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No. III

Dated: 01-10-2024.

### OFFICE ORDER (Revised)

In supersession of all previous order regarding assignments of various types of duties the faculty / staff in the best interest of the institution, the following duties are assigned to the faculty / staff shown as below with immediate effect till further order:

| Sr. No. | Nature of duty assigned   | Incharge/ coordinator /Member                        | Name & Designation of faculty/Staff   |
|---------|---|--|---|
| 1.      | Institution student management/ discipline committee (ITI wing) | Co-ordinator<br>Member<br>Member<br>Member           | Sh. Tapender Singh, Inst. Electrician<br>Sh. Sandeep Kumar, Instructor Fitter<br>Sh. Sandeep Kumar, Instructor MMV<br>Smt. SonamKumari, Instructor ED                           |
| 2.      | Anti-Ragging Committee  | Co-ordinator<br>Member<br>Member<br>Member<br>Member | Smt. Suman Bodh GI ITI<br>Sh. Tapender Singh, Inst. Electrician<br>Sh. Sandeep Kumar, Instructor Fitter<br>Sh. Sandeep Kumar, Instructor MMV<br>Smt. SonamKumari, Instructor ED |
| 3.      | Examination Cell  | Co-ordinator<br>Member                               | Smt. SonamKumari, Instructor ED<br>Sh. Rajender Singh Trainer DMC   |
| 4.      | MIS Portal  | Co-ordinator<br>Member<br>Member<br>Member           | Sh. Tapender Singh, Inst. Electrician<br>Smt. SonamKumari, Instructor ED<br>Sh. Sandeep Kumar, Instructor MMV<br>Smt. Jayanti Sharma DEO  |
| 5.      | Admission Committee   | Co-ordinator<br>Member<br>Member                     | Sh. Tapender Singh, Inst. Electrician<br>Sh. Sandeep Kumar, Instructor Fitter<br>Smt. SonamKumari, Instructor ED  |
| 6.      | Faculty/ Students grievance cell                                | Co-ordinator<br>Member<br>Member                     | Sh. Sandeep Kumar, Instructor Fitter<br>Sh. Sandeep Kumar, Instructor MMV   |

|     |   |  |  |
|-----|---|--|--|
|     |   |  | Sh. Puneet Kumar Instructor S/Skills   |
| 7.  | Women Grievance cell                                      | Co-ordinator<br>Member                     | Smt. Suman Bodh GI ITI<br>Smt. SonamKumari, Instructor ED  |
| 8.  | ITI Purchase  | Co-ordinator<br>Member<br>Member<br>Member | Smt. Suman Bodh GI ITI<br>Sh. Sandeep Kumar, Instructor Fitter<br>Sh. Sandeep Kumar, Instructor MMV<br>Smt. SonamKumari, Instructor ED |
| 9.  | Academic Counselling committee / Anti Tobacco/ drug abuse | Co-ordinator<br>Member<br>Member           | Sh. Sandeep Kumar, Instructor MMV<br>Sh. Puneet Kumar Instructor S/Skills<br>Sh. Rajinder Singh Trainer DMC                            |
| 10. | Training and placement                                    | Co-ordinator<br>Member<br>Member           | Sh. Sandeep Kumar, Instructor Fitter<br>Sh. Sandeep Kumar, Instructor MMV<br>Smt. . SonamKumari, Instructor ED.                        |
| 11. | Apprenticeship  | Co-ordinator<br>Member<br>Member           | Sh. Sandeep Kumar, Instructor MMV<br>Sh. Puneet Kumar Instructor E/Skills<br>Smt. Jayanti Sharma DEO                                   |
| 12. | E-Pass Scholarship/Skill development committee            | Co-ordinator<br>Member                     | Sh. Sandeep Kumar, Instructor Fitter<br>Sh. Rajender Singh Trainer DMC   |
| 13. | ITI affiliation   | Co-ordinator<br>Member                     | Sh. Tapender Singh, Inst. Electrician<br>Sh. Sandeep Kumar, Instructor Fitter  |
| 14. | Cultural/ extracurricular activities                      | Incharge<br>Member                         | Sh. Rajinder Singh Trainer DMC<br>Smt. SonamKumari, Instructor ED  |
| 15. | Start-up Policy Strive Policy /                           | Co-ordinator<br>Member                     | Sh. Tapender Singh, Inst. Electrician<br>Sh. Sandeep Kumar, Instructor MMV   |
| 16. | Auction/ Write off  | Incharge<br>Member                         | Sh. Tapender Singh, Inst. Electrician<br>Sh. Sandeep Kumar, Instructor Fitter  |

### Individual Duties

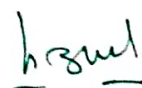
| Sr. No. | Duty Assigned   | Name & Designation                    |
|---------|-----------------|---------------------------------------|
| 1.      | Store           | Sh. Tapender Singh, Inst. Electrician |
| 2.      | Industrial Tour | Sh. Sandeep Kumar, Instructor MMV     |
| 3.      | Sports          | Sh. Sandeep Kumar Instructor MMV      |



|    |   |   |
|----|---|---|
| 4. | Time table & academic calendar of the institute | Smt. Sonam Kumari Inst. ED  |
| 5. | First Aid Incharge                              | Sh. Sandeep Kumar Inst. Fitter  |
| 6. | Electrical maintenance of the institute         | Sh. Tapendersingh, Inst. Electrician along with Electrician outsourced.   |
| 7. | Incharge maintenance of website                 | Sh. Puneet Kumar Instructor E/skill Will get the website maintained as per their requirements with the help of Nishant Sharma, Lect. Computer Engg. / Rajesh Kumar DEO. |
| 8. | Incharge Alumni                                 | Sandeep Kumar Instructor Fitter   |

The above duties to the faculty working on SWF basis have been assigned willingly without any additional remuneration.

It is emphasized upon all staff to take up the above assignments in proactive manner to provide thrust in the functioning of the institution. All the above committees may give their proposals/ recommendations to the undersigned for approval.



Principal  
ABVGIET, Pragatinagar,  
Distt. Shimla H.P. 171202.

Endst No: ABVGIET/Estt/ITI/Misc/2020-24/-782-784

Dated: 01-10-2024

Copy to:

1. All above named officials for information and compliance.
2. Office Superintendent, for information.
3. Circulation among all Staff.



Principal  
ABVGIET, Pragatinagar  
Distt. Shimla H.P. 171202.