



સ્થાપના: જુન ૧૯૬૦

Kilachand Devchand Polytechnic

North Gujarat University Road, Opp. T. B. Hospital, PATAN (N.G.) 384265

ટેકનિકલ શિક્ષણ ખાતું, ગુજરાત રાજ્ય, ગાંધીનગર સંચાલિત

કિલાચંદ દેવચંદ પોલિટેકનિક, પાટણ - ૩૮૪૨૬૫

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सत्यमेव जयते

KDP/Office Order/2026/ 1228

Date-27-08-2026

Office Order:

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 H. C. Parmar)

Sr. No.	Portfolio	Convener & Co Convener	Members	Major duties
1	Administrative officer	R L Revadiwala (L ENG) H A Darji (LMATHS)	N T Tapodhan	• All Administrative works
2	Institute Time table and Overload/work load committee	R L Revadiwala (L ENG) K A Prajapati (LEE)	As per Dept. Work Order	• 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	J B Bhati (LEE)	Admin Officer Account 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	P P Patankar (LAPP) V N Bamaniya	-	• 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 M Chaudhary (LPHY)	As per Dept. Work Order	• 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	RTI / PIO	H V Thakkar (LME) J B Bhati (LEE)	All HODs Admin Officer Account Officer	• All RTI related works • Upload annual return on RTI web portal before 31st May.
7	Women Development cell & Internal Committee	B I Saini (LCO) H A Darji (LMATH) D D Desai (LEE)	As per Dept. Work Order and IC order	• To resolve all complaint s 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	CAS & IFMS Pay Fixation	V P Chaudhari (LME) H A Darji (LMATHS)	K M Madhu (LCO) M S Patel (LEE) Admin Officer Account Officer	• 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 – K M Madhu & M S Patel
9	Account Officer & Account works	M P Patel (LMATHS) R M Chaudhary (LPHY)	B J Patel M P Patel (Sr.Clrk)	• All account related works.
10	Income tax	C B Patel (LAM) K M Madhu (LCO)	As per Dept. Work Order B J PATEL	• 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.
11	COGENT Portal and MS Team	P M Prajapati (LCO)	All Concern faculty	• All works of COGENT portal and MS Team related to staff and students.
12	Karmyogi	K M Madhu (LCO) R D Modi (LEE)	All Concern faculty	• Karmyogi portal related all activity.
13	NATS/MAY	P V Yadav (LENG)	All HOD	• All work related to NATS/MAY.
14	E- Sarkar and Institute Email	H A Darji (LMATH)	-	• All work related to E-sarkar and email.
15	Entrepreneurship Cell	Principal	All HOD Admin officer Account Officer	• All work related to cell.

2 Head, Student Affairs (Shri R L Revadiwala)				
Sr. No.	Portfolio	Convener & Co Convener	Members	Major Duties
1	GTU Coordinators	K S Patel (LME) M R Thakkar (LCO) M S Patel (LME)	As per Dept. Work Order V N Bamaniya	• 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 (LME) A B Patel (LPHY)	As per Dept. Work Order V N Bamaniya	• All student section related manual and online work.



2 Head, Student Affairs (Shri R L Revadiwala)				
Sr. No.	Portfolio	Convener & Co Convener	Members	Major Duties
			M P Patel (Sr.Clrk)	A.B.Patel is assigned a task of signing students' concession pass.
3	(1) Student Scholarship (2) NSP (National scholarship portal)	S D Prajapati (LCO) R J Prajapati (LEE)	As per Dept. Work Order V N Bamaniya	All Scholarship related manual and online works.
4	Gymkhana	R H Prajapati (LME) U A Patel (LCHEM)	As per Dept. Work Order	- 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 prepared - Execute activities as planned - Prepare reports of events held. - Keep photos & videos of events - Conduct events as ordered by DTE/Govt. body also
5	Alumni Association	P M Prajapati (LCO) S R Modi (LME)	As per Dept. Work Order	- To register alumni association - To arrange alumni meeting at least once in a year - To make efforts to find alumni that can sponsored/help in the benefits of institute.
6	NSS	U A Patel (LCHEM) R H Prajapati (LME)	As per Dept. Work Order	Conduct activities as per the NSS guidelines.
7	Anti Ragging Committee & Anti Ragging Squad	C D Patel (LCO) R D Modi (LEE)	As per Dept. Work Order	- To prevent ragging - To investigate and decide actions on a complaint if any. - To ensure that all newly admitted students have filled anti ragging form on GOI portal.
8	Admission & Help Center	C D Patel (LCO) M C Thakore (LCO)	ACPDC committee will be formed at the time of Admission	- All ACPDC related works. - To provide details of admitted students as and when required.
9	Workshop superintendent	H V Thakkar (LME) Y R Patel (LME)	Concern workshop staff	All works to manage, maintain and develop workshop
10	MYSY & Help Center	P V Yadav (LENG) A R Oza (LMATH)	-	To do all activities of MYSY (Manual and Online)
11	CDTP	R M Chaudhary (LPHY)	Decided by Convener	All process and activities related to CDTP as per guidelines of govt., to submit Utilization Certificate for utilized grant.
12	RTO learning license	V P Chaudhari (LME)	As per convener order	Learning license related all activities, correspondence with RTO office, maintain records of LL blank license, provide details required by RTO office.



2 Head, Student Affairs (Shri R L Revadiwala)				
Sr. No.	Portfolio	Convener & Co Convener	Members	Major Duties
13	Academic Bank of Credit	S D Prajapati (LCO) B R Sevkhani (LEE)	Dept. GTU Coordinator	• All Academic Bank of Credit related works assigned by GTU.
14	Social Media Nodal officer	S R Modi (LME)	As per Dept. Work Order	• All work related to social media.
15	CAWACH Kendra/ Cyber Club	N A Patel (LCO) Shyju Raju (LCO)	As per Dept. Work Order	• All work related to CAWACH Kendra/ Cyber Club.
16	NEP 2020	J N Acharya (LCO) D N Thakkar (LEE)	As per Dept. Work Order	• All work related to NEP 2020.
17	NPTL/MOOC	J N Acharya (LCO) N J PATEL (LCO)	As per Dept. Work Order	• All work related to NPTL/MOOC.
18	NTF	C N Desai (LME) Shyju Raju (LCO)	As per principal order	• All work related to NTF.
19	NCC and SCOUT	P M Patel (LME) M C Thakore(LCO)	As per Dept. Work Order	• All work related to NCC and SCOUT.
20	Nodal officer for Dog Rescue	M C Patel (LME)	Security officer	• All work related to Dog Rescue and liaison with other dept.

3 Head, Store & Purchase (Shri D K Dabhi)				
Sr No	Portfolio	Convener & Co Convener	Members	Major duties
1	Central Store	D K Dabhi (LME) M N Suthar (SK)	As per Dept. Work Order	• 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	Y R Patel (LME) J N Acharya (LCO) Central Store Officer	As per Dept. Work Order Account Officer Admin Officer	• All write off related works (Manual and Online on GEM if required)
3	Central Furniture	P P Prajapati (LCE)	As per Dept. Work Order	• All work related to central furniture.



4 Head, Academics (Shri R D Modi)

Sr. No.	Portfolio	Convener & Co Convener	Members	Major duties
1	Academic Cell	R D Modi (LEE) B M Makwana (LCE)	As per Dept. Work Order	- 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 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
2	Co-ordination for Orientation Program, First Year Exams and CtoD	A B Patel (LPHY) U A Patel (LCHEM)	Dept. GTU Co Ordinators	- 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	H A Darji (LMATH) Admin Officer	As per Dept. Work Order	- 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 (LME) K A Prajapati (LEE)	As per Dept. Work Order	All works related to AICTE EOA and GTU Affiliation
5	AISHE & Institute Ranking (NIRF / SIFR)	A R Joshi (LEE) B R Sevani (LEE)	As per Dept. Work Order N T Tapodhan V N Bamaniya	- Collect and compile data and fill X,Y,Z forms and send it to AISHE / fill online also if required - NIRF and SIFR ranking process
6	NBA	D K Raval (LME) D S Trivedi (LEE) J T Patel (LCE)	As per Dept. Work Order Account Officer Admin Officer	All NBA related works.
7	SSIP / IPR	Hitesh R Patel (LME) A R Joshi (LEE)	As per Dept. Work Order	SSIP related all tasks assigned by state level SSIP cell.
8	IQAC	Principal	All HODs	- Quality assurance related all tasks - MoM is to be prepared by Head General
9	R&D Cell	Hitesh R Patel (LME)	As per Dept. Work Order	All work related to R&D Cell.



5 Head, Infrastructure & Maintenance (Shri H. T. Patel)

Sr. No.	Portfolio	Convener & Co Convener	Members	Major duties
1	Civil Works, R&B (Civil) Liaison and GTERS	H T Patel (LCE) H S Panchal (LCE)	As per convener order	- All Civil work maintenance. - New construction work proposal. - Campus development
2	House Keeping	J A Patel (LCE) C B Patel (LEE)	As per Dept. Work Order	All works related to house keeping
3	Mission Life/ Energy Club	S R Modi (LME) M C Patel (LME)	As per Dept. Work Order Wardens	All works related to Mission Life/ Energy Club
4	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)	- All Electrical bill and maintenance related works. - Prevent unauthorized use of electricity.
5	RO and Water cooler Maintenance	B D Patel (LME) P M PATEL (LME)	-	All RO and Water cooler Maintenance related works.
6	AC Maintenance	B C Patel (LME)	-	All AC Maintenance related works.
7	Fire Extinguisher Maintenance	J T Patel (LCE)	-	All Fire Maintenance related works.
8	CCTV Camera Video conferencing	M R Thakkar (LCO) P M Prajapati (LCO)	-	- CCTV maintenance works, bill passing and AMC process. - Ensure that all CCTV cameras are working. - Ensure recording is done and maintain.
9	Security	B M Makwana (LCE) A B Patel (LPHY)	Wardens	- Security attendance - Presence verification - Bill passing process after verification - Renewal process of contract - Any security related issues.
10	CWAN/Internet Facility	P J Joshi (LCO) N A Patel (LCO)	As per Dept. Work Order	CWAN maintenance works, bill passing and AMC process.
11	Computer/Projector Maintenance	N A Patel (LCO) S D Prajapati (LCO)	As per Dept. Work Order	Computer/Projector maintenance works, bill passing and AMC process.
12	Printer Maintenance	Shyju Raju (LCO) M C Thakore (LCO)	As per Dept. Work Order	Printer maintenance works, bill passing and AMC process.
13	Institute Website	Y R Patel (LCO) N J Patel (LCO)	As per Dept. Work Order	- 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.
14	Duplo & Xerox Maintenance	M S Patel (LEE) D K Dabhi (LMECH)	-	• All Duplo & Xerox machines Maintenance works, bill passing and AMC process.
15	Solar Plant /Panel	P R Mishra (LEE) S R Modi (LME)	H S Darji (LEE) wardens	• All works related to installation, re installation if any, maintenance of plant
16	Solar Water heater	S R Modi (LME) P R Mishra (LEE)	wardens	• All works related to installation, re installation if any, maintenance of solar heater




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

Sr No	Portfolio	Convener & Co Convener	Members	Major duties
1	Placement and Industry Linkages Cell	D K Raval (LME) S V Patel (LEE)	As per Dept. Work Order	• 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, Institute and Department Brochure	U V Patel (LEC) R K Prajapati (LEC)	As per Dept. Work Order	• To publish two issues per year of institute E-newsletter 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.
3	Professional bodies (Faculty & Student) Chapters (ISTE, Wadhwani, Nandi & Others)	K R Patel (LME) C H Thakkar (LME)	As per Dept. Work Order	• To council students for registration. • To arrange various programs under student's chapter. • To arrange FDPs, Seminars, workshops, conferences for faculty.
4	RUSA Scheme	P P Patankar (LAPP) U A Patel (LCHEM)	-	• 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 (LME) J T Patel (LCE)	As per Dept. Work Order	• All works assigned by GKS / KCG

7 Head, Amenities (Rector/Warden)

Sr No	Portfolio	Convener & Co Convener	Members	Major duties
1	Library (NDLI Club)	A R Oza (LMATH) B C Patel (LME)	As per Dept. Work Order	• Modernization of library • All process and activities related to digital library / NDLI.
2	Hostel & Medical facility	Rector Wardens	U A Patel (LCHEM)	• All hostel related works – admission, discipline, prevent misuse of hostel, cleanliness and maintenance (civil & electrical), maintain hygienity
3	Canteen	C N Desai (LME) R H Prajapati (LME)	As per Dept. Work Order	• All canteen related works including Bidding / Tendering for contract



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