



Engineering College, Ajmer

(An Autonomous Institute of Govt. of Rajasthan)

Department of Mechanical Engineering

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Ref: ECA/Mech/2019/_____

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Notice

Programme Schedule of Department of Mechanical Engineering for MILAN- 2019

Following event and duties are assigned for departmental activities during MILAN-2019. The programme will start just after the completion of main programme.

Detail of event	Duration
▪ Welcome address by Dr. Alok Khatri, HOD	2-3 Min.
▪ Address by Dr. Rohit Misra	2-3 Min.
▪ Address by Sh. Y.K.Gupta	2-3 Min.
▪ Address by Dr. D.Choudhary	2-3 Min.
▪ Sharing of experience by Alumni	15-20 Min.
▪ Interaction with 3 rd year and final year students	15-20 Min
▪ Vote of thanks by Dr. Chandan Sharma	2-3 Min.
▪ Departmental visit	20-30 Min.

Duties assigned during programme

Name of faculty	Duty assigned
Dr. D. K. Jamuwa, Dr. Jai Kishan Sh. Tarun K. Aseri, Sh. Kamal Singh	• Management of programme • Filing of NBA related documents, attendance, etc.
Dr. S. Trivedi, Sh. Jagbeer Singh	• Data filling of alumni in visiting dairy • Food packets distribution to students
Sh. V. K. Verma	• Group Photography Alumni-Faculty-Student
Sh. Dilip Gahlot, Sh. M. C. Khatri	• Departmental visit arrangements

HOD (Mechanical)

Copy to (through online department portal):

1. Principal for kind information
2. Alumni Coordinators
3. All departmental faculty members
4. NBA Coordinator
5. Office circular file of the mechanical department