



# Baddi University

of Emerging Sciences & Technology

Makhnumajra, Baddi, Distt. Solan, H.P. 173205, Telephone: 01795-247353

Fax: 01795-247352

[www.baddiuniv.ac.in](http://www.baddiuniv.ac.in)

Ref. No. BUEST/Admin./Rag./2018/270

Dated : 13 Aug.18

## OFFICE ORDER

1. The following Duty Roster of Staff Members of SEET, SMS ,SPES,SOS and SOAS will be in place with effect from 13<sup>th</sup> August, 2018 (FN) to effectively check any Ragging activity taking place in the Campus or in Chanderbhaga, Junior Boys & Girls Hostels.
2. The Person/s on duty will immediately intervene as and when any undesirable activity comes to their notice and take appropriate action to disperse crowd, protect fresher/s and report the matter, if need be.
3. Warden (Junior Boys) will escort all fresher/s to University building at 8.50 am, after breakfast on all working days. Teachers who are engaging first year students, just before lunch break, will escort them to the Hostel Mess (Junior Boys) and after lunch, Warden concerned will escort them back to Classes. At the close of University, warden shall receive all fresher at Cafeteria and escort them back to hostel.
4. Teachers put on duty in the Cafeteria will take care of the Fresher/s during lunch break (i.e. Teachers having their lectures with fresher/s before lunch break will hand over Students to the Teacher who engages their classes after lunch break).
5. Teachers put on duty in Hostel (Internal) will visit each room in evening to assure Ragging free environment and comfort position of fresher/s in campus.
6. Teachers put on duty in Hostel (External) will make random visit around the Kailash and Mani Mahesh Hostels to effectively check any Ragging activity taking place in the Campus.

Any negligence in performance of duty shall be viewed seriously.

A. Over all Incharge Anti Ragging:

Contd





# Baddi University

of Emerging Sciences & Technology

Makhnumajra, Baddi, Distt. Solan, H.P. 173205, Telephone: 01795-247353

Fax: 01795-247352

[www.baddiuniv.ac.in](http://www.baddiuniv.ac.in)

Brig. Subhash Katoch	Dean- Academics & Admn.	8851410524
Prof. (Dr.) Vinay Bhatia	Dean- SEET & SW	81685-66875
Prof. (Dr.) Nitin Verma	Dean- R&D	97364-19033
Prof. (Dr). Prashant Mehta	Dean-SMS	98160-18340
Prof. (Dr) J.K.Sharma	Dean-SOAS	94184-53658
Ms. Nidhi Gupra	Coordinator- SOS	95180-51900
Prof.(Dr.) Ravinesh Mishra	Associate Professor -SPES	92161-87110
Mr. Balvinder Singh	Chief Warden	98160-11576

## B. Faculty – in-charge on Anti Ragging Squad (From 9 A.M. to 5 P.M.)

Dr. Khushmeet	HoD-ME	98052-22569
Mr. Parulpreet Singh	HoD-CSE	98057-11107
MS. Geena Sharma	Coordinator- EE	98163-49147
Mr. Ankush Tanta	Coordinator- CE	94181-42047
Dr.Poonam Bassi	Asstt. Professor-MBA	94180-39595
Mr. Kuldeep Singh	Asstt. Professor- ECE	

## Duty Chart ( From 13/08/2018 to 31/12/18) From 9 A.M. to 5 P.M.

Duty Place	Person on Duty	Duty Place	Person on Duty
Central Library	Mr. Jatinder Kumar	SEET, SPES and SMS Library	Respective Library In-charge
SEET Block A (Ground Floor)	Ms. Nidhi Gupta Mr. R.C.Sharma	SEET Block A (First Floor & Second floor)	Mr. Gaurav Chigal Ms. Geena Sharma Ms. Deepali
SEET Block B (Ground Floor)	Mr. Kuldeep Singh Mr. Gopal Pathak	SEET Block B (First Floor & Second floor)	Dr. Khushmeet Kumar Mr. Bhagat Ram Ms. Jyoti
Computer Labs (SEET)	Mr. Balwinder Mr. Lal Man	Workshop (SEET)	Mr. Lekh Ram Mr. Ravinder Singh Mr. Dalwinder Saini
SPES Block A (Ground & First Floor)	Mr. Sumit Jamwal Mr. Mukesh Ms. Swati Sharma	SPES Block A (Second & Third Floor)	Dr. Ravinesh Mishra Mr.Sanjay Sharma Mr. Nitin Sharma





# Baddi University

of Emerging Sciences & Technology

Makhnumajra, Baddi, Distt. Solan, H.P. 173205, Telephone: 01795-247353

Fax: 01795-247352

www.baddiuniv.ac.in

SPES Block B (Ground & First Floor)	Mr. Sahil Kumar Mr. Nitin Sharma Ms. Promilla	SMS	Ms. Alka Sood Ms. Reetu Ms. Versha Gupta
Canteen	Mr. Navdeep Sandhu Mr. Avneesh C. Kaushik Ms. Sushma Singh		

## Duty Chart ( From 13/08/2018 to 31/12/18) From 9 A.M. to 5 P.M.

Duty Place	Person on Duty
Entrance to the Schools & outside up to the Boys Hostel in the East and Main Gate in the West	Mr. Neeraj Kumar Mr. Chamandeep Sharma Mr. Davinder Kumar Choudhary Mr. Bhola Ram

## Duty Chart ( From 13/08/2018 to 31/12/18) Round the Clock

Chief Warden  
Hostel Wardens

## Duty Chart ( From 13/08/2018 to 31/12/18) Round the Clock

Place : ChanderTaal Hostel (Girls Hostel)

Date	5:30 PM - 10:30 PM	Date	Random Surprise Checks (12 PM - 9 AM)
13/8/18 To 31/8/18	Ms. Palika Ms. Suruchi Ms. Sunita	13/8/18 To 31/8/18	Ms. Neha Ms. Abhilasha Ms. Shivani Sharma
1/9/18 To 15/9/18	Ms. Priya Ms. Priyanka Sharma Ms. Roobal	1/9/18 To 15/9/18	Ms. Tanveer Kaur Ms. Suchi Sharma Ms. Aradhna Dohroo
16/9/18 To 30/9/18	Ms. Bhanu Priya Ms. Charu Sood Ms. Kirana Devi	16/9/18 To 30/9/18	Ms. Dolly Prabhakar Ms. Tanu Priya Ms. Kudrat Sharma
1/10/18 To 15/10/18	Ms. Neha Ms. Abhilasha Ms. Shivani	1/10/18 To 15/10/18	Ms. Palika Ms. Suruchi Ms. Sunita
16/10/18	Ms. Tanveer Kaur	16/10/18	Ms. Priya

Contd





# Baddi University

of Emerging Sciences & Technology

Makhnumajra, Baddi, Distt. Solan, H.P. 173205, Telephone: 01795-247353  
Fax: 01795-247352

[www.baddluniv.ac.in](http://www.baddluniv.ac.in)

To 31/10/18	Ms. Suchi Sharma Ms. Aradhna	To 31/10/18	Ms. Priyanka Sharma Ms. Roobal
1/11/18 To 15/11/18	Ms. Dolly Prabhakar Ms. Tanu Priya Ms. Kudrat Sharma	1/11/18 To 15/11/18	Ms. Bhanu Priya Ms. Charu Sood Ms. Kirana Devi
16/11/18 To 30/11/18	Ms. Palika Ms. Suruchi Ms. Sunita	16/11/18 To 30/11/18	Ms. Neha Ms. Abhilasha Ms. Shivani Sharma
1/12/18 To 15/12/18	Ms. Priya Ms. Priyanka Sharma Ms. Roobal	1/12/18 To 15/12/18	Ms. Tanveer Kour Ms. Suchi Sharma Ms. Aradhna
16/12/18 To 31/12/18	Ms. Dolly Prabhakar Ms. Tanu Priya Ms. Kudrat Sharma	16/12/18 To 31/12/18	Ms. Bhanu Priya Ms. Charu Sood Ms. Kirana Devi

## Duty Chart ( From 13/08/2018 to 31/12/18) Round the Clock

Place : **KAILASH Hostel (Jr. Boys Hostel)**

Date	5:30 PM - 10:30 PM (Hostel Internal)	Date	5:30 PM - 10:30 PM (Hostel External) & Random Surprise Checks (12 PM - 9 AM)
13/8/18 To 31/8/18	Mr. Archit Dhiman Dr. Gaurav Gupta Mr. Navdeep Sandhu Mr. Sarfraj Ahmad	13/8/18 To 31/8/18	Mr. Mukesh Mr. Rajesh Mr. Munish Mr. Vivek Chouhan
1/9/18 To 15/9/18	Mr. Pankaj Sharma Mr. Satyapal Singh Mr. Panshul Jamwal Mr. Vinod Kumar	1/9/18 To 15/9/18	Mr. Munish Sharma Mr. Nitish Kumar Mr. Romesh Chand Mr. Akhil Bhardwaj
16/9/18 To 30/9/18	Mr. Ravi Kumar Mr. Rajeev Kumar Mr. Parveen Kumar Mr. Jaiwinder Singh	16/9/18 To 30/9/18	Mr. Jogeshwar Mr. Hira Lal Mr. Ratnesh Dogra Mr. Jasvir Singh
1/10/18 To 15/10/18	Mr. Girish Mr. Sumit Jamwal Mr. Nitin Sharma Mr. Narender Pal	1/10/18 To 15/10/18	Mr. Vijender Rajora Mr. Rohit Choudhary Mr. Shekhar Malik Mr. Ishan Thakur
16/10/18 To 31/10/18	Mr. Mukesh Mr. Rajesh Mr. Munish Mr. Vivek Chouhan	16/10/18 To 31/10/18	Mr. Archit Dhiman Dr. Gaurav Gupta Mr. Navdeep Sandhu Mr. Sarfraj Ahmad
1/11/18 To 15/11/18	Mr. Akhil Bhardwaj Mr. Munish Sharma Mr. Nitish Kumar	1/11/18 To 15/11/18	Mr. Pankaj Sharma Mr. Satyapal Singh Mr. Panshul Jamwal

Contd





# Baddi University

## of Emerging Sciences & Technology

Makhnumajra, Baddi, Distt. Solan, H.P. 173205, Telephone: 01795-247353  
Fax: 01795-247352

[www.baddluniv.ac.in](http://www.baddluniv.ac.in)

	Mr. Romesh Chand		Mr. Vinod Kumar
16/11/18 To 30/11/18	Mr. Jogeshwar Mr. Hira Lal Mr. Ratnesh Dogra Mr. Jasvir Singh	16/11/18 To 30/11/18	Mr. Ravi Kumar Mr. Rajeev Kumar Mr. Parveen Kumar Mr. Jaiwinder Singh
1/12/18 To 15/12/18	Mr. Vijender Rajora Mr. Rohit Choudhary Mr. Shekhar Malik Mr. Ishan Thakur	1/12/18 To 15/12/18	Mr. Girish Mr. Sumit Jamwal Mr. Nitin Sharma Mr. Narender Pal
16/12/18 To 31/12/18	Mr. Archit Dhiman Dr. Gaurav Gupta Mr. Navdeep Sandhu Mr. Sarfraz Ahmad	16/12/18 To 31/12/18	Mr. Mukesh Mr. Rajesh Mr. Munish Mr. Vivek Chouhan

Note : - Fortnightly duty will be from 5:30 PM to 10:30PM for Girls Hostel and Junior Boys Hostel from Sunday to Saturday. Inter-change in duty will be allowed only on prior approval of the undersigned.

  
Registrar 18/11/18

Copy to :

1. Secretary for his kind information

Copy to:

1. Hon'ble Vice-Chancellor for his kind information
2. Deans (SEET, SPES, SMS, SOAS, R&D, Academics & Administration & Students welfare)
3. Controller of Examinations
4. Director- Finance, Training & Placement & Admission
5. Head Marketing
6. HoDs/ Coordinators (ME, EE, CE, ECE, CSE/IT, CA, SPES, SMS, SOS)
7. Chief Warden
8. Librarian