

OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC, HISAR

Order No: **62** Dated: **13/01/22**
Expert Lectures for students of 1st year Comp. Engg. (A&B) will be conducted in online mode (Google meet / Google Classroom, etc.) as per schedule mentioned below:

Date	Time	Class	Name of Expert	Subject
13.01.22	4PM – 5PM	1 st CE - B	Sh. Deepak Sharma	FEEE
14.01.22	2PM – 3 PM	1 st CE – B	-do-	EVS
18.01.22	9AM – 10AM	1 st CE – A	-do-	FEEE
18.01.22	10AM – 11AM	1 st CE – B	-do-	FEEE
18.01.22	2PM – 3 PM	1 st CE – B	-do-	EVS
19.01.22	10AM – 11AM	1 st CE – A	-do-	EVS
19.01.22	3PM – 4 PM	1 st CE – A	-do-	FEEE
19.01.22	4PM – 5PM	1 st CE – A	-do-	EVS
20.01.22	4PM – 5PM	1 st CE - B	Sh. Deepak Sharma	FEEE
21.01.22	2PM – 3 PM	1 st CE – B	-do-	EVS
25.01.22	9AM – 10AM	1 st CE – A	-do-	FEEE
25.01.22	10AM – 11AM	1 st CE – B	-do-	FEEE
25.01.22	2PM – 3 PM	1 st CE – B	-do-	EVS


Principal
GP, Hisar

Endst: GPH/2021/

Dated:

A Copy of the above is forwarded to the following for information & necessary action:

1. HOD (CE)
2. TPO
3. Sh. Sanjeev Gera, SL
4. Sh. Naveen Arora, Lect

Principal
GP, Hisar

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR

Office Order No. GPH/ 63

Dated:- 13/01/22

Sanction is hereby accorded to the grant of following kind of leave to Smt. Nidhi, Lect. in FD, for 1 days with permission to prefix/ suffix the being holidays under rules 8.116,8.119,8.119c 8.121 8. 137 of Punjab C.S.R.

Vol. I Part-1

Sr. No.	Leave	From	To	Days
1	Earned Leave	22/12/2021	22/12/2021	01
	Total			01

Certified the official would have continued to officiate in the post, but for is proceeding on leave. E.O.L. period will not be counted towards annual increment.



Principal,
Govt. Polytechnic,
Hisar
13/1/22

Endst. No. GPH/PF/2022/

Dated:

A copy of the above is forwarded to the following for information and necessary action.

1. EA-1
2. O/I FD


Principal,
Govt. Polytechnic,
Hisar

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR

Office Order No. GPH/ 64

Dated:- 13/01/22

Sanction is hereby accorded to the grant of following kind of leave to Sh. Mehar Chand, Clerk, for 7 days with permission to prefix/ suffix the being holidays under rules 35, 38 contain in Chapter IX of Haryana Civil Services (Leave) Rules, 2016.

Sr. No.	Leave	From	To	Days
1	Earned Leave	04/01/2022	07/01/2022	04
2	-do-	12/01/2022	14/01/2022	03
			Total	07

Certified the official would have continued to officiate in the post, but for is proceeding on leave.
E.O.L. period will not be counted towards annual increment.

Principal,
Govt. Polytechnic, Hisar

Dated: 13/1/22

Endst. No. GPH/PF/2022/

A copy of the above is forwarded to the following for information and necessary action.

1. DSO
2. EA-II

Principal,
Govt. Polytechnic, Hisar.

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR

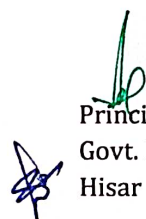
Order No. 65

Dated: -13/01/22

Campus Drive for 2020/21 Batch pass out for Mech. Engg. students by Koyo Bearings India Private Limited, Bawal will be conducted on 14-01-2022 in the institute at 11:30 am. Interview will be held in the office of Sh. Satinder Rohilla (Block C) and sitting arrangements of the students will be in RAC lab- Mechanical Deptt. (Block C)

Sr. No.	Name of Staff Member	Nature of Work
1	Sh. Satinder Rohilla, Lect. ME	Refreshment& Lunch Arrangement
2	Sh. Sanjay Kumar, Lect	Memento Arrangement
3	Sh. Vikas Modi, GF and Sh. Vijender Gill	Discipline Maintenance/ Sanitizer/Mask Arrangement Refreshment
4	Sh. Sunil Bhutani, Lect.	Stationery Arrangement

Discipline committee must ensure that participating students to use masks/Sanitizer/maintain proper social distancing as per COVID-19 guidelines during the interview.


Principal
Govt. Polytechnic,
Hisar

Endst. No./GPH/2022/

Dated: -

A copy of the above is following for your kind information and necessary action.

1. TPO
2. O/I ME
3. Final year ME students (through whatsapp group)

Principal
Govt. Polytechnic,
Hisar

OFFICE OF THE PRINCIPAL, GOVT POLYTECHNIC HISAR

OFFICE ORDER No.: 66

DATED: 13/01/22

In compliance with the meeting held on 12.01.2022 under the chairmanship of worthy DGTE, in which direction has been given to apply for the maximum schemes offered by AICTE. So in view of that the following tasks are hereby assigned under AICTE-QIS for the sessions 2021-22:

S.No	NAME OF SCHEME	WEBLINK FOR DETAILS	NAME OF SCHEME INCHARGE	REMARKS
1	MODROBS	https://www.aicte-india.org/schemes/institutional-development-schemes	Sh. Naresh Kumar, O/I I&C Engg	To communicate with AICTE & resolve pending issue before applying the fresh for one Lab in respective branch
			Sh. Subhash Chander, O/I Mech Engg	To apply the scheme for one lab in respective branch
			Sh. Sanjeev Kumar, O/I Electrical Engg	To apply the scheme for one lab in respective branch
2	Idea Lab	https://www.aicte-india.org/schemes/institutional-development-schemes	1. Sh Subhash Chander, SL will work as Chief mentor. 2. Sh Balbir Singh, FMI will work as Faculty co-ordinator.	Sh. Tarun Kumar, SL FT will co-ordinate in online submission of application. Sh. Sunil Bhutani, Lect. TD will communicate with Industry partner for financial contribution.
3.	CAFES	https://www.aicte-india.org/schemes/institutional-development-schemes	Sh. Naresh Kumar, Hostel Supdt.	Sh Tajendra Singh, Lect in TT (Warden NBH) & Sh. Jaibir Singh, FMI (O/I Building) to co-ordinate with Hostel Supdt. to apply for new hostel facility

- The officers will contact Sh. Rajesh Kumar, O/I AICTE for login credentials related issue on AICTE Portal and Sh. Tarun Kumar, SL, FT for scheme information.
- All concerned are hereby requested to accomplish the task within time frame and submit compliance report to the undersigned.


Principal

Govt. Polytechnic, Hisar

Dated:

Endst no.:

A copy of the above is forwarded to the following through whatsapp for timely compliance:

- All concerned

Principal

Govt. Polytechnic, Hisar



OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC HISAR

Office Order No. 67

Dated: 13/01/22

With reference to Govt of Haryana, HSDMA No DMC-SPO-2020/343 dated 10/01/2022 and DTE Memo No 171-218/admin dated 12/01/2022 All HOD/O/Is are hereby directed to make a roster with 50 % staff under their department from 14/01/2022 to till further orders. All HOD/O/Is are directed to complete staff attendance register by marking WH (work from Home) in the columns who are working from Home in the roster.

The staff members working from Home will be available on mobile/WhattsApp and in urgency any staff member may be called to attend the Institute on any day.


Principal
Govt. Polytechnic
Hisar


Endst. No.

Dated.

A copy is of the above is forwarded to the following for information and necessary action.

1. HOD App.Sci./Computer Engg
2. O/I Mech./Civil/Med.Eltx./Elect./ECE/IC/FD/FAA/TP/TT/TP/FT
3. Workshop Supdt.
4. DSO

Principal
Govt. Polytechnic
Hisar

GOVT. POLYTECHNIC, HISAR
MINUTES OF MEETING

Memo No.: 68

Dated: - 13/01/22

A meeting of all HOD's/O/I's/TPO/Workshop Supdt./DSO were held on 06.01.2022 at 10:30 am in the office of Principal. The following members were present in the meeting.

1. Sh Rajeev Sardana, HOD Computer Engg
2. Sh Sunil Kumar, HOD Applied Science
3. Dr Ram Rakesh, SL,TPO
4. Sh Rajesh Kadian, O/I TT
5. Sh Mandeep Nagpal,O/I TP
6. Ms Garima , O/I Fashion Design
7. Sh Subhash Chander, O/I Mechanical Engineering
8. Dr Desh Deepak,O/I Textile Design
9. Sh Tarun Sharma, O/I Fashion Technology
10. Sh Naresh Ghangas,O/I IC
11. Dr. Meera Siwach, O/I Finance Account and Audit
12. Sh Ashok Chaudhary, O/I Electronics and Communication
13. Sh Naresh Kumar, O/I Medical Electronics
14. Sh Sanjeev Gera , SL Computer Engg
15. Sh Pardeep Pahar, Senior Lecturer Applied Sc.
16. Dr Mukesh Bansal, SL,Computer Engg.
17. Sh Jaibir Dhull,FMI
18. Sh Jagdish Chander,GF,EE
19. Sh Raj Kumar,DSO

After deliberately discussion on agenda items, following observations has been finalized

- This institute is having the almost 100% admission. However there is complaint to the PSTE that some institutes are having fake admissions in some branches we have to avoid such practices if any.
- All HOD's/ O/I's must ensure to complete the register in all respect and no column should be left blank. If HOD's/ O/I's are on leave/duty he/she will inform about the same to his/her next subordinate officer will complete the register in all respect.
- All staff members will ensure to wear identity card to motivate students regarding wearing of the same and all staff members must wear formal dress.
- All staff members should be mentally and physical fit so that maximum output can be obtained. All staff members are advised to have fully vaccination certificate (hard copy/ soft copy) with them.
- New Year diaries/ calendar 2022 to be printed for the HOD/O/Is /class-I officers/Workshop Supdt & TPO staff of the institute. A committee vide office order no 611 dated 24/08/2021 will get print of 50 diaries and 100 calendars.
- A committee of the staff member under the chairmanship of Sh. Naresh Ghanghas, Sr. Lect. will be formed to launch a institute you tube channel for the purpose of sending useful information of payment gateways and other which are useful for the students and staff.
- All HOD's/O/I's are directed to implement the orders issued vide office order no 69 dated 27/01/2021 for taking care of class rooms of their respective department. The care taker of the class room will take care of the furniture, fans, dual desks, Dias board, and lights. The care taker of the class room will ensure locking/unlocking of the class room timely. Class representatives may be involved in maintaining the class rooms in all respect.

- A committee of the following staff members is hereby constituted for the arrangements and deciding contribution amount to be collected from Class I, Class II, Class III, Class IV & outsourcing staff for the farewell party of Sh. Mehar Chand, Clerk.
 1. Sh. Sunil Gaba, HOD App. Sc.
 2. Sh. Jaibir Dhull, FMI
 3. Sh. Rajkumar, DSO
- The duties of the senior staff members will be assigned for performing proctor duty area wise in the institute campus for maintaining the discipline in the Institute.
- Sh. Rajeev Sardana, HOD Comp. Engg. is directed to resolve the problem of low internet connectivity in the institute campus specially in C-block and workshop areas with the help of O/I internet Sh Sanjeev Sharma, Lecturer by considering the report submitted by the committee constituted under the chairmanship of Sh Rajat Thakral, SL, IC department. Moreover, in the present situation where staff members are supposed to take online classes during the offices hours. It has also been suggested to equip the institute with WI-FI devices
- Sh Subhash Chander O/I PMS is directed to speed up the process of verification of Post Matric Scholarship
- Sh Mandeep Nagpal O/I Exam is directed to ensure proper arrangements in Exam Branch for keeping exam related secrecy material like question paper etc. which were earlier kept in the principal office during the semester examination.
- Sh Raj kumar DSO is directed to prepare a complete roster to resolve the pendency of various bills in store to clear the pendency of bills timely.
- All Hostel cashbook is to be maintained timely by the officers concerned.
- All the HOD's & O/I's and O/I Cleanliness are advised to take care the arrangement of cleanliness of Labs and the class rooms of their respective department.
- It has been decided that a fine of Rs. 50/- maybe imposed to the students found not obeying the institute rule regarding punctuality, uniform and other discipline activities. The amount will be deposited in the account of Endowment fund of the institute by the storekeeper.
- It has been decided that a **information counter** for the student and parents is to be setup in front of the TPO room.
- As per report of O/I Building some waste material/wood are lying in the institute. A committee is purposed for the purpose of write off these materials.

Meeting ended with vote of thanks

Endst No

Principal
Govt. Polytechnic Hisar
Dated

A Copy of the above is forwarded to the following through WhatsApp for further information and necessary action please

- 1 HOD Applied Sc/Computer Engg.
- 2 O/I I&CE/EE/ECE/Med Elect/TD/TP/TT/FAA/FD/FT/ME
- 3 Workshop Supdt.
- 4 DSO

Principal
Govt. Polytechnic Hisar

**OFFICE OF THE FIRST APPEAL AUTHORITY – CUM- PRINCIPAL,
GOVT. POLYTECHNIC, HISAR**

Sh. Roshan Lal S/o Sh. Mahabir Singh,
Village - Patan, Po- Tokas, Hisar -125001
Haryana

VERSUS

SPIO,
Govt. Polytechnic, Hisar

RTI Application Date – 01.09.2021

First Appeal date.- 11.12.2021

Present – 1. Sh. Pardeep Kumar, SPIO 2. Sh. Rajkumar, DSO
3. Sh. Ravinder Poonia, Storekeeper

Not Present -Applicant, Sh. Roshan Lal

ORDER

Office Order No.: 69


Dated: 13.01.2022

The case was heard on 13.01.2022 according to first appeal filed by the applicant.

1. Sh. Sh. Roshan Lal, applicant neither appeared nor contacted in any form.
2. Sh. Pardeep Kumar, SPIO submitted that the said RTI was forwarded to DSO (Deemed PIO), and Storekeeper vide memo no. GPH/RTI/2021/5366-67 dated 08.09.2021.
3. SPIO sent the information vide memo no. GPH/RTI/2021/5807 dated 29.09.2021 and again sent certified copy vide memo no. GPH/RTI/2021/9488 dated 27.12.2021 to the appellant.
4. After hearing the case the undersigned decided the first appeal with the following direction:-
 - i. The applicant has already been provided the complete information if he is not still satisfied with the furnished information, he may visit the institution for inspection of the record within a week after receipt of this letter with prior information.
 - ii. Hence the case is disposed off.

Hisar

Date: 13-01-2022


First Appeal Authority-cum-Principal
Govt. Polytechnic, Hisar

Endst. No. GPH/FAA/2022/

Dated: - 13.01.2022

A copy of the above is forwarded to the following for information and necessary action:-

1. PIO, Govt. Polytechnic, Hisar
2. Sh. Roshan Lal S/o Sh. Mahabir Singh, Village - Patan, Hisar -125001Haryana (**Regd.**)

First Appeal Authority-cum-Principal
Govt. Polytechnic, Hisar