



OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, SONIPAT.

Office Order No. 306

Dated: 24/4/23

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 28.04.2023 in the sports ground of the institute from 09:30 AM onwards. For smooth conduct of function duties to officers/ officials are assigned as follows:

1	Patron	Sh. Anil Sehrawat, Principal
2	Coordinator	Smt. Suparna A., SF Peresident
3	Organizing Secretary	Smt. Kiran, Sr. Lect., O/I Cultural
4	Reception Committee	Smt. Suparna A., TPO
		Sh. T.P Rawat, HOD
		Sh. Parvesh Sangwan, HOD
		Sh. Pankaj Malik, HOD
		Sh. Ranbir Dahiya, HOD
		Sh. Rajiv Verma, HOD
		Sh. Sunil Gagat, HOD
		Sh. Birender Sangwan, Sr. Lect.
Sh. Ravinder Dahiya, Lect.		
5	Prize & Mementoes Purchase Committee	Sh. Ravinder Dahiya, Lect.
		Sh. Parveen Malik, Lect.
		Sh. Patanjali, Lect.
		Sh. Sandeep, Clerk
6	Shamiyana & Seating Arrangements Committee	Sh. Baljeet Siwach, Sr. Lect.
		Sh. Dinesh Singh Mor, W/Supdt.
		Sh. Rajesh Kumar, Lect.
		Sh. Mahipal Singh, Lect.
		Sh. Ram Niwas, Assistant
Sh. Parveen Kumar, Peon		
7	Printing of Cards, Banners and Certificates Committee	Sh. Puneet Kaushik, Sr. Lect.
		Sh. Parveen Malik, Lect.
		Sh. Krishan Kumar, Lect.
8	Decoration of Campus	Sh. Lincoln Hadda, Sr. Lect.
		Sh. Samarpal Hooda, Lect.
		Sh. Aakash Gupta, Lect.
		Sh. Pardeep Kumar, Lect.
		Sh. Jai Bhagwan, Sweeper
All HKRNL Sweeper		
9	Purchase of Bouquet, Flowers and Garlands Committee/ Refreshment of the Guest	Sh. Harsh Choudhary, Sr. Lect
		Sh. Sudarshan, F/I
		Sh. Balwan Singh, Lab. Attendent
		Sh. Rachna, Clerk


10	Cultural Committee, Preparation of Certificates, Prize Distribution & Sound/DJ	Smt. Kiran, Sr. Lect.
		Sh. Haridass Kataria, Lect.
		Smt. Kamlesh, Lect.
		Smt. Sweety, Lect.
		Ms. Madhuri, Lect.
		Smt. Rajwanti, Lib.
		Sh. Kunal, Lect.
		Sh. Sohan Lal, G.F
11	Refereshment Committee (Student & Guest)	Sh. Sachin, Peon
		Sh. S.L Gupta, Sr. Lect
		Sh. Puneet Kaushik, Sr. Lect.
		Sh. Vikalp Sharma, Lect.
		Sh. Sartaj Singh, Lect.
12	Photography Committee	Smt. Bharti Dhiman, Clerk
		Sh. Devender, Peon & Sh. Praveen Sharma, Peon
		Sh. Latish Chabbra, Sr. Lect.
		Sh. Virender Nandal, Lect.
		Sh. Satyvan, Lect.
13	Discipline Committee	Sh. Vinod Kumar, W/I
		Sh. Rachna, Clerk
		Sh. Birender Sangwan, Sr. Lect.
		Sh. Jai Parkash, Lect.
		Sh. Rakesh Malik, Lect.
		Sh. Vikas Kadiyan, Lect.
		Sh. Vipin Kumar, Lect.
14	Stage Decoration, Lighting of Lamp & Tilak Ceromany	Sh. Deepak Kumar, Lect.
		Sh. Sajjan Pal Malik, Instructor
		All Male & Female Guest Faculty
		Smt. Priti Girdhar, Sr. Lect.
		Smt. Jyoti Dalal, Lect.
15	Stage Secretary	Smt. Anju Maan, Lect.
		Smt. Ramesh Kumari, Lect.
		Ms. Neha, Lect.
16	Light & Generator Arrangement Committee	Sh. Kunal Kumar, Lect.
		Ms. Madhuri, Lect.
		Smt. Priti Girdhar, Sr. Lect.
		Sh. Satyajeet, Lect.
17	Drinking Water/ First Aid arrangement Committee	Sh. Ved Parkash, W/I
		Sh. Vipin Yadav, W/I
		Sh. Kuldeep Gulia, Sr. Lect.
		Sh. Kushagra Kastwar, Lect.
		Smt. Naresh Gill, Lect.
		Sh. Virender Singh, W/I
18	Hosting of Photos and Result Events on Website	Smt. Priya, Assitant
		Sh. Ishwar/Pardeep/Deepak, Peon
		Sh. Virender Nandal, Lect.

19	Press Note/ Media	Sh. Haridass Kataria, Lect.
		Sh. M.d Saifullah, Lect.
		Smt. Megha, DEO
20	Distribution of Refreshment to the Students:	
	Department	Staff
	Mechanical Engg.	Sh. Sartaj , Lect.
	Chemical Engg.	Sh. Smarpal Hooda, Lect.
	Computer Engg.	Sh. Aashish Dahiya, Lect.
	Automobile Engg.	Sh. Jogesh Dahiya, Sr. lect.
	ECE	Sh. Manoj Sangwan, Lect.
	I&C Engg.	Sh. Satyam Tiwari, Lect.
	Electrical Engg.	Smt. Jyoti, G.F
FAA	Sh. Vivek Jangid, 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 refereshment 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
Govt. Polytechnic
Sonipat.

Dated: 24/4/23

Endst. No. 2208-2220

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


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