



ESTD : 2009
કરિયાનિકીયાનમ્ જનકસ્યાનમ્

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



મહોદય વૃદ્ધમજ્જ

ONE EARTH - ONE FAMILY - ONE FUTURE

No:GECPL/ *ADM/Mom/2024/610*

Date: *30/07/2024*

Minutes of Executive Meeting

Dated 20.04.2024, Saturday Time: 3:00 PM

Executive Meeting was held on 20/04/2024 at 3:00 PM in the principal office to discuss following agenda points and to oversee other issues if any. All HODs and respective conveners (as per signed attendance sheet) were present in the meeting.

Meeting began with an address and welcome by the principal and following points were discussed.

1. Status of Departmental Academics- Semester wise:

- All Department Head, have been directed to ensure that performance-based laboratory experiment shall be completed in or before 30/04/2024 due to Election work.
- The academic classes of the students of Electrical and Computer (first year) Engineering Department will be arranged in Mechanical Engineering Department from 28/04/2024 to 6/5/2024.
- All departments will implement the progressive assessment as per academic calendar for academic year 2024-2025.

2. Attendance Statistics of Students as per institute circular:

- The attendance statistics has been reviewed from the Heads of all departments and directed to maintain and increase the student presence by doing counselling and mentoring activity.

3. Result Analysis: Last semester (ODD Sem) with facts and findings:

- The result of the odd semester has been reviewed in the meeting and found that need more efforts in the following subjects:

3130908 Applied Mathematics for Electrical Engineering.
3130906 Electrical Circuit Analysis

- Moreover, Principal suggested to all head that guide the students for how to write questions/paper in the examinations.

4. Alternative arrangement of Classrooms and Labs due to requisition of buildings during Election for strong room and counting Halls.:

- The agenda discussed in the meeting and decided that all first classes (B and C group) will be arrange in Electrical seminar room. The faculty sitting arrangement of Mechanical Engineering Department shift to Electrical Engineering Department and Civil Engineering faculty will shift to Library during the Election time.

5. Optimum planning and detention in vacation:

- All Heads of Departments are requested to ensure that optimum planning and detention in vacation (as per need only) of faculty and for laboratory development, respective department will issue the order for the same.

6. Placement initiatives and statistics department wise:

- All Head of the Department and Principal reviewed the agenda in the meeting and insist for the placement activities and ask to submit department wise data for placed students.

7. Proposed Alumni Meet:

- The agenda discussed in the meeting and decided that Alumni meet will be arranged after Diwali or in the month of November- 2024, with the cultural event Praxes – 2024.
- All members suggested that the tentative 5 dates will be offer to the students and get suggestions from them for the Alumni meet – 2024.

8. Sensitization for New Admission through Social Media:

- The agenda discussed in the meeting and decided that all best practices, key points, Industrial visits of students, events and activities will be published on social media accounts of the Institute like Facebook, Twitter, Instagram, etc.
- The efforts have to made to increase the followers of the above social medial accounts.
- Suggested to develop new clubs like Computer coding club, Computer club, etc.

9. Save Electricity: Monitoring mechanism to stop misuse of electricity in department and offices:

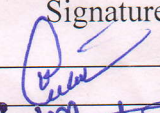
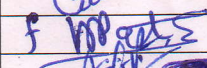
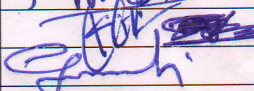
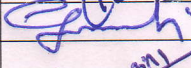
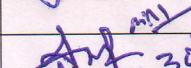

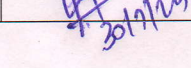
- The agenda discussed in the meeting and decided that all lights and fan should be off if the faculty is not in room/place and also directed to all heads have to focus on energy savings.

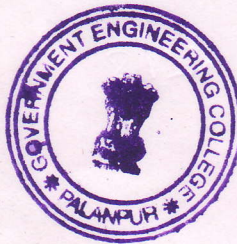
10. Methodology to improve conceptual clarity of students:

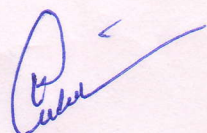
- The agenda discussed in the meeting and decided, in order to improve the writing skills in examinations all faculty have to guide the students how to write the answers of the questions and give them assignment for improvements.

11. Other issues (if any):

- All Heads of Departments suggested that for the maximum participation in annual Techno-Cultural fest (Tech Fest), **Praxes** should be planned in odd term just after Navaratri. The agenda was approved unanimously.

Sr. No.	Name of Member	Designation	Signature
1.	Dr. K. B. Judal	Principal	
2.	Prof. V. D. Patel	HOD, Mechanical	
3.	Prof. B. R. Patel <i>K.G. Prajapati</i>	HOD, Electrical	
4.	Dr. G. M. Savaliya	HOD, Civil	
5.	Dr. S. O. Singhal	HOD, Mining and General	
6.	Prof. A. M. Patel	GECPLAA	
7.	Dr. C. G. Prajapati	Administrative officer	




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Phone No. (02742) 220005, 220006

Website: www.gecpalanpur.ac.in, www.gecpl.cteguj.in

Email: gec-palanpur-dte@gujarat.gov.in

Date: 27/9/2024

No: GECPL/ADM/NoM/2024/825

Minutes of Executive Meeting

Dated 20.07.2024, Saturday Time: 2:00 PM

The executive meeting was held on 20/07/2024 at 2:00 PM in the principal's office to discuss the following agenda points and to oversee other issues, if any. All HODs and respective conveners (per the signed attendance sheet) attended the meeting.

The meeting began with an address and welcome by the principal, and the following points were discussed.

1. Review of academic planning (Lesson/Lab Planning, timetable, etc) for the Odd sem. 2024-25:

- The principal reviewed the practices and preparations by all departments regarding academics, including the timetable and lesson/lab—planning, Course Files, effective conduction of lectures and laboratories, rubrics-based practical skill assessment, etc.
- The principal directed every department to focus on outcome-based education (OBE)-align all curricular, co-curricular, and extracurricular activities towards attaining POs.
- The Principal instructed to prepare a CO-based lesson/lab. planning & CO-PO mapping for all courses by respective faculties of the department before the start of the semester. It was suggested to identify the curricular gaps and the means to address them to attain all POs at the department level. HOD shall endorse/verify all academic documents prepared/maintained by faculty members.

2. Discussions related to the regularity of students in Lecture and Laboratories:

- The institute's repo is based on students' regularity in day-to-day academic activities. In this direction, HODs shall effectively monitor students' attendance through class-coordinator-cum-mentors, and follow up on any short attendance every month.
- Every department shall strictly follow the university's minimum attendance criteria ($\geq 75\%$) in all academic sessions. Every student shall be sensitized and mentored through class coordinator-cum-mentors.

3. Review of departmental workload/overload (bring ABCD patrak for AY 2024-25), discussions about feasible of internal adjustment for the workload of computer engineering FY subjects to underload faculty members:

- The principal reviewed the departmental workload/overload (based on ABCD patrak for AY 2024-25) of all departments.
- Until now, no computer engineering faculty has been appointed to this institute. In the academic interest of computer program students, the mechanical engineering department will spend two hours on IC and IPDC subjects, respectively. Moreover, the twenty hours of practical load of Programming for Problem Solving (PPS) subject will be allotted to the mechanical engineering department. The two hours of IPDC for the Electrical Engineering program are allotted to Dr. C. G. Prajapati of the HSS Department. Dr. J. V. Modi and Prof. Surajkumar of the Mining Engineering Department will manage the Design Thinking Laboratory of the first year.
- Any subject in first-year or electives/optional subjects shall be offered based on collected preferences, ensuring a minimum batch of (15/20) students. It would create a learning environment and facilitate effective resource utilization.
- To manage the workload of the computer department, the following relevant subject load will be managed as per the Annexure – I.

4. Discussions and approval for canteen contract bid process in favour of students.

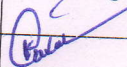
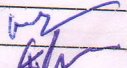
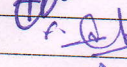
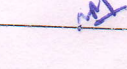

- The head of amenities briefed the agenda and discussed in the meeting. The issue of repeated failure of canteen contract was discussed thoroughly in the meeting. Various GeM canteen contract models and other Canteen models were discussed. Looking at the local institutional situation, the GeM model will not serve students' purposes, as students pay for purchased food items.
- The sustainable canteen model is based on fixed rent and lower food costs. The proposed model was discussed thoroughly and unanimously finalized to proceed with the Canteen bid based on fixed rent and minimum cost of food items (11 items as discussed). Convener-canteen shall complete the necessary formalities, including GeM Availability, preparation of Bid T&C, ATC up to award, and execution of canteen contract in consultation with the central store.

5. Review of Procurement of Lab. Equipment Department wise:

- The committee reviewed the agenda and suggested drafting the bid for furniture specification.

6. Review of Procurement of furniture institute level:

- Every HOD was briefed on the procurement status of their department's laboratory equipment, and it was unanimously decided to complete the purchase of laboratory equipment of the allotted grant on or before 31st December 2024.

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1.	Dr. K. B. Judal	Principal	
2.	Prof. D. M. Patel	HOD, Mechanical	
3.	Prof. K. G. Prajapati	HOD, Electrical	
4.	Dr. H. U. Patel	HOD, Civil	
5.	Dr. S. O. Singhal	HOD, Mining and General	



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

No:GECPL/૧૧૨

Date: 21/11/2024

Minutes of Executive Meeting

Dated 19.10.2024, Saturday Time:2:30 PM

The executive meeting was held on 19/10/2024 at 2:30 PM in the principal's office to discuss the following agenda points and to oversee other issues, if any. All HODs and respective conveners (per the signed attendance sheet) attended the meeting.

The meeting began with an address and welcome by the principal, and the following points were discussed.

1. Details No of apprentice:

- The implementation of apprenticeship scheme at institute to wide circular by CTE dated: 14/10/2024 and resolution No. ED/SRT/e-file/3/2023/5197/S by Education Department was discussed thoroughly in the meeting.
- As per apprenticeship guidelines, the institute must induct apprentices in the range of 2.5% to 15% of total establishment 47 faculties of the Institute. After healthy discussions, it was unanimously decided to induct 01 Graduate apprentice and 05 Diploma apprentices (total:06) at various departments.
- The tasks mentioned in step 1 and 2 under NATS and MAY portal in CTE circular are to be accomplished by TPO cell in coordination with Establishment section. NATS and MAY portal related activities will be managed by TPO cell.
- Step-3 to 7 related tasks shall be accomplished by establishment section/account section/admin officer in liaison with TPO cell and respective departments.

2. Types of Apprentices (Degree/Diploma):

- various departments to take training in various laboratories of Engg. as mentioned in Table:1.

Table:1 Types of Apprentices (Degree/Diploma)			
Sr. No.	Name of Department	Desired Qualifications	Number of Apprentices
1.	Mechanical Engineering	Preferably Diploma in Mechanical Engineering	01
2.	Workshop	Preferably Diploma in Mechanical Engineering	01
3.	Electrical Engineering	Preferably Diploma in Electrical Engineering	01
4.	Civil Engineering	Preferably BE in Civil Engineering	01
		Preferably Diploma in Civil Engineering	01
5.	Computer Engineering	Preferably Diploma in Computer Engineering	01
TOTAL			06

3. Any other issues:

Diwali Vacation Detention

- CTE office declared Diwali Vacation from 27/10/2024 to 16/11/2024. In this regard HODs were instructed to provide compulsory vacation to all eligible teaching staff from 27/10/2024 to 03/11/2024 for which no detention shall be granted except under special circumstances. From 04/11/2024 to 16/11/2024, the minimum teaching staff shall be detained for make-up classes of late admitted First year and D2D students, remedial classes of weak students and GTU Examination work if any. The detention of the same should be submitted after vacation.
- The number of 90 teaching days in a semester is essential for effective teaching-learning of semester courses. In this regard for 1st Year and D2D students admitted after 1st, September 2024, makeup classes are required to be conducted for syllabus completion in their overall academic interest. As an additional effort to weak students' remedial classes are also needed. It was unanimously decided to arrange special theory make-up/remedial classes for such students from 4/11/2024 to 14/11/2024. Timetable for the same will be prepared by timetable committee on or before 25/10/2024 and same will

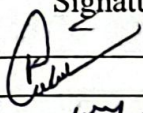

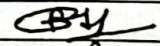
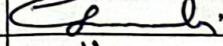



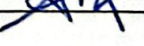
be communicated to students through class-coordinators. HoDs are informed to follow-up the same for effective implementation and execution of makeup/remedial classes.

Alumni Meet – 2024

- The alumni meet is planning to organise, for the same various locations were visited by alumni team and discussed in the meeting. All members unanimously decided to celebrate the Alumni Meet – 2024” will be finalized to celebrate on 21st December 2024 (Saturday) at Balaram Palace Resort.

Planning of NEP implementation at institute level

- The need for planning and implementation of the National Education Policy (NEP) 2020 was discussed in the meeting. The areas where NEP initiatives can be implemented at institute were briefed.
- The ICT based Teaching-learning, offering MOOCS for professional cores/Electives, Skill based training through various government/university/corporate schemes were discussed.
- For effective implementation and training other faculties, it was decided to arrange a day pedagogical session by faculty members who have attended NEP training.

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1.	Dr. K. B. Judal	Principal	
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4.	Dr. G. M. Savaliya	HOD, Civil Engg.	
5.	Dr. S. O. Singhal	HOD, Mining Engg. and General	
6.	Prof. H. V. Hirvaniya	HOD, Computer Engg.	
7.	Dr. C. G. Prajapati	Administrative Officer	
8.	Dr. A. M. Patel	GECPLAA, Convener	



ESTD : 2009

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સકલ કુટુંબ સકલ ભવિષ્ય

OUR EARTH - OUR FAMILY - OUR FUTURE

No:GECPL/ 93

Date: 21/11/2024

Minutes of Executive Meeting

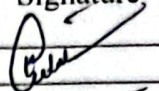

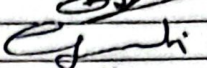
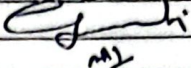



Dated 22.10.2024, Saturday Time:04:30 PM

The PRAXES – 2024 review meeting was held on 22/10/2024 at 04:30 PM in the conference hall to discuss the following agenda points and to oversee other issues, if any. Praxes 2024 (Technical/Cultural/Game) all respective conveners were attended the meeting.

The meeting began with an address and welcome by the principal, and the following points were discussed.

1. Various Club will be started in the Institute:

- The implementation to prepare various activities clubs in the Institute. The objective behind it is to develop the ecosystem. The matter was discussed thoroughly in the meeting and unanimously decide to form 11 clubs under the banner of Praxes. Main objective of this club is to introduce themselves to nurture the first-year students during orientation program in 2-3 hours.
- The detailed policy will be prepared in next semester and unanimously decide to form the 11 clubs. Under sports, cricket, Kho-Kho, Kabaddi, Chess and Volleyball club will be prepared. The rest of the clubs are Music, Dance and drama under the Cultural event and coding, robotics and photography will be under the technical event, respectively.
- Each club has two students from the first year, two students from the second year and the two students are from the third-year students means total 06 students are in each club. Final student is for guiding the junior students based on their past experiences of group. Each club will be facilitated by one faculty mentor and his/her decision will be final in the club.

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3.	Prof. B. R. Patel	HOD, Electrical Engg.	
4.	Dr. G. M. Savaliya	HOD, Civil Engg.	
5.	Dr. S. O. Singhal	HOD, Mining Engg. and General	
6.	Prof. H. V. Hirvaniya	HOD, Computer Engg.	
7.	Dr. C. G. Prajapati	Administrative Officer	
8.	Dr. K. M. Korot	Gymkhana, President	



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Phone No. (02742) 220005, 220006

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

No:GECPL mom/74

Date: 24/01/2025

Minutes of Executive Meeting

Dated 29.11.2024, Saturday Time:3:30 PM

The executive meeting was held on 29/11/2024 at 3:30 PM in the principal's office to discuss and review the mechanism of student counselling & mentoring at the department level, the regularity of students, and Other Issues, if any. All HODs and respective conveners attended the meeting (per the signed attendance sheet).

The agenda points are as follows:

- *Department initiatives for the said matter.
- *Coordination & follow-up for effective implementation as per institute-framed guidelines.
- *Initiatives taken by HODs for implementation of attendance circulars, notices issued etc.
- *Action initiated by the department for students with less attendance.
- *Any communication with Office of the Principal in this regard.
- *Initiative by S.S. Convener/GTU Coordinator in regard to Attendance circular.
- *If any other issues.

The meeting began with an address and welcome by the principal, and the following points were discussed.

1. **Coordination & follow-up for effective implementation as per institute-framed guidelines.**
2. **Initiatives taken by HODs to implement attendance circulars, notices issued etc.**

- All heads and principals discussed the matter thoroughly and finalized the GTU attendance rules that must be followed. The class coordinator of each year of the concerned department will do the recommend / not-recommend for GTU examination forms. The head will coordinate the student attendance of students from the department counselor mentor as per the Institute order. The relaxation in attendance will be 10 % for medical conditions only.
- All departments have to form a DUGC (Department Undergraduate Committee) and the concerned head and the 2 to 3 departmental faculty will be the chairman and member of that committee, respectively.

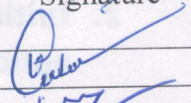
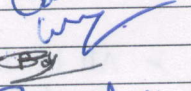
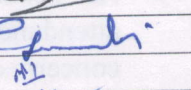
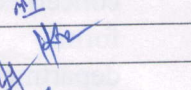
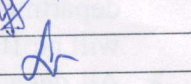
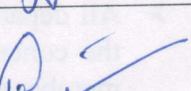

- **Provisional Detain:** The students will be monitored regularly and if the students' attendance is less during academic tenure (out of $3\frac{1}{2}$ months of the semester) than DUGC will take the necessary action by mentioning the remark with "Provision Detain" to submit the data to the student section. The office order GECPL/Academic/2019-20/870 dated 1-Jan.-2020 will be renewed.
- All students will be considered present in attendance when they participate in the event / fest / either inside or outside the Institute. This information will be updated by the department head to the student section head and at the end of the semester, the Administrative officer will issue an order regarding it; then only the faculty will consider "Present" in their muster and the rest of the time it will be marked as "Exemption (E)" in the muster.
- At the end of every month, on the 30th of the month, the average attendance of student details will be displayed on the notice board with remarks of fewer students, if any. The undertaking has been taken from the students if the attendance is less than 60%. If the student is having a less attendance, then the likely to be detained is mentioned in the sheet.

3. Initiative by S.S. Convener/GTU Coordinator in regard to Attendance circular.

- The department will update the students' attendance to the student section head periodically and well in advance. As well as the student section will also demand list of students having significantly less attendance periodically from the departments. After compiling the data of all departments, the student section will send same to the principal for noting and necessary action.
- All the information and notifications from GTU must be forwarded to all the department heads for necessary action.

4. Other agenda

- Furniture and computer tables are available in the department and will be effectively utilized with the inventory.

Sr. No.	Name of Member	Designation	Signature
1.	Dr. K. B. Judal	Principal	
2.	Dr. D. M. Patel	HOD, Mechanical Engg.	
3.	Prof. B. R. Patel	HOD, Electrical Engg.	
4.	Dr. G. M. Savaliya	HOD, Civil Engg.	
5.	Dr. S. O. Singhal	HOD, Mining Engg. and General	
6.	Prof. H. V. Hirvaniya	HOD, Computer Engg.	
7.	Dr. C. G. Prajapati	Administrative Officer	
8.	Dr. D. A. Patel	GTU, Convener	