DCVPCP faculty responsibility: Academic Year 2023-24

Task	Faculties	Print	Type of documents	Timeline
Academic calendar and timetable	Jigal Hirawala Jayant Sarolia	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	Kiran Shetty 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	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 Nikita Desai	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 Harshada Rathod	Yes	Sanction letter	academic year
PCI Application		Yes	Application detail	academic year
Placement and Student Internship/training/Clinical posting	Jayant Sarolia	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	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)	Hiren Rathod Nikita Desai	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)	Jhanvi Bhavsar Drashti Shukla Kiran Shetty	Yes	Report of Event organized with photo, Recognition of awards and prize	Regular
		Yes	Summary report	Academic year
Newsletter	Sukhada Saraf	No (Soft copy)	Each newsletter copy	Regular
Alumni activities	Nikita Desai	Yes	Register with minutes and reports	Regular
MOU copies		Yes	MoU proof	Regular

	Jigal Hirawala Komal Chaudhary		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 Aneri Acharya	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	Jhanvi Bhavsar Harshada Rathod	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) SIS data entry and updates	Binal Patel Kiran Shetty	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	Yes	Events report with photos; certificate sample	Regular
		Yes	Summary report	Academic year
Anti-ragging cell	Jhanvi Bhavsar	Yes	Register with members and meeting; undertaking forms, events report	Regular
Grievance Redressal	Harshada Rathod	Yes	Register with members and meeting	Regular
Sexual harassment prevention*	Hiral Solanki	Yes	Register with members and meeting	Regular
Women's cell		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	

Following faculty have been given responsibilities to represent DCVPCP at different clubs of UTU

IQAC / NAAC - kavit.patel@utu.ac.in

anti-ragging jhanvi.bhavsar@utu.ac.in

placement / counselling - jayant.sarolia@utu.ac.in

international collaboration - kiran.shetty@utu.ac.in

ED start-up / IPR - jigal.hirawala@utu.ac.in

women / music - drashti.shukla@utu.ac.in

data collection / IT - binal.patel@utu.ac.in
sexual harassment / hiral.solanki@utu.ac.in
academic development aneri.acharya@utu.ac.in
Social service abhishek.joshi@utu.ac.in
grievance redressal Harshada.rathod@utu.ac.in
media Hiren.rathod@utu.ac.in
equal opportunity Komal.chaudhari@utu.ac.in
theatre Nikita.desai@utu.ac.in
dance Kashish.vashi@utu.ac.in
newsletter / literary Sukhada.saraf@utu.ac.in