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2020-21			
Sr. no	**Departmental Responsibility**	**Faculty**	**Associated additional faculty**
1	ISO Coordinator	Pinki Vishwakarma	
2	ISO processes Orientation Program and dissemination of information	Pinki Vishwakarma	
3	Program Coordinator NBA activities	Ms. Vidyullata Devmane	
4	Rubrics design and development for NBA activities	Ms. Vidyullata Devmane, Ms.Shahzia Sayyad, Mr. Shshikant Radke,Atul Kachare	
5	NAAC Coordinator	Dr. Rekha Ramesh	Mr. Milind Khairnar, Dr. Manimala Mahato, Ms. Rekha More, Ms. Tina Maru, Ms Deepti Nikumbh, Ms. Rupali Kale, Ms Shweta Patil, Ms. Sarika Rane,Ms Rupali Patil, Ms. Priyanka Abhyankar,Ms.Krupa Chotai
6	Time table committee	Ms. Pinki Vishwakarma, Ms.Tina Maru	Mr.Tejas Hirave,
7	AICTE portal updation	Mr. Uday Bhave,	Ms. Radhika Fulzele
8	DTE & MU updation	Ms. Monika Kanojiya	-
9	Spoken tutorials	Ms.Sarika Rane	Ms.Deepa Ekhande, Ms.Radhika Fulzele,Priyanka Ghule, Deepti Mukadam, Snehal Shewale, Rupali Patil, vaishali Tupe
10	Issuance record	Ms. Shilpa Kalantri	-
11	Faculty induction training	Ms. Pinki Vishwakarma	-
12	Faculty induction training record, subject familarization	Ms.Pallavi Deshmane	-
13	NBA induction training	Domain In charges	-
14	Course and curriculum planning	Ms.Karuna Borade	Ms.Snehal Shewale
15	Students' feedback collection and analysis	Ms.Jaya zalte	Ms.Shweta Patil, Ms.Deepa Ekhande, Radhika Fulzele,Dipti Mukadam, Ms.Priyanka Ghule, Ms.Snehal Shewale
16	Maintenance of term test question papers	Mr.Amol Dhumal	-
17	Maintenance of list of experiments and assignments	Ms. Deepti Nikumb	-
18	Maintenance of university question papers(on Website)		-

19	Result analysis	Mr.Manoj Dhande	Ms. Shweta Patil,Ms.Priyanka Abhyankar, Ms.Radhika Fulzele
20	Departmental Library	Mr. Shashikant Radke, Ms . Deepshikha Chaturvedi	-
21	Term test conduction	Ms. Vaishali Chavan , Ms. Karuna Borade	Ms. Bhakti Sonawane, Ms. Jaya Zalte
22	Maintenance of additional training record of conduction and participation of sttp, workshop etc	Ms.Deepshikha Chaturvedi	-
23	Maintenance of records of Syllabus setting, paper setting activities done by faculty		-
24	NPTEL	Ms. Monika Kanojiya	-
25	Maintenance of records of activities such as paper publications ,conferences ,Collection of data of extracurricular activities of students done by faculty	Ms. Bhakti Sonawane, Ms. Shahzia Sayyad	-
26	Collection and maintenance of entrance exams, and placement record given by students	Ms. Vaishali Hirlekar	-
27	Yearly alumni function activity and analysis of alumni data	Mr. Manoj Dhande	
28	Final year project coordinator	Ms.Shahzia Sayyad	Ms. Deepashikha Cahturvedi
29	Collection of BE student projects record	Ms.Rekha More	-
30	Maintenance of notices from Mumbai University and academic circulars	Mr.Uday Bhave	-
31	Departmental website maintenance	Mr. Atul Kachare, Mr.Tejas Hirave	Ms.Krupa Chotai, Ms. Deepa EKhande
32	Convocation	Ms. Shahzia Sayyad, Mr.Shashikant Radke, Ms.Rupali Kale	Ms. Krupa Chotai, Ms. Priyanka Abhyankar
33	Management of activities for CSI	Dr. Rekha Ramesh, Ms.Deepshikha Chaturvedi	-
34	Resource Distribution	Mr.Uday Bhave	Ms. Rupali Hagwane
35	Promoting various departmental programs such as STTP, FDP, workshops CSI events. And NPTEL courses	Ms.Shahzia Sayyad,Ms. Pallavi Deshmane	-
36	Mentor-mentee activity, feedback analysis, corrective measures	Ms.Shilpa Kalantari , Ms.Jaya Zalte	-

37	Promoting and planning of Extracurricular activities	Mr.Shshikant Radke	Mr.Amol Dhumal
38	Departmental Newsletter	Ms.Tina Maru,Ms.Shahzia Sayyad	Reviewer:Mr.Uday Bhave, Ms. Vidyulata Devmane (missing)
39	Management of activities for IEEE	Ms.Manimala Mahato	-
40	Management of activities for ISTE	Ms.Shilpa Kalantri	-
41	Management of activities for ACM	Ms.Bhakti Sonawane	-
42	Promotion of Internship Activity	Mr. Uday Bhave, Ms. Shahzia Sayyad	All staff
43	Internship – coordinator	Ms. Sarika Rane	
44	Product Development for in house use	Mr. Shashikant Radke, Ms.Shahzia Sayyad	Ms. Snehal Shewale
45	Virtual Lab activity	Ms. Shilpa Kalantri	
46	Placement Departmental Co-ordinators	Mr.Atul Kachare , Ms. Vaishali Hirlekar	Ms.Deepti Pawar, Mr. Manoj Dhande, Ms.Krupa Chotai, Mr.Tejas Hirave, Ms.Priyanka Abhyankar
47	Buddy Referral	Mr.Uday Bhave	Ms.Sonali Bhutad
48	DAB	Mr.Uday Bhave	Ms.Vidyullata Devmane,Ms,Shahzia Sayyad,Ms.Deepshikha C.
49	DAC	Mr.Uday Bhave	Ms.Vidyullata Devmane,Ms,Shahzia Sayyad,Ms.Deepshikha C.,Ms.Priyanka Ghule,Ms.Deepti Mukadam
50	Internship Records	Ms. Krupa Chatai	
51	Avishkar	Mr.Shahsikant Radke	Ms. Pallavi Khodke
52	NIRF Coordinator	Ms.Vidyullata Devmane	Ms.Tina Maru,Ms.Deepa Ekhande
53	IT Cooridator for Examination Conduction	Ms.Shahzia Sayyad	
54	National Academic Depository-Coordinator	Ms.Shahzia Sayyad	
55	Bisleri Bottles for Change SPOC	Ms. Shahzia Sayyad	
56	IQAC	Dr. Rekha Ramesh	Mr. Milind Khairnar, Ms.Shahzia Sayyad, Dr. Manimala Mahato, Ms. Rekha More, Ms. Tina Maru, Ms Deepti Nikumbh, Ms Shweta Patil, Ms. Sarika Rane, Ms. Krupa Chotai
57	Teaching learning Center	Dr. Rekha Ramesh	Ms. Pinki Vishwakarma, Dr. Manimala Mahato
58	Certification Programs	Ms. Bhakti Sonawane	Ms. Krupa Chotai
59	Students Internship Records	Ms.Krupa Chotai	
60	E-Cell Co-ordinator	Mr Milind S Khairnar	Ms Monika Kanojiya, Ms Deepa Ekhande, Mr Tejas

			Hirave
61	Minutes of Meeting	Mr Milind S Khairnar	Mr Amol Dhumal, Mr Tejas Hirave
62	Faculty Information	Vaishali Chavan, Deepti Pawar	Karuna Borhade, Snehal Shewale
63	Result analysis	Mr.Manoj Dhande	Ms.Priyanka Abhyankar, Ms.Radhika Fulzele, Ms. Shweta Patil

2019-20			
Sr. no	**Departmental Responsibility**	**Faculty**	**Associated additional faculty**
1	Department administration	Uday Bhave, HoD	
2	Program Coordinator NBA activities	Dr. Vidyullata Devmane	
3	NAAC Coordinator	Dr. Rekha Ramesh	Mr. Milind Khairnar, Dr. Manimala Mahato, Ms. Rekha More, Ms. Tina Maru, Ms Deepti Nikumbh, Ms. Rupali Kale, Ms Shweta Patil, Ms. Sarika Rane, Ms.Rupali Patil, Ms. Priyanka Abhyankar
4	ISO processes Orientation Program and dissemination of information	Pinki Vishwakarma	
5	ISO Coordinator	Pinki Vishwakarma	
6	Rubrics design and development for NBA activities	Ms. Vidyullata Devmane, Ms.Shahzia Sayyad,Mr. Shshikant Radke,Atul Kachare	
7	Time table committee	Ms. Pinki Vishwakarma,	Mr.Tejas Hirave, Ms.Tina Maru
8	AICTE portal updation	Mr. Uday Bhave, Ms. Vaishali Chavan	Ms. Shilpa Kalantri, Ms. Radhika Fulzele
9	DTE & MU updation	Ms. Monika Kanojiya	-
10	Spoken tutorials	Sarika Rane	Ms.Deepa Ekhande, Ms.Radhika Fulzele,Priyanka Ghule, Deepti Mukadam, Snehal Shewale, Rupali Patil, vaishali Tupe
11	Issuance record	Ms. Shilpa Kalantri	-
12	Faculty induction training	Dr. .Rekha Ramesh, Mr.Uday Bhave	-

13	Faculty induction training record, subject familarization	Ms.Pallavi Deshmane	-
14	NBA induction training	Domain In charges	-
15	Course and curriculum planning	Ms.Karuna Borade	Ms.Snehal Shewale
16	Students' feedback collection and analysis	Jaya Zalte	Ms.Shweta Patil, Ms.Deepa Ekhande,Ms.Priyanka Ghule,Ms. Jyoti Deogrikar
17	Maintenance of term test question papers	Mr.Amol Dhumal	-
18	Maintenance of list of experiments and assignments	Ms. Deepti Nikumb	-
19	Maintenance of university question papers(on Website)		-
20	Result analysis	Mr.Manoj Dhande	Ms.Priyanka Abhyankar, Ms.Radhika Fulzele,Ms.Sonal Raut
21	Departmental Library	Mr. Shashikant Radke,Ms . Deepshikha Chaturvedi	-
22	Term test conduction	Ms. Vaishali Chavan ,Ms. Bhakti Sonawane Ms. Karuna Borade	Ms. Shilpa Kalantri
23	Maintenance of additional training record of conduction and participation of sttp, workshop etc	Ms.Deepshikha Chaturvedi	-
24	Maintenance of records of Syllabus setting, paper setting activities done by faculty	Ms. Dhanshree Thakur	-
25	NPTEL	Ms. Monika Kanojiya	-
26	Maintenance of records of activities such as paper publications ,conferences ,Collection of data of extracurricular activities of students done by faculty	Ms. Bhakti Sonawane, Ms. Shahzia Sayyad	-
27	Placement Departmental Co-ordinators	Mr.Atul Kachare , Ms. Vaishali Hirlekar	Ms.Deepti Pawar, Mr. Manoj Dhande, Ms.Krupa Chotai, Mr.Tejas Hirave, Ms.Priyanka Abhyankar
28	Collection and maintenance of entrance exams, and placement record given by students	Ms. Vaishali Hirlekar	-
29	Yearly alumni function activity and analysis of alumni data	Mr. Manoj Dhande , Mr.Tejas Hirave	

30	Final year project Coordinator	Ms.Shahzia Sayyad, Ms. Deepshikha C.	
31	Collection of BE student projects record	Ms.Rekha More	-
32	Maintenance of notices from Mumbai University and academic circulars	Mr.Uday Bhave	-
33	Departmental website maintenance	Mr. Atul Kachare, , Mr.Tejas Hirave	Ms.Krupa Chotai, Ms. Deepa Ekhande
34	Convocation	Ms. Shahzia Sayyad, Mr.Shashikant Radke, Ms.Rupali Kale	Ms. Krupa Chotai, Ms.Deepti Pawar, Ms. Pallavi Khodke, Ms. Priyanka Abhyankar
35	Management of activities for CSI	Dr. Rekha Ramesh,Ms.Deepshikha Chaturvedi	-
36	Resource Distribution	Mr.Uday Bhave	Ms. Rupali Hagwane
37	Promoting various departmental programs such as STTP, FDP, workshops CSI events. And NPTEL courses	Ms.Shahzia Sayyad,Ms. Pallavi Deshmane	-
38	Mentor-mentee activity, feedback analysis, corrective measures	Ms.Shilpa Kalantri , Ms.Jaya Zalte	-
39	Promoting and planning of Extracurricular activities	Mr.Shashikant Radke	Mr.Amol Dhumal
40	Newsletter	Ms.Tina Maru,Ms.Shahzia Sayyad	Reviewer:Mr.Uday Bhave, Ms. Vidyulata Devmane (missing)
41	Management of activities for IEEE	Ms.Manimala Mahato	-
42	Management of activities for ISTE	Ms.Shilpa Kalantri	-
43	Management of activities for ACM	Ms.Bhakti Sonawane	-
44	Promotion of Internship Activity	Mr. Uday Bhave, Ms. Shahzia Sayyad	All staff
45	Internship – coordinator	Ms. Sarika Rane	
46	Product Development for in house use	Ms,Shahzia Sayyad,Mr.Shashikant Radke	Mr. Pradip Mane
47	DAB	Mr.Uday Bhave	Ms.Vidyullata Devmane,Ms,Shahzia Sayyad,Ms.Deepshikha C.
48	DAC	Mr.Uday Bhave	Ms.Vidyullata Devmane,Ms,Shahzia Sayyad,Ms.Deepshikha C.,Mr.Pradip Mane
49	Internship Records	Ms. Krupa Chatai	

50	Avishkar	Mr.Shahsikant Radke	Ms. Pallavi Khodke
51	NIRF Coordinator	Ms.Vidyullata Devmane	Ms.Tina Maru
52	IT Cooridator for Examination Conduction	Ms.Shahzia Sayyad	
53	National Academic Depository-Coordinator	Ms.Shahzia Sayyad	
54	Student Induction Training Program (FE)	Mr.Shahsikant Radke	Ms. Pallavi Khodke
55			
56	IQAC	Dr. Rekha Ramesh	Mr. Milind Khairnar, Ms.Shahzia Sayyad, Dr. Manimala Mahato, Ms. Rekha More, Ms. Tina Maru, Ms Deepti Nikumbh, Ms Shweta Patil, Ms. Sarika Rane, Ms. Krupa Chotai
57	Teaching learning Center	Dr. Rekha Ramesh	Ms. Pinki Vishwakarma, Dr. Manimala Mahato
58	Certification Programs	Ms. Bhakti Sonawane	Ms. Krupa Chotai
59	IIC 2.0	Mr Milind S Khairnar - Convenor	Ms Monika Kanojiya - Member
60	E-Cell Co-ordinator	Mr Milind S Khairnar	Ms Monika Kanojiya, Ms Deepa Ekhande
61	Extra and Cocurricular Activities Data Collection	Mr Milind S Khairnar	Mr Amol Dhumal
62	Minutes of Meeting	Mr Milind S Khairnar	Mr Amol Dhumal, Mr Tejas Hirave
63	Faculty Information	Vaishali Chavan, Deepti Pawar	Karuna Borhade, Snehal Shewale
64	Result analysis	Mr.Manoj Dhande	Ms.Priyanka Abhyankar, Ms.Radhika Fulzele,Ms.Shweta Patil

2018-19			
Sr. no	**Departmental Responsibility**	**Faculty**	**Associated additional faculty**
1	Department administration	Uday Bhave, HoD	
2	Program Coordinator NBA activities	Ms. Vidyullata Devmane	
3	NAAC Coordinator	Dr. Rekha Ramesh	Mr. Milind Khairnar, Dr. Manimala Mahato, Ms. Rekha More, Ms. Tina Maru, Ms Deepti Nikumbh, Ms. Rupali Kale, Ms Shweta Patil, Ms. Sarika Rane
4	ISO processes Orientation Program and dissemination of	Pinki Vishwakarma	

	information		
5	ISO Coordinator	Pinki Vishwakarma	
6	Time table committee	Ms. Pinki Vishwakarma, Ms.Tina Maru	Mr.Tejas Hirave, Ms.Deepa Ekhande
7	AICTE portal updation	Mr. Uday Bhave, Ms. Vaishali Chavan	Ms. Radhika Fulzele Ms. Dhanshree Thakur
9	DTE & MU updation	Ms. Monika Kanojiya	-
10	Spoken tutorials	Ms. Sarika Rane	Ms. Sarika Shrivastav, Ms.Deepa Ekhande, Ms.Radhika Fulzele,Ms.Sonal Raut,Ms.Dhanshree Thakur
11	Issuance record	Ms. Shilpa Kalantri	-
12	Faculty induction training	Ms.Rekha Ramesh, Mr.Uday Bhave	-
13	Faculty induction training record, subject familarization	Ms.Pallavi Deshmane	-
14	NBA induction training	Domain In charges	-
15	Course and curriculum planning	Ms.Karuna Borade	Ms.Snehal Shewale
16	Students' feedback collection and analysis	Ms.Jaya zalte	Ms.Shweta Patil, Ms.Deepa Ekhande, Ms.Dhanshree Thakur,Ms.Snehal Shewale
17	Maintenance of term test question papers	Mr.Amol Dhumal	-
18	Maintenance of list of experiments and assignments	Mr.Shashikant Radke	-
19	Maintenance of university question papers(on Website)		-
20	Result analysis	Mr.Manoj Dhande	Ms.Sonal Raut, Ms.Radhika Fulzele,Ms.Shweta Patil
21	Departmental Library	Mr. Shashikant Radke,Ms . Deepshikha Chaturvedi	-
22	Term test conduction	Ms. Vaishali Chavan ,Ms. Bhakti Sonawane Ms. Karuna Borade	Ms. Shilpa Kalantari
23	Maintenance of additional training record of conduction and participation of sttp, workshop etc	Ms.Deepshikha Chaturvedi	-
24	Maintenance of records of Syllabus setting, paper setting activities done by faculty	Ms. Dhanshree Thakur	-
25	NPTEL & MOOC	Ms. Monika Kanojiya	-
26	Maintenance of records of activities such as paper publications ,conferences ,Collection of data of	Ms. Bhakti Sonawane, Ms. Shahzia Sayyad	-

	extracurricular activities of students done by faculty		
27	Collection and maintenance of entrance exams, and placement record given by students	Ms. Vaishali Hirlekar	-
28	Yearly alumni function activity and analysis of alumni data	Mr. Manoj Dhande ,Mr.Shashikant Radke, Mr.Tejas Hirave	Ms.Sonal Raut
29	Final year project Coordinator	Ms.Shazia Sayyad, Ms. Deepshikha C.	-
30	Collection of BE student projects record	Ms.Rekha More	-
31	Maintenance of notices from Mumbai University and academic circulars	Mr.Uday Bhave	-
32	Departmental website maintenance	Mr. Atul Kachare, Mr.Tejas Hirave	Ms.Krupa Chotai
33	Convocation	Ms. Shahzia Sayyad, Mr.Shashikant Radke, Ms.Rupali Kale	Ms. Krupa Chotai,Ms.Sonal Raut, Ms.Deepti Pawar, Ms. Pallavi Deshmane
34	Management of activities for CSI	Ms.Rekha Ramesh,Ms.Deepshikha Chaturvedi	-
35	Resource Distribution	Mr.Uday Bhave	Ms. Rajashree Pawar, Ms. Rupali Hagwane
36	Promoting various departmental programs such as STTP, FDP, workshops CSI events. And NPTEL courses	Ms.Shahzia Sayyad,Ms. Pallavi Deshmane	-
37	Mentor-mentee activity, feedback analysis, corrective measures	Ms.Shilpa Kalantri , Ms.Jaya Zalte	-
38	Promoting and planning of Extracurricular activities	Mr.Shshikant Radke	Mr.Amol Dhumal
39	Newsletter	Ms.Tina Maru, Ms.Shahzia Sayyad	Reviewer:Mr.Uday Bhave, Ms. Vidyulata Devmane (missing)
40	Management of activities for IEEE	Ms.Manimala Mahato	-
41	Management of activities for ISTE	Ms.Shilpa Kalantri	-
42	Management of activities for ACM	Ms.Bhakti Sonawane	-
43	Internship – coordinator	Ms. Sarika Rane	
44	Product Development for in house use	Ms,Shahzia Sayyad,Mr.Shashikant Radke, Uday Bhave	Mr. Pradip Mane
45	Placement Departmental Co-ordinators	Atul Kachare , Vaishali Hirlekar	Ms.Deepti Pawar, Manoj Dhande

46	DAB, DAC	Mr.Uday Bhave	Ms.Vidyullata Devmane,Ms,Shahzia Sayyad,Ms.Deepshikha C.
47	Internship Records	Ms.Krupa Chtai	
48	Avishkar	Mr.Shahsikant Radke	
49	IT Cooridator for Examination Conduction	Ms.Shahzia Sayyad	
50	National Academic Depository-Coordinator	Ms.Shahzia Sayyad	
51	Rubrics design and development for NBA activities	Ns.Vidyullata Devmane,Mr.Shashikant R.,Mr. Atul Kachare	
52	E-Cell Co-ordinator	Mr Milind S Khairnar	Ms Monika Kanojiya
53	Extra and Cocurricular Activities Data Collection	Mr Milind S Khairnar	MrAmol Dhumal
54	Minutes of Meeting	Mr Milind S Khairnar	Mr Amol Dhumal, Mr Tejas Hirave
55	Faculty Information	Vaishali Chavan, Deepti Pawar	Karuna Borhade, Snehal Shewale

2017-18			
Sr. no	**Departmental Responsibility**	**Faculty**	**Associated additional faculty**
1	Department administration	Uday Bhave, HoD	
2	ISO Coordinator	Pinki Vishwakarma	
3	ISO processes Orientation Program and dissemination of information	Pinki Vishwakarma	
4	Program Coordinator NBA activities	Ms. Vidyullata Devmane	
5	Rubrics design and development for NBA activities	Ns.Vidyullata Devmane,Mr.Shashikant R.,Mr. Atul Kachare	
6	Time table committee	Ms. Pinki Vishwakarma, Mr. Uday Bhave	Ms. Tina Maru, Mr. Tejas Hirave, Ms. Deepa Ekhande
7	AICTE portal updation	Mr. Uday Bhave, Ms. Vaishali Chavan	Ms. Priyanka Lohot
9	DTE & MU updation	Ms.Monika Kanojiya	
10	Spoken tutorials	Ms.Sonali Bhutad, Ms. Jaya fulekar	Ms.Sarika Shrivastav, Ms.Deepa Ekhande,Ms.Sarika Rane,Ms.Jaya Fulekar,Ms.Radhika

			Fulzele
11	Issuance record	Ms.Shilpa Kalantri	-
12	Faculty induction training	Ms.Rekha Ramesh, Mr.Uday Bhave	-
13	Faculty induction training record, subject familarization	Ms.Pallavi Deshmane	-
14	NBA induction training	Domain In charges	-
15	Course and curriculum planning	Ms.Karuna Borade	Ms.Snehal Shewale
16	Students' feedback collection and analysis	Ms.Jaya Zalte	Ms.Shweta Patil, Ms.Deepa Ekhande, Ms. Dhanshree Thakur,Ms. Snehal Shewale
17	Maintenance of term test question papers	Mr. Amol Dhumal	-
18	Maintenance of list of experiments and assignments	Mr. Shashikant Radke	-
19	Maintenance of university question papers(on Website)	Mr.Arun Saklani	-
20	Result analysis	Mr.Manoj Dhande	Ms.Sonal Raut, Ms.Shrungshree Chudhari
21	Departmental Library	Mr.Shashikant Radke,Ms.Deepshikha Chaturvedi	-
23	Term test conduction	Ms. vaishali Chavan ,Ms. Bhakti Sonawane Ms.Karuna Borhade	Ms. Shilpa Kalantari
24	Maintenance of additional training record of conduction and participation of sttp, workshop etc	Ms.Deepshikha Chaturvedi	-
25	Maintenance of records of Syllabus setting, paper setting activities done by faculty	Ms.Dhanshree Thakur	-
26	NPTEL	Ms.Monika Kanojiya	-
27	Maintenance of records of activities such as paper publications ,conferences ,Collection of data of extracurricular activities of students done by faculty	Ms.Bhakti Sonawane	-
28	Collection placement record given by students	Ms.Vaishali Hirlekar	-
29	Yearly alumni function activity and analysis of alumni data	Mr.Manoj Dhande ,Mr.Shashikant Radke, Mr.TejasHirave	Ms.Sonal Raut
30	Final year project Coordinator	Ms.Shahzia Sayyad,	Ms.Deepshikha Chaturvedi
31	Collection of BE student projects record	Ms.Rekha More	-

32	Maintenance of notices from Mumbai University and academic circulars	Mr.Uday Bhave	-
33	Departmental website maintenance	Mr.Arun Saklani,Mr. Atul Kachare	Ms.Krupa Chotai, Mr. Tejas Hirave
34	Convocation	Ms. Shahzia Sayyad, Mr.Shashikant Radke, Ms.Rupali Kale	Ms.Shrungshree ,Ms. Sarika Rane, Ms. Monika Kanojiya,Ms. Tina Maru,Mr. Arun Saklani,Mr. Atul Kchare ,Mr. Prakash Parmar, Mr.Tejas Hirave Ms. Krupa Chotai,Ms. Sonal RautMs.Shrungshree Choudahari
35	Resource Distribution	Mr.Uday Bhave	Rajshree Pawar
36	Management of activities for CSI	Ms.Rekha Ramesh,Ms. Deepshikha Chaturvedi	Mr.Uday Bhave
37	Mentor-mentee activity, feedback analysis, corrective measures	Ms. Shilpa kalantri Ms. Jaya Zalte	-
38	Promoting various departmental programs such as STTP, FDP, workshops CSI events. And NPTEL courses	Ms.Shahzia Sayyad,Ms.Pallavi Deshmane	-
39	Promoting and planning of Extracurricular activities	Mr.Shashikant Radake	Mr. Amol Dhumal
40	Newsletter	Ms. Tina Maru, Ms. Shahzia Sayyad	Reviewer:Mr.Uday Bhave, Ms. Vidyulata Devmane
41	Placement Departmental Co-ordinators	Atul Kachare , Vaishali Hirlekar	Ms.Deepti Pawar, Manoj Dhande
42	DAB, DAC	Mr.Uday Bhave	Ms.Vidyullata Devmane,Ms,Shahzia Sayyad,Ms.Deepshikha C.
43	Internship Records	Ms. Krupa Chatai	
44	Departmental Product Developement	Mr.Shashikant Radke, Ms,Shahzia Sayyad, Uday Bhave	Mr. Padip Mane
45	IT Cooridator for Examination Conduction	Ms.Shahzia Sayyad	
46	E-Cell Co-ordinator	Mr Milind S Khairnar	Ms Monika Kanojiya, Ms Deepa Ekhande
47	STTP - Web Technologies - New Trends	Mr Milind S Khairnar - Coordinator	Ms Monika Kanojiya - Coordinator
48	Extra and Cocurricular Activities Data Collection	Mr Milind S Khairnar	MrAmol Dhumal
49	Minutes of Meeting	Mr Milind S Khairnar	Mr Amol Dhumal, Mr Tejas Hirave
50	Faculty Information	Vaishali Chavan, Deepti Pawar	Karuna Borhade, Snehal Shewale
51	AICTE portal updation	Mr. Uday Bhave,	Ms. Radhika Fulzele

2016-17			
Sr. no	**Departmental Responsibility**	**Faculty**	**Associated additional faculty**
1	Department administration	Uday Bhave, HoD	
2	ISO Coordinator	Pinki Vishwakarma	
3	ISO processes Orientation Program and dissemination of information	Pinki Vishwakarma	
4	Program Coordinator NBA activities	Jyoti Joglekar	
5	Rubrics design and development for NBA activities	Jyoti joglekar, Atul Kachare	
6	Time table committee	Ms.Pinki Vishwakarma, Mr.Uday Bhave	Tejas Hirave, Ms.DeepaEkhande
7	AICTE portal updation	Mr.Uday Bhave, Ms.Vaishali Chavan	Ms.Priyanka Lohot Ms.Shilpa Kalantri
8	Spoken tutorials	Ms.Sonali Bhutad	Ms.Sarika Shrivastav, Ms.Deepa Ekhande,Ms.Shweta Patil, Ms.Sarika Rane
9	Issuance record	Ms.Shilpa Kalantri	-
10	Faculty induction training	Ms.Pinki Vishwakarma, Mr.Uday Bhave	-
11	Faculty induction training record, subject familarization	Ms.Pallavi Deshmane	-
12	NBA induction training	Domain In charges	-
13	Course and curriculum - document preparation-for ISO	Ms.Karuna Borade	-
14	Students' feedback collection and analysis	Jaya Fulekar	Ms.Shweta patil,Ms. Monika Kanojiya,Ms.Dhanshree Thakur
14	Maintenance of term test question papers and solution	Mr.Amol Dhumal	-

16	Maintenance of list of experiments and assignments and solution	Mr. Shashikant Radke	-
17	Maintenance of university question papers to upload on website	Upload: Mr. Arun Sakalani Collection: Mr. Shashikant Radke	-
18	Result analysis	Mr. Manoj Dhande	Ms.Sarika Rane, Mr.Prakash Parmar
19	Departmental Library	Ms.Vidyullata Devmane	-
20	Term test conduction	Ms.vaishali Chavan ,Ms.Bhakti Sonawane	-
21	Maintenance of records of Syllabus setting, paper setting done by faculty	Ms. Deepshikha Chatrvedi	Ms. Dhanshree Thakur
22	NPTEL	Ms. Monika Kanojiya	Mr.Pradip Mane
23	Interaction with Office staff for University/DTE/others	Ms. Monika Kanojiya	**-**
24	Maintenance of records of activities such as paper publications ,conferences ,Collection of data of extracurricular activities of students	Ms.Bhakti Sonawane	-
25	Maintenance of records of activities e.g. STTP, paper publications ,conferences ,Data Collection of extracurricular activities of faculty	Ms. Vaishali Chavan	Ms. Sonal Raut
26	Yearly alumni function and analysis of alumni data	Mr.Manoj Dhande ,Mr.Shashikant Radke, Mr.Tejas Hirave	Ms.Sonal Raut
27	Final year project Coordinator	Ms. Vidyullata Devmane	Ms.Shahzia Sayyad
28	Collection of BE student projects record	Ms.Rupali Kale - VIII, Ms.Rekha More-VII	Ms.Shweta Patil - Marksheets
29	Maintenance of notices from Mumbai University/ Departmental and academic circulars	Mr.Uday Bhave	Ms.Rekha More
30	Departmental website maintenance	Mr.Arun Saklani, Mr.Atul Kachare	Ms.Krupa Chotai, Mr.Tejas Hirve

31	Convocation	Mr.Shashikant Radke, Ms. Rupali Kale, Ms.Shahzia Sayyad	Ms.Dhara kalola,Ms.Shrungshree ,Ms. Sarika Rane, Ms. Monika Kanojiya,Ms. Tina Maru,Mr. Arun Saklani,Mr. Atul Kchare ,Mr. Prakash Parmar, Mr.Tejas Hirave
32	Management of activities for CSI	Mr.Uday Bhave, Ms.Deepshikha Chaturvedi	-
33	Promoting various departmental programs such as STTP, FDP, workshops CSI events. And NPTEL courses	Ms.Shahzia Sayyad,Ms.Pallavi Deshmane	Ms.Priyanka Lohot
34	Mentor-mentee activity, feedback analysis, corrective measures	Ms.Shilpa Kalantri	-
35	Resource Distribution	Mr.Uday Bhave	Rajshree Pawar
36	Placement Departmental Co-ordinators	Atul Kachare , Vaishali Hirlekar	Ms.Deepti Pawar, Manoj Dhande
37	DAB.DAC	Mr.Uday Bhave	Ms.Vidyullata Devmane, Ms.Shahzia Sayyad, Ms.Deepshikha C.
38	Internship Records	Ms. Krupa Chatai	
39	Departmental Product Developement	Mr.Uday Bhave, Ms.Shahzia Sayyad, Mr.Shashikant Radke	Ms. Jaya Fulekar
40	IT Cooridator for Examination Conduction	Ms.Shahzia Sayyad	
41	Extra and Cocurricular Activities Data Collection	Mr Milind S Khairnar	MrAmol Dhumal
42	Minutes of Meeting	Mr Milind S Khairnar	Mr Amol Dhumal, Mr Tejas Hirave
43	Faculty Information	Vaishali Chavan, Deepti Pawar	Karuna Borhade, Snehal Shewale
44	AICTE portal updation	Mr. Uday Bhave,	Ms. Radhika Fulzele

Mahavir Education Trust's

Shah & Anchor Kutchhi Engineering College

Affiliated to University of Mumbai, Approved by D.T.E & A.I.C.T.E

Mahavir Education Chowk, W.T. Patil Marg, Next to Dukes Company, Chembur Mumbai- 400 088

2018-19				
Revision	Semester	Course Code	Course Name	Course Incharge Name
R2016	3	CSC301	Applied Mathematics III	
R2016	3	CSC302	Digital Logic Design and Analysis	Sarika Rane
R2016	3	CSC303	Discrete Structures	Tejas Hirve
R2016	3	CSC304	Electronic Circuits and Communication Fundamentals	Sonal Raut
R2016	3	CSC305	Data Structures	Ms. Shahzia Sayyad
R2016	3	CSL301	Digital System Lab	Sarika Rane
R2016	3	CSL302	Basic Electronics Lab	Sonal Raut
R2016	3	CSL303	Data structure Lab	Ms. Shahzia Sayyad
R2016	3	CSL304	OOPM(Java) Lab	Deepshikha Chaturvedi
R2016	4	CSC401	Applied Mathematics IV	
R2016	4	CSC402	Analysis of Algorithms	Karuna Borhade
R2016	4	CSC403	COMPUTER Organization and Architecture	Pallavi Khodke(Deshmane)
R2016	4	CSC404	COMPUTER Graphics	Rupali Kale
R2016	4	CSC405	Operating System	Deepshikha Chaturvedi
R2016	4	CSL401	Analysis of Algorithms Lab	Karuna Borhade
R2016	4	CSL402	COMPUTER Graphics Lab	Rupali Kale
R2016	4	CSL403	Processor Architecture Lab	Pallavi Khodke(Deshmane)
R2016	4	CSL404	Operating System Lab	Deepshikha Chaturvedi
R2016	4	CSL405	Open Source Tech Lab	Ms. Shahzia Sayyad
R2016	5	CSC501	Microprocessor	Sonali Bhutad
R2016	5	CSC502	Database Management System	Vaishali Chavan
R2016	5	CSC503	COMPUTER Network	Shilpa Kalantri
R2016	5	CSC504	Theory of COMPUTER Science	Jaya Zalte
R2016	5	CSDLO5011	Multimedia System	
R2016	5	CSDLO5012	Advance Operating System	Monika kanojiya
R2016	5	CSDLO5013	Advance Algorithm	Karuna Borhade
R2016	5	CSL501	Microprocessor Lab	
R2016	5	CSL502	COMPUTER Network Lab	Shilpa Kalantri
R2016	5	CSL503	Database & Info. System Tab	Vaishali Chavan
R2016	5	CSL504	Web Design Lab	Mr. Milind S. Khairnar
R2016	5	CSL505	Business Comm. & Ethics	
R2016	6	CSC601	Software Engineering	Tina Maru
R2016	6	CSC602	System Programming & Complier Construction	Patil Shweta
R2016	6	CSC603	Data Warehousing & Mining	Pinki Vishwakarma
R2016	6	CSC604	Cryptography & System Security	Vaishali Chavan
R2016	6	CSDLO6021	Machine Learning	Dr. Manimala Mahato
R2016	6	CSDLO6022	Advance Database System	
R2016	6	CSDLO6023	Enterprise Resource Planning	
R2016	6	CSDLO6024	Advance COMPUTER Network	AMOL Dhumal

R2016	6	CSL601	Software Engineering Lab	
R2016	6	CSL602	System Software Lab	Patil Shweta
R2016	6	CSL603	Data Warehousing & Mining Lab	Pinki Vishwakarma
R2016	6	CSL604	System Security Lab	Vaishali Chavan
R2016	6	CSP605	Mini-Project	Dr. Manimala Mahato
R2012	7	CPC701	Digital Signal Processing	Dr. Manimala Mahato
R2012	7	CPC702	Cryptography and System Security	Manoj Dhande
R2012	7	CPC703	Artificial Intelligence	Dr Rekha Ramesh
R2012	7	CPE7021	Advance Algorithms	
R2012	7	CPE7022	COMPUTER Simulation and Modelling	
R2012	7	CPE7023	Image Processing	Bhakti Sonawane
R2012	7	CPE7024	Software Architecture	
R2012	7	CPE7025	Soft Computing	Deepti Nikumbh
R2012	7	CPE7026	ERP and Supply Chain Management	
R2012	7	CPP701	Project I	
R2012	7	CPL701	Network Threats and Attacks Laboratory	vaishali hirlekar
R2012	8	CPC801	Data Warehouse and Mining	Rekha More
R2012	8	CPC802	Human Machine Interaction	Deepti Pawar
R2012	8	CPC803	Parallel and distributed Systems	
R2012	8	CPE8031	Machine Learning	Deepti Nikumbh
R2012	8	CPE8032	Embedded Systems	
R2012	8	CPE8033	Adhoc wireless networks	
R2012	8	CPE8034	Digital Forensic	Sonali Bhutad
R2012	8	CPE8035	Big data Analytics	Jaya Fulekar
R2012	8	CPP802	Project II	Ms. Shahzia Sayyad, Ms. Deepshikha C.
R2012	8	CPL801	Cloud Computing Laboratory	Mr. Milind S. Khairnar

2019-20				
Revision	Semester	Course Code	Course Name	Course Incharge Name
R2016	3	CSC301	Applied Mathematics III	
R2016	3	CSC302	Digital Logic Design and Analysis	Pallavi Khodke (Deshmane)
R2016	3	CSC303	Discrete Structures	Deepti Pawar
R2016	3	CSC304	Electronic Circuits and Communication Fundamentals	Krupa Chotai
R2016	3	CSC305	Data Structures	Mr. Atul Kachare
R2016	3	CSL301	Digital System Lab	Pallavi Khodke (Deshmane)
R2016	3	CSL302	Basic Electronics Lab	Krupa Chotai
R2016	3	CSL303	Data structure Lab	Mr. Atul Kachare
R2016	3	CSL304	OOPM(Java) Lab	Deepshikha Chaturvedi

R2016	4	CSC401	Applied Mathematics IV	
R2016	4	CSC402	Analysis of Algorithms	Karuna Borhade
R2016	4	CSC403	COMPUTER Organization and Architecture	Pallavi Khodke (Deshmane)
R2016	4	CSC404	COMPUTER Graphics	Bhakti Sonawane
R2016	4	CSC405	Operating System	Deepshikha Chaturvedi
R2016	4	CSL401	Analysis of Algorithms Lab	Karuna Borhade
R2016	4	CSL402	COMPUTER Graphics Lab	Bhakti Sonawane
R2016	4	CSL403	Processor Architecture Lab	Pallavi Khodke (Deshmane)
R2016	4	CSL404	Operating System Lab	Deepshikha Chaturvedi
R2016	4	CSL405	Open Source Tech Lab	Ms. Shahzia Sayyad
R2016	5	CSC501	Microprocessor	Sonali Bhutad
R2016	5	CSC502	Database Management System	Vaishali Chavan
R2016	5	CSC503	COMPUTER Network	
R2016	5	CSC504	Theory of COMPUTER Science	Ms. Shahzia Sayyad
R2016	5	CSDLO5011	Multimedia System	
R2016	5	CSDLO5012	Advance Operating System	Monika kanojiya
R2016	5	CSDLO5013	Advance Algorithm	Karuna Borhade
R2016	5	CSL501	Microprocessor Lab	
R2016	5	CSL502	COMPUTER Network Lab	
R2016	5	CSL503	Database & Info. System Tab	Vaishali Chavan
R2016	5	CSL504	Web Design Lab	
R2016	5	CSL505	Business Comm. & Ethics	
R2016	6	CSC601	Software Engineering	Tina Maru
R2016	6	CSC602	System Programming & Complier Construction	Patil Shweta
R2016	6	CSC603	Data Warehousing & Mining	Pinki Vishwakarma
R2016	6	CSC604	Cryptography & System Security	Vaishali Chavan
R2016	6	CSDLO6021	Machine Learning	Dr. Manimala Mahato
R2016	6	CSDLO6022	Advance Database System	
R2016	6	CSDLO6023	Enterprise Resource Planning	
R2016	6	CSDLO6024	Advance COMPUTER Network	Amol Dhumal
R2016	6	CSL601	Software Engineering Lab	Tina Maru
R2016	6	CSL602	System Software Lab	Patil Shweta
R2016	6	CSL603	Data Warehousing & Mining Lab	Pinki Vishwakarma
R2016	6	CSL604	System Security Lab	Vaishali Chavan
R2016	6	CSP605	Mini-Project	Dr. Manimala Mahato
R2016	7	CSC701	Digital Signal & Image Processing	Dr. Manimala Mahato
R2016	7	CSC702	Mobile Communication & Computing	Tejas Hirave
R2016	7	CSC703	Artificial Intelligence & Soft Computing	Deepti Nikumbh
R2016	7	CSDLO7031	Advance System Security & Digital Forensics	Vaishali hirlekar
R2016	7	CSDLO7032	Big Data & Analytics	Jaya Zalte
R2016	7	CSDLO7033	Robotics	
R2016	7	ILO7011	Product Lifecycle Management	

R2016	7	ILO7012	Reliability Engineering	
R2016	7	ILO7013	Management Information System	Shashikant Radke
R2016	7	ILO7014	Design of Experiments	
R2016	7	ILO7015	Operation Research	Dr. Rekha Ramesh
R2016	7	ILO7016	Cyber Security and Laws	Amol Dhumal
R2016	7	ILO7017	Disaster Management & Mitigation Measures	
R2016	7	ILO7018	Energy Audit and Management	
R2016	7	ILO7019	Development Engineering	
R2016	7	CSL701	Digital Signal & Image Processing Lab	Dr. Manimala Mahato
R2016	7	CSL702	Mobile App. Development. Tech. Lab	Tejas Hirave
R2016	7	CSL703	Artificial Intelligence & Soft Computing Lab	Deepti Nikumbh
R2016	7	CSL704	Computational Lab I	vaishali hirlekar (assdf),Jaya Zalte(BDA)
R2016	7	CSP705	Major Project I	
R2016	8	CSC801	Human Machine Interaction	Deepti Pawar
R2016	8	CSC802	Distributed Computing	Tejas Hirave
R2016	8	DLO8011	High Performance Computing	
R2016	8	DLO8012	Natural Language Processing	Dr Rekha Ramesh, Dipti Mukadam
R2016	8	DLO8013	Adhoc Wireless Network	Rekha More
R2016	8	ILO8021	Project Management	
R2016	8	ILO8022	Finance Management	
R2016	8	ILO8023	Entrepreneurship Development and Management	
R2016	8	ILO8024	Human Resource Management	
R2016	8	ILO8025	Professional Ethics and CSR	
R2016	8	ILO8026	Research Methodology	
R2016	8	ILO8027	IPR and Patenting	
R2016	8	ILO8028	Digital Business Management	
R2016	8	ILO8029	Environmental Management	
R2016	8	CSL801	Human Machine Interaction Lab	
R2016	8	CSL802	Distributed Computing Lab	
R2016	8	CSL803	Cloud Computing Lab	vaishali hirlekar
R2016	8	CSL804	Computational Lab II	Rekha More
R2016	8	CSP805	Major Project II	Ms. Shahzia Sayyad, Ms. Deepshikha C.

ISO Work allocation for Academic year 2020-21 Date: 28 /09/2020

Sr.NO	Nature of Duty	Name of faculty
1	Maintenance & Issuance of syllabus	Madhura P., Priyanka Singh.
2	Maintenance of Reference Manuals, Laboratory Manuals & Laboratory Register	Respective Laboratory incharges,Laboratory assistants
3	Faculty diary correction details	Subha S.P.G.Khedkar
4	Data related to NBA	Shikha S.
5	Faculty Induction training record and Subject Familiarisation	Manisha Mane,Pooja P.
6	Faculty Load Matrix & Time Table	Manjusha K, Anita N.
7	Course & Curriculum Planning	Jayashree B., Preethi W.
8	Students Feedback Collection	Nibha Desai,Aprajita Bera, Amit Tiwari
9	Students Feedback Analysis	H.O.D
10	Records of term test	N.S.Narkhede,Asha Durafe
11	Maintaining list of experiments & assignments ,Record of students perusing higher studies	B.Mathew
12	Departmental Library	Salabha J., Jayashree B.
13	Placement activities	Nibha D.,Aprajita Bera, Amit Tiwari
14	Maintenance of additional training record	Anita Nalavade,
15	Maintenance of entrance exam records of students(GATE, GRE, CAT, etc)	B.Mathew.
16	B.E. projects	P.G. Khedkar ,Shubhangi Motewar
17	Lecture and practical monitoring details	Vidya Gogate.
18	Maintainance and record od dead stock register	Janhvi Deshpande,Janhvi Ambre,Ashwini S.
19	Overall departmental ISO Coordinators	Shubhangi M.,Rameshwari Mane

H.O.D

Mahavir Education Trust's
Shah & Anchor Kutchhi Engineering College, Chembur,
Mumbai 400 088

UG programme in Electronics Engineering
2020-21 updated on 26/2/2021

	DOMAINS	SUB NO.	SUBJECT	SEM	DOMAIN I/C	ASST I/C	SUB I/C	STAFF
1	APPLIED SCIENCES		F.E.	II	PROF. NAMRATA M.			
2	ELECTRICAL ENGINEERING				PROF. SHIKHA S.	PROF. MANJUSHA KULKARNI		
		1	BASIC ELECTRICAL ENGINEERING	I			/SS	/SS
		2	ADVANCED POWER ELECTRONICS (DLO)	VIII			/AD	/SS,/AD
3	ELECTRONIC CIRCUITS & PROJECTS				PROF P.G. KHEDKAR	PROF. RAMESHWARI MANE		
		1	Electronics Devices and Circuits- II	IV			/AB	/AB
4	SIGNAL PROCESSING & ARTIFICIAL INTELLIGENCE				PROF N.S.NARKHEDE	PROF. SALABHA J		
		1	Signals and Systems	IV			/RM	/RM
		2	Signals and systems	VI			/SJ	/SJ
		3	Digital Image Processing(DLO)	VIII			BM	BM,/SJ
5	COMMUNICATION ENGG				PROF B.MATHEW	PROF MANISHA MANE		
		1	Principles of Communication	IV			/MM	/MM,/PW

		2	Wireless Communication (DLO)	VI			/PW	/PW
		3	Computer Communication Networks	VI			BM	BM,/SJ
6	**EMBEDDED SYSTEMS**				**PROF.VIDYA G.**	**PROF. SHUBHANGI MOTEWAR.**		
		1	Microcontroller Applications	IV			/AN	/AN
		2	Embedded System and RTOS	VI			/VSG	/VSG
		3	SKILL BASED LAB	IV			/MAP	/VSG, /MAP
		4	Internet of Things	VIII			/SM	/SM
7	**DIGITAL - ANALOG CIRCUIT DESIGN/VLSI**				**PROF SUBHA SUBRAMANIAM**	**PROF NIBHA DESAI**		
		1	VLSI Design	VI			/ND	/ND
		2	Computer Organization and Architecture(DLO)	VI			/JG	/JG,/AB
		3	Analog and Mixed VLSI Design	VIII			/SB	/SB
		4	MEMS TECHNOLOGY (DLO)	VIII			/PGK	/PGK
8	**ADVANCED ELECTRONICS & INTERDISCIPLINARY**				**PROF ASHA DURAFE**	**PROF SARIKA.B**		-
		1	Project-II	VIII			PGK	PGK,/MP,/SM
		2	Environmental Management (ILO)	VIII			/MM	/MM
		3	Project Management (ILO)	VIII			NN	NN
		4	IPR and Patenting (ILO)	VIII			/AD	/AD

9	**APPLIED MATHS & COMM**				**Prof. S.C.PATIL**	**/SEEMA BAWNERKAR**		
		1	Applied Maths 4	IV			/Seema	/SNB

Mahavir Education Trust's
Shah & Anchor Kutchhi Engineering College,
Chembur, Mumbai 400 088

UG Program in Information Technology

Academic Year 2020-21 (EVEN)

Lecture monitoring & Faculty diary checking

Date: 25/01/2021

Sr. No.	Lecture Monitoring & Faculty diary Checking By	Staff Members
1	Dr. Bhavesh Patel	Ms. Swati Nadkarni
2	Ms. Swati Nadkarni	Ms. Dhanashree Toradmalle, Dr. Nilakshi Jain, Ms. Jyoti Bansode
3	Ms. Dhanashree Toradmalle	Ms. Jalpa Mehta, Dr. Kranti Ghag, Ms.Sonali Bapte
4	Dr. Nilakshi Jain	Ms. Pramila Shinde, Ms. Manya Gidwani, Ms. Jahanvi Gupta
5	Ms. Jalpa Mehta	Ms.Smita Bansod, Mr. Chetan Mahajan, Mr. Dwaniket Kamble
6	Dr. Kranti Ghag	Ms. Archana Chaugule, Mr.Lukesh Kadu, Ms. Nida Jawre
7	Ms. Archana Chaugule	Ms. Pranali Wagh, Mr. Manish Bhelande, Mr. Santosh Rathod
8	Ms. Pranali Wagh	Ms. Bemila Theres, Mr. Harish Motekar
9	Ms. Smita Bansod	Ms. Rashmi Malvankar, Ms. Bhargavi Dalal
10	Ms. Pramila Shinde	Ms. Ashwini Deshmukh, Ms. Shwetambari Pawar
11	Mr. Lukesh Kadu	Mr. Panjab Mane, Ms.Swati Gajbhiye

Swati

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Mahavir Education Trust's
Shah & Anchor Kutchhi Engineering College,
Chembur, Mumbai 400 088

UG Program in Information Technology

Academic Year 2020-21 (EVEN)

Work Allocation

Table 1.

Sr.No	Nature of Duty	IT Staff
1	Maintenance & Issuance of syllabus	/KG, /NAJ
2	Maintenance of Reference Manuals, Laboratory Manuals & Laboratory Register	Respective Laboratories
3	Evaluation Record	Office
4	Faculty Induction Training Record	/NJ, /SP
5	Faculty Load Matrix & Time table	/AD, /SG, /NAJ, HM
6	Course & Curriculum Planning	/AD, /SG
7	Students Feedback Collection & Analysis	/BT, DK, SR, /BD
8	Faculty Diary Correction	Separate List Attached
9	Conduction of Internal Assessment & Maintaining of Internal Assessment Question Paper File	/SB, /PS, /SSB
10	Maintaining List of Experiments & Assignments	/PW, /NAJ
11	Academic Circulars	/SN, /SSB
12	Departmental Library	/DH, /TBJ
13	Lesson Planning	/JM, /JG
14	Maintaining Additional Training Record	MB, /SSB
15	BE Projects	MB, PBM
16	Result analysis	/MG, /SG
17	Minutes of Meeting	/BT, HM
18	IT Department ISO Co-ordinator	/SB, LK

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Mahavir Education Trust's

Shah & Anchor Kutchhi Engineering College,

Chembur, Mumbai 400 088

UG Program in Information Technology

Academic Year 2020-21 (EVEN)

Work Allocation

Table 2.

Sr. No	Nature of Duty	IT Staff
1	Placement Activities	LK, /RC, CBM, /NAJ, /JG
2	Maintenance of Entrance Exam records of students (GATE, GRE, CAT)	/RC, /BD
3	Student Roll Lists	/AC, SR
4	Student Attendance Record	/AC, SR
5	Website Content Management	/JM, /MG, CBM
6	Newsletter	/PS, /SP
7	Overall exam related work	/AC
8	E-cell	LK, MB
9	Robo Club	PBM
10	Smart India Hackathon	MB
11	Research cell activities	/NJ, /KG, / DH
12	IEEE Departmental coordinator	LK, /AD
13	ISTE Departmental coordinator	/SSB
14	IETE Departmental coordinator	/AC, MB
15	CSI Departmental coordinator	/MG, /SG
16	ACM Departmental coordinator	/SN, /SB
17	ACM Newsletter	/SB, DK
18	NPTEL Coordinator	/PW, /BT
19	SPOKEN TUTORIAL Departmental coordinator	LK, /NAJ
20	Urkund-Plagiarism Checking tool	/NJ, /BT, PBM
21	Institute Innovation Council	/SN, CBM
22	CSR	SR, /BD
23	Teaching Learning Innovative Practices	/MG
24	Digital Library Utilization	/PW, /AD
25	Manthan Activities	/SN, CBM, DK, SR

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Domain Incharges and Co-Incharges for AY 2019-2020 ODD

No.	Domain Name	Course Code	Course Name	Semester	Domain Incharge	Domain Co-Inchage
1	Engineering Science	**1.ITC101**	ENGINEERING MATHS-I	1	GN	/RM
		1.ITC102	ENGINEERING MECHANICS	1		
		1.ITC103	ENGINEERING CHEMISTRY-I	1		
		1.ITC104	ENGINEERING PHYSICS-I	1		
		1.ITC105	BEE	1		
		1.ITC106	Basic Workshop I	1		
		1.ITC201	ENGINEERING MATHS-II	2		
		1.ITC202	ENGINEERING GRAPHICS	2		
		1.ITC203	ENGINEERING CHEMISTRY-II	2		
		1.ITC204	ENGINEERING PHYSICS-II	2		
		1.ITC205	PCE	2		
		1.ITC206	CP	2		
		1.ITC207	Basic Workshop II	2		
		1.ITC301	Applied Mathematics-III	3		
		1.ITC401	Applied Mathematics-IV	4		
2	Computer Programming Languages and Algorithms	**2.ITC303**	Data Structures & Analysis	3	/AB	PBM
		2.ITL302	Data Structures Lab	3		
		2.ITL304	Java Programming Lab	3		
		2.ITC405	Automata Theory	4		
		2.ITL404	Python Lab	4		
		2.ITL704	Android Apps Development Lab	7		
		2.ITL804	R Programming Lab	8		
		2.ITDLO5011	Advanced Data Structures & Analysis of Algorithms	5		
3	Database Technologies	**3.ITC304**	Database Management System	3	/KG	/AD
		3.ITL303	SQL Lab	3		
		3.ITC503	Advanced Data Management Technology	5		
		3.ITC602	Data Mining and Business Intelligence	6		
		3.ITL503	OLAP Lab	5		
		3.ITL602	Business Intelligence Lab	6		

		3.ITC801	Big Data Analytics	8		
		3.ITL801	Big Data Lab	8		
		3.ITDLO8042	Information Retrieval Systems	8		
4	Web Technologies	**4.ITC502**	Internet Programming	5	/JM	/MG
		4.ITL501	Internet Programming Lab	5		
		4.ITDLO5013	E-Commerce & E-Business	5		
		4.ITDLO5014	IT Enabled Services	5		
		4.ITC603	Cloud Computing & Services	6		
		4.ITL603	Cloud Service Design Lab	6		
		4.ITDLO6021	Advance Internet Programming	6		
		4.ITDLO7032	Mobile Application Development	7		
		4.ILO8028	Digital Business Management	8		
5	Network and Security	**5.ITC402**	Computer Networks	4	/DH	/SB
		5.ITL401	Networking Lab	4		
		5.ITC504	Cryptography & Network Security	5		
		5.ITL502	Security Lab	5		
		5.ITC604	Wireless Networks	6		
		5.ITL604	Sensor Network Lab	6		
		5.ITC701	Enterprise Network Design	7		
		5.ITC702	Infrastructure Security	7		
		5.ITL701	Network Design Lab	7		
		5.ITL702	Advanced Security Lab	7		
		5.ITDLO7031	Storage Area Networks	7		
		5.ITC802	Internet of Everything	8		
		5.ITL802	Internet of Everything Lab	8		
6	Digital Design & Processing	**6.ITC305**	Principle of Communications	3	/SN	/PW
		6.ITC302	Logic Design	3		
		6.ITL301	Digital Design Lab	3		
		6.ITDLO5012	Image Processing	5		
		6.ITDLO6024	Multimedia Systems	6		

7	Intelligent Systems & Cyber Security	**7.ITDLO5015**	Computer Graphics & Virtual Reality	5	/NJ	/PS
		7.ITDLO6023	Digital Forensics	6		
		7.ITC703	Artificial Intelligence	7		
		7.ITL703	Intelligence System Lab	7		
		7.ILO7016	Cyber Security and Laws	7		
		7.ITDLO7035	Soft Computing	7		
		7.ITDLO8044	Robotics	8		
8	Operating System and Distributed Computing	**8.ITC403**	Operating Systems	4	/AC	MB
		8.ITC404	Computer Organization and Architecture	4		
		8.ITL402	Unix Lab	4		
		8.ITL403	Microprocessor Programming Lab	4		
		8.ITC501	Microcontroller and Embedded Programming	5		
		8.ITL504	IOT (Mini Project) Lab	5		
		8.ITDLO7033	High Performance Computing	7		
9	Project Design Development & Management	**9.ITL505**	Business Communication and Ethics	5	LK	CBM
		9.ITC601	Software Engineering with Project Management	6		
		9.ITL601	Software Design Lab	6		
		8.ITL803	DevOps Lab	8		
		9.ITM605	Mini-Project	6		
		9.ITDLO6025	Green IT	6		
		9.ITM705	Project-I	7		
		9.ITDLO7034	Software Testing and Quality Assurance	7		
		9.ILO7011	Product Lifecycle Management	7		
		9.ILO7012	Reliability Engineering	7		
		9.ILO7013	Management Information System	7		
		9.ILO7014	Design of Experiments	7		
		9.ILO7015	Operation Research	7		

		9.ILO7017	Disaster Management and Mitigation Measures	7		
		9.ILO7018	Energy Audit and Management	7		
		9.ILO7019	Development Engineering	7		
		9.ITM805	Project-II	8		
		9.ILO8021	Project Management	8		
		9.ILO8022	Finance Management	8		
		9.ILO8023	Entrepreneurship Development and Management	8		
		9.ILO8024	Human Resource Management	8		
		9.ILO8025	Professional Ethics and CSR	8		
		9.ILO8026	Research Methodology	8		
		9.ILO8027	IPR and Patenting	8		
		9.ILO8029	Environmental Management	8		
		9.ITDLO6022	Software Architecture	6		
		9.ITDLO8041	User Interaction Design	8		
		9.ITDLO8043	Knowledge Management	8		
		9.ITDLO8045	Enterprise Resource Planning	8		

Dhanashree K Toradmalle
Program Co-ordinator IT Program
AY 2019-2020

Course Co-ordinators 2019-2020 EVEN

	Course Name	Course-Co-ordinator
FE		
1	ENGINEERING MATHS-II	GN
2	ENGINEERING GRAPHICS	Swapnil More
3	ENGINEERING CHEMISTRY-II	/Neelam Jagtap
4	ENGINEERING PHYSICS-II	/Sushma Shrivastav
5	PCE	Sanjay Patil
5	CP	/RC
6	Basic Workshop II	Priyanka Singh
SE		
1	AMIV	GN
2	CN	/PW
3	OS	/AB
4	COA	/AC
5	AT	/PS
6	PL	/SG
TE		
1	SEPM	PBM
2	DMBI	/KG
3	CCS	/JM
4	WN	/SB
5	DF	/NJ
6	GIT	/AD
BE		
1	BDA	/TBJ
2	IOE	MB
3	DevOpLab	CBM
4	Rprog	/MG
5	UID	/SN
6	PM	LK
7	IPR&P	/DH
8	Project II	PBM

Program Co-ordinator-IT Program
Dhanashree Toradmalle
2019-2020 Even

Course Co-ordinators 2019-2020 ODD

	Course Name	Course-Co-ordinator
FE		
1	ENGINEERING MATHS-I	/SB SEEMA
2	ENGINEERING MECHANICS	SM Swapnil More
3	ENGINEERING CHEMISTRY-I	/NJ Neelam Jain
4	ENGINEERING PHYSICS-I	/SS Smita Shrivastava
5	BEE	/ND Neebha Desai
SE		
1	AMIII	GN
2	LD	HM
3	DSA	/MG
4	DBMS	/AD
5	PCOM	/PW
6	DDL	HM
7	DSL	/MG
8	SQL	/AD
9	JPL	/JG
TE		
1	MEP	/AC
2	IP	/JM
3	ADMT	/TBJ
4	CNS	/SB
5	ADSA(DLO)	/AB
6	ECEB(DLO)	PBM
7	IP-LAB	/JM
8	SECURITY-LAB	/SB
9	OLAP-LAB	/TBJ
10	IOT-Mini Project -LAB	/AC
11	BCE	Sanjay Patil
BE		
1	END	/DH
2	NDL	/DH
3	INFRA-SEC	LK
4	INFRA-SEC-LAB	LK
5	AI	/KG
6	IS-LAB	/KG

7	AAL	/SG
8	MAD(DLO)	/RM
9	STQA(DLO)	CBM
10	SC(DLO)	/SN
11	MIS(ILO)	MB
12	CSL(ILO)	/NJ

Program Co-ordinator-IT Program
Dhanashree Toradmalle
2019-2020

ESTD. 1983
SHAH & ANCHOR
SAKEC

MAHAVIR EDUCATION TRUST'S

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SHAH & ANCHOR KUTCHHI ENGINEERING COLLEGE

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Awarded 'A' Grade by D.T.E., M.S.

ISO 9001 : 2008 Certified

Mahavir Education Trust Chowk, Waman Tukaram Patil Marg, Next to Dukes Co., Chembur, Mumbai - 88.

SAKE/PER/Off.Order/ 326 /2014-15

15.9.2014

Dear Prof.(Ms.) Shubhalakshmi Hegde,

In continuation to the Office Circular No. SAKEC/PER?1346/2010-11 dated 31st January, 2011, it has been decided by the directives of the Board of Governing Council that your appointment as Dean, Students Affairs has been extended further for a period of 3 years, i.e., till 1st February, 2017

Yours faithfully,

Director

Prof. (Ms.) Shubhalakshmi Hegde
Assistant Professor,
Mathematics Department.

Minutes of Meeting- Minority Committee

Minority Committee Minutes of the Meeting

Date:04-01-2020

A meeting of all Minority committee members was held on 4th Jan,2020 in Lab 302 at 3:30 pm. Following points were discussed in the meeting

1) The main agenda of the meeting was to discuss the following functions for establishment of a minority committee in the institute.
   a) To receive and address grievance and complaints from minority category students.
   b) Suggest appropriate steps for safeguarding the interest of minority students.
   c) Ensure that all Government rules regulations and recommendations are properly implemented.
   d) Conduct periodic meetings and maintain records of all such meetings and any other appropriate events conducted in this regard.

2) List of minority students admitted in the institution collected from office.

3) No grievance or complaint of minority students received by any committee members from the minority students after the constitution of minority committee established on the 5th December,2019.

4)Planning for forthcoming meeting will be on 18th July,2020

Following members attended the meeting

1) Prof.Jaipa Mehta
2) Prof. Tina Maru
3) Prof. Krupa Chotai
4) Prof. Nisha Desai

Minority Committee Minutes of the Meeting

Date:07-11-2020

A meeting of all Minority committee members was held on 07th Nov,2020 virtually at 3:30 p.m

1. The main agenda of the meeting was to discuss the following points.
   a. The meeting was postponed due to COVID-19 pandemic situation.
   b. Admission process for A.Y.2020-21 has not finalised so no records of minority students received from office.
   c. To avoid physical grievance/complaint, the registration committee is planning to set up an online process to do register the same.
   d. for ease of communication, centralized email address created.
2. No grievance or complaint of minority students received by any committee members from the minority students after the last meeting held on 4th jan 2020.
3. Planning for the forthcoming meeting will be on 10th feb 2021.

Following members attended the meeting

1) Prof.Jalpa Mehta
2) Prof. Tina Maru
3) Prof. Krupa Chotai
4) Prof. Nibha Desai

Minority Committee Minutes of the Meeting

Date:10-02-2021

A meeting of all Minority committee members was held on 10th Feb,2021 in Lab 302 at 3:30 p.m

1. The main agenda of the meeting was to discuss the following points.
   a. Email id Generated (minority.committee@sakec.ac.in) and credentials given to committee members.
   b. Process to set up guidelines and awareness about minority committee functions will be uploaded on the college website.
   c. Google form for grievance registration will be generated and provided on the college website.
   d. List of minority students in A.Y.2020-21 will be collected from office.
2. No grievance or complaint of minority students received by any committee members from the minority students after the last meeting held on 07th Nov, 2020.

Following members attended the meeting

1) Prof.Jalpa Mehta
2) Prof. Tina Maru
3) Prof. Krupa Chotai
4) Prof. Nibha Desai

Scholarships for the academic year 2016 - 17.

A meeting was held on 12/09/2016 in the HOD cabin in the college premises at 11.30 am.

The minutes of the meeting are as follows:

- SOCIAL WELFARE DEPARTMENT SCHOLARSHIP FOR CATEGORY STUDENTS (SC.ST.VJ,NT, SBC, OBC).

- **(https://mahaeschol.maharashtra.gov.in).** This web site was started from the year 2011 - 2012 for online application for students who are admitted in the institute as per following categories SC.VJNT, SBC, OBC are eligible for this scholarship.

- **(https://etribal.maharashtra.gov.in).** This web site was started from the year 2011 - 2012 for online application for students who are admitted in the institute as per following category ST are eligible for this scholarship.

- For the admitted students for the academic year 2016 - 17, First and Direct second year students should apply online on this portal. Those students who applied last year (2015 - 16) Institute will verify and forward their application through online to respective departments.

- For more information, notices were displayed . Personal attention was given in the office for followup . Till date total 11 forms were Registered for scholarship. Mr. Nayan Patil shall personally look into the cases on a day to day basis.

Prof. Swati Nadkarni	Prof. Vidyullata Devmane	Mr. Nayan N. Patil
Chairperson	**Member**	**Member**

Scholarships for the academic year 2016 - 17.

A meeting was held on 05/11/2016 in the HOD cabin in the college premises at 01.30 pm.

The minutes of the meeting are as follows:

- Students had faced various problems regarding forms filling up or documents (Caste Validity) but they were solved on a day to day basis.

- For more information, notices were displayed. Personal attention in the office was given. Till date total 56 forms were registered for scholarship.

Prof. Swati Nadkarni	Prof. Vidyullata Devmane	Mr. Nayan N. Patil
Chairperson	**Member**	**Member**

Mahavir Education Trust's

Shah & Anchor Kutchhi Engineering College

Chembur, Mumbai 400 088

Committee for SC/ST

Roles and Responsibilities of the committee:

- Creating awareness of the schemes for the welfare of SC/ST community and guide the students in availing the same.
- Maintain database of students belonging to SC/ST community.
- Promotes the special interest of the students in the community.

Sr.No.	Name	Designation
1	Ms. Swati Nadkarni	Chairperson
2	Ms. VidyullataDevmane	Member
3	Ms. Manisha Mane	Member
4	Ms. Deepti Nikumbh	Member
5	Mr. Nayan Patil	Member

Members of Committee for SC/ST

MAHA-DBT Scholarship for the academic year 2017 - 18.

A meeting was held on 23/10/2017 in the HOD cabin in the college premises at 03.00 pm.

The minutes of the meeting are as follows:

- Many students had faced various problems regarding forms filling up but they were solved on a day to day basis.
- As per instruction by the Social Welfare Department MAHA-DBT Scholarship web site was discontinued and it has to be filled manually.
- For more information, notices were displayed . Personal attention in the office was given. Till date total 56 forms were registered for scholarship.

Prof. Swati Nadkarni	Prof. Vidyullata Devmane	Mr. Nayan N. Patil
Chairperson	**Member**	**Member**

MAHA-DBT Scholarship for the academic year 2018 - 19.

A meeting was held on 11.02.2019 in the HOD cabin in the college premises at 10.00 am.

The minutes of the meeting are as follows:

- As per the updates on the Maha-DBT web site, the date for online fillup the application is extended to 28.02.2019.
- For more information, notices were displayed . Personal attention in the office was given.

Prof. Swati Nadkarni
Chairperson

Prof. Vidyullata Devmane
Member

Mr. Nayan N. Patil
Member

Prof. Manisha Mane
Member

Prof. Deepti Nikumbh
Member