



I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

(Office of Director Main Campus)

Prof. (Dr.) Vikas Chawla
(Director Main Campus)

Contact: 01822-255055
Email: director.mc@ptu.ac.in

Ref. No.: IKGPTU/AR/MC/2021/277

Dated 08/06/2021

Departmental Office Order

Sub: **Constitution of Committees regarding smooth functioning of IKGPTU Main Campus.**

With the approval of the Honorable Vice Chancellor; the following standing committees are hereby constituted for the smooth functioning of IKGPTU, Main Campus:

Sr. No.	Name of the Committee	Duties
1.	Administrative/Academic Committee:	
	1. Director (Main Campus)	Chairman
	2. All Deputy Deans (Faculty)	Member
	3. DR (Academics, Main Campus)	Convener
		<ul style="list-style-type: none">To ensure implementation of administrative/academic notifications/norms notified by Punjab Govt./ University.The committee will monitor all academic programmes for the year and send out directions for effective curriculum transaction.The committee is also made responsible for collecting feedback from the students through teacher and HoD's, accordingly suggests remedial actions if needed.
2.	Time Table Committee:	
	1. Dr. Ashish Arora, HoD (Math. Sci.)	Chairman
	2. Dr. Raman Kumar, Incharge (CSE)	Member
	3. Ar. Md. Fuzail Jawald, AP (Civil Engg.)	Member
	4. Dr. Deepika Bhalla, AP (Electrical Engg.)	Member
	5. Dr. Rakesh Goyal, AP (ECE)	Member
	6. Dr. Varinderjit Singh, AP (Phy. Sciences)	Member
	7. Dr. Vandana Naithani, AP (Chem. Sci.)	Convener
		<ul style="list-style-type: none">To prepare and compile time table for classes of all departments well before the start of next semester.To prepare and compile teaching load calculation and course coverage.The above tasks will be completed in coordination with all Head of Department.

Assistant Registrar

I. K. Gujral Punjab Technical University
Jalandhar

Dean,
Student Welfare
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3	Discipline & Hostel Affair Committee:		
	1. Dr. Neel Kanth Grover, Dean (Student Welfare)	Chairman	<ul style="list-style-type: none">• To keep a watch on the activities of the students in the campus and hostels (Boys & Girls).• To maintain discipline during sports, cultural and other events.• To submit report for any type of dispute between students.• Allotment of rooms to the students in the hostel according to the rules.• To provide mess and canteen services in both hostel (Boys & Girls)• To formulate the rules regarding warden/hostels.• To provide all facilities in hostels.• To ensure safe environment in the hostels.• Maintain the presence of students and faculty in different events.
	2. Chief Warden	Member	
	3. Wardens Girls Hostel, Warden Boys Hostel-I & Warden Boys Hostel-II	Member	
	4. Concerned HoD / Coordinator of Department	Member	
	5. Warden of Hostel / Teacher from the concerned Department as nominated by HOD	Convener	
4.	Website & Computer Network Committee:		
	1. Dr. Satvir Singh, Deputy Dean (Faculty - Engineering) & Associate Prof., ECE	Chairman	<ul style="list-style-type: none">• To develop and update the website.• To develop Web portal / ERP for main campus and constituent Campuses• Data management of students.• To generate the requirement of computer hardware and software
	2. In-charge, ITS	Member	
	3. Mr. Ankit Kapila, Programmer, ITS	Member	
	4. DR (Academics, Main Campus)	Member	
	5. Network Administrator, Main Campus	Convener	
5.	Post Matric Schemes & Other Scholarships:		
	1. Dr. Neel Kanth Grover, Dean (Student Welfare)	Chairman	<ul style="list-style-type: none">• To ensure scholarship to the eligible scholars, timely submission of final applications.
	2. Dr. Rajneesh Kant Sachdev, HoD, FST & Hotel Management	Member	

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3. Dr. Gurjinder Singh, AP, Math. Sci.	Member	<ul style="list-style-type: none"> To implement all policies related to scholarship schemes of the Govt. of Punjab / Govt. of India for the benefits of the students. To liaison with all related government offices.
4. Dr. Sanjeev Kumar Bansal, AP, Mgmt.	Member	
5. Dr. Rajpreet Kaur, AP, Management	Member	
6. DR (Academics, Main Campus)	Member	
7. Network Administrator, Main Campus	Convener	
6. Sports Coordinators:		
1. Dr. Amit Bansal, AP, ME	Basketball	<ul style="list-style-type: none"> To facilitate the participation of the students in sports activities. To liaison with the student welfare department. To prepare budget related to sports activities in campus To prepare and execute calendar of sports activity. To liaison with all HoDs and students on behalf of student welfare department for the execution of various activities. To prepare subcommittee for various events organized in the campus
2. Dr. Chander Parkash, Incharge, Chem. Sci.	Cricket	
3. Dr. Reshu Sanan, AP, Chem. Sci.	Chess	
4. Dr. Amoljit Singh Gill, AP, ME	Badminton/ Kabaddi	
5. Dr. Sanjeev Kumar Bansal, AP, Mgmt.	Volleyball	
6. Dr. Deepak Kumar Goyal, AP, ME	Table-Tennis	
7. Dr. Jujhar Singh, AP, ME	Athletics	
8. Dr. Sarabjit Singh Mann, AP, HLCS	Swimming	
9. Dr. Kapil Gupta, AP, Management	Cross Country	
10. Dr. Roopali Batra, AP, Management	Handball	
11. Dr. Rupesh Kumar, AP, Chemical Sci.	Football	
12. Dr. Rakesh Goyal, AP, ECE	Hockey	
13. Dr. Neetika, AP, Physical Sciences	Lawn-Tennis	
14. Dr. Barinderjit Singh, AP, FST	Power Lifting, Weight Lifting, Best physique	
7. Anti-Ragging Committee (as per notification No. DIR/MC/Office/3346 dated 28.06.2019):		
1. Dr. Rajneesh Kant Sachdev, HoD, FST & Hotel Management	Chairman	<ul style="list-style-type: none"> To ensure ragging free environment in the campus To handle the complaints regarding ragging. To sort out the cases as
2. Dr. Harmeen Soch, HoD, Management	Member	
3. Dr. Ranbir Singh, HoD, J&MC	Member	
4. Dr. Chander Parkash, Incharge, Chem. Sci.	Member	

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5. Dr. Ashish Arora, HoD, Mathematical Sci.	Member	reported + by anti-ragging squad and students. • To liaison with / implement policies of UGC/AICTE related to ragging.	
6. Dr. Hitesh Sharma, HoD, Phy. Sciences	Member		
7. Dr. Neel Kanth Grover, HoD, ME	Member		
8. Dr. Avtar Singh Buttar, HoD, ECE	Member		
9. Dr. Rajiv Chauhan, HoD, Civil Engg.	Member		
10. Dr. Gagandeep Kaur, HoD, Electrical Engg.	Member		
11. Dr. Raman Kumar, Incharge, CSE	Member		
12. Dr. Priyanka Mahajan, Incharge, HLCS	Member		
13. Mr. Amarjit Komal, Bureau Chief (Daily Ajit & Ajit Samachar Kapurthala Office)	Member		
14. Mr. Sachin Arora, Founder, The Life Helper (Regd.)	Member		
15. Mr. Vikasdeep Singh, Student (B.Tech EE 3 rd Semester)	Member		
16. Ms. Mittali Walia, Student (B.Tech CSE, 5 th Semester)	Member		
17. Mr. Atinderpal Singh, Student (B.Tech Civil, 5 th Semester)	Member		
18. Nominee of Deputy Commissioner (Kpt)	Member		
19. Nominee of SSP (Kpt)	Member		
8. Anti-Sexual Harassment Committee (as per notification No. IKGPTU/Reg/RO/40 dated 02.10.2020):			
1. Dr. Prabhjot Kaur, Director, IKGPTU Mohali Campus-II	Presiding Officer		• The role of this committee is to deal with the cases of anti-sexual harassment.
2. Dr. Chander Parkash, Incharge, Chem. Sciences	Member		
3. Dr. Dalveer Kaur, AP, ECE	Member		
4. Mr. Paramjit Singh Gill, DR (GA)	Member-cum-Convener		
5. Mr. Narender Kumar, SA, Academic	Member		
6. Adv. Harleen Kaur, Jalandhar	Member		
7. Ms. Palkeen (Student), CSE, Batch 2018 (in case Students are involved)	Member		

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	8. Ms. Harleen Kaur (Student) JRF (in case Students are involved)	Member	
	9. Ms. Ruhi Kumari (Student), EE, Batch 2018 (in case Students are involved)	Member	
9.	SC/ST Cell (for students):		
	1. Dr. Gagandeep Kaur, HoD, EE	Chairman	<ul style="list-style-type: none">To ensure the effective implementation of the reservation policy in admission.The role of this committee is to deal with cases of discrimination.To liaison with University Committee notified vide reference No. IKGPTU/Reg/RO/56 dated 17.10.2020 issued by Registrar Office.
	2. Dr. Satvir Singh, Associate Prof., ECE	Member	
	3. Dr. Neel Kanth Grover, HoD, ME	Member	
	4. Dr. Rajpreet Kaur, AP, Management	Member	
	5. Dr. Manoj Mittal, AP, ME	Member	
	6. Dr. Rakesh Kumar, AP, ECE	Member	
	7. DR (Academics, Main Campus)	Member	
10	UGC / AICTE / NAAC / NBA related activities:		
	1. Dr. Satvir Singh, Dy. Dean (Faculty - Engineering) & Associate Professor, ECE	Chairman	<ul style="list-style-type: none">To deal with different accreditations processes.Upload the necessary information from time to time for this purpose.To liaison with UGC/AICTE and other accreditations agencies in this regard.
	2. Dr. Amit Gupta, AP, ECE	Member	
	3. Dr. Hitesh Sharma, HoD, Physical Sciences	Member	
	4. Dr. Mandeep Kaur, AP, Management	Member	
	5. Dr. Jujhar Singh, AP, ME	Member	
	6. Dr. Amit Bansal, AP, ME	Member	
	7. Mr. Ankit Kapila, Programmer, ITS	Member	
	8. DR (Academics, Main Campus)	Member	
	9. Network Administrator (Main Campus)	Convener	
11.	Examination Committee:		
	1. Dr. Neel Kanth Grover, HoD, ME	Chairman	<ul style="list-style-type: none">Examination committee will be responsible for the conduct of MSTs for all the programs being offered at the campus as per the guidelines
	2. All HoDs	Member	
	3. Dr. Deepak Kumar Goyal, AP, ME	Convener	

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			<p>of IKGPTU Kapurthala, in coordination with all HODs.</p> <ul style="list-style-type: none"> The committee will keep the records of all the issues relevant to examinations. The committee will assist the Controller / Supdt. / Dy. Supdt. During Final Examinations. The committee will liaison with respective HoD and concerned officials of examination department, IKGPTU to resolve all the related issues.
12.	Building (Plan & Maintenance) & Furniture (Maintenance) Committee:		
	1. Dr. Rajneesh Kant Sachdev, HoD, FST Chairman & Hotel Management		<ul style="list-style-type: none"> The committee will be responsible for the activities related to plan/maintenance of campus building as well as maintenance/procurement of Furniture with tie up with XEN office for the campus as per IKGPTU Kapurthala norms
	2. Dr. Rajiv Chauhan, HoD, Civil Engg.	Member	
	3. Dr. Tarun Goyal, AP, ME	Member	
	4. DR (S&P, Main Campus)	Member	
	5. Dr. Shabir Sidhu, AP, FST	Convener	
13.	Woman Grievance Cell:		
	1. Dr. Gagandeep Kaur, HoD, EE	Chairman	<ul style="list-style-type: none"> The committee will be responsible to create and maintain safe, healthy and supportive environment for girl students in the campus. The committee will address issues faced by women at work place. The committee will function as per the norms laid down by the AICTE/ University. The committee members will meet once a month to discuss and resolve the grievances, if any received in writing from the
	2. Dr. Roopali Batra, AP, Management	Member	
	3. Dr. Supriya Behl, AP, Management	Member	
	4. Dr. Priyanka Mahajan, Incharge - Humanities, Languages & Cultural Studies	Member	

[Signature]
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			concerned staff/ students and will maintain the minutes of the meetings and submit the copy of the same to the Director.
14	Committee for Cultural Activities:		
	1. Dr. Avtar Singh Buttar, HoD, ECE	Chairman	• The committee will be responsible to promote and arrange extracurricular activities to bring out the talents of students in the performing arts.
	2. Assistant Director, Youth Welfare	Member	
	3. Dr. Gurjinder Singh, AP, Mathematical Sci.	Member	
	4. Dr. Sarabjit Singh Mann, AP, HLCS	Member	
	5. Dr. Amit Handa, AP, ME	Member	
15	Grievance Redressal Cell (for students):		
	1. Dr. Rajesh Narula, AP, Mathematical Sciences	Chairman	• The committee will provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students and staff in the Institute. • The committee has to comply with the AICTE/ University Regulations. The committee members will meet once a month to discuss and resolve the grievances, if any received in writing from the concerned students and will maintain the minutes of the meetings and submit the copy of the same to the Director. The committee chairman will convey the decision of the committee to the aggrieved students in writing.
	2. Dr. Pooja Mehta, AP, Management	Member	
	3. Dr. Neetika, AP, Physical Sciences	Member	
	4. Dr. Vivek Aggarwal, AP, ME	Member	
	5. Dr. Amoljit Singh Gill, AP, ME	Member	
	6. Dr. Roopa, AP, Chem. Sci.	Member	
	7. Dr. Gazal Sharma, AP, FST	Member	
	8. Dr. Rupesh Kumar, AP, Chem. Sci.	Convener	


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Anti-Ragging Squads:

1	a) Dr. Harmeen Soch, HoD b) Dr. Kapil Gupta, AP c) Dr. Mandeep Kaur, AP	Management	• Surprise checking of ragging activities in the campus at any time and submit report to anti-ragging committee.
2	a) Dr. Ranbir Singh, HoD b) Dr. Ekta Mahajan, AP c) Smt. Raj Rani, SA	Journalism & Mass Comm.	
3	a) Dr. Rajneesh Kanth Sachdev, HoD b) Dr. Shabir Sidhu, AP c) Dr. Barinderjit Singh, AP	Food Science & Technology	
4	a) Dr. Hitesh Sharma, HoD b) Dr. Maninder Kaur, AP c) Dr. Varinderjit Singh, AP	Physical Sciences	
5	a) Dr. Neel Kanth Grover, HoD b) Dr. Jujhar Singh, AP c) Dr. Deepak Kumar Goyal, AP	Mechanical Engg.	
6	a) Dr. Avtar Singh Buttar, HoD b) Dr. Amit Gupta, AP c) Dr. Dalveer Kaur, AP	Electronics and Comm. Engg.	
7	a) Dr. Rajiv Chauhan, HoD b) Ar. Md. Fuzail Jawaid, AP c) Smt. Manjit Kaur, SA	Civil Engg	
8	a) Dr. Raman Kumar, Incharge b) Dr. Anshu Bhasin, AP c) Dr. Pooja Sharma, AP	Computer Science & Engg.	
9	a) Dr. Gagandeep Kaur, HoD b) Dr. Deepika Bhalla, AP c) Dr. Rakesh Kumar, AP	Electrical Engg.	
10	a) Dr. Rajneesh Kant Sachdev, HoD b) Dr. Sanjeev Bansal, AP	Hotel Management	

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11	a) Dr. Priyanka Mahajan, Incharge b) Dr. Sarabjit Singh Mann, AP c) Smt. Manjit Kaur, SA	Humanities, Languages & Cultural Studies	
12	a) Dr. Chander Parkash, Incharge b) Dr. Gaurav Bhargav, Professor c) Dr. Roopa, AP	Chemical Sciences	
13	a) Dr. Ashish Arora, HoD b) Dr. Rajesh Narula, AP c) Smt. Ranjit Kaur, SA	Mathematical Sciences	
14	a) Chief Warden b) Warden Boys Hostel-I c) Warden Boys Hostel-II d) Warden Girls Hostel	Hostel	


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Endt. No. IKGPTU/AR/MC/2021/278-90


Dated : 08.06.2021

A copy of the above are forwarded to the following officers/faculty members/staff for information & necessary action please:

1. I/C Secretariat, O/O Vice Chancellor: For information of Hon'ble Vice Chancellor.
2. Registrar, IKGPTU
3. Dean (Academics)
4. Dean (SW)
5. Joint Registrar (SW)
6. All HoDs (Teaching)
7. Chief Warden, IKGPTU Main Campus
8. Warden Hostel (Boy/Girl)
9. Incharge Sports, IKGPTU
10. Assistant Director, Youth Welfare, IKGPTU
11. Incharge ITS (Upload on Main Campus website)
12. DR (Academic, MC)
13. All Concerned
14. File


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