



Government of Gujarat

સરકારી ઇજનેરી કોલેજ પાલનપુર

જગણા, પાલનપુર-અમદાવાદ હાઇવે, પાલનપુર-૩૮૫૦૧૧, ગુજરાત, ભારત

GOVERNMENT ENGINEERING COLLEGE PALANPUR

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

ફોન નં. (૦૨૭૪૨) ૨૨૦૦૦૫, ૨૨૦૦૦૬

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No.: GECPL/Admin/2019-20/980

Date: 28/06/2019

Office Order (Revised):-

(Revision Date: 28/01/2020)

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, G.K. Chaudhari
2	Institute Overload committee and workload calculation	F.J. Narsingani	N.T. Raval
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	P.C.Vasani Dr. J.A.Vadher	H.B. Patel, B.R.Patel, Dr. C.G.Prajapati
6	Grievance Redressal Committee (Faculty/Staff)	P.C.Vasani	A.V.Vaghela
7	Faculty / Staff Training	M.G. Prajapati	J.H. Patel
8	Accounts Officer	H.I. Chaudhary	K.R. Ranavasiya, J.G. Prajapati
2	Head, Student Affairs:	Convener	Members
1	Student Section	V.D. Patel	R.H.Chaudhari, M.K.Patel, S.L. Modi
2	GTU Related Services & Examinations	V.D. Patel	H.U. Patel M.K.Patel, S.L. Modi
3	Student Scholarships & Related matters	K.G.Prajapati	J.V.Modi
4	Gymkhana	Dr. A.M.Patel	Dr.K.M.Korot:-Sports Council Y. J. Chauhan N.A.Patel:-S&T Council D.A. Patel:-Cul. Council F.J. Narsingani
5	Alumni Association	A.M. 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	V.D. Patel	M.R.Suneja
9	Student Welfare & Mentor international student CSR	A.D. Patel	Y. J. Chauhan
10	Admission & Help Center	K.G.Prajapati	S.L. 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, G.M. Patel
4	Head, Academics:	Convener	Members
1	First Year Coordination / IIPC	A.D.Patel C.G. Prajapati	K.G.Prajapati, S.G.Chauhan, J.V.Modi
2	Institute Timetable	C.G.Prajapati	J.H. Patel A.R.Chaudhari, R.K.Rathod

3	Event Report Preparation, CTE Meeting/VC Info. Follow-up/ Compilation, Minutes of Meeting	A.K. Patel	J.V. Modi, A.I. Roy
4	AICTE /GTU Affiliation, AISHE/ NIRF	H.V. Hirvaniya	J.H. Patel, R.K.Rathod
5	NBA/Academic Inspection	Dr. J.A. Vadher	A.M.Patel, A.D.Patel N. R. Kotiya
6	SSIP Cell, GTU IDP/UDP, CIC3, Virtual Lab	N.A. Patel H.V. Hirvaniya	M.K.Patel R. K. Rathod
5	Head, Infrastructure & Maintenance:	Convener	Members
1	Civil Maintenance and Liaison with PWD	Dr.G.M.Savaliya	N. R. Kotiya, M.N. Prajapati
2	Housekeeping/Landscaping	S.G. Chauhan	A.V. Vaghela, G.M. Patel
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, MIS	A.K.Patel	M.J.Trivedi
6	Head, Industry & Outreach:	Convener	Members
1	Training and Placement Cell / Industry-Institute Interaction Cell / MOU /CII	P.C. Vasani N.A. Patel	Dr.G.M.Savaliya, P.N. Boka, H.V.Hirvaniya, S.L. Modi
2	Institute Publishing Committee, Institute Brochure, E-Newsletter, Inst &Dept Brochure, Media Coordinator	A.B.Patel Dr. K.M. Korot	M.G. Prajapati, Y. J. Chauhan J.V. Modi, N.T.Raval
3	Professional bodies and Student Chapters	H.B. Patel	Y. J. Chauhan
4	RUSA and Other GOI Scheme	Dr. J. A. Vadher	H.U.Patel, J.H. Patel
5	GKS/Language Lab/ Skill Development/Finishing School	Dr.G.M.Savaliya	M.G. Prajapati, A.I. Roy
6	Design Lab	P.N.Boka	M.K.Patel, A.D.Patel
7	Entrepreneurship Development Cell	P.N.Boka	A.R. Chaudhari
7	Head, Amenities:	Convener	Members
1	Library	M.G.Prajapati	M.N.Prajapati
2	Hostel Rector / Medical Facility	H.B. Patel	J.G. Prajapati
3	Hostel Warden (Boys)	H.N. Chaudhari Dr. K.M. Korot	M.J. Trivedi G.M. Patel
4	Canteen, Student Store and other student Amenities	H.U. Patel	M.N. Prajapati

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

Responsibilities of concerned Convener/Member:

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. Convener/Incharge if required and proceed further to achieve the target as planned in action plan.
4. Proactive initiative for reformation in allotted portfolio and quality recordkeeping for exhibits.
5. Motivate the team to accomplish the planned work as per annual action plan.
6. Coordination with committee/members/representatives at regular interval to identify progress/lagging /follow-up.
7. 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.

(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.



(Dr. K. B. Judal)
Principal