



GOVERNMENT POLYTECHNIC, GADCHIROLI

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No.GPG/Steno/Portfolios/2024/001

Date:-17/10/2024

Office Order :

This is to inform all that for a smooth and effective implementation of various institutional activities for the academic year 2024-25, the portfolios distributions and allocation of duties among the existing staff members have been made.

All concerned are directed to please note it and act accordingly.

Sr. No	Portfolio / Departmental Activity	Name of Staff	Responsibility as Committee Member	Brief information about portfolio activity
01.	Academic Co-ordination	Dr.D.K.Borikar	Coordinator	<ul style="list-style-type: none">▪ Implementation of MSBTE's academic calendar.▪ Conducting internal academic monitoring.▪ Submission of online data for external academic monitoring on MSBTE web portal.▪ Enhance & encouragement use of modern methods & multimedia in teaching- learning process.▪ Conducting EDP and personality development camp.
		*Departmental Academic Co-ordinator (s) to be nominated by HOD		<ul style="list-style-type: none">▪ Efforts to achieve excellence in EAMC & NBA.▪ Management of visiting faculties.▪ Filling & maintaining records for the activities related to academic coordination.▪ Syllabus coverage monitoring & data upkeepment, implementation of academic activities suggested by MSBTE from time to time.

02.	Time Table, Sessional Test & Detention of students	Miss K. P. Kashyap	Coordinator	<ul style="list-style-type: none">▪ Preparation of overall institute academic time table.▪ Arrangement of class rooms.▪ Effective utilization of facilities.▪ Collection of attendance record & communicating it to students- parents in case of poor attendance.▪ Calling detention meeting.▪ Keep record of the activities & other work related to portfolio.▪ Planning & implementation of sessional test as per MSBTE schedule.▪ Preparation & display of time table.▪ Arrangement of class room as per seating plan.▪ Vigilance during test examination & controlling malpractices.▪ Arrangement of stationary and keeping record .▪ Maintaining record of the activities & other work related portfolio.
		Departmental Co-Ordinator (s) to be nominated by HOD		
03.	Gymkhana, N.S.S., Student Representative Council & Development Training Program for Students.	Dr. A. B. Borade	Chairman	<ul style="list-style-type: none">▪ Student council, Gymkhana culture activities & sports▪ Activities related to NSS▪ Conducting meetings of class representative.▪ Keep record of the activities & other work related to portfolio.▪ Organizing annual cultural program.▪ Preparation of sport ground▪ Institute level games.▪ IEDSSA activities▪ Coordinating zonal & inter zonal sports events.▪ For various events sub-committees may be decided by Secretary of Gymkhana.▪ Celebration anniversary of birth/death legends as per govt. resolution.
		Shri. A.Z.Hakim	Secretary Gymkhana	
		Shri. C. B. Nikhare	Member	
		Dr. M.V. Lande	Member	
		Shri. H.T. Manza	Member	
		Shri. H. M. Rajput	Member	
		Shri. A. R. Gaddapa	Manager	
		Shri. A. R. Ranshur	Attendant	

04.	Magazine Publication & Campus Photographs with information	Dr. V.P.Chadrashekhar	Editor-in-Chief	<ul style="list-style-type: none"> Wall magazine : promotion & record keeping Preparation & release of annual Magazine/C-Magazine publication/arranging funds for magazine.
		Shri. C.B. Nikhare	Member	
05.	Technical Event Co-ordination	Shri. K. S. Gedam	Coordinator	<ul style="list-style-type: none"> Planning & implementation of co-curricular activities competitions. Organizing student project exhibition & paper presentations, technical quiz, outdoor technical competitions etc.
		Shri. Hemanshu Rajput	Member	
06.	Right to Informat	Shri A. Z. Hakim	Information officer	<ul style="list-style-type: none"> All activities related to right to information
		Shri. G. P. Patle	Asst. Information officer	
07.	Write off, Centralized Furniture & Stock Verification. Security & Manpower Committee	Shri. R.D. Pendam	Coordinator	<ul style="list-style-type: none"> All activities related to write off the proposals & its implementation etc. Repair of furniture. Write off un-repairable furniture. All activity related to centralized furniture. To maintain the stock register during verification. Reporting irregularities if any to the principal. formation of various committees for dept. stock verification in the consultation with Principal. Take the appropriate action on above committee report. All activities related to security in campus.
		Shri. T. M. Sonale	Member Secretary	
		Ku. K. P. Kashyap	Member	
		Shri. G. P. Patle	Member	
		All HOD	Member	
08.	Publicity & Public relations.	Shri A. Z. Hakim	Coordinator	<ul style="list-style-type: none"> Publishing news in MSBTE newsletters, Published news in local newspaper pertaining to institute activities.

09.	Library Development Committee, NPTEL, Online Training & Courses	Ku. K. P. Kashyap	Coordinator	<ul style="list-style-type: none"> Planning & development of library. Procurement of new books & library resources. Write off of obsolete books & other work related to library management.
		Shri. L. S. Kolte	Member Secretary	
		Ku. S. P. Maykalwar	Member	
		Shri. U. P. Rotkar	Member	
10.	Alumni Association	Dr. T. K. Ghormade	Coordinator	<ul style="list-style-type: none"> Alumni registration. Planning & organizing meet of alumni & various activities. Generating funds through alumni activities. Feedback from alumni.
		Dr. D. K. Borikar	Member	
		Ku. S. P. Maykalwar	Member	
11.	House keeping & Cleanliness Committee	Shri. V.D.Gajbe	Coordinator	<ul style="list-style-type: none"> Maintaining cleanliness in class rooms, staff rooms, labs, w/s, office, corridors, toilet etc.
		Shri. V. K. Rathod	Co-coordinator	
		Shri. G. P. Patle	Member Secretary	
		Shri. S. D. Madkwade	Member	
		Shri. D. N. Karmarkar	Member	
		Miss. Devyani Kawale	Member	
		Departmental Member (s) to be nominated by HOD		
12.	Adornment of the campus	Shri V. A. Dahikar	Coordinator	<ul style="list-style-type: none"> Development & maintenance of landscape. Garden beautification in campus.
13.	Maintenance			
A) B)	Department's General Maintenance	Respective HOD	Coordinator	<ul style="list-style-type: none"> Maintenance of equipment's of respective department. Conducting review meeting.
	Building Maintenance	Shri V. A. Dahikar	Coordinator	<ul style="list-style-type: none"> Institute representative to PWD & other related agency. Maintenance proposals of discretionary grants. Providing general maintenance, New proposal plans to govt. Maintenance activity of all departments.

C)	Water supply plumbing & filtration Unit (day to day) and Civil maintenance	Shri. V. A. Dahikar	Coordinator	<ul style="list-style-type: none"> Co-ordination with MJP, and other related agency. Maintenance proposals of discretionary grants. Providing general maintenance. New proposal plans to govt. Civil maintenance of water Tank & filter. All activity related to portfolio
		Shri. A. B. Deshattiwar	Member	
		Shri. K. S. Neralwar	Member	
		Shri. Nitin Gawande	Member	
		Shri. S. D. Madakwade	Member	
D)	Computer Hardware , Internet networking, Video Conference, CCTV Cameras,	Shri. J. M. Meshram	Coordinator	<ul style="list-style-type: none"> Providing computer and peripherals hardware, networking maintenance. Write off, obsolete of IT infrastructure. New proposal for requirement and its follow up. All computer lab developmental activities. Institutional internet services.
		Dr. M.V. Lande	Co-coordinator	
		Shri. A.S. Gaikwad	Member Secretary	
E)	Telephone section	Dr. M.V. Lande	Coordinator	<ul style="list-style-type: none"> BSNL telephone series it is functioning properly. Wi-Fi, Jio net services functioning.
F)	Water cooler & R. O. Filter	Shri. K. S. Gedam	Coordinator	<ul style="list-style-type: none"> Maintenance of water coolers & water filter in the institute & hostel.
		Shri. A. B. Deshattiwar	Member	
G)	Electrical Maintenance of academic building, Workshop, Water Filter, Hostels, Campus streets lights Quarters, Transformer	Shri. K. S. Neralwar	Coordinator	<ul style="list-style-type: none"> Co-ordination with PWD for electrical related maintenance. Various proposals of various grants to Govt. and other agencies for electrical related maintenance Providing general electrical maintenance of all departments and building. Any other electric related work.
		Shri. K. R. Kacchiyawale	Co-coordinator	
		Shri. A. R. Gaddappa	Member	
		Shri. U.P. Rotkar	Member	
H)	Institute Website.	Shri. A. S. Gaikwad	Coordinator	<ul style="list-style-type: none"> Development of institute website. Keep institute website updated time to time. Update data regarding institute
14.	Community Polytechnic	Shri. K. S. Gedam	Coordinator	<ul style="list-style-type: none"> All activity related to CDTP as per govt. norms & guidelines.
		Shri. D. N. Karmarkar	Member	

15.	AICTE Approval, MIS, MHRD related work	Shri. Hemanshu Rajput	Coordinator	<ul style="list-style-type: none">▪ Online & offline submission of proposals for approval.▪ Publishing mandatory disclosure on institute website▪ Activities related to MHRD, MIS▪
		Shri A. S. Gaikwad	Member	
16.	Anti-Ragging & Students Discipline Committee	Dr. A. B. Borade	Chairman	<ul style="list-style-type: none">▪ To arrange anti-ragging workshops▪ Regular interaction and counselling with the students▪ Surprise inspection of hostels student accommodation canteens.▪ Controlling & prohibiting ragging.▪ To create and ensure a safe environment for students.▪ Maintaining discipline in the institute.▪ To publicize the policy of discipline in English & Marathi including through prospectus, notice boards, website.
		Shri. J. M. Meshram	Coordinator	
		Ku. S. P. Maykalwar	Member	
		Shri. R. D. Pendam	Member	
		Shri. H. T. Manza	Member	
		Ajay N. Tumawar	NGO Representative	
		Shri. Fahim Khan	Representative of local media	
		Shri. Anil Nannewar	Representative of Parents,	
		Mr. Trunit N. Kheole	Students belonging to the fresher's.	
		Mr. Ranjit K. Pawar		
		Shri. Aniket Somankar	Student representative	
		Shri. R. V. Bhingewar	Non-Teaching staff.	
17.	Students Grievances, Guidance, Counseling & student academic council.	Dr. A. B. Borade	Chairman	<ul style="list-style-type: none">▪ Should have a notice board/flex board fixed near the office of its Principal indicating the details of online grievance readdress mechanism.▪ A complaint from an aggrieved student relating to the institution shall be addressed to the chairperson of students grievance redressal committee.▪ Guidance & counseling to students. redressed of grievances.
		Shri. V.K. Rathod	Coordinator	
		Shri. G. P. Patale	Member	
		Shri. Aniket Somankar	Student representative	
		Dr. A. B. Borade	Chairman	<ul style="list-style-type: none">▪ To issue policy on grievance & develop a mechanism of handling employee grievances

18.	Teaching /Nonteaching Staff Grievances Committee	Shri. J.M.Meshram	Member Secretary	<ul style="list-style-type: none"> The committee has to sort out the problem and find out the solution irrespective of the employee and its position. Preventive measures must be taken by the committee not to repeat the same problem in future
		All Head of Departments	Members	
		Shri. G. P. Patale	Member	
19.	Vishaka Committee	Dr. V. P. Chandrashekhar	Coordinator	<ul style="list-style-type: none"> To create and ensure a safe environment for women that is free of sexual harassment. To create an atmosphere promoting equality and gender justice. To publicize the policy in English & Marathi including through prospectus, notice boards, website & name and Phone numbers of members of the committee.
		Smt Ku. K. P. Kashyap.	Member	
		Ku. S. P. Maykalwar	Member	
		Smt. S. B. Gedam	Member	
		Smt. S.S. Meshram	Member	
		Ku. Madhavi Akhade	NGO Representative	
20.	Women Empowerment & Grievance cell	Ku. S. P. Maykalwar	Coordinator	<ul style="list-style-type: none"> To monitor and counsel women students of their department, in the case of requirement. To bring awareness among women about government support services and college support services. Conduction meeting & creating facilities for women development. Conduction in personality development, awareness medical check-up camps
		Smt. S. B. Gedam	Member	
		Ku. P. N. Naik	Member	
		Ku. Madhavi Akhade	NGO Representative	
		Dr. D. K.Borikar	Member	
21.	PMUSHA	Shri. C.B.Nikhare	Coordinator	<ul style="list-style-type: none"> Planning & co-ordination for various proposal submission.
		Shri. A.Z. Hakim	Member	
		Shri.H.T.Manza	Member	
		Dr.M.V.Lande	Member	

22.	NBA	Shri. K. S. Neralwar	Coordinator,	<ul style="list-style-type: none"> Correspondence with NBA/ MODROB. Submitting proposal to yearly/5 yearly. Submitting proposal for funds & its follow-up. Planning & control on implementation Trainings providing to staff for NBA.
		Shri.K.S.Gedam	Member	
		Shri.A.S.Deshetiwar	Member	
		Shri. R. G. Waghmare	Member	
		All HOD	Member	
23.	MODROB	H.M.Rajput	Coordinator	<ul style="list-style-type: none"> All activities related to MODROB as per Norms.
		Nominated by Dept.	Member	
24.	Hostel (Boy's)	Shri. H. T. Manza	Rector	<ul style="list-style-type: none"> Hostel & mess management, hostel security, controlling & prohibiting ragging, general student discipline in hostel.
		Shri. A.S. Gaikwad	Rector	
	Hostel (Girls)	Ku. K. P. Kashyap Ku. S. P. Mayakalwar	Rector	
25.	Student Co-operative store	Shri. K. R. Kachhiyawale	Secretary	<ul style="list-style-type: none"> Management, of Students co-operative store
		Shri. S. H. Walde	Member Secretary	
26.	Staff club	Ku. K. P. Kashyap	Coordinator	<ul style="list-style-type: none"> Formation of staff club & registration of members. Planning & organizing meetings/ functions/activities such as sendoff & well-come, felicitation in case of achievement/ awards etc.
		Shri. R. D. Gowardhan	Member	
		Departmental Co-ordinator (s) to be nominated by HOD	Member	
27.	Parent meet	Dr. V.P.Chandrashekhar	Coordinator	<ul style="list-style-type: none"> Plan the schedule of parent meet branch wise/ year wise. co-coordinating the parent meet. collect the suggestion & formulate for improvement.
		Departmental Co-ordinator (s) to be nominated by HOD		

28.	MSBTE Exam.			
A) B) C)	Winter-2024	Shri. A. Z. Hakim	Officer I/C	All activities related to examination as per MSBTE Schedule time table.
		Dr. M. V. Lande	Officer I/C	
	Summer-2025	Shri H.M.Rajput	Officer I/C	
		Shri. V. D. Gajbhe	Officer I/C	
Online exams.	Dr. M. V. Lande	Coordinator	Conduction of online exam. as per MSBTE Schedule time table.	
29.	Govt. departmental exams / Online & other exam.	Shri. A. S. Gaikwad	Coordinator	All activity related to departmental Exam. as per govt. norms & guidelines.
		Dr. M. V. Lande	Co-coordinator	
30.	MHT-CET Exam.	Shri. A. Z. Hakim	DLO	All works related to MHT-CET.
		Dr. M. V. Lande	ADLO	
	RAC			
31.	Winter-2024	Shri. J. M. Meshram	Officer I/C	All activities related to RAC.
	Summer-2025	Dr.T.K.Ghormade	Officer I/C	
32	Distribution Centre			
	Winter-2024	Shri.S.B.Bambole	Officer I/C	All activities related to distribution center.
	Summer-2025	Shri. R. D. Pendam	Officer I/C	All activities related to distribution center.
33.	Training & Placement cell	Shri S. B. Bambole	T & P Officer	Registration of students for training & plant training. Placement in industry. Arranging campus & pull campus interview for students, all activities related to hub institutes.
		Shri. V. A. Dahikar	Respective Departmental coordinators	
		Shri. K. R. Kachhiyawale		
		Shri. A. S. Gaikwad		
		Shri. K. S. Gedam		

34.	Internal Revenue Generation	Shri. V. A. Dahikar	Coordinator	▪ All activities related to IRG.
		Departmental coordinators to be Nominated by HOD		
35.	Admission-23-24			
	Overall Admission Process Coordinator:- Shri. S. B. Bambole	School Connect -Coordinator & Overall Admission Process Co-coordinator.	Shri. A. Z. Hakim	▪ All activities related to School Connect & over all institute admission process Co-Coordinator.
		Counseling Cell- Coordinator	Shri. K. S. Neralwar	▪ All activities related to counselling cell for admission.
		First year-2021- Coordinator	Shri. V. K. Rathod	▪ All activities related to institute admission.
		Direct Second year- Coordinator	Shri. V. R. Thorat	▪ All activities related to institute admission.
		Facilitation Centre- Coordinator	Shri. H.T.Manza	▪ All activities related to Facilitation Centre.
	Over all institute admission process coordinator will be responsible for planning executing & monitoring all admission related activities & portfolio			
36.	Tree plantation	Ku. S. P. Mayakalwar	Coordinator	▪ Tree plantation Display of schedule of program. ▪ Arranging all activities related with tree plantation & maintains record.
37.	Digital India	Dr. M. V. Lande	Coordinator	▪ All activities related to digital India.
38.	Internal Academic Monitoring Committee	Dr. A. B. Borade	Chairman	▪ Visiting & guiding every dept. for academic monitoring.
		Shri. J. M. Meshram	Member Secretary	
		Shri. A. Z. Hakim	Member	
		Shri.V.A.Dahikar	Member	
		Shr.K.S.Neralwar	Member	
		Dr. V. P. Chandrashekhar	Member	

39.	Vigilance Hostel (Girls)	Dr. V. P. Chandrashekhar	Coordinator	<ul style="list-style-type: none">Regular inspection of the hostels & providing feedback.Regular reports to principal regarding hostel issued.
	Vigilance Hostel (Boys) & Campus, etc.	Shri. V. D. Gajbhe	Coordinator	
40.	Micro Project	HOD of Concerned Departmental	Coordinator	<ul style="list-style-type: none">Maintaining records of micro project of every student each year.
41.	Scholarship/ Freeship/ & related work. Committee (EBC)	Shri. K. S. Neralwar	Coordinator	<ul style="list-style-type: none">All Activities related to scholarship.
		Shri. G. P. Patle	Member Secretary	
		Shri. R.V. Bhingewar	Member	
42.	Senior Citizen	Shri. J. M. Meshram	Coordinator	<ul style="list-style-type: none">Forming Retired staff club and carryout related activity.
43.	Swayam	Ku. S. P. Mayakalwar	Coordinator	<ul style="list-style-type: none">All activities related to Swayam.
44.	Student Chapter	Shri. V. D. Gajabhe	Coordinator	<ul style="list-style-type: none">Conducting EDP and personality development course.
45.	Centralized office administration Committee	Shri. G. P. Patale	Coordinator	<ul style="list-style-type: none">Maintaining detail records with office related administration.
46.	Citizen Charter	Shri. G. P. Patale	Coordinator	<ul style="list-style-type: none">All activities related to citizen charter.
47.	Student Mentoring	Shri. V. K. Rathod	Coordinator	<ul style="list-style-type: none">All activities related to students mentoring.
		*Departmental Student Mentoring Co-ordinator (s) to be nominated by HOD		

48.	Review Meeting Preparation & Presentation	Shri. Hemanshu Rajput	Coordinator	<ul style="list-style-type: none">All work related to review meeting preparation & presentation.
		Shri. A. B. Deshettiwar	Member	
		Shri. G. P. Patle	Member	
		Shri. M.V.Bharambe	Member	
		*Departmental Co-ordinator (s) to be nominated by HOD		
49	SC/ST Committee	Dr. A. B. Borade	Chairman	<ul style="list-style-type: none">Guide the SC/ST students of the institute to optimally utilize the benefits of the schemes offered by the state Govt., Govt. of India (GOI) and AICTEAssist the staff of the SC/ST Cell and the standing committee in carrying out their functions;Sensitize all the sectors of TISS towards the Constitutional mandate, AICTE Guidelines for the Cell and its functioning at TISS.
		Shri. S. B. Bambole	Member	
		Shri. V. D. Gajbhe	Member	
		Dr. V. P. Chandrashekhar	Member	
		Shri. R. M. Kodape	Member	

50.	Anti- Ragging Squad	Shri. H. T. Manza	Chairman	<ul style="list-style-type: none"> It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the head of the institution or any member of the faculty or any member the staff or any student or any parent or guardian or any employee of service provider or by any outer person, as the case may be; and the enquiry report along with recommendations shall be submitted to Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.
		Shri. V. R. Thorat	Member	
		Ku. K. P. Kashyap	Member	
		Ku. S. P. Maykalwar	Member	
		Shri. A. S. Gaikwad	Member	
51.	Canteen Committee	Shri. A. B. Borade,	Chairman	<ul style="list-style-type: none"> 1. Canteen Food Safety- The Food Safety and Drugs Administration (FSDA) now be monitors food items at canteens of academic institutions. so the district food inspector issues the FDA certificate to the Institute canteen after inspection. The FDA certificate has been renewed for five years on Institute Canteen Committee will be keeping tabs on for cleanliness and tidiness of Canteen. also the food quality is checked at regular limited time span from FSSAI licenced laboratories. 2. Canteen Feedback- Canteen committee takes proper feedback from the students of each department and after analysing the feedback, committee take proper action against it.
		Shri. K. S. Neralwar	Member	
		Shri. R. M. Kodape	Member Secretary	
		Shri. C. B. Nikhare	Member	
		Shri. Anil Nannewar	Parent	

52	Innovation & Incubation Cell	Shri. A. B. Deshettiwar	Coordinator	<ul style="list-style-type: none"> ▪ Students and staff in various innovation and entrepreneurship related activities such as ideation, problem solving, Proof of concept development, Design thinking, IPR, Project handling and management at Pre-incubation/Incubation stage, etc., so that innovation and entrepreneurship ecosystem gets established and stabilized in HEIs. ▪ Institution Innovation Council (IIC) which provides an inspiring ecosystem and supports creativity and innovation in students. ▪ The Institute supports various research activities and skill-based projects by providing knowledge and latest technologies and infrastructure required in various projects. ▪ The Institute will organize programmes such as seminars, workshops, exhibitions, research training educational fests, job meets etc. every academic year.
53	Staff Training	Shri. K. S. Neralwar	Coordinator	<ul style="list-style-type: none"> ▪ Arranging campus training for teaching & non-teaching staff. such as FDP, Administration trainings, seminars, workshops, exhibitions, research training etc. in every academic year. ▪ Collection of training certificate from staff ▪ Other organization training information circulate to staff. ▪ Registration of staff for training. ▪ Keep the record of training. ▪ Proper filing of the documents. ▪ submit the reports to the concern authorities.
		*Departmental Co-ordinator (s) to be nominated by HOD		

Every committee mentioned above have to,

- Keep the record of their activities.
- Proper filing of the documents.
- Prepare the reports to the concern authorities (as the case may be).
- Any other duties as assigned by Principal.

Copy to:- 1) All Concerned staff through respective head of department.

2) For display on website of institute.


Dr. A. B. Borade
Principal,

Govt. Polytechnic, Gadchiroli