

5.3.2

**Institution facilitates students’
representation and engagement in
various administrative, co-curricular and
extracurricular activities
(Additional information)**

Students Council

The institute has a student council, which is constituted as per the rules and regulations of the institute, and comprises of Principal, Teaching Staffs and students. This council usually supports the management in framing policies for the welfare of the students. This in turn helps the students to grow their leadership skills and qualities.

THE STUDENT COUNCIL AND THE PRINCIPAL

The role of the Principal is of central importance in the establishment and operation of a Student Council. In assisting the Management in the development of college policy, and in working with teachers and to implement it at day-to-day level, the Principal is centrally placed in all aspects of the college activities.

THE STUDENT COUNCIL AND TEACHERS

This helps in developing a spirit of partnership and co-operation between Student Council and teachers has benefits for both. The Student Council can also play an important role in recognizing and supporting the work of teachers.

STUDENTS COUNCIL

The Student Council and the various committees shall regularly review the activities of the different clubs and associated bodies within their domain and make suggestions to improve their functioning, if and when necessary.

Composition:

- Chairperson
- President
- Vice president
- Faculty Members selected by Chairperson
- General Secretary
- Boys Hostel Secretary
- Girls Hostel Secretary
- College Canteen Incharge



Selection Process of Student council members:

The class-in charge of each year's advises the academically excellent, active students in sports, cultural events and other college co-curricular activities to take part in the selection process. The selection of these student members are made through interview panel. The positions of President and General Secretary are always kept reserved for the higher classes.

The Student Council & the various committees:

1. Hostel Committee
2. Cultural Committee
3. Alumni meet committee

Functions:

a) The functions of the Hostel Committee include discussion on all matters pertaining to hostel affairs, maintenance and development of hostel infrastructure in the institute.

b) The functions of the Cultural Committee is to organize various events such as Fresher's Party, Ganesh Festival, Janmasthami, Navaratri festival, Farewell, Annual Gatherings, Teacher's Day, etc.

c) The Alumni Meet Committee organizes the annual alumni meets and helps in maintaining a good rapport with our alumni's.



SDPC STUDENT COUNCIL**Year 2022-23**

Sr. No	Name of Members	Designation
01	Dr. M. N. Noolvi	Chairman
02	Dr. Manish Goyani	Member
03	Dr. Pallavi K. J.	Member
04	Vatsal Thakkar	President
05	Abubakar Desai	Vice President
06	Ayush Panchal	General Secretary
07	Krishna Gandhi	Cultural Secretary
08	Aashiq Hussain	Sports Secretary
09	Saloni Aahir	Sports Secretary
10	Monvi Sachdev	Boys Hostel Secretary
11	Zinal Desai	Girls Hostel Secretary
12	Rajkumar Bhai	Bus secretary
13	Zinal Desai	College Canteen In charge
14	Krishna Gandhi	Ladies Representative (B. Pharm)
15	Drashti Rana	Ladies Representative (M. Pharm)
16	Insiya Gangardiwala	Ladies Representative (Pharm D.)
17	Piyush Agrawal	CR (B. Pharm 1 st year)
18	Mitul Kalsaria	CR (B. Pharm 2 nd year)
19	Bhumil Patel	CR (B. Pharm 3 rd year)
20	Abu Bakar Desai	CR (B. Pharm 4 th year)
21	Rushi kalathiya	CR (Pharm D. 1 st year)
22	Krish Kalathiya	CR (Pharm D. 2 nd year)
23	Nikunj Makwana	CR (Pharm D. 3 rd year)
24	Jignesh Salunke	CR (Pharm D. 4 th year)
25	Aakash Paghdal	CR (Pharm D. 5 th year)
26	Pradyumansingh Rajput	CR (Pharm D. 6 th year)



Principal
Shree Dhanvantary Pharmacy College, Kim.
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Shree Dhanvantary Pharmacy College**Hostel and Canteen Welfare Committee****Year: 2022-23****Name of Committee Members**

<u>Faculty Members</u>	<u>Mobile No.</u>
Dr. Uttam More	84018 41577
Ms. Shabeena	7986152179
Ms. Mohini Rathod	81402 30127
Dr. Dilip Vasava	99794 94655

Students Representative

<u>Student Name</u>	<u>Mobile No.</u>
Zinal Desai	87589 62271
Ridhhi Patel	72850 47873
Monvi Sachdev	70167 20200

Maintenance and IT Department

Nikunj Bhai	7567924770
Sunil vasava	9979600942
Santosh Patil	8141421202

Canteen Schedule

Breakfast Time	7:30 am to 8:00 am
Lunch Time	12:30 pm to 3:00 pm
Evening Teatime	4:30 pm to 5:00 pm
Dinner Time	7:00 pm to 8:30 pm
Sunday Breakfast Time	9:00 am to 10:00 am
Sunday Lunch Time	1:00 pm to 2:00 pm



Principal
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Shree Dhanvantary Pharmacy College, Kim (254) Year 2022-2023

1) Anti-Ragging Committee (Year 2022-2023)

Sr. No	Name	Department	Designation	Mobile No.
1.	Dr. M.N Noolvi	Pharmaceutical Chemistry	Chairman	8141175355
2.	Dr. Pallavi K.J	Pharmacology	Member	8153902437
3.	Mrs. Dhara Vashi	Quality Assurance	Member	8980776602
4.	Ms. Vasandiya Kinjal	Pharmaceutical Chemistry	Member	7567549649
5.	Ms. Ammara Sufi	Student (B.Pharm)	Member	6353123152
6.	Mr. Manthan Rai	Student (B.Pharm)	Member	8160679366



Shree Dhanvantary Pharmacy College, Kim (254) Year 2022-2023

1) Anti-Ragging Squad (Year 2022-2023)

Sr. No	Name	Department	Designation	Mobile No.
1	Dr. M.N Noolvi	Pharmaceutical Chemistry	Chairman	8141175355
2	Dr. Uttam More	Pharmaceutical Chemistry	Member	8401841577
3	Dr. Manish Goyani	Pharmaceutics	Member	9913166201
4	Dr. Monika kakadiya	Quality Assurance	Member	7990455181
5	Ms. Patel Krishna	Student (B.Pharm)	Member	9016579688
6	Mr. Khamkar Nirav	Student (B.Pharm)	Member	9426660998

Date	Members	Frequency of Raids	Case Detected	Action Taken
18/11/2022	06	6 months	00	-
01/03/2023	06	6 months	00	-



SHREE DHANVANTARY PHARMACY COLLEGE

COLLEGE WORKING COMMITTEE FOR ACADEMIC YEAR 2022-23

Chairperson for all committee: Dr. M. N. Noolvi

Sr. No.	Event/ Activity	Coordinator	Responsibilities
1.	Approval Related Committee AICTE, PCI & GTU	Dr. M. N. Noolvi Dr. Anand Deshmukh Dr. Uttam A. More Mr. Mukesh Mishra Dr. Manish Goyani	<ul style="list-style-type: none"> Filling of application for continuation of approval of all courses by GTU/AICTE/PCI in stipulated time. To prepare the reports for the inspection purpose. To prepare the check list of documents and arrange one day prior to the inspection in consultation with the principal. Monitor all laboratories for inspection. Hospitality management.
2	NAAC & Autonomus University	Dr. Uttam A More	<ul style="list-style-type: none"> Overall in charge for NAAC work
3	Staff Meeting convener	Dr. Rahul Patil Mr. Abhinandan Sahi	<ul style="list-style-type: none"> E-record for online meetings during this COVID-19 pandemic Circulating the meeting circulars. Preparation and maintenance of minutes of meeting records.
4	Institute Research Development Committee (IRDC)	Dr. Anand Deshmukh & All Professors/HODs	<ul style="list-style-type: none"> To take presentation of PG Research Dissertation work. Approval of dissertation title based on presentation. Send notifications to all faculty members regarding various funding agencies (DST/BRNS/DBT/SERB) Maintain a separate file of all R&D projects completed and ongoing
5	NBA	Dr. Anand Deshmukh	<ul style="list-style-type: none"> Overall in charge for NBA work
6.	Academic Development Committee	Dr. Manish Goyani	<ul style="list-style-type: none"> To monitor the regular academic activities in consultation with all class teachers under the guidance of Principal. To monitor discipline among students. Periodic monitoring of academic progress. Collection of attendance register and practical record book at the end of academic year from staff. Maintain course file of all subjects. Maintain students file all semesters.
7.	Discipline Committee	Mrs. Dhara Vashi Ms. Mohini Rathod, All Mentors	<ul style="list-style-type: none"> Overall in charge for discipline in campus To prepare schedule of faculty for surprise visit to various campus locations especially during exam.

8.	Curriculum Committee All mentors (Respective Semester)		<ul style="list-style-type: none"> Each mentors receive respective students file from previous semester class teacher and updated with GTU results and further development. To ensure students of respective class should be in class/lab during working day. To monitor discipline among students. Sanctioning for leave to students. To assist the academic monitoring committee in smooth functioning of academic activity. To make the list of absent students without permission and intimating the parents to instruct their wards. Maintain separate student file
9.	Daily Academic Monitoring	Mrs. Shabeena Mrs. Harshala Patil Student representatives (CR and LR from each class)	<ul style="list-style-type: none"> Daily send attendance SMS to principal & managements Maintain regular common attendance record at principal chambers Maintain regular subject teacher theory plan record at principal chamber. To monitor and check attendance register, practical journal & course file regularly in communication with academic monitoring head & principal.
10.	Time Table Monitoring	Mrs. Sonam Gandhi Mrs. Achla Vyas	<ul style="list-style-type: none"> To prepare the time table in consultation with the academic monitoring head, HODs & Principal
11.	GPAT training & Industrial training at institute	Dr. Monika Kakdiya	<ul style="list-style-type: none"> Provide the GPAT guideline to 3rd and 4th year students Assign final year B. pharm students for training in SDPARC.
12.	Library Development	Mr. Dilip Vasava Ms. Aarifa	<ul style="list-style-type: none"> Providing suggestions for overall improvement of library functioning. To collect the particulars of books and journals to be procured during the academic year. To update faculty regarding new editions/ volumes/ addendums added and record the same.
13.	Central Store & Laboratory Development	Dr. Manish Goyani Ms. Parin Sidat Ms. Jainish Patel All Lab technician & Faculty Lab. Supervisor	<ul style="list-style-type: none"> To maintain the stock register/records of chemicals/glassware/apparatus. To prepare list of requirements in consultation with lab. Technician, subject teacher & HOD's of all departments. To issue the chemical/glassware/apparatus to the individual lab. To make the list of requirements of chemicals/glassware/apparatus as per the AICTE/PCI norms and process for quotation/procurement. To maintain the stock of alcohol. To generate the breakage list before GTU exam. Maintain the equipment list available with each department and provide the updated list to every PI for project writing.

14.	Examination Committee [GTU & Internal Exam] (UG & PG Both)	Dr. Uttam A. More Dr. Monika Kakdiya Mrs. Dhara Vashi	<ul style="list-style-type: none"> To prepare and notify mid semester examination (theory, remedial & practical) time table in consultation with academic head & principal. To conduct mid semester examination (theory, remedial & practical) as per schedule. To upload mid semester marks (theory & practical) marks to GTU. To maintain the mid semester examination mother ledger and marks statements for inspection. To display that marks statements. To maintain the mid semester examination stationary materials assessed and unassessed. Any other mid semester related function as directed by the Principal
Extra & Co-curricular activities			
15	NSS COMMITTEE(Includes 1. Cultural Committee Annual Day with prize distributions/ Fresher's & farewell Day Celebration 2. Gymkhana & Sports Committee	Ms. Rozina Patel Ms. Suman Ms. Fatema Ms. Aarifa Dr. Zeel Naik Mr. Abhinandan Ms. Aaraf Mehfuza	<ul style="list-style-type: none"> Organizing all cultural activities on suitable date. Screening and selecting the events for annual day Prize and certificate distribution. Enroll students and maintain the records. To organize the annual sports activities in communication with principal. Enroll students for Gymnasium (Gym) and maintain the records. Prize and certificate distribution. Enroll the students and maintain the records. Organize various programs during the academic year on important days. Social & Community service activity Identify Govt. college & donation of Napkin Machine Communicate with the University in seeking the funds. Enroll the students and maintain the records.
18	Museum curator	Mrs. Hirvita Bhatt Ms. Kinjal Vasandiyar	<ul style="list-style-type: none"> Regularly update all notice boards including UG & PG. Preparation of charts for beautification of notice board & campus. Procurement of samples, models, photographs, containers for museum etc. Effective and systematic arrangements of museum.
Scientific & Professional Training Committee			
19	Industrial Visit, Placement Cell & Entrepreneur Development Cell	Dr. Anand Deshmukh Mr. Rahul Patil Dr. Zeel Naik	<ul style="list-style-type: none"> Prepare CV for all final year students. To fixation of date and industry visit for all UG, PG & Pharm. D students Make arrangement for transport,

			<ul style="list-style-type: none"> accommodation, etc. Make arrangement for training/ workshop for placement as well as entrepreneurship. Conduct campus interview as many possible before students completing the course.
20	Scientific Committee (Includes Guest Lecture, Scientific Publication & E-bulletin)	Dr. Ukti Bhatt Dr. Merin Sam Ms. Achla Vyas Ms. Mohini Rathod	<ul style="list-style-type: none"> Inviting distinguished personalities to deliver guest lecturers from Industry/Academia. Organize online webinar Arrangements and hospitality. Maintenance of records. Maintain the record of all published articles, books and conference/workshop/seminar attended by faculty members. Periodically send notification regarding submission of faculty achievements. To initiate the function of SDPC E-bulletin regularly each Quarter (March, June, September & December). Select and Edit the articles on the Topic, of pharmacy, science & technology. Declaration of best article for an award.
22	Scientific Committee Website updates & Digital Board	Mr. Minesh Patel Ms. Achla Vyas Mr. Dhanraj	<ul style="list-style-type: none"> Update digital scientific board on daily basis with innovative information & arrange quiz monthly & award/cash prize distribution Update college website according to event and development. Updating latest information regarding institutional progress and achievements.
23	SDPC Alumni Association & Anti Ragging Committee	Ms. Anurag Mishra Ms. Kinjal Vasandiya	<ul style="list-style-type: none"> Enroll the students, organizing the meets and regular forwarding of the developments and important events to the alumni. Display Anti ragging poster in college campus and maintain records of Anti ragging activity.
24	Women development cell	Ms. Sidat Parin Ms. Rozina Patel	<ul style="list-style-type: none"> Enroll girl students and women staff members Arrange training program for women safety and health awareness
25	Grievance redressal committee	Dr. Manish Goyani Ms. Mahefuza Araf	<ul style="list-style-type: none"> Activate Student Suggestion Box in concern with Principal & Management Open grievance box periodically and see the grievances and rectify it. Also make avail online facility for grievance
26	Committee Against Sexual Harassment/ Internal Complaint Committee	Dr. Pallavi K. J. Dr. Steffi John Mrs. Sidat Parin	<ul style="list-style-type: none"> Rectify issues related sexually harassment if any.
27	OBC/SC/ST Cell	Ms. Kinjal Vasandiya	<ul style="list-style-type: none"> Enroll OBC/SC/ST students and staff member and rectify issues if any and helping OBC/SC/ST Students to get scholarship from government agency.
28	Hostel & Canteen Committee	Dr. Uttam More Dr. Dilip Vasava Ms. Shabeena	<ul style="list-style-type: none"> Enroll all students with all contact details and rectify issues related to Hostel & Canteen if any.
29	Digital Promotion	Dr. Steffi John	<ul style="list-style-type: none"> Overall promotion of Institute

	Committee	Dr. Swetha <i>[Signature]</i> 02/07/2022	<ul style="list-style-type: none"> Uploading and advertisement of all event updates Publicity through social media
30	Student Council Committee	Dr. Rahul Patil (1 st & 2 nd sem) Ms. Shabeena (2 nd & 3 rd sem) Ms. Hirvita (4 th & 5 th sem) Mr. Abhinandan (7 th & 8 th sem) <i>[Signatures]</i>	<ul style="list-style-type: none"> Assign students under faculty member for mentoring. Collect the mentoring details and maintain record for same. Disseminate information about upcoming events related to students. Identify the student members and make them representatives of the events. Lead students to organize event under their leadership Maintain the record of certificates & awards received by students.
31	Result analysis and Feedback Committee	Ms. Parin Mr. Abhinandan <i>[Signatures]</i>	<ul style="list-style-type: none"> Maintain the result analysis record for every semester and provide details to respective faculty members for course file record Nominate faculty name for Appreciation award Collect the teaching feedback after completion of every academic year, and Nominate faculty name for Appreciation award
32	Transport Committee	Dr. Rahul Patil Mrs. Sonam Gandhi Ms. Parin Ms. Ukti bhatt <i>[Signatures]</i>	<ul style="list-style-type: none"> Bus Route and stoppage Selection Prepare rules and regulation communicate with students Preparing list of students availing transport facility Transportation fees related updates communication
33	Skill Development Committee	Dr. Monika Kakdiya <i>[Signature]</i>	<ul style="list-style-type: none"> Training to final year students at SDPARC
34	Student Scholarship	Dr. Manish Goyani Ms. Mahefuza Araf <i>[Signatures]</i>	<ul style="list-style-type: none"> Informs students about scholarship. Monitors and guides the student in completing the application procedure Maintains all the records for auditing Maintain M. Pharm Student Stipend document

Note:

-Additional responsibilities may be given by principal as per the suitability and requirements.

-All committees will be rearranged in next academic year

-All committee head should check college website for timely changes and updates on website with help of website committee.

Date: 2/7/22



[Signature]
Principal
Shree Dhanvantary Pharmacy College
Kim, Dist. SURAT