



G.S.Mandal's

# MARATHWADA INSTITUTE OF TECHNOLOGY AURANGABAD

Accredited with "B" Grade by NAAC

Founder. Anandraoji Deshmukh (Freedom Fighter)

Recognized by Government of Maharashtra

Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

REF. NO- MIT / CIDCO / 2023 /

Date: 7/7/2023

## OFFICE ORDER

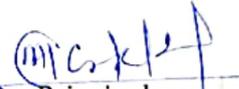
All Teaching and Non- Teaching Staff members are hereby informed that for AY 2023-24 and 2024-25 the Portfolios Distribution and NAAC criteria In-Charge positions has been allotted for smooth functioning of Curricular, co- curricular and extra-curricular activities for student's overall performance.

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 the responsibility of coordinator / committee members to prepare the report within seven days of activity and forward the signed report to IQAC cell, office, and keep one copy along with you.

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



  
**PRINCIPAL**  
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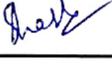
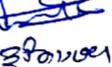
Copy to:

1. Hon. Director General, MIT
2. All coordinator and members

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**NAAC Criteria Incharge  
2023-2024 & 2024-25**

Date : Date : 15 June

Criteria No	Criteria Name	Chairman / Coordinator	Sign.	Member	Signature
1	Curricular Aspects	Mr. S W Quadri		Mrs. Neha Sahuji Mr. Sachin Kolhe	
2	Teaching, Learning, and Evaluation	Ms. Sushma Sapkal		Mr. Madhukar Janjire Ms. Varsha Palkar Mr. Ansar Nawaz Khan	  
3	Research, Innovation, and Extensions	Dr. Shashibala Rao		Dr. Sheetal Chavan Mr. Prateek Jaiswal	 
4	Infrastructure and Learning Resources	Mr. R U Kale		Mr. Pradeep Ubale Ms. Ms. Swati Belokar	 
5	Student Support and Progression	Dr. Sonal Bachhao		Ms. Rashmee R Rathod Ms. Madhuri Girase	 
6	Governance, Leadership, and Management	Mr. B D Kadam		Mr. Vaibhav Joshi Ms. Rutuja Sontakke	 
7	Institutional Values & Best Practices	Mr. S. A. Vyavhare		Mr. Onkar Kalaskar Mr. Vicky Kshirsagar	 

  
IQAC Coordinator

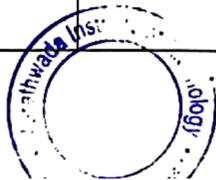


  
Principal  
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**ADMINSTRATIVE & ACADEMIC COLLEGE COMMITTEES / PORTFOLIO**  
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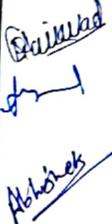
Date : 25 June 2023

o Name of the Portfolio	Chairman / Coordinator	Member	Task Description	Signature
IQAC coordinator	Mr. R. U. Kale 	All Heads, Criteria I/C and faculties	<ul style="list-style-type: none"> <li>* Development and application of quality benchmarks/parameters for various academic and administrative activities of an institution.</li> <li>* Dissemination of information on various quality parameters of higher education.</li> <li>* Organization of workshops, seminars on quality related themes and promotion of quality circles.</li> <li>* Documentation with the help of faculties of the various programmes/activities leading to quality improvement.</li> <li>* Acting as a nodal agency of the institution for quality related activities.</li> <li>* Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.</li> <li>* To prepare for the NAAC assessment and accreditation.</li> </ul>	
CDC	Mr. R. U. Kale 	Internal CDC Members	1) To arrange and coordinate CDC with guidance of Principal Sir	
1. Governing Body, Regulatory Body, University & Management communication for Recruitment Process 2. Anti-Ragging Committee, 3. Unnat Bharat Abhiyan (UBA)	Mr. B D Kadam 	Mr. Yashwant Deshmukh Mr. Abhishek Pure Mrs. Pallavi Gaikwad	1) To look after documentaion in office with the help of Non teaching staff 2) To look after maintenance of infrastructure as per of the state of art. 3) To conduct activity of Unnat Bhara Abhiyan. 4) * The Committee shall lay down the College rules and regulations to be followed by the College Community and shall enforce the same. * The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set mechanism for prevention of ragging of students of the college . 5) To do communication with management for recruitment process.	  



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Date : 25 June 2023

Name of the Portfolio	Chairman / Coordinator	Member	Task Description	Signature
University related activities(Exam, Administration) University Examination Coordinator	 Mr. B D Kadam Mr. S W Quadri	Mr. Abhishek Pure Mrs. Pallavi Gaikwad	<ul style="list-style-type: none"> <li>* To make all essential arrangements to conduct internal and university examinations.</li> <li>* To carry out all examinations, publish results within time and award degree certificates.(Provided by the University and Institute) to the students.</li> <li>* To conduct all examination according to rule and Regulation lay down by Dr. BAMU Aurangabad</li> <li>* To maintain transparency and Accountability in Examinations.</li> </ul>	
BAMU Affiliation (ACADEMIC AUDIT)	Ms. Sushma Sapkal	Dr. S. D. Bachhao Mr. Vaibhav Joshi Mr. Pradeep Ubale	1) To fill up and submit annual affiliation, extension as per th timeline of university. 2) To prepare academic audit proposal and submit it to university and to face academic audit committee.	
Institute Budget Fees Regulating Authority correspondence and University compliance	Mr. Y T Deshmukh	All Heads	To prepare institute annual Budget	
ERP Implementation, Maintainance , correspondance and compiled reports of ERP	Mr. S. A. Vyavhare	All Heads	1) To support faculties for ERP queries. 2) To coordinate ERP activities and submit all compiled reports with the help of HoDs to internal academic audit committee at the end of academic year.	



  
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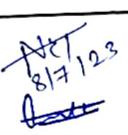
Name of the Portfolio	Chairman / Coordinator	Member	Task Description	Signature
Admissions (UG/PG) First Year	First Year Admissions 1)Kale R. U. 2)Kadam B. D.	All Heads and all staff members for promotion of admission and counseling	1) To do promotional activities for admission. 2) To look after admission process with the help of teaching and non-teaching staff.	
S.Y. and T.Y. of UG and S. Y. of PG	All Heads	Concerned class teachers	To do admissions of Second and third year as per the norms of University.	
Prospectus Sale	Ms. Sheetal Vaidya		To sale prospectus for admission purpose as per the guidelines of admission committee.	
Internal Academic Audit and Feedback	Dr. S. D. Bachhao Dr. Shashibala Rao	All Heads	1) To follow up, check and assess the files of each department and submit the report to Principal and IQAC in written format. 2) To assess the activity files and report. 3) To assess the ERP reports.	
Entrepreneurship Development Cell	Dr. S. M. Chavan	Mr. Onkar Kalaskar	1) To conduct EDP activities in college, prepare report and submit. 2) To arrange workshop, seminar or conference on EDP.	
Ranking and Institute level surveys 1)AISHE 2)NIRF 3)MIS(DHE, Pune)	1) Mr. R. U. Kale 2) Dr. Shashibala Rao 3) Mrs. Pallavi Gaikwad	Office staff and all departments should provide the data.	1) To prepare AISHE report and submit to concerned authority. 2) To prepare NIRF report and submit to concern authorities. 3) To prepare MIS report and submit to concern authorities.	



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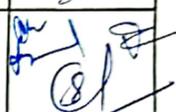
Name of the Portfolio	Chairman / Coordinator	Member	Task Description	Signature
Student Council & Cultural Activities	Ms. Sushma Sapkal Mr. Madhukar Janjire	All heads and faculties	<ul style="list-style-type: none"> <li>* To promote an environment favorable to educational and personal development.</li> <li>* To support the management and staff in the development of the college.</li> <li>* To represent the views of the students on matters of general concern to them.</li> <li>* To organize the various student centric activities.</li> <li>* To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute) by delegating various tasks.</li> <li>* The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.</li> <li>* To do the necessary procedure to organize cultural events.</li> <li>* To communicate about various festivals and events to be celebrated in the college and give a wide publicity.</li> </ul>	
Career Counselling and Competitive Exams	Ms. Neha Sahuji	Mr. Onkar Kalaskar	<ul style="list-style-type: none"> <li>* To provide the special training of coaching for competitive examination to students such as- MPSC/UPSC.</li> <li>* To organize the expert lectures on competitive examination to students.</li> </ul>	
Internal Complaint Committee	Ms. Sushma Sapkal	Mr. Ranjay Kale Dr. Sheetal Chavan	<ul style="list-style-type: none"> <li>* To create safe environment for girl students.</li> <li>* To organise the programme on gender equality.</li> <li>* To follow and implement the rules and objectives of ICC as per the government norms.</li> </ul>	
Teacher Guardian Scheme	Madhuri Girase	Ms. Varsha Palkar	<ul style="list-style-type: none"> <li>* To allot the mentee (Students) for every teacher (Mentor) to every academic year.</li> <li>* To act as a bridge between parents and college for smart communication.</li> <li>* To guide the student regarding academic, stress, financial and career related issues.</li> <li>* To provide the personal counseling to students.</li> </ul>	



  
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Name of the Portfolio	Chairman / Coordinator	Member	Task Description	Signature
Alumni Association	Dr. S. D. Bachhao	Bhaskar Kadam Sachin Kolhe Ansar Nawaz Khan	* To conduct meeting of Alumni every year. * To make rapport with alumni for various institutional activities. * To conduct programmes of alumni for the current students.	
Central Time Table Coordinator	Mr. S. W. Quadri	All Heads	The Committee shall plan, and prepare time tables for regular classes, practical's and shall see to it that all departments are allocated equal number of classes during the academic session/semester	
Public Relation Officer and publicity Social Media promotion(FB, Insta, Website)	Mr. Pratik Jaiswal	Mr. Onkar Kalaskar	* To work for writing, editing, and distributing news releases to the news media. * To upload activity reports with photographs on Facebook and Instagram. * To prepare activity report of each and every programme conducting on college. * To maintain an up-to-date list of news media for college. * To upload reports on a website with up-to-date information of college activities. * To maintain a photo documents.	
Website Updating	Mr. P. P. Ubale	Neha Sahuji	1) To maintain and update college website on regular basis. 2) To upload documents of NAAC	



  
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Name of the Portfolio	Chairman / Coordinator	Member	Task Description	Signature
Magazine and publications	Mr. Pratik Jaiswal	Ms. Swati Belokar	<ul style="list-style-type: none"> <li>* To raise resources for publication of the magazine "ATHANG" 2023-24, 2024-25.</li> <li>* To receive the articles, reports, poems from the students as well as staff and edit the same.</li> <li>* To make sure before the publication that not a single report, article is plagiarized.</li> <li>* To get the magazine printed by end of April and distribute the same to students and staff.</li> <li>* To include activity reports in magazine.</li> </ul>	 
In-plant Training, soft-skill development Industry Interaction Group (IIG) coordinator, IT/AUTO Company entrance exams	TPO Dr. S. M. Chavan(CS,IT,CA-UG-PG) 	Mr. Onkar Kalaskar Ms. Varsha Palkar	<ul style="list-style-type: none"> <li>* To arrange Campus interview for students.</li> <li>* To organize the seminar/workshop regarding placement and career opportunities.</li> <li>* To help the students for job and career related issues.</li> </ul>	 
NPTEL and MOOC Courses	Dr. Shashibala Rao	Ansar Nawaz Khan	<ul style="list-style-type: none"> <li>* To create awareness of short term MOOC courses among students and maintain the maintain the record of students and faculties passes short term courses skill based courses.</li> <li>* To set a proper mechanism for short term online courses for students and teachers.</li> </ul>	 



  
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Extra-Curricular Activities a) NSS <hr/> b) Annual Sports	1) Mr. Sachin Kolhe 2) Ms. Varsha Palkar <hr/> 1) Madhukar Janjire 2) Dr. Shital Chavan		<ul style="list-style-type: none"> <li>* College NSS unit shall function according to the specified Guidelines lay down by the NSS Department of Dr. BAMU Aurangabad.</li> <li>* To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.</li> <li>* To arrange social service groups and outdoor filed activities.</li> <li>* To support and involve students in social service activities. *To finalize the schedule of events for the every academic year in advance in consultation with the Students' Sports Committee.</li> <li>* To maintain records of sports events attended by students outside the college, within the University and outside</li> <li>*To promote a spirit of health competition and cultivate excellence in various domains of sports.</li> <li>* To take charge as the custodian of all Sports item under the Possession of the college and accordingly to maintain an inventory for the same.</li> </ul>	  
Library and Data Digitization	Ms. Sheetal Vaidya	Mr. S.A. Vyavhare Mr. S.W. Quadri Mr. V.V. Joshi Mr. Y.T. Deshmukh	<ul style="list-style-type: none"> <li>* To administer, organize and maintain the Library, print as well as electronic material and related services of the college.</li> <li>* To provide the approach and operational plan for modernization and improvement of Library and documentation services.</li> <li>* To look after general maintenance of the library in terms of reading material and infrastructure.</li> <li>* To involve in fostering the reading habit of staff and students.</li> <li>* To prepare the agenda and minutes of the meetings.</li> </ul>	   



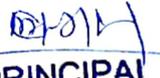
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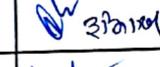
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(a) Green Audit (b) Energy Audit	1) Mr. S. A. Vyavhare 2) Mr. Vaibhav Joshi		* To conduct green audit and energy audit and submit to Principal. To create environment friendly atmosphere in college.	 
Skill Development and Value Added Courses Coordinator	1)Ms. Rutuja Sontakke 2) Ms. Neha Sahuji 3)Mr. Vaibhav Joshi		* To maintain the record of short term courses skill based courses. * To set a proper mechanism for short term online courses for students and teachers.	
Faculty generic skills training/ FDP coordinators	1)Dr. Shashibala Rao 2)Dr. Sonal Bachhao		* To organize the expert lecturers, FDP/ STTP, regarding professional development to the teachers and non-teaching staff. * To prepare annual schedule of lecturers. * To make documentation of Staff Academy.	
Institute Level Purchase Committee	1)All HoDs and 2)Mr. Y. T. Deshmukh		* To deal with all matters pertaining to purchases of the college. * To make necessary procurement when the need arise * To provide the necessary expertise, advice, information with regard to the best quality of material available in the market, supplier's capability and performance etc. * To acquire materials economically at a cost reliable with the quality and service required and all purchases may be attempted at the lowest cost.	
Research Committee Coordinator	Dr. Shashibala Rao	Dr. Sonal Bachhao Dr. Sheetal Chavan	* To create awareness and environment of research and make documentaion of research of all faculties and students. * To conduct IPR and reseach conference/ workshop / seminar every year.	



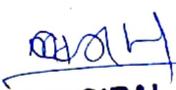
  
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Result Analysis	Mr. Vaibhav Joshi	Mr. Madhukar Janjire Ms. Rasme Rathod Mr. Ansar Nawaz Khan All concerned HoDs	* To prepare result analysis as per the requirement of AISHE, MIS, NIRF, Academic audit, Academic audit report to management etc. * To compile the centralised report and submit to IQAC.	
Monthly Department Progress Report	Dr. Sonal Bacchhao	All Heads	* To prepare compiled monthly progress report and submit to IBS management with duly signed by Principal.	
Document verification for passout student	Dr. Sheetal Chavan	Office staff	* To verify documents properly as per the requests of companies for recruitment.	
Identy cards printing and Biometric Machin	Mr. S W Quadri	Mr. Abhishek Pure	* To print out I- cards of students and faculties and look after the issues of biometric machines.	
Institute Network, Internet and maintainar	Mr. S. A. Vyavhare	Mr. Vicky Kshirsagar	* To maintain network activities, maintenance of computers and internet.	
NEP Coordinator	Dr. Shashibala Rao	All concerned HoDs	* To create awareness among NEP among students, faculties and all staff. To play role as a catalyst between University and institute for implementation of NEP	
Equal Opportunity Center	Mr. S. A. Vyavhare	Mrs. Pallavi Gaikwad	* To look after scholarship work and its grievances for redressal.	



  
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Student Discipline and Redressal Cell	Mr. Bhaskar Kadam	All Heads	* The Committee shall assure discipline is adhered in the College by the Students. *The Committee shall lay down the College rules and regulations to be followed by the College Community and shall enforce the same. The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set mechanism for prevention of ragging of students of the college.	
MITC Oracle & Java Academy Incharge	Ms. Swati Belokar			
Redhat Academy Incharge	Ms. Rutuja Sontakke	Ansar Nawaz Khan		
Task monitoring & Preparation as per Academic Calendar	Mr. Shantanu Vyavhare			
CS, US For University Exam	Mr. S W Quadri	Winter- Mr. Madhukar Janjire Summer - Onkar Kalaskar		  

  
Principal

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