Mechanical Engineering Department
COEP Technological University
(COEP Tech)
A Unitary Public University of Government of Maharashtra
(Formerly College of Engineering Pune)
Wellesley Road, Shivajinagar, Pune-411005, Maharashtra, India

Department Portfolio Distribution: 18 March 2023

For smooth and an effective functioning of the departments various administrative workflows, the portfolio distribution w.e.f. 18 March 2023 is as below:

Sr. No.	Portfolios	In charge	Member1	Member2
D1	Time table, Academic coordinator,Visiting Faculty	Dr. Dale N P	Dr. Deshmukh P.W.	
D2	Department Controller of Exam	Dr. Selmokar P H	Dr. Shinde P S	
D3	UG Project allocation, monitoring & Evaluation	Dr. Mundra S S	Ms. P P Suryawanshi	
D4	PhD Co-ordinator	Dr. M H Yadav		
D5	PG Coordinator- Thermal	Dr. Sable M J		
D6	PG Coordinator- Design	Dr. Pise U V		
D7	PG Coordinator- Automotive	Dr.Haribhakta V K	Dr. Bhavikatti S S	
D8	Placement & Internship	Mr. Dhote	Mr. Kadam S M	
D9	Purchase and write-off committee	Dr. Patil S B, Dr. Bhavikatti S S	Dr. Ohol S S	
			Dr.Haribhakta V K	
			Dr. Bhattu A P	
			Shinde H P	
D10	Civil Works and Maintenance, Gardening and Ambience	Shinde H P	Dr. Bhavikatti S S	
D11	BOS, IAB & Academic Audit	Dr.Nandgaonkar MR	Dr. Bhattu A P	Dr. P H Selmokar
D 12	MIS Admin	Dr. Shinde P S	Ms. P P Suryawanshi	
D 13	OBE-CO PO Attainment	Dr. Shinde P S	Dr.Deshmukh PW	
D 14	Department Information Management	Dr.Shikalgar N D	**Overall Coordinator**	
D14.1	Publications, Books & FDP/STTP	Dr. Patange A D	__	
D14.2	R&D, Patent, CSR activities	Dr. Lahane S V	---	
D14.3	Consultancy	Dr.Shikalgar N D	Dr. Bhavikatti S S	
D14.4	Students Activity incharge (GATE, UPSC,MPSC, GRE and cocurricular activities	Dr Wagh S. V	---	
D 15	Industrial visits, Expert lectures, Co-teaching	Ms. P P Suryawanshi	Dr.Deshmukh P W	
D 16	NEP Curriculum Design	Dr.Nandgaonkar MR	Dr. Selmokar P H	
D17	NBA /NAAC/NIRF/CII Coordinator	Dr. Pise U V	Dr. Shikalgar N D	

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Sr.No.	Portfolios	In charge	Member1	Member2
D 18	Department and other Meeting	Dr. M H Yadav	Ms.Suryawanshi P	
D 19	Students Clubs			
D19.1	Baja Team Nemesis Incharge	Dr. M P Khond	H P Shinde	
D19.2	Efficycle Team Velociracers	Dr. Pise U V	Dr.V K Haribhakta	
D19.3	Supra Team Octance Racing	Dr. Pardeshi S S	Dr. S B Patil	
D19.4	Tifan Orion team	Dr. Chougule N K	Dr. Shikalgar N D	Dr. Patange A D
D20	Student Association /Professional chapter Incharge	Dr. Ohol S S, Dr. M.P. Khond	Dr. Lahane S V	Dr. Shikalgar N D
D21	Student Attendance and Feedback	Dr. Patange A D	Ms.Suryawanshi P	
D22	Department & Central library	Dr. Mundra S S	Mrs. N.M.Gawai	
D 23	Lab Incharge	CAD/CAM and Drawing Hall	Dr. Chougule N K	Dr. U V Pise
	Maintain following Records:	Theory of Machine	Dr. Bhavikatti S S	Dr. Haribhakta V K
	1. Maintain DSR records	Vibration and Acoustics	Dr. Mohite S S	Dr. M H Yadav
	2. Records of maintenance	Stress Analysis & Composite Lab	Shinde H P	Dr. Shinde P S
	3. Lab utilisation logbook	Micromachining	Dr. Pardeshi S S	Dr. Patil S B
	4. Consumable records	Simulation & Optimisation	Dr. Bhattu A P	Dr. Mundra S S
	5. Display of V-M, PEO,PO,PSO,COs	Steam Technology Forbes Marshall	Mr. Kadam S M	Dr. Bhalla Vishal
	6. Dissemination of DOs-Don't s	Heat Transfer	Dr. Sable M J	Dr. Deshmukh P W
	7. Display of Charts, models	Danfoss RAC	Dr. Shikalgar N D	Dr. Chougule N K
	8. Details of procurement on each machine /equipment/instruments	Fluid Machinery & EATON Fluid power	Dr. Khond M P	Dr. Bhalla Vishal
	9. lab layout plan and total area	Measurement and Control	Dr. Mohite S S	Dr. Selmokar P H
		PG- Computational	Dr. Haribhakta V K	Dr. Ohol S S
		Non-Conventional	Dr. Bhalla Vishal	Dr.Deshmukh PW
		EV Center of Excellence	Dr. Nandgaonkar M R	Dr. N K Chougule
		IC engine, Fuels and Testing	Dr. Nandgaonkar M R	Dr. Lahane S V
		Industry 4.0 - AI/ML. AR/VR	Dr. Patange A D	Dr. S S Pardeshi
		Product development and skill lab	Dr. Pise U V	H P Shinde

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Sr.No.	Portfolios	Incharge	Member1	Member2
D 24	**Faculty Advisor**	SY Div1	Dr. Mundra S S	
		SY Div2	Dr. Shinde P S	
		TY Div1	Dr. Patil S B	
		TY Div2	Dr. Bhattu A P	
		BTech Div1	Shinde H P	
		BTech Div2	Mr. Dhote N D	
	Mentors			
	2nd year Mentors	SY - Batch-A-B	Dr. Mundra S S	Dr. Deshmukh P W
		SY - Batch-C-D	Dr. Pise U V	Dr. Haribhakta V K
		SY - Batch-E-F	Dr. Shinde P S	Dr. Bhattu A P
		SY - Batch-G-H	Dr. Ladhwe R N	Dr. M H Yadav
		SY - Batch-I-J	--	--
	3rd year Mentors	TY - Batch-A-B	Dr. Patil S B	Dr. Selmokar P H
		TY - Batch-C-D	Dr. Shikalgar N D	Dr. Lahane S V
		TY - Batch-E-F	Dr. Mohite S S	Mr. Kadam S M
		TY - Batch-G-H	Ms. Suryawanshi P	Dr. Patange A D
	4th year Mentors	BTech - Batch-A-B	Mr.Shinde H P	Dr. Ohol S S
		BTech - Batch-C-D	Mr.Dale N P	Dr. Bhavikatti S S
		BTech - Batch-E-F	Mr. Dhote N D	Mrs. N.M.Gawai
		BTech - Batch-G-H	Dr Wagh S.	Dr. Bhalla Vishal
D 25	Organisation of FDP/STTP/Conference/Workshop	Dr. Patil S B	Mrs. N M Gawai	
D26	MOOC/NPTL coordinator	Dr. Selmokar P H	Mrs. N M Gawai	
D27	Website Department coordinator	Dr. Patange A D	Mrs. N M Gawai	

I appreciate your cooperation in this matter and look forward to your continued support.

Dr. N. K. Chougule
Head of the Department

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Responsibilities of Portfolios:

D1: Time table, Attendance, Visiting Faculty
- Time table & related
    - ❖ Teaching load & student faculty ratio calculations
    - ❖ Faculty requirement calculations
    - ❖ Record of year wise and scheme wise syllabus
    - ❖ Call for subject preferences & allotment (theory and lab)
    - ❖ Call for elective preferences & allotment
    - ❖ Honors /minors subjects record
    - ❖ Communication with backlog and year end students & record
    - ❖ Classroom & infrastructure record
    - ❖ Class time table
    - ❖ Master time table
    - ❖ Individual time table
    - ❖ Update time tables if needed
    - ❖ Coordinating with first year and other department coordinators
    - ❖ Coordinating with exam cell & coordinators
- Attendance
    - ❖ Lecture wise, weekly, & monthly students attendance record
    - ❖ Students attendance analysis
- Visiting faculty
    - ❖ Requirement, appointment, attendance, honorarium

D2: Department Controller of Exam
- Internal examinations (Test 1 and 2)
    - ❖ Time table (scheduling, HOD approval, display through email, notice board)
    - ❖ Seating arrangement (scheduling, display through email, notice board)
    - ❖ Stationary requirement (answer sheets, graph papers, supplements, threads)
    - ❖ Student attendance records
    - ❖ Assessment and mark entry
    - ❖ Invigilation duty (scheduling, HOD approval, convey to faculty through email and whatsapp, coordination of M.Tech students)
- End Semester Examination
    - ❖ Coordination between department & exam cell – attend meetings etc.
    - ❖ Time table (scheduling, HOD approval, display through email, notice board)
    - ❖ Seating arrangement (scheduling, display through email, notice board)
    - ❖ Assessment, mark entry, grading
    - ❖ Question paper setting, submission & printing
    - ❖ Faculty & students details for invigilation duty to exam cell
- Oral / practical exams
    - ❖ Time table (scheduling, HOD approval, display through email, notice board)
    - ❖ Seating arrangement (scheduling, display through email, notice board)
    - ❖ Non-teaching duty allocation
    - ❖ External examiners approval from HOD & invitation
    - ❖ Conduction certificate to all external examiners

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- ❖ Remuneration / bills details from internal & external examiners
- ❖ Preparation of summary of bills and send to exam cell – accounts department & its follow up
- ❖ Arrangement of breakfast, lunch, tea for internal & external examiners
- ❖ Mark entry, grading
- Exam audits & its record (T1, T2, ESE, Oral/practical)
  - ❖ Question papers
  - ❖ Answer book evaluations
  - ❖ Stationary
  - ❖ Result analysis
- Conduction of DUPC/ DPPC
  - ❖ Creation of moderation panel
  - ❖ Presentation of results in front of all faculty
  - ❖ Moderation of grading
  - ❖ Compliance, if any
- Backlog students record
- Conduction of DUPC/ DPPC
- Creating database of a examiners' panel for ESE of all UG / PG theory and oral / practical exams
- Motivate to opt for innovative examinations & assessment – its record
- Exit survey

D3: UG Mini Project, Major Project allocation, monitoring & Evaluation
- Pre-project activity assignment
  - ❖ Research domain and specialization based guide list
  - ❖ Creating database of external examiners' panel & maintaining records
- UG project allocation
  - ❖ Call for project group preferences & allotment
  - ❖ Scheme wise distribution of project groups
  - ❖ Notification to students (through email, notice board, orally etc.)
  - ❖ Coordinating with Scheme B and C students and respective guides
  - ❖ Record of project groups according to internal, external (collaboration with industrial, academic and research institute), industry-sponsored categories
- UG project evaluation
  - ❖ Project evaluation methodology
  - ❖ Project report format
  - ❖ Mid semester review (notice, evaluation scheme & rules, submission, record)
  - ❖ Final viva (notice, evaluation scheme & rules, submission, record)
  - ❖ Marks entry & grading
- Audit
  - ❖ Result & quality analysis
  - ❖ Publications record (conference and journal)
  - ❖ Summary of internal and external projects
  - ❖ CO PO mapping and attainment
  - ❖ Exit survey

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D4: PhD Coordinator

- Pre PhD notification tasks
  - ❖ Research domain and specialization based guide list
  - ❖ Guide wise vacancy record and display on website
  - ❖ Creating database of doctoral committee member experts within and outside department
  - ❖ Creating database of doctoral committee member experts outside college
  - ❖ Creating database of referee panel for final defense (National & International)
- Admission process
  - ❖ Notification & publicity
  - ❖ Document scrutiny committee
  - ❖ Scrutiny record
  - ❖ Conduction of interviews
  - ❖ Invitation to experts & guides
  - ❖ Lunch arrangement
  - ❖ Coordination with SPPU and COEP overall coordinator
  - ❖ PhD candidates for central government schemes
- Half yearly review, Topic confirmation seminar, Pre synopsis conduction
  - ❖ Notification of review and approval from committee
  - ❖ Evaluation report, assessment, approval and record
  - ❖ Project work report and PPT record
  - ❖ Communication to SPPU for affiliated PhD candidate
- Documentation and record
  - ❖ Candidate's file recording personal documents, PhD entrance results, PhD provisional admission letter, Publications record (conference and journal)
  - ❖ Guide's file recording approval letter from university, category wise vacancy, number & details of current students & their status, number & details of PhD awarded students and PhD certificate
- Audit
  - ❖ PhD review, seminar, defense record & analysis
  - ❖ Publications record (conference and journal)
  - ❖ Summary of sponsored and collaborated projects
  - ❖ CO PO mapping and attainment
  - ❖ Exit survey

D5,6,7: PG Coordinator- Design ,Thermal & Automotive

- **AICTE Portal Registration:** Students' need to direct for AICTE portal registration and upload the required documents on AICTE portal.
- **AICTE Approval:** PG Coordinator will approve the students registration on AICTE portal.
- **Academics:** Preparation and planning of academics for PG thermal. These include subject allocation to the faculty, elective selection etc.
- **Resources:** The identification allocation of resources (faculty / lab / software / equipment's /facilities / faculty).

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- **Communication:** Timely communication with the students about events/ lectures/placement activities/allocation of department work etc.
- **Teaching Assistantship:** Communication with AICTE website regarding GATE approved students. Their personal and academic data / monthly attendance approvals for stipend etc. need to be done. Allocation of weekly load as per AICTE norms.
- **Projects:** Allocation of students to the faculty members from thermal stream for Mini projects and M.Tech. Projects. Faculty taking PG courses should be preferred for this allocation.
- **Project Review**: Communication to the department faculty members about students Mid semester review / End semester review.
- **Marks Report:** Receiving Mid semester review / End semester review marks reports from respective faculty.
- **Marks Entry to MIS:** Project marks entry into MIS for Mid semester review / end semester review.
- **Leaves:** Sanctioning / cancellation of leaves of the students.
- **Publication:** Ensuring the publication (international conference/ journal etc.) of each student for award of PG degree.

D8: Placement & Internship

- **Communication:** Effective communication with the University placement cell for placement /internship of department students.
- **Training:** Arranging training to the students.
- **Planning:** Planning and preparation of placement activity in the department, if allocated by central cell. This will include following activities:
- the communication to the eligible students about the placement activity.
- welcome of the delegates
- provision of their specific requirement for test and interview process
- availability of rooms
- conference halls etc.
- **Preparation:** Planning and preparation of internship activities for TY /BTech students. This will include following activities:
- Communication to the eligible students about the internship activity.
- welcome of the delegates, availability of interview rooms in the department, conference halls etc.
- **Placement Reports:** Report preparation for year wise student's placements /internship NAAC/NBA/ NAAC/NBA/ NAAC/NBA/ NAAC/NBA/ another competing committee. etc.
- Compliance of any other reports specified by NAAC/NBA/ other competing committees. etc.

D9: Purchase and write-off committee
D9.1 Purchase committee:
- **Approval:** Seeking permission and approval for purchase from authority.
- **Call for quotation:** Call for quotations through Gem, e-Tendering, or University website based on tentative cost of the product, from vendors, specifications, appropriate terms and conditions need to be specified.

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- **Comparative statement:** The comparative statement needs to be prepared for identifying L1.
- **Approval from PC:** Purchase committee will approve the comparative statement based on technical and price bid.
- **L1:** Finalization of vendor / supplier based on price L1, and quality of service.
- **Purchase Order:** Raise the purchase order to L1. Appropriate terms and conditions need to be mentioned.
- **Delivery of services /equipment:** Delivery should be provided as per terms and conditions mentioned in PO.
- **DSR:** Allocation of the purchased equipment, and entry into the dead stock register.
- **Installation and training:** Product installation and training need to be arranged from vendor / service provider.
- **Release of payment:** Execution for release of payments will be initiated after the successful installation and satisfied training.

D 9.2 Write-off committee:
- **Material list:** Preparation of list of the material to be written off based on the request received from the department lab in charges / principle investigators / faculty members.
- **Reasoning:** A note mentioning the proper /justified reasoning of required write-off from the lab in charge. It should be approved by the department committee.
- **Approval:** Approval of write off equipment's list from authorities / the Vice Chancellor.
- **Tendering:** Selection of recipients of write off materials.

D 10: Civil Works and Maintenance, Gardening and Ambience

- **Work Request:** Preparation of requirements for civil works and maintenance, gardening and ambience. This is based on the request received form HoD/ faculty members/lab in charges etc.
- **Budgeting:** Budget / fund approval process from the appropriate authorities need to be initiated if required.
- **Execution of work:** Communication, and coordination to the respective central departments about the execution of work.
- **Monitoring and Completion:** Ensure the timely completion of work assigned.

D 11: BOS, IAB and Academic Audit Coordinator

- **Identifying the members:** Preparation of list of the panel for BoS, IAB, Academic audit.
- **Scheduling:** Scheduling of BoS, IAB, Academic audit meetings.
- **Arranging Meeting:** Communications regarding agenda, meeting schedule with the members of BoS, IAB, Academic audit.
- **Suggestion / Report preparation:** Report preparation of BoS, IAB, and Audit meetings based on the recommendations / suggestions of the honorable members.

D 12: MIS Admin

- **Course Registration:** Preparation of list of the courses and respective faculty members taking the courses based on the information from the timetable committee.
- **Faculty Allocation:** Allocation of respective faculty to the courses through MIS administrator login.

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- **Communication:** Communication to the faculty members of the department about their subject allocation in MIS.
- **Corrective action:** Necessary changes need to be initiated if required.
- **Communication to MIS team:** Communication with the University MIS team for any lapses / issues if any.
- **Record:** Record preparation for faculty subject allocation semester wise / year wise for NBA/NAAC/other competing authorities.

D 13: OBE-CO PO Attainment

- **CO-PO preparation & Mapping**: Communication to the department faculty members about the preparation and sending CO PO attainment excel sheet. Assistance to the faculty member, if any, regarding the preparation of CO Po attainment.
- **Attainment:** Preparation of summary of CO PO attainment year wise, batchwise etc.
- **Report:** Record preparation for CO PO attainment for NBA/NAAC.

D 14: Department Information Management

- **Coordination:** Prepare the flowchart of information Management system to collect the required information.
- **Communication:** Communication to the faculty members of the department about various information required to prepare the reports
- **Record: Report preparation:** Report preparation of based on collected data.

D14.1: Publications, Books & FDP/STTP

- **Communication**: Communication to the faculty members of the department about the status and importance of publication,
- **Preparation:** To prepare the format and Google form links to collect the publication information from faculty members.
- **Communication to Students**: To enhance the research output of the institute by research paper publication in referred journals and reputed conferences, inform to students about various Journals and conferences for paper publication.
- **Scheduling** : Scheduling meeting with M Tech and PhD students.
- **Record: T**o collect the information about publication in following categories, and maintain the record of publication
- **Organize:** To Organize Workshops, conferences and symposia with joint participation of the faculty and the industries

D14.2: R&D, Patent, CSR activities

- **Communication**: keep everyone informed about announcements by various funding agencies /schemes like DST, DAE, DRDO, ISRO, CSIR, AICTE, UGC and University etc., Preparation of Funding proposals,
- **Approval:** Approval from head of institution through director R and D in the prescribed formats,
- **Organize**: Organize the CSR activities for faculty and staff
- Uploading the Proposal on Portal, To encourage faculty, students for filing Patents & IPR and CSR activities

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D14.3: Consultancy
- **Communication:** Head of Department/ Department office will circulate the Testing/Consultancy notice to all faculty
- **Identify:** Faculty with expertise in the relevant field will identified for consultancy work
- **Preparation:** Prepare and submit the quotation for the consultancy work and complete the formalities prescribed by the Director R and D
- **Report Writing**: After testing and Consultancy work prepare the report and uload the soft copy on system

D14.4: Students Activity Incharge (GATE, UPSC,MPSC, GRE and Cocurricular Activities

- **Understanding** the needs and requirement of cocurricular activities for students development
- **Coordination:** Coordination with other departments coordinator at University level
- **Organise:** To organise the training programs for GATE preparation, for MPSC, UPSC examination , related to higher education,
- **Collection**: To Collect the information of number students applied for GATE/UPSC/MPSC/GRE etc
- **Communication** : To Conduct class committee meeting involving student representatives for organising the co curricular activities

D 15: Industrial visits, Expert lectures, Co-Teaching
- **Coordination:** To coordinate and arrange the industrial visit for UG, PG and for PhD students based on their needs
- **Preparation** : To prepare the data base of experts, to whom we will invite as a experts for co-teaching or for an expert lectures,
- **Record:** to maintain the record of industrial visit organized by the department ,
- To Prepare required formats for industrial visits and Co teaching etc

D 16: NEP Curriculum Design

Coordination with university to design NEP compliant Curriculum and execution at department level

D17: NBA /AICTE/NAAC/NIRF Coordinator

- **Awareness:** Awareness of outcome based education among stakeholders.
- **Compliance:** Compliance of previous visit. Corrective action and Implementation.
- **SAR/ SSR:** Understanding, need and requirements of SAR / SSR.
- **Preparation:** Constitution of different committees as per Criteria.
- **Data Collection:** Faculty, students, infrastructure and other resources information needs to be gathered for SAR/ SSR.

Coordination: Coordination with other departments coordinator at University level.

D 18: Coordination of Department and other Meeting

- **Coordinator:** Call the meeting of the department faculty and staff based on need and requirement of the department in consultation with HoD
- **Preparation:** Prepare the meeting agenda and circulate through Head of Department
- Note down the important points and decisions held during the meeting.
- Prepare the minutes of Meeting and circulate the copy to Faculty and staff
- Maintain the record of meetings and minutes.

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D 19: Students Clubs

- **Announcement:** Announcement regarding the Club formation and members.
- **Introduction of club:** The objectives and various activities need to be communicated among students.
- **Selection of members:** Selection of members will be carried out via appropriate procedure.
- **Work Progress Monitoring:**
- **Preparation for competition:**

D20: Student Association / Professional chapter Incharge

- **Announcement:** Announcement regarding the constitution of association / chapter / Section.
- **Introduction of association / chapter / Section:** The objectives and various activities need to be communicated among students.
- **Selection of members:** Selection of members will be carried out via appropriate procedure.
- **Organization of Events:**
- **Preparation for different competitions:**
- **Renewal of memberships:**

D21: Student Attendance and Feedback Incharge

- **Monitoring:** Regular monitoring of student attendance needs to be implemented.
- **Action:** Preparation and Display of defaulters list and communication with the defaulters for improvement.
- **Feedback:** Ensure that all students appeared for mid sem and end sem course feedback.
- **Analysis of Feedback and ATR:** Feedback needs to be analysed critically and suggestions must be conveyed to the concern for improvement.

D22: Department library Incharge & Central Library coordinator

Take initiatives for setting up department digital library. Coordinate with Central library committee.

D 23:Lab Incharge

Maintain following Records:
- Maintain DSR records
- Records of maintenance
- Lab utilisation logbook
- Consumable records
- Display of V-M, PEO,PO,PSO,COs
- Dissemination of DOs-Don't s
- Display of Charts, models
- Details of procurement on each machine /equipment/instruments
- Lab layout plan and total area

D 24: Faculty Advisor

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Counselling and guidance skills suiting to the needs and requirements of the mentee student assessment and record-keeping ,catering for students with a range of learning needs and inclusion of students with a disability.Continue to list and comment on professional activities undertaken; develop the Analysis of Teaching and Learning; and present Evidence of Professional Practice to panel of peers

Mentors: 2nd, 3rd and 4th year Mentors

- Identifying the weak and strong students
- Counselling, guidance and motivation to the weak students.
- Regular meetings with students regarding their academic difficulties, if any
- Monitoring their attendance and performance
- Always be available as solution provider to their academic difficulties

D 25: Organisation of FDP/STTP/Conference/Workshop
- Identifying the topic relevant to current scenario in your area
- Preparing the budget for the event
- Preparation of brochure for the event
- Constituting the advisory board for the event
- Preparing and submitting the proposal for funding agency
- Identifying the different committees for the smooth conduction of event
- Preparation for the event

D26: MOOC/NPTL coordinator
- Identifying the relevant courses running in the particular semester
- Announce the regarding the registration of courses
- Prepare the list of students appearing for the courses
- Collect the certificates from students

D27: Website Department coordinator
Department website should be updated in respect of:
- Vision, Mission, POs, PSOs, PEOs
- Academic calendar
- Time Table
- Faculty details including publication
- Curriculum
- BOS / IAB MoM
- Laboratory details
- Achievement (Student / faculty)
- Upcoming Events

Dr. N. K. Chougule
Head of the Department