

**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:-**

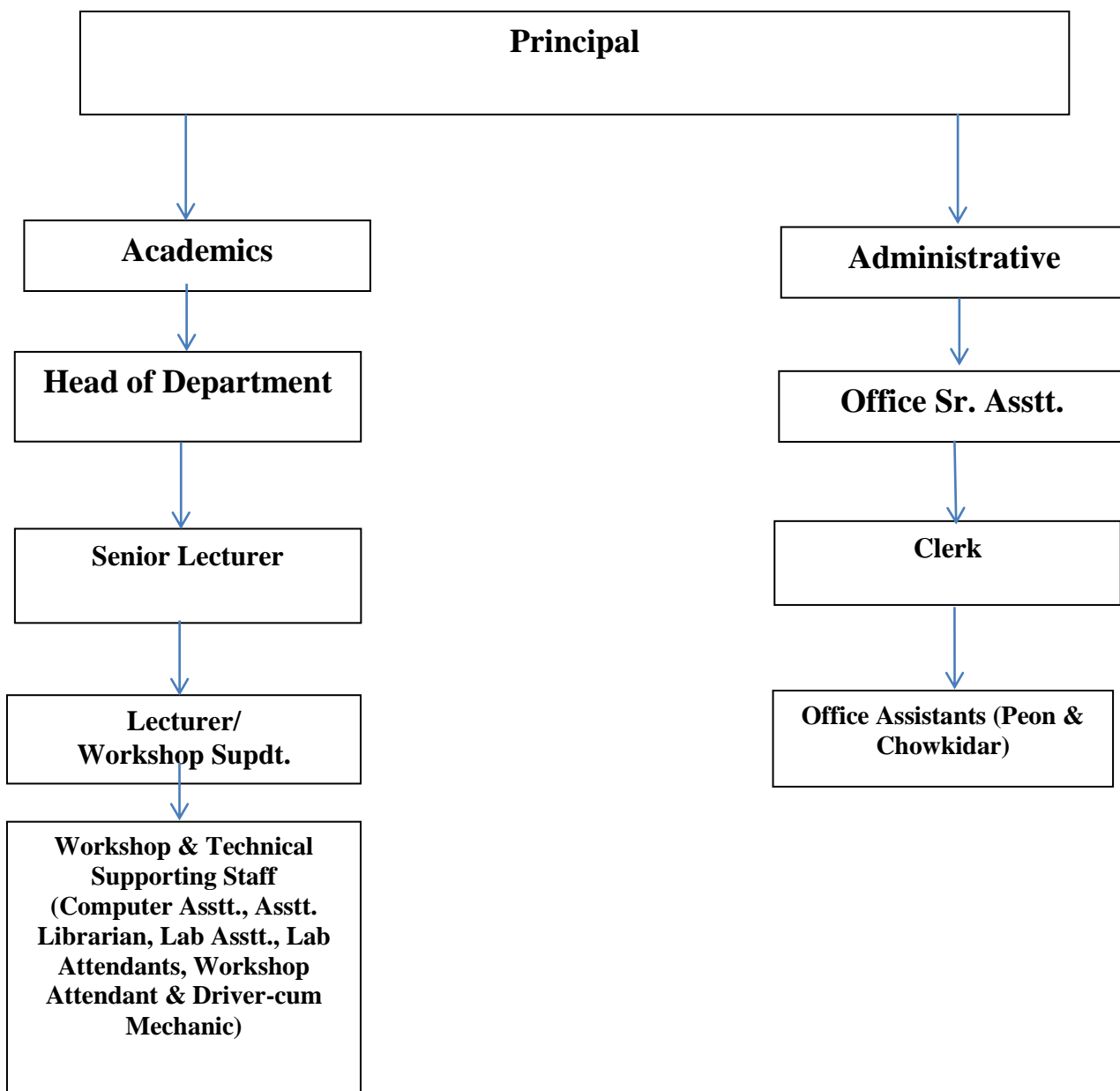
Name of organization	GOVERNMENT POLYTECHNIC TALWAR
Establishment and Address	Teh. Jaisinghpur, Distt. Kangra, H.P. -176096
Email-id	gptalwar08@gmail.com
Contact No.	01894-227009
Website	www.gptalwar.edu.in

ABOUT THE INSTITUTE:

The Govt. Polytechnic Talwar was established by the Govt. of H.P. in the year 2008 with two diploma courses i.e. Diploma in Civil Engineering and Automobile Engineering of 3 years duration each. The institute is approved by the All India Council of Technical Education of Govt. of India (AICTE) and affiliated with H.P Takniki Shiksha Board Dharamshala. The campus is located 38 km from Palampur and 36 km from Hamirpur.

GP Talwar is committed to constantly enhancing the infrastructure and facilities to the students and faculty to provide better environment for learning.

ORGANIZATION STRUCTURE OF THE INSTITUTE:



VISION:

To prepare engineers who are technically sound, professionally competent and socially relevant and to develop well rounded, confident and responsible individuals who aspire to achieve their full potential.

COURSES OFFERED BY THE INSTITUTE:

S.No.	Name of Department	Sanction Intake
1	Automobile Engineering	40
2	Civil Engineering	40

SECTIONS OF THE INSTITUTE:

S. No.	Sections	Function	Duties
1	2	3	4
1	Office of the Principal	Implementing all the decisions in respect of admission, Education & Finance as per H.P Govt. directions.	He/She is in-charge of General Administration, Academic matters and discipline of the institution and is also responsible for smooth and over all functioning of the institute.
2	Applied Science Department	To teach 1 st & 2 nd Semester Common Diploma students.	Teaching, conducting examination, evaluation of students, Conducting seminars and other allied work/duty assigned by authority from time to time.
3	Automobile Engineering Department	Teaching Automobile Engg. Subjects to Diploma students.do.....
4	Civil Engineering Department	Teaching Civil Engg. Subjects to Diploma students.do.....
5.	Workshop	Imparting skill training to Diploma students.	Teaching, conducting examination, student assessment, repair & maintenance work of the institute and other allied work/duty assigned by the authority from time to time.
6.	Library	Issuing books to students and the faculty, book keeping and maintenance.	Book keeping, issue and collection of books. Maintaining of library records.

SECTION 4(1) (b) (ii)

POWERS & DUTIES OF OFFICERS AND EMPLOYEES

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 to the Institution.
	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 planning and system planning at State, Regional and National levels for development of Technician Education.
	7. Promoting and coordinating Technical education activities.

Designation	Head of Departments
Duties	1. The Head of Department is overall In-charge of his branch. He/She is required to ensure smooth functioning of the department, in addition to his/her teaching load. He/She is required to coordinate the Academic, Administrative and Developmental activities of the department. Provide guidance to the students and feedback to their parents regarding academic progress
	2. He/She is to ensure that all the Lecturers/ Sr. Lecturers in his/her 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/She should involve himself / herself and the other faculty members in the process of curriculum development, Updation and revision on continued basis to meet the requirement of industry.
	3. He/She 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/She will decide the meaningful project work of the students in consultation with the Senior Lecturer, Lecturer, Workshop Staff and monitor performance of every student. He/She will assist the Principal in all spheres for smooth functioning of the institution. Any other duty assigned by higher authority.

Designation	Senior Lecturers
Duties	<ol style="list-style-type: none"> 1. Teaching / Student Training, maintenance of the Academic record. 2. Conducting Examinations, Evaluation of answer scripts. 3. To work as In Charge of laboratory/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops. 4. Development of Resource Material, Curriculum Updation etc. 5. Participation in Co-Curricular and Extra-Curricular Activities in the Institution. 6. Student guidance and counseling and helping their character/career development. 7. Promotion and Co-ordinating Technical Education Activities. 8. Self-development through up-gradation of knowledge and skills. 9. To assist the HOD in smooth functioning, academic and development work of the department. 10. Any other duty/work assigned by the HOD, higher authority.

Designation	Lecturers
Duties	<ol style="list-style-type: none"> 1. Teaching / Student Training, maintenance of the Academic record. 2. Conducting Examinations, Evaluation of answer scripts. 3. To work as In Charge of laboratory/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops. 4. Development of Resource Material, Curriculum Updation etc. 5. Participation in Co-Curricular and Extra-Curricular Activities in the Institution. 6. Student guidance and counseling and helping their character/career development 7. Promotion and Coordinating Technical Education Activities. 8. Self-development through up-gradation of knowledge and skills. 9. To assist the HOD& Sr. Lecturer in smooth functioning, Academic and development work of the department. 10. Any other duty/work assigned by the HOD, higher authority.

Designation	Workshop Supdt.
Duties	<ol style="list-style-type: none"> 1. Teaching / Student Training, maintenance of the academic record. 2. Conducting Examinations, Evaluation of answer scripts. 3. To work In charge of Lab/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops. 4. Development of Resource Material, Curriculum Updation 5. Participation in Co-Curricular and Extra-Curricular Activities 6. Student guidance and counseling and helping their character development 7. Promotion and Coordinating Technical Education Activities. 8. Self-development through up-gradation of knowledge and skills. 9. To assist the HOD in smooth functioning, academic and development work of the department. 10. To coordinate the repair and maintenance work of the institute. 11. Any other duty/work assigned by the HOD, higher authority.

Designation	Officer assigned the duties of Training and Placement Officer (TPO)
Duties	<p>Designated Training and Placement Officer in a Polytechnic looks after the following:</p> <ol style="list-style-type: none"> 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 the alumni association and to arrange their meetings. 8. To sponsor students for various paper presentations and 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 Start-ups and Self-employment.
Designation	Workshop Instructors
Duties	<ol style="list-style-type: none"> 1. Teaching / Student Training, maintenance of the academic record. 2. Student's assessment. 3. To arrange the various machinery and equipment for the students training as per the curriculum. 4. Procurement, storage, accounting of raw materials, tools and instruments. 5. Manage the maintenance of equipment and tools in the workshops including Preventive and breakdown maintenance lay down safety procedures. 6. Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks 7. To keep himself updated about the various developments in the related industry. 8. To assist the HOD, Workshop Superintendent in certain functions of the institute as and when necessary. 9. Any other duty assigned by authority for institute development.

Designation	Assistant Librarian
Duties	<ol style="list-style-type: none"> 1. The Librarian of the Polytechnic is responsible for the proper maintenance of the Library. The Librarian shall maintain an Accession register. 2. The Asstt. Librarian is also responsible for: <ol style="list-style-type: none"> (i) Cataloguing, indexing and classification of books and periodicals. (ii) Issuing and receiving of books, restoring of books and periodicals. (iii) Planning & developing the library, arrangement of non-book materials. (iv) Orienting the users towards effective utilization of library services. (v) Computerization of library books and to maintain the books faculty wise. 3. Any other duty assigned by the higher authority.

Designation	Lab Assistant/Lab Technician
Duties	<ol style="list-style-type: none"> 1. Will assist the section in charge/faculty during the conduct of practical classes to the students. 2. 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. 3. Will be available in the section during working hours and safeguard the Government property. 4. Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge. 5. Will open and close the section of laboratory/workshop. 6. Will attend to any other works entrusted to him from time to time by higher authority.

Designation	Computer Assistant
Duties	<ol style="list-style-type: none"> 1. Will assist the faculty during the conduct of practical related to computer subjects. 2. Will maintain the website of the institute. 3. Will upkeep the computer center of the institute. 4. Will attend to any other works entrusted to him from time to time.

Designation	Lab/Workshop Attendants
Duties	<ol style="list-style-type: none"> 1. Will assist the section in charge/faculty during the conduct of practical classes to the students. 2. Cleaning and arranging of machinery equipment in the workshop /Lab /Office, in the laboratory and workshop to which he is posted. 3. Will be available in the section during working hours and safeguard the Government property. 4. Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge. 5. Will open and close the section of laboratory/workshop. 6. Will attend to any other works entrusted to him from time to time.

Designation	Driver-Cum-Mechanic
Duties	<ol style="list-style-type: none"> 1. Will impart driving practice to the students of concerned branch. 2. Will upkeep and maintain the training vehicles. 3. Will attend to any other works entrusted to him by concerned HoD or Principal 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, Dharamshala, (www.hpotechboard.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 :

Sr. 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/officials
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 registers	
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
N.A.			

SECTION 4(1) (b) (viii)

BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED

- Internal Committees of the Institution.
- Hostel Management Committee.
- Anti -Ragging Committee.
- 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 Officer/Official	Designation	Department	e-mail	Mobile No.
1.	Smt. Manju Sharma	Principal	gptalwar08@gmail.com	01894-227009
2.	Sh. Dhiraj Gupta	HOD	Automobile Engg.		
3.	Smt. Meenakshi Saini	HOD	AS&H		
4.	Sh. Rana Kunal	Sr. Lecturer	Civil Engg.		
5.	Sh. Nemjel Choudhary	Sr. Lecturer	AS&H		
6.	Sh. Harish Kumar	Lecturer	Civil Engg.		
7.	Ms. Sangeeta Sharma	Lecturer	AS&H		
8.	Sh. Jitender Kumar	Workshop Supdt.	Auto Engg.		
9.	Smt. Nidhi Katoch	Lecturer	Chemistry		
10.	Sh. Gaurav Puwari	Lecturer	Automobile Engg.		
11.	Miss. Parveen Kumari	Lecturer	English		
12.	Smt. Kumari Indu	Lecturer	Physics		
13.	Sh. Pushap Raj	Lecturer	Automobile Engg.		
14.	Sh. Anuj Rana	Lecturer	.Civil Engg.		
15.	Sh. Kharatti. Lal	Lecturer	Math		
16.	Sh. Rishu Dhiman	Lecturer	Automobile Engg.		
17.	Sh. Naveen Bharti	Lecturer	Civil Engg..		
18.	Sh. Bhupinder Kumar	Computer Asstt.	AS&H		
19.	Sh. Vikram Chand	Workshop Instructor (Electronics)	Automobile Engg.		
20.	Sh. Rakesh Kumar	Workshop Instructor (Wedding)	Automobile Engg.		
21.	Sh. Avtar Singh	Lab Asstt.	Automobile Engg.		
22.	Sh. Jiwan Kumar	Lab Asstt.	Civil Engg.		
23.	Sh. Amit Dhar	Asstt. Librarian	Library		
24.	Sh. Nand Kishore	Sr. Asstt.	Office Staff (Ministerial Staff)		
25.	Sh. Rajinder Kumar	Peon	Office Staff (Ministerial Staff)		
26.	Smt. Swarna Devi	Workshop Attendant	Workshops		
27.	Sh. Vijay Kumar	Chowkidar	Office Staff (Ministerial Staff)		

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, Cell 06.)
2	Head of the Deptt.	(Level 24)
3	Sr. Lecturer	(Level 21 Cell 03)
4	Lecturer	(Level 18 Cell 01)
5	Workshop Supdt.	(Level 18 Cell 01)
6	Computer Assistant	(Level 11 Cell 01)
7	Workshop Instructor	(Level 10)
8	Assistant Librarian	(Level 06 Cell 01)
9	Library Assistant/Lab Technicians	Level 07 Cell 07
10	Sr. Asstt.	(Level 11)
11	Clerk	(Level 03)
12	Driver-Cum-Mechanic	(Level 03)
13	Peon/Chowkidar	(Level 01)
14	Workshop Attendant	(Level 01)

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	22306142.00
2	02 Wages	NIL
3	03 Travel Expense	63625.00
4	05 Office Expense	804895.00
5	12 Scholarship/Stiphend	NIL
6	31 Machinery & Equipment's	128841.00
7	30 Motor Vehicle	117473.00
8	33 Material & Supplies	62925.00
9	20 Other Charges	50600.00
10	06 Medical Reimbursement	49967.00
11	99 Honorarium	5000.00

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 matters are made available on the website www.gptalwar.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 and www.gptalwar.edu.in

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	Website	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)	Principal	Govt. Polytechnic Talwar, Tehsil- Jaisinghpur, Distt.- Kangra, Himachal Pradesh 176096	01894-227009
Appellate Authority	Joint Director Technical Education H.P.	Directorate Of Technical Education Vocational and Industrial Training Sundernagar-H.P	01907-266572