



राजकीय महिला अभियान्त्रिकी महाविद्यालय, अजमेर  
**GOVT. WOMEN ENGINEERING COLLEGE, AJMER**

(An Autonomous Institute of Govt. of Rajasthan)

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Date: 09/05/2017

**OFFICE ORDER**

The following action taking committees of faculty/staff members of the college are constituted for smooth and efficient functioning of academic & administrative duties and responsibilities of the college with immediate effect for the session 2017-18:-

S.NO.	ASSIGNMENT/ ACTIVITYCOMMITTEE	FACULTY INCHARGE/ COORDINATORS
1.	OMBUDSMAN	<b>Prof.(Retrd) M.Raisinghani</b>
2.	College Administration Committee	Sh.S.S.Agarwal (Chief Coordinator) Dr. Prashant Kriplani Ms.Shalini Agrawal Sh.Nikhil Jain Sh.F.B.Sharma Registrar(Ex-officio) Deputy Registrar(Ex-officio)
The committee shall provide suggestions and recommendations for administrative, academic and financial matters in the interest of institution, staff and students-as and when required by the Principal/Registrar & Planning and preparation of agendas for BOG and reports to/for Govt.The committee shall also look after and report for classes by teaching staff in the college and duties by Non-Teaching staff in the college. The committee shall also identify and listen to the problems of various sections/departments an propose administrative procedure for better transparency in the system.		
Office-Principal Chamber		
LDC-LDC of Principal Office		
3.	CVC	Dr.Prashant Kriplani(Chief Coordinator) Registrar A.R(Estb)
4.	<b>Student Welfare:</b> The section will look after all the matters related to students viz: admission process, counseling, student-attendance, scholarships, discipline matters, cultural activities, NCC & NSS, prohibition of ragging, games & sports activities, and magazine/newsletter/brochure of college, alumni activities etc..	
4.1	Administration  Admissions & Enrollment(UG & PG Programs)	Sh.Nikhil Jain(Chief Proctor) Mrs.Shalini Agarwal(Astt.Proctor) Dr.Meghna Kumawat (Astt. Prof.) Dr.Vijay Sharma (Astt. Prof.) Sh.Nikhil Jain (Chief Proctor) Mrs.Shalini Agarwal (Astt.Proctor) Dr.Meghna Kumawat(Astt. Prof.) Dr.Vijay Sharma(Astt. Prof.) All HODs & Coordinator (H&S)

The committee is responsible for admissions to B.Tech courses and P.G. courses as per norms. The committee may assign duties of staff for the activity with permission of college administration. Office will be Proctor Section.	
Online process of admission:	HOD(CC/IT) Services Mr. Balveer Singh
The committee shall work under Proctor section for preparation of online admission forms during the admission process and take instructions from Proctor section administration.	
Scholarship	Mr. Sanjeev Yadav (Chief Coordinator) Ms. Priyanka Gupta Ms. Ruchi Bhaskar Ms. Suman Singh(A.L.) Sh. Narendra Mathur(LDC)
The committee is responsible for arranging scholarships from Samaaj Kalyan Vibhag, Board of secondary education Rajasthan, Private Trusts, Govt offices etc. to help academically bright students with weak economic and socio background. The office of above activity will be the office of Coordinator/Assistant Librarian.	
Concessions The committee is responsible to help students to avail bus and train travel concession during training and vacations. Office will be Proctor Section.	Dr. Meghna Kumawat (Asth. Prof.) Mrs. Shalini Agarwal(Asth. Proctor)
Attendance: Responsible for correspondence regarding attendance of students. Also to coordinate for the registration of students.	I year II year onwards Coordinator-Humanities and Sciences To be managed at Departmental Level by HOD's
Anti-Ragging: & Student Discipline:	Dr. Seema Maheshwari (Chief Coordinator) Chief Proctor Chief Warden Concern HOD
The Committee is responsible to maintain an atmosphere of ambience in the college by prohibiting ragging. Assign duties of anti-ragging squad and get the anti-ragging affidavits filled as per norms. Office will be Proctor Section. To prevent the ragging in campus. Committee is responsible to maintain an atmosphere of ambience in the college by taking steps to maintain discipline in the campus. Office will be Proctor Section.	
4.2	Creative Art Society: Ms. Meeta Sharma (Chief Coordinator) Ms. Monalisa Meena Ms. Madhu Toshniwal Ms. Suman Singh (Assistant Librarian) Ms. Kavita Sharma (Assistant Registrar) Ms. Sunita Vyas (Technician)
The committee is responsible to prepare technical & cultural event calendar of the college, organize all the events of national/state level importance, to arrange and maintain items required for such activities and to perform other related duties. To organize annual festival. Other cultural events on different occasions. To coordinate and organize programs of renowned artists under SPIC MACAY. To encourage students participation in CAS activities/events.	
4.3	NSS & NCC: Ms. Rajni Choudhary (Chief Coordinator) Sh. Kundan Rathore Ms. Parvati Bhurani
To establish and develop NCC & NSS wing of GWECA and to create awareness among the student community regarding importance towards nation building. To Train students towards participation in for national events and programs of national importance.	
4.4	Games & Sports: Ms. Santosh Meena (Chief Coordinator)

		Sh.Arvind Sharma Sh.Pawan Inanya Sh.Mohan Ram
	The committee is responsible to prepare sports calendar of the college, organize games & sports activities, to arrange and maintain equipment for games and sports and perform other related duties. To frame and implement the policy and rules for sports activities. Organize annual sports week of all courses. To promote sports in students, staff and faculty. Development of play grounds.	
4.5	College Magazine/Brochure/New-Letter	Ms.Priyanka Gupta(Chief Coordinator) Sh.Chetan Selwal Ms.Shveta Tripathi
	The committee is responsible to bring out/printing of the college magazine having creations of students & college staff, college brochure, monthly/bimonthly newsletter of college and to perform other related duties.	
4.6	Alumni Committee:	Sh.Amarjeet Poonia (Chief Coordinator) Sh.Yashvin Gupta Sh.Chetan Selwal Ms.Meeta Sharma
	The committee is responsible to communicate with alumni of the college, to organize regular alumni meet in the college, to maintain a proper record of alumni for related activities.	
4.7	Student Insurance	Sh.Nikhil Jain(Chief Proctor) Ms.Shalini Agrawal (Astt. Chief Proctor) Deputy Registrar Sh.Rakesh Agarwal(Jr.Accountant)
	The committee is responsible for getting the insurance of students as per Govt norms. To keep the complete record of student insurance and liaison with related govt. departments for the same.	
	Office-Proctor Section	
	Non-Teaching Staff Members(for all the above activities of point 2)	1.Shambhu Dayal Gurjar(I.DC) 2.Sh.Mohan Lal Verma(Lab Attendant)
5	Coordinator Humanities and Sciences	Dr.Seema Maheshwari
	Coordinator H&S shall be the in-charge coordinator of HOD-Physics, Chemistry, Mathematics, English & activity of Humanities and Social Sciences. He/She shall look after all the administrative activities like attendance, midterm, faculty requirement, empanelment of guest faculty, NBA/NAAC accreditation related data etc. of these departments as a Coordinator. Any files of these departments are required to be forwarded by the Coordinator-H&S. He/She shall be the one point contact for all the activities related to these departments.	
	Office-Faculty room of Coordinator	
6	Academic, Research & Library Activities: The section will look after all the matters related to academics, preparation of academic calendar of the college, distribution of teaching load in departments, empanelment of guest faculty (if required) and research activities viz: taking-syllabus status of subjects, feedback from students, timely preparation and management of time table,R&D projects and membership of professional societies for students and faculty members, Expert lectures in the departments from academics and industries,M.Tech program, soft skill developments in students & Matters of Higher study for faculty & staff of college. To prepare academic calendar and other related works. To propose for new U.G and P.G Programs.	
	Academic Coordinator (s) I & II	Dr.S.S.Sharma ( I ), Ms.V.L. Kalyani (II)
	Non-Teaching Staff Member	Sh.Arvind Jadam
6.1	Syllabus status:	Coordinator-Humanities and Sciences (I Year) Concerned HOD's(II Year onwards)
	The HOD/Faculty Coordinator shall be responsible to monitor the syllabus status of each subject in the concerned branch and assure the completion of syllabus in each subject.	

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	Internal distribution of duties in the department may be done to conduct this activity.	
6.2	<p><b>Feedback</b></p> <p>The committee is responsible to take the feedback status from every class for each faculty/staff member in the I Year/concerned branch and prepare a report on the basis of same to be submitted to college administration. Internal distribution of duties in the department may be done to conduct this activity.</p>	<p>Coordinator-Humanities and Sciences- (I Year) Concerned HOD's(II Year onwards)</p>
6.3	<p><b>Time Table:</b></p> <p>The committee is responsible for timely preparation, circulation and execution of time table of classes in every semester in each session. The coordinator is responsible for proper execution of time table and to report college administration for the same. To prepare institute time table at all levels. To ensure proper facilities in the class rooms with audio-video facilities. To report for infrastructure facilities in class rooms. To report on future requirement of class rooms/labs etc vis-a vis addition of new programs. To ensure proper conduction of classes according to time table.</p>	<p>Mr.Pankaj Sharma (Chief Coordinator) Coordinator-Humanities and Sciences- (I Year) Ms.Parvati Bhurani(CS/IT) Sh.Saurabh Maheshwari(MCA) Mr.C.L.Kumawat(ECE) Mr.Pushpendra Singh(EE/EEE) Dr.J.G.Gupta(M.E) Ms.Priyanka Gupta(MBA) M.Tech Coordinator(s)</p>
6.4	<p><b>Research &amp; Development projects and Professional Societies (ISTE/IEEE etc.):</b></p> <p>The committee is responsible to promote and apply for the R&amp;D projects from the departments of college under AICTE, DST, Central/State govt. projects etc. The committee is also responsible to provide membership of professional societies to each faculty member of the college in concern field/area.</p>	<p>Dr.Shailja Tiwari(Chief Coordinator) Ms.Parvati Bhurani Ms.Taruna Khemwani Sh.Ashok Kumar Respective HODs(for student societies)</p>
6.5	<p><b>Soft &amp; Technical Skill Development:</b></p> <p>The committee is responsible to develop soft and technical skills in the students of college, to prepare them for interviews, placement drives and to perform other related activities.</p>	<p>Sh.Amit Garg (Chief Coordinator) Ms.Shweta Tripathi Sh.Yashvin Gupta Ms.Shikha Jhanwar</p>
6.6	<p><b>M.TECH Coordinators:</b></p> <p>The M.Tech coordinators are responsible for all the academic activities related to M.Tech course in the department. They are responsible for proper execution of classes in the course, record of attendance of students, assign guide &amp; co-guide of students, assign assistant ship load to Gate/Non-Gate M.Tech students etc and other related activities. They shall work under the HOD of concern department.</p>	<p>1.Ms.Rekha Chahar(Digital Comm.) 2.Mr.F.B.Sharma(Power Systems) 3.Ms.Ruchi Bhaskar(Software Engg.)</p>
6.7	<p><b>Higher Study Committee (for Faculty &amp; Staff):</b></p> <p>The committee is responsible to check the eligibility of faculty/staff member applying for higher study and provide recommendation to college administration for the same. The committee is also responsible to prepare and submit proposals for Research center/Study center of various National /State level universities/institutions etc. to the college administration for providing faculty/staff member for in-house facility of higher studies like</p>	<p>Dr.P.Kriplani(Chief Coordinator) Sh.S.K.Agrawal Dr.J.G.Gupta Dr.Rakhi Khandelwal A.R(Establishment)-Ex officio</p>

	PhD,M.Tech. etc. to the faculty/staff of the college.	
6.8	Central Library:	Dr.Priya Advani (Chief Coordinator) Sh.Saurabh Maheshwari Ms.Payal Awwal Assistant Librarian-Ex-officio member
	The committee is responsible for proper maintenance of central library.to make the library complete in all the respects of books, journals, magazines, e-books-library, reprographic facility, reading room etc. The committee is responsible for taking requirement of books, journals, magazines etc. from the department, purchase of books, magazines, journals etc. To verify and timely process the bills for payments and other related activities. Will also look after-purchase of books, journals and magazines in consultant with HODs and library committees. Online journals administration and renewal. To plan and advice on modernization of the central library including development of e library/digital library. Other related works of the section/committee.	
	Examination(RTU,Kota and others Exams:	Mr.V.P.Saxena(Chief Coordinator) Sh.S.K.Agarwal Sh.Amarjeet Poonia Sh.Anil Sharma Sh.Arvind Sharma
7	The committee is responsible for planning and execution of RTU examination related activities in the college viz: form filling, conduction of exam, marks submission, preparation of result database, distribution of mark sheets, degrees, solving queries of students regarding all the issues of examination and performing other related activities. The committee shall also conduct other external offline examination (as per availability of resources) of govt agencies like RPSC,RBSE,CBSE,Police,AIEEE,JEE etc. only in condition of no loss to academic activities of the college and with permission of college administration. Will also look after-Record of duties of invigilators and supporting staff. Dealing university for remuneration bills. Examination fee. All exam form related matters. Time schedule of Internal/Practical exams. Schedule of improvement tests. Distribution of remuneration amount.Distribution of admits cards. Sending marks to University.T.R.University grievances and correspondence. Other related works.The committee is responsible to conduct online examination(as per availability of resources and prmision of college administration)for placement drives and other external govt agencies like RPSC,District court,JEE,AIEEEE,IBPS etc.only in condition of no loss to academic activities of college and with permission of college administration.	
7.1	Midterm examination: For planning and proper execution of Internal examination. To conduct timely midterm examination. Time schedule of Internal exams. Collect record of middterm marks and uploading on college website and other related activities.	I Year-Coordinator-H&S II Year Onwards-Respective HODs
Office-Examination Cell LDC Sh.Dinesh Panwar		
8	Campus Planning & Development	
8.1	Estate(Civil & refurbishment/Repair Works)	Mr.Amrit Pal Singh Yadav Sh.Sandeep Yadav Sh.Chiman Rawat(Technician/Care taker)
	The committee is responsible to carry out the entire repair, maintenance, refurbishment work etc. and other related civil works of the college. To report on efficient utilization of available space in the campus in consultation with HOD/Coordinator. To look after maintenance and renovation of existing buildings, lab rooms, hostels, lecture halls, boundary walls etc. To monitor the execution of works being carried out in the campus and to certify the quality through technical committees. To coordinate between different departments on requirement of additional facilities and plan to create them. To plan proper land use via-a-vis facilities. To plan proper pitched roads and pedestrian walkways. To propose new academic block/department/hostel.	



	Estate Electricity:	Mr.Balvinder Singh Mr. Pushpendra Singh Electrician Sh.Rajendra Muchala
	To maintain and look after the electrification in campus buildings, boundary walls, street light, hostels etc. & Repair/Maintenance of electric Coolers/A.Cs/Electric Generators/UPS/Batteries/Fans etc. and other electrical items. The committee is also responsible for timely verification and processing of electricity bills of the college and to take measures for reducing unwanted wastage of electricity in the campus.To plan for new electrical system in new blocks, buildings, rooms etc. To plan efficient lighting system in the campus. Electrical maintenance and other issues.Other related works to the section/committee.	
8.2	Campus Water Supply & Water Arrangement & Planning, Horticulture & Repair of Water Coolers/Purifiers. :	Mr. Gaurav Gupta(Chief Coordinator) Mr.Anil Sharma Sh.Bhupal Singh Sh.Ramesh Rawat
	To maintain and look after the water supply & arrangement of drinking water in college buildings, gardens, hostels etc. & beautification of campus by Horticulture etc.The committee is also responsible for maintenance/Repair of R.O./Water purifiers, Water Coolers etc in college buildings, gardens, hostels etc. The committee is also responsible for timely verification and processing of water bills of the college and to take measures for reducing unwanted wastage of water in the campus. To plan for waste water disposal for conservation of water resources and recycling of the same and try to achieve zero waste system.	
8.3	Furniture Committee (for Offices/Hostels/faculty & Staff)	Sh.C.L.Kumawat (Chief Coordinator) Ms.F.B.Sharma Sh.Pankaj Sharma Care Taker
	The committee is responsible for giving the requirement of furniture for offices/hostels/faculty & staff to the college administration.	
8.4	Space (faculty/classrooms/labs etc.) The committee is responsible for assigning the rooms/offices to faculty members/sections/offices of the college.	Dr.P.Kriplani(Chief Coordinator) Registrar Care Taker
8.5	Telephone Communication Service in campus:	Ms.Santosh Meena (Chief Coordinator) Mr.Ashok Kumar Sh.Prerit Gupta(Technician)
	The committee is responsible for arrangement and maintenance of telephone services in the college campus in various offices, hostels etc. The committee is also responsible for timely verification and processing of telephone bills of the college.	
9	Central Facilities	
9.1	Computer Center:	HOD-CC/IT services(Chief Coordinator) Sh.Balveer Singh (Network & System Admin.)
	The committee is responsible for proper maintenance of computer center of the college. To make the computer labs completed/equipped in all the respect as per the requirement and norms.	
9.2	College Website:	Sh.Saurabh Maheshwari(Nodal Officer) Sh.Balveer Singh (Network & System Admin.)
	Nodal officer is responsible for proper maintenance of college website. To upload all the required and mandatory information on the college website, to renew the website domain time to time, to update the website with all the information timely etc.To host the website of college in the computer center of institution. To update, expand and maintain the website.	
9.3	Internet & Computing facility :	HOD (CC/IT services) (Chief Coordinator) Mr.Balveer Singh (Network & System Admin.)

		Sh.Atul Bhardwaj(Technician)
	The committee is responsible for Internet & Computing facility in campus & Campus Wi-Fi & Repair of Computers/Laptops and resolving internet/networking problems of the faculty/staff members. The committee is also responsible for timely verification and processing of internet bills of the college. Will also look after-To administer and manage the entire campus computer networking which includes departments, centers, main administrative building, hostels, library, guest house etc. To provide network connectivity to the remote location like institute security cameras at various points.to provide web based email that enables all users to access their mailbox from anywhere via internet. To encourage use of free and open softwares.To provide various advanced and special purpose software for all the campus users. To monitor network performance. Explore upcoming technology for enhancing the IT infrastructure expansion. Internet contract, purchase related matters of networking and connectivity related matters in the campus. Other related works of the section/committee.	
9.4	College Guest House:	Sh.Jai Goyal-A.R.(Chief Coordinator) Sh.Narendra Singh(Store Keeper) Sh.Rakesh Agarwal(Jr.Accountant) Sh.Mohan Ram(Technician)
	The committee is responsible for proper arrangement and maintenance of college guest house. To propose and take approval for accommodation charges from the visitors and collect the stay charges for the same.	
9.5	Solar Plant & Solar Street Lights:	Dr.S.S.Sharma(Chief Coordinator) Sh.Pushendra Singh Electrician
	The committee is responsible for maintenance of solar power plant and solar street lights of the college. To provide facility of solar electricity to labs and plan for increase in capacity of the same by collecting funds from state/central govt and other agencies.	
9.6	Medical Facility(Infirmery/dispensary) & Creche:	Ms.Madhu Toshniwal(Chief Coordinator) Ms.Rekha Chahar Ms.Monalisa Meena Deputy Registrar
	The committee is responsible for development and arrangement of medical facilities in the college campus.	
9.7	Banking facility, Stationary Shop & College Canteen	Deputy Registrar(Chief Coordinator) Sh.Jai Goyal(A.R.) Assistant Librarian Sh.Kuldeep Mathur(Jr.Accountant) Sh.Rakesh Agarwal(Jr.Accountant)
	The committee is responsible for development and arrangement of banking facilities in the college campus: The committee is responsible for development and arrangement of stationary items and related facilities through stationary shop in the college campus. The committee is also responsible to look after timely submission of rent of stationary shop and yearly contract for the same. The committee is responsible for development and maintenance of college canteen in the college campus. The committee is also responsible to look after timely submission of rent of canteen and yearly contract for the same.	
9.8	Central Stores:	Deputy Registrar(Store Officer) Narendra Singh(Store Keeper)
	Central Store officer is responsible for taking the centralized requirement of departments/sections/offices of the college and to propose a procurement method for the same to the college administration. To make the necessary stock entries of the purchases made in the college and perform other related activities.	

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9.9	Central Purchase Committee	Sh.S.N.Joshi (Chief Coordinator) Concern HOD One Faculty members of Concern department Registrar D/R Sh.Rakesh Agrawal(Jr.Accountant)
	The committee is responsible for procurement of items to be made under Tendering/National Bidding in the college and make purchase/verification of purchase made by other committee on quotation/committee purchase/direct purchase etc. as and when required by the college administration.	
9.10	Display Boards/Banner/Notice Boards/Name Plates etc.	Ms.Bhavna Maurya(Chief Coordinator) Sh.Kuldeep Goswami Care Taker
	The committee is responsible for arrangement and maintenance of Display boards, Notice boards etc. in the college.	
9.11	Audio/Visual Facility	Ms.Taruna Khemwani (Chief Coordinator) Sh.Prerit Gupta(Technician) Sh.Mahendra Kumawat(Technician) Ms.Vimla Sambhria(Technician)
	The committee is responsible for Arrangement & Maintenance of audio & visual aids in the college for the events/activities in the college and other related duties.	
9.12	Transportation:	Deputy Registrar Sh.Kuldeep Mathur(Jr. Accountant) Sh.Rakesh Kumawat
	The committee is responsible to maintain the transportation facilities of college. To maintain the log books of all the college vehicles and to look after the maintenance of college vehicles and other related duties. The committee is also responsible for timely verification and processing of fuel/maintenance bills of the college vehicles and to take measures for improving the efficiency of vehicle. Also look after regular bus service for students. Maintenance and administration of college buses and vehicles. Record keeping of vehicles and staff.	
Office-Faculty room of Coordinators		
10	AICTE/RTU/State Govt. Liaison Work	Dr.Gaurav Saxena(Chief Coordinator) Sh.F.B.Sharma Sh.Anil Sharma Sh.Sudarshan Maurya Sh.Kuldeep Mathur(Jr.Accountant)
	The committee is responsible for college & course affiliation through AICTE/RTU/State Govt. (if required) as per norms, process for course closure, Increase/decrease in intake in branch/course etc. through State Govt., RTU, Kota, and AICTE.The committee shall also recommend for which courses affiliation/closure is to be taken every year as per norms. The committee is responsible for all duties related to AICTE/RTU.	
Office: Faculty Room of Coordinator LDC-Sh.Vivek Agrawal		
11	NBA/NAAC (Accreditation):	Dr.Vijay Sharma (Chief Coordinator) Sh.Amit Garg One faculty member from each branch nominated by HOD
	The committee is responsible for accreditation of eligible departments/courses of college for accreditation under NBA/NAAC.Will prepare all the necessary documentation required for accreditation from the eligible departments/courses and perform other related duties.	
Office: Faculty Room of Coordinator LDC-Principal Office		



12	<b>Public Relation Officer</b> PRO is responsible for providing and producing the information/news of all the academic and cultural activities/events conducted by/in the college in the print & press media. PRO is also responsible to maintain an ambient atmosphere with media and also look after other related duties	Dr.Mahesh Bohra
Office: Faculty Room of Coordinator LDC-Registrar Office		
13	<b>Campus Hostel:</b>  Chief Warden and Associate Chief Warden are responsible for discipline and proper administration of campus hostels, look after admissions/discharge from hostel/refunds of caution money etc. in campus hostels as per rules. They must assign duty of mess wardens & administrative wardens in all the campus hostels from all female faculty members/senior non-teaching female staff member, look after the appointment and duties of Caretakers and Supervisor and shall issue all the required instructions for proper discipline, hygiene, cleanliness, safety and administration in campus hostels. The Associate Chief Warden shall look after proper management of hostel mess, look after yearly mess tender process with Chief Warden and submit the mess bills from Mess wardens as per rules to the Chief Warden. The Associate Chief Warden will submit the requirement of campus hostels to college administration through Chief warden as and when required and other related duties. Both the Associate Chief Wardens shall report every case before Chief Warden and committee of Chief Warden & Associate Chief Wardens shall forward the recommendation to the college administration/respective committee of college for necessary action.	Ms.Payal Awwal (Chief Warden) Ms.Shalini Agrawal (Asst. Chief Warden) Registrar(Asst. Chief Warden) D/R(Asst. Chief Warden)
Office: Faculty Room of Coordinator LDC-Ms.Sunita Yadav		
14	<b>Support Staff services (through contractor):</b>  The committee is responsible for taking services of support staff through contractor and to look after yearly tender process and to look after payment of support staff as per norms. The committee is also responsible for timely verification and processing of payment bills of the services and to take measures for improving the efficiency of working.	Mr. C.I..Kumawat (Chief Coordinator) Ms.Parvati Bhurani Sh.F.B.Sharma Deputy Registrar
15	<b>Training &amp; Placement and Industrial Interaction Cell:</b>  The cell is responsible to develop and maintain highly professional relationship with HRD people in industries/organizations to provide training & placements to all the students through campus placement drives, off campus placement activities, training activities etc. The cell is also responsible to prepare database of students, placements, training and workshop etc and submit the same to college administration, RTU, T.E.D etc. as and when required. To facilitate student training. To coordinate with industries and other research organizations for placements of students. To prepare placement brochure. To organize training and orientation programme for the students and make them more employable. To invite industry and academic personnel to motivate students.	Sh.Yashvin Gupta(Chief Coordinator) Sh.Sanjeev Yadav Sh.Chetan Selwal Sh.Amarjeet Poonia
Office: TPO Cell LDC-Sh.Vivek Agrawal		
16	<b>Faculty &amp; Staff Welfare, P.F, N.P.S., S.I, Gratuity, Mediclaim Facility and related works:</b> The committee is responsible for all the above activities listed above. To take steps for getting funds from external	Sh.Saurabh Maheshwari (Chief Coordinator) Dr.Mahesh Bohra Dr.Prashant Kriplani Dr.S.S.Sharma


	agencies.All P.F related matters of the regular staff and faculty. Providing mediclaim facility to staff and faculty. Other related wrks of the section/committee.		
Office: Faculty Room of Coordinator LDC-Sh.Vikrant Kriplani			
17	महिला उत्पीडन प्रकोष्ठ / <b>Women grievance redressal cell/Internal Grievance Cell:</b>	Principal(Chairman) Dr.Rakhi Khandelwal(Coordinator) Dr.Seema Maheshwari Ms.Neetu Rathore Sh.Gaurav Bharadwaj Dr.Bhavna Verma,Principal,M.I.School, Ajmer	
	The cell is responsible to process all the individual complaints and take suitable action thereon as per norms. The cell shall consider all the grievances submitted in writing by an individual regarding working conditions, eve teasing, and any other alleged injustice done to female employee/girl students while discharging duties/attending sessions in the institute. The cell will deal with the cases of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college		
18	Nodal Officer(s)	E-Sugam & Sampark	Dr.P.Kriplani
		College Website	Sh.Saurabh Maheshwari
		Higher Study Portal	Dr.Vijay Sharma
		N.P.S/S.I	Dr.Prashant Kriplani
		Digitization of service records of employees	Dr.Mahesh Bohra
		R.U.S.A	Dr.S.S.Sharma
		Digital India	Sh.S.S.Agrawal
		Unnat Bharat Abhiyan	Sh.Anil Sharma
		A.I.S.H.E	Sh.Kuldeep Goswami
		Budget Plan/Incoming Out going budget	Deputy Registrar
		L.I.T.E.S	Dr.Gaurav Saxena(N.O.) Sh.Jai Goyal(A.N.O)
		Gender Desk	Dr.Mahesh Bohra
		Swacchha Bharat Abhiyaan	Sh.Hemant Vijayvergia
		Ek Bharat Shreshtha Bharat	Sh.S.K.Agrawal
Vidhaan Sabha /C.M. office	Sh.Anil Kumar Sharma		
Nodal officers are responsible to discharge the assignment given to them by the college administration/department of T.E. G.O.R. Nodal officer is responsible to complete all the pendency of the assignment given to him/her and complete the report of assignment up to date so as to be an effective tool which can be used by the accessing officers properly. To keep the liaison with the state Govt for the assigned activity and related matters. He/She shall be the contact point for the assignment to the state govt.			
19	<b>BBAMS:BIOMETRIC BASED ATTENDANCE MONITORING SYSTEM</b>	Sh.Dalpat Songara(Chief Coordinator) Sh.Balveer Singh Ms.Kavita Sharma Sh.Rahul Gupta	
	The committee is responsible for maintenance of BBAMS in the college, to provide the college administration with all the information related to staff attendance in the required formats, to solve the queries of staff regarding the same, to develop an effective monitoring		

	system of attendance and other related activities.	
20	योग समिति	Dr. Shikha Jhanwar (Chief Coordinator) Ms.Bhavna Maurya Ms.Priyanka Gupta Ms.Neetu Rathore
	The committee is responsible for organizing Yoga sessions/camps in the college for staff and students. The committee is responsible for celebrating events of yoga of national/state importance and prepares reports to be submitted to state govt and other agencies for the same.	
21	स्वच्छ भारत अभियान	Sh.Hemant Vijayvergia (Chief Coordinator) Sh.J.G.Gupta Sh.Rahul Garg Ms.Sarika Sharma
	The committee is responsible for organizing sessions of cleanliness in the college for staff and students. The committee is responsible for celebrating events of cleanliness of national/state importance and prepares reports to be submitted to state govt and other agencies for the same.	
22	Entrepreneurship Development cell & Incubation Center	Sh.Chetan Selwal(Chief Coordinator) Ms.Priyanka Gupta Sh.Saurabh Maheshwari Sh.Yashvin Gupta
	To organize entrepreneurship awareness programs, entrepreneurship development programs, faculty development programs and skill development programs in the college for the benefit of students and staff, to guide and assist prospective entrepreneur on various aspects such as preparing project reports, obtaining project approvals, and facilities from agencies of support system, information of technologies etc. To arrange interaction with entrepreneurs and create a mentorship scheme for student entrepreneur. To initiate minimum 05 student projects each year for new innovative product development. The committee is responsible for development of incubation center in the college, to keep liaison with state govt and other agencies for the development of center and look after the functionality of the same in college	
23	Campus Security committee:	Sh.Pankaj Sharma(Chief Coordinator) Ms.Rajni Choudhary Deputy Registrar
	The committee is responsible to maintain the security arrangements and take all necessary measures for the same in the college campus, hostels, entry-exit gates etc. The committee is also responsible to look after yearly tender process of security services and for timely verification and processing of payment bills of the services and to take measures for improving the efficiency of working. The committee is responsible for arrangement of safety measures/equipment at the various points in the campus. The committee is responsible to issue all the necessary instructions to the security in charges and guards in the campus to maintain safety and security in the college and also issue necessary instructions for recording entry-exit of the persons.	
24	Disability Resource Center	Dr.S.B.Gupta(Chief Coordinator) Sh.Arvind Sharma Sh.Amrit Pal Singh yadav Ms.Priyanka Gupta

NOTE:

1. All the Coordinators/ Faculty Incharges are responsible for proper discharge of the responsibility and duties as required. For this he/she must hold regular meetings, prepare activity chart and ensure the implementation of the same.
2. Coordinators are required to submit an action report monthly to the office of the undersigned.
3. The Convener shall be faculty member appearing at first place in each committee.

4. The members of the committee are required to follow the instructions of the Convener committee and should equally take responsibility for the work.
5. Besides the assigned duties and responsibilities, the undersigned may assign any other duty/responsibility in addition to the duties mentioned in this order as and when required. It is directed that committees will start functioning with effect from academic session 2017-18 i.e from July 01, 2017 without any further delay by properly hand over and takeover of previous and new charge.

  
(PRINCIPAL) 9/5

Copy to:-

- 1- Steno to Principal (for kind info. Of Principal)
- 2- Registrar office
- 3- All HODs(for compliance) — By Email
- 4- All concerned members(for compliance) — By Email
- 5- Establishment section
6. Guard File

  
(REGISTRAR)