



OFFICE OF THE DIRECTOR-CUM-PRINCIPAL
ATAL BIHARI VAJPAYEE GOVT. INSTITUTE OF ENGINEERING & TECHNOLOGY
PRAGATINAGAR, TEHSIL KOTKHAJ, DISTT. SHIMLA (H.P.) 171227
1783-253919 Email: director.abv@gmail.com Website: <https://www.abvgiet.ac.in>

No. 277

Dated: 10.08.2026

OFFICE ORDER

In supersession to all previous office orders, the following faculty/officers/officials shall perform duties for the development of this Institution as under with immediate effect:-

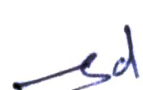
S. No.	Name of Faculty/Staff Member & Designation	Incharge /Duties Assigned
1.	Dr. Ankush Kapoor Associate Professor (Electronics and Communication Engg.)	• OIC- Academic Affairs • OIC - Electronics and Communication Engineering • Coordinator- IQAC/NAAC • President-Institute Innovation Cell/Entrepreneurship • Establishment and PMIS Verification Officer
2.	Sh. Sandeep Thakur Assistant Professor (ECE)	2 years study leave w.e.f.20.07.2026 to 19.07.2028.
3.	Dr. Reena Sharma Assistant Professor (Applied Science and Humanities) Chemistry	• OIC – Applied Science & Humanities • Nodal Officer- Sexual Harassment Redressal Cell • Co-ordinator - Spoken Tutorials • Staff Secretary
4.	Dr. Sanjay Kumar Assistant Professor (Applied Science and Humanities) Mathematics	• Coordinator – Sports/Gym Officer • Coordinator – Sick Room/Medical Facilities • APIO- RTI • Public Relation Officer(PRO)
5.	Sh. Kuldeep Singh (Applied Science and Humanities) Mathematics	• Incharge- Time Table • Coordinator – TEQIP-III (Four Funds) • Incharge- IRG/Guest/Transit House Mgmt. • Coordinator- Canteen Food Safety and Standard
6.	Dr. Divya Sharma (Applied Science and Humanities) English	• Chief Warden- Girls Hostel • Incharge – Institute Magazine/Annual Report/ Technical Magazine/Hindi Section • Coordinator – Employability Soft Skills
7.	Sh. Gaurav Mahajan Assistant Professor (Mechanical Engg.)	• Training & Placement (T&P) Officer cum Nodal Officer-RozgarSetu App • Incharge – Vehicle/Transport facility • Incharge – Workshop • Coordinator – MOU
8.	Sh. Anuj Gupta Assistant Professor (Computer Science and Engg.)	• OIC – Computer Science Engineering • Incharge- Biometric Attendance/Him Access • Nodal Officer - NAPS/NATS • Coordinator-Institute Website/Social Media/Internet
9.	Smt. Nivedita Kashyap Assistant Professor (Computer Science and Engg.)	• Coordinator – AISHE • Coordinator – NBA • Coordinator – Video Conferencing/Telephone Services etc. • Coordinator- Computer Society of India (CSI)

S. No.	Name of Faculty/Staff Member & Designation	Incharge /Duties Assigned
10.	Sh. Arvind Sharma Assistant Professor (Electrical Engineering)	• OIC-Electrical Engineering • Coordinator – Internal Exams • Coordinator – ERP/NEP • Academics work in absence of OIC-Academics
11.	Dr. Pradeep Singh Assistant Professor (Electrical Engineering)	• Store Officer • Incharge – Cigarettes & Other Products Act (COPTA) • Incharge- Solar Energy/Diesel Generator (DG) Set • Coordinator-Rashtriya Uchchatar Shiksha Abhiyan (RUSA)
12.	Sh. Munish Patial Assistant Professor (Electronics and Communication Engg.)	• NCC Officer (National Cadets Corps) • Coordinator- Library/NDLI/ONOS/DELNET • Coordinator – Smart India Hackathon (SIH) • Coordinator - e-Yantra
13.	Sh. Saurav Mehta Assistant Professor (Electronics and Communication Engg.)	• Coordinator - Co-curricular & Cultural Activities • Incharge - GeM • Coordinator – Intellectual Property Cell (IPC) • Co- Coordinator- Library/e-Yantra
14.	Sh. Rohit Vasudeva Assistant Professor (Civil Engineering)	• OIC-Civil Engineering • Coordinator – Building and Civil Works • Coordinator – Saansad Gram Adarsh Yojna/ Unnat Bharat Abhiyan(UBA) • Coordinator – NAD/ABC
15.	Sh. Nikhil Rathore Assistant Professor (Civil Engineering)	• Co-ordinator- National Service Scheme (NSS) • Coordinator - Performance Assessment, Review and Analysis of Knowledge for Holistic Development (PARAKH) • Incharge –Disaster Management • Coordinator-Indian Society for Technical Education (ISTE)
16.	Sh. Awin Gupta Assistant Professor (Electrical Engineering)	• OIC – All India Society for Tech. Education(AICTE) • Coordinator - Alumni Affairs • Coordinator – Institute of Electrical & Electronics Engineers (IEEE) • Coordinator - SwayamPrabha/MOOCs/NPTEL
17.	Smt. Nutan Chauhan Assistant Professor (Applied Science and Humanities) Management	• Coordinator – Scholarship/E-Pass • Coordinator –Universal Human Values (UHV) • Coordinator - Red Ribbon Club (RRC) • Co-coordinator - Co-curricular & Cultural Activities
18.	Sh. Gopal Chand Workshop Instructor (Electronics and Communication Engg.)	• Incharge- Audio/video works • Assist in Internal Exam • Assist to Coordinator – ISTE/IEEE/CSI • Assist to Coordinator- Video Conferencing/ Telephone Services
19.	Sh. Mahesh Pant Workshop Instructor	• Incharge - Campus visit of school children • Incharge – Boys Common Rooms • Assist to Coordinator Sports Officer • Assist to Coordinator- IQAC/NAAC/NBA

S. No.	Name of Faculty/Staff Member & Designation	Incharge /Duties Assigned
20.	Smt. Sujata Lab Assistant CSE	• Incharge-Computer Peripherals, Internet & Networking • Incharge – Girls Common Rooms • Assist in Sick Room • Assist to Coordinator- NSS
21.	Sh. Raman Kumar Sanjta ACF&AS	Finance/Accounts, Purchase matters, GeM, Audit Paras, Incharge - Digital payments for financial Transactions as per MOE Directives
22.	Sh. Mukesh Kumar, JOA (IT)	Establishment Section (Service Books, All Personal Files, PMIS, RTI, Legal Matters), Complaint, Estate, Cultural & Sports Activities, Alumni.
23.	Ms. Dipanshu JOA (IT)	Academics, T&P, Website, MOOCs/NPTEL, AICTE, ISTE, NBA, NAAC, IQAC, IPC, ERP, NIRF/ATAL, PARAKH, SIH, AISHE, Scholarship, NAPS/NATS, Time Table.
24.	Sh. PushapVardan JE(Civil)	Building & Civil Works, Land Acquisition, UBA, Legal Matters, Fire Officer
25.	Sh. Rajesh Acharya DEO	Accounts & Cash Govt. (all three wings), Entrepreneurship, Start-up, Incubation, IIC, Anti-Ragging.
26.	Sh. Akhil Sethi DEO	Accounts & Cash SWF, Disbursement of Dak, Store, TEQIP-III& Four Funds, NSS, NCC, Library, SWA, E-Yantra & Spoken Tutorial, General Office Work.

Note: The previous office orders of different Committees, Clubs, Cells etc., constituted at the institutional level will remain withstand.

All officers/officials are directed to complete handing/taking over process in case duties are reshuffled within one week after issuing this office order under intimation to the undersigned.


**Director-cum-Principal
ABVGIET Pragatinagar**

Endst. No. ABVGIET/Estt/B.Tech/Misc/2026/-2551

Dated: 10.08.2026

Copy to:-

1. ✓ All above OIC/Coordinators/Co-coordinators/Incharges/Nodal/Presiding Officers/ Officials/Staff members for information and necessary action.
2. Coordinator-Website with directions to upload it on the institute website.
3. Notice Board (Acad.) for information of the students.


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