



MBIT
MADHUBEN & BHANUBHAI PATEL
INSTITUTE OF TECHNOLOGY



Ref.No.MBIT/86/2024/1996

20th September, 2024

OFFICE ORDER


Academic and Examination Section

The Role and Responsibilities :

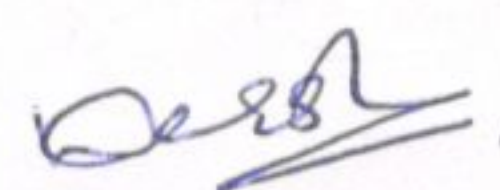
1. Internal and External Exam related Tasks.
2. Preparation of NATA / Low Attendance List.
3. Marks Entry related Tasks on Portal.
4. Weekly Class Test Related Work.
5. To Submit the report at the semester end and maintain the file.

The following will, hereby, constitutes Institute's **Academic and Examination Section** for the academic year **2024-25**:

Sr. No.	Name	Comm. Designation	Email ID
1	Prof. Pratik Soni, Asst. Prof., IT Dept.	Co-ordinator	psoni@mbit.edu.in
2	Prof. Mehul Thakkar, Asst. Prof., IT Dept.	GTU Coordinator	mgthakkar@mbit.edu.in
3	Prof. Nirav Patel, Asst. Prof., CE Dept.	Member	nvpatel@mbit.edu.in
4	Prof. Jaina Patel, Asst. Prof., CE Dept.	Member	jmpatel@mbit.edu.in
5	Prof. Jimesh Rana, Asst. Prof., IT Dept.	Member	jmrana@mbit.edu.in
6	Dr. Foram Joshi, Asst. Prof., ASH Dept.	Member	fmjoshi@mbit.edu.in
7	Prof. Parvin Sodagar, Asst. Prof., ASH Dept.	Member	prsodagar@mbit.edu.in
8	Ms. Grishma Patel, Student Section	Member	gjpatel@mbit.edu.in
9	Mr. Hemang Patel, Student Section	Member	hapatel@mbit.edu.in


Prof. (Dr.) Sudhir Vegad
I/c. Principal




Dr. Darshana J Prajapati
Vice-President

A CONSTITUENT COLLEGE OF CVM UNIVERSITY

P.O. Box No.8, GIDC Phase IV, Beyond Vithal Udhyognagar-388121, Dist.Anand, Gujarat.
Telefax : 02692-230823 | principal@mbit.edu.in ; info@mbit.edu.in | www.mbit.edu.in