

PARTICULARS, FUNCTIONS AND KEY DUTIES

Govt. Polytechnic Nanakpur Panchkula

1. PARTICULARS OF ORGANIZATION

Name	Government Polytechnic, Nanakpur
Location	Village Nanakpur, Pinjore, Distt. Panchkula, Haryana
Affiliation	Affiliated to HSBTE; Governed by Technical Education Department, Haryana.

2. MAIN FUNCTIONS

- **Technical Education:** Imparts 3-year Diploma engineering courses (Computer, Civil, Electrical, Mechanical, and Electronics & Communication Engineering).
- **Skill Training:** Provides laboratory practicals, workshop sessions, and industrial visits.
- **Assessment & Placement:** Conducts internal & HSBTE board examinations, industrial training, and campus placement drives.

3. KEY DUTIES OF KEY POSITIONS

Position	Key Duties
Principal	Head of the institute responsible for overall academic, administrative, and financial management.
HODs	Oversee departmental academic delivery, labs, and student discipline.
Lecturers	Conduct classroom teaching, practical classes, and lab maintenance.
Workshop Supt.	Manages practical training in central workshops and equipment maintenance.
TPO	Coordinates campus recruitment and industrial internships.
Admin & Accounts	Handle admissions, establishment, accounts, and treasury work under Haryana Civil Services Rules.