

Ref: NGFCET/24 -25/Acad/

Date: 22 Oct, 2024

## CIRCULAR / OFFICE ORDER

### Media Cell

In accordance to the directive of the AICTE/University. The following faculty Members will constitute the **Media Cell** of the College:

1. Ms. Deepti P Shah
2. Mr. Amit Dixit
3. Ms. Yogita Sharma
4. Mr. Abir Bhaumik

They are advised to publicize "College achievements, growth and developments" which needs societal attention through newspaper, social media platforms, website and print media after due consent from Director/CEO.



**Dr. Sharat Kaushik**  
(Director – Principal)

CC:

1. CEO
2. Director-Radio
3. Deputy Director
4. CFO
5. All Dean & HODs

Ref: NGFCET/24 -25/Acad/

Date: 22 Oct, 2024

## CIRCULAR

### SC/ST/Minority Cell

In accordance with the guidelines of AICTE/University, the following Members Committee is constituted for SC/ST Cell.

- ❖ Convener - Dr. Vinod Kumar
- ❖ Co- Convener - Ms. Arti Maurya (DCS)
- 1. Mr. Devwart Arya - (DMS)
- 2. Mr. Jeetesh - Admin University Affairs
- 3. Mr. Sanjay Aggarwal – Admission Cell
- 4. Mr. Hominder – Lab Staff – (ECE)

They are advised to ensure strict compliance of rules/regulations as advised by Govt. from time to time and update Director/Dean and Management on regular basis and especially on any complaint.



**Dr. Sharat Kaushik**  
(Director – Principal)

CC:

1. CEO
2. Director-Radio
3. Deputy Director
4. CFO
5. All Dean & HODs

## CIRCULAR / OFFICE ORDER

### ANTI RAGGING COMMITTEE

In accordance to the directive of the administration, an Anti-ragging /committee Squad have been constituted at college campus.

The Squad will work in tandem with the discipline committee of the College and in accordance/direction of district Anti ragging squad headed by the D.C. Palwal.

The following faculty Members constitute the Anti-Ragging committee of the College for students:

- ❖ Presiding Officer - Mr. Jitender Tewatia (Sr. DPE & Discipline In –charge)
- ❖ Convener – Mr. Kiranpal (ME)
- ❖ Co- Convener - Ms. Anamika - DCS

#### Members

1. Mr. Gaurav Dagar - DMS
2. Mr. Vikram Sorout – CIVIL
3. Ms. Puja Punia - FAE
4. Ms. Kalpana Vats - EE
5. Ms. Yogita Sharma - NGFDC
6. Mr. Sanjay Dubey – Warden Boy's Hostel
7. Proposed (1) Civil Administration (Ex – Serviceman)  
(2) Police Administration (Ex – serviceman)  
(3) NGO – Youth Activity

Student may approach any of the members of the committee mentioned above with complaints if any. The complaints may also be handed over to reception of college and further would be submitted to committee. Students can also send their complaints at [ash\\_rcell@ngfcet.com](mailto:ash_rcell@ngfcet.com)

  
Dr. Sharat Kaushik  
(Director – Principal)



#### CC:

1. CEO
2. Director (Radio)
3. Deputy Director
4. CFO
5. All Deans & HODs



# NGF College of Engineering and Technology

71st K.M. Stone, Delhi-Mathura Road, N.H.-2, Palwal, Faridabad, Haryana-121105

Ph. : 01275-297911-12, E-mail : Info@ngfcet.in, Website : www.ngfcet.in

(Approved by AICTE - New Delhi, Deptt. of Technical Education - Haryana, Affiliated to JCBUST, YMCA University, Faridabad (Haryana))

Ref: NGFCET/24 -25/Acad/14095  
Date: 22 October, 2024

## NOTICE Grievance Redressal Committee

In order to have a highly conducive, and pleasant ambience for higher Technical & Management Studies in the college, it is decided to constitute a **Grievance Redressal Committee** to which the following new members are nominated:

- ❖ Convener - Dr. Vishal Goel - ASH
- ❖ Co-Convener - Mr. Manish Bangia - DMS

Members:

1. Ms. Pinkee - DCS
2. Mr. Dheeraj Sharma- ME
3. Ms. Kalpana Vats - ECE
4. Mr. Jitender - University Affairs
5. Student Reps.

The role of the Committee would be to review the **Grievance Status** on **complaints** in the college periodically and to suggest & implement the **corrective actions** agreed with the management. Further the Committee recommends to the Director to take action against any student/employee as per the guidelines adapted by the Committee & Management. All Faculty Members and Non-Teaching Staff of the College are requested to extend a helping hand to the committee as & when required.

  
**Dr. Sharat Kaushik**  
(Director - Principal)

CC:

1. CEO
2. Director-Radio
3. Deputy Director
4. CFO
5. All Deans & HODs

Ref: NGFCET/24 -25/Acad/

Date: 22 Oct, 2024

## CIRCULAR

### ALUMNI ENGAGEMENT COMMITTEE

This committee helps functions to strengthen the bond between the institute and alumni for a mutually beneficial relationship.

The following faculty members constitute the committee of the college:

- ❖ Convener Ms. Bhawana Gupta (ECE)
- ❖ Co- Convener Ms. Manisha (DCS)

#### MEMBERS

1. Mr. Kapil (ASH)
2. Ms. Harshita (DCS)
3. Ms. Mamta (DMS)
4. 8-10 members of executive committee of students

This committee becomes functional with immediate effect.



**Dr. Sharat Kaushik**  
(Director – Principal)

#### CC:

1. CEO
2. Director-Radio
3. Deputy Director
4. CFO
5. All Dean & HODs