

OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC MANDKOLA (PALWAL)

Office Order No. 63

Date : 27.02.2025

In supersession to all previous orders, the following duties are assigned to regular staff /guest faculty/guest instructor by constituting committees for smooth running the institute official work as per given below. These orders shall come into force with immediate effect.

Sr. No.	Work Allocation/Duty assigned	Name of the incumbent
1.	<ul style="list-style-type: none">Chairman AMC (For Calculation of Teaching Load as per instructions issued by HSBTE from time to time and Academic Calender, Class adjustment)Anti Ragging Committee (Chairman)Discipline Committee/Students Counselor Committee/Tabacco Prevention Committee (Chairman)SC/ST Committee (Chairman)CM Window/GrievanceInternal Revenue Generation Committee (Chairman)PIO-RTIHOD Mechanical Engg.	Sh. S.B Jangra HOD in Mechanical Engg. he is responsible to all types duties related to HOD and other duties assigned by undersigned & perform DDO duty of GPES, Uttawar as per DTE order.
2.	<ul style="list-style-type: none">HOD Applied SciencesMLT & MIT (O/I)President S.FPlacement Cell/EDP Cell (Divide the work like students Training /Staff Training /students Placement / Campus Placement/ Industrial visit/MOUs sign. Etc.)Anti Ragging Committee (Member)Canteen Monitoring (Chairman)Grievance Redressal (Chairman)Discipline Committee/Students Counselor Committee/Tabacco Prevention Committee (Member)Internal Complaint Committee – Student & Staff (Chairman)Sexual Harassment Committee (Chairman)Culture Programme --ChairmanPresident SportsPresident Student AlumniInternal Revenue Generation Committee (Member)Checking Cleanness of Toilets and safety of girls students in the institute (Chairman)O/I Gardening & Horticulture	Sh. Anoop Singh, HOD in Applied Sciences (Physics)
3.	<ul style="list-style-type: none">Vice-Chairman AMC (For Calculation of Teaching Load as per instructions issued by HSBTE from time to time and Academic Calender, Class adjustment)Procurement of M&E Furniture & Purchase (Chairman)O/I PurchaseHOD Computer Engg.Drinking Water Arrangement (Chairman)O/I CashAnti Ragging Committee (Member)Canteen Monitoring committee (Member)Grievance Redressal (Member)Discipline Committee/Students Counselor Committee/Tabacco Prevention Committee (Member)Internal Complaint Committee –Student & Staff (Member)Swawlambi Yuva Abhiyan (O/I)Sexual Harassment Committee (Member)O/I Court CaseO/I Income Tax & TDSO/I GSTO/I NBAInternal Revenue Generation Committee (Member)Chairmen Atmanirbhar Bharat CellChairman Administrative Cell	Sh. Mohan Lal, HOD in Computer Engg.

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4.	<ul style="list-style-type: none"> • O/I GEM, • O/I NCC/NSS • I/C Computer Engg. • O/I HRMS • O/I MOOCs course through SWAYAM • O/I Website • I/C Server Room 	Sh. Sube Singh, Lecturer in Computer Engg.
5.	<ul style="list-style-type: none"> • O/I Scholarship SC/BC/Saksham and all kind types scholarship • Canteen Monitoring committee (Member) • Grievance Redressal (Member) • SC/ST Committee (Member) • I/C Mechanical Labs • O/I Operation / Maintenance of all RO's of the institute (He must ensure proper functioning of the R.O's/Water Cooler's in the best interest of students/institute and maintenance, if any required take immediate necessary action. The concerned Incharges will be responsible if RO's/Water Coolers not found in proper working during the visit by undersigned or the other higher authorities) • Member AMC (For Calculation of Teaching Load as per instructions issued by HSBTE from time to time and Academic Calendar, Class adjustment) • O/I Electrical Engg. • I/C Mechanical Engg. 	Sh. Babu Lal, Lecturer in Mechanical Engg.
6.	<ul style="list-style-type: none"> • HRMS –Maker • I-Cards (Member) • O/I Bus Pass • Maker E-Salary • I/C Workshop • Atmanirbhar Bharat Cell (Member) 	Sh. Randhir Singh, Foreman Instructor
7.	<ul style="list-style-type: none"> • O/I Exam • O/I HKRNL • Discipline Committee/Students Counselor Committee/Tabacco Prevention Committee (Member) • I-Card (Student & Staff) Committee (Member) • I/C Applied Sciences • I/C Physics Labs 	Sh. Azad Singh, Lecturer in Applied Sciences (Physics)
8.	<ul style="list-style-type: none"> • S.F Secretary • Anti Ragging Committee (Member) • Canteen Monitoring Committee (Member) • Women Cell (Member) • Sexual Harassment Committee (Member) • Culture Programme • Press & Newspaper Advertisement Committee /Social Media (Member) • I-Card (Student & Staff) Committee (Member) • O/I Student Alumni • O/I Library • I/C Communication & Soft Skill Labs • I/C Smart Class Room • Checking Cleanness of Toilets and safety of girls students in the institute (Member) • Women Cell (Chairman) 	Ms. Anvesha Singh, Lecturer in Applied Sciences (English)
9.	<ul style="list-style-type: none"> • Anti Ragging Committee (Member) • Drinking Water Arrangement (Member) • Internal Complaint Committee –Student & Staff (Member) • Culture Programme • Press & Newspaper Advertisement Committee /Social Media (Chairman) • I/C NBA • O/I Internet & Eduset • O/I AISHE, Saksham Yuva Yojna & Apprenticeship • O/I Internshala • I /C Computer Labs • I/C Smart Room 	Ms. Monika Gupta, Lecturer in Computer Engg.

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10.	<ul style="list-style-type: none"> • ATPO/ EDP Cell • HRMS -Checker • Anti Ragging Committee (Member) • I/C HRMS • I-Card (Student & Staff) Committee (Chairman) • O/I Civil Engg. • I/C Civil Labs • O/I HSTES Portal • O/I Building and Maintenance /Land record keeper • Checking Cleanness of Toilets and safety of girls students in the institute (Member) • Procurement of M&E Furniture & Purchase (Member) • Purchase Committee (Member) 	Sh. Rohit Sharma, Lecturer in Civil Engg.
11.	<ul style="list-style-type: none"> • SC/ST Committee (Member) • Drinking Water Arrangement (Member) • O/I Sports • O/I Conference Hall • O/I Unnat Bharat Abhiyan • Internal Revenue Generation Committee (Member) • I/C Civil Labs • O/I Pantry • O/I Vehicle • Procurement of M&E Furniture & Purchase (Member) • Purchase Committee (Member) • Member Administrative Cell • Internal Complaint Committee – Student & Staff (Member) • O/I Store 	Sh. Manoj Raghav, Lecturer in Civil Engg.
12.	<ul style="list-style-type: none"> • O/I Admission • Internal Revenue Generation Committee (Member) • RTI-APIO • I/C Electrical Labs • I/C Electrical Engg. • O/I Genset & Electricity Maintenance • O/I AICTE 	Sh. Shubham Parjapati, Lecturer Electrical Engg.
13.	<ul style="list-style-type: none"> • O/I, Attendance, Time Table , Lesson Plan & E-Content • O/I CCTV Camera • I/C NSS/NCC • I/C Chemistry Labs • I/C MLT • I/C Smart Class Room • Atmanirbhar Bharat Cell (Member) 	Sh. Vicky, Lecturer in Applied Sciences (Chemistry)
14.	<ul style="list-style-type: none"> • I/C Scholarship SC/BC/Saksham and all kind types scholarship • I/C Swawlambi Yuva Abhiyan • O/I Passport & Learning License • SC/ST Committee (Member) • O/I AEBAS Biometric • I/C Mech. Labs. • I/C Smart Class Room • O/I Workshop 	Sh. Amit Kumar, Lecturer in Mech. Engg.
15.	<ul style="list-style-type: none"> • Canteen Monitoring Committee (Member) • HRMS-Maker • O/I Diary/Dispatch/Record Keeping • Checker E-Salary and other official work assigned by the undersigned 	Sh. Mahender Singh, Dy. Supdt.(office)
16.	<ul style="list-style-type: none"> • I/C Exam • Press & Newspaper Advertisement Committee / Social Media Cell • I/C Mechanical Labs • I/C Diary/Dispatch/Record Keeping • I/C Cleanliness of bio Toilets (He will be responsible, if the Bio-toilets not found clean during the visit by any officer/authority) • ATPO/ EDP Cell • I/C Sweeper 	Sh. Sandeep Kumar, Guest Faculty in Mech. Engg.
17.	<ul style="list-style-type: none"> • I/c Passport & Learning License • I/c AICTE 	Sh. Sazid Khan , Guest Faculty in Mech. Engg.

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	<ul style="list-style-type: none"> I/C Mechanical Labs I/C Unnat Bharat Abhiyan Attached Scholarship SC/BC/Saksham and all kind types 	
18.	<ul style="list-style-type: none"> I/c AEBAS Biometric I/C Electrical Labs O/I Furniture I/C AISHE, Saksham Yuva Yojna & Apprenticeship 	Sh. Jag Parvesh, Guest Faculty in Electrical Engg.
19.	<ul style="list-style-type: none"> I/c CCTV I/C Library I/C Electrical Labs I/C Gardner & Horticulture ATPO/ EDP Cell 	Sh. Ankit Balhara, Guest Faculty in Electrical Engg.
20.	<ul style="list-style-type: none"> Member-AMC For Calculation of Teaching Load as per instructions issued by HSBTE from time to time and Academic Calendar, Class adjustment Grievance Redressal Committee (Member) Women Cell (Member) I/C Civil Labs Cultural Programme (Member) I/C HKRNL) 	Ms. Rachna, Guest Faculty in Civil Engg.
21.	<ul style="list-style-type: none"> AMC (For Calculation of Teaching Load as per instructions issued by HSBTE from time to time and Academic Calender, Class adjustment)- Member I/C Civil I/C Civil Labs I/C Attendance & Time Table 	Ms. Babita Devi, Guest Faculty in Civil Engg.
22.	<ul style="list-style-type: none"> I/C Computer Labs ATPO/ EDP Cell Discipline Committee / Student Counselor Committee / Tobacco Prevention Committee (Member) Press & Newspaper Advertisement Committee / Social Media Cell I/c MOOCs course through SWAYAM I/C GEM I/c Student Alumni I/c Internet & Eduset I/c Institute Website uploading Work I/c Sports Internal Complaint Committee – Student & Staff (Member) and any other work assigned by the Undersigned 	Sh. Rahul Kaushik, Guest Faculty in Computer Engg.
23.	<ul style="list-style-type: none"> Discipline Committee / Student Counselor Committee / Tobacco Prevention Committee Checking Cleanness of Toilets and safety of girls students in the institute (Member) ATPO / EDP Cell Discipline Committee / Student Counselor Committee / Tobacco Prevention Committee (Member) Sexual Harassment Committee (Member) I/C MIT 	Ms. Sanju , Guest Faculty in Applied Sciences (Physics)
24.	<ul style="list-style-type: none"> I/C Communication Lab Culture Programme (Member) I/C Admission I/c Lesson Plan & E-content 	Ms. Kamlesh Rani, Guest Faculty in Applied Sciences (English)
25.	<ul style="list-style-type: none"> I/C Internshala Anti Ragging Committee (Member) Drinking Water Arrangement (Member) I/C Attendance, Time Table , Lesson Plan & E-Content I/C Security Guard 	Ms. Jyoti, Guest Faculty in Applied Sciences (Mathematics)
26.	<ul style="list-style-type: none"> Women Cell (Member) Sexual Harassment Committee (Member) I/C DMLT Labs 	Ms. Rajwanti Yadav, Guest Faculty in Applied Sciences (Chemistry)
27.	<ul style="list-style-type: none"> I/C Furniture I/C Genset 	Sh. Rajpal, Guest Instructor
28.	<ul style="list-style-type: none"> I/C Operation / Maintenance of all RO's of the institute (He must ensure proper functioning of the R.O's/Water Cooler's in the best interest of students/institute and maintenance, if any required take immediate 	Sh. Prem Singh, Guest Instructor

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	<p>necessary action. The concerned Incharges will be responsible if RO's/Water Coolers not found in proper working during the visit by undersigned or the other higher authorities)</p> <ul style="list-style-type: none"> • I/C Drinking Water • I/C Cleanliness of Toilets • I/C Bus Pass 	
29.	<ul style="list-style-type: none"> • Store Keeper • I/C Furniture 	Sh. Chander Kumar, Guest Instructor
30.	<ul style="list-style-type: none"> • Student Fee Demand Work • I/C Pantry • Attached with Academic Branch for Academic related work 	Ms. Suresh Devi, Guest Instructor
31.	<ul style="list-style-type: none"> • I/c Building & Maintenance/Land • I/C Conference Rooms 	Sh. Kadam Singh, Guest Instructor

1. All Head of Department/officer Incharge/Incharge/Coordinator/ and other staff members, will be responsible for the activity assigned along with the e-Mail of the activity
2. Handing over/Taking over of the charge should be completed within a week and submit report to their concerned officer In charge/In charge
3. The report regarding HO/TO should be submitted by the Incharge/O/I/Coordinator to the undersigned within the stipulated time

Endst No. 379-384

Dated: 24.02.25

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A copy of the above is forwarded to the following for information and necessary action.

1. HOD Mechanical Engg / Applied Science / Computer Engg
2. O/I Civil Engg / Electrical Engg / DMLT / MIT / RAC
3. O/I Workshop
4. DSO
5. All Concerned
6. PA to Principal

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