

**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:-**

Name of organization	ABVGIET, Pragatinagar
Establishment and Address	Post. Office- Gumma, Tehsil Kotkhai, Distt. Shimla HP.
Email-id	ABVGIET.2011@gmail.com
Contact No.	01783 253918
Web Site	www.abvgiet.ac.in

**ABOUT THE INSTITUTE:**

Established in April, 2011 at Pragatinagar, Gumma Kotkhai Shimla, Himachal Pradesh. At present the institute offers three years Diploma courses in, Electrical, Mechanical, Computer and Electronics & Communication Engg . The institute is approved by AICTE and affiliated to the Himachal Pradesh Takniki Shiksha Board, Dharamshala.

**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	Computer Engineering	40
2	Electrical Engineering	40
3	Mechanical Engineering	30
4	Eltx. & Comm. Engg.	40

**SECTIONS OF THE INSTITUTE:**

S. No.	Sections	Function	Duties
1	2	3	4
1	Office of the Principal ABVGIET, Pragatinagr, Distt. Shimla HP	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	Computer Engg. Department	Teaching Computer Engg. Subjects to Diploma students.	-do-
5	Mechanical Engg. Department	Teaching Mechanical Engg. subjects to Diploma students	-do-
6	Eltx. & Comm. Engg.	Teaching Eltx. & Comm. Engg. subjects to Diploma students	-do-

**SECTION 4(1) (b) (ii)**  
**POWERS & DUTIES OF OFFICERS AND EMPLOYEES**

<b>Name</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 / Sr. Lecturer</b>
<b>Duties</b>	<p><b>Head of Department:</b></p> <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>
	<p><b>Senior Lecturer</b></p> <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> </ul> <p>Any other duty/work assigned by the HOD, higher authority.</p>
<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>Lecturers</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>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>
<b>Name</b>	<b>Sh. Anil Kumar Sen (HOD Mechanical Engineering)</b>

Designation	Training and Placement Officer
Duties	<ul style="list-style-type: none"> <li>• Training and Placement Officer in a Polytechnic is responsible for the following:</li> <li>• Training and placement of the students in the industry/ other user system.</li> <li>• Industry Institute Interaction.</li> <li>• Arranging Industrial visit of students.</li> <li>• To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.</li> <li>• To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.</li> <li>• To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.</li> <li>• To monitor the working of the alumni association and to arrange their meetings.</li> <li>• To sponsor students for various paper presentations and technical exhibitions.</li> <li>• To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.</li> <li>• To arrange entrepreneurship camps and to motivate the students for self-employment.</li> <li>• To arrange programmers for guidance and counseling of the students regarding various sources of finance, men and material for self-employment.</li> <li>• To engage classes for teaching as well as for personality development of students.</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, Dharamsala, (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 the document</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) (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 Number</b>
1	2	3	4	5
1	Sh. Anil Sen	HOD Mech. Engg	ABVGIET.2011@gmail.com	01783 253918
2	Sh. Sandeep Khimta	HOD Comp. Engg.		
3	Sh. Ved Prakash	HOD Elect. Engg.		
4	Sh. Rajesh Kumar	Sr. Lect. Com. Engg.		
5	Sh. Manoj Kumar	Sr. Lect. Mech. Engg.		
6	Sh. Suneel Dutt	Lect. Elct. Engg.		
7	Sh. Aman Thakur	Lect. Mech. Engg.		
8	Mrs. Monica Tanwar	Lect. English		
9	Sh. Gyan Chand	Lect. Math		
10	Sh. Rajender Kumar	Lect. Chemistry		
11	Sh. Nishant Sharma	Lect. Com. Engg.		
12	Sh. Deepak Negi	Lect. Elect.Engg.		
13	Sh. Harish Jhingta	W/shop Supdt.		
14	Ms. Sunaina Stan	Lect. Com. Engg.		
15	Smt. Rakhi Sharma	Lect. Physics		

16	Sh. Ankit Doger	Lect. Eltx. Engg.		
17	Sh. Vivek sheel Verma	Lect. Elect. Engg.		
18	Mrs. Neha Chandel	Lect. Eltx. Engg.		
19	Mrs. Sweety Rangta	Lect. Com. Engg.		
20	Sh. Pankaj Sundle	Lect. Elect. Engg.		
21	Sh. Gopal Singh	Lect. Elect. Engg.		
22	Sh. Nikhil Sharma	Lect. Mech. Engg		
23	Sh. Gagan Prakash Negi	Lect. Com. Engg.		
24	Sh. Leela Dutt	Lab Assistant		
25	Sh. Naresh Kumar	W/Shop Inst. Elect.		
26	Sh. Hem Raj	Lab Attendant		

**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)

**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	22685419.00



2	03-Travel Expenses	16556.00
3	05-Office Expenses	1094487.00
4	06-Medical Reimbursement	40637.00
5	20-Other Charges	45000.00
6	30-Motor Vehicle	49921.00
7	31-Mechinery & Equipment's	699988.00
8	33-Material & Supply	2266431.00

32-2203-00-789-02-SOON-P-V		
1	33-Material & Supply	99969.00
2	99-Honorarium	33500.00

**SECTION 4(1) (b) (xii)**  
**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

**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 [www.abvgiet.ac.in](http://www.abvgiet.ac.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](http://www.hpotechboard.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)	(Director/Principal)	ABVGIET, Pragatinagar, Distt. Shimla HP 171202	01783-253918
Appellate Authority	Joint Director Technical Education H.P.	Directorate Of Technical Education Vocational and Industrial Training Sundernagar-H.P	01907-266572