

GOVERNMENT POLYTECHNIC JALGAON

CIVIL ENGINEERING DEPARTMENT

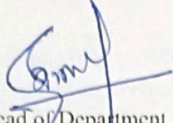
Order NO. -GPJ/Civil/Portfolio Distribution/23-24/ 146A , 14/9/2023


Department Circular

For Academic Year 2023-24 Odd and Even term, the portfolios are allotted to different staff members of Civil Engineering Department as given below. The staff members are instructed to prepare plan of activity and actions in consultation .

Sr.No.	Portfolio	Officer Incharge
1	Time Table	Smt.Y.M.Patil
2	NBA	Smt.Y.M.Patil
3	Mentor including bright and poor student follow up	CE2KA -Smt.Y.M.Patil CE2KB - Smt.Y.M.Patil CE4IA- Shri.R.Y.Patil CE4IB- Shri. R.Y.Patil CE6IA Dr.P.M.Patil CE6IB-Dr.P.M.Patil
4	Students Detention	Shri.R.Y.Patil
5	Final year project guide	Dr.P.M.Patil/Shri.R.Y.Patil/Smt.Y.M.Patil
6	Guest Leture Co-ordinator	Smt.Y.M.Patil
7	Industrial Visit Co-Ordinator	Shri.R.Y.Patil
8	Departmental Library Incharge	Shri R Y Patil
9	Departmental Staff Club Incharge	Shri.R.Y.Patil
10	CESA Incharge	Shri.R.Y.Patil
11	Cleaniness Incharge	All Staff
12	Examination Incharge	Smt.Y.M.Patil
13	Academic Co-ordinator Internal And External monitoring	Smt.Y.M.Patil
14	Department Level CSR Co-ordinator,MOU with Industry	Smt.Y.M.Patil
15	Student Feedback	Mr.R.Y.Patil/ Smt.Y.M.Patil.
16	Magzine co-ordinator	Shri.R.Y.Patil
17	Alumni meet,Parent meet,Program Coordinator	Shri.R.Y.Patil
18	Induction Programme,Co-curricular Activity	Smt.Y.M.Patil
19	Women's Grievience cell	Smt.Y.M.Patil
20	Departmental Discipline Committee	All Staff
21	Consultancy	Shri.R.Y.Patil
22	Class Teacher	CE4IB-Smt.Y.M.Patil CE4IA-Smt.Y.M.Patil CE6IB- Shri.R.Y.Patil CE6IA-Shri.R.Y.Patil
23	Departmental Store/Purchase/ Write-off	Shri.R.Y.Patil/ Smt.Y.M.Patil

24	Project and Seminar Co-ordinator	Shri.R.Y.Patil/ Smt.Y.M.Patil
25	New Proposals - MODROBS Incharge	Smt.Y.M.Patil
26	Result Analysis	Smt.Y.M.Patil


Head of Department
Civil Engineering Department


Principal
Government Polytechnic, Jalgaon