



ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)
Badliya Circle, N. H. - 8, Near Nareli Jain Temple,
Ajmer, Rajasthan - 305025

Ref. No.: ECA/Proctor/2023/ 169

Date: 15/7/23

OFFICE ORDER

Following committee is hereby constituted to coordinate and complete all the formalities / works related to the B.Tech. Admissions for the session 2022-23 (through REAP, LEEP and other admissions). All the HODs are directed to relieve the concerned faculty and staff members on priority basis whenever admissions are in process or required by the proctor section.

Admission Officer:

Dr. R. K. Motwani, Associate Professor and Chief Proctor

Assistant Admission Officers:

Dr. H.S. Mewara, Associate Professor

Dr. R.P. Sharma, Associate Professor

Dr. Suresh Sahu, Assistant Professor

S.No.	Branch/Section	Room	Convenor (Proctor)	Committee Members
1	Mechanical Engineering	G-15	Dr. Sandesh Trivedi	Sh. Dilip Gahlot Sh. Rajesh kumawat (Tech. Grade C) Sh. Ramesh Chand (Tech. Grade C) Person through Contractor from Department
2	Civil Engineering	G-15	Dr. Mahesh Manwani	Dr. Anil Maheshwari Sh. Yogesh Meena (LDC) Sh. Subhash Saini (Tech. Grade C)
3	Electrical Engineering	G-15	Sh. Ajay Agarwal	Ms. Shalini Walia Sh. Anuj Bhatnagar Smt. Beena Sen (Lab Attendant)
4	Electronics Instrumentation & Control Engineering	G-15	Dr. C.P. Jain	Dr. Anand Bansal Sh. Dinesh Yadav (LDC) Sh. Kana Ram (Lab Attendant)
5	Electronics & Communication Engineering	G-15	Sh. Lalit Kr. Dusad	Sh. Mukesh Gupta Sh. Amit Kumar (Clerk Grade II) Sh. Shyoraj (Lab Attendant)
6	*Computer Science & Engineering	G-13	Sh. Deepak Gupta	Sh. H.R. Choudhary Sh. Dara singh (LDC) Person through Contractor from Department
7	Information Technology	G-13	Sh. Ravinder Singh	Sh. V. P. Sharma Sh. Pukhraj Ajmera (Lab Attendant) Person through Contractor from Department
8	Computer Science & Engineering (Cyber Security)	G-13	Sh. Dinesh Kr. Khunteta	Sh. Prakash Meena Sh. Kailash Yadav (Clerk Grade II) Person through Contractor from Department

S.No.	Branch/Section	Room	Convenor (Proctor)	Committee Members
9	Girls Hostel	Proctor Section	Dr. Shikha Agarwal (Chief Warden)	Anita Satyavna (Asstt. Warden)
10	Transportation Facility	Proctor Section	Sh. Vinod Kumar Verma	Sh. Subhash Malik Sh. Jetendra Singh Hada
11	Fee related work committee	Accounts Section	Sh. Praveen Gupta (Jr. Accountant) Sh. Madan Mohan (D.E.O.) Ms. Santosh Yadav (Cashier)	
12	Proctor Cell for consolidation and reporting	Proctor Section	Ms. Swati Mathur (Incharge, Proctor Section) Sh. Manish Kumar Sharma (Clerk Grade II) Sh. Satpal (Lab Attendant) Person through Contractor from Department	

*Extra Faculty member whenever required will be provided by Head, CS & IT.

The committee will be effective from 18/07/2023. The timing shall be 9.00 AM to 04.00 PM, which may be extended as and when required. All Conveners will ensure to submit duly signed daily report of admissions with seat matrix in Proctor Section at the end of each day.

All Head of the Departments shall cooperate the admission committee as and when and, in the manner, required and will arrange the classes of the faculty members in admission committee, on demand, of their respective departments. Chief Warden, Girls Hostel and Incharge, Transportation will ensure for providing hostel facilities to newly admitted girl students and transportation facilities to all students respectively during admission process 2023-24.

Incharge, Proctor Section will ensure to provide all relevant materials, forms, files etc. to admission committee and ensure to send all relevant data and reports regarding admissions to the office of REAP-2023 as and when required. The convenors shall provide the duly signed seat matrix after completion of every stage of admission i.e. TFWS, Out of Rajasthan, Ex. Serviceman, PWD, Rajasthan state, before internal sliding and after internal sliding for direct admission as per REAP-2023 Schedule.

The branch committees shall submit original documents in hard and soft copy (scanned copy of each document separately) to Proctor Section after completion of the admission process. The schedule for the same shall be released by proctor section separately.


Principal

Copy to college on website:-

1. All HODs for necessary compliance.
2. All the above-mentioned Conveners, Faculty & Staff members for necessary action.
3. Registrar for necessary compliance.
4. DR (F) for necessary compliance.
5. All notice Boards.
6. Guard File


Chief Proctor
