MANDATORY DISCLOSURE

DIPLOMA IN PHARMACY PROGRAMMES

The following information is to be given in the Information Brochure besides being hosted on the Institution’s official Website.

I. Name of the Institution

Mumbai Educational Trust’s Institute of Pharmacy (Diploma) [METIOP]

- Address including telephone, Fax, e-mail.
  MET Complex, Gen. Arun Kumar Vaidya Chowk,
  Bandra Reclamation, Bandra (W), Mumbai 400 050
  Tel: 26440070  Fax: 26440070
  Email: communications@met.edu

II. Name & Address of the Principal

Mr. S.D. BHOSALE
MET’s Institute of Pharmacy (diploma)
MET Complex, Gen. Arun Kumar Vaidya Chowk,
Bandra Reclamation, Bandra (W), Mumbai 400 050
Email: suryakantb_iop@met.edu  Tel: 26440070  Fax: 26440070

III. Governance

- Members of the Board and their brief background.

The Board of Trustees comprises of the following members

1. Shri Chhagan C. Bhujbal - Founder Trustee
2. Smt. Meena C. Bhujbal - Chairperson
3. Shri Sunil G. Karve - Founder Trustee and Vice Chairman
4. Shri Pankaj C. Bhujbal - Trustee
5. Shri Sameer M. Bhujbal - Trustee

1. Shri Chhagan Bhujbal is a senior Cabinet Minister in the Govt. of Maharashtra having
   been engaged in social and political sphere in the city of Mumbai for the last 4 decades. He also holds technical qualifications being trained in mechanical/electrical engineering. He has held number of high ranking civic and political posts such as the Mayor of the Mumbai Municipal Corporation as well as Deputy Chief Minister of the Govt. of Maharashtra.
2. Smt. Meena C. Bhujbal is an active social worker having been associated with number of social, cultural, educational institutions in Mumbai and the state of Maharashtra. She is also the Chairperson of the Local Managing Committee of METIM.

3. Shri Sunil G. Karve is a practicing Chartered Accountant holding a degree in Law and Company Secretary. He is also a Senate Member of the University of Mumbai and is also the Member, Board of Management at Yashwantrao Chavan Maharashtra Open University, Nashik. He is also connected in an honorary capacity with number of social, cultural and educational institutions in Mumbai.

4. Shri Pankaj C. Bhujbal is an active social and political personality involved in technical and academic programmes of excellence in education. He is connected with number of educational, social and cultural organizations striving for excellence in all walks of life.

5. Shri Sameer M. Bhujbal is an active social and political personality with keen expertise and interest in the fields of civil engineering and area development programmes. He is connected with number of educational, social and cultural organizations striving for excellence in all walks of life.

- Members of Academic Advisory Body

<table>
<thead>
<tr>
<th>NAME</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MRS. MEENA BHUJBAL</td>
<td>CHAIRPERSON</td>
</tr>
<tr>
<td>2. MR. SUNIL KARVE</td>
<td>VICE-CHAIRMAN</td>
</tr>
<tr>
<td>3. MR. SAMIR BHUJBAL</td>
<td>MEMBER</td>
</tr>
<tr>
<td>4. MR. PANKAJ BHUJBAL</td>
<td>MEMBER</td>
</tr>
<tr>
<td>5. DR. U.B. HADKAR</td>
<td>DIRECTOR</td>
</tr>
<tr>
<td>6 MR. S. D. BHOSALE</td>
<td>PRINCIPAL</td>
</tr>
</tbody>
</table>

- Frequency of the Board Meetings and Academic Advisory Body
Board and Advisory meetings are held as and when necessary, depending upon the exigencies of the academic and administrative workload, with an average frequency of one meeting per Year.

- Organisational chart and processes - Refer Annexure I

- Nature and Extent of involvement of faculty and students in academic affairs/improvements.
  
  The teachers frame the time table for the various classes and for the cultural events. The staff meeting is held twice a year and the suggestions from the teachers are noted and implemented if necessary. The teachers give their suggestions for the purchase of library books and Journals. The students are involved in the academic activities by arranging seminars on various topics and the factory visits.
  
  - Mechanism/Norms and Procedure for democratic/good Governance:
    
    Director, Principal regularly interact with the board member, also the suggestions from the teachers are discussed with the members of the board.
  
  - Students Feedback on Institutions Governance/faculty performance:
    
    As regards faculty performance the forms are distributed to the students and their remarks are considered for the improvement in teaching.
    
    Grievance redressal mechanism for faculty, staff and students. Any grievances of the staff, students and faculty are look into an immediate solution for the same is found after necessary discussion.

IV Programmes

- Name of the Programmes (Full Time) approved by the AICTE.
  
  Diploma in Pharmacy

- Name of the Programmes accredited approved by the AICTE.
  
  N.A.

- For each Programme the following details are to be given:

<table>
<thead>
<tr>
<th>Name of the Programme</th>
<th>D. PHARM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of seats</td>
<td>60</td>
</tr>
<tr>
<td>Duration</td>
<td>Two years</td>
</tr>
</tbody>
</table>
Cut off mark for admission during the last 3 years.
2004-2005 126/300
2005-2006 113/300
2006-2007 114/300
[As per DTE merit list]

Fee
2006-2007 Fee fixed by Shikshan Shulka Samiti Rs. 58,160/-
Per year

Placement Facilities
One teacher has been made incharge to look into the placement activity. The campus interviews are also arranged.

Campus placement in last three years with minimum salary, and average salary.
Maximum : 8,000/-p.m.
Average : 8,000/-p.m.
Minimum : 5,000/-p.m.

V FACULTY:
- Number of faculty members: Annexure - II
  - Permanent faculty - 7
  - Visiting faculty - 1
  - Permanent Faculty : Students Ratio : 1:18
  - Number of faculty employed and left during the last three years
    2007-2008 : - 1 Lecturers Joined, 1 Lecturers Left,
    2006-2007 : - 1 Lecturers Joined, 1 Lecturers Left,
    2005-2006 : - 2 Lecturers Joined

VI Profile of Director/Principal with qualifications, total experience, age and duration of employment at the institute concerned.
Refer Annexure III

VII FEE
- Details of fee, as approved by State Fee Committee, for the Institution.
  shikshan Shulka Samiti : Rs. 58,160/- per year
Time schedule for payment of fee for the entire programme.
The fees are collected from the students after the declaration of MSBTE Results.

Fee waivers granted with amount and name of students.
MS. Bari Poonam: First Year D. Pharm
Mr. Raut Jyoti Subhash: Second Year D. Pharm
Mr. Rathod Sankalp Bhauro: Second Year D. Pharm
Ms. Bare Namrata: Second Year D. Pharm
Ms. Petkar Neelam Prabhakar: Second Year D. Pharm
Ms. Mota Harsha Arvind: Second Year D. Pharm
Ms. Shirodkar Aditi Vinod: Second Year D. Pharm

Number of scholarships offered by the institute with the name of students, duration and amount.
Under MET Merit Freeship Award every year two scholarships are granted to two students who are economically weak and have good academic record

Criteria for fee waivers/scholarships.
a) Domicile of Maharashtra State
b) Must fulfill the eligibility criteria for admission as laid down under the respective course
c) Must fulfill the State Govt. criteria of Economically Weaker section
d) Must possess academic and qualifying merit

Estimated cost of Boarding and Lodging in Hostels
Not Applicable since METIOP does not have Hostel facility

VIII  ADMISSION

Number of seats sanctioned with the year of approval.

<table>
<thead>
<tr>
<th>Course</th>
<th>Year</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.PHARMACY</td>
<td>1993-1994</td>
<td>INTAKE 60</td>
</tr>
</tbody>
</table>

Number of students admitted under various categories each year in the last three years. (2004-2005, 2005-2006, 2006-2007)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>52</td>
<td>46</td>
</tr>
<tr>
<td>OBC/SBC</td>
<td>03</td>
<td>09</td>
</tr>
<tr>
<td>SC</td>
<td>03</td>
<td>03</td>
</tr>
<tr>
<td>ST</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>VJ/NT</td>
<td>02</td>
<td>02</td>
</tr>
</tbody>
</table>

Number of applications received during last two years for admission under Management Quota and number admitted. -: NOT APPLICABLE
For D.Pharm admissions are done as per the directives of Directorate of Technical Education.

IX ADMISSION PROCEDURE: For D.Pharm admissions are done as per the directives of Directorate of Technical Education.

- Calendar for admission against management/vacant seats: NOT APPLICABLE
- Last date for request for applications: 10th days after the declaration of HSC results.
- Last date for submission of application: 10th days after the declaration of HSC results.
- Release of admission list (main list and waiting list should be announced on the same day): General Merit list after two days of last date of submission. Final Merit list after two days of declaration of Merit list.
- Starting of the Academic session: 2nd July, 2007
- The waiting list should be activated only on the expiry of date of main list
- The policy of refund of the fee, in case of withdrawal, should be clearly notified: As per the directives of Directorate of Technical Education.

Application form are issued from the Office.

Item No I - IX 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 X-XIII.

X APPLICATION FORM
- Downloadable application form, with online submission possibilities.

XI LIST OF APPLICANTS: ANNEXURE
- List of candidates whose applicable have been received alongwith percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidates who have applied alongwith percentage and percentile score for Management quota seats.
  For B.PHARM – will be displayed after admission.
CRITERIA FOR GD / PERSONAL INTERVIEW

- Norms adopted for calling the candidates for Group Discussion/Personal Interview. (It has to be strictly in order of merit.)
- Attributes for evaluation in GD/Interview.
  For MMS - As stated above the entire admission process is monitored by DTE which conducts the CET/ GD/ PI and send us the list of selected candidates. Kindly refer Annexure IV for details of Management Quota seats

XII RESULTS OF ADMISSION UNDER MANAGEMENT SEATS/VACANT SEATS : NOT APPLICABLE

XIII INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE :

LIBRARY :
  * Number of Library books/Titles/ Journals available (programme wise)
    Number of Library books : 1612    Titles : 872
  * List of online National/International Journals subscribed.
    National : 15    International : 07
  • E-Library facilities. : NO.

LABOTROAY :
  For each Laboratory :
  List of Major Equipment/facilities : Spectrophotometer, Flamephotometer, PH-meter, Conductivity meter etc

COMPUTING FACILITIES :
  * Number and Configuration of Systems
    20 Computers P4, 4ghz CPU, D845 GVSR Mother Board 256MB RAM, 40 GB, HDD, 15 colour monitor, Key Board, Mouse.
    • Total number of systems connected BY LAN
    • Total number of systems connected to WAN
    • Internet bandwidth : 2mbps, unlimited access.
    • Major software packages available
    • Special purpose facilities available.

WORKSHOP :

List of facilities available : NOT APPLICABLE
  • Games and Sports facilities
  • Extra Curriculum Activities.
- Soft Skill Development Facilities.
- Number of Classrooms and size of each
- Number of Tutorial rooms and size of each
- Number of Laboratories and size of each
- Number of drawing halls and size of each
- Number of Computer Centres with capacity of each
- Central Examination facility, Number of rooms and capacity of each.
- Teaching Learning process.
- Curricula and syllabi for each of the programmes as approved by the MSBTE.
- Academic Calendar of the MSBTE.
- Academic Time Table
- Teaching Load of each Faculty
- Internal Continuous Evaluation System and place: As per ER 91 & CIAAN of MSBTE.
- Students assessment of faculty, system in place: Students are provided with feedback forms to evaluate the teacher performance.

Faculty Profile: LIST ATTACHED

Brief profile of each faculty.

Special Purpose:
- Software, all design tools in case
- Academic Calendar and framework
- Research focus

List of typical research projects
- Industry linkage
- Publications (if any) out of research in last three years out of masters projects.
- Placement status
- Admission procedure
- Fee structure
- Hostel facilities

Note: Suppression and/or misrepresentation of information would attract appropriate penal action.
I / We solemnly declare that no information has been withheld and all the information provided in this Mandatory Disclosures is correct. If any information is found to be incorrect or false, I / We understand that proposal shall be liable for rejection.

Date: 

Place: 

Name and Signature of the Authorized Signatory of the institution with seal.

***

may 2007
Annexure – I

ORGANIZATION CHART

<table>
<thead>
<tr>
<th>TEACHING STAFF</th>
<th>NON-TEACHING STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE</td>
<td>ACCOUNTS DEPARTMENT</td>
</tr>
<tr>
<td></td>
<td>LIBRARY</td>
</tr>
<tr>
<td></td>
<td>STORE</td>
</tr>
<tr>
<td></td>
<td>LABORATORY TECHNICIANS</td>
</tr>
<tr>
<td></td>
<td>LABORATORY ATTENDANTS</td>
</tr>
</tbody>
</table>
**Annexure – II**

**Number of faculty members:**

Mr. S.D.Bhosale.

Mrs. Kiran Dube.

Mrs. Sushma Gokhale.

Mrs. Vaishali Malvankar.

Mr. Anand Shedge.

Mrs. Neha Barfiwala.

Mrs. Abhilasha Sharma.

Mrs. Deepali Khabale.

**Visiting Faculty:**

Mrs. Swati Joshi.
Annexure – III

1. Name: Mr. S. D. BHOSALE
2. Date of Birth: 08.04.1973
3. Designation: Principal
4. Degrees obtained

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>YEAR</th>
<th>UNIVERSITY</th>
<th>FIELD OF SPECILIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.PHARM</td>
<td>1994</td>
<td>Shivaji University (Kolhapur)</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>M.Pharm</td>
<td>1997</td>
<td>University of Mumbai</td>
<td>Medicinal &amp; Natural Products</td>
</tr>
</tbody>
</table>

5. Employed record (starting from present position)

<table>
<thead>
<tr>
<th>University/College</th>
<th>Designation</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mumbai Educational Trust’s Institute of Pharmacy</td>
<td>Principal</td>
<td>June 2004 – till date</td>
</tr>
</tbody>
</table>