



**ALARD
UNIVERSITY**
PUNE
25-year Legacy in Education

ALARD UNIVERSITY PUNE

As Per Maharashtra Private University Act 8/2024 | UGC Approved

☎ 020-6652 3789 / 6652 3796 🌐 www.alarduniversity.edu.in ✉ info@alarduniversity.com

📍 Alard Knowledge Park, Survey No. 47 and 50, Near Rajiv Gandhi IT Park, Marunji, Hinjewadi, Pune 411 057.

हम अलग हैं, हम ALARD हैं,

By Email/Urgent/Time limit

Out. No. AUP/RO/Acd/2025-26/ 02

Date: 25/7/25

CIRCULAR

In view of completion of student promotion work on ERP system and ERP panel nomination, I am directed to inform to all the Deans that the student promotion work on the ERP system is scheduled to be completed by **31st July 2025**.

In this regard, each school is requested to nominate a panel of three members for ERP-related coordination and tasks of that school. The panel should consist of two teaching staff members & one non-teaching staff member.

Your cooperation in this matter is highly appreciated.


25/07/25

(I/C) Registrar

Alard University, Pune

Copy to,

- 1) Hon. Vice Chancellor for kind information.
- 2) The Dean, All the Schools of Alard University, Pune for information, necessary instructions to the concern ERP coordinator and completion of work.



हम अलग हैं, हम ALARD हैं,

Out. No. AUP/RO/Acd/AISHE/2025-26/ 05

Date: 05/08/2025

CIRCULAR

As per the guidelines issued by the Ministry of Education, Government of India, under the All-India Survey on Higher Education (AISHE), our university is required to submit comprehensive data pertaining to academic, infrastructural, financial and student-related metrics **for the Academic Year 2024–25**. In view of this, the university is pleased to constitute a University-Level AISHE Data Coordination Committee to oversee the collection, verification, compilation and timely submission of AISHE data from all constituent schools, departments. The committee will coordinate with all academic and administrative units to collect AISHE data, ensure accuracy and completeness of data, compilation and validation of data as per AISHE guidelines and format, submit the data on AISHE portal within stipulated deadline and maintain documentation and support records for audit purposes.

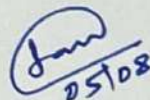
University AISHE Data Coordination Committee

Name	Designation	Role
Dr. Amit Zambare	Registrar (Chairperson)	Overall supervision and final approval of AISHE data
Mr. Rajendra Kadam	University AISHE Nodal Officer (Member Secretary)	Coordination, data validation and submission to MHRD portal
Dr. Ganesh Andhale	University IQAC Coordinator (Member)	Ensures data quality & consistency across schools/departments
Mr. Ganesh Shitole	Controller of Examinations (Member)	Supplies examination, enrollment and related statistics
Mr. Sachin Vyawahare	University Finance Officer (Member)	Provides financial and expenditure related data
Mr. Shashi Kumar	University HR Officer (Member)	Staff and faculty data verification and compilation
Mr. Aakash Shinde	University IT Department Head (Member)	Technical support for data collection and integration

1) Ms. Kavita Shrivastav (ASET) 2) Mr. Deepak Gosavi (ASBM) 3) Mr. Rajendra Kadam (ASP) 4) Dr. Savita Petwal (ASHB) 5) Mr. Aman Yadav (ASL)	Dean(s) of all schools (Member)	Primary Data collection and submission through their nominated departmental AISHE coordinator
Ms. Lata Gavali	University Librarian (Member)	Provides university library related data
1) Mr. Shashi Kumar (Boys' Hostel) 2) Mrs. Tripti Srivastava (Girls' Hostel)	University Hostel Warden (Member)	Provides university students accommodation data
Mr. Sakib Shikalgar	Student Welfare Officer/Sports Officer/ Cultural coordinator (Member)	Provides university students welfare data including extracurricular and student activity data

All Heads of Departments and Schools, coordinators are requested to extend full cooperation to the committee and ensure timely submission of data from their respective units.

This circular comes into an immediate effect.


25/08
Registrar (I/C)
Alard University, Pune



Copy to,

- 1) Hon. Vice Chancellor for kind information.
- 2) All the members of committee for information and necessary action.

हम अलग हैं, हम ALARD हैं,

By Email/Urgent/Time limit

Out. No. AUP/RO/Acd/2025-26/06

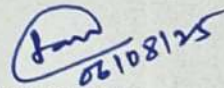
Date: 06/08/25

NOTICE

As per the directive issued by the Ministry of Education under the National Education Policy (NEP) 2020, all students enrolled in higher education institutions are required to create their **ABC (Academic Bank of Credits) ID**. This initiative aims to digitally consolidate students' academic records, credentials and achievements under a single lifelong academic identity.

Dean of all the Schools of Alard University are requested to ensure that **all** the students under your respective schools complete the registration process for their ABC ID by **23/08/2025**. You are requested to circulate this directive to all the departments under your school, facilitate awareness sessions or provide guidance where needed and ensure compliance and submit a status report to this office by **30/08/2025**.

Your cooperation in implementing this national academic reform is highly appreciated.


(I/C) Registrar
Alard University, Pune



Copy for information and necessary action to,

- 1) The Dean of all the Schools of Alard University, Pune

Copy to,

- 1) The Controller of Examination for ensuring proper academic oversight, facilitate credit validation and transfer processes and align examination protocols as per UGC regulations.
- 2) The ERP Head for facilitating necessary system updates, ensure accurate data integration and support compliance with regulatory frameworks.

Copy for information to,

- 1) Hon. Chancellor
- 2) Hon. Vice Chancellor
- 3) Hon. Executive Director

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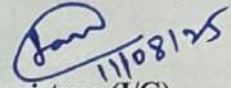
By Email

Out. No.: AUP/RO/OO/2025-26/ 07

Date: 11/08/25

OFFICE ORDER

I am directed to assign responsibilities to Dr. Sonia Singh, Dean, Alard School of Pharmacy of organizing the flag hoisting ceremony on the occasion of the 79th Independence Day on Friday, 15th August 2025, in the premises of Alard University, Pune. She is further advised to organize the function as per the protocol fitting national decorum.


11/08/25
Registrar (I/C)

Alard University, Pune

Copy for kind information to,

- 1) Hon. Chancellor, Alard University, Pune
- 2) Hon. Vice Chancellor, Alard University, Pune
- 3) Hon. Executive Director, Alard University, Pune



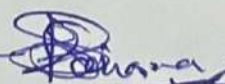
Copy to,

- 1) All the Deans under Alard University, Pune for information, internal communication and with a request to extend full cooperation to Dr. Sonia Singh, Dean, Alard School of Pharmacy

Copy for information and internal communication to,

- 1) The Officer (HR)
- 2) The Controller of Examination
- 3) The Chief Account Officer
- 4) The Head, IT Department
- 5) The Librarian
- 6) The Student Welfare Officer
- 7) The Public Relation Officer (PRO)
- 8) The Security Officer
- 9) The Estate Manager

10) Alard High school & Jr College


13/8/25
12/8/2025

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By Email

Out. No.: AUP/RO/OO/2025-26/08

Date: 12/08/2025

OFFICE ORDER

In celebration of the cultural and spiritual significance of Ganapati Festival and in keeping with the university's commitment to fostering inclusive and vibrant campus traditions, I am directed to assign Dr. C. P. Jawahar, Dean, Alard School of Engineering and Technology, Alard University, Pune, the responsibility of organizing the **Ganapati Festival - 2025** within the university campus. He shall,

- Constitute a festival organizing committee comprising faculty, staff and student representatives from all the Schools under Alard University, Pune.
- Ensure that all arrangements including installation of the Ganapati idol, decoration, daily rituals, cultural programs and immersion ceremony are conducted in a respectful, eco-friendly, and safe manner.
- Coordinate with the university administration, security, housekeeping and other relevant departments for logistical support.
- Adhere to all safety, environmental and noise regulations as prescribed by local authorities and university policies.
- Maintain decorum and ensure that academic activities are not disrupted during the celebration period.

The festival shall be celebrated from 27th August 2025 to 6th September 2025, with the immersion ceremony scheduled on 6th September 2025. Dr. C. P. Jawahar, Dean, Alard School of Engineering and Technology, is requested to submit a brief proposal outlining the planned activities and budgetary requirements for administrative approval.

We look forward to a joyful and harmonious celebration that reflects the spirit of unity and cultural richness of our university community.

Registrar (I/C)

Alard University, Pune



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Ref: AUP/RO/2025-26/10

Date: 21/08/2025

CIRCULAR

To,
All ERP Coordinators,
Alard University, Pune

Subject: Notice to All ERP Coordinators

This is to inform from the Registrar's Office, all ERP coordinators from the schools are requested to attend a meeting at the Registrar's Office today, **21-08-2025, at 3:00 PM.**

Agenda:

- Status of the Registration Process
- Student Promotion
- Addition of course plan up to attendance marking
- Introduction to the new module in LMS

All ERP coordinators are kindly requested to bring any specific issues to the meeting so that we can discuss and find solutions.


Registrar
Alard University, Pune.

For Information-

Res ERP Coordinators, Alard University, Pune



- 1) Dr. Disha Senjaliya (Alard School of Health & Biosciences) •
- 2) Prof. Disha Nagpure (Alard School of Engineering & Technology) •
- 3) Aman Yadav (Alard School of Law)
- 4) Prof. Rohit Jagdale (Alard School of Business Management)
- 5) Prof. Kirti Sahu (Alard School of Pharmacy)
- 6) Prof. Abhijit Tapkire (Alard School of Interdisciplinary Research)

हम अलग हैं, हम ALARD हैं,

By Email

Out. No.: AUP/RO/Foundation Day/2025-26/11

Date: 22/08/25

OFFICE ORDER

It is hereby directed that the Dean, School of Business Management, **Dr. D. K. Tripathi** and Dean, School of Health & Biosciences, **Dr. A. K. Jain** shall take the lead in organizing the **Foundation Day Program** of Alard Group of Institutes scheduled to be held on **01st September 2025**. You are requested to submit a detailed program schedule and tentative budget to the Office of Vice Chancellor by 26.08.2025 for approval.

All the departments and administrative units of Alard Group of Institutes are instructed to extend full cooperation for the successful execution of the event.

Issued with the approval of the Hon. Vice Chancellor.


22/8/25

Registrar (I/C)
Alard University, Pune



Copy for kind information to,

- 1) Hon. Chancellor, Alard University, Pune
- 2) Hon. Vice Chancellor, Alard University, Pune
- 3) Hon. Executive Director, Alard University, Pune

Copy for information and necessary action to,

- 1) All the Deans & Principals, Alard Group of Institutes, Pune

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By Email/urgent/time limit

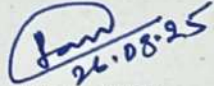
Out. No.: AUP/RO/Circular/2025-26/12

Date: 26th August 2025

CIRCULAR

This is to inform you that the course structure and detailed syllabus copies for the academic years 2024–25 and 2025–26 of all the programs of all the schools under Alard University, Pune are required to be submitted to the University Office at the earliest. These documents are essential for review and approval by the Board of Studies (BOS) and the Academic Council. Timely submission will ensure smooth academic planning and compliance with university protocols.

Please submit the **finalized course structure and syllabus (soft and hard copies)** to the undersigned **on or before 30th August 2025**. Your prompt attention to this matter is highly appreciated. Kindly treat this as urgent and on priority.


Registrar (I/C)
Alard University, Pune

Copy for kind information to,

- 1) Hon. Chancellor, Alard University, Pune
- 2) Hon. Vice Chancellor, Alard University, Pune
- 3) Hon. Executive Director, Alard University, Pune



Copy for information and necessary action to,

- 1) Deans of all the Schools under Alard University, Pune
- 2) Dean (Academics), Alard University, Pune

हम अलग हैं, हम ALARD हैं,

By Email

Out. No.: AUP/RO/Navaratri OO/2025-26/ 14

Date: 12/09/2025

OFFICE ORDER

In view of the upcoming Navaratri festival, the university administration has decided to celebrate the occasion to promote cultural engagement and foster community spirit among students and staff. The Dean, Alard School of Pharmacy, **Dr. Sonia Singh**, is hereby entrusted with the responsibility of organizing the **Navaratri Celebration** on behalf of the university. The event shall be conducted within the university premises during the Navaratri period, adhering to all institutional norms and safety protocols.

The Dean of the School of Pharmacy, Dr. Sonia Singh, is requested to constitute a faculty-student organizing committee, coordinate cultural programs, manage logistical arrangements and obtain budgetary approval.

Issued with the approval of the Hon. Vice Chancellor.


12/9
Registrar (I/C)

Alard University, Pune

Copy for kind information to,

- 1) Hon. Chancellor, Alard University, Pune
- 2) Hon. Vice Chancellor, Alard University, Pune
- 3) Hon. Executive Director, Alard University, Pune



Copy to all the Deans under Alard University, Pune for information, internal communication and with a request to extend full cooperation to Dr. Sonia Singh, Dean, Alard School of Pharmacy

Copy for information and internal communication to,

- 1) The Officer (HR)
- 2) The Controller of Examination
- 3) The Chief Account Officer
- 4) The Head, IT Department
- 5) The Librarian
- 6) The Student Welfare Officer

हम अलग हैं, हम ALARD हैं,

By Email

Out. No.: AUP/RO/Circular/Newsletter Committee/2025-26/ 24

Date: 01/10/2025

CIRCULAR

This is to inform all faculty members, administrative staff that Alard University, Pune is initiating the formation of a **Newsletter Committee** to oversee the planning, content creation, design and publication of the university's official newsletter. The newsletter will serve as a platform to highlight academic achievements, research contributions, student activities, faculty initiatives and other noteworthy developments within the university community. The committee will comprise of following members.

Sr. No.	Name of the Member	Designation	Role
1.	Ms. Puja Johari	Asstt. Professor, Alard School of Engg. & Tech.	Chairperson
2.	Ms. Sonal Deshpande	Asstt. Professor, Alard School of Buss. Management	Member
3.	Ms. Darshana Mali	Asstt. Professor, Alard School of Law	Member
4.	Ms. Anshika Babbar	Asstt. Professor, Alard School of Health & Biosciences	Member
5.	Ms. Jyoti Soundarmal	Asstt. Professor, Alard School of Pharmacy	Member
6.	Mr. Prathmesh Kadam	Design & Layout Coordinator, Alard University, Pune	Member
7.	Ms. Priyanka Gaikwad	Media Cell Coordinator, Alard University, Pune	Member

Objectives of the Committee:

1. To curate and compile content for quarterly newsletter editions
2. To promote student and faculty contributions
3. To ensure timely publication and distribution
4. To maintain editorial standards and university branding

Responsibilities of the University Newsletter Committee

1. Content Planning & Strategy

- Decide the theme and format of the newsletter
- Develop a content calendar aligned with academic schedules and major events.

2. Content Collection & Curation

- Gather articles, reports of activities conducted and updates from schools/departments, student bodies and administration.
- Encourage contributions from faculty, students and alumni.

3. Writing & Editing

- Draft original content including editorials, event summaries, research highlights and campus news.
- Ensure clarity, accuracy and consistency in language and tone.
- Proofread and fact-check all submissions before publication.

4. Design & Layout

- Collaborate with graphic designers or use design tools to create visually appealing layouts.
- Maintain branding guidelines and ensure readability across formats (print and digital).

5. Coordination & Communication

- Liaise with various schools/departments, clubs and committees for timely updates.
- Coordinate with the university leadership for approvals and official messages.

6. Publication & Distribution

- Oversee printing (if applicable) and digital distribution via email, website or student portals.
- Ensure accessibility for all stakeholders including staff, students and alumni.

7. Archiving & Documentation

- Maintain records of past editions for institutional memory and reference.
- Create a digital archive accessible to the university community.

8. Feedback & Promoting University Culture

- Collect feedback from readers to improve future editions.
- Highlight achievements, milestones and success stories.
- Celebrate festivals, cultural events and student initiatives to foster community spirit.

Your cooperation in making this initiative a success is highly appreciated.

By Order of Vice Chancellor



Registrar (I/C)
Alard University, Pune

Copy to,

1. Vice Chancellor Office
2. Dean (Academic) & Dean (All Schools)
3. Heads of Departments (All Faculties)
4. Controller of Examinations
5. Librarian
6. Director of Student Welfare
7. Each member of Committee
8. Administrative Office

