

SHANTILAL SHAH ENGINEERING COLLEGE, BHAVNAGAR  
INFORMATION TECHNOLOGY DEPARTMENT  
DEPARTMENTAL WORK DISTRIBUTION, EVEN TERM 2023-24

Sr. No.	PORTFOLIO/WORK	COORDINATOR	CO-COORDINATOR		
1	Time Table, alternate arrangement and related work	N S Sanghani	C H Makwana	D D Sanghani	
2	Industrial Visit / Seminar / Expert lecture / Workshop arrangement for students	K V Patel	D B Vaghela	A D Meniya	
3	Student's mentor/counsellors (01 faculty per 30 students)	All Faculties			
4	Industry Institute Interaction Cell/ MOU Initiatives	S J Agravat	B K Borisaniya		
5	Project Coordinator for final year/Final year student internship work	P M Chauhan	S J Agravat		
6	Faculty and Supporting staff related data	C H Makwana	N S Sanghani	S S Chauhan	
7	Mid/Viva/Practical examinations conduct and GTU related work	C H Makwana	K V Patel	N B Nayak	D D Sanghani
8	Course coordinator (prepare/vodate course file as per NBA requirement, assessment and question paper set)	Subject Coordinator			
9	Student feedback	H H Maheta	P M Chauhan		
10	Result analysis	P M Chauhan	S J Agravat		
11	NBA coordinator of department-03 marks. Criterion coordinator/member-01 marks	D B Vaghela	S S Chauhan	K V Patel	
12	Academic Monitoring/IQAC	N S Sanghani	D B Vaghela	S S Chauhan	
13	Lab In charge (maintenance, cleanliness and utilization register, etc.	As per Departmental Order			
14	Scholarship related work	N B Nayak	K V Patel	C H Makwana	A D Meniya
15	Website Designing and Maintenance	S J Agravat	B K Borisaniya	N S Sanghani	
16	COGENT	H H Maheta	C H Makwana		
17	CWAN, LAN	P M Chauhan	C H Makwana		V D Parmar
18	CCTV	B K Borisaniya	N S Sanghani	P M Chauhan	
19	Wi-Fi	N S Sanghani	S J Agravat		
20	LLCC/Cleanliness of department's area	N B Nayak	S J Agravat	D D Sanghani	
21	Purchase/written-off and GEM related work	K V Patel	N S Sanghani	H H Maheta	
22	Newsletter/E-magazine/Media	H H Maheta	N B Nayak		
23	Organize Faculty development program	B K Borisaniya	N S Sanghani		
24	RTI	S S Chauhan	N B Nayak		
25	100 ACTIVITY POINT	N B Nayak	V D Parmar	D D Sanghani	
26	RUSA	S S Chauhan	D B Vaghela		
27	SSIP & HACKATHON	P M Chauhan	H H Maheta		
28	LIC, GTU, DTE & ALL TYPE OF INSPECTIONS, AFFILIATION, AICTE, NIRE, GSIRF, AISHE	H H Maheta	D B Vaghela	P M Chauhan	
29	ALUMNI RECORD	S J Agravat	P M Chauhan		
30	COE AND INNOVATION	D B Vaghela	B K Borisaniya		
31	Techno Club	D B Vaghela			
37	Non Tecnical Club	N B Nayak			
32	ABC ID	S S Chauhan	A D Meniya		
33	Training & Placement	B K Borisaniya	S J Agravat		
34	Design Engineering Coordinator	C H Makwana	A D Meniya		
35	Finishing School	N B Nayak	V D Parmar		
36	Computer Maintenance	K V Patel	S S Chauhan	V D Parmar	

  
HOD IT  
H. O. D. (I. T. Dept.)  
S. S. Engineering College  
Bhavnagar.

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