



OFFICE OF THE DIRECTOR/PRINCIPAL

ATAL BIHARI VAJPAYEE

GOVT. INSTITUTE OF ENGINEERING & TECHNOLOGY,
PRAGATINAGAR, DISTT. SHIMLA (H.P.)-171202,

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No: 160

OFFICE ORDER

Dated: 17.05.2023

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.

SN	Description of 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	Sh. Sandeep Thakur, AP Sh. Anurag Shurma, AP Sh. Ved Prakash Verma, Sr. Lect. EE Dr. Reena Sharma, AP (Chem.)	
2	Academics	OIC-Academic Time Table In-charge National Academic Depository	Sh. Ajeet Thakur, AP ECE Sh. Kuldeep Thakur, AP (Math) Sh. Arvind Sharma, AP EE	
3	Student Welfare Fund (SWF) Committee	Chairman Member Member Member Member	Director-cum-Principal All Department's OIC ACFA Superintendent (Office) G-1 Cashier Class Representatives (CRs) of all classes	
4	Students counsellors	Counsellors	OICs of all departments Class In-Charge of respective classes	
5	Remedial Classes for all SC/ST/OBC and other academically weaker students	Coordinator Member	OIC-Academic Dr. Sanjay Kalta, AP (AS&H)	
6	Internal Complaints Committee (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and students, redressing of	Chairman 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 Sh. Padam Chand, Suptd. G-I One girl student representative from each class	

	grievances, women/Girls grievances Cell, Transgender welfare)			
7	SC/ST/OBC/PWD Grievances Cell	Chairperson Member Member Member	Dr. Sanjay Kalta, AP AS&H Ms. Nivedita, AP CSE Sh. Munish Patial, AP ECE Student representatives from each class	
8	Anti-Ragging Committee	Chairman Ex-Officio Member Ex-Officio Member Ex-Officio Member Member Member Member Member Member Member Member Member Member	Director-cum-Principal SDM Kotkhai DSP Theog Principal (Polytechnic Wing) Sh. Anurag Sharma, AP, CSE Sh. Ajeet Thakur, AP, ECE Sh. Awin Gupta, AP, EE Dr. Divya Sharma, AP (AS&H) Dr. Desh Raj, AP (Phy.) Dr. Reena Sharma, AP (Chem.) Sh. Ved Prakash, Sr. Lect (EE) Dr. Sanjay Kalta, AP (Math) Mr. Gaurav Mahajan, AP (ME) Sh. Gopal Chand, WSI	
9	Anti-Ragging Squad	Coordinator Member Member Member Member Member	Sh. Ajeet Thakur, AP, ECE Sh. Awin Gupta, AP, EE Dr. Divya Sharma, AP (AS&H) Dr. Desh Raj, AP (Phy.) Mr. Anuj Gupta, AP, CSE Mr. Saurabh Mehta, AP (ECE)	
10	Estate Office (Estate maintenance, Land/Security, Civil works, Campus development, Electrical & Water Supply facilities, Horticulture, Housekeeping etc.)	Estate Officer Member Member Member Member Member	Sh. Suneel Dutt, Lect. ECE Sh. Ajeet Thakur, AP, ECE Sh. Ved Prakash, Sr. Lect. EE Sh. Tapinder Singh, Instructor Sh. Pushp Vardhan, JE (Civil) Sh. Sandeep Kumar, Instructor (Fitter)	
11	House Allotment Committee	Chairman Member Member Member Member Member	Principal (Polytechnic wing) Sh. Ajeet Thakur, AP ECE Sh. Anil Sen, HoD (ME) Sh. Padam Chand, Suptd G-I Sh. Tapinder Singh, Instructor Sh. Hem Raj, Lab Attendant	
12	Guest/Transit House Management	Officer In-charge Member	Sh. Anurag Sharma, AP CSE Sh. Pushp Vardhan JE (Civil)	
13	Canteen, Food Safety and Standard Committee	OIC Member Member Member	Dr. Desh Raj, AP (Phy.) Sh. Suneel Dutt, Lect. ECE Ms. Sonam Vardhan, Inst. ITI Sh. Nikhil Gangta, JoA	
14	Transport Facility	OIC Member Member	Sh. Gaurav Mahajan, AP (ME) Sh. Sanjeev Sharma, Lect. (ME) Sh. Sandeep Kumar, Instructor (MVM)	

15	Institute Magazine/Annual Report/Technical Magazines, Hindi Cell	Coordinator Members	Dr. Divya Sharma, AP (AS&H) All OiCs/HoDs of all the departments of B. Tech/Poly/ITI wings	
16	Cultural Committee (Techno management, Music, Dramatic, photography, Hiking, trekking activities)	Coordinator Member Member Member	Sh. Saurav Mehta, AP, ECE Ms. Nutan Chauhan, AP (Mgmt.) Ms. Akanksha Sharma, AP, ECE Ms Sujata, LA	
17	Eco Club	Coordinator Member Member Member Member	Dr. Reena Sharma Mr. Awin Gupta Ms. Neha Chandel Ms. Sunaina Stan Mr. Sandeep Kumar Two students from each class of all the three wings	
18	Disaster Management Cell	Coordinator Member Member Member	Dr. Sanjay Kalta, AP (Math) Sh. Arvind Sharma, AP (EE) Sh. Sanjeev Sharma, Lect. (ME) Sh. Rajinder Singh, Instructor ITI	
19	Store (B. Tech wing)	Store Officer & GeM	Mr. Sandeep Thakur, AP ECE	
20	Purchase Committee (Institute level)	Chairman Member Member Member Member	Director-cum-Principal ACFA/Suptd. G-I Sh. Anurag Sharma, AP CSE Dr. Desh Raj, AP, AS&H Sh. Nikhil Sukhija, AP, EE Sh. Ved Prakash Vema, Sr. Lect. EE	
21	Local Purchase Committee	Chairman Member Member Member	Sh. Kuldeep Thakur AP (Math) Ms. Divya Sharma, AP AS&H Sh. Saurav Mehta, AP ECE Suptd-G-II	
22	Training & Placement Cell (Industrial Training/NIP/Industry-Institute-Interaction)	OIC (TPO) Member Member Member	Sh. Gaurav Mahajan, AP (ME) Sh. Awin Gupta, AP EE Sh. Manish Patial, AP, ECE Ms. Nivedita Kashyap, AP, CSE	
23	MoU	Coordinator	Sh. Nikhil Sukhija, AP (EE)	
24	TEQIP-III	Project Director Coordinator Dy. Coordinator	Director-cum-Principal Sh. Kuldeep Thakur, AP (Math) Sh. Anurag Sharma, AP, CSE	For activities aftermath of completion of project
25	Institute Innovation Council (IIC)	President	Sh. Ajeet Thakur, AP, ECE	The details of scope of work remains same as mentioned
Convener		Sh. Awin Gupta, AP, EE		
Coordinator-Innovation activities		Dr. Sanjay Kalta, AP (Math)		
Coordinator-Start-up activities		Sh. Munish Patial, AP (ECE)		
Coordinator-Internship activities		Sh. Gaurav Mahajan, AP (ME)		

		Coordinator-IPR activities	Dr. Desh Raj, AP (Phy.)	in O/o no. 294 dated 15-09-2022
		Coordinator-Social Media activities	Ms. Shivani AP (CSE)	
		Coordinator-NIRF	Smt. Nivedita Kashyap, AP ECE	
		Coordinator-ARIIA activities	Sh. Nikhil Sukhija, AP, EE	
26	AICTE approval & HPTU Affiliation	OIC	Sh. Rahul Pal Singh, AP CSE	
27	NAPS (National Apprenticeship Promotion Scheme)	OIC Member	Sh. Anuj Gupta, AP CSE TPO	
28	NATS (National Apprenticeship Training Scheme)	OIC Member	Sh. Anuj Gupta, AP CSE TPO	
29	NBA, NAAC, AISHE,	Coordinator Member Member Member	Sh. Anuj Gupta, AP CSE Ms. Nivedita Kashyap Sh. Nikhil Sukhija, AP EE Sh. Munish Patial, AP ECE Sh. Kuldeep Thakur, AP (Math)	
30	Scholarship, E-pass	OIC	Dr. Desh Raj, AP (Phy.)	
31	Sports, Gym, Medical Facilities	OIC	Dr. Sanjay Kumar Kalta, AP (Math)	
32	NSS/NCC/ NSO	OIC	Dr. Sanjay Kumar Kalta, AP (Math)	
33	Internet, Website updating, internet complaints, video conferencing, Telephone services etc.	OIC Member	Ms. Shivani Thakur, AP CSE Sh. Gopal Chand, WSI Ms. Sujata, LA	
34	Library/National Digital Library	OIC	Sh. Munish Patial, AP ECE	
35	RTI	APIO	Sh. Ajeet Thakur, AP ECE	
36	RUSA	OIC	Sh. Anurag Sharma, AP CSE	
37	COTPA (Cigarettes and Other Tobacco Products Act) implementation	OIC Member Member	Sh. Pradeep Singh Thakur, AP (EE) Sh. Manoj Kumar, Sr. Lect. (ME) Sh. Mahesh Pant, WSI	
38	Soft Skill Centre	Coordinator	Dr. Divya Sharma, AP (AS&H)	
39	Professional Societies	IEEE Coordinator CSI Coordinator ISTE Chapter-Chairman Treasurer Executive Member Executive Member	Sh. Nikhil Sukhija AP EE Ms. Shivani Thakur, AP CSE Sh. Sandeep Thakur, AP ECE Dr. Reena Sharma, AP (Chem) Sh. Rahul Pal Singh, AP CSE Sh. Pradeep Singh Thakur, AP EE	
40	Alumni Association	Coordinator ECE Coordinator CSE Coordinator EE	Sh. Saurabh Mehta, AP ECE Sh. Navdeep Sharma, AP CSE (SWF) Sh. Ved Prakash Verma, Sr. Lect. EE	
41	NPTTEL Local Chapter	Coordinator	Sh. Kuldeep Thakur, AP (Math)	

42	MOOCs through SWAYAM	Coordinator	Sh. Kuldeep Thakur, AP (Math)
43	GATE & Other Coaching classes	Coordinators	OICs of respective branches
44	Saansad Gram Adarsh Yojna, Unnat Bharat Abhiyan	Coordinator	Sh. Anurag Sharma, AP CSE Sh. Akhil Sethi, DA
45	Hospitality Committee	Coordinator Member Member	Sh. Gaurav Mahajan, AP (ME) Sh. Pushp Vardhan JE (Civil) Sh. Akhilesh Sethi, Office
46	Digital Payments for Financial Transactions as per MOE Directives	OIC	ACFA/Suptd. G-I
47	Girls Hostel	Chief Warden Warden Warden	Dr. Divya Sharma, AP (AS&H) Ms. Monica Tanwar, Lect. (Eng.) Ms. Sonam Vardhan, Inst. ITI
48	Media Cell	Coordinator	Dr. Reena Sharma, AP (Chem.)

The above duties to the faculty members working under SWF have been assigned willingly 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 will start working with the assigned duties immediately and progress made by each committee will be monitored regularly.

hsw
Dr. (Prof.) Umesh C. Rathore

Director/ Principal
ABVGIET Pragatinagar
Distt. Shimla HP

Endst. No: ABVGIET/Estt./BT/Misc/2023-988-992

Dated: 17/05/2023

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.

hsw
Director/ Principal
ABVGIET Pragatinagar
Distt. Shimla HP