

SHRIMAD RAJCHANDRA COLLEGE OF PHYSIOTHERAPY - UKA TARSADIA UNIVERSITY

Academic Committees for the year 2020-2021

Committee Coordinator: Dr. Heena Rathod and Dr. Bhavik Jhaveri

No.	Club /Committee /Cell	Activities	Members
1	Academic calendar / time table	<ul style="list-style-type: none">• Academic calendar and time table preparation.• Smooth conduction of classes particularly when a teacher is on leave.• Event Schedule to be maintained and circulated.• Ensure availability of teaching related material like teaching schedule, question bank, practical list, etc. in time.• Announce about the same to associated staff and students.• Prepare and circulate agenda and minutes of staff meeting and coordinate it	Dr.Sweta Upadhyay * Dr.Sneha Somrajan Dr.Sujit Vasava
2	Course content delivery & website	<ul style="list-style-type: none">• Collection and submission of record and report of syllabus completion and delivery to the Director.• Preparation and update of syllabus files for each academic year.• Circulation of syllabus among staff members and publishing the same on website.• Website Management including regular update of all the activities.	Dr.Snehal Patel * Dr.Sneha Sailor Dr.Dhruvi Mistry

3	Admission, induction & further studies	<ul style="list-style-type: none"> • Take active participation in pre-admission counselling sessions to encourage enrolments • Arrange for the marketing/ counselling sessions in catchment area • Make strategies for increase in enrolment of students at the college • Planning and execution of Orientation Program 	Dr.Bhavik Jhaveri * Dr.Niyati Desai Dr.Ishita Mayatra Dr.Sujit Vasava
---	---	---	--

4	Discipline & prayer	<ul style="list-style-type: none"> • Planning and execution of different activities like birthday wishes, motivational thoughts/stories sharing by staff and students, achievements and developmental news reading, etc. to be carried out during prayer session. • Thought of the day, achievement message, events details, etc. on entrance notice board. • To maintain the disciplined environment of the institute. • Publish discipline policy and make students and faculty aware of it 	Dr.Sweta Upadhyay* Dr.Sujit Vasava Dr.Smit Shah
5	Library & store management	<ul style="list-style-type: none"> • Report requirement and suggestion for purchase of books / magazines / journals. • Distribution of books under Book Bank Facility. • Maintain Usage statistics including that of departmental library. 	Dr.Sujit Vasava * Dr.Shreya Upadhyay Dr.Smit Shah
6	Laboratory development & college building maintenance	<ul style="list-style-type: none"> • Appoint mentors for each laboratory to address the issues unique to each one of them • Identify and resolve problems related to laboratory equipments including connectivity • Maintain cleanliness • Make suggestions for procurement and installation of instruments, equipments as per curriculum • Maintain registers like log book, break down, warranty, etc. • Periodic inspection of the college maintenance status • Give status report and suggest repairs if any at the management office • Keep record of alterations in building design/ repairs undertaken 	Dr.Bhavik Jhaveri * Dr.Sweta Upadhyay Dr.Smit Shah

7	Examination	<ul style="list-style-type: none"> • Schedule and conducts internal examinations. • Result analysis to be collected from all faculties and to prepare summary result analysis report. • Collecting continuous evaluation parameters and test dates from course teacher and monitoring its execution. • Plan Remedial Class for ATKT students 	Dr.Heena Rathod * Dr.Akshata Chaphekar Dr.Shreya Upadhyay
8	Seminar & Workshop, conference	<ul style="list-style-type: none"> • Keep abreast of seminars/ workshops/ conferences/ lectures at the institute and maintain their records • Circulate and display information of these events at the college notice-board • Circulate and display information regarding seminars/ workshops/ conferences being organized at other places (national/ international/ others) on notice-board • Encourage students/ faculty to take part in events of their interest • Maintain records of participation • Also maintain records of guest lecturers delivered by faculty • Keep record of conference visited by students and staff 	Dr.Bhavik Jhaveri * Dr.Sujit Vasava Dr.Falak Kanabar
9	Industry institute interaction & Educational visit	<ul style="list-style-type: none"> • Strengthen the linkage between institute and Hospital or organization by signing MOUs. • Coordinate with other committees to arrange expert talk. • Take input related to syllabus. • Take feedback of students who work as employee or trainee. • Arrange educational visit for students • Make travelling arrangements and deputing escorts for the visits • Maintain records of the visits 	Dr.Niyati Desai * Dr.Chinmayee Patel Dr.Dhruvi Mistry

10	Cultural	<ul style="list-style-type: none"> • Arranging events like essay and poster competition, debate, elocution, etc. • Annual day celebration • Celebrating historical days and festivities • Celebrate Festive • Maintain records of participation and student achievements 	Dr.Shraddha Champaneri * Dr.Khyati Shah Dr.Shreya Upadhyay
11	Literary and Magazine	<ul style="list-style-type: none"> • Invite articles from faculty / students / alumni • Publication of institute Newsletters. • Publishing web version of college newsletter • Maintain archive of versions. 	Dr.Shehal Patel * Dr.Dhruvi Mistry Dr.Shraddha Champaneri
11	Social Service Cell	<ul style="list-style-type: none"> • Enhance the awareness of social issues • Create a sense of responsibility among the students • Conduct camps, workshops, seminars, guest lectures by experts on various Environmental, Health related and other socials issues like pollution, usage of natural resources, AIDS and Cancer awareness, Thalassemia testing, eye check-up , Tree plantation, Road Safety and blood donation in the University and adjoining areas. 	Dr.Sweta Upadhyay * Dr.Ishita Mayatra Dr.Smit Shah
12	Alumni association	<ul style="list-style-type: none"> • Reporting of Association activities to alumni members. • Membership enrolment. • Establishment of linkage among members. • Office bearer meeting at least twice in a year and intimation of the same. • Member's general meeting at least once in a year. • Member's bio-data update. • Planning & execution of alumni activities. • Birth Day wish, job opportunities news circulation, etc. • Feedback from alumni's with respect to processes and curriculum of institute. • Circulation of news and achievements of institute and individuals related to the institute. 	Dr.Falak Kanabar * Dr.Sneha sailor Dr.Khyati Shah

13	Training	<ul style="list-style-type: none"> • Co-ordinate with other committees to arrange expert talk and personality development , resume writing and interview facing sessions 	Dr.Niyati Desai * Dr.Falak Kanabar Dr.Sweta Upadhyay
14	Accreditation & inspection	<ul style="list-style-type: none"> • Maintain and update college data as required by regulatory bodies • Collection and supply of such data annually or whenever needed by such agencies at their portals or in the form of hard copies • Assisting other faculties/ committees in preparation of records as per the requirements of regulatory bodies 	Dr.Bhavik Jhaveri * Dr.Sneha Somrajan Dr.Sujit Vasava
15	Anti-ragging cell	<ul style="list-style-type: none"> • Implementation of AICTE / UGC Guidelines including at the hostel. 	Dr.Akshata Chapekar* Dr.Shreya Upadhyay Dr.Smit Shah
16	Women's cell	<ul style="list-style-type: none"> • Implementation of AICTE / UGC Guidelines including at the hostel. • Foster and support the professional and personal development of women (student as well as faculty) • Arrange expert talk, seminar, etc. for the same. 	Dr.Snehal Patel * Dr.Ishita Mayatra Dr.Sweta Upadhyay
17	Sexual harassment prevention	<ul style="list-style-type: none"> • Implementation of AICTE / UGC Guidelines including at the hostel. 	Dr.Chinmayee Patel * Dr.Shraddha Champaneri
18	Grievance Redressal	<ul style="list-style-type: none"> • To develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. • To support, those students who have been deprived of the services offered by the College, for which he/she is entitled. • To make officials of the College responsive, accountable and courteous in dealing with the students. • To ensure effective solution to the student's grievances with an impartial and fair approach. 	Dr.Smit Shah * Dr.Sneha Sailor Dr.Chinmayee Patel

19	Clinical posting (Staff)	<ul style="list-style-type: none"> • Schedule Clinical posting Of staff at OPD • Monitor Assign Duty • Ensure Smooth Running of OPD • Keep Record 	Dr.Niyati Desai * Dr.Khyati Shah Dr.Chinmayee Patel
20	Clinical training	<ul style="list-style-type: none"> • Arrange Rotatory Posting Of Students • Plan a clinical Learning content and assign to staff • Make sure student will learn in their posting • Ask assign faculty to keep log updated about clinical teaching, evaluate it and keep record of it • Arrange case presentation and discussion. • Maintain All data of teaching learning at OPD • Arrange Out Posting For Students 	Dr.Sweta Upadhyay * Dr.Falak Kanabar Dr.Akshata Chaphekar
21	Scholarship	<ul style="list-style-type: none"> • Help students Regarding Scholarship Information • Keep all data of Students 	Dr.Sneha Somrajan * Dr.Chinmayee Patel Dr.Sujit Vasava
22	Placement	<ul style="list-style-type: none"> • Update them about Job Vacancy • Keep Updated Data Of Placement of alumni • Awareness about placement including preliminary preparation 	Dr.Falak Kanabar * Dr.Sneha sailor Dr.Khyati Shah
23	Counselor	<ul style="list-style-type: none"> • All the record of counseling • Arranger counseling meeting 	Dr.Sneha Sailor* (Counselor)
24	Media Committee	<ul style="list-style-type: none"> • Print Media <ul style="list-style-type: none"> ○ Make a Press release of college activity and event 	Dr.Dhruvi Mistry * Dr.Shreya Upadhyay Dr.Falak Kanabar
		<ul style="list-style-type: none"> • Electronic Media <ul style="list-style-type: none"> ○ Promotion On electronic Media 	Dr.Sujit Vasava * Dr.Khyati Shah Dr.Smit Shah
		<ul style="list-style-type: none"> • Social Media <ul style="list-style-type: none"> ○ Promotional activity event Update 	Dr.Bhavik Jhaveri * Dr.Shraddha Champaneri Dr.Ishita Mayatra

Class Coordinator & Attendance monitor	<ul style="list-style-type: none"> • Identify strong & weak points of students and plan strategy. • Encourage students to apply leave online and must grant leave as early as possible. • Carry out at least one meeting with students in a month. Maintain proper record of the same. • Take student feedback at least once during the semester. • Proper action must be planned after analysis of the student feedback and same should be discussed with the Programme Co-ordinator and Director before implementing. • Conduct meeting with course teachers to share progress of the student. • Contact and inform parents about student progress, irregularity at least twice in a term either telephonically or by letter. • Prepare monthly report of students whose attendance is less than 80% and place it on notice-board. Encourage students to use their maximum time at institute. • Keep Record of counseling report 	All Class Coordinator Sneha Somrajan * (Attendance monitor)
---	---	---

Documentation:

Sr. No.	Title of the File	Required Documents	Concerned Person
1	Syllabus, CO, CO-PO Mapping	All syllabi	Dr.Snehal Patel
2	Syllabus Revision, BOS File	List, review process, feedback from stakeholders, reasons, notifications	Dr.Snehal Patel
3	Student Internship/training	List of student year-wise with organization name for training	Dr.Sneha Sailor
4	Clinical Posting	Keep Record Of Out posting	Dr.Sweta Upadhyay
4	Student Project, Dissertation	On Campus & Off Campus, list of UG and PG projects(in house as well as industrial), Soft copy depository, library copy	Dr.Niyati Desai
5	Student Industrial/Educational Visit	Visit report with photograph	Dr.Niyati Desai * Dr.Dhruvi Mistry

6	Feedback on Curriculum	From all stake-holders and Action Taken (Employer, alumni, student, examiner, teacher)	Dr.Rajal Sukhiyaji * Dr.Dhruvi Mistry
7	Course Files	As per format – student centric method, advanced & slow learner has to be reflected. Remedial coaching for weak students	Subject teacher & Dr.Sneha Somrajan
8	Expert Lectures organized, Scientific Event Organized	Report with photo, List and supporting documents, Seminars, Conferences, Workshops (involving participation & audience outside the university)	Dr.Bhavik Jhaveri * Dr.Sweta Upadhyay
9	Counseling file; Academic Counseling	Methodology, circular, list of Counselors with student allotted, specific Cases and action taken, report of success Advanced & slow learner has to be reflected. Remedial coaching for weak students	Counselor Dr.Sneha Sailor
10	Extra and Co-curricular activities, organized by Inst (intra & Inter college)	Report of Event organized with photo, Recognition of awards and prizes	Dr.Bhavik Jhaveri * Dr.Smit Shah
11	Feedback on Teaching by students	Format, Filled Forms	Dr.Rajal Sukhiyaji * Dr.Shraddha Champaneri
12	Minutes of Faculty/Staff Meetings	Agenda, minutes	Dr.Sneha Somrajan
13	Institute Publications	Year-wise list with copy of publication (preferably full text paper must be filed/spiral bound)	Dr.Niyati Desai
14	Institute/University Newsletter	List of committee/editorial body, issues published, structure, minutes, all copies published in last 5 years	Dr.Sujit Vasava
15	Induction/Orientation program	Separate files to be maintained for UG and PG programs with details of the schedule, events, schedule, photos, and programs.	Dr.Ishita Mayatra
16	Employee Information System (EIS)	EIS follow-up from all staff	Dr.Rajal Sukhiyaji

17	Faculty achievements	Year-wise list with Appropriate evidence and documentations. Example: 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.	Dr.Rajal Sukhiyaji * Dr.Dhruvi Mistry
18	Students Achievements (Research, co- curricular and extra-curricular, Extension)	Year-wise list with Appropriate evidence and documentations. Example: sports, cultural, debate, discussion, elocution, etc. Participation certificates of inter-college events	Dr.Sneha Somrajan * Dr.Khyati Shah
19	Faculty as resource person/Expert lecture/chairing sessions/judging/invited talks	Documentation like invitation, certificate of appreciation, etc.	Dr.Bhavik Jhaveri * Dr.Sujit Vasava
20	Grievance Redressal, Anti-ragging cell	Mechanism and specific cases. Agenda – minutes, etc.	Dr.Smit Shah * Dr.Akshata Chaphekar
21	Examination	UTU Exam circular, Result and its analysis, Internal exam schedule, Question papers- Internal, mid-semester, Unit Tests, Quiz, Internal marks division, CIE policy, etc.	Dr.Heena Rathod * Dr.Akshata Chaphekar Dr.Shreya Upadhyay
22	Research collaboration, MOUs	Details like MoUs signed, consultancy projects handled by faculty and	Dr.Chinmayee Patel * Dr.Shreya Upadhyay
23	Faculty attended conference, seminar, workshop	List, and order issued, reports, certificates ,etc. submitted by faculties	Dr.Khyati Shah
24	students progressing for higher studies	Year-wise report, students progressing to higher studies – list of students with evidence	Dr.Sneha Sailor * Dr.Falak Kanabar

Sr. No	Title of the File	Required Documents	Concerned Person
25	Alumni Associations	List of alumni, Details and events organized, agenda with minutes of meeting, photos	Dr.Falak Kanabar
26	Women cell, Prevention of sexual harassment cell	Composition, agenda-minutes, action taken specific case if any	Dr.Chinmayee Patel * Dr.Ishita Mayatra
27	Student council	Composition – GS,CR,LR; representation in organization of various activities	Dr.Sneha Sailor
28	Photograph	All the events photo	Dr.Sujit Vasava * Dr.Khyati Shah
29	Staff details	Staff list with designation, qualification, experience, joining date – Year-wise	Dr.Snehal Patel
30	Student admission	List of admitted students program wise year-wise	Dr.Bhavik Jhaveri * Dr.Ishita Mayatra
31	Sports activity organized by Inst/dept (intra & Inter college)	Reports, meetings	Dr.Rajal Sukhiyaji * Dr.Bhavik Jhaveri
32	NSS, Extension activity organized by Inst/dept (intra & Inter college)	Reports	Dr.Sweta Upadhyay * Dr.Ishita Mayatra
33	Library	Agenda, minutes ,etc.	Dr.Sujit Vasava * Dr.Shreya Upadhyay
34	Institute website, IIS (Institute Information system)	Regular update of SRCP website and follow-up with UTU website	Dr.Snehal Patel * Dr.Bhavik Jhaveri
35	Academic calendar, Academic time- table	Prepare Academic Time Table And regulate it.	Dr.Sweta Upadhyay * Dr.Snehal Patel Dr.Sujit Vasava

36	Accreditation & inspection committee–NAAC	Look At all File prepared for inspection	Dr.Bhavik Jhaveri * Dr.Sneha Somrajan
37	Scholarship– Govt. & Non-Govt. sources	Full list with amount and agency	Dr.Sneha Somrajan
38	NAAC Criteria -1	Curricular Aspects	Dr.Snehal Patel * Dr.Khyati Shah
39	NAAC Criteria -2	Teaching Learning and Evaluation	Dr.Sweta Upadhyay * Dr.Shreya Upadhyay
40	NAAC Criteria -3	Research, Innovations and Extension	Dr.Niyati Desai * Dr.Smit Shah
41	NAAC Criteria –4	Infrastructure and Learning Resources	Dr.Bhavik Jhaveri * Dr.Sujit Vasava
42	NAAC Criteria -5	Student Support and Progression	Dr.Sneha Sailor * Dr.Falak Kanabar
43	NAAC Criteria -6	Governance, Leadership and Management	Dr.Rajal Sukhiyaji * Dr.Dhruvi Mistry
44	NAAC Criteria -7	Institutional Values and Best Practices	Dr.Heena Rathod * Dr.Akshata Chaphekar

*** Chairman**