



Late Ahilyabai Karkade Bahuuddeshiya Shikshan Prasarak, Mandal's

SAI POLYTECHNIC

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Office Order: SP/ARS/2023-24/ 146

Date: 10/08/2023

To
Mrs. D.Y.Pathan
HOD,
Mechanical Engineering Dept.

Subject: Appointment of Academic Coordinator for the academic year 2023-24.

I am pleased to appoint you as a Academic Coordinator for the academic year 2023-24. You are asked to visit the MSBTE site daily basis, conduct the Internal Academic Monitoring of all the departments as per the schedule and norms of the MSBTE Mumbai. Report of Internal Monitoring along with the discrepancies if any should be submitted to the undersigned for the further course of action.

You may asked to arrange the extra classes on holidays for the failure students of the previous year . Opinion of the students should be taken into consideration for the topic to be taught in these extra classes. Notice regarding the extra classes should be displayed on the departmental notice board well in advance.

You will have to do smooth and sufficient management of academic program through the semester/year, to prepare class time table at the beginning of each semester, sharing teaching load from other departments. Assigning of classrooms and tutorial rooms ,manage orientation ,training and relocation of new faculties ,handling External Academic Monitoring Provide support and guidance to academic trainees, Provide guidance to the students on academic goals ,course selection, study habits and career selection and to solve the academic related issues.




Principal
Principal
Sai Polytechnic Kinhi (J).

Copy to
All HOD
Students coordinator