



OFFICE OF DEAN ACADEMIC AFFAIRS

No. DAA/2021/2349

Dated 28/12/2021

OFFICE ORDER

Sub: Constitution of department level committees for updating the newly admitted B.Tech students files.

01. As approved by the competent authority, the following department level committees are hereby constituted for collecting the pending documents from the students and updating the newly admitted B.Tech students files :-

Sr. No.	Department	Name of faculty Members	Date & Venue	Remarks
1.	Mechanical Engg.	Dr.Sanjay Kumar, AP Dr.Rajesh Attri, AP Dr.Bhaskar Nagar, AP Dr.Nitin Panwar, AP	12/01/2022 (Department Conference Hall)	1) The Committee will ensure that all required/ essential documents are available in the students file, as per list of documents to be supplied by the Regn. & Aff. Branch 2) If required, the Committee will make a call to the students or send a mail for required pending documents. 3) An Admission Form is also required to be filled by the students (will be provided by the Academic Branch).
2.	Environmental Sc.& Engg.	Dr.Somvir Bajar, AP Dr.Smita, AP Dr.Anita Girdhar, AP	13/01/2022 ( SB-105) CV Raman Block First floor	-do-
3.	Electrical Engg.	Mr.Atma Ram, AP Ms Rashmi Aggarwal, AP	13/01/2022 (Department Conference Hall)	-do-
4.	Computer/IT	Ms Ayyu Gupta, AP Ms Alka Chaudhary, AP Ms Jyotsna Parmar, AP Ms Shikha Gupta, AP Ms Raveena Aggarwal, AP Ms Monika Gupta, AP	13/01/2022 (Department Conference Hall)	-do-
5.	Electronics Engg	Dr.Rohit Tripathi, AP Ms Nitin Sachdeva, AP Ms Manju Kumari, AP Ms Kusum Arora, Sr. Inst. Ms Poulami Jana, Inst.	14/01/2022 (Department Conference Hall)	-do-
6.	Civil Engg	Dr.Yogesh Morya, AP Sh.Vivek Rawat, AP Dr.Sandeep Kumar, AP	13/01/2022 (Department Conference Hall)	-do-

02. The students will visit their respective Departments as per above schedule alongwith original and photocopies of pending documents, failing which the students name will not be registered on the portal.

03. The Registration & Affiliation Branch will provide the list of documents alongwith original students admission files to the concerned Department Committee and also depute adequate staff members from the Branch for coordination with the Committee.

04. The Academic Branch will provide the required Admission Forms to the committees and also depute adequate staff member for coordination with the Committee.

The above work is Urgent and Time Bound , hence cooperation of all staff members is solicited for timely completion of the work.

V. Prasad Kumar  
25/12/21  
Dean Academic Affairs

- All concerned Committee Members

CC: PA to Vice-Chancellor and Registrar  
: All Chairperson-Departments(B.Tech)  
: Dy. Registrar (Regn. & Aff Branch)  
: Asstt. Registrar (Acad)  
: IT-Cell with a request to upload on the University website.