



Savitribai Phule Shikshan Prasarak Mandal's
SKN SINHGAD COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by DTE (MS) & Affiliated to Solapur University, Solapur)

Accredited 'A' Grade by NAAC

DTE Code: EN-6643

Prof. M. N. Navale
M. E. (Elect.), MIE (I), MBA
PRESIDENT

Mr. Rohit M. Navale
M. E. (Mech.)
GENERAL SECRETARY

Dr. K. J. Karande
M. Tech., Ph. D. (E & TC)
PRINCIPAL

Date: 27/02/2023

OFFICE CIRCULAR

All the staff members are hereby informed to note the various responsibilities as mentioned below with effect from 27th Feb. 2023. You all are informed to conduct meetings as per given schedule for smooth functioning of the institute & submit the meeting register to Prof. Samadhan Mali in office.

Sr. N.	Name of the Committee	Responsibility Head	Date	Sign
1	Entrepreneur Deve. Programme	Dr. B. S. Gandhare	28.02.2023	
2	Virtual Lab Activities	Prof. R. K. Shinde	28.02.2023	
3	Competitive Exams Cell	Prof. B. S. Savase	01.03.2023	
4	Savitribai Phule Girls Forum	/Prof. A. C. Pise	01.03.2023	
5	Internal Complaint Committee	/Prof. A. A. Chandane	02.03.2023	
6	Publication/ Media Cell	Dr. S. G. Deshmukh	02.03.2023	
7	E- Yantra	Prof. A. D. Jadhav	03.03.2023	
8	Central Purchase	Dr. S. G. Kulkarni	03.03.2023	
9	Transport	Mr. S. B. Maharnavar	06.03.2023	
10	Hostel	Mr. Mahesh R. Navale	06.03.2023	
11	NSS	Prof. C. M. Deshmukh	08.03.2023	
12	Patrolling	Prof. N. L. Phule	08.03.2023	
13	Admission	Prof. V. P. More	09.03.2023	
14	Internship	Prof. B. S. Savase	10.03.2023	
15	Online Courses	Prof. S. S. Bhimade	10.03.2023	
16	GATE Examination	Prof. V. V. Godase	13.03.2023	
17	IIT/ISRO Remote Centre	Prof. G. B. Birajadar	13.03.2023	
18	T&P/Institution -Industry Cell	Dr. S. D. Katekar	13.03.2023	
19	Cultural	Prof. S. V. Pawar	14.03.2023	
20	Sports	Prof. S. V. Pawar	14.03.2023	
21	Anti-Sexual Harassment	/Prof. A. A. Chandane	14.03.2023	
22	Research And Development	Dr. B. B. Godbole	14.03.2023	
23	SC/ST/OBC Cell	Prof. A. A. Kambale	15.03.2023	
24	Student Counsellor	Dr. S. D. Katekar	15.03.2023	
25	Data Centre And Website	Prof. N. M. Sawant	15.03.2023	
26	Alumni	Dr. S. D. Katekar	15.03.2023	
27	Library	Dr. Shirish S. Kulkarni	16.03.2023	
28	Ideathon/Hackathon/ Incubation Cell /Kapila	Dr. A. S. Aradhye	16.03.2023	
29	Patent Filling/ Trademark/Copyright	Prof. U. G. Phule	16.03.2023	
30	Examination	Prof. A. D. Harale	17.03.2023	
31	Student Council	Prof. S. C. Mali	17.03.2023	
32	Deadstock	Prof. A. R. Masal	17.03.2023	
33	Institution Innovation Council	Dr. S. G. Kulkarni	After Ann.	
34	Grievance Redressal	Prof. V. P. More	As per req.	

