

Functional Committee under Dean Academics

(2026-2027)

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

[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 academic calendar, ensuring compliance with the timetable 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	Member	Computer
3.	Dr. Megha Kadam	Member	Computer
4.	Dr. Amita Pal	Member	Engineering Science
5.	Dr. Pratibha Desai	Member	Engineering Science
6.	Dr. Dattatraya Jadhav	Member	Mechatronics
7.	Mr. Vishal Kulkarni	Member	Mechatronics
8.	Dr. B. D. Patil	Member	Mechanical
9.	Mr. Swapnil Gagare	Member	AI & DS
10.	Ms. Deepika Dave	Member	AI & DS
11..	Ms. Shilpa Tambe	Member	Robotics & AI

Mr. Sudhir More

Dean Academics

Dr. M.R. Yashwante

Vice Principal Academics

Dr. R. V. Bhortake

Principal

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[TIMETABLE 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 shall ensure that timetables are prepared as per the requirements of the syllabus.
3. Timetable Coordinators shall ensure that classrooms and laboratories are fully and efficiently utilized for academic activities.
4. Timetable Coordinators shall also prepare the consolidated master timetable of the institution.
5. Timetable Coordinators shall also prepare the consolidated overall timetable of the college.
6. Periodically review the implementation of the timetable and make necessary adjustments based on departmental requirements.
7. The committee shall maintain records of all timetable revisions.

Sr.	Name of Members	Designation	Department
1..	Mr. Dinesh B. Satre	Functional Head	Computer
2.	Mr. Mukesh Sharma	Member	Engineering Science
3.	Dr. Poonam Nakhate	Member	Engineering Science
4.	Mr. Sanjay Agrawal	Member	Computer
5.	Mr. Rohit Polas	Member	Mechanical
6.	Ms. Mayuri Mhaske	Member	Mechatronics
7.	Mr. Nisar S. Shaikh	Member	AI & DS
8.	Ms. Nayan V. Asane	Member	AI & DS
9.	Mr. Chaitanya A. Shetgar	Member	Civil
10.	Dr. Nilesh Satonkar	Member	Robotics & AI

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[EXAMINATION COMMITTEE]

Roles and responsibilities

1. Plan, schedule, and conduct all examinations (Unit Tests, In-Semester Examinations, and End-Semester Examinations) in line with the Academic Planner, ensuring compliance with university and 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 confidentiality, prevent examination malpractices, and address any reported issues 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.	Dr. D. P. Yesane	CEO/Functional Head	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	Civil
7.	Mr. Rahul Mali	Member	Engineering Science
8.	Ms. Prajkta D. Shinde	Member	Civil
9.	Dr. Jayashree Deka	Member	Mechatronics
10.	Dr. Nilesh Satonkar	Member	Robotics & AI

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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 presentation assessments, 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.	Mrs. U. B. Karanje	Member	Computer
3.	Mr. Ruhsikesh Gadekar	Member	Mechanical
4.	Mr. Kishor Narwade	Member	Civil
5.	Mr. Akshay Padekar	Member	Mechatronics
6.	Mr. Atul Pradhan	Member	Robotics & AI

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Copy to: 1. HoDs 2. Faculty Members 3. Students