

**Department of Planning****DEPARTMENTAL CIRCULAR**

The distribution of portfolios for the academic year 2023-2024 as mentioned in the following table till further orders. These will come into force with an immediate effect.

S. No.	Name of Faculty	Portfolio
1	Prof. Raval P.M. HOD, Planning	<ol style="list-style-type: none"> <li>1. Head of Department with overall Administration</li> <li>2. In charge, Industry Institute Interaction</li> <li>3. Member, Departmental Write-off &amp; purchase committee.</li> <li>4. Chairman, DDF Utilization Committee</li> <li>5. Chairman, Programme Assessment &amp; Quality improvement Committee (PAQIC)</li> </ol>
2	Dr. Sonar S.G.	<ol style="list-style-type: none"> <li>1. Ph D Coordinator for Planning Section</li> <li>2. Member, Industry Institute Interaction</li> <li>3. Member, Program Assessment and Quality Improvement Committee. (PAQIC)</li> <li>4. Member, Departmental Write-off &amp; purchase committee.</li> <li>5. Member, Industry Institute Interaction</li> <li>6. Secretary, DDF Utilization Committee</li> <li>7. Co-ordinator, Departmental R &amp; D and Consultancy</li> <li>8. In charge, UG NBA Committee</li> </ol>
3	Dr. Petkar A.S.	<ol style="list-style-type: none"> <li>1. U.G. Coordinator of B. Planning</li> <li>2. Departmental Controller of Examination</li> <li>3. In charge Planning Thesis/Project/Seminar (UG)</li> <li>4. Coordinator, Departmental R &amp; D and Consultancy</li> <li>5. Coordinator, Industrial Advisory Board</li> <li>6. Member, Program Assessment and Quality Improvement Committee (PAQIC)</li> <li>7. Faculty Mentor of T.Y. B. Planning</li> <li>8. Member, Departmental Write-off &amp; purchase committee</li> <li>9. Member, DDF Utilization Committee</li> <li>10. Final Year Faculty Mentor</li> </ol>
4	Ms. Gandhile P.	<ol style="list-style-type: none"> <li>1. Faculty Advisor of First Year B. Planning</li> <li>2. Faculty Mentor of First Year B. Planning</li> <li>3. Departmental GATE coordinator</li> <li>4. Departmental Faculty data collection and AICTE, CII and similar activities</li> <li>5. NOSPlan coordinator</li> <li>6. Member, UG NBA Committee</li> <li>1. Departmental MIS Administrator</li> <li>2. In charge Departmental Timetable</li> </ol>
5	Ms. Bansode S.	<ol style="list-style-type: none"> <li>1. Faculty Mentor of SY B. Planning</li> <li>2. Faculty Advisor of SY B. Planning</li> <li>3. Departmental Library Coordinator</li> <li>4. Member, Departmental NAAC</li> </ol>

		<ol style="list-style-type: none"> <li>5. Member, UG NBA committee</li> <li>6. Departmental student data collection and AICTE, CII and similar activities</li> <li>7. Member, Departmental Write-off &amp; purchase committee.</li> </ol>
6	Dr. Panse I. P.	<ol style="list-style-type: none"> <li>1. P.G. Coordinator of M. Planning</li> <li>2. In charge, Planning Thesis/Project/Seminar (PG)</li> <li>3. In-charge, PG NBA Committee</li> <li>4. Faculty Advisor of T.Y. B.Plan</li> <li>1. Faculty Mentor for T.Y. B.Plan</li> <li>5. Member, Industrial Advisory Board</li> <li>6. Member, Industry Institute Interaction</li> <li>7. Coordinator, Summer Internship M. Planning</li> </ol>
7	Mr. Jadhav J.	<ol style="list-style-type: none"> <li>2. In charge, Computer Laboratory</li> <li>3. Faculty Mentor for Final. B.Plan</li> <li>4. Faculty Advisor of Final. B.Plan</li> <li>5. NOSPlan Coordinator</li> <li>6. Coordinator, Summer Internship S.Y. B. Planning</li> <li>7. Town Planning Section Maintenance, IT related issues</li> <li>8. Coordinator, Departmental Training &amp; Placement</li> <li>9. Coordinator, Planning Alumni, Industry, and Parent Meet</li> </ol>
8	Dr. Rupali Zope	<ol style="list-style-type: none"> <li>1. Co-ordinator, Planning Student Association</li> <li>2. Member, PG.NBA Committee</li> <li>3. Coordinator, Departmental NAAC</li> <li>4. Member Programme Assessment &amp; Quality improvement Committee (PAQIC)</li> </ol>
9	Ms. Snehal Kanade	<ol style="list-style-type: none"> <li>1. Preparing MOM of Meetings</li> <li>2. Departmental student data collection and AICTE, CII and similar activities</li> <li>3. Coordinator, Departmental Web Page updating</li> <li>4. Faculty Mentor of First Year B. Planning</li> </ol>




Head Of Department  
Department of Planning  
COEP Technological University, Pune

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The faculty mentor for the academic years 2023-2024 as mentioned in the following table. These will come into force with an immediate effect.

<b>Class</b>	<b>Name of Faculty Advisor</b>	<b>Faculty Mentor Name</b>	<b>MIS No of Students</b>	<b>Total No of Students</b>
F.Y B.Planning (New Batch)	Ms. Pooja Gandhile	Ms. Snehal Kanade	Batch Joining in Aug 2023	
		Ms. Pooja Gandhile		
S.Y. B. Plan	Ms. Snehal Bansode	Ms. Snehal Bansode	622214001 to 622214011	11
		Total		<b>11</b>
T.Y. B. Tech	Dr. Isha P. Panse	Dr. Isha P. Panse	112114001 to 112114005	5
		Total		<b>5</b>
B. Planning	Mr. Jaising Jadhav	Mr. Jaising Jadhav	112014001 to 112014013	13
		Dr. Isha P. Panse	112014014 to 112014030	13
		Dr. Arati Petkar	112014031 to 112014045	13
		Total		<b>39</b>

  
 Head Of Department  
 Civil Engineering Department  
 College of Engineering Pune