



GOVT. ENGINEERING COLLEGE, AJMER
(An Autonomous Institute of Govt. of Rajasthan)
Barliya Choraha, National Highway No. - 8, Ajmer
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0145-2971024

GECA/CS/2019/ 2503

Date: 17/07/2019

Committees for Two Week Short Term Course on Emerging Trends and Innovation in Engineering & Science (ETIES)

Following committees are constituted to execute the various concerned responsibilities for two week short term course on "Emerging Trends and Innovation in Engineering & Science (ETIES)" to be held from 22nd July to 2nd August 2019

Committee	Name of Committee members	Responsibilities
Invitation, Offline and Online Registration, Attendance, Feedback Registration, reception, bouquet & memento Committee	Mr. Vinesh Jain Mr. H. R. Choudhary Mr. Ravinder Singh Ms. Shalini Yadav Mr. Vishal Balani	To manage short term course website, e-mail and other related work Registration of participants Distribution of registration kit, Procurement of Bouquet & Memento and other related work
Food and Catering arrangement	Mr. S.N. Tazi Mr. V.P. Sharma Dr. Amit Chaturvedi Mr. Sanjay Singh Mr. Anil Tailor Mr. Rakesh Verma	To make arrangements for breakfast, lunch and dinner for participants, experts and others
Welcome of guest, Anchoring and session management	Dr. Doraj Kamal Jamuwa Dr. Neetu Sharma Mr. Jitendra Singh Yadav Mrs. Anita Choudhary Mr. Nitin Bhati	. Arrangement and Anchoring for all the sessions and other related work. Stage decoration, electric, sound and venue arrangements
TA & DA Bills for experts	Mr. D.S. Dayma Mrs. Shikha Gupta Mr. Anurag Jain Mrs. Suman Choudhary Mr. Himanshu Mathur Mr. Sameer Mehrish Mr. Dinesh Yadav	Form Filling Bill Payment etc.
Kit/ Banner/Standies/ Certificate Purchasing and Printing etc.	Mr. Deepak Gupta Mr. Dinesh Khunteta Mr. Gyan Singh	Procurement/printing of Brochure, Registration kit Banner, standees, certificate Preparation of certificates for participants, committee members and volunteers and their distribution
Transportation, stay arrangements of experts	Mr. Vivek Dubey Mr. Pawan Kumar Mr. Sameer Mehrish	Booking Circuit House, Hotels, Hospitality, welcoming guest coordinating arrival to college and Hotel etc.
Attendance and photography Press and Media Management	Ms. Jyoti Gajrani Mr. Dilip Sisodia Mr. Anurag Jain Mr. Jitendra Singh Yadav Mrs. Anjali Choudhary	To make arrangements for Stage/dais decoration, electric, sound and venue arrangements.

Dr. Rakesh Rathi
Convener

Mr. Harji Ram Choudhary
Chief Coordinator

Mr. Deepak Gupta
Coordinator

- Copy to (through College website)
1.P.A. to principal for kind information
2.All committee members
3. Guard File