



The Sikh Education Society's
Gurunanak College of Pharmacy NAGPUR-440026

E-mail : gncp2004@yahoo.com

Web Address: www.gncp.edu.in

LIST OF COLLEGE COMMITTEES (2022-23)

1. BOARD OF GOVERNORS:

1.	Chairman (Industrialist)	1.	Dr. Anwar Daud M.Pharm; Ph.D. Managing Director, Zim Laboratories Ltd., Nagpur
2.	Members (2.5)	1.	Industrialist Mr. Yusuf Chimthanwala M.Pharm. Mylan Pharmaceuticals Nagpur
		2.	Technologist Dr. Shashank Lulay M.Pharm; Ph.D. Elite Club Consultancy Nagpur
		3.	Educationist Dr. Prashant Keshav Puranik M.Pharm; Ph.D. Prof. Department of Pharmaceutical Sciences Rasntrasant Tukadoji Maharaj Nagpur University Nagpur
		4.	Educationist Dr. N.R. Dighade Principal V.R. Manohar Institute of Diploma in Pharmacy Wanadongri Nagpur
3.	Nominee of the affiliating University	1.	Dr. Prafulla Sabale Prof. Department of Pharmaceutical Sciences Rasntrasant Tukadoji Maharaj Nagpur University Nagpur
4.	Nominee of the State Government (Ex-officio)	1.	Dr. Manoj Bhauraoji Daigavane Joint Director, Directorate of Technical Education, Regional Office Sadar, Nagpur
5	Technologist from the Region nominated by State Government	1.	Dr. Dipak Dhanraj Wasule Sr. Faculty M.Pharm; Ph.D. Ratnidevi Purohit College of Cosmetic Technology, Nagpur & Chairman Board of studies Cosmetics Sciences, Rasntrasant Tukadoji Maharaj Nagpur University Nagpur
		1.	Dr. Abhay M. Itadwar
6.	Principal	1.	Dr. Abhay M. Itadwar
7.	Two faculty members	1.	Prof. Dr. (Mrs.) Nidhi P. Sapkal
		2.	Assistant Prof. Mr. Sharad Manapure

Committee
Principal

Dr. A. M. Itadwar
Principal

Gurunanak College of Pharmacy
Nari, Near Dixit Nagar, Behind C.P. Foundry
Kamptee Road, Nagpur-440 026



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Functions:

Governance, Academic and Administrative Management

The basic Philosophy of Governance and Administrative Management including the structure of its Board of Governors (BOG), the Organizational chart for Operational Management along with responsibilities vested at various levels of Administrative hierarchy. It is expected that a well thought out method of Institutional Governance and Administration shall be the key to its growth and success shall be described as follows:

- a. Philosophy of Governance
- b. Board of Governors
- c. Organizational Structure and Chart for day-to-day Operations and Management
- d. Role and Responsibilities of Key Senior Positions
- e. Methods/ Style of Administration/ Management

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2. COLLEGE DEVELOPMENT COMMITTEE:

Sr. No.	Name	Designation
01	S. Gurbux Singh Lamba President The Sikh Education Society, Nagpur	Chairperson (Management)
02	S. Sarabjeet Singh Kalsi General Secretary The Sikh Education Society, Nagpur	Secretary (Management)
03	Dr. S.R. Walde Professor Gurunanak College of Pharmacy, Nagpur	Head of Department (nominated by Principal)
04	Dr. Mitali M. Bodhankar Assistant Professor Gurunanak College of Pharmacy, Nagpur	Three Teachers (Elected)
05	Dr. Subhash R. Yende Assistant Professor Gurunanak College of Pharmacy, Nagpur	Three Teachers (Elected)
06	Dr. Sumit K. Arora Assistant Professor Gurunanak College of Pharmacy, Nagpur	Three Teachers (Elected)
07	Mr. Surendra Khanuja Senior Assistant Gurunanak College of Pharmacy, Nagpur	One non-teaching Employee (Elected)
08	Dr. Prashant Puranik Professor Department of Pharmaceutical Sciences (RSTM) Nagpur	Local Educationist (nominated by Management)
09	Dr. Anwar S. Daud Director Zim Laboratories Ltd., Kalmeshwar, Nagpur	Local Industrialist (nominated by Management)
10	Dr. Dadasaheb Kokare Associate Professor Department of Pharmaceutical Sciences (RSTM) Nagpur	Local Researcher (nominated by Management)

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11	Mr. Yogesh Bhagadkar Alumnus Gurunanak College of Pharmacy, Nagpur	Local Social Worker (nominated by Management)
12	Dr. Nidhi P. Sapkal Professor Gurunanak College of Pharmacy, Nagpur	Co-ordinator (Internal Quality Assurance Committee)
13	Mr. Ajay Nagre B.Pharm Sem VII Sem.	President (Students' Council)
14	Ms. Kajal Kesare M.Pharm Sem III (Pharmaceutics)	Secretary (Students' Council)
15	Dr. Abhay M. Ittadwar Principal Gurunanak College of Pharmacy, Nagpur	Member-Secretary

Functions:

1. The College Development Committee shall,-
 - a. prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
 - b. decide about the overall teaching programmes or annual calendar of the college;
 - c. recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
 - d. take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
 - e. make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
 - f. make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
 - g. make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process ;


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- h. make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college ;
- i. prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;
- j. formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;.0
- k. make recommendations regarding the students' and employees' welfare activities in the college or institution ;
- l. discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations ;
- m. frame suitable admissions procedure for different programmes by following the statutory norms ;
- n. plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;
- o. recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- p. consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- q. recommend the distribution of different prizes, medals and awards to the students.
- r. prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
- s. perform such other duties and exercise such other powers as may be entrusted by the management and the university.

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3. PROGRAM COMMITTEE (UG):

Sr. No.	Name	Designation
01	Dr. M.M. Bodhankar	Chairperson
02	Mr. K.S. Moharir	Member
03	Mr. G.A. Gurunani	Member
04	Dr. S.R. Yende	Member
05	Dr. S. B. Waikar	Member
06	Mr./Ms. First year student (to be included after admissions)	Student Representative
07	Mr./ Ms. Second year student (to be included after 2nd Sem result)	Student Representative
08	Ms. Maria Amravatiwala	Student Representative
09	Mr. Arpan Gupta	Student Representative

Functions:

1. Preparation of academic calendars and time tables in consultation with faculty members and post them on website
2. Periodically reviewing the progress of the classes.
3. Monitoring delivering of curriculum and the conduct of classes.
4. Discussing with the course teachers on the nature and scope of assessment for the course and the same shall be announced to the students at the beginning of respective semesters.
5. Monitoring number of working days and devising measures to achieve the required number of working days.
6. Monitoring the measures taken for weak students and advanced learners by the respective course incharge.
7. To monitor the sufficiency of available infrastructure required for teaching learning.
8. Communicating its recommendation to the Head of the institution/IQAC on academic matters.
9. The Program Committee shall meet at least thrice in a semester preferably at the end of each Sessional exam (Internal Assessment) and before the end semester exam.


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4. PROGRAM COMMITTEE (PG):

Sr. No.	Name	Designation
01	Dr. V.A. Kilor	Chairperson
02	Dr. N.P. Sapkal	Member
03	Dr. S.R. Walde	Member
04		Student Representative M. Pharm I year
05		Student Representative M. Pharm I year
06	Ms. Bharti Dongre	Student Representative M. Pharm II year
07	Mr. YashuShivhare	Student Representative M. Pharm II year

Functions-

1. To review previous academic session and planning for next academic session
2. To coordinate with HoD's for the timely publishing of the Time Table
3. To discuss preparation of session plan for curriculum delivery and methods to be adopted for Continuous Assessment of students
4. To calculate and monitor No. of working days for the said session and to meet the target days
5. To take periodic review of progress of classes conducted
6. Monitoring the measures taken for weak students and advanced learners by the respective course in-charge
7. To review sufficiency of infrastructural requirement for Teaching-learning
8. To conduct meeting of program committee thrice in a session.


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5. INTERNAL EXAMINATION / UNIVERSITY EXAMINATION:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Mr. T.M. Rasala	Member Secretary
03	Mr. G. A. Gurunani	Member
04	Dr. S.K. Arora	Member
05	Mrs. S.G Prajapati	Member
06	Mr. T.P. Sadan	Member

Functions of Internal Examination:

1. To prepare internal examination schedule in association with Program committee before beginning of academic session.
2. To display the examination schedule at least two weeks in advance for students.
3. To create and check infrastructural facilities required for smooth conduction of examination.
4. To allot examination/invigilation duties.
5. To submit budget for exam stationery to the budget committee.
6. To conduct and distribute result analysis for internal examination.
7. To prepare list of weak students and submit to Program committee.
8. To prepare and display detention list as RTMNU regulations.
9. To submit internal marks to the university.
10. To make provisions for additional internal examinations if need arises.
11. To prepare SOPs for allotment of invigilation duties, submission of evaluated answer sheets and list of weak students, additional internal examination. Result analysis & its Distribution.
12. To plan and submit annual budget.
13. Maintenance of related records.
14. To ensure the timely display of examination timetables and assessment of answer sheets.
15. To allot examination / invigilation duties.
16. To conduct and distribute result analysis for internal examination.
17. Entry of Marks in Sessional Register in Due time.


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Functions of University Examination:

1. To display rules and regulations for RTMNU examination.
2. To display university examination time tables immediately after receipt.
3. To collect and process enrolment and examination forms, Admit card.
4. To address examination related student queries and issues.
5. To prepare and maintain documentation related to annual practical examination.
6. To prepare and distribute result analysis and score index.
7. To communicate with RTMNU regarding external examiners in co-ordination with respective Internal examiner.
8. To prepare SOPs for display of information, Availability of external examiners, result analysis
9. To plan and submit annual budget.
10. Maintenance of related records
11. To perform any other duties assigned by Principal

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6. STUDENTS' COUNCIL:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Mr. S.R. Manapure	Member Secretary
03	Mr. V.B.Pande	NSS Incharge
04	Mr. G.A. Gurunani	Student Welfare Officer
05	Mr. Ajay Nagre B.Pharm Sem VII Sem.	Student Member President
06	Ms. Kajal Kesare M.Pharm Sem III (Pharmaceutics)	Student Member General Secretary
07	Ms. Bhairavi Gawande M.Pharm Sem III (Quality Assurance)	Lady Representative
08	Mr. Archana Jawaje M.Pharm Sem III (Quality Assurance)	Reserve Category Representative
09	Mr. Arpan Gupta B.Pharm Sem VII	NSS Representative
10	Mr. Yash Sonawane B.Pharm Sem VII	Sports Representative
11	Mr. Darshan Khapekar B.Pharm Sem VII	Cultural Representative
12	Mr. Pranay Lokhande M.Pharm Sem III (Quality Assurance)	Class Representative
13	Mr. Yashu Shivhare M.Pharm Sem III (Pharmaceutical Chemistry)	Class Representative
14	Mr. Mohit Saktel M.Pharm Sem III (Pharmaceutics)	Class Representative
15	Ms. Neha Nanwani B.Pharm Sem VII	Class Representative
16	Ms. Anjali Shahu B.Pharm Sem V	Class Representative
17	Ms. Renuka Kale B.Pharm Sem III	Class Representative


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Functions:

1. Recommend to the Principal as Chairman, the allocations to be made for all the activities to be undertaken during the said year within financial estimates approved by Local Meeting Committee.
2. Submit an annual report about the activities conducted during the year to IQAC and publication committee.
3. To make recommendations to the chairman regarding any matter affecting the corporate life and welfare of students' in general.
4. To make recommendations to the Principal for settling grievances of students.
5. To make recommendations to the Principal regarding facilities like library, laboratory, Students' Common room and auditorium etc.
6. To appoint Student welfare officers.
7. To recommend Student representatives for various committees.
8. To recommend number of Co-curricular and Extra-curricular activities during academic session.

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7. GUIDANCE AND COUNSELLING CELL FOR HIGHER EDUCATION:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Dr. S.K. Arora	Member Secretary
03	Mr. K.S. Moharir	Member

Functions:

1. To motivate the students for higher education by displaying career opportunities
2. To conduct motivational programs/guest lectures
3. To inform and guide students for various competitive examinations.
4. To provide and maintain study material/online open source material for competitive examinations.
5. To maintain score cards/certificates for qualifying candidates.
6. To submit budget.
7. Maintenance of related records.

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8. EDUCATIONAL TOUR COMMITTEE:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Mr. K.B. Bhelkar	Member Secretary
03	Dr. S.B. Waikar	Member
04	Mr. Ayush Jain (B.Pharm Final Yr)	Member
05	Ms. Utsavi Vaghela (B.Pharm II Yr)	Member
06	Ms. Sarita Jaiswal Mother of Ms. Rajlaxmi Jaiswal (B.Pharm II Yr)	Member
07	Mr. Sanjay Chafle Father of Mr. Sarthak Chafle (B.Pharm II Yr)	Member

Functions:

1. To prepare policies for organizing student tours
2. To plan, organize educational/industrial/environmental tours and share report with Program and Publication committee.
3. Providing information about college tours to various statutory bodies.
4. Maintenance of related records.

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9. CO-CURRICULAR COMMITTEE:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Mrs. S.A. Ubgade	Member Secretary
03	Dr. A.N. Mungle	Member
04	Vinayak Laghate	Student Secretary
05	Khushbu Sharma (M.Pharm Final Year)	Student Member
06	Yashu Shivhare (M.Pharm Final Year)	Student Member
07	Sahil Pardhi (B.Pharm Final Year)	Student Member
08	Vaishali Kohale (B.Pharm Final Year)	Student Member
09	Arham Khan (B.Pharm Third Year)	Student Member
10	Jatin Jani (B.Pharm Third Year)	Student Member
11	Saharsh Sahu (B.Pharm Second Year)	Student Member
12	Nayan Ghodele (B.Pharm Second Year)	Student Member
13	First year representative (boy)..... to be filled	Student Member
14	First year representative (girl)..... to be filled	Student Member
15	Chetan Kapse	Support Staff
16	Bharti Tembhurnikar	Support Staff

Functions:

1. To conduct and/or coordinate the events such as Guest lectures, Seminars, workshops, conferences etc.
2. To plan and submit annual budget.
3. To communicate list of session wise activities/events to Program committee.
4. To communicate the brief report/press note for every event to the publication committee for posting on vmedulife portal and publishing in newsletter.
5. To train respective staff/students for handling light/sound systems of auditorium for smooth conduction of programs.


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6. To display notices for various intercollegiate, interuniversity, interstate events Co-curricular activities.
7. To Organize inter and intra-institutional paper and design competitions (Jigyasa) for developing technical and soft skills among the students.
8. To prepare SOPs for conduction of event.
9. Maintenance of related records

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10. EXTRA CURRICULAR COMMITTEE:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Dr. S.R. Walde	Member Secretary
03	Mrs. M.K. Bhurchandi	Member
04	Mr. S.R. Manapure	Member
05	Mr. V.B. Pande	Sports Incharge
06	Mr. G.A. Gurunani	Member
07	Mr. Yash Sonawane	Student Incharge

Functions:

1. To prepare annual budget for various activities (Freshers, Teachers, Farewell, Annual Social Gathering,
2. To plan various activities in co-ordination with Students' council and communicate to Program committee.
3. To share the reports with the publication committee for posting on vmedulife portal and publishing in newsletter.
4. To create facilities for these activities in co-ordination with Infrastructure maintenance committee
5. To display notices for various intercollegiate, interuniversity, interstate events extracurricular activities and to encourage participation in such events.
6. Maintenance of related records.
7. To encourage students to participate in sports activity.
8. To mark entry of participation in inter collegiate and inter university sports event.
9. To organize and conduct sport events in college.

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11. DISCIPLINARY COMMITTEE:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Dr. G.K. Lohiya	Member Secretary
03	Dr. S.K. Arora	Member
04	Mr. K.S. Moharir	Member
05	Ms. S. A. Ubgade	Member
06	Ms. P.G. Gondane	Member
07	Mr. V. S. Koranne	Member
08	Class Representative of each class	Student member

Functions:

1. To maintain & enforce discipline in the college campus.
2. To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
3. To ensure that all the students attend classes without bunking and prevent the students from leaving the college early.
4. To maintain proper discipline in the college premises during working hours
5. To assist the college Anti Ragging Committee in preventing ragging in the college and to spread anti ragging campaign throughout the students community.
6. To recommend suitable disciplinary action against indiscipline and inappropriate behaviour.
7. In case of any criminal offence in college premises, appropriate action will be taken in liaison with Police department and / or appropriate authorities.
8. To maintain proper discipline in the college premises during working hours
9. To assist the college Anti Ragging Committee in preventing ragging in the college and to spread anti ragging campaign throughout the students community.


Principal

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10. To recommend suitable disciplinary action against indiscipline and inappropriate behaviour.
11. In case of any criminal offence in college premises, appropriate action will be taken in liaison with Police department and / or appropriate authorities.

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12. COLLEGE PUBLICATION & MEDIA HANDLING COMMITTEE:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Dr. S.R. Yende	Member Secretary
03	Mr. K.B. Bhelkar	Member
04	Mr. Ajay Nagre (B. Pharm III Yr.)	Member
05	Ms. Mithila Bambal (B. Pharm II Yr)	Member
06	Ms. Renuka Kale (B.Pharm II Yr)	Member

Functions:

1. To publish newsletter, annual college magazine, prospectus, college publicity materials, displays, certificates, mementos,
2. To maintain and update college website.
3. To publish important information on college website.
4. To plan and submit annual budget.
5. Publication of college news in leading newspapers/ pharma magazines.
6. Maintenance of related records

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13. RESEARCH AND INNOVATION:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Dr. N.P. Sapkal	Member Secretary
03	Dr. S.R. Yende	Member
04	Dr. S.P. Padmane	Member
05	Mr. K. S. Moharir	Member
06	Dr. A. N. Mungle	Member

Functions:

1. To plan and submit annual budget.
2. To collect and maintain faculty and student data related to following:
 - a. Research publications (Review article, research article, book, Patent etc.)
 - b. Research presentations (oral/Poster)
 - c. Conferences/FDPs/Training programs attended in various capacities
 - d. Ongoing/completed research/consultancy projects
 - e. Academic achievements/accolades/awards
3. To plan procurement of sophisticated machines and instruments.
4. To provide research theme for innovative research projects in consultation with industry.
5. To approach and maintain close liaison with industry and undertake sponsored projects as per institute's capability.
6. To review the ongoing research projects and monitor their progress.
7. To encourage the faculty about preparing project proposals and to guide them about various available funding opportunities for getting funds from various funding agencies like AICTE, DST, DBT, SERB, DSIR, etc.
8. To organize National/ International Conferences, Seminars on recent and thrust areas.
9. Maintenance of related records.


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14. STAKEHOLDERS' FEEDBACK COMMITTEE:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Ms. P.G. Gondane	Member Secretary
03	Dr. S. B. Waikar	Member
04	Mr. G. A. Gurnani	Member
05	Ms. Mariya Amravatiwala	Student Member (Student Feedback)
06	Ms. Kajal Kesare	Student Member (Employers Feedback)
07	Mr. Arpan Gupta	Student Member (Employers Feedback)
08	Mr. Tejas Suruse	Student Member (Alumni Feedback)

Functions:

1. To design feedback forms related records
2. To collect Student feedback on teaching evaluation & facilities and present it to IQAC.
3. To analyse feedback and distribute feedback analysis to all the Stakeholders.
4. To suggest and recommend necessary action measures to improve quality to appropriate committee.


Principal

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Principal

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15. ALUMNI ASSOCIATION CELL & PARENT TEACHER ASSOCIATION CELL:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Mr. G.A. Gurunani	Member Secretary
03	Mrs. B.A. Jacob	Member
05	Dr. A.N. Mungle	Member
06	Mr. Vijay Arora	Member
07	Mr. Vijay kanchanwar	Member
08	Mr. Rajesh L. Ahuja	Parent's representative

Functions: Alumni Association Cell

1. To communicate with alumni and to get a regular feedback from them.
2. To arrange alumni meet at regular time intervals.
3. To establish easy communication and contacts between the past alumniees and the regular UG & PG student of the College, to facilitate the regular students to get them a proper channel in the Pharmaceutical field in their future career. viz: Higher studies, Pharmaceutical Industries and entrepreneurship.

Functions: Parent Teacher Association Cell

1. To conduct regular parent teacher meet preferably after every sessional examination.
2. To provide information of student attendance and progress to the respective parents.
3. To initialize and build-up a good interaction between parent & respective subject teacher to understand the difficulty being faced by students in the concerned subject.
4. To interact with parent that can help teachers to understand the various talent of the students, so that other than studies, teachers and the college can help the students to participate in various other programmes as per his talent and hobby.
5. To improve communication, understanding and relationships between the parents, students and teachers.


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16. LIBRARY COMMITTEE:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Dr. (Mrs.) Archana Mungle	Member Secretary
03	Dr. Mrs. Mitali M. Bodhankar	Member
04	Dr. Suhas P. Padmane	Member
05	Mr. Keshav S. Moharir	Member
06	Dr. Subhash R. Yende	Member
07	Mr. P. D. Wankhede	Member
08	Mr. Ajay Nagare, (B. Pharm Final year)	Member

Functions:

1. Plan and execute modus operandi of routine activity of the library
2. Plan and propose expansion / development
3. Maintain library discipline and culture
4. Prepare annual budget for library

Committee
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17. BUDGET, PURCHASE & STORE COMMITTEE:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Dr. G.K. Lohiya	Member Secretary
03	Mr. Shrikant Kapte	Member

Functions:

1. To collect & prepare estimate budget in association with all departments & Committees under following heads: Lab equipments, Lab consumables, Lab maintenance, Seminar/Conference/FDP, Guest lectures, Industrial visit & Tours, Books & Journals, R & D, Stationery & Other consumables, Displays, Students & Staff incentives, Infrastructure, IT, Student activities (Sports, Gathering)
2. To submit final budget to stakeholders.
3. To hunt sources for fund raising.
4. To make available a balanced flow of raw materials, components, tools, equipment and other stores required for operation.
5. To provide maintenance materials, spare parts and general stores as required.
6. To receive and issue materials after physical inspection and proper identification.
7. To store and preserve materials.
8. Issuing enquiries/tenders and obtaining quotations.
9. Issue of Purchase Orders, follow-up of purchase orders for delivery in due time and maintenance of purchase records.
10. Maintenance of progressive expenditure statement, sub-head wise.
11. Maintenance of vendor performance records/data.
12. Keeping various Departments/Divisions informed of the progress of their indents in case of delay in obtaining supplies.


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18. INFRASTRUCTURE DEVELOPMENT:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Dr. G.K. Lohiya	Member Secretary
03	Mr. Vijay Koranne	Member

Functions:

1. To maintain overall cleanliness in the campus.
2. To look after the overall arrangement & management of furniture in classroom, faculty room, lab, auditorium etc.
3. Maintenance of amenities such as Central gas store, Parking, Water, Generator, electric fixtures.
4. To upkeep of Laboratories/Washroom, Water coolers, Overhead tanks, Drainage system, Lightening arrestor.


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19. ADMISSION & COUNSELLING COMMITTEE:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Mr. G.A. Gurunani	Member Secretary
03	Mr . K. S Moharir	Member
04	Dr. S. K Arora	Member
05	Dr . S. R Yende	Member
06	Mrs. S A Ubgade	Member

Functions:

1. To display all notifications and rules regarding all admission procedures (B. Pharm, M. Pharm, Direct Second Year and PhD)
2. To create necessary facilities for Admission Facilitation Centre.
3. To check that all admission coordinators get training.
4. Approval and enrolment of merit list
5. Preparation and distribution of list of admitted candidates as per university format to all stakeholders.
6. Preparation of student list on the basis of Gender/category/ OMS.
7. Parent and students' admission counselling
8. To prepare and distribute Student Identification cards.
9. To plan and submit annual budget.
10. Maintenance of admission related records
11. Preparation of SOPs for display of admission related information, distribution of list of admitted candidates.


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20. FACULTY & STAFF DEVELOPMENT:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Dr. S.R. Walde	Member Secretary
03	Dr. S.R. Yende	Member
04	Mr. Gajanan Singewar	Member

Functions:

1. To look after the overall requirements of welfare and development of faculty and staff members.
2. To periodically review the existing welfare schemes for faculty and staff members and make recommendations for the additional required measures to IQAC and CDC.
3. To organize training programs for their development and share the reports with Publication committee.

Committee
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21. TRAINING AND PLACEMENT CELL:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Dr. S.B. Waikar	Member Secretary
03	Mr. K.S. Moharir	Member
04	Mr. T.M. Rasala	Member
05	Mrs. S.A. Ubgade	Member
06	Dr. G.K. Lohiya	Member
07	Mayuri Talware	Student member
08	Mayuri Pal	Student member
09	Kajal Kesare	Student member
10	Pankaj Balki	Student member
11	Rajdeep Ghadge	Alumni member
12	Amit Lashkari	Alumni member
13	Krishnakant Chhangani	Alumni member
14	Shubham Gupta	Alumni member
15	Manjul Gupta	Alumni member

Functions:

1. Registration of eligible students for placement.
2. To plan, Co-ordinate and manage Campus interviews.
3. To arrange/send the students to other places/industries for off-campus interviews.
4. To communicate all the placement related information to Stakeholders.
5. To make a list and contact prospective employers.
6. To arrange for the industrial visit in the local region.
7. To arrange and Co-ordinate with Pharmaceutical industries for Industrial training /internship.


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8. To maintain Students' Training records and reports.
9. To maintain Placement related records.
10. To take the feedback from the employers and maintain the record.

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22. EQUAL OPPORTUNITY CELL FOR BACKWARD AND MINORITY STUDENTS:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Mr. G.A. Gurunani	Member Secretary
03	Dr. S.R. Walde	Member
04	Ms. P. G. Gondane	Member

Functions:

1. To check Backward & Minority class students are given the same opportunity for all the activities conducted in the institute.
2. Examining the working of various safe guard provided in the constitution of India.
3. To make Recommendation to ensure their implementation.
4. To monitor the implementation of policies and schemes of Social Welfare Department.
5. To access the representation of minority communities in service act at different level.
6. To look into specific complaint regarding deprivation of rights and safeguards.
7. To conduct studies, research, analysis in order to make recommendations to promote social, economic upliftment.
8. To check Backward & Minority class students are given the same opportunity for all the activities conducted in the institute.
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23. NATIONAL SERVICE SCHEME:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Mr. V.B. Pande	Member Secretary
03	Mr. S.R. Yende	Member
04	Mr. Arpan Gupta	Student Incharge

Functions:

1. Creates social awareness and social responsibility among students.
2. Provides opportunity to students for participating in government led various community service activities.
3. Gives experience to young students in delivering community service.

Committee
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24. EXTENSION ACTIVITIES / COMMUNITY OUTREACH:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Mr. S.R. Manapure	Member Secretary
03	Dr. S.R. Walde	Member
04	Ms. P. G. Gondane	Member

Functions:

1. To sensitize students to develop social values, responsibilities and render the services for social cause
2. To awaken social consciousness in students & inculcate in them sense of dignity of labor through NSS activity
3. To educate the society ,the importance of cleanliness & hygiene to restrict the communicable diseases and develop habit of cleanliness by organizing program like Swachha Bharat Abhiyan
4. To make aware and educate the society about different health issues by organizing rallies and provide services through free health check up camps
5. To promote the policy of sustainable environment by planting trees
6. To carry out various activities thereby helping the society for their betterment

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25. MENTORING:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Mrs. M.K. Bhurchandi	Member Secretary
03	Mrs. S.A. Ubgade	Member

Functions:

1. Allotment of mentees to mentors in the ratio of 15 mentees per mentor, such that each mentor gets 2-3 mentees from each year of program.
2. Keeping track of regular meetings of mentors with their mentees on vmedulife. Mentors should have interaction with 2-3 mentees at a time. Mentors should give mentoring report at the end of each year/session for every mentee.
3. Collection of mentoring report from mentors at the end of session. Maintaining record of reports.

Committment
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26. ENTREPRENEURSHIP DEVELOPMENT CELL:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Dr. M.M. Bodhankar	Member Secretary
03	Mr. S.R. Manapure	Member
04	Mr. Gopal Gandhi (Giriraj Hydrocarbons), Alumni Entrepreneur	Member
06	Dhiraj Chandel(Swaraj Green tea/instant Tea), Alumni Entrepreneur	Member
07	Ms. Swapna Gajghate, Support staff member, GNCP	Member
08	Mr. Brijesh Ahuja	Student Member President
09	Mr. Jatin Jani	Student Member Vice President
10	Mr. Aditya There & Mr. Arpan Gupta	Student Member Treasurer
11	Mr. Lokesh Agrawal	Student Member Secretary
12	Mr. Sanket Parikh , Ms. Krutika Kale & Ms. Nisha Ahuja	Student Member Report
13	Mr. Gitesh Kohale& Abahy Pande	Student Member Photography
14	Ms. Rutuja Sonawane, Ms. Tanmayee Motghare & Ms. Isha Sheikh	Student Member Hospitality and INR
15	Ms. Anjali Barbate & Ms. Utsavi Vaghela	Student Member Resources
16	Mr. Tejas Suruse & Mr. Sanesh Agrawal	Student Member Systems
17	Mr. Darshan Khapekar	Student Member
18	Ms. Urvashi Menghani	Student Member
19	Mr. Yash Sonawane	Student Member
20	Mr. Ajay Nagre	Student Member

Committee
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21	Ms. Aishwarya Mohnani	Student Member
22	Mr. Sanskar Sahu	Student Member
23	Ms. Afsha naaz	Student Member
24	Mr. Manish Udasi	Student Member
25	Ms. Neha Nanwani	Student Member
26	Mr. Gyan Jhambia	Student Member
27	Ms. Nitu Purohit	Student Member

Functions:

1. To introduce the concept of Entrepreneurship in Curricula at Degree and PG level
2. To inculcate the spirit of Entrepreneurship in youth
3. To augment the supply of competent Entrepreneurs through training and interaction
4. To augment the supply of Entrepreneur trainer-motivators
5. To promote knowledge based and innovation driven enterprise
6. To facilitate generation of Self employment opportunities
7. To create an environment for Self employment, promote innovation, incubation and Entrepreneurship Development through formal and Non-formal programmes
8. To participate in institution building efforts
9. To develop and disseminate new knowledge and insights in Entrepreneurial theory and practice through research

Committment
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27. INDUSTRY INSTITUTE PARTNERSHIP CELL:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Dr. Nidhi P. Sapkal	Member Secretary
03	Dr. S. B. Waikar	Member
04	Mr. K. S. Moharir	Member

Functions:

1. Developing close links between Industry and Institute by interaction programs
2. Organizing seminars, symposiums, exhibitions and workshops on latest technological advancements,
3. Evaluation of project work with the collaborative efforts between industrial experts and institute Industrial Visit.
4. Widening and implementing the area of R & D and consultancy between the industries and the Institute.

Committadwar
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28. ANTIRAGGING CELL:

Sr. No.	Name	Designation
01	Dr. A. M. Ittadwar	Principal
02	Dr. Mrs. M.M. Bodhankar	Chairperson
03	Dr. G.K. Lohiya	Member
04	Mr. Prakash Wankhede	Supporting Staff Member
05	Mrs. Rekha Nanwani	Parent Representative
06	Ms. Akansha Dafare	Student Representative
07	Mr. Saurabh Bokde	Student Representative
08	Mr. Vinayak Laghate	Student Representative
Anti Ragging Squad		
01	Dr. S.B. Waikar	Member
02	Mr. K.S. Moharir	Member
03	Mrs. S.A. Ubgade	Member
04	Dr. G.K. Lohiya	Member
05	Mr. Prakash Wankhede	Supporting Staff Member
06	Mrs. Shamina Begum Mohd. Asif Qureshi	Supporting Staff Member

Functions

1. To keep a vigil and stop the incidences of Ragging. If any, happening reported in the places of student aggregation including Classrooms, Canteens, Grounds etc.
2. To educate the students at large by adopting various means about the menace of ragging and related punishments thereto.


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3. To adopt positive reinforcement activities for orienting students and moulding their personalities for a better cause.
4. To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
5. To prohibit rowdy or undisciplined activities by students or students which causes or is likely to cause any hardship, annoyance or psychological harm to raise fear in any fresher.
6. To make students aware of the anti ragging act and the punishments therein so that asking any student to do any act which such student will not do in the ordinary course and which has the effect of generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of such a student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher; to eliminate ragging in all its forms from institution
7. To prohibit ragging under these regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in the regulations and the appropriate law in force.

Functions of anti ragging Squad:-

1. To be vigilant at all hours including at odd hours all around the campus and other places vulnerable to incidents of, and having the potential of ragging and shall be empowered to inspect such places.
2. Conduct anonymous random surveys among students to check whether the campus is indeed free from ragging.
3. To conduct an on the spot enquiry into any incident of ragging referred to it by the principal or any member of the staff, faculty, student, parent, guardian or any other person and the enquiry report along with recommendation shall be submitted to the anti-ragging committee for action under clauses (a) Of regulation 9.1 of UGC.


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4. To ensure the display of posters on notice boards and places such as canteen, library and other prominent places.
5. Any other activity, the anti-ragging committee might delegate to the squad.

Committee
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29. PREVENTION OF SEXUAL HARASSMENT AGAINST WOMEN:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Dr. S.R. Walde	Member Secretary
03	Mrs. B.A. Jacob	Member
04	Ms. P.G. Gondane	Member
05	Mr. S.W. Kapte	Member
06	Mr. V. S. Korane	Member

Functions:

1. To create and maintain secured work environment and pursue service to gather in at atmosphere free of harassment, exploitation and intimidation cause by act of sexual harassment within College premises or locations directly related to the College work.
2. Redressal of complaints of sexual harassment and for matters connected their with.
3. Any other matter that comes under directly or indirectly the laws of sexual women at workplace (prevention, prohibition or redressal) at 2013 & rules their under.

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30. GRIEVANCE REDRESSAL CELL:

Sr. No.	Name	Designation
01	Dr. A.M. Ittadwar	Chairperson
02	Mr. V.B. Pande	Member Secretary
03	Dr. N.P. Sapkal	Teaching Member
04	Dr. S.R. Yende	Teaching Member
05	Dr. S.R. Walde	Teaching Member
06	Dr. G.K. Lohiya	Teaching Member
07	Mr. Vijay Koranne	Non-Teaching Member
08	Mr. Nivrutti Tank	Student Member
09	Ms. Neha Nanwani	Student Member

Functions:

1. All stakeholders of GNCP can lodge a complaint to GR cell.
2. The concerned person can register his/her grievance online or write an application and submit it to cell Incharge.
3. Complaint Boxes have been installed in the College campus in which the stakeholder, who wants to remain anonymous, put in writing their grievances for improving the academics/administration in the College.
4. Grievance Committee receives complaints and arbitration requests to determine if, taken true on their face.
5. Grievance Committee ensures that the complaint is appropriate to the "matter concerned" so that if a full hearing is to take place, it is done appropriately.
6. Grievance Committee makes only such preliminary evaluations as is necessary to make those decisions and recommend or forward to the higher authority.
7. Necessary action taken or the decision of committee will be addressed to plaintiff. Register your Grievance online using following link - www.vmedulife.com


Principal

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