

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

Office order no. GPP/ 203

Dated: 26/02/2026

In partial modification of order No GPP/1153 dated 16-12-2025, the following duties are assigned with immediate effect:

Sr. No.	Name of Committee	Name of the Officials/ Officer & Staff
1.	Administration Committee	Sh. Balwan Singh, HOD (O/I Admin) Sh. Vishnu, Lecturer (Assist 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 brochures) 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 Answer sheet) 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, next officer will act as O/I.
7.	Student Fund	Dr. Meenu Nain, Lecturer (President) Sh. Abhimanyu, Lecturer (Secretary) Smt. Mamta, Assistant (Accountant)
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. Sudesh Sharma HOD Smt. Namrata, Lecturer
10.	Sports, Yoga and NCORD	Sh. Rahul Jangra, HOD Ms. Jasanpreet, Lecturer, Asst. 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. Preyank, HOD Sh. Vishnu, Lecturer Smt. Namrata, Lecturer Asst. 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 Dr. Sarika Sharma, HOD Sh. Dharamvir Saini, Programmer

26/2/26

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, E-dashboard	Sh. Balwan Singh, HOD Sh. Dharamvir Saini, Programmer Sh. Ravinder Sheoran, Lecturer
16.	Campus Cleanliness	Smt. Sudesh Sharma HOD Smt. Namrata, Lecturer Sh. Dalwinder Singh, Forman Instructor Smt. Saroj, Junior librarian
17.	Photography, Videography, press, publicity, social media	Sh. Rahul Jangra, HOD Sh. Vikas, Lecturer
18.	Store	Dr. Sarika Sharma, HOD (O/I 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. Nidhi, Lecturer Sh. Neeraj, 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,
21.	Refreshment/ Lunch/ Hospitality committee for various functions/ activities at institute level	Dr. Meenu Nain, Lecturer Smt. Nidhi, Lecturer Sh. Vikram, Lecturer Sh. Kuldeep, GF
22.	Dispensary and first AID	Smt. Pratima, GF Smt. Riya, GF
23.	Institute Innovation Cell & Aatm Nirbhar Cell	Smt. Sonia Ohlyan, HOD (IIC Chairperson) Dr. Sarika Sharma, HOD (IIC Convener) Smt. Arun Goel, Lecturer Smt. Namrata, Lecturer Sh. Neeraj, Lecturer Sh. Vishnu Goyal, Lecturer Sh. Pradeep, Guest Instructor
24.	Approvals and affiliation ( COA)	Smt. Preyank Shori, HOD 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, Passport and Driving License	Sh. Jitender Lecturer Sh. Balwan Singh, Foreman Instructor Sh. Pradeep, Guest Instructor
28.	Legal Literacy Cell	Sh. Vikram, Lecturer Ms. Jasanpreet, Lecturer
29.	Accounts and Audit	Smt. Astha, Lecturer Sh. Pawan, Assistant Smt. Mamta, Assistant
30.	Internal Complaint Committee (ICC) & Women Cell	Dr. Nidhi Aggarwal, HOD, Member Sh. Hitesh Chawla SL Ms. Jasanpreet, Lecturer
31.	SC/ST Grievance cell	Smt. Sonia Ohlyan, HOD Sh. Baharat Bhushan, SL Smt. Suman Chaudhary, Lecturer Smt. Saroj, Junior Librarian
32.	EVS/ECO Club, Horticulture & Beautification	Sh. Abhimanyu, Lecturer Sh. Kuldeep, GI Smt. Riya, GF
33.	RTI	Sh. Balwan Singh, HOD (PIO) Smt. Arun Goel, Lecturer (APIO)

24/12/22

34.	Hiring of buses/ vehicles for various purposes	Sh. Balwan Singh, HOD Sh. Dharamvir Saini, Programmer Sh. Ravinder Sheoran, Lecturer
35.	Disaster Management Cell	Smt. Preyank Shori, HOD Smt. Astha Lecturer Sh. Kuldeep, Guest Faculty
36.	Anti-Corruption cell	Dr. Rakesh Kumar, HOD Smt. Sonia Ohlyan, HOD Sh. Balwan Singh HOD
37.	Guest Faculty/ Expert/ VTF committee	Smt. Sonia Ohlyan, HOD Smt. Nidhi, Lecturer Sh. Abhishek, Lecturer
38.	Canteen/Mess	Sh. Rahul Jangra, HOD Sh. Vikas, Lecturer Sh. Pradeep, GI
39.	PWD/HSVP/Civil work/ Maintenance of windows, doors, benches etc.	Smt. Preyank Shori, HOD Sh. Abhishek, Lecturer Sh. Balwan Singh, Foreman Instructor Sh. Dalwinder Singh, Foreman Instructor Sh. Kuldeep, Guest Instructor
40.	Prize Distribution & Printing Committee (I-Cards, Banner/ mementoes etc.)	Smt. Nidhi, Lecturer Sh. Jitender, Lecturer Sh. Balwan Singh, Foreman Instructor
41.	GEM portal registration & SMS subscription	Sh. Dharamvir Saini, Programmer Smt. Suman Chaudhary, Lecturer Sh. Vikram, Lecturer
42.	Project Exhibition	TPO in coordination with all HODs & O/I as per HSBTE guidelines
43.	HRMS, MIS, Service Book, College Website updation & maintenance,	Dr. Meenu Nain, Lecturer (O/I) Smt. Arun Goel, Lecturer (Checker) Sh. Vishnu, Lecturer (Maker) Smt. Mamta, Assistant
44.	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
45.	Mental Health Awareness/ Counseling Cell	Dr. Nidhi Aggarwal, HOD Sh. Rahul Jangra, HOD Ms. Jasanpreet, 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: 26/02/2026

Endst. No.GPP/ 929-931

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

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

  
Principal  
Govt. Polytechnic  
Panchkula