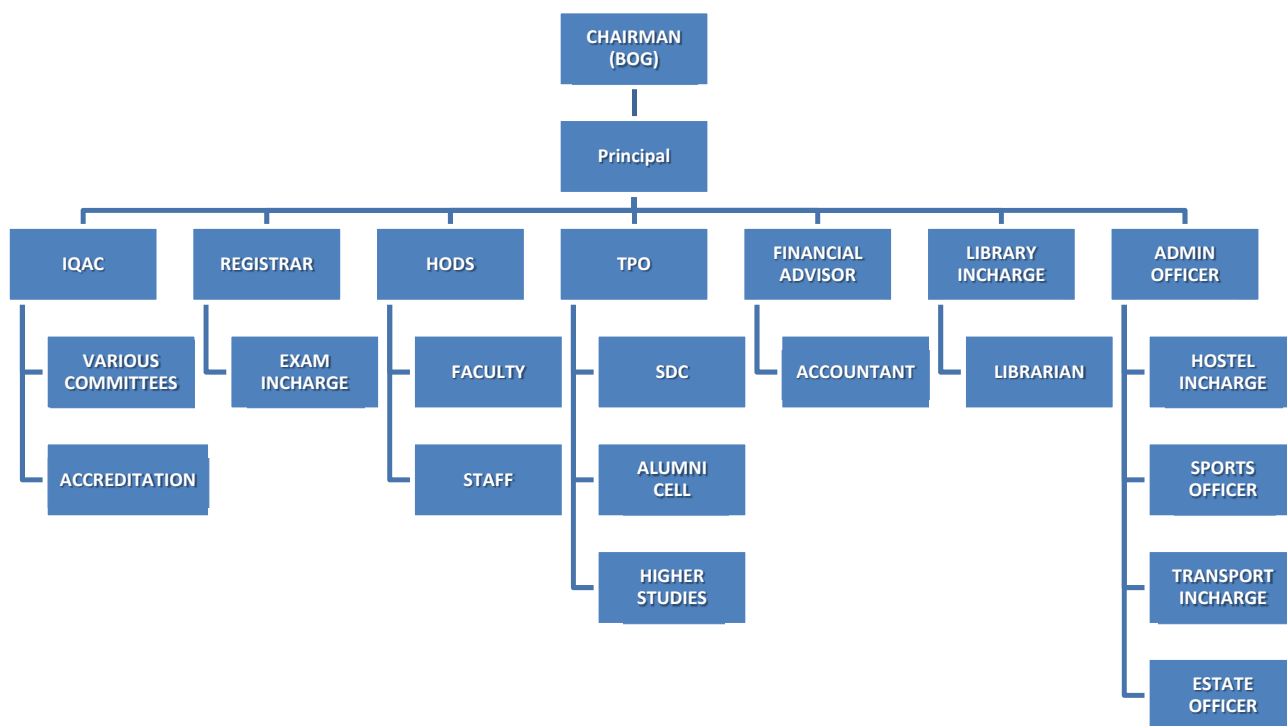




Organizational Chart



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Function and Responsibilities of the BOG :

The functions and responsibilities of BOG of Institute are as follows:

1. To review the smooth running of the administrative setup / activities of the institution, discussion and approval of the new program.
2. To review work of Governing and other bodies.
3. To review examination results of all programs and their improvement.
4. To affirm the upgradation and support of the Infrastructure of the Institute.
5. To review the budget allocation for institute's academic and different purposes and their expenditure.
6. To approve the new posts, study leaves and promote the various faculty development programs.
7. To review the Placement activities and drives in and off campus, Collaborations with Industries and R&D programs.
8. To review the Service Rules, Recruitments & Procedures.
9. Reviewing the promotional policies including performance appraisal of faculty and discussing the suggestions given by faculties for improvement of academic and non-academic fields the college.

Function and Responsibilities of the various Institutional Member :

- **Principal** : As Head of the Institution, principal shall exercise his authority for institution building. Principal will act as a Competent Authority for all Faculty Members and office staff and be responsible for overall human resource management of their appointment, utilization, retrenchment, termination, disciplinary action etc. Principal will exercise signing powers as Competent Authority.
- **Head of the Departments** : HOD is the program coordinator and implements all the Rules and Regulations of Affiliating University / AICTE / PCI within the Department. HOD's responsibility includes preparing a budget, managing resources, coordinate with Institutes / Industries, for the benefits of faculty and students. HOD is having special financial empowerment to deal with exigencies in the department.
- **IQAC Coordinator** : IQAC Coordinator regulates Academic Activities of the departments throughout the semester and ensure conduction of Classes, FDP, Workshop, Seminars, Conferences with transparency, accuracy, time bound, efficiency.

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- **Registrar** : Deals with the implementation of policies of regulating bodies and an Affiliating University. Registrar's duties also includes preparing examination time table for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- **Examination Incharge** : Examination Incharge make sure smooth functioning of pre and post Internal / External Examination Process and also take care of the Examination related Grievances.
- **TPO** : The TPO plays a very important and key role in counseling and guiding the students of the institute for their successful Career Placement, which is a crucial interface between the stages of completion of academic program of students and their entry into avenues of suitable employment.
- **Estate Officer** : Estate Officer looks after about the Institutional infrastructure, various maintenance work and related inventory.
- **Financial Advisor / Accounts Officer** : The Financial Advisor / Account Officer looks after the financial resources of the institute.
- **Administrative Officer** : Supervising day-to-day operations of the administrative department and staff members. Hiring, training, and evaluating employees, taking corrective action when necessary. Developing, reviewing, and improving administrative systems, policies, and procedures.
- **Hostel Warden** : The Warden in a hostel is the principal authority and executive in all matters relating to resident students welfare, their discipline and messing as well as the administration and security of the particular hostel.
- **Sports Officers** : Sports officers are tasked with creating and implementing programmes which encourage sports activity across all areas of society.
- **Library In-charge** : The role of Librarian to plan book acquisition programmes of library and select books for order, especially in the area of technical education.

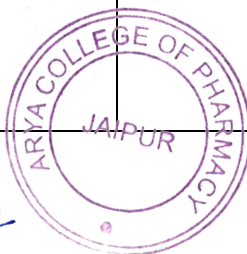
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List of Administrative Bodies :

S. No.	Name of Committee / Activity	Level	Head of Committee / Convener	Purpose/Function of Committee / Activity
01.	Academic Committee	Institute	Principal	<ol style="list-style-type: none">1. To ensure & suggest suitable measures for academic excellence of the programs offered by the department.2. To ensure efficient delivery of the curriculum (syllabus, scheme) for the UG and PG courses offered by the university.3. To take up any responsibility or function for the benefit of the student.4. To analyze feedback taken by various stakeholders and also advice to HOD regarding subjects feedback and submit final feedback analysis report to IQAC for further consideration.5. To assess attainment of courses outcome and program outcome after completion of curriculum.
02.	Anti Discrimination Cell	Institute	Principal	<ol style="list-style-type: none">1. Creating policies and guidelines that prohibit discrimination and harassment in the institute.2. Investigating complaints of discrimination or harassment and providing support to those affected.3. Conducting awareness programs, training sessions, and workshops on issues related to discrimination and diversity.4. Promoting the inclusion of marginalized groups and ensuring equal opportunities for all members of the institute.5. Maintaining a database of complaints and incidents related to discrimination and harassment, and using this information to

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ARYA College of Pharmacy

(Affiliated to RUHS, Jaipur • Approved by PCI, AICTE, New Delhi)

• S.P.: 40, Kukas Industrial Area (RIICO) Jaipur - 302028
• Ph.: 0141-5148801, 5148802, 5148803

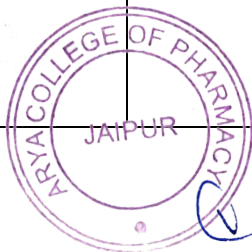
• Website : www.aryapharmacyjpr.com
• Fax : 01426-510040

				develop strategies for prevention. 6. Collaborating with other organizations and committees within and outside the institute to promote diversity and inclusion.
03.	Gender Sensitization Cell	Institute	Principal	<ol style="list-style-type: none">1. Conducting awareness programs, training sessions, and workshops on issues related to gender sensitivity, gender roles, gender stereotypes, and sexual harassment.2. Handling complaints of sexual harassment and gender-based discrimination and providing support to those affected.3. Encouraging the participation of all genders in all academic, cultural, and sports activities in the institute.4. Creating a safe and inclusive environment for all genders by ensuring that gender-neutral restrooms and other facilities are available.5. Collaborating with other organizations and committees within and outside the institute to promote gender sensitivity and equality.
04.	ST/SC Welfare Committee	Institute	Principal	<ol style="list-style-type: none">1. Developing policies and guidelines to ensure equal opportunities for ST/SC students and staff in the institute.2. Providing financial assistance and scholarships to ST/SC students who face socio-economic challenges.3. Creating awareness among ST/SC students and staff about their rights and opportunities.4. Helping ST/SC students and staff to overcome the challenges they may face in academic and non-

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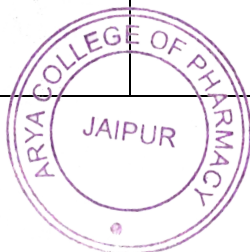
				<p>academic activities.</p> <p>5. Providing guidance and counseling to ST/SC students and staff to improve their academic performance and career prospects.</p> <p>6. Collaborating with other organizations and committees within and outside the institute to promote the welfare of ST/SC communities.</p>
05	Anti-Ragging Committee	Institute	Principal	<p>1. The committee plays a crucial role in ensuring that students feel safe and secure while pursuing their academic goals.</p> <p>2. The primary function of the Anti-Ragging Committee is to ensure that ragging does not take place within the institution.</p> <p>3. The committee is responsible for creating awareness among students, faculty, and staff about the harmful effects of ragging and the measures that can be taken to prevent it.</p> <p>4. It ensures that the complainant is protected from any form of retaliation and that the perpetrator is held accountable for their actions.</p> <p>5. The committee may recommend appropriate disciplinary action, including suspension or expulsion, depending on the severity of the offense.</p>
06.	Extra-Curricular Activity Committee	Institute	Principal	<p>1. Identifying and organizing extracurricular activities that aligns with the interests and talents of students.</p> <p>2. Providing students with the resources and support they need to participate in extracurricular activities, such as equipment, facilities, and transportation.</p>





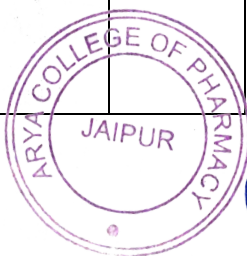
				<ol style="list-style-type: none">3. Encouraging students to participate in extracurricular activities that promote personal growth, skill development, and social interaction.4. Collaborating with other committees and organizations within and outside the institute to organize joint events and activities.5. Creating a calendar of events and activities that are planned for the academic year, to allow students to plan ahead and participate actively.6. Identifying and supporting student leaders who can take the lead in organizing and promoting extracurricular activities
07.	Budget Committee	Account Dept.	Financial Advisor	<ol style="list-style-type: none">1. Developing a budget plan that aligns with the institute's strategic plan and priorities.2. Analyzing and reviewing the institute's financial performance and recommending adjustments to the budget as needed.3. Evaluating proposals for new initiatives and projects and assessing their financial feasibility and impact.4. Ensuring compliance with budgetary policies and procedures, including spending limits and financial reporting requirements.5. Communicating budget information to relevant stakeholders, including faculty, staff, and students.6. Identifying opportunities for cost-saving measures and ensuring that financial resources are utilized in the most efficient way possible

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08.	Library Committee	Library Dept.	Library Incharge	<ol style="list-style-type: none">1. Developing policies and procedures for the operation and management of the library, including the acquisition and circulation of books, journals, and other materials.2. Identifying and acquiring new resources to enhance the library's collection and meet the changing needs of students and faculty.3. Ensuring that the library facilities are well-maintained, accessible, and equipped with the necessary technology and equipment.4. Providing training and support to students, faculty, and staff on how to effectively use the library resources.5. Promoting the library's services and resources to the wider academic community through outreach programs and events.6. Collaborating with other committees and organizations within and outside the institute to promote the use of the library and its resources.
09.	Recruitment Committee	Training and Placement Dept.	TPO	<ol style="list-style-type: none">1. Developing job descriptions and specifications for open positions.2. Advertising job vacancies and promoting the institute as an employer of choice.3. Screening and shortlisting candidates based on their qualifications and experience.4. Conducting interviews and assessments to evaluate candidates' suitability for the available positions.5. Verifying candidates' references and conducting background checks as needed.6. Making recommendations to the

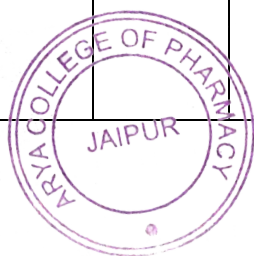


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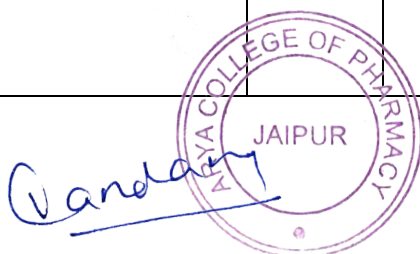
				hiring manager on the most suitable candidates for the available positions
10.	Maintenance Committee	Institute	Principal	<ol style="list-style-type: none">1. Developing a maintenance plan that identifies the maintenance needs of the institute's facilities and equipment.2. Identifying and prioritizing maintenance issues and developing strategies for addressing them in a timely and efficient manner.3. Establishing policies and procedures for the upkeep and repair of the institute's infrastructure, including routine maintenance, preventive maintenance, and corrective maintenance.4. Ensuring compliance with safety regulations and standards to ensure the safety of students, faculty, and staff.5. Coordinating with external contractors and vendors to provide necessary maintenance and repair services.6. Communicating with relevant stakeholders, including faculty, staff, and students, regarding maintenance issues and progress in addressing them
11.	Research Publication Committee	Institute	Principal	<ol style="list-style-type: none">1. Developing policies and guidelines for research publications to ensure consistency and quality of the institute's research output.2. Providing guidance and support to researchers on how to prepare research manuscripts and navigate the publication process.3. Identifying appropriate publication outlets for research findings and promoting the

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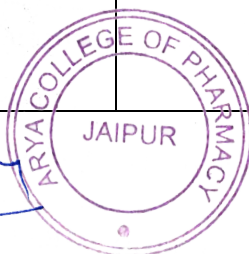
				<p>institute's research output through various channels.</p> <ol style="list-style-type: none">4. Evaluating the quality and impact of research publications and providing feedback to researchers to help improve the quality of their work.5. Organizing workshops, seminars, and other events to promote research and publication skills among faculty and students.6. Collaborating with other research-focused organizations and institutes to enhance the institute's research and publication capabilities
12.	Career Guidance Cell	Training and Placement Dept.	TPO	<ol style="list-style-type: none">1. Providing individual and group counseling sessions to students on career-related matters, including career exploration, job search strategies, resume writing, and interview skills.2. Organizing career-related workshops, seminars, and events to provide students with opportunities to develop their career-related skills and knowledge.3. Developing and disseminating career-related resources, including job postings, career guides, and industry information.4. Facilitating interactions between students and industry professionals through networking events and internships.5. Collaborating with academic departments and faculty to incorporate career-related skills and knowledge into the curriculum.6. Conducting research and surveys to gather information on the employment trends and the needs





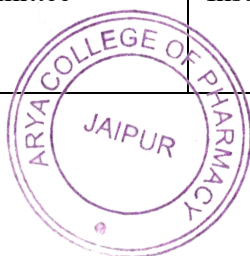
				of employers, to better equip students with the skills they need to succeed in their chosen careers.
13.	Animal House Committee	Pharmacology Dept.	HOD	<ol style="list-style-type: none">1. Developing policies and procedures for the use of animals in research and teaching, in compliance with ethical standards and regulations.2. Ensuring that animal facilities are designed and maintained in accordance with best practices to provide a safe and healthy environment for animals.3. Reviewing animal research proposals to ensure that they comply with ethical standards and regulations.4. Monitoring the care and use of animals in the institute and conducting regular inspections of animal facilities to ensure compliance with standards and regulations.5. Providing training and support to researchers and animal care staff on animal care and use
14.	Herbal Garden Committee	Pharmacognosy Dept.	HOD	<ol style="list-style-type: none">1. Designing and developing a herbal garden within the institute, which includes the identification, procurement, and cultivation of medicinal plants and herbs.2. Maintaining the herbal garden by providing regular care and maintenance of the plants, including watering, fertilizing, pruning, and pest control.3. Organizing workshops and seminars on the cultivation, processing, and utilization of medicinal plants and herbs, to promote awareness and education.4. Conducting research on the medicinal properties of plants and herbs, to contribute to the

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				<p>knowledge base on traditional medicine and complementary therapies.</p> <p>5. Collaborating with academic departments and faculty to incorporate the study of medicinal plants and herbs into the curriculum, to promote interdisciplinary learning.</p> <p>6. Developing partnerships with other institutions and organizations involved in herbal medicine research and education, to share knowledge and resources.</p>
15.	Exam Cell	Institute	Registrar	<p>1. Implementing examination policies, procedures, and guidelines, in compliance with the regulations and standards of the governing body.</p> <p>2. Preparing and publishing examination schedules, syllabi, and other relevant information for students and faculty.</p> <p>3. Registering students for examinations and managing the distribution and collection of examination materials.</p> <p>4. Ensuring the security and confidentiality of examination materials and conducting examinations in a fair and impartial manner.</p> <p>5. Managing the evaluation and grading of examinations, as well as the publication of results.</p> <p>6. Addressing any complaints, grievances, or disputes related to the examination process.</p>
16.	Discipline Committee	Institute	Principal	<p>1. To ensure that students adhere to the rules and regulations set forth by the institution.</p> <p>2. Its primary role is to maintain discipline and order within the</p>



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				<p>campus.</p> <p>3. The Committee is responsible for investigating any allegations of misconduct, which may include academic dishonesty, breach of rules and regulations, or any behavior that is considered unacceptable by the institution.</p> <p>4. In addition to addressing individual cases of misconduct, the Discipline Committee may also work to identify patterns of behavior that may indicate a need for changes in institutional policies or procedures.</p>
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