



President :
Shri Amrishbhai R. Patel
M.L.A.

Principal :
Dr. S. B. Bari
M.Pharm. Ph.D., D.I.M.F.J.C.

CRITERIA: 6

SUMMARY

GOVERNANCE, LEADERSHIP AND MANAGEMENT

ROLE AND RESPONSIBILITIES OF KEY ADMINISTRATIVE POSITION

Role	Responsibility
Board of Governors	<ul style="list-style-type: none">➤ Develop guiding principles and policies.➤ Modify and authorize policies periodically.➤ Endorse budgets for approval.
Vice President	<ul style="list-style-type: none">➤ Gather both internal and external resources to enhance the institute's capacity.➤ Strategize and offer necessary infrastructure facilities.➤ Ensure availability of skilled human resources.➤ Formulate a strategic plan for the overall development of the institution.➤ Regularly monitor and evaluate various processes.➤ Manage procurement and purchases.
Principal	<ul style="list-style-type: none">➤ Reporting to the management➤ Oversight responsibilities➤ Administrative tasks➤ Academic-related duties➤ Examination-related responsibilities➤ Annual budgeting➤ Salary and increment management➤ Procurement tasks➤ Portfolio management➤ Organizing functions, conferences, and workshops➤ Ensuring discipline➤ Recruitment activities➤ Development responsibilities➤ Strategic obligations➤ Leadership responsibilities➤ Visionary roles





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Academic Incharge	<ul style="list-style-type: none"> ➤ Supervisory tasks ➤ Implementation accountability ➤ Record-keeping ➤ Supporting the Principal ➤ Recruiting and nurturing personnel ➤ Managing financial resources and facilities ➤ Cultivating positive community relationships ➤ Strategizing for academics ➤ Monitoring and implementing plans ➤ Guiding and mentoring ➤ Maintaining records ➤ Additional responsibilities
College development committee	<ul style="list-style-type: none"> ➤ Develop a comprehensive plan for the college encompassing academic, administrative, and infrastructure growth, with a focus on promoting excellence in curricular, co-curricular, and extra-curricular activities. ➤ Determine the overall teaching schedule or annual calendar for the college. ➤ Advise the management on introducing new academic courses and creating additional teaching and administrative positions. ➤ Provide specific recommendations to the management to enhance and support research culture, consultancy, and extension activities within the college. ➤ Offer specific recommendations to the management for fostering academic collaborations to strengthen teaching and research initiatives. ➤ Provide specific recommendations to the management





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	<p>to promote the effective use of information and communication technology in the teaching and learning processes.</p> <ul style="list-style-type: none">➤ Suggest improvements in teaching methods and propose suitable training programs for college staff.➤ Make recommendations regarding the welfare activities of students and employees within the college.➤ Propose the distribution of prizes, medals, and awards to deserving students.➤ Fulfill any other responsibilities and exercise any additional authority entrusted by the management and the university.
Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none">➤ Initiate, plan, and oversee various activities aimed at enhancing the quality of education provided in the college.➤ Ensure the maintenance of high-quality standards in teaching, learning, and evaluation.➤ Encourage co-curricular and extra-curricular activities to further enhance the quality of teaching, learning, and evaluation.➤ Facilitate coordination among different college departments and provide support for orientation, refresher, and other short-term training courses for both teaching and non-teaching staff.➤ Take into consideration feedback from stakeholders such as alumni, parents, and industry professionals regarding course structure and curriculum when devising these activities.➤ Organize workshops and training sessions conducted





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	<p>by experts and recommend suitable faculty members for training courses to achieve desired outcomes.</p> <ul style="list-style-type: none">➤ Provide guidance and support to the support staff for their continuous education and overall development, aimed at improving the quality of their work.
Program Committee	<ul style="list-style-type: none">➤ Creating the academic calendar in alignment with the university's schedule at the beginning of the year.➤ Allocating the workload to all faculty members.➤ Collaborating with the library committee to ensure that all required books, as per the syllabus, are available before the start of the academic year.➤ Ensuring availability of lab manuals and journals one month before the academic year begins, by coordinating with the store department.➤ Validating course files at the start and monitoring them throughout the teaching period.➤ Regularly checking syllabus completion every 15 days based on the teaching plan, and reporting any deviations to the head of the institute.➤ Managing and overseeing VMedulife LMS for academic purposes and online exam feedback.➤ Ensuring lectures and practicals start on time and keeping students focused during class.➤ Periodically verifying the academic responsibilities of faculty members in the department.➤ Preparing the timetable and displaying it on the respective class notice boards or official WhatsApp group.➤ Ensuring that classes and lab sessions adhere to the





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	<p>timetable.</p> <ul style="list-style-type: none">➤ Checking and managing the adjustments and conduction of classes or lab work when faculty members apply for leave.➤ Ensuring appropriate workload compensation instead of relying solely on adjustments.➤ Providing all necessary academic documents during inspections by apex bodies.➤ Coordinating any other academic activities within the institute.
Examination Committee	<ul style="list-style-type: none">➤ The examination cell is responsible for managing both university and internal examinations.➤ They collaborate with the Principal to create the Assessment policy and ensure its implementation for students and teachers.➤ They establish a mechanism to handle student grievances and display relevant information for students' reference.➤ The faculty members are involved in setting sessional question papers, which are later monitored and approved by the question paper approval committee.➤ Maintaining confidentiality is crucial to uphold the assessment's integrity, while simultaneously ensuring transparency by informing staff and students about examination activities.➤ They stay in regular contact with external examining bodies (SUK) to stay updated on any changes in schedule or regulations.➤ The head of the Exam cell is the custodian of





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	<p>confidential documents, but can share information under RTI with the institute's head's consultation.</p> <ul style="list-style-type: none"> ➤ They keep systematic records that can be inspected by internal and external committees and can be converted into quantitative data as required by accreditation bodies. All relevant data is preserved electronically as well. ➤ After declaring the results, they provide a detailed result analysis report to the Principal. ➤ They share information about significant achievements (SUK ranking, distinctions, etc.) with the Public Relations and Publicity cell for wider media coverage. ➤ They prepare a list of students who failed in the first year and the qualified first-year students who are moving to the second year. This data is needed before starting the second-year admission process. ➤ They assist the Academic Coordinator in preparing the Roll-Call List. ➤ They prepare and submit a list of stationary requirements for the examinations section for approval. ➤ They forward the activity plan for the next academic session to be included in the Academic Planner. ➤ They are also assigned various other duties and powers by the Head of the Institution as needed.
Training and Placement Cell	<ul style="list-style-type: none"> ➤ Final year students will undergo practical training for a duration of 90 days as a mandatory part of their curriculum. ➤ The Training and Placement Cell organizes visits for pre-final and final year students to various Industries





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	<p>and Organizations across different regions of India to provide them with valuable exposure and training opportunities.</p> <ul style="list-style-type: none">➤ Senior company personnel will deliver guest lectures to the students.➤ The Training and Placement Cell will offer essential training in Personality Development and Communication Skills.➤ Students seeking career guidance at the Training and Placement Cell will receive assistance in gaining admission to esteemed institutes for higher studies in specialized fields.➤ The Campus Recruitment Programme (CRP) will be actively promoted to help young students secure suitable placements in Government Departments, Private/Public Sector Undertakings, Industries, and Research/Academic Institutes.➤ The Central Training and Placement Cell plays a pivotal role in counseling and guiding students towards successful Career Placement. It serves as a crucial link between the completion of students' academic programs and their entry into suitable employment opportunities.
Anti-ragging Cell	<ul style="list-style-type: none">➤ To supervise and monitor the activities of the Anti-Ragging Squad, ensuring effective prevention of ragging within the college premises.➤ The college's Head shall submit weekly reports during the first three months of each academic year, updating the status of compliance with UGC Regulations on





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	<p>Anti-Ragging, along with monthly reports.</p> <ul style="list-style-type: none"> ➤ The Anti-Ragging Committee of the college shall make appropriate decisions on the actions or penalties to be taken in response to each incident of ragging, considering the specific facts, nature, and seriousness of the incident. ➤ To proactively prevent or promptly respond to any occurrence of ragging or incidents of ragging that come to their attention.
<p>Internal complaints Committee/Antidiscrimination/Gender sensitization Cell/Women's Grievance Redressal Committee</p>	<ul style="list-style-type: none"> ➤ Conduct regular meetings with members as needed. ➤ Identify and address cases of sexual harassment within the institute to create a transparent and harassment-free working environment. ➤ Record minutes and actions taken during meetings in the meeting register regularly. ➤ Arrange guidance sessions for all involved parties to understand the objectives, composition, and functions of the cell. ➤ Organize seminars and webinars for students to raise awareness about health, diseases, and stress management. ➤ Arrange seminars or invite guest lecturers to promote awareness of gender equality among both students and faculty. ➤ Establish a transparent complaint mechanism for students, teaching faculty, and support staff to address any grievances, fostering transparency and a culture of mutual respect. ➤ Develop a working mechanism in collaboration with





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	<p>the head of the institute.</p> <ul style="list-style-type: none">➤ Display relevant information for all concerned parties to access easily.➤ Provide guidance sessions to ensure everyone understands the objectives, composition, and functions of the cell.➤ Keep necessary documents and call meetings with members regularly as required.➤ Prepare the cell's activity budget for approval in April and submit the activity plan for the next academic session to be included in the Academic Planner.➤ Provide a summary report to the head of the institute, including available resources, evolved systems or mechanisms, and their impact.
Guardian Teachers	<ul style="list-style-type: none">➤ The subject teacher or mentor will be responsible for supporting students to improve their performance.➤ If parents provide any suggestions, the committee will review them and, if deemed appropriate, discuss with higher authorities for implementation.
Library Committee	<ul style="list-style-type: none">➤ The Library committee will establish and oversee the strategic direction regarding library affairs.➤ The committee's President will assist the college librarian in creating general library policies and regulations that govern library functions and the efficient utilization of its resources.➤ The college librarian will be responsible for the day-to-day operational management of the library.➤ The Library committee will propose the library budget





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	<p>for both the college and individual departments.</p> <ul style="list-style-type: none"> ➤ It is the librarian's duty to provide proper documentation services and keep the library collection up to date. ➤ All committee members will collaborate to modernize and enhance the library, its documentation services, and implement measures to increase readership. ➤ The Library committee will develop regulations pertaining to library usage, access, and borrowing of materials. ➤ The librarian will collect feedback from readers regarding library services and present it in the Library Committee meetings for discussion and necessary action.
Alumni Cell	<ul style="list-style-type: none"> ➤ Foster increased interaction between the institute, its alumni, and current students. ➤ Facilitate industrial training, placement opportunities, and other facilities for present students. ➤ Provide scholarships to deserving students and support them with loans and other forms of financial and non-financial assistance for higher education. ➤ Engage in scientific and academic research in the field of pharmacy and support such endeavors. ➤ Assist in organizing lectures, seminars, refresher courses, conferences, and gatherings. ➤ Promote educational, cultural, fundraising, sports, and other activities deemed appropriate by the governing body to further the institute's objectives.



H. R. Patel Institute of Pharmaceutical Education & Research, Shirpur

Office Order **College Working Committees (2023-24)**

Sr No	Committee	In-charge/Members	Sr No	Committee	In-charge/Members
1	Discipline	Dr. S. B. Bari, Dr. P. O. Patil, All HODs, All Class Teachers, Physical Director	2	Academic In Charge	Dr. P. O. Patil
3	NBA/LIC NAAC NIRF PCI IIC/ARIIA/Mooc courses	Dr. P. O. Patil Dr. L. R. Zawar Dr. G. B. Patil Mr. S. N. Jain/Mr. S. D. Bagul Mr. P. S. Dabhade	4	Exam In-charge	Dr. P. S. Bafna, Mr. N. P. Pawar, Mr. S. S. Agey,
5	Organization Governance & Finance	Dr. S. B. Bari, Dr. P. O. Patil, Mr. S. D. Bagul, Mrs. Jadiye	6	GPAT/Competitive Exam/NIPER	Dr. Z. G. Khan, Mr. S. S. Agey
7	R & D/Interaction Activities/ Research grants	Dr. R. E. Mutha, Mr. M. R. Mahajan, Mr. S. M. Manyar	8	Store In charge	Dr. G. B. Patil
9	Staff Secretary	Dr. P. S. Bafna, Mr. S. M. Manyar	10	AVISHKAR Co-ordinator	Mr. C. J. Bhavsar, Dr. R. S. Tade, Miss. R. T. Dhole
11	Alumina	Dr. R. E. Mutha, Dr. R. S. Tade, Mr. M. R. Mahajan	12	Appreciation Committee/Notice Boards contents updation/museum	Ms. D. A Chaudhari, Mrs. A. Y. Pathan
13	Project Coordinator (UG)	Dr. R. S. Tade, Mr. S. K. Amale	14	Gathering, Extra Curricular	Mr. S. K. Patil, Mrs. A. Y. Pathan, Mrs. S. T. Jadhav, Mr. Y. B. Thakur
15	Training Placement Cell, Industrial Tour/Field Visits, Industrial Training and Ranking Related to Placement of Students	Dr. V. K. Chatap, Mr. D. M. Patil, Mr. V. S. Bagul, Mr. P. S. Baviskar, Mr. S. K. Amale, Mrs. S. Karri	16	Library	Mr. P. B. Patil, Mr. V. H. Patel
17	Guest Lecture/Seminar	Mr. D. M. Patil, Ms. A. Y. Pathan	18	Language Lab /Computer In Charge	Mr. M. C. Mali, Mr. N. P. Pawar
19	Web Site Content Delivery/ Institute Social Media/Marketing	Mr. S. N. Jain, Mr. V. S. Bagul, Mr. M. C. Mali	20	Human Resources	Dr. V. K. Chatap, Mr. V. S. Bagul (Non Teaching), Mr. S.N. Jain, Mr. K. B. Patil (Faculty)
21	Printing /Publicity/ Magazine Publications/Event Co-ordinator	Mr. P. B. Patil, Mr. K. B. Patil, Mr. S. S. Agey, Mrs. R. T. Dhole	22	Admission Cell	UG: Dr. G. B. Patil, Mr. V. S. Bagul PG: Dr. L. R. Zawar, Mr. D. M. Patil D2D: Mr. K. B. Patil
23	Students Council/Student Development officer	Mr. N. P. Pawar	24	API Verification	Dr. S. B. Bari, Dr. P. O. Patil, Dr. L. R. Zawar, Dr. R. E. Mutha
25	Sports	Mr. Y. B. Thakur	26	Grievance Redressal Committee	Dr. S. B. Bari, Dr. P. O. Patil, Mr. S. D. Bagul, Mr. C. J. Bhavsar
27	Students Feedback/ Curriculum feedback	Mr. P. S. Bafna, Mrs. A. Y. Pathan, Mr. S. S. Agey	28	Program Committee PG	Dr. L. R. Zawar, Dr. G. B. Patil, Dr. V. K. Chatap, Student Representatives
29	Prevention of Sexual Harassment	Mrs. Harsha T. Jadhav, Mrs. R. T. Dhole, Dr. S. B. Bari, All Class Teachers	30	Supplementary Processes	Mr. C. J. Bhavsar, Dr. R. S. Tade
31	Program Committee UG	Dr. P. O. Patil, Dr. R. E. Mutha, Dr. P. S. Bafna, Student Representatives	32	Social Service Cell/NSS	Mr. K. B. Patil, Mrs. R. T. Dhole, Mrs. A. Y. Pathan, Mr. N. P. Pawar, Mr. Y. B. Thakur
33	Attendance and SMS to students	Dr. P. O. Patil, Mrs. S. R. Fursule, Ms. D. A Chaudhari	34	Designing of banners and flakes	Mr. V. S. Bagul
35	Mastertsoft ERP functioning	Mr. M. S. Shaikh, Mr. S. M. Manyar, Mr. M. C. Mali	36	Physical Resources	Dr. S. N. Jain
37	Anti-Ragging	Dr. S. B. Bari, Dr. P. O. Patil, All HOD, All Class Teachers	38	Strategic Planning and (Revenue Generation Model)	Dr. S. B. Bari, All HoDs
39	Women's cell	Mrs. S. Karri, Ms. D. A Chaudhari, Mrs. S. S. Shah	40	Awards/Recognitions/	Mr. M. S. Shaikh, Mrs. A. Y. Pathan
41	Class Co-ordinator & Class teacher (Final B. Pharm.)	Dr. Z. G. Khan (A Division) Mr. P. S. Dabhade (B Division)	42	Class Co-ordinator & Class teacher (S. Y. B. Pharm.)	Dr. R. E. Mutha (A Division) Mr. D. M. Patil (B Division)
43	Class Co-ordinator & Class teacher (Third B. Pharm.)	Mr. M. S. Shaikh (A Division) Mrs. S. Karri (B Division)	44	Class Co-ordinator & Class teacher (F. Y. B. Pharm.)	Mr. P. B. Patil (A Division) Mr. N. S. Jain (B Division)

Note: All assigned committees should work as duty and responsibility without fail. Report the progress of assigned portfolio to the competitive authority time to time. All concerned portfolio member should work independently within stipulated period. Any other duties assigned by respective Head should be performed within stipulated period.




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PRINCIPAL
H. R. Patel Institute of Pharmaceutical Education & Research
Shirpur Dist Dhule (M S) 425 40