

OFFICE OF THE DIRECTOR/PRINCIPAL
ATAL BIHARI VAJPAYEE
GOVT. INSTITUTE OF ENGG. & TECHNOLOGY
PRAGATINAGAR P.O. GUMMA TEHSIL – KOTKHAI
DISTT. SHIMLA HP – 171202
Tele No: 01783-253918, 919 Email Id: director.abv@gmail.com
Website: <https://www.abvgiet.ac.in>



No. 331

OFFICE ORDER

Dated: 01.08.2025

In supersession of all previous orders of this office regarding assignment of various types of duties to the faculty/staff, in the best interest of the institution with immediate effect the following duties are hereby assigned to the faculty/staff shown as under till further order.

SN	Description of Committee/Cell	Duty Assigned	Name of Faculty/staff assigned the duty	Remarks
1	Department In charges	OIC-ECE OIC-CSE OIC-EE OIC-CE OIC- AS&H	Dr. Ankush Kapoor, Assoc. Prof. ECE Sh. Anurag Sharma, AP Sh. Arvind Sharma, AP EE Sh. Rohit Vasudeva, AP CE Dr. Reena Sharma, AP (Chem.)	
2	Internal Quality Assurance Cell (IQAC)	Coordinator	Dr. Ankush Kapoor, Assoc. Prof. ECE	Other members of IQAC cell will be as per o/o No. 484 dated 09-12-2024
3	Academics	OIC-Academic Time Table In-charge National Academic Depository	Dr. Ankush Kapoor, Assoc. Prof. ECE Sh. Kuldeep Thakur, AP (Math) Sh. Arvind Sharma, AP EE	In absence of OIC academic, Sh. Arvind Sharma will look after the duty of OIC academic. All OICs of Deptt. Will also assist in conducting various duties/works related to academics
4	Student Welfare Fund (SWF) Committee	Chairman Member Member Member Member	Director-cum-Principal All Department's OIC/HoDs ACFA Superintendent (Office) G-1/G-II Cashier (SWF) Class Representatives (CRs) of all classes	
5	Students counsellors	Counsellors	OICs of all departments Class In-Charge of respective classes	
6	Remedial Classes for all SC/ST/OBC and other academically weaker students	Coordinator Member Member Member	OIC-Academic Dr. Sanjay Kalta, AP (AS&H) Sh. Arvind Sharma, AP EE Ms. Nivedita Kashyap, AP CSE	
7	Internal Complaints Committee (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and students, redressing of grievances, women/Girls grievances Cell, Transgender welfare)	Chairman Member Member Member Member Member Member	Director-cum-Principal Dr. Reena Sharma, AP AS&H Ms. Nivedita Kashyap, AP CSE Ms. Nutan, AP, Mgt. Smt. Madhu Chauhan, Stenographer One girl student representative from each class	

9	Anti-Ragging Committee (Common for all the three wings: B. Tech, Polytechnic, ITI)	Chairman Ex-Officio Member Ex-Officio Member Member Member Member Member Member Member Member Member Member Member Member Member Member Member Member Member Member Member	Director-cum-Principal SDM Kotkhai DSP Theog Principal (Polytechnic Wing) ACFA OiC/HoD CSE B. Tech Wing OiC/HoD ECE B. Tech Wing OiC/HoD EE B. Tech Wing OiC/HoD AS&H B. Tech Wing OiC/HoD Comp. Engg. Poly Wing OiC/HoD ECE Poly. Wing OiC/HoD EE Poly Wing OiC/HoD Mech. Engg. Poly Wing OiC/HoD AS&H poly. Wing Suptd. Office G1/GII Principal ITI Group Instructor/Instructor ITI Class representatives of each class of all the three wings Parents of few (4 to 5) students	Common of all the three wings
10	Anti-Ragging Squad	Coordinator Member Member Member Member Member	Sh. Sandeep Thakur, AP, ECE Sh. Nikhil Rathore, AP, CE Dr. Divya Sharma, AP (AS&H) Sh. Anuj Gupta, AP, CSE Sh. Saurabh Mehta, AP (ECE) Sh. Mahesh Pant, WSI ECE Smt. Sujata, Lab Assistant	
11	Estate Office (Estate maintenance, Land/Security, Civil works, Campus development, Electrical & Water Supply facilities, Horticulture, Housekeeping etc.)	Estate Officer Member Member Member Member Member Member	Sh. Sandeep Khimta, HoD CSE Sh. Ved Prakash, HoD EE Sh. Sandeep Thakur, AP, ECE Sh. Tapinder Singh, Instructor, ITI Sh. Sandeep Kumar, Instructor (Fitter) Sh. Pushap Vardhan, JE (Civil) Sh. Roshan Lal, Security In-charge (O/S)	Common of all the three wings
12	House Allotment Committee	Chairman Member Member Member Member Member	Director-cum-Principal Sh. Anurag Sharma, AP CSE Sh. Anil Sen, HoD (ME) Office Suptd G-I/G-II/Sr. Most Clerk Sh. Tapinder Singh, Instructor ITI Sh. Hem Raj, Lab Attendant	
13	Guest/Transit House Management/IRG	Officer In-charge Member Member	Sh. Anurag Sharma, AP CSE Sh. Pushap Vardhan JE (Civil) Sh. Akhil Sethi, Cashier (IRG)	
14	Canteen, Food Safety and Standard Committee	OIC Member Member Member	Sh. Sandeep Thakur, AP ECE Sh. Suneel Dutt, Lect. ECE Ms. Sonam Vardhan, Inst. ITI Sh. Nikhil Gangta, JoA	Common to all the three wings
15	Transport Facility	OIC Member Member	Sh. Gaurav Mahajan, AP (ME) Sh. Aman Thakur, Lect. (ME) Sh. Sandeep Kumar, Instructor (MVM)	Common to all the three wings
16	Institute Magazine/Annual Report/Technical Magazines, Hindi Cell	Coordinator Members	Dr. Divya Sharma, AP (AS&H) All OiCs/HoDs of all the departments of B. Tech/Poly/ITI wings	
17	Cultural Committee (Techno management, Music, Dramatic, photography, Hiking, trekking activities)	Coordinator Member Member Member	Sh. Saurav Mehta, AP, ECE Ms. Nutan Chauhan, AP (Mgmt.) Ms. Akanksha Sharma, AP, ECE Ms Sujata, LA	

18	Eco Club	Coordinator Member Member Member Member	Dr. Reena Sharma, AP Chem. Sh. Awin Gupta, AP EE Smt.Neha Chandel, Lect. ECE Ms. Sunaina Stan, Lect. CE Ms. Sonam Vardhan, Inst. ITI Two students from each class of all the three wings	Common to all the three wings
19	Disaster Management Cell (Including Fire Safety)	Coordinator Member Member Member Member	Dr. Sanjay Kalta, AP (Math) Sh. Arvind Sharma, AP (EE) Sh. Aman Thakur, Lect. (ME) Sh. Tapinder Singh, Instructor ITI (Electrician Trade)	Common to all the three wings
20	Store (B. Tech wing)	Store Officer & GeM	Sh. Pradeep Singh Thakur, AP EE.	
21	Purchase Committee (Institute level)	Chairman Member Member Member Member	Director-cum-Principal ACFA/Suptd. G-I/G-II Sh. Anurag Sharma, AP CSE Sh. Sandeep Thakur, AP ECE Sh. Nikhil Rathore, AP CE	
22	Local Purchase Committee	Chairman Member. Member Member	Sh. Anuj Gupta, AP CSE Ms. Nutan, AP Mgt. Sh. Saurav Mehta, AP ECE Suptd-G-II	
23	Training & Placement Cell (Industrial Training/NIP/Industry-Institute-Interaction)	OIC (TPO) Member Member Member	Sh. Gaurav Mahajan, AP (ME) Sh. Awin Gupta, AP EE Sh. Saurabh Mehta, AP, ECE Smt. Nivedita Kashyap, AP, CSE	
24	MoU	Coordinator	Sh. Gaurav Mahajan, AP (ME)	
25	TEQIP-III	Project Director Coordinator Dy. Coordinator	Director-cum-Principal Sh. Kuldeep Thakur, AP (Math) Sh. Anurag Sharma, AP, CSE	For activities aftermath of completion of project
26	Institute Innovation Council (IIC)	President Convener Coordinator-Innovation activities Coordinator-Start-up activities Coordinator-Internship activities Coordinator-IPR activities Coordinator-Social Media activities Coordinator-NIRF Coordinator-ARIIA activities	Dr. Ankush Kapoor, Assoc. Prof. (ECE) Sh. Awin Gupta, AP, EE Dr. Sanjay Kalta, AP (Math) Sh. Munish Patial, AP (ECE) Sh. Gaurav Mahajan, AP (ME) Sh. Nikhil Rathore AP CE Sh. Navdeep Sharma AP (CSE) Smt. Nivedita Kashyap, AP ECE Sh. Rohit Vasudeva, AP, CE	The details of scope of work remains same as mentioned in O/o no. 294 dated 15-09-2022
27	AICTE approval & HPTU Affiliation	OIC Member	Sh. Sandeep Thakur, AP ECE Sh. Rohit Vasudeva, AP CE	
28	Apprenticeship Cell: NATS (National Apprenticeship Training Scheme)&NAPS (National Apprenticeship Promotion Scheme)	Nodal Officer Member Member	Sh. Anuj Gupta, AP CSE Sh. Arvind Sharma, AP EE Sh. Saurabh Mehta, AP, ECE	Vide o/o No. 127 dated 10-04-2024

29	AISHE,	Coordinator Member Member Member	Smt. Nivedita Kashyap Dr. Pradeep Singh AP EE Sh. Munish Patial, AP ECE Sh. Navdeep Sharma, AP CSE	
30	NBA	Nodal Officer Member Member Member	Sh. Anuj Gupta, AP CSE Ms. Nutan Chauhan, AP AS&H Sh. Pradeep S. Thakur, AP EE Ms. Sujata, LA	
31	Scholarship, E-pass	OIC	Ms. Nutan Chauhan, AP AS&H	
32	Sports, Gym, Medical Facilities	OIC	Dr. Sanjay Kumar Kalta, AP (Math)	
33	NSS	OIC	Dr. Sanjay Kumar Kalta, AP (Math)	
34	NCC	OIC	Sh. Munish Patial, AP ECE	
35	Internet, Website updating, internet complaints, video conferencing, Telephone services etc.	OIC Member	Sh. Anuj Gupta, AP CSE Sh. Gopal Chand, WSI Ms. Sujata, LA	
36	Library/National Digital Library	OIC	Sh. Munish Patial, AP ECE	
37	RTI	APIO	Sh. Sandeep Thakur, AP ECE	
38	RUSA	OIC	Sh. Anurag Sharma, AP CSE	
39	COTPA (Cigarettes and Other Tobacco Products Act) implementation	OIC Member Member	Sh. Pradeep Singh Thakur, AP (EE) Sh. Gagan Prakash Negi Lect. (CSE) Sh. Mahesh Pant, WSI Sh. Sandeep Kumar, Inst. Fitter	Common to all the three wings
40	Soft Skill Centre	Coordinator	Dr. Divya Sharma, AP (AS&H)	
41	Professional Societies	IEEE Coordinator CSI Coordinator ISTE Chapter-Chairman Treasurer Executive Member Executive Member	Sh. Rohit Vasudeva AP CE Sh. Sandeep Thakur, AP ECE Dr. Reena Sharma, AP (Chemistry) Sh. Anuj Gupta, AP CSE Dr. Pradeep Singh Thakur, AP EE	
42	Alumni Association	Coordinator ECE Coordinator CSE Coordinator EE	Sh. Saurabh Mehta, AP ECE Sh. Navdeep Sharma, AP CSE Sh. Arvind Sharma, AP EE	
43	NPTEL Local Chapter	Coordinator	Sh. Kuldeep Thakur, AP (Math)	
44	MOOCs through SWAYAM	Coordinator	Sh. Kuldeep Thakur, AP (Math)	
45	GATE & Other Coaching classes	Coordinators	OICs of respective branches	
46	Saansad Gram Adarsh Yojna, Unnat Bharat Abhiyan	Coordinator	Sh. Anurag Sharma, AP CSE Sh. Akhil Sethi, DA	
47	Hospitality Committee	Coordinator Member Member	Sh. Gaurav Mahajan, AP (ME) Sh. Pushap Vardhan JE (Civil) Sh. Akhil Sethi, Office	
48	Digital Payments for Financial Transactions as per MOE Directives	OIC	ACFA/Suptd. G-I/G-II	
49	Girls Hostel	Chief Warden Warden Warden	Dr. Divya Sharma, AP (Eng) Smt. Neha Chandel, Lect ECE Smt. Sonam Vardhan, Inst. ITI	Common to all the three wings
50	Red Ribbon Club	Nodal Officer Member Member Member Member	Sh. Suneel Dutt Sharma, Lect. ECE Sh. Saurabh Mehta, AP ECE Sh. Nikhil Sharma, Lect. ME Sh. Mahesh Pant, WSI Smt. Sonam Vardhan, Instructor ITI	Common to all the three wings

51	Media Cell/ Social Media Handling	Coordinator	Dr. Reena Sharma, AP (Chemistry)	
52	IIT Bombay Spoken Tutorial	Coordinator	Dr. Reena Sharma, AP Chemistry	
53	Staff Secretary	Staff Secretary	Dr. Reena Sharma, AP Chemistry	

All the committee members as listed above are directed to carryout, manage and record all the activities and tasks assigned under committee from time to time and apprise the office of undersigned on routine basis.

Prof. (Dr.) Umesh C Rathore
Director/Principal
ABVGIET, Pragatinagar
Distt. Shimla HP – 171202

Endstt. No. ABVGIET/Estt./B.T/Misc/2025-2132-2134

Dated: 01.08.2025

Copy to:

1. Above mentioned committed members for information and compliance.
2. Circulation among all staff members.
3. Website Coordinator to upload the institution website.

Prof. (Dr.) Umesh C Rathore
Director/Principal
ABVGIET, Pragatinagar
Distt. Shimla HP – 171202