



OFFICE OF THE DIRECTOR/PRINCIPAL
ATAL BIHARI VAJPAYEE GOVT. INSTITUTE OF ENGINEERING & TECHNOLOGY
PRAGATINAGAR, P.O. GUMMA TEH – KOTKHAL, DISTT. SHIMLA (H.P) – 171227
Tele: 01783-253918 Email: director.abv@gmail.com Website: <https://www.abvgiet.ac.in>

No. **239**

OFFICE ORDER

Dated: 13.07.2026

Admission Committee comprising of the following faculty members is hereby constituted to carry out the admission process of B.Tech Wing (Direct Entry & Lateral Entry) for the academic session 2026-2027:

S. N.	Name of Faculty	Designation	Remarks
1	Dr. Reena Sharma	Assistant Prof. Chemistry	Coordinator
2	Dr. Divya Sharma	Assistant Prof. English	Member
3	Smt. Nivedita Kashyap / Sh. Saurav Mehta	Assistant Prof. CSE / Assistant Prof. ECE	Member
4	Sh. Akhil Sethi	DEO / Cashier SWF	Member
5	Ms. Dipanshu	JOA (IT) / Dealing Assistance Academics	Member

Committee will perform the following tasks:

1. Create an admission cell in the new admin block having arrangements of seating for newly admitted students and their wards who report the institute for admission.
2. Create facility for keeping records of the certificates branch wise, computer system/laptop facility, print/scan facility etc.
3. Study the complete prospectus issued by the HPTU for 2026-2027 session and take out the prints of various forms to be filled, if any from newly admitted students.
4. Prepare complete list of sanctioned intake on category wise, and branch wise as per roster.
5. Preparing complete data based (excel) of newly admitted students recording all the details of students along with contracts of students/parents/guardian.
6. Verifying all the relevant documents/certificates of students from original set as per the admission requirements as mentioned in HPTU instructions/admission letter and keeping the records of these documents.
7. Getting the undertaking duly filled by students and their parents/guardian on anti-ragging as per the prescribed format as per anti-ragging act.
8. Keeping records of all the instructions issued by HPTU from time to time related to admission process.
9. Preparing the records of admitted students in the prescribed format and sending it to HPTU as and when asked to do.
10. Updating the data base of admitted students after each round of admission and also in the case when students surrender the seat, if any.
11. The committee will strictly comply to the rules and regulations as issued by HPTU related to admission process and will adhere to these at all cost.

P.T.O.

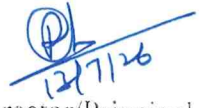
12. The committee will also put various directions signs indicating locations of admission committee room, fee collection center and will also fix the various notices related to fee structure and other documents required etc. in the notice boards/website.

Sh. Mohan Singh (Peon) will also report to admission committee during the complete admission process and will assist the committee for various works, during admission process.


Director/Principal
ABVGIET, Pragatinagar
Distt. Shimla HP - 171227

Endstt. No. ABVGIET/Trg./B.T/Admn./Vol-V/2025- 2197-2200 Dated: 13.07.2025
Copy to:

1. The Dean Academics Himachal Pradesh Technical University VPO, Daruhi Tehsil & Distt. Hamirpur HP - 177001 for information please.
2. OIC (Acad., AS&H, CE, CSE, ECE & EE) are advised to nominate one faculty member whenever required for counseling of students/parents.
3. Circulation among all the above committee members for information.
4. Notice Board/ *website*


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