



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established by the Government of Gujarat Under Gujarat Act No. 20 of 2007)
SCHOOL OF ENGINEERING AND TECHNOLOGY

No: GTU/SET/2026/02/146/00

Date: 20/02/2026

Office Order

Revised Portfolio Distribution wef Academic Year – 2025-26

Sr No	Activity	Faculty Name	
1	HR Section/AICTE	Prof S K Hadiya, Associate Professor	
2	Student Section/ACPC	Prof Rasik Makwana, Asst Professor Dr. Vishal Patel, Asst professor	
3	NSS/NCC Coordinator	Prof Bhavdip Moghariya, Asst Professor	
4	Newsletter (KANASH)	Dr. Kaushik Gondliya, Asst Professor Prof Komal Prajapati, Asst Professor Dr. Ami Ghelani, Asst Professor	
5	Budget planning and Store	Dr. J A Amin, Professor	
6	Institute Time Table/Internal Exam In charge	Prof Komal Borisagar, Associate Professor	
7	ICT/CCTV/Website	Prof Mahesh Panchal, Asst Professor	
8	Social media	Prof Deepak Upadhyay, Asst Professor	
9	IQAC/Accreditation Related matters	Prof S K Hadiya, Asso Professor	
10	BOG/AC/SET Meeting Coordination	Prof Komal Prajapati, Asst Professor	
11	Estate	Prof J A Amin, Professor	
12	ISTE Coordinator	Dr. Dipak Dabhi, Asst Professor	
12	UG/PG – GTU Coordinator	Prof Gautam Makwana, Associate Professor Dr. Bhavdio Moghariya, Asst Professor	
13	UG – GTU Academic Coordinator	Prof Komal Borisagar, Associate Professor	
14	Club Activities	Cyber Security Club	Prof Deepak Upadhyay
		Electronics Club	Prof Raj Hakani,
		AIDS Club	Prof Komal Prajapati
		Sport-Cultural-NSS Club	Prof Bhavdip/Prof Kaushik
		Environment and Disaster Management Club	Prof Mridul Seth
		Student Clubs under BIS:	As per Approval under BIS.

Portfolio/Programs	Computer Engineering	Electronics & Comm.	Civil Engineering
	PG CE (CS)/PG AIDS/ PGDDS/UG-CE	UG- EC/PG-VLSI	PG-Civil
Program Head (Overall)	Dr. Gautam Makwana	Prof S K Hadiya	Prof J A Amin
Industry Outreach and Placement	Dr. Dipak Dabhi	Prof Prakash	Dr. Kaushik
Research coordinator	Dr. Dhvani Modi	Prof. Prakash	Dr. Kaushik
Time Table/Internal Exam coordinator	Prof Komal Prajapati	Dr. Ritisha Bhatt	Prof Mridul Seth
Skill Enhancement Activities	Prof Deepak Upadhyay	Prof Raj Hakani	Prof Kaushik
OBE Course File	Course Coordinator	Course Coordinator	Course Coordinator



J. A. Amin
Prof. J. A. Amin, GTU-SET



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NAAC A+ Grade

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File System		
Director Office		
D.01	BOG, FC, AC, SET Institute Minutes, and ATR	Prof Komal Prajapati
D.02	Faculty 360 Degree Feedback and Analysis	IQAC Coordinator
D.03	GTU Rules & Policy (Act & Regulation)	Director Office
D.04	Institute Vision, Mission, and Core Values	IQAC Coordinator
D.05	AICTE Approvals and Visit Details	AICTE Coordinator
D.06	Institute Budget Details	Director Office
Student Section Files		
SS.01	Program Wise Admission Details	
SS.02	Program Wise Students Profile	
SS.03	Student Scholarship Details	
SS.04	Student Tuition Fees Record	
HR Section Files		
H.01	Program Faculties and Staff Profile	
H.02	Faculty Leave Records	
Academics/Internal Examination Files		
P.01	Program Curriculum	
P.02	Institute Academic Calendar, Exam Schedule	
P.03	Student Mentoring Details	
P.04	Program Exit Survey and Analysis	
P.05	Student Feedback and Analysis	
Research and Placement Files		
R.01	Research, Consultancy & Publications Details (Calendar Year wise Spiral)	
R.02	Placement/Internship/Career Guidance Records	
R.03	Research-related activities Organized - Reports	
R.04	External Stakeholder's Feedback (Industry, Parents, Alumni)	
R.05	Program-related MoU Details and Activities	
Skill Activities Files		
SK.01	Skill Activities (Expert sessions/Certificates/Badges etc)	
SK.02	Skill Development Programs (5 days - FDP/STTP, Value Added Courses, Internship Activities)	
SK.03	Centre Of Excellence Details	
SK.04	Program wise Lab resources Details	
SAPTAK - Activities (Club Wise)		
C.01	Club Activity Reports (on the website)	
Library Details - Library Officers		
L.01	Institute Library-Resource Details	
L.02	Institute Newsletter records	
Course Coordinators		
	A-Z File and CO-PO-PSO Attainment Calculation Sheet / Mentor-Mentee Booklet	

