



Loknete Hon. HanmantraoPatil Charitable Trusts
ADARSH COLLEGE OF PHARMACY, VITA

Bhavaninagar, Kundal-Vita Road, Vita, Sangli,
Maharashtra 415311 India
(Approved by PCI, New Delhi & Affiliated to Shivaji University, Kolhapur)

Office Superintendent

Sr. No.	Working Ethics
1	Check circulars/notifications/notices/emails etc of all the apex bodies on daily basis.
2	Keep record of All Approval Letters updated.
3	Prepare and upload PCI/SUK/DTE/MSBTE - Proposals and correspondence as and when require.
4	Upload updated Data of the College on PCI/SUK/DTE/MSBTE Web Portals as and when require.
5	Upload updated Data of the College on AISHE/MHRD/ Swayam Rojgar web Portal as and when require.
6	Draft letters to University/PCI/MSBTE as and when require.
7	Work as a Office Coordinator for EAMC -Committee of MSBTE.
8	Assist the authorities in the inspections of the Committees of Apex bodies.
9	Keep record of Compliances of all types of committees updated.
10	Provide data to Regulatory/Apex Bodies as per requirements from time to time.
11	Keep record of Building Plans/Land Doc. /Area Statement/Trust details updated.
12	Send Letters/ SMS/E-mails to Regulatory /Apex Bodies as and when require.
13	Keep files of Principal Cabin updated.
14	Prepare and send new proposals for getting permission from the various Govt. Organizations.
15	Other work Allotted by the authorities from time to time.