

L. D. College of Engineering

Date:23/5/2025

Work Allocation for Faculty and Staff in the Student Section

To ensure the smooth functioning of the Student Section, the related responsibilities have been assigned as follows.

Sr. No.	Name of Faculty	Role / Duties
1	Prof. N. G. Raval Associate Prof. (Civil Engg.) Prof. Ketan Vaghoshi Associate Prof. (Mechanical Engg.)	Overall Monitoring of STS related activities
2	Prof. Prof. Zenifar Parekh Assistant Prof. (Electrical Engg.)	<ol style="list-style-type: none">1. Carry out process of ID Card (Staff & Student)2. Carry out procedure for Educational verification of students3. Carry out task of ABC ID of students in consultation with department student section coordinator4. Verify S. T. Bus / Railway pass form as per academic term period and check its eligibility as per rules5. Carry out procedure for issue of Bonafied Certificate to students6. Carry out admission cancellation procedure for new students7. Provide different types of student's data & information as required by various organization like ACPC, GTU, NIFD, AICTE, NBA, PMSSS etc. & it's record keeping
4	Prof. Ankit Patel Assistant Professor (IT)	<ol style="list-style-type: none">1. Carry out task of Term Fee Collection2. Carry out task of Caution Money Deposit of Students3. Carry out Enrolment cancellation process4. Carry out procedure for issue of Character certificate5. Carry out procedure for issue of Transfer certificate6. Carry out procedure for Name correction7. Carry out process of Student transfer

5	Prof. Vandana Patel Assistant Professor (IC)	<ol style="list-style-type: none"> 1. Prepare & update newly admitted students Enrollment number on college website yearly basis (All Branch) 2. Carry out task of Transcript related work 3. BE 1st, D2D 3rd, ME 1st, EP, Working Professional, MCA etc. New admission issue, provide various Notice regarding new admission, Provide Roll call list of new students 4. Distribution of Provisional certificate & Mark sheet to all department through concerned STS – Department coordinator 5. Provide various data & information as asked by authority
5	Smt. Tejalben Patel Computer Operator	Supporting staff for completing all above mentioned activities in liaison with concerned officer.

If any task is assigned by the authority in addition to the above-mentioned work, it shall be completed within the given time limit



Prof. N. G. Raval
Student Section Incharge