

**OFFICE OF THE PRINCIPAL, MRAK GOVT. POLYTECHNIC SECTOR-26 PANCHKULA**

**Office order no.: MRAK/ 86**

**Dated: 03/04/2025**

In supersession of all previous orders issued in this regard, the following annual duties are hereby revised for smooth functioning of Institute as mentioned below:

<b>Sr. No.</b>	<b>Name of Committee</b>	<b>Name of the Officials/ Officer&amp; Staff</b>
1.	Administration Committee	Dr. Sumandeep, Sr. Lecturer (O/I Admin) Sh. Sanjeev Kumar, Lecturer (Asstt. O/I Admin.) Smt. Rajni, HKRN Sh. Rahul, HKRN
2.	TPO Cell and Apprenticeship & Placement and Career Guidance, MSME & Industry institute interaction cell, Alumni Association & Alumni Fund, AISHE	Dr. Ritu Singh, HOD Applied Science. (TPO) Sh. Sh. Rahul, HKRN
3.	Admission Cell, Migration, PPP	Smt. Amita, HoD Dr. Sumandeep, Sr. Lecturer Smt. Shabnam, Lecturer Mr. Ashish, HKRN
4.	Exam Cell	Smt. Suchet Kumari, Lecturer (O/I Exam) Ms. Pooja, Guest Faculty
5.	HKRN	Dr. Reetu Singh, HoD Sh. Rahul langra, HKRN
6.	Student Fund	Smt. Suchet Kumari, Lecturer (President) Sh. Sanjeev Kumar, Lecturer (Secretary)
7.	Staff and Social Secretary	Smt. Amita, HoD Smt. Heena, Guest Faculty
8.	HRMS, MIS, Service book	Smt. Shabnam, Lecturer Mmt. Rajni, HKRN
9.	OMBUDSMAN	Dr. Ritu Singh, HoD
10.	ACR and result verification of staff	Dr. Sumandeep, Sr. Lecturer Smt. Suchet Kumari, Lecturer
11.	Academic improvement, IQAC Cell	Smt. Amita, HoD Dr. Ritu Singh, HoD
12.	Sports Committee	Sh. Sanjeev Kumar, Lecturer Mr. Rahul, HKRN (Ground preparation and chuna marking) Mr. Ashish, HKRN (Ground preparation and chuna marking) Mr. Kulbir HKRN (Ground preparation and chuna marking)

13.	Store	Smt. Amita, HoD Mr. Ashish, HKRN
14.	Library Committee	Smt. Amita, HoD Smt. Rajni, HKRN Sh. Kartik, HKRN
15.	Cultural activities (Music, Dance, Quiz, Literary, Dramatics etc.) and Stage Secretary	Dr. Reetu Singh, HoD Smt. Pooja, Guest Faculty Sh. Rahul, HKRN
16.	PWD/ HSVP/ Civil Work	To be done by the Govt. Polytechnic, Panchkula as this institute is running in the building of GP Panchkula
17.	Refreshment/ Lunch and Hospitality committee for various functions/ activities at institute level	Smt. Amita, HoD Dr. Sumandeep, Sr. Lecturer Sh. Sanjeev Kumar, Lecturer Mr Kartik, HKRN Mr. Ashish, HKRN
18.	Legal Literacy Cell	Sh. Sanjeev Kumar, Lecturer Smt. Pooja, GF
19.	Court Case	Sh. Sanjeev Kumar, Lecturer Mr. Rahul, HKRN
20.	Discipline and Anti Ragging Committee	Smt. Amita, HoD Dr. Reetu Singh, HoD Dr. Sumandeep, Sr. Lecturer Sh. Sanjeev Kumar, Lecturer
21.	Timetable & Workload Committee	Smt. Suchet Kumari, Lecturer Smt. Heena, GF
22.	AMC & Maintenance (Electricity, LED, Solar Pane, Water cooler and Purifier)	To be done by the Govt. Polytechnic, Panchkula as this institute is running in the building of GP Panchkula
23.	Electrical Maintenance of the building, Gen Set & lifts	To be done by the Govt. Polytechnic, Panchkula as this institute is running in the building of GP Panchkula
24.	Telephone/ Computer Hardware, Peripheral, Networking Maintenance and AMC	Smt. Amita, HoD Smt. Shabnam, Lecturer
25.	O/I CCTV	Sh. Sanjeev Kumar, Lecturer Mr. Ashish, HKRN
26.	Campus Cleanliness	Dr. Sumandeep, Sr. Lecturer Smt. Shabnam, Lecturer All sweepers (Floor wise duty already assigned)
27.	Photography, Videography, press, publicity, social media	Dr. Reetu Singh, HoD Smt. Shabnam. Lecturer Smt. Pooja, GF Mr. Kartik, HKRN




28.	Scholarship & stipend committee	Smt. Shabnam, Lecturer Smt. Heena, GF Smt. Neetu SLI
29.	Sound system, Tent, Decoration & Sitting Arrangement	Smt. Amita, HoD Smt. Suchet Kumari, Lecturer Sh. Sanjeev Kumar, Lecturer Mr. Rahul, HKRN Mr. Ashish, HKRN
30.	Dispensary and first AID	Smt. Pooja, GF
31.	Diary & Dispatch	Mr. Kartik, HKRN
32.	Prize, Banner & Mementoes Committee	Dr. Sumandeep, Sr. Lecturer Sh. Sanjeev Kumar, Lecturer Smt. Heena, GF
33.	Printing, Furniture, M&E purchase, storage & Disposal	Any three GEM Buyer
34.	Approvals and Affiliations (AICTE, COA, HSBTE)	Smt. Suchet Kumari, Lecturer For COA approval one Lecturer in Architecture is already deputed from GP Panchkula Smt. Heena, GF Sh. Rahul, HKRN
35.	Bus Pass/ railway pass committee, Traffic interpretation & road safety club	Smt. Pooja, GF Sh. Rahul, HKRN
36.	College Website updation & maintenance,	Sh. Sanjeev Kumar, Lecturer
37.	Absent Slip, Lecture Shortage & NSO	All HOD's & O/I's
38.	MRAK Girls Hostel Management committee	Dr. Sumandeep, Sr. Lecturer, MRAK Smt. Shabnam, Lecturer, MRAK
39.	Accounts/Cash/ Income tax/ GIS/ GST	Smt. Shabnam, Lecturer Sh. Rahul, HKRN
40.	Internal Complaint Committee (ICC)	Smt. Amita, HoD, Dr. Reetu Singh, HoD Dr. Sumandeep, Sr. Lecturer Representative of NGO- Member Advocate- Member SHO Chandi mandir Police station Panchkula or Nominee-Member
41.	Grievance Redressal cell	Smt. Amita, HoD Dr. Sumandeep, Sr. Lecturer Sh. Sanjeev Kumar, Lecturer
42.	Women Cell	Smt. Amita, HoD Dr. Reetu Singh, HoD Dr. Sumandeep, Sr. Lecturer Smt. Suchet Kumari, Lecturer
43.	SC/ST Grievance cell	Smt. Reetu Singh, HoD Smt. Suchet Kumari, Lecturer

		Smt. Heena, GF
44.	Anti-Corruption cell	Smt. Amita, HoD Smt. Suchet, Kumari, Lecturer Sh. Sanjeev Kumar, Lecturer
45.	EVS/ECO Club, Horticulture & Beautification	Dr. Sumandeep, Sr. Lecturer Smt. Heena rani, GF Mr. Rahul, HKRN Mr. Kulbir, HKRN
46.	RTI	Sh. Sanjeev Kumar, Lecturer (PIO) Sh. Kartik, HKRN
47.	CM Window	Sh. Sanjeev Kumar, Lecturer Sh. Kartik, HKRN
48.	Answer sheet & Secrecy material	Smt. Suchet Kumari, Lecturer Mr. Rahul, HKRN
49.	Hiring of buses/ vehicles for various purposes	Dr. Reetu Singh, HoD Smt. Suchet Kumari, Lecturer Sh. Sanjeev Kumar, Lecturer
50.	UBA, Viksit Bharat, PMKVY	Dr. Sumandeep, Sr. Lecturer Smt. Suchet Kumari, Lecturer
51.	Disaster Management Cell	Smt. Amita, HoD Smt. Reetu Singh, HoD, Smt. Shabnam, Lecturer
52.	Passport & Driving License	Smt. Heena, GF Sh. Rahul, HKRN
53.	E-waste	Sh. Sanjeev Kumar, Lecturer
54.	Audit	Smt. Shabnam, Lecturer Sh. Rahul, HKRN
55.	O/I Security	To be done by the Govt. Polytechnic, Panchkula as this institute is running in the building of GP Panchkula
56.	National Education Policy 2020	Smt. Amita, HoD Dr. Reetu Singh, HoD
57.	IIC Cell and Atma Nirbhar cell	Smt. Amita, HoD Dr. Reetu Singh, HoD Dr. Sumandeep, Sr. Lecturer Smt. Suchet Kumari, lecturer Sh. Sanjeev Kumar Lecturer Smt. Shabnam, Lecturer Sh. Heena, GF Smt. Pooja, GF
58.	Guest Faculty	Dr. Sumandeep, Sr. Lecturer
59.	Expert/ VTF committee	Smt. Amita, HoD



		Dr. Reetu Singh, HoD, Smt. Shabnam, Lecturer
60.	Committee regarding HRA	Dr. Sumandeep, Sr. Lecturer Sh. Sanjeev Kumar, Lecturer Smt. Shabnam, Lecturer
61.	Institute magazine, Newsletter, and Placement Brochure	Dr. Reetu Singh, HoD Smt. Suchet Kumari, Lecturer
62.	Biometric Machine, Staff Attendance & AEBAS	Sh. Sanjeev Kumar, Lecturer
63.	Workshop & Maintenance of windows, doors, benches etc.	To be done by the Govt. Polytechnic, Panchkula as this institute is running in the building of GP Panchkula
64.	NCORD	Smt. Heena, GF
65.	Printing Committee (I-Cards, Banners etc.)	Smt. Sumandeep, Sr. Lecturer Smt. Suchet Kumari, Lecturer Smt. Shabnam, Lecturer Smt. Pooja, GF
66.	GEM portal registration & SMS	Dr. Sumandeep, Sr. Lecturer Smt. Shabnam, Lecturer
67.	Project Exhibition	TPO in coordination with all HODs & O/Is as per HSBTE guidelines
68.	Invitation, Tour, E-content, 360-degree feedback, Motivation for admission, PTM, NSO, Leave shortage	All HODs and O/Is
69.	NBA	All HOD's and O/I's(to collect data as per NBA Accreditation since 2021 to till date) & Submit to TPO Cell


**Note:** As per State Government order No. 55/18/2025-1TE dated 26.03.2025, Smt. Amita has been posted in MRAK GP Panchkula as HoD (Comp. Engg.). However, she has not joined yet. Hence, till the joining of Smt. Amita, HoD, the work allotted to her shall be looked after Dr. Sumandeep.

  
**Principal**  
**MRAK Govt. Polytechnic**  
**Panchkula**  
**Dated: 03/04/2025**

**Endst.no. MRAK/ 453-455**

The above copy is forwarded to the following for information and necessary action please.

1. O/I Admin/Website
2. All concerned staff members with a request that meetings of the concerned committees may take place every month and minutes of the meetings will be prepared by OI Admin under the direction of Smt. Amita, HoD.
3. Guard File

  
**Principal**  
**MRAK Govt. Polytechnic**  
**Panchkula**