



Matoshri Education Society's
MATOSHRI INSTITUTE OF TECHNOLOGY
(MIT Engineering & Polytechnic)

Approved by : All India Council for Technical Education (AICTE) New Delhi. • Director Of Technical Education (DTE5263) Mumbai

Affiliated to : D BATU Lonere For Engineering • MSBTE Mumbai For Polytechnic (1171)

Accredited by : National Board of Accreditation (NBA) Computer Engineering, Electrical Engineering, Mechanical Engineering Of Polytechnic

Certified by : ISO 9001: 2015 For Institute

Outword No.

Date : 24/08/2028

Order No.: MIT/ADMIN/COMMITTEE/2026-27/ 4709/18

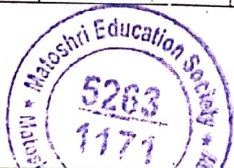
OFFICE ORDER

Subject: Constitution of Institute Committees for Academic Year 2026-27 To 2028-29

The following committees are hereby constituted for Academic Year 2026-27 To 2028-29 for effective academic administration, quality assurance, statutory compliance, student welfare, infrastructure management and overall institutional development. The committees shall function for Diploma programmes under MSBTE and UG Engineering programmes under DBATU, as applicable, and shall follow AICTE, MSBTE, DBATU, Government of Maharashtra and other applicable statutory requirements.

MASTER COMMITTEE LIST – ACADEMIC YEAR 2026-27 To 2028-29

S r.	Committee Name	Chairman	Coordinator	Members	Duties / Responsibilities	Applicable Authority
1	Time Table Committee	Principal	Miss.Khan M.R Mr.Devkar G.R	Department Time Table Coordinators.	Preparation, implementation and revision of theory/practical timetable.	MSBTE / DBATU
2	Attendance Monitoring Committee.	Principal	Mr..Patil/Hankar Prasad	All Class Teachers	Daily attendance monitoring, shortage notices, parent communication and compliance.	MSBTE / DBATU
3	Examination Committee	Principal	Mr.Gujar V.D Mr.Bhad S.A	Mr.Gore D.D Mr.Tambe P.P Miss.Labade V.B	Conduct of internal/university/board examinations and examination discipline.	MSBTE / DBATU
4	Result Analysis Committee	Principal	Mr.Gaikwad N.S Mr.Tambe P.P	All HOD	Subject-wise and semester-wise result analysis and	MSBTE / DBATU



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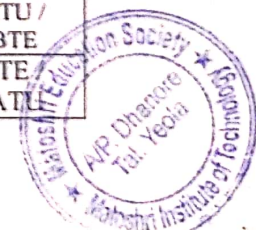
5	Mentoring & Counselling Committee	Principal	Miss.Shinde S.K Psychologist	Mentors & Class Teachers	Mentoring, counselling, slow/advanced learner support and student follow-up.	AICTE / MSBTE / DBATU
6	Faculty Development Committee	Principal	Mr.Bankar V.A	All HOD	FDPs, workshops, industrial training and faculty skill development.	AICTE / MSBTE / DBATU
7	Training & Placement Committee	Principal	Mr.Gujar N.P HOD B-Tech EE	Mr.Satalkar S.S Mr.Mokal R.N	Training, campus recruitment, employer interaction and placement records.	AICTE / MSBTE / DBATU
8	Internship Committee	Principal	Mr. Mr.Savansakar O.N	Department ITR Coordinator	Internship planning, industry coordination, records and evaluation.	AICTE / DBATU
9	Industrial Visit Committee	Principal	Mr.Ghorpade M.S HOD B-Tech CO	Department Visit Incharge	Plan visits, permissions, safety and documentation.	MSBTE / DBATU
10	Project / Major Project Committee	Principal	Mr.Salpure K.S HOD EE	All HOD	Project allotment, monitoring, reviews, evaluation and documentation.	MSBTE / DBATU
11	Technical Events Committee	Principal	Mr.Pawar S.D	Mr.Bakle A.J Miss.Gawali S.R Mr.Mokal R.N Mr.Nikam M.R Miss.Rokade S.V	Technical events, competitions, paper presentations and project exhibitions.	MSBTE / DBATU
12	Laboratory & Workshop Committee	Principal	Mr.Jagtap A.B	Mr.Sadvarte N.S Mr.Tipayale M.J Mr.Shinde Prashant Mr.Kashid Rushikesh	Equipment, maintenance, calibration, safety and utilization.	AICTE / MSBTE / DBATU
13	ICT / ERP / E-Learning Committee	Principal	Mr.Krishnani A.L	All ERP Coordinator	ERP, digital attendance, LMS, e-learning and IT systems.	AICTE / MSBTE / DBATU
14	Competitive Examination & Higher Education Committee	Principal	Mr.Talot Vikrant	Miss.Pawar P.S Miss.Ghoderao Miss.Deshmukh P.V	GATE/CET/competitive exams, higher studies and career guidance.	Institutional / DBATU



15	Alumni Committee	Principal	Mr.Khairnar Y.S	All HOD	Alumni database, interaction, activities and institutional support.	AICTE / NAAC / DBATU
16	Research & Development Committee	Principal	Mr.Gujar V.D HOD ME	Miss.Walzade G.V Mr.Kamble T.F	Research projects, publications, consultancy and research culture.	AICTE / DBATU
17	Student Induction Committee	Principal	Miss.Labhade V.B	Miss.Pawar P.S Miss.Deshmukh P.V Mr.Bhalerao S.R Mr.Bidve Sai Miss.Gawali Sejal	Orientation and induction of newly admitted students.	AICTE
18	Student Welfare Committee	Principal	Mr.Dhatrak Dipak	Mr.Gujar V.D Mr.Mandalkar N.B	Scholarships, welfare, student support and development.	MSBTE / DBATU
19	Anti-Drug / Substance Abuse Awareness Committee (Nasha Mukta Bharat Abhiyan)	Principal	Miss.Beldar G.N	Miss.Damare K.R Miss.Wagh V.A Miss.Khatkale Gayatri Miss.Aher Snehal Miss.Jadhav Vaishnavi	Awareness and prevention programmes.	Government / Institutional
20	Environmental / Green Campus Committee	Principal	Mr.Shinde R.M	Mr.Savansarkar O.N	Waste management, energy/water conservation and green campus activities.	DBATU / AICTE
21	Sports Committee	Principal	Mr.Jadhav S.L Mr.Zalte A.A	Mr.Sonawane R.S Mr.Jadhav A.B Mr.Vyavhare Jitesh	Sports activities, competitions and participation.	MSBTE / DBATU
22	Cultural Committee	Principal	Mr.Gore D.D Miss.Lahure S.K	Miss.Shirsath Miss. Gawali S.R Miss.Damare K.R Mr.Vyavhare Jitesh	Annual gathering, cultural programmes and competitions.	Institutional
23	NSS / Social Activity Committee	Principal	[Name – NSS/Extension Coordinator]	Faculty; Student Representatives	Community service, social activities and awareness programmes.	DBATU / Government
24	Technical Club / Student Activity Committee	Principal	Mr.Nikam J.R	Mr.Bhalerao S.R Mr.Jadhav A.B Mr.Gadekar K.S	Technical clubs, student activities and competitions.	MSBTE / DBATU



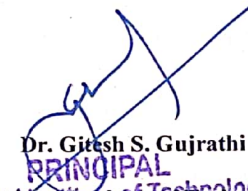
25	Purchase & Procurement Committee	Principal	Mr.Gaikwad N.S Mr.Paithankar Prasad	HODs; Accounts; Store	Procurement, quotations, comparative statements and purchases.	Institutional / Applicable Rules
26	Stores & Inventory Committee	Principal	Mr.Deshmukh Amol	Mr.Shinde R.M Mr.Shinde Prashant Mr.Kashid Rushikesh	Stock verification, inventory and issue records.	Institutional
27	Building & Infrastructure Committee	Principal	Mr.Shinde R.M	Admin; Mr.Nikam M.R	Infrastructure planning, maintenance and utilization.	AICTE / Institutional
28	Fire & Safety Committee	Principal	Mr.Shinde R.M	Mr.Jagtap A.B Mr.Nikam M.R	Fire safety, emergency preparedness and safety training.	AICTE / Government
29	Electrical & Mechanical Safety Committee	Principal	Mr.Gaikwad N.S Mr.Gujar V.D	Mr.Devkar G.R Mr.Suralkar S.B	Safety inspection of electrical, mechanical and workshop facilities.	AICTE / Institutional
30	Energy Conservation Committee	Principal	Mr.Pawar D.V	Mr.Jadhav A.B Miss.Bhavar A.N	Energy audit, conservation and awareness.	AICTE / Institutional
31	IT / Cyber Security Committee	Principal	Mr.Bankar V.A	Miss.Khan M.R Miss. Wagh V.A	Cybersecurity, data security, ERP and digital infrastructure.	AICTE / Institutional
32	Website & Mandatory Disclosure Committee	Principal	Mr.Bankar V.A]	IQAC Member Admin	Website updates, mandatory disclosure and institutional information.	AICTE / DBATU / MSBTE
33	Accreditation & Documentation Committee	Principal	Mr.Khairnar Y.S	All HOD Admin	NBA/NAAC documentation, evidence collection and accreditation preparation.	AICTE / NBA / NAAC / DBATU
34	MOU & External Relations Committee	Principal	Mr.Ghorpade M.S	TPO Team	MoUs, industry relations and academic collaborations.	AICTE / DBATU
35	Institutional Development Committee	Principal	Mr.Talot Vikrant	Mr.Paithankar Prasad Mr.Krishanani A.L	Strategic planning, quality improvement and institutional development.	Institutional / AICTE
36	Learning Resources cell	Principal	Mr.Sahil Shaikh	Mr.Sahil Shaikh	Supports and protects plant cells.	AICTE / DBATU
37	MIS Cell	Principal	Miss.Gholap	Office Staff	MIS	AICTE / DBATU
38	Swayam Activity	Principal	Mr.Vikrant Talot	Mr.Vikrant Talot	Swayam Activity	AICTE / DBATU / MSBTE
39	Collage Activity Register	Principal	Mr.Gadekar K.S	Mr.Gadekar K.S	Collage Activity	AICTE / DBATU / MSBTE
40	NSS PO Cell	Principal	Mr.Wable P.A	Mr.Wable P.A	National Service Scheme – Programme Officer Cell	AICTE / DBATU



GENERAL INSTRUCTIONS

1. All Committee Chairpersons and Coordinators shall conduct meetings as required and maintain minutes, attendance and action-taken reports.
2. Committee Coordinators shall submit committee reports and supporting documents to the Principal/IQAC as per the institutional schedule.
3. Where AICTE, MSBTE, DBATU, Government or any statutory authority prescribes a specific composition or procedure, that prescribed requirement shall prevail.
4. The same faculty member may be assigned to more than one committee depending upon workload and institutional requirements.
5. Committee members shall ensure proper documentation and preservation of evidence for academic audit, affiliation, accreditation and inspection purposes.
6. This order is applicable for Academic Year 2026–27 and may be modified by the Principal whenever required.




Dr. Gitesh S. Gujrathi
PRINCIPAL
Malashri Institute of Technology
(MIT Engineering & Polytechnic)
At Post Dhanore, Tal. Yeola, Dist. Nashik

Note: Replace all [Name – ...] placeholders with the approved 2026–27 faculty/staff names before issuing the signed order.

