



शांतिलाल शाह इंजनेरी महाविद्यालय

(गुजरात राज्य संस्थान)

सिदसर केम्पस, पोस्ट वरतेज, भावनगर - ३६४ ०६०

गुजरात, भारत

Shantilal Shah Engineering College

(Gujarat Government Institution)

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तारीख : 27/02/24

Office Order for Work Distribution: Year 2024

With immediate effect and till further orders, for the smooth functioning of the college, the following staff members are hereby instructed to carry out the work as mentioned below. This order replaces the previous office orders. All the out-going officers are to offer necessary cooperation/ guidance to the incumbent officers. It is also instructed to transfer the charge of all the relevant files/ documents/ passwords, as the case may be, under intimation to the undersigned. Further in case of change of work distribution or transfer, they have to submit to the file and related documents to the other sr. supporting officer.

Sr. No.	Work assigned	Office in charge	Supporting officer
(A) Student centric and academics			
01	Monitoring academic activities including results	Prof. (Dr.) V. M. Patel	All H.o.D.'s
02	Central Time Table Committee	Prof. A. U. Chhaya	Prof. K. G. Khatsuriya + One Representative from Each Departments
03	Hostel	Prof. P. S. Gosai (As per DTE Order)	Prof. M. V. Gojiya
04	Student Section	Prof. A. A. Pandya	Prof. (Dr.) N. B. Gohil, Prof. (Dr.) H. N. Bhatt, Prof. (Dr.) D. N. Vaishnav, Prof. B. M. Daxini, Prof. D. J. Desai, Prof. (Dr.) N. P. Nirmal (Enrollment), Prof. P. M. Chauhan (Enrollment), Shri P. H. Gohil - Jr. clerk (Enrollment),
05	PDDC Coordinator	Prof. H. M. Gandhi	---
(B) GTU Related Work Distribution			
06	Exam Form	Prof. M. P. Patel GTU Coordinator - B.E. Prof. A. A. Pandya GTU Coordinator - M.E.	Prof. (Dr.) N. B. Gohil, Prof. N. D. Achary, Shri P. H. Gohil - Jr. clerk
	Exam Stationary		Prof. (Dr.) P. H. Lakhani, Prof. T. S. Vala, Prof. U. A. Patel
	Block Arrangement		Prof. (Dr.) N. B. Gohil, Shri P. H. Gohil - Jr. Clerk, Shri A. G. Parmar - Lab. Assist.
	Exam Duty Order		Prof. (Dr.) P. H. Lakhani, Prof. (Dr.) N. B. Gohil, Shri P. H. Gohil - Jr. Clerk
	Exam Equipments Maintanace		Prof. (Dr.) M. K. Vala, Shri P. H. Gohil - Jr. Clerk
	Practical Exam Portal and order		Prof. (Dr.) J. G. Parmar
	Marksheet - Practical		Prof. A. D. Menia
	M, I, V Marks Entry		Prof. B. M. Daxini, Prof. D. D. Shangani, Prof. D. J. Desai

Billing & Payment - Theory		Prof. (Dr.) N. B. Gohil, Shri P. H. Gohil – Jr. Clerk Shri K. V. Gohil – Sr. Clerk Sm. N. G. Baraiya – Instructor
Billing & Payment - Practical		Prof. (Dr.) J. G. Parmar, Prof. A. D. Menia, Shri K. V. Gohil - Sr. Clerk, Sm. N. G. Bariaya – Instructor
Assessment - Manual		Prof. (Dr.) N. B. Gohil, Ms. Y. A. Kureshi – Sr. Clerk, Shri P. H. Gohil – Jr. Clerk
E - Assessment		Prof. (Dr.) N. P. Nirmal, Prof. N. D. Acharya
PMMS Portal & Design Engg portal		Prof. H. H. Maheta, Prof. N. B. Naik
Academic Calendar – MST		Prof. K. G. Khatsuriya, Prof. (Dr.) J. G. Parmar
GTU Result Data		Prof. (Dr.) H. N. Bhatt, Prof. D. J. Desai

(C) Scholarship Related Distribution

07	All Scholarship of Digital Gujarat & PMSSS	Prof. (Dr.) R. K. Jani	Prof. N. Y. Parghi
	Railway & Oher trust		Prof. (Dr.) N. P. Nirmal
	MYSY SSO		Prof. A. B. Jagani
	SC & ST		Prof. T. S. Vala
	National Scholarship Portal		Prof. N. B. Nayak
	GATE Scholarship for M.E. Students (AICTE)		Prof. A. U. Chhaya
	PM – USPY (PMSSS)		Prof. N. D. Acharya
	MYSY Nodal Officer (Help Centre)		Prof. M. U. Ghanchi, Prof. A. A. Rathod
	Building Construction & Labour Welfare Board		Prof. B. S. Joshi
08	Training & Placement Cell and GTU Internship	Prof. (Dr.) U. K. Chhaya, Prof. (Dr.) A. D. Kalani	Departmental Representatives
09	AICTE	Prof. B. N. Vaidya	Prof. (Dr.) B. J. Chudasama, Prof. S. J. Agrawat
10	NIRF / GSRF	Prof. B. N. Vaidya	Prof. (Dr.) H. N. Bhatt
11	AISHE	Prof. B. N. Vaidya	Prof. (Dr.) H. N. Bhatt
12	NBA Nodal Officer	Prof. (Dr.) H. S. Trivedi	Departmental Nodal Officer
13	DTE / GTU Academic Inspection and GTU Affiliation	Prof. (Dr.) R. C. Patel, Prof. M. A. Jajal	All H.o.D.'s
14	College News Letters	Prof. A. A. Pandya	Prof. (Dr.) U. K. Chhaya, Prof. N. P. Soni, Prof. (Dr.) P. H. Lakhani, Prof. (Dr.) D. N. Vaishnav
15	Guest / Expert lectures	Prof. (Dr.) D. N. Vaishnav	---
16	Student's Club	Prof. (Dr.) P. H. Lakhani	Departmental Representatives

(D) Administration and Mandatory

17	Administrative Officer	Prof. (Dr.) M. J. Vora	Prof. K. A. Mehta, Prof. N. D. Jogadiya, Prof. K. D. Chavda, Prof. K. P. Patel, Prof. H. H. Maheta, Prof. M. U. Ganchi
	Pay Fixation	Prof. (Dr.) H. S. Trivedi	Prof. (Dr.) M. K. Vala
	E – Sarkar	Prof. (Dr.) M. J. Vora	Prof. N. D. Joadiya, Prof. S. J. Agawat, Prof. H. H. Maheta
18	Nodal Officer – Staff Training	Prof. (Dr.) M. J. Vora	--
19	Account Officer	Prof. (Dr.) M. V. Bhatti	Prof. (Dr.) P. V. Parekh, Prof. (Dr.) D. G. Jani, Prof. (Dr.) D. B. Rangani, Prof. (Dr.) B. J. Chudasama, Prof. (Dr.) B. K. Borisaniya
20	Store Committee	Prof. R. A. Mehta Store Officer	Prof. (Dr.) V. J. Pandya, Prof. B. M. Trivedi, Prof. A. G. Gajjar, Prof. (Dr.) B. J. Chudasama
21	R & B Liaison	Head of Civil and Electrical Engineering	Departmental Representatives
22	Grievance Redressal Committee	Principal and Head of Department's	
23	Legal Matter	Prof. G. J. Chauhan	Prof. S. S. Chauhan
24	Women Anti-Harassment Cell	Prof. (Dr.) R. K. Jani	Prof. A. U. Chhaya, Prof. (Dr.) N. P. Nirmal, Prof. S. K. Patel
	Women Development & Girls Counselling Cell		Prof. B. S. Joshi, Prof. (Dr.) D. N. Vaishnav, Prof. K. P. Patel
25	Anti Ragging Committee & Discipline Committee	All HoD's, Hostel Rector's & Warden's	Shree. J. M. Chudasama – Lab. Assist.
26	Physically Disability Grievances Redressal Committee	Prof. A. A. Pandya	Prof. (Dr.) M. J. Vora, Prof. S. S. Chauhan, Prof. K. P. Patel
27	RTI	Prof. (Dr.) P. S. Ramanuj (P.I.O.)	Prof. M. K. Chudasama (APIO)
28	Security In Charge	Prof. (Dr.) A. A. Prajapati	Prof. R. A. Mehta
29	360° Feed Back	Prof. (Dr.) M. J. Vora	Prof. (Dr.) B. J. Chudasama, Prof. B. M. Daxini, Prof. K. G. Khatsuriya, Prof. (Dr.) B. K. Borisaniya, Prof. M. V. Gojiya, Prof. (Dr.) D. G. Jani, Prof. (Dr.) H. K. Sarvaiya, Prof. N. D. Jogadiya, Prof. N. D. Acharya
30	Entrepreneurship cell (EDI)	Prof. (Dr.) A. D. Kalani	Departmental Representatives
31	Industry Institute Linkage	Prof. (Dr.) B. D. Upadhyaya	Departmental Representatives

(E) Institute Facilities

32	Institute Website	Prof. (Dr.) B. K. Borisaniya	Prof. S. J. Agrawat, Prof. A. D. Menia
33	Campus Networking & Internet	Prof. (Dr.) M. S. Shah	Prof. (Dr.) M. K. Vala, Prof. C. H. Makawana, Prof. P. M. Chauhan
	CCTV		Prof. (Dr.) B. K. Borisaniya, Prof. P. M. Chauhan
	Video Conferencing		Prof. V. D. Parmar
	Wi Fi		Prof. N. S. Sanghani
34	House Keeping & Campus Development including MGSN	Prof. (Dr.) M. S. Shah Prof. (Dr.) V. M. Patel	Shree. J. M. Chudasama – Lab. Assist.
35	Library	Prof. (Dr.) D. H. Solanki	Shree. R. N. Mobarasa – Lab. Assist.
36	Canteen	Prof. A. A. Pandya	Committee Members

(F) Government Initiative

37	SSIP	Prof. (Dr.) M. S. Shah	Prof. M. A. Jajal, Prof. N. P. Soni, and Departmental representatives
38	RUSA Nodal Officer	Prof. (Dr.) D. B. Vaghela	Departmental representatives
39	Finishing School	Prof. (Dr.) D. N. Vaishnav	Departmental representatives
40	GKS – CNO / PMKVY	Prof. (Dr.) D. B. Vaghela	Departmental representatives
41	EBSB	Prof. (Dr.) A. A. Prajapati	Departmental representatives
42	COGENT	Prof. (Dr.) M. S. Shah	Departmental representatives
43	Integrated Module of Placement Apprenticeship cum Training (IMPACT)	Prof. N. B. Nayak	---
44	Psychology Cell	Principal	Prof. A. A. Pandya, Prof. (Dr.) M. J. Vora, Smt. K. M. Vora, Shree Nitaben Yadav – RP From Gov. Medical College, Prof. Savita Vaghela – RP from Psychological Dept – MKBU.
45	Recruitment Exam (GPSC / UPSC / Other Department)	Prof. A. A. Pandya	----

(G) Extra & Co curricular

46	Gymkhana	Cultural	Prof. (Dr.) M. S. Shah (Vice President)	Prof. A. A. Pandya
		Sports		Prof. (Dr.) D. B. Rangani
		Technical		Prof. (Dr.) H. S. Trivedi
47	NSS	Prof. (Dr.) P. H. Lakhani	Prof. (Dr.) N. P. Nirmal, Prof. (Dr.) J. G. Parmar, Prof. N. P. Soni	
48	NCC	Prof. P. S. Gosai	---	

All the officer in charge have to submit the report regarding output of the work assigned to the undersign at the end of the semester.



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Copy to: All concerns