



# Govt. Engineering College, Ajmer

(An Institute of Govt. of Rajasthan)

Barliya Choraha National Highway No. 8, Ajmer - 305025

GECA/Mech./2018/2162

Dated: 17/7/18

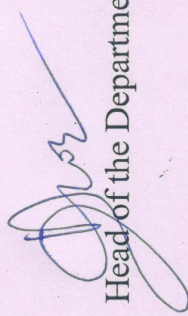
## Department of Mechanical Engineering

### Departmental Responsibilities

Faculty Name	Particulars	Responsibilities
Mr. T.K.Aseri Mr. Kamal Singh	Time table & ERP In-charge (U.G. / P.G.)	<ul style="list-style-type: none"><li>Teaching load calculation and distribution, Timely display of time table of odd and even semesters</li><li>Time table display of mid-term and end semester practical examinations of odd and even semesters</li><li>Duty chart preparation of mid-term and end semester practical examinations of odd and even semesters</li><li>Preparation and distribution of updated student list</li><li>Departmental ERP related works.</li></ul>
Mr. V.K.Verma Dr. Jai Kishan	Examinations and Marks collection (I and II Sem)	<ul style="list-style-type: none"><li>Collection of assessed marks from respective faculty within one week after examination (Mid-term/ University)</li></ul>
Mr. Dilip Gehlot	Examinations and Marks collection (III and IV Sem)	<ul style="list-style-type: none"><li>Coordination with Central Examination section for online marks filling and ensure the same for respective year/semesters.</li></ul>
Mr. M.C.Khatri	Examinations and Marks collection (V and VI Sem)	<ul style="list-style-type: none"><li>Conduction of Back improvement mid-term tests for respective year/semester and ensure online marks filling of the same.</li><li>Any other matters related to their respective semesters.</li></ul>
Dr. D.K. Jamuwa	Examinations and Marks collection (VII and VIII Sem)	

Dr. S.Trivedi	Research & P.G. coordinator	All academic works related to M. Tech. students
Mr. Dilip Gehlot	Training and Placement Coordinator and extra-curricular activities	<ul style="list-style-type: none"> <li>Facilitate industrial training of VI semester students</li> <li>Prepare student data of pre-final and final year students for placement in coordination with Training and Placement officer.</li> <li>Prepare database of prospective employers for mechanical engineering students that can be called for campus interviews in the college</li> <li>In-house training after I year and industrial visit</li> <li>Compile requisition of library books and journals</li> <li>Display list of journals and magazines subscribed for mechanical engineering students</li> <li>Attend grievances of students related to library</li> <li>Preparation of reports/data as required by Accreditation for NBA.</li> </ul>
Dr. Alok Khatri	Library coordinator	<ul style="list-style-type: none"> <li>Preparation of reports/data as required by state government / central government etc.</li> </ul>
Dr. Chandan Sharma Mr. Jagbir Singh	Report Preparation	<ul style="list-style-type: none"> <li>Preparation of reports/data as required by AICTE / RTU / TEQIP/ Alumni and works related to Accounts department of college etc.</li> </ul>
Dr. Rohit Misra	Report Preparation	<ul style="list-style-type: none"> <li>Supervise and update the DSR/CSR maintained by LDC and technicians.</li> <li>Facilitate physical verification of the department</li> <li>Submission of any information required by Central stores</li> </ul>
Dr. Vikash Bansal	Report Preparation	<ul style="list-style-type: none"> <li>Attend grievances of students of the department</li> <li>Facilitate student registration in the new semesters in coordination with chief proctor</li> <li>Compiling monthly attendance</li> <li>Sending short attendance record to parents</li> <li>Maintaining Whatsapp group of respective semester for fast communication between department and students.</li> </ul>
Dr. D. Choudhary Mr. Jagbir Singh	Departmental store coordinator	
Mr. M.C.Khatri	Departmental overall Proctor and B.Tech. IV Year	
Mr. Kamal Singh	Departmental Proctor for B.Tech. II Year	
Dr. Jai Kishan	Departmental Proctor for B. Tech. III Year	

Mr. Y.K. Gupta	Workshop superintendent and In-charge Maintenance	<ul style="list-style-type: none"> <li>• Prepare consolidated requirement of raw material, tools, accessories etc. required in workshop and various labs</li> <li>• Facilitate purchase of the same as per rules</li> <li>• Ensuring stock entry in the departmental stock registers</li> </ul>
Dr. Jai Kishan	DFB Secretary	<ul style="list-style-type: none"> <li>• Issuing order for DFB</li> <li>• Preparing the minutes of meetings.</li> </ul>
Mr. V.K. Verma Kamal Singh	In-charge induction training program/seminars/workshops	<ul style="list-style-type: none"> <li>• Conduction of Workshops/ Seminars / trainings for ME students.</li> <li>• Preparing Calendar of Departmental activities.</li> </ul>

  
 Head of the Department

Copy to: (Through College Website)

1. Principal for kind information.
2. All departmental faculty.
3. Guard file