



“ EMPOWERMENT THROUGH TECHNOLOGICAL EXCELLENCE ”  
**GENBA SOPANRAO MOZE COLLEGE OF  
ENGINEERING**

Balewadi, Pune – 411 045

(Approved by AICTE and Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)

DTE Code - EN6144 University Affiliation ID - PU/PN/ENGG/138/1999

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**Founder President: Hon. Shri Rambhau Moze**

Ref. No. GSM/Est/Portfolio-2018/515

Date: 6-8-2018

## Office Order

### Portfolio Related Activities towards Technological Excellence

Sr.	Portfolio	Work Distribution	Expected Results
1	<b>Dean- Administration and Coordinator- University</b> Dr. F. B. Sayyad	<ol style="list-style-type: none"><li>1. Formulate the policy for effective and transparent administration of the Institute</li><li>2. Prepare plan for smooth functioning of Institute</li><li>3. Organize Management and Institute level meetings</li><li>4. Prepare presentations of the Institute</li><li>5. Co-ordination of student activities with university</li><li>6. Preparation of monthly pay bill</li></ol>	<ol style="list-style-type: none"><li>i) Smooth functioning of office and departments</li><li>ii) Keep records of minutes of meeting and display on website</li><li>iii) Optimum Co-ordination with all</li><li>iv) More participation in University activities</li></ol>
2	<b>Dean- Academics and Co-coordinator NAAC</b> Prof. Bapusaheb D. Mahadik	<ol style="list-style-type: none"><li>1. Academic calendar preparation and implementation</li><li>2. Framing of Academic policies</li><li>3. Ensure the conduct of examination in conformity with Rules and Regulations</li><li>4. Monitor Academic activities</li><li>5. Organize NAAC meeting, Guide and Supervise</li></ol>	<ol style="list-style-type: none"><li>i) Best academic discipline</li><li>ii) Optimum academic quality output</li><li>iii) Non-violation of any of the rules and regulations of the Institute</li><li>iv) Supervise NAAC preparation</li></ol>
3	<b>Dean- Students Welfare</b> Prof. Pramod Kilabanur	<ol style="list-style-type: none"><li>1. Conduct C. R. meetings</li><li>2. Responsible for communicating the grievance of students to the Heads of the Department and ensure its redress</li><li>3. Propose the code for the students in the institute and ensure its implementation</li><li>4. Chairman for Complaint Redressal Committee for unfair means</li></ol>	<ol style="list-style-type: none"><li>i) Satisfaction of the students</li><li>ii) Cohesively between staff and students</li><li>iii) Best co-ordination with university about student participation</li><li>iv) Improved level of Institute</li></ol>

4	<b>Dean- Finance and Resource Planning</b> Prof. Pallavi Patil	<ol style="list-style-type: none"> <li>1. Prepare the budget</li> <li>2. Prepare and submit financial report</li> </ol>	<ol style="list-style-type: none"> <li>i) Optimum utilization of fund for the overall development of institute</li> <li>ii) Smooth financing process</li> </ol>
5	<b>Dean- R&amp;D and Coordinator-Patent</b> Dr. V. Jaiganesh	<ol style="list-style-type: none"> <li>1. Promote the awareness of funding opportunities to support faculty research and processes related to externally funded Sponsored/Consultancy project</li> <li>2. External collaboration through MoU with institute of national imperative and industries</li> <li>3. Interact with funding agencies</li> <li>4. Activities for acquiring joint R &amp; D project</li> <li>5. Co-ordination for filling the IPR and Patent of faculty and students in the institute</li> <li>6. Monitor the progress of ongoing Research Projects sponsored by funding agencies</li> <li>7. Co-ordination of quality journal publications</li> </ol>	<ol style="list-style-type: none"> <li>i) Startup of Patenting process</li> <li>ii) Increase in SCI indexed journal publications</li> <li>iii) Startup of research projects</li> </ol>
6	<b>Dean- Quality Assurance and Coordinator-IQAC</b> Prof. Sanjay Khonde	<ol style="list-style-type: none"> <li>1. Formulate the quality standard for academic</li> <li>2. Ensure the curriculum the conformity with industrial requirement of national importance</li> <li>3. Responsible for promoting the quality teaching and research practices</li> <li>4. Create the awareness among the faculty regarding up-to-date policies for NBA/ NAAC/ AICTE/ UGC</li> <li>5. Formation of Guideline for Institute Quality in all respects and preparation of Action taken report</li> </ol>	<ol style="list-style-type: none"> <li>i) Awareness of quality standards amongst teachers, students <i>etc.</i></li> <li>ii) Impact of quality standards on improving Institute rank</li> <li>iii) Improve the quality image of the Institute</li> </ol>
7	<b>Dean- Mathematical Analysis</b> Dr. Murali G.	<ol style="list-style-type: none"> <li>1. Development of Mathematical Analysis laboratory</li> <li>2. Mathematical modeling of various devices as per the requirement of students</li> </ol>	Mathematical support through analysis for the project report and comparison with other analysis
8	<b>Training and Placement Officer</b> Prof. Anil R. Jain	<ol style="list-style-type: none"> <li>1. Look after the training and placement activities of students</li> <li>2. Close liaison with industry for placement</li> <li>3. Collect feedback from companies</li> <li>4. Organize entrepreneurship workshops</li> </ol>	<ol style="list-style-type: none"> <li>i) Placement in good companies with satisfactory package</li> <li>ii) Improve relation in more better companies</li> <li>iii) Startup of MoUs with companies</li> </ol>
9	<b>Controller of Examination</b> Prof. Sanjay Khonde	<ol style="list-style-type: none"> <li>1. Conduct of examination</li> <li>2. Question paper printing and distribution of paper</li> </ol>	Non-violation of examination rules and regulation
10	<b>Vice President – Gymkhana</b> Prof. Sachin Yadav	<ol style="list-style-type: none"> <li>1. Plan the program of sport and cultural activity of students for academic year</li> <li>2. Arrange various activities of student to develop the personality and maintain discipline</li> </ol>	<ol style="list-style-type: none"> <li>i) Satisfy the students with their optimistic demand</li> <li>ii) Maximum sport facilities with good ground</li> </ol>

		3. Provision of sport facilities	
11	<b>Co-ordinator –Technical Function</b> Prof. Shilpa Mahajan	1. Prepare the schedule in consultation with HoD 2. Develop technical knowledge to students	Effective technical activities with positive outcomes
12	<b>Co-ordinator –Umang-2018 Independent and Republic Day Celebration</b> Prof. Pallavi Patil	1. Prepare plan for smooth conduction of function in consultation with HoD 2. All sports and related activities planning	i) Effective celebration with satisfaction of students to learn co-operation and co-ordination ii) Students achievement
13	<b>Co-ordinator – Language laboratory</b> Prof. Urvashi Bhat	1. Improve the language lab. Status 2. Open maximum time for students	Better communication of students
14	<b>Co-ordinator –Lab. Development</b> 1. <b>Mechanical Engg.</b> Prof. S. R. Sandanshiv 2. <b>Electronics &amp; Tele-communication</b> Prof. Punam Chaudhary 3. <b>Computer Engg.</b> Prof. Pallavi Patil 4. <b>Civil Engg.</b> Prof. Priyanka Garsole 5. <b>Information Technology</b> Prof. Sujit Narale 6. <b>Science Dept.</b> Dr. Chavan	1. Identify the discrepancies 2. Fulfilment of manual, Experiments placement 3. Optimize installation and updating 4. Inclination towards research and development 5. Innovative look	i) Fulfil the requirements of students ii) Attractive and pleasant look iii) Better learning towards creation and innovation
15	<b>Co-ordinator–Computer Center</b> Prof. Prerana Rawat	1. Maintain and upkeep of all machine 2. Eveready for online examination	Optimum utilization of students
16	<b>Chairperson-Faculty Forum</b> Prof. Prathamesh Gorane	Organize meeting of faculty and discuss for the benefit of teachers	Improvement in co-ordination, co-operation, compensation to improve life like situations
17	<b>Outside Project Co-ordinator</b> Dr. Chavan	Co-ordinate committee members to get output	Maximum grant to develop and support the Institute
18	<b>First Year Engg. Admission</b> Prof. Anil Jain	Advertise Institute in different modes: Posters, Banners, Presentations, Students and Parents interactions at different places	Filling all seats with good quality students

19	<b>Girl's Hostel Warden Hostel Admission Process</b> Prof. Sonam Agrawal	<ol style="list-style-type: none"> <li>1. Planning for hostel admission strategy</li> <li>2. Visit to hostel to understand student's difficulties</li> </ol>	<ol style="list-style-type: none"> <li>i) Optimum hostel admissions for 2017-2018</li> <li>ii) Homely feel for hostel students</li> </ol>
20	<b>Girls Hostel- Supporting Warden</b> Prof. Abha Shantanu Kurhekar	<ol style="list-style-type: none"> <li>1. Maintain and facilities for hostel</li> <li>2. Meetings with girl students</li> </ol>	Satisfied hostel facilities
21	<b>Co-ordinator- ISTE</b> Prof. Sanjay Khonde	Co-ordination of ISTE activity	Benefit to students and staff
22	<b>Co-ordinator- NBA</b> Dr. V. Jaiganesh	Preparation at root level by forming various committees	Quality for national and international fund application
23	<b>Co-ordinator- AICTE</b> Prof. Ratnaraja Kumar	<ol style="list-style-type: none"> <li>1. Often watch/check AICTE website</li> <li>2. Update institute information as and when required</li> </ol>	<ol style="list-style-type: none"> <li>i) Continuation of all programs</li> <li>ii) Inform HoD about important information</li> </ol>
23	<b>Co-ordinator- NSS</b> Prof. Sachin Yadav	Inspire students for maximum participations	<ol style="list-style-type: none"> <li>i) Bonding between Students-Staff</li> <li>ii) Clean campus</li> </ol>
24	<b>Co-ordinator- Gents Washroom</b> Prof. Rahul Hodage	Inspect daily twice	Clean and fresh washroom
25	<b>Co-ordinator-Ladies Washroom</b> Prof. Priyanka Garsole	Inspect daily twice	Clean and fresh washroom
26	<b>Co-ordinator- Gardening</b> Prof. Monali Bhakare	Allocate work to gardener and get done	Green and clean campus
27	<b>Co-ordinator- Building Work Maintenance</b> Prof. Rahul Hodage	Building related problem simplification and maintenance	<ol style="list-style-type: none"> <li>i) Proper care of hostels and academics buildings</li> <li>ii) Co-ordinate with central in charge</li> </ol>
28	<b>Co-ordinator- Water Supply and Maintenance</b> Prof. Varun Bidkar	Maintain water pipelines, tabs, boring, maintenance of water distribution scheme	Optimistic utilization of water
29	<b>Co-ordinator- PA system &amp; EPABX</b> Prof. Jaishri Kawale	<ol style="list-style-type: none"> <li>1. Update PA system and keep ever-ready</li> <li>2. Start EPABX</li> </ol>	<ol style="list-style-type: none"> <li>i) Good PA system in working condition</li> <li>ii) Intercom always working</li> </ol>
30	<b>Co-ordinator- Computer Maintenance &amp; Outside examination</b> Prof. Ratnaraja Kumar	Maintain computer in all departments, office and hostels	Working conditions for all machines
31	<b>Co-ordinator- Wi-Fi</b> Prof. Kopal Gangrade	Maintain Wi-Fi in campus	Easily available everywhere campus
32	<b>Co-ordinator- Direct Second Year Admission</b> Prof. Rashmi Wade	<ol style="list-style-type: none"> <li>1. Activities for Direct Second Year Admission</li> <li>2. Prepare various committee to send information</li> </ol>	Full Seats for Direct year admission

33	<b>Co-ordinator- Magazine and Bulletin</b> Prof. Ritesh Fegade	1. Collect information from all departments/sections 2. Prepare constructive bulletin	Good information magazine and bulletin
34	<b>Co-ordinator- Furniture &amp; Fire Extinguisher</b> Prof. Mahesh Jagdale	1. Collect all information from all departments and update records 2. List of nonworking furniture & write-off proposal	Utility of all furniture in optimized way
35	<b>Co-ordinator- Photography &amp; Video Shooting</b> Prof. Urvashi Bhat	1. Photographs and video system arrangement as per requirement 2. Maintain record	i) Good quality ii) photographs and video availability for presentation
36	<b>Secretary- Cooperative store</b> Prof. Naushin Hawaldar	Update the stationary as per student need	Academically needy things should be available
37	<b>Co-ordinator- Canteen and Mess</b> Prof. Sonam Agrawal	Good quality foods and snacks	Satisfaction of students and staff at reasonable rates
38	<b>Co-ordinator- Academic Support to Weak Students</b> Prof. Neelam Pareek	Collect information from all department	Good activity so that optimum utility by the students
39	<b>Co-ordinator- Write-off</b> Prof. Swapnil Patil	1. Collect information from all department 2. Verify the utility	Write off all the required devices/machines/furniture <i>etc.</i>
40	<b>Co-ordinator- Vishakha and Grievance Cell</b> Prof. Pranali Deshmukh	Collect the related information from all the departments and sections	Proper impartial justice to all concern
41	<b>Co-ordinator- Anti-Ragging Cell</b> Prof. Punam Chaudhary	1. Put notice to all notice boards and highlight 2. Form the committee	i) Free and friendly relationship amongst students ii) Better results of academic
42	<b>Co-ordinator- Training &amp; Placement</b> 1. <b>Mechanical Engg.</b> Prof. Vijay Raudal 2. <b>Computer Engg.</b> Prof. Nilesh Madke 3. <b>E&amp;TC Engg.</b> Prof. Ruchika Singh 4. <b>Civil Engg.</b> Prof. Rajesh Patil 5. <b>IT</b> Prof. Priyanka Mane	1. Bilateral flow of information between students and TPO 2. Optimum arrangement during interview	i) Benefit to maximum students for good company and salary package ii) Satisfaction to all students
43	<b>Co-ordinator- Website update</b> Prof. Bharati Kudale	1. Always update website with department activities information, photos and videos 2. Attractive and easy understanding	Ever-ready and easy to get information

44	<b>Co-ordinator- Generator Maintenance</b> Prof. Shilpa Bhoyar	Keep generator always ready with proper maintenance and diesel	i) Reliable electrical supply available ii) Switch on generator as and when required
45	<b>Co-ordinator- Industry-Institute Interaction</b> Prof. J. Ratnarajkumar	1. Organize lectures from industries expertise 2. Enhancement in testing and consulting 3. Industrial projects for all department least 25%	i) Excellent relationships with industry ii) Students understand industrial languages
46	<b>Co-ordinator- IETE</b> Prof. Jayashri Kawale	Organize program for electronics and telecommunication and computer Engg. Dept.	Good liaison with IETE professional body
47	<b>Co-ordinator- Sports</b> Prof. Sachin Yadav	1. Guide lines for respective sports 2. Preparation ground 3. Liaison with university sport activity	i) Utilization of sport university opportunities ii) Overall of sport university opportunities
48	<b>Co-ordinator- Industrial Membership</b> Prof. Prathmesh Gorane	1. Apply for different industrial membership 2. Liaison with industrial authorities	Attend meeting to give benefit to students
49	<b>Co-ordinator- BAHA Activity</b> Prof. Swapnil Patil	1. Guide to students for best design, performance, testing 2. Optimize the cost	Best possible performance with good efforts
50	<b>Co-ordinator- Supporting sports</b> Prof. Rohit Galande	Assist to Sports Director	Good performance of students in sports
51	<b>Co-ordinator- News Letter</b> Prof. Meghna Patankar	Prepare newsletter once in three months related to activity in Institute	Gathered information submission to committee
52	<b>Co-ordinator- Entrepreneurship Development Cell</b> Prof. Manoj Sature	Motivate students to entrepreneurship	Start-up suitable company by students
53	<b>Co-ordinator- Institution of Engineers (India)</b> Prof. Ruchika Singh	Organize conference in association of IE	Good publications
54	<b>Co-ordinator- Paper Publications</b> Prof. Pooja Thakare	Motivate to faculty and students to write quality papers	More publications
55	<b>Supporting Co-ordinator- AICTE</b> 1. <b>Mechanical Engg.</b> Prof. V. B. Raundal 2. <b>Computer Engg.</b> Prof. Shital Kolte 3. <b>Civil Engg.</b> Prof. Naushin Hawalar 4. <b>E&amp; T C Engg.</b>	Assist to AICTE co-ordinate Update student's scholarship and insurance	i) Good opportunities of AICTE funds ii) Continuation of programs

	<p>Prof. Urvashi Bhat</p> <p><b>5. I T Engg.</b> Prof. Pranjali Deshmukh</p> <p><b>6. Applied Science</b> Prof. Kopal</p> <p><b>7. Office</b> Mr. Shripad Lale</p>		
<b>56</b>	<p><b>Discipline Committee</b> <b>Prof. Priyanka More- Chairperson</b> Members- Prof. Varun Bidkar Prof. Dipti Dighe Prof. Yogesh Lonkar Prof. Ritesh Fegade</p>	Maintain discipline in campus	Friendly and healthy environment during all functions
<b>57</b>	<p><b>Alumni Association</b> Prof. P. S. Gorane – Secretary Alumni Association</p>	<ol style="list-style-type: none"> <li>1. Excellent relation with Alumni</li> <li>2. Increase members by collecting fee</li> <li>3. Alumni interlinking with institute which advertise positiveness of the Institute</li> </ol>	<ol style="list-style-type: none"> <li>i) Satisfaction of students</li> <li>ii) Helpful for Laboratory</li> </ol>
<b>58</b>	<p><b>Co-ordinator- Convocation Ceremony</b> Prof. Sanjay Khonde</p>	1. Collect information from University	All eligible students should get Degree certificate
<b>59</b>	<p><b>Co-ordinator Best Practices</b> Dr. Chavan</p>	<ol style="list-style-type: none"> <li>1. Inform all concern students well in advance highlighting the Institute</li> <li>2. Collect data from all eligible Teachers</li> </ol>	Best Outgoing, Best Sport Person and Best Teacher will indicate level of Institute
<b>60</b>	<p><b>Co-ordinator Formation of Dept. Student Association</b> Civil- Reshma Raju Mech- P. S. Gorane ETC- Swati Dubey Comp- Prerana Rawat IT- Priyanka Mane</p>	1. Involve maximum students in activity progress of Department	Activities in the Dept. provide the facilities to show talent
<b>61</b>	<p><b>Library Incharge</b> Prof. Reshma Raju</p>	<ol style="list-style-type: none"> <li>1. Organize meeting of library committee</li> <li>2. Suggest new innovative book</li> <li>3. Formation of policy for optimum utilization of library resources</li> <li>4. Networking of library with other Institutes</li> <li>5. Proposals for development of library</li> </ol>	<ol style="list-style-type: none"> <li>i) All needy students should get books</li> <li>ii) Optimum utilization of books</li> <li>iii) More library timing</li> </ol>
<b>62</b>	<p><b>Estate Officer</b></p>	1. Upkeeping of land documents and records	i) Ready land record

	Prof. Vijay Roundal	<ol style="list-style-type: none"> <li>2. Maintain identification of boundary</li> <li>3. Correspondence to land record office</li> </ol>	ii) Safe premise
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63	<b>Public Relation Officer</b> Prof. Nilesh Madke	<ol style="list-style-type: none"> <li>1. High light the Institute at greater height</li> <li>2. Prepare news of the Institute</li> <li>3. Advertisements for various admissions</li> </ol>	<ol style="list-style-type: none"> <li>i) Good relation with media and society</li> <li>II) Advertisement in respective news papers</li> <li>III) Optimum relations with society</li> </ol>
64	<b>Co-ordinator- Special Guest Lecture</b> Prof.Poonam Chaudhari	<ol style="list-style-type: none"> <li>1. Introduce the Guest</li> <li>2. Highlight the Importance of Lecture</li> </ol>	i) Benefits to faculty, supporting staff and students
65	<b>Co-ordinator- Parent meet</b> Dr. Chavan	<ol style="list-style-type: none"> <li>1. Organize parent meet for all Dept. in consultation with HoD and Principal</li> <li>2. Collect the feedback and suggestions from parents</li> </ol>	Very good and homely relation with parents
66	<b>Co-ordinator – Solar Electric Power Systems</b> <ol style="list-style-type: none"> <li>i. Prof. Shilpa Bhojar – Co-ordinator</li> <li>ii. Prof. Mahesh Jagadale – Member</li> <li>iii. Prof. Urvashi Bhat- Member Secretary</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify the need of Solar street light</li> <li>2. Utility of Solar Electric System to the institute with respect to saving of monthly electric bill</li> <li>3. Use of Solar Electric system which helps the Green Audit of the institute</li> </ol>	<ol style="list-style-type: none"> <li>i. Utility of Integrated LED Solar Electric street lights for the lighting of the Campus which may help the students for the study</li> <li>ii. Maintain of Continuity and reliability of electric supply</li> </ol>
67	<b>Physical Director</b> Prof. Sachin Yadav	<ol style="list-style-type: none"> <li>1. Prepare the grounds for various sports</li> <li>2. Awareness to the students to participate in sports activity</li> </ol>	<ol style="list-style-type: none"> <li>i. Smoothly conduction of sports activity</li> <li>ii. Create Best Sports Person</li> </ol>
68	<b>NAAC Coordinator</b> Prof. Yogesh S. Lonkar	<ol style="list-style-type: none"> <li>1. Guide to all Criteria In-charge</li> <li>2. Preparation of NAAC SSRand Coordinate</li> </ol>	Highlight the Institute in all direction at National level
69	<b>Incubation cell</b> Prof. Vishal Panchal	<ol style="list-style-type: none"> <li>1. Coordination with the participant students and promote to enhance the innovative activity</li> <li>2. Arranging industry person lectures with respect to entrepreneurship</li> <li>3. Interaction with industry person with respect to transformation of prototype model in to working model</li> </ol>	<ol style="list-style-type: none"> <li>i. More benefits to inspiring students with respect entrepreneurship</li> <li>ii. Transformation of innovative idea into product</li> </ol>



The purpose of portfolio distribution is to uplift the Institute level through Academic, Research and Development, Infrastructure, Multidimensional growth of the students, Project funding, patents, Industry-Institute-Interaction, Training and Placement, Testing and Consultancy (IRG), Industrial projects, Research projects, Sports, Overall Maintenance, Up-keeping, Cleanliness, Good appearance, Hygiene, Environment, Pollution free, Gardening, Research Publications and fulfill the requirements of **VISION of the Institute “Empowerment through Technological Excellence”**.

**Use the Institute**

**Creation**

**Innovation**

**Inspiration**

**Imagination**

**Implementation**

Hence everybody all of us have to work hard with positive spirit to get contribution through students, staff and faculty so that Satisfy the need of society.

Start working faithfully with IMMEDIATE effect

Dr. A. B. Auti  
Principal

Dr. W. Z. Gandhare  
Director

Copy to

- 1) All concern faculty through HoDs for immediate initialization
- 2) All Deans
- 3) Registrar
- 4) Library
- 5) Workshop
- 6) Hostel