DCVPCP FACULTY RESPONSIBILITY: ACADEMIC YEAR 2026-27

Task	Faculties	Print	Type of documents	Timeline
Academic calendar and timetable	Jigal Hirawala Jinal Tandel	Yes	Time table; UTU and MPC academic calendar file	Regular
Minutes of Faculty/Staff Meetings		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	Drashti Shukla Aneri Acharya	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		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 Corse file: Soft copy for each subject, each semester	
Student admission	Binal Patel Kashish Vashi Sukhada Saraf Susovan Borat	Yes	List of admitted students (Detail: category, male, female, etc.) and ACPC matrix, MQ entry (B. Pharm and M. Pharm)	academic year
Induction/Orientation program		Yes	Report with detail and photos	academic year
Scholarship detail		Yes	Full list with amount and agency	academic year
Internal and external exam	Hiral Solanki Akshita Moradiya Drashti Shukla Gracy Prajapati	Yes	Teaching Scheme, 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	Regular

			documents	
		No (Soft copy)	UTU circulars and notices; Communications	Regular
Approval sanction letter, notification	Kavit Patel Vishakha Trivedi Heta Kanjani	Yes	Sanction letter	academic year
PCI Application		Yes	Application detail	academic year
Placement and Student Internship/training/Clinical posting	Pankhita Rede Jigal Hirawala	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	Aneri Acharya Bharti Wagh	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)	Abhishek Joshi Bharti Wagh	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)	Hiren Rathod Dipen Desai Susovan Borat	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)	Dipen Desai Drashti Shukla Vishakha Trivedi	Yes	Report of Event organized with photo, Recognition of awards and prize	Regular
		Yes	Summary report	Academic year

Newsletter	Sukhada Saraf Jinal Tandel	No (Soft copy)	Each newsletter copy	Regular
Alumni activities	Kavit Patel Akshita Moradiya	Yes	Register with minutes and reports	Regular
MOU copies	Bharti Wagh Aneri Acharya	Yes	MoU proof	Regular
			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	Kashish Vashi Sukhada Saraf	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	Abhishek Joshi Kashish Vashi	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	Pankhita Rede Heta Kanjani	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	Academic

			international and journals/books list with impact factor and publisher)	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) SIS data entry and updates	Binal Patel Hiren Rathod	No	Regular update of MPC website	Regular
			IIS update	Regular
			EIS update	Regular
			lesson plan, lectures entry, marks entry for each subject , each semester, counsellor, entry	Regular
NSS, Extension activity organized by Inst/dept (intra & Inter college)	Abhishek Joshi Gracy Prajapati	Yes	Events report with photos; certificate sample	Regular
		Yes	Summary report	Academic year
Anti-ragging cell	Kavit Patel	Yes	Register with members and meeting; undertaking forms, events report	Regular
Grievance Redressal	Vishakha Trivedi	Yes	Register with members and meeting	Regular
Sexual harassment prevention*	Hiral Solanki	Yes	Register with members and meeting	Regular
Women's cell	Akshita Moradiya	Yes	Register with members and meeting	Regular
Counselling file; Academic Counselling	Each	Yes	Student details, Advanced & slow learner	

	Counsellors		identification and counselling, Proof of meetings and communication (even digital), leave reports or other applications	