



# Government Polytechnic, Sakoli

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## Departmental Office Order

दिनांक: 01 / 07 / 2020

### Subject- Portfolio Distribution

The portfolio distribution among faculty of Civil Engg. Department (2020-21) is as follows.

Sr.No	Name of Activity	Name of In charge/Co-ordinator
<b>(D) Academic Activities</b>		
1.	Departmental Academic Co-ordinator (academic planning, review, Teaching Load, visiting faculty requirements/bills etc.)	Mrs. M.V.Bobade
2.	Time Table	Mrs. M.V.Bobade
3.	Academic Monitoring ( Internal/External) (Preparation, data uploading etc.)	Mrs. M.V.Bobade
4.	Progressive/Unit test (Time table, Que Papers etc.)	Mrs. M.V.Bobade
5.	Practical Exam	Mrs. M.V.Bobade
6.	Lab. In charge	
	F) Model Room/PHE Lab.	Mrs. M.V.Bobade
	G) CAD Lab.	Mrs. M.V.Bobade
	H) Hydraulic Lab. (with Mechanical Deptt.)	Mr. L.P.Sakharwade
	I) Surveying Lab.	Mr. L.P.Sakharwade
	J) Transportation/Highway Lab.	Mr. S.T.Katkar
7.	Class Teachers/ Mentors/ ParentTeacher meet/ Students Registration/ Counselling and grievances of Students (Boys & Girls)	
	b) II <sup>nd</sup> year	Mrs. M.V.Bobade
	c) III <sup>rd</sup> year	Mr. L.P.Sakharwade
8.	Final year Project	Mr. L.P.Sakharwade
9.	Result Analysis	Mrs. M.V.Bobade
<b>(E) Co- Curricular Activities</b>		
10.	T & P activities	Mr. L.P.Sakharwade
11.	In plant training	Mr. L.P.Sakharwade
12.	NBA – Departmental Co-ordinator	Mr. S.T.Katkar
13.	Industrial Visits, Guest Lecture	All Subject Teachers
<b>(F) Extra Curricular Activities</b>		
14.	CESA (Workshops, Papers, News Letter etc)	Mr. S.T.Katkar
15.	Dept. IRG Co-ordinator	
	a) Third Party visits	Mr. L.P.Sakharwade
16.	Cultural/Sports Boys	Mr. L.P.Sakharwade
	Cultural/Sports Girls	Mrs. M.V.Bobade
17.	Alumni Activities	Mr. L.P.Sakharwade
18.	PWD related works (स्वेच्छा निधी प्रस्ताव) etc.)	Mr. S.T.Katkar
19.	Property Tax & Building etc.	Mr. S.T.Katkar

Copy to 1) Principal Govt. Polytechnic, Sakoli

2) All Concerned Faculty for necessary action

*Ramzan*  
H/c Head of Department  
Civil Engineering