



# शासकीय तंत्रनिकेतन साकोली स्थापत्य अभियांत्रिकी



## Departmental Office Order

कं.शातनिसा/स्थाप.विभा./खाते वाटप/2020-21/ 316  
दिनांक - 12/11/2021

## Subject – Portfolio Distribution (2021-2022)

The portfolio distribution among faculty of Civil Engg. Department is as follows.

Sr.NO	Name of Activity	Name of In charge
<b>Academic Activities</b>		
01	Teaching Load, Time Table, Visiting faculty requirement etc.	Miss. D. A. Khandare, Mr.A.B. Lomte
02	Academic Monitoring ( Internal/External)	Miss. M.V. Bobade, Mr.U. R. Zurve
03	Progressive/Unit test (Time table, Ques. Paper etc)	Miss. M.V. Bobade, Mr.A.B. Lomte
04	Practical Exam	Mr.A.B. Lomte, Mr. U.R. Zurve
05	Lab. In charge	
	A) Model Room / PHE Lab.	Miss. D. A. Khandare
	B) CAD Lab.	Miss. M.V. Bobade
	C) Hydraulic Lab.	Mr. L.P. Sakharwade
	D) Surveying Lab.	Mr. L.P. Sakharwade
	E) Transportation/ Highway Lab	Miss. D. A. Khandare
06	Class Teachers/ Mentors /Parent Teacher Meet / Students Registration/ Counseling and grievances of Students ( Boys & Girls)	
	a) I <sup>st</sup> Year	Mr. U.R. Zurve
	b) II <sup>nd</sup> Year	Miss. M.V. Bobade
	c) III <sup>rd</sup> Year	Mr. L.P. Sakharwade
07	Final Year Project	Mr. L.P. Sakharwade
08	Result Analysis	Mr. L.P. Sakharwade
09	Induction Programme	Mr. U.R. Zurve, Miss. M.V. Bobade
<b>Co- Curricular Activities</b>		Mr. U.R. Zurve
10	In plant training , T & P activities	
		Mr. L.P. Sakharwade
11	NBA	Mr.A.B. Lomte
		Miss. D. A. Khandare
12	Industrial Visits, Guest lecture,	Miss. M.V. Bobade
<b>Extra Curricular Activities</b>		All Subject Teachers
13	CESA ( Workshops, Papers, News Letter etc )	
		Miss. D. A. Khandare
14	Departmental Library	Mr. U.R. Zurve
15	Dept. IRG Coordinator	Mr.A.B. Lomte
	a) Third Party visits	
		Mr. L.P. Sakharwade
	b) Structural Audit	Miss. M. V. Bobade
		Dr. V.G. Kondekar
16	Sports Boys	Mr. L.P. Sakharwade
	Sports Girls	Mr. U.R. Zurve
17	Cultural Activities	Miss. M. V. Bobade
18	PWD related works (स्वेच्छा निधी प्रस्ताव etc. )	Mr. A.B. Lomte, Mr. U.R. Zurve
19	Property Tax & Building etc.	Mr. L.P. Sakharwade
		Miss. M.V. Bobade,
		Miss. D. A. Khandare

Copy to 1) Principal, Govt. Polytechnic, Sakoli

2) All Concerned Faculty for necessary action.

*[Signature]*  
Head of Department  
Civil Engineering Deptt.