

संदर्भ/ Ref. No. आई.एच.एम./पूसा/2023-24/1142.

दिनांक / Date: 01-02-2024

कार्यालय आदेश / Office Order

संस्थान के कार्यों के प्रभावी एवं कुशल निष्पादन हेतु, संस्थान के सभी शैक्षणिक एवं गैर-शैक्षणिक स्टाफ सदस्यों के लिए निम्नलिखित कर्तव्य एवं दायित्व निर्धारित किये गये हैं:

For the effective and efficient functioning of the institute, following duties and responsibilities have been assigned to the teaching and non-teaching staff members of the institute:

Department/ Division	Academics (Examination & Time Table) and Rooms Division (Front Office, Housekeeping, Laundry, Horticulture) CYNIX, Website, Social Media.			
HoD	Ms. Meenakshi Sumbly			
Team Members	S.No.	Name	Designation	Portfolio
	1.	Ms. Arti Ghai	Sr. Lecturer	Computer Lab, HSR, CBSP, Ek Bharat Shrestha Bharat activities, Guest Lecture- Even Semester, Projectors, Internet & WiFi
	2.	Dr. Shweta Misra	Sr. Lecturer	Housekeeping, Horticulture, Journal & Institute magazine, TRAS, Coordinator- KALAKRITI
	3.	Mr. Raunak Arora	Lecturer	Coordinator- CYNIX, Coordinator- Social Media, Dy. Exam Supt.
	4.	Ms. Arena Gulia	Asst. Lecturer	Housekeeping, TRAS, Asst. Coordinator- KALAKRITI, Asst. Coordinator-ASAVARI, Industrial Training, Laundry
	5.	Mr. Aman Singh Rathoud	Asst. Lecturer	DFP, Asst. Coordinator- CYNIX
	6.	Mr. Sarthak Kumar	Asst. Lecturer	Asst. Coordinator- Social Media, Bake Shop
	7.	Mr. Sankhaneel Dutta	Guest Faculty	Rooms Division, Asst. Coordinator- VAKTA
	8.	Mr. Neeraj Jain	UDC	Academics Cell, Scholarships
	9.	Mr. Rakesh Kumar	UDC	HSR & Hindi Cell
	10.	Mr. Vineet Chabra	LDC	Exam Cell
	11.	Mr. Atul Kumar	LDC	Assistant for Academics & Exam Cell.
	12.	Mr. Deepraj	IT Assistant	Data Entry, CYNIX equipment handling, Website uploading.
	13.	Mr. Manish Singh	IT Assistant	Overall Computer related maintenance, Up-keeping of Biometric Attendance Machine



Department/ Division	F&B Service, Resource Center (Library), Maintenance, Disciplinary Committee			
HoD	Mr. Anil Goyal			
Team Members	S.No.	Name	Designation	Portfolio
	1.	Mr. Anand Kumar	Sr. Lecturer	F&B service faculty, Boys Hostel Warden Member- Disciplinary Committee, Asst. Coordinator- Maintenance
	2.	Mr. T. Haokip	Lecturer	F&B service faculty, Security in-charge, ODC (Outdoor Catering)
	3.	Ms. Tanushri Sharma	Asst. Lecturer	F&B service faculty, Coordinator- ASAVARI, Guest House- Upkeep & Service, Journal & Institute magazine.
	4.	Mr. Dinesh Kumar Namdev	Librarian	Library

Department/ Division	Management Department, Placement, IT, M.Sc. Coordinator, Consultancies, Institute Ranking			
HoD	Dr. Anshu Singh			
Team Members	S.No.	Name	Designation	Portfolio
	1.	Mr. Ashish Sharma	Sr. Lecturer	Front Office & Computer faculty, Coordinator- Rajbhasha, Coordinator- Swachhata Action Plan (SAP) Guest Lecture- Odd Semester, Coordinator- Yuva & Tourism Club, Biometric Attendance Machine
	2.	Ms. Sakshi Sharma	Lecturer	Girls Hostel Warden, Journal & Institute magazine, Member- Disciplinary Committee, Overall Cultural Coordinator, Coordinator- PANCHTATVA
	3.	Ms. Charu Gupta	LDC	Placement Cell



Department/ Division	Food Production Department			
HoD	Ms. Mamta Bist			
Team Members	S.No.	Name	Designation	Portfolio
	1.	Mr.Vipul	Sr. Lecturer	Member- Disciplinary Committee, Faculty Substitutions, Coordinator- Website, ATK (Advance Training Kitchen)
	2.	Ms. Divya Bose	Sr. Lecturer	New Bakery, Bakeshop, Asst. Coordinator- Institute Ranking
	3.	Mr.Raunak Arora	Lecturer	Coordinator- CYNIX, Coordinator- Social Media, Dy. Exam Supt.
	4.	Mr.Devendra Singh	Lecturer	Coordinator- Sports, Asst. Coordinator- PANCHTATVA, New Bakery
	5.	Mr.Prayag Narayan Rathore	Lecturer	Coordinator- KALADHAR
	6.	Mr.VineetSheemar	Asst. Lecturer	Hostel Mess, Coordinator- VAKTA, Guest House- Catering
	7.	Mr.Sharad Kumar	Asst. Lecturer	DFP, Studio Kitchen, Asst. Coordinator- KALADHAR
	8.	Mr. Aman Singh Rathoud	Asst. Lecturer	DFP, Asst. Coordinator- CYNIX
	9.	Mr.Sarthak Kumar	Asst. Lecturer	Asst. Coordinator- Social Media, Bake Shop
	10.	Mr.Rohit Rai	Asst. Lecturer	Asst. Coordinator- Website
	11.	Mr. Gaurav Juneja	Teaching Associate	Asst. Coordinator- Sports Bakery, Bake Shop
	12.	Ms. MeenuDua (CBSP Faculty)	Teaching Associate	Bakery, Asst. Coordinator- PANCHTATVA
	13.	Mr. Hare Krishna Chaudhary(CBSP Faculty)	Teaching Associate	Food Production, Asst. Coordinator- KALADHAR



Department/ Division	Administration and Accounts Department (Establishment, General Administration, Accounts, Purchase, GeM, Stores), RTI, CPGRAMS, Scholarships of Students, Member- Disciplinary Committee			
HoD	Mr. Umesh Kumar Agarwal (Administrative and Accounts Officer)			
Team Members	S.No.	Name	Designation	Portfolio
	1.	Ms. Manju Bala	Office Superintendant	Establishment, General Administration, Purchase, GeM, RTI, Scholarships
	2.	Mr. Santosh Kumar	Accountant	Accounts
	3.	Mr. Ankit Jain	UDC	PA to Principal
	4.	Mr. Hitesh Gaur	UDC	Purchase, GeM, Establishment and other duties as assigned by Office Supt./ Admin. & Accts. Officer
	5.	Mr. Mohit	LDC	Establishment and other duties as assigned by Office Supt./ Admin. & Accts. Officer.
	6.	Mr. Rajender Prasad	LDC	Stores
	7.	Mr. Ajay Kumar	LDC	Duties as assigned by Office Supt./ Admin. & Accts. Officer.
	8.	Mr. Ashutosh	LDC	Duties as assigned by Accountant/Admin. & Accts. Officer.
	9.	Mr. Mahesh	LDC	Stores
	10.	Mr. Narender	LDC	Duties as assigned by Accountant/Admin. & Accts. Officer.

आवश्यकता के अनुसार और संस्थान के हित में कोई अतिरिक्त कार्य भी सौंपे जा सकते हैं। सभी संबंधितों से अनुरोध है कि प्रभार-अंतरण/प्रभार-ग्रहण, यदि कोई हो, तो दिनांक 01 फरवरी 2024 से और अधिकतम 15 फरवरी 2024 तक सुनिश्चित कर लें।

Any additional duties may be assigned as per requirement and in the interest of the institute. All the concerned are requested to hand-over/ take-over the charge, if any, w.e.f. 01st Feb. 2024 and latest by 15th Feb. 2024.

Amud...

कमल कान्त पंत / Kamal Kant Pant

प्रधानाचार्य एवं सचिव / Principal & Secretary

के प्रति / To,

1. सभी विभागाध्यक्ष / All HoDs
2. प्रशासनिक अधिकारी / Administrative Officer
3. सभी शैक्षणिक एवं गैर-शैक्षणिक स्टाफ सदस्य / All teaching and non-teaching staff members
4. गार्ड फाइल / Guard File

