



શાંતિલાલ શાહ ઇજનેરી મહાવિદ્યાલય
(ગુજરાત રાજ્ય સંસ્થાન)
સિદસર કેમ્પસ, પોસ્ટ વરતેજ, ભાવનગર - ૩૬૪ ૦૬૦
ગુજરાત, ભારત

Shantilal Shah Engineering College
(Gujarat Government Institution)
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Ref. No. SSEC/ESTA/ 787

Date: 24/07/2026

Office Order for Work Distribution: Year 2026

With effect from 01/08/2026 and until further orders, for the smooth functioning of the college, the following staff members are assigned the work mentioned below. This Office Order supersedes all previous work distribution orders. All outgoing officers/officials shall hand over the charge of all relevant files, documents, records, passwords, and other related items to the concerned incoming officers/officials and extend full cooperation for the smooth transfer of work. In case of any future change in work distribution or transfer, the concerned officer/official shall hand over the charge to the newly assigned officer or the supporting officer under intimation to the undersigned.

a	Work assigned	Officer In-Charge	Supporting Staff
(A) Overall Coordinator of Administrative Sections - Prof. Alpesh A. Pandya			
01	Student Section	Prof. D. N. Vaishnav	- Prof. A. D. Meniya, Prof. J. G. Parmar - Prof. H. H. Maheta, Prof. N. B. Nayak - Prof. M. K. Bhatt, Prof. N. D. Acharya, - Shri P. H. Gohil - Prof. D. N. Vaishnav - Prof. M. K. Bhatt - Prof. M. V. Gojiya
02	GTU Coordinator	Prof. K. G. Khatsuriya GTU Coordinator Prof. N. S. Sanghani GTU Co-Coordinator	- Prof. H. K. Sarvaiya - Prof. D. P. Advani - Prof. S. J. Agravat - Prof. U. A. Patel, Prof. V. S. Chaudhari - Prof. T. B. Maniar, Prof. A. D. Meniya, Shri P. H. Gohil, Shri K. V. Gohil

		- exams) and expenditure file submission of GTU exams - Manual and E-assessment - Marks entry and Project based Learning		- Prof. D. K. Katariya - Prof. B. M. Daxini, Prof. D. D. Sanghani
03	Administration	- Administrative work - Pay fixation and IFMS	Prof. H. N. Bhatt	- Prof. N. D. Jogadiya - Prof. K. A. Mehta - Prof. S. J. Agravat - Prof. V. J. Pandya, Prof. M. U. Ghanchi
04	Account Officer		Prof. D. B. Rangani	- Prof. B. M. Daxini - Prof. H. K. Sarvaiya - Prof. N. D. Acharya - Prof. D. P. Advani
05	Store	- Store Committee - Purchase Committee - Write off	Prof. B. M. Trivedi	- Prof. M. K. Bhatt - Prof. J. G. Parmar - Prof. S. J. Vora

(B) Student centric and academics

06	Internal Quality Assurance Cell (IQAC)/CAS	- Monitoring academic activities - results analysis - DTE / GTU Academic Inspection - Academic Calendar - Student's feedback	Prof. A. B. Parmar	- Prof. B. K. Borisaniya - Prof. V. B. Pandya
07	Time Table/Overload Coordinator	- Central Time-Table Committee - Overload - First year PAT/RPAT	Prof. P. B. Trivedi	- Prof. D. K. Katariya - Prof. B. M. Trivedi
08	Hostel		Prof. B. N. Vaidya	Prof. R. A. Mehta
09	ACPC	- BE Admission - ME Admission - Maintaining admission related details	Prof. N. P. Nirmal	- Prof. A. A. Rathod - Prof. N. B. Nayak - Prof. M. H. Rathod

(C) Scholarship Related Work Distribution

10	Scholarship	- All Scholarship of Digital Gujarat & PMSSS - Railway & Other trust - Building Construction & Labour Welfare Board - MYSY Nodal Officer (Help Centre), MYSY SSO - SC & ST	Prof. B. D. Upadhyay	- Prof. N. Y. Parghi - Prof. M. H. Rathod - Prof. M. H. Rathod - Prof. M. R. Dave - Prof. S. S. Chauhan - Prof. B. H. Solanki
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		- National Scholarship Portal - GATE Scholarship for M.E. Students (AICTE) - PM - USPY (PMSSS)		- Prof. N. M. Joshipura - Prof. J. S. Dixit
11	Training and Placement Cell	- Training & Placement Cell and GTU Internship - Integrated Module of Placement Apprenticeship cum Training (IMPACT)	Prof. D. J. Variya	Dept representative
12	Industry Linkage/MOU	- Entrepreneurship Cell (EDI) - Industry Institute Linkage - MoU with industries	Prof. A. K. Dhandhia	
13	Institute Survey	- AICTE - NIRF / GSIRF - AISHE - DTE/GTU Affiliation	Prof. M. D. Solanki	- Prof. N. S. Sanghani - Prof. D. D. Sanghani - Prof. S. K. Patel - Prof. N. D. Jogadiya
14	NBA		Prof. P. S. Ramanuj	- Prof. M. R. Dave - Dept representative
15	NEP		Prof. D. H. Solanki	Prof. V. B. Pandya
16	Outreach	- College News Letters - Guest / Expert lectures - Student's Club, Student's chapter	Prof. A. A. Pandya	- Prof. D. N. Vaishnav - Prof. P. H. Lakhani - Prof. D. B. Vaghela
(D) Other Administrative and Mandatory Portfolios				
17	Staff Training	- STTP - Skill Development etc - To keep record of the trainings taken by the faculty members and the training required (if any) for CAS purpose	Prof. K. A. Mehta	Prof. H. H. Maheta
18	R & B Liaison /Civil, Electrical and R&B Related Work		HoD (Civil, Elect and Mech)	- Prof. K. B. Gohil - Prof. J. B. Sarvaiya - Prof. N. D. Jogadiya
19	Legal Matter		Prof. G. J. Chauhan	Prof. S. S. Chauhan
20	RTI		Prof. P. S. Ramanuj	Prof. M. V. Gojiya
21	Grievance Redressal Committee	Grievance Redressal Committee (incl. Online Grievance Mechanism &	Principal	- Head of Dept - Prof. M. N. Panchal - Prof. P. B. Adalja

		University Ombudsman Liaison)		
		PwD grievances redressal Committee		
22	Women Development cell	- Women Anti-Harassment Cell / Internal Committee (IC) - POSH Act 2013 - Women Development & Girls Counselling Cell	Prof. M. N. Panchal	- Prof. D. N. Vaishnav - Prof. S. K. Patel - Prof. D. D. Sanghani - Smt. A. B. Dave
23	Anti Ragging Committee	Anti Ragging Committee & Discipline Committee	Prof. M. S. Shah	- All HoD - Hostel Rectors and warden - Prof. C. H. Makwana - Shri J. M. Chudasama - Smt. Y. A. Kureshi
24	SC/ST Cell	SC/ST Committee (Prevention of Atrocities Act)	Prof. C. H. Makwana	Shri A. G. Parmar
25	Equal Opportunity Cell	- Equal Opportunity Cell (SC/ST/OBC/Minority /EWS/PwD) - Especially abled	Prof. C. H. Makwana	- Prof. M. U. Ghanchi - Prof. P. B. Adalja - Shri A. G. Parmar
26	De addiction Committee	Anti-Drug / De-addiction Committee	Prof. P. H. Lakhani	- Prof. S. G. Harsora - Prof. K. V. Patel
27	Internal Audit Committee	Internal Audit Committee	Prof. N. D. Jogadiya	Prof. K. A. Mehta
28	Security In Charge	- Responsible for maintaining campus fencing/boundary security - to coordinate with the local municipal authority for removal, sterilization, and vaccination of any stray animals found on campus	Prof. B. D. Upadhyay	Prof. S. J. Vora

(E) Institute Facilities

29	Institute Website		Prof. B. K. Borisaniya	- Prof. S. J. Agravat, - Prof. A. D. Meniya
30	Internet related Matters	- Campus Networking & Internet - CCTV - Video Conferencing - Wi Fi	Prof. M. S. Shah	- Prof. C. H. Makwana, - Prof. K. V. Patel - Prof. B. K. Borisaniya, - Prof. P. M. Chauhan - Prof. B. K. Borisaniya - Prof. N. S. Sanghani, - Prof. C. H. Makwana - Prof. S. S. Chauhan

		Computer Maintenance (AMC)		
31	House Keeping	- House Keeping & Campus Development including MGSN, campus beautification, LLCC - Green Campus / Environment & Sustainability Committee	Prof. M. K. Chudasama	- Prof. P. M. Chauhan - Prof. M. H. Rathod - Prof. P. B. Adalja - Prof. K. D. Dodiya - Shri J. M. Chudasma
32	Library		Prof. D. H. Solanki	Shri R. N. Mobarsa
33	Canteen		Prof. A. A. Pandya	- Prof. J. B. Sarvaiya - Prof. B. M. Trivedi
34	Fire Safety		Prof. R. A. Mehta	- Prof. J. B. Sarvaiya - Prof. S. G. Harsora
(F) Government Initiative				
36	SSIP		Prof. M. S. Shah	- Prof. N. P. Soni - Dept representatives
37	RUSA Nodal Officer		Prof. D. B. Vaghela	Dept representatives
38	Finishing School		Prof. D. N. Vaishnav	Prof. B. M. Daxini
39	GKS - CNO / PMKVY		Prof. D. B. Vaghela	Dept representative
40	CAWACH		Prof. D. B. Vaghela	Prof. K. V. Patel
41	EBSB		Prof. P. H. Lakhani	Prof. N. M. Joshipura
42	COGENT		Prof. H. H. Maheta	Dept representative
43	Psychology Cell		Principal	- Prof. A. A. Pandya - Prof. H. N. Bhatt - Prof. Savita G. Vaghela, Department of Psychology, MKBU - Mrs Neeta Yadav, Psychologist, Govt. Medical College, Bhavnagar
44	Recruitment Exam	Coordination of GPSC / UPSC / NEET/JEE Other Department exams	Prof. A. A. Pandya	
45	Vishwakarma Yojna		Prof. M. K. Chudasama	Dept representative
46	Community Development Cell like CDTP		Prof. M. K. Chudasama	Dept representative
47	IIC	Institution's Innovation Council (IIC)	Prof. N. P. Soni	

6) Extra & Co-curricular

48	Gymkhana	- Gymkhana – Cultural - Gymkhana - Sports - Gymkhana – Technical	Prof. M. S. Shah	- Prof. A. A. Pandya, - Prof. T. B. Maniar, - Prof. D. N. Vaishnav, - Prof. A. D. Meniya - Prof. D. B. Rangani - Prof. B. M. Trivedi, - Prof. J. G. Parmar
49	NSS		Prof. P. H. Lakhani	- Prof. N. P. Soni - Prof. J. G. Parmar - Prof. N. P. Nirmal
50	NCC		Prof. V. J. Pandya	- Prof. D. B. Rangani - Kum. Neha Pandya
51	Sports		Prof. D. B. Rangani	- Prof. H. N. Bhatt - Prof. B. M. Daxini
52	Media Cell	- Coordinating with print media - Maintaining social media accounts of institute	Prof. A. A. Pandya	- Prof. N. P. Soni - Prof. M. U. Ghanchi - Prof. N. S. Sanghani
53	R&D Cell	- Grant Facilitation - Publication Tracking - Conducting Research-Oriented Events - Ethics & IPR Support	Prof. N. P. Nirmal	Prof. A. A. Rathod
54	Alumni Cell	Alumni Association / Alumni Cell	Prof. A. A. Pandya	- Prof. N. D. Acharya - Prof. B. M. Trivedi - Prof. B. M. Daxini - Prof. N. P. Nirmal - Prof. S. J. Agravat - Prof. M. K. Bhatt - Prof. D. N. Vaishnav
55	Seminar Hall (Admin Building)		Prof. A. A. Pandya	
56	NTF		Prof. M. S. Shah	Hostel Rectors and warden
57	Scope		Prof. D. B. Rangani	
58	Emergency Response Committee		Principal	- Prof. B. N. Vaidya - Prof. A. A. Pandya - Prof. B. D. Upadhyay - Prof. J. B. Sarvaiya - Prof. K. B. Gohil - Prof. K. G. Khatsuriya - Prof. H. N. Bhatt - Prof. A. K. Dhandhia - Prof. B. M. Trivedi - Shri J. M. Chudasma

IMPORTANT INSTRUCTION: At the end of every semester, all Officers-in-Charge are required to submit a report regarding the work assigned and its output to the undersigned.

All Heads of Departments shall issue the respective office orders for the Departmental Representatives mentioned herein and submit a copy of the same to the Principal's office within seven (07) days from the date of issuance of this order.

CC: (1) All HoD/Section Head

(2) All concerned faculty via email.


PRINCIPAL
SHANTILAL SHAH ENGG. COLLEGE
BHAVNAGAR.