

Punjab Engineering College, Chandigarh (Deemed to be University)

OFFICE ORDER

No. PEC/Dir/2023/02

Dated: 15-01-2023

Following Academic & Administrative duties in addition to Teaching, Research & other activities are hereby assigned to faculty members **w.e.f. 16.01.2023** till the date mentioned in Column No. 4 or till further orders whichever is earlier. This notification supersedes all previous orders regarding the assignment of these responsibilities.

A. Head of Centers:

1	2	3	4
S.No.	Name of Centre	Name (Prof./Dr./Sh./Ms.)	Tenure Up to
1	Centre of Excellence in Data Sciences	Sanjeev Sofat Computer Science & Engineering Department	15.01.2024
2	Centre of Excellence (Industrial and Product Design)	Parveen Kalra Production & Industrial Engineering Department	15.01.2024
3	Cyber Security & Research Centre	Divya Bansal Computer Science & Engineering Department	15.01.2024
4	Centre of Management & Humanities	Anju Singla	15.01.2024
5	Computer Centre	Sanjay Batish	15.01.2024

B. Career Development & Guidance Centre:

1	2	3	4
S.No.	Responsibility	Name (Prof./Dr./Sh./Ms.)	Tenure Up to
1	Professor-in-Charge	Poonam Saini Computer Science & Engineering Department	15.01.2024
1 (a)	Coordinator(s)	Ankit Yadav Mechanical Engineering Department Sudesh Rani Computer Science & Engineering Department	15.01.2024

C. Coordinators/Co-Coordinators

1	2	3	4
S.No.	Name of Activity	Name (Prof./Dr./Sh./Ms.)	Tenure Up to
1	Coordinator, Regulatory Compliance (UGC/AICTE/NBA/NAAC/NIRF etc.)	Rajesh Bhatia Computer Science & Engineering Department	15.01.2024
1 (a)	Co-Coordinator, Regulatory Compliance (UGC/AICTE/NBA/NAAC/NIRF etc.)	Sanjay Batish Head Computer Centre Prabhsimran Singh Network Administrator, Computer Centre	15.01.2024

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2	Coordinator, Continuing Education Programme (Faculty Development Programme/Seminars/Conferences & Skill Development/Enhancement for Staff)	Parveen Kalra Production & Industrial Engineering Department	15.01.2024
2 (a)	Co-Coordinator(s), Continuing Education Programme	Sandeep Salodkar Mechanical Engineering Department	15.01.2024
3	Coordinator, Time Table	Pardeep Kumar Gupta Civil Engineering Department	15.01.2024
3 (a)	Co-Coordinator, Time Table	Shilpa Computer Science & Engineering Department	15.01.2024
4	Coordinator, Entrepreneurship & Innovation Cell and PEC Incubator	Perminderjit Singh Mechanical Engineering Department	15.01.2024
4 (a)	Co-Coordinator(s), Entrepreneurship & Innovation Cell and PEC Incubator	Sandeep Salodkar Mechanical Engineering Department Alka Jindal Computer Science & Engineering Department	15.01.2024
5	Coordinator, Communication, Information & Media Cell; Newsletter & Publications/PRO	Loveleen Kaur Taneja Electrical Engineering Department	15.01.2024
5 (a)	Co-Coordinator, Communication, Information & Media Cell; Newsletter & Publications/PRO	Amandeep Kaur Computer Science & Engineering Department	15.01.2024
6	Coordinator, NCC (Army Wing)	Kamal Kumar Mechanical Engineering Department	15.01.2024
7	Coordinator, NCC (Naval Wing)	Ankit Yadav Mechanical Engineering Department	15.01.2024
8	Coordinator, NSS	Jaimala Gambhir Electrical Engineering Department	15.01.2024
8 (a)	Co-Coordinator (s) NSS	Sandeep Kaur Electrical Engineering Department Achitanand Dubey Mechanical Engineering Department	15.01.2024
9	Coordinator, Women Empowerment Cell	Asha Gupta Mathematics Department	15.01.2024
10	Coordinator, SC/ST Cell	Balwinder Singh Electrical Engineering Department	15.01.2024
11	Coordinator, Central Research Facility	Sanjeev Kumar Physics Department	15.01.2024
11 (a)	Co-coordinator, Central Research Facility	Arun Kumar Singh Electronics & Communication Engineering Department	15.01.2024
12	Coordinator, All India Universities (AIU)	Seema Vasishta Central Library	15.01.2024

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D. Warden (s)

1	2	3	4
S.No.	Name of Hostel	Name (Prof./Dr./Sh./Ms.)	Tenure Up to
1	Wardens, Kurukshetra Hostel	Sandeep Harit Computer Science & Engineering Department Jimmy Karloopia Production & Industrial Engineering Department	15.01.2024
2	Wardens, Aravali Hostel	Rahul O Vaishya Production & Industrial Engineering Department Suresh Chand Materials & Metallurgy Engineering Department	15.01.2024
3	Wardens, Himalaya Hostel	Chander Kant Susheel Mechanical Engineering Department Manish Kumar Computer Science & Engineering Department	15.01.2024
4	Wardens, Shivalik Hostel	Dhiraj Bharat Electrical Engineering Department Mayank Gupta Computer Science & Engineering Department	15.01.2024
5	Wardens, Vindhya Hostel	Alka Jindal Computer Science & Engineering Department Jyoti Kedia Electronics & Communication Engineering Deptt	15.01.2024
6	Wardens, Kalpana Chawla Hostel	Tejbir Kaur Mechanical Engineering Department Shilpa Computer Science & Engineering Department	15.01.2024

E. Liaison Officers:

1	2	3	4
S.No.	Name of Activity	Name (Prof./Dr./Sh./Ms.)	Tenure Up to
1	Women Faculty & Staff	Neelam Rup Prakash Electronics & Communication Engineering Deptt.	15.01.2024
2	Minority Faculty & Staff	Sarbjit Singh Mechanical Engineering Department	15.01.2024
3	SC & ST Faculty & Staff	Balwinder Singh Electrical Engineering Department	15.01.2024
4	OBC/BC Faculty & Staff	Tilak Thakur Electrical Engineering Department	15.01.2024
5	PWD Faculty & Staff	Bipan Chand Kaushal Electronics & Communication Engineering Department	15.01.2024

F. Student Advisers:

1	2	3	4
S.No.	Name of Activity	Name (Prof./Dr./Sh./Ms.)	Tenure Up to
1	OBC/ BC Students	Dhiraj Bharat Electrical Engineering Department	15.01.2024

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2	SC & ST Students	Kamal Kumar Civil Engineering Department	15.01.2024
3	Minority Students	Jasbir Kaur Electronics & Communication Engineering Department	15.01.2024
4	Student Counseling	Jaimala Gambhir Electrical Engineering Department	15.01.2024
5	International Students	Sovina Sood Civil Engineering Department	15.01.2024
6	Girl Students	Rupali Verma Computer Science & Engineering Department	15.01.2024

G. Other Activities:

1	2	3	4
S.No.	Name of Activity	Name (Prof./Dr./Sh./Ms.)	Tenure Up to
1	Chairperson (Estate & Works)	OSD to Director (To look after)	15.01.2024
2	Estate Officer-I (Civil Maintenance & Construction, Horticulture, Sanitation, Furniture and Heritage Furniture)	Har Amrit Singh Sandhu Civil Engineering Department	15.01.2024
3	Estate Officer-II (Security, Electrical Installation, Telephone Exchange, Air Conditioning, Fire Extinguisher)	Tejinder Saggu Electrical Engineering Department	15.01.2024
4	Chief Vigilance Officer	Prof. Balwinder Singh Electrical Engineering Department	15.01.2024
5	CPIO-cum-Nodal Officer (RTI)	Registrar	15.01.2024
6	Central Purchase Officer	N. M. Suri Production and Industrial Engineering Department	15.01.2024

H. Clubs:

1	2	3	4
S.No.	Name of Clubs	Name (Prof./Dr./Sh./Ms.)	Tenure Up to
1	Speaker's Association & Study Circle (SAASC)	Amandeep Kaur Computer Science & Engineering Department	15.01.2024
2	Dramatics Club	Sulata Bhandari Electrical Engineering Department	15.01.2024
3	Music Club	Gurpreet Singh Production and Industrial Engineering Department	15.01.2024
4	Editorial Board	Alka Jindal Computer Science & Engineering Department	15.01.2024
5	Projection & Design Club	Rita Mahajan Electronics & Communication Engineering Department	15.01.2024

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6	Art & Photography Club	Sumati Mahajan Mathematics Department	15.01.2024
7	Rotract Club	Jasvinder Singh Production and Industrial Engineering Department	15.01.2024

I. Societies:

1	2	3	4
S.No.	Society	Name (Prof./Dr./Sh./Ms.)	Tenure Up to
1	Aeronautical Society of India (AESI) and Aeromodelling	Tushar Siag Aerospace Engineering Department	15.01.2024
2	American Society of Civil Engineers (ASCE)	Har Amrit Singh Sandhu Civil Engineering Department	15.01.2024
3	Association for Computer Machinery (ACM)	Padmavati Computer Science & Engineering Department	15.01.2024
4	Institute of Electronics & Electrical Engineers (IEEE)	Jasbir Kaur Electronics & Communication Engineering Department	15.01.2024
5	Solar Energy Society of Indian (SESI)	Rintu Khanna Electrical Engineering Department	15.01.2024
6	Indian Society for Technical Education (ISTE)	Rakesh Dang Mechanical Engineering Department	15.01.2024
7	Indian Institute of Metals (IIM)	Suresh Chand Metallurgical & Metallurgy Engineering Deptt	15.01.2024
8	Robotics	Tejbir Kaur Mechanical Engineering Department	15.01.2024
9	Society of Automobile Engineers (SAE)	Chander Kant Susheel Mechanical Engineering Department	15.01.2024
10	Society of Manufacturing Engineers (SME)	N M Suri Production & Industrial Engineering Department	15.01.2024
11	American Society of Mechanical Engineers (ASME)	M M Goud Production & Industrial Engineering Department	15.01.2024
12	Astronomy & Space Physics Society (ASPS)	Shobhna Dhiman Physics Department	15.01.2024

J. Committees

1	2	4	5
S.No.	Name of Committee	Members (Prof./Dr./Sh./Ms.)	Tenure Up to
1	Standing Committee for Recruitment	<ul style="list-style-type: none"> ➤ Director (Chairperson) ➤ Deputy Director ➤ Dean Faculty Affairs (Convener) ➤ Dean Academic Affairs ➤ Representative (SC) ➤ Representative (OBC/Women) ➤ Respective HoD 	15.01.2024

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2	Standing Committee for Performance Evaluation/ Review of faculty	<ul style="list-style-type: none"> ➤ Director (Chairperson) ➤ Deputy Director ➤ Dean Faculty Affairs (Convener) ➤ Dean Academic Affairs ➤ Respective HoD 	15.01.2024
3	Institutional Purchase/Tender Committee	<ul style="list-style-type: none"> ➤ Uma Batra, Professor, MMED (Chairperson) ➤ M M Goud, Associate Professor, PIED ➤ Prem Lata, Assistant Professor, Chemistry ➤ Sukhwinder Singh, Assistant Professor, ECED ➤ Dhiraj Bharat, Assistant Professor EED ➤ Har Amrit Singh Sandhu, Assistant Professor, CED ➤ DC(F&A) ➤ Rintu Khanna, Professor, EED (Outgoing CPO) ➤ Central Purchase Officer (Convener) ➤ HoD of the concerned Deptt/case as special invitee 	15.01.2024
4	Library Advisory Committee	<ul style="list-style-type: none"> ➤ R. R, Singh, Professor, CED (Chairperson) ➤ O/Is Library of all Departments ➤ Seema Vasishta, Central Library (Convener) 	15.01.2024
5	Standing Committee of Senate	<ul style="list-style-type: none"> ➤ Deputy Director (Chairperson) ➤ Dean Academic Affairs (Convener) ➤ Registrar ➤ Head of concerned Department (to be nominated by Chairman Senate) ➤ One outside Senate member as per availability ➤ 02 Experts to be nominated by Chairman Senate as per requirement. 	15.01.2024
6	Faculty & Staff Grievance Redressal Committee	<ul style="list-style-type: none"> ➤ Deputy Director (Chairperson) ➤ Dean Faculty Affairs (Convener for Faculty) ➤ Registrar (Convener for Staff) ➤ DC(F&A) ➤ External member to be nominated by the Director as per requirement. 	15.01.2024
7	Internal Complaint Committee	<ul style="list-style-type: none"> ➤ Uma Batra, Professor, MMED (Chairperson) ➤ Neelam Rup Prakash, Professor, ECE, Liaison Officer (Women Faculty & Staff) ➤ Rupali Verma, Assistant Professor, CSE (Student Adviser Girls Students) ➤ Sarita Singla, Professor, CED ➤ Gurjit Singh, Assistant Professor, MED ➤ Dr. Rupinder Kaur, CMO, Panjab University, Chandigarh/ External member(s) nominated by the Director 	15.01.2024
8	Performance Based Award for Faculty & Staff	<ul style="list-style-type: none"> ➤ Deputy Director (Chairperson) ➤ Dean Faculty Affairs (Convener for Faculty) ➤ Dean Academic Affairs ➤ Registrar (Convener for Staff) 	15.01.2024

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9	Commercial & House Allotment Committee	<ul style="list-style-type: none"> ➤ Sanjeev Sofat, Professor, CSED (Chairperson) ➤ Pardeep Kumar Gupta, Professor, CED ➤ Chairperson Estate & Works ➤ President, PEC Employees Union ➤ Jatinder Singh, Sr. Assistant ➤ Estate Officer-I (Convener) 	15.01.2024
10	Master Plan & Space Allocation Committee	<ul style="list-style-type: none"> ➤ Deputy Director (Chairperson) ➤ Dean Student Affairs ➤ Dean Academic Affairs ➤ Chairperson Estate & Works ➤ Registrar ➤ Estate Officer-I (Convener) 	15.01.2024
11	Auction & Disposal Committee	<ul style="list-style-type: none"> ➤ Shakti Arora, Professor, CED (Chairperson) ➤ Rakesh Dang, Associate Professor, MED ➤ Estate Officer-II (Convener) ➤ DC(F&A) <p style="text-align: center;"><i>SK (G) to assist</i></p>	15.01.2024
12	Student Grievance Redressal Cell	<ul style="list-style-type: none"> ➤ Tilak Thakur, Professor, EED (Chairperson) ➤ Dean Academic Affairs ➤ Dean Students Affairs ➤ Puneet Chawla, Associate Dean Students Affairs (Convener) ➤ Sovina Sood, Assistant Professor, CED, Student Adviser (International Students) 	15.01.2024
13	SC/ST Cell	<ul style="list-style-type: none"> ➤ Balwinder Singh, Professor, EED (Chairperson) ➤ Shobhna Dhiman, Associate Professor, Physics Department ➤ Kamal Kumar, Associate Professor, CED, Student Adviser (SC/ST) ➤ Padmavati, Assistant Professor, CSE ➤ Har Amrit Singh Sandhu, Assistant Professor, CED ➤ Rakesh Kumar, Senior Assistant 	15.01.2024
14	Intellectual Property Rights (IPR) Cell	<ul style="list-style-type: none"> ➤ Alakesh Manna, Professor, MED (Chairperson) ➤ S. K. Singh, Professor, CED ➤ Arun Kumar Singh, Associate Professor, ECED ➤ Sukhwinder Singh, Assistant Professor, ECED 	15.01.2024
15	Computer and Peripherals	<ul style="list-style-type: none"> ➤ Head, Electrical Engineering Department (Chairperson) ➤ Head, Computer Centre ➤ Member: CSE Department (to be nominated by Head, CSE) ➤ Central Purchase Officer (Convener) ➤ AC(F&A) 	15.01.2024

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16	Furniture and AC Purchase	<ul style="list-style-type: none"> ➤ Head, Mechanical Engineering Department (Chairperson) ➤ Member: EE Department (to be nominated by Head, EED) ➤ Central Purchase Officer (Convener) ➤ Workshop Superintendent/Member nominated by Head, PIED ➤ AC(F&A) 	15.01.2024
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The administrative control and responsibility of smooth and effective running of the Workshop & Skill Development Centre (CoE – Siemens) is being assigned to the Department of Production and Industrial Engineering through Head, PIED.

The work of outgoing officers is duly acknowledged.

[Signature]
Director
15.01.2023

Endstt.No. PEC/Dir/2023/39-68

Dated: 15.01.2023

A copy of the above is forwarded to the following for information and necessary action: -

1. Deputy Director
2. All Deans
3. All Heads of Departments/ Centers
4. OSD to Director
5. All Concerned Officers
6. Registrar
7. Deputy Controller (Finance & Accounts)
8. Assistant Controller (Finance & Accounts)
9. Superintendent of various Sections
10. Webmaster: To update the same on the Institute website

[Signature]
Director
15.01.2023