

OFFICE OF THE PRINCIPAL, GOVT.POLYTECHNIC, HISAR

Office Order No: 1361

Dated: 4/10/23

In reference to order no 660 dated, ^{02.05} All Medical Electronics staff are directed to check items under their charge (if any) in Anatomy & Physiology Lab (B-Block) & submit details up to 05.10.2023 in department so that mentioned lab may be vacated for further necessary action. If no information received from any faculty, it will be assumed that no item under their charge exist in the above-mentioned lab. HOD Medical Electronics is directed to do necessary needful for shifting these items of mentioned lab in their departmental labs as per practical requirement.

Principal
Govt.Polytechnic,Hisar
Dated: ✓

Endst No: GPH/2023/

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

- 1) HOD Medical Electronics.
- 2) Sh. Sidharth Sharma , Sr.Lect
- 3) Sh. Satish Kumar , Lect
- 4) Smt. Sweety Singh , Gf


Principal
Govt. Polytechnic,Hisar

Office of the Principal Govt. Polytechnic, Hisar

Office order No. 1362

Dated 4/10/23

As most of the classes of Textile Design Department are taken in Labs so, all Textile Design Staff members are hereby directed to mark their attendance before 09.00 a.m. and ensure to open their labs before 09.00 a.m. so that study of the students does not hamper.


Principal
Govt. Polytechnic,
Hisar

Date

Endst No.

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

1. HOD T.D.
2. All Textile Design staff (through whatsapp)

Principal
Govt. Polytechnic,
Hisar

OFFICE OF THE PRINCIPAL: GOVT POLYTECHNIC HISAR

04.10.2023

Order No 1363

Minutes of Meeting

A meeting was held on 03.10.2023 in the chairmanship of the undersigned in the office. The following attended the meeting:

- | | |
|-------------------------------------|-----------------------------------|
| 1. Sunil Kumar, HOD App Sc | 9. Ashok Chowdhary, O/I ECE |
| 2. Naresh Kumar, HOD IC | 10. Sanjay Kumar, O/I Mech/ Civil |
| 3. Mukesh Bansal, HOD | 11. Sanjeev Kumar, O/I Elec |
| 4. Mandeep Nagpal, HOD TP | 12. Garima Ahlawat, O/I FD |
| 5. Desh Deepak, HOD TD | 13. Jaibir Dhull, W Supdt |
| 6. Rajesh Kadian, HOD TT | 14. Sandeep Olla, O/I NCC |
| 7. Tarun Kr Sharma, HOD FT/ O/I FAA | 15. Vikas, O/I E-Dashboard |
| 8. Naresh Kumar, HOD Med El | 16. Raj Kumar, DSO |

After deliberation on following agenda the decision were taken as mentioned below:

Sr No	Agenda	Decision
1.	Alumni Meet	TPO Cell will initiate the preparation for Alumni Meet with target dates 09.11.2023 or 10.11.2023.
2.	Proper Engagement of Classes	Inspection Committee and HODs/ O/Is are directed to ensure proper engagement of classes and report any negligence to the undersigned.
3.	Planning and Execution of Minor/ Major Project	Sh Sanjay Kumar, O/I Mechanical Engg shall call for 02 feasible projects from each branch and finalized the list in one month.
4.	CL/EL of HOD / O/I/ Subordinates	It has been observed that HODs/ O/Is did not forward their CL or EL in hard copy to undersigned. So it is once again directed to follow the proper procedure. It is also directed to forward EL of subordinates in hard copy so that the sanctions can be issued in time.
5.	Shortage of Class Room	A committee of following officers is constituted to prepare a report for proper utilization of class rooms/ labs/ faculty rooms to the undersigned to meet the shortage of class rooms: 1. Sh Rajeev Sardana, HOD 2. Sh Sunil Kumar, HOD 3. Sh Tarun Kumar, HOD 4. Sh Ashok Chowdhary, SL 5. Sh Sanjay Kumar, SL
6.	E-dashboard	The maximum branches have initiated the updation. All other who have not started are again directed to update E-dashboard. It is also directed to remove old record after updation of new one.
7.	One Day Induction Program/ Welcome of 2023 batch students and parents	All HODs/ O/Is are directed to interact at branch level with new batches. HOD App Sc is directed to plan induction program on 13.10.2023 for 2023 batch students.
8.	Practical work in labs and workshop	All HODs/O/Is/WSupdt shall ensure proper supply of consumables for efficient practical work. They will verify consumable register time to time in this regard.

9.	Review of Teacher Diary by HOD/ O/I and Principal	All HODs/O/Is/WSudpt are directed to review teacher diaries of their faculties as per academic calendar and also get it reviewed from the undersigned in specified time.
10.	NCC/NSS	O/I NCC has completed enrolment for 2023 batch a list in this regard will be shared shortly. NSS PO has informed that three activities have been scheduled in the month of October 2023: <ol style="list-style-type: none"> 1. Interview for new enrolment after sessionals. 2. World Food Day Celebration on 16.10.2023. 3. Blood Donation Camp on 27.10.2023.
11.	Miscellaneous	<ol style="list-style-type: none"> 1. The committees constituted vide 1253 dated 14.09.2023 are directed to follow up maintenance work and report progress to the undersigned. 2. All HODs/ O/Is are directed to ensure special classes for personality development for final year students. TPO is directed to arrange the program. 3. One day industrial tour with prior consent from industry is allowed and all HODs/ O/Is shall take up the matter in this regard. 4. O/I Biometric has reported that still some faculty members are not following proper out time attendance marking which is serious. All are once again directed to ensure proper biometric attendance marking in their HOD/ O/I office only.

The meeting ends with thanks to the chair.

Principal
G P Hisar
04.10.2023

Endst No/GPH/2023/ 8037

A copy of the above is forwarded to following for information and necessary action through whatsapp
All HODs/TPO/ O/Is/ WSupdt/ NCC/NSS/ E-Dashboard/Biometrics/DSO

Principal
G P Hisar

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR

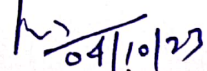
Order no./GPH/2023 1364

Dated: - 4/10/23

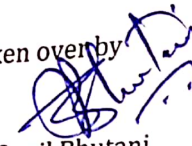
The following items is handed over to Sh. Sunil Bhutani, Lect. TD by Sh. Arshad Jamal, Lect. ECE as per given details: -

Sr. No.	Name of Items	No. of Items	Amount	Indent No./ Date
1	Finger Print authentication device (FM2201)	1	2182.00	78/34, 09-08-2023

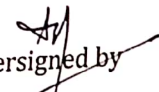
Handed over by

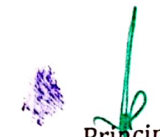

Sh. Arshad Jamal
Lect. ECE
Govt. Polytechnic, Hisar

Taken over by


Sh. Sunil Bhutani
Lect. TD
Govt. Polytechnic, Hisar

Countersigned by


O.I. - ECE
G.P., HISAR



Principal
Govt. Polytechnic,
Hisar

Dated: -

Endst. No./GPH/2023

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

1. TPO
2. HOD TD
3. O/I ECE/ Store
4. Storekeeper
5. Sh. Arshad Jamal, Lect. ECE
6. Sh. Sunil Bhutani, Lect. TD

Principal
Govt. Polytechnic,
Hisar 

Dated: 4/10/23


Order No. 1365

In terms of instructions under Rule 25 of Chapter III contained in Haryana Civil Service (Allowance) Rules, 2016, and FD Instructions No. 4/ 5/ 2009-5PR(FD) dated 20/06 2018, sanction is hereby accorded to the grant of Education Allowance to the following officers officials for the period mentioned against each:

Sr. No.	Name and Designation Sh. Smt.	No. of Children	Period	Education Allowance	Total	Net Payment
1	Arvind Kumar, Sr. L. App.Sci.	01	01/04/2023 to 30/09/2023	1125	1125	6750
2	Rajeev Sardana, HOD Comp.	01	01/04/2023 to 30/09/2023	1125	1125	6750
3	Ravi Kumar Lect. in Comp.Engg.	02	01/04/2023 to 30/09/2023	1125	2250	13500
4	Nitin, Lecturer in Computer	02	01/04/2023 to 30/09/2023	1125	2250	13500
5	Rajesh Kumar Lect. Comp. Engg.	02	01/04/2023 to 30/09/2023	1125	2250	13500
6	Kulbhushan Lect. Comp.	02	01/04/2023 to 30/09/2023	1125	2250	13500
7	Sanjeev Kumar Lect. Comp. Engg.	02	01/04/2023 to 30/09/2023	1125	1125	6750
8	Manish Nagar, Programmer	01	01/04/2023 to 30/09/2023	1125	2250	13500
9	Satish Kumar, Lect. Med. Elect.	02	01/04/2023 to 30/09/2023	1125	2250	13500
10	Vikas, Lect. Mech.Engg.	01	01/04/2023 to 30/02/2023	1125	1125	6750
11	Satinder S.L. Mech. Engg.	01	01/04/2023 to 30/02/2023	1125	1125	6750
12	Sonu Singh, Lect. Mech. Engg.	01	01/04/2023 to 30/02/2023	1125	1125	6750
13	Sunil Bhutani Lect. TD	02	01/04/2023 to 30/09/2023	1125	2250	13500
14	Rekha Sharma Sr. L. TD	01	01/04/2023 to 30/09/2023	1125	1125	6750
15	Sunil Dutt, Lect. TD	02	01/04/2023 to 30/09/2023	1125	2250	13500
16	Teena Sr. L. FT	02	01/04/2023 to 30/09/2023	1125	2250	13500
17	Sandeep Kumar Lect. FT	02	01/04/2023 to 30/09/2023	1125	2250	13500
18	Tarun Kumar, HOD FT	02	01/04/2023 to 30/09/2023	1125	2250	13500
19	Garima Ahalwat Sr. L. FD	01	01/04/2023 to 30/09/2023	1125	1125	6750
20	Nidhi Sharma Lect. FD	01	01/04/2023 to 30/09/2023	1125	1125	6750
21	Ajay Jindal Lect. TP	01	01/04/2023 to 30/09/2023	1125	1125	6750
22	Rajesh Kalara Sr. L. TP	01	01/04/2023 to 30/09/2023	1125	1125	6750
23	Tajender Singh Sr. L. TT	01	01/04/2023 to 30/09/2023	1125	1125	6750
24	Rakesh Jindal, Lect. TT	01	01/04/2023 to 30/09/2023	1125	1125	6750

25	Vivek Jangid, Lect. FAA	01	01/07/2023 to 30/09/2023	1125	1125	3375
26	Naresh Kumar, HOD I&C	01	01/04/2023 to 30/09/2023	1125	1125	6750
27	Ashok Kumar Saini W/I	02	01/04/2023 to 30/09/2023	1125	2250	13500
28	Jaibir Singh W/I	01	01/04/2023 to 30/09/2023	1125	1125	6750
29	Azad Singh , W/I	02	01/04/2023 to 30/09/2023	1125	2250	13500
30	Vijay Pal W/I	01	01/04/2023 to 30/09/2023	1125	1125	6750
31	Ravinder Punia, Assistant	02	01/04/2023 to 30/09/2023	1125	2250	13500
32	Rajesh Lamba, Clerk	01	01/04/2023 to 30/09/2023	1125	1125	6750
33	Sandeep Kumar, Clerk	01	01/04/2023 to 30/09/2023	1125	1125	6750
34	Kanta, Clerk	01	01/04/2023 to 30/09/2023	1125	1125	6750
35	Sukhbir Singh, Driver	01	01/08/2023 to 30/09/2023	1125	1125	2250
36	Sunil, Peon	02	01/04/2023 to 30/09/2023	1125	2250	13500
37	Krishana Devi, Peon	01	01/04/2023 to 30/09/2023	1125	1125	6750
				Total		343125

Rupees:- Three Lakh Forty Three Thousand One Hundred Twenty Five only/-


 Principal,
 Govt. Polytechnic,
 Hisar. *Res*

Endst. No. GPH/ 2023

Dated:

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

1. The Treasury Officer, Hisar
2. Pay Bill Clerk

Principal,
 Govt. Polytechnic,
 Hisar

OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC, HISAR

Office order no. 1366

Dated: 4/10/23

Sh. Sidharth Sharma, O/I Court Case & Sh. Ravinder Poonia, Assistant is authorized to attend the Hon'ble Labour Court Hisar in case of Sh. Rakesh V/S Principal Government Polytechnic, Hisar on 05.09.2023.

Principal
Govt. Polytechnic,
Hisar *for [signature]*

Endst. No./GPH/2023/

Dated:

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

1. HOD, Medical Electronic
2. DSO
3. Sh. Sidharth Sharma, O/I Court Case
4. Sh. Ravinder Poonia, Assistant
5. Labour Court, Hisar

Principal
Govt. Polytechnic,
Hisar

OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC, HISAR

Order No: 1367

Dated: 4/10/23

It is informed to all staff that the cut-off date for admission in Diploma courses has extended upto 16.10.2023 by HSTES, Panchkula. For admission against few left-over seats in some courses, an institute level manual counseling will be held on 12.10.2023 for (Diploma-Lateral Entry) (DET-L) & on 13.10.2023 for (Diploma-Engg.) (DET)

In this regard, the following staff are hereby assigned admission duties mentioned against their names for above mentioned manual counseling:-

DET-L Incharge- Sh. Nitin Verma, Lect

DET Incharge – Sh. Manish nagar, Programmer

S.N	Nature of Duty	Staff Members	Venue
1	Receiving of Application Form (DET/DET-L) (From 05.10.2023 to 10.10.23)	<ul style="list-style-type: none">Sh. Rajesh Dhnidwal, LectSh. Ravi Kr., Lect MathSmt. Ritu Lochab, GF	Student Help Desk (In front of Library)
2	Documents Verification & Merit Preparation Diploma (Engg.)	<ul style="list-style-type: none">Sh Sandeep Olla, LectSh. Vivek Jangir, LectSh. Vikas, lect in Mech.Sandeep (Data operator)	O/I Electrical Office
3	Documents Verification & Merit Preparation Diploma (Engg.)-Lateral Entry	<ul style="list-style-type: none">Sh. Rajesh Gautam, LectMs. Anjali Jaglan, LectSh. Karan Doda, LectVinod (Data operator)	ECE Library
5	Seat Matrix Chart Preparation	<ul style="list-style-type: none">Smt. Meenu Bamal, GFSmt. Parul Gupta, GF	-

- Registration Team will hand over all received application forms on daily basis to concerned Document verification & Merit Preparation committee for further necessary action.
- Merit Preparation committee will provide the prepared Merit List (Soft Copy & Hard copy) in Admission Cell on 11.10.2023 before 1:00 pm positively.

Principal
Govt. Polytechnic, Hisar
Dated: ✓

Endst No: GPH/2023/

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

- HOD App. Sci/ Comp/Med.Eltx./FT
- O/I FD/ECE/Civil/Mech/FA
- O/I Admission

Principal
Govt. Polytechnic, Hisar

OFFICE OF THE PRINCIPAL GOVT. POLYTECHNIC, HISAR

Office order no. 1368

Dated: 4/10/23

Sh. Naresh Kumar, HOD, I&C is authorized to attend the Hon'ble Civil Court, Jind in case of Vishal V/S CBSE and others on 05.10.2023 by own car .

Principal
Govt. Polytechnic,
Hisar *EPH*

Endst. No./GPH/2023/ 8076-77

Dated:

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

1. Sh. Naresh Kumar ,HOD I&C
2. Civil Court, Jind

Principal
Govt. Polytechnic,
Hisar


Office of the Principal Govt. Polytechnic Hisar

O/Order No: 1369

Date:04.10.2023

It is for the information of 3rd Sem & 5th Sem Textile Processing students that Expert lectures will be conducted for them by Mr. Sunil expert from industry w.e.f 04/10/2023 in Textile Printing Lab/Dyeing labs as per the following schedule. All students must ensure to attend the same:

Date	Day	Time	Subject/Topic	Semester
04.10.2023	Wednesday	11:00 - 12:00	Study of finishes w.r.t. purpose , fabric, chemicals and machines	3 rd Sem
04.10.2023	Wednesday	12:00 - 01:00	Buser automatic flat bed printing machine	5 th Sem
04.10.2023	Wednesday	02:00 - 05:00	Resin finishing of cotton	5 th Sem
05.10.2023	Thursday	10:00-11:00	Damping purpose and machines	3 rd Sem
05.10.2023	Thursday	11:00-12:00	Mechanical squeegee systems in flat bed	5 th Sem
05.10.2023	Thursday	12:00 - 01:00	To study efficiency of cationic softener on cotton	3 rd Sem
05.10.2023	Thursday	02:00 - 05:00	To study efficiency of cationic softener on cotton	3 rd Sem
09.10.2023	Monday	12:00-01:00	Zimmer Automatic flat bed m/c	5 th Sem
09.10.2023	Monday	03:00 - 05:00	Printing of polyester with carrier method	5 th Sem
11.10.2023	Wednesday	11:00 - 12:00	Back Filling Process and machine	3 rd Sem
11.10.2023	Wednesday	12:00 - 01:00	Buser Rotary printing machine	5 th Sem
11.10.2023	Wednesday	03:00 - 05:00	Resin finishing of cotton	5 th Sem
12.10.2023	Thursday	10:00-11:00	Soft and stiff finish on cotton	3 rd Sem
12.10.2023	Thursday	11:00-12:00	Limitation and Advantages of flat bed printing m/c	5 th Sem
12.10.2023	Thursday	12:00 - 01:00	To study efficiency of anionic softener on cotton	3 rd Sem
12.10.2023	Thursday	02:00 - 05:00	To study efficiency of anionic softener on cotton	3 rd Sem


Principal
Govt. Polytechnic
Hisar

Date:

Ends. No:

Copy of the same is forwarded to

1. HOD T.P
2. DSO
3. Notice Board
4. Sunil

11
Principal
Govt. Polytechnic
Hisar

OFFICE OF THE PRINCIPAL, GOVT. POLYTECHNIC, HISAR

Order No. GPH/2023/ 1370

Dated:- 4/10/23

With reference to Directorate memo n. 1245-87/Acad. Dated 19.09.2023, a workshop on EMF awareness and M2M/IOT is to be organized on 05.10.2023 in TPO Cell (CDTP block) at 01:30 pm for the following students:

1. 3rd sem. Medical Electronics
2. 5th sem. Electrical Engg.
3. 5th sem. Sec-B Computer Engg.

All concerned ATPO's & Tutor incharges will inform & accompany the students.

Ms. Kuljeet Kaur, Director (Electrical) Haryana LSA will deliver the lecture along with her team members.

Principal,
Govt. Polytechnic, Hisar

Dated:- 4/10/23

Endst. No. GPH/2023/

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

1. TPO
2. HOD Med. Eltx.
3. O/I CE/ EE
4. Notice Board

Principal,
Govt. Polytechnic, Hisar

3.

4.

OFFICE OF THE PRINCIPAL: GOVT. POLYTECHNIC, HISAR

Office order no. 1371

Dated: 4/10/23

As per the DGTE email under signed alongwith Sh. Desh Deepak, HOD T.D. and Sh. Rajesh Kumar, Lect, ECE will proceed to Govt. Polytechnic, Ambala City on 05.10.2023 (in connection with the abroad visit) by own car of Sh. Rajesh Kumar, Lect. ECE. as the institute jeep is already engaged via office order no 1368 dated 4.10.2023.

In the absence of undersigned Sh. Rajeev Sardana HOD Comp. Engg. will look after the institute matters.

Principal
Govt. Polytechnic, Hisar

Dated:

Endst. No./GPH/2023/

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

1. HOD Comp. Engg.
2. Sh. Desh Deepak, HOD, T.D.
3. O/I ECE
4. Sh. Rajesh Kumar, Lect. ECE

Principal
Govt. Polytechnic, Hisar