



K. D. POLYTECHNIC, PATAN
APPLIED MECHANICS DEPARTMENT

Opp. T. B. Hospital, Near Deesa Three Road, Patan - 384265

No: KDP/AMD/DEPARTMENT ORDER/2026/46

Date: 07-09-2026

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	Departmental Activities	Institute Activities	
			Convener & Co Convener	Member
1	Smt P P Patankar (I/C HOD) (GES class II)	Departmental Administrative work	Committee for SC/ST	R T I / PIO
		Academic Inspection/IQAC	RUSA Scheme	NATS/MAY
		LLCC/Cleanliness of department's area		Entrepreneurship Cell
		Newsletter/E-magazine/Media		NPTL/MOOC
		Course coordinator MOS-1 (DI03006041) DSS (DI04006031) DRCS (DI05006011)		IQAC
		Lab In charge MOS-1 (DI03006041) DSS (DI04006031) DRCS (DI05006011)		House Keeping
				E-Newsletter, Institute and Department Brochure
				Academic Cell
2	Shri C B Patel (Lecturer) (GES Class-II)	Time Table, alternate arrangement and related work	Income tax	Institute Time table and Overload/workload committee
		Industrial Visit/Seminar/expert lecture/workshop arrangement for students		GTU Coordinators
		Faculty and Supporting staff related data		Central Store
		Mid/Viva/Practical examinations conduct and GTU related work		Write-off
		Course coordinator EM (DI02000071) SOIL ENGG. (DI03006051) BOAM (DI03000201) CT(DI04006011)		Institute Information Compilation Committee
		Student feedback/Attendance collect and result analysis		AICTE & GTU Affiliation
		NBA coordinator		NBA
		Lab In charge EM (DI02000071) SOIL ENGG. (DI03006051) BOAM (DI03000201) CT (DI04006011)		CWAN/Internet Facility
		Purchase/written-off and GEM related work		Printer Maintenance
		AISHE & Institute Ranking (NIRF / SIRF)		NEP 2020
				Institute Website

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.


 Head
Applied Mechanics Department
K. D. Polytechnic, Patan. (N. G.)

Copy forwarded to:

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