



Government of Gujarat

સરકારી ઇજનેરી 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

Phone No. (02742) 220005, 220006

Website: www.gecpalanpur.ac.in, www.gecpl.cteguj.in Email: gec-palanpur-dte@gujarat.gov.in

No:GECPL/ ADM/Work-distri./2023-24/539

Date: 30/06/2023

**Read:** 1. AICTE Notification (Degree Engg.) F. No. 61-1/RIFD/7th CPC/2016-17 Dated: 01/03/2019  
2. Technical Education Institution Manual [TEIM] for Govt. Engg. Colleges May 2018.

**Office Order :-**

(With effect from Date: 01/07/2023)

With respect to read references (1) & (2), following administrative duties are assigned to respective 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):	Dr. C.G. Prajapati	
		Convener	Member
1	Administrative officer (including RTI & Legal matters)	Dr.C.G.Prajapati	
2	Internal Complaint Committee (ICC)/Women Development Cell	Dr.R.H.Chaudhari	U.R. Patel, V.P. Patel
3	CAS /API/Grievance Redressal	Dr. H.B. Patel	A.B.Patel, D.A. Patel
4	Faculty/Staff Training/Research Process/Compilation	Dr.A.M.Patel	S.L. Modi
5	Accounts Officer	Dr.K.M.Korot	G.M.Patel
2	Head, Student Affairs:	Dr. K.M. Korot	
		Convener	Members
1	Student Section, GTU related Services & Examination (GTU & Others)/ Anti-Ragging	D.A.Patel	S.K.Dabhi, R.B.Chaudhary N.R.Kotiya, S.L.Modi, Dr. R.H.Chaudhary
2	Student Scholarships & Related matters	G.S.Patel	K.G.Prajapati, V.H.Khokhani
3	Gymkhana	Dr. K.M. Korot	K.G.Prajapati, K.P.Modi, V.H.Khokhani
4	Alumni Association	Dr. A.M.Patel	J.H. Patel, K.S.Banker
5	NSS	Dr. C.G.Prajapati	B.D. Prajapati, S.G.Chauhan, P.K.Gajjar
6	NCC	P.K.Gajjar	R.B. Chaudhary
7	Admission & Help Center	K.G.Prajapati	N.R.Kotiya, G.S.Patel
8	Student Performance/Result Analysis/Feedback	A.K.Patel	M.K.Patel, S.G.Chauhan
3	Head, Store & Purchase:	B.R. Patel	
		Convener	Members
1	Central Store (Insti.Purchase /Vikaslaxi/New Items)/ ST/AMTS & Tendering for Outsourcing, Write Off	B.R.Patel	K.S.Banker
4	Head, Academics:	Dr. D.M. Patel	
		Convener	Members
1	First Year Coordination / IIPC	A.D.Patel	H.V.Hirvaniya, S.G.Chauhan
2	Institute Timetable Coordination/workload calculation	Dr.S.O.Singhal	A.R.Chaudhary, J.H.Patel, R.K.Rathod, J.V.Modi
3	Event Report Preparation, CTE Meeting Follow-up/ Compilation, Minutes of Meeting	V.D.Patel Dr.F.J.Narsingani	J.V.Modi, G.K.Chaudhary
4	AICTE/GTU affiliation, AISHE/ NIRF/GSIRF	H.V. Hirvaniya	P.K.Gajjar, R.K.Rathod
5	NBA Coordinator, Academic Inspection/MERITE IQAC (Proceeding, MoMs & Annual QA report)	Dr.D.M.Patel, Dr.S.O.Singhal	Dr.A.M.Patel, Dr.H.B.Patel Dr.C.G.Prajapati, Dr.G.M.Savaliya
6	SSIP Cell, GTU IDP/UDP, CIC3, Virtual Lab	V.D. Patel, H.V.Hirvaniya	M.K.Patel, R.K.Rathod



<b>5</b>	<b>Head, Infrastructure &amp; Maintenance:</b>	<b>Dr. G.M. Savaliya</b>	
		<b>Convener</b>	<b>Members</b>
1	Civil Maintenance and Liaison with PWD	Dr.G.M.Savaliya	N.R.Kotiya
2	Housekeeping/Landscaping	H.U.Patel	R.B.Chaudhary, K.P.Modi
3	Electrical Maintenance and Liaison with R&B Elect.	B.R. Patel	J.H.Patel
4	Mechanical Maintenance (RO/AC/FE)	A.R.Chaudhari	K.S.Banker
5	Computer/Printer/Projector/Network/Internet/CCTV/ Campus Wi-Fi, VC Management and other IT related repair/maintenance issues	P.N.Boka	M.K.Patel, M.J.Trivedi
6	Campus Security	H.N.Chaudhary	M.N.Prajapati
7	KYC Portal, Website Management and updating, MIS	A.K.Patel	M.G.Prajapati, M.J.Trivedi
<b>6</b>	<b>Head, Industry &amp; Outreach:</b>	<b>Dr. D.M. Patel</b>	
		<b>Convener</b>	<b>Members</b>
1	Training and Placement Cell/ Industry-Institute-Interaction(I-I-I) Cell/MOU/CII/Apprentice(MAY)	Dr. D.M. Patel	A.D.Patel, H.V.Hirvaniya H.U.Patel, J.V. Modi
2	Institute Publishing Committee, Institute Brochure, E-Newsletter, Inst. & Dept. Brochure	A.B.Patel, Dr.F.J.Narsingani	M.N.Prajapati S.L.Modi
3	AMIE /Profess. Bodies/Student Chapter & Consultancy	A.D.Patel	A.K. Patel, U.R.Patel
4	RUSA and Other GOI Scheme & including all KCG guided initiatives of Government	S.K.Dabhi N.R.Kotiya	R.B.Chaudhary B.D. Prajapati
5	GKS/Language Lab/Skill Development/ Finishing School	M.G.Prajapati H.U.Patel	G.S.Patel, B.D. Prajapati
6	Entrepreneurship Development Cell/ Design Lab.	P.N.Boka M.K.Patel	K.P.Modi, M.J.Trivedi
7	Media Coordinator/Branding	Dr.F.J.Narsingani	R.K.Rathd, G.K.Chaudhary
<b>7</b>	<b>Head, Amenities:</b>	<b>Dr. S.O. Singhal</b>	
		<b>Convener</b>	<b>Members</b>
1	Library	M.G. Prajapati	V.H.Khokhani, M.N.Prajapati
2	Hostel Rector / Medical Facility	Dr.S.O.Singhal	G.M. Patel
3	Hostel Warden (Boys)	S.K.Dabhi J.V.Modi	J.G. Prajapati T.J. Rathi
4	Hostel Warden (Girls)	Dr.R.H.Chaudhari	N.K. Prajapati
5	Canteen, Student Store and other student Amenities	D.A. Patel	A.R.Chaudhary

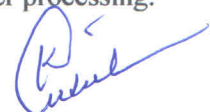
**Note:** For portfolio specific roles & responsibility and related information refer TEIM for GECs (May-2018).

**Responsibilities of concerned Heads/Convener/Member:**

1. Heads of respective sections (as above) shall conduct regular review of portfolio under their control and ensure continuous improvement/outcome through effective coordination and follow-up. The same should be presented in the Executive meeting (2<sup>nd</sup> week of every month- date will be intimated by admin officer).
2. Every convener shall prepare an annual action plan with clear objectives considering NBA requirements as benchmark for overall development/continuous improvement/smooth functioning of the institute.
3. To apply result-oriented approach by appropriate coordination with various sections/agencies/depts involved.
4. To constitute appropriate committee/representatives if necessary to achieve/implement the goals/objectives/strategies mentioned in the annual action plan.
5. To collect previous data/documents/proofs from Ex. Convener/Incharge if required and proceed further to achieve the target as planned in action plan.
6. Proactive initiative for reformation in allotted portfolio and quality recordkeeping for exhibits.
7. Motivate the team to accomplish the planned work as per annual action plan.
8. Coordination with committee/members/representatives to monitor progress/lagging /follow-up.
9. Disseminate portfolio specific information/best practices at appropriate places for branding.
10. 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.
11. Submit the achievements/best practices to admin office/publishing committee for further processing.

Date:30/06/2023

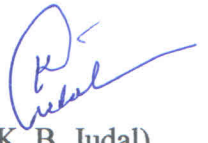
Page 2 of 3

  
 (Dr. K. B. Judal)  
**PRINCIPAL**  
**GOVERNMENT ENGINEERING COLLEGE**  
**PALANPUR**

**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 to prepare departmental work distribution in -line with this order for outcome based performance
4. Account section for information
5. Central store for information
6. Establishment section for relevant communication
7. Office order file.

Date:30/06/2023

  
(Dr. K. B. Judal)  
PRINCIPAL  
GOVERNMENT ENGINEERING COLLEGE  
PALANPUR