



OFFICE OF THE DIRECTOR/PRINCIPAL

ATAL BIHARI VAJPAYEE
GOVT. INSTITUTE OF ENGINEERING & TECHNOLOGY,
PRAGATINAGAR, DISTT. SHIMLA (H.P)-171202,

Email:- director.abv@gmail.com , website:-www.abvgiet.org
Phone :- 01783-253918, Fax :- 01783-253919



No: 44

OFFICE ORDER

Dated: 31.01.2025

Due to transfer and joining of new faculties in the institution, the following duties are hereby assigned/ committees are hereby formed to execute the various activities of the institution in supersession of all previous orders.

Committees (B. Tech Wing)


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- AS&H	Dr. Ankush Kapoor, Assoc. Prof. ECE Sh. Anurag Shrma, AP Sh. Arvind Sharma, AP EE 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 Oic 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 (SWF0 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	Chairman Member Member Member Member Member Member	Director-cum-Principal Dr. Reena Sharma, AP AS&H Ms. Shivani Thakur, AP CSE Sh. Awin Gupta, AP EE Ms. Nivedita Kashyap, AP CSE Office Suptd. G-I/G-II Smt. Madhu Chauhan, Stenographer	

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 Ms. 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	Dr. Sanjay Kalta, AP (Math) Sh. Arvind Sharma, AP (EE) Sh. Aman Thakur, Lect. (ME) Sh. Tapinder Singh, Instructor ITI (Electrician Trade) Kapil Kumar, JoA Office	Common to all the three wings
20	Store (B. Tech wing)	Store Officer & GeM	Sh. Kuldeep Thakur, AP Math.	
21	Purchase Committee (Institute level)	Chairman Member Member Member	Director-cum-Principal ACFA/Suptd. G-I/G-II Sh. Anurag Sharma, AP CSE Sh. Sandeep Thakur, AP ECE Sh. Nikhil Sukhija, AP, EE	
22	Local Purchase Committee	Chairman Member Member Member	Sh. Anuj Gupta, AP CSE Sh. Awin Gupta, AP EE 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. Manish Patial, AP, ECE Ms. Nivedita Kashyap, AP, CSE	
24	MoU	Coordinator	Sh. Nikhil Sukhija, AP (EE)	
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	Sh. Ajeet Thakur, AP, ECE	The details of scope of work remains same as mentioned in O/o no. 294 dated 15-09-2022
Convener		Sh. Awin Gupta, AP, EE		
Coordinator-Innovation activities		Dr. Sanjay Kalta, AP (Math)		
Coordinator-Start-up activities		Sh. Munish Patial, AP (ECE)		
Coordinator-Internship activities		Sh. Gaurav Mahajan, AP (ME)		
Coordinator-IPR activities		Dr. Divya Sharma AP Eng.		
Coordinator-Social Media activities		Ms. Shivani AP (CSE)		
Coordinator-NIRF		Smt. Nivedita Kashyap, AP ECE		
Coordinator-ARIIA activities		Sh. Nikhil Sukhija, AP, EE		


27	AICTE approval & HPTU Affiliation	OIC	Sh. Sandeep Thakur, AP ECE	
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, NAAC	Coordinator Member Member Member	Ms. Nivedita Kashyap Sh. Nikhil Sukhija, 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	Ms. Shivani Thakur, AP CSE Sh. Gopal Chand, WSI Ms. Sujata, LA	
36	Library/National Digital Library	OIC	Sh. Munish Patial, AP ECE	
37	RTI	APIO	Sh. Ajeet 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. Manoj Kumar, Sr. Lect. (ME) Sh. Mahesh Pant, 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. Nikhil Sukhija AP EE Ms. Shivani Thakur, AP CSE Sh. Sandeep Thakur, AP ECE Dr. Reena Sharma, AP (Chem) Sh. Anuj Gupta, AP CSE Sh. 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. Pushp Vardhan JE (Civil) Sh. Akhilesh 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. Reena Sharma, AP (Chem) Ms. Monica Tanwar, Lect. (Eng.) Ms. Rakhi Sharma, Lect. (Phy.)	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 Ms. Sonam Vardhan, Instructor ITI	Common to all the three wings
51	Media Cell/ Social Media Handling	Coordinator Member	Dr. Reena Sharma, AP (Chem.) Smt. Shivani Thakur, AP ECE	
52	IIT Bombay Spoken Tutorial	Coordinator	Dr. Reena Sharma, AP Chem.	
53	Staff Secretary	Staff Secretary	Dr. Divya Sharma, AP English	

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.


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


Dated: 31.01.2025



31.1.25

Endst. No: ABVGIET /Estt/BT/ Misc/ 2025-271-274

Copy to:

1. All the above named officers/officials for information and compliance.
2. Circulation among all staff.
3. Institution Web coordinator to upload on institution website.
4. Institution Notice Board.


Director/Principal
ABVGIET Pragatinagar.
Distt. Shimla HP


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