



## 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.ac.in

Phone :- 01783-253918, Fax :- 01783-253919

No: - 301

**OFFICE ORDER**

Dated: 17/09/2022

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

Sr. No.	Nature of Duty Assigned	Incharge/ coordinator /Member	Name & Designation of Faculty /staff
1	Student Discipline	Chairman	Sh. S. N. Singh, Director/Principal Sh. Ajeet Thakur AP ECE Ms. Nivedita Kashyap, AP CSE Sh. Desh Raj AP Applied Scs.
2	OIC	Academic(Exams/Time-Table etc.) CSE Deptt. ECE Deptt EE Deptt Applied Scs.	Sh. Ajeet Thakur AP  Sh. Anurag Sharma AP Sh. Sandeep Thakur AP Sh Ved prakash Dr. Reena Sharma AP
3	TEQIP-III	Project Director Co-ordinator Deputy Coordinator Nodal Officer Finance Nodal Officer (procure)	Director-cum-Principal Sh. Kuldeep Singh AP Maths Sh. Anurag Sharma AP CSE
4	Institute Purchase Committee	Chairman Member Member Member Member	Sh. S N Singh Principal Sh. Ajeet Thakur AP ECE Ms. Nivdeita Kashyap, AP. Sh. Desh Raj AP Sh. Rajesh Kumar Garg ACFA
5	Institute Local Purchase Committee	Member Member Member Member	Sh. Ajeet Thakur AP ECE Ms. Shivani Thakur, AP. <i>Sh</i> Sh. Desh Raj AP Sh. Saurav Mehta, AP
6	SWF Committee	Chairman/Member	Director/Principal All OICs ACFA Supdt.-II Cashier All CRs
7	Students Counsellors		All respective OIC's
8	Internal Quality Assurance Cell		All respective OIC's
9	Faculty/Student Grievance Cell	Co-ordinator	Sh. Sandeep Thakur AP Dr. Reena Sharma AP Chem. Sh. Rahul Pal, AP
10	SC/ST/ OBC/PWD grievances Cell	Co-ordinator	Dr. Reena Sharma AP Chem Sh. Sanjay Kumar AP Ms. Divya Sharma AP Eng Ms. Nivedita AP CSE

11	Inst. Magazine/Annual Report/Technical Magazines / Newsletters/Media/Hindi Cell	Chair person	Ms. Divya Sharma AP Eng. Ms. Sariká
12	Gender Sensitization Committee/ Transgender Welfare	Complaint Officer Member Member	Sh. Rahul Pal, AP Smt. Akanksha Sharma Smt. Namita Chandel
13	TPO/Entrepreneurship/ Industrial Training/ Industry Institute Interaction/MOU etc.	Chairman	Ms. Gaurav Mahajan AP ME OICs concerned.
14	Start up India Policy, Incubation Centre, Innovation Project, New Incubation Schemes, Skill Development Centre Idea Lab and Induction Programme for 1 <sup>st</sup> year students.	Co-ordinator	Sh. Sanjay Kalta, AP Ms. Nivedita Kashyap AP Sh. Munish Patyal AP
15	Cultural/Techno Mngt, Music and Dramatic, Photography, Hiking and Trekking, projection club, ECO club.	Co-ordinator	Sh. Saurav Mehta AP Smt. Akanksha Sharma AP Smt. Nutan Chauhan AP
16	Guest / Transit House	Officer Incharge	Sh. Anurag Sharma AP CSE Sh. Pushap Raj Vardhan JE
17	Transport Facilities	Officer Incharge Member	Ms. Gaurav Mahajan AP ME Sh. Sandeep Kumar (ITI MMV)
18	Estate, Security, Civil Work, IPH, Electrical, Horticulture, Campus Development	Estate Officer	Sh. Sunil Dutt Sharma Lect. Sh. Ajeet Thakur AP ECE Sh. Ved Prakash Lect. Elect. Sh. Pushap Raj Vardhan JE Sh. Tapender Singh Inst. ITI Sh. Sandeep Kumar ITI fitter
19	Canteen, Food Safety & Standard Committee	Officer Incharge Member	Sh. Desh Raj AP Phy. Sh. Ravi Kant AP ECE Ms. Shivani Thakur AP CSE Sh. Sunil Dutt Sharma Lect. Sh. Tapender Singh WI ITI
20	House Allotment Committee	Chairman	Director/Principal Sh. Ajeet Thakur, AP Sh. Anil sen HOD, ME Sh. Padam Chand Supdt Gr I Sh. Tapender Singh ITI wing Sh. Hem Raj Lab. Attendant.
21	Anti Ragging	Chairman Ex-Officio Member Ex-Officio Member Ex-Officio Member Member Member Member Member Member Member Member Member Member Member	Director-cum-Principal SDM Theog DSP Theog Principal ABVGIET Sh. Anurag Sharma AP CSE Sh. Ajeet Thakur AP ECE Ms. Divya Sharma AP Eng. Sh. Ved Prakash Sr. Lect EE Sh. Kuldeep Singh AP Maths Sh. Desh Raj AP Physics Sh. Sandeep Thakur AP ECE Sh. Sanjay Kumar AP Maths Dr. Reena Sharma AP Chem Ms. Shivani Thakur AP CSE

Sh. 19.9.22

Sh. 19.9.22

		Member Secretary	Supdt Gr I,
22	Anti Ragging Squad	Co-ordinator /Member	Sh. Ajeet Thakur AP Sh. Sandeep Thakur AP Smt. Reena Sharma AP Sh. Anurag Sharma AP Smt. Shivani Thakur AP Sh. Desh Raj AP Sh. Sanjay Kumar AP Sh. Saurav Mehta AP
23	Professional Societies	IEEE Co-ordinator CSI Co-ordinator	Ms. Shivani Thakur AP CSE → CSI Ms. Nivedita Kashhyap AP → IEEE
24	ISTE	Chairman Treasurer Executive Member	Sh. Sandeep Thakur AP ECE Sh. Reena Sharma AP AS Ms. Shivani Thakur AP CSE
25	Saansad Aadarsh Gram Yogna (SAGY), Unnat Bharat	Co-ordinator	Sh. Anurag Sharma AP CSE Sh. Akhil Sethi Cashier
26	Hospitality	Co-ordinator Co-ordinator	Sh. Sanjay Kumar AP Sh. Pushp Vardhan (JE Civil)
27	Remedial Classes for all SC/ST & Academically Weak Students	Co-ordinator	OIC Academics
28	Internal Complaint Committee (Gender Sensitization, Prevention and Prohibition of Sexual Harashment of Women Employees and Students and Redressal of Grievance Cell) Women/Girls Grievance Cell	Chairman Member Member Member Member Members	Dr. Reena Sharma Sh. Rahul Pal Ms. Shivani Sh. Gopal Chand Ms. Sujata 3 CRs of Prefinal Year CSE, ECE, EE (atleas one girl student must be present)
29	Digital Payments for Financial Transactions as per MOE Directives		Sh. Rajesh Kumar Garg ACFA Sh. Padam Chand Gr-II

### Individual Duties:


Sr. No.	Nature of Duty Assigned	Incharge/ coordinator /Member	Name & Designation of Faculty /staff
1	AICTE	Co-ordinator	Ms. Rahul Pal Singh
2	NBA	Co-ordinator	Sh. Anuj Gupta AP CSE
3	Store	Store Officer	Sh. Sandeep Thakur AP
4	Scholarship, Epass	Officer incharge	Sh. Desh Raj AP
5	Internet and Website updation, Internet Complaint, Video Conferencing, Class room seminars	Co-ordinator	Ms. Shivani Thakur AP CSE
6	Sports Activities, Gym, Children Park	Co-ordinator	Sh. Sanjay Kumar AP Maths.
7	Medical Facilities	Officer incharge	Sh. Sanjay Kumar AP
8	NCC/ NSS/ NSO	Officer incharge	Sh. Sanjay Kumar AP Math
9	GATE	Incharge Incharge	Ms. Shivani Thakur AP Sh. Munish Patiyal, AP
10	NAAC/ NIRF/AISHE	Co-ordinator	Ms. Nivedita Kashyap AP
11	Library / National Digital Library	Co-ordinator	Sh. Munish Patial
12	Alumni Association	Co-ordinator CSE Co-ordinator ECE	Sh. Rahul Pal Singh AP Sh. Saurav Mehta AP
13	Soft Skill Centre	Co-ordinator	Ms. Divya Sharma AP Eng



14	Intellectual Property Cell	Co-ordinator	Sh. Desh Raj AP
15	Girls Hostel	Warden	Ms. Divya Sharma Ms. Poojyam Smt. Geetam Verdhan.
16	Telephone Services	Co-ordinator	Sh. Gopal Chand Inst.
17	MOOCS through Sawayam	Co-ordinator	Sh. Kuldeep Thakur AP Maths.
18	National Academic Depository	Co-ordinator	Ms. Vandana Devi AP ECE
19	Hindi Cell	Co-ordinator	Ms. Divya Sharma
20	Media Cell	Co-ordinator	Dr. Reena Sharma
21	RTI	APIO	Sh. Ajeet Thakur, AP
22	RUSA	Incharge	Sh. Anurag Sharma, AP
23	ARIIA (Atal Ranking of Institutions on Innovation Achievement)	Co-ordinator	Sh. Munish Patial, AP
24	Institute Innovation Council (IIC)	President	Sh. Ajeet Thakur and other members as per order no 294 dated 15/09/2022.

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

It is emphasised upon all staff to take up the above assignments in 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.


  
Director/ Principal  
ABVGIET Pragatinagar  
Distt. Shimla HP

Endst. No: ABVGIET/Estt./BT/Misc/2020- 1947-1951

Dated: 17/09/2022

Copy to the followings for information and n/compliance.

1. All concerned Officers
2. Office Superintendent (BT), Establishment Branch.
3. Circulation among all staff.
4. Institute Website
5. Notice Board.

  
Director/ Principal  
ABVGIET Pragatinagar  
Distt. Shimla HP