



Academic Committees for the year 2019-2020

No.	Club /Committee /Cell	Activities	Members
1	Academic calendar / time table	<ul style="list-style-type: none">• Academic calendar and time table preparation.• Smooth conduction of classes particularly when a teacher is on leave.• Event Schedule to be maintained and circulated.• Ensure availability of teaching related material like teaching schedule, question bank, practical list etc. in time.• Announce about the same to associated staff and students.• Prepare and circulate agenda and minutes of staff meeting and coordinate it	Sanjay Tiwari (ch) Pranav Shah Bhavin Vyas
2	Course content delivery & website	<ul style="list-style-type: none">• Collection and submission of students' attendance record and report of syllabus completion and delivery to the Director.• Preparation and update of syllabus files for each academic year.• Circulation of syllabus among staff members and publishing the same on website.• Website Management including regular update of all the activities.	Pratik Tailor (ch) Praful Dedhiya
3	Admission, induction & further studies	<ul style="list-style-type: none">• Take active participation in pre-admission counselling sessions to encourage enrolments• Arrange for the marketing/ counselling sessions in catchment area• Make strategies for increase in enrolment of students at the college• Planning and execution of Orientation Program• Encourage students to take part in national/ international exams for fellowships/ admissions/ certificate courses• Provide guidance and coaching to the interested students• Maintain data of students appeared/qualified at such exams	Bhavik Satani (ch) Ketan Ranch

4	Sports, Discipline & prayer	<ul style="list-style-type: none"> • 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. • Thought of the day, achievement message, events details, etc on entrance notice board. • To maintain the disciplined environment of the institute. • Publish discipline policy and make students and faculty aware of it • Arrange sports events including Inter class competitions. • Identify students for promoting in sport. 	Zeel Naik (ch) Mitali Patel
5	Library & store management	<ul style="list-style-type: none"> • Report requirement and suggestion for purchase of books / magazines / journals. • Distribution of books under Book Bank Facility. • Maintain Usage statistics including that of departmental library. • Review / modification of policies/procedures. • Report requirement and suggestion for purchase of chemicals • Maintain usage statistics including that of laboratory supplies • Make provisions for separate management of expensive chemicals/ inflammables/ excise duty chemicals • Keep records of chemical licenses updated • Review / modification of issue/ procurement policies/procedures 	Gajanan Kalyankar (ch) Shrikant Joshi
6	Laboratory development & college building maintenance	<ul style="list-style-type: none"> • Appoint mentors for each laboratory to address the issues unique to each one of them • Identify and resolve problems related to laboratory equipments including connectivity • Maintain cleanliness • Make suggestions for procurement and installation of instruments, equipments and machinery as per curriculum and for R & D purpose • Maintain registers like log book, break down, warranty, etc. • Periodic inspection of the college maintenance status • Give status report and suggest repairs if any at the management office • Keep record of alterations in building design/ repairs undertaken 	Pintu Praiapati (ch) Furqan Maulvi
7	Examination	<ul style="list-style-type: none"> • Schedule and conducts internal examinations. • Result analysis to be collected from all faculties and to prepare summary result analysis report. • Collecting continuous evaluation parameters and test dates from course teacher and monitoring its execution. 	Vilas Surana (ch) Sonia Pandey

8	Research Grants, Publication, Seminar & Workshop	<ul style="list-style-type: none"> • Keep abreast of seminars/ workshops/ conferences/ lectures at the institute and maintain their records • Circulate and display information of these events at the college notice-board • Circulate and display information regarding seminars/ workshops/ conferences being organised at other places (national/ international/ others) on notice-board • Encourage students/ faculty to take part in events of their interest • Maintain records of participation • Also maintain records of guest lecturers delivered by faculty • Collection of data of publication/ presentation of students/ faculty along with their copies • Keep update of journal status (impact factor, citation index etc) • Make the faculty aware of grant/ fellowship opportunities provided by govt./private agencies/ industries • Help them apply for the same • Keep a record of grants/ fellowship availed by the faculty 	Rutvi Vaidya (ch) Sonam Gandhi
9	Industry institute interaction & Educational visit	<ul style="list-style-type: none"> • Strengthen the linkage between institute and industry by signing MOUs. • Liaison with industry for projects. • Coordinate with other committees to arrange expert talk. • Take input related to syllabus. • Take feedback of students who work as employee or trainee. • Liaison with industry and other organizations to arrange students' visit for educational purpose • Arrange for excursion tours for students • Make travelling arrangements and deputing escorts for the visits • Maintain records of the visits 	Samaresh Palroy (ch) Bhargavi Desai

10	Literary & Cultural	<ul style="list-style-type: none"> • Arranging events like essay and poster competition, debate, elocution etc. • Invite articles from faculty / students / alumni • Publication of institute Newsletters. • Publishing web version of college newsletter • Maintain archive of versions. • Annual day celebration • Celebrating historical days and festivities • Maintain records of participation and student achievements 	Jaimini Gandhi (ch) Bhavini Gharia
11	Social Service Cell	<ul style="list-style-type: none"> • Enhance the awareness of social issues • Create a sense of responsibility among the students • 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. 	Sandesh Lodha (ch) Avinash Khadela
12	Alumni association	<ul style="list-style-type: none"> • Reporting of Association activities to alumni members. • Membership enrolment. • Establishment of linkage among members. • Office bearer meeting at least twice in a year and intimation of the same. • Member's general meeting at least once in a year. • Member's bio-data update. • Planning & execution of alumni activities. • Birth Day wish, job opportunities news circulation, etc. • Feedback from alumni's with respect to processes and curriculum of institute. • Circulation of news and achievements of institute and individuals related to the institute. 	Praful Dedhiya (ch) Ashish Mishra
13	Training & placement	<ul style="list-style-type: none"> • Preparing and circulating Placement Bulletin. • Arranging campus interview. • Awareness about placement including preliminary preparation. • Liaison with organizations for placement. • Co-ordinate with other committees to arrange expert talk and personality development , resume writing and interview facing sessions 	Pranav Shah (ch) Jaimini Gandhi
14	Accreditation &	<ul style="list-style-type: none"> • Maintain and update college data as required by regulatory bodies 	Bhavin Vyas (ch)

	inspection	<ul style="list-style-type: none"> • Collection and supply of such data annually or whenever needed by such agencies at their portals or in the form of hard copies • Assisting other faculties/ committees in preparation of records as per the requirements of regulatory bodies 	Ketan Ranch
15	Anti ragging cell*	<ul style="list-style-type: none"> • Implementation of AICTE / UGC Guidelines including at the hostel. 	Hetal Patel (ch) Shrikant Joshi
16	Women's cell*	<ul style="list-style-type: none"> • Implementation of AICTE / UGC Guidelines including at the hostel. • Foster and support the professional and personal development of women (student as well as faculty) • Arrange expert talk, seminar, etc. for the same. 	Arti Gupta (ch) Prarthna Patel
17	Sexual harassment prevention*	<ul style="list-style-type: none"> • Implementation of AICTE / UGC Guidelines including at the hostel. 	Nidhi Kher (ch) Sneha Patel
18	Grievance Redressal	<ul style="list-style-type: none"> • To develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. • To support, those students who have been deprived of the services offered by the College, for which he/she is entitled. • To make officials of the College responsive, accountable and courteous in dealing with the students. • To ensure effective solution to the student's grievances with an impartial and fair approach. 	Richa Champaneria (ch) Dhaval Joshi
	Class counsellor & attendance monitor	<ul style="list-style-type: none"> • Identify strong & weak points of students and plan strategy. • Encourage students to apply leave online and must grant leave as early as possible. • Carry out at least one meeting with students in a month. Maintain proper record of the same. • Take student feedback at least once during the semester. • 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. • Conduct meeting with course teachers to share progress of the student. • Contact and inform parents about student progress, irregularity at least twice in a term either telephonically or by letter. • Prepare monthly report of students whose attendance is less than 80% and place it on notice-board. <p>Encourage students to use their maximum time at institute.</p>	

Class counsellors:

Class / batch	A	B	C	D
I year b pharm	Dr. Bhavik Satani	Praful Dedhiya	Dr. Rutvi Vaidya	Dr. Hetal Patel
II year b pharm	Ms. Prarthna Patel	Dr. Vilas Surana	Dr. Mitali Patel	Ms. Richa Champaneria
III year b pharm	Ms. Sneha Patel	Ms. Bhavini Gharia	Ms. Sonam Gandhi	Dr. Arti Gupta
IV year b pharm	Dr. Furqan Maulvi	Ms. Jaimini Gandhi	Pratik Tailor	Ms. Bhargavi Desai
I year pharm d	Avinash Khadela			
II year pharm d	Dr. Nidhi Kher			
III year pharm d	Dr. Zeel Naik			
M pharm ceutics	Dr. Sonia Pandey			
M pharm cology	Samaresh Palroy			
M pharm PQA	Dr. Pintu Prajapati			

Documentation :

Sr. No.	Title of the File	Required Documents	Concerned Person
1	Syllabus, CO, CO-PO Mapping	All syllabi	PP
2	Syllabus Revision, BOS File	List, review process, feedback from stakeholders, reasons, notifications	ADM
3	Student Internship/training/Clinical posting	List of student year-wise with organization name for training	JG
4	Student Project, Dissertation	On Campus & Off Campus, list of UG and PG projects(in house as well as industrial), Soft copy depository, library copy	MP
5	Student Industrial/Educational Visit	Visit report with photograph	SPR
6	Feedback on Curriculum	From all stake-holders and Action Taken (Employer, alumni, student, examiner, teacher)	SRL
7	Course Files	As per format – student centric method, advanced & slow learner has to be reflected. Remedial coaching for weak students	Subject teacher BD
8	Expert Lectures organized, Scientific Event Organized	Report with photo, List and supporting documents, Seminars, Conferences, Workshops (involving participation & audience outside the university)	ST
9	Counseling file; Academic Counseling	Methodology, circular, list of Counselors with student allotted, specific Cases and action taken, report of success Advanced & slow learner has to be reflected. Remedial coaching for weak students	Counselor NK
10	Extra and Co-curricular activities, organized by Inst (intra & Inter college)	Report of Event organized with photo, Recognition of awards and prizes	AK
11	Feedback on Teaching by students	Format, Filled Forms	AK

Sr. No.	Title of the File	Required Documents	Concerned Person
12	Minutes of Faculty/Staff Meetings	Agenda, minutes	SRL
13	Institute Publications	Year-wise list with copy of publication (preferably full text paper must be filed/spiral bound)	FAM
14	Institute/University Newsletter JPAS	List of committee/editorial body, issues published, structure, minutes, all copies published in last 5 years	SVJ
15	Induction/Orientation program EIS	Separate files to be maintained for UG and PG programs with details of the schedule, events, schedule, photos, and programs. EIS follow-up from all staff	KMR
16	Faculty achievements	Year-wise list with Appropriate evidence and documentations. Example: 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.	RC
17	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 iner-college events	RV
18	Faculty as resource person/Expert lecture/chairing sessions/judging/invited talks	Documentation like invitation, certificate of appreciation etc.	SG
19	List of funded research project – ongoing/completed, Research grants received, Seminar grant received	Documentation like sanction letter and settlement of grants (UC)	RV
20	Grievance Redressal, Anti-ragging cell	Mechanism and specific cases. Agenda – minutes etc	HP

Sr. No.	Title of the File	Required Documents	Concerned Person
21	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.	VS
22	Research collaboration, consultancy projects, MOUs	Details like MoUs signed, consultancy projects handled by faculty and	BG
23	Books/book chapters/conference proceedings published/edited	List and cover/ content pages.	FAM
24	Faculty attended conference, seminar, workshop	List, and order issued, reports, certificates etc submitted by faculties	SP
25	Competitive exam guidance, Students participation in competitive examination, students progressing for higher studies SIS	Year-wise report, students progressing to higher studies – list of students with evidence	PD
26	Alumni Associations	List of alumni, Details and events organized, agenda with minutes of meeting, photos	PD
27	Animal House, Ethics Committee	Records of animals, SOPs, Projects undertaken Composition, agenda-minutes meeting	BAV
28	Herbal Museum/Garden	List of plants, students' visit record, photos	AG
29	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	PJS
30	Women cell, Prevention of sexual harassment cell	Composition, agenda-minutes, action taken specific case if any	AG
31	Student council	Composition – GS,CR,LR; representation in organization of various activities	SVJ

Sr. No.	Title of the File	Required Documents	Concerned Person
32	Staff details	Staff list with designation, qualification, experience, joining date – Year-wise	BAV
33	Student admission	List of admitted students program wise year-wise	BS
34	Approval sanction letter, notification	AICTE, PCI	BAV
35	Sports activity organized by Inst/dept (intra & Inter college)	Reports, meetings	ZN
36	NSS, Extension activity organized by Inst/dept (intra & Inter college)	Reports	SRL
37	Library	Agenda, minutes etc	GGK
38	Central chemical store	Stock musters etc	SVJ
39	Central instrument room	SOPs, maintenance, testing facility extended to the external agencies,	PBP
40	Inst website, IIS(Inst Information system)	Regular update of MPC website and follow-up with UTU website	PT
41	Academic calendar, Academic time-table		PBP, BAV, PJS, AG
42	PCI, AICTE Application Accreditation & inspection committee – NAAC, NBA		BAV, GGK, KMR
43	PO attainment		SVJ, KMR, VS, PD
44	Scholarship – govt, non-govt sources	Full list with amount and agency	PBP