COEP Technological University

(COEP Tech)

A Unitary Public University of Government of Maharashtra
w.e.f 21st June 2022
(Formerly College of Engineering Pune)

Tel.: +91-020255072001	E-mail: hod.plann@coeptech.ac.in	Website: www.coeptech.ac.in

COEP/Planning/2025/

DEPARTMENTAL PORTFOLIO CIRCULAR

The following table mentions the distribution of departmental portfolios for the academic year 2025-26. These will be effective from 03/07/2025 until further notice. All faculty members are requested to take charge of the allotted portfolios.

S. No.	Faculty Name	Portfolio
1.	Head of the Department	1) Head of department with overall administration 2) In-charge, Industry Institute Interaction 3) Chairman, Departmental Write-off & Purchase Committee 4) Chairman, Departmental Research & Development Committee 5) Chairman, Board of Studies, Program Assessment & Quality Improvement Committee (PAQIC)
2.	Dr. Sanjaykumar G. Sonar	1) P.G. Coordinator 2) Member, Industry Institute Interaction 3) Member, Departmental Write-off & Purchase Committee 4) Member, Departmental Research & Development Committee 5) Member, Board of Studies, Program Assessment & Quality Improvement Committee (PAQIC)
3.	Dr. Arati S. Petkar	1) U.G. Coordinator 2) Coordinator, Industry Advisory Board 3) Member, Departmental Write-off & Purchase Committee 4) Member, Departmental Research & Development Committee 5) Member, Board of Studies, Program Assessment & Quality Improvement Committee (PAQIC) 6) Coordinator, Institute-level AICTE work
4.	Dr. Adil Azmi	1) Departmental Ph. D. Coordinator 2) Coordinator, Departmental Training and Placement (U.G. & P.G.) 3) Coordinator, Summer/Professional Internships (U.G. & P.G.) 4) Coordinator, Community Engagement Activity (U.G.)

5.	Dr. Amruta Kakirde	1) Departmental Controller of Examination 2) Coordinator, Planning Thesis (U.G. & P.G.) 3) Member, Departmental Write-off & Purchase Committee 4) Coordinator, AICTE, NAAC, NBA, CII, and other similar activities (U.G. & P.G.)
6.	Ms. Jaspreet Chhabda	1) P.G. In-charge 2) Departmental MIS Coordinator
7.	Ms. Manasi Gaikwad	1) In-Charge Departmental Web Page Updating 2) Coordinator, Scholarship, GATE
8.	Ms. Salima Hasnah	1) Faculty Advisor - Final Year U.G. 2) Coordinator, Planning Alumni, Industry & Parent Meet 3) Member, Students activities (NOSPLAN, Planning Student Association, and other similar activities)
9.	Ms. Priyanka Kureel	1) In-charge, Students Data collection, compilation, and uploading (U.G. & P.G.) 2) Faculty Advisor First Year U.G.
10.	Ms. Mrudula Mangalkar	1) In-charge Departmental timetable (U.G. & P.G.) 2) Coordinator, all departmental data
11.	Ms. Srushti Mendhe	1) Coordinator, Departmental Meeting, MOM, and related documentation 2) Faculty Advisor - Third Year U.G.
12.	Ms. Sanika Sahastrabudhe	1) In-charge, Faculty Data collection, compilation, and uploading 2) In-charge, Computer Laboratory
13.	Ms. Tanika Shinde	1) Coordinator, Departmental Maintenance (Civil, Plumbing, Electrical, and related) and IT Infrastructure 2) Coordinator, Students activities (NOSPLAN, Planning Student Association, and other similar activities) 3) Member, Institute-level AICTE work
14.	Ms. Aishwarya Tupe	1) Faculty Advisor - Second Year U.G. 2) U.G. In-charge 3) Member, Institute-level AICTE work

Dr. Balkrishna M. Dawari
Head of Department
Department of Planning
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