

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

SECTION 4(1) (b) (i)

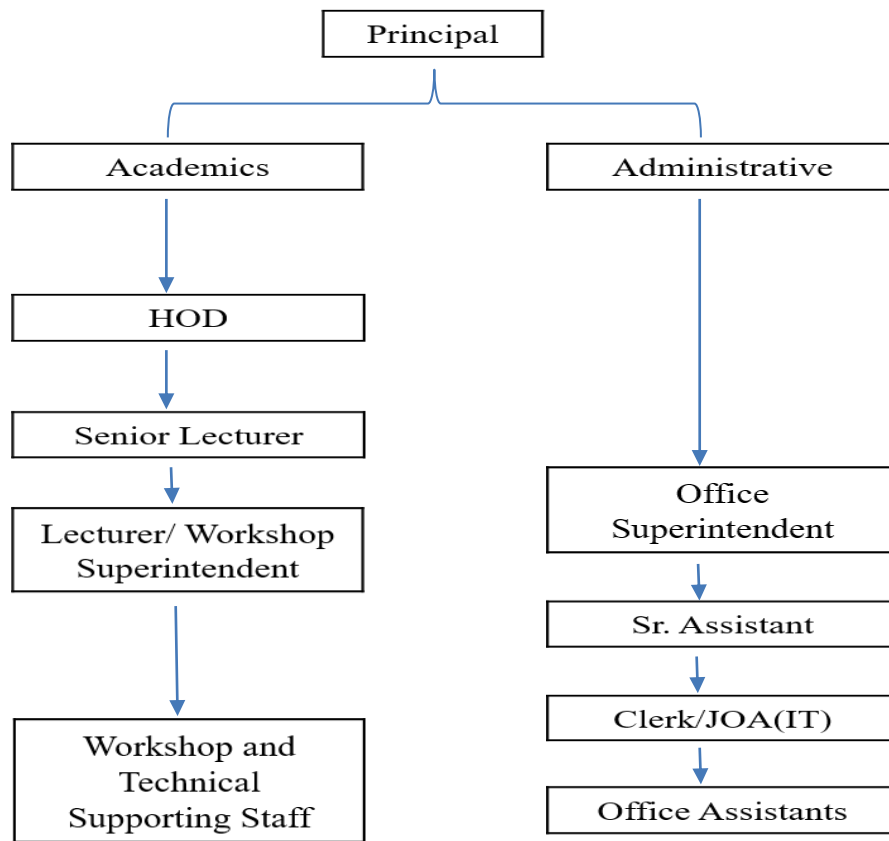
THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-

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	Sh. Rakesh Sharma
Designation	Principal
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 in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum. • 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.

	<ul style="list-style-type: none">• 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.
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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

• Internal Committees of the Institution	Click for details:
• Hostel Management Committee	Click for details:
• Anti Ragging Committee	Click for details:
• House Allotment Committee	Click for details:
• Disciplinary Committee	Click for details:
• Sexual Harassment Committee/Women cell	Click for details:
• Internet Quality Assurance Cell	Click for details:

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
Department of Pharmacy				
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
Department of Computer Engineering				
5	Sh. Pankaj Kishore	HOD Computer (Engg.)	pankaj.pathik@gmail.com	9418006964
6	Sh. Sunil Kumar	Senior Lecturer, Computer Engg.	sunil2001ar1180@gmail.com	9736321099
7	Smt. Nirlep Rana	Lecturer Computer Engg.	nirlep.rana@gmail.com	9418056264
8	Sh. Kuldeep Kumar	Lecturer Computer Engg.	kuldeep.308@gmail.com	9418246873
9	Sh. Lalit Himral	Lecturer Computer Engg.	lalithimral@gmail.com	9805306474
10	Sh. Navdeep Sahni	Lecturer Computer Engg.	navdeepsahni013@gmail.com	9882548893
11	Smt. Rohika Bhatt	Lecturer Computer Application	rohikamanya@gmail.com	9317890355
12	Smt. Ritu Gulyani	Lecturer Computer Application	riyya.b@gmail.com	9318566660
13	Smt. Anita Bhardwaj	Computer Assistant	Ani.gem71@gmail.com	9418323465
14	Smt. Shruti Verma	Computer Assistant	Shrutiv1983@gmail.com	9418011983
15	Sh. Jeevan Dhiman	Computer Assistant	dhiman.jeevan@gmail.com	9459692931
Department of Applied Sciences & Humanity				
16	Smt. Ruchika Chauhan	HOD. Applied Sciences	ruchikaphd@gmail.com	9418035558
17	Smt. Poonam	Senior Lecturer, Chemistry	16151514113p@gmail.c.com	8219582518
18	Smt. Reema Choudhary	Lecturer Maths	reemakangra@gmail.com	9418310778
19	Ms. Nisha Kumari	Lecturer English	nisha.kumari.kinnaur@gmail.com	9805568218
20	Sh. Mohan Negi	Lecturer Physics	negi.mohan8@gmail.com	9418575079

21	Sh. Hitesh Kashyap	Lecturer Mechanical Engg.	hiteshkashyap2005@gmail.com	9816120735
Department of Electronics & communication Engineering				
22	Sh. Arun Bharti.	HOD Electronics Commuation Engg.	bhartikangra@gmail.com	9418020727
23	Ms. Neha Badhan	Lecturer Electronics Commuation Engg.	nehabadhan2@gmail.com	9882362187
24	Sh. Nishant Sharma	Lecturer Electronics Commuation Engg.	ernishantsharma4u@gmail.com	9418315687
25	Sh. Kislaye Sharma	Lecturer Electronics Commuation Engg.	kislayes4@gmail.com	9816787446
26	Sh. Jaspal	Lecturer Electronics Commuation Engg.	jasman8480@gmail.com	9265882791
27	Sh. Rajeev Kumar	Lecturer Electronics Commuation Engg.	rajeevrahi551@gmail.com	7836087530
28	Ms. Swati Sharma	Lecturer Electricial Engg.	sharma.ee.swati@gmail.com	7018089115
29	Sh. Amit Kumar	Workshop Insdtructor	amitsehjpai@gmail.com	9882013254
30	Sh. Yogeshwer Kumar	Workshop Insdtructor	Yegeshwerthakur3@gmail.com	9805854009
31	Sh. Ramesh Chand	Foreman Instructor	Ramesh1970.chand@gmail.com	9805465171
32	Sh. Vinod Kumar	Workshop Insdtructor	kr30vinod@gmail.com	9418471266
33	Sh. Amit Bhardwaj	Workshop Insdtructor	Amitshanvi981@gmail.com	9882489168
34	Sh. Hari Singh	Workshop Insdtructor	harisinghpai@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.gph.edu.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.hpotechboard.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

Internal Committees of the Institution

OFFICE OF THE PRINCIPAL,
GOVT. POLYTECHNIC FOR WOMEN
KANDAGHAT, DISTRICT - SOLAN, HP-173215
(AN ISO 9001:2015 CERTIFIED INSTITUTION, ONIA ACCREDITED COMPUTER ENGG. DEPT. (GMA))
Website: www.gpwkandaghat.ac.in, Email: gpwkandaghat@gmail.com, Phone No. - 01792-256179

No. 115 Dated 17/04/2024

OFFICE ORDER

In continuation to this OO No. 506 dated 17.12.2022 vide which committees were constituted to perform administrative duties and to implement direct activities in the Institution, due to transfer/posting of staff fresh orders are hereby issued (as annexure-I) for implementation of Govt. instructions/guidelines with immediate effect.

All Head of Departments & In-charges of every committee are directed to ensure the proper implementation of required activities.

[Signature]
Principal,
Govt. Polytechnic for women,
Kandaghat Distt. Solan HP-173215
Dated: /04/2024

Encl. STV(GPWK)Ttg./Committee: 1/270-23
Copy to

- All Head of Department(s)/In-charges of committees for information and necessary compliance.
- Office Sapdt. for information.
- For circulation amongst all staff for compliance.

[Signature]
Principal,
Govt. Polytechnic for women,
Kandaghat Distt. Solan HP-173215

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Kandaghat Himachal Pradesh 02/15/2025, 11:12

HOSTEL COMMITTEE	
Dr. Ruchika Chaudhan, HOD App. Sc.	Chief Warden
Smt. Nishi Verma, Lect. ECE	Incharge (Sarojini Hostel)
Smt. Kusum Devi, Lect. Pharmacy	Incharge (Sarswati Hostel)
Smt. Reema Chaudhary, Lect. Maths	Incharge (Brijeshwari Hostel)
Smt. Nirlep Kaur Rana, Lect. Comp. Engg.	Incharge (Renuka Hostel)
Smt. Veena Sharma, Hostel Sapdt.	Member
Smt. Meenakshi, Asstt. Librarian	Member

INSTITUTION HOSTEL MESS & HOSPITALITY COMMITTEE	
Sh. Navdeep Sahni, Lect. Comp. Engg.	Incharge
Sh. Rajeev Kumar, Lect. Eltx. & Comm. Engg.	Member
Sh. Vinod Kumar, Workshop Inst.	Member
Smt. Veena Sharma, Hostel Sapdt.	Member
Smt. Meenakshi, Asstt. Librarian	Member

SPORTS OFFICER	
Sh. Nishant Sharma, Lect. ECE	Incharge

CLEANLINESS COMMITTEE	
Sh. Anshul Shandil, Lect. Pharmacy	Incharge
Ms. Nisha Kumari, Lect. English	Member
Ms. Swati, Lect. Electrical Engg.	Member

STORE OFFICER	
Sh. Pankaj Pathik, HOD Comp. Engg.	Incharge

INSTITUTION WEB SITE	
Sh. Pankaj Pathik, HOD Comp. Engg.	Incharge
Sh. Lalit Himral, Lect. Comp. Engg.	Member

ISTE CHAPTER	
Sh. Kuldeep Sharma, Lect. Comp. Engg.	Incharge

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Kandaghat Himachal Pradesh 02/15/2025, 11:12

Discipline Committee	
Sh. Neeraj Gupta, Lect. Pharmacy	Incharge
Ms. Nisha Kumari, Lect. English	Member
Smt. Rekha Bhati, Lect. Comp. Engg.	Member
Sh. Nishant Sharma, Lect. ECE	Member
Smt. Rita Guliyani, Lect. Comp. Engg.	Member
Smt. Shruti Verma, Comp. Asstt.	Member
Sh. Satish Chaudhan, PTI	Member
Smt. Meenakshi, Asstt. Librarian	Member
Sh. Hari Singh, Workshop Inst.	Member
Sh. Amit Bhadwal, Workshop Inst.	Member

Time Table Incharge	
Smt. Nirlep Rana, Lect. Comp. Engg.	Incharge

Election Activity Committee	
Sh. Kuldeep Sharma, Lect. Comp. Engg.	Incharge
Sh. Nishant Sharma, Lect. ECE	Member
Sh. Rajeev Kumar, Lect. ECE	Member
Sh. Satish Chaudhan, PTI	Member
Sh. Jeevan Lal, Comp. Asstt.	Member
Sh. Atal Sharma, AVT	Member
Sh. Prem Singh, Lab. Asstt.	Member

[Signature]
Principal,
Govt. Polytechnic (W)
Kandaghat Distt. Solan

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Kandaghat Himachal Pradesh 02/15/2025, 11:12

House Allotment Committee

OFFICE OF THE PRINCIPAL,
GOVT. POLYTECHNIC FOR WOMEN,
KANDAGHAT, DISTT. SOLAN, H.P.-173215
(An ISO 9001:2015 Certified Institute)
(NBA ACCREDITED COMPUTER ENGG. DIPLOMA)
Website: www.gpcwkandaghat.nic.in
Email: gpwkandaghat@gmail.com
Phone No. - 01792-256179

No... 31...

Dated: 13/02/24

OFFICE ORDER

A House Allotment Committee comprising of following officers/officials is hereby constituted at Institution level till further order:-

- | | |
|--|----------|
| 1. Sh. Pankaj Pathik, HOD Computer Engg. | Incharge |
| 2. Smt. Kusum Devi, Lect. Pharmacy | Member |
| 3. Sh. Ramesh Chand, Foreman Instructor | Member |
| 4. Sh. Virender Kumar, Sr. Assistant | Member |
| 5. Sh. Jagdish Kumar, W/Shop Instructor | Member |
| 6. Sh. Lekh Ram, Class-IV | Member |

Principal,
Govt. Polytechnic for women,
Kandaghat Distt. Solan HP

Endst: No. STV(GPWK)/H.A./- 382

Dated: 13/02/24

Copy to:

1. Circulation of all the above for information and necessary compliance.

Principal,
Govt. Polytechnic for women,
Kandaghat Distt. Solan HP

Sexual Harassment Committee/Women cell

OFFICE OF THE PRINCIPAL,
GOVT. POLYTECHNIC FOR WOMEN
KANDAGHAT, DISTRICT- SOLAN, H.P.-173215
(AN ISO 9001:2015 CERTIFIED INSTITUTE), (NBA ACCREDITED COMPUTER ENGG. DIPLOMA)
Website: www.gpcwkandaghat.nic.in, Email: gpwkandaghat@gmail.com, Phone No. - 01792-256179

No.


Dated: 02/08/2024

OFFICE ORDER

A Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 comprising of the following members is hereby constituted with immediate effect:

- | | |
|---|-------------|
| 1. Smt. Nishi Verma, Lect. ECE | Chairperson |
| 2. Smt. Nirlep Rana, Lect. Comp. Engg. | Member |
| 3. Smt. Kusum Devi, Lect. Pharmacy | Member |
| 4. Smt. Reema Choudhary, Lect. Maths. | Member |
| 5. Smt. Kumari Khushboo Sharma, Steno | Member |
| 6. Smt. Veena Sharma, Hostel Supdt. | Member |
| 7. Smt. Sonika Thakur, Hostel Attendent | Member |

The Committee shall meet as and when any complaint of harassment is reported in the Institution.



Principal,
Govt. Polytechnic for women,
Kandaghat Distt. Solan HP

Dated: 02/08/2024

No. STV(GPWK)Trg-Anti-Ragging/2022/- 3533-35

Copy to:-

1. The Director, Technical Education, Vocational & Industrial Training, HP Sundernagar Distt. Mandi for information please.
2. Smt. Nishi Verma, Lect. ECE for information. She is directed get it noted by the other committee members.
3. Notice Board (Institution).


Principal,
Govt. Polytechnic for women,
Kandaghat Distt. Solan HP

Internet Quality Assurance Cell

OFFICE OF THE PRINCIPAL,
GOVT. POLYTECHNIC FOR WOMEN
KANDAGHAT, DISTRICT- SOLAN, H.P.-173215
(AN ISO 9001:2015 CERTIFIED INSTITUTE), (NBA ACCREDITED COMPUTER ENGG. DIPLOMA)
Website: www.gpcwkandaghat.nic.in, Email: gpwkandaghat@gmail.com, Phone No. - 01792-256179

No.

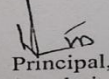
390

Dated:

OFFICE ORDER

Internal Quality Assurance Cell comprising the following members is hereby re-constituted as under with immediate effect:

- | | |
|---|------------------|
| 1. Dr. Dheeraj Kaushik, HOD Pharmacy | Officer Incharge |
| 2. Sh. Lalit Himral, Lect. Comp. Engg. | Member |
| 3. Smt. Nishi Verma, Lect. ECE | Member |
| 4. Ms. Reema Choudhary, Lect. App. Sc. (Math) | Member |


Principal,

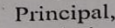
Govt. Polytechnic for women,
Kandaghat Distt. Solan HP

Dated:

27-11-24

No. STV(GPWK)Trg/Misc/2022- 6118-6120
Copy forwarded to:-

1. The Director, Technical Education, Vocational & Industrial Training, HP Sundernagar Distt. Mandi for information please.
2. Dr. Dheeraj Kaushik, HOD Pharmacy for necessary action.
3. Circulation amongst all above committee members of this Institution for necessary action.


Principal,

Govt. Polytechnic for women,
Kandaghat Distt. Solan HP

Disciplinary Committee

Discipline Committee

Sh. Neeraj Gupta, Lect. Pharmacy
Ms. Nisha Kumari, Lect. English
Smt. Rohika Bhatt, Lect. Comp. Engg.
Sh. Nishant Sharma, Lect. ECE
Smt. Ritu Gulyani, Lect. Comp. Engg.
Smt. Shruti Verma, Comp. Asstt.
Sh. Satish Chauhan, PTI
Smt. Meenakshi, Asstt. Librarian
Sh. Hari Singh, Workshop Inst.
Sh. Amit Bhardwaj, Workshop Inst.
Sh. Abhishek, Workshop Inst.

Incharge
Member
Member
Member
Member
Member
Member
Member
Member
Member

Time Table Incharge

Smt Nirlep Rana, Lect. Comp. Engg.

Incharge

Election Activity Committee

Sh. Kuldeep Sharma, Lect. Comp. Engg.
Sh. Nishant Sharma, Lect. ECE
Sh. Rajeev Kumar, Lect. ECE
Sh. Satish Chauhan, PTI
Sh. Jeevan Lal, Comp. Asstt.
Sh. Atul Sharma, AVT
Sh. Prem Singh, Lab. Asstt.

Incharge
Member
Member
Member
Member
Member
Member

Diya Bhardwaj
Principal
Govt. Polytechnic (W)
Kandaghat Distt. Solan

Anti Ragging Committee

OFFICE OF THE PRINCIPAL,
GOVT. POLYTECHNIC FOR WOMEN
KANDAGHAT, DISTRICT- SOLAN, H.P.-173215
(AN ISO 9001:2015 CERTIFIED INSTITUTE), (NBA ACCREDITED COMPUTER ENGG. DIPLOMA)
Website: www.gpwkandaghat.nic.in, Email: gpwkandaghat@gmail.com, Phone No. - 01792-256179

No.

223


Dated: 08/2024

OFFICE ORDER

Anti Ragging Committee, comprising of following members are hereby re-constituted for the acadmic year 2024-25 of this Institution is as follows:

- | | |
|--|------------------|
| 1. Dr. Dheeraj Kaushik, Officiating Principal | Officer Incharge |
| 2. Sh. Pankaj Pathik, HOD Computer Engg. | Member |
| 3. Dr. Ruchika Chauhan, HOD App. Sc. | Member |
| 4. Sh. Arun Bharti, HOD Eltx. & Comm. Engg. | Member |
| 5. Smt. Nirlep Rana, Lect. Computer Engg. | Member |
| 6. Sh. Mohan Negi, Lect. Physics | Member |
| 7. Smt. Veena Sharma, Hostel Supdt. | Member |
| 8. SDM, Kandaghat | Member |
| 9. Sh. Manish Sood, Vice President Nagar Panchayat | Member |
| 10. SHO, Police Station, Kandaghat (HP) | Member |
| 11. Sh. Rohit Goel, Press Corsp. | Member |
| 12. Sh. Rajesh Kumar, Perent of Student/s | Member |
| 13. 1 st CR Final Year Computer Engg. | Member |
| 14. 1 st CR Final Year ECE | Member |
| 15. 1 st CR Final Year Pharmacy | Member |


The committee shall meet as and when any case of regging is reported in the Institution. The anti ragging squad shall work under the guidance of anti ragging committee.


Principal, 6/8/24

o/c
Govt. Polytechnic for women,
Kandaghat Distt. Solan HP
Dated: 08/2024

Endst. No. STV(GPWK)Trg/Committee/2022-
Copy forwarded to:-

1. The Director, Technical Education, Vocational & Industrial Training, HP Sundernagar Distt. Mandi for information please.
2. Circulation amongst all above committee members of this Institution for necessary action.
3. Notice Board.(Institution, Hostel-Sarojini/ Renuka/ Sarswati/ Brijeshwari) for information.


Principal, 6/8/24

o/c
Govt. Polytechnic for women,
Kandaghat Distt. Solan HP

Hostel Management Committee

HOSTEL COMMITTEE

Dr. Ruchika Chauhan, HOD App. Sc.	Chief Warden
Smt. Nishi Verma, Lect. ECE	Incharge(Sarojini Hostel)
Smt. Kusum Devi, Lect. Pharmacy	Incharge (Sarswati Hostel)
Smt. Reema Chaudhary, Lect. Maths	Incharge(Brijeshwari Hostel)
Smt. Nirlep Kaur Rana, Lect. Comp. Engg.	Incharge (Renuka Hostel)
Smt. Veena Sharma, Hostel Supdt.	Member
Smt. Meenakshi, Asstt. Librarian	Member

INSTITUTION HOSTEL MESS & HOSPITALITY COMMITTEE

Sh. Navdeep Sahni, Lect. Comp. Engg.	Incharge
Sh. Rajeev Kumar, Lect. Eltx. & Comm. Engg.	Member
Sh. Vinod Kumar, W/shop Inst.	Member
Smt. Veena Sharma, Hostel Supdt.	Member
Smt. Meenakshi, Asstt. Librarian	Member

SPORTS OFFICER

Sh. Nishant Sharma, Lect. ECE	Incharge
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CLEANLINESS COMMITTEE

Sh. Anshul Shandil, Lect. Pharmacy	Incharge
Ms. Nisha Kumari, Lect. English	Member
Ms. Swati, Lect. Electrical Engg.	Member

STORE OFFICER

Sh. Pankaj Pathik, HOD Comp. Engg.	Incharge
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INSTITUTION WEB SITE

Sh. Pankaj Pathik, HOD Comp. Engg.	Incharge
Sh. Lalit Himral, Lect. Comp. Engg.	Member

ISTE CHAPTER

Sh. Kuldeep Sharma, Lect. Comp. Engg.	Incharge
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Kandaghat Himachal Pradesh 02/15/2025, 11:12

[Signature]
Govt. Polytechnic (W)
Kandaghat Distt. Solan

