## Disclosure under Section 4(1) (b) of Right to Information Act, 2005

**Manual-1**

The particulars of its organization, functions and duties:-

|  |  |
| --- | --- |
| Name of organization | Govt. Polytechnic, Umri |
| Establishment and Address |  Govt. Polytechnic, Umri was started in its own campus in the month of December 2020 with two diploma courses namely Architecture Asstt. and Computer Engg. Earlier the classes of the institute were being run at Govt. Polytechnic Ambala city. The campus of the institute spread over the area of 9 acers and constructed area 87300 square feet with environmental friendly environment with all green patches and floral beauty. The institute is committed to provide quality technical education to students and emphasize on inculcating the scientific and engineering knowledge with skills and their application in the field of engineering works. This knowledge is helpful to students, to become a confidant, devotional and socially responsible person who may contribute towards the growth of the organization and society at large and may become a dynamic partner in the growth of the nation. The institute is blessed with a very dedicated team of teachers and other education facilitators who are willing to facilitate the students with a learning environment, where pupil are provided with time and space, to be aware of their own knowledge and able to self-reflect along the way, to increase student’s ownership. In the present scenario a dynamic entrepreneurship have come forward to establish number of different types of industries, creating excellent employment opportunities for the people having a technical background. |
| Contact No. | 01744-278875 |
| Web Site | gp-umri.kkr@techeduhry.gov.in |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Sections** | **Function** | **Duties** |
| **1** | **2** | **3** | **4** |
| **1** | Office of the Principal Govt. Polytechnic, Umri | Implementing all the decision in respect of admission, Education & Finance | Imparting instructions on administration Academic & financial Matters |
| **2** | Applied Science Department | To teach 1st & 2nd Semester Common Diploma students | Teaching, conducting examination, evaluation of papers. Conducting seminars. |

|  |  |  |  |
| --- | --- | --- | --- |
| **3** | Civil Engg.. Department | Teaching Civil Engg. Subjects to Diploma students | -do- |
| **4** | Electronics & Comm. Engg. Department | Teaching Electronics & Comm. Subjects to Diploma Students. | -do- |
| **5** | Architecture Assistantship | Teaching Architecture Assistantship Subjects to Diploma Students. | -do- |
| **6** | Instrumentation & Control Engg. Department. | Teaching I & C subjects to Diploma students. | -do- |
| **7** | Mechanical Engg. Department | Teaching Mechanical Engg. subjects to Diploma students | -do- |
| **8** | Computer Engg. Department | Teaching Computer Engg. subjects to Diploma students | -do- |
| **9.** | Medical Lab technology | Teaching Medical Lab Technology subjects to Diploma students |  |
| **10.** | Workshop | Imparting skill training to Diploma students | Taking Practical Classes of Diploma students. |
| **11.** | Library | Issuing Books to Students and the Faculty Book keeping & Maintenance | Book keeping & purchasing new books Maintaining of the Records. |

 MANUAL-2

# Powers & Duties of Officers & Employees

|  |  |
| --- | --- |
| **Name** |  |
| **Designation** | **Principal** |
| **Powers** | 1.To administer the Institution |
| 2. To give decisions in Administrative, Academic & Financial matters. |
| **Duties** | 1. Academic & administrative management of the institution. |
| 2.Providing academic and administrative leadership |
| 3. Promotion of industry institution collaboration and industry oriented research and development. |
| 4. Monitoring and evaluation of academic activities in the institution. |
| 5. Campus discipline and maintenance. |
| 6. Public relations and interaction with community. |
| 7. Organizing and coordination consult services. |
| 8. Participating in policy and system planning at State Regional and National levels for development of Technician education. |
| 9. Promoting and coordination continuing education activities. |
| **Name** |  |
| **Designation** | **Training and Placement Officer** |
| **Duties** |  |
|  |

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| --- | --- |
|  | Training and Placement Officer in a Polytechnic is responsible for the following:1. Training and placement of the students in the industry/ other user system.
2. Industry Institute Interaction.
3. Arranging Industrial visit of students.
4. To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
5. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.
6. To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.
7. To monitor the working of alumni association and to arrange their meetings.
8. To sponsor students for various paper presentations and the Technical exhibitions.
9. To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.
10. To arrange entrepreneurship camps and to motivate the students for self employment.
11. To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.
12. To engage classes for teaching as well as for personality development of students.
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| **Designation** | **HOD / Sr.Lecturer** |
|  |  |
| **Duties** | Senior Lecturer1. Teaching : 16 hours per week for this purpose, a practical/ tutorial of 2 hours is treated as a teaching load of 1 hour
2. There should be a rotation in the in the Engg. subjects taught by teachers after three years.
3. To assist the maintenance of Equipment in the laboratories
4. Conduct of Practicals in the laboratory
5. Planning and Implementation of Curriculum Development
6. Development of Resource Material
7. Participation in Co-Curricular and Extra Curricular Activities
 |

|  |  |
| --- | --- |
|  | 1. Student guidance and counseling and helping their character development
2. Innovation in technician education and evaluation
3. Providing leadership in teaching Diploma and Post Graduate diploma course
4. Promotion and Coordinating continuing Education Activities.
5. Self development through up-gradation of knowledge and skills.
6. Officer Incharge attendance/ examination/ Cash
7. To work as Incharge of laboratory. In addition, the Senior Lecturer helps the Head of Department in smooth functioning and control of the various activities of the department. The Senior Lecturer is responsible to ensure that the project work of the students is properly guided by him

Head of DepartmentThe Head of Department is overall Incharge of his branch. He is required to ensure smooth functioning of the department in addition to his teaching load of 12 hours per week. He is to ensure that all the Lecturers/ Sr. Lecturers in his branch to perform their duty effectively and efficiently and also to ensure better teaching learning process to the satisfaction of the stake holders. 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 Practicals 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 can be assigned any or more of the following administrative duties by the Principal of the institute. (a) Industry Institute Interaction. (In case TPO is not there in the institute) (b) Training and Placement of the students of his discipline. (In case TPO is not there in the institute) (c) HoD should take junior classes also for teaching/ Practicals. (d) Hostel Superintendent/ Sports President/ SRC’s/ Purchases. (e) Officer Incharge Examination, attendance, cash. (f) Looks after the department in the absence of Principal. (g) To assist the administration in smooth conduct of the examination/ admission/ house tests/ practicals/ disciplinary matters. |
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| **Designation** | **Workshop Superintendent** |
| Duties | 1. To monitor the training of students in various workshops of the institution.
2. To monitor the academic record of students in workshop.
3. To ensure the availability of various machines and equipments required in the
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|  | workshops as per the curriculum.1. To ensure that all the machines and equipment in the workshop are kept in working order.
2. To arrange for the training of workshop staff as per requirement of the curriculum.
3. To plan the future development of the workshops in the institution.
4. Repair and maintenance of Building, Electrical appliances, furniture etc. of the institute.
5. To engage classes for theory and Practical training of the student
 |
| **Designation** | **Lecturers** |
| **Duties** | The brief description of the duties assigned to the lecturers as per Appendix ‘C’ of the AICTE norms are given below: (i) Teaching 21 hours per week. For this purpose, practical/ tutorial of 2 hours is treated as a teaching load of 1 hour.1. To work as Incharge of laboratory in the concerned discipline.
2. There should be rotation in the Engg. subjects taught by teachers after three years.
3. Maintenance of Equipment in the laboratories
4. Conduct of Practicals in the laboratory
5. Planning and Implementation of Curriculum Development
6. Development of Resource Material
7. Participation in Co-Curricular and Extra Curricular Activities
8. Student guidance and counselling and helping in their career shaping and personality development
9. Innovation in technician education and evaluation
10. Providing leadership in teaching Diploma and Post Graduate diploma courses
11. Promotion and Coordinating continuing Education Activities

xiii) Self-development through up-gradation of knowledge and skills.(xiv) Officer Incharge attendance/ examination. In addition to the above duties, |

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| --- | --- |
|  | he is required to assist the administration in planning the academic/ administrative/ developmental activities, developing and updating the MIS and implementation of the same effectively |
|  |
| **Duties** |  |
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| **Name** |  |
| **Designation** | **Workshop Instructor** |
| Duties | 1. To arrange the various machinery and equipment for the students training as per the curriculum.
2. To train the students as per the curriculum.
3. To develop the training skill amongst the students.
4. To maintain the machinery and equipment in working order.
5. To arrange the raw material required for the training well in time.
6. To keep himself updated about the various developments in the related industry.
 |
|  |
|  |  |
| **Name** |  |
| **Designation** | **Librarian** |
| **Duties** | 1. Maintaining the stock and store record of library. |
| 2. Issuing the books to students and faculty. |
|  | 1) General administration. |
| 2) Budgeting |
| 3) Books Selection & acquisition. |
| 4) Planning & developing the library. |
| 5) Orienting the users towards effective utilization of library services. |
| 6) Supervising and cataloguing indexing. |
| **Name** |  |
| **Designation** | Foreman Instructor |
| **Duties** | 1. To arrange the various machinery and equipment for the students training as per the curriculum.
2. To train the students as per the curriculum.
3. To develop the training skill amongst the students.
 |

1. To maintain the machinery and equipment in working order.
2. To arrange the raw material required for the training well in time.
3. To keep himself updated about the various developments in the related industry.
4. To monitor the teaching work of Workshop Instructors
5. To assist the Workshop Superintendent in development of the Institution workshop
6. To maintain liaison with the industry for the practical/ industrial training of the students.

## Manual-3

### 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 the state government guidelines from time to time and the decision taken in the governing body meeting & supervised by the DTE & HSBTE and accountability as fixed by the government from time to time

## Manual-4

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

The norms set by Govt. from time to time by Govt. Gazette notification, by AICTE norms and DTE & HSBTE , Haryana regulations

## Manual-5

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

The rules, regulations, instructions, manuals and records are followed by the employees for discharging its functions by using Treasury Manual Haryana civil Service code and instructions issued by DTE and HSBTE from time to time and also instruction available in their website

## Manual-6

**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 documents** |
| **1** | **2** | **3** |
| **1** | Confidential register | The Documents can be obtained from concerned officer incharges |
| **2** | Bank Pass Books |
| **3** | Service Book |
| **4** | Personal files |
| **5** | Diary and Issue register |
| **6** | Acquaintance |
| **7** | Bill Register |
| **8** | Book of Drawl register |
| **9** | DCR |
| **10** | Cash.Books |
| **11** | Admission registers |
| **12** | Demand Book |
| **13** | Placement Record |
| **14** | Students Result |
| **15** | Vehicle logbook |
| **16** | Watch and Ward |
| **17** | Duty attendance |
| **18** | Register |
| **19** | Boarders movement Register |
| **20** | Files related to budget, correspondence.RTI. |
| **21** | Files & documents related to building, Academic, Examination.DET |
| **22** | Files related to Procurement/Tender. |
| **23** | Files related to Governing Body Meeting. |
| **24** | Files related to student counseling. |
| **25** | Files related to Hostel, etc |

 MANUAL-7

# Particulars of Arrangement in Formulation of Policy

Institution Management Committee.

 MANUAL-8

# Boards, Councils, Committees & Other Bodies Constituted

1. Institution Management Committee.
2. Internal Committees of the Institution .
3. Hostel Management Committee.
4. Anti ragging Committee.
5. Quarters Allotment Committee.
6. Disciplinary Committee .
7. Advisory Committee of PWD Scheme .
8. Sexual Harassment Committee / Women cell

 MANUAL-9

# Directory of Officers and employees

|  |
| --- |
| **Govt. Polytechnic Umri (Kurukshetra)** |
| **Sr. No.** | **Name** | **Department** | **Designation** | **Phone No.** | **Email-id** |
| 1 | Joginder Singh | Comp. Engg. | Principal | 9416462763 |   |
| 2 | Rachna Gupta | Comp. Engg. | H.O.D. Comp.Engg. | 9466028682 | deeprac@gmail.com |
| 3 | Vijay Singh | Auto. Engg. | T.P.O. | 9416270960 | sujay2ask@gmail.com |
| 4 | Satyawan Dhaka | App. Sci. | H.O.D. App. Sci. | 9416362531 | dhakasatyawan@gmail.com |
| 5 | Kanwal Sachdeva | I&C Engg. | H.O.D. Inst. & Control | 9466713137 | kanwal4005@yahoo.com |
| 6 | Harvinder singh Saini  | Mech. Engg. | H.O.D. Mech. Engg. | 9896096366 | hssmech4466@gmail.com |
| 7 | Rajiv Kumar | Civil Engg. | H.O.D. Civil. Engg. | 9466558308 | rajivsinhmar2001@yahoo.com.in |
| 8 | Archana Sharma | App. Sci. | Sr. Lect. App. Sci. | 9416461576 | women.grace11@gmail.com |
| 9 | Abha Bansal | Comp. Engg. | Sr. Lect. Comp.Engg. | 8813913214 | talk2Abha@gmail.com |
| 10 | Balbir Singh | Mech. Engg. | Sr. Lect. Mech. Engg. | 9416912454 | logonbal172@gmail.com |
| 11 | Loveleena | I&C Engg. | Sr. Lect. Inst. & Control | 9467908088 | loveleenashj@gmail.com |
| 12 | Krishan Singh | Comp. Engg. | Lect. Comp.Engg. | 9416241507 | CDL\_dahiya@yahoo.com |
| 13 | Vijender Kumar | Comp. Engg. | Lect. Comp.Engg. | 9467194271 | Sunnykamboj2575@gmail.com |
| 14 | Aarti Sharma | Comp. Engg. | Lect. Comp.Engg. | 8289070788 | asaarti.sharma512@gmail.com |
| 15 | Dev Vrata | App. Sci. | Lect. App. Sci. | 9255586525 | anupamharsh64@gmail.com |
| 16 | Rashmi Arya | Mech. Engg. | Lect. Mech. Engg. | 8295917754 | rashmipolytechnic2023@gmail.com |
| 17 | Surbhi | App. Sci. | Lect. App. Sci. | 9812969140 | Surbhinrw@gmail.com |
| 18 | Sunny Brar | Mech. Engg. | Lect. Mech. Engg. | 9467191295 | Sunny.brar9@gmail.com |
| 19 | Prakash Namdev | I&C Engg. | Lect. Inst. & Control | 9993930368 | namdev.prakash88@gmail.com |
| 20 | Sangeeta Devi | App. Sci. | Lect. App. Sci. | 7082057842 | geet6521@gmail.com |
| 21 | Joginder Kaur | Dy.Supdtt. Office | Dy. Supdtt. | 8396091131 | kaurjoginder2322@gmail.com |
| 22 | Sushila | Library | Jun Librarian | 9466977090 | sushilarohliwal@gmail.com |
| 23 | Naresh | Workhop | Instructor | 9034833993 |   |
| 24 | Vivek | Dy.Supdtt. Office | Clerk | 8053840416 | Vivek6749singh@gmail.com |
| 25 | Rajat | Dy.Supdtt. Office | Clerk | 7015361996 | errajat2308@gmail.com |
| 26 | Manish Kumar | Mech. Engg. | Guest Faculty | 9466836584 | MKgoel418@gmail.com |
| 27 | Tripti Goyal | Civil Engg. | Guest Faculty | 9034208238 | triptigoyal09@gmail.com |
| 28 | Chandan Dass | I&C Engg. | Guest Instructor | 9813564468 | chandan010619@gmail.com |
| 29 | Kusum | Arch. Engg. | Guest Instructor | 8221013222 | sainkusum822@gmail.com |
| 30 | Sohan Pati | Arch. Engg. | Guest Instructor | 8950564824 | sbala7799@gmail.com |
| 31 | Manoj Sharma | Dy.Supdtt. Office | DEO | 9300000982 | manojgautam555@gmail.com |
| 32 | Kavita Devi | Exam Branch | DEO  | 9255753503 | Mandhankavita82@gmail.com |
| 33 | Ankit  | Dy.Supdtt. Office | DEO  | 8053917669 | kaushikankit937@gmail.com |
| 34 | Sajjan Kumar |   | DEO | 7206123794 | Sajjankumaruklana@gmail.com |
| 35 | Jagdish  |   | DEO | 9541526671 | Jagdishsharma41326@gmail.com |

## Manual-10

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **Designation** | **Pay Band** | **Grade Pay** | **Pay Scale** |
| 1 | Principal | FPL-14 (PB-4, 37400-67000+8750GP |
| 2 | TPO | FPL-12 (PB-3, 15600-39100+7600GP |
| 3 | Head of the Deptt. | FPL-12 (PB-3, 15600-39100+7600GP |
| 4 | Sr. Lecturer | FPL-11(PB-3, 15600-39100+6600GP |
| 5 | Lecturer | FPL-09 (PB-2, 9300-34800+5400GP |
| 6 | Work Shop Supdtt. | FPL-10 (PB-3, 15600-39100+5400GP |
| 7 | Foreman Instructor | FPL-07 (PB-2, 9300-34800+4600GP |
| 8 | Workshop Instructor | FPL-06 (PB-2, 9300-34800+4200GP |
| 9 | Lab Instructor | FPL-06 (PB-2, 9300-34800+4200GP |
| 10 | Junior Librarian | FPL-06 (PB-2, 9300-34800+4200GP |
| 11 | Library Assistant | FPL-02 (PB-1, 5200-20200+1900GP |
| 12 | Deputy Supdtt. | FPL-06 (PB-2, 9300-34800+4200GP |
| 13 | Clerk | FPL-02 (PB-1, 5200-20200+1900GP |
| 14 | Daftri | DL\*\* (1S,4440-7440+1650GP |
| 15 | All Class IV employees | DL\*\* (1S,4440-7440+1650GP |

## Manual-11

**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 2021-2022**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Obj Code Description** | **Amount allocated** |
| **1** | **Salary** | **114700000** |
| **2** | **Wages** | **9833887** |
| **3** | **Dearness Allowances** | **28700000** |
| **4** | **Travel Expenses** | **16742** |
| **5** | **Office Expenses** | **441000** |
| **6** | **Scholarship and Stipends** | **38299760** |
| **7** | **Motor Vehicles** | **11163** |
| **8** | **Medical Reimbursement** | **2744954** |
| **9** | **Contractual serves** | **18985016** |
| **10** | **Leave Travel Concession** | **2500000** |
| **11** | **Ex- Gratia** | **2543139** |
| **12** | **Training** | **100000** |
| **13** | **Energy Charges** | **2500000** |
| **14** | **Purchases** | **23500** |

## Manual-12

**Manner of Execution of Subsidy Programmes**

Does not arise

## Manual-13

### Particulars of Recipients of Concessions, Permits or Authorizations Granted

Not applicable

## Manual-14

#### 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.gpnilokheri.ac.in](http://www.gpnilokheri.ac.in/)

## Manual-15

#### 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:-

The institute has maintained its library restricted only to its student and staff. The library is not open for general public.

## Manual-16

#### THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:-

1. First Appellate Authority: Sh. Joginder Singh (Principal )
2. PIO :- Sh. Satyawan Dhaka
3. APIO:-