



# COEP Technological University

(COEP Tech)

A Unitary Public University of Government of Maharashtra

w.e.f 21<sup>st</sup> June 2022

(Formerly College of Engineering Pune)

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**Date: 23 February 2023**

**Dr. M. S. Phalak**

**Head, Department of Physics**

## **Departmental Portfolio Allotment**

All Physics faculty are hereby informed that in addition to the regular teaching, the additional following primary responsibilities are assigned to them overall development of the department till further notice from the undersigned. Every faculty should work judiciously for the development of the department in various dimensions through the assigned work/portfolio.

The coordinator of academic monitoring, curriculum, purchase, TEQIP, Infrastructure, IQAC, feedback shall execute the work with the help of various committee members.

The laboratory in-charge shall look after regular maintenance of the equipments, status of raw materials, planning of practical and lab examination. They should instruct and train laboratory assistants to maintain the communication with service/maintenance providers in order to maintain the equipments, needed accessories, parts of equipments and raw materials. Research Lab in-charge should maintain the research facilities in order to facilitate the researchers/students under internship and M. Tech students under collaboration. The maintenance in-charge should monitor the overall maintenance of the department. The in-charge of disposal/write off committee should do the needful for the official disposal of the outdated equipments, furniture and materials.

The time table in-charge should work for the department time table and also should prepare the lab exam schedule. The department website data in-charge should monitor and maintain the faculty profile and the update of department data. The MIS admin should keep the updates of registration, mapping practical batches and assisting faculty to update their profile in MIS. The library committee member should keep update of the available number of titles and copies of the textbooks, journals e-books and e-journals in order to maintain the

required number to facilitate all the students. The departmental in-charge of student's detention and summer term should do the needful duties according to the orders of exam cell.

The coordinator of Moodle/MOOCs/NPTEL spoken tutorials/IUCEE webinars should assist and coordinate the faculty to facilitate the students to attend the courses through these platforms. The project mentor should mentor the students for project competition and internship. The coordinator of AICTE/SPPU Pune/DTE/AISHE/NIRF/ARIIA/CII/RUSA/TEQIP/ITP/COA should keep the data updates of the department.

Research coordinator should make all the faculties aware to prepare and submit projects to DIC, AICTE, UGC, BRNS, ARDB, DRDO, ISRO, CSIR, ISTE and DST for various funding.

Every faculty should develop contact with at least one research institute for research collaboration. Also every faculty should organize at least one Guest lecture/Workshop/Seminar etc. in association with the professional society for enhancing interaction with the National Institutes.

The internal quality assurance cell (IQAC) shall maintain the regular teaching quality of theory and practical courses. The IQAC should also monitor the research, projects, internship and should organize seminars, workshop and conferences etc.

Sr. No.	Faculty Name	Activity/Portfolio
1.	Dr. MRUNALINI S. PHALAK	<ol style="list-style-type: none"> <li>1. Internal/external academic Monitoring coordinator</li> <li>2. Departmental Curriculum Coordinator</li> <li>3. Departmental store/purchase in- charge</li> <li>4. Departmental TEQIP Coordinator</li> <li>5. Infrastructure and development</li> <li>6. Coordinator, IQAC (Internal Quality Assurance Cell)</li> <li>7. Student feedback in-charge</li> <li>8 F.Y.B.Tech. Course Coordinator</li> </ol>
2.	DR. JAGDISH W. DADGE	<ol style="list-style-type: none"> <li>1. Student counseling/Induction</li> <li>2. Department website management</li> <li>3. F.Y.B.Tech. Course Coordinator</li> <li>4. Cleanliness/Maintenance in- charge</li> <li>5. Member, Internal Quality Assurance Cell (IQAC)</li> <li>6. Member, purchase committee</li> <li>7. Member, DUPC</li> <li>8. Project Seminar Coordinatoor</li> </ol>

3.	NEELIMA AJAYKUMAR PATIL	<ol style="list-style-type: none"> <li>1. Faculty Advisor</li> <li>2. Students counseling/Induction</li> <li>3. MIS Department Admin</li> <li>4. Organization of MOOCS/ NPTEL spoken tutorials/ IUCEE webinars, etc</li> <li>5. Departmental Moodle coordinator</li> <li>6. F.Y.B.Tech. Course Coordinator</li> <li>7. Physics Lab In-charge</li> <li>8. Member, DUPC</li> </ol>
4.	MRS.YOGITA S. PATIL	<ol style="list-style-type: none"> <li>1. Student counseling/Induction</li> <li>2. Library committee member</li> <li>3. Multimedia and internet resources coordinator</li> <li>4. Member, DUPC</li> <li>5. Member, Internal Quality Assurance Cell (IQAC)</li> <li>6. Initiative for CEP/STTP</li> <li>7. Member, purchase committee</li> <li>8. Physics Research Lab In-charge</li> </ol>
5.	Mr. Yatin Pitkar	<ol style="list-style-type: none"> <li>1. F.Y.B.Tech. Course Coordinator</li> <li>2. Students counseling/Induction</li> <li>3. Member, purchase committee</li> <li>4. Member, DUPC</li> <li>5. Cleanliness/Maintenance member</li> <li>6. Departmental UGC coordinator</li> <li>7. Disposal/write off member</li> </ol>
6.	SHWETA NANDU CHAURE	<ol style="list-style-type: none"> <li>1. Time table in-charge</li> <li>2. Faculty Advisor</li> <li>3. Student counseling/Induction</li> <li>4. F.Y.B.Tech. Course Coordinator</li> <li>5. Project mentoring for project competition</li> <li>6. Member, Internal Quality Assurance Cell (IQAC)</li> <li>7. Disposal/write off in-charge</li> <li>8. Member, DUPC</li> </ol>

7.	VIVEK CHANDRAKANT MANDAKE	<ol style="list-style-type: none"> <li>1. Departmental coordinator of examination (DCE)</li> <li>2. Course Coordinator, S.Y.B.Tech.</li> <li>3. Guest lecture organization</li> <li>4. Department level CSR activities Co-coordinator</li> <li>5. Student detention in-charge</li> <li>6. Departmental Summer Term I/C</li> <li>7. Departmental NAAC coordinator</li> <li>8. Member, DUPC</li> </ol>
8.	ROHINI SANDIP CHHATRALA	<ol style="list-style-type: none"> <li>1. Lab in-charge</li> <li>2. Departmental NBA Coordinator</li> <li>3. Faculty Advisor</li> <li>4. F.Y.B.Tech. Course Coordinator</li> <li>5. Students counseling/Induction</li> <li>6. Member, Internal Quality Assurance Cell (IQAC)</li> <li>7. AICTE/SPPU Pune/DTE/AISHE/NIRF/ARIIA/CII/RUSA/TEQIP/ITP/COA Departmental data in-charge</li> <li>8. Member, DUPC</li> </ol>

The faculty shall be responsible for proper execution of the above portfolios with immediate effect till further order.

Copy to:  
All concerned faculty



Head  
Department of Physics  
COEP Tech