



K. D. POLYTECHNIC, PATAN.

ELECTRICAL ENGINEERING DEPARTMENT



No. KDP/EED/DEPARTMENT TEIM ORDER/

Date: 01/09/2026

Reference: KDP/Office Order/2026/1228 Date-27-08-2026

TEIM OFFICE ORDER (ELECTRICAL ENGINEERING DEPARTMENT):

In light of the reference cited above in addition to academic main duties here by the faculty members of Electrical engineering department 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.

Sr. No.	Portfolio	Convener & Co Convener	Members
1	Institute Time table and Overload/work load committee	R L Revadiwala (L ENG) K A Prajapati (LEE)	C.B. PATEL (LEE)
2	Legal Matters	J B Bhati (LEE)	Admin Officer Account Officer
3	Grievance Redressal Cell Faculty / Student Grievance Redressal Cell	R M Chaudhary (LPHY)	K. A. PRAJAPATI (LEE)
4	R T I/ PIO	H V Thakkar (LME) J B Bhati (LEE)	All HODs Admin Officer Account Officer
5	Women Development cell & Internal Committee	B I Saini (LCO) H A Darji (LMATH) D D Desai (LEE)	B. R. SEVKANI (LEE) and IC order
6	CAS & IFMS Pay Fixation	V P Chaudhari (LME) H A Darji (LMATHS)	M S Patel (LEE)
7	Income tax	C B Patel (LAM) K M Madhu (LCO)	A. R. JOSHI (LEE)
8	COGENT Portal and MS Team	P M Prajapati (LCO)	All Concern faculty
9	Karmyogi	K M Madhu (LCO) R D Modi (LEE)	All Concern faculty
10	NATS/MAY	P V Yadav (LENG)	All HOD
11	Entrepreneurship Cell	Principal	All HOD Admin officer Account Officer
12	GTU Coordinators	K S Patel (LME) M R Thakkar (LCO) M S Patel (LME)	M. S. PATEL (LEE)
13	Student Section	G S Patel (LME) A B Patel (LPHY)	C. B. PATEL (LEE)
14	(1) Student Scholarship (2) NSP (National scholarship portal)	S D Prajapati (LCO) R J Prajapati (LEE)	S. V. PATEL (LEE) B. R. SEVKANI (LEE) R. J. PRAJAPATI (LEE)
15	Gymkhana	R H Prajapati (LME) U A Patel (LCHEM)	D. D. DESAI (LEE)

16	Alumni Association	P M Prajapati (LCO) S R Modi (LME)	R. J. PRAJAPATI (LEE)
17	NSS	U A Patel (LCHEM) R H Prajapati (LME)	P. R. MISHRA (LEE)
18	Anti-Ragging Committee & Anti Ragging Squad	C D Patel (LCO) R D Modi (LEE)	B. R. SEVKANI (LEE)
21	Academic Bank of Credit	S D Prajapati (LCO) B R Sevkani (LEE)	M. S. PATEL (LEE)
22	Social Media Nodal officer	S R Modi (LME)	M. S. PATEL (LEE)
23	CAWACH Kendra/ Cyber Club	N A Patel (LCO) Shyju Raju (LCO)	D. S. TRIVEDI (LEE)
24	NEP 2020	J N Acharya (LCO) D N Thakkar (LEE)	K. A. PRAJAPATI (LEE)
25	NPTL/MOOC	J N Acharya (LCO) N J PATEL (LCO)	D. N. THAKKAR (LEE)
26	NCC and SCOUT	P M Patel (LME) M C Thakore(LCO)	P. R. MISHRA (LEE)
27	Central Store	D K Dabhi (LME) M N Suthar (SK)	R. J. PRAJAPATI (LEE)
28	Write-off	Y R Patel (LME) J N Acharya (LCO) Central Store Officer	R. J. PRAJAPATI
29	Central Furniture	P P Prajapati (LCE)	K. A. PRAJAPATI (LEE)
30	Academic Cell	R D Modi (LEE) B M Makwana (LCE)	C. B. PATEL (LEE)
31	Co-ordination for Orientation Program, First Year Exams and CtoD	A B Patel (LPHY) U A Patel (LCHEM)	M. S. PATEL (LEE)
32	Institute Information Compilation Committee	H A Darji (LMATH) Admin Officer	R. D. MODI (LEE)
33	AICTE & GTU Affiliation	M K Modh (LME) K A Prajapati (LEE)	P. R. MISHRA (LEE)
34	AISHE & Institute Ranking (NIRF / SIRF)	A R Joshi (LEE) B R Sevkani (LEE)	H. S. DARJI (LEE)
35	NBA	D K Raval (LME) D S Trivedi (LEE) J T Patel (LCE)	D. N. THAKKAR (LEE)
36	SSIP / IPR	Hitesh R Patel (LME) A R Joshi (LEE)	S. V. PATEL (LEE)
37	IQAC	Principal	All HODs
38	R&D Cell	Hitesh R Patel (LME)	S. V. PATEL (LEE)
39	House Keeping	J A Patel (LCE) C B Patel (LEE)	R. J. PRAJAPATI (LEE)
40	Mission Life/ Energy Club	S R Modi (LME) M C Patel (LME)	P. R. MISHRA (LEE)
41	Electrical maintenance, Billing & R&B (Elect) liaison and GTERS (Elect)	H S Darji (LEE) P R Mishra (LEE)	M.S.Patel (LEE) A.R.Joshi (LEE)
42	CWAN/Internet Facility	P J Joshi (LCO) N A Patel (LCO)	D. S. TRIVEDI (LEE)
43	Computer/Projector Maintenance	N A Patel (LCO) S D Prajapati (LCO)	A. R. JOSHI (LEE)

44	Printer Maintenance	Shyju Raju (LCO) M C Thakore (LCO)	P. R. MISHRA (LEE)
45	Institute Website	Y R Patel (LCO) N J Patel (LCO)	R. J. PRAJAPATI (LEE)
46	Duplo & Xerox Maintenance	M S Patel (LEE) D K Dabhi (LMECH)	-
47	Solar Plant /Panel	P R Mishra (LEE) S R Modi (LME)	H S Darji (LEE) wardens
48	Solar Water heater	S R Modi (LME) P R Mishra (LEE)	wardens
49	Placement and Industry Linkages Cell	D K Raval (LME) S V Patel (LEE)	H. S. DARJI (LEE)
50	E-Newsletter, Institute and Department Brochure	U V Patel (LEC) R K Prajapati (LEC)	R. D. MODI (LEE)
51	Professional bodies (Faculty & Student) Chapters (ISTE , Wadhwani, Nandi & Others)	K R Patel (LME) C H Thakkar (LME)	H. S. DARJI (LEE)
52	GKS / Skill Development and Finishing school (KCG)	N J Prajapati (LME) J T Patel (LCE)	H. S. DARJI (LEE)
53	Library (NDLI Club)	A R Oza (LMATH) B C Patel (LME)	D. N. THAKKAR (LEE)
54	Canteen	C N Desai (LME) R H Prajapati (LME)	A. R. JOSHI (LEE)

• **Copy Forward to:**

- (1) Principal, K. D. Polytechnic, Patan.
- (2) All the faculty Members of Electrical Engineering Department.
- (3) Departmental office order file of Electrical Engineering Department.
- (4) Website of K. D. Polytechnic, Patan.


Head of Electrical Engineering
Kilachand Devchand Polytechnic,
PATAN (N.G.)