

OFFICE OF THE PRINCIPAL

Atal Bihari Vajpayee, Govt. Institute of Engineering & Technology,
Pragatinagar, P.O. Gumma Teh. Kotkhai District-Shimla 171202 (IIP)

01783-253918 253919 Email Id: principal.abv@2011gmail.com

MINUTES OF THE MEETING OF THE B.TECH. FACULTY OF ABVGIET HELD ON 18.01.2020 AT 3.50 PM UNDER
THE CHAIRMANSHIP OF THE DIRECTOR-CUM-PRINCIPAL IN THE OFFICE OF THE DIRECTOR-CUM-
PRINCIPAL OF THE INSTITUTE

No.- 31










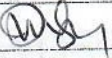

Dated: - 24-01-2020

OFFICE ORDER

In pursuance of the power vested in me by Board of Governors of the institute in its 3rd meeting held on 22.06.2012 vide agenda item No.-11 and in supersession of this office O/order No.-213 dated 05.09.2017 regarding assignment of various type of duties to the faculty/staff in the best interest of Institute, the following duties are hereby assigned to the faculty/staff shown as below with immediate effect till further orders:

Sr. No.	Nature of duty assigned	In charge/Coordinator/Member	Name & Designation of Faculty/Staff
1.	Student Discipline	Chairman	Sh. Anurag Sharma, AP CSE Sh. Ravi Kumar, AP CSE Sh. Desh Raj, AP Maths Ms. Anjali Bharti, AP ECE
2.	Legal Matters	Nodal Officer	Sh. Anurag Sharma, AP CSE Sh. Ved Prakash, LEE Sh. Padam Chand, Supdt. Gr.-II Sh. Pushap Raj Verdhan, JE
3.	Girls Hostel	Warden	Ms. Tara Khachi, Lect. Maths
4.	OIC Academic/ Exam.	Academic CSE Deptt. ECE Deptt. Applied Sciences	Sh. Anurag Sharma, AP CSE Sh. Sandeep Thakur, AP ECE Sh. Sanjay Kumar, AP Maths
5.	RUSA	Chairman	Sh. Anurag Sharma, AP CSE
6.	TEQIP-III	Project Director Co-ordinator Deputy Co-ordinator Nodal Officer Finance Academic Officer Nodal Officer Procurement Official Assistant Transport & Hospitality	Director-cum-Principal Sh. Kuldeep Singh, AP Maths Ms. Divya Sharma, AP English Ms. Divya Sharma, AP English Sh. Rahul Pal, AP CSE Sh. Anurag Sharma, AP CSE Sh. Madan Mohan, Supdt. Gr.-I Sh. Pushap Raj Verdhan, JE
7.	Purchase Committee TEQIP-III	Co-ordinator	Sh. Sandeep Thakur, AP ECE Sh. Ravi Kumar, AP CSE Sh. Desh Raj, AP Applied Sciences.
8.	NBA	Co-ordinator	Sh. Ravi Kumar, AP CSE Sh. Navdeep Sharma, AP CSE Sh. Gopal Chand, Lab. Instructor
9.	NAAC	Co-ordinator	Ms. Akanksha, AP ECE
10.	NIRF	Co-ordinator	Ms. Namita Chandel, AP
11.	Women Grievance Cell	Chair Person Members	Ms. Shivani Thakur, AP Ms. Anjali Bharti, AP ECE Ms. Divya Sharma, AP English Ms. Nivedita Kashyap, AP CSE

12.	AISHE	Co-ordinator	Sh. Sanjay Kumar, AP Maths
13.	Faculty Grievances Cell	Chairman Co-ordinator Members	Sh. Sandeep Thakur, AP ECE Sh. Rahul Pal Singh, AP CSE Sh. Ravi Kant, AP ECE Sh. Desh Raj, AP Physics <i>HS</i>
14.	Inst. Magazine/ Annual Report/ Technical Magazines/News Letters	Chair Persons	Ms. Divya Sharma, AP English
15.	Institute Purchase Committee	Chairman Store Officer Members	Sh. Sandeep Thakur AP ECE Sh. Ravi Kumar, AP CSE <i>↓</i> Sh. Anurag Sharma, AP CSE Sh. Desh Raj, AP Physics <i>HS</i> Sh. Raj Thanta, SAS
16.	House Allotment Committee	Chairman Members.	Sh. S.N. Singh Sh. Ajeet Thakur, AP ECE Sh. Ved Prakash, LEE Sh. Padam Chand, Supdt. Gr.-I Sh. Tapender Singh, W/S Inst. Sh. Hem Raj, Lab. Attendant
17.	Library/National Digital Library	Office Incharge	Sh. Munish Patial, AP
18.	Media Communication	Public Relation Officer Secretarial Assistant	Dr. Reena Sharma, AP Chemistry Ms. Sarika
19.	Sports Activities, Gym, Children Park	Chairman Member	Sh. Sanjay Kumar, AP Maths Sh. Navdeep Sharma, AP CSE <i>HS</i>
20.	Telephone Services	Co-ordinator	Sh. Gopal Chand, Lab. Instructor
21.	TPO/Entrepreneurship/Industry Interaction/Industrial Visit/Tours/Carrier Counseling/IELET/TOEF EL/GOMAT etc	Chairman Member	Smt. Anjali Bharti, APECE Smt. Nivedita Kashyap, AP CSE <i>Doneg</i> OICs CSE & ECE will contribute to full extent
22.	Cultural/Techno Mngt. Music and Dramatic, Photography, Hiking & Trakking, Projection Club, other activities etc.	Co-ordinator	Sh. Saurabh Mehta, AP ECE Sh. Sahil, AP Mech. Engg. Smt. Akanksha, AP <i>Doneg</i> Smt. Anshika Salaria, AP
23.	NCC	Officer In-charge	Sh. Sanjay Kumar, AP Maths
24.	NSS, NSO	Officer In-charge	Sh. Munish Patial, AP ECE Ms. Vandana Devi, APECE <i>Doneg</i>
25.	Guest/Transit House	Officer In-charge Co-ordinator	Sh. Anurag Sharma, AP CSE Sh. Pushap Raj Verdhhan, JE
26.	Transport Facilities	Officer In-charge Co-ordinators	Sh. Sadeep Kumar, Inst. MMV,ITI Sh. Pushap Raj Verdhhan, JE
27.	Estate, Security, Civil Works, IPH, Electrical, Horticultural, Campus Development	Estate Officer	Sh. Sunil Dutt Sharma, LEE Sh. Sandeep Kumar AP ECE Sh. Pushap Raj Verdhhan, JE Sh. Tapender Singh, Inst. ITI Sh. Sandeep Kumar, Inst. Fitter
28.	Students Grievances Cell	Chairperson	Dr. Reena Sharma, AP Chemistry Ms. Shivani Thakur, AP Sh. Sahil, AP ME
29.	Video Conferencing, Class Room Seminar	Co-ordinator	Sh. Anurag Sharma, AP CSE

30.	Safety of Girls Within Hostel and Institute	Co-ordinator	Ms. Tara Khachi, Lect. Maths
31.	Scholarship, e-pass	Officer In-charge	Sh. Desh Raj, AP Physics 
32.	Anti Ragging	Chairman Ex-Officio Members	Director-cum-Principal SDM Theog DSP Theog Principal, ABVGJET Sh. Anurag Sharma, AP CSE Sh. Ravi Kumar, AP CSE  Ms. Divya Sharma, AP English Ms. Anjali Bharti, AP ECE Sh. Kuldeep Singh, AP Maths Sh. Sandeep Thakur, AP ECE Sh. Desh Raj, AP Physics ✓ Sh. Sanjay Kumar, AP Maths Dr. Reena Sharma, AP Chemistry Ms. Shiyani Thakur, AP CSE Sh. Ajeet Thakur, AP ECE Supdt. Gr.-I Supdt. Gr.-II
33.	Anti Ragging Squad	Co-ordinators/Members	Sh. Anurag Sharma, AP CSE Ms. Divya Sharma, AP English  Sh. Sandeep Thakur, AP ECE Sh. Desh Raj, AP Physics  Sh. Sanjay Kumar, AP Maths Sh. Hemi Raj, Workshop Attendant Sh. Ram Lok, Peon
34.	SWF Committee	Chairman Members	Director-cum-Principal All OICs (ECE, CSE & AS) ACFA Supdt. Gr.-II Cashier All DRs & CRs
35.	Canteen, Food Safety & Standard Committee	Officer In-Charge Co-ordinators	Sh. Desh Raj, AP Physics  Sh. Ravi Kant AP ECE Ms. Shiyani Thakur, AP ECE Sh. Sunil Dutt Sharma, LEE Sh. Tapender Singh, WI ITI
36.	Store	Store Officer	Sh. Sandeep Thakur, AP ECE Sh. Ram Gopal, Store Keeper
37.	Professional Societies	IEEE Co-ordinator CSI Co-ordinator	Ms. Anjali Bharti, AP ECE Ms. Nivedita Kashyap, AP CSE Ms. Shiyani Thakur, AP CSE Ms. Vandana Devi, AP ECE 
38.	Alumni Association	Co-ordinator	Sh. Rahul Pal Singh, AP CSE Ms. Vandana Devi, AP ECE 
39.	SC/ST/OBC Grievances Cell	Co-ordinator	Sh. Ravi Kumar, AP CSE  Ms. Anjali Bharti, AP ECE Ms. Nivedita, AP CSE 
40.	Moocs through Sawaya	Co-ordinator	Sh. Kuldeep Singh, AP CSE 
41.	Unnat Bharat	Co-ordinator	Sh. Anurag Sharma, AP CSE
42.	Skill Development Centre	Co-ordinator	Sh. Sandeep Thakur, AP ECE
43.	National Academic Depository	Co-ordinator	Ms. Vandana Devi, AP ECE 

44.	Digital Payment	Co-ordinator	Sh. Ajeet Thakur, AP ECE ACFA
45.	AICTE	Co-ordinator	Sh. Rahul Pal Singh, AP CSE
46.	Internet complaint, Staff Faculty Grievances	Co-ordinator	Sh. Ravi Kumar, AP CSE Ms. Nivedita Kashyap, AP CSE
47.	Departmental Management Committee		
48.	Departmental Purchase Committee	AS-Chairman ECE Chairman CSE-Chairman	Officer I/C of Concerned Department All Faculty members of concerned Deptt. Sh. Sandeep Thakur, AP ECE Sh. Ajeet Thakur, AP ECE Ms. Anjali Bharti, AP ECE Sh. Anurag Sharma, AP CSE Sh. Rahul Pal, AP CSE Ms. Shivani Thakur, AP CSE
49.	Medical Facilities	Co-ordinator	Sh. Sahil, AP ME
50.	Start up India Policy Incubation Centre, Innovation Project, New Incubation Project, Idea Lab. And Induction Programme for 1 st year Students	Co-ordinator	Sh. Sanjay Kumar, AP Maths Sh. Munish Patial, AP
51.	Intellectual Property Cell	Co-ordinator	Sh. Desh Raj, AP Physics
52.	Internal Quality Assurance Cell	Cordinators	OICs of respective branches
53.	Students Counsellors	Co-ordinators	All OICs of respective Departments
54.	Director Officer	Co-ordinator	Sh. Anurag Sharma, AP CSE Sh. Pushap Raj Verdhan, JE
55.	Hospitality	Co-ordinator	Sh. Sanjay Kumar, AP Maths Sh. Pushap Raj Verdhan, JE
56.	GATE	Co-ordinator	Sh. Kuldeep Singh, AP Maths
57.	ISTE	Chairman Secretary Treasurer Executive Members	Sh. Ravi Kumar, AP CSE Sh. Sandeep Thakur, AP ECE Dr. Reena Sharma, AP Chemistry Ms. Shivani Thakur, AP CSE
58.	Gender Committee.	Co-ordinator	Ms. Nivedita Kashyap, AP CSE Ms. Namita Chandel, AP
59.	Sansad Adarsh Gran Yojna (SAGY)	Co-ordinator	Sh. Ajeet Thakur, AP ECE Sh. Surender Kainwar, Cashier
60.	Institute Power Point Presentation	Co-ordinator	Dr. Reena Sharma, AP Chemistry Ms. Shivani Thakur, AP CSE
61.	MOUs with Industries Net Working with other Institutes	Co-ordinator	Sh. Ajit Thakur, AP ECE
62.	Soft Skill Centre	Co-ordinator	Ms. Divya Sharma, AP English
63.	Remedial Classes for SC/ST & Academically weak Students	Co-ordinator	OICs Academics
64.	Write off/Auction Committee		Store Officer Concerned OIC Store Keeper

The above duties to the faculty members working under SWF have been assigned willingly on their request without any remuneration.

It is emphasis upon staff to take up the above assignments proactive manner to provide thrust in the functioning of the Institution. All the above committees may give their proposals/recommendations to the undersigned for approval.

During the Review meeting of the Directors/Principals of Govt. Engineering and Pharmacy colleges held on 10.10.2019 under the Chairmanship of the Director, Technical Education, Vocational & Industrial Training, Sundernagar, the Chairman observed the following points:-

1. Atmosphere in the institution should be developed for improving quality of education and skill being imparted to the students. He further expressed that the target for the last year for the placement of the students of final semester of the Govt. Institutions is 10,000 out of which only 8,000 were placed through the Govt. Institutions. He further stressed that there is a need to leave no stone unturned in order to place the students 25% more than the last year. Co-ordinators of T&PO are, therefore, directed to submit the placement/employment data (Self/Wages) by the 1st week of every month, to enable the office to send the same to the competent authority.
2. The result of 2nd semester in the subjects like Mathematics, Engineering Mechanic and Physics are very poor and all the teachers are hereby directed that appropriate remedial measures may be initiated to improve the result especially in first two semesters. Teachers are further directed to take the extra classes especially for the students who are academically weak in order to improve the pass percentage. It is further directed that the main focus must be on the students to clear their previous semester exam., so that by the end of the final semester all the students passed without any reappear, so that they may be eligible for placement/GATE examination etc.
3. Dr. Reena Sharma, AP Chemistry is hereby directed to organize the induction programme for the 1st year students and submit the detailed report to the undersigned, so that the same may be further submitted to the Director, Technical Education, Sundernagar.
4. Sh. Ajeet Thakur and Sh. Sandeep Thakur, AP ECE is hereby directed to tie up with the Higher Educational Institutions like IIT, IIT Una, IIT Ropar, NIT Hamirpur, Kurukshetra University etc. so that students/faculty may interact with each other. He is further directed to provide the list of students undergoing their internship from IITs, NITs etc.

Keeping in view the observations made by the Director, Technical Education, H.P., all the faculty members of B. Tech. are hereby directed to make every possible efforts to meet out the observations of the DTE.

Director/Principal,
ABVGIET, Pragatinagar, H.P.

Endstt. No.-ABVGIET/Pragatinagar, Estt./Office Order/2019-203

Dated: - 24-01-20

Copy to the followings for information and necessary compliance: -

1. The Principal, ABVGIET, Pragatinagar, H.P. (Polytechnic Wing).
2. The Principal, ABVGIET, Pragatinagar, H.P. (ITI Wing).
3. All Officer In-charges of respective Branches.
4. Office Supdt. Gr.-II
5. Estt. Branch (Internal)
6. Training Wing, B. Tech. (Internal)
7. Circulation among all the staff.
8. Institution Website

Director/Principal,
ABVGIET, Pragatinagar, H.P.