



## GOVERNMENT ENGINEERING COLLEGE, PATAN

KATPUR, PATAN(N.G)- 384265

Established in – 2004

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### Office Order:-

The following faculty members/staff members are assigned Institute level duties over and above their academic duties in order to help the Institute administrative work for development of institutional as a whole till farther order. The convener must present progress in their respective portfolio/s to the undersigned on regular interval

	Sr. No	Activities	Convener/s	Members
1	<b>Human Resource (Faculty and Staff) - Prof. A. B. Dhruv</b>			
	1	Office Administration (EST) (Karmyogi, IFMS, CTE Liaison, HOD Meetings, etc)	Prof. D. H. Patel	Prof. M. L. Patel
	2	Office Administration /Budget Planning (ACCOUNTS) GST works IT related works Cash book verification ABC Register work	Dr. V.M. Patel  Dr.V.P.Soni	Prof.K.H.Thakkar Dr.B.S.Patel Dr.B.S.Patel Shri.R. V. Patel
	3	RTI	Dr.D.K.Patel	Prof.V.K.Patel
	4	Legal Matters	Dr. D.H.Patel	Ms.S.B.Chaudhary
	5	Training (Faculty/staff)	Dr.S. A. Patel	Prof. M. M. Patel
	6	Institute Overload committee and workload calculation	Dr.V.P.Soni	Dr.A. K. Chaudhary
	7	Women Development Cell	Dr. N. J. Dalal	Prof.A.M.Vasdevani Smt.R. D. Prajapati
	8	Election Commission related work	Prof. A. N. Patel	Prof.Dharmesh Patel
	9	CAS Related Activities	Prof. V.D.Patel	Prof. H.L.Judal Prof. N.K.Dabhi Prof.H.L.Chaudhry Prof.H.R.Trivedi Prof. C.C.Patel Prof H S Bhutadia
2	<b>Students Affairs- Prof. R. O. Paliwal</b>			
	1	GTU Co-ordinators	Dr.K.C.Suthar	Prof.M.D.Patel Dr.A.K.Chaudhry Prof. M.G.Patel
	2	Student Section	Dr.H.L.Judal (STS Incharge)	Prof.R.A.Oza Prof.M.J.Patel Shri.A.B.Darji





3	Student Scholarship – SC and Overall ST OBC OPEN and EBC MYSY/PMMMS/Minority/Saksham/AICTE	Prof. M.M. Patel Prof.M.J.Vasava Prof.C.C.Patel Prof.K.H.Thakkar Prof.J.C.Parajapati	Prof. M. J. Patel  Prof.Dharmesh Patel  Prof.M.L.Patel
4	Gymkhana-(FIT India, Panch Prkalp/AKAM/SPORTS/Cultural Activities/Thalassemia Test etc)	Prof.G.A.Patel	Prof. M. D. Patel Prof.H.Y.Rathod Prof.A.M.Vasdevani Prof.C.P.Kadia
5	NSS/NCC, EBSB, Other student activities	Prof.N.K.Dabhi	Dr.A.K.Chaudhry Prof.R.A.Chaudhry Prof.V.B.Pansania
6	Anti-Ragging Committee	Prof. H.L.Chaudhry	Prof.B.P.Patel
7	ACPC (UG)/AISHE related works	Dr.H.S. Bhutadia	Prof. R.A.Oza
8	ACPC (PG)	Prof. D.U.Bavisa	Dr. M.B.Patel Prof.K.K.Rabari
9	GTU Design Engineering	Prof. Y.B.Patel	Dr.K.C.Suthar
10	100 points activities	Prof.S.A.Pankhania	Prof. S.G.Prajapati
<b>3 Store and Purchase – Prof. A. B. Dhruv</b>			
1	Central Store, Vikashlaxi, New items, GeM Purchase and Bid procedure	Dr.A.B.Dhruv	Prof.A.N.Patel Dr.H.R.Prajapati Prof. J. P. Patel Shri.V.B.Patel
2	Write-off	Prof.P.A.Darji	Dr.M.B.Patel Prof. H.D.Chande
<b>4 Academics – Dr. P. A. Barot</b>			
1	First Year Orientation, First Year Induction Co-ordination	Prof. H. R.Trivedi	Dr. B.S.Patel
	First Year Mid semester Exam Coordination,Institute Time Table	Dr.V.P.Soni	Dr.A.K.Chaudhry
2	Institute Information Compilation, News letter, Information booklet	Dr.M.B.Patel	Prof. S.H.Makwana Prof. A.V.Panchal
3	AICTE/GTU Affiliation,	Dr.S.A.Patel	Dr.M.I.Balya Prof.M.D.Patel Prof. N.R.Makwana
4	Academic Inspection DTE/GTU	Dr. K.V.Patel	Dr.H.L.Judal Dr.A.K.Chaudhry Prof.Y.B.Patel
5	NBA,IQAC, NIRF, GSIRF	Prof.V.K.Prajapati	Prof.H.D.Patel Dr.H.S. Bhutadia Prof. S.A.Pankhania Dr. H.R.Prajapati
6	360 feedback	Prof. H.D.Patel	Dr.H.N.Panchal Prof.V.B.Pansania
<b>5 Infrastructures and Maintenance- Prof. G. A. Patel</b>			
1	Civil works and Liaison with R&B	Prof.V.D.Patel	Dr.V.M.Patel
2	House keeping – Bid Process, Monitoring, Bill processing, Cleanliness of college campus	Dr. N. J. Dalal	Dr.J.M.Patel Prof.D.U.Bavisa Shri.M.A.Patel Ms.S.B. Chaudhary
3	Canteen//Hostel Mess Monitoring	Dr. A.B.Dhruv Dr. D.K.Patel	Prof. G.A.Patel Dr. N. J. Dalal



4	Electrical maintenance, Billing & R& (Elect) liaison, Solar Plant	Prof.P.D.Patel	Dr.A.N.Patel Shri.A.B.Darji
5	Mechanical Maintenance – RO & Water cooler, AC Maintenance Fire Extinguisher etc	Prof. R. O. Paliwal	Dr. K.V.Patel Shri.R.V.Patel
6	Telephone, CCTV Camera- video Conferencing	Dr.J.C.Prajapati	Prof.M.M.Patel
7	Security – Liaison, Monitoring & Bill Processing -	Prof.S.G.Prajapati	Shri.A B Darji
8	CWAN/Internet Facility/GSWAN /COGENT	Prof.A.V.Panchal	Prof.A.M.Vasdevani Prof.P.A.Darji
9	Institute website	Prof.S.H.Makwana	Prof.H.D.Chande
<b>6 Industries and Outreach- Dr. N. J. Dalal/ Dr. K. V. Patel</b>			
1	Placement Cell, Industry Linkages an MOU/ CII, Placement Fair	Prof.S.G.Prajapati	Prof.H.R.Trivedi Dr.U.A.Patel Prof.D.U.Bavisa
2	RUSA and Other GOI Scheme	Dr.J.M.Patel	Prof. N.R.Makwana Prof.B.P.Patel
3	Finishing School	Prof.H.R.Trivedi	Prof.H.Y.Rathod
4	Skill Development/GKS/MAY	Prof.V.K.Patel	Prof.C.C.Patel
5	SSIP/IPR/GIC/Hackathon/Design Lab	Dr.H.N.Panchal Prof.H.L.Chaudhry	Dr.M.I.Balya Dr.P.D.Patel Dr.M.B.Patel Prof.M.J.Vasava
6	Alumni Association related works	Dr. P. A. Barot	Prof. H.D.Chande
<b>7 Amenities – Prof. D. K. Patel</b>			
1	Hostel Administration Rector/Wardens/Asst.Wardens	Dr.D.K.Patel (Rector)	<b>Boy's Hostel</b> Prof.B.B.Patel Prof.J.P.Patel Shri. V.B.Patel Shri. M.A.Patel  <b>Girl's Hostel</b> Prof.R.A.Chaudhry Prof. Hiral Rathod Smt. P.J.Patel
2	Library	Dr.U.A.Patel	Prof.Y.B.Patel Smt. R.D. Prajapati
3	Student Store, Canteen/Mess – Bid Process, Monitoring, Bill processing	Dr.M.I.Balya	Prof.D.U.Bavisa Shri. M.A.Patel
4	Center of Excellence	Dr.K.V.Patel	Dr.P.D.Patel Dr.J.C.Parajapati
5	SCOPE Lab/ Language Lab	Dr.V.P.Soni	Prof.B.P.Patel
<b>8 TEQIP-II</b>			
1	Query Regarding TEQIP-II Scheme, Accounts, GSFS		Prof.G.A.Patel Prof.S.A.Patel

Note : For any additional assignment from Government/other agencies, undersigned will assign duties separately to faculty members/staff.

Copy: (1) Office file (2) Concerned faculty members/staff members

  
PRINCIPAL