



Government of Gujarat
સરકારી ઈજનેરી કોલેજ પાલનપુર

જગાણા, પાલનપુર-અમદાવાદ હાઇવે, પાલનપુર-૩૮૫૦૦૧, ગુજરાત, ભારત



GOVERNMENT ENGINEERING COLLEGE PALANPUR

JAGANA, PALANPUR-AHMEDBAD HIGHWAY, PALANPUR - 385001, GUJARAT, INDIA

ફોન નં. (૦૨૭૪૨) ૨૨૦૦૦૫, ૨૨૦૦૦૬

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No: GECPL/ADM/2023-24/01

Date: 02/01/2023

Read: Technical Education Institution Manual [TEIM] for Government Engineering Colleges May 2018.

::: Office Order ::: -

(With effect from Date: 02/01/2023)

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

1	Head, Human Resource (Faculty&Staff):	Convener	Member
1	Administrative officer	Dr.C.G.Prajapati	B.D.Prajapati M.B.Chaudhary
2	Manpower Outsource related establishment work	Dr.C.G.Prajapati B.R.Patel	B.D.Prajapati M.B.Chaudhary
3	Institute Overload committee and workload calculation	Dr.F.J.Narsingani	
4	RTI / Legal Matters	N.R.Kotiya	M.N.Prajapati, K.P.Shah
5	Internal Complaint Committee (ICC)/Women Development Cell	R.H.Chaudhari	S.G.Chauhan N.K.Prajapati
6	CAS /API/Grievance Redressal	A.B.Patel	D.A.Patel
7	Faculty/Staff Training/Research Process/Compilation	Dr.A.M.Patel	S.K.Dabhi
8	Accounts Officer	Dr.K.M.Korot	J.G.Prajapati, G.M.Patel
2	Head, Student Affairs:	Convener	Members
1	Student Section, GTU related Services & Examination, other examination as per authority order	D.A.Patel S.K.Dabhi	G.S.Patel, R.B.Chaudhary, N.R.Kotiya, S.L.Modi, R.H.Chaudhari, V.P.Patel, T.J.Rathi
2	Student Scholarships & Related matters	G.S.Patel	K.G.Prajapati V.H.Khokhani
3	Gymkhana related all activities	Dr.A.M.Patel	G.S.Patel, K.P.Modi V.H.Khokhani
4	Alumni Association	J.H.Patel	K.S.Banker
5	NSS	Dr.G.M.Savaliya	Dr.C.G.Prajapati Dr.F.J.Narsingani R.B.Chaudhary
6	KCG related student activity like G3Q, GKS & Govt. Scheme	V.D.Patel	R.B.Chaudhari
7	NCC	Dr.K.M.Korot	P.K.Gajjar
8	Anti-Ragging Committee	R.H.Chaudhari	J.V.Modi
9	Student Welfare & Mentor international student CSR	V.H.Khokhani	S.G.Chauhan
10	Admission & Help Center	K.G.Prajapati	P.K.Gajjar N.R.Kotiya
11	Student Performance/Result Analysis/Feedback	A.K.Patel	J.H.Patel, V.H.Khokhani J.V.Modi
3	Head, Store & Purchase:	Convener	Members
1	Central Store (Insti.Purchase /Vikaslaxi),Inst. Procurement policy, Write Off	B.R.Patel	A.R.Chaudhari, K.S.Banker G.M. Patel, T.J.Rathi

4	Head, Academics:	Convener	Members
1	First Year Coordination / IIPC	A.D.Patel	K.G.Prajapati, S.G.Chauhan, J.V.Modi
2	Institute Timetable Coordination	A.R.Chaudhari	J.H.Patel, R.K.Rathod J V Modi, R.H.Chaudhari
3	Event Report Preparation, CTE Meeting/VC Info. Follow-up/ Compilation, Minutes of Meeting	V.D.Patel J.V.Modi	K.S.Banker G.K.Chaudhary
4	AICTE/GTU affiliation/AISHE/NIRF/APPRENTISHIP	H.V.Hirvaniya	P.K.Gajjar, J.H.Patel M.N.Prajapati
5	IQAC (Proceeding, MoMs & Annual QA report),Institute NBA all related task, Academic /GTU Inspection, DTE monthly/annually inspection	Dr.S.K.Singhal Dr.A.M.Patel	A.B.Patel, Dr.C.G.Prajapati, N.R.Kotiya S.L.Modi
6	SSIP Cell, GTU IDP/UDP, virtual Lab	V.D.Patel H.V.Hirvaniya	M.K.Patel R.K.Rathod
5	Head, Infrastructure & Maintenance:	Convener	Members
1	Civil Maintenance and Liason with PWD	Dr.G.M.Savaliya	N.R.Kotiya
2	Housekeeping/Landscaping	H.U.Patel	R.B.Chaudhary
3	Electrical Maintenance and Liaison with R&B Elect.	K.G.Prajapati	M.K.Patel, J.H.Patel
4	Mechanical Maintenance (RO/AC/FE) and Furniture items	A.R.Chaudhari J.H.Patel	A.K.Patel K.P.Modi
5	Computer/Printer/Projector/Network/Internet/CCTV/ Campus WiFi, VC Management and other IT related repair/maintenance issues	P.N.Boka	M.K.Patel M.J.Trivedi
6	Campus Security	Dr.K.M.Korot	H.N.Chaudhari K.S.Banker
7	KYC Portal, Website Management and updating, MIS and similar portal of GoG/KCG	A.K.Patel	S.K.Dabhi M.J.Trivedi
6	Head, Industry & Outreach:	Convener	Members
1	Training and Placement Cell, Industry Institute interaction(I-I Cell),MOU,CII, Finishing School	A.D.Patel G.S.Patel	Dr.G.M.Savaliya, S.L.Modi R.B.Chaudhary, B.D.Prajapati
2	Institute Publishing Committee, Institute Brochure, E-Newsletter, Inst. & Dept. Brochure	A.B.Patel S.L.Modi	M.G.Prajapati, M.N.Prajapati Dr.F.J.Narsingani
3	AMIE /Profess. Bodies/Student Chapter & Consultancy	M.K.Patel	A.K.Patel, S.G.Chauhan
4	RUSA/Skill Development/ EBSB	S.K.Dabhi N.R.Kotiya	K.G.Prajapati, K.P.Modi R.B.Chaudhary
5	Language Lab/SCOPE	M.G.Prajapati	R.B.Chaudhary
6	Entrepreneurship Development Cell	P N Boka	K P Modi
7	Design Lab.	M.K.Patel	M J Trivedi
8	Media Coordinator/Branding	Dr.F.J.Narsingani	R.K. Rathod
7	Head, Amenities:	Convener	Members
1	Library	M.G.Prajapati V.H.Khokhani	R.K.Rathod
2	Hostel Rector / Medical Facility	As per effective DTE Order	G.M. Patel
3	Hostel Warden (Boys) Block-A		-----
4	Hostel Warden (Boys) Block-B		-----
5	Hostel Warden (Girls)		-----
6	Canteen, Student Store and other student Amenities	V.H.Khokhani P.K.Gajjar	H.U.Patel, M.N. Prajapati

Note: For portfolio specific roles & responsibility and related information refer TEIM for GECs (May-2018).

Responsibilities of concerned Convener/Member:

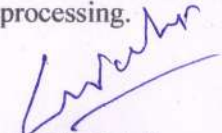
1. Prepare an annual action plan with clear objectives by following standard methodology considering NBA requirements as benchmark for overall development/smooth functioning of the institute.
2. Constitute appropriate committee/representatives if necessary to achieve/implement the goals/objectives/strategies mentioned in the annual action plan.
3. Collection of previous data/documents/proofs from Ex. Convener/Incharge if required and proceed further to achieve the target as planned in action plan.
4. Proactive initiative for reformation in allotted portfolio and quality recordkeeping for exhibits.
5. Motivate the team to accomplish the planned work as per annual action plan.
6. Coordination with committee/members/representatives to monitor progress/lagging /follow-up.
7. Disseminate portfolio specific information/best practices at appropriate places for branding.
8. Prepare annual summary report mentioning brief statistics of fulfillment of objectives/goals for allotted responsibilities. Also maintain portfolio specific records/proofs for the purpose of NBA/AICTE.
9. Submit the achievements/best practices to admin office/publishing committee for further processing.

Date:01/01/2023


Copy to:

1. All Conveners for information and necessary action.
2. Concerned officers/staff for necessary action (through Email).
3. All Head of the Departments for information and coordination with the conveners.
4. Account section for information
5. Central store for information
6. Establishment section for relevant communication
7. Office order file.




(Dr. D. M. Patel)
Principal

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