
		Government Polytechnic, Vadnagar સરકારી પોલિટેકનિક, વડનગર			
સરકારી આઈ.ટી.આઈ ની બાજુમાં, વડનગર જી: મહેસાણા, પિન-384355		Near Government ITI, Vadnagar Dist.: Mahesana, pin-384355			
Web: www.gpvd.cteguj.in સમાક:સપોલ/		Email: gp-vadnagar-dte@gujarat.gov.in			

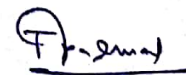
ક્રમાંક: GPV/ Work Dstribtion/08/2022/ 461

Date:01/08/2022

Office Order (Work Distribution)

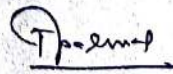
Following administrative/managerial duties are assigned to corresponding officers/faculties in addition to their regular job specific responsibilities for smooth functioning and overall development of the institute till further order. All are inform to maintain records with proofs and present as and when required.

Sr No	Activity	Convener	Co-Convener	Members
1	<u>Head, Human Resource (Faculty & Staff)</u>			
1	Establishments/Administrative officer, Audit Para	Mr. A V Patil-EC	K M Sutariya-EC	H A Chauhan-Civil M D Patel-Mech K N Mistry-Lab Asst.
2	R T I & Legal matters	N M Kamdar- Mech		
3	Account/IFMS/Income Tax	A R Patel-Gen	R I Trivedi-EC	H P Patel-Gen K R Patel-Co. op D P Chaudhari-Lab. asst
4	CCC	A V Patil-EC	K R Patel-Co. Op.	
5	E-Mail Handling, CTE E-mail correspondence,	K R Patel-Co. Op.	D P Chaudhari-Lab Asst.	
6	RTO Learning License	G H Patel-Gen	N M Kamdar-Mech	
2	<u>Head, Student affairs:</u>			
1	ACPDC Help center, admission, Awareness programme	H N Patel- Mech	C R Patel-Mech	
2	GTU, All GTU Related activity and correspondence Student result Analysis and performance	R D Patel-Mech	R T Dabhi-Archi.	
3	Student Section, Tablet Distribution, Fee Collection(ALL) Student Related Matters etc. Concession bus pass, Bonafide cert., Cancellation of admission Marksheets distribution	P J Dodia-Mech	M D Patel- Mech	

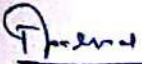


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4	Student Scholarship	N M Kamdar-Mech		
5	Gymkhana, Co-Curricular activity and Extra Curricular activity Stage decoration, Yoga Day Thalassemia test, Blood donation Tree plantation	C R Patel-Mech	H N Patel-Mech	
6	NSS, NCC, Ek Bharat Shrestha Bharat (EBSB) VISHWA- KARMA YOJANA etc	H P Patel(Gen)		
7	Alumni association, Student Chapter, Professional Body	P B Kumbhar-Mech		
8	MYSY	A D Patel-Mech	P B Kumbhar-Mech	
3	<u>Head Store & Purchase</u>			
1	Central Store Office Purchase on GeM New items/ Vikas Laxi CSS, Tendering, Outsourcing Physical Verification Write-off	N J Patel-Mech	R T Dabhi- Arch.	K M Sutariya-EC A R Patel- Gen H A Chauhan-Civil P J Dodia-Mech P U Patet- Store Keeper Local Purchase Committee- All Hods As a Member, Store officer, Store keeper and Store representative of department
4	<u>Head, Academics</u>			
1	Institute Time Table Work load Calculation Planning of classes and Rooms Master TT, Institute Overload Committee, Academic Calendar, First Year Co-ordination	H P Patel-Gen	R T Dabhi-Arch	A D Patel-Mech T J Vegda- Civil A V Patil-EC
2	Academic Inspection (DTE & GTU), Institute Audit, NIRF	J A Joshi-Gen		All Hods as Members
3	AICTE approval, CoA	K M Sutariya-EC	N J Patel- Mech	R. T. Dabhi - Arch(CoA)
4	GTU Affiliation	K M Sutariya-EC	N J Patel- Mech	
5	AISHE	G H Patel-EC		
6	NBA	S S Patel- EC	J A Joshi-Gen	
7	SSIP, Startup Innovation and Design School, CIC3 (Community Innovation & Co-Creation Centre) IPR, Hackathone, Centre of Excellence	R I Trivedi-EC	C B Patel-Mech	
8	Cleanliness, LLCC, Housekeeping and gardening	R T Dabhi-Arch.		All Hods as members


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5	<u>Head, Infrastructure & maintenance</u>			
1	Civil Works /Maintainance R & B (Civil) Liason for college campus,Hostel Campus Staff quartus allotment, Fire N.O.C ,Fire Extinguisher, Auditorium hall allocation	T J Vegda-Civil	H A Chauhan-Civil	All Hods as members
2	<u>Electrical Maintanance</u> (College + Auditorium+Hostels+street) Billing,R & B Electrical Liason,Solar panel etc <u>Mechanical Maintenance</u> RO & Water Cooler, AC maintenance	S S Patel-EC	C R Patel-Mech	
3	Security (Monitoring of Institute discipline)	M D Patel- Mech		
4	CWAN/ Lease Line/ Internet Facility,CCTV, NAMO WIFI, Video Conferencing	S S Patel-EC	G H Patel-EC	
5	Cogent ,Website, KYC(Know your College) portal	A V Patil-EC	G H Patel-EC	
6	<u>Head ,Industry & outreach</u>			
1	Training & Placement Cell, TPO Placement Fair Industry Linkages, CII(Confederation of Indian Industry) MOU, etc	C B Patel-Mech	P B Kumbhar-Mech	G H Patel-EC
2	MAY, PMKVY, D.VoC(AICTE) BISAG	P B Kumbhar-Mech	C B Patel-Mech	
3	Finishing school, Skill development program, GKS	A P Patani-Mech	A D Patel-Mech	
4	Language Lab & SCOPE	H P Patel-Gen		
5	RUSA & Other Government Scheme	K M Sutariya-EC	N J Patel-Mech	
6	Media Cell,VC data,newsletter, Institute brochure	J A Joshi-Gen	N J Patel-Mech	

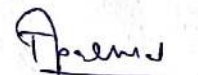

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7	<u>Head, Amenities</u>			
1	Library	R I Trivedi-EC	A R Patel-Mech	T J Vegda-Civil A P Patani-Mech R T Dabhi- Arch.
2	Hostel	T R Parmar-EC	J A Joshi-Gen	All Hods as members K N Misrty –Lab Asstst. As Hostel Clerk
3	Canteen, Mesh, Medical facility	M D Patel-Mech		All Hods as members

Note: For Portfolio specific goals and responsibilities and related information refer TEIM for GPs.

Responsibilities of concerned conveners/members:

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. Do allotment of work among members related to said portfolio.
3. Collection of previous data/documents/proofs from Ex. Convener/ In-charge if required and processed further to achieve the target as planned in action plan..
4. Motivate the team to accomplish the plan work as per annual action plan.
5. Coordinate with committee/members/representatives at regular interval to identify progress/ lagging/follow ups, Submit progress report to principal.
6. Submit confidential report of members related to efficiency of members in fulfilling goals of particular portfolio to Principal to be reflected in PAR and also helping for 360 feedback of individual faculty
7. In absence of convener, co convener has to function as convener. If faculty name is in convener or co convener then that faculty must carried out duty as department member also.



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