



Ref: Pharm / 2023-24/

June 22, 2023

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.

<b>1. Disciplinary Co-ordination &amp; Advisory Committee</b>	Dr. B.N. Sinha, Dr. S. Jha, and Dr. S. Ganguly, Dr. P.M. Mazumder, Dr. K. Jayaram Kumar, Dr. Venkatesan J and Dr. Animesh Ghosh	<ul style="list-style-type: none"><li>Monitoring the smooth functioning of Classes / Labs.</li><li>Inhouse supporting activities, All administrative matters</li></ul>
<b>2. Website Management &amp; Institution Documentation</b>	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	<ul style="list-style-type: none"><li>Annual Report</li><li>Updating Departmental website</li><li>Institutional Documentation</li></ul>
<b>3. Internal Training &amp; Placement</b>	Dr. Manik, Dr. B. Sarkar and Dr. (Mrs.) Monika Dwivedi	<ul style="list-style-type: none"><li>For all Training &amp; Placement activities</li></ul>
<b>4. Departmental IQAC Committee (AICTE/PCI / NBA/NAAC)</b>	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	<ul style="list-style-type: none"><li>Mandatory Disclosure</li><li>PCI Inspection</li><li>NBA</li></ul>
<b>5. Seminar / Staff / Development / Workshop</b>	Dr. Ashok K. Pattnaik , Dr. M.P. Chopra and Dr. Abhimanyu Dev	<ul style="list-style-type: none"><li>Invited Lectures</li><li>Routine Seminar by Faculties / Research Scholars / PG Students</li></ul>
<b>6. Funded Project Documentation</b>	Dr.(Ms.) S. Ganguly , Dr. Animesh Ghosh and Dr. (Mrs.) Neelima Sharma	
<b>7. Time Table &amp; Class Rearrangement</b>	Dr. K. Jayaram Kumar, Dr. Venkatesan J., Dr. Sandeep kr. Singh and Dr. Bapi Gorain	
<b>8. Minutes Writing Committee:</b>	Dr. Abhimanyu Dev and Dr. (Mrs.) Trishna Bal	
<b>9. Examination Related Activities</b>	Dr. (Mrs.) P.M. Mazumder, Dr. Venkatesan J. , Dr. Sandeep Kr. Singh, Dr. (Mrs.) Neelima Sharma and Dr. Pran Kishore Deb	

	<b>Student Support Cell &amp; Alumni Works Committee:</b>	
	Dr. B.N. Sinha, Dr. S. Jha, Dr. Ashok. K. Pattnaik, Dr. Sandeep Kr. Singh, Dr. Manik, Dr. Abhimanyu Dev, Dr. B. Sarkar and Dr. K.K. Pradhan	<ul style="list-style-type: none"> <li>• Higher studies related issues</li> <li>• GPAT / GRE / GATE / CAT/ TOEFL etc.</li> </ul>
<b>11.</b>	<b>Ph.D. related Documentation</b>	
	Dr. (Mrs.) P. M. Mazumder, Dr. Venkatesan J., Dr. Animesh Ghosh and Dr. (Mrs.) A. Pandey	<ul style="list-style-type: none"> <li>• All matters pertaining to Ph.D. Research</li> </ul>
<b>12.</b>	<b>Internal Activities Co-ordination</b>	
	Dr. Animesh Ghosh, Dr. M.P. Chopra, Dr. (Mrs.) Anima Pandey and Dr. (Mrs.) Trishna Bal	<ul style="list-style-type: none"> <li>• Internal maintenance</li> <li>• Hospitality</li> <li>• Transport</li> </ul>
<b>13.</b>	<b>UG / PG Project Co-ordination</b>	
	Dr. (Mrs.) P.M. Mazumder, Dr. Venkatesan J. , Dr. Sandeep Kr. Singh, Dr. Manik, Dr. (Mrs.) Anima Pandey, Dr. (Mrs.) Neelima Sharma and Dr. A. Dev	
<b>14.</b>	<b>Animal House Maintenance &amp; Related Documentation</b>	
	Dr. (Mrs.) P.M. Mazumder, Dr. A.K. Pattnaik, Dr. M.P. Chopra and Dr. (Mrs.) Neelima Sharma	
<b>15.</b>	<b>Stores Management &amp; Departmental Purchase</b>	
	Dr. K. Jayaram Kumar, Dr. Venkatesan J., Dr. Animesh Ghosh, Dr. (Mrs.) Anima Pandey and Dr. K.K. Pradhan	
<b>16.</b>	<b>PG / UG Semester Registration</b>	
	Dr. Sandeep Kr. Singh, Dr. Manik, Dr. (Mrs.) Neelima Sharma, Dr. A. Dev, Dr. B. Sarkar, Dr. K.K. Pradhan and respective mentors.	
<b>17.</b>	<b>Animal Ethical Committee</b>	
	Dr. (Mrs.) P.M. Mazumder, Dr. A.K. Pattnaik, Dr. M.P. Chopra and Dr. (Mrs.) Neelima Sharma	
	<b>Short Term Programme</b>	
	Dr. K. Jayaram Kumar, Dr. Sandeep Kr. Singh and Dr. (Mrs.) Trishna Bal	
<b>19.</b>	<b>Departmental Library</b>	
	Dr. (Mrs.) Trishna Bal and Dr. Bapi Gorain	
<b>20.</b>	<b>ERP Cell Co-ordination</b>	
	Dr. Sandeep Kr. Singh, Dr. (Mrs.) Neelima Sharma, Dr. B. Sarkar and Dr. Santanu Ghosh	
<b>21.</b>	<b>CADD Lab:</b> Dr. S. Ganguly, Dr. Venkatesan J. and Dr. Manik	<ul style="list-style-type: none"> <li>• Hardware maintenance</li> <li>• Software Management &amp; updation</li> </ul>
<b>22.</b>	<b>Microsoft Team:</b> Dr. Sandeep Kr. Singh and Dr. Manik	
<b>23.</b>	<b>Over all supervisors for Instruments:</b> Dr. B.N. Sinha, Dr. K. Jayaram Kr. and Dr. Animesh Ghosh	

	<b>Instrument Room I</b>	
<b>i</b>	<b>HPLC:</b> Dr. Animesh Ghosh, Dr. Manik, and Dr. K.K. Pradhan,	
<b>ii</b>	<b>HPTLC :</b> Dr. Manik and Dr. M. P. Chopra	
<b>iii</b>	<b>DSC:</b> Dr. Sandeep Kr. Singh and Dr. (Mrs.) Trishna Bal	
<b>iv</b>	<b>FTIR:</b> Dr. Venkatesan J., Dr. (Mrs.) Trishna Bal and Dr. K.K. Pradhan	
<b>v</b>	<b>UV Spectrophotometer:</b> Dr. A. Dev and Dr. B. Sarkar	
<b>vi</b>	<b>Leica Microscope</b> Dr. (Mrs.) Anima Pandey and Dr. (Mrs.) Neelima Sharma,	
<b>vii</b>	<b>Viscometer (Malvern):</b> Dr. A. Ghosh, Dr. Sandeep Kr. Singh and Dr. (Mrs.) Trishna Bal	
<b>24.</b>	<b>Instrument Room II</b>	
<b>i</b>	<b>Texture Analyser :</b> Dr. Animesh Ghosh and Dr. Sandeep Kr. Singh	
<b>ii</b>	<b>Lyophilizer :</b> Dr. Venkatesan J., Dr. Sandeep Kr. Singh and Dr. Manik	
<b>iii</b>	<b>Probe Sonicator:</b> Dr. Animesh Ghosh, Dr. Sandeep Kr. Singh, and Dr. K.K. Pradhan	
<b>iv</b>	<b>Flame Photometer :</b> Dr. M. P. Chopra and Dr. K.K. Pradhan	
<b>v</b>	<b>Ultra Centrifuge :</b> Dr. Sandeep Kr. Singh and Dr. B. Sarkar	
<b>25.</b>	<b>Medicinal Plants Garden:</b> Dr. S. Jha, Dr. Ashok Kr. Pattnaik and Dr. (Mrs.) Anima Pandey	

*Smastika Ganguly*  
(Dr. S. Ganguly)  
Professor & Head  
22/6/23

Copy to:

1. Registrar 2. PS to Vice Chancellor