

OFFICE OF THE DIRECTOR/PRINCIPAL
ATAL BIHARI VAJPAYEE

COUT INCOME IN COUNTY 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

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	D		
	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 wil 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 OiCs of Deptt. Will also assist in conducting various duties/works related to academics
4	Student Welfare Fund (SWF) Committee	Chairman Member 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 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	

			One girl student representative	1
			from each class	\ ,*
	grievances Cell,		Dr. Sanjay Kalta, AP AS&H	
	Transgender welfare)	10.0	Dr. Sanjay Kalta, AF Assert	
		Chairperson	Dr. Sanjay Kanta, Ms. Nivedita, AP CSE Ms. Nivedita, AP ECE	
3	SC/ST/OBC/PWD	Member	Ms. Nivedita, AP CCE Sh. Munish Patial, AP ECE Sh. Munish Patial, AP ECE	
•	Grievances Cell	Member	Sh. Munish Patial, AP LCB Student representatives from each	1
	Gilevano	Member		Common of all the
	* 1 1	Memoer	Class Director-cum-Principal	
			Director-cuit-	three wings
	Anti-Ragging Committee	Chairman Member	SDM Kotkhai	131
)	(Common for all the three	Ex-Officio Member	DSP Theog	
	(Common for all the	Ex-Officio Member	DSP Theog Principal (Polytechnic Wing)	
	wings: B. Tech,	Member		
	Polytechnic, ITI)	Member	L CCE R Tech Wing	
	pr [gi]	Member	1 alg/II aD ECE B. Iccii Wing	
		Member	I LOUIS DELLE LECT WINS	
		Member	OiC/HoD AS&H B. Tech Wing	
	<u>'</u> ',		OiC/HoD AS&H B. Teen Was	
	1	Member	OiC/HoD Comp. Engg. Poly	
	- g	Member	Wing	
	(, <u>, , , , , , , , , , , , , , , , , , </u>	Member	OiC/HoD ECE Poly. Wing	
		Member	OiC/HoD EE Poly Wing	
	·	Member	OiC/HoD Mech. Engg. Poly	
	1	Member		
	F 7=1	Member	Wing	
	1.36		OiC/HoD AS&H poly. Wing	
		Member	Suptd. Office G1/GII	
	The first term of the first te	Member	Principal ITI	
	in the second second	THE ACT	Group Instructor/Instructor ITI	
		Member	Class representatives of each class	100
	in "Att on		Class representatives of each characteristics	30.5
			of all the three wings	177
	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1		Parents of few (4 to 5) students	
	- 100 At 1 30 At 100	Coordinator	Sh. Ajeet Thakur, AP, ECE	1 1 1 1 1 1 1 1 1 1
0	Anti-Ragging Squad		Sh. Nikhi Sukhija, AP, EE	The ap
		Member	Dr. Divya Sharma, AP (AS&H)	
	56 54	Member	Dr. Desh Raj, AP (Phy.)	1 40.00
		Member	Dr. Desii Raj, Ar (1 hy.)	1.00
		Member	Sh. Anuj Gupta, AP, CSE	
		Member	Sh. Saurabh Mehta, AP (ECE)	100 100
			Smt. Sujata, Lab Assistant	
	O.C. (February	Estate Officer	Sh. Sandeep Khimta, HoD CSE	Common of all the
1	Estate Office (Estate	A Line I	Sh. Ved Prakash, HoD EE	three wings
	maintenance,	Member	Sh. Sandeep Thakur, AP, ECE	N.
	Land/Security, Civil	Member	Oh. Taninder Cinch Instructor	12.
	works, Campus	Member	Sh. Tapinder Singh, Instructor,	W 14.0
	development, Electrical &	Member	ITI	V
	Water Supply facilities,	Member	Sh. Sandeep Kumar, Instructor	ARSON AND AND AND AND AND AND AND AND AND AN
	Horticulture,	Member	(Fitter)	Marian Salah
			Sh. Pushp Vardhan, JE (Civil)	
	Housekeeping etc.)		Sh. Roshan Lal, Security In-	
				1. 13. 13. E
		3.125度抽解力	charge (O/S)	72 787 E - 1
2	House Allotment	Chairman	Director-cum-Principal	100
	Committee	Member	Sh. Ajeet Thakur, AP ECE	The Market Comments of the Com
	4.4	Member	Sh. Anil Sen, HoD (ME)	61.44
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Member	Office Suptd G-I/G-II	
	50E - 300A	Fig. attended.		178 1 01
		Member	Sh. Tapinder Singh, Instructor ITI	
		Member	Sh. Hem Raj, Lab Attendant	
	(943)			41 (41)
3	Guest/Transit House	Officer In-charge	Sh. Anurag Sharma, AP CSE	11.50
	Management/IRG	Member	Sh. Pushp Vardhan JE (Civil)	
	and a	(2)1/4-2 (Sh. Nitish Jangta, Cashier (IRG)	
4	Canteen Food Safety and	Member	Ol. Candon Thalam AD CCE	Common to all the
Jane 1	Canteen, Food Safety and	OIC	Sh. Sandeep Thakur, AP ECE	three wings
	Standard Committee	Member	Sh. Suneel Dutt, Lect. ECE	unce wings
Fift		Member	Ms. Sonam Vardhan, Inst. ITI	
		Member	Sh. Nikhil Gangta, JoA	Mark State of the
				AT ARRAMA
15	Transport Facility	OIC	Sh. Gaurav Mahajan, AP (ME)	Common to all the
		Member	Sh. Aman Thakur, Lect. (ME)	three wings
		Member	Sh. Sandeep Kumar, Instructor	
		i iviember		

N. S. S. S.	Institute Magazine/Annual	Coordinator		
16	Report/Technical		Or. Divya Sharma, AP (AS&H)	
	Magazines, Hindi Cell	1	All OiCs/HoDs of all the	
	Magazines, Tanas	'	departments of B. Tech/Poly/ITI	
			wings	
	Cultural Committee	Coordinator	1	
17	(Techno management,	1	Sh. Saurav Mehta, AP, ECE	· 美国党
nic.	Music, Dramatic,	Member	Ms. Nutan Chauhan, AP (Mamt)	
	photography, Hiking,	NA .	IVIS. Akanksha Sharma, AP FCF	
•	trekking activities)	Member	Ms Sujata, LA	
18	Eco Club	0 !!		
10	Leo Club	Coordinator	Dr. Reena Sharma, AP Chem.	Common to all the
	Ŷ.	Wellber	Sh. Awin Gupta, AP EE	three wings
		Member	Ms. Neha Chandel, Lect. ECE	unce wings
		Member	Ms. Sunaina Stan, Lect. CE	
	,	Member	Ms. Sonam Vardhan, Inst. ITI	
		Wember	Two students from each class of	
			all the three wings	
19	Disaster Management Cell	0 1		
1	(Including Fire Safety)		Dr. Sanjay Kalta, AP (Math)	Common to all the
	(Salety)	Member	Sh. Arvind Sharma, AP (EE)	three wings
		Member	Sh. Aman Thakur, Lect. (ME)	- -
		Member	Sh. Tapinder Singh, Instructor ITI	
	1	Member	(Electrician Trade)	
20	Store		Kapil Kumar, JoA Office	
	(B. Tech wing)	& GeM	Sh. Kuldeep Thakur, AP Math.	
21	Purchase Committee	Chairman	Director	
	(Institute level)	Member	Director-cum-Principal ACFA/Suptd. G-I/G-II	•
		Member	Sh. Anurag Sharma, AP CSE	
		Member	Sh. Sandeep Thakur, AP ECE	
		Member	Sh. Nikhil Sukhija, AP, EE	
22			Samilya, M., EE	
22	Local Purchase	Chairman	Sh. Anuj Gupta, AP CSE	
	Committee	Member	Sh. Awin Gupta, AP EE	1 1
		Member	Sh. Saurav Mehta, AP ECE	
		Member	Suptd-G-II	
23	Training & Placement	OIC (TPO)	CL C	
	Cell	Member	Sh. Gaurav Mahajan, AP (ME)	
	(Industrial	Member	Sh. Awin Gupta, AP EE	П
	Training/NIP/Industry-	Member	Sh. Manish Patial, AP, ECE	
	Institute-Interaction		Ms. Nivedita Kashyap, AP, CSE	
24	MoU	Coordinator	Sh. Nikhil Sukhija, AP (EE)	
-	TROIL		Zamiju, Al' (EE)	
25	TEQIP-III	Project Director	Director-cum-Principal	For activities
	1 N	Coordinator	Sh. Kuldeep Thakur, AP (Math)	aftermath of
	100	Dy. Coordinator	Sh. Anurag Sharma, AP, CSE	completion of
-		D		project
26	e de la companya della companya della companya de la companya della companya dell	President	Sh. Ajeet Thakur, AP, ECE	
1		Convener	Sh. Awin Gupta, AP, EE	
		Coordinator-	Dr. Sanjay Kalta, AP (Math)	
	E	Innovation		
		activities Coordinator Start	Ch. Marris D. C.	The details of scope
	Institute Innovation	Coordinator-Start-	Sh. Munish Patial, AP (ECE)	of work remains
	Council (IIC)	up activities Coordinator-	Sh Course M.	same as mentioned
			Sh. Gaurav Mahajan, AP (ME)	in O/o no. 294 dated 15-09-2022
	A CONTRACTOR OF THE PROPERTY O	Internship activities Coordinator-IPR	Dr. Diana Chan	dated 13-09-2022
		activities	Dr. Divya Sharma AP Eng.	
			Ma Shiyani AD (25	
		Coordinator-Social	Ms. Shivani AP (CSE)	1 4
		Media activities	Smt. Nivedita Kashyap, AP ECE	1
	AND THE PROPERTY OF THE PROPER		THE DIVIDITION CONTRACT AD ECC	a contract of the contract of
		Coordinator-NIRF	Sint. Nivedita Kasnyap, AP ECE	
		Coordinator-NIRF Coordinator-ARIIA	Sh. Nikhil Sukhija, AP, EE	

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				and despends with the supplier of the property of the supplier
Companyor Company		OIC	Sh. Sandeep Thakur, AP ECE	
	AICTE approval &	OIC		
	HPTU Affiliation	Nodal Officer	Sh. Anuj Gupta, AP CSE	Vide o/o No. 127
	Apprenticeship Cell:		Sh. Arvind Sharma, AP EE	dated 10-04-2024
	NATS (National	Member	Sh. Saurabh Mehta, AP, ECE	
	Apprenticeship Training	Member	Sii. Sauraon Menta, 111 , = =	
	Scheme) & NAPS			
	(National Apprenticeship			N
	Promotion Scheme)		M. M. Lite Weekvan	
9	AISHE, NAAC	Coordinator	Ms. Nivedita Kashyap	
		Member	Sh Nikhil Sukhija, AP EE	,
	-	Member	Sh. Munish Patial, AP ECE	
		Member	Sh. Navdeep Sharma, AP CSE	
0	NBA	Nodal Officer	Sh. Anuj Gupta, AP CSE	
		Member	Ms. Nutan Chauhan, AP AS&H	
	· ·	Member	Sh. Pradeep S. Thakur, AP EE	
		Member	Ms. Sujata, LA	
31	Scholarship, E-pass	OIC	Ms. Nutan Chauhan, AP AS&H	
32	Sports, Gym, Medical	OIC	Dr. Sanjay Kumar Kalta, AP	
J <u>L</u>	Facilities		(Math)	
33	NSS	OIC	Dr. Sanjay Kumar Kalta, AP	
			(Math)	
34	NCC	OIC	Sh. Munish Patial, AP ECE	
35	Internet, Website	OIC	Ms. Shivani Thakur, AP CSE	
	updating, internet	Member	Sh. Gopal Chand, WSI	
	complaints, video	8	Ms. Sujata, LA	
	conferencing, Telephone	5.5		
	services etc.	-03		
36	Library/National Digital	OIC	Sh. Munish Patial, AP ECE	
37	RTI .	APIO	Sh. Ajeet Thakur, AP ECE	
31	KII ,	Ario	Sii. Ajeet Tilakui, AF ECE	
38	RUSA	OIC	Sh. Anurag Sharma, AP CSE	
39	COTPA (Cigarettes and	OIC	Sh. Pradeep Singh Thakur, AP	Common to all the
	Other Tobacco Products	Member	(EE)	three wings
	Act) implementation	Member	Sh. Manoj Kumar, Sr. Lect. (ME)	
			Sh. Mahesh Pant,	
		Tale Control	Sh. Sandeep Kumar, Inst. Fitter	
40	Soft Skill Centre	Coordinator	Dr. Divya Sharma, AP (AS&H)	9
41	Drafassianal Saciatias	IEEE Coordinator	Sh. Nikhil Sukhija AP EE	
41	Professional Societies	CSI Coordinator	Ms. Shivani Thakur, AP CSE	
	, , , , , , , , , , , , , , , , , , ,	ISTE Chapter-	Mis. Shivani Thakui, AP CSE	A
	7	Chairman	Sh. Sandeep Thakur, AP ECE	1 3
		Treasurer	Dr. Reena Sharma, AP (Chem)	
	di di	Executive Member	Sh. Anuj Gupta, AP CSE	
		Executive Member	Sh. Pradeep Singh Thakur, AP EE	No.
	0			A State of
42	Alumni Association	Coordinator ECE	Sh. Saurabh Mehta, AP ECE	28 367
	1	Coordinator CSE	Sh. Navdeep Sharma, AP CSE	137 - 25
		Coordinator EE	Sh. Arvind Sharma, AP EE	
12	NIDTEL 1 101		Ch Walder The state of the stat	1 23/a 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
43	NPTEL Local Chapter	Coordinator	Sh. Kuldeep Thakur, AP (Math)	
14	MOOCs through	Coordinator	Sh. Kuldeep Thakur, AP (Math)	100 mm 1
	SWAYAM	Cooldinator	P	
45	GATE & Other Coaching	Coordinators	OICs of respective branches	
	classes			
46	Saansad Gram Adarsh	Coordinator	Sh. Anurag Sharma, AP CSE	10000000000000000000000000000000000000
	Yojna, Unnat Bharat		Sh. Akhil Sethi, DA	
	Abhiyan	5 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	E GWY	
17	Hospitality Committee	Coordinator	Sh. Gaurav Mahajan, AP (ME)	
	77 1	Member	Sh. Pushp Vardhan JE (Civil)	
	No.	Member	Sh. Akhilesh Sethi, Office	

- 48	Digital Payments for Financial Transactions as	OIC	ACFA/Suptd. G-I/G-II	
49	per MOE Directives 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	1

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. Shima HP

Dated: 31.01.2025

1. All the above named officers/officials for information and compliance.

2. Circulation among all staff.

Copy to:

3. Institution Web coordinator to upload on institution website.

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

4. Institution Notice Board.

Director/Principal

ABVGIET Pragatinagar.

Distt. Shimla