



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



Office Order No. 221

Dated: 10/4/2024

All the Staff members and students are hereby informed that the celebration of Annual Function & Prize Distribution Function of the institute will be held on 18.04.2024 in the sports ground of the institute from 09:30 A.M onwards. For smooth conduct of function duties to officers/ officials are assigned as follows:

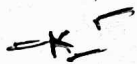

1	Patron	Sh. Anil Sehrawat, Additional Director
2	Coordinator	Smt. Suparna A., SF President
3	Cultural Committee	Ms. Madhuri, Lect., O/I Cultural & Organizing Secretary
		Sh. Kunal, Lect.
		Sh. Sohan Lal, G.F
		Sh. Sandeep, Clerk
4	Reception Committee	Smt. Suparna A., TPO
		Sh. T.P Rawat, HOD
		Sh. Parvesh Sangwan, HOD
		Sh. Pankaj Malik, HOD
		Sh. Rajiv Verma, HOD
		Sh. Sunil Gagat, HOD
		Sh. Birender Sangwan, Sr. Lect.
		Smt. Kiran, Sr. Lect.
		Smt. Priti Girdhar, Sr. Lect.
		Sh. D.S Mor, W/Supdt.
		SRC Members
5	Prize & Mementoes Purchase Committee	Sh. Kuldeep Gulia, Sr. Lect.
		Sh. Jogesh Dahiya, Sr. Lect.
		Sh. Amit Vats, Lect.
		Sh. Puneet Bhardwaj, Clerk
6	Shamiyana & Seating Arrangements Committee, Sound & DJ	Sh. Dinesh Singh Mor, W/Supdt.
		Sh. Sandeep Dhandhi, Lect.
		Sh. Vikalp, Lect.
		Sh. Akash Gupta, lect.
		Sh. Pardeep Kumar, Lect.
		Sh. Ram Niwas, Assistant
7	Printing of Cards, Banners and Certificates Committee	Sh. Puneet Kaushik, Sr. Lect.
		Sh. Satyam Tiwari, Lect.
		Sh. Vinod W/I
8	Decoration of Campus	Sh. Samarpal Hooda, Lect.
		Sh. Kamlesh, Lect.
		Ms. Pooja Sindhu, Lect.
		Ms. Nidhi Dubey, Lect.
		All HKRNL Sweeper
9	Purchase of Bouquet, Flowers and Garlands Committee/ Refreshment of the Guest	Sh. Sudarshan, F/I
		Smt. Sita, Assistant
		Sh. Balwan Singh, Lab. Attendent

10	Preparation of Certificates, Prize Distribution & Stage Secretary	Ms. Madhuri, Lect.
		Sh. Kunal, Lect.
		Sh. Sohan Lal, G.F
		Sh. Sanddep, Clerk
11	Refereshment Committee (Student & Guest)	Ms. Bhawna, Priyanka, Sushil, Seema, Apprentice
		Sh. Harsh Chaudhary, Sr. Lect.
		Sh. S.L Gupta, Sr. Lect
		Sh. Puneet Kaushik, Sr. Lect.
		Sh. Ashish Dahiya, Lect.
		Sh. Mukesh, Lect.
12	Photography Committee	Smt. Rajwanti, Librarian
		Sh. Latish Chabbra, Sr. Lect.
		Sh. Ramesh Rawat, Sr. Lect.
		Sh. Ashu, Lect.
13	Discipline Committee	Sh. Deepak, Lect.
		Sh. Birender Sangwan, Sr. Lect.
		Sh. Jai Parkash, Lect.
		Sh. Vikas Kadiyan, Lect.
14	Stage Decoration, Lighting of Lamp & Tilak Ceromany, Rangoli	Sh. Sajjan Pal Malik, Instructor
		All Male & Female Guest Faculty
		Smt. Priti Girdhar, Sr. Lect.
		Smt. Ramesh Kumari, Lect.
		Smt. Jyoti Dalal, Lect.
15	Light & Generator Arrangement Committee	Smt. Anju Maan, Lect.
		Ms. Neha, Lect.
		Smt. Priti Girdhar, Sr. Lect.
		Sh. Ved Parkash, W/I
16	Drinking Water/ First Aid arrangement Committee	Sh. Vipin Yadav, W/I
		Sh. Amit Vats, Lect.
		Ms. Nidhi Dubey, Lect.
		Sh. Virender Singh, W/I
		Sh. Jai Kavar, W/I
		Sh. Ramniwas, Assitant
17	Hosting of Photos and Result Events on Website	HKRNL Peon
		Sh. Aashish Dahiya , Lect.
		Ms. Reenu, Lect.
18	Press Note/ Media	Sh. Haridass Kataria, Lect.
		Smt. Sweety Chhikara, Lect.
		Smt. Megha, DEO
19	Distribution of Refreshment to the Students:	
	Department	Staff
	Mechanical Engg.	Sh. Satyawan , Lect.
	Chemical Engg.	Sh. Smarpal Hooda, Lect.
	Computer Engg.	Sh. Poonam Dahiya, Lect.
	Automobile Engg.	Sh. Pardeep, Sr. lect.
	ECE	Sh. Manoj Sangwan, Lect.
	I&C Engg.	Sh. Satyam Tiwari, Lect.
	Electrical Engg.	Smt. Jyoti, G.F
FAA	Ms. Neha, Lect.	

Sh. Surender Tiwari, Sh. Satender Tiwari, Sh. Sunil, Peon will assist hospitality to the guest in the Principal's office and on the stage.

HOD's should also ensure the proper distribution of refreshment to the students of their respective Departments and no laxity should be permissible.

All committee incharges are directed to adopt due process of purchasing as per the Govt. rules and instructions while discharging their duties.



Principal
o/c Govt. Polytechnic
Sonipat. 

Endst. No. 1953-1985

Dated: 10/4/2024,

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/FAA/Applied Sci.
3. Workshop Supdt.
4. Deputy Supdt.
5. O/I HKRNL


Principal
o/c Govt. Polytechnic
Sonipat. 