

Government of Gujarat

સરકારી ઇજનેરી કોલેજ પાલનપુર

જગાણા, પાલનપુર—અમદાવાદ હાઇવે, પાલનપુર—૩૮૫૦૦૧, ગુજરાત, ભારત 🚥



Date: 30/06/2023

GOVERNMENT ENGINEERING COLLEGE PALANPUR

JAGANA, PALANPUR-AHMEDBAD HIGHWAY, PALANPUR - 385001, GUJARAT, INDIA 5100 0. (02082) 220004, 220005 Phone No. (02742) 220005, 220006

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

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.

Administrative officer (including RTI & Legal matters) Dr.C.G.Prajapati	1	Head, Human Resource (Faculty&Staff):	Dr. C.G. Prajapati		
Internal Complaint Committee (ICC)/Women Dv.R.H.Chaudhari U.R. Patel, V.P. Patel	.1		Convener	Member	
Development Cell Dr.R.H.Chaudhar U.R. Patel A.B.Patel A.B.Patel D.A. Patel Faculty/Staff Training/Research Process/Compilation Dr.A.M.Patel S.L. Modi Dr.A.M.Patel S.L. Modi Dr.A.M.Patel S.L. Modi Dr.A.M.Patel S.L. Modi Dr.A.M.Patel Dr.K.M.Korot G.M.Patel Dr.K.M.Korot G.M.Patel Dr.K.M.Korot Dr.A.Patel Dr. R.H.Chaudhary N.R.Kotiya, S.L.Modi, Dr. R.H.Chaudhary N.R.Kotiya, G.S.Patel Dr. C.G.Prajapati N.R.Caprajapati, S.G.Chauhan, P.K.Gajjar R.B. Chaudhary N.R.Kotiya, G.S.Patel N.R. Motiya, S.G.Chauhan, P.K.Gajjar R.B. Chaudhary N.R.Kotiya, G.S.Patel N.R.Patel, S.G.Chauhan N.R.Patel, S.G.Chauhan N.R.Patel, S.G.Chauhan Dr. S.D.Prajapati N.R.Patel, S.G.Chauhan Dr. D.M.Patel Dr. D.M. Patel Dr. D.M. Patel Dr. D.M. Patel Dr. J. D. M. Patel Dr. J. J. J. J. Modi Dr. A.M. Patel, Dr. A.R. Chaudhary Dr. A.M. Patel, Dr. C. G. Prajapati Dr. G. M. Sayaliya Dr. G. M	1	Administrative officer (including RTI & Legal matters)	Dr.C.G.Prajapati		
4 Faculty/Staff Training/Research Process/Compilation 5 Accounts Officer Convener Dr. K.M. Korot Convener Br. K.M. Korot Convener Members S.K. Dabhi, R.B. Chaudhary N.R. Kotiya, S.L. Modi, Dr. R.H. Chaudhary N.R. Kotiya, S.L. Modi, N.R. Gijar, R.B. Chaudhary N.R. Kotiya, S.L. Modi, N.R. Corjajapati, V.H. Patel, R.K. Rathod, J.V. Modi N.R. Patel Dr. D.M. Patel Dr. D.M. Patel Dr. D.M. Patel Dr. D.M. Patel Dr. D. M. Patel Dr. D. M. Patel Dr. D. M. Patel Dr. P. J. Narsingani Dr. S.O. Singhal Dr. A.R. Chaudhary, J.H. Patel, R.K. Rathod, J.V. Modi Dr. A.M. Patel, Dr. D. M. Patel, Dr. D. M. Patel Dr. C. G. Prajapati, Dr. D. M. Patel, Dr. C. G. Prajapati, Dr. D. M. Patel, Dr. D. M. R. Cajjar, R. K. Rathod Dr. A. M. Patel, Dr. D. M. R. Cajjar, R. K. Rathod Dr. G. M. Savaliya Dr. A. M. Patel, Dr. D. M. R. Patel, Dr	2		Dr.R.H.Chaudhari	U.R. Patel, V.P. Patel	
Dr. K.M. Korot Convener Members	3	CAS /API/Grievance Redressal	Dr. H.B. Patel	A.B.Patel, D.A. Patel	
Dr. K.M. Korot Convener Members	4	Faculty/Staff Training/Research Process/Compilation	Dr.A.M.Patel	S.L. Modi	
Student Section, GTU related Services & Examination (GTU & Others) / Anti-Ragging	5	Accounts Officer	Dr.K.M.Korot	G.M.Patel	
Student Section, GTU related Services & Examination (GTU & Others)/ Anti-Ragging D.A.Patel D.A.Patel S.K.Dabhi, R.B.Chaudhary N.R.Kotiya, S.L.Modi, Dr. R.H.Chaudhary N.R.Kotiya, G.Prajapati, V.H.Khokhani J.H. Patel, K.S.Banker Dr. C.G.Prajapati N.R.Cotiya, G.Chauhan, P.K.Gajjar R.B. Chaudhary N.R.Kotiya, G.S.Patel N.R. Orto N.R.Kotiya, G.S.Patel N.R. Orto N.R.Kotiya, G.S.Patel N.R.Kotiya, G.S.Patel N.R.Kotiya, G.S.Patel N.R.Kotiya, G.S.Patel N.R.Kotiya, G.S.Patel N.R.Patel Convener Members R.B. Chaudhary N.R.Kotiya, G.S.Patel N.R.Patel N.R.Chaudhary, J.H.Patel, R.K.Rathod, J.V.Modi N.R.Cotiya, G.S.Patel N.R.Patel N.R.R.Rathod, J.V.Modi N.R.Patel, Dr.A.M.Patel, Dr.C.G.Prajapati, Dr.C.G.Prajapati, Dr.C.G.Prajapati, Dr.C.G.Prajapati, Dr.G.M.Patel, Dr.C.G.Prajapati, Dr.G.M.Patel, Dr.C.G.Prajapati, Dr.G.M.Patel, Dr.C.G.Prajapati, Dr.G.M.Patel, Dr.C.G.Prajapati, Dr.G.M.Savaliya N.R.Patel, Dr.G.M.Savaliya N.R.Patel, Dr.G.M.Savaliya N.R.Patel, Dr.G.M.Savaliya N.R.Patel, Dr.G.M.Savaliya	3	Head, Student Affairs:	Dr. K.M. Korot		
1 (GTU & Others)/ Anti-Ragging 2 Student Scholarships & Related matters 3 Gymkhana 4 Alumni Association 5 NSS 5 Dr. C.G.Prajapati 6 NCC 7 Admission & Help Center 8 Student Performance/Result Analysis/Feedback 8 Student Performance/Result Analysis/Feedback 9 Central Store (Insti.Purchase/Vikaslaxi/New Items)/ST/AMTS & Tendering for Outsourcing, Write Off 9 First Year Coordination / IIPC 1 Institute Timetable Coordination/workload calculation 2 Institute Timetable Coordination, Minutes of Meeting 5 NBA Coordinator, Academic Inspection/MERITE IQAC (Proceeding, MoMs & Annual QA report) 6 SSIP Cell GTILIDP/UDP CIC3 Virtual Lab 6 SSIP Cell GTILIDP/UDP CIC3 Virtual Lab 6 NCC P.K.M. Korot C.S.Patel K.G.Prajapati, V.H.Khokhani Dr. R.H.Chaudhary K.G.Prajapati, V.H.Khokhani V.H.Knototiva, S.L.Modi, Dr. R.H.Chaudhary L.H.Chaudhary L.H.Chaudha	2		Convener	Members	
Gymkhana Dr. K.M. Korot Alumni Association Dr. A.M.Patel Dr. C.G.Prajapati, K.P.Modi, V.H.Khokhani J.H. Patel, K.S.Banker Dr. C.G.Prajapati B.D. Prajapati, S.G.Chauhan, P.K.Gajjar R.B. Chaudhary R.B. Patel Convener Members B.R. Patel Convener Members R.S. Banker Dr. D.M. Patel Convener Members R.S. Banker Dr. D.M. Patel Convener Members R.S. Chaudhan Dr. D.M. Patel Convener Members R.R. Chaudhary, J.H.Patel, R.K.Rathod, J.V.Modi R.K. Rathod, J.V.Modi R.K. Rathod, J.V.Modi J.V. Modi, G.K. Chaudhary P.K. Gajjar R.B. Chaudhary R.G. Chauhan A.R. Chaudhary, J.H. Patel, P.F. J. Narsingani A.R. Chaudhary P.K. Gajjar R.B. Chaudhary P.K. Gajjar R.B. Chaudhary R.G. Chauhan A.R. Chaudhary, J.H. Patel, P.F. J. Narsingani A.R. Chaudhary, J.H. Patel, Dr.F. J. Narsingani H.V. Hirvaniya P.K. Gajjar, R.K. Rathod Dr. D.M. Patel Dr. D. M. Pate	1		D.A.Patel	N.R.Kotiya, S.L.Modi,	
4 Alumni Association 5 NSS 6 NCC 7 Admission & Help Center 8 Student Performance/Result Analysis/Feedback Tentral Store (Insti-Purchase /Vikaslaxi/New Items)/ST/AMTS & Tendering for Outsourcing, Write Off 7 Head, Academics: 1 First Year Coordination / IIPC 1 Institute Timetable Coordination / OTE Meeting Follow-up/Compilation, Minutes of Meeting 4 AICTE/GTU affiliation, AISHE/NIRF/GSIRF NSS Dr. A.M.Patel Dr. C.G.Prajapati Dr. C.G.Prajapati N.R.Kotiya, G.S.Patel M.K.Patel, S.G.Chauhan N.R.Kotiya, G.S.Patel M.K.Patel, S.G.Chauhan B.R. Patel Convener Members K.S.Banker Dr. D.M. Patel Convener Members A.D.Patel H.V.Hirvaniya, S.G.Chauhan A.R.Chaudhary, J.H.Patel, R.K.Rathod, J.V.Modi J.V.Modi, G.K.Chaudhary J.V.Modi, G.K.Chaudhary P.K.Gajjar, R.K.Rathod Dr.A.M.Patel, Dr.A.M.Patel, Dr.A.M.Patel, Dr.A.M.Patel, Dr.C.G.Prajapati, Dr.G.M.Savaliya N.B.A Coordinator, Academic Inspection/MERITE IQAC (Proceeding, MoMs & Annual QA report) N.B.C. Alman	2	Student Scholarships & Related matters	G.S.Patel	K.G.Prajapati, V.H.Khokhani	
Dr. C.G.Prajapati Dr. C.G.Prajapati Dr. C.G.Prajapati Dr. C.G.Prajapati Dr. C.G.Prajapati Dr. C.G.Prajapati B.D. Prajapati, S.G.Chauhan, P.K.Gajjar R.B. Chaudhary R.B. Chaudhary N.R.Kotiya, G.S.Patel N.R.Kotiya, G.S.Patel M.K.Patel, S.G.Chauhan R.R. Patel Convener Members B.R. Patel Convener Members B.R. Patel Convener Members Dr. D.M. Patel Dr. S.O.Singhal A.R.Chaudhary, J.H.Patel, R.K.Rathod, J.V.Modi Dr. F.J.Narsingani J.V.Modi, G.K.Chaudhary Dr. F.J.Narsingani J.V.Modi, G.K.Chaudhary Dr. D.M. Patel, Dr. F.J. Narsingani Dr. F.J. Narsingani Dr. D.M. Patel, Dr. F.J. Narsingani Dr. F.J. Narsingani Dr. D.M. Patel, Dr. H.B. Patel Dr. D.M. Patel, Dr. J. M. Patel, Dr. C.G. Prajapati, Dr. G.M. Savaliya V.D. Patel, Dr. C.G. Prajapati, Dr. G.M. Savaliya V.D. Patel, M.K. Patel, Dr. G. G. Virtual Lab Dr. S.O. Singhal Dr. D.M. Patel, Dr. G. M. Savaliya V.D. Patel, M.K. Patel, Dr. G. G. Virtual Lab V.D. Patel, M.K. Patel, M.K. Patel, Dr. G. G. Virtual Lab	3		Dr. K.M. Korot		
P.K.Gajjar P.K.Gajjar P.K.Gajjar P.K.Gajjar P.K.Gajjar P.K.Gajjar P.K.Gajjar R.B. Chaudhary P.K.Gajjar P.K.Gaj	4	Alumni Association	Dr. A.M.Patel	J.H. Patel, K.S.Banker	
6 NCC P.K.Gajjar R.B. Chaudhary Admission & Help Center Student Performance/Result Analysis/Feedback A.K.Patel N.R.Kotiya, G.S.Patel M.K.Patel, S.G.Chauhan B.R. Patel Convener Members Central Store (Insti.Purchase /Vikaslaxi/New Items)/ ST/AMTS & Tendering for Outsourcing, Write Off Head, Academics: Dr. D.M. Patel Convener Members I First Year Coordination / IIPC A.D.Patel Institute Timetable Coordination/workload calculation Event Report Preparation, CTE Meeting Follow-up/ Compilation, Minutes of Meeting AICTE/GTU affiliation, AISHE/ NIRF/GSIRF NBA Coordinator, Academic Inspection/MERITE IQAC (Proceeding, MoMs & Annual QA report) NBA Coll GTU IDP/IDP CIC3 Virtual Lab STUDENT St.G.Sajjar R.B. Chaudhary N.R.K.Gajjar R.B. Chaudhary N.R.K.Gajjar R.B. Chaudhary N.R.K.O.S.G.S.D.A. A.K.Patel Dr. D.M.Patel Dr. D.M.Patel Dr. D.M.Patel Dr. D.M.Patel Dr. D.M.Patel Dr. D.M.Patel Dr. C.G.Prajapati, Dr. C.G.Prajapati, Dr. G.M.Savaliya N.R.Patel, M.K.Patel, M.K.Patel, M.K.Patel, M.K.Patel, M.K.Patel, M.K.Patel, M.K.Patel, M.K.Patel, M.K.Patel,	5	NSS	Dr. C.G.Prajapati		
Student Performance/Result Analysis/Feedback Head, Store & Purchase: Central Store (Insti.Purchase /Vikaslaxi/New Items)/ ST/AMTS & Tendering for Outsourcing, Write Off Head, Academics: First Year Coordination / IIPC Institute Timetable Coordination/workload calculation Event Report Preparation, CTE Meeting Follow-up/ Compilation, Minutes of Meeting AICTE/GTU affiliation, AISHE/ NIRF/GSIRF NBA Coordinator, Academic Inspection/MERITE IQAC (Proceeding, MoMs & Annual QA report) SSIP Cell GTI IDP/IDP CIC3 Virtual Lab A.K.Patel M.K.Patel, S.G.Chauhan A.K.Patel Dr.D.M.Patel Convener Members A.B.Patel Dr. D.M. Patel Dr. D.M. Patel Dr. S.O.Singhal A.R.Chaudhary, J.H.Patel, R.K.Rathod, J.V.Modi, G.K.Chaudhary V.D.Patel Dr.D.M.Patel, Dr.A.M.Patel, Dr.A.M.Patel, Dr.A.M.Patel, Dr.C.G.Prajapati, Dr.S.O.Singhal V.D. Patel, M.K.Patel, M.K.Patel, M.K.Patel, Dr.G.M.Savaliya V.D. Patel, M.K.Patel, M.K.Patel, M.K.Patel, M.K.Patel, M.K.Patel, Dr.G.M.Savaliya	6	NCC	P.K.Gajjar		
Head, Store & Purchase: B.R. Patel Convener Members	7	Admission & Help Center	K.G.Prajapati	N.R.Kotiya, G.S.Patel	
Convener Members	8	Student Performance/Result Analysis/Feedback	A.K.Patel	M.K.Patel, S.G.Chauhan	
Central Store (Insti.Purchase /Vikaslaxi/New Items)/ ST/AMTS & Tendering for Outsourcing, Write Off Head, Academics: Dr. D.M. Patel Convener Members A.D.Patel H.V.Hirvaniya, S.G.Chauhan Institute Timetable Coordination/workload calculation Event Report Preparation, CTE Meeting Follow-up/ Compilation, Minutes of Meeting AICTE/GTU affiliation, AISHE/ NIRF/GSIRF NBA Coordinator, Academic Inspection/MERITE IQAC (Proceeding, MoMs & Annual QA report) SSIP Cell GTU IDP/UDP, CIC3, Virtual Lab Convener A.D.Patel Dr. D.M. Patel V.D.Patel Dr.S.O.Singhal V.D.Patel Dr.F.J.Narsingani J.V.Modi, G.K.Chaudhary P.K.Gajjar, R.K.Rathod Dr.A.M.Patel, Dr.H.B.Patel Dr.C.G.Prajapati, Dr.G.M.Savaliya V.D. Patel, M.K.Patel, M.K.Patel,	2	Head, Store & Purchase:	B.R. Patel		
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Head, Academics: Convener Members A.D.Patel H.V.Hirvaniya, S.G.Chauhan Dr.S.O.Singhal A.R.Chaudhary, J.H.Patel, R.K.Rathod, J.V.Modi V.D.Patel J.V.Modi, G.K.Chaudhary AICTE/GTU affiliation, AISHE/ NIRF/GSIRF NBA Coordinator, Academic Inspection/MERITE IQAC (Proceeding, MoMs & Annual QA report) SSIP Cell GTI IDP/IDP CIC3 Virtual Lab Convener A.D.Patel H.V.Hirvaniya, S.G.Chauhan A.R.Chaudhary, J.H.Patel, R.K.Rathod, J.V.Modi J.V.Modi, G.K.Chaudhary P.K.Gajjar, R.K.Rathod Dr.A.M.Patel, Dr.A.M.Patel, Dr.C.G.Prajapati, Dr.G.M.Savaliya V.D. Patel, W.D. Patel, M.K.Patel, M.K.Patel, M.K.Patel,	1		B.R.Patel	K.S.Banker	
First Year Coordination / IIPC A.D.Patel H.V.Hirvaniya, S.G.Chauhan Dr.S.O.Singhal A.R.Chaudhary, J.H.Patel, R.K.Rathod, J.V.Modi V.D.Patel Dr.F.J.Narsingani AICTE/GTU affiliation, AISHE/ NIRF/GSIRF NBA Coordinator, Academic Inspection/MERITE IQAC (Proceeding, MoMs & Annual QA report) NBA Coordinator, MoMs & Annual QA report) Dr.D.M.Patel, Dr.A.M.Patel, Dr.A.M.Patel, Dr.C.G.Prajapati, Dr.G.M.Savaliya V.D. Patel, Members H.V. Hirvaniya, S.G.Chauhan A.R.Chaudhary, J.H.Patel, R.K.Rathod, J.V.Modi P.K.Gajjar, R.K.Rathod Dr.A.M.Patel, Dr.A.M.Patel, Dr.C.G.Prajapati, Dr.G.M.Savaliya V.D. Patel, M.K.Patel, M.K.Patel,	4	Head Academics	Dr. D.M. Patel		
Institute Timetable Coordination/workload calculation Dr.S.O.Singhal A.R.Chaudhary, J.H.Patel, R.K.Rathod, J.V.Modi V.D.Patel Dr.F.J.Narsingani V.D.Patel Dr.F.J.Narsingani J.V.Modi, G.K.Chaudhary J.V.Modi, G.K.Chaudhary P.K.Gajjar, R.K.Rathod Dr.A.M.Patel, Dr.A.M.Patel, Dr.C.G.Prajapati, Dr.G.M.Savaliya V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel, V.D. Patel,	4	Head, Academics:	Convener	Members	
Event Report Preparation, CTE Meeting Follow-up/ Compilation, Minutes of Meeting 4 AICTE/GTU affiliation, AISHE/ NIRF/GSIRF NBA Coordinator, Academic Inspection/MERITE IQAC (Proceeding, MoMs & Annual QA report) Br.S.O.Singhal V.D.Patel Dr.F.J.Narsingani J.V.Modi, G.K.Chaudhary P.K.Gajjar, R.K.Rathod Dr.A.M.Patel, Dr.A.M.Patel, Dr.C.G.Prajapati, Dr.C.G.Prajapati, Dr.G.M.Savaliya V.D. Patel, M.K.Patel, M.K.Patel,	1	First Year Coordination / IIPC	A.D.Patel	H.V.Hirvaniya, S.G.Chauhan	
Event Report Preparation, CTE Meeting Follow-up/ Compilation, Minutes of Meeting V.D.Patel Dr.F.J.Narsingani J.V.Modi, G.K.Chaudhary P.K.Gajjar, R.K.Rathod Dr.A.M.Patel, Dr.D.M.Patel, Dr.S.O.Singhal Dr.C.G.Prajapati, Dr.G.M.Savaliya V.D. Patel, M.K.Patel, M.K.Patel, M.K.Patel,	2	Institute Timetable Coordination/workload calculation	Dr.S.O.Singhal		
NBA Coordinator, Academic Inspection/MERITE IQAC (Proceeding, MoMs & Annual QA report) Dr.D.M.Patel, Dr.C.G.Prajapati, Dr.G.M.Savaliya V.D. Patel, W.K.Patel, M.K.Patel,	3		TO AN ADDRESS OF THE PARTY OF T		
5 INBA Coordinator, Academic Inspection/MERTE IQAC (Proceeding, MoMs & Annual QA report) 6 SSIP Cell GTI IDP/IDP CIC3 Virtual Lab V.D. Patel, M.K.Patel, M.K.Patel,	4	AICTE/GTU affiliation, AISHE/ NIRF/GSIRF	H.V. Hirvaniya	P.K.Gajjar, R.K.Rathod	
n SSIP Cell Citt DP/CDP CIC3 Virtual Lan	5		Dr.D.M.Patel,	Dr.A.M.Patel, Dr.H.B.Patel Dr.C.G.Prajapati,	
	6	SSIP Cell, GTU IDP/UDP, CIC3, Virtual Lab			

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CAVEDNMENT FUGINFFRING COLLEGE

5	Head, Infrastructure & Maintenance:	Dr. G.M. Savaliya	
3		Convener	Members
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
	Head, Industry & Outreach:	Dr. D.M. Patel	
6		Convener	Members
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
7	Head, Amenities:	Dr. S.O. Singhal	
-/		Convener	Members
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

Dr C M Savaliva

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 (2nd week of every month- date will be intimated by admin officer).
- 2. Every convener shall prepare an annual action plan with clear objectives <u>considering NBA requirements as benchmark</u> for overall development/continuous improvement/smooth functioning of the institute.
- 3. To apply result-oriented approach by appropriate coordination with various sections/agencies/deptts 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.

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11. Submit the achievements/best practices to admin office/publishing committee for further processing.

Date:30/06/2023

(Dr. K. B. Judal)

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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)

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