



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

Date:- 20/02/2023

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

The additional duties of Faculty/staff at Institutional level w.e.f 21<sup>st</sup> 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>WV</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>JBC</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>RMR</i>	To develop department in terms of research, admissions, placements and innovative practices
5.	Head of Department (IT)	Mr. Rushikesh Bhalerao <i>RB</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>NB</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



			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)  <i>D Yashwantrao</i> <i>D</i>	To coordinate the training & placement activities of students /staff in consultation with Principal and HODs <i>To submit the fortnightly report to Principal</i>  Note: <i>Ultimate responsibility of training and Placement activities of students of SE,TE &amp; BE through proper liaisoning with Industries in coordination with Training &amp; 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)  <i>R.D.Patil</i>	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)  <i>Uttam Patole</i>	To coordinate skill development and continuous education activities
16.	Entrepreneurship Development Cell	Mr.P.C.Patil (Coordinator)  <i>P.C.Patil</i>	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  <i>Ravindra Shelke</i>	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)  <i>Amol Kare</i>	To keep record of MOUs signed by the Institute with various industries To initiate Institute Inteaction for training & placements.



			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.Shitai 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





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.Viththal 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 Bibave (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



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

SIR VISVESVARAYA INSTITUTE OF TECHNOLOGY  
PRAVARA TECHNICAL EDUCATION CAMPUS NASHIK  
NASHIK

			To issue challans to the students for emergency traveling by college buses
37.	Institute Housekeeping/Cleaning monitoring	Mr.Suyog Vitnor <i>SV</i> Mrs.Geetanjali Tajne <i>G.T.</i> Mrs.Shital Jagtap <i>S.J.</i>	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 <i>D.T.</i> (Coordinator) All Class Teachers	To conduct monthly feedback of students To submit the monthly report to Principal
39.	Staff Performance Appraisal	Mr.Somnath Lavahate <i>S.L.</i> All HODs	Coordinator <i>S.L.</i> Members
40	Internal & External Academic Audit, Laboratory Audit Workload review committee	Mr.R.P.Sable <i>R.S.</i> Mr.Rana Mahajan <i>R.M.</i> Mr.K.P.Tambe <i>K.T.</i>	Coordinator Member Member
41	Make up and Remedial Classes	Mrs.Rupali Shinde <i>R.S.</i> (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 <i>P.N.K.</i> (Coordinator)  Ms.Sonali Benke <i>S.B.</i> Ms.Rajashree Thosar <i>R.T.</i>  Ms.Trupti Wable <i>T.W.</i> Ms.Mohini Waje <i>M.W.</i>	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 <i>P.T.</i>  <i>Pravin Tambe</i>	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 <i>P.C.P.</i> (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 <i>S.N.</i> (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 <i>S.V.</i> Mr.Sagar Ghodke <i>S.G.</i>  <i>Chincholi</i>	Chief Rector Asst Rector





		Mr.Pagare Prashant Mr.Amol Shelke <i>[Signatures]</i>	Asst Rector Asst Rector <i>[Signatures]</i>
47	Girl's Hostel	Ms.Vanita Sanap (Chief Rector)) Mrs.Ayeshasiddika Burhan Shaikh (Asst Rector) <i>[Signature]</i>	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 <i>[Signature]</i>	Coordinator Member Member Member
49	National Service Scheme (NSS)	Mr.Vitthal Vikhe (NSS Programme Officer) <i>[Signature]</i>	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) <i>[Signature]</i>	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) <i>[Signature]</i>	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) <i>[Signature]</i>	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.Shilbhadrappa Kadam Mr.P.C.Patil <i>[Signature]</i>	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) <i>[Signature]</i>	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 <i>[Signature]</i>	To coordinate MIS data entry in MIS Software through all departments , students section , Hostel,Mess,Vehicle



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NASHIK

		Mr.Mukesh Bhuse <i>B.B.</i> Mr.Kailas Waditke <i>W.W.</i>	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 genetartion 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 <i>B.</i> (Coordinator) Rajit Bhople <i>R.B.</i> Mr.P.B.Saraf <i>P.B.S.</i> Mr.S.S.Mhaske <i>S.S.M.</i>	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) <i>U.P.</i>	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) <i>U.B.</i>	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 <i>V.P.</i>	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



*G.B.Shinde*  
20/02/2023  
(Dr.G.B.Shinde)  
Principal  
Sir Visvesvaraya Institute of Technology  
Chincholi,Nashik-422102