



# ENGINEERING COLLEGE, AJMER

Department of Mechanical Engineering

(Accredited from NBA, New Delhi)

www. ecajmer.ac.in

email: principal@ecajmer.ac.in

0145 – 2971024

0145 – 2971023

ECA/Mech./2022/ 27

Date: 05.08.2022

## Office Order

College is applying for different awards and some reports are needed by department frequently. Currently Institute is applying for Outstanding Institution award by NITTTR, Chandigarh, and Chancellors award. In future also data will be required for BTU affiliation, academic audit etc. therefore following committees are constituted for the report preparations.

S.N.	Committee	Convener/Member	Report for
1	Dr Alok Khatri Dr Chandan Sharma	Convener Member	Outstanding Institution award by NITTTR, Chandigarh
2	Dr R. Misra Dr D K Jamuwa Mr M C Khatri	Convener Member Member	Chancellors award
3	Dr D Choudary Dr S Trivedi Dr T K Aseri	Convener Member Member	—
4	Dr A Pareek Mr Y K Gupta Mr V K Verma	Convener Member Member	—

- Responsibility of report preparation shall be as per the sequence mentioned above in order to ensure participation of all faculty members. Any report preparation received after the Chancellors award report shall be prepared by committee at s.no. 3 and likewise next report by committee at s.no. 4 and afterwards cycle will be repeated.

For smooth preparation of these reports following responsibilities have been assigned as follows:

S.N.	Name of Faculty	Responsibility of Data
1	Dr R Misra	R & D Projects, Sponsorship details, details of student projects, details of research labs

Address: Barliya Chouraha, NH. – 8, Ajmer (305025)



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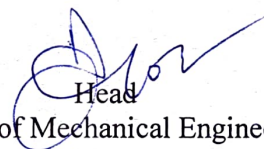
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2	Dr Ankur Pareek	T & P data, Student achievements/participation (MOOC, NPTEL, awards, Workshop, Techfest etc)
3	Dr C Sharma	NBA data
4	Dr Y K Gupta	Infrastructure details :Lab & Classroom (Lab, Cost, Equipment details)
5	Dr D Choudhary	Faculty participation (Seminar, WS, Conference etc), Faculty Publications.
6	Dr D K Jamuwa	Student Exam performance data
7	Dr S Trivedi	Details of registered students (B.Tech, M.Tech.)
8	Mr V K Verma	Details of Seminars, WS, Expert lectures (organized by department), Details of student vocational trainings.
9	Dr T K Aseri	Student Feedback, Time table
10	Mr M C Khatri	Details of library books (Central library & departmental library), Details and list of student seminars.

  
Head

Department of Mechanical Engineering

Copy to (through website):

- 1 Principal for kind information
- 2 Faculty Circulation
- 3 Department Portal
- 4 Guard File