



# Government Polytechnic, Bramhapuri

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## Office Order

No.GPBR/Conf. Sec./Portfolio Distribution/2018-19/308

Date: 08<sup>th</sup> August, 2018

The following port-folio's are allotted as shown against their name, for smooth conduct of various activities in the institute during the academic year 2018-19. All the concerned in charge teachers are requested to prepare action plan for further progress of the concerned port-folios.

### Port-folio distribution for 2018-19

Sr.No	Port-folio	Name of Officer
1.	Vice Principal	Dr. A. W. Pawde
2.	Academic co-ordinator (AICTE Approval, DTE Approval, MIS Web-site, Academic Monitoring etc.)	Dr. D. K. Parbat Prof. Smt. A. A. Raipure Dr. A.M. Dabhade
3.	<b>Gymkhana</b> ➤ Vice president ➤ Secretary Gymkhana ➤ Gymkhana Sports in-charge (IEDSSA)	Prof. R. M. Rachalwar Prof. K. K. Pardeshi Prof. N.S. Pote Prof. P. B. Chouke
4.	Ladies Hostel Rector	Prof. Smt. A. A. Pendam
5.	Training and Placement Cell (Officer Incharge) Member Civil Member Mech. Member Elect. Member Comp/IT	Prof. S. G. Gajbhiye Prof. N. A. Bhange Prof. P.M. Khanorkar Prof. S.W. Chopde Prof. Ku. M.U. Moon
6.	Library Officer Incharge	Dr. D. K. Parbat
7.	Alumni Association	Prof. V. R. Thorat Prof. Smt. S. I. Bansod Prof. Smt. A. A. Raipure
8.	New Construction, Building Maintenance & proposal for minor works & water supply	Head Civil Dept. & all Civil Dept. Staff
9.	Electrical works & electrical maintenance works of laboratories, campus, campus buildings etc.	Prof. J.D. Borkar, Prof. S. W. Chopde, Shri. A. R. Gadappa, Shri. U.P. Rotkar
10.	Campus Internet facility and computer maintenance cell	Prof. Smt. S. I. Bansod
11.	Mechanical equipment/pumps maintenance cell	Head Mech. Dept. & all staff
12.	Electronic Equipment maintenance cell (UPS/Inverter)	Head Electronics Dept. & all staff
13.	Anti-Ragging Committee	All HOD
14.	1 <sup>st</sup> Year Admission	Science & Humanities Dept., Prof. N.V. Dorlikar (Co ord.)
15.	Direct 2 <sup>nd</sup> Year & Higher Admission	Prof. J. D. Borkar
16.	Scheme of Community development through Polytechnic	Prof. D. M. Gadhawe
17.	Right To Information Officer (RTI)	Dr. A. W. Pawde, Prof. D.M. Gadhawe, Prof. V.T. Atole Smt. N.R. Gaur
18.	Campus Security	Prof. S.N. Bengal Prof. G. B. Ghodmare
19.	RAC	Prof. R. M. Rachalwar
20.	Theory Examination Collection & Distribution	Prof. G. B. Ghodmare
21.	Theory Examination	Prof. S. R. Kaduskar (2 <sup>nd</sup> Shift) Prof. J. P. Kelwade (1 <sup>st</sup> Shift)
22.	Practical Examination Co ordinators	Prof. Smt. S.S. Pampattiwar Prof. Smt. A. A. Pendam
23.	Time Table Incharge	Dr. T. B. Lavate Prof. S.M.Bante
24.	Officer Incharge: Institute Hygiene, Cleanliness & House Keeping	Prof. A. W. Wankhade
25.	Supervision of Cleanliness of Classrooms/Toilet Blocks/Common Area/ Campus	All HOD & Smt. N.R. Gour & All Staff

26.	Store Officer & Write off		Prof. A. Z. Hakim
27.	Canteen		Prof. S. G. Gajbhiye
28.	Students Co operative store	Secretary » Treasurer »	Prof. S. G. Gajbhiye Prof. S.N. Bagmare
29.	Campus Development/Garden		Prof. Smt. H. B. Akotkar, All Civil Engg Dept.
30.	Institute Level Minor Maintenance works for buildings, campus, furniture		Prof. A. W. Wankhade & all Workshop staff
31.	Ladies Grievance Cell		Prof. Smt. S. I. Bansod
32.	Women wing		Prof. Smt. S. I. Bansod, Prof. Smt. P.V. Toraskar Prof. Smt. P.V. Lengare, Prof. Smt. P.P. Rodge Prof. Smt. S.S. Pampattiwar Prof. Ku. R. H. Pawar
33.	Sports College	Boys » Girls »	Prof. P.W. Jiwode Prof. P.D. Jagtap Prof. Smt. P. V. Lengare Prof. Ku. M. U. Moon
34.	Magazine		Prof. B. R. Ambade Dr. T. B. Lavate
35.	NBA Coordinator		Prof. Ku. M.U. Moon
36.	MS-CIT Exam.		Prof. S. G. Gajbhiye
37.	Staff Development Cell/Placement Cell		Prof. T.K. Ghormode, Prof. K. S. Thekedar
38.	Students Chapter ISTE		Dr. K. U. Koche ✓
39.	Student's External Technical Competition Co ordinator		Prof. K. K. Pardeshi, Shri. N. A. Sayyad
40.	Meeting Co ordinator		Prof. P. D. Jagtap, Prof. Ram Sharma
41.	Electronic Communication Cell		All Head of Departments Prof. N.A. Bhange, Prof. Smt. S.S. Pampattiwar Prof. Ku. M.U. Moon, Prof. A.D. Ghorpade Prof. S. S. Mane Prof. S. R. Jaiswal, Smt. N.R. Gaur
42.	Student Grievance Cell		Prof. Smt. P. V. Toraskar
43.	CEP/ PMKVY		Dr. D.K. Parbat
44.	CSR		Prof. Smt. H.B. Akotkar
45.	NSS		Prof. J.J. Sahare
46.	Online Exam		Prof. Smt. A. A. Raipure, Prof. Smt. S. I. Bansod Dr. K.U. Koche ✓ Prof. S.S. Mane
47.	Digital Publicity/ Website Development		Dr. K. U. Koche ✓ Prof. N. S. Pote Prof. Smt. P. V. Toraskar

*(Dr. M. B. Daigavane)*  
28/8/2018

**Principal**

Govt. Polytechnic, Bramhapuri

- Copy to – 1. All First & Second Shift Head's of Dept. & I/c Head's  
2. Concerned Officer & Employee for information and necessary action