

**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 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](mailto:coeit.inquiry@gmail.com) website: <https://coem.kces.in>

Outward No CoEM/Port-folio/2023/166I

Date 26.08.2023

**Important Circular**

**Subject:** Port-Folio distribution

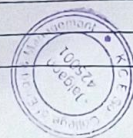
For smooth conduct of academic, administrative and all other activities of the institute, the responsibility is assigned to various faculty members as given in the following table till further order. It is the responsibility of port-folio in-charge to get work done with the help of all other members 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.

S No	Port-Folio	Faculty members
1	<b>Academic Progress Evaluation Committee (Planning, monitoring, accreditation)</b>	
	<b>Coordinator- Dean Academics</b>	<b>Dr Pradnya Vikhar</b>
	Coordinator (Engineering)	Mr. Manoj Salunke
	Coordinator (Diploma)	Dr. C. S. Patil
	Coordinator (MBA)	Mrs. Harsha Deshmukh
		All I/c HoDs
2	<b>I/c Head of Departments (UG and PG)</b>	
	M.B.A.	Smt Harsha Deshmukh
	M.B.A. (ABM)	Shri Ravindra Swami
	M.B.A. (FinTech)	Smt. Shefali Agrawal
	Mechanical	Shri Darshan Thakur
	Electrical	Shri Prasad Kulkarni
	Computer	Shri Avinash Suryawanshi
	E and C	Shri Rahul Patel
	Science and Humanities	Shri. Kiran Patil
	Work shop	Shri Manoj Nehete
3	<b>I/c Head of Departments (Diploma)</b>	
	<b>Overall Coordinator</b>	Dr. C. S. Patil
	Science and Humanities	Smt. Archana Shewale
	Electrical	Shri Jagadish Patil
	Computer	Smt. Shraddha Mundada
4	<b>Internal Quality Assurance Cell (IQAC)</b>	
	<b>Coordinator</b>	<b>Dr Smt Pradnya Vikhar</b>
	Members	All HoDs (UG and PG)
	I/c Member Mechanical	Shri Mahendra Pawar
	I/c Member Electrical	Shri Rahul Patil
	I/c Member E and C	Smt. Vaishali Sarode
	I/c Member Computer	Smt Ashwini Devrale
	I/c Member Management	Smt. Veena Bhosale Shri. Mayur Borase
	I/c Member S&H	Dr. Sunanda Patil





5	<b>Training and Placement (T and P) Cell</b>	
	<b>Coordinator T&amp;P</b>	<b>Shri Mukesh Tiwari</b>
	<b>Coordinator Alumni</b>	<b>Shri Manoj Salunke</b>
	Member MBA	Shri Hemant Dhanandhare
	Member Electrical	Shri Sachin Nath
	Member E and C	Smt. Vaishali Sarode
	Member Computer	Smt Leena Waghulade
	Member Mechanical	Shri. Mahendra Pawar
	Member Diploma E & C	Smt S. S. Chaudhari
	Member Diploma Electrical	Smt V. V. Sapkale
	Member Diploma Computer	Smt. R. S. Shekokare
6	<b>ERP Monitoring Cell</b>	
	<b>Coordinator</b>	<b>Shri Kalpesh Mahajan</b>
	Members	All HoDs, Deans
7	<b>Gymkhana, Discipline and Students' Grievance Committee</b>	
	<b>Coordinator</b>	<b>Shri Kalpesh Mahajan</b>
	Sports i/c	Shri Nitin Chaudhari
	Cultural i/c Engineering	Shri. Sachin Nath
	Diploma	Smt. Nikita Chaudhari
	MBA	Shri. Digambar Sonawane
	Technical activities i/c	Smt. Leena Waghulde Smt. Nikita Chaudhari
	Student Council	Smt. Leena Waghulde Smt. Archana Shewale
	NSS (NMU)	Shri Digambar Sonawane
	NSS(DBATU)	Shri. Rahul Patil
8	<b>Institute Innovation Council (Research and Development Cell)</b>	
	<b>Convener</b>	<b>Dr. Dilip Hundiwale</b>
	Coordinator Innovation	Dr. Pradnya A. Vikhar
	Coordinator Start-up	Dr. Sunil Nyati
	Coordinator Internship	Shri. Mukesh Tiwari
	Coordinator IPR	Shri. Nitin Matkari
	Coordinator Social Media	Shri. Ravindra Swami
	Coordinator ARIIA	Dr. Veena Bhosale
	Coordinator NIRF	Prof. Kalpesh Mahajan
9	<b>Approving authority - AICTE, DTE, RO Communication</b>	
	<b>Coordinator</b>	<b>Dr Shrikant Tare</b>
	Member - DTE, RO	Dr. C. S. Patil
10	<b>DBATU, Lonere Communication including affiliation</b>	
	<b>Coordinator</b>	<b>Shri Kalpesh Mahajan</b>
11	<b>KBCNMU, Jalgaon Communication including affiliation</b>	
	<b>Coordinator</b>	<b>Smt. Shefali Agrawal</b>
	Member	Smt Gunjan Chaudhari
12	<b>MSBTE, RBTE Communication including affiliation</b>	
	<b>Coordinator</b>	<b>Dr. C. S. Patil</b>
	Member	Shri.Jagdish Patil
13	<b>Students' Development Cell (Value added courses, certification etc)</b>	
	<b>Coordinator-Spoken Tutorial</b>	<b>Shri Avinash Suryavanshi</b>
	<b>Coordinator- NPTEL</b>	<b>Smt. Kalpesh Mahajan</b>
	Member BSH	Smt. Snehal Bhangale
	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. Yash Sonar
14	<b>Library Development Cell</b>	
	<b>Coordinator</b>	<b>Shri. Mukesh Tiwari</b>
	Member MBA	Smt. Tania Bhatia
	Member Mechanical	Shri Samadhan Khaire
	Member Electrical	Shri. Sachin Nath
	Member E and Tc	Smt Vaishali Sarode
	Member Computer	Shri. Vikas Narkhede
	Member Management	Mrs.Taniya Bhatia
	Member BSH	Smt. Pooja Marathe
	Member Diploma E &Tc	Smt. Leena Chaudhari
	Member Diploma Electrical	Miss. Vagheshwari Patil
	Member Diploma Computer	Smt. Shama Pawar
15	<b>Faculty and Staff Development Cell</b>	
	<b>Coordinator</b>	<b>Shri Rahul Patel</b>
	<b>Co-coordinator</b>	<b>Archana Shewale</b>
	Member	Smt. Harsha Deshmukh
	Member	Shri Manoj Nehete
	Member	Shri Ashwini Patil
	Member	Smt Ashwini Deorale
16	<b>Anti-Ragging Committee</b>	
	<b>Coordinator</b>	<b>Shri. Kiran Patil</b>
	Members	All HoDs and Deans
17	<b>Website committee</b>	
	<b>Coordinator</b>	<b>Dr Pradnya Vikhar</b>
	Member Mechanical	Shri Mahendra Pawar
	Member Electrical	Shri. Umakant Kothoke
	Member E and Tc	Shri. Hemant Wani
	Member Computer	Smt. Shruti Badgujar
	Member Management	Shri. Mayur Borase, Smt.Komal Jain
	Member BSH	Smt. Harsha Bhangale
	Member Diploma	Smt.Gitanjali Mandore
	Member Diploma	Smt.Hemangi Narkhede
18	<b>Magazine and News Letter Committee</b>	
	<b>Coordinator</b>	<b>Shri. Ravindra Swami</b>
	Member	Smt. Shri. Umakant Kothoke
	Member	Smt Aarti Lulla
	Member	Shri. Gajanan Pakhare
	Member	Smt. Shruti Badgujar
	Member Diploma	Smt. Hemangi Narkhede
Member Diploma	Smt. P. M. Chaudhari	
19	<b>Women's Grievance Redress Committee/Anti Sexual Harassment Committee</b>	
	<b>Coordinator</b>	<b>Smt. Harsha Deshmukh</b>
	Member	Smt. Shefali Agrawal
	Member	Smt. Ashwini Devrale
	Member	Smt. Ashiwini Patil
	Member	Smt. Vaishali Sarode
	Member	Smt. Shradhha Mundada
Member	Smt. Archana Shewale	





	Member	Smt. Hemlata Ladhe
20	<b>SC/ST Cell</b>	
	Coordinator	Shri Mayur Borase
	Member	Smt. V.C.Pawar
21	<b>Examination Cell</b>	
	Coordinator	Shri. Veena Bhosale (Diploma, UG and PG)
	Coordinator	Shri. Hemant Wani (DBATU)
	Coordinator	Shri. Jagdish Patil (MSBTE)
	Member	Shri. Samadhan Khaire
	Member	Shri. Vikas Narkhede
	Member	Shri. Rahul Patil
	Member	Smt. Rita Patil
	Member	Dr. Sunanada Patil
	Member	Smt. Nikita Chaudhari
22	<b>Ladies Hostel</b>	
	Coordinator	Smt. Harsha Deshmukh
	Member	Dr. Sunanda Patil
	Member	Smt. Archana Shewale
23	<b>Electrical Supply, Telephone, Internet, Equipment etc Maintenance/ Audits</b>	
	Coordinator	Dr. Shrikant Tare
	Members	Shri. Vikas Narkhede
		Shri. Yashwant Patil
Shri. Hemant Zope		
24	<b>Differently Able Students' Committee</b>	
	Coordinator	Shri. Rahul Patil
	Member	Shri. Manoj Nehete
25	<b>Community Support Cell/ Counselling Cell</b>	
	Coordinator	Shri. Pravin Bhangale
	Member	Shri. Rahul Patel
	Member	Shri. Vikas Narkhede
	Member	Shri. Hemant Zope
26	<b>Admission Committee</b>	
	Coordinator	Shri. Pravin Bhangale
	Coordinator	Dr. C.S. Patil
	Coordinator	Shri. Digambar Sonawane
	Members	Shri. Rahul Patel
		Shri. Darshan Thakur
		Shri. Kiran Patil
		Smt. Kajal Visrani
		Shri. Kiran Patil
		Shri. Jagdish Patil
Smt. Wagheshwari Patil		
27	<b>Facilitation Centre (FC) Diploma I and II year</b>	
	Coordinator	Dr. C. S. Patil
	Co-coordinator	Shri. Jagdish Patil
28	<b>Facilitation Centre (FC) MBA</b>	
	Coordinator	Shri. Harsha Deshmukh
	Co-coordinator	Shri. Hemant Dhanandhare
29	<b>Facilitation Centre (FC) I and II year Engg</b>	
	Coordinator	Shri. Kiran Patil
	Co-coordinator	Shri. Avinash Suryawanshi
	Co-coordinator	Shri. Manoj Salunke





	Co-Coordinator	Shri. Rahul Patil
31	<b>Publicity and social Committee</b>	
	Coordinator	Shri. Ravindra Swami
	Coordinator	Smt. Tania Bhatia
	Coordinator	Shri. V. N. Chaudhari
32	<b>Minority Committee</b>	
	Co-coordinator	Smt. Komal Jain
33	<b>OBC Committee</b>	
	Co-coordinator	Smt Jayashri Narkhede
	Co-coordinator	Shri. V. N. Chaudhari

1. All faculty/staff members are directed to take the charge of port-folio before 5.00 pm on 01.10.2023 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 07.10.2023.
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  
**PRINCIPAL**

**K.C.E. SOCIETY'S  
COLLEGE OF ENGG &  
MANAGEMENT, JALGAON**

Copy to : All faculty members through concerned HoD



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