

संदर्भ/ Ref. No. आई.एच.एम./पूसा/2025-26/176.

दिनांक / Date: 31-07-2025

कार्यालय आदेश / Office Order

संस्थान के प्रभावी एवं कुशल संचालन हेतु, दिनांक 31 जुलाई 2025 से अगले आदेश तक, संस्थान के शैक्षणिक एवं गैर-शैक्षणिक स्टाफ सदस्यों के लिए निम्नलिखित कर्तव्य एवं दायित्व निर्धारित किए जाते हैं:

For the effective and efficient functioning of the institute, the following duties and responsibilities have been assigned to the teaching and non-teaching staff members of the institute, with effect from 31st July 2025, and until further orders:

Department/ Division	Academic Head, Exam Superintendent, Examination & Time Table, Annual Awards, Rooms Division (Front Office, Housekeeping, Laundry, Horticulture), CYNIX, Website, Social Media.			
Officer	Ms. Meenakshi Sumbly, Head of Department			
Team Members	S. No.	Name	Designation	Portfolio
	1.	Dr. Shweta Misra	Sr. Lecturer	Horticulture, Pusa Journal & Institute Magazine, TRAS, Coordinator- KALAKRITI, Head-ICC [#] , Guest Rooms
	2.	Ms. Shradha Sharma	Sr. Lecturer	Coordinator- KALADHAR, Coordinator- VAKTA, Member- Disciplinary Committee, Dining Hall
	3.	Mr. Raunak Arora	Lecturer	Coordinator- CYNIX, Coordinator- Social Media, Dy. Exam Superintendent, IT In-Charge, Member- ICC [#]
	4.	Ms. Arena Gulia	Asstt. Lecturer	Asstt. Coordinator-ASAVARI, Industrial Training, Guest Lectures, Laundry, Asstt. Coordinator- KALAKRITI, Placement Cell
	5.	Mr. Pratyush Singh	Asstt. Lecturer	Institute Cleanliness, Asstt. IT labs, Asstt. Coordinator- CYNIX
	6.	Mr. Neeraj Jain	UDC	Academic Cell, Scholarships, ID Cards, Member- Disciplinary Committee
	7.	Mr. Rakesh Kumar	UDC	Hindi Cell, Anti-Ragging, SAP, EBSB
	8.	Mr. Vineet Chhabra	LDC*	Exam Cell
	9.	Mr. Atul Kumar	LDC*	Assistant for Academics & Exam Cell.
	10.	Mr. Akash	IT Assistant*	CYNIX, Up-keeping of Biometric Attendance Machine
	11.	Mr. Ankit Jewar	IT Assistant*	Overall Computer related maintenance

#ICC: Internal Complaints Committee

*Outsourced Staff.

Department/ Division	F&B Service, Resource Center (Library), Maintenance, Chairperson- Disciplinary Committee Annual Awards			
Officer	Dr. Anil Goyal, Head of Department			
Team Members	S. No.	Name	Designation	Portfolio
	1.	Mr. Anand Kumar	Sr. Lecturer	Warden - Boys Hostel, Member- Disciplinary Committee, Asstt. Coordinator- Maintenance, Member- Anti Ragging, Dining Hall
	2.	Mr. T. Haokip	Lecturer	Placement Team, Security in-charge, Sports in-charge, ODC (Outdoor Catering)
	3.	Ms. Tanushri Sharma	Asstt. Lecturer	Asstt. Warden- Girls Hostel, Asstt. Coordinator- CYNIX, Dining Hall
	4.	Mr. Dinesh Kumar Namdev	Librarian	Library

Department/ Division	Management Department, Placement, IT, M.Sc. Coordinator, Consultancies, Institute Ranking, Member- ICC [#] , Member- Disciplinary Committee, Annual Awards			
Officer	Dr. Anshu Singh, Head of Department			
Team Members	S. No.	Name	Designation	Portfolio
	1.	Mr. Ashish Sharma	Sr. Lecturer	Nodal Officer- Anti Ragging Committee Coordinator- Rajbhasha Hindi, Coordinator- SAP Coordinator- Re-Union, Dining Hall
	2.	Ms. Sakshi Sharma	Lecturer	Warden- Girls Hostel, Journal & Institute magazine Member-Anti Ragging Overall Cultural Coordinator, Coordinator- PUNCHTATVA
	3.	Ms. Charu Gupta	LDC*	Placement Cell

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Department/ Division	Food Production Department, Coordinator- Team Pro, Member- ICC [#] , Annual Awards			
Officer	Ms. Mamta Bist, Head of Department			
Team Members	S. No.	Name	Designation	Portfolio
	1.	Ms. Arti Ghai	Sr. Lecturer	Promotional activities in Schools, Member- ICC [#] , Member- Anti Ragging, EBSP
	2.	Mr. Vipul	Sr. Lecturer	Faculty Substitutions, Coordinator- Website, Institute PIHMAA representative, Member- Disciplinary Committee, Asstt. Coordinator- Team Pro
	3.	Ms. Divya Bose	Sr. Lecturer	Bakeshop In-charge, Asstt. Coordinator- Institute Ranking, Member- Anti Ragging, Annual Awards
	4.	Mr. Devendra Singh	Lecturer	Asstt. Warden- Boys Hostel, Asstt. Sports in-charge, Dining Hall
	5.	Mr. Prayag Narayan Rathore	Lecturer	Hostel Mess, Guest House- Catering, Coordinator-ASAVARI
	6.	Mr. Vineet Sheemar	Asstt. Lecturer	Asstt. Coordinator- VAKTA
	7.	Mr. Sharad Kumar	Asstt. Lecturer	Asstt. Coordinator- KALADHAR
	8.	Mr. Aman Singh Rathoud	Asstt. Lecturer	Asstt. Coordinator- TRAS, Asstt. Coordinator- Team Pro
	9.	Mr. Sarthak Kumar	Asstt. Lecturer	Asstt. Coordinator- Social Media, Bake Shop, Data Collection- Annual Awards, Asstt. Coordinator- CYNIX
	10.	Mr. Rohit Rai	Asstt. Lecturer	Asstt. Coordinator- Team Pro
	11.	Mr. Rishav Raj	Asstt. Lecturer	Asstt. Coordinator- PUNCHTATVA
	12.	Mr. Afzal Hasan	Asstt. Lecturer	Asstt. Coordinator- VAKTA
	13.	Mr. Darsh Dhyani	Asstt. Lecturer	Journal & Institute Magazine, Asstt. Coordinator- Website

Department/ Division	Administration and Accounts Department (Establishment, General Administration, Accounts, Purchase, GeM, Stores), Court Cases, RTI-CPIO, Biometric Attendance, CPGRAMS, CVC, Scholarships of Students, Member- Anti Ragging Member- Disciplinary Committee, Annual Awards			
Officer	Mr. Umesh Kumar Agarwal, Administrative cum Accounts Officer			
Team Members	S. No.	Name	Designation	Portfolio
	1.	Ms. Manju Bala	Office Superintendent	Establishment, General Administration, Purchase, GeM, RTI-APIO, Nodal Officer- Scholarships, Member- ICC [#] , Member- Disciplinary Committee
	2.	Mr. Santosh Kumar	Accountant	Accounts, Member- ICC [#] , Member- Anti Ragging

*Outsourced Staff.

3.	Mr. Ankit Jain	UDC	PA to Principal, Member- RTI Cell, Website uploading
4.	Mr. Hitesh Gaur	UDC	Purchase, GeM, and other duties as assigned by Office Supt./ Admin. cum Accounts Officer
5.	Mr. Ashish Ranjan	UDC	Accounts and other duties as assigned by the Accountant/ Admin. cum Accounts Officer.
6.	Mr. Mohit	LDC	Establishment and other duties as assigned by the Office Supt./ Admin. cum Accounts Officer
7.	Mr. Rajendra Prasad	LDC*	Stores
8.	Mr. Ajay Kumar	LDC*	Duties as assigned by Office Supt./ Admin. cum Accounts Officer
9.	Mr. Mahesh Kumar	LDC*	Stores, M.Sc. related work
10.	Mr. Narender Kumar	LDC*	Duties as assigned by Accountant/Admin. cum Accounts Officer
11.	Ms. Meena	Receptionist*	Reception, EPABX, Lockers, Log Books

#ICC: Internal Complaints Committee

उपरोक्त के अतिरिक्त, आवश्यकता के अनुसार तथा 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 उसे दिनांक 31 जुलाई 2025 तक सुनिश्चित कर लें।

In addition to the above, any further duties may be assigned as per requirement and in the interest of the institute. All the concerned are requested to complete the hand-over/take-over the charge, if any, latest by 31st Jul. 2025.

[Handwritten Signature]
31/07/2025

कमल कान्त पंत / Kamal Kant Pant
प्रधानाचार्य एवं सचिव / Principal & Secretary

के प्रति / To,

1. सभी विभागाध्यक्ष / All Heads of Departments (HODs)
2. प्रशासनिक एवं लेखा अधिकारी / Administrative cum Accounts Officer
3. सभी शैक्षणिक एवं गैर-शैक्षणिक स्टाफ सदस्य / All Teaching and Non-Teaching Staff Members
4. गार्ड फाइल / Guard File



*Outsourced Staff.