



राजकीय पोलिटेकनिक, साहेबगंज

(उच्च एवं तकनीकी शिक्षा विभाग, झारखण्ड सरकार)

साहेबगंज (झारखण्ड) 816109



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पत्रांक :- 81/A

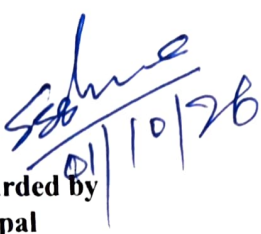
/साहेबगंज, दिनांक :- 01/10/2026

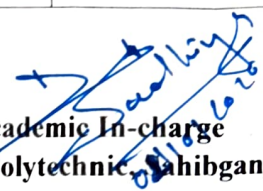
Non- Teaching work for the Month of October , 2026

In the reference of Letter No: त०शि०प्र०/विविध – 13/2024 Dated 31/05/2024 following works are allotted to every NBL of college which can be consider as **non-teaching work** as mentioned by Department. All the NBLs are instructed to complete them and submit all the documents till the last working day of the month at the Establishment section after the due date failing to this will be considered as no work and NBL will be responsible for further action.

SN	Nature of Work	Allotted Class	Remarks		
1.	Course file and Attendance register	5/course	For Each course allotted as per format		
NBA WORK					
SN	Nature of Work	Branch	Name of NBL	Allotted Class	Remarks
02	NBA Accreditation From PART A and PART B	MECH	Md. Sarwar Alam Mr. Ramanuj Prasad Mr. Rajeev Kumar	15	Submit the NBA Part A and Part B form for respective department and submit to Principal office after verify by HoD
		EEE	Mr. Shivam Kumar Singh Mr. Ritvik Priya Ms. Pragya Chaudhary	15	
		EE	Mr. Pawan Kumar Mr. Ashutosh Kumar Mr. Jeevitesh Ranjan Mr. Amrendra Kumar	15	
		CE	Mr. Prince Kumar Mr. Sunil Kumar Mr. Pankaj Kumar	15	
	Review and Updation of manuals	Workshop	Mr. Vijay Kumar Mr. Anubhav Prakash Mr. Ajit Kr Paswan Mr.Chandan Kumar	15	Submit separate copy for each job

		Examination / Library	Ms. Juhi Kumari Mr. Chandan Dey Ms. Priyanka Kumari Ms.amrita Kumari Ms.Pallavi Nikhil Bera	20	Prepration of Record of Distributed and not distributed marksheet till now, documentation work of Library
	Nature of Work	Celebration of foundation day of United Nation on 24th oct 2025	Conducting Seminar	ALL NBL'S MECHA NICAL	05 class


 Forwarded by
 Principal
 Govt. Polytechnic, Sahibganj


 Academic In-charge
 Govt. Polytechnic, Sahibganj