

MECHANICAL ENGINEERING DEPARTMENT

K.D. POLYTECHNIC PATAN

KDP/Mech/ TEIM/Dept. Member /2026/

Date-02/09/2026

Office Order:

In addition to academic main duties here by the faculty members 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	Institute Convener & Co Convener	Departmental Members
1	Institute Time table and Overload/work load committee	R L Revadiwala (L ENG) K A Prajapati(LEE)	K.R.PATEL
2	Grievance Redressal Cell Faculty / Student Grievance Redressal Cell	R M Chaudhary(LPHY)	H.V.THAKKAR
3	Women Development cell & Internal Committee	BISaini(LCO) H A Darji(LMATH) D D Desai (LEE)	SMT.B.C.PATEL
4	Income tax	CBPatel (LAM) KMMadhu (LCO)	P.M.PATEL
5	GTU Coordinators	KSPatel (LME) MRThakkar (LCO) MSPatel (LME)	M.K.MODH
6	Student Section	G S Patel (LME) ABPatel (LPHY)	SMT.B.C.PATEL
7	(1)Student Scholarship (2) NSP (National scholarship portal)	S D Prajapati (LCO) R J Prajapati (LEE)	SMT.B.C.PATEL C.N.DESAI
8	Gymkhana	RHPrajapati (LME) U A Patel(LCHEM)	P.M.PATEL
9	Alumni Association	P M Prajapati (LCO) SRModi (LME)	R.H.PRAJAPATI
10	NSS	UAPatel(LCHEM) R H Prajapati (LME)	C.N.DESAI
11	Anti Ragging Committee & Anti Ragging Squad	C D Patel (LCO) R D Modi (LEE)	K.S.PATEL
12	Workshop superintendent	H V Thakkar(LME) Y R Patel (LME)	Concern workshop staff
13	RTO learning license	V P Chaudhari (LME)	As per convener order
14	Academic Bank of Credit	SDPrajapati (LCO) B R Sevani (LEE)	M.K.MODH
15	Social Media Nodal officer	S R Modi (LME)	R.H.PRAJAPATI
16	CAWACH Kendra/ Cyber Club	N A Patel (LCO) Shyju Raju (LCO)	DR.H.R.PATEL
17	NEP 2020	J N Acharya (LCO) D N Thakkar (LEE)	Dr.H.R.PATEL
18	NPTL/MOOC	J N Acharya (LCO) N J PATEL (LCO)	M.K.MODH

19	NCC and SCOUT	P M Patel (LME) M C Thakore(LCO)	B.D.PATEL
20	Central Store	DKDabhi (LME) M N Suthar (SK)	B.D.PATEL
21	Write-off	Y R Patel (LME) J N Acharya (LCO) Central Store Officer	G.S.PATEL
22	Central Furniture	P PPranjapati (LCE)	K.R.PATEL
23	Academic Cell	R D Modi (LEE) B M Makwana (LCE)	DR.H.V.THAKKAR
24	Co-ordination for Orientation Program, First Year Exams and CtoD	A B Patel (LPHY) U A Patel (LCHEM)	M.K.MODH
25	Institute InformationCompilation Committee	HADarji (LMATH) Admin Officer	V.P.CHAUDHARI
26	AICTE & GTU Affiliation	MKModh (LME) KAPrajapati (LEE)	DR.N.J.PRAJAPATI
27	AISHE & Institute Ranking (NIRF / SIRF)	A R Joshi(LEE) B R Sevkhani(LEE)	V.P.CHAUDHARI
28	NBA	D K Raval (LME) D S Trivedi (LEE) J T Patel (LCE)	Y.R.PATEL
29	SSIP / IPR	Hitesh R Patel(LME) A R Joshi(LEE)	H.R.PATEL
30	R&D Cell	Hitesh R Patel (LME)	HIREN R.PATEL
31	House Keeping	J A Patel (LCE) C B Patel (LEE)	M.C.PATEL
32	Mission Life/ Energy Club	S R Modi (LME) MCPatel (LME)	M.C.PATEL
33	CWAN/Internet Facility	P J Joshi (LCO) N A Patel(LCO)	D.K.DABHI
34	Computer/Projector Maintenance	N A Patel(LCO) S D Prajapati(LCO)	D.K.DABHI
35	Printer Maintenance	Shyju Raju(LCO) M C Thakore(LCO)	D.K.DABHI
36	Institute Website	Y R Patel (LCO) N J Patel(LCO)	S.R.MODI
37	Placement and Industry Linkages Cell	D K Raval(LME) S V Patel(LEE)	HIREN R.PATEL
38	E-Newsletter, Institute and Department Brochure	U V Patel (LEC) R K Prajapati(LEC)	S.R.MODI
39	Professional bodies (Faculty & Student) Chapters (ISTE , Wadhvani, Nandi & Others)	KRPatel(LME) CHThakkar(LME)	DR.N.J.PRAJAPATI
40	GKS / Skill Development and Finishing school (KCG)	NJPrajapati(LME) J T Patel (LCE)	K.R.PATEL
41	Library (NDLI Club)	A R Oza (LMATH) B C Patel (LME)	Smt.B C Patel
42	Canteen	C N Desai (LME) R H Prajapati(LME)	M.C.PATEL