

Portfolios for Academic Year 2015-16

Sr. No.	Portfolio	Responsibilities	Name of responsible shoulders	Mobile No.
1.	Academic Incharge	Workload Distribution	Mr. Ashok A. Muchandi	9960332200
		Time table		
		Student Attendance: Weekly/monthly reports		
		Academic Calendar		
		Daily Performance Record (Staff)		
		Laboratory Manuals		
		Course files		
		Monthly letters to parents		
		Academic record as per formats		
		Induction Programme to first year		
2	Exam Incharge	Sessional Exams	Mr. Amol V. Pore	7755900884
		University Theory & Practical Exams		
		Maintaining all registers & files		
		Schedule for Exam		
		Class tests		
		Revaluation & Remuneration		
3	Cultural Incharge	Cultural Activities within & outside campus	Mrs. Sneha R. Jagtap	9766353290
		Annual Social Gathering		
		National Pharmacy Week Celebrations		
		Student Council meetings & its minutes		
		Student Council constitution		
		Movie Club		
4	Sports Incharge	Sports Activities throughout year	Mr. Amol V. Pore	7755900884
		Arranging sports competitions		
		Annual Sports		
		Arranging blood donation, blood group detection, health awareness camps, etc		
5	Training & Placement Cell	Inplant Training to students		
		Seminars & Guest Lectures		

	Incharge	Arranging campus interviews Placement of students in industries Industry Institute Partnership Cell Records of SDP/ Conf / workshops attended Staff Training Student Counselling Industrial visits(UG/PG)	Mr. Nilesh V. Salunkhe	7219171125
6	Alumni Association Incharge	Registration of alumni association, audit etc. Creating & updating the database Get togethers& various Competitions Arranging	Mr. Niranjan S. Mahajan	755900896
7	Magazine Incharge	Articles display on notice board Competitions- Photography, rangoli, etc. Collection of Advertisements Photo Session, Messages for magazine Publishing of Magazine Participation in University competition	Mr. Abhinandan A. Alman	9823510088
8	Research Cell Incharge	Student Publications & Presentations Staff Publications & Presentations Supervising research activities Sending research proposals to funding agencies MOU's Research Grants &Utilisation Certificates	Miss Naziya R. Patel	9420485904
9	Computer, Website & Maintenance Works Incharge	Computer & Website Maintenance Computer Lab Co- ordination Website updation Maintenance work	Miss Tejashree A. Sande	7 7387107982
10	External Regulatory	AICTE/ DTE	Mr.	7755900899

	Works Incharge	PCI	Parashuram Arale Mrs. Sumaiyya K. Attar	9766157441
		University		
		Circulars from AICTE/DTE/University/PCI		
11	Internal Regulatory Works Incharge	LMC	Mrs. Sumaiyya K. Attar	9766157441
		Standing Committee		
		Governing Council		
		Antiragging Committee		
		Grievance Redressal Committee		
		Committee for Prevention of Sexual Harassment		
		RTI		
12	Public Relation Incharge	Publicity in Newspapers	Mr. Mahesh Nikam	7755900898
		News reports drafting		
		Visiting various colleges to develop relations		
		Strategies for improving admissions		
13	Animal House Incharge	CPCSEA Committee	Mr. Ashok A. Muchandi	9960332200
		Registration process		
		Maintaining various Registers		
		Approvals to Animal Experimentation		
		Animal House Management		
14	Stores Incharge	Deadstock checking	Mr. Mahendra J. Patil	7755900802
		Annual Consumption & requirements		
		Quotations & Specifications		
		Purchase		
15	Library & Museum Incharge	Library issues	Miss. Pallavi S. Jadhav	9970582085
		Requirements		
		Museum Development		
		Laboratory Departmental Museum		
		Noticeboards		
		Medicinal Plant Garden		
16	Cleaning & Maintenance	To check for cleaning of each and every room	Mrs. Sumaiyya K. Attar	9766157441
		To give instruction for maintenance of each and every instrument and the other important material.		
17	NBA/NAAC	Documentation, Initiatives for	Mr. Ashok A.	

		NBA/NAAC	Muchandi	
18	Parent Teacher	Student Attendance, Performance, Parrent Correspondence etc	Enclosed separate sheet	