



GOVERNMENT POLYTECHNIC, WASHIM

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Circular

No.GPW/PORTFOLIO/2024-25/153

Date:- 16.10.2024

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 2025-26	Shri. V.N.Majage, Lecturer In English Shri. Y.V.Lahane, Lecturer In English
02	Admission Committee Second & Third Year (Regular) (2024-25)	Respective Programmed HOD,s
03	Admission Committee, Direct Second year 2025-26	Shri. N.N.Mahatme, Lecturer Mechanical Engg
04	Time Table Committee	Shri. S.D.Solanke, Lecturer Electrical Engg. Shri.B.B.Lavahale, Lecturer in Physics
05	Academic coordinator / Internal & External Academic Monitoring Coordinator	Shri. F.B.Tanurkar, Lecturer in Electronics Engg. Shri. S.D.Solanke, Lecturer Electrical Engg.
06	Coordinator Sessional Exam	Shri. A.R.Pawar Lecturer In Mechanical Engg. Shri. S.R.Zunjare, Lecturer Chemistry
07	Alumni Association (coordinator)	Shri. U.R.Toshniwal, Lecturer Mechanical Engg. Shri.O.P.Ghorsade, Lecturer In IT. Shri.S.D.Solanke, Lecturer In Electrical Engg. Dr.N.S.Zanjad, Lecturer In Civil Engg.
08	Practical Exam Coordinator (MSBTE) Winter 2024, Summer 2025	Dr.N.S.Zanjad, Lecturer In Civil Engg. Shri. U.A.Nage Lecturer In Physics
09	Accreditation Coordinator	Dr.N.V.Raut, HoD Civil Engg. Dr. R.N.Jarudkar, Lecturer In Automobile Engg.
B	Administrative	
10	Training & Placement Officer Training of Faculty & Staff, Employment Service Center	Shri. U.R.Toshniwal, Lecturer Mechanical Engg.
11	Entrepreneurship Development Cell (EDC)	Shri. U.R.Toshniwal, Lecturer Mechanical Engg.
12	Institute Industry Interaction Cell (IIIC)	Shri. U.R.Toshniwal, Lecturer Mechanical Engg. Shri. N.N.Mahatme, Lecturer Mechanical Engg
13	I/c Library (Development of library, Grant & books purchasing & Library automation)	Shri.S.M.Shelke, Lecturer In Electronics & Telecomm. Shri.V.B.Kale, Lecturer In IT.
14	Campus Cleanliness	Shri. A.S.Tayade, Lecturer in Applied Mechanic Engg. Smt. S.S.Jayde, Lecturer In Electronics Engg. Shri.R.B.Mahajan, Lecturer In IT Smt.K.K. Chaudhari , Lecturer In Mechanical Engg. Shri.V.P.Nande, Registrar

15	Internal Co-ordinator CDTP	Shri. U.R.Toshniwal, Lecturer Mechanical Engg.
16	Skill Development (NSQF) Coordinator	Shri. U.G.Khillare, Lecturer in Automobile Engg. Dr. R.N.Jarudkar, Lecturer In Automobile Engg.
17	Right to Information, 1. Public Information officer 2. Assistant Information officer	Shri.U.G.Khillare, Lecturer in Automobile Engg. Shri.V.P.Nande, Registrar
18	Rector (Boys Hostel) & Campus Security Assistant Rector (Boys Hostel)	Shri. P.M.Lonarkar, Lecturer In Electrical Engg Shri.A.S.Tayde, Lect.in Applied Mech
19	Rector (Girls Hostel) Assistant Rector (Girls Hostel)	Smt.K.K. Chaudhari , Lecturer In Mechanical Engg. Smt. R.R.Adhav , Lecturer in Maths
20	A.I.C.T.E. Correspondence Coordinator	Smt. S.S.Jayde, Lecturer In Electronics Engg. Shri.R.B.Mahajan, Lecturer In IT Shri.V.B.Kale, Lecturer In IT.
21	Discipline Committee	All Heads of Departments / Workshop Superintendent
22	Website Development	Shri O.P.Gorsade, Lecturer In IT/Shri.M.S.Hule, Lect.in IT
23	AICTE/MODROB/MSBTE / ISTE/ Fund Proposals Coordinator	Shri.U.A.Bagade, Lecturer In IT Shri.R.B.Mahajan, Lecturer In IT
24	Building Maintenance, Minor repairs Water Supply	Dr. N.V.Raut, HoD Civil Engg. Dr..N.S.Zanjad, Lecturer In Civil Engg.
25	Building In charge (New Proposal)	Dr. N.V.Raut, HoD Civil Engg. Dr. N.S.Zanjad, Lecturer In Civil Engg. Shri.A.S.Tayade, Lecturer In Applied mechanics
26	Write Off Committee	Shri.M.S.Sinhe, Lecturer In Mechanical Engg. , All Respective HODs
27	Student Cooperative Store	Shri. A.R.Pawar Lecturer In Mechanical Engg. Dr..N.S.Zanjad, Lecturer In Civil Engg.
28	Electrical Maintenance	Smt.V.S.Paikine, Lecturer Electrical Engg. Shri. P.M.Lonarkar, Lecturer In Electrical Engg. Shri.G.B.Sawake, Instructor
29	"VISHAKHA Committee "/NIRBHAYA Pathak	Smt. S.S.Jayde, Lecturer In Electronics Engg. Smt.K.K. Chaudhari , Lecturer In Mechanical Engg. Smt.U.B.Jamodkar, Lab Astt.
30	Spoken Tutorial Co-ordinator/Spring Board/Moocs	Shri.V.B.Kale, Lecturer In IT.
31	MIS Incharge	Shri.V.B.Kale, Lecturer In IT. Smt. S.V.Deshmukh, Tech.Lab Asst.(Instructor)
32	SC/ST Grievance Cell	Shri. U.G.Khillare, Lecturer Automobile Engg. Shri.S.D.Solanke, Lecturer In Electrical Engg. Smt.U.B.Jamodkar, Lab Astt.
33	Women's Redressal Grievance	Smt.P.P.More, Smt. Lecturer In Electronics & Smt.S.V.Deshmukh, Instructor
34	Publicity Officer	Shri.C.D.Ghugre, Lecturer Chemistry.
35	Anti Raging Committee Coordinator	All HoD & WS.

	& Grievance Committee Coordinator	Smt.V.S.Palkine, Lecturer Electrical Engg. Shri. U.G.Khillare, Lecturer Automobile Engg. Smt.K.K. Chaudhari, Lecturer In Mechanical Engg.Shri.
36	Central Store officer	Shri.M.S.Sinhe, Lecturer In Mechanical Engg,
37	Video Conferencing System	Smt.P.R.Pawar, Lecturer In Electronics & Telecomm.Shri. A.G.Karale, Instrument Mechanic
38	Fire Fighting Equipment Maintenance	SDr.N.S.Zanjad,, Lecturer In Civil Engg. Shri.M.S.Sihe, Lecturer In Mechanical Engg, Shri.S.S.Chavhan, Instructor
39	Furniture In charge	Mr.P.M.Lonarkar, Lecturer In Electrical Engg. Shri. A.R.Pawar, Lecturer In Mechanical Engg,
40	Updating Institutes Information On Websites Under RTI/Citizen Charter Updatlon	Shri O.P.Gorsade,Lecturer In IT. Shri.V.P.Nande, Registrar Smt. S.V.Deshmukh, Tech.Lab Asst.(Instructor)
41	Solar Radiation Measurement Project Coordination	Dr..R.N.Jarudkar , Lecturer Automobile Engg,
42	School Connect	Shri. U.A.Nage Lecturer In Physics Shri. M.S.Hule, Lecturer In IT
C	Cocurriculars & Extra curricular	
43	Gymkhana Vice President Gymkhana Secretary Gymkhana Assistant	Shri.R.B.Mahajan, Lecturer In IT Shri. M.S.Hule, Lecturer In IT Shri.L.D.Bhuyar, Lab Asslstant Shri.R. Raut, Hamal
44	Sports In Charge	Shri. U.A.Nage ,Lecturer In Physics Shri. M.S.Hule, Lecturer In IT Smt. S.S.Jayde, Lecturer In Electronics Engg. Smt.K.K. Chaudhari , Lecturer In Mechanical Engg.
45	Co-Curricular Activities In Charge	Shri.V.N.Majage, Lecturer in English Shri. Y.B.Lahane, Lecturer in English
46	Social Gathering	Smt. S.S.Jayde, Lecturer In Electronics Engg,
47	N.S.S. Coordinator	Shri.U.A.Nage ,Lecturer In Physics Smt. R.R.Adhav , Lecturer in Maths Shri.B.B.Lavhale, Lecturer In Physics Smt. S.S.Jayde, Lecturer In Electronics Engg.. Dr.N.S.Zanjad,,Lecturer In Civil Engg. Smt.P.R.Pawar, Lecturer In Electronics & Telecomm. Smt.K.K. Chaudhari , Lecturer In Mechanical Engg. Shri. P.M.Lonarkar, Lecturer In Electrical Engg.
48	ISTE Chapter Coordinator	Shri. M.S.Hule, Lecturer In IT Shri.U.A.Nage ,Lecturer In Physics
49	Quality Circle Coordinator	Shri. A.R.Pawar, Lecturer In Mechanical Engg. Shri.S.D.Solanke, Lecturer In Electrical Engg.
50	E Magazine /News Letter / Public Relation Officer	Shri.R.G.Takwale, Lecturer In Electronics Engg Smt. R.R.Adhav , Lecturer In Maths

		Smt.K.K. Chaudhari , Lecturer In Mechanical Engg.
51	Computer Hardware Maintenance	Shri.V.B.Kale, Lecturer In IT. Shri.O.P.Ghorsade, Lecturer In IT.
52	Minority Hostel Co-ordinator	Smt.P.P.More, Lecturer In Electronics & Telecomm. Smt.S.S.Jayde, Lecturer In Electronics & Telecomm (In absence of Smt. P.P.More)
53	Building Cleanliness	Respective All HOD,s. & Hostel Rectors Boyes/Girls Shri.V.P.Nande, Registrar
54	Nodal Officer MAT	Shri.V.P.Nande, Registrar
55	M.S.B.T.E. Theory Exam	Shri. M.S.Sinhe, Lecturer In Mechanical Engg. (W-2024) Shri.A.S.Tayde, Lect.In Applied Mech (W- 2024) Shri. P.M.Lonarkar, Lecturer In Electrical Engg (S- 2025) Shri.A.S.Tayde, Lect.in Applied Mech (S-2025)
56	MSBTE Online Exam.	Shri.U.A.Bagade, Lecturer In IT Shri.M.S.Hule Lecturer In IT Shri.R.B.Mahajan, Lecturer In IT Shri.O.P.Ghorsade, Lecturer In IT.
57	Distribution In Charge	Shri.M.S.Hule Lecturer In IT Shri.S.P.Nagare, Lab Asst.
58	RAC	Shri. R.G.Takwale, Lecturer In Electronics & Telecomm. Shri. A.R.Pawar Lecturer In Mechanical Engg.
59	Online Scholarship Grievance Officer cum Co-ordinator	Shri.V.B.Kale, Lecturer In and 1 Staff from Each Department Shri.Vikas Sanap, Jr.Clerk
60	Punjabrao Deshmukh Hostel Scheme	Dr.N.V.Raut, HoD Civil Engg. Dr.N.S.Zanjad, Lecturer In Civil Engg.
61	GYM Co-ordinator	Shri.N.S.Zanjad, Lecturer In Civil Engg.
62	CCTV	Shri.R.G.Takwale, Lect.In Electronics Shri.A.G.Karale, Instructor
63	Internet & Maintenance	Shri.O.P.Ghorsade, Lecturer In IT. Shri.M.S.Hule Lecturer in IT
64	Internal Quality Assurance Cell (IQAC)	Shri. U.G.Khillare, Lecturer in Automobile Engg. Shri.S.D.Solanke, Lecturer in Electrical Engg.
65	Security In charge	Shri.M.S.Hule Lecturer in IT
66	Earn & Learn In charge	Shri..S.M.Shelke, Lecturer In Electronics & Telecomm. Shri. U.A.Nage Lecturer In Physics Shri.C.D.Ghugre, Lecturer Chemistry. Shri.B.B.Lavhale, Lecturer In Physics
67	Board of Governance	Shri.U.A.Bagade, Lecturer In IT Shri.R.B.Mahajan, Lecturer In IT
68	Mukhyamantri Yuva Karya Prashikshan Yojana	Shri.U.G.Khillare, Lecturer In Automobile Engg. Shri.V.S.Suruse, Instructor Shri.S.N.Kute, Jr.Clerk
69	Biometric Machine	Shri.M.S.Hule, Lecturer In IT
70	GEM Co-ordinator	Shri.M.S.Hule, 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.)


(Dr. B. G. Gawalwad)

Principal

Government Polytechnic, Washim

Copy to:-

1. All HODs / Deptt Coordinator / Workshop Superintendent / Registrar / Library
2. All Concerned officers/Staff (Through HOD)
3. Steno

