



GOVERNMENT POLYTECHNIC, MURTIZAPUR

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OFFICE ORDER

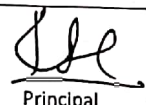
NO: GPMZR/PORTFOLIO/2021/ 2202

Date:- 29/10/2021

Following portfolios are allotted to the faculties mentioned against their name. These portfolios are allotted to concerned for smooth conduct of various activities during academic year 2021-2022. Therefore, all concerned faculties are hereby requested to prepare action plan for further progress of the concerned portfolios & do the needful. They are further requested to develop their cell and inform undersigned immediately.

S.N.	Name of the Activity	Nature of Responsibility	Name & Designation of officer
A) Academics			
1	First year Admission 2021-22	Coordinator	A.G.Guru, Lect.in Applied Science
		Co- Coordinator/s	S.R.Pachpor, Lect. In Physics.
2	Direct Admission to Second year Diploma course 2021-22 & Direct Admission to Second year Diploma course & Higher Class Admissions 2021-22	Coordinator	P.D.Patil, Lect. Mech. Engg
		Co- Coordinator/s	V.S.Parskar, Lect. Mech. Engg
3	Time Table 2021-22	Coordinator	S.R.Pachpor, Lect. Physics G.H.Huge, Lect. Maths
4	Sessional Test	Coordinator	HOD concerned Department
5	Examination – Winter 2021	Officer In charge	By HOD COMP
	Examination – Summer 2021	Officer In charge	By HOD COMP
6	MSBTE Practical Exam	Coordinator	S.A.Kale, Lect. Information Tech. G.J.Solanke, Lect. I.T.
7	Gymkhana	Vice President	S.V.Deshamukh, Lect. Mech. Engg
		Secretary	R.S.Sonone, Lect. Mech. Engg
8	Library Committee	Coordinator	J.S.Ratale, Lect.in Electronics.
9	AKTE /Mandatory Disclosure/AICTE approval MHRD related activities	Coordinator	N.V.Wankhade,, Lect. I.T. /
10		Co- Coordinator	smt.S.V.Bahade , Lect.in Comp
11	Student Chapter ISTE /IE	Coordinator	V.G. Ingole, Lect.in IT
12		Co- Coordinator	Dept. Faculty
13	IEDSSA Sports	Coordinator	Y.V.Lahane , Lact. Eng.
14	Technical Events Coordination	Coordinator	P.D.Patil Lect.ME./A.P.Ingole Lect.ME./M.L.Shukla Lect.EE./N.V.Wankhade Lect.IT./A.D.Thee Lect.COM.
15	Magazine Publication	Coordinator	S. V. Deshmukh , Lect. Mech. Engg
16	C) Administration		
17	Academic Coordinator	Coordinator	V. N. Bobde, Lect. Elect. Engg
18	Student Cooperative Store	Vice President	P.D.Patil, Lect. Mech.Engg.
19	Students Coop. Stores	Secretary	N.S. More, Lect. Elect. Engg
20	Students Coop. Stores	Treasurer	G.H.Huge , Lect. Maths.
21	Boys Hostel	Rector/Asstt.Rector	A.R.Dawand Lect.ME./G.J.Solanke Lect.IT.
22	Girls Hostel	Rector	Smt.M.R.lolure Lect.IT, S.G.. Kene ,lect. Phy.S.V.Bhale Lect.in Comp
23	Institute Accreditation (NBA)	Coordinator	V.N.Bobde, Lect. Elect.Engg.
24	Alumni Association	Coordinator	A.P.Ingole, Lect. Mech.Engg.
25	In charge Science & Humanities	Prof. In charge	A. G. Guru, Lect. Applied. Mech.
26	Security Officer		A.S.Kulkarni, Lect.in Comp. H.P.Gathode, Lect. In Comp.

27	Purchase Committee		All Heads , Stores officer & Registrar
28	Virtual Learning Center	Coordinator	H. P. Gathode, Lect. Comp. engg
29	Visiting Lecturer Appointment	Coordinator	Academic Coordinator & HOD
30	Students Counseling & Guidance Cell		D.S.Dhobale, Head of Mech. All Heads & Registrar
31	Publicity	Co- Coordinator	A.P. Chavan , Lect. Mech. Engg
32	Girls & Women Development Cell / Girls Welfare Committee	Coordinator	Smt. M.R.Lolure, Lect. Elect. Engg.
		Co- Coordinator	Smt. S.G.. Kene ,lect. Phy.
33	Electric Maintenance	Coordinator	N.S. More, Lect. Elect. Engg and G.R.Zate, Lect. Elect.
34	Building Maintenance / Misc. Construction	Coordinator	A.G. Guru, Lect. Applied Mech.
		Coordinator	V. N. Bobde, Lect. Elect. Engg.
35	House keeping	Coordinator	A. Ghurde, Lect.in Mech. M.S. Shukla, Lect. EE
36	Water Supply/ Campus Development/ Garden Maintenance	Coordinator	A.G. Guru, Lect. Applied Science,
		Co- Coordinator	G. H. Huge, Lect. Maths
37	Computer Hardware / Email /Internet / Networking &Website maintenance	Coordinator	H.P.Gathode, Lect. In Comp.
		Co- Coordinator	A.S.Kulkarni, Lect.in Comp.
38	Internal Water Supply	Co-coordinator	V.B.Kale, Lect. In IT. Engg. G.J..Solanke , Lect. In IT. Engg G.D. Gosavi, Lab.Asst.
39	Entrepreneurship Development Cell	Coordinator	S.V.Deshmukh, Lect. Mech.Engg.
40	Internal Revenue Generation	Coordinator	A.G. Guru, Lect. Applied Mech. P.D. Patil, Lect. Mech.Engg.
41	Unnat Bharat Abhiyan	Coordinator	Smt.S.R.Patil , Lect. In Com Engg
42	NSDC	Coordinator	P.D. Patil ,Lect. Mech. Engg
43	Biometric / CCTV Maintenance	Coordinator	V. G. Ingole , Lect. Information
44	Minority Cell	Coordinator	Smt.S.A.Raja , Lect.Eng In
45	Students Grivence & Redressal	Coordinat	All Heads & Registrar
46	AISHE	Coordinator	N.V.Wankhade , Lect.in IT.
47	MAHA DBT	Coordinator	A.D.Theete, Lect. In Com. A.D. Nagapure, Senior Clerk K.L.Gandhre, Jr. Clerk
48	Panjabrao DShmukh Nirvah Bhatta Yojna	Coordinator	V.S.Parskar, Lect. Mech. Engg K.L.Gandhre, Jr. Clerk
49	Vaccineation	Coordinator	A.R.Dawand, Lect. Mech.
		Akola	
		Coordinator	S.A.Kale, Lect.in IT.
		Institute	


Principal

Govt. Polytechnic, Murtijapur

Copy for information and necessary action to :-

(1) Head of Departments CO/EE/IF/ME

(2) In charge - SCI/APM (3) Workshop Superinten, (4) Training & Placement Officer, (5) Concerned Faculties through concerned Heads of Departments (6) Registrar