

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))

NAACB++ Accredited

Behind DIC, Near IMRCampus, NH-6, Jalgaon-425001 Phone: 02572242025/26/27 email:

coeit.inquiry@gmail.com

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

Outward No CoEM/Port-folio/2025/506

Date 24.01.2025

Important Circular

Subject: Port-Folio distribution

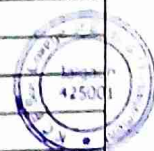
For smooth conduct of academic, administrative and all other activities of the institute, the responsibility is assigned to various faculty members as given in the following table till further order. It is the responsibility of port-folio in-charge to get work done with the help of all other members 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	Academic Progress Evaluation Committee (Planning, monitoring, accreditation)	
	Coordinator- Dean Academics	Dr C. S. Patil
	Dean Administration	Shri Ganesh Patil
	Coordinator(Engineering)	Mr. A.Y. Suryawanshi
	Coordinator(Diploma)	Mr.J.R.Patil/Mrs A.N.Shewale Mrs.
2	Coordinator (Management)	Harsha Deshmukh
		All HODs
	Head of Departments (UG and PG)	
	M.B.A.	Smt Harsha Deshmukh
	M.B.A. (ABM)	Mrs Vina Bhosale
	M.B.A. (FinTech)	Smt. Shefali Agrawal
	Data Science	Shri.Pravin Bhangale
	Mechanical	Shri Samadhan Khaire
	Electrical	Shri Prasad Kulkarni
	Computer	Shri Avinash Suryawanshi
	E and C	Shri Rahul Patel
	Science and Humanities	Shri. Kiran Patil
	Work shop	Shri P. R. Patil
	Training and Placement	Shri Manish Mahale
	HR	Smt.Shrutika Gharde
3	Head of Departments (Diploma)	
	E and C	Smt. Archana Shewale
	Electrical	Shri. Jagadish Patil
	Computer	Shri. Tushar Dhumal
	Mech	Smt Pooja Advane
4	Internal Quality Assurance Cell (IQAC)	
	Chairman	Dr. Sanjay R. Sugandhi
	Senior Administrative officer	Shri Ganesh B. Patil
	Three to eight teachers	Dr C. S. Patil
		Shri. Kiran Patil
		Shri Avinash Suryawanshi
		Shri Rahul Patel



		Shri Prasad Kulkarni
		Smt Harsha Deshmukh
	IQAC Coordinator	Shri. K.M Mahajan/Shri. Manish Mahale
5	Training and Placement(T and P) Cell	
	Coordinator T&P	Shri Manish Mahale
	Coordinator Alumni	Shri Hemant Dharandhare
	Member Management	Shri Devendra Patil
	Member Electrical	Shri Sachin Nath
	Member E and C	Shri. Sachin Bhangale
	Member Computer	Shri Niraj Padme
	Member Mechanical	Shri. Nilesh Pawar
	Member Diploma E & C	Shri Suyash Bonde.
	Member Diploma Electrical	Smt Vivek Wankhede
	Member Diploma Computer	Shri. Yash Sonar
	Member Diploma Mechanical	Shri.P.R.Patil
6	ERP Monitoring Cell	
	Mentor	Shri Kalpesh Mahajan
	Coordinator	Shri.Ganesh Patil
		Smt.Shrutika Gharde
	Members	Deans, All HODs
7	Gymkhana, Discipline and Students' Grievance Committee	
	Coordinator	Shri Pravin Bhangale
	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.Ashwini Devarale Smt. Nikita Chaudhari
	Student Council	Smt.Ashwini Devarale Smt. Archana Shewale
	NSS(NMU)	Shri Digambar Sonawane
	NSS(DBATU)	Shri. Vijay Choudhari
8	Research and Development Cell	
	Incharge	Shri Kalpesh Mahajan
	Incharge	Dr. Sunil Nyati
	Member	Dr. C.S. Patil
	Member	Smt Harsha Deshmukh
	Member	Dr. Veena Bhosle
	Member	Smt. Shefali M. Agrawal
	Member	Shri Prasad Kulkarni
	Member	Shri Avinash Suryawanshi
	Member	Shri.Pravin Bhangale
	Member	Shri Rahul Patel
	Member	Shri. Samadhan Khaire
	Member	Smt. Ruchi Gulhane
9	Innovation Cell Club	
	President/Start up activity	Dr. Sunil Nyati
	Coordinator	
	Convener	Smt Harsha Deshmukh
	Coordinator Internship	Shri Manish Mahale
	Coordinator NIRF	Shri Kalpesh Mahajan

	Coordinator Social Media	Smt. Ashwini Devarale
	IPR Activity Coordinator	Dr. Veena Bhosle
	Member Electrical	Shri Prasad Kulkarni
	Member Science and Humanities	Shri. Kiran Patil
	Member Computer	Shri Avinash Suryawanshi
	Member Data Science	Shri. Pravin Bhangale
	Approving authority - AICTE, DTE, RO Communication	
10	Coordinator	Shri Tushar Jawale
	Member - DTE, RO	Shri Hemant Zope
11	DBATU, Lonere Communication including affiliation	
	Coordinator	Shri Kalpesh Mahajan
12	KBCNMU, Jalgaon Communication including affiliation	
	Coordinator	Shri Tushar Jawale
	Member	Shri Digamber Sonawane
13	MSBTE, RBTE Communication including affiliation	
	Coordinator	Shri. Jagdish Patil
	Member	Smt Pooja Advane
	Member	Shri Tushar Dhumal
14	Students' Development Cell (Value added courses, certification etc)	
	Coordinator-Spoken Tutorial	Shri Avinash Suryavanshi
	Coordinator- NPTEL	Smt. Kalpesh Mahajan
	Member BSH	Shri Ahirrao Dinesh
	Member Electrical	Smt. Ruchi Gulhane
	Member E and Tc	Shri Hemant Wani
	Member Management	Smt. komal Jain
	Member Comp	Smt Hemvarsha Patil
	Member Mechanical	Smt Gayatri Sonar
	Member Diploma Ele.	Smt. Nikita Chaudhari
	Member Diploma Comp	Shri. Yash Sonar
	Member Diploma E&C	Ms. Leena Patil
	Member Diploma Mech	Ms. Sharyu Bhute
15	Library Development Cell	
	Coordinator	Shri. Pravin Bhangale
	Member MBA	Smt. Tania Bhatia
	Member Mechanical	Shri Samadhan Khair
	Member Electrical	Shri. Sachin Nath
	Member E and Tc	Smt Vaishali Sarode
	Member Computer	Shri. Shital Borole
	Member BSH	Smt. Pooja Marathe
	Member Diploma E & Tc	Smt. Leena Patil
	Member Diploma Electrical	Miss. Vagheshwari Patil
	Member Diploma Computer	Smt. Poonam Chaudhari
	Member Diploma Mech	Shri. Harshal Patil
16	Faculty and Staff Development Cell	
	Coordinator	Shri .Ganesh Patil (Dean Administration, HR)
	Co-coordinator	Smt. Sneha Patil
		Smt. Shrutika Gharde
	Member	Smt. Harsha Deshmukh
	Member	Shri Dipak Bari
	Member	Smt. Ashwini Patil
	Member	Smt Ashwini Devarale
	Member	Smt. Vrushali Sapkal
	Member	Smt. Snehal Pawar
	Member	Smt. Shrutika Gharde



17	Anti-Ragging Committee	
	Chairman	Dr. Sanjay R. Sugandhi
	Academic Dean	Dr C. S. Patil
	Faculty Representative	Shri. Kiran B. Patil
	Non teaching Representative	Shri. Kapil P. Chaudhari
	Faculty Representative (Diploma)	Smt. Pooja Advane
18	Website committee	
	Coordinator	Smt. Shital Borole
	Member Mechanical	Ms. Lubdha Nemade
	Member Electrical	Shri. Umakant Kothoke
	Member E and Tc	Smt. Divya Surwade
	Member Management	Smt. Komal Jain
	Member BSH	Smt. Kalpana Rathod
	Member Diploma	Smt. Madhuri Raising
	Member Diploma	Smt. Nikita Chaudhari
19	Magazine and News Letter Committee	
	Coordinator	Shri. Ganesh Patil
	Member	Shri. Umakant Kothoke
	Member	Smt. Revati Patil
	Member	Smt. Vaishali Sarode
	Member	Smt. Ashwini Devarale
	Member Diploma	Smt. Vageshwari Patil
	Member Diploma	Smt. P. M. Chaudhari
	Member Diploma	Smt. Diksha Ahirane
20	Women's Grievance Redress Committee/Anti Sexual Harassment Committee	
	Coordinator	Smt. Harsha Deshmukh
	Member	Smt. Shrutika Gharde
	Member	Smt. Ashwini Devarale
	Member	Smt. Ashwini Patil
	Member	Smt. Vaishali Sarode
	Member	Smt. Hemvarsha Patil
	Member	Smt. Archana Shewale
	Member	Smt. Hemlata Ladhe
21	Women's Cell	
	Chairperson	Dr. Sanjay R. Sugandhi
	Member Secretary	Smt. Harsha Deshmukh
	Member	Smt. Shefali Agrawal
	Member	Dr. Sunanda R. Patil
	Member	Smt. Vaishali Sarode
	Member	Smt. Archana Shewale
	Member	Shri. Kapil Chaudhari
22	Grievance Redressal Committee	
	Chairman	Dr. Sanjay R. Sugandhi
	Faculty Representative	Shri. Kalpesh Mahajan
	Academic Dean	Dr. C. S. Patil
	HOD (ENC)	Shri. Rahul Patel
	Member Diploma	Smt. Snehal Pawar
	HOD MBA, Coordinator Women cell	Smt. Harsha Deshmukh

23	SC/ST Cell	
	Chairman	Dr. Sanjay R. Sugandhi
	Member Secretary	Shri. Hemant S. Dhanandhare
	Member	Smt. Rashmi Bahirune
	Member	Smt. Rajshri Shekokare
	Member	Smt. V.C. Pawar
24	Examination Cell	
	Coordinator	Shri. Veena Bhosale (UG and PG)
	Coordinator	Shri. Hemant Wani (DBATU)
	Coordinator	Shri. Jagdish Patil (MSBTE)
	Member	Shri. Samadhan Khaire
	Member	Shri. Vikas Narkhede
	Member	Shri. P.D. Kulkarni
	Member	Smt. Ruchi Gulhane
	Member	Shri. P.R. Patil
	Member	Dr. Sunanada Patil
	Member	Smt. Nikita Chaudhari
25	Ladies Hostel	
	Coordinator	Smt. Harsha Deshmukh
	Member	Dr. Sunanda Patil
	Member	Smt. Archana Shewale
	Member	Smt. Revati Patil
	Member	Smt. Ashwini Patil
	Member	Smt. Kalpana Rathod
	Member	Smt. Poonam Chaudhari
26	Electrical Supply, Telephone, Internet, Equipment etc Maintenance/ Audits	
	Coordinator	Mr. Sachin Nath
	Members	Shri. Vikas Narkhede
		Shri. Yashwant Patil
		Shri. Hemant Zope
		Smt. Swati Chirmade
27	Differently Able Students' Committee	
	Coordinator	Shri. Samadhan Khaire
	Member	Shri. Hemant Wani
28	Community Support Cell / Counselling Cell	
	Coordinator	Shri. Pravin Bhangale
	Member	Shri. Rahul Patel
	Member	Shri. Vikas Narkhede
	Member	Shri. Hemant Zope
29	Admission Committee	
	Coordinator (Engg)	Shri. Pravin Bhangale
	Coordinator (Poly)	Shri. Jagdish Patil
	Coordinator (management)	Shri. Digambar Sonawane
	Members	Shri. Rahul Patel
		Shri. Samadhan Khaire
		Shri. Kiran Patil
		Shri. Tushar Dhumal
		Smt. Nikita Chaudhari
		Smt. Pooja Advane



30	Facilitation Centre (FC) Diploma I and II year	
	Coordinator	Smt. Archana Shewale
	Co-coordinator	Shri. Jagdish Patil
31	Facilitation Centre (FC) MBA	
	Coordinator	Shri. Harsha Deshmukh
	Co-coordinator	Shri. Hemant Dhanandhare
32	Facilitation Centre (FC) I and II year Engg	
	Coordinator	Shri. Kiran Patil
	Co-coordinator	Shri. Avinash Suryawanshi
	Co-coordinator	Shri. P.D. Kulkarni
	Member	Smt. Vaishali Sarode
	Member	Smt. Rashmi Bahirune
	Member	Smt. Ashwini Patil
33	Publicity and social Committee	
	Coordinator	Shri Vijay Chaudhari
	Coordinator	Smt. Tania Bhatia
	Coordinator	Shri. Vivek Wankhede
34	Media Cell	
	Coordinator	Shri Vijay Chaudhary
	Member	Shri Devendra Patil
	Member	Shri. Nitin Chaudhary
	Member	Shri. Ganesh Patil
	Member	Shri. Ashok Kale
35	Minority Committee	
36	Co-coordinator	Smt. Komal Jain
	OBC Committee	
	Co-coordinator	Smt. Madhumati Ahirrao
37	Co-coordinator	Shri. V. N. Chaudhari
	Cultural Committee	
	Coordinator	Shri. Sachin Nath
	Coordinator	Shri. Jagdish Patil
	Management Member	Shri. Hemant Dhandhare
	Management Member	Smt. Revati Patil
	Member E&C	Smt. Sneha Patil
	Member Mech	Smt. Archana Chavhan
	Member F.Y.	Smt. Swati Baviskar
	Member Comp	Smt. Rashmi Bahirune
	Member Diploma Comp	Smt. Poonam Chaudhari
	Member Diploma E&C	Smt. Leena Patil
38	Member Diploma Mech	Smt. Hiral Joshi
	Days and Guest Committee	
39	Coordinator	Smt. Shital Borole
	Member Computer	Smt. Rashmi Bahirune
	Member Electrical	Smt. Ashwini Patil
	Member Computer	Smt. Ashwini Devarale
	Member E&C (poly)	Smt. Diksha Ahirane
	Member Mech (poly)	Smt. Sharyu Bhute
	Member Computer	Smt. Hemvarsha Patil
	Member E&C	Smt. Sneha Patil
	Students Council Committee	
	Coordinator	Smt. Shital Borole
	Coordinator	Smt. Snehal Pawar

	Member	All HOD (Degree & Polytechnic)
		Sport Committee
	Coordinator	Shri. Nitin Chaudhari
	Management Member	Shri. Devendra Patil
	Management Member	Smt. Revati Patil
	Member Electrical	Shri. Umakant Kothoke
	Member F.Y.	Shri. Sachin Chaudhari
	Member	Shri. Vijay Chaudhari
	Member	Smt. Dipali Chaudhari
	Member Mech	Shri. Nilesh Mahajan
	Member Comp	Smt. Neha Patil
	Member Diploma Mech	Shri. Harshal Patil
	Member Diploma E&C	Shri. Bharat Dhole
	Member Diploma Electrical	Shri. Jagdish Patil
	Member Diploma Comp	Shri. Yash Sonar
40		Internal Complaint Committee
	Mentor	Dr. C.S. Patil
	Member	Smt. Harsha Deshmukh
	Member	Dr. Veena Bhosale
	Member	Smt. Ashwini Patil
	Member	Shri. Kapil Chaudhari
	Member	Shri. Hemlata Ladhe
41		Purchase Committee
	Mentor	Dr. Sanjay R. Sugandhi
	Member	Shri. Sanjay Pawade
	Member	Dr. C.S. Patil
	Member	Shri. Kalpesh Mahajan
	Member	Shri. Kapil Chaudhari/Mohit Dhoot
	Member	All HOD's
42		Medical Counsellor
		Dr. Pratibha Harankhedkar
		Dr. Mahendra Patil
43		Cleanliness, Shifting, Security Committee
	Mentor	Shri. Hemant Zope
	Member	Shri. Atul Waghulde
	Member	Shri. Vishal Patil
44		Hobby Club
	Coordinator	Smt. Revati Patil
	Member	Shri. Devendra Patil
	Member	Shri. Vijay Chaudhari
	Member	Smt. Sharyu Bhute
	Member	Smt. Taniya Bhatia

All faculty/staff members are directed to take the charge of port-folio before 5.00 pm on 03.02.2025 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 03.02.2025.

1. 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.
2. For any difficulty, the faculty members should contact undersigned.

Copy to : All faculty members through concerned HoD



PRINCIPAL
Principal
SOCIETY'S
DEPT. OF ENGG. &
MANAGEMENT, JALGAON