

Department of Computer Engineering

Summary of Duties - 21-22

Sr. No.	Responsibilities	Name of Staff Member(s)
1	Department co-ordinator for NBA/NAAC:	Dr. U. M. Patil
2	NIRF Documentation:	Ms. V. M. Patil
3	Department T&P Co-ordinator:	Mr. S. N. Pardeshi
4	Departmental Admission In-Charge:	Mr. M. M. Mahajan
5	D2D Admission:	Mr. M. S. Ishi
6	Attendance & Letter Dispatch Committee:	Ms. P. D. Saraf, Ms. P. R. Patil
7	Result Analysis:	Dr. R. B. Wagh & Mr. P. R. Patil
8	Time Table In-Charge :	Mr. M. L. Mali & Mr. M. M. Mahajan
9	Feedback of students:	Mr. H. E. Suryawanshi, Mr. M. M.
10	Library In-charge:	Mr. P. R. Patil
11	Tutorials & TA, lectures on special topics Records (Planning, Conduction & tracking):	Ms. P. D. Saraf
12	Examination (Autonomy Batches) - Dy. COE - Comp Engg:	Mr. P. E. Kasar
13	Examination (BATU) - All related planning, execution & documentation (Internal & External Exams):	Mr. M. S. Ishi & Mr. P. R. Patil
14	Semester Project-I Co-ordinator:	Mr. S. S. Sonawane
15	Semester Project-II Co-ordinator:	Dr. D. R. Patil
16	Seminar-I (T.Y.) Incharge:	Ms. P. S. Sanjekar
17	BE Project Co-ordinator:	Dr. R. B. Wagh
18	FY Subject Co-ordinator - (Computer Programming) - (2021-22) :	Ms. V. M. Patil
19	Higher Study Cell:	Mr. S. A. Pinjari & Ms. S. P. Salunkhe
20	Alumni Incharge & Recommendation Documentation:	Mr. S. A. Pinjari & Mr. V. D. Punjabi
21	Students' Chapter, Clubs (technical activities), Hackathons, Competitions :	Mr. S. A. Pinjari, Mr. R. B. Sangore
22	Co-ordinator for L.G. related activities:	Mr. P. R. Patil
23	Online Courses (IIRS, MOOCS & Moodle Activities) :	Mr. M. M. Saiyyad, Ms. P. R. Patil
24	Innovative/New/State of the Art - Technology/ Ideas (updatation, implementation & tracking)	Mr. M. L. Mali, Mr. M. M. Saiyyad, Mr. H. E. Suryawanshi, Mr. R. B. Sangore
25	Webinars, Workshops & other similar events (Arrangement, Conduction, Documentation- Staff & Students) :	Mr. S. N. Pardeshi & Mr. M. J. Patil
26	Student Achievements record maintenance:	Mr. V. D. Punjabi
27	Recruitment Process:	Mr. M. S. Ishi & Mr. M. J. Patil
28	Staff Achievements record maintenance (Personal File, Achievements, Professional Memberships, Ph D Guide & PG Teacher Recognition Records):	Mr. V. K. Agham
29	Research (documentation & verification):	Mr. S. S. Sonawane & Ms. P. S. Sanjekar

30	DSR maintenance & verification:	All Lab Incharge(s)
31	Board of Studies (all documentation):	Ms. P. S. Sanjekar & Ms. S. P. Salunkhe
32	NSS Department Co-ordinator:	Mr. S. M. Pardeshi, Ms. P. S. Sanjekar - (2021-22)
33	AICTE & DTE (affiliation etc) Documentation:	Mr. V. K. Agham & Mr. M. J. Patil
34	AICTE AQIS Research Grants and Projects Proposals & Documentation (Co-ordinator) :	Mr. S. S. Sonawane & Ms. M. R. Sisosde
35	LIC (BATU), Research Lab Documentation :	Mr. S. R. Sonawane
36	Scholarship (all type of documentation & follow up):	Mrs. S. P. Patil
37	Cultural Committee (Dept Re-presentative):	Mr. M. M. Mahajan, Ms. M R Sisode
38	ERP Co-ordinator of Department:	Mr. M. J. Patil & Mr. R. B. Sangore
39	Social Activities (Co-ordinator):	Mr. S. A. Pinjari
40	Technical News Bulletins, Activity Report, Newsletter:	Dr. D. R. Patil & Mrs. S. P. Patil
41	Website Maintenance:	Mr.S. R. Sonawane, Mr.M L Mali
42	Awards (Nominations & documentation) Dept Representative:	Mr. S. M. Pardeshi & Mrs. S. P. Patil
43	Consultancy (arrangement & documentation):	Mr. S. R. Sonawane
44	Publicity Banner & Social Media Posts Preparation, Media News Documentation :	Mr. H. E.Suryavanshi, Mr. M. L. Mali

Instructions:

- 1. All above committess are required to be functioning with immediate effect.**
- 2. Discuss with the undesigned about the proper execution of assigned duties.**
- 3. Proper documentation (soft & hard copy) for each semester should be maintained.**

H.O.D.