



No. 576

Dated: 21/12/19

OFFICE ORDER

Consequent upon the implementation of directions of Directorate of Technical Education, Vocational and Industrial Training, Himachal Pradesh, Sundernagar vide letters No. STV (TE) HB (2)/8/SWF/RGGEC/Kangra/Vol-III/2019-92605-629 dated 01/11/2019, No. STV (TE) HB (2)/8/SWF/RGGEC/Kangra/Vol-III/2019-94688 dated 05/11/2019 and in continuation to this office Office Order No. 509 dated 21/11/2019, the under mentioned faculties/staff of this institution are hereby assigned the duties of Hostel Superintendent of Boys Hostel and Girls Hostel respectively for a period of one month as notified against each:-

For Boys Hostel				Duties
Sr. No.	Name of Faulty Members		Duration of the assigned duty	
	Nominated	Reserve		
1.	Sh. Ajay Sharma, AP, Electrical Engg. (EED)	Sh. Arvind Sharma, AP, Electrical Engg. (EED)	15.01.2020 to 15.02.2020	Hostel Superintendent shall be responsible for maintaining/managing all the activities viz stay of students, food, cleanliness, security etc.
2.	Sh. Arvind Sharma, AP, Electrical Engg. (EED)	Sh. Harish Kumar Nirala, AP, Mech. Engg. (MED)	16.02.2020 to 15.03.2020	
3.	Sh. Harish Kumar Nirala, AP, Mech. Engg. (MED)	Sh. Rohit Vasudeva, AP, Civil Engg. (CED)	16.03.2020 to 15.04.2020	
4.	Sh. Rohit Vasudeva, AP, Civil Engg. (CED)	Sh. Ankur Thakur, AP, Civil Engg. (CED)	16.04.2020 to 15.05.2020	
5.	Sh. Ankur Thakur, AP, Civil Engg. (CED)	Sh. Archit Sharma, AP, Mech. Engg. (MED)	16.05.2020 to 15.06.2020	
6.	Sh. Archit Sharma, AP, Mech. Engg. (MED)	Sh. Harshodaya Bhardwaj, AP, (B.Arch.)	16.06.2020 to 15.07.2020	
7.	Sh. Harshodaya Bhardwaj, AP, (Arch.)	Sh. Karan Sharma, AP, (B.Arch.)	16.07.2020 to 15.08.2020	
8.	Sh. Karan Sharma, AP, (Arch.)	Sh. Ankush Banyal, AP, Mech. Engg. (MED)	16.08.2020 to 15.09.2020	
9.	Sh. Ankush Banyal, AP, Mech. Engg. (MED)	Sh. Vinay Kumar, AP, Maths (AS&H)	16.09.2020 to 15.10.2020	
10.	Sh. Vinay Kumar, AP, Maths (AS&H)	Sh. Vijay Kumar, Senior Assistant	16.10.2020 to 15.11.2020	
11.	Sh. Vijay Kumar, Senior Assistant	Sh. Anil Pundir, AP, Mech. Engg. (MED)	16.11.2020 to 15.12.2020	
12.	Sh. Anil Pundir, AP, Mech. Engg. (MED)	Sh. Mahesh Kumar, AP, Civil Engg. (CED)	16.12.2020 to 15.01.2021	
13.	Sh. Mahesh Kumar, AP, Civil Engg. (CED)	Sh. Vivek Mankotia, AP, ECE	16.01.2020 to 15.02.2021	
14.	Sh. Vivek Mankotia, AP, ECE	Sh. Rohit Thakur, AP, (B.Arch.)	16.02.2021 to 15.03.2021	
15.	Sh. Rohit Thakur, AP, (B.Arch.)	Sh. Raman Sharma, AP, Mech. Engg. (MED)	16.03.2021 to 15.04.2021	
16.	Sh. Raman Sharma, AP, Mech. Engg. (MED)	Sh. Nishant Mehra, AP, Civil Engg. (CED)	16.04.2021 to 15.05.2021	

For Girls Hostel			Duration of the assigned duty	Duties
Sr. No.	Name of Faulty Members			
	Nominated	Reserve		
1.	Miss. Aditi Sharma, AP, Electrical Engg. (ED)	Miss. Priti Pundir, AP, Electrical Engg. (ED)	15.01.2020 to 15.02.2020	Hostel Superintendent shall be responsible for maintaining/managing all the activities viz stay of students, food, cleanliness, security etc.
2.	Miss. Priti Pundir, AP, Electrical Engg. (ED)	Miss. Anjali Sharma, AP, English (AS&H)	16.02.2020 to 15.03.2020	
3.	Miss. Anjali Sharma, AP, English (AS&H)	Mrs. Pankaj Sharma, AP, Chemistry (AS&H)	16.03.2020 to 15.04.2020	
4.	Mrs. Pankaj Sharma, AP, Chemistry (AS&H)	Mrs. Meenakshi Shrutipal, AP, Computer Science & Engg. (AS&H)	16.04.2020 to 15.05.2020	
5.	Mrs. Meenakshi Shrutipal, AP, Computer Science & Engg. (AS&H)	Mrs. Suman Bala, Supdt. Grade-I	16.05.2020 to 15.06.2020	
6.	Mrs. Suman Bala, Supdt. Grade-I	Miss. Aditi Sharma, AP, Electrical Engg. (ED)	16.06.2020 to 15.07.2020	
7.	Miss. Aditi Sharma, AP, Electrical Engg. (ED)	Miss. Priti Pundir, AP, Electrical Engg. (ED)	16.07.2020 to 15.08.2020	
8.	Miss. Priti Pundir, AP, Electrical Engg. (ED)	Miss. Anjali Sharma, AP, English (AS&H)	16.08.2020 to 15.09.2020	
9.	Miss. Anjali Sharma, AP, English (AS&H)	Mrs. Pankaj Sharma, AP, Chemistry (AS&H)	16.09.2020 to 15.10.2020	
10.	Mrs. Pankaj Sharma, AP, Chemistry (AS&H)	Mrs. Meenakshi Shrutipal, AP, Computer Science & Engg. (AS&H)	16.10.2020 to 15.11.2020	
11.	Mrs. Meenakshi Shrutipal, AP, Computer Science & Engg. (AS&H)	Mrs. Suman Bala, Supdt. Grade-I	16.11.2020 to 15.12.2020	
12.	Mrs. Suman Bala, Supdt. Grade-I	Miss. Aditi Sharma, AP, Electrical Engg. (ED)	16.12.2020 to 15.01.2021	
13.	Miss. Aditi Sharma, AP, Electrical Engg. (ED)	Miss. Priti Pundir, AP, Electrical Engg. (ED)	16.01.2021 to 15.02.2021	
14.	Miss. Priti Pundir, AP, Electrical Engg. (ED)	Miss. Anjali Sharma, AP, English (AS&H)	16.02.2021 to 15.03.2021	
15.	Miss. Anjali Sharma, AP, English (AS&H)	Mrs. Pankaj Sharma, AP, Chemistry (AS&H)	16.03.2021 to 15.04.2021	
16.	Mrs. Pankaj Sharma, AP, Chemistry (AS&H)	Mrs. Meenakshi Shrutipal, AP, Computer Science & Engg. (AS&H)	16.04.2021 to 15.05.2021	

All the above faculties/staff nominated to/earmarked as reserve to perform the duties of Hostel Superintendent, are hereby directed to plan their leave accordingly in order to avoid embracement at all levels at the last moment. Any deviation to the above orders, will be viewed seriously and the Director Technical Education, Vocational and Industrial Training, Sundernagar, Distt. Mandi (H.P.) will be apprised accordingly.

gms
21/12/19
Director/Principal
Rajiv Gandhi Govt. Engg. College
Kangra at Nagrota Bagwan

Endst. No. RGGEC/NGB/Boys & Girls Hostels/General/2018-8652 - 8658 Dated: 21/12/2019
Copy forwarded to:-

1. The Director, Technical Education, Vocational and Industrial Training, Sundernagar, Distt Mandi (H.P.) – 175018, for information please.
2. HODs (All Departments) & Concerned Faculties, for information and compliance please.
3. Dr. Satish Katwal, Head, School of Architecture/ Chief Warden (Hostels), please issue SOP/ necessary guidelines in black and white to Hostel Superintendent of Boy and Girl Hostels immediately for smooth operation.
4. Superintendent Grade-I , for information and necessary compliance please.
5. Sh. Sanjeev Kumar, AP, ECE & Hostel Warden, Boys Hostel, for information and necessary compliance please.
6. Miss Radhika, AP, Electrical Engg. & Hostel Warden, Girls Hostel, for information and necessary compliance please.
7. Sh. Vijay Kumar, Senior Assistant, for information and necessary compliance.

gms
21/12/19
Director/Principal
Rajiv Gandhi Govt. Engg. College
Kangra at Nagrota Bagwan