

Sl. No.	Administration		Members	Role/ Responsibilities	Frequency for updation of meeting minutes register(minimum/year)	Tentative schedule for updation
		Composition Committee Incharge				
1	Institutional Development and Monitoring Committee	Dr. Ravindra Kumar Pandey	Dr. Shiv Shankar Shukla Dr. S. Prakasah Rao Dr. Bina Gidwani	<ul style="list-style-type: none"> • Minutes of Meeting. • Annual Report • Action Taken 	2 times in a year (as and when required)	<ul style="list-style-type: none"> • 3rd Saturday of January • 3rd Saturday of July (as and when required)
2	Program Assessment Committee	Dr. Shiv Shankar Shukla	Dr. Ravindra Kumar Pandey Dr. Bina Gidwani, Mr. Srinivas Iyer, Ms. Abhilasha	<ul style="list-style-type: none"> • Minutes of Meeting • Result Analysis • Attainment of Program Outcomes with their evidences • Attainment of Course Outcomes with their evidences 	2 times in a year (as and when required)	<ul style="list-style-type: none"> • 2nd Saturday of January • 2nd Saturday of July (as and when required)
3	Academic audit Committee	Dr. Shiv Shankar Shukla	Dr. Bina Gidwani Mr. Gunjan Kalyani Ms. Sandhya	<ul style="list-style-type: none"> • Minutes of Meeting • Academic Time Table • Lesson Plan • Semester Plan 	2 times in a year (as and when required)	<ul style="list-style-type: none"> • 3rd Monday of January

			Mishra			<ul style="list-style-type: none"> • 3rd Monday of July (as and when required)
4	Research/Scientific Committee	Dr.Bina Gidwani	<p>Dr. Ravindra Kumar Pandey, Dr. Shiv Shankar Shukla</p> <p>Dr. S. Prakash Rao, Dr. Trilochan Satapathy Dr.Shashikant Chandrakar Dr.Rajni Kant Panik Mr.Gunjan Kalyani</p>	<ul style="list-style-type: none"> • Minutes of Meeting • Record of Ongoing and Completed Projects (In-house) • Record of Grants received by Industry/Government. • Mechanism for apply Industrial Projects • MOU with Industry if any • List of Participants in Seminar/Workshop/Conferences • Publications of the Institute • Utilization Certificates of the Projects • Reports of Seminar/Workshop • Decision on outside projects & its cost determination. 	4 times in a year (as and when required)	<ul style="list-style-type: none"> • 2nd Saturday of January • 2nd Saturday of April • 2nd Saturday of July • 2nd Saturday of October (as and when required)
5	Examination Committee	Dr. Shashikant Chandrakar	<p>Dr. Rajnikant Panik Ms.Disha Kesharwani Mr.Akhilesh kumar Sahu Mr.Mahendra</p>	<ul style="list-style-type: none"> • Minutes of Meeting • Verification of Academic Calendar (Last 3 Years) • Question Papers of Sessional Examination (Last 3 Years) • Question Papers of Practical 	4 times in a year (as and when required)	<ul style="list-style-type: none"> • 4th Saturday of January • 4th Saturday

			K Dewangan Mr. Srinivas Iyer	<p>Examinations (Last 3 Years)</p> <ul style="list-style-type: none"> • Question papers of End Semester Exam (theory) (Last 3 Years) • Practical Time Table (Last 3 Years) • Sessional Time Table (Last 3 Years) • Sessional Duty Chart (Last 3 Years) • Sessional Exam Copies (Last 3 Years) • Practical Exam Copies (Last 3 Years) • Sessional Marks List (Last 3 Years) • Practical Exam Marks List (Last 3 Years) • Result Analysis All Types (Last 3 Years) • T. R. Sheet (All Batches with RV and RVV) • Sessional and Practical Marks Register • Industrial training Certificates of session 2014-15 		<p>ay of April</p> <ul style="list-style-type: none"> • 4th Saturday of July • 4th Saturday of October <p>(as and when required)</p>
6	Career Guidance, Training and Placement Cell	Mr. Bhattacharya Atanu	Mr. Swapnil lal Ms. Shilpa Sahu Mr. Rahul Goswami	<ul style="list-style-type: none"> • Minutes of Meetings • List of Placement (M. Pharm.) • List of Industry visited to CIP for Campus interview with all details (last 3 years) – Campus interview file • Appointment Letters of students placed for job. 	2 times in a year (as and when required)	<ul style="list-style-type: none"> • 3rd Saturday of January • 3rd Saturday of

				<ul style="list-style-type: none"> List of Placement (Passout batch B. Pharm. 2017) Profile of Visited industries in industrial tour. Evidences for group discussion classes To maintain overall record of placement 		July (as and when required)
7	Entrepreneurship cell & Alumni Committee	Ms. Monika Bhairam	Mr. Shiv Kumar Bhardwaj Ms. Renuka Verma Mr. Manindra Mahapatra Mr. Yashmeet Singh Chhabra	<ul style="list-style-type: none"> Minutes of Meeting Constitution Alumni Association Registration List of Alumni Registered Program Conducted (Minimum 2 in a year) List of Participants in program with their feedback List of Entrepreneurs Success Story of Entrepreneurs 	2 times in a year (as and when required)	<ul style="list-style-type: none"> 3rd Saturday of January 3rd Saturday of July (as and when required)
8	Admission Cell	Dr. S. Prakash Rao (D.Pharm & B.Pharm)	Mr. Shrinivas Iyer Mr. Santosh Dhritlahare	<ul style="list-style-type: none"> Minutes of Meeting List of Admitted Students in B. Pharm. 1st Sem. with PPHT Rank List of Admitted Students in B. Pharm. 3rd Sem. (Lateral Entry) Admission Rule Book 	2 times in a year (as and when required)	<ul style="list-style-type: none"> 2nd Saturday of January 2nd Saturday of July (as and when required)
9	M.Pharmacy Admission	Dr. S. Prakash Rao	Ms. Monika Bhairam	<ul style="list-style-type: none"> Minutes of Meeting 	2 times in a year	<ul style="list-style-type: none"> 2nd

	Committee		Mr. Gunjan Kalyani Mr. Sagar sahu Mr. Rahul Goswami	<ul style="list-style-type: none"> List of Admitted Students in M. Pharm. 1st Sem. With GPAT Rank Admission Rule Book Motivation work 	(as and when required)	Saturday of January <ul style="list-style-type: none"> 2nd Saturday of July (as and when required)
10	GPAT Committee	Dr. Rajnikant Panik	Dr. Shashikant Chandrakar Dr. Beena Gidwani Ms. Poonam Sahu Ms. Renuka Verma	<ul style="list-style-type: none"> To conduct the classes of GPAT as per the time table To maintain record of GPAT appearing students To maintain record of score sheet of students To motivate students towards GPAT examination & monitor the records 		
11	Institutional Animal Ethics Committee	Mr. Shiv Kumar Bhardawaj	Mr. Santosh Verma	<ul style="list-style-type: none"> Overall responsibility of animal house & its records To organize IAEC meeting To maintain records of IAEC 		
12	Anti Sexual Harassment Cell/ Women Redressal Committee	Dr. Bina Gidwani	Ms. Monika Bhairam Ms. Disha Kesharwani Ms. Shilpa Sahu Ms. Neha Dubey Ms. Sandhya Mishra Ms. Abhilash	<ul style="list-style-type: none"> Minutes of meeting Constitution Guidelines/Mechanism Complaints received (if any). Action taken on complains 	2 times in a year (as and when required)	<ul style="list-style-type: none"> 3rd Saturday of January 3rd Saturday of July (as and

			a Somawar			when required)
13	Anti Ragging Committee	Dr. Ravindra Kumar Pandey	Mr.Swapnil lall Mr. Sagar Sahu Ms.Shilpa Sahu Mr.Rahul Goswami ---- (Boys Hostel Warden) ---- (Girls Hostel Warden) Mr. Shiv Kumar Bharadwaj Ms. Poonam Sahu Mr. Srinivas Iyer President (student union)M.Pharm. Final Student B.PharmFinal (Girl) Police station Incharge Student B.Pharm Final(Boy)	<ul style="list-style-type: none"> • Minutes of meeting • Constitution • Guidelines/Mechanism • Complaints received (if any). • Action taken on complains 	2 times in a year (as and when required)	<ul style="list-style-type: none"> • 4th Saturday of January • 4th Saturday of July (as and when required)

14	Anti Ragging Squad	Mr.Swapnil lall	<p>Mr. Sagar Sahu Ms.Shilpa Sahu ----- (Boys Hostel Warden) ----- (Girls Hostel Warden) Mr. Shiv Kumar Bharadwaj Ms. Poonam Sahu Mr. Srinivas Iyer President (student union) M.Pharm. Final Student B.Pharm Final (Girl) Police station Incharge Student B.Pharm Final(Boy)</p>	<ul style="list-style-type: none"> • Complaints received (if any). • Action taken on complains • To maintain overall discipline of students. 		
15	Library Committee	Ms.Sandhya Mishra	<p>Mr.Kamleshwar Sahu Mr. Lekhram Chandrakar</p>	<ul style="list-style-type: none"> • Minutes of Meeting • List of books with accession no. • Budget Allocation years wise for library resources • Journals details (Year wise) • E-resources 	4 times in a year (as and when required)	<ul style="list-style-type: none"> • 4th Saturday of January • 4th

				<ul style="list-style-type: none"> • Procedure for purchasing books • Maintenance of books • Bills of Books & Journals • No. of book purchased in last three years (year wise) • No. of title added in last three years (Year wise) • No. of volume added in last three years (year wise) • No. of addition added in last three years (year wise) • M. Pharm. Projects (Year wise) with list • B. Pharm. Projects (Years wise) with list • Ph. D. Thesis (Year wise) with list 		<p>Saturday of April</p> <ul style="list-style-type: none"> • 4th Saturday of July • 4th Saturday of October (as and when required)
16	Purchase Committee	Mr. Manindra Mahapatra	Dr. Ravindra Pandey, Dr. Shiv Shankar Shukla, Mr. Santosh Dhritlahre	<ul style="list-style-type: none"> • Minutes of meeting • Constitution • Procedure for purchasing of books, chemical, glassware, furniture, instruments, teaching aids, stationary items and others. • Inventory system • Issue/Balance stock record/register of Glassware • Issue/Balance stock record/register of Chemical • Issue/Balance stock 	2 times in a year (as and when required)	<ul style="list-style-type: none"> • 3rd Saturday of January • 3rd Saturday of July (as and when required)

				<ul style="list-style-type: none"> record/register of instruments • Issue/Balance stock record/register of Ethyl Alcohol • Issue/Balance stock record/register of Acetic anhydride • Budget Allocation • Bills of Chemicals • Bills of Glassware • Bills of Instruments • Bills of Ethyl Alcohol • Bills of Acetic anhydride • Bills of furniture • Bills of stationary • Bills of computer accessories • Segregation of chemicals 		
17	Technical Magazine Committee	Dr. Ravindra Pandey Ms. Disha Kesharwani	Ms. Ruchi Bhattacharya Mr. Harish Sahu Ms. Khushbu Singh	<ul style="list-style-type: none"> • Minutes of Meeting • News letters (Last 3 Years) • Prospectus (Last 3 Years) • To collect articles from Teachers & students 	4 times in a year (as and when required)	<ul style="list-style-type: none"> • 2nd Saturday of January • 2nd Saturday of April • 2nd Saturday of July • 2nd Saturday of October

						(as and when required)
18	Sports events	Mr. Mahendra Kumar Sahu Mr. Sagar Sahu	Mr. Shiv Kumar Bharadwaj Mr. Akhilesh Kumar Sahu Ms. Manisha Kumari Mr. Kamleshwar Sahu	<ul style="list-style-type: none"> • Minutes of meeting • List of events • Prize distribution list (year wise – last 3 years) • List of District/State/National/International level player from institute • List of winning students (1st, 2nd & 3rd Position) in inter-school competitions • Sports facility (Materials, indoor games room and outdoor playgrounds) • To organize sports & assist the university competitions 	2 times in a year (as and when required)	<ul style="list-style-type: none"> • 3rd Saturday of January • 3rd Saturday of July (as and when required)
19	Cultural events	Ms. Neha Dubey	Ms. Shilpa Sahu Ms. Poonam Sahu Ms. Ruchi Bhattacharya Mr. Rahul Goswami Mr. Akhilesh Kumar Sahu Ms. Prachita Joshi	<ul style="list-style-type: none"> • Minutes of Meeting • List of Events (including all types of events workshop, seminar, motivational lecture, orientation program, blood donation camp, rotary club activity, spik mecaay IPA/PCI related program etc.) • Prize distribution list (year wise – last 3 years) • To organize Saturday activity & maintain the records of it 	2 times in a year (as and when required)	<ul style="list-style-type: none"> • 3rd Saturday of January • 3rd Saturday of July (as and when required)

				<ul style="list-style-type: none"> To maintain the record of annual function 		
20	Discipline Committee*	Mr. Swapnil lall	Ms.Poonam Sahu Mr. Shiv Kumar Bharadwaj Students of B. Pharm. Final Year Students of M. Pharm. Final Year	<ul style="list-style-type: none"> To maintain overall discipline of students during programmes 	2 times in a year (as and when required)	<ul style="list-style-type: none"> 3rd Saturday of January 3rd Saturday of July (as and when required)
21	Redressal Committee (General)	Dr. S. Prakash Rao	Mr.Swapnil Lal Ms.Poonam Sahu Ms.Ruchi Bhattacharya Ms.Khusbu Singh	<ul style="list-style-type: none"> Minutes of meeting Constitution Guidelines/Mechanism Complaints received (if any). Action taken on complains 	1 time in a year (as and when required)	<ul style="list-style-type: none"> 1st Saturday of January (as and when required)
22	Hostel Committee	Mr. Shiv Kumar Bharadwaj (in-charge Boys Hostel) Mr. Swapnil Lall Ms. Poonam Sahu (in-charge Girls Hostel)	Ms.Renuka Verma Boys Hostel Warden Student Member Girls Hostel Warden Student Member	<ul style="list-style-type: none"> Minutes of Meeting Maintenance record of hostels Complaints received Action Taken Log Book of Hostel List of Students who have taken hostel facility (Last 3 years – Year wise with room numbers) 	4 times in a year (as and when required)	<ul style="list-style-type: none"> 2nd Saturday of January 2nd Saturday of April 2nd Saturday

						<ul style="list-style-type: none"> • ay of July 2nd Saturday of October (as and when required)
23	Website Maintenance	Mr. Rahul Goswami	Mr. Shrinivas Iyar	<ul style="list-style-type: none"> • Maintenance of website • Time to time updation in website 	4 times in a year (as and when required)	<ul style="list-style-type: none"> • 2nd Saturday of January • 2nd Saturday of April • 2nd Saturday of July • 2nd Saturday of October
24	Anti-Discrimination Cell	Dr. Ravindra Kumar Pandey	Dr. S. Prakash Rao Ms. Neha Dubey Ms. Shilpa			

			Sahu Mr. Sagar Sahu Mr. Mahendra Kumar Sahu Student M.Pharma. Final Year (Male) Student B.Pharma. Final Year (Female)			
25	Laboratory Committee	Dr.Shashikant Chandrakar (Pharmaceutics lab incharge)	Ms.Monika Bhairam Ms.Neha Dubey	<ul style="list-style-type: none"> • Maintenance of Laboratory • Updation of SOP,Logbooks • Maintenance of instruments 	NA	NA
		Ms.Disha Kesharwani (Biotechnology lab incharge)	Ms.Sandhya Mishra	<ul style="list-style-type: none"> • Maintenance of Laboratory • Updation of SOP,Logbooks • Maintenance of instruments 	NA	NA
		Dr.Rajni Kant Panik(Machine Room Incharge)	Dr.Shahikant Chandrakar Ms.Sandhya Mishra	<ul style="list-style-type: none"> • Maintenance of Laboratory • Updation of SOP,Logbooks • Maintenance of instruments 	NA	NA
		Dr. Trilochan Satapathy (Pharmacology lab incharge)	Mr. Shiv Kumar Bharadwaj Ms.Renuka Verma	<ul style="list-style-type: none"> • Maintenance of Laboratory • Updation of SOP,Logbooks • Maintenance of instruments 	NA	NA
		Mr. Shiv Kumar Bhardwaj (Animal House incharge)	Ms.Poonam Sahu	<ul style="list-style-type: none"> • Maintenance of Laboratory • Updation of SOP,Logbooks • Maintenance of instruments 	NA	NA

		Dr. S P Rao(Pharmacognosy Lab & Medicinal Gurden Incharge)	Mr.Mahendra Kumar Sahu Mr. Dhananjay Sahu	<ul style="list-style-type: none"> • Maintenance of Laboratory • Updation of SOP,Logbooks • Maintenance of instruments 	NA	NA
		Ms.Shilpa Sahu(Pharmaceutical Analysis Lab Incharge)	Mr.Rahul Goswami Mr.Manindra Mahapatra Ms.Bhumika Verma	<ul style="list-style-type: none"> • Maintenance of Laboratory • Updation of SOP,Logbooks • Maintenance of instruments 	NA	NA
		Mr.Gunjan Kalyani (Pharmaceutical Chemistry Lab incharge)	Mr.Sagar Sahu Mr.Mahendra Kumar Sahu	<ul style="list-style-type: none"> • Maintenance of Laboratory • Updation of SOP,Logbooks • Maintenance of instruments 	NA	NA
		Dr. Shiv Shankar Shukla(Instrument Room Incharge)	Dr.Beena Gidwani	<ul style="list-style-type: none"> • Maintenance of Laboratory • Updation of SOP,Logbooks • Maintenance of instruments 	NA	NA
		Dr.Shashikant Chandrakar (Pharmaceutics lab incharge)	Ms.Monika Bhairam Ms.Neha Dubey	<ul style="list-style-type: none"> • Maintenance of Laboratory • Updation of SOP,Logbooks • Maintenance of instruments 	NA	NA
26	Meeting Committee	Mr. Swapnil Lall		<ul style="list-style-type: none"> • To Organize governing body meeting • To Organize society meeting • To Organize Departmental meeting • To maintain the record of all meetings 	2 times in year	Once in Year As on when required