



ज्ञानगंगा घरोघरी

VISHAL JUNNAR SEVA MANDAL'S

INSTITUTE OF PHARMACY

ALE (412 411), Tal. Junnar, Dist. Pune Tel. & Fax: (02132) 263264

E-mail: vjsmiop@gmail.com

DR. SMT. THORAT R. M.

M. Pharm, PhD

Principal

A.I.C.T.E. No.: SF-700-40/MS/ (8) RC/94

P.C.I. No.:17-483, 2004, PCI-3175-76

D.T.E. No.: 2/NGP/1094/22677

FORMATION OF COMMITTEES

[ACADEMIC YEAR 2019-20]

Governing Body			
Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Mr. Sonawane A.P. President, Vishal Junnar Seva Mandal	Chairman	Meeting twice in a year
2	Mr. Lande P. D. Member, Vishal Junnar Seva Mandal	Member	
3	Mr.Korade G.P. Industrialist.	Member	
4	Mr Parakhe . S.D. Technologist	Member	
5	Mr. Padekar V.P. Member, Vishal Junnar Seva Mandal	Member	
6	(Awaiting) Nominee Of MSBTE, Regional Officer	Ex- Officio Member	
7	Awaiting) Nominee Of AICTE, Regional Officer	Member	
8	Dr. Nandanwar.D.R (I/C Joint Director), Dr. Pawar Sir (Joint Director of.DTE.Mumbai.)	Ex- Officio Member	
9	(Awaiting) Industrialist /Technologist/Educationalist Nominated by State Government(DTE)	Ex- Officio Member	
10	Ms.Londhe R.A. Faculty Member	Ex- Officio Member	
11	Mr. Wagh R. T. Faculty Member	Member	
12	Dr. Smt. Thorat R. M. Principal, VJSM's Institute of Pharmacy, Ale	Member Secretary	



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Anti-ragging Committee

Sr. No.	Name Of Faculty	Designation	Duration of Meeting
1	Dr.Thorat R.M.	Principal	Defined
2	Mr. Kokate S.V.	Convener	
3	Mr. Sonawane A. P.	Administrative Representative	
4	Mr. Kurhade C.V.	Civil Representative	
5	Local Police Station	Police Administrative	
6	Mr.Narawade S.M.	Ngo Representative	
7	Mr.Naikodi D.N	Local Media Representative	
8	Ms.Tajne M.D.	Staff Representative	
9	Mr.Wagh R.T.	Staff Representative	
10	Mr.Jadhav Aniket P.	Student Representative	
11	Mr.Belote Sarang	Student Representative	
12	Mr. Jadhav Popat.	Parent's Representative	
13	Ms.Choudhary M.P	Hostel Warden	

Internal Academic Monitoring Committee (IAMC)

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Dr.Smt.Thorat R.M..	Chairman	Twice in a year & as per need
2	Mr.Wagh R.T.	Member	
3	Ms. Tajane M.D.	Member	
4	Ms. Londhe R.A.	Member Secretary	



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Internal Curriculum Implementation Unit (ICIU)

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Mr. Sonawane A. P.	Chairman	Twice in a year & as per need
2	Dr.Smt.Thorat R.M.	Member	
3	Ms. Tajane M.D.	Member	
4	Mr.Wagh R.T.	Member	
5	Student Representative (02)	Member	
6	Parent Representative	Member	
7	Ms. Londhe R.A.	Member Secretary	

Examination Committee

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Dr.Smt.Thorat R.M.	Chairman	Minimum four meetings per year & as per need
2	Dr.Smt.Thorat R.M.	Member	
3	Ms. Tajane M.D.	Member	
4	Mr.Wagh R.T.	Member Secretary	

Cultural & Sports Committee

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Dr.Smt.Thorat R.M.	Chairman	Meeting every three months
2	Ms. Londhe R.A.	Member	
3	Student Representative (02)	Member	



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4	Mr. Gunjal A.C.	Member	
5	Ms.Patil H.C.	Member	
6	Mr.Wagh R.T.	Member Secretary	

Anti-Tobacco Committee

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Dr. Smt. Thorat R. M.	Chairman	Meeting every three months
2	Mr. Gunjal R. S.	Member	
3	Mr. Nimse S. G.	Member	
4	Mr. Gunjal A.C.	Member	
5	Mr. Wagh R. T.	Member Secretary	

Training and Placement Cell

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Dr. Smt. Thorat R. M.	Chairman	Meeting every two months
2	Mr. Wagh R. T.	Member	
3	Ms. Londhe R.A.	Member	
4	Mr. Kokate S.V.	Member Secretary	

Library Advisory Committee

Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Dr. Smt. Thorat R. M.	Chairman	Meeting every three month
2	Mr.Gunjal D.K.		



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3	Mr. Kokate S.V.	Member Secretary	
Alumni Committee			
Sr.No.	Name of Faculty	Designation	Duration of Meeting
1.	Ms.Hulawale S.L.		Meeting nearby gathering period, At least one meeting per year
2.	Ms. Kolhe S.S.		
3.	Ms.Kawade A.V.		
4.	Mr.Shelke P.V.		
1	Dr. Gaikwad D.D.	Chairman	
2	Dr. Smt. Thorat R. M.	Member	
3	Mr. Gunjal V.K.	Member Secretary	
4	Mr. Wagh R. T		
5	Ms. Sawant S.E.		
6	Ms. Gandhi A.S.		
7	Mr. Padekar J.V.		
8	Mr. Kurhade A.K.		
9	Ms. Chinchawade A.B.		
Maintenance and House-keeping Committee			
Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Dr. Smt. Thorat R. M.	Chairman	Meeting every month
2	Mr. Kale G. C.	Member	
3	Miss. Patil H. C.	Member Secretary	
Admission Committee			
Sr.	Name of Faculty	Designation	Duration of Meeting



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No.			
1	Dr. Smt. Thorat R. M.	Chairman	Meeting every three months
2	Miss. Chaudhari M.P.	Member	
3	Mr. Wagh R. T.	Member Secretary	
Grievance and Redressal Committee			
Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Dr. Smt. Thorat R. M.	Chairman	Meeting every three months
2	Mr. Wagh R. T.	Member	
3	Mr. Kokate S.V.	Member	
4	Miss. Tajane M. D.	Member	
5	Miss. Chaudhari M.P.	Member	
6	Ms. Londhe R.A.	Member Secretary	
Students Mentoring Committee			
Sr. No.	Name of Faculty	Designation	Duration of Meeting
1	Dr. Smt. Thorat R. M.	Chairman	Meeting every month
2	Miss. Tajane M. D.	Member	
3	Miss. Sawant S. E.	Member	
4	Mr. Wagh R. T.	Member	
5	Mr. Kokate S. V.	Member	
6	Students Representative	Member	
7	Mr. Jadhav S.N.	Member	
7	Ms. Londhe R.A.	Member Secretary	



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Internal Complaint Committee

Sr. No.	Name Of Faculty	Designation	Duration Of Meeting
1	Dr. Jadhav S. L.	Principal	Meeting Every Three Months
2	Dr. Smt. Thorat R. M.	Chairman	
3	Ms. Shewante T. B.	Member	
4	Ms. Jadhav A. S.	Member	
5	Ms. Tajane M. D.	Member	
6	Ms. Chande K.U.	Member	
7	Ms. Chatur R. A.	Member	
8	Ms. Gunjal M. P	Member	
9	Ms. Patel Shamira	Member	
10	Ms. Nemade Mayuri	Member	
11	Ms. Kadale Pratiksha	Member	
12	Ms. Choudhary M.P.	Member	
13	Ms. Shinde Shraddha	Member	
14	Ms. Sawant S.E.	Member	



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GENDER SENSITIZATION COMMITTEE			
Sr.No	Name of Faculty	Designation	Twice in year.
1	Ms.Tajane M.D	Faculty Member	
2	Dr.Smt.Thorat R.M	Faculty Member	
3	Ms.Londhe R.A	Faculty Member	
4	Ms.Gunjal A.P.	Faculty Member	
5.	Ms.Chaudhari M.P.	Hostel Warden	
6.	Mr.Gunjal R.S	Non- Teaching Staff	
7.	Mr.Gunjal A.C	Non- Teaching Staff	
8	Ms.Shinde Shraddha G	Student Representative	



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9.	Ms.Thube Shubhangi B.	Student Representative	
10	Ms.Gunjal M.P	NGO Representative.	

Anti-Discrimination Cell			
Sr.No	Name of Faculty	Designation	
1	Dr.Smt.Thorat R.M	Principal	Twice in year.
2	Ms.Londhe R.A	Academic Co-ordinator	
3	Ms.Tajane M.D	Faculty	
4	Mr.Wagh R.T	Faculty	
5.	Ms. Chaudhari M.P.	Hostel Warden	
6.	Mr. Gunjal R.S	Non- Teaching Staff	
7.	Ms.Shinde Sonal.T	Student Representative	
8.	Mr.Mali Chaitanya M.	Student Representative	



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DUTIES AND OBJECTIVES OF SAID COMMITTEE

1. Governing Body:

Governing council of the Institute has been constituted as per norms of AICTE/ MSBTE.



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Its main purpose is considering and approving the institution strategic plan which sets the academic aim and objectives of the institution and identifies the financial, physical and recruitment strategies and so on. It preplans to achieve the goal of the institute.

Objective:

1. Ensure that the continuous progressive improvement in Institutional environment is & complying with all the requirements with in time.
2. To advise management about the financial need of the Institute & future expansion programmer in coordination with respective authorities.

Duties:

1. Submit long and short term plan proposal to the Management and get it approval.
2. Ensure implementation of the submitted proposals in time.
3. Notify & rectify any noticeable observations needs timely rectification.

2. Anti-Ragging Committee:

Objective: To ensure ragging free and convivial environment of Educational Institute.

Duties:

1. To ensure ragging free is maintained in the college, hostel and canteens.
2. Take suitable action against ragging occurrences.
3. Aware students about the effect of ragging and its prevention.
4. Handle the complaints about ragging as per the policies and procedure as soon as possible & take necessary actions.
5. Any other duty assigned to perform various activities.

3. Anti-Ragging Squad (ARS) :

Objective: To ensure timely notice and inform any indiscipline or objectionable activity in the vulnerable places which needs immediate attention to the Anti Ragging Committee.



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Duties:

1. Plan & conduct number of raids by ARS at vulnerable places.
2. To aware students regarding consequences of ragging, via guest lecturers etc.
3. If any case observed, inform head of ARC & take essential Actions.
4. To instruct students for filling online anti-ragging form & submit hardcopy of filled form to respective staff representative.
5. To conduct surprise raids.

4. Internal Academic Monitoring Committee (IAMC):

Objective: To track the academic processes and their effectiveness.

Duties:

1. To refer Institutional curriculum implementation plan & implement it .
2. Plan for inspection to be conducted by IAMC.
3. Finalize time interval for monitoring & report as per online academic monitoring formats.
4. Corrective action if necessary for non-completion as per the plan.
5. In case of major observation, report the matter to the Principal for necessary actions.
6. To fill online information of academic monitoring of MSBTE & revise the same once in six months.

5. Internal Curriculum Implementation Unit (ICIU):

Objective: To implement curriculum process effectively & competently & monitoring of IAMC.

Duties:

1. To refer institutional curriculum implementation plan & reports generated by IAMC.
2. Carry out micro level analysis & identify strengths & areas of improvement on following points:
 - a. Resource requirement in form of competent faculties.
 - b. New lab development with required infrastructure
 - c. Remedial class requirement.



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d. MOU with Industries & Hospitals.

e. Addition of any other facility & teaching aids.

3. Initiate necessary actions against areas of improvement with action plan.
4. Implement problems identified in areas of improvement in next academic year with suggestion of staff in common meeting with ICIU & all staff.

6. Examination Committee:

Objective:

1. To conduct the internal sessional examination and assess the effectiveness of teaching learning process.
2. To conduct MSBTE theory and Practical examination smoothly conduction of exam.

Duties:

1. To conduct examinations as per MSBTE norms & maintain records.
2. To ensure smooth conduction of examinations.
3. Liaison with statutory authorities for all types of examinations.
4. To monitor, control and coordinate all examination related activities.

7. Cultural Committee:

Objective:

1. To provide a platform for students to go beyond their academic quest and explore their creative and artistic sensibilities.
2. Increase the interaction between collages/students/staff and their parents/guides & other stake holder of the institution.

Duties:

1. To plan and schedule cultural events for the academic year.
2. To conduct all intra and inter collegiate cultural events in the College.

8. Sports Committee:

Objectives: To develop students interest in sports through teamwork, working relationship



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with each other.

Duties:

1. To plan and schedule sports events for the academic year.
2. To make available all the necessary accessories required for sports.

9. Medicinal Garden Committee:

Objective:

1. Orientation to students as a curriculum requirement.
2. Identification of medicinal plants as a curriculum requirement.
3. Knowledge of medicinal values of herbal plants.

Duties:

1. Provide all information to students as per curriculum like identification of plants, knowledge of medicinal values, pharmacognostic properties etc.
2. Plan visit & submit report to concerned authorities.
3. To ensure timely implementation of timetable for watering & cleaning, removal of weeds etc.
4. To procure various plants of medicines and do plantation.
5. To ensure addition of fertilizers, spraying against pests, cutting etc and maintain record of it.

10. Museum Committee:

Objective: To define methodology for functioning and maintenance of museum.

Duties:

1. Decide the requirement of museum and type as per statutory & regulatory authorities.
2. To plan department wise arrangement of museum.
3. Procure the required material as planned.
4. To display it suitably in racks, glass / plastic jars and containers with suitable identification.



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5. To prepare and display all the labels on dosage forms, pharmacognostic drug herbarium, bones and organs models etc
6. To display the relevant information necessary for teaching purpose of the students on suitable charts.
7. To ensure regular de-dusting of the models, museum etc.
8. Ensure that museum is updated as & when norms for displayed items are changed/eliminated/added.

11. Anti-Tobacco Committee:

Objective: To ensure tobacco free campus.

Duties:

1. Formation of the committee.
2. To ensure purpose of the formation said committee to faculty & students.
3. To ensure tobacco free campus.
4. If any, case found take necessary action.

12. Training and Placement Committee:

Objective: To provide in house placement facility to the students.

Duties:

1. To provide the orientation to students regarding placement activities.
2. To collect and maintain placement requirement of various industries & various Hospitals.
3. Prepare list of Eligible Students & area of student interest.
4. Guide the students to prepare bio-data.
5. Ask the Students to submit Bio data with supporting Documents.
6. Communication with various interested industries & hospital and share student bio-data.
7. Confirmation and finalization for date of campus interview from interested industry & hospital.
8. Put the notice on notice board for campus interview.
9. Actual Conduction of Campus and Placement Activities.
10. Prepare list of placed students.

13. Library Advisory Committee:

Objective: Act as a learning resource centre.



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Duties:

1. To ensure that adequate space, sitting arrangement, light, ventilation etc. are available to the scholars.
2. To ensure no. of books and other ready materials as per the policies, procedures every year.
3. To ensure book bank facilities are provided to students.

14. Alumni Committee:

Objective: Define the process for activities to be carried out for the passed out students.

Duties:

1. Collect the database of the passed out students and their details.
2. Form the Alumni and maintain the data of passed out students.
3. Take the permission of Board of Directors/ higher authority.
4. Plan the date for alumni get together.
5. Prepare the time schedule for the activities like speeches, performances, lunch / dinner, etc.
6. Invitation to alumni through mail, messages or verbal communication.
7. If required, provide transport facility.
8. Conduct the get together as per the plan.
9. Provide Memento / Gift to the Alumni members.
10. Collect the Feedback from the Alumni.

15. Maintenance & house Keeping:

Objective:

To achieve the maximum possible efficiency in cleaning to ensure the care and comfort of the students, employees etc

Duties:

1. Opening of department on schedule time



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2. To cleaning of office, porch, library ,store, computer lab , labs, staff room, boys and girls common room , garden as per schedule time.

16. Admission Committee:

Objective: To establish and maintain transparency in the defined admission process by following Maharashtra State Govt. Centralized Admission Process.

Duties:

1. Prepare the seat matrix in each combination and course and submit to DTE.
2. Follow the admission process as per the norms of DTE.
3. Ensure the smooth admission process.

17. Grievance & Redressal Committee:

Objective:

The objective of the Grievance Cell is to develop a responsive and positive attitude among the students in order to maintain healthy educational atmosphere in the institute.

Duties:

1. Formation of the Grievance Redressal Committee
2. To ensure purpose of the formation said committee to faculty & students.
3. To address any grievance raised by student general administration, Examination / Evaluation and any other problems related to day to day functioning.
4. To conduct meeting on any issue, if raised & resolved it.
5. To take corrective action on the any grievance raised & maintain record.

18. Student Mentoring Committee:

Objective: To counsel students for various factors like academics etc

Duties:

1. Formation of mentoring committee
2. Faculty wise equal distribution of total students.
3. Appoint group wise student representative



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M. Pharm, PhD

Principal

A.I.C.T.E. No.: SF-700-40/MS/ (8) RC/94

P.C.I. No.:17-483, 2004, PCI-3175-76

D.T.E. No.: 2/NGP/1094/22677

4. Fill their information in mentor formats.
5. Conduct meeting twice in a month with students regarding their problems and resolve it.
6. Obtain mentor feedback at the end of academic year from students.
7. In case of any adverse remark from student about mentor take suitable action.

19. Internal complaint Committee (ICC) :

Objective: To comply with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act) and to develop and Implement a policy against sexual harassment of women.

Duties:

1. To ensure purpose of the formation said committee to faculty & students.
2. To form Internal Complaint committee.
3. To conduct meeting once in the three months.
4. To organize guest lecture regarding the awareness among the female students/employees.
5. If any complaint received by ICC, take necessary action as per process & maintain record.