



DEPARTMENT OF EC ENGINEERING
K. D. POLYTECHNIC, PATAN



No: KDP/EC/Department Order/2026/ **719**

Date: 02-09-2026

Department Order:

To ensure the smooth and efficient functioning of the department, the following responsibilities are hereby assigned for various activities with immediate effect and shall remain in force until further orders.

Sr. No.	Name of Faculty	Institutional	Departmental
1	Mr. U. V. Patel	Convener: E-Newsletter & Brochure, Qfix students fees collection Member: Institute Time table and Overload/ work load committee, RTI/PIO, NATS/MAY, Entrepreneurship Cell, Gymkhana, Alumni Association, Central Store, IQAC, Mission Life/ Energy Club, CWAN/Internet Facility, Computer & Projector AMC, Training & Placement Cell, CAS screening committee	Convener: Establishment, Time Table, Alumni Association, Dept. Store (Purchase, maintain registers), IQAC, CWAN/Internet Facility, Computer & Projector AMC, Student's Mentor
2	Mr. R. K. Prajapati	Co-convener: E-Newsletter & Brochure Member: Income tax, GTU Related work, Student Section, NSS, NEP 2020, Write off, Institute Information Compilation Committee, House Keeping, Printer Maintenance, Institute Website, CAS screening committee	Convener: Income tax, GTU Related work, Student Section, NEP 2020, Write off, Institute Information Compilation Committee, House Keeping (LLCC), Printer Maintenance, Institute Website, Student's Mentor, Faculty & Supporting staff related data
3	Mr. V. N. Bamaniya	Co-convener: committee for SC/ST Member: GTU, Student Section, Student Scholarship, AISHE & Institute Ranking (NIRF / SIRF)	-

All Faculty members are required to complete the duties assigned to them under the above-mentioned order within the stipulated time and with due diligence. In addition to the duties specifically assigned herein, all staff members shall also perform any other duties or responsibilities assigned to them from time to time by the Head of the Department and/or the Principal of the Institute.

U. V. Patel

Head
Electronics & Commu. Deptt.
Kilachand Devchand Polytechnic
PATAN - 384265, Gujarat

Copy forwarded to:

1. The Principal, K. D. Polytechnic, Patan – for kind information. (Scanned copy sent through email.)
2. All concerned officers/staff members – for information and necessary action. (Scanned copy sent through email.)
3. Departmental Order File – for record and future reference.