

**Right to information Act 2005**  
**Information regarding Government Women's Polytechnic,**  
**Phulwarisharif, Sahay Nager , Patna-801506**

(I). Institution Profile (Particular of the organization, Function and duties)

Government Women's Polytechnic is a purely Women's Polytechnic which works under the State Board of Technical Education, Department of Science & Technology, Govt. of Bihar, Patna.

Purpose : This institution offer Diploma courses of three years duration for 10<sup>th</sup> pass girl students. Presently 03 courses are offered under (a) Information Technology with intake capacity of 60 students.

(b) Modern office practice – 30 Intake capacity

(c) Library Science – 30 Intake capacity.

Two more courses have been approved by the All India Council of Technical Education , New Delhi. The Deptt. Of Science & Technology has to take necessary steps for admission under these two 02 courses in the next academic session. The courses approved by AICTE are Electronics Engineering and Computer Science & engineering. The Institution is located in Patna, the capital of Bihar. It is 01 Km. west of Jaiprakash Naryan Airport, on the northern side of Phulwarisharif railway station on Jagdeo Path , Patna-801506. It has tremendous prospect of expansion. International airport, Divisional Rly Headquarter. Computerised ticket booking office at Patna junction, Dairy Project Plant, Bihar veterinary college campus Birla Institute Of Technology Extension Center. ICAR Building, Potato Research Institution Campus, Phulwarisharif Jail.B.M.P.5,Telcom Sub Station and Patna Secretariat Come Under 01 to 04 Km. radius of GWP, Patna at its centre.

The institution was established in the year 1984-85 vide govt. notification no 4202 dt. 12.10.84. The institution campus has nearly 3 Acres of land . The three storey main building has 63 rooms and a 100 beded three storage hostel. It is well protected by 10' heigh wall. Since It is situated in the out skirt of Patna , Students face several transportation problem, which has been brought to the notice of the concerned authority.

(II) Power and duties of (a) Officer (b) employees

**Officer** Teaching evaluation question setting , Practical classes , Conducting terminal examination and tabulation .

Other than the academic work each one ( Officer) has to take up stock verification, supervision of part time/ Guest Lecturers work attendance. Verification of admission register or any other duties assigned by principal.

Employees Working as assistance in different section of the institution ie Cash/ Bill / Examination, Admission/ Reprography/ Establishment/ Computer / Workshop/ Laboratory maintainance, Library. etc

(III) Each & every sections work under a gazetted officer lecturer grade, Problems are sorted out at the initial stage in consultation with the assistant , students/ teacher / instructors, as the case may be .

In case of difference of opinion board meetings are called upon. Academic board , disciplinary action committee, Purchase committee, meetings are arranged for this purpose

### **Supervision & Accountability**

The power to supervise the work of respective section is vested in the officer concerned on his/her decision the erring assistant or officer is made accountable/held responsible for the omissions and commission if such occasion arises, he principal being the over all in charge of administration and academy activities may impose punishment or take action such as adverse noting in the P.C. R./ CCR etc.

(IV) Class Routine- Time to time direction received from the Directorate. To regulate a academic activities in terms of the directives of the SBTE as also from the directorate and the govt. are adhered to.

(V) Guideline of AICTE, Rule of SBTE. Instruction from Directorate are followed in word and spirit. Over and above ( as state government employees ) Bihar service code, Financial Rules, Treasury code etc are followed.

(VI)

(a)	Document under establishment	Anexure-I
(b)	Documents under examination	Anexure-II
(c)	Document under Admission of students	Anexure-II
(d)	Document regarding store/ Purchase/ Library	Anexure-III
(e)	Document regarding community polytechnic scheme	Anexure-IV
(f)	Documents regarding general file	Anexure-V
(g)	Document regarding cash section	Anexure-VI
(h)	Document regarding bill	Anexure-VII
(i)	Documents regarding class routine etc.	Anexure-VIII

(VII) As per M.H.R.D. scheme of community polytechnic training programme, Advisory committee meetings are held time to time with the public representative ie Mukhia grampanchyat, Noted citizens of the community and Subject specialist etc. List of members on Anexure-VII

(b) Executive committee - NITTTRs representative. Anexure-VII  
Local Mukhia  
Director of SIS.

(VIII) All academic matters are regulated by the State Board of Technical Education. Principal G.W.P. is an ex officio member of the Examination Board ( Under SBTE)

(a) Purchase committee – Consist of 4 member of the institution Anexure-IV  
01 member as department representative  
01 member as DIC representative  
01 member from the govt.

Minutes or proceedings are accessible to public on demand.

(IX) Directory of officers Employees

(X) Monthly remuneration  
As per Govt. approval payscale.

(XI) Budget prepare for 05-06 / Allotment received Anexure-V  
expenditure report

(XII) Not applicable

(XIII) Only RLY concession to the students.

(XIV) Not yet developed

(XV) Library caters to the need of students, teachers and staff members of Govt Women's Polytechnic. Out siders are not catered in this library.

(XVI) Public Information Officer- **Dr. N. Banerji.**

**Principal I/C**

Govt. Women's Polytechnic

Sahay Nagar, Patna-801506

(XVII) Not Applicable

**LFkkiuk 'kk[kk ds vUrxZr miyC/k lwpuk;sa**

- 1- lHkh inkf/kdkfj;ksa dh futh lafpdk;s
- 2- lHkh vjktif=r deZpkfj;ksa dh futh lafpdk;sa
- 3- vjktif=r deZpkfj;ksa dh lsok iqfLrdk;sa
- 4- vkarfjd laLk/ku l`tu izksxzk lafpdk
- 5- inkf/kdkfj;ksa@deZpkfj;ksadh vkdfLed vodk'kiath
- 6- foRRh; o"kZ 2005&2006 esa dz; fd;s tkus okys lkekuksa dh lafpdk
- 7- LFkkiuk ls lacaf/kr foHkkx ls i=kpkj lafpdk
- 8- va'kdkyhu O;k[;krkvksa dh fu;qfDr lafpdk
- 9- vjktif=r deZpkfj;ksa dh vuqifLFkfr fooj.kh lafpdk
- 10- fotyh fci=ksa ds Hkqxrku lacaf/kr lafpdk
- 11- nwjHkk"k la[;k 2234934 ds fci=ksa ls lacaf/kr lafpdk
- 12- lwpuk izkS/kksfxdh ij vk/kkfjr ikB~;dze dh lafpdk
- 13- lwpuk dk vf/kdkj laca/kh lafpdk
- 14- dk;kZy; vkns'k laca/kh lafpdk
- 15- lwpuk izkS/kksfxdh ikB~;dze ds va'kdkyhu O;k[;rkvksa ds ekuns;  
Hkqxrku lafpdk
- 16- dz; lfevr dh cSBd ls lacaf/kr izksflaMhxa jftLVj

## Anexure-II

### ijh{kk 'kk[kk@ukekadu 'kk[kk@fuca/ku 'kk[kk esa miyC/k lafpdk dk fooj.k

- 1- ukekadu 2002@fuca/ku 2002 lafpdk
- 2- ukekadu 2003@ fuca/ku 2003 lafpdk
- 3- ukekadu iath@(vkb Vh-)
- 4- ukekadu iath@,(e-vks ih-)
- 5- ukekadu iath@(iq-fo-)
- 6- okf"kZd ijh{kk lacaf/kr fu;ekoyh
- 7- i"kZn }kjk izkIr ewy izek.k i= fuxZr djus laca/kh lafpdk
- 8- i"kZn }kjk fuxZr 'kS{kf.kd dSys.Mj lafpdk
- 9- okf"kZd ijh{kk lafpdk
- 10- i"kZn ls i=kpkj laca/kh lafpdk

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## Anexure-III

### iqLrdky; lkekU; esa miyC/k alafpdk dk fooj.k

- 1- iqLrd dz; laca/kh lafpdk 2003
- 2- iqLrdky; ls fuxZr iqLrdksa ds laca/k esa lafpdk
- 3- LVkSd iath

## Anexure-III

### fo'o cSad@ dY;k.k foHkkx iqLrdky; dh lqph

- 1- dY;k.k foHkkx iqLrd vf/kdks"k lafpdk
- 2- fdrko xqe lacaf/k lafpdk
- 3- dY;k.k foHkkx iat;u jftLVj
- 4- dY;k.k foHkkx fuxZr jftLVj
- 5- fo'o cSad iaft;u jftLVj
- 6- fo'o cSad fuxZr jftLVj

**Lkeqnf;d iksfyVsfud ls lacaf/kr lafpdk**

1. vkij's'ku Iyku dh lafpdk
2. lykgdkj lfevr ds cSBd gsrq lafpdk
3. dk;Zdkj.kh lfevr ds cSBd gsrq lafpdk
4. lkeqnf;d iksfyVsfud dks"kkax dh lafpdk
5. IHkh fo"k;ksa dk ikB~;dze ls lacaf/kr lafpdk
6. lkeqnf;d iks0 dks"kkax ds dk;Zjr inkf/kdkfj;ks ,oa deZpkfj;ksa dk ekuns; dk lafpdk&27
7. foHkkfx; i= ,oa T.T.T.I. dtdRrk ls lacaf/kr i= dk lafpdk
8. lkeqnf;d ika dks"kkax ds dz; gsrq ,oa j[k j[kkvksa dh lafpdk
9. u;s izf'k{k.k 'kq# djus ls lacaf/kr lafpdk
10. vkWfMV fjiksZV dh lafpdk
11. fiz LVSi fjflV Hkstus gsrq lafpdk
12. fogkj efgyk m/kksx la?k iVuk esa yxk;s tk jgs esayk ds laca/k esa lafpdk
13. izksxsl ,oa LVsVI fjiksZV dk lafpdk

## **lekU; lafpdk**

- 1- onhZ gsrq diMk dz; djus gsrq lafpdk
- 2- y?kq dz; gsrq lafpdk
- 3- laLFkku ds j[k j[kkoksa dh lafpdk

### Anexure-VI

#### **jksdM 'kk[kk ds vUrxZr miyC/k lafpdk;sa@ iath fuEufyf[kr gSaA**

##### dze la0

- 1- ljdkjh jksdM iath
- 2- fodk'k en jksdM iaaaath
- 3- lkeqnkf;d iksfyVsdud jksdM iath
- 4- Nk=kvksa ls lacaf/kr jkstkuk olqyh jthLVj
- 5- Nk=kvksa ls jkf'k olqyh jlhn
- 6- xkMZ Qkby
- 7- Hkqxrku lacaf/k lafpdk
- 8- lkeqnkf;d iksfyVsdud lss lacaf/kr xzkUV lafpdk
- 9- vuqlwfpr tkfr ,oa tutkfr ds Nk=kvksa ds Nk=o`fr ls lacaf/kr lafpdk

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### Anexure-VII

**foi= 'kk[kk ls lacaf/kr lafpdk**

- 1- deZpkjh dk ossru Hkqxrku iath
- 2- fcy cqd
- 3- eSlsUtj cqd
- 4- vkoaVu iath
- 5- dks"kkxkj iath
- 6- dUVhtsUV jftLVj
- 7- ,MHkkbl jftLVj
- 8- vkoaVu ,oa O;; fooj.kh laca/kh lafpdk

Anexure-VIII

**ekWxh xbZ 'kk[kckj lafpdkvkssa dh lwph**

'kk[k&iBu&ikBu ,oa oxZ #Vhu

- 1- Elective fo"k; ls lacaf/kr lafpdk 1
- 2- [k.M&1 (MOP/LS/IT) dk oxZ #Vhu ls lacaf/kr lafpdk& 1
- 3- [k.M&2 iqLrdky; foKku dk oxZ #Vhu ls lacaf/kr lafpdk& 1
- 4- [k.M&3 iqLrdky; foKku dk oxZ #Vhu ls lacaf/kr lafpdk& 1
- 5- [k.M&2@3 ekWMuZ vkfQl izSfDVl dk oxZ #Vhu ls lacaf/kr lafpdk& 1
- 6- [k.M&2@3 vkbZ0 Vh0 dk oxZ #Vhu ls lacaf/kr lafpdk& 1
- 7- [k.M&1 ds izf`k{k.k dk;Z ls lacaf/kr lafpdk 1
- 8- [k.M 2@3 dk iBu&ikBu izkjaHk djus ds laca/k esa 1

**dEkI;wVj 'kk[kk**

- 1- deI;wVj ejEefr ls lacaf/kr lafpdk 1

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**Anexure III**

**vkBZ0 Vh0 HkaMkj ls lacaf/kr lafpdk**

- 1- HkaMkj iath (datEkasooqy) 1
- 2- HkaMkj iath (uu datesaoqy) 1
- 3- ejEerh ,oa y?kq dz; lacaf/k lafpdk 1
- 4- vk0 Vh0 HkaMkj lacaf/k lafpdk 1
- 5- okVj iEi ejeRrh ,oa okVj vkiwfrZ lafpdk 1
- 6- y?kq dz; lacaf/k lafpdk (lkekU; ) iqjkuk 1
- 7- QksVks dkih lacaf/k fgkko dh iath 1
- 8- fctyh ehVj lacaf/k lafpdk 1
- 9- laLFku }kjk vkiwfrZ vkns'k dh lafpdk 1

List of advisory comittee:

- 7- funs'kd] ,l vkBZ- ,l-] iVuk
- 8- izks0 ih- ds- HkVkp;kZ] Vh-Vh-Vh-vkj] dydRrk
- 9- funs'kd] rdudh f'k{kk}iVuk
- 10- Mk- ,- ds- flUgk] funs'kd]us'kuy #jy MsHkyIesaV lkslkbZVh] iVukA
- 11- Jh vatuh dqekj] lgk;d funs'kd]ch- vkj vkBZ- -Mh,-,]iVuk
- 12- Jhefr iq"ik pksiMk] usg#uxj iVuk
- 13- Izkpk;Z] vkBZ- Vh- vkBZ-]nh?kk iVuk
- 14- Jhefr 'kksHkk nsoh]lnL;] ikyhxat iqjiqjk iapk;r
- 15- Jh Hkksyk 'kekZ]eqf[k;k xtkpkSd]Qqyokjh'kjhQ]iVuk
- 16- funs'kd]d`f"kZ QkeZ]feBkiqj iVuk
- 17- Lfpo] fogkj psEcj vkWQ dkelZ]iVuk
- 18- Jh fiUVq dqekj]eqf[k;k] Qjhniqj]iVuk
- 19- Jh vj-,u- ik.Ms;]i-,u-ch-]oksfjax jksM iVuk
- 20- Jh ih- ds flUgk
- 21- Mk- ufUnrk cuthZ]izkpk;Z]jk0e0iks0] iVuk
- 22-

### **List of members of the executive committee**

- 1- Mk0 ufUnrk cuthZ] izkpk;kZ] jktdh; efgyk iksfyVsdfu]iVuk& v/;{k
- 2- Izks0 m"kk dqekjh] O;k[;krk] jktdh; efgyk iksfyVsdfu]iVuk& lnL;
- 3- Izks0 uhjtk vks>k] O;k[;krk]jktdh; efgyk iksfyVsdfu]iVuk& lnL;
- 4- Jhefr 'kksHkk nsqh] lnL;k iapk;r lfefr dY;k.kiqj] iVuk & lnL;
- 5- Jh izse dqekj flUgk]lfpo]mj nh fofty]Loa; lsch  
laLFkk]tDduiqj]iVuk& lnL;
- 6- Izks0 fu#iek ifj;kstuk inkf/kdkjh] lkeqnkf;d iksfyVsdfud dk"kkax]] jk0 e0 iks0  
Qqyokjh'kjhQ] iVuk lnL; lfpo



## Anexure-VII

vk;ksstuk fHkUu (xSj ;kstuk)

2006 & 2007 o"kZ ds fy, eq[;'kh"kZ 2203 rduhdh f'k{kk

'kh"kZ mieq[;'kh"kZ vkSj mi'kh"kZ izkFkfed bdkbZ vkSj foLr`r f'k"kZdks dk  
O;ksjk

eq[;'kh"kZ&2203 rduhdh f'k{kk

y?qk'kh"kZ7105 iksfyVsdud

mi'kh"kZ& 0001 izek.k i= ikB~;dze

fci= dksM& 2203001050001

izkFkfed bdkbZ

0101 osru 2200000-00

0103 ifjogu HkRrk 50000-00

0110 edku HkRrk 425000-00

0112 /kqykbZ HkRrk 4500-00

0116 uxj {kfriwfrZ HkRrk 50000-00

0143 fpdRlk HkRrk 50000-00

0129 pkyd HkRrk 720-00

va'kdkfyu O;k[;krkvksa dk ekuns; 300000-00

;ksx osru 3080220-00

0190 ftou HkRrk 750000-00

eWgxkbZ osru 1100000-00

;ksx osru\$ftou ;kiu HkRrk 4930220-00

0301 ;k=k O;; 10000-00

0401 dk;kZy; O;;	40000-00
0501 O;olkf;d ,oa fo'ks'	
Isokvksa ds fy,	75000-00
1702 vuqj{k.k	25000-00
1901 lkexzh ,oa iwfr;kWa	35000-00
2801 nwjHkk"k	25000-00
3101 fo?kqr izHkkj	150000-00
2903 iqLrdky;	50000-00
3002 cnhZ	-----
<hr/>	
dqy ;ksx	5340220-00

#### Anexure-VII

vk;ksstuk fHkUu (;kstuk)

2006 & 2007 o"kZ ds fy, eq[;'kh"kZ 2203 rduhdh f'k{kk

'kh"kZ mieq[;'kh"kZ vkSj mi'kh"kZ izkFkfed bdkbZ vkSj foLr`r f'k"kZdks dk  
O;ksjk

eq[;'kh"kZ&2203 rduhdh f'k{kk

y?kq'kh"kZ 105 iksfyVsdud

ogf'kYi & iksfyVsdud fo?kky;

mi'kh"kZ& 0101 Lukrd ikB~;dze fo'ocSad laikfs"kr iskyVsdud f'k{kk  
lqn`<hdj.k ifj;kstuk

ekWx la 43

fci= dksM& 2203001050101

O;k[;krk &6] flLVe ,ukfyLV&1] dEI;wVj izksxzkej&1 vuqns'kd&1

izkFkfed bZdkbZ;kWa

0101 osru	600000-00
0103 ifjogu HkRrk	4800-00
0110 edku HkMk HkRrk	24000-00
0116 uxj {kfriwwfrZ HkRrk	2160-00

0143 fpfDrlk HkRrk	1200-00
va'kdkfyu O;k[;krkvksa	
dk ekuns;	
;ksx osru	632160-00
0190 ftou ;kiu HkRrk	32500-00
;ksx osru	724660-00
eWgxkbZ osru	60000-00
0401 dk;Zky; O;;	50000-00
0501 O;olkf;d ,oa fo'ks'' lsok	25000-00
1501 e'khu midkj.k	200000-00
1702 vuqj{k.k	25000-00
1901 lkexzh ,oa vkiwfr;kW	25000-00
2801 nwjHkk'k	15000-00
bysDVzksfud iz;ksx'kkyk	
vf/k''Bkiu	50000-00
HkkSfrd iz;ksx'kkyk	
vf/k''Bkiu	50000-00
jlk;u vf/k''Bkiu	50000-00
dEI;wVj d{k vf/k' Bkiu	25000-00
iqLrdky;	25000-00
fo/kqr izHkkj	-----
dqy &	1489660-00

Anexure-IV

o"KZ 2005&2006 essa ;kstuk en ds eqy f"KZ 2203 rduhdh f"KZ {kk y?kq'kh"KZ jkT; ;kstuk 105 iksfyVsdud [k.M f"KZ 0101 Lukrd i= ikB~;dze ds vUrZxr jktdh; efgyk iksfyVsdud iVuk

Expenditure Report

ekWx la;k 43 fci= dksM 2203001050101

0101 osru	102600-00	3025-00	99515-00
0102 fo'ks"K osru	&&&	&&&&	&&&&
0103 ifogu HkRrk	4800-00	4400-00	400-00
0110 edku HkRRkk	23100-00	20017-00	3083-00
0112 /kqykbZ HkRrk&&&&&		&&&&	&&&&
0116 uxj ifjHkwfr HkRrk	2160-00	&&&&	2160-00
0143 fpdfRlk HkRrk	1200-00	50-00	1150-00
;ksx osru&	133860-00	27492-00	106368-00
eWgxkbZ osru&	3650-00	54269-00	57919-00
0190 thou;kiu HkRrk	73850-00	46838-00	27012-00
;ksx osru thou	211360-00	20061-00	191299-00
;kiu HkRrk			
ekuns;	336000-00	900-00	335100-00
0301 ;k=k O;;			
0401 dk;kZy; O;;	20000-00	3181-00	16819-00

fo'kss"k lsokvksa ds	150000-00	1100-00	148900-00
fy;s vnk;xh			
1503 miLdj	50000-00	860-00	49140-00
1501 e'khu ,ia	200000-00	69341-00	130659-00
midj.k			
1702 vuqj{k.k	10000-00	10000-00	
1901 lkexzh ,oa	25000-00	430-00	24570-00
vkiwfr;kWa			
2003 iqLrdky;	35000-00	108-00	34892-00
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dqy ;ksx&	1037360-00	105981-00	931379-00

### Anexure-VI

o"kZ 2005&2006 essa xSj ;kstuk en ds eqy f`k"kZ 2203 rduhdh f`k{kk  
y?qk'kh"kZ jkT; ;kstuk 105 iksfyVsdud [k.M f`k"kZ 0001 Lukrd i= ikB~;dze  
ds vUrZxr jktdh; efgyk iksfyVsdud iVuk

#### Expenditure Report

ekWx la[k; 43 fci= dksM 22030001050001

0101 osru	2635000-00	722871-00	9121129-00
0102 fo'ks"k osru	&&&	&&&&	&&&&
0103 ifogu HkRrk	114178-00	15160-00	129338-00
0110 edku HkRRkk	417940-00	39511-00	378429-00
0112 /kqykbZ HkRrk	10775-00	6538-00	4237-00
0116 uxj ifjHkwfr	34825-00	13202-00	48027-00
HkRkk			
0143 fpdfRlk HkRrk	35858-00	5118-00	30740-00
okgu pkyd HkRrk		720-00	720-00 foRRk foHkkx
;ksx osru&	3248576-00	744956-00	2503620-00 ds i=kad 331
0190 thou;kiu	927720-00	416281-00	511433-00 fn- 2-6-05
HkRrk			
eWgxkbZ osru&	801250-00	250560-00	1051810-00
;ksx osru thou	4977546-00	910683-00	4066863-00

0301 ;k=k O;;	3000-00	3000-00	
0401 dk;kZy; O;;	50451-00	1-10	50449-90
O;olkf;d ,oa fo'kss"k	53178-00	113-00	53065-00
lsokvksa ds fy;s vnk;xh			
1503 miLdj			
1501 e'khu ,ia			
midj.k			
1702 vuqj{k.k	32468-00	3925-00	28543-00
1901 lkexzh ,oa	26500-00	10-00	26490-00
vkiwfr;kWa			
2001 nwjHkk'k	16816-00	6487-00	10329-00
2003 iqLrdky;	23872-00	208-00	23664-00
3101 fo/kqr izHkkj	158331-00	164-00	158167-00

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dqy ;ksx&	1342162-00	924591-10	4417570-90
dqy O;; jkf'k&			4417570-90
izR;kZfir jkf'k&		924591-10	

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dqy vkoaVu & 5342162-00

