

# Punjab Engineering College, Chandigarh

**(Deemed to be University)**

## OFFICE ORDER

No. PEC/Dir/2024/02

Dated: 15-01-2024

Following Academic & Administrative duties in addition to Teaching, Research & other activities are hereby assigned to faculty members w.e.f. 16.01.2024 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/Cell:**

1	2	3	4
S.No.	Name of Centre	Name (Prof./Dr./Sh./Ms.)	Tenure Up to
1	Cyber Security & Research Centre	Divya Bansal Computer Science & Engineering Department	15.01.2025
2	Centre of Management & Humanities	Anju Singla	15.01.2025
3	Workshop & Skill Development Centre (CoE – Siemens)	R. S. Walia Production & Industrial Engineering Department	15.01.2025
4	Student Counselling Cell	Divya Bansal Computer Science & Engineering Department	15.01.2025
5	Computer Centre	Sanjay Batish	15.01.2025

### **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	15.01.2025
1 (a)	Coordinator(s)	Ankit Yadav Mechanical Engineering Department Jaskirat Kaur Electronics & Communication Engineering Department	15.01.2025

### **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	15.01.2025
1 (a)	Co-Coordinator, Regulatory Compliance (UGC/AICTE/NBA/NAAC/NIRF etc.)	Sanjay Batish Computer Centre Prabhjot Singh Computer Centre	15.01.2025
2	Coordinator, Time Table	S K Mangal Mechanical Engineering Department	15.01.2025



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2 (a)	Co-Coordinator, Time Table	Navneet Kaur Chemistry Department	15.01.2025
3	Coordinator, Entrepreneurship & Innovation Cell and PEC Incubator	Simranjit Singh Electronics & Communication Engineering Department	15.01.2025
3 (a)	Co-Coordinator(s), Entrepreneurship & Innovation Cell and PEC Incubator	Sudesh Rani Computer Science & Engineering Department	15.01.2025
4	Coordinator, Communication, Information & Media Cell; Newsletter & Publications/PRO	Loveleen Kaur Taneja Electrical Engineering Department	15.01.2025
4 (a)	Co-Coordinator, Communication, Information & Media Cell; Newsletter & Publications/PRO	Amandeep Kaur Computer Science & Engineering Department	15.01.2025
5	Coordinator, NCC (Army Wing)	Kamal Kumar Mechanical Engineering Department	15.01.2025
6	Coordinator, NCC (Naval Wing)	Ankit Yadav Mechanical Engineering Department	15.01.2025
7	Coordinator, NSS	Sandeep Kaur Electrical Engineering Department	15.01.2025
7 (a)	Co-Coordinator (s) NSS	Mayank Gupta Computer Science and Engineering Department Rattan Lal Mathematics Department Mohit Kumar Civil Engineering Department	15.01.2025
8	Coordinator, Women Empowerment Cell	Sucheta Mathematics Department	15.01.2025
9	Coordinator, Central Research Facility	Uma Batra Metallurgical and Materials Engineering Department	15.01.2025
9(a)	Co-coordinator, Central Research Facility	Sandeep Kumar Physics Department	15.01.2025
10	Coordinator, TEQIP II & III (Four Funds)	Sanjay Batish	15.01.2025
11	Coordinator, All India Universities (AIU)	Seema Vasishta Central Library	15.01.2025

#### D. Warden (s)

1	2	3	4
S.No.	Name of Hostel	Name (Prof./Dr./Sh./Ms.)	Tenure Up to
1	Wardens, Kurukshetra Hostel	Ajay Kumar Electrical Engineering Department Chander Kant Shusheel Mechanical Engineering Department	15.01.2025
2	Wardens, Aravali Hostel	Rahul O Vaishya Production & Industrial Engineering Department Harshit Kumar Khandelwal Mechanical Engineering Department	15.01.2025

3	Wardens, Himalaya Hostel	Sushil Kumar Computer Centre Lokesh Kumar Mechanical Engineering Department	15.01.2025
4	Wardens, Shivalik Hostel	Dhiraj Bharat Electrical Engineering Department Jasvinder Singh Production & Industrial Engineering Department	15.01.2025
5	Wardens, Vindhya Hostel	Alka Jindal Computer Science & Engineering Department Balwinder Kaur Electrical Engineering Department	15.01.2025
6	Wardens, Kalpana Chawla Hostel	Tejbir Kaur Mechanical Engineering Department Shilpa Computer Science & Engineering Department	15.01.2025

**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.	15.01.2025
2	Minority Faculty & Staff	Sarbjit Singh Mechanical Engineering Department	15.01.2025
3	SC & ST Faculty & Staff	Balwinder Singh Electrical Engineering Department	15.01.2025
4	OBC/BC Faculty & Staff	Tilak Thakur Electrical Engineering Department	15.01.2025
5	PWD Faculty & Staff	Bipan Chand Kaushal Electronics & Communication Engineering Deptt.	15.01.2025

**F. Student Advisers:**

1	2	3	4
S.No.	Name of Activity	Name (Prof./Dr./Sh./Ms.)	Tenure Up to
1	OB/ BC Students	Sudesh Rani Computer Science & Engineering Department	15.01.2025
2	SC & ST Students	Sukhwinder Singh Electronics & Communication Engineering Department	15.01.2025
3	Minority Students	Jasbir Kaur Electronics & Communication Engineering Department	15.01.2025
5	International Students	Satnam Kaur Computer Science & Engineering Department	15.01.2025
6	Girl Students	Rupali Verma Computer Science & Engineering Department	15.01.2025

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**G. Other Activities:**

1	2	3	4
S.No.	Name of Activity	Name (Prof./Dr./Sh./Ms.)	Tenure Up to
1	Chairperson (Estate & Works)	Sushant Samir Mechanical Engineering Department	15.01.2025
2	Estate Officer-I (Civil Maintenance & Construction, Security, Furniture and Heritage Furniture)	Har Amrit Singh Sandhu Civil Engineering Department	15.01.2025
3	Estate Officer-II (Electrical Installation, Telephone Exchange, Air Conditioning, Horticulture, Sanitation, Fire Extinguisher)	Tejinder Sagg Electrical Engineering Department	15.01.2025
4	Chief Vigilance Officer	Prof. Balwinder Singh Electrical Engineering Department	15.01.2025
5	CPIO-cum-Nodal Officer (RTI)	Registrar	15.01.2025
6	Central Purchase Officer	Jagdish Kumar Electrical Engineering Department	15.01.2025
7	Coordinator, Dhayan Kendra	Jyoti Kedia Electronics & Communication Engineering Department	15.01.2025
7(a)	Co-coordinator, Dhayan Kendra	Deepak Sharma Electronics & Communication Engineering Department	15.01.2025

**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	15.01.2025
2	Dramatics Club	Nidhi Tanwar Centre of Management & Humanities	15.01.2025
3	Music Club	Gaurab Das Electronics and Communication Engineering Department	15.01.2025
4	Editorial Board (English)	Kanu Goel Computer Science & Engineering Department	15.01.2025
5	Editorial Board (Hindi)	Lokesh Kumar Mechanical Engineering Department	15.01.2025
6	Editorial Board (Punjabi)	Gurpreet Singh Production and Industrial Engineering Department	15.01.2025
7	Projection & Design Club	Kaustab R. Kamble Metallurgical & Metallurgy Engineering Department	15.01.2025
8	Art & Photography Club	Prabhsimran Singh Computer Centre	15.01.2025

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9	Rotract Club	Vibhor Chaswal Metallurgical & Materials Engineering Department	15.01.2025
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**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	Gurpreet Singh Production and Industrial Engineering Department	15.01.2025
2	American Society of Civil Engineers (ASCE)	Har Amrit Singh Sandhu Civil Engineering Department	15.01.2025
3	Association for Computer Machinery (ACM)	Satnam Kaur Computer Science & Engineering Department	15.01.2025
4	Institute of Electronics & Electrical Engineers (IEEE)	Deepak Sharma Electronics & Communication Engineering Department	15.01.2025
5	Solar Energy Society of Indian (SESI)	Jaimala Gambhir Electrical Engineering Department	15.01.2025
6	Indian Society for Technical Education (ISTE)	Rakesh Dang Mechanical Engineering Department	15.01.2025
7	Indian Institute of Metals (IIM)	Kaustab R. Kamble Metallurgical & Metallurgy Engineering Deptt	15.01.2025
8	Robotics	Tejbir Kaur Mechanical Engineering Department	15.01.2025
9	Society of Automobile Engineers (SAE)	Chander Kant Susheel Mechanical Engineering Department	15.01.2025
10	Society of Manufacturing Engineers (SME)	N M Suri Production & Industrial Engineering Department	15.01.2025
11	American Society of Mechanical Engineers (ASME)	Mohinder Pal Garg Mechanical Engineering Department	15.01.2025
12	Astronomy & Space Physics Society (ASPS)	Shilpi Chaudhary Physics Department	15.01.2025

**J. Committees**

1	2	3	4
S.No.	Name of Committee	Members (Prof./Dr./Sh./Ms.)	Tenure Up to
1	Standing Committee for Recruitment	<ul style="list-style-type: none"> <li>➢ Director (Chairperson)</li> <li>➢ Deputy Director</li> <li>➢ Dean Faculty Affairs (Convener)</li> <li>➢ Dean Academic Affairs</li> <li>➢ Representative (SC)</li> <li>➢ Representative (OBC/Women)</li> <li>➢ Respective HoD</li> </ul>	15.01.2025
2	Standing Committee for Performance Evaluation/ Review of faculty	<ul style="list-style-type: none"> <li>➢ Director (Chairperson)</li> <li>➢ Deputy Director</li> <li>➢ Dean Faculty Affairs (Convener)</li> <li>➢ Dean Academic Affairs</li> <li>➢ Respective HoD</li> <li>➢ Liaison Officer (SC)</li> </ul>	15.01.2025

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3	Institutional Purchase/Tender Committee	<ul style="list-style-type: none"> <li>➤ Uma Batra, Professor, MMED (Chairperson)</li> <li>➤ Sarbjit Singh, Professor, MED</li> <li>➤ Jaimala Gambhir, Associate Professor, EED</li> <li>➤ Simranjit Singh, Associate Professor, ECED</li> <li>➤ Rupali Verma, Assistant Professor, CSED</li> <li>➤ Arshdeep Singh, Assistant Professor, CED</li> <li>➤ Navneet Kaur, Assistant Professor, Chemistry</li> <li>➤ DC(F&amp;A)</li> <li>➤ Central Purchase Officer (Convener)</li> <li>➤ HoD of the concerned Deptt/case as special invitee</li> </ul>	15.01.2025
4	Library Advisory Committee	<ul style="list-style-type: none"> <li>➤ R. R. Singh, Professor, CED (Chairperson)</li> <li>➤ O/Is Library of all Departments</li> <li>➤ Seema Vasishta, Central Library (Convener)</li> </ul>	15.01.2025
5	Standing Committee of Senate	<ul style="list-style-type: none"> <li>➤ Deputy Director (Chairperson)</li> <li>➤ Dean Academic Affairs (Convener)</li> <li>➤ Registrar</li> <li>➤ Head of concerned Department (to be nominated by Chairman Senate)</li> <li>➤ One outside Senate member as per availability</li> <li>➤ 02 Experts to be nominated by Chairman Senate as per requirement.</li> </ul>	15.01.2025
6	Faculty & Staff Grievance Redressal Committee	<ul style="list-style-type: none"> <li>➤ Deputy Director (Chairperson)</li> <li>➤ Dean Faculty Affairs (Convener for Faculty)</li> <li>➤ Registrar (Convener for Staff)</li> <li>➤ DC(F&amp;A)</li> <li>➤ External member to be nominated by the Director as per requirement.</li> </ul>	15.01.2025
7	Internal Complaint Committee	<ul style="list-style-type: none"> <li>➤ Neena Gupta, Professor, ECE (Chairperson)</li> <li>➤ Sulata Bhandari, Assistant Professor, EED</li> <li>➤ Rupali Verma, Student Adviser Girls Students</li> <li>➤ Nidhi Tanwar, Assistant Professor, CMH</li> <li>➤ S.K. Soni, Assistant Professor, MED</li> <li>➤ Dr. Rupinder Kaur, CMO, Panjab University, Chandigarh/ External member(s) nominated by the Director</li> </ul>	15.01.2025
8	Performance Based Award for Faculty & Staff	<ul style="list-style-type: none"> <li>➤ Dean Faculty Affairs (Chairperson)</li> <li>➤ Dean Academic Affairs</li> <li>➤ Head, SRIC</li> <li>➤ Professor-in-Charge, Faculty Affairs (Convener for faculty)</li> <li>➤ Registrar (Convener for Staff)</li> <li>➤ President, PEC Employees Union (staff representative)</li> </ul>	15.01.2025
9	Commercial & House Allotment Committee	<ul style="list-style-type: none"> <li>➤ Sanjeev Sofat, Professor, CSED (Chairperson)</li> <li>➤ R.S. Walia, Professor, PIED</li> <li>➤ Chairperson Estate &amp; Works</li> <li>➤ President, PEC Employees Union</li> <li>➤ Jatinder Singh, Sr. Assistant</li> <li>➤ Estate Officer-II (Convener)</li> </ul>	15.01.2025

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10	Institute Master Plan Committee	<ul style="list-style-type: none"> <li>➤ Deputy Director (Chairperson)</li> <li>➤ Dean Student Affairs</li> <li>➤ Dean Academic Affairs</li> <li>➤ Chairperson Estate &amp; Works</li> <li>➤ Registrar</li> <li>➤ Estate Officer-I (Convener)</li> </ul>	15.01.2025
11	Auction & Disposal Committee	<ul style="list-style-type: none"> <li>➤ Shakti Arora, Professor, CED (Chairperson)</li> <li>➤ Suman Kant, Associate Professor, PIED</li> <li>➤ Estate Officer-I</li> <li>➤ DC(F&amp;A)</li> <li>➤ Sushil Kumar, Network Administrator</li> <li>➤ Mahesh Kalia, Superintendent (Auction &amp; Disposal Cell) – Convener</li> </ul>	15.01.2025
12	Student Grievance Redressal Cell	<ul style="list-style-type: none"> <li>➤ Director</li> <li>➤ Dean Academic Affairs</li> <li>➤ Dean Students Affairs</li> <li>➤ Balwinder Singh, Professor, EED (<i>in his capacity as Chairperson, SC/ST Cell</i>)</li> <li>➤ Puneet Chawla, Associate Dean Students Affairs (Convener)</li> <li>➤ Satnam Kaur, Student Adviser (International Students)</li> <li>➤ Chief Club Secretary (Student)</li> </ul>	15.01.2025
13	SC/ST Cell	<ul style="list-style-type: none"> <li>➤ Balwinder Singh, Professor, EED (Chairperson)</li> <li>➤ Shobhna Dhiman, Associate Professor, Physics Department</li> <li>➤ Sukhwinder Singh, Associate Professor, ECED Student Adviser (SC/ST)</li> <li>➤ Padmavati, Associate Professor, CSE</li> <li>➤ Suresh Chand, Assistant Professor, MMED</li> <li>➤ Rakesh Kumar, Senior Assistant</li> </ul>	15.01.2025
14	Intellectual Property Rights (IPR) Cell	<ul style="list-style-type: none"> <li>➤ Alakesh Manna, Professor, MED (Chairperson)</li> <li>➤ R.M. Belokar, Professor, PIED</li> <li>➤ Arun Kumar Singh, Professor, ECED</li> <li>➤ Sandeep Kumar, Professor, Physics Deptt</li> <li>➤ Manohar Singh, Associate Professor, EED</li> </ul>	15.01.2025
15	Computer and Peripherals	<ul style="list-style-type: none"> <li>➤ Head, Electrical Engineering Department (Chairperson)</li> <li>➤ Head, Computer Centre</li> <li>➤ Member: CSE Department (to be nominated by Head, CSE)</li> <li>➤ Central Purchase Officer (Convener)</li> </ul>	15.01.2025
16	Furniture and AC Purchase	<ul style="list-style-type: none"> <li>➤ Head, Mechanical Engineering Department (Chairperson)</li> <li>➤ Member: EE Department (to be nominated by Head, EED)</li> <li>➤ Central Purchase Officer (Convener)</li> <li>➤ Workshop Superintendent/Member nominated by Head, PIED</li> </ul>	15.01.2025
17	Central Research Facility	<ul style="list-style-type: none"> <li>➤ Navneet Kaur, Assistant Professor, Chemistry Department</li> <li>➤ Arshdeep Singh, Assistant Professor, CED</li> </ul>	15.01.2025

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|  | <ul style="list-style-type: none"> <li>➤ Manish Kumar, Assistant Professor, CSED</li> <li>➤ Ajay Kumar, Assistant Professor, EED</li> <li>➤ Simranjit Singh, Associate Professor, ECED</li> <li>➤ Lokesh Kumar, Assistant Professor, MED</li> <li>➤ Gurpreet Singh, Assistant Professor, PIED</li> </ul> |  |
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The administrative control and responsibility of smooth and effective running of the Centre of Excellence (Industrial and Product Design) is being assigned to the Department of Production and Industrial Engineering through Head, PIED.

The work of outgoing officers is duly acknowledged.

  
 Director  
 15.01.2024  
 Dated: 15.01.2024

Endstt.No. PEC/Dir/2024/36- 61

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)/ Assistant Controller (Finance & Accounts)
8. Superintendent of various Sections
9. Webmaster: To update the same on the Institute website

  
 Director  
 15.01.2024