

Shri Gajanan Maharaj Shikshan Prasarak Mandal's,
SHARADCHANDRA PAWAR COLLEGE OF PHARMACY,
DUMBERWADI (OTUR), PUNE- 412409

All the staff members are assigned the duties as under. Each and every staff member will remain answerable in respect of the duties assigned to them. A periodical review will be taken by the undersigned in a meeting with every committee. The concerned committees are required to maintain a minute book and should conduct monthly meetings for planning and review of the work done and report the same to the undersigned.

Portfolio (A. Y. 2018-19)

Sr. No.	Particulars	Name of Staff
1	Academics U.G	Mr. Harer S. L. –Incharge
2.	IQAC (Internal Quality Assessment Cell)	Dr. Dama G. Y. – Chairman Mr. Harer S.L. –Incharge Mr. Bidkar J. S. – Member Mr. Devhadrao N. V. – Member Mr. Wakale V. S. – Member Mrs. Bidkar S. J. – Member
3	National Board of Accreditation (NBA) Co-ordinator	Mr. Harer S. L.
4	Examination Committee	Dr. Dama G. Y. – Chairman Mr. Bidkar J. S. –Incharge Mr. Harer S. L. – Member Mr. Devhadrao N. V. –Member
5	Library	Mr. Wakale V. S. –Incharge Mrs. Chiwadshetti N.S. – Member
6	Women's Grievance Redressal Cell	Mrs. Bidkar S. J.–Incharge
7	Anti-Ragging	Mrs. Bidkar S. J.–Incharge Mr. Harer S. L. –Member Mrs. Gaikwad A. V. – Member
8	Students Grievance Redressal Cell	Mrs. Bidkar S. J.–Incharge
9	Research & Development Cell	Mr. Harer S. L. –Incharge Mr. Mahajan K.C. – Member Mrs. Bidkar S. J. –Member
10	Institutional News & Website Maintenance & Prospectus,	Dr. Joshi S. A. –Incharge Mr. Palliwal S. B. –Member Mr. Harer S.L. – Member Mr. Devhadrao N.V. – Member
11	Students Mentoring	Mr. Harer P.S. – Incharge Mrs. Chiwadshetti N.S. – Member Mrs. Gaikawad A.V. - Member
12	Extra-Curricular Activities	Mrs. Bidkar S. J.–Incharge Mr. Wakale V. S.–Member

13	Co-Curricular Activities	Mr. Wakale V. S.–Incharge Mrs. Bidkar S. J. –Member Mr. Pulate C. P. –Member Mr. Mahajan K. C. –Member Mr. Devhadrao N. V–Member Mrs. Ghangale G. D. –Member
14	Central Store	Mr. Devhadrao N. V. –Incharge Mrs. Chiwadshetti N. S.–Member
15	Tutorial & Remedial Classes	Mrs. Gaikawad A. V.– Incharge Ms. Harer P.S. – Member
16	Notice Board Maintenance	Mrs. Gaikawad A. V. – Incharge Mr. Pulate C. P. –Member
17	In-House Keeping & Maintenance (Floor/Wing wise)	<u>Ground Floor</u> New Wing– Mrs. Gaikawad A. V Old Wing– Mr. Wakale V. S
18		<u>1st Floor</u> New Wing: Mr. Pulate C. P. Old Wing: Mr. Devhadrao N.V
		<u>2nd Floor</u> New Wing: Dr. Ghule S.D. Old Wing: Mrs. Ghangale G.D.
19	Institutional Magazine & Informational Brochure, Students Corner	Dr. Ghule S.D. – Incharge Dr. Umalkar D.G. – Member Mr. Devadrao N.V – Member Mrs. Bidkar S.J. - Member Mrs. Ghangale G.D.
20	NSS Committee	Mr. Devhadrao N. V.– Incharge Mr. Bidkar J. S. – Member Dr. Ghule S.D. - Member
21	Hands On Training	Mr. Bidkar J. S – Incharge Mr. Harer S. L. –Member Dr. Ghule S.D. –Member
22	Faculty Feedback Committee (by Students)	Dr. Dama G. Y. –Incharge Ms. Harer P. S. – Member Mr. Harer S. L. – Member
23	Institutional Feedback (by Stakeholders like students, faculty, parents, guests)	Dr. Dama G. Y. – Incharge Mr. Harer S. L. – Member Mrs. Bidkar S. J. –Member
24	Academic Research Co-ordinator (ARC) BCUD, AICTE, PCI, ERP, ISO	Mr. Harer S.L.
25	HOD: Pharmaceutics	Mrs. Bidkar S. J.
	HOD: Pharmaceutical Chemistry	Mr. Harer S. L.
	HOD: Pharmacology	Mr. Sherikar A.K.
	HOD: Pharmacognosy	Mr. Bidkar J. S.

26	HOD: M.Pharm, Pharmaceuticals	Mrs. Bidkar S. J.
	HOD: M.Pharm, Pharmaceutical Quality Assurance	Mr. Harer S.L.
27	Environmental Science (Project Co-ordinator)	Mrs. Gaikawad A.V.
28	Class Incharge: First Year B. Pharm.	Mrs. Gaikawad A. V.
	Class Incharge: S. Y. B. Pharm.	Mrs. Chiwadshetti N. S.
	Class Incharge: T. Y. Pharm.	Mr. Wakale V. S
	Class Incharge: Final Year B. Pharm.	Mr. Sunil Harer S.L.
29	Animal House and IAEC	Mr. Sherikar A.K. – Incharge Dr. Ghule S.D. – Member Mr. Harer S.L. - Member
30	Medicinal Plant Garden	Mrs. Ghangale G.D
31	Performance Appraisal Committee	Dr. Dama G. Y.
32	Training And Placement Cell	Dr. Umalkar D.G. –Incharge
33	Purchase Committee	Dr. Dama G. Y. –Incharge Mr. Paliwal S. B. – Member Mr. Devhadrao N. V. Member

Dr. G. Y. Dama