

OFFICE OF THE PRINCIPAL
GOVT. POLYTECHNIC ROHRU
DISTT. SHIMLA – 171207, HIMACHAL PRADESH
Ph. 01781-240102, Email: gprohru@rediffmail.com, web: www.gprohru.edu.in

No _____

Dated: 31.10.2025

OFFICE ORDER

In supersession of previous orders, the following faculty & staff members are hereby assigned the duty/work mentioned against each name in addition the duty assigned to them earlier with immediate effect, till further orders: -

Sr. No.	Nature of Duty/work Assigned.	Chairman/In-charge/Coordinator/Member	Name of the faculty/staff Member
1	Discipline Committee	In-charge-Member-Member-Member-Member-Member-Member-	Sh. Mahesh Chauhan Lect. Pharmacy Sh. Anshul Kumar W/S Supdt. Sh. Nitish Sharma Lect. Civil Mrs. Monika Jinta Lect. English Sh. Devender Singh Hostel Supdt (Boys) Sh. Tarun Sharma Hostel Supdt. (Girls) Sh. Prem Raj Lab Assistant Sh. Sumit Chander PTI
2	Purchase Committee	Chairman-Member-Member-Member-	Sh. Shashi Sharma HOD Pharm. Sh. Rajiv Verma HOD Comp. Engg. Sh. Shashank Sharma Lect. Civil. Sh. Bharat Bhushan Sharma Lect. Comp. Engg
3	Training & Placement Committee	In-charge-Member-Member-Member-	Sh. Kshitij Panta HOD Civil Engg. Sh. Lokender Singh Sr. Lect. Comp. Engg. Sh. Manoj Kumar Lect. Pharmacy Sh. Ajay Pamta Lect. Civil Engg.
4	Extra Curricular Activity Committee	In-charge-Member-Member-Member-Member-Member-	Sh. Baharat Bhushan Sharma Lect. Comp Engg. Sh. Manoj Kumar Lect. Pharmacy Smt. Champa Sharma Lect. Physics Sh. Manish Chauhan Lect. ECE Sh. Surender Kumar Foreman Instructor Sh. Sumit Chander Singh PTI
5	Enforcement of COTPA And Drug D-addiction	In-charge-Member-Member-Member-Member-Member-	Sh. Mahesh Chauhan Lect. Pharmacy Sh. Bharat Bhushan Sharma Lect. Comp. Engg. Sh. Ajay Pamta Lect. Civil Sh. Devender Singh Hostel Supdt (Boys) Sh. Tarun Sharma Hostel Supdt. (Girls) Sh. Sumit Chander Singh PTI
6	Student Grievances Cell	In-charge-Member-Member-Member-Member-Member-	Sh. Shashi Sharma HOD Pharm. Sh. Kshitij Panta HOD Civil Engg. Sh. Rajiv Verma HOD Comp. Engg. Smt. Tara Khachi Sr. Lect. Math All Class-In-charges of all Departments. CRs of all Classes

7	Staff Grievances Committee	In-charge- Member- Member- Member- Member-	Sh. Shashi Sharma HOD Pharm Mrs. Tara Khachi Sr. Lect. Maths Sh. Baharat Bhushan Sharma Lect. Comp Engg Ms. Nidhi Chauhan Lect. Civil Sh. Rajesh Kumar Office Supdt. Sh. Rakesh Kumar W/S Instructor
8	Women Grievance/ Sexual Harassment committee	In-charge- Member- Member- Member- Member- Member- Member-	Mrs. Tara Khachi Sr. Lect. Maths Smt. Monika Jinta Lecturer English Ms. Nidhi Chauhan Lect. Civil Sh. Shashank Sharma Lect. Civil Mrs. Champa Sharma Lecturer Physics Mrs. Nisha Sharma Astt. Librarian Smt. Sangita Khurana (ADFC) HP. C.R. (Girls) all final years (Pharmacy, Civil, CIOt)
9	Sports Committee	In-charge- Member- Member- Member- Member-	Sh. Mahesh Chauhan Lect. Pharmacy Sh. Anshul Kumar W/S Supdt. Mrs. Monika Jinta Lect. English Sh. Sumit Chander Singh PTI Sh. Panna Lal Peon
10	AICTE Regulatory Committee	In-charge- Member-	Sh. Baharat Bhushan Sharma Lect. Comp Engg Sh. Manish Chauhan Lect. ECE
11	PCI regulatory committee	In-charge- Member-	Sh. Moti Sharma Sr. Lect. Pharmacy Sh. Uday Singh Lect. Pharmacy
12	NBA regulatory committee	In-charge- Member- Member-	Sh. Kshitij Panta HOD Civil Sh. Likender Singh Sr. Lect. Comp. Engg. Sh. Nitish Sharma Lect. Civil
13	Academic & Examination In-charge	In-charge- Member- Member- Member- Member	Sh. Rajiv Verma HOD Comp Engg. Sh. Lokender Singh Sr. Lect. Comp Engg. Sh. Uday Singh Lect. Pharmacy Mrs. Monika Jinta Lect. English Ms. Nidhi Chauhan lect. Civil Engg.
14	Disaster Management Committee	In-charge- Member- Member- Member	Sh. Kshitij Panta HOD Engg. Sh. Mahesh Chauhan Lect. Pharmacy Sh. Pawan Divya Lecturer Electrical Sh. Manish Chauhan Lect. ECE
15	AISHE	In-charge	Sh. Lokender Singh Sr. Lect. Comp. Engg.
16	RTI & Legal Matter	In-charge- Member- Member- Member- Member-	Sh. Kshitij Panta HOD Engg. Sh. Uday Singh Lect. Pharmacy Sh. Ajay Pamta Lect. Civil Sh. Shashank Sharma Lect. Civil Sh. Virender Kumar Sr. Assistant
17	Scholarship Committee	Chairman/INO- Member Secy.- Member- Member- Member-	Sh. Shashi Sharma HOD Pharm. Sh. Lokender Singh Sr. Lect. Comp. Engg. Mrs. Tara Khachi Sr. Lect. Math Sh. Nitish Sharma Lect. Civil All Class In-charges of all branches
18	Start-up Committee	In-charge- Member-	Sh. Rajiv Verma HOD Comp. Engg. Sh. Uday Singh Lecturer Pharmacy

		Member-	Sh. Ajay Pamta Lect. Civil
19	SC/ST/OBC Grievance Cell	In-charge- Member- Member- Member-	Sh. Moti Singh Sr. Lect. Pharmacy. Sh. Lokender Singh Sr. Lect. Comp. Engg. Sh. Rakesh Kumar W/shop Instructor Mrs. Sapna Negi Lab Attendant
20	Staff Welfare Committee	Staff Secretary- Member- Member- Member- Member- Member- Member-	Sh. Baharat Bhushan Sharma Lect. Comp Engg. Sh. Manoj Kumar Lect. Pharmacy Sh. Nitish Sharma Lecturer Civil Mrs. Monika Jinta Lect. English Sh. Prem Raj Lab Assistant Sh. Rajesh Kumar Office Supdt. Mrs. Nisha Assistant Librarian Sh. Pana Lal Peon
21	Internet , Web site In-charge	In-charge	Sh. Baharat Bhushan Sharma Lect. Comp Engg.
22	Minor repair & Maintenance Committee	In-charge- Member- Member- Member- Member- Member- Member-	Sh. Ajay Pamta Lect. Civil Sh. Nitish Sharma Lect. Civil Sh. Pawan Divya lect. Electrical Sh. Surender Kumar Foreman Instructor Sh. Rakesh Kumar W/shop Instructor Sh. Dinesh Kumar W/S Instructor Sh. Dinesh Kumar Lab Assistant
23	Internal Quality Cell	In-charge- Member- Member-	Sh. Shashi Sharma HOD Pharm. Sh. Lokender Singh Sr. Lect. Comp. Engg. Smt. Tara Khachi Sr. Lect. Math
24	Canteen/Food Safety Committee	In-charge- Member- Member- Member- Member-	Sh. Lokender Singh Sr. Lect. Comp. Engg. Mrs. Monika Jinta lect. English Sh. Rajesh Kumar Supdt. Grade-II Sh. Devender Singh Hostel Supdt. (Boys) Sh. Tarun Sharma Hostel Supdt. (Girls)
25	Bio-Metric and Attendance Committee	In-charge- Member- Member-	Sh. Manish Chauhan Lect. ECE Sh. Pawan Divya Lect. Electrical Sh. Rajesh Kumar Office Supdt.
26	Hostel Warden	Chief Warden- Warden (Boys) Warden (Girls)	Sh. Lokender Singh Lect. Comp. Engg. Sh. Anshul Kumar W/shop Supdt. Smt. Tara Khachi Lect. Mathematics
27	Electric, Water Bill Verification In-charges	In-charge - Member-	Sh. Pawan Divya Lect. Electrical Sh. Dinesh Kumar Lab Assistant
28	Eco Club/Campus Beautification Committee	In-charge- Member- Member- Member- Member- Member- Member- Member- Member- Member- Member- Member-	Sh. Uday Singh Lect. Pharmacy Sh. Anshul Kumar W/S Supdt. Ms. Nidhi Chauhan Lect. Civil Mrs. Champa Sharma Lect. Physics Sh. Manish Chauhan Lect. ECE Sh. Surender Kumar Foreman Instructor Sh. Suresh Kumar Lab Assistant Sh. Prem Raj Lab. Assistant Sh. Suresh Kumar Sr. Assistant Sh. Rishi Raj AVT Mrs. Nisha Sharma Asstt. Librarian Sh. Sumit Chander PTI Mrs. Sapna Negi Lab Attendant

		Member-	Mrs. Suman Devi Sweeper
29	Institution-Industries Interaction Committee	In-charge- Member- Member-	Sh. Rajiv Verma HOD Comp. Engg. Sh. Uday Singh Lect. Pharmacy Sh. Ajay Pamta Lect. Civil
30	Student Counsellor Committee	In-charge- Member- Member- Member- Member- Member- Member- Member- Member- Member-	Sh. Kshitij Panta HOD Civil Engg. Sh. Moti Sharma Sr. Lect. Pharmacy Sh. Lokeder Singh Sr. Lect. Computer Engg. Mrs. Tara Khachi Sr. Lect. Math Sh. Uday Chauhan Lect. Pharmacy Sh. Bharat Bhushan Sharma Lect. Computer Engg. Mrs. Monika Jinta Lect. English Sh. Ajay Pamta Lect. Civil Ms. Nidhi Chauhan Lect. Civil Sh. Surrender Kumar Foreman Instructor Sh. Devinder Singh Hostel Supdt. Boys Sh. Tarun Sharma Hostel Supdt. Girls
31	CM Helpline & Grievance Readdressal	In-charge	Sh. Kshitij Panta HOD Civil
32	Library Committee	In-charge- Member- Member-	Sh. Manish Chauhan Lect. ECE Sh. Pawan Divya Lect. Electrical Mrs. Nisha Sharma Asstt. Librarian
33	Social Media Campaign	In-charge- Member	Sh. Devinder Singh Hostel Supdt. Boys Sh. Sumit Chander Singh PTI
34	Alumni Committee	In-charge- Member- Member- Member-	Sh. Uday Chauhan Lect. Pharmacy Sh. Bharat Bhushan Sharma Lect. Comp. Engg. Ms. Nidhi Chauhan Lect. Civil Mrs. Champa Sharma Lect. Physics
35	Time Table Committee	In-charge- Member- Member- Member-	Sh. Rajiv Verma HOD Comp. Engg. Mrs. Tara Khachi Sr. Lect. Math Sh. Manoj Kumar Lect. Pharmacy Sh. Nitish Sharma Lect. Civil
36	Apprentice Committee	In-charge- Member- Member- Member-	Sh. Rajiv Verma HOD Comp. Engg. Sh. Manish Chauhan Lect. ECE Sh. Rajesh Kumar Office Supdt. Sh. Sunder Singh Clerk
37	Institute Hostel Mess & Hospitality Committee	In-charge Member- Member- Member- Member-	Sh. Manoj Kumar Lect. Pharmacy Mrs. Monika Jinta Lect. English Sh. Pawan Divya Lect. Electrical Sh. Devinder Singh Hostel Supdt. Boys Sh. Tarun Sharma Hostel Supdt. Girls

Principal
Govt. Polytechnic, Rohru
Distt. Shimla. H.P.

1. Circulation among all the above faculty/staff members for information and necessary compliance.
2. Establishment Branch (internal) for information.

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