



VIGNAHARATA TRUST

**SHIVAJIRAO S. JONDHLE COLLEGE OF PHARMACY, ASANGAON.**

TAL.- SHAHAPUR, DIST.- THANE (M.S.) -421 601

Approved by AICTE, New Delhi, Recog. by Govt. of Maharashtra & PCI - New Delhi

**Affiliated to MSBTE & University of Mumbai**

02527-272399 | Mob: 9594962018 | [ssjcop3241@gmail.com](mailto:ssjcop3241@gmail.com)

**P18 List of non-teaching staff with their appointments**

Sr. No	Name of Technical Staff	Designation	Date of Joining	Qualification	Other Technical Skills Gained	Responsibility
01	Mrs. Kalpana Samadhan Londhe	Office Superidantant	01/06/2008	B.A		1. Staff Salary 2 Legal documentation of college. 3. Audit Work. 4. Staff documentation 5. Uploading and processing of data to various apex Bodies.
02	Mr Rakesh Shriram Bhadane	Lab Technician.	01/08/2008	D. Pharm		1. Preparation of required reagents. 2. Maintenance of equipment and instruments. 3. Maintenance of Stock registers. 4. Providing assistance in conduction of practical's and handling of instruments
03	Mr Swaraj Shirish Deshmukh	Clerk	02/05/20	B.Com	Tally, ERP 9 MSCIT	1. Issuing Bonafide to Students. 2. Issuing Concession of train to students 3. To visit University, DTE



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						and MSBTE Office for Submission to covering letter and demand draft for enrolments, exam form. 4. To Collection of result students. 5.To collectionof students Passing Certificate.
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**PRINCIPAL**  
SSJCDP, Asangaon  
Thane (M.S.) 421601