Ref. No. MIT/CIDCO/2021/359                    Date. 07. 10. 2021

## OFFICE ORDER

All Teaching and non-teaching staff members are hereby informed that for AY 2021-22 and 2022-23 the work portfolios, Action Plan, Lab In-charge, NAAC criteria In-charge positions has been allotted for smooth functioning of curricular, co-curricular and extra-curricular activities for students overall performance. All are informed to follow the guidelines as mentioned below.

1. All activities should do proactively for student's developments and quality enrichment of institute.

2. Keep reminder of all related activities in your outlook calendar or ERP.

3. For changes in schedule do take the permission of undersigned authority.

4. It is responsibility of coordinator/committee members to prepare the report within seven days of activity and forward signed report to IQAC cell, office, and keep one copy along with you. Also submit the softcopy of Scanned reports to all above.

All are requested to follow the instructions as above strictly, so that we will achieve academic excellence of students.

Principal
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M.I.T. Cidco, Aurangabad

Copy to: 1.    Hon..DG, MIT, Aurangabad
         2.    Copy to all members

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# MARATHWADA INSTITUTE OF TECHNOLOGY, CIDCO, AURANGABAD

## ADMINSTRATIVE & ACADEMIC COLLEGE COMMITTEES/PORTFOLIO

### 2021-2022 & 2022-23

Date : 06 October 2021

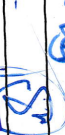| Sr. No | Name of the Portfolio | Chairman / Coordinator | Member | Signature |
|---|---|---|---|---|
| 1 | IQAC coordinator | Mr. R. U. Kale | All Heads, Criteria I/C and faculties | |
| 2 | CDC | Mr. R. U. Kale | Internal CDC Members | |
| 3 | 1. Governing Body, Regulatory Body, University communication for Recruitment Process 2. Anti-Ragging Committee, 3. Hostel (Boys) 4. Unnat Bharat Abhiyan (UBA) | Mr. B D Kadam | Ms. Vanita Susar | |
| 4 | University related activities(Exam, Administration) University Examination Coordinator | Mr. S W Quadri | Ms. Vanita Susar | |
| 5 | Dr. B,A.M.U Aurangabad and correspondence, Compliance and Affiliation (ACADEMIC AUDIT) | Ms. Sushma Sapkal | Dr. S. D. Bachhao Mr. Vaibhav Joshi Mr. Pradeep Ubale | |
| 6 | Institute Budget Fees Regulating Authority correspondence and University compliance | Mr. S. A. Vyavhare Mr. S. W. Quadri | Mr. Y T Deshmukh | |
| 7 | ERP Implementation and correspondance | Mr. S. A. Vyavhare | All Heads and all staff members for promotion of admission and counseling | |
| 8 | Admissions (UG/PG) First Year | First Year Admissions 1)Kale R. U. 2)Kadam B. D. | | |
| 9 | S.Y. and T.Y. of UG and S. Y. of PG | HODS | Concerned class teachers | |
| 10 | Prospectus Sale | Ms. Sheetal Vaidya | | |
| 11 | Internal Academic Audit | Dr. S. D. Bachhao Dr. Shashibala Rao | All Heads | |
| 12 | Infrastructure Maintenance | Mr. Y. T. Deshmukh Mr. Abhishek Pure | | |
| 13 | Entrepreneurship Development Cell | Dr. S. M. Chavan | | |

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## MARATHWADA INSTITUTE OF TECHNOLOGY, CIDCO, AURANGABAD

### ADMINSTRATIVE & ACADEMIC COLLEGE COMMITTEES/PORTFOLIO

2021-2022 & 2022-23

Date : 06 October 2021

| Sr. No | Name of the Portfolio | Chairman / Coordinator | Member | Signature |
|---|---|---|---|---|
| 14 | Ranking and Institute level surveys<br>1)AISHE<br>2)NIRF<br>3)MIS(DHE, Pune) | Mr. R. U. Kale<br>Dr. Shashibala Rao<br>Ms. Vanita Susar | Office staff and all departments should provide the data. | |
| 15 | Student Council & Cultural Activities | Mr. Sudhakar Giri<br>Ms. Sushma Sapkal | All heads and faculties | |
| 16 | Career Councelling and Competitive Exams | Ms. Neha Sahuji<br>Mr. Ketan Katkar | Mr. Ranjay Kale<br>Dr. Sheetal Chavan | |
| 17 | Internal Complaint Committee | Ms. Sushma Sapkal | Respective HoDs | |
| 18 | Implementation of Teacher Guardian Scheme | Ms. Vijaya Patil | | |
| 19 | Alumni Association | Dr. S. D. Bachhao<br>Mr. S. A. Pawar | | |
| 20 | Central Time Table Coordinator | Mr. S. W. Quadri | All Heads | |
| 21 | Public Relation Officer and publicity<br>Social Media promotion(FB, Insta, Website) | Mr. R. U. Kale | Mr. Abhishek Pure | |
| 22 | Website Updating | Mr. P. P. Ubale | Ms. Surekha Mengade | |
| 23 | Magazine and publications | Mr. Rutuja Sontakke<br>Mr. Ketan Katkar | | |
| 24 | In-plant Training, soft-skill development<br>Industry Interaction Group (IIG) coordinator,<br>IT/AUTO Company entrance exams | **TPO**<br>Dr. S. M. Chavan(CS,IT,CA-UG-PG) | Ms. Surekha Mengade(CS,IT,CA-UG-PG)<br>Mr. Sudhakar Giri(AT/WT/RAC) | |
| 25 | NPTEL and MOOC Courses | Dr. Shashibala Rao | | |
| 26 | Extra-Curricular Activities<br>a) NSS<br><br>b) Sports | 1) Ms. Vijaya Patil<br>2) Mr. S. A. Pawar<br><br>1) Ketan Katkar<br>2)Dr. Shital Chavan | | |

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| Sr. No | Name of the Portfolio | Chairman / Coordinator | Member | Signature |
|---|---|---|---|---|
| 27 | Library and Data Digitization | Ms. Sheetal Vaidya | | |
| 28 | (a) Green Audit | 1) Mr. S. A. Vyavhare | | |
| | (b) Energy Audit | 2) Mr. Sudhakar Giri | | |
| 29 | Skill Development and Value Added Courses Coordinator | 1)Mr. Bhaskar Kadam (REDHAT COORD.) | | |
| | | 2)Ms. Rutuja Sontakke | | |
| | | 3) Ms. Neha Sahuji | | |
| | | 4)Mr. Sudhakar Giri | | |
| 30 | Faculty generic skills training/ FDP coordinator | 1)Dr. Shashibala Rao | | |
| | | 2)Dr. Sonal Bachhao | | |
| 31 | Institute Level Purchase Committee | 1)All HoDs and | | |
| | | 2)Mr. Y. T. Deshmukh | | |
| 32 | Research Committee Coordinator | Dr. Shashibala Rao | Dr. Sonal Bachhao | |
| | | | Dr. Sheetal Chavan | |
| 33 | Result Analysis | Ms. Surekha Mengade | All concerned HoDs | |
| | | Mr. Vaibhav Joshi | | |
| 34 | Monthly Department Progress Report | Ms. Sushma Sapkal | All concerned HoDs | |
| | | Ms. Vanita Susar | | |
| 35 | Document verification for passout students | Dr. Sheetal Chavan | | |
| 36 | Identy cards printing and Biometric Machine | Mr. S W Quadri | | |
| 37 | Institute Network, Internet and maintainance | Mr. S. A. Vyavhare | | |

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MARATHWADA INSTITUTE OF TECHNOLOGY, CIDCO, AURANGABAD

## Action Plan for AY 2021-22

| S.No | Name of Activity | Coordinator | Date | Sign. |
|---|---|---|---|---|
| 1 | C programming contest | Dr. Sheetal Chavan | 23-10-21 | |
| 2 | Web page design contest | Pradeep Ubale | 16-11-21 | |
| 3 | Aptitude and logical reasoning test series / CS/ Group discussion / Personal Interview - 40 hours certificate add on course | TPO and committee | Per month one test | |
| 4 | Workshop on IPR | Dr. Shashibala Rao | 29-Nov-21 | |
| 5 | Workshop on current trends in research | Dr. Shashibala Rao | 15-Dec-21 | |
| 6 | Advanced Excel based training for non – teaching staff | Shantanu Vyavhare | 10-02-2022 min two days | |
| 7 | Computer assembling(for teaching staff also) workshop | S W Quadri | 20-02-22 | |
|  | 1.High School Students (Powerpoint / word /internet) - 40 hrs | S W Quadri Surekha Mengade | Feb - Mar 2022 | |
|  | 2. Junior college - Web Development / Movie Making / Flash / Computer assembling - 40 hrs | Sushma Sapkal Surekha Mengade | June to july 2022 | |
| 8 | 3. For First/ Second year/Third year - PHP, Android - 40 hrs | Neha Sauji Rutuja Sontakke | June to july 2022 | |
|  | 2. For PG students - RM / NPTEL courses / IBM - 40 hrs | Dr. Shashibala Rao | June to july 2022 | |
| 9 | Webinars/Expert Talk (05 / per dept /per years) | Head of Dept. | During semester | |
| 10 | Social awareness webinars: 1. E-Banking, Banking fraud awareness for Senior citizens, 2. Plant health awareness, 3. How to maintain Health regime 4. Financial awareness 5. Vehicle health | 1. Pradeep Ubale 2. Ketan Katkar 3. Neha Sauji 4. Sushma Sapkal 5. Sudhakar Giri | During semester | |
| 11 | Moral/Social responsibility-based webinar NSS actvities | Ranjay kale NSS I/C | During semester | |
| 12 | Yoga / Meditation sessions for students | Ranjay kale | Yoga day and in AY | |

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MARATHWADA INSTITUTE OF TECHNOLOGY, CIDCO, AURANGABAD

## Action Plan for AY 2021-22

| S.No | Name of Activity | Coordinator | Date | Sign. |
|---|---|---|---|---|
| 13 | Women empowerment<br>1. Women Safety<br>2. How to be Financial independent<br>3. Proper use social media | 1. Dr. Sonal Bachhao<br>2. Sushma Sapkal | 08-03-22 | |
| 14 | 4. Health<br>Health campaign - Health / Eye / Dental checkup | Neha Sauji | 19-03-22 | |
| 15 | Industrial training / visits / educational tour ( minimum per department 02) | Head of Dept. | February/March | |
| 16 | Student club - Create clubs for students for different activity:<br>C/C++/Java programming, Web Application development club, Mobile Application development club, Chess/TT/Art/Music/Cooking club/etc. | Dr. Sonal Bachhao<br>Bhaskar Kadam<br>Sumit Pawar | Start of AY | |
| 17 | Psychological Counselling session by professional for students (EI / IQ / stress) | Bhaskar Kadam | 05-04-22 | |
| | | Ranjay Kale | 23-04-22 | |
| 18 | Importance of foreign language in global markets, webinar/workshop/seminar (Japanees/german) | Sumit Pawar | 20-10-21 | |
| 19 | Awareness campaign for Motor vehicle insurance | Vaibhav Joshi | 24-11-21 | |
| 20 | Awareness campaign for Periodic maintenance of vehicle | Sudhakar Giri | 22-01-22 | |
| 21 | Awareness campaign for scrapping policy of vehicles | Vaibhav Joshi | 19-03-22 | |
| 22 | Awareness campaign for e-vehicles/cng/lpg | Dr. M H Kondekar | AY | |
| 23 | National Conference on Education policy | Vaibhav Joshi | 19-02-22 | |
| 24 | Lakshya 2022 (Annual Technical Event) | Shantanu Vyavhare<br>Head of Dept | 18-10-21 | |
| 25 | College Trip outside | Dr. M H Kondekar | ODD semester | |
| 26 | Poster Presentation competition, How to write research paper / writing Review papers | Dr. M H Kondekar | Even Semester | |
| 27 | National conference on Recent trends in industry | | | |

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MARATHWADA INSTITUTE OF TECHNOLOGY, CIDCO, AURANGABAD

# NAAC Criteria Incharge

## 2021-2022 & 2022-23
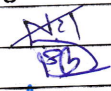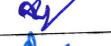
Date : 06 October 2021
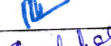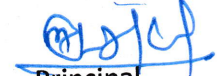
| Criteria No | Criteria Name | Chairman / Coordinator | Sign. | Member | Signature |
|---|---|---|---|---|---|
| 1 | Curricular Aspects | Mr. S W Quadri | | Ms. Surekha Mengade | |
| 2 | Teaching, Learning, and Evaluation | Ms. Sushma Sapkal | | Mr. Sumeet Pawar<br>Ms. Vijaya Patil | |
| 3 | Research, Innovation, and Extensions | Dr. Shashibala Rao | | Dr. Sheetal Chavan<br>Mr. Sushakar Giri | |
| 4 | Infrastructure and Learning Resources | Mr. R U Kale | | Mr. Pradeep Ubale | |
| 5 | Student Support and Progression | Dr. Sonal Bachhao | | Ms. Neha Sahuji | |
| 6 | Governance, Leadership, and Management | Mr. B D Kadam | | Mr. Vaibhav Joshi<br>Ms. Rutuja Sontakke | |
| 7 | Institutional Values & Best Practices | Mr. S. A. Vyavhare | | Mr. Ketan Katkar | |

Principal
6/10/21

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## MARATHWADA INSTITUTE OF TECHNOLOGY, CIDCO, AURANGABAD
### Lab Incharge
2021-2022 & 2022-23

Date : 06 October 2021

| Sr. No | Lab Name | Coordinator | Signature |
|---|---|---|---|
| 1 | Lab 1 | Ms. Neha Sahuji | |
| 2 | Lab 2 | Ms. Surekha Mengade | |
| 3 | Lab 3 | Mr. Pradeep Ubale | |
| 4 | Lab 4 | Ms. Vijaya Patil | |
| 5 | PG Lab | Mr. Pradeep Ubale | |
| 6 | VC Lab | Ms. Shashibala Rao | |
| 7 | Redhat Lab | Mr. Bhasker Kadam | |
| 8 | Auto 1 Normal | Ketan Katkar | |
| 9 | Auto 2 Adv mac Lab | Ketan Katkar | |
| 10 | Auto 3 Demo Lab | Ketan Katkar | |
| 11 | Machine Shop | Sumit Pawar | |
| 12 | Workshop | Sumit Pawar | |
| 13 | Mech Measurement Lab | Sudhakar Giri | |
| 14 | RAC Lab | Sudhakar Giri | |
| 15 | Autocad Lab | Vaibhav Joshi | |
| 16 | Drawing Lab | Vaibhav Joshi | |

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