



GOVERNMENT OF MAHARASHTRA



GOVERNMENT POLYTECHNIC, GONDIA

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Portfolio Office Order

No. GPG/ D-3/Port Folio/2025-26/ 2382

Date:- 25 JUN 2025

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 2025-2026, 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 Dr R R Gawande (HOD, Applied Mechanics), 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

		<p>* Appointed at Departmental level</p> <p>Shri.M S Durge,Tech.Lab Asst.</p> <p>Shri.Ashish Kawle Jr.clerk</p>	<p>1 Member form each Department</p> <p>Supporting staff</p> <p>Supporting Staff</p>	<p>personality development camp efforts to achieve excellence in EAMC and NBA</p> <p>(v) Management of visiting faculties.</p> <p>(vi) Any other activities related to Academic in consultation with the Principal</p>
04	Security & Safety Committee	<p>Principal</p> <p>Shri. L. N. Kulthe (LENG),</p> <p>Shri. A S Kawle Jr.clerk</p>	<p>Chairman</p> <p>Coordinator</p> <p>Member</p>	<p>(i) Campus security related issues</p> <p>(ii) Vigil on campus security</p> <p>(iii) Outsourcing of Security services and its effective use.</p> <p>(iv) Resolve safety related issues</p> <p>(v) Review of policies related to campus security</p>
05	Hostel Committee	<p>Principal</p> <p>Shri.G.H.Dahole, I/C HOD Mechanical</p> <p>Shri. P W Jiotode (LMATH)</p> <p>Shri.R G Walive (LEE)</p> <p>Smt V D Kapgate (LCE)</p> <p>Smt S B Raut (LPH)</p> <p>Shri.A K Rathod (Tech.Lab Asst.)</p> <p>Smt. V. R More ,(TLA).</p> <p>Shri. H D Vaidya(Jr. Clerk)</p>	<p>Chairman</p> <p>Chief Coordinator</p> <p>Rector (Boys Hostel)</p> <p>Warden (Boys Hostel)</p> <p>Rector (Girls Hostel)</p> <p>Warden (Girls Hostel)</p> <p>Assistant (Boys Hostel)</p> <p>Assistant (Girls Hostel)</p> <p>Assistant (Financial guidance)</p>	<p>(i) Hostel and mess management, Hostel security, controlling & prohibiting ragging, student discipline in hostel.</p> <p>(ii) Cleaning maintenance of hostel area facilities</p> <p>(iii) Planning & Development of hostel facility & ambience</p> <p>(iv) Hostel financial activities management</p> <p>(v) Forming student committees</p> <p>(vi) Framing code of conduct for hostels discipline</p> <p>(vii) Framing rules & regulation for hostel facility and conduct</p>
06	Student Discipline, Anti Raging, Student's Complaint and Grievance Committee	<p>Principal</p> <p>All Head of Department</p> <p>Shri. L D Agrawal (LIF)</p>	<p>Chairman</p> <p>Members</p> <p>Member Secretary</p>	<p>(i) Prohibiting ragging on campus</p> <p>(ii) Redressed of grievances</p> <p>(iii) Guidance and counseling to students</p> <p>(iv) Maintaining discipline in the institute</p> <p>(v) Meeting and relevant activities.</p>

07	Right to Information Committee	Dr. R R Gawande (HoD App Mech) Dr. J B Khurpude(LME) (Registrar)	Information officer Asstt. Info officer	(i) All activity related to RTI (ii) Website maintenance related to RTI (vi) Display of correct information at correct place.
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UNDER HEAD OF DEPARTMENT ELECTRONICS & TELE-COMMUNICATION				
Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	K Scheme Implementation	Dr P S Sharma (HoD(EJ)) Smt. . J A Raut (LEJ)	Coordinator Co-coordinator	
02	Telephone and other section Biometric Attendance	Smt.P H Gedam (LEJ), Shri.Z.J.Balhare(LCO) Shri. J C Meshram. (TLA)	Coordinator Member Supporting staff	(i) Telephone: -coordination with BSNL (ii) Biometrics:- preparation of monthly report, new registration
03	VLC, Video Conference, CCTV Committee	Shri.S.R.Sarangpure (LEJ), Shri.Z.J.Balhare(LCO) Shri. J C Meshram. (TLA))	Coordinator Member Supporting staff	(i) Maintenance and coordination of VLC Centre activities. (ii) Plan, implementation, and maintenance of CCTV in campus.
04	Student Chapter Committee (ISTE)	Shri. B.S. Deshmukh (LEJ) Shri. J C Meshram. (TLA)	Coordinator Supporting staff	(i) Formation and registration of student chapters of various professional bodies (ii) Conducting EDP, personality development, Guest lectures, etc.
05	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.
06	Publicity and Public relations Committee	Shri. L N Raut(LEJ) Shri P. V. Akotkar, (Lab Asst)	Coordinator Supporting staff	(i) Publishing News in MSBTE newsletters (ii) Media Publicity (News Paper/Electronic Media) Advertisement Publication
07	Technical Club committee	Smt P H Gedam (LEJ) Shri. J C Meshram. (TLA)	Coordinator Supporting staff	(i) Formation of Technical club and registration of students. (ii) Planning and organizing meetings/ functions/activities of club etc.

08	SC & ST Committee	Shri P R Ramteke,(LEJ) Smt B M Meshram (LCO) Smt S K Meshram (LIF)	Chairman Member Member	i) Identify & Resolve problems of SC & ST students in the institute
09	Institute AICTE Activity Committee (All AICTE EOA related activities) And MSBTE affiliation Activities	Shri. G B Ghodmare (LEJ) * Appointed at Departmental level Shri P. V. Akotkar, (Lab Asst)	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 Fulfillment of AICTE essentials & desirable requirement in institute.
10	Judicial Officer for legal matters coordination	Shri . L N Raut(LEJ) Shri. M J Parate (LIF)-(Bhandara Cases) Shri P. V. Akotkar, Lab Asst.	Responsible Judicial Officer of this office for Legal Matters Assistant	1.All activityrelated to legal matters 2.Attending court cases 3.Filling approved and permitted affidavits in courts on case-to-case basis with approval of the Principal.

UNDER HEAD OF DEPARTMENT MECHANICAL ENGINEERING

Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	FC-2025-26 Diploma, BE& Architecture	Shri G H Dahole (HoD (ME)) Smt. V M Kapase (LME) Shri. L M Kulthe (LENG) Shri .S V Benkodi,(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	Alumni Association Committee	Shri. R P Badole (LME) Smt. S I Bansod (LCO) Shri. P W Madavi(Lab Assit.)	Coordinator Member Supporting staff	(i) Alumni registration (ii) Planning and organizing alumni meet (iii)Resource mobilization through alumni (iv)Feedback from alumni.
03	NBA (National Board of Accreditation) Committee	Smt.R.A.Gadekar(LME) Shri N W Besekar(LME) * Appointed at Departmental level 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

04	Garden Development and Maintenance Committee	Shri. Y. Nimje (LME) Shri.Sachin Punde(LME) Shri. P W Madavi(Lab Assit.)	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
05	Student Technical Event Planning Coordination Committee	Smt. V. M. Kapse, Smt.R.A.Gadekar(LME) Shri.S.R.Sarangpure(LEJ) Shri. P W Madavi(Lab Assit.)	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.
06	Water cooler, AC and RO Filters maintenance Committee	Shri.L.N.Lanjewar (LME). Shri.Y.Nimje,(LME) Shri. P W Madavi(Lab Assit.)	Coordinator Member Supporting staff	(i) Maintenance of water coolers & water filter (ii) Annual Maintenance Contract
07	Distribution Centre (MSBTE Exam.) Committee	Shri. R.P.Badole, (LME) Shri. N. N. Nikode, (LCH)	Officer I/C Member	All activities related to Distribution Center.
08	MSBTE Exam form filling overseeing officer, Photocopy, Revaluation Committee	Shri.Y.Nimje,(LME) Exam Section Clerk	Officer In-charge Supporting staff	(iii)All activity related to MSBTE Exam form, MSTE Photocopy, Revaluation.
09	House Keeping and campus Cleaning Committee	Shri.S. B. Punde(LME) Shri. P W Madavi (Lab Assit.) Shri .S V Benkodi,(TLA)	Coordinator Supporting staff Supporting staff	(i) Daily Observation of cleanliness of campus (ii) Maintaining campus clean & hygienic
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 W Madavi (Lab Assit.)	Coordinator Supporting staff	All activity related to faculty's/student's research Publication, Patenting and Consultancy
12	MSBTE THEORY EXAM (Online/Offline)	Smt. V M Kapase (LME) Shri.S.R.Sarangpure (LEJ),	Coordinator Morning shift Officer In-charge	All activities related to MSBTE THEORY EXAM W-2025& S-2026

		Shri.Krishn Kumar (LCO) Exam Section Cleark	Afternoon shift Officer In-charge Supporting staff	
13	RAC (MSBTE W- 2025& S-26)	Dr. J B Khurpude(LME) Shri .S V Benkodi,(TLA)	Officer Incharge Supporting staff	All work related with RAC
14	Sports Activities	Shri.L N Lanjewar (LME) Smt.V.M.Kapse,(LME) Shri S S Bisen(TLA) Shri.P W Madavi, (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 Making sports as a day to day culture in the institute.

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. H D Vaidya (Jr. Clerk) Shri.A K Rathod,(TLA)	Coordinator Member Supporting staff	All activities related to IRG.
02	Student Co-operative store Committee	Dr.R.N.Nibudey(HoD(CE)) Shri P R Ramteke(LEJ) Shri.L.N.Lanjewar (LME) Shri.P J Akhud (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.A V Andel (LENG) Shri.S S Bisen, (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. R G Walive,(LEE) Shri.S S Bisen, (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	Smt.S C Ambule (LAPM) Shri. Ashish Kawale, Jr. Clerk Shri.S S Bisen, (TLA)	Coordinator Member Supporting staff	Co-ordination with District level Committee.
06	Mission Zero dropout	Dr.R.N.Nibudey(HoD(CE)) Mrs V M Kapse(LME) Mr. M J Parate(LIF)	Coordinator Member	Mission zero drop out related activities.

07	Face Lifting	Dr.R.N.Nibudey(HoD(CE)) Dr . R R Gawande(HOD (APM)) Smt. S C Ambule(LAPM) Shri. S S Bisen (Lab Assit)	Coordinator Member Supporting staff	Face Lifting related activities.
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UNDER HEAD OF DEPARTMENT OF ELECTRICAL ENGINEERING

Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	Projects/ Proposal Committee (AICTE, DST, DTE, MSBTE etc) Exam:- MODROB	Shri.H.N.Kharkar (LEE) Shri. B. S. Deshmukh,(LEJ) * Appointed at Departmental level Shri.P J Akhud,(TLA)	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. Seeking proposals from departments
02	Unnat Bharat/Unnat Maharashtra Abhiyan	Shri M N Gawande (LEE), Shri. D N Bhange (LEJ) Shri E J Akhud, (TLA)	Coordinator Member Supporting staff	i) Run various government scheme under Unnat Bharat / Unnat Maharashtra Abhiyan
03	Staff Complaints & Grievance Committee	Shri.H.N.Kharkar (LEE) Smt B P Bhagat (LCO) Smt. S A Petkar,(LCH) Smt .S G Tarone, Sr. 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) Smt. S I Bansod(LCO) Shri. A S Kawale, Jr. Clerk	Coordinator Member Supporting staff	Coordinate MSBTE and other Vigilance allotted to Institute.
05	Energy Audit & Conversation Committee	Shri. A.D.Sahusagade(LEE) Shri. P J Akhud (TLA)	Co-ordinator Member Member	Energy Audit & Conversation work
06	Electrical Maintenance Committee	Shri. A.D.Sahusagade(LEE) Shri. P J Akhud (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	Tantra shilp Wall Magazine	Shri.A D Sahusagade (LEE) Shri. P J Akhud (TLA)	Coordinator Supporting staff	(vi) Activities related to Tantrashilp Wall magazine
08	MOOCS & Online Courses for students & faculty (NPTEL,SWAYAM)	Shri R J Walive(LEE) (LEE) Shri. P J Akhud (TLA)	Coordinator Supporting staff	(i) Planning for MOOCS & Online Courses for students & faculty (ii) Enhance registration of students (iii) Keeping records of all activities
09	Practical EXAM (MSBTE)	Shri A D Sahusagade, (LEE) Shri.M S Durge,(TLA)	Officer Incharge Supporting staff	i)All work related with Practical exam.
10	Disability Rights Act -16, Grievance Redressal Officer	Shri.H.N.Kharkar (LEE)	Officer In-charge	i) All activities Related with Disable Person line with Govt. GRs.
11	MHT -CET and other staff National level Exam	Shri.H.N.Kharkar (LEE) Shri. M J Parate Shri. P J Akhud (TLA)	Coordinator Member Supporting staff	i) All work related with CET Exam and other exam.

UNDER HEAD OF DEPARTMENT OF INFORMATION TECHNOLOGY

Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	Parent meet Committee	Smt. S I Sangolkar(LIF) * Appointed at Departmental level Smt. .V.R.More,(TLA)	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	Smt Sangolkar(LIF) * Appointed at Departmental level Librarian	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. L Vilhekar(HoD IF) Shri.. M H Pande,(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) Smt. S I Sangolkar(LIF) Smt. .V.R.More,(TLA)	Editor-in- Chief Editor Supporting staff	(i) Annual Magazine publication (ii) Fund mobilization for Magazine. (iii) News board theme.
05	Student Mentoring committee	Shri. L Vilhekar(HoD IF) Shr. Z Ballhare(LCO) 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.
06	Online Exam	Shri. L Vilhekar(HoD IF) Shri. M H Pande (TLA)	Coordinator Supporting staff	i) MSBTE Online Exam Related Activity
07	Result Analysis & Improvement Committee	Shri.N. G. Gulhane (LIF) * Appointed at Departmental level Shri. M H Pande (TLA) Shri. M B Ukey (TLA)Student section	Coordinator 1 Member from each Department Supporting staff	(i) Preparation of result analysis report (ii) Suggestion for improvement plan
08	Digitization officer	Shri. M J Parate(LIF) Shri. M H Pande (TLA)	Coordinator Supporting staff	(i) Coordinate Office Automation, Digital data Uploading etc. (ii) Any Digital activity related to students. (iii) Digital India Corporation activity Implementation of Academic Bank of Credits (ABC). iv) Digital Academic Content development in coordination with academic coordinator.

09	Centralized Data Centre Committee	Shri. M J Parate (LIF) Shri. M H Pande (TLA)	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. (iv) Provide data whenever required by
10	Information officer for Principal	Shri. L D Agrawal(LIF) Shri.Z.J.Balhare(LCO)	Coordinator Member	(iii) All confidential Letters, Email etc. to be put up to principal on timely manner as per urgency.

UNDER HEAD OF DEPARTMENT OF COMPUTER ENGINEERING				
Sr. No.	Activity	Name of Staff	Position	Brief information about portfolio activity
01	AICTE/MSBTE Infrastructure Requirement Planning and Coordination Committee	Smt. B P Bhagat (I/C HOD CO) Smt J A Raut (LEJ) Shri.A K Rathod,(TLA)	Coordinator Co-Coordinator Supporting staff	i) Fulfillment of Infrastructure requirement as per AICTE/MSBTE Norms. ii) Identify AICTE requirement as per Current AHP. iii) Identify MSBTE requirement as per current curriculum. iv) Notify AICTE/MSBTE requirement to Principal/HODs
02	Computer Hardware & Networking	Shri.Z.J.Balhare(LCO) Shri.S.R.Sarangpure(LEJ) Shri.M S Durge (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 (v) Physical Stock Verification of Computers (vi) Record Keeping of Belarc Report
03	Internet & WI-FI Campus Committee	Shri.Z.J.Balhare(LCO) Shri.P.R.Ramteke (LEJ) Shri.M S Durge (TLA)	Coordinator Member Supporting staff	(vii) Resolve problem of internet in the institute (viii) Availability of internet (ix) Lisioning with different internet provider (x) Provide and maintaining Wi-Fi in the campus (xi) Resolve problems related with Wi-Fi
04	Institute Website Committee	Smt.B.M. Meshram, (LCO) Smt. S I Sangolkar(LIF) Shri.M S Durge (TLA)	Coordinator Member Supporting staff	(xii) Development and maintenance of institute website (xiii)Regular Updating of website
05	Exams Other than MSBTE Committee (Online/Offline)	Shri. Krishn Kumar, (LCO) Shri.M S Durge (TLA)	Coordinator Supporting staff	All works related to Exams Other than MSBTE

06	Girls / women Development and Grievance cell Committee & Internal Complaint Committee (ICC)	Smt. B P Bhagat (LCO) Smt. V. M. Kapse (LME) Smt. S.K.Meshram(LIF) Smt. B M Mesharam(LCO) Smt. V S Khambaitkar (Sr. cleark)	Chairmen Secretary Member Member Supporting staff	(i) Conduct of personality development, awareness, Medical Check-up camps, etc. Meeting and relevant activities.
07	Staff club Committee	Smt. S I Bansod(LCO) Smt.S C Ambule (LPM) Shri P. V. Akotkar, Lab Asst	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. 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 2024-25	Shri.N.N. Nikode,(LCH) Shri.M P Uikey, (TLA) Shri.T M Thengane, (TLA)	Officer Incharge Supporting staff	All works related to admission.
02	Time Table	Smt S B Raut (LPH) * Appointed at Departmental level Shri.M P Uikey, (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	Dr.R.N.Nibudey (HoD(CE)) Dr. R R Gawande(HOD(APM)) Smt. B M Mesharam(LCO) Shri S B Punde, (LEJ) All Sci. Dept Faculty Shri.T M Thengane, (TLA)	Coordinator Member Supporting staff	Organizing annual cultural program and its related activities.
04	Sessional Test Committee	Shri.P V Jivtode (LMaths). Shri. Sachin Punde,(LME). Shri .S V Benkodi,(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 Arrangement of stationary
05	Campus Health & Eco System Committee	Ku.S.K.Meshram, (LIF) Smt.V.D.Kapgate (LCE) Shri.A.N. Andel (LEN) Smt. S I Bansod(LCO) Smt. V.R.More (TLA)	Coordinator Member Member Member Supporting staff	(i) Organize health checkup camp for students & faculty (ii) Keeping record of all activities
06	Foreign Language Club	Shri.A.N. Andel (LEN) Shri.P W Madavi, (TLA)	Coordinator Supporting staff	Activities related to Foreign Language Club
07	Scholarship Schemes Committee	Smt S B Raut (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
08	Teaching Plan & Syllabus Completion Officer	Shri. L N Kulthe(LENG) Shri.M P Uikey, (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 iv)Completion within academic calendar.
09	SWOT Analysis of the Institute Committee	Shri.A.N. Andel (LEN) Shri.T M Thengane, (TLA)	Coordinator Supporting staff	Perform SWOT Analysis of the Institute
10	NSS	Shri.A.N. Andel (LEN) Shri.P W Madavi, (TLA)	Coordinator Supporting staff	All Activities related to NSS

TRAINING & PLACEMENT CELL

Sr. No.	Name of Staff	Position	Brief information about portfolio activity
01	Shri D N Bhange (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	Smt. B M Meshram(LCO)	Assistant TPO (Placement)	(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 P R Ramteke(LEJ)	Assistant TPO (Training)	(i) In-plant training to students (ii) Training courses of Staff (iii) Training for Faculty (iv) Activities of Industrial Hub (v) Implement training policy of the institute (vi) Planning for industries meet
03	Innovation & Incubation cell	Shri.M N Gawande (LEE) * 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 (iv) Implementation of Innovation Policy of the Institute
04	Entrepreneurship Development Cell (EDC)	Shri.S B Punde (LME) Shri. Y B Nimje (LME)	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. G B Ghodmare (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.T M Thengane, (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	Industry Institute interaction committee for industrial & application based project	Shri. N W Besekar(LME) Smt. J A Raut(LEJ) Shri P. V. Akotkar, (Lab Asst)	Coordinator Member Supporting staff	i) Development of policy to take up Industrial Project by student . ii) Weekly And Montly Review of Student Projects. iii) Monitoring Project Activity. iv) Analysis of projects for its outcomes as per policy. v) Planning for Major project of students through industries vi) Identify industries and enhance interaction
08	CEP Cell	Shri. Y P Dupare, (LME) Smt. B M Mesharam(LCO) Shri. P R Ramteke(LEJ) Shri.S S Bisen(lab Asst.)	Coordinator Member Supporting staff	(i) Planning to organize different courses through CEP (ii) Run different courses through CEP Maintain Record

All Department Heads are required to appoint 1 Member for such committees as mentioned by * mark as Appointed at Departmental level

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

- (a) Plan the activity and set Short term & Long term goals
- (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 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 2024 from the date of publication of this order
- (o) Handing over & taking over to be completed before 1st September 2023.
- (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.
- (r) Review /briefing to the undersigned is to be done on regular basis. Discuss with undersigned at the beginning of activities if required .




(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.