

Mandatory Disclosure

The onus of the authenticity of the information lies with the Institution ONLY and not on AICTE.

1. Name of the Institution :-

RAO MOHAR SINGH COLLEGE OF PHARMACY,
VPO.- JATAULI , DISTT.- GURUGRAM
Pin Code – 122504
Phone : 9999648059
E-mail : raomscp@gmail.com

2. Name & Address of the Society :-

LORD SHIVA CHARITABLE AND EDUCATIONAL SOCIETY
H.NO.- 18, SECTOR- 10A,GURGAON
Mob. 9999648059

3. Name & Address of the Chairman/Principal

Mrs. Kirti Kumari
600/Sec-10, Gurugram (Haryana)
Phone No. 9999648059
E-mail : raomscp@gmail.com

4. NAME OF THE AFFILIATING BOARD:-

Haryana State Board of Technical Education, Panchkula (Haryana)

5. GOVERNANCE

a) Members of the Board and their brief background

Name & Address of the Members :-

NAME AND ADDRESS OF THE MEMBERS OF THE GOVERNING BODY AS PER THE COMPOSITION PRESCRIBED BY AICTE							
S. No	Name	Position	Qualification	Present Professional position / Occupation	Telephone Numbers	E-mail	Address
01.	Mrs. Lalita,	President	PG	Social Worker	9999648059	raomscp@gmail.com	VPO-SIRHOL GURGAON
02.	Mr.Anshul Jain	Vice-President	UG	Social Worker	9999648059	raomscp@gmail.com	Jharsa Road Gurgaon
03.	Mr. Sharad	Secretary	PG	Educationist	9999648059	raomscp@gmail.com	Sector 10 A Gurgaon

04.	Mr.Parikshit Jain	Treasurer	UG	Social Worker	9999648059	raomscp@gmail.com	Sector 15-I, Gurgaon
05.	Mr.Ritesh Jain	Member	PG	Social Worker	9999648059	raomscp@gmail.com	Kirti Nagar Gurgaon
06.	Ms.Poonam Jain		PG	Educationist	9999648059	raomscp@gmail.com	Vijay RatanVihar,Gurgaon
07.	Mr.Shekhar		PG	Social Worker	9999648059	raomscp@gmail.com	Kirti Nagar Gurgaon

1. Mrs. Lalita Yadav , M.A.

President- member of advisory board of various institution and also member of other social organization for welfare society.

2. Mr. Anshul Jain

Vice-President- member of advisory board of various institution and also member of other social organization for welfare society.

3. Mr. Sharad Yadav

Secretary, Participates in various programmes as chairperson and mainly involved in social activities and member of advisory board of various institutions. He involved actively in improvement programmes launched by the society for the welfare of the mankind.

4. Mr. Parikshit Jain

Treasurer , member of advisory board of various institution and also member of other social organization for welfare society. Provides free consolation to patient in offline & online mode.

5. Mr. Ritesh Jain, Executive Member, Social Worker.

6. Mrs. Poonam Jain, Executive Member, Educationist.

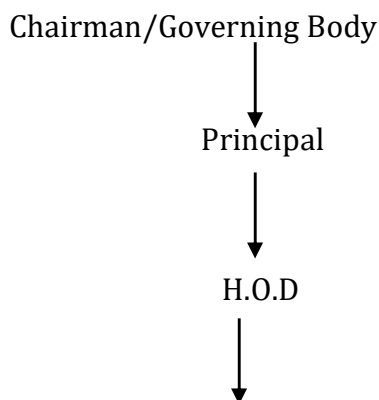
7. Mr. Shekhar, Executive Member, Social Worker.

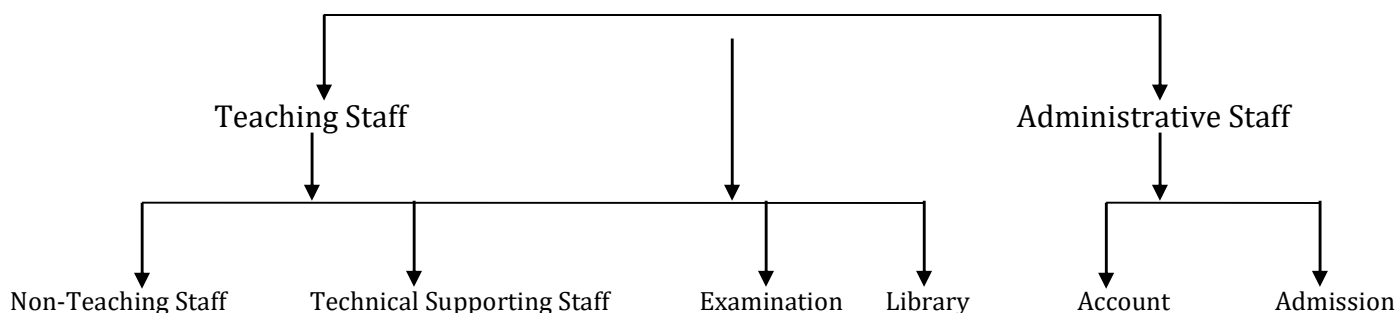
b) Members of Academic Advisory Body :-

1. Dr. Balram, M.B.B.S, M.D.
2. Dr. Mansi Chowhan, M.B.B.S., M.D.
3. Dr. Anil Sharma, M.B.B.S.
4. Dr. Yashwant Solanki, M.B.B.S.

c) Frequency of the Board Meetings and Academic Advisory Body: Such meetings are organized twice a year regularly or whenever the need arises for a special problem/work.

d) Organizational chart and processes:





- e) **Nature and Extent of involvement of faculty and students in academic affairs/improvements:** The Principal and Staff of college actively participate in various activities for the overall development of the students. The Staff is supported by the College on behalf of Lord Shiva Charitable & Educational Society for Higher Studies.
- f) **Mechanism/Norms and Procedure for democratic/good Governance:** Fortnightly meetings of teaching and nonteaching staff are organized for the welfare of students and to solve any other problem arises in the day-to-day activity of the college. The institute has well established organization to look in to all the technical and academic affairs. Students are free to convey their problems to the concerned authorities individually or through their respective representatives. Students are independent to celebrate the various functions concerned to them at the college stage, without direct involvement of the college authorities.
- g) **Student Feedback on Institutional Governance/faculty performance:** The authorities are aware of the current academic status of faculty and institutional governance through a well-set system. This evaluation has been very rewarding and helps a lot in curbing various situations. This evaluation has brought good results in annual results as well as discipline. Our institutional governance has been reflected in the last year result of the institute.
- h) **Grievance mechanism for faculty, staff and students:** Grievance Redressal Committee solves all the matters related in this regard. The committee believes in solving such problems as per norms and without hurting anyone in particular.
- i) **Establishment of Anti Ragging Committee:** Anti Ragging committee has been constituted as per norms of AICTE, New Delhi which solves all the matters related in this regard. The committee believes in solving such problems as per norms and without hurting anyone in particular.

Anti-Ragging Committee Members:

Sr. No	Name	Designation
1.	Mrs. Kirti Kumari	Head / Principal
2.	Dr. Neha Yadav	Member/Sr. Lecturer
3.	Mr. Abhishek Kumar Mishra	Member/Society Member

- j) **Establishment of Online Grievance Redressal mechanism:** Online Grievance Redressal mechanism has been adopted as per norms to solve all the matters related in this regard. Further link for online Grievance Redressal system is installed on institution's website.
- k) **Establishment of Grievance Redressal Committee in the institution and appointment of Ombudsman by the institution:**

Sr. No	Name	Designation
1.	Mrs. Kirti Kumari	Head / Principal
2.	Mrs. Aleesha Kumari	Member/Lecturer
3.	Mr. Shekhar	Member/TPO

- l) **Establishment of Internal Complaint Committee (ICC):**

Sr. No	Name	Designation
1.	Mrs. Kirti Kumari	Head / Principal
2.	Mrs. Anamika	Member/Lecturer
3.	Dr. Neha	Member/Lecturer

- m) **Establishment of Committee for SC/ST:**

Sr. No	Name	Designation
1.	Mrs. Kirti Kumari	Head / Principal
2.	Mrs. Anamika	Member/Lecturer
3.	Mr. Abhishek Kumar	Member/Lecturer

- n) **Internal Quality Assurance Cell:**

To maintain the quality of education, internal quality assurance cell of HODs of different departments has been constituted. They meet periodically for the introduction of latest teaching methods/techniques for improvements in education.

6) **PROGRAMMES:**

- Name of the Programmes approved by the P.C.I : **Diploma in Pharmacy**
- Name of the Programmes accredited by the AICTE : **None**
- For each Programme the following details are to be given:

Name :	Diploma in Pharmacy
Number of Seats	60
Duration	2 years

Fee

26800/- including 1500/- refundable security.

Cut off mark/rank for admission during the last three years: As per Norms of DTE, Haryana & HSTES Panchkula. Placement Facilities: **Mrs. Anamika**, is working as Placement Officer in the College.

- d) Name and duration of programme(s) having affiliation/collaboration with Foreign University(s) /Institution(s) and being run in the same Campus along with status of their AICTE approval. If there is foreign collaboration, give the following details: **Not Applicable**
- e) Whether the Collaborative Programme is approved by AICTE? If not whether the Domestic/Foreign Institution has applied to AICTE for approval as required under notification no. 37-3/Legal/2005 dated 16th May 2005. **Not Applicable**

7. LIST OF PERMANENT/ADJUNCT FACULTY:

Sr. No	Name of Faulty	Designation	Branch	Permanent/Adjucet
1.	Mrs. Kirti Kumari	Principal	Pharmacy	Permanent
2.	Mrs. Anamika	Sr. Lecturer	Pharmacy	Permanent
3.	Dr. Neha Singh	Lecturer	Pharmacy	Permanent
4.	Mrs. Khushboo Singh	Lecturer	Pharmacy	Permanent
5.	Mrs. Aleesha Kumari	Lecturer	Pharmacy	Permanent
6.	Mr. Abhishek kumar Mishra	Lecturer	Pharmacy	Permanent

8. Profile of Principal :-

Name of Principal	Mrs.KIRTI KUMARI
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D.O.B & Age	Qualification	Specialization	Date of Joining	Pay Scale	Basic Salary	Total Salary	Aadhar Number
21/04/1989 31 YEAR	M.Pharm B.Pharm	Pharmaceutics Pharmacy	26-08- 2019	----	-----	37400	690908011731
Experience :-							
Institute Name		Position	Duration		Industory		
Rao Mohar Singh College Of Pharmacy VpoJatauli Dist Gurgaon 123 504		Principal	26-08-2019 to till date		NA		

Deen Dayal Rustagi College Of Pharmacy P O Khandewla The Farrukhanagar Distt Gurgaon Haryana	Assistant Professor	23-10-2017 to 30-06-2019	NA
Ram Gopal College Of Pharmacy Village SultanpurTehFarrukhnagarDistt Gurgaon	Assistant Professor	16-08-2016 to 17-10-2017	NA
Ram Gopal College Of Pharmacy Village SultanpurTehFarrukhnagarDistt Gurgaon	Assistant Professor	01-09-2014 to 30-11-2015	NA
Ram Gopal College Of Pharmacy Village SultanpurTehFarrukhnagarDistt Gurgaon	Assistant Professor	23-07-2012 to 30-04-2014	NA

9. Fees :-

Sr. No.	Types of Fees	Annual Charges for D.Pharmacy
1.	Tution Fee	Rs. 18600/- Per Annum
2.	Development Fee	Rs. 4400/- Per Annum
3.	Student Fund	Rs. 1200/- Per Annum
4.	Caution money college (one time Refundable)	Rs. 1500/- (one time)
5.	Prospectus & Placement brouchere	Rs. 1000/-

Student Fund Rs 1200/- per year as per details given below :-

Common Room Fee	Rs. 50/-
Medical Examination & Health Fee	Rs. 50/-
Souvenir Fee	Rs. 50/-
Student Welfare Fee	Rs. 200/-
Student Aid Fund	Rs. 150/-
Youth Welfare Fee	Rs. 500/-
Identity Card Fee	Rs. 50/-
Sports Fee	Rs. 150/-
Total	Rs. 1200/-

- a) **Time schedule for payment of fee for the entire programme:** As per Norms of DTE, Haryana/State Govt.

- b) No. of Fee waivers granted with amount and name of students:** As per Norms of DTE, Haryana/State Govt.
- c) Number of scholarship offered by the institute, duration and amount:** The college authorities help in the filling the form for scholarship under Post Matric Scholarship Scheme of Govt. of India/Haryana.
- d) Criteria for fee waivers/scholarship:** As per Norms of DTE, Haryana/State Govt.

10. Admission :-

- a) Number of seats sanctioned with the year of approval.**
Diploma in Pharmacy; No of seats – 60; Year of approval 2018-19 onwards
- b) Number of students admitted in the last three years :-**

2018 – 19	:	51
2019 – 20	:	29
2020 – 21	:	66
- c) Number of applications received during last two years for admission under Management Quota and number admitted:** Last two years under Management quota Diploma in Pharmacy fifteen applications have been received in academic session 2018-19, 2019-20, 2020-21 and all of them has been admitted in the course as per the norms and standards of HSTES, Panchkula/Govt. of Haryana, and PCI, New Delhi.

11. ADMISSION PROCEDURE:

- a) Mention the admission test being followed, name and address of the test agency and its URL (website):** The admissions in Diploma in Pharmacy course are done by the Haryana State Technical Education Society, Haryana on behalf of Haryana Govt./Haryana State Board of Technical Education, Haryana/Department of Technical Education, Panchkula (Haryana) and its URL is <http://www.techeduhry.gov.in>, <http://www.tehadmissions.gov.in>
- b) Number of seats allotted to different test qualified candidates separately [AIEEE/CET (State conducted test/University tests)/Association conducted test]:** As per norms of Haryana State Technical Education Society, Panchkula/Department of Technical Education, Panchkula/Govt. of Haryana.
- c) Calendar for admission against management/vacant seats:** As per norms of Haryana State Technical Education Society, Panchkula/Department of Technical Education, Panchkula/Haryana State Board of Technical Education, Panchkula/ Govt. of Haryana.

- d) **Last date of request of Applications/ Last date of submission of Application/Date of Announcing Final Result/Release of Admission List/Date of Acceptance by Candidate/Last Date of Closing of Admission:** All the above mentioned procedures are adopted as per the schedule given by the per norms of Haryana State Technical Education Society, Panchkula/Department of Technical Education, Panchkula/Haryana State Board of Technical Education, Panchkula/ Govt. of Haryana.
- e) **Starting of the Academic Session:** 25th Aug' 2021 for Diploma in Pharmacy course
- f) **The policy of refund of the fee, in case of withdrawal, should be clearly notified:** The policy for refund of fees is adopted per as per norms of Haryana State Technical Education Society, Panchkula/Department of Technical Education, Panchkula/Haryana State Board of Technical Education, Panchkula/ Govt. of Haryana.

12. CRITERIA AND WEIGHTAGES FOR ADMISSION:

- a) **Describe each criteria with its respective weightage i.e. admission test, marks in qualifying examination etc:** For Diploma in Pharmacy and Diploma in the admission are done on the basis of DET/Marks in the qualifying examination and the admissions are made by the Haryana State Technical Education Society, Panchkula or Institution at their own level as per the Norms of Department of Technical Education, Haryana (Panchkula)/Haryana Govt./AICTE, New Delhi and PCI, New Delhi.
- b) **Mention the minimum level of acceptance, if any:** For getting admission in Diploma in Pharmacy candidate must have passed 10+2 (Medical or Non- Medical) with physics and chemistry as compulsory subjects and mathematics or biology as optional subject or must fulfill the minimum qualification prescribed by the AICTE/PCI/ Haryana Govt./ Department of Technical education, Haryana.
- c) **Mention the cut-off levels of percentage & percentile scores of the candidates in the admission test for the last three years:** Already mentioned above.
- d) **Display marks scored in Test etc. and in aggregate for all candidates who were admitted:** Admissions are made centrally by the Haryana State Technical Education Society, Panchkula on the behalf of Department of Technical Education, Haryana/Government of Haryana.

Item No 1 - 12 must be given in information brochure and must be hosted as fixed content in the website of the Institution. The Website must be dynamically updated with regard to XII-XV.

- 13. **LIST OF APPLICANTS:** All eligible students has been given admission in Diploma in Pharmacy course in academic session 2020-21 as per the norms of Department of

Technical Education, Haryana and Haryana State Technical Education Society, Panchkula and Govt. of Haryana.

14. RESULTS OF ADMISSION UNDER MANAGEMENT SEATS/VACANT SEATS: In Diploma in Pharmacy fifteen applications have been received in academic session 2018-19, 2019-20 and respectively in coming session and all of them has been admitted in the course as per the norms and standards of HSTES, Panchkula/Govt. of Haryana/AICTE, New Delhi and PCI, New Delhi.

15. INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES A

- Number of Class room and size of each: 02 of 66 Sqm Each
- Number of Tutorial room and size of each: 02 of 66 Sqm Each
- Number of Laboratories and size of each: 05 of 55 Sqm Each
- Number of Computer centre with capacity of each: 01, with capacity of 20 students
- Central Examination Facility: One HALL with Capacity of 90 students
- Central Examination Facility, Number : 04 Class Rooms each with capacity of 60 students.
- Barrier Free Built Environment for disabled and elderly persons: Ramp & Toilet provided
- Occupancy Certificate/Fire Safety Certificate: Available

LIBRARY :-

Library			
Program	Titles	Volumes	National/ International Journals
Pharmacy	100	1000	05

LABORATORIES :-

Sr. No.	Name of the course	Name of the Laboratory / Workshop	Major Equipment
1.	D. Pharmacy	Pharmaceutics Lab (Excluding Store)	Autoclave, Ointment Filling & Sealing Machine, Ampoule Washing, Filling & Sealing Machine, Ball Mill, Friability Tester, Percolators, Digital Balance, Disintegrator, Dissolution Apparatus, Distillation Unit, Incubator, Aseptic Cabinet etc.
		Pharmachemistry Lab (Excluding Store)	Refractometer, Hot Air Oven, Water bath, Hot Plate, PH Meter, Colorimeter, Atomic Model Set etc.

		Pharmacognosy Lab (Excluding Store)	Sechelt Extractor, Microscope, HAO, Tray Dryer, Water Bath, Percolators, OHP etc.
		Pharmacology Lab (Excluding Store)	Electro convulsometer, Organ Bath, BP Apparatus, Histamine Chamber, Microscopes, Charts, Crude Drugs, Skeleton System, Refrigerator, Centrifuge.
		Pharmacy Practice Lab (Excluding Store)	Autoclave, Ball mill, Friability tester, Percolators, Disintegrator, Dissolution Apparatus etc.

COMPUTING FACILITIES:-

COMPUTERS, SOFTWARE, INTERNET AND PRINTERS				
No. of PC's Laptops	System Software	Application Software	LAN & Internet	Printers
20	03	20	Available	04

- Innovation Cell: Exists
- Social Media Cell: Exists
- Compliance of the National Academic Depository: N.A.

List of facilities available:

Games and Sports facilities: Indoor & outdoor games available.

Extra-Curricular activities: Cultural Activities, Institute is performing NSS activities. Extracurricular activities started like NCC/NSS/Sports/Cultural/Debates/Paper presentation/ Quiz Competitions/Student help desk etc. Different activities are regularly organized in the campus for the overall development of the students such as Athletic meet, regular games & sports events, fresher party, annual day celebration, NSS camp, Akhand Path/Havans etc. Further student help desk/ counseling facility is also provided to the students to come out from their personal problems etc.

Teaching Learning Process: Along with the state of art facilities in library, teaching staff is also sent to attend various AICTE/UGC sponsored programmes from time to time. Extension lecturers by experts are also delivered on selected topics for updating teachers and students both.

Curriculum and syllabus for each of the programme as approved by the University:

The curriculum and syllabus had been implemented in the institution as approved by Department of Technical Education, Haryana/State Govt./State Board of Technical Education, Panchkula and PCI.

Academic Calendar of the Board for 2020-21: Academic calendar of State Board of Technical Education, Panchkula and PCI has been implemented in the institution.

Academic Time Table with the name of the faculty members handling the course: Academic Calendar of Haryana State Board of Technical Education, Panchkula is followed.

Teaching Workload of each Faculty: As per Norms of Department of Technical Education, Haryana/State Govt./State Board of Technical Education, Panchkula and PCI.

Internal Continuous Evaluation System and place: Regular system of conducting Internal (Sessional) exams is followed. The sessional examinations are notified well in advance through the college academic calendar both for theory and practical exams. Weightage for Internal assessment is as per norms of Department of Technical Education, Haryana/State Govt./State Board of Technical Education, Panchkula and PCI.

Student's assessment of faculty, system placed: Such an assessment is regularly conducted and is very helpful in providing proper education to the students.

Students' assessment of Faculty, System in place:

16: ENROLLMENT OF STUDENTS IN LAST THREE YEARS:

Sr. No.	Session	Branch	No of Student Enrolled
1.	2018-19	Diploma in Pharmacy	51
2.	2019-20	Diploma in Pharmacy	29
3.	2020-21	Diploma in Pharmacy	66

17. LIST OF RESEARCH PROJECTS/CONSULTANCY WORKS: Nil

18. LoA AND SUBSEQUENT EoA TILL THE CURRENT ACADEMIC YEAR: Already uploaded on Institutional website.

19. ACCOUNTED AUDITED STATEMENT FOR THE LAST THREE YEARS: Already uploaded on Institutional website.

20. BEST PRACTICES ADOPTED, IF ANY:

- Guest Lecture Time to Time
- Motivational Videos
- Quiz Competition
- Rangoli Competition
- Annual Function
- Power point presentations by students, faculty.