



NAAC ACCREDITED (B++ GRADE)  
SHRI CHHATRAPATI SAMBHAJI SHIKSHAN SANSTHA'S

## SITABAI THITE COLLEGE OF PHARMACY

Approved by, PCI, DTE,

Affiliated to Savitribai Phule Pune University (ID No. PU/PN/Pharma/174/2001)



**Dr. Rajendra N. Thite**  
MA (Sociology, Indology),  
MBA, Ph.D.  
**President**


**Dhananjay N. Thite**  
B.E. (Computer)  
**Secretary**

**Dwarkadas Baheti**  
M.Pharm, Ph.D.  
**Principal**

**Late Bapusaheb Thite**  
Ex. State Home Minister (Mah.)  
Ex. Member of Parliament (Baramati)  
**Founder President**

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.



  
**Principal**  
**PRINCIPAL**  
Sitabai Thite College of Pharmacy  
Shirur (Ghodnadi), Dist. Pune



Shri Chhatrapati Sambhaji Shikshan Sanstha's  
Sitabai Thite College of Pharmacy, Shirur (Ghodnadi)  
Pune 412210

## ORGANIZATIONAL CHART

# Governing Body

CDC

PRINCIPAL

IQAC

Administration

O S

Account  
section

Student Section

Admission  
cell

Academic Incharge

HOD

Class Teacher

Teaching Staff

Technical Staff  
(Supportive Staff)

E&E Section

CEO

Asst to CEO

R&D

Research  
Coordination

Training &  
placement

Library

Faculty  
Incharge

Librarian

Asst.  
Librarian

Student

Sports &  
Cultural  
committee

Student council

Anti-ragging/  
I. Harassment  
Committee

Alumni



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## POLICY DOCUMENT



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## **POLICY DOCUMENT FOR STAFF RECRUITMENT**

### **Policy:-**

### **STAFF SELECTION COMMITTEE**

1. Staff Selection Procedure- Prepare Vacancies roster as per norms and SPPU reservation and State Reservation cell and approve from them.
2. After approval publish advertisement in newspaper as per norms, calling eligible candidates applications as per AICTE/PCI /UGC norms.
3. Same will be communicated to Reservation Cell/ Employment Dept. & other concern .
4. Communication to University for Staff selection committee.
5. After receipt of staff selection committee, date is finalized with discussion of Chairman and members of committee.
6. All the eligible candidates are communicated before 15 days from the date of interview.
7. Committee will interviewed with candidates & make report of eligible& suitable candidates.
8. Selection committee report shall be submitted within 48 hours to University.

### **LOCAL SELECTION COMMITTEE:**

Local selection committee plays an important role in selection of eligible & qualified staff on adhoc or temporary basis as per need of college.

The procedure is followed as per norms & procedure of SPPU. After interview selection committee report has to be submitted within 48 hours of meeting. All necessary documents will be submitted to University for approval by online as per SPPU instructed.



  
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**POLICY DOCUMENT FOR PROCUREMENT OF EQUIPMENT, COMPUTERS &  
ALLIED ITEMS, FURNITURE, BOOKS & JOURNALS, CHEMICALS &  
GLASSWARE AND OTHER CONSUMABLES.**

**Objective:** By procuring to fulfill the need /requirement of departments.

1. Concern departments prepare requirements and submitted to Store. The Purchase committee, after discussion will call quotations & prepare comparative statements.
2. Comparative statements will be submitted for approval from management.
3. After finalization Purchase order (with specification needed) of selected agencies is prepared.
4. After receiving material, Store In charge will check as per purchase order and recorded in register& bill will be forwarded to account section through Principal & payment will be released by Cheque/RTGS/NEFT after approval of management.
5. Any defect or any loss of items received will be informed to concern agency in any case.



  
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## **POLICY DOCUMENTS FOR FINANCIAL ASSISTANCE TO FACULTY**

### **Objective:**

1. To encourage faculty for Research Promotion /Activity.
2. To motivate & promote faculty for publication research paper /for presentation or attendance in National, International Seminar /Workshop /Conference.
3. To support faculty for participating in faculty development program arranging State /National /International conference & faculty development program.

### **Policy:**

- 1 Registration charges for different conferences, seminars & faculty development program are paid by Institute.
2. T.A. and other admissible charges paid and instead of D.A. faculty will be granted Duty leave for the said program.
3. Faculty should apply to the funding agencies for financial assistance.
4. College promotes research by provide contingency.
5. Institute promotes Researcher to use the facilities & other organization for conducting Research work such expenses of outsourcing is paid by Institute.



  
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## **POLICY DOCUMENTS FOR e-GOVERNANCE**

### **Scope:**

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

### **Objectives:**

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library.

### **Policy:**

- The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.
- The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

**Website:** The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.



**Accounts:** The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining.

**Library:** The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

**Administration:**

- ☐ Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- ☐ To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- ☐ Students must be able to obtain maximum services in online mode.
- ☐ The College will look into opportunities to automate some of its functions related to administration.
- ☐ Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

**Examination:** The College has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.



  
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