

Administration of
Dadra and Nagar Haveli,
(Department of Technical Education),
Dr. B.B.A. Government Polytechnic,
Karad (D.P.)-396240

No. GPK/HOD/Poly/2008/272

Dated: 6/05/2016

ORDER

On approval of the competent authority the following lecturers are hereby ordered to look after the charge/responsibility mentioned against their name as detailed below. This would be an additional duty without any extra remuneration for two years or till further order.

Sr. No.	Responsibility & Department	Name & Designation of the Main Responsible lecturer	Name of the Committee members/ Assisting staff	Role
1	I/C HOD in Civil Engg Department	Shri K.B. Patel Lecturer (S.S)	-----	Department level administration, laboratory development/ upgradation, academic weekly review as per GTU requirements And documentation of all activities
2	I/C HOD in Mechanical Engg Department	Dr. BK Dandapat Lecturer (S.G)		
3	I/C HOD in Electrical Engg Department	Shri A.K. Swain Lecturer (S.S)		
4	I/C HOD in Computer & I.T. Department	Shri S. Chennappa Lecturer		
5	I/C HOD in Electronics & Communication	Smt. M.G. Desai Lecturer		
6	I/C Humanities & Science subjects	Dr. J.B Rana, Lecturer (SG)		
7	GTU Cordinator	Dr. JB Rana, ✓ Dr. B. Jha & Shri S. Chennappa	Shri Sanjay Solanki, Lecturer, Shri Bhavin Doshi, Lecturer	Enrollments, Exams work, Assessments etc. all GTU matters
8	I/C Student Section	✓ Dr. B. Jha, Lecturer (SG) Shri B. Moharana Lecturer (SS)	Shri Mitesh S. Billiwala, Shri Bhavin Doshi, Shri Subhash Patel Shri Bhagwan Korda Ms. Nisha Shingda (MTS), Shri Ritesh Vad	GTU certificate & Marks sheets, Admission data & Documents, safe keeping & distribution, bonafide certificates etc., All students record maintenance
9	Academic committee	Shri K.B. Patel Lecturer (S.S) – Convener	All HODs Shri DL Sahu, Dr. B. Jha, Shri PV Gadge, (Members)	Academic planning, inspection- documentation, quality aspects, students' attendance & detention issue
10	Affiliation Committee	Shri S. Chennappa Shri SS Shrawge & Office supdt.	Dr. J.B Rana Shri KB Patel Shri Sanjay Solanki	Affiliation documentation for Extention of Approval (EOA) AICTE & GTU Affiliation
11	I/C Student Co-curricular Activity	Shri RND Sarma, Lecturer(SS)- Coordinator	Shri Dipen Patel (sports) Smt. Urvi Patel & Sohil Khalani (Cultural) & Shri Sachin Chauhan (Literary), Smt Hemangini Parmar, Lecturer & Suraj Mahala (Technical events & exhibitions)	Advance planning of all activities, students management and monitoring, students appreciation & award distribution
12	GTU Innovation Club & Open Source Technology Club	Shri RND Sarma (GIC) ✓ Dr. B. Jha (OSTC)	Shri Mitesh S Billiwala Shri Vishal Dhoke Smt KR Jadeja Smt Alka Patel Shri Bhavin Doshi Shri Sanjay Solanki	Innovations in projects, as per GTU guidelines & open software workshops
13	Training & Placement Section	✓ Dr. B. Jha Dr. BK Dandapat	Shri PV Gadge Shri B. Moharana	Training, Campus placements

			Shri Sohit Mecwan Smt Alka Patel Smt KR Jadeja Shri P.N. Parmar (O.S.)	visits/Tours, Expert Talk, Workshops/ Seminars
14	Workshop Suprintendent	Shri P.V. Gadge, Lecturer (SG)	Shri Sohil Khalani Lecturer (STC) Shri M.B. Rohit Shri Dalu Nadge	All workshop work Upgradation etc.
15	Master Time Table section	Shri DL Sahu, Shri CS Rao Lecturer (SG)	Shri DN Shinde Mr. Sohit Mecwan Shri AD Desai	Preparation & Compiling master time table
16	Library Committee	Mrs MS Desai, Asstt. Librarian -convener Shri S. Mishra, Lecturer (SG) & Mrs CN Desai, Lecturer -members	Shri Dipen Patel Smt KR Jadeja	All issues of books, Journals etc in library, Reading section for Students and staff
17	Disipline Committee	Shri C S Rao -convener & All HODs	Dr. J.B. Rana Shri AA Patil Smt. HH Parmar Mr. Prakash Bij	Disiplinary issues
18	Institute committee Magazine	Dr. B. Jha-convener Shri S. Chennappa- Computer Editor	All HODs-Chief contributors, Shri Sachin Chauhan- Language editor	To invite records of events from department and compile them
19	Rector Boys Hostel	Shri RND Sarma, Lecturer (SS)	Shri Sachin Chauhan, Lecturer (Eng)	Hostel issue & safe keeping of college key in the campus
20	Equipments Utility Evaluation committee	All HODs, Sr. Store Keeper, Office Superintendant	-----	To verify the cases of old equipments for Write off etc.
21	Institute web site monitoring & upgradation committee	All HODs, Dr. B. Jha Dr. JB Rana	Shri S. Chennappa Shri S. Mecwan	Monitoring & up- Gradation of website
22	I/C Computer Programmer	Shri S. Chennappa Shri S. Mecwan	Shri Sanjay Solanki Shri AA Patil	Develope need based computer programs for effective working & public viewing

The lecturer should carry out the work as assigned against their names as detailed above for smooth functioning of department and over all development of the institute as a whole. He/she is supposed to carry out all activities as per GTU requirements and documentation properly by maintaining proper record and submit the progress report to the Principal, Dr. BBA Govt Polytechnic, Karad latest by the last working day of each month without fail.

This order should take with effect for two years from academic session 2016-17 w.e.f. 01/07/2016.

This issues with the approval of the Secretary (Technical Education) DNH vide Diary No. 70052 dated: 16.05.2016

[Signature]
Principal
Dr. B.B.A. Government Polytechnic,
Karad (D.P.)

To,
All concerned lecturers for needful.