

Shellino Education Society's

## ARUNAMAI COLLEGE OF PHARMACY

Gat No 285, Vidgaon Road, Mamurabad, Jalgaon, (MS) 425002

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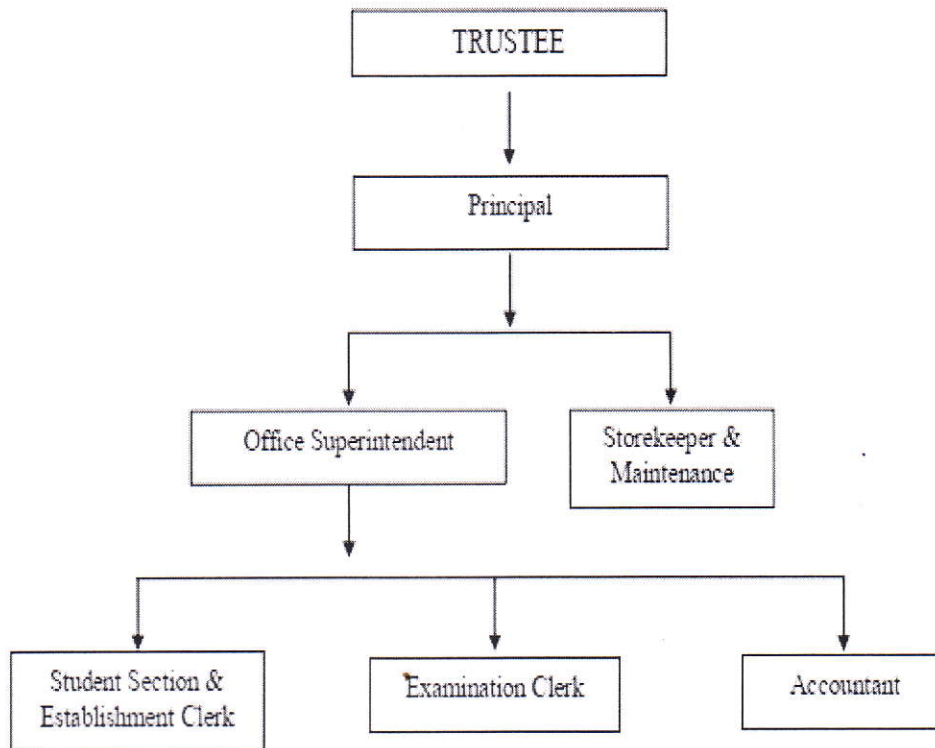
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**Nanasaheb R. G. Patil**  
(President)

**Dr. T. A. Deshmukh**  
(Principal)


### ❖ Administrative office Organization chart:

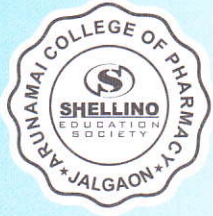
ADMN / B	ADMINISTRATION ORGANIZATION CHART	
Rev.: 00 Date: 20.12.2017	Clause: 5.3	Page: 01 / 01



Note: Presently Responsibilities of student section / Establishment Section/Examination Section is shared with O.S., Accountant and Computer Lab Attendant.



  
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Arunamai College of Pharmacy  
Mamurabad, Tal. Dist. Jalgaon.



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**Nanasaheb R. G. Patil**  
(President)

**Dr. T. A. Deshmukh**  
(Principal)

### Contact Details:

Contact Us

🕒 Mon - Sat : 9 A.M - 5 P.M

☎ 94037-39090

☎ 94037-10774

✉ [jalpharmaedu@gmail.com](mailto:jalpharmaedu@gmail.com)

Address


**Shellino Education Society's**  
**Arunamai College of Pharmacy, Mamurabad**  
Post Box No. 157, Vidgaon Road,  
Gat No. 285, Mamurabad, Jalgaon (MS)  
Maharashtra, India

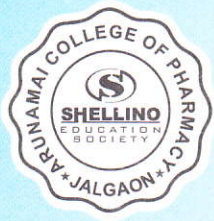
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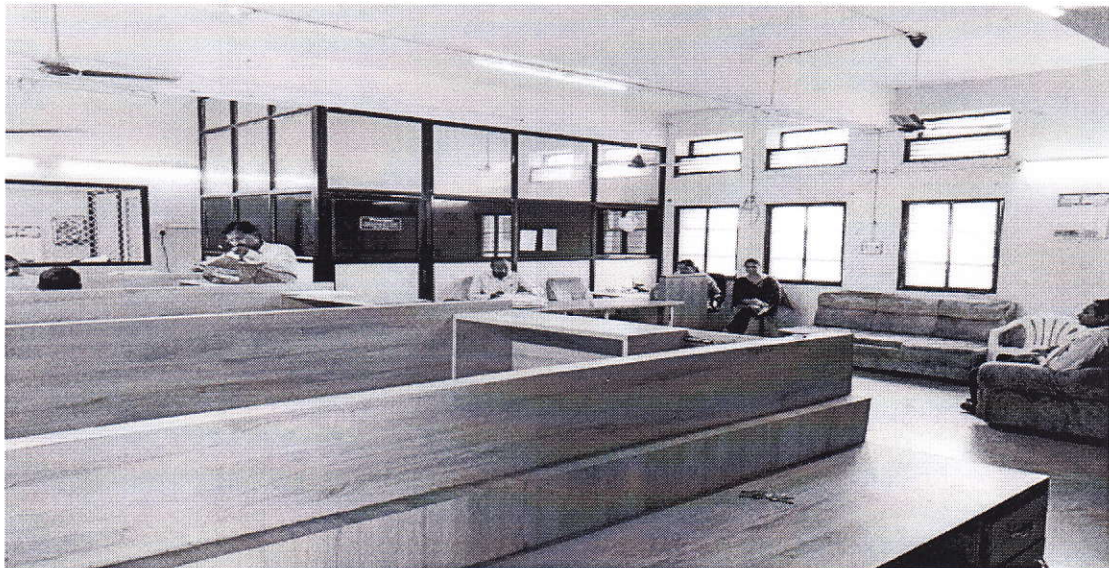
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(Principal)


### ❖ Administrative office location

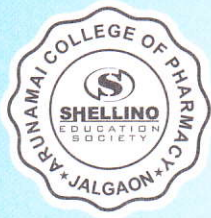
Beginning of College, Near Principal Chamber



Administrative office Photo



  
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(Principal)

### ❖ Administrative office Staff Training:


 **Arunamai College of Pharmacy Mamurabad**   
Gat No 285, Vidgaon Road, Mamurabad, Jalgaon

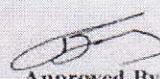
ACA /DI/79  
Rev : 00  
Date: 20.12.2017

Academic Year: 2018-19  
Semester:

**Training Plan**

Sr. No	Training Subject	Trainees	Faculty (Internal / External)	Target Month	Completion Date
1.	QMS Awareness	All Faculty	Dr. T. A. Deshmukh	July-2018	July-2018
		Dept. of Pharmacognosy	Mr. N. B. Chaudhari	Aug-2018	Aug-2018
		Dept. of Pharmaceutics	Mr. T D Fegade	Aug-2018	Aug-2018
		Dept. of Pharmaceutical Chemistry	Mr. K R Patil	Aug-2018	Aug-2018
		Dept. of Pharmacology	Mr M A Chaudhari	Aug-2018	Aug-2018
2.	Training on Fire Extinguisher	All Laboratory Attendant and peon	Dr. T A. Deshmukh	Sept-2018	Sept-2018
3.	Quality Policy Training	All Teaching and Non Teaching Faculty	Dr. T. A. Deshmukh Mr. N. B. Chaudhari	Oct-2018	Oct-2018
4.	Introduction to NBA	All Teaching and Non Teaching Faculty	Dr. Rakesh Somani	Nov-2018	Nov-2018
5.	NBA Awareness and Preparation	All Teaching and Non Teaching Faculty	Dr. B S Sathe	Jan-2019	Jan-2019
6.	Exam Software Training KBC NMU	All Teaching Faculty	Mr. N. B. Chaudhari	April 2019	April 2019

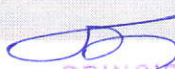
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ISO Coordinator

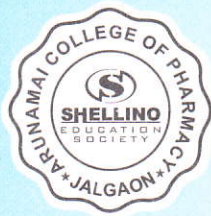
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 **Arunamai College of Pharmacy Mamurabad**  
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ACA/DI/79  
Rev: 00  
Date: 20.12.2017

Academic Year: 2019-20  
Semester:

**Training Plan**

Training Subject	Trainees	Faculty (Internal / External)	Target Month	Completion Date
QMS Awareness	All Faculty	Dr. T. A. Deshmukh	Oct-2019	Oct-2019
QMS Awareness	Dept. of Pharmacognosy	Mr. N. B. Chaudhari	Dec-2019	Dec-2019
	Dept. of Pharmaceutics	Mr. T D Fegade	Dec-2019	Dec-2019
	Dept. of Pharmaceutical Chemistry	Mr. K R Patil	Dec-2019	Dec-2019
	Dept. of Pharmacology	Mr. N. B. Chaudhari	Dec-2019	Dec-2019
Training on Fire Extinguisher	All Laboratory Attendant and peon	Mr. N. B. Chaudhari	Jan-2020	Jan-2020
Administration QMS Training	All Administration Staff	Mr. N. B. Chaudhari	Jan-2020	Jan-2020
Quality Policy Training	All Teaching and Non Teaching Faculty	Dr. T. A. Deshmukh Mr. N. B. Chaudhari	Feb-2020	Feb-2020

 Prepared By  
ISO Coordinator


 Approved By  
Principal

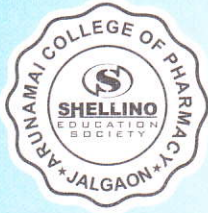
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**Nanasaheb R. G. Patil**  
(President)

**Dr. T. A. Deshmukh**  
(Principal)

DATE: JAN 2020

Title: Administration QMS Training Trainer: Mr. N. B. Chaudhari

Sr. No.	Name Of Trainee	Sign	Immediate Overall Feedback About The Trainees To Be Assessed By The Trainer				Effectiveness Verification after 3 months	
			Response	Participation	Involvement	Attitude	Remark	Verified By
1	Mrs. Kavita N Ingale	<i>KNI</i>	B	B	C	B		
2	Mr. N. M. Bari	<i>NMB</i>	A	B	A	B		
3	Mr. Rajesh Adakmol	<i>RA</i>	B	A	B	A		
4	Mr. A. M. Dabhade	<i>A.Dabhade</i>	A	C	A	C		
5	Mr. D. D Chaudhari	<i>DDC</i>	B	A	B	A		

A : VERY GOOD      B : GOOD      C : AVERAGE      D : POOR

Sign: HOD *N. B. Chaudhari* Trainer *N. B. Chaudhari*

DATE: FEB 2020

Title: Quality Policy Training (Non Teaching) Trainer: Dr. T. A. Deshmukh, Mr. N. B. Chaudhari

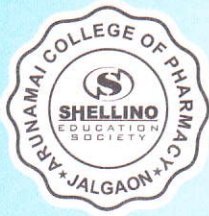
Sr. No.	Name Of Trainee	Sign	Immediate Overall Feedback About The Trainees To Be Assessed By The Trainer				Effectiveness Verification after 3 months	
			Response	Participation	Involvement	Attitude	Remark	Verified By
1	Mrs. Kavita N Ingale	<i>KNI</i>	C	C	B	B		
2	Mr. N. M. Bari	<i>NMB</i>	A	B	A	B		
3	Mr. A. M. Dabhade	<i>A.Dabhade</i>	B	B	C	A		
4	Mr. D. D Chaudhari	<i>DDC</i>	B	A	A	B		
5	Mr. M. M. Patil	<i>MMP</i>	B	B	A	C		
6	Mr. U. B. Jaiswal	<i>UBJ</i>	B	A	A	C		
7	Mr. M. B. Amodkar	<i>MBA</i>	A	A	B	B		
8	Mr. Hitesh Patil	<i>HP</i>	A	A	A	A		
9	Mr. Umesh Sonavane	<i>US</i>	B	B	A	A		
10	Mr. Narendra Patil	<i>NP</i>	A	C	B	B		
11	Mr. Jyoti Khar	<i>JK</i>	C	C	B	B		

A : VERY GOOD      B : GOOD      C : AVERAGE      D : POOR

Sign: HOD Trainer *N. B. Chaudhari*



*N. B. Chaudhari*  
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**Nanasaheb R. G. Patil**  
(President)

**Dr. T. A. Deshmukh**  
(Principal)

Rev: 00  
Date: 20.12.2017  
Training Record  
Semester:

DATE: 26/12/2022

Title: Administration QMS Training  
Trainer: Mr. N. B. Chaudhari

Sr. No.	Name Of Trainee	Sign	Immediate Overall Feedback About The Trainees To Be Assessed By The Trainer				Effectiveness Verification after 3 months	
			Response	Participation	Involvement	Attitude	Remark	Verified By
1	Mrs. Kavita N Ingale	KNI	A	B	A	B	OK	N.B.C.
2	Mr. N. M. Bari	Bari	A	A	A	B	OK	
3	Mr. Rajesh Adakmol	RAJ	B	A	B	A	OK	
4	Mr. A. M. Dabhade	A. Dabhade	B	B	A	A	OK	
5	Mr. D. D Chaudhari	DDC	A	A	A	B	OK	
			A : VERY GOOD	B : GOOD	C : AVERAGE	D : POOR		

Sign: \_\_\_\_\_ HOD  
Trainer: \_\_\_\_\_

Rev: 00  
Date: 20.12.2017  
Training Record  
Semester:

DATE: 11/02/2023

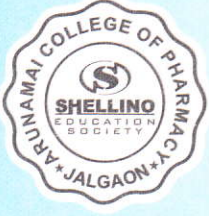
Title: Quality Policy Training (Non Teaching)  
Trainer: Mr. N. B. Chaudhari

Sr. No.	Name Of Trainee	Sign	Immediate Overall Feedback About The Trainees To Be Assessed By The Trainer				Effectiveness Verification after 3 months	
			Response	Participation	Involvement	Attitude	Remark	Verified By
1	Mrs. Kavita N Ingale	KNI	A	A	A	B	OK	N.B.C.
2	Mr. N. M. Bari	Bari	A	B	A	B	OK	
3	Mr. A. M. Dabhade	A. Dabhade	B	A	A	B	OK	
4	Mr. D. D Chaudhari	DDC	A	A	A	B	OK	
5	Mr. M. M. Patil	MMP	A	B	A	B	OK	
6	Mr. U. B. Jaiswal	U. Jaiswal	B	B	B	A	OK	
7	Mr. M. B. Amodkar	M. B. Amodkar	A	B	A	B	OK	
8	Mr. Hitesh Patil	H. Patil	B	A	B	A	OK	
9	Mr. Dhiraj Baviskar	DB	A	B	A	B	OK	
10	Mr. Rahul Patil	R. Patil	A	A	B	A	OK	
11	Mr. Ilyas Khan	Ilyas	A	B	A	B	OK	
			A : VERY GOOD	B : GOOD	C : AVERAGE	D : POOR		

Sign: \_\_\_\_\_ HOD  
Trainer: \_\_\_\_\_



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### ❖ Administrative office Regular Updates and Announcements



Shellino Education Society's  
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Mamurabad, Jalgaon - 425002, MS, India  
Dr. Tushar A. Deshmukh  
Principal  
Shree Nanasaheb R. G. Patil  
President  
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दि. ०४/०५/२०२३



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दि. २४/०५/२०२३

### सुचना

सर्व बी.फार्मसी व डी.फार्मसी शिक्षक व शिक्षकेतर कर्मचारी तसेच विद्यार्थ्यांना कळविण्यात येते कि, शुक्रवार दि.०५/०५/२०२३ रोजी 'बुद्धपौर्णिमा' निमित्त महाविद्यालयाला सुटी राहिल व दि.०६/०५/२०२३ पासून महाविद्यालय नियमित वेळेवर सुरु राहिल. याची सर्वांनी नोंद घ्यावी.

### सुचना

सर्व बी. फार्मसी व डी. फार्मसीच्या विद्यार्थ्यांना कळविण्यात येते की, सोमवार दि.०१ मे २०२३ रोजी 'महाराष्ट्र दिन' निमित्त सर्व विद्यार्थ्यांनी ध्वजारोहनाच्या कार्यक्रमाला उपस्थित राहावे, ध्वजारोहनाची वेळ सकाळी ७.४५ वाजेला असेल तरी सर्वांनी सकाळी ७.३० वाजेला कॉलेजला हजर राहावे, याची नोंद घ्यावी.

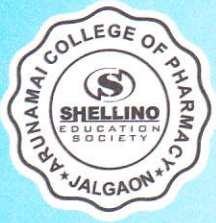
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**सूचना**

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**NOTICE**

All the students of B. Pharmacy, D. Pharmacy, teaching and non-teaching staff are hereby informed that we are organizing "Blood Donation Camp" on 8<sup>th</sup> April, 2023 at 09.00 am on the occasion of World Health Day. Donating blood is an act of solidarity. Join the effort and save lives. Voluntary and unpaid blood donation made regularly can help overcome blood shortages. Students, teachers and non-teaching staff who are willing to donate blood are requested to give their names on respective class groups.

**Venue:** SES Arunamai College of Pharmacy, Mamurabad.

**Note:** All the students of B. Pharmacy, D. Pharmacy, teaching and non-teaching staff should be present at venue.

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President

**सूचना**

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**सूचना**

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Mamurabad, Jalgaon - 425002, MS, India  
Dr. Tushar A. Deshmukh  
Principal  
Dr. Nanasaheb R. G. Patil  
President

**सूचना**

सर्वे SY. T.Y. Final Year B Pharmacy एवम विद्यार्थ्यांना सुचित करण्यात येते की, उद्या दि. १०/०३/२०२३ रोजी एअर कंडीशनिंग यंत्रणेची मरम्मत करणे सुरु होत असून दि. १०/०३/२०२३ पर्यंत सर्वांनी की राहिलेला उद्योगात यावे व दि. १०/०३/२०२३ पासून महाविद्यालय आपल्या नियमित वेळेवर सुरु राहिल, याची सर्वांनी नोंद घ्यावी.

**सूचना**

सर्वे बी. फार्मेसीच्या विद्यार्थ्यांना सुचित करण्यात येते की, Avishkar २०२२-२०२३ साठी उच्च विद्यार्थ्यांच्या सहभाग घ्यावयाचा असेल त्याची व्यवहाराने नक्कर Online Registration करावी व एका रूच मागे दोन विद्यार्थ्यांच्या सहभाग असताना.

दि. Avishkar २०२२-२०२३ साठीची नोंदणीची अखिर दिनांक ८ ऑक्टोबर २०२२ आहे व नोंदणीची की रीट ४ २०२० आहे.

Abstract Form व नोंदणीची की सोबत दि. ०८/१०/२०२२ पर्यंत प्रा निरीत विस्तारुने भर याचकावे (उच्च करण्यात यावे)

Year	Exam Fee	Marking Fee	CAP Fee	Practical Fee	Exam Fee	Total Amount
B. PHARMACY	300	75	125	30	110	1030
D. PHARMACY	300	75	125	30	110	1030
PGDIP (Y & B)	300	75	125	30	110	1030

Shellino Education Society's  
**Arunamai College of Pharmacy**  
Mamurabad, Jalgaon - 425002, MS, India  
Dr. Tushar A. Deshmukh  
Principal  
Dr. Nanasaheb R. G. Patil  
President

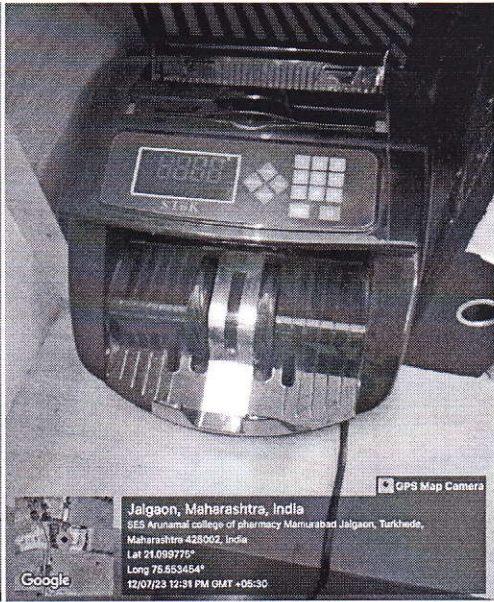


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Mamurabad, Tal. Dist. Jalgaon.

❖ Technology Integration




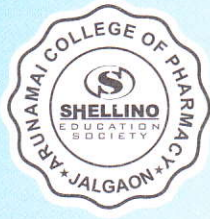
Online Payment



Counting Machine



  
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# ARUNAMAI COLLEGE OF PHARMACY

Gat No 285, Vidgaon Road, Mamurabad, Jalgaon, (MS) 425002

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www.acopmamurabad.com | jalpharmaedu@gmail.com | 9403739090 | 9403710774

**Nanasaheb R. G. Patil**  
(President)

**Dr. T. A. Deshmukh**  
(Principal)

## Vruddhi Software Quotation 1Aug 2023

### INVOICE

M/s. VRUDDHI SOFTWARE  
B-502, Kandesh Committee  
Mansarovar Camp  
Dist. Jalgaon

Buyer  
**ARUNAMAI COLLEGE OF PHARMACY**  
MAMURABAD, JALGAON  
4/50/1  
MS-425002

Invoice No: 1  
Invoice Date: 1-Sep-2023  
Supplier's Ref: SALES/08-21/01  
Buyer's Order No:  
Dispatch Document No:  
Dispatched through:  
Terms of Delivery:  
Place: 1-Sep-2023  
Mode of Payment:  
Other Reference(s):  
Direct:  
Delivery Note (Date):  
Destination:

S	Description of Goods	Quantity	Make	Unit	Amount
1	VRUDDHI SOFTWARE ERP SALES				50,000.00

Total: 50,000.00

Amount Chargeable (in words):  
INR Fifty Thousand Only

Company's Bank Details:  
Bank Name: AXIS BANK (014020800045162)  
A/c No: 514029004516161  
Branch & IFSC Code: MALEGAON


Declaration:  
We declare that this invoice shows the actual price of the goods mentioned and that all particulars are true and correct.

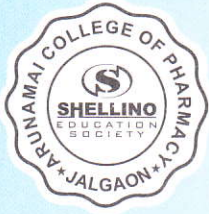
For M/s. VRUDDHI SOFTWARE

Authorised Signatory

This is a Computer Generated Invoice



  
**PRINCIPAL**  
Shellino Education Society's  
Arunamai College of Pharmacy  
Mamurabad, Tal. Dist. Jalgaon



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**Nanasaheb R. G. Patil**  
(President)

**Dr. T. A. Deshmukh**  
(Principal)

## Vruddhi Software Quotation 1 Nov 2021

### QUOTATION

INVOICE WILL BE ISSUED AFTER PAYMENT OF BILL

VRUDDHI SOFTWARE SOLUTIONS PVT.LTD  
PLOT NO. 10, MIDC AREA, SHIRDI ROAD,  
VILVA, JALGAON, NASHIK, MAHARASHTRA (IN) 425002  
GSTIN: UIN 27AAACV5324E  
CIN: U72200RJ2016PTC0165435  
E-Mail: vsp@vruddhi.com

To: Arunamai College of Pharmacy, Mamurabad  
State: Maharashtra, Code: 02

Invoice No: 1/Nov/2021  
Model: Terms of Payment  
Supplier's Ref: AMC/20-21/0211  
Buyer's Order No: Dated:  
Company Document No: Delivery Note Date:  
Documentation through: Destination:  
Terms of Delivery:

Sr	Description of Goods	Amount
1	ANNUAL MAINTAINENCE CHARGES (AMC) FOR ACADEMIC YEAR 2021-2022 (INCLUDING GST) (TAX INVOICE WILL BE ISSUED AFTER PAYMENT OF BILL)	₹ 11,800.00

Total: ₹ 11,800.00

₹ 11,800

Amount Chargeable in Words:  
INR Eleven Thousand Eight Hundred Only

Company's PAN: AAFCV5324E

Declaration:  
We declare that this QUOTATION shows the actual price of the goods/services provided & Tax Invoice will be raised after receiving payment amount.

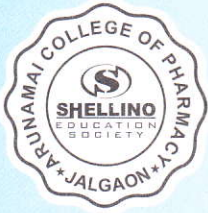
Company's Bank Details:  
Bank Name: ARIS BANK CURRENT A/C  
A/c No: 317000067106665  
Branch & P Code: MALEGAON & 421801240  
for VRUDDHI SOFTWARE SOLUTIONS PVT LTD

Authorised Signatory

This is a Computer Generated Invoice



**PRINCIPAL**  
Shellino Education Society's  
Arunamai College of Pharmacy  
Mamurabad, Tal. Dist. Jalgaon



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**Nanasaheb R. G. Patil**  
(President)

**Dr. T. A. Deshmukh**  
(Principal)

## QUOTATION

आमंत्रण पत्र / Invitation Letter / Invitation Letter / Invitation Letter

व्यवसायिक सोल्यूशन्स प्राइवेट लिमिटेड  
व्यवसायिक सोल्यूशन्स प्राइवेट लिमिटेड  
व्यवसायिक सोल्यूशन्स प्राइवेट लिमिटेड  
व्यवसायिक सोल्यूशन्स प्राइवेट लिमिटेड  
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व्यवसायिक सोल्यूशन्स प्राइवेट लिमिटेड  
व्यवसायिक सोल्यूशन्स प्राइवेट लिमिटेड

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आरबीसी 150966 08 1 Aug 22  
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बैंक खाते नं.

दिनांक  
15-08-22  
व्यवसायिक सोल्यूशन्स प्राइवेट लिमिटेड  
व्यवसायिक सोल्यूशन्स प्राइवेट लिमिटेड  
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व्यवसायिक सोल्यूशन्स प्राइवेट लिमिटेड

Arunamai College of Pharmacy, Mamurabad

State Name Maharashtra Code 27

Arunamai College of Pharmacy Mamurabad

State Name Maharashtra Code 27

S	Description of Services	AMOUNT	Amount
1	ANNUAL MAINTENANCE CHARGES (AMCI) FOR ACADEMIC YEAR 2022-23 (INCLUDING GST) TAX INVOICE WILL BE ISSUED AFTER PAYMENT OF BILL	9044952	11,800.00

Total 7 11,800.00  
T & D T

Amount in Words (Amount):  
INR Eleven Thousand Eight Hundred Only

Company's PAN: AAFCV5334E

Disclaimer:  
We declare that this QUOTATION shows the actual price of the goods/services provided & Tax Invoice will be issued after receiving quotation amount.

Company's Bank Details:  
Ac. Holder's Name: VRUDDHI SOFTWARE SOLUTIONS PVT LTD  
Bank Name: AXIS BANK CURRENT A/C  
Ac. No.: 91720001100000  
Branch & IFSC Code: MALHOTRAN & UTTAMBEY ROAD  
SWIFT Code:


by VRUDDHI SOFTWARE SOLUTIONS PVT LTD

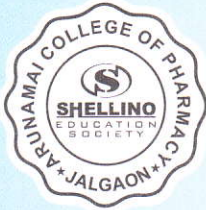
Subscribed Signature

This is a Computer Generated Invoice

**Vruddhi Software Quotation 1Aug 2022**



  
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Shellino Education Society's  
Arunamai College of Pharmacy  
Mamurabad, Tal. Dist. Jalgaon



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**Nanasaheb R. G. Patil**  
(President)

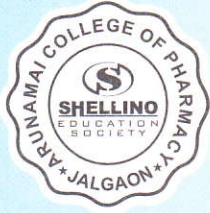
**Dr. T. A. Deshmukh**  
(Principal)

INVOICE			
Invoice No.	1	Dated	1-Sep-2020
Delivery Note		Mode/Terms of Paym	
Supplier's Ref	SALES/20-21/Q/1	Other Reference(s)	
Buyer's Order No.		Dated	
Despatch Document No.		Delivery Note Date	
Despatched through		Destination	
Terms of Delivery			
Description of Goods			
VRIDDHI SOFTWARE ERP SALES			
Quantity			
Rate			
per			
Ar			
Total			
Amount Chargeable (in words)			
Fifty Thousand Only			

Vruddhi Software Invoice 1 Sep 2020



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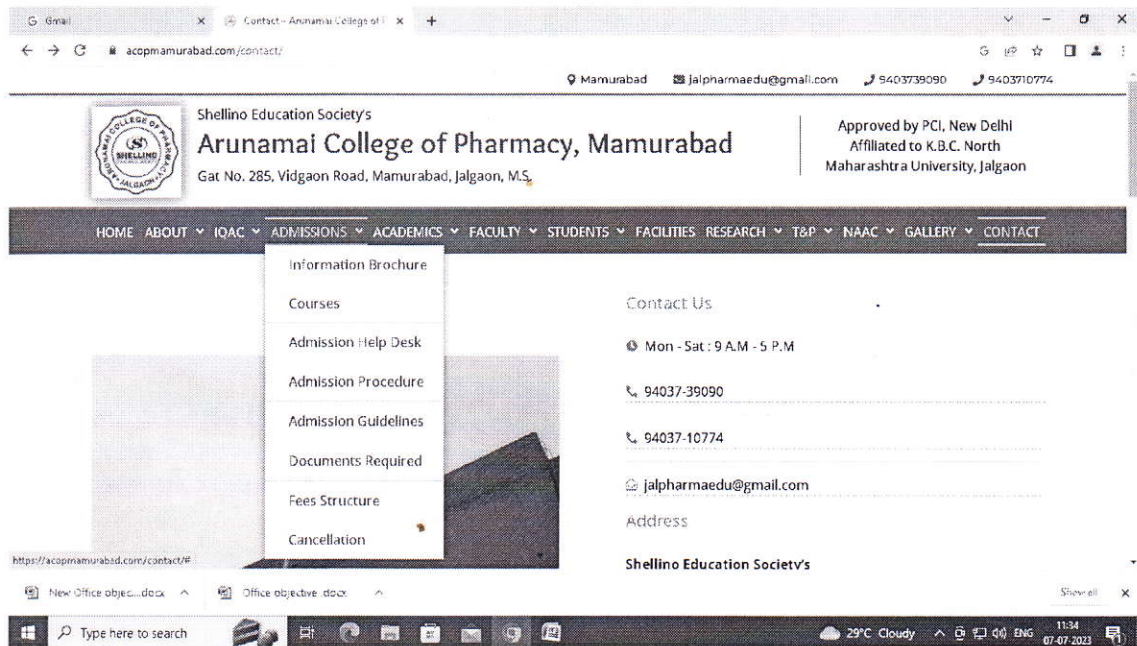
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**Nanasaheb R. G. Patil**  
(President)

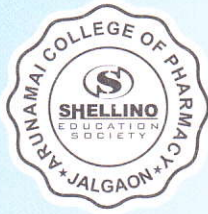
**Dr. T. A. Deshmukh**  
(Principal)

### ❖ Collaborative Approach

Administrative office and admission committee in collaboration efficiently runs admission process arranged by CET cell through admission help desk. Also same collaboration is work to smoothly conduct of examination.



  
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**Nanasaheb R. G. Patil**  
(President)

**Dr. T. A. Deshmukh**  
(Principal)

### ❖ Feedback Mechanisms:

To ensure that our Mission of "Administrative Office Streamlined Process for student and staff" is satisfactorily running or not we design a feedback system as follows,

**Feedback Frequency: -**

Yearly

**Feedback Mode:**

Offline

**Feedback Sample Size Calculation Parameters:-**

85% Confidence Level, 10% Margin of Error, Total Student Size)

Where Confidence Level means:-

The confidence level indicates the probability with which the estimation of the location of a statistical parameter (e.g., an arithmetic mean) in a sample survey is also true for the population

Margin of Error:-

The margin of error is a range of values above and below the actual results from a survey.


**Feedback Analysis:-**

✓ Rating-

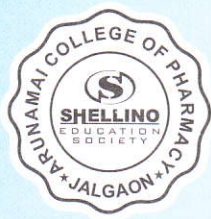
1	2	3	4	5
Poor/ Dissatisfied	Average Somewhat Satisfied	Good / Neutral	very Good/ Satisfied	Excellent/ Very Satisfied

- ✓ By Using Excel We Create Graph of Each Question indicating different rating given by Respondent
- ✓ Calculating Percentage of Each rating for every Question.
- ✓ Calculate average of each rating for all question
- ✓ If any question has average of 2&1 rating above 10% then we follows corrective action planning.



  
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**Nanasaheb R. G. Patil**  
(President)


**Dr. T. A. Deshmukh**  
(Principal)

### Administrative office Do's and Don'ts

#### Administrative office Do's

1. Read and follow the relevant rules and regulations of the College and University pertaining to you as a student.
2. Always keep your Identity Cards with you when in the College. In case you lose or damage your Identity Card, a duplicate will issued on application with payment of Rs. 200/-. Further, in case of loss, the duplicate is issued after submission of a copy of F.I.R. lodged with the police.
3. Keep track of Notices as posted on various College notice boards.
4. Visit the College website on a daily basis, especially the "Announcements" section.
5. Peruse each mail or SMS or Whatsapp Msg sent by the College to your registered email IDs or Mobile Number carefully. In case, you do not receive emails from the College, you should notify the same to the Administrative Office.
6. Timely submit all information sought by the College when asked for via email or other medium.
7. Respect the sanctity of the timings of the Administrative Offices viz., Administrative Office, Accounts Office, Computer Centre, Library Office, Hostel Offices, Principal Office and Sports Complex Office.
8. Approach and talk to members of administrative offices in respectful manner.



  
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