



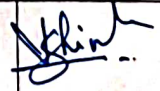


PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE COLLEGE OF PHARMACY, SASWAD

**Assignment of responsibilities for the
 Academic Year -2022-23 (w.e.f. 01/08/2022)**

Sr. No.	Name of the teacher	Responsibilities assigned	Signature
1	Dr.S.J. Pawar Associate Professor	1. Head of Department Pharmaceutical Chemistry 2. Affiliation and approval of AICTE, SPPU, Govt. 3. Preparation of all research grants proposals for QIP/BCUD/AICTE, UGC, SPPU and other funding organization. 4. NAAC coordinator 5. Research & Development Cell 6. NEP (National Education Policy Cell) 7. Academic & Research co-ordinator SPPU 8. Staff grievance Redressal 9. Professional development activity for teaching and non-teaching staff 10. Academic & Administrative audit 11. NAAC Criterion- III	
2	Mrs. J. R. Jagtap Assistant Professor	1. Academic Incharge 2. IQAC co-ordinator 3. Internal Complaint Committee 4. Stake holder's feedback from time to time 5. Class Teacher- S. Y. B. Pharm 6. Students Council 7. Arogya Mitra Foundation Collaboration 8. NAAC Criterion-I	
3	Mr. A. P. Kale Assistant Professor	1. Affiliation and approval of DTE/ AISHE 2. Fee Fixation Authority-UG 3. Preparation of documents of CDC and GB 4. Affiliation and approval of PCI 5. Library Coordinator 6. PG scholarship 7. Class teacher- F. Y. B. Pharm 8. NAAC Criterion-VI	
4	Mr. V. C. Shilimkar Assistant Professor	1. Head of Department Pharmacognosy 2. NIRF 3. Community Oriented activity (NPW and Others) 4. Best practices activity related to community 5. Training and Placement Co-ordinator 6. Editor Pills and Thrills & Horizon 7. Class teacher – T.Y. B. Pharm 8. NAAC Criterion-IV	
5	Mr. J.V. Shinde Assistant Professor	1. Head of Department Pharmaceutics 2. Programme officer – NSS 3. Anti-ragging activity	

		4. Co-ordinator admission B. Pharm, M. Pharm, & Ph.D. 5. Commemorative Days Celebration 6. Sports and gymnasium 7. Environment Awareness Activity- Best Practices 8. NAAC Criterion-V	
6	Mr. N. R. Bhosale Assistant Professor	1. Chief Examination Officer(CEO) of college 2. Fee Fixation Authority-PG 3. Student Grievance redressal 4. Students Counseling Cell 5. Alumni Association 6. Disaster Management 7. Class Teacher- Final Year B. Pharm 8. NAAC Criterion-II	<u>Bhosale</u>
7	Mr.G.B. Nigade Assistant Professor	1. Internal Exam in charge. B. Pharm & M. Pharm 2. Equipment in-charge 3. Educational equipment (SPPU) and Construction grant proposal preparation 4. Institute innovation council 5. Industrial Collaborations& MoU 6. Store Co-ordination 7. Add-on-course 8. NAAC Criterion-II	<u>HN</u>
8	Mrs. P. N. Jagtap Assistant Professor	1. Head of Department Pharmacology 2. Cultural activities In-charge 3. Animal ethical committee 4. Competitive exam. Guidance In-charge 5. Add-on-course 6. Activity register & Annual report 7. Student Development officer (Earn and Learn scheme & other schemes) 8. NAAC Criterion-VII	<u>P. N. Jagtap</u>
9	Mr. H. S. Patil	1. Affiliation and approval of PCI 2. Academic & Research Club Co-ordinator 3. Environment Awareness Activity- Best Practices 4. Science Exhibition	<u>HS Patil</u>
10	Ms. S. L. Phadatre	1. News & Publicity	<u>SL Phadatre</u>
11	Ms. P. D. Borawake	2. Pharmacorner	<u>P. D. Borawake</u>

Important Note:

1. Website reporting: Concerned staff should check the circulars on related websites and note it in the notebook without fail.
2. The staff members should upload various reports or photographs of their concerned activities from time to time on college website.
3. Incidental activities: The staff members will be responsible for the incidental activities if any. e.g. Organization of Seminar/FDP proposal/CEP proposal/CAP etc
4. HODs': All head of the departments should maintain the publication records and journal club activity records with them.

R. S. Chavan






Dr. R. S. Chavan



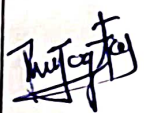
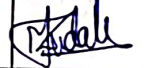

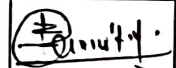
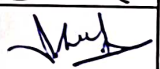

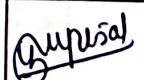
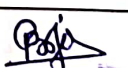

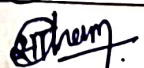
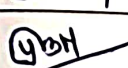
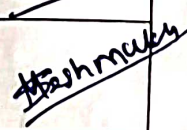
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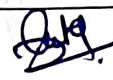


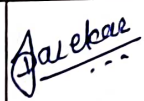
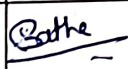
PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE
COLLEGE OF PHARMACY, SASWAD
TAL. PURANDAR, DIST. PUNE-412 301.

**PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE COLLEGE OF PHARMACY, SASWAD**

**Assignment of responsibilities for the
Academic Year -2022-23 (w.e.f. 13/09/2022)**

Sr. No.	Name of the teacher	Responsibilities assigned	Signature
1	Dr.S.J. Pawar Associate Professor	<ol style="list-style-type: none"> 1. Head of Department Pharmaceutical Chemistry 2. Affiliation and approval of AICTE, SPPU, Govt. 3. Preparation of all research grants proposals for QIP/BCUD/AICTE, UGC, SPPU and other funding organization. 4. NAAC coordinator 5. Research & Development Cell 6. NEP (National Education Policy Cell) 7. Academic & Research co-ordinator SPPU 8. Staff grievance Redressal 9. Professional development activities for teaching and non teaching staff 10. Self appraisal feedback forms 11. Academic & Administrative audit 12. NAAC Criterion- III 	
2	Mrs. J. R. Jagtap Assistant Professor	<ol style="list-style-type: none"> 1. Academic Incharge 2. IQAC co-ordinator 3. Internal Complaint Committee 4. Stake holder's feedback from time to time 5. Class Teacher- S. Y. B. Pharm 6. Students Council 7. ArogyaMitra Foundation Collaboration 8. NAAC Criterion-I 	
3	Mr. A. P. Kale Assistant Professor	<ol style="list-style-type: none"> 1. Affiliation and approval of DTE/ AISHE 2. Fee Fixation Authority-UG 3. Preparation of documents of CDC and GB 4. Affiliation and approval of PCI 5. PG scholarship 6. Class teacher- F. Y. B. Pharm 7. NAAC Criterion-VI 	
4	Mr. V. C. Shilimkar Assistant Professor	<ol style="list-style-type: none"> 1. Head of Department Pharmacognosy 2. NIRF 3. Community Oriented activity (NPW and Others) 4. Best practices activity related to community 5. Training and Placement Co-ordinator 6. Editor Pills and Thrills & Horizon 7. Class teacher – T.Y. B. Pharm 8. NAAC Criterion-IV 	
5	Mr. J.V. Shinde Assistant Professor	<ol style="list-style-type: none"> 1. Head of Department Pharmaceutics 2. Programme officer – NSS 3. Anti-ragging activity 4. Co-ordinator admission B. Pharm, M. Pharm, & Ph.D. 5. Environment Awareness Activity- Best Practices 	

		6. NAAC Criterion-V	
6	Mr. N. R. Bhosale Assistant Professor	1. Chief Examination Officer(CEO) of college 2. Fee Fixation Authority-PG 3. Student Grievance redressal 4. Students Counseling Cell 5. Alumni Association 6. Class Teacher- Final Year B. Pharm 7. NAAC Criterion-II	
7	Mr. G. B. Nigade Assistant Professor	1. Internal Exam in charge. B. Pharm & M. Pharm 2. Equipment in-charge 3. Educational equipment (SPPU) and Construction grant proposal preparation 4. Institute innovation council 5. Industrial Collaborations & MoU 6. Store Co-ordination 7. Add-on-course 8. NAAC Criterion-II	
8	Mrs. P. N. Jagtap Assistant Professor	1. Head of Department Pharmacology 2. Cultural activities In-charge 3. Animal ethical committee 4. Competitive exam. Guidance In-charge 5. Add-on-course 6. Annual report 7. Student Development officer (Earn and Learn scheme & other schemes) 8. NAAC Criterion-VII	
9	Ms. M. R. Kudale Assistant Professor	Best practice- Environmental awareness	
10	Mrs. P. B. Khatate Assistant Professor	Social media- Facebook	
11	Mr. S. K. Musale Assistant Professor	1. Sports and gymnasium 2. Social media- Instagram	
12	Mr. V. S. Hire Assistant Professor	Best practice- Community oriented activity	
13	Mrs. V. V. Jagtap Assistant Professor	Social media- You Tube	
14	Ms. P. S. Pisal Assistant Professor	1. Website 2. Student participation in intercollegiate scientific competitions	
15	Ms. P. A. Petkar Assistant Professor	1. Admission 2. Private scholarships	
16	Mr. M. B. Kamthe Assistant Professor	Activity register	
17	Ms. S. S. Chavan Assistant Professor	Library coordinator	
18	Mrs. Y. M. Nikude Assistant Professor	1. Disaster management 2. Medical aid- First-Aid	
19	Mrs. S. M. Deshmukh Assistant Professor	1. Professional development activities for teaching and nonteaching staff 2. Capacity enhancement activities- Communication skill	

		and soft skill	
20	Mr. H. S. Patil Lecturer	1. Affiliation and approval of PCI 2. Academic & Research Club Co-ordinator 3. Environment Awareness Activity- Best Practices 4. Science Exhibition	
21	Ms. S. L. Phadatre Lecturer	News & Publicity	
22	Ms. P. D. Borawake Lecturer	1. Pharmacorner 2. Cultural	
23	Ms. Jayashri Nale Lecturer	Yoga session and personality development activities	
24	Ms. Shital Jagtap (Darekar) Lecturer	1. Commemorative days celebration 2. ICC	
25	Ms. Sunita Bathe Lecturer	Display on TV and boards	

Important Note:



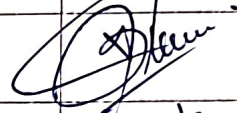
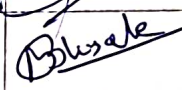
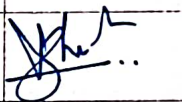
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4. HODs': All head of the departments should maintain the publication records and journal club activity records with them.
5. Staff members should attend at least one one to two week online or offline FDP, seminar, workshop and MOOCs.
6. Staff members should participate in various intercollegiate competitions viz. poster, oral etc.
7. Staff members should engage in preparation of LMS, PPT/Video of study material.
8. Staff members should publish minimum one review/research article.

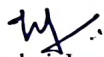

Dr. R. S. Chavan


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Assignment of Industrial Visit Responsibilities for the Academic Year 2022-23


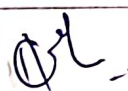




Sr. No.	Class	Name of Faculty	Sign.
1.	F. Y. B. Pharm.	Mr. A.P. Kale and Mr. S. K. Musale	
2.	S. Y. B. Pharm.	Mrs. J. R. Jagtap and Mrs. M. R. Kudale	
3.	T. Y. B. Pharm.	Mr. V. C. Shilimkar and Mr. M. B. Kamthe	
4	Final Yr. B. Pharm.	Mr. N. R. Bhosale and Mr. G. B. Nigade	
5	M. Pharm.	Mr. J. V. Shinde and Mrs. P. B. Khatate	



Mrs. Jayashri Jagtap
ACADEMIC INCHARGE
PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE
COLLEGE OF PHARMACY, SASWAD
TAL. PURANDHAR, DIST. PUNE - 412301.


Dr. Rajashree Chavan
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PUNE DISTRICT EDUCATION ASSOCIATION'S
SETH GOVIND RAGHUNATH SABLE COLLEGE OF PHARMACY, SASWAD

Assignment of Laboratory Responsibilities for the Academic Year 2022-23
(w.e.f. 01/08/2022)

Sr. No	Floor	Wing	Name of Laboratory	Name of Faculty	Sign.
1.	Ground Floor	Pharmaceutics	Pharmaceutics Laboratories	Mr. J. V. Shinde	
			Industrial Lab		
		Pharma. Chemistry	Pharma. Chemistry Laboratories	Mr. A. P. Kale	
2.	First Floor	Pharmaceutics	Pharmaceutics Laboratories	Mr. N. R. Bhosale	
			Computer Lab		
		Pharma. Chemistry	Pharma. Chemistry Laboratories	Mr. G. B. Nigade	
			Instrumental Lab		
3.	Second Floor	Pharmacology	Pharmacology Laboratories	Mrs. P. N. Jagtap	
			Animal House		
		Pharmacognosy	Pharmacognosy Laboratories	Mr. V. C. Shilimkar	
			Medicinal garden		


Mrs. Jayashri Jagtap

ACADEMIC INCHARGE
PUNE DISTRICT EDUCATION ASSOCIATION'S
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Dr. Rajashree Chavan

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