

DEPARTMENTAL CIRCULAR

Distribution of departmental portfolios for the academic years 2020-21 is as mentioned in the following table. These will come into force with an immediate effect.

Sr. No.	Name of the Faculty Member	Departmental Portfolio / Work
1	Dr.R.K.Suryavanshi	1. Member, Industry Institute Interaction.
2	Dr.R.R. Joshi	1. In Charge UG NBA Committee. 2. In-Charge of Servo Controlled UTM and Dynamic Actuator. 3. UG Coordinator (Civil Engineering). 4. Coordinator for Engineering Mechanics Theory.
3	Prof. B.G. Birajdar	1. In- Charge, NDT Laboratory and Heavy Structural Laboratory. 2. Member , Industry Institute Interaction
4	Dr. S. S. Bhosale	1. In-Charge of Departmental Building Works & Maintenance committee. 2. Departmental Entrepreneurship development records.
5	Dr. P. M. Rawal	1. P.G. Coordinator Town & Country Planning. 2. Departmental TEQIP Coordinator.
6	Dr.(Mrs.) S.N. Madhekar	1. In Charge Computational Lab of Structural Engineering. 2. Member, Program Assessment and Quality Improvement Committee. 3. In Charge Equipment utilization in Applied Mechanics Section. 4. Co -In charge Heavy Structural Laboratory. 5. Faculty Mentor for S.Y. Civil
7	Dr.(Mrs.) A. D. Thube	1. Member, UG NBA Committee. 2. Member. Departmental Write off & Purchase committee. 3. Departmental Student Counselor. 4. Member, Program Assessment and Quality Improvement Committee. 5. Faculty Advisor for S.Y. Civil
8	Prof. Dr. M. S. Ranadive	1. HOD with Overall Administration 2. Industry collaboration, MOU with industries. 3. Chairman, DDF utilization committee 4. Chairman, Program Assessment and Quality Improvement Committee.
9	Prof. Dr. K. A. Patil	1. Member, UG NBA Committee 2. In-Charge, Plumbing Laboratory. 3. Member, Program Assessment and Quality Improvement Committee.. 4. Faculty Mentor for Final B.Tech.
10	Prof. Dr. P. A. Sadgir	1. In-charge Environmental Engineering Laboratory. 2. In-charge NABL (National Accreditation Board for Laboratory) committee. 3. Departmental PhD Coordinator 4. Industrial Advisory Board Coordinator.
11	Dr. N. A. Hedaoo	1. In-charge, Computational Lab of Construction & Management. 2. Member, DDF utilization committee. 3. Member, Program Assessment and Quality Improvement Committee.
12	Dr. S. A. Meshram	1. In Charge, Engineering Geology laboratory. 2. In Charge , Industry Institute Interaction 3. In Charge Formation of professional society & student's chapter 4. Faculty Advisor T. Y. B.Tech. 5. Faculty Advisor for PGDRMT Course.
13	Dr. K. K. Tripathi	1. P.G. Coordinator of Geotechnical Engineering 2. Member of Departmental Write off & purchase committee. 3. Member, DDF utilization committee.
14	Dr. I. P. Sonar	1. In charge, Strength of Materials (SOM)Laboratory. 2. In Charge T.Y. B.Tech Mini Project, B.Tech Project, Elective distribution.
15	Dr. S.G. Sonar	Planning Section Portfolio.
16	Dr. Mrs. V.B. Dawari	1. In-charge, Applied Mechanics Laboratory 2. Departmental Controller of Examination. 3. Member, Departmental Write off & purchase committee. 4. Secretary, DDF utilization committee. 5. Departmental GEM Coordinator. 6. Faculty Mentor for T.Y.B.tech

17	Dr. Mrs. R.S. Dalvi	<ol style="list-style-type: none"> 1. In charge, Geotechnical Engineering Laboratory 2. Member Departmental Publication/ Bulletin 3. Member, Departmental Write off & purchase committee. 4. Departmental Faculty data collection and AICTE CII and similar activities (Jointly with Mrs G. S.Vyas) 5. Faculty Mentor for T.Y.B.tech
18	Dr.Mrs. H. K. Munot	<ol style="list-style-type: none"> 1. P.G. Coordinator of Structural Engineering. 2. Member, Departmental Write off & purchase committee. 3. In charge, Concrete Technology Laboratory. 4. Member, DDF utilization committee. 5. Departmental Student Data Collection and AICTE CII and similar activities.(Jointly With Mrs. Y.T.Lomte Patil)
19	Mr. A.R.Akhare	<ol style="list-style-type: none"> 1. Departmental Counselor for Academically weak students (UG) 2. Departmental R & D coordinator 3. Departmental MIS administrator.(Jointly with Mr. S. M. Nawghare)
20	Dr. M. U. Khobragade	<ol style="list-style-type: none"> 1. Faculty advisor Final Year B. Tech 2. Member, Departmental Write off & purchase committee. 3. Member, Departmental Building Works & Maintenance committee. 4. Departmental Library Coordinator. 5. In Charge UG Computer Lab.
21	Dr. N.M. Mohite	<ol style="list-style-type: none"> 1. In-charge Fluid Mechanics Laboratory. 2. P.G. Coordinator of Environmental and Water Resources Engineering. 3. Coordinator of Departmental Training, Placement and Internship (UG). 4. In-charge, Computational Lab of Environmental and Water Resources Engineering.
22	Dr. Mrs. G. S. Vyas	<ol style="list-style-type: none"> 1. In-charge Transportation Engineering Laboratory. 2. P.G. Coordinator Construction Management. 3. Member Departmental Publication/ Bulletin. 4. Departmental Faculty data collection and AICTE CII and similar activities (Jointly with Dr. Mrs. R S Dalvi)
23	Dr. Mrs. A.S.Petkar	Planning Section Portfolio.
24	Mrs. Y.T. Lomte-Patil	<ol style="list-style-type: none"> 1 In charge and Coordinator of Engineering Mechanics Laboratory. 2 In-Charge CESA. 3 Co-ordinator, Civil Engineering Alumni, Industry and Parent Meet. 4 Faculty Mentor for Second Year 5 Departmental Student Data Collection and AICTE CII and similar activities.(Jointly With Dr. H.K.Munot)
25	Mr. S. M. Nawghare	<ol style="list-style-type: none"> 1. In-charge Survey Engineering Laboratory. 2. In-charge Departmental Time Table. 3. Departmental MIS administrator..(Jointly with Mr. A. S. Akhare) 4. In-charge, Computational Lab of Geotechnical Engineering.
26	Dr. V.D. Katare	<ol style="list-style-type: none"> 1. To Maintain Departmental Web Page In Coordination with Ms. Dipali Patil. 2. Faculty Mentor for T.Y. B.tech.
27	Dr. Sharan Kumar Goudar	<ol style="list-style-type: none"> 1. Coordinator of Engineering Mechanics Laboratory. 2. Co – In charge ,Strength of Materials (SOM) Laboratory. 3. Faculty Mentor for S. Y. B.Tech
28	Ms. Dipali Patil	<ol style="list-style-type: none"> 1. Preparing MOM of Departmental Faculty and other incidental Meetings. 2. To Maintain Departmental Web Page In Coordination with Dr. V.D. Katare 3. Faculty Mentor for Final Year B.Tech.

All the faculty members are requested to take over the charge of the allotted portfolios with an immediate effect. This revision is due to recent transfer of few faculty members.

M. Navadekar
15/01/2021

Professor and Head
Civil Engineering Department

Professor & Head
Department of Civil Engineering
College of Engineering Pune