



GOVERNMENT POLYTECHNIC, WASHIM

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Circular

No.GPW/PORTFOLIO/2021-22/145

Date:- 01/11/2021

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 2021-22	Dr. R.G.Bilolikar, Lecturer In English Shri. U.A.Nage Lecturer In Physics
02	Admission Committee Second & Third Year (Regular) (2021-22)	Respective Programmed HOD,s
03	Admission Committee, Direct Second year 2021-22	Shri. R.N.Jarudkar, Lecturer In Automobile Engg.
04	Time Table Committee	Shri. N.N.Mahatme, Lecturer Mechanical Engg Dr. 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 I T
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. S.R.Zunjare, Lecturer Chemistry
07	Alumni Association (coordinator)	Shri. U.R.Toshniwal, Lecturer Mechanical Engg. Shri.L.K.Lonkar Lecturer In Electronics & Telecomm. Shri.S.D.Solonke, Lecturer Electrical Engg. Shri.O.P.Ghorsade, Lecturer In IT.
08	Practical Exam Coordinator (MSBTE) Winter 2021, Summer 2022	Shri. N.N.Mahatme, Lecturer Mechanical Engg
09	Accreditation Coordinator	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. P.M.Lonarkar, Lecturer In Electrical Engg Smt. R.M.Bhangale, Lecturer In Civil Engg. Shri. A.S.Tayade, Lecturer in Applied Mechanic 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 IT Shri. P.M.Lonarkar, 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.G.Takwale, 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.Y.S.Bhopale, Lecturer In IT
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.

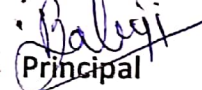
	Write Off Committee	Shri.A.J.Deshmukh, Lecturer In Mechanical Engg. , Respective HODs
	Student Cooperative Store	Shri. A.R.Pawar Lecturer In Mechanical Engg. Shri.,N.S.Zanjad, Lecturer In Civil Engg.
26	Electrical Maintenance	Shri .M.S.Kherde, Lecturer Electrical Engg. Shri. P.M.LonarKar, Lecturer In Electrical Engg.
27	"Nirbhaya Pathak	Smt.P.R.More, Lecturer In Electronics & Telecomm M.D.More, Lecturer In English Smt.P.R.Pawar, 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. Smt. S.V.Deshmukh, Tech.Lab Asst.(Instructor)
30	SC/ST Grievance Cell	Shri. U.G.Khillare, Lecturer Automobile Engg. Shri.S.D.Solanke, Lecturer In Electrical Engg. Smt.P.R.Wankhade, Lab Astt.
31	Women's Redressal Grievance	Smt. M.D.More, Lecturer in English. Smt.P.R.Pawar, Lecturer In Electronics & Telecomm. Smt.P.R.More, 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	All HoD & WS. Shri. M.S.Hule, Lecturer In IT
34	Central Store officer	Shri.A.J.Deshmukh, Lecturer In Mechanical Engg.
35	Video Conferencing System	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	Mr.A.N.Deshmukh, Lecturer in Electrical 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 Smt. S.V.Deshmukh, Tech.Lab Asst.(Instructor)
39	Solar Radiation Measurement Project Coordination	Shri.D.K.Bawne , Lecturer Automobile Engg.
40	School Connect	Shri.P.M.Bhuyar, Lecturer In Electronics & Telecomm. Shri. U.A.Nage Lecturer In Physics
C	Cocurriculars & Extra curricular	
41	Gymkhana, Vice President Gymkhana Assistant	Shri.S.L.Pandharikar, Lecturer In Mechanical Engg. Shri.R.B.Mahajan, Lecturer In IT. Shri. Sangram Kale, Lab Assistant
42	Sports In Charge	Shri. U.A.Nage ,Lecturer In Physics
43	Co-Curricular Activities In Charge	Shri. M.S.Sinhe, Lecturer in Mechanical Engg. Shri.B.B.Lavhale, Lecturer In Physics
44	Social Gathering	Shri.P.M.Bhuyar, Lecturer In Electronics & Telecomm.
45	N.S.S. Coordinator	Shri. U.A.Nage ,Lecturer In Physics Shri.B.B.Lavhale, Lecturer In Physics Smt. R.R.Adhay 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 /News Letter	Shri. U.G.Khillare, Lecturer Automobile Engg. 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.

	Minority Hostel Co-ordinator	Smt.P.R.Pawar, Lecturer In Electronics & Telecomm. Smt.R.M.Bhangale, Lecturer In Civil Engg.
	Building Cleanliness	Respective All HOD,s. & Hostel Rectors Boyes/Girls Shri.G.V.Dongare, Superintendent
	Nodal Officer MAT	Shri.G.V.Dongare, Superintendent
	M.S.B.T.E. Exam /Online Exam.	Smt.P.R.More, Lecturer In Electronics & Telecomm Shri.N.S.Zanjad, Lecturer In Civil Engg. Mr.A.N.Deshmukh, Lecturer in Electrical Engg. Shri.O.P.Ghorsade, Lecturer In IT.
54	Distribution in Charge	Shri. A.R.Pawar, Lecturer In Mechanical Engg. Shri. S.R.Zunjare, Lecturer Chemistry
55	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.
56	Online Scholarship Grievance Officer cum Co-ordinator	Shri.S.S.Gharde, Lecturer In IT. and 1 Staff from Each Department
57	Punjabrao Deshmukh Hostel Scheme	Shri.,N.S.Zanjad, Lecturer In Civil Engg.
58	GYM Co-ordinator	Shri. D.K.Bawane, Lecturer In Mechanical Engg. Shri. B.G.Sanap, Instructor Shri.Bomble, Hamal
59	CCTV/Internet	Shri.R.B.Mahajan, Lecturer In IT. Shri.O.P.Ghorsade, Lecturer In IT.

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