



GOVERNMENT POLYTECHNIC, GADCHIROLI

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No.GPG/Steno/Portfolios/2022/

Date:

Office Order :

This is to inform all that for a smooth and effective implementation of various institutional activities for the academic year 2022-23, 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 |
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| 01. | Academic Co-ordination | Shri. A. S. Ramteke | 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.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. |
| | | *Departmental Academic Co-ordinator (s) to be nominated by HOD | | |

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| 02. | Time Table, Sessional Test & Detention of students | Shri. I. S. Sangole | 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 | President | <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 | |
| | | Shri. K. P. Yenurkar | Member | |
| | | Shri. H.T. Manza | Member | |
| | | Shri. H. M. Rajput | Member | |
| | | Shri. A. R. Gaddapa | Manager | |
| | | Shri. M. B. Durgam | Attendant | |
| 04. | Magazine Publication & Campus Photographs with | Dr. Varsha Chadrashekhhar | Editor-in- Chief | <ul style="list-style-type: none"> ▪ Wall magazine : promotion & record keeping ▪ Preparation & release of annual Magazine/C- |

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| | information | Shri. C.B. Nikhare | Member | Magazine publication/arranging funds for magazine. |
| 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 Information | | Shri. H. L. Wahane | Information officer | <ul style="list-style-type: none"> ▪ All activities related to right to information |
| | | Shri. J. L. Mathurkar | Asst. Information officer | |
| 07. Equipment Purchase, Write off, Centralized Furniture & Stock Verification. | | Shri I. S. Sangole | Coordinator | <ul style="list-style-type: none"> ▪ All activities related to planning, purchase of equipment & consumables items. ▪ 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. |
| | | Shri. R. U. Jawnjaj | Member Secretary | |
| | | Shri. J. L. Mathurkar | Member | |
| | | All HOD | Member | |
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| 09. 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. |
| 10. Library Development Committee, NPTEL, Online Training & Courses | | Ku. K. P. Kasyap | President | <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. |
| | | Ku. S. K. Zodape | Member Secretary | |
| | | Ku. S. P. Maykalwar | Member | |
| | | Shri. U. P. Rotkar | Member | |

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| 11. | Alumni Association | Shri. V. A. Dahikar | Coordinator | <ul style="list-style-type: none"> ▪ Alumni registration. ▪ Planning & organizing meet of alumni & various activities. ▪ Generating funds through alumni activities. ▪ Feedback from alumni. |
| | | Shri. M. V. Lande | Member | |
| | | Ku. S. P. Maykalwar | Member | |
| 12. | Security & Manpower Committee | Shri. S.S. Bambole | Chairman | <ul style="list-style-type: none"> ▪ All activities related to security in campus. |
| | | Shri. I. S. Sangole | Member | |
| | | Smt. K. P. Kashyap | Member | |
| | | Shri. H. T. Manza | Member | |
| | | Shri. J. L. Mathurkar | Member Secretary | |
| | | Shri. G. P. Patale | Member | |
| 13. | House keeping & Cleanliness Committee | Shri. J. L. Mathurkar | Coordinator | <ul style="list-style-type: none"> ▪ Maintaining cleanliness in class rooms, staff rooms, labs, w/s, office, corridors, toilet etc. |
| | | Shri. G. P. Patale | Member Secretary | |
| | | Shri. S. D. Madkwade | Member | |
| | | Shri. D. N. Karmarkar | Member | |
| | | Departmental Member (s) to be nominated by HOD | | |
| 14. | Adornment of the campus | Shri S.S. Bambole | Coordinator | <ul style="list-style-type: none"> ▪ Development & maintenance of landscape. ▪ Garden beautification in campus. |
| 15. | Maintenance | | | |
| | 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 S.S. Bambole | Coordinator | <ul style="list-style-type: none"> ▪ Institute representative to PWD & other related agency. ▪ Maintenance proposals of discretionary grants. |

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| | | | <ul style="list-style-type: none"> ▪ Providing general maintenance, ▪ New proposal plans to govt. ▪ Maintenance activity of all departments. |
| Water supply plumbing & filtration Unit (day to day) and Civil maintenance | Shri N. U. Sulbhewar, | 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. V. A. Dahikar | Member | |
| | Shri. K. S. Neralwar | Member | |
| | Shri. D. T. Bambal | Member | |
| | Shri. K. C. Gedam | Member | |
| Computer Hardware , Internet networking, Video Conference, CCTV Cameras, | Shri. A. Z. Hakim | 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. |
| | Shri. M.V. Lande | Co-ordinator | |
| | Shri. A.S. Gaikwad | Member Secretary | |
| Telephone section | Shri. M. B. Ramteke | Coordinator | <ul style="list-style-type: none"> ▪ BSNL telephone series it is functioning properly. ▪ Wi-Fi, Jio net services functioning. |
| | Shri. T. R. Puram | Member | |
| 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. H. T. Manza | Member | |
| Electrical Maintenance of academic building, Workshop, Water Filter, Hostels, Campus streets lights Quarters, Transformer | Smt. A.A. Bokare | 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. A. P. Dasarwar | Co-cordinator | |
| | Shri. A. R. Gaddappa | Member | |
| | Shri. U.P. Rotkar | Member | |
| Institute Website. | Shri. M. V. Lande | Controlling & reporting Officer | <ul style="list-style-type: none"> ▪ Development of institute website. ▪ Keep institute website updated time to time. ▪ Update data regarding institute |
| | Shri. A.S. Gaikwad | Coordinator | |

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| 16. | Community Polytechnic | Shri. I. S. Sangole | Coordinator | <ul style="list-style-type: none"> ▪ All activity related to CDTP as per govt. norms & guidelines. |
| | | Shri. D. N. Karmarkar | Member | |
| 17. | 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 | |
| 18. | Anti-Ragging & Students Discipline Committee | Dr. A. B. Borade | President | <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. A.S. Ramteke | Coordinator | |
| | | Ku. S. P. Mykalwar | Member | |
| | | Shri. S. B. Ranguwar | Member | |
| | | Shri. H. T. Manza | Member | |
| | | Ajay N. Tumawar | NGO Representative | |
| | | Shri. Fahim Khan | Representative of local media | |
| | | Shri. A. Z. Hakim | Representative of Parents, | |
| | | Ganesh Dhodare, -EE 1I | Students belonging to the fresher's. | |
| | | Krutika Ale, -CO1I | | |
| | | Niraj Niranjane | Student representative | |
| Shri. P. B. Khobragade | Non-Teaching staff. | | | |
| 19. | Students Grievances, Guidance, Counseling & student academic council. | Dr. A. B. Borade | President | <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 redress 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. A. Z. Hakim | Coordinator | |
| | | Shri. J. L. Mathurkar | Member | |
| | | Niraj Niranjane | Student representative | |

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| 20 | Staff Grievances Committee | Dr. A. B. Borade | President | <ul style="list-style-type: none"> ▪ To issue policy on grievance & develop a mechanism of handling employee grievances ▪ 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 |
| | | Shri. H. L. Wahane | Member Secretary | |
| | | All Head of Departments | Members | |
| | | Shri. J. L. Mathurkar | Member | |
| 21. | 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. Yenurkar. | Member | |
| | | Smt. A. A. Bokare | Member | |
| | | Ku. P. G. Naik | Member | |
| | | Smt. S. K. Mendhe | Member | |
| | | Smt. S.S. Meshram | Member | |
| | | Ku. Madhavi Akhade | NGO Representative | |
| 22. | Women Empowerment & Grievance cell | Ku. S.P. Maykalwar | President | <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. B. Khobragade | Member | |
| | | Smt. S. K. Zodape | Member | |
| | | Smt. S. P. Shende | Member | |
| | | Ku. Madhavi Akhade | NGO Representative | |
| | | Shri. V. A. Dahikar | Member | |
| | | Shri. K. S. Peshatiwar | Member | |
| | | Shri C. B. Nikhare | Coordinator | <ul style="list-style-type: none"> ▪ Planning & co-ordination for various proposal |

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| 23. | Project Proposals | Shri. M. V. Lande | Member | submission. |
| 24. | NBA | Shri. A. R. Umale | 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. K. S. Neralwar | Member | |
| | | Shri. R. G. Waghmare | Member | |
| | | All HOD | Member | |
| 25. | MODROB | Shri. H. M. Rajput | Coordinator | <ul style="list-style-type: none"> • All activities related to MODROB as per Norms. |
| | | Shri. A. S. Gaikwad | Co-coordinator | |
| 26. | 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 | Rector | |
| 27. | Student Co-operative store | Shri C.B. Nikhare | Secretary | <ul style="list-style-type: none"> ▪ Management, of Students co-operative store |
| | | Shri. Shalik Walade | Member Secretary | |
| 28. | Staff club | Smt. K. P. Kashyp | 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 | |
| 29. | 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 | | |

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| 30. | MSBTE Exam. | | | |
| | Winter-2022 | Shri. V. R. Thorat | Officer I/C | <ul style="list-style-type: none"> ▪ All activities related to examination as per MSBTE Schedule time table. |
| | | Smt. A. A. Bokare | Officer I/C | |
| | Summer-2023 | Shri. H. L. Wahane | Officer I/C | |
| | | Ku. K. P. Kashyap | Officer I/C | |
| Online exams. | Shri. A. S. Gaikwad | Coordinator | <ul style="list-style-type: none"> ▪ Conduction of online exam. as per MSBTE Schedule time table. | |
| 31. Govt. departmental exams / Online & other exam. | Shri. M. V. Lande | Coordinator | <ul style="list-style-type: none"> ▪ All activity related to departmental Exam. as per govt. norms & guidelines. | |
| | Shri. H. T. Manza | Co-cordinator | | |
| 32. MHT-CET Exam. | Shri. A. Z. Hakim | DLO | <ul style="list-style-type: none"> ▪ All works related to MHT-CET. | |
| | Shri. M. V. Lande | ADLO | | |
| RAC | | | | |
| 33. | Winter-2022 | Shri. A. R. Umale | Officer I/C | <ul style="list-style-type: none"> ▪ All activities related to RAC. |
| | Summer-2023 | Shri. N. U. Sulbhewar | Officer I/C | |
| 34 | Distribution Centre | | | |
| | Winter-2022 | Shri H. T. Manza | Officer I/C | <ul style="list-style-type: none"> ▪ All activities related to distribution center. |
| | Summer-2023 | Shri. V. A. Dahikar | Officer I/C | <ul style="list-style-type: none"> ▪ All activities related to distribution center. |
| 35. Training & Placement cell | Shri S.B.Ranguwar, | T & P Officer | <ul style="list-style-type: none"> ▪ 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. A. P. Dasarwar | | | |
| | Shri. A. S. Gaikwad | | | |
| | Shri. K. S. Gedam | | | |

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| 36. | Internal Revenue Generation | Shri S.S. Bambole | Coordinator | <ul style="list-style-type: none"> All activities related to IRG. |
| | | Departmental coordinators to be Nominated by HOD | | |
| 37. | Admission-22-23 | | | |
| | Overall Admission Process Coordinator:- Shri. S. S. Bambole | School Connect -Coordinator & Overall Admission Process Co-coordinator. | Shri. A. Z. Hakim | <ul style="list-style-type: none"> All activities related to School Connect & over all institute admission process Co-Coordinator. |
| | | Counseling Cell- Coordinator | Dr. V. P. Chandrashekhar | <ul style="list-style-type: none"> All activities related to counselling cell for admission. |
| | | First year-2021- Coordinator | Shri. V. K. Rathod | <ul style="list-style-type: none"> All activities related to institute admission. |
| | | Direct Second year-Coordinator | Shri. A. P. Dasarwar | <ul style="list-style-type: none"> All activities related to institute admission. |
| | | Facilitation Centre-Coordinator | Shri. P. S. Chalkh | <ul style="list-style-type: none"> All activities related to Facilitation Centre. |
| Over all institute admission process coordinator will be responsible for planning executing & monitoring all admission related activities & portfolio | | | | |
| 38. | Tree plantation | Mrs. M. B. Ramteke | Coordinator | <ul style="list-style-type: none"> Tree plantation Display of schedule of program. Arranging all activities related with tree plantation & maintains record. |
| 39. | Clean & Green Campus Committee | Shri. V. R. Thorat | Coordinator | <ul style="list-style-type: none"> Cleanliness of campus. Maintaining clean environment in the campus. |
| | | Shri. V. K. Rathod | Member | |
| | | Shri. A. R. Gaddapa | Member | |
| | | Shri. S. D. Madkwade | Member | |
| 40. | Digital India | Shri. Hemanshu Rajput. | Coordinator | <ul style="list-style-type: none"> All activities related to digital India. |

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| 41. | Internal Academic Monitoring Committee | Dr. A. B. Borade | President | <ul style="list-style-type: none"> ▪ Visiting & guiding every dept. for academic monitoring. |
| | | Shri. A. S. Ramteke | Member Secretary | |
| | | Shri. H. L. Wahane | Member | |
| | | Shri. A. Z. Hakim | Member | |
| | | Smt. A. A. Bokare | Member | |
| | | Shri. M. B. Ramteke | Member | |
| 42. | 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. M. B. Ramteke | Coordinator | |
| 43 | Micro Project | HOD of Concerned Departmental | Coordinator | <ul style="list-style-type: none"> ▪ Maintaining records of micro project of every student each year. |
| 44. | Scholarship/ Freeship/ & related work. Committee (EBC) | Shri. J. L. Mathurkar | Coordinator | <ul style="list-style-type: none"> ▪ All Activities related to scholarship. |
| | | Smt. S. K. Mendhe | Member Secretary | |
| | | Miss. P. B. Khobragade | Member | |
| 45. | Senior Citizen | Shri. H. L. Wahane | Coordinator | <ul style="list-style-type: none"> ▪ Forming Retired staff club and carryout related activity. |
| 46. | Swayam | Shri. S. P. Mayakalwar | Coordinator | <ul style="list-style-type: none"> ▪ All activities related to Swayam. |
| 47. | Student Chapter | Shri. V. D. Gajabhe | Coordinator | <ul style="list-style-type: none"> ▪ Conducting EDP and personality development course. |
| | | Shri. A. P. Dasarwar | Member. | |
| | Centralized office | Shri. J. L. Mathurkar | Coordinator | <ul style="list-style-type: none"> ▪ Maintaining detail records with office related |

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| 48. | administration Committee | Shri. G. P. Patale | Member | administration. |
| 49. | Citizen Charter | Shri. J. L. Mathurkar | Coordinator | <ul style="list-style-type: none"> All activities related to citizen charter. |
| 50. | Student Mentoring | Shri. P. S. Chalach | Coordinator | <ul style="list-style-type: none"> All activities related to students mentoring. |
| | | *Departmental Student Mentoring Co-ordinator (s) to be nominated by HOD | | |
| 51. | Review Meeting Preparation & Presentation | Shri. Hemanshu Rajput | Coordinator | <ul style="list-style-type: none"> All work related to review meeting preparation & presentation. |
| | | Shri. A. P. Dasarwar | Member | |
| | | Shri. J. L. Mathurkar | Member | |
| | | Shri. T. R. Puram | Member | |
| | | *Departmental Co-ordinator (s) to be nominated by HOD | | |
| 52 | 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 AICTE Assist 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. H. L. Wahane | Member | |
| | | Shri. K. S. Gedam | Member | |
| | | Dr. V. P. Chandrashekhar | Member | |
| | | Shri. T. R. Puram | Member | |
| 53 | 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. |
| | | Shri. M. B. Ramteke | Member | |
| | | Ku. K. P. Kashyap | Member | |
| | | Ku. S. P. Maykalwar | Member | |
| | | Shri. A. S. Gaikwad | Member | |

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| | | | | <ul style="list-style-type: none"> 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. |
| 54 | 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. A. Z. Hakim, Parent | Member | |
| | | Shri. A. P. Dasarwar | Member Secretary | |
| | | Smt. A. A. Bokare | Member | |
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| 55 | Innovation & Incubation Cell | Ku. Sonal Maykalwar | 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 |

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| | | | | <p>innovation in students.</p> <ul style="list-style-type: none"> ▪ 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. |
| 56 | Staff Training | Shri. K. S. Neralwar | Cordinator | <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.

(Dr. A. B. Borade)
Principal,
Govt. Polytechnic, Gadchiroli.

Copy to:- 1) All Concerned staff through respective head of department.
2) For display on website of institute.