

No:GPV/EST/Workdist./2024/ 939

Date:- 05/07/2024

Office order

The following officers shall be required to discharge the responsibility of the work mentioned in front of their names with immediate effect. The coordinator of each portfolio will have to report the details of the work done as required from time to time to the undersigned. All Co-ordinators are also instructed to maintain documents of all the activity under portfolio.

Sr.No.	Portfolio	Name of Officer	Designation	Position
1	Administrative Officer	Shri V.J.Patel	Lect. In Electrical Engg.	
2	Account officer Assistant Account Officer	Shri V.J.Patel Shri K.P.Billimoriya	Lect. In Electrical Engg. Lect. In Civil Engg.	
3	RTI & Legal Matter	1. Dr.A.C.Dhaneshwar 2. Shri S.D.Kalara 3. Shri V.J.Patel	HOD Chemical Lect. In Mechanical Engg. Lect. In Electrical Engg.	Public Information officer Asst. Public Information officer Member
4	Student Section & TEB Exam Related work	1. Shri T.N.Ansari 2. Ku. V.K.Patel 3. Shri U.R.Rakshit 4. Shri V.R.Jadav	Lect. In Mechanical Engg. Lect. In Electrical Engg. Lect. Applied Mech. Lect. Plastic	Co-ordinator Member Member Member
5	GTU	1. Shri A.S.Amin 2. Shri H.N.Lad, 3. Shri T.M.Gheewala	Lect. In Plastic Engg. Lect. In Electrical Engg. Lect. In Mechanical Engg.	Co-ordinator Co - Co-ordinator Member
6	ABC (Academic Bank Credit)	1. Ku.M.P.Patel 2. Shri H.V.Rana	Lect. In Electrical Engg. Lect. In Electrical Engg.	Co-ordinator Member
7	Training & Placement Officer	1. Shri M.P.Deshpande 2. Shri H.C.Patel 3. Shri S.K.Lad	Lect. In Chemical Engg. Lect. In Electrical Engg. Lect. In Mechanical Engg.	TPO ATPO Member
8	Store & Purchase	1. Shri A.R.Shah 2. Shri P.V.Maheta 3. Shri N.C.Kumavat	Lect. In Mechanical Engg. Lect. In Civil Engg. Lect. In Electrical Engg.	Store Officer Member Member
9	NBA & Institute Ranking	1. Shri T.B.Patel 2. Shri S.M.Kapadia 3. Smt. S.N.Solanki	Lect. In Mechanical Engg. Lect. In Chemical Engg. Lect. In Plastic Engg.	Co-ordinator Member Member
10	ACPDC	1. Shri B.R.Patel 2. Shri D.K.Chaudhari	Lect. Maths Lect. Physics	Nodal officer Network Adm.

11	Fire Safety Co-Ordination	1. Shri R.J.Patel 2. Shri P.C.Makwana 3. Shri R.M.Pipaliya	Lect. Mechanical Lect. Mechanical Lect. Mechanical	Co-ordinator Member Member
12	Gymkhana	1. Shri M.R.Nasit 2. Ku. N.M.Patel 3. Shri V.S.patel 4. Ku.B.P.Patel	Lect. In Chemical Engg. Lect. In Electrical Engg. Lect. In Plastic Engg. Lect. In Civil Engg.	Co-ordinator Member Member Member
13	NSS	1. Ku.A.K.Shah 2. Shri P.A.Ganvit 3. Shri N.G.Patel 4. Ku. N.V.Patel	Lect. In Civil Engg. Lect. In Mechanical Engg. Lect. In Mechanical Engg. Lect. Applied Mech.	Co-ordinator Member Member Member
14	MYSY & Other Scholarships	1. Shri N.S.Rana 2. Shri P.P.Chavdhari 3. Ku.K.B.Patel 4. Shri G.K.Patel	Lect. In Mechanical Engg. Lect. In Mechanical Engg. Lect. In Chemical Engg. Lect. Civil Engg.	Co-ordinator Member Member Member
15	First Year Midsem Co-Ordination (i) Practical & Tutorial Btches (ii) Mid Sem	1. Shri B.R.Patel 2. Smt. A.A.Thakor 3. Shri M.M.Gamit	Lect. Maths Lect. Physics Lect. English	Co-ordinator Member Member
16	Institute Time Table (i) T.T.Formation (ii) Class room allocation (iii) Floating load distribution	1. Shri. D.B.Prajapati 2. Shri G.G.Raval 3. Ku. N.A.Thakor	Lecturer Applied Mech. Engg. Lect. In Chemical Engg. Lecturer English	Co-ordinator Member Member
17	Institute Information Compilation & Inspection Data	1. Shri D.R.Shah 2. Shri K.N.patel, 3. Shri N. D. Vasava	Lect. In Electrical Engg. Lect. in Plastic Engg. Lecturer in Mechanical Engg.	Co-ordinator Member Member
18	AICTE/AISHE/GTU affiliation	1. Shri N.C.Prajapati 2. Shri R.S.Patel 3. Shri J.G.Pandit	Lecture In Electrical Engg. Lecturer in Mechanical Engg. Lecturer In Electrical Engg.	Co-ordinator Member Member
19	Overload Committee	1. Smt. Anju R.Shah, 2. Shri P.B.Prajapati	Lecturer In Electrical Engg. Lecturer Maths	Co-ordinator Member
20	Civil Works, Maintenance, R & B liasoning	1. Smt. N.C.Pandya 2. Shri A.J. Patel 3. Shri A.K.Gamit	Lecturer in Civil Engg. Lecturer in Civil Engg. Lecturer in Civil Engg.	Co-ordinator Member Member
21	Housekeeping	1. Shri B.B.Beladiya 2. Shri K.C.Patel 3. Shri S.P.Tandel	Lecturer in Mechanical Engg. Lecturer in Civil Engg. Lecturer in Mechanical Engg.	Co-ordinator Member Member
22	Electrical Maintenance & Electrical Bill	1. Shri. H.B.Sharma 2. Ku.D.C.Patel	Lecturer In Electrical Engg. Lecturer In Electrical Engg.	Co-ordinator Member



23	RO Water Cooler & A.C. Maintenance	1. Shri Divyesh R.Patel 2. Shri B.H.Prajapati	Lecturer in Mechanical Engg. Lecturer in Mechanical Engg.	Co-ordinator Member
24	CWAN , Internet, CCTV & Telephone	1. Shri K.H. Tandel 1. Shri T.G.Vasava 2. Shri V.R.Patel	Lecturer In Electrical Engg. Lecturer In IT Engg. Lecturer In Mechanical Engg.	Co-ordinator Member Member
25	Security	1. Shri A.D.Patel 2. Shri D.R.Saniawala	Lecturer in Mechanical Engg. Lecturer in Civil Engg.	Co-ordinator Member
26	Institute Website Social Media Handle Newsletter	1. Smt. K.S.Damania 2. Ku. Amisha D.Patel 3. Shri P.D.Prajapati	Lecturer in Mechanical Engg. Lecturer in I.T. Engg. Lecturer in Chemical Engg.	Co-ordinator Member Member
27	Students Chapter & other Professional bodies	1. Smt N.C.Pandya 2. Ku. Anjana D.Patel 3. Shri S.S.Mishra	Lecturer in Civil Engg. Lecture In Electrical Engg. Lecturer in Chemical Engg.	Co-ordinator Member Member
28	TNA & Cogent	1. Shri H.S.Patel 2. Shri N.S.Patel	Lecturer in Mechanical Engg. Lecture In Electrical Engg.	Co-ordinator Member
29	RUSA & GOI Schemes	1. Ku.N.A. Patel 2. Shri C.J.Bhalsod	Lecture In Electrical Engg. Lecturer in Chemical Engg.	Co-ordinator Member
30	Finishing School and Career counseling	1. Shri K.M.Patel 2. Shri. B.P.Golakiya 3. Shri J.D.Raut 4. Shri H.A.Mistry	Lecturer in Mechanical Engg. Lecturer In Electrical Engg. Lecturer in Chemical Engg. Lecturer in Civil Engg.	Co-ordinator Member Member Member
31	GKS/Skill Development	1. Shri K.M.Rana 2. Shri S.D.Choksi 3. Shri P.B.Prajapati	Lecturer in Applied Mech.Engg. Lecturer in Electrical Engg. Lecturer in Maths	Co-ordinator Member Member
32	Library	1. Shri A.A.Bhindarwala 2. Smt. S.M.Chauhan 3. Ku. H.P.Oza	Lecturer in Plastic Engg. Lect. In Chemical Engg. Lecturer in Civil Engg.	Co-ordinator Member Member
33	Canteen	1. Shri K.M.Rana 2. Shri P.D.Vachhani	Lecturer in App.Mechanics Lecturer in Electrical Engg.	Co-ordinator Member
34	Boys Hostel	1. Shri. H.B. Patel 2. Shri J.V.Patil	Head of Mechanical Engg. Lecturer in Chemical Engg.	Rector Member
35	Girls Hostel	1. Smt. B.C.Shah 2. Ku.N.V.Tank	Lecturer in Mechanical Engg. Lect. In Plastic Engg.	Wordan Member
36	HRA Committee	1. Shri B.N.Patel 2. Smt. N.C. Pandya 3. Shri M.B.Ganvit 4. Ku. D.P.Das 5. Dr. S.R.Barot	HOD Mechanical Engg. Lect.in Civil engg. Lecturer in Electrical Engg. Lecturer in Chemical Engg. Lecturer in Maths	Co-ordinator Member Member Member Member



37	SSIP Cell	1. Shri H.B.Patel	HOD Mechanical Engg.	Co-ordinator
		2. Shri R.M.Pipaliya	Lecturer in Mechanical Engg.	Member
		3. Shri J.D.Rathod	Lecturer in Chemical Engg.	Member
		4. Shri B.P.Golakiya	Lecturer in Electrical Engg.	Member
		5. Shri K.P.Billimoriya	Lect.in Civil engg.	Member
38	RTO	1. Shri S.D.Kalara	Lecturer in Mechanical Engg.	Incharge
		2. Shri Dhiren P. Patel	Lecturer in Mechanical Engg.	Member
		3. Shri N.D.Vasava	Lecturer in Mechanical Engg.	Member
		4. Shri C.V.Patel	Lecturer in Mechanical Engg.	Member
		5. Shri V.R.Patel	Lecturer in Mechanical Engg.	Member
		6. Shri B.V. Chaudhari	Lecturer in Mechanical Engg.	Member
		7. Shri Deep R.Patel	Lecturer in Mechanical Engg.	Member
39	Online Fee Collection	1. Shri T.G.Vasava	Lect. In I.T.Engg.	Co-ordinator
		2. Shri K.P.Billimoriya	Lect.in Civil engg.	Member
40	Allumni Association	1. Shri P.N.Ganvit	Lect. In App.Mechanics	Co-ordinator
41	HRMS Related Work	1. Shri K.N.Patel	Lect. In Plastic Engg.	Co-ordinator
		2. Shri A.R.Darji	Lect. In Electrical Engg.	Member

R. Shukla

**Principal,
Govt. Polytechnic, Valsad.**

- Copy
To
1. All Head of Department
 2. All Concern Staff Member(Through HOD)
 3. Account Section
 4. Library
 5. Office Order file

