



## **SVKM's Dr. Bhanubhai Nanavati College of Pharmacy- College committees AY 2018-19**

### **Prologue**

During the last few weeks of the even semester, the Principal will appoint or reappoint chairpersons/coordinators of the college's various standing committees (statutory and ad hoc). Ad hoc committees may be constituted, dissolved, or reappointed as needs determine. Teachers who are interested in an appointment to a specific committee shall submit their request to the Principal, following approval of such request from the HOD. The Principal and/or the college administrative team shall approve membership on all standing committees. All committees will have the Principal as the Convener, one coordinator and members. The college committees provide inputs towards achievement of the college PEOs.

### **1. List of college statutory committees/cells**

- 1.1 Anti-Ragging committee & Anti- Ragging Squad**
- 1.2 College Development committee**
- 1.3 College Women Development cell**
- 1.4 Internal Complaints committee**
- 1.5 SC/ST Complaints Redressal committee**
- 1.6 Women Grievance Redressal committee**
- 1.7 Grievance Redressal committee**

### **2. List of college Ad hoc committees**

- 2.1 Academic committee**
- 2.2 Admission committee**
- 2.3 Attendance committee**
- 2.4 Class Coordinators & Discipline committee**
- 2.5 Cultural and extra-curricular committee**
- 2.6 Examination Committee**
- 2.7 Internship training and industrial visits committee**
- 2.8 Laboratory & equipment committee**
- 2.9 Programme Assessment & Accreditation committee**
- 2.10 Library committee**
- 2.11 Magazine & Publication committee**
- 2.12 Website, advertising & Designing committee**

### **3. List of College Cells**

- 3.1 Alumni Cell**
- 3.2 Career guidance and Placement Cell (CGPC)**
- 3.3 Entrepreneurship Development Cell (EDC)**
- 3.4 Internal Quality Assurance Cell (IQAC)**
- 3.5 Research Review & Promotion Cell (RRPC)**
- 3.6 Regulatory Agencies Application and Approval Cell**
- 3.7 Student Monitoring & Result Improvement Cell (SMRIC)**



## 1. College statutory committees/ cells

### 1.1 Anti-Ragging Committee & Anti- Ragging Squad

#### Anti-Ragging Committee

- Convener:** Dr. Munira Momin (Member Secretary)  
**Members:** Dr. Lokeshkumar Bhatt  
Mrs. Rashmi Mallaya  
Dr. Prabha Singh  
Dr. Kedar Prabhavalkar  
Mrs. Reshma Sidhwani (office Superintendent)  
Senior Inspector, Juhu Police Station  
Ms. Jigisha Bhatt, Inner Wheel Club (NGO)  
First Year B.Pharm student  
First Year B.Pharm student parent  
Mrs. Yashmin Shenoy, student parent  
Mr. Sahil Acharya Final Year B.Pharm student

#### Anti-Ragging Committee

- Convener:** Dr. Munira Momin (Member Secretary)  
**Members:** Dr. Sujata Sawarkar  
Dr. Kavatkumar Patel  
DR. Meenal Rane  
Dr. Pramila Chaubey  
Mr. Harish Matkar (Laboratory Assistant)  
Mrs. Rashmi Parab (Laboratory Assistant)

### 1.2 College Development committee

This committee is constituted as per the per the Maharashtra Public University Act, 2016, Rule 97(1)

<b>Sr. No.</b>	<b>Position</b>	<b>Name of the member</b>
a)	Chairperson of the management or his nominee ex-officio Chairperson	Mr. Jayesh Choksi
b)	Secretary of the management or his nominee	Dr. Jayant Gandhi
c)	One head of department, to be nominated by the Principal or the head of the institution	Dr. Sujata P. Sawarkar
d)	Three teachers in the college or the recognized institution, elected by the full time teachers amongst themselves out of whom one shall be woman	Dr. Lokesh Kumar Bhatt Mrs. Padmini Ravikumar Mrs. Rashmi Mallya
e)	One non- teaching employee elected by regular non-teaching staff from amongst themselves	Mr. Prashant Bhatt



- |    |   |   |
|----|---|---|
| f) | Four local members, nominated by the management in consultation with the Principal from the field of education, industry, research and social service of whom at least one shall be alumnus | Dr. Madhav Welling<br>Dr. Vandana Patravale<br>Dr. Subhashis Chakraborty<br>Mr. Ajit Kanetkar |
| g) | Coordinator, Internal Quality Assurance Committee (IQAC) of the college   | Dr. Tabassum Khan   |
| h) | President and Secretary of the College Student's Council  | To be appointed   |
| i) | Principal of the College or Head of Institution (Member Secretary)  | Dr. Munira Momin  |
| j) | Special Invitee   | Dr. R.S. Gaud,<br>Director Pharma Institutes SVKM   |

### 1.3 College Women Development Cell

- Convener:** Dr. Munira Momin  
**Coordinator:** Mrs. Rashmi Mallya  
**Members:** Dr. Arati Prabhu  
Ms. Sarika Phatak (Librarian)  
Ms. Prajakta More (Laboratory staff)  
Ms. Jigisha Bhatt, Inner Wheel Club (NGO)

### 1.4 Internal Complaints Committee

- Convener:** Dr. Munira Momin (Presiding Officer)  
**Members:** Ms. Vasanti Survarna  
Dr. Atul Sherje  
Mr. Anantdarshan Sawant (Laboratory staff)  
Mrs. Surbhi Surve (Office staff)  
Mr. Sahil Acharya (Final Year Student)  
Ms. Jigisha Bhatt (Inner Wheel Club NGO)

### 1.5 SC/ST Complaints Redressal Committee

- Convener:** Dr. Munira Momin (Presiding Officer)  
**Members:** Dr. Atul Sherje  
Mr. Ganesh Kale (Library Staff)  
Student Representative

### 1.6 Women Grievance Redressal Committee

- Convener:** Dr. Munira Momin (Member Secretary)  
**Members:** Mrs. Arati Prabhu  
Dr. Pravin Kale  
Mrs. Reshma Sidhwani (Office staff)  
Women student representative



## 2. College ad hoc committees

### 2.1 Academic committee

#### Composition:

Convener:	Dr. Munira Momin
Coordinator:	Dr. Sujata Sawarkar
Member/s:	Dr. Tabassum Khan
	Dr. Lokesh Bhatt
	Ms. Padmini Ravikumar
	Ms. Rashmi Mallya

#### Role and Responsibilities:

- Compilation of work load in consultation with HODs, lab distributions, regular time tables
- Identification and selection of visiting faculty for allocating workload.
- Selection of elective courses for revised syllabi of B. Pharm and M. Pharm
- Review of academic activity, attendance, student feedback analysis with class coordinators
- Monitoring the progress of teaching and learning as per the prescribed syllabus
- Initiate innovative practices in teaching and learning.
- Allocation of mentee to mentors
- Syllabus orientation to faculty
- Preparation of academic calendar
- Identifying speakers and organizing guest lectures, (2/month arranged by each department)
- Identification of course and framing of syllabi for short term courses for skill development
- Declaration of academic closure session in coordination with Exam Committee

#### Frequency of meeting

- Beginning of academic session
- Once a month during semester
- Final review at the end of semester

#### Expected Outcomes

- Smooth conduct of academic session
- Strengthening and Improvisation of academic activity



## 2.2 Admission committee

### Composition:

Convener: Dr. Munira Momin  
Coordinator: Dr. Munira Momin  
Member/s: Dr. Sujata Sawarkar  
Dr. Lokesh Bhatt  
Ms. Padmini Ravikumar  
Ms. Reshma Sidhwani

### Role and responsibilities:

- Planning and preparation of work processes (SVKM Mastermind, admission process flowchart etc.) ahead of the admission process of B. Pharm and M. Pharm programme.
- Advertisement in newspapers and website.
- Discussion and review of admission related queries if any.

**Frequency of meeting:** Once a semester and on a need basis

### Expected outcome/s:

Smooth conduct of admission process of B. Pharm and M. Pharm programmes.

## 2.3 Attendance committee

### Composition:

Convener: Dr. Munira Momin  
Members: Class Coordinators  
Mrs. Madhavi Apte - First Year Class Coordinator  
Dr. Meenal Rane - Second Year Class Coordinator  
Dr. Pravin Kale - Third Year Class Coordinator  
Dr. Kedar Prabhavalkar - Final Year Class Coordinator  
Dr. Lokesh Bhat - M. Pharm Class Coordinator

### Role and Responsibilities:

- Collection and compilation of monthly attendance records in the first week of subsequent month
- Preparation and review of defaulters list on monthly basis.
- Display of the list and communicating with students and parents for the same by sending letters.
- Maintenance of relevant records, yellow registers, records of assignments and makeup classes.

**Frequency of meeting:** Once a month

**Expected Outcomes:** Improvement in student attendance.



## 2.4 Class Coordinators & Discipline Committee

### Composition:

**Convener:** Dr. Munira Momin

**Members:** **Class coordinators**

Mrs. Madhavi Apte - First year class coordinator

Dr. Meenal Rane (Second year class coordinator)

Dr. Pravin Kale (Third year class coordinator)

Ms. Manisha Oza (Final year class coordinator)

Dr. Lokesh Bhat (M. Pharm class coordinator)

### Role and Responsibilities:

- Coordinate for smooth conduct of lectures and practicals.
- Counseling and Interaction with students of respective classes and reporting to the Principal.
- Maintenance of class room.
- Overall maintenance of class discipline.
- To review the leave of the students and forward the applications to the Principal.
- To stop and control ragging related issues

**Frequency of meeting:** Once a month

### Expected Outcomes

- Improvement of overall performance of the students and discipline
- A congenial environment in the campus.

## 2.5 Cultural and extra-curricular committee

### Composition:

**Convener:** Dr. Munira Momin

**Coordinator:** Dr. Prabha Singh

**Member/s:** Dr. Pramod Kadu (Sports)

Dr. Pravin Kale (Sports)

Ms. Reshma Sidhwani (Office Superintendent)

Mr. Prashant Bhatt (Accountant)

### Role and responsibilities:

- Formation of student council for the academic year.
- Define, plan and review cultural activities for the academic year.
- Plan and review sports activities for the academic year.
- DAYITVA Cell-Community Outreach activities
- Monitor, track and document student participation in outside college events.
- Plan and initiate a BNCP annual event.
- Maintain relevant documents of the same as per the requirements of Accreditation agencies.

**Frequency of meeting:** Once a month

### Expected outcome/s:



- A viable platform for students to showcase their creativity and expertise in cultural, technical and sport events.
- Promote attributes of leadership, team building, communication, interpersonal skills, time management, goal setting etc. in students and groom their overall personality.

## 2.6 Examination Committee

### Composition:

Convener: Dr. Munira Momin  
Coordinator: Ms. Padmini Ravikumar  
Associate Coordinators: Ms. Vasanti Suvarna (Conduct of exams)  
Ms. Rashmi Mallya (Results compilation)  
Members: Dr. Bhushan Dravyakar - First year  
Dr. Pramila Chaubey - Second year  
Dr. Pramod Kadu - Third year  
Mrs. Manisha Oza - Final year Class  
Mrs. Manisha Oza - M. Pharm

### Role and Responsibilities

#### Conduct of exams

- Preparation of internal examination timetables in coordination with Coordinator
- Allocation of supervision duties, assigning Examiners & Moderators with Coordinator
- Seating arrangements for sessional exams (periodic) and semester exams with Coordinator
- Downloading of semester question papers
- Coordinating with members of respective class for smooth conduct of examination.
- Coordinating office staff for stationary

#### Results compilation

- Coordinating with members of respective classes for compilation of marksheets
- Liasoning with Central Examination Centre of SVKM for declaration of results.
- Liasoning with University of Mumbai for sending of marks.

**Frequency of meeting:** Twice/semester before each exam

#### Expected Outcomes

- Smooth conduct of examinations and monitoring of all examinations by college vigilance squad.
- Timely declaration of results as per University timelines.

## 2.7 Internship training and Industrial Visits Committee

Convener: Dr. Munira Momin  
Coordinator: Dr. Atul Sherje  
Members: Dr. Prabha Singh (Internship)  
Dr. Meenal Rane  
Dr. Lokesh Bhatt  
Ms. Sangeeta Naikodi

### Role and Responsibilities

- Placement of T. Y. B. Pharm students for industrial training.
- Arranging visits for all classes

**Frequency of meeting:** Once every month



### **Expected Outcomes**

- Orientation to industry operations and work culture.
- Hands on training and exposure in industry and hospitals.
- Understanding the theoretical – practical connect on various aspects of pharma systems and processes.

## **2.8 Laboratory & equipment committee**

### **Composition:**

Convener: Dr. Munira Momin  
Coordinator: Dr. Arati Prabhu  
Member/s: Dr. Kavatkumar Patel (Lab audit team member)  
Dr. Atul Sherje (Pilot plant)  
Ms. Manisha Oza (CIL)  
Dr. Pravin Kale (CCL)  
Lab incharges of all labs  
Ms. Sonal Girkar (Lab technician)

### **Role and responsibilities:**

- Checking and verification of records and lab documents.
- Breakage record/equipment maintenance records and follow up on the same.
- Maintenance of logbooks and verification signature by lab incharge every Saturday.
- Laboratory upkeep/maintenance and cleanliness.
- Preparation of master SOP file.
- Organization of QIP/ fire safety training for laboratory staff.

**Frequency of meeting:** Once a month

### **Expected outcome/s:**

- Smooth conduct of labs.
- An efficient document retrieval system.
- Improved safety of laboratory staff and students in labs.
- Periodic lab audit, semester end and annual lab audits.

## **2.9 Programme Assessment & Accreditation committee**

### **Composition:**

Convener: Dr. Munira Momin  
Coordinator: Dr. Tabassum Khan  
Member/s: Criteria heads  
Dr. Sujata Sawarkar  
Dr. Lokesh Bhatt  
Ms. Padmini Ravikumar  
Ms. Rashmi Mallya  
Dr. Prabha Singh

### **Role and responsibilities:**

- Define, review, and implement policies and procedures that help maintain a robust academic assessment process.





- Review the assessment process, assessment mechanism, student learning outcomes and use of results to analyze and track student performance.
- Review methods to assess student learning outcomes.
- Review protocols for the assessment of quality and impact of academic and co-curricular activities;
- Periodic assessment and review of student learning outcomes.
- Preparation and review of AQAR, academic audit report based on inputs and submissions from criteria heads.
- Streamlining and updation of Institute and Programme files semester wise/ annually.
- Departmental academic semester end and Programme annual reviews in the college and with Management.
- Organize Annual academic audit to be conducted by external audit team.

**Frequency of meeting:** Once a month

**Expected outcome/s:**

- Review, execute and document assessment driven decisions and actions for BNCP.
- Annual report submission to Accreditation agencies and SVKM Management.

## 2.10 Library committee

**Composition:**

Convener: Dr. Munira Momin  
Coordinator: Ms. Sarika Phatak (Librarian)  
Member/s: Heads of college departments  
Dr. Tabassum Khan, Dept. of Pharmaceutical chemistry  
Dr. Sujata Sawarkar, Dept. of Pharmaceutics  
Dr. Lokesh Bhatt, Dept. of Pharmacology  
Ms. Rashmi Mallya Dept. of Pharmacognosy

**Role and responsibilities:**

- Preparation of list of books (titles, volumes and number) to be purchased for the upcoming semester in the B. Pharm and M. Pharm programme in consultation with all course coordinators. The members to review and finalize the requirement of books for library and Book bank.
- Submission of requisition of the finalized list of books and follow up on purchase order progress of the same.
- Stock verification of library books periodically.
- Management of electronic format of library which includes preparation of E-data of all books and Journals available, new arrivals, book keeping, e-book reader utility and procurement.
- Maintenance, updation and record keeping of Book Bank facility.
- Organize library awareness days and workshops for B. Pharm and M. Pharm programme in consultation with the class coordinators.
- Organize library exploration day for all course coordinators department wise and review utilization of library books.

**Frequency of meeting:** Twice a semester



### **Expected outcome/s:**

- Improve awareness of book titles available for reference.
- Improve and promote optimum utilization of library resources.

## **2.11 Magazine & Publication committee**

### **Composition:**

Convener: Dr. Munira Momin  
Coordinator: Dr. Kedar Prabhavalkar  
Member/s: Dr. Lokesh Bhatt

### **Role and responsibilities:**

- Preparation of the release of college magazine before college annual day.
- Initiation, conceptualization, preparation and publication of college journal.
- Initiation, preparation and publication of BNCP newsletter.

**Frequency of meeting:** Twice a semester &/or on a need basis

### **Expected outcome/s:**

Timely publication of college magazine, college journal and newsletter.  
A platform for students and teachers to showcase their creative and intellectual talent.

## **2.12 Website, advertising and designing committee**

### **Composition:**

Convener: Dr. Munira Momin  
Coordinator: Dr. Atul Sherje  
Member/s: Dr. Lokesh Bhatt

### **Role and responsibilities:**

- Update website regularly and/or on a need basis.
- Collate and update information about publications/grants/achievements of students and teachers as soon as they are available.
- Periodic improvisation in the design to make the website aesthetically appealing and most current.

**Frequency of meeting:** Once a month

### **Expected outcome/s:**

- Showcase and reflect the strengths of the college.
- A platform to market and build brand BNCP.



### 3. College Cells

#### 3.1 Alumni Cell

##### Composition:

Convener: Dr. Munira Momin  
Coordinator: Dr. Prabha Singh  
Member/s: Ms. Vasanti Suvarna  
Dr. Kedar Prabhavalkar (International students coordinator)  
Ms. Sangeeta Naikodi

##### Role and responsibilities:

- Annual review and updation of alumni database.
- Formation and registration of BNCP Alumni association.
- Organization of annual alumni meet.
- Organization of alumni interaction with the current students as and when applicable with prior approval from the Principal.

**Frequency of meeting:** Once a month & on a need basis

##### Expected outcome/s:

- Development and nurture a strong alumni connect with the college.
- Plan and strengthen the alumni association of the college.
- Provide a platform to foster student-alumni interaction for higher studies and placement opportunities.

#### 3.2 Career Guidance & Placement Cell (CGPC)

**Convener:** Dr. Munira Momin  
**Coordinator:** Dr. Sujata Sawarkar  
**Members:** Mrs. Padmini Ravikumar  
Dr. Atul Sherje  
Dr. Arati Prabhu  
Ms. Sangeeta Naikodi

##### Role and Responsibilities:

- Designing Placement brochure
- Preparing placement calendar
- Organizing career counseling session.
- Developing Industry connect
- Registration of students for placement
- Organizing Campus interviews
- Preparation of placement files for records, audit documentations.

**Frequency of meeting:** Once every month

##### Expected Outcomes

Improvement in placement and pay package every year.



### **3.3 Entrepreneurship Development Cell (EDC)**

#### **Composition:**

Convener: Dr. Munira Momin  
Coordinator: Dr. Bhushan Dravyakar  
Member/s: Dr. Kavatkumar Patel  
Dr. Atul Sherje

#### **Role and responsibilities:**

- Organization of ENTREPRERNA/IDP event once a year.
- Organization of workshop on "Promoting entrepreneurship in Pharma sector".

**Frequency of meeting:** Once a semester

#### **Expected outcome/s:**

- Enhanced awareness of entrepreneurship as an alternate career option.
- A platform to inculcate and promote entrepreneurship skills in students.

### **3.4 Internal Quality Assurance Cell (IQAC)**

#### **Composition:**

Convener: Dr. Munira Momin  
Coordinator: Dr. Tabassum Khan  
Member/s: Dr. Sujata Sawarkar  
Dr. Lokesh Bhatt  
Ms. Padmini Ravikumar  
Ms. Rashmi Mallya  
Dr. Prabha Singh  
One industry/employer nominee  
One student nominee (current and alumni)  
One Management representative  
One senior administrative officer

#### **Role and responsibilities:**

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.
- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.



- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

**Frequency of meeting:** Once a month & on a need basis

#### **Expected outcome/s:**

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in the institute.
- Build an organized methodology of documentation and internal communication.

### **3.5 Research Review &Promotion Cell (RRPC)**

#### **Composition:**

Convener: Dr. Munira Momin  
Coordinator: Dr. Munira Momin  
Member/s: Dr. Amrita Bajaj  
Dr. Tabassum Khan  
Dr. Sujata Sawarkar  
Dr. Lokesh Bhatt  
Dr. Padmini Ravikumar

#### **Role and responsibilities:**

- Preparation of Information Brochure about college consultancy and research thrust areas.
- Organization of research grant writing workshop/s.
- Network and connect to acquire consultancy projects/funds from industry.
- Monitor government funding agencies for funding opportunities.

**Frequency of meeting:** Twice a semester &/or on a need basis



### **Expected outcome/s:**

- Augmentation in the number of research projects submitted to funding agencies.
- Communication to the industry (Pharma/Nutraceutical/Herbal/FMCG/Food) about college research capabilities and strengths.
- Build and strengthen college consultancy database and funding.

### **3.6 Regulatory Agencies Application and Approval Cell**

#### **Composition:**

Convener: Dr. Munira Momin  
Coordinator: Dr. Munira Momin  
Member/s: Dr. Sujata Sawarkar (AICTE-CII)  
Dr. Lokesh Bhatt (AICTE/PCI/DTE/University of Mumbai)  
Ms. Rashmi Mallya (NIRF)  
Ms. Reshma Sidhwani

#### **Role and responsibilities:**

- Review and submission of proposed new applications, extension of approval applications to regulatory agencies like PCI, AICTE, University of Mumbai of the B. Pharm and M. Pharm programme.
- Review and submission of application to AICTE-CII.
- Review and submission of application to NIRF.

**Frequency of meeting:** Once a semester & on a need basis

### **Expected outcome/s:**

- Timely submissions of documents for approvals.
- Preparing the documents and supporting files/infrastructure related activities during college inspection by regulatory agencies.

### **3.7 Student Monitoring & Result Improvement Cell (SMRIC)**

#### **Composition:**

Convener: Dr. Munira Momin  
Coordinator: Dr. Munira Momin  
Member/s: Dr. Tabassum Khan  
Dr. Sujata Sawarkar  
Dr. Lokesh Bhatt  
Ms. Rashmi Mallya  
Class coordinator of S.Y.B. Pharm

#### **Role and responsibilities:**

- Counselling and monitoring of lateral entry students for coursework understanding and academic performance.
- Facilitation of focus group formation in identified courses, allocation of course coordinators in the identified courses for the lateral entry students and slow learners if any.
- Review of documents/records of all focus group sessions and related activity.



Shri Vile Parle Kelavani Mandal's  
**Dr. Bhanuben Nanavati College of Pharmacy**

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- Periodic (once a month) review with the focus group students.

**Frequency of meeting:** Once a month & on a need basis

**Expected outcome/s:**

- A congenial academic atmosphere for the lateral entry students.
- Bridge the curricular gap and facilitate the amalgamation of lateral entry students with the S.Y.B. Pharm class.

**Note: All Staff meetings to be convened by the Principal and minuted by Dr. Pramila Chaubey for the AY 2018-19.**