

OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC SECTOR-26 PANCHKULA

Office order:

GPP/ 775

Dated: 19/07/2022

Annual Duties

In supersession of previous orders, the following annual duties are assigned as mentioned below, the compliance of duties must be submitted by chairman of committees to O/I Admin on every 15 days and the undersigned will conduct a monthly meeting for review of the work done by committees:

Administration Committee	Smt Esha Mehta Smt Paras Parashar Ms. Neha Midha Sh Abhishek Sh Vikas Mr Kartik Ms Anjali Ms Sushil Ms Neha Yadav
RTI	Smt Eesha Mehta,PIO Sh Neeraj,APIO
Expert/ VTFCCommittee	Sh Subhash Bhardwaj Sh Pawan Baloda Smt Sudesh Sharma Smt. Meenu Nain Smt Suchet
Labs/Workshops setup Committee	All HODs and O/Is through GeM only
Staff Secretary	Smt. Sudesh Sharma Ms. Binny
Stage Secretary and Stage Arrangement	Smt. Paras Parashar Smt Preyank Shori Ms Neha Midha Sh. Ravinder Sheoran
Social Secretary	Sh Subhash Bhardwaj Sh Hitesh Aggarwal
Mentor Team	All Regular & Guest faculty
OMBUDSMAN	Smt Eesha Mehta
Chief Protector	Smt Eesha Mehta
IQAC Cell	Smt Paras Parashar Smt Rajni Mehra Sh Pawan Baloda Sh Rahul Jangra Smt Preyank Shori
NBA	TPO & All HODs and O/I s(To collect data as per NBA Accreditation since 2019 to till date) O/I NBA Accrediation
AICTE,HSBTE and AISHE and AICTE Schemes	Mr Vikas Mr Jitender Ms. Anjali

Exam Cell	Sh. Pawan Baloda (Exam) Sh Ravinder Sheoran(Secrecy) Sh Pawan, Assistant Ms. Suman Ms. Neelam Mr Raman Mor Mr. Naveen
Cultural Committee	Smt Priyank Shori Smt Astha Ms. Binny Gabba Mr. Mohit
Music Club	Smt. Nidhi Ms. Heena,DEO Ms. Shrishti
Dance Club	Smt. Aastha Ms. Pratima Ms. Poonam Chopra
Quiz	Smt Namrata Mr Hitesh Ms. Sushil
Dramatics Club	Smt. Suman Chaudhary Ms. Kamaljeet Kaur Sh Raman Mor
Literary Club	Sh Abhishek Mr Rahul Mr Ashish
Entrepreneurship Development Cell(Atam Nirbhar cell)	Sh Subhash Bhardwaj Smt Suman Chaudhary Sh Vikas Sh Jitender Sh Neeraj Sh Abhimanyu Sh Abhishek
Institute Magazine,Newsletter and Placement Brochure	Smt. Sudesh Sharma Ms Neha Midha Smt Nidhi Ms. Anjali Mr Tarun
Legal Literacy Cell	Sh Kaushal Sh Abhimanyu Smt. Namrata
Court Case	All concerned incharges
Discipline Committee	Smt Eesha Mehta Sh Pawan Baloda Smt Sudesh Sharma Miss Neha Midha Sh Kaushal
Anti Ragging Committee	Sh Subhash Bhardwaj Sh Vikas Sh Kaushal Smt Astha Sh Abhimanyu
Anti Ragging Squad	Smt Preyank Shori Sh Ravinder Sheoran Smt Namrata Sh Abhishek

Timetable & Workload Committee	Smt Esha Mehta Smt Paras Parashar Sh Subhash Bhardwaj Smt. Sudesh Sharma Sh Rahul Jangra
College Development Electricity LED, Solar Pane, Water Purifier & Gen Set	Smt Rajni Mehra Smt Suchet Sh Kaushal Sh Abhishek Mr Sandeep Mr Kamaljeet
PWD B&R	Sh Sahil Pahal Sh Kaushal Mr. Kuldeep Mr. Mohit
Computer & Networking	Sh. Ravinder Sheoran Mr. Tarun Mr. Ashish Mr Raman Mor
Ground Mt. Tool Repair	Sh. Jitender Mr. Pawan (Fitter) Mr. Kamaljeet (Electrician) Mr. Naveen
Public Health/HSVP (for water sewage)	Sh Sahil Pahal Sh. Neeraj Mr. Kuldeep Mr. Mohit
Campus Cleanliness	Smt Meenu Nain Ms Pratima,GF Ms Heena,GF Ms Riya,GF Mr Raman Mor All Sweepers
Counseling & Placement Cell	TPO ATPO Mr Abhishek Mr. Tarun Mr. Hitesh Ms Heena Ms. Anjali
Sports Committee	Sh. Rahul Jangra Sh Neeraj Mr. Rahul
Social Media	Ms Binny Mr Tarun
Scholarship & stipend committee	Smt Amita Sh Rahul Jangra Smt Meenu Nain Sh Jitender Sh Pawan,Assistant
NSS/Red Ribbon & Dispensary	Sh. Ravinder Sheoran Smt Nidhi Sh Hitesh Ms. Neelam
Youth Red Cross	Sh. Ravinder Sheoran Mr. Hitesh Ms. Neelam

NCC	Sh. Ravinder Sheoran Mr Hitesh Sh. Rahul
Sound system, Tent & Sitting Arrangement	Sh Subhash Bhardwaj Sh. Vishnu Goel Sh Pawan, Assistant Mr. Naveen
Value Added Courses	Smt Esha Mehta Smt Paras Parashar Smt. Amita Smt Preyank Shori
Quality Assurance Cell	Smt Paras Parashar Smt Rajni Mehra Sh Pawan Baloda Sh Rahul Jangra Smt Preyank Shori
Prize, Banner & Mementoes Committee	Sh Satyawar Dhaka Smt Namrata Smt Nidhi Sh Sahil Pahar Ms Binny
Celebration of Important Days	Sh Ravinder Sheoran Sh Hitesh Ms. Binny Ms Heena Ms Riya
Parakh Scheme	Sh Vikas Sh Jitender Ms Neelam
Printing, Furniture, M&E purchase, storage & Disposal	Any three GEM Buyer
Purchase, Repair & Maintenance	Sh. Pawan Kumar Baloda Sh Ravinder Sheoran Sh. Vishnu Goyal Mr Sandeep Mr Sunil Mr Kamaljeet Mr Pawan(Fitter)
Bus Pass Committee	Sh Neeraj Mr. Hitesh Aggarwal Ms. Shrishti
Library Committee	Smt. Sudesh Sharma Ms. Binny Gaba Ms Riya Mr. Satish
Press publicity & Photography	Sh Neeraj Sh Sahil Pahar Smt Nidhi Ms. Binny Gaba Mr Tarun
Annual Report & Activity Register	Ms. Neha Midha Mr Vikas Mr Abhishek Ms. Binny Ms Anjali Mr Kartik

Decoration Committee	Dr. Meenu Nain Smt. Suman Chaudhary Smt Aastha Ms. Poonam
Women Cell	Smt Paras Parashar Smt. Sudesh Sharma Ms. Neha Midha Ms Suchet
Hospitality	Smt Sudesh Sharma Sh Pawan Baloda Sh Ravinder Sheoran Smt Meenu Nain Mr Sunil Mr Kulbir Mr Anil Bhatt
ACR & Result Verification	Smt Esha Mehta Sh Satyawar Dhaka Smt Paras Parashar
College Website & Portal	Miss Neha Midha
Absent Slip, Lecture Shortage & NSO	All HOD's and O/Is Ms Binny
Invitation Committee	All HOD's and O/I's
Tour Committee	All HOD's and O/I's
Hostel Management committee	Smt Eesha Mehta Smt Amita Smt Meenu Nain Smt Nidhi Smt Aastha
GST	Sh Satyawar Dhaka Sh Vishnu Goyal Sh Pawan, Assistant
Auditorium Committee	Cultural Committee
Conference Hall/Seminar Hall	Sh. Neeraj Mr Sunil, HKRN
Grievance Redressal cell	Smt Eesha Mehta Smt Paras Parashar Ms Neha Midha Sh Deep Chand
SC/ST Grievance cell	Smt Sudesh Sharma Smt Suman Chaudhary Smt Nidhi Sh Jitender Sh Vikram
Anti Corruption cell	Sh Subhash Bhardwaj Smt Priyanka Shori Sh Ravinder Sheoran
EVS/ECO Club, Horticulture & Beautification	Sh Sahil Pahal Sh Kuldeep

Alumni Association and Alumni Fund	Smt Esha Mehta Sh. Subhash Bhardwaj Ms. Neha Midha Mr Abhishek Mr. Hitesh Aggarwal Ms. Anjali(DEO)
PTM	TPO and All HODs/O/Is
Admission cell	Smt. Suman Chaudhary Smt Namrata Sh Pawan, Assistant Ms Heena, DEO Ms Poonam
Scholarship Cell	Smt Amita Smt Meenu Nain Smt Namrata Smt Astha Sh Jitender Sh Pawan, Assistant
Online Admission committee and Subject Combination wise allocation of seats	All HODs and O/I's Smt. Suman Chaudhary Smt Namrata Sh Pawan, Assistant
360 Degree Feedback & Feedback Review Committee	Branch Wise All HOD's and O/I's
ERP	Sh Subhash Bhardwaj Sh. Sahil Pahal Sh. Vikas
Maintenance of Bio-Metric & Start Class Room	Smt Amita Sh. Ravinder Sheoran Smt Suman Chaudhary Mr Tarun
HRMS & E-salary	Sh Satyawar Dhaka Sh Abhishek Sh Vishnu Goyal Smt. Pawan(Assistant) Ms. Kamaljeet Kaur
Science Awareness & Development	Smt. Sudesh Sharma Ms. Binny Gaba Mr. Satish
Disaster Management Cell	Sh. Sahil Pahal Sh. Neeraj Sh Kuldeep
Passport	Mr Neeraj Ms Riya
Driving License	Mr Neeraj Ms. Riya
E-content	All HOD's and O/I's
E-waste Committee	Sh Vikas Sh Neeraj Sh Hitesh
Motivational Team for Admission	All HODs/O/I's and TPO

Audit	Sh Satyawar Dhaka Sh Vishnu Goel Sh Pawan Ms. Kamaljeet Kaur
Swami Vivekananda Youth Cell	Smt. Sudhesh Sharma Ms. Binny Gaba Ms. Pratima Saini
Traffic Interpretation and Road Safety Club	Mr. Hitesh Aggarwal Mr. Mohit Mr. Raman Mor
Nature Interpretation centre	Mr Sahil Pahal Mr Kuldeep Mr Rahul
New Education Policy	Smt. Esha Mehta Smt Priyank Shori Smt Amita Sh Ravinder Sheoran
PPP(Parivar Pehchan Patra)	Smt. Suman Chaudhary Smt Namrata Ms. Heena,DEO
Store Committee	Sh Subhash Bhardwaj Sh Abhimanyu Sh Deep Chand Sh Kuldeep Sh Pawan, Assistant Mr Ashish Mr Rahul
IIC Cell	Smt Amita Sh Pawan Baloda Smt Preyank Shori Sh Rahul Jangra Sh Abhishek Sh Neeraj Smt Namrata Sh Jitender Sh Abhimanyu Ms Binny Ms Pratima Mr Hitesh Ms Riya Ms Heena
HKRN	Smt Nidhi Mr Tarun Ms Kamaljeet
SMS	Ms Binny Ms Anjali Ms Neelam Ms Shrishti
Other Examination	Sh. Pawan Kumar Baloda Sh Ravinder Sheoran Ms. Suman(DEO) Ms. Neelam(DEO) Mr Tarun

Dalip Singh
Principal
Govt Polytechnic
Panchkula

Endst./GPP/ 4607-4611

Dated: 19/07/2023

The above copy is forwarded to the following by what's app for information and necessary action please.

1. TPO
2. All HODs and O/ls
3. O/I Admin
4. All faculty and staff to note for compliance
5. Guard file


Principal
Govt. Polytechnic
Panchkula

