Bhailalbhai & Bhikhabhai Institute of Technology

VallabhVidyanagar-388120

F/BBIT/GTU/2023-24/158

Date: 18/07/2023

Office Order:

1 7 JUL 2023

GTU Coordinator and Department GTU Coordinators

Principal/Exam Center In-Charge : Dr. K M Makwana
Institute GTU Coordinators   : Shri Hardik K. Patel, Shri Bhavik M. Patel
Institute GTU Co-Coordinator   : Shri Kalpesh A. Kshatriya

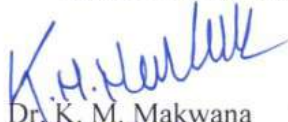Institute GTU Coordinator/Co-Coordinator will work as per GTU norms.

Department GTU Coordinators:

Department	GIA	SF
Civil Engineering	Ms. Prachi M. Gor	Ms. Riddhi H. Chokshi
Mechanical Engineering	Shri Sunil N. Chaudhari	Shri Bhavesh V. Patel
Electrical Engineering	Shri Jayraj B. Solanki	Ms. Sonali S. Malik
Computer Engineering	Shri Paresh Tank	Shri Jitendra G. Shewaramani
E & C	Shri Ketan S. Patel	Shri Mitesh S. Shah
Information Technology	-	Shri Hitesh B. Patel
Mechatronics	-	Shri Bhavesh V. Patel
Sci & Hum.	Dr. Shyam G. Khambholja	-

Responsibilities of Department GTU Coordinator:

1. Department GTU coordinator will work in coordination with Institute GTU Coordinator and HOD for the various GTU related activities and examination work.
2. Explain GTU web site, curriculum, enrolment procedure, other activities of GTU, rules regarding backlog and detention etc to student.
3. Inform students about GTU regular & remedial exam form & conduct the process to fill up examination forms of GTU to the students of all the divisions of your department.
4. Inform to students about Application for GTU Rechecking/Reassessment of marks.
5. Pass information of detain students due to Backlog in GTU to subject coordinators.
6. Prepare result analysis of each semester and submit to HOD as per the direction and format given by HOD.

The above team will work till further order.

Dr. K. M. Makwana
Principal
Principal
B. & B. Institute of Technology
V. V. Nagar

Copy to: **1.** GTU Coordinator/Co-Coordinator.

        2. Department GTU Coordinators.