



*Shri Gajanan Maharaj Shikshan Prasarak Mandal's*  
**SHARADCHANDRA PAWAR COLLEGE OF PHARMACY**

DUMBARWADI. (OTUR), TAL: JUNNAR, DIST: PUNE. 412409.

<b>Code: SPCOP/ADM/FM/</b>	<b>DEPARTMENT : ACADEMICS</b>	<b>Ac. Yr. : 2024-2025</b>
<b>Rev:00</b>	<b>PROTFOLIO ACADEMIC YEAR 2024-2025</b>	<b>Class: B. Pharm &amp; M. Pharma</b>
<b>Date: 01/07/2024</b>		Pages:11

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. Submit your appointment and accomplishment at the end of every academic year.

**Portfolio (Academic Year 2024-25)**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Name of Staff</b>
1.	<b>Academics U.G</b> <ul style="list-style-type: none"><li>✓ To check smooth conductance of academic activity.</li><li>✓ To check and maintain academic course file.</li><li>✓ To conduct academic meeting regularly</li><li>✓ To prepare annual report at the end of every academic year.</li><li>✓ To conduct the induction program and parent meet.</li><li>✓ To submit the information on PCI, NIRF portal.</li><li>✓ Any other duty assign by the Head of The Institution.</li><li>✓ To maintain the vm software for Academic</li></ul>	Dr. Joshi S. A. <b>[Coordinator]</b> Mr. Hupparage V. B. <b>[Co-coordinator]</b>
2.	<b>NAAC- IQAC (Internal Quality Assessment Cell)</b> <ul style="list-style-type: none"><li>✓ To collect the information and prepare the AQAR in coordination with criterion head.</li><li>✓ To keep documentation ready at the end of every academic year.</li></ul>	Dr. Joshi S. A. <b>[Coordinator]</b> Dr. Bidkar S. J. <b>[Co-coordinator]</b>



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	<ul style="list-style-type: none"><li>✓ To prepare and submit SSR.</li></ul>	
3.	<b>National Board of Accreditation (NBA)</b> <ul style="list-style-type: none"><li>✓ To collect the documentation and prepare the prequalifier.</li><li>✓ To prepare and the submit SAR.</li></ul>	Dr. Bidkar S. J. <b>[Coordinator]</b> Dr. Joshi S. A. <b>[Co-coordinator]</b>
4.	<b>Examination Committee</b> <ul style="list-style-type: none"><li>✓ To conduct meeting regularly.</li><li>✓ To collect the question paper and answer sheet with mark list from faculty.</li><li>✓ To maintain all the internal and university requirements and conduct the same on time.</li><li>✓ To maintain mother register at the completion of exam.</li><li>✓ To ensure the university marks entry on portal completed before last date.</li><li>✓ To collect the exam stationary from university.</li><li>✓ To submit the examination audit report within 08 working days after completion of exams.</li><li>✓ Maintain ERP Exam software.</li><li>✓ Any other duty assign by the Head of The Institution.</li></ul>	Dr. Bidkar J. S. <b>[Coordinator]</b> Dr. Meher A. D. <b>[Co-coordinator]</b>
5.	<b>Library</b> <ul style="list-style-type: none"><li>✓ To maintain the accession register.</li><li>✓ To maintain the utilization register.</li><li>✓ To renew the subscription on time to time.</li></ul>	Dr. Joshi S. A. <b>[Coordinator]</b> Mrs. Date T H. <b>[Co-coordinator]</b>



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	<ul style="list-style-type: none"><li>✓ To maintain the entry register.</li><li>✓ To maintain the information with available books, e books, journals, thesis, CDs, scrap books, missing books, binding books etc.</li><li>✓ To maintain the record of NDL, K-Hub subscription, maintain remote access to student and stock verification</li><li>✓ To conduct the annual stock verification annually.</li><li>✓ To prepare the annual report at the end of every academic year.</li></ul>	
	<b>Women's Grievance Redressel Cell (ICC)</b> <ul style="list-style-type: none"><li>✓ To maintain the grievances application file.</li><li>✓ To organize the events likes, women empowerment, gender sensitivity during academic year.</li></ul>	
<b>6.</b>	<b>Anti-Ragging</b> <ul style="list-style-type: none"><li>✓ To maintain the anti-ragging meeting register &amp; conduct meetings.</li><li>✓ To collect the anti-ragging applications from 1<sup>st</sup> year students.</li></ul>	Dr. Bidkar S. J. <b>[Coordinator]</b> Mrs. Dangat P. B. <b>[Co-coordinator]</b>
	<b>Students Grievance Redressel Cell</b> To maintain the meeting register and conduct meeting regularly.	
<b>7.</b>	<b>Research &amp; Development Cell</b> <ul style="list-style-type: none"><li>✓ Apply research grants for funding agency.</li><li>✓ Status of publication, ongoing projects of</li></ul>	Dr. Mahajan K. C. <b>[Coordinator]</b>



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	<p>staff and students.</p> <ul style="list-style-type: none"><li>✓ Make Think team.</li><li>✓ To organized brain storming sessions for staff and students.</li><li>✓ To conduct the journal club activity for staff and students.</li></ul>	
<b>8.</b>	<p><b>Institutional News &amp; Prospectus</b></p> <ul style="list-style-type: none"><li>✓ To prepare the new at the end of every mega events conducted by college.</li><li>✓ To prepare the news of College achievement and staff achievement.</li><li>✓ The new should be prepared at the end of same of the event or next working day.</li></ul>	<p>Dr. Meher A. B.       <b>[Coordinator]</b> Mr. Hupparage V. B.   <b>[Co-coordinator]</b></p>
<b>9.</b>	<p><b>Institutional Website</b></p> <ul style="list-style-type: none"><li>✓ Update all the information on time to time.</li></ul>	<p>Dr. Joshi S. A.       <b>[Coordinator]</b> Dr. Mahajan K. C.   <b>[Co-coordinator]</b></p>
<b>10.</b>	<p><b>Institutional Instrument Maintenance</b></p> <ul style="list-style-type: none"><li>✓ To conduct the meeting regularly.</li><li>✓ To collect the information for service provider of the available instruments.</li><li>✓ To maintain the record of the service.</li></ul>	<p>Dr. Bidkar J. S.       <b>[Coordinator]</b></p>
<b>11.</b>	<p><b>Students Mentoring</b></p> <ul style="list-style-type: none"><li>✓ To allot the mentor at the time of inductions.</li><li>✓ To distribute the mentoring file first week of commencement of academic year.</li><li>✓ To conduct the mentoring committee meeting before commencement of the</li></ul>	<p>Ms. Kokane R. S. <b>[Coordinator]</b></p>



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	academic sessions. ✓ Collect the mentoring file at the end of second mentoring sessions within 08 working days.	
12.	<b>Co-Curricular &amp; Extra-Curricular Activities</b> ✓ Maintain the record of Student participation in conference, seminar, workshop, presented paper, poster, etc. ✓ Maintain the record of rally ✓ Maintain the record other related events.	Dr. Bidkar S. J. [Coordinator] Ms. Dangat P. B. [Co-coordinator]
13.	<b>Central Store</b> ✓ To maintain the stock register ✓ To maintain the requisition records. ✓ To maintain all the record related to purchasing of the instruments, chemicals and stationary.	Mr. Hupparage V. B. [Coordinator] Mrs. Dhomase S. B. [Co-coordinator]
14.	<b>Tutorial &amp; Remedial Classes</b> ✓ To conduct the remedial classes as and when required and maintain the record for the same.	Dr. Gaikwad A. V. [Coordinator] Ms. Kute S. G. [Co-coordinator]
15.	<b>Notice Board Maintenance</b> ✓ To maintain all the notice board with the new information. ✓ To collect the notices and maintain file as per the notice board.	Mr. Pulate C. P. [Coordinator]



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<b>Date: 01/07/2024</b>		Pages:11

16.	<b>In-House Keeping &amp; Maintenance (Floor/Wing wise)</b> ✓ To maintain the cleanliness in the allotted premises. ✓ To utilize the cleaning manpower for maintenance.	<u>Ground Floor</u> New Wing– Dr. Gaikwad A. V Old Wing – Ms. Kute S.G.
		<u>1<sup>st</sup> Floor</u> New Wing: Dr. Mahajan K. C. Old Wing: Mrs. Gawade A. S.
		<u>2<sup>nd</sup> Floor</u> New Wing: Dr. Meher A. D. Old Wing : Ms. Date T. D.
		<u>3<sup>rd</sup> Floor</u> New Wing: Ms. Kokane R. S.
17.	<b>Institutional Magazine &amp; Informational Brochure, Students Corner (Pharma-Darpan)</b> ✓ Collect all the information on regularly for the preparation of magazine. ✓ Inform staff and student to submit your article well in advance for the magazine. ✓ To maintain the student corner in forming students.	Mrs. Dangat P. B. [Coordinator] Ms. Kokane R. S. [Co-coordinator]
18.	<b>NSS Committee</b> ✓ To select the NSS volunteer and upload the information to university. ✓ To conduct the NSS camp and activities throughout the year. ✓ To prepare the annual report and audit of the NSS department.	Dr. Gaikwad A. V. [Coordinator] Mr. Hupparage V. B. [Co-coordinator]



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19.	<b>Hands On Training</b> ✓ To collect all the hands on training report with attendance at the end of every semester.	Dr. Bidkar S. J. [Coordinator] Ms. Date T. D.. [Co-coordinator] <b>All HODs.</b>
20.	<b>Feedback Collection and Analysis Cell</b> ✓ To prepare the feedback form and get it approved from Principal. ✓ To collect all the feedback at the end of academic activities yearly and semester.	Dr. Joshi S. A. [Coordinator] Mrs. Gawade A. S. [Co-coordinator]
21.	<b>Academic Research Coordinator (ARC)</b>	Dr. Joshi S. A.
22.	<b>Activities related with BCUD, AICTE, PCI, VM, ISO, NIRF, MS 365,</b>	Dr. Joshi S. A. Mr. Paliwal S. B.
23.	<b>HOD: Pharmaceutics</b>	Dr. Bidkar S. J.
	<b>HOD: Pharmaceutical Chemistry</b>	Dr. Gaikwad A. V.
	<b>HOD: Pharmacology</b>	Dr. Joshi S. A.
	<b>HOD: Pharmacognosy</b>	Dr. Bidkar J. S.
24.	<b>Class In-charge: First Year B. Pharm.</b>	Mr. Hupparage B. +91 7744928525
	<b>Class In-charge: S. Y. B. Pharm.</b>	Mrs. Dangat P.B. +91 9834450871
	<b>Class In-charge: T. Y. Pharm.</b>	Mrs. Gawade A. S. +91 9960065008
	<b>Class In-charge: Final Year B. Pharm.</b>	Dr. Mahajan K.C. +91 9860780959
25.	<b>P.G. HOD All Department</b>	Dr. Mahajan K.C. +91 9860780959
	<b>P. G. Pharmaceutics In-charge</b>	Dr. Bidkar S. J. +91 9922417765
	<b>P. G. PQA In-charge</b>	Dr. Joshi S. A. +91 7875526666
26.	<b>P. G. Pharmacognosy In-charge</b>	Dr. Bidkar J. S. +91 9922417764



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<b>Date: 01/07/2024</b>		Pages:11

<b>27.</b>	<b>Animal House and IAEC</b> ✓ To maintain the animal house activity. ✓ To conduct the IAEC meeting regularly. ✓ To conducts the training sessions for students and staff.	Dr. Joshi S. A. [Coordinator] Mr. Hupparage V. B. [Co-coordinator]
<b>28.</b>	<b>Green Campus Committee</b> ✓ Maintain Documents Plant of the week activity ✓ Take care medicinal plant garden, pit fertilizer, All Plants in the premises	Dr. Bidkar J. S. [Coordinator] Ms. Kokanee R. S. [Co-coordinator]
<b>29.</b>	<b>Performance Appraisal Committee</b>	Dr. Mahajan K. C. [Coordinator] Dr. Bidkar S. J. [Co-coordinator]
<b>30.</b>	<b>Training And Placement Cell</b> ✓ To arranged expert talk ✓ To organized industrial visit ✓ To conduct in & off campus activities for student placement. ✓ To organized career guidance sessions ✓ To conduct Mock interviews	Dr. Adsare V. A. [Coordinator] Mrs. Gawade A. S. [Co-coordinator]
<b>31.</b>	<b>Purchase Committee</b>	Mr. Paliwal S. B. Mr. Hupparage V. B. Mrs. Dhomse S. B.
<b>32.</b>	<b>Alumni Committee</b> ✓ To arrange alumni expert talks ✓ Alumni data updation ✓ To organize alumni meet ✓ To maintain record of alumni contribution	Dr. Bidkar S. J. [Coordinator] Mrs. Date T. H. [Co-coordinator]





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33.	<b>Drug Museum</b> ✓ To maintain and update the museum with current information once in the every academic year.	Dr. Mahajan K. C. [Coordinator] Mrs. Gawade A. S. [Co-coordinator]
34.	<b>College Activity</b> ✓ To collect all the activity report for academic year (oft Copy and Hard Copy)	Dr. Mahajan K. C. [Coordinator]
35.	<b>College Development Committee</b>	Dr. Joshi S. A. [Coordinator]
36.	<b>Staff and Student Welfare Committee</b>	Dr. Gaikwad A. V. [Coordinator] Mr. Paliwal S. B. [Co-coordinator]
37.	<b>LGB, LMC</b>	Dr. Bidkar J. S. [Coordinator]
38.	<b>Student Council Cell</b>	Dr. Bidkar S. J. [Coordinator]
39.	<b>Environmental Club</b> ✓ To arrange the environmental tour ✓ To visit medicinal plant garden with students ✓ To conduct the cleaning about plastic waste, in the premises ✓ To arrange guest lecture / workshop on waste management by expert. ✓ To organized video session for students for waste management	Dr. Gaikwad A. V. [Coordinator]
40.	<b>Hostel Committee</b> ✓ Regular visit to Hostel ✓ To assign work to class in-charge maintains the Entry / Exit register. ✓ Check with Applications of students	Dr. Bidkar S. J. Dr. Gaikwad A. V. [Coordinator] Dr. Adsare V. A.



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	<ul style="list-style-type: none"><li>✓ To verify the attendance of hostel students.</li><li>✓ To verify and solve the grievance related issues of hostel students</li></ul>	
<b>41.</b>	<b>Quick Review &amp; Pharma Darpan</b> <ul style="list-style-type: none"><li>✓ To distribute the students as per roll no.</li><li>✓ To Give the outline and standard format to all the faculties</li><li>✓ Collect the quick review in soft and hard copy as per the semester from faculties.</li><li>✓ Prepare the subject wise spiral of quick review as per the class.</li><li>✓ Collect All the activity report and prepare as a magazine every year</li></ul>	Mrs. Dangat P. B. [Coordinator] Ms. Kokane R. S. [Co-coordinator]
<b>42.</b>	<b>Certificate Courses</b> <ul style="list-style-type: none"><li>✓ To communicate with the experts and Co-coordinator of the certificate course.</li><li>✓ To make the necessary arrangement for the smooth conduction of the certificate course.</li><li>✓ To verify the evaluation &amp; certificate process and of the certificate courses.</li><li>✓ During college holiday respective in-charge should make the necessary arrangement for the C-Course and present during sessions at premises.</li></ul>	Dr. Adsare V. A. and Dr. Joshi S. A. [Coordinator] <b>SEM-I</b> Soft Skill Training <b>SEM-II</b> Computer Applications <b>SEM-III</b> Soft Skill Training <b>SEM-IV</b> Disease Reversal Program <b>SEM-V</b> Intellectual Property Rights <b>SEM-VI</b> Clinical Trial <b>SEM-VII</b> Pharmacovigilance <b>SEM-VIII</b> Regulatory Affairs
<b>43.</b>	<b>Student Scientific Record Committee</b> <ul style="list-style-type: none"><li>✓ Assigned coordinator should communicate the events organized outside the institute</li></ul>	Mrs. Dangat P. B. [Coordinator] Dr. Joshi S. A. [Co-coordinator]



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	and in-house event information to students. ✓ Keep the record students participating in the event in house and outside the institute. ✓ Record containing the application, registration form, Attended Certificate. Prize or winning certificate if any with complete details.	
<b>44.</b>	<b>Anti Discrimination Cell</b> ✓ Conduct the meeting and maintain the meeting register during the academic year.	Mrs. Dangat P. B. (In-charge)

\* All the staff members are instructed to follow the staff duties and responsibilities for all the activity.

**Dr. Dama G. Y.**