



OFFICE OF THE DIRECTOR-CUM-PRINCIPAL
ATAL BIHARI VAJPAYEE GOVT. INSTITUTE OF ENGG. & TECHNOLOGY
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CIRCULAR

Subject: Assignment of Duties to Hostel Prefects

It is hereby notified that the following students have been appointed as Hostel Prefects for the academic session 2025-26 in Parvati & Saraswati Girls' Hostels. The prefects shall assist the hostel administration in ensuring smooth functioning, discipline, and welfare of the boarders. Their assigned duties are as follows:

List of Duties Assigned:

Department	Incharges (Name & Class of B.Tech Students)	Members
Head Girl	Jahnavi (CSE 7th)	—
Mess	Sneha (EE 7th), Priya (CSE 7th), Ritika (CSE 7th)	Neha (Poly), Vanshika Rajan. (B.Tech.)
Discipline	Sakshi (EE 7th), Latasha (CSE 7th), Heena (CSE 7th)	Harshita (B.Tech), Vaishali (Poly), Simran (Poly)
Cleanliness	Anshika (EE 7th), Arzoo (EE 7th), Ankita (EE 7th)	Ankita (Poly), Shashi (Poly), Brinda (B.Tech)
Finance	Isha (EE 7th), Tanya (CSE 7th)	Payal (Poly), Vanshika (B.Tech)
Sports	Raina (ECE 7th)	Priya (Poly), Garima (B.Tech)
Library	Anshika (CSE 7th)	Kritika (B.Tech.)
Fine	Vanshika Sharma (CSE 7th), Vanshika Jamta (CSE 7th)	Tanvi (B.Tech), Parul (ITI)
Maintenance	Sneh (ECE 7th), Vanshika Joshi (CSE 7th), Isha (CSE 7th)	Muskan (B.Tech), Vanshika (Poly), Priyanka (Poly)
Medical	Jahnavi (CSE 7th), Arushita (CSE 7th)	Mahima (B.Tech), Puiya (Poly)
TV Room & Beautification	Priya (CSE 7th)	Ambika (ITI)



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Instructions

1. All prefects shall discharge their responsibilities sincerely and report to the Chief Warden/Warden regularly.
2. Prefects are expected to maintain discipline, cooperation, and a positive hostel environment.
3. Any issues beyond their control must be immediately brought to the notice of the hostel authorities.
4. This division of duties will remain in force for the current session unless modified by the hostel administration.

The cooperation of all hostel residents is solicited to extend full support to the prefects in carrying out their duties effectively.

Dr. Divya Sharma
Chief Warden (Girls' Hostels)
ABVGIEET, Pragatinagar

Director-cum-Principal
ABVGIEET, Pragatinagar, Shimla

Endstt.No. ABVGIEET/B.Tech/Trg./Misc./Girls Hostel 2025-

Dated: 4 Nov 2025

Copy to:-

1. Notice Board Girls Hostel (Parvati & Saraswati)
- ✓ 2. Website Coordinator (Poly & B.Tech.)
3. Resident warden & Warden for information

Director-cum-Principal
ABVGIEET, Pragatinagar, Shimla