



ESTD : 2009

अभियान्तिकीज्ञानम् जनकल्याणम्

Government of Gujarat

સરકારી ઈજનેરી કોલેજ પાલનપુર

જાગણ, પાલનપુર-અમદાવાદ હાઈવે, પાલનપુર-૩૮૫૦૧૧, જિલ્લો- બનાસકાંઠા, ગુજરાત, ભારત

GOVERNMENT ENGINEERING COLLEGE PALANPUR

JAGANA, PALANPUR-AHMEDBAD HIGHWAY, PALANPUR – 385011, DIST – BANASKANTHA, GUJARAT, INDIA

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No.:GECPL/Admin/2018-19/1399

Date: 29/10/2018

**Office Order:-**

(with effect from: 01/11/2018)

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	Members
1	Administrative officer	H.I. Chaudhary	A. V. Vaghela
2	Institute Overload committee and workload calculation	Dr.C.G.Prajapati	D.A.Patel
3	RTI / Legal Matters	H.N.Chaudhari	N.A.Mistry
4	Internal Complaint Committee (ICC)/Women Development Cell	R.H.Chaudhari	M.R.Suneja
5	IQAC / CAS /API	Prof.P.C.Vasani Prof.J.A.Vadher	H.B.Patel B.R.Patel
6	Grievance Redressal Committee (Faculty/Staff)	Prof.P.C.Vasani	A.V.Vaghela
7	Faculty / Staff Training	M.G. Prajapati	J.H. Patel
8	Accounts Officer	H.I. Chaudhary	
2	Head, Student Affairs:	Convener	Members
1	Student Section	V.D. Patel	R.H.Chaudhari, M.K.Patel, Surajkumar Modi
2	GTU Related Services & Examinations	V.D. Patel	H.U. Patel M.K.Patel, Surajkumar Modi
3	Student Scholarships & Related matters	K.G.Prajapati	J.V.Modi
4	Gymkhana	A.M.Patel	Dr.K.M.Korot:-Sports Council N.A.Patel:-S&T Council K.V.Patel:-Cul. Council
5	Alumni Association	H.B.Patel	H.U.Patel
6	NSS	Dr.C.G.Prajapati	D.A.Patel
7	NCC	Dr. K. M. Korot	Y. J. Chauhan
8	Anti-Ragging Committee	Dr.K.M.Korot	M.R.Suneja
9	Mentor international student CSR	Y. J. Chauhan	
10	Admission & Help Center	K.G.Prajapati	Surajkumar Modi, N.R. Kotiya
11	Grievance Redressal Committee (Student)	D.A.Patel	H.I. Chaudhary
12	Mission Antyodaya, 100 Activity Points/MGMS	S.G.Chauhan	M.R.Suneja
3	Head, Store & Purchase:	Convener	Members
1	Central Store (Insti. Purchase/Vikaslaxi/New Items) / ST/ AMTS & Tendering for Outsourcing, Write-off	B.R.Patel	A.R.Chaudhari
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	C.G.Prajapati	M.D.Patel A.R.Chaudhari, R.K.Rathod
3	Institute Information Compilation Committee including CTE Follow-up, Minutes of Meeting	K.V.Patel	J.V.Modi

4	AICTE /GTU Affiliation, AISHE/ NIRF	K. V. Patel	H.V. Hirvaniya J.H. Patel, R.K.Rathod
5	NBA/Academic Inspection	A.M.Patel N.A.Patel	A.D.Patel N. R. Kotiya
6	GTU IDP/UDP, CIC3, Startup Innovation and Design School, Virtual Lab	N.A.Patel	H.V.Hirvaniya R.K.Rathod
<b>5</b>	<b>Head, Infrastructure &amp; Maintenance:</b>	<b>Convener</b>	<b>Members</b>
1	Civil Maintenance and Liaison with PWD	U.R.Singh	Dr.G.M.Savaliya
2	Housekeeping/Landscaping	U.R.Singh	S.G. Chauhan
3	Electrical Maintenance and Liaison with R&B Elect.	B.R.Patel	N.A.Mistry
4	Mechanical Maintenance (RO/AC/FE)	A.R.Chaudhari	A.K.Patel
5	Computer/ Printer/Projector Network, Internet, CCTV, VC management and Maintenance issues	P.N.Boka	N.T.Raval, M.J.Trivedi
6	Campus Security	H.N.Chaudhari	N.A.Mistry
7	KYC Portal, Website management and updating	A.K.Patel	M.J.Trivedi
8	MIS	A.K.Patel	M.J.Trivedi
<b>6</b>	<b>Head, Industry &amp; Outreach:</b>	<b>Convener</b>	<b>Members</b>
1	Training and Placement Cell / Industry-Institute Interaction Cell / MOU /CII	N.A. Patel	Dr.G.M.Savaliya P.N. Boka, H.V.Hirvaniya
2	Institute Publishing Committee, Institute Brochure, E-Newsletter, Inst&Dept Brochure,Media Coordinator	A.B.Patel	A.D.Patel N.T.Raval
3	Professional bodies and Student Chapters	H.B.Patel	N. R. Kotiya
4	RUSA and Other GOI Scheme	M.D.Patel	H.U.Patel
5	GKS/Language Lab/ Skill Development/Finishing School	Dr.G.M.Savaliya	M.G. Prajapati
6	Entrepreneurship Development Cell/ Design Lab/Center Of Excellence	P.N.Boka A.D.Patel	M.K.Patel
<b>7</b>	<b>Head, Amenities:</b>	<b>Convener</b>	<b>Members</b>
1	Library	M.G.Prajapati	M.N.Prajapati
2	Hostel Rector / Medical Facility	Prof.J.A.Vadher	
3	Hostel Warden (Boys)	A.B.Patel	H.N. Chaudhari
4	Canteen, Student Store and other student Amenities	M.D. Patel	M.N.Prajapati

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

s/d  
(Dr. K. B. Judal)

**Responsibilities of concerned Officer Incharge:**

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. Officer incharge if required.
4. Conducting committee/representatives meeting at regular interval to identify progress/lagging /follow-up and preparation of MoM.
5. 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.

s/d  
(Dr. K. B. Judal)