

Anjuman-I-Islam's
M. H. Saboo Siddik Polytechnic

8, Shepherd Rd, New Nagpada, Byculla, Mumbai - 400008

Ref. No. MHSSP/EST/ 133 /2024

Dt. 19th January, 2024

OFFICE ORDER

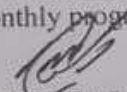
Ref: 1- AICTE Notification F. No. 61-1/RFID/7th CPC/2016-17 dated 01/03/2019
2- Maharashtra Govt. GR No.1111 dated 11/09/2019
3- MHSSP/EST/70/2021 Date, 20th January, 2021

Sir/Madam,

Under the directives of AICTE and DTE cited above, following faculties have been appointed as Incharge / members of "Event Management, Media/Social Media Publicity and documentation" committee at institute level till further order. The performance of said committee will be evaluated based on the preservation, documentation and preparing the report of all events being organised/conducted at Dept and Institute level. This evaluation score will be considered in your 360 degree feedback score. **Mr. Shahbaaz Peerzade, Lecturer (Sr. Scale), Mechanical Engg.** appointed as a **Coordinator** for the Institute level activities. He has to collect all the activities report and materials conducted by all departments & prepare report to the Institute level and submit to the undersigned.

Sr. No.	Name of Faculty	Designation
1	Mr. Shahbaz Peerjade, Lecturer (Sr. Scale), Mechanical Engg.	Chairman
2	Mrs. Khan Tehseen, Lecturer (Sr. Scale) in English	Member
3	Mrs. Sharmeen B. Sardar, Lecturer, Electrical Engg.	Member
4	Mrs. Sharmin Shaikh, Lecturer, Civil Engg. Deptt.	Member
5	Mr. Mohammed Zaid Khan, Lecturer, Computer Engg. Deptt.	Member
6	Mr. Poonawala A. K, Mechanical Engg. Dept.(Aided)	Member

All members are directed to keep all documentation of concerned committee and submit monthly progress report as required by the undersigned.


PRINCIPAL

To,
Shahbaz Peerjade
Lecturer (Sr. Scale),
Mechanical Engg.
M. H. Saboo Siddik Polytechnic, Mumbai.



c.c:

1. Heads of Department - CE/EE/ME(A)/CO for necessary action
2. The above members
3. 1st Year Coordinator/Registrar