



GOVERNMENT POLYTECHNIC, GONDIA
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Portfolio Office Order

No. GPG/ D-3/Port Folio/2021-22/ 3025

Date :- 30 AUG 2021

This is to inform all the teaching and non-teaching staff that for a smooth and effective implementation of various institutional activities for the academic year 2021-2022, portfolio distributions and allocation of duties among the existing teaching and non-teaching staff members have been thoroughly discussed in the steering committee meeting held on 24/08/2021 and finalized as below:-.

OFFICE OF THE HON. PRINCIPAL				
Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	Steering Committee	Principal Heads of All Dept. / WS / Registrar / TPO / First year coordinator /Hostel Rectors/Librarian Academic Coordinator	Chairman Members Member Secretary	(i) Planning & reviewing of all academic & administration policies at institute level (ii) Monitoring & analysis of Institute KPIs and framing policies at Institute as per DTE & MSBTE (iii) Planning & guiding policy framing for institute growth.
02	Purchase Committee	Principal Heads of All Dept. / FE Coordinator / Librarian / Registrar Workshop superintendent	Chairman Members Member Secretary	(i) Activities related to Planning, purchase, etc (ii) Activities related to write off & its implementation, etc. (iii) Planning & Designing of policies related to purchase as per Govt GRs.
03	Academic Co-ordination Committee	Principal Shri.J.M.Meshram (LCO), Shri. P.S.Patil (LCE), Shri.K.Kumar (LCO), Shri. S. B. Punde (LME), Shri.K.R.Kachhiyawal (LEE), Smt. S. K. Meshram (LIF), Shri.P.V.Jivtode (LMath)	Chairman Vice Chairman (Acad-Coord) Member	(i) Implementation of MSBTE's Academic Calendar (ii) Submission of online data for external academic monitoring on MSBTE web portal (iii) Enhance and encouragement use of modern methods in teaching- learning process (iv) Conducting EDP and

		Shri.S.D.Ambade (LEJ) Shri.N.D.Thete.Tech.Lab Asst. Shri.Kalam,Sr.clerk	Member Secretary (Academic Co-Coordinator) Supporting staff Supporting Staff	personality development camp efforts to achieve excellence in EAMC and NBA (v) Management of visiting faculties. (vi) Any other activities related to Academic in consultation with the Principal
04	Security & Safety Committee	Principal Shri. L. N. Kulthe (LENG), Shri.P.P.Tele.(LPHY)	Chairman Coordinator Member	(i) Campus security related issues (ii) Vigil on campus security (iii) Outsourcing of Security services and its effective use. (iv) Resolve safety related issues (v) Review of policies related to campus security
05	Hostel Committee	Principal Shri.G.H.Dahole, I/C HOD Mechanical Shri.P.P.Kadgaonkar (LIF) Shri.P.S.Chauhan- Patil (LCE) Smt. Y. S. Gabhane (LEJ) Smt. S. K. Meshram (LIF) Shri.P.K.Bhagat.Tech.Lab Asst. Ku.B.R.More ,Tech.Lab Asst. Shri.ManishSavai,Jr.Clerk	Chairman Chief Coordinator Rector (Boys Hostel) Warden (Boys Hostel) Rector (Girls Hostel) Warden (Girls Hostel) Assistant (Boys Hostel) Assistant (Girls Hostel) Assistant (Financial guidance)	(i) Hostel and mess management, Hostel security, controlling & prohibiting ragging, student discipline in hostel. (ii) Cleaning maintenance of hostel area facilities (iii) Planning & Development of hostel facility & ambience (iv) Hostel financial activities management (v) Forming student committees (vi) Framing code of conduct for hostels discipline (vii) Framing rules & regulation for hostel facility and conduct

UNDER HEAD OF DEPARTMENT ELECTRONICS & TELE-COMMUNICATION

Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	FC-2021-22 Diploma, BE& Architecture	Dr.P.S.Sharma (HoD (EJ)) Smt. Y. S. Gabhane (LEJ), Smt. B.M. Meshram, (LCO), Smt.S.K.Meshram(LIF), Ku.M.K.Padwekar(LEJ), Ku.V.D.Kapagate (LCE), Smt.R.D.Gosavi(LEN), Smt.L.M.Raut(LEE), Ku.R.R. Meshram(LCO), Smt.Ashwini Gaiwat (TLA)	Officer Incharge Member Member Member Member Member Member Member Supporting staff	(i) Officer in-charge shall distribute the members to different FCs depending on flow of application. (ii) All activities related to FC.
02	Telephone and other section Biometric Attendance	Smt.M.K.Padwekar(LEJ), Ku. R. R. Meshram(LCO), Smt.AshwiniGaiwat, (TLA)	Coordinator Member Supporting staff	(i) Telephone:-coordination with BSNL (ii) Biometrics:- preparation of monthly report, new registration
03	MSBTE THEORY EXAM (Online/Offline) W-2021& S-2022	Shri.R.M.Deotare (LEJ), Shri.B.S.Deshmukh (LEJ)	Morning shift Officer In-charge Afternoon shift Officer In-charge	All activities related to MSBTE THEORY EXAM W-2021& S-2022
04	VLC, Video Conference, CCTV Committee	Shri.S.R.Sarangpure (LEJ), Shri. S.M.Rudsamudra(LIF) Smt.AshwiniGaiwat, (TLA)	Coordinator Member Supporting staff	(i) Maintenance and coordination of VLC Centre activities. (ii) Plan, implementation and maintenance of CCTV in campus.
05	ARC 2021- 22,Diploma,BE, Architecture	Shri.S.D.Ambade (LEJ) Smt.AshwiniGaiwat (TLA)	Officer Incharge Supporting staff	All activities related with ARC
06	Student Chapter Committee (ISTE)	Shri. B.S. Deshmukh (LEJ) Smt. Ashwini Gaiwat (TLA)	Coordinator Supporting staff	(i) Formation and registration of student chapters of various professional bodies (ii) Conducting EDP, personality development, Guest lectures, etc.
07	School connect &Career Fair Committee	Dr.P.S.Sharma (HoD (EJ)) Shri.B.S.Deshmukh (LEJ) Shri.N.N.Nikode (LCH) Shri. P. R. Ramteke (LEJ) Shri.P.V.Akotkar.(NTLA)	Coordinator Co-cordinator Member Member Supporting staff	(i) Publishing institute brochures, banners, handouts, etc. (ii) Institute publicity Promotion of technical education in students towards career building & other activities related to career fair.
08	Disability Rights Act -16, Grievance Redressal Officer	Dr.H.R.Bhusari (LEJ)	Officer In-charge	All activities Related with Disable Person line with Govt. GRs.

UNDER HEAD OF DEPARTMENT MECHANICAL ENGINEERING

Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	Alumni Association Committee	Shri.R.P.Badole(LME) Shri.B.S.Deshmukh (LEJ) Shri.P.K.Bhagat(LA)	Coordinator Co-coordinator Supporting staff	(i) Alumni registration (ii) Planning and organizing alumni meet (iii) Resource mobilization through alumni (iv) Feedback from alumni.
02	AICTE Approval, MIS, MHRD Committee	Shri.Y.Nimje(LME) Shri.SachinPunde(LME) Shri.R.L.Chide(LA)	Coordinator Member Supporting staff	(i) Online and offline submission of proposals (ii) Preparation and publication of mandatory disclosure on institute website (iii) Activities related to MHRD, MIS, etc.
03	AICTE essentials and desirable requirement analysis committee	Shri.Y.Nimje (LME) Each department coordinator Shri.R.L.Chide, (LA)	Coordinator Member Supporting staff	(i) Planning of AICTE essentials & desirable requirement in institute (ii) Fulfillment of AICTE essentials & desirable requirement in institute
04	Girls / women Development and Grievance cell Committee	Smt. V. M. Kapse (LME) Smt.S.K.Meshram(LIF) Smt.M.K.Padwekar(LEJ) Smt.AshwiniGaiwat (TLA)	Coordinator Secretary Member Supporting staff	(i) Conduct of personality development, awareness, Medical Check-up camps, etc. (ii) Meeting and relevant activities.
05	Student Technical Event Planning Coordination Committee	Smt. V. M. Kapse,** Smt.R.A.Gadekar(LME) Shri.S.R.Sarangpure(LEJ) Shri.R.L.Chide (LA)	Coordinator Co-coordinator Supporting staff	(i) Planning and implementation of students Co-curricular activities. (ii) Organizing student project exhibition, paper presentations, technical quiz, outdoor technical competitions etc.
06	Water cooler, AC and RO Filters maintenance Committee	Shri.L.N.Lanjewar (LME). Shri.D.D.Bodele (LPH) Shri.R.L.Chide, (LA)	Coordinator Member Supporting staff	(i) Maintenance of water coolers & water filter (ii) Annual Maintenance Contract
07	Distribution Centre (MSBTE Winter Exam. 2021) Committee	Shri. R.P.Badole, (LME) Shri.P.P.Tele, (LPH)	Officer I/C Add. Officer I/C	All activities related to Distribution Center.
08	Publicity and Public relations Committee	Shri.Y.Nimje,(LME) Shri.R.L.Chide, (LA)	Coordinator Supporting staff	(i) Publishing News in MSBTE newsletters (ii) Media Publicity
09	House Keeping and campus Cleaning Committee	Shri.SachinPunde(LME) Shri. D. D. Bodele (LPH) Shri.R.L.Chide, (LA) Shri.ManishUkey, (TLA)	Coordinator Co-coordinator Supporting staff Supporting staff	(i) Daily Observation of cleanliness of campus (ii) Maintaining campus clean & hygienic
10	Sessional Test Committee	Shri.L.N.Lanjewar (LME). Shri. Sachin Punde, (LME). Smt. S. G.Firewar,(LMH) Shri.R.L.Chide, (LA)	Coordinator Member Member Supporting staff	(i) Planning and implementation of sessional test as per MSBTE schedule (ii) Preparation and display of time table (iii) Arrangement of class room as per seating plan (iv) Vigilance during test examination and controlling malpractices (v) Arrangement of stationary
11	Right to Information Committee	Dr J B Khurpude(LME) (Registrar)	Information officer Asstt. Info officer	(i) All activity related to RTI (ii) Website maintenance related to RTI (iii) Display of correct information at correct place.

UNDER HEAD OF DEPARTMENT OF CIVIL ENGINEERING

Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	Internal Revenue Generation Committee	Dr.R.N.Nibude (HoD(CE)) Shri. M.V.Savai Shri.V.R.Suram,(TLA)_	Coordinator Member Supporting staff	All activities related to IRG.
02	Student Co-operative store Committee	Dr.R.N.Nibude(HoD(CE)) Shri. A.D.Sahusagade(LEE) Shri.L.N.Lanjewar (LME) Shri.MangeshBawane (LA)	Vice-President Secretary Treasure Supporting staff	(i) Management, controlling and functioning of cooperative store (ii) Planning and providing of student centered stationary& other academic items.
03	Gymkhana, N.S.S., Student Council Committee	Dr.R.N.Nibude(HoD(CE)) Shri.J.B.Khurpade (LME) Shri.SachinPunde (LME) Shri.V.R.Suram,(TLA)	Vice President Staff representative Member Member secretary	(i) Organizing all extracurricular activities (ii) NSS unit functioning (iii) Conducting meetings of class representative (iv) Celebrate all Jayanti as per government of Maharashtra calendar
04	Building Repair & Fire safety Maintenance Committee	Ku.V.D.Kapgate(LCE) Shri. S. B. Punde, (LME). Shri. P. S. Chauhan – Patil,(LCE) Shri.V.R.Suram,(TLA)	Coordinator Member Member Supporting staff	(i) Institute representative to PWD and other related agency (ii) Various Proposals of various grants to Govt. and other agencies (iii) Providing general maintenance (iv) Maintenance activity of all departments. (v) Co-ordination with MJP, and other related agency (vi) Maintenance proposals to concern agencies as well as Govt. (vii) Providing general maintenance (viii) New proposal plans to Govt.
05	Dr. Panjabrao Deshmukh Hostel Scheme & Chhatrapati Shahu Maharaj Scholarship Scheme Committee	Ku.V.D.Kapgate(LCE) Shri. Ahish Kawale, Jr. Clerk Shri.R.G.Tandekar, (LA)	Coordinator Member Supporting staff	Co-ordination with District level Committee.

UNDER HEAD OF DEPARTMENT OF ELECTRICAL ENGINEERING

Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	NBA (National Board of Accreditation) Committee	Shri.G.V.Gotmare(I/C HoD(EE)) Shri.G.H.Dahole (I/C HoD(ME)) Shri. R.P.Badole (LME), Smt.S.N.Kotkar (LCH), Ku. V. D. Kapgate, (LCE) Shri.A.G.Barsagade,(LIF) Smt. L.M.Raut,(LEE) Shri.S.D.Ambade(LEJ) Ku. R. R. Meshram,(LCO) Shri.Kalaskar(Librarian) (Registrar)	Coordinator Co-coordinator Member	(i) Academic related activity (ii) Documentation (iii) Institute Infrastructure (iv) Preparation for NBA (v) All work related to NBA
02	Projects/ Proposal Committee (AICTE,DST, DTE,MSBTEE etc) Exam:- MODROB	Shri.G.V.Gotmare(I/C HoD(EE)) Shri. B. S. Deshmukh,(LEJ) Shri. Y. P. Nimje,(LME). Ku. R. R. Meshram(LCO) Shri.L.D. Agrawal.(LIF) Shri.MangeshBawane,(LA)	Coordinator Co-coordinator Member Supporting staff	(i) Preparation of proposal and submission to concern agency and follow-up (ii) Planning and control on Implementation (iii) Planning and submission of proposals and its follow up (iv) Co-ordination with various Agencies. (v) Seeking proposals from departments
03	Staff complaints & grievance committee	Shri.H.N.Kharkar (LEE) Shri.J.M.Meshram(LCO) Smt. S. N. Kotkar,(LCH) Smt .Tarone, Jr. Clerk (Registrar)	Coordinator Member Member Member Member	(i) Acknowledge grievances. (ii) Act quickly upon ascertaining the facts. (iii) Eliminate the root cause of the problem (iv) Communicate the decision to the parties concerned. (v) Maintain a good grievance policy.
04	Judicial Officer for legal matters coordination	Shri.H.N.Kharkar(LEE) Shri Y R Kalam	Responsible Judicial Officer of this office Legal Matter Assistant	(iv) All activity related to legal matters (v) Attending court cases (vi) Filling approved and permitted affidavits in courts on case to case basis.
05	Unnat	Shri.H.N.Kharkar(LEE)	Coordinator	Run various government scheme

	Bharat/Unnat Maharashtra Abhiyan	Shri. P. S. Chauhan – Patil, (LCE) Shri. K. R. Kachhiyawale, (LEE) Shri. AshishKawale,Jr. Clerk	Co-Coordinator Member Supporting staff	under Unnat Bharat / Unnat Maharashtra Abhiyan
06	SC & ST Committee	Smt. L.M.Raut,(LEE) Ku.R.R. Meshram, (LCO) Shri. D.D.Bodele (LPH)	Chairman Member Member	Identify & Resolve problems of SC & ST students in the institute
07	Energy Audit & Conversation Committee	Shri. K. R. Kachhiyawale (LEE) Smt. L.M.Raut,(LEE) Shri. V. Brahmankar. (Electrician)	Co-ordinator Member Member	Energy Audit & Conversation work
08	Electrical Maintenance Committee	Shri. A.D.Sahusagade(LEE) Shri.V.Y.Bramhankar, Electrician	Coordinator Member	(i) Co-ordination with PWD for electrical related maintenance (ii) Various Proposals of various grants to Govt. and other agencies (iii) Providing general maintenance (iv) Electrical Maintenance activity of academic building, workshop, Hostels, campus street lights, quarters and Transformer departments (v) Maintenance activity of all departments
09	MOOCS & Online Courses for students & faculty (NPTEL,SWA YAM	Shri. K. R. Kachhiyawale (LEE) Shri.V.Y.Bramhankar, Electrician	Coordinator Supporting staff	(i) Planning for MOOCS & Online Courses for students & faculty (ii) Enhance registration of students (iii) Keeping records of all activities

UNDER HEAD OF DEPARTMENT OF INFORMATION TECHNOLOGY

Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	Parent meet Committee	Shri. A. G. Barsagade.(LIF) All departmental parents meet coordinator Ku.V.R.More.(TLA)	Coordinator Member Supporting staff	Preparation and conduct of parents meet of the Institute as well as individual branch Suggestion, feedback and its analysis.
02	MahaDBT Committee	Shri.P.P.Katgaonkar (LIF) ** new posting Shri. AhishKawale, Jr. Clerk	Coordinator Member	Updating of MAHADBT Portal
03	RAC (MSBTE W-2021& S-22)	Shri. L. D. Agrawal (LIF) Ku.V.R.More.(TLA)	Officer Incharge Supporting staff	All work related with RAC
04	Govt. departmental exams (other exam, MSCIT.) Committee	Shri. L. D. Agrawal. (LIF) Shri. A. G. Barsagade. (LIF) Shri.P.S.Navghare,(LA)	Coordinator Co-coordinator Supporting staff	All works related to exam
05	Library Development Committee	Shri. AG.Barsagade (LCO) Shri.R. M. Deotare (LEJ) Smt.B.M.Meshram,(LCO) Smt S. K.Meshram,(LIF) Shri.K.P.Kachhiyawale,(LEE) Shri. S. F.Kalaskar, Librarian Shri.A.D.Khandare,(TLA)	Coordinator Member Member Member Member Secretary Supporting staff	(i) Planning and development of library (ii) Procurement of new books and other resources (iii) Write off of obsolete books and other related work (iv) Digitalization of library (v) Knowledge Resource Center
06	Institute Feedback Committee	Shri.R.L.Meshram ** new postng (LIF) Ku.V.R.More,(TLA)	Coordinator Supporting staff	(i) Making policy for feedback (ii) Taking feedback from students and faculty (iii) Action taken on feedback (iv) Overall activities related to feedback
07	Magazine Publication Committee& News Board Committee	Smt. S. K. Meshram,(LIF) Shri. R.R.Meshram,(LCO) Ku.V.R.More,(TLA)	Editor-in- Chief Editor Supporting staff	(i) Annual Magazine publication (ii) Fund mobilization for Magazine. (iii) News board theme.
08	Garden Development and Maintenance Committee	Shri.P.P.Katgaonkar(LIF) ** new posting Shri S. M.Rudsamudra,(LIF) Ku.V.R.More,(TLA)	Coordinator Member Supporting staff	(i) Landscape development and maintenance (ii) Garden beatification (iii) Civil maintenance of water tank and filter (iv) as per contract available in registrar office
09	Student Mentor committee	Shri. R.L.Meshram(LIF) Shri. K. R. Kachhiyawale, (LEE) Ku.V.R.More, (TLA)	Coordinator Co-coordinator Supporting staff	(i) Formation of policy for mentoring (ii) Keeping records of students mentors (iii) All activities related to students mentoring.

UNDER HEAD OF DEPARTMENT OF COMPUTER ENGINEERING				
Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	Result Analysis & Improvement Committee	Shri.K.Kumar(LCO) All departmental result analysis coordinator	Coordinator Member	(i) Preparation of result analysis report (ii) suggestion for improvement plan
02	Computer Hardware & Networking	Shri.Z.J.Balhare(LCO) Shri.S.R.Sarangpure(LEJ) ShriN.D.Thete.(TLA)	Coordinator Member Supporting staff	(i) Providing general IT maintenance (ii) Write off, obsolete of IT infrastructure (iii) New proposal for requirement and its follow up (iv) New developmental activities
03	Internet & WI-FI Campus Committee	Shri.Z.J.Balhare(LCO) Shri.P.R.Ramteke (LEJ) ShriN.D.Thete, (TLA)	Coordinator Member Supporting staff	(i) Resolve problem of internet in the institute (ii) Availability of internet (iii) Lisioning with different internet provider (iv) Provide and maintaining Wi-Fi in the campus (v) Resolve problems related with Wi-Fi
04	Information officer for principal	Smt.B.M. Meshram (LCO) Shri.D.D.Bodele (LPH)	Coordinator Member	All confidential Letters, Email etc. to be put up to principal on timely manner as per urgency.
05	Institute Website Committee	Smt.B.M. Meshram, (LCO) Shri.P.P.Katgaonkar (LIF) Shri.N.D.Thete, (TLA)	Coordinator Member Supporting staff	(i) Development and maintenance of institute website (ii) Regular Updating of website
06	Practical Incharge (Msbte winter-2021 & Summer-2022)	Ku.R.R.Meshram.(LCO) Shri.N.D.Thete.(TLA)	Officer Incharge Supporting staff	All work related with Practical exam.
07	Staff club Committee	Ku.R.R.Meshram.(LCO) Smt. L.M.Raut, (LEE) Shri.N.D.Thete,(TLA)	Coordinator Member Supporting staff	(i) Formation of staff club and registration of members (ii) Planning and organizing meetings/ functions/activities such as sendoff & welcome, felicitation, etc.

UNDER WORKSHOP SUPERITENDENT				
Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	Centralized Furniture Committee	Workshop Supdtt. Shri. V. U. Ingle (Store Keeper)	Coordinator Member	(i) Repair of furniture (ii) Write off un- repairable furniture (iii) Activities related to centralized furniture
02	Stock Verification Committee	Workshop Supdtt. Shri. S.R.Sarangpure (LEJ)	Coordinator Member	(i) To maintain the stock register (ii) Verification of Stock (iii) Reporting irregularities if any and suggest the action to the principal.

UNDER HEAD OF DEPARTMENT OF SCIENCE & HUMANITIES				
Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	Admission (Cap Round) First year & Direct Second Year 2021-22	Shri.N.N. Nikode,(LCH) Shri.ManishUkey, (TLA)	Officer Incharge Supporting staff	All works related to admission.
02	Time Table	Shri. P.P.Tele (LPH) Ku.V.D.Kapgate (LCE) Ku. R.R. Meshram (LCO) Smt. V. M. Kapse, (LME). Shri. P. RRamteke,(LEJ) Shri.P.P.Katgaonkar, (LIF) Smt. L.M.Raut,(LEE) Shri.ManishUkey, (TLA)	Time Table Coordinator Member Member Member Member Member Supporting staff	(i) Preparation of institutional time table (ii) Preparation of Department time table (iii) Effective utilization of facilities (iv) Collection of attendance record & communication to student's parents in case of poor attendance (v) Any others job organized by the Principal
03	Annual Cultural Program Committee	Smt. S. N. Kotkar,(LCH) Smt.Y.S.Gabhane, (LEJ) Shri.ManishUkey, (TLA)	Coordinator Co-coordinator Supporting staff	Organizing annual cultural program and its related activities.
04	Campus Health & Eco System Committee	Smt. S. N. Kotkar,(LCH) Ku.S.K.Meshram, (LIF) Ku.V.D.Kapgate (LCE) Ku.V.R.More (TLA)	Coordinator Member Member Supporting staff	(i) Organize health checkup camp for students & faculty (ii) Keeping record of all activities
05	Sports Activities	Shri.P.V.Jivtode (LMH) Smt.V.M.Kapse,(LME) Shri.P.K.Bhagat, (TLA) Shri.ManishUkey, (TLA)	Coordinator (Boys) Coordinator (Girls) Supporting staff	(i) Institute level games (ii) IEDSSA activities (iii) Preparation of sport ground and Coordination for zonal and inter zonal sports events. (iv) Organizing annual sports program (v) Making sports as a day to day culture in the institute.
06	Tantrashilp Wall Magazine	Shri.L.M.Kulthe (LEN) Smt.R.D.Gosavi (LEN)	Coordinator Co-coordinator	Activities related to Wall magazine
07	Foreign Language Club	Shri.L.M.Kulthe (LEN) Smt.R.D.Gosavi (LEN)	Coordinator Co-coordinator	Activities related to Foreign Language Club

TRAINING & PLACEMENT CELL

Sr. No.	Name of Staff	Position	Brief information about portfolio activity	
01	Dr.H.R.Bhusari (LEJ)	Training & Placement Officer (TPO)	Overall co-ordination of all activities under TPO Cell	
UNDER TRAINING & PLACEMENT CELL				
Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	Placement	Shri.P.R.Ramteke (LEJ)	Assistant TPO	(i) Placement activities (ii) Run Placement policy (iii) Activities of Industrial Hub (iv) all activities related to Placement cell (v) Planning for industries meet (vi) Recruitment at GP Gondia
02	Training (Students, Faculty & Staff)	Shri.Krishn Kumar (LCO)	Assistant TPO	(i) In-plant training to students (ii) Training courses of Staff (iii) Training for Faculty (iv) Activities of Industrial Hub (v) all activities related to Training cell (vi) Planning for industries meet
03	Innovation & Incubation cell	Shri.J.B.Kharpade (LME) All Dept coordinator	Coordinator Member	(i) Establishing incubation Centre (ii) Making Proposals for incubation center (iii) All activities related to incubation center
04	Entrepreneurship Development Cell (EDC)	Shri.R.P.Badole (LME) Shri.P.S.ChauhanPatil (LCE) Shri.R.L.Chide (LA)	Coordinator Member Supporting staff	(i) Planning for EDC Cell (ii) Organizing programs related to entrepreneurship (iii) Keeping records of all activities
05	Industry Institute Interaction & MoU Committee	Shri.S.D.Ambade (LEJ), Ku. R. R. Mshram(LCO) Shri.P.P.Katgaonkar. (LIF) Shri.K.R.Kachhiyawale (LEE) Ku.V.D.Kapgate (LCE) Shri. S.B.Punde. (LME) Shri.P.V.Akotkar (LA)	Coordinator Member Member Member Member Member Supporting staff	(i) Enhance interaction with industries (ii) Enhance MOUs with industries
06	CSR Committee	Shri. S. H. Patel, (LME), Smt.B.M. Meshram(LCO) Shri.S.M.Rudsamudra.(LIF) Shri.S.R.Sarangpure.. (LEJ) Shri.PratikPatil, (LCE) Smt. L.M.Raut.(LEE) Shri.P.K.Bhagat (TLA)	Coordinator Member Member Member Member Supporting staff	(i) Planning for CSR (ii) Lisioning with industries (iii) Taking follow up about this Feedback utilization & calculation
07	CEP Cell	Shri. S. H. Patel, (LME) **Smt.R.A.Gadekar(LME). Shri. V. U. Ingle Store Keeper Shri.P.K.Bhagat(TLA)	Coordinator Member Member secretary	(i) Planning to organize different courses through CED (ii) Run different courses through CED Maintain Record
08	Industry	Shri.P.P.Katgaonkar. (LIF)	Coordinator	(i) Planning for Major project of students

Institute interaction committee for industry & application project	Shri.Z.Z.Balhare(LCO) Shri.P.S.Navghare,(LA)	Member Supporting staff	through industries (ii) Identify industries and enhance interaction
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Note:- ** indicate handovere of portfolio after faculty joining.

Each committee Chair Person / Co-ordinator is required and requested as below:-

- (a) Plan the activity and set Short term & Long term goal
- (b) Set benchmark & record it as per needs
- (c) Discuss with HODs/Principal as per need
- (d) Prepare proposals well in advance & acquire approvals of competent authority as per plan.
- (e) Optimize resources & outcomes
- (f) Make seperate file for each activity.
- (g) Keep the records of their activities
- (h) Proper filing of the documents
- (i) Prepare the reports to the concern authorities (as the case may be)
- (j) Keep the vigil on various news related to their portfolio
- (k) Publication of news on institute website through Website coordinator and Publicity coordinators
- (l) Perform any other duties assigned by the Principal.
- (m) Weight the activity from undersigned at the end of the activity with feedback from stake holders.
- (n) This order is operative till 30th June 2022 from the date of publication of this order
- (o) Handing over & Taking over to be completed before 1st September 2021.

(Prof. C. D. Golghate)
Principal
Govt. Polytechnic, Gondia

- Copy to:**
- 1 All Head of Departments.
 2. All Faculty members through respective HoDs.
 3. All Staff members through respective HoDs.
 4. Registrar for information and circulation to all.