

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 (B.Tech wing)
Establishment and Address	Post. Office- Gumma, Tehsil Kotkhai, Distt. Shimla HP.
Email-id	director.abv@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 four years courses in Electrical Engineering, Computer Science Engineering and Electronics & Communication Engineering. The institute is approved by AICTE and affiliated to the Himachal Technical University Hamirpur.

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 Science and Engineering	61
2	Electrical Engineering	61
3	Electronics and Communication Engineering.	61

SECTIONS OF THE INSTITUTE:

S. No.	Sections	Function	Duties
1	2	3	4
1	Office of the Director/Principal ABVGIET, Pragatinagar, 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 B.Tech 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 Engineering subjects to B.Tech students	-do-
4	Computer Science Department	Teaching Computer Science Engineering Subjects to B.Tech students.	-do-
5	Electronics & Communication Engineering	Teaching Electronics & Communication Engineering. subjects to B.Tech students	-do-

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

Name	
Designation	Director/Principal
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.

Designation	Professor/Head of Department
Duties	<p>Head of Department:</p> <ul style="list-style-type: none"> • 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. • 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. • 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.
Duties	<p>Associate Professor:-</p> <ul style="list-style-type: none"> • Teaching / Student Training, maintenance of the academic record. • Conducting Examinations, Evaluation of answer scripts. • To work as In Charge of laboratory/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops. • Development of Resource Material, Curriculum Updation • Participation in Co-Curricular and Extra-Curricular Activities • Student guidance and counseling and helping their character development • Promotion and Coordinating Continuing Education Activities. • Self-development through up-gradation of knowledge and skills. • To assist the Professor in smooth functioning, academic and development work of the department. <p>Any other duty/work assigned by the higher authority.</p>

Designation	Workshop Superintendent
Duties	<ul style="list-style-type: none"> • Teaching / Student Training, maintenance of the academic record. • Conducting Examinations, Evaluation of answer scripts. • To work In charge of Lab/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops. • Development of Resource Material, Curriculum Updation • Participation in Co-Curricular and Extra-Curricular Activities • Student guidance and counseling and helping their character development • Promotion and Coordinating Continuing Education Activities. • Self-development through up-gradation of knowledge and skills. • To assist the HOD in smooth functioning, academic and development work of the department. • To coordinate the repair and maintenance work of the institute. • Any other duty/work assigned by the HOD, higher authority.
Designation	Assistant Professor
Duties	<ul style="list-style-type: none"> • Teaching / Student Training, maintenance of the academic record. • Conducting Examinations, Evaluation of answer scripts. • To work as In Charge of laboratory/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops. • Development of Resource Material, Curriculum Iodation • Participation in Co-Curricular and Extra-Curricular Activities • Student guidance and counseling and helping their character development • Promotion and Coordinating Continuing Education Activities. • Self-development through up-gradation of knowledge and skills. • To assist the Associate Professor/OIC in smooth functioning, academic and development work of the department. • Any other duty/work assigned by the higher authority.
Designation	Lab Attendant
Duties	<ul style="list-style-type: none"> • Will assist the section in charge/faculty during the conduct of practical classes to the students. • Clean and arranging of machinery equipment in the workshop/Lab/Office, in the laboratory and workshop to which he is posted. • Will be available in the section during working hours and safeguard the Government property. • Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge. • Will open and close the section of laboratory/workshop. • Will attend to any other works entrusted to him from time to time.

Designation	Lab Assistant/Technician
Duties	<ul style="list-style-type: none"> • Will assist the section in charge/faculty during the conduct of practical classes to the students. • To maintain cleanliness in the workshop/Lab, up keeping of the machinery, equipment, etc., available in the laboratory and workshop to which he is posted. • Will be available in the section during working hours and safeguard the Government property. • Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge. • Will open and close the section of laboratory/workshop. • Will attend to any other works entrusted to him from time to time by higher authority.
Designation	Workshop Instructor
Duties	<ul style="list-style-type: none"> • Teaching / Student Training, maintenance of the academic record. • Student's assessment. • To arrange the various machinery and equipment for the students training as per the curriculum. • Procurement, storage, accounting of raw materials, tools and instruments. • Manage the maintenance of equipment and tools in the workshops including Preventive and breakdown maintenance lay down safety procedures. • Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks • To keep him updated about the various developments in the related industry. • To assist the OIC, Workshop Superintendent in certain functions of the institute as and when necessary. • Any other duty assigned by authority for institute development.

Name	Sh. Gaurav Mahajan (Asstt. Prof. Mechanical Engineering)
Designation	Training and Placement Officer
Duties	<ul style="list-style-type: none"> • Training and Placement Officer in a Polytechnic is responsible for the following: • Training and placement of the students in the industry/ other user system. • Industry Institute Interaction. • Arranging Industrial visit of students. • To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out. • To arrange for expert lecturers to update the students and the staff regarding recent developments in industry. • To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association. • To monitor the working of the alumni association and to arrange their meetings. • To sponsor students for various paper presentations and technical exhibitions. • To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum. • To arrange entrepreneurship camps and to motivate the students for self-employment. • To arrange programmers for guidance and counseling of the students regarding various sources of finance, men and material for self-employment. • To engage classes for teaching as well as for personality development of students.

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 Technical University Hamirpur.
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 :

Sl. No.	Category of the document	Procedure to obtain the document
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

Sr No	NAME OF THE STAFF MEMBER (SH./SMT.)	DESIGNATION	Email	Mobile Number
1	2	3	4	5
1	Prof. (Dr.) Umesh C Rathore	Director/Principal	director.abv@gmail.com	01783 253918
2	Sh. Ankush Kapoor	Associate Prof.		
3	Sh. Sandeep Thakur	AP ECE		
4	Sh. Ajeet Thakur	AP ECE		
5	Sh. Anurag Sharma	AP CSE		
6	Smt. Shivani Thakur	AP CSE		
7	Dr. Sanjay Kalta	AP Math		
8	Dr. Reena Sharma	AP Chemistry		
9	Sh. Kuldeep Singh	AP Math		
10	Dr. Divya Sharma	AP English		
11	Smt. Nivedita Kashyap	AP CSE		
12	Sh. Gaurav Mahajan	AP Mech. Engineering		
13	Sh. Anuj Gupta	AP CSE		
14	Sh. Nikhil Sukhija	AP EE		
15	Sh. Awin Gupta	AP EE		
16	Sh. Arvind Sharma	AP EE		
17	Sh. Pradeep Singh	AP EE		
18	Sh. Saurav Mehta	AP ECE		
19	Sh. Munish Patial	AP ECE		
20	Smt. Nutan Chauhan	AP Management		
21	Sh. Navdeep Sharma	AP CSE		
22	Sh. Ravi Kant Sharma	AP ECE		
23	Smt. Akanksha Sharma	AP ECE		
24	Smt. Vandana Devi	AP CSE		
25	Smt. Namita Chandel	AP CSE		
26	Sh. Gopal Chand	W/S Instructor		

27	Sh. Mahesh Pant	W/S Instructor	director.abv@gmail.com	01783 253918
28	Smt. Sujata	Lab assistant		
29	Sh. Rajesh Kumar	ACF&AS		
30	Sh. Padam Chand	Supdt. Gd-I		
31	Sh. Nand Lal	Supdt. Gd-II		
32	Smt. Madhu Chauhan	Sr. Scale Steno		
33	Sh. Mukesh Kumar	JOA (IT)		
34	Sh. Kapil Sharma	JOA(IT)		
35	Sh. Nikhil Gangta	Clerk		
36	Ms. Dipanshu	JOA(IT)		
37	Sh. Mohan Singh	Peon cum chowkidar		
38	Sh. Arjun Raina	Lab Attendant		
39	Ms. Sarika Kanwar	Store Attendant		
40	Sh. Ram Lok	Peon cum Chowkidar		

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	Director/Principal	(Level 14, Cell-04) (UGC Scale)
2	Associate Prof.	(Level-13, Cell-01) (UGC Scale)
3	Assistant Prof.	(Level-10) (UGC Scale)
4	W/Shop Inst.	(Level- 05, Cell-01)
5	Lab Assistant	(Level- 03, Cell- 01)
6	Clerk	(Level 03, Cell- 01)
7	Junior Office Assistant (IT)	(Level 04 Cell-01)
8	Peon cum Chowkidar	(Level-04 Cell-01)

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	27194502.00
2	03-Travel Expenses	19611.00
3	05-Office Expenses	999995.00
4	06-Medical Reimbursement	24806.00
5	20-Other Charges	550000.00
6	30-Motor Vehicle	99923.00
7	31-Mechinery & Equipment's	999949.00
8	33-Material & Supply	1500000.00
9	64-Transfer Expenses	17506.00

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, Brief information of various courses offered by the institute, Curriculum and fees structure of various disciplines are available at the web site <https://www.himtu.ac.in/>.

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 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:

Authority Designated Under RTI Act-2005	Name & Designation of the officer	Complete Official Address	Office Telephone No
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