

# **Government Polytechnic Bargarh, Chitrakoot**

सूचना का अधिकार अधिनियम, 2005 की धारा 4 (1) (ख) के अनुसार संस्था से  
संबंधित जानकारियाँ

## MANUAL-1

### Particulars of Organization, Functions & Duties

[Section-4 (1) (b) (I)]

#### **1. Name of the Public Authority:**

Government Polytechnic Bargarh, Chitrakoot

#### **2. Address of the Office:**

Government Polytechnic Bargarh, Chitrakoot

Village: Kalchiha, Post: Murka, Block: Mau

District: Chitrakoot

PIN: 210208

E-mail- [gpbargarh01@gmail.com](mailto:gpbargarh01@gmail.com)

#### **3. Working Hours:**

Opening hour: 10.00 A.M.

Closing hour: 5.00 P.M.

#### **The primary functions and duties of Government Polytechnic:**

1. Provide Quality Education: Offer 3 Years Diploma courses in Engineering and technology aligned with industry standards. Admissions are strictly on the basis of State level Entrance Examination conducted by Joint Entrance Examination Council (Polytechnic) Lucknow, followed by online counseling. The Eligibility and other criteria for Admission is Provided in institute website & [www.jeecup.admissions.nic.in](http://www.jeecup.admissions.nic.in).
2. Skill Development: Focus on practical training through labs and workshops.
3. Curriculum Implementation: Follow the Board of Technical Education Uttar Pradesh, Lucknow curriculum and conduct exams.
4. Faculty Development: Train faculty in the latest teaching and technical advancements.
5. Industry Collaboration: Partner with industries for internships, guest lectures, and placements.
6. Project Guidance: Mentor student projects and encourage innovation.
7. Placement Assistance: Facilitate job placements and career counseling.
8. Community Outreach: Engage in social responsibility and community development projects.

9. Maintain Infrastructure: Ensure facilities and resources meet educational standards.

10. Compliance: Adhere to Government regulations and submit activity reports.

## MANUAL-2

### Powers & Duties of Officers & Employees

[Section-4 (1) (b) (ii)]

#### **Powers & Duties of Officers**

- **Principal**
  - Overall administration and academic oversight.
- **HODs (Heads of Departments)**
  - Teaching
  - Curriculum implementation and faculty management.
  - Coordination of departmental activities.
  - Facilitate student mentorship and support.
  - Other activities and works as per principal order.
- **Lecturers**
  - Teaching and mentoring of students
  - Other activities and works as per principal order.
  - Facilitate student mentorship and support.
- **Administrative Staff**
  - Management of records and student affairs.
  - Financial administration and budgeting.

## MANUAL-3

### Procedure Followed in Decision Making Process

[Section-4 (1) (b) (iii)]

Decision Making is followed as per Technical Education Department of Uttar Pradesh (DTEUP) and Board of Technical Education Uttar Pradesh (BTEUP) directions.

## MANUAL-4

### Norms for Discharge of Functions

[Section-4 (1) (b) (iv)]

Discharge of functions at institute level is followed as per Technical Education Department of Uttar Pradesh (DTEUP) and Board of Technical Education Uttar Pradesh (BTEUP) norms.

## MANUAL-5

# Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

[Section-4 (1) (b) (v)]

### Key Documents

- **Academic Regulations**
  - Attendance, evaluation, and grading policies.
- **Administrative Instructions**
  - Staff conduct and disciplinary actions.
- **Financial Management Guidelines**
  - Budget preparation and expenditure approval processes.
- **Manuals**
  - Staff handbook and student manual as per BTEUP

## MANUAL-6

# Categories of Documents under Control

[Section-4 (1) (b) (vi)]

### Categories of Documents

1. **Administrative Records**
  - Staff appointments, transfer orders, and meeting minutes.
2. **Academic Records**
  - Student enrollment, examination results, and course materials.
3. **Financial Documents**
  - Budget reports, expenditure statements, and audit records.
4. **Correspondence**
  - Official communications with government bodies and stakeholders.

## MANUAL-7

# Particulars of Arrangement in Formulation of Policy

[Section-4 (1) (b) (vii)]

Policy is formulated by Technical Education Department of Uttar Pradesh (DTEUP), Board of Technical Education Uttar Pradesh (BTEUP) and is being implemented at institute level.

**MANUAL-8**  
**Boards, Councils, Committees & Other Bodies Constituted**  
[Section-4 (1) (b) (viii)]

Boards, Councils, Committees & Other Bodies are Constituted at institute level as per directions given by AICTE, New Delhi and as per requirements of work.

1. **Academic Council**
  - Responsible for curriculum development and academic standards.
2. **Administrative Committee**
  - Oversees administrative functions and policy implementation.
3. **Placement Cell**
  - Focused on student placements and industry linkages.
4. **Student Welfare Committee**
  - Addresses student grievances and promotes welfare initiatives.

**MANUAL-9**  
**Directory of Officers & Employees**  
[Section-4 (1) (b) (ix)]

क्र०सं०	कार्मिक का नाम/पदनाम	Contact No.
1.	Mr. Santosh Kumar Vaish, Principal	9026148700
2.	Mr. Chandrabhan Prajapati, Lecturer Mech. Engg.	9936285210
3.	Mr. Bhoopendra Singh, Lecturer Mech. Engg.	9473641226
4.	Mr. Anant Prakash, Lecturer Civil Engg.	6388071255
5.	Mrs. Swati Khatnani ,Lecturer Mech. Engg.	6394332366
6.	Mr. Sanjeev Kumar Singh, Lecturer Mech. Engg.	8287533782
7.	Mr. Amit Kr. Shukla, Lecturer Mech. Engg.	7990269950
8.	Miss. Priyanka Bhardwaj Lecturer English	7830302234
9.	Mr. Sachin Kumar Gupta, Lecturer Civil Engg.	8957617070
10.	Mr. Shubham Srivastava, Lecturer Civil Engg.	9140297307
11.	Mr. Debashish Chandra, Lecturer Civil Engg.	9889020439

12.	Mrs. Priyanka Maurya, Lecturer Chemistry	9452785339
13.	Mr. Deependra Kumar Mishra, Lecturer Electric	9415100059
14.	Mrs. Shazia Tabassum, WS	9956390151
15.	Mr. Ashok Vishwakarma, Lecturer Physics	9169257470
16.	Mr. Anupam Singh, Lect. Maths	8181941980
17.	Mr. Aditya Kr. Sing, Lect. Civil Engg.	7985752441
18.	Mr. Rana Surya Dev Sonkar, Lect. Civil Engg.	9717298913
19.	Ms. Urvashi Kashyap, Lect. Civil Engg.	8707608117
20.	Mr. Pawan Kumar, Lect. Computer	9756034566
21.	Mr.Sachin Kr. maurya, Lect. Mech. Engg.	9140868793
22.	Mr.Sudhanshu Singh, Lect. Mech. Engg.	8318521346
23.	Mr. Chandra Prakash, Workshop Instructor	7388929381
24.	Miss. Uma Shukla, Workshop Instructor	8957182375
25.	Mrs. Akansha Srivastava, Workshop Instructor	6392805136
26.	Mr. Sandip Kumar Sen, Stenographer	9454911406
27.	Mrs. Jyoti kumari, Senior Assistant	8765250775
28.	Mr. Prakash Mishra, Junior Assistant	8299322832

## MANUAL-10

# Monthly Remuneration & Compensation of Officers & Employees

[Section-4 (1) (b) (x)]

क्र०सं०	कार्मिक का नाम/पदनाम	मूल वेतन (Rs.)
1.	Mr. Santosh Kumar Vaish, Principal	152300
2.	Mr. Chandrabhan Prajapati, Lecturer Mech. Engg.	84800
3.	Mr. Bhoopendra Singh, Lecturer Mech. Engg.	75200
4.	Mr. Anant Prakash, Lecturer Civil Engg.	75200
5.	Mrs. Swati Khatnani ,Lecturer Mech. Engg.	82300

6.	Mr. Sanjeev Kumar Singh, Lecturer Mech. Engg.	68800
7.	Mr. Amit Kr. Shukla, Lecturer Mech. Engg.	68800
8.	Miss. Priyanka Bhardwaj Lecturer English	63100
9.	Mr. Sachin Kumar Gupta, Lecturer Civil Engg.	63000
10.	Mr. Shubham Srivastava, Lecturer Civil Engg.	63000
11.	Mr. Debashish Chandra, Lecturer Civil Engg.	63000
12.	Mrs. Priyanka Maurya, Lecturer Chemistry	63000
13.	Mr. Deependra Kumar Mishra, Lecturer Electric	63000
14.	Mrs. Shazia Tabassum, WS	59500
15.	Mr. Ashok Vishwakarma, Lecturer Physics	59500
16.	Mr. Anupam Singh, Lect. Maths	57800
17.	Mr. Aditya Kr. Sing, Lect. Civil Engg.	57800
18.	Mr. Rana Surya Dev Sonkar, Lect. Civil Engg.	57800
19.	Ms. Urvashi Kashyap, Lect. Civil Engg.	57800
20.	Mr. Pawan Kumar, Lect. Computer	57800
21.	Mr.Sachin Kr. maurya, Lect. Mech. Engg.	31697
22.	Mr.Sudhanshu Singh, Lect. Mech. Engg.	57800
23.	Mr. Chandra Prakash, Workshop Instructor	42300
24.	Miss. Uma Shukla, Workshop Instructor	41100
25.	Mrs. Akansha Srivastava, Workshop Instructor	36500
26.	Mr. Sandip Kumar Sen, Stenographer	31000
27.	Mrs. Jyoti kumari, Senior Assistant	31000
28.	Mr. Prakash Mishra, Junior Assistant	21700

## MANUAL-11

### Budget Allocated to each Agency

[Section-4 (1) (b) (xi)]

Budget is allocated by Technical Education Department Uttar Pradesh for salary and other purposes.

**MANUAL-12**  
**Manner of Execution of Subsidy Programmes**  
[Section-4 (1) (b) (xii)]

As per Government of Uttar Pradesh Rules and Regulations.

**MANUAL-13**  
**Particulars of Recipients of Concessions, Permits or Authorizations Granted**  
[Section-4 (1) (b) (xiii)]

As per Government of Uttar Pradesh Rules and Regulations.

**MANUAL-14**  
**Information Available in an Electronic Form**  
[Section-4 (1) (b) (xiv)]

All the information is available at institute website [www.gpbargarh.com](http://www.gpbargarh.com)

**MANUAL-15**  
**Particulars of Facilities Available to Citizens for Obtaining Information**  
[Section-4 (1) (b) (xv)]

Notice Board at the office

- Advertisements, tenders, recruitment related notices are being published through local and national Level news papers.
- Inspection of Records in the Office is also available to the citizen as per provisions of UP RTI Rules.
- Proactive disclosure of 17 manuals under section-4(1)(b) of RTI Act, 2005 are published in the state RTI portal of Government of Uttar Pradesh.

MANUAL-16

## Names, Designations & Other Particulars of the Public Information Officers

[Section-4 (1) (b) (xvi)]

**Public Information Officer (PIO) Details:**

Name: S.K. Vaish

Designation: Principal

Office Address: Government Polytechnic Bargarh, Chitrakoot

PIN: 210208

**Appellate Officer Details:**

Name: S.K. Singh

Designation: Joint Director

Office Address: Joint Director, Department of Technical Education Uttar Pradesh,

Bundelkhand Zone , Jhansi

Uttar Pradesh

PIN: 284003

MANUAL-17

## Other Useful Information

[Section-4 (1) (b) (xvii)]

**Seeking information from the Office:** Any citizen can seek information from the office as per the provisions of RTI Act, 2005 and Uttar Pradesh RTI Rules.

Other information on the functioning and services of public authority are also available with the office.