



**Dr. D. Y. Patil Pratishthan's**  
**DR. D. Y. PATIL INSTITUTE OF ENGINEERING,**  
**MANAGEMENT & RESEARCH**

Approved by A.I.C.T.E. New Delhi, Maharashtra State Government, Affiliated to Savitribai Phule Pune University

Sector No. 29, PCNTDA, Nigdi Pradhikaran, Akurdi, Pune 411044. Phone: 020-27654470, Fax: 020-27656566

Website: [www.dypiemr.ac.in](http://www.dypiemr.ac.in) Email: [principal@dypiemr.ac.in](mailto:principal@dypiemr.ac.in)


**Criteria No: 6.1.2**

**INDEX**

Sr. No.	Particular	Page No.
1	Institute Level Committees	1
2	Office order and roles and responsibilities of all committees	3



  
**Dr. Mrs. Anupama V. Patil**  
**Principal**  
**PRINCIPAL**  
Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.

	<b>Dr D Y Patil Pratishthan's</b> <b>Dr. D.Y. Patil Institute of Engineering,</b> <b>Management and Research, Akurdi, Pune</b>	DI No. <b>ADM/EST/DI/4</b>
<b>Academic Year:</b> 2021--22		<b>Revision : 00</b> <b>Dated : 04/02/2021</b>
<b>Term – I /II</b>	<b>Establishment Section</b>	<b>Date of Preparation : 11/08/2021</b>

**Committee Chairpersons Name**

<b>Sr. No.</b>	<b>Name of Committee</b>	<b>Chairperson</b>	<b>Contact No.</b>
1	ISO Core Team	Dr. Sunil Damhare & Dr. Manisha Bhende	9923602495
2	Incubation & Innovation	Dr. Vandana patil	9922916083
3	NBA Core Team	Dr. Sunil Damhare & Dr. Manisha Bhende	9922964996 9730043149
4	Internal Complaint Committee	Mrs. Kavita Joshi	9850220173
5	Maintainance Committee	Mr. Y. K. Patil	9923750962
6	Institute Canteen Committee	Mr. Paresk Kulkarni	9923602495
7	Alumni Coordinator	Ms. Amruta Adwant	9890450600
8	Purchase committee	Mrs. Amruta Kulkarni	8308857273
9	Student Development Cell	Mr. Nitin Motgi	9766792934
10	Extension Committee	Mr. D. P. Deshpande	9673385321
11	SC/ST/OBC Cell	Mr. Krishna Pawale	9028217092
12	Library advisory Committee	Dr Vanita Daddi	9850844218
13	Covid Cell	Dr. Ganesh Jadhav	8087510160
14	Website Committee	Mrs.Nalini Yadav	9881718186
15	Institute Budget Committee	Mr. Y. K. Patil	9923750962
16	Industry Institute Partnership Cell Committee	Dr. Ganesh Jadhav	8087510160
17	Institute Social Media Publicity	Mrs. Mily lal	9096942668
18	Statutory bodies/SPPU/DTE/AICTE	Mr. Y. K. Patil	9923750962
19	NSS Committee	Mr. Rohit Chinda	9175079443

20	NAAC AQAR Submission	Dr. Dambhare & Dr. Manisha Bhende	9922964996 9730043149
21	ISTE Cell	Mr. Paresh Kulkarni	9923602495
22	Feedback Committee	Dr. Amol Dhakane	8446486072
23	Rotract Club Committee	Dr. Utkarsh Maheshwari	9772976299
24	Institute Academic Monitoring committee	Dr. Amit Umbrajkar	8805009974
25	Anti Ragging Committee	Mrs. Kavita Joshi & Mr. Sandeep Patil	9850220173 9689450725
26	Student Activity/Council/Sports Cell	Dr. Aniket Kolekar	9860102682
27	Training & Placement	Mr. Sainand Khot	9175929459
28	Enterprenurship Development Cell	Dr. Atul Kolhe	9970456457
29	Magzine Committee	Mrs. Nalini Yadav	9881718186
30	General Grivience cell	Dr. Amit Umbrajkar	8805009974
31	ERP/ICT Cell	Dr. Amol Dhakane	8446486072
32	CH/NIRF/Survey Committee	Dr. Priya charles	9923240728



  
**Dr. Mrs. Anupama V. Patil**  
**Principal**  
**PRINCIPAL**  
**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 044.**



**Academic Year:**  
2021-2022

**Office Order**

**Revision : 00**  
**Dated : 20/11/2019**

**Term - I / II**

**ESTABLISHMENT SECTION**

**Date of Preparation**  
**: 12/07/2021**

Ref No: DYP/IEMR/ISO/2021-2022/224

**ISO Core Team**

DYPIEMR is ISO 21000:2018 certified institute and for smooth implementation of all ISO Processes, following Faculty and staff members are appointed as core committee member for ISO work. All members will work under coordination of **Dr. Sunil Dambhare** and **Dr. Manisha Bhende** appointed as ISO coordinators at Institute level.

SRNO	Name	Department	Designation
1	Dr Anupama V Patil	Principal	Chairman
2	Dr. Sunil Dambhare	Mechanical Engineering	Institute Coordinator
3	Dr. Manisha Bhende	Computer Engineering	Institute Coordinator
4	Dr. Shailesh Ghodke	Chemical Engineering	Head of Department
5	Mrs. Pratiksha Shevatekar	Computer Engineering	Head of Department
6	Mrs. Amruta kulkarni	Civil Engineering.	Head of Department
7	Dr. Priya Charles	E& TC Engineering.	Head of Department
8	Mrs. Suvama Patil	Artificial Intelligence and Data Science	Head of Department
9	Mrs. Kavita Joshi	FE	Head of Department
10	Mr. Sangdesb Solepatil	Mechanical Engineering	Department Coordinator
11	Mr. Sharad Kakad		
12	Ms. LakshmiPrabha	Electronics and Telecomm Engineering	Department Coordinator
13	Ms. Sandhya Shinde		
14	Mr. Naresh Kumar	Computer Engineering	Department Coordinator
15	Mr. Ishwar Kalbandi		
16	Mr. Rohit Deshmukh	Civil Engineering	Department Coordinator
17	Mr. Mithun Sawant		
18	Dr. Utkarsh Maheshwari	Chemical Engineering	Department Coordinator
19	Mr. Dhundiraj Deshpande		
20	Mrs. Shivagnaga Gavhane	Artificial Intelligence and Data Science	Department Coordinator
21	Ms. Vanita Daddi	First Year	Department Coordinator
22	Mr. Sachin Jamadar		
23	Mr. Madhav Thigale	CEO	Examination Coordinator
24	Ms. Nalini Yadav	Website	Website Coordinator
25	Mr. Nitin Modgi	SDO	Earn and Learn Coordinator
26	Mr. Anil Halsure	System Admin	Data Security & Management Coordinator
27	Mr. Sainand Khot	Training and Placement	Training and Placement Coordinators
28	Mr. Gaurav Gupta		
29	Mr. Gopal Kodagurle	Library	Library Coordinator
30	Mr. Y. K. Patil	Admin Office	Admin Overall Coordinator
31	Mr. Dilip Adhav	Establishment	Coordinator
32	Mr. Ganesh Dhore	Store	Coordinator

**Copy to:**  
1. All Members



Dr. (Mrs) **Pratiksha Shevatekar**  
Principal  
**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 044.**

Academic Year:  
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OFFICE ORDER

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Term – I/II

Establishment Section

Date of Preparation  
: 12/07/2021

Ref: DYPIEMR/PRIN/2021-2022/227

### Institute Canteen Committee

The undersigned is pleased to appoint the following members in the Canteen Committee from the academic year 2021-22 till further orders.

Sr.No	Name of Members	Designation
1.	Dr.A.V.Patil(Principal)	Chairperson
2.	Mr.Y.K.Patil(Asst.Registrar)	Member
3.	Mr.Paresh Kulkarni (Asst.Prof.)	Member Teaching Staff
4.	Mr. Ranjeet Sabale ( Asst. Prof)	Member Teaching Staff
5.	Mr.Ganesh Dhore(Store I/c)	Member Non-Teaching Staff
6.	Vedanti Hawale	Member Students Representative
7.	Maitreya sar pate	

### Roles and Responsibilities

1. To monitor & take feedback of ensure the quality of Food items served and Hygienic in the Canteen.
2. To take feedback about prices of food items.
3. To monitor and if required the condition of the canteen's Facilities as per COVID guidelines stated by Government of India.
4. Report to the undersigned twice in one month.



Copy to:

1. All HODS
2. All members of Committee
3. Registrar

Dr. Mrs. Anupama V. Patil  
Principal

**PRINCIPAL**  
Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.





Dr D Y Patil Pratishthan's  
Dr. D.Y. Patil Institute of Engineering, Management and Research,  
Akurdi, Pune

DI No.:  
ADM/EST/DI/5

Academic Year:  
2021-2022

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20/11/2019

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12/07/2021

Ref. No.: DYPIEMR/PRIN/2021-2022/228

Incubation and Innovation /Research/ Consultancy / IPR Cell

The Undersigned is pleased to appoint Innovation & Incubation Committee for academic year 2021-2022 till further orders.

Sr. No.	Name of Faculty Member	Designation	Department
1.	Dr. Vandana Patil	Head	First Year Engineering
2.	Dr. Amol Dhakane	Member	Computer Engineering
3.	Mr. Sachin Nalawade	Member	Civil Engineering
4.	Mrs. Kirti Zare	Member	Chemical Engineering
5.	Mrs. Dnyanda Hire	Member	E & TC Engineering
6.	Mr. Amol Mali	Member	Mechanical Engineering
7.	Dr. Shilpi Sahana	Member	First Year Engineering

**Roles and Responsibilities:**

1. Encourage faculty and students for Innovation, Research, startup activities like SIH, TOYCATHON, National Innovation Contest, SPPU INNOVATION FEST, AVISHKAR, and IPR.
2. Motivate students for entrepreneurship
3. Update the undersigned about the progress of Incubation and Innovation Cell regularly

Copy to:


1. All HODs
2. Concerned Staff



Dr. Mrs. A. V. Patil

**PRINCIPAL**

Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.

	<b>Dr D Y Patil Pratishthan's Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune</b>	DI No.: <b>ADM/EST/DI/4</b>
<b>Academic Year: 2021-2022</b>	<b>OFFICE ORDER</b>	Revision : 00 Dated : 04/02/2021
<b>Term – I/II</b>	<b>Establishment Section</b>	Date of Preparation : 12/07/2021

Ref. No.DYPIEMR/PRIN/2021-2022/ 230

**Maintenance Committee**

The undersigned is pleased to appoint a Committee for the all types of Maintenance

SR.No.	Name of the faculty	Department
1	Mr. Y. K. Patil	Coordinator
2	Mr. Amol More	Civil, Member
3	Mr. Anil Hulsure	Computer, Member
4	Mr. B. S. Gujar	FE , Member
5	Mr. Ganesh Dhore	Store, Member
6	Mr. Datta Kasurde	FE, Member

**Roles & Responsibilities:**

- To ensure proper maintenance of physical property & facility in the campus.
- Planning for repairs / replacement of equipment.
- Preventive maintenance
- Regular review of the conditions of infrastructure & other facilities.


**Copy to:**

1. All HODs
2. All members



  
Dr. Mrs. A. V. Patil  
Principal

**PRINCIPAL**  
Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.

	Dr D Y Patil Pratishthan's Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune	DI No : ACAD/DI/72
Academic Year: 2021-2022	OFFICE ORDER	Revision : 00 Dated : 20/11/2019
Term - I / II	Establishment Section	Date of Preparation : 12/07/2021

Ref No : DYP/EMR/Prin/2021-2022/232

**Alumni Coordinator Committee**

The undersigned is pleased to appoint the following faculty members as chief alumni coordinators at Institute level:

Sr. No.	Name of Faculty	Designation
1	Ms. Amruta Adwant	Institute Alumni Coordinator
2	Mr. Sushil Gaikwad	Mechanical, Member
3	Mr. Amol More	Civil, Member
4	Mrs. Amruta nikam	E & TC, Member
5	Mrs. Mohini Avatade	Computer
6	Mr. D. P. Deshpande	Chemical, Member

**Roles & Responsibilities:**

- To maintain alumni student database.
- To manages all logistics for alumni events in support of the institution.
- To develop an efficient Alumni Association, an optimistic image and good will
- To supply a record of every single alumni transaction.



  
Dr. D. Y. Patil  
**PRINCIPAL**  
Principal  
Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.

Copy to:

- All Members & Coordinator





Dr D Y Patil Pratishthan's  
Dr. D.Y. Patil Institute of Engineering,  
Management and Research, Akurdi, Pune

DI No.:  
ADM/EST/DI/4

Academic Year:  
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OFFICE ORDER

Revision : 00  
Dated : 04/02/2021

Term - I /II

Establishment Section

Date of Preparation :  
12/07/2021

Ref No: DYPICMR/Pin/2021-2022/229

### PURCHASE COMMITTEE

The undersigned is pleased to appoint the purchase committee from the Academic Year 2016-2017 till further order as mentioned below:

Sr. No.	Name of the faculty	Department
1	Mrs. Amruta Kulkarni	Coordinator
2	Mrs. Rashmi Deshpande	Co-coordinator
3	Mr. Y. K. Patil	Assistant Registrar
4	Mr. G. M. Dhore	Store

### Role & Responsibilities:

1. To send request for quotation to the supplier.
2. To prepare comparative statement.
3. Calling the Quotations for requirements and placing the purchase order after Principal and Management approval.
4. To prepare Purchase Order, take vender feedback & ratings.
5. To execute local purchases.
6. To evaluate the suppliers.
7. To track the supplier performance.
8. To bring the quotation for local purchase.
9. To do the local purchasing after receiving approval from the Principal.
10. To update purchase register.
11. To ensure receipt of material as per P.O.
12. To issue material to concerned section and maintain stock register.
13. To carry out physical stock verification annually.

Copy to:


1. All HODs
2. All members of the committee.



Dr. Mrs. A. V. Patil

Principal

Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.

	<b>Dr D Y Patil Pratishthan's</b> <b>Dr. D.Y. Patil Institute of Engineering,</b> <b>Management and Research, Akurdi, Pune</b>	DI No.: <b>ADM/EST/DI/4</b>
<b>Academic Year:</b> 2021-2022	<b>OFFICE ORDER</b>	<b>Revision : 00</b> <b>Dated : 04/02/2021</b>
<b>Term – I/II</b>	<b>Establishment Section</b>	<b>Date of Preparation :</b> 12/07/2021

Ref. No.DYPIEMR/PRIN/2021-2022/ 231

### Student Development Cell

The undersigned is pleased to appoint the following members in the Student welfare cell (SPPU) activities for ensuing smooth functioning of various activities in the institute for the academic year 2021-2022, till further order.

Sr.No	Name of the Member	Designation
1.	Prof. Nitin Motgi	SWO & Coordinator, Mechanical Engineering
2	Prof. Yogesh Jangale	Member, Mechanical Engineering

### Roles and Responsibilities

- To organize and to co-ordinate the student development activities at the SPPU and college level.
- To organize various functions on national importance, importance functions at the University/institute level like Independence Day, Republic Day, University Day; etc.
- To advise and supervise in general the activities of the Students' Council.
- 4. To ensure that accounts of the activities of cell are duly audited and the auditor's report along with a statement submitted to the university on or before the 31st March of the following year.




  
**Dr. Mrs. A.V. Patil**  
**PRINCIPAL**

**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 044.**

### Copy To:

1. Principal office
2. All HODs
3. Concern Faculty
4. Registrar

	<b>Dr D Y Patil Pratishthan's</b> <b>Dr. D.Y. Patil Institute of Engineering, Management</b> <b>and Research, Akurdi, Pune</b>	DI No.: <b>ACAD/DI/64</b>
<b>Academic Year:</b> 2021-2022	<b>Office Order</b>	<b>Revision : 00</b> <b>Dated : 20/11/2019</b>
<b>Term – I/II</b>	<b>Establishment Section</b>	<b>Date of Preparation :</b> 12/07/2021

Ref: DYPIEMR/PRIN/2021-2022 / 207

### Extension Activities

The undersigned is pleased to appoint the following members of Students activity cell for smooth conduction of student activities for academic year 2021-2022.

Sr. No.	Name of staff	Designation	Department
1	Mr. D. P. Deshpande	Coordinator	Chemical
2	Mr. Sandesh Solepatil	Member	Mechanical
3	Mr. Shree kamble	Member	Civil
4	Mrs. Sandhya Shinde	Member	E & TC
5	Mrs. Rashmi Deshpande	Member	Computer
6	Mrs. Pallavi Yavale	Member	AI & DS
7	Mr. Rohidas Mali	Member	F.E

### **Roles and Responsibilities:**

#### **Coordinator:**

1. Encourage department coordinator to conduct students activities.
2. Maintain the student activities record of all departments, different clubs.
3. Taking activities approval from higher authorities.

#### **Member:-**

1. Conduct and monitor department students activities and encourage students to participate in them
2. Maintain the record, attendance, certificates of the same and submit the report at the end of every month to overall coordinator

#### **Copy to:**


1. All Members



Dr. Anupama V. Patil  
Principal

**PRINCIPAL**  
**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 044,**



	<b>Dr D Y Patil Pratishthan's</b> <b>Dr. D.Y. Patil Institute of Engineering,</b> <b>Management and Research, Akurdi, Pune</b>	DI No.: <b>ADM/EST/DI/4</b>
<b>Academic Year:</b> 2021--2022	<b>OFFICE ORDER</b>	<b>Revision : 00</b> <b>Dated : 04/02/2021</b>
<b>Term - I /II</b>	<b>Establishment Section</b>	<b>Date of Preparation : 12/07/2021</b>

Ref No: DYPICMR/Prin/2021-2022/213

**SC/ST/OBC CELL**

As per the Guidelines of AICTE regarding formation of SC/ST & OBC Cell at our Institute.

The following SC, ST & OBC Committee Cell is constituted from Academic Year 2020 -2021 till further order.

Sr. No.	Name of Faculty	Department	Duties to be performed
1	Mr. Krishna. T. Pawale	Mechanical Engineering	Coordinator
2	Mr. Shree Kamble	Civil Engineering	Member
3	Mr. Pankaj Vardhe	Chemical Engineering	Member
4	Mr. Aniket Kolekar	Mechanical Engineering	Member
5	Mr. D. M. Adhav	HR Section	Member
6	Mr. Sachin Nanaware	Workshop	Member

**Roles and Respoinsibilities**


1. The ST/ST and OBC Cell will monitor and endeavor to resolve issues grievances related to SC/ST and OBC Students and Staff at the Student level.
2. Them Compliant if any will be forwarded to the said Committee/Cell by the Principal.
3. The said Committee /Cell will look into the complaint and call the concerned complainant personally for hearing the grievance.
4. The Coordinator of the Committee/ Cell will forward their report in the sealed envelope to the Principal within one week from the date of receipt of complaint.



  
Dr. Mrs A V Patil  
Principal

**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 044.**

- Copy to: 1) All the HOD and Concern staff member for the information and circular  
2) The Director, D Y Patil Pratishthan, Akurdi -44, for your kind information  
3) All Notice Board for Display.

	<b>Dr D Y Patil Pratishthan's</b> <b>Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune</b>	DI No.: <b>ADM/EST/DI/5</b>
<b>Academic Year:</b> 2021-22	<b>Office Order</b>	<b>Revision Dated:</b> 20/11/2019
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### Library Advisory Committee

The Undersigned is pleased to appoint Library Committee for effective functioning of Central Library for academic year 2021-2022 till further orders.

Sr. No.	Name of the Member	Designation	Department
1	Dr. (Mrs) Vanita R. Daddi	Chairman	First Year Engineering
2	Mr. Gopal L. Kondagurle	Secretary	Library
3	Mr. Manoj J. Rajale	Member	Mechanical
4	Ms. Vaishnavi Battul	Member	Civil
5	Mr. Gaurav Gupta	Member	Computer
6	Mrs. Sandhya Shinde	Member	E & TC
7	Mr. Sharad Pinjare	Member	Chemical
8	Mrs. Pallavi Yavale	Member	AI & DS
9	Mrs. Sarika Satpute	Member	First Year Engineering
10	Ms. Kavita Sahu	Member	Student Representative (Computer Engineering)
11	Mr. Darpan Varshney	Member	Student Representative (Chemical Engineering)

### **Roles and responsibilities:-**

- 1) To guide the Librarian in formulating general library policies and regulations which govern the functions of the library
- 2) To provide proper documentation services and update the Library collection.
- 3) To work towards modernization and improvement of Library and documentation Services.
- 4) To formulate policies and procedures for efficient use of Library resources.
- 5) To take necessary measures to increase the membership of the Library beyond the boundaries of the institute.

Copy to:

- 1) All HODs
- 2) All the Member
- 3) Registrar
- 4) Notice Boards



Dr. Mrs. A. V. Patil  
Principal  
**PRINCIPAL**

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**Establishment Section**

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12/07/2021**

Ref. No. **DYPIC-MR/Pnn/2021-2022/211**

**COVID-19 Cell**

In view of the COVID-19 pandemic situation, Savitribai Phule Pune University (SPPU) given the precautionary guidelines for staff members and students of all affiliated colleges vide circular number 102/2020 dated 27/05/2020. Considering the SPPU guidelines undersigned is pleased to appoint following members and staff for COVID-19 Cell. They are advised to make necessary precautionary arrangements for staff members and students of our college properly.

Sr. No.	Name of the Person	Designation	Remark / Responsibility
1	Dr Mrs A V Patil	Principal	
2	Mr. Y. K. Patil	Registrar	Overall monitoring and Distribution of Indumati Maushi's
3	Dr. Ganesh K. Jadhav	Associate Professor - Mech	Collage Coordinator
4	Mr. Aniket Kolekar	Assistant Professor- Mech	Sanitizer foot stands
5	Mrs. Rashmi Deshpande	Assistant Professor- Computer	Minutes of meetings
6	Mr. Deshpande D P	Assistant Professor- Chemical	Preparation of Cleaning solution of Sodium Hydrochloride
7	Mrs Sandhya Shinde	Assistant Professor- E&TC	Medical Room and Contact Doctor
8	Mr. Sabale Ranjeet	Assistant Professor- Civil	Display of Boards
9	Mr Ramesh Rodalbandi	Assistant Professor- FE	Daily reports record and overall monitoring
10	Mr. Rajesh Pore	Laboratory Assistant	Mavasi's Monitoring
11	Mr. Sandeep Choughule	Laboratory Assistant	Procurement of Material and Maintain of records, Billing to accounts
12	Mr Dhore Ganesh	Store	Girls common room
13	Mrs P. Bramecha	Laboratory Assistant- E&TC	Boys common room
14	Mr Raut Laxmikant	Laboratory Assistant- Mech	

**All the Laboratory Assistant and peons of the departments will assist the cleaning work**


Copy to:  
1. All HODS



  
Dr. Mrs. A. V. Patil  
Principal

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Ref. No.DYPIEMR/PRIN/2021-2022/217

### WEBSITE COMMITTEE

The undersigned is pleased to appoint a Committee for the Website Coordination department.

SR. No.	Name of the faculty	Department
1	Mrs. Nalini Yadav	Coordinator
2	Mrs. Sarika Satpute	F. E, Member
3	Mrs. Priyanka Jawale	Civil, Member
4	Mr. Ramansingh Thakur	Chemical, Member
5	Mr. Vishal Bansode	Mechanical, Member
6	Mrs. Neha Tiwari	E & TC, Member
7	Mr. Ishwarappa Kalbandi	Computer
8	Mrs. Pallavi Yevale	Artificial Intelligence & Data Science

### **Roles & Responsibility**

Coordinator:

- Institute Website Data Updation
- Review of Departmental Website Data Updation
- Communication with Dimakh Consultants (website Vendor).
- Members:
- Department activity data collection
- Departmental data Updation

Copy to:

1. All HODs
2. Departmental website coordinators



  
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**Establishment Section**

**Date of Preparation**  
**: 12/07/2021**

**Ref : DYPIEMR/PRINC/2021-2022/ 201**

**Institute Budget Committee**

The undersigned is pleased to appoint the following members in the Institute Budget Committee. The Institute Budget Committee will work together to prepare Department and Annual Budget of the institute, till further order.

Sr. No	Name	Designation	Department
1	Mr. Y K Patil	Coordinator	Asst. Registrar
2	Dr. Sunil Damhare	Member	Mechanical Engineering
3	Mrs. Amruta Kulkarni	Member	Civil Engineering
4	Mrs. Priya Charles	Member	E& TC Engineering
5	Mrs. P Shevtekar	Member	Computer Engineering
6	Mr. Shailesh Godke	Member	Chemical Engineering
7	Mrs. Kavita Joshi	Member	Dean Academics
8	Mrs. Suvarna Patil	Member	Artificial Intelligence & Data Science

**Roles and Responsibilities**

1. To analyze financial needs, analyze expense data and past expenditures, develop grant budget proposals and reports of Department and Institute.
2. To track budget activity and develop expenditure forecasts.
3. To Compile Department Budget and Institute level Budget.
4. The annual budget of Institute is to be submitted to the respected Departments after the management approval.
5. All the activities must be conveyed to all the stakeholders through various media.

Copy to:

1. All Heads of Department
2. Registrar
3. Department Coordinators



**Dr. Mrs. Anupama V. Patil**  
**Principal**

**PRINCIPAL**  
**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 044.**



**Academic Year:**  
2021-2022

**OFFICE ORDER**

**Revision : 00**  
**Dated : 20/11/2020**

**Term – I/II**

**Establishment Section**

**Date of Preparation**  
**: 12/07/2021**

**Ref : DYPIEMR/PRINC/2021-2022/209**

### **Industry Institute Partnership Cell (IIP Cell)**

The undersigned is pleased to appoint the following members in the Industry Institute Partnership Cell. The Industry Institute Partnership Cell will work to strengthen Industry Institute Collaboration for the institute, till further order.

<b>Sr. No</b>	<b>Name</b>	<b>Designation</b>	<b>Department</b>
1	Dr. Ganesh K Jadhav	Coordinator	Mechanical Engineering
2	Mr.Sainand Khot	Member	TPO
3	Mr. Amol More	Member	Civil Engineering
4	Mr. Lokesh Giripunje	Member	E& TC Engineering
5	Mr. Gaurav Gupta	Member	Computer Engineering
6	Mr. Pankaj Vardhe	Member	Chemical Engineering
7	Mr. Sushil Gaikwad	Member	Mechanical Engineering

### **Roles and Responsibilities**

1. To strengthen the collaboration with Industry for bridging the gap between Institute and Industry.
2. To involve industry to achieve 'Program Educational Objectives (PEOs) for the benefit of all stakeholders.
3. Committee members of various departments will coordinate and accelerate various activities of the cell like Workshops, Students projects, Students internship, Guest lecture, Industry visits.
4. The annual report of activities as cited above is to be submitted to the undersigned by April 2021.
5. All the activities must be conveyed to all the stakeholders through various media.

**Copy to:**

1. All Heads of Department
2. Registrar
3. Department Coordinators
4. IQAC Coordinator



  
**Dr. Mrs. Anupama V. Patil**  
**Principal**

**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 044.**



Academic Year:  
2021-2022

**Office order**

Revision : 00  
Dated : 20/11/2019

**Establishment Section**

Date of Preparation :  
12/07/2021

Ref No: 0402/2021-2022/205

**Internal Complaint Committee**

The undersigned is pleased to appoint following members in the Internal Complaint Committee till further order.

Sr. No.	Member	Designation	Mobile No.
1	Mrs. Kavita Joshi (Asst. Prof. FE)	Chairperson	9850220173
2	Mrs. A. P. Kulkarni (Asst. Prof. Civil) Mrs. Rashmi Deshpande (Asst. Prof. Computer) Mr. Mithun Sawant (Asst. Prof., Civil)	Teaching Staff Representatives	8308857273 9422325572 8390287069
3	Mr. Y. K. Patil (Assistant Registrar) Mrs. Rupali Patil (Accountant)	Non - Teaching Staff Representatives	9923750962 9657109067
4	Adv. Ganesh Inamdar	Legal	8888874545
5	Dr. Shailaja Sangale	Social Activity	8149784418
6	Ms. Tejashree Shimpi Mr. Vedant Pathak Ms. Sharmista Mitra	Students Representative	9359650765 9130497112 7447456337

**PRINCIPAL**  
Dr. D.Y. Patil Institute of Engineering,  
Management & Research  
Akurdi, Pune - 411 044.

**Copy to:**

- 1) All HOD's & Section In-Charges – for information and further action.
- 2) Concerned faculty members
- 3) Admin office



**Academic Year:**  
2021-2022

**Office Order**

**Revision : 00**  
**Dated : 20/11/2019**

**Term - I / II**

**ESTABLISHMENT SECTION**

**Date of Preparation**  
**: 12/07/2021**

*Ref No. DYPIEMR/1111/2021-22/225*

**NBA Core Team**

DYPIEMR is planning to apply for NBA and for smooth implementation of all NBA activities, following Faculty and staff members are appointed as core committee member for NBA work. All members will work under coordination of **Dr. Sunil Damhare** and **Dr. Manisha Bhende** appointed as NBA coordinators at Institute level.

SNO	Name	Department	Designation
1	Dr Anupama V Patil	Principal	Chairman
2	Dr. Sunil Damhare	Mechanical Engineering	Institute Coordinator
3	Dr. Manisha Bhende	Computer Engineering	Institute Coordinator
4	Dr. Shailesh Ghodke	Chemical Engineering	Head of Department
5	Mrs. Pratiksha Shevatekar	Computer Engineering	Head of Department
6	Mrs. Amruta kulkarni	Civil Engineering.	Head of Department
7	Dr. Priya Charles	E& TC Engineering.	Head of Department
8	Mrs. Kavita Joshi	FE	Head of Department
9	Dr. Ganesh Jadhav	Mechanical Engineering	Department Coordinator
10	Ms. LakshmiPrabha	E& TC Engineering.	Department Coordinator
11	Dr. Manisha Bhende	Computer Engineering	Department Coordinator
12	Mr. Rohit Deshmukh	Civil Engineering	Department Coordinator
13	Dr. Utkarsh Maheshwari	Chemical Engineering	Department Coordinator
14	Dr. Vandana Patil	First Year	Department Coordinator

**Copy to:**

1. All Members



  
**PRINCIPAL**  
**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 044.**



Dr D Y Patil Pratishthan's  
Dr. D.Y. Patil Institute of Engineering, Management  
and Research, Akurdi, Pune

DI No.:  
ACAD/DI/64

Academic Year:  
2021-2022

Office order

Revision : 00  
Dated : 20/11/2019

Term - I / II

Establishment Section

Date of Preparation :  
12/07/2021

Ref. No. : DYP/IE-MR/P/2021-2022/223

### Institute Social Media Publicity

The undersigned is pleased to appoint a Committee for the Social Media Activities for the academic year 2021-2022.

SR. No	Name of the Faculty	Department
1	Mrs. Mily Lal	Coordinator
2	Mrs. Dyanada Hire	E & TC, Member
3	Mrs. Priyanka Jawale	Civil, Member
4	Mr. Ramansingh Thakur	Chemical , Member
5	Mr Vishal Bansode	Mechanical, Member
6	Mrs. Ketaki Bhoyar	Computer, Member
7	Mr. Sachin Jamadar	FE, Member

### **Roles & Responsibility**

#### **Coordinator:**

- Institute Social Media Updation
- Review Departmental Social Media Updation
- Institute Level Poster Creation, Validation and Modification.

#### **Members:**

- Department activity data collection
- Departmental Poster Creation & Validation
- Social Media Updation




#### **Copy To:**

1. All Head Of Department
2. Social Medial Publicity Coordinator

Dr. Mrs. A. V. Patil  
Principal  
**PRINCIPAL**

Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.



	Dr D Y Patil Pratishthan's  Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune	DI No : ADM/EST/DI/4
Academic Year: 2021-2022	OFFICE ORDER	Revision : 00 Dated : 04/02/2021
Term - I/II	Establishment Section	Date of Preparation : 12/07/2021

Ref. No.DYPIEMR/PRIN/2021-2022/ 212

**Statutory bodies/SPPU/DTE/AICTE Mandate**

The undersigned is pleased to appoint a Committee for the applications & Submission of reports to various statutory bodies/SPPU/DTE/AICTE Mandate etc.

SR.No.	Name of the faculty	Department
1	Mr. Y. K. Patil	Coordinator
2	Dr. keval Nikam	Mechanical Engineering

**Role & Responsibilities:**

1. SPPU/DTE/AICTE/FRA Coordination
2. Prepare and Submit report to all statutory bodies.
3. Maintain all records.

**Copy to:**

1. All HODs
2. All Members



  
Dr. Mrs. A. V. Patil  
Principal  
**PRINCIPAL**  
Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.

<b>DYP</b> Dr. D. Y. Patil Institute of Engineering, Management and Research	<b>Dr D Y Patil Pratishthan's</b> <b>Dr. D.Y. Patil Institute of Engineering,</b> <b>Management and Research, Akurdi, Pune</b>	DI No.: <b>ADM/EST/DI/4</b>
<b>Academic Year:</b> 2021--2022	<b>OFFICE ORDER</b>	Revision : 00 Dated : 04/02/2021
<b>Term - I /II</b>	<b>Establishment Section</b>	<b>Date of Preparation :</b> 12/07/2021

Ref No: DYP/EST/MR/Prin/2021-2022/219

**National Service Scheme (NSS)**

The undersigned is pleased to appoint the committee for conduction of National Service Scheme (NSS)

Sr. No.	Name of Faculty Coordinator	Department	Duties to be performed
1	Mr. Rohit Shinde	Civil	Coordinator
2	Mr. D. P. Deshpande	Chemical	Co-Coordinator

This committee is expected to perform following activities

Activities:

1. Formation of NSS in association with SPPU
2. Arrange NSS events according to the guidelines by SPPU
3. Documentation of all NSS activities

Copy to:

1. All HoDs
2. Committee members



  
**Dr. Mrs. A. V. Patil**  
**PRINCIPAL**  
**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 044.**

**Academic Year:**  
2021-2022

**OFFICE ORDER**

**Revision : 00**  
**Dated : 20/11/2019**

**Term - I/II**

**Establishment Section**

**Date of Preparation :**  
12/07/2021

Ref No: DYP/ICMR/Prin/2021-2022/218

### NAAC AQAR SUBMISSION

Following faculty members are appointed as coordinators for NAAC AQAR preparation and submission. As per the instructions from NAAC office, AQAR data uploading and online submission to be completed for the academic year 2021-2022.

NAAC Coordinators : Dr Sunil Dambhare & Dr Manisha Bhende

IQAC Coordinator : Dr. Manisha Bhende

AQAR Coordinator : Dr. Manisha Bhende & Dr. Aniket Kolekar

Website Coordinator : Ms. Nalini Jagtap

Sr.No	Criteria Number	Criteria Coordinator	Members
1	Criteria - I	Mr Lokesh Giripunje	Ms. Rashmi Deshpande
2	Criteria -II	Ms Amruta Adwant Ms. Suvarna Patil	Mr Rohit Deshmukh Mr. Vishwanath Solapure Ms. Vaishnavi Battul
3	Criteria-III	Mr. Dhundiraj Deshpande Mr. Sachin Nalawade	Mr. Vishal Bansode
4	Criteria -IV	Mr. Mithun Sawant	Ms. Deepali Jawale Mr. Gopal Kondagurle
5	Criteria -V	Ms. Mohini Avatade	Dr. Keval Nikam Mr. Siidharth Shete Mr. Sushil Gaikwad Ms. Kavita Bhurke
6	Criteria -VI	Mr. Paresh Kulkarni	Ms. Priyanka Jawale Mr. Firoz Pathan Mr. Gaurav Gupta
7	Criteria -VII	Mr. Aniket Kolekar	Ms. Mily Lal Mr. Pravin Gorade

To prepare data from 01.07.2020 to 30.06.2021 and upload the same in the templates as per NAAC AQAR.

Dr (Mrs) Anupama Patil

**PRINCIPAL**


**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
Akurdi, Pune - 411 044.



**Copy to:**

1. NAAC core committee
2. All HoDs
3. Assistant Registrar
4. All coordinators



	<b>Dr D Y Patil Pratishthan's</b> <b>Dr. D.Y. Patil Institute of Engineering, Management and Research,</b> <b>Akurdi, Pune</b>	<b>DI No.:</b> <b>ACAD/DI/64</b>
<b>Academic Year:</b> <b>2021-2022</b>	<b>Office Order</b>	<b>Revision : 00</b> <b>Dated : 20/11/2020</b>
<b>Term-I/II</b>	<b>Establishment Section</b>	<b>Date of Preparation</b> <b>: 12/07/2021</b>

Ref : DYPIEMR/PRINC/2021-2022/ 206

### Indian Society for Technical Education (ISTE Cell)

The undersigned is pleased to appoint the following members in the Indian Society for Technical Education cell. The ISTE Cell will work to strengthen Technical activities in the institute; till further order.

Sr. No	Name	Designation	Department
1	Mr. Kulkarni Paresh	Coordinator	Mechanical Engineering
2	Mr. Solapure Vishwanath	Member	Mechanical Engineering
3	Mr. Deshapande Dhundiraj	Member	Chemical Engineering
4	Mr. Sabale Ranjeet	Member	Civil Engineering
5	Mrs. Awatade Mohini	Member	Computer Engineering
6	Mr. Hire Dnyanada	Member	E& TC Engineering

#### Roles and Responsibilities

1. Getting Membership to the faculty and students.
2. Committee members of various departments will coordinate and accelerate various activities of the cell like workshop/FDP/STTP/Seminar/Guest lectures under Student and Faculty Chapter.
3. The annual report of activities as cited above is to be submitted to the undersigned regularly.
4. All the activities must be conveyed to ISTE Head office.




Copy to:

1. All Heads of Department
2. Registrar
3. Department Coordinators
4. IQAC Coordinator

  
**Dr. Mrs. Anupama V. Patil**

**Principal**

**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 044.**

	<b>Dr D Y Patil Pratishthan's Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune</b>	DI No.: <b>ADM/EST/DI/4</b>
<b>Academic Year: 2021-2022</b>	<b>OFFICE ORDER</b>	<b>Revision : 00 Dated : 04/02/2021</b>
<b>Term – I /II</b>	<b>Establishment Section</b>	<b>Date of Preparation : 12/07/2021</b>

Ref. No.DYPIEMR/PRIN/2021-2022/ 202

### FEEDBACK COMMITTEE

The undersigned is pleased to appoint a Committee for the Institute level academics/Amenities and all feedbacks required for various statutory bodies/ranking/surveys/accreditations.

SR.No.	Name of the faculty	Department
1	Dr. Amol Dhakane	Coordinator
2	Mr. Mithun Sawant	Civil, Member
3	Mrs. Kirti Zare	Chemical, Member
4	Mr. Paresh Kulkarni	Mechanical, Member
5	Mrs. Lokesh Giripunje	E &TC, Member
6	Mrs. Pooja Mishra	Computer, Member
7	Mrs. Shivaganga Gavhane	Artificial Intelligence & Data Science
8	Mrs. Swati Joshi	FE, Member

### Roles & Responsibilities:


1. Designing of feedback form as per request.
2. Scheduling of Feedback
3. Conduction, Analysis & Submitting report.

### Copy to:

1. All HODs
2. Departmental Training & Placement coordinators



  
**Dr. Mrs. A. V. Patil**  
**PRINCIPAL**  
**Dr. D.Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 044.**

	<b>Dr D Y Patil Pratishthan's Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune</b>	DI No.: <b>ADM/EST/DI/4</b>
<b>Academic Year:</b> 2021--2022	<b>Office order</b>	<b>Revision : 00 Dated : 04/02/2021</b>
<b>Term - I/II</b>	<b>Establishment Section</b>	<b>Date of Preparation : 12/07/2021</b>

Ref No : DYEIEMR/Prin/2021-22/220

**ROTARACT CLUB COMMITTEE**

The undersigned is please to appoint the 'ROTARACT CLUB' Committee for effective functioning of Rotaract Club for academic year 2021-2022.

Sr. No.	Name of Staff	Department	Designation
1	Dr. Utkarsh Maheshwari	Chemical	Faculty Advisor
2	Mr. Vishal Patil	Computer	Faculty Coordinator
3	Mr. Vishal Bansode	Mechanical	
4	Mrs. Suvarna Patil	Computer	
5	Mr. Mayur Shinde	Civil	
6	Mrs. Dnyanda Hire	E & TC	
7	Mrs. Swati Joshi	FE	

The faculty Coordinators will be mentoring the students and guiding them for Smooth conduction of various activities under the banner of Rotaract Club.

Copy to:

1. All HODs
2. All the Members




Dr. Mrs. A. V. Patil

**PRINCIPAL**

**Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.**



	<b>Dr. D.Y. Patil Pratishthan's</b> <b>Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune</b>	DI No <b>ACAD/DI/64</b>
<b>Academic Year:</b> 2021-2022	<b>OFFICE ORDER</b>	<b>Revision : 00</b> <b>Dated : 20/11/2019</b>
<b>Term – I /II</b>	<b>Establishment Section</b>	<b>Date of Preparation :</b> <b>12/07/2021</b>

Ref. No.DYPIEMR/PRIN/2021-2022/ 204

**Institute Academic Monitoring Committee**

In view of smooth functioning and monitoring of academic activities at institute level and department level, following Academic Monitoring Committee (AMC) has been appointed for A.Y. 2021-2022

Sr. No	Name of Faculty	Department	Designation
1	Mr. Amit. M .Umbrajkar	Mechanical Engineering	Coordinator
2	Mr. Keval Nikam	Mechanical Engineering	Member
3	Mrs. Pooja Mishra	Computer Engineering	Member
4	Dr. Utkarsh Maheshwari	Chemical Engineering	Member
5	Mr. Pravin Gorde	Civil Engineering	Member
6	Mrs. Shivaganga Gavhane	Artificial Intelligence & Data Science	Member
7	Mrs. Sarika Satpute	First year Engineering	Member
8	Dr. Mrs. Shilpi Sahana		Member

**Roles and responsibilities:**

**Coordinator:**

- To prepare academic calendar of Institute in reference with SPPU calendar and Institute activity calendar.
- To monitor academic activity at institute level and report to head of institute.
- To take monthly review of attendance and syllabus completion through department report.
- To schedule course file verification of department

**Department Coordinator:**

- To compile department academic calendar in adherence with institute academic calendar which include additional department level event such as Guest/expert session, Add-on courses, PTM and TG meet etc.
- To monitor academic activity at department level and report to head of department as well as institute academic coordinator.
- To prepare daily academic conduction report and send to institute coordinator.
- To see implementation of events in academic calendar at department level.
- To monitor syllabus completion fortnightly and attendance review monthly.

**Copy to:**


- All Head of Department
- Admin Office



Dr. Mrs. A.V.Patil)

**PRINCIPAL**

**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 044.**

	<b>Dr D Y Patil Pratishthan's Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune</b>	DI No.: <b>ADM/EST/DI/4</b>
<b>Academic Year:</b> 2021-2022	<b>OFFICE ORDER</b>	<b>Revision : 00 Dated : 04/02/2021</b>
<b>Term - I /II</b>	<b>Establishment Section</b>	<b>Date of Preparation : 12/07/2021</b>

Ref No: DYP/EMR/Pnn/2021-2022/226

### ANTI-RAGGING COMMITTEE

As per the guidelines of Savitribai Phule Pune University, following faculty members are appointed as committee members for the **Anti-ragging Committee** for prevention of ragging of girls & boys students of the Institute.

Sr.No.	Name of committee Member	Designation
1	Dr. A.V. Patil	Chairperson
2	Mrs. Kavita Joshi	Teaching Faculty Member
3	Mr. Sandeep Patil	
4	Mr. Y. K. Patil	Non-Teaching Faculty Member
5	Mr. Rajesh Pore	
6	Rtn. Subhash Jaisinghania	Social Representative
7	Binu Gopinathan Nair	Parent Representative
8	Shejal Ramesh Aute	Student Representative
9	Om Amol Jeurkar	Student Representative

The committee has to conduct awareness seminar amongst the students of first year engineering about the various rules & regulations about Ragging.

In case of any complaint regarding ragging in the Institute, it will submit directly to committee Chairperson or member. Committee should immediately look into the complaint and conduct an enquiry and submit its detailed report to the undersigned within 7 days.

Committee should also conduct at least one meeting of their members every Semester and forward their suggestion /advice to the undersigned.

This committee will come in to force from the date of the issue of this order until further order.




Copy to:

- 1) All HOD's & Section in-Charges – for information and further action.
- 2) Concerned faculty members

  
**Dr. Mrs. A.V. Patil**  
**PRINCIPAL**  
**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 044.**



	<b>Dr D Y Patil Pratishthan's</b> <b>Dr. D.Y. Patil Institute of Engineering, Management</b> <b>and Research, Akurdi, Pune</b>	<b>DI No.:</b> <b>ACAD/DI/64</b>
<b>Academic Year:</b> <b>2021-2022</b>	<b>Office Order</b>	<b>Revision : 00</b> <b>Dated : 20/11/2019</b>
<b>Term – I /II</b>	<b>Establishment Section</b>	<b>Date of Preparation :</b> <b>12/07/2021</b>

Ref: DYPIEMR/PRIN/2021-2022/ 214

**Student Activity /Council /Sports Cell**

The undersigned is pleased to appoint the following members of Students activity cell for smooth conduction of student activities for academic year 2021-2022.

Sr. No.	Name of staff	Designation	Department
1	Mr. Aniket Kolekar	Co-ordinator	Mechanical - <i>son</i>
2	Mr. Vikas Dive	Member	Mechanical
3	Mrs. Shubhangi Patil	Member	Chemical
4	Mr. Shubham Changude	Member	Civil
5	Mrs. Amruta Nikam	Member	E & TC
6	Mrs. Mohini Avatade	Member	Computer
7	Mrs. Pallavi Yavale	Member	AI & DS <i>Yavale</i>
8	Mr. Sudhir Narale	Member	F.E

**Roles and Responsibilities:**

**Coordinator:**

1. Encourage department coordinator to conduct students activities.
2. Maintain the student activities record of all departments, different clubs.
3. Taking activities approval from higher authorities.

**Member:-**

1. Conduct and monitor department students activities and encourage students to participate in them
2. Maintain the record, attendance, certificates of the same and submit the report at the end of every month to overall coordinator

**Copy to:**


1. All Members



*[Signature]*  
**Dr. Anupama V. Patil**  
**Principal**

**PRINCIPAL**  
**Dr. D. Y. Patil Institute of Engineering**  
**Management & Research**  
**Akurdi, Pune - 411 004.**



	<b>Dr D Y Patil Pratishthan's Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune</b>	<b>DI No.: ADM/EST/DI/4</b>
<b>Academic Year: 2021-2022</b>	<b>OFFICE ORDER</b>	<b>Revision : 00 Dated : 04/02/2021</b>
<b>Term - I/II</b>	<b>Establishment Section</b>	<b>Date of Preparation : 12/07/2021</b>

Ref. No.DYPIEMR/PRIN/2021-2022/ 215

### TRAINING & PLACEMENT

The undersigned is pleased to appoint a Committee for the Training & Placement department

SR.No.	Name of the faculty	Department
1	Mr. Sainand Khot	Coordinator
2	Mr. Amol More	Civil, Member
3	Mr. Pankaj Vardhe	Chemical, Member
4	Mr. Sushil Gaikwad	Mechanical, Member
5	Mrs. Lokesh Giripunje	E & TC, Member
6	Mr. Gaurav Gupta	Computer
7	Mrs. Pallavi Yevale	Artificial Intelligence & Data Science

#### **Roles & Responsibilities:**

- Coordination with Training & Placement cell (or CRPC) during Campus Recruitment.
- Coordination with students regarding Campus Recruitment.
- Assist Training & Placement cell to invite companies for Campus Recruitment.
- Coordinate & arrange guest lecture for students with respect to Career Guidance / Higher Studies / Entrepreneurship in collaboration with Training & Placement (T&P) cell.
- Coordination of (TE) Aptitude Training.
- Assisting department to organize guest lectures and industrial visits in collaboration with T&P cell.
- Weekly updates about the placement activities should be reported in written to the undersigned.

#### **Copy to:**


1. All HODs
2. Departmental Training & Placement coordinators

  
Dr. Mrs. A. V. Patil

**PRINCIPAL**

**Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.**



	<b>Dr D Y Patil Pratishthan's</b> <b>Dr. D.Y. Patil Institute of Engineering, Management</b> <b>and Research, Akurdi, Pune</b>	DI No.: <b>ACAD/DI/64</b>
<b>Academic Year:</b> 2021-2022	<b>OFFICE ORDER</b>	<b>Revision : 00</b> <b>Dated : 20/11/2019</b>
<b>Term – I /II</b>	<b>Establishment Section</b>	<b>Date of Preparation : 12/07/2021</b>

Ref. No.DYPIEMR/PRIN/2021-2022/ 221

### **Entrepreneurship Development Cell**

The undersigned is pleased to appoint the following members in the Entrepreneurship Development Cell; duties for fostering entrepreneurial activities for the institute, till further order.

Sr. No	Name	Designation	Department
1	Dr. Atul R Kolhe	Coordinator	Civil Engineering
2	Mr. Praphulla Nalawade	Member	Mechanical Engineering
3	Mr. Tejashree Gulve	Member	Civil Engineering
4	Mr. Lokesh Giripunje	Member	E& TC Engineering
5	Ms. Deepali Jawale	Member	Computer Engineering
6	Mr. Pankaj Varde	Member	Chemical Engineering
7	Mr. Sachin Jamadar	Member	First Year Engineering

#### **Roles and Responsibilities**

1. To make aware the students about Entrepreneurship as a career option.
2. To create an entrepreneurial environment, to foster growth of entrepreneurship development and self-employment.
3. Committee members of various departments will coordinate and accelerate various activities of the cell like Workshops, Entrepreneurship Awareness Camps, and Guest lectures.

#### **Copy to:**


1. All Heads of Department
2. Registrar
3. Departmental Coordinators



Dr. Mrs. A. V. Patil

**PRINCIPAL**

Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.

	<b>Dr D Y Patil Pratishthan's Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune</b>	<b>DI No.: ADM/EST/DI/4</b>
<b>Academic Year: 2021--2022</b>	<b>OFFICE ORDER</b>	<b>Revision : 00 Dated : 04/02/2021</b>
<b>Term - I/II</b>	<b>Establishment Section</b>	<b>Date of Preparation : 12/07/2021</b>

Ref No: DYP/EST/MI/PRI/2021-2022/216

**MAGAZINE COMMITTEE**

The undersigned is pleased to appoint the following members in the Magazine Committee for smooth conduction of all types of task involved in Magazine compilation for academic year 2021-2022.

<b>Sr. No</b>	<b>Name of the Member</b>	<b>Designation</b>
1.	Mrs. Nalini Yadav	Chief Magazine Coordinator
2.	Mrs. Kavita Bhurke	Dept. of Civil Engineering
3.	Mr. Nitesh Kumar	Dept. of Mechanical Engineering
4.	Mrs. Kirti Zare	Dept. of Chemical Engineering

**Roles and Responsibilities:**

1. Chief Magazine Coordinator is responsible for all types of communication between the magazine secretary, student magazine committee members and sectional heads. Chief Magazine coordinator is responsible for complete compilation of magazine.
2. Departmental Heads are responsible for collection of respective sectional articles, plagiarism check, scrutiny of each received article and departmental data.




  
**Dr. Mrs. A. V. Patil**  
**Principal**  
**PRINCIPAL**

**Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.**

**Copy To:**

1. HODs
2. Magazine Coordinators



	<b>Dr D Y Patil Pratishthan's Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune</b>	DI No.: <b>ACAD/DI/72</b>
<b>Academic Year: 2021-2022</b>	<b>OFFICE ORDER</b>	<b>Revision : 00 Dated : 20/11/2019</b>
<b>Term - I / II</b>	<b>Establishment Section</b>	<b>Date of Preparation : 12/07/2021</b>

Ref No DYP/ICMR/Prin/2021-2022/222

**General Grievance Cell**

The undersigned is pleased to appoint the following faculty members in the General Grievances Cell for the academic year 2021-2022.

Sr. No.	Name of staff	Committee Members	Contact No.
1	Dr. A. V. Patil (Principal)	Chairman	9923602495
2	Mr. Amit Umbrajkar	Coordinator	8805009974
3	Mrs. Amruta Adwant	Member- Teaching	9890450600
4	Mr. B. S. Gujar	Member- Teaching	9923602492
5	Dr. Aniket Kolekar	Member-Teaching	8149405231
6	Mrs. Rupali Patil	Member- Non Teaching	9657109067
7	Mr. Y. k. patil	Member- Asst. Registrar	9923750962
8	-	Male Member-Student Council	-
9	-	Female member-student Council	-

Mrs. Vidya Swami will work as assistant to the above committee.

**Roles and Responsibility:-**

1. The General grievance Committee is formed to address the grievances of all stakeholders which are not resolved through regular channel or not to the satisfaction of complaint.
2. The grievances will be collected from suggestion Box, official email, HOD, Teacher Guardian or directly address to Principal.
3. The Co-ordinator will collect the grievances from all the sources mentioned. Depending upon the nature & emergency, the meeting will be called for discussion.

The appointment of the committee is for one academic year or till further order.

**Copy to:**

1. All HODs
2. Concerned Members
3. Admin Office



  
Dr. Mrs. A.V. Patil  
Principal  
**PRINCIPAL**  
Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.



Academic Year:  
2021-2022

OFFICE ORDER

Revision : 00  
Dated : 20/11/2019

Term - I / II

Establishment Section

Date of Preparation :  
12/07/2021

Ref No: DYPIEMR/PRIN/2021-2022/210

ERP/ICT CELL

This is to inform you all that Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune is establishing an ERP and ICT Cell for effective use and implementation of ERP and ICT tools at our institute. I am pleased to appoint **Dr. Amol R. Dhakne** as Institute level coordinator for this cell and below faculty members will work as department level coordinators for A.Y. 2021-2022.

Sr. No.	Name of Coordinator	Department
1	Dr. Amol Dhakne	Institute Level Coordinator
2	Mr. Vishal Patil	Computer Engineering
3	Mr. Vaibhav Phalak	Mechanical Engineering
4	Mr. Shivkumar Hallale	Civil Engineering
5	Mrs. Neha Tiwari	E&TC Engineering
6	Mrs. Shubhangi S Patil	Chemical Engineering
7	Mr. Ramesh Rodalbandi	First Year Engineering
8	Mrs. Pallavi Yavale	Artificial Intelligence & Data Science

All above department level coordinators will coordinate with Dr. Amol R. Dhakne for effective use and implementation of ERP and ICT tools.

**Roles & Responsibilities:**

- To coordinate for data collection required from time to time for ERP implementation and use.
- To ensure use of ERP and ICT tools for academics at department level.
- Conduction of Internal Exams (Unit tests, Prelim exam) in ERP
- Maintain records of ICT tools used in department.
- Motivate faculty members to use Online teaching learning platforms.
- All department level coordinators will coordinate with Institute coordinator and Institute coordinator will coordinate with campus coordinator for effective use and implementation of ERP.
- Institute level coordinator will coordinate with Student section, account section and scholarship section for resolving issues of ERP.



**Copy to:**

- All Coordinators
- All HODs and Teaching Staff
- All Students through Student Section

Dr. Anupama V. Patil

**PRINCIPAL**

Dr. D. Y. Patil Institute of Engineering  
Management & Research  
Akurdi, Pune - 411 044.