



Department of Computer Engineering K. D. polytechnic, Patan



No. KDP/COMPUTER/DEPARTMENT TEIM ORDER/

Date: 01/09/2026

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

TEIM OFFICE ORDER (COMPUTER ENGINEERING DEPARTMENT):

In light of the reference cited above in addition to academic main duties here by the faculty members of Computer 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)	K M Madhu
2	Legal Matters	J B Bhati (LEE)	Admin Officer Account Officer
3	Grievance Redressal Cell Faculty / Student Grievance Redressal Cell	R M Chaudhary (LPHY)	B I Saini
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 I Saini and IC order
6	CAS & IFMS Pay Fixation	V P Chaudhari (LME) H A Darji (LMATHS)	K M Madhu
7	Income tax	C B Patel (LAM) K M Madhu (LCO)	K M Madhu
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 R Thakkar
13	Student Section	G S Patel (LME) A B Patel (LPHY)	S D Prajapati
14	(1) Student Scholarship (2) NSP (National scholarship portal)	S D Prajapati (LCO) R J Prajapati (LEE)	Shyju Raju
15	Gymkhana	R H Prajapati (LME) U A Patel (LCHEM)	P M Prajapati

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

44	Printer Maintenance	Shyju Raju (LCO) M C Thakore (LCO)	Shyju Raju
45	Institute Website	Y R Patel (LCO) N J Patel (LCO)	Y R Patel
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)	P J Joshi
50	E-Newsletter, Institute and Department Brochure	U V Patel (LEC) R K Prajapati (LEC)	B I Saini
51	Professional bodies (Faculty & Student) Chapters (ISTE , Wadhwani, Nandi & Others)	K R Patel (LME) C H Thakkar (LME)	M C Thakore
52	GKS / Skill Development and Finishing school (KCG)	N J Prajapati (LME) J T Patel (LCE)	Y R Patel
53	Library (NDLI Club)	A R Oza (LMATH) B C Patel (LME)	A M Mevada
54	Canteen	C N Desai (LME) R H Prajapati (LME)	P M Prajapati

Copy Forward to:

- (1) Principal, K. D. Polytechnic, Patan. (Scanned copy sent through email.)
- (2) All the faculty Members of Computer Engineering Department. (Scanned copy sent through email.)
- (3) Departmental office order file of Computer Engineering Department.
- (4) Website of K. D. Polytechnic, Patan.


H. O. D.
Computer Deptt.
K. D. Polytechnic, Patan (N. G.)