

GOVERNMENT POLYTECHNIC SAKOLI

Department of Electronics & Telecommunication

Department Portfolios for Academic Year 2025-2026

No. : GPS/ETX/Dept-portfolio/2025/ 128

Date :- 8/8/2025

Sr. No.	Activity/ Responsibility	Controlling Officer	Incharge	Brief information about activities to be carried out
1	Academic Co-ordination	A. A. ALI	L. K. Kothwar N. V. Chide	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	N. V. Chide 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	S. S. Pampattiwar R. M. Deotale	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	N. V. Chide 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	L. K. Kothwar R. B. Sathe	organising Industrial Visits of students and staff Training & Placement Activities CSR Activity MOUs
8	Project & Seminar Co-ordination	A. A. ALI	R. V. Sakhare R. M. Deotale	Finalisation of Projects , Allocation of Project Guides Conduction of Seminar Organizing - Project , Seminar, Paper presentation Competition
9	Class Teacher	A. A. ALI	R. V. Sakhare P. P. Kotangale R. B. Sathe	Final Year Second Year First Year
10	Laboratory Incharge	A. A. ALI	L. K. Kothwar N. V. Chide P. P. Kotangale R. V. Sakhare R. B. Sathe S. S. Pampattiwar A. S. Deshmukh	Electronics Software & Programming Lab Basic Electronics & workshop Analog Electronics & Power Lab Communication Lab. Instrumentation, PLC & Control Lab Digital Electronics and Embedded Lab Seminar Presentation Room/Deptartmental Laboratory
11	Department Store/Procurement	A. A. ALI	L. K. Kothwar R. B. Sathe	Procurement of Equipments and Consumables Maintenance of Equipments
12	Implant Training	A. A. ALI	R. V. Sakhare R. M. Deotale	Identifying Industries Allocation of Students & Mentor for training Maintaining Recoed of Implant training
13	NBA Co-ordination	A. A. ALI	R. B. Sathe / L. K. Kothwar	All activities related to NBA, co-ordination with All, Upkeep the Records as per SAR
14	Progressive Test Co-ordination	A. A. ALI	A. S. Deshmukh P. P. Kotangale	Scheduling of Progressive Test Maintaining Progressive Test Record



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

Date :-

Head of Department
Electronics & Telecommunication



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