

प्राचार्य का कार्यालय
राजकीय पोलिटेकनिक, मधेपुरा

पत्रांक:—

मधेपुरा/दिनांक:—

कार्यालय आदेश

संस्थान/छात्र/छात्राओं एवं कार्य हित को ध्यान में रखते हुए संस्थान के सभी पदाधिकारियों एवं कर्मचारियों को अगले आदेश तक कार्य आवंटित किया जाता है जिसकी विवरणी पत्र के साथ संलग्न है। इसे तत्काल प्रभाव से लागू समझा जाय।

संलग्न: आवंटित कार्य की सूची 04 पेज।

६०

प्रभारी प्राचार्य
राजकीय पोलिटेकनिक, मधेपुरा

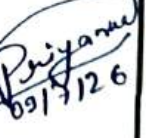
ज्ञापांक:— 475

दिनांक:— 03/07/26

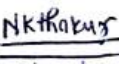
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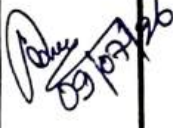
1. उपरोक्त पदाधिकारियों एवं कर्मचारियों को सूचनार्थ एवं आवश्यक कारवाई हेतु प्रेषित।
2. स्थापना/लेखा को सूचनार्थ प्रेषित।

१०४/००
०३/०७/२६
प्रभारी प्राचार्य
राजकीय पोलिटेकनिक, मधेपुरा
०३/०७/२६

Sl. No.	Name of the faculty	Designation	Allotted work	Remark and Signature
1.	Mr. Bindeshwer Parit	Lecturer (Mechanical Engineering)	1. Controller of Examination 2. Admission In-charge 3. NBA Nodal In-charge 4. Annual Action Plan – Coordinator 5. SWAYAM/NPTEL – Coordinator 6. Samarth Portal – Coordinator 7. Consultancy Coordinator – ME 8. Advance manufacturing Training CIPET – Coordinator 9. Institute Press release related work	 09/07/26
2.	Mr. Surendra Prasad	Lecturer (Mechanical Engineering)	1. Office-In-charge in absence of Principal 2. HoD Mechanical In-charge 3. HRMS Maker 4. KYP – Coordinator 5. Registrar-In-charge 6. Workshop Superintendent 7. GeM – Buyer 8. Preparation file based on NBA Criteria – ME 9. Assistant Controller of Examination 10. CSR – Nodal Officer	 09/07/2026
3.	Mr. Krishlay Kumar Keshav	Lecturer (Civil Engineering)	1. HoD Civil In-charge 2. Boys Hostel Superintendent 3. Consultancy Coordinator – CE 4. NATs Incharge 5. Preparation file based on NBA Criteria – CE 6. Sports Officer In-charge 7. Student Welfare officer • National Scholarship Portal – Nodal officer • Post Matric Scholarship – Nodal officer 8. Smart Classroom Incharge – CE 9. Land Related Work Incharge 10. IRGS In-charge 11. Academic In-charge 12. Institute Development Society / Consultancy – Nodal Officer	 09/07/26
4.	Mrs. Priyanka Kumari	Lecturer (Civil Engineering)	1. Spoken Tutorial In-charge 2. Departmental Lab In-charge 3. Fire safety In-charge 4. Departmental virtual lab – Coordinator 5. Earthquake Awareness Program In-charge 6. Assistant Girls Hostel Superintendent (Daytime) 7. Public Information Officer	 09/07/26

No. of the faculty	Designation	Allotted work	Remark and Signature
5.	Mr. Md. Adil Lecturer (Electrical Engineering)	1. HoD Electrical In-charge 2. Employee & Student Biometric Attendance In-charge 3. Preparation file based on NBA Criteria – EE 4. Leave Officer In-charge 5. Establishment In-charge 6. Departmental Lab In-charge 7. Internship Coordinator 8. Consultancy Coordinator – EE 9. Dedicated feeder for the Institute and related works 10. Smart Classroom Incharge – EE	 09/07/26
6.	Ms. Swati Shivangi Lecturer (Mechanical Engineering)	1. Assistant Coordinator – PAHAL 2. Startup Cell In-charge 3. MSME In-charge 4. Quiz – Coordinator 5. Security and other amenities for girls students. – Coordinator 6. Institute monthly report (POP) – In-charge 7. BSDM Domain Skill – Coordinator 8. Entrepreneurship Development Cell - In-charge	 09/07/26
7.	Mr. Md. Muntajir Alam Lecturer (Mechanical Engineering)	1. Assistant Boys Hostel Superintendent 2. Classroom In-charge 3. Departmental Lab In-charge 4. Anti-ragging workshop – Coordinator 5. Smart Classroom Incharge – ME 6. Mission Karm Yogi – Nodal Officer 7. AICTE – Coordinator	 10/07/26
8.	Ms. Yashoda Pandit Lecturer (Mechanical Engineering)	1. Girls Hostel Superintendent 2. Mental Health and Yoga – Nodal officer 3. Social media/News Paper In-charge 4. Language Lab In-charge 5. Student Credit Card – Coordinator 6. Assistant TPO 7. Cultural Officer In-charge 8. Creative Art – Nodal Officer	 09/07/26
9.	Mr. Jaichandra Kumar Lecturer (Mathematics)	1. HoD Science & Humanities In-charge 2. Departmental Lab In-charge 3. Academic Building Cleanliness In-charge 4. PFM – Nodal officer 5. Student & Mentor Mentee list preparation 6. AISHE – Coordinator 7. Assistant Library Incharge	 09-07-26

Sl. No.	Name of the faculty	Designation	Allotted work	Remark and Signature
10.	Mr. Nawneet Kumar	Lecturer (Electronics Engineering)	1. HoD Electronics In-charge 2. Assistant Registrar In-charge 3. Website In-charge 4. Library In-charge 5. Student feedback system – In-charge 6. Smart Classroom Incharge – EC 7. Repair & Maintenance In-charge 8. Preparation file based on NBA Criteria - EC 9. Medical Unit & Worm – Nodal officer	 09/07/26
11.	Mr. Sanjeet Kumar	Lecturer (Electronics Engineering)	1. PAHAL – Nodal officer 2. Wi-fi- Internet and networking – In-charge 3. PM Gati Shakti Nodal Officer 4. Virtual lab In-charge 5. My BHARAT – Coordinator 6. I-STEM Nodal Officer 7. IPR Nodal Officer 8. Mentor, Standard Club - BIS, Patna Nodal Officer 9. NCC - Nodal Officer	 09/07/26
12.	Mr. Vikash Kumar	Lecturer (Electronics Engineering)	1. HoD Computer Science and Engineering In-charge 2. TPO 3. CISCO In-charge 4. Faculty/Staff Training Coordinator 5. Computer Lab Incharge 6. NASSCOM – Nodal Officer 7. Preparation file based on NBA Criteria – CSE 8. Magazine brochure for TPO and Institute 9. Smart Classroom Incharge – CSE 10. Workshop/Seminar/Technical/Hackathon Fest – Coordinator 11. CM PRATIGYA Nodal Officer	 09/07/26
13.	Mr. Nitish Kumar Thakur	Lecturer (Electronics Engineering)	1. Routine In-charge 2. E-yantra In-charge 3. Student Clubs – Nodal Officer 4. SPARROW – Coordinator 5. e-PAR (performance appraisal reports) – Coordinator 6. Consultancy Coordinator – EC 7. Departmental Lab In-charge 8. Center-of-Excellence (CoE) In-charge 9. HRMS Checker 10. LMS Portal In-charge	 09/07/2026

No.	Name of the Staff	Designation	Allotted work	Remark and Signature
14.	Mr. Amit Kumar Gupta	LDC - Clerk	1. All financial reports and Account reports. 2. Insurance and other general Insurance 3. All types of establishment Cell work 4. Keeping record of leave and other dispatched documents, 5. Cash book of examination section. 6. Record of store (Stock Register) register etc. 7. Campuss Supervisor.	 09/07/26
15.	Mr. H. K. Ujala	Data Entry Operator	1. Examination Cell - Physical In-charge, Student Credit Cell 2. Preparation of absentee reports assistant to Leave officer.	 09/07/26
16	Ms. Kanchan Kumari	ANM	1. Medical Unit	