



महिला अभियान्त्रिकी महाविद्यालय, अजमेर

राजस्थान सरकार का स्वायत्तशासी संस्थान

WOMEN ENGINEERING COLLEGE, AJMER

AN AUTONOMOUS INSTITUTE OF GOVERNMENT OF RAJASTHAN

Nasirabad Road, Makhupura, Ajmer - 305002

website: www.gweca.ac.in

Ph. No.: 0145-2695535

email: establishment@gweca.ac.in

Fax No.:0145-2695102

Ref. No. GWECA/Estt./2024-25/2101

Date: 27.11.2024

OFFICE ORDER

In suppression of earlier order the following committees are constituted for smooth and efficient functioning of academic & administrative duties and responsibilities of the college with immediate effect:-

S. NO.	ASSIGNMENT/ ACTIVITYCOMMITTEE	FACULTY INCHARGE/ COORDINATORS
1.	Games & Sports	Dr. Vijay Sharma, Coordinator Mr. Pawan Kumar Inania, Co-coordinator Ms. Santosh Meena Dr. Priyanka Gupta Mr. Umesh Kumar Ms. Sunita Yadav
2.	Research & Consultancy (Consultancy, Hackathon, Patents, Paper Presentation, Research Collaborations, Publications etc. Facilitation, Professional Societies, Student Chapter Activities)	Dr. Rahul Kr. Garg, Coordinator Dr. Gaurav Saxena, Co-coordinator Dr. S.S. Sharma Department Nominee Sh. Mohan Ram
3.	Faculty and Staff Welfare	Dr. Prashant Kriplani, Coordinator Dr. S.S. Sharma, Co-coordinator Dr. S.S. Agarwal Dr. Seema Maheshwari Sh. Narendra Kr. Mathur
4.	Telephone/Communications (CCTV Surveillance Services)/Audio/Video Srvices	Sh. Umesh Kumar, Coordinator Sh. Amritpal Singh Yadav, Co-coordinator Sh. Rajendra Muchala Sh. Prerit Gupta
5.	College Website & Internet Connection	Sh. Dalpat Songara, Coordinator Sh. Amit Garg, Co-coordinator Sh. Balveer Singh Shekhawat
6.	Central Store	Sh. Pushpendra Kr. Singh, SO (I/c) Sh. Narendra Singh, Store Keeper Sh. Dharmendra Singh Sh. Maan Singh



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7.	Transportation	Mr. Sudarshan Maurya, Coordinator Ms. Kavita Sharma, Co-coordinator Sh. Rakesh Kumawat Sh. Vikrant Kriplani Sh. Jitendra Verma
8.	Man Power & Security (other than regular faculty & staff)	Sh. Gaurav Pathak, Coordinator Sh. Saurabh Maheshwari, Co-coordinator Dr. Pushendra Singh Dr. Neetu Rahtore Ms. Amita Sharma
9.	Canteen	Dr. Prashant Kriplani, Coordinator Dr. Gaurav Saxena, Co-coordinator Dr. Shveta Tripathi Registrar
10.	Stationary Shop	Dr. S.K. Agrawal, Coordinator Dr. S.N. Joshi, Co-coordinator Sh. Amit Garg Registrar
11.	CC-IT Services (Computing, IT, Wi-Fi, Institute level online exam)	Sh. Gaurav Pathak, Coordinator Sh. Gaurav Gupta, Co-coordinator Sh. Balveer Singh Shekhawat
12.	Biometrics Attendance System	Sh. Arvind Sharma, Coordinator Sh. Gaurav Pathak, Co-coordinator Sh. Balveer Singh Shekhawat Ms. Kavita Sharma
13.	Anti-Ragging & Discipline	Dr. Seema Maheshwari, Coordinator Chief Proctor Chief Wardens All HoDs
14.	Scrap Disposal	Sh. Mukesh K. Khandelwal, Coordinator Mr. Sudarshan Maurya, Co-coordinator Department/Section Nominee Sh. Chimman Singh Rawat
15.	Child Care Leave	Dr. S.B. Gupta, Coordinator Dr. Rakhi Khandelwal, Co-coordinator Dr. Mahesh Bohra Sh. Umesh Kumar Ms. Kavita Sharma



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16.	Ph.D.	Dr. S.K. Agrawal, Coordinator Dr. Pushpendra Singh, Co-coordinator Ms. Sarika Sharma
17.	IEEE GWECA	Dr. Balvinder Singh, Coordinator Sh. Varun Prakash Saxena, Co-coordinator Sh. Amarjeet Poonia
18.	National Service Scheme (NSS)	Sh. Amarjeet Poonia, Coordinator Dr. Neetu Rathore, Co-coordinator Dr. Seema Maheshwari, Member & Nodal Officer (Swachh Bharat Abhiyan) Sh. Arvind Sharma, Member & Nodal Officer (Yoga) Sh. Saurabh Maheshwari, Member & Nodal Officer (Viksit Bharat @ 2047) Ms. Sunita Yadav
19.	National Cadet Corps (NCC)	Ms. Santosh Meena, Coordinator Ms. Priyanka Gupta, Co-coordinator Sh. Amarjeet Poonia, Member Ms. Pooja Bhati
20.	AICTE/RTU/BTU/State Govt. Liaison Work	Dr. Rahul Kumar Garg, Coordinator Ms. Parvati Bhurani, Co-coordinator Dr. Vijay Sharma, Member Sh. Kundan Rathore, Member Sh. Kuldeep Goswami, Member Sh. Arvind Jadam
21.	Central Vigilance Committee (CVC)	Dr. Shalini Agarwal – Coordinator Dr. Mahesh Bohra – Co-coordinator Dr. Ravindra S. Chauhan, Member Ms. Sunita Vyas

NOTE:

1. All the Coordinators/Co-coordinator/Committee Members 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 by 25th of every month.



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3. The members of the committee are required to cooperate with the coordinator. All committee members are equally responsible for conducting the task assigned to the committee.
4. 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 from 02.12.2024 by properly hand over and takeover of previous and new charge.

Approved!
27/11/2024

(PRINCIPAL)

Copy to:-

1. Steno to Principal - for kind information to the Principal
2. Registrar/FIA/FIE
3. All HODs/All Sections/All Teaching & Non-Teaching Staff
4. All Concerned Committee Members - for compliance
5. Establishment section for concerned personal file
6. Nodal Officer (website)
7. Guard File

Approved!

(PRINCIPAL)