



LOKHETE DR. BALASAHEB VIKHE PATIL
PRAJVA BHUSHAN AWARDEE
PRAVARA RURAL EDUCATION SOCIETY'S

SIR VISVESVARAYA INSTITUTE OF TECHNOLOGY
PRAVARA TECHNICAL EDUCATION CAMPUS NASHIK
NASHIK

Ref. No :- SVIT/ESTT/2020-21/4\

Date:- 28/05/2021

Faculty/Staff Portfolios (w.e.f 28th May 2021)

The additional portfolios of Faculty/staff at Institutional level w e f 28th May 2021 till further order are as follows:

Sr.No	Name of Portfolio/Duty Assigned	Name of Staff	Job responsibilities
1.	Dean (Administration)	Dr.Mukesh Kumawat	To assist Principal for smooth functioning of administrative activities To resolve the issues of administrative sections of the Institute in consultation with Principal To assist Principal in accomplishing the routine tasks as and when required
2.	Dean (Academic)	Dr.Mahendra Guddad	To coordinate all academic activities of the Institute in consultation with HODs & Principal To complete any other task related to academic improvement as assigned by Principal
3.	Dean (Admission)	Dr.Y.R.Kharde	To coordinate the admission activities for AY 2021-22 To allocate the admission duties to staff of the Institute in consultation with Principal & submit the feedback report of the same To define various strategies for increasing admissions in consultation with Principal To motivate staff for active involvement in admission work
4.	Head of Department (Mechanical Engg)	Dr.S.N.Shelke	To coordinate the routine academics and administrative activities of departmental students and staff for smooth functioning of the work.
5.	Head of Department (Chemical Engg.)	Dr.R.M. Abhang	To coordinate the training and Placement activities of students of SE,TE & BE through proper liaisoning with Industries To coordinate with all other departments for quality improvement in department
6.	Head of Department (E&TC Engg.)	Ms.A.A.Hatkar	To complete the tasks as and when assigned by the Principal
7.	Head of Department (Computer Engg.)	Mr. Sharad M. Rokade	
8.	Head of Department (IT)	Mr.Rushikesh Bhalerao	
9.	Head of Department (MBA)	Mr.Amol Kare	
10.	Head of Department	Mr.Nadeem Shaikh	





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	(Electrical Engg.)		
11.	Accreditation & IQAC Coordinator	Dr.R.M. Abhang	To coordinate the accreditation activities in consultation with Principal and HODs
12.	Training Coordinator	Mr.V.L.Kadlag	To coordinate the training activities of students /staff in consultation with Principal and HODs
13.	Placement Coordinator	Mr.Rana Mahajan	To coordinate the Placement activities of students in consultation with Principal and HODs
14.	R&D Coordinator	Dr.D.K. Chandre	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
15.	IPR/Patent Cell coordinator	Dr.Mukesh Kumawat Mr.Devidas Thosar	To motivate the faculty and students to apply for patents To organize the expert seminars regarding IPR and patents
16.	Skill Development and Continuous Education Coordinator	Mr. Uttam Patole	To coordinate skill development and continuous education activities
17.	First Year Coordinator	Mr.K.P.Tambe	To coordinate the academics and administration of First Year students and staff for smooth functioning of the work
18.	Examination Coordinator	Mr. R.S.Shelke	To coordinate internal exams and University exams. To resolve the issues of students related to exam section of the Institute & University
19.	Result Analysis Coordinator	Mr.Narayan Vikhe	To prepare & submit the result analysis within 3 days after declaration of University results
20.	Entrepreneurship Development & Incubation Cell	Mr.R.P. Sable	To coordinate the activities related to startups and incubation centre
21.	Alumni Coordinator	Ms.P.V Kashid	To coordinate all activities related to Alumni in collaboration with all departments
22.	'Innovation Cell & National Innovation and Start-up	Mr.V.K. Khemnar	To coordinate all activities related to 'Innovation Cell & National Innovation and Start-up Policy (NISIP) implementation



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Policy (NISP)		
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Committees related to Dean (Administration)

Sr. No	Committee Name	Name of Staff	Responsibility
1.	AICTE /SPPU Related Work Shikshan Shulka/FRA Report/University	Dr. S.N.Shelke Mr. R.S.Bhalerao Mr. Gulve S.S Mr.Zurale B.S Mr.Bhuse M.S	Coordinator Member Member Member Member
2.	DTE(Admission)/ Online Examinations and their arrangement	Dr.D.K.Chandre Mr.R.S.Bhalerao Mr.Santosh Ghuge Mr.A.T.Wadekar	Coordinator Member Member Member
3.	Periodical, Monthly Activity Report and Departmental Newsletter	Mr.Abhijit Sonawane Mr. Anil C. Mande	Coordinator Member
4.	College Magazine	Mr. Rahul Bhandari Mr. S.G.Jachak Ms,Shital Patil	Coordinator Composer Member
5.	MIS	Mr.Rushikesh Bhalerao	Coordinator
6.	Store committee- Dead stock verification & Material Scrap/Disposal	Mr.Viresh B Parkhe Ms. Aher Sunanda Mr. Bombale S.V Mrs.Kawade R.S	Coordinator Member Member Member
7.	System Admin(Internetworking/ WiFi/ Server room/Computer/CCTV Maintenance) & YouTube broadcasting	Mr.K.N.Shedge Mr.S.B.Shinde	Coordinator Member
8.	College Website /Face book page Updating	Mr.Devidas Thosar Ms.Shital Patil(Aher) Mr.N.B.Vikhe	Coordinator Member Member





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9	Staff Grievances Cell & Discipline committee	Mr.M.B.Parjane All HODs	Coordinator Members
10	Women Grievances Cell	Mrs. A.A. Hatkar Mrs. V.A. Gaidhani	Coordinator Member
11	Annual Budget	Mr.R.K.Belkar Mr.Zurale B.S	Coordinator Member
12	Celebrations of Birth /Death Anniversary of National Heroes	Mr.Popat E. Avhad Mr.Santosh Ghuge	Coordinator Member
13	Flex/ Banners / Magazine/ Newsletter printing/ any other printing work	Mr.Rahul Bhandari Mr.Pravin Tambe	Coordinator Member
14	Annual Report/Information gathering and compilation Governing Body/ College Development Committee Meeting	Mr.N.B.Shaikh Mr.Gulve S.S. Mr.T.B.Supekar Mr.A.T.Wadekar	Coordinator Member Member
15	Students Fee Recovery	Dr. S.N Shelke- Coordinator All HODs- Members	To take the continuous follow-up of students fee recovery and submit fortnightly report to the Principal
16	Electrical maintenance	Mr.K.P.Varade All Electricians	Coordinator Members

Committees related to **Dean (Academics)**

Sr. No	Committee Name	Name of Staff Coordinator	Responsibility
1.	Institute Academic calendar and Monitoring, Time Table and Academic Monitoring Coordinator / Practical Monitoring Coordinator	Dr.Mahendra Guddad All HODs	Coordinator Members



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2.	Feedback Coordinator (Student/Alumni/Parents/Employer)	Mr.Devidas Thosar Mr.S.P.Walhekar All Class Teachers	Coordinator Coordinator Members
3.	Staff Performance Appraisal	Mr. S.B.Lavhate All HODs	Coordinator Members
4.	Internal & External Academic Audit	Dr.M.G.Guddad Dr.Y.R.Kharde	Coordinator Coordinator
5.	Make up and Remedial Classes	Mr.Liladhar Bhamre	Coordinator
6.	Librarian	Mr.Popat Avhad	Coordinator
7.	Social /Cultural Events	Ms. Y.M.Patil Ms.J.P.Shinde Ms.P.N.Khairnar	Coordinator Member
8.	N.S.S	Mr.S.T.Karle	Coordinator
9.	Earn & learn	Mr. D.M.Deshmukh	Coordinator
10.	Mentoring	Ms.Snehal Somvanshi	Coordinator
11.	Students Welfare activities	Mr.R.D.Patil	Coordinator(SWO)
12.	Circulation and recording of Brochure / leaflet/ invitation of various technical events from other institute (FDP/Seminar/conferences/workshop/ project exhibition etc.) for staff and students	Mr.Rahul Dhokane Mr. Mahesh P. Kolhe Mr.Dilip D Gaikwad	Coordinator Member Member
13.	Industry Internship	Mr.U.D.Butkar Mr.Prakash C.Patil	Coordinator Coordinator
14.	Professional Bodies Chapter (ISTE/IETE/CSI/IICHE/SAE/IEEE etc)	Dr.A.D.Dongare Mr.S.R.Chaudhari	Coordinator Member





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Committees related to Skill Development/Continuous Education

Sr.No	Committee Name	Name of Staff Coordinator	Responsibility
1	Soft Skill Development (Communication Skills/PD/GD/ Aptitude Test/ Interview Technical.)	Ms.Gauri Warade Ms. A. V. Ugale	Coordinator Member
2	NPTEL/SWAYAM/MOOC Online Courses	Mr.S.B.Lavhate	Coordinator
3	Career Guidance Cell/GATE/TOEFL/GRE/Foreign Language/ UPSC/MPSC/IBPS/IES/Competitive Exams	Ms.Y.M.Patil Vishal K. Vaidya	Coordinator Member
4	Spoken Tutorial & Language Lab	Mr. A C. Mande Ms. P A. Cholke (Chavan)	Coordinator Member
5	Students Bank Loan	Mr. Bibave P.S Mr. R. H. Hodgar	Coordinator Member

Committees related to Hostel/Mess/Canteen

Sr.No	Name of Staff Coordinator	Name of Staff Coordinator	Responsibility
1	Boy's Hostel	Mr.Sanjay Vikhe Mr.Atmaram Chakor Mr.Pagare	Chief Rector Asst Rector
2	Ladies Hostel	Ms.Sanap V.S Ms. Tejaswini A. Borhade Mrs.Vaishali Deshmukh(Wagh)	Chief Rector Asst Rector Asst Rector



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3	Guest House	Mr.T.B.Supekar Mr.Chakor Atmaram Mr. Polade G.B.	Coordinator Member Member
4	Campus/ Building /Hostels Cleaning Inspection Committee	Ms.Sanap V.S Mr.Sharad Kawade Mr.Karpe B.M.	Coordinator Member Member
5	Building plans/Area layouts/Shifting of Labs	Mr.D.K.Shirsath Mr.Karpe B.M. Mr.A.G.Tambe Mr.A.D.Shirsath	Coordinator Member Member Member
6	Water coolers maintenance	Mr.B.S.Vikhe Mr.Pradip Saraf Mr.Lute T.D Mr.Mhaske S.S. Mr.R.P.Bhople	Coordinator Member Member Member



Copy to

1. HO-PRES
2. Technical Director
3. All HOD and Section In-charges
4. TPC/Alumni Cell
5. Registrar
6. Account/EST Section,
7. Hostel/Mess

G. Shinde
28/05/21

(Dr.G.B.Shinde)

Principal

Sir Visvesvaraya Institute of Technology
Chincholi, Nashik-422102