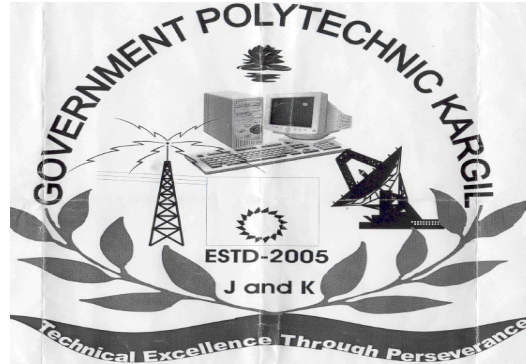


**GOVT. POLYTECHNIC KARGIL**  
**Information Handbook**



**RIGHT TO INFORMATION(RTI)**  
**HANDBOOK**

## **INTRODUCTION**

The Right to Information Act, 2005 ( J&K Government RTI Act 2009) sets out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government:. It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Govt. Polytechnic Kargil and related information.

This Information Handbook is divided into 17 manuals/sections. Each section deals with units of information as delineated under section 4 (1) (b).

Section 4 (1) (b) (xii) / Manual–12 provides for information on the manner of execution of subsidy programmes. This programme per se is not applicable to **Govt. Polytechnic Kargil.**

**Manual – 1**  
**Particulars of organization, functions and duties**

**VISSION:**

Govt. Polytechnic Kargil endeavours to deliver Job-Oriented, flexible and need basis quality Technical Education and training programmes with the object to bring a new era of progress and substantial growth.

With both formal and non-formal programmes included in its training packages, the Institution aims to produce quality technicians, with competencies consistent with changing trends of the Industry.

The Institution will adapt itself to changing global scenario through e-governance and deliver much of its education and training through a variety of delivery modes including web based instruction.

Continuing education programmes will be organised to meet the education and skill development needs of the community. The Institution will thus enthusiastically implement Strategies aimed at elevating the style and standard of living of the community while generating revenue for institutional development. This will ultimately lead to autonomy and self-sustenance.

A Networking system with national and International Technical Education Institutions and industry will be developed to ensure efficiency and effectiveness in all the activities of the Polytechnic.

**MISSION:**

Govt. Polytechnic Kargil , established in the specific border area by the state Government of J&K, in the year 2005 to provide superior Technical Education diploma Engineering programmes approved by the AICTE.

The main goals of the Institute are to empower remote area's youth through Technological Education in the discipline of Computer, Information Technology and Electrical Engineering.

The goals of the Institution are to accomplish:

1. Provide need basis quality Technical Education.
2. Providing need basis training and development opportunities for faculty and staff.
3. Introduction of more diploma programmes to meet the technological requirements of the area in relevant areas of engineering.
4. Attaining academic, managerial , administrative and financial autonomy.
5. Mounting Entrepreneurship communication skill in the students.
6. Enhancing students to job placement.
7. Humanizing Instructional effectiveness by using a variety of instructional methods and aims.

**Functions:**

Govt. Polytechnic Kargil offers three years diploma programming for the following three branches.

1. ELECTRICAL ENGINEERING
2. COMPUTER ENGINEERING
3. INFORMATION TECHNOLOGY

**Brief History**

Govt. Polytechnic Kargil established in the year 2005 in the remote of the Jammu and Kashmir state which remains cut from main land for six months during winter. The Institution aims to train youth of the area in the Latest Technology like Computer and IT to keep them at pace with youths of the main land.

The State Government with the assistance of World Bank has established the Polytechnic in the District in order to cater to the needs and requirements of aspiring youth in the field of Technical Education. The Polytechnic has been working in the District since 2005. The Polytechnic started its functioning in the DIET Kargil and shifted to main campus in 2011. It provides Hostel facilities for Girls and Boys.

**Address :** Govt. Polytechnic Khurbathang Kargil - 194103

Tel. No. : 01985-204243

**Duties to be performed to achieve the Mission:**

Teaching, organizing extra-curricular activities and sports.

**Details of Services Rendered**

- (a) Teaching of courses at diploma engineering level.
- (b) Conduct of in house and Technical Board examinations.
- (c) Conduct of seminars, meetings, lectures, cultural events etc.
- (d) Provision of sports facilities.
- (e) On campus boarding and lodging for approximately 100 students.

**Postal Address**

Govt. Polytechnic

Khurbathang

Kargil-194103

**Working Hours**

Office : 10.00 a.m. to 4.00 p.m. — Monday to Saturday (except on holidays).

Teaching: 10.00 a.m. to 4.00 p.m. — Monday to Saturday (in accordance to time table).

**Public Interaction**

Same as Citizen Interaction.

**Manual – 2**  
**Powers and Duties of Officers and Employees**

- a) **Principal:** The Principal, a Class-I officer is the administrative head of the Polytechnic. He has both administration as well as financial powers to run the overall affairs of the Institution.  
He is responsible for administration, organisation, instruction and management of affairs of the college in accordance with set procedures
- b) **Teaching Faculty:** The teaching faculty is directly involved in teaching learning –process. Their duty is to impart instructions regarding a subject to the student. These include Lecturers and Demonstrators.
- c) **Non-Teaching Faculty:** Their role is to assist the teaching faculty to impart knowledge and skill to the students. These include workshop Superintendents , Workshop Instructors and Lab Assistants.
- d) **Ministerial Staff:** Their role is to assist the Principal for running the affairs of the office smoothly. These include Accountant, Jr. Assistant, Sr. Assistants, orderlies etc.

### **Manual – 3**

#### **Procedure followed to take a decision on various matters**

Decisions in organizing seminars, sports, extra-curricular activities, allocation of its work to teachers, preparation of time-table by Academic Committee constituted for the purpose. Guidelines for purchase of library books, equipments, materials are as prescribed by Financial Code of the J&K Government.

The College functions under the supervision and control of the Directorate of Technical Education J&K Government.



## **Manual – 4**

### **Norms set by the College for the discharge of its functions**

Norms and standards for various activities of the college are set by the competent authorities such as the Directorate of Technical Education J&K Government, All India Council of Technical Education (AICTE), J&K Board of Professional Entrance Examinations (BOPEE).

**Manual – 5**  
**Rules, regulations and instructions used**

Regulations / instructions for admission in the Polytechnic of all the courses are in accordance with notification issued by J&K Board of professional entrance examination.

The Jammu and Kashmir Government Service and Financial Rules are directly adopted by this office for Personnel and Financial Management of the Institution. The office is bound to follow various instructions and guidelines of our controlling authority-Directorate of Technical Education J&K Government.

Various rules regarding eligibility of a student to sit in an examination, Branch change, migration from one Institution to another and other similar rules are adopted by the institution as per J&K State Board of Technical Education.

The Institution is to follow various instructions and guidelines from All India Council of Technical Education (AICTE), so that the courses offered in the college are approved by the Council on yearly basis.

**Manual – 6**  
**Official documents and their availability**

The college Timetable

Examination Schedules

Scholarship Notices

Administrative Notices

Students, Attendance Records

Students, Internal Assessment Records

Examination results

The College prospectus regarding admission information is available from  
J&K BOPEE.

Staff information available from Administrative Office

**Manual – 7**  
**Mode of public participation**

No public interaction.

**Section 4 (1) (b) (viii) / Manual – 8**  
**Councils, Committees, Faculties, Departments, etc. under the College**

There are three departments in the Polytechnic.

1. Electrical Engineering Department.
2. Computer Engineering Department.
3. Information Technology Department.

**Manual – 9**  
**Directory of officers and employees**

S.No	Name of the Employee	Designation	Contact No	E-Mail
1	Manzoor Ahmad Kumar	Principal	9419003112	manzoor295@gmail.com
2	Shabir Ahmad Ahanger	Lecturer G-I	9906802803	<a href="mailto:shabir8918@gmail.com">shabir8918@gmail.com</a>
3	Nissar Hussain	Demonstrator	9419181360	<a href="mailto:niii_923@rediffmail.com">niii_923@rediffmail.com</a>
4	Mohd Amin	Workshop Instructor	9469686102	
5	Issa Khan	Accounts Assistant	9469247272	
6	Mohd Nissar	Orderlie	9469737672	
7	Mohd Ali	Lab Bearer	9419847804	aliloch11@yahoo.com
8	Mohd Hanifa	Chowkidar	9419548084	mohdhanifa9419@gmail.com

**Manual – 10**  
**Monthly remuneration received by each of its employee**

<b>S.No</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Pay Scale</b>
1	Manzoor Ahmad Kumar	Principal	15600-39100 + 7600
2	Shabir Ahmad Ahanger	Lecturer G-I	9300-34800 + 5200
3	Nissar Hussain	Demonstrator	9300-34800 + 4220
4	Mohd Amin	Workshop Instructor	9300-34800 + 4200
5	Issa Khan	Accounts Assistant	5200-20200 + 2800
6	Mohd Nissar	Orderlie	4400-7440 + 1300
7	Mohd Ali	Lab Bearer	4400-7440 + 1300
8	Mohd Hanifa	Chowkidar	4400-7440 + 1300

**Manual – 11**  
**Budget allocated to each agency**

The budget and the financial estimates are as approved by the Controlling officer Director of Technical Education J&K Government.

<b>S.No</b>	<b>Head</b>	<b>Allotted in 2014-15(Lac)</b>
1	Salary	37.00
2	TE/POL	0.55
3	O/E	0.45
4	Telephone	0.25
5	NPS	0.80
6	RRT	0.50
7	Training	1.00
8	Pub / Info	0.50
9	Books / Lib	0.40
10	Raw material	1.50
11	Machinery / Equipments	1.10
12	Electricity	1.00



**Manual – 12**  
**Manner of execution of subsidy programmes**

Not Applicable

**Manual – 13**  
**Concessions granted by the College**

Scholarships are given to the special category students through Directorate of Tribal affairs J&K Govt., Labour Department, and Social Welfare department.

**Manual – 14**  
**Information available in Electronic form**

No information available in electronic form yet.

## **Manual – 15**

### **Means, methods and facilities available to citizens for obtaining information**

Citizens may submit a written application for information to our Public Information Officer.

Public may ask for information via e-Mail to [gpkargil@rediffmail.com](mailto:gpkargil@rediffmail.com).

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**Manual – 16**  
**Public Information officer etc.**

<b>Functionaries under the RTI act</b>	<b>Name of the officer</b>	<b>Designation</b>	<b>Place of posting</b>	<b>Contact No.</b>
Assistant public Information officer	SHABIR AHMAD AHANGER	Lecturer G-I	Govt. Polytechnic Kargil	01985204243
Public Information officer (PIO)	MANZOOR AHMAD KUMAR	Principal	Govt. Polytechnic Kargil	01985204243
First Appellate Authorities (FAA)	MOHD SHAFI BHAT	Joint Director ( p) Tech. Education	Directorate of Technical Education	Jammu office 01912451345 Srinagar : 01942491668

**Manual – 17**  
**Other Useful Information**

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee. (At present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request;

- Rs. 2/- per page of A-4 or A-5 size.
- Actual cost for sizes bigger than A-4 or A-5.
- In case of photo copies, the rate would be Rs. 2/- per page.
- If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/- per disk/floppy.