


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

Sr. No.	Title	Details
1	Name of the Organisation	AKEMI BUSINESS SCHOOL
2	Postal address of the organization	Akemi Knowledge City, S. No. 30/3/1, 30/4/A, 30/4/B, Buchade Vasti, Marunji, Pune – 411 057 Maharashtra
3	Website	www.akemi.edu.in
4	Email	director@akemi.edu.in
5	Phone Number	020-66854715
6	Fax Number	020-66854720
7	<p>Brief Description of the Organisation:</p> <p><i>Akemi Business School</i> being an institute affiliated to Savitribai Phule Pune University adopts the syllabus for Master in Business Administration under the Choice Based Credit System (CBCS) which is revised after every 3 years. The Institute has an insignificant role in curriculum designing and development. However, keeping in view the mission of the Institute, "to provide a learning platform that enables individuals and organizations to thrive by co-creating viable business solutions for Industry" and prepare young minds for imbibing knowledge, skills and sensitivity, <i>Akemi Business School</i> aims to foster the young talent to achieve:</p> <ul style="list-style-type: none"> <li>• deliver quality teaching and learning process to the students</li> <li>• be recognized within Savitribai Phule Pune University as an innovator and responsible business school</li> <li>• be relevant to industry so that they value our opinion and our graduates</li> </ul>	
8	Approved and Affiliated	Approved by AICTE, New Delhi, Recognised by Directorate of Technical Education, Govt. of Maharashtra, Mumbai and Affiliated to Savitribai Phule Pune University, Pune
9	Founder President	Mr. Abhishek Bokey
10	President	Mrs. Vibha Bokey
11	Secretary	Mr. Satish J. Kalokhe
12	Director	Prof. Sanjay Dharmadhikari



AKEMI EDUCATION SOCIETY  
  
 PRESIDENT

## Aims and Objectives of the organization

We have strong belief that education alone will not make the individual and that the additional values inculcated in them through organizations skills, responsibilities, Indian culture, moral, and professional ethics are equally important.

The aims and objectives are to

- achieve quality and superiority in pharmacy education and profession following ethics
- assist the faculty members to upgrade the knowledge and skill up to date
- adopt transparent procedure in admission to attract quality students and students diversity (with respect to age, sex, gender, nationality).
- implement robust and transparent evaluation process
- expose and give training to students which is of industrial need
- develop employability, entrepreneurship and organizational skill
- develop academic competency to compete at national and international level
- acquaint the students with national pioneer institutes
- monitor academic progression of the students to different career options
- encourage students and faculty members to present research papers at national and international conferences, seminars and workshops
- publish research papers in peer viewed or indexed journals

## Road Map of institute location

<https://www.google.co.in/maps/place/Akemi+Business+School+-+An+AICTE,+DTE+Approved+MBA+College+in+Pune/@18.6115223,73.7357251,17z/data=!3m1!4b1!4m5!3m4!1s0x3bc2b986aaaaaab:0xd8d125311af79dfd!8m2!3d18.6115172!4d73.7379138?hl=en>

## Working hours of office

10:00 am to 06:00 pm - Monday to Saturday

Lunch Time – 01:30 pm to 02:30 pm

Visiting hours for Public: 10:30 am to 05:30 pm on working day



## The powers and Duties of its officers and employees

Sr. No.	Name of the Authority	Responsibility
1	Founder President / President / Secretary	<ul style="list-style-type: none"> <li>• Keep a track with policies of regulatory authorities, finance management</li> <li>• Design action plan</li> <li>• Define Vision and strategies to achieve the vision</li> <li>• Aligning People</li> <li>• Communicate Direction by words/deeds</li> <li>• Coalition /teams that accept vision Creating</li> <li>• New products (Institute) services</li> <li>• Preparing Master Budget and speeding the development</li> </ul>
2	Director	<ul style="list-style-type: none"> <li>• Effective maintenance of campus infrastructure</li> <li>• Monitor optimum utilization of campus resources</li> <li>• Monitor implementations of planned development</li> <li>• Support and coordination between existing institutes</li> <li>• Monitoring policies and procedures and results</li> <li>• Extend guidance and better methods / systems</li> <li>• Building and improving of the quality of education and research.</li> <li>• Research fund generation from various funding agencies</li> <li>• Promoting team work and spirit</li> <li>• Staffing of teaching, technical and supporting staff</li> <li>• Budgetary optimization of income and expenditure</li> <li>• Admissions as per Admission authority of Govt. of Maharashtra</li> <li>• Overall administration</li> </ul>



AKENI EDUCATION SOCIETY

*Bhna*  
PRESIDENT

3	Academic Coordinator	<ul style="list-style-type: none"> <li>• Actively assisting the Director</li> <li>• Monitoring academic profile of the department</li> <li>• Co-coordinating the teaching and learning of the subjects</li> <li>• Ensuring timely and adequate provision of textbooks, materials, and equipment required</li> <li>• Budgets for the requirements of the laboratories</li> <li>• To look after repair / maintenance of equipment and instruments</li> <li>• Conduct regular departmental meetings to monitor developmental activities</li> <li>• Motivate faculty to publish research articles and participate in conferences / workshops / symposium</li> <li>• Applying for research projects grants</li> </ul>
4	College Examination Officer	<ul style="list-style-type: none"> <li>• Acquire and maintain an up-to-date knowledge of the examinations circulars issued by University Plan and display to staff, parents and students, the examinations schedule</li> <li>• Smooth conduct of internal and external exams</li> <li>• Assign duties related to invigilation</li> <li>• To maintain documents related to functioning of exam</li> <li>• To strictly follow rules/regulations of the examination</li> <li>• Prompt correspondence and rapport with University exam section</li> </ul>
5	Training and Placement Officer	<ul style="list-style-type: none"> <li>• Conduct employability, entrepreneurship and soft skill programs</li> <li>• Awareness camps and programs for personality development for students</li> <li>• Counsel students for education/job opportunities</li> <li>• Arrange campus interviews.</li> <li>• Promote Industry Institute Interaction for internships sponsored projects, placement etc.</li> </ul>



6	Faculty	<ul style="list-style-type: none"> <li>• Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such student counselling, setting and grading test papers, arranging and conducting tests, conduct of Local / Board examinations, implementation of project for students, setting and evaluation.</li> <li>• Curriculum development due to the ever expanding demand of knowledge and changing needs of the industry</li> <li>• Perform the duties and responsibilities assigned by Principal and department head</li> <li>• Student's activities such as an adviser to literary, sports, student progression through guardian teacher scheme</li> <li>• Administration which may be departmental and or institutional as member/convener of committees</li> </ul>
7	Alumni Association Committee	<ul style="list-style-type: none"> <li>• Constitution of committee and maintaining minutes of meeting</li> <li>• Maintaining and updating alumni database</li> <li>• Organizing Alumni Meet</li> <li>• Continuous liaison with alumni for curriculum enrichment, activities of entrepreneurship development cell etc</li> </ul>



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8	Anti-ragging Committee	<ul style="list-style-type: none"> <li>• Ensure compliance with the provisions of AICTE Regulations and Maharashtra Prohibition of Ragging Act 1999 and Prohibition and Eradication of Ragging Act, 2016.</li> <li>• Enforcement of act and its amendments as published from time to time</li> <li>• To prevent the events related to ragging in campus / off campus / hostel / any other place in the premises.</li> <li>• 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.</li> </ul>
9	Grievance Redressal Committee	<ul style="list-style-type: none"> <li>• To fix the complaint box for receiving complaints from employees at some conspicuous part of the Institute building and open the said box periodically</li> <li>• To entertain complaints made by staff members and resolve them amicably</li> </ul>



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10	Committees for reserved category and minority	<ul style="list-style-type: none"> <li>• To investigate and monitor all matters relating to the safeguards provided for the said categories under this constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards.</li> <li>• To inquire into specific complaints with respect to the deprivation of rights and safeguards of the said category</li> <li>• To participate and advise on the planning process of socio- economic development of the said category and to evaluate the progress of their development</li> <li>• To declare the schemes provided by Government</li> </ul>
11	Librarian	<ul style="list-style-type: none"> <li>• To prepare and maintain accession register</li> <li>• Classification, digital indexing and rejuvenation of books and journal</li> <li>• Maintain question papers and university syllabus record</li> <li>• To make new books ready for students / staff circulation</li> <li>• Maintain record of Summer Internship Projects.</li> <li>• Maintain newspaper clipping/ Maintain Computer related record in Register in E library section.</li> <li>• Maintaining Library Documentation</li> <li>• Providing access to external library database through e-resources and Plagiarism software</li> </ul>



AKES EDUCATION SOCIETY

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12	Administrative Office Staff	<ul style="list-style-type: none"> <li>• All admissions and its administration</li> <li>• All students' original documents and general register record maintenance.</li> <li>• Bonafide, leaving / transfer certificate, fee structure and concession forms</li> <li>• Online Student Data / Statistical information filling on AICTE, DTE, Pravesh Niyantran Samiti, Savitribai Phule Pune University websites.</li> <li>• Eligibility, Pro-rata fees collection and submission to Savitribai Phule Pune University.</li> <li>• Proceedings of Local Managing Committee, Governing Body and other statutory committees and maintenance of records</li> <li>• Maintenance of leave record, service books and staff personal files</li> <li>• Guidance for form filling / submission of reserved and EBC students for scholarship</li> <li>• Keeping estate records and maintenance of property</li> </ul>
13	Administrative Officer	<ul style="list-style-type: none"> <li>• To draw salary throw Pay-roll software &amp; maintain the file of salary</li> <li>• Preparation of P.F., GIS, EMBF Calculation of Form No.16. TDS &amp; Professional Tax</li> <li>• To file e-TDS / GST return quarterly</li> <li>• To issue salary certificate to employees as per their requirement.</li> <li>• To assist Director for optimization budgetary allocation</li> <li>• Maintenance of bank and cash books</li> <li>• Preparation of computational balance sheet and get it audited</li> </ul>
14	The committees which are required and prescribed by statutory regulating authorities, Government of Maharashtra and university are constituted to perform the functions stated in guidelines from time to time.	



ANJALI EDUCATION SOCIETY

*Bha*  
PRESIDENT

**Names, designations and other particulars of the Public Information Officers**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Phone Number</b>	<b>Email Address</b>
1	Prof. Sanjay Dharmadhikari	Appellate Information Officer	9881309440	director@akemi.edu.in
2	Mr. Vaibhav Khare	Information Officer	7796690500	registrar@akemi.edu.in
3	Ms. Mrunali Saner	Assistant Information Officer	7796690700	academics@akemi.edu.in

**Such other information as may be prescribed in pursuance of Section 4(1) (b) (xvii) of the Right to Information Act, 2005**

NIL



*Vibha*

**Mrs. Vibha Bokey**  
President  
Akemi Education Society, Pune