

OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC SECTOR-26 PANCHKULA

Office order no.GPP/ 379

Dated: 18/04/2015

In supersession of all previous office orders issued in this regard, the following duties are assigned with immediate effect:


Sr. No.	Name of Committee	Name of the Officials/ Officer & Staff
1.	Administration Committee	Dr. Rakesh Kumar, HOD Sh. Neeraj, Lecturer Smt. Astha, Lecturer Sh. Pawan Assistant Smt. Mamta Assistant
2.	TPO Cell and Apprenticeship & Placement and Career Guidance, Industry Institute Interaction cell, UBA, IIC Vikshit Bharat, Atmanirbhar Cell, PMKVY, Alumni Association, IQAC	Smt. Eesha Mehta, Vice Principal-cum-TPO Sh. Rahul Jangra, HOD (IIC Chairperson) Smt. Arun Goel, Lecturer (IQAC) Sh. Vishnu Goel, Lecturer Sh. Vikram, Lecturer Smt. Astha, Lecturer Smt. Saroj, Junior Librarian (Apprenticeship) Sh. Pardeep, GI
3.	Admission Cell, Migration	Smt. Suman Chaudhary, Lecturer Smt. Namrata, Lecturer Smt. Pratima Saini, Guest Faculty
4.	Exam Cell	Sh. Ravinder Sheoran, Lecturer (O/I Exam) Sh. Abhishek, Lecturer
5.	HKRN	Dr. Nidhi Aggarwal, HOD Smt. Sonika, Lecturer
6.	Student Fund	Dr. Meenu Nain, Lecturer (President) Sh. Abhimanyu, Lecturer (Secretary) Sh. Pawan, Assistant (Account clerk)
7.	Staff and Social Secretary	Sh. Ravinder Sheoran, Lecturer Sh. Hitesh Aggarwal, Guest Faculty
8.	Women Cell	Dr. Sarika Sharma, HOD Dr. Meenu Nain, Lecturer Smt. Suman Chaudhary, Lecturer
9.	ACR and result verification of staff	Dr. Rakesh Kumar, HOD Smt. Nidhi, Lecturer
10.	Sports Committee	Sh. Rahul Jangra, HOD Sh. Neeraj, Lecturer
11.	Cultural activities (Music, Dance, Quiz, Literary, Dramatics etc.) and Stage Secretary	Smt. Preyank Shori, HOD Smt. Nidhi, Lecturer Sh. Vishnu, Lecturer Smt. Saroj, Junior Librarian
12.	Court Case & CM Window	Sh. Bharat Bhushan, Sr. Lecturer Sh. Jitender, Lecturer
13.	Discipline and Anti Ragging Committee	Dr. Rakesh Kumar, HOD Smt. Priyank Shori, HOD Dr. Nidhi Aggarwal, HOD Sh. Bharat Bhushan, Sr. Lecturer Sh. Dharamvir Saini, Programmer
14.	Timetable & Workload Committee	Dr. Rakesh Kumar, HOD Smt. Namrata, Lecturer
15.	AMC & Electrical Maintenance of building (including Solar Pane, all electrical equipment of	Dr. Sarika Sharma, HOD Sh. Vikram, Lecturer Sh. Abhishek, Lecturer

	institute and Gen Set & lifts etc.)	
16.	Telephone/ Computer Hardware, Peripheral, Networking Maintenance and AMC, CCTV, e-waste	Dr. Meenu Nain, Lecturer Sh. Vikram, Lecturer
17.	Campus Cleanliness	Dr. Sarika Sharma, HOD Smt. Nidhi, Lecturer Smt. Saroj, Junior librarian
18.	Photography, Videography, press, publicity, social media	Sh. Hitesh Aggarwal, GF Smt. Pratima Saini, GF
19.	Store	Smt. Arun Goel, Lecturer Sh. Abhimanyu, Lecturer Smt. Mamta Assistant (Store Keeper)
20.	Scholarship & stipend committee	Sh. Bharat Bhushan, Sr. Lecturer Sh. Jitender, Lecturer Sh. Vishnu Goel, Lecturer Smt. Nidhi, Lecturer
21.	NSS/ NCC/ Swami Vivekananda Youth Cell/ Youth Red Cross/ Blood donation	Sh. Vikram, Lecturer Sh. Hitesh Aggarwal, GF
22.	Seminar Hall & Conference room (Activity register and annual report)	Sh. Jitender, Lecturer Sh. Kuldeep, GI
23.	Refreshment/ Lunch and Hospitality committee for various functions/ activities at institute level	Dr. Nidhi Aggarwal, HOD Sh. Abhishek, Lecturer Smt. Nidhi, Lecturer
24.	Dispensary and first AID	Sh. Rahul Jangra, HOD Smt. Pratima Saini, GF
25.	Approvals and Affiliations (AICTE, COA, HSBTE)	Smt. Preyank Shori, HOD Smt. Sonika, Lecturer Sh. Kuldeep, GI
26.	Approvals and Affiliations (PCI)	Dr. Nidhi Aggarwal, HOD Sh. Pradeep, GI
27.	Bus Pass/ railway pass committee, Traffic interpretation & road safety club	Sh. Abhishek, Lecturer Sh. Hitesh Aggarwal, GF
28.	Girls Hostel Management committee	Smt. Eesha Mehta, TPO 2 Staff deputed by Principal MRAK
29.	Account and Audit	Sh. Bharat Bhushan, Sr. Lecturer Sh. Vishnu Goyal, Lecturer Sh. Pawan, Assistant
30.	Internal Complaint Committee (ICC) & Grievance Redressal cell	Dr. Sarika Sharma, HOD Sh. Rahul Jangra, HOD Smt. Namrata, Lecturer Sh. Jitender, Lecturer- Member Secretary Representative of NGO- Member Advocate- Member SHO Chandi Mandir Police station Panchkula or Nominee-Member
31.	SC/ST Grievance cell	Sh. Bharat Bhushan, Sr. Lecturer Dr. Meenu Nain, Lecturer Smt. Suman Chaudhary, Lecturer Smt. Saroj, Junior librarian

32.	EVS/ECO Club, Horticulture & Beautification	Sh. Vikram Singh, Lecturer Smt. Namrata, Lecturer Sh. Pardeep, GI
33.	RTI	Dr. Rakesh Saini, HOD (PIO) Sh. Abhimanyu, Lecturer (APIO)
34.	Answer sheet & Secrecy material	Dr. Meenu Nain, Lecturer (Answer Sheet) Sh. Vikas, Lecturer (Secrecy)
35.	Hiring of buses/ vehicles for various purposes	Sh. Ravinder Sheoran, Lecturer Sh. Abhimanyu, Lecturer Sh. Vikram Singh, Lecturer
36.	Disaster Management Cell	Sh. Dharamvir Saini, Programmer Sh. Ravinder Sheoran, Lecturer Sh. Jitender, Lecturer Sh. Neeraj, Lecturer
37.	Passport & Driving License	Sh. Abhishek, Lecturer Smt. Riya, GF Sh. Pardeep, GI
38.	O/I Security	Sh. Rahul Jangra, HOD Sh. Vikas, Lecturer
39.	Guest Faculty	Sh. Jitender, Lecturer Sh. Hitesh Aggarwal, GF
40.	Expert/ VTF committee	Sh. Bharat Bhushan, Sr. Lecturer Sh. Dharamvir Saini, Programmer Sh. Ravinder Sheoran, Lecturer
41.	Canteen/Mess/Vita booth	Sh. Vikram Singh, Lecturer Sh. Pardeep, GI
42.	PWD/HSVP/Civil work	Smt. Preyank Shori, HOD Smt. Sonika, Lecturer Mr. Kuldeep, GI
43.	Institute magazine, Newsletter, and Placement Brochure	Dr. Nidhi Aggarwal, HOD Smt. Nidhi, Lecturer Smt. Astha, Lecturer Smt. Saroj, Junior librarian
44.	Biometric Machine, Staff Attendance & AEBAS	Sh. Ravinder Sheoran, Lecturer Dr. Meenu Nain, Lecturer
45.	Workshop & Maintenance of windows, doors, benches etc.	Sh. Bharat Bhushan, Sr. Lecturer Sh. Jitender, Lecturer
46.	Printing Committee (I-Cards, Banners etc.)	Smt. Preyank Shori, HOD Sh. Abhimanyu, Lecturer Sh. Hitesh Aggarwal, GF Sh. Pardeep, GI
47.	GEM Portal Registration and SMS subscription & posting	Dr. Sarika Sharma, Sr. Lecturer Smt. Arun Goel, Lecturer Smt. Namrata, Lecturer
48.	Project Exhibition	TPO in coordination with all HODs & O/Is as per HSBTE guidelines
49.	Invitation, Tour, E-content, 360-degree feedback, Motivation for admission, PTM, NSO, Leave shortage	All HODs and O/Is
50.	NBA	All HOD's and O/I's (to collect data as per NBA Accreditation since 2019 to till date) & Submit to TPO Cell
51.	SIET Panchkula	Dr. Sarika Sharma, HOD (Coordinator) Sh. Dharamvir Saini, Programmer Sh. Vikas, Lecturer

52.	HRMS, MIS, Service book, College Website updation & maintenance, E-dashboard	Smt. Arun Goel, Lecturer (Checker and overall in charge) Smt. Astha, Lecturer (Maker) Sh. Pawan Assistant
53.	NCORD	Smt. Preyank Shori, HOD Smt. Sonika, Lecturer
54.	O/I Attendance	Dr. Nidhi Aggarwal, HOD Smt. Pratima, GF


All existing OIs / members of existing committees are directed to handover the complete record/file/documents to the new OIs/committee members immediately for smooth transfer of work. In case of absence of Chairperson of the committee the next will look after the work and duties assigned


Principal
Govt. Polytechnic
Panchkula
Dated: 18/04/2025

Endst.no. GPP/ 2042-2044

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