



# Government Polytechnic, Sakoli

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Departmental Office Order

क शासनाचा / स्थापत्य विभा. / खाते वाटप / 2022 / 317  
दिनांक: 06/09/2022

Subject- Portfolio Distribution

The portfolio distribution among faculty of Civil Engg. Department (2022-23) is as follows.

Sr.No	Name of Activity	Name of In charge/Co-ordinator
<b>(A) Academic Activities</b>		
01	Departmental Academic Co-ordinator (Academic Planning, Review, Student Feedback, Visiting Faculty requirements/bills etc.)	Mrs. D.A.Khandare
02	Time Table, Teaching Load	Mr. A.B.Lomte
03	Academic Monitoring ( Internal/External) (Preparation, data uploading etc.)	Mrs. M.V.Bobade
04	Progressive/Unit test (Time table, Que Papers etc.)	Mr. U.R.Zurve
05	Practical Exam	Mr. A.B.Lomte
06	Lab. In charge	
	A) Model Room/PHE Lab.	Mrs. D.A.Khandare
	B) CAD Lab.	Mrs. M.V.Bobade
	C) Hydraulic Lab. (with Mechanical Deptt.)	Mr. L.P.Sakharwade
	D) Surveying Lab/ Store	Mr. L.P.Sakharwade
	E) Transportation/Highway Lab.	Mrs. D.A.Khandare
07	Class Teachers (ParentTeacher meet/ Students Registration/ Counselling and grievances of Students (Boys & Girls) etc.)	
	a) I <sup>st</sup> year	Mr. U.R.Zurve
	b) II <sup>nd</sup> year	Mrs. M.V.Bobade
	c) III <sup>rd</sup> year	Mr. L.P.Sakharwade
08	Final year Project	Mr. L.P.Sakharwade
09	Result Analysis	Mr. A.B.Lomte
10	Induction Programme	Mr. U.R.Zurve
<b>(B) Co- Curricular Activities</b>		
11	T & P activities	Mr. A.B.Lomte
12	In plant training	Mr. L.P.Sakharwade
13	NBA – Departmental Coordinator :- Co-Coordinator :-	Mrs. D.A.Khandare Mrs. M.V.Bobade
14	Industrial Visits, Guest Lecture	All Subject Teachers
<b>(C) Extra Curricular Activities</b>		
15	CESA (Workshops, Papers, News Letter etc) Coordinator :- Co-Coordinator :-	Mrs. D.A.Khandare Mr. U.R.Zurve
16	Departmental Library	Mr. A.B.Lomte
17	Dept. IRG Co-ordinator	
	a) Third Party visits	Mrs. M.V.Bobade Mr. L.P.Sakharwade
	b) Structural Audit	Dr.V.G.Kondekar Mr. L.P.Sakharwade
	c) Material Testing (Civil Engg. Dept. related)	Mrs. D.A.Khandare Mrs. M.V.Bobade
18	Cultural/Sports Boys	Mr. U.R.Zurve
	Cultural/Sports Girls	Mrs. D.A.Khandare
19	Alumni Activities	Mr. L.P.Sakharwade
20	PWD related works (स्वेच्छा निधी प्रस्ताव) etc.)	Mr. L.P.Sakharwade
21	Property Tax & Building etc.	Mrs. M.V.Bobade

Copy to 1) Principal Govt. Polytechnic, Sakoli

2) All Concerned Faculty for necessary action

*Dr. V. G. Kondekar*  
Head of Department  
Civil Engineering