



OFFICE OF THE PRINCIPAL

ATAL BIHARI VAJPAYEE

GOVT. INSTITUTE OF ENGINEERING & TECHNOLOGY

PRAGATINAGAR, DISTT. SHIMLA (H.P)-171202

Tele: 01783-253919 Fax: 253919 Email: abvgiet.2011@gmail.com Website: <https://abvgiet.edu.in>

No. 24

Dated: 31.01.2026

OFFICE ORDER

In partial modification of this office order no. 170 dated: 23.08.2025 regarding assignment of various types of duties to the faculty/ Staff, in the best interest of the institution with immediate effect the following duties are hereby assigned to the faculty/ staff shown as under till further order:-

Sr. No.	Nature of duty assigned	Incharge/coordinator/ member	Name & designation of Faculty/ Staff	Remarks
1	Institute Management/ Discipline Committee	Chairperson Member Member Member Member Member Member	Principal (Polytechnic Wing) Sh. Anil Sen HOD Mech. Engg. Sh. Sandeep Khimta HOD Computer Engg. Sh. Ved Prakash, HOD Elect. Engg. Sh. Suneel Dutt Sharma, Lecturer ECE Sh. Rajinder Kumar, Lect. Chemistry Sh. Deepak Negi Lect. Electrical Engg. Sh. Harish Jhingta, W/Shop Suptd. ME Ms. Sunaina Stan, Lect Comp. Engg.	
2	Academics (OiC Academics, Internal Examination, Bridge Courses etc)	OiC Academic In-charge Bridge Courses, Time Table	Sh. Ved Prakash Verma, HoD EE Sh. Gyan Chand, Lect. Math	All HoDs will coordinate with OiC related to all the academic related activities (Internal/External) of their respective departments
3	AICTE and HPTSB Affiliation Work	OiC Member	Sh. Nishant Sharma, Lect. Comp. Engg. Sh. Gagan Prakash Negi	All Department heads and OiCs of various committees will provide the data to OiC as and when required
4	NSP/Scholarship, e-Pass etc.	OiC	Sh. Parul Dhiman Sh. Lect. Mech. Engg. (w.e.f. next semester) Sh. Rajinder Kumar, Lect. Chem.	
5	MOOCs/SWAYAM	OiC	Ms. Neha Chandel, Lect. ECE	
6	Induction Program	Coordinator Members	Sh. Gyan Chand, Lect. Math All the faculty of first year classes	All concerned HoDs and OiCs of various committees will deliver the presentation to newly admitted students during induction program
7	Academic Counseling Committee	OiC Members	Sh. Ved Prakash Verma, HoD EE All HoDs or respective departments along with all the class in charges of their respective	

			classes.	
8	Store & Purchase (Polytechnic Wing)	Store Officer & GeM	Sh. Rajesh Kumar Sr. Lecturer Comp. Engg Sh. Sunil Bhardwaj, Lect. ECE	
9	Store Purchase Committee	Coordinator Member Member Member	Sh. Mukesh Chauhan HOD ECE Sh. Pankaj Sundle Lect. EE Sh. Mohan Negi, Lect. Physics Sh. Harish Kumar Jhingta Sh. Nikhil Gangta Clerk	
10	Training & Placement Cell/Industry Institute interaction	Officer I/c Member Member Member	Sh. Anil Sen HOD Mech. Engg. Sh. Sunil Bhardwaj, Lect. ECE Sh. Aman Thakur, Lect. Mech. Engg. Sh. Deepak Negi Lect. Electrical Ms. Sunaina Stan Lecturer CE	
11	Anti-Ragging Committee	Common with Institution anti-ragging committee formed for all the three wings with addition of HoDs/OiCs of each branches of polytechnic wing and along with Class Representatives of Each Classes of Polytechnic Wing		
12	Anti-Ragging Squad (Polytechnic Wing)	Coordinator	Sh. Sandeep Khimta, HoD Comp. Engg. Sh. Aman Thakur, Lect. M. E. Sh. Harish Jhingta, W/Shop Suptd. ME Ms. Sunaina Stan, Lect. Comp. Engg. Sh. Ankit Doger, Lect. ECE Sh. Nikhil Sharma Lect. ME	
13	Cultural & Extra-Curricular Activity	Officer I/c Member Member Member	Sh. Vivek Sheel Verma, Lect. EE Ms. Neha Chandel, Lect. ECE Ms. Sunaina Stan Lecturer CE Smt. SweetyRangta Lecturer CE Sh. Pankaj Sundle Lect. EE	
14	Student Grievance Cell	Chairman Member Member Member	Sh. Anil Sen, HOD ME Ms. Sunaina Stan, Lecturer CE Sh. Vivek Sheel Verma Lecturer EE Sh. Nikhil Sharma, Lect. ME Sh. Harish Jhingta, W/Shop Suptd. ME CRs of respective classes	
15	Staff Grievance Cell	Chairperson Member Member Member	Sh. Anil Sen HOD Mech. Engg Sh. Sandeep Khimta, HoD Comp. Engg. Sh. Rajinder Singh Lecturer Chemistry Smt. Monica Tanwar, Lect. English	
16	Internal Complaints Committee (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and students, redressing of grievances, women/Girls grievances Cell, Transgender welfare)	Chairperson Member Member Member Member Member Member	Principal Polytechnic Wing Sh. Anil Sen, HoD ME Sh. Sandeep Khimta, HoD Comp. Engg. Smt. Monica Tanwar, Lect. Eng. Smt. Neha Chandel, Lect. ECE Smt. SweetyRangta, Lect. Comp. Engg. Sh. Pankaj Sundle Lect. EE Smt. Madhu Chauhan, Stenographer, Girls representatives from each class/CR(girls)	

17	Sports Activities	OiC Member Member	Sh. Ankit S Dogar Lect. ECE Sh. Nikhil Sharma Lecturer ME Smt. Sunaina, Lecturer CE Sh. Pankaj Sundle, Lect. EE Smt. SweetyRangta, Lect. Comp. Engg.	
18	NAPS/NATS Apprenticeship Cell	Nodal Officer Member Member	Sh. Nishant Sharma, Lect. CSE Sh. Ankit Doger, Lect. ECE Sh. Viveksheel Verma, Lect. EE	Vide o/o No 127 dated 10-04-2024
19	AICTE/Regulatory bodies/professional Societies NIRF,NACC, NBA	Coordinator Member Member	Sh. Rajesh Kumar Sr. Lecturer CE Sh. Aman Thakur Lect. ME Sh. Pankaj Sundle, Lect. EE	
20	Library In-charge	Officer in charge Member	Sh. Deepak Negi, Lect. EE Leela Dutt, Lab Astt. (also holding charge of Asst. Librarian)	
21	PMIS updating/verification	Verification officer in charge Updation	Supdt. /Sr. Most Ministerial staff Sh. Rajesh Acharya DEO	
22	Start-up Policy/idea Cell Innovation Cell, ARIIA	OiC Member Member Member	Sh. Rajesh Kumar Sr. Lecturer CE Sh. Ankit S Dogar Lect. ECE Sh. Gagan Prakash Negi Lecturer CE Sh. Pankaj Sundle Lect. EE	
23	SC/ST/OBC Grievance Cell	Chairman Member Member	Principal (Polytechnic Wing) Sh. Sandeep Khimta, HoD Comp. Engg Sh. Rajinder Kumar, Lect. Chem. Sh. Gagan Prakash Negi, Lect. Comp. Engg.	
24	Medical Facility	Officer in charge	Sh. Harish Jhingta, W/Shop Suptd. Mech. Engg.	
25	Internet/ Website	Officer in charge	Sh. Nishant Sharma Lecturer CE	
26	Internal Quality Assurance Cell	Officer in charge	HOD/OICs concerned	
27	Unnat Bharat Abhiyan	Officer in charge Member Member	Sh. Anil Sen HOD Mech. Engg. Sh. Sunaina Stan, Lect. Comp. Engg. Sh. Pankaj Sundle Lect. EE	
28	Intellectual Property right Cell	OiC Member Member	Sh. Suneel Dutt Sharma, Lect. ECE Sh. Deepak Negi, Lect. EE Ms. Monica Tanwer Lect. English (U/T)	
29	Awareness about Technical Education& OJT for school students	Coordinator Member Member Member	Sh. Deepak Negi, Lect. EE Ms. Sunaina Stan, Lect. Comp. Engg. Sh. Aman Thakur, Lect. ME Sh. Ankit Doger, Lect. ECE	
30	AICTE,360 Feedback Programme	OiC Member Member	Sh. Ved Prakash Verma, HoD EE Sh. Gyan Chand Lect. Math Sh. Rajinder Kumar, Lect. Chem.	
31	Suggestion/Best Practice of institute	Coordinator Member	Sh. Anil Sen HOD ME All HoDs of respective branches	
32	AISHE	Nodal Officer	Gagan Prakash Negi, Lect. Comp. Engg.	
33	RTI/Legal Matter	OiC Members	Sh. Ved Prakash Verma, HoD, EE All the HoDs of respective branches Sh. Harish Kumar Jhingta, W/S Supdt.	

34	NCC/NSS	Coordinator	Sh. Nikhil Sharma, Lect. ME
35	Hindi Cell	Coordinator	Sh. Deepak Negi, Lect. EE
36	Media Cell/ Social Media Handling	Coordinator Member Member	Sh. Nishant Sharma, Lect. Comp. Engg. Sh. Viveksheel Verma, Lect. EE Ms. Neha Chandel, Lect ECE
37	Alumni Association	Coordinator Member	Sh. Suneel Dutt sharma, Lect. ECE Sh. VivekSheel Verma, Lect. EE Sh. Harish Jhingta, W/shop Suptd Ms. Sweety Rangta, Lect. Comp. Engg.
38	Website (Polytechnic wing)	Coordinator	Sh. Nishant Sharma, Lect. Comp. Engg.
39	Staff Secretary	Coordinator	Ms. Rajesh Kumar, Sr. Lect. Comp. Engg.

Apart from these orders, The common committee members as per Director/Principal order no. 331 dated: 01.08.2025. All the committee members as listed above are informed to carry out manage and record all the activities and tasks assigned under committee from time to time.

— Sd

Principal (Poly wing)
ABVGIET, Pragatinagar
Distt. Shimla HP
Dated: 31.01.2026

Endstt. No. ABVGIET/Estt./Poly/Misc./2026/-120 to 121

Copy to:

1. All above named officers/officials for information and necessary compliance.
2. Circulate all staff group for information.


Principal
ABVGIET, Pragatinagar
Distt. Shimla HP