



GOVERNMENT POLYTECHNIC, WASHIM

Risod Road, Lakhala, Washim Pin. 444505

Phone No. 07252(232252,232085)

E-mail-office.gpwashim@dtmaharashtra.gov.in

website:- www.gpwashim.edu.in



Circular

No.GPW/PORTFOLIO/2023-24/35

Date:- 17.8.2023

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 2023-24	Shri. Z.A.Khan, Lecturer In English Shri. Y.V.Lahane, Lecturer In English
02	Admission Committee Second & Third Year (Regular) (2023-24)	Respective Programmed HOD,s
03	Admission Committee, Direct Second year 2023-24	Shri. S.D.Solanke, Lecturer Electrical Engg.
04	Time Table Committee	Shri. V.S.Joshi, Lecturer Civil Engg Shri.B.B.Lavahale, Lecturer in Physics
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.V.S.Joshi, Lecturer Civil Engg. Shri. S.R.Zunjare, Lecturer Chemistry
07	Alumni Association (coordinator)	Shri.L.K.Lonkar Lecturer In Electronics & Telecomm. Shri.O.P.Ghorsade, Lecturer In IT. Shri.S.D.Solanke, Lecturer In Electrical Engg. Shri. U.R.Toshniwal, Lecturer Mechanical Engg. Smt. R.M.Bhangale, Lecturer In Civil Engg.
08	Practical Exam Coordinator (MSBTE) Winter 2022, Summer 2023	Shri.,N.S.Zanjad, Lecturer In Civil Engg. Shri. U.A.Nage Lecturer In Physics
09	Accreditation Coordinator	Shri.K.P.Joshi, Lecturer In Mechanical Engg. Shri.A.D.Dhole, Lecturer In Civil Engg.
B		Administrative
10	Training & Placement Officer Training of Faculty & Staff,Employment Service Center	Shri. U.R.Toshniwal, Lecturer Mechanical Engg. Shri. N.N.Mahatme, Lecturer Mechanical Engg
11	Entrepreneurship Development Cell (EDC)	Shri. U.R.Toshniwal, Lecturer Mechanical Engg. Shri. N.N.Mahatme, 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. R.M.Bhangale, Lecturer In Civil Engg. Smt. S.S.Jayde, Lecturer In Electronics 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. Shri. 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.L.N.Lonkar Lecturer In Electronics & Telecomm. Shri. P.M.Lonarkar, Lecturer In Electrical Engg
19	Rector (Girls Hostel) Assistant Rector (Girls Hostel)	Smt.K.K.Chaudhari, Lect.in Mech.Engg. Smt.R.R.Adhao, Lect. in Math
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. Shri.V.S.Joshi, Lecturer In Civil Engg. Shri.D.N.Bhitkar, instructor
25	Building In charge (New Proposal)	Dr. N.V.Raut, HoD Civil Engg. Shri.A.D.Dhole, Lecturer in Civil Engg. Shri.V.S.Joshi, Lecturer In Civil Engg. Shri.D.N.Bhitkar, instructor
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. Shri,.N.S.Zanjad, Lecturer In Civil Engg.
28	Electrical Maintenance	Shri .M.S.Kherde, 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.
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.P.R.Wankhade, Lab Astd.

33	Women's Redressal Grievance	Smt.P.P.More,Smt. Lecturer In Electronics & Smt.P.R.Pawar, Lecturer In Electronics & Telecomm.
34	Publicity Officer	Shri.C.D.Ghugre, Lecturer Chemistry.
35	Anti Raging Committee Coordinator & Grievance Committee Coordinator	All HoD & WS. M.S.Kherde, 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	Shri.L.K.Lonkar Lecturer In Electronics & Telecomm. Shri. A.G.Karale, Instrument Mechanic
38	Fire Fighting Equipment Maintenance	Shri.A.D.Dhole, Lecturer in Civil Engg. Shri.M.S.Sihe, Lecturer In Mechanical Engg. Shri.V.S.Joshi, Lecturer In Civil Engg. Shri.D.N.Bhitkar, 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 Updation	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	Shri.R.P.Jarudkar , Lecturer Automobile Engg.
42	School Connect	Shri. U.A.Nage Lecturer In Physics Shri. M.S.Hule, Lecturer In I T
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 I T Shri.L.D.Bhuyar, Lab Assistant Shri.R. Raut, Hamal
44	Sports In Charge	Shri. U.A.Nage ,Lecturer In Physics Shri. M.S.Hule, Lecturer In I T Smt. S.S.Jayde, Lecturer In Electronics Engg. Smt.K.K. Chaudhari , Lecturer In Mechanical Engg.
45	Co-Curricular Activities In Charge	Shri. Z.A.Khan, Lecturer in English Shri.B.B.Lavhale, Lecturer In Physics
46	Social Gathering	Smt. S.S.Jayde, Lecturer In Electronics Engg.
47	N.S.S. Coordinator	Shri. U.A.Nage ,Lecturer In Physics Shri.B.B.Lavhale, Lecturer In Physics Smt. R.R.Adhav , Lecturer in Maths Smt. S.S.Jayde, Lecturer In Electronics Engg.. Smt.R.M.Bhangale ,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.

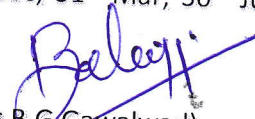
48	ISTE Chapter	Shri. M.S.Hule, Lecturer In IT Shri.L.K.Lonkar Lecturer In Electronics & Telecomm.
49	Quality Circle Coordinator	Shri .M.S.Kherde, Lecturer Electrical Engg. Shri. A.R.Pawar, Lecturer In Mechanical Engg. Shri.S.D.Solanke, Lecturer In Electrical Engg.
50	E Magazine /News Letter / Public 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.P.R.Pawar, Lecturer In Electronics & Telecomm
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. (Winter 2023) Shri.A.S.Tayde, Lect.in Applied Mech (Winter 2023) Shri.U.A.Bagade, Lecturer In IT (Summer 2024) Shri.M.S.Hule, Lecturer In IT (Summer 2024)
56	MSBTE Online Exam.	Shri.A.D.Dhole, Lecturer in Civil Engg. Shri.V.S.Joshi, Lecturer In Civil Engg. Shri.B.B.Lavhale, Lecturer in Physics Shri.D.N.Bhitkar, instructor
57	Distribution in Charge	Shri. S.R.Zunjare, Lecturer Chemistry Shri. N.N.Mahatme, Lecturer Mechanical Engg Shri.D.N.Bhitkar, Instructor
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.V.A.Jadhav, Sr.Clerk
60	Punjabrao Deshmukh Hostel Scheme	Dr.N.V.Raut, HoD Civil Engg. Shri.,N.S.Zanjad, Lecturer In Civil Engg.
61	GYM Co-ordinator	Shri.V.S.Joshi, Lecturer In Civil Engg. Shri.D.N.Bhitkar, Instructor Shri.A.U.Thombare, Hamal
62	CCTV	Shri.L.K.Lonkar, 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.K.P.Joshi, Lecturer in Mechanical Engg. Shri.S.D.Solanke, Lecturer in Electrical Engg. Shri.A.G.Mankar, Lecturer in Mechanical Engg.
65	Security In charge	Shri.M.S.Hule Lecturer in IT

66	Earn & Learn In charge	Shri.L.K.Lonkar Lecturer In Electronics & Telecomm. Shri. U.A.Nage Lecturer In Physics Shri.C.D.Ghugre, Lecturer Chemistry. Shri.B.B.Lavhale, Lecturer In Physics
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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