

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

No. GPK/HOD/Poly/2008/363

Date: 04/07/2018

**ORDER**

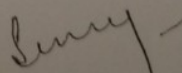
On approval of the Competent Authority the following Lecturers are hereby ordered to look after the charge/responsibility mentioned against their name as detailed below. This would be an additional duty without any extra remuneration for two years or till further order.

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 R. N. D. Sarma, Lecturer in Civil Engg.	-----	Department level administration, laboratory development/ Up-gradation, academic weekly review as per GTU requirements And documentation of all activities
2	I/C HOD in Mechanical Engg.	Shri C. S. Rao, Lecturer in Mechanical Engg.		
3	I/C HOD in Electrical Engg.	Shri S. Mishra, Lecturer in Elect. Engg.		
4	I/C HOD in Computer Engg. & Information Technology	Shri S. Chennappa, Lecturer in Computer Engg.		
5	I/C HOD in Electronics & Communication Engg.	Smt. M.G. Desai, Lecturer in Electronics		
6	I/C Humanities & Science subjects	Shri D. N. Shinde, Lecturer in Maths		
7	I/C HOD in Textile Manufacturing Technology	Dr. B. K. Dandapat, Lecturer in Mechanical Engg.		
8	GTU Co-ordinator	Shri K. B. Patel, Shri A. A. Patil, Shri S.S. Mecwan.	Shri Sanjay Solanki, Shri Bhavin Doshi.	Enrollments, Exams work, Assessments etc. all GTU matters
9	I/C Student Section & Academic committee	Smt C.N. Desai Dr. B. Jha	Ms. Nisha Singda, Shri Ajay Patel, Shri Anil Patel, Shri Akshay Solanki, Shri Santosh Gangoda, Shri Vikram Mali.	GTU certificate & Marks sheets, Admission data & Documents, safe keeping & distribution, bona fide certificates etc., All students record maintenance, Filling up GTU Exam Forms, Rechecking forms & Reassessment forms
			All HODs Shri DL Sahu, Shri P.V. Gadge	Academic planning, inspection- documentation, quality aspects, students' attendance & detention issue.
10	Affiliation Committee	Dr. J. B. Rana, Shri S. Chennappa.	Smt M.G. Desai, Shri K.. B. Patel, Shri Sanjay Solanki.	Affiliation documentation for Extension of Approval (EOA) AICTE & GTU Affiliation
11	I/C Student Co-curricular Activity	Shri P. V. Gadge, Shri Dipan Patel	Shri J.K. Rohit (Sports), Shri A.D. Desai & Smt. Urvi Patel (Cultural), Shri Sachin Chauhan (Literary), Smt H.H. Parmar, & 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 B. Moharana, Shri Sanjay Solanki, Shri Vishal Dhoke.	Shri Mitesh S Billiwala Smt K.R. 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	Shri Vishal Dhoke, Shri Dipan Patel, Shri J.K. Rohit, Shri A.A. Patil, Shri Sohit Mecwan, Smt Alka Patel, Smt K.R. Jadeja.	Training, Campus placements, Educational/ Industrial visits/Tours, Expert Talk, Workshops/ Seminars
14	Workshop Superintendent	Shri P.V. Gadge	Shri S.C. Patel, Shri B.S. Korda Shri M.B. Rohit, Shri Dalu Nadge.	All workshop work Up-gradation etc.
15	Master Time Table section	Shri D.L. Sahu, Shri S. Chennappa, Shri D. N. Shinde	Shri Sohit Mecwan, Shri A.D. Desai.	Preparation & Compiling master time table
16	Library Committee	Smt M.S. Desai, Shri Bhaven Doshi, Shri B.H. Chauhan	Shri Dipan Patel, Smt K.R. Jadeja.	All issues of books, Journals etc in library, Reading section for Students and staff
17	Discipline Committee	Smt M.G. Desai, Dr. J.B. Rana & All HODs	Shri M.B. Rohit, Shri S.C. Patel, Shri Suraj Mahala, Smt H. H. Parmar.	Disciplinary issues
18	Institute Magazine committee	Shri P.V. Gadge, Shri S. Chennappa	All HODs, Shri Sachin Chauhan	To invite records of events from department and compile them
19	Rector Boys Hostel	Shri D. L. Sahu	Shri Sachin Chauhan	Hostel issue & safe keeping of college key in the campus
20	Equipments Utility Evaluation committee	All HODs, Sr. Store Keeper, Office Superintendent.	-----	To verify the cases of old equipments for Write off etc.
21	Institute web site monitoring & up-gradation committee & I/C Computer Programmer	Shri S. Chennappa, Shri S. Mecwan.	Shri Sanjay Solanki, Shri A.A. Patil.	Monitoring & up-gradation of website. Develop need based computer programs for effective working & public viewing

The Lecturer should carry out the work as detailed above for smooth functioning of department and over all development of the institute as a whole. assign responsibilities in the department for maintenance and upkeep of the functional areas and also equipments and machinery and store items. He is supposed to carry out Department level day to day administration, class rooms & laboratory development/up-gradation, Academic weekly review as per GTU requirements and documentation of all activities.

This order should take with immediate effect for Two Years from academic session 2018-19 w.e.f. 01/07/2018



Principal

Dr. B.B.A .Govt. Polytechnic, Karad (D.P.)  
U.T. of Dadra and Nagar Haveli  
Silvassa

To,  
All concerned staff