



# GOVT. WOMEN ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)

Nasirabad Road, Makhupura, Ajmer - 305002

website: www.gweca.ac.in

Ph. No.: 0145-2695535

Fax No.:0145-2695102

GWCA/H & S/2018-19/124

Date 9/8/18

## HUMANITIES AND SCIENCES

A meeting of faculty members of Humanities and sciences department was held on 4/8/18 with the HOD Humanities and sciences for the smooth conduction of department activities. As decided in meeting following committees are constituted for the session 2018-19.

Departmental Committee	Committee Members
Teaching load assignments/ departmental level examination activities/ Store related work/ data compilation of the department as per requirement	Incharge Physics - Dr. Shailja Tiwari Incharge Chemistry - Dr. Rakhi Khandelwal Incharge Mathematics - Ms. Shalini Agarwal Incharge English - Dr. Shikha Jhanwar Incharge MBA - Ms. Priyanka Gupta
Timetable coordinator	Dr. Saroj Bala Gupta
Lab Incharges	Physics - Dr. Anu Singh Chemistry - Dr. L. Avinash English - Ms. Shveta Tripathi
Attendance collection and display on notice boards (upto 5 <sup>th</sup> of every month)	Dr. Mahesh Bohra Ms. Madhu Toshniwal
Academic support for weak students and remedial classes planning and arrangement	Mr. Nikhil Jain Ms. Neetu Rathore Dr. L. Avinash Dr. Anu Singh Ms. Ganga Brahma
Feedback from students ,analysis and corrective actions	Dr. Vijay Sharma Ms. Ganga Brahma
Library related work	Dr. Priya Advani
NBA related work	Dr. Prashant Kriplani Dr. L. Avinash Dr. Anu Singh
AICTE and RTU related work	Dr. Gaurav Saxena Dr. S. S. Sharma
TEQIP related work	Dr. Meghna Kumawat

- All the faculty members are hereby requested to take the classes regularly as per time table. In case of absence from the college faculty members are required to pre-arrange the assigned class.
- Filling of sessional and practical marks on online portal will be sole responsibility of the concerned subject teacher/ Internal examiner. Incharges are required to ensure timely marks submission of their concerned faculty on online portal. All the faculty members will be required to evaluate mid term answer sheets within 10 days after the exams.
- All kind of communications should be preferably through official e mails.

  
(Dr. Seema Maheshwari)  
9/8/18  
HOD H & S

Copy to:

1. Steno to Principal (through e mail for kind Information)
2. Registrar (through e mail for kind Information)
3. Concerned Faculty (through e mail for compliance)