

Khandesh College Education Society's
College of Engineering and Management, Jalgaon
(Approved by AICTE, New Delhi; Recognised by Government of Maharashtra and DTE, MS, Mumbai; Affiliated to KBCNMMU, 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/2023/

Date 13.01.2023

Important Circular

Subject: Revised Port-Folio distribution AY 2022-23

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- Dean Academics	Dr Pradnya Vikhar
	Members	All I/c HoDs and Dr Shrikant Tare
2	I/c Head of Departments (UG and PG)	
	M.B.A.	Smt Harsha Deshmukh
	M.B.A. (ABM)	Shri Ravindra Swami
	Mechanical	Shri Darshan Thakur
	Electrical	Shri Prasad Kulkarni
	Computer	Shri Avinash Suryawanshi
	E and Tc	Shri Rahul Patel
	BSH	Dr Sanjay Kumawat
	Work shop	Shri Hemant Nehete
3	I/c Head of Departments (Diploma)	
	Overall Coordinator	Dr Shrikant Tare
	App Science & I Yr	Smt Archana Shewale
	Electrical	Shri Jagadish Patil
	Computer	Shri Yogesh Fengade
	E and Tc	Smt Sonal Patil
4	Internal Quality Assurance Cell (IQAC)	
	Coordinator	Shri Sanjay Dahad
	Coordinator	Dr Smt Pradnya Vikhar
	Members	All HoDs (UG and PG)
	Member	Dr. S. R. Tare
	Member	Dr. C. S. Patil
	Member	Shri. K. B. Patil
	Member	Shri K. M. Mahajan
	Member	Shri M .B. Pawar
	Member	Dr. V. P. Bhosale
Member	Shri M. K. Borase	


5	Industry Institute & Alumni Institute Interaction Cell (T and P)	
	Coordinator (T&P)	Shri Manoj Salunke
	Coordinator (Alumni)	Shri Rajesh Waghulde
	Member Electrical	
	Member MBA	Shri Hemant Dhanandhare
	Member E and Tc	Smt. Vaishali Sarode
	Member Computer	Smt Leena Waghulade
	Member Mechanical	Shri. Mahendra Pawar
	Member Diploma E&Tc	Smt Shubhada Jogi
	Member Diploma Electrical	Smt Nikita Chaudhari
Member Diploma Computer	Shri Prasad Patil	
6	ERP Monitoring Cell	
	Coordinator	Shri Kalpesh Mahajan
	Members	All HoDs, Dean Academics
7	Gymkhana, Discipline and Students' Grievance Committee	
	Coordinator	Shri Kalpesh Mahajan
	Sports i/c	Shri Nitin Chaudhari
	Cultural i/c	Smt Leena Waghulade
	Technical activities i/c	Shri Mahendra Pawar
	Student Council and NSS	Shri Digambar Sonawane
8	Research and Development Cell including MODROB, RPS etc	
	Coordinator	Dr Shrikant Tare
	Member	Dr Sunanda Patil
	Member	Dr C. S. Patil
	Member	Smt Harsha Deshmukh
9	Approving authority - AICTE, DTE, RO Communication	
	Coordinator	Dr Shrikant Tare
	Member - DTE, RO	Shri Hemant Nehete
10	DBATU, Lonere Communication including affiliation	
	Coordinator	Shri Kalpesh Mahajan
	Member	Shri Hemant Nehete
11	KBCNMU, Jalgaon Communication including affiliation	
	Coordinator	Shri Digambar Sonwane
	Member	Smt Gunjan Chaudhari
12	MSBTE, RBTE Communication including affiliation	
	Coordinator	Shri. Jagadish Patil
	Member	Shri. Yogesh Fengde
13	Students' Development Cell (Value added courses, certification etc)	
	Coordinator-Spoken Tutorial	Shri Avinash Suryavanshi
	Coordinator- NPTEL	Shri Kalpesh Mahajan
	Coordinator- Virtual Lab	Shri Manoj Nehete
	Member BSH	Dr. Sunanda Patil
	Member Electrical	Shri Umakant Kothoke
	Member E and Tc	Shri Gajanan Pakhare
	Member Management	Smt. Arati Lulla
	Member Diploma Ele	Smt. Nikita Chaudhari
Member Diploma Comp	Shri. Yogesh Fengde	

14	Library Development Cell	
	Coordinator	Shri Mukesh Tiwari
	Member Mechanical	Shri Samadhan Khaire
	Member Electrical	Shri Sachin Nath
	Member E and Tc	Smt Vaishali Sarode
	Member Computer	Miss Harsha Talele
	Member Management	Mrs. Taniya Bhatia
	Member BSH	Shri Kiran Patil
	Member Diploma E & Tc	Miss. Prajakta Patil
	Member Diploma Electrical	Miss. Vagheshwari Patil
	Member Diploma Computer	Shri. Yogesh Fengde
15	Faculty and Staff Development Cell	
	Coordinator	Shri Rahul Patel
	Member	Shri Hemant Nehete
	Member	Shri Sachin Nath
	Member	Shri Vikas Narkhede
16	Anti-Ragging Committee	
	Coordinator	Dr Sanjay Kumawat
17	Members	All HoDs and Deans
	Website committee	
	Coordinator	Dr Pradnya Vikhar
	Member Mechanical	Shri Hemant Nehete
	Member Electrical	Smt. Ashwini Patil
	Member E and Tc	Shri. Hemant Wani
	Member Computer	Smt. Ashwini Devrale
	Member Management	Shri. Mayur Borase
	Member BSH	Smt. Harsha Bhangale
Member Diploma	Shri. Yogesh Fengde	
18	Magazine and News Letter Committee	
	Coordinator	Shri. Ravindra Swami
	Member	Smt. Sachin Nath
	Member	Smt Aarti Lulla
	Member	Shri. Hemant Nehete
	Member	Smt. Harsha Talele
	Member Diploma	Smt. Hemangi Narkhede
	Member Diploma	Smt. Pooja Advane
19	Women's Grievance Redress Committee/Anti Sexual Harassment Committee	
	Coordinator	Smt. Harsha Deshmukh
	Member	Smt. Shefali Agrawal
	Member	Smt. Ashwini Patil
	Member	Smt. Vaishali Sarode
	Member	Smt. Archana Shewale
	Member	Smt. Ashwini Devrale
	Member	Smt. Surekha Wani
20	SC/ST Cell	
	Coordinator	Shri Sanjay Kumawat
	Member	Shri. Mayur Borase

21	Examination Cell	
	Coordinator	Shri. Veena Bhosale (Diploma, UG and PG)
	Co-coordinator	Shri. Rajesh Waghulde (DBATU)
	Co-coordinator	Shri. Jagdish Patil (MSBTE)
	Member	Shri. Samadhan Khaire
	Member	Shri. Umakant Kothoke
	Member	Shri. Vikas Narkhede
	Member	Smt. Jayashri Narkhede
	Member	Smt. Nikita Balani
	Member	Shri. Yogesh Fengde
22	Ladies Hostel	
	Coordinator	Smt. Harsha Deshmukh
	Member	Dr. Sunanda Patil
	Member	Smt. Prajakta Patil
23	Electrical Supply, Telephone, Internet, Equipment etc Maintenance	
	Coordinator	Shri Yogesh Netekar
	Members	Shri. Vikas Narkhede
		Shri. Yashwant Patil
Shri. Hemant Zope		
24	Differently Able Students' Committee	
	Coordinator	Shri. Rahul Patil
	Member	Shri. Hemant Nehete
25	Community Support Cell/ Counselling Cell	
	Coordinator	Shri. Pravin Bhangale
	Member	Shri. Rahul Patel
	Member	Shri. Vikas Narkhede
	Member	Shri. Hemant Zope
26	Admission Committee	
	Coordinator	Shri. Pravin Bhangale
	Members	Shri. Kalpesh Mahajan
		Shri. Rahul Patel
		Shri. Sachin Nath
		Shri. Darshan Thakur
		Shri. Jagdish Patil
Shri. Yogesh Fengde		
27	Facilitation Centre (FC) Diploma I and II year	
	Coordinator	Shri. Jagdish Patil
	Co-coordinator	Shri. Yogesh Fengde
	Co-coordinator	Smt. Prajakta Patil
28	Facilitation Centre (FC) MBA	
	Coordinator	Shri. Harsha Deshmukh
	Co-coordinator	Shri. Hemant Dhanandhare
29	Facilitation Centre (FC) I year Engg	
	Coordinator	Shri. Kiran Patil
	Co-coordinator	Shri. Avinash Suryawanshi
30	Facilitation Centre (FC) II year Engg	
	Coordinator	Shri. Rahul Patil
	Co-coordinator	Shri. Samadhan Khaire

31	Publicity Committee	
	Coordinator	Shri. Ravindra Swami
32	Minority Committee	
	Coordinator	Smt. Shefali Agrawal
33	OBC Committee	
	Coordinator	Smt Jayashri Narkhede

1. All faculty/staff members are directed to take the charge of port-folio before 5.00 pm on 18.01.2023 and start functioning. The faculty members holding the charge of port-folio earlier shall handover all files and related documents to new in-charge before 5.00 pm on 18.01.2023.
2. The faculty members holding the charge of port-folio 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

Copy to : All faculty members through concerned HoD