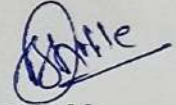


**Departmental Order**

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 2025-26. 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	Shri V D Thakur	Shri. D K Kahane
	B) Refrigeration & Air Conditioning Lab	Shri. A J Deshmukh	Shri. D K Kahane
	C) Hydraulic & Pneumatic lab	Shri. D. G. Pendokhare	Ku. V. S. Jadhao
	D) MQC Measurement Lab	Shri. S. G. Gajbhiye	Ku. V. S. Jadhao
	E) TOM Lab	Shri. A P Ingole	Ku. V. S. Jadhao
	F) CAD Lab	Shri. P B Chavan	Shri. D K Kahane
	G) Metallurgy	Shri. V S Paraskar	Shri. D K Kahane
2	Sessional Exam	Shri. A P Ingole	Ku. V. S. Jadhao
3	Practical Exam	Shri. S. G. Gajbhiye	Shri. D K Kahane
4	Visiting Lecture Record	Shri. S B Chavan	
5	Co-Curricular & Extra Curricular Activities	Shri. P B Chavan	
6	Time Table & SFR	Shri. V S Paraskar	
7	Library Co-ordinator (Dept. & Instt.)	Shri. P B Chavan	Ku. V. S. Jadhao
8	Industrial Visit	Shri. D. G. Pendokhare	
9	Purchase & Write off Co-ordinator	Shri. M W Thakare	Shri. DKK/Ku.VSJ
10	Campus Interview & Placement	Shri. A J Deshmukh	
11	Academic Co-ordinator	Shri. D. G. Pendokhare	
12	IRG, CEP, FDF Co-ordinator	Shri V D Thakur	
13	Guidance & Councelling/Decipline/Grivances/ Detention,Antiragging/Student Mentor		
	A) First Year	Shri. D. G. Pendokhare & Shri. P B Chavan	Shri. DKK/Ku.VSJ
	B) Second Year	Shri. V S Paraskar/ Shri. A P Ingole/ Shri. S. G. Gajbhiye	Shri. DKK/Ku.VSJ
	C) Third Year	Shri. M W Thakare /Shri. A J Deshmukh	Shri. DKK/Ku.VSJ
14	Departmental & Parents Meeting	Shri. D. G. Pendokhare	Shri. L S Dhone
15	New Praposal(MODROB,AICTE,MSBTE)	Shri. V S Paraskar	Shri. D K Kahane
16	NBA Co-ordinator	Shri. A P Ingole	Shri. DKK/Ku.VSJ
17	Expert Lecture Co-ordinator	Shri. D. G. Pendokhare	Shri. D K Kahane

18	Staff Club	Shri. A P Ingole	Shri. D K Kahane
19	House Keeping & Cleaning	Shri. S. G. Gajbhiye	Shri. DKK/Ku.VSJ
20	Result Analysis	Shri. P B Chavan	
21	Regular Second & Third Year Admission	Shri. S. G. Gajbhiye & Shri. M W Thakare	Shri. D K Kahane
22	Refresher Course	Shri. S B Chavan	Ku. V. S. Jadhao
23	Project & Microproject Co-ordinator	Shri. A P Ingole	Ku. V. S. Jadhao
24	Industrial Training (Students & Staff)	Shri. A J Deshmukh & Shri. D. G. Pendokhare	
25	Industrial MoUs	Shri. A J Deshmukh & Shri. D. G. Pendokhare	
26	Feed Back Co-ordinator	Shri. A P Ingole	Shri. DKK/Ku.VSJ
27	COE Co-ordinator	Shri. V S Paraskar	Ku. V. S. Jadhao
28	Induction Training First Year	Shri. S B Chavan	Shri. D K Kahane
29	Suggestion Box Co-ordinator	Shri. S. G. Gajbhiye	Ku. V. S. Jadhao
30	Dept. Scholarship Incharge	Shri. S. G. Gajbhiye	
31	Online MSBTE Theory Exam Dept. Co-ordinator	Shri. P B Chavan	
32	Detention of Students	Shri. P B Chavan	
33	NSS & Green Army	Shri. P B Chavan	



**D S Dhoble**  
**HOD, Mech. Engg.**

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