

સરકારી ઇજનેરી કોલેજ

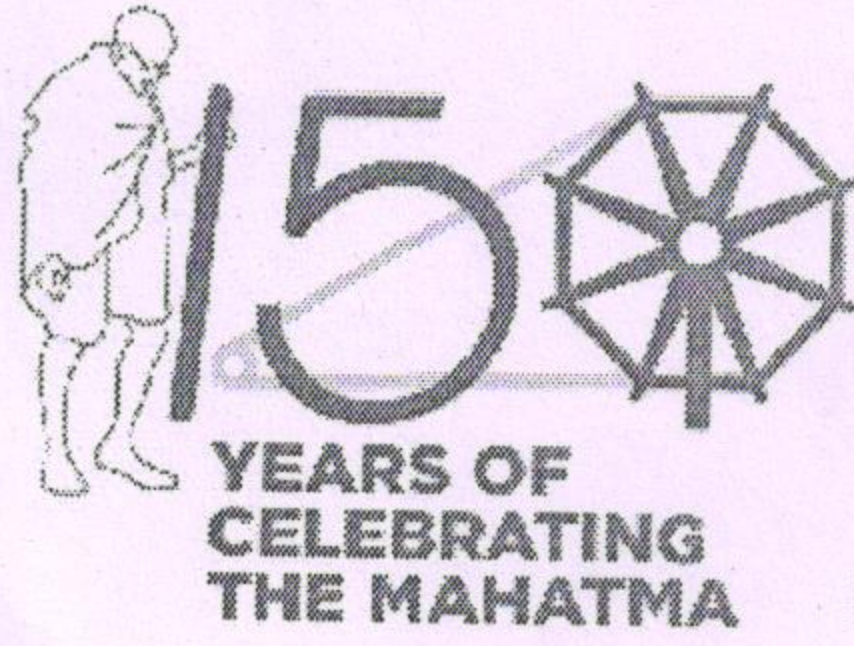
(ગુજરાત સરકાર)

પશુ ઝેવિકની બાજુમાં, સેક્ટર-૨૮, ગાંધીનગર - ૩૮૨૦૨૮.

GOVERNMENT ENGINEERING COLLEGE
(Government of Gujarat)

Nr. Animal Vaccine Institute, Sector-28, Gandhinagar-382028

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No/GECGn/Work Dist/Est/2020/ 705

Date: 01/11/2020

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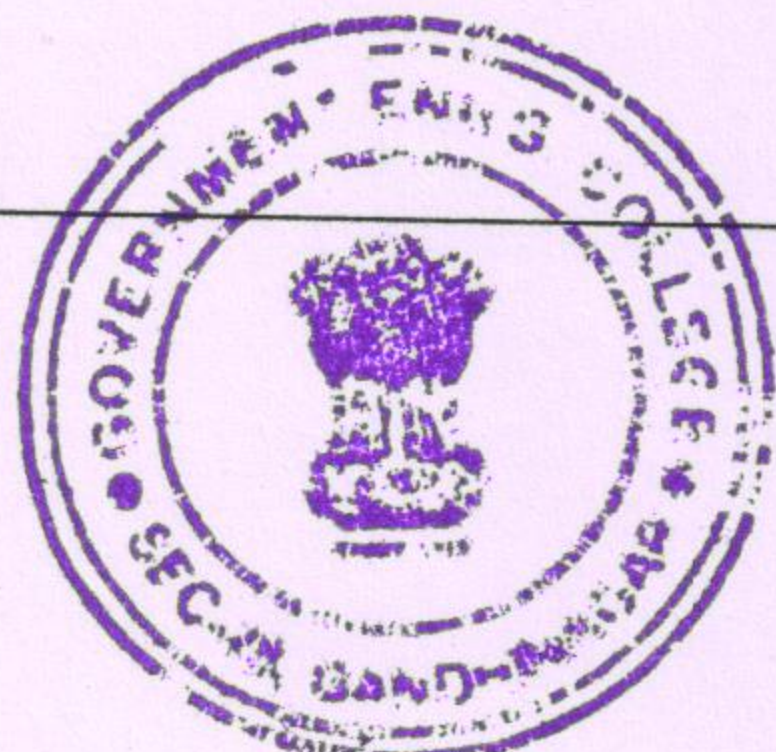
OFFICE ORDER: -

Till further office orders, the following **Class I & II officers** are assigned duties and portfolio mentioned against their name as below w.e.f. **01/11/2020**, over and above their teaching, for smooth functioning of the institution. Each Convener and team members will initiate, coordinate activities and complete within time limit shown against their names with due permission from undersigned and submit report of each activity in terms of outcomes. The Convener and team members will be equally responsible for the matters of each activities assigned to them.

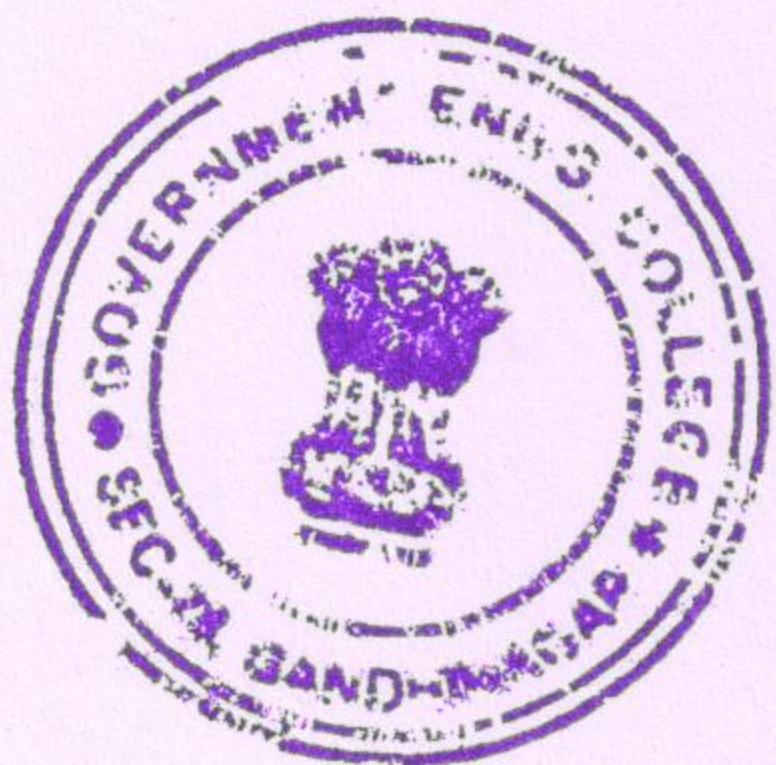
Institute Portfolio/ Work distribution with effect from 01/11/2020

Sr. No.	Name	Cell / Section
1	Principal, HoD-IC, HoD-CE, HoD-EC, HoD-MET	Head, Human Resources
2	Principal, Prof. Shashi V. Ranga, HoD-MET, HoD-EC, HoD-BM, HoD-General	Head, Student Affairs
3	Principal	Head, Institute Academics
4	Principal, HoD-BM, HoD-MET, HoD-IC, Prof. Jitendra S. Dhobi	Head, Store & Purchase
5	Principal, HoD-General, Prof. Jitendra S. Dhobi, HoD-EC, HoD-CE	Head, Infrastructure & Maintenance
6	Principal, HoD-EC	Head, Industry & Outreach
7	Principal, HoD-IC, HoD-MET	Head, Institute Amenities

1 Head, Human Resource (Faculty & Staff):			
Sr.	Activity	Convener	Members
1	Activity Head: Principal Administrative officer	Prof. Shahid S. Modasiya-EC	Prof. Suresh B. Patel - IT Prof. Niyat V Patel - IC Prof. Nirav D. Patel-Elec
2	Activity Head: Prof. Shalini A. Rankavat Time Table /Inter Disciplinary Subjects /Common Subjects and Institute Overload	Prof. Tejas B. Sheth-EC	Prof. Namrata S. Shroff - CE Prof. Komal D. Anadkat-IT Prof. Avani A.Vithalani - EC Prof. Jiten B. Maheta- IC Prof. Daulatkumar G. Sharma-Met Prof. Yamini M. Parmar-Gen Prof. Chintan P Shah - BM Prof. Vijay. N. Modi- Mech.



7	Activity Head: Prof. Kishor G. Maradia			
	NSS(National Service Scheme) / NCC (National Cadet Corps)	Prof. Nirav D. Patel-Maths	Prof. Nrupesh D. Shah -CE Prof. Ujjval R. Dave- EC Prof. Harshad H. Jadav- Met Prof. Maulindu P. Patel - BM Prof. Chirag B Panchal-IC	
8	Activity Head: Prof. Vimal V. Prajapati			
	Anti-Ragging & Minority Cell	Prof. Taheri. I. Kathawala -Mech	Prof. Isub U.Ajmeri-IC Prof. Shahid Modasiya-EC Prof. Ashok L.Vagmshi-Maths Prof. Navdeep V. Limbad-BM All Heads Rector , All wardens Boys & Girls Hostel	
9	Activity Head: Prof. Vimal V. Prajapati			
	Anti-Ragging Squad	Rector, All HoDs	Rector, All HoDs	
10	Activity Head: Prof. Suresh R. Sharda			
	First year coordination including Time table (First-year)/First year induction program/first year exam coordination/Orientation etc.	Prof. Prakash L.Vihol-Maths	Prof. Vijay.N.Modi- Mech Prof. Dhaval P. Khem - CE Prof. Hetal.B.Chauhan- IT Prof. Sandip J. Dawda - EC Prof. Mohit I. Bosmia - Math Prof. Maulindu P. Patel-BM Prof. Nirav.D.Patel-Maths Prof. Jiten B. Maheta-IC	
11	Activity Head: Prof. Suresh R. Sharda			
	First Year Co-ordination for student related Services	Prof. Suresh R. Sharda	CE-A	Prof. Yamini. M. Parmar(Maths) /Prof. Nirav D. Patel(Elect)
			CE-B	Prof. Daksha M. Diwan(Maths)/ Prof. Priyank R. Bhavsar(Elect)
			IT-A	Prof. Payal V. Shah(Civil)/ Prof. Shilpa C. Parmar (civil)
			EC-A	Prof. Vijay N. Modi(Mech)/ Prof. Rashmi H. Patel(Mech)
			EC-B	Prof. Sanjay D. Mali(Mech)/ Prof. Vinod N. Patni(Mech)
			IC	Prof. Rajesh M. Gohil(Elect)/ Prof. Pratik M. Gadhavi(Phy)
			BM Met	Prof. Hemangini S. Shukla (Maths)/ Prof. Harshal B. Tuvar (Applied)
11	Activity Head: Prof. Vimal V. Prajapati			
	Medical facilities	Prof. Vijay N. Modi-Mech	Prof. Sunil I. Patel-Met Prof. Nirav D.Patel-Elec	



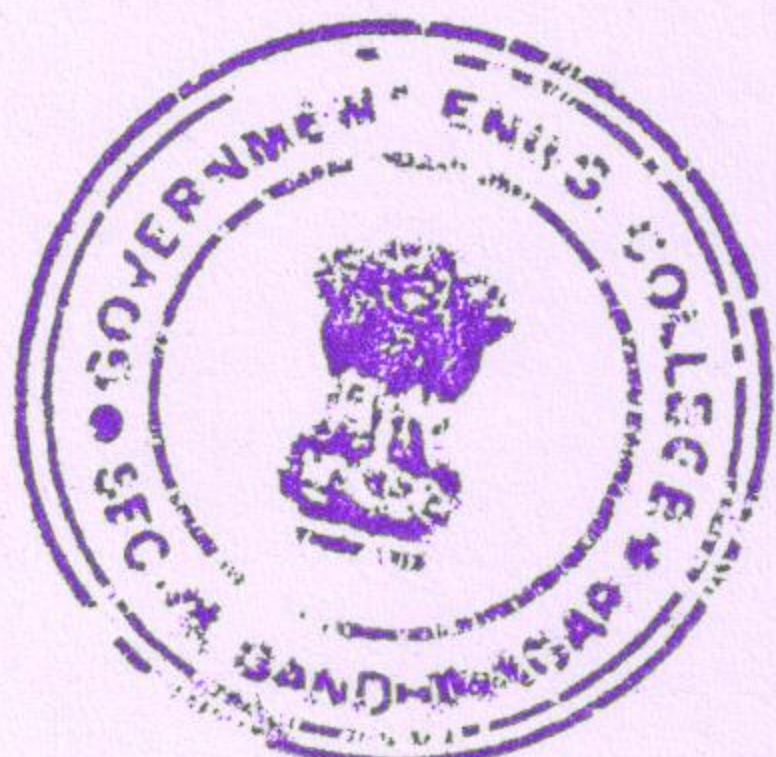
2	Activity Head: Principal		
	Media Interaction/ Correspondence with CTE and External Agencies/Activity Information Compilation/Institute Newsletter	Prof. Ketan K. Acharya-IC	Prof. Tarun J. Patel-English Prof. Sunil P. Agrawal-Elec Prof. H. H. Thakar-Met Prof. Manan M. Nanavati-BM
3	Activity Head: Prof. Kishor G. Maradia		
	IPR(Intellectual Property Right) Cell / Start-up / Innovation /Digital India /Skill India /Smart cities/GKS	Prof. Ketan K. Acharya- IC	Prof. Mahendra N. Patel-IT Prof. Namrata B. Shroff-CE Prof. Purvesh K. Nanavati-Met Prof. Piyush V. Patel-BM Prof. Devendra H. Patel-EC Prof. Jignesh M. Panchal-Phy

7 Head, Amenities			
Sr. No.	Activity	Convener	Members
1	Activity Head: Prof. Shalini A. Rankavat		
	Library And Learning Resources Management/	Prof. Tarun J. Patel-Eng	Prof. Viral R. Patel- CE Prof. Suhas H. Patel – EC Prof. Hetal K. Maheta – BM Prof. Arti N. Bokade – IC Prof. Minal S. Dani – Met Prof. Vashishtha J. Patel-Eng
2	Activity Head: Principal		
	Hostel Rector	Prof. Taheri I. Kathawala-Mech	Prof. Avani A. Vithlani –Girl's Hostel Prof. Komal D. Anadkat- Girl's Hostel Prof. Mitul B. Patel – Boys Hostel Prof. Prakash L. Vihol - Boys Hostel
3	Activity Head: Prof. Indravadan B. Dave		
	Main building seminar hall , Conference room and meeting room Development & maintenance	Prof. Sandeep J. Dawda-EC	Prof. Niyat V Patel – IC Prof. Rajesh M. Gohil – Elect Prof. Harshal B. Tuvar-Civil

With respect to Principal's Work Distribution Office Order No. GECGn/Work Dist/Est/2020/01/11/2020 w.e.f. 01/11/2020, kindly note the following points.

Dated:-

1. Conveners need not to re-issue their own work distribution order in writing form their own level.
2. Even if, It has been issued in writing by Conveners then also roles, duties and responsibilities of the concern portfolios will be collective(Whole Team)as per principal's above order and distribution done by the conveners will be indicative only.
3. There should not remain any confusion among their HoDs and Activity Head about the responsibility and initiation, execution & completion of portfolio task. In any case HoDs/Activity Head must be reported about progress and completion of the work.
4. Conveners are also a part of team members, will have to work as team member as well as will be responsible for overall coordination, cooperation among their team members and for reporting concern authorities.
5. For smooth conduction of Portfolio tasks there should not be any delay or suffering of the portfolio work even if any one or more team members are absent or on leave as the responsibilities of all portfolio related work is collective and not of any individual.
6. In case of non-co-operation of any of the team members, conveners may report/inform the same to concern authorities (HoDs/Activity Head /Principal).



[Signature]
Principal,
GEC, Sector-28
Gandhinagar.