



શાંતિલાલ શાહ ઇજનેરી મહાવિદ્યાલય
(ગુજરાત રાજ્ય સંસ્થાન)
સિદ્ધાર કંપસ, પોસ્ટ વર્તેજ, ભાવનગર - ૩૬૪ ૦૬૦
ગુજરાત, ભારત
Shantilal Shah Engineering College
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NO. SSEC/ESTA/ 375

Date : 03/5/25

Office Order for Work Distribution: Year 2025

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. (Dr.) P. B. Trivedi	Prof. K. G. Khatsuriya + One Representative from Each Departments
03	Hostel	Prof. B. D. Upadhyay	Prof. M. V. Gojiya
04	Student Section	Prof. A. A. Pandya	Prof. (Dr.) H. N. Bhatt Prof. (Dr.) D. N. Vaishnav Prof. B.M. Trivedi Prof. (Dr.) N. P. Nirmal (Enrollment), Prof. P. M. Chauhan (Enrollment), Shri P. H. Gohil - Jr. clerk (Enrollment),
05	ACPC (Admission Committee)	Prof. (Dr.) H. N. Bhatt	Prof. (Dr.) N. P. Nirmal, Prof. A. G. Gajjar, Prof. M. H. Rathod, Prof. M. K. Bhatt, Prof. N. B. Nayak
06	PDDC Coordinator	Prof. T. B. Maniar	---
(B) GTU Related Work Distribution			
07	Exam Form	Prof. A. B. Parmar GTU Coordinator - B.E.	Prof. M. K. Bhatt, Prof. N. D. Achary, Shri P. H. Gohil - Jr. clerk
	Exam Stationary		Prof. (Dr.) P. H. Lakhani, Prof. U. A. Patel, Prof. V. S. Chaudhri
	Block Arrangement	Prof. A. A. Pandya GTU Coordinator - M.E.	Prof. P. H. Lakhani, Shri P. H. Gohil - Jr. Clerk, Shri A. G. Parmar - Lab. Assist.
	Exam Duty Order	Prof. P. H. Lakhani, GTU Co-coordinator - B.E. & M. E.	Prof. (Dr.) S. J. Agravat, Prof. (Dr.) H. K. Sarvaiya, Shri P. H. Gohil - Jr. Clerk
	Exam Equipments Maintenance		Prof. (Dr.) D. B. Vaghela, Shri P. H. Gohil - Jr. Clerk
	Practical Exam Portal and order		Prof. J. G. Parmar,

	Marksheet - Practical		Prof. A. D. Meniya
	M, I, V Marks Entry		Prof. B. M. Daxini, Prof. D. D. Shanghani
	Billing & Payment - Theory		Prof. (Dr.) S. J. Agravat, 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. Baraiya - Instructor
	Assessment - Manual		Prof. (Dr.) P. B. Trivedi, Ms. Y. A. Kureshi - Sr. Clerk, Shri P. H. Gohil - Jr. Clerk
	E - Assessment		Prof. (Dr.) H. K. Sarvaiya, Prof. N. D. Acharya
	PMMS Portal & Design Engg portal		Prof. H. H. Maheta, Prof. N. B. Nayak
	Academic Calendar - MST		Prof. K. G. Khatsuriya, Prof. (Dr.) J. G. Parmar
	GTU Result Data		Prof. (Dr.) H. N. Bhatt, Prof. A. G. Gajjar

(C) Scholarship Related Distribution

08	All Scholarship of Digital Gujarat & PMSSS		Prof. N. Y. Parghi
	Railway & Other trust		Prof. (Dr.) N. P. Nirmal
	MYSY SSO		Prof. (Dr.) D. H. Solanki
	SC & ST		Prof. B. H. Solanki
	National Scholarship Portal	Prof. M. N. Panchal	Prof. N. B. Nayak
	GATE Scholarship for M.E. Students (AICTE)		Prof. K. B. Gohil
	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. M. R. Dave
09	Training & Placement Cell and GTU Internship	Prof. (Dr.) D. J. Variya	Departmental Representatives
10	AICTE	Prof. B. N. Vaidya	Prof. D. P. Advani, Prof. S. J. Agrawat
11	NIRF / GSRF	Prof. B. N. Vaidya	Prof. (Dr.) H. N. Bhatt
12	AISHE	Prof. B. N. Vaidya	Prof. (Dr.) H. N. Bhatt
13	NBA Nodal Officer	Prof. P. S. Ramanuj	Departmental Nodal Officer
14	DTE / GTU Academic Inspection and GTU Affiliation / NEP	Prof. V. B. Pandya, Prof. D. H. Solanki	All H.O.D.'s
15	College News Letters	Prof. A. A. Pandya	Prof. N. P. Soni, Prof. (Dr.) P. H. Lakhani, Prof. (Dr.) D. N. Vaishnav, Prof. N. B. Nayak
16	Guest / Expert lectures	Prof. (Dr.) D. N. Vaishnav	Prof. N. P. Soni, Prof. (Dr.) H. N. Bhatt, Prof. S. K. Patel

17	Student's Club	Prof. (Dr.) P. H. Lakhani	Departmental Representatives
(D) Administration and Mandatory			
18	Administrative Officer	Prof. V. N. Modi	Prof. K. A. Mehta, Prof. N. D. Jogadiya,
	Pay Fixation	Prof. (Dr.) V. J. Pandya	Prof. H. H. Maheta, Prof. M. U. Ghanchi
	E – Sarkar	Prof. K. A. Mehta	Prof. N. D. Jogadiya, Prof. S. J. Agawat, Prof. H. H. Maheta
19	Nodal Officer – Staff Training	Prof. K. A. Mehta	--
20	Account Officer	Prof. R. A. Mehta	Prof. (Dr.) D. B. Rangani, Prof. (Dr.) H. K. Sarvaiya Prof. D. P. Advani, Prof. B.M. Daxini
21	Store Committee	Prof. (Dr.) M. D. Solanki Store Officer	Prof. (Dr.) V. J. Pandya, Prof. B. M. Trivedi, Prof. A. G. Gajjar
22	R & B Liaison	Head of Civil and Electrical Engineering	Departmental Representatives
23	Grievance Redressal Committee	Principal and Head of Department's	
24	Legal Matter	Prof. G. J. Chauhan	Prof. S. S. Chauhan
25	Women Anti-Harassment Cell	Prof. M. N. Panchal	Prof. (Dr.) N. P. Nirmal, Prof. S. K. Patel, Prof. N. M. Joshipura
	Women Development & Girls Counselling Cell		Prof. D. S. Shanghani, Prof. S. K. Patel, Prof. (Dr.) D. N. Vaishnav
26	Anti Ragging Committee & Discipline Committee	All HoD's, Hostel Rector's & Warden's	Shree. J. M. Chudasama – Lab. Assist.
27	Physically Disability Grievances Redressal Committee	Prof. A. A. Pandya	Prof. (Dr.) N. P. Nirmal, Prof. S. S. Chauhan
28	RTI	Prof. (Dr.) P. S. Ramanuj (P.I.O.)	Prof. M. K. Chudasama (APIO)
29	Security In Charge	Prof. (Dr.) B. D. Upadhyay	Prof. D. H. Solanki
30	Entrepreneurship cell (EDI)	Prof. (Dr.) B. D. Upadhyay	Departmental Representatives
31	Industry Institute Linkage	Prof. (Dr.) B. D. Upadhyay	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. K. V. Patel, 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. Shanghani
	Computer Maintenance (AMC)		Prof. S. S. Chauhan, Prof. K. V. Patel, Prof. V. D. Parmar
34	House Keeping & Campus Development including MGSN	Prof. (Dr.) V. M. Patel	Prof. V. B. Pandya, Prof. D.P. Advani, 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	Prof. J. B. Sarvaiya, Prof. (Dr.) D. B. Rangani Prof. K. V. Patel
(F) Government Initiative			
37	SSIP	Prof. (Dr.) M. S. Shah	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	Prof. J. G. Parmar – Co co-ordinator
40	GKS – CNO / PMKVY	Prof. (Dr.) D. B. Vaghela	Departmental representatives
41	EBSB	Prof. P. B. Trivedi	Departmental representatives
42	COGENT	Prof. (Dr.) H. H. Maheta	Departmental representatives
43	Integrated Module of Placement Apprenticeship cum Training (IMPACT)	Prof. N. B. Nayak	---
44	Psychology Cell	Principal	Prof. A. A. Pandya, 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. A. A. Pandya
		Sports	Prof. (Dr.) M. S. Shah (Vice President)
		Technical	Prof. (Dr.) D. B. Rangani
47	NSS	Prof. (Dr.) P. H. Lakhani	Prof. (Dr.) N. P. Nirmal
48	NCC	Prof. D. J. Variya	Prof. (Dr.) N. P. Nirmal, Prof. N. M. Joshipura Prof. (Dr.) J. G. Parmar, Prof. N. P. Soni
49	Press Media / Social Media Committee	Prof. A. A. Pandya	Prof. (Dr.) N. P. Soni, Prof. (Dr.) D. B. Rangani, Prof. (Dr.) D. N. Vaishnav

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