



K. D. POLYTECHNIC, PATAN

Opp. T. B. Hospital, Near Deesa Three Road, Patan – 384265
Phone – 02766-220419 Email – principalkdp631@gmail.com

KDP/OfficeOrder/2023/ 1525

Date-14-03-2023

Office Order (Revised):

In addition to academic main duties here by the faculty members are assigned additional duties as per table given below for the smooth operation of institute. All are informed to complete the assigned tasks within time limit and report to the undersigned. Maintain records properly in hardcopy and softcopy. This order is to be followed immediately and remain continue until it is revised.

1 Head, Human Resource (Faculty & Staff): (Shri R.M.Shaikh)

Sr. No.	Portfolio	Convener & Co Convener	Members	Major duties
1	Administrative officer	J.B.Bhati H.A.Darji	N.T.Tapodhan	• All Administrative works
2	Institute Time table and Overload/work load committee	R L Revadivala P.J.Joshi	C.B.Patel (App) J.A.Patel M.R.Thakkar R.M.Chaudhary K.A.Prajapati K.R.Patel	• Coordinate timetable related works among all departments including bridge courses. • To ensure that timetables are displayed prior to the commencement of term. • All overload, workload, and timetable related works.
3	Legal Matters	D.K.Raval Admin Officer	H.T.Patel K.M.Madhu D.S.Trivedi R.M.Chaudhary B.D.Patel Acc. Officer	• All court case related works of institute and assigned by DTE • Compile ,verify and validate concern information before submitting to DTE / other • Ensure to complete before given deadline.
4	Committee for SC/ST	Sh. M.D.Parmar	P.P.Patankar V.N.Bamaniya Y.R.Patel(comp) D.D.Desai	• Reply satisfactorily to the grievances logged at the institute level by SC/ST students / faculty
5	Grievance Redressal Cell Faculty / Student Grievance Redressal Cell	R L Rewadiwala C.D.Patel	J.A.Patel D.N.Thakkar G.S.Patel	• Reply satisfactorily to the grievances logged at the institute level. • Prepare MOMs for meetings. Meet at least once at a term end in case of no complaint.
6	R T I / PIO	M.D.Parmar(PIO) J.B.Bhati(APIO)	All HODs Admin Officer A/C Officer Assistant- M.N.Suthar	• All RTI related works • Upload annual return on RTI web portal before 31st May.
7	Women Development cell & Internal Complaint Committee	Smt. B.I.Saini Smt. B.R.Sevkani	Smt. J.N.Acharya Sh.D.N.Thakkar Smt.B.C.Patel	• To resolve all complaints received from any female staff / students. • Scheduled activities for the development of women • Prepare MOMs for meetings. Meet at least once at a term end instead of no complaints.
8	Staff Quarters allotment and HRA Committee	D.K.Patel J A Patel	H.V.Patel Admin Officer Account Officer Page 1 of 9	• To complete allotment process of quarters ,To prevent unauthorized use of quarters • Maintenance of quarters



K. D. POLYTECHNIC, PATAN

Opp. T. B. Hospital, Near Deesa Three Road, Patan – 384265
Phone – 02766-220419 Email – principalkdp631@gmail.com

				<ul style="list-style-type: none"> To process HRA applications and issue HRA sanctioned order if eligible.
9	CAS & IFMS Pay Fixation	M.D.Parmar V.P.Chaudhri K.M.Madhu	B.M.Makwana P.J.Joshi R.D.Modi A.D.Patel Admin Officer Account Officer	<ul style="list-style-type: none"> Do scrutiny of CAS applications at institute level before forwarding it to DTE. Submit reports of CAS applications to Principal Pay fixation according to the CAS orders issued by DTE Arrears verification for approved CAS Responsible Officers for Fixation on IFMS – V.P.Chaudhri & A.D.Patel
10	Account Officer & Account works	H.A.Darji R.K.Rajgor	B.J.Patel L.L.Solanki	<ul style="list-style-type: none"> All account related works.
11	Income tax	C.B.Patel (App) H.A.Darji K.M.Madhu	J.T.Patel P.M.Prajapati A.R.Joshi P.M.Patel R.K.Prajapati B.J.Patel	<ul style="list-style-type: none"> To collect income tax detail from account. To verify TDS detail of every month and every quarter To upload TDS quarter on portal before deadline. B.J.Patel has to provide TDS detail monthly after payment of salary in prescribe format required by convener.

2 Head, Student Affairs (Sh.H.C.Parmar)

Sr. No.	Portfolio	Convener & Co Convener	Members	Major Duties
1	GTU Coordinators	K.S.Patel M.R.Thakkar N.J.Prajapati	M.S.Patel M.K.Modh K.D.Prajapati R M Chaudhary C. B. Patel (App) V N Bamaniya M.P.Patel (Sr.Clrk) B.B.Solanki	<ul style="list-style-type: none"> All GTU related work as per the instructions of GTU. Prepare and verify bills of remunerations of all exams. Maintain GTU financial account and match account balance with GTU at the end of exams after completion of payments Student Performance & Result Analysis of Institute
2	Student Section	G S Patel A.B.Patel	R K Prajapati P.M.Prajapati C.B.Patel(Ele) H.S. Panchal Smt B.C.Patel V N Bamaniya M.P.Patel (Sr.Clrk)	<ul style="list-style-type: none"> All student section related manual and online work. A.B.Patel is assigned a task of signing students' concession pass.
3	(1) Student Scholarship (2) NSP (National	R. L. Revadiwala U.V.Patel	H.S.Panchal B. C. Patel A.R.Oza B.R.Sevkani D.R.Dodiya	<ul style="list-style-type: none"> All Scholarship related manual and online works.



K. D. POLYTECHNIC, PATAN

Opp. T. B. Hospital, Near Deesa Three Road, Patan – 384265
Phone – 02766-220419 Email – principalkdp631@gmail.com

2 Head, Student Affairs (Sh.H.C.Parmar)

Sr. No.	Portfolio	Convener & Co Convener	Members	Major Duties
	scholarship portal)		S. V. Patel B.B.Solanki M.P.Patel (Sr.Clrk)	
4	Gymkhana	R D Modi R.H.Prajapati	J.T.Patel J.D.Patel K.A.Prajapati U.A.Patel P.M.Prajapati	<ul style="list-style-type: none">Plan out / schedule the co-curricular and extracurricular activities for every new term before the current term ends and before institute's academic calendar is preparedExecute activities as plannedPrepare reports of events held.Keep photos & videos of eventsConduct events as ordered by DTE/Govt. body also
5	Alumni Association	J.P.Fudani S.R.Modi	C.H.Thakkar P.J.Joshi U.V.Patel A.B.Patel R.J.Prajapati	<ul style="list-style-type: none">To register alumni associationTo arrange alumni meeting at least once in a yearTo make efforts to find alumni that can sponsored/help in the benefits of institute.
6	NSS	C.N.Desai U.A.Patel	C.H.Thakkar , A.D.Patel P.M.Prajapati P.R.Mishra	<ul style="list-style-type: none">Conduct activities as per the NSS guidelines.
7	Anti Ragging Committee & Anti Ragging Squad	Shri H.C.Parmar Shri M.D.Parmar	C.D.Patel J.B.Bhati D.K.Patel R.L.Revadiwala Smt.B.R.Sevkani	<ul style="list-style-type: none">To prevent raggingTo investigate and decide actions on a complaint if any.To ensure that all newly admitted students have filled anti ragging form on GOI portal.
9	Language Lab	R.L.Revadiwala	P.V.Yadav	<ul style="list-style-type: none">To develop , manage and maintain LL as per AICTE / NBA requirements.Maintain utilization register
10	Admission & Help Center	C.D.Patel M.R.Thakkar	ACPDC committee will be formed at the time of Admission	<ul style="list-style-type: none">All ACPDC related works.To provide details of admitted students as and when required.
11	Workshop superintendent	D K Raval Y.R.Patel(Mech)	Concern workshop staff	<ul style="list-style-type: none">All works to manage, maintain and develop workshop
12	MYSY & Help Center	M.P.Patel (Gen) P.V.Yadav	A.R.Oza	<ul style="list-style-type: none">To do all activities of MYSY (Manual and Online)



K. D. POLYTECHNIC, PATAN

Opp. T. B. Hospital, Near Deesa Three Road, Patan – 384265
Phone – 02766-220419 Email – principalkdp631@gmail.com

3 Head, Store & Purchase: (Shri. H.C.Parmar)

Sr No	Portfolio	Convener & Co Convener	Members	Major duties
1	Central Store	D.K.Dabhi A.D.Patel	N.K.Prajapati J.A.Patel J.N.Acharya U.V.Patel R.J.Prajapati A.B.Patel J.J.Parmar	<ul style="list-style-type: none">• All purchase related works (Manual and Online GEM) including Govt. and Non-Govt.• Compile, verify and submit New items proposal every year.• Tendering / Bidding for purchase, services , AMC etc.• Maintain GPR , Stock etc. and provide records as required.
2	Write-off	Sh. H.C.Parmar Y.R.Patel(Mech) Central Store Officer	N.K.Prajapati J.A.Patel J.N.Acharya U.V.Patel R.J.Prajapati A.B.Patel M.K.Parmar (Lib) J.J.Parmar (Store) R.K.Rajgor (Acc) N.T.Tapodhan(Est) V.N.Bamaniya (SS)	<ul style="list-style-type: none">• All write off related works (Manual and Online on GEM if required)

4 Head, Academics : (Shri M.D.Parmar)

Sr. No.	Portfolio	Convener & Co Convener	Members	Major duties
1	Academic Cell	Sh.M.D.Parmar Smt.J.N.Acharya	B.M.Makwana R.M.Chaudhary R.D.Modi V.P.Chaudhari Gymkhana Conv. GTU CoOrd. NBA CoOrd.	<ul style="list-style-type: none">• To prepare academic calendar of institute for every term.• Perform strict academic monitoring during a term mainly on punctuality, regularity, quality of teaching & learning, quality of assignment and question papers / tests etc.• Keep Record of monitoring activities.• Coordination, collection, and compilation of all information in prescribed formats regarding academic required required by CTE, GTU audit.• To develop and implement a common online student feedback form as per the guidelines of AICTE at institute level and Ensure that feedbacks are taken as AC .• To develop and implement common exit survey at institute level



K. D. POLYTECHNIC, PATAN

Opp. T. B. Hospital, Near Deesa Three Road, Patan – 384265
Phone – 02766-220419 Email – principalkdp631@gmail.com

2	Co-ordination for Orientation Program , First Year Exams and CtoD	R.L.Revadiwala	U.A.Patel H A Darji Deptt. GTU Co Ordinators	<ul style="list-style-type: none">• To coordinate orientation prog.• To coordinate first year mid semester exams• To coordinate bridge course and first year CtoD exams.
3	Institute Information Compilation Committee	Sh.M.D.Parmar J.B.Bhati H.A.Darji	P.P.Prajapati P.R.Sharma R.K.Prajapati Hiren R.Patel R.K.Rajgor N.T.Tapodhan	<ul style="list-style-type: none">• To provide accurate information whenever required by DTE / Other Govt. bodies• To Collect data from concern deptts, verify it and prepare PPT for institute whenever needed.
4	AICTE & GTU Affiliation	M.K.Modh K.A.Prajapati	N.K.Prajapati B.M.Makwana S.D.Prajapati P.R.Mishra M.P.Patel(Gen)	<ul style="list-style-type: none">• All works related to AICTE EOA and GTU Affiliation
5	AISHE & Institute Ranking (NIRF / SIRF)	H.T.Patel J.D.Patel	P.P.Patankar P.P.Prajapati Shyju Raju H.S.Darji Smt.B.C.Patel N.T.Tapodhan V.N.Bamaniya	<ul style="list-style-type: none">• Collect and compile data and fill X,Y,Z forms and send it to AISHE / fill online also if required• NIRF and SIRF ranking process
6	NBA	Sh. H.C.Parmar D.N.Thakkar	C.B.Patel (App) H.T.Patel C.D.Patel D.S.Trivedi P.V.Yadav N.J.Prajapati Account Officer Admin Officer	<ul style="list-style-type: none">• All NBA related works.
7	SSIP / IPR	Dr.Hitesh Patel A.R.Joshi	H.T.Patel Y.R.Patel (Comp) S.V.Patel U.A.Patel Hiren.R.Patel N.K.Prajapati	<ul style="list-style-type: none">• SSIP related all tasks assigned by state level SSIP cell.
8	BISAG	U.V.Patel R.K.Prajapati	Shayju Raju	<ul style="list-style-type: none">• Arrangement to show Online programs or video lectures to the students/staff
9	PMKVY	P.J.Joshi	M.P.Patel(Gen)	<ul style="list-style-type: none">• All tasks related to PMKVY manual and Online



K. D. POLYTECHNIC, PATAN

Opp. T. B. Hospital, Near Deesa Three Road, Patan – 384265
Phone – 02766-220419 Email – principalkdp631@gmail.com

5 Head, Infrastructure & Maintenance: (Shri D.K.Patel)

Sr. No.	Portfolio	Convener & Co Convener	Members	Major duties
1	Civil Works and R&B (Civil) Liaison	D.K.Patel N.K.Prajapati	H.T.Patel M.C.Thakore R.K.Prajapati A.R.Oza P.R.Mishra	<ul style="list-style-type: none">• All Civil work maintenance.• New construction work proposal.• Campus development
2	House Keeping	R.M.Chaudhry J.A.Patel	Smt. P.P.Patankar M.C.Patel R.J.Prajapati M.C.Thakore R.K.Prajapati J.J.Parmar V.N.Bamaniya	<ul style="list-style-type: none">• All works related to house keeping• Main Building ,Old labs building– M.C.Patel , J.J.Parmar, V.N.Bamaniya CP & LRUC – R.K.Prajapati• R.J.Prajapati, M.C.Thakore• Academic Building– R.M.Chaudhry• Laboratory Wing - Smt. P.P.Patankar• Maintain cleanliness and hygiene
3	Gardening	C.N.Desai M.C.Patel	J.T.Patel R.K.Prajapati A.M.Mevada A.R.Oza N.K.Prajapati B.D.Patel A.R.Joshi Wardens R.K.Patni	Responsible for surrounding area of <ul style="list-style-type: none">• Main Building – B D Patel , A R Joshi• CP & LRUC – R.K.Prajapati , A.M.Mevada• Academic – A.R.Oza• Laboratory – N.K.Prajapati• Hostels – Warden• Maintain ambience of campus
4	Electrical maintenance , Billing & R&B (Elect) liaison	H.V.Patel R.J.Prajapati	M.S.Patel A.R.Joshi	<ul style="list-style-type: none">• All Electrical bill and maintenance related works.• Prevent unauthorized use of electricity.
5	RO and Water cooler, AC , Fire Extinguisher Maintenance	U.A.Patel J.D.Patel	J.J.Parmar U.V.Patel Smt. N.J.Patel K.A.Prajapati Wardens	<ul style="list-style-type: none">• Main Building – J.J.Parmar• CP – U.V.Patel• LRUC – N.J.Patel• Academic – U.A.Patel• Laboratory – K.A.Prajapati• Hostels – Concern Wardens
6	EPABX/Telephone	U.V.Patel	R K Prajapati	<ul style="list-style-type: none">• EPABX related all works
7	CCTV Camera Video conferencing	G.S.Patel K.D.Prajapati	H.S.Panchal C.B.Patel(App) D.S.Trivedi U.V.Patel	<ul style="list-style-type: none">• CCTV maintenance works , bill passing and AMC process.• Ensure that all CCTV cameras are working.• Ensure recording is done and maintain.
8	Security	B.M.Makwana A.B.Patel	Wardens M.C.Thakore M.P.Patel (Gen)	<ul style="list-style-type: none">• Security attendance• Presence verification• Bill passing process after verification• Renewal process of contract• Any security related issues.



K. D. POLYTECHNIC, PATAN

Opp. T. B. Hospital, Near Deesa Three Road, Patan – 384265
Phone – 02766-220419 Email – principalkdp631@gmail.com

5 Head, Infrastructure & Maintenance: (Shri D.K.Patel)

Sr. No.	Portfolio	Convener & Co Convener	Members	Major duties
9	CWAN/Internet Facility & Computer, Printer maintenance	C.D.Patel N.A.Patel	U.V.Patel P.P.Prajapati C.B.Patel(App) N.J.Prajapati D.S.Trivedi A.B.Patel	<ul style="list-style-type: none"> • CWAN maintenance works, bill passing and AMC process.
10	Institute Website	N.A.Patel S.R.Modi	P.P.Prajapati N.K.Prajapati A.B.Patel R.K.Prajapati R.J.Prajapati	<ul style="list-style-type: none"> • Update Website regularly • Upload latest instructions of fees, exams, scholarships, events etc. • Upload photos/video of latest events held. • Maintain department & staff profiles • Upload GCSRs & TEIM audit Manual • Upload Mandatory disclosure. • Remove unnecessary old contents.
11	Duplo & Xerox Maintenance	M.S.Patel D.K.Dabhi	K.D.Prajapati M.K.Modh	<ul style="list-style-type: none"> • All Duplo & Xerox machines Maintenance works, bill passing and AMC process.
12	Solar Plant /Panel	P.R.Mishra Hiren R. Patel	H.S.Darji wardens	<ul style="list-style-type: none"> • All works related to installation, re installation if any, maintenance of plant
13	Solar Water heater	Hiren R. Patel P.R.Mishra	N.K.Prajapati wardens	<ul style="list-style-type: none"> • All works related to installation, re installation if any, maintenance of solar heater

6 Head, Industry & Outreach: (Shri D.K.Raval)

1	Placement and Industry Linkages Cell	D.K.Raval K.S.Patel	J.T.Patel M.R.Thakkar U.V.Patel H.S.Darji Hiren R.Patel	<ul style="list-style-type: none"> • All TPO related work at institute level and assigned by DTE (i.e Campus Placement, Placement fair etc.) • To schedule Co-curricular activities – Seminars, workshops, trainings etc. and do MOUs • Arrange FDPs, Seminars, workshops, conferences for faculty also. • Faculty STTP training related works • To strengthen Industries Institute Interaction
2	E-Newsletter, Inst & Dept Brochure	U.V.Patel R.K.Prajapati	R.D.Modi A.B.Patel P.M.Patel C.H.Thakkar B.I.Saini P.P.Patankar	<ul style="list-style-type: none"> • To publish two issues per year of institute E-news letter summer and winter at the end of the term. • Coordinate activity of departmental E-news letter • Publish Institute broacher once in a year before first year admission.



K. D. POLYTECHNIC, PATAN

Opp. T. B. Hospital, Near Deesa Three Road, Patan – 384265
Phone – 02766-220419 Email – principalkdp631@gmail.com

6 Head, Industry & Outreach: (Shri D.K.Raval)

Sr No	Portfolio	Convener & Co Convener	Members	Major duties
3	Professional bodies (Faculty & Student) Chapters (ISTE & Others)	K.R.Patel C.H.Thakkar	N.A.Patel H.S.Darji	<ul style="list-style-type: none"> To council students for registration. To arrange various programs under students chapter. To arrange FDPs , Seminars , workshops, conferences for faculty.
4	RUSA Scheme	P.P.Patankar J.P.Fudani	J.D.Patel, Smt. A.M.Mewada Smt.B.R.Sevkani J.A.Patel M.K.Parmar	<ul style="list-style-type: none"> Conduct maximum activities as per RUSA guidelines Proper Utilization of RUSA grants as per guidelines. Audit of RUSA
5	GKS / Skill Development and Finishing school (KCG)	N.J.Prajapati H.T.Patel	H.S.Darji P.M.Prajapati P.V.Yadav K.R.Patel	<ul style="list-style-type: none"> All works assigned by GKS / KCG

7 Head, Amenities: (Shri M.D.Parmar)

Sr No	Portfolio	Convener & Co Convener	Members	Major duties
1	Library (NDLI Club)	Smt. J.N.Acharya Smt. B.C.Patel M.K.Parmar	J.T.Patel K.R.Patel D.N.Thakkar N.J.Patel P.V.Yadav	<ul style="list-style-type: none"> Modernization of library All process and activities related to digital library / NDLI.
2	Hostel & Medical facility	Rector Wardens	U.A.Patel M.P.Patel (Sr. Clerk)	<ul style="list-style-type: none"> All hostel related works – admission, discipline, prevent misuse of hostel, cleanliness and maintenance (civil & electrical) , maintain hygienty
3	Student Store facility	Y.R.Patel(Mech) C.N.Desai	P.P.Prajapati Store Officer C.B.Patel (Elect) V.N.Bamaniya	<ul style="list-style-type: none"> All Canteen and students store related works – tendering/bidding on GEM, contract / renewal order , purchase of items for student store. cleanliness and maintenance of canteen
4	Canteen	C.N.Desai R.H.Prajapati	P.P.Prajapati H.V.Patel M.C.Thakore S.R.Modi	<ul style="list-style-type: none"> All canteen related works including Bidding / Tendering for contract
5	Reprography Centre	J.B.Bhati	H.A.Darji	<ul style="list-style-type: none"> Maintain records of copies done. Ensure that machine is use only for official works.



K. D. POLYTECHNIC, PATAN

Opp. T. B. Hospital, Near Deesa Three Road, Patan – 384265
Phone – 02766-220419 Email – principalkdp631@gmail.com

8 Others				
Sr No	Portfolio	Convener & Co Convener	Members	Major duties
1	CDTP	H.C.Parmar J.A.Patel	Decided by Convener	• All process and activities related to CDTP as per guidelines of govt., to submit Utilization Certificate for utilized grant.
2	COGENT Portal and MS Team	R.J.Prajapati M.R.Thakkar (ETRP Coord.)	C.H.Thakkar P.M.Patel P.R.Sharma U.V.Patel C.B.Patel (App) A.B.Patel	• All works of COGENT portal and MS Team related to staff and students.
3	SAATHI	R.D.Modi K.M.Madhu	All Concern faculty	• SAATHI portal related PAR and APR activity.
4	IQAC	Principal	All HODs	• Quality assurance related all tasks • MoM is to be prepared by Head General
5	RTO learning license	Y.R.Patel (Mech.) P.M.Patel	B.D.Patel H.S.Panchal M.N.Suthar • As per latest order issued	• Learning license related all activities , correspondence with RTO office, Maintain records of LL blank license , Provide details required by RTO office.
6	Academic Bank Of Credit	S.D.Prajapati K.D.Prajapati	J.D.Patel D.R.Dodiya Smt.B.R.Sevkani C.H.Thakkar	• All Academic Bank Of Credit related works assigned by GTU.

Principal