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COEP TECHNOLOGICAL UNIVERSITY, PUNE
(A Unitary Public University of Government of Maharashtra)

COEP/Civil/2025-26/ 2788

Date: 25/7/2025

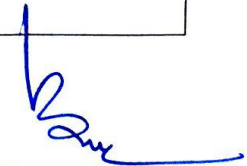
Department of Civil Engineering

Departmental Portfolio Circular

The distribution of departmental portfolios for the academic year 2025-26 is mentioned in the following table. These will be effective from 25/07/2025 till further order.

All the faculty members are requested to take over the charge of the allotted portfolios immediately and send mail to hod.civil@coeptech.ac.in.

Sr. No.	Departmental Portfolio/Work	Faculty member
1	Coordinator, Board of studies and Coordinator UG NBA Committee and Departmental NACC Coordinator	Dr. (Mrs.) R. S. Dalvi
2	Coordinator of Departmental Training, Placement, and Internship UG & PG	Dr. A. R. Akhare
3	Departmental Faculty and Student Data Collection and AICTE CII and similar activities, To Maintain Departmental Web Page	Mrs. Y. T. LomtePatil (Incharge) Mrs. A. A. Athawale Mr. R. D. Shambharkar
4	Departmental GEM Coordinator	Dr. (Mrs.) R. P. Zope
5	Departmental CESA Coordinator	Mr. Rohit Mangalekar
6	Departmental Controller of Examination	Dr. Bhupati Kannur
7	Departmental MIS Coordinator	Dr. S. S. Kar
8	Departmental Timetable	Dr. (Mrs.) R. P. Zope (Incharge) Mr. Saurabh Shinde
9	Faculty Advisor and Class Teacher for Final Year B. Tech.	Mrs. A. A. Athawale
10	Faculty Advisor and Class Teacher for Third year B. Tech.	Mr. R. D. Shambharkar
11	Faculty Advisor and Class Teacher for Second Year B. Tech.	Dr. S. U. Bobade
12	Member, Internal Academic monitoring & Quality Education Committee and Program Assessment and Quality Improvement	Prof. B. G. Birajdar (Incharge) Dr. N. A. Hedao Dr. (Mrs.) R. S. Dalvi
13	Member PG NBA Committee	Prof. K. A. Patil (Incharge) Dr. M. U. Khobragade
14	Member, Departmental Research committee	Prof. K. A. Patil (Incharge) Dr. N. A. Hedao Dr. (Mrs.) R. S. Dalvi Dr. N.M. Mohite


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15	Departmental Write-off & Purchase committee	Prof. K. A. Patil Dr. N. A. Hedao Dr. (Mrs.) R. S. Dalvi Dr. V. B. Dawari Mrs. Y. T. LomtePatil
16	Departmental Building Works & Maintenance committee Member, Departmental Building Works, Electrical Works (UPS, AC, Projector, Internet) & Maintenance committee	Dr. M. U. Khobragade (Incharge) Dr. S. M. Nawghare
17	Departmental Student Counsellor	Prof. K. A. Patil Dr. V. B. Dawari
18	Coordinator, Civil Engineering Alumni, Industry and parent meet	Dr. N.M. Mohite
19	Departmental Entrepreneurship Development records. Departmental GATE Co-ordinator	Dr. A. R. Tidke
20	Departmental Library Coordinator and Departmental MOOC Coordinator	Dr. S. U. Bobade
21	Preparing MOM of Departmental Faculty and other incidental Meetings	Dr. A. R. Akhare
22	Departmental Publication/Bulletin	Mr. Rohit Mangalekar

Head

Department of Civil Engineering

22/07/25