

DEPARTMENT OF SCIENCE & HUMANITIES

K. D. POLYTECHNIC, PATAN

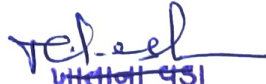
KDP/General/2026/ 70

Date-02-09-2026

Departmental Order:

In addition to their regular academic responsibilities, the faculty members of Science and Humanities department are hereby assigned additional duties as detailed in the table below to ensure the smooth and efficient functioning of the Department. All concerned faculty members shall complete the assigned duties within stipulated time and submit the required report to the undersigned. Proper records shall be maintained in both hardcopy and softcopy formats. This order is to be followed immediately and remain continue until it is revised.

Sr. No.	Portfolio	Institute Convener & Co Convener	Institute Member & Departmental Duties
1	Administrative officer	R L Revadiwala (L ENG) H A Darji (LMATHS)	-
2	Institute Time table and Overload/work load committee	R L Revadiwala (L ENG) K A Prajapati (LEE)	R. M. Chaudhary
3	Grievance Redressal Cell Faculty / Student Grievance Redressal Cell	R M Chaudhary (LPHY)	-
4	Women Development cell & Internal Committee	B I Saini (LCO) H A Darji (LMATH) D D Desai (LEE)	-
5	CAS & IFMS Pay Fixation	V P Chaudhari (LME) H A Darji (LMATHS)	Admin Officer Account Officer
6	Account Officer & Account works	M P Patel (LMATHS) R M Chaudhary (LPHY)	-
7	Income tax	C B Patel (LAM) K M Madhu (LCO)	H. A. Darji
8	NATS/MAY	P V Yadav (LENG)	All HOD
9	E- Sarkar and Institute Email	H A Darji (LMATH)	-
10	GTU Coordinators	K S Patel (LME) M R Thakkar (LCO) M S Patel (LME)	R. M. Chaudhary
11	Student Section	G S Patel (LME) A B Patel (LPHY)	-
12	(1) Student Scholarship (2) NSP (National scholarship portal)	S D Prajapati (LCO) R J Prajapati (LEE)	A. R. Oza
13	Gymkhana	R H Prajapati (LME) U A Patel (LCHEM)	-
14	Alumni Association	P M Prajapati (LCO)	A. B. Patel


 ખાતાના વડા
 જનરલ વિભાગ
 કે.ડી.પોલીટેકનીક, પાટણ

		S R Modi (LME)	
15	NSS	U A Patel (LCHEM) R H Prajapati (LME)	-
16	Anti Ragging Committee & Anti Ragging Squad	C D Patel (LCO) R D Modi (LEE)	R. M. Chaudhary
17	MYSY & Help Center	P V Yadav (LENG) A R Oza (LMATH)	-
18	CDTP	R M Chaudhary (LPHY)	-
19	Social Media Nodal officer	S R Modi (LME)	P. V. Yadav
20	CAWACH Kendra/ Cyber Club	N A Patel (LCO) Shyju Raju (LCO)	U. A. Patel
21	NEP 2020	J N Acharya (LCO) D N Thakkar (LEE)	A. B. Patel
22	NPTL/MOOC	J N Acharya (LCO) N J PATEL (LCO)	U. A. Patel
23	NCC and SCOUT	P M Patel (LME) M C Thakore (LCO)	U. A. Patel
24	Central Store	D K Dabhi (LME) M N Suthar (SK)	A. B. Patel
25	Write-off	Y R Patel (LME) J N Acharya (LCO) Central Store Officer	R.M. Chaudhary
26	Central Furniture	P P Prajapati (LCE)	A.B. Patel
27	Academic Cell	R D Modi (LEE) B M Makwana (LCE)	A.B. Patel
28	Co-ordination for Orientation Program, First Year Exams and CtoD	A B Patel (LPHY) U A Patel (LCHEM)	-
29	Institute Information Compilation Committee	H A Darji (LMATH) Admin Officer	-
30	AICTE & GTU Affiliation	M K Modh (LME) K A Prajapati (LEE)	A.R. Oza
31	AISHE & Institute Ranking (NIRF / SIRF)	A R Joshi (LEE) B R Sevkani (LEE)	P. V. Yadav
32	NBA	D K Raval (LME) D S Trivedi (LEE) J T Patel (LCE)	P. V. Yadav
33	SSIP / IPR	Hitesh R Patel (LME) A R Joshi (LEE)	M. P. Patel
34	R&D Cell	Hitesh R Patel (LME)	U. A. Patel
35	Civil Works, R&B (Civil) Liaison and GTERS	H T Patel (LCE) H S Panchal (LCE)	A. R. Oza
36	House Keeping	J A Patel (LCE) C B Patel (LEE)	R. M. Chaudhary


 પોતાના વડા
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37	Mission Life/ Energy Club	S R Modi (LME) M C Patel (LME)	P. V. Yadav
38	Security	B M Makwana (LCE) A B Patel (LPHY)	Wardens
39	CWAN/Internet Facility	P J Joshi (LCO) N A Patel (LCO)	A.B. Patel
40	Computer/Projector Maintenance	N A Patel (LCO) S D Prajapati (LCO)	A.B. Patel
41	Printer Maintenance	Shyju Raju (LCO) M C Thakore (LCO)	A.B. Patel
42	Institute Website	Y R Patel (LCO) N J Patel (LCO)	M.P. Patel
43	Library (NDLI Club)	A R Oza (LMATH) B C Patel (LME)	-
44	Hostel & Medical facility	Rector Wardens	U A Patel (LCHEM)
45	Canteen	C N Desai (LME) R H Prajapati (LME)	A.R. Oza
46	Alternate arrangement & Overload	-	P. V. Yadav H. A. Darji
47	Laboratories In Charge	-	A.B. Patel – Modern Physics Lab R.M. Chaudhary – Applied Physics Lab U.A. Patel - Chemistry Lab P.V. Yadav - Language Lab
48	Feedback & Academic Review	-	P. V. Yadav M. P. Patel
49	Course files Coordinator	-	Mathematics - I – H. A. Darji Applied Mathematics – A. R. Oza Engg. Mathematics – M. P. Patel CSE – P. V. Yadav Modern Physics – A. B. Patel Applied Physics – R. M. Chaudhary Chemistry – U. A. Patel


 Head
 Department of Science and Humanities
 K. D. Polytechnic, Patan
 કે.ડી.પોલીટેકનીક, પાટણ

• Copy Forward to:

- (1) Principal, K. D. Polytechnic, Patan.
- (2) All the faculty Members of Science and Humanities.