



Ref: Pharm / 2017-18/

July 14, 2017

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**
Dr. P.R.P. Verma, Dr. B.N. Sinha, Dr. S. Samanta,
Dr. S. Jha, Dr. R.N. Gupta, Dr. S. Ganguly,
Prof. (Mrs.) S. G. Panpalia
 - Monitoring the smooth functioning of Classes / Labs.
 - Inhouse supporting activities
- 2. Website Management & Institution Documentation**
Dr. S. Ganguly, Dr. Manik , Dr. B. Sarkar
 - Annual Report
 - Updating Departmental website
 - Institutional Documentation
- 3. Training & Placement**
Dr. B.N. Sinha, Dr. R.N. Gupta, Dr. A.K. Pattnaik ,
Dr. B. Sarkar
- 4. AICTE/PCI / Other Agencies Application**
Dr. S. Ganguly, Dr. K. Jayaram Kumar, Dr. Manik,
Dr. B. Sarkar, Dr. K.K. Pradhan, Dr. S. Banerjee
 - Mandatory Disclosure
 - PCI Inspection
 - NBA
- 5. Seminar / Staff / Development / Workshop**
Dr. R.N. Gupta, Prof.(Mrs.) S.G. Panpalia,
Dr. K. Jayaram Kumar, Dr. S.P. Pattnayak,
Mr. M.P. Chopra
 - Invited Lectures
 - Routine Seminar by Faculties / Research Scholars / PG Students
- 6. Funded Project Documentation**
Dr.(Ms.) S. Ganguly , Dr. (Mrs.) Neelima Sharma,
Dr. Animesh Ghosh
- 7. Time Table & Class Rearrangement**
Dr. Venkatesan J, Dr. A. Dev, Dr. S. P. Pattanayak
- 8. Examination Related Activities**
Dr. (Mrs.) P.M. Mazumder, Dr. S.P. Pattnayak,
Dr. (Mrs.) Neelima Sharma
- 9. Student Support Cell**
Dr. B.N. Sinha, Dr. S. Samanta, Dr. Manik, Dr. A. Dev,
Dr. Sandeep Kr. Singh, Dr. K.K. Pradhan, Dr. S. Banerjee
 - Higher studies related issues
 - GPAT / GRE / GATE / CAT/ TOEFL etc.
- 10. Ph.D. related Documentation**
Dr. (Ms.) S. Ganguly, Dr. (Mrs.) Trishna Bal,
Dr. (Mrs.) A. Pandey
- 11. Internal Activities Co-ordination**
Dr. K. Jayaram Kumar, Dr. A Dev, Dr. Animesh Ghosh,
Mr. M.P. Chopra
 - Internal maintenance
 - Hospitality
 - Transport

UG / PG Project Co-ordination

Prof.(Mrs.) S.G. Panpalia, Dr. (Mrs.) S.M. Verma,
Dr. S.P. Pattanayak, Dr. (Mrs.) Anima Pandey,
Dr. S. Banerjee

13. Animal House Maintainance & Related Documentation

Dr. (Mrs.) P.M. Mazumder, Dr. A.K. Pattnaik, Dr. S.P. Pattnayak,
Dr. S. Banerjee, Mr. M.P. Chopra

14. Stores Management & Departmental Purchase

Dr. K. Jayaram Kumar, Dr. Animesh Ghosh, Dr. K.K. Pradhan, Dr. S. Banerjee

15. PG / UG Semester Registration

Dr. A. Dev, Dr. B. Sarkar, Dr. Sandeep Kr. Singh, Dr. (Mrs.) Neelima Sharma,
Dr. K.K. Pradhan, Dr. S. Banerjee

16. Animal Ethical Committee

Dr. S. Samanta, Dr. (Mrs.) P.M. Mazumder, Dr. A.K. Pattnaik, Dr. S.P. Pattanayak,
Dr. S. Banerjee

17. QIP Cell & Short –term Programme

Dr. S. Samanta, Dr. K. Jayaram Kumar

18. Departmental Library

Prof. (Mrs.) S.G. Panpalia, Dr. (Mrs.) Neelima Sharma, Dr. S. Banerjee

19. ERP Cell Co-ordination

Dr. B. Sarkar, Dr. (Mrs.) Neelima Sharma

20. CADD Lab:

Dr. S. Samanta, Dr. S. Ganguly, Dr. Venkatesan J., Dr. Manik

- Hardware maintenance
- Software Management & updation

21. Over all supervisors for Instruments:

Dr. P.R.P. Verma, Dr. B.N. Sinha, Dr. S. Samanta, Dr. K. Jayaram Kr.
Dr. (Mrs.) S.M. Verma

Instrument Room I

- i **HPLC:** Dr. Manik, Dr. Animesh Ghosh, Dr. K.K. Pradhan,
ii **HPTLC :** Dr. Manik, Mr. M. P. Chopra
iii **DSC:** Dr. (Mrs.) Trishna Bal, Dr. Sandeep Kr. Singh
iv **FTIR:** Dr. Venkatesan J., Dr. Trishna Bal, Dr. K.K. Pradhan
v **UV Spectrophotometer:** Dr. A. Dev, Dr. B. Sarkar
vi **Leica Microscope**
Dr. (Mrs.) Anima Pandey, Dr. (Mrs.) Neelima Sharma, Dr. S. Banerjee


vii Viscometer (Malvern):

Dr. (Mrs.) Trishna Bal, Dr. Sandeep Kr. Singh, Dr. A. Ghosh

22. Instrument Room II

- i **Texture Analyser :** Dr. Sandeep Kr. Singh, Dr. Animesh Ghosh
ii **Lyophilizer :** Dr. Venkatesan J., Dr. Manik, Dr. Sandeep Kr. Singh
iii **Probe Sonicator:** Dr. Sandeep Kr. Singh, Dr. Animesh Ghosh, Dr. K.K. Pradhan
iv **Flame Photometer :** Dr. K.K. Pradhan, Mr. M. P. Chopra
v **Ultra Centrifuge :** Dr. Sandeep Kr. Singh, Dr. B. Sarkar

22. Medicinal Plants Garden: Dr. K. Jayaram Kumar, Dr. (Mrs.) A. Pandey


(Dr. S. Samanta)
Professor & Head