



**P. S. P. Sanstha's**  
**Indra Institute**  
**Of Pharmacy**

A/P. Sadavali (Devrukh)  
Tal: Sangameshwar,  
Dist: Ratnagiri-415804  
(Maharashtra)  
Phone: 02354-241799  
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Web: [www.iip.ind.in](http://www.iip.ind.in)  
**NAAC Accredited**

## **Vision**

To be a prime source of pharmaceutical education in Konkan region for developing globally competent and professional pharmacists.



  
**Principal**  
Indra Institute of Pharmacy  
Sadavali ( Devrukh )



**P. S. P. Sanstha's**  
**Indira Institute**  
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## **MISSION**

- To imbibe scientific and technical knowledge with ethical values to our students.
- To impart personality development skills to the students.
- To encourage and support faculty at par with the recent trends in Pharma profession.
- To contribute to the national healthcare system by providing competent pharmacists.



  
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## **GOALS AND OBJECTIVES**

- To bring desirable changes in the attitudes of the students.
- To mould the students to become responsible Pharmacists.
- To motivate the students to take an active part in the health care delivery system of society.



  
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**Approval of Vision, Mission statement in GB meeting**

The minutes of meeting of Governing Body of Indira Institute of Pharmacy, Sadavali held on Saturday, 4<sup>th</sup> March, 2017 at 11.00 am in the meeting hall of IIP, Sadavali, (Devrukh), Tal-Sangameshwar, Dist-Ratnagiri.

The copies of the agenda along with copies of the relevant documents were circulated to the members for information.

**Proceedings**

The following members were present for the meeting:

- Mr. Ravindra Murlidhar Mane, Chairman.....  
Mr. Chandrakant Shantaram Yadav, Member.....  
Mrs. Jayashree Vijay Dalvi, Member.....  
Ms. Janhavi Ravindra Mane, Member.....  
Prin. (Dr.) Rajpal S. Hande, V C Nominee.....  
Mr. Rajendra M. Gogate, Member.....  
Mr. Prabhakar Supekar, Member.....  
Dr. Santosh G.Jadhav, Member.....  
Mr. Amol B. Khade, Member.....  
Dr. B. C. Hatapakki, Principal & Member Secretary.....

The following members have expressed their inability to attend the meeting

1. Mr. Sanjay Sharad Neve, Member
2. Regional Officer,(Ex officio) AICTE Nominee, Member
3. The Joint Director, R.O. Mumbai, DTE Nominee, Member
4. C.A. S.R. Pandit , Member

The following subjects were discussed in the Governing Body meeting:

Item No. 01: **To read and confirm the minutes of the last Governing Body meeting.**

Resolution : The minutes of the last meeting of Governing Body of the Institution, held on 17<sup>th</sup> September, 2016 at 11.00 am in the premises of Indira Institute of Pharmacy, Sadavali, were read & confirmed.



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**Item No. 02: To review action taken by office on the decision arrived at in the previous meeting held on 17/09/2016.**

**Resolution:** The principal presented before the committee the various actions taken measures on the decision arrived at in the previous meeting such as:

1. The Principal informed the committee that the fee concession committee was constituted with various guidelines as per the decision of previous GB meeting.
2. The Principal informed the committee that the accountability has been fixed for a concerned teacher for poor results with written explanation from the teacher.
3. The Principal also informed the committee that two days national symposium on Recent approaches in Drug Discovery and Perspectives of Pharm Industry -2016 was successfully organized on Dec. 24<sup>th</sup> & 25<sup>th</sup> Dec. 2016

**Item No. 03: To review the fees approved by Shikshan Shulk Samiti (SSS) for the AY 2016-17 & AY 2017-18.**

**Resolution :** The principal informed G B that the proposal for approval of fees for the AY 2016-17 & AY 2017-18 was submitted in time and Shikshan Shulk Samiti has finalized institute fees as under :

Sr No.	Academic Year	Sectioned Tuition Fees
1	2016-17	61500/-
2	2017-18	68000/-

The governing body noted the change in fees structure.

**Item No. 04: To approve the Budget Estimates of the Institute for the AY 2017-18.**

**Resolution:** The Budget Estimate for the financial year 2017-18 was circulated to all the members of governing body for their perusal. The Principal presented the budget estimate and was unanimously accepted & approved. The budget estimates are presented in the table as **supplement No. 1.**

**Item No. 05: To consider the requirements of the institute for the even semester of the AY 2016-17**

The tentative requirements of the institute for the even semester of the academic year 2016-17 are as under :



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**Principal**  
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Sr. No.	Particulars	Amount(Rs.)
1	Laboratory Equipments	3,00,000.00
2	Chemicals	4,00,000.00
3	Glass wares	4,00,000.00
4	Library Books, E-Journal, Journals	2,00,000.00
5	Furniture and Fixtures	3,00,000.00
6	Computers	1,00,000.00
<b>Total (Rs.)</b>		<b>18,00,000.00</b>

Item No. 06: To review the progress of the Library for the even semester of the AY 2016-17.

Resolution: The principal presented the record of the library for the AY 2016-17 as under:

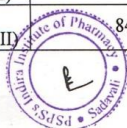
Particulars	Up to Odd Semester of the AY 2016-17	Additions during even semester of the AY 2016-17	Status as on date	Total investment as on date (Rs.)
Titles	1154	143	1297	29,66,204.00
Volumes	4231	1178	5409	
National Journals	10	0	10	6,63,030.00
International Journals	1	0	1	
E-Journals	1	0	1	

Item No. 07: To review the results of the institute for first half of 2016.

Resolution: The principal presented the statement of the results, class wise, for first half of 2016.

Class wise result analysis :

Sr. No	Class	Passing % (First half 2016)	University passing % (First half 2016)
1	F.Y B. Pharm. (AY 2015-16 Sem- II)	61.67	--
2	S.Y. B. Pharm. (AY 2015-16 Sem- IV)	69.12	--
3	T.Y. B. Pharm. (AY 2015-16 Sem- VI)	89.66	--
4	Final.Y. B.Pharm. (AY 2015-16 Sem- VIII)	84.62	63.28



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Item No. 08: To review the status of NAAC preparation.

Resolution: The principal informed G B that the rough draft of SSR for NAAC has been in final stages of preparation and the correction of rough draft is under progress. The meeting will be convened in the first week of April to seek suggestions from experts to give final touches to NAAC SSR. It has been planned to apply for LOI in the month of May 2017.

Item No. 09: To consider write off of the store dead stock materials.

Resolution: The Principal placed before the committee that dead stock material to be considered for write off by the G B. After thorough discussion, the members unanimously resolved to recommend to the management for the consideration of write off of dead stock material from the books of accounts. The details of dead material with their depreciation value are presented the table as **supplement No. 2**.

Item No. 10: Any other matter with the permission of Chair.

Subject No.01 To consider the inclusion of expert as external member in research committee

Resolution: The Principal of the institution informed the committee that there is a need for reconstitution of research committee of the institute to include an expert as external member from outside the institute since the existing research committee the does not conform to the norms as mandated by NAAC.

After thorough discussion, it was unanimously resolved to approve reconstituted the research committee with inclusion of expert as external member as under:

Sl. No	Name of the members	Designation	Remarks
1	Dr. B C Hatapakki	Chairman	Professor & Principal
2	Dr. S. S. Jalalpure	Member outside the institute	Deputy Director, Dr. Prabhakar Kore's Basic Science Research Center, KLE University, Belgaum
3	Dr. S.G. Jadhav	Member	HOD, Pharm. Chemistry
4	Mr. A.B. Khade	Member	HOD, Pharm. Analysis
5	Mr. S.K.Nagare	Member	Training & Placement officer
6	Mrs. M.A. Khade	Member	HOD, Pharmacology
7	Mr. P.P. Mane	Member	HOD, Pharmaceutics
8	Dr. S. S. Jirge	Member Secretary	Asst. Prof., Dept. of Pharm. Analysis



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**Subject No. 02 To consider the revision in the policy guidelines of research committee.**

Resolution: The Principal of the institute informed the committee that there is a need for revision in the policy guidelines of research committee to include consultancy services related rules and regulations, as prepared by member secretary, in tune with changing times.

After thorough discussion, it was unanimously resolved to approve the revised the policy guidelines of research committee with inclusion of consultancy services related rules and regulations.

**Subject No. 03 To consider the revision of the Vision and Mission of the institute.**

Resolution: The Principal informed the committee that the institute is progressing ahead of current vision and mission statements ( as approved in GB meeting dated, 14.06.2014) . Hence, there is a need for further revision of the vision and mission statements of the institute to define the institute's current path of progress in tune with future growth as per the suggestion of experts. The vision and mission statements of the institute constitute important parameters of NAAC accreditation process. The Principal of the institute presented the revised vision & mission statements as under:

**Vision :** To be a prime source of pharmaceutical education in Konkan region for developing globally competent and professional pharmacists.

**Mission :**

- To imbibe scientific and technical knowledge with ethical values to our students.
- To impart personality development skills to the students.
- To encourage and support faculty at par with the recent trends in Pharma profession.
- To contribute to the national healthcare system by providing competent pharmacists.

**Goals and Objectives:**

- To bring desirable changes in the attitudes of the students.
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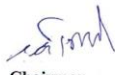
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After thorough discussion, it was unanimously resolved to approve the revised vision, mission and goals & objectives of the institute for the purpose of NAAC accreditation.

The meeting concluded with vote of thanks to the chair by the Principal / Member secretary.

  
Principal / Member Secretary  
Governing Body, IIP, Sadavali.



  
Chairman,  
Governing Body IIP, Sadavali.

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**The administrative workload of staff**

P.S.P.S.'s  
INDIRA INSTITUTE OF PHARMACY, SADAVALI  
**OFFICE ORDER**

All the teaching, administrative staff, and supporting staff are hereby informed to note their assignments/responsibilities for B. Pharm. & D. Pharm. programs during the **First half of 2022** as indicated below:

Sr. No	Name and Designation	Administrative and other assignments	Signature
1.	Dr. A. B. Khade M.Pharm., Ph.D. Jc Principal	Overall administration <b>HOD:</b> Pharmaceutical Chemistry NAAC criterion VI, NBA Criterion I & Criterion IX <b>Coordinator:</b> Remedial Math's course, UHV Certificate course. <b>Member secretary, Chairman, coordinator of various committees of the institute</b>	
2.	Mr. S. K. Nagare M. Pharm. Asst. Prof	<b>HOD:</b> Pharmacognosy <b>HOD:</b> D. Pharmacy (Overall administration) <b>Chairman:</b> Unfair means Inquiry Committee <b>Coordinator:</b> Workload adjustment of technicians & attenders <b>In-charge (Assistance):</b> Academics Member of various committees of the Diploma Pharmacy. <b>In charge:</b> College Admission campaign. <b>Assistant Coordinator:</b> College Website EVS, Computer application course coordinator	NAAC Criterion VII NBA criterion IV & VIII 
3.	Mrs. M. A. Khade M. Pharm. HOD & Asst. Prof	<b>HOD:</b> Pharmacology <b>Deputy chief conductor:</b> Exam. Committee Remedial biology course coordinator	NAAC Criterion II NBA Criterion IV <b>Coordinator:</b> NIRF ranking 
4.	Mr. V. S. Kulkarni M. Pharm. Asst. Prof	<b>In-charge:</b> Training & Placement Cell, Industrial tours <b>Class Coordinator:</b> Fourth Year B Pharm. <b>Member secretary:</b> Unfair means Inquiry Committee <b>Coordinator:</b> Sports (Boys)	<b>Coordinator:</b> IQAC All assignments pertaining to AICTE NAAC Criterion I NBA Criterion II 



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		Coordinator: OSM-UOM	Coordinator: AICTE CII survey	
5.	Mrs. K. S. Dhane M.Pharm. Asst. Prof	Senior Supervisor: Exam. committee Coordinator: Master Plan preparation Coordinator: Staff meeting Coordinator: DLLE Coordinator: PTA	NAAC Criterion II NBA Criterion IV	
6.	Mr. P. B. Gurav M. Pharm. HOD & Asst. Prof	HOD: Pharmaceutics In-charge: Academics Convener: Stores In-charge: Machine room In-charge: Course file Communication skills, Pharmaceutical Jurisprudence course coordinator	Coordinator: NBA NAAC criterion II NBA Criterion I and III	
7.	Mr. V. A. Sansare M. Pharm. Asst. Prof	Coordinator: Research Committee Class Coordinator: S. Y. B. Pharm Coordinator: GPAU, NIPER and other competitive Exams In charge: Media and Publicity Editor: Magazine & Newsletter (Footprint)	NAAC criterion III NBA Criterion V Asst. Member Secretary: Alumni Association	
8.	Mr. T. L. Patwardhan M. Pharm. Asst. Prof	Asst. Coordinator: Research Committee Program officer: NSS	Asst. Coordinator: IQAC & NBA NAAC Criterion VII NBA Criterion VII Assist. Coordinator: UBA In charge: College website	
9.	Mr. S. M. Kharat M. Pharm. Asst. Prof	Senior Supervisor: Exam. committee Coordinator: Feedback system Class Coordinator: F. Y. B. Pharm Coordinator: Timetable preparation Asst. Coordinator: PTA IIC (President) Library committee	NAAC criterion V NBA criterion VIII	



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10.	Mr. P. N. Charkari M. Pharm. Asst. Prof	<b>Coordinator:</b> Anti-ragging Committee <b>Coordinator:</b> Mentor Committee <b>Coordinator:</b> College Maintenance Committee <b>Member Secretary:</b> Alumni Association	NAAC criterion V NBA Criterion III	<i>Charkari</i>
11.	Miss S R Fernandes M. Pharm. Asst. Prof	<b>Coordinator:</b> SC/ST Minority cell <b>Asst. Editor:</b> Magazine <b>In-charge:</b> Attendance of students <b>Asst. Coordinator:</b> DLLE <b>Sports Coordinator:</b> Girls <b>To assist In charge of</b> Pharma Museum,	NAAC criterion VI NBA criterion VI	<i>S Fernandes</i>
12.	Miss V B Nalawade M. Pharm. Asst. Prof	<b>Class Coordinator:</b> T. Y. B. Pharm. <b>Coordinator:</b> College Women Development Cell <b>Coordinator:</b> F Y Induction program <b>Student welfare officer:</b> Girls <b>To assist In charge of</b> Herbal Garden	NAAC criterion III NBA criterion VI All assignments pertaining PCI <b>Coordinator:</b> UBA	<i>Nalawade</i>
13.	Miss N G Gaonkar M. Pharm. Asst. Prof		NAAC criterion IV All assignments pertaining DTE <b>Coordinator:</b> ARIIA, <i>vidyaajali</i>	<i>Gaonkar</i>
14.	Miss B. P. Dongare B. Pharm Lecturer	<b>Faculty Warden:</b> Girls Hostel <b>Incharge:</b> - Other than MSBTE Exam (Internal Exam) CWDC and Anti-harassment cell, Grievance Redressal Cell. <b>In charge-</b> Mother Register Diploma. <b>Hostel warden:</b> Girls <b>PTA coordinator</b> Diploma.	NAAC Criterion II	<i>B Dongare</i>
15.	Mrs. S. S. Pilankar B. Pharm Lecturer	<b>In charge:</b> Computer lab. <b>In charge:-</b> CMC, EDC <b>Class Coordinator:</b> S Y D Pharm <b>Coordinator:</b> Staff workshop/FDP In charge	NAAC criterion IV	<i>Pilankar</i>



*Khuntia*  
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16.	Mr. N.V. Nakharekar B. Pharm Lecturer	<b>Asst. coordinator:</b> Anti-ragging Committee. <b>Member Secretary:</b> Grievance Redressal Cell <b>Incharge:</b> Boys Hostel <b>Coordinator:</b> Cultural Activity, Grievance Redressal Cell MSBTE Exam Assignment, Industrial visit and field Visit, <b>Member:</b> Library committee, Anti ragging committee. College maintenance committee	NAAC criterion III <b>Student Welfare Officer:</b> boys <b>Asst. Coordinator:</b> UBA Assignment pertaining to MSBTE and DTE.	<i>[Signature]</i>
17.	Miss. A. V. Berde B. Pharm Lecturer	<b>Asst. Coordinator:</b> Cultural Activity assistant, Staff meeting diploma, Guest Lecture Incharge, Student poster/conf Incharge, PADS-Staff performance appraisal <b>Program officer:</b> NSS	<b>Asst. Coordinator:</b> IQAC NAAC criterion V	<i>[Signature]</i>
18.	Mr. N. N. Patel B. Pharm Lecturer	<b>Asst. Coordinator:</b> Cultural Activity <b>Member:</b> Library Committee <b>Incharge-</b> Herbal Garden, College website Diploma, Pharma Museum, IAMC Internal academic monitoring committee, Students welfare, APTI college coordinator. <b>Asst. Coordinator:</b> Mentor Committee	NAAC criterion VI	
19.	Mr. S. R. Tulsankar B. Pharm Lecturer	<b>In charge:</b> Suggestion box, Monthly Attendance, Sport, NSS, and Alumni association committee, Student Feedback, Student Training and Project <b>Asst. coordinator:</b> Media and publicity	NAAC Criterion I <b>Asst. coordinator:</b> Media and publicity <b>Asst. coordinator:</b> College Maintenance Committee	<i>[Signature]</i>
20.	Mr. Y. M. Jadhav Librarian	All responsibilities related to library	NAAC criterion IV NBA criterion IX	<i>[Signature]</i>
21.	Mr. M. S. Bhopalkar (O.S.)	Affiliation & other work related to AICTE, university, PCI. DTE, MSBTE University USSC Interview. ARA Proposal & Other. FRA Proposal & Other. Merit List Verification. AISHE web portal.	NAAC criterion VI NBA Criterion IX	<i>[Signature]</i>



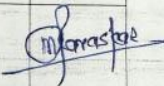

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		Staff service books Accounts other than cash. FC Coordinator. Admission-related work. any other work assigned by Principal sir from time to time.		
22.	Mr. M. M. Pawaskar	Exam work (Degree) Cash counter (fees collection) Accounts - cash transaction Assist O/S for USSC interview work Assist O/S with all affiliation proposals Merit List preparation. FC Co-coordinator. Assisting audit work. Student Fees structure. Admission Register Admission-related work assigned by O/S. Any other work assigned by Principal sir & O/S from time to time.	NAAC Criterion II NBA Criterion IV	
23.	Mrs. E. V. Jadhav	Scholarship work Enrollment & Eligibility work related to degree & Diploma Assist o/s for Service books of Staff Personal file of staff Student certificates. Assist Mr. Pavaskar for Admission registers. Student data filling work (PCI, University, etc.) Student Statistic report preparation. Assist Mr. Pavaskar for Merit List preparation. Assist O/S with all affiliation-related work. Attendance of Staff, Leave record. In charge of original documents of students. (Degree)	NAAC Criterion II NBA Criterion IV	



  
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		<p>FC Supporting staff. Admission-related work assigned by O/S. All meeting agenda and preparation of proceeding. English and Marathi typing. Any other work assigned by Principal sir &amp; O/S time to time.</p>		
24.	Mr. K. M. Sawant	<p>Exam Work (Diploma) Assist Scholarship work. Assist Mrs. Jadhav for Enrollment &amp; Eligibility work Inward &amp; Outward. Work-related to MSBTE, Mumbai. FC Supporting staff. In charge of original documents of student. (Diploma) Admission related work assign by O/S. Assist audit work. Assist Exam work of Diploma Student. Caste Validity proposal of diploma students Assist diploma HOD for other Diploma related work. English and Marathi typing. Any other work assigned by Principal sir, O/S &amp; other staff of office time to time.</p>	NAAC Criterion II	<i>[Handwritten signature]</i>
25.	Mr. A. M. Shinde	<p>All work-related to Store. Dead Stock registers Repair &amp; Maintenance (Equipment's &amp; Infrastructure) New Purchase (Quotation, Comparative &amp; Purchased order) Arrangement of functions. Dead Stock verification before 30<sup>th</sup> June every year Consumable stock verification before 31<sup>st</sup> march of every year Any other work assigned by Principal sir, O/S &amp; other staff of office from time to time.</p>	<p>NAAC criterion IV NBA criterion VI</p>	<i>[Handwritten signature]</i>



*[Handwritten signature]*  
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26.	Mr. M. J. Gokhale Lab Technician	Responsibilities related to the allotted laboratory	Assist Training & Placement Officer, Assist in Machine room activities	
27.	Miss. A.S. Jadhav Lab Technician	Responsibilities related to the allotted laboratory	Assist college admission campaigning documentation	
28.	Mr. N.S. Dongare Lab Technician	Responsibilities related to the allotted laboratory	Assistant coordinator: Museum	
29.	Miss. M. V. Gurav Lab Technician	Responsibilities related to the allotted laboratory	Coordinator: E-gallery repository	
30.	R S Ghotal Lab Technician	Responsibilities related to the allotted laboratory	-	
31.	V S Shinde Lab Technician	Responsibilities related to the allotted laboratory	-	
32.	Mr. S.P. Bane Electrician	Responsibilities related to the maintenance of electrical & other work.	-	
33.	Mr. M. S. Jadhav Electrician	Responsibilities related to the maintenance of electrical & computer lab.	College campaigning	
34.	Mr. S R Kovale	All responsibilities related to the library & assist librarian	To assist Media and Publicity In charge	

Principal



**Principal**  
Indra Institute of Pharmacy  
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