

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

Office order no.GPP/567

In partial modification of the previous office order no. GPP/379 dated 18/04/2025, the following annual duties are assigned with immediate effect:

Dated: 27/06/2025

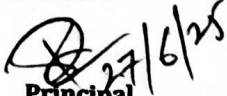
Sr. No.	Name of Committee	Name of the Officials/ Officer& Staff
1.	Administration Committee	Dr. Rakesh Kumar, HOD Sh. Neeraj, Lecturer (O/I Admin) Sh. Pawan, Assistant Smt. Mamta, Assistant
2.	TPO Cell and Apprenticeship & Placement and Career Guidance, Industry Institute Interaction cell, UBA, IIC Vikshit 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 Sh. Jitender, Lecturer Sh. Balwan Singh, Foreman Instructor Smt. Saroj, Junior Librarian Sh. Kuldeep, Guest Instructor
3.	Admission Cell and Migration	Smt. Suman Chaudhary, Lecturer Dr. Namrata, Lecturer 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) 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 Dr. Sarika Sharma, HOD Dr. Meenu Nain, Lecturer
9.	O/I Library and ACR & result verification of staff and Timetable & workload committee	Dr. Rakesh Kumar, HOD Dr. Namrata, Lecturer Smt. Saroj, Junior Librarian
10.	Sports, yoga and NCORD	Sh. Rahul Jangra, HOD Sh. Neeraj, Lecturer Sh. Vishnu, Lecturer Smt. Saroj, Junior Librarian
11.	Cultural activities (Music, Dance, Quiz, Literary, Dramatics etc.) and stage secretary and Seminar Hall & Conference room (Activity register and annual report) and Prize / Mementoes Committee	Smt. Preyank Shori, HOD Smt. Nidhi, Lecturer Sh. Vishnu, Lecturer Sh. Dalwinder Singh, Foreman Instructor Smt. Saroj, Junior Librarian
12.	Court Case & CM Window & OMBUDSMAN	Sh. Bharat Bhushan, Sr. Lecturer Sh. Jitender, Lecturer Sh. Balwan Singh, Foreman Instructor
13.	Discipline and Anti Ragging Committee and NEP 2020	Dr. Rakesh Kumar, HOD 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
15.	Telephone/ Computer Hardware, Peripheral, Networking Maintenance and AMC, CCTV, e-waste, Biometric Machine, Staff Attendance & AEBAS	Sh. Ravinder Sheoran, Lecturer Smt. Suman Chaudhary, Lecturer 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 Smt. Pratima, Guest Faculty
18.	Store and stationary purchase	Sh. Abhimanyu, Lecturer Sh. Balwan Singh, Foreman Instructor Sh. Pawan, Assistant
19.	All Type of Scholarship & stipend committee	Sh. Bharat Bhushan, Sr. Lecturer Sh. Jitender, Lecturer Sh. Vikram, Lecturer Smt. Nidhi, Lecturer Sh. Abhishek, Lecturer
20.	NSS/ NCC/ Swami Vivekanand Youth Cell/ Youth Red Cross/ Blood donation	Sh. Vikram, Lecturer Sh. Dalwinder Singh, Foreman Instructor Smt. Riya, Guest Faculty
21.	Refreshment/ Lunch/ Hospitality committee for various functions/ activities at institute level	Smt. Sonika, Lecturer Sh. Jitender, Lecturer Smt. Nidhi, Lecturer
22.	Dispensary and first AID	Sh. Rahul Jangra, HOD Smt. Pratima, Guest Faculty
23.	Approvals and affiliation (AICTE, COA, HSBTE)	Smt. Preyank Shori, HOD Smt. Astha, Lecturer Smt. Sonika, Lecturer Sh. Kuldeep, Guest Instructor
24.	Approvals and affiliation (PCI)	Dr. Nidhi Aggarwal, HOD Smt. Pratima, Guest Faculty
25.	Bus Pass/ railway pass, Road safety club, Passport and Driving License	Smt. Sonika, Lecturer Sh. Pradeep, Guest Instructor
26.	Girls Hostel Management committee	Smt. Eesha Mehta, TPO 2 staff deputed by Principal MRAK
27.	Accounts and Audit and Income Tax	Smt. Arun Goel, Lecturer Sh. Vishnu Goyal, Lecturer Dr. Namrata, Lecturer Sh. Pawan, Assistant Smt. Mamta, Assistant
28.	Internal Complaint Committee (ICC) & Grievance Redressal cell	Dr. Nidhi Aggarwal, HOD Sh. Rahul Jangra, HOD Dr. Sarika Sharma, HOD Smt. Suman Chaudhary, Lecturer Dr. Namrata, Lecturer-Member Secretary Representative of NGO-Member Advocate-Member SHO Chandi Mandir Police Station Panchkula or Nominee-Member
29.	SC/ST Grievance cell	Sh. Bharat Bhushan, Sr. Lecturer Smt. Suman Chaudhary, Lecturer Dr. Meenu Nain, Lecturer
30.	EVS/ECO Club, Horticulture & Beautification	Smt. Suman Chaudhary, Lecturer Dr. Namrata, Lecturer Sh. Balwan Singh, Foreman Instructor
31.	RTI	Dr. Rakesh Kumar, HOD (PIO) Sh. Abhimanyu, Lecturer (APIO)
32.	Answer sheet & Secrecy material	Dr. Meenu Nain, lecturer (Answer Sheet) Sh. Vikas, Lecturer (Secrecy)
33.	Hiring of buses/ vehicles for various purposes	Sh. Ravinder Sheoran, Lecturer Sh. Abhimanyu, Lecturer

34.	Disaster Management Cell	Sh. Dharamvir Saini, Programmer Sh. Ravinder Sheoran, Lecturer Sh. Neeraj, Lecturer
35.	O/I Security	Sh. Hitesh Chawla, Sr. Lecturer Sh. Jitender, Lecturer
36.	Guest Faculty	Sh. Hitesh Chawla, Sr. Lecturer Smt. Astha, Lecturer
37.	Expert/ VTF committee	Sh. Hitesh Chawla, Sr. Lecturer Sh. Dharamvir Saini, Programmer Sh. Ravinder Sheoran, Lecturer
38.	Canteen/Mess/Vita booth	Sh. Vikas, Lecturer Sh. Dalwinder Singh, Foreman Instructor
39.	PWD/HSVP/Civil work	Smt. Preyank Shori, HOD Smt. Sonika, Lecturer Sh. Kuldeep, Guest Instructor
40.	Workshop & Maintenance of windows, doors, benches etc.	Sh. Bharat Bhushan, Sr. Lecturer Sh. Dalwinder Singh, Foreman Instructor
41.	Printing Committee (I-Cards, Banner etc.)	Smt. Preyank Shori, HOD Sh. Abhimanyu, Lecturer
42.	GEM portal registration & SMS subscription	Dr. Sarika Sharma, HOD Smt. Arun Goel, Lecturer
43.	Project Exhibition	TPO in coordination with all HODs & O/I as per HSBTE guidelines
44.	Anti-Corruption cell	Smt. Preyank Shori, HOD Sh. Dharamvir Saini, Programmer Sh. Neeraj, Lecturer
45.	SIET Panchkula	Sh. Rahul Jangra, HOD (Coordinator) Sh. Dharamvir Saini, Programmer Sh. Vikas, Lecturer
46.	HRMS, MIS, Service Book, College Website updation & maintenance, E-dashboard	Smt. Arun Goel, Lecturer (Checker and overall 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 Portal	Dr. Nidhi Aggarwal, HOD 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.

  
Principal  
Govt. Polytechnic  
Panchkula

Endst.no.GPP/ 3099-3101

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 whatsapp
3. Guard File

Dated: 27/06/2025

  
Principal  
Govt. Polytechnic  
Panchkula

o/c

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