



# GOVERNMENT POLYTECHNIC, WASHIM

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## Circular

No.GPW/PORTFOLIO/2022-23/2061

Date: 15/11/2022

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

Sr.No	Portfolio	In charge officer/Committee
<b>A</b>	<b>Academic</b>	
01	Admission Committee First Year Diploma 2022-23	Dr. R.G.Bilolikar, Lecturer In English Shri. U.A.Nage Lecturer In Physics
02	Admission Committee Second & Third Year (Regular) (2022-23)	Respective Programmed HOD,s
03	Admission Committee, Direct Second year 2022-23	Shri. S.D.Solanke, Lecturer Electrical Engg.
04	Time Table Committee	Shri. N.N.Mahatme, Lecturer Mechanical 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. U.R.Toshniwal, Lecturer Mechanical Engg. Shri.L.K.Lonkar Lecturer In Electronics & Telecomm. Shri.L.K.Lonkar Lecturer In Electronics & Telecomm. Shri.O.P.Ghorsade, Lecturer In IT.
08	Practical Exam Coordinator (MSBTE) Winter 2022, Summer 2023	Shri. N.N.Mahatme, Lecturer Mechanical Engg Shri.A.R.Yadgire, Lect.in Mechanical Engg.
09	Accreditation Coordinator	Shri.K.P.Joshi, Lecturer In Mechanical Engg. Shri.A.D.Dhole, Lecturer In Civil Engg.
<b>B</b>	<b>Administrative</b>	
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	Entrepreneurship Development Cell (EDC)	Shri. U.R.Toshniwal, Lecturer Mechanical Engg. Shri.A.N.Deshmukh, Lecturer Electrical Engg.
12	Institute Industry Interaction Cell (IIIC)	Shri. U.R.Toshniwal, Lecturer Mechanical Engg. Shri.A.N.Deshmukh, Lecturer Electrical Engg.
13	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.
14	Campus Cleanliness	Shri. P.M.Lonarkar, Lecturer In Electrical Engg Shri. A.S.Tayade, Lecturer in Applied Mechanic Engg. Smt. R.M.Bhangale, Lecturer In Civil Engg. Shri.V.P.Nande, Registrar
15	Internal Co-ordinator CDTP	Shri.L.N.Lonkar Lecturer In Electronics & Telecomm.
16	Skill Development (NSQF) Coordinator	Shri.D.K.Bawane, 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.M.S.Hule, Lecturer In IT Shri. P.M.Lonarkar, Lecturer In Electrical Engg
19	Rector (Girls Hostel) Assistant Rector (Girls Hostel)	Mrs.R.M.Bhangale, Lecturer In Civil Engg. Smt.K.K.Chaudhari, Lect.in Mech.Engg./Smt.R.R.Adhao, L.Math
20	A.I.C.T.E. Correspondence Coordinator	Shri. R.G.Takwale, Lecturer In Electronics & Telecomm.. Shri.R.B.Mahajan, Lecturer In IT Shri. S.S. Gharde, Lecturer In IT
21	Discipline Committee	All Heads of Departments / Workshop Superintendent
22	Website Development, Internet & Maintenance	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	Shri. A.D.Dhole, Lecturer In Civil Engg. Shri.V.S.Joshi, Lecturer In Civil Engg.
25	Building In charge (New Proposal)	Shri.A.D.Dhole, Lecturer In Civil Engg. Shri.V.S.Joshi, Lecturer In Civil Engg.
26	Write Off Committee	Shri.A.J.Deshmukh, 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.
29	"Nirbhaya Pathak "	Smt. M.D.More, Lecturer In English Smt.K.K. Chaudhari , Lecturer In Mechanical Engg.
30	Spoken Tutorial Co-ordinator/Spring Board/Moocs	Shri.Y.J.Bhopale, Lecturer In IT.
31	MIS Incharge	Shri.Y.J.Bhopale, 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 Astt.
33	Women's Redressal Grievance	Smt.P.P.More,Smt. Lecturer In Electronics & Telecomm Smt. M.D.More,Lecturer in English. Smt.P.R.Pawar, Lecturer In Electronics & Telecomm. Smt.K.K. Chaudhari , Lecturer In Mechanical Engg.
34	Public Relation /Publicity Officer	Shri.C.D.Ghugre, Lecturer Chemistry.
35	Anti Raging Committee Coordinator & Grievance Committee Coordinator	All HoD & WS.
36	Central Store officer	Shri. M.S.Hule, Lecturer In IT
37	Video Conferencing System	Shri.A.J.Deshmukh, Lecturer In Mechanical Engg. Shri.L.K.Lonkar Lecturer In Electronics & Telecomm.
38	Fire Fighting Equipment Maintenance	Shri. A.G.Karale, Instrument Mechanic 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, Curator
39	Furniture In charge	Mr.A.N.Deshmukh, 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.D.K.Bawne , Lecturer Automobile Engg.
42	School Connect	Shri. U.A.Nage Lecturer In Physics Shri. M.S.Hule, Lecturer In IT
<b>Cocurriculars &amp; Extra curricular</b>		
43	Gymkhana Vice President Gymkhana Secretary Gymkhana Assistant	Shri.R.B.Mahajan, Lecturer In IT Shri.R.G.Takwale, Lecturer In Electronics Engg Shri.L.D.Bhuyar, Lab Assistant
44	Sports In Charge	Shri.R. Raut, Hamal
45	Co-Curricular Activities In Charge	Shri. U.A.Nage ,Lecturer In Physics Shri. M.S.Hule, Lecturer In IT
46	Social Gathering	Shri. M.S.Sinhe, Lecturer in Mechanical Engg.
47	N.S.S. Coordinator	Shri.B.B.Lavhale, Lecturer In Physics Shri.R.G.Bilolikar, Lecturer In English
48	ISTE Chapter	Shri. U.A.Nage ,Lecturer In Physics Shri.B.B.Lavhale, Lecturer In Physics Smt. R.R.Adhav , Lecturer in Maths Shri. D.K.Bawane, Lecturer In Mechanical Engg. Shri. M.S.Kherde, Lecturer Electrical Engg.

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	Smt.M.D.More, Lecturer In English Shri.A.N.Deshmukh, Lecturer inElectrical Engg. Smt.K.K. Chaudhari, Lecturer In Mechanical Engg.
51	Computer Hardware Maintenance	Shri.Y.J.Bhopale, Lecturer In IT. Shri.S.S.Gharde, Lecturer In IT.
52	Minority Hostel Co-ordinator	Smt.P.P.More, Lecturer In Electronics & Telecomm. Smt.R.M.Bhangale, Lecturer In Civil Engg.
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. Shri.A.S.Tayde, Lect.in Applied Mech Shri.A.N.Deshmukh, Lecturer in Electrical Engg
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
57	Distribution in Charge	Shri. A.R.Pawar, Lecturer In Mechanical Engg. Shri. S.R.Zunjare, Lecturer Chemistry
58	RAC	Shri. R.N.Jarudkar, Lecturer In Automobile Engg.
59	Online Scholarship Grievance Officer cum Co-ordinator	Shri.S.S.Gharde, Lecturer In IT. and 1 Staff from Each Department Shri.V.O.Jadhav, Sr.Clerk
60	Punjabrao Deshmukh Hostel Scheme	Shri.,N.S.Zanjad, Lecturer In Civil Engg. Mr.A.N.Deshmukh, Lecturer in Electrical Engg.
61	GYM Co-ordinator	Shri.V.S.Joshi, Lecturer In Civil Engg. Shri.D.N.Bhitkar, Instructor Shri.S.Honale, Hamal
62	CCTV	Shri.L.K.Lonkar, Lect.in Electronics Shri.R.G.Takwale, Lect.in Electronics
63	Internet	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.R.Yadgire, Lecturer in Mechanical Engg.
65	Institute Innovation Council (IIC)	Shri.D.K.Bawane, Lect.in Automobile Engg. Shri.M.S.Kherde, Lect.in Electrical Shri.R.G.Takwale, Lect.in Electronics

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 (31<sup>st</sup> Dec, 31<sup>st</sup> Mar, 30<sup>th</sup> June & 30<sup>th</sup> Sept.)

*Balaji*  
Principal

Principal

Government Polytechnic Washim

Copy to:-

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