

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

SECTION 4(1)(B)(i)

THE PRACTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-

Name of organization	Govt. Polytechnic Kangra, Distt.-Kangra, H.P.
Establishment and Address	Kangra, Distt.-Kangra, H.P. -176001
Email-id	gpcakangra@gmail.com
Contact No.	01892-265025
Web Site	gpkangra.edu.in

ABOUT THE INSTITUTE:

Situated at a prime location in Kangra city, Govt. Polytechnic Kangra came into existence in the year 1992, with the up gradation of erstwhile Junior Technical School established by Punjab Govt. in 1959.

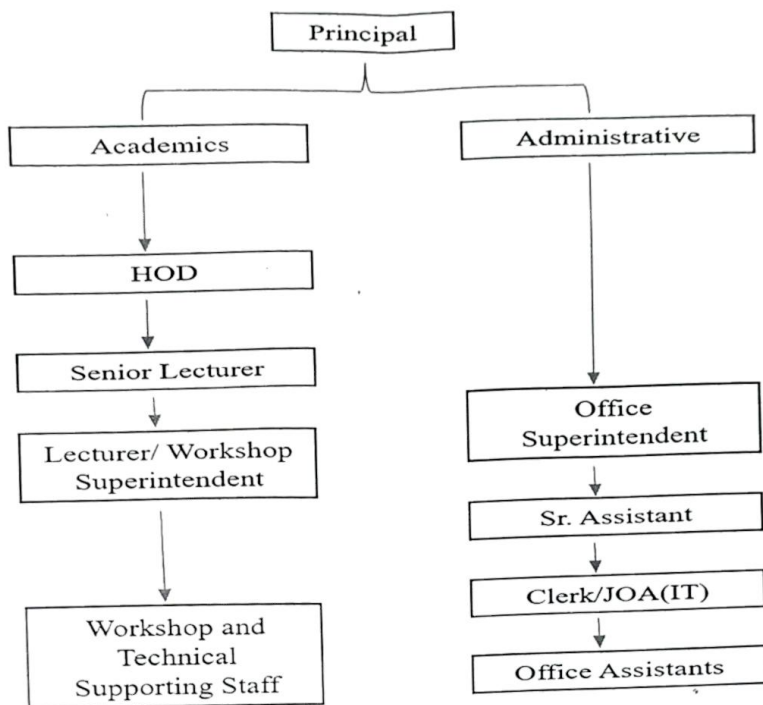
The institution's strategic location, robust campus serene surroundings, and excellent approachability make it the first choice for students seeking a holistic educational experience.

Its committed to provide a conducive learning environment and experienced faculty, sets it apart as a premier educational destination.

The institution has attained the capability and distinction of acquiring ISO 9001-2015 by developing the optimal infracture.


Principal,
Govt. Polytechnic
Kangra Distt. Kangra (H.P.)

ORGANIZATION STRUCTURE OF THE INSTITUTE:



VISION:

To produce competent technical man power founded on value based education principle, meet the challenges of demand driven world of work and to offer state of the art service to the community and the industry.

COURSES OFFERED BY THE INSTITUTE:

S.No.	Name of Department	Sanction Intake
1	Electrical Engg.	51 (49+2 TFW)
2	Mechanical Engg.	-- Do --
3	Computer Engg.	-- Do --
4	Instrumentation Engg.	-- Do --
5	Electronics & Communication Engg.	-- Do --


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SECTIONS OF THE INSTITUTE:

S.No.	Sections	Function	Duties
1	2	3	4
1	Office of the Principal Govt. Polytechnic Kangra (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	Computer Engg. Department	Teaching Computer Engg. subjects to Diploma students.	-do-
6	Instrumentation Engg. Department	Teaching Instrumentation Engg. subjects to Diploma students.	-do-
7	Electronics & Communication Engg. Department	Teaching Electronics & Communication Engg. subjects to Diploma students.	-do-


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SECTION 4(1) (b) (ii)

POWERS & DUTIES OF OFFICERS AND EMPLOYEES

Name	Naresh Kumar
Designation	Officiating 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 higher authority.

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Senior Lecturer

- 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.

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.

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Name	Sh. Jagdeep Singh (Sr. Lecturer Electronics & Communication Engineering)
Designation	Training and Placement Officer
Duties	<ul style="list-style-type: none"> • Training and Placement Officer in a Polytechnic is responsible for the following: • 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 sponsor students for various paper presentations and technical exhibitions. • 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.


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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.


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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, (hptechboard.com).
4. Instructions given by the Government of Himachal Pradesh from time to time.


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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	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	


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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
1	Community Development through Polytechnic (CDTP)	Yes	As per guidelines of Ministry of Skill Development and Entrepreneurship.

SECTION 4(1) (b) (viii)

BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED

- Internal Committees of the Institution. Yes
- Hostel Management Committee. Yes
- Anti-Ragging Committee. Yes
- House Allotment Committee. Yes
- Disciplinary Committee. Yes
- Sexual Harassment Committee/Women cell Yes
- Internal Quality Assurance Cell Yes


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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 No.
1	2	3	4	5
1	Naresh Kumar	HOD Computer Engg.	nareshkumarsapedia@gmail.com	9418475027
2	Rajesh Shama	HOD Electrical Engg.	rshama72@gmail.com	9418050231
3	Hari Singh Thakur	HOD ECE	Hsthakur0928@gmail.com	9418300465
4	Kamlesh Chand	HOD (AS&H)	Kchand78@gmail.com	9418040815
5	Pawan Chandel	HOD Instrumentation Engg.	Pawanchandel13@gmail.com	9418636497
6	Talvinder Singh	Sr. Lecturer	Talvinder.m@gmail.com	9816908262
7	Jagdeep Singh	Sr. Lecturer	jagdeep9900@gmail.com	9418115042
8	Sudhir Dhiman	Sr. Lecturer	Sudhir.dhiman85@gmail.com	9459055519
9	Onkar Singh	Sr. Lecturer	onkar.singh26970@gmail.com	9418490691
10	Saroop Chand	Sr. Lecturer	Saroop2388@gmail.com	7018814985
11	Sachin Sehota	Lecturer ECE	sachin.sehotas@gmail.com	7018395980
12	Rohit Kumar	Lecturer ECE	Rohit06d@gmail.com	9110402870
13	Nishant Kaushal	Lecturer ECE	nishantkaushal.1987@gmail.com	9459125376
14	Raman Kumar	Lecturer ECE	ramankumar89@gmail.com	8894174659
15	Rajeev Kumar	Lecturer CE	Rajeev.kumar357@gmail.com	9459286002
16	Avinash Sharma	Lecturer CE	Avinash_acet@yahoo.com	809125114
17	Surbhi Sharma	Lecturer CE	Surbhisharma.jmi@gmail.com	7807178778
18	Tamanna	Lecturer CE	Er.tamanna14@gmail.com	9736057786
19	Ashima Sharma	Lecturer CE	Ashima143188@gmail.com	8894943678
20	Vijay Kumar Sharma	Lecturer CE	Vijay2122@gmail.com	7018058483
21	Vikal Sharma	Lecturer IE	Vikal.in.sharma@gmail.com	8194800877
22	Karan Singh Thakur	Lecturer IE	Karansingh.thakur89@gmail.com	9411415029
23	Varun	Lecturer IE	Varunknr72@gmail.com	9459014868
24	Ritika Sharma	Lecturer IE	Ritika30purohit30@gmail.com	9736167040
25	Munish Kumar	Lecturer IE	munishsharma198@gmail.com	9882856139
26	Santosh Kumar	Lecturer ME	Kumarsantosh9606@gmail.com	9817128854
27	Mohan Lal	Lecturer ME	Mohanpathania6747@gmail.com	9805206747
28	Subhash Chand	Lecturer ME	swastiksneh@gmail.com	9969170697
29	Satbir Singh	Lecturer ME	satbirguru@gmail.com	8580763590
30	Sameer Sharma	Workshop Supdt. ME	Sameer30132@gmail.com	7018376686
31	Ina Gupta	Lecturer EE	Guptaina24@gmail.com	8894678354
32	Iela Bharti	Lecturer EE	iela.b89@gmail.com	9418347063
33	Pritam Chand	Lecturer Physics	pritam777018@gmail.com	7018028051
34	Richa Sharma	Lecturer English	Richathakur121@gmail.com	9418025600
35	Vijay Thakur	Lecturer Physics	Thakurviju454@gmail.com	8091742032
36	Anil Kumar	Lecturer Chemistry	prashanil77@gmail.com	9459206071
37	Esha Sharma	Computer Assistant	eshagaggal@gmail.com	7018356058
38	Shweta Dhiman	Computer Assistant	Shweta.neetu@gmail.com	9736319180
39	Dinesh Singh	Computer Assistant	Dineshsingh744@gmail.com	9313484149
40	N.C. Kaul	Foreman Instructor	Narinderkaul68@gmail.com	9418219268
41	Vikas Kandoria	Workshop Instructor (Turning)	vikashp40a1579@gmail.com	9418161414
42	Ishwar Dass	Workshop Instructor (Fitting)	Ishwardass15051968@gmail.com	9418645828
43	Sanjeev Kumar	Workshop Instructor (Electronics)	sanjeevnyaral@gmail.com	8219298300
44	Jaswinder Singh	Workshop Instructor (Electronics)	Jaswinder70477@gmail.com	8219979429
45	Pawan Kumar	Workshop Instructor (Welding)	Pawankumar64399@gmail.com	9418864399
46	Varinder Kumar	Workshop Instructor (Smithy)	Varinderkumar723@gmail.com	9816873723


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47	Sanjay Kumar	Workshop Instructor (Carpentry)	Sanjaykapilsanjaykapil@gmail.com	7018943485
48	Aneesh Kumar	Workshop Instructor (Sheet Metal)	Aneeshmallhotra45@gmail.com	9882025448
49	Shivam Bhatia	Workshop Instructor (Electrical)	Shiyambhatia2003@gmail.com	8219175710
50	Manish Kumar	Workshop Instructor (Machinist)	Thakurmanish993@gmail.com	8219339225
51	Chander Rekha	Office Supdt. Gr-II	gpkoffice1@gmail.com	8580403447
52	Shankar Dass	Senior Assistant	Shankardass2011@gmail.com	7018571355
53	Rajesh Sharma	Senior Assistant	rajeshrjsharma@gmail.com	9805266552
54	Gulshan	Senior Assistant	Rajeshgulshan1984@gmail.com	9805306615
55	Ram Swaroop	Senior Assistant	Swaroop_vandana@yahoo.com	9857478807
56	Harjeet Singh	Clerk	hrjtsingh11@gmail.com	9882222440
57	Anu Kumar	Clerk	Akumar.jnr@gmail.com	8262970123
58	Jagdish Chand	JOA (IT)	Jagdish.chand69@gmail.com	9816288862
59	Ankur Kumamr	JOA (IT)	Ankurkr186@gmil.com	9816414387
60	Rajesh Kumar	Lab. Tech./Asstt.	Rajuverma3245@gmail.com	9418331006
61	Devi Dass	Lab. Tech./Asstt.	ddasssharma@gmail.com	9817439626
62	Yashwant Singh	Lab. Tech./Asstt.	yashwantgpk@gmail.com	7650063963
63	Kali Dass	Lab. Tech./Asstt.	kalidassjnr@gmail.com	9857675004
64	Subhash Kumar	Lab. Tech./Asstt.	Shibuch098@gmail.com	7650017006
65	Desh Raj	Workshop Attendant	1971deshraj@gmail.com	9805348337
66	Sandeep Agan	Workshop Attendant	Agansandeep4@gmail.com	7807548257
67	Joginder Paul	Workshop Attendant	Usha52067@gmail.com	9805101751
68	Reena Rani	Sweeper	Kumarianu78078@gmail.com	8626824851
69	Anu Kumari	Sweeper	Wwmohindersingh9@gmail.com	7807806229
70	Mohinder Singh	Peon	Wwmohindersingh9@gmail.com	9816897037
71	Ashok Kumar	Lab. Attendant	Askdhiman96@gmail.com	7807330027
72	Sanjay Kumar	Peon cum Chowkidar	Sanjay.29031980@gmail.com	8894297412

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)


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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 Salaries & DA	73188830
2	02 Wages	137250
3	03 Travel Expense	71658
4	05 Office Expense	667829
5	06 Medical Reimbursement	399354
6	12 Scholarship/Stipend	0
7	20 Other Charges	36000
8	30 Motor Vehicle	0
9	31 Machinery & Equipments	300000
10	33 Material & Supplies	150000

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 ELECTRONICS FORM:-

All the relevant details including the procurement, tender and student matter are made available on the website www.gph.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


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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 OFFICERS:-

Authority Designated Under RTI Act-2005	Name & Designation of the officer	Complete Address	Official	Office Telephone No.
Public Information Officer (PIO)	(Principal)	Govt. Kangra, Kangra, H.P.	Polytechnic Distt.-	01892-265025
Appellate Authority	Joint Director Technical Education H.P.	Directorate Technical Education Vocational and Industrial Training Sundernagar-H.P.	of	01907-266575


Principal,
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Kangra Distt. Kangra (H.P.)