Examination परीक्षा	Subject in which the teacher is trained to teach प्राप्तिपत्र प्राप्तिलेला अभ्यासपत्रासाठी निवडलेला विषय	University विद्यापीठ	year of Passing उत्तीर्ण झाल्याचे वर्ष	Class Obtained प्राप्तिलेला वर्ग	Distinction etc. प्राप्तिपत्र इ.

13. Special qualification if any (विशेष अर्हता असल्यास)

Serial No. अनुक्रमणक	Examination परीक्षा	University विद्यापीठ	year of Passing उत्तीर्ण झाल्याचे वर्ष	Class Obtained प्राप्तिलेला वर्ग	Distinction etc. प्राप्तिपत्र इ.

Certified that the entry is accordance with the original certificates.

Signature of Head Master / Head Mistress.

अ. सा.

### NOTE

To avoid trouble about Pension take great care, in the following circumstances, that the Service Book clearly answers the following question :-

Circumstances	Questions
When service commences as :-	What is the nature of vacancy? Is there full vacancy, or does any other employee count the same for pension in the same appointment.
(1) "Officiating"	
(2) "On probation"	Is it in a probationer appointment specially allotted, or is it only case officiating as referred to in item (1)
(3) "officiating" in temporary appointment	Is the temporary appointment eventually made permanent?
(4) Upon reinstatement after suspension if applicable	Is the period ordered to count for leave an pension?

Each Head Master or the Chief Executive Officer Should scrutinize entries taken in Service Books in his custody and certify accordingly.

### Certificate by the Head Master of the Chief Executive Officer

Certified that all the entries on the fourth and fifth page of the Service Book have been duly reattested by me and found to be correct + except that \_\_\_\_\_

Date \_\_\_\_\_ 20

Signature of Head Master or the Chief Executive Officer  
PRINCIPAL,  
Kamhoji College of Pharmacy  
WARDHA

### Certificate by the Head Master of the Chief Executive Officer

Certified that all the entries on the fourth and fifth page of the Service Book have been duly reattested by me and found to be correct + except that \_\_\_\_\_

Date \_\_\_\_\_ 20

Signature of Head Master or the Chief Executive Officer

### Certificate by the Head Master of the Chief Executive Officer

Certified that all the entries on the fourth and fifth page of the Service Book have been duly reattested by me and found to be correct + except that \_\_\_\_\_

Date \_\_\_\_\_ 20

Signature of Head Master or the Chief Executive Officer

### Certificate by the Head Master of the Chief Executive Officer

Certified that all the entries on the fourth and fifth page of the Service Book have been duly reattested by me and found to be correct + except that \_\_\_\_\_

Date \_\_\_\_\_ 20

Signature of Head Master or the Chief Executive Officer

### Certificate by the Head Master of the Chief Executive Officer

Certified that all the entries on the fourth and fifth page of the Service Book have been duly reattested by me and found to be correct + except that \_\_\_\_\_

Date \_\_\_\_\_ 20

Signature of Head Master or the Chief Executive Officer

G.P.F. Account No. \_\_\_\_\_

+ These words should be score out when there is no exception

Name of appointment	Whether Substantive or officiating and Whether permanent or temporary	If officiating state (i) substantive appointment and (ii) nature of the original vacancy in which he officiates	Pay in Substantive appointment	Additional pay for officiating	Other emoluments being under "Pay"	Date of appointment	Signature of Employee	Signature and the Head Master/Chief Executive officer columns 1 to 8
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Store Clerk	Adhoc	—	5200-20000 2400	—	—	01-04-2004	Mmm	Principal Wardha WARDHA
—	—	—	—	—	—	15-6-2005	Mmm	PRINCIPAL WARDHA
—	—	—	—	—	—	15-6-2006	Mmm	PRINCIPAL WARDHA
—	Probation	—	—	—	—	15-6-2007	Mmm	PRINCIPAL WARDHA
—	—	—	—	—	—	15-6-2008	Mmm	PRINCIPAL WARDHA
—	Regular	—	—	—	—	15-6-2009	Mmm	PRINCIPAL WARDHA

Date of termination of appointment	Reason of termination (Such as permanent, disciplinary, dismissal etc.)	Signature of the Head Master/Chief Executive officer	Leave taken			Signature of the Head Master/Chief Executive officer	Reference to any record of punishment or censure or reward or praise of the Employee
			Nature and Whether with or without pay	Duration	Period		
(10)	(11)	(12)	From	To	Day	(14)	(15)
31-5-2005	—	—	—	—	—	—	—
31-5-2006	—	—	—	—	—	—	—
31-5-2007	—	—	—	—	—	—	—
31-5-2008	—	—	—	—	—	—	—
31-5-2009	—	—	—	—	—	—	—



## **APPOINTMENT PROCEDURES**

There shall be three designations in respect of teachers in the institute namely, Assistant Professors, Associate Professors and Professors. The number of teaching and non-teaching staff required, qualification, and experience and appointment procedures shall be as per the norms of AICTE/PCI/Government of Maharashtra.

### **i) Recruitment for Teaching Staff**

#### **Cadre Structure**

Principal

Professor

Associate Professor

Assistant Professors

#### **Mode of Selection of Teaching Staff through University selection committee**

As per the guidelines and norms of AICTE/PCI the requirements of faculty is put forward to college section of RTM Nagpur University Nagpur. After critically checking the requirements, college section issues NOC for the different post as per norms. As per cadres and category Backward Class cell (BC cell) approves roster for filling vacant seats. Then institute publishes advertisement in leading newspapers and on college website also. Scrutinization of applications is carried out after the last day for receipt of application. The list of applicants and resumes with relevant documents and details are then prepared. The VC, RTMNU Nagpur constitutes selection committee to conduct interview of applicants for all sanctioned posts and interview date is finalized with mutually agreed dates of selection committee members. Call letters are being sent to eligible candidates for attending interviews specifying place, date and time of interview. Selection committee conducts the interviews and recommends the candidates. All appointments are then approved from BC cell and Charity Commissioner of Nagpur District. Appointment letters issued to selected candidates. The selection list along with appointment orders, joining reports and all supporting documents are then submitted to the Registrar, RTMNU Nagpur.

#### **Selection Committee**

1. Vice Chancellor/nominee as the Chairman of the selection committee
2. Two subject expert nominated by University
3. DTE nominee



  
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4. President of organization
5. Secretary of organization
6. Principal



  
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## **Mode for direct recruitment of teaching staff**

In case of vacancies arise and if it is to be filled on urgent basis for avoiding the academic loss of student we conduct the direct recruitment process for appointment of teachers on Adhoc basis.

Direct recruitment to all cadres is based strictly on merit basis. Number of vacant position is determined if any. Institute publishes advertisement in leading newspapers and on college website. Scrutinization of applications is carried out after the last day for receipt of application. The lists of applications and resumes with relevant details then prepared. Call letters are then sent to eligible candidates for attending interviews specifying place, date and time of interview. Internal recruitment committee comprising members from Management, Principal, HOD and senior subject teacher is being formed. Selection committee conducts interviews of shortlisted candidates. Demo lectures are being arranged and feedback from members and teachers are taken. Then selection committee recommends candidates. Letters of appointment are issued to selected candidates. Ad-hoc appointments are made on temporary basis for specified periods or for specific academic year

## **ii) Recruitment for non-teaching staff**

### **Cadre Structure**

#### **a) Office**

- (a) Administrative Officer (Graduate with experience)
- (b) Accountant
- (c) Senior Clerk (Graduate) (d) Junior Clerk (Graduate)
- (d) Peon (below or equal to SSC)

#### **b) Laboratories (other than computer Labs)**

- i) Lab Technician (Diploma in Pharmacy/ B.Sc.)
- ii) Lab Attendant (below or equal to SSC)

#### **c) Computer Labs**

- i) Computer Technician



  
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## Mode for recruitment of non-teaching staff

All positions are advertised in the newspapers or notified in the local notice boards. After scrutiny of received applications, a short list is made by the office of Principal. Interview call letters are sent to eligible candidates to appear for personal interview. The selection committee consists of some or all of the following;

- (a) President or nominee of President of JMMS Wardha
- (b) Principal
- (c) Administrative Head
- (d) HOD of respective department

## Paper Advertisement for Invitations of Application

संस्कृतमार्गः - मानसस्य लक्ष्यकामात्मनः दवाकांक्षान्धानेनैव उपकारणीयन्तरं ही

अध्यादासुक्तं अर्पितं विद्वान्

# EXPRESS Careers

For Mahatma Jyotirao Phule's  
**AGNIHOTRI COLLEGE OF PHARMACY**  
Bajaji Wadi, Sindi (Nagari), Wardha-442001  
Ph No. 07182-232548  
(Approved by PCI, Affiliated to W.D. Dargar University, Nagpur  
Website: www.agnihotri.ac.in, E-mail: agnihotri@rediffmail.com)

### EMPLOYMENT NOTICE

Applications are invited for the following full time, open, created vacant posts:

No.	Subject	Post	Number of Posts	Nature of Post	Category
1	M. Pharm in Pharmaceutics	Professor	02	Full Time	Open-01, SC-01
2	M. Pharm in Pharmaceutics	Asst. Professor	02	Full Time	Open-01, SC-01
3	M. Pharm in Quality	Professor	01	Full Time	Open-01
4	M. Pharm in Quality	Asst. Professor	01	Full Time	Open-01
5	B. Pharm	Asst. Professor	04	Full Time	Open-01, SC-01, ST-01, W.B.-01, EWS-01
6	B. Pharm	Asst. Professor	04	Full Time	Open-01, SC-01, ST-01, W.B.-01, EWS-01

- \* The last date for submission of applications is 11.04.2022.
- \* Qualification, experience & pay scale as per PCI, New Edition 2018, Higher Learning, Higher scales, latest in addition to University web portal <http://www.ardhaeducation.org>
- \* The applications can be made on a plain paper/printed form & addressed to the President for the address given below, or in India based applicants a scanned photo of the O.G. of B. Pharm. must be the name of the supplying Principal, Agnihotri College of Pharmacy, Bajaji Wadi, Sindi (Nagari), Wardha-442001 and certified copies of the original certificate/degree/diploma/awards/attestation of eligibility in case of academic qualification.
- \* Candidates are required to submit two copies of their photographs along with applications.
- \* No. TSC/CA will be paid after the successful completion of the joining for posts.
- \* Details in respect of fee.
- \* The date of the call for interview will be notified on the website of www.ardhaeducation.org

Principal \_\_\_\_\_ President \_\_\_\_\_



  
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