

Sanjivani College of Engineering, Kopargaon

ROLES & RESPONSIBILITIES OF FUNCTIONARIES

DECLARATION

This is to declare that the roles and responsibilities set out on the following pages are the roles and responsibilities of each functionary of Sanjivani College of Engineering, Kopargaon, as listed below. They have been reviewed and approved for implementation, and each functionary is expected to discharge the assigned duties accordingly.

The Institute reserves the right to modify, add to, or withdraw any of these roles and responsibilities at any time, as it deems necessary in the interest of the Institute.

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Place: Kopargaon




Dr. R. A. KAPGATE
 Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	Dr. R. A. Kapgate		
Designation	Director	Department	Establishment
Institute	Sanjivani College of Engineering, Kopargaon		
Reporting To	Management		
Date			

Roles & Responsibilities

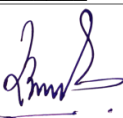
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Provide strategic leadership and direction for the institution in alignment with the Vision, Mission, and strategic objectives.
2	Ensure compliance with statutory, regulatory, and accreditation requirements of AICTE, UGC, State Government, NAAC, NBA, and other applicable authorities.
3	Lead academic planning, quality assurance initiatives, and continuous improvement processes.
4	Oversee effective implementation of teaching-learning processes, research activities, innovation, and extension programs.
5	Monitor institutional performance through key academic, administrative, financial, and quality indicators.
6	Promote a culture of excellence, ethics, transparency, and stakeholder satisfaction.
7	Approve institutional policies, procedures, strategic plans, and annual operational plans.
8	Facilitate resource mobilization, budgeting, infrastructure development, and financial sustainability.
9	Review and strengthen risk management, internal controls, and governance systems.
10	Foster industry collaborations, research partnerships, alumni engagement, and community outreach activities.
11	Supervise and guide Deans, Heads of Departments, Section Heads, and administrative officers.
12	Ensure effective grievance redressal, student welfare, and employee development mechanisms.
13	Chair key institutional committees and review meetings.
14	Represent the institution before governing bodies, regulatory agencies, and external stakeholders.
15	Ensure implementation of ISO 21001 Educational Organization Management System requirements.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	Dr. A. B. Pawar		
Designation	Dean – Academics	Department	Computer Engineering
Institute	Sanjivani College of Engineering, Kopergaon		
Reporting To	Director		
Date			

Roles & Responsibilities

Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Provide leadership and direction for all academic activities of the institution.
2	Develop, implement, and monitor academic policies, regulations, and procedures.
3	Prepare and oversee the academic calendar and ensure its effective implementation.
4	Monitor curriculum planning, delivery, and revision in accordance with regulatory and accreditation requirements.
5	Coordinate with Heads of Departments for effective teaching-learning processes.
6	Ensure implementation of Outcome-Based Education (OBE) practices and continuous quality improvement.
7	Monitor student academic performance, progression, and attainment of learning outcomes.
8	Supervise conduct of internal assessments, academic reviews, and examination-related activities.
9	Facilitate faculty development programs, academic training, and capacity-building initiatives.
10	Ensure compliance with AICTE, UGC, University, NAAC, NBA, and other statutory requirements related to academics.
11	Review academic performance indicators and recommend improvement measures.
12	Promote innovative teaching methodologies, interdisciplinary learning, and academic excellence.
13	Coordinate academic audits and accreditation-related academic documentation.
14	Address academic grievances of students and faculty.
15	Present academic performance reports to the Director, Governing Body, and Academic Council.

Declaration

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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	Dr. B. R. Shinde		
Designation	Dean – Administration	Department	First Year Engineering (FE In-charge)
Institute	Sanjivani College of Engineering, Kopargaon		
Reporting To	Director		
Date			

Roles & Responsibilities

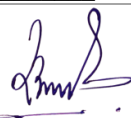
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Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Provide leadership and direction for the general administration of the institution.
2	Supervise the functioning of administrative sections including the Student Section, HR Department, Accounts, Stores, Estate, and Security.
3	Implement administrative policies, service rules, and procedures approved by the Management and Director.
4	Coordinate preparation and timely submission of statutory returns, proposals, and compliance documents to AICTE, University, and State Government.
5	Monitor maintenance, upkeep, and optimal utilization of campus infrastructure, buildings, and common facilities.
6	Coordinate procurement processes, purchase committee activities, and asset management with the concerned sections.
7	Oversee transport, housekeeping, campus security, and other support services.
8	Ensure proper maintenance of administrative records, files, circulars, and office orders.
9	Monitor deployment, duty allocation, and performance of non-teaching and support staff.
10	Coordinate administrative arrangements for admissions, examinations, inspections, audits, and institutional events.
11	Ensure compliance with safety, statutory, and regulatory requirements related to campus administration.
12	Address administrative grievances of staff and students in coordination with concerned authorities.
13	As FE In-charge, coordinate academic and administrative activities of First Year Engineering with the Dean – Academics and HoDs.
14	Support NAAC, NBA, ISO 21001, NIRF, and audit requirements related to administrative processes and records.
15	Submit periodic reports on administrative performance and improvement initiatives to the Director and Management.

Declaration

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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	Dr. G. Vijay Kumar		
Designation	Dean – IQAC	Department	Electrical Engineering
Institute	Sanjivani College of Engineering, Kopargaon		
Reporting To	Director		
Date			

Roles & Responsibilities

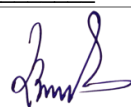
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Lead the Internal Quality Assurance Cell (IQAC) in planning, guiding, and monitoring quality assurance activities of the institution.
2	Develop quality benchmarks and parameters for academic and administrative activities.
3	Coordinate preparation and submission of the Annual Quality Assurance Report (AQAR) and Self-Study Report (SSR) for NAAC.
4	Coordinate NBA accreditation processes, including preparation of Self-Assessment Reports (SAR) with departments.
5	Organize IQAC meetings, record minutes, and ensure follow-up on decisions and action plans.
6	Coordinate Academic and Administrative Audits (AAA) and ensure compliance with audit observations.
7	Collect, analyze, and act on stakeholder feedback from students, faculty, alumni, parents, and employers.
8	Coordinate institutional data submission for NIRF, AISHE, AICTE, and other ranking and statutory portals.
9	Promote quality initiatives, best practices, and institutional distinctiveness.
10	Coordinate implementation, internal audits, and management reviews for the ISO 21001 Educational Organization Management System.
11	Organize quality-related workshops, seminars, and awareness programs for faculty and staff.
12	Maintain a central repository of quality documentation, policies, and evidence for accreditation.
13	Monitor key quality indicators and recommend corrective and preventive actions.
14	Facilitate documentation of institutional best practices and preparation of the annual report.
15	Submit periodic quality assurance reports to the Director, Governing Body, and statutory authorities.

Declaration

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Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	Dr. H. N. Kedar		
Designation	Dean – R & D	Department	Structural Engineering
Institute	Sanjivani College of Engineering, Kopargaon		
Reporting To	Director		
Date			

Roles & Responsibilities

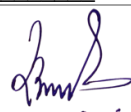
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Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Provide strategic leadership for research, consultancy, intellectual property rights (IPR), and sponsored projects.
2	Develop and implement institutional policies related to research, consultancy, and IPR.
3	Promote a research culture among faculty members, researchers, and students.
4	Facilitate submission and execution of funded research projects from government, industry, and international agencies.
5	Monitor research performance indicators including publications, patents, copyrights, funded projects, consultancy, and technology transfers.
6	Coordinate research collaborations with industries, academic institutions, research organizations, and international partners.
7	Oversee the functioning of research centers, research laboratories, and innovation cells.
8	Facilitate patent filing, IPR protection, and technology commercialization.
9	Organize research-related workshops, FDPs, seminars, conferences, and training programs.
10	Ensure compliance with research ethics, plagiarism regulations, and funding agency requirements.
11	Support faculty and students in preparing research proposals, publications, and innovation projects.
12	Monitor utilization of research grants and ensure timely submission of technical and financial reports.
13	Maintain research databases and documentation required for NAAC, NBA, NIRF, ISO 21001, and other ranking/accreditation frameworks.
14	Establish performance benchmarks and review mechanisms for research and innovation activities.
15	Submit periodic reports on research performance to the Director, Governing Body, and other statutory authorities.

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Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	Dr. V. M. Tidke		
Designation	Dean – T & P	Department	MBA
Institute	Sanjivani College of Engineering, Kopargaon		
Reporting To	Director		
Date			

Roles & Responsibilities

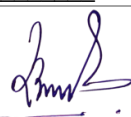
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Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Provide leadership for training and placement activities of the institution.
2	Prepare the annual training and placement plan and calendar in coordination with departments.
3	Identify and invite reputed recruiters for campus, pool, and off-campus placement drives.
4	Organize aptitude, soft-skills, communication, and technical training programs to improve student employability.
5	Coordinate pre-placement talks, mock interviews, group discussions, and resume-building sessions.
6	Maintain a database of students, recruiters, offers, and placement records.
7	Coordinate with department T&P coordinators for student registration and eligibility verification.
8	Ensure smooth conduct of recruitment drives, including logistics and communication with companies.
9	Facilitate student internships in coordination with departments and the III Cell.
10	Guide students on higher studies, competitive examinations, and career options.
11	Collect and analyze employer feedback and recommend skill-development measures.
12	Monitor placement statistics, salary packages, and recruiter trends.
13	Maintain placement documentation for NAAC, NBA, NIRF, ISO 21001, and AICTE requirements.
14	Promote the institution's placement brand through recruiter relations and industry networks.
15	Submit periodic training and placement reports to the Director and Management.

Declaration

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Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	Prof. A. B. Mokal		
Designation	Dean – III Cell (Industry Institute Interaction)	Department	Computer Engineering
Institute	Sanjivani College of Engineering, Kopargaon		
Reporting To	Director		
Date			

Roles & Responsibilities

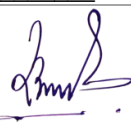
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Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Provide leadership for strengthening industry-institute interaction across all departments.
2	Identify industries and organizations for collaboration and sign Memoranda of Understanding (MoUs).
3	Monitor effective implementation and outcomes of signed MoUs.
4	Organize expert lectures, industrial visits, and industry-led workshops for students and faculty.
5	Facilitate industry-sponsored projects, live projects, and student internships in coordination with departments.
6	Coordinate industry participation in curriculum design, Board of Studies, and advisory boards.
7	Arrange faculty industrial training and exposure programs.
8	Facilitate establishment of industry-supported laboratories and centers of excellence.
9	Promote industry certification programs and value-added courses for students.
10	Coordinate industry participation in project evaluations, hackathons, and technical events.
11	Maintain a database of industry partners, interactions, and collaborative activities.
12	Coordinate with the Dean – T & P and Dean – R & D to align industry linkages with placement and research needs.
13	Collect industry feedback on curriculum and student competencies and share it with departments.
14	Maintain documentation of industry interaction for NAAC, NBA, NIRF, and ISO 21001.
15	Submit periodic reports on industry-institute interaction to the Director.

Declaration

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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	Dr. N. K. Darwante		
Designation	Dean – Alumni	Department	ECE
Institute	Sanjivani College of Engineering, Kopargaon		
Reporting To	Director		
Date			

Roles & Responsibilities

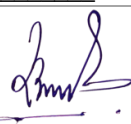
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Provide leadership for alumni relations and engagement activities of the institution.
2	Maintain and regularly update the alumni database with contact, career, and achievement details.
3	Coordinate activities of the registered Alumni Association and its meetings.
4	Organize alumni meets, reunions, and department-level alumni interactions.
5	Facilitate alumni contribution to guest lectures, mentoring, and career guidance for students.
6	Engage alumni in placement, internship, and industry linkage support.
7	Encourage alumni participation in curriculum feedback, advisory boards, and Board of Studies.
8	Collect, analyze, and act on alumni feedback for academic and institutional improvement.
9	Mobilize alumni support for scholarships, infrastructure, and institutional development.
10	Recognize and showcase notable alumni achievements through newsletters, website, and social media.
11	Coordinate department alumni coordinators for consistent alumni engagement.
12	Facilitate alumni participation in entrepreneurship, startup mentoring, and research collaboration.
13	Maintain alumni-related documentation for NAAC, NBA, NIRF, and ISO 21001.
14	Promote a lasting sense of belonging and connection among alumni with the institution.
15	Submit periodic reports on alumni engagement activities to the Director.

Declaration

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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	Prof. K. D. Petare		
Designation	Dean – Student Activities Council & Professional Bodies	Department	Civil Engineering
Institute	Sanjivani College of Engineering, Kopargaon		
Reporting To	Director		
Date			

Roles & Responsibilities

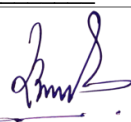
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Provide leadership for co-curricular and extra-curricular student activities of the institution.
2	Constitute and guide the Student Activities Council and student clubs.
3	Plan the annual calendar of technical, cultural, and sports events in coordination with departments.
4	Oversee organization of institute-level technical festivals, cultural festivals, and sports meets.
5	Coordinate student chapters of professional bodies such as IEEE, ISTE, CSI, IEI, and others.
6	Facilitate memberships, registrations, and renewals of professional body chapters.
7	Encourage student participation in inter-collegiate, state, and national-level competitions.
8	Coordinate with faculty coordinators of clubs and professional chapters for planning and execution.
9	Promote leadership, teamwork, and soft skills through student-led activities.
10	Ensure budget planning and proper utilization of funds for student activities.
11	Ensure safety, discipline, and approvals for all student events.
12	Recognize and reward student achievements in co-curricular and extra-curricular activities.
13	Maintain documentation and reports of events for NAAC, NBA, NIRF, and ISO 21001.
14	Coordinate with the Dean – Student Welfare for student engagement and well-being initiatives.
15	Submit periodic reports on student activities and professional body chapters to the Director.

Declaration

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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	Dr. B. M. Shinde		
Designation	Dean – Entrepreneurship Development Program	Department	Structural Engineering
Institute	Sanjivani College of Engineering, Kopargaon		
Reporting To	Director		
Date			

Roles & Responsibilities

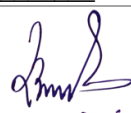
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Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Provide leadership for entrepreneurship development, incubation, and startup activities of the institution.
2	Develop and implement the institutional entrepreneurship and startup policy.
3	Coordinate activities of the Entrepreneurship Development Cell (EDC), Institution's Innovation Council (IIC), and incubation center.
4	Organize entrepreneurship awareness programs, bootcamps, workshops, and business plan competitions.
5	Identify, mentor, and support students and faculty with startup ideas.
6	Facilitate pre-incubation and incubation support, including workspace, mentoring, and networking.
7	Connect startups with investors, funding agencies, government schemes, and industry mentors.
8	Coordinate with the Dean – R & D for converting research and innovation outputs into startups.
9	Encourage participation in national programs such as Startup India, Smart India Hackathon, and state startup schemes.
10	Invite successful entrepreneurs and alumni founders to interact with students.
11	Maintain records of startups, incubatees, funding received, and entrepreneurship activities.
12	Support NIRF, ARIIA/innovation rankings, NAAC, NBA, and ISO 21001 documentation related to entrepreneurship.
13	Establish performance benchmarks for entrepreneurship and incubation activities.
14	Promote an entrepreneurial mindset across the institution through curriculum and co-curricular initiatives.
15	Submit periodic reports on entrepreneurship development activities to the Director.

Declaration

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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name			
Designation	Dean – Student Welfare	Department	
Institute	Sanjivani College of Engineering, Kopergaon		
Reporting To	Director		
Date			

Roles & Responsibilities

Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Provide leadership for student welfare and support services of the institution.
2	Ensure student discipline and implementation of the institutional code of conduct.
3	Implement anti-ragging measures as per UGC and AICTE regulations, including committees, squads, and affidavits.
4	Coordinate scholarship and freeship schemes of Government and other agencies with the Student Section.
5	Oversee grievance redressal mechanisms for students and ensure timely resolution.
6	Coordinate the Women's Grievance Cell, Internal Complaints Committee, and SC/ST and minority cells as applicable.
7	Coordinate counselling services and refer students needing personal or emotional support.
8	Ensure student health, insurance, medical aid, and emergency support arrangements.
9	Coordinate with hostel wardens on hostel discipline and residential student welfare.
10	Promote a safe, inclusive, and gender-sensitive campus environment.
11	Coordinate support for students with disabilities and economically weaker sections.
12	Communicate with parents on student welfare and disciplinary matters when required.
13	Coordinate with the Dean – Student Activities Council for overall student engagement and well-being.
14	Maintain student welfare records for NAAC, NBA, and ISO 21001.
15	Submit periodic reports on student welfare activities to the Director.

Declaration

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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	
Designation	Head of Department (HoD) Department
Institute	Sanjivani College of Engineering, Kopargaon
Reporting To	Director, Dean – Academics
Date	

Roles & Responsibilities

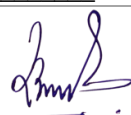
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Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Provide academic and administrative leadership to the department.
2	Allocate teaching workload, subjects, and laboratory responsibilities to faculty.
3	Prepare departmental timetables and academic plans in line with the institutional academic calendar.
4	Monitor teaching-learning processes, syllabus coverage, and lesson plan implementation.
5	Ensure implementation of OBE and monitor CO, PO, and PSO attainment.
6	Conduct departmental meetings, Department Advisory Board meetings, and Program Assessment Committee meetings.
7	Coordinate laboratories, examinations, and departmental events.
8	Oversee mentoring, student attendance, and result analysis, and plan remedial measures.
9	Address student and faculty concerns and grievances at the department level.
10	Promote research, publications, consultancy, and faculty development within the department.
11	Coordinate with the Deans and portfolio in-charges for placement, industry interaction, and student activities.
12	Prepare departmental budgets and monitor procurement and utilization of resources.
13	Ensure preparation and maintenance of departmental documentation for NBA, NAAC, NIRF, and ISO 21001.
14	Review faculty performance and support faculty appraisal processes.
15	Submit periodic departmental reports to the Dean – Academics and Director.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name			
Designation	Professor	Department	
Institute	Sanjivani College of Engineering, Kopergaon		
Reporting To	Director		
Date			

Roles & Responsibilities

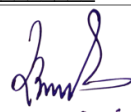
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Deliver high-quality teaching and facilitate effective learning in assigned courses.
2	Design, develop, and continuously improve course content in alignment with curriculum requirements and Outcome-Based Education (OBE) principles.
3	Plan and conduct lectures, tutorials, laboratory sessions, seminars, and project guidance activities.
4	Assess student performance through assignments, quizzes, practicals, internal assessments, and examinations.
5	Monitor Course Outcomes (COs) and contribute to Program Outcome (PO) attainment and Continuous Quality Improvement (CQI).
6	Mentor students for academic, professional, and personal development.
7	Conduct and publish quality research in reputed journals and conferences.
8	Undertake sponsored research projects, consultancy assignments, innovation, and patent-related activities.
9	Guide undergraduate, postgraduate, and doctoral students in projects and research activities.
10	Participate in curriculum development, Board of Studies activities, and academic reforms.
11	Contribute to NBA, NAAC, ISO 21001, NIRF, and other accreditation/ranking activities.
12	Organize and participate in FDPs, workshops, conferences, seminars, and professional development activities.
13	Support industry interaction, internships, placements, and alumni engagement initiatives.
14	Maintain academic records, course files, and documentation as required by the institution.
15	Perform academic, administrative, and institutional responsibilities assigned by the HOD, Dean, or Director.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	
Designation	Associate Professor
Institute	Sanjivani College of Engineering, Kopergaon
Reporting To	HOD
Date	

Roles & Responsibilities

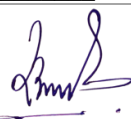
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Deliver high-quality teaching and facilitate effective learning in assigned undergraduate and postgraduate courses.
2	Prepare course plans, lesson plans, laboratory manuals, and instructional materials in accordance with curriculum requirements and Outcome-Based Education (OBE) principles.
3	Conduct lectures, tutorials, practical sessions, project reviews, seminars, and student mentoring activities.
4	Assess student performance through assignments, quizzes, laboratory work, internal assessments, and examinations.
5	Monitor and improve Course Outcome (CO) attainment and contribute to Program Outcome (PO) and Program Specific Outcome (PSO) attainment.
6	Guide undergraduate and postgraduate student projects, internships, and research activities.
7	Undertake research, publish scholarly articles, obtain patents, and participate in funded research projects and consultancy assignments.
8	Assist the Head of Department in academic planning, curriculum development, departmental administration, and accreditation activities.
9	Participate in Board of Studies, academic committees, quality assurance initiatives, and institutional development activities.
10	Organize and participate in FDPs, workshops, conferences, seminars, and technical events.
11	Promote industry interaction, collaborative research, consultancy, and professional networking.
12	Support placement, internship, entrepreneurship, and innovation initiatives.
13	Maintain academic records, course files, assessment records, and accreditation documentation.
14	Contribute to NBA, NAAC, ISO 21001, NIRF, and other quality assurance and ranking activities.
15	Perform additional responsibilities assigned by the HOD, Dean, Director, or institutional authorities.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	
Designation	Assistant Professor
Department	
Institute	Sanjivani College of Engineering, Kopergaon
Reporting To	HOD
Date	

Roles & Responsibilities

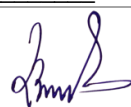
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Deliver lectures, tutorials, laboratory sessions, and practical classes as per the curriculum and academic schedule.
2	Prepare lesson plans, course files, laboratory manuals, teaching materials, and assessment tools.
3	Ensure effective implementation of Outcome-Based Education (OBE) and contribute to Course Outcome (CO) attainment.
4	Conduct continuous assessments, assignments, quizzes, practical examinations, and internal evaluations.
5	Maintain attendance records, assessment records, and academic documentation.
6	Mentor and counsel students regarding academic performance, career development, and personal growth.
7	Guide student projects, internships, seminars, and technical activities.
8	Participate in curriculum development, academic reviews, and departmental activities.
9	Engage in research, publications, innovation, consultancy, and professional development activities.
10	Attend and contribute to FDPs, workshops, conferences, seminars, and certification programs.
11	Support departmental activities related to NBA, NAAC, ISO 21001, NIRF, and other accreditation/ranking requirements.
12	Assist in organizing technical events, student activities, outreach programs, and industry interaction initiatives.
13	Ensure proper utilization and maintenance of laboratory equipment and academic resources.
14	Comply with institutional policies, academic regulations, and professional ethics.
15	Perform additional academic and administrative duties assigned by the HOD, Dean, or institutional authorities.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	
Designation	Faculty Mentor
Department	
Institute	Sanjivani College of Engineering, Kopargaon
Reporting To	HOD
Date	

Roles & Responsibilities

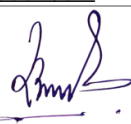
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Conduct regular mentoring meetings with the assigned group of students as per the institutional mentoring schedule.
2	Maintain mentee profiles, including academic, personal, and contact details.
3	Monitor mentees' attendance and inform students and parents about shortfalls.
4	Track mentees' academic performance in internal assessments and university examinations.
5	Identify slow and advanced learners and recommend suitable remedial or enrichment measures.
6	Guide mentees on course selection, electives, internships, and career planning.
7	Encourage mentees to participate in co-curricular, extra-curricular, and professional activities.
8	Identify personal, emotional, or adjustment issues and refer students to the counsellor when needed.
9	Communicate with parents regarding student progress, attendance, and concerns.
10	Support mentees in scholarship, examination, and administrative matters.
11	Maintain mentoring records, meeting minutes, and follow-up actions in the mentoring file or ERP.
12	Escalate serious academic or disciplinary concerns to the HOD.
13	Support mentees in developing study habits, time management, and goal-setting skills.
14	Provide mentoring records for HOD review and for NBA, NAAC, and ISO 21001 documentation.
15	Perform additional mentoring-related duties assigned by the HOD or institutional authorities.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Student Details			
Name			
Designation	Counsellor	Department	Student Welfare
Institute	Sanjivani College of Engineering, Kopergaon		
Reporting To	Dean – Student Welfare		
Date			

Roles & Responsibilities

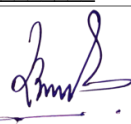
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Provide confidential counselling to students on academic stress, personal, emotional, and adjustment issues.
2	Conduct individual and group counselling sessions as required.
3	Accept direct requests from students as well as referrals from mentors, HoDs, and hostel wardens.
4	Schedule and conduct follow-up sessions to monitor student progress.
5	Maintain confidential counselling records in line with professional ethics.
6	Identify students at risk and coordinate timely intervention with the Dean – Student Welfare.
7	Refer students to medical or psychiatric professionals when specialised care is required.
8	Conduct awareness programs on mental health, stress management, and well-being.
9	Organize workshops on study skills, time management, and emotional resilience.
10	Support first-year students in adjusting to campus life during induction.
11	Guide faculty mentors in identifying and supporting students needing emotional support.
12	Communicate with parents on student well-being when required and with consent as appropriate.
13	Support crisis response and emergency situations involving student well-being.
14	Maintain non-identifying counselling statistics for institutional and accreditation reporting.
15	Submit periodic reports on counselling activities to the Dean – Student Welfare.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name			
Designation	Portfolio In-charge (Examination / NSS / Sports / Cultural / Website)	Department	
Institute	Sanjivani College of Engineering, Kopergaon		
Reporting To	Director, Concerned Dean		
Date			

Roles & Responsibilities

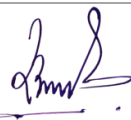
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Plan and execute activities of the assigned portfolio as per the institutional calendar.
2	Prepare the annual action plan and budget for the portfolio.
3	Coordinate with departments, Deans, and departmental coordinators for smooth execution of activities.
4	Ensure compliance with University, AICTE, and statutory guidelines related to the portfolio.
5	For Examination: coordinate conduct of internal and University examinations, seating arrangements, invigilation, and result processing.
6	For NSS: organize regular and special camp activities, community service, and extension programs.
7	For Sports: organize sports events, team selection, practice sessions, and participation in inter-collegiate tournaments.
8	For Cultural: coordinate cultural events and student participation in cultural competitions.
9	For Website: ensure timely updating of institutional website content and statutory disclosures.
10	Maintain records, registers, attendance, and reports related to portfolio activities.
11	Ensure safety, discipline, and approvals for all portfolio-related events.
12	Collect participant feedback and suggest improvements.
13	Maintain portfolio documentation for NAAC, NBA, NIRF, and ISO 21001.
14	Report achievements and outcomes of portfolio activities to the concerned Dean and Director.
15	Perform additional duties assigned by the Director or concerned Dean.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	
Designation	Workshop Superintendent
Institute	Sanjivani College of Engineering, Kopargaon
Reporting To	Director
Date	

Roles & Responsibilities

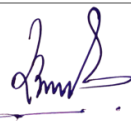
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Plan, organize, supervise, and manage all workshop activities of the institution.
2	Ensure effective conduct of workshop practicals, skill development programs, and hands-on training sessions.
3	Maintain workshop facilities, machinery, tools, equipment, and related infrastructure in safe and operational condition.
4	Prepare workshop schedules in coordination with academic departments and ensure timely execution.
5	Supervise workshop instructors, technicians, lab assistants, and supporting staff.
6	Ensure compliance with safety regulations, environmental requirements, and institutional policies.
7	Monitor preventive maintenance, calibration, repair, and servicing of workshop machinery and equipment.
8	Manage inventory of tools, consumables, raw materials, spare parts, and workshop resources.
9	Assist faculty and students in fabrication, prototyping, innovation, project work, and research activities.
10	Coordinate procurement, installation, testing, and commissioning of workshop equipment and machinery.
11	Maintain workshop records, stock registers, maintenance logs, utilization records, and safety documentation.
12	Support accreditation, audit, inspection, and quality assurance activities related to workshop facilities.
13	Conduct safety training and awareness programs for students and staff.
14	Monitor budget utilization and ensure optimum use of workshop resources.
15	Submit periodic reports regarding workshop operations, maintenance, safety, and resource utilization to the HOD and Management.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	
Designation	Laboratory Assistant
Institute	Sanjivani College of Engineering, Kopargaon
Reporting To	HOD, Lab In-charge
Date	

Roles & Responsibilities

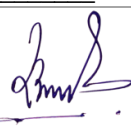
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Assist faculty members in conducting laboratory practicals, demonstrations, project work, and research activities.
2	Prepare laboratory equipment, instruments, tools, consumables, and software required for practical sessions.
3	Ensure laboratories are ready before commencement of practical classes and examinations.
4	Maintain laboratory equipment, instruments, computers, and accessories in working condition.
5	Maintain inventory records of equipment, consumables, chemicals, components, and other laboratory resources.
6	Issue and receive laboratory equipment, tools, and materials as per established procedures.
7	Assist in procurement, installation, testing, and commissioning of laboratory equipment.
8	Maintain laboratory records, logbooks, stock registers, maintenance records, and calibration records.
9	Ensure compliance with laboratory safety procedures, environmental regulations, and institutional policies.
10	Assist students and faculty during laboratory sessions and provide technical support.
11	Report equipment failures, safety hazards, shortages, and maintenance requirements to the Laboratory In-charge/HOD.
12	Support departmental activities related to accreditation, audits, inspections, and quality assurance requirements.
13	Ensure cleanliness, housekeeping, and proper arrangement of laboratory facilities.
14	Safeguard laboratory assets and prevent misuse or unauthorized access.
15	Perform other duties assigned by the Laboratory In-charge, HOD, or institutional authorities.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name			
Designation	System Head (IT Head)	Department	
Institute	Sanjivani College of Engineering, Kopargaon		
Reporting To	Director		
Date			

Roles & Responsibilities

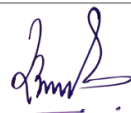
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Plan, manage, and monitor the institution's IT infrastructure, network systems, servers, data centers, and digital services.
2	Ensure uninterrupted availability of internet connectivity, campus networking, Wi-Fi, ERP systems, learning management systems (LMS), and institutional software.
3	Develop and implement IT policies, cybersecurity measures, data protection practices, and disaster recovery procedures.
4	Administer and maintain servers, databases, cloud services, email systems, websites, and application software.
5	Manage ERP implementation, upgrades, customization, user support, and data integrity.
6	Monitor network performance, system security, backups, and storage utilization.
7	Ensure cybersecurity compliance through firewalls, antivirus solutions, access controls, and vulnerability management.
8	Coordinate procurement, installation, maintenance, and replacement of IT hardware and software.
9	Provide technical support and troubleshooting services to students, faculty, and administrative staff.
10	Maintain software licenses, asset registers, service agreements, and IT documentation.
11	Conduct regular data backup, recovery testing, and business continuity planning activities.
12	Support online examinations, admissions, accreditation activities, and digital governance initiatives.
13	Train users on ERP systems, cybersecurity awareness, and digital tools.
14	Support NAAC, NBA, ISO 21001, NIRF, and audit requirements related to IT infrastructure and digital records.
15	Submit periodic reports on IT performance, cybersecurity, system utilization, and improvement initiatives to Management.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name			
Designation	Student Section Head	Department	Student Section
Institute	Sanjivani College of Engineering, Kopergaon		
Reporting To	Dean – Administration		
Date			

Roles & Responsibilities

Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Manage the admission process, including application scrutiny, merit lists, and admission confirmation.
2	Carry out enrolment and eligibility procedures with the University.
3	Verify student documents and maintain admission files.
4	Issue bonafide, transfer, migration, character, and other certificates.
5	Process Government and other scholarship and freeship applications and track disbursement.
6	Maintain student fee records in coordination with the Accounts Section.
7	Handle correspondence with the University, DTE, and other authorities on student matters.
8	Operate the student help desk and resolve student administrative queries promptly.
9	Maintain student data accurately in the ERP system.
10	Process examination forms and related University formalities in coordination with the Examination Cell.
11	Prepare student statistics and data for AICTE, AISHE, NIRF, and other statutory returns.
12	Ensure confidentiality and safe custody of student records.
13	Support NAAC, NBA, and ISO 21001 documentation related to student administration.
14	Supervise and allocate work to Student Section staff.
15	Submit periodic reports on student section services to the Dean – Administration.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name	
Designation	HR Head
Department	HR Department
Institute	Sanjivani College of Engineering, Kopargaon
Reporting To	Dean – Administration, Director
Date	

Roles & Responsibilities

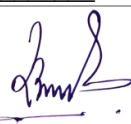
Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Coordinate the recruitment process for teaching and non-teaching staff as per AICTE, University, and institutional norms.
2	Prepare and issue appointment orders, confirmation letters, and other service-related orders.
3	Maintain service books and personal files of all employees.
4	Monitor staff attendance, leave records, and leave sanctions.
5	Coordinate payroll inputs with the Accounts Section.
6	Implement performance appraisal processes for faculty and staff.
7	Administer staff welfare schemes, including provident fund, gratuity, insurance, and other benefits.
8	Communicate HR policies, service rules, and circulars to employees.
9	Address employee queries and grievances promptly.
10	Coordinate induction programs for newly joined staff.
11	Maintain records of faculty qualifications, experience, and University approvals.
12	Ensure compliance with labour laws and statutory HR requirements.
13	Prepare staff data for AICTE, AISHE, NIRF, NAAC, NBA, and ISO 21001.
14	Coordinate staff training needs with the Dean – Academics and IQAC.
15	Submit periodic HR reports to the Dean – Administration and Director.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name			
Designation	Hostel Warden	Department	Hostel
Institute	Sanjivani College of Engineering, Kopargaon		
Reporting To	Dean – Student Welfare		
Date			

Roles & Responsibilities

Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Manage hostel administration, including room allotment and occupancy records.
2	Maintain daily attendance and in-out movement registers of residents.
3	Ensure discipline and implementation of hostel rules and code of conduct.
4	Supervise mess operations, food quality, hygiene, and the mess committee.
5	Ensure cleanliness, sanitation, and maintenance of hostel premises.
6	Ensure safety and security of residents in coordination with the Security In-charge.
7	Address residents' grievances and complaints promptly.
8	Arrange medical help and coordinate emergency response for residents.
9	Communicate with parents regarding attendance, conduct, and health of residents when required.
10	Implement anti-ragging measures in the hostel and conduct regular rounds, especially at night.
11	Coordinate maintenance of hostel infrastructure, furniture, water, and electricity.
12	Maintain hostel records, registers, and visitor logs.
13	Promote a comfortable, safe, and healthy residential environment.
14	Support NAAC, NBA, and ISO 21001 documentation related to hostel facilities.
15	Submit periodic hostel reports to the Dean – Student Welfare.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)

ROLES & RESPONSIBILITIES

Staff Self-Declaration Form | Deadline: 3 June 2026 | Submit to Your Reporting In-Charge

Staff Details

Name			
Designation	Security In-charge	Department	Security
Institute	Sanjivani College of Engineering, Kopargaon		
Reporting To	Dean – Administration		
Date			

Roles & Responsibilities

Write each role or responsibility in your own words. Describe what you actually do at your designation — daily tasks, recurring duties, and any special responsibilities.

Sr. No.	Role / Responsibility (Write in your own words — what you do at your designation)
1	Supervise overall campus security operations.
2	Deploy security guards and prepare duty rosters for round-the-clock coverage.
3	Manage gate operations, including visitor, vehicle, and material entry and exit.
4	Ensure monitoring and upkeep of the CCTV surveillance system.
5	Conduct regular patrolling and surprise checks across the campus.
6	Coordinate emergency response for fire, medical, and other incidents.
7	Ensure security arrangements during examinations, events, and VIP visits.
8	Coordinate with hostel wardens for the safety of residents.
9	Maintain visitor registers, vehicle logs, and incident reports.
10	Coordinate with local police and authorities when required.
11	Train security staff on safety procedures, firefighting, and courteous conduct.
12	Ensure protection of institutional property and prevent unauthorized access.
13	Support anti-ragging squads and discipline-related activities.
14	Support NAAC and ISO 21001 documentation related to campus safety and security.
15	Submit periodic security reports to the Dean – Administration.

Declaration

Staff Member <i>I confirm the above reflects my actual roles and responsibilities.</i> Signature: _____ Name: _____ Date: _____	Verified by <i>Reviewed and consolidated by the reporting authority and consolidated before submission to the hierarchy</i> Signature: _____ Name: _____ Date: _____
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Dr. R. A. KAPGATE
Director (SCOE)