



## Government Polytechnic, Palanpur

સરકારી પોલીટેકનીક, પાલનપુર



માલણ દરવાજા બહાર, પાલનપુર-૩૮૫૦૦૧

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ક્રમાંક:GPP/Work /Distribution/ 2021/733

Date : 31/3/2021

### 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.

| Sr No | Activity  | Convener              | Co-Convener                                | Members   |
|-------|---|-----------------------|--|---|
| 1     | <b>Head, Human Resource (Faculty &amp; Staff) :</b>   |                       |  |   |
| 1     | Establishments  | R N Patel-E C         | V H suthar-Mech                            | V M Prajapati-Mech<br>A V Gajjar-Elect<br>R.L.Chaudhary-Mech<br>C P Gelot-General<br>A R Patel – Civil  |
| 2     | IQAC / CAS  | Principal             | JT Patankar - IC                           | All HoDs :<br>N N Rajgor-Civil<br>M D Parmar-Applied<br>M B Shah-Elect<br>D D Prajapati-Mech<br>J T Patankar-IC<br>S J Chauhan-EC<br>M F Tank-Gen |
| 3     | TNA /FDP Portal /Foreign NOC  | A M Qureshi -Elect    | N N Chaudhary -Mech                        |   |
| 4     | R T I & Legal Matters   | C S Pandya-Gen        | Y D Chaudhary                              |   |
| 5     | Audit Para  | M J Mansuri-Applied   | N N Rajgor-Civil                           | Co ordinators of esta, Account & store  |
| 6     | Account (grant/budget/kharch patrak/CPF/GPF/Treasury Bills/Fixation order ABC Register/Cashbook/Sallary Bill/Arrears/ | B B Mor-Gen           | J N Chaudhary-Applied<br>H T Patel - Civil | H T Patel-Civil<br>N M Patel -EC<br>J V Kureshi-IC<br>R P Chavda- Elect<br>T D Modi-Mech<br>Y D Chaudhary-Mech                                    |
| 7     | Women Development cell & Internal Complaint Committee   | M M Shah-IC           | P G Chauhan - Mech                         | M K Pedhadia-EC<br>F M Patel – Civil  |
| 8     | Grievance redressal /Internal Complaint Committee (Staff & Student )  | M B Shah - Electrical | D D Prajapati - Mech                       | DETAIL ORDER  |
| 9     | CCC Fee Reversal  | M F Tank-Gen          | R P Chavada-Elect                          | B K Katara-Mech   |



|          |  |                         |                    |  |
|----------|--|-------------------------|--------------------|--|
| 10       | E-Mail Handling  | S P Mahant-Mech         | S P Joshiyara-EC   |  |
| 11       | SC-ST Cell   | M.D.Parmar-Applied      | P.G.Chauhan-Mech   | Y T Rana - Civil<br>N M Patel -EC                        |
| 12       | Physical Disable Cell  | N.A.Modi-Mech           | I.P.Karodiya(S.K.) | D.R.Modi(w/s)  |
| 13       | RTO learning License   | C M Prajapati-Mech      | S.P.Mahant         | Rotational order   |
| <b>2</b> | <b>Head, Student Affairs :</b>   |                         |                    |  |
| 1        | ACPDC Help Center<br>Awareness programme<br>Marketing of college   | J T Patankar--IC        | M F Tank-Gen       | Detail Order   |
| 2        | GTU  | L K Patel-EC            | S P Joshiyara-EC   | T P Purohit -Elect                                       |
|          |  |                         | S P Mahant-Mech    | V B Chauhary-Mech  |
|          |  |                         | A R Patel - Civil  | V A Chauhan -IC  |
| 3        | Student Section;<br>Scholarship<br>AISHE<br>Tab Distribution<br>FEE collection (All)<br>Student Related Matters etc.<br>Concession bus pass<br>Bonafide certi<br>Cancellation of admission<br>Marksheet distribution | M M Shah-IC             | M K Pedhadia-EC    | F M Patel-Civil  |
|          |  |                         | R C Parmar-EC      | M R Zala-Mech<br>N H Oza-Mech                            |
|          |  |                         | S N Chauhan-Mech   | R M Prajapati-Elect<br>M R Patel-Elect<br>N M Patel-EC   |
| 4        | Gymkhana/<br><br>Co curricular activities<br>Stage decoration<br>Auditorium Maintenance<br>Yoga Day<br>Theleseemia test<br>Blood Donation<br>Tree plantation<br>NSS  | D N Sheth-Civil         | R H Prajapati-Mech | F M Patel-Civil  |
|          |  |                         | V.B Chaudhary      | M K Prajapati-Mech<br>N M Patel-EC                       |
|          |  |                         |                    | J V Kureshi -IC  |
|          |  |                         |                    | J D Modi - General                                       |
|          |  |                         |                    | J N Chaudhary -<br>Applied                               |
|          |  |                         |                    | P K Bhavsar -Elect<br>(NSS)                              |
| 5        | Ek Bharat Shrestha<br>Bharat(EBSB)   | D N Sheth-Civil         | R H Prajapati-Mech | F M Patel-Civil  |
|          |  |                         | V.B Chaudhary      | M K Prajapati-Mech<br>PK Bhavsar - Elect<br>N M Patel-EC |
|          |  |                         |                    | J V Kureshi -IC  |
|          |  |                         | S R Modi-Mech      | J D Modi - General<br>J N Chaudhary -<br>Applied         |
|          |  |                         |                    | P K Bhavsar -Elect<br>(NSS only)                         |
|          |  |                         |                    |  |
| 6        | Alumni Association   | M D Parmar-Applied      | A R Patel<br>Elect | H P Patel-Civil  |
|          |  |                         |                    | N A Modi -Mech   |
|          |  |                         |                    | R N Patel-EC   |
|          |  |                         |                    | V A Chauhan-IC   |
| 7        | VISHWA-KARMA YOJNA   | N N rajgor -Civil       | F M Patel-Civil    | S H Chaudhary - Elect                                    |
| 8        | MYSY   | V M Prajapati-Mech      | R L Chaudhari-Mech |  |
| 9        | Anti Ragging Committee   | S J Chauhan -EC         |                    | Detail Order   |
| 10       | Anti Ragging Squade  | D D Prajapati -<br>Mech | N N Rajgor -civil  | A N Patel-Civil  |
|          |  |                         |                    | C P Gehlot - General                                     |
|          |  |                         |                    | A V Gajjar -Electrical                                   |



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|---|---|-------------------------|--------------------------------------|-------------------------------------|
| 3 | Head, Store & Purchase:   |                         |                                      |                                     |
| 1 | Central Store Officer<br><br>Purchase on GeM<br>New items/ Vikaslaxi<br>CSS;<br>Tendering<br>Outsourcing etc.<br>Physical Verification              | M J Mansuri-<br>Applied | C M Prajapati-Mech                   | N V Prajapati -Civil                |
|   |   |                         | M F Tank-Gen                         | P N Artwani-Applied                 |
|   |   |                         |                                      | J P Fudani-Mech                     |
|   |   |                         |                                      | R L Chaudhari-Mech                  |
|   |   |                         |                                      | T P Purohit-Elect                   |
|   |   |                         |                                      | L K Patel-EC                        |
|   |   |                         |                                      | J V Kureshi-IC<br>C S Pandya-Gen    |
| 2 | Local Purchase Committee  | Principal               | Store Officer<br>As Member Secretary | All HoD As A<br>Member              |
| 3 | Write-off   | J T Patankar-IC         | M J Mansuri-Applied                  | N V Prajapati-Civil                 |
|   |   |                         | M.J.Vadhvaniya-IC                    | B K Katara-Mech                     |
|   |   |                         |                                      | A.V.Gajjar-Elect                    |
|   |   |                         |                                      | M K Pedhadia-EC                     |
|   |   |                         |                                      | M J Vadhvania-IC                    |
|   |   |                         |                                      | C S Pandya-Gen                      |
|   |   |                         |                                      | P N Artwani-Applied                 |
|   |   |                         |                                      | P N Artwani -Girl's<br>hostel       |
|   |   |                         |                                      | N N Chaudhary- A<br>Block           |
|   |   |                         |                                      | P K Bhavsar - B Block               |
|   |   |                         |                                      | K A Patel – IC -<br>Library         |
| 4 | Head, Academics:  |                         |                                      |                                     |
| 1 | Institute Time table<br><br>workload calculation<br>Planning of classes and rooms<br>Master TT<br>Institute Overload committee<br>Academic Calendar | M J Vadhvania-IC        | T D Modi-Mech                        | Y T Rana-Civil                      |
|   |   |                         |                                      | N H Oza - Mech                      |
|   |   |                         |                                      | A M Qureshi-Elect                   |
|   |   |                         |                                      | R C Parmar-EC                       |
|   |   |                         |                                      | K A Patel -IC                       |
|   |   |                         |                                      | M F Tank-Gen                        |
|   |   |                         |                                      | J N Chaudhary-<br>Applied           |
| 2 | AICTE Approval  | S J Chauhan-EC          | C M Amin-Mech                        | A R Patel-Civil                     |
|   |   |                         | N J Chauhan-EC                       | D H Desai-Mech                      |
|   |   |                         |                                      | R P Chavada-Elect                   |
|   |   |                         |                                      | K A Patel-IC                        |
|   |   |                         |                                      | B B Mor-Gen<br>P N Artwani -Applied |
| 3 | GTU Affiliation   | S J Chauhan-EC          | C M Amin-Mech                        | A R Patel-Civil                     |
|   |   |                         | N J Chauhan-EC                       | D H Desai-Mech                      |
|   |   |                         |                                      | R P Chavada-Elect                   |
|   |   |                         |                                      | K A Patel-IC                        |
|   |   |                         |                                      | B B Mor-Gen<br>P N Artwani -Applied |
| 4 | NBA   | J T Patankar-IC         | N V Oza- Mech                        | H T Patel - Civil                   |
|   |   |                         | M K Pedhadiya - EC                   | C M Prajapati -Mech                 |
|   |   |                         | M.J.Vadhvaniya-IC                    | I D Chaudhary -Elect                |
|   |   |                         |                                      | J D Modi - Gen                      |



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|----------|--|---|---|--|
|          |  |   |   |  |
| 5        | SSIP<br>CIC3<br>IPR<br>Hackathone  | B M Patel-Elect<br>J T Patankar<br>(Mentor) -IC | M J Dabgar-EC                                       | Y T Rana-Civil<br>D D Panchal-Mech<br>R M Pprajapati-Elect<br>V A Chauhan-IC   |
| 6        | CLEANLINESS  | M B Shah-Elect                                  | J D Modi - General                                  | P D Sheth-Civil<br>N A Modi -Mech<br>A V Gajjar-Elect<br>S P Joshiara -EC<br>P.G.Chauhan(W/S)<br>K.A.Patel(LRUC)<br>M M Shah -IC<br>P N Artwani -Applied |
| <b>5</b> | <b>Head, Infrastructure &amp; Maintanance:</b>   |   |   |  |
| 1        | Civil Works /maintainance<br>R&B (Civil) Liason<br>For<br>College campus<br>Hostel campus<br>Staff Quarters<br>, | N N Rajgor-Civil                                | H.T.Patel -Civil                                    | A N Patel-Civi<br>H.P.PATEL-Civil  |
| 2        | Fire N.O.C   | N N Rajgor-Civil<br>A.R Patel-Elect.            | R.H Prajapati-Mech                                  |  |
| 3        | Electrical maintenance ,<br>(College + Hostels + street )<br>Billing<br>R&B (Elect) liason,<br>Solar Panel etc.  | A R Patel - Elect                               | T P Purohit - Elect                                 |  |
| 4        | Mechanical Maintainance<br>RO & Water Cooler, AC<br>Maintenance ,<br>Fire Extinguisher                           | N V Oza -Mech                                   | R H Prajapati –Mech<br>V H Suthar - Mech            |  |
| 5        | Quarter Allotment  | M D Parmar -<br>Applied Mechanic                | N N Rajgor – Civil                                  | M B Shah –Elect<br>D D Prajapati – Mech<br>H.T.Patel-Civil   |
| 6        | Security<br><br>( Monitoring of<br>Institutional Discipline)   | B B Mor-Gen                                     | V B Chaudhary-Mech                                  | A N Patel-Civil<br>M R Patel -Elect<br>N J Chauhan-EC<br>M J Vadhavaniya -IC   |
| 7        | CWAN/,<br>Lease Line/ Internet<br>CCTV<br>NAMO WIFI<br>Video Conferencing.                                       | J S Patel-EC                                    | M J Dabgar EC                                       | J V Kureshi -IC<br>D H Desai-Mech<br>S P Joshiara – EC   |
| 8        | Cogent, Website<br>KYC   | J.T.Patanker-IC<br>S.R.Modi-Mech                | S P Joshiara –EC<br>V.H.Suthar-Mech<br>R.N.Patel-EC | N V Prajapati - Civil<br>C M Amin - Mech<br>R M Prajapatii -Elect<br>N.J.Chauhan-EC  |
| <b>6</b> | <b>Head, Industry &amp; Outreach:</b>  |   |   |  |
| 1        | Training and Placement Cell,<br>Placement Fair<br>Industry Linkages<br>MOU etc.                                  | I D Chaudhary-Elect                             | R H Prajapati-Mech<br>N M Patel-EC                  | H P Patel-Civil<br>D D Panchal-Mech<br>R P Chavda- Elect   |



|   |   |                         |                         |                       |
|---|---|-------------------------|-------------------------|-----------------------|
| 2 | MAY ,<br>PMKVY; DSC,<br>D. Voc (AICTE)<br>BISAG       | S J Chauhan-EC          | M J Vadhavaniya –IC     | H P Patel-Civil       |
|   |   |                         | M K Pedhadiya -EC       | J.P.Fudani-Mech       |
|   |   |                         |                         | A V Gajjar-Elect      |
|   |   |                         |                         | N M Patel-EC          |
| 3 | Finishing school<br>GKS<br>SCOPE<br>Language Lab etc. | C S Pandya -<br>General | T D Modi – Mech         | V.A,Chauhan-IC        |
|   |   |                         |                         | S H Chaudhary-Elect   |
|   |   |                         |                         | Y T Rana-Civil        |
|   |   |                         |                         | M J Dabgar-EC         |
| 4 | RUSA<br>A I S H E                                     | C P Gehlot-Gen          | S N Chauhan-Mech        | P D Sheth -Civil      |
|   |   |                         |                         | B M Patel – Elect     |
|   |   |                         |                         | R C Parmar-EC         |
|   |   |                         |                         | J V Kureshi -IC       |
| 5 | CDTP  | D D Prajapati-Mech      | D N Sheth-Civil         | I D Chaudhary – Elect |
| 6 | MEDIA CELL<br>VC DATA<br>Inspection data (Academic)   | L K Patel-EC            | S P Joshiyara-EC        | S P Mahant-Mech       |
| 7 | <b>Head, Amenities</b>                                |                         |                         |                       |
| 1 | Library   | K A Patel-IC            |                         |                       |
| 2 | Hostel Rector   | S J Chauhan-EC          | N N Chaudhary-A BLK     | H P Patel –civil      |
|   |   |                         | P K Bhavsar-C BLk       | D H Desai-Mech        |
|   |   |                         | P N Artwai-Girls Hostel | J D Chavda-Mech       |
|   |   |                         |                         | S H chaudhary-elec    |
| 3 | Canteen / Mess  | S J Chauhan-EC          | D D Prajapati- Mech     | N M Patel-EC          |
|   |   |                         |                         | H T Patel - Civil     |
|   |   |                         |                         | N V Oza - Mech        |
|   |   |                         |                         | I D Chaudhary -Elec   |
|   |   |                         |                         | M M Shah - 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 convenor , co convener has to function as convener. If faculty name is in convenor or co convenor then that faculty must carried out duty as department member also.

  
Principal