



**DBGVF's**  
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF PHARMACY**  
**NEAR PALNAGHAR, SAGWAN ROAD, AT/P. BULDANA,**  
**TAL. & DIST. BULDANA-443001.**

All the staff members are assigned the duties as under. Each and every staff member will remain answerable in respect of the duties assigned to them. A periodical review will be taken by the undersigned in a meeting with every committee. The concerned committees are required to maintain a minute book and should conduct monthly meetings for planning and review of the work done and report the same to the undersigned.

**Steering Committee Members (A. Y. 2023-24)**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Name of Staff</b>
<b>1</b>	<b>Academics U.G</b>	–Incharge Prof. Jyoti Khedekar Prof. Trupti Kavar
<b>2</b>	<b>IQAC (Internal Quality Assessment Cell)</b>	– Chairman Prof. Amit Kudke –Incharge Prof. Shital Sirsat – Member Prof. Pragati Wagh – Member Prof. Ravikiran More
<b>3</b>	<b>Examination Committee</b>	– Chairman Prof. Sujit Patil –Incharge (Degree) – Prof. R. N. Deshmukh – Prof. G. K. Bahekar –Prof. J. B. Khedekar – Incharge (Diploma) – Prof. Pawan Hiwale – Prof. J. B. Chipade
<b>4</b>	<b>Library</b>	–Incharge – Mr Ganesh Ubarhande –Prof. Ashwini Zanke (Degree) –Prof. Pawan Hiwale (Diploma)
<b>5</b>	<b>Women's Grievance Redressal Cell</b>	–Incharge Prof. Ashwini Zanke – Member Prof. S. V. Sirsat (Degree) –Member Prof. Pragati Wagh (Diploma)
<b>6</b>	<b>Anti-Ragging</b>	–Incharge Prof. Pragati Wagh (Diploma) Prof. Ashwini Zanke (Degree)
<b>7</b>	<b>Students Grievance Redressal Cell</b>	–Incharge Prof. Pawan Jagtap (Degree) Prof. Pragati Wagh (Diploma)

<b>8</b>	<b>Research &amp; Development Cell</b>	–Incharge Prof. Dr. Gaurav Harlalka Member –Prof. Amit Kudke –Prof. S. V. Sirsat –Prof. Salman Shaikh –Prof. Chetna Malsamindar
<b>9</b>	<b>Institutional News &amp; Website Maintenance</b>	–Incharge Prof. Amit Kudke –Member Prof. J. B. Khedekar Prof. Pawan Jagtap Prof. Ganesh Bahekar Mr. Ganesh Ubarhande Prof. Shahrukh Khan Prof. Renuka Umbarkar Prof. Ammar Deshmukh
<b>10</b>	<b>Students Mentoring</b>	–Incharge Prof. Sujit Patil –Member Prof. Ganesh Bahekar (Degree) Prof. Altaf Khan (Diploma)
<b>11</b>	<b>Extra-Curricular Activities</b>	–Incharge Prof. Pawan Jagtap –Member Prof. Ganesh Bahekar Prof. S. P. Kharche Prof. Chetna Malsamindar Prof. Pawan Hiwale
<b>12</b>	<b>Co-Curricular Activities</b>	–Incharge Prof. Pawan Jagtap –Member Prof. Amit Kudke Prof. Salman Shaikh Prof. Pallavi Sonone Prof. Renuka Umbarkar
<b>13</b>	<b>Central Store</b>	–Incharge Prof. Jivan Gadekar –Member Prof. Amit Kudke Prof. Ravikiran More Prof. J. B. Khedekar
<b>14</b>	<b>Tutorial &amp; Remedial Classes</b>	– Incharge Prof. R. N. Deshmukh – Member Prof. J. Chipade All Subject-in-charges
<b>15</b>	<b>Notice Board Maintenance</b>	– Incharge Prof. Ganesh Bahekar –Member All HODs Prof. Pawan Hiwale

16	<b>In-House Keeping &amp; Maintenance (Floor/Wing wise)</b>	<u>Ground Floor</u> Mr D. D. Patne Mr Amol Patil
		1 <sup>st</sup> Floor Mr Prashant Barhate Mr Dhote
		2 <sup>nd</sup> Floor Mr Vinod Dhanwe Mr Deepak Purane
17	<b>Institutional Magazine &amp; Informational Brochure</b>	– Incharge Prof. Ganesh Bahekar
18	<b>NSS Committee</b>	– Incharge Prof. Pawan Jagtap – Member Prof. Shital Dhanmane Prof. Shahrukh Khan Prof. Altaf Khan
19	<b>Hands On Training</b>	– Incharge Prof. Amit Kudke –Member Prof. Salman Shaikh Prof. Pragati Wagh
20	<b>Faculty Feedback Committee (by Students) Institutional Feedback (by Stakeholders like students, faculty, parents, guests)</b>	– Incharge Prof. Sujit Patil Prof. Altaf Khan Prof. Pawan Hiwale
21	<b>Institutional Feedback (by Stakeholders like students, faculty, parents, guests)</b>	– Incharge Prof. Ashwini Zanke – Member Prof. Ammar Deshmukh Prof. Shahrukh Khan
22	<b>Academic Research Co-ordinator (ARC) BCUD, AICTE, PCI</b>	– Prof. Dr. Gaurav Harlalka – Prof. Amit Kudke – Prof. S. V. Sirsat – Prof. Ravikiran More
23	<b>HOD: Pharmaceutics</b>	Prof. Amit Kudke
	<b>HOD: Pharmaceutical Chemistry</b>	Prof. Sujit Patil
	<b>HOD: Pharmacology</b>	Prof. Shahrukh Khan
	<b>HOD: Pharmacognosy</b>	Prof. Chetna Malsamindar
24	<b>Practice School (Project Co-ordinator)</b>	Prof. Salman Shaikh
25	<b>Class Incharge: First Year B. Pharm.</b>	Prof. Amit Kudke
26	<b>Class Incharge: S. Y. B. Pharm.</b>	Prof. S. V. Sirsat

<b>27</b>	<b>Class Incharge: T. Y. Pharm.</b>	Prof. Sujit Patil
<b>28</b>	<b>Class Incharge: Final Year B. Pharm.</b>	Prof. Shital Dhanmane
<b>29</b>	<b>Animal House and IAEC</b>	-Incharge Prof. Dr. Gaurav Harlalka -Member Prof. Shahrukh Khan Prof. Pawan Jagtap Prof. Priyanka Sable
<b>30</b>	<b>Medicinal Plant Garden</b>	Prof. Chetna Malsamindar
<b>31</b>	<b>Performance Appraisal Committee</b>	Prof. Dr. Gaurav Harlalka All HODs
<b>32</b>	<b>Training And Placement Cell</b>	-Incharge Prof. S. V. Sirsat -Member Prof. Ammar Deshmukh Prof. Shahrukh Khan Prof. Amit Kudke
<b>33</b>	<b>Purchase Committee</b>	–Incharge Prof. Amit Kudke – Member Prof. Ravikiran More
<b>34</b>	<b>Alumni co-ordinator</b>	–Incharge Prof. S. V. Sirsat –Member Prof. Ganesh Bahekar Prof. Pragati Wagh
<b>35</b>	<b>Social Media Co-ordinator</b>	–Incharge Prof. Pawan Jagtap –Member Prof. Pawan Hiwale

**Note: All the team members must co-operate and assist all in-charges and members of all the committees.**

**Principal**