

# OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC SECTOR-26 PANCHKULA

Office order no. GPP/ 1145

Dated: 13/12/2024

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:

Sr. No.	Name of Committee	Name of the Officials/ Officer & Staff
1.	Administration Committee	Dr. Rakesh Kumar, HOD Smt. Sudesh Sharma, Sr. Lecturer Sh. Neeraj, Lecturer (O/I Admin) Smt. Astha, Lecturer (Asst. Admin) Mr. Shubham Sharma, HKRN Mr. Kartik, HKRN Ms. Neha, HKRN Ms. Sushil, HKRN
2.	TPO Cell and Apprenticeship	Dr. Rakesh Kumar, HOD (TPO) Sh. Bharat Bhushan, Sr. Lecturer (ATPO) Sh. Abhishek, Lecturer (ATPO) Mr. Shubham Sharma, HKRN
3.	Admission Cell, Migration, AISHE, PPP	Smt. Suman Chaudhary, Lecturer Smt. Namrata, Lecturer Smt. Priya, GI Smt. Heena, HKRN Ms. Poonam Chopra, HKRN Mr. Ashish, HKRN
4.	Exam Cell	Sh. Ravinder Sheoran, Lecturer (O/I Exam) Ms. Pooja, Guest Faculty Ms. Neelam, HKRN Sh. Rahul Jangra, HKRN
5.	HKRN	Dr. Meenu Nain, Lecturer Smt. Sonika, Lecturer Mr. Tarun, HKRN
6.	Student Fund	Dr. Nidhi Aggarwal, Sr. Lecturer (President) Sh. Abhimanyu, Lecturer (Secretary)
7.	Staff and Social Secretary	Smt. Rajni Mehra, Sr. Lecturer Sh. Hitesh Aggarwal, Guest Faculty
8.	HRMS, MIS, Service book	Smt. Arun Goel, Lecturer Smt. Astha, Lecturer Ms. Sushil, HKRN
9.	OMBUDSMAN	Smt. Eesha Mehta, HOD
10.	ACR and result verification of staff	Smt. Eesha Mehta, HOD Dr. Rakesh Kumar, HOD
11.	Academic improvement, IQAC Cell	Smt. Rajni Mehra, Sr. Lecturer Sh. Rahul Jangra, Sr. Lecturer
12.	Sports Committee	Sh. Rahul Jangra, Sr. Lecturer Sh. Neeraj, Lecturer Mr. Rahul, HKRN (Ground preparation and chuna marking) Mr. Ashish, HKRN (Ground preparation and chuna marking) Mr. Pawan, HKRN (Ground preparation and chuna marking)
13.	Store	Sh. Abhimanyu, Lecturer Mr. Ashish, HKRN

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14.	Library Committee	Smt. Sudesh Sharma, Sr. Lect. Smt. Saroj, Junior librarian Ms. Poonam Gill, HCRN
15.	Cultural activities (Music, Dance, Quiz, Literary, Dramatics etc.) and Stage Secretary	Smt. PreyankShori, Sr. Lecturer Smt. Nidhi, Lecturer Sh. Vishnu, Lecturer Smt. Saroj, Junior Librarian
16.	PWD/HSVP/Civil work	Smt. PreyankShori, Sr. Lecturer Smt. Sonika, Lecturer Mr. Kuldeep, GI
17.	Refreshment/ Lunch and Hospitality committee for various functions/ activities at institute level	Smt. Amita, Sr. Lecturer Sh. Rahul Jangra, Sr. Lecturer Dr. Meenu Nain, Lecturer Mr. Tarun, HCRN Mr. Ashish, HCRN
18.	Legal Literacy Cell	Sh. Abhimanyu, Lecturer Smt. Priya, GI
19.	Court Case	Sh. Bharat Bhushan, Sr. Lecturer Sh. Dharamvir Saini, Programmer
20.	Discipline and Anti Ragging Committee	Smt. Eesha Mehta, HOD Smt. Sudesh Sharma, Sr. Lecturer Smt. Amita, Sr. Lecturer Sh. Vikram, Lecturer Sh. Vikas, Lecturer
21.	Timetable & Workload Committee	Smt. Sudesh Sharma, Sr. Lecturer Smt. Pooja, GI
22.	Electrical Maintenance and AMC (Electricity, LED, Solar Pane, Water cooler and Purifier, Gen Set& lifts)	Smt. Rajni Mehra, Sr. Lecturer Sh. Abhishek, Lecturer Sh. Vikram, Lecturer Mr. Kamaljeet, HCRN
23.	Telephone/ CCTV/ Computer Hardware, Peripheral, Networking Maintenance and AMC	Sh. RavinderSheoran, Lecturer Sh. Dharamvir Saini, Programmer Smt. Arun Goel, Lecturer
24.	Campus Cleanliness	Smt. Sarika Sharma, Sr. Lecturer Smt. Nidhi, Lecturer Smt. Saroj, Junior librarian All sweepers (Floor wise duty already assigned)
25.	Photography, Videography, press, publicity, social media	Sh. Hitesh Aggarwal, GF Smt. Pratima Saini, GF Mr. Kartik, HCRN
26.	Scholarship & stipend committee	Smt. Amita, Sr. Lecturer (Overall in charge and O/I Merit cum Means scholarship) Sh. Abhishek, Lecturer (O/I PMS) Smt. Arun Goel, Lecturer (O/I Pragati Scholarship) Smt. Heena, HCRN
27.	NSS/ NCC/ Swami Vivekanand Youth Cell/ Youth Red Cross/ Blood donation	Sh. Vikram, Lecturer Sh. Hitesh Aggarwal, GF
28.	Sound system, Tent, Decoration& Sitting Arrangement	Smt. Amita, Sr. Lecturer Smt. Neha Midha, Lecturer Sh. Vishnu Goyal, Lecturer Mr. Kamaljeet, HCRN Mr. Naveen, HCRN

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29.	Seminar Hall & Conference room (Activity register and annual report)	Sh. Jitender, Lecturer Mr. Shubham, HKRN Mr. Kamaljeet, HKRN
30.	Dispensary and first AID	Dr. Nidhi Aggarwal, Sr. Lecturer Smt. Pratima Saini, GF
31.	Prize, Banner & Mementoes Committee	Smt. Sudesh Sharma, Sr. Lecturer Smt. Nidhi, Lecturer Sh. Vikram, Lecturer Smt. Riya, GF
32.	Parakh Scheme and value-added courses	Dr. Nidhi Aggarwal, Sr. Lecturer Sh. Rahul Jangra, Sr. Lecturer Smt. Sarika Sharma, Sr. Lecturer Dr. Meenu Nain, Lecturer Smt. Sonika, Lecturer Sh. Hitesh Aggarwal, GF
33.	Printing, Furniture, M&E purchase, storage & Disposal	Any three GEM Buyer
34.	Approvals and Affiliations (AICTE, COA, PCI, HSBTE)	Sh. Vikas, Lecturer (overall in charge) Dr. Nidhi Aggarwal, Sr. Lecturer (PCI) Smt. Astha, Lecturer (COA) Sh. Kuldeep, GI Sh. Pardeep, GI
35.	Bus Pass/ railway pass committee, Traffic interpretation & road safety club	Sh. Hitesh Aggarwal, GF Smt. Pooja, GF
36.	Women Cell	Smt. Eesha Mehta, HOD Smt. Sudesh Sharma, Sr. Lect. Dr. Sarika Sharma, Sr. Lecturer
37.	College Website updation & maintenance, E-dashboard	Smt. Arun Goel, Lecturer
38.	Absent Slip, Lecture Shortage & NSO	All HOD's & O/I's
39.	Girls Hostel Management committee	Smt. Eesha Mehta, HOD (Chief Hostel Warden) Smt. Sudesh Sharma, Sr. Lecturer Smt. Sumandeep, Sr. Lecturer (Hostel Warden) Smt. Shabhnam, Assist. Hostel Warden
40.	Cash/ Income tax/ GIS/ GST	Sh. Subhash Chander, HOD Sh. Vishnu Goyal, Lecturer Ms. Kamaljeet Kaur, HKRN Ms. Shrishty, HKRN(MRAK) Ms. Poonam Chopra, HKRN Ms. Suman, HKRN Mr. Satish, HKRN
41.	Grievance Redressal cell, ICC	Smt. Eesha Mehta, HOD Smt. Sudesh Sharma, Sr. Lecturer Smt. Nidhi, Lecturer Sh. Jitender, Lecturer
42.	SC/ST Grievance cell	Smt. Sudesh Sharma, Sr. Lect. Smt. Suman Chaudhary, Lecturer Smt. Saroj, Junior librarian
43.	Anti-Corruption cell	Sh. Bharat Bhushan, Sr. Lecturer Smt. Sarika Sharma, Sr. Lecturer Sh. Dharamvir Saini, Programmer
44.	EVSECO Club, Horticulture & Beautification	Sh. Vikram Singh, Lecturer Smt. Heena rani, GF

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		Smt. Priya, GI Mr. Pawan, HKRN Mr. Vishok, HKRN
45.	Alumni Association and Alumni Fund	Dr. Rakesh Kumar, HOD Sh. Abhishek Kumar, lecturer Smt. Heena rani, GF
46.	RTI	Smt. Eesha Mehta, HOD (PIO) Smt. Suman Chaudhary, Lecturer (APIO)
47.	CM Window	Sh. Bharat Bhushan, Sr. Lecturer
48.	Answer sheet & Secrecy material	Sh. Vikas, Lecturer Mr. Naveen, HKRN Mr. Kamaljeet, HKRN
49.	Hiring of buses / vehicles for various purposes	Smt. Rajni Mehra, Sr. Lecturer Sh. Dharamvir Saini, Programmer Sh. Vishnu Goyal, Lecturer
50.	UBA, Viksit Bharat, PMKVY	Sh. Rahul Jangra, Sr. Lecturer Sh. Abhimanyu, Lecturer
51.	Disaster Management Cell	Sh. Neeraj, Lecturer Sh. Jitender, Lecturer Sh. Vikram Singh, Lecturer
52.	Passport & Driving License	Sh. Rahul Jangra, Sr. Lecturer Smt. Riya, GF Sh. Pardeep, GI
53.	E-waste	Sh. Ravinder Sheoran, Lecturer
54.	Audit	Dr. Rakesh Saini, HOD Smt. Namrata, Lecturer
55.	National Education Policy 2020	Smt. Eesha Mehta, HOD Smt. Amita, Sr. Lecturer Dr. Sarika Sharma, Sr. Lecturer
56.	MSME & Industry Institute Interaction Cell	Dr. Rakesh Saini, HOD Sh. Bharat Bhushan, Sr. Lecturer Dr. Sarika Sharma, Sr. Lecturer Dr. Meenu Nain, Lecturer Smt. Sonika, Lecturer
57.	IIC Cell and AtmaNirbhar cell	Smt. Amita, Sr. Lecturer Smt. PreyankShori, Sr. Lecturer Sh. Rahul Jangra, Sr. Lecturer Sh. Abhishek Kumar, lecturer Sh. Neeraj, Lecturer Sh. Jitender, Lecturer Sh. Abhimanyu, Lecturer Sh. Hitesh Aggawal, GF Smt. Pratima Saini, GF Smt. Heena, GF Ms. Riya, GF Sh. Jitender, Lecturer
58.	Guest Faculty	Sh. Bharat Bhushan, Sr. Lecturer
59.	Expert VTF committee	Smt. PreyankShori, Sr. Lecturer Dr. Meenu Nain, Lecturer
60.	Canteen/Mess/Vita booth	Sh. Abhimanyu, Lecturer Sh. Pardeep, GI

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61.	Committee regarding HRA	Dr. Nidhi Aggarwal, Sr. Lecturer Sh. Vishnu Goyal, Lecturer Smt. Astha, Lecturer
62.	Institute magazine, Newsletter, and placement Brochure	Smt. Nidhi, Lecturer Smt. Saroj, Junior Librarian
63.	Security	Sh. Vikas, Lecturer
64.	Biometric Machine, Staff Attendance & AI BAS	Sh. Ravinder Sheoran, Lecturer
65.	Workshop & Maintenance of windows, doors, benches etc	Sh. Subhash Chander, HOD Sh. Jitender, Lecturer Mr. Kamaljeet, HKN Mr. Pawan, HKN
66.	NCORD	Smt. PreyankShori, Sr. Lecturer
67.	Printing Committee (I-Cards, Banners etc.)	Smt. PreyankShori, Sr. Lecturer Sh. Rahul Jangra, Sr. Lecturer Sh. Abhimanyu, Lecturer Sh. Hitesh Aggawal, GF Sh. Pardeep, GI
68.	GE-M portal registration & SMS	Dr. Sarika Sharma, Sr. Lecturer Smt. ArunGoel, Lecturer Smt. Neha Midha, Lecturer Smt. Nidhi, Lecturer
69.	Project Exhibition	TPO in coordination with all HODs & O/Is
70.	Invitation, Tour, E-content, 360-degree feedback, Motivation for admission, PTM, NSO, Leave shortage	All HODs and O/Is
71.	NBA	TPO & All HOD's and O/I's(to collect data as per NBA Accreditation since 2019 to till date)

  
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Dated: 13/12/2024

Endst.no.GPP/ 6868-6870

The above copy is forwarded to the following for information and necessary action please.

1. O/I Admin.
2. All concerned staff members
3. Guard File

  
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