



Dr. Rajendra Gode Institute of Technology & Research, Amravati

Ref. No.: DRGITR/ADM/Cir-Odd/2024-25/17A

Date: - 03/11/2024

CIRCULAR (Revised)

Sub :- Functional Committees and Portfolios for 2024-25

Principal: Dr. S. C. Jirapure

Functional Committees

FC. No	Committee Name	Name of the Staff	Dept.	Role	Meeting Frequency
FC-1	Overall Admissions In-charge	Mr. A. A. Shahade	T & P	In-charge	1/ Month
FC-2	First Year Admission	Dr. S. D. Thakare	FY	Co-ordinator	1/ Month
		Mr. N. N. Morey	FY	Member	
		Mr. M. P. Khere	FY	Member	
		Mr. H. A. Nimkar	FY	Member	
		Ms. A. D. Nakhale	FY	Member	
FC-3	Direct Second Year Admission	Mr. S. A. Pande	MECH	Co-ordinator	1/ Month
		Mr. D. S. Kalyankar	CSE	Member	
		Mr. R. S. Shrivastava	EXTC	Member	
		Mr. V. A. Fulari	CIVIL	Member	
		Mr. K. K. Padghan	MECH	Member	
FC-4	Master of Engineering Admission	Ms. K. M. Pimple	EXTC	Co-ordinator	1/ Month
		Ms. S. V. Athawale	CSE	Member	
		Ms. S. P. Pawar	CIVIL	Member	
		Dr. P. R. Jaiswal	MECH	Member	
		Ms. A. S. Chaudhari	EXTC	Member	
FC-5	Student Scholarship Monitoring and Higher Classes Admission Committee	Mr. R. S. Shrivastava	EXTC	Co-ordinator	1/ Month
		Ms. Y. B. Bhagat	MECH	Member	
		Mr. D. G. Ingale	CSE	Member	
		Mr. M. P. Khere	FY	Member	
		Mr. P. R. Wankhede	CIVIL	Member	
FC-6	Annual Social Gathering	Mr. P. R. Patil	CIVIL	Co-ordinators	1/ Month
		Mr. D. S. Kalyankar	CSE		
		Mr. D. A. Deshpande	POLY		
		Ms. M. N. Raut	POLY		

FC-7	AICTE / FRA / DTE / Affiliation work / AISHE / NIRF	Mr. P. P. Likhitkar	EXTC	Co-ordinator	1/ Month
		Mr. K. K. Padghan	MECH	Member	
		Mr. P. R. Wankhede	CIVIL	Member	
		Mr. A. R. Bijwe	CIVIL	Member	
		Ms. S. V. Raut	CSE	Member	
		Mr. A. R. Khadase	POLY	Member	
FC-8	Discipline Committee	All HoDs		Coordinator	1/ Week
		Mr. D. S. Kalyankar	CSE	Co- Coordinator	
		Mr. P. R. Patil	CIVIL		
		Ms. R. M. Pusdekar	EXTC	Member	
		Mr. G. S. Shendre	MECH	Member	
		Mr. M. P. Khere	FY	Member	
FC-9	SGBAU Theory Exam (W'2024 & S'2025)	Dr. M. R. Dharme	MECH	COE	1/ Month
		Mr. K. K. Padghan	MECH	Member	
		Mr. R. S. Shriwas	EXTC	Member	
		Mr. D. V. More	CIVIL	Member	
		Ms. P. R. Wankhade	CSE	Member	
FC-10	SGBAU Practical Exam (W'2024 & S'2025)	Mr. A. R. Bijwe	CIVIL	Co-ordinator	1/ Month
		Ms. Y. B. Bhagat	MECH	Member	
		Mr. D. G. Ingale	CSE	Member	
		Mr. P. P. Likhitkar	EXTC	Member	
		Mr. A. S. Dixit	FY	Member	
FC-11	College Sessional Examinations	Dr. A. P. Jadhao	CSE	Co-ordinator	1/ Month
		Dr. A. O. Vyas	EXTC		
		Dr. P. R. Jaiswal	MECH	Member	
		Ms. S. P. Pawar	CIVIL	Member	
		Mr. A. G. Bhatkar	FY	Member	
FC-12	Training & Placement / Industrial Tour	Mr. D. S. Kalyankar	CSE	Member	Biweekly
		Mr. R. R. Sharma	EXTC	Member	
		Dr. P. R. Jaiswal	MECH	Member	
		Mr. P. R. Patil	CIVIL	Member	
FC-13	Alumni Association	Mr. G. S. Shendre	MECH	Co-ordinator	Biweekly
		Ms. S. P. Pawar	CIVIL		
		Ms. S. V. Athawale	CSE	Member	
		Ms. A. S. Chaudhari	EXTC	Member	
FC-14	NSS	Mr. P. R. Patil	CIVIL	Program Officer	Biweekly
		Ms. A. D. Nakhale	FY		
		Ms. S. R. Chaudhari	CSE	Member	
		Mr. R. S. Shriwas	EXTC	Member	
		Mr. G. S. Shendre	MECH	Member	
FC-15	Government / Competitive Exams	Offline Exams			1/ Month
		Mr. V. A. Fulari	CIVIL	Co-ordinator	
		Mr. R. R. Sharma	EXTC		
		Online Exam			

		Ms. K. S. Tidke	FYE	Member	
		Ms. S. R. Chaudhari	CSE	Member	
		Mr. S. S. Chavan	POLY	Member	
FC-41	Purchase Committee	Dr. S. C. Jirapure	Admin	Chairperson	Every 2 nd & 4 th Saturday (Also as per requirement)
		Ms. D. R. Deshmukh	POLY	Member	
		Mr. A. A. Shahade	T&P	Member	
		Mr. M. R. Dhawade	W/S	Member	
		Mr. P. P. Likhitar	EXTC	Member	
		Ms. S. D. Kadu	Store	Member	
		All HoDs (Engg. & POLY)			

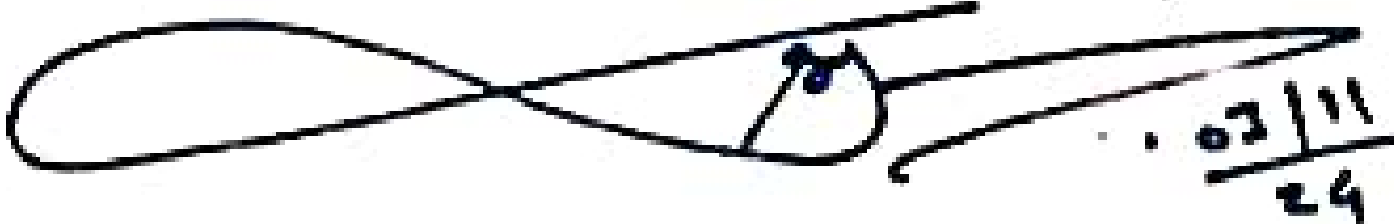
Following Instructions to be followed for monitoring these above functional committees:-

- The Committees Co-ordinator should organize the meeting with all their respective members as per the schedule.
- Every committee Co-ordinator has to prepare the minutes of meeting (MOM) of their committee and then submits the MoM to the Principal.
- Every Committee Co-ordinator has to maintain Separate Register/file for Agenda of Meeting and MoM.
- After submitting minutes of meeting by the Committee Co-ordinator then Principal shall conduct Review Meeting with all the members committee wise.

Note:

✓ FC indicates Functional Committee

- Phase-1 FC consists of FC-1 to FC-10
- Phase-2 FC consists of FC-11 to FC-20
- Phase-3 FC consists of FC-21 to FC-30
- Phase-4 FC consists of FC-31 onwards



Dr. S. C. Jirapure

Principal

Dr. Rajendra Gode Institute of
Technology & Research, Amravati

Copy to:

1. All HoDs - CVIL, CSE, EXTC, MECH, FY, Polytechnic
2. TPO, IQAC
3. OS, Time Office, Student Section, Account Section, Library, Store
4. Principal Office



Indira Bahuuddeshiya Shikshan Sanstha
Dr. Rajendra Gode Institute of Technology & Research

Mardi Road, Amravati – 444602

Approved By AICTE, DTE & Affiliated to SGBAU, Amravati & Accredited by NAAC- A,

Website: www.drgitr.edu.in

Email: principal_coe@rediffmail.com / principal@drgitr.edu.in Ph. 0721 – 2970275,
2970347



Date: 10 April 2025

NOTICE

All concerned members are hereby informed that a meeting is scheduled to plan the celebration of Dr. Babasaheb Ambedkar Jayanti.

Date of Meeting: 12 April 2025

Time: 5:00 PM

Venue: Civil Dept Staff Room

Agenda:

1. Finalization of programs for Dr B R Ambedkar Jayanti.
2. Assigning roles and responsibilities for the event.
3. Planning for the Essay Writing Competition.
4. Miscellaneous.

All the following members are requested to attend the meeting:

- Prof. A.D. Nakhale (Ladies Program Officer)
- Prof. R.S. Shriwas
- Prof. Shendre
- Prof. S.V. Athawale

A. Nakhale

P.R. Patil

(Issued by)
Prof. P.R. Patil
NSS Program Officer



Indira Bahuuddeshiya Shikshan Sanstha
Dr. Rajendra Gode Institute of Technology & Research

Mardi Road, Amravati - 444602



Approved By AICTE, DTE & Affiliated to SGBAU, Amravati & Accredited by NAAC- A,
Website: www.drgitr.edu.in Email: principal_coe@rediffmail.com / principal@drgritr.edu.in Ph. 0721 - 2970275,
2970347

Agenda for the Meeting

Agenda for Meeting

Date of Meeting: 12 April 2025

Time: 5:00 PM

Venue: Civil Dept Staff Room

1. Discussion on the program outline for Dr. Babasaheb Ambedkar Jayanti.
2. Decision regarding garlanding and worship ceremony.
3. Organizing an Essay Writing Competition:
 - o Theme and guidelines
 - o Date and venue
4. Responsibility distribution among faculty and volunteers.
5. Any other points with permission of the chair.

Minutes of the Meeting (MOM)

Minutes of Meeting

Date of Meeting: 12 April 2025

Time: 5:00 PM

Venue: Civil Dept Staff Room

Members Present:

- Prof. P.R. Patil (NSS Program Officer) *P.R. Patil*
- Prof. A.D. Nakhale (Ladies Program Officer) *A.D. Nakhale*
- Prof. R.S. Shriwas *R.S. Shriwas*
- Prof. Shendre *Shendre*
- Prof. S.V. Athawale *S.V. Athawale*

Proceedings:

1. It was unanimously decided to celebrate Dr. Babasaheb Ambedkar Jayanti with a garlanding and worship ceremony at the college seminar hall on **14th April 2025** at 9:00 AM.
2. An **Essay Writing Competition** on the theme "**Contribution of Dr. Babasaheb Ambedkar to Indian Society**" will be organized.
 - o Date: 14th April 2025, 11:00 AM
 - o Venue: Seminar Hall
3. Duties assigned:
 - o **Decoration and Venue Management:** Prof. R S Shriwas and Prof G S Shendre
 - o **Garland arrangement Registration and Certificates:** Prof. A.D. Nakhale and Prof S V Athwale
 - o **Overall Coordination:** Prof. P.R. Patil
4. All NSS Volunteers will participate actively in the event.
5. The meeting concluded with a vote of thanks to the chair.

P.R. Patil

Prof. P.R. Patil
NSS Program Officer



Indira Bahuuddeshiya Shikshan Sanstha
Dr. Rajendra Gode Institute of Technology & Research

Mardi Road, Amravati – 444602



Approved By AICTE, DTE & Affiliated to SGBAU, Amravati & Accredited by NAAC- A,
Website: www.drgitr.edu.in Email: principal_coe@rediffmail.com / principal@drgitr.edu.in Ph. 0721 – 2970275,
2970347

Action Taken, Report

Dr. Babasaheb Ambedkar Jayanti Celebration

Date: 14 April 2025

Venue: Seminar Hall

1. Garlanding and worship ceremony of Dr. Babasaheb Ambedkar was successfully conducted.
2. Essay Writing Competition was postponed and will be organized in the next event.
3. NSS Program Officers and volunteers managed all arrangements and discipline.
4. The program concluded successfully with active participation from staff and students.



Indira Bahuuddeshiya Shikshan Sanstha
Dr. Rajendra Gode Institute of Technology & Research

Mardi Road, Amravati – 444602



Approved By AICTE, DTE & Affiliated to SGBAU, Amravati & Accredited by NAAC- A,
Website: www.drgitr.edu.in Email: principal_coe@rediffmail.com / principal@drgitr.edu.in Ph. 0721 – 2970275,
2970347

Date: 16 April 2025

NOTICE

All NSS Committee members are hereby informed that a meeting is scheduled to discuss the NSS Audit Work for the academic year 2024–25.

Date of Meeting: 17 April 2025

Time: 5:00 PM

Venue: Civil Dept Staff Room

Members to Attend:

- Prof. A.D. Nakhale (Ladies Program Officer) *A. D. Nakhale*
- Prof. R.S. Shriwas *R. S. Shriwas*
- Prof. Shendre *Shendre*
- Prof. S.V. Athawale *S. V. Athawale*

P. R. Patil

Issued by:
Prof. P.R. Patil
NSS Program Officer



Indira Bahuuddeshiya Shikshan Sanstha
Dr. Rajendra Gode Institute of Technology & Research



Approved By AICTE, DTE & Affiliated to SGBAU, Amravati & Accredited by NAAC- A,
Website: www.drgitr.edu.in

Mardi Road, Amravati - 444602
Email: principal_coe@rediffmail.com / principal@drgitr.edu.in Ph. 0721 - 2970275,
2970347

AGENDA

Date: 17 April 2025

Meeting to Discuss: NSS Audit Work (2024-25)

1. Review of NSS activities and events conducted in 2024-25.
2. Collection and verification of supporting documents.
3. Preparation of audit files and financial records.
4. Assignment of responsibilities.
5. Any other point with permission of the chair.

MINUTES OF MEETING (MOM)

Date: 17 April 2025

Time: 5:00 PM

Venue: NSS Office

Members Present:

- Prof. P.R. Patil 
- Prof. A.D. Nakhale 
- Prof. R.S. Shriwas 
- Prof. Shendre 
- Prof. S.V. Athawale 

Discussions & Decisions:

1. All events and programs conducted under NSS for 2024-25 were reviewed.
2. Required documents (photos, attendance, expenditure, reports) were listed and collected.
3. Prof. Athawale and Prof. Shriwas were assigned documentation work.
4. Prof. Nakhale to verify expenditure receipts and maintain the audit file with Prof. Patil.
5. Work to be completed before the final audit submission deadline.

ACTION TAKEN REPORT

NSS Audit Preparation — Year 2024-25

1. Event reports, photographs, attendance sheets, and financial documents compilation work were started
2. Started Audit file was preparation as per NSS guidelines and formats.
3. Responsibilities were trying to finished by assigned members within the deadline.
4. The audit file is almost ready for submission to the university/NSS department



NOTICE

17/12/2024

All the co-ordinators of NSS Dept are hereby informed that meeting Regarding NSS are arrange on date 17/12/2024 at 5:20 pm in 1209 Room all are request to join the meeting.

Agenda of meeting is as follows:

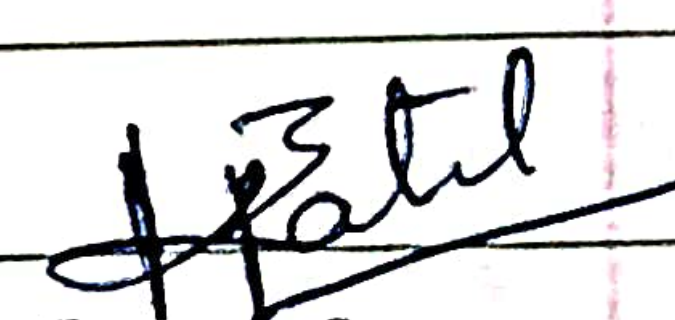
AGENDA

- 1) Review last meeting
- 2) Organised essay competition on the occasion of death anniversary of Sant Gadge Maharaj Purnyashtha
- 3) Organising guest lecture.

Prof. A. P. Nalchale


Programme Officer
N. S. S. UNIT

D.R.G.I.T. & R., Amravati
Members :


Prof. P. R. Patil

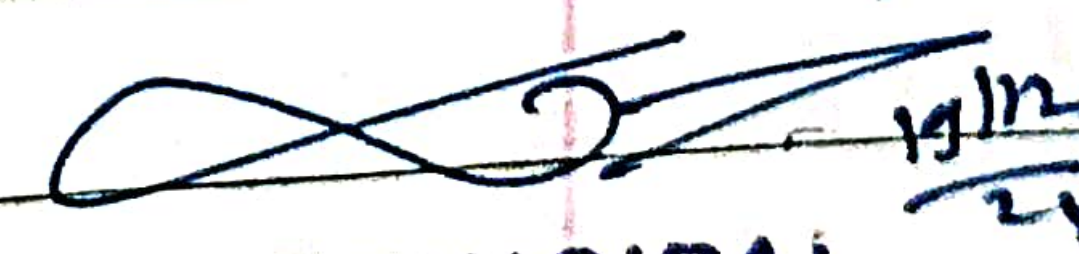
Programme Officer
N. S. S. UNIT
D.R.G.I.T. & R., Amravati

Prof. B. V. Athwale

Prof. A. S. Shendre

Prof. R. S. Shiwale

PRINCIPAL


Dr. Rajendra Gode Institute of
Technology & Research, Amravati

Action Taken.

- 1) The Birth Anniversary of Dr. Panyabhai Deshmukh is celebrated in the Board room of DRGTR.
- 2) The week review of faculty has been taken.
- 3) Due to the extension of NSS camp dates the preparation regarding camp will be start from first week of Feb-2025
- 4) Students, NSS Volunteers, Coordinators, Principal, HOD & faculties grace the program.

Notice

All the Members of Nss Department are hereby informed that meeting regarding Nss is scheduled on 26/12/2024 at 5 pm in room No. 1209. All are requested to be present on time.

Agenda

- 1) Review of last meeting
- 2) Celebration of Dr. Paryabao Deshmukh Jayanti on 27/12/2024
- 3) Distribution of work to the departmental members.
- 4) Nss Camp. work distribution

A. D. Nakhale
 Prof. A. D. Nakhale
 Programme Officer
 N. S. S. UNIT
 D.R.G.I.T. & R., Amravati

P. R. Patil
 Prof. P. R. Patil
 Programme Officer
 N. S. S. UNIT
 D.R.G.I.T. & R., Amravati

- 1) Prof. R. S. Shiwas
- 2) Prof. S. V. Athawale
- 3) Prof. G. S. Shenker

Principal
 PRINCIPAL
 Dr. Rajendra Gode Institute of
 Technology & Research, Amravati

Notice

All the members are hereby informed that the emergency meeting is scheduled at Room No. 1209 as per the discuss with Principal sir,

Agenda

- 1) Arrangement of program for a condolence meeting was held on december 27-2024 pay tribute to the late Prime Minister Dr. Manmohan Singh of India.

~~A Nakhele~~

Prof. A. D. Nakhele
Programme Officer
N. S. S. UNIT
D.R.G.I.T. & R., Amravati.

Patil
Prof. P. R. Patil

Programme Officer
N. S. S. UNIT
D.R.G.I.T. & R., Amravati.

Members: -

- 1) Prof. R. S. Shewas
- 2) Prof. S. V. Aflawale
- 3) Prof. G. S. Shenkar

PRINCIPAL
Dr. Rajendra Gode Institute of
Technology & Research, Amravati

Handwritten notes in the top right section of the page, including the word "Handwritten" and several lines of cursive script.

Paragraph

Handwritten paragraph in the middle section of the page, starting with "The first part of the paragraph..." and continuing with several lines of cursive script.

Handwritten

Handwritten notes in the bottom left section of the page, including the word "Handwritten" and several lines of cursive script.

Handwritten

Handwritten notes in the bottom right section of the page, including the word "Handwritten" and several lines of cursive script.

Handwritten notes in the bottom right section of the page, including the word "Handwritten" and several lines of cursive script.

Handwritten notes in the bottom right section of the page, including the word "Handwritten" and several lines of cursive script.

Handwritten notes in the bottom right section of the page, including the word "Handwritten" and several lines of cursive script.

Handwritten notes in the bottom right section of the page, including the word "Handwritten" and several lines of cursive script.

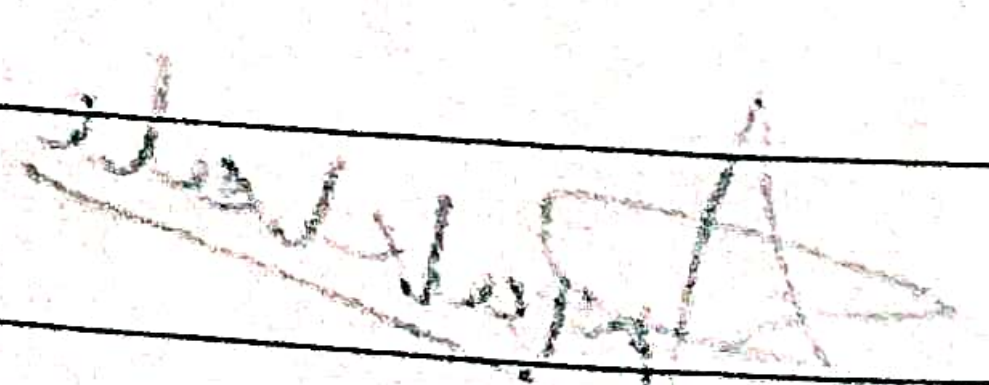
Handwritten notes in the bottom right section of the page, including the word "Handwritten" and several lines of cursive script.

Action Taken.

- 1) The condolence program is organized in board room
- 2) The Principal, HOD, faculty, non-teaching members and HOD volunteers gave tribute to the late Prime Minister of India Dr. Manmohan Singh on 27/11/2024

Principal

- 1) Review of last meeting
- 2) Celebration of Dr. Manmohan Singh
- 3) Distribution of work to the department
- 4) Work distribution for members


 A. D. Harpale
 PROSPECTIVE OFFICER
 HOD & IN-CHARGE
 1) Prof. R. S. Sharma
 2) Prof. S. S. Sharma
 3) Prof. P. S. Sharma

NOTICE

All the members are hereby informed that meeting regarding Nss are organised on date 21/01/2025 at 5:20 pm in 1209 room no. all are requested to join the meeting on time.

Agenda of meeting is as follows:

AGENDA

- 1) Review of last meeting
- 2) Celebrate Jayanti of Sawaiji bai Phule. on date 03/01/2025-

A. D. Nakhale
Prof. A. D. Nakhale

P. R. Patil
Prof. P. R. Patil

Members:-

Prof. A. V. Athawale

Prof. G. S. Shendre

Prof. R. S. Shrinwas

AD

GS

RS

NOTICE

All the respective co-ordinators of all department are hereby informed that the meeting of NSS are arranged in chemistry lab first floor, at time 4:30 PM.

So all instructed to attend the meeting on date 09/01/25.

Agenda of meeting is as follows:

- 1) Review of last meeting.
- 2) celebrate youth day week by taking guest lecture.

~~Prof. A.D. Nakhale~~
Prof. A.D. Nakhale

~~Prof. P.R. Patil~~
Prof. P.R. Patil

Members:

Prof. A.V. Athawale

Prof. G.S. Shendoe

Prof. R.S. Shrivastava

~~Prof. ...~~

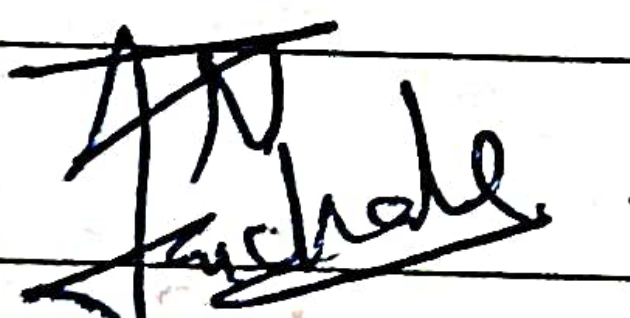
~~Prof. ...~~

~~Prof. ...~~

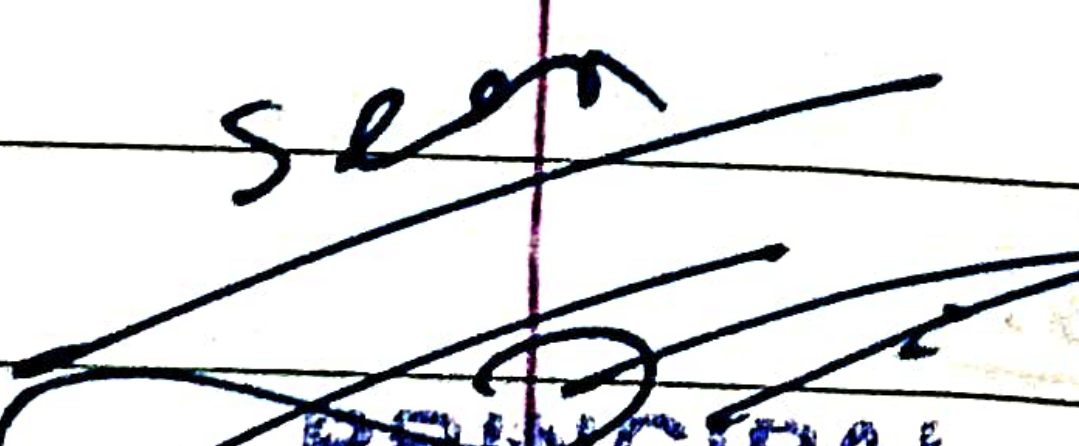
ACTION TAKEN :-

As per the instruction of respected principal Dr. A. D. Jirapure Sir the birth anniversary of Savitri Bai Tale which was celebrated on date 03/01/2025 conducted by National service scheme.

All the volunteers, respected all HODs was present on this occasion under the guidance of Principal Sir this program was conducted.


Prof. A. D. Nakhale


Prof. P. R. Patil


PRINCIPAL
Dr. Rajendra Gode Institute of
Technology & Research, Amravati

Page No. _____
Date: _____

NOTICE

All the NSS co-ordinators from each department are hereby informed that the meeting regarding NSS is organising on date 10/01/25 at 4:30 pm in chemistry lab first year engg Dept.

The Agenda of meeting is as follows:

AGENDA

- 1) Review of last meeting.
- 2) Planning for celebrating birth anniversary of Swammi Vivekananda Jayanti.

For

Prof. A.D. Nalchade

For

Prof. P.R. pati

Members:-

Prof. A.V. Athawale

Prof. G.S. Shendre

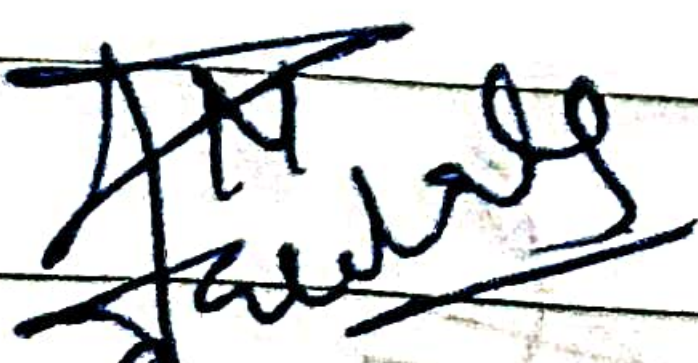
For

ACTION TAKEN :-

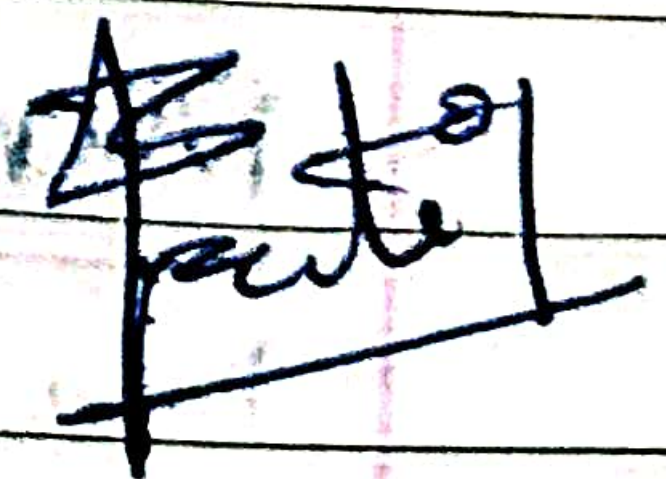
As per the instructions of respected Principal Dr. S. C. Jirapure sir, the birth Jayanti of Shivaji Maharaj was celebrated by National service scheme department according to our co-ordinator discussion we was conduct only guest lecture but after some day we got student suggestion for celebrating Shivaji Mahotsav 24-25.

So we was celebrating Shiv Jayanti by organising Dhol-pathak, DJ and grand celebration for Shiv Jayanti.

According to feedback from faculty and student the programme was very well organised by NSS Department.



Prof. A. D. Nalchale



Prof. P. R. Pati