



Ref. No :- SVIT/ESTT/2022-23/1513

Date:- 20/02/2023

Faculty/Staff Additional duties (w.e.f 21st February 2023)

The additional duties of Faculty/staff at Institutional level w.e.f **21st February 2023** till further order are as mentioned below. All the responsibilities shall be completed as per the norms of statutory bodies and SOPs of PRES circulated earlier to all the staff.

| Sr. No | Name of Portfolio/Duty Assigned | Name of Faculty/Staff | Job responsibilities |
|--------|---------------------------------------|---|---|
| 1. | Head of Department (Mechanical Engg) | Mr. Vijay Kadlag <i>VK</i> | To coordinate the routine academics and administrative activities of departmental students and staff for smooth functioning of the work. |
| 2. | Head of Department (Chemical Engg.) | Dr. Dipak Chandre <i>DC</i> | To coordinate the training and Placement activities of students of SE,TE & BE through proper liaisoning with Industries |
| 3. | Head of Department (E&TC Engg.) | Ms. Archana Hatkar <i>AH</i> | To coordinate with all other departments for quality improvement in department |
| 4. | Head of Department (Computer Engg.) | Mr. Sharad M. Rokade <i>RM</i> | To develop department in terms of research, admissions, placements and innovative practices |
| 5. | Head of Department (IT) | Mr. Rushikesh Bhalerao <i>RBB</i> | To monitor cleaning & housekeeping in department |
| 6. | Head of Department (MBA) | Mr. Amol Kare <i>AK</i> | To complete the tasks as and when assigned by the Principal |
| 7. | Head of Department (Electrical Engg.) | Mr. Nadeem Shaikh <i>NJS</i> | |
| 8. | Head of Department (BSH) | Mr. Kailas Tambe <i>KT</i> | |
| 9. | Accreditation & IQAC Coordinator | Dr. R.M. Abhang | To coordinate the accreditation activities in consultation with Principal ,HODs & departmental coordinators |
| 10 | Librarian | Mr. Popat Avhad <i>PA</i> | To maintain the record of library books as per the requirement To ensure discipline in Library To submit monthly library utilization report to Principal |
| 11 | Admissions Committee | Mr. K.P. Tambe (Coordinator) <i>KPT</i> | To constitute admissions committee and coordinate Various activities related to admissions To submit the feedback reports to Principal as and when required |
| 12 | Dean (Academics) | Mr. R.P. Sable <i>RPS</i> | To coordinate all academic activities of the Institute in consultation with HODs & Principal To prepare Institute Academic calendar and monitor its implementation |



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| | | | To prepare Academic Time Table and monitor daily attendance of students for lectures/practical To attend lectures of teachers & submit the monthly assessment report to Principal To submit the compliance report of academic calender at the end of semester To resolve the issues related to academics in the Institute To take efforts for quality improvement in academics. |
| 13. | Training & Placement Cell | Mr.Rajendra Belkar (Coordinator) Mr.Dinesh Ghorpade (Co coordinator) | To coordinate the training & placement activities of students /staff in consultation with Principal and HODs <i>To submit the fortnightly report to Principal</i> <i>Note: Ultimate responsibility of training and Placement activities of students of SE,TE & BE through proper liaisoning with Industries in coordination with Training & Placement Officer of the Institute lies with respective HODs.</i> |
| 14. | IPR/Patent Cell , Project ,R&D, Innovation Cell & National Innovation and Start-up Policy (NISP) Coordinator | Mr.R.D.Patil (Coordinator) | To motivate the faculty and students to apply for patents To organize the expert seminars regarding IPR and patents To coordinate the research activities of students/staff in consultation with Principal and HODs and to apply for getting research grants from various funding agencies like AICTE,UGC,SPPU,DST,etc To coordinate the research projects of students/faculty of the Institute To coordinate all activities related to 'Innovation Cell & National Innovation and Start-up Policy (NISP) implementation To develope research culture in the Institute <i>To submit the fortnightly report to Principal</i> |
| | Skill Development and Continuous Education | Mr.Uttam Patole (Coordinator) | To coordinate skill development and continuous education activities |
| 16. | Entrepreneurship Development Cell | Mr.P.C.Patil (Coordinator) | To coordinate the activities repalred to Entrepreneurship Development in consultation with HODs <i>To submit the monthly report to Principal</i> |
| 17. | College Examination Coordinator (CEO) | Mr. Ravindra Shelke | To coordinate internal exams and University exams. To resolve the issues of students related to exam section of the Institute & University To prepare & submit the result analysis within 03 days after declaration of University results |
| 18 | MOU & Industry Institute Inteaction | Mr.Amol Kare (Coordinator) | To keep record of MOUs signed by the Institute with various industries To initiate Institute Inteaction for training & placements. |





LOKNETE DR. BALASAHEB VIKHE PATIL
(PADMA BHUSHAN AWARDEE)
PRAVARA RURAL EDUCATION SOCIETY'S

SIR VISVESVARAYA INSTITUTE OF TECHNOLOGY
PRAVARA TECHNICAL EDUCATION CAMPUS NASHIK
NASHIK

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| | | | of students To organize HR meet /Industry Institute interactions <i>To submit the fortnightly report to Principal</i> |
| 19. | Alumni Coordinator | Ms.Pratibha Kashid <i>[Signature]</i> | To coordinate all activities related to Alumni in collaboration with all departments & complete the compliance of PRES Alumni dept. <i>To submit the fortnightly report to Principal</i> |
| 20. | AICTE /SPPU Related Work Shikshan Shulka/FRA Report/University | Dr.D.K.Chandre Mr. R.S.Bhalerao Mr.Sanjay Gulve Mr.Ravindra Padwal Mr Bhuse Mukesh | Coordinator Member Member Member Member |
| 21. | DTE related work | Dr.Dipak Chandre Mr.Umakant Butkar Mr.Santosh Ghuge | Coordinator Member Member |
| 22. | Periodical Monthly Activity Report and Departmental Newsletter | Mr Sharad Rokade (Coordinator) | To compile Monthly Activity Reports & Departmental Newsletters of all departments <i>To submit the monthly report to Principal</i> |
| 23. | Store committee- Dead stock verification & Material Scrap/Disposal | Ms. Aher Sunanda Mr. Bombale Somnath Mrs.Kawade Ranjana | Coordinator Member Member Member |
| 24. | System Admin(Internetworking/ WiFi/ Server room/Computer/CCTV Maintenance) | Mr.Rushikesh Bhalerao Mr.Rahul Dhokane Mr.Devidas Thosar Mr.Umakant Butkar Mr.Sunil Shinde | Coordinator Coordinator Coordinator Member Member |
| 25. | Digital marketing,Publicity on social media (Facebook,Twitter,Instagram, WhatsApp) | Ms.Shital Patil (Coordinator) Ms.ArchanaUgale | To prepare soft copies of flex/videos to be posted on social media To post the photographs of college events on whatsapp groups of staff and students To join the existing students & staff of our college to our facebook page, twitter,Instagram, etc |
| 26. | College Website /Face book page Updating | Mr.Devidas Thosar Ms.Harshada Khairnar Mr.Satish Cholke | Coordinator Member Member |
| 27. | Staff/students Grievances Cell /Discipline committee | Mr.Vijay Kadlag All HODs | Coordinator Members |





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| 28. | Women Grievances Cell | Mrs. Archana Hatkar Ms. Vanita Sanap Mrs. V.A.Gaidhani Mrs. Sunanda Aher | Coordinator Member Member |
| 29. | Celebrations of Birth /Death Anniversary of National Heroes | Mr. Sharad Karle(Coordinator) Mr. Vitthal Vikhe Mr. Popat Avhad Mr. Santosh Ghuge | To make the necessary arrangements for Pratima Puja, speeches, etc for celebrations of anniversaries of National heroes To post photographs of the program on social media To publish news in newspapers |
| 30. | Printing Coordinator-Flex/ Banners / Magazine/ Newsletter printing/ID Cards,etc | Mr. Rahul Bhandari All HODs | Coordinator Member |
| 31. | Annual Report/Information gathering and compilation Governing Body/ College Development Committee Meeting | Mr. Nadeem Shaikh Mr. Gulve Sanjay Mr. Sampat Daware Mr. Anil Wadekar | Coordinator Member Member |
| 32 | Students Fee Recovery | Dr.D.K.Chandre (Coordinator) All HODs- Members | To take the continuous follow-up of students fee recovery and submit fortnightly report to the Principal |
| 33 | Electrical maintenance | Mr. Sameer Pathan (Coordinator) All Electricians (members) | To complete the work of electrical maintenance in campus with prior approval of ceosecretariat and Principal |
| 34 | Seminar Hall Incharge | Mr. Prashant Bibare (Coordinator) Ms. Smruti Hase | To maintain deadstock record of seminar Hall To maintain seminar Hall & all its facilities To allocate seminar hall for other Institutes as and when required. To keep record of seminars/lectures/programs, etc conducted in seminar hall in register and submit the monthly report to Principal |
| 35 | Mess & Canteen inspection committee | Ms. Trupti Wable(Coordinator) Mr. B.S.Vikhe Mr. Sharad Karle | To carry out the monthly / surprise inspection of canteen and mess and submit the report to Principal |
| 36. | College Buses Fees & Attendance coordination | Mr. Liladhar Bhamre (Coordinator) Mr. Kailas Waditke(member) | To appoint one staff and Student(one boy from Earn & Learn scheme) per college bus & get the daily attendance of students traveling by college buses & submit to Principal To maintain bus wise fee record of students and submit monthly report to Principal |



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| | | | To issue challans to the students for emergency traveling by college buses |
| 37. | Institute Housekeeping/Cleaning monitoring | Mr.Suyog Vitnor Mrs.Geetanjali Tajne Mrs.Shital Jagtap | To ensure proper housekeeping /cleanliness in all departments by taking first round in morning session & second round in afternoon session and submit the daily report to Principal at 4:45pm in prescribed format |
| 38. | Feedback Coordinator (Student/Alumni/ Parents/Employer) | Mr.Devidas Thosar (Coordinator) All Class Teachers | To conduct monthly feedback of students To submit the monthly report to Principal |
| 39. | Staff Performance Appraisal | Mr.Somnath Lavahate All HODs | Coordinator - <i>[Signature]</i> Members |
| 40 | Internal & External Academic Audit, Laboratory Audit Workload review committee | Mr.R.P.Sable Mr.Rana Mahajan Mr.K.P.Tambe | Coordinator Member Member |
| 41 | Make up and Remedial Classes | Mrs.Rupali Shinde Shinde(Coordinator) Mr.Amol Shelke | To identify the list of students for make up and remedial classes To monitor the attendance record of Make up and Remedial Classes To submit the report to Principal |
| 42 | Social,Cultural Events, Toppers felicitation | Dr.P .N.Khairnar (Coordinator) Ms.Sonali Benko Ms.Rajashree Thosar Ms.Trupti Wable Ms.Mohini Waje | To coordinate activities related to Social,Cultural Events, Toppers felicitation To submit the reports to Principal after completion of activities |
| 43 | Students Development Officer | Mr Pravin Tambe | To constitute students council and coordinate the activities of students council To submit the reports to Principal |
| 44. | Staff welfare activities | Mr.P.C.Patil (Coordinator) All HODs-members | To organize activities related to staff welfare in consultation with Principal and HODs |
| 45 | Career Guidance Cell/GATE/TOEFL/GRE/UP SC/MPSC/IBPS/IES/ Competitive Exams | Dr.Shraddha Nikam (Coordinator) | To organize sessions related to Career Guidance Cell/GATE/TOEFL/GRE/UPSC/MPSC/IBPS/IES/ Competitive Exams for students in coordination with departments |
| 46 | Boy's Hostel | Mr.Sanjay Vikhe Mr.Sagar Ghodke | Chief Rector Asst Rector |





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| | | Mr.Pagare Prashant Mr.Amol Shelke | Asst Rector Asst Rector |
| 47 | Girl's Hostel | Ms.Vanita Sanap (Chief Rector)) Mrs.Ayeshasiddika Burhan Shaikh (Asst Rector) | To allocate rooms to Girls students after confirmation of fees To monitor daily attendance in hostel To maintain discipline in hostel/mess To update hostel fee register & submit to the account section through Principal To Coordinate Civil /Electrical maintenance work in hostel with prior approval |
| 48 | Campus/ Building maintenance /Hostels Cleaning Inspection Committee | Ms.Sanap Vanita Mr.Sharad Kawade Mr.Karpe Bhimaji Mr.Sampat Daware | Coordinator Member Member Member |
| 49 | National Service Scheme (NSS) | Mr.Vitthal Vikhe (NSS Programme Officer) | To coordinate NSS activities as per the guidelines of SPPU,Pune with the help of departmental coordinators |
| 50 | Shramdan and Awareness (Health,Tobacco/alcohol addiction, road safety,etc) Campaigns | Mr.Sharad Karle (Coordinator) | To coordinate the activities related to Shramdan and Awareness Campaigns in association with Class teachers & NSS Programme Officer in our college campus /in nearby villages |
| 51 | Earn & learn Scheme | Mr.Shivaji Chaudhari (Coordinator) | To implement Earn & learn Scheme in college & coordinate the activities as per the guidelines of SPPU,Pune with the help of departmental coordinators |
| 52 | Mentoring scheme | Ms.Vishakha Gaidhani (Coordinator) | To implement mentoring scheme effectively with the help of departmental coordinators <i>To submit the fortnightly report to Principal</i> |
| 53 | News Publications coordinator | Mr.Shilohadra Kadami Mr.P.C.Patil | To prepare news draft of college events & get it approved from Principal To take follow up for publishing the college events news in newspapers |
| 54 | Professional Bodies Chapter (ISTE/IETE/CSI/IICHE/SAE /IEEE etc) | Mrs.Archana Hatkar (Coordinator) | To organize the activities for academic development of students /staff through professional bodies chapters in coordination with all departments <i>To submit monthly report to Principal!</i> |
| 55 | MIS software Institute Level Coordinator | Mr.R.S.Bhalerao (Coordinator) Mr.Ravindra Padwal | To coordinate MIS data entry in MIS Software through all departments , students section , Hostel,Mess,Vehicle |



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| | | Mr. Mukesh Bhuse Mr. Kailas Waditke | and Account sections |
| 56 | Solar Power Plant | Mr. Nadeem Shaikh (coordinator) All Electricians | To maintain the solar power plant in working condition To submit the monthly Electric power generation report to Principal |
| 57 | NEP (New Education Policy) 2020 | Mr. Somnath Lavahate(Coordinator) All HODs(members) | To coordinate all the activities related to NEP 2020 & its implementation at Institute level |
| 58 | Water Coolers maintenance | Mr.B.S. Vikhe (Coordinator) Rajit Bhople Mr.P.B.Saraf Mr.S.S.Mhaske | To coordinate the maintenance work of water coolers available in the Institute |
| 59 | Computer Maintenance (PC,Laptops, Printers, Xerox machine, LCD Projectors maintenance work) | Mr.Uttam Patole (Coordinator) | To coordinate maintenance work of computers in our Institute /Campus as and when required with the assistance of Computer Maintenance committee |
| 60 | Photography /Videography /Live streaming of campus events | Mr.Umakant Butkar (Coordinator) | To constitute the committee of students for photography To coordinate Photography /Videography /Live streaming of campus events with the help of system admin team To maintain the record of Photographs of college events and produce it as and when required. |
| 61 | Sports coordinator | Mr. Viresh Parkhe | To coordinate the sports activities of the Institute in coordination with departmental sports coordinators |

Copy to

1. All HOD and Section In-charges
2. Hostel rectors



Shinde
20/01/2023
(Dr.G.B.Shinde)
Principal

Sir Visvesvaraya Institute of Technology
Chincholi, Nashik-422102