

(YEAR 2024-25)

S. No	Administration		Members	Role/ Responsibilities	Frequency for updation of meeting minutes register (minimum/year)	Tentative schedule for Meeting
	Name of Committee	Composition Committee Incharge				
1	Institutional Development and Monitoring Committee	Dr. Ravindra Kumar Pandey	Dr. Shiv Shankar Shukla Dr. Bina Gidwani Dr. Trilochan Satapathy Dr. Disha Kesharwani	Minutes of Meeting. Annual Report Action Taken	2 times in a year (as and when required)	3 rd Saturday of January 3 rd 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 Somawar	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)	2 nd Saturday of January 2 nd Saturday of July (as and when required)

3	Academic audit Committee	Dr. Shiv Shankar Shukla	Dr. Bina Gidwani Mr. Gunjan Kalyani Ms. Sandhya Mishra	Minutes of Meeting Academic Time Table Lesson Plan Semester Plan	2 times in a year (as and when required)	3 rd Monday of January 3 rd Monday of July (as and when required)
4	Research/Scientific Committee	Dr.Bina Gidwani	Dr. Ravindra Kumar Pandey Dr. Shiv Shankar Shukla Dr. Trilochan Satapathy Dr.Shashikant Chandrakar Mr.Gunjan Kalyani Dr. Monika Bhairam Dr. Disha Kesharwani	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)	Every 4 th Saturday & as and when required
5	Examination Committee	Dr. Shashikant Chandrakar (Exam Controller)	Ms. Shilpa Sahu(conduction of sessional exam) Mr. Rahul	Minutes of Meeting Verification of Academic Calendar (Last 3 Years) Question Papers of Sessional	Not Limited	As and when required

			Goswami(conduct ion of sessional exam) Mr.Mahendra K Dewangan Mr. Srinivas Iyer	Examination (Last 3 Years) Question Papers of Practical Examinations (Last 3 Years) 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		
6	Career Guidance, Training and Placement Cell	Mr. Atanu Bhattacharya	Mr. Swapnil Lal Ms. Manisha Verma Mr. Rahul	Minutes of Meetings List of Placement (M. Pharm.) List of Industry visited to CIP	2 times in a year (as and when required)	3 rd Saturda y of January

			Goswami	for Campus interview with all details (last 3 years) – Campus interview file Appointment Letters of students placed for job. 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		3 rd Saturday of July (as and when required)
7	Entrepreneurship cell & Alumni Committee	Ms. Monika Bhairam	Mr. Shiv Kumar Bhardwaj Ms. Renuka Verma Mr. Shailendra Kumar Sharma Mr. Yashmeet Singh Chhabra Mr. Piyush Sahu	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)	3 rd Saturday of January 3 rd Saturday of July (as and when required)
8	Admission Cell	Mr. Shailendra Kumar Sharma Ms. Anjali Sinha	Mr. Srinivas Iyer Mr. Santosh Dhritlahare	Minutes of Meeting List of Admitted Students in B. Pharm. 1 st Sem. with PPHT Rank List of Admitted Students in B. Pharm. 3 rd Sem. (Lateral Entry) Admission Rule Book	2 times in a year (as and when required)	2 nd Saturday of January 2 nd Saturday of July (as and

						when required)
9	M. Pharmacy Admission Committee	Dr. Monika Bhairam	Mr. Gunjan Kalyani Mr. Sagar Sahu Mr. Rahul Goswami	Minutes of Meeting List of Admitted Students in M. Pharm. 1 st Sem. With GPAT Rank Admission Rule Book Motivation work	2 times in a year (as and when required)	2 nd Saturday of January 2 nd Saturday of July (as and when required)
10	GPAT Committee	Ms. Poonam Sahu	Dr. Shashikant Chandrakar Dr. Beena Gidwani Dr. Monika Bhairam	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	Every Two Months	Every 3 rd Saturday
11	Institutional Animal Ethics Committee	Dr. Trilochan Satapathy	Dr. Shiv Shankar Shukla Mr. Shiv Kumar Bhardawaj Ms. Poonam Sahu Ms. Ayushi Gupta Mr. Piyush Sahu	Overall responsibility of animal house & its records To organize IAEC meeting To maintain records of IAEC	Every Month	Every 4 th Saturday
12	Anti Sexual Harassment	Dr. Bina Gidwani	Dr. Monika Bhairam	Minutes of meeting Constitution	2 times in a year	3 rd Saturday

	Cell/ Women Redressal Committee		Dr. Disha Kesharwani Ms. Shilpa Sahu Dr. Neha Dubey Ms. Sandhya Mishra Ms. Abhilasha Somawar	Guidelines/Mechanism Complaints received (if any). Action taken on complains	(as and when required)	y of January 3 rd Saturday of July (as and 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 Ku. Bharadwaj Ms. Poonam Sahu Ms. Renuka Ms. Neelima Janardan Mr. Piyush Sahu Mr. Srinivas Iyer M.Pharm. Final Student B.Pharm Final (Girl) Police station Incharge Student B.Pharm Final (Boy)	Minutes of meeting Constitution Guidelines/Mechanism Complaints received (if any). Action taken on complains	2 times in a year (as and when required)	4 th Saturday of January 4 th Saturday of July (as and when required)

14	Anti Ragging Squad	Mr. Swapnil Lall	Mr. Sagar Sahu Ms. Shilpa Sahu ---- (Boys Hostel Warden) ---- (Girls Hostel Warden) Mr. Shiv Ku. Bharadwaj Ms. Poonam Sahu Ms Renuka Mrs .Neelima Janardan Mr. Piyush Sahu Mr. Srinivas Iyer President (student union) M.Pharm. Final Student B.Pharm Final (Girl) Police station Incharge Student B.Pharm Final(Boy)	Complaints received (if any). Action taken on complains To maintain overall discipline of students.	As and when required	Every Month 2 nd Saturday
15	Library Committee	Ms. Sandhya Mishra	Mr. Lekhram Chandrakar Ms. Renuka Verma	Minutes of Meeting List of books with accession no. Budget Allocation years wise for library resources Journals details (Year wise) E-resources Procedure for purchasing books Maintenance of books Bills of Books & Journals No. of book purchased in last	4 times in a year (as and when required)	4 th Saturday of January 4 th Saturday of April 4 th Saturday

				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		y of July 4 th Saturda y of October (as and when required)
16	Purchase Committee	Dr. Monika Bhairam	Dr. Ravindra Pandey, Dr. Shiv Shankar Shukla, Mr. Santosh Dhritlahre	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 record/register of instruments Issue/Balance stock record/register of Ethyl Alcohol Issue/Balance stock record/register of Acetic anhydride Budget Allocation	2 times in a year (as and when required)	3 rd Saturda y of Decemb er 3 rd Saturda y of June (as and when required)

				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 Dr. Disha Kesharwani Mr. Gunjan kalyani		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)	2 nd Saturday of January 2 nd Saturday of April 2 nd Saturday of July 2 nd Saturday of October (as and when required)
18	Sports events	Mr. Mahendra Kumar Sahu Mr. Sagar Sahu	Mr. Shiv Kumar Bharadwaj Ms. Manisha Verma	Minutes of meeting List of events Prize distribution list (year wise – last 3 years)	2 times in a year (as and when required)	3 rd Saturday of January

			Mr. Kamleshwar Sahu Mr. Piyush Sahu Ms. Ayushi Gupta Mr. Bhishm Kumar Sahu	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		3 rd Saturday of July (as and when required)
19	Cultural events	Dr. Neha Dubey	Ms. Shilpa Sahu Ms. Neelima Janardan Ms. Manisha Verma Ms. Renuka Verma Ms. Bhumika Verma Ms. Poonam Sahu Ms. Ruchi Bhattacharya Mr. Rahul Goswami Ms. Prachita Joshi Mr. Piyush Sahu Mr. Shailendra Sharma Ms. Vedika Vaishnav Ms. Anjali Sinha	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 To maintain the record of annual function	2 times in a year (as and when required)	Every 2 nd Saturday

20	Discipline Committee*	Mr. Swapnil lall Ms. Anjali Sinha	Ms. Poonam Sahu Mr. Shailendra Sharma Mr. Sagar Sahu Mr. Shiv Ku. Bharadwaj Ms. Manisha Ms. Poonam Ms. Shilpa Ms. Bhumika Students of B. Pharm. Final Year Students of M. Pharm. Final Year	To maintain overall discipline of students during programmes	2 times in a year (as and when required)	Every 4 th Saturday
21	Redressal Committee (General)	Mr. Swapnil Lal	Ms. Poonam Sahu Ms. Khusbu Singh Mr. Shailendra Sharma	Minutes of meeting Constitution Guidelines/Mechanism Complaints received (if any). Action taken on complains	1 time in a year (as and when required)	1 st Saturday of January (as and when required)
22	Hostel Committee	Mr. Shiv Kumar Bharadwaj (in-charge Boys Hostel) Mr. Swapnil Lall Ms. Poonam Sahu	Ms. Renuka Verma Ms. Neelima Janardan Boys Hostel Warden Student Member Girls Hostel Warden Student Member	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)	Every 4 th Saturday

23	Website Maintenance	Mr. Rahul Goswami	Mr. Srinivas Iyer Mr. Gaurav Verma	Maintenance of website Time to time updation in website	4 times in a year (as and when required)	Every 4 th Saturday
24	Anti-Discrimination Cell	Dr. Ravindra Kumar Pandey	Ms. Shilpa Sahu Mr. Sagar Sahu Mr. Mahendra Ku. Sahu Mr. Shailendra Sharma Student M.Pharma. Final Year (Male) Student B.Pharma. Final Year (Female)	Minutes of Meeting Maintenance record of meetings Complaints received Action Taken	4 times in a year (as and when required)	2 nd Saturday of January 2 nd Saturday of April 2 nd Saturday of July 2 nd Saturday of October
25	ERP committee	Mr. Santosh Dhritlahre	Mr. Gaurav Verma	Maintenance of ERP system	NA	Every 2 nd Saturday
26	Social Media	Dr. Disha Kesharwani	Dr. Neha Dubey Mr. Swapnil Lal Mr. Srinivas Iyer	Preparation of flairs of different events organized in college Posting various activities on social media.	NA	Every 4 th Saturday
27	Social Welfare	Mr. Sagar Sahu	Mr. Mahendra Sahu Mr. Shailendra	Organizing various social activities in various rural areas and also in college.	NA	As and when required

			Sharma Ms. Neelima Janardan Ms. Manisha Verma			
28	Laboratory Committee	Dr. Shashikant Chandrakar (Pharmaceutics lab incharge)	Dr. Monika Bhairam Dr. Neha Dubey	Maintenance of Laboratory Updation of SOP, Logbooks Maintenance of instruments	NA	Every 2 nd Saturday
		Dr. Disha Kesharwani (Biotechnology lab incharge)	Ms. Sandhya Mishra	Maintenance of Laboratory Updation of SOP, Logbooks Maintenance of instruments	NA	Every 2 nd Saturday
		Ms. Sandhya Mishra (Machine Room Incharge)	Dr. Shahikant Chandrakar	Maintenance of Laboratory Updation of SOP ,Logbooks Maintenance of instruments	NA	Every 2 nd Saturday
		Dr. Trilochan Satapathy (Pharmacology lab incharge)	Mr. Shiv Kumar Bharadwaj Ms. Renuka Verma	Maintenance of Laboratory Updation of SOP, Logbooks Maintenance of instruments	NA	Every 2 nd Saturday
		Mr. Shiv Kumar Bhardwaj (Animal House incharge)	Ms. Poonam Sahu	Maintenance of Laboratory Updation of SOP, Logbooks Maintenance of instruments	NA	Every 2 nd Saturday
		Ms. Neelima Janardan	Mr. Mahendra Kumar Sahu	Maintenance of Laboratory Updation of SOP, Logbooks	NA	Every 2 nd

		(Pharmacognosy Lab & Medicinal Gurden Incharge)		Maintenance of instruments		Saturday
		Ms. Shilpa Sahu(Pharmaceutical Analysis Lab Incharge)	Mr. Rahul Goswami Ms. Bhumika Verma Ms. Manisha Verma	Maintenance of Laboratory Updation of SOP, Logbooks Maintenance of instruments	NA	Every 2 nd Saturday
		Mr.Gunjan Kalyani (Pharmaceutical Chemistry Lab incharge)	Mr. Sagar Sahu Mr. Mahendra Kumar Sahu	Maintenance of Laboratory Updation of SOP, Logbooks Maintenance of instruments	NA	Every 2 nd Saturday
		Dr. Shiv Shankar Shukla(Instrument Room Incharge)	Dr. Beena Gidwani	Maintenance of Laboratory Updation of SOP, Logbooks Maintenance of instruments	NA	Every 2 nd Saturday
		Dr. Shashikant Chandrakar (Pharmaceutics lab incharge)	Dr. Monika Bhairam Dr. Neha Dubey Mr. Shailendra Sharma	Maintenance of Laboratory Updation of SOP, Logbooks Maintenance of instruments	NA	Every 2 nd Saturday
29	Institute Meeting Committee	Mr. Swapnil Lall	Ms. Anjali Sinha	To Organize governing body meeting To Organize society meeting To Organize Departmental meeting To maintain the record of all meetings	As and when required	

30	Institute Inspection Committee	Dr. Trilochan Satapathy Mr. Gunjan Kalyani	Mr. Rahul Goswami Mr. Srinivas Iyer Ms. Abhilasha Somawar	Compliance of documents For the inspection of PCI For the inspection of CSVTU Documentation Verification Conduction of Inspection	Quarterl y & As and when required
31	Building Maintenance Committee	Dr. Shiv Shankar Shukla	Mr. Santosh Dhritlahare Mr. Rajesh Devdas	To invigilate & maintain overall maintenance	Every 2 nd Saturda y