



Ref: Pharm / 2020-21/

January 4, 2021

The following committee has been constituted for proper functioning of the Department. Faculties are requested to review and plan the activities of their respective committees with immediate effect.

- 1. Disciplinary Co-ordination & Advisory Committee**
Dr. P.R.P. Verma, Dr. B.N. Sinha, Dr. S. Samanta,
Dr. S. Jha, and Dr. S. Ganguly, Dr. P.M. Mazumder,
Dr. K. Jayaram Kumar, Dr. Venkatesan J and Dr.
Animesh Ghosh
 - Monitoring the smooth functioning of Classes / Labs.
 - Inhouse supporting activities, All administrative matters
- 2. Website Management & Institution Documentation**
Dr. Venkatesan J. Dr. Sandeep Kr. Singh, Dr. Manik ,
Dr. M.P. Chopra, Dr. B. Sarkar, Dr. (Mrs.) Trishna Bal
and Dr. Kishanta K. Pradhan
 - Annual Report
 - Updating Departmental website
 - Institutional Documentation
- 3. Training & Placement**
Dr. B.N. Sinha, Dr. A.K. Pattnaik, Dr. M.P. Chopra
and Dr. B. Sarkar
- 4. Departmental IQAC Committee (AICTE/PCI /
NBA/NAAC)**
Dr. (Mrs.) P.M. Mazumder, Dr. K. Jayaram Kumar,
Dr. Venkatesan J. , Dr. Animesh Ghosh, Dr. Sandeep
Kr. Singh Dr. Manik, Dr. (Mrs.) Anima Pandey,
Dr. (Mrs.) Neelima Sharma, Dr. B. Sarkar, , Dr. (Mrs.)
Trishna Bal and Kishanta K. Pradhan
 - Mandatory Disclosure
 - PCI Inspection
 - NBA
- 5. Seminar / Staff / Development / Workshop**
Dr. (Mrs.) S. M. Verma, Dr. Ashok K. Pattnaik
Dr. M.P. Chopra and Dr. Abhimanyu Dev
 - Invited Lectures
 - Routine Seminar by Faculties / Research
Scholars / PG Students
- 6. Funded Project Documentation**
Dr.(Ms.) S. Ganguly , Dr. Animesh Ghosh and
Dr. (Mrs.) Neelima Sharma
- 7. Time Table & Class Rearrangement**
Dr. K. Jayaram Kumar, Dr. Venkatesan J.,
Dr. Sandeep kr. Singh and Dr. Abhimanyu Dev,
- 8. Minutes Writing Committee:**
Dr. Abhimanyu Dev and Dr. (Mrs.) Trishna Bal
- 9. Examination Related Activities**
Dr. (Mrs.) P.M. Mazumder, Dr. Venkatesan J. and
Dr. (Mrs.) Neelima Sharma

10. **Student Support Cell & Alumni Works Committee:**
Dr. B.N. Sinha, Dr. S. Samanta, Dr. S. Jha, Dr. Ashok. K. Pattnaik, Dr. Sandeep Kr. Singh, Dr. Manik, Dr. Abhimanyu Dev, Dr. B. Sarkar and Dr. Kishanta K. Pradhan
 - Higher studies related issues
 - GPAT / GRE / GATE / CAT/ TOEFL etc.
11. **Ph.D. related Documentation**
Dr. (Mrs.) P. M. Mazumder, Dr. Venkatesan J. Dr. Animesh Ghosh and Dr. (Mrs.) A. Pandey
 - All matters pertaining to Ph.D. Research
12. **Internal Activities Co-ordination**
Dr. Animesh Ghosh, Dr. M.P. Chopra, Dr. (Mrs.) Anima Pandey and Dr. (Mrs.) Trishna Bal
 - Internal maintenance
 - Hospitality
 - Transport
13. **UG / PG Project Co-ordination**
Dr. S. Ganguly, Dr. (Mrs.) P.M. Mazumder, Dr. Sandeep Kr. Singh, Dr. Manik, Dr. (Mrs.) Anima Pandey, Dr. (Mrs.) Neelima Sharma and Dr. A. Dev
14. **Animal House Maintenance & Related Documentation**
Dr. (Mrs.) P.M. Mazumder, Dr. A.K. Pattnaik, Dr. M.P. Chopra and Dr. (Mrs.) Neelima Sharma
15. **Stores Management & Departmental Purchase**
Dr. K. Jayaram Kumar, Dr. Venkatesan J., Dr. Animesh Ghosh, Dr. (Mrs.) Anima Pandey and Dr. K.K. Pradhan,
16. **PG / UG Semester Registration**
Dr. Sandeep Kr. Singh, Dr. Manik, Dr. A. Dev, Dr. B. Sarkar, Dr. (Mrs.) Neelima Sharma, Dr. K.K. Pradhan and respective mentors
17. **Animal Ethical Committee**
Dr. (Mrs.) P.M. Mazumder, Dr. A.K. Pattnaik, Dr. M.P. Chopra and Dr. (Mrs.) Neelima Sharma
18. **QIP Cell & Short-term Programme**
Dr. S. Samanta, Dr. K. Jayaram Kumar, Dr. Sandeep Kr. Singh and Dr. (Mrs.) Trishna Bal
19. **Departmental Library**
Dr. Sandeep Kr. Singh and Dr. (Mrs.) Trishna Bal
20. **ERP Cell Co-ordination**
Dr. Sandeep Kr. Singh, Dr. (Mrs.) Neelima Sharma and Dr. B. Sarkar
21. **CADD Lab:**
Dr. S. Samanta, Dr. S. Ganguly, Dr. Venkatesan J. and Dr. Manik
 - Hardware maintenance
 - Software Management & updation
22. **Microsoft Team:**
Dr. Sandeep Kr. Singh and Dr. Manik

23. **Over all supervisors for Instruments:**
Dr. P.R.P. Verma, Dr. B.N. Sinha, Dr. S. Samanta, Dr. K. Jayaram Kr.
and Dr. (Mrs.) S.M. Verma
- Instrument Room I**
- i **HPLC:** Dr. Manik, Dr. Animesh Ghosh and Dr. K.K. Pradhan,
 - ii **HPTLC :** Dr. Manik and Dr. M. P. Chopra
 - iii **DSC:** Dr. (Mrs.) Trishna Bal and Dr. Sandeep Kr. Singh
 - iv **FTIR:** Dr. Venkatesan J., Dr. (Mrs.) Trishna Bal and Dr. K.K. Pradhan
 - v **UV Spectrophotometer:** Dr. A. Dev and Dr. B. Sarkar
 - vi **Leica Microscope**
Dr. (Mrs.) Anima Pandey and Dr. (Mrs.) Neelima Sharma,
 - vii **Viscometer (Malvern):**
Dr. (Mrs.) Trishna Bal, Dr. Sandeep Kr. Singh and Dr. A. Ghosh
24. **Instrument Room II**
- i **Texture Analyser :** Dr. Sandeep Kr. Singh, Dr. Animesh Ghosh
 - ii **Lyophilizer :** Dr. Venkatesan J., Dr. Sandeep Kr. Singh and Dr. Manik
 - iii **Probe Sonicator:** Dr. Sandeep Kr. Singh, Dr. Animesh Ghosh and Dr. K.K. Pradhan
 - iv **Flame Photometer :** Dr. M. P. Chopra and Dr. K.K. Pradhan
 - v **Ultra Centrifuge :** Dr. Sandeep Kr. Singh and Dr. B. Sarkar
25. **Medicinal Plants Garden:** Dr. S. Jha, Dr. K. Jayaram Kumar and Dr. (Mrs.) A. Pandey

Copy to:

1. Registrar 2. PS to Vice Chancellor

Swastika Ganguly
(Dr. S. Ganguly)
Professor & Head
8/3/21