

**Acharya & BM Reddy College of Pharmacy
Bengaluru – 107**



**Statutory Declaration under Section 4 (1) (b)
of the RTI Act 2005**

Acharya & BM Reddy College of Pharmacy
Bengaluru – 107



Particulars of the Organization, Functions and Duties

Sl. No.	Title	Details
1.	Name of the College	Acharya & BM Reddy College of Pharmacy
2.	Address for Communication	, # 89/90, Soladevanahalli, Chikkabanavara Post, Hessarghatta Road, Bangalore -560090
3.	Phone No.	080 22555555
4.	Fax No.	080
5.	Email	abmrpc@acharya.ac.in
6.	Website	www.abmrpc.ac.in
9.	The Principal	Dr. Amit Kumar Das
10.	Mobile No.	9742544738
11.	Email	principalabmrpc@acharya.ac.in

12. Introduction

At Acharya, our educational philosophy is broader than simply academics. Being one of the best colleges in Bangalore, our mission is to provide our students with a holistic life experience, By integrating carefully planned facilities and activities into the daily campus routine, we ensure our students become responsible human beings and prepare them to face the challenges of life.

13. The Vision statement

Committed to the cause of value-based education in all disciplines of Pharmacy, Acharya & BM Reddy College of Pharmacy envisions itself as a fountainhead of innovative human enterprise, with inspiration initiatives for academic excellence.

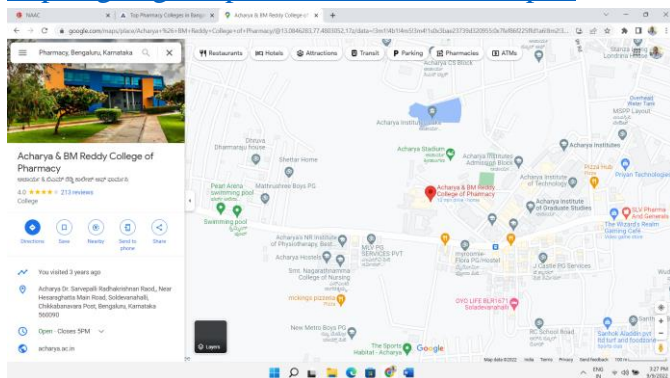
14. The Mission of the College

"To ensure, planned development of Pharmacy Education consistent with the Policies of the State and Nation. We are committed to provide need based, Quality Pharmaceutical Technical and Professional Human Resources to the Industry, Business and Community".

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15. Location of the College

<https://goo.gl/maps/wk2SMxkYTo8zSUP8>



17. Governance

The governing body / management comprises of Chairman, Director Admission and Executive Secretary they frame the policies and plans for the Institutions administrative and academic functions. The principal of the Institution implements the statutes laid down by the management and statutory Bodies like RGUHS through Vice Principal and Deans of various departments like administration, Academics, Student Affairs, Controller of Examination and IQAC through QA Office.

- ◆The Management
- ◆Governing body
- ◆Academic Council
- ◆Planning Committee
- ◆Finance Committee

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The Management

Acharya Institutes is a conglomerate of institutions. Acharya & BM Reddy College of Pharmacy functions as one of the unit. The Chairman is the head of all the Institutions. He provides requisite leadership of the system. The Director admission heads the admissions. All the admissions of the institutions come through the Director Admissions Office. The Executive Secretary to the Chairman executes the framed policies and statutes of the Institutions.

The college is situated in the north part of Bengaluru where there are a few educational institutes which provide quality education. The institute enrolls students from different states of India such as Kerala, Manipur, Tamil Nadu, Andhra Pradesh, Jammu and Kashmir, Gujarat, Shillong, Meghalaya, Assam, Tripura, Karnataka etc; and international students The institution caters to the diverse cultural needs of the learners. The institution makes sure that the students from all strata of the society are admitted. Emphasis is given to the deprived and weaker section of the society

Governing Body

The Institution functions under the aegis of JMJ Society, headed by Shri.B.M. Reddy, founder Chairman Shri.B.Premnath Reddy, Smt.Shalini Reddy is the Executive Director, Shri. C.B.M. Bhooshan is the Executive Secretary to the chairman; the management takes care of the functions and operations of the academic and administrative aspects of the institution. The Principal heads the academic and administrative departments of the college. The Academic (Academic, Administration, Student Affairs and Controller of Examination) along with the coordinator are in-charge of the academic and administrative functioning of departments. The teaching faculty takes care of the academic aspects and activities related to co-curricular and extra-curricular aspects. The Principal delegates the administrative work to the Vice Principal, coordinator. The financial aspects are taken care by the finance department headed by a CFO. The various administrative departments with office assistants are headed by the Administrative officer. The college has a Governing Council headed by the Founder Chairman of the parent organization –JMJ Society.

The governance fosters a culture of excellence and also a commitment for continuous quality improvement by academic, research and developmental activities by continuously monitoring the revision of curriculum, promotion of research, undertaking research projects, meeting the Philanthropist, Governmental and Non-Governmental bodies in getting best inputs and facilities for infrastructure and ICTs to transform into an excellent education Institution. Faculty members are encouraged to participate in conferences, workshops and summer workshops and also online e-resources access is provided to all. Remote access facilities are being introduced.

Planning and Monitoring Committee

All day-to-day activities of the institution like sending e-mail, notices and agendas to faculty and staff rather than printing and distributing them, enforcing a paperless communication. Mass short message service facility is also used. Wi-Fi internet system is promoted in the office and faculty rooms. Foster technology growth by asking students/parents to write e-mail addresses for communication purposes.

Finance Committee

All financial activities are completely automated. There is provision of Single Window approach System for students to pay their fee. Every student has their unique ID number through which one can make their payments.

Biometric Access Control System is adopted to monitor effective Time Management in the institution. This is used for processing attendance data as well as generating various types of leave and for preparation of missed reports. It facilitates the payroll and employees to record their attendance for salary purpose.

Leave Management system is part of ERP software. Here an employee can provide requests for his leave by this system; a HoI and Head HR approve/disapprove the applied leave. The employee can also check his/her leave status. Other leave facilities such as official on duty, compensatory off, leave regularization, casual leave, maternity leave, special leave and other leaves can also be availed through online leave management system.

18. Working hours

- ◆ Office 9.00 am to 5:00 pm – Monday to Saturday
- ◆ Lunch – 1.00 pm to 2.00 pm
- ◆ Visiting hours for Public – 10:00 am to 4:00 pm on all working days
- ◆ Library – Week days : 8 am to 8 pm (Sunday: 10 am to 1 pm)

19. Powers and Duties of Officers and Employees

Sl. No.	Title of the Authority	Responsibilities
i.	Principal	<ul style="list-style-type: none">◆ Building and improving of the quality of education and research◆ Research fund generation from various funding agencies◆ Promoting team work and spirit◆ Staffing of teaching, technical and supporting staff◆ Budgetary optimization of income and expenditure◆ Admissions as per Rules & Regulations of Autonomous Guidelines, Parent University and GoK◆ Overall administration◆ To hold meetings of the Statutory Bodies of the Autonomous College as per norms

ii.	Academic Co-Ordinator	<ul style="list-style-type: none"> ◆ Actively assisting the Principal ◆ Monitoring academic profile of the Department ◆ Co-coordinating the teaching and learning of the subjects ◆ Ensuring timely and adequate provision of textbooks, materials, and equipment required ◆ Budgets for the requirements of the laboratories ◆ To look after repair/maintenance of equipment and instruments ◆ Conduct regular Departmental meetings to monitor developmental activities ◆ Motivate faculty to publish research articles and participate in conferences / workshops /symposium ◆ Applying for research projects grants
iii.	Examination Co-Ordinator	<ul style="list-style-type: none"> ◆ Acquire and maintain an up-to-date knowledge of the examinations circulars issued by the Parent University ◆ Plan and display to staff, parents and students, the examinations schedule ◆ Smooth conduct of internal and external exams ◆ Assign duties related to invigilation ◆ To maintain documents related to functioning of exam ◆ To strictly follow rules/regulations of the examination ◆ Prompt correspondence and rapport with the stakeholders

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iv.	Placement Co-Ordinator	<ul style="list-style-type: none"> ◆ Conduct employability, entrepreneurship and soft skill programs ◆ Awareness camps and programs for personality development for students ◆ Counsel students for education/job opportunities ◆ Arrange campus interviews. ◆ Promote Industry-Institute Interaction for internships sponsored projects, placement etc.
v.	Teaching Faculty	<ul style="list-style-type: none"> ◆ Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such as student counselling, setting and grading test papers, arranging and conducting tests, implementation of project for students, setting and evaluation. ◆ Curriculum development due to the ever expanding demand of knowledge and changing needs of the industry ◆ Perform the duties and responsibilities assigned by Principal and Department Head ◆ Student's activities such as Mentor to literary, sports and student progression system ◆ Administration which may be Departmental and or College as member/convener of committees

<p>vi.</p>	<p>Sports-in-Charge</p>	<ul style="list-style-type: none"> ◆ Organize intra and inter college sports events for the students from time to time ◆ Procure and make available the sports material and equipments ◆ To promote good health, giving students a new way to make them fit and learn their lessons at the same time. ◆ Also inculcate the values and importance of team spirit ◆ Insist them to work as a part of team to make the student competitive
<p>vii</p>	<p>Alumni Association Committee</p>	<ul style="list-style-type: none"> ◆ Constitution of committee and maintaining minutes of meeting ◆ Maintaining and updating alumni database ◆ Organizing Alumni Meet ◆ Continuous liaison with alumni for curriculum enrichment, activities of entrepreneurship development cell etc
<p>viii.</p>	<p>Anti-Ragging Committee</p>	<ul style="list-style-type: none"> ◆ Ensure compliance with the provisions of AICTE Regulations and Maharashtra prohibition of Ragging Act 1999 and Prohibition and Eradication of Ragging Act, 2016. ◆ Enforcement of act and its amendments as published from time to time ◆ To prevent the events related to ragging in campus/ off campus / hostel / any other place in the premises. ◆ Ensure conducts of Anti-ragging squad observing of fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student/s accused of ragging and considering such other relevant information as may be required.

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<p>ix.</p>	<p>Grievances Redressal committee</p>	<ul style="list-style-type: none"> ▪ Grievance Redressal Cell- addresses inequalities and perceived injustices. Students can approach Grievance Redressal Cell for their problems or deposit them in writing in the grievance / suggestion boxes, kept in college. ▪ The problems are taken up for discussion and appropriate decisions are taken. The committee meets periodically to deliberate the grievance received.
<p>x.</p>	<p>Librarian and Library staff</p>	<ul style="list-style-type: none"> ▪ The committee meets regularly twice in a year and assess the developments made and draws up plans and actions to provide improved services. ▪ The Committee ensures the procurement of books and other learning resources to pursue courses as per the curriculum. ▪ The committee assists the librarian to develop comprehensive collection, holdings and other resources. ▪ Efforts were made to provide e-resources available from HELINET by establishing user terminals in the library. ▪ Advisory Committee oversees the overall development of library to meet the needs of the Faculty and students

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xi	Administrative Office Staff	<ul style="list-style-type: none">▪ This is the first level of the Administrative Officer series where the primary function is office and administrative management work is been handled for establishment, Affiliation, Admission, Academic, Examination.▪ They manage, co-ordinate, and supervise a group of subordinates that provide the administrative support functions to an organization.
xii	Lab Assistants	<ul style="list-style-type: none">▪ They perform various Experiments with modern high quality Equipment's provided by the institute.▪ They also will look into the development of lab equipment's and change them accordingly as per modern changes.