



GOVERNMENT POLYTECHNIC, WASHIM

Department of Electronics and Telecommunication

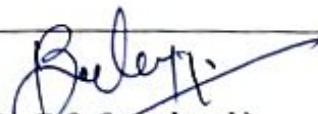
DEPARTMENTAL PORTFOLIOS

No.: EJ Dept./D.P./2025/14-1 A,
Date: 05/08/2025

Following staff are appointed as departmental portfolio in charges against the names shown below for smooth conduct of departmental administration and academic activities. In case the in charge is absent, the co-in charge will take care of the portfolio, and will support the portfolio in charge all the time.

Sr. No.	Portfolio	Name of Staff	Major Duties
01	H.O.D.	Dr. B.G. Gawalwad	Departmental Administration, Academic Co-ordination.
02	Dept. Time Table & Load Distribution	Dr. B.G. Gawalwad Mrs. P.R. Pawar	Preparing Time table Co-ordination with other Dept. first year
03	Book & Stationary	Mr. S.M. Shelke Mr. J. N. Patil	Preparation of Book list Liaison with Library
04	Skill Test, Seasonal Record	Mr. R.G. Takwale Mr. J. N. Patil	Support the conduct of skill test, Maintain Record, Send data to MSBTE.
05	MSBTE Practical Exam.	Mr. R.G. Takwale Mr. J. N. Patil	Arrangements of examiner Timetable, Record maintenance, Send Data to MSBTE
06	Academic Monitoring	Dr. B.G. Gawalwad Mr. S.M. Shelke	Collection of information online updatation of data on MSBTE portal Internal monitoring Maintain academic record.
07A	Expert Lecture	Mrs. P. P. Morey Mr. J. N. Patil	Identification of companies Experts
07B	Co-Curricular Activities Like Seminar, Quiz in other Inst.	Mr. F.B. Tanurkar Mr. J. N. Patil	Promote students to participate in project competition, quiz, seminar etc., Organization of MOOCS/Spoken Tutorial.
08	Equipment Purchase Write-off	Dr. B.G. Gawalwad Mrs. P. P. Morey Mr. J. N. Patil	Preparing List of equipment and consumables items. Procurement work
09	Class Teacher 1 st year 2 nd Year 3 rd Year	Mrs. P. R. Pawar Mr. S.M. Shelke Mrs. P. P. Morey	Maintaining student's discipline, Solving of students problems. Students counselling.
10	Lab In charge Basic/Analog Electronic Lab. Digital & Micro Controller Lab. Communication Lab. Computer Centre & Hardware Power Electronic & Workshop Lab	Mrs. P. P. Morey, Mr. J. N. Patil Mrs. S. S. Jayade /Mr. S.M. Shelke, Mr. J. N. Patil Mrs. P. R. Pawar, Mr. J. N. Patil Mr. F.B. Tanurkar, Mr. J. N. Patil Mr. R.G. Takwale, Mr. J. N. Patil	Lab Equipment maintenance & repairing, Record keeping
11	MODROBS/AICTE Proposals	Dr. B.G. Gawalwad Mr. S.M. Shelke Mr. J. N. Patil	Preparing proposals
12	Electricity & Internet	Mr. F.B. Tanurkar, Mr. J. N. Patil	Proper wiring in Lab. & Internet
13	Parent Teacher Meet	Dr. B.G. Gawalwad All Class Teachers	Arranging the meet and Co-ordination

14	Prepare Students Profile	Mr. F.B. Tanurkar Mr. J. N. Patil	Maintain students record , Registration & Dept. Web-site.
15	Project Guide /Project/Capstone Project/ Seminar Co-ordinator	Dr. B.G. Gawalwad Mrs. P. P. Morey Mrs. S. S. Jayade	Guide allotment, progress monitoring.
16	Result Analysis	Mrs. P.R. Pawar	FY, SY, TY Result Analysis as per MSBTE Norms.
17	Visiting Lecturer Appoint Record & Billing	Dr. B.G. Gawalwad Mrs. S. S. Jayade	Appointment of visiting lecturers, monitoring & Billing
18	MIS Co-Ordinator	Mr. R.G. Takwale Mr. J. N. Patil	Data base management
19	Admission to 2nd & 3rd Year	Class Teachers	Do Registration of Students
20	Dept. TPO & In Plant Training	Mr. F.B. Tanurkar Mr. J. N. Patil	Find Industries & arrange placement activities for Dept. Students.
21	Women wing	Mrs. P. P. Morey Mrs. S. S. Jayade Mrs. P.R. Pawar	Girls students Grievances
22	P. A. System	Mr. F.B. Tanurkar Mr. J. N. Patil	Maintenance & Arrangement of P.A. System in all institute activities
23	Departmental NBA Co- ordinator	Dr. B.G. Gawalwad Mr. F.B. Tanurkar	Update all Dept. files regarding NBA
24	Alumni Co-ordinator	Mr. F.B. Tanurkar	Arrange Alumni Meet
25	ISTE Student Chapter	Mr. R.G. Takwale	Organise various activities under ISTE for students.
26	Cleanliness	Dr. B.G. Gawalwad, All Staff	Departmental Cleanliness
27	Student Feedback	Dr. B.G. Gawalwad, Class Teacher	Prepare student feedback analysis.
28	Student Detention Incharge	Class Teacher	Prepare Student Detention List
29	Student Mentor/Counselling	Dr. B.G. Gawalwad, All Staff	Counselling to all Students
30	CSR Activity Co-ordinator	Dr. B.G. Gawalwad, All Staff	Tree Plantation, Blood Donation
31	Organization of MOOCS/NPTL/Spoken Tutorials Co-ordinator	Dr. B.G. Gawalwad, All Staff	Conduction of MOOCS/ NPTL/ Spoken Tutorials Course for Student & Staff.
32	Departmental Newsletter Co-ordinator	Mr. R.G. Takwale	Prepare Departmental Newsletter
33	Industrial Training	Mrs. S. S. Jayade Mrs. P.R. Pawar	Arrangement of industrial Training Record maintenance
34	Industrial Visit	Mrs. S. S. Jayade Mrs. P.R. Pawar	Arrangement of industrial Visit Record maintenance
35	ABC ID Registration (1 st Yr.)	Mr. S.M. Shelke	
36	Scholarship	Mrs. P.R. Pawar	


(Dr. B.G. Gawalwad)
 H.O.D. Electronics & Tele.Dept.
 Govt. Polytechnic, Washim

Copy to: 1. The Hon. Principal for information.
2. Concerned Staff.