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	**Rajiv Gandhi Government Polytechnic Banikhet at Kanda**
Establishment and Address	Rajiv Gandhi Govt. Polytechnic Banikhet at Kanda PO Banikhet Tehsil Dalhousie Distt. Chamba HP 176303 (H.P)
Email-id	rggp.banikhet@hp.gov.in
Contact No.	94181-07688
Web Site	www.gpbanikhet.edu.in

ABOUT THE INSTITUTE:

RAJIV GANDHI GOVERNMENT POLYTECHNIC, Banikhet at Kanda is one of the fifteen polytechnics in Himachal Pradesh,e stablished in the year 2007 in Government sector. The institute aims at imparting high quality technical education to produce technical manpower to keep in pace with changing technological environment with high moral and the ethical values. Running under the Department of Technical Education, H.P. it imparts training in different diploma courses of three years duration. Five diploma courses viz.

- Civil Engineering
- Electrical Engineering
- Automobile Engineering
- Electronics & Communication Engineering
- Mechanical Engineering

Presently only two branches i.e. Civil Engineering & Electrical Engineering are running in the institution. The institute is situated near Dalhousie and it is 6 km away from Dalhousie on the Pathankot-Chamba State Highway which falls under the District Chamba, Himachal Pradesh, India. It is 73 kilometers from Pathankot and 50 kilometers from Chamba. The institute is located nearly 2 km from the Banikhet bus stop at village Kanda on hill top.The institute is approved by AICTE and affiliated to the Himachal Pradesh Takniki Shiksha Board, Dharamshala.

ORGANIZATION STRUCTURE OF THE INSTITUTE:

VISION:

To develop as a pioneer institute scattering the beam of multifarious approach to produce and update Technical Manpower commensurate with the Industrial needs. To carry the appropriate technologies to the rural masses to bring them in mainstream.

COURSES OFFERED BY THE INSTITUTE:

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

SECTIONS OF THE INSTITUTE:

S. No.	Sections	Function	Duties
1	2	3	4
1	Office of the Principal Rajiv Gandhi Govt. Polytechnic Banikhet (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 and all other subjects pertaining to Applied Science Department	Teaching, conducting examination, evaluation of students, Conducting seminars and other allied, work duty assigned by authority from time to time.
3	Civil Engg. Department	Teaching Civil Engg. Subjects to Diploma students.	-do-
4	Electrical Engg. Department	Teaching Electrical Engg. subjects to Diploma students	-do-
5	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.
6	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

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:** • 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.

	Senior Lecturer • 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. Any other duty/work assigned by the HOD, higher authority.
Designation	**Workshop Superintendent**
Duties	• 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	• 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.
Designation	**Training and Placement Officer**
Duties	• 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	• 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	• 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	**Lab Assistant/Technician**
Duties	• 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	• 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	Concerned official
2	Service Book	Concerned official
3	Personal files	Concerned official
4	Diary and Issue register	Concerned official
5	Acquaintance	Concerned official
6	Bill Register	Concerned official
7	Book of Drawl register	Concerned official
8	DCR	Concerned official
9	Cash. Books	Concerned official
10	Admission registers	Concerned official
11	Placement Record	Concerned official
12	Students Results	Concerned official
13	Student attendance registers	HOD Concerned
14	Vehicle logbook	Not Applicable

15	Stock Registers and Indent Books	Concerned official
16	Duty attendance	Concerned official
17	Files related to budget, correspondence, RTI.	Concerned official
18	Files & documents related to building, Academic, Examination	Concerned official
19	Files related to Procurement/Tender.	Concerned official
20	Files related to student counseling.	Concerned official
21	Files related to Hostel, etc	Concerned official
22	Files related to outsource staff	Concerned official

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
Not Applicable			

SECTION 4(1) (b) (viii)
BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED

- Internal Committees of the Institution.
- Hostel Management Committee.
- Anti -Ragging Committee.
- House Allotment Committee.
- Disciplinary Committee.
- Sexual Harassment Committee / Women cell
- Internal Quality Assurance Cell

SECTION 4(1) (b) (ix)
DIRECTORY OF OFFICERS AND EMPLOYEES

Ser No	NAME OF THE STAFF MEMBER (SH./SMT.)	DESIGNATION	Email	Mobile Number
1.	Sh. Deepak Angra	**Principal**	94181-07688	angradeepak40@gmail.com
2.	Sh. Amit Attri	**HOD, Elect Engg**	9736374444	attriattri@gmail.com

3.	Sh. Sushil Kumar	**Sr. Lect CE**	9805698758	sar.daroch11060@gmail.com
4.	Smt. Jayoti Verma	**Sr. Lect. Elect. Engg**	7018272429	Vermajyoti95@gmail.com
5.	Sh. B.S. Thakur	**Lect Eltx**	8263081600	bsthakurm@gmail.com
6.	Sh. Ankush Bharti	**Lect. Physics**	8219205568	ankushbharti@gmail.com
7.	Smt. Deepika Pandit	**Lect. Civil Engg**	7018470388	deepikapandit499@gmail.com
8.	Smt Ankaj Thakur	**Lect Chemistry**	7832890002	ankajthakur24@gmail.com
9.	Smt Deepa Kapoor	**Lect English**	9418106408	deepakaushik556@gmail.com
10.	Sh. Kharati Lal	**Lect Mathematics**	7018219992	kharatti@gmail.com
11.	Smt. Divya	**Lect EE**	8351023004	divu521@gmail.com
12.	Sh. Abhishek Patial	**Lect. CE**	7018308437	meetabhishek99@gmail.com
13.	Sh. Suresh Kumar	**W/S**	8219593350	suresh816kumar@gmail.com
14.	Sh. Baljeet	**W/S Smithy**	9817878701	bs490590@gmail.com
15.	Sh. Shubham Kumar	**W/S Inst Elect.**	9816450512	shubhamrajput081996@gmail.com
16	Smt Shweta Dhiman	**Comp. Assistant**	9736319180	shwetaneetu@gmail.com
17	Sh. Amit Dhar	**Assist Librarian**	8219433951	amitdhar77@gmail.com
18.	Sh. Manoj Kumar	**Clerk**	8219688985	manojthakurgrate@gmail.com
19.	Smt Kiran Thakur	**Clerk**	9805800364	thakurkiran841@gmail.com
20.	Sh. Sanjay Kumar	**JOA (IT)**	7397264447	sanjaybhardwaj217@gmail.com
21.	Sh. Joginder Singh	**Peon**	8278874011	js0534213@gmail.com
22.	Sh. Pappu Kumar	**Store Attendant**	7888424076	pappukumar49769@gmail.com
23	Sh. Charno Ram	**Sweeper**	9817677166	gpbanikhet@gmail.com

24	Sh. Madan Lal	**Chowkidar**	8679740047	gpbanikhet@gmail.com

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	Head of the Deptt.	(Level 24)
3	Sr. Lecturer	(Level 21)
4	Lecturer	(Level 18)
5	WorkShop Supdt.	(Level 18)
6	Workshop Instructor	(Level 10)
7	Assistant Librarian	(Level 06)
8	Library Assistant	(Level 07)
9	Sr. Asstt.	(Level 11)
10	Clerk	(Level 03)
11	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	20000000
2	02 Wages	--
3	03 Travel Expense	60000
4	05 Office Expense	501000
5	12 Scholarship/Stipend	--
6	31 Machinery & Equipments	500000
7	29 CMPSAT	200000
8	33 Material & Supplies	150000
9	20 Other Charges	20000
10	06 Medical Reimbursement	40000

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 www.gpbanikhet.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.hptechboard.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)	(Principal)	Rajiv Gandhi Govt Polytechnic Banikhet at Kanda PO Banikhet Tehsil Dalhousie Distt Chamba H.P 176303	94181-07688
Appellate Authority	Joint Director Technical Education H.P.	Directorate Of Technical Education Vocational	01907-266572

		and Industrial Training Sundernagar-H.P	