



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/ 2425

Date: 28.12.2024

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. | Estate (Civil & Refurbishment/ Repair works) | Dr. Rahul Kr. Garg, Coordinator Sh. Gaurav Gupta, Co-coordinator Dr. Rakhi Khandelwal Sh. Mohan Ram Sh. Rakesh Kumawat Sh. Chimman Singh Rawat |
| 2. | Estate Electrical | Dr. Balvinder Singh, Coordinator Dr. F.B. Sharma, Co-coordinator Sh. Pappu Sain Sh. Mahendra Kumawat |
| 3. | Campus water supply & water arrangement & planning, horticulture & Repair/purchase of water coolers/purifiers | Dr. Anil Kumar Sharma, Coordinator Sh. Gaurav Gupta, Co-coordinator Dr. F.B. Sharma Sh. Ramesh Rawat |
| 4. | Central Library | Dr. Gaurav Bharadwaj, Coordinator Dr. Rekha Chahar, Co-coordinator Dr. Shalini Agarwal Dr. R.S. Chauhan Dr. S.N. Joshi |
| 5. | Academic & Time Table | Dr. Shyam Sunder Sharma, Coordinator |
| | Deptt. of CE/IT/MCA | Sh. Mukesh Kumar Khandelwal |
| | Deptt. of ECE | Dr. Rekha Chahar |
| | Deptt. of AIML | Dr. Ashok Kumar |
| | Deptt. of EE/EEE | Dr. S.N. Joshi |
| | Deptt. of ME | Sh. Yashvin Gupta |
| | Deptt. of H&S | Dr. Vijay Sharma |
| 6. | Scholarships | Dr. S.N. Joshi, Coordinator Sh. Amritpal Singh Yadav, Co-coordinator Sh. Dharmendra Singh |



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|--------|---|---|
| 7. | Solar Plant | Dr. S.S. Sharma, Coordinator Dr. Pushpendra Singh, Co-coordinator Sh. Pappu Sain |
| 8. | Medical Facility | Dr. S. B. Gupta, Coordinator Dr. Meghna Kumawat, Co-coordinator Sh. M.K. Khandelwal Deputy Registrar Ms. Vimla Sanbhria |
| 9. | College Magazine & Brochure | Dr. S.S. Agrawal, Coordinator Dr. Shikha Jhanwar, Co-coordinator Sh. Vikrant Kriplani |
| 10. | PRO & Media | Dr. Mahesh Bohra Dr. Shveta Tripathi Sh. Dinesh Panwar |
| 11. | Higher Study Committee | Dr. Hemant Kr. Vijayvergia, Coordinator Dr. Rakhi Khandelwal, Co-coordinator Dr. Vijay Sharma Sh. Mukesh Kr. Khandelwal AR (Establishment) |
| 12. | E-Sampark | (i) Technical Education Department Sh. Saurabh Maheshwari (L-1) Sh. Asif Sayeed Khan (L-2) Principal (L-3) (ii) Bikaner Technical University, Bikaner Sh. Saurabh Maheshwari (L-1) Dr. Vijay Sharma (L-2) |
| 13. | Voter Awareness Forum (VAFs) & Other election related program | Sh. Amritpal Singh Yadav, Coordinator Sh. Kundan Rathore, Co-coordinator Dr. Madhu Toshniwal Sh. Jai Goyal |
| 14. | Man Power & Security (other than regular faculty & staff) | Sh. Gaurav Pathak, Coordinator Sh. Saurabh Maheshwari, Co-coordinator Dr. Neetu Rahtore Sh. Varun Prakash Saxena Ms. Amita Sharma |



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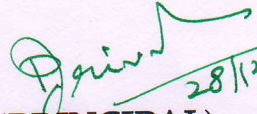
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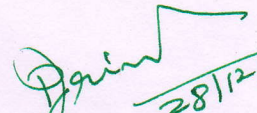
NOTE:

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.
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 08.01.2025 by properly hand over and takeover of previous and new charge.


28/12/2024
(PRINCIPAL)

Copy to:-

1. Steno to Principal - for kind information to the Principal
2. FIA/FIE/Registrar/Deputy Registrar
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


28/12/2024
(PRINCIPAL)