

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, NANAKPUR (PANCHKULA)

Office Order No.: 24)

Dated - 12/11/2020

In reference to Memo No. 838-874/Acd. dated 09/11/2020 received from the DGTE Haryana regarding Standard Operating Procedure (SOP's) for re-opening of Polytechnics w.e.f. 16-11-2020, the following committees are hereby constituted for implementation of SOP in this Institute.

1. **Emergency Care Support/ Response Team:** (Arrangement of First Aid and preparedness to meet out any emergency)
 - (i) Ms. Suksham Goyal, Sr. Lect. (Elect. Engg.)
 - (ii) Sh. Shalander Kumar, Lect. (Mech. Engg.)
 - (iii) Sh. Harish Khanna, Foreman Instructor.
2. **General Support Team:** (Day to day help & guidance to the students, seating arrangements, display of banners/pamphlets and maintenance of discipline)
 - (i) Ms. Manju Bala, Lect. (App. Sci.)
 - (ii) Sh. Amit Kumar, GF (Mech. Engg.)
 - (iii) Sh. Sachin, GF (Civil Engg.)
 - (iv) Sh. Gulvender, GF (Elect. Engg.)
3. **Commodity Support Team:** (Arrangements of Masks / Sanitizers / Banners and maintenance of cleanliness)
 - (i) Sh. Hardeep Kumar, Lect. (Comp. Engg.)
 - (ii) Sh. Neeraj Kumar, Lect. (Elect. Engg.)
 - (iii) Sh. Kulbir Singh, W/I
 - (iv) Sh. Dharamvir Singh, Clerk
4. **Inspection Team:** (Overall monitoring of Hygiene / Sanitization & proper implementation of SOP instructions by all students / staff / stakeholders)
 - (i) Sh. Jagbir Singh Chhillar, Sr. Lect. (App. Sci.)
 - (ii) Sh. Virender Gupta, Lect. (Comp. Engg.)
 - (iii) Sh. Dharamvir Saini, Programmer
 - (iv) Sh. Charanjit Singh, Lect. (OMCA)

The committees will maintain proper record of their activities/tasks assigned.

Principal
Govt. Polytechnic,
Nanakpur, Panchkula

Endst. No.: - GPNP/2020/ 3052

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1. A copy of the above is forwarded to following through email for information and accordingly necessary action please.
 - a. HOD Civil Engg./ Elect. Engg. / Mech. Engg. / Comp. Engg./ App. Sci./Office
2. Ms. Suksham Goyal, Sr. Lect. (Elect. Engg.) with a request to get it noted from concerned staff members.
3. Ms. Manju Bala, Lect. (App. Sci.) with a request to get it noted from concerned staff members.
4. Sh. Hardeep Kumar, Lect. (Comp. Engg.) with a request to get it noted from concerned staff members.
5. Sh. Jagbir Singh Chhillar, Sr. Lect. (App. Sci.) with a request to get it noted from concerned staff members.
6. O/I Website.
7. Notice Board
8. Guard File.

Principal
Govt. Polytechnic,
Nanakpur, Panchkula