



MALIBA PHARMACY COLLEGE - UKA TARSADIA UNIVERSITY

A constituent institute of Uka Tarsadia University

Academic Committees for the year 2020-2021

A. Ascetic Committees

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 Pranav shah Bhavin Vyas
2	Course content delivery & LMS	<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.• Application and successful utilisation of LMS and other digital support	Praful Dedhiya Samresh Pal Roy
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	Bhavik Satani Avinash Khadela

		<ul style="list-style-type: none"> • Maintain data of students appeared/qualified at such exams 	
4.	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. 	<u>Vilas Surana</u> Atul Khadse
5.	Accreditation & inspection	<ul style="list-style-type: none"> • Maintain and update college data as required by regulatory bodies • 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 	<u>Bhavin Vyas</u> Sandesh Lodha
B. <u>Committees for Student burgeon</u>			
6.	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 • 	<u>Pranav Shah</u> Hitika patel
7	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. • 	<u>Zeel Naik</u> Mitali Patel

8	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 	<u>Hetal Patel</u> Dhaval Joshi
9	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. 	<u>Praful Dedhiya</u> Ashish Mishra
10	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 	<u>Samaresh Palroy</u> Bhargavi Desai

C. Appurtenant Committees

11	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 	<u>Gajanan Kalyankar</u> Shrikant Joshi
12	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 	<u>Pintu Praiapati</u> Sanjay Tiwari
13	Research Grants, Publication, Seminar & Workshop	<ul style="list-style-type: none"> • Keep abreast of seminars/ workshops/ conferences/ lectures at 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, 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/ 	<u>Rutvi Vaidya</u> Furqan Maulvi

		<p>industries and Help them apply for the same</p> <ul style="list-style-type: none"> • Keep a record of grants/ fellowship availed by the faculty 	
14	Website , IIS , EIS Institute Social Media	<ul style="list-style-type: none"> • Website Management including regular update of all the activities. • Regular update on data entry in EIS and IIS • Updates on Social Media 	<u>Pratik Tailor</u>
D. <u>Students Supportive Cells</u>			
15	Social Service Cell	<ul style="list-style-type: none"> • Create a awareness of social issues and sense of responsibility among the students • Conduct awareness camps, workshops, seminars, guest lectures by experts on various Environmental, Heath related and other socials 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. 	<u>Shrikant Joshi</u> Aarti Gupta
16	Anti ragging cell*	<ul style="list-style-type: none"> • Implementation of AICTE / UGC Guidelines including at the hostel. 	<u>Hetal Patel</u> Ditixa Desai
17	Sexual harassmt prevention*	<ul style="list-style-type: none"> • Implementation of AICTE / UGC Guidelines including at the hostel. 	<u>Sonia Pandey</u> Mitali Patel
18	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. 	<u>Arti Gupta</u> Hitika patel
19	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. 	<u>Shailesh Shah</u> Pratik Tailor

20	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>
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Class counsellors:

Class / Batch	A	B	C	D
I Year B Pharm	Dr. Furqan Maulvi	Dr. Sandesh Lodha	Mr. Pratik Tailor	Ms. Bhargavi Desai
II Year B Pharm	Dr. Bhavik Satani	Mr. Praful Dedhiya	Dr. Rutvi Vaidya	Dr. Hetal Patel
III Year B Pharm	Ms Hitika Patel	Dr. Vilas Surana	Dr. Mitali Patel	Mr. Atul Khadse
IV Year B Pharm	Dr. Sanjay Tiwari	Ms. Ditixa Desai	Dr. Shrikant Joshi	Dr. Arti Gupta
I Year Pharm D	Dr. Bhavin Vyas			
II Year Pharm D	Mr. Avinash Khadela			
III Year Pharm D	Mr Dhaval Joshi			
IV Year Pharm D	Dr. Zeel Naik			
M Pharm Ceutics	Dr. Sonia Pandey			
M Pharm Cology	Mr. Samaresh Palroy			
M Pharm PQA	Dr. Pintu Prajapati			