

Sardar patel University
Vallabh Vidyanagar
Organization chart of Estate section

| Sr. No | Empl. No. | Name of the Employee | Designation |
|---------------|------------------|-----------------------------|----------------------------------|
| 1 | 1020 | Parag N. Vaidya | University Engineer |
| 2 | 1309 | Narendrasinh N. Raj | Jr. Engineer |
| 3 | 905 | Gautamkumar G. Patel | Head clerk |
| 4 | 1064 | Rajesh P. Parmar | Sr. Clerk |
| 5 | 1270 | Vipul H.. Rathva | Jr.. Clerk |
| 6 | 837 | Mahesh K. Sathwara | Mason |
| 7 | 641 | Purushottam C. Mahida | Plumber |
| 8 | 1061 | Ravjibhai S. Parmar | Plumber |
| 9 | 1024 | Ramanbhai C. Machi | Guest House Att. |
| 10 | 767 | Vijay C. Chauhan | Pump man |
| 11 | 709 | Chiman M. Vaghela | Pump man |
| 12 | 813 | Ramesh D. Bhoi | Peon (V.C. Bungalow) |
| 13 | 1164 | Harshad Bhadesiya | Peon |
| 14 | 1045 | Bharatbhai D. Harijan | Peon (University Guest House) |
| 15 | 1086 | Vithalbhai J. Solanki | Sweeper |
| 16 | 490 | Rajnikant V. Harijan | Sweeper |
| 17 | 1029 | Rameshbhia U. Harijan | Peon |
| 18 | 899 | N. B. Bariya | Helper to Gardener |
| 19 | 1306 | M. U. Mansuri | Peon (Nehru Hall) |
| 20 | 1116 | Bhailal Z. Harijan | Sweeper |
| 21 | 1108 | Santilal. A. Paramar | Peon |

Function and duties of staff of the Estate Section.

(1) University Engineer – Mr. Parag N. Vaidya

Construction of New building, Extension and Renovation

- » Execution and close supervision for construction of various University's buildings i.e. Building for department, hostels, quest house, etc. under UGC five year plan grants and other funds.

Routine Repairs Maintenance

- » To plan execute and supervise the different types of work viz. civil, carpentry, plumbing, fabrication, glass-fitting, etc. under budget allocation “Repairs and maintenance of Building” by the state Government.
- » Planning, supervision and execution of maintenance work for 386 quarters, 6 Hostels, 3 Guesthouse, P. G. Departments, Vice-Chancellor Bungalow and other University properties viz. (i) Health Centre, (ii) Bhaikaka Library, (iii) Computer Center, (iv) Community Science Center, (v) Student Center, (vi) Balwadi.

Other Functions

- » Planning execution for purchase of furniture for University Departments, Hostels, Support Service, Guest House, etc.
- » To Plan , execute and Maintenance of Drainage system for University campus and Colony buildings.
- » To execute and maintain water works for University campus and University colony.
- » To plan and execute different types of renovation work under different UGC grant for various department under SAP/COSIST/CAS Programme.
- » Liasion with MGVCL for getting electrical connection for new buildings and additional requirement of excising buildings.
- » Liasion with Mamlatdar, Prant Officer, RDC, Collector for University lands court cases and R&B department of Government of Gujarat for endorsement of building allotment problems.
- » Allotment of quarters to staff, research students and maintenance of a relevant registers for the same . i.e. Quarter allotment register, rent register.

- » Allotment of University Guest house and maintenance of a relevant register for the same. i.e. Guest House allotment register, rent register.
- » To get Na (Non Agriculture) Use permission for University Land for construction with the help of land consultant.
- » For annual convocation function, pandal, sitting arrangement, stage arrangement and color work.
- » Maintenance of MBs (Measurement Books) for all major maintenance works construction projects.
- » To maintain property register of University Buildings.
- » To maintain centralized stock register of various items purchased by University Department.
- » To Plan, execute color work for University building, Hostels as par availability of the budgets.
- » Interaction with UGC section for providing consultants documents for five years plan building. i.e. plans, estimates, completion certificate etc so as to get grant from UGC , New Delhi.
- » Interaction with Accounts section for tallying completed projects.
- » Preparation, maintenance of store registers with respect to purchase of materials for daily maintenance works i.e. plumbing, civil.
- » To prepare agenda, minutes of building committee and execute the recommendation of the committee.
- » To maintain and protect University lands by paying taxes, revenue, etc. to the authorities.
- » Liasion with University Architects, Structural consultants, for preparation of details plans, details estimates, tender documents.
- » preparation of tender with details specifications for certain work i.e. fabrication works, civil works.
- » To run the environmental conservation and management cell.
- » Empanelment of architects for UGC funded, University funded projects.

- » To plan, execute, supervise water proofing works for terrace and toilet blocks.
- » To plan, execute, supervision, paste control treatment work for university properties.
- » To plan, execute, supervise the glass fitting work for University building.
- » To plan, execute, supervision LP Gas supply system for various University Department, Hostels.

(2) Junior Engineer – Mr. Narendrasinh N. Raj

Construction of New building, Extension and Renovation

- » Execution and close supervision for construction of various University's buildings i.e. Building for department, hostels, quest house, etc. under UGC five year plan grants and other funds.

Routine Repairs Maintenance

- » To execute and supervise the different types of work viz. civil, carpentry, plumbing, fabrication, glass-fitting, etc. under budget allocation "Repairs and maintenance of Building" by the state Government.
- » supervision and execution of maintenance work for 386 quarters, 6 Hostels, 3 Guesthouse, 26 P. G. Departments, Vice-Chancellor Bungalow and other University properties viz. (i) Health Centre, (ii) Bhaikaka Library, (iii) Computer Center, (iv) Community Science Center, (v) Student Center, (vi) Balwadi.

Other Functions

- » To execution for purchase of furniture for University Departments, Hostels, Support Service, Guest House, etc.
- » To Plan , execute and Maintenance of Drainage system for University campus and Colony buildings.
- » To execute and maintain water works for University campus and University colony.
- » For annual convocation function, pandal, sitting arrangement, stage arrangement and color work.
- » Maintenance of MBs (Measurement Books) for all majjor maintenance works construction projects.

- » To execute color work for University building, Hostels as per availability of the budgets.
- » Interaction with Accounts section for tallying completed projects.
- » Liaison with University Architects, Structural consultants, for preparation of details plans, details estimates, tender documents.
- » preparation of tender with details specifications for certain work i.e. fabrication works, civil works.
- » To execute, supervise water proofing works for terrace and toilet blocks.
- » To execute, supervision, pest control treatment work for university properties.
- » To execute, supervise the glass fitting work for University building.
- » To execute, supervision LP Gas supply system for various University Department, Hostels.

(3) Head Clerk for Estate Store – Mr. Gautam G. Patel

1. Annual maintenance Contract for supply of goods, related to plumbing, Civil, Carpentry and Electrical items. Preparation of tenders, Tender Notices, forwarding tenders to Building committee for allocation of supply of material.
2. Submission for purchase of A.M.C. items as and when required in sufficient quantity.
3. Maintaining stock register, showing purchase – usage of each item and balance at the end of the financial year.
4. Inviting quotations for items not included in A.M.C. and formalities till purchase of the same.
5. Maintaining stock register for boys hostel – mess including utensils, gas cylinders etc.
6. Maintaining stock of essential material required for emergency works like PVC/GI Pipes and Accessories, fuses etc.

(4) Senior Clerk – Mr. Rajeshkumar P. Parmar

1. Quarter allotment of Teaching and Non-Teaching employees by observing the rules and regulations, forwarding submission for getting orders for allotment, letters of allotment etc.
2. Maintenance of quarter allotment register mentioning name of Occupants, Departments, Date of possession, Date of Vacating etc.
3. Circulation of Notification for allotment of all types quarters.
4. Taking possession of vacated quarters by following laid down rules.
5. Reply to objections raised by Auditors.
6. Typing of building committee minutes.
7. Tender Notice and all other formalities like Tender Opening, Preparation of Building Committee item, work order to the parties recommended by the Building Committee.
8. Formalities for University properties tax bills raised by Vallabh Vidyanagar Municipality etc.
9. All type of Typing work.
10. Procedure pertaining to refund orders for Earnest Money Deposit(EMD), Security Deposit(SD), Retention Money to the renderers.
11. Typing of important submission notes.
12. Formalities with respect to monthly Telephone bills i.e. maintenance of Telephone number wise bill register, forwarding the bills to the account section before due date of payment so as to avoid unwanted consequences like disconnection of services etc.
13. Preparation of Salary voucher of Daily wages hamal & suthar for monthly. And entry to the register.

(5) Junior Clerk – Mr. Vipul H. Rathwa

1. Quarter allotment of Teaching and students by observing the rules and regulations, forwarding submission for getting orders for allotment, letters of allotment etc.
2. Maintenance of quarter allotment register mentioning students name of Departments, Date of possession, Date of Vacating etc.
3. Taking possession of vacated quarters by following laid down rules.
4. Agenda and Minutes of Building Committee Meetings.
5. Tender Notice and all other formalities like Tender Opening, Preparation of Building Committee item, work order to the parties recommended by the Building Committee.
6. All type of Typing work.
7. Typing of important submission notes.
8. Formalities with respect to monthly quarters electricity bills i.e. maintenance of vacant quarters number wise bill register, forwarding the bills to the account section before due date of payment so as to avoid unwanted consequences like disconnection of services etc.
9. Correspondence with Department Heads, Sectional Heads, and support services Head etc.
10. Typing of Agenda and Minutes of Building Committee Meetings, circulars etc.
11. Preparation of vouchers under different Estate budget heads and forwarding the same to the Account Section.
12. Maintenance vacant of various Department auditorium Hall allotment register mentioning name of Departments, Date of possession, Date of Vacating etc.