



Government of Gujarat

સરકારી ઈજનેરી કોલેજ પાલનપુર

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

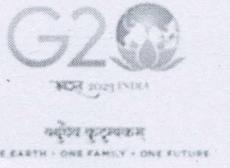
GOVERNMENT ENGINEERING COLLEGE PALANPUR

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



ONE EARTH - ONE FAMILY - ONE FUTURE

No:GECPL/ADM/Work-distri./2024-25/436

Date: 03/05/2025

- 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 Government Engineering Colleges May 2018.
3. Work distribution office order no. GECPL/ADM/Work-distri./2023-24/539 Dated 30/06/2023.

Office Order: -

(With effect from Date: 03/05/2025)

With respect to read references [1 to 3], 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.Jaiswal	U.R. Patel, V.P. Patel
3	CAS /API/Grievance Redressal	Dr. H.B. Patel	A.B. Patel
4	Faculty/Staff Training/Research Process/Compilation	Dr. A.M. Patel	S.L. Modi
5	Accounts Officer	Dr. K.M. Korot	
2	Head, Student Affairs:	Dr. D.S.Mehta	
		Convener	Member
1	Student Section, GTU related Services & Examination (GTU & Others)/ Anti-Ragging	Dr. D.S.Mehta	S.K. Dabhi, R.B. Chaudhary, N.R. Kotiya, S.L. Modi
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	Member
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. A.M.Patel	
		Convener	Member
1	First Year Coordination / IIPC	A.D. Patel	H.V. Hirvaniya, S.G. Chauhan
2	Institute Timetable Coordination/workload calculation	Dr. S.P.Patel	A.R. Chaudhari, J.H. Patel, R.K. Rathod, J.V. Modi
3	Event Report Preparation, CTE Meeting/ Compilation, Minutes of Meeting	V.D. Patel	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. A.M. Patel Dr. S.P.Patel	Dr. H.B. Patel Dr. C G Prajapati, N.R.Kotiya

(Signature)
Principal

6	SSIP Cell, GTU IDP/UDP, CIC3, Virtual Lab	V.D. Patel, H.V. Hirvaniya	M.K. Patel R.K. Rathod
5	Head, Infrastructure & Maintenance:	V.J.Chitaria	
		Convener	Member
1	Civil Maintenance and Liaison with PWD	V.J.Chitaria	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 WiFi, VC Management and other IT related repair/maintenance issues	P.N. Boka	M K Patel, M J Trivedi
6	Campus Security	H.N. Chaudhari	M.N. Prajapati
7	KYC Portal, Website Management and updating	A K Patel	M.G. Prajapati, M.J. Trivedi
6	Head, Industry & Outreach:	Dr. D.M.Patel	
		Convener	Member
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 M.G. Prajapati	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	M.G. Prajapati	R.K. Rathod, G.K. Chaudhary
7	Head, Amenities:	Dr. A.M. Patel	
		Convener	Member
1	Library	M.G. Prajapati	V.H. Khokhani, M.N.Prajapati
2	Hostel Rector / Medical Facility	Dr. A.M. Patel	
3	Hostel Warden (Boys)	Dr. A.M. Patel	T.J. Rathi J.G. Prajapati
5	Hostel Warden (Girls)	S.G. Chauhan	N.K. Prajapati
6	Canteen, Student Store and other student Amenities	A.R. Chaudhari	

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

Responsibilities of concerned 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 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/In-charge 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.

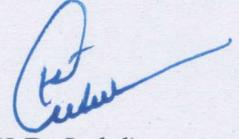
Date:03/05/2025

(Dr. K.B. Judal)
Principal

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.

Date:03/05/2025



(Dr. K.B. Judal)

Principal
Government Engineering College,
PALANPUR - 385011 (N. G.)