

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

Office order no.GPP/ 119

Dated: 06/02/2025

In supersession of all previous office 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 **Dr. Rakesh Saini , HOD will conduct a monthly review meeting** of the work done by committees on the last working day of every month & Minutes of the meeting will be prepared by Smt. Astha, Lecturer (Asstt. O/I Admin.):

Sr. No.	Name of Committee	Name of the Officials/ Officer& Staff
1.	Administration Committee	Dr. Rakesh Kumar, HOD Sh. Neeraj, Lecturer (O/I Admin) Smt. Astha, Lecturer (Asst. Admin) Mr. Kartik, HKRN Ms. Neha, HKRN Ms. Sushil, HKRN
2.	TPO Cell and Apprenticeship & Placement and Career Guidance, MSME & Industry institute interaction cell, Alumni Association & Alumni Fund & O/I Security & CCTV	Smt. Eesha Mehta, HOD Arch. (TPO) Sh. Abhishek Kumar, Lecturer (ATPO) Sh. Pardeep, GI Mr. Shubham Sharma, HKRN
3.	Admission Cell, Migration, AISHE. PPP	Smt. Suman Chaudhary, Lecturer Smt. Namrata, Lecturer 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	Smt. Sonika, Lecturer Sh. Kuldeep, GI 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	Sh. Bharat Bhushan, Sr. Lecturer
10.	ACR and result verification of staff	Dr. Rakesh Kumar, HOD Smt. Sudesh Sharma, Sr. Lecturer
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 Smt. Saroj, Jr. Librarian


		Mr. Ashish, HKRN Mr. Rahul Jangra, HKRN
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. Preyank Shori, Sr. Lecturer Smt. Nidhi, Lecturer Sh. Vishnu, Lecturer Smt. Saroj, Junior Librarian
16	PWD/HSVP/Civil work	Smt. Preyank Shori, Sr. Lecturer Smt. Sonika, Lecturer Mr. Kuldeep, GI Mr. Pardeep, 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. Kamaljeet, HKRN Mr. Ashish, HKRN
18.	Legal Literacy Cell	Sh. Abhimanyu, Lecturer Smt. Riya, GF
19.	Court Case	Sh. Bharat Bhushan, Sr. Lecturer Mr. Naveen, HKRN
20.	Discipline and Anti Ragging Committee	Smt. Amita, Sr. Lecturer Sh. Rahul Jangra, Sr. Lecturer Sh. Vikram, Lecturer Sh. Vikas, Lecturer
21.	Timetable & Workload Committee	Smt. Sudesh Sharma, Sr. Lecturer Smt. Pooja, GI
22.	AMC & Maintenance (Electricity, LED, Solar Pane, Water cooler and Purifier)	Smt. Rajni Mehra, Sr. Lecturer Sh. Vikram, Lecturer Mr. Kamaljeet, HKRN
23.	Electrical Maintenance of the building, Gen Set & lifts	Sh. Abhishek, Lecturer
24.	Telephone/ Computer Hardware, Peripheral, Networking Maintenance and AMC	Sh. Dharamvir Saini, Programmer Sh. Ravinder Sheoran, Lecturer Smt. Arun Goel, Lecturer
25.	O/I CCTV	Smt. Eesha Mehta, HOD Mr. Shubham, HKRN
26.	Campus Cleanliness	Smt. Sarika Sharma, Sr. Lecturer Smt. Nidhi, Lecturer Smt. Saroj, Junior librarian All sweepers (Floor wise duty already assigned)
27.	Photography, Videography, press, publicity, social media	Sh. Hitesh Aggarwal, GF Smt. Pratima Saini, GF Mr. Kartik, HKRN
28.	Scholarship & stipend committee	Smt. Amita, Sr. Lecturer (Overall in charge) Sh. Abhishek, Lecturer (O/I PMS) Smt. Arun Goel, Lecturer (O/I Pragati Scholarship) Smt. Heena, HKRN
29.	Merit cum Means Scholarship	Smt. Amita, Sr. Lecturer (Overall in charge) Smt. Arun Goel, Lecturer Smt. Nidhi, Lecturer Sh. Jitender, Lecturer

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30.	NSS/ NCC/ Swami Vivekanand Youth Cell/ Youth Red Cross/ Blood donation	Sh. Vikram, Lecturer Sh. Hitesh Aggarwal, GF
31.	Sound system, Tent, Decoration & Sitting Arrangement	Smt. Amita, Sr. Lecturer Ms. Neha Midha, Lecturer Sh. Vishnu Goyal, Lecturer Mr. Kamaljeet, HKRN Mr. Naveen, HKRN
32.	Seminar Hall & Conference room (Activity register and annual report)	Sh. Jitender, Lecturer Mr. Shubham, HKRN Mr. Kamaljeet, HKRN
33.	Dispensary and first AID	Dr. Nidhi Aggarwal, Sr. Lecturer Smt. Pratima Saini, GF
34.	Prize, Banner & Mementoes Committee	Smt. Sudesh Sharma, Sr. Lecturer Smt. Nidhi, Lecturer Sh. Vikram, Lecturer Smt. Riya, GF
35.	Parakh Scheme and value-added courses	Dr. Nidhi Aggarwal, Sr. Lecturer Sh. Rahul Jangra, Sr. Lecturer Smt. Sarika Sharma, Sr. Lecturer Smt. Suman Chaudhary, Lecturer Smt. Sonika, Lecturer Sh. Hitesh Aggarwal, GF
36.	Printing, Furniture, M&E purchase, storage & Disposal	Any three GEM Buyer
37.	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
38.	Bus Pass/ railway pass committee, Traffic interpretation & road safety club	Sh. Hitesh Aggarwal, GF Smt. Pooja, GF
39.	College Website updation & maintenance, E- dashboard	Smt. Arun Goel, Lecturer
40.	Absent Slip, Lecture Shortage & NSO	All HOD's & O/I's
41.	Girls Hostel Management committee	Smt. Eesha Mehta, HOD (Chief Hostel Warden) Smt. Sumandeep, Sr. Lecturer (Hostel Warden) Smt. Shabnam, Assist. Hostel Warden
42.	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
43.	Grievance Redressal cell & ICC	Smt. Eesha Mehta, HOD Smt. Sudesh Sharma, Sr. Lecturer Smt. Nidhi Aggarwal, Sr. Lecturer Smt. Suchet Kumari, Lecturer Smt. Nidhi, Lecturer Sh. Jitender, Lecturer- Member Secretary Representative of NGO- Member Advocate- Member SHO Chandi mandir Police station Panchkula or Nominee- Member

44.	Women Cell	Smt. Amita, Sr. Lecturer Smt. Nidhi Aggarwal, Sr. Lecturer Dr. Sarika Sharma, Sr. Lecturer Smt. Astha, Lecturer Smt. Nidhi, Lecturer
45.	SC/ST Grievance cell	Smt. Sudesh Sharma, Sr. Lect. Smt. Suman Chaudhary, Lecturer Sh. Jitender, Lecturer Smt. Saroj, Junior librarian
46.	Anti-Corruption cell	Sh. Bharat Bhushan, Sr. Lecturer Smt. Sarika Sharma, Sr. Lecturer Sh. Dharamvir Saini, Programmer
47.	EVS/ECO Club, Horticulture & Beautification	Sh. Vikram Singh, Lecturer Smt. Heena rani, GF Mr. Pawan, HKRN Mr. Vishok, HKRN
48.	RTI	Sh. Rakesh Saini, HOD (PIO) Smt. Suman Chaudhary, Lecturer (APIO)
49.	CM Window	Sh. Bharat Bhushan, Sr. Lecturer
50.	Answer sheet & Secrecy material	Sh. Vikas, Lecturer Mr. Naveen, HKRN Mr. Kamaljeet, HKRN
51.	Hiring of buses/ vehicles for various purposes	Smt. Rajni Mehra, Sr. Lecturer Sh. Dharamvir Saini, Programmer Sh. Vishnu Goyal, Lecturer
52.	UBA. Viksit Bharat, PMKVY	Sh. Rahul Jangra, Sr. Lecturer Sh. Abhimanyu, Lecturer
53.	Disaster Management Cell	Sh. Jitender, Lecturer Sh. Neeraj, Lecturer Sh. Vikram Singh, Lecturer
54.	Passport & Driving License	Sh. Rahul Jangra, Sr. Lecturer Smt. Riya, GF Sh. Pardeep, GI
55.	E-waste	Sh. Ravinder Sheoran, Lecturer
56.	Audit	Dr. Rakesh Saini, HOD Smt. Namrata, Lecturer
57.	National Education Policy 2020	Dr. Rakesh Saini, HOD Smt. Amita, Sr. Lecturer Dr. Sarika Sharma, Sr. Lecturer
58.	IIC Cell and Atma Nirbhar 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 Aggawal, GF Smt. Pratima Saini, GF Smt. Heena, GF Ms. Riya, GF
59.	Guest Faculty	Sh. Jitender, Lecturer

60.	Expert/ VTF committee	Sh. Bharat Bhushan, Sr. Lecturer Smt. Preyank Shori, Sr. Lecturer Dr. Meenu Nain, Lecturer
61.	Canteen/Mess/Vita booth	Sh. Abhimanyu, Lecturer Sh. Pardeep, GI
62.	Committee regarding HRA	Dr. Nidhi Aggarwal, Sr. Lecturer Sh. Vishnu Goyal, Lecturer Smt. Astha, Lecturer
63.	Institute magazine, Newsletter, and placement Brochure	Smt. Nidhi, Lecturer Smt. Saroj, Junior librarian
64.	Biometric Machine, Staff Attendance & AEBAS	Sh. Ravinder Sheoran, Lecturer
65.	Workshop & Maintenance of windows, doors, benches etc.	Sh. Bharat Bhushan, Sr. Lecturer Sh. Jitender, Lecturer Mr. Kamaljeet, HKRN Mr. Pawan, HKRN
66.	NCORD	Smt. Preyank Shori, Sr. Lecturer
67.	Printing Committee (I-Cards, Banners etc.)	Smt. Preyank Shori, 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. Arun Goel, Lecturer Ms. 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	All HOD's and O/I's(to collect data as per NBA Accreditation since 2019 to till date) & Submit to TPO Cell

  
Principal  
Govt. Polytechnic  
Panchkula

Dated: 06/02/2025

Endst.no. GPP/ 651-653

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

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

  
Principal  
Govt. Polytechnic  
Panchkula