



## MALIBA PHARMACY COLLEGE - UKA TARSADIA UNIVERSITY

A constituent institute of Uka Tarsadia University

### Academic Committees for the year 2022-2023

No.	Club/ Committee/Cell	Activities	File responsibilities	Required Documents	Members
1	<b>Academic calendar / time table</b>	<ul style="list-style-type: none"> <li>Academic calendar and time table preparation.</li> <li>Smooth conduction of classes particularly when a teacher is on leave.</li> <li>Event Schedule to be maintained and circulated.</li> <li>Ensure availability of teaching related material like teaching schedule, question bank, practical list etc. in time.</li> <li>Announce about the same to associated staff and students.</li> <li>Prepare and circulate agenda and minutes of staff meeting and coordinate it</li> </ul>	Feedback on Teaching by students	Format, Filled Forms	Rutvi Vaidya*
			Minutes of Faculty/Staff Meetings	Agenda, minutes	Sandesh Lodha*
			Staff details	Staff list with designation, qualification, experience, joining date – Year-wise	Atul Khadse
2	<b>Course content delivery &amp; LMS</b>	<ul style="list-style-type: none"> <li>Collection and submission of students' attendance record and report of syllabus completion and delivery to the Director.</li> <li>Preparation and update of syllabus files for each academic year.</li> <li>Circulation of syllabus among staff members.</li> <li>Application and successful utilisation of LMS (i.e PharmaSIS) and other digital support (i.e. Google apps, Classmarker etc)</li> </ul>	Syllabus, CO, CO-PO Mapping, PO attainment	All syllabi	Sandesh Lodha*
			Syllabus Revision, BOS File	List, review process, feedback from stakeholders, reasons, notifications	Bhargavi Desai
			Feedback on Curriculum	From all stake-holders and Action Taken (Employer, alumni, student, examiner, teacher)	Rutvi Vaidya
			Course Files, SIS	As per format – student centric method, advanced & slow learner has to be reflected. Remedial coaching for weak students	Praful Dedhiya
3	<b>Admission, induction &amp; further studies</b>	<ul style="list-style-type: none"> <li>Take active participation in pre-admission counselling sessions to encourage enrolments</li> <li>Arrange for the marketing/ counselling sessions in catchment area</li> <li>Make strategies for increase in enrolment of students at the college</li> <li>Planning and execution of Orientation Program</li> <li>Encourage students to take part in national/ international exams for fellowships/ admissions/certificate courses</li> <li>Provide guidance and coaching to the interested</li> </ul>	Student admission	List of admitted students program wise year-wise	Bhavik Satani*
			Induction/Orientation program	Separate files to be maintained for UG and PG programs with details of the schedule, events, schedule, photos, and programs.	Rachita Desai
			Competitive exam guidance, Students participation in competitive examination, students progressing for higher studies	Year-wise report, students progressing to higher studies – list of students with evidence	Vilas Surana

		<p>students</p> <ul style="list-style-type: none"> <li>Maintain data of students appeared/qualified at such exams</li> </ul>	Scholarship – govt, non-govt sources	Full list with amount and agency	Samaresh Palroy
4.	<b>Examination</b>	<ul style="list-style-type: none"> <li>Schedule and conducts internal examinations.</li> <li>Result analysis to be collected from all faculties and to prepare summary result analysis report.</li> <li>Collecting continuous evaluation parameters and test dates from course teacher and monitoring its execution.</li> </ul>	Examination	UTU Exam circular, Result and its analysis, Internal exam schedule, Que papers- Internal, mid-sem, Unit Tests, Quiz, Internal marks division, CIE policy etc.	Shrikant Joshi* Hetal Patel
5.	<b>Accreditation &amp; inspection</b>	<ul style="list-style-type: none"> <li>Maintain and update college data as required by regulatory bodies</li> <li>Collection and supply of such data annually or whenever needed by such agencies at their portals or in the form of hard copies</li> <li>Assisting other faculties/ committees in preparation of records as per the requirements of regulatory bodies</li> </ul>	Approval sanction letter, notification	AICTE, PCI	Hetal Patel*
			PCI, AICTE Application Accreditation & inspection committee – NAAC, NBA		Gajanan Kalyankar Rahul Jha
6.	<b>Training &amp; placement</b>	<ul style="list-style-type: none"> <li>Preparing and circulating Placement Bulletin.</li> <li>Arranging campus interview.</li> <li>Awareness about placement including preliminary preparation.</li> <li>Liaison with organizations for placement.</li> <li>Co-ordinate with other committees to arrange expert talk and personality development, resume writing and interview facing sessions</li> </ul>	Training Placement	Agenda-minutes, company visited, list of students placed by on campus/off campus placement with average package – offer/appointment letter of students placed, training/internship record	Pratik Tailor*
			Student Internship/training/Clinical posting	List of students’ year-wise with organization name for training	Trupal Rathod
7	<b>Sports, Discipline &amp; prayer, Student data</b>	<ul style="list-style-type: none"> <li>Planning and execution of different activities like birthday wishes, motivational thoughts/stories sharing by staff and students, achievements and developmental news reading, etc. to be carried out during prayer session.</li> <li>Thought of the day, achievement message, events details, etc on entrance notice board.</li> <li>To maintain the disciplined environment of the institute.</li> <li>Publish discipline policy and make students and faculty aware of it</li> <li>Arrange sports events including Inter class competitions.</li> <li>Identify students for promoting in sport.</li> </ul>	Students Achievements (Research, co-curricular and extra-curricular, Extension)	Year-wise list with Appropriate evidence and documentations. Example: sports, cultural, debate, discussion, elocution, etc. Participation certificates of inner-college events	Bhavin Vyas*
			Sports activity organized by Inst/dept (intra & Inter college)	Reports, meetings,	Jitesh Jariwala

8	<b>Literary, Cultural and Newsletter</b>	<ul style="list-style-type: none"> <li>▪ Arranging events like essay and poster competition, debate, elocution etc.</li> <li>▪ Invite articles from faculty / students / alumni</li> <li>▪ Publication of institute Newsletters.</li> <li>▪ Publishing web version of college newsletter</li> <li>▪ Maintain archive of versions.</li> <li>▪ Annual day celebration</li> <li>▪ Celebrating historical days and festivities</li> <li>▪ Maintain records of participation and student achievements</li> <li>▪ Prepare newsletter</li> </ul>	Extra and Co-curricular activities, organized by Inst (intra & Inter college)	Report of Event organized with photo, Recognition of awards and prizes	Dhaval Joshi*
			Institute/University Newsletter JPAS	List of committee/editorial body, issues published, structure, minutes, all copies published in last 5 years	Ditixa Desai
9	<b>Alumni association</b>	<ul style="list-style-type: none"> <li>▪ Reporting of Association activities to alumni members.</li> <li>▪ Membership enrolment.</li> <li>▪ Establishment of linkage among members.</li> <li>▪ Office bearer meeting at least twice in a year and intimation of the same.</li> <li>▪ Member's general meeting at least once in a year.</li> <li>▪ Member's bio-data update.</li> <li>▪ Planning &amp; execution of alumni activities.</li> <li>▪ Birth Day wish, job opportunities news circulation, etc.</li> <li>▪ Feedback from alumni with respect to processes and curriculum of institute.</li> <li>▪ Circulation of news and achievements of institute and individuals related to the institute.</li> </ul>	Alumni Associations	List of alumni, Details and events organized, agenda with minutes of meeting, photos	Bhavin Vyas*
10	<b>Industry institute interaction &amp; Educational visit</b>	<ul style="list-style-type: none"> <li>▪ Strengthen the linkage between institute and industry by signing MOUs.</li> <li>▪ Liaison with industry for projects.</li> <li>▪ Coordinate with other committees to arrange expert talk.</li> <li>▪ Take input related to syllabus.</li> <li>▪ Take feedback of students who work as employee or trainee.</li> <li>▪ Liaison with industry and other organizations to arrange students' visit for educational purpose</li> <li>▪ Arrange for excursion tours for students</li> <li>▪ Make travelling arrangements and deputing escorts for the visits</li> <li>▪ Maintain records of the visits</li> </ul>	MOU copies List of students undertaking industry projects	MOU copies List of students undertaking industry projects	Trupal Rathod
			Student Industrial/Educational Visit	Visit report with photograph	Praful Dedhiya*

11	Library & store management	<ul style="list-style-type: none"> <li>▪ Report requirement and suggestion for purchase of books / magazines / journals.</li> <li>▪ Distribution of books under Book Bank Facility.</li> <li>▪ Maintain Usage statistics including that of departmental library.</li> <li>▪ Review / modification of policies/procedures.</li> <li>▪ Report requirement and suggestion for purchase of chemicals</li> <li>▪ Maintain usage statistics including that of laboratory supplies</li> <li>▪ Make provisions for separate management of expensive chemicals/ inflammables/ excise duty chemicals</li> <li>▪ Keep records of chemical licenses updated</li> <li>▪ Review / modification of issue/ procurement policies/procedures</li> </ul>	Student Project, Dissertation	On Campus & Off Campus, list of UG and PG projects (in house as well as industrial), Soft copy depository, library copy	Mitali Patel
			Library	Agenda, minutes etc	Pintu Prajapati*
12	Laboratory development & college building maintenance	<ul style="list-style-type: none"> <li>▪ Appoint mentors for each laboratory to address the issues unique to each one of them</li> <li>▪ Identify and resolve problems related to laboratory equipment including connectivity</li> <li>▪ Maintain cleanliness</li> <li>▪ Make suggestions for procurement and installation of instruments, equipment and machinery as per curriculum and for R &amp; D purpose</li> <li>▪ Maintain registers like log book, break down, warranty, etc.</li> <li>▪ Periodic inspection of the college maintenance status</li> <li>▪ Give status report and suggest repairs if any at the management office</li> <li>▪ Keep record of alterations in building design/ repairs undertaken</li> </ul>	Animal House, Ethics Committee	Records of animals, SOPs, Projects undertaken Composition, agenda-minutes meeting	Bhavin Vyas
			Herbal Museum/Garden	List of plants, students' visit record, photos	Jitesh jariwala
			Central chemical store	Stock musters etc	Vilas Surana*
			Central instrument room	SOPs, maintenance, testing facility extended to the external agencies,	Pintu Prajapati
13	Research Grants, Publication, Seminar & Workshop	<ul style="list-style-type: none"> <li>▪ Keep abreast of seminars/ workshops/ conferences/ lectures at institute and maintain their records</li> <li>▪ Circulate and display information of these events at the college notice-board</li> <li>▪ Circulate and display information regarding seminars/ workshops/ conferences being organised at other places (national/ international/ others) on notice-board</li> </ul>	Expert Lectures organized, Scientific Event Organized	Report with photo, List and supporting documents, Seminars, Conferences, Workshops (involving participation & audience outside the university)	Vanraj Thakor
			Institute Publications	Year-wise list with copy of publication (preferably full text paper must be filed/spiral bound)	Yashwini Kansara
			Faculty achievements	Year-wise list with Appropriate evidence and documentations.Example:	Rahul Jha

		<ul style="list-style-type: none"> <li>▪ Encourage students/ faculty to take part in events of their interest</li> <li>▪ Maintain records of participation, guest lecturers delivered by faculty</li> <li>▪ Collection of data of publication/ presentation of students/ faculty along with their copies</li> <li>▪ Keep update of journal status (impact factor, citation index etc)</li> <li>▪ Make the faculty aware of grant/ fellowship opportunities provided by govt./private agencies/ industries and Help them apply for the same</li> <li>▪ Keep a record of grants/ fellowship availed by the faculty</li> </ul>		awards/paper/poster/model/presentations (conference, seminar, tech fest) Faculty serving on editorial boards of journal/magazine, Faculty serving as reviewers in journals and magazines.	
			Faculty as resource person/ Expert lecture/chairing sessions/judging/invited talks	Documentation like invitation, certificate of appreciation etc.	Atul Khadse*
			List of funded research project – ongoing/completed, Research grants received, Seminar grant received	Documentation like sanction letter and settlement of grants (UC)	Aneri Desai
			Research collaboration, consultancy projects, MOUs	Details like MoUs signed, consultancy projects handled by faculty and	Samaresh Palroy
			Books/ book chapters/ conference proceedings published/ edited	List and cover/ content pages.	Ayushi Alaghiya
			Faculty attended conference, seminar, workshop	List, and order issued, reports, certificates etc submitted by faculties	Dhaval Joshi
14	<b>Website, IIS, EIS and Institute Social Media</b>	<ul style="list-style-type: none"> <li>▪ Website Management including regular update of all the activities.</li> <li>▪ Regular update on data entry in EIS and IIS</li> <li>▪ Updates on Social Media</li> </ul>	Institute website, IIS (Institute Information system), EIS (Employee information portal)	Regular update of MPC website and follow-up with UTU website EIS follow-up from all staff	Ditixa Desai*
15	<b>Social Service Cell</b>	<ul style="list-style-type: none"> <li>▪ Create an awareness of social issues and sense of responsibility among the students</li> <li>▪ Conduct awareness camps, workshops, seminars, guest lectures by experts on various Environmental, Health related and other social issues like pollution, usage of natural resources, AIDS and Cancer awareness, Thalassemia testing, eye check-up, Tree plantation, Road Safety and blood donation in the University and adjoining areas.</li> </ul>	NSS, Extension activity organized by Inst/dept (intra & Inter college)	Reports	Jitesh Jariwala*

16	<b>Grievance Redressal and Anti-ragging cell*</b>	<ul style="list-style-type: none"> <li>▪ To develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.</li> <li>▪ To support, those students who have been deprived of the services offered by the College, for which he/she is entitled.</li> <li>▪ To make officials of the College responsive, accountable and courteous in dealing with the students.</li> <li>▪ Implementation of AICTE / UGC Guidelines including at the hostel.</li> </ul>	<p>a. Grievance Redressal b. Anti-ragging cell</p>	Mechanism and specific cases. Agenda – minutes etc	Ditixa Desai* Bhargavi Desai
17	<b>Sexual harassment prevention* and Women’s cell*</b>	<ul style="list-style-type: none"> <li>▪ Implementation of AICTE / UGC Guidelines including at the hostel.</li> <li>▪ Foster and support the professional and personal development of women (student as well as faculty)</li> <li>▪ Arrange expert talk, seminar, etc. for the same.</li> </ul>	<p>a. Women cell b. Prevention of sexual harassment cell</p>	Composition, agenda-minutes, action taken specific case if any	Mitali Patel* Ami Vyas
18	<b>Class counsellor &amp; attendance monitor</b>	<ul style="list-style-type: none"> <li>▪ Identify strong &amp; weak points of students and plan strategy.</li> <li>▪ Encourage students to apply leave online and must grant leave as early as possible.</li> <li>▪ Carry out at least one meeting with students in a month. Maintain proper record of the same.</li> <li>▪ Take student feedback at least once during the semester.</li> <li>▪ Proper action must be planned after analysis of the student feedback and same should be discussed with the Programme Co-ordinator and Director before implementing.</li> <li>▪ Conduct meeting with course teachers to share progress of the student.</li> <li>▪ Contact and inform parents about student progress, irregularity at least twice in a term either telephonically or by letter.</li> <li>▪ Prepare monthly report of students whose attendance is less than 80% and place it on notice-board.</li> <li>▪ Encourage students to use their maximum time at institute.</li> </ul>	Counselling file; Academic Counselling	Methodology, circular, list of Counsellors with student allotted, specific Cases and action taken, report of success Advanced & slow learner has to be reflected. Remedial coaching for weak students	
			Student council	Composition – GS, CR, LR; representation in organization of various activities	

**Class counsellors:**

<b>Class / Batch</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
II Year B Pharm	Dr. Gajanan Kalyankar	Dr. Ditixa Desai	Dr. Shrikant Joshi	Mr. Jitesh Jariwala
III Year B Pharm	Ms. Yashwini Kansara	Dr. Sandesh Lodha	Mr. Pratik Tailor	Ms. Bhargavi Desai
IV Year B Pharm	Dr. Bhavik Satani	Mr. Praful Dedhiya	Dr. Rutvi Vaidya	Dr. Hetal Patel
I Year B Pharm	Mr. Vanraj Thakor	Dr. Vilas Surana	Dr. Mitali Patel	Mr. Atul Khadse
I Year Pharm D	Mr. Shreyansh Rai			
II Year Pharm D	Mr. Samaresh Palroy			
III Year Pharm D	Dr. Bhavin Vyas			
IV Year Pharm D	Ms. Rachita Desai			
V Year Pharm D	Mr. Dhaval Joshi			
VI Year Pharm D	Mr. Trupal Rathod			
M Pharm Ceutics	Dr. Pranav Shah			
M Pharm Cology	Dr. Bhavin Vyas			
M Pharm PQA	Dr. Pintu Prajapati			