



Bharatiya Vidya Bhavan's
Sardar Patel College of Engineering
Munshi Nagar, Andheri (West), Mumbai - 400 058



Ref. No. PO/2022/37

Dated : 23-05-2022

OFFICE ORDER

The committees formed for different sections of office are reconstituted w.e.f. Tuesday the 24th May 2022.

Sr. No.	Section	Members of the Committee	Designation in Committee
1.	Student Section (Meeting on Every Tuesday)	1. Dr. Rahul Dahatonde Dean (Finance & Admn) 2. Shri S. R. Vinerkar I/c. Registrar 3. Shri S. P. Khot Stenographer 4. Shri Subhash S. Gurav Data Entry Operator 5. Smt. Neelam Vaity Sr. Clerk 6. Shri S. R. Kute Sr. Clerk	: Convener : Co-Convener : Member : Member : Member Secretary : Member
1.	Accounts & Purchase Section (Meeting on Every Wednesday)	1. Dr. Rahul Dahatonde Dean (Finance & Admn) 2. Shri S. R. Vinerkar I/c. Registrar 3. Shri S. P. Khot Stenographer 4. Shri Kishor Joshi Head Clerk 5. Shri Subhash Gurav Data Entry Operator 6. Shri Dinesh Torane Storekeeper 7. Smt. Ujjawala Chinchay Sr. Clerk 8. Smt. Sarvasvi Patnoskar Sr. Clerk 9. Shri Pankaj Valvi Jr. Clerk 10. Shri P. M. Patil Jr. Clerk	: Convener : Co-Convener : Member : Member Secretary : Member : Member : Member : Member : Member



Dated : 23-07-2022

Ref. No. 90/2022-137

2.	Establishment & Records Section (Meeting on Every Thursday)	1. Dr. Rahul Dahatonde Dean (Finance & Admn) 2. Shri S. R. Vinerkar I/c. Registrar 3. Shri S. P. Khot Stenographer 4. Shri Subhash S. Gurav Data Entry Operator 5. Smt. Vandana Rajput Sr. Clerk 6. Smt. Anushka Jadhav Storekeeper 7. Shri Sandip Talekar Sr. Clerk 8. Smt. Samidha Walawalkar Jr. Clerk	: Convener : Co-Convener : Member : Member : Member Secretary : Member : Member : Member
3.	PG Section (Meeting on Every Friday)	1. Dr. Kiran Bhole Dean (R&D and PG Programs) 2. Dr. Rahul Dahatonde Dean (Finance & Admn) 3. Shri S. R. Vinerkar I/c. Registrar 4. Shri S. P. Khot Stenographer 5. Shri R. B. Solanki Administrator 6. Shri Siddhesh Pawar Jr. Clerk 7. Shri Rohan Patil Jr. Clerk 8. Shri Yogesh Kale Jr. Clerk	: Convener : Co-Convener : Member : Member : Member : Member : Member : Member Secretary

The Convener of the committee is advised to conduct meeting every week at 9.30 a.m. in the T&P Office, Committee Room as per the schedule. Member Secretary of respective committee with the assistance of Stenographer should ensure that the meetings are effectively organized and minuted and records kept accordingly and made available as and when required.

I/c. PRINCIPAL

Encl : Head : CED/EED/MED/F. Y. CO-ORDINATOR/EXAM/LIBRARY/OFFICE(UG/PG)/BKS OFFICE/WEB SITE UPLOADING