



Office of the Director cum Principal
Government Hydro Engineering College Bandla, Bilaspur
Distt. Bilaspur, Himachal Pradesh
PHONE: 01978-292326, E-MAIL: hecbilaspur@gmail.com

No: **393**

Dated: **03/09/2025**

OFFICE ORDER

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

SN	Description of Committee/Cell	Duty Assigned	Name of Faculty/staff assigned the duty	Remarks
1	Department In charges	OIC-CE OIC-CSE OIC-EE OIC- AS&H Office In charge DA	Dr. Mahesh Kumar, Assoc. Prof. CE Dr. Shashi Gurung, Assoc. Prof. CSE Ms. Aditi Sharma, AP EE Dr. Sunita Kumari, AP (Math.) Sh. Aman Luthra, Superintendent (Office) G-1 Smt. Alka Rani, PA	
2	Internal Quality Assurance Cell (IQAC)	Coordinator D.A.	Dr. Mahesh Kumar, Assoc. Prof. CE Mr. Sumit Kumar JOA (IT)	Other members of IQAC cell will be as per previous o/o.
3	Academics	OIC-Academic Member Member Member Member D.A.	Dr. Desh Raj, Assoc. Prof. Physics OIC-CE OIC-CSE OIC-EE OIC- AS&H Mr. Sumit Kumar JOA (IT) & Mr. Arun Kumar	All OICs of Deptt. will assist in conducting various duties/ works related to academics. In absence of OIC academic, Dr. Abhishek Dhiman, AP AS&H will look after the duty of OIC academic. Academic branch also deals with HPTU affiliation.
4	Time Table In-charge	Coordinator Member Member Member Member DA	Sh. Vinay Sharma, AP (AS&H) OIC-CE OIC-CSE OIC-EE OIC- AS&H Sh. Arun Kumar	
5	Student Welfare Fund (SWF) Committee	Chairman Member Secretary Member Member DA Student Representative	Director-cum-Principal Sh. Vinay Sharma, AP (AS&H) Superintendent (Office) G-1/G-II ACFA Sh. Rohit Sankhyan JOA (IT) Class Representatives (CRs) of all classes/Hostel President Boys/Hostel President Girls	
6	Students' counsellors	Counsellors Student Representative DA	OICs of all departments Class In-Charge of respective classes Apprentices	

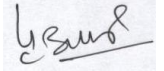
7	Remedial Classes for all SC/ST/OBC and other academically weaker students	Coordinator Member Member DA	Dr. Desh Raj, Assoc. Prof. Physics OIC-Academic Dr. Sunita Kumari, AP (Math.) Dr. Mahesh Kumar, Assoc. Prof. CE Mr. Sumit Kumar, JOA(IT)	
8	Internal Complaints Committee (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and students, redressing of grievances, women/Girls grievances Cell, Transgender welfare)	Chairman Member Member Member (DA) Student Representative	Dr. Sunita Kumari , AP AS&H Ms. Aditi Sharma, AP EE Sh. Pankaj Chauhan, AP CE Smt. Kusum Lata , Sr. Assistant One girl student representative from each class	
9	Students Grievances Cell	Chairperson Member Member Member DA	Director-cum-Principal Dr. Shashi Gurung, Assoc. Prof. CSE Dr. Sunita Kumari , Asso Prof AS&H Sh. Pankaj Chauhan, AP CE Dr. Sita Ram, AP EE Mr. Sumit Kumar, JOA(IT)	
10	SC/ST/OBC/PWD Grievances Cell	Chairperson Member Member Member DA Student Representative	Dr. Mahesh Kumar, Assoc. Prof. CE Dr. Abhishek Dhiman. AP AS&H Sh. Ravi Kumar, AP CSE Sh. Ashish Kumar Sh. Arun Kumar Student representatives from each class	
11	Anti-Ragging Committee	Chairman Member Member Secretary Member Member Member Member Member Member Member(D.A) Member Member Member Student Representative	Director-cum-Principal Dr. Mahesh Kumar Dr. Shashi Gurung, Assoc. Prof. CSE Dr. Sunita Kumari, AP, AS&H Dr. Desh Raj, Assoc. Prof. Physics Ms. Aditi Sharma, AP EE Suptd. Office G1 ACFA Smt. Kusum Lata, Sr. Assistant DSP Bilaspur SHO Bilaspur Panchyat Pardhan Bandla Vipin Kumar, Kamdhenu Hitkari Munch (NGO representative) Class representatives of each class of all the department Parents of few (4 to 5) students	
12	Anti-Ragging Squad	Coordinator Member Member Member Member Member Member/ DA	Sh. Abhishek Dhiman, AP AS&H Sh. Nikhil Sukhija, AP EE Ms. Aditi Sharma, AP EE Sh. Pankaj Chauhan, AP CE Sh. Samil Ahmad, AP CE Sh. Manoj Kumar, Hostel Supdt. Smt. Yash Paul, Senior Assistant	

13	(Estate Office) Maintenance, Land, Civil works, Campus development, Electrical & Water Supply facilities, Horticulture, STP, WTP, Pollution Board Control etc.)	Estate Officer Member Member Member DA	Sh. Samil Ahmad Poswal ,AP CE Dr. Sita Ram, AP EE. Sh. Ankush Banyal, AP, ME Dr. Shashi Gurung, Assoc. Prof. CSE Sh. Shiv Dayal, Sr Assistant	
14	House Allotment Committee	Chairman Member Member DA	Director-cum-Principal Dr. Mahesh Kumar, Assoc. Prof. CE Sh. Aman Luthra , Suptd.- G1 Smt. Alka Rani , PA	as per previous o/o.
15	Guest/Transit House Management/IRG/Consultancy	Officer In-charge Member Member Member/DA	Sh. Ankur Thakur, AP CE Sh. Aman Luthra, Suptd. - G1 Sh. Pankaj Gupta , ACFA Sh. Yash Paul (Sr. Astd.)	
16	Food Safety and Standard Committee (Canteen, Hostel Mess)	OIC Member Member Member Member DA	Dr. Sita Ram, AP EE Sh. Ravi Kumar, AP CSE Ms. Aditi Sharma, AP EE Sh. Aman Luthra, Suptd. Office G1 Sh. Pankaj Gupta, ACFA Sh. Rohit Sankhyan JOA (IT)	
17	Institute Magazine/Annual Report/News Letter, status report, Technical Magazines, Hindi Cell, literacy Cell	Coordinator Members Members Members DA	Dr. Sunita Kumari, Assoc. Prof. (AS&H) Sh. Pankaj Chauhan, AP CE Sh. Nikhil Sukheja, AP EE Sh. Yash Paul (Sr. Astd.)	
18	Examination Cell (Internal & External)	Coordinator (Internal) Coordinator (External) DA	Sh. Nitish Verma, AP EE Sh. Anshul Sud AP CE Sh. Puneet Kumar (LA) Sh. Jagdesh Kumar (LA) Sh Arun Kumar	
19	Cultural Committee (Techno management, Music, Dramatic, photography, Hiking, trekking activities)	Coordinator Member Member DA	Dr. Sunita Kumari, Asso.Prof (AS&H) Sh. Nishant Singh Chandel, AP (CE) Sh. Rohit Sankhyan, JOA (IT)	
20	Disaster Management Cell (Including Fire Safety), Pradhan Mantri Kaushal Vikas Yojana (PMKVY), HFC, etc	Coordinator Coordinator (PMKVY) Member DA	Sh. Ankush Banyal, AP, ME Dr. Anshul Sud, AP CE Dr. Sita Ram, AP EE Sh. Rohit Sankhyan JOA (IT)	
21	Store	Store Officer GeM/ E-Procurement Coordinator DA	Dr. Sita Ram, AP EE. Dr. Shashi Gurung, Assoc. Prof. CSE Sh. Rakesh Kumar	
22	Purchase Committee (Institute level)	Chairman Member Member Member Member Member DA	Director-cum-Principal Dr. Shashi Gurung, Assoc. Prof. CSE Dr. Abhishek Dhiman, AP ASH Sh. Aman Luthra, Suptd. G-I Sh. Pankaj Gupta, ACFA Sh. Rakesh Kumar	
23	Local Purchase Committee	Chairman Member Member Member Member Member DA	Director-cum-Principal Dr. Shashi Gurung, Assoc. Prof. CSE Sh. Ankur Thakur, AP CE Sh. Aman Luthra, Suptd. G-I Sh. Pankaj Gupta, ACFA Sh. Rakesh Kumar	as per previous o/o. DTE

24	Training & Placement Cell (Industrial Training/NIP/Industry-Institute-Interaction)	OIC (TPO) Member DA	Sh. Nishant Singh Chandel, AP (CE) Sh. Nikhil Sukheja, AP (EE) Sh. Arun Kumar
25	MoU, Resource Planning & Management	Coordinator Member DA	Sh. Nishant Singh Chandel, AP (EE) Sh. Nikhil Sukhija Sh. Rakesh Kumar
26	Security, Discipline, COTPA & Anti -Drug Committee	Coordinator Member Member Member DA	Dr. Abhishek Dhiman, AP AS&H Sh. Ankush Banyal, AP, ME Sh. Nitish Verma, AP EE Sh. Pankaj Chauhan, AP CE Sh. Rakesh Kumar
27	Institute Innovation Council (IIC)	President	Dr. Abhishek Dhiman, AP AS&H
Convener		Dr. Anshul Sud, AP CE	
Coordinator-Innovation /Hackathon activities / Start-up activities		Sh. Ravi Kumar, AP CSE	
Coordinator-Internship activities		Sh. Nishant Singh Chandel, AP CE	
Coordinator-IPR activities		Sh. Nitish Verma, AP CE	
Coordinator-Social Media activities (Social Media Handling)		Dr. Shashi Gurung, Assoc. Prof. CSE	
Coordinator-ARIIA activities		Sh. Nikhil Sukhija AP,EE	
DA		Mr. Rohit, LA	
28	Regulatory Bodies, AICTE approval & Institute Mandatory disclosure, NRIF, ISO etc	OIC/ Coordinator Member Member DA	Sh. Nitish Verma , AP EE Sh. Ankush Banyal, AP ME Sh. Anshul Sud, AP CE Mr. Arun Kumar
29	Apprenticeship Cell: NATS (National Apprenticeship Training Scheme) & NAPS (National Apprenticeship Promotion Scheme)	Nodal Officer Member DA	Sh. Manik Dogra, AP, EE Dr. Anshul Sud , AP CE Sh. Shiv Dayal (Sr. Astt.)
30	AISHE, NAAC/NBA, 360 ⁰ feedback	Coordinator Member Member Member Member/DA	Sh. Vinay Sharma, AP (AS&H) Sh. Pankaj Chauhan, AP CE Dr. Shashi Gurung, Assoc. Prof. CSE Dr. Desh Raj, Assoc. Prof. Physics Sh. Jagdish Kumar (LA)
31	Scholarship monitoring/ verifying committee	Institute Nodal Officer Member Member/ DA	Sh. Samil Ahmad , AP CE Sh. Nikhil Sukhija, AP, EE Sh. Puneet Kumar (LA)
32	Sports, Gym, Medical Facilities & Events	OIC/ Coordinator Member/DA	Sh. Ankur Thakur, AP CE Sh. Jagdish Kumar (LA)
33	NCC, NSS	OIC/ Coordinator (NCC) OIC/ Coordinator (NSS) Member/DA	Sh. Nikhil Sukheja , AP EE Sh. Ankush Banyal , AP ME Sh. Puneet Kumar (LA)

34	Internet, Website updating, internet complaints, video conferencing, Telephone services Networking, Biometric attendance, UPS, Invertor, Misc, Electronic Installation etc.	OIC/ Coordinator Member Member DA	Dr. Shashi Gurung, Assoc. Prof. CSE Sh. Manik Dogra, AP, EE Mr. Puneet Verma LA Apprentice, CSE	
35	Library (including National Digital Library, e-library, books, journals, Magazines, Newspapers)	OIC/ Coordinator Member Member DA	Sh. Pankaj Chauhan, AP CE Sh. Manik Dogra , AP EE Ms. Meena, Asst. Lib Sh. Rohit (LA)	
36	RTI	PIO APIO Member DA	Director Cum Principal Sh. Shashi Garung, Assoc. CSE Sh. Aman Luthra, Suptd. G1 Sh. Shiv Dayal, Sr. Assistant	
37	Professional Societies	IEEE Coordinator CSI Coordinator ISTE Chapter-CE DA	Dr. Sita Ram, AP EE Sh. Ravi Kumar, AP CSE Sh. Nishant Chandel, AP CE Apprentice, CSE	
38	Alumni Association	OIC/ Coordinator EE Coordinator CE Coordinator CSE DA	Sh. Manik Dogra , AP EE Sh. Nishant Singh Chandel AP, CE Mr. Ravi Kumar, AP CSE Sh. Jagdesh kumar / Apprentice, CSE	
39	NPTEL Local Chapter, MOOCs through SWAYAM, IITs Spoken Tutorial GATE, Soft Skill & Other Coaching classes	Coordinator Member Member DA	Sh. Ankur Thakur ,AP CE Sh. Nitish Verma, AP EE Dr. Shashi Gurung, Assoc. Prof. CSE Apprentice, CSE	
40	Hospitality Committee	Coordinator Member DA	Sh. Aman Luthra, Suptd. Office G1 Sh. Pankaj Gupta, ACFA Smt. Kusum Lata , Sr. Assistant	
41	Digital Payments for Financial Transactions as per MOE Directives	OIC DA	Sh. Pankaj Gupta, ACFA Sh. Aman Luthra, Supdt. Gr-I Sh. Yash Paul (Sr. Astd.)	
42	Girls Hostel /Boys Hostel	Chief Warden Warden Warden Warden Member / DA	Dr. Shashi Gurung, Assoc. Prof. CSE Ms. Aditi, AP EE (Warden) Sh. Ravi Kumar , AP CSE (Warden) Sh. Samil Ahmad, AP CE(Warden) Sh. Manoj, Hostel Suptd.	
43	Red Ribbon Club, Eco Club, Electoral Literacy/Chunav Pathshala	Nodal Officer Member Member Member/DA	Sh. Pankaj Chauhan, AP CE Sh. Nikhil Sukhija, AP, EE Sh. Puneet Kumar (LA)	
44	Equal Opportunity Cell	Chairman Coodinator Member Member DA	Director-cum-Principal Dr. Desh Raj, Assoc. Prof. Physics Sh. Samil Ahmad , AP CE Sh. Manik Dogra , AP EE Mr. Sumit Kumar JOA (IT)	
45	Institute Employee Welfare	Staff Secretary Member DA	Sh. Vinay Sharma, AP (AS&H) Sh. Aman Luthra , Supdt. G1 Ms Alka Rani, PA	
46	Housekeeping, Sanitation	Coordinator Member/DA	Sh. Pankaj Chauhan, AP CE Smt. Kusum Lata , Sr Assistant	
47	Centre Saansad Gram Adarsh Yojna, Unnat Bharat Abhiyan	Coordinator DA	Sh. Ankush Banyal , AP, ME Sh. Rohit Sankhyan JOA (IT)	

All the committee members as listed above are directed to carryout, manage and record all the activities and tasks assigned under committee from time to time and apprise the office of undersigned on routine basis.

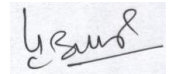


Prof. (Dr.) Umesh C. Rathore
Director-cum-Principal (Additional Charge),
Govt. Hydro Engg. College, Bandla,
Distt. Bilaspur, Himachal Pradesh
Date: **03-09-2025**

No:HEC/BLP/Estt/2025-**3077-3079**

Copy to

1. Above Mentioned committed members for information and compliance.
2. Circulation among all staff members.
3. Website coordinator to upload the institute website.



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