

Date: 24 -03-2026

STUDENT SECTION

GOVT. ENG. COLLEGE, SECTOR 28, GANDHINAGAR

WORK DISTRIBUTION

Activity Head: Principal, GEC, Sector-28, Gandhinagar

Sr. No.	Faculty name	Staff cabin no	Work allotted	Branch
1	Prof. Komal D. Anadkat (IT)	5117	Overall Student Section related activities	ALL
2	Prof. Rahul D. Mehta (EC)	2015/4		
3	Prof. Niral J. Modi	5218	ABC ID Coordinator and Email communication, coordination with first year mentors, Bonafide and bus pass sign	
4	Prof. Ketan Acharya (IC)	2206/1	All activities related to Smart Library I Card / Duplicate I card for all students and Staff, RTI related work, Student Database management and related work pertaining to data providing to various agencies. Activities related to reporting/Registration of New admitted students (ACPC/ICCR/MoE)	
5	Prof. Nisarg Bhatt (EC)	2015/1		
6	Prof. Darshana Dave (RA)	8205	Admission cancellation, Student transfer certificate, NOC, Transcript of GU pass out students. Activities related to name correction of students	RA,IC,BM, Mech
7	Prof. Shilpa Parmar (Civil)	3009		Civil,CE,IT
8	Prof. Priyank Bhavsar (Electrical)	3045		Electrical, EC, Metal
9	Prof. Viral Patel (Computer)	5003/2	Semester term fee notification, Collection of Fee, Refund related process, Bank Related Work & all related documentation pertaining of fee. (Tablet distribution)	ALL
10	Prof. Manan Nanawati (Biomedical)	2102/4	Institute transfer related matters	

11	Prof. Hemangini Shukla(Maths)	5205	Education verification of pass out students for third party and Government agency, Distribution of student grade card and Provisional Certificates	ALL
12	Prof. Kalpesh Patel(Mech)	8103/1		
13	Class-3		Bus Pass authorization Record of student section dead stock and consumables, receiving student application and dispatching student section related documents, maintaining the inward outward register and all relate documents, assistance in activities of all the student section coordinators	All Departmental Student Section coordinators
14	All Departmental Student Section coordinators		Bona fide/Character/Specific Certificate for Passed out & Current Students/NOC /No due	Class-3 (Receive/ authorization/ documentation/record keeping)

All student section coordinators are responsible to avail other student section related work as And when it comes.

Student Section

Coordinator