

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

Office order no.GPP/ 1153

In supersession of all the previous order, the following annual duties are assigned with immediate effect:

Dated: 16/12/2025

<b>Sr. No.</b>	<b>Name of Committee</b>	<b>Name of the Officials/ Officer&amp; Staff</b>
1.	Administration Committee	Smt. Eesha Mehta, Vice Principal cum TPO Sh. Balwan Singh, HOD Sh. Neeraj, Lecturer (O/I Admin) Sh. Pawan, Assistant Smt. Mamta, Assistant
2.	TPO Cell, Apprenticeship, Placement and Career Guidance, Placement Brochure Alumni Association Industry Institute Interaction Cell (IIIC)	Smt. Eesha Mehta, Vice Principal-cum-TPO Smt. Preyank Shori, HOD Coordinator IIIC Sh. Hitesh Chawla, Sr. Lecturer ATPO (Mech), O/I Apprenticeship (coordinate all activities in absence of TPO) Smt. Suman Chaudhary, Lecturer ATPO (Comp, MLT) Smt. Astha, Lecturer ATPO (Arch and Miscellaneous activities, Placement broachers) Sh. Abhishek, Lecturer ATPO (Elect/ECE/ Pharmacy) Sh. Neeraj, Lecturer (IIIC) Smt. Saroj, Jr. Librarian (Apprenticeship) All members will assist in IIIC and maintain the record of alumni of their respective departments
3.	Institute Magazine & Newsletter	Dr. Rakesh Kumar, HOD, Chief editor Smt. Nidhi, Lecturer Editor English Smt. Saroj, Junior Librarian Editor Hindi
4.	Admission Cell and Migration	Dr. Rakesh Kumar, HOD Smt. Suman Chaudhary, Lecturer Smt. Namrata, Lecturer
5.	Exam Cell/ Answer sheets & Secrecy Material	Sh. Ravinder Sheoran, Lecturer (O/I Exam) Dr. Meenu Nain, Lecturer (O/I Answersheet) Sh. Vikas, Lecturer (O/I Secrecy) *In case one officer is on leave, next officer will act as O/I.
6.	HKRN & Security	Sh. Jitender, Lecturer (Security) Sh. Vikram Singh, Lecturer (HKRN) *In case one officer is on leave, another officer will act as O/I for that department.
7.	Student Fund	Dr. Meenu Nain, Lecturer (President) Sh. Abhimanyu, Lecturer (Secretary) Sh. Pawan, Assistant (Account clerk)
8.	Staff and Social Secretary	Sh. Balwan, Forman instructor Sh. Pradeep, Guest Instructor
9.	O/I Library and Timetable & workload committee	Dr. Rakesh Kumar, HOD Smt. Namrata, Lecturer
10.	Sports, Yoga and NCORD	Sh. Rahul Jangra, HOD Smt. Sonika, Lecturer, Asstt. O/I Sport Sh. Vishnu, Lecturer (Yoga)
11.	Cultural activities (Music, Dance, Quiz, Literary, Dramatics etc.) and stage secretary and Seminar Hall & Conference room (Activity register and annual report)	Smt. Sonia Ohlyan, HOD Sh. Vishnu, Lecturer Smt. Namrata, Lecturer Asstt. O/I Sh. Dalwinder Singh, Foreman Instructor (O/I Seminar and Conference room) Smt. Saroj, Junior Librarian Smt. Riya, GF
12.	Court Case& CM Window & OMBUDSMAN	Sh. Bharat Bhushan, Sr. Lecturer Sh. Jitender, Lecturer
13.	Discipline and Anti Ragging Committee and Grievance Redressal cell	Dr. Rakesh Kumar, HOD Smt. Sonia Ohlyan, HOD Smt. Preyank Shori, HOD Dr. Sarika Sharma, HOD Sh. Dharamvir Saini, Programmer
14.	AMC & Electrical Maintenance of building (including Solar Panel, all electrical equipment of institute and Gen. Set & lifts)	Dr. Sarika Sharma, HOD Sh. Vikram, Lecturer Sh. Abhishek, Lecturer

*(Signature)*

	etc.)	
15.	Telephone/ Computer Hardware, Peripheral, Networking Maintenance and AMC, CCTV, e-waste, Biometric Machine, Staff Attendance & AEBAS, E-dashboard	Sh. Balwan Singh, HOD Sh. Dharamvir Saini, Programmer Sh. Ravinder Sheoran, Lecturer
16.	Campus Cleanliness	Smt. Nidhi Narwal, Lecturer Sh. Dalwinder Singh, Forman Instructor Smt. Saroj, Junior librarian
17.	Photography, Videography, press, publicity, social media	Sh. Rahul Jangra, HOD Sh. Vilas, Lecturer
18.	Store	Sh. Abhimanyu, Lecturer Sh. Balwan Singh, Foreman Instructor Sh. Pawan, Assistant
19.	Scholarship & stipend committee	Sh. Bharat Bhushan, Sr. Lecturer Sh. Jitender, Lecturer Smt. Sonika, Lecturer Smt. Nidhi, Lecturer
20.	NSS/ NCC/ Swami Vivekanand Youth Cell/ Youth Red Cross/ Blood donation/ Vikshit Bharat & UBA (Unnat bharat Abhiyan)	Sh. Vikram, Lecturer Sh. Dalwinder Singh, Foreman Instructor Smt. Pratima, GF along with members from MRAK as per their orders dated 31/10/2025 at serial no. 43 in addition to their present duties.
21.	Refreshment/ Lunch/ Hospitality committee for various functions/ activities at institute level	Dr. Meenu Nain, Lecturer Smt. Nidhi, Lecturer Sh. Kuldeep, GF
22.	Dispensary and first AID	Smt. Pratima, GF Smt. Riya, GF
23.	Institute Innovation Cell & Atamnirbhar Cell	Smt. Sonia Ohlyan, HOD (IIC Chairperson) Dr. Sarika Sharma, HOD (IIC Convenor) Smt. Arun Goel, Lecturer Smt. Namrata, Lecturer Sh. Neeraj, Lecturer Sh. Vishnu Goyal, Lecturer Sh. Pradeep, Guest Instructor The committee will work in coordination with IIC cell of MRAK under guidance of Vice Principal cum TPO
24.	Approvals and affiliation ( COA)	Smt. Astha, Lecturer Sh. Kuldeep, Guest Faculty
25.	Approvals and affiliation (AICTE, AISHE & HSBTE)	Sh. Vikas, Lecturer Sh. Abhimanyu, Lecturer
26.	Approvals and affiliation (PCI)	Dr. Nidhi Aggarwal, HOD Smt. Pratima, Guest Faculty
27.	Bus Pass/ railway pass, Road safety club,	Sh. Balwan Singh, Foreman Instructor Sh. Pradeep, Guest Instructor
28.	Passport and Driving License	To be done by the same committee constituted in MRAK Panchkula
29.	Accounts and Audit	Sh. Vishnu Goyal, Lecturer Sh. Pawan, Assistant Smt. Mamta, Assistant
30.	Internal Complaint Committee (ICC) & Women Cell	Dr. Nidhi Aggarwal, HOD, Member Along with all members of committee constituted in MRAK Panchkula
31.	SC/ST Grievance cell	To be done by the same committee constituted in MRAK Panchkula
32.	EVS/ECO Club, Horticulture & Beautification	Sh. Abhimanyu, Lecturer Sh. Kuldeep, GI Smt. Riya, GF Along with all member of committee constituted in MRAK Panchkula
33.	RTI	Sh. Balwan Singh, HOD (PIO) Smt. Arun Goel, Lecturer (APIO)
34.	Hiring of buses/ vehicles for various purposes	Sh. Balwan Singh, HOD Sh. Dharamvir Saini, Programmer Sh. Ravinder Sheoran, Lecturer
35.	Disaster Management Cell	To be done by the same committee constituted in MRAK Panchkula

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36.	Anti-Corruption cell	To be done by the same committee constituted in MRAK Panchkula
37.	Guest Faculty/ Expert/ VTF committee	Sh. Hitesh Chawla, Sr. Lecturer Sh. Dharamvir Saini, Programmer Sh. Ravinder Sheoran, Lecturer
38.	Canteen/Mess	Sh. Rahul Jangra, HOD Sh. Vikas, Lecturer Sh. Pradeep, GI
39.	PWD/HSVP/Civil work	Smt. Preyank Shori, HOD Sh. Abhishek, Lecturer Sh. Kuldeep, Guest Instructor
40.	Workshop & Maintenance of windows, doors, benches etc.	Sh. Bharat Bhushan, Sr. Lecturer Sh. Balwan Singh, Foreman Instructor (Building Caretaker) Sh. Dalwinder Singh, Foreman Instructor (Building Caretaker)
41.	Prize Distribution & Printing Committee (I-Cards, Banner/ mementoes etc.)	Smt. Sonika, Lecturer Sh. Jitender, Lecturer Sh. Balwan Singh, Foreman Instructor
42.	GEM portal registration & SMS subscription	To be done by the same committee constituted in MRAK Panchkula
43.	Project Exhibition	TPO in coordination with all HODs & O/I as per HSBTE guidelines
44.	Printing, Furniture, M&E purchase, storage & Disposal	Any three GEM Buyer
45.	HRMS, MIS, Service Book, College Website updation & maintenance,	Dr. Meenu Nain, Lecturer (Checker and overall incharge) Smt. Arun Goel, Lecturer (Maker) Sh. Pawan, Assistant
46.	NBA/IQAC/ NEP 2020	TPO & All HOD's and O/I's  Further, to collect data as per NBA Accreditation since 2019 to till date and submit to TPO Cell
47.	Mental Health Awareness/ Counseling Cell	Dr. Nidhi Aggarwal, HOD Sh. Rahul Jangra, HOD Sh. Neeraj, Lecturer

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 it should be completed within prescribed time without delay. In case of absence of Chairperson of the committee/cell, the next officer will look after the work and duties assigned of their cell.

Further, the distribution of work in the committee is to be done by the chairperson under intimation to the office



Principal  
Govt. Polytechnic  
Panchkula

Dated: 16/12/2025

Endst.no.GPP/ 6893-6896

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

1. MRAK Coordinator
2. O/I Admin./Website
3. All concerned staff members through Email
4. Guard File

o/c



Principal  
Govt.Polytechnic  
Panchkula