



Marathwada Mitramandal's Institute of Technology

Accredited with 'A' grade by NAAC

Approved by AICTE, New Delhi; Recognised by DTE, M.S. Mumbai; Affiliated to Savitribai Phule Pune University

Functional Committee under Dean Academics (Revision - August 2025)

As per this revised office order the following members are assigned responsibilities of following functional committees of our institution, under the Dean Academics.

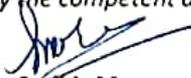
[TIME TABLE COMMITTEE]

Roles and responsibilities

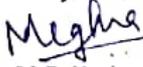
1. All Time Table Coordinators shall prepare the following schedules: classroom-wise timetables and class-wise timetables. These should be displayed on the department notice board and uploaded to the institutional website at least one week before the commencement of the semester.
2. Members will ensure that Time Tables are prepared as per the requirements of syllabus
3. Time Table Coordinators shall ensure that classrooms and laboratories are fully and efficiently utilized for academic activities.
4. Time Table Coordinators shall coordinate among themselves to avoid any overlap of labs, classrooms, or faculty schedules.
5. Time Table Coordinators shall also prepare the consolidated overall timetable of the college.
6. Periodically review the timetable implementation and make necessary adjustments-based requirements of departments.
7. Committee will keep the records of all TT revisions

Sr.	Name of Members	Designation	Department
1	Mr. Dinesh B. Satre	Functional Head	Computer
2	Mr. Mukesh Sharma	Associate Functional Head	Engineering Science
3	Mr. Rohit Polas	Member	Mechanical
4	Ms. Mayuri Mhaske	Member	Mechx
5	Mr. Nisar S. Shaikh	Member	AI & DS
6	Ms. Gayatri Sherkar	Member	Civil
7	Mr. Nilesh Dhobale	Member	Robotics & AI
8	Dr. Poonam Nakhate	Member	Engineering Science

Note: In addition to the roles and responsibilities mentioned above, the committee will also handle any tasks assigned by the competent authorities related to its functions.


Mr. Sudhir More

Dean Academics


Dr. M.R. Yashwante

Vice Principal Academics


Dr. R.V. Bhortake

Principal



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[EXAMINATION COMMITTEE]

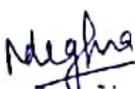
Roles and responsibilities

1. Plan, schedule, and conduct all examinations (Unit Tests, In-Semester, End-Semester) in line with the Academic Planner, ensuring compliance with university/institute regulations.
2. Prepare and publish examination timetables and guidelines well in advance, along with all required formats and documentation for smooth and fair execution.
3. Coordinate with HoDs to arrange venues, laboratories, and required manpower such as invigilators and supervisors for the conduct of examinations.
4. Maintain accurate, secure, and confidential records of examination materials, including question papers, attendance sheets, mark lists, and evaluation records.
5. Ensure proper confidentiality, prevent malpractices, and address any reported issues during examinations promptly and fairly.
6. Oversee the fair, transparent, and disciplined conduct of all examinations to uphold academic integrity.

Sr.	Name of Members	Designation	Department
1	Mr. D. P. Yesane	CEO/Functional	Mechanical
2	Mrs. L. P. Shinde	Assistant to CEO	Engineering Science
3	Dr. Kiran Gaikwad	Member	AI&DS
4	Dr. S. S. Choudhari	Member	Computer
5	Dr. Sachin Mutalikdesai	Member	Mechanical
6	Ms. Manisha Bhise	Member	Engineering Science
7	Ms. Gayatri C. Sherkar	Member	Civil
8	Mr. Atul Karale	Member	Mechatronics
9	Dr. Nilesh Satonkar	Member	Robotics & AI

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Mr. Sudhir More
Dean Academics


Dr. M.R. Yashwante
Vice Principal Academics


Dr. R. V. Bhortake
Principal

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[INTERNSHIP COMMITTEE]

Roles and responsibilities

1. Plan, coordinate, and monitor internship activities for all eligible students in line with the internship policy, ensuring alignment with their domain, skill level, and career goals.
2. Create awareness about the importance of internships, identify and collaborate with industries, research organizations, MSMEs, and startups, and invite and circulate internship offers in coordination with the Training & Placement Cell.
3. Maintain an updated database of opportunities, selected students, host organizations, and internship durations, ensuring proper documentation including confirmation letters.
4. Assign faculty mentors to track student progress, ensure maintenance of reports and learning outcomes, and obtain feedback from host organizations.
5. Collect internship completion certificates, conduct evaluations and presentations for assessment, and compile reports in the prescribed format for submission to the Dean Academics.
6. Ensure internships are conducted with clear guidelines, proper monitoring, and structured industry engagement for maximum student benefit.

Sr.	Name of Members	Designation	Department
1	Dr. Shrikant D. Dhamdhere	Functional Head	AI&DS
2	Ms. Shalaka Kshirsagar	Associate Functional Head	Computer
3	Mr. Vishal Kulkarni	Member	Mechanical
4	Prof. Kishor Narwade	Member	Civil
5	Prof Shankar Deshmukh	Member	Mechx
6	Ms. Shilpa Tambe	Member	Robotics & AI

Note: In addition to the roles and responsibilities mentioned above, the committee will also handle any tasks assigned by the competent authorities related to its functions.



Mr. Sudhir More

Dean Academics



Dr. M.R. Yashwante

Vice Principal Academics



Dr. R. V. Bhortake

Principal



“वेद्ये षट्पदांशे हितं”
(Welfare of Masses)

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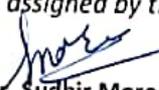
[ACADEMIC MONITORING COMMITTEE]

Roles and responsibilities

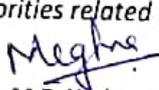
1. Monitor and audit academic activities daily, including course files, class teacher files, and project files, and submit detailed audit reports to the Dean Academics.
2. Ensure each department prepares and follows a Department Academic Calendar aligned with the Institutional Academic Planner.
3. Oversee the implementation of academic activities as per the calendar, ensuring proper compliance with timetables and addressing any deviations promptly.
4. Conduct random class and lab visits to evaluate teaching quality, student engagement, and academic discipline, providing constructive feedback where needed.
5. Supervise and assess the performance of Class Teachers and Teacher Guardians to ensure effective mentoring and student support.
6. Collect and analyze student feedback on academic delivery, report key issues, and submit a monthly academic monitoring report to the Dean Academics for appropriate action

Sr.	Name of Members	Designation	Department
1	Mrs. L. A. Deshmukh	Functional Head	Civil
2	Dr. S. K. Patil	Associate Functional Head	Computer
3	Dr. Amita Pal	Member	Engineering Science
4	Ms. Yogita Pimpale	Member	Mechx
5	Mr. Swapnil Gagare	Member	AI&DS
6	Mr..V.V.Kulkarni	Member	Mechanical
7	Mr. Nilesh Dhobale	Member	Robotics & AI
8	Mr. Soham Shinde	Student Member	Comp
9	Mr. Yvuraj Manish Rai	Student Member	Civil

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Copy to:

1. All HoD's
2. All faculties
3. All students

