

1. THE PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES:

Name of the organization	Government Polytechnic, Nanakpur, Distt. Panchkula
Establishment	Government Polytechnic Nanakpur is situated in Nanakpur village District Panchkula (Haryana) and commenced from July, 2018. The campus is situated far from the madding crowd and in serene, calm, lush green Shanti-Niketan like surroundings with the total area of 10 acre, the Institute has all the essential facilities and academic ambience for the students. The location is only 30 km from the Panchkula Bus Stand and 7 Km from the industrial hub Baddi Himachal Pradesh. Currently the courses offered are Computer Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering and Electronics & Communication Engineering. Several new courses are to be added soon.
Address	VPO-Nanakpur (Khuwala), Block-Pinjore, Tehsil – Kalka, Distt. Panchkula-134102 (Haryana)
Website:	gp.nanakpur@techeduhry.gov.in

FUNCTION:- Imparting 3 years Diploma in Engineering Education in Computer Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering and Electronics & Communication Engineering.

2. The powers and duties of its officers and employees.

The officers & employees are appointed by the state government through HPSC for Group –A & B officers & Group –C& D by staff selection commission. The officers & the staff discharge their duties as per the directions and instructions given by the government time to time.

3. 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 the state government guidelines from time to time and the decision taken in the governing body meeting & supervised by the DTE Haryana & accountability as fixed by the government from time to time.

4. 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, DTE, HSBTE and HSTES, Haryana Govt. regulations.

5. 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 from time to time and also instructions available on their website.

6. A statement of the categories of documents that are held by it or under its control.

1. Files related to budget, correspondence, RTI.
2. Files & documents related to building, Academic, HSBTE Examination.
3. Files related to Procurement/Tender.
4. Files related to Governing Body Meeting.
5. Files related to Student Counselling and admissions.
6. Files related to Hostel, etc

7. 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 thereof.

Governing Body meeting for public participation which includes stake holders like parents of students, Alumni participation in formulation of policy and implementation thereof. The formulation of administrative policies are governed by govt. and implemented by the institute.

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

▪ **Grievance Redressal mechanism for Faculty, staff and students:**

- Smt. Suksham Goyal, Sr. Lecturer -Chairman
- Sh. Dharamvir Saini, Programmer-Member
- Sh. Charanjit Singh, Lecturer-Member
- Smt. Manju Bala, Lecturer-Member
- Sh. Shalander Singh, Lecturer -Member
- Sh. Harish Khanna, FMI-Member
- Sh. Balraj Singh, Dy. Supdt.-Member

▪ **Establishment of Anti Ragging Committee:**

- Sh. Dharamvir Saini, Programmer- Chairman

- Smt. Kanchan Saini, Lecturer- Member
- Sh. Shalander Singh, Lecturer-Member
- Sh. Harish Khanna, FMI-Member

- **Establishment of Internal Complaint Committee (ICC):**

- Sh. Dharamvir Saini, Programmer - Chairman
- Sh. Charanjit Singh, Lecturer-Member
- Smt. Kanchan Saini, Lecturer- Member

- **Establishment of Committee for SC/ ST:**

- Sh. Charanjit Singh, Lecturer - Chairman
- Sh. Manju Bala, Lecturer -Member
- Sh. Harish Khanna, FMI -Member
- **Establishment of Anti-Ragging Squad:**

- Smt. Suksham Goyal, Sr. Lecturer -Chairman
- Sh. Dharamvir Saini, Programmer-Member
- Sh. Neeraj Kumar, Lecturer-Member

- **Frequently of the Board Meeting and Academic Advisory Body:**

- At the end of every sessional test

Nature and Extent of involvement of Faculty and students in academic affairs/improvements

- The institute have constituted various committees involving faculty members who regularly keep the student community in loop, for academic affairs and improvements in the teaching-learning process.

9. A directory of its officers and employees.

The updated details about all teaching and non-teaching staff is available on institute website at link <https://gpnanakpur.ac.in/staff-corner/>

10. 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	8700	-
2.	HOD	FPL-12	7600	-
3.	Sr. Lecturer	FPL-11	6600	-
4.	Lecturer	FPL-09	5400	-
5.	Workshop Supdt.	FPL-10	5400	-
6.	Workshop Instructor	FPL-06	4200	-
7.	Deputy Supdt.	FPL-06	4200	-
8.	Assistant	FPL-06	4200	-
9.	Clerk	FPL-02	1900	-
10.	Lab Instructor	FPL-06	4200	-
11.	Junior Librarian	FPL-06	4200	-
12.	Attendant/Peon/Sweeper	FPL-01	1800	-
13.	Level-1 HKRNL	17520	-	-
14.	Level-2 HKRNL	20590	-	-

11. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:-

Year	Budget Estimates	Revised Estimates	Actual Expenditure
2021-22	42924354/-	-	39870010/-

12 The manner of execution of details of beneficiaries of subsidy programmes, including the amounts allocated and the such programmes.

N/A

13 Particulars of recipients of concessions, permits or authorizations details in granted by it.

N/A

14 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 related Information are made available on the website gp.nanakpur@techeduhry.gov.in

15 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 students and staff. The library is not open for general public.

16 The names, designations and other particulars of the Public Information Officers.

First Appellate Authority: Dr. Sunil Gupta

PIO: Sh. Shalander Singh, Lecturer

Assistant PIO: Sh. Manoj Kumar, GF

17 Such other information as may be prescribed and thereafter update these publications every year.