

OFFICE OF THE PRINCIPAL GURU DAKSH GOVT. POLYTECHNIC HISAR

Office Order No. 1534

Date: 11/11/24

The names of following students of 3<sup>rd</sup> Semester Computer Engg. Sec A is hereby struck off the rolls due to continuous absent from class for more than 14 days:

Sr.No	Roll No	Student Name
1	230040800002	ABHAY
2	230040800053	KHUSHBOO
3	230040824007	LAVANYA

Principal  
GDGP, Hisar

Dated:

Endst.No.GDGPH/2024/

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

1. O/I Computer Engg
2. O/I Exam
3. Class Incharge
4. Demand Clerk

Principal  
GDGP, Hisar

कार्यालय प्रधानाचार्य गुरु दक्ष राजकीय बहुतकनीकी हिसार

आदेश न० 1535

दिनांक: 11/11/24

इस संस्थान के सभी अधिकारियों / कर्मचारियों को सुचित किया जाता है कि जो अधिकारी / कर्मचारी सरकारी खरीद एवम छात्र निधि के द्वारा खरीद करते हैं वो सभी अधिकारी / कर्मचारी अपनी जैम आईडी की लॉगिन पर जा कर बिल प्रोसेस कर दें ताकि बिलों का अंतिम भुगतान ऑनलाईन किया जा सके।

प्रधानाचार्य,  
गुरु दक्ष राजकीय बहुतकनीकी  
हिसार। *fe*

पृ० क्रमांक

दिनांक:

उपरोक्त की एक प्रति निम्नलिखित के सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है। (Through whatsapp)

1. All HOD's/ O/I's/TPO
2. W/Supdt.
3. DSO


प्रधानाचार्य,  
गुरु दक्ष राजकीय बहुतकनीकी  
हिसार।

**OFFICE OF THE PRINCIPAL, GURU DAKSH GOVT. POLYTECHNIC, HISAR**

Order No. GDGPH/2024/ 1536

Dated 11/11/24

Sh. Tejendra Singh Chaudhary, Sr. Lect. Textile Tech., Sh. Surender Soni, Guest Faculty Med. Eltx. and Sh. Jitender Kumar, Guest Faculty Textile Tech. will proceed to Clarity Medical Pvt. Ltd. Mohali and Nahar Industry Ltd. Lalru, Punjab for training and placement work of final year Med. Eltx. and Textile Tech. students on 12.11.2024 by roadways bus.

  
Principal,  
Guru Daksh  
Govt. Polytechnic,  
Hisar

Endst. No. GDGPH/2024/

Dated:-

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

1. TPO
2. HOD Med. Eltx.
3. O/I T. T.
4. Sh. Surender Soni, ATPO Med. Eltx. (through whatsapp)
5. Sh. Jitender Kumar, ATPO T.T. (through whatsapp)

Principal,  
Guru Daksh  
Govt. Polytechnic,  
Hisar

OFFICE OF THE PRINCIPAL GURU DAKSH GOVT. POLYTECHNIC, HISAR

Office Order No: 1537

Dated: 11/11/24

All the students of 5<sup>th</sup> sem final year Textile Design along with Sh. Sunil Bhutani, Lect. and Sh. Sunil Dutt, Lect. will proceed to TIT&S Bhiwani on 13.11.2024 for one day educational visit (performing practical of weaving & dyeing) by hired bus at 07.30 am sharp. All students are directed to assemble near the main gate of the institute by 07.30 am sharp in proper uniform and I- cards.

Principal

GD Govt. Polytechnic, Hisar

Dated:

Endst No: GDGPH/2024/

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

1. HOD, TD
2. TPO
3. Sh Sunil Bhutani, Lecturer
4. Sh. Sunil Dutt Lecturer

Principal

GD Govt. Polytechnic, Hisar



## Minutes of the meeting held on 23.10.2024 at 11:00 AM

Office Order No. 1538

Dated- 11/11/24

A meeting was held on 23.10.2024 at 10:00 AM with the all HOD's/O/I's/Workshop Supdt. and DSO under the chairmanship of the undersigned. All HOD's/O/I's/Workshop Supdt. and DSO are attended the meeting. The following items are discussed and approved in the meeting.

Sr. No.	Items	Deliberation
1.	Cleanliness drive will be held on routine basis.	Discussed and Approved.
2.	All HOD's/O/I's are directed to give clear instruction to their staff & ensure timely cover of syllabus as per curriculum.	Discussed and Approved.
3.	There will be three time attendance – Two times biometric and one time at 2:30 PM physical attendance to be submitted in DSO office daily.	Discussed and Approved.
4.	All HOD's/O/I's will ensure the timely completion of faculty training of all staff members of their respective deptt. as per Govt. Instruction in co-ordination with TPO.	Discussed and Approved.
5.	All HOD's/O/I's are directed to maintain movement register of their branch and ensure proper conduct and adjustment of classes.	Discussed and Approved.
6.	All HOD's/O/I's will ensure strict compliance of Academic calendar regarding expert lecturer/extra curriculum activities.	Discussed and Approved.
7.	All HOD's/O/I's will properly check teaching diary of their staff from time to time.	Discussed and Approved.
8.	All HOD's/O/I's will conduct CR and faculty meeting at least once in a month regarding completion of academic calendar timely.	Discussed and Approved.
9.	All HOD's/O/I's will forwarded the complaint of students to Principal only after taking comments from tutor/ HOD with seal.	Discussed and Approved.
10.	All HOD's/O/I's shall follow leave rules before recommending the CL/EL of staff under them. Many of times CL/EL are recommended in continuation by the concerned HOD/O/I.	Discussed and Approved.
11.	All HODs / O/Is shall ensure timely submission of PCA forms in exam branch and timely updation of sessionals on hsbte portal. They shall ensure to issue detainee list (full as well as subject wise) to exam branch to avoid any error in final results.	Discussed and Approved.
12.	O/I Library shall ensure photography on urgent basis of new admissions to provide ID cards to students and digital photos for PCA updation to Exam branch.	Discussed and Approved.
13.	All HODs/ O/Is shall ensure that institute website is updated with latest enotes, lesson plan and other relevant information in coordination with O/I website.	Discussed and Approved.
14.	The HODs/ O/Is with less than 50% result shall take up the concrete improvement plan with their staff and submit a report to the undersigned within a week. Also ensure weak student classes, PTM and mentor-mentee meetings for routine feedback.	Discussed and Approved.
15.	The staff assigned with the duty of Hostel Mess Food inspection shall ensure timely inspection and report any issue to Hostel Supdt/ Principal (if any) on routine basis.	Discussed and Approved.

Principal  
GDGP, Hisar

Dated:

Endst. No. /2024

A copy of the above is forwarding to the following for information and strict compliance.(Through Whatsapp)

1. All HOD's/O/I's/TPO
2. Workshop Supdt.
3. DSO
4. P.A.Principal

Principal  
GDGP, Hisar.

## OFFICE OF THE PRINCIPAL: GURU DAKSH GOVT POLYTECHNIC HISAR

Order No 1539

Date: 11/11/24

In supersession of previous orders the following duties are reassigned with immediate effect relieving Sh Tarun Kumar, HOD from the said charge:

Sr No	Duty	Assigned to	Remarks
1	Email Coordination	Sh Naveen Arora, SL	(Overall Coordinator)
2		Sh Vikash, Lect	Email Coordinator
3		Ms. Kanta, Clerk	Assist (gphisar@gphisar.ac.in)
4		Ms. Pooja, Clerk	Assist (PA to Principal)

Principal

Guru Daksh G. P. Hisar

Date: 11/11/24

Endst/

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

Sh Tarun Kr, HOD/ Sh Naveen Arora, SL/ Sh Vikash, Lect./ Ms. Kanta, Clerk/ Ms. Pooja, Clerk

Principal

Guru Daksh G. P. Hisar