

Shellino Education Society's

## ARUNAMAI COLLEGE OF PHARMACY

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

📄 Approved by PCI, New Delhi & Affiliated to KBC North Maharashtra University, Jalgaon

🌐 www.acopmamurabad.com | ✉ jalpharmaedu@gmail.com | 📞 9403739090 | 9403710774

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


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

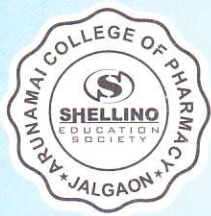
### Administrative office Do's and Don'ts

#### 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.



  
**PRINCIPAL**  
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### Administrative office Don'ts

1. Do not sit in front of office speak loudly or make cluster if you have no work in office.
2. Do not misbehave with members of administrative units.
3. Do not rush, hurry or cause panic for administrative works in the College.
4. Do not remove notices from the notice board.
5. Do not take away or move college equipment/gadgets/furniture without prior permission of official authorized/competent for granting permissions.
6. Do not use any room for any activity without any prior approval.



  
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