

Engineering College, Ajmer

Department of ECE

Office Order

No: ECA/ECE/2021/3060

Date: - 09/09/2021

Looking to the NBA visit on 17th, 18th & 19th Sept. 2021, following responsibilities have been assigned to faculty & staff members.

	Name of Faculty/ Staff Member	Responsibilities
a	Dr. Deepak Jhanwar Dr. Diwakar Gautam	Look after all the preparation of NBA in the Department.
b	Sh. Harish Kumar Sharma	1. Collect the course file of all the three session of all semester in soft copy. 2. Arrangement of alumni students who will interact with NBA team.
c	Sh. Manoj Kumar Falaswal Ms. Namita Mallik	1. SAR report 2. PPT of the department 3. NBA File 1 to 30.
d	Sh. L.K. Dusad Sh. Ravi Kr. Goyal Mrs. Durga Kumari Sh. Mukesh Kr. Verma Sh. Shrichand Sh. Santosh Kumar Sh. Sushil kumar Singh	1. Look after the preparation of the lab. 2. Lab, classes & tutorial rooms will be kept clean during NBA Visit.

Note:

1. All the work related with NBA must be completed up to 13th sept. 2021 by faculty and staff members.
2. All the IInd, IIIrd and IV year coordinator are requested to keep the students attendance maximum at the time of NBA visit. The NBA committee will interact with the students.
3. No faculty and staff members will not leave the campus up to 19th sept.2021, without the prior permission of the undersigned.


Head, ECE 08/09/2021

Copy to (through College Website):

5. Principal for kind information
6. All Faculty / staff members of the department.
7. NBA Coordinator, ECA
8. Guard file.