



SHIVA INSTITUTE OF PHARMACY

(Approved by PCI, AICTE, Affiliated to H.P.T.U. Hamirpur & H.P.T.S.B. Dharamshala)

Vill. - Luhnoo Kanatain, P.O. - Chandpur, Teh. Sadar, Distt. Bilaspur (H.P.) - 174004

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OFFICE ORDER

The following committee has been constituted and here by allotted to various Faculty members with immediate effect and documents must maintain according to the UGC/ NAAC.

Overall In-charge	Dr. Isha Rani		Over all administrative, academics and research	
Activities	Incharge	Faculty member(s)	Duties/Responsibilities Duties are defined but not limited to following.	Compilation Period
Academic-In-charges	<ul style="list-style-type: none">(M. Pharmacy) Dr. Lalit Kumar(B. Pharmacy) Ms. Ankita Sharma(D. Pharm) Ms. Manisha Dhiman	<ul style="list-style-type: none">Ms. Neetu SharmaMs. Anshul Thakur	Overall, in-charge of B. Pharm, D Pharm M. Pharm (All branches), Monitor all academic & research activities of the course.	Before commencement of semester and preparation of timetable during semester if required
ACADEMICS				
Examinations Incharge	<ul style="list-style-type: none">Ms. Neha Gupta (M. Pharm, B. Pharm)Ms. Manisha Dhiman (D. Pharm)	<ul style="list-style-type: none">Ms. Shilpa ThakurMr. Ravinder	Conduct and compile individual subjects, final and sessional exams and submit the soft/Hard copy. Have the question papers authenticated by the respective faculties	Examination data to be submitted semester wise and session wise

Bachelor of Pharmacy

Class Coordinators	Dr. Poonam Sharma Ms. Garima Chandel	2 nd sem (A) 2 nd sem (B)	Address student concerns and disciplinary issues in coordination with authorities. Communicate important announcements, rules, academic calendars, examination schedules and circulars to students. Communicate notices, Encourage student participation in workshops, seminars, internships, and research activities. Address and report student grievances and disciplinary matters to the concerned authorities. Identify two students as class representatives.	Monthly compilation of attendance and performance
	Ms. Manisha Ms. Manju Sharma Ms. Kumari Shilpa Ms. Anshul Thakur Ms. Neha Gupta	4 th sem(A) 4 th sem(B) 6 th sem(A) 6 th sem(B) 8 th sem		
Master of Pharmacy				
HOD(s)	(M. Pharm-Pharmaceutics) (M. Pharm-Pharmacology) (M. Pharm-Pharmaceutical-Chemistry)	Dr. Anchal Sharma Mr. Karan Sharma Ms. Ankita Sharma		
Lecture/Class Adjustment	Ms. Ankita Sharma, Ms. Kumari Shilpa		Arrangement of all the Classes in Emergency	Everyday
Attendance Record	Ms. Anchal Sankhyan, Ms. Shilpa Thakur		Keep the attendance records for the last five years for all subjects and ensure that the entire document is complete (number of lectures should not be less than the prescribed hours) and signed by the respective teachers. Attendance record must maintain according to University rules.	Two time in a month

Time Table	<ul style="list-style-type: none"> Ms. Ankita Sharma Ms. Manisha Dhiman 	Compile all the time tables for the last five years and have The copy when and where there was change.	As and when required
Academic Calendar & Activity Calendar	Ms. Neetu Sharma	Preparation of Academic calendar & Events calendar and Maintain Record	Semester/ Session wise
Mentor-mentee Committee	Ms. Manju Sharma (Overall Incharge) All Mentors (Members)	Distribution of students to respective mentors, collect all the mentor forms, check the entries and arrange according To the class and submit it in separate file.	Every week
Programme/minutes of meeting Committee	Ms. Ayusha	Maintain all the records and Minutes of meetings held in the department	Every Week
Infrastructure			
Medicinal Garden/Herbarium (In- charge)	Ms. Manisha Dhiman	List of plants with family; make sure all the boards are at right place, visible and clean. Submit the hard copy of the plant list. Keep the copy of the herbarium prepared.	Every month
FIRST AID Room	Ms. Sadhna Kumari	Maintain all documents related to FIRST AID Facility and medicines	Every month
Laboratories In-Charge (B. Pharma/ D. Pharma)	Overall In charges	Stock register consumables, SOPs, maintenance register for equipment's showing record of	Every month

	<ul style="list-style-type: none"> • B. Pharma (Mr. Karan Sharma) • D. Pharma (Ms. Sadhna Kumari) • M. Pharma (Respective HODs) 	<p>equipment which went wrong and when it was repaired.</p> <p>You may also assist the members of the modernization of lab make sure that the lab has all the equipment's/ electric appliances/ water system functioning well.</p>	
		<p>Lab technicians and faculties need to wear lab coat inside the laboratory and is mandatory.</p>	
	<p>Labs Incharges: Labs Attendants Ground Floor:</p> <ul style="list-style-type: none"> • HAP: Ms. Shilpa Thakur • P'cology: Ms. Anshul Thakur/Dimpal 	<p>Museum should be upgraded with new pictures, other relevant materials.</p>	

First Floor:

- **P' Chemistry-I:** Dr. Poonam Sharma (Mr. Kamal)
- **P' Cognosy-I:** Ms. Manisha Dhiman (Ms. Mannat)
- **Machine Room:** Ms. Diksha Thakur (Mr. Anil)
- **Museum:** Ms. Garima Chandel (Ms. Mannat)
- **P' Ceutics-I:** Ms. Ayusha (Mr. Anil)
- **CIR Lab:** Mr. Karan Sharma (Mr. Sunkesh)
- **Girls Common Room** (Ms. Sadhna)
- **Boys Common Room** (Mr. Devinder Kumar)

Second Floor:

- **Computer Lab:** Ms. Kusum Bharti (Mr. Shammi Dhiman)

Third Floor:

- **Micro-biology:** Ms. Diksha Thakur (Ms. Shilpa)
- **P'chemistry-II:** Dr. Poonam Sharma /Aditi (Mr. Mohit)
- **P'ceutics-II:** Ms. Kumari Shilpa (Ms. Shilpa)
- **D. Pharm chemistry:** Ms. Neetu Sharma (Ms. Anjali)
- **D. Pharm ceutics:** Ms. Neetu (Ms. Anjali)
- **D. Pharm cognosy:**Ms. Sadhna Kumari (Ms. Karuna)
- **Social Pharmacy:** Ms. Sadhna Kumari (Ms. Karuna)

Fourth Floor:

- **P'ceutics- III:** Ms Nikita (Mr. Sunkesh)
- P'Analysis:** Ms. Manisha Gautam Ms. Manisha (Ms. Karuna)

Laboratories Incharge (M. Pharm)	<ul style="list-style-type: none"> • M. Pharmaceutics: Lab-I Dr. Anchal Sharma (Ms. Kanchna) Lab-II Ms. Anchal Sankhayan (Ms. Kanchna) • M. P' Chemistry: Lab-I Ms. Ankita Sharma, (Ms. Ishu Bala) Lab-II Ms. Manju Sharma (Ms. Ishu Bala) • M. Pharmacology: Lab-I Mr. Karan Sharma, Ms. Neha Gupta (Ms. Anuradha) 	Stock register consumables, job card, SOPS, maintenance register for equipments showing record of equipment which went wrong and when it was repaired. Make sure that the lab has all the equipments/electric appliances/water system functioning well.	Every month	
Floor In charge	Seminar Hall: Dr. Lalit Kumar 1st Floor Dr. Anchal Sharma			
Lecture Halls/Floor Incharge /Seminar Hall (In-charge)	<p style="text-align: center;">2nd Floor</p> LH 001- Ms. Ankita Kumari / Ms. Pooja LH 002- Ms. Neetu Sharma LH 003- Ms. Manisha LH 004- Ms. Manju Sharma <p style="text-align: center;">3rd Floor</p> LH 101- Ms. Poonam Sharma LH 102- Ms. Anshul Thakur LH 103- Ms. Ankita Sharma LH 104- Ms. Kumari Shilpa LH 105- Locked LH 106- Mr. Karan Sharma <p style="text-align: center;">4th Floor</p> LH 201- Ms. Garima Chandel LH 202- Dr. Anchal Sharma LH 203- Ms. Neha Gupta		Maintain all furniture/appliances in the class, ensure that the LCD/computer/UPS, electric appliances in each class is functioning smoothly.	Every month
Maintenance committee (Infrastructure, Machines & Instruments)	Dr. Anchal Sharma, Mr. Sunkesh & Mr. Kamal (Lab Tech.)		Maintain the record of maintenance and ensure working of equipment's/instruments.	Every month
Accreditation				
HPTSB	Ms. Manisha Dhiman		Compile the documents regarding HPTSB approval and	Every Year

		submit.	
PCI, NAAC, UGC	Coordinators Dr. Lalit Kumar, Dr. Anchal Sharma, Ms. Anchal Sankhyan, Mr. Devinder Kumar, Ms. Sheetal	Compile the documents regarding PCI approval and submit. Also maintain PCI web portal. Compile all the data related to NAAC work Compile all the data, manage The inspection and maintain the data	Every Year
Research			
Publication record keeping (Review Research Publication/Copyrights/Patent)	Overall In-charge Journal Publication } Copyrights/Patent } Book/Book chapter }	Mr. Devinder Kumar	Maintain all documents Every Month
Consultancy Projects	Dr. Anchal Sharma, Mr. Devinder Kumar, Ms. Shilpa Thakur	Maintain all data according	Every semester
Events committee			
Awareness Camp/ Institutional Social Responsibility/Outreach & Extension Activity	All HODs	Maintain all documents for last five years	Every Month
Excursion cum Educational Tour	Ms. Manisha Dhiman, Mr. Karan Sharma, Ms. Diksha Thakur	Conduct the educational tour and compile the data	Every Academic Session
Cultural Committee	Dr. Isha Rani (overall Incharge) Ms. Kumari Shilpa, Ms. Anshul Thakur, Ms. Neetu Sharma, Ms. Garima Chandel,	Coordinate all cultural activities and compile all the documents (events, Notice, program, certificate, winners etc) and submit the hardcopy of the same.	Every Month
Seminar/FDP/Conference/Symposium/Workshop/Guest Lectures (Organized)	Dr. Lalit Kumar (Overall Incharge) Ms. Anchal Sankhyan, Ms. Shilpa Thakur	Conduct and compile all the details of the programs organized by the MMCP submit the hard copy of the	Every Month

Sports

Mr. Devinder Kumar (Incharge)
Ms. Anshuka

name

Maintain all data
accordingly.

Every Month

For Students

Training Cell(Industry)/Visiting Tour Industry, Training Cell/Internship (Hospital), Placement Cell	<p style="text-align: center;"><u>Mr. Karan Sharma (Overall Incharge)</u></p> <p style="text-align: center;">Dr. Anchal Sharma, Ms. Manisha Dhiman, Ms. Diksha Thakur, Ms. Ankita Sharma, Ms. Ayusha</p>	<p>Compile all the industrial training report and copy of certificates issued to the students by the industry. Maintain all data accordingly. Provide the list of placements of students and their organization/higher studies along with the emoluments. Keep the proper records for PCI,NACC</p>	Every Session
Student, Employers, professional Feed Back Committee	<p style="text-align: center;">Ms. Ayusha, Ms. Dimpal</p>	<p>Compile the forms of individual faculty for the Previous session, analyze and submit.</p>	Every Session
Alumni Association committee and feedback	<p style="text-align: center;">Dr. Lalit Kumar, Dr. Satya Vert</p>	<p>Make both soft and Hardcopy of the members of the alumni which should have all the information of the alumni (Current Job/position, contacts etc),Also conduct meeting of All alumni once a year.</p>	Every Session
Students Achievement [academics/conference)/Cultural / Sports]	<p style="text-align: center;">Overall In charge: Ms. Shilpa Thakur Ms. Diksha Thakur, Ms. Nikita</p>	<p>Maintain all the records</p>	Every Month


Departmental Committee

Anti-ragging committee/Anti-ragging squad	Dr. Isha Rani, Dr. Lalit Kumar, Mr. Karan Sharma, Ms. Neha Gupta, Ms. Manju Sharma, Ms. Anshul Thakur, Mr. Rajat Guleria, Mr. Ankush, Ms. Asha Gautam, Ms. Sadhna,	<p>Compile all the incidents Occurred and the actions taken.</p>	Every Month
Disciplinary Committee	Dr. Lalit Kumar, Dr. Anchal Sharma, Ms. Seema, Ms. Shilpa Thakur, Ms. Manisha, Mr. Karan Sharma	<p>Maintain overall discipline in the college.</p>	Everyday

End Semester Audit	In charges of all Committees	Maintain all documents and sent monthly report to registrar office	Every Month
Internal Quality Assurance Cell/Half Yearly/Yearly Audit	Dr. Anchal Sharma,	Evaluate the overall quality of the intervals with Course coordinators, Mentors, Class coordinators, to evaluate the overall quality of education.	Every Session
Grievance Redress Cell (online)	Dr. Isha Rani, Ms. Manisha	All grievances of staff are redressed expeditiously, as each staff is a key member of the organization. Any grievances reported verbally or written are appropriately dealt with by the Principal. However, the staff, if desires or not feel that his/her grievance is not redressed satisfactorily, can approach the Grievance Cell for redressal. Compile the grievances of students/ staff or the last Three years and the action taken report. You may get the information from the class coordinators.	Every Month
Women Cell	Dr. Isha Rani (Overall Incharge) Ms. Shilpa Thakur, Ms. Manisha Dhiman, Ms. Anita Kumari, Ms. Manisha, Ms. Himani Pushap, Ms. Aanchal Kumari, Ms. Reena Sharma	Compile all the documents regarding the women cell activities for the last Five years, verify and submit the file.	Every Month
Gender Sensitization Committee	Dr. Isha Rani, Dr. Lalit Kumar, Ms. Neha Gupta, Ms. Manjula, Mr. Karan Sharma,	Compile all the documents regarding the sexual harassment of Male or female faculties/students.	Every Month

CPCSEA Documentation/Animal House	Mr. Karan Sharma, Ms. Anuradha	Document all the details of ethical committee (approval of demand, minutes), details of the animals/ breeding, protocol format (for last five years), list of equipments available in the animal house.	Every session
Academia-Industry Interaction Cell (Collaborative research)	Mr. Karan Sharma	Make liaison with pharmaceutical industries for interaction with Institution for guest lectures, preparation of MOC interviews of students, Industrial visits and fastening placements at UG/PG level.	Every Month
Website Up gradation committee	Ms. Ayusha	Updation of website content	Every Month
Social Media committee	Ms. Manisha, Ms. Ankita Sharma	Updation of facebook account of MMCP with write up & snaps of various events and	Every Month
Event Photographs committee	Ms. Manisha, Ms. Ankita Sharma	To collect the photograph of every event and arrange properly years wise with report of that particular event.	Every Month
Dress and Uniform committee	<u>Ms. Manju Sharma (Overall In-charge)</u> All Mentors	Day to day record to be maintained. Checking of Uniform and maintain record	Everyday
S.O.P./Flyer Committee	<u>Mr. Karan Sharma (Overall In-charge)</u> Ms. Manisha, Ms. Kusum, Mr. Ravinder Sharma	Maintain all standard operating procedures in All laboratories	Every Month
Cleanliness committee	All technicians	Monitor over all cleanliness of the labs/classrooms etc.	Everyday
Course File Checking	Dr. Sapna, Ms. Anshul Thakur, Ms. Ankita Sharma, Ms. Aditi	Compile all the data & maintain documents	Every semester
MOU	Ms. Anchal Sankhyan, Ms. Shilpa Thakur	Contact agencies and agents. Organize MOU ceremony Compile all the data &	Every Month

Red Ribbon Club		maintain documents	
	Ms. Dimpal, Ms. Nikita	Compile all the data & maintain documents	Every session
Online Courses for faculty and students			
SWAYAM-NPTEL/MOOC courses/AICTE/PMYK courses under LSSDC	Ms. Kusum Bharti	Compile all the data & maintain documents online	Every Month


Principal,
 Shiva institute of Pharmacy
 Chandpur Bilaspur (H.P.)

Please maintain the documents/ supporting materials/records for further verification. You all are fully responsible for any kind of discrepancy in the records.

Those who are involved in the these following criterion related files kindly maintain the forms. (Collect forms from IQAC committee)

F-1A	Research papers published by the faculty in National Journals
F-1B	Research papers published by the faculty in International Journals
F-1C	Research papers published by the faculty in National Journals
F-1D	Research papers published by the faculty in International Journals (without impact factor)
F-1E	Details of Patents
F2-A&F2-B	Research papers presented by the faculty in National conferences/Seminar
F.2-C	Research papers presented by the faculty in national conferences/seminar etc. & published in proceedings of the conference
F.2-D	Research papers presented by the faculty in international conferences/ seminar etc. & published in proceedings of the conference
F2-E	Books published by the faculty
F.3-A	Details of the National Conferences/ Seminars/ FDP attended by the Faculty
F.3-B	Details of the International Conferences/ Seminars etc. attended by the Faculty
F-4	Distinctions conferred on faculty
F.5-A	Details of research guidance
F.5-B	Details of faculty members completed their Ph. D. while in service of the MM institutions
F-6	Details of Research Projects undertaken by Faculty members
F-7	Consultancy work under taken
F-8	Details of conferences/ Seminar/ workshop/ FDP organized by the faculty
F-9	Research publications of the Institute/ Department (Research Journal/ Souvenir of Abstracts of research papers/ proceedings of conference, etc.)
F.10-A	Research Project completed/ Research Paper Published by the PG STUDENTS
F.10-B	Research papers presented by the Pharmacy PG students in conference/ seminar
F.10-C	Details of the conferences/ Seminar/ Workshop, etc. attended by the PG students
F.10-D	Research papers Published by the Pharmacy PG students in conference/seminar & in proceedings of the conference/seminar
F-11	Distinctions achieved by the faculty
F-12	Sports & Cultural Activities organized for students

