

**GOVERNMENT ENGINEERING COLLEGE, PATAN**

At -Katpur PATAN

(N.G.) 384265

Established in - 2004

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No.GECP/EST/Work Distribution/2024/ 696

Date: 01 /10 /2024

**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   |
|----------|---|--|---|
| <b>1</b> | <b>Human Resource (Faculty and Staff)</b>   |  |   |
| 1        | Office Administration (EST)<br>(SATHI, IFMS, CTE LIASION, MoM<br>HOD Meetings, etc)   | Prof.M.L.Patel   |   |
| 2        | Office Administration / Budget planning<br>(ACCOUNTS)<br>GST works<br>IT related works<br>Cash book verification<br>ABC Register work | Dr.V.M.Patel   | Prof B S Patel<br><br>Prof.K.H.Thakkar<br>Prof.V.C.Makawana<br>Dr.B.S.Patel<br>Shri.R. V. Patel |
| 3        | RTI   | Dr.D.K.Patel   | Prof.V.K.Patel  |
| 4        | Legal Matters   | Dr.H.B.Jethva  | Ms.S.B.Chaudhary  |
| 5        | Training (Faculty/staff)  | Prof.S. D. Joshi   | Prof. M. M. Patel   |
| 6        | Institute Overload committee and<br>workload calculation  | Dr.V.C.Makwana   | Dr.V.P.Soni   |
| 7        | Women Development Cell  | Prof.R.A.Chaudhary   | Prof. H.Y.Rathod<br>Smt.P.J.Patel   |
| 8        | Election Commission related work  | Prof. A. N. Patel  | Prof.Dharmesh Patel   |
| <b>2</b> | <b>Students Affairs</b>   |  |   |
| 1        | GTU Co-ordinators   | Dr.K.C.Suthar  | Prof.M.D.Patel<br>Dr.A.K.Chaudhry<br>Prof. M.G.Patel  |
| 2        | Incharge-Student Section  | Dr.H.L.Judal   | Prof.R.A.Oza<br>Prof.M.J.Patel<br>Shri.A.B.Darji  |
| 3        | Student Scholarship – SC and Overall<br>ST<br>OBC<br>OPEN and EBC<br>MYSY/PMMMS/Minority/Saksham/AICTE                                | Prof. M.M. Patel<br>Prof.M.J.Vasava<br>Prof.C.C.Patel<br>Prof.K.H.Thakkar<br>Prof.J.C.Parajapati | Prof M J Patel<br><br>Prof.Dharmesh Patel<br><br>Prof.M.L.Patel                                 |

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|--|---|--------------------|--|
| 4  | Gymkhana-(FIT India, Panch Prkalp/AKAM/SPORTS/Cultural Activities/Thalassemia Test etc) | Prof.G.A.Patel     | Dr.N.A.Patel<br>Prof.H.Y.Rathod<br>Prof.A.M.Vasdevani<br>Prof.C.P.Kadia  |
| 5  | NSS/NCC, EBSB, Other student activities   | Prof.N.K.Dabhi     | Dr.A.K.Chaudhry<br>Prof.R.A.Chaudhry<br>Prof.V.B.Pansania  |
| 6  | ACPC (UG)/AISHE related works   | Dr.H.S. Bhutadia   | Dr. S.P.Patel  |
| 7  | ACPC (PG)   | Prof. D.U.Bavisa   | Prof. R.A.Oza<br>Dr. M.B.Patel<br>Prof.K.K.Rabari  |
| 8  | Alumni Association related works  | Dr.H.B.Jethva      | Dr.S.P.Patel   |
| 9  | Anti-Ragging Committee  | Prof.H.L.Chaudhry  | Prof.B.P.Patel   |
| 10                                       | GTU Design Engineering  | Prof. Y.B.Patel    | Dr.K.C.Suthar  |
| 11                                       | 100 points activities   | Prof.S.A.Pankhania | Prof. S.G.Prajapati  |
| <b>3 Store and Purchase</b>              |   |                    |  |
| 1  | Central Store, Vikashlaxi, New items, GeM Purchase and Bid procedure                    | Dr.A.B.Dhruv       | Prof.A.N.Patel<br>Dr.H.R.Prajapati<br>Prof J P Patel<br>Shri.V.B.Patel   |
| 2  | Write-off   | Prof.P.A.Darji     | Dr.M.B.Patel<br>Prof. H.D.Chande   |
| <b>4 Academics</b>                       |   |                    |  |
| 1  | First year Orientation, First Year Induction co-ordination.                             | Prof.H.R.Trivedi   | Dr. B.S.Patel  |
|  | First year Mid semester Exam Conduction,Institute Time Table                            | Dr.V.P.Soni        | Dr.V.C.Makwana   |
| 2  | Institute Information Compilation, News letter  | Dr.M.B.Patel       | Prof. S.H.Makwana<br>Prof. A.V.Panchal   |
| 3  | AICTE/GTU Affiliation,  | Dr.H.B.Jethva      | Dr.M.I.Balya<br>Prof.M.D.Patel<br>Prof. N.R.Makwana  |
| 4  | Academic Inspection DTE/GTU   | Dr. K.V.Patel      | Dr.H.L.Judal<br>Dr.A.K.Chaudhry<br>Prof.Y.B.Patel  |
| 5  | NBA,IQAC, NIRF, GSIRF   | Prof.S.D.Joshi     | Prof.H.D.Patel<br>Dr.H.S. Bhutadia<br>Prof.S.A.Pankhania<br>Dr.H.R.Prajapati                                   |
| 6  | 360° feedback   | Prof. H.D.Patel    | Dr.H.N.Panchal<br>Prof.V.B.Pansania  |
| 7  | CAS Related Activities  | Prof. V.D.Patel    | Dr. H.L.Judal<br>Prof. N.K.Dabhi<br>Prof.H.L.Chaudhry<br>Prof.H.R.Trivedi<br>Prof. C.C.Patel<br>Dr.V.C.Makwana |
| <b>5 Infrastructures and Maintenance</b> |   |                    |  |
| 1  | Civil work maintenance and Liaison with R&B   | Prof.V.D.Patel     | Dr.V.M.Patel   |



|                                  |  |                                     |   |
|----------------------------------|--|-------------------------------------|---|
| 2                                | House keeping, Student Store, Canteen, Hostel Mess Bids/Canteen Incharge         | Dr.P.N.Nimodia                      | Dr.J.M.Patel<br>Prof.D.U.Bavisa<br>Shri.M.A.Patel<br>Ms.S.B. Chaudhary  |
| 3                                | Hostel /Mess Incharge (Boys)<br>Hostel/ Mess Incharge (Girls)                    | Prof.B.B.Patel<br>Prof.K.R.Raval    |   |
| 4                                | Canteen/Mess Monitoring  | Dr. A.B.Dhruv                       | Dr. D.K.Patel<br>Prof. G.A.Patel  |
| 5                                | Electrical maintenance, Billing & R& (Elect) liaison, Solar Plant                | Dr.P.D.Patel                        | Prof.A.N.Patel<br>Shri.A.B.Darji  |
| 6                                | Mechanical Maintenance – RO & Water cooler, AC Maintenance Fire Extinguisher etc | Prof.D.J.Parmar                     | Prof.V.K.Patel<br>Shri.R.V.Patel  |
| 7                                | EPABX/Telephone<br>CCTV Camera- video Conferencing                               | Dr.J.C.Prajapati                    | Prof.M.M.Patel  |
| 8                                | Security Liaison   | Prof.S.G.Prajapati                  | Shri.P.N.Pancholi   |
| 9                                | CWAN/Internet Facility/GSWAN /COGENT   | Prof.A.V.Panchal                    | Prof.A.M.Vasdevani<br>Prof.P.A.Darji                                    |
| 10                               | Institute website  | Prof.S.H.Makwana                    | Prof.H.D.Chande   |
| 11                               | Cleanliness of college campus  | Dr.M.I.Balya                        | Shri. M.A.Patel   |
| <b>6 Industries and Outreach</b> |  |                                     |   |
| 1                                | Placement Cell, Industry Linkages an MOU/ CII, Placement Fair                    | Prof.S.G.Prajapati                  | Prof.H.R.Trivedi<br>Dr.N.A.Patel<br>Prof.D.U.Bavisa                     |
| 2                                | RUSA and Other GOI Scheme  | Dr.J.M.Patel                        | Prof. N.R.Makwana<br>Prof.B.P.Patel<br>Prof.H.Y.Rathod                  |
| 3                                | Finishing School   | Prof.H.R.Trivedi                    | Dr.J.M.Patel  |
| 4                                | Skill Development/GKS/MAY  | Prof.V.K.Patel                      | Prof.C.C.Patel  |
| 5                                | SSIP/IPR/GIC/Hackathon/Design Lab  | Dr.H.N.Panchal<br>Prof.H.L.Chaudhry | Dr.M.I.Balya<br>Dr.P.D.Patel<br>Dr.M.B.Patel<br>Prof.M.J.Vasava         |
| <b>7 Amenities</b>               |  |                                     |   |
| 1                                | Hostel Administration<br>Rector/Wardens/Asst.V/ardens                            | Dr.D.K.Patel<br>(Rector)            | Prof.B.B.Patel<br>Prof.J.P.Patel<br>Prof.K.R.Raval<br>Smt.R.D.Prajapati |
| 2                                | Library  | Dr.S.P.Patel                        | Prof.Y.B.Patel  |
| 3                                | Center of Excellence   | Dr.K.V.Patel                        | Dr.P.D.Patel<br>Dr.J.C.Parajapati                                       |
| 4                                | 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                      | Dr.H.B.Jethva<br>Prof.S.D.Joshi   |

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

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