



**Vision: To Create Globally Competent Pharmacist**

# **GURUNANK COLLEGE OF PHARMACY**

Mauza Nari, Kh. No. 81/1, Kamgar Nagar, Nari, Nagpur – 440026.

Accredited by NAAC with 'B' grade & Gold Ranking in AICTE-CII Survey

under the aegis of

**THE SIKH EDUCATION SOCIETY, BEZONBAGH, NAGPUR – 440004**

## **LIST OF COMMITTEES (2021-22)**

### **1. PROGRAM COMMITTEE (UG):**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. M.M. Bodhanka	Chairperson
02	Mr. K.S. Moharir	Member
03	Mr. G.A. Gurunani	Member
04	Mrs. M.K. Bhurchandi	Member
05	Dr. S. B. Waikar	Member
06	Ms. Kanchan Kuralkar	Student Representative
07	Mr. Jay Ghadge	Student Representative
08	Ms. Neha Nanwani	Student Representative
09	Mr. Tejas Suruse	Student Representative

### **Functions:**

Duties of the Programme Committee:

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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## **2. PROGRAM COMMITTEE (PG):**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. S.R. Walde	Chairperson
02	Dr. N.P. Sapkal	Member
03	Dr. V.A. Kilor	Member

### **Functions:**

Duties of the Programme Committee:

1. Preparation of academic calendars and time tables in consultation with faculty members and post them on the 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.
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### **3. INTERNAL EXAMINATION:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. A.M. Ittadwar	Member Secretary
02	Mr. T.M. Rasala	Member
03	Mr. G.A. Gurunani	Member
04	Mrs. S.G Prajapati	Member
05	Mr. T.P. Sadan	Member

#### **Functions:**

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 RTMNU.
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 give Time line for faculty to submit the Evaluated Answer sheets within 15 days of completion of Class test.( Offline Exam) To display the examination schedule at least two weeks in advance for students.
15. Give time line for editing the marks in Vmedulife Portal in Case of Offline Examination. To allot examination / invigilation duties.
16. Ask the Faculty to enter marks and Compute CO - PO Mapping in Vmedulife. To conduct and distribute result analysis for internal examination.
17. Entry of Marks in Sessional Register in Due time..



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## **4. UNIVERSITY EXAMINATION:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Mr. G.A. Gurunani	Member Secretary
02	Mr T M Rasala	
03	Mr Trunal Sadan	
04	Mrs S G Prajapati	

### **Functions:**

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

## **5. CO-CURRICULAR:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Mrs. S.A. Ubgade	Member Secretary
02	Dr. A.N. Mungle	Member

### **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.
6. To display notices for various intercollegiate, interuniversity, interstate events Co-curricular activities.
7. To Organize inter and intra-institutional paper and design competitions (Jignyasa) for developing technical and soft skills among the students.
8. To prepare SOPs for conduction of event,
9. Maintenance of related records
10. To perform any other duties assigned by Principal



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## **6. GUIDANCE AND COUNSELLING CELL FOR HIGHER EDUCATION:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. S.K. Arora	Member Secretary
02	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.

## **7. COLLEGE PUBLICATION & MEDIA HANDLING COMMITTEE:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. S.R. Yende	Member Secretary
02	Mr. K.B. Bhelkar	Member
03	Mr. Ajay Nagre (B. Pharm III Yr.)	Member
04	Ms. Mithila Bambal (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. To prepare SOPs for collection of data.
7. Maintenance of related records

## **8. EDUCATION TOUR COMMITTEE:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Mr. K.B. Bhelkar	Member Secretary
02	Dr. S.B. Waikar	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. Maintenance of related records.



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## **9. EXTRA CURRICULAR:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Mrs. M.K. Bhurchandi	Member Secretary
02	Mr. V.B. Pande	Member

### **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.

## **10. RESEARCH AND INNOVATION:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. S.R. Walde	Member Secretary
02	Dr. S.R. Yende	Member
03	Dr. S.P. Padmane	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 allot supervisors, review progress and certify student research projects.
4. To plan procurement of sophisticated machines and instruments.
5. To provide research theme for innovative research projects in consultation with industry.
6. To approach and maintain close liaison with industry and undertake sponsored projects as per institute's capability.
7. To prepare a comprehensive list of funding agencies that allocate funds for R & D projects and display such information for the faculty members.
8. To encourage faculty to prepare project proposals for getting funds from various funding agencies like AICTE, DST, CISR etc.
9. To maintain data of publication & presentations by students & faculty.
10. To prepare SOPs for allotment of guides, procurement of machines/instruments etc.
11. Maintenance of related records.



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## **11. BUDGET COMMITTEE:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. A.M. Ittadwar	Member Secretary
02	Dr. G.K. Lohiya	Member
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.

### **Prerequisite for Functioning:**

1. To prepare SOPs for annual budget submission.

## **12. DISCIPLINARY COMMITTEE:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. G.K. Lohiya	Member Secretary
02	Dr. S.K. Arora	Member
03	Mr. K.S. Moharir	Member
04	Ms. S. A. Ubgade	Member
05	Ms. P.G. Gondane	Member
06	Mr. V. S. Koranne	Member

### **Functions:**

1. To maintain & enforce discipline in the college campus.
2. To enforce dress code among students
3. To enforce total prohibition of mobile phones usage by the students inside the college campus (except boys and girls common room). Please note that mobile phone is prohibited in the college campus and if a student is found carrying mobile phone, the mobile phone needs to be confiscated and submitted to the disciplinary committee.
4. To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
5. To ensure that all the students attend classes without bunking and prevent the students from leaving the college early. Please note that no student can leave the college without prior permission of the higher authorities.
6. To ensure that students maintain almost silence in the library
7. To maintain proper discipline in the student waiting room and corridors during the college working hours



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8. To assist the college Anti Ragging Committee in preventing ragging in the college and to spread anti ragging campaign throughout the students community.
9. To recommend suitable disciplinary action against that student including in fact of indiscipline behind doubt.
10. When misconduct also constitutes a criminal offence, or vice versa, the College will liaise with the Police and / or appropriate authorities.

### **13. STUDENTS' COUNCIL:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Mr. S.R. Manapure	Member Secretary
02		
03		
04		
05		

#### **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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## **14. STUDENT FEEDBACK:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Ms. P.G. Gondane	Member Secretary
02	Dr. A. N. Mungle	Member
03	Ms. MariyaAmravatiwala	Student Member

### **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.

## **15. ALUMNI ASSOCIATION CELL:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Mr. G.A. Gurunani	Member Secretary
02	Mrs. B.A. Jacob	Member

### **Functions:**

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.

## **16. PARENT TEACHER ASSOCIATION CELL:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Mrs. B.A. Jacob	Member Secretary
02	Dr. A.N. Mungle	Member
03	Mr. Vijay Arora	Member
04	Mr. Vijay kanchanwar	Member
05	Mr. Rajesh L. Ahuja	Parent's representative

### **Functions:**

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.



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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.

## **17. LIBRARY COMMITTEE**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. A.H. Deshpande	Member Secretary

### **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

## **18. PURCHASE AND STORE COMMITTEE:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. S.R. Walde	Member Secretary
02	Mr. S.R. Manapure	Member
03	Mr. Noorulain A. Aziz	Member
04	Mrs. Madhuri Kotangale	Member

### **Functions:**



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## **19. INFRASTRUCTURE DEVELOPMENT:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. A.M. Ittadwar	Member Secretary
02	Dr. G.K. Lohiya	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.

## **20. ADMISSION & COUNSELLING COMMITTEE:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Mr. G.A. Gurunani	Member Secretary
02	Mr K S Moharir	Member
03	Dr S K Arora	Member
04	Dr S R Yende	Member
05	Ms S U 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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## **21. FACULTY & STAFF DEVELOPMENT**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. S.R. Walde	Member Secretary
02	Dr. S.R. Yende	Member
03	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.

## **22. EQUAL OPPORTUNITY CELL FOR BACKWARD AND MINORITY STUDENTS:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. S.R. Walde	Member Secretary
02	Mr. G.A. Gurunani	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.
9. Examining the working of various safe guard provided in the constitution of India.
10. To make Recommendation to ensure their implementation.
11. To monitor the implementation of policies and schemes of Social Welfare Department.
12. To access the representation of minority communities in service act at different level.
13. To look into specific complaint regarding deprivation of rights and safeguards.
14. To conduct studies, research, analysis in order to make recommendations to promote social, economic upliftment.



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## **23. TRAINING AND PLACEMENT CELL:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. S.B. Waikar	Chairman
02	Mrs. S.A. Ubgade	Member
03	Mr. K.S. Moharir	Member
04	Dr. G.K. Lohiya	Member
05	Mr. T.M. Rasala	Member
06	Mr. Piyush Sawner	Student Member
07	Mr. Pratik Ambekar	Student Member
08	Mr. Devendra Chaudhary	Student Member
09	Ms. Davini Bobade	Student Member
10	Mr. Rajdeep Ghadge	Alumni Member
11	Mr. Sachin Asnani	Alumni Member
12	Mr. Krishnakant Chhangani	Alumni Member
13	Ms. Shiwani Darbhe	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.
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.
11. Registration of eligible students for placement.
12. To plan, Co-ordinate and manage Campus interviews.
13. To communicate all the placement related information to Stakeholders.
14. To make a list and contact prospective employers.
15. To organize Soft skill training programs for students.
16. To tie up with various organisations conducting Soft skill Development programs, if required.
17. To arrange and Co-ordinate with Pharmaceutical industries for Industrial training.
18. To maintain Students' Training records and reports.
19. To maintain Placement related records.



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## **24. NATIONAL SERVICE SCHEME:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Mr. V.B. Pande	Member Secretary
02	Mr. S.R. Yende	Member
03	Bhavesh Rughwani	Student Incharge

**Functions:**

## **25. EXTENSION ACTIVITIES / COMMUNITY OUTREACH:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. S.R. Walde	Member Secretary
02	Mr. S.R. Manapure	Member
03	Ms. P. G. Gondane	Member

**Functions:**

## **26. GRADUATE TRAINING EMPLOYMENT CELL:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. V.A. Kilor	Member Secretary
02	Dr. M. M. Bodhankar	Member
03	Dr. G.K. Lohiya	Member
04	Mr. T.M. Rasala	Member
05	Dr. S.K. Arora	Member
06	Mrs. S.A. Ubgade	Member
07	Miss Aishwarya Mohanani	Member
08	Miss Farheen Bano	Member
09	Mr. Akshay Zha.	Member

**Functions:**



**Vision: To Create Globally Competent Pharmacist**

# **GURUNANK COLLEGE OF PHARMACY**

Mauza Nari, Kh. No. 81/1, Kamgar Nagar, Nari, Nagpur – 440026.

Accredited by NAAC with 'B' grade & Gold Ranking in AICTE-CII Survey

under the aegis of

**THE SIKH EDUCATION SOCIETY, BEZONBAGH, NAGPUR – 440004**

## **27. MENTORING:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Mrs. M.K. Bhurchandi	Member Secretary
02	Mrs. S.A. Ubgade	Member

### **Functions:**

1. Allotment of mentees to mentors in the ratio of 15mentees per mentor, such that each mentor gets 2-3mentees from each year of graduation, i.e. B.Pharm as well as post-graduation.
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.

## **28. INDUSTRY INSTITUTE PARTNERSHIP CELL:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Nidhi P. Sapkal	Member Secretary
02	K. S. Moharir	Member

### **Functions:**



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## **31. ANTIRAGGING CELL**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
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	Mr. Mukesh Shahu	Parent Representative
06	Ms. Ankita Shahu	Student Representative
07	Mr. Saurabh Bokde	Student Representative
08	Mr. Vinayak Laghate	Student Representative
<b>Anti Ragging Squad</b>		
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.
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:-**





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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.
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.

## **32. PREVENTION OF SEXUAL HARASSMENT AGAINST WOMAN:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. S.R. Walde	Member Secretary
02	Mrs. B.A. Jacob	Member
03	Ms. P.G. Gondane	Member
04	Mr. S.W. Kapte	Member
05	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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### **33. GRIEVANCE REDRESSAL CELL:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Dr. A.M. Ittadwar	Chairman & Head of Institute
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. Grievance Committee receives ethics complaints and arbitration requests to determine if, taken true on their face.
2. Grievance Committee ensures that the complaint is appropriate to the “matter concern” so that if a full hearing is to take place, it is done appropriately.
3. Grievance Committee makes only such preliminary evaluations as is necessary to make those decisions and recommend or forward to the higher authority (Principal).
4. Grievance Committee does not mediate or arbitrate anonymous disputes.

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