

	GOVERNMENT ENGINEERING COLLEGE, RAJKOT (AICTE Approved, GTU Affiliated, Under Director of Tech. Education, Gujarat State) સરકારી ઈજનેરી કોલેજ, રાજકોટ (વિભાગશીર્ષક માન્ય, GTU અનુબંધિત, નિયામકશ્રી કેન્દ્રીય શિક્ષણ, ગુજરાત રાજ્યની સરકારી સંસ્થા) AICTE Permanent ID: 1-6601471 AISHE C-49 GTU code :020	
મલવી-કાંકોટ રોડ, કાંકોટ ગામ પાસે, રાજકોટ-૩૬૦૦૦૫		Mavdi-Kankot Road, Near Kankot Village, Rajkot-360 005
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No. GECR/TEIM/2023/ 72 Date: 12/01/2023

Read: Technical Education Institute Manual (TEIM) for Government Engineering Colleges Office Order:
 Academics and administration are of prime importance to fulfill vision of the Institute. As per guidelines of Technical Education Institution Manual (TEIM) and for smooth conduction of academic and administrative activities, roles and activities are mentioned in this office order. This office order for different activities will be effective from 1 January 2023 as per guidelines given in TEIM. Micro level work distribution to team members along with roles and responsibilities will be given by each activity head and convener. If activity head or convener is on leave next person in the same committee should take care of activities. All officers must perform duty mentioned against their names apart from their regular academic duties. All officers should discharge allotted responsibilities by rules, resolutions, circulars, notifications, instructions, guidelines received from the Central Government/State Government and Government recognized statutory bodies within the given time limit. While proceeding on leave, the concerned officer will make an alternate arrangement of his/her work. The undersigned will periodically evaluate the performance of all activity head officers. The undersigned will view any lapse in allotted duty very seriously, and it may lead to disciplinary proceedings against the officers showing lapses in discharging their duties.

Sr	Activity	Name of faculty/Staff	
1	Head of Departments		
A	HOD Automobile	Prof. Bhavesh J Makwana , Asso. Prof. Production	hodauto@gecrajkot.ac.in
B	HOD Applied Mechanics	Prof . P C Vasani , Prof., Applied Mechanics	hodapplied@gecrajkot.ac.in
C	HOD Civil	Prof. Ashaben M Joshi ,Asso. Prof. Civil	hodcivil@gecrajkot.ac.in
D	HOD Computer and AI& DS	Dr. S M Shah, Prof. Computer	hodcomp@gecrajkot.ac.in
E	HOD Electrical	Prof. K B Rathod, Asso. Prof., Electrical	hodelect@gecrajkot.ac.in
F	HOD EC	Prof. S B Parmar, Asso. Prof., EC	hodec@gecrajkot.ac.in
G	HOD IC and Robotics & Automation	Prof. M P Jani ,Asso. Prof., IC	hodic@gecrajkot.ac.in
H	HOD Mechanical	Dr. B B Kuchhadiya, Prof., Mechanical	hodmech@gecrajkot.ac.in
I	HOD General	Dr. Kallash K Kanani, Asst. Prof., Maths	hodgeneral@gecrajkot.ac.in
2	Human Resource Activity Head	Prof. P C Vasani	Prof., Applied Mechanics
A	Establishment (TEIM Reference Section:5.2)	Prof. Hema Dhadhal, Admin Officer esta@gecrajkot.ac.in	Prof. P A Lathiya, Asst. Prof. EC, Member Prof. R J Trivedi, Comp., Member Smt. Nayna H Bagdai, Head Clerk, Admin. Smt. Vandana N Agravat, Elect., Member Prof. Prashant K, Rathod, Asst. Prof., Physics Mr. Akash A Pandya, clerk, Admin.
B	Legal Matters (TEIM Reference Section:5.4)	Prof. M P Jani, Asso. Prof., IC, Convener mpjani@gecrajkot.ac.in	Prof. N A Kureshi, Mech., Member
C	RTI (TEIM Reference Section:5.3)	Prof. K B Rathod, Asso. Prof., Electrical PIO profkbrathod@gmail.com	Prof. P.B. Mandanka, Asst. Prof., Mech. APIO
D	CAS, API PAR SATHI (TEIM Reference Section:5.2.2.10)	Prof. Ashaben. M. Joshi, Asso. Prof., Civil Convener ashijce@gmail.com	Prof. Hardik Kannad, Asst. Prof. IC, Member
E	Training (Staff) (TEIM Reference Section:1.6 and chapter 4)	Prof. H I Joshi, Asso. Prof., Mech. Convener	Prof Hiral M shah Asst Prof Mech, member Departmental Coordinators
F	Insti. E-mail-correspondance Mobile-help desk	Prof K B Rathod Asso. Prof Elect. Convener profkbrathod@gmail.com	Prof Hema Dhadhal Admin Office Prof R J Trivedi Comp OSD Esta Smt. Nayna H Bagdai, Head Clerk, Admin.
G	COGENT - Microsoft team as per CTE guidelines	Dr S M Shah Prof. Computer Convener hodcomp@gecrajkot.ac.in	Prof Shyam Kotecha Asst Prof Comp Member Departmental Coordinators
H	Account Office-IFMS (TEIM Reference Section:5.6)	Dr J J Goswami Asso Prof Mech - Convener Prof C R Varnagar Asst. Prof. Comp - Account Officer account@gecrajkot.ac.in	Prof R N Rachchh Asst Prof Civil Member Dr D R Keraliya Asst Prof EC Member Prof H J Kannad Asst Prof IC Member Prof K J Flora Asst Prof IC Member Prof R J Khlmani Asst Prof Comp Member Shri S D Parmar IC Member Shri T K Faldu Cashier Sr Clerk Shri N S Jadeja Clerk
I	On Line Fee collection Management (As Per CTE Guidelines)	Prof K B Rathod Asso. Prof Elect. Convener SBI Prof M P Jani Asso. Prof IC Convener HDFC	Prof R J Khlmani Asst Prof Comp Member Prof Lina M Rola, Asst Prof Mech Member
3	Head, Store & Procurement	Dr. H.I. Joshi	Asso. Prof. (Mech.)
	Store-Procurement-Maitenance- Repair-outsourcing-Service AMC - GeM-Institute Write-off and Audit etc. (TEIM Reference Section:8.2,8.3,8.4,8.5,8.6,8.7,8.8)	Prof. Rushi B Raval, Asst. Prof., Mech., Store Officer Shri. N J Parmar, Store Keeper store@gecrajkot.ac.in	Shri. J U Parmar, Mech., Member Departmental Coordinators Hostel Procurement Coordinator
4	Head, Student Affairs activities , GTU Activity/TEIM Reference	Prof. B B Kuchhadiya bbkuchhadia19@gmail.com	Professor (Mech.)



[Handwritten Signature]

A	GTU cell	Dr. D.R.Bhojani, Asst. Prof., EC, GTU coordinator	Dr.P.D.Maheta ,Asst. Prof., Comp., GTU Co-coordinator
		bec02owner@gtu.edu.in	Dr. H.P.Koringa, Asst. Prof., EC, GTU Co-coordinator Dr.Kailash K Kanani, Asst. Prof.,Math, GTU Co-coordinator Departmental GTU Coordinators
B	Student Section(TeIM Reference Section:7.2,7.7,7.8)	Dr. Sunil S Sonchhatra, Asst. Prof., Maths, Convener	Departmental SS Coordinators Shri. H V Makadiya, Mech., Member
C	Student Scholarship (TEIM Reference Section:7.3,7.7,7.9)	Dr. D D Pandya, Asst. Prof., Maths, Convener	Prof. R M Parmar , Asst. Prof., IC, Co-convener Departmental Coordinators
D	New Admission and ACPC help Centre(TeIM Reference Section:7.2)	Dr. R K Shukla, Asst.Prof., IC ,Convener rutvikshukla@gcraikot.ac.in	Dr. R D Mehta, Asst. Prof., EC, Member
		Prof. R J Trivedi ,Asst. Prof., Comp., Co-convener	Prof. Kanikdip G Flora, Asst. Prof., IC , Member Prof. P N Balal, Asst. Prof., IC, Member Prof. Shital J.Nagar ,Asst. Prof., Comp., Member Prof. Vikas Sinha, Asst. Prof. Mechanical, Member Prof. Shilpa L Kalla Asst Prof Elect, Member Prof. L.M. Rola,Asst. Prof.,Mechanical, Member.
E	MYSY Helpcentre(TeIM Reference Section:7.3.1,7.9)	Prof. H. M. Makadia,Asst. Prof. Maths, Convener	Prof. Pratik B Somaiya ,Asst. Prof. Applied_Mech, Member Prof. P D Maheta ,Asst. Prof., Comp, Member Prof. R M Parmar, Asst. Prof., IC, Member Prof. Vikash Sinha, Asst. Prof. Mechanical, Member Prof. Shilpa Kalla, Asst. Prof. Elect., Member Prof. Punit Lathiya ,Asst. Prof., EC, Member Prof.Madhvi M Dave, Asst. Prof., IC, Member
F	Techno-Student Activities (TEIM Reference Section,13.5,13.6)	Dr. H I Joshi ,Asso. Prof., Mech, Mentor hljoshi@gcraikot.ac.in	Prof. Jay Pandya, Asst. Prof., EC, Member Dr. Namrata V. Langhnoja, Asst. Prof., EC, Member
		Dr. P M Pithadiya, Asst. Prof., IC , Convener pmpithdiya@gmail.com	Dr. Vijay Sharma, Asst. Prof. Applied Mech., Member Dr. J K Dadhanla, Asst. Prof., Mech,Member Prof. P D Maheta, Asst. Prof., Comp., Member Dr.Hardik Mollia, Asst. Prof.Comp., Member Prof. Dipali. V. Bavlecha ,Asst. Prof., Elect., Member
G	Cultural Activities(TeIM Reference Section,13.5,13.6)	Prof. S B Parmar, Asso. Prof EC,Mentor	Prof. Rupa P Acharya, Asst. Prof. Mech, Member Dr. Ashish Shukla, Asst. Prof., English , Member Prof. Archana Dubey, Asst. Prof., English, Member Prof. Pratik B Somaiya, Asst. Prof. Ap. Mech, Member Prof. Kajal N Nandaniya ,Asst. Prof. IC ,Member Shri.Dhaivat Shukla, EC, Member Shri. S D Parmar, IC, Member Shri. N J Parmar, Member
		Prof. Manjuben K Khuti, Asst. Prof. Mech, Convener	
H	NSS-EBSB-Social activities(TeIM Reference Section:13.2,13.4,13.5,13.6)	Prof. P.B. Mandanka, Asst. Prof.Mech., Convener	Dr. V R Sharma, Asst. Prof., App.Mech, Member Prof. H V Kannad, Asst. Prof., IC, Member Dr. B J Makwana, Asst. Prof., EC,Member Prof. Trupti M Kodinariya, Asst. Prof., Comp, Member
I	NCC(TeIM Ref Section:13.3)	Prof. Y A Joshi ,Asst. Prof. Mech. , Convener	Dr. M A Dhankot, Asst. Prof. Appled Mech, Member
J	Sports(TeIM Reference Section:13.4)	Dr. J J Goswami, Asso. Prof., Mech., Mentor	Dr. R D Mehta ,Asst. Prof., EC Member
		Dr. B J Makwana, Asst. Prof. EC, Convener	Prof. R M Parmar, Asst. Prof., IC, Member Dr. V R Sharma, Asst. Prof. App.Mech, Member Prof. U R Bhuvra,Asst. Prof. Auto, Member Prof. Sheetal Nagar, Asst. Prof. Comp, Member Prof Shweta K Parmar Asst Prof IC, Member
5 Head, Academics		Prof. S B Parmar	Asso. Prof. (EC)
A	New Admission Academic Orientation - Induction Programme Coordination & Overload (TEIM Reference Section:1.3.1,9.1.10)	Prof. Rupa P Acharya, Asst. Prof. Mech, Convener	Dr.P M Pithadiya ,Asst. Prof. IC , Co-Convener Dr. S G Sonchhatra, Asst. Prof. Math, Member Prof. D D Pandya, Asst. Prof. Math, Member
B	Institutional Time table Co-ordination(TeIM Reference Section:1.2,1.9,1.10)	Dr. A K Shukla, Asst. Prof. English, Convener	Departmental Coordinators
C	Academic Inspection for ,DTE , GTU & Others (TEIM Reference Section:1.4,1.9,1.10)	Prof. V C Rajyaguru ,Asst. Prof. IC,Convener Prof N D Abhangi,Asst Prof Math,Co-convener	Departmental Coordinators
D	AICTE 360 degree feedback & Student Feedback(TeIM Reference Section:16.6.2)	Dr J K Dadhanla Asst Prof Mech, Convener	Departmental Coordinators
E	Student Performance and Result Analysis(TeIM Reference Section:1.3,1.9,1.10)	Prof R P Sandhani Asst Prof EC, Convener	Departmental Coordinators
F	AICTE Approval-GTU Affiliation & NIRF/GSIRF/AISHE Survey/CII Survey(TeIM Reference Section:1.4,1.9,10,12)	Prof R G Mehta Asst Prof EC, Convener	Departmental Coordinators
		Dr .M D Tiliya, Asst. Prof. Comp,Co-convener Dr. M A Dhankot, Asst. Prof.App. Mech.,Co-convener	
G	VirtualLab & NPTEL local chapter	Prof. H P Koringa ,Asst. Prof. EC,Convener (Virtual lab)	Departmental Coordinators
		Prof. B S Raval, Asst. Prof. Civil.,Convener (NPTEL)	



H	AICTE PARAKH Portal	Prof. Pratik Somaia, Asst. Prof. Applied	Departmental Coordinators
I	Academic Calender	Prof. Ashish Shukla, Asst. Prof. English Convener	Prof. Priyanka Raval, Asst. Prof. Comp., Member
J	Research & Development Cell	Prof. R. L. Patel, Asst. Prof. Mech., Convener	Dr R D Mehta, Asst. Prof., EC, Member Dr Hitesh Karkar, Asst. Prof. Elec., Member Dr M A Dhankot, Asst. Prof. App. Mechanics, Member Dr Archana Dubey, Asst. Prof. App. English, Member Dr H K Molia, Asst. Prof. App. Mechanics, Member Dr V R Sharma, Asst. Prof. Comp., Member Dr R K Shukla, Asst. Prof. IC., Member Dr P M Pithadiya, Asst. Prof. IC., Member Dr JK Dadhania, Asst. Prof. Mech, Member Dr HP Koringa, Asst. Prof. EC., Member Dr M D Titiya, Asst. Prof. Comp., Member Dr Sanghmitra Bhatt, Asst. Prof. English, Member
K	Teaching Work Monitoring	Prof. P.C. Vasani, Prof. Applied Mech., Convener	Prof. Bhavesh J. Makwana, Asso. Prof. Production, Member Prof K. B. Rathod, Asso. Prof. Elec., Member.
6	Head, Infrastructure &	Prof. Ashaben.M. Joshi	Asso. Prof. (Civil)
A	Civil Works-Maintenance-R&B Civil Liaison-water-Tax billing	HOD Civil, Convener	Prof. M.H. Lunagaria, Asst. Prof. Civil, Member Prof. D R Bhimani, Asst. Prof. Civil, Coordinator,
B	Electric Works- Maintenance- R&B Elect Liaison - Elect billing Solar plant R&B Liaison, -RO-Water cooler-	HOD, Electrical, Convener	Prof D R Bhimani Asst Prof Civil, member Prof K. R. Der, Asst. Prof. Mech, member
C	Fire Extinguisher (TEIM Reference Section: 6.3.6.6)	HOD Civil, Convener	Prof. D R Bhimani, Asst. Prof Civil, Coordinator Prof. K. R. Der, Asst. Prof. Mech, member
D	CCTV Surveillance System (TEIM Reference Section: 11.2, 11.6, 11.7)	HOD EC, Mentor Prof. Miral J. Patel Asst. Prof. EC, Convener	Prof. P.M. Pithadiya Asst Prof IC, Member Prof S R Kotecha Asst Prof Comp, Member Prof Shilpa L Kaila Asst Prof Elect, Member Prof R D Ambaliya Asst Prof Civil, Member Prof R N Rachchh Asst Prof Civil Member
E	Security Committee (TEIM Reference Section: 6.7)	Prof S B Parmar Asso. Prof EC, Convener Dr B J Makwana Asst Prof EC, Co-convener	Dr V R Sharma Asst Prof App. Mech. Member-Civil Prof R D Ambaliya Asst Prof Civil, Member Library & CoE Prof R M Parmar Asst Prof IC, Member-Main Gate Dr Sunil Sonchhatra Asst Prof Math, Member-Admin Prof Kanikdip G Flora Asst Prof IC, Member-IC Building Prof. Vikas Sinha Asst. Prof. Mechanical, Member Prof S D Bhandari Asst Prof Comp, Member- Hostel
F	CWAN/Internet Connectivity NAMO Wifi (TEIM Reference Section: 11.3, 11.6, 11.7)	HOD Computer, Mentor Prof H.M. Rathod Asst Prof Comp, Convener	Prof N R Agrawat Asst Prof EC, Member Prof S R Kotecha Asst Prof Comp, Member Prof R J Khimani Asst Prof Comp Member Prof H R Patel Asst Prof IC, Member Prof Hiral M Shah Asst Prof Mech, Member Prof D S Vyas Asst Prof IC, Member Prof Sheetal Nagar Asst Prof Comp, Member
G	Institute Website (TEIM Reference Section: 11.3, 11.6, 11.7)	HOD Computer Mentor Prof S R Kotecha Asst Prof	
H	Video Conferencing-CTE (TEIM Reference Section: 11.2, 11.6, 11.7)	HOD EC mentor Prof N R Agrawat Asst Prof EC, Convener	Prof H R Patel Asst Prof IC, Member
I	Supercomputer Facility Utilization and Awareness (As Per CTE Guideline)	HOD Computer Mentor Prof H K Molia Asst Prof Comp, Convener	Prof S R Kotecha Asst Prof Comp, Member Prof R J Khimani Asst Prof Comp Member
J	BISAG (TEIM Reference Section: 4.2)	HOD EC Mentor Prof B H Nagpara Asst Prof EC, Convener	Prof H R Patel Asst Prof IC, Member Shri D V Shukla EC, Member
7	Head, Amenities & Services	Prof. R.N. Chovatliya	Asso. Prof. (Mech.)
A		Prof B S Raval, Asst Prof., App. Mech., Convener	Departmental Coordinators Shri Dhaivat Shukla, EC, Member
B	Canteen (TEIM Reference Section: 8.5.3.8, 7.8.8)	Prof. V C Rajyaguru, Asst. Prof. IC, Convener	Prof. B H Nagpara, Asst. Prof. EC, Member Prof. D S Vyas, Asst. Prof. IC, Member Prof. V. N. Kalola Asst. Prof. Mech Member Prof. Poonam Parmar, Asst. Prof. Elect, Member Prof. Hitesh Karkar, Asst. Prof. Elect, Member
C	Student Store-Reprography (TEIM Reference Section: 8.5.3.8, 7.8.8)	Prof. V C Rajyaguru, Asst. Prof. IC, Convener	Prof Hardik Patel Asst Prof IC, Member Prof D R Bhatti Asst Prof Mech, Member Shri N J Parmar Admin Member
D	Common Infrastructure Allocation-Maintain Auditorium Conference-Seminar Rooms- PA-Projector Setup	Prof Shilpa N Chavita, Asst. Prof., Civil, Member	Prof Hardik Patel Asst Prof IC, Member Prof Nirali Madhuk Asst Prof Comp, Member Prof. Jigisha Sureja, Asst. Prof. EC, Member Prof. H M karkar, Asst. Prof., Elec., Member Shri N J Parmar Admin Member Shri J U Parmar Mech Member Shri Dhaivat Shukla EC, Member



E	Housekeeping-Gardening-LLCC(TEIM Reference Section:6.4,6.5)	Dr. V R Sharma, Asst. Prof., App.Mech.,convener	Hostel Warden Members
		Prof. Hema Dhadhal,Admin. Co Convener	Prof. R P Sanghani, Asst .Prof., EC, Member Prof U R Bhuya Asst Prof Auto Member Prof. Hitesh Karkar Asst. Prof. Elect, Member Prof H R Patel Asst Prof IC, Member Prof. Hiral, M Shah Asst. Prof. Mech, Member Prof. V. J. Rupapara Asst. Prof. Power Electronics, Member Prof R D Ambaliya Asst Prof Civil, Member Prof S D Bhandari Asst Prof Comp Member Prof Divya N Panchotiya Asst Prof Phy, Member Shri N J Parmar Store member
8	Head, Training, Placement,Entrepreuner Industry & Outreach:	Prof. K B . Bhoyaniya	Asso.Prof.(IC)
A	Placement Cell-Institute -Industry-Linkages-MoU (TEIM Reference Section:4.2.,4.3,4.4,4.5,4.6)	Prof. H P Koringa, Asst. Prof. EC,Convener TPO	Departmental Coordinators
		Prof. M A Dhankot, Asst. Prof.Ap Mech.,Trg Internship. Coordinator, Prof. V. J. Rupapara, Asst. Prof. Power Electronics, Trg Internship, Coordinator	
B	E-Newsletter, Department Broucher-Event Reporting Media Coordination(TEIM Reference Section:1.4.3.)	Prof. J S Pandya, Asst. Prof. EC,Convener	Departmental Coordinators
C	Professional bodies,Student Chapters(TEIM Reference Section:1.7,1.9,1.10,2.7,2.8,2.9)	Dr. V R Sharma, Asst. Prof. App.Mech.,Convener	Departmental Coordinators
D	GATE-Higher & Abroad Studies Club(TEIM Reference Section:1.7,1.9,1.10,2.7,2.8,2.9)	Prof. Jay S Pandya, Asst. Prof. EC, Convener	Departmental Coordinators
E	Finishing School-SCOPE(TEIM Reference Section:4.2.13)	Dr. A K Shukla, Asst. Prof. English,	Departmental Coordinators
		Dr. Sanghamitra S .Bhatt, Asst. Prof. English Co-coordinator	Dr Archna Dubey Asst Prof English,Co-convener
F	Alumni Association(TEIM Reference Section:15)	Dr. R. D. Mehta, Asst. Prof. EC, Convener	Departmental Coordinators
G	Entrepreneur Cell(TEIM Reference Section:4.2.12)GKS-PMKVY-Skill Development Training-In House and online(TEIM Reference Section:4.2.16,4.5,4.6,14.1,14.8,14.9)	Dr. R K Shukla, Asst. Prof. IC, Convener	Departmental Coordinators
H	Placement Fair(TEIM Reference Section:4.3.6,2.4,2.8,2.9)	Prof. M P Jani, Asso. Prof. IC,Convener	Departmental Coordinators
I	Centre of Excellence(TEIM Reference Section:14)- Student training -In houseTraining	Prof. M P Jani ,Asso. Prof. IC,Convener	Mechanical Department Coordinators(4)
		Dr J K Dadhania Asst Prof Mech, Co-Convener	IC department Coordinators(3) EC Department Coordinator
			Elect Department Coordinator
9	Head, Special Initiatives at the Institute:	Dr S M Shah	Prof. (Comp.)
A	Institute NBA(As Per CTE Guideline)	Dr. S M Shah, Prof. Comp. , Coordinator	Departmental Coordinators
		Prof. S B Parmar,Asso.Prof.EC, Co-Coordinator	
		Prof. Ashaben M Joshi, Asso. Prof. Civil, Co-Coordinator Prof. H I Joshi, Asso.Prof.Mech., Co-Coordinator	
B	Post TEQIP Activity(As Per CTE Guideline)	Prof. Ashaben M Joshi, Asso Prof Civil,Convener	Dr. M D Tiliya, Asst. Prof .Comp,Member
C	SSIP-MHRD ICC (As Per CTE Guideline) & ARIA Survey	Prof. K B Rathod, Asso.Prof. Elect, SSIPCoordinator	Departmental Coordinators
		Prof. P M Plithadiya, Asst. Prof. IC, SSIP Co-Coordinator	Shri. D. V Shukla,EC,Incubation Centre
D	RUSA(TEIM Reference Section:4.5,3,4,6)	Dr. Hardik Molla, Asst. Prof .Comp, Convener	Prof. B H Naqpara, Asst. Prof. EC, Member Prof. Shilpa N.Chavda, Asst. Prof. Civil, Member Prof. Poonam Parmar Asst. Prof. Elect, Member Prof. MD Tiliya, Asst. Prof. Comp. , Member Prof. Prashant K. Rathod, Asst. Prof. , Physics Prof. S.K Parmar, Asst. Prof. IC. , Member Prof.V.N. Kalola , Asst. Prof. Mechanical, Member



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10 Head, Hostel Facilities (TEIM)	Prof K B Rathod	Asso. Professor (Elect.)
Rector	Prof. K B Rathod, Asso. Prof., Elect	Prof. P R Basia, Asst. Prof. Mech, Floor Supervisor
Asst Rector	Dr. J. J. Goswami, Asso. Prof., Mech	Prof. Hitesh Karkar, Asst. Prof. Elect, Floor Supervisor
Warden-A1	Prof. B S Raval, Asst. Prof., Civil	Prof. S D Bhandari, Asst. Prof. Comp. Floor Supervisor
Warden-A2	Prof. Y A Joshi, Asst. Prof., Mech	Prof. R M Parmar, Asst. Prof. IC, Floor Supervisor
Warden-B	Prof. D R Bhatti, Asst. Prof. Mech	Prof. D R Bhimani, Asst. Prof. Civil, Floor Supervisor
Hostel office	Shri. N J Parmar, Admin Store Clerk	Prof. P A Lathiya, Asst. Prof. EC, Floor Supervisor
Hostel office	Shri. J U Parmar, Mech., Hostel Clerk	Shri. S D Parmar, IC, Hostel Clerk

All Activity Head, Convener, Members and other role assigned against their name has to carry out duties in coordination with concern and associated activities as specified in TEIM Guideline of TEIM and related circulars and their amendments time to time issued by Principal, Director of Technical Education and Education Department. All faculties has to do minimum 40 hours per week work related to direct teaching, professional development, student project, co-curricular activities, industry interaction, research and publication, consultancy, outreach and assigned administrative duties. Priority should be given to teaching activities; administrative duties should be done in free time slot in academic time table. In case of priority of administrative duties due to urgent assignment, alternative arrangement for teaching activity must be done in liaison with head of the department. All the activity head should ensure that all the activities under them are completed in time line. Faculties should avoid direct reporting to principal unless there is some emergency situation. They should report to concern activity head first and if required activity head can interact with principal.

The list of department coordinators is mentioled in Annexure -1 attached herewith.

Principal, Government Engineering

College, Rajkot

CC: All faculty and staff members through Head Of Department through E- Mail, Establishment section

FWC: Director of Technical Education, Gandhinagar

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Annexure 1 List of Departmental Coordinators

Sr	Activity	CIVIL	ELECTRICAL	EC	IC	COMPUTER	Auto	MECHANICAL	Hum.&Scis.
2	Human Resource Activity Head								
E	Training (Staff)(TEIM Reference Section:1.6,and chapter 4)	Prof.S N Chavda	Prof Shilpa L Kaila	Prof M J Patel	Prof. S.K.Parmar	Prof Nirali N Madhak	Prof H.M. Shah	Prof H.M. Shah	Dr B M Kakrocha
G	COGENT - Microsoft team as per CTE guidelnes	Prof K J Savaliya	Prof Shilpa L Kaila	Prof R D Mehta	Prof.K.G.Nandaniya	Prof Shyam R Kotecha	Prof N A Kureshi	Prof N A Kureshi	Dr N D Abhangi
3	Head, Store & Procurement								
	Store-Procurement-Maitenance- Repair-outsourcing-Service AMC - GeM-Institute Write-off and Audit etc.(TEIM Reference Section:8.2,8.3,8.4,8.5,8.6,8.7,8.8)	Prof.S N Chavda	Prof Poonam N Parmar	Prof D R Keralaia	Prof. S.K.Parmar	Prof Ravi J Khimani	Prof. K. R. Der	Prof. K. R. Der	Dr T K Patbak
4	Head, Student Affairs activities , GTU Activity(TEIM Reference Section:7.4,7.7.7.8)								
A	GTU cell	Prof.P B Somaiya	Dr H M Karkar	Prof B J Makawana	Prof.D.S.Vyas	Prof Harech M Rathod	Prof U R Bhuva	Prof V N Kalola	Dr S S Bhatt
B	Student Section(TEIM Reference Section:7.2,7.7.7.8)	Prof.R D Ambaliya	Prof Shilpa L Kaila	Prof B H Nagpara	Prof.M.M.Dave	Prof Sanjay D Bhanderi	Prof L.M.Rola	Prof L.M.Rola	Dr S G Sonchhatra
C	Student Scholarship (TEIM Reference Section:7.3,7.7.9)	Prof.R D Ambaliya	Prof Deepali V Bavlecha	Prof. P. R. Pandya	Prof. R.M.Parmar	Prof Komal K. Shah	Prof N.A.Kureshi	Prof N.A.Kureshi	Dr D D Padiya
5	Head, Academics								
B	Institutional Time table Co-ordination(TEIM Reference Section:1.2,1.9,1.10)	Prof.S N Chavda	Prof Poonam N Parmar	Prof N L langhoja	Prof.K.G.Flora	Prof Komal K Shah	Prof B J Makwana	Dr. J.K.Dadhaniya	Dr A K Shukla
C	Academic Inspection for DTE, GTU & Others (TEIM Reference Section:1.4,1.9,1.10)	Prof.R M Rachechh	Dr H M Karkar	Prof H P koruga	Prof.H.V.Kannad	Prof Sohil M Gambhir	Prof B J Makwana	Dr. J.J.Goswami	Dr N D Abhangi
D	AICTE 360 degree feedback & Student Feedback(TEIM Reference Section:16.6.2)	Prof.P B Somaiya	Prof Poonam N Parmar	Prof P. R. Pandya	Prof.K.G.Nandaniya	Prof Mahesh D Titiya	Prof U R Bhuva	Dr. J.K.Dadhaniya	Dr H M Makadia
E	Student Performance and Result Analysis(TEIM Reference Section:1.3,1.9,1.10)	Prof.P B Somaiya	Prof Deepali V Bavlecha	Prof R. P. Sanghani	Prof.P.N.Balai	Prof Mahesh D Titiya	Prof U R Bhuva	Prof V N Kalola	Dr H M Makadia
F	AICTE Approval-GTU Affiliation & NIRF/GSIRF/AISHE Survey/CII Survey(TEIM Reference Section:1.4,1.9,,10,12)	Prof.D R Bhirani	Prof Shilpa L Kaila	Prof R G Mehta	Prof. S.K.Parmar	Prof Mahesh D Titiya	Prof B J Makwana	Prof.M.K.Khunti	Prof P K Rathod
G	VirtualLab & NPTEL local chapter	Prof.S S Chourushi	Prof Deepali V Bavlecha	Prof M J PATEL	Prof.D.K.Chotaliya	Prof Trupti M Kodnariya	Dr. J.K.Dadhaniya	Dr. J.K.Dadhaniya	Prof D N Fanchotia
H	AICTE PARAKH Portal	Prof.B S Raval	Prof Poonam N Parmar	Prof J A aureja	Prof. S.K.Parmar	Prof Mahesh D Titiya	Prof. K. R. Der	Prof. K. R. Der	Prof P K Rathod

[Handwritten Signature]



Sr	Activity	CIVIL	ELECTRICAL	EC	IC	COMPUTER	Auto	MECHANICAL	Hum.&Scis.
7	Head, Amenities & Services								
A	Library (TEIM Reference section 9)		Prof Poonam N Parmar	Prof M J PATEL	Prof.K.G.Nandaniya		Prof U R Bhurva	Prof R. P Acharya	Prof D N Panchotia
8	Head, Training, Placement, Entrepreneur Industry & Outreach:								
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B	E-Newsletter, Department Broucher-Event Reporting Media Coordination(TEIM Reference Section:1.4.3.)	Prof. V R Sharma	Prof Poonam N Parmar	Prof N R Agraval	Prof.P.N.Balai	Prof Mahesh D Tiya	Prof B J Makwana	Prof. M.K.Khuzti	Dr A K Shukla
C	Professional bodies, Student Chapters(TEIM Reference Section:1.7,1.9,1.10,2.7,2.8,2.9)	Prof.M A Dhankot	Dr H M Karkar	Prof J S Pandya	Prof.R.K.Shukla	Prof Haresh M Rathod	Prof B J Makwana	Prof D R Bhatti	Dr H M Makadia
D	GATE-Higher & Abroad Studies Club(TEIM Reference Section:1.7,1.9,1.10,2.7,2.8,2.9)	Prof.V R Sharma	Prof Shilpa L Kaila	Prof J S Pandya	Prof.K.G.Flora	Prof Haresh M Rathod	Prof. H J Joshi	Prof H J Joshi	Dr A B Dubey
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F	Alumni Association(TEIM Reference Section:15)	Prof.M A Dhankot	Prof Deepali V Bavlecha	Prof R D Mehta	Prof.K.G.Nandaniya	Prof Jahvi V Doshi	Prof U R Bhurva	Prof. R.L.Patel	Dr S S Bhatt
G	Entrepreneur Cell(TEIM Reference Section:4.2.12)GKS-PMKVY-Skill Development Training-In House and online(TEIM Reference Section:4.2.16,4.5,4.6,14.1,14.8,14.9)	Prof.M A Dhankot	Prof V J Rupapara	Prof P A Lathiya	Prof.H.V.Kannad	Prof Sheetal J Nagar	Prof U R Bhurva	Prof. R.L.Patel	Dr B M Kakrecha
H	Placement Fair(TEIM Reference Section:4.3,6,2.4,2.8,2.9)	Prof.M A Dhankot	Prof V J Rupapara	Prof P A Lathiya	Prof.D.K.Chotaiya	Prof Jahvi V Doshi	Prof U R Bhurva	Prof. Y A Joshi	Dr A B Dubey
I	Centre of Excellence(TEIM Reference Section:14)- Student training -in house Training		Prof V J Rupapara Prof Deepali V Bavlecha	Prof D R Bhojani	Prof.H.V.Kannad Prof.D.K.Chotaiya Prof. S.K.Parmar Prof.H.V.Kannad			(1) Dr. J.K.Dashaniyaa (2) Prof.R.N.Chevotia (3) Prof P R Batta (4) Prof. Vikash Sinha	
9	Head, Special Initiatives at the Institute:								
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C	SSIP-MHRD ICC (As Per CTE Guideline) & ARMA Survey	Prof.S N Chavda	Prof V J Rupapara	Prof P R. Pandya	Prof.P.N.Balai	Prof Sheetal J Nagar	Prof P B Mandzakaka	Prof P B Manchanaka	Dr T K Pathak




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