



Engineering College, Ajmer

(An Autonomous Institute of Govt. of Rajasthan)

Department of Mechanical Engineering

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Ref: ECA/Mech/2019/ 764

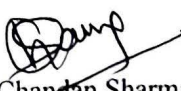
Date: 01/10/2019

CIRCULAR

Committee for short term course on Entrepreneurship and Personality Development


Following committee are constituted to execute the various concerned responsibility for short term course on "Entrepreneurship and Personality Development" to be held from 4th to 8th November 2019.

Committee	Name of Member	Responsibility
Online/Offline registration and feedback Reception, bouquet & Memento Committee, Daily Attendance of participants	Dr C. Sharma Dr D.K. Jamuwa Dr Jai Kishan Mr Devi Shankar Mr Braj Mohan Ms Deepa Sahu	To manage the short term course website, emails, Registration of participants. Distribution of registration kit, Procurement of Bouquet & Memento and other related work
Website Management	Mr Tarun Kumar Aseri Mr Dilip Sisodia	To manage Registration of participants
Print-Material	Dr D. Choudhary Mr Tarun Kumar Aseri Mr Ganpat Singh Mr Rajesh Kumawat Mr Lakhan Singh	Procurement printing of Brochure, Registration Kit Banner, standees, Preparation of certificates for experts, participants, committee members and volunteers and their distributions
Food and Catering Arrangements	Dr Rohit Misra Dr Sandesh Trivedi Mr Dilip Gehlot Mr Jagbir Singh Mr Gajanand Meena	To make arrangements for breakfast, lunch for participants, experts and others
Invitation for the program, Session management Stage decoration, electric, sound and venue arrangement	Dr Amit Sharma Mr Kamal Singh Ms Arti Meghwal Mr Govind P. Sharma	Arrangement and compering for all the sessions, arrangement for sage/dais decoration, electric, sound, venue and other related work
Transportation, stay arrangement of experts,	Mr Y.K. Gupta Mr M.C. Khatri Mr Himanshu Mathur Mr Rakesh K. Sharma	Stay and transport arrangement for experts
Photography, Press and Media Management	Mr Vinod Kumar Verma Mrs Jyoti Gajrani Ms Kavita Sharma	Arrangements for photography and publication of news in print media and other related work


Dr Chandan Sharma
(Coordinator)


Dr Sandesh Trivedi
(Coordinator)


Dr Amit Sharma
(Coordinator)


Mr Tarun K. Aseri
(Coordinator)


Dr Alok Khatri
(Convener)

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2. TEQIP Office
3. All faculty members
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