



GOVERNMENT ENGINEERING COLLEGE

Shamlaji Road, Modasa (Gujarat State, INDIA) - 383 315

સરકારી ઇજનેરી કોલેજ

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No./GECM/Student section/Committee member/ /2026

Date: 23-01-2026

OFFICE ORDER

In order to expedite and smooth conduction of work under student section, work related to Student section is assigned as below:

Sr. No.	Name of Faculty/Staff	Role/Duties
1	Dr. Lalit Narsingani (Asso. Prof. ,Maths) Dr. D H Sahay (Asst. Prof. , Physics)	<ul style="list-style-type: none">• Convener• Co- Convener
Central Student Section Team		
1	Dr. K. K. Bhatt (Asst. Prof of EE Dept)	<ul style="list-style-type: none">• Coordinate with Department Student section team regarding various types of student data and convey to authority.• Carry out procedure for Educational verification of students.
2	Prof. K R Patel (Asst. Prof of EC Dept)	<ul style="list-style-type: none">• Mark sheet Management through Department Student Section Team.• Carry out Task of Term fee collection.• Prepare X, Y, Z Patrak.
3	Dr. N. N. Maltare (Asst. Prof of IT Dept)	<ul style="list-style-type: none">• Coordination with GTU and ACPC.• Carry out task of Caution Money deposit of students.• Development of Web based student services and website management.
4	Prof. N. D. Gorla (Asst. Prof of CE Dept)	<ul style="list-style-type: none">• Newly admitted students (BE 1st, D2D 3rd, ME 1st): Reporting and Registration.• Carry out process of ID card (Staff & Student).
Departmental Student Section Team		
1	Prof. R.N. Bodar (Asst. Prof of Mech Dept)	<ul style="list-style-type: none">• Verify S.T Bus Pass Form.• Carry out procedure for issuance of Bona fied / Character Certificate.• Carry out procedure for Enrollment Cancellation and Admission Cancellation.• Carry out procedure for Name Correction.• Carry out process of Student Transfer.• Carry out procedure for issue of Transfer Certificate.• Carry out task of ABC ID of students.• Keep student data up to date for AICTE/NIRF/AISHE.• Coordinate with mentor regarding mark sheet distribution.• Representative of student orientation program and student welfare program.
2	Prof. H.K. Sharma (Asst. Prof of Civil Dept)	
3	Dr. N D Patel (Asst. Prof of EC Dept)	
4	Prof. J B Pujara (Asst. Prof of EE Dept)	
5	Prof. A. B. Parmar (Asst. Prof of CE Dept) Prof. R. J. Prajapati (Asst. Prof of CE Dept)	
6	Prof. U R Bhoi (Asst. Prof of CE Dept) Prof. N. S. Chowdhary (Asst. Prof of CE Dept)	
Office in charge of Student Section		
1	Shri. M. G. Kazi (Lab. Asst)	<ul style="list-style-type: none">• Supporting staff for All activities

It is further clarified that over and above this portfolio, the undersigned may assign work related to other portfolios/duties as and when required.

Copy to all concerned Faculty/staff member through HOD.

Principal

Annexure – Banner

Departmental Team for Student Welfare

Sr. No.	Branch	Office Room no	Student Section Member	Role/Duties
1	Civil Engineering		Prof. H.K. Sharma	<ul style="list-style-type: none"> • Verify S.T Bus Pass Form. • Carry out procedure for issuance of Bona fied / Character Certificate. • Carry out procedure for Enrollment Cancellation and Admission Cancellation. • Carry out procedure for Name Correction. • Carry out process of Student Transfer. • Carry out procedure for issue of Transfer Certificate. • Carry out task of ABC ID of students. • Keep student data up to date for AICTE/NIRF/AISHE. • Coordinate with mentor regarding mark sheet distribution. • Representative of student orientation program and student welfare program.
2	Mechanical / Automobile Engg.		Prof. R.N. Bodar	
3	Electronics and Communication		Dr. N D Patel	
4	Electrical Engineering		Prof. J B Pujara	
5	Computer Engineering		Prof. A. B. Parmar	
			Prof. R. J. Prajapati	
6	Information and Technology		Prof. U R Bhoi	
			Prof. N. S. Chowdhary	