



Government Polytechnic, Palanpur
સરકારી પોલીટેકનીક, પાલનપુર



માલવણ દરવાજા બહાર, પાલનપુર-૩૮૫૦૦૧	Outside Malan Gate, Palanpur-385001
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No. GPP/EST/Work Distribution/ 2022/ 1235

Date : 08/12/2022

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	Head, Human Resource (Faculty & Staff) :			
1	Establishments	R N Patel-EC	V H Suthar-Mech	V M Prajapati-Mech A V Gajjar-Elect R L Chaudhary-Mech C P Gelot-General A R Patel - Civil
2	IQAC / CAS	Principal	S J Chauhan-EC	All HoDs : N N Rajgor-Civil M J Mansuri-Applied A D Shah-Elect D D Prajapati-Mech 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-Mech	
5	Audit Para	S J Chauhan-EC	N N Rajgor-Civil	Coordinators of Esta, Account & Store
6	Account (grant/budget/kharch patrak/CPF/GPF/Treasury Bills/Fixation order ABC Register/Cashbook/Salary Bill/Arrears/	B B Mor-Gen	R J Patel-Applied Y D Chaudhary-Mech	V P Patel-Civil J V Kureshi-IC R P Chavda- Elect T D Modi-Mech
7	Women Development cell & Internal Complaint Committee	M M Shah-IC	V G Patel-Mech	M K Pedhadia-EC F M Patel - Civil
8	Grievance redressal /Internal Complaint Committee (Staff & Student)	A D Shah - Elect	D D Prajapati-Mech V G Patel-Mech	DETAIL ORDER
9	CCC Fee Reversal	M F Tank-Gen	R P Chavada-Elect	N H Oza-Mech
10	E-Mail Handling	S P Joshiyara-EC	S P Mahant-Mech	

11	SC-ST Cell	P G Chauhan-Mech	C M Amin-Mech	Y T Rana - Civil N M Patel -EC
12	Physical Disable Cell	N A Modi-Mech	I P Kharodiya (S.K.)	D R Modi (w/s)
13	RTO learning License	B N Prajapati-Mech	S P Mahant-Mech	Rotational order
2	Head, Student Affairs :			
1	ACPDH Help Center Awareness programme Marketing of college	M F Tank-Gen	F A Mukhi-Civil	Detail Order
2	GTU	L K Patel-EC	S P Joshiyara-EC S P Mahant-Mech A R Patel - Civil	P K Bhavsar -Elect V B Chaudhary-Mech
3	Student Section; Scholarship AISHE Tab Distribution FEE collection (All) Student Related Matters etc. Concession bus pass Bonafide certi Cancellation of admission Marksheet distribution	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/ Co curricular activities Stage decoration Auditorium Maintenance Yoga Day Theleseemia test Blood Donation Tree plantation NSS Ek Bharat Shrestha Bharat(EBSB)	D N Sheth-Civil	M K Prajapati-Mech D P Judal-Mech V B Chaudhary-Mech	F M Patel-Civil N M Patel-EC J V Kureshi -IC R M Prajapati-Elect J N Chaudhary-App. P K Bhavsar -Elect (NSS) N J Chauhan-EC J D Modi-Gen
5	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
6	VISHWA-KARMA YOJNA	N N Rajgor -Civil	F A Mukhi-Civil	R P Chavda- Elect
7	MYSY	S D Dabhi- Principal (SSO)	D P Judal-Mech N N Chaudhary-Mech (Scrutiny)	V M Prajapati-Mech R L Chaudhary-Mech
8	Anti Ragging Committee	D D Prajapati-Mech		Detail Order
9	Anti Ragging Squade	S J Chauhan -EC	N N Rajgor -civil	A N Patel-Civil C P Gehlot - General A V Gajjar -Electrical
3	Head, Store & Purchase:			
1	Central Store Officer Purchase on GeM New items/ Vikaslaxi CSS; Tendering Outsourcing etc. Physical Verification	A D Shah-Elect	B N Prajapati-Mech M F Tank-Gen M J Mansuri-Applied	N V Prajapati -Civil R J Patel-Applied V G Patel-Mech R L Chaudhari-Mech T P Purohit-Elect L K Patel-EC J V Kureshi-IC C S Pandya-Gen

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 V P Patel-Civil M J Mansuri-Applied	N V Prajapati-Civil A.M Qureshi-Elect L K Patel-EC J V Kureshi-IC C S Pandya-Gen J N Chaudhary- Applied F M Patel-Girl's hostel S P Mahant- A Block H P Patel - B Block B N Raval-Library
4	Head, Academics:			
1	Institute Time table workload calculation Planning of classes and rooms Master TT Institute Overload committee 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 N J Chauhan-EC	A R Patel-Civil D H Desai-Mech R P Chavada-Elect V A Chauhan-IC B B Mor-Gen R J Patel-Applied
3	NBA	N V Oza-Mech	A M Qureshi-Elect M K Pedhadiya - EC D N Sheth-Civil	J N Chaudhary- Applied M K Prajapati -Mech J D Modi – Gen
4	SSIP CIC3 IPR Hackathone	B M Patel-Elect	M J Dabgar-EC	Y T Rana-Civil V H Suthar-Mech R M Pprajapati-Elect V A Chauhan-IC
5	CLEANLINESS	M M Shah-IC	J D Modi-General S P Joshiara-EC	P D Sheth-Civil V G Patel-Mech A V Gajjar-Elect P.G.Chauhan(W/S) B N Raval (LRUC) V A Chauhan-IC J N Chaudhary- Applied

5	Head, Infrastructure & Maintenance:			
1	Civil Works /maintenance R&B (Civil) Liason For College campus Hostel campus Staff Quarters, *Fire N.O.C	N N Rajgor-Civil	V P Patel-Civil	A N Patel-Civil (Quarters)
				H.P.PATEL-Civil (Hostel)
				*M K Prajapati-Mech
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	J B Patel -Mech	V H Suthar - Mech	V B Chaudhary – Mech N N Chaudhary-Mech
4	Quarter Allotment	N N Rajgor-Civil	D N Sheth-Civil	A D Shah –Elect
			M J Mansuri-Applied	D D Prajapati – Mech
				B B Mor-Gen
5	Security (Monitoring of Institutional Discipline)	B B Mor-Gen	V B Chaudhary-Mech	R N Patel-EC
				A N Patel-Civil
				A R Patel -Elect
				N J Chauhan-EC
				K A Patel-IC
6	CWAN, Lease Line / Internet, CCTV, NAMO WIFI, Video Conferencing	M J Dabgar -EC	S P Joshiara-EC	J V Kureshi -IC
				D H Desai-Mech
				A M Qureshi-Elect
7	Cogent, Website, KYC	S P Joshiara –EC	R N Patel-EC	N V Prajapati - Civil
			M R Zala-Mech	C M Amin - Mech
				R M Prajapatii -Elect
				N.J.Chauhan-EC
				J D Modi-General
				M B Valagot-Office
				B N Raval-Lib
6	Head, Industry & Outreach:			
1	Training and Placement Cell, Placement Fair Industry Linkages MOU etc.	N V Oza-Mech	I D Chaudhary-Elect	F A Mukhi-Civil
			N M Patel-EC	D P Judal-Mech
			J B Patel-Mech	R P Chavda- Elect
				M J Dabgar-EC
2	MAY , PMKVY; DSC, D. Voc (AICTE) BISAG	S J Chauhan-EC	M J Vadhavaniya –IC	H P Patel-Civil
			M K Pedhadiya -EC	D P Judal-Mech
				A V Gajjar-Elect
3	Finishing school GKS SCOPE Language Lab etc.	C S Pandya – General	T D Modi – Mech	V A Chauhan-IC
				R M Prajapati-Elect
				Y T Rana-Civil
				M J Dabgar-EC
4	RUSA A I S H E	C P Gelot-Gen	S N Chauhan-Mech	P D Sheth -Civil
				B M Patel – Elect
				R C Parmar-EC
5	CDTP	M F Tank-Gen	V H Suthar-Mech	R N Patel-EC

6	MEDIA CELL VC DATA Inspection data (Academic)	L K Patel-EC	S P Joshiyara-EC	S P Mahant-Mech
7	Head, Amenities			
1	Library	K A Patel-IC	V G Patel-Mech	
2	Hostel Rector	D D Prajapati-Mech	S P Mahant-A BLK	N M Patel-EC
			H P Patel-C BLK	A V Gajjar-Elect
			F M Patel-Girls Hostel	K B Desai-Office
3	Canteen / Mess	S J Chauhan-EC	D D Prajapati- Mech	V P Patel - Civil
				N V Oza - Mech
				I D Chaudhary -Elect
				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 convenor has to function as convenor. If faculty name is in convenor or co convenor then that faculty must carried out duty as department member also.


5/12/2022

Principal
Government Polytechnic,
PALANPUR (B.K.)