

**OFFICE OF THE INSTITUTIONAL PROJECT DIRECTOR, TEQIP-III  
UNIVERSITY DEPARTMENTS, RTU, KOTA**

No-RTU/ UD/TEQIP-III/ F(58)/44/2018/Dean FA/ 8594-8612 Date: 02/10/2018

**CIRCULAR**


As informed by the Mentor Prof. G.L Dutta, he shall be visiting the campus on 8<sup>th</sup> and 9<sup>th</sup> October, 2018 as per the enclosed programme & shall be having discussion with various groups as listed in the programme.

Dr. Mahendra Lalwani, Nodal Officer (Finance) UD TEQIP-III, Mr. Manoj Vaishnav, Assistant Nodal Officer(Finance) and Mr. Naveen Verma, Assistant Nodal Officer (Academic) UD TEQIP-III may coordinate the activity and interact with Prof. G.L Dutta during the above two days in coordination with Institutional Project Director and Coordinator, UD TEQIP-III.

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Copy to:-

1. PS to HVC for information
2. Registrar
3. NBA Coordinator
4. All Head of Offices/ HODs
5. Chief Proctor/PTP/UD Exam
6. Coordinator UD TEQIP-III
7. Nodal Officer/ Assistant Nodal Officers, UD TEQIP-III
8. TEQIP Cell Committee Members
9. AO/AAO UD TEQIP-III
10. Dean FA office file

  
Dean FA & IPD 1 x 118  
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P.T.O.

## Schedule for Mentor Visit under UD TEQIP-III

### Day 1 (8<sup>th</sup> October 2018)

S.No	Activity	Time Duration	Venue
1	From Hotel to Dean FA Office	09:45 A.M.	Dean FA Office
2	Discussion with IPD along with Project Coordinator, Project Nodal Officers, Asst. Nodal Officers, A.O/ AAO-II Accounts UD ,Purchase UD TEQIP-III	10:00 A.M-10:45 A.M	Dean FA Office
3	Discussion with Dean FA/ BoG Member/ Industry representatives	10:45 A.M-11:30 A.M	Dean FA Office
3	Discussion with UG students (Including CR at least five student from each year for each B.Tech Branches)	11:30 A.M-12:15 P.M	PTP Conference Hall
4	Discussion with PG students /Research Scholar (At least 5 students of each M.Tech branches from each year and PhD Scholar & Present part time PhD Scholar)	12:15 P.M-01:00 P.M	PTP Conference Hall
5	Discussion with Staff (non-academic)	03:30 P.M-04:30 P.M	PTP Conference Hall

### Day 2 (9<sup>th</sup> October 2018)

S.No	Activity	Time Duration	Venue
1	Discussion with Faculty	10:30 A.M-11:30 P.M	PTP Conference Hall
2	Discussion with Heads of Departments, NBA Coordinator, Chief Proctor, Chairman Exam UD, PTP, Coordinator GATE, Environmental Coordinator, A.O/ AAO-II Accounts UD ,Purchase UD TEQIP-III Nodal Officers & Assistant Nodal Officers UD TEQIP-III	12:00 Noon -01:30 P.M	PTP Conference Hall
3	Report Preparation and Review of various discussions & exit meeting	03:30 P.M-05:00 P.M	Dean FA Office

  
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