



Government Polytechnic, Palanpur
सरकारी पोलिटेक्नीक, पालनपुर



माला दरवाजा बहार, पालनपुर-385001

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No. GPP/EST/Work Distribution/662

Date : 04/07/2024

Office Order (Work Distribution)

Following administrative/managerial duties are assigned to corresponding officers/faculties in addition to their regular job specific responsibilities for smooth functioning and overall development of the institute till further order. All are inform to maintain records with proofs and present as and when required.

No	Activity	Convener	Co-Convener	Members
1	Head, Human Resource (Faculty & Staff) :			
1	Establishment Section	R N Patel-EC	V H Suthar-Mech	C P Gelot-General B M Patel-Elect R L Chaudhary-Mech A R Patel - Civil
2	E-Mail Handling e-Sarkar	S P Joshiyara-EC	V M Prajapati-Mech	
3	SATHI Karmyogi Portal	R N Patel-EC	V M Prajapati-Mech	C P Gelot-General V H Suthar-Mech B M Patel-Elect A N Patel-Civil R C Parmar-EC J V Kureshi-IC
4	CAS	B B Mor-General	A R Patel-Elect R N Patel-EC	K A Patel-IC J B Patel-Mech V P Patel-Civil
5	IQAC	Principal	S J Chauhan-EC	All HoDs A D Shah-Elect D D Prajapati-Mech R J Patel-Applied M F Tank-General D N Sheth-Civil
6	TNA / FDP Portal / Foreign NOC	A M Qureshi -Elect	N N Chaudhary -Mech	

7	R T I & Legal Matters	C S Pandya-Gen	Y D Chaudhary-Mech	
8	Audit Para	R J Patel-Applied	A R Patel-Elect	Coordinators of Esta, Account & Store
9	Account Section	B B Mor-Gen	T D Modi-Mech Y D Chaudhary-Mech	J V Kureshi-IC A N Patel-Civil R P Chavda- Elect S P Mahant-Mech
10	Women Development cell	M M Shah-IC	V G Patel-Mech	M K Pedhadia-EC P D Sheth-Civil S N Chauhan-Mech F M Patel - Civil
11	Internal Complaint Committee	P G Chauhan- Mech	P D Sheth-Civil	M K Pedhadia-EC
12	Grievance redressal	A D Shah - Elect	P G Chauhan-Mech	M M Shah-IC M F Tank-General
13	CCC Fee Reversal	M F Tank-Gen	R M Prajapati-Elect	N H Oza-Mech
14	SC-ST Cell	P G Chauhan- Mech	C M Amin-Mech	Y T Rana - Civil
15	Physical Disable Cell	N A Modi-Mech	I P Kharodiya (S.K.)	
16	RTO learning License	B N Prajapati- Mech	S P Mahant-Mech	Rotational order
2	Head, Student Affairs :			
1	ACPDC Help Center Awareness program	M F Tank-Gen	F A Mukhi-Civil V A Chauhan-IC	Detail Order
2	GTU	B N Prajapati- Mech	V P Patel-Civil P K Bhavsar -Elect	S P Joshiyara-EC V B Chaudhary-Mech
3	Student Section	M M Shah-IC	M K Pedhadia-EC R C Parmar-EC S N Chauhan-Mech	F M Patel-Civil M R Zala-Mech N H Oza-Mech R M Prajapati-Elect P D Sheth-Civil
4	Gymkhana NSS Ek Bharat Shrestha Bharat (EBSB)	J D Modi-General	M K Prajapati-Mech J N Chaudhary-App.	F M Patel-Civil D P Judal-Mech J V Kureshi -IC R M Prajapati-Elect V B Chaudhary-Mech P K Bhavsar -Elect (NSS) N J Chauhan-EC
5	ISTE Chapter	D N Sheth-Civil	H P Patel-Civil	V M Prajapati-Mech N J Chauhan-EC A V Gajjar-Elect

6	Alumni Association	A R Patel-Elect	F A Mukhi-Civil	N A Modi –Mech
				R N Patel-EC
				V A Chauhan-IC
				P K Bhavsar-Elect
7	VISHWA-KARMA YOJNA	D N Sheth-Civil	A N Patel-Civil	P K Bhavsar-Elect
8	MYSY	S D Dabhi-Principal (SSO)	D P Judal-Mech N N Chaudhary-Mech (Scrutiny)	V M Prajapati-Mech
				R L Chaudhary-Mech
9	Anti Ragging Committee Anti Ragging Squade	D D Prajapati-Mech	R P Chavda-Elect	F A Mukhi-Civil
				C P Gehlot - General
10	Psychology Cell	A R Patel-Elect	J V Kureshi-IC	Y D Chaudhary-Mech
11	Education Loan	J B Patel-Mech	N H Oza-Mech	R P Chavda-Elect
3	Head, Store & Purchase:			
1	Central Store Purchase on GeM New items / Vikaslaxi / CSS Tendering Outsourcing etc. Physical Verification	A D Shah-Elect	T P Purohit-Elect Y D Chaudhary-Mech	N V Prajapati -Civil
				J N Chaudhary-Applied
				R L Chaudhari-Mech
				C S Pandya-Gen
				L K Patel-EC
2	Local Purchase Committee	Principal	Store Officer As Member Secretary	All HoD As A Member
3	Write-off	A D Shah-Elect	N N Chaudhary-Mech N V Prajapati-Civil	A.M Qureshi-Elect
				L K Patel-EC
				C S Pandya-Gen
				J N Chaudhary-Applied
				V G Patel-Girl's hostel
				D H Desai-Boys' hostel
				B N Raval-Library
4	Head, Academics:			
1	Institute Time table Institute Overload Academic Calendar	I D Chaudhary-Elect	T D Modi-Mech	Y T Rana-Civil
				N H Oza – Mech
				A M Qureshi-Elect
				R C Parmar-EC
				M F Tank-Gen
				J N Chaudhary-Applied
2	AICTE Approval GTU Affiliation	S J Chauhan-EC	C M Amin-Mech	A R Patel-Civil
			N J Chauhan-EC	D H Desai-Mech
				R P Chavda-Elect
				V A Chauhan-IC
				J D Modi-Gen
				R J Patel-Applied

3	AICTE PARAKH	S J Chauhan-EC	I D Chaudhary-Elect	N V Oza-Mech
				R J Patel-Applied
				A R Patel-Civil
				M K Prajapati-Mech
4	NBA	N V Oza-Mech	A M Qureshi-Elect M K Pedhadiya – EC A R Patel-Civil	M K Prajapati -Mech
				J D Modi – Gen
5	SSIP CIC3 IPR Hackathone	L K Patel-EC	B M Patel-Elect	Y T Rana-Civil
				V H Suthar-Mech
				M J Dabgar-EC
				V A Chauhan-IC
6	MERITE	B M Patel-Elect	B B Mor – Gen	
7	CLEANLINESS	M M Shah-IC	J D Modi-General R L Chaudhary-Mech	P D Sheth-Civil
				V G Patel-Mech
				A V Gajjar-Elect
				P.G.Chauhan(W/S)
				D H Desai-Mech
				V A Chauhan-IC
				L K Patel-EC
				B N Raval (LRUC)
8	NEP GSIRF	M J Vadhavaniya- IC	F M Patel-Civil	C M Amin-Mech
				S N Chauhan-Mech
				H P Patel-Civil
				T P Purohit-Elect
9	Academic Coordinator (NEP)	M J Vadhavaniya- IC	H P Patel-Civil	M R Zala-Mech
				T D Modi-Mech
				N J Chauhan-EC
10	ABC ID	L K Patel-EC	M J Vadhavaniya-IC	B N Prajapati-Mech
				S P Mahant-Mech
				H P Patel-Civil
				T P Purohit-Elect
5	Head, Infrastructure & Maintenance:			
1	Civil Works /maintenance R&B (Civil) Liason For College campus Hostel campus Staff Quarters, *Fire N.O.C	D N Sheth-Civil	F A Mukhi-Civil	A N Patel-Civil (Quarters)
2	Electrical maintenance , (College + Hostels + Street) Billing R&B (Elect) liason, Solar Panel etc., Fire N.O.C	A R Patel - Elect	T P Purohit – Elect	

3	Mechanical Maintenance RO & Water Cooler, AC Maintenance, Fire Extinguisher	V H Suthar - Mech	J B Patel –Mech	N N Chaudhary-Mech
4	Quarter Allotment	D N Sheth-Civil	R J Patel-Applied	V P Patel-Civil
5	Security (Monitoring of Institutional Discipline)	B B Mor-Gen	V B Chaudhary-Mech	N V Prajapati-Civil T P Purohit -Elect N J Chauhan-EC T D Modi-Mech
6	CWAN, Lease Line / Internet, CCTV, NAMO WIFI, Video Conferencing	M J Dabgar -EC	J V Kureshi –IC	S P Joshiara-EC D H Desai-Mech A M Qureshi-Elect
7	Cogent, Website, KYC	S P Joshiara-EC	R N Patel-EC M R Zala-Mech	N V Prajapati - Civil C M Amin - Mech R M Prajapatii -Elect J D Modi-General M B Valagot-Office B N Raval-Lib
		P K Bhavsar-Elect	Coordinator of AKKAM/ Electoral Literacy/ PANCHPRAKALP/ Voter Awareness/ Yoga Day	
		C S Pandya- General	Coordinator of SCOPE	
		A M Kureshi-Elect	Coordinator of Training	
		B M Patel-Elect	Coordinator of SSIP / Startup / Innovation	
		I D Chaudhary- Elect	Nodal Officer of EDC	
		J V Kureshi-IC	Coordinator of Climate Change	
		J N Chaudhary- Applied	Coordinator of Cyber Club	
		M J Vadhavaniya- IC	Coordinator of NEP2020 Conference (SOU)	
		M J Dabgar-EC R M Prajapati- Elect V A Chauhan-IC Y T Rana-Civil	Coordinator of SSIP	
		S P Joshiara-EC	Coordinator of ETRP (COGENT)	
		V B Chaudhary- Mech	G20 NODAL OFFICER	
		K A Patel-IC	ENVIRONMENTAL NODAL OFFICER	
		M M Shah-IC	CLEANLINESS NODAL OFFICER Swachhta Hi Seva Coordinator	
6	Head, Industry & Outreach:			
1	Training and Placement Cell, Placement Fair Industry Linkages MOU etc.	N V Oza-Mech	I D Chaudhary-Elect J B Patel-Mech	Y T Rana-Civil D P Judal-Mech M J Dabgar-EC A V Gajjar-Elect

2	MAY , PMKVY; DSC, D. Voc (AICTE) BISAG	S J Chauhan-EC	A V Gajjar-Elect	M J Vadhvaniya-IC
				D P Judal-Mech
				H P Patel-Civil
3	Finishing school GKS SCOPE Language Lab etc.	C S Pandya – General	Y T Rana-Civil	V A Chauhan-IC
				M K Prajapati-Mech
				R M Prajapati-Elect
				M J Dabgar-EC
4	RUSA A I S H E	C P Gelot-Gen	S N Chauhan-Mech	N A Modi-Mech
				A R Patel -Civil
				B M Patel – Elect
				R C Parmar-EC
5	CDTP	P G Chauhan- Mech	P D Sheth-Civil K A Patel-IC	N A Modi-Mech
6	MEDIA CELL VC DATA Inspection data (Academic)	N A Modi-Mech	V B Chaudhary-Mech	B N Prajapati-Mech
				S P Mahant-Mech
				N V Prajapati-Civil
				A V Gajjar-Elect
7	Head, Amenities			N J Chauhan-EC
1	Library	K A Patel-IC	S N Chauhan-Mech	
2	Hostel Rector	A D Shah-Elect	D H Desai-Boys Hostel V G Patel-Girls Hostel	K B Desai-Office Lobby Coordinator detail order
3	Canteen / Mess	D D Prajapati- Mech	I D Chaudhary-Elect	V P Patel - Civil
				M R Zala - Mech
				K A Patel - IC

Note: For Portfolio specific goals and responsibilities and related information refer TEIM for GPs.

Responsibilities of concerned conveners /members:

1. Prepare an annual action plan with clear objectives by following standard methodology considering NBA requirements as benchmark for overall development /smooth functioning of the institute.
2. Do allotment of work among members related to said portfolio.
3. Collection of previous data/documents/proofs from Ex. Convener/ In-charge if required and processed further to achieve the target as planned in action plan..
4. Motivate the team to accomplish the plan work as per annual action plan.
5. Coordinate with committee/members/representatives at regular interval to identify progress/ lagging/follow ups.Submit progress report to principal.
6. Submit confidential report of members related to efficacy of members in fulfilling goals of particular portfolio to Principal to be reflected in PAR and also helping for 360 feedback of individual faculty .
7. In absence of convener , co convener has to function as convener. If faculty name is in convener or co convener then that faculty must carried out duty as department member also.

[Signature]
21/7/24
Principal
Govt. Polytechnic,
Palanpur.