

OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC SECTOR-26 PANCHKULA

Office order no.GPP/ 1116

Dated: 06/12/2024

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. ArunGoel, 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 |

Principal
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Sector 26, Panchkula;

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| 14. | Library Committee | Smt. Sudesh Sharma, Sr. Lect. Smt. Saroj, Junior librarian Ms. Poonam Gill, HKRN |
| 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/HISVP/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, HKRN Mr. Ashish, HKRN |
| 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, HKRN |
| 23. | Telephone/ CCTV/ Computer Hardware, Peripheral, Networking Maintenance and AMC | Sh. Ravinder Sheoran, 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, HKRN |
| 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, HKRN |
| 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, HKRN Mr. Naveen, HKRN |

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| | | 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. Anjali, HKRN, <i>smt. Suman, HKRN</i> 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. | EVS/ECO Club, Horticulture & Beautification | Sh. Vikram Singh, Lecturer Smt. Heena rani, GF Smt. Priya, GI Mr. Pawan, HKRN Mr. Vishok, HKRN |
| 45. | Alumni Association and Alumni Fund | Dr. Rakesh Kumar, HOD |

Principal

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Sector 10, Gurgaon
Dimple

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| | | Sh. Abhishek Kumar, Lecturer Smt. Heena rani, GF |
| 46 | RIT | 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, HERN Mr. Kamaljeet, HERN |
| 49 | Hiring of buses/vehicles for various purposes | Smt. Rajni Mehra, Sr. Lecturer Sh. Dharamvir Saini, Programmer Sh. Vishnu Goyal, Lecturer |
| 50 | URA, 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. Preyank Shori, Sr. Lecturer Sh. Rahul Jangra, Sr. Lecturer Sh. Abhishek Kumar, Lecturer Sh. Neeraj, Lecturer Sh. Jitender, Lecturer Sh. Abhimanyu, Lecturer Sh. Hitesh Aggarwal, GF Smt. Pratima Saini, GF Smt. Heena, GF Ms. Riya, GF |
| 58 | Guest Faculty | Sh. Jitender, Lecturer |
| 59 | Expert/ VTF committee | Sh. Bharat Bhushan, Sr. Lecturer Smt. Preyank Shori, Sr. Lecturer Dr. Meenu Nain, Lecturer |
| 60 | Canteen/Mess/Vita booth | Sh. Abhimanyu, Lecturer Sh. Pardeep, GI |
| 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 |

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| 63. | Security | Smt. Saroj, Junior librarian Sh. Vikas, Lecturer |
| 64. | Biometric Machine, Staff Attendance & AEBAS | Sh. Ravinder Sheoran, Lecturer |
| 65. | Workshop & Maintenance of windows, doors, benches etc | Sh. Subhash Chander, HOD Sh. Jitender, Lecturer Mr. Kamaljeet, HKRN Mr. Pawan, HKRN |
| 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. | GEM 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/Is(to collect data as per NBA Accreditation since 2019 to till date) |


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Panchkula

Dated: 06/12/2024

Endst.no.GPP/ 6736-6738

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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