

Departmental Order

Following portfolios are allotted to the faculties mentioned against their name. These portfolios are allotted to the concerned faculties for smooth conduct of department level activities during academic year 2022-23. Therefore all concerned are hereby requested to prepare action plans for successful execution of the portfolio related activities.

Sr.No.	Name of Activity (Portfolio)	Name of Incharge	Name of Assistant
1	Lab Incharge		
	A) Heat Engine Lab & Automobile Lab	Miss. S.S. Dandge/ Shri. A P Ingole	Shri. D K Kahane
	B) Refrigeration & Air Conditioning Lab	Shri. P D Patil	Shri. D K Kahane
	C) Hydraulic & Pneumatic lab	Shri. A P Chavan	Shri. V N Dhoran
	D) MQC Measurement Lab	Shri. S V Deshmukh	Shri. V N Dhoran
	E) TOM & Design Drawing (CAD)	Shri A R Dawand	Shri. D K Kahane/ Shri. V N Dhoran
	F) Metallurgy	Shri. V.S. Paraskar	Shri. P O Bharsakle
2	Sessional Exam	Shri. S V Deshmukh	Shri. D K Kahane
3	Practical Exam	Shri. A E Ghurde	Shri. V N Dhoran
4	Visiting Lecture Record	Miss. S.S. Dandge	
5	Co-Curricular & Extra Curricular Activities	Shri A R Dawand	
6	Time Table & SFR	Shri. V.S. Paraskar	
7	Library Co-ordinator(Dept. & Instt.)	Shri A R Dawand	Shri. P O Bharsakle
8	Industrial Visit	Shri. A P Chavan	Shri. P O Bharsakle
9	Purchase & Write off Co-ordinator	Miss. S.S. Dandge	Shri. VND/DKK/POB
10	Campus Interview & Placement	Shri. P D Patil	
11	Academic Co-ordinator	Shri. A P Chavan	
12	IRG, CEP, FDF Co-ordinator	Shri. S V Deshmukh	
13	Guidance & Counselling/Decipline/Grivances/ Detention,Antirragging/Student Mentor		
	A) First Year	Shri. P D Patil/ Shri. A P Chavan	Shri. V N Dhoran
	B) Second Year	Shri. V.S. Paraskar/ Miss. S.S. Dandge/ Shri. A P Chavan	Shri. D K Kahane
	C) Third Year	Shri. A E Ghurde/ Shri A R Dawand	Shri. P O Bharsakle
14	Departmental & Parents Meeting	Shri. A P Chavan	Shri. L S Dhone
15	New Proposal(MODROB,AICTE,MSBTE, FDP)	Shri. V.S. Paraskar	Shri. D K Kahane
16	NBA Co-ordinator	Shri. A P Ingole	Shri. VND/DKK
17	Expert Lecture Co-ordinator	Shri. A P Chavan	Shri. D K Kahane
18	Staff Club	Shri. A P Ingole	Shri. P O Bharsakle
19	House Keeping & Cleaning	Shri. A E Ghurde	Shri. VND/DKK/POB
20	Result Analysis	Shri A R Dawand	Shri. P O Bharsakle
21	Second & Third Year Admission	Shri. A E Ghurde & Shri A R Dawand	Shri. D K Kahane
22	Refresher Course	Miss. S.S. Dandge	Shri. V N Dhoran
23	Project & Microproject Co-ordinator	Shri. A P Ingole	Shri. P O Bharsakle
24	Industrial Training (Students & Staff)	Shri. P D Patil & Shri. A P Chavan	
25	Industrial MoUs	Shri. P D Patil & Shri. A P Chavan	
26	Feed Back Co-ordinator	Shri. S V Deshmukh	Shri. VND/DKK/POB
27	COE Co-ordinator	Shri. V.S. Paraskar/ Shri. M.M.Ghulaxe	Shri. V N Dhoran
28	Induction Training First Year	Miss. S.S. Dandge	Shri. D K Kahane
29	Suggestion Box Co-ordinator	Shri. P D Patil , Shri. A E Ghurde & Shri A R Dawand	Shri. P O Bharsakle
30	Dept. Scholarship Incharge	Miss. S.S. Dandge	
31	Online MSBTE Theory Exam Dept. Co-ordinator	Miss. S.S. Dandge	
32	Detention of Students	Shri A R Dawand	Shri. VND/DKK/POB

D S Dhoble
D S Dhoble 2/8/22
HOD, Mech. Engg.

Copy to:- 1) The Principal for information.
2) All concerned for compliance.