OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC SECTOR-26 PANCHKULA

Office order no.GPP/56 7
In partial modification of the previous office order no. GPP/379 dated 18/04/2025, the following annual 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 (O/I Admin) Sh. Pawan, Assistant
2.	TPO Cell and Appropriacehin & Discount and	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, Institute magazine, Newsletter, and placement Brochure	Smt. Eesha Mehta, Vice Principal-cum-TPO (Chairperson) Sh. Rahul Jangra, HOD (IIC Chairperson) Sh. Hitesh Chawla, Sr. Lecturer (Apprenticeship & IIC Convenor) Smt. Arun Goel, Lecturer (IQAC) Sh. Vikram, Lecturer Sh. Vishnu Goyal, Lecturer Smt. Astha, Lecturer Smt. Nidhi, Lecturer Smt. Nidhi, Lecturer Sh. Jitender, Lecturer Sh. Balwan Singh, Foreman Instructor
	E. C. B. Young and M. W. J. B. C. B.	Smt. Saroj, Junior Librarian
1000	new switcher opposite the sale as	Sh. Kuldeep, Guest Instructor
3.	Admission Cell and Migration	Smt. Suman Chaudhary, Lecturer
	and out of the state of the sta	Dr. Namrata, Lecturer
	1000	Smt. Mamta, Assistant
4.	Exam Cell	Sh. Ravinder Sheoran, Lecturer (O/I Exam)
		Sh. Abhishek, Lecturer
5.	HKRN	Dr. Nidhi Aggarwal, HOD
		Sh. Abhishek, Lecturer
6.	Student Fund	Dr. Meenu Nain, Lecturer (President)
	a capacita de Constant de	Sh. Abhimanyu, Lecturer (Secretary)
		Sh. Pawan, Assistant (Account Assistant)
7.	Staff and Social Secretary	Sh. Balwan, Foreman Instructor
		Sh. Pradeep, Guest Instructor
8.	Women Cell	Dr. Nidhi Aggarwal, HOD
	State Boshid Michiga TEG	Dr. Sarika Sharma, HOD
	O/I Library and ACR & result verification of staff and	Dr. Meenu Nain, Lecturer
9.	Timetable & workload committee	Dr. Rakesh Kumar, HOD
	I imetable & workload committee	Dr. Namrata, Lecturer Smt. Saroj, Junior Librarian
10.	Sports, yoga and NCORD	Sh. Rahul Jangra, HOD
10.	Sports, yoga and NCORD	Sh. Neeraj, Lecturer
	and Maria Assistant	Sh. Vishnu, Lecturer
		Smt. Saroj, Junior Librarian
11.	Cultural activities (Music, Dance, Quiz, Literary,	Smt. Preyank Shori, HOD
11.	Dramatics etc.) and stage secretary and Seminar Hall	Smt. Nidhi, Lecturer
	& Conference room (Activity register and annual	Sh. Vishnu, Lecturer
7.7.73	report) and Prize / Mementoes Committee	Sh. Dalwinder Singh, Foreman Instructor
	Tage in that to professor con	Smt. Saroj, Junior Librarian
12.	Court Case & CM Window & OMBUDSMAN	Sh. Bharat Bhushan, Sr. Lecturer
12.		Sh. Jitender, Lecturer
	190° - 19	Sh. Balwan Singh, Foreman Instructor
13.	Discipline and Anti Ragging Committee and NEP	Dr. Rakesh Kumar, HOD
13.	2020	Smt. Preyank Shori, HOD
		Dr. Nidhi Aggarwal, HOD
		Sh. Rahul Jangra, HOD
		Dr. Sarika Sharma, HOD
		Sh. Bharat Bhushan, Sr. Lecturer
		Sh. Dharamvir Saini, Programmer

14.	AMC & Electrical Maintenance of building (including Solar Panel, all electrical equipment of institute and Gen. Set & lifts etc.)	Dr. Sarika Sharma, HOD Sh. Vikram, Lecturer Sh. Abhishek, Lecturer
		Sh. Ravinder Sheoran, Lecturer
15.	Telephone/ Computer Hardware, Peripheral,	Sn. Rayinder Sheorall, Lecturer
	Networking Maintenance and AMC, CCTV, e-waste,	Smt. Suman Chaudhary, Lecturer
1	Biometric Machine, Staff Attendance & AEBAS	Dr. Meenu Nain, Lecturer
16.	Campus Cleanliness	Dr. Sarika Sharma, HOD
		Smt. Saroj, Junior librarian
17.	Photography, Videography, press, publicity, social media	Sh. Hitesh Chawla, Sr. Lecturer
.,.		Sh. Vikas, Lecturer
1	media	Smt. Pratima, Guest Faculty
		Sh. Abhimanyu, Lecturer
18.	Store and stationary purchase	Sh. Balwan Singh, Foreman Instructor
	Cave And a track and the record of the lates	Sh. Pawan, Assistant
19.	All Type of Scholarship & stipend committee	Sh. Bharat Bhushan, Sr. Lecturer
		Sh. Jitender, Lecturer
		Sh. Vikram, Lecturer
		Smt. Nidhi, Lecturer
	to the first and the second of	Sh. Abhishek, Lecturer
	1 0 11/17 4	Sh. Vikram, Lecturer
20.	NSS/ NCC/ Swami Vivekanand Youth Cell/ Youth	Sh. Vikrain, Eecturer Sh. Dalwinder Singh, Foreman Instructor
	Red Cross/ Blood donation	Sh. Dalwinder Siligii, Foreman instructor
		Smt. Riya, Guest Faculty
21.	Refreshment/ Lunch/ Hospitality committee for	Smt. Sonika, Lecturer
21.	various functions/ activities at institute level	Sh. Jitender, Lecturer
		Smt. Nidhi, Lecturer
		Sh. Rahul Jangra, HOD
22.	Dispensary and first AID	Smt. Pratima, Guest Faculty
		Sint Frauma, duest rucus
23.	Approvals and affiliation (AICTE, COA, HSBTE)	Smt. Preyank Shori, HOD
25.	Approvais and assessment	Smt. Astha, Lecturer
	ESPACE TO THE TOTAL SERVICE CONTROL AND ADDRESS OF THE SERVICE OF	Smt. Sonika, Lecturer
	Page 17 Section 1750 Committee 16	Sh. Kuldeep, Guest Instructor
-	1 Official (DCI)	Dr. Nidhi Aggarwal, HOD
24.	Approvals and affiliation (PCI)	Smt. Pratima, Guest Faculty
	11.7	Smt. Sonika, Lecturer
25.	Bus Pass/ railway pass, Road safety club, Passport	Sh. Pradeep, Guest Instructor
20.	and Driving License	Sn. Pradeep, duest hist deter
26.	Girls Hostel Management committee	Smt. Eesha Mehta, TPO
20.	GIB Hoster	2 staff deputed by Principal MRAK
	Accounts and Audit and Income Tax	Smt. Arun Goel, Lecturer
27.	Accounts and Addit and moonie	Sh. Vishnu Goyal, Lecturer
	chandle mental track to 2	Dr. Namrata, Lecturer
	GON, E ya 1 SOOL W	Sh. Pawan, Assistant
	a many make 2	Smt. Mamta, Assistant
		D. N. II. Account HOD
20	Internal Complaint Committee (ICC) & Grievance	Dr. Nidhi Aggarwal, HOD
28.	Redressal cell	Sh. Rahul Jangra, HOD
		Dr. Sarika Sharma, HOD
	to the way which are	Smt. Suman Chaudhary, Lecturer
		Dr. Namrata, Lecturer-Member Secretary
		Representative of NGO-Member
		Advances Mambon
		SHO Chandi Mandir Police Station Panchkula
		SHO Chandi Mandir Police Station Tantana
	or the Property of the Control of th	Nominee-Member
	SC/ST Grievance cell	Sh. Bharat Bhushan, Sr. Lecturer
29.		Smt. Suman Chaudhary, Lecturer
	and the year through	Dr. Meenu Nain, Lecturer
		Smt. Suman Chaudhary, Lecturer
30.	EVS/ECO Club, Horticulture & Beautification	Smil Suman Chaudiary, becturer
50.		Dr. Namrata, Lecturer
		Sh. Balwan Singh, Foreman Instructor
	The state of the s	Dr. Rakesh Kumar, HOD (PIO)
31.	RTI	Sh. Abhimanyu, Lecturer (APIO)
		Dr. Meenu Nain, lecturer (Answer Sheet)
32.	Answer sheet & Secrecy material	
		Sh. Vikas, Lecturer (Secrecy)
33.	Hiring of buses/ vehicles for various purposes	Sh. Ravinder Sheoran, Lecturer Sh. Abhimanyu, Lecturer

34.	Disaster Management Cell Sh. Dhornwin S. J. J.		
	anagement Cell	Sh. Dharamvir Saini, Programmer	
		Sh. Ravinder Sheoran, Lecturer	
35.	O/I Security	Sh. Neeraj, Lecturer	
	on security	Sh. Hitesh Chawla, Sr. Lecturer	
36.	Guart F.	Sh. Jitender, Lecturer	
	Guest Faculty	Sh. Hitesh Chawla, Sr. Lecturer	
37.	F	Smt. Astha, Lecturer	
37.	Expert/ VTF committee	Sh. Hitesh Chawla, Sr. Lecturer	
		Sh. Dharamyin Saint Day	
		Sh. Dharamvir Saini, Programmer Sh. Ravinder Sheoran, Lecturer	
38.	Canteen/Mess/Vita booth	Sh. Vikas, Lecturer	
	30000	Sh. Vikas, Lecturer	
39.	PWD/HSVP/Civil work	Sh. Dalwinder Singh, Foreman Instructor	
	TOTAL WOLK	Smt. Preyank Shori, HOD	
		Smt. Sonika, Lecturer	
40.	Workshop & Maintenance of windows, doors,	Sh. Kuldeep, Guest Instructor	
	benches etc.	Sh. Bharat Bhushan, Sr. Lecturer	
41.	Printing Committee (I-Cards, Banner etc.)	Sh. Dalwinder Singh, Foreman Instructor	
	Timing Committee (1-Cards, Banner etc.)	Smt. Preyank Shori, HOD	
42.	GEM portal registration & CMG 1	Sh. Abhimanyu, Lecturer	
'~'	GEM portal registration & SMS subscription	Dr. Sarika Sharma, HOD	
43.	Project Exhibition	Smt. Arun Goel, Lecturer	
75.	rioject Exhibition	TPO in coordination with all HODs & O/I as per	
44.	Anti Come di II	HSBTE guidelines	
44.	Anti-Corruption cell	Smt. Preyank Shori, HOD	
		Sh. Dharamvir Saini, Programmer	
45	CIPT D. 11 1	Sh. Neeraj, Lecturer	
45.	SIET Panchkula	Sh. Rahul Jangra, HOD (Coordinator)	
		Sh. Dharamvir Saini, Programmer	
- 46		Sh. Vikas, Lecturer	
46.	HRMS, MIS, Service Book, College Website	Smt. Arun Goel, Lecturer (Checker and overall	
	updation & maintenance, E-dashboard	incharge)	
		Smt. Astha, Lecturer (Maker)	
		Sh. Pawan, Assistant	
47.	NBA	TPO & All HOD's and O/I's(to collect data as per	
		NBA Accreditation since 2019 to till date) and	
		submit to TPO Cell	
48.	O/I Student Attendance and PTM Data for HSTES	Dr. Nidhi Aggarwal, HOD	
	Portal	Smt. Riya, Guest Faculty	

Note

All OI's/members of existing committees are directed to handover the complete record/file/documents to the new OI's/committee members immediately for smooth transfer of work. If any work is in progress, then the officer must ensure that it should be completed in time without delay. In case of absence of Chairperson, the next will look after the work and duties assigned. Further distribution of the work in the committee is to be done by the chairperson under intimation to office.

Govt. Polytechnic Panchkula

Endst.no.GPP/ 3099- 310/

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

1. O/I Admin./Website

2. All concerned staff members via whtsapp

3. Guard File

Principal Govt.Polytechnic Panchkula

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