

Government Polytechnic Murtizapur
Department of Computer Engineering
Departmental Portfolio Distribution for Academic Year 2024-2025

NO. Comp.Engg/Acad/142A

Date: 01/10/2024

Sr.NO	Name of Portfolio	Name of Faculty and Supporting Staff
1	<ul style="list-style-type: none"> ➤ Departmental Administration ➤ Departmental Store /Purchase In charge ➤ Visiting Lecturer organization 	Dr. C.P.Ahir
2	<ul style="list-style-type: none"> ➤ NBA In charge ➤ Technical Event coordinator ➤ Industrial Visit /Expert Lecture / workshops ➤ Industrial Training Incharge 	Dr.P.R.Satav
3	<ul style="list-style-type: none"> ➤ Internal Academic coordinator 	Smt.V M Aswar
	<ul style="list-style-type: none"> ➤ Parent Meet ➤ Feedback Collection and Analysis ➤ TPO coordinator 	Smt.V M Aswar

Sr.No	Name of Portfolio		Name of Faculty and Supporting Staff
4	➤ Time Table In charge/Load Calculation		Smt. S.R Patil
	➤ ISTE		
	➤ Practical Examination In charge		Smt. S.R Patil Shri. V K Pandit
5	➤ PA Test In charge		Shri V D Kale Shri. P O Bharsakle
6	➤ Departmental Library Incharge/		Shri V D Kale
7	➤ Result Analysis		Smt.S S Chavan
	➤ Seminar,Project coordinator		
8	Class Teacher/ Admission In Charge	First Year	Smt. S.R Patil
		Second Year	Smt.V M Aswar
		Third Year	Smt. S S Chavan
10	Girls Grievance committee		Smt. S.R Patil Smt V M Aswar
11	Detention (students)	First Year	Smt. S.R Patil
		Second Year	Smt V M Aswar
		Third Year	Smt. S S Chavan

Sr.No	Name of Portfolio	Name of Faculty and Supporting Staff	
12	Maintenance of Computer labs and equipment /Networking/Internet	Dr.P.R.Satav Shri. V K Pandit Shri. P O Bharsakle	
13	Cleanliness/Hygiene	All Teaching Faculty Shri. V K Pandit Shri. P O Bharsakle Shri. Shri Jadhav	
14	Laboratory Incharge	Programing lab-1(113)	Smt V M Aswar
		Programing lab-2(124)	Smt. S.R Patil
		Hardware Lab(125)	Shri M K Tatte
		Linux Lab(127)	Dr.P.R.Satav
		Networking & Internet Lab(115)	Shri V D Kale
		S/W Testing Lab(116)	Smt. S S Chavan
15	Project Mentoring for project competition	All teaching faculties and project guide	
16	Students mentoring / Counseling	First year	Smt. S.R Patil
		First year	Smt. V D Kale
		Second year	Smt V M Aswar
		Second year	Dr. C.P.Ahir
		Third Year	Smt. S S Chavan
		Third Year	Dr.P.R.Satav
		Third Year	Shri M K Tatte
17	Organization of MOOCS/NPTEL /Spoken Tutorials /IUCEE webinars etc.	Shri M K Tatte	
18	Online Exam TH+PR Coordinator		

Gadhiz

HOD

Computer Engineering