

DCVPCP faculty responsibility: Academic Year 2023-24

Task	Faculties	Print	Type of documents	Timeline
Academic calendar and timetable	Jayant Sarolia	Yes	Time table; UTU and MPC academic calendar file	Regular
Minutes of Faculty/Staff Meetings	Jigal Hirawala	Yes + Email to staff	Register with minutes	Regular
Staff details		Yes	Staff list with designation, qualification, experience, joining date and relieving date	academic year
Syllabus, CO, CO-PO Mapping, PO attainment	Binal Patel Jhanvi Bhavsar	No (Softcopy)	Teaching scheme, website checking and reporting for Syllabus, CO, CO-PO Mapping, PO attainment	Regular
List, review process, feedback from stakeholders, reasons, notifications; Syllabus Revision, BOS	Denish Prajapati	Yes	Updated BOS file	
Feedback of Curriculum and Teacher		Yes	Summary print and detail (softcopy) for each sem/year	
Course Files		No (Soft copy)	Verification for Course file: Soft copy for each subject, each semester	
SIS data entry and updates		No (Soft copy)	lesson plan, lectures entry, marks entry for each subject , each semester, counsellor, entry	
Student admission	Hiral Solanki Kiran Shetty	Yes	List of admitted students (Detail: category, male, female, etc.) and ACPC matrix, MQ entry (B. Pharm and M. Pharm)	
Induction/Orientation program	Jhanvi Bhavsar	Yes	Report with detail and photos	academic year
Scholarship detail		Yes	Full list with amount and agency	academic year
Internal and external exam	Kavit Patel Hiral Solanki	Yes	Teaching Scheme, MPC Exam circular, Result and its analysis, Internal assessment policy, Internal exam schedule and invigilator list, Que papers- Internal, mid-sem, Supervisor reports, UFM, Answer sheet record, Mark sheets, Internal improvement exam documents, external exam timetables, practical exam documents	Regular

		No (Soft copy)	UTU circulars and notices; Communications	Regular
Approval sanction letter, notification	Kavit Patel Binal Patel	Yes	Sanction letter	academic year
PCI Application	Hiral Solanki	Yes	Application detail	academic year
Placement and Student Internship/training/Clinical posting	Jayant Sarolia Drashti Shukla	Yes	Summary table, No of students interested for placement with proof, percentage placement, Proof of any training provided for placement, Agenda-minutes, company visited, list of students placed by on campus/off campus placement with average package, Employers turnover, offer/appointment letter of students placed, training/internship record	Regular
Competitive exam and higher studies	Drashti Shukla	Yes	Number of students opted for GPAT or other exams, Guidance proof; Summary report including number of students for higher studies (Chart or table form)	academic year
Students Achievements (Research, co-curricular and extra-curricular, Extension)	Jigal Hirawala Hiral Solanki	Yes	certificates (Separation with participation in MPC, UTU and Outside UTU)	Regular
		Yes	Summary report	Academic year
Sports activity organized by Inst/dept (intra & Inter college)		Yes	Reports and meeting documents	Regular
Discipline & prayer		Yes	Photo with report; applications, notices, decisions (Holistic education proofs)	Regular
Extra and Co-curricular activities, organized by Inst (intra & Inter college)	Kiran Shetty Drashti Shukla Jhanvi Bhavsar	Yes	Report of Event organized with photo, Recognition of awards and prize	Regular
		Yes	Summary report	Academic year
Newsletter		No (Soft copy)	Each newsletter copy	Regular
Alumni activities		Yes	Register with minutes and reports	Regular
MOU copies	Jigal Hirawala	Yes	MoU proof	Regular

	Denish Prajapati Jayant Sarolia	Yes	Summary report	Academic year
List of students undertaking industry project		Yes	Proof of project	Regular
		Yes	Summary report	Academic year
Industry or Educational visit		Yes	Visit report with photos	Regular
		Yes	Summary report (No of visit for B.Pharm and M.Pharm)	Academic Year
Student Project, Dissertation	Denish Prajapati Jigal Hirawala	Yes	Summary report with titles, student name and guide	Academic year
Library		No (Soft copy)	Library facilities, no of books and magazine, Books detail, Accession Register as per PCI	Academic year
Animal House, Ethics Committee	Kavit Patel Jayant Sarolia	Yes	Record of animals, SOPs, Projects undertaken Composition, agenda-minutes meeting	Regular
Herbal Museum/Garden		Yes	List of plants, students' visit record, photos	Regular
Central chemical store		Yes	Stock musters (chemicals and equipment)	Regular
Central instrument room		Yes	SOPs, maintenance, testing facility extended to the external agencies,	Regular
Expert Lectures organized, Scientific Event Organised	Kavit Patel Binal Patel	Yes	Summary report includes no of events and participation & audience from UTU and outside UTU, level of event	Academic Year
		Yes	Report with photos, participation list, random feedbacks	Regularly
Institute Publications		Yes	Summary report (no of publication national and international and journals/books list with impact factor and publisher)	Academic year
		Yes	First page of publication	Regular
Faculty achievement	Yes	Proof of Awards/paper/poster/model/presentations (conference, seminar, tech fest) Faculty serving on editorial boards of journal/magazine, Faculty serving as reviewers in journals and magazines	Regular	

		Yes	Summary report with all achievement list	Academic year
		Yes	Proof of Faculty as resource person/ Expert lecture/chairing sessions/judging/invited talks Documentation	Regularly
		Yes	Proof of list of funded research project – ongoing/completed, Research/ seminar grants	Regularly
Institute website, IIS (Institute Information system), EIS (Employee information system)	Kiran Shetty Binal Patel	No	Regular update of MPC website	Regular
			IIS update	Regular
			EIS update	Regular
NSS, Extension activity organized by Inst/dept (intra & Inter college)	Denish Prajapati Drashti Shukla	Yes	Events report with photos; certificate sample	Regular
		Yes	Summary report	Academic year
Grievance Redressal and Anti-ragging cell	Jhanvi Bhavsar	Yes	Register with members and meeting; undertaking forms, events report	Regular
Sexual harassment prevention* and Women's cell	Kiran Shetty	Yes	Register with members and meeting	Regular
Counselling file; Academic Counselling	Each Counsellors	Yes	Student details, Advanced & slow learner identification and counselling, Proof of meetings and communication(even digital), leave reports or other applications	