



Office of the Principal
Government Engineering College Arwal

Campus of Gaya college of engineering, Gaya Sri Krishna nagar, P.O- Nagariava,
Via- Bunyadganj, Khizarsarai, Gaya (Bihar), PIN 823003

पत्रांक: - जी० ई० सी० / 197 / 2021

अरवल

दिनांक: 13.03.2021

OFFICE ORDER

As per AICTE norms, the Teachers of an Engineering College are required to perform the administrative, and Examination duties in addition to teaching and research work. Considering the AICTE norms, the following faculties are hereby assigned and appointed Professor- in charge of different segment of the College:

ACADEMIC SECTION (REGISTRAR + ADMISSION)

| Sl. No. | Name of the faculty | Designation | Duty assigned | Mob. No. |
|-------------------------------------|---------------------------|-----------------------------|----------------|------------|
| 1 | Dr. Vinay Kumar | Asst. Professor (English) | P/I Academic | 9430931220 |
| | Dr. Vinay Kumar | Asst. Professor (English) | Registrar | 9430931220 |
| 3 | Dr. Vinay Kumar | Asst. Professor (English) | P/I Admission | 9430931220 |
| 4 | Mr. Chandan Kumar | Lab Assistant (ME) | Office Asstt. | 8102108691 |
| EXAMINATION SECTION | | | | |
| 1 | Dr. Vinay Kumar | Asst. Professor (Chemistry) | CoE. | 9430931220 |
| 2 | Mr. Chandra Shekhar Kumar | Asst. Professor (CS) | Assistant | 9325288828 |
| 3 | Mr. Chandan Kumar | Lab Assistant (EE) | Office Asstt. | 8102108691 |
| LIBRARY | | | | |
| 1 | Dr. Md Tanweer Alam | Asst. Professor (Chemistry) | In-charge | 9973430173 |
| 2 | Mr. Vikas Kumar Purve | NATS (CS) | Assistant | 7549848522 |
| PURCHASE SECTION | | | | |
| 1 | Dr. Md Tanweer Alam | Asst. Professor (Chemistry) | P.O. | 9973430173 |
| Exam Management System (EMS) | | | | |
| 1 | Dr. Vinay Kumar | Asst. Prof. (English) | P/I | 9973430173 |
| 2 | Mr. Chandan Kumar | Lab Assistant (ME) | Exam Assistant | 8102108691 |

Signature
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| COMPUTER LAB | | | | |
|---|--------------------------|---------------------------------------|--------------|------------|
| 1 | Dr. Md. Tanweer Alam | Asst. Professor (Chemistry) | P/I | 9973430173 |
| 2 | Mr. Vinay Kumar | Asst. Professor (English) | P/I – II | 9430931220 |
| 3 | Mr. Vikash Kumar Purve | NATS Apprentice (Computer science) | Assistant | 7549848522 |
| WEB-SITE SECTION | | | | |
| 1 | Dr. Vinay Kumar | Asst. Professor (English) | P/I | 9430931220 |
| 2 | Mr. Sunny Kumar | NATS Apprentice (ME) | Assistant | 9852755919 |
| TIME TABLE AND CLASS MONITORING SECTION | | | | |
| 1 | Dr. Vinay Kumar | Asst. Professor (English) | P/I | 9430931220 |
| 2 | Dr. Md Tanweer Alam | Asst. Professor (Chemistry) | P/I – II | 9973430173 |
| SWAYAM PRABHA SECTION | | | | |
| 1 | Dr. Vinay Kumar | Asst. Professor (English) | P/I | 9430931220 |
| 2 | Dr. Md Tanweer Alam | Asst. Professor (Chemistry) | P/I-II | 9973430173 |
| SPORTS SECTION | | | | |
| 1 | Dr. Md Tanweer Alam | HoD (Chemistry) | P/I-I | 9973430173 |
| 2 | Mr. Manish Kumar Chandan | NATS Apprentice | Assistant | |
| TRAINING & PLACEMENT SECTION | | | | |
| 1 | Dr. Vinay Kumar | Asst. Professor (English) | TPO – I | 9430931220 |
| 2 | Mr. Chandan Kumar | Lab Asst. (ME) | Office Asst. | 8102108691 |
| STORE SECTION | | | | |
| 1 | Dr. Md. Tanweer Alam | Asst. Professor (Chemistry) | Incharge | 9973430173 |
| CARE TAKING SECTION & TRANSPORTATION | | | | |
| 1 | Dr. Md Tanweer Alam | Asst. Professor (Chemistry) | P/I | 9973430173 |
| 2 | Mr. Manish Kumar Chandan | NATS Apprentice | Assistant | 6202782328 |

Sumit
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| RIGHT TO INFORMATION SECTION | | | | |
|------------------------------|---------------------------|-----------------------------|------------|------------|
| 1 | Dr. Prem Chandra Gupta | Principal | PIO | 8709685664 |
| 2 | Dr. Vinay Kumar | Asst. Professor (English) | Asstt. PIO | 9430931220 |
| 3 | Mr. Chandan Kumar | Lab Assistant (ME) | Assistant | 8102108691 |
| SECURITY CELL | | | | |
| 1 | Dr. Md Tanweer Alam | Asst. Professor (Chemistry) | P/I - I | 9973430173 |
| 2 | Mr. Chandra Shekhar Kumar | Asst. Professor (CS) | P/I - II | 9325288828 |
| 3 | Mr. Sunny Kumar | NATS Apprentice (ME) | Care Taker | 9852755919 |
| ANTI-RAGGING SQUAD | | | | |
| 1 | Dr. Prem Chandra Gupta | Principal | Chairman | 8709685664 |
| 2 | Dr. Vinay Kumar | Asst. Professor (English) | Convener | 9430931220 |
| 3 | Dr. Md Tanweer Alam | Asst. Professor (Chemistry) | Member | 9973430173 |
| 4 | Mr. Chandra Shekhar Kumar | Asst. Professor (CS) | Member | 9325288828 |
| 5 | Mr. Vinay Kumar | Asst. Professor (EE) | Member | 8176862908 |
| 6 | Mr. Sunny Kumar | NATS Apprentice (ME) | Member | 9852755919 |
| 7 | Mr. Manish Kumar Chandan | NATS Apprentice (ME) | Member | |
| 8 | Mr. Chandan Kumar | Lab Assistant (ME) | Member | 8102108691 |
| ANTI-RAGGING COMMITTEE | | | | |
| 1 | Dr. Prem Chandra Gupta | Principal GEC, Arwal | Chairman | 8709685664 |
| 2 | Dr. Vinay Kumar | Asst. Professor (English) | Member | 9430931220 |
| 3 | Dr. Tanweer Alam | Asst. Professor (Chemistry) | Member | 9973430173 |
| 4 | Mr. Chandra Shekhar Kumar | Asst. Professor (CS) | Member | 9325288828 |
| 5 | Mr. Vinay Kumar | Asst. Professor (EE) | Member | 8176862908 |
| Staff Representatives | | | | |
| 6 | Mr. Chandan Kumar | Lab Assistant (ME) | Member | 8102108691 |
| 7 | Mr. Sunny Kumar | NATS Apprentice (ME) | Member | 9852755919 |
| 8 | Mr. Manish Kumar Chandan | NATS Apprentice (EE) | Member | |
| 9 | Mr. Vikas Kumar Purve | NATS Apprentice (CS) | Member | 7549848522 |
| Students Representatives | | | | |
| 10 | Manish Kumar | 2019-C-01 | Member | |

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| | | | | |
|---|---------------------------|-----------------------------|---|------------|
| 11 | Tejashvi Kumar | 2019-C-39 | Member | |
| 12 | Abhishek Kumar | 2019-C-15 | Member | |
| 13 | Chandan Kumar | 2019-C-13 | Member | |
| 14 | Amarjeet Kumar Singh | 2019-C-31 | Member | |
| 15 | Vivek Kumar | 2020-C-04 | Member | |
| 16 | Satyam Gupta | 2020-E-21 | Member | |
| 17 | Manish Kumar | 2020-C-22 | Member | |
| Guardian Representatives | | | | |
| 18 | Anjee Kumar | Member | Vill-Bajidpur (Manora), PO+PS-Obra, Aurangabad, Bihar | |
| 19 | Rajaram Prasad Singh | Member | Rajendra Nagar, Nawada | |
| 20 | Md. Belal Ahmad | Member | Kabirpur, PO- Nathnagar, Bhagalpur | |
| 21 | Ramshray Prasad | Member | Mozfara, Islampur, Hilsa, Nawada | |
| 22 | Atal Murari Prasad | Member | Lohanipur, Kadam Kuwan, Patna | |
| 23 | Vijay Singh | Member | Laxman Bigha, PS- Indrapuri, Rohtas | |
| 24 | Naresh Prasad | Member | Daudnagar Aurangabad | |
| ON-LINE GRIEVANCE REDRESSAL CELL | | | | |
| 1 | Dr. Vinay Kumar | Asst. Prof. (English) | Administrator | 9430931220 |
| SEXUAL HARRASMENT COMMITTEE | | | | |
| 1 | Dr. Prem Chandra Gupta | Principal | Chairman | 8709685664 |
| 2 | Dr. Vinay Kumar | Asst. Professor, (English) | Member | 9430931220 |
| 3 | Dr. Md Tanweer Alam | Asst. Professor (Chemistry) | Member | 9973430173 |
| 4 | Mr. Vinay Kumar | Asst. Professor (EE) | Member | 8176862908 |
| DEPARTMENTAL COORDINATORS FOR NBA | | | | |
| 1 | Dr. Vinay Kumar | Asst. Professor, (English) | P/I - I | 9430931220 |
| 2 | Dr. Md Tanweer Alam | Asst. Professor (Chemistry) | P/I - II | 9973430173 |
| 3 | Mr. Vinay Kumar | Asst. Professor (EE) | Member | 8176862908 |
| 4 | Mr. Chandra Shekhar Kumar | Asst. Professor (CS) | Member | 9325288828 |
| DEPARTMENTAL COORDINATORS FOR GATE CLASSES | | | | |
| 1 | Dr. Vinay Kumar | Asst. Professor, (English) | P/I - I | 9430931220 |
| 2 | Dr. Md Tanweer Alam | Asst. Professor (Chemistry) | P/I - II | 9973430173 |
| 3 | Mr. Vinay Kumar | Asst. Professor (EE) | Member | 8176862908 |
| 4 | Mr. Chandra Shekhar Kumar | Asst. Professor (CS) | Member | 9325288828 |
| GeM SECTION | | | | |
| 1 | Dr. Vinay Kumar | HoD (English) | Buyer | 9430931220 |
| 2 | Dr. Md. Tanweer Alam | HoD (Chemistry) | Consignee | 9973430173 |
| DEPARTMENTAL PURCHASE COMMITTEE | | | | |

Vinay Kumar
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| A. CE Department | | | | |
|--------------------------------------|---------------------------|-------------------------------|-------------|------------|
| 1 | Dr. Vinay Kumar | HoD (English) | Coordinator | 9430931220 |
| 2 | Dr. Md. Tanweer Alam | HoD (Chemistry) | Member | 9973430173 |
| 3 | Mr. Chandra Shekhar Kumar | Asst. Professor (CS) | Member | 9325288828 |
| B. ME Department | | | | |
| 1 | Dr. Vinay Kumar | HoD (English) | Coordinator | 9430931220 |
| 2 | Dr. Md. Tanweer Alam | HoD (Chemistry) | Member | 9973430173 |
| 3 | Mr. Amit Kumar | Asst. Professor (ME) | Member | |
| C. EE Department | | | | |
| 1 | Dr. Vinay Kumar | HoD (English) | Coordinator | 9430931220 |
| 2 | Dr. Md. Tanweer Alam | HoD (Chemistry) | Member | 9973430173 |
| 3 | Mr. Vinay Kumar | Asst. Professor (EE) | Member | 8176862908 |
| DISCIPLINARY COMMITTEE | | | | |
| 1 | Dr. Vinay Kumar | HoD (English) GEC, Arwal | Chairman | 9430931220 |
| 2 | Dr. Md. Tanweer Alam | HoD (Chemistry) GEC, Arwal | Member | 9973430173 |
| 3 | Dr. Zaheer Abbas | HoD (Physics) GEC, Jehanabad | Member | |
| | Dr. Pradeep Kr. Srivastva | HoD (English) GEC, Aurangabad | Member | |
| 3 | Mr. Vinay Kumar | Asst. Professor (EE) | Member | 8176862908 |
| 4 | Mr. Amit Kumar | Asst. Professor (ME) | Member | |
| 5 | Mr. Chandan Kumar | Lab Assistant (ME) | Member | |
| 6 | Mr. Sunny Kumar | NATS Apprentice (ME) | Member | 9852755919 |
| 7 | Mr. Manish Kumar Chandan | NATS Apprentice (EE) | Member | |
| 8 | Mr. Vikas Kumar Purve | NATS Apprentice (CS) | Member | 7549848522 |
| STUDENT CREDIT CARD AND SCHOLLERSHIP | | | | |
| 1 | Dr. Vinay Kumar | HoD (English) | P/I | 9430931220 |

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| | | | | |
|---|---------------------------|----------------------|-------------------|------------|
| 2 | Mr. Chandan Kumar | Lab Assistant (ME) | Office Asst. | |
| BIHAR SKILL DEVELOPMENT MISSION | | | | |
| 1 | Dr. Vinay Kumar | HoD (English) | P/I - I | 9430931220 |
| 2 | Mr. Chandan Kumar | Instructor (ME) | Assistant | |
| AICTE | | | | |
| 1 | Dr. Vinay Kumar | HoD (English) | P/I | 9430931220 |
| 2 | Mr. Chandra Shekhar Kumar | Asst. Professor (CS) | P/I- II | 9325288828 |
| 3 | Dr. Md. Tanweer Alam | HoD (Chemistry) | NAD | 9973430173 |
| 4 | Dr. Md. Tanweer Alam | HoD (Chemistry) | Student Counselor | 9973430173 |
| STARTUP CELL | | | | |
| 1 | Dr. Md. Tanweer Alam | HoD (Chemistry) | P/I | 9973430173 |
| INDUSTRY READINESS CELL | | | | |
| 1 | Dr. Vinay Kumar | HoD (English) | P/I | 9430931220 |
| UNNAT BHARAT ABHIYAN | | | | |
| 1 | Dr. Md. Tanweer Alam | HoD (Chemistry) | P/I | 9973430173 |
| CTMIS, Employee Bill Generation System | | | | |
| 1 | Dr. Vinay Kumar | HoD (English) | P/I | 9430931220 |
| 2 | Mr. Mithilesh Kumar | Clerk | Office Asst. | 8935965866 |
| 3 | Mr. Chandan Kumar | Lab Assistant (ME) | Office Asst. | |
| CFMS | | | | |
| 1 | Dr. Prem Chandra Gupta | Principal | Approver | 8709685664 |
| 2 | Dr. Vinay Kumar | HoD, (English) | Checker | 9430931220 |
| 3 | Mr. Mithilesh Kumar | Clerk | Maker | |
| Wi - Fi | | | | |

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| | | | | |
|--|----------------------|------------------|---------------------|------------|
| 1 | Dr. Vinay Kumar | HoD (English) | P/I | 9430931220 |
| Electric Maintenance & Water Supply | | | | |
| 1 | Dr. Md. Tanweer Alam | HoD, (Chemistry) | P/I | 9973430173 |
| NATIONAL DIGITAL LIBRARY | | | | |
| 1 | Dr. Md. Tanweer Alam | HoD (Chemistry) | Nodal Officer | 9973430173 |
| OFFICE ADMINISTRATION | | | | |
| 1 | Dr. Vinay Kumar | HoD (English) | Professor In-charge | 9430931220 |
| 2 | Dr. Md. Tanweer Alam | HoD (Chemistry) | Library | 9973430173 |

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Via- Baniwanganj, Khizansari, GAYA (Bihar), PIN 823003

पत्रांक - जी. ई. सी. / 197 / 2021

अवकाश

दिनांक 13-03-2021

Office Order

As per AICTE norms, SC/ST committee is re-constituted as below -

SC/ST committee

| S. No. | Name | Designation |
|--------|---|-------------|
| 1. | Dr. P. C. Gupta, Principal | Chairman |
| 2. | Dr. Vinay Kumar, Assistant Professor, English | Convener |
| 3. | Dr. Md. Tanweer Alam Assistant Professor, (Chemistry) | Member |
| 4. | Prof. Ranjeet Kumar Chaudhary, Assistant Professor, Department of Civil Engineering(GCE Gaya) | Member |
| 5. | Prof. Manoj Kumar, Assistant Professor, Department of Mechanical Engineering(GCE Gaya) | Member |
| 6. | Prof. Kahkashan Kouser, Assistant Professor, Department of Computer Science & Engineering(GCE Gaya) | Member |

The Committee shall, on receipt of a written complaint by anyone to Convener of the committee, the inquiry proceedings will be initiated promptly. If in case any person approaches any of the committee member, the member is immediately required to inform others. A complaint will be redressed promptly as per the provision of SC/ST Act 1989.

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पत्रांक: - जी० ई० सी० / 197 / 2021

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दिनांक: 13.03.2021

Office Order

As per AICTE norms, **Grievance Redressal Committee** is re-constituted as below

| S. No. | Name | Designation |
|--------|---|------------------------|
| 1. | Dr. P. C. Gupta, Principal | Chairperson |
| 2. | Dr. Vinay Kumar, Assistant Professor, English | Convener |
| 3. | Dr. Md. Tanweer Alam, Assistant Professor, Chemistry | Member |
| 4. | Prof. Kahkashan Kouser, Assistant Professor, Department of Computer Science & Engineering | Member |
| 5. | Ayushi Raj, Roll number- 19 /C/25, Student, Department of Civil Engineering | Student Representative |

The committee shall, on receipt of a written complaint by anyone to Convener of the committee, the inquiry proceedings will be initiated promptly. If in case any student approaches any of the committee member, the member is immediately required to inform others. A written complaint is required to be taken from the aggrieved person, necessary action to be taken promptly.

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

The above order will be effective with immediate effect.
Copy forwarded to all concerned person.

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दिनांक: 13-03-2021

Office Order

As per AICTE norms, **Internal Complaint Committee** is re-constituted as below -

| S. No. | Name | Designation |
|--------|--|-------------------|
| 1. | Dr. Vinay Kumar, Assistant Professor, English | Presiding Officer |
| 2. | Dr. Md. Tanweer Alam, Assistant Professor, Chemistry | Member |
| 3. | Prof. G.N. Sharms, Assistant Professor, Mathematics | Member |
| 4. | Dr. Chandra Shekhar Kumar, Assistant Professor, Computer Science | Member |

NON - TEACHING STAFF

| S. No. | Name | Designation |
|--------|----------------------------------|-------------|
| 5. | Mr. Chandan Kumar, Lab Assistant | Member |
| 6. | Mr. Sunny Kumar, NATS Apprentuce | Member |

STUDENT REPRESENTATIVES

| S. No. | Name | Roll No. |
|--------|-------------|----------|
| 7. | Ankita | 19/C/28 |
| 8. | Ayushi Raj | 19/C/25 |
| 9. | Jaya Kumari | 18/C/19 |

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दिनांक: 13-03-2021

As per AICTE norms, **Internal Quality Assurance Cell** is constituted as below -

| S. No. | Name | Designation |
|--------|---|-------------|
| 1. | Dr. Vinay Kumar, Assistant Professor, English | Chairman |
| 2. | Dr. Md. Tanweer Alam, Assistant Professor, Chemistry | Convener |
| 3. | Prof. Ranjeet Kumar Choudhary, Assistant Professor, Department of Civil Engineering, GCE Gaya | Member |
| 4. | Prof. C.B.K. Yadav, Assistant Professor, Department of Civil Engineering, GCE Gaya | Member |

Vinay Kumar
13/03/2021


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