

Faculty of Pharmacy, The M.S. University of Baroda
Constitution of Various Committees for the year 2021-2022

Sr. No.	Committee/Cell	Members	Job Responsibilities
1.	Internal Quality Assurance Cell (IQAC), NIRF, Annual Report Committee	Dr. Prashant Murumkar (Convener) Dr. Hemal Tandel (Member) Mr. Bhavik Chauhan (Member) Dr. Reshma Jain (Member)	<ul style="list-style-type: none"> • To collect, compile and submit the data for University IQAC , NIRF, Annual Report. • To get feedback from Stake holders(parents, Alumni, Job Providers)
2.	Research Committee (All Ph.D guides)	Prof. Krutika Sawant (Convener) Dr. R.C.Mashru (Member) Dr.Kirti Patel (Member) Dr Hetal Thakkar (Member) Dr. Prashant Murumkar (Member) Dr. Navnit Prajapati (Member) Dr.Hemal Tandel (Member)	<ul style="list-style-type: none"> • To plan research activities • To monitor research progress • To facilitate research culture
3.	Students Activity Cell	Dr. Kirti Patel (Student Dean) Dr. Bhavik Chauhan (Member) Ms Vandana Parmar (Member) Dr. Reshma Jain(Member) Ms. Goshiya Kureshi (Member) 3 Student volunteers from each class	To organize co-curricular and extra-curricular activities. <ul style="list-style-type: none"> • Orientation programme • Welcome programme • Farewell to the final year B. Pharm/M. Pharm. students • Industrial tour • Publication of annual magazine • Technical/cultural events to be organized by students. • Arranging of debates/quizzes etc. • Selection/Election of Class Representatives • To get feedback from Parents/students
4.	Placement Cell	Dr. Hetal Thakkar (Placement Officer) Dr. Reshma Jain (Member) M. Pharm-II Representative	<ul style="list-style-type: none"> • Compilation and printing of placement brochure • Communication with Pharma companies related to students' placements • Maintaining of placement records • Arranging for Campus Interviews • To get feedback from Job providers and students
5	Women Grievance Cell	Dr. Rajshree Mashru(Convener) Dr. Kirti Patel (Member) Dr. Hemal Tandel (Member)	<ul style="list-style-type: none"> • To address the grievances of female staff/students

		Mrs. Vaishali Patel ((member)	
6.	Anti- Ragging Committee Anti-ragging Squad	Mr. Bhavik Chauhan (Convener) Dr. Kirti Patel (Member) Dr. Prashant Murumkar (Member) Dr Reshma Jain (Member) Prof. Krutika Sawant Dr. Hetal Thakkar Dr. Navnit Prajapati	<ul style="list-style-type: none"> To take suitable steps for preventing ragging in the Faculty. Students counseling for encouraging ragging-free environment Arranging meetings of junior and senior students Displaying notices/posters to highlight the evils of ragging Taking online undertaking at the beginning of every academic year from students and parents and submit it to the office online to www.antiragging.in and www.aman movement.org
7	SC/ST Committee	Dr. Kirti Patel (Convener) Dr. Hemal Tandel (Member) Dr. Navnit Prajapati (Member) Ms Vandana Parmar(Member) Mr. Chandrakant Patel (Member) Mr. Mashrubhai Rathwa(Member)	<ul style="list-style-type: none"> To address the grievances of students/staff belonging to SC/ST category
8	Grievances Redressal , Counseling and Internal Complaints Cell	Dr. R. C. Mashru (Convener) Dr. Hetal Thakkar (Co-convener) Mr. Bhavik Chauhan (Member) Dr. Prashant Murumkar (Member) Dr. Navnit Prajapati (Member) Dr. Hemal Tandel (Member) Mr Bharat Chokshi (Member)	<ul style="list-style-type: none"> To address the professional/personal problems/grievances faced by the staff/students in the Faculty To Counsel involved or affected students and staff To address the complaints regarding teaching/non teaching staff members within the Faculty
9	Class Mentors		<ul style="list-style-type: none"> To address the personal/academic problems faced by the students To monitor the academic progress of the students To arrange the parent-teacher meet as and when required. To get Feedback from students
	B. Pharm – I	Mr. Navnit Prajapati Ms. Goshiya Kureshi	
	B. Pharm – II	Mr. Bhavik Chauhan, Mrs. Vandana Parmar	
	B. Pharm – III	Dr. Hemal Tandel, Ms. Nihali Jain	
	B. Pharm – IV	Dr Prashant Murumkar Dr. Milind Thosar	
	M. Pharm – I	Dr. R.C.Mashru (PQA) Dr. Kirti Patel (Pharmacology) Dr.Hetal Thakkar(Pharmaceutics) Dr. Hemal Tandel(Pharm. Tech) Dr. Navnit Prajapati (Pharm. Chem) Mr. Bhavik Chauhan (Pharmacog)	
	M.Pharm-II	Dr. Hetal Thakkar Dr. Reshma Jain	

10	Program committee(as per the requirements of PCI)	Dr. Rajshree Mashru (Convener) 1.All the class mentors (Members) 2.Top ranker of each class (Members) 3. One student member from each class	<ul style="list-style-type: none"> To hold at least 3-4 meetings in a semester to understand the student progress and issues
11	Academic committee	Dr. Hemal Tandel (Convener) Dr. Milind Thosar(Member) Ms Nihali Jain (Member) Mrs. Vandana Parmar (Member) Ms. Jalpa Saidane (Member)	<ul style="list-style-type: none"> To prepare academic calendar To prepare time table To arrange guest/special lectures To decide the schedule of Internal Tests for each class To make arrangements (collecting Question paper, arranging duties for supervisor, providing answer books etc.) for smooth conduct of Internal Test Collecting internal test marks and keeping record for the same Making arrangements, assigning duties etc. to the staff for Final and mid semester examinations
12.	Examination Committee	Prof. K.K.Sawant Head of the Department (Convener) Dr. Rajshree Mashru (Member) Ms. Jalpa Saidane (Member)	<ul style="list-style-type: none"> To oversee the arrangements , vigilance of examination and Barcode Arrangement To evaluate the Question paper and their analysis for NBA compliance
13	Website, Social Media and Communication Cell	Dr. Prashant Murumkar (Member) Mr. Bhavik Chauhan (Member) Mr. Binit Patel (member)	<ul style="list-style-type: none"> To update the website from time to time To share events, achievements, and information about Faculty on Social Network Site. To communicate above to communication cell of University
14	Computer Room Maintenance Committee	Dr. Hemal Tandel (convener) Dr. Milind Thosar (member) Mr. Binit Patel((Member) Mr. Chandrakant Patel(Member) Mr. Habib Waghela (Member)	<ul style="list-style-type: none"> To ensure the proper functioning of all the computers To maintain order in the Computer Room by framing suitable norms from time to time and implementing them
15	Herbal Garden Maintenance Committee	Mr. Bhavik Chauhan (Convener) Dr. Reshma Jain (Member) Mr. Mashrubhai Rathwa (Member) Mr. Habiblal Waghela (Member) Mr. Nilesh Kahar (Member)	<ul style="list-style-type: none"> To oversee the progress and maintenance of the herbal plants useful for pharmacognostic study Displaying of the medicinal plant information
16.	Cleaning and Maintenance Committee	Mr. Bharat Chokshi (In-Charge) Mr. Habibbhai Waghela (Member) Mr. Naginbhai Mali (Member) Mrs. Sudhaben Solanki (Member)	<ul style="list-style-type: none"> To maintain the cleanliness in the faculty premises, laboratory and classes To maintain records for regular cleaning of the classrooms and laboratories.

		Students of program committee	
17.	Hostel accommodation committee	Mr. Bhavik Chauhan	<ul style="list-style-type: none"> To help the students for hostel accommodation
18.	Purchase committee	Prof. Krutika Sawant (Convener) Dr. Hetal Thakkar (Member) Dr. Kirti Patel (Member) Mr. Bharatbhai Chokshi (Member)	<ul style="list-style-type: none"> To co-ordinate the purchase through Government e-Market (GeM) To compile purchase requirements and arrange their purchase as per University protocols and procedures.
19	Sports & Fitness Committee	Dr Prashant Murumkar (Dean of sports) Dr. Hemal Tandel (Member) Mr Bhavik Chauhan (Member) Dr Milind Thosar (Member) Ms Nihali Jain (Member)	<ul style="list-style-type: none"> To organize various sports activities among students and staff.
20	Library Committee	Dr. Hemal Tandel (convener) Ms .Goshiya Kureshi (member) Mr. Binit Patel (member)	<ul style="list-style-type: none"> To prepare list of Books & Periodicals for purchase through Hansa Mehta Library. To maintain list of books and periodicals purchased for Pharmacy by Hansa Mehta Library.

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Faculty of Pharmacy**