



**ENGINEERING COLLEGE, AJMER**  
(An Autonomous Institute of Govt. of Rajasthan)  
Barliya Choraha, National Highway No. - 8, Ajmer  
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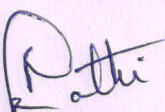
GECA/CS/2019/ 2708

Date: 15/10/19


**Committees for One Week Short Term Course on Networking Tools & Technologies (NTAT)**

Following committees are constituted to execute the various concerned responsibilities for one week short term course on "Networking Tools & Technologies (NTAT)" to be held from 04<sup>th</sup> Nov to 8<sup>th</sup> Nov 2019

Committee	Name of Committee members	Responsibilities
Invitation, Offline, Attendance, Feedback Registration, reception, bouquet & memento Committee	Dr. Neetu Sharma Ms. Shalini Yadav Mrs. Anita Chaoudhary Mr. Vishal Balani	Preparation and Mailing of Invitation letter as per schedule. Offline Registration, Distribution of registration kit. Procurement of Bouquet & Memento.
Online Registration	Mr. Dilip Sisodia Mr. Rakesh Verma	To manage and create STC apply link, e-mail (as per brochure information) and other related work. Online Registration of participants.
Food and Catering arrangement	Mr. Gyan Singh Mr. Pawan Kumar	To make arrangements for breakfast, lunch and dinner (if required) for participants, experts and others
Welcome of guest, Anchoring and session management	Dr. Neetu Sharma Ms. Shalini Yadav Mrs. Suman Choudhary Mr. Jitendra Sigh Yadav	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. Himanshu Mathur Mr. Sameer Mehrish	Form Filling Bill Payment etc.
Kit/ Banner/Standies/ Certificate Purchasing and Printing etc.	Mr. Deepak Gupta Mr. Jitendra Sigh Yadav	Procurement/printing of Brochure, Registration kit Banner, standees, certificate and their distribution. Preparation of certificates for participants, committee members and volunteers
Transportation, stay arrangements of experts	Mrs. Shikha Gupta Mr. Satish Ray Mr. Sameer Mehrish	Booking Circuit House, Hotels, Hospitality, welcoming guest coordinating arrival to college and Hotel etc.
Feedback, Attendance and photography Press and Media Management	Mr. Deepak Gupta Mr. Anurag Jain Mr. Rakesh Verma	Attendance and Feedback of participants, photography of sessions, Press and Media Management

  
Dr. Rakesh Rathi  
Convener

*(on academic leave)*  
Dr. Neetu Sharma  
Chief Coordinator

  
Mr. Deepak Gupta  
Chief Coordinator

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