







MSS's
College of Engineering & Technology, Jalna
Portfolio 2016-17

With Efective From :3/8/2016

Sr No	Portfolio	Name of Staff	Nature of Work/ Responsibilities	Sign
1	Overall Timetable Incharge	Mrs M B Kalkumbe	1.Preparation and display of Master time table. 2.Coordinate with departmental Coordinator	
2	Class Test Coordinator	Miss S L Toradmal & Departmental Coordinator	1.Preparation and display of time table. 2.Coordinate with departmental Coordinator	
3	Syllabus Coverage and faculty feedback	Mr S B Chabile & All HOD's	1.To take review of Syllabus three times per semester 2.Coordinate with department Head & Principal 3.To Coordinate with HOD's for taking the faculty feedback from students	
4	Attendence & Detainion List of students	Mr R D Solanke & all classteachers	1.To take review of attendence by each fifteen days from departments 2.Coordinate with department Head & Principal . 3. Provides feedback of attendence to parents after each month positively with assistance from respective departmental class teacher. 4.To prepare the list of students finally which are to be detained at the end of semester	
5	Library Incharge	Mr M N Bhurewal	All work related to library	
6	Term work	Mrs R S Sodani	All work related to Term Work	

7	R & D	Mr P S Thakre	All work related to Research & development	<u>Thakre</u> 4/8/16
8	ISTE Chapter	Mr R A Rathod	1. Form ISTE student & Staff chapter. 2. Conduction of activities under the cell	<u>Rathod</u>
9	Industrial Visit	Training & Placement Officer alongwith all HOD's & departmental coordinator	All work related to Industrial Visit	<u>Bas</u> <u>Patil</u> Vishwa CEO <u>Thakre</u> <u>Patil</u>
10	Alumini	Mr Md Javed	1. Establishment of Alumni cell 2. Meeting at least two within year 3. Improve alumni for development of college	<u>Ali</u>
11	Website	Mr S N Gite	1. Overall responsibility of website services 2. Continuous Updating of website	<u>Kind</u>
12	Annual Gathering	Mr J N Mohite	Organise Annual Social Gathering	<u>Mohite</u> 26/08/2016
13	Antirragging & Student Grevence Committee	Mr K V Deshmukh & Members	1. Frequent Meeting with students 2. Understand the students problem & communicate with Principal 3. To form the committee for antirragging as per the directives by DTE & University	<u>KL</u> 4/8/16
14	Vishkha Samiti	Miss A L Borkar & Members	1. All work related to Vishkha Samiti 2. To form the committee as per directives by University.	<u>Vishwa</u>
15	Womens Grevence Cell	Mrs S S Patil & Members	1. Frequent Meeting with girls 2. Understand the girls & women faculties problem & communicate to Principal 3. to form the committee as per DTE / University norms	<u>SPatil</u> 3-8-2016

16	Student representative Council & Cultural	Mrs S P Aware Mr P K Bhojar	All work related to Student council & cultural excluding annual gatherings	<i>19/8/16</i> <i>03-08-16</i> <i>1:50 pm</i>
17	Sports	Mr Naveenkumar Mucha Mr G S Vyas	1. Arranging Various Sports activities in Institute 2. Deputation of students for participation at University/ national /International	<i>19/8/16</i>
18	Magzine	Mr G D Shelke	Publish the Annual magazine	<i>19/8/16</i>
19	NSS	Mr S R Ghungrad	1. Organize NSS camp 2. Submit the NSS records to university & Institute 3. work related to NSS	<i>19/8/2016</i>
20	Canteen	Mr D M Solanke Mrs Alfia Mahat	All work related to canteen	<i>19/8/16</i>
21	Cleanliness & House Keeping	Mr R V Todkar Mr M G Marthande	All work related to cleanliness & house keeping of all campus	<i>19/8/16</i>
22	Transportation Facility	Mr Md Javed	All work related to transportation facility	<i>19/8/16</i>
23	Hostel Warden (Boys)	Mr N H Dhannaseth	All work related to Hostel	<i>19/8/16</i>
24	Hostel Warden (Girls)	Miss A L Borkar	All work related to Hostel	<i>19/8/16</i>
25	National Conference/STTP S/Workshop/Seminars	Mr Imran Qureshi	As per directives by Principal	<i>19/8/16</i>
26	University Practical Exam	Mr Md Irfan	1. Smooth conduction of practical exam 2. Report of practical examination 3. Submit report to the university	<i>19/8/16</i>
27	AICTE & DTE	Mr G P Chakote	All work related to AICTE and DTE	<i>19/8/16</i>
28	University	Mr G A Matre	All work related to University	<i>19/8/16</i>
29	MSBTE	Mr A P Dawane	All work related to MSBTE	<i>19/8/16</i>

30	Computer Maintainence	Mr B P Kolhe	All work related to Computer Maintainence	
31	Construction & Building Maintainence	Mr V R Kulkarni	All work related to Construction & Building Maintainence	<i>[Signature]</i>
32	Furniture	Mr A B Bora	All work related to furniture purchasing	<i>[Signature]</i>
33	Unjiversity Theory Exam Winter Nov/Dec 2016 (Backlog)	ETC Department	1. Work responsibility as a chief Superentendent. 2. All work related to University Examination	<i>[Signature]</i> 21/11/16
34	University Theory Exam Winter Nov/Dec 2016 (Regular)	CSE Department	1. Work responsibility as a chief Superentendent. 2. All work related to University Examination	<i>[Signature]</i>
35	Students dicipline	Mr R L Karwande Mr G N Mandpe Mr A P Kirangi Mr S N Gite Mr K Venkat R M	All work related to dicipline of students	<i>[Signatures]</i> K. Karwande G. N. Mandpe A. P. Kirangi S. N. Gite K. Venkat R. M. 23/11/16
36	Media & News Publication Committe	Engg : Mrs Sonali Pawar MBA : Miss Roma Gehi	All work related to publication	<i>[Signatures]</i>
37	Overall PG Coordinator	Miss S G Tuppud	All work related to Post Graduate Courses.	<i>[Signature]</i>
38	Departmental P G Coordinatos	Mech: Mr Md Irfan EPS : Mr Obula Reddy CSE: Mrs R S Sodani ETC: Miss A L Borkar	All work related to respective Post Graduate Course.	<i>[Signatures]</i>
39	FE Inchrge	Mr B G Suryawanshi	All work related to first year engineering.	<i>[Signature]</i>
40	NBA Coordinator	Mr P S Thakre Mr Riyaz A Qureshi	To collect the information related to Nba Process. Work allotment, training and implementation process with conduction of audits.	<i>[Signatures]</i> Thakre 21/08/16 Riyaz 3-8-16

Copy To: *Haible Admⁿ office*

- 1) All Concerned HOD's
- 2) *Staff circulation*
- 3) *TU o/s.*
- 4) *o/c*

[Signature]
PRINCIPAL
MSS's College of
Engg. & Tech. Jalna.