

6.1.2- The governance of the institution is reflective of and in tune with the vision and mission of the institution

Institute delegate with independence to the head of the departments and various coordinators to work towards improved decentralized governance system in the following way:

1. The principal appoints heads of the department to execute various quality policies.
2. The coordinators of the various important bodies such as NSS, Training and placement, Research and development etc. work independently and report directly to the higher authorities.
3. Examination committee, grievances and anti-ragging committee, IQAC Cell, Training & Placement Committee, Hostel Committee, work independently in decentralized manner and report directly to the higher authorities.
4. Senior and qualified faculty is appointed as Head of the Department. The respective heads are given freedom in framing, executing and fulfilling departmental policies.
5. The respective heads in consultation with departmental colleagues can finalize laboratory Requirements and suggests future plans for development/ expansion.

Participative management:

The institute believes in participative management involving majority of its stakeholders

1. External Representation:

Following Institutional Committees have External Representation:

Animal Ethical Committee, Anti-ragging Committee, Internal Complaint committee, IQAC

2. Students Representation:

Following Institutional Committees have Students Representation:

Students Council, Hostel Committee, Anti-ragging Committee, Internal Complaint committee IQAC,

3. Parents Representation

Following Institutional Committees have Parent Representation

IQAC, Anti-ragging Committee, Hostel Committee, Internal Complaint committee

Institute Advisory Board, IQAC, Faculty development cell, Academic planning and mentoring committee, Animal Ethical Committee, Library Committee, Training and Placement Cell, Research and Development Cell, NSS Cell, Anti ragging Committee, Internal complaint Committee, Student Grievances Committee, Admission committee.



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.	<i>Approval Related Committee AICTE, PCI & GTU</i>	Dr. M. N. Noolvi Dr. Anand Deshmukh Dr. Uttam A. More Mr. Mukesh Mishra	<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	<i>Staff Meeting convener</i>	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	<i>Institute Research Development Committee (IRDC)</i>	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.	<i>Academic Development Committee</i>	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.	<i>Discipline Committee</i>	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)	All Respective Sem Class Teacher	<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.HarshalaPatil 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.AchlaVyas	<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.DilipVasava 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.ParinSidat 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.DharaVashi	<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.ZeelNaik Mr.Abhinanadan Ms.AarafMehfuza	<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 Vasandiya	<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	Dr.AnandDeshmukh Mr. Rahul Patil Dr.ZeelNaik	<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



	Development Cell		<ul style="list-style-type: none"> • Make arrangement for transport, 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 Ms.AchlaVyas Ms.MohiniRathod	<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.AchlaVyas 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.DharaVashi Ms.Payal Jain Ms.HarshalaPatil	<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.SidatParin 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.MahefuzaAraf	<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.SidatParin	<ul style="list-style-type: none"> • Rectify issues related sexually harassment if any.
27	OBC/SC/ST Cell	Ms.AyushiChoksi Ms.KinjalVasandiya	<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.DilipVasava 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 Committee	Dr. Steffi John Dr.Swetha	<ul style="list-style-type: none"> • Overall promotion of Institute • Uploading and advertisement of all event updates • Publicity through social media
30	Student Council Committee	Dr. Rahul Patil (1st & 2nd sem) Ms.Shabeena (2nd & 3rd sem) Ms.Hirvita (4th & 5th sem) Mr.Abhinandan (7th & 8th sem)	<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 Ms.Abhinandan	<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.Uktibhatt	<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	<ul style="list-style-type: none"> • Training to final year students at SDPARC
34	Student Scholarship	Dr. Manish Goyani Ms.MahefuzaAraf	<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: 18/3/22

Principal

Principal

Shree Dhanvantary Pharmacy College
Kim, Dist SURAT

