

# GOVT. POLYTECHNIC, HISAR

## MINUTES OF MEETING

Memo No.: 1077

Dated: - 12.8.22

As per office order no. 1010 Dated 08-08-2022, a meeting of all HOD's/O/I's/TPO/Workshop Supdt./DSO was held on 09.08.2022 at 11:00 am onward under the chairmanship of Principal, Govt. Polytechnic, Hisar. The following points were discussed in the meeting:-


Sr. No.	Agenda Item	Deliberation
1.	"Har Ghar Tiranga" under the aegis of Azadi Ka Amrit Mahotsav	It was decided in the meeting that all HOD's/O/I's/TPO/Workshop Supdt./DSO will motivate their staffs and students to bring the Tiranga home and to hoist it to mark the 75th year of India's independence & set their DPs and status as Tiranga.
2.	House Allotment	It was decided in the meeting that Quarter Number 38 is be allotted to Sh. Rajesh Kumar, Clerk.
3.	Remuneration of Hourly based expert lecturer	It was decided in the meeting that all HOD's/O/I's/TPO/Workshop supdt. must verify the remuneration bill of expert lecturers as per the maximum limit of Rs. 25000 @ Rs. 457 per hour (theory load) in reference to letter Endst. No. 35.06.2018-4TE dated 30.04.2018. The load of practical should be considered half of theory load.
4.	Digitalization of store	It was decided in the meeting that all HOD's/O/I's/TPO/Workshop Supdt./DSO will provide the soft as well hard copies of all the T&P items of their respective departments for the digitalization of store.
5.	Forwarding of indent of T&P items	It was decided in the meeting that all HOD's/O/I's/TPO/Workshop Supdt./DSO will ensure timely putting of indent in store of T&P items. The indent will be completed in all respect i.e. date of purchase, cost & specification of item.
6.	Physical verification of Machinery & Equipments	It was decided in the meeting that all HOD's/O/I's/TPO/Workshop Supdt. will ensure the Physical verification of Machinery & Equipments, also process of write off of unserviceable/unrepairable items will be initiated.
7.	Teaching load of faculties	It was decided in the meeting that all HOD's/O/I's/TPO/Workshop Supdt. will carry out the load assessment before the start of the session for timely preparation of time table of the upcoming session and will assign the load to all teachers & themselves as per norms.


8.	Maintenance of class rooms	It was decided in the meeting that all HOD's/O/I's/TPO/Workshop Supdt. will ensure the proper maintenance in respect of cleanliness, furniture, fans & lights of the class rooms in association with the care taker of the class rooms.
9.	Updation of teacher diaries	Suggestions will be invited from all faculties in order to update the teacher diary.
10.	CCTV installation in classrooms	New CCTV's cameras will be installed in the leftover class rooms.
11.	Marking of parking area	A committee will be constituted regarding the marking of parking point.
12.	Construction of washroom near the main gate	It was decided that a committee will be constituted regarding the construction of washroom (Ladies/Gents) near the main gate as it is very much required.


  
Sanjeev Gera  
SL, Comp

Ram Rakesh  
TPO

  
Rajesh Kadian  
O/I TT


  
Subhash Bhuria  
O/I Mech. Engg.


  
Naresh Kumar  
O/I I & C


  
Garima  
Ahlawat  
O/I FD


  
Tarun Sharma  
O/I FT


  
Meera Siwach  
O/I FAA

  
Ashok  
Choudhry  
O/I ECE


  
Pardeep Kumar  
Sr. Lect. App.  
Sc.

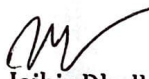
  
Desh Deepak  
O/I, TD

  
Mandeep  
Nagpal  
O/I, TP


  
Sanjeev Kumar  
O/I Electrical  
Engg.

  
Sandeep Olla  
Lect. FT

  
Rajkumar  
Workshop  
Supdt.

  
Jaibir Dhull  
O/I, Civil

  
Rajkumar  
Dy. Supdt.


  
Principal  
Govt. Polytechnic  
Hisar

Endst. No. GPH/2022/ 9799-9811

Dated:- 12.8.22

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

1. HOD CE/HOD App. Sci./TPO/W/s Supdt. (through whatsapp)
2. O/I Civil/EE/ECE/I&C/ME/TD/TP/TT/FD/FT/FAA/Med. Eltx. (through whatsapp)

  
Principal  
Govt. Polytechnic  
Hisar

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR

Odr NO.: 1078

DATED: 12.8.22


In continuation to this office order no. 1008 dated 27.07.2022 and as per guidelines issued by HSTES regarding OCET-2022 (scheduled to be held on August 22-26, 2022), following staff members are hereby deputed for effective and smooth conduct of the above exam:

SN.	Name	Designation
1.	Sh. Rajeev Sardana, HOD	Centre Superintendent
2.	Dr. Ajit Kumar, Lect.	Technical person
3.	Smt. Raj Bala/ Sh. Naveen Arora – DS Lab Sh. Ravi Sangwan – OOP Lab Sh. Nitin – IOT lab	Invigilators
4.	Sh. Kulbhushan Bansal, Lect.	Invigilator (Outside Duty)
5.	Sh. Manish Nagar, Prog.	Network Administrator
6.	Sh. Rajbir	Electrician/ Generator Operator
7.	Sh. Puneet / Sh. Rakesh Kumar	Class IV

All the lab incharges are directed to install the necessary softwares upto 16.08.2022 as per guidelines of HSTES for proper testing of server with clients.

Endst.No.: GPH/2022/ 9814-15

1. HOD (CE)
2. Concerned staff members (through whatsapp)

  
Principal  
GP, Hisar  
Dated: 12.8.22

Principal  
GP, Hisar

# Office of the Principal, Govt. Polytechnic Hisar

Office Order No.:- 1079

Dated:- 12.8.22

Smt. Garima Ahlawat, Lecturer Fashion Design and Sh. Nitin, Lect. Comp. Engg. will proceed to GPW Sirsa on dated 12/08/2022 for handing over the answer sheets of Fashion design/Fashion Technology by own car as the institute jeep has gone for routine service.

  
Principal

Govt. polytechnic

Hisar

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

Dated:- 12.8.22

Endst. No.:- 9816-18

1. H.O.D Comp Engg.
2. Sh. Nitin Lect. Comp Engg.
3. Smt. Garima Ahlawat O/I F.D.

Principal

Govt. polytechnic

Hisar

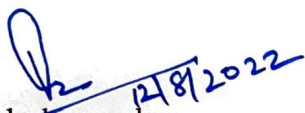
# Office of the Principal Govt. Polytechnic Hisar


Office order No. GPH/2022/1080

Dated: 12-8-22

The following item handed over to Sh. Arshad Jamal (Hostel Supdt.) Boys Hostel-1 (old) Govt. Polytechnic, Hisar by Sh. Vijay Pal Workshop Instructor Electronic Shop

Sr. No.	Items Name	Qty
01	Computer Set	01 No

  
Handed over by  
Sh. Vijay Pal  
Workshop Instructor  
Electronic shop  
GP Hisar

  
Taken over by  
Sh. Arshad Jamal  
Hostel Supdt  
Boys Hostel-1 (old)  
GP Hisar

  
Principal  
Govt. Polytechnic  
Hisar 

Endst. No. GPH/2022/

Dated:

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

1. Hostel President
2. Workshop Supdt.
3. Sh. Arshad Jamal
4. Sh. Vijay Pal W/I Electronic Shop
5. Office copy

Principal  
Govt. Polytechnic  
Hisar

# Office of the Principal, Govt. Polytechnic Hisar

Office order no.....1081.....

Dated...12.8.22.....

The physical verification is to be carried out of various shops in Workshop Department as per below given detail

s.no	Shop name	Name of incharge sh	Verifying officer
1	Carpentry shop	Ashok sainsi	Rajkumar fmi
2	Electrical shop	Jaibir singh	Rajkumar fmi
3	Electronics shop	Vijay pal	Rajkumar w/s
4	Welding shop	Sohan lal	Jaibir singh fmi
5	Advance welding shop	Balbir singh	Rajkumar fmi
6	Fitting shop	Raghubir singh	Rajkumar fmi
7	Machine shop	Kuldeep singh	Balbir singh
8	Sheet metal and painting shop	Gajender sharma	Rajkumar w/s
9	Smithy / foundry shop	Ashok kumar	Jaibir singh fmi
10	Turning shop	Azad singh	Jaibir singh fmi

All the workshop staff members are advised to do physical verification of T & P and consumable items up to 22/08/ 22 and submit two copies of verification report in Workshop Supdt. office .

Principal  
Govt. Polytechnic, Hisar

Endst.No GPH/2022/.....

Dated.....

Copy of above is forwarded to following for information and necessary action

1. Workshop Supdt.

2 . All concerned

Principal  
Govt. Polytechnic, Hisar