



GOVERNMENT POLYTECHNIC, WASHIM

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Circular

No.GPW/PORTFOLIO/2019-20/2305

Date:-26/08/2019

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 2018-19	Shri. S.R. Pachpor Lect. In Physics Shri.S.R.Zunjare. Lect. In Chemistry
02	Admission Committee Second & Third Year (Regular) (2018-19)	Respective Programmed HOD.s
03	Admission Committee, Direct Second year 2018-19	Shri. R.N.Jarudkar, Lect. In Automobile Engg.
04	Time Table Committee	Shri. N.N.Mahatme, Lect. Mechanical Engg Shri. R.G.Bilolikar, Lect. In English
05	First Year Engineering & Pharmacy (ARC) (Graduate & Post Graduate) 2018-19	Shri.P.M.Bhuyar, Lect. In Electronics & Telecomm Smt. M.R.Lolure, Lect. In Information Technology
06	Academic coordinator / Internal & External Academic Monitoring Coordinator	Shri.K.P.Joshi, Lect. Mechanical Engg. Shri. A.J.Deshmukh, Lect. Mechanical Engg.
07	Coordinator Sectional Exam	Shri. A.D.Dhole.Lect. In Civil Engg.
08	Alumni Association (coordinator)	Shri. U.R.Toshniwal, Lect. Mechanical Engg. Shri.L.K.Lonkar Lect. In Electronics & Telecomm.
09	School Connect Committee	Dr.V.J.Dongre, HOD, Electronics & Telecomm. Shri.D.K.Bawne , In charge Automobile Engg Shri.L.K.Lonkar Lect. In Electronics & Telecomm..
10	Accreditation Coordinator	Dr.D.K.Gupta, HOD Civil Engg.
B Administrative		
11	Training & Placement Officer Training of Faculty & Staff, Employment Service Center	Shri. U.R.Toshniwal. Lect. Mechanical Engg.
12	I/c Library (Development of library, Grant & books purchasing)	Shri.R.R.Jaiswal, Lect. In Electronics & Telecomm. Shri.Y.J.Bhopale, Lect.In Information Technology Engg.
13	Campus Cleanliness	Shri. S.B.Ghuge Lect.in Applied Mechanic Engg. Shri. M.S.Hule, Lect. In I T & Rector Boys Hostel Smt. R.M.Bhangale, Lect. Civil Eng, Rector Girls Hostel Shri.G.V.Dongre I/c, Registrar
14	Internal Co-ordinator CDTP	Shri.L.N.Lonkar Lect. In Electronics & Telecomm.
15	Skill Development (NSQF) Coordinator	Shri. R.N.Jarudkar.Lect. In Automobile Engg. Shri. S.D.Solanke, Lect. In Electrical Engg.
16	Right to Information, 1. Public Information officer 2. Assistant Information officer	Shri.N.S.Vidyasagar, Lect.in Civil Engg. Shri.G.V.Dongre, I/c Registrar
17	Rector (Boys Hostel) Assistant Rector (Boys Hostel)	Shri.M.S.Huley, Lect. In Information Technology Shri. R.W.Patil, Lect. In Electrical Engg.
18	Rector (Girls Hostel) Assistant Rector (Girls Hostel)	Mrs.R.M.Bhangale, Lect. In Civil Engg. Smt. P.R.Wankhade Lab Asst.
19	A.I.C.T.E. Correspondence Coordinator	Shri. R.R.Jaiswal. Lect. In Electronics Engg. Shri. S.S. Gharde, Lect. In Information Technology Engg.
20	Discipline Committee	All Heads of Departments / Workshop Superintendent
21	Website Development, Internet & Maintenance	Shri O.P.Gorsade,Lect.In Information Technology Engg. Shri.S.G.Holey, Programmer
22	AICTE/MODROB/MSBTE / ISTE/ Fund Proposals Coordinator	Smt. M.R.Lolure, Lect. In Information Technology Shri.M.S.Huley, Lect. In Information Technology
23	Building Maintenance, Minor repairs Water Supply	Shri. A.D.Dhole,Lect. In Civil Engg. Shri.V.S.Joshi. Lect. In Civil Engg.
24	Building In charge (New Proposal)	Shri.N.S.Vidyasagar, Lect.in Civil Engg. Shri.V.S.Joshi, Lect. In Civil Engg.
25	Write Off Committee	Shri.V.D.Tapas Workshop Superintend, Respective HODs
26	Student Cooperative Store	Shri. A.R.Pawar Lect. In Mechanical Engg.
27	Electrical Maintenance	Shri.P.M.Lonarkar, Lect. In Electrical Engg. Shri.A.N.Deshmukh, lect. In Electrical Engg.
28	"Nirbhaya Pathak	Smt. M.R. Lolure. Lect. In Information Technology Mrs.M.D.More. Lect. In English
29	Spoken Tutorial Co-ordinator	Shri.Y.J.Bhopale, Lect.In Information Technology Engg.
30	MIS Incharge	Shri.S.S.Gharde, Lect. In Information Technology Engg. Shri. S.G.Holey, Programmer

31	Women's Redressal Grievance	Smt. M.R. Lolure, Lect. In Information Technology Mrs.M.D.More, Lect. In English
32	Public Relation Officer	Shri.C.D.Ghugre, Lect. Chemistry.
33	Anti Raging Committee Coordinator	Dr.V.J.Dongre, HOD, Electronics & Telecomm.
34	Grievance Committee Coordinator	Shri.A.P.Matale, HOD Mechanical Engg.
35	Central Store officer	Shri.V.D.Tapas Workshop Superintend
36	Video Conferencing System & V. L. C. Coordinator	Shri.P.M.Bhuyar, Lect. Electronics & Telecommunication Shri. S.G.Holey, Programmer
37	Fire Fighting Equipment Maintenance	Shri.N.S.Vidyasagar, Lect.in Civil Engg./
38	Furniture In charge	Shri. A.J.Deshmukh Lect in Mechanical Engg. Shri. A.R.Pawar, Lect. In Mechanical Engg.
39	Updating Institutes Information On Websites Under RTI/Citizen Charter Updation	Shri O.P.Gorsade, Lect. In Information Technology Engg. Shri.G.V.Dongre, I/c Registrar Shri. S.G.Holey, Programmer
40	Solar Radiation Measurement Project Coordination	Shri.D.K.Bawne, In charge Automobile Engg. Shri.A.B.Tatte, Lect. In Mechanical Engg.
41	Unnat Bharat Abhiyan	Shri S.B.Ghuge Lect. In Applied Mechanical Engg.
C	Cocurriculars & Extra curricular	
42	Gymkhana, Vice President Gymkhana Assistant	Dr.V.J.Dongre, HOD Electronics Engg. Shri. U.A.Naik, Lab Assistant
43	Sports In Charge	Shri. V.K.Rathod, Lect. In Physics
44	Co-Curricular Activities In Charge	Shri .L.K.Lonkar, Lect. Electronics & Telecommunication Engg.
45	Social Gathering	Shri S.B.Ghuge Lect. In Applied Mechanical Engg.
46	N.S.S. Coordinator	Shri.R.G.Bilolikar, Lect in English Smt. R.R.Adhav Lect in Maths
47	ISTE Chapter	Shri. D.K.Bawane, Lect. In Mechanical Engg.
48	Online Exam Coordinator	Shri.O.P.Ghorsade, Lect. In Information Technology Engg. Shri.R.W.Patil, Lect. In Electrical Engg.
49	E - Magazine	Shri. U.G.Khillare, Lect. Automobile Engg. Smt.Kamble, Lect. Electronics & Telecommunication Engg. Smt.M.D.More, Lecturer In English
50	Computer Hardware Maintenance	Shri.Y.J.Bhopale, Lect. In Information Technology Engg. Shri.O.P.Ghorsade, Lect. In Information Technology Engg.
51	Minority Hostel Co-ordinator	Smt.S.S.Jayade, Lect. In Electronics & Telecomm. Smt.R.M.Bhangale, Lect. In Civil Engg.
52	Building Cleanliness	Respective All HOD.s. & Shri.G.V.Dongre, I/c Registrar
53	Nodal Officer MAT	Shri.G.V.Dongre, I/c Registrar
54	Online Scholarship Grievance Officer cum Co-ordinator	Shri.S.S.Gharde, Lect. In Information Technology Engg.
55	M.S.B.T.E. Exam	Smt.S.S.Kamble, Lect. Electronics Engg. Shri. U.G.Khillare, Lect. In Automobile Engg. Smt.S.S.Jayade, Lect. In Electronics
56	M.S.B.T.E. Practical Exam Co-ordinator	Shri. N.N.Mahatme, Lect. Mechanical Engg Shri. U.G.Khillare, Lect. In Automobile Engg.
57	Distribution in Charge	Shri.D.K.Bawane, Lect. In Applied Mechanical Engg. Shri. A.R.Pawar, Lect. In Mechanical Engg.
58	RAC	Shri. S.R. Pachpor Lect. In Physics Shri.A.B.Tatte Lect. In Lect. In Mechanical Engg. Shri. S.R.Zunjare, Lect. Chemistry

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)
- 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