



राजकीय महिला अभियान्त्रिकी महाविद्यालय, अजमेर
GOVT. MAHILA ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)

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GWECA/H&S/26-27/69

Date: 03.10.2026

CIRCULAR

Following faculty members are assigned the duties of tutors for the group of students mentioned against their names for B. Tech. I year for the session 2026-27.

College ID	Name of the tutor
26CSE001 -26CSE020	Dr. Shailja Tiwari
26CSE021-26CSE040	Dr. Prashant Kriplani
26CSE041 -26CSE060	Dr. Shyam Sunder Sharma
26CSE061 - 26CSE080	Dr. Meghna Kumawat
26CSE081 -26CSE100	Dr. Saroj Bala Gupta
26CSE101 -26CSE120	Dr. Vijay Sharma
26CSE121 - 26CSE146	Dr. Mahesh Bohra
26CSE147 - 26CSE158	Dr. Gaurav Saxena
26ME01 – 26ME04	
26EEE01 – 26EEE10	
26IT01 – 26IT25	
26IT26 – 26IT59	Dr. Seema Maheshwari
26AIML01 – 26AIML20	Dr. Priya Advani
26AIML21 – 26AIML32	Dr. Nikhil Jain
26ECE01 – 26ECE08	Dr. Rakhi Khandelwal
26ECE09 – 26ECE29	
26CY01 – 26CY22	Dr. Shveta Tripathi
26CY23 – 26CY32	Dr. Shalini Agarwal
26EE01 – 26EE12	Dr. Madhu Toshniwal
26EE13 – 26EE33	
	Dr. Shikha Jhnawar

- Tutor must keep complete and updated record of information related to each student of his/her group such as personal, academic, scholarship details etc.
- Tutors must ensure regular interaction and meeting with the assigned students at least once in fortnight and maintain record of the same.
- The problems/grievances of the students may be addressed and resolved in writing by meeting the concerned/competent authority.
- Tutor is responsible to guide /assist the students in filling up examination, enrollment, online antiragging affidavit, scholarship, registration forms etc.
- Tutor should identify academic weaknesses of students, prepare action plan and their implementation to remove such weaknesses and ensure improved results.
- Tutor must communicate and discuss performance/attendance of students to their parents and take suitable corrective/punitive actions whenever required.

maresh
(HOD Humanities and Sciences) 03/10/2026

Copy to:

1. Steno to Principal (Through e mail for kind information)
2. Registrar (Through e mail for kind information)
3. Proctor Section (Through e mail for kind information)
4. Exam section (Through e mail for kind information)
5. Concerned faculty members (Through e mail for compliance)
6. Notice boards
7. Guard file