GOVERNMENT POLYTECHNIC SAKOLI
Department of Electronics & Telecommunication
Department Portfolios for Academic Year 2022-2023

No. : GPS/ETX/Dept-portfolio/2022-23/ 234   Date :- 22/09/2022

Sr. No.	Activity/ Responsibility	Controlling Officer	Incharge	Brief information about activities to be carried out
1	Academic Co-ordination	A. A. Ali	V.V. Tekam R. B. Sathe	Preparation of Academic Calender
				Result Analysis, finding CO/PO attainments
				Maintenance of Academic Record
				Internal/External Monitoring
2	Student Admission/ Registration	A. A. Ali	R. B. Sathe	Enrollment, Exemption, Exam Form
				Maintaining Contact details of students
3	Time Table	A. A. Ali	P. H. Mohokar P. P. Kotangale	Load Distribution
				Preparation of Departmental Time table
				Assist Institute Time table Incharge
				Attendance record & Monthly Bill Cheking work of Visiting lecturer
4	Practical Examination	A. A. Ali	D. A. Bramhankar P. P. Kotangle	Practical Examination Schedule
				Maintenance of Practical Exam Stationary
				Internal/External Appointment
				Maintaining of Mark-sheet inventory & formats
				Maintaining Record of Test Mark register
				liason with RBTE/Student section
5	Student Detention	A. A. Ali	D. A. Bramhankar P. P. Kotangle	Review of Curriculum Coverage & Progressive Attendance Monitoring
				Less Attendance Intimation Letter
				Detention Record
				Zero Drop out - Remedial Classes
6	Student Feedback	A. A. Ali	R. B. Sathe	Online collection of student feedback Analysis for improvement
7	Industry Institute Interaction	A. A. Ali	R.V. Sakhare	organising Industrial Visits of students and staff
				Training & Placement Activities
				CSR Activity
				MOUs
8	Project & Seminar Co-ordination	A. A. Ali	R. V. Sakhare P. P. Kotangale	Finalisation of Projects
				Allocation of Project Guides
				Conduction of Seminar
				Organizing - Project , Seminar, Paper presentation Competition
9	Class Teacher	A. A. Ali	R. B. Sathe	Final Year
			P. P. Kotangale	Second Year
			P. H. Mohokar	First Year
10	Laboratory Incharge	A. A. Ali	R.B. Sathe	PLC & Mechatronics Lab
			P. H. Mohokar	Basic Electronics & workshop
			A. A. Ali	Analog Electronics & LIC Lab
			V. V. Tekam	Digital & Microcontroller Lab
			R.V. Sakhare	Communication Lab.
			D. A. Brahmankar	Instrumentation & Power Lab
			P.P. Kotangale	Computer center
11	Department Store/Procurement	A. A. Ali	D. A. Bramhankar V.V.Tekam	Procurement of Equipments and Consumables
				Maintenance of Equipments
12	Implant Training	A. A. Ali	R. V. Sakhare P. H. Mohokar	Identifying Industries
				Allocation of Students and Mentor for Implant training
				Maintaining Recoed of Implant training
13	NBA Co-ordination	A. A. Ali	V. V. Tekam	Upkeep the Records as per SAR
14	Progressive Test Co-ordination	A. A. Ali	P. H. Mohokar P. P. Kotangale	Scheduling of Progressive Test
				Maintaining Progresive Test Record

Sr. No.	Activity/ Responsibility	Controlling Officer	Incharge	Brief information about activities to be carried out
15	Library Incharge		P. P. Kotangale	Co-ordination with Institute Library for New book purchase
				Department Library
				Technical Magazine Subscription
16	Student Couselling/ Grievances		Boys - R. B. Sathe	Counselling Students regarding Program, Courses and Industry n Employment
			Girls - V. V. Tekam	
17	Parent-Teacher Meet	A. A. ALI	D.A. Brahmankar R. B. Sathe	sending letters to parents, Conduction of PTM
18	Alumni Co-ordination	A. A. ALI	V.V. Tekam	Alumni Registration
				Conduction of Alumni Meet
				Indentify Industry background Aluminates for Expert Lecture Conduction and Interaction
19	Student Association / Chapter (IETE)	A. A. ALI	D. A. Bramhankar P. P. Kotangale	Registration of Students, collecting fees, maintaining records,
				selection of students for core commitee. Installation of Chapter. Conduction of Seminar, Workshop, Quiz Competition
20	Departmental News Letter/Magazine and Presentation	A. A. ALI	P. H. Mohokar R. B. Sathe	Collection of Information for News Letter /Magazine
				Publication of Newsletter/Magazine
				Prepear dept. Presentation
21	House Keepimg		P. P. Kotangale	Cleanliness of Classroom, Laboratory etc
				Renovation of Laboratories
22	I.R.G./Testing/ Consultancy	A. A. ALI	D. A. Brahmankar R.B. Sathe	Indetifying the area for Tesing and Consultancy
				Conduction of Tesing and Consultancy Services
23	Expert Lecture / Webinar	A. A. ALI	R. V. Sakhare	Organize Expert Lectures for Personality Development, Recent trends in Electronics and Entrepreneurships
25	Induction/Refreshers Program Co-ordination	A. A. ALI	R. B. Sathe	Identifying the Experts
				Preparation of Schedule for Sessions
				Conduction of Program
				Maitaining the Records
26	AICTE/DTE/MSBTE co-ordinator	A. A. ALI	R. B. Sathe	Filling information for AICTE
				Filling information for DTE
				Filling information for MSBTE
27	Mentoring for Project/Quiz/STTP compitition	A. A. ALI	R. V. Sakhare P. P. Kotangale	Oragnising AICTE/MSBTE/Institute project/Quiz/STTP compitition at state level
28	Department Information	A. A. ALI	P. H. Mohokar	Collecting all data and Photos related to dept. Activities. Publishing News in papers
29	CSR- Corporate Social Resposibiltis	A. A. ALI	V. V. Tekam	Enviornment, Ethical, Philenthronic & Economic responsibilty related activities
30	Initiatives	A. A. ALI	V. V. Tekam	Proposals for Department development - MODROB, DCA , State Govt., MSBTE etc.
			R. B. Sathe	MOOC / NPTEL / Spoken Tutorials Registration and Execution
			D. A. Bramhankar/ P. H. Mohokar	Department Sports (Boys and Girls) Activities
			R. V. Sakhare	Social Activities outside Campus
			P. P. Kotangale	Effective use of resources for department development
			All staff	Any other with permission of HOD/ Principal

Date :- 22/09/2022

Head of Department
Electronics & Telecommunication