



GOVERNMENT POLYTECHNIC, WASHIM

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Circular

No.GPW/PORTFOLIO/2020-21/43B

Date:- 05/11/2020

For smooth conductance of institutional activities, various portfolios are Distributed as below:-

Sr. No.	Portfolio	In charge officer/Committee
A Academic		
01	Admission Committee First Year Diploma 2020-21	Shri. S.R. Pachpor Lecturer In Physics Shri. R.G.Bilolikar, Lecturer In English
02	Admission Committee Second & Third Year (Regular) (2020-21)	Respective Programmed HOD,s
03	Admission Committee, Direct Second year 2020-21	Shri. R.N.Jarudkar, Lecturer In Automobile Engg.
04	Time Table Committee	Shri. N.N.Mahatme, Lecturer Mechanical Engg Shri. R.G.Bilolikar, Lecturer In English
	Admission Committee First Year Engg. & Other degree admissions	Shri.P.M.Bhuyar, Lecturer In Electronics & Telecomm. Shri. M.S.Hule, Lecturer In IT
05	Academic coordinator / Internal & External Academic Monitoring Coordinator	Shri.K.P.Joshi, Lecturer in Mechanical Engineering. Shri. S.D.Solanke, Lecturer Electrical Engg.
06	Coordinator Sessional Exam	Shri. A.D.Dhole, Lecturer In Civil Engg. Shri.A.B.Tatte, Lecturer Mechanical Engg
07	Alumni Association (coordinator)	Shri. U.R.Toshniwal, Lecturer Mechanical Engg. Shri.L.K.Lonkar Lecturer In Electronics & Telecomm. Shri.A.B.Tatte, Lecturer Mechanical Engg
08	Practical Exam Coordinator Winter 2020, Summer 2021	Shri. N.N.Mahatme, Lecturer Mechanical Engg Shri. U.G.Khillare, Lecturer In Automobile Engg.
09	Accreditation Coordinator	Dr.V.J.Dongare, HoD , Lecturer In Electronics & Telecomm. Shri.U.A.Bagade, Lecturer In IT Shri.S.S.Gharade, Lecturer In IT
B Administrative		
10	Training & Placement Officer Training of Faculty & Staff, Employment Service Center	Shri. U.R.Toshniwal, Lecturer Mechanical Engg. Shri.S.D.Solonke, Lecturer Electrical Engg.
11	I/c Library (Development of library, Grant & books purchasing & Library automation)	Shri.S.M.Shelke, Lecturer In Electronics & Telecomm. Shri.Y.J.Bhopale, Lecturer In IT.
12	Campus Cleanliness	Shri. A.S.Tayade, Lecturer in Applied Mechanic Engg. Shri. M.S.Hule, Lecturer In IT & Rector Boys Hostel Smt. R.M.Bhangale, Lecturer In Civil Engg. Shri.G.V.Dongare, Office Superintendent
13	Internal Co-ordinator CDTP	Shri.L.N.Lonkar Lecturer In Electronics & Telecomm.
14	Skill Development (NSQF) Coordinator	Shri. R.N.Jarudkar, Lecturer In Automobile Engg.
15	Right to Information, 1. Public Information officer 2. Assistant Information officer	Shri.N.S.Vidyasagar, Lecturer in Civil Engg. Shri.G.V.Dongare, Office Superintendent
16	Rector (Boys Hostel) & Campus Security Assistant Rector (Boys Hostel)	Shri.M.S.Huley, Lecturer In Information Technology Shri. R.W.Patil, Lecturer In Electrical Engg.
17	Rector (Girls Hostel) Assistant Rector (Girls Hostel)	Mrs.R.M.Bhangale, Lecturer In Civil Engg. Smt. P.R.Wankhade Lab Asst.
18	A.I.C.T.E. Correspondence Coordinator	Shri. R.R.Jaiswal, Lecturer In Electronics & Telecomm.. Shri. S.S. Gharde, Lecturer In IT
19	Discipline Committee	All Heads of Departments / Workshop Superintendent
20	Website Development, Internet & Maintenance	Shri O.P.Gorsade, Lecturer In IT
21	AICTE/MODROB/MSBTE / ISTE/ Fund Proposals Coordinator	Shri.U.A.Bagade, Lecturer In IT Shri.M.S.Huley, Lecturer In Information Technology
22	Building Maintenance, Minor repairs Water Supply	Shri. A.D.Dhole, Lecturer In Civil Engg. Shri.V.S.Joshi, Lecturer In Civil Engg.
23	Building In charge (New Proposal)	Shri.N.S.Vidyasagar, Lecturer in Civil Engg.

		Shri.V.S.Joshi, Lecturer In Civil Engg.
24	Write Off Committee	Shri.V.D.Tapas Workshop Superintend, Respective HODs
25	Student Cooperative Store	Shri. A.R.Pawar Lecturer In Mechanical Engg. Shri.,N.S.Zanjad, Lecturer In Civil Engg.
26	Electrical Maintenance	Shri.R.W.Patil, Lecturer In Electrical Engg. Shri. P.M.Lonarkar, Lecturer In Electrical Engg.
27	"Nirbhaya Pathak	Smt. M.D.More, Lecturer In English Smt.S.S.Jayade, Lecturer In Electronics & Telecomm. Smt.K.K. Chaudhari , Lecturer In Mechanical Engg.
28	Spoken Tutorial Co-ordinator	Shri.Y.J.Bhopale, Lecturer In IT.
29	MIS Incharge	Shri.Y.J.Bhopale, Lecturer In IT. Shri. P.F.Warkad, Lab Asst.
30	SC/ST Grievance Cell	Shri. U.G.Khillare, Lecturer Automobile Engg. Smt. S.S.Kamble, Lecturer In Electronics Shri.S.D.Solanke, Lecturer In Electrical Engg.
31	Women's Redressal Grievance	Smt. S.S.Kamble, Lecturer In Electronics & Telecomm. Smt.S.S.Jayade, Lecturer In Electronics & Telecomm. Smt.K.K. Chaudhari , Lecturer In Mechanical Engg.
32	Public Relation /Publicity Officer	Shri.C.D.Ghugre, Lecturer Chemistry.
33	Anti Raging Committee Coordinator & Grievance Committee Coordinator	Shri.A.P.Matale, HOD Mechanical Engineering. Shri. M.S.Hule, Lecturer In IT
34	Central Store officer Assistant Store officer	Shri.V.D.Tapas Workshop Superintend Shri.A.J.Deshmukh, Lecturer In Mechanical Engg.
35	Video Conferencing System & V. L. C. ,CCTV Coordinator	Shri.P.M.Bhuyar, Lecturer Electronics & Tele Shri. A.G.Karale, Instrument Mechanic
36	Fire Fighting Equipment Maintenance	Shri.N.S.Vidyasagar, Lecturer in Civil Engg. Shri.N.S.Zanjad, Lecturer In Civil Engg. Shri.D.N.Bhitkar, Curator
37	Furniture In charge	Shri. A.J.Deshmukh Lect in Mechanical Engg. Shri. A.R.Pawar, Lecturer In Mechanical Engg.
38	Updating Institutes Information On Websites Under RTI/Citizen Charter Updation	Shri O.P.Gorsade, Lecturer In IT. Shri.G.V.Dongare, Superintendent Shri. P.F.Warkad, Lab Asst.
39	Solar Radiation Measurement Project Coordination	Shri.D.K.Bawne , Lecturer Automobile Engg.
40	School Connect	Dr.V.J.Dongare,HOD, Lecturer In Electronics & Telecomm. Shri.L.K.Lonkar Lecturer In Electronics & Telecomm.
Cocurriculars & Extra curricular		
41	Gymkhana, Vice President Gymkhana Assistant	Shri.S.L.Pandharikar, Lecturer In Mechanical Engg. Shri. Sangram Kale, Lab Assistant
42	Sports In Charge	Shri.V.K.Rathod, Lecturer In Physics
43	Co-Curricular Activities In Charge	Shri. M.S.Sinhe Lecturer in Mechanical Engg.
44	Social Gathering	Shri.P.M.Bhuyar, Lecturer In Electronics & Telecomm.
45	N.S.S. Coordinator	Shri.R.G.Bilolikar, Lecturer in English Shri. S.R.Pachpor, Lecturer in Physics Smt. R.R.Adhav Lecturer in Maths
46	ISTE Chapter	Shri. D.K.Bawane, Lecturer In Mechanical Engg. Shri .M.S.Kherde, Lecturer Electrical Engg.
47	Quality Circle Coordinator	Shri .M.S.Kherde, Lecturer Electrical Engg. Shri. A.R.Pawar, Lecturer In Mechanical Engg. Shri.S.D.Solanke, Lecturer In Electrical Engg.
48	E Magazine	Shri. U.G.Khillare, Lecturer Automobile Engg. Smt.S.S.Kamble, Lecturer In Electronics & Telecomm. Smt.M.D.More, Lecturer In English Smt.K.K. Chaudhari , Lecturer In Mechanical Engg.
49	Computer Hardware Maintenance	Shri.Y.J.Bhopale, Lecturer In IT. Shri.O.P.Ghorsade, Lecturer In IT.
50	Minority Hostel Co-ordinator	Smt.S.S.Jayade, Lecturer In Electronics & Telecomm.

	Building Cleanliness	Smt.R.M.Bhangale, Lecturer In Civil Engg. Respective All HOD,s. & Shri.G.V.Dongare, Superintendent
52	Nodal Officer MAT	Shri.G.V.Dongare, Superintendent
53	M.S.B.T.E. Exam	Smt. S.S.Kamble, Lecturer In Electronics & Telecomm. Shri.N.S.Zanjad, Lecturer in Civil Engg. Mr.A.N.Deshmukh, Lecturer in Electrical Engg.
54	M.S.B.T.E. Practical Exam Co-ordinator	Shri. N.N.Mahatme, Lecturer Mechanical Engg Shri. U.G.Khillare, Lecturer In Automobile Engg.
55	Distribution in Charge	Shri. A.R.Pawar, Lecturer In Mechanical Engg. Shri. S.R.Zunjare, Lecturer Chemistry
56	RAC	Shri. D.K.Bawane, Lecturer in Mechanical Engg. Shri. U.G.Khillare, Lecturer In Automobile Engg. Shri. R.N.Jarudkar, Lecturer In Automobile Engg.
57	Online Scholarship Grievance Officer cum Co-ordinator	Shri.S.S.Gharde, Lecturer In IT. and 1 Staff from Each Department
58	Online Exam	Shri.U.A.Bagade, Lecturer In Information Technology Shri.O.P.Ghorsade, Lecturer In IT. and 1 Staff from Each Department

Notes:- All HOD's, faculties and supporting staff are requested to co-operate and do the needful. Faculties assigned with individual portfolio will carry out activities under guidance of concerned HOD/ I/c of deptt. (Except Hostel Rector)

Additional subcommittees may be formed depending upon the nature of task by respective coordinator.

- All HOD's I/c Deptt. will submit quarterly brief report about progress of portfolios assigned to their deptt. Faculties (31st Dec, 31st Mar, 30th June & 30th Sept.)


Principal

Government Polytechnic, Washim

Copy to:-

- All HODs / Deptt Coordinator / Workshop Superintendent / Registrar / Library
- All Concerned officers/Staff (Through HOD)
- Steno