



**6.2.1 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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*(Signature)*  
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Agnihotri College of Pharmacy  
WARDHA



## GOVERNING BODY DETAILS

### Screenshot of Website Showing Governing Body Details

The screenshot shows the website of Agnihotri College of Pharmacy, Wardha. The page is titled "The Institute" and contains a table listing the members of the Governing Body. The table has three columns: Sr. No., Name, and Designation. The members listed are:

Sr. No.	Name	Designation
1.	Shri. Shankarprasad Agnihotri	Chairman
2.	Mrs. Shivkumar S. Agnihotri	Secretary
3.	Mrs. Pooja Agnihotri	Member
4.	Dr. Ashok B. Jain	Member
5.	Shri. Rameshji Murdo	Member
6.	Mr. D.S. Wanjan	Member
7.	Dr. Vijay Lokhande	Member
8.	Mr. M.D. Kshirsagar	Industrialist
9.	Mr. Rajkeshor Tugnayat	Academician
10.	Ms. Swapnali Mankar	Faculty Member
11.	Ms. Amrapali Maiskar	Faculty Member
12.	Ms. Neha Shete	Faculty Member

The website also features a navigation menu, contact information, and a footer with social media links and a search bar.

Website Link <https://www.acpwardha.org/institute.php>



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## 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 Tugayot</b> Principal, SSPACE, Wardha	Member	5 Year
4	<b>Mr. Uday Moha</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. Dharmendra R. Mundhada</b> Principal, ACP, Wardha	Member Secretary	5 Year
8	<b>Dr. Prasad P. Jumade</b> HOD	Member	5 Year
9	i) <b>Dr. P. B. Bhatnagar</b>	Member	5 Year
	ii) <b>Ms. Khushboo Vyas</b>	Member	
	iii) <b>Mr. Bandu Kadu</b> Teaching Staff Representative	Member	
11	<b>Mr. Vilas Golhar</b> Non-Teaching Staff Representative	Member	5 Year
12	<b>Mrs. Jayshree Dabal</b> Internal Quality Assurance Cell	Co-ordinator	5 Year
13	<b>Mr. Vaibhav Dhage</b> President - Student Council	Member	--
14	<b>Mr. Roshan Wandhare</b> Secretary - Student Council	Member	--

The above members have been nominated by management and others are elected among themselves in consultation with principal.



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**VARIOUS COMMITTEES REPORTING TO IQAC**

**List of Committees Reporting to IQAC**

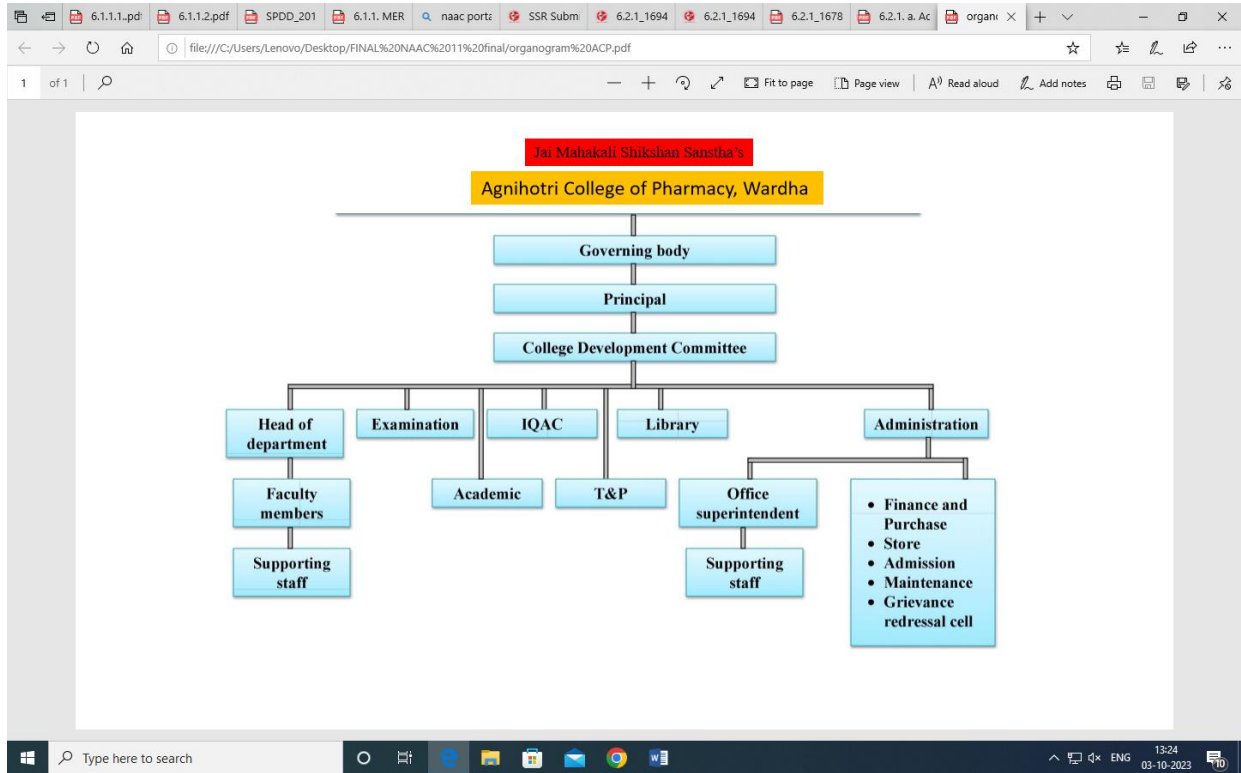
<b>S. N.</b>	<b>Name of Committee</b>
<b>1</b>	Anti- ragging committee
<b>2</b>	Hostel Advisory Committee
<b>3</b>	Library Advisory Committee
<b>4</b>	Gender Sensitization cell
<b>5</b>	Training, Placement and Industry-Institute Partnership Cell
<b>6</b>	Research Advisory Committee
<b>7</b>	Anti-Discrimination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



  
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## ORGANOGRAM OF ACP

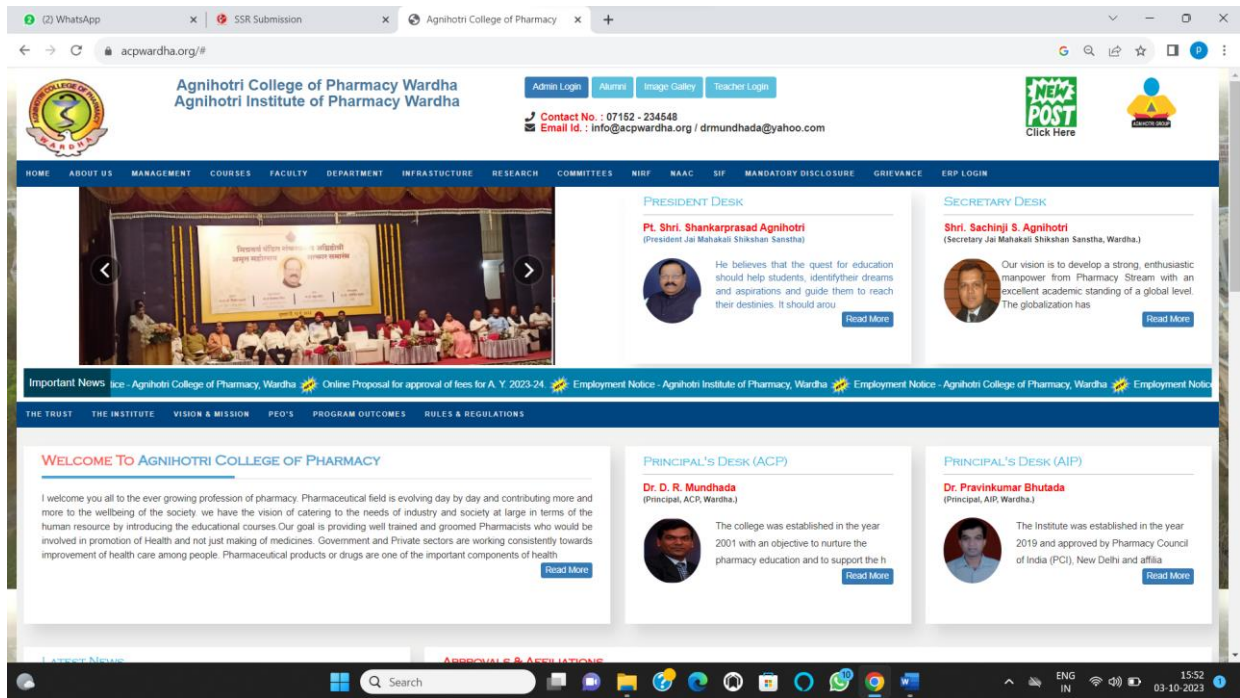


*[Signature]*  
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WARDHA



## VARIOUS COMMITTEES / CELL

### Screenshot of Website Showing various committees / cell



### Link of committees

**1. Anti-ragging Committee**

[https://www.acpwardha.org/upload/committees/Anti\\_Rag\\_Comm\\_upload.pdf](https://www.acpwardha.org/upload/committees/Anti_Rag_Comm_upload.pdf)

**2. Gender sensitization**

<https://www.acpwardha.org/upload/committees/GENDER%20SENSITIZATION.pdf>

**3. Grievance Redressal Committee**

<https://www.acpwardha.org/upload/committees/Doc%20Apr%2019%202023.pdf>



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### **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**



*[Signature]*  
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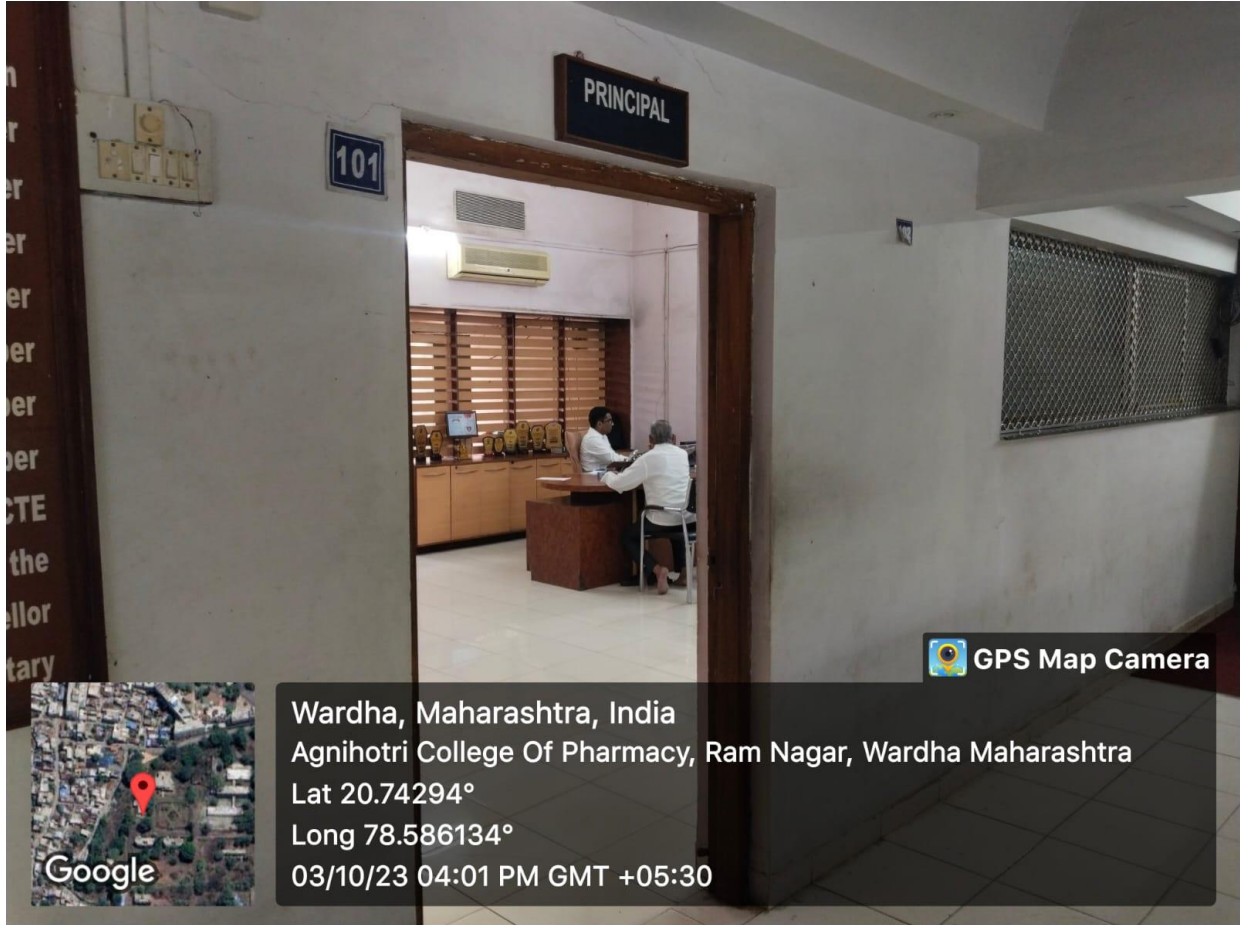
**Photograph of Account Section**



*[Signature]*  
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**Photograph of Principal's Cabin**



*[Signature]*  
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**SERVICE BOOKS DETAILS**

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

॥ विद्या परम् वैवतम् ॥

**सेवा पुस्तक**  
**SERVICE BOOK**

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

संपूर्ण नांव व पत्ता Mr. Prasad Prakashrao Jumarde.  
Lecturer

शाळा / कॉलेज Agnihotri College of Pharmacy.  
Wardha.

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(4)

1. Name  
नाम Mr. Prasad Prakashoo Jumele.

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

3. Residence  
राहत्याचे ठिकाण Deeranagar Jay-ou, Sai Nagar, Wardha.

4. Father's name and residence  
बापाचे नाव व राहत्याचे ठिकाण Prakashoo Vitthaloo Jumele, Deeranagar Jay-ou, Sai Nagar, Wardha.

5. Date of birth by the Christian Eras nearly as can be ascertained (Correctness to be verified from birth Registration Certificate or school leaving certificate.)  
14th June 1982.

6. Date of Medical examination after appointment and result of such examination.

7. Exact height by measurement.  
मेक्याचा वरिपर उंची 5'7 feet.

8. Personal mark for identification.  
आडखल्यासाठी ओळखील चिन्हा  
1. Mark on Right Knee.  
2. Mark on Neck.

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

10. Signature of Employee and Date  
हस्ताक्षर कर्मचार्याची नशी व तारीख

11. Signature and designation of the Head master or Chief Executive, officer or President of the management.  
हस्ताक्षर प्रशासकांसाठी किंवा मुख्याध्यापिकांची / मुख्या कार्यवाहक अधिकाऱ्यांची / संचालकांच्या अध्यक्षताची सही

**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. अ.

(5)

11. Academic qualification in full संपूर्ण शैक्षणिक अर्हा -

Serial No. अनुक्रममांक	Examination परीक्षा	Subject taken घेतलेले विषय	University विद्यापीठ	year of Passing उत्तीर्ण झाल्याचे वर्ष	Class Obtained प्राप्तेला वर्ग	Distinction etc. प्राप्तिय इ.
1	S.S.C.	All Compulsory Subjects.	Nagpur	1998	D.G.	D.7.
2	HSC	Science	Nagpur	2000	I <sup>st</sup>	
3	D.Pharm	All Compulsory Subjects.	MSBTE	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 अनुभव विषयक अर्हा -

Serial No. अनुक्रममांक	Examination परीक्षा	Subject in which the teacher is trained to teach प्रशिक्षण पेशान अनुभवकराठी विषयवस्तु विषय	University विद्यापीठ	year of Passing उत्तीर्ण झाल्याचे वर्ष	Class Obtained प्राप्तेला वर्ग	Distinction etc. प्राप्तिय 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 अर्हा असल्यास)

Serial No. अनुक्रममांक	Examination परीक्षा	University विद्यापीठ	year of Passing उत्तीर्ण झाल्याचे वर्ष	Class Obtained प्राप्तेला वर्ग	Distinction etc. प्राप्तिय इ.
1	M.B.A	YCMOU	2010	I <sup>st</sup>	
2	P.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. अ.



PRINCIPAL  
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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 a 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.

of. H.

(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 reattested by me and found to be correct + except that \_\_\_\_\_

Date 16/06/2007 Signature of Head Master or the Chief Executive Officer  
**PRINCIPAL**  
 Agnihetri 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 scored out when there is no exception



**PRINCIPAL**  
 Agnihetri College of Pharmacy  
 WARDHA

Name of appointment	Whether substantive or temporary	if officiating state (1) substantive appointment and (ii) nature of the original vacancy in which he officiates	Pay in Substantive appointment	Additional pay for calculating emoluments (such as Dearness Allowance)	Other emoluments (such as Dearness Allowance)	Date of appointment	Signature of Employee	Signature and the Head Master/Chief Executive officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Assis. Prof.	Permanent	Regular	5640			15/05/2007		
			4340					
			9000					

Date of termination of appointment	Reason of termination (Such as Promotion transfer/dissmissal etc)	Signature of the Head Master/Chief Executive officer	Leave taken (अनुपस्थिति का)			Signature of the Head Master/Chief Executive officer	Reference to any record or file of the Employee
			Nature and Whether with or without pay	Duration (From To)	Period (Day)		
(10)	(11)	(12)	(13)	(14)	(15)	(16)	
	01 CL	21/07/2007	-	01 CL			
	01 LWP	27/08/2007	-	01 LWP			
	02 DL	15/10/2007	20/10/2007	02 DL			
	01 CL	01/11/2007	-	01 CL			
	01 CL	28/10/2007	-	01 CL			
	1/2 CL	04/12/2008	-	1/2 CL			
	01 DL	15/03/2009	-	01 DL			
	03 DL	25/04/2009	30/04/2009	03 DL			
	01 CL	14/05/2009	-	01 CL			
	1/2 CL	17/09/2009	-	1/2 CL			
	02 CL	23/10/2009	30/10/2009	02 CL			



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WARBHA

**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 मिल्हीद श्रीधर पातुडकर  
कुरुबामपुरी, वर्धा.

शाळा/कॉलेज अग्नीहोत्री कॉलेज ऑफ फार्मसी,  
वर्धा.

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Agnihotri College of Pharmacy  
WARDHA

(4)

1. Name  
नाम: Mahind Shridhar Patilkar

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

3. Residence  
वसत्याचे ठिकाण: Sulampuri, Wardha.

4. Father's name and residence  
बापचे नाव व वसत्याचे ठिकाण: Shridhar Keshao Patilkar

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.)  
04-06-1969


6. Date of Medical examination after appointment and result of such examination  
10-5  
2004

7. Exact height by measurement  
5-7 inch

8. Personal mark for identification.  
1. Mole on the left hand.  
2.

9. Educational qualification  
M. Com. P.G.

10. Signature of Employee and Date  
M. S. Patilkar

11. Signature and designation of the Head master or Chief Executive, officer or President of the management.  
  
PRINCIPAL  
Mahatma College of Pharmacy  
WARDHA

11. शासक/मुख्याधिकारी किंवा मुख्यकार्याधिकारी / मुख्य कार्यवाहक अधिकारी / संस्थापक अधिकारीची सही

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

अ. शा.

(5)

11. Academic qualification in full संपूर्ण शैक्षणिक अर्जत :-

Serial No. अनुक्रममांक	Examination परीक्षा	Subject taken घेतलेले विषय	University विद्यापीठ	year of Passing वर्षीय झाल्याचे वर्ष	Class Obtained प्राप्त केलेला वर्ग	Distinction etc. प्राप्तिपत्र इ.
1	SSC Exam.	Eng, Mar, Sci, Maths	Board	1983-84	II <sup>nd</sup>	
2	HSSC Exam.	Eng; Mar; A/c; E.C.O.	-11-	1985-86	II <sup>nd</sup>	
3	B. Com. Edu- duation.	A/c; Stat; E.C.O.	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 व्यावसायिक अध्यापन विषयक अर्जत :-

Serial No. अनुक्रममांक	Examination परीक्षा	Subject in which the teacher is trained to teach प्राध्यापन घेतलेल्या अध्यापनासाठी शिक्षिलेले विषय	University विद्यापीठ	year of Passing वर्षीय झाल्याचे वर्ष	Class Obtained प्राप्त केलेला वर्ग	Distinction etc. प्राप्तिपत्र इ.

13. Special qualification if any (विशेष अर्जत असल्यास)

Serial No. अनुक्रममांक	Examination परीक्षा	University विद्यापीठ	year of Passing वर्षीय झाल्याचे वर्ष	Class Obtained प्राप्त केलेला वर्ग	Distinction etc. प्राप्तिपत्र इ.

Certified that the entry is accordance with the original certificates.

Signature of Head Master / Head Mistress.

अ. शा.



PRINCIPAL  
Mahatma College of Pharmacy  
WARDHA



(6)

### 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.

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 reattested by me and found to be correct + except that \_\_\_\_\_

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

Signature of Head Master or the Chief Executive Officer  
Principal  
Anandhri 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

31. 11.



PRINCIPAL  
Anandhri College of Pharmacy  
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Name of appointment	Whether Substantive or officiating and (ii) nature of the original vacancy in which he officiates	Whether permanent or temporary	1. क्या पूर्ण वेतन पर नियुक्त किया गया है? 2. यदि नहीं तो पूर्ण वेतन पर नियुक्त होने की तिथि क्या है?	Pay in Substantive appointment	Additional pay for officiating	Other emoluments	Date of appointment	Signature of Employee	Signature and the Head Master/Chief Executive officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
store clerk	Adhoc	—	2000-2020	2400	—	—	01-04-2004	M.M.	PRINCIPAL Anandhi College of Pharmacy WARDHA
—	—	—	—	—	—	—	15-6-2005	M.M.	PRINCIPAL Anandhi College of Pharmacy WARDHA
—	—	—	—	—	—	—	15-6-2006	M.M.	PRINCIPAL Anandhi College of Pharmacy WARDHA
—	Probation	—	—	—	—	—	15-6-2007	M.M.	PRINCIPAL Anandhi College of Pharmacy WARDHA
—	—	—	—	—	—	—	15-6-2008	M.M.	PRINCIPAL Anandhi College of Pharmacy WARDHA
—	Regular	—	—	—	—	—	15-6-2009	M.M.	PRINCIPAL Anandhi College of Pharmacy WARDHA

Date of termination of appointment	Reason of termination (Such as Promotion transfer 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 performance or award or reward
			Duration	From	To		
(10)	(11)	(12)	अवधि	प्रारंभ	अंत	(14)	(15)
31-5-2005							
31-5-2006							
31-5-2007							
31-5-2008							
31-5-2009							



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WARDHA

Name of appointment संयुक्त नाम Designation होद	Whether Substantive or officiating and Whether permanent or temporary कर्मचारी स्थिति स्थायी या अस्थायी	If officiating state (i) substantive appointment and (ii) nature of the original vacancy in which he officiates अस्थायी नियुक्ति का स्वरूप	Pay in Substantive appointment आवक	Additional pay for officiating अस्थायी काम के लिए	Other emoluments falling under the term "pay" अन्य वेतन	Date of appointment नियुक्ति तिथि	Signature of Employee हस्ताक्षर	Signature and the Head Master/Chief Executive officer columns 1 to 8 प्रधान 1 से 8 कोलम कॉलम कोलम प्रमुख/मुख्य अधिकारी कोलम 1 से 8
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Store clerk	Regular	-	57200-20200-24000	-	-	15-6-2009		PRINCIPAL Annihetri College of Pharmacy WARDHA

Date of termination of appointment समाप्ति तिथि	Reason of termination (Such as Promotion, transfer, dismissal etc.) समाप्ति कारण	Signature of the Head Master/Chief Executive officer प्रमुख/मुख्य अधिकारी	Leave taken छुट्टियां			Signature of the Head Master/Chief Executive officer प्रमुख/मुख्य अधिकारी	Reference to any record संदर्भ
			Name and Whether with or without pay नाम और वेतन	Duration अवधि	Period काल		
(10)	(11)	(12)	From से	To तक	Day दिनांक	(14)	(15)
			KCL 14-7-17	-	K	OK	
			OCL 19-9-17	-	O	OK	
			KCL 23-10-17	-	K	OK	
			KCL 20-3-17	-	K	OK	
			OCL 17-7-18	-	O	OK	
			OCL 17-9-18	-	O	OK	
			KCL 22-9-18	-	K	OK	
			OCL 9-10-18	-	O	OK	
			1-M 10-10-18	-	O	OK	



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## **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
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



## 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

18784 दामुद ओडन किल  
 वाक्यमयः - मारुवाय तालुकातील दवाखान्यात नवन उपाध्यक्षीनंतर की

# EXPRESS Careers

Jee Mahabirji Maharaj Sanstha's  
**AGNIHOTRI COLLEGE OF PHARMACY**  
 Bapatji Wadi, Biredi (Nagpur), Wardha-442001  
 Ph: No. 07132-222548  
 Affiliated to PCC, Bapatji Wadi, ICN Nagpur University, Nagpur  
 Website: www.agnihotri.edu.in, Email: agnihotri@rediffmail.com

### EMPLOYMENT NOTICE

Applications are invited for the following full time Non-Teaching positions:

No.	Subject	Post	Number of Posts	Nature of Post	Category
1	M.Pharm in Pharmaceutics	Professor	01	Full Time	Open-III, SC-III
2	M.Pharm in Pharmaceutics	Asst. Professor	01	Full Time	Open-III, SC-III
3	M.Pharm in Quality Assurance	Asst. Professor	01	Full Time	Open-III
4	M.Pharm in Quality Assurance	Professor	01	Full Time	Open-III
5	M.Pharm	Asst. Professor	04	Full Time	Open-III, SC-III, ST-III
6	M.Pharm	Asst. Professor	08	Full Time	Open-III, SC-III, ST-III, Vh. & III, ST-III

\* The last date for submission of applications is 12.04.2022.  
 \* Qualification, experience & pay scale as per PCC, Nagpur (Nagpur U.M., Nagpur University, Nagpur - 440001). Details are available in University web portal <http://www.unnagpur.ac.in>  
 \* The applications can be sent in a plain paper/packaged portfolio & addressed to the President or the address given below or to the following hand delivered & personal post only (D.D. of Rs. 100/- drawn in the name of the Staffing Principal, Agnihotri College of Pharmacy, Bapatji Wadi, Biredi (Nagpur), Wardha-442001) and certified copies of the original certificates/educational records submitted by eligible in terms of academic qualification.  
 \* Candidates are required to submit two passport size colour photographs along with application.  
 \* No. T.S.C.A will be paid after the successful completion of the joining the post.  
 \* Details in respect of job.  
 \* For more details visit our website <http://www.agnihotri.edu.in> or contact office of PCC, Bapatji Wadi, Nagpur.  
 \* For more details visit our website.

Principal President



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