

Civil Engineering Department

K. D. Polytechnic, Patan

No. KDP/CED/ORDER/182

Date: 08 / 09 /2026

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

TEIM OFFICE ORDER -CIVIL ENGINEERING DEPARTMENT MEMBERS:

In light of the reference cited above in addition to academic main duties here by the faculty members of Civil 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	Major duties
1	Institute Time table and Overload/work load committee	R L Revadiwala (L ENG) K A Prajapati (LEE)	Sh. J A Patel	• 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.
2	Grievance Redressal Cell Faculty / Student Grievance Redressal Cell	R M Chaudhary (LPHY)	Sh. J A Patel	• 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.
3	Income tax	C B Patel (LAM) K M Madhu (LCO)	Sh. J T 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.
4	GTU Coordinators	K S Patel (LME) M R Thakkar (LCO) M S Patel (LME)	Sh. C H Thakkar	• 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
5	Student Section	G S Patel (LME) A B Patel (LPHY)	Sh. H S Panchal	• All student section related manual and online work. • A.B.Patel is assigned a task of signing students' concession pass.
6		S D Prajapati (LCO) R J Prajapati (LEE)	Sh. H S Panchal	• All Scholarship related manual and online works.

	(1) Student Scholarship			
	(2) NSP (National scholarship portal)			
7	Gymkhana	R H Prajapati (LME) U A Patel (LCHEM)	Sh P P Prajapati	- 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
8	Alumni Association	P M Prajapati (LCO) S R Modi (LME)	Sh. J T Patel	- 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.
9	NSS	U A Patel (LCHEM) R H Prajapati (LME)	Sh. C H Thakkar	Conduct activities as per the NSS guidelines.
10	Anti Ragging Committee & Anti Ragging Squad	C D Patel (LCO) R D Modi (LEE)	Sh. J A Patel	- 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.
11	Academic Bank of Credit	S D Prajapati (LCO) B R Sevani (LEE)	Sh. C H Thakkar	All Academic Bank of Credit related works assigned by GTU.
12	Social Media Nodal officer	S R Modi (LME)	Sh P P Prajapati	All work related to social media.
13	CAWACH Kendra/ Cyber Club	N A Patel (LCO) Shyju Raju (LCO)	Sh P P Prajapati	All work related to CAWACH Kendra/ Cyber Club.
14	NEP 2020	J N Acharya (LCO) D N Thakkar (LEE)	Sh B M Makwana	All work related to NEP 2020.
15	NPTEL/MOOC	J N Acharya (LCO) N J PATEL (LCO)	Sh. J T Patel	All work related to NPTEL/MOOC.
16	NCC and SCOUT	P M Patel (LME) M C Thakore(LCO)	Sh. H S Panchal	All work related to NCC and SCOUT.

17	Central Store	D K Dabhi (LME) M N Suthar (SK)	Sh. J A Patel	- 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.
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18	Write-off	Y R Patel (LME) J N Acharya (LCO) Central Store Officer	Sh B M Makwana	All write off related works (Manual and Online on GEM if required)
19	Central Furniture	P P Prajapati (LCE)	Sh P P Prajapati	All work related to central furniture.
20	Academic Cell	R D Modi (LEE) B M Makwana (LCE)	Sh B M Makwana	- 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
21	Co-ordination for Orientation Program, First Year Exams and CtoD	A B Patel (LPHY) U A Patel (LCHEM)	Sh. C H Thakkar	- To coordinate orientation prog. - To coordinate first year mid semester exams - To coordinate bridge course and first year CtoD exams.
22	Institute Information Compilation Committee	H A Darji (LMATH) Admin Officer	Sh P P Prajapati	- 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.
23	AICTE & GTU Affiliation	M K Modh (LME) K A Prajapati (LEE)	Sh P P Prajapati	All works related to AICTE EOA and GTU Affiliation
24	AISHE & Institute Ranking (NIRF / SIRF)	A R Joshi (LEE) B R Sevani (LEE)	Sh P P Prajapati	- Collect and compile data and fill X,Y,Z forms and send it to AISHE / fill online also if required - NIRF and SIRF ranking process
25	NBA	D K Raval (LME) D S Trivedi (LEE) J T Patel (LCE)	Sh B M Makwana	All NBA related works.
26	SSIP / IPR	Hitesh R Patel (LME) A R Joshi (LEE)	Sh. C H Thakkar	SSIP related all tasks assigned by state level SSIP cell.
27	R&D Cell	Hitesh R Patel (LME)	Sh B M Makwana	All work related to R&D Cell

28	Civil Works, R&B (Civil) Liaison and	H T Patel (LCE) H S Panchal (LCE)	As per convenor order	- All Civil work maintenance. - New construction work proposal.
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				• Campus development
29	House Keeping	J A Patel (LCE) C B Patel (LEE)	Sh. J A Patel	• All works related to house keeping
30	Mission Life/ Energy Club	S R Modi (LME) M C Patel (LME)	Sh. H S Panchal	All works related to Mission Life/ Energy Club
31	CWAN/Internet Facility	P J Joshi (LCO) N A Patel (LCO)	Sh P P Prajapati	• CWAN maintenance works, bill passing and AMC process.
32	Computer/Projector Maintenance	N A Patel (LCO) S D Prajapati (LCO)	Sh P P Prajapati	• Computer/Projector maintenance works, bill passing and AMC process.
33	Printer Maintenance	Shyju Raju (LCO) M C Thakore (LCO)	Sh P P Prajapati	• Printer maintenance works, bill passing and AMC process.
34	Institute Website	Y R Patel (LCO) N J Patel (LCO)	Sh P P Prajapati	• 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.

35	Placement and Industry Linkages Cell	D K Raval (LME) S V Patel (LEE)	Sh. J T Patel	• 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
36	E-Newsletter, Institute and Department Brochure	U V Patel (LEC) R K Prajapati (LEC)	Sh P P Prajapati	• 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.
37	Professional bodies (Faculty & Student) Chapters (ISTE , Wadhwani, Nandi & Others)	K R Patel (LME) C H Thakkar (LCE)	Sh C H Thakkar	• To council students for registration. • To arrange various programs under student's chapter. • To arrange FDPs, Seminars, workshops, conferences for faculty.

38	GKS / Skill Development and Finishing school (KCG)	N J Prajapati (LME) J T Patel (LCE)	Sh. J T Patel	• All works assigned by GKS / KCG
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39	Library (NDLI Club)	A R Oza (LMATH) B C Patel (LME)	Sh. H S Panchal	• Modernization of library • All process and activities related to digital library / NDLI.
40	Canteen	C N Desai (LME) R H Prajapati (LME)	Sh. H S Panchal	• All canteen related works including Bidding / Tendering for contract

Copy forwarded to;

- (1) Principal, K. D. Polytechnic, Patan.
- (2) Concerned faculty/staff Members of Civil Engineering Department.
- (3) Departmental office order file of Civil Engineering Department.
- (4) Sh P P Prajapati for uploading on Website of K. D. Polytechnic, Patan.


HEAD
CIVIL ENGG. DEPARTMENT
K. D. POLYTECHNIC, PATAN (N.G.)