

Annexure I
Faculty of Pharmacy, The M.S. University of Baroda
Constitution of Various Committees for the year 2023-24

Sr. No	Committee/Cell	Members	Job Responsibilities
1.	Internal Quality Assurance Cell (IQAC), NIRF, Annual Report Committee	Dr. Prashant Murumkar (Convener) Dr. Bhavik Chauhan (Member) Dr. Milind Thosar (Member) Dr. Prachi Karia	<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) • To assess the Question papers & analyze them for CO-PO mapping
2.	Research Committee (All Ph.D guides)	Prof. Krutika Sawant (Convener) Dr. Rajashree 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 • To plan DRC (Doctoral Review Committee) for each PhD student.
3.	Students Activity Cell	Dr. Hemal Tandel (Student Coordinator) Ms. Vandana Parmar (Member) Ms. Pallavi Dabke (Member) Ms. Ishani Patel (Member) Ms. Priyanka Gade (Member) Mr. Binit Patel (Member) 3 Student volunteers from each class	<ul style="list-style-type: none"> • To organize co-curricular and extra-curricular activities. • 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 • Celebration of National & International Days
4.	Placement Cell	Dr. Hemal Tandel (Placement officer) Dr. Reshma Jain (Member) Ms. Pallavi Dabke (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

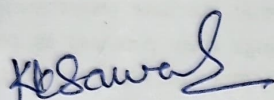
			<ul style="list-style-type: none"> • Arranging lectures, expert sessions for improving Communication Skills, Writing CV, facing interviews etc.
5.	Women's Grievance Redressal & Complaint Committee	Dr. Krutika Sawant (Faculty office Chairperson) Dr. Rajshree Mashru (Member) Dr. Kirti Patel (Member) Dr. Hemal Tandel (Member) Dr. Hetal Thakkar (Member) Mrs. Vaishali Patel (Member)	<ul style="list-style-type: none"> • To address the grievances of female staff/students
6.	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
7.	Anti- Ragging and Discipline Committee	Mr. Bhavik Chauhan (Convener) Dr. Hetal Thakkar (Member) Dr. Prashant Murumkar (Member) Dr. Hemal Tandel (Member) Dr. Reshma Jain (Member)	<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.amanmovement.org • To take suitable action to maintain discipline in the Faculty.
8.	Anti-ragging Squad	Prof. Krutika Sawant Dr. Kirti Patel Dr. Navnit Prajapati	<ul style="list-style-type: none"> • To take suitable action to maintain discipline in the Faculty.
9.	SC/ST Committee	Dr. Kirti Patel (Convener) Dr. Hemal Tandel (Member) Dr. Navnit Prajapati (Member) Ms. Vandana Parmar (Member) Mr. Chandrakant Patel (Member)	<ul style="list-style-type: none"> • To address the grievances of students/staff belonging to SC/ST category

		Mr. Mashrubhai Rathwa (Member) Students representative (3)		
10.	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 	
11.	B. Pharm – I	Mr. Navnit Prajapati Ms. Ishani Patel		
12.	B. Pharm – II	Mr. Bhavik Chauhan, Ms. Vandana Parmar		
13.	B. Pharm – III	Dr. Hetal Thakkar, Ms. Pallavi Dabke		
14.	B. Pharm – IV	Dr. Prashant Murumkar Dr. Milind Thosar		
15.	M. Pharm – I	Dr. Dr. Rajshree Mashru (PQA) Dr. Kirti Patel (Pharmacology) Dr. Hetal Thakkar (Pharmaceutics) Dr. Hemal Tandel (Pharm. Tech) Dr. Navnit Prajapati (Pharm. Chem) Mr. Bhavik Chauhan (Pharmacognosy)		
16.	M.Pharm-II	Dr. Hemal Tandel Dr. Reshma Jain		
17.	Program committee(as per the requirements of PCI)	Dr. Rajashree 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

18.	Academic & Exam committee	Dr. Hetal Thakkar (Convener) Dr. Prachi Karia (Member) Ms. Vandana Parmar (Member) Ms. Pallavi Dabke (Member) Dr. Reshma Jain (Member) Mrs. Vaishali Patel (Member) Ms. Jalpa Saidane (Member) Mr. Bhavin Bhoi (Member)	<ul style="list-style-type: none"> • To prepare academic calendar • To prepare time table • To arrange guest/special lectures • 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 • To plan, implement & review academic calendar and activities • To plan University Exam and publish Exam Timetables
19.	Examination & Vigilance Committee	Prof. K. K. Sawant - Head of the Department (Convener) Dr. Rajashree Mashru (Member) Dr. Kirti Patel (Convener) (CAC) Mrs. Vaishali Patel (Member) Mr. Bharat Chokshi (Member)	<ul style="list-style-type: none"> • To oversee the arrangements • To ensure vigilance during examination • To plan and oversee Central Assessment arrangement
20.	Website, Social Media and Communication Cell	Dr. Prashant Murumkar (Convener) Mr. Bhavik Chauhan (Member) Dr. Prachi Karia (Member) Ms. Ishani Patel (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
21.	Computer Room Maintenance Committee	Dr. Milind Thosar (Convener) Mr. Binit Patel (Member) Mr. Bhavin Bhoi (Member) Mr. Nilesh Kahar (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
22.	Herbal Garden Maintenance Committee	Mr. Bhavik Chauhan (Convener) Ms. Ishani Patel (Member) Ms. Priyanka Gade (Member) Mr. Mashrubhai Rathwa (Member) Mr. Habibal Waghela (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

23.	Cleaning and Maintenance Committee	Mr. Bharat Chokshi (In-Charge) Mr. Habibbhai Waghela (Member) Mr. Naginbhai Mali (Member) Mr. Pramod Pisofkar (Member) Mrs. Sudhaben Solanki (Member) Students of program committee	<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.
24.	Hostel accommodation committee	Mr. Bhavik Chauhan	<ul style="list-style-type: none"> • To help the students for hostel accommodation
25.	Purchase committee	Prof. Krutika Sawant (Convener) Dr. Hemal Tandel (Member and Co-ordinator of G.H. Patel Pharmacy Building) Dr. Kirti Patel (Member) Mr. Bharatbhai Chokshi (Member) Ms. Jalpa Saidane (Member) Ms. Bhumini Upadhayay (Member)	<ul style="list-style-type: none"> • To compile purchase requirements and arrange their purchase as per university protocols and procedures. • To co-ordinate the purchase through Government e-Market (GeM) or from other sources
26.	Sports & Fitness Committee	Dr Prashant Murumkar (Sports Co-ordinator) Dr. Hemal Tandel (Member) Mr. Bhavik Chauhan (Member) Dr. Milind Thosar (Member) Ms. Pallavi Dabke (Member)	<ul style="list-style-type: none"> • To organize various sports activities among students and staff. • To create awareness about Fitness through various activities
27.	Library Committee	Dr. Milind Thosar (Convener) Ms. Ishani Patel (Member) Mr. Bharat Chokshi (Member) Mr. Binit Patel (Member) Ms. Bhumini Upadhayay (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.
28.	Admission Committee	Dr. Navnit Prajapati (Convener) Ms. Priyanka Gade (Member) Mrs. Vaishali Patel (Member) Mr. Binit Patel (Member)	<ul style="list-style-type: none"> • To help/Guide candidates about admission process • To verify the required Documents • To collect required Documents/Undertakings etc. • To do reporting of allotted students

		Mr. Bhavin Bhoi (Member)	<ul style="list-style-type: none"> • To enroll students on MSUIS portal of M.S. University • To submit required documents to the University for PRN Generation
29.	MOM (Minutes of the meeting) committee	Prof. Krutika Sawant (Convener) Dr. Prachi Karia (Member)	<ul style="list-style-type: none"> • To prepare the minutes of the meetings.



Prof. (Dr.) Krutika Sawant
 Dean
 Faculty of Pharmacy