

**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:-**

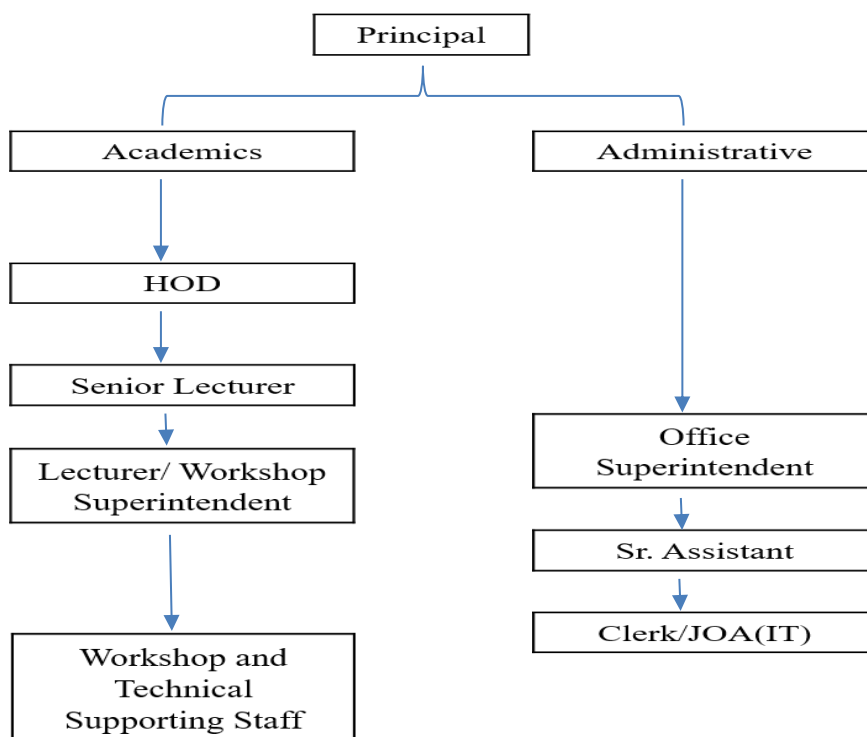
<b>Name of organization</b>	<b>Govt. Polytechnic for women Rehan</b>
Establishment and Address	Govt. Polytechnic for Women Rehan, Village - Kadana, Tehsil – Fatehpur, Distt. – Kangra Himachal Pradesh – 176022
Email-id	principalgprehan@gmail.com
Contact No.	01893-252777
Website	www.gpwrehan.edu.in

**ABOUT THE INSTITUTE:**

Govt. Polytechnic for Women Rehan was established in the year 2021 and situated at Village Kadana, Tehsil Fatehpur, Distt. Kangra in Himachal Pradesh. This Polytechnic provides three years diploma courses in Computer Engineering, Civil Engineering and Architecture Assistantship. All courses are approved by All India Council of Technical Education (AICTE) and Council of Architecture (COA) and affiliated with H.P. Takniki Shiksha Board (HPTSB), Dharmshala (H.P.).

The Campus is spread over 4.5 acres land and total buildup area in the campus is approximately 13502 sq. meters. The campus is having well-furnished buildings and state of art infrastructure. The institute has all weather approach road and 2.0 KM away from Rehan Town on HP SH-27 (Pong Dam-Fatehpur-Jassur) road.

**ORGANIZATION STRUCTURE OF THE INSTITUTE:**



**VISION:**

To empower women through quality technical education, equipping them with industry-relevant skills and knowledge to become self-reliant, innovative professionals who can actively contribute to the workforce and society.

**COURSES OFFERED BY THE INSTITUTE:**

S. No	Name of Department	Sanction Intake
1	Computer Engineering	40
2	Civil Engineering	40
3	Arch. Asstt.	40

**SECTIONS OF THE INSTITUTE:**

S. No.	Sections	Function	Duties
1	2	3	4
1	Office of the Principal, Govt. Polytechnic for Women Rehan (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 common subjects related to Applied Science & Humanity to 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	Teaching Civil Engg. Subjects to Diploma students.	-do-
4	Computer Engg. Department	Teaching Computer Engg. Subjects to Diploma students.	-do-
5	Architecture Assistantship	Teaching Architecture Assistantship subjects to Diploma students	-do-
6	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.
7.	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**

<b>Name</b>	<b>Dr. Satish Kumar Katwal</b>
<b>Designation</b>	<b>Principal</b>
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.

<b>Designation</b>	<b>HOD</b>
Duties	<b>Head of Department:</b> <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>

<b>Designation</b>	<b>Senior Lecturer</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 Updation.</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>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>• 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>• To coordinate the repair and maintenance work of the institute.</li> <li>• Any other duty/work assigned by the HOD, higher authority.</li> </ul>

<b>Designation</b>	<b>Lecturer</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>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>• Procurement, 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> <li>• Any other duty assigned by authority for institute development.</li> </ul>

<b>Designation</b>	<b>Librarian/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> <li>• Any other duty assigned by the higher authority.</li> </ul>

<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> <li>• Any other duty assigned by authority for institute development.</li> </ul>

<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> <li>• Will attend to any other works entrusted to him from time to time.</li> </ul>

#### **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, (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:***

<b>Sl. No.</b>	<b>Category of the document</b>	<b>Procedure to obtain</b>
1	2	3
1	Bank Pass Books	The Documents can be obtained from concerned officer in charges
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	
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
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**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**

<b>Sr. No.</b>	<b>NAME OF THE STAFF MEMBER (SH./SMT.)</b>	<b>DESIGNATION</b>	<b>Email</b>	<b>Mobile No.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Dr. Satish Kumar Katwal	Principal	principalgprehan@gmail.com	01893-252777
2.	Dr. Kulwardhan Singh	HOD Computer. Engg.		
3.	Er. Suneel Kumar	Senior Lecturer Comp. Engg.		
4.	Er. Rinkesh Chauhan	Lecturer Comp. Engg.		
5.	Er. Sanjeev Kumar	Computer Assistant		
6.	Er. Sonika Thakur	HOD Civil Engg.		
7.	Er. Namish Rana	Senior Lecturer Civil Engg.		
8.	Er. Amit Thakur	Lecturer Civil Engg.		
9.	Ar. Rajiv Bhardwaj	HOD Arch. Asstt.		
10.	Ar. Monika	Lecturer Arch. Asstt.		
11.	Ar. Vipin Kumar	Lecturer Arch. Asstt.		
12.	Dr. Virender Singh	Senior Lecturer Mathematics		
13.	Sh. Gopal Sharma	Lecturer Physics		
14.	Dr. Kailash Singh	Lecturer Chemistry		
15.	Sh. Sandeep Kumar	Lecturer Mathematics		
16.	Sh. Virender Singh	Lecturer English		
17.	Er. Vivek Sharma	Workshop Supdt.		
18.	Mrs. Sarmistha	WSI		
19.	Sh. Rajinder Singh	WSI		
20.	Sh. Jagroop Singh	Asstt. Librarian		
21.	Smt. Madhulika	Hostel Supt.		
22.	Sh. Atul Sharma	Library Attendant		
23.	Sh. Ranjeet Singh	JOA(IT)		
24.	Sh. Ankush Kumar	JOA(IT)		
25.	Sh. Satish	Clerk		
26.	Er. Manish Kotia	JOA(IT)		
27.	Sh. Mohit Kumar	JOA(IT)		
28.	Sh. Partap Chand	Lab Attend.		
29.	Sh. Suresh Kumar	Peon		
30.	Sh. Sahil Kumar	Peon		
31.	Sh. Vikas Dhiman	Chowkidar		
32.	Sh. Naval Singh	Mali (Outsource)		
33.	Sh. Baldev Singh	Sweeper (Outsource)		
34.	Smt. Meena Devi	Sweeper (Outsource)		
35.	Smt. Jyoti	Sweeper (Outsource)		

**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:**

<b>Sr. No.</b>	<b>Designation</b>	<b>Pay Scale / Level as per HP CS RP 2022</b>
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.	Foreman Instructor	(Level 12)
7.	Computer Assistant	(Level 11)
8.	Workshop Instructor	(Level 10)
9.	Hostel Supdt.	(Level 09)
10.	Assistant Librarian	(Level 06 )
11.	Library Assistant	(Level 07 )
12.	Clerk	(Level 03)
13.	Junior Office Assistant (IT)	(Level 04)
14.	Lab 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**

<b>Sr. No.</b>	<b>Object Code Description</b>	<b>Amount allocated</b>	
1.	01 Salaries & DA	22228701	
2.	02 Wages	200000	
3.	03 Travel Expense	95000	
4.	05 Office Expense	556551	
5.	64 Transfer Expense	2000	
6.	65 Remuneration to Outsource Employees	700000	
7.	31 Machinery & Equipments	300000	
8.	33 Material & Supplies	Non - Planned	100000
		Planned	120000
9.	20 Other Charges	51000	
10.	99 Honorarium	Non - Planned	400000
		Planned	40000
11.	06 Medical Reimbursement	70000	

**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 <https://gpwrehan.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.hptechboard.com](http://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:**

<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)	Dr. Satish Kumar Katwal, Principal	Govt. Polytechnic for Women Rehan, Village - Kadana, Tehsil – Fatehpur, Distt. – Kangra, H.P. – 176022	01893-252777
Appellate Authority	Joint Director Technical Education H.P.	Directorate Of Technical Education Vocational and Industrial Training Sundernagar-H.P	01907-266572