

GPS/CM/Dept.Portfolio/2023-24/

Date: 20/07/2023

Departmental Portfolio 2023-24

Following staff members are appointed as departmental portfolio In-charge/coordinator the name shown below for smooth conduct departmental administration and academic activities. Co-In-charge/ member will support to portfolio In-charge/ coordinator all the time. In case the In-charge is absent, the co-In-charge will take care of the portfolio. Also laboratory Assistant has to support their respective in-charge.

Sr. No.	Name of Portfolio	Name of Staff
01	Class In-charge	1. CM5I/CM6I – Mr. M. A. Rahman 2. CM3I/CM4I – Mr. A A Bajpayee 3. CM1I/ CM2I – Mr. V.B. Khobragade
02	Lab In-charge	1. Database Lab-- Smt. R.M. Aswale 2. Programming Lab-- Smt. R.M. Aswale 3. Project Lab-- Mr. M. A. Rahman 4. Software Lab-- Mr. A A Bajpayee 5. Hardware Lab-- Mr. V.B. Khobragade 6. Network Lab-- Mr. V.B. Khobragade 5. Computer Centre-- Mr. A A Bajpayee
03	Mentor	1. CM5I/CM6I – Mr. M. A. Rahman 2. CM3I/CM4I – Mr. A A Bajpayee 3. CM1I/ CM2I – Mr. V.B. Khobragade
03	Parent Meeting Incharge	1. Mr. V. B. Khobragade 2. Mr. M. A. Rahman 3. Mr. A A Bajpayee
		1. Mr. V. B. Khobragade
05	Analysis of End term Examination	1. Mr. A A Bajpayee
		1. Mr. A A Bajpayee
07	Expert Lecture Incharge	1. Mr. M. A. Rahman 2. Mr. A A Bajpayee
08	Placement Incharge	1. Mr. A A Bajpayee
09	Faculty Training Incharge	1. Mr. V. B. Khobragade
10	New resources development incharge	1. Mr. A A Bajpayee
11	Cocurricular and Extra- Curricular Activity Incharge	1. Mr. V. B. Khobragade
12	In-plant training Coordinator	1. Mr. A A Bajpayee

13	NBA Coordinator	Mr. M. A. Rahman All faculties will work on Discrepancies raised by NBA Committee.
14	MOU with Industry	1. Mr. M. A. Rahman
15	Departmental Library Incharge	1. Smt. R. M. Aswale
16	Departmental News Letter Incharge	1. Mr. A A Bajpayee
17	Sessional Incharge	1. Mr. V. B. Khobragade
18	Practical Exam Incharge	1. Mr. V. B. Khobragade
19	IRG Coordinator	1. Mr. M. R. Rahman 2. Mr. A A Bajpayee
20	Departmental Time Table In-charge	1. Mr. V. B. Khobragade
22	CTSA Student Forum-Activities to be conducted -- Poster Competition, Paper Presentation Competition, Project Competition etc.	1. Mr. M. A. Rahman 2. Mr. V. B. Khobragade 3. Mr. A A Bajpayee
26	Modrob Proposal	1. Mr. M. R. Rahman 2. Mr. A A Bajpayee
27	Refresher Classes Incharge	1. Mr. V. B. Khobragade
28	Departmental girls grievances incharge	1. Smt. R. M. Aswale,
29	Departmental boys grievances incharge	1. Mr. V. B. Khobragade
30	MOOCS & NPTEL/Spoken Tutorial Incharge	1. Mr. A A Bajpayee
31	Attendance Analysis In-Charge	1. Mr. A A Bajpayee
32	IEI chapter In-charge (Departmental Level)	1. Mr. V. B. Khobragade
33	ISTE chapter In-charge (Departmental Level)	1. Mr. A A Bajpayee
34	AICTE In-charge (Departmental Level)	1. Mr. A A Bajpayee
35	Purchase Proposal In-Charge (Stationary & Consumable, Books)	1. Mr. V. B. Khobragade, 2. Mr. M. R. Rahman
36	Purchasing Proposal Co-ordinator(Equipment)	1. Mr. V. B. Khobragade, 2. Mr. M. R. Rahman
37	Student Detention In-Charge	1. Mr. A A Bajpayee
38	Project guide	1. Mr. S. P. Lambhade 2. Mr. M. R. Rahman 3. Mr. V. B. Khobragade 4. Mr. A A Bajpayee
39	Induction programme incharge	1. Mr. V. B. Khobragade

Head of Department
Department of Computer Technology
Government Polytechnic Sakoli

Copy to: 1. Principal, Govt. Polytechnic, Sakoli for kind information.

2. All the staff member of Computer Technology Department for necessary action.