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.	Name of the teacher	Responsibilities assigned	Signature
No.			1
1	Dr.S.J. Pawar	Head of Department Pharmaceutical Chemistry	7
	Associate Professor	2. Affiliation and approval of AICTE, SPPU, Govt.	
	1	3. Preparation of all research grants proposals for	
		QIP/BCUD/AICTE, UGC, SPPU and other funding	
	The state of the s	organization.	
		4. NAAC coordinator	
		5. Research & Development Cell	صر
		6. NEP (National Education Policy Cell)	James
		7. Academic & Research co-ordinator SPPU	1
		8. Staff grievance Redressal	7
		9. Professional development activity for teaching and	7
		non-teaching staff 10. Academic & Administrative audit	
2	Mrs. I. D. Jacton	11. NAAC Criterion- III	
2	Mrs. J. R. Jagtap Assistant Professor	1. Academic Incharge	At .
	Assistant Professor	2. IQAC co-ordinator	
		3. Internal Complaint Committee	
	70	4. Stake holder's feedback from time to time	W.
		5. Class Teacher- S. Y. B. Pharm	. 0
	3.	6. Students Council	
		7. Arogya Mitra Foundation Collaboration	5
0		8. NAAC Criterion-I	a di
3	Mr. A. P. Kale	1. Affiliation and approval of DTE/ AISHE	
	Assistant Professor	2. Fee Fixation Authority-UG	0
11/2		3. Preparation of documents of CDC and GB	C V
A	La part who	4. Affiliation and approval of PCI	MA
1	THE PARTY OF THE P	5. Library Coordinator	W
× 30	De State Contraction	6. PG scholarship	
1	NAV.	7. Class teacher- F. Y. B. Pharm	
	CAPPER CONTRACTOR	8. NAAC Criterion-VI	1 - 3
4	Mr. V. C. Shilimkar	Head of Department Pharmacognosy	J. THE DELT
	Assistant Professor	2. NIRF	Transition of
p.	ale de la companya de	3. Community Oriented activity (NPW and Others)	1945年
1		4. Best practices activity related to community	
1 pt	16. 1 mg 2 mg	5. Training and Placement Co-ordinator	1-27 Mm
7. P	F Frank	6. Editor Pills and Thrills & Horizon	
	2.73	7. Class teacher – T.Y. B. Pharm	1
Red !	A. S.	8. NAAC Criterion-IV	1
5	Mr. J.V. Shinde	1. Head of Department Pharmaceutics	
		2. Programme officer – NSS	Allin
		3. Anti-ragging activity	

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

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.

Dr. R. S. Chavan

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

1

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. Name of the teache		Academic Year -2022-23 (w.e.f. 13/09/2022) Responsibilities assigned	
No.	Name of the teacher	Responsibilities assigned	Signature
	D 01 D	1 1 Chamister	-
1	Dr.S.J. Pawar	1. Head of Department Pharmaceutical Chemistry	
	Associate Professor	2. Affiliation and approval of AICTE, SPPU, Govt.	200
	, if	3. Preparation of all research grants proposals for	
		QIP/BCUD/AICTE, UGC, SPPU and other funding	
		organization.	-
4		4. NAAC coordinator	
	r h	5. Research & DevelopmentCell	50,000
		6. NEP (National Education Policy Cell)	Jane
1		7. Academic & Research co-ordinator SPPU	7
		8. Staff grievance Redressal	
	4 1 1	9. Professional development activities for teaching and	
		non teaching staff	
	7	10. Self appraisal feedback forms	
		11. Academic & Administrative audit	in the
		12. NAAC Criterion- III	
2	Mrs. J. R. Jagtap	1. Academic Incharge	j.
	Assistant Professor	2. IQAC co-ordinator	1 2
		3. Internal Complaint Committee	b
		4. Stake holder's feedback from time to time	1 444 -
	A A	5. Class Teacher- S. Y. B. Pharm	Vy
4.5	A STATE OF THE STA	6. Students Council	
		7. ArogyaMitra Foundation Collaboration	- 4
		8. NAAC Criterion-I	
3 Mr. A. P. Kale 1. Affiliation and approval of DTE/ AISHE		1. Affiliation and approval of DTE/ AISHE	0
	Assistant Professor 2. Fee Fixation Authority-UG		1 X 1
		3. Preparation of documents of CDC and GB	(Y)
		4. Affiliation and approval of PCI	1 14
		5. PG scholarship	
		6. Class teacher- F. Y. B. Pharm	
		7. NAAC Criterion-VI	***
4	Mr. V. C. Shilimkar	1. Head of Department Pharmacognosy	
	Assistant Professor	2. NIRF	1/[
		3. Community Oriented activity (NPW and Others)	James
		4. Best practices activity related to community	1/20/10/
	200	5. Training and Placement Co-ordinator	
	1	6. Editor Pills and Thrills &Horizon	
		7. Class teacher – T.Y. B. Pharm	- 1
		8. NAAC Criterion-IV	39
5	Mr. J.V. Shinde	1. Head of Department Pharmaceutics	
	Assistant Professor	2. Programme officer – NSS	
44	A Property of the Control of the Con	3. Anti-ragging activity	100
		4. Co-ordinatoradmission B. Pharm, M. Pharm, & Ph.D.	
1.1		5. Environment Awareness Activity- Best Practices	
	to the second	Dest Fractices	1 22

		6. NAAC Criterion-V	
6	Mr. N. R. Bhosale	1. Chief Examination Officer(CEO) of college	
	Assistant Professor	2. Fee Fixation Authority-PG	63 7
	N. S. C.	3. Student Grievance redressal	ΙΛ,
	N 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	4. Students Counseling Cell	MM
		5. Alumni Association	14
		6. Class Teacher- Final Year B. Pharm	
	·		
7	Mr.G.B. Nigade	THE STATE OF THE S	4
	Assistant Professor	1. Internal Exam in charge. B. Pharm & M. Pharm	7 1 1
	7 ISSISTANT 1 TOTESSOI	2. Equipmentin-charge	
		3. Educational equipment (SPPU) and Construction grant	:
		proposal preparation	1441
		4. Institute innovation council	11
	1	5. Industrial Collaborations& MoU	36.
		6. Store Co-ordination	13
		7. Add-on-course	
,	Mrs. D.N. Y	8. NAAC Criterion-II	
3	Mrs. P. N. Jagtap	1. Head of Department Pharmacology	
	Assistant Professor	2. Cultural activities In-charge	
	_	3. Animal ethical committee	t.
	The second second	4. Competitive exam. Guidance In-charge	The state
	15 A	5. Add-on-course	1
		6. Annual report	The state of
	1	7. Student Development officer (Earn and Learn	-
		scheme& other schemes)	122
	The state of the s	8. NAAC Criterion-VII	. 1 //
)	Ms. M. R. Kudale	Best pracrice- Environmental awareness	111.
	Assistant Professor		Madall
10	Mrs. P. B. Khatate	Social media- Facebook	of Lite
	Assistant Professor		Kharai
1	Mr. S. K. Musale	1. Sports and gymnasium	A
	Assistant Professor	2. Social media- Instagram	Bruly.
2	Mr. V.S. Hire	Best practice- Community oriented activity	111
	Assistant Professor		- Muy
3	Mrs. V. V. Jagtap	Social media- You Tube	della-
-	Assistant Professor		A STATE OF THE STA
4	Ms. P. S. Pisal	1. Website	1 1
	Assistant Professor	2. Student participation in intercollegiate scientific	musal
		competitions	9
5	Ms. P. A. Petkar	1. Admission	0 1
	Assistant Professor	2. Private scholarships	(PO)
6	Mr. M. B. Kamthe	Activity register	- 0
	Assistant Professor	Transfer Togistor	Carle
7	Ms. S. S. Chavan	Library coordinator	Chr.
	Assistant Professor	Biolary Cooldinator	arthur_
8	Mrs. Y. M. Nikude	1 Disaster management	· ·
-	Assistant Professor	Disaster management Medical aid- First-Aid	GOH
9	Mrs. S. M. Deshmukh		9
	Assistant Professor	1. Professional development activities for teaching and	Hahmu
	1 Issistant I Tolessul	nonteaching staff	Mashri
	20 00	2. Capacity enhancement activities- Communication skill	3

1	F 10 10 10 10 10 10 10 10 10 10 10 10 10		
F		and soft skill	9
20	Mr. H. S. Patil	1. Affiliation and approval of PCI	-O 1
,20	Lecturer	2. Academic & Research Club Co-ordinator	Cran
	1	3. Environment Awareness Activity- Best Practices	14.7
	Province the second	4. Science Exhibition	014
21	Ms. S. L. Phadatre	News & Publicity	charg.
-	Lecturer	4	2
22	Ms. P. D. Borawake	1. Pharmacorner	(gozana)
	Lecturer	2. Cultural	-11
23	Ms. Jayashri Nale	Yoga session and personality development activities	- Safshay
1	Lecturer		
24	Ms. Shital Jagtap	1. Commemorative days celebrarition	Agretar
	(Darekar)	2. ICC	9
15	Lecturer	1	0.11
25	Ms. Sunita Bathe	Display on TV and boards	Carre
	Lecturer		

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/CAPetc
- 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. Satff members should participate in various intercollegiate competitions viz. poster, oral etc.
- 7. Staff memebers should engage in preparation of LMS, PPT/Video of study material.
- 8. Staff members should publish minimum one review/research article.

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

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	Doni 1
2.	S. Y. B. Pharm.	Mrs. J. R. Jagtap and Mrs. M. R. Kudale	Tolle
3.	T. Y. B. Pharm.	Mr. V. C. Shilimkar and Mr. M. B. Kamthe	x luu
4	Final Yr. B. Pharm.	Mr. N. R. Bhosale and Mr. G. B. Nigade	Blusale
5	M. Pharm.	Mr. J. V. Shinde and Mrs. P. B. Khatate	Mr.

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

PRINCIPAL

PUNE DISTRICT EDUCATION ASSOCIATION'S

SETH GOVIND RAGHUNATH SABLE

COLLEGE OF PHARMACY, SASWAD

TAL. PURANDHAR, DIST. PUNE-412 301

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 Industrial Lab	Mr. J. V. Shinde	》
		Pharma. Chemistry	Pharma. Chemistry Laboratories	Mr. A. P. Kale	Ot.
2.	First Floor	Pharmaceutics	Pharmaceutics Laboratories Computer Lab	Mr. N. R. Bhosale	Bluste
	25	Pharma. Chemistry	Pharma. Chemistry Laboratories Instrumental Lab	Mr. G. B. Nigade	州
3.	Second Floor	Pharmacology	Pharmacology Laboratories Animal House	Mrs. P. N. Jagtap	Pyle /
		Pharmacognosy	Pharmacognosy Laboratories Medicinal garden	Mr. V. C. Shilimkar	Jun 1

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

PRINCIPAL
WE DISTRICT EDUCATION ASSO

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