



**GOVERNMENT ENGINEERING COLLEGE- AJMER**  
(AN AUTONOMOUS INSTITUTION OF GOVT. OF RAJASTHAN)  
NH-8, BARLIYA CIRCLE AJMER (RAJASTHAN)-305025  
Department of Electrical Engineering

GECA/EE/2019/517

Date: - 27/08/2019

Committees for Three Day Workshop on “Hydropower generation & National grid”

Following committees are constituted to execute the various concerned responsibilities for three-day workshop on “Hydropower generation & National grid” to be held from 29<sup>th</sup> August to 31<sup>st</sup> August 2019

Committee	Name of Committee members	Responsibilities
Invitation, Offline & Online Registration, Attendance, Feedback Registration, reception, bouquet & memento Committee	Mrs. Janki Sharma Mrs. Shivani Dwivedi	To manage workshop website, e-mail & other related work, Registration of participants, Distribution of Bouquet & Memento & other related work
Food & Catering arrangement	Mr. Gyanendra Prakash Mr. Devendra	To make arrangements for breakfast, lunch & dinner for participants, experts & others
Welcome of guest, Anchoring & session management	Mr. N. K. Gupta Mr. Amit Taneja Mr. K. Anil Kumar	Arrangements & Anchoring for all the sessions & other related work, Stage decoration, electric, sound & venue arrangements
TA & DA Bills for experts	Mr. N. K. Gupta Mr. Arjun Pareek Mr. Arun Dev Pandey	Form filling, Bill Payment etc.
Kit/Banner/Standies/Certificate purchasing & printing etc.	Mr. Arun Dev Pandey Mr. Prem Shankar Sehwal Mrs. Shivani Dwivedi	Procurement/printing of Brochure, Registration kit, Banner, standies, certificates for participants, committee members & volunteers & their distribution
Transportation, stay arrangements of experts	Mr. Arjun Pareek Mr. Amit Taneja Mr. Praveen Sharma	Booking Circuit House, Hotels, Hospitality, welcoming guest coordinating arrival to college & Hotel etc.
Attendance & photography, Press & Media Management	Mr. Gyanendra Prakash Mr. Devendra Mr. K. Anil Kumar	To make arrangement for Stage/dias decoration, electric, sound & venue arrangements

Dr. K. G. Sharma  
(Convenor)

Dr. Indira Rawat Mr. Ajay Agarwal Dr. N. K. Gupta  
(Co-ordinator's)

Copy to (through College Website)

1. P.A to principal for kind information
2. All committee members
3. Guard File