

**GENERAL DEPARTMENT  
DEPARTMENTAL WORK DISTRIBUTION**

Date: 11/07/2025

Sr No.	Name of Portfolio	Portfolio Coordinator	Team Members	Activities
1	Departmental Administrative work, Account Section	D A Patel A K Rathod	NJM	Correspondance with CTE and external agencies and All the administration related work, Duties related to account section
2	Time table/ Interdisciplinary subject/Common Subject/ Overload/Academic Monitoring	Y M Parmar	P M Gadhavi T J Patel	Master time table and Individual faculty time table, Overload file, Departmental Academic calender, GTU academic calender and related record mantainance, Old Students backlog notice
3	Cogent/Karmyogi/MIS portal , UDYAM/NPTEL Platform	H S Shukla		Work related to NPTEL, Cogent/Karmyogi/MIS portal
4	360 degree/ CTE feedback, API, Students Performance and Analysis	F J Narsingani J M Panchal		Feedback related work
5	Co-curricular Activities, Finishing School, STTP	V J Patel AKR, HSS		Work related to Co-curricular, Finishing School, STTP
6	GTU Exam related	P M Gadhavi		Mark entry allocation to faculty Assessment allocation to faculty, etc.
7	First Year Mid sem Exam co-ordinator	F J Narsingani V J Patel	A K Rathod <del>AKR, HSS</del>	Mid sem Exam time table, block arrangement, supervision list, stationary for mid sem exam
8	Department Store/ Dead stock, Maintanance/new item Purchase/Vikaslakshi	J M Panchal V J Patel		Dead stock, expendable, TEQIP and furniture registers, Physical verification certificate, List of write off items, Vikashlakshi proposal, item to be purchased /planned and related record
9	AICTE /AISHE/GTU/UGC affiliation Academic Inspection (DTE/GTU)/NIRF/SIRF/Institute Ranking	DAP N J Modi N D Patel		Coordination of database management for AICTE/AISHE/GTU/UGC affiliation etc. Coordination of academic inspection(DTE/GTU), NIRF, SIRF, etc.
10	Departmental NBA work	N D Patel	P M Gadhavi V J Patel	All work which is ask by central or other departmental NBA committee
11	CIVIL and Electrical Maintenance	Y M Parmar		Civil and Electrical Maintenance work and liasoning
12	House Keeping and Cleanliness	Y M Parmar N D Patel	J M Panchal <del>AKR, HSS</del>	Works related to House Keeping and Cleanliness
13	Departmental newsletter	T J Patel , HSS		Prepare departmental news letter
14	Departmental library, Seminar Hall and Common amenities of General	T J Patel N J Modi		Works related to Departmental library, Seminar Hall and Common amenities of General
15	Student Grievence, Anti Ragging	D A Patel F J Narsingani P M Gadhavi		Duties related to Student Grievence and Anti Ragging

Each faculty who is member of institute portfolio, have to work as a departmental co-ordinator also.

HEAD  
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