



P. R. Pote Patil Edu. & Welf. Trust's, Group of Institutions, College of Engineering & Management, Amravati

*Shri Gajanan Maharaj Prasanna

Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra)

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(Recognized by AICTE, New Delhi & Affiliated to SGBAU, Amravati)

Ref.: PRPCOEM/

Date: 21/12/2020

Portfolio's Distribution

Sr. No.	Name of Person	Designation	Portfolio Details			
			Quality Assurance & Academic Review	Accreditation, NBA, NAAC, IQAC, ISO, NIRF, NABL	Grievance Redressal Officer (student & staff)	Disciplinary action on teaching and non-teaching staff & Students
1	Prof. D. U. Adokar	Deputy Director	Quality Assurance & Academic Review	Accreditation, NBA, NAAC, IQAC, ISO, NIRF, NABL	Grievance Redressal Officer (student & staff)	Disciplinary action on teaching and non-teaching staff & Students
2	Dr. Mohammad Zuhair	Dean (Planning and Administration) & Vice Principal	Finance, Planning, Office Administration,	AICTE approval, DTE, University correspondence Procurement officer	Store Audit	Nodal Officer (Scholarship And Free-Ship), Fees collection
3	Dr G. D. Dalvi	Dean Academics and college counseling Head	Academic Monitoring of UG and PG, Academic Calendar, Record of online Feedback	Outgoing Students Feedback, AISHE, University Correspondence related to academics Academic Monitoring	Academic Audit, Result Analysis,	Examination cell (Internal & external) College Counseling Head
4	Prof S. K Nanda	Dean Student Welfare	Student Schemes, Students Elections, Dress Code, Student Discipline, CR Meetings, etc,	Techelons, Youth Festival, Unmesh, Ganpati/ Navratri Utsav (Dahihandi, Garbha) Celebration of Jayanti	Magazine, NSS, Women grievance officer,	Foreign Tour, Graduation Ceremony
5	Dr S. B. Warkad	Dean (Research and Development)	Publication of staff and students, patents AICTE-MODROB and Other AICTE Schemes	UGC Schemes Consultancy, Other than AICTE Schemes,	Ph.D. Activities. Ph. D. Admissions and Monitoring	(Quality Assurance) Accreditation, NBA, NAAC, IQAC, ISO, NIRF

6	Prof Monica Upadhya	Dean, Corporate relations						
7	Prof P. S. Thombre	Dean Training and Placement						
8	Prof G. D. Nagoshe	Dean (Corporate Affairs)	MOU with Industry and Institute, III cell	Center Of Excellence, Incubation	Start Up, Innovation Cell	Unnat Bharat, Unnat Maharashtra		
9	Prof. P. R. Wadnerkar Dr. Rahul D. Ghongde	Director Admission	Publicity for admission	Prospectus	Calendar	First and Direct Second Year admission (All courses)		
10	Prof H. S. Kulat	Library I/c						
11	Dr. Chitra A. Dhawale	Online Courses Coordinator	NPTEL, SWAYM	IIT Spoken for all students and staff Foreign university collaboration				
12	Prof. P. P. Pawde	Staff Development and Student Chapters	IE, ISTE, IEEE, NPTEL, VIRTUAL LAB, CSI, ICJ, etc.)					
13	Prof. Bhushan R. Mankar	Alumni Coordinator	Alumni Feedback					
14	Prof S. V. Dhoke	Infrastructure and maintenance I/C	Construction and Maintenance of Buildings	Water Supply and Sanitation Minor Civil Works	Structural planning and designing			
15	Prof Atul A. Ghute	Estate Manager	Electrical Works and Maintenance Buildings	Street Lights	DG Sets			
16	Prof. U. W. Hore		Air, Water Cooler Maintenance	Audio Systems	A.C. Maintenance, Purifier, Drinking Water Supply	Fire Extinguishers, Fire Audit		
17	Prof P. B. Ingle Prof A K Chitkeshwar	Furniture Committee	Furniture, Fixtures and Maintenance	Campus Cleanliness and Gardening				

	Prof. Sandip Thakre	Sports Director	University Schemes	Institute Security and Services Security Services	Cycle Stand
18	Prof. Sandip Thakre				
19	Dr. Ajay B. Gadicha Prof. Zeeshan Khan (Website)	I T cell I/c			
20	Prof. Sandip Jadhao		Social media coordinator of Pote group and Chairman's	Portal social media handling publicity on social media in coordination with HOD and Deans)	
21	Mr. Vishal A. Ingole		Finance Officer, Procurement Officer	Transportation (Busses), All work related to vehicle	I-card for student and staff, Insurance of assets
22	Mr. Vishal Padole		Student Facilitation Cell	Student's Co-Operative Store	Canteen Photocopy cum Computing Facility
23	Prof Vishal Langote		Management Meeting coordinator	Co-coordinator Invitation to Techelons Guest,	Regularly Website checking of all the colleges
24	Prof R. S. Pokale		Swami Vivekananda auditorium committee (Equipment and Furniture)		
25	Prof. Abhishek R. Ladole		Publicity in Newspaper	Press conference of events.	
26	Mr. Kishor B. Deshmukh		Administrative Officer	New educational development in trust	

Note:

- All the Academic In charge of respective department will work under the Head of the departments.
- Deans and various portfolio in charge will form the committee as per their assigned work.

Director
P. R. Pote Patil Education & Welfare Trust's
Group of Institutions
(College of Engg & MBA)

Ausale
Principal
P. R. Pote (Patil)
College of Engineering & Management