



**Pravara Rural Education Society's
SIRVISVESVARAYA INSTITUTE OF TECHNOLOGY, Nashik**

A/P: CHINCHOLI, Tal: Sinnar, Dist: Nashik (M.S.)

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"Affiliated to University of Pune" letter No. CA/1379 dt. 18/08/1998

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University ID No- 052

Institute Code 5125



Ref. SVIT/ESTT/2017-18/ 623

Date:11/09/2017


OFFICE ORDER

The undersign is pleased to assign the following additional duties to the faculty members w.e.f. 01/06/2017 till further order

Sr. No.	Name of the Committee	Members	Activites
1.	Staff Grievances abd redressal cell & Discipline Committee (Staff & Student)	<ul style="list-style-type: none">Dr. S N ShelkeProf. U. V. PatilDr. B. L. PangarkarProf. V. L. Kadlag (Co-ordinator)Prof. N. B. ShaikhProf. K. N. ShedgeProf. S. T. KarleProf. Amol Kare	<ul style="list-style-type: none">To enquire about the acts of grievance & indiscipline by student & StaffTo suggest appropriate action
2.	Internal Compliant committee	<ul style="list-style-type: none">Prof. Mrs. A. A. Hatkar(CO)Dr. Nilima MulleProf. Mrs. V. J. Patil (Co-ordinator)Prof. Kiran P WaradeMrs. Vaishali V DeshmukhDr. Shrikant R KadamMs. Sakshi MankarMs. Pallavi S ShindeProf. Mrs. P. N. KhairnarProf. Mrs. S. S. PatilProf. Mrs. T. P. AherProf. Mrs. S. V. Sonawane	<ul style="list-style-type: none">To enquire about the complents received form girl students/women working in the college & submit confidential report to principal.
3.	Women Health care & personality Development Cell	<ul style="list-style-type: none">Prof. Mrs. P N Khairnar (CO)Prof. Mrs. R. B. Bhusare (Co-ordinator)Prof. Miss. V. S. TheteProf. Miss. A. K. SinghProf. Miss. J. P. ShindeProf. Mrs. V. A. Gaidhani	<ul style="list-style-type: none">To organize the activities as per guideline by Savitribai Phule Pune University, Pune
4	Research and Development Cell &	<ul style="list-style-type: none">Dr. G. B. Shinde (Dean R&D)Prof. Mrs. S. S. Somawanshi (Co-ordinator)Prof. R. S. ShelkeProf. V. K. SahuProf. D. S. ThosarProf. J. P. ShindeProf. S. T. KarleProf. R. M. Bhandari	<ul style="list-style-type: none">To promote research activities amongst faculty and students.To establish liaison with research organization y centers of permier institutes and industriesTo approach research funding agency for the sponsored projects in the pipe line.To enhance consultancy in the college.

			<ul style="list-style-type: none"> • To collect the data of participation of the faculty/ students in the various programs. • To keep the record of the research publications in the journal & conference / projects / workshop or seminars organized or attended by the faculty of students. • To keep the records of all the grants. • To Organize the national / international conference
5	Institute-Industry Interaction cell (III) & Training And Placement Cell	<ul style="list-style-type: none"> • Prof. S. V. Londhe (TPO) • Prof. V. K. Khairnar (Asst.TPO) • Dr. V.D. Talnikar • Prof. A. P. Sonawane • Prof. V. K. Sahu • Prof. P. M. Tambe • Prof. R. S. Bhalerao • Prof. Rana Mahajan • Prof. A. P. Kare 	<ul style="list-style-type: none"> • MOU sign between the institute and industry • To arrange the campus interviews. • To encourage the students for higher education & competitive examination / EDP. • To maintain Public relations. • Publicity of institution plan / activities. • To maintain relation with students & parents. • To attend VIP's & Guest and Co-ordinate their visits to the college / departments.
6	Academic Development Cell	<ul style="list-style-type: none"> • Prof. M. V. Guddad (Dean of Academic) • Prof. Mrs. S. S. Somawanshi (Asst. Dean) • Prof. R. S. Bhalerao 	<ul style="list-style-type: none"> • Record checking – attendance sheet . Continuous assessment sheet, teaching plan , Lab Utilization Register, class test timetable & departmental records, students feedback • Self Appraisal of teaching staff.
7	Anti-Ragging Committee	<ul style="list-style-type: none"> • Dr. S N Shelke • Prof. U. V. Patil • Prof. K. P. Tambe (CO) • Prof. V. L. Kadlag • Dr. B. P. Pangarkar • Prof. N. B. Shaikh • Prof. K. N. Shedje • Prof. Amol P Kare 	<ul style="list-style-type: none"> • To fit the anti-ragging forms from each students at the time of admission. • To fill online form on the anti-ragging portal from the students. • Any matter related with the ragging in the campus.
8	Skill Development Cell	<ul style="list-style-type: none"> • Prof. S. P. Kherhalkar (CO) • Prof. S. P. Govind (Co-ordinator) • Prof. D. K. Chandre • Prof. M. V. Dawange • Prof. U. R. Patole • Prof. R. S. Bhalerao • Prof. G. A. Warade • Prof. A. P. Kare 	<ul style="list-style-type: none"> • To arrange faculty development programe • To arrange soft skill development programe for students. • To arrange expert lectures.
9	Alumini Cell	<ul style="list-style-type: none"> • Prof. D. K. Chandre (CO) • Prof. D. M. Deshmukh (Co-ordinator) • Prof. A P Kare • Prof. P S Bibve • Prof. Mrs. A R Ghuge • Peor. K P warade • Prof. S G Mahajan • Prof. Mrs. P V Kashid • Dr. S N Shelke 	<ul style="list-style-type: none"> • To collect alumini data since inception year • To organize all activities of alumini. • To raise the funds from regular students. • To Organize annual meeting • To organize expert lectures of alumini
10	Enterepreneurship Development Cell	<ul style="list-style-type: none"> • Prof. S. P. Keralkar (CO) • Prof. D. K. Chandre (Co-ordinator) 	<ul style="list-style-type: none"> • To arrange the ED Programmes like seminar/ workshop/ training



		<ul style="list-style-type: none"> • Prof. S. P. Govind • Prof. P. S. Aher • Prof. J. P. Shinde • Prof. V. A. Gaidhani • Prof. P. B. Zurale • Prof. P. N. Khairnar 	<ul style="list-style-type: none"> • To arrange the ED camp for the students. • To encourage the students for the entrepreneurship.
11	Examination Cell	<ul style="list-style-type: none"> • Dr. B. L. Pangarkar (CEO) • Prof. A. S. Jejurkar (Co-ordinator) 	<ul style="list-style-type: none"> • To plan and make arrangement of all college and University examinations and related work as per guidelines issued by SPPU, Pune
12	Student Welfare Cell	<ul style="list-style-type: none"> • Prof. R. D. Patil (SWO) • Prof. D. M. Deshmukh (Earn & Learn Scheme Co-ordinator) 	<ul style="list-style-type: none"> • To Scrutinize & recommend the proposal for sanction of fund to students. • To plan coaching activities for the students under special guidance scheme (SGS) of Pune University & Welfare activities • Scholarship for students. • Co-ordination with different agencies / Samajkalyan etc. for students aid fund. • To send students for technical events.
13	I.S.T.E. Chapter (Staff & Students)	<ul style="list-style-type: none"> • Prof. S. P. Walhekar (CO) • Prof. Autade (Co-ordinator) 	<ul style="list-style-type: none"> • To Start the ISTE chapter for staff & Students. • To prepare proposals and arrange workshop/ Seminar/ Paper presentation under I.S.T.E. for staff & students. • To give the information of the programmers of ISTE to all expenditure. • To enroll the students as members of I.S.T.E. • Monitoring the programs arranged by various students association. • To encourage the students for participation in seminar & workshop. • To arrange Conference and workshop for students & staff.
14	Career Counseling Cell	<ul style="list-style-type: none"> • Dr. V. D. Talnikar (CO) • Prof. K. P. Tambe (Co-ordinator) 	<ul style="list-style-type: none"> • To do the areer counseling to the students in the cell for 02 hrs daily.
15	IQAC Cell	<ul style="list-style-type: none"> • Dr. S N Shelke • Prof. U V Patil • Dr. B L Pangarkar • Prof. N B Shaikh • Prof. V L Kadlag • Prof. A P Kare • Prof. S T Karle • Prof. G Mahendra • Prof. R. D. Patil • Mr. Vishal Kulkarni • Mr. Jitendra Kesawalekar • Mr. Rajendra Ankar • Mr. Pritam Sawwalkhe • Mr. Satish Palde • Mr. S N Shevgaonkar • Prof. K. N. Shedge (Co-cordinator) • Prof. R. M. Abhang (CO) 	<ul style="list-style-type: none"> • To from the cell as per the guidelines of NAAC 
16	Institute- Institute	<ul style="list-style-type: none"> • Prof. Mrs. S. S. Patil (CO) 	<ul style="list-style-type: none"> • To sign MOU between the institute –

	Interaction Cell	<ul style="list-style-type: none"> Prof. A. P. Sonawane (Co-ordinator) 	<ul style="list-style-type: none"> institute. To maintain the relation between the institute and share the facilities available.
17	AICTE/DTE/ University online data/ report preparation committee	<ul style="list-style-type: none"> Prof. U. V. Patil (CO) Prof. K. N. Shedge (Co-ordinator) Dr. B. L. Pangarkar Prof. N. B. Shaikh Prof. V. L. Kadlag Prof. S T Karle Prof. A. P. Kare 	<ul style="list-style-type: none"> To collect information & prepare reports to submit to AICTE/ University/DTE/Society To maintain the record of the reports submitted To submit compliance / queries etc.
18	NAAC Streering Committee	<ul style="list-style-type: none"> Dr. S N Shelke Prof. U V Patil Dr. B L Pangarkar Prof. N B Shaikh Prof. V L Kadlag Prof. A P Kare Prof. S T Karle Prof. G Mahendra Mr. S N Shevgaonkar Prof. K. N. Shedge (Co-cordinator) Prof. R. M. Abhang (CO) 	<ul style="list-style-type: none"> To work as per the guideline of the NAAC
19	Education Loan	<ul style="list-style-type: none"> Prof. B. M. Korde(CO) Prof. S.N. Vikhe 	<ul style="list-style-type: none"> To assist students in difficulties related to Educational Loan To arrange meeting of bank officer in college to educate students to get loan To submit the information to PRES regarding.
20	NSS Cell	<ul style="list-style-type: none"> Prof. K P Tambe (CO) Prof. R. T. Bhole Prof. A. M. Chakor Prof. R. B. Bhosale Prof. S. G. Mahajan Prof. T. K. Wable Prof. R. D. Patil Prof. Mrs. S. V. Sonawane Prof. V. K. Vikhe 	<ul style="list-style-type: none"> To arrange the internal activities for selection of students for NSS unit To follow the guidelines of SPPU Pune To organize the NSS camp, blood donation camp and other activities as per the guideline of SPPU, Pune. To organize the social activites.
21	Minority Schlarship Cell	<ul style="list-style-type: none"> Prof. N. B. Shaikh (CO) Prof. T. K. Wable 	<ul style="list-style-type: none"> Cordinator to minority students for getting the scholarship. To resolve the issue related to the minority students.
22	Online Examination	<ul style="list-style-type: none"> Prof. K. N. Shedge Prof. C. G. Puri 	<ul style="list-style-type: none"> To give technical support to organize online examination. To give technical support to upload information to AICTE/University/DTE. To give technical support for conducting online feedback of students. To prepare database of students feedback
23	Feed Back Cell	<ul style="list-style-type: none"> Prof. D. S. Thosar (CO) Prof. V V Autade 	<ul style="list-style-type: none"> To take online feedback of all students twice in a year To take pear review feedback of the faculty. To keep all the record of the feedback and it remedies record.
24	Admission	<ul style="list-style-type: none"> Prof. K N Shedge 	<ul style="list-style-type: none"> To work for the branding of the



	Committee	<ul style="list-style-type: none"> • Prof. R. S. Shelke • Prof. Mrs. A. A. Hatkar • Prof. D. S. Thosar • Prof. R. D. Patil • Prof. Mrs. G. K. Jagtap • Prof. V. B. Parkhe • Shri. S. L. Ghuge 	institute for the admission purpose throughout the year.
25	Transport Committee	<ul style="list-style-type: none"> • Prof. S. P. Govind (CO) • Prof. B. S. Vikhe 	<ul style="list-style-type: none"> • To plan program and maintenance of college bus and car and co-ordinate with Garage section of Head office. • To arrange for bus/ railway concessions to the s
26	Campus Vigilance Committee	<ul style="list-style-type: none"> • Prof. R. M. Bhandari • Prof. V. K. Vikhe 	<ul style="list-style-type: none"> • To observe the campus benthifications / clearing/ water supply in concern with the civil section . • To find the best partices in the campus.
27	College Website	<ul style="list-style-type: none"> • Prof. D. S. Thosar • Prof. Mrs. P. S. Tambe • Prof. Mrs. S. S. Patil (Aher) 	<ul style="list-style-type: none"> • To design & maination the website of college to upload information on website regulary.
28	Library Committee	<ul style="list-style-type: none"> • Prof. Mrs. V. J. Patil (CO) • Prof. Mrs. P. A. Chaudhari (Co-ordinator) • Prof. P. E. Avhad (Librarian) 	<ul style="list-style-type: none"> • To collect the requirement of books from all departments • To dispatch purchase order of books through PRES. • To purchase Journals / periodicals • To upload all the sections of library.
29	Internet & Networking Committee / CCTV Committee	<ul style="list-style-type: none"> • Prof. C. G. Puri (CO) • Prof. D. S. Thosar 	<ul style="list-style-type: none"> • All works related to networking. Internet and CCTV
30	Hostel Welfare Committee	<ul style="list-style-type: none"> • Prof. A. P. Kare (Chief Rector boys hostel) • Prof. V. K. Sahu (Asst. Rector) • Prof. A. M. Chakor (Asst. Rector) • Prof. V. A. Gaidhani (Chief Rector, Girls Hostel) 	<ul style="list-style-type: none"> • Admission of Hostel – maintaining Discipline and Homely atmosphere in Hostel. • Daily round in Hostel and reporting to Principal and Campus Director • Identifying needs and requirement of Hostel and its follow up with principal , store. • Signing the daily record of attendance, Electri Maintenance , cleaning, water supply etc. and its.
31	College Store & Purchase Committee	<ul style="list-style-type: none"> • Prof. V. B. Parkhe (CO) • Prof. K. P. Warade • Prof. P S Bibve 	<ul style="list-style-type: none"> • To collect requirement of all Depts. And submission to PRES. • To keep follow up with purchase dept. of PRES for procurement • To update the store records. • Stock verification of all Depts.
32	Printing and Magazine Committee	<ul style="list-style-type: none"> • Prof. R. M. Bhandari (CO) • Prof. R. S. Bhalerao 	<ul style="list-style-type: none"> • To Design and prinding of flex / Stationary boards/ brochures/ magazine and all printing related work.
33	Publicity Committee	<ul style="list-style-type: none"> • Prof. A. P. Kare (DO) • Prof. Miss. P. A. Chavan 	<ul style="list-style-type: none"> • Publicity of various events organized in the institute in various news papers. • To keep all the publicity records.
34	Sports Committee	<ul style="list-style-type: none"> • Prof. A. G. Tambe • Prof. R. D. Patil • Prof. S. N. Londhe (Gymkhanas) 	<ul style="list-style-type: none"> • To prepare the annual time table of sports • To help students in matters related to the sports.
35	P.G. Co-ordinator	<ul style="list-style-type: none"> • Prof. R. S. Shelke (Mech) 	<ul style="list-style-type: none"> • To Invoive in PG admission process.



		<ul style="list-style-type: none"> Prof. D. S. Thosar (Comp.) Prof. Mrs. A. A. Hatkar (E&TC) 	<ul style="list-style-type: none"> To Co-ordinate seminar , project internal exam To keep record of classes, arrange visiting faculty if required To keep year wise detailed record of each student
36	Report/ Documents Preparation	<ul style="list-style-type: none"> Prof. R. S. Bhalerao (CO) Mr. S. N. Shevgaonkar 	<ul style="list-style-type: none"> Help to keep the record to the office and principal cabin To Prepare the records and files for meeting and committee visit
37	Cultural activities and Celebration of important Event Committee	<ul style="list-style-type: none"> Prof. P. A. Chaudhari (CO) Prof. A. K. Singh (Co-ordinator) Prof. V. S. Thete Prof. S. S. Patil Prof. V. A. Gaidhani Prof. C. G. Puri Prof. V. J. Patil 	<ul style="list-style-type: none"> To prepare calendar of various activities including birth & death anniversary of national heroes & their celebration. To arrange all cultural activities at college level. To send students to participate in cultural events organized by different institute.
38	Computer Maintenance	<ul style="list-style-type: none"> Prof. U. R. Patole (CO) Prof. P. M. Tambe 	<ul style="list-style-type: none"> All works related to Computer maintenance.
39	Electrical Maintenance	<ul style="list-style-type: none"> Prof. K. P. Warade (CO) Prof. A. M. Chakor 	<ul style="list-style-type: none"> All works related to electrical maintenance of buildings.
40	Photography, Video shutting committee	<ul style="list-style-type: none"> Prof. L. P. Bhambare (Co) Prof. V V Autade Prof. C. G. Puri Mr. T. D. Lute Mr. N. R. Dukre 	<ul style="list-style-type: none"> To arranged the camera for the photography and video shutting of all events organized in our campus To Print the photos. To keep the records of the photos of all events of the institutes and departments Event Activity live on the youtube.
41	Board Room & Meeting Committee	<ul style="list-style-type: none"> Prof. V. K. Sahu (CO) Prof. Mrs. S. S. Patil 	<ul style="list-style-type: none"> Providing the hospitality to the committee like LIC, LMC, PRES etc.
42	Seminar Hall Committee	<ul style="list-style-type: none"> Prof. P S Bibve (CO) Prof. R. M. Chakor Mr. A. T. Lute Mr.. P. S. Shingote 	<ul style="list-style-type: none"> Record keeping & maintenance of PA system & Seminar Hall Arrange the PA system & power supply as per requirement.
43	Language Lab development	<ul style="list-style-type: none"> Dr. V. D. Talnikar (CO) Prof. Mrs. G. K. Jagtap Prof. Miss. P. A. Aher Prof. R. T. Bhole 	<ul style="list-style-type: none"> To develop the Language lab. To Organize classes / Seminar of English & various foreign languages
44	Competitive exam cell	<ul style="list-style-type: none"> Prof. V. K. Khemnar (CO) Prof. Miss. V. S. Thete Prof. Neha Patil Prof. Miss. P. B. Zurale Prof. U. R. Patole Prof. Mrs. S. G. Mahajan Prof. Miss. T. K. Wable 	<ul style="list-style-type: none"> To conduct the weekly Competitive exam of the students. To encourage the students for participation in the competitive examination. To organize the classes of the various competitive exams preparation like GATE/ GRE/CET etc.
45	Fee Recovery Committee	<ul style="list-style-type: none"> Dr. G. B. Shinde (CO) Prof. K. P. Tambe 	<ul style="list-style-type: none"> To follow up the fee recovery of the students of the current as well as previous years. Take monthly record of the fee recovery of all category like college fees, hostel fees, mess fees etc.
46	Mentoring Sechem & Remedial	<ul style="list-style-type: none"> Prof. Mrs. Snehal Somawanshi (Co) Dr. G B Shinde Prof. V V Autade 	<ul style="list-style-type: none"> Mentoring potential future Academic Mentors in order to sustain and grow the Mentoring population



	<ul style="list-style-type: none"> • Peof. C G Puri • Prof. G M Wani • Prof. V K Vikhe • Prof. R M Bhandari 	<ul style="list-style-type: none"> • Dealing with any issues/problems arising from the mentoring process or relationship • Ensuring continued support and development for Academic Mentors
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(Dr. S N Shelke)
Principal

Sir Visvesvaraya Institute of Technology

Copy to :

1. All HOD's / Section I/c with request to circulate to all concerned Committee members in Dept/ Section and submit the copy signed by all faculty members of their department to Prof. U. V. Patil (Vice-Principal) for records.
2. In case of absence of the coordinator of any committee, immediate co-coordinator of the respective committee should attend the work/ meeting.
3. All new coordinators are requested to take charge with records from previous coordinators.
4. All coordinators are requested to conduct the meetings of members of their committee and submit the detail plan of activities to the undertaken before 20th June 2017.

