

**Academic Committees for the year 2021-2022**

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

No.	Club /Committee /Cell	Activities	Members
1	<b>Academic calendar / time table</b>	<ul style="list-style-type: none"> <li>• Academic calendar and time table preparation.</li> <li>• Smooth conduction of classes particularly when a teacher is on leave.</li> <li>• Event Schedule to be maintained and circulated.</li> <li>• Ensure availability of teaching related material like teaching schedule, question bank, practical list etc. in time.</li> <li>• Announce about the same to associated staff and students.</li> <li>• Prepare and circulate agenda and minutes of staff meeting and coordinate it</li> </ul>	Dr. Sneha Somrajan* Dr. Sujit Vasava Dr. ishita Mayatra
2	<b>Course content delivery</b>	<ul style="list-style-type: none"> <li>• Collection and submission of record and report of syllabus completion and delivery to the Director.</li> <li>• Preparation and update of syllabus files for each academic year.</li> <li>• Circulation of syllabus among staff members and publishing the same on website.</li> </ul>	Dr. Snehal Patel* Dr. Dhruvi Mistry Dr. Pranjal Patel
3	<b>Admission and induction</b>	<ul style="list-style-type: none"> <li>• Take active participation in pre-admission counselling sessions to encourage enrolments</li> <li>• Arrange for the marketing/ counselling sessions in catchment area</li> <li>• Make strategies for increase in enrolment of students at the college</li> <li>• Planning and execution of Orientation Program</li> </ul>	Dr. Bhavik Jhaveri* Dr. Niyati Desai Dr. Ishita Mayatra Dr. Sujit vasava Dr. Chelsi Gabani Dr. Aarzo Ansari

4	<b>Discipline &amp; prayer</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Thought of the day, achievement message, events details, etc on entrance notice board.</li> <li>• To maintain the disciplined environment of the institute.</li> <li>• Publish discipline policy and make students and faculty aware of it</li> </ul>	Dr. Sujit Vasava* Dr. Ishita Mayatra Dr. Anand Patel Dr. Vaidik Rupareliya Dr. Suhana Pathan
5	<b>Library &amp; store management</b>	<ul style="list-style-type: none"> <li>• Report requirement and suggestion for purchase of books / magazines / journals.</li> <li>• Distribution of books under Book Bank Facility.</li> <li>• Maintain Usage statistics including that of departmental library.</li> </ul>	Dr. Smith Shah* Dr. Riddhi Matolia Dr. Heta Doshi Dr. Kruti Thakkar
6	<b>Laboratory development &amp; college building maintenance</b>	<ul style="list-style-type: none"> <li>• Appoint mentors for each laboratory to address the issues unique to each one of them</li> <li>• Identify and resolve problems related to laboratory equipments including connectivity</li> <li>• Maintain cleanliness</li> <li>• Make suggestions for procurement and installation of instruments, equipments as per curriculum</li> <li>• Maintain registers like log book, break down, warranty, etc.</li> <li>• Periodic inspection of the college maintenance status</li> <li>• Give status report and suggest repairs if any at the management office</li> <li>• Keep record of alterations in building design/ repairs undertaken</li> </ul>	Dr. Bhavik Jhaveri* Dr. Smit Shah Dr. Chelsi Gabani Dr. Pranjal Patel
7	<b>Examination</b>	<ul style="list-style-type: none"> <li>• Schedule and conducts internal examinations.</li> <li>• Result analysis to be collected from all faculties and to prepare summary result analysis report.</li> <li>• Collecting continuous evaluation parameters and test dates from course teacher and monitoring its execution.</li> <li>• Plan Remedial Class for ATKT students</li> </ul>	Dr. Heena Rathod* Dr. Akshata Chaphekar Dr. Shreya Upadhyay Dr. Aarzo Ansari

8	<b>Seminar &amp; Workshop, conference</b>	<ul style="list-style-type: none"> <li>• Keep abreast of seminars/ workshops/ conferences/ lectures at the institute and maintain their records</li> <li>• Circulate and display information of these events at the college notice-board</li> <li>• Circulate and display information regarding seminars/ workshops/ conferences being organized at other places (national/ international/ others) on notice-board</li> <li>• Encourage students/ faculty to take part in events of their interest</li> <li>• Maintain records of participation</li> <li>• Also maintain records of guest lecturers delivered by faculty</li> <li>• Keep record of conference visited by students and staff</li> </ul>	Dr. Bhavik Jhaveri* Dr. Khyati Shah Dr. Anand Patel Dr. Aarzo Ansari Dr. Mumux Mirani
9	<b>Industry institute interaction &amp; Educational visit</b>	<ul style="list-style-type: none"> <li>• Strengthen the linkage between institute and Hospital or organization by signing MOUs.</li> <li>• Coordinate with other committees to arrange expert talk.</li> <li>• Take input related to syllabus.</li> <li>• Take feedback of students who work as employee or trainee.</li> <li>• Arrange educational visit for students</li> <li>• Make travelling arrangements and deputing escorts for the visits</li> <li>• Maintain records of the visits</li> </ul>	Dr. Niyati Desai* Dr. Chinmayee Patel Dr. Heta Doshi Dr. Kruti Thakkar Dr. Pranjal Patel
10	<b>Cultural</b>	<ul style="list-style-type: none"> <li>• Arranging events like essay and poster competition, debate, elocution etc.</li> <li>• Annual day celebration</li> <li>• Celebrating historical days and festivities</li> <li>• Celebrate Festive</li> <li>• Maintain records of participation and student achievements</li> </ul>	Dr. Shreya Upadhyay* Dr. Khyati Shah Dr. Riddhi Matolia Dr. Kruti Thakkar Dr. Mumux Mirani
11	<b>Literary and Magazine</b>	<ul style="list-style-type: none"> <li>• Invite articles from faculty / students / alumni</li> <li>• Publication of institute Newsletters.</li> <li>• Publishing web version of college newsletter</li> <li>• Maintain archive of versions.</li> </ul>	Dr. Akshata Chaphekar* Dr. Snehal Patel Dr. Heta Doshi Dr. Pranjal Patel

12	<b>Social Service Cell</b>	<ul style="list-style-type: none"> <li>• Enhance the awareness of social issues</li> <li>• Create a sense of responsibility among the students</li> <li>• 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.</li> </ul>	Dr. Ishita Mayatra* Dr. Vaidik Rupareliya Dr. Suhana Pathan
13	<b>Alumni association</b>	<ul style="list-style-type: none"> <li>• Reporting of Association activities to alumni members.</li> <li>• Membership enrolment.</li> <li>• Establishment of linkage among members.</li> <li>• Office bearer meeting at least twice in a year and intimation of the same.</li> <li>• Member's general meeting at least once in a year.</li> <li>• Member's bio-data update.</li> <li>• Planning &amp; execution of alumni activities.</li> <li>• Birth Day wish, job opportunities news circulation, etc.</li> <li>• Feedback from alumni's with respect to processes and curriculum of institute.</li> <li>• Circulation of news and achievements of institute and individuals related to the institute.</li> </ul>	Dr. Falak Kanabar * Dr. Khyati shah Dr. Sujit Vasava Dr. Chelsi Gabani
14	<b>Training</b>	<ul style="list-style-type: none"> <li>• Co-ordinate with other committees to arrange expert talk and personality development , resume writing and interview facing sessions</li> </ul>	Dr. Niyati Desai* Dr. Mumux Mirani Dr. Smit Shah Dr. Vaidik Rupareliya
15	<b>Accreditation &amp; inspection</b>	<ul style="list-style-type: none"> <li>• Maintain and update college data as required by regulatory bodies</li> <li>• Collection and supply of such data annually or whenever needed by such agencies at their portals or in the form of hard copies</li> <li>• Assisting other faculties/ committees in preparation of records as per the requirements of regulatory bodies</li> </ul>	Dr. Bhavik Jahveri* Dr. Sneha Somrajan Dr. Kruti Thakkar Dr. Chelsi Gabani
16	<b>Anti ragging cell</b>	<ul style="list-style-type: none"> <li>• Implementation of AICTE / UGC Guidelines including at the hostel.</li> </ul>	Dr. Smit Shah* Dr. Chelsi Gabani Dr. Vaidik Rupareliya

17	<b>Women's cell</b>	<ul style="list-style-type: none"> <li>• Implementation of AICTE / UGC Guidelines including at the hostel.</li> <li>• Foster and support the professional and personal development of women (student as well as faculty)</li> <li>• Arrange expert talk, seminar, etc. for the same.</li> </ul>	Dr. Snehal Patel * Dr. Heta Doshi Dr. Suhana Pathan
18	<b>Sexual harassment prevention</b>	<ul style="list-style-type: none"> <li>• Implementation of AICTE / UGC Guidelines including at the hostel.</li> </ul>	Dr. Chinmayee Patel * Dr. Pranjal Patel
19	<b>Grievance Redressal</b>	<ul style="list-style-type: none"> <li>• To develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.</li> <li>• To support, those students who have been deprived of the services offered by the College, for which he/she is entitled.</li> <li>• To make officials of the College responsive, accountable and courteous in dealing with the students.</li> <li>• To ensure effective solution to the student's grievances with an impartial and fair approach.</li> </ul>	Dr. Sujit Vasava* Dr. Chelsi Gabani
20	<b>Clinical posting (Staff)</b>	<ul style="list-style-type: none"> <li>• Schedule Clinical posting Of staff at OPD</li> <li>• Monitor Assign Duty</li> <li>• Ensure Smooth Running of OPD</li> <li>• Keep Record</li> </ul>	Dr. Khyati Shah* Dr. Niyati Desai Dr. Vaidik Rupareliya Dr. Riddhi Matoliya
21	<b>Clinical training</b>	<ul style="list-style-type: none"> <li>• Arrange Rotatory Posting Of Students</li> <li>• Plan a clinical Learning content and assign to staff</li> <li>• Make sure student will learn in their posting</li> <li>• Ask assign faculty to keep log updated about clinical teaching, evaluate it and keep record of it</li> <li>• Arrange case presentation and discussion.</li> <li>• Maintain All data of teaching learning at opd</li> <li>• Arrange Out Posting For Students</li> </ul>	Dr. Falak Kanabar* Dr. Smit Shah Dr. Mumux Mirani Dr. Anand Patel Dr. Suhana Patahn
22	<b>Scholarship</b>	<ul style="list-style-type: none"> <li>• Help students Regarding Scholarship Information</li> <li>• Keep all data of Students</li> </ul>	Dr. Sneha Somrajan* Dr. Shreya Upadhyay Dr. Aarzo Ansari Dr. Heta Doshi

23	<b>Placement</b>	<ul style="list-style-type: none"> <li>Update them about Job Vacancy</li> <li>Keep Updated Data Of Placement of alumini</li> <li>Awareness about placement including preliminary preparation</li> </ul>	Dr. Falak Kanabar * Dr. Smit Shah Dr. Vaidik Rupareliya Dr. Aarzo Ansari
24	<b>Counselor</b>	<ul style="list-style-type: none"> <li>All the record of counseling</li> <li>Arranger counseling meeting</li> </ul>	Dr. Dhruvi Mistry * Dr. Chelsi Gabani Dr. Kruti Thakkar Dr. Heta Doshi
25	<b>Media Committee</b>	<ul style="list-style-type: none"> <li>Print Media <ul style="list-style-type: none"> <li>Make a Press release of college activity and event</li> </ul> </li> </ul>	Dr. Dhruvi Mistry * Dr. Vaidik Rupareliya Dr. Kruti Thakkar
		<ul style="list-style-type: none"> <li>Electronic Media <ul style="list-style-type: none"> <li>Promotion On electronic Media</li> </ul> </li> </ul>	Dr. Sujit Vasava * Dr. Aarzo Ansari Dr. Riddhi Matoliya
		<ul style="list-style-type: none"> <li>Social Media <ul style="list-style-type: none"> <li>Promotional activity event Update</li> </ul> </li> </ul>	Dr. Bhavik Jhaveri * Dr. Ishita Mayatra Dr. Pranjal Patel Dr. Vaidik Rupareliya
26	<b>Website Management</b>	<ul style="list-style-type: none"> <li>Website Management including regular update of all the activities.</li> </ul>	Dr.Snehal Patel* Dr. Bhavik Jhaveri Dr. Suhana Patahn Dr. Kruti Thakkar
27	<b>Student Welfare Cell</b>	<ul style="list-style-type: none"> <li>Student support for higher studies in abroad.</li> <li>Any other assistance regarding student welfare.</li> </ul>	Dr. Ishita Mayatra* Dr. Sujit Vasava Dr. Aarzo Ansari Dr. Anand Patel
28	<b>Skill Development cell</b>	<ul style="list-style-type: none"> <li>Organized workshop and Expert talk by the internal Faculties and Monitor Attendance</li> <li>Generate Certificate after completion of activity.</li> <li>Maintenance of data and record of the same</li> </ul>	Dr. Akshata Chaphekar* Dr. Suhana Patahn Dr. Riddhi Matoliya

29	<b>Data collection</b>	<ul style="list-style-type: none"> <li>Collection of all the data of the college activities ( academic and non academic activities)</li> </ul>	Dr. Sneha Somrajan * Dr. Shreya Upadhyay Dr. Chelsi Gabani
30	<b>Day celebration</b>	<ul style="list-style-type: none"> <li>List out days need to be celebrate at college.</li> <li>Prepare plan and look at the execution of the same</li> </ul>	Dr. Shreya Upadhyay* Dr. Riddhi Matoliya Dr. Chelsi Gabani
31	<b>Class Coordinator &amp; Attendance monitor</b>	<ul style="list-style-type: none"> <li>Identify strong &amp; weak points of students and plan strategy.</li> <li>Encourage students to apply leave online and must grant leave as early as possible.</li> <li>Carry out at least one meeting with students in a month. Maintain proper record of the same.</li> <li>Take student feedback at least once during the semester.</li> <li>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.</li> <li>Conduct meeting with course teachers to share progress of the student.</li> <li>Contact and inform parents about student progress, irregularity at least twice in a term either telephonically or by letter.</li> <li>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.</li> <li>Keep Record of counseling report</li> </ul>	All Class Coordinator Dr. Sneha Somrajan * Dr. Chelsi Gabani Dr. Heta Doshi (Attendance monitor)

### Documentation :

Sr. No	Title of the File	Required Documents	Concerned Person
1	Syllabus, CO, CO-PO Mapping	All syllabi	Dr. Snehal Patel* Dr. Ishita Mayatra Dr. Heta Doshi
2	Syllabus Revision, BOS File	List, review process, feedback from stakeholders, reasons, notifications	Dr. Snehal Patel* Dr. Ishita Mayatra Dr. Heta Doshi
3	Student Internship/training	List of student year-wise with organization name for training	Dr. Falak Kanabar* Dr. Sujit Vasava Dr.Chelsi Gabani

4	Clinical Posting	Keep Record Of Out posting	Dr. Falak Kanabar* Dr. Smit Shah Dr. Anand Patel
5	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* Dr. Kruti Thakkar Dr. Pranjal Patel
6	Student Industrial/Educational Visit	Visit report with photograph	Dr. Kruti Thakkar Dr. Heta Doshi Dr. Anand Patel
7	Feedback on Curriculum	From all stake-holders and Action Taken (Employer, alumni, student, examiner, teacher)	Dr. Dhruvi Mistry* Dr. Vaidik Rupareliya Dr. Suhana Pathan
8	Course Files	As per format – student centric method, advanced & slow learner has to be reflected. Remedial coaching for weak students	Dr. Sneha Somrajan* Dr. Dhruvi Mistry Dr. Riddhi Matoliya
9	Expert Lectures organized, Scientific Event Organized	Report with photo, List and supporting documents, Seminars, Conferences, Workshops (involving participation & audience outside the university)	Dr. Bhavik Jahveri * Dr. Akshata Chaphekar Dr. Chelsi Gabani
10	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	Dr. Dhruvi Mistry* Dr. Kruti Thakkar Dr. Chelsi Gabani
11	Extra and Co-curricular activities, organized by Inst (intra & Inter college)	Report of Event organized with photo, Recognition of awards and prizes	Dr. Bhavik Jahveri* Dr. Smit Shah
12	Feedback on Teaching by students	Format, Filled Forms	Dr. Dhruvi Mistry* Dr. Riddhi Matoliya
13	Minutes of Faculty/Staff Meetings	Agenda, minutes	Dr. Sneha Somrajan* Dr. Pranjal Patel
14	Institute Publications	Year-wise list with copy of publication (preferably full text paper must be filed/spiral bound)	Dr. Niyati Desai* Dr. Smit Shah
15	Institute/University Newsletter	List of committee/editorial body, issues published, structure, minutes, all copies published in last 5 years	Dr. Akshata Chaphekar * Dr. Heta Doshi Dr. Pranjal Patel



16	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* Dr. Sujit Vasava Dr. Aarzo Ansari
17	Employee Information System ( EIS)	EIS follow-up from all staff	Dr. Shreya Upadhyay * Dr. Dhruvi Mistry
18	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. Dhruvi Mistry* Dr. Suhan Pathan Dr. Pranjal Patel
19	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 iner-college events	Dr. Sneha Somrajan * Dr. Khyati Shah Dr. Mumux Mirani
20	Faculty as resource person/Expert lecture/chairing sessions/judging/invited talks	Documentation like invitation, certificate of appreciation etc.	Dr. Bhavik Jhaveri* Dr. Sujit Vasava Dr. Mumux Mirani
21	Grievance Redressal, Anti-ragging cell	Mechanism and specific cases. Agenda – minutes etc	Dr. Smit Shah * Dr. Akshata Chaphekar Dr. Vaidik Rupareliya Dr. Chelsi Gabani
22	Examination	UTU Exam circular, Result and its analysis, Internal exam schedule, Que papers- Internal, mid-sem, Unit Tests, Quiz, Internal marks division, CIE policy etc.	Dr. Heena Rathod* Dr. Akshta Chaphekar Dr. Shreya Upadhyay Dr. Aarzo Ansari
23	Research collaboration, MOUs	Details like MoUs signed, consultancy projects handled by faculty and	Dr. Chinmayee Patel* Dr. Kruti Thakkar Dr. Aarzo Ansari
24	Faculty attended conference, seminar, workshop	List, and order issued, reports, certificates etc submitted by faculties	Dr. Khyati Shah * Dr. Anand Patel
25	students progressing for higher studies	Year-wise report, students progressing to higher studies – list of students with evidence	Dr. Ishita Mayatra* Dr. Sujit Vasava Dr. Aanad Patel Dr. Aarzo Ansari

26	Alumni Associations	List of alumni, Details and events organized, agenda with minutes of meeting, photos	Dr. Falak Kanabar* Dr. Sujit Vsaava Dr. Chelsi Gabani
27	Women cell, Prevention of sexual harassment cell	Composition, agenda-minutes, action taken specific case if any	Dr. Snehal patel * Dr. Heta Doshi Dr. Suhana Pathan
28	Student council	Composition – GS,CR,LR; representation in organization of various activities	Dr. Dhruvi Mistry* Dr. Kruti Tahkkar
29	Photograph	All the events photo	Dr. Vaidik Rupareliya* Dr. Heta Doshi Dr. Aanad Patel
30	Staff details	Staff list with designation, qualification, experience, joining date – Year-wise	Dr. Snehal Patel* Dr. Ishita Mayatra Dr. Chelsi Gabani
31	Student admission	List of admitted students program wise year-wise	Dr. Bhavik Jhaveri* Dr. Ishita Mayatra Dr. Sujit Vasava
32	Sports activity organized by Inst/dept (intra & Inter college)	Reports, meetings	Dr. Bhavik Jhaveri * Dr. Falak Kanabar Dr. Mumux Mirani Dr. Kruti Thakkar
33	NSS, Extension activity organized by Inst/dept (intra & Inter college)	Reports	Dr. Ishita Mayatra* Dr. Vaidik Rupareliya Dr. Suhana Pathan
34	Library	Agenda, minutes etc	Dr. Smit Shah Dr. Heta Doshi Dr. Riddhi Matoliya
35	Inst website, IIS( Inst Information system)	Regular update of SRCP website and follow-up with UTU website	Dr. Snehal patel* Dr. Aanad Patel Dr. Pranjal Patel

36	Academic calendar, Academic time- table	Prepare Academic Time Tabel And regulate it.	Dr. Sneha Somrajan * Dr. Ishita Mayatra
37	Accreditation & inspection committee – NAAC	Look At all File prepared for inspection	Dr. Bhavik Jahveri * Dr. Sneha Somrajan Dr. Chelsi Gabani Dr. Kruti Thakkar
38	Scholarship – govt, non-govt sources	Full list with amount and agency	Dr. Sneha Somrajan* Dr. Shreya Upadhyay Dr. Chelsi Gabani
39	NAAC Criteria -1	Curricular Aspects	Dr. Snehal Patel* Dr. Aanad Patel Dr. Riddhi Matoliya
40	NAAC Criteria -2	Teaching Learning and Evaluation	Dr. Shreya Upadhyay* Dr. Ishita Mayatra Dr. Chelsi Gabani
41	NAAC Criteria -3	Research, Innovations and Extension	Dr. Niyati Desai* Dr. Heta Doshi Dr. Pranjal Patel
42	NAAC Criteria –4	Infrastructure and Learning Resources	Dr. Bhavik Jhaveri* Dr. Vaidik Rupareliya Dr. Mumux Mirani
43	NAAC Criteria -5	Student Support and Progression	Dr. Falak Kanabar* Dr. Sujit Vasava Dr. Anand Patel
44	NAAC Criteria -6	Governance, Leadership and Management	Dr. Dhruvi Mistry * Dr. Suhana Pathan Dr. Kruti Thakkar
45	NAAC Criteria -7	Institutional Values and Best Practices	Dr. Heena Rathod* Dr. Chelsi Gabani Dr. Aarzo Ansari

\*Is a Chairman Of the Committee and rest are Members