

DISCLOSURE UNDER SECTION 4(1) (B) OF RIGHT TO INFORMATION ACT,2005

SECTION 4(1) (b) (i)

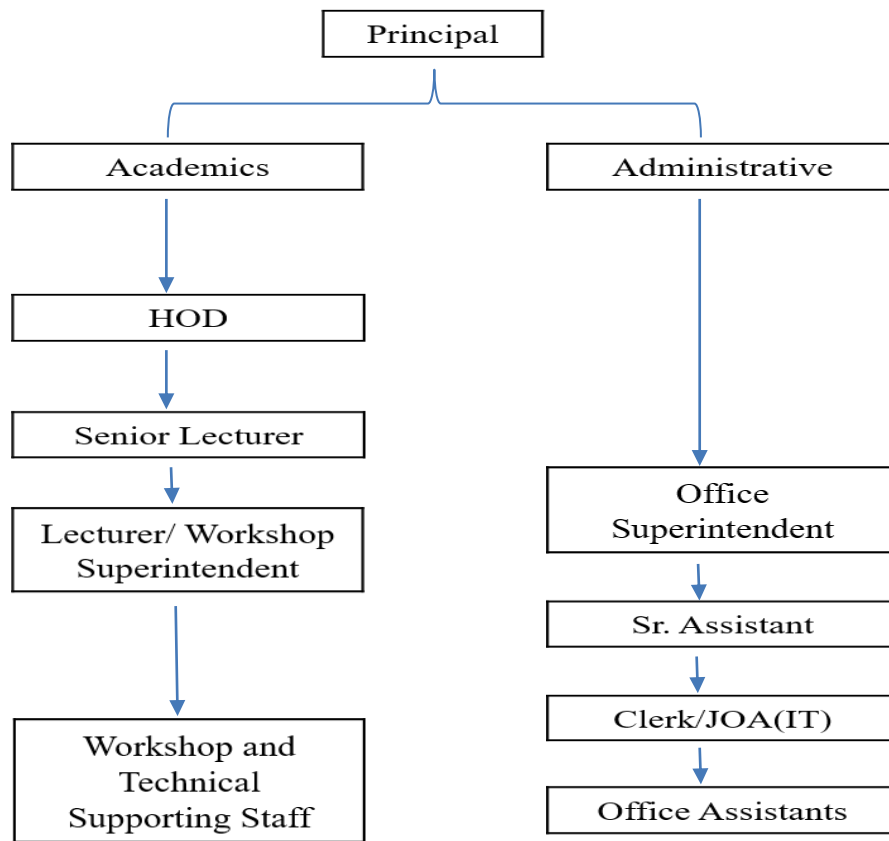
THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-

Name of organization	Govt. Polytechnic for Woman, Kandaghat Distt. Solan (HP)
Establishment and Address	Government Polytechnic For Women Kandaghat, P.O. & Teh. Kandaghat distt. Solan H.P. 173215
E-mail - id	gpwkandaghat@gmail.com
Contact No.	01792-256179, 256379
Web Site	www.gpcwkandaghat.nic.in

ABOUT THE INSTITUTE:-

Govt. Polytechnic for Women, Kandaghat is the only polytechnic for women in the state of H.P.and was established in 1984. The main stress is to provide our society with quality technical education to women so that it can contribute towards the industrial development in the northern region. The Polytechnic has undergone a massive modernization and computerization under the World Bank assisted project and TEQIP project for technical education. All courses are approved by the All India Council of Technical Education (AICTE). The H.P.Takniki Shiksha Board, Dharmshala is the examination conducting body and conducts Polytechnic Admission Test (PAT) for admission to the Polytechnics in the state.

ORGANIZATION STRUCTURE OF THE INSTITUTE:



VISION:

To produce competent technical man power founded on value based education principle, meet the challenges of demand driven world of work and to offer state of the art service to the community and the industry.

COURSE OFFERED BY THE INSTITUTE:

S.N.	Name of Department	Sanction Intake
1	Computer Engineering	40
2	Electronics & Communication Engineering	40
3	Diploma in Pharmacy	40

SECTIONS OF THE INSTITUTE:

S.N	Sections	Function	Duties
1	2	3	4
1	Office of the Principal Govt. Polytechnic for Women Kandaghat	Implementing all the decisions in respect of admission, Education & Finance as per H.P Govt. directions.	He is in-charge of General Administration, Academic matters and discipline of the institution and is responsible to the higher authorities for smooth and over all functioning of the institute.
2	Applied Science Department	To teach 1st & 2nd Semester Common Diploma students and other applied sciences subjects of Applied Science Department.	Teaching, conducting examination, evaluation of students, Conducting seminars and other allied, work duty assigned by authority from time to time.
3	D. Pharmacy Department	Teaching Pharmacy Subjects to Diploma students.	-do-
4	Electronics and Communication Engg. Department	Teaching Electronics & Communication Engg. . Subjects to Diploma students.	-do-
5	Computer Engg. Department	Teaching Computer Engg. Subjects to Diploma students.	-do-
6	Workshop	Imparting skill training to Diploma students	Teaching, conducting examination, student assessment, Repair and maintenance work of the institute and other allied work/duty assigned by authority from time to time.
7	Library	Issuing Books to Students and the Faculty, Book keeping & Maintenance	Bookkeeping, issue and collection of books, purchasing new books Maintaining of the Library Records.

SECTION 4(1) (b) (ii)

POWERS & DUTIES OF OFFICERS AND EMPLOYEES

Name	Dr. Dheeraj Kaushik
Designation	Principal/DDO
Powers	1.To administer the Institution
	2. To take decisions in Administrative, Academic & Financial matters.
Duties	1. Academic & administrative management of the institution.
	2.Providing academic and administrative leadership
	3. Monitoring and evaluation of academic activities in the institution.
	4. Campus discipline and maintenance.
	5. Public relations and interaction with the community.
	6. Participating in policy and system planning at State Regional and National levels for development of Technician education.
	7. Promoting and coordinating continuing education activities.

Designation	HOD / Sr.Lecturer
Duties	Head of Department: <ul style="list-style-type: none">• The Head of Department is overall In charge of his branch. He is required to ensure smooth functioning of the department in addition to his teaching load. He is required to coordinate the academic, administrative and developmental activities of the department.• He is to ensure that all the Lecturers/ Sr. Lecturers in his branch are assigned teaching load as per AICTE Norms, perform their duty effectively and efficiently and to ensure better teaching learning process to the satisfaction of the stakeholders. He should involve himself and the other faculty in the process of curriculum development, in updating and revision on continued basis to meet the requirement of industry.• He has to ensure that the laboratories in the department are well equipped and maintained according to the curriculum; all the equipment in the laboratories/ workshops must be functional to conduct the Practical properly. He will decide the meaningful project work of the students in consultation with the senior lecturer and lecturer and monitor performance of every student. He will assist the Principal in all spheres for smooth functioning of the institution. Any other duty assigned by higher authority.

	<p>Senior Lecturer</p> <ul style="list-style-type: none"> • Teaching / Student Training, maintenance of the academic record. • Conducting Examinations, Evaluation of answer scripts. • To work as In Charge of laboratory/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops. • Development of Resource Material, Curriculum Updation • Participation in Co-Curricular and Extra-Curricular Activities • Student guidance and counseling and helping their character development • Promotion and Coordinating Continuing Education Activities. • Self-development through up-gradation of knowledge and skills. • To assist the HOD in smooth functioning, academic and development work of the department. <p>Any other duty/work assigned by the HOD, higher authority.</p>
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Designation	Workshop Superintendent
Duties	<ul style="list-style-type: none"> • Teaching / Student Training, maintenance of the academic record. • Conducting Examinations, Evaluation of answer scripts. • To work In charge of Lab/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops. • Development of Resource Material, Curriculum Updation • Participation in Co-Curricular and Extra-Curricular Activities • Student guidance and counseling and helping their character development • Promotion and Coordinating Continuing Education Activities. • Self-development through up-gradation of knowledge and skills. • To assist the HOD in smooth functioning, academic and development work of the department. • To coordinate the repair and maintenance work of the institute. • Any other duty/work assigned by the HOD, higher authority.

Designation	Lecturers
Duties	<ul style="list-style-type: none"> • Teaching / Student Training, maintenance of the academic record. • Conducting Examinations, Evaluation of answer scripts. • To work as In Charge of laboratory/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops. • Development of Resource Material, Curriculum Iodation • Participation in Co-Curricular and Extra-Curricular Activities • Student guidance and counseling and helping their character development • Promotion and Coordinating Continuing Education Activities. • Self-development through up-gradation of knowledge and skills. • To assist the HOD in smooth functioning, academic and development work of the department. • Any other duty/work assigned by the HOD, higher authority.

Name	Sh. Sunil Kumar
Designation	Training and Placement Officer
Duties	<ul style="list-style-type: none"> • Training and Placement Officer in a Polytechnic is responsible for the following: • Training and placement of the students in the industry/ other user system. • Industry Institute Interaction. • Arranging Industrial visit of students. • To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out. • To arrange for expert lecturers to update the students and the staff regarding recent developments in industry. • To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association. • To monitor the working of the alumni association and to arrange their meetings. • To sponsor students for various paper presentations and technical exhibitions. • To arrange entrepreneurship camps and to motivate the students for self-employment. • To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment. • To engage classes for teaching as well as for personality development of students.

Designation	Workshop Instructor
Duties	<ul style="list-style-type: none"> • Teaching / Student Training, maintenance of the academic record. • Student's assessment. • To arrange the various machinery and equipment for the students training as per the curriculum. • Procurement, storage, accounting of raw materials, tools and instruments. • Manage the maintenance of equipment and tools in the workshops including Preventive and breakdown maintenance lay down safety procedures. • Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks • To keep himself updated about the various developments in the related industry. • To assist the HOD, Workshop Superintendent in certain functions of the institute as and when necessary. • Any other duty assigned by authority for institute development.

Designation	Librarian/Asstt. Librarian
Duties	<ul style="list-style-type: none"> • The Librarian of the Polytechnic is responsible for the proper maintenance of the Library. The Librarian shall maintain an Accession register. • The Librarian/Asstt. Librarian is also responsible for: • Cataloguing, indexing and classification of books and periodicals. • Issuing and receiving of books ,restoring of books and periodicals. • Planning & developing the library, arrangement of non-book materials. • Orienting the users towards effective utilization of library services. • Computerization of library books and to maintain the books faculty wise. • Any other duty assigned by the higher authority.

Designation	Foreman Instructor
Duties	<p>The Foreman Instructor is responsible to the Workshop Superintendent in all matters concerned with the workshop instructions, proper utilization of men, materials and machines and maintenance of shops allocated to him.</p> <p>Other duties includes:</p> <ul style="list-style-type: none"> • Erection/installation/commissioning of plant and equipment. • Procurement, storage, accounting of raw materials, tools, and instruments. • Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks. • Arrange for issue of raw materials, tools, and equipment for workshop jobs. • Guide the students in the performance of practical tasks and skill exercises. • Manage the maintenance of equipment and tools in the workshops including Preventive and breakdown maintenance lay down safety procedures. • To assist the HOD/Workshop Superintendent in certain functions of the institute as and when necessary. • Any other duty assigned by authority for institute development.

Designation	Lab Assistant/Technician
Duties	<ul style="list-style-type: none"> • Will assist the section in charge/faculty during the conduct of practical classes to the students. • To maintain cleanliness in the workshop/Lab, up keeping of the machinery, equipment, etc., available in the laboratory and workshop to which he is posted. • Will be available in the section during working hours and safeguard the Government property. • Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge. • Will open and close the section of laboratory/workshop. • Will attend to any other works entrusted to him from time to time by higher authority.

Designation	Lab Attendant
Duties	<ul style="list-style-type: none"> • Will assist the section in charge/faculty during the conduct of practical classes to the students. • Clean and arranging of machinery equipment in the workshop/Lab/Office, in the laboratory and workshop to which he is posted. • Will be available in the section during working hours and safeguard the Government property. • Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge. • Will open and close the section of laboratory/workshop. • Will attend to any other works entrusted to him from time to time.

SECTION 4(1) (b) (iii)

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:-

The procedure followed in the decision making process is as per Policy and guidelines of State Govt. and Regulatory agencies,

SECTION 4(1) (b) (iv)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-

The Norms set by Govt. of Himachal Pradesh from time to time in board consonance with the regulatory bodies/authorities.

SECTION 4(1) (b) (v)

THE RULES, REREGULATIONS, INSTRUCTIONS, MUNUALS AND RECORDS, HELD BY IT OR UDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTION:

The letter received from various sources are dealt with/disposed of by the concerned official/officer as per norms fixed by the Govt. in board consonance with regulatory authorities such as:

1. All India Council for Technical education (AICTE) (<https://www.aicte-india.org/>)
2. Directorate of Technical Education and Vocational Training, Sundernagar, H.P (www.techedu.gov.in)
3. Himachal Pradesh Takniki Shiksha Board, Dharmshala, (hptechboard.com)
4. Instruction given by the Government of Himachal Pradesh from time to time.

SECTION 4(1) (b) (vi)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

S.N.	Category of the document	Procedure to obtain the document
1	2	3
2	Bank Pass Book	The documents can be obtained from concerned officer in charge
3	Personal files	
4	Diary and Issue register	
5	Acquaintance	
6	Bill register	
7	Book of drawl register	
8	DCR	
9	Cash Books	
10	Admission register	
11	Placement record	
12	Students Results	
13	Students attendance register	
14	Vehicle logbook	
15	Stock Registers and Indent Books	
16	Duty attendance	
17	Files related to budget, correspondence, RTI	
18	Files & Documents related to building, Academic, Examination	
19	Files related to Procurement/Tender	
20	Files related to students counseling	
21	Files related to Hostel etc.	
22	Files related to outsource staff	

SECTION 4(1) (b) (vii)

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH , OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION.

S.N.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1	Community Development through Polytechnic (CDTP)	Yes	As per guidelines of Ministry of Skill Development and Entrepreneurship.

SECTION 4(1) (b) (viii)

BOARD, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED

- Internet Committees of the Institution
- Hostel Management Committee
- Anti Ragging Committee
- House Allotment Committee
- Disciplinary Committee
- Sexual Harassment Committee/Women cell
- Internet Quality Assurance Cell

SECTION 4(1) (b) (ix)

DIRECTORY OF OFFICERS AND EMPLOYEES

Sr No	NAME OF THE STAFF MEMBER (SH./SMT.)	DESIGNATION	Email	Mobile Number
1	2	3	4	5
1	Sh. Dheeraj Kaushik	HOD Pharmacy	dheerajkaushik1970@gmil .com	9418496222
2	Smt. Kusum Devi	Lecturer Pharmacy	punkusum@gmail.com	9418462163
3	Sh. Neeraj Gupta	Lecturer Pharmacy	neerajgupta957@gmail.com	9418456957
4	Sh. Anshul Shandil	Lecturer Pharmacy	anshulshandil@rediffmail.com	9418473020
5	Sh. Arun Bharti.	HOD Electronics Commuation Engg.	bhartikangra@gmail.com	9418020727
6	Ms. Neha Badhan	Lecturer Electronics Commuation Engg.	nehabadhan2@gmail.com	9882362187
7	Sh. Nishant Sharma	Lecturer Electronics Commuation Engg.	ernishantsharma4u@gmail.com	9418315687
8	Sh. Kislaye Sharma	Lecturer Electronics Commuation Engg.	kislayes4@gmail.com	9816787446
9	Sh. Jaspal	Lecturer Electronics Commuation Engg.	jasman8480@gmail.com	9265882791
10	Sh. Rajeev Kumar	Lecturer Electronics Commuation Engg.	rajeevrahi551@gmail.com	7836087530
11	Sh. Pankaj Kishore	HOD Computer (Engg.)	pankaj.pathik@gmail.com	9418006964
12	Sh. Sunil Kumar	Senior Lecturer, Computer Engg.	sunil2001ar1180@gmail.com	9736321099
13	Smt. Nirlep Rana	Lecturer Computer Engg.	nirlep.rana@gmail.com	9418056264
14	Sh. Kuldeep Kumar	Lecturer Computer Engg.	kuldeep.308@gmail.com	9418246873
15	Sh. Lalit Himral	Lecturer Computer Engg.	lalithimral@gmail.com	9805306474
16	Sh. Navdeep Sahni	Lecturer Computer Engg.	navdeepsahni013@gmail.com	9882548893
17	Smt. Rohika Bhatt	Lecturer Computer Application	rohikamanya@gmail.com	9317890355
18	Smt. Ritu Gulyani	Lecturer Computer Application	riyya.b@gmail.com	9318566660
19	Smt. Ruchika Chauhan	HOD. Applied Sciences	ruchikaphd@gmail.com	9418035558
20	Smt. Poonam	Senior Lecturer, Chemistry	16151514113p@gmail.c.com	8219582518
21	Smt. Reema Choudhary	Lecturer Maths	reemakangra@gmail.com	9418310778
22	Ms. Nisha Kumari	Lecturer English	nisha.kumari.kinnaur@gmail.com	9805568218
23	Sh. Mohan Negi	Lecturer Physics	negi.mohan8@gmail.com	9418575079
24	Sh. Hitesh Kashyap	Lecturer Mechanical Engg.	hiteshkashyap2005@gmail.com	9816120735
25	Ms. Swati Sharma	Lecturer Electricial Engg.	sharma.ee.swati@gmail.com	7018089115

26	Smt. Anita Bhardwaj	Computer Assistant	Ani.gem71@gmail.com	9418323465
27	Smt. Shruti Verma	Computer Assistant	Shrutiv1983@gmail.com	9418011983
28	Sh. Jeevan Dhiman	Computer Assistant	dhiman.jeevan@gmail.com	9459692931
29	Sh. Ramesh Chand	Foreman Instructor	Ramesh1970.chand@gmail.com	9805465171
30	Sh. Amit Kumar	Workshop Insdtructor	amitsehjpai@gmail.com	9882013254
31	Sh. Vinod Kumar	Workshop Insdtructor	kr30vinod@gmail.com	9418471266
32	Sh. Yogeshwer Kumar	Workshop Insdtructor	Yegeshwerthakur3@gmail.com	9805854009
33	Sh. Amit Bhardwaj	Workshop Insdtructor	Amitshanvi981@gmail.com	9882489168
34	Sh. Hari Singh	Workshop Insdtructor	harisinghpu@gmail.com	9418045184
35	Sh. Lokender Singh	Workshop Insdtructor	lokendersinghbaghna@gmail.com	9459024412
36	Sh. Atul Sharma	Audio Visual Technician	Atul188631@gmail.com	7009888250
37	Sh. Satish Chauhan	PTI	Satish.chauhankki@gmail.com	9459091540
38	Smt. Bharti Sharma	Office Superintendent	Bhartibhatt221972@gmail.com	9418451597
39	Sh. Virender Kumar	Senior Assistant	Virenderverma96@gmail.com	8626973201
40	Sh. Polastya Sharma	Clerk	polastya@gmail.com	9418316571
41	Sh. Subhash Garg	JOA(IT)	samgarg337@gmail.com	9805919767
42	Smt. Sarla Devi	Steno Typist	Sarlathakur27@gmail.com	9459121925
43	Kumari Khushboo Sharma	Steno Typist	Sharmakhushboo053@gmail.com	8219470821
44	Smt. Veena Sharma	Hostel Superintendent	Veenashrama5091@gmail.com	7018141503
45	Smt. Meenakshi	Assistant Librarian	Meenakshic275@gmail.com	9459266685
46	Sh. Surinder Kumar	Lab. Assistant	surenderazad139@gmail.com	7018099972
47	Sh. Dinesh Kumar	Lab. Assistant	dkkoundal71@gmail.com	9882512905
48	Sh. Sunder Singh	Lab. Assistant	sundersingh1561969@gmail.com	9805713346
49	Sh. Sees Ram	Lab. Assistant	seesramkashyap933@gmail.com	9736072234
50	Sh. Prem Chand,	Lab. Assistant	Pchimral12@gmail.com	9817059443
51	Sh. Sohan Lal	Lab. Assistant	sohankashyap099@gmail.com	9805178016
52	Sh. Devinder Kumar	Lab. Assistant	devinderkumar7244516@gmail.com	9736213288
53	Miss Sapna Negi	Lab Attendant	Shallunegi95@gmail.com	8219290428
54	Sh. Chain Singh	Lab Attendant	chainsingh6080@gmail.com	7807547200
55	Sh. Ganga Ram	Lab Attendant		8619151730

56	Sh. Rameshwer	Peon cum Chowkidar		9816262510
57	Sh. Lekh Ram	Peon		9816987582
58	Sh. Sanjeev Kumar	Peon		7807047152
59	Sh. Dila Ram	Chowkidar		9816202558
60	Sh. Ram Niwas	Sweeper		9882669161
61	Smt. Kavita	Sweeper		9882127265

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

Sr. No.	Designation	Pay Scale /Level as per HP CS RP 2022
1	Principal	(Level 28, Cell 06)
2	TPO	(Level 24, Cell 07)
3	Head of the Deptt.	(Level 24)
4	Sr. Lecturer	(Level 281, Cell 03)
5	Lecturer	(Level 18, Cell 01)
6	Workshop Supdt.	(Level 18, Cell 01)
7	Foreman Instructor	(Level 12, Cell 11)
8	Workshop Instructor	(Level 10)
9	Assistant Librarian	(Level 06, Cell 01)
10	Library Assistant	(Level 07, Cell 07)
11	Sr. Assstt	(Level 11)
12	Clerk	(Level 03)
13	Junior Office Assistant (IT)	(Level 04)

SECTION 4(1) (b) (xi)

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:-

Budget Availability Report Financial Year 2023-2024

Sr.No.	Object Code Description	Amount allocated
1	01 Salary & DA	52564650
2	02 Wages	00
3	03 Travel Expense	55000
4	05 Office Expenses	812843
5	12 Scholarship/Stiphend	00
6	31 Machinery & Equipments	310000
7	30 Motor Vehicle	50000
8	33 Material & Supplies	200000
9	20 Other Charges	90000
10	06 Medical Reimbursement	180000 (Head : 2203 – employees)
		200000 (Head : 2235 – Pensioners)

SECTION 4(1) (b) (xii)

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Does not aries.

SECTION 4(1) (b) (xiii)

PARTICULARS OF RECIPIENTS OF CONCESSION, PERMITS OR AUTHORIZATIONS GRANTED

As per H.P. Govt. Policy

SECTION 4(1) (b) (xiv)

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:-

All the relevant details including the procurement, tender and student matter are made available on the Website www.gpewkandaghat.nic.in , www.techedu.hp.gov.in . Brief information of various courses offered by the institute, Curriculum and fees structure of various disciplines are available at the web site www.hptechboard.com

SECTION 4(1) (b) (xv)

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:-

Means, methods or facilitation available to the publics, which are adopted by the department for dissemination of information. The following methods of facilitation are available to the which are adopted by the Institute:-

1	Notice Board	Available
2	Inspection of Record in the office	Available
3	System of issuing of copies of documents	Available
4	Web Site	Available

The institute has maintained its library restricted only to its students and staff. The library is not open to the public.

SECTION 4(1) (b) (xvi)

**FOR THE IMPLEMENTATION OF RIGHT TO INFORMATION ACT.2005,
FOLLOWING OFFICERS HAVE BEEN NOMINATED AS APPELLATE AUTHORITY
& PUBLIC INFORMATION OFFICER:**

Authority Designation Under RTI Act-2005	Name & Designation of the officer	Complete Official Address	Office Telephone No.
Public information Officer (PIO)	(Principal)	Government Polytechnic For Women Kandaghat, P.O. & Teh. Kandaghat distt. Solan H.P. 173215	01792-256179, 256379
Appellate Authority	Joint director technical Education H.P	Directorate of Technical education Vocational and Industrial Training Sundernagar-H.P	01907-266572

1. Suo - Motu disclosure of more items under-section-4 of RTI Act, 2005:-

- 1.1 Information related to procurement
- 1.2 Public Private Partnership
- 1.3 Transfer Policy and Transfer Orders
- 1.4 RTI Application
- 1.5 CAG & Pac Paras
- 1.6 Citizens Charter
- 1.7 Discretionary and Non-Discretionary Grants
- 1.8 Tours of Head of Office / Delegations.