



# AISSMS

## COLLEGE OF ENGINEERING

ज्ञानम् सकलजनहिताय  
Accredited by NAAC with "A+" Grade



Ref: AISSMSCOE/PRIN/ 3 21/2022-23

Date: 30 March 2023

### REVISED OFFICE ORDER

Ref: AISSMSCOE/PRIN/205/2022-23 dated 07/12/2022

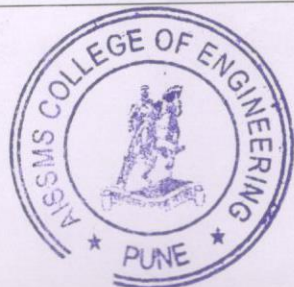
#### Subject: Revised Allocation of Portfolios for Institute Level Administrative Committees

The following administrative portfolios have been allotted to the faculties as shown in tables, with effect from 30.03.2023, till further order. The first member in the committee will act as coordinator. The coordinator along with committee members shall formulate the standard operating procedure (SOP) and process manual for respective committee. The coordinator shall forward the compliance report for the same to office for approval.

### ACADEMIC DEVELOPMENT CELL

#### A] Academic Development and Monitoring

Sr. No.	Faculty Name and Designation	Post
01	Dr B D Bachchhav, Professor in Mechanical Engineering	Coordinator
02	Mr P S Tadkar , Assistant Professor in Chemical Engineering	Member
03	Mr P R Modak, Assistant Professor in Civil Engineering	Member
04	Mrs A S Deokar, Assistant Professor in Computer Engineering	Member
05	Mr S K Biradar, Assistant Professor in Electrical Engineering	Member
06	Mr S B Dhekale, Assistant Professor in Electronics & TC Engineering	Member
07	Dr M K Nikam, Associate Professor in Engineering Mathematics	Member
08	Dr (Mrs) P S Gajjal, Associate Professor in Mechanical Engineering	Member





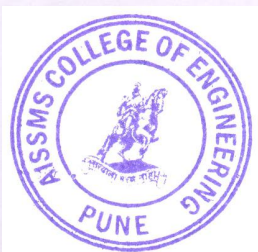
09	Mrs Y K Funde Assistant Professor in Production Engineering	Member
10	Mr Mane R S , Lab Assistant, Department of Chemical Engineering	Member
11	General Secretary, GSA	Student Member

### B] Faculty Development

Sr. No.	Faculty Name and Designation	Post
01	<b>Dr D P Gaikwad, Associate Professor in Computer Engineering</b>	<b>Coordinator</b>
02	Dr (Mrs) A A Apte, Associate Professor in Electrical Engineering	Member
03	Mr M L Chanpur, Assistant Professor in Production Engineering	Member
04	Dr. (Mrs) V V Deshmukh, Assistant Professor in Electronics & TC Engineering	Member
05	Mrs Priti Satarkar, Assistant Professor in Civil Engineering	Member
06	Dr (Mrs) Vrushali Dandwate, Librarian	Member
07	Mr Mohite J B, Lab Assistant, Department of Computer Engineering	Member
08	General Secretary, Department of Computer Engineering	Student Member

### C] Management Information System (MIS)

Sr. No.	Faculty Name and Designation	Post
01	<b>Mr V B Gawai, Assistant Professor in Electronics &amp; TC Engineering</b>	<b>Coordinator</b>
02	Mr P S Tadkar, Assistant Professor in Chemical Engineering	Member
03	Mr. U J Jadhav, Assistant Professor in Civil Engineering	Member
04	Mr S G Dhengre, Assistant Professor in Computer Engineering	Member
05	Mr R S Shinde, Assistant Professor in Electrical Engineering	Member
06	Dr (Mrs) V S Kalyani, Assistant Professor in Chemistry	Member
07	Mr R A Marne, Assistant Professor in Mechanical Engineering	Member





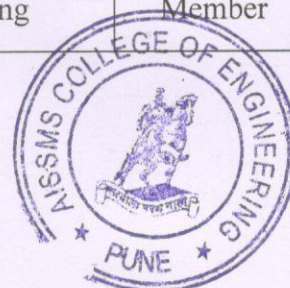
08	Mr S S Kallurkar, Assistant Professor in Production Engineering	Member
09	Mr A K Chincholkar , Head Clerk	Member
10	Mr S M Diwar, Lab Assistant, Department of E & TC Engineering	Member
11	General Secretary, Department of E & TC Engineering	Student Member

#### D] Library Development

Sr. No.	Faculty Name and Designation	Post
01	Dr (Mrs) V S Dandvate, Librarian	Coordinator
02	Dr D S Bormane , Principal	Principal
03	Head, Department of Electrical Engineering	Member
04	Head, Department of Chemical Engineering	Member
05	Head, Department of Mechanical Engineering	Member
06	Mr A B Bhonsle, Administrative Officer	Member
07	Ms S S Chauhan , Finance Officer	Member
08	Mrs J C Kale , Assistant Librarian	Member
09	Overall General Secretary	Student Member

#### E] NBA Preparations

Sr. No.	Faculty Name and Designation	Post
01	<b>Dr M R Phate, Professor in Mechanical Engineering</b>	<b>Coordinator</b>
02	Dr P N Dange, Associate Professor in Chemical Engineering	Member
03	Dr R D Nalawade, Assistant Professor in Civil Engineering	Member
04	Mrs S R Nalamwar, Assistant Professor in Computer Engineering	Member
05	Dr (Mrs) A A Apte, Assistant Professor in Electrical Engineering	Member
06	Dr (Mrs) K B Chaudhari, Assistant Professor in Electronics & TC Engineering	Member
07	Mr P V Deshmukh, Assistant Professor in Mechanical Engineering	Member





08	Dr (Mrs) P S Gajjal, Associate Professor in Mechanical Engineering	Member
09	Mr V D Dholle, Assistant Professor in Production Engineering	Member
10	Dr M K Nikam, Associate Professor in Engineering Mathematics	Member

#### F) NAAC Steering Committee

Sr. No.	Faculty Name and Designation	Post
01	<b>Dr D Y Dhande, Professor in Mechanical Engineering</b>	<b>Coordinator</b>
02	Dr (Mrs) M V Waghmare, Assistant Professor in Civil Engineering	Member
03	Dr (Mrs) M A Pradhan, Associate Professor in Computer Engineering	Member
04	Dr (Mrs) K B Chaudhari, Assistant Professor in Electronics & TC Engineering	Member
05	Mr M R Dahake, Assistant Professor in Mechanical Engineering	Member
06	Dr D V Wadkar, Assistant Professor in Civil Engineering	Member
07	Mr M L Chanpur, Assistant Professor in Production Engineering	Member
08	Dr (Mrs) S F Sayyad, Associate Professor in Computer Engineering	Member
09	Dr S R Patil, Assistant Professor in Mechanical Engineering	Member

#### G) Students' Association and Professional Bodies

Sr. No.	Faculty Name and Designation	Post
01	<b>Mr N P Mawale, Assistant Professor in Electronics &amp; TC Engineering</b>	<b>Coordinator</b>
02	Dr (Mrs) K A Datir, Assistant Professor in Chemical Engineering	Member
03	Mrs M S Chiwande, Assistant Professor in Civil Engineering	Member
04	Mrs M M Swami, Assistant Professor in Computer Engineering	Member
05	Mrs P Sankala, Assistant Professor in Electrical Engineering	Member
06	Mrs A A Tonde, Assistant Professor in Mechanical Engineering	Member
07	Mr V Y Sonawane, Assistant Professor in Production Engineering	Member





08	Faculty Advisors of Students' and faculty Chapters of Professional Bodies	Members
09	Mr S T Gajar, Lab Assistant, Department of E & TC Engineering	Member
10	Student Chairperson, ISTE Students' Chapter	Student Member

### CENTER FOR INFORMATION, TRAINING AND PLACEMENT (CITP)

**Dr A V Waghmare.** Head, Center for Information, Training and Placement (CITP)

#### A) Placements

Sr. No.	Faculty Name and Designation	Post
<b>01</b>	<b>Placement Officer</b>	<b>Coordinator</b>
02	Mr P M Warke, Assistant Professor in Chemical Engineering	Member
03	Mrs K N Kulkarni, Assistant Professor in Civil Engineering	Member
04	Mr S S Jadhav, Assistant Professor in Computer Engineering	Member
05	Mr. S M Chaudhari, Assistant Professor in Electrical Engineering	Member
06	Mr S B Dhekle, Assistant Professor in Electronics & TC Engineering	Member
07	Mr M P Bauskar, Assistant Professor in Mechanical Engineering	Member
08	Mr S A Ansari, Assistant Professor in Mechanical Engineering	Member
09	Mr S S Kallurkar, Assistant Professor in Production Engineering	Member
10	Overall General secretary, GSA	Student Member

#### B) Training

Sr. No.	Faculty Name and Designation	Post
<b>01</b>	<b>Mr V S Ponkshe, Assistant Professor in Electrical Engineering</b>	<b>Coordinator</b>
02	Mr P M Warke, Assistant Professor in Chemical Engineering	Member
03	Dr. V S Chavhan, Assistant Professor in Civil Engineering	Member
04	Mr S S Jadhav, Assistant Professor in Computer Engineering	Member

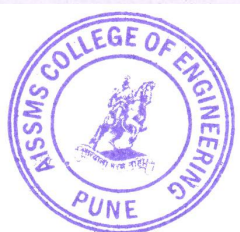




05	Mr S M Chaudhari, Assistant Professor in Electrical Engineering	Member
06	Dr. (Mrs) P P Vast, Assistant Professor in Electronics & TC Engineering	Member
07	Mr M P Bauskar, Assistant Professor in Mechanical Engineering	Member
08	Mr S A Ansari, Assistant Professor in Mechanical Engineering	Member
09	Mr S S Kallurkar, Assistant Professor in Production Engineering	Member
10	Mr Gangawane Rahul, Lab Assistant, Department of Production Engineering	Member
11	Overall General secretary, GSA	Student Member

### C] Mentoring and Counselling

Sr. No.	Faculty Name and Designation	Post
01	<b>Dr. (Mrs) V V Deshmukh, Assistant Professor in Electronics and TC Engineering</b>	<b>Coordinator</b>
02	Dr. A S Jadhav, Assistant Professor in Chemical Engineering	Member
03	Mrs M P Shah, Assistant Professor in Mechanical Engineering	Member
04	Mr Amol Jagtap, Assistant Professor in Computer Engineering	Member
05	Mr S K Bidgar, Assistant Professor in Production Engineering	Member
06	Dr. (Mrs) R R Itkarkar, Assistant professor in E&TC Engineering	Member
07	Dr. (Mrs) S A Virkar, Assistant Professor in Physics	Member
08	Mrs S A Chavan, Assistant Professor in Civil Engineering	Member
09	Dr. L S Godse, Assistant Professor in Electrical Engineering	Member
10	Mr P B Shinde, Lab Assistant, Department of Electrical Engineering	Member
11	General Secretary, Department of Electronics and TC Engineering	Student Member



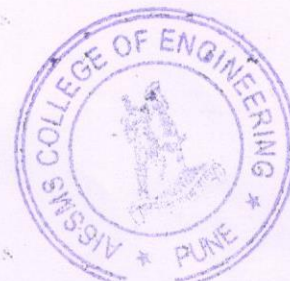


**D] Industry-Institute Interaction (III)**

Sr. No.	Faculty Name and Designation	Post
01	<b>Mr P M Warke, Assistant Professor in Chemical Engineering</b>	<b>Coordinator</b>
02	Dr. G C Chikute, Assistant Professor in Civil Engineering	Member
03	Mr S G Dhengre, Assistant Professor in Computer Engineering	Member
04	Mrs S Vadi, Assistant Professor in Electrical Engineering	Member
05	Mr V B Gawai, Assistant Professor in Electronics & TC Engineering	Member
06	Mr Y B Karandikar, Assistant Professor in Mechanical Engineering	Member
07	Dr M R Dahake, Assistant Professor in Mechanical Engineering	Member
08	Mr M L Chanpur, Assistant Professor in Production Engineering	Member
09	Mr A U Karne, Lab Assistant, Department of Civil Engineering	Member
10	General secretary, Department of Chemical Engineering	Student Member

**E] Entrepreneurship and Skill Development**

Sr. No.	Faculty Name and Designation	Post
01	<b>Mr S N Chiwande, Assistant Professor in Production Engineering</b>	<b>Coordinator</b>
02	Dr. S B Ghugre, Assistant Professor in Chemical Engineering	Member
03	Mrs V N Tarange, Assistant Professor in Electrical Engineering	Member
04	Mr M S Swami, Assistant Professor in Mechanical Engineering	Member
05	Mr S S Kallurkar, Assistant Professor in Production Engineering	Member
06	Mrs S R Nalamwar, Assistant Professor in Computer Engineering	Member
07	General secretary, Department of Production Engineering	Student Member



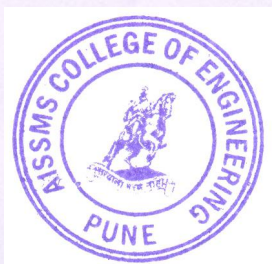


**F] Alumni Engagement**

Sr. No.	Faculty Name and Designation	Post
01	<b>Dr S R Patil, Assistant Professor in Mechanical Engineering</b>	<b>Coordinator</b>
02	Mr S M Chaudhari, Assistant Professor in Electrical Engineering	Member
03	Ms V D Nagrale, Assistant Professor in Electronics & TC Engineering	Member
04	Mrs H L Kamble, Assistant Professor in Chemical Engineering	Member
05	Dr. A J Kadam, Assistant Professor in Computer Engineering	Member
06	Mrs S P Khedekar, Assistant Professor in Civil Engineering	Member
07	Mr M A Kelkar, Assistant Professor in Production Engineering	Member
08	Mr J N Khiratkar, Lab assistant, Department of Mechanical Engineering	Member
09	General secretary, Department of Mechanical Engineering (Sandwich)	Student Member

**G] Competitive Examinations**

Sr. No.	Faculty Name and Designation	Post
<b>01</b>	<b>Dr R D Nalawade, Assistant Professor in Civil Engineering</b>	<b>Coordinator</b>
02	Mr M S Swami, Assistant Professor in Mechanical Engineering	Member
03	Dr (Mrs) D M Ujalamkar, Assistant Professor in Computer Engineering	Member
04	Mrs Bawankar Kanchan, Assistant Professor in Chemical Engineering	Member
05	Ms K D Kashid, Assistant Professor in Civil Engineering	Member
06	Mr Y B Karandikar, Assistant Professor in Mechanical Engineering	Member
07	Joint General secretary, Department of Civil Engineering	Student Member





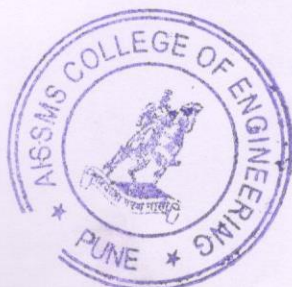
## RESEARCH AND DEVELOPMENT CELL

### A) Research, Development and Collaborations

Sr. No.	Faculty Name and Designation	Post
01	<b>Dr. S H Wankhade, Associate Professor in Mechanical Engineering</b>	<b>Coordinator</b>
02	Dr. D P Gaikwad, Associate Professor in Computer Engineering	Member
03	Dr. (Mrs) V N Patil, Professor in Civil Engineering	Member
04	Dr. M S Deshmukh, Associate Professor in Mechanical Engineering	Member
05	Dr. (Mrs) A A Apte, Assistant Professor in Electrical Engineering	Member
06	Dr. S B Ghugare, Assistant Professor in Chemical Engineering	Member
07	Dr. A V Mohod, Assistant professor in Chemical Engineering	Member
08	Dr. C S Dharankar, Assistant Professor in Mechanical Engineering	Member
09	Mr A A Jachak, Lab Assistant, Department of Mechanical Engineering	Member
10	General Secretary, Department of Mechanical Engineering	Student Member

### B) Innovation, IPR and Start up

Sr. No.	Faculty Name and Designation	Post
01	<b>Dr. (Mrs) V N Patil, Professor in Civil Engineering</b>	<b>Coordinator</b>
02	Dr. (Mrs) S F Sayyad, Associate Professor in Computer Engineering	Member
03	Dr. A S Jadhav, Assistant Professor in Chemical Engineering	Member
04	Dr. A B Patil, Assistant Professor in Engineering Mathematics	Member
05	Dr. (Mrs) V S Kalyani, Assistant Professor in Chemistry	Member
06	Dr. M M Sayyad, Assistant Professor in Mechanical Engineering	Member
07	Mr V D Unune, Lab Assistant, Department of Computer Engineering	Member

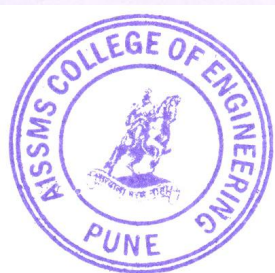




08	Joint General Secretary, Department of Civil Engineering	Student Member
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### INFRASTRUCTURE AND FACILITY CELL

Sr. No.	Faculty Name and Designation	Post
01	<b>Dr. G C Chikute, Assistant Professor in Civil Engineering</b>	<b>Coordinator</b>
02	Dr. S J Navale, Assistant Professor in Mechanical Engineering	Member – Safety & Security
03	Dr. A J Kadam, Assistant Professor in Computer Engineering	Member – Canteen
03	Mr P S Agalawe, Assistant Professor in Mechanical Engineering	Member – House keeping
05	Mr P R Modak, Assistant Professor in Civil Engineering	Member – Water Management and Civil work
06	Mr P G Kokare, Assistant professor in Mechanical Engineering	Member - Campus Ambience
07	Mrs V V Gire (Waykule), Assistant Professor in Computer Engineering	Member – Internet
08	Dr. (Mrs) V V Deshmukh, Assistant professor in Electronics & TC Engineering	Member – Intercom
09	Mr V V Kulkarni, Assistant professor in Electrical Engineering	Member – Electricity, Solar Systems, Electrical safety and security
10	Mr G D Dongare, Lab Assistant, Department of Civil Engineering	Member
11	General Secretary, Department of Civil Engineering	Student Member





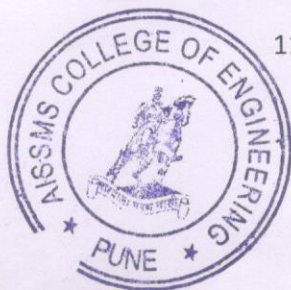
## GYMKHANA

### A] Sports and Cultural

Sr. No.	Faculty Name and Designation	Post
01	<b>Dr D S Bormane, Principal</b>	<b>President</b>
02	Mr A B Bhonsle, Administrative officer	Vice President
03	Mrs K N Kulkarni, Assistant Professor in Civil Engineering	Cultural In charge
04	Dr. (Mrs) M M Kondhare, Physical Director	Sports In charge
05	Mrs S J Pachouly , Assistant Professor in Computer Engineering	Magazine In charge
06	Mr P S Tadkar, Assistant Professor in Chemical Engineering	Member
07	Mrs S A Chavan, Assistant Professor in Civil Engineering	Member
08	Dr (Mrs) D M Ujalamkar, Assistant Professor in Computer Engineering	Member
09	Mrs P Sankala, Assistant Professor in Electrical Engineering	Member
10	Mr V B Gawai, Assistant Professor in Electronics & TC Engineering	Member
11	Dr S R Patil, Assistant Professor in Mechanical Engineering	Member
12	Mr M A Kelkar, Assistant Workshop Superintendent	Member
13	Mr Muley Prasad, Lab Assistant, Department of Computer Engineering	Member
14	General secretary, Sports	Student Member
15	General secretary, Cultural	Student Member
16	General secretary, Magazine	Student Member

### B] National Service Scheme

Sr. No.	Faculty Name and Designation	Post
01	<b>Dr N N Shejwal, Assistant Professor in Physics</b>	<b>Coordinator</b>
02	Dr. (Mrs) P P Vast, Assistant Professor in E&TC Engineering	Member
03	Mr V Y Sonawane, Assistant Professor in Production Engineering	Member



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04	Mrs H L Kamble, Assistant Professor in Chemical Engineering	Member
05	Mrs Y P Lad, Assistant Professor in Electronics & TC Engineering	Member
06	Mrs V N Tarange, Assistant Professor in Electrical Engineering	Member
07	Mr G P Lohar, Assistant Professor in Mechanical Engineering	Member
08	Mr S G Dhengre, Assistant Professor in Computer Engineering	Member
09	Mr S S Mule, Assistant Professor in Civil Engineering	Member
10	Mr R D Rode , Lab Assistant, Department of First Year Engineering	Member
11	General secretary, NSS	Student Member

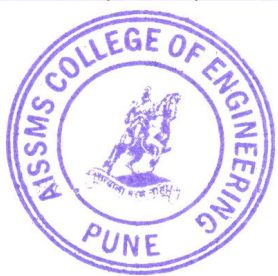
### C] Students Welfare and Development

Sr. No.	Faculty Name and Designation	Post
01	<b>Dr A B Patil, Assistant Professor in Engineering Mathematics</b>	<b>Coordinator</b>
02	Mr Y B Karandikar, Assistant Professor in Mechanical Engineering	Member
03	Mr A M Jagtap, Assistant Professor in Computer Engineering	Member
04	Mrs. V S Navale, Assistant Professor in E and TC Engineering	Member
05	Mrs. S P Khedekar, Assistant Professor in Civil Engineering	Member
06	Ms S S Mujawar, Assistant Professor in Electrical Engineering	Member
07	Mr J R Patil, Lab Assistant, Department of First year Engineering	Member
08	Overall General Secretary, GSA	Student Member
09	General secretary, NSS	Student Member

## MEDIA INTERFACE AND OUTREACH CELL

### A] Media Liaisoning

Sr. No.	Faculty Name and Designation	Post
01	<b>Mr S M Chaudhari, Assistant professor in Electrical Engineering</b>	<b>Coordinator</b>
02	Dr. (Mrs) M M Kondhare, Physical Director	Member





03	Mrs S J Pachouly, Assistant Professor in Computer Engineering	Member
04	Mrs Sneha Khedekar, Assistant Professor in Civil Engineering	Member
05	Mrs Merlyn D'cruz, Assistant Professor in Civil Engineering	Member
06	Mr M A Kelkar, Assistant Workshop Superintendent	Member
07	Mr Surajkumar Khasbage, Assistant Professor in Mechanical Engineering	Member
08	Mr A B Bhonsle, Administrative Officer	Member
09	Mr S P Pimpale, Registrar	Member
10	Departmental Media Coordinators	Members
11	Mr Muley Prasad, Department of Computer Engineering	Member
12	General Secretary, Media	Student Member
13	General secretary, Magazine	Student Member

#### B] Website

Sr. No.	Faculty Name and Designation	Post
01	<b>Mr N R Talhar, Assistant Professor in Computer Engineering</b>	<b>Coordinator</b>
02	Mr M A Kelkar, Assistant Professor in Production Engineering	Member
03	Mr R S Shinde, Assistant Professor in Electrical Engineering	Member
04	Ms V D Nagrale, Assistant Professor in Electronics & TC Engineering	Member
05	Mrs K N Bawankar, Assistant Professor in Chemical Engineering	Member
06	Mr C S Misal, Assistant Professor in Civil Engineering	Member
07	Mr N N Gotkhindikar, Associate Professor in Mechanical Engineering	Member
08	Mr V D Unune, Lab Assistant, Department of Computer Engineering	Member
09	General Secretary, Department of Computer Engineering	Student Member
10	General Secretary, Media	Student Member





## ADMINISTRATION CELL

### A] Budget Preparations (Purchase and Maintenance)

Sr. No.	Faculty Name and Designation	Post
01	Dr D S Bormane, Principal	Principal
02	All Heads of Department	Member
03	Mr A B Bhonsle, Administrative Officer	Member
04	Ms S S Chauhan, Finance and Accounts Officer	Member

### B] Admissions

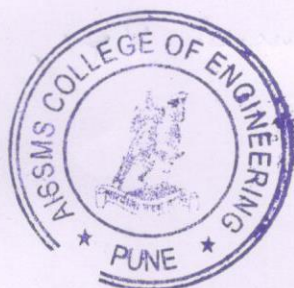
Sr. No.	Faculty Name and Designation	Post
01	Dr. D V Nighot, Associate Professor in Chemistry	Coordinator
02	Dr. A B Patil, Assistant Professor in Engineering Mathematics	Member
03	Mr A B Thakare, Assistant Professor in Engineering Mathematics	Member
04	Mr Y R Chandwade, Assistant Professor in Production Engineering	Member
05	Mr Y B Karandikar, Assistant Professor in Mechanical Engineering	Member
06	Mr A B Bhonsle, Administrative Officer	Member
07	Mr S P Pimpale, Registrar	Member
08	Ms S S Chauhan, Finance and Accounts Officer	Member
09	Mr Patil J R, Lab Assistant, Department of First Year Engineering	Member
10	Mr A K Chincholkar, Head Clerk	Member
11	Joint General Secretary, All Departments	Members

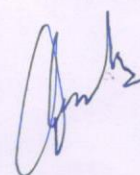




### C] Examinations

Sr. No.	Faculty Name and Designation	Post
01	<b>Dr. D V Nighot, Associate Professor in Chemistry</b>	<b>Coordinator</b>
02	Dr. D V Wadkar, Assistant Professor in Civil Engineering	<b>Assistant CEO</b>
03	Dr. S B Ghugre, Assistant Professor in Chemical Engineering	Member
04	Ms K D Kashid, Assistant Professor in Civil Engineering	Member
05	Mrs V V Gire (Waykule), Assistant Professor in Computer Engineering	Member
06	Mrs. V N Tarange, Assistant Professor in Electrical Engineering	Member
07	Mrs Y P Lad, Assistant Professor in Electronics and TC Engineering	Member
08	Mr M U Gan, Assistant Professor in Mechanical Engineering	Member
09	Dr M M Sayyad, Assistant Professor in Mechanical Engineering	Member
10	Mr S K Bidgar, Assistant Professor in Production Engineering	Member
11	Mr A B Thakare, Assistant Professor in Engineering Mathematics	Member
12	Mr A K Chincholkar, Head Clerk	Member
13	General Secretary, GSA	Student Member



  
Dr D S Bormane  
Principal

Copy to:

1. All concerned staff
2. All Head of Departments
3. Establishment Section
4. IQAC





# AISSMS

## COLLEGE OF ENGINEERING

ज्ञानम् सकलजनहिताय  
Accredited by NAAC with "A+" Grade



### INTERNAL QUALITY ASSURANCE CELL

### Institute Level Committees (ILC)

The objectives and functions of various administrative committees are depicted in Table below.

Academic Development and Monitoring
<ul style="list-style-type: none"><li><b>Preamble :</b></li></ul> <p>The vision of All India Shri Shivaji Memorial Society's College of Engineering is "Service to Society through Quality Education". In order to impart Quality technical education an Academic Development and Monitoring Committee (ADMC) is established at institute level to develop strategies, rules, regulations and policies for creating an environment conducive for teaching learning process and effective planning and implementation of curriculum. ADCM is responsible for planning and monitoring of overall academic activities, procedures, functioning and maintaining all relevant documents.</p>
<ul style="list-style-type: none"><li><b>Objectives :</b></li></ul> <ul style="list-style-type: none"><li>Academic planning and implementation.</li><li>Imparting guidelines for upgrading innovative and creative teaching learning process, methodology, tools and techniques at periodic intervals by implementing advanced concept of pedagogy, ICT, learning management system, student centric methods, participative learning etc. for enhancing teaching and learning experience.</li><li>Conduct academic audit and suggest suitable methods for quality improvement and quality assurance.</li><li>To develop methodology for internal assessment.</li><li>To encourage students to participate activity based teaching learning, co-curricular activities and MOOCs for self-growth.</li><li>Planning of various co-curricular and extra-curricular activities.</li><li>Planning for Students Induction Programs.</li></ul>





<ul style="list-style-type: none"> <li>• <b>Functions:</b></li> </ul>
<ul style="list-style-type: none"> <li>• Prepare Institute and Department Academic Calendar.</li> <li>• Monitoring of academic activities (E.G., Preparation of teaching plan, Syllabus coverage, Students attendance, Faculty Feedback etc.) through department academic coordinators and GFMs.</li> <li>• Ensure work load distribution, timely display of Time-Table, examination schedule, feedback schedule.</li> <li>• Observe updating of academic related activities on ERP.</li> <li>• Mid term academic reviews.</li> <li>• Finalize dates for annual events (e.g. Shivanjali, Ashwamedh, Engineering Today etc.)</li> <li>• Collect result analysis of all departments.</li> <li>• To notify regarding conduction of pre-requisite tests, Faculty feedback, Course end survey, Exit survey, Student satisfaction report, feedback on curriculum etc.</li> <li>• Conduct academic audits in consultation with IQAC.</li> <li>• Ensure formulation of Program Assessment and Quality Improvement Committee at department level.</li> </ul>
<p style="text-align: center;"><b>Faculty Development and Academic Collaborations</b></p>
<ul style="list-style-type: none"> <li>• Today, the role of engineering education is to prepare the students ready to face the challenges and responsibilities of future. This, therefore, requires value based education with the ability to synthesize morals of students individually.</li> <li>• The college has a Faculty Development and Academic Collaboration cell to provide opportunities for faculty to reflect on current knowledge about and practice of effective teaching and learning through dialogue, organising faculty development programmes and collaboration with academic institutions.</li> <li>• The Faculty Development Program and Academic Collaboration is one step ahead to host group workshops for the faculty to develop and share their experiences and explore creative pedagogic methods and resources for generating outcomes of student learning.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Objectives</b></li> </ul>
<ul style="list-style-type: none"> <li>• Enhance Teaching skills.</li> </ul>





- Orient the faculty towards latest trends of technology, modern teaching tools and methodologies
- Impart professional practices relevant to technical education.
- Enrich the faculty in key domain of teaching, assessing, researcher and administration.
- Channelize development with respect to academic qualifications and personal growth
- To strengthen interaction with academic institutions to work collaboratively.
- To stimulate and facilitate mutually beneficial activities in the field of academics, education and research.
- To bridge the gap between technology, teaching and research through carrying out joint projects on identified topics.
- To explore and identify common avenues of interaction as per the requirements of the institute.
- To utilize and share expertise of individual institute for benefit of staff, student and faculty through organizing workshops, seminars and FDP's.

#### • **Functions**

1. To identify and organize need based faculty development programmes for the faculty
2. To promote departments to organize for sponsored 1 day, 2 Day /3 Day and 1 week Faculty development programmes within a year.
3. To help / identify resources to conduct the trainings.
4. To coordinate the FDP activities.
5. To identify and execute memorandum of understanding (MoU) with academic Institutions for the mutual benefit.
6. To conduct training program /workshops/FDP/STTP jointly.
7. To give opportunity for the faculty members to attend the programmes organized by host institutions.
8. To promote /utilize laboratories on mutually agreed conditions.
9. To carry out research work through UG/PG projects jointly on identified topics.
10. To involve institution /industry experts in curriculum development.





11. To offer consultancy and testing services to solve industrial problems.

12. To conduct value added programs based on institutional requirements

### **Management Information System**

MIS (ERP) is real time data collection and analysis software by which institute plan and execute academic and administrative process. It also keeps track on students, Faculty and institute progression. Micro level analysis is done by ERP for improvement and planning according to it.

#### **• Objectives**

- A core resource planning that can manage institute entire information and operations
- Automating the institution's working processes and centralizing the data, transparency & flexibility to be increased
- To have better administration management and decision making capabilities.
- Link academic resources for students

### **Library Development**

The AISSMS COE library play a vital role in strengthening academic, research and extension mission of the dissemination of knowledge. The range of services offered by the library is very useful for the patrons, besides this holding an excellent print collection of books, journals, reports, and databases in Engineering. The Library is the repository of the knowledge of the college which facilitates the teaching, research and extension programmes.

#### **• Objectives**

- To support the educational and research programme of the institute by providing access to information with the present and anticipated educational and research programmes.

#### **• Functions**

- To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
  - Provide guidelines to update the Library collection.
  - To work towards modernization and improvement of Library Services.
  - To formulate policies and procedures for efficient use of Library resources.
- To review Library readership





- To adopt measures to enhance readership
- To prepare budget and proposals for the development of the Library.
- To recommend to the authorities the fees and other charges for the use of the Library

### **Students Association**

Co-curricular and Extracurricular activities plays an important role in overall development of students. Students Association is a platform, where students can showcase their talent in organizing and successful conduction of events like AISSMS ENGINEERING TODAY. In order to streamline various co-curricular activities following objectives and functions are defined.

#### • **Objectives**

- To develop various technical skills in students.
- To inculcate leadership & team work aspect in our students which is demand of industry also.
- To take feedback of this event every year and accordingly plan for the next year.
- To involve industry personals in various activities of this event.
- To set the brand of AISSMSCOE across the engineering institutions all over Maharashtra & India.

#### • **Functions**

- To prepare organizing committee for the event.
- To finalize events of all departments.
- To prepare department event budget and total budget, which includes budget for central committees.
- To get approval of budget from our management.
- To collect sponsorship for the event.
- Publicity of event through central campaigning with help of our students.
- To send hard copy and soft copy of event poster in various engineering institutes around Pune for publicity of the event.
- To do registration of participants for various events of AISSMS Engineering Today.

### **Students Chapters(Professional Bodies)**





Co-curricular and Extra curricular activities play an important role in overall development of students. Students Association is a platform, where students can showcase their talent in organizing and successful conduction of events like AISSMS ENGINEERING TODAY. In order to streamline various co-curricular activities following objectives and functions are defined.

#### • Objectives

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- To inculcate leadership & team work aspects in our students which is demand of industry also.
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- To involve industry personals in various activities of this event.
- To set the brand of AISSMSCOE across the engineering institutions all over Maharashtra & India.

#### • Functions

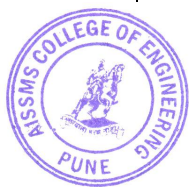
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- To send hard copy and soft copy of event poster in various engineering institutes around Pune for publicity of the event.
- To do registration of participants for various events of AISSMS Engineering Today.

#### Placements





<ul style="list-style-type: none"> <li>• <b>Objectives</b></li> </ul>
<ul style="list-style-type: none"> <li>• To help the placement office in conducting and coordinating campus placement process.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Functions</b></li> </ul>
<ul style="list-style-type: none"> <li>• Supervision in the labs during the various tests conducted by the recruiting industries.</li> <li>• To maintain discipline during placement process.</li> <li>• Communicating with students regarding placement process.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Training</b></li> </ul>
<ul style="list-style-type: none"> <li>• Skills and Knowledge are the driving forces of economic growth and social development for any country. In the changing world scenario with regard to industry and the job market, there is always a need of skilled manpower. Most of the students are unable to get suitable employment due to lack of employable skills. Some of the employable skills that employers seek are – communication skills, lifelong learning, self-management, team work, problem solving etc.... so it is necessary to impart training to the students at different levels.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Objectives</b></li> </ul>
<ul style="list-style-type: none"> <li>• To create opportunities for all students to acquire skills to get desired job / market employability.</li> <li>• To develop different employable skills among students and prepare them for realistic work expectations.</li> <li>• To strengthen the placement activity of the institute.</li> <li>• To create awareness into the students about the soft skill training.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Functions</b></li> </ul>
<ul style="list-style-type: none"> <li>• To organize different training sessions at different levels for all students (SE, TE and BE) of all departments with the help of professional organization.</li> <li>• To encourage students to complete the training sessions and get benefit out of it.</li> <li>• To monitor the activity throughout the semester and take feedback from students for any corrective action if necessary.</li> <li>• To identify and sign a memorandum of understanding (MoU) with various industries for the mutual benefits.</li> </ul>





<ul style="list-style-type: none"> <li>To conduct training programs by the faculty for industry personnel.</li> </ul>
<b>Counselling and mentoring</b>
<p>Counselling and Mentoring encompasses a broad set of skills, approaches and techniques that are essentially aimed at helping students with problem solving, problem management, working through or resolving past issues, or working towards developmental aims and goals for the future, which might include improving performance and meeting career and personal aspirations. The goal of counselling is to promote self-understanding and self-acceptance of a student.</p>
<ul style="list-style-type: none"> <li><b>Objectives</b></li> </ul>
<ul style="list-style-type: none"> <li>To help student to overcome the emotional challenges</li> <li>To assist student know himself better his interest, abilities, attitudes and opportunities</li> <li>To work out a plan (behavioural therapy) for solving his difficulties to assist student in planning for career choices</li> </ul>
<ul style="list-style-type: none"> <li><b>Functions</b></li> </ul>
<ul style="list-style-type: none"> <li>Each faculty acts as a mentor in the counselling &amp; mentoring process.</li> <li>A mentor is responsible for guiding about 20 students of a class.</li> <li>The mentor listens to the problems of mentee, both academic and personal which hinder their learning abilities.</li> <li>In the mentoring sessions, students raise their difficulties/problems regarding academics/general facilities/hostel facilities with their respective mentors.</li> <li>If the mentor/course coordinator/GFM/HOD observes or finds a student who needs professional counselling, his case is forwarded the Professional Counselling agency through the Counselling &amp; Mentoring Coordinator.</li> <li>Post Counselling</li> <li>Feedback and Behavioural improvements are observed from the student seeking professional counselling.</li> <li>Record of a case study report is asked from the mentor mentioning the positive changes and improvement observed for the student.</li> </ul>





### Industry Institute Interaction (III)

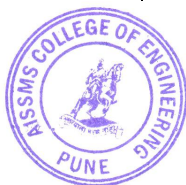
Industry is the major stake holder of technical institution. Continuous interaction between technical institution and industry is an essential requirement to enhance an employability of engineering graduates. AISSMS College of Engineering has been in association with various industries and providing very good industrial exposure to the students. In order to sustain and enhance the interaction with the industries, following objectives and functions are defined.

#### • Objectives

- To strengthen interaction with industry.
- To bridge the gap between industry and institute.
- To explore and identify common avenues of interaction with industry as per the requirements of the institution.
- To provide industrial education to the students and faculty

#### • Functions

- To organize industrial visits for the students and faculty.
- To organize expert lectures by industry person for the students and faculty.
- To organize training programme with industry support for the students and faculty.
- To encourage students for joining industrial internship during vacation.
- To encourage students to undertake final year project in industry under the joint guidance of faculty and expert from industry.
- To identify and sign memorandum of understanding (MoU) with various industries for the mutual benefit.
- To conduct training programme by the faculty for industry personnel.
- To establish linkage with various non government and government agencies.
- To involve industry experts in need based curriculum development.
- To offer consultancy and testing services to solve industrial problems.
- To encourage faculty to undertake projects from industry.
- To conduct other value added programs based on industry requirements





<b>Entrepreneurship and Skill Development</b>	
<p>The Entrepreneurship and Skill Developments-Cell (ESD-Cell), as its name suggests, intends to encourage students' entrepreneurial talents. To put it another way, it refers to a person who has had their entrepreneurial skills taught to them, developed, and refined so that they can launch and successfully run their own firm. Giving students the skills and knowledge they need to start and run a business is the goal behind an entrepreneurship development cell.</p> <p>The Entrepreneurship and Skill Development section prioritises practical training above academic training to better meet the unique needs of participants.</p>	
<ul style="list-style-type: none"> <li>• <b>Objectives</b></li> </ul>	
<ul style="list-style-type: none"> <li>• Examine the environment that is set up for small company and industry.</li> <li>• Enhance and develop the entrepreneurial quality.</li> <li>• To comprehend the policies, guidelines, and rules that govern how the operations are managed.</li> <li>• To develop entrepreneurs a sense of social responsibility.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Functions</b></li> </ul>	
<ul style="list-style-type: none"> <li>• To organise awareness programmes and camps for entrepreneurship &amp; skill development.</li> <li>• To utilise various resources and funding offered by various government and Non-government organisations.</li> <li>• To organise a Faculty Development Program</li> <li>• To arrange a guest speaker and a seminar for aspiring entrepreneurs.</li> <li>• To carry out training programmes to develop skills</li> </ul>	
<b>Alumni Engagement</b>	
<p>Alumni engagement bring together the globally spread past students of the college with a sense of belonging and an urge to actively contribute for the betterment of their Alma Mater. Alumni engagement is tasked with mobilizing and serving learners by connecting with each other and fostering a lifelong relationship between the college and their graduates, both intellectually and emotionally. The alumni engagement is dedicated in the field of governance,</p>	



voluntary commitment, good will, economic support, improved educational cooperation, public relations and communication

• **Objectives**

- To promote and foster mutually beneficial interaction between the Alumni and the College.
- To encourage the Alumni to take abiding interest in the progress and development of the College.
- To encourage the students of the college & members of the Association for research & development work in various fields like Engineering, Computers, Industrialization, etc.
- To encourage and guide the students of the college on self-employment to become entrepreneurs.
- Promote the industry-institute interaction to bridge the gap between industry requirements and education offered and enhance students' employability

• **Functions**

- To arrange and support in placement activities for the students of the college
- To help and assist other Regional bodies for training programs in entrepreneurship development, with resources available with association
- To help and guide students and ex-students of the college for anti-drug, anti-ragging, and any anti-social activities.
- To provide Scholarships to deserving students and ex-students of the college – for the purpose of Education and Sport.
- To Mentor the students of the college for higher education, development of character and being GOOD citizens

**Competitive Examinations**

Early exposure to learning and **competition** builds confidence and sharpens skills which raise your level from other students on the same platform. **Competitive exams** also help out in choosing a career as students start identifying their areas of interest while getting a deeper knowledge of subjects

• **Objectives**





<ul style="list-style-type: none"> <li>• To know the pattern of Various Examinations</li> <li>• To get the information about the exams conducted for the entry into jobs</li> <li>• To become aware about the various soft skills</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Functions</b></li> </ul>
<ul style="list-style-type: none"> <li>• To provide the infrastructure to external agency to conduct classes for various competitive exams</li> <li>• To conduct the seminar on different competitive exams</li> </ul>
<p style="text-align: center;"><b>Infrastructure and Facility</b></p>
<p>This committee serves for development and maintenance advisory unit for the institute. It includes canteen, housekeeping, water management, security, campus ambience, civil work etc. This committee works for communication media of the institute which includes internet and intercom. The main aim of this committee is to work for all stake holders of the institute, to give best infrastructural and its related facilities.</p>
<ul style="list-style-type: none"> <li>• <b>Objectives</b></li> </ul>
<ul style="list-style-type: none"> <li>• Periodical checking of canteen and to provide healthy food at reasonable cost.</li> <li>• Work areas, storage areas and amenities will be kept and maintained in a clean and hygienic manner</li> <li>• Provide clean water for stake holders. Reuse and recycle of waste water as well as maintain rain water harvesting plant.</li> <li>• Improve institute ambience for good atmosphere by providing green landscaping and other beautification solution for the institute.</li> <li>• Maintain safety and security of movable and non movable things of the institute.</li> <li>• Suggest and complete new construction work and repair and maintenance of the existing construction.</li> <li>• Repair and maintenance of internet and intercom system in the institute.</li> </ul>
<p style="text-align: center;"><b>Cultural Committee</b></p>
<p>We seek to establish an environment and culture which will encourage students to participate in extracurricular activities comprising various competitions, events and programs which will bring out the best in the students which will also help them learn multiple tasking, through seeking a balance between co-curricular and extracurricular activities. AISSM</p>



Society beholds a strong heritage and cultural roots through its establishment and through years has proven its excellence in not just academics but sports and other activities with large number of students participating every year and receiving critical acclaim and various awards. Events like “Purushottam Karandak”, “Vinodottam Karandak”, “Firodiya Karandak”, “Vedant”, “Dajikaka Gadgil Karandak” and other inter college Competitions throughout the year. Also bringing out the best from the students in the college level annual cultural events like “Ashwamedh” and “Shivanjali”.

- **Objectives**

- To inculcate conducive atmosphere among students to portray talent in various extracurricular activities.
- To encourage maximum participation in various events and competitions to help in developing qualities like team building, leadership and displaying talents.
- To aim for excellence by winning maximum awards and recognition through various inter college, state and national level competitions.

- **Functions**

- Creating awareness about planned annual events to encourage maximum participation from First Year Engineering
- Planning of various events and forming various teams to participate in the events taking place simultaneously, and will work out programs semester wise.
- Events like “Ashwamedh” and “Shivanjali” to be planned in an innovative style each year with some specific theme every year, which mark an important part of AISSMS’COE culture.

### **Magazine In charge, Media Liaisoning**

Publish the annual college magazine of AISSMS COE and organize an annual art exhibition. Objectives. The committee takes upon itself the task of displaying, nurturing and help improving the artistic talents of the students of AISSMS COE.

- **Functions**

- 1.Organisation of ARTRIVAL
- 2 Publication of ANNUAL COLLEGE MAGAZINE
- 3. Publication of SURBHI – THE WALL MAGAZINE



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- 4.Organisation of AUTHORS MEET

### **Sports**

The Gymkhana and sports department at AISSMS College of Engineering is formed to focus on overall development of Students and imbining qualities of leadership, organizational management, teamwork, physical health, immunity, etc. It also focus on bringing out the best results from the sports players at various platforms. Resulting in getting recognition to the students as well as college at various state level and national level platforms

#### • **Objectives**

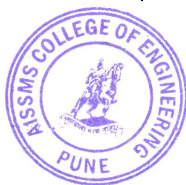
- To improve the competitiveness of our students to stand in the world.
- To enhance leadership skills and teamwork through various co-curricular and extracurricular activities.
- To assist every students to imbibe the virtues of discipline, integrity and creativity.
- To respond to changing students' needs and equip them to face the challenges of emerging changing national and global trends

#### • **Functions**

- Development of passion for physical fitness and sports in each and every student and faculty at institute level.
- Organization and implementation of different extra-curricular activities, sports programs, inter-collegiate sports competitions, etc.
- Development of the students through various sports programs and inculcates discipline, team spirit, teamwork, cooperation, sportsmanship and tolerance in them.

### **National Service Scheme**

The National Service Scheme is a flagship program of Government of India sponsored Public Service program conducted by Department of Youth Affairs and Sports and Savitribai Phule Pune University. The program was launched by M. Gandhiji's centenary year September 24,1969. The cardinal principle of the NSS program is to get a sense of involvement in the task of Nation Building. More than 5 million students spread over 300 universities. As a Measure of Educational Reforms and as a mean to improve the quality of educated manpower. The motto or watchword of NSS is "NOT ME BUT YOU" and demonstrate it in day to day life. The Philosophy of the NSS is well emphasized in this motto, which underline



the belief that, “The welfare of an individual depends on the welfare of the society”. It express the essence of democratic living and upholds the need of Self less service. Therefore the NSS volunteer shall strive for the well being of the society.To develop in a student board sound knowledge base to meet the challenge of living in a technologically advanced society.

- **Objectives**

- To enable students to understand the community in which they work.
- To identify needs and problems of community and give solution to them.
- To acquire the leadership qualities and democratic attitude
- To encourage national integration and develop the capacity to meet the emergencies and disasters.
- To develop the competence required for group living and sharing.

- **Functions**

- Conduct the Regular and Special camp activities along with awareness workshop and seminar
- Enable higher educational institutions to work with the people of various community.
- Instilling the idea of social welfare in students and encourage faculty to undertake social project
- Identify the challenges and opportunities of social entrepreneurship.
- To provide service to society without bias.
- Bridging the gap between society and the educational Institute.
- Help to enhance their standard of living and lead a life of dignity.
- Practice National integration and social harmony

### Students Welfare and Development

- **Preamble:**

The Vision of our Institute is student centric. The Students' Development Cell (SDC) truly represents this vision multidimensionality. This vision sees the youth as a source of strength where their energy is harnessed to nation building and socially relevant activities. SDC promotes and co-ordinates the different students’ activities for better corporate life and tries to nurture students’ with various activities to improve their overall personality.

- **Objectives**





<ul style="list-style-type: none"> <li>• To impart value education through active participation of students.</li> <li>• To inspire the students for self employment.</li> <li>• To develop work culture in our students.</li> <li>• To give economical support to needy students.</li> <li>• To aware students about gender equality.</li> <li>• To aware and train girl students for self defense.</li> <li>• To aware girl students about cyber security.</li> <li>• To aware girl students about sexual harassment and ragging.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Functions</b></li> </ul>
<ul style="list-style-type: none"> <li>• To organize various programs as per circulars from Government of Maharashtra and Board of Students' Development, SPPU.</li> <li>• To implement the "Karmaveer Bhaurao Patil Earn and Learn" Scheme for economically weak and need Students.</li> <li>• To organize various programs for girl Students under "Nirbhay Kanya Abhiyan".</li> <li>• To organize "Disaster Management" Workshop for awareness and training of the Students.</li> <li>• Provide assistance to the Students admitted from J&amp;K under the Prime Minister Special Scholarship Scheme.</li> <li>• To celebrate various special days such as Yoga Day, Womens' Day, etc.</li> </ul>
<b>Budget Preparations (Purchase and maintenance)</b>
<ul style="list-style-type: none"> <li>• <b>Objectives</b></li> </ul>
<ul style="list-style-type: none"> <li>• Collection of requirement of each Department</li> <li>• Call for quotations and preparation of comparative statements</li> <li>• Arranging purchase meetings</li> <li>• Preparing purchase orders</li> <li>• Dead stock entry and verification Processing of bills Equipment maintenance</li> </ul>
<b>Admissions</b>
<ul style="list-style-type: none"> <li>• The Government of Maharashtra has established "ADMISSION REGULATING AUTHORITY AND STATE COMMON ENTRANCE TEST CELL" as per the provisions of the Maharashtra Unaided Private Professional Educational Institutions</li> </ul>



(Regulation of Admissions & Fees) Act. 2015 (Mah. Act No.XXVIII of 2015), (herein after the Act). The Commissioner of State CET Cell, has been designated as Competent Authority for conducting MHT-CET 2022 and selection of candidates for admission to 4 Year Duration Full Time Under Graduate Degree courses in Engineering and Technology and Year Duration Full Time Under Graduate Degree for the academic year 2022-23.

- In exercise of the powers conferred by section 23 of the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. XXVIII of 2015), the Government of Maharashtra has notified the rules to regulate the admissions to the First and Direct Second Year of Full Time Professional Undergraduate Technical Courses (Engineering and Technology, Pharmacy, Pharm D., Architecture, Hotel Management and Catering Technology). These rules are called the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions to the Full Time Professional Undergraduate Technical Courses) Rules, 2017. The admissions shall be carried out as per these Rules and its amendment from time to time. These rules are also applicable for admissions in Government and Government Aided professional educational institutions including ICT, Mumbai as per Government Resolution TEM-2016/C.R.473/16/TE-4 dated 25th April, 2017. The Exam Coordinator (Technical Education) State CET Cell, Mumbai shall act as Nodal Officer for the MHTCET 2022.
- AISSMS COE currently running 09 UG Courses (Chemical, Civil, Computer, Electrical, Electronics & Tele Communication, Mechanical, Mechanical Sandwich, Production Sandwich, Robotics & Automation) programs and 06 PG programs (Chemical, Civil-Structural, Computer- Artificial Intelligence and Data Science, Electrical-Power Electronics & Drives, E & TC- IOT & Sensor Systems, Mechanical-Design) and 04 Ph.D research centres (Chemical, Computer, Mechanical & Civil )
- The admission procedure will be done as per the rules prescribed by the Govt. of Maharashtra, State Common Entrance Test Cell, including the eligibility criteria, Please see mahacet website [www.mahacet.org](http://www.mahacet.org) (<http://www.mahacet.org/>) for eligibility and rules.

#### • Objectives



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<ul style="list-style-type: none"> <li>• Prepare guidelines for smooth conduction of admission process</li> <li>• Counselling to parents and students for admission</li> <li>• Help to find out best professional course</li> <li>• Demonstration of labs/ department/ college</li> <li>• To showcase Academics, cultural activities etc to parents and students</li> <li>• To showcase achievements of college and individual</li> <li>• To showcase Placement records</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Functions</b></li> </ul>
<ul style="list-style-type: none"> <li>• To prepare admission committee</li> <li>• To coordinate the CAP admission activities.</li> <li>• Help to fill CAP admission form</li> <li>• Clear doubts/query related to admission of stakeholder</li> <li>• To arrange visit to respective department (if demand)</li> <li>• To promote available courses and their importance</li> <li>• One-to-one counselling of students /parents</li> <li>• To showcase various facilities provided by college to the students</li> <li>• Maintain record of visited students to college for admission and their follow-up</li> <li>• To send alert regarding admission changes / updates to our database</li> </ul>
<b>Examinations</b>
<p>The examinations / student assessment play a vital role in deciding the quality of examinations. The creditability of the educational institute mainly depends on the functioning of the University examinations.</p>
<ul style="list-style-type: none"> <li>• <b>Objectives</b></li> </ul>
<ul style="list-style-type: none"> <li>• To conduct the university examinations in accordance with the schedule fixed by the affiliating university from time to time.</li> <li>• To conduct all university examinations as per the rules and regulations laid down by the affiliating university.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Functions</b></li> </ul>
<ul style="list-style-type: none"> <li>• To monitor and provide guidance for the smooth conduction of examination</li> </ul>



- To provide complete assistant to Principal to conduct all university examination as per the rules and regulation laid down by the affiliating university
- Overall coordination, planning and execution of university examination system at college level
- Work as a custodian during Insem and End Semester Examination
- To provide guidance to students about examination related issues
- As per the requirement, issuing exam related work order
- Proper compliance of the queries raised by students to the concern authority

### Website

The AISSMS College of Engineering website showcases and communicates our vision, mission and goal to students, faculty, staff, other stakeholders and society. For many students, the website is the first glimpse they see of the College; therefore, in its simplest form, the aissmscoe.com website is a media and marketing tool. It is integral that the AISSMSCOE website projects an image that is consistent with the quality programs, events, co-curriculum and extra-curriculum activities that make the college dynamic. It is public for all and the stakeholders to know the recent development and activities in the institute. It manifests the brand of AISSMS. The objective is to get the competitive advantage.

#### • Objectives

- To build the AISSMS COE as a brand.
- To disseminate the information.
- To maintain the transparency of all processes of institute.
- To keep website updated with all the relevant data.
- To gain competitive advantage.
- To connect stakeholders with the state of the art.

#### • Functions

- To take overview of updates from all department webpages, administrative web pages and other relevant pages etc.
- To formulate the policies for data updation, conduct meetings and to take reviews.
- To inform the respective portfolio in-charges/heads regarding the latest updates.
- To disseminate all necessary data as and when required.

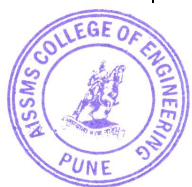




<ul style="list-style-type: none"> <li>• To publish academics, research, placement, departments, admission, student activities, facilities, alumni data etc.</li> <li>• To publish administrative and library information.</li> </ul>
<b>Research, Innovation and Development</b>
Research & Development committee is set up to provide administrative support to carry out research work, consultancy and other R&D related activities in the institute.
<b>Objectives</b>
<ul style="list-style-type: none"> <li>• To oversee and supervise research and development activities in the institute and to ensure performance, by proper monitoring of research projects and engagement in all the research thrust areas, with the management.</li> <li>• Laboratory development and wealth generation through various consultancy and research projects and funding.</li> </ul>
<b>Functions</b>
<ul style="list-style-type: none"> <li>• Exploring possibilities of research collaborations, nationally and internationally for long term development.</li> <li>• Final assignment of work and fixing linkages and establishing monitoring frame work.</li> <li>• Reviewing and monitoring research and development activities in all the four thrust areas so that quality research can be encouraged and slippages can be reduced through pre-established schedules given at the time of allotment of projects.</li> <li>• Arranging lectures and seminars periodically to provide academic support and guidance to researchers on the basis of recommendation from Empowered Counselling Committee members.</li> <li>• Monitoring quality of dissertations, thesis topics and reports.</li> <li>• Giving feedback to researchers and management periodically (half yearly).</li> <li>• To locate and define areas where R &amp; D work can be extensively carried out.</li> <li>• To chalk out in consultation with various departments a detailed plan for laboratory development where R &amp; D activities can be taken up in a big way and department can generate revenue through consultancy.</li> <li>• To maintain close liaisoning with industry and undertake sponsored projects.</li> </ul>



<ul style="list-style-type: none"> <li>• To seek collaboration with other R &amp; D Institutions like IITs, Regional Colleges for mutual benefits.</li> <li>• To prepare a comprehensive list of funding agencies that allocate funds for R &amp; D projects.</li> <li>• To prepare projects proposals for getting funds from various funding agencies like DST, CISR etc.</li> <li>• To organize National/International Conferences, Seminars on recent and thrust areas.</li> </ul>
<b>Internal Grievance Redressal</b>
<p>The Internal Grievance Redressal Committee is established with an aim to resolve the grievances of all the Students / Faculty/Stakeholders. The Committee redresses all kinds of grievances, academic or non - academic.</p>
<ul style="list-style-type: none"> <li>• <b>Objectives</b></li> </ul>
<ul style="list-style-type: none"> <li>• To create a platform where Students / Faculty / Stakeholders, grievances can be resolved.</li> <li>• To attend the Grievances promptly.</li> <li>• To review all Grievances and prepares a report of the findings and resolves the issues impartially and confidentially.</li> </ul>
<b>Women Grievance, Vishakha (Internal Complaint Committee)</b>
<p>All India Shri Shivaji Memorial Society's College of Engineering has constituted a 'Women's Grievance Cell' as per the orders of the Supreme Court (Vishaka Judgement), 'Sexual Harassment at Workplace Act, 2013' rules with the aim of promoting gender equality and women empowerment among students and staff members. The cell takes care of the grievances of girl students and female staff members related to gender discrimination, violence and sexual harassment on the campus. 40% at our engineering college are female faculty and girl students. It is dedicated to create an environment on the campus where every female feels safe.</p>
<ul style="list-style-type: none"> <li>• <b>Objectives</b></li> </ul>
<ul style="list-style-type: none"> <li>• To provide an environment free of gender-based discrimination, where men and women work together with a sense of personal security and dignity.</li> <li>• To disseminate knowledge about rights and laws related to women.</li> </ul>





<ul style="list-style-type: none"> <li>• To create awareness amongst students about the issues related to the youth, particularly in girls.</li> <li>• To enhance the self-esteem and self-confidence of girl students, women faculty and staff.</li> <li>• To create awareness amongst students about the problems faced by women due to gender issues.</li> <li>• To foster decision-making ability in girl students for making informed choices in areas like education, employment and health.</li> </ul>
<b>Anti-Ragging</b>
<ul style="list-style-type: none"> <li>• <b>Objectives</b></li> </ul>
<ul style="list-style-type: none"> <li>• To ensure discipline in the institute and prevent ragging, in any form.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Functions</b></li> </ul>
<ul style="list-style-type: none"> <li>• Continuously maintain vigil in the College campus</li> <li>• Monitor the activities of the students</li> <li>• Conduct patrolling of canteen area, parking area, the College building, Boys and Ladies hostel.</li> </ul>
<b>SC/ST reservation committee</b>
<p>The SC/ST committee/cell will monitor and endeavor to resolve issues / grievances relating to SC/ST students and staff at the Institute level. This committee is formed to comply with AICTE regulations for the establishment of the committee for SC/ST (As per the scheduled caste and the scheduled tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11/09/1989)</p>
<ul style="list-style-type: none"> <li>• To promote special interests of students from reserved category.</li> <li>• To conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations, as well as Hindi and local language classes.</li> <li>• To organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.</li> <li>• To resolve grievances relating to SC/ST students and staff.</li> </ul>
<b>OBC reservation committee</b>



The OBC committee/cell will monitor and endeavour to resolve issues / grievances relating to OBC students and staff at the Institute level.

- To promote special interests of students from reserved category.
- To conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations, as well as Hindi and local language classes.
- To organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.
- To resolve grievances relating to OBC students and staff.

