



ROFEL Shri G. M. Bilakhia College Of Pharmacy, Vapi

Profile of Staff- Various Activities of College for Academic Session 2019-2020 (Even Semester)

Identification no. : ROFEL/PHARM/PROF

S.No.	POST/ ACTIVITIES	Person Responsible
1	Trustee-in-charge	All Trustees of ROFEL Trust
2	Principal (Pharmacy)	Dr. Arindam Paul
3	Academic Head; GTU Coordinator and Exam Supervision (2.1.3)	Dr. Hitesh Dalvadi
4	Head- Finance & Accounts	Mr. Jignesh Bhatt
5	Head- HR & Admin; Infra Maintenance & Purchase	Mr. Ankit Agarwal
6	Office Clerk (Pharmacy)	Mr. Sitanshu Lad Mr. Kiran Solanki
7.	Librarian	Mr. Champak Patel
8.	Coordinators: Internal Quality Audit Cell (IQAC) (Overall)	Dr. Ankit H. Merai Mr. Jitesh Jariwala
9.	Skills Development Officer: Soft and technical skills development, MOOCS (Swayam)	Mr. Mittal Dalal
10.	Placement Officer: Student profile/ brochure, Interviews & Pre-placement Training, Employer survey (8.5)	Mr. G. Santhanakumar
11.	Training Officer: Industrial Training & records/ Tour/ visit and Industry-Institute partnership (2.2.4 & 2.2.5)	Dr. Nirmal Vashi
12.	Coordinator Exams (Internal and Univ.): Schedules, conduct, records, marks compilation, analysis and uploading and sessional register, Question paper records	Dr. Megha Shah
13.	Coordinator: CO-PO Outcome Records (Data collection, mapping, calculating PO attainment & student performances and reporting in NBA format (3 & 4)	Ms. Shabnam Khan
14.	Coordinator: Time Table	Mrs. Madhuri Hinge
15.	Coordinator: Antiragging Committee Online affidavit, meeting, monitoring and records	Mr. Ashish Dhamat
16.	Coordinator: Cultural Activities (8.7)	Mrs. Shruti Barot
17.	Coordinator: Games and Sports Activities (8.7)	Mr. Ashish Dhamat
18.	Coordinator: Literary & Scientific activities; Guest and Extension Lectures (5.6)	Dr. Alisha Patel
19.	Coordinator: NSS and Social Activities (8.7)	Dr. Komal Parmar
20.	Coordinator: Alumni Association Activities & Survey for outcomes	Dr. Shuchi Desai
21.	Coordinator: National Pharmacy week celebrations (4.8.1 & 8.7)	Dr. Nirmal Vashi

22.	DEPARTMENTS: Lab maintenance issues, Cleanliness and supervision, issue and receipt of materials, Indent-purchase-stock of all lab materials, equipment/ fixture maintenance, all laboratory records updation & possession, disposal of dead stock and scrap, monitoring & conduct of lab practicals etc.	
(a)	Head-Pharmacology Dept. UG & PG	Dr. Arindam Paul
	Incharge Faculty: Pharmacology & APHE Lab	Mrs. Pratixa Patel
	Incharge Faculty: Pharmacology Research Lab	Dr. Ankit Merai
	Incharge Faculty: Animal House and IAEC-CPCSEA Records	Mr. Mittal Dalal
	Lab Assistant cum Storekeeper: Pharmacology	Ms. Krezi Patel
(b)	Head- Pharmaceutics Dept. UG and PG	Dr. Hitesh Dalvadi
	Incharge Faculty: Pharmaceutics Lab 1 Pharm. Microbiology & Biotech Lab	Mrs. Shruti Barot
	Incharge Faculty: Pharmaceutics Lab- 2 & 3; Machine Room	Mrs. Priyadarshini Patel
	Incharge Faculty: Pharmaceutics PG Research lab	Dr. Nirmal Vashi
	Lab Assistant cum Storekeeper: Pharmaceutics Dept. All Labs.	Ms. Aengel Patel
(c)	Incharge Head- Pharm. Chem. & QA Dept. UG & PG	Mrs. Madhuri Hinge
	Incharge Faculty -Pharm. Analysis; Instrument Lab 1,2,3; Pharm. Chemistry Lab- 2	Ms. Rajvi Mahida
	Incharge Faculty- Pharmaceutical Chemistry Lab 1a & 1b	Mrs. Vishva Parmar
	Incharge Faculty: PQA PG Research Lab 1 and 2; PG Research Lab and HPLC Lab	Dr. Alisha Patel
	Lab Assistant cum Storekeeper: Pharm. Chem. Dept All Labs	Mrs. Tejal Patel
(d)	Incharge Head- Pharmacognosy Dept.	Mr. Jitesh Jariwala
	Incharge Faculty: Pharmacognosy Lab; Museum and Medicinal Garden	Mr. Ashish Dhamat
	Lab Assistant cum Storekeeper: Pharmacognosy Lab	Mrs. Surbhi Gupta
(e)	Incharge Faculty: Computer Lab	Mr. Tularam Barot
(f)	Faculty Incharge: All Classrooms and Multipurpose hall	Mr. G. Santhanakumar
(g)	Lab Assistant cum Storekeeper: Micro, P'Analysis & Computer	Ms. Jinal Patel
(h)	Lab Assistant cum Storekeeper: All Post Graduate Labs	Mrs. Neha Desai
(i)	Staff Incharge: Girls Common Rooms	Mrs. Neha Desai



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23.	CLASS COORDINATORS: Attendance monitoring, information to parents for adherence and improvement of attendance; identification and counselling for: slow learners, attitude, professionalism, knowledge, skills, discipline, review of student performance and coordinating with faculty members and parents for their improvement, Parent-faculty meeting and interaction	
(a)	Class Coordinators (B.Pharm 1 st yr)	Mrs. Pratixa Patel (A) Dr. Shuchi Desai (B) Dr. Nirmal Vashi (C)
(b)	Class Coordinators (B.Pharm 2 nd yr)	Ms. Rajvi Mahida (A) Dr. Megha Shah (B) Mrs. Priyadarshini Patel (C)
(c)	Class Coordinators (B.Pharm 3 rd yr)	Mr. G. Santhankumar (A) Mrs. Vishva Parmar (B) Mrs. Shruti Barot (C)
(d)	Class Coordinators (B.Pharm 4 th yr)	Mr. Tularam Barot (A) Ms. Shabnam Khan (B) Dr. Komal Parmar (C)
(e)	Class Coordinators (M.Pharm. 1 st yr & 2 yr)	Dr. Hitesh Dalvadi (MPH) Dr. Mittal Dalal (MPL) Dr. Alisha Patel (MQA)
24.	Admission Process & Counseling, Enrolment, admission records correspondence to ACPC	Dr. Arindam Paul; his nominee and all office staff
25.	AICTE/ GTU/ PCI Approval and affiliation process and correspondences	Dr. Arindam Paul, his nominee and office staff
26.	PCI Approval process , AISHE update, AICTE PG scholarship and their records	Mr. Tularam Barot
27.	NIRF updating; GTU webportal faculty details updating and their records	Mrs. Vishva Parmar
28.	Coordinator: Women Empowerment Cell	Dr. Komal Parmar
29.	Coordinator: Hospitality	Dr. Nirmal Vashi
30.	Coordinator: College website updating	Mr. Tularam Barot
31.	Record of Annual report and campus health magazine, Dairy of daily events, Collecting and maintaining reports of all activities of college (4.8.1)	Dr. Komal Parmar Mrs. Priyadarshini Patel
32.	Govt. & MHRD Scholarship/ freeship records SC/ST/SEBC/Others	Mr. Sitanshu Lad
33.	Monitoring of Bonded purchase	Mr Sitanshu Lad Mrs. Tejal Patel
34.	Salary and Fee paid registers updating & monitoring of fee collection compliance and notices etc.	Mr. Kiran Solanki
35.	Chemical and glassware purchase; Lab Breakage charges collection and their records	All Lab Assistants & Mr. Sitanshu Lad
36.	Faculty Self performance appraisal and its analysis	Dr. Arindam Paul
37.	News and Publicity (4.8.1)	Dr. Ankit Merai Mr. Champak Patel
38.	Monitoring of cleaning, lab equipment and general maintenance charts	Ms. Rajvi Mahida Mr. Champak Patel
39.	Monitoring of Notice Board	Mr. Sitanshu Lad
40.	Staff Meeting Register and MOM records	Dr. Megha Shah
41.	Monitoring of Classwise monthly attendance compilation report and analysis	Mrs. Pratixa Patel
42.	Student feedback and its analysis (each semester, Exit surveys for outcome (8.2 & 8.3)	Dr. Nirmal Vashi
43.	Maintaining records of Research publication, seminars/ workshops attended, papers presented, Techfests, GTU-sports, GPAT records etc. by faculty and students and their achievements in NBA format	Dr. Shuchi Desai
44.	Records of PG Dissertation titles, presentations, conduct of such presentations, compilation of marks, its records and its submission to Coordinator Exams	Ms. Rajvi Mahida