

Office of the Principal Govt. Polytechnic Panchkula

Office Order No. GPP/ 1115

Dated: 06/12/2019

In supersession of previous order issued by undersigned, the following duties are hereby assigned to the faculty members with immediate effect as mentioned below:

S.No.	Name of Officers	Designation	Duty Assigned
1	Smt. Eesha Mehta	HOD	PIO O/I Discipline Chief Hostel Warden OMBUDSMAN Chairperson NEP Chairperson Women Cell ACR & Result Verification ICC & Grievance Redressal Cell Anti-Ragging Committee
2	Sh. SubhashChander	HOD	O/I Workshop O/I Cash/ Income tax/ GIS/ GST
3	Dr. Rakesh Kumar	HOD	TPO O/I Audit O/I Apprenticeship ACR & Result Verification Administration Committee Chairperson MSME & Industry Institute Interaction Cell (IIC) Alumni Association and Alumni Fund
4	Smt. Sudesh Sharma	Senior Lect.	O/I Library O/I Time Table Chairperson SC/ST Grievance Cell Prize and Mementoes Committee Discipline and Anti Ragging Committee ICC & Grievance Redressal Cell Women Cell
5	Smt. Rajni Mehra	Senior Lect.	O/I Electrical Engg. Staff & Social Secretary Chairperson IQAC Cell Chairperson Academic Improvement Committee Hiring of Buses/Vehicles for various purposes Electrical Maintenance and AMC (Electricity, LED, Solar Panel Water cooler, Purifier, Gen. set & Lift)
6	Smt. Amita Raghuvashi	Senior Lect.	O/I Scholarship IIC and Atam-Nirbhar Cell In-charge NEP member Chairperson Hostel Management Committee Refreshment/Lunch and Hospitality Committee Sound system, Tent, Decoration and sitting arrangement Discipline and Anti Ragging Committee
7	Sh. Bharat Bhushan	Senior Lect.	ATPO O/I Court Case CM Window

			Chairperson Anti-Corruption Cell Chairperson Expert/VTF Committee MSME & Industry Institute Interaction Cell
8	Smt.PreyankShori	Senior Lect.	O/I Cultural O/I PWD/HSVP/Civil Work NCORD Chairperson Printing Committee (I-Card Banner etc.) Expert/VTF Committee Member IIC Cell and AtmaNirbhar cell member
9	Dr.Nidhi Aggarwal	Senior Lect.	O/I Pharmacy President SF Affiliation/Approval from PCI Chairperson HRA Committee Dispensary & First Aid Value Added Course & Parakh scheme
10	Dr.Sarika Sharma	Senior Lect.	O/I Cleanliness NEP member MSME & Industry Institute Interaction Cell GEM Portal Registration & SMS Anti-Corruption Cell Member Value Added Course & Parakh scheme Women Cell
11	Sh. Rahul Jangra	Senior Lect.	O/I Sports Passport & Driving License O/I UBA, Viksit Bharat, PMKVY NBA, Academic improvement, IQAC Cell Refreshment/Lunch and Hospitality Committee Value Added Course & Parakh scheme IIC Cell and AtmaNirbhar cell member Printing Committee (I-Cards, Banners etc.)
12	Sh. RavinderSheoran	Lecturer	O/I Exam O/I Telephone/CCTV/Computer Hardware, Peripheral, Networking (internet) Maintenance & AMC E-Waste Biometric Machine, Staff Attendance & AEBAS
13	Sh.Dharamvir Saini	Programmer	O/I AICTE SIET Telephone/ CCTV/ Computer Hardware, Peripheral, Networking Maintenance and AMC Court case committee Anti-Corruption Cell Member Hiring of buses/ vehicles for various purposes
14	Smt. Meenu Nain	Lecturer	O/I HKRN Refreshment/ Lunch and Hospitality committee Parakh Scheme and value-added courses MSME & Industry Institute Interaction Cell Expert/ VTF committee
15	Smt. ArunGoel	Lecturer	O/I Pragati Scholarship O/I HRMS Portal, MIS and Service Book College Website updation & maintenance, E-dashboard Telephone/ CCTV/ Computer Hardware.

16	Smt. Neha Midha	Lecturer	Peripheral, Networking Maintenance and AMC GEM portal registration & SMS Sound system, Tent, Decoration & Sitting Arrangement GEM portal registration
17	Smt. Suman Chaudhary	Lecturer	O/I Admission APIO Girls Hostel Management committee SC/ST Grievance cell
18	Sh. Vishnu Goyal	Lecturer	Assistant O/I Cash/ Income tax/ GIS/ GST Cultural committee Sound system, Tent, Decoration & Sitting Arrangement Hiring of buses/ vehicles for various purposes Committee regarding HRA
19	Sh. Abhishek	Lecturer	ATPO O/I PMS Electrical Maintenance and AMC Alumni Association and Alumni Fund IIC Cell and AtmaNirbhar cell
20	Sh. Vikram	Lecturer	O/I Horticulture O/I NSS/ NCC/ Swami Vivekanand Youth Cell/ Youth Red Cross/ Blood donation Discipline and Anti Ragging Committee Electrical Maintenance and AMC Disaster Management Cell Prize, Banner & Mementoes Committee
21	Sh. Vikas	Lecturer	O/I Security O/I Approvals and Affiliations (AICTE, HSBTE for GPP) O/I Secrecy Discipline and Anti Ragging Committee
22	Sh. Jitender	Lecturer	O/I Guest Faculty Assistant O/I Workshop O/I Seminar Hall & Conference room Disaster Management Cell ICC & Grievance Redressal Cell IIC Cell and AtmaNirbhar Cell
23	Sh. Abhimanyu	Lecturer	O/I Store O/I Canteen/Mess/Vita booth O/I Legal Literacy Cell Secretary SF UBA, Viksit Bharat, PMKVY IIC Cell and AtmaNirbhar cell
24	Smt. Nidhi	Lecturer	Assistant O/I Cleanliness Institute magazine, Newsletter, and placement Brochure Cultural activities ICC & Grievance Redressal Cell Prize, Banner & Mementoes Committee GEM portal registration & SMS
25	Smt. Namrata	Lecturer	Assistant O/I Admission Audit
26	Smt. Astha	Lecturer	Assistant O/I Admin

			COA Approval HRMS, MIS, Service book Committee regarding HRA
27	Smt. Sonika	Lecturer	Assistant O/I HKRN Assistant O/I PWD/HSVP/Civil work Parakh Scheme and value-added courses MSME & Industry Institute Interaction Cell
28	Sh. Neeraj	Lecturer	O/I Admin Assistant O/I Sports Disaster Management Cell IIC Cell and AtmaNirbhar cell
29	Smt. Saroj	Jr. Librarian	Library work and care taker Assistant O/I Cleanliness Cultural committee Institute magazine, Newsletter, placement Brochure SC/ST Grievance cell
30	Sh. Hitesh Aggarwal	Guest Faculty	Assistant O/I Scholarship NSS/ NCC/ Swami Vivekanand Youth Cell/ Youth Red Cross/ Blood donation Photography, Videography, press, publicity, social media Bus Pass/ railway pass committee, Traffic interpretation & road safety club IIC Cell and AtmaNirbhar cell Printing Committee (I-Cards, Banners etc.)
31	Smt. Riya	Guest Faculty	Assistant Passport & Driving License Prize, Banner & Mementoes Committee Parakh Scheme and value-added courses IIC Cell and AtmaNirbhar cell
32	Smt. Pratima Saini	Guest Faculty	Photography, Videography, press, publicity, social media Dispensary and first AID IIC Cell and AtmaNirbhar cell
33	Smt. Pooja	Guest Faculty	Assistant O/I Exam Timetable & Workload Committee Bus Pass/ railway pass committee, Traffic interpretation & road safety club
34	Smt. Heena Gulati	Guest Faculty	Assistant O/I Horticulture Alumni Association and Alumni Fund IIC Cell and AtmaNirbhar cell
35	Sh. Kuldeep	Guest Instructor	Assistant O/I PWD/HSVP/Civil work Assistant approvals and affiliations
36	Sh. Pardeep	Guest Instructor	Assistant Passport & Driving License Assistant COA approval Canteen/Mess/Vita booth Printing Committee (I-Cards, Banners etc.)
37	Smt. Priya	Guest Instructor	Assistant O/I Admissions Assistant O/I Horticulture Legal Literacy Cell

Sajjan
Principal
Govt. Polytechnic,
Sector 26, Panchkula