



SHRI VILE PARLE KELAVANI MANDAL'S
Institute of Technology, Dhule

Approved by AICTE I Affiliated to DBATU

DEPARTMENT OF COMPUTER ENGINEERING

Ref: SVKM/IOT/CO/2022-23/faculty/01

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
Department Responsibility Order

All faculties of the department are informed that, for the smooth conduction of activities in the department you are assigned duties as listed below, for the **academic session 2022-23**. You will perform the assigned task sincerely and maintain all needed records in proper formats. **You will also complete any additional task allotted to you in favor of the department.** You are requested to give your acceptance by a signature in front of your name.

Sr. No.	Name of Faculty	Institute Responsibility	Department Responsibility	Sign.
1	Dr. Makarand Shahade	<ul style="list-style-type: none">❖ Head of Department❖ NBA Coordinator❖ AICTE CII Convener	<ul style="list-style-type: none">❖ Program Coordinator❖ DAB Coordinator	
2	Prof. Khalid Alfatmi	<ul style="list-style-type: none">❖ Institute Exam Coordinator	<ul style="list-style-type: none">❖ Academic Coordinator (AC)❖ NBA Coordinator❖ Student Club (ACES) Coordinator❖ ACM Coordinator❖ Stakeholders feedback❖ Department News Letter❖ Module Coordinator	
3	Prof. Ashish Awate	<ul style="list-style-type: none">❖ AICTE Parakh Portal❖ Admission committee	<ul style="list-style-type: none">❖ PQAC Coordinator❖ Computer Laboratory In-charge Computer Lab-5❖ GATE Club❖ Time-Table❖ Module Coordinator❖ Department Library❖ AICTE CII	
4	Prof. Bhushan Nandwalkar	<ul style="list-style-type: none">❖ Admission Coordinator	<ul style="list-style-type: none">❖ Department Exam❖ TY & B.Tech Project Coordinator❖ PBL Coordinator❖ Laboratory In-charge Computer Lab-3❖ Student Grievances	

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5	Prof. Vijaylaxmi Bittal	❖ Admission committee	<ul style="list-style-type: none"> ❖ Training & Placement ❖ Entrepreneurship and Higher studies ❖ Alumni Record ❖ Laboratory In-charge Computer Lab-2 ❖ Module Coordinator ❖ Inst. Industry Interaction (III) 	<i>Vijaylaxmi</i>
6	Prof. Mayuri Kulkarni	<ul style="list-style-type: none"> ❖ IIC Cell Member ❖ Women Empowerment and Grievance ❖ Admission committee 	<ul style="list-style-type: none"> ❖ R&D Coordinator ❖ Class Coordinator TY Computer ❖ IoT Lab Incharge ❖ Module Coordinator ❖ Robotics (e-yantra) Club ❖ Funding & Consultancy Coordinator ❖ Module Coordinator ❖ ARIIA Committee 	<i>MO</i>
7	Prof. Umakant Mandawkar	<ul style="list-style-type: none"> ❖ Social and Digital Media Committee ❖ SIH SPOC 	<ul style="list-style-type: none"> ❖ MOOC (Spoken Tutorial, Coursera, NPTEL, etc.) ❖ MOU/Incubation Coordinator ❖ Laboratory In-charge Computer Lab-1 ❖ Coder Club ❖ Hackathons/Competitions ❖ Students Activity Record ❖ Module Coordinator ❖ Class Coordinator B. Tech ❖ Module Coordinator 	<i>UM</i>
8	Prof. Kiran Somwanshi		<ul style="list-style-type: none"> ❖ Internship ❖ Laboratory In-charge Computer Lab-4 ❖ Mentoring ❖ Skill Development club ❖ Industry Visit/Tour ❖ FDP/STTP Conduction ❖ Class Coordinator SY ❖ Git-hub Coordinator 	<i>Kiran</i>
9	Prof. Pinjari Amirkhan		<ul style="list-style-type: none"> ❖ NSS, Sports, Social Club ❖ Laboratory In-charge Computer Lab-6 ❖ Scholarship Committee ❖ Website 	<i>Pinjari</i>
Staff Member				
11	Mr. Akshaykumar Jain	<ul style="list-style-type: none"> ❖ Institute Exam ❖ Admission data analysis 	<ul style="list-style-type: none"> ❖ Hardware & Software Maintenance ❖ University Result Analysis Student ❖ Department Exam (Consent to Prof. Nandwalkar) 	<i>Akshay</i>


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			<ul style="list-style-type: none"> ❖ Stakeholders Feedback (Consent to Prof. Khalid) ❖ Meeting Record (Consent to Prof. Kulkarni) 	
12	Mr. Samadhan Rajput		<ul style="list-style-type: none"> ❖ Hardware & Software Maintenance ❖ Lecture Tracker Design and maintenance ❖ Online Attendance maintenance (Consent to Prof. Khalid) ❖ Department Library (Consent to Prof. Awate) ❖ Paper published DB (Consent to Prof. Kulkarni & Prof. Nandwalkar) 	STG
13	Mr. Tejveersingh Tavar		<ul style="list-style-type: none"> ❖ Hardware & Software Maintenance ❖ Department Notice Board updation ❖ Stationary and Keys Maintenance. (Consent to Prof. Khalid) ❖ Sample files and report Collection (Consent to Prof. Awate) ❖ T&P DB (Consent to Prof. Bittal) ❖ Dept. Ref. no. book and leave Record maintenance (Dr. Shahade) 	TEH


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