

College of Engineering and Management, Jalgaon

(Approved by AICTE, New Delhi; Recognised by Government of Maharashtra and DTE, MS, Mumbai; Affiliated to KBCNMU, Jalgaon (PG programs in Management), DBATU, Lonere (UG/PG program in Engineering) and MSBTE, Mumbai (Diploma Engineering))

NAAC Accredited

Behind DIC, Near IMR Campus, NH - 6, Jalgaon - 425001 Phone: 02572242025/26/27

email: coeit.inquiry@gmail.com

website: <https://coem.kces.in>

Outward No CoEM/Port-folio/2021/

Date 11.11.2021

Important Circular

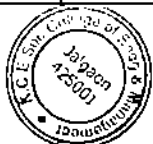
Subject: Port-Folio distribution

For smooth conduct of academic, administrative and all other activities of the institute, the responsibility is assigned to various faculty members as given in the following table till further order. It is the responsibility of port-folio in-charge to get work done with the help of all other members of respective port-folio within the stipulated time schedule. For any difficulty to complete the assigned task in stipulated time period, in-charge may seek guidance from undersigned.

Sr No	Port-Folio	Faculty members
1	Academic Progress Evaluation Committee (Planning, monitoring, accreditation)	
	Coordinator	Dr Pradnya Vikhar
	Members	All HoDs
2	I/c Head of Departments (UG and PG)	
	M.B.A.	Dr Sanjay Sugandhi
	Mechanical	Shri Manoj Salunke
	Electrical	Shri Kalpesh Mahajan
	Computer	Smt Minal Kolhe
	E and Tc	Shri Swapnil Patil
	App Science & I Yr	Shri Kiran Patil
	Work shop	Shri Hemant Nehete
3	I/c Head of Departments (Diploma)	
	Overall Coordinator	Shri Sushant Sananse
	E and Tc	Shri Mayur Sonwane
	Electrical	Shri Jagadish Patil
	Computer	Miss Kajal Visarani
	App Science & I Yr	Miss Surekha Wani
4	Internal Quality Assurance Cell (IQAC)	
	Coordinator	Dr. Pradnya Vikhar
	Coordinator	Shri Kalpesh Mahajan
	Members	All HoDs (UG and PG)
	I/c Member Mechanical	Shri Darshan Thakur
	I/cMember Electrical	Shri Rahul Patil
	I/cMember E and Tc	Shri Mukesh Tiwari
	I/cMember Computer	Shri Avinash Suryawanshi
I/cMember Management	Dr Veena Bhosale	



	Coordinator	Shri Mahendra Pawar
	Co-coordinator	Smt Harsha Deshmukh
	Member Electrical	Shri Rajesh Waghulade, Smt Gayatri Wagh
	Member E and Tc	Shri Mukesh Tiwari
	Member Computer	Smt Leena Waghulade
	Member Mechanical	Shri Vilas Jadhav
	Member Diploma E & Tc	Shri Sachin Bhangale
	Member Diploma Electrical	Shri N. C. Patil
	Member Diploma Computer	Shri Shekhar Chaudhari
	6	Gymkhana, Discipline and Students' Grievance Committee
Coordinator		Shri Swapnil Patil
Sports i/c		Shri Nitin Chaudhari
Cultural i/c		Smt Leena Waghulade
Technical activities i/c		Shri Pravin Bhangale
	Student Council	Shri Sanjay Kumavat
7	Research and Development Cell including MODROB, RPS etc	
	Coordinator	Dr Veena Bhosale
	Members	Dr Sunanda Patil
8	Approving authority - AICTE, DTE, RO Communication	
	Coordinator	Dr Sanjay Sugandhi
	Member - AICTE	Shri Kalpesh Mahajan
	Member - DTE, RO	Shri Kiran Patil
9	DBATU, Lonere Communication including affiliation	
	Coordinator	Shri Kalpesh Mahajan
	Member	Shri Darshan Thakur
10	KBCNMU, Jalgaon Communication including affiliation	
	Coordinator	Shri Digambar Sonwane
	Member	Mr. Dipak Ferwani
11	MSBTE, RBTE Communication including affiliation	
	Coordinator	Shri Sushant Sananse
	Member	Shri Jagadish Patil
12	Students' Development Cell (Value added courses, certification etc)	
	Coordinator	Shri Avinash Suryavanshi
	Member Mechanical	Shri Manoj Nehete
	Member Electrical	Shri Rahul Patil
	Member E and Tc	Shri Gajanan Pakhare
	Member Computer	Miss Pooja Naval
	Member Management	Shri Digambar Sonwane
	Member Diploma	Shri Jagadish Patil
13	Library Development Cell	
	Coordinator	Smt Minal Kolhe
	Member Mechanical	Shri Ajay Koli
	Member Electrical	Shri Sachin Nath
	Member E and Tc	Shri Rahul Patel
	Member Computer	Miss Harsha Talele
	Member Management	Shri Piyush Joshi
	Member AppScience/I year	Shri Sanjay Kumawat
	Member Diploma E & Tc	Miss Aishwarya Sharma
	Member Diploma Electrical	Shri. Yogesh Fengade
	Member Diploma Computer	Miss. Prajakta Patil

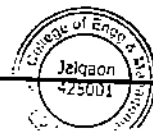


14	Faculty and Staff Development Cell	
	Coordinator	Shri Rahul Patel
	Member	Shri Darshan Thakur
15	Anti-Ragging Committee	
	Coordinator	Shri Kiran Patil
	Members	All HoDs and Deans
16	Website committee	
	Coordinator	Dr Sanjay Sugandhi
	Co-coordinator	Shri. Avinash Suryawanshi
	Member Mechanical	Shri Vilas Jadhao
	Member Electrical	Smt. Priyanka Gajre
	Member E and Tc	Shri Gajanan Pakhare
	Member Computer	Smt Leena Waghulade
	Member Management	Shri. Mayur Borase
	Member App Science/I year	Shri Shripad Jambhaikar
	Member Diploma	Shri Yogesh Fengade
17	Magazine and News Letter Committee	
	Coordinator	Shri Sachin Bhangale
	Member	Smt Priyanka Gajre
	Member	Shri Mayur Borase
	Member	Shri Vilas Jadhav
18	Women's Grievance Redress Committee/Anti Sexual Harassment Committee	
	Coordinator	Smt Minal Kolhe
	Members	Smt Shefali Agrawal
	Members	Smt Pooja Naval
19	SC/ST Cell	
	Coordinator	Shri Sanjay Kumavat
	Member	Smt. Harsha Chavan
20	Examination Cell (DBATU)	
	Coordinator	Shri Hemant Wani
	Member	Shri Rajesh Waghulade
	Member	Smt Leena Waghulde
21	Examination Cell (KBC NMU)	
	Coordinator	Shri Hemant Wani
22	Examination Cell (MSBTE)	
	Coordinator	Shri Mayur Sonwane
	Member	Smt Kajal Visrani
23	Ladies Hostel	
	Coordinator	Smt. Harsha Deshmukh
24	Electrical Supply, Telephone, Internet, Equipment etc Maintenance	
	Coordinator	Shri Prasad Kulkarni
	Members	Shri Vikas Narkhede
		Shri Yashwant Patil
		Shri Hemant Zope



25	Differently Able Students' Committee	
	Coordinator	Shri Rahul Patil
	Member	Shri Hemant Nehete
26	Community Support Cell	
	Coordinator	Dr. Sanjay Sugandhi
	Member	Shri Rahul Patel
	Member	Shri Vikas Narkehe
	Member	Shri Hemant Zope
27	Admission Counselling Committee	
	Coordinator	Dr Sanjay Sugandhi
	Co-coordinator	Shri Pravin Bhangale
	Members	Smt Minal Kolhe
		Shri Kalpesh Mahajan
		Shri Swapnil Patil
		Shri Manoj Salunke
		Shri Kiran Patil
	Shri. Sushant Sananse	
	Shri. Jagdish Patil	
28	Facilitation Centre (FC) Diploma I and II year	
	Coordinator	Shri Sushant Sananse
	Co-coordinator	Shri Mayur Sonwane
	Co-coordinator	Shri Jagdish Patil
29	Facilitation Centre (FC) MBA	
	Coordinator	Shri Mayur Borase
	Co-coordinator	Shri Piyush Joshi
30	Facilitation Centre (FC) I year Engg	
	Coordinator	Shri Kiran Patil
	Co-coordinator	Shri Shripad Jambhalikar
31	Facilitation Centre (FC) II year Engg	
	Coordinator	Shri Shripad Jambhalikar
	Co-coordinator	Shri Sachin Nath
32	Facilitation Centre (FC) PG Engg	
	Coordinator	Shri Prasad Kulkarni
	Co-coordinator	Shri Mukesh Tiwari
33	Publicity Committee	
	Coordinator	Shri Nitin Chaudhari
34	Minority Committee	
	Co-coordinator	Smt. Shefali Agrawal
35	OBC Committee	
	Co-coordinator	Shri. Vilas Jadhav

1. All faculty/staff members are directed to take the charge of port-folio on or before 13.11.2021 and start functioning. The faculty members holding the charge of port-folio earlier shall handover all files and related documents to new in-charge on or before 20.11.2021.
2. The faculty members holding the charge of port-folio earlier shall consistently monitor the activities related to respective portfolio and complete the activities within stipulated time period.
3. For any difficulty, the faculty members should contact undersigned.



Principal
K.C.E. SOCIETY'S
COLLEGE OF ENGG. & MANAGEMENT