



Savitribai Phule Shikshan Prasarak Mandal's  
**N. B. Navale Sinhgad College of Engineering**

(Approved by AICTE & Affiliated to Solapur University, Solapur)

Opp. Solapur University, Solapur - Pune National Highway Kegaon, Solapur - 413 255, (M.S.), India

Tel. : +91- 217 - 2500610 / 2500595

Fax : +91-217- 2500611

**Prof. M. N. Navale**

M.E.(Elect.) M.I.E., M.B.A.

**CHAIRMAN**

**Mr. Rohit M. Navale**

M.E.(Mech. Engg.)

**GENERAL SECRETARY**

**Dr. S. D. Nawale**

M. Tech., Ph. D. (E&TC Engg.), PDF (France)

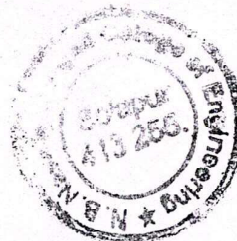
**PRINCIPAL**

Outward No. NBNSCOE / 2015-16 / Gen / 837-09.

Date 15/06/2015.

**Duties of Head of Department**

1. Administer the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus as per the almanac in time
2. Maintain the relevant topic-wise files and ensure "place for everything and everything in its place".
3. The HOD should be well informed about the activities and programs of other professional colleges and institutions. HOD should keep good contacts with the faculty of IITs, Universities and Sister Colleges in the country and if possible, universities abroad.
4. Preparation of class-wise timetables.
5. Maintain vacation duty statement, CL account for the staff of the department.
6. Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.
7. Development of various laboratories and arrange for regular maintenance, updating the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.
8. Maintain laboratory-wise stock registers one for capital equipments and the other for components & spares.
9. Procure spares and components and stock them and maintain inventory laboratory-wise.
10. Coordinate the activities of Technical Associations, ISTE, IETE, IEEE and such other professional associations.
11. Organizing special lectures by experts, technical staff, seminars & conferences and refresher courses.
12. Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.
13. Encourage students to develop communication skills, report writing, debating and group discussions etc.
14. Maintaining cordial relations with local industries and also develop contacts in general with industry and R & D organizations in the country.
15. Extend all possible help to the students of the department for training / project work / professional employment.



Dr. S. D. Nawale

Principal

**PRINCIPAL**

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Kegaon, Solapur.**