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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, Chhapar, Ch. Dadri
Establishment and Address	<p>Govt. Polytechnic Chhapar is one of the premier Technical Institution in the country with an international repute. The Institute is situated at a distance of 3 Km. from Barsana village on Charkhi Dadri – Loharu road and 7 km from Kitlana village on Charkhi Dadri – Bhiwani road.</p> <p>Govt. Polytechnic, Chhapar was established in 2017 with the aim to enhance employability of the youth by equipping them with latest technical skills for suitable employment through technical education.</p> <p>Today we are running 6 Diploma courses with approximately 840 students on roll under the guidance of matured, dedicated, experienced and highly qualified staff.</p> <p>The Institute is spread over an area of about 06 acres. The campus is laid out with teaching blocks, one Boys Hostel (under construction), Play Ground, Guest House and eminent green campus.</p>
Contact No.	01250 – 299697
Web Site	gpchhapar.ac.in

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

3	Civil Engg.. Department	Teaching Civil Engg. -do- Subjects to Diploma students	
4	Electronics & Comm. Engg. Department	Teaching Electronics & -do- Comm.. Subjects to Diploma Students.	
5	Electrical Engineering Department	Teaching Electrical -do- Subjects to Diploma Students.	
6	Medical Laboratory Technology. Department.	Teaching MLT -do- subjects to Diploma students.	
7	Mechanical Engg. Department	Teaching Mechanical -do- Engg. subjects to Diploma students	
8	Computer Engg. Department	Teaching Computer -do- Engg. subjects to Diploma students	
9	Workshop	Imparting skill training to Diploma students	Taking Practical Classes of Diploma students.
10	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	<ol style="list-style-type: none"> 1.To administer the Institution 2. To give decisions in Administrative, Academic & Financial matters.
Duties	<ol style="list-style-type: none"> 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	

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.

Designation	HOD / Sr.Lecturer
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Duties Senior Lecturer

- (i) Teaching : 16 hours per week for this purpose, a practical/ tutorial of 2 hours is treated as a teaching load of 1 hour
- (ii) There should be a rotation in the in the Engg. subjects taught by teachers after three years.
- (iii) To assist the maintenance of Equipment in the laboratories
- (iv) Conduct of Practicals in the laboratory
- (v) Planning and Implementation of Curriculum Development
- (vi) Development of Resource Material
- (vii) Participation in Co-Curricular and Extra Curricular Activities

- (viii) Student guidance and counseling and helping their character development
- (ix) Innovation in technician education and evaluation
- (x) Providing leadership in teaching Diploma and Post Graduate diploma course
- (xi) Promotion and Coordinating continuing Education Activities.
- (xii) Self development through up-gradation of knowledge and skills.
- (xiii) Officer Incharge attendance/ examination/ Cash
- (xiv) 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 Department

The 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.

Designation	Workshop Superintendent
Duties	<ol style="list-style-type: none"> 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

workshops as per the curriculum.

4. To ensure that all the machines and equipment in the workshop are kept in working order.

5. To arrange for the training of workshop staff as per requirement of the curriculum.

6. To plan the future development of the workshops in the institution.

7. Repair and maintenance of Building, Electrical appliances, furniture etc. of the institute.

8. To engage classes for theory and Practical training of the student

Designation	Lecturers
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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.

(ii) To work as Incharge of laboratory in the concerned discipline.

(iii) There should be rotation in the Engg. subjects taught by teachers after three years.

(iv) Maintenance of Equipment in the laboratories

(v) Conduct of Practicals in the laboratory

(vi) Planning and Implementation of Curriculum Development

(vii) Development of Resource Material

(viii) Participation in Co-Curricular and Extra Curricular Activities

(ix) Student guidance and counselling and helping in their career shaping and personality development

(x) Innovation in technician education and evaluation

(xi) Providing leadership in teaching Diploma and Post Graduate diploma courses

(xii) 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,

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

Name	
Designation	Workshop Instructor
Duties	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Maintaining the stock and store record of library. 2. Issuing the books to students and faculty. <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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.
7. To monitor the teaching work of Workshop Instructors
8. To assist the Workshop Superintendent in development of the Institution workshop
9. 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. Anti ragging Committee.
4. Disciplinary Committee .
5. Advisory Committee of PWD Scheme .
6. Sexual Harassment Committee / Women cell

MANUAL-9

Directory of Officers and employees

Available on website gpchhapar.ac.in

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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 Supdt.	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 Supdt.	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 2024-25

Sr. No.	Obj Code Description	Amount allocated
1	Salary	19883655
2	Wages	9525000
3	Dearness Allowances	9525000
4	Travel Expenses	113374
5	Office Expenses	506546
6	Scholarship and Stipends	406967
7	Motor Vehicles	65411
8	Medical Reimbursemen	0
9	Contractual serves	8500000
10	Leave Travel Concession	1359750
11	Ex- Gratia	100000
12	Training	0
13	Energy Charges	1890956
14	Purchases	2854861

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Manner of Execution of Subsidy Programmes

Does not arise

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Particulars of Recipients of Concessions, Permits or Authorizations Granted

Not applicable

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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

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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.

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

1. First Appellate Authority: Sh. Pankaj Bhalla (Principal)
2. PIO :- Sh. Vikas Gotan (HOD)
3. APIO:- Sh. Ankit Jangra (Lecturer)