

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

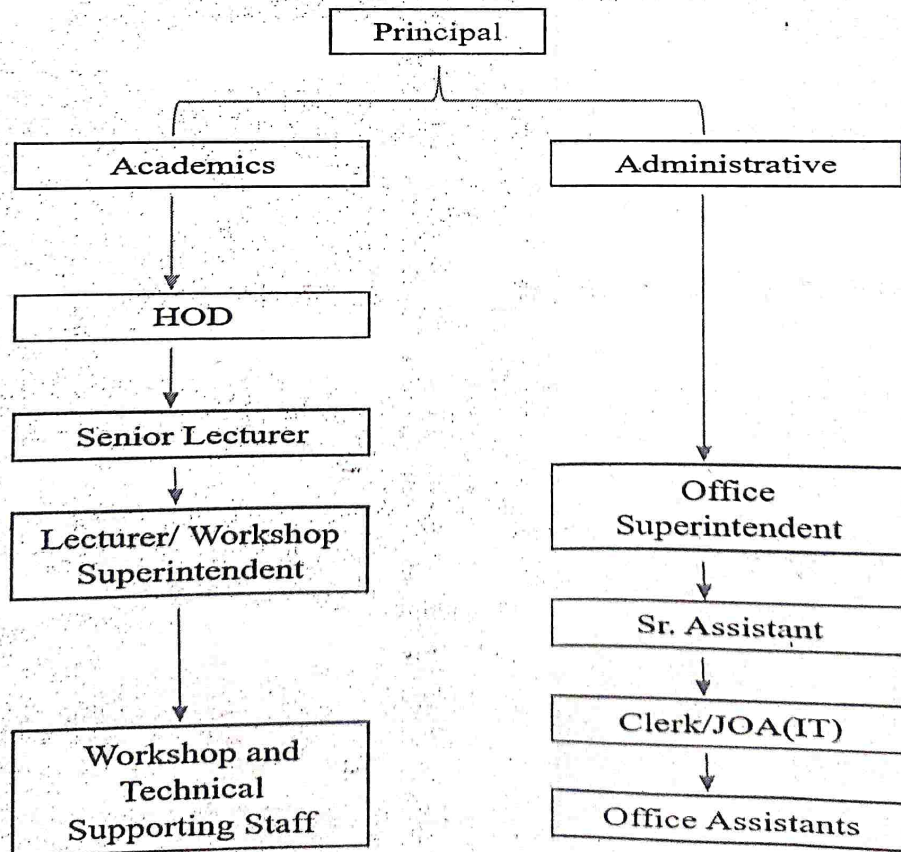
SECTION 4(1) (b) (i)
THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-

Name of organization	GOVT. POLYTECHNIC JANDAUR
Establishment and Address	Village Jandaur, Tehsil Jaswan, Pragpur constituency District Kangra (H.P)
Email-id	gpjandaur@gmail.com
Contact No.	8219337285
Web Site	gpjandaur.edu.in

ABOUT THE INSTITUTE:

Govt. Polytechnic Jandaur has been establish at Village Jandaur, Tehsil Jaswan, Pragpur constituency District Kangra (H.P) vide Addl. Chief Secretary. (Tech. Edu.) to the Govt. of Himachal Pradesh notification No. EDN(TE)A(1)7/2019 dated 06.03.2019 which is situated on the Chintpurni- Talwara road. The Institute is near to Industrial hub Sansapur Terrace and Talwara twohship which is 07 KM from Polytechnic.

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.

COURSES OFFERED BY THE INSTITUTE:

S.No	Name of Department	Sanction Intake
1	Civil Engineering	60
2	Electrical Engineering	60

SECTIONS OF THE INSTITUTE

S. No.	Sections	Function	Duties
1	2	3	4
1	Office of the Principal Govt. Polytechnic Jandaur (H.P)	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.	Teaching, conducting examination, evaluation of students, Conducting seminars and other allied, work duty assigned by authority from time to time.
4	Civil Engg. Department	Teaching Civil Engg. Subjects to Diploma students.	-do-
5	Electrical Engg. Department	Teaching Electrical . Engg. subjects to Diploma students	-do-
7	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.
9	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	Pardeep Kumar
Designation	Nodal Officer cum 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	<p>Head of Department:</p> <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	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. Amish Rehalia (Lect. Civil Engg.)
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. • 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, organising, 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 broad consonance with the regulatory bodies/Authorities.

SECTION 4(1) (b) (v)

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:

The letters received from various sources are dealt with / disposed of by the concerned official / officer as per norms fixed by the Govt. in broad 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, Dharamsala, (hptechboard.com).
4. Instructions 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 :

Sl. No.	Category of the document	Procedure to obtain the document
1	2	3
1	Bank Pass Books	The Documents can be obtained from concerned officer in charges
2	Service Book	
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 registers	
11	Placement Record	
12	Students Results	
13	Student attendance registers	
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 student 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 No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public Participation
1	Nil		

SECTION 4(1) (b) (viii)

BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED

- Internal Committees of the Institution.
- Hostel Management Committee. = N.A
- Anti -Ragging Committee.
- House Allotment Committee. =N.A
- Disciplinary Committee.
- Sexual Harassment Committee / Women cell
- Internal 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	Smt. Babita Sharma	Lect. A.S&H (Physics)	gpjandaur@gmail.com	7018711440
2	Smt. Nisha Kumari	Lect. A.S.&H. (Math)		8219272169
3	Sh. Amish Rehalia	Lect. Civil Engg.		9418037478
4	Sh. Abishek	Workshop Instructor (Carpentry)		8626950907
5	Sh. Sanjay Thakur	Workshop Instructor (Welding)		8219544415
6	Sh. Raman Kumar Sandhu	JOA (IT)		9988281316

SECTION 4(1) (b) (x)
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)
2	TPO	(Level 18)
3	Head of the Deptt.	(Level 24)
4	Sr. Lecturer	(Level 21)
5	Lecturer	(Level 18)
7	Foreman Instructor	(Level 12)
8	Workshop Instructor	(Level 10)
9	Assistant Librarian	Post not created
10	Library Assistant	Post not created
11	Sr. Asstt.	(Level 11)
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 Salaries & DA	111834
2	02 Wages	----
3	03 Travel Expense	----
4	05 Office Expense	3070
5	12 Scholarship/Stipend	---
6	31 Machinery & Equipments	---
7	30 Motor Vehicle	----
8	33 Material & Supplies	----
9	20 Other Charges	48850
10	06 Medical Reimbursement	----

SECTION 4(1) (b) (xii)
MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Does not arise.

SECTION 4(1) (b) (xiii)
PARTICULARS OF RECIPIENTS OF CONCESSIONS, 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 gpjandaur.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 Public 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 Designated Under RTI Act-2005	Name & Designation of the officer	Complete Official Address	Office Telephone No
Public Information Officer(PIO)	Pardeep Kumar, Nodal Officer	Village Jandaur, Tehsil Jaswan Distt. Kangra (H.P)	8219337285
Appellate Authority	Joint Director Technical Education H.P.	Directorate Of Technical Education Vocational and Industrial Training Sundernagar-H.P	01907-266572