



**OFFICE OF THE PRINCIPAL,
GOVT. POLYTECHNIC, SONIPAT.**



Office Order No. 219

Dated: 10/04/2024

In suppression of earlier orders and for smooth functioning of Institute the following duties are assigned to the officers / officials in addition to their academic work with immediate effect.

Sr. No.	Name & Designation	Contact No.	Additional Duties
1	Smt. Suparna A, HOD	9215580803	TPO, President SRC, Chairperson GSC & Press and Advertisement, Member IQC & IAC
2	Sh. T.P. Rawat, HOD	9215580805	CMC Chairman, Chief Coordinator NBA, Member IQC & IAC
3	Sh. Parvesh Sangwan, HOD	9416108846	O/I Gem, Member CMC, O/I Guest Faculty, Member GRC, Member IQC & IAC, Chairman Alumni Committee & E-Procurement / Purchase
4	Sh. Pankaj Malik, HOD	9466978844	O/I Exam-I, Chairman IIC, , Chairman SWC, Member IQC & IAC
5	Sh. Rajeev Verma, HOD	9416276972	O/I Admission-I, Co-ordinator Innovation Activity, Member CMC, Member IQC & IAC, Coordinator NBA
6	Sh. Sunil Gagat, HOD	8168031483	Vice-Chairman Anti Ragging Committee, O/I Driving Learner Licence, Member IQC & IAC
7	Sh. Latish Chhabra, Sr. Lecturer	7206621817	Coordinator NBA (Chemical Engg.), O/I AICTE, ISTE, Member Alumni Committee
8	Sh. Virender Sindhu, Sr. Lecturer	9416389570	O/I PMS, O/I PM/CM Grievances Window, Coordinator NBA (ECE), Chairperson IQA & IPR
9	Sh. B.S. Sangwan, Sr. Lecturer	9416232392	O/I Applied Science, PIO, Member Anti Ragging Committee, Member IQC & IAC
10	Smt. Kiran, Sr. Lecturer	9518172809	O/I FAA, Chairperson SC/ST GRC
11	Sh. Ramesh Rawat, Sr. Lecturer	9416374212	O/I Unserviceable, ATPO (Mech. Engg.), O/I ECO Club
12	Sh. Harsh Chaudhary, Sr. Lecturer	8168486356	O/I Canteen & Swachh Bharat, O/I Sahyog Club, Member Students Welfare / Counselling Committee/Technical Committee Purchase
13	Sh. S. L. Gupta, Sr. Lecturer	9811165604	O/I CDTP, Co-ordinator COE, CSI.
14	Sh. Kuldeep Gulia, Sr. Lecturer	8950102040	President Sports, Chief Hostel Warden
15	Sh. Jogesh Dahiya, Sr. Lecturer	9255570855	Chairman NCORD/ToFEI Co-ordinator & Technical Committee, NBA (Auto), Co-ordinator Yukti, Member GRC, O/I Smart Class Room COE
16	Sh. Puneet Kaushik, Sr. Lecturer	9813099500	O/I I&C, Member unserviceable committee, Member E-Procurement / Purchase Committee, Coordinator NBA I&C, Member Technical Committee
17	Smt. Preeti Girdhar, Sr. Lecturer	9416671872	O/I Electrical Engg., Chairperson WGRCC, ICC, Social Media and Press, Member IQC & IAC
18	Sh. D.S. Mor, Workshop Supdt.	9467519582	O/I Store, Co-ordinator NBA (WS), Chairman Maintenance Committee, O/I Court Case, Member IQC & IAC
19	Sh. Manoj Sangwan, Lecturer	9813310338	ATPO ECE, Member IPR & E-Procurement / Purchase
20	Smt. Ramesh Kumari, Lecturer	8168682042	Secretary. SRC, Member SC/ST GRC, Member CCTV & Intercom Monitoring Committee
21	Sh. Satyavan, Lecturer	9813742173	O/I Apprentice, Coordinator Students Discipline Committee, Member Alumni Committee/Sahyog Club/Students Welfare
22	Sh. Amit Vats, Lecturer	9467113029	O/I NSS, O/I Admission-II
23	Sh. Sandeep Dhandhi, Lecturer	9416630206	O/I Exam-II, AISHE, O/I Unnat Bharat
24	Sh. Hari Dass Kataria, Lecturer	9466353264	O/I Building, Member Press & Advertisement & Students Welfare, Member IIC & Sahyog Club, O/I Internet Services
25	Sh. Jai Parkash, Lecturer	9416302912	O/I Passport, EduSat., Chairman-CCTV & Intercom Monitoring.
26	Sh. Samarpal, Lecturer	9416364549	O/I PMKVY, Member Unserviceable Committee, Technical Committee Purchase and IQA
27	Smt. Jyoti, Lecturer	9416931701	Coordinator NBA (Applied Science), Member GSC, Students Welfare / Counselling Committee
28	Smt. Sweety Chhikara, Lecturer	8708489308	Member WGRCC, Member IIC
29	Ms. Anju, Lecturer	9467878245	O/I Library
30	Smt. Kamlesh, Lecturer	7988231682	Member WGRCC, Member SC/ST GRC,

Sr. No.	Name & Designation	Contact No.	Additional Duties
31	Ms. Pooja, Lecturer	9991060800	Coordinator Institute Magazines News letter committee, O/I Videography and Photography Club
32	Sh. Aashish Dahiya, Lecturer	9817027282	O/I BAS, ERP Portal, MIS Portal, O/I Website.E-Dashboard,Website, ATPO (CSE)
33	Sh. Vikas Kadian, Lecturer	9416274335	O/I Horticulture and landscaping, Member IPR/Unserviceble committee , Hostel Warden - Hostel-III
34	Sh. Vikalp Sharma, Lecturer	9927004469	NCC Officer, O/I Atheletics (Boys), Member Videography and Photography Club
35	Sh. Pardeep Kumar, Lecturer	9503401967	ATPO (Auto. Engg.), Member IQA, Yukti, SC/ST GRC, O/I CEGO, O/I Vehicle
36	Ms. Nidhi Dubey, Lecturer	8273195012	Member Magazine & New Letter Committee, Hostel Supdt. Cum care taker Girls Hostel, Member SC/ST GRC
37	Sh. Aakash Gupta, Lecturer	7398617227	ATPO (Chem.Engg.), O/I Saksham Yuva/Startups/Aatam Nirbhar Cell, Hostel Warden -Hostel-II, Member GRC, IAC
38	Sh. Deepak Kumar, Lecturer	9862541014	Care taker Guest House, Member IIC
39	Ms. Madhuri, Lecturer	9253339999	ATPO Institute, Coordinator NBA FAA, O/I Cultural Activites, Member NCORD/ToFEI
40	Sh. Kunal Kumar, Lecturer	7357832396	Chairman Unnat Bharat, Member Social Media/Cultural Committee & Students Welfare / Counselling Committee, Member Horticulture & Landscaping Committee
41	Ms. Neha, Lecturer	9467562106	ATPO (FAA), O/I IT Return GST, Member IAC, Institution Magazine & News Letter Committee, ECO Club, Videography and Photography Club
42	Sh. Satyam Tiwari, Lecturer	9999334196	Member ECO Club, ATPO (I&C), Hostel Warden -Hostel-I, Member CCTV & Intercom Monitoring Committee & Students Welfare / Counselling Committee
43	Ms. Reenu, Lecturer	8059130229	Member Anti Ragging Committee, Member Yukti, O/I Atheletics (Girls)
44	Ms. Ashu, Lecturer	9991994509	Member GSC, APIO
45	Sh. Sudarshan Vats, F/I	9416286005	O/I E-mail of Institute, O/I DSO, O/I HKRN/Security, O/I Cash, Co-Coordinator COE, O/I HRMS
46	Smt. Sunita, Guest Faculty	7988389032	O/I Smart Class Room Computer Engg.
47	Sh. Vinod Kumar, W/I	8053516849	O/I Answer Sheets, O/I Sweeper, Member Horticulture & Landscaping Committee
48	Sh. Vipin Kumar, W/I	9813767058	Care Taker Hostel-II, Member Maintenance Committee, O/I Electrical Maintenance / Look after the Generator and Electrical Repair & Maintenance
49	Sh. Jai Kanwar, W/I	9728178781	Care Taker C.O.E, Member Students Discipline Committee
50	Sh. Ved Parkash, W/I	9034476694	Care Taker Hostel-III, O/I Bus Pass / Rail Pass, Member Maintenance Committee
51	Sh. Virender Rathee, W/I	9467318890	Care Taker Hostel-I, Member Students Discipline Committee

Principal,
Govt. Polytechnic,
Sonipat

Endst. No. 1824-1887

Dated: 10/04/2024

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

1. TPO
2. All HOD's I&C/ECE/Chemical/Comp./Mech./Electrical/Automobile/Applied Sci/FAA.
3. Workshop Supdt.
4. Deputy Supdt.
5. O/I Website to hoist the orders on website
6. All concerned

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