



OFFICE OF THE DIRECTOR –CUM-PRINCIPAL  
ATAL BIHARI VAJPAYEE GOVT. INSTITUTE OF ENGG. & TECHNOLOGY  
PRAGATINAGAR SHIMLA H.P-171202

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Phone: 01783-253918, Fax: 01783-253919

No. 117

Date: 25 April 2023

**OFFICE ORDER**

As per the meeting of the students with the warden, held in Saraswati Girls' Hostel on 23<sup>rd</sup> April 2023 at 6:30 P.M., regarding various duties, the girls have unanimously agreed on the division of work as per the table given below. Therefore, these girls shall perform their duties as mentioned below, until further orders.

S. No.	Duties & Responsibilities	Secretary B.Tech.	Members B.Tech	Joint Secretary Poly/ITI	Members Poly/ITI
1.	Head Girls	Ishita Sharma EE 6 <sup>th</sup> Sem		Jyoti Chandel EE 6 <sup>th</sup> Sem (Poly)	
2.	Discipline In-charge	Jyoti (Apprentice B.Tech)	Dikshu Kalia EE 6 <sup>th</sup> Sem	Pooja EE 4 <sup>th</sup> Sem (Poly)	Tamanna Bhinta CSE 2 <sup>nd</sup> Sem (Poly)
3.	Finance In-charge	Tamanna CSE 6 <sup>th</sup> Sem	Shalini Bhatia CSE 4 <sup>th</sup> Sem; Jhanvi CSE 4 <sup>th</sup> Sem; Namrata Jaswal CSE 4 <sup>th</sup> Sem	Anjali Sagar EE 4 <sup>th</sup> Sem (Poly)	Palak (ITI) Draughtsman 1 <sup>st</sup> Year
4.	Fine In-charge	Tanisha EE 6 <sup>th</sup> Sem		Jyoti EE 4 <sup>th</sup> sem (Poly)	
5.	Leave Application In-charge	Kanika CSE 4 <sup>th</sup> Sem	Vishali CSE 4 <sup>th</sup> Sem	Anamika CSE 2 <sup>nd</sup> Sem (Poly)	Tanuja Sharma CSE 2 <sup>nd</sup> Sem (Poly)
6.	Sports In-charge	Shweta sharma CSE 6 <sup>th</sup> sem	Sarika CSE 4 <sup>th</sup> Sem	Somya CSE 2 <sup>nd</sup> sem (Poly)	Sunakshi EE 4 <sup>th</sup> Sem (Poly)
7.	Hostel Maintenance In-charge	Jinia EE 6 <sup>th</sup> Sem	Isha CSE 6 <sup>th</sup> Sem; Shavnam CSE 6 <sup>th</sup> Sem; Alisha ECE 4 <sup>th</sup> Sem	Sonam (ITI) Draughtsman Civil 2 <sup>nd</sup> year	Aastha CSE 2 <sup>nd</sup> Sem (Poly)
8.	Cleanliness In-charge	Madhubala zinta CSE 6 <sup>th</sup> Sem	Shavnam CSE 6 <sup>th</sup> Sem Latasha Singh CSE 2 <sup>nd</sup> Sem	Ruchika (ITI) Draughtsman Civil 2 <sup>nd</sup> year	Renuka 6 <sup>th</sup> Sem (Poly)
9.	Mess In-charge	Kriti Sharma CSE 6 <sup>th</sup> Sem	Shivali CSE 6 <sup>th</sup> Sem; Ritisha sharma ECE 6 <sup>th</sup> Sem; Aarushita CSE	Ranjana CSE 4 <sup>th</sup> sem (Poly)	Kaveri, CSE 6 <sup>th</sup> sem (Poly) Sonam 2 <sup>nd</sup> year Draughtsman, (ITI)

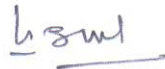


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			2 <sup>nd</sup> Sem; Pallavi EE 6 <sup>th</sup> Sem, Renu Bala;CSE 6 <sup>th</sup> sem Heena CSE 2 <sup>nd</sup> sem (Btech)		Navriti 6 <sup>th</sup> Sem CSE (Poly)
10.	Hostel Beautification In-charge	Aarushita CSE 2 <sup>nd</sup> Sem	Jinia EE 6 <sup>th</sup> Sem Tanisha EE 6 <sup>th</sup> sem Jhanvi CSE 4 <sup>th</sup> sem	Preeti 6 <sup>th</sup> Sem EE (Poly)	Muskaan 2 <sup>nd</sup> Sem CSE (Poly)
11.	Library/Reading Room In-charge	Shlagha CSE 8 <sup>th</sup> Sem	Malini CSE 4 <sup>th</sup> Sem Shagun Gupta Sem 4 <sup>th</sup> Sem	Kaveri CSE 6 <sup>th</sup> Sem (Poly)	
12.	Medical In- charge	Shweta choudary ECE 6 <sup>th</sup> Sem	Sneha 2 <sup>nd</sup> Sem ; Sudiksha 2 <sup>nd</sup> Sem	Suryanshi EE 4 <sup>th</sup> Sem (Poly)	
13.	TV room In- charge	Ishita Sharma EE 6 <sup>th</sup>	Aarzoo EE 2 <sup>nd</sup> sem	Somya CSE 2 <sup>nd</sup> Sem (Poly)	Niharika 2 <sup>nd</sup> Sem CSE (Poly)

  
Warden Saraswati Girls' Hostel


  
Director-cum-Principal  
ABVG IET, Pragatinagar, Shimla

Endstt.No. ABVG IET/Estt./B.Tech./Girls' Hostel/2022- 813-815

Dated: 25-04-2023

Copy to:-

1. Hostel Warden, Saraswati Girls' Hostel
2. Notice Board Saraswati Girls' Hostel
3. Website Coordinator

  
Director-cum-Principal  
ABVG IET, Pragatinagar, Shimla