

“Techno – Social Excellence”



“ येथे बहुतांचे हित ”

MARATHWADA MITRA MANDAL'S
INSTITUTE OF TECHNOLOGY (MMIT)

S. No.35, Plot No. 5/6, Lohgaon, Pune-411 047

Ref. No. MMIT/Est-2/Portfolio/2016/758

Date: 23/11/2016

Office Order

Portfolio – related Activities towards Excellence

Sr.	Portfolio	Work Distribution	Expected Results
1	Dean- Administration Prof. P. M. Daflapurkar	1. Propose & formulate the policy for effective and transparent administration of the institute 2. Prepare plan for smooth functioning of Institute 3. Organize Institute level Meetings 4. Prepare presentations of the institute	i) Smooth functioning of office and departments ii) Simplified administrative processes iii) Optimum Co-ordination
2	Dean- Academics Dr. U. P. Moharil	1. Academic calendar preparation & implementation 2. Framing of Academic policies 3. Ensure the conduct of examination in conformity with Rules and Regulation 4. Monitor Academic activities	i) Best academic discipline ii) Best academic quality output iii) Non violation of any of the rules and regulations of Institute
3	Dean- Students Welfare Co-ordinator- NAAC - University Dr. P. B. Lihitkar	1. Conduct C. R. meetings 2. Responsible for communicating the grievance of students to the Heads of the Department & endure its redress 3. Propose the code for the students in the institute and ensure its implementation 4. Chairman for Complaint Redress Committee for unfair means 5. Organize NAAC meeting, Guide and Supervise 6. Co-ordination of students activities with university	i) Satisfaction of the students ii) Cohesively between staff and students iii) Best co-ordination with university about student participation iv) Improved level of Institute
4	Dean- Finance and Resource Planning Prof. D. V. Parbat	1. Prepare the budget 2. Prepare and submit the financial report	i) Optimum utilization of fund for the overall development of institute ii) Smooth Financing Process
5	Dean- R&D Secretary- Alumni Association	1. Promote the awareness of funding opportunities to support faculty research and processes related to	i) Startup of patenting process ii) Increase in SCI indexed journal

	Prof. A. S. Bhanage	<p>externally funded sponsored/Consultancy project</p> <ol style="list-style-type: none"> 2. External collaboration through MOU with institute of national imperative and industries 3. Interact with funding agencies 4. Activities for acquiring joint R & D project 5. Co-ordination for filling the IPR of faculty and students in the institute 6. Monitor the progress of ongoing Research Projects sponsored by funding agencies 7. Co-ordination of journal publication 8. Alumni activity and student registration 9. Inter-linking with institute and alumni 10. Increase the members by paying fees 	<p>publications</p> <ol style="list-style-type: none"> iii) Startup of research projects iv) Excellent relation with alumni which advertise positive institute v) Helpful for laboratory development and placement cell
6	Dean- Quality Assurance Prof. J. M. Bakliwal	<ol style="list-style-type: none"> 1. Formulate the quality standard for academic 2. Ensure the curriculum the conformity with industrial requirement of national importance 3. Responsible for promoting the quality teaching and research practices 4. Create the awareness among the faculty regarding up-to-date policies for NBA/ NAAC/ AICTE/ UGC 	<ol style="list-style-type: none"> i) Awareness of quality standards amongst teachers, students <i>etc</i> ii) Impact of quality standards on improving institute rank
7	Dean- Mathematical Analysis Prof. S. R. Shaikh	<ol style="list-style-type: none"> 1. Development of mathematical Analysis lab 2. Mathematical modeling of various project as per the requirement of students 	Mathematical support through analysis for the project report and comparison with other analysis
8	Training and Placement Officer Prof. R. S. Jagtap	<ol style="list-style-type: none"> 1. Look after the training and placement activities of students 2. Close liaison with industry for placement 3. Collect feedback from companies 4. Organize entrepreneurship workshops 	<ol style="list-style-type: none"> i) Placement in good companies with satisfactory package ii) Improvement in number of better companies iii) Startup of MoUs with companies
9	Public Relation Officer Controller of Examination Co-ordinator- Parent meet Prof. C. V. Deshmukh	<ol style="list-style-type: none"> 1. Prepare news of the event 2. Highlight the institute for the greater hide 3. Advertisement of various admissions of facility 4. Conduct of examination 5. Question paper printing and distribution of paper 6. Organize parent meet in consultation with HOD's and principal 	<ol style="list-style-type: none"> i) Good relation with media and society ii) Give advertisement to respective papers iii) Optimum relative with society iv) Non violation of examination rules and regulation v) Very good, homely relation with parents
10	Vice President – Gymkhana Prof. E. D. Kurhe	<ol style="list-style-type: none"> 1. Plan the program of sports and cultural activities of students 2. Arrange various activities of student to develop the personality and maintain discipline 	<ol style="list-style-type: none"> i) Satisfy the students with their optimistic demand ii) Maximum sport facility with good ground

		3. Provision of sport Facility	
11	Co-ordinator – Technical Function Prof. M. V. Mokashi	1. Prepare the schedule in consultation with HOD's 2. Develop technical knowledge to students	Effective technical activities with positive outcomes
12	Co-ordinator – Annual Day Celebration EPABX Prof. M. R. Yashwante	1. Prepare plan for smooth conduction of function in consultation with HOD's 2. Maintain intercom phones and general unit 3. Generator unit maintenance in consultation with HOD's	i) Effective celebration with satisfaction of students to learn co-operation and co-ordination ii) Reliability of intercom phones and lights
13	Co-ordinator – Language laboratory Finishing School Boys Hostel Care Taker First Year Engg. admission Process Prof. H. S. Nayane	1. Improve the language lab. Status 2. Open maximum time for students 3. Planning for first year admission strategy and finishing school activity 4. Visit to hostel to understand student's difficulties.	i) Better communication of students ii) Optimum admissions for 2017-2018 iii) Homely feel for hostel students
14	Co-ordinator – Lab. Development 1. Mechanical Engg. Prof. G. L. Allampallewar 2. Electronics & Tele-communication Prof. S. V. Bhise 3. Computer Engg. Prof. D. B. Satre	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	Co-ordinator– Computer Center Prof. M. D. Bhise	1. Maintain and upkeep of all machine 2. Eveready for online examination	Optimum utilization of students
16	Chairperson- Faculty Forum Prof. D. J. Bonde	Organize meeting of faculty and discuss for the benefit of teachers	Improvement in co-ordination, co-operation, compensation to improve life like situations
17	Boys Hostel- Warden Prof. A. K. Pawase	Maintain the facilities for hostel	Educational fresh environment feel to students
18	Girls Hostel- Warden Mrs. M. A. Basale	Extend the facilities to girl students	Homely feel-urge to study
19	Girls Hostel- Supporting Warden Prof. S. P. Shinde	1. Maintain and facilities for hostel 2. Meetings with girls students	Satisfied hostel facilities
20	Co-ordinator- ISTE Prof. S. G. Rathod	Co-ordination of ISTE activity	Benefit to students and staff
21	Co-ordinator- NBA Prof. R. S. Patil	Preparation at root level by forming various committees	Quality for national and international fund application

22	Co-ordinator- AICTE Prof. P. D. Wadkar	1. Often watch/check AICTE website 2. Update institute information as and when required	i) Continuation of all programs ii) Inform HOD about important information
23	Co-ordinator- NSS Prof. M. D. Bhise	Inspire students for maximum participations	i) Bonding between Students-Staff ii) Clean campus
24	Co-ordinator- Gents Washroom Prof. A. G. Watte	Inspect daily twice	Clean and fresh washroom
25	Co-ordinator- Ladies Washroom Prof. S. S. Suryawanshi	Inspect daily twice	Clean and fresh washroom
26	Co-ordinator- Gardening Prof. M. A. Alloli	Allocate work to gardener and get done	Green and clean campus
27	Co-ordinator- Building work Maintenance Prof. M. D. Bhise	Building related problem simplification and maintenance	i) Proper care of hostels and academics buildings ii) Co-ordinate with central in charge
28	Co-ordinator- Water Supply and Maintenance Prof. L. A. Deshmukh	Maintain water pipelines, tabs, boring, maintenance of water distribution scheme	Optimistic utilization of water
29	Co-ordinator- PA system Prof. P. A. Warake	Update PA system and keep ever-ready	Good PA system in working condition
30	Co-ordinator- Computer Maintenance Outside examination Prof. S. S. Chaudhari	Maintain computer in all departments, office and hostels	Working conditions for all machines
31	Co-ordinator- Wi-Fi Prof. S. G. Rathod	Maintain Wi-Fi in campus	Easily available everywhere campus
32	Co-ordinator- Transport -Direct Second Year Admission Prof. D. M. Atar	Maintain transport system coordinate with HOD's as per time-table Activities for Direct Second Year Admission	Best utility of transport Full Seats for Direct year admission
33	Co-ordinator- Magazine Prof. S. S. Mule	Collect information from all departments/sections	Good information magazine
34	Co-ordinator- Furniture Fire Extinguisher Prof. M. A. Alloli	1. Collect all information from all departments and update records 2. List of non working furniture & write-off proposal	Utility of all furniture in optimized way
35	Co-ordinator- Photography Video shooting Prof. R. G. Mahajan	1. Photographs and video system arrangement as per requirement 2. Maintain record	i) Good quality ii) photographs and video availability for presentation
36	Secretary- Cooperative store	Update the stars as per students utility	All academically needy things are

	Prof. S. G. Nerkar		available
37	Co-ordinator- Canteen and Mess Prof. C. R. Mankar	Good quality foods and snacks	Satisfaction of students and staff at reasonable votes
38	Co-ordinator- Academic Support to weak students Dr. A. R. Pal	Collect information from all department	Good activity so that optimum utility by the students
39	Co-ordinator- Write-off Prof. D. M. Bhoge	1. Collect information from all department 2. Verify the utility	Write off all the required devices/machines/furniture <i>etc.</i>
40	Co-ordinator- Vishakha Women Grievance Prof. V. R. Waghmare	Collect the related information from all the departments and sections	Proper impartial justice to all concern
41	Co-ordinator- Anti-ragging Cell Prof. M. R. Yashwante	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	Co-ordinator- Training & Placement 1. Mechanical Engg. Prof. M. P. Pandagale 2. Computer Engg. Prof. S. S. Mule 3. E&TC Engg. Prof. S. A. Nirve	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	Co-ordinator- Website updation Prof. S. A. Agrawal	1. Always update website with department activities information, photos, video 2. Attractive and easy understanding	Easy to get information
44	Co-ordinator- Generator Maintenance Ladies Hostel support to warden Prof. R. V. Jawale	1. Keep generator always ready with proper maintenance and diesel 2. Help to ladies warden as and when required	i) Reliable electrical supply available ii) Girls students stays happily in hostel
45	Co-ordinator- Industry-Institute Interaction Prof. S. S. More	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	Co-ordinator- IETE Prof. S. A. Nirve	Organize program for electronics and telecommunication and computer Engg. Dept.	Good liaison with IETE professional body
47	Co-ordinator- Sports Prof. S. S. Galande	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	Co-ordinator- Industrial Membership Prof. D. P. Yesane	1. Apply for different industrial membership 2. Liaison with industrial authorities	Attend meeting to give benefit to students
49	Co-ordinator- Baha Activity Prof. M. P. Pandagale	1. Guide to students for best design, performance, testing 2. Optimize the cost	Best possible performance with good efforts
50	Co-ordinator- Supporting sports Prof. B. G. Chandankar	Assist to Sports Director.	Good performance of students in sports
51	Co-ordinator- News Letter Prof. N. B. Dhamane	Prepare news letter once in three months related to activity in institute	Gathered information submission to committee
52	Co-ordinator- Entrepreneurship development cell Prof. M. P. Pandagale	Motivate students to entrepreneurship	Start-up suitable company by students
53	Co-ordinator- Institute of Engineers(India) Prof. G. G. Jagdale	Organize conference in association of IE	Good publications
54	Co-ordinator- Paper Publication Prof. M. S. Nirale	Motivate to students to write good papers	More no. of publications
55	Supporting Co-ordinator- AICTE 1. Mechanical Engg. Prof. S. G. Nerkar 2. Computer Engg. Prof. D. B. Satre 3. Applied Science Prof. S. R. Shaikh 4. Office Mrs. A. P. Made	Assist to AICTE co-ordinate	i) Good opportunities of AICTE funds ii) Continuation of programs
56	Discipline Committee Prof. S. K. Patil- Chairperson Prof. P. V. Deshmukh- Member Prof. S. P. Shinde- Member Prof. C. S. Bhosale- Member Prof. K. D. Khairnar- Member Prof. A. G. Wate- Member Prof. S. P. Yadav- Member	Maintain discipline in campus	Friendly and healthy environment during all functions

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, Industrial projects, Research projects, Sports, Overall Maintenance, Up-keeping, Cleanliness, Good appearance, Hygiene, Environment, Pollution free, Gardening, Research Publications and fulfil the requirements of **VISION of the Institute “Techno-Social Excellence”**.

Use the Institute Potential

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. W. Z. Gandhare
Principal
M.M.I.T, Pune-47

Copy to

- 1) All concerns faculty through HOD
- 2) All Deans
- 3) Registrar
- 4) Library
- 5) Workshop
- 6) Hostels