

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	“PVC” NSSK Govt. Polytechnic Bilaspur at Kalol
Establishment and Address	VPO Kalol, Tehsil Jhandutta , Distt Bilaspur, Himachal Pradesh, 174035 (H.P)
Email-id	gpcbilaspur@gmail.com
Contact No.	01978-262262
Web Site	www.gpbilaspur.edu.in

ABOUT THE INSTITUTE:

The PVC Naib Subedar Sanjay Kumar Govt. Polytechnic Bilaspur at Kalol is a premier technical institute located 40 km from the district headquarters Bilaspur, 12 km from subdivision Jhanduta, and 20 km from the famous Baba Balak Nath Temple. Kalol is also the native place of Rifleman Sanjay Kumar, a recipient of the country’s highest gallantry award, the Param Vir Chakra.

Historical Background

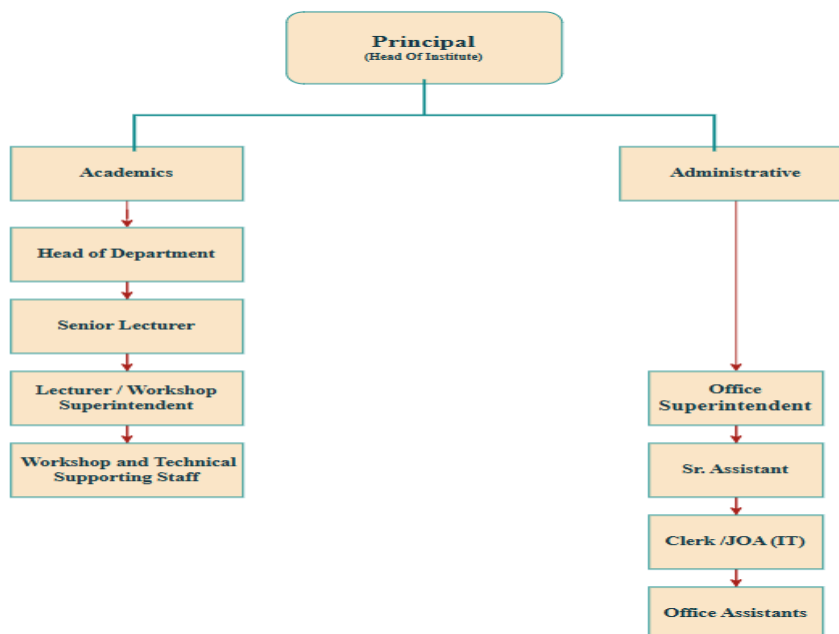
The institute was established in 2013 and initially operated from Govt. Polytechnic Hamirpur, which served as its mentor institute. In July 2019, the institute shifted to its permanent campus in Kalol, Bilaspur.

Currently, the institute offers two diploma courses:

- Electrical Engineering
- Mechanical Engineering

ORGANIZATION STRUCTURE OF THE INSTITUTE:

The Institute operates under the guidance of the **Director of Technical Education**, who serves as the executive head of all Government Polytechnics in Himachal Pradesh. The administrative setup follows a simple **line-type organization**, ensuring efficient management and smooth functioning, supported by a dedicated team of office staff, teaching faculty, and technical personnel.



VISION:

To develop technical professional of world class standards through academic excellence to meet the ever-changing needs of economy and community.

MISSION:

- To impart quality technical education to the students.
- To strengthen their soft skills along with their technical skills to meet the challenges of the world of work.
- To inculcate the moral values and social values in the students for the betterment of the society.
- To offer demand driven programs as per need of the industry.
- To continuously train and retrain faculty staff.

COURSES OFFERED BY THE INSTITUTE:

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

SECTIONS OF THE INSTITUTE:

S. No.	Sections	Function	Duties
1	Office of the Principal “PVC”NSSK Govt. Polytechnic Bilaspur at Kalol (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.	Teaching, conducting examination, evaluation of students, Conducting seminars and other allied, work duty assigned by authority from time to time.
3	Electrical Engg. Department	Teaching Electrical Engg. subjects to Diploma students	-do-
4	Mechanical Engg. Department	Teaching Mechanical 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

Name	Sh. Satish Kumar (Officiating)
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	<p>Head of Department:</p> <ul style="list-style-type: none"> • 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 the higher authority.

	<p>Senior Lecturer</p> <ul style="list-style-type: none"> • 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.
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Designation	Workshop Superintendent
Duties	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

Name	Er. Sumit Sharma (Sr. Lecturer Mechanical Engineering)
Designation	Training and Placement Officer
Duties	<p>Training and Placement Officer in a Polytechnic is responsible for the following:</p> <ul style="list-style-type: none"> • 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 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	Foreman Instructor
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"> • Erection/installation/commissioning of plant and equipment. • Procurement, storage, accounting of raw materials, tools, and instruments. • Planning, scheduling, organising, coordinating and monitoring workshop instructions and tasks. • Arrange for issue of raw materials, tools, and equipment for workshop jobs. • Guide the students in the performance of practical tasks and skill exercises. • Manage the maintenance of equipment and tools in the workshops including Preventive and breakdown maintenance lay down safety procedures. • 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	Lab Assistant/Technician
Duties	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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, (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 :

Sl. No.	Category of the document	Procedure to obtain the document
1	Bank Pass Books	JOA(IT)
2	Service Book	Superintendent
3	Personal files	Superintendent
4	Diary and Issue register	Sr. Assistant
5	Acquaintance	Superintendent
6	Bill Register	Sr. Assistant
7	Book of Drawl register	Sr. Assistant
8	DCR	JOA(IT)

9	Cash. Books	JOA(IT)
10	Admission registers	DEO
11	Placement Record	DEO
12	Students Results	DEO
13	Student attendance registers	Concerned Teachers
14	Vehicle logbook	Driver
15	Stock Registers and Indent Books	Sr. Assistant
16	Duty attendance	Superintendent
17	Files related to budget, correspondence, RTI.	Sr. Assistant
18	Files & documents related to building, Academic, Examination	Superintendent/DEO
19	Files related to Procurement/Tender.	Store Officer
20	Files related to student counseling.	DEO
21	Files related to Hostel, etc	DEO
22	Files related to outsource staff	Superintendent

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
NA			

SECTION 4(1) (b) (viii)

BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED

- Internal Committees of the Institution.

Academic Activities Committee-

Sr. No.	Name of Faculty	Work Assigned
1	Sh. Sumit Sharma, Sr. Lect. Mech. Engg.	Academic Incharge
2	Ms. Jyoti Bala, Sr. Lect. Elect. Engg.	Member
3	Ms. Shabnam Sharma, Lect. Mathematics	Member

Civil Works Committee

Sr. No.	Name of Faculty	Work Assigned
1	Sh. Chaman Lal, HOD Mech. Engg.	Incharge
2	Sh. Anil Verma, Workshop Supdt.	Member
3	Sh. Ashwani Kumar, Lect. Elect. Engg.	Member
4	Sh. Lalit Kumar, Workshop Inst. (Electrical)	Member

Grievance Redressal Committee

Sr. no.	Name of Faculty members	Designation	Remarks
1	Sh. Chaman Lal	HOD, Mech. Engg.	Convener
2	Sh. Suresh Kumar	Lect. Mech. Engg.	Member
3	Ms. Shabnam Sharma	Lect. Math	Member
4	Sh. Ashwani Kumar	Lect. Elect. Engg.	Member

Training and Placement cum Industry Interaction Committee

Sr. No.	Name and designation	Work assigned
1	Sh. Sumit Sharma, Sr, Lect. Mechanical Engg.	Training and placement officer (TPO)
2	Sh. Suresh Kumar, Lect. Mechanical Engg.	Asstt. Training and placement officer Mechanical Engg.
3	Sh. Ashwani Kumar, Lect. Electrical Engg.	Asstt. Training and placement officer Electrical Engg.

Scholarship Committee

Sr. No.	Name of officers/officials	Work assigned
1	Sh. Vinay Guleria, Lect. Physics	Officer Incharge
2	Ms. Shabnam Sharma, Lect. Maths	Member (1 st year Elect. Engg. and Mech. Engg.)
3	Ms. Himani Sharma, Lect. English	
4	Sh. Ashwani Kumar, Lect. Elect. Engg.	Member (Elect. Engg.)
5	Sh. Pankaj Kumar, Lect. Mech. Engg.	Member (Mech. Engg.)

Institution's Innovative Council (IIC) Committee

Sr. No.	Name and designation	Work assigned
1	Sh. Chaman Lal, HOD Mech. Engg.	President of IIC
2	Sh. Vivek Kumar, Lect. ECE	Member
3	Ms. Shabnam Sharma, Lect. Maths	Member
4	Sh. Ashwani Kumar, Lect. Elect. Engg.	Member

Apprenticeship Related Activities Committee

Sr. No.	Name of Faculty	Designation	Remarks
1	Sh. Sumit Sharma	Sr. Lecturer Mech. Engg.	Co-ordinator/Incharge
2	Sh. Ashwani Kumar	Lecturer Elect. Engg.	Member
3	Sh. Pankaj Kumar	Lecturer Mech. Engg.	Member

Morning Assembly Committee

Sr. No.	Name and designation	Work assigned
1	Sh. Anil Verma, Workshop Supdt.	Incharge
2	Ms. Himani Sharma, Lect. English	Member
3	Sh. Anant Ram, Workshop Inst. (Fitting)	Member
4	Sh. Lalit Kumar, Workshop Inst. (Electrical)	Member
5	Ms. Anita Rana, Assistant Librarian	Member
6	Sh. Saurav Sharma, Peon	Member

Hostel Management Committee.

Sr. No.	Name of Faculty	Work Assigned
1	Sh. Satish Kumar, HOD Applied Science	Incharge
2	Sh. Sumit Sharma, Sr. Lect. Mech. Engg.	Member
3	Ms. Shabnam Sharma, Lect. Mathematics	Member
4	Sh. Anant Ram	Member

Anti -Ragging Committee.

Sr. No.	Name of officer/official	Designation
1	Sh. Satish Kumar, HOD Applied Science	Officer Incharge
2	Representative of SDM Jhandutta	Member
3	Representative of DSP Ghumarwin	Member
4	Sh. Chaman Lal, HOD Mech. Engg.	Member
5	Sh. Sumit Sharma, Sr. Lect. Mech. Engg.	Member
6	Sh. Vivek Kumar, Lect. ECE (OIC Elect. Engg.)	Member
7	Ms. Shabnam Sharma, Lech. Maths	Member
8	Ms. Nidhi Katoch, Lect. Chemistry	Member
9	Sh. Anil Verma, Workshop Supdt.	Member
10	Sh. Vinay Guleria, Lect. Physics	Member
11	Sh. Suresh Kumar, Lect. Mech. Engg.	Member
12	Sh. Sandeep Kumar, Lect. Elect. Engg.	Member
13	Sh. Subhash Kapil, Journalist Amar Ujala Jhandutta	Member
14	Representatives of Parents	Members
15	All Class Representative	Members

House Allotment Committee.

NA

Disciplinary Committee.

Sr. No.	Name of Officers/Official	Designation	Nature of works
1.	Sh. Chaman Lal	HOD Mech. Engg	Incharge
2.	Sh. Vivek Kumar	Lect. Eltx. and Commn. Engg.	Member
3.	Ms. Shabnam Sharma	Lect. Mathematics	Member
4.	Sh. Anil Verma	Workshop Supdt.	Member
5.	Sh. Vinay Guleria	Lect. Physics	Member

Sexual Harassment Committee / Women cell

Sr. No.	Name and designation	Work assigned
1	Ms. Jyoti Bala, Sr. Lect. Elect. Engg.	Chairperson
2	Ms. Shabnam Sharma, Lect. Maths	Member
3	Ms. Himani Sharma, Lect. English	Member
4	Ms. Anita Rana, Assistant Librarian	Member
5	Pooja Kumari, 2 nd Sem Electrical Engineering	Member
6	Palak Parmar, 6 th Sem Electrical Engineering	Member
7	Sneha, 4 th Sem Electrical Engineering	Member
8	Tanisha Thakur, 4 th Sem Electrical Engineering	Member

Internal Quality Assurance Cell

Sr. No.	Name and designation	Work assigned
1	Sh. Chaman Lal, HOD Mech. Engg.	Incharge
2	Sh. Vivek Kumar, Lect. ECE	Member

3	Ms. Shabnam Sharma, Lect. Maths	Members
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SECTION 4(1) (b) (ix)
DIRECTORY OF OFFICERS AND EMPLOYEES

Sr No	NAME OF THE STAFF MEMBER (SH./SMT.)	DESIGNATION	Email	Mobile Number
1	Sh. Satish Kumar	HOD Applied Sciences (Officiating Principal)	gpcbilaspur@gmail.com	01978-262262
2	Sh. Perma Nand	Sr. Lecturer Applied Science		
3	Ms. Shabnam Sharma	Lect. Maths.		
4	Sh. Vinay Kumar Guleria	Lect. Physics		
5	Ms. Himani Sharma	Lect. English		
6	Sh. Harish Kumar	Laboratory Assistant		
7	Sh. Manish Sharma	Lab Attendant		
8	Smt Vineeta Sharma	HOD Elect. Engg.		
9	Smt. Jyoti Bala	Sr. Lect. Elect. Engg		
10	Sh. Vivek Kumar	Lect. Electronics Engg.		
11	Sh. Ashwani Kumar	Lect. Elect. Engg.		
12	Sh. Vijay Kumar	Laboratory Assistant		
13	Smt. Sushma Kumari	Lab Attendant		
14	Sh. Chaman Lal	HOD, Mech. Engg.		
15	Sh. Sumit Sharma	Sr. Lect. Mech. Engg.		
16	Sh. Suresh Kumar	Lect. Mech. Engg.		
17	Sh. Pankaj Kumar	Lect. Mech. Engg.(Contract)		
18	Sh. Gian Chand	Lab. Assistant		
19	Sh. Anil Verma	Workshop Supdt.(ME)		
20	Sh. Anant Ram	WSI Fitting		
21	Sh. Lalit Kumar	WSI Electrical		
22	Sh. Manish Thakur	WSI Carpentry (SWF)		
23	Sh. Achhar Singh	Workshop Attendant		
24	Smt. Anita Rana	Assistant Library		
25	Sh. Jai Kumar	Computer Assistant(Contract)		
26	Sh. Sanjeev Kumar	Sr. Assistant		
27	Sh. Ajay Sharma	JOA IT		
28	Ms. Shabnam	DEO (On Outsource Basis)		
29	Sh. Subhash Chand	Driver		
30	Sh. Bhagwan Dass	Peon		
31	Smt. Jamna Devi	Store Attendant		
32	Mr. Saurav Sharma	Peon		
33	Sh. Surender Kumar	Security Guard		

34	Sh. Vikas singh	Security Guard		
35	Sh. Amit Kumar	Security Guard		
36	Sh. Harinder Singh	Security Guard		
37	Smt. Raveena Begum	Sanitation Worker		
38	Smt. Soma Devi	Sanitation Worker		
39	Sh. Vijay Kumar	Sanitation Worker		

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	TPO	(Level 24 Cell 07)
3	Head of the Deptt.	(Level 24)
4	Sr. Lecturer	(Level 21 Cell 03)
5	Lecturer	(Level 18 Cell 01)
6	WorkShop Supdt.	(Level 18 Cell 01)
7	Foreman Instructor	(Level 12 Cell 11)
8	Workshop Instructor	(Level 10)
9	Assistant Librarian	(Level 06 Cell 01)
10	Library Assistant	Level 07 Cell 07
11	Sr. Asstt.	(Level 11)
12	Clerk	(Level 03)
13	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 2024-2025

Sr. No.	Object Code Description	Amount allocated(Rs.)
1	01 Salaries & DA	2,51,00,000/-
2	02 Wages	1,08,800/-
3	03 Travel Expense	80,895/-
4	05 Office Expense	5,00,000/-
5	12 Scholarship/Stipend	----
6	31 Machinery & Equipments	1,00,000/-
7	30 Motor Vehicle	58,677/-
8	33 Material & Supplies	50,000/-

9	20 Other Charges	30,000/-
10	06 Medical Reimbursement	30,000/-
11	33 Material & Supplies(Plan)	50,000/-
12	99 Honorarium (Plan)	30,000/-

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.gpbilaspur.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.

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)	“PVC” NSSK Govt. Polytechnic Bilaspur VPO Kalol, Tehsil Jhandutta , Distt Bilaspur, Himachal Pradesh, 174035 (H.P)	01978-262262
Appellate Authority	Joint Director Technical Education H.P.	Directorate Of Technical Education Vocational and Industrial Training Sundernagar-H.P	01907-266572