



Shri Vile Parle Kelavani Mandal's
Dr. Bhanuben Nanavati College of Pharmacy



Gate No. 1, Mithibai College Campus, First Floor, V.M. Road, Vile Parle (W), Mumbai- 400 056

Tel. 022-42332052 E-mail: Registrar@bncp.ac.in, Web: www.bncp.ac.in

1/24

1.1.1.1 SVKM's Dr. Bhanuben Nanavati College of Pharmacy- College committees for the Academic Year 2023-24

1.1.1.2 Prologue

1.1.1.3 During the last few weeks of the even semester, the Principal will appoint or reappoint chairpersons/coordinators of the college's various standing committees (statutory and ad hoc). Ad hoc committees can be constituted, dissolved, or reappointed as applicable. Teachers who are interested in an appointment to a specific committee shall submit their request to the Principal, following approval of such request from their HOD. The Principal and/or the college administrative team shall approve membership on all standing committees. All committees will have the Principal as the Convener, one coordinator and members. The college committees provide inputs towards achievement of the college PEOs.

1. List of college statutory committees/cells

- 1.1 Anti-Ragging committee
- 1.2 Anti- Ragging Squad
- 1.3 College Development committee
- 1.4 College Women Development cell
- 1.5 Internal Complaints committee
- 1.6 SC/ST Complaints Redressal committee
- 1.7 OBC committee
- 1.8 Minority committee
- 1.9 Women Grievance Redressal committee
- 1.10 Grievance Redressal committee
- 1.11 Scholarship committee

2. List of college Ad-hoc committees

- 2.1 Academic committee
- 2.2 Faculty and Staff Development committee
- 2.3 Expert Lecture committee
- 2.4 Student Skill Development committee
- 2.5 Admission committee
- 2.6 Attendance committee
- 2.7 Class Coordinators & Discipline committee
- 2.8 Cultural and extra-curricular activity committee
- 2.9 Examination committee
- 2.10 Industrial and Field visits committee
- 2.11 Laboratory, Equipment Maintenance and Audit committee
- 2.12 Central Documentation & Internal Documentation committee
- 2.13 Programme Assessment & Accreditation committee
- 2.14 Library and Learning Management System committee
- 2.15 College Publication committee
- 2.16 College website, advertising and promotion (and social media) committee

3. List of College Cells

- 3.1 Alumni Cell
- 3.2 Training and Placement Cell (TPC)
- 3.3 Career Development and Higher Education Cell (CGPC)
- 3.4 Institution's Innovation Council (IIC)



- 3.5 Internal Quality Assurance Cell (IQAC)
- 3.6 Research Review & Promotion Cell (RRPC)
- 3.7 Regulatory Agencies Application and Approval Cell
- 3.8 Student Support and DLLE Cell (SSC)
- 3.9 Academic Integrity & Research Ethics Cell (AIRE)

1. College statutory committees/ cells (2023-24)

1.1 Anti-Ragging Committee

Convener: Dr. Munira Momin (Member Secretary)

Nodel Officer: Dr. Madhavi Apte

Members: Dr. Arati Prabhu
Dr. Arundhati Abhyankar
Dr. Navya Baskaran
Mr. Angel Godad
Ms. Sarika Phatak
Ms. Gauri Chile
Mrs. Prajakta More
Mr. Anand Rane
Senior Inspector, Juhu Police Station
Ms. Neeti Madiya, NGO, Arham Yuva Seva Group (AYSG)
First Year B.Pharm student
First Year B.Pharm student parent
Mr. Anish Shivathaya Student

1.2 Anti- Ragging Squad

Convener: Dr. Munira Momin (Member Secretary)

Members: Dr. Madhavi Apte
Dr. Lokesh Bhatt
Dr. Gaurav Doshi
Mr. Sankalp Gharat
Mrs. Surbhi Surve
Mr. Ganesh Kale
Mr. Sandeep Kudkar
Ms. Nandini Bhanushali, Student

1.3 College Development committee

This committee is constituted as per the Maharashtra Public University Act, 2016, Rule 97(1)

Sr. No.	Position	Name of the member
a)	Chairperson of the management or his nominee ex-officio Chairperson	Mr. Jayesh Choksi
b)	Secretary of the management or his nominee	Dr. Jayant Gandhi Shri. Harit Chitalia
c)	One head of department, to be nominated by the Principal or the head of the institution	Dr. Sujata P. Sawarkar



d)	Three teachers in the college or the recognized institution, elected by the full time teachers amongst themselves out of whom one shall be woman	Dr. Arati Prabhu Dr. Lokesh Kumar Bhatt. Dr. Rashmi Mallya Dr. Vasanti Suvarna
e)	One non- teaching employee elected by regular non-teaching staff from amongst themselves	Mr. Prashant Bhatt
F	Four local members, nominated by the management in consultation with the Principal from the field of education, industry, research and social service of whom at least one shall be alumnus	Dr. Madhav Welling Dr. Vandana Patravale Dr. Ajay Khopade Mr. Ajit Kanetkar
g)	Coordinator, Internal Quality Assurance Committee (IQAC) of the college	Dr. Tabassum Khan
h)	President and Secretary of the College Student's Council	To be appointed
i)	Principal of the College or Head of Institution (Member Secretary)	Dr. Munira Momin
j)	Special Invitee	Shri Anil Bapat Dr. R.S. Gaud, Director Pharma Institutes SVKM

1.4 College Women Development Cell

Convener: Dr. Munira Momin

Coordinator: Dr. Rashmi Mallya

Members: Dr. Prachi Pathak
Ms. Priyanka Singh

Mrs. Rutuja More

Ms. Neeti Madiya, NGO, Arham Yuva Seva Group (AYSG)

1.5 Internal Complaints Committee

Convener: Dr. Munira Momin (Presiding Officer)

Members: Dr. Prachi Pimple

Dr. Prabha Singh

Ms. Ritu Evelakar

Mrs. Surbhi Surve

Ms. Hetvi Shah, Student

Ms. Neeti Madiya, NGO, Arham Yuva Seva Group (AYSG)

1.6 SC/ST Complaints Redressal Committee

Convener: Dr. Munira Momin (Presiding Officer)

Members: Dr. Prerna Ganwir

Dr. Sandip Zine

Ms. Riya Baria, Student

1.7 OBC Committee

Convener: Dr. Munira Momin (Presiding Officer)

Members: Dr. Maheshkumar Borkar

Mr. Sankalp Gharat

Ms. Mrunmayee Tiwarekar, Student



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4/24

1.8 Minority Committee

Convener: Dr. Munira Momin (Presiding Officer)
Members: Dr. Gaurav Doshi
Mr. Angel Godad
Ms. Miso Lhingneiching, Student

1.9 Women Grievance Redressal Committee

Convener: Dr. Munira Momin (Member Secretary)
Members: Dr. Radhika Raheja
Mr. Anantdarshan Sawant
Mrs. Reshma Sidhwani
Ms Anushka Shah, Student

1.10 Grievance Redressal Committee

Convener: Dr. Munira Momin (Member Secretary)
Members: Dr. Radhika Raheja
Mr. Anantdarshan Sawant
Mrs. Reshma Sidhwani
Mr Yasin Khan

1.10 Scholarship Committee

Convener: Dr. Munira Momin (Member Secretary)
Members: Dr. Prachi Pimple
Mrs. Reshma Sidhwani
Mr. Prashant Bhatt
Mrs. Surbhi Surve

*******END of College statutory committees/ cells*******



2. College ad-hoc committees

2.1 Academic Committee:

Convener:	Dr. Munira Momin
Co-ordinator:	Dr. Radhika Raheja
Department Co-ordinators:	All HoDs
Laboratory Co-ordinator:	Dr. Radhika Raheja
PG Co-ordinator:	Dr. Arati Prabhu
PhD Co-ordinator:	Dr. Sujata Sawarkar

Role and Responsibilities of the committee:

- For the activity mentioned above the co-ordinators will directly report to the convenor and submit the report at the end of the semester and the academic year.
- Preparation of academic calendar
- Compilation of work load in consultation with HODs, lab distributions, regular time tables
- Identification and selection of visiting faculty for allocating workload.
- Selection of elective courses for revised syllabi of B. Pharm and M. Pharm in consultation with HoDs.
- Declaration of academic beginning and closure session in coordination with Exam Committee

HoDs

- Conduct of department meetings on 25th to 27th day of every month and submit the report immediately to the principal and office.
- Review of academic/faculty activity department level, student feedback analysis
- Monitoring the progress of teaching and learning as per the prescribed syllabus within the department
- Initiate innovative practices in teaching and learning.
- Syllabus orientation to faculty within the department

PG-PhD coordinators

- Scheduling and coordination of academic curriculum, research progress, Colloquium planning, Conduct of Pre-PhD courses, RRC documents and planning
- Scheduling PhD admission twice a year (June and December), Documentation related to PhD admission and registration process
- Synopsis and thesis submission planning as per university circulars for PG and PhD
- M Pharm/ PhD seminars, Journal club planning in coordination with HoDs
- Tracking of research calendar and follow ups for co-curricular and extra curricular activities of students for the credit hours to be fulfilled as per the syllabus

Frequency of meeting

- Beginning of academic session
- Review at the end of semester
- Final review at the end of semester
- Final review at the end of the academic year



Expected Outcomes

- Smooth conduct of academic session
- Strengthening and Improvisation of academic/faculty activity
- Smooth conduct of PG and PhD curriculum and research activities
- Maintaining of documents

2.2 Faculty and staff development committee:

Convener:

Dr. Munira Momin

Co-ordinators:

Dr. Meenal Rane

Ms. Prachi Pathak

Members:

Dr. Radhika Raheja

Mrs. Ritu Evalekar

Role and Responsibilities:

- For the activity mentioned above the co-ordinators will directly report to the convener and submit the report at the end of the semester and the academic year.
- Co-ordinators is accountable for the activities to be planned and report to be submitted
- Identifying various areas, Coordinating and planning of various FDP/QIP/Training/Conference/Seminar/Workshops in consultation with the Department Heads and the Principal.
- Identifying the training needs of laboratory staff and office staff for job proficiency and skill building and documentation of training records

Frequency of meeting

- Beginning of academic session
- Final review at the end of semester and year

Expected Outcomes

- Strengthening and Improvisation of skill development based activities.

2.3 Expert Lecture committee

Convener:

Dr. Munira Momin

Co-ordinators:

Dr. Vasanti Suvarna

Dr. Meenal Rane

Role and Responsibilities:

- For the activity mentioned above the co-ordinators will directly report to the convener and submit the report at the end of the semester and the academic year.
- Co-ordinators is responsible and accountable for the activities to be planned and report to be submitted
- HODs will identify speakers and organize guest lectures (1/month arranged by each department) in co-ordination with the coordinators
- The guest lectures to be planned on students needs and new scientific topics as applicable for all the undergraduate classes and the post graduate classes and faculty needs

Frequency of meeting

- Beginning of academic session
- Final review at the end of semester and year



Expected Outcomes

- Strengthening co-curricular activity based knowledge of students, faculty and non-teaching staff.

2.4 Student Skill Development committee

Convener:

Dr. Munira Momin

Co-ordinators:

Dr. Sujata Sawarkar

Members:

Mr. Sankalp Gharat

Dr. Gaurav Doshi

Role and Responsibilities:

- Identification of course and framing of syllabi for short term courses for skill development. This activity will be done by taking the initial feedback of students and analysing the same. The final decision will be taken after discussion with the committee and the Principal.

Frequency of meeting

- Beginning of academic session
- Final review at the end of semester and year

Expected Outcomes

Strengthening and Improvisation of skill development based activities

2.5 Admission committee

Convener:

Dr. Munira Momin

Dr. Lokeshkumar Bhatt

Dr. Maheshkumar Borkar

Ms. Reshma Sidhwani

Role and responsibilities:

- Planning and preparation of work processes (SVKM Mastermind, admission process flowchart etc.) ahead of the admission process of B. Pharm, M. Pharm, PhD programme.
- Advertisement in newspapers and website.
- Discussion and review of admission related queries if any.
- Plan for PhD admission processes and follow up with University office for their requirements.

Frequency of meeting: Beginning of the Admission month and review at the end of the admission process

Expected outcome/s:

Smooth conduct of admission process of B. Pharm, M. Pharm and PhD programmes.

2.6 Attendance committee

Convener:

Dr. Munira Momin

Co-ordinator:

Dr. Sujata Sawarkar

Members:

Dr. Vasanti Suvarna

Ms. Afreen M.A. Khan

Mrs. Rutuja More



Role and Responsibilities:

- To download the attendance from SAP software of all the students of all classes at the end of every month.
- To display the attendances in the first week of every month for the previous month of all students in the college noticeboard, email the same to parents and students.
- Issue warning letters to defaulting student at least twice in every semester and that at the end of the semester on recommendation of the attendance committee the Principal shall display the list of learners who are not allowed to keep terms, allowing them to appeal to the Principal within 3 days from the date of display of the notice.
- The final decision will be taken after discussion with the committee and the Principal.
- After disposing the appeals the in-charge of examination will be intimated to withdraw the examination forms of defaulting students and sunder intimate the students ensuring that the communication reaches the concerned at least 10 clear days before the commencement of the respective examination

Frequency of meeting

- Beginning of every month
- Final review at the end of semester and year

Expected Outcomes

Improvisation of the attendance of all students.

2.7 Class Coordinators and Discipline committee

Convener:	Dr. Munira Momin	
Members:	<u>Class Coordinators</u>	
	Dr. Prachi Pimple	First Year Class Coordinator
	Ms. Afreen M.A. Khan	First Year Class Coordinator
	Dr. Sandip Zine	Second Year Class Coordinator
	Dr. Navya Baskaran	Second Year Class Coordinator
	Mr. Sankalp Gharat	Third Year Class Coordinator
	Dr. Atul Sherje	Third Year Class Coordinator
	Dr. Vasanti Suvarna	Final Year Class Coordinator
	Dr. Arundhati Abhyankar	Final Year Class Coordinator
	Dr. Arati Prabhu	M. Pharm Class Coordinator

Role and Responsibilities:

- For the activity mentioned above the co-ordinators will directly report to the convenor and submit the report at the end of the semester and the academic year.
- This committee members report directly to the Principal for every aspect of the activity related to this committee.
- Coordinate for smooth conduct of lectures and practical.
- Co-ordinate with visiting faculty for the respective class for conduct of class and re-scheduling of the class.
- Counselling and Interaction with students of respective classes and reporting to the Principal.
- Overall maintenance of class discipline.
- Review the leave of students and forward the leave applications to the Principal.
- To stop and control ragging related issues



- Collection and compilation of monthly attendance records in the first week of subsequent month
- Preparation and review of defaulters list on monthly basis.
- Display of the list and communicating with students and parents for the same by sending letters after consultation with the Principal
- Collections of Mid-term/ internal exam related data subjectwise with CO mapping from each subject teacher and do the result analysis and share with the PAC committee coordinator/office/ principal.
- Collection of Internal exam marksheets from each subject teacher after taking signature from HoD/Principal and then share with Exam department (Soft and hard copy)
- Maintenance of relevant records, yellow registers, records of assignments and makeup classes for the respective class.

Frequency of meeting: Beginning of the Semester and then need based.

Expected Outcomes:

- Improvement of academic activities of the students and discipline
- A congenial environment in the campus.
- Improvement in student attendance.

2.9 Cultural and extra-curricular activity committee

Convener:	Dr. Munira Momin
Cultural and extra-curricular:	Dr. Arundhati Abhyankar & Ms. Prachi Pathak
Sports activities:	Mr. Sankalp Gharat
Planning and accounts:	Ms. Reshma Sidhwani & Mr. Prashant Bhatt

Role and responsibilities:

- The co-ordinators will directly report to the convenor and submit the report at the end of the semester and the academic year.
- Formation of student council for the academic year.
- Define, plan and review cultural activities for the academic year.
- Plan and review sports activities for the academic year.
- DAYITVA Cell-Community Outreach activities
- IPA activities – coordinate with students and monitor the activities being conducted by students
- Monitor, track and document student participation in outside college events.
- Plan and initiate a BNCP annual event.
- Maintain relevant documents of the same as per the requirements of Accreditation agencies.
- Events organized by the committee must be reported (Soft and Hard copy) to the office, Annual report committee and IQAC co-ordinator.

Frequency of meeting: Once a Semester

Expected outcome/s:

- A viable platform for students to showcase their creativity and expertise in cultural, technical and sport events.
- Promote attributes of leadership, team building, communication, interpersonal skills, time management, goal setting etc. in students and groom their overall personality.



2.9 Examination Committee

2.9 A: Examination Committee (Conduct & Results)

Convener:	Dr. Munira Momin
Coordinators:	Dr. Kavatkumar Patel
Members:	Dr. Madhavi Apte
	Dr. Pramod Kadu
	Mr. Angel Godad
	Ms. Prachi Pathak

Role and Responsibilities

Conduct of exams

- For the activity mentioned above the co-ordinators will directly report to the convener and submit the report at the end of the semester and the academic year.
- Preparation of internal examination timetables in coordination with Coordinator
- Allocation of supervision duties, assigning Examiners & Moderators with Coordinator
- Seating arrangements for sessional exams (periodic) and semester exams with Coordinator
- Downloading of semester question papers
- Coordinate with members of respective class for smooth conduct of examination.
- Coordinate office staff for stationary

Results compilation

- Coordinate with members of respective classes for compilation of marksheets
- Liaison with Central Examination Centre of SVKM for declaration of results.
- Liaison with University of Mumbai for sending of marks.

Frequency of meeting: Twice/semester before each exam

Expected Outcomes

- Smooth conduct of examinations and monitoring of all examinations by college vigilance squad.
- Timely declaration of results as per University timelines.

2.9 B: Examination Vigilance Squad

Coordinator:	Dr. Rashmi Mallya
Members:	Ms. Prajakta More
	Mr. Abishek Rawool

Role and Responsibilities

- To conduct surprise inspections in the classroom during the examination
- To supervise the frisking activity being conducted
- To check the records of Examination department



2.9 C: Examination Unfair Means Inquiry Committee

Chairperson:	Dr. Sujata Sawarkar
Members:	Dr. Tabassum Khan
	Dr. Arati Prabhu
	Dr. Lokeshkumar Bhatt
	Dr. Vasanti Suvarna
	Dr. Maheshkumar Borkar

Role and Responsibilities

- The purpose of investigating unfair means resorted to by students at the examination held by the college.
- To submit the recommendation in the form of a report to concerned competent authority which will issue final orders with regards to the penal action to be taken against the students after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the concerned implicated student in his/her defense the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf

2.10 Industrial and Field Visits Committee

Convener:	Dr. Munira Momin
First Year Field visit:	Dr. Arati Prabhu
Second Year Field visit:	Dr. Madhavi Apte
Third Year Field Visit:	Dr. Meenal Rane
Final Year Field Visit:	Dr. Meenal Rane
M. Pharm Field Visit:	Dr. Meenal Rane

Role and Responsibilities

- For the activity mentioned above the co-ordinators will directly report to the convener and submit the report at the end of the semester and the academic year.
- Each coordinator will directly report to the Convener for their activity and submit the annual report.
- Pro-actively Identifying the suitable industry related to their subject knowledge
- Arranging visits for all classes in a timely manner.
- Coordinating and documenting the event.
- Events organized by the committee must be reported to the office and IQAC co-ordinator.

Frequency of meeting: Once a Year/ Semester

Expected Outcomes

- Orientation to industry operations and work culture.
- Various activities exposure in industry and hospital to students
- Understanding the theoretical – practical connect on various aspects of pharma systems and processes.



2.11 Laboratory, Lab Equipment and Computers Maintenance & Audit committee:

Convener:	Dr. Tabassum Khan
Central Instrumentation Lab Co-ordinator:	Dr. Vasanti Suvarna
Cell Culture Lab Coordinator:	Mr. Sankalp Gharat
UG-PG Laboratory Equipment Maintenance and audit Coordinator:	Dr. Sandip Zine
Computers and IT related Equipment's:	Mr. Anand Rane

Role and responsibilities:

- For the activity mentioned above the co-ordinators (First Name) will directly report to the convener and submit the report at the end of the semester and the academic year.
- Checking and verification of records and lab documents.
- Breakage record/equipment maintenance records and follow up on the same.
- Maintenance of logbooks and verification signature by lab in-charge every Saturday.
- Laboratory upkeep/maintenance and cleanliness.
- Preparation of master SOP file.

Frequency of meeting: Once a month for overall review of the processes and practices

Expected outcome/s:

- Smooth conduct of labs.
- An efficient document retrieval system.
- Improved safety of laboratory staff and students in labs.
- Support in Periodic lab audit, semester end and annual lab audits.

2.12 Central Documentation and Internal Audit Committee:

Convener:	Dr. Munira Momin
Central Data custodian	Dr. Gaurav Doshi Dr. Maheshkumar Borkar
Dept. coordinators:	Mrs. Perna Waghmare Dr. Sandip Zine Ms. Afreen M.A. Khan Dr. Madhavi Apte Dr. Gaurav Doshi
Laboratory staff training data:	Ms. Ritu Evalekar

Role and responsibilities:

- The department co-ordinators will directly report to the respective HOD.
- The Dept coordinators must collect the data on monthly basis and submit the report at the end of the Month along with Monthly report of the department activities in the given format to the HoD.
- The department data and the monthly report of the department after approval of HoD must be shared with the central data custodian.
- The central Data custodian must collate all dept data and update the college data on regular basis. If any discrepancies, they must be discussed with the HoD and the Principal.
- Faculty/ staff related data in various formats for NBA/NAAC/ Annual External Audit/ Annual report along with the supporting documents and summary must be audited at



every quarter by the central data custodian and the verification to be with the NBA/NAAC criteria heads.

- The laboratory staff training and development data must be maintained on a regular basis and kept ready in various formats as per NBA/NAAC guidelines.

Frequency of meeting: Once every quarter

Expected outcome/s:

- Ease and readiness of faculty and staff related data
- Quick retrieval and proper filing and documentation
- Preparing ready reckoner of data set for any inspections and affiliation/accreditation processes

2.13 Programme Assessment & Accreditation committee

Convener:	Dr. Munira Momin
Coordinator:	Dr. Tabassum Khan and Dr. Sujata Sawarkar
Members:	Dr. Arati Prabhu Dr. Lokeshkumar Bhatt Dr. Rashmi Mallya Dr. Vasanti Suvarna Dr. Radhika Raheja Dr. Maheshkumar Borkar Dr. Gaurav Doshi Dr. Arundhati Abhyankar

Role and responsibilities:

- For the activity mentioned above the co-ordinator will directly report to the convenor and submit the report at the end of the semester and the academic year.
- Define, review, and implement policies and procedures that help maintain a robust academic assessment process.
- Review the assessment process, assessment mechanism, student learning outcomes and use of results to analyze and track student performance.
- Review methods to assess student learning outcomes.
- Review protocols for the assessment of quality and impact of academic and co-curricular activities;
- Periodic assessment and review of student learning outcomes.
- Preparation and review of AQAR, academic audit report based on inputs and submissions from criteria heads.
- Streamlining and updation of Institute and Programme files monthly, review at the end of semester wise and confirmed verification at the end of academic year.
- Departmental academic semester end and Programme annual reviews in the college and with Management.
- Organize Annual academic audit to be conducted by external audit team.

Frequency of meeting: Once a month



Expected outcome/s:

- Review, execute and document assessment driven decisions and actions for BNCP.
- Annual report submission to Accreditation agencies and SVKM Management.

2.14 Library and Learning Management System committee

Convener:	Dr. Munira Momin
Chief Coordinator:	Dr. Arati Prabhu
Coordinator:	Ms. Sarika Phatak
Members:	Dr. Meenal Rane Dr. Madhavi Apte

Role and responsibilities:

- For the activity mentioned above the Chief-coordinator will directly report to the convener and submit the report at the end of the semester and the academic year.
- Preparation of list of books (titles, volumes and number) to be purchased for the upcoming semester in the B. Pharm and M. Pharm programme in consultation with all course coordinators. The members to review and finalize the requirement of books for library and Book bank.
- Submission of requisition of the finalized list of books and follow up on purchase order progress of the same.
- Stock verification of library books periodically.
- Management of electronic format of library which includes preparation of E-data of all books and Journals available, new arrivals, book keeping, e-book reader utility and procurement.
- Review of learning Management system utilization among UG/PG and PhD and Faculty members. Monthly review of library utilization either physical or E-resources to be conducted religiously irrespective of the academic session.
- Maintenance, update and record keeping of Book Bank facility.
- Organize library awareness days and workshops for B. Pharm and M. Pharm programme in consultation with the class coordinators.
- Organize library exploration day for all course coordinators department wise and review utilization of library books.
- Plan and coordinate for external library audit activity
- Events organized by the committee must be reported to the office and IQAC co-ordinator.

Frequency of meeting: Twice a semester and review activity on a monthly basis

Expected outcome/s:

- Improve awareness of book titles available for reference.
- Improve and promote optimum utilization of library resources.
- Increase utilization of Learning Management system



2.15 College Publications Committee:

Convener:	Dr. Munira Momin
Magazine:	Ms. Siddhi Bagwe Parab
Placement Brochure:	Mr. Angel Godad
Admission Brochure:	Dr. Atul Sherje
	Dr. Maheshkumar Borkar
College Newsletter:	Dr. Gaurav Doshi
College Annual Report and Annual Audit report:	Dr. Maheshkumar Borkar

Role and responsibilities:

- For the activity mentioned above the co-ordinators will directly report to the convener and submit the report at the end of the semester and the academic year.
- Preparation of the release of college magazine before college annual day. It is the responsibility of the members to make sure that the quality is maintained of the magazine.
- Placement brochure and the admission brochures must be prepared well in advance to make sure that
- Half yearly publication of college newsletter showcasing college activities, achievement, faculty and students and alumni achievement and collaborations.
- Initiation, conceptualization, preparation and publication of college scientific journal.
- Compiling data for college Annual report and Annual Audit report to be submitted to office by end of July month every year.
- All the above publications must be shared with Website committee coordinator and the principal to upload the same on the website in time.

Frequency of meeting: Twice a semester &/or on a need basis

Expected outcome/s:

Timely publication of college magazine, college journal and newsletter.
A platform for students and teachers to showcase their creative and intellectual talent.

2.13 Website, Advertising & Promotion committee:

Convener:	Dr. Munira Momin
Members:	Dr. Atul Sherje
	Mr. Angel Godad
	Dr. Arundhati Abhyankar
	Ms. Siddhi Bagwe Parab
Website:	
YouTube, Facebook, LinkedIn,	
Twitter, Instagram,	
Newspaper media promotion:	

Role and responsibilities:

- For the activity mentioned above the co-ordinators will directly report to the convener and submit the report at the end of the semester and the academic year.
- Update website regularly and/or on a need basis.
- Collate and update information about publications/grants/achievements of students and teachers as soon as they are available.



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16/24

- Periodic improvisation in the design to make the website aesthetically appealing and most current where ever possible.
- Putting up college information and promotional information on Website, Facebook, Twitter and LinkedIn.
- The convenor would call a meeting to review the activities and assign the activities to be completed on a timely manner.

Frequency of meeting: Once a semester to review the entire website uploads.

Expected outcome/s:

- Showcase and reflect the strengths of the college.
- Strengthen the brand BNCP.



3. College Cells

3.1 Alumni Cell

Convener:	Dr. Lokeshkumar Bhatt
Coordinators:	Dr. Rashmi Mallya Ms. Siddhi Bagwe Parab
Member:	Placement cell

Role and responsibilities:

- For the activity mentioned above the co-ordinators will directly report to the convener and submit the report at the end of the semester and the academic year.
- Annual review and updation of alumni database and conducting Alumni registration drive.
- Formation of BNCP Alumni association.
- Organization of annual alumni meet, organization of alumni interaction with the current students as and when applicable with prior approval from the Principal.
- Serving as the coordinating and communications link between Alumni and the college
- Mobilizing support of Alumni for the betterment of the college through a network of Alumni and individual contacts.
- The committee will track and highlights the achievements and successes of alumni so as to provide impetus to the institute and its students
- Conducting targeted programs and activities designed to: strengthen the relationship between the college and its Alumni
- Events organized by the committee must be reported to the office and IQAC co-ordinator.

Frequency of meeting: Once a semester and on need basis

Expected outcome/s:

- A strong and vibrant alumni community linked with present students and alumni association of the college
- A mutually beneficial relationship between the alumni and present students which will keep the present students and stakeholders in the college updated with contemporary developments in industry and academia
- Inculcation of a sense of belongingness, pride and loyalty towards the college which will translate into real world benefits for the present students with respect to their career goals.

3.2 Training and Placement Cell (TPC):

Convener:	Dr. Munira Momin
Chief Coordinator:	Mr. Angel Godad
Students Placement Coordinator:	
Members:	Dr. Prachi Pimple Ms. Gauri Chile

Role and Responsibilities

- For the activity mentioned above the co-ordinators will directly report to the convener and submit the report at the end of the semester and the academic year.
- Identifying community Pharmacy centres and Placing B. Pharm students for the training.



- Coordinating for internship of T. Y. B. Pharm students for industrial training and maintaining the documents
- Placement coordination of M. Pharm and B. Pharm students and maintaining the documents timely manner.
- Conducting various activities to orient students for industry culture and professionalism by Understanding the theoretical – practical connect on various aspects of pharma systems and processes.
- Events organized by the committee must be reported to the office and IQAC co-ordinator.

Frequency of meeting: Once a semester

Expected Outcomes

- Orientation to industry operations and work culture.
- Innovative method in improvement of placement of students and invite industry for on campus placement activities.
- Interested students to be placed with good package

3.3 Career Development and Higher Education Cell

Convener: Dr. Munira Momin
Coordinators: Dr. Navya Baskaran
Dr. Maheshkumar Borkar
Member: Dr. Sandip Zine

Role and Responsibilities:

- For the activity mentioned above the co-ordinator will directly report to the convener and submit the report at the end of the semester and the academic year.
- Organizing career counselling session, Competitive Examinations and Higher Education awareness and guidance.
- To plan and handle GPAT preparation of students.
- To conduct various lectures and sessions related to GPAT and GRE awareness.
- Inviting various speakers who could motivate our students to pursue various paths post BPharm.
- Guide students and help whenever required for drafting their SoP and LoRs for US application.
- To recommend in procuring various competitive examination books for our library. And promote the utilization of those books.
- Events organized by the committee must be reported to the office and IQAC co-ordinator.

Frequency of meeting: Once a Semester

Expected Outcomes

- Better career counselling and support to students in choosing the right career
- Improvement in Higher education students portfolio of the college.



3.4 Institute's Innovation Cell

Chief Convener:

Dr. Munira Momin

President:

Dr. Sandip Zine

Convener:

Dr. Sandip Zine

Member:

IPR Activity Coordinator

Dr. Sujata Sawarkar

Start Up Activity

Dr. Pramod Kadu

Internship Coordinator

Dr. Prabha Singh

Innovation Activity Coordinator

Dr. Meenal Rane

NIRF Coordinator

Dr. Rashmi Mallya

Expert

Representation

Startup/Alumni Entrepreneur

Expert from nearby Industry/

Industry association/Ecosystem

Enablers

FI/Bank/Investor/Angel

Investor/VC

Nearby Incubation Centre

Student

Representation

Innovation Coordinator

Start up Coordinator

Internship Coordinator

IPR Coordinator

Social Media Coordinator

General Members

Role and responsibilities:

- Organization of an event/contest to showcase student entrepreneurial skills once a year
- Organisation of an event/contest to showcase student innovation once a year
- Organization of a seminar / workshop to create awareness about entrepreneurial opportunities in the pharma sector.
- To prepare for Atal Ranking of Institution on Innovations Achievement Framework
- Establish Function Ecosystem for Scouting Ideas and Pre-incubation of Ideas

Frequency of meeting: Once a quarter

Expected outcome/s:

- Develop an institutional mechanism to create entrepreneurial culture and promote a spirit of innovation in students and faculty.
- Promote entrepreneurship and self-employment among students as a viable career option.
- Create awareness about the practical aspects of starting business ventures.
- Provide mentoring and business opportunities for students.



3.5 Internal Quality Assurance Cell (IQAC)

Convener:	Dr. Munira Momin
Coordinator:	Dr. Tabassum Khan
Members:	Dr. Sujata Sawarkar Dr. Arati Prabhu Dr. Lokeshkumar Bhatt Dr. Rashmi Mallya Dr. Vasanti Suvarna One Management representative One senior administrative officer One industry/employer nominee One student nominee (current and alumni)

Role and responsibilities:

- For the activity mentioned above the co-ordinator will directly report to the convener and submit the report at the end of the semester and the academic year.
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.
- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Frequency of meeting: Once a month & on a need basis



Expected outcome/s:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in the institute.
- Build an organized methodology of documentation and internal communication.

3.6 Research Review & Promotion Cell (RRPC)

Convener:	Dr. Munira Momin	
Coordinator:	Dr. Sujata Sawarkar	
Members:	Dr. Tabassum Khan	Scintellect
	Dr. Prabha Singh	Avishkar, Coordinating Meetings for Seed Grant Proposals
	Dr. Arati Prabhu	M.Pharm Research Activities
	Ms. Siddhi Bagwe Parab	Research Grant Writing
	Dr. Navya Baskaran	Competition
	Ms. Pravhi Pathak	
	Ms. Afreen M.A. Khan	Student Research Congress

Role and responsibilities:

- For the activity mentioned above the co-ordinator will directly report to the convener and submit the report at the end of the semester and the academic year.
- Preparation of Information Brochure about college consultancy and research thrust areas.
- Organization of research grant writing workshop/s.
- Network and connect to acquire consultancy projects/funds from industry.
- Monitor government funding agencies for funding opportunities.
- Encouraging and guiding faculty members of the department to write and explore various research grants.
- Planning and guiding research promotion and awareness activities for PG and PhD students.
- Reviewing the status of Research and review publications, Research collaboration, research grant applications and Industry consultancy activities.

Frequency of meeting: Twice a semester &/or on a need basis

Expected outcome/s:

- Augmentation in the number of research projects submitted to funding agencies.
- Communication to the industry (Pharma/Nutraceutical/Herbal/FMCG/Food) about college research capabilities and strengths.
- Build and strengthen college consultancy database and funding.



3.7 Regulatory Agencies Application and Approval Cell

Convener:	Dr. Munira Momin	
Coordinator:	Dr. Munira Momin	
Members:	Dr. Lokeshkumar Bhatt	AICTE, PCI, UoM, DTE,
	Dr. Maheshkumar Borkar	AICTE- CII and All above
	Dr. Radhika Raheja	NIRF
	Mrs. Reshma Sidhwani	

Role and responsibilities:

- For each activity mentioned above the co-ordinators will directly report to the convener and submit the report at the end of the semester and the academic year.
- Review and submission of proposed new applications, extension of approval applications to regulatory agencies like PCI, AICTE, University of Mumbai of the B. Pharm and M. Pharm programme.
- Review and submission of application to AICTE-CII.
- Review and submission of application to NIRF.

Frequency of meeting: Once a semester & on a need basis

Expected outcome/s:

- Timely submissions of documents for approvals.
- Preparing the documents and supporting files/infrastructure related activities during college inspection by regulatory agencies.

3.8 Student Support & Department of Life Long Learning (DLLE)

Convener:	Dr. Munira Momin	
Members:	Dr. Sandip Zine	DLLE/ NSS
	Mrs. Rashmi Parab	
	Mr. Sandeep Kudkar	
	Dr. Madhavi Apte	Student Mentoring, Results Monitoring & Focus Group
	Mrs. Surbhi Surve	Scholarships

Role and responsibilities:

- For each activity mentioned above the co-ordinators will directly report to the convener and submit the report at the end of the semester and the academic year.
- Counselling and monitoring of lateral entry students for coursework understanding and academic performance.
- Facilitation of focus group formation in identified courses, allocation of course coordinators in the identified courses for the lateral entry students and slow learners if any.
- Review of documents/records of all focus group sessions and related activity.
- Periodic (once a month) review with the focus group students.
- Allotment of Mentors to mentee for the new batches and maintaining the records
- Reviewing the activities of mentorship on a monthly basis and reviewing the documents of the same.



- Creating awareness of DLLE/NSS scheme of the University of Mumbai among students of all classes, especially in lower classes and new batches.
- Conducting DLLE/NSS activities as per the University norms and maintaining and co-ordinating the documents as per the University norms.
- Identifying slow learners and weak students for focused group activities.
- Counselling and monitoring of coursework and academic performance of identified weak and slow learners.
- Facilitation of focus group formation in identified courses, allocation of course coordinators in the identified courses for the lateral entry students and slow learners if any.
- Review of documents/records of all focus group sessions and related activity.
- Periodic (once a month) review with the focus group students.
-

Frequency of meeting: Once a month & on a need basis

Expected outcome/s:

- A congenial academic atmosphere for the lateral entry students.
- Bridge the curricular gap and facilitate the amalgamation of lateral entry students with the S.Y.B. Pharm class.

3.9 Academic Integrity & Research Ethics Cell

Convener:	Dr. Munira Momin
Coordinator:	Dr. Sujata Sawarkar
Members:	Dr. Tabassum Khan
	Dr. Arati Prabhu
	Dr. Lokeshkumar Bhatt
	Dr. Rashmi Mallya
	Dr. Vasanti Suvarna
	Ms. Sarika Phatak

Role and responsibilities:

- Organize awareness and sensitization programs about responsible conduct of research, thesis, and dissertation; promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among students, faculty, researcher and staff.
- Establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- Develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism.
- Train students, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
- Establish facility equipped with modern technologies for detection of plagiarism and monitor utilization of the same.
- Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

Frequency of meeting: Once in 3 months & on a need basis

Expected outcome/s:

SVKM's Dr. Bhanuben Nanavati College of Pharmacy Committee 2023-24



Shri Vile Parle Kelavani Mandal's
Dr. Bhanuben Nanavati College of Pharmacy

Gate No. 1, Mithibai College Campus, First Floor, V.M. Road, Vile Parle (W), Mumbai- 400 056

Tel. 022-42332052 E-mail: Registrar@bncp.ac.in, Web: www.bncp.ac.in



24/24

- Promotion of academic integrity and research ethics culture in students and staff.
- Prevention of plagiarism in institute research publications and projects.

Faculty and staff meeting In-charge committee:

Faculty meeting coordinator: Mr. Angel Godad

Staff Meeting Coordinator: Mrs. Reshma Sidhwani

Laboratory staff meeting coordinator: Ms. Prajakta More and Mr. Harishchandra Matkar

Role and Responsibility:

- Preparation of Minutes of the meeting
- Circulation and filing of the meeting documents

Outcome:

- Documentation, follow up and tracking of decisions taken in staff meetings.

THE ANNUAL EVENTS CONDUCTED AT INSTITUTE LEVEL

1. Annual Day – Dr. Arundhati Abhyankar and Ms. Prachi Pathak
2. Convocation- Dr. Arundhati Abhyankar and Ms. Prachi Pathak
3. Student Research Congress- Ms. Prachi Pathak and Ms. Afreen M.A.Khan
4. PG Research week for all dept., colloquium, starting from 2022- Dr. Arati Prabhu
5. M.Pharm induction activity – Dr. Tabassum Khan and Dr. Sujata Sawarkar
6. QIP for Research Students and Laboratory Staff – Dr. Radhika Raheja
7. Research Grant Writing Competition- Dr. Navya Baskaran and Ms. Siddhi Bagwe Parab
8. Orientation of First Year B.Pharm and M.Pharm – Class Teachers