

राजकीय अभियान्त्रिकी महाविद्यालय, अजमेर

GOVT. ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)

GECA/PO/2018-19/ 277

Date:20.09.2018.

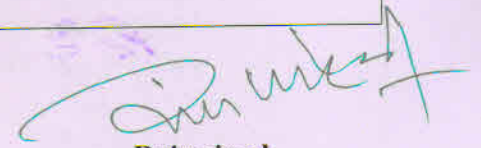
OFFICE ORDER

A meeting of all the faculty and staff members would be held on 20th September 2018 at 3:00 PM at GWEC Campus at the Shivalik Bhavan Stage for the smooth and efficient functioning for performing various tasks during Degree Distribution Ceremony on 27/9/18.

S.NO.	ASSIGNMENT/ ACTIVITY COMMITTEE	COMMITTEE MEMBERS (GWECA)	COMMITTEE MEMBERS (GECA)
1.	Press and Media	Dr. Mahesh Bohra Ms. Shveta Trivathi Ms. Nissu George Mr. Sandeep Mandia Mr. Hemant Sevkani	Dr. D. K. Jamua Sh. Atul Vajpeyi Sh. Vivek Dubey
2.	Comparing	Mr. Kuldeep Goswami Ms. Ganga Brahma	Dr. Deepika Sharma Dr. C. P. Jain
3.	Degree Distribution & Invitation to students	Dr. Varun P.Saxena Mr. Nikhil Jain Mr. Asif Sayeed All HOD's Ms. Kamini Singh Mr Vikas Kumar Mr. Vivek Agarwal Mr. Rahul Gupta	Dr. Devendra Chaudhary Mr. Harish Sharma Mr. Vinesh Jain Ms. Shikha Gupta Mr. M. C. Khatri Mr. Ravindra Singh.
4.	Tentage & Sitting Arrangement	Mr. Pankaj Sharma Mr. Pushpendra Singh, Mr. Hemant Vijayvergiya Mr. K Satish Mr Utsav Upadhayay Mr. Chiman Singh Rawat Mr. Mohan Ram	Dr. Alok Khatri Dr. Amit Sharma Dr. Suresh Sahu Mr. B. S. Rathore
5.	Welcome & Cultural Program arrangement	Ms. Meeta Sharma Ms. Monalisa Meena Ms. Madhu Toshniwal Ms. Shefali Gupta Ms. Diksha Gupta	Dr. Anil Maheshwari Ms. Shalini Walia Dr. Shikha Agarwal Mr. L. K. Dusad
6.	Light & Sound (Light, Generator, Cooler, Sound etc.)	Mr. Balvinder Singh Mr. Pushpendra Singh, Mr. Pappu Sain Mr. Mohan Ram jat Mr. Mahendra Kumawat	Mr. Ajay Dadhich Mr. Anil Tailor Mr. Devendra Kumar Mr. Sushil Kumar Mr. Vivek Katiyar
7.	Food Arrangement (Breakfast, Lunch, Dinner and refreshment arrangement)	Dr. Prashant Kriplani Ms. Shveta Tripathi Ms. Priyanka Gupta	Dr. Anand Bansal Mr. V. P. Sharma Mr. Vishal Balani

	& Arrangement of Drinking Water)	Dr. Anu Singh Dr. L Avinash Mr. Rakesh Kumawat	
8.	Medical	Mr. Chetan Selwal Mr. Yashvin Gupta Mr. Piyush Chaubey Ms. Megha garg Nurse Caretakers	Mr. H. R. Chaudhary Mr. R. K. Raj Mr. Subhash Malik Mr. Govardhan Lal sharma
9.	Mementos (Designing and purchasing) for students & Saplings for guests	Mr. Yashvin Gupta Dr. Jai Gopal Gupta Mr. Dharmanshu Singh Sodha Mr. Nikhil Yadav Mr. Chiman Singh	Dr. Anil Maheshwari Ms. Shalini Walia Mr. Vishal Balani Mr. Amit Sharma Ms. Shikha Agrawal
10.	Computer Facilities, Visual Display & Printing material Web Designing	Ms. Taruna Khemwani Mr. Saurabh Maheshwari Mr. Dalpat Songara Mr. Vikas Singh Mr. Balveer Singh Shekhawat Mr. Atul Bhardwaj	Dr. Vikas Bansal and T&P Office
11.	Sitting Plan (Stage, Students, Faculty, Parents etc.)	Mr. Balvinder Singh All HOD's Mr. Mohd. Salim Mr. D.D. Gaur Mr. Rajendra Muchala	Dr. R. P. sharma Mr. Ganpat singh Mr. Mahesh Manwani Mr. Dilip sisodia
12.	Boarding & Lodging Arrangements in Hostel	Ms. Payal Awwal Ms. Shalini Agarwal Dr. Priya Advani All Wardens Caretakers	Dr. K. G. Sharma Ms. Jyoti Gajrani Mr. T. K. Aseri Mr. Anurag Garg
13.	Back Stage	Dr. Seema Maheshwari Ms. Meeta Sharma Ms. Renuka Kamadar Ms. Pratibha Singh Ms. Suman Singh Ms. Anusiya	Dr. Anil Maheshwari Ms. Shalini Walia Dr. Shikha Agarwal Mr. L. K. Dusad
14.	Discipline	Mr. S.S. Agarwal Mr. Gaurav Bhardwaj Registrar All HOD's Mr. Mohd. Salim	Chief Proctor, HoDs All proctors
15.	Degree Folder Arrangement	Mr. Amarjeet Poonia Mr. Pawan Inaniya Mr. Sanjeev Yadav Mr. Manda Sandeep Mr. Srinivas Yelisetti	Dr. Pooja Tomar Dr. Sandesh Trivedi Mr. Sunil Khinchi Mr. V. P. Sharma
16.	Photography	Mr. Anil Sharma Mr. C.L. Kumawat Mr. Kamasali Lokesh Mr. Vikas Kumar	Dr. Manish Badlani Mr. Harish Sharma

17.	Finance and Accounts	Mr. Pushendra Singh (R) Mr. Kuldeep Kr. Mathur Mr. Rakesh Agarwal Mr. Pramod Kr. Singh	Sh. D S Dayma Sh. Himanshu Mathur Sh. Praveen Gupta
18.	Stay arrangement of Guest	Mr. Ashok Kumar Mr. Sanjeev Yadav	Dr. U S Modani and TEQIP team
19.	Program Winding-up and Transportation Committee (To ensure safe departure of students after the program)	Mr. Hemant Kumar Vijayvergia Mr. Pankaj Kumar Sharma Mr. Utsav Upadhyay Mr. K. Satish Mr. Pushendra Singh (R) Mr. Narendra Singh , Mr. Mahendra Joshi Mr. Babulal Faroda Sh. Maan Singh Rawat.	Mr. Vinod Kumar Verma Mr. Dilip Gehlot



Principal

NECA/PO/2018/191-3493

Copy to:

1. P.A. to Principal (for kind information)
2. All concerned members for compliance
3. Guard file