



Engineering College, Ajmer

(An Institute of Govt. of Rajasthan)

Barliya Choraha National Highway No. 8, Ajmer - 305025



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Ref./ECA/Proctor/2021/72

Date: 28/09/2021

OFFICE ORDER

Following committee is hereby constituted to coordinate and complete all the formalities / works related to the B.Tech. Admissions (1st year) for the session 2021-22 (through REAP, LEEP, JEE (Mains) & 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. V.C. Jain (Chief Proctor)

Assistant Admission Officers:

Dr.R.P.Sharma

Dr. Sandesh Trivedi

Dr. Suresh Sahu (Proctor)

Sr.No.	Branch/Section	Admission Place	Convenor /Proctor	Branch wise Committee
1.	Mechanical Engineering	Seminar Room (NB- 216)	Sh. Tarun Aseri	Sh. Mool Chand Sh. Vinod Kr. Verma Sh. Ramesh Kumar (Lab Technician) Sh. Uttam Singh- Contractual Employee Sh. Shivji Ram- Class- IV Contractual Employee
2	Civil Engineering	Seminar Room (CE- 14)	Sh. Mahesh Manwani	Dr. Anand Bansal Ms. Shalini Walia Sh. Tahir Ullah Khan (Lab Assistant) Sh. Anirudh Kumar (Lab Technician) Sh. Damodar Sharma (Lab Attendant)
3	Electrical Engineering	Electrical Computer Lab (EE- 15)	Dr. Anil Maheshwari	Dr. Adarsh Mangal Dr. Saroj Lakhawat Sh. Kailash Chand Yadav (LDC) Sh. Devendra Kr. Sanadhya (Lab Technician) Smt. Beena Sen (Lab Attendant)
4	Electronics Instrumentation & Control Engineering	EIC Lab (S- 17)	Sh. Ajay Dadhich	Dr. Chandra Prakash Jain Dr. Deepika Sharma Sh. Dinesh Kumar Yadav (LDC) Sh. Santosh Meena (Lab Technician) Sh. Kanaram Jat (Lab Attendant)
5	Electronics & Communication Engineering	Computer Lab- I (NB- 102 A)	Sh. Lalit Kr. Dusad	Sh. Anurag Garg Sh. Deepak Jhanwar Sh. Dara Singh (LDC) Sh. Srichand (Lab Technician) Sh. Shyoraj (Lab Attendant)
6	Computer Science & Engineering	Param Computer Lab (G- 24)	Sh. Anil Kr. Tailor	Sh. H. R. Choudhary Sh. Vishnu Prakash Sharma Sh. Vishal Balani (Lab Assistant) Sh. Indra Sen- Contractual Employee Sh. Pukhraj (Lab Attendant)
7.	Information Technology	Vikram Sarabhai Computer Lab (G- 30)	Sh. Deepak Gupta	Sh. Dinesh Kumar Khunteta Sh. Ravindra Singh Jaya Tak (LDC) Sh. Ajay Meena- Contractual Employee Charan Singh- Class- IV Contractual Employee

8.	Girls Hostel	NB-21	Dr. Shikha Agarwal (Chief Warden)	Anita Satyavna (Asstt. Warden)
9.	Account Serction	Old Building (CE, EE, CS, IT, EIC)	Sh. Praveen Gupta	(Jr. Accountant)
			Smt. Santosh Yadav	Cashier
		New Building (ME, ECE)	Sh. Madan Mohan	Data Entry Operator
10.	Over All			Sh. Kamlesh Kumar (Lab Attendant)
				Sh. Lalit Kumar (Lab Attendant)

All the HODs are hereby instructed to make all necessary arrangements of sitting of admission committee members in the mentioned rooms. All the available resources of the department like Computer, Printer, Dongal, Photo state etc. shall be provided to the admission committee by the HODs. Working will be effective from 01- 10- 2021. Timing shall be 9.00 AM to 04.00 PM, will be extended as and when required. All Conveners will ensure to submit duly signed daily report of admission with seat matrix in Proctor Section at the end of each day. All the above admission committee members are directed to follow the guidelines regarding Covid -19 issued by time to time by the Government. If required and on request, the HODs will arrange the classes of admission committee faculty members of their department. Chief Warden, Girls Hostel will ensure for providing hostel facilities to newly admitted girls during admission process- 2021-22.

Incharge, Proctor Section will ensure to provide all relevant materials, forms, files etc. to admission committee and ensure to send all relevant data regarding admission to the office of REAP- 2021 as and when required. Looking to the Covid- 19 situation Registrar will ensure the sanitization of the rooms / labs(As mentioned in above table) time to time where the admission process- 2021-22 will be conducted. No leave will be granted without prior permission of Convener of the committee and Chief Proctor.


Principal

Copy to: Through College Website:-

1. All HODs for necessary compliance.
2. All the 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