



GOVERNMENT OF MAHARASHTRA

**GOVERNMENT POLYTECHNIC, GONDIA**

FULCHUR TOLA, GOREGAON ROAD,

GONDIA - 441601

Website: www.gpgondia.ac.in

Email: gp.gondia@gmail.com



स्वातंत्र्याचा अमृत महोत्सव

Ph. No: 07182-235140

Portfolio Office Order

No. GPG/ D-3/Port Folio/2022-23/ 2031

Date:- 26 AUG 2022

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 2022-2023, portfolio distributions and allocation of duties among the existing teaching and non-teaching staff members have been 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. N. G. Gulhane (LIF)	Chairman Vice Chairman (Academic Coordinator) Member Secretary (Academic Co-Coordinator)	(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

		* Appointed at Departmental level Shri.N.D.Thete,Tech.Lab Asst. Shri.Ashish Kawle Jr.clerk	1 Member form each Department 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.P.P.Tele,(LPHY) Shri. L. N. Kulthe (LENG),	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.Katgaonkar (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.S. D. Wagh , Lab Asst. Shri.Manish Savai,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
06	Student Discipline, Anti Raging, Student's Complaint and Grievance Committee	Principal All Head of Department	Chairman Members	(i) Prohibiting ragging on campus (ii) Redressed of grievances (iii) Guidance and counseling to students (iv) Maintaining discipline in the institute (v) Meeting and relevant activities.

UNDER HEAD OF DEPARTMENT ELECTRONICS & TELE-COMMUNICATION				
Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	FC-2022-23 Diploma, BE& Architecture	Dr.P.S.Sharma (HoD (EJ)) Shri. S. D. Ambade(LEJ) Shri. R. M. Deotare(LEJ) Smt.Ashwini Gaiwat (TLA)	Officer Incharge Coordinator (1 st Year) Coordinator (DSD) 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-2022& S-2023	Shri.S.R.Sarangpure (LEJ), Shri.Krishn Kumar (LCO) Exam Section Cleark	Morning shift Officer In-charge Afternoon shift Officer In-charge Supporting staff	All activities related to MSBTE THEORY EXAM W-2022& S-2023
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	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.
06	School connect & Career Fair Committee	Dr.P.S.Sharma (HoD (EJ)) Shri.B.S.Deshmukh (LEJ) Shri.P.V.Akotkar,(LA)	Coordinator 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.
07	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.
08	Girls / women Development and Grievance cell Committee & Internal Complaint Committee (ICC)	Dr. H. R. Bhusari (LEJ) Smt. V. M. Kapse (LME) Smt.S.K.Meshram(LIF) Smt.M.K.Padwekar(LEJ) Smt.AshwiniGaiwat (TLA)	Chairmen Secretary Member Member Supporting staff	(i) Conduct of personality development, awareness, Medical Check-up camps, etc. (ii) Meeting and relevant activities.

09	Judicial Officer for legal matters coordination	Shri. S. D. Ambade (LEJ) Shri P. V. Akotkar, Lab Asst.	Responsible Judicial Officer of this office Legal Matter Assistant	(i) All activity related to legal matters (ii) Attending court cases (iii) Filling approved and permitted affidavits in courts on case-to-case basis.
10	MSBTE Exam form filling overseeing officer, Photocopy, Revaluation Committee	Shri. R. M. Deotare(LEJ) Exam Section Clerk	Coordinator Supporting staff	All activity related to MSBTE Exam form, MSTE Photocopy, Revaluation.
11	Unnat Bharat/Unnat Maharashtra Abhiyan	Smt.M.K.Padwekar(LEJ), Shri. K. R. Kachhiyawale, (LEE) Smt.AshwiniGaiwat, (TLA)	Coordinator Member Supporting staff	Run various government scheme under Unnat Bharat / Unnat Maharashtra Abhiyan
12	Technical Club committee	Smt. Y. S. Gabhane (LEJ) Smt.AshwiniGaiwat, (TLA)	Coordinator Supporting staff	(i) Formation of Technical club and registration of students. (ii) Planning and organizing meetings/ functions/activities of club etc.

UNDER HEAD OF DEPARTMENT MECHANICAL ENGINEERING

Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	Alumni Association Committee	Shri.S. B. Punde(LME) Shri.B.S.Deshmukh (LEJ) Shri.P.K.Bhagat(TLA)	Coordinator Member Supporting staff	(i) Alumni registration (ii) Planning and organizing alumni meet (iii) Resource mobilization through alumni (iv) Feedback from alumni.
02	Garden Development and Maintenance Committee	Shri.Y.Nimje(LME) Shri.SachinPunde(LME) Shri. P.K.Bhagat(TLA)	Coordinator Member Supporting staff	(i) Landscape development and maintenance (ii) Garden beatification (iii) Civil maintenance of water tank and filter (i) as per contract available in registrar office
03	Student Technical Event Planning Coordination Committee	Smt. V. M. Kapse, Smt.R.A.Gadekar(LME) Shri.S.R.Sarangpure(LEJ) Shri.P.K.Bhagat(TLA)	Coordinator Member Member Supporting staff	(i) Planning and implementation of students Co-curricular activities. (ii) Organizing student project exhibition, paper presentations, technical quiz, outdoor technical competitions etc.
04	Water cooler, AC and RO Filters maintenance Committee	Shri.L.N.Lanjewar (LME). Shri.D.D.Bodele (LPH) Shri.P.K.Bhagat(TLA)	Coordinator Member Supporting staff	(i) Maintenance of water coolers & water filter (ii) Annual Maintenance Contract
05	Distribution Centre (MSBTE Winter Exam. 2022) Committee	Shri. R.P.Badole, (LME) Shri. N. N. Nikode, (LCH)	Officer I/C Member	All activities related to Distribution Center.

06	Publicity and Public relations Committee	Shri.Y.Nimje,(LME) Shri.P.K.Bhagat(TLA)	Coordinator Supporting staff	(i) Publishing News in MSBTE newsletters (ii) Media Publicity (News Paper/Electronic Media) (iii) Advertisement Publication
07	House Keeping and campus Cleaning Committee	Shri.S. B. Punde(LME) Shri. D. D. Bodele (LPH) Shri.P.K.Bhagat(TLA) Shri.ManishUkey, (TLA)	Coordinator Member Supporting staff Supporting staff	(i) Daily Observation of cleanliness of campus (ii) Maintaining campus clean & hygienic
08	Sessional Test Committee	Shri.L.N.Lanjewar (LME). Shri. Sachin Punde,(LME). Shri.P.K.Bhagat(TLA)	Coordinator 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
09	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.
10	MSBTE Enrollment and other Activities Committee	Smt. R. A. Gadekar(LME) Students Section Clerk	Coordinator Supporting staff	(i) MSBTE Enrollment and other students Activities Related to Students. (ii) Awareness to Students about Participation in different MSBTE Activities.
11	Publication, Patenting and Consultancy officer	Smt. R. A. Gadekar(LME) Shri.P.K.Bhagat(TLA)	Coordinator Supporting staff	All activity related to faculty's/student's research Publication, Patenting and Consultancy

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.Nibudey (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.Nibudey(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.Nibudey(HoD(CE)) Shri.J.B.Khurpade (LME) Shri.SachinPunde (LME) Shri.V.R.Suram,(TLA)	Vice President Member secretary Staff representative Member	(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	Smt.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 & ChhatrapatiS hahu Maharaj Scholarship Scheme Committee	Smt.V.D.Kapgate(LCE) Shri. Ahish Kawale, Jr. Clerk Shri.R.G.Tandekar, (LA)	Coordinator Member Supporting staff	Co-ordination*with District level Committee.
06	AICTE/MSB TE Infrastructure Requirement Planning and Coordination Committee	Shri. P. S. Chauhan – Patil,(LCE) Shri.R.G.Tandekar, (LA)	Coordinator Supporting staff	Fulfillment of Infrastructure requirement as per AICTE/MSBTE.

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)) * Appointed at Departmental level Shri.S.A.Kalaskar(Librarian) (Registrar)	Coordinator Co-coordinator 1 Member from Each Department 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,D TE,MSBTEetc) Exam:- MODROB	Shri.G.V.Gotmare(I/C HoD(EE)) Shri. B. S. Deshmukh,(LEJ) * Appointed at Departmental level Shri.MangeshBawane,(LA)	Coordinator Member 1 Member from Each Department 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	MSBTE and other Vigilance Committee	Shri.H.N.Kharkar(LEE) Shri. P. S. Chauhan – Patil,(LCE) Shri. AshishKawale,Jr. Clerk	Coordinator Member Supporting staff	Coordinate MSBTE and other Vigilance allotted to Institute.
05	Energy Audit & Conversation Committee	Shri. K. R. Kachhiyawale (LEE) Shri. H. N. Kharkar,(LEE) Shri. M. S. Bawne (TLA)	Co-ordinator Member Member	Energy Audit & Conversation work
06	Electrical Maintenance Committee	Shri. A.D.Sahusagade(LEE) Shri. M. S. Bawne (TLA)	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
07	MOOCS & Online Courses for students & faculty (NPTEL,SWAY AM	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) * Appointed at Departmental level Ku.S. D. Wagh,(LA)	Coordinator 1 Member from each Department Supporting staff	Preparation and conduct of parents meet of the Institute as well as individual branch Suggestion, feedback and its analysis.
02	Library Development Committee	Shri. A G. Barsagade (LIF) * Appointed at Departmental level Shri. S. F.Kalaskar, Librarian Shri.A.D.Khandare,(TLA)	Coordinator 1 Member from each Department 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
03	Institute Feedback Committee	Shri.R.L.Meshram (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
04	Magazine Publication Committee & News Board Committee	Smt. S. K. Meshram,(LIF) Ku. 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.
05 06	Institute AICTE Activity Committee	Shri.P.P.Katgaonkar(LIF) * Appointed at Departmental level Smt.V.R.More,(TLA)	Coordinator 1 Member from each Department Supporting staff	(i) Online and offline submission of proposals (ii) Preparation and publication of mandatory disclosure on institute website Activities related to MHRD, MIS, etc. (iii) Planning of AICTE essentials & desirable requirement in institute (iv) Fulfillment of AICTE essentials & desirable requirement in institute.
07	Student Mentoring committee	Shri. R.L.Meshram(LIF) Shri.K.R.Kachhiyawale, (LEE) Ku.V.R.More, (TLA)	Coordinator Member Supporting staff	(i) Formation of policy for mentoring (ii) Keeping records of students mentors (iii) All activities related to students mentoring.
08	Centralized Data Centre Committee	Shri. S. M. Rudsamudre (LIF) Ku.S. D. Wagh,(LA)	Coordinator Supporting staff	(i) Collection of Data from all departments such as Presentations, Softcopies of different formats, orders. (ii) Collection of Photographs and Summary of different activities. (iii) Provide data whenever required by
09	Result Analysis & Improvement Committee	Shri.N. G. Gulhane (LCO) * Appointed at Departmental level	Coordinator 1 Member from each Department	(i) Preparation of result analysis report (ii) Suggestion for improvement plan

		Ku.S. D. Wagh,(LA)	Supporting staff	
10	Digitization officer	Shri. S. M. Rudsamudre (LIF)	Coordinator	(i) Coordinate Office Automation, Digital data Uploading etc.
		Ku.S. D. Wagh,(LA)	Supporting staff	(ii) Any Digital activity related to students.
				(iii) Digital India Corporation activity
				(iv) Implementation of Academic Bank of Credits (ABC).

UNDER HEAD OF DEPARTMENT OF COMPUTER ENGINEERING				
Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	Computer Hardware & Networking	Shri.Z.J.Balhare(LCO)	Coordinator	(i) Providing general IT maintenance
		Shri.S.R.Sarangpure(LEJ)	Member	(ii) Write off, obsolete of IT infrastructure
		ShriN.D.Thete,(TLA)	Supporting staff	(iii) New proposal for requirement and its follow up
				(iv) New developmental activities
				(v) Physical Stock Verification of Computers
				(vi) Record Keeping of Belarc Report
02	Internet & WI-FI Campus Committee	Shri.Z.J.Balhare(LCO)	Coordinator	(i) Resolve problem of internet in the institute
		Shri.P.R.Ramteke (LEJ)	Member	(ii) Availability of internet
		ShriN.D.Thete, (TLA)	Supporting staff	(iii) Lisioning with different internet provider
				(iv) Provide and maintaining Wi-Fi in the campus
				(v) Resolve problems related with Wi-Fi
03	Information officer for principal	Smt.B.M. Meshram (LCO)	Coordinator	All confidential Letters, Email etc. to be put up to principal on timely manner as per urgency.
		Shri.D.D.Bodele (LPH)	Member	
04	Institute Website Committee	Smt.B.M. Meshram, (LCO)	Coordinator	(i) Development and maintenance of institute website
		Shri.P.P.Katgaonkar (LIF)	Member	(ii) Regular Updating of website
		Shri.N.D.Thete, (TLA)	Supporting staff	
05	RAC (MSBTE W-2022& S-23)	Shri. J. M. Mehram (LCO)	Officer Incharge	(iii) All work related with RAC
		Shri .V. R. Suram,(TLA)	Supporting staff	
06	Practical (MSBTE winter-2022 & Summer-2023)	Ku.R.R.Meshram,(LCO)	Officer Incharge	All work related with Practical exam.
		Shri.N.D.Thete,(TLA)	Supporting staff	
07	Staff club Committee	Ku.R.R.Meshram,(LCO)	Coordinator	(i) Formation of staff club and registration of members
		Smt. V. D. Kapgate, (LCE)	Member	(ii) Planning and organizing meetings/ functions/activities such as sendoff & welcome, felicitation, etc.
		Shri.N.D.Thete,(TLA)	Supporting staff	
08	SC & ST Committee	Smt. B. M. Meshram,(LCO)	Chairman	Identify & Resolve problems of SC & ST students in the institute
		Ku.R.R. Meshram, (LCO)	Member	
		Shri. D.D.Bodele (LPH)	Member	
09	Exams Other than MSBTE Committee	Shri. Krishn Kumar, (LCO)	Coordinator	All works related to Exams Other than MSBTE
		Shri.N.D.Thete,(TLA)	Supporting staff	

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 2022-23	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) * Appointed at Departmental level Shri.ManishUkey, (TLA)	Time Table Coordinator 1 Member from each Department 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 Member 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) Smt.V.D.Kapgate (LCE) Shri.A.N. Andel (LEN) Ku.V.R.More (TLA)	Coordinator Member 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) Shri.ManishUkey, (TLA)	Coordinator Supporting staff	Activities related to Tantrashilp Wall magazine
07	Foreign Language Club	Shri.A.N. Andel (LEN)	Coordinator	Activities related to Foreign Language Club
08	Scholarship Schemes Committee	Shri.D. D. Bodele (LPH) Shri. Harshal Vaidhya Jr. Clerk	Coordinator Member	(i) Coordination of All State Govt. and Central Scholarship Schemes (ii) Awareness to students for different types of Scholarship Schemes
09	Teaching Plan & Syllabus Completion Officer	Shri.P.V.Jivtode (LMH) Shri.ManishUkey, (TLA)	Coordinator Supporting staff	(i) Coordinate Activity related to Teaching Plan. (ii) Implantation of new teaching methods in teaching plan. (iii) Coordinate Activity related to Syllabus Completion within academic calendar.
10	Chief FC Counsellor	Shri.L.M.Kulthe (LEN) Shri.ManishUkey, (TLA)	Coordinator Supporting staff	Activity related to Counseling of Students and Parents during Admission process FC Facilitation Centre.
11	SWOT Analysis of the Institute Committee	Shri.A.N. Andel (LEN) Shri.ManishUkey, (TLA)	Coordinator Supporting staff	Perform SWOT Analysis of the Institute
12	Co-Curricular Activities Officer	Shri.D. D. Bodele (LPH) Shri.ManishUkey, (TLA)	Coordinator Supporting staff	Planning and implementation of students Co-curricular activities other than ISTE.

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) * Appointed at Departmental level	Coordinator 1 Member from each Department	(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)	Coordinator Member	(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). * Appointed at Departmental level Shri.P.V.Akotkar (LA)	Coordinator 1 Member from each Department Supporting staff	(i) Enhance interaction with industries (ii) Enhance MOUs with industries
06	CSR Committee	Smt.R.A.Gadekar(LME). * Appointed at Departmental level Shri.P.K.Bhagat (TLA)	Coordinator 1 Member from each Department 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) Shri.P.K.Bhagat(TLA)	Coordinator Supporting staff	(i) Planning to organize different courses through CED (ii) Run different courses through CED Maintain Record
08	Industry Institute interaction committee for industry & application project	Shri.P.P.Katgaonkar, (LIF) Ku. S. D. Wagh, (TLA)	Coordinator Supporting staff	(i) Planning for Major project of students through industries (ii) Identify industries and enhance interaction

**All Department Heads are requested to appoint 1 Member for Such committees Where mentioned
* Appointed at Departmental level**

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

- Plan the activity and set Short term & Long term goal
- Set benchmark & record it as per needs
- Discuss with HODs/Principal as per need
- Prepare proposals well in advance & acquire approvals of competent authority as per plan.
- Optimize resources & outcomes
- Make separate file for each activity.

- (g) Keep the records of activities
- (h) Proper filing of the documents
- (i) Prepare the reports and submit to the Principal (as the case may be) every six monthly.
- (j) Keep the vigil on various news related to the 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 July 2023 from the date of publication of this order
- (o) Handing over & taking over to be completed before 1st September 2022.
- (p) Depending on the performance, at the end of the academic year competent authority shall issue activity completion orders.
- (q) This order is not valid till it is attached with activity completion order.

(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.