



ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਇੰਜ: ਕਾਲਜ
GURU NANAK DEV ENGINEERING COLLEGE
An Autonomous College under UGC Act, 1956
Institute accredited by NAAC (A Grade) & TCS
NBA and Institution of Engineers (India) Accredited UG Programmes
AICTE Approved, Affiliated to IKG Punjab Technical University, ISO : 9001:2015 Certified



Office Order

No. RK-38A/70
Dated: 07/11/2024

Duties for Admissions 2024-2025

Following teaching and non-teaching staff members are assigned admission duties w.e.f. 18 January, 2024.

The venue for Admission Cell is Consultancy Hall (TCC).

Overall Admission Coordinators

1. Pf. K.S. Mann, IT, 10168
2. Pf. Amanpreet Kaur Sodhi, App. Sci. 10194

B.Tech. Lateral Entry Coordinator

1. Pf. Jatinder Kapoor, MPE, 10044

Admission Co-coordinators

1. Pf. Mandeep Kaur, CE, 10029
2. Pf. Yuvraj Singh, CE, 10030

Admission Mentor Incharges

1. B.Tech. (1st Year Admissions) – Pf. Sandeep Kumar Singla, IT, 10177
2. B.Tech. (Lateral Entry Admissions) – Pf. Harnam Singh Farwaha, MPE, 10062
3. CA (BCA & MCA Admissions) – Pf. Dinesh Anand, 10217
4. BA (BBA & MBA Admissions) – Pf. H.S. Dhall, 10212
5. Architecture (B.Arch. & B.Voc. Admissions) – Ar. Vivek Schgal, 10311

PG Admissions(Engineering Programs)-Mentors Incharges cum Mentors

- i. CE – Pf. Puneet Pal Singh Cheema, 10012
- ii. CSE – Pf. Amandeep Kaur Sohal, 10137
- iii. ECE – Pf. Munish Rattan, 10117
- iv. EE – Pf. Arvind Dhingra, 10103
- v. IT – Pf. Amit Kamra, 10172
- vi. MPE – Pf. Harpuneet Singh, 10084

Dealing Officials

Officer	Clerk
DR/AR/E	AJAY
Dy. Registrar (Academic)	

B.Tech.(1stYear)Admission Mentors

Civil Engineering (CE)

1. Pf. Charnjit Singh,10022
2. Pf. Pardeep Singh Joia,10017
3. Pf. Balihar Singh,10288
4. Pf. Sukhwinder Singh, 10026
5. Pf. Arpan Singh Sidhu, 10369

Information Technology (IT)

1. Pf. Rupinder Kaur, 10185
2. Pf. Jaskiran Kaur, 10349
3. Pf. Harpreet Kaur, 10257
4. Pf. Himani Sharma, 10363
5. Pf. Gagneet Kaur, 10362

Computer Sci. Engineering (CSE)

1. Pf. Manpreet Kaur Mand,10146
2. Pf. Amit Jain,10303
3. Pf. Shailja,10150
4. Pf. Kuljit Kaur,10242
5. Pf. Priyanka Arora,10156
6. Pf. Vivek Thapar,10139
7. Pf. Meetali, 10341
8. Pf. Maninder Pal Singh, CA, 10367

Electrical Engineering (EE)

1. Pf. Arshdeep Kaur, 10264

Department Specific Admission Mentors

Computer Application

1. Pf. Manreet Sohal, 10343
2. Pf. Kamalpreet Kaur, 10322
3. Pf. Gurjiwan Singh, 10281
4. Pf. Harmandeep Kaur, 10345
5. Pf. Lakhvir Kaur Grewal, 10365
6. Pf. Amanpreet Kaur, 10344

Electronics and Comm. Engg. (ECE)

1. Pf. Gurpurneet Kaur, 10122
2. Pf. Preeti Pannu, 10239
3. Pf. Gurjot Kaur Walia, 10120
4. Pf. Harminder Kaur, 10119

Mech. & Prod. Engineering (MPE)

1. Pf. Prem Singh,10049
2. Pf. Deepak Dhand,10063
3. Pf. Gurwant Singh Gill,10057
4. Pf. Rupinder Singh,10059
5. Pf. Raman Kumar Sehgal,10294
6. Pf. Arshpreet Kaur,10089
7. Pf. Manjot Singh Bedi,10087
8. Pf. Jagjit Kaur, 10070
9. Pf. Amrinder Singh Pannu, 10071

B.Tech. (Lateral Entry) Admission Mentors

1. Pf. Prashant Garg, CE, 10013
2. Pf. Jagdeep Singh, MPE, 10085
3. Pf. Baljeet Singh, 10110
4. Pf. Baljeet Kaur, ECE, 10118
5. Pf. Manvinder Kingra, CE, 10253
6. Pf. Gulvir Singh, MPE,10081
7. Pf. Kuldeep Singh Kooner, EE, 10237

Business Administration

1. Mrs. Amanjot Kaur Gill, 10211
2. Mrs. Amarpreet Kaur, 10214
3. Ms. Mandeep Kaur, 10285
4. Ms. Prabhpreet Kaur, 10342
5. Pf. Kshma Kaushal, 10347

B.Arch. & B.Voc. (ID)

1. Ar. Gazal Soni, 10328
2. Ar. Dharni Middha, 10335
3. Ar. Baljeet Singh, 10354
4. Ar. Mankaran Singh, 10360
5. Ar. Jaspreet Kaur, 10361

Registration cum Counselling Desk (Weekdays & Weekends)

Following staff will be deputed on the duties as per the roster (for Weekdays/Weekends/Holiday(s)) prepared by the Overall Admission Coordinator(s).

Timings	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (8:30 am to 12:30 pm)	Pf. Satwant Singh, ME, 10076 Pf. Sandeep Kaur, CE, 10228 Pf. Balwinder Singh, EE, 10370 Pf. Chahat Jain, ECE, 10123	Pf. Harleen Kaur, ECE, 10284 Pf. Bhawna, EE, 10255 Pf. Mohanjit Kaur Kang, IT, 10183 Pf. Bhupinder Singh Dhillon, ME, 10055	Pf. Shehbaz Singh Brar, MPE, 10053 Pf. Samreet Kaur, EE, 10108 Pf. Neha Gupta, CA, 10350 Pf. Aishwarya Seth, MBA, 10364	Pf. Satwant Singh, ME, 10076 Pf. Sandeep Kaur, CE, 10228 Pf. Balwinder Singh, EE, 10370 Pf. Chahat Jain, ECE, 10123	Pf. Harleen Kaur, ECE, 10284 Pf. Bhawna, EE, 10255 Pf. Mohanjit Kaur Kang, IT, 10183 Pf. Bhupinder Singh Dhillon, ME, 10055
Evening (12:30 pm to 4:30 pm)	Pf. Jaswant Singh, CSE, 10297 Pf. Kanwal Preet Sahni, MPE, 10088 Pf. Avneet Kaur, CE, 10287 Pf. Rupinder Kaur, CA, 10366	Pf. Harkomal Kaur, CSE, 10251 Pf. Varinder Singh, CE, 10368 Ar. Navjot Kaur, Arch., 10313 Pf. Arshdip Kaur, MBA, 10372	Ar. Sukhmanjit Singh, Arch., 10333 Pf. Gulraj Singh, ME, 10092 Pf. Jashandeep Singh, CE, 10339 Pf. Swapandeep Kaur, EE, 10320	Pf. Jaswant Singh, 10297 Pf. Kanwal Preet Sahni, ME, 10088 Pf. Avneet Kaur, CE, 10287 Pf. Rupinder Kaur, CA, 10366	Pf. Harkomal Kaur, CSE, 10251 Pf. Varinder Singh, CE, 10368 Ar. Navjot Kaur, Arch., 10313 Pf. Arshdip Kaur, MBA, 10372

Weekend Desk

Pf. Kamaljit Kaur, IT, 10174
Pf. Parminder Kaur Wadhwa, IT, 10175
Pf. Sita Saini, CSE, 10340
Pf. Hardeep Singh Kang, CSE, 10159

Pf. Jatinderpal, MPE, 10058
Pf. Savleen Takkar, CE, 10292
Pf. Gurmeet Kaur, ME, 10048

Note: Staff deputed on Registration cum counselling desk will also contact the admission aspirants through phone calls.

Phone Call Duties

Incoming

Pf. Shivmanmeet Singh, ECE, 10274
Pf. Ramandeep Singh Sidhu, ME, 10080
Pf. Kunwar Partap Singh, ECE, 10326
Pf. Prabhjot Singh, CE, 10032

Outgoing

Pf. Sukhpal Singh, EE, 10327
Pf. Manmohan Singh, ME, 10077

WhatsApp

Pf. Kuldeepak Singh, ECE, 10125

Technical Team Incharge

Pf. Jasbir Singh Saini, CC, 10215

Technicians

Following staff will be deputed on the duties as per the roster prepared by the Overall Admission Coordinator(s).

1. Mr. Amandeep Sing Bhathal, IT, 30046
2. Mr. Jagraj Singh, IT, 30063
3. Mr. Jasbir Singh Samra, CC, 30069

Responsibility: To manage the devices (desktops, LEDs, printers, cameras etc.) at the venue.

Supporting Staff

Following staff will be deputed on the duties as per the roster (for Weekdays/Weekends/Holiday(s)) prepared by the Overall Admission Coordinator(s).

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|---|---|
| 1. Ms. Manpreet Kaur, ECE, 30175 | 6. Ms. Gagandeep Kaur, App. Sci., 30163 |
| 2. Mr. Kulwinder Singh, Workshop, 30139 | 7. Mr. Kuldeep Singh, EE, 30131 |
| 3. Mr. Kulvir Singh, ME, 30138 | 8. Mr. Sukhjinder Singh, IT, 301654 |
| 4. Mr. Jasbir Singh, CE, 30140 | 9. Mr. Varinderjit Singh, Workshop, 30145 |
| 5. Mr. Daljeet Singh, CSE, 30128 | 10. Mr. Amrik Singh, CE, 30162 |

Online Query Handling & Video Conferencing

Pf. Rajvir Kaur, App. Sci., 10262

Advertisement Officials**Banners/Flexes -Designing**

1. Pf. Chamkaur Jindal, MPE, 10061
2. Ar. Ramanpreet Kaur Chawla, 10371

Banners/Flexes - Displaying

1. Pf. Karanbir Singh, EE, 10295
2. Pf. Sukhjeet Singh, MPE, 10078
3. Workshop Staff

Newspaper/Media Advertisement

Pf. Satjot Singh Dhillon, MPE, 10052

Schools Visits & Coordination Team

1. Pf. Lakhveer Singh, MPE, 10072 – Incharge
2. Pf. Simranjit Kaur, ECE, 10129
3. Pf. Jaswinder Singh, MPE, 10068
4. Pf. Sukhwinderpal Singh Padda, CE, 10254
5. Pf. Daljeet Singh, CSE, 10157

Fee Collection (Offline Mode) for User-Creation/Registration etc. through software only

Mr. Bhagwant Singh, TCC

For any queries, Overall Admission Coordinators may be contacted.

All HoDs will ensure that the staff of their department performs the assigned duties in coordination with the Overall Admission Coordinator(s).

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Principal
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CC:

1. Overall Admission Coordinators – to issue necessary instructions/order for the smooth process of Admission 2024-25
2. Dean Academics
3. All Concerned through respective HODs/Section Incharges
4. Dean TCC- to provide the venue and necessary support
5. AR-Accounts
6. Supdt. Establishment
7. Office Copy