



R. L. TAWDE FOUNDATION'S

SAROJINI COLLEGE OF PHARMACY

Rs. No. 576, Near Rajendranagar Water Tank, Rajendranagar, Kolhapur. 416004.

e-mail - sarojini.instituteofpharmacy@gmail.com

Code: SCOPK/B. PH./ADM/T1/01	DEPARTMENT : ADMINISTRATIVE	Academic Year: 2020-21
Rev:00	STEERING COMMITTEES	Date: 11/ 11/2020
Term: I		Pages: 3

All the staff members are hereby assigned with the duties and responsibilities as stated under each administrative committee for the A. Y. 2020-21. The individual person is answerable with respect to the assigned duties. 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 meetings periodically for the planning and review of the work done and preparation of the reports for the same.

Sr. No.	Particulars	Names of Staff Representative	
		Degree	Diploma
1	Academics (U.G)	Ms. Preeti B. Patil	-
		Mrs. Geetanjali S. Patil	-
2	IQAC (Internal Quality Assessment Cell)	Mr. Nilesh V. Desai	Mrs. Anuradha U. Bhoi
3	Examination Committee	Mr. Rohan V. Mane	-
		Mr. Akshay A. Patil	-
		Mr. Amol A. Dixit	-
4	Library	Mr. Amol A. Dixit	Ms. Pooja G. Mirajkar
		Ms. Sonali K. Diwate	
5	Women's Grievance Redressal Cell/ Internal Complaints Committee	Ms. Preeti B. Patil	Mrs. Kousalya A. Patil
6	Anti-Ragging Committee	Mrs. Sujata P. Choudhari	Mrs. Anuradha U. Bhoi
			Mr. Uddhav U. Atkeere
7	Students Grievance Redressal Cell	Dr. Sunil L. Harer	Mrs. Anuradha U. Bhoi
		Mr. Rohan V. Mane	Mrs. Mohini S. Jadhav
8	Research & Development Cell	Mrs. Sujata P. Choudhari	-
		Mr. Akshay P. Patil	-
9	Institutional News & Website Maintenance & Prospectus,	Mr. Uday A. Bhoi	Mr. Uddhav U. Atkeere
			Ms. Pooja G. Mirajkar
10	Students Mentoring	Mr. Amol A. Dixit	-
		Mrs. Sujata P. Choudhari	-
		Mr. Karan B. Swami	-
11	Extra-Curricular Activities	Ms. Preeti B. Patil	Mrs. Anuradha U. Bhoi
			Ms. Pooja G. Mirajkar
12	Co-Curricular Activities	Mr. Nilesh V. Desai	Mr. Uddhav U. Atkeere
			Ms. Bhagyashree Y. Sankpal
13	Central Store	Mr. Gaurav G. Gadgil	Ms. Kousalya A. Patil
			Ms. Bhagyashree Y. Sankpal
14	Tutorial & Remedial Classes	Mrs. Geetanjali S. Patil	-
		Mr. Karan B. Swami	-

15	Notice Board Maintenance	Mr. Uday A. Bhoi	Ms. Kousalya A. Patil
16	In-House Keeping & Maintenance (Floor/Wing wise)	Ground Floor: Mr. Amol A. Dixit	Ground Floor: Mrs. Mohini S. Jadhav
		First Floor: Mr. Gaurav G. Gadgil	First Floor: Mr. Uddhav U. Atkeere
		Second Floor: Mrs. Sujata P. Choudhari	Second Floor: Ms. Kousalya A. Patil
17	Institutional Magazine, Informational Brochure & Students Corner	Mr. Uday A. Bhoi	Ms. Pooja G. Mirajkar
		Ms. Snehal S. Katkar	Mr. Uddhav U. Atkeere
18	NSS Committee	Mr. Akshay P. Patil	-
		Mrs. Sujata P. Choudhari	-
19	Faculty Feedback Committee (by Students)	Dr. Sunil L. Harer	-
		Ms. Preeti B. Patil	-
20	Institutional Feedback (by Stakeholders like students, faculty, parents, guests)	Ms. Preeti B. Patil	-
		Mrs. Geetanjali Patil	-
		Mr. Utkarsh V. Nagavekar	-
21	Activities related with BCUD, AICTE, PCI, ERP, ISO	Mr. Amol A. Dixit	-
		Mr. Gaurav G. Gadgil	-
		Mr. Nilesh V. Desai	-
		Mrs. Sujata P. Choudhari	-
22	HOD: Pharmaceutics	Mr. Amol A. Dixit	-
	HOD: Pharmaceutical Chemistry	Mr. Gaurav G. Gadgil	-
	HOD: Pharmacology	Mr. Nilesh V. Desai	-
	HOD: Pharmacognosy	Mrs. Sujata P. Choudhari	-
23	Class In charge: First Year	Div. A: Mr. Amol A. Dixit	-
		Div. B: _____	-
	Class Incharge: Second Year	Div. A: Mr. Gaurav G. Gadgil	-
		Div. B: Mr. Karan B. Swami	-
	Class Incharge: Third Year	Div. A: Mrs. Geetanjali S. Patil	-
		Div. B: Mr. Utkarsh V. Nagavekar	-
Class Incharge: Final Year	Div. A: Ms. Sonali K. Diwate	-	
	Div. B: Mr. Nilesh V. Desai	-	
24	Medicinal Plant Garden	Mr. Uday A. Bhoi	Ms. Pooja G. Mirajkar
25	Performance Appraisal Committee	Dr. Sunil L. Harer	-
		Ms. Preeti B. Patil	-
26	Training and Placement Cell	Mr. Utkarsh V. Nagavekar	Ms. Bhagyashree Y. Sankpal
27	Purchase Committee	Mr. Gaurav G. Gadgil	Ms. Bhagyashree Y. Sankpal
		Mr. Rohan V. Mane	Ms. Pooja G. Mirajkar
		Ms. Preeti B. Patil	-
28	Alumni Committee	Mr. Utkarsh V. Nagavekar	-
		Mr. Akshay P. Patil	-
29	Drug Museum	Mr. Uday A. Bhoi	Mrs. Mohini S. Jadhav
			Mr. Uddhav U. Atkeere

30	College Development Committee (CDC)	Mr. Amol A. Dixit	Ms. Bhagyashree Y._Sankpal
31	Governing Council (GC)	Dr. Sunil L. Harer	Ms. Bhagyashree Y._Sankpal
		Mr. Rohan V. Mane	
32	Committee for Prevention of Smoking, Use of Tobacco, Alcohol and Other Habit Forming Drugs	Mr. Amol A. Dixit	Mrs. Anuradha U. Bhoi
		Mrs. Sujata P. Choudhari	
33	Student Counseling	Mr. Rohan V. Mane	Mrs. Anuradha U. Bhoi
		Ms. Shraddha K. Nikam	
34	Gymkhana/ Sports Committee	Mr. Amol A. Dixit	Mr. Uddhav U. Atkeere
		Mr. Akshay P. Patil	Ms. Pooja G. Mirajkar
35	Committee for Industrial/ Hospital Visit	Mr. Utkarsh V. Nagavekar	Ms. Bhagyashree Y._Sankpal
			Mr. Uddhav U. Atkeere
36	Local Management Committee(LMC)	Dr. Sunil L. Harer	
37	Standing Committee	Mr. Uday A. Bhoi	Mrs. Anuradha U. Bhoi
38	Antidiscrimination Committee	Ms. Preeti B. Patil	Mrs. Anuradha U. Bhoi
		Ms. Sonali K. Diwate	
39	Programme Committee	Ms. Preeti B. Patil	-
40	Academic Advisory Committee	Mrs. Sujata P. Choudhari	-