

## Office of the Principal, Govt. Polytechnic, Mandkola (Palwal)

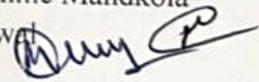
Office Order No. GPM/ 263

Dated: 22.07.25

The following Officers/Officials are hereby assigned to following duties as mentioned against their name with immediate effect.

Sr. No.	Description of Duty	Duty Assigned to
1.	TPO	Smt. Suman Munjal, Vice Principal cum TPO
2.	O/I MIT & O/I MLT	Smt. Suman Munjal, Vice Principal cum TPO
3.	O/I Civil Engg.	Sh. Sube Singh, Lecturer
4.	O/I Workshop	Dr. Anoop Singh, HOD
5.	I/C MIT	Ms. Monika Gupta, Lecturer
6.	I/C Mechanical Engg.	Sh. Sandeep Kumar , G.F
7.	O/I Bus Pass	Sh. Mahnder Pal, F/I
8.	I/C Civil Engg.	Sh. Rohit Sharma, Lecturer
9.	I/C Workshop	Sh. Mahnder Pal, F/I
10.	I/C Genset and Electricity maintenance	Sh. Mahnder Pal, F/I
11.	Maintenance of RO's Water Booster , Toilets and other related work to these activities	Sh. Mahnder Pal, F/I

Principal  
Govt Polytechnic Mandkola  
Palwal



Endst No. GPM/

Dated:

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

1. Admin Cell
2. All HODs/O/Is
3. All mentors
4. All Concerned

Principal  
Govt Polytechnic Mandkola  
Palwal

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC MANDKOLA (PALWAL)

Office Order No. 305

Date: 21.08.25

All the students of 3<sup>rd</sup> & 5<sup>th</sup> Semesters (Old as well new students) who could not attend 4 weeks summer training till now to some reasons are directed to attend the training in the institute as per the below schedule from 16.09.2025 to 14.10.2025 along with regular classes.

Branch / Department	Trainer
Civil Engg	Sh. Rohit Sharma Lecturer Civil Engg-cum A.T.P.O.
Electrical Engg	Sh. Ankit Guest Faculty Electrical Engg-cum A.T.P.O.
Mechanical Engg	Sh. Sandeep Guest Faculty Mechanical Engg-cum A.T.P.O.
Computer Engg	Sh. Rahul Kaushik Guest Faculty Computer Engg-cum A.T.P.O.
DMLT	Ms. Sanju Guest Faculty Applied Science-cum A.T.P.O.

Principal  
Govt. Polytechnic  
Mandkola, Palwal

Endst No. 1769 to 1772

Dated: 21.08.25

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

1. O/I Mechanical/Computer/Civil/Electrical/DMLT/Workshop/Applied Science
2. All Concerned
3. All mentors of 3<sup>rd</sup> and 5<sup>th</sup> semester with a request to identify the students who could not attend the training and give their names to concerned trainer.
4. All trainers with a request to provide the certificate to the students after training.

*They will allot time other than teaching hours.*

Principal  
Govt. Polytechnic  
Mandkola, Palwal

Office of the Principal, Govt. Polytechnic, Mandkola (Palwal)

Office Order No. GPM/ 412

Dated: 20.11.25

The following staff member are hereby assigned to following duties as mentioned against their name with immediate effect.

Sr. No.	Description of Duty	Duty Assigned to	Remarks
1.	O/I Biometric	Sh. Rahul Kuashik. Guest Faculty in place of Sh. Amit Kumar, Lecturer	-
2.	I/C Scholarship	Sh. Shubham Parjapti, Lecturer in place of Sh. Amit Kumar, Lecturer	I/C Scholarship to hand over the charge of Scholarship to Sh. Sajid Khan. Guest Faculty who is attached with Scholarship branch
3.	ATPO	Sh. Amit Kumar, Lecturer in place of Sh. Sandeep Guest Faculty,	He is directed to report Vice Principal cum TPO and keep all type record of TPO Cell & he expedite all types of duties in TPO cell under the control reporting officer
4.	O/I AICTE	Sh. Manoj Raghav, Lecturer in place of Sh. Shubham Prajapari, Lecturer	-

Concerned staff member to Hand Over/Taken over charge within week.

Principal  
Govt Polytechnic Mandkola  
Palwal

Dated: 20.11.25

Endst No. GPM/ 2301 to 2306

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

1. All HODs/O/Is
2. O/I Scholarship
3. O/I Biometric
4. O/I AICTE
5. V.P Cum TPO
6. All Concerned

Principal  
Govt Polytechnic Mandkola  
Palwal