



# GOVT. ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)

Barliya Choraha National Highway No. - 8, Ajmer

www.eeajmer.ac.in

■ 0145-2971024

No. GECA/Estt./2019/ 275

Date: 14.08.19

## OFFICE ORDER

Committees of following members are constituted for organizing Convocation Ceremony of 2017-18 pass out batch. Committees shall plan and look after for the smooth and efficient functioning for performing various tasks during Degree Distribution Ceremony on 19.08.2019.

SR.No.	ASSIGNMENT/ACTIVITY	COMMITTEE MEMBERS
1.	Press and Media	<b>Dr. D.K. Jamuwa</b> Sh. Atul Vajpayee Sh. Vivek Dubey
2.	Comparing	<b>Dr. Deepika Sharma</b> Dr. C.P. Jain
3.	Degree Distribution & Invitation to students	<b>Dr. Rekha Mehra</b> Sh. Harish Sharma Sh. Vinesh Jain Ms. Shikha Gupta Sh. M.C. Khatri Sh. Ravindra Singh Ms. Swati Mathur
4.	Sitting Arrangement (Stage, Faculty, Students, Parents)	<b>Dr. Alok Khatri</b> Dr. Suresh Sahu Dr. Ganpat Singh Sh. Mahesh Manwani Sh. B.S. Rathore
5.	Welcome & Cultural Program arrangement	<b>Dr. Anil Maheshwari</b> Ms. Shalini Walia Sh. L.K. Dusad
6.	Light & Sound (Light, Generator, Cooler, Sound etc.)	<b>Sh. Ajay Dadich</b> Sh. Anil Tailor Sh. Devendra Kumar Sh. Praveen Sharma Sh. Sushil Kumar Singh Sh. Vivek Katiyar
7.	Food Arrangement (Breakfast, Lunch, Dinner and refreshment arrangement & Arrangement of Drinking Water)	<b>Dr. Anand Bansal</b> Sh. V.P. Sharma Sh. Vishal Balani
8.	Medical	<b>Sh. H.R. Chaudhary</b> Sh. R.K. Raj Sh. Subhash Kumar Sh. Kanaram Jat

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9.	Mementos (Designing and purchasing) for students & Saplings for guests	<b>Dr. Anil Maheshwari</b> Ms. Shalini Walia Dr. Amit Sharma Ms. Shikha Agarwal Sh. Vishal Balani
10.	Computer Facilities, Visual Display & Printing Web Designing	<b>Dr. Rakesh Rathi</b> Sh. Vinesh Jain Sh. Anil Tailor
11.	Back Stage	<b>Dr. Anil Maheshwari</b> Ms. Shalini Walia Ms. Shikha Agarwal Sh. L.K. Dusad
12.	Discipline	Chief Proctor, HoDs All Proctors
13.	Degree Folder Arrangement	<b>Dr. Pooja Tomar</b> Dr. Sandesh Trivedi Sh. Sunil Khinchi Sh. V.P. Sharma
14.	Photography	<b>Dr. Manish Badlani</b> Sh. Harish Sharma
15.	Finance and Accounts	<b>Dr. D.S. Dayma</b> Sh. Himanshu Mathur Sh. Praveen Gupta
16.	Registration and Web Portal	Ms. Jyoti Gajrani Sh. Dilip Sisodia Sh. Harish Sharma
17.	Program Winding-up and Transportation Committee (To ensure safe departure of students after the program)	<b>Sh. Vinod Kumar Verma</b> Sh. Dilip Gehlot

Copy :

2019/2019/3364-3367

1. P.A. to Principal (for kind information)
2. All Concerned members for compliance.
3. All HoD/Section Incharge
4. Guard File.

  
Principal 11/8/19