

RAYAT-BAHRA INSTITUTE OF PHARMACY, HOSHIARPUR CAMPUS

List of Committees (For Academic Session July -Dec 2024)

S. No.	Name of the Committee	Name of the Coordinator	Contact No.	Name of the Members	Responsibilities	Reporting to
1	Director-Principal	Dr. Maninder Pal Singh	9041345345			Campus Director &
2	HOD	Dr. Amit Sharma	9855075295	All faculty members	Ø To ensure smooth functioning of department and its related activities such as Quality Academic delivery, Quality Results, Quality Placement & Admission, as per the guidelines provided by the Campus Director, Jt. Campus Directors, Principals & HODs(Campus) Ø To implement all Academic & Non-Academic activities, To create & maintain document of every activity. Ø To ensure smooth and effective working of all committees.	Campus Director & JCD (Academics)
3	IQAC	Dr. Amit Sharma	9855075295	Mr. Davinder Singh Ms. Simarjit Kaur Ms. Namarta Ms. Gurpreet Kaur	Ø Organize two days Student Orientation Program at the start of the semester. Ø To monitor students' progress during the year to determine adequate progress in critical skills and to identify any students who may be falling behind or need to be challenged. Ø To inform instructional planning to meet the most critical needs of individual students. Ø To encourage students to participate in various technical competitions (GPAT), Conduct special classes (doubt clearing & reappear classes) Ø To check the classrooms & practical labs and maintain discipline. Ø To seek & recommend requirements for the smooth functioning of the department, Coordinating various technical activities and ensuring students participation	Campus Director & JCD (Academics)
4	Class Advisors	B. Pharmacy	1st A 1st B 3rd A 3rd B 5th A 5th B 7th	Ms. Amita Rana Ms. Prabhjot Ms. Anchal Puri Ms. Monika Devi Ms. Kanika Mr. Shiv Kumar Ms. Priyanka Rani	Ø Take care of the students of the respective class Ø To collect & maintain records of each student in terms of attendance, MSTs, internal assessment, Univ. results & analysis. Ø Display of monthly attendance, MSTs result Ø Dispatch of MST result to parents Ø Arrangement of extra classes for weaker students Ø Maintenance of class room Ø To act as facilitator for students	HOI
		D. Pharmacy	1st Year 2nd Year	Ms. Gurjit Kaur Ms. Sakshi Mishra	Ø To create and reinforce discipline among the students Ø To inculcate leadership skills among the students	
		Pharm D.	1st Year	Dr. Deepinder Kaur	Ø To promote and foster conducive environment for students	
		M. Pharmacy	Pharmaceutics Pharmacology	Mr. Davinder Singh Dr. Amit Sharma	Ø To promote overall growth of the students so that they can act as responsible citizens	
				Ms. Kanika		

5	GPAT	Mr. Shiv Kumar	7018576997	Ms. Akanksha	Ø Prepare students for clearing GPAT by giving questionnaires, extra classes & discussions	HOI
				Ms. Anchal Puri		
6	Discipline Committee	Ms. Ashita Pawaiya	8349797462	Ms. Ashima Dhiman	Ø To ensure Discipline in the department.	JCD
					Ø Creating & maintenance of decorum of the institute	
				Ms. Sakshi Mishra	Ø To identify defaulters Notorious students and counsel them	
					Ø Providing relevant informat as and when required	
		Mr. Harnek Singh		Ø To ensure proper discipline is maintained by students within the campus.		
			Ms. Prabhjot		Ø To ensure all students wear their ID cards when they are within the campus.	
7	Examination Committee	Ms. Damandeep Kaur	9876992378	Ms. Ashita Pawaiya	Ø Conduct of Theory MSTs and practical MSTs exams	JCD(A)
					Ø Reappear exam form filling	
8	Community Projects	Dr. Amit Sharma	9855075295	Ms. Aman	Ø To ensure Formation of various club to under take atleast one activity and preparing and following its schedule.	CD
					Ø To ensure that a minimum of one project is takeup and organize various activities under it in a semester, as per the guidelines of CD	
				Ms. Priyanka Rani	Ø To maintain proper record & media coverage of all the activities alongwith photographs.	
					Ø To organise periodic clean-green drive	
9	Post Matric Scholarship Committee	Ms. Santosh Rani	9592032041	Ms. Parminder Kaur	Ø Updating students regarding information of scholarship schemes, checking of documents and verification	Director Principal
				Mr. Sagar	Ø Uploading student data on Post matric Scholarship portal and maintaining the record	
10	Cultural Committee	Ms. Simarjit Kaur	8054644078	Ms. Amita Rana	Ø Planning and organising cultural program	HOI/CD
				Ms. Harleen Kaur	Ø Celebrating special days such as teachers, pharmacists, etc.	
				Ms. Akanksha	Ø To encourage students to participate in various cultural competitions.	
11	Sports Committee	Mr. Harnek Singh	7009107582	Ms. Kanika	Ø Planning and organising various sports events	HOI/CD
					Ø To encourage students to participate in various sports competitions.	
12	Training & Placement Committee	Mr. Shiv Kumar / Ms. Ashima Dhiman	7018576997/ 9816607969	Dr. Depinder Kaur	Ø To Ensure 100 % students Participation in training & Placement of all eligible and interested students.	CD
					Ø To coordinate with various industries & business houses to organise placement drives in the campus	
					Ø To coordinate with RB group central placement team for placement drives.	
					Ø To verify about background of all organisations visiting for placement drives in campus.	
					Ø To verify students academic data and maintaining their documents such as a recent photograph, Biodata & copy of all testimonials.	
				Ms. Priyanka Rani	Ø Prepare students for interview in terms of group discussions, mock interviews, aptitude tests	
					Ø To ensure all eligible students appear in all training and placement drives.	
					Ø To ensure Preparation of placement brochures	
		Ø To maintain placed students details alongwith their Offer letter, Joining letters & feedback within one month from the date of Joining.				

	Aptitude Test/ Communication Skills/ GD and Interview	Ms. Akanksha	8219257512	Out sourced Faculty	Ø Prepare students for interviews in terms of group discussions, mock interviews, aptitude tests and to develop domain skills	CD
13	Student Council & Business Development E-cell	Ms. Kanika	7807157767	Ms. Shruti Kalra	Ø To ensure that student will be responsible to promote the branding activity, corporate social responsibility, all institutes industrial collaboration and exploring new avenue/programs.	CD
14	Timetable committee	Mr. Davinder Singh	9465377302	Ms. Damandeep Kaur	Ø To assess the physical infrastructure to engage the classes Ø To prepare the time table of the college for every semester	JCD(A)
				Ms. Anchal Puri	Ø To manage the inter departmental affairs related to allocation of teachers/ sharing of resources Ø To formulate the central time table as well as departmental time table	
15	Animal House committee	Dr. Amit Sharma	9855075295	Ms. Kanika	Ø Revival of Approval of animal house from CCSEA	Director Principal
				Ms. Shruti Kalra	Ø Taking care of animal House	
16	Student Redressal Committee & student leadership program	Dr. Amit Sharma & Ms. Simarjit Kaur	9855075295	Mr. Davinder Singh	Ø Guide the students to meet their academic needs, nominate students to be captains of different domains for example-Sports,Academic etc	Director Principal
				Ms. Gurpreet Kaur	Ø Disseminate information	
				Ms. Damandeep Kaur	Ø Student's grievances like marks, result discrepancies, etc. forwarded to the concerned section	
17	Media Committee	Ms. Harleen Kaur	7087074035	Ms. Gurjit Kaur	Ø To promote the various activities in print & digital and on social media.	Campus Director
				Ms. Sakshi Mishra		
18	Retention Committee	Ms. Gurpreet Kaur	8837768082	Ms. Monika Devi	Ø To arrange remedial classes for year back students and students having reappears in previous semesters	Director Principal
				Ms. Namrata	Ø To make sure that hostellers attend the classes regularly	
19	Research Committee	Dr. Amit Sharma, Mr. Davinder Singh	9855075295/ 9465377302	Ms. Ashita Pawaiya	Ø Motivating faculty for sending proposals for organizing short term courses, seminars, conferences, faculty development program, workshop etc. Ø To encourage faculty member for presenting their research work in conferences within India and abroad. Ø To facilitate faculty and students for writing research papers in the journals of repute	Director Principal
				Ms. Gurpreet Kaur		
				Ms. Damandeep Kaur		
				Ms. Simarjit Kaur		
20	IT Cell	Ms. Aman	8847280471	Mr. Sagar Bhaletu	To Maintain Computer Lab, Internet Facility,WiFi, etc.	Director Principal
21	Anti-Ragging Committee	Dr. Amit Sharma	9855075295	Mr. Davinder Singh	to prevent ragging with the students to guide students regarding ragging and consequence of ragging on mental health	CD
				Ms. Ashita Pawaiya		
				Ms. Ashima Dhiman		
				Ms. Kanika		

22	Herbal Garden Committee	Mr. Shiv Kumar	7018576997	Ms. Santosh Rani	to maintain herbal garden, plants, park within department to coordinate with horticulture department regarding any maintenance of herbal garden	Director Principal
				Ms. Namrata		
23	Ranking Committee	Mr. Davinder Singh	9465377302	Ms. Damandeep Kaur	to check eligibility and apply for any ranking	Director Principal
24	Compliance Committee	Dr. Amit Sharma (PCI)	9855075295	Mr. Sagar Bhaletu	to coordinate and regularly check PCI, PTU, PSBTE & IT Portal	Director Principal & CD
		Mr. Davinder Singh (PSBTE & IT)		Ms. Damandeep Kaur		
		Ms. Simarjit Kaur (PTU)		Ms. Parminder Kaur		
25	Lab Incharges	D-101 A	Ms. Harleen Kaur	Ø Taking Care of labs/Conduct of Labs Ø Working of Instruments Ø Lab Maintenance	Director Principal & HOI	
		D-101 B	Ms. Santosh Rani			
		D-106	Ms. Gurjit Kaur			
		D-107 A	Ms. Simarjit Kaur			
		D-107 B	Ms. Amita Rana			
		D-203	Dr. Deepinder Kaur			
		D-205	Ms. Anchal Puri			
		D-221	Ms. Ashita Pawaiya			
		D-224 A	Ms. Kanika			
		D-224 B	Ms. Prabhjot			
		D-304	Ms. Shweta Kalra			
		D-305	Ms. Namrata			
		D-317	Ms. Sakshi Mishra			
		D-320 A	Ms. Monika Devi			
		D-320 B	Ms. Ashima			
D-318	Ms. Aman					