



Government of Gujarat

सरकारी इंजनेरी कोलेज पालनपुर



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

Phone-(02742) 220005, 220006

No.: GECPL/Admin/2020-21/6

Date: 01/01/2021

**Office Order: -**

(With effect from Date: 04/01/2021)

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	Member
1	Administrative officer	Dr. C.G.Prajapati	A.V. Vaghela
2	Institute Overload committee and workload calculation	Dr.F.J.Narsingani	
3	RTI / Legal Matters	H.N. Chaudhari	G.K. Chaudhari
4	Internal Complaint Committee (ICC)/Women Development Cell	R.H.Chaudhari	V.H. Khokhani
5	IQAC / CAS /API/Grievance Redressal	P.C.Vasani	D.A. Patel
6	Faculty/Staff Training/Research Process/Compilation	Dr. A.M. Patel	S.K. Dabhi
7	Accounts Officer	H.I. Chaudhary	J.G. Prajapati
2	Head, Student Affairs:	Convener	Members
1	Student Section, GTU Related Services & Examinations (GTU & Others)	V.R. Sharma	R.H. Chaudhari, S.K. Dabhi, M.K. Patel, S.L. Modi
2	Student Scholarships & Related matters	K.G.Prajapati	V.H. Khokhani
3	Gymkhana	Dr. K.M. Korot	N.A. Patel, D.A. Patel
4	Alumni Association	Dr. A.M. Patel	H.U. Patel
5	NSS	Dr.C.G.Prajapati	V.K. Patel
6	NCC	Dr. K.M. Korot	Y.J. Chauhan
7	Anti-Ragging Committee	Dr. A.M. Patel	J.V. Modi
8	Student Welfare & Mentor international student CSR	A.D. Patel	Y.J. Chauhan
9	Admission & Help Center	K.G.Prajapati	N.R. Kotiya
10	Student Performance/Result Analysis/Feedback	A.K. Patel	J.H. Patel, V.H. Khokhani
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 Coordination	Dr. C.G.Prajapati	A.R.Chaudhari , J.H. Patel, R.K.Rathod
3	Event Report Preparation, CTE Meeting/VC Info. Follow-up/ Compilation, Minutes of Meeting	V.D. Patel	J.V. Modi, A.I. Roy
4	AICTE /GTU Affiliation, AISHE/ NIRF	H.V. Hirvaniya	J.H. Patel
5	NBA/Academic Inspection	Dr. J.A. Vadher	Dr. 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

2	Housekeeping/Landscaping	V.K. Patel	S.G. Chauhan
3	Electrical Maintenance and Liaison with R&B Elect.	B.R.Patel	
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	
7	KYC Portal, Website management and updating, 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 (I-I-I) Cell / MOU /CII	P.C. Vasani	N.A. Patel, Dr.G.M.Savaliya, H.V.Hirvaniya, S.L. Modi
2	Institute Publishing Committee, Institute Brochure, E-Newsletter, Inst &Dept Brochure	A.B. Patel	M.G. Prajapati, M.N. Prajapati A.I. Roy, N.T. Raval
3	AMIE/Profess. bodies/Student Chapters & Consultancy	Y.J. Chauhan	
4	RUSA and Other GOI Scheme	Dr. J. A. Vadher	H.U.Patel, S.K. Dabhi
5	GKS/Language Lab/ Skill Development/Finishing School	Dr.G.M.Savaliya	A.I. Roy
6	ED Cell/Design Lab.	P.N.Boka	M.K.Patel
7	Media Coordinator/Branding	D.A. Patel	R.K. Rathod
<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	H.B. Patel	J.G. Prajapati
3	Hostel Warden (Boys)	Dr. K.M. Korot	H.N. Chaudhari
4	Hostel Warden (Girls)	Dr.F.J.Narsingani	
5	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 to monitor progress/lagging /follow-up.
7. Disseminate portfolio specific information/best practices at appropriate places for branding.
8. 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.
9. Submit the achievements/best practices to admin office/publishing committee for further processing.

Date:01/01/2021

### **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)



(Dr. K. B. Judal)