



Government Polytechnic, Sakoli

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No. GPS/GAD-1/Portfolio/2021-22/ 1364

Date : 21 OCT 2021

Portfolio Distribution 2020-21 till further order

| Sr.No. | Portfolio/Institutional Activities | Brief Information about Portfolio / Activities | Faculty In - Charge(s) | Member | Remark |
|--------|---|--|------------------------|--|--------|
| 1 | Academic coordination & Monitoring. | Display of academic calendar of MSBTE & Its Implementation . Coordinating internal academic monitoring. Preparing & uploading Institutional & Departmental Information Regarding academic monitoring on MSBTE web portal. Enhance & Promote use of multimedia in teaching learning process. promote spoken tutorial programme of IIT Mumbai Collect students feedback & analyse it for improvement. Coordination with MSBTE & RBTE | Smt. V.V. Tekam | Smt. M.V. Bobade Shri A.V. Abhyankar Shri. N.H. Adkine Smt P.S. Dalimbkar/ Shri R.B. Sathe Smt U.B. Aher Shri D H Patil | |
| 2 | Time table, Visiting Faculty appointments, attendance & Detention | Attendance Register Preparation Of Institutional Timetable. Optimum utilization of Classrooms , classrooms timetable & incorporation of room no. in time-table. Appointment of Visiting Faculty as per requirement. Collecting attendance record & communicating it to guardian / parent in case of short attendance. Coordinating detention meeting | Shri V.A. Wararkar | Shri V.B. Khobragade Shri A.J. Khobragade Smt. M.V. Bobade Shri C.Y. Shende Shri. P.G. Mohokar Shri S.R. Ahirkar | |
| 3 | Sessional Tests | Planning & Conduction of sessional test. Preparation of time-table , arrangement of Classrooms , invigilator & supporting staff.Guidelines for question paper setting & question paper template. Conducting vigilance during test Examination | Shri A. V. Abhyankar | Smt.Pallvi Dorlikar | |

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|----|--|--|--------------------------------------|--|--|
| 4 | Gymkhana | Nomination of class representative. Constitution of Gymkhana Committee. Planning and conduction of cultural & games. Conducting meeting of CR's, To provide facility, Overall Co-ordination | Shri G.R. Dewalkar Vice President | Shri A J. Khobragade Shri R.B. Sathe | |
| 5 | Annual Cultural Programme | Conducting Annual Cultural Programme. Planning & Co-ordination. Appointing various Committees & representatives. | Shri K L Bawankule | | |
| 6 | Sports & IEDSSA Events | Ground preparation, Institute level games. Team selection for various IEDSSA events. Co-ordinating zonal /Inter-zonal events | Shri D.A. Brahmankar | Shri D J Ghode Shri D H Patil Smt. R R Vairagade | |
| 7 | Magazine Publication | Wall magazine :- Promotion & Record Keeping. Annual Magazine Publication. magazing promotion, collection & publication of e-papers, articals on the institute web site | Shri R.V. Sakhare | Smt. K P Thaware Shri S.H. Sute Shri A.B. Lomte | |
| 8 | Cultural Activities | Assist Gymkhana Vice President in extra curricular activities. Arrange & Celebrate Birth Anniversaries of national leaders. Conduct various activities as guided by state & central government. Prepare activity calendar for the year. | Shri A J. Khobragade | Shri R.B. Sathe | |
| 9 | Training & Placement, Industry Academia | Coordinate between Industry and Institution. Arrange Compus Interviews. Identify Industries for Inplant training of students. Keeping records of placement and database of final year students. Organize Interpreneurship workshop coordination with BOAT | Shri R.S. Khobragade T.P.O./OIC | Shri S.R. Ahirkar | |
| 10 | Enterpreneurship Development(EDP Cell) | Organize lectures, workshops and seminars by renowned personalities from different domains of expertise, competitions of various kinds etc. round-the-year in order to create awareness and to sharpen business acumen of students and aspiring entrepreneurs. Make an effort to increase and facilitate industry-academia interaction to promote new entrepreneurial ventures. An annual business summit may be conducted at G.P. Sakoli to encourage exchange of ideas between industry and academia. | Smt. R R Vairagade | Smt K P Thaware | |

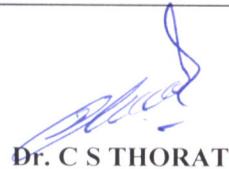
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| | <i>A) Technical events Co-ordination</i> | Nomination of various representatives. Constitution of Committee . Planning & Conduction of co-curricular activities & competitions. Organising students project Exhibition. | Smt. U.B. Aher | Shri D J Ghode | |
| 11 | <i>B) Students chapters & forum (IEI Chapter)</i> | Facilitating and encouraging students participation in technical events /competitions organised by other institutes. | | | |
| 12 | Publicity, Public Relations & Marketing | Publishing various advertisements. Publishing news in MSBTE newsletter & local News paper. Keeping records of Institutional Achievements. Publishing institute brouchers. Marketing the Institute. | Shri V B Khobragade | Shri A.J. Khobragade | |
| 13 | Purchase-Equipment Purchase, Maintenance and Writoff | Planing of purchase of equipments & consumable etc. Purchase of equipments & consumable etc. Yearly maintenance contracts& its implementations. write off proposals & its implementations. | Shri P P Jamnik | All Head and Coordinator | |
| 14 | Library Development Management | Constitution of library committee. computerization of library. Procurement of news books Journls, Magazine & LRs. Write off obsolete Books. | Smt Disha Khandare | Shri S.H. Sute | |
| 15 | Garden Maintenance, House keeping & campus Cleanliness | Development of Landscape & Garden. Tree Plantation.Maintenance of Garden. Cleanliness of class rooms,staff rooms ,labs,coridoor,toilets etc. Campus cleanliness | Shri B.S. Vaikunthe | Shri S A Dhankute | |
| | General Maintenance & New Proposal For..... | | | | |
| 16 | 1) Building | Coordination with PWD for repair & maintenance , minor construction/altration including plumbing works. | Shri L P Sakharwade | | |
| 17 | 2) Electrification | Proposals of discretionary grants. Maintenance of lights , fans , switchboards , wiring , water supply system within institute premises. | Shri R.S. Dhabarde | Shri P.V. Kamble | |
| 18 | 3) Plumbing & water supply Air cooler & water cooler | Generator, Repair and maintenance of air cooler & water cooler including purification. | Shri S M Bante | | |
| 19 | 4) Website maintance and AICTE website followup | Maitenance of institute website. | Shri A.A. Bajpayee | | |
| 20 | 5) Internet & Telephone Computer hardware Networking | Maintenance of IT infrastructure such as computers , printers, networking & peripherals. Coordination with service provider | Shri V.B. Khobragade | Smt. U.B. Aher | |

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| 21 | 6) DTE, RO and MSBTE website followup | Reguarly go through website inform the Principal/Office | Smt V V Tekam | Shri V.B. Khobragade | |
| 22 | 7) Furniture | Repair of furniture and write off un-repairable furniture. | Shri R.S. Khobragade | Shri U R Zurve | |
| 23 | Students cooperative stores | Management , controlling & Functioning of students cooperative stores as per norms. Planning & providing of student centered facilities / items. | Shri R.S. Khobragade | | |
| 24 | Scheme of Community Polytechnic | As per central govt.norms & guidelines. | Shri D.H. Patil | | |
| 25 | MIS, AICTE approval, AISHE & MHRD related activities | Online & Offline submission of proposals for approval, Publishing mandatory disclosure on institute website, any other activity related to MHRD. | Shri V.B. Khobragade | Shri A.A. Bajpayee | |
| 26 | Project proposals for Funding | Identifying funding Agencies. Coordination of various fund proposal. | Dr. V.G. Kondekar | All Head and Coordinator | |
| 27 | Guidance, counselling, Discipline & Students Mentor Cell | Guidance & counseling of students. Hearing & redressal of grievances, General students discipline, controling and prohibiping of ragging. | Smt Disha Khandare | All class students Mentor CE-1st- Shri A.J. Khobragade CE-2nd- Smt M.V. Bobade CE-3rd- Shri L.P. Sakharwade ME-1st- Smt K.P. Thaware ME-2nd- Shri C.Y. Shende ME-3rd- Shri S.A. Dhankute EE-1st- Shri S.H. Sute EE-2nd- Shri R.S. Dhabarde EE-3rd- Shri K.N. Potode EJ-1st- Shri R.B. Sathe EJ-2nd- Smt P.H. Mohokar EJ-3rd- Shri R.V. Sakhare CM-1st- Shri A.A. Bajpayee CM-2nd- Smt U.B. Aher CM-3rd- Shri V.B. Khobragade | |
| 28 | Girls, womens Development and Grievances Redressal cell | Conducting Meeting & creating Facilities for development. Arranging personality development. workshops Medical check up camps. | Smt. K.M. Gaidhane | Smt V.V. Tekam | |
| 29 | Boys, Mens Development and Grievances Redressal cell | Conducting Meeting & creating Facilities for development. Arranging personality development. workshops Medical check up camps. | Shri D.A. Brahmankar | Shri R.V. Sakhare Shri S.R. Ahirkar | |

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| 30 | Staff development Cell | Identifying training & deputing staff for training programme. Arranging personality development workshops/ one day induction programme for New Teachers. Advanced Technology Training for imparting quality education. | Shri R.V. Sakhare | Smt. M.V. Bobade Shri P.V. Kamble | |
| 31 | Internal Revenue Generation | Planing & Launching various IRG Schemes such as CEP, etc. Updated record keeping Of IRG | Mrs U B Aher | Shri A V Abyankar | |
| | | | | Shri R.V. Sakhare | |
| | | | | Shri N.H. Adkine | |
| | | | | Shri A.A. Bajpayee | |
| 32 | Boys Hostel & Campus Security & Discipline committee and Electrical, General maintance | Hostel & mess management. campus security. controlling & prohibiting ragging. General student discipline, Electrical and General maintance of Boys and Girls Hostel | Shri K N Potode | Shri C.Y. Shende Shri S R Ahirkar | |
| 33 | Girls Hostel & Compus Security & Discipline committee | Hostel & mess management. campus security. controlling & prohibiting ragging. General student discipline. | | Smt. V.V. Tekam Smt P.H. Mohokar | |
| 34 | Accreditation | Correspondence with NBA. Submitting proposal. Submitting proposal for Funds & its Follow-up. Planing & control on impementation. AICTE standards & norms | Dr. U B Aher | Shri L.P. Sakharwade Shri R.S. Khobragade Shri N.H. Adkine Shri R.V. Sakhare Shri A A Bajpayee Shri A.J.Khobragade | |
| 35 | Alumini Association | Registration alumini association. Members Planing & organizing Meeting of aluminis | Shri P P Jamnik | Shri L.P. Sakharwade | |
| 36 | Parent-Teacher Meet | Fix-up the schedule of PTM branch -wise/year - wise coordinate the PTM. Collect the suggetion & formulate for improvement | Shri R.V. Sakhare | All Student Mentor | |
| 37 | School Connect Program | All Activities related to admission | Shri D A Brahmankar | Shri A A Bajpayee | |
| 38 | Admission | All activities related to admission | Shri G.R. Dewalkar | | |
| 39 | MHT-CET | | Shri V.B. Khobragade | | |
| 40 | Facility center (All) | | Shri G.R. Dewalkar | Shri A.J. Khobragade | |
| 41 | Institute level admission & ARC for First & 2nd year Diploma | | Shri G.R. Dewalkar | Shri R B Sathye | |

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| 42 | ARC: other admission | | Shri D.A. Brahmankar | Smt. V.V. Tekam | |
| 43 | R.T.I. Act 2005 | All duties and responsibility of information officer as per the R.T.I. Act 2005 | Smt V.V. Tekam Information Officer | | |
| 44 | Conference Organizing Committee | To organize National and International Conference | Smt. V.G. Kondekar | Shri V.A. Wararkar Shri S M Bante Shri A.A. Bajpayee Smt U.B. Aher Shri R.B. Sathe | |
| 45 | Rural Development Cell | As per the MoU sign between adopted village and guidelines given in Unnat Maharashtra and Unnat Bharat Abhiyan. | Shri K L Bawankule | Smt Disha Khandare Smt U.B. Aher Shri R.B. Sathe Shri S.H. Sute Shri D J Ghode Shri A.J. Khobragade | |
| 46 | National Social Services | Work as per central govt.norms & guidelines. | Smt Disha Khandare | | |
| 47 | Guest Hospitality | To attend and make necessary arrangement for their welcome in the institute | Smt U.B. Aher | | |
| 48 | Zero Dropout | As per guidelines of RO, DTE | Shri S P Lambhade | All HoD/Coordinator | |
| 49 | Tree Plantation | As per guidelines of Govt. of Maharashtra | Shri S A Dhankute | Smt M V Bobde Shri K.N. Potode Shri N.H. Adkine Shri A.J. Khobragade Shri P.V. Kamble Smt. P P Dorlikar Shri R.B. Sathe | |
| 50 | Collection and Distribution | Work as per guidelines of MSBTE. | Shri R.B. Sathe | | |
| 51 | Examination | Work as per guidelines of MSBTE. | | | |
| | Institute Examination | | Smt. Disha Khandare | | |
| | Institute Examination | | Shri A A Bajpayee | | |
| | Other Institute Examination | | Controller of Examination | | |
| | Other Institute Examination | | Controller of Examination | | |
| | Other Institute Examination | | Controller of Examination | | |
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| 52 | Practical/Baseline Online Exam | Work as per guidelines of MSBTE. | Smt. U.B. Aher | |
| 53 | RAC Incharge | Work as per guidelines of MSBTE. | Shri D.A. Brahmankar | |
| 54 | Result Analysis | Result of All Branches | Shri P.V. Kamble | |
| 55 | Scholarship Scheme | liaison with office Social Welfare and District Collector | Shri D.H. Patil | |
| 56 | Developmental Work | Work related to institutional development | Shri. K L Bawankule | Shri L.P. Sakharwade |
| 57 | Institute Innovation and Incubation Cell | Establish Innovation and Incubation Cell | Smt. U.B. Aher | Shri A.A. Bajpayee |
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| | | | | Shri D J Ghode |
| | | | | Shri R.S. Dhabarde |
| | | | | Shri A.B. Lomte |



Dr. C S THORAT
Principal
Govt. Polytechnic sakoli