

**DISCLOUSER UNDER SECTION 4 (1) (B) OF RIGHT TO INFORMATION ACT,  
2005**

**Section 4 (1) b (i)**

**THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-**

<b><u>Name of Organization</u></b>	<b>Govt. Polytechnic Lahaul &amp; Spiti at Udaipur Camp at Sundernagar, Distt. Mandi (H.P.)</b>
Establishment and Address	Camp at Sundernagar, Distt. Mandi (H.P.)
Email-id	gpudaipur@gmail.com
Contact No.	01907-266411
Web Site	www.gpudaipur.edu.in

**ABOUT THE INSTITTUTE:**

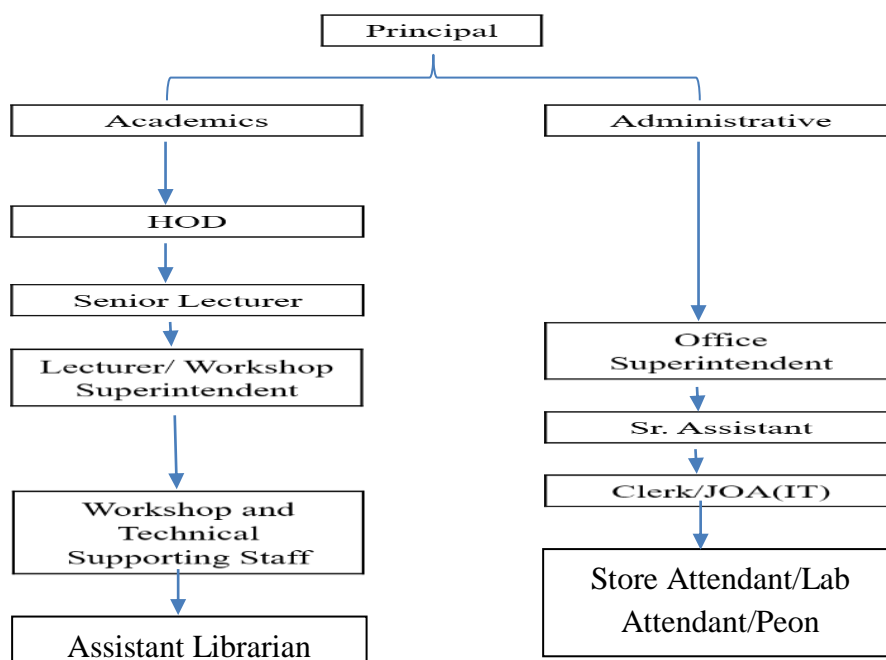
Government Polytechnic Lahaul & Spiti at Udaipur was established in year 2013 with an intake of 30 students in Civil engineering. The Govt. Polytechnic Udaipur (L&S) is running in temporary location at Sundernagar.

Government Polytechnic Lahaul & Spiti at Udaipur has got affiliation approval from Himachal Pradesh Takniki Shiksha Board Dharmshala vide letter No. HTB/General/Affiliation/Renewal/Vol-I/2008-1578 dated 25-05-2016 and AICTE approval vide letter No. North-West/1-2814060470/2016/EOA dated 05-04-2016.

Government Polytechnic Lahaul & Spiti at Udaipur is an institution to provide high quality technical education at the Diploma level. The Institute will develop technicians and practicing engineers to fulfil the need of our economy, industry and business professionals. Students will strive for regional economic development through research and collaboration.

Govt. Polytechnic Lahaul & Spiti at Udaipur (camp at Sundernagar) is situated near Chandigarh – Manali National Highway (NH-21) at a distance of 175 kms from Chandigarh towards Manali and well connected with the transport facility.

**ORGANIZATION STRUCTURE OF THE INSTITUTE:**



## VISION:

Our vision is to contribute to the industry and society through excellence and innovation in the technical education field by inspiring and empowering young minds through knowledge and skills.

## Courses Offered by the Institute:-

S. No.	Name of Department	Sanctioned Intake
1.	Civil Engineering	30

## SECTIONS OF THE INSTITUTE:

S. No.	Sections	Function	Duties
1.	Office of the Principal	Implementing all the decisions in respect of admission, Education & Finance as per H.P Govt. directions.	She 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 Year Diploma students.	Teaching, conducting examination, evaluation of students, Conducting seminars and other allied, work duty assigned by authority from time to time.
3.	Civil Engg. Department	To teach 2 <sup>nd</sup> and 3 <sup>rd</sup> year Diploma students.	-do-
4	Workshop	Imparting skill training to Diploma students	Teaching, conducting examination, student assessment,
5	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**

**POWER & DUTIES OFFICERS AND EMPLOYEES**

Name	<b>Ar. Meena Guleria</b>
<b>Designation</b>	<b>Principal/DDO</b>
Power	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. Coordinating & liaising with higher authority.

<b>Designation</b>	<b>HOD / Sr. Lecturer</b>
Duties	<p><b>Head of Department</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
	<p><b>Senior Lecturer</b></p> <ul style="list-style-type: none"> <li>• Teaching / Student Training, maintenance of the academic record.</li> <li>• Conducting Examinations, Evaluation of answer scripts.</li> <li>• Development of Resource Material, Curriculum Updation.</li> <li>• Participation in Co-Curricular and Extra-Curricular Activities.</li> <li>• Student guidance and counseling and helping their character development.</li> <li>• Self-development through up-gradation of knowledge and skills.</li> <li>• To assist the HOD in smooth functioning, academic and development work of the department.</li> </ul> <p>Any other duty/work assigned by the HOD, higher authority.</p>

<b>Designation</b>	<b>Workshop Superintendent</b>
Duties	<ul style="list-style-type: none"> <li>• Teaching / Student Training, maintenance of the academic record.</li> <li>• Conducting Examinations, Evaluation of answer scripts.</li> <li>• To work In charge of Lab/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops.</li> <li>• Development of Resource Material, Curriculum Updation.</li> <li>• Participation in Co-Curricular and Extra-Curricular Activities</li> <li>• Student guidance and counseling and helping their character development</li> <li>• Self-development through up-gradation of knowledge and skills.</li> <li>• To assist the HOD in smooth functioning, academic and development work of the department.</li> <li>• Any other duty/work assigned by the HOD, higher authority.</li> </ul>

<b>Designation</b>	<b>Lectures</b>
Duties	<ul style="list-style-type: none"> <li>• Teaching / Student Training, maintenance of the academic record.</li> <li>• Conducting Examinations, Evaluation of answer scripts.</li> <li>• To work as In Charge of laboratory/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops.</li> <li>• Development of Resource Material, Curriculum Iodation</li> <li>• Participation in Co-Curricular and Extra-Curricular Activities</li> <li>• Student guidance and counseling and helping their character development</li> <li>• Promotion and Coordinating Continuing Education Activities.</li> <li>• Self-development through up-gradation of knowledge and skills.</li> <li>• To assist the HOD in smooth functioning, academic and development work of the department.</li> <li>• Any other duty/work assigned by the HOD, higher authority.</li> </ul>

<b>Name</b>	<b>Dr. Lalit Goel, HOD Civil Engg.</b>
<b>Designation</b>	<b>Training and Placement Officer</b>
Duties	<p>Training and Placement Officer in a Polytechnic is responsible for the following:</p> <ul style="list-style-type: none"> <li>• Training and placement of the students in the industry.</li> <li>• Industry Institute Interaction.</li> <li>• Arranging Industrial visit of students.</li> <li>• To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.</li> <li>• To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.</li> <li>• To handle and maintenance of relevant details of pass out students.</li> <li>• To arrange entrepreneurship camps and to motivate the students for self-employment.</li> <li>• To arrange programmes for guidance and counselling of the students</li> </ul>

	<p>regarding various sources of finance, men and material for self-employment.</p> <p>To engage classes for teaching as well as for personality development of students.</p>
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<b>Designation</b>	<b>Workshop Instructor</b>
Duties	<ul style="list-style-type: none"> <li>• Teaching / Student Training, maintenance of the academic record.</li> <li>• Student's assessment.</li> <li>• To arrange the various machinery and equipment for the students training as per the curriculum.</li> <li>• Storage, accounting of raw materials, tools and instruments.</li> <li>• Manage the maintenance of equipment and tools in the workshops including Preventive and breakdown maintenance lay down safety procedures.</li> <li>• Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks.</li> <li>• To keep himself updated about the various developments in the related industry.</li> <li>• To assist the HOD, Workshop Superintendent in certain functions of the institute as and when necessary.</li> </ul> <p>Any other duty assigned by authority for institute development.</p>

<b>Designation</b>	<b>Asstt. Librarian</b>
Duties	<ul style="list-style-type: none"> <li>• The Librarian of the Polytechnic is responsible for the proper maintenance of the Library. The Librarian shall maintain an Accession register.</li> <li>• The Librarian/Asstt. Librarian is also responsible for:</li> <li>• Cataloguing, indexing and classification of books and periodicals.</li> <li>• Issuing and receiving of books, restoring of books and periodicals.</li> <li>• Planning &amp; developing the library, arrangement of non-book materials.</li> <li>• Orienting the users towards effective utilization of library services.</li> <li>• Computerization of library books and to maintain the books faculty wise.</li> </ul> <p>Any other duty assigned by the higher authority.</p>

<b>Designation</b>	<b>Foreman Instructor</b>
Duties	<p>The Foreman Instructor is responsible to the Workshop Superintendent in all matters concerned with the workshop instructions, proper utilization of men, materials and machines and maintenance of shops allocated to him.</p> <p>Other duties includes:</p> <ul style="list-style-type: none"> <li>• Erection/installation/commissioning of plant and equipment.</li> <li>• Procurement, storage, accounting of raw materials, tools, and instruments.</li> <li>• Planning, scheduling, organising, coordinating and monitoring workshop instructions and tasks.</li> <li>• Arrange for issue of raw materials, tools, and equipment for workshop jobs.</li> <li>• Guide the students in the performance of practical tasks and skill exercises.</li> <li>• Manage the maintenance of equipment and tools in the workshops including Preventive and breakdown maintenance lay down safety procedures.</li> <li>• To assist the HOD/Workshop Superintendent in certain functions of the institute as and when necessary.</li> </ul> <p>Any other duty assigned by authority for institute development.</p>

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

<b>Designation</b>	<b>Lab Attendant</b>
Duties	<ul style="list-style-type: none"> <li>• Will assist the section in charge/faculty during the conduct of practical classes to the students.</li> <li>• Clean and arranging of machinery equipment in the workshop/Lab/Office, in the laboratory and workshop to which he is posted.</li> <li>• Will be available in the section during working hours and safeguard the Government property.</li> <li>• Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge.</li> <li>• Will open and close the section of laboratory/workshop.</li> </ul> <p>Will attend to any other works entrusted to him from time to time.</p>

**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 FOR 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/ officers 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](http://www.techedu.gov.in))
- 3.) Himachal Pradesh Takniki Shiksha Board, Dharamshala. (hptechboard.com)
- 4.) Instruction given by the Government of Himachal Pradesh from time to time.

**SECTION 4(1) (b) (vi)**  
**A STATEMENT OF THE CATEGORIES OF DOCUMENT 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/ dealing assistant.
2.	Service Books	
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 Register	
11.	Placement Record	
12.	Student Results	
13.	Students Attendance Register	
14.	Vehicle Logbook ( <b>Vehicle Not Available</b> )	
15.	Stock Register and Indent Books	
16.	Duty Attendance	
17.	File s 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. ( <b>Hostel Facilities not Available</b> )	
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
	NIL	NIL	NIL

**SECTION 4(1) (b) (viii)**

**BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED**

- Internal Committees of the Institution.
- Anti -Ragging Committee.
- Disciplinary Committee.
- Sexual Harassment Committee / Women cell.
- Internal Quality Assurance Cell.
- Student Grievance Redressal Committee (SGRC).
- Training & Placement Cell.

**SECTION 4(1) (b) (ix)**

**DIRECTORY OF OFFICERS AND EMPLOYEES**

Sr. No.	Name of the faculty / staff member	Designation	E- mail Address	Mobile No.
1.	Smt. Meena Guleria	Principal	meenaguleria@gmail.com	94184-66974
2.	Sh. Raman Kumar	HOD ( AS&H)	ramanjamwal07@gmail.com	94185-24506
3.	Smt. Manisha Pathania	Lecturer, Physics	manishamoudgil83@gmail.com	78070-27439
4.	Smt. Perna Sharma	Lecturer, English	upadhyay1985@gmail.com	70181-79361
5.	Smt. Suniti Rani	Lecturer, Mathematics	Suniti00009@gmail.com	94182-85900
6.	Dr. Lalit Goel	HOD (Civil Engg.)	l-goyal74@gmail.com l-goyal74@rediffmail.com	70182-81004
7	Smt. Sujaya Sharma	Lect. ( Civil Engg.)	sujayagtm@gmai.com	82197-04690
8	Sh. Pawan Kumar	W/shop Supdt.	pawankumar00502@gmail.com	98579-91806
9	Sh. Sanjeev Sen	Sr. Assistant	arpitsenchaugan@gmail.com	98821-02922
10	Sh. Swarn Singh	Foreman Instructor	swarnsnr@gmail.com	85805-82282
11	Sh. Rajesh Kumar	Instructor, Plumbing	rajeshthakur26011973@gmail.com	98575-70973
12	Sh. Roshan Lal	Lab Technician	rt760520@gmail.com	78079-09559
13	Smt. Nirmla Devi	W/shop Attendant	Sharmanirmla636@gmail.com	94597-67934
14	Smt. Usha Devi	Lab Attendant	ushathakurthakur1212@gmail.com	96258-34707

15	Smt. Hima Devi	Store Attendant	-	88948-75300
16	Sh. Rajat Sharma	Comp. Assistant	rjshr76@gmail.com	98052-36652
17	Sh. Nawang Negi	Lect. (Civil Engg.)	nawangnegi@hotmail.com	76500-00041
18	Sh. Hira Singh	Assistant Librarian	hiracskhpkv@gmail.com	98170-36456
19.	Reena Kumari	Data Entry Operator	Sharmareenu159@gmail.com	82788-69633

**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 HPCS	
		Level	Cell
1.	Principal	28	11
2.	HOD ( Civil Engg.)	24	10
3.	HOD ( AS& H)	24	04
4.	Sr. Lecturer ( AS&H)	21	01
5.	Lecturer ( English)	18	06
6.	Lecturer ( Mathematics)	18	05
7.	Lecturer (Civil Engg.)	18	01
8.	Workshop Supdt.	18	05
9.	Foreman Instructor	12	15
10.	Senior Assistant	11	08
11.	Computer Assistant	11	01
12.	Workshop Instructor	10	12
13.	Assistant Librarian	06	01
14.	Lab Assistant	03	23
15.	Workshop Attendant	03	24
16.	Lab Attendant	01	03
17.	Store Attendant	01	06

**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 – Salary & DA	17851176
2.	02 –Wages	135350
3.	03- Travel Expense	26386
4.	05- Office Expense	335000
5.	12- Scholarship/Stipend	--
6.	31- Machinery & Equipment's	100000
7.	30-Motor Vehicle	--
8.	33- Material &Supply	100000
9.	20-Other Charges	34000
10.	06- Medical Reimbursement	84989

**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.gpudaipur.edu.in](http://www.gpudaipur.edu.in), [www.techedu.hp.gov.in](http://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](http://www.hpotechboard.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:**

<b>Authority Designated Under RTI Act-2005</b>	<b>Name &amp; Designation of the officer</b>	<b>Complete Official Address</b>	<b>Office Telephone No</b>
Public Information Officer(PIO)	(Principal)	Govt. Polytechnic Lahaul & Spiti at Udaipur Camp at Sundernagar, Distt.Mandi (H.P.)	01907-266411
Appellate Authority	Joint Director Technical Education H.P.	Directorate Of Technical Education Vocational and Industrial Training Sundernagar-H.P	01907-266572