

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

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The particulars of its organization, functions and duties:-

Name of organization	GBN.Govt.Polytechnic, Nilokheri
Establishment and Address	<p>Guru Brahma Nand Ji Govt. Polytechnic Nilokheri is one of the premier Technical Institution in the country with an international repute. The Institute is situated at a distance of 143 Km. from Delhi on National Highway-44 towards north. This Institute was originally located at Rasool (West Punjab) as Govt. school of Engg. After partition, it was shifted to Chhachrauli (Distt. Yamunanagar) and subsequently to Nilokheri in 1951. Nilokheri Polytechnic, Nilokheri established by the Govt. of India in 1947, was already in existence. Both these institutes kept running simultaneously till 1958 when these were merged on recommendation of Govt. of India and named as Punjab Polytechnic, Nilokheri with the reorganizing of the State on November 1, 1966, this institute was renamed as Haryana Polytechnic, Nilokheri, it was again renamed as Govt. Polytechnic Nilokheri, and recently it is renamed as Guru Brahma Nand Ji Govt. Polytechnic Nilokheri. The Institute has been conducting three years Diploma Programs in Conventional field such as Civil, Electrical, and Mechanical Engg. till 1975. But to keep pace with Emerging Technology and market demand latest courses have been added. At present the Institution is running 6 diploma programmes. The Institute comes first on choice of both the admission seeker and employers.</p>
Contact No.	01745 – 246002
Web Site	gpnilokheri.ac.in

Sl.No.	Sections	Function	Duties
1	2	3	4
1	Office of the Principal GBN.Govt. Polytechnic, Nilokheri	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	CivilEngg..Department	Teaching Civil Engg. Subjects to Diploma students	-do-
4	Electronics & Comm. Engg. Department	Teaching Electronics & Comm.. Subjects to Diploma Students.	-do-
5	ElectricalEngineeringDepartment	Teaching Electrical Subjects to Diploma Students.	-do-
6	Instrumentation&ControlEngg. Department.	Teaching I & C subjects to Diploma students.	-do-
7	Mechanical Engg. Department	Teaching Mechanical Engg. subjects to Diploma students	-do-
8	ComputerEngg. Department	Teaching Computer Engg. subjects to Diploma students	-do-
9	Workshop	Impartingskilltraining to Diploma students	TakingPracticalClassesofDiploma students.
10	Library	Issuing Books to StudentsandtheFaculty Book keeping &Maintenance	Book keeping & purchasing new books Maintaining of the Records.

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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	

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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- (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 In charge attendance/examination/Cash
- (xiv) To work as In charge 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

Headof 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

	<p>workshops as per the curriculum.</p> <p>4. To ensure that all the machines and equipment in the workshop are kept in working order.</p> <p>5. To arrange for the training of workshop staff as per requirement of the curriculum.</p> <p>6. To plan the future development of the workshops in the institution.</p> <p>7. Repair and maintenance of Building, Electrical appliances, furniture etc. of the institute.</p> <p>8. To engage classes for theory and Practical training of the student</p>
Designation	Lecturers
Duties	<p>The brief description of the duties assigned to the lecturers as per Appendix 'C' of the AICTE norms are given below</p> <p>: (i) Teaching 21 hours per week. For this purpose, practical/ tutorial of 2 hours is treated as a teaching load of 1 hour.</p> <p>(ii) To work as Incharge of laboratory in the concerned discipline.</p> <p>(iii) There should be rotation in the Engg. subjects taught by teachers after three years.</p> <p>(iv) Maintenance of Equipment in the laboratories</p> <p>(v) Conduct of Practicals in the laboratory</p> <p>(vi) Planning and Implementation of Curriculum Development</p> <p>(vii) Development of Resource Material</p> <p>(viii) Participation in Co-Curricular and Extra Curricular Activities</p> <p>(ix) Student guidance and counselling and helping in their career shaping and personality development</p> <p>(x) Innovation in technician education and evaluation</p> <p>(xi) Providing leadership in teaching Diploma and Post Graduate diploma courses</p> <p>(xii) Promotion and Coordinating continuing Education Activities</p> <p>xiii) Self-development through up-gradation of knowledge and skills.</p> <p>(xiv) Officer Incharge attendance/examination. In addition to the above duties,</p>

	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	
Name	
Designation	Workshop Instructor
Duties	<p>1. To arrange the various machinery and equipment for the students training as per the curriculum.</p> <p>2. To train the students as per the curriculum.</p> <p>3. To develop the training skill among the students.</p> <p>4. To maintain the machinery and equipment in working order.</p> <p>5. To arrange the raw material required for the training well in time.</p> <p>6. To keep himself updated about the various developments in the related industry.</p>
Name	
Designation	Librarian
Duties	<p>1. Maintaining the stock and store record of library.</p> <p>2. Issuing the books to students and faculty.</p>
	<p>1) General administration.</p> <p>2) Budgeting</p> <p>3) Books Selection & acquisition.</p> <p>4) Planning & developing the library.</p> <p>5) Orienting the user toward effective utilization of library services.</p> <p>6) Supervising and cataloguing indexing.</p>
Name	
Designation	Foreman Instructor
Duties	<p>1. To arrange the various machinery and equipment for the students training as per the curriculum.</p> <p>2. To train the students as per the curriculum.</p> <p>3. To develop the training skill among the students.</p>

	<p>4. To maintain the machinery and equipment in working order.</p> <p>5. To arrange the raw material required for the training well in time.</p> <p>6. To keep himself updated about the various developments in the related industry.</p> <p>7. To monitor the teaching work of Workshop Instructors</p> <p>8. To assist the Workshop Superintendent in development of the Institution workshop</p> <p>9. To maintain liaison with the industry for the practical/ industrial training of the students.</p>

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The Procedure followed in the decision making process, including channel 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

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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

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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

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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 in charges
2	Bank Pass Books	
3	Service Book	
4	Personal files	
5	Diary and Issue register	
6	Acquaintance	
7	Bill Register	
8	Book of Draw 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	

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Boards,Councils, Committees&Other BodiesConstituted

1. InstitutionManagementCommittee.
2. InternalCommitteesoftheInstitution.
3. HostelManagementCommittee.
4. AntiraggingCommittee.
5. QuartersAllotmentCommittee.
6. DisciplinaryCommittee.
7. AdvisoryCommitteeofPWDScheme.
8. SexualHarassmentCommittee/Womencell

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Directoryof Officersand employees

Sl. No.	Name	Designation	Office Ph.No.	MobileNo.	E-mail
1	2	3	4	5	6
1	Benu Bajaj	Principal	01745-246002	+919896308710	benubajaj.dte@hry.govt.in
2	Jwala Prasad	HOD (Prompted as VP cum TPO)	-do-	+919466177188	jwalaprasad.dte@hry.gov.in
3	Pawan Kumar	HOD	-do-	+919416870843	pawan2030.dte@hry.gov.in
4	Ravinder Kharb	Lecturer	-do-	+919416312461	ravinderkharb.dte@hry.gov.in
5	Ravinder Kumar	Lecturer	-do-	+919416564890	ravinderkumar.dte@hry.gov.in
6	Anita Kumari	Lecturer	-do-	+919466622823	anitakumari.dte@hry.gov.in
7	Deepak Garg	Lecturer	-do-	+919416275082	deepakgarg.dte@hry.gov.in
8	Suresh Jindal	LECT.	-do-	+919896178842	sureshjindal.dte@hry.gov.in
9	Punjab Singh	LECT.	-do-	+919891817580	punjabsingh.dte@hry.gov.in
10	Atul Kumar	Lecturer	-do-	+919468428885	atulkumar37.dte@hry.gov.in

11	Sanjay Kumar	Lecturer	-do-	+919466467600	sanjaykumar.dte@hry.gov.in
12	Sunil Kumar Dahiya	Lecturer	-do-	+919466559922	sunilkumardahiya.dte@hry.gov.in
13	Amit Kumar	Workshop Instructor	-do-	+919467347627	amitkumar81.dte@hry.gov.in
14	Savita Sharma	Lab Instructor	-do-	+919896117523	savitasharma.dte@hry.gov.in
15	Soni Mehta	Lab Instructor	-do-	+919034649794	sonimehta.dte@hry.gov.in
16	Bajinder Sharma	HOD in Civil	-do-	+919467700333	bajindersharma.dte@hry.gov.in
17	Asheet Bajaj	Sr.Lecturer	-do-	+919896046133	asheetbajaj.dte@hry.gov.in
18	Vinay Singh	Lecturer	-do-	+919992966676	vinaysingh.dte@hry.gov.in
19	Amit Hussain	Lecturer	-do-	+919416678933	amithussain.dte@hry.gov.in
20	Sofia Baghla	Lecturer	-do-	+918816083669	sofiabaghla.dte@hry.gov.in
21	Mandeep Pathani	Lecturer	-do-	+918295577700	mandeepathani.dte@hry.gov.in
22	Sudeep Kumar	HOD in Computer	-do-	+919654280247	Sudeep2030.dte@hry.gov.in
23	Ajay Malik	Sr. Lecturer	-do-	+919416367124	ajaymalik.dte@hry.gov.in
24	Saravjit Chahal	Sr. Lecturer	-do-	+919416486983	saravjitachahal.dte@hry.gov.in
25	Rakesh Kumar	Lecturer	-do-	+919466170786	rakeshkumar.dte@hry.gov.in
26	Monu	Lecturer	-do-	+917015412130	monu.dte@hry.gov.in
27	Ravinder Kumar	Lecturer	-do-	+919416734146	ravinderkumar.dte@hry.gov.in
28	Uma Kakkar	Lecturer	-do-	+917988663665	umakakkar.dte@hry.gov.in
29	Krishan Lal	Lecturer	-do-	+919416367080	krishanlal.dte@hry.gov.in
30	Surender Chaodhary	Lecturer	-do-	+919416741838	schaodhary.dte@hry.gov.in

31	Mamtesh	Lecturer	-do-	+91830789 4949	mamtesh.dte@hry.gov.in
32	Archana Sharma	HOD in Applied	-do-	+91941646 1576	archana.sharma.dte@hry.gov.in
33	Ravi Saini	Sr. Lecturer	-do-	+919868 671998	ravisaini.dte@hry.gov.in
34	Kavita Rathee	Sr. Lecturer	-do-	+91946665 0889	kavitarathee.dte@hry.gov.in
35	Sunita Devi	Lecturer	-do-	+918930 379923	sunita2034.dte@hry.gov.in
36	Krishan	Lecturer	-do-	+91881382 9742	krishan.dte@hry.gov.in
37	Anu Bala	Lecturer	-do-	+91890122 6563	anubala.dte@hry.gov.in
38	Rahul	Lecturer	-do-	+91965022 0225	rahul.jangra.dte@hry.gov.in
39	Radha	Lecturer	-do-	+91881306 7207	radha.dte@hry.gov.in
40	Monika	Lecturer	-do-	+91935011 3130	monika.dte@hry.gov.in
41	Parul	Lecturer	-do-	+91903433 4074	parul.dte@hry.gov.in
42	Ajay	Lecturer	-do-	+91816845 1002	ajay.dte@hry.gov.in
43	Pardeep Kumar	HOD in Mech	-do-	+917988 573624	pardeepkumar30.dte@hry.gov.in
44	Kamal Jeet Motia	Sr.Lecturer	-do-	+91941644 2645	kamaljeetmotia.dte@hry.gov.in
45	Sandeep Bajaj	Sr. Lecturer	-do-	+919416 171647	sandeepbajaj.dte@hry.gov.in
46	Sartaj Singh	Lecturer	-do-	+91999208 2401	sartajsingh.dte@hry.gov.in
47	Satpal Singh	Lecturer	-do-	+919416 170078	satpalsingh.dte@hry.gov.in
48	Gaurav Sharma	Lecturer	-do-	+91830710 6757	gauravsharma.dte@hry.gov.in

49	Akash	Lecturer	-do-	+919017619746	akashkumar.dte@hry.gov.in
50	Vikas Bhaskar	Lecturer	-do-	+918168101355	vikasbhaskar.dte@hry.gov.in
51	Shamim Ahmed	Workshop Instructor	-do-	+919416408405	shamimahmed.dte@hry.gov.in
52	Ajit Singh	HOD in Elect	-do-	+918930248930	ajitsingh.dte@hry.gov.in
53	NaveenSharma	Lecturer	-do-	+919812322788	naveensharma.dte@hry.gov.in
54	Rai Singh	Workshop Instructor	-do-	+919416370035	raisingh.dte@hry.gov.in
55	Roshni	HOD in IC	-do-	+919416355764	roshni2035.dte@hry.gov.in
56	Varunendra Singh	Lecturer	-do-	+918279862909	varunendra singh.dte@hry.gov.in
57	Paramjeet	Lecturer	-do-	+919467580857	paramjeet.dte@hry.gov.in
58	Rajpal	Lecturer	-do-	+918810710003	rajpal.dte@hry.gov.in
59	Ramesh Ahuja	Lecturer	-do-	+918901306066	rameshahuja.dte@hry.gov.in
60	Rajesh Kumar	F/I	-do-	+919416361404	rajesh2027.dte@hry.gov.in
61	Vinod Kumar	F/I	-do-	+919813487181	vinodkumar36.dte@hry.gov.in
62	Vikas Kumar	Workshop Instructor	-do-	+919996335533	vikaskumar37.dte@hry.gov.in
63	Gurdev Singh	Workshop Instructor	-do-	+919996373280	gurdevsingh.dte@hry.gov.in
64	Vikash	TPO	-do-	+919416114015	vikash.dte@hry.gov.in
65	Virender Chaudhary	Instructor	-do-	+919467061171	virenderchaudhary.dte@hry.gov.in
66	Amarjeet Singh	Dy.Supt.	-do-	+919416072411	amarjeetsingh.dte@hry.gov.in
67	Harvinder Singh	Assistant	-do-	+919416018272	harvindarsingh.dte@hry.gov.in
68	Subhash Chand	Clerk	-do-	+919468250146	subhashchand.dte@hry.gov.in

69	Seema Rani	Clerk	-do-	+919468089876	seemarani.dte@hry.gov.in
70	Pramod Kumar	Clerk	-do-	+918607014474	pramodkumar.dte@hry.gov.in
71	Rajbir Singh	Clerk	-do-	+919996429498	rajbirsingh41.dte@hry.gov.in
72	Ankit Kumar	Clerk	-do-	+919996232211	ankitkumar.dte@hry.gov.in
73	Vikas Malik	Clerk	-do-	+918999780000	vikasmalik.dte@hry.gov.in
74	Prateek	Library Assit.	-do-	+917988753020	prateek.dte@hry.gov.in
75	Manish	Clerk	-do-	+917027053684	manish.dte@hry.gov.in
76	Sangeeta Verma	Asstt	-do-	+917015658902	sangeetaverma.dte@hry.gov.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+6000GP)		
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-03(PB-1,5200-20200+2000GP)
14	Dafti	DL**(1S,4440-7440+1650GP)
15	All Class IV employees	DL**(1S,4440-7440+1650GP)

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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	102500000
2	Wages	6500000
3	Dearness Allowances	50000000
4	Travel Expenses	200000
5	Office Expenses	400000
6	Scholarship and Stipends	100000
7	Motor Vehicles	31000
8	Medical Reimbursement	4200000
9	Contractual services	20500000
10	Leave Travel Concession	1000000
11	Ex-Gratia	3600000
12	Energy Charges	3000000
13	Purchases	500000

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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 matters 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: Sri. Jawala Prasad (Principal)
2. PIO:- Smt. Veena Jakhar (Lecturer)
3. APIO:- Smt. Sunita Devi (Lecturer)