

**Department of Manufacturing Engineering and Industrial Management
College of Engineering, Pune**

COEP/DMEIM/Dept committee/hod off/2023/129

Date: -06 April 2023

Department office order

To frame the policies as well as to execute the various departmental activities smoothly following faculties and staff are nominated for various committees for effective execution of different tasks at department level.

Committee	Name of faculty and Staff	Roles and responsibilities
Dept Research and Innovation committee	Dr. Dr.P.D. Pantawane (Coordinator) Dr.H.Bagchi (Member) Dr. Dr. M.D. Jaybhaye (Member) Dr. M.S. Sawant (Member) Dr. M.N.Shaikh (Member)	<ul style="list-style-type: none"> • Research opportunities potentials for the dept • Promotion of Sponsored research projects, FDPs, consultancy in the dept • Evaluation guidelines for quality improvement of UG, PG and PhD Projects as well as patents to be filed. • Relevant activities to elevate research potential of the dept
Dept Industry linkage committee	Dr. Mrs. N.R. Rajhans (Coordinator) Prof. S.U. Ghunage (Member) Dr. J.S. Karajagikar (member) Dr.M.R.Dhanvijay (Member) Prof.N.P.Pawar (Member)	<ul style="list-style-type: none"> • Identify potential Industry collaborations for the dept. • Continuing education/training programs for the industries • Organizing and executing industry visits/internships for UG and PG students • Any other relevant activity to improve industry participation in dept programs in coordination with HOD
Dept. Upkeeping and Maintenance committee	Dr. M.D. Jaybhaye (Coordinator) Dr. B.U.Sonawane (Member) Prof. Mrs. A.B. Londhe (Member) Mr. S.N.Patil (Member) Miss. Apeksha Bochare (Member) Mrs. P.S. Pawar (Member) Mr. M.P. Langhi (Member)	<ul style="list-style-type: none"> • To coordinate dept infrastructure/amenities upkeeping and maintenance activities. • Follow up and Liaoning with institute data center for dept. internet networking and allied maintenance and commissioning work. • All lab equipment upgradation and maintenance work in coordination with respective lab in charge. • Any other relevant activities to enhance dept facilities and ambience. in coordination with HOD

Dept. Program Accreditation and evaluation committee	Dr. B.Rajiv (Coordinator) Dr. H.Bagchi (Member) Dr. Mrs. A.V. Mulay (Member) Dr.S.M.Patil (Member) Dr. Vikas Sisodiya (Member)	<ul style="list-style-type: none"> • Dept programs accreditation (NBA/NAAC etc.) preparation and documentation • Preparation of guidelines and methodology for ensuring continuous updating of various crucial data for future accreditations. • Improvement and updating of programs curriculum/syllabi as well as evaluation methods for teaching and learning process. • Any other relevant activities to enhance dept program quality in coordination with HOD
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All committees will have to conduct meetings at least twice a month and submit its suggestions/recommendations to the HOD accordingly.

We acknowledge and thanks to all the faculties and committee members to contribute for enhancing the functioning of department.



(S.S. Anasane)
Head of the Department

Copy to:

1. Registrar, COEP technological University
2. Dean, School of Mechanical and Materials Engineering
3. Respective Faculty coordinator and members