



SVKM's Dr. Bhanuben Nanavati College of Pharmacy

Year 2015-2016

ACADEMIC COMMITTEE

Faculty In-charge	Responsibilities
Dr. Munira Momin Dr. Lokesh Bhatt Ms. Rashmi Mallya Dr. Sujata P. Sawarkar	Compilation of work load in consultation with HODs, lab distributions, regular time tables, Visiting Faculty coordination, maintenance of requisite files, and syllabus coordination for revised courses/M.Pharm. Coordinate for smooth conduct of lectures and practicals. Data collection and follow up of Counseling and mentoring students of respective classes. Aid Attendance Committee in monthly briefing to students class wise on Attendance data uploaded/displayed on NBs/Websites

CLASS CO-ORDINATORS/TEACHERS

Sr. No	Class	Faculty In-charge	Responsibilities
1	F.Y. B. Pharm	Mrs. Madhavi Apte	Coordinate for smooth conduct of lectures and practicals.
2	S.Y. B. Pharm	Dr. Prabha Singh	Counseling students of respective classes.
3	T.Y. B. Pharm	Mrs. Rashmi Mallya	<i>Please ensure from Students that Classroom cleanliness is strictly maintained</i>
4	Final Year B. Pharm	Dr. Tabassum Khan	<i>Class teacher of Fourth year B.Pharm & MPharm should be present in Guest Lectures for class control.</i>
5	M. Pharm	Dr. Munira Momin	<i>In case of absence, the Class teacher will depute senior teacher teaching that class. The deputed faculty shall conduct the activities in coordination with HOD.</i> <i>Class teacher can sanction leave to the student with prior permission but long medical leaves and complicated matters may be brought to the notice of Principal.</i>



SVKM's Dr. Bhanuben Nanavati College of Pharmacy

EXTRA-CURRICULAR / CULTURAL COMMITTEE

Sr. No.	Post	Faculty In-charge	Responsibilities
1	Cultural Committee	Dr. Prabha Singh Mrs. Padmini Ravikumar Office Superintendent & Accountant	Formation of students' council. Coordination/organization of cultural activities. Timely Documentation of all extracurricular events & submission for Governing Body meeting/LMC
2	Discipline Committee	Dr. Munira Momin Dr. Lokesh Bhatt Dr. Tabassum Khan All Class Teachers	Class Control in guest sessions, Aid in Common Rooms Upkeep, Aid in enhancing attendance in lectures, discipline in cultural events preparations, and control of ragging.
3	Sports in-charge	Dr. Pramod Kadu Dr. Kedar Prabhavalkar	Coordination & conduct of sports activities. Purchase and maintenance of sports materials.
4	Alumni Association	Dr. Pramod Kadu Dr. Bhushan Dravyakar Ms. Sangeeta Naikodi	Formation and registration of Alumni Association and arranging Alumni Meet
5	Website Upgradation	Dr. Kavatkumar Patel	Updating the website from time to time

INDUSTRIAL TRAINING, PLACEMENTS AND VISITS COMMITTEE

Faculty In-charge	Responsibilities
Dr. Munira Momin	Placement of T.Y.B. Pharm students for industrial training.
Mr. Atul Sherje	Placement of graduating students. Job Fair
Dr. Prabha Singh	Arranging factory visits for all classes.
Dr. Pramod Kadu	PLACEMENT BROCHURE for BNCP
Placement officer	



SVKM's Dr. Bhanuben Nanavati College of Pharmacy

GUEST LECTURES / STAFF MEETINGS

Faculty In-charge	Responsibilities
Dr. Munira Momin Dr. Sujata P. Sawarkar Dr. Tabassum Khan	Arranging guest lectures (minimum 2 per month in seminar hall for Final Year and M. Pharm students together with prior booking of hall, coordinate a week in advance with Admin/Accountant for payments, taking written feedback from students and guest faculty on the same/next day, send for monthly reports, by month end, arrange teaching staff meets once a month and preparing minutes

ATTENDANCE COMMITTEE

Faculty In-charge	Responsibilities
Dr. Munira Momin Mrs. Madhavi Apte Dr. Prabha Singh Dr. Tabassum Khan	Prohibition of students in practicals if not present in lectures Collection and compilation of monthly attendance records from all faculty members before 30 th of each month Preparation of the list of students having attendance shortfall. Display of the list and dispatching letters/SMS messages to parents. Ensure receipt of the same, Mr. Atul Bhatt shall be coordinating with the parents. Maintenance of relevant records and taking punitive actions as per prescribed norms. Compilation of monthly reports of faculty members in the prescribed formats.



SVKM's Dr. Bhanuben Nanavati College of Pharmacy

LABORATORY EQUIPMENT INCHARGE (to meet once a month with Audit committee)

Sr.No.	Laboratories	Faculty In-charge	Responsibilities
1	Pharmaceutics	All concerned senior teachers and laboratory assistants taking respective laboratories. Mr. Atul Sherje Co-ordinator in Central Instrumentation Mr. Sandeep Kudkar for maintenance of Central Instrumentation	Records of breakage and equipment repair Follow-up of requirement and maintenance of equipments in the respective laboratories.
2	Pharmaceutical Chemistry		Laboratory upkeep. Monitoring use of equipments and instruments. Maintenance of log books.
3	Pharmacognosy		Preparation of standard operating procedures in manual as well as displayed form in the prescribed format for accreditation.
4	Pharmacology		Records of coding of furniture, equipments in the laboratory including the consumable as well as non consumable facilities.

EQUIPMENT/ INSTRUMENT AUDIT COMMITTEE:

Dr. Munira Momin, Dr. Amrita Bajaj, Dr. Sujata Sawarkar, Dr. Lokesh Bhatt, Mrs. Rashmi Mallya

EQUIPMENT/ INSTRUMENT / FIXTURES & FURNITURE MAINTENANCE COMMITTEE:

Dr. Pramod Kadu, Mr. Atul Bhatt, Mr. Bhupendra Nirgun

NOTICE BOARD MANAGEMENT: Dr. Prabha Singh & Mrs. Madhavi Apte for First Yr and Second Yr

Dr. Lokesh Bhatt & Dr. Kedar Prabhavalkar for Third Yr, Final Yr
and M. Pharm



SVKM's Dr. Bhanuben Nanavati College of Pharmacy

LIBRARY COMMITTEE

Faculty In-charge	Responsibilities
Dr. Munira Momin	Follow –up of requirement of books.
Dr. Sujata P. Sawarkar	Purchase of new titles and volumes of books.
Dr. Lokesh Bhatt	Stock taking of library books.
Dr. Tabassum Khan	Allocating a budget semester wise for buying any new books well in advance
Ms. Sarika Phatak	Scrutinizing the required books and placing an order. student and teacher feedback taking
Office Superintendent	Planning for computerized library : Prepare E-data of all books and Journals available, New Arrivals, Book Keeping, e-book reader utility and procurement Maintenance of in-house books and cleanliness. Increasing use of books

MAGAZINE COMMITTEE

Faculty In-charge	Responsibilities
Dr. Pramod Kadu Dr. Kedar Prabhavalkar	Data Collection/compilation & publishing of magazine and all works related to magazine. Budget preparations/presentation to Principal for SVKM sanctions

IN-HOUSE WEBSITE MAINTENANCE AND EDP TEAM

Faculty In-charge	Responsibilities
Dr. Munira Momin	Daily care of IT assets of BNCP and coordinating repairs required if any.
Dr. Lokesh Bhatt	(Laptop system should not be left in classroom but to be handed over to next faculty or taken back to staff room)
Dr. Kavikumar Patel	Ensure optimum functioning of LCD Projectors, PCs,
Mr. Anand Rane	
<i>OS will coordinate tasks</i>	



SVKM's Dr. Bhanuben Nanavati College of Pharmacy

EXAMINATION COMMITTEE

Class		Faculty In-charge	Overall Responsibilities
	EXAM IN-CHARGE: PADMINI RAVIKUMAR		Manage the question papers, answer sheets, stationary etc.
	Preparation of Timetable, Compilation of PT Question papers and Conducting of Exams	Marks Compilation and Submission of mark Sheets	periodic test time tables, Seating arrangements and supervision duties, Issuing of letters for examiners and moderators, follow- up of exam related University circulars, Examination procedure: Collection of question papers, answer papers, Maintenance and security of papers, Collection of question papers of periodic test and supplementary periodic test one week prior to the scheduled dates.
F.Y. B.Pharm	Mr. Kavir Kumar	Mrs. Madhavi Apte	Smooth conduct of periodic tests.
S.Y. B.Pharm	Dr. Prabha Singh	Ms. Vasanti Suvarna	Collection of examination attendance sheets and a set of three question papers and submission to academic coordinators on last scheduled examination date.
T.Y. B.Pharm	Ms. Rashmi Mallya	Dr. Bhushan Dravyakar	Follow up of paper correction and collecting mark lists from individual teachers in the scheduled timeframes.
Final Year B.Pharm	Dr. Tabassum Khan	Mrs. Manisha Oza	Compilation of final mark list in the prescribed formats and submission to academic coordinators in the scheduled timeframes.
M Pharm	Mrs. Padmini Ravikumar	Dr. Sujata Sawarkar	Maintenance of all files as per Mumbai university norms and regulatory bodies. CAP Center Co-ordination



SVKM's Dr. Bhanuben Nanavati College of Pharmacy

UPGRADATION AND ACCREDITATION COMMITTEE

Faculty In-charge	Responsibilities
Dr. Munira Momin Dr. Lokesh Bhatt Dr. Sujata P. Sawarkar Mrs. Padmini Ravikumar Dr. Pramod Kadu	Preparing, circulating, collecting and maintaining the relevant records for NBA accreditation by various regulatory bodies. Initiate NBA preparations. Conduct NBA related in-house meetings regularly, working very closely with admin office on various audit requirements etc.

QIP/INDUSTRY /COLLABORATIONS RESEARCH AND GRANTS/PUBLICATIONS

Faculty In-charge	Responsibilities
Dr. Munira Momin Dr. Lokesh Bhatt Dr. Sujata Sawarkar Dr. Tabassum Khan	Responsible for acquiring funds for research work form industry as well as government aided grants. Establishing a good working relation between industry and college. Bringing in projects that can be outsourced from the college. Developing project proposals for grant approvals. Organizing in-house QIP for laboratory staff.

1. College will have Visiting counselor Dr. Sumati Oza who will coordinate with all class teachers in the aspect of student counseling.



SVKM's Dr. Bhanuben Nanavati College of Pharmacy

ANTI-RAGGING COMMITTEE

Sr.No.	Name	Designation
1.	Dr. Munira Momin In-charge Principal, Professor	Member Secretary
2.	Dr. Sujata Sawarkar Associate Professor	Member
3.	Mrs. Padmini Ravikumar Asst. Professor	Member
4.	Dr. Lokeshkumar Bhatt Asst. Professor	Member
5.	Dr. Kedar Prabhavalkar Asst. Professor	Member
6.	Ms. Jinal Gada Student Final Year B.Pharm	Member
7.	Mr. shaikh Gulam Moin Mohd. Hussain Student ,First Year B.Pharm	Member
8.	Ms.Neha Sharma Student, First Year B.Pharm	Member
9.	Mr. Arun S. Bhagat Senior Inspector, Juhu Police Station	Member
10.	Mr. Manoj Parmar Parent	Member
11.	Mrs. Heena Maniyar Parent	Member
12.	Mrs. Rutuja More Computer-Data Entry Operator12	Member
13.	Mrs. Sonal Girkar Lab. Technician	Member
14.	Ms. Diti Gorodia G.S. Final Year B.Pharm	Member



SVKM's Dr. Bhanuben Nanavati College of Pharmacy

GRIEVANCE REDRESSAL CELL

Sr.No.	Name	Designation
1.	Dr. Munira Momin In-charge Principal Professor	Member Secretary
2.	Dr. (Mrs) Tabassum Khan Associate Professor	Member
3.	Dr. Sujata Sawarkar Associate Professor	Member
4.	Dr. Lokeshkumar Bhatt Associate Professor	Member
5.	Mrs. Rashmi Mallya Asst. Professor	Member
6.	Ms. Diti Gorodia G.S. Final Year B.Pharm	Member



SVKM's Dr. Bhanuben Nanavati College of Pharmacy

ANTI-RAGGING SQUAD

Sr.No.	Name	Designation
1.	Dr. Munira Momin In-charge Principal Professor	Member Secretary
2.	Mrs. Madhavi Apte Asst. Professor	Member
3.	Dr. (Mrs) Tabassum Khan Associate Professor	Member
4.	Mr. Atul Sherje Asst. Professor	Member
5.	Dr. Pramod Kadu Asst. Professor	Member
6.	Mr. Prashant Bhatt Accountant	Member
7.	Mrs. Prajakta More Laboratory Assistant	Member



SVKM's Dr. Bhanuben Nanavati College of Pharmacy

SEXUAL HARRASEMENT COMMITTEE

INTERNAL COMPLAINTS COMMITTEE (ICC)

Sr.No.	Name	Designation
1.	Dr. Munira Momin In-charge Principal Professor	Member Secretary
2.	Dr. Sujata Sawarkar Associate Professor	Member
3.	Mrs. Padmini Ravikumar Asst. Professor	Member
4.	Mrs. Rashmi Mallya Asst. Professor	Member
5.	Mrs. Vasanti Suvarna Asst. Professor	Member
6.	Mrs. Madhavi Apte Asst. Professor	Member
7.	Ms. Rutuja More Data Entry Operator	Member