

Electrical Engineering Department
COEP Technological University Pune
Shivajinagar, Pune 411005

Department Level Portfolio Distribution for Academic Year 2024-25
(With effective from August 06, 2024, onwards)

Sr. No	Portfolio Title	Activities to be undertaken	Assigned Faculty
A.	Academic Coordinators: This will be allotted in rotation after three years for PG, Ph. D. and for UG the same faculty will be assigned for the batch till B. Tech. BEE Theory coordinator, BEEE Lab coordinator will be in rotation every year.		
1	Second Year EE -Class Coordinator (Regular class + Working Professional)	Micro Project Coordination, all academic and student development related activities such as I industry visit, expert talk, in-plant training etc., maintaining student data	Dr. Meera Murali, Mrs. Ritika Asati
2	Third Year EE -Class Coordinator Mini Project Coordinator	Mini Project Coordination and students allotment, examination schedule etc) all academic and student development related activities, maintaining student data	Dr. S. V. Unde
3	Final Year EE -Class Coordinator Major Project Coordinator	Major Project Coordinator, all academic and student development related activities, maintaining student data	Mrs. V. B. Bhole
4	M. Tech. PEPS Coordinator	Dissertation coordination, all academic and student development related activities, maintaining student data	Prof. A. G. Thosar
5	M. Tech. PEMD Coordinator	Dissertation coordination, all academic and student development related activities, maintaining student data	Dr. V. S. Rajguru
6	M. Tech. ECS Coordinator	Dissertation coordination, all academic and student development related activities, maintaining student data	Dr. A. V. Tare
7	BEEE and BEE Theory Coordinator	all academic activities (such as uniformity in examination, marking criteria, grading, syllabus coverage, syllabus contents etc.) related to theory as well as laboratory conduction and development coordination	Dr. A. R. Phadke, Mrs. Gauri Bendale Mr. Swapnil Mahajan
B.	Laboratory In charge: This shall be rotated every five years as per the expertise and interest of the faculty. Faculty may propose the lab in collaboration with industry or develop through grants received from external agencies for R and D projects.		
1.	Power system and Protection	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. S. V. Unde
2.	High Voltage Engineering	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. V. N. Pande

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3.	Electrical Machines (Transformer and DC Machines)	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. R. T. Ugale
4.	Electrical Machines (AC Machines)	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. R. T. Ugale
5.	Special Electrical Machines	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. R. T. Ugale
6.	Control Systems	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. A. V. Tare
7.	Basic Electrical and Electronics Engineering (BEEE) Lab	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization and coordination of BEE Lab course	Dr. A. R. Phadke Mr. Swapnil Mahajan Mrs. Ritika Asati
8.	Control System Dynamics	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Prof. A. G. Thosar
9.	Electrical Measurement and Communication	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Mrs. V. B. Bhole
10	Computer Centre	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. V. N. Pande
11	Hella Frugal Innovation	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. Meera Murali
12	HVDC and FACTS	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. Meera Murali
13	UG Project	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. V. S. Rajguru

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14	Power Electronics	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. V. S. Rajguru
15	Analog and Digital Electronics	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Mrs. V. B. Bhole
16	Renewable Energy Lab	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. V. S. Rajguru Mrs. V. B. Bhole
17	Modelling and Control Lab	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. S. V. Jadhav
18	Advanced Power Electronics	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. V. S. Rajguru
19	Electric Drives	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. R. T. Ugale
20	Industrial Electrical System	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Mrs. V. B. Bhole + Prof. A. G. Thosar
21	DSP and Embedded	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Prof. A. G. Thosar Ms. Pragya Gawhade
22	Simulation Lab PG (PEPS)	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. A. R. Phadke
23	Simulation Lab PG (PEMD)	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. V. N. Pande
24	Simulation Lab PG (ECS)	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. A. V. Tare

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25	Electric Vehicle Lab (to be set up)	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. R. T. Ugale + Prof. A. G. Thosar + Dr. Meera Murali
26	Hardware in Loop (HIL) Lab	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. V. S. Rajguru + Mrs. V. B. Bhole
C	Centre of Excellence of Smart Renewable Energy Systems		
1	COE SRES	Procurement, Maintenance, keeping the laboratory relevant with curriculum also satisfying the requirements of quality assurance agencies such as NAAC, NBA, modernization	Dr. V. S. Rajguru
D.	Department administration related: This will be in rotation for two years.		
1.	Departmental Controller for Examinations	DUPC/DPPC Coordination TH/PR/ORAL Exam Coordination, remuneration and bills etc.	Dr. Meera Murali
2.	Timetable and MIS Coordinator	Load distribution, time table, MIS registration, visiting faculty appointments, remunerations etc	Dr. S. V. Unde
3.	Library Coordinator	Coordination with Central library, maintaining departmental library, any relevant work related to library development such as Turnitin, Grammarly, E books etc	Dr. S. V. Jadhav
4.	Student Association/Chapters/Club activity coordinator	Formation of various professional body chapters, organizing events, any relevant work related to students development	Dr. A. V. Tare
5.	Department Data Coordinator (AICTE/UGC/AISHA/DTE/NBA/NAAC/CII/ATAL/NIRF/annual report etc)	Collect and maintain necessary data required for various regulatory and accreditation organizations	Dr. Meera Murali + Mr. Swapnil Mahajan Mr. Saurabh Chandra Mrs. Saniya Desai Mr. Yogesh Rashinkar
6.	Department Garden coordinator	To maintain the garden of the department	Supporting staff
7.	Department housekeeping and maintenance	To maintain the cleanliness and ambiance	Forman
E.	Department Development Related: This will be in rotation for two years. This may be assigned preferably to experienced faculty in respective domain		
1.	Industry Institute Interaction Coordinator	Industry day, T and P coordination, efforts for industry liaison, coordination to strengthen industry institute partnerships	Dr. S. V. Jadhav Mr. Swapnil Mahajan
2.	Curriculum In-charge, NEP Coordinator	Coordination for BOS, curriculum development as per School Council requirement	Dr. S. V. Jadhav, Mr. Saurabh Chandra, Mrs. Renu Saxena, Mrs. Gauri Bendale

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3.	Departmental (IQAC) Coordinator	Coordination with institute IQAC cell, conducting academic audit, any other activity related to quality enhancement	Dr. V. S. Rajguru, Mrs. Priya Vyavhare, Mr. Saurabh Chandra
4.	NBA Coordinator a) UG b) PG-PEPS c) PG. ECS d) PG-PEMD	Coordination to prepare SAR, Compliance report documentations for UG and PG programme	a) Prof. A. G. Thosar, Dr. V. N. Pande b) Dr. A. G. Thosar c) Dr. A. V. Tare d) Dr. V. S. Rajguru
5.	Consultancy/Testing/TPA Coordinator	Allotting TPA and Consultancy assignment to the faculties and supporting staff uniformly and developing SOPs for report etc.	Dr. R. T. Ugale
6.	R and D and Ph. D. Coordinator	Coordination with Director RIIL, activities related to enhance R and D of the department, coordinating Ph D related activities, Coordination of IPR related activities	Dr. V. N. Pande, Ms. Pargya Gawhade
7.	Academic Institute Liaising coordinator	Establish the linkages with R and D organizations and Institutes of repute at national and international level	Dr. A. G. Thosar Mrs. Priya Vyavhare
8.	Social Internship Coordinator	To coordinate with the University coordinator and arrange for the social internship to UG students	Dr. V. N. Pande Mr. Swapnil Mahajan
E.	Department Committees		
1.	Departmental Equipment Write-off and purchase Committee In charge: Members: 3		Dr. A. R. Phadke Dr. S. V. Jadhav Dr. A. V. Tare Dr. Meera Murali
2.	Department Research Committee Convenor: R and D coordinator, two senior faculty members, one industry person and one professor of national importance institute, HoD		Prof. A. G. Thosar Dr. A. R. Phadke Dr. R. T. Ugale Dr. Milind Bagewadi Dr. Sandeep Anand Dr. Saurabh Nikam

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3.	Strategic Management Committee HoD and three senior faculty, one industry expert, one professor from national important institute	Dr. R. T. Ugale Prof. A. G. Thosar Dr. V. S. Rajguru Dr. A. R. Phadke Dr. V. N. Pande Dr. A. K. Prakash Dr. S. E. Talole
4.	Electric Works Committee a) UPS Systems, Batteries- Procurement and maintenance b) DG Sets, Electric Lifts, Switchgear c) MEDCL Bills, Liaoning with MSEDCL and PWD d) Procurement of Consumables and other materials e) North Campus maintenance, new minor electrical work f) South Campus maintenance, new minor electrical work g) Hostel Campus maintenance, new minor electrical work	Dr. A. R. Phadke- Chairman a) Dr. V. S. Rajguru b) Dr. R. T. Ugale, Mr. Saurabh Chandra c) Prof. A. G. Thosar d) Dr. A. R. Phadke, Dr. A. G. Thosar, Dr. V. S. Rajguru Dr. R. T. Ugale e) Mr. Yogesh Rashinkar f) Mr. Saurabh Chandra g) Mr. Swapnil Mahajan

R. T. Ugale
6/8/2024

Dr. Rajaram T. Ugale
Head of Electrical Engineering Department,
COEP Technological University Pune

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