

With Effect From 01/08/2025	
Departmental Portfolios-- Management Department (MBA)	
Departmental Portfolio / Work	Faculty Associated with the work
1 HOD with overall Administration	Dr S A Meshram
2 Incharge Computer Lab	Mrs Suvarna
3 MIS Coordinator	Dr Sonal Mahajan
4 Departmental Incharge Webpage Website	Dr Sonal/Mrs Prema
5 FY MBA Coordinator	Mrs. Prema(BA)/ Dr Sonal(GM)
6 SY MBA Coordinator	Mrs. Suvarna(BA)/ Mrs. Sanchita(GM)
Ph.D. Coordinator and Research and Development Coordinator	Dr. Shilpa /Dr Sonal
7 Coordinator for NBA Committee and Departmental NACC	Dr. Shilpa /Dr Sonal
8 Coordinator.	
9 Coordinator, Industrial Advisory Board and Member, Industry Institute Interaction	Mr. Kanad / Dr, S.A.Meshram / Dr. Arun Mudbidri
10 Coordinator of Departmental Training, Placement, and Internship UG & PG.	Mr. Kanad & Mr.Deshpande
11 Departmental Faculty and Student Data Collection and AICTE CII and similar activities, To Maintain Departmental Web Page	Mrs. Suvarna/Mrs Sanchita
12 Departmental store/purchase Coordinator.	Ajay / Mugdha
13 Project/Mini Project/ Seminar Coordinator	Mr. Kanad & Mr.Deshpande
14 Departmental Controller of Examination, /examination timetable in charge	Mrs. Suvarna/ Will change feom 1st Aug 2025 Mrs. Sanchita as DCE
15 In-charge Departmental Time Table and Specialization distribution	FY MBA-MrDeshpande/Mrs Prema SY MBA- Suvarna/Sanchita
16 Class teacher for FY -GM	Dr Sonal
17 Class teacher for FY -BA	Mrs. Prema
18 Class teacher for SY -GM	Mrs. Sanchita
19 Class teacher for SY -BA	Mrs.Suvarna
20 Faculty Advisor for student registration and detention SYMBA	Mrs Suvarna/ Dr Sonal
21 Member NBA Committee and NAAC Committee	Dr Shilpa,Dr Sonal And Dr Sidra
22 Member Departmental Research committee	Dr Sonal And Dr Sidra
23 Departmental Write-off & purchase committee	Mr. Kanad & Mr.Deshpande
24 Academic quality monitoring/Audit coordinator	Dr. Shilpa
25 Academic quality monitoring/Audit member	Mrs. Sanchita & Mrs. Suvarna and Mrs Prema
26 Departmental Building Works & Maintenance committee Member, Departmental Building Works, Electrical Works (UPS, AC, Projector, Internet) & Maintenance committee..	Mr.Kanad Deshmukh AND Mr. Ajay Dighe
27 Cleaniness incharge	Ajay / Mugdha
28 Departmental Student Counselor	Each faculty will adopt 20 students as Mentor /Advisor and counselor
29 Co-ordinator, MBA Alumni, Industry, and Parent Meet.	Mr. Kanad & Mr.Deshpande
30 Departmental Entrepreneurship Development records. .	Dr. Shilpa
31 CSR activities Co-ordinator	Dr Sonal
32 Student feedback incharge	All Class Teacher
33 Departmental MOOCs/NPTEL/Spoken Tutorials/IUCEE Webinars coordinator.	Mrs. Sanchita / Dr Sonal
34 Departmental Library Incharge	Dr. Shilpa
35 Preparing MOM of Departmental Faculty and other incidental Meetings.	Mrs. Suvarna/Mugdha
36 Minor Course coordinator for Engineering	Team 1- (SCM)(Mrs. Suvarna & Mr.Deshpande) Team 2- (BFSI)(Mr. Kanad & Mrs. Prema)
37 Finance (Industry Course Coordination)	Mr. Kanad/Mrs Prema
38 IQAC Coordinator	Dr. Shilpa/Dr Sonal
39 Admissions Coordinator	Mr. Kanad, Mr.Deshpande,Mrs. Sanchita & Mrs. Suvarna
40 BOS Representation & AC	Dr S A Meshram/C Y Patil Sir
41 Website Updation	Prema
42 Attendance Monitoring And Maintaining and Declaring	Ajay / Mugdha /Faculty
43 Placement Training	Mr. Kanad & Mr.Deshpande
44 Corporate Training/Consultancy/Certificate Programme	Dr Arun Mudbidri/Mr Kanad /Mr Deshpande
45 Students Achievement/Newsletter	Sanchita/Suvarna
46 Project Work/Deseartation/Electives/Moocs ✓	Dr Arun Mudbidri/Dr Shilpa/Dr Sonal
47 Departmental Yearwise Placement Records	Mr. Kanad & Mr.Deshpande
48 HOD OFFICE -FILES /RECORD KEEPING	Suvarna/Mugdha/Ajay

(Signature)
Head