



शासकीय तंत्रनिकेतन, जळगांव
माहिती व तंत्रज्ञान विभाग

पिनकमांक- ४२५ ००२ फोन नं. ०२५७. २२२९७२९
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No.GPJ/IT/Portfolio Distribution/2024-25/ 637

Date - 19/9/24

Departmental Circular

For Academic Year 2024-25 ODD and EVEN TERM, the portfolios are allotted to different staff members of Information Technology department as given below. The staff members are instructed to prepare plan of activities.

Sr No	Portfolio	Officer Incharge
1	Departmental Administrative work & Load distribution of Odd and Even Semester	Shri. H K Nemade
2	Facilitator for the departmental faculty in Laboratory development, Laboratory set up and Laboratory Maintenance	
	Laboratory Incharge	
	Software Lab - Dr. S D Kirange Programming Lab - Smt. V B kundalikar	
	Network Lab - Smt. R D Kalambe Hardware Lab - Shri. A P Choudhari	
	Multimedia Lab - Smt. S R Landge, Project lab-Smt. S A Sarwade	
3	Consultancy Incharge	Shri. H K Nemade/A.P. Chaudhari
4	Time Table Academic/PR-OR Exam Timetable	Smt. S A Sarwade/ J.P. Joshi
5	NBA Co-ordinator	Dr. S D Kirange
6	Mentor including Bright and poor Student Follow up	All Faculty
7	Class Teacher 2nd Year	Shri J P Joshi
	3rd Year	Shri A P Chaudhari
8	Students Detentions	Smt. R D Kalambe
9	Visiting Bill Verification	Smt S R Landge
10	Final year Project Co-ordinator	Shri. J.P. Joshi
11	Personality Development Co-ordinator	Dr S D Kirange
12	Technical Development Co-ordinator	Shri. A P Chaudhari
13	Enterprenuer Development Co-ordinator	Shri. A P Chaudhari
14	Workshop Co-ordinator	Dr. S D Kirange
15	Industrial visits Co ordinator (organizer all faculty)	All Faculty
16	Social Awarness Visit	Shri. A P Chaudhari
17	Departmental Calander Co ordinator	Smt. S A Sarwade
18	Departmental Library Incharge	Smt. S R Landge
19	Students association Incharge (ITSA)	Shri. H K Nemade
20	Cleanliness Incharge / Water Cooler Maintenance Incharge	Shri. J.P. Joshi
21	Class test Incharge	Smt. S A Sarwade
22	Refresher Course For Direct Secoed Year Students	Smt R D Kalambe
23	Exam Incharge (TH, PR, OR, etc)	Shri. H K Nemade
24	Departmental store/purchase/Writ off in charge	Smt. H K Nemade / A P Chaudhari / J P Joshi
25	Academics co ordinator/Internal /external monitoring	Smt. S A Sarwade
26	MOU with Industries	Dr. S D Kirange



27	Departmental Placement Officer	Shri. A P Chaudhari
28	Remedial Coaching Co ordinator	Shri. J.P.Joshi
29	Quiz Co ordinator	Smt. S A Sarwade
30	Paper Presentation Co ordinator	Smt. S R Landge
31	Project Competition Co ordinator	Shri. J.P.Joshi
32	Poster Presentation Co ordinator	Smt.R D Kalambe
33	Students Feedback	Shri. H K Nemade
34	Students Counseling/Mentor	All Faculty
35	Initiative for CEP/STTP AICTE/ISTE/STTP/MSBTE proposal / Workshop	Shri. J.P.Joshi
36	MOOCS/NPTEL/Spoken Tutorials non exam course Incharge	Smt. S A Sarwade
37	Internet / Networking Incharge	Shri. H K Nemade
38	Implant Training (Vocational training) Incharge	Shri. A P Chaudhari
	Students Sports Boys	Shri. A P Chaudhari
39	Girls	Smt.R D Kalambe
40	Students Chapter Co ordinator (IETE,CSI)	Smt. S R Landge
41	Result Analysis Co ordinator	Smt. S A Sarwade
42	Magazine/wall Magazine/Departmental report / News Letter	Smt.R D Kalambe
43	Alumini meet Co ordinator	Smt. S A Sarwade
44	Parent meet Co ordinator	Class Teacher
45	Enginners Day Co ordinator	Smt. S A Sarwade
46	Teachers Day Co ordinator	Smt.R D Kalambe
47	Departmental meeting orgnization,Departmental Record keeping Incharge	Shri. H K Nemade/Shri. H M Patil
48	Departmental Staff Club Incharge	Shri. A P Chaudhari,Smt.R D Kalambe
49	Student Induction Programme Co ordinator	Smt. S A Sarwade
50	Women's/Girls Grievance cell / Vishakha Samiti	Dr. S D Kirange
51	Alumini Co ordinator	Shri. H K Nemade
52	Discipline and Grievance Committee	Shri. H K Nemade(Boys), Smt. S R Landge(Girls)
53	CCTV Incharge	Shri. H K Nemade
	Social activities	
1	Yoga Classes	Shri. H K Nemade
2	Environmental Awareness camp	Dr. S D Kirange
3	Swatch bhara mission unnat bhara / unnat Maharashtra	Shri. A P Chaudhari
4	Medical / Health camp	Shri. J.P.Joshi
5	Tree Plantation /Garden Creation and Maintenance	Smt. S R Landge, Smt R D Kalambe
6	N SS Co ordinator	Smt. S A Sarwade, Smt S R Landge

Head of Department
Information Technology
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