No./Civil/T&CP/2021/ ·

Submitted: ·

Subject: Regarding approval for forming of COEP's Planning Students Association

COEP the 3rd oldest engineering college in Asia, is a top-tier technical institute of the country that boasts a culture of curricular and co-curricular excellence. COEP also boasts of being the only college in Maharashtra providing bachelors course in Urban Planning. No doubt that COEP is aware of the importance of Planning and its dire need in today's scenario. Apart from this, COEP's town planning alumni have also been at various authoritative positions and part of the decision-making process of the state. Maharashtra is the most urbanized state of India and thus knows the values of its planners and the role they play in shaping them.

With the objective of bringing the students involved in learning urban / town planning in COEP to better leverage their course outcomes and also to use as a platform for their future streams, the students propose to form a **COEP's Planning Students Association**. This association would be used by the students as a platform to showcase their skills and interact with the planning stakeholders. The association would also work on exposing the students to projects through internships / jobs.

Thus, requesting you to please approve the forming of **COEP's Planning Students Association** along with the association structure given below:

Sr. No	Designation	No. of posts	Responsibility
1.	Secretary	1	• Will coordinate all the activities of the association.
2.	Design & Creatives Incharge	2	• Will design creatives needed for various activities of the association
3.	Documentation incharge	2	• To maintain the official records and communications of the association. • To maintain accounts register of the association.
4.	Media incharge	2	• To maintain the officialpublic relations of the association.
5.	Corporate Outreach incharge	2	• To maintain the directories for alumnus. and business groups for the association.
6.	Library incharge	2	• Will develop and maintain a record of books, researches for the association.

A Secretary needs to be elected who will coordinate and oversee all the activities of the Association.

The secretary should be either from Final Year B.Plan or from SY M.Plan with a female candidate holding the post every alternate year. He / She should have prior experience working in the association.

Dean (SA), Hod (Civil)

Please discuss

The distribution of portfolios among different batches is as follows:

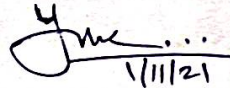|	Design	Documentation	Media	Corporate Outreach	Library	Total	
						Male	Female
SY B.Plan			2			1	1
TY B.Plan		1		1		1	1
Final Year B.Plan	1				1	1	1
FY M.Plan	1				1	1	1
SY M.Plan		1		1		1	1
						5	5
Total	2	2	2	2	2	10	

The candidates who want to be a part of the association should have a **CGPA of more than 7.5 and possess no current backlogs.**

The office bearers would be elected through the process of single electoral vote carried out under the supervision of faculty in-charge and the voters would be the students enrolled in bachelors and master's course in Planning in CoEP.
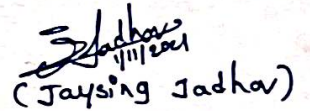
For the various activities of the association, request you to allocate funds from the **Department Development Fund (DDF).**

Thus, requesting you to approve the formation of this association and give us permission to start the electoral and association forming process.

Yours faithfully,

1/11/21

Yogesh Keskar
(In charge formation and activities of professional society and students' chapter)
Assistant Professor (Planning)
College of Engineering, Pune

(Jaysing Jadhav)

Forwarded Through,

Recommended
M Lanade
1/11/2021
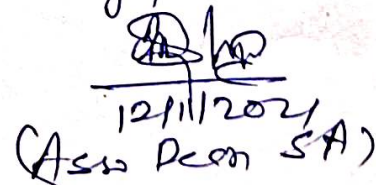
HOD, Civil Department,

Asso. Dean Students Activities,

To,

The Director,

College of Engineering, Pune

Recommended

* Secretary and office bearers must have CGPA greater than 8.00.

* Tentative yearly funds requirements to submitted.

* Permission to establish Planning students' Asso may please be granted.

12/11/2024
(Asso Dean SA)

Approved
NLN 17/11