

TEMPLATE FOR THE INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT

CHAPTER-1

INTRODUCTION

This hand book is designed to provide information about Guru Nanak Dev Engineering College, Ludhiana [An Autonomous College under UGC Act, 1956] running under the Nankana Sahib Education Trust, Ludhiana for citizens to secure access to information in order to promote transparency and accountability in the working of this Institution. This handbook is useful to the students, staff, and parents and to the general public. This handbook has been prepared as per the provisions contained in the Right to Information Act 2005. In case, somebody wants to get more information on topics covered in this handbook as well as other information, they may contact College management through Public Information Officer (PIO) of the Institute. Those who want information not available in the handbook may write to the Institution indicating specifically the information they want and purpose of using the information.

CHAPTER-2 (MANUAL-1)

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

Guru Nanak Dev Engineering College was established by the Nankana Sahib Education Trust (NSET). The Nankana Sahib Education Trust was founded in memory of the most sacred temple of Nankana Sahib, birth place of Guru Nanak Dev Ji. Shiromani Gurudwara Parbandhak Committee, Amritsar, a premier organisation of Universal Brotherhood, was the main force behind the mission of "Removal of Economic Backwardness through Technology". With this mission, a Polytechnic was started in 1953 and Guru Nanak Dev Engineering College was established in 1956. The Trust deed was registered on 24th February, 1953 with a commitment by the Nankana Sahib Education Trust to uplift the vast weaker section of Indian polity comprising Rural India by admitting 70% students every year from rural areas. This commitment was made to the nation on 8th April, 1956, the day when the foundation stone of the College building was laid by Late Dr. Rajendra Prasad Ji, the First President of India. Nearly 35000 Graduate and 5000 Post-Graduate Engineers have passed out from this College during the last several years and are at present successfully employed in India and abroad. The college is accredited with NAAC 'A' Grade and TCS. Its UG courses are accredited with IEL. The Institution is ISO 9001:2015 certified.

The College was initially started with three conventional degree level engineering courses only i.e. Civil, Mechanical and Electrical. The College has kept pace with the unending fast expansion in the field of engineering. Degree courses in Electronics & Communication Engg. and Production were started in 1981, 1986 respectively. Another two courses in emerging branches of engineering i.e. Computer Sc. & Engg.(CSE) & Information Technology (IT) were introduced in 1997 and 2001 respectively. While introducing new branches, employability and need of the industry is given top priority. Following courses of study are offered by the College:

B. Tech. First Shift

1. Civil Engineering
2. Mechanical Engineering
3. Production Engineering
4. Electrical Engineering
5. Electronics and Communication Engineering
6. Computer Science and Engineering
7. Information Technology

B. Tech. Second Shift

1. Computer Science & Engineering

M.Tech.

1. M.Tech. Production Engineering (Full Time)
2. M.Tech. Mechanical Engineering (Full Time)
3. M.Tech. Power Engineering (Full Time)
4. M.Tech. Structural Engineering (Full Time)
5. M. Tech. Geo-Technical Engineering (Full Time)
6. M.Tech. Computer Sc. & Engineering (Full Time)
7. M.Tech. Electronics & Communication Engineering (Full-Time)
8. M.Tech. Environmental Science & Engineering (Full-Time)
9. M.Tech. Information Technology(Full-Time)
10. M.Tech. Production Engineering (Part Time)
11. M.Tech. Electronics & Communication Engineering (Part Time)
12. M.Tech. Soil Mechanics & Foundation Engineering (Part Time)
13. M.Tech. Electrical Engineering (Part Time)
14. M.Tech. Mechanical Engineering (Part Time)

Management

1. MBA

MCA

1. Master in Computer Applications

Ph.D.

The College offers Ph.D. degree of IKG Punjab Technical University to scholars registered for research work. **The College has also QIP Centre for Ph.D with intake of 2 seats each in branches viz. Civil Engineering, Mechanical Engineering and Electrical Engineering.**

The College timings are 8 AM to 4 PM (for First Shift) and 11 AM to 7 PM (for second Shift). The staff for other offices is 9 AM to 5 PM with lunch interval from 1.15 PM to 1.45 PM except Academic Branch whose lunch timings are 1.45 PM to 2.15 PM (duration 30 minutes).

CHAPTER-3 (MANUAL-2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

The Institution is managed by the Managing Committee formulated and approved by the Nankana Sahib Education Trust, Ludhiana. The present composition of Managing Committee are as follows:-

Power and Duties of Officers:-

Dr. Sehijpal Singh, Principal

The Director is vested with the powers of managing overall affairs of the Institution under the superintendence and control of Managing Committee. He has been vested with the financial powers to incur all day to day expenditure.

Head of Departments

Name of Department

Mechanical Engineering
Computer Sc. & Engineering
Information Technology
Electrical Engineering
Electronics & Communication Engg.
Civil Engineering
Production Engineering
Applied Science
Workshop
MBA
MCA
Computer Centre

Name of HOD

Dr. Paramjit Singh Bilga
Dr. Parminder Singh
Dr. Kiran Jyoti
Dr.K.D.Singh
Prof. Ameeta Seehra
Dr. H.S.Rail
Dr. Jasmaninder Singh Grewal
Dr.D.S.Pathania
Dr. Jatinder Kapoor
Dr. Sukhdev Singh
Prof. Jasbir Singh Saini
Prof. Jasbir Singh Saini

The Head of Departments are looking after all the academic and general administration of their respective Department. They have been vested with the financial power up to Rs.10000/- to incur recurring expenditure of the Lab etc. of their department.

Deans

Dean (Academic)
Dean (S&W)
Dean (Testing & Consultancy)
Dean (Alumni)

Dr. Kulbir Singh Gill
Dr. Jasmaninder Singh Grewal
Dr.Harvinder Singh
Prof. Ameeta Seehra

The Deans are looking after general administration of their respective Branches/Sections.

A. R. Admin-A/c
A.R. Admin.-E
Deputy Registrar (Academics)
Chief Warden (Boys & Girls)

Prof. Ardamanbir Singh
Dr. Manpreet Singh
Dr. Navneet Singh Bhangu
Dr. Parminder Singh, CSE

Warden Hostel No. 1
Warden Hostel No.2
Warden Hostel No.5
Warden Hostel No.4

Prof. Manpreet Singh
Mr. Suminder Singh
Prof. B.S.Dhillon
Prof. Gurjit Kaur

CHAPTER-4 (MANUAL-3)

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS:

The Institution Service Code are governed by Punjab Civil Services Rules. Pay-scale and allowances of faculty members are governed by AICTE & approved by Govt. of Punjab from time to time whereas for non-teaching staff, these are governed by Punjab Govt. norms.

CHAPTER-5 (MANUAL-4)

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

Guru Nanak Dev Engineering College is possessing Govt. Aided status and a leading educational Institution, and is controlled by the Managing Committee formulated and approved by Nankana Sahib Education Trust, Ludhiana and as such there is no provision to seek consultation/participation of public or its representatives for formulation of policies.

CHAPTER-6 (MANUAL-5)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The main important records/documents that are held by the Institution are given below:-

<u>S.No.</u>	<u>Name of the Document/Record</u>	<u>Held by/under the control of</u>
1	Agenda and Minutes of Managing Committee	Record Keeper
2	Title deeds of land	Nankana Sahib Education Trust
3	Fixed Assets Registers	By respective Department
4	Vouchers, Ledgers, Invoices, Cash Books	Superintendent (Accounts)
5	Personal files of staff and Officers	Superintendent (Establishment)

S.No.	Name of the Document/Record	Held by/under the control of
6	Provident Fund	Superintendent (Accounts)
7	Legal case files	Superintendent (Establishment)
8	Stock Register-Stores	Store Purchase Officer
9	Consultancy Record	Dean (Testing & Consultancy)
10	Student Related Record	Dean Academics

CHAPTER-7 (MANUAL-6)

A STATEMENT OF BOARD, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

Board of Governors

Sr.No.	Name	Designation
1	S.Gobind Singh Longowal	Chairman
2	S. Ajmer Singh Gill	Member nominated by NSET
3	S. Maheshinder Singh Grewal	Member nominated by NSET
4	S. Harsurinder Singh Gill	Member nominated by NSET
5	S. Gurcharan Singh Gill	Member nominated by NSET
6	S. Amarjit Singh Bhanbhora	Member nominated by NSET
7	Dr. Rakesh Wats, Professor & Head, Media Centre, National Institute of Technical Teachers Training & Research (NITTTR), Chandigarh	Nominee-AICTE*
8	The Registrar, IKG Punjab Technical University, Kapurthala	Nominee-IKGPTU (Affiliating University)
9	The Director, Technical Education & Indl. Training (Pb.), Chandigarh	Nominee-State Govt.
10	Prof. D.K.Singh, Dean of Faculty Affairs & Professor & Head, Mech.Engg. Department, Madan Mohan Malaviya University of Technology, Gorkahpur-273010(UP)	Nominee-UGC**
11	The Director/Principal, Atal Bihari Vajpayee Govt. Institute of Engg. & Technology, Pragatinagar, District Shimla-171202(HP)	Mentee Institute under TEQIP-III
12	Dr. K.D.Singh, HOD(Electrical Engg.), Guru Nanak Dev Engineering College, Ludhiana	Nominee-Teaching Staff
13	Prof. Ardamanbir Singh, Assistant Professor, Mech. Engg., Guru Nanak Dev Engg. College, Ludhiana	Nominee-Teaching Staff
14	The Secretary, Nankana Sahib Education Trust, Ludhiana	Member nominated by NSET
15	The Principal, Guru Nanak Dev Engg. College, Ludhiana	Member Secretary

Selection Committee (Teaching)

1. S. Gobind Singh Longowal
2. S. Ajmer Singh Gill
3. S. Maheshinder Singh Grewal
4. S. Gurcharan Singh Grewal
5. S.Pritam Singh Badbar
6. S. Raghbir Singh Saharanmajra
7. S.Baljit Singh Gill
8. S. Amarjit Singh Banbhouri
9. Secretary Trust/Director, Trust
10. Principal, GNDEC

Selection Committee (Non-Teaching)

1. S. Gobind Singh Longowal
2. S. Harsurinder Singh Gill
3. S. Raghuvir Singh Saharanmajra
4. S. Harpal Singh Jalla
5. S. Pritpal Singh Sangrur
6. S. Jagsir Singh (Kotra) Gill
7. S. Avtar Singh Gill
8. Secretary Trust/Director, NSET
9. Principal, GNDEC

Finance Committee

- 1 Dr. Sehijpal Singh
- 2 S. Maheshinder Singh Grewal
- 3 Dr. Sukhdev Singh, Prof. & Head, MBA, GNDEC
- 4 Finance Officer, IKG Punjab Technical University,

Grievances & Disciplinary Committee

1. S. Jogeshwar Singh Mangat
2. S. Harpal Singh Jalla
3. S. Gurcharan Singh Grewal
4. S. Kamikar Singh Gill
5. S. Jaswinder Singh Khalsa
6. S. Sachdev Singh Gill
7. S. Avtar Singh Gill
8. S.Baljit Singh Gill
9. Principal, GNDEC

Purchase Committee

1. S. Gurcharan Singh Grewal
2. S. Harsurinder Singh Gill
3. S. Jagsir Singh Kotra
4. S. Avtar Singh Gill
5. S. Baljit Singh Gill
6. Director, Trust/Secretary, Trust
7. Principal, GNDEC

Chairman of all the Committees constituted by Nankana Sahib Education Trust is President, Nankana Sahib Education Trust/Managing Committee Guru Nanak Dev Engineering College. In the absence of the Chairman, Senior most Committee member chairs/presides the meeting. The Member Secretary/Additional Secretary is the convener of all these Committees.

The Minutes of the above Committees are recorded. The Meeting of the Managing Committee are being held once in six months or as per the requirement and other Committee meetings are held as and when the matter comes for the perusal of the Committee. The participation of the public in the meeting of the Board and Committee does not arise since the meetings pertain to internal functioning of the institution except in Purchase Committee Meeting, the suppliers can also participate, if required.

CHAPTER-8 (MANUAL-7)

THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Name of the Institution: Guru Nanak Dev Engineering College

Public Information Officers

S.No.	Name	Designation	STD	Phone No.	Phone No.	Fax	E-mail	Address
1	Dr. Arvind Dhingra	Public Information Officer	161	5064563	9814163429	2502240	arvinddhingra@gmail.com	297-L, Model Town, Ludhiana
2	Dr. Pankaj Bhambrani	Asst. PIO	161	5064549	9814828414	2502240	pkbhambri@gmail.com	Qtr No. 49, GNDEC, Ludhiana

Appellate Authority

S.No.	Name	Designation	STD	Phone No.	Phone No.	Fax	E-mail	Address
1	S. Gobind Singh	Chairman	0183	2553956-57-58	9855895558		Bhaigobindsingh Longowal@gmail.com	VPO Longowal

	Longowal						com	al, District Sangrur
2	Dr. Sehijpal Singh	Principal	0161	2502700	9855279865	2502240	principal@gndec.ac.in	Principal Residence, GNDEC, Ludhiana

CHAPTER-9 (MANUAL-8)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

Administrative

Appointments are made by the Selection Committee formulated and approved by Nankana Sahib Education Trust, Ludhiana through open advertisement.

Internal administration is controlled by head of Institutions i.e Principal. For smooth functioning of Institution Head of Departments are appointed to look after the routine administration of their respective Departments. Dean (Academic), Dean (Consultancy), Dean (Training and Placement), Dean (S&W), Dean (Alumni) have also been appointed from among the Senior faculty members to help the Principal in running the administration.

Financial

The Principal is vested with the powers of managing overall affairs of the Institution under the supervision and control of Managing Committee. He has been vested with the financial powers to incur expenditure up to different limits under different heads.

All the policy decisions are decided and approved by the Managing Committee and it has got financial power to incur the purchase of capital assets up to maximum limits as per requirement.

CHAPTER-10 (MANUAL 9) DIRECTORY OF OFFICERS AND EMPLOYEES

Available at College website.

CHAPTER-11 (MANUAL 10)

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

As per AICTE and Punjab Govt. norms

The following are the scales of pay in force relating to the officer Grade and staff category of the Company

<u>Sl.No</u>	<u>Description of the post</u>	<u>Scale of pay</u>
1.	Principal	Rs. 37400-67000/-+ AGP10,000-+ special allowance Rs. 5000/-
2.	Professor	37400-67000 + AGP 10,000
3.	Associate Professor	37400-67000 + AGP 9,000
4.	Assistant Professor	15600-39100 + AGP 6000 15600-39100 + AGP 7000 15600-39100 + AGP 8000
5.	Associate Professor (WP)	37400-67000 + AGP 9000
6.	Associate Professor (CP)	37400-67000 +AGP 9000
7.	Assistant Professor (WP)	15600-39100 +AGP 6000,7000,8000
8.	Assistant Professor (CP)	15600-39100 +AGP 6000,7000,8000
9.	Librarian	15600-39100 +AGP 6000
10.	Senior Instructor Workshop	10300-34800+AGP 4800
11.	Junior Instructor Workshop	10300-34800+AGP 4600
12.	Administrative Officer	10300-34800+AGP 5000
13.	Superintendent	10300-34800+AGP 4200
14.	Senior Assistant	10300-34800+AGP 3800
15.	Draughtsman	10300-34800+AGP 4200
16.	Senior Scale Stenographer	10300-34800+AGP3800

<u>Sl.No</u>	<u>Description of the post</u>	<u>Scale of pay</u>
17.	Junior Assistant	10300-34800+AGP 3600
18.	Lab Technician/Maint Mech/Instrument Repairer/In. Lab Technician	10300-34800+AGP 3800
19.	Lab Attendant	5910-20200+AGP 1900
20.	Steno-Typist +Clerk	10300-34800+AGP 3200
21.	Electrician	5910-20200+AGP 1900
22.	Plumber	5910-20200+AGP 1900
23.	Attendant/Helper	4900-10680+AGP 1650
24.	Sweeper/Chowkidar/Malis	4900-10680+AGP 1650
25.	Head Mali/Daftri	4900-10680+AGP 1650

Besides, basic pay all staff members are paid dearness allowance at par with Punjab Govt., and other allowances i.e HRA @ 20%, City Compensatory Allowance and Rs.500/- Fixed Medical Allowance.

CHAPTER-12 (MANUAL-11)

THE BUDGET ALLOCATED TO EACH AGENCY

Nankana Sahib Education Trust is allocating funds to the College for both recurring and non-recurring expenditure, which can be spent after getting the approval of Managing Committee appointed by Nankana Sahib Education Trust.

CHAPTER-13 (MANUAL-12)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME

Not Applicable

CHAPTER-14 (MANUAL 13)

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT

Not Applicable

CHAPTER-15 (MANUAL-14)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

ACADEMIC SECTION: Admission, Examination, Results etc. (Student related information can be obtained)

ADMINISTRATION SECTION: Information regarding present staff members on rolls, recruitments and any other issue related to college employees.

ACCOUNTS BRANCH: All accounts related information can be obtained

DEPARTMENTS: Department related information can be obtained

STORE AND PURCHASE : All purchase related information can be obtained

TESTING & CONSULTNACY: Testing & Consultancy related information can be obtained

HOSTEL OFFICE: Student's Hostels related information can be obtained.

LIBRARY: All information regarding Books, Journal, On-line Journal etc. can be obtained from Library.

SPORTS OFFICE: All Sports facility and other related information can be obtained from Sports Office.

TRAINING & PLACEMENT: All information regarding training & placement

Cell can be obtained from Training & Placement Cell.

CHAPTER-16 (MANUAL-15)

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

The detail of the institution is available in website www.gndec.ac.in

CHAPTER-17 (MANUAL-16)

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

The details of the Institution is available in website www.gndec.ac.in

CHAPTER-18 (MANUAL-17)

OTHER USEFUL INFORMATION

College Brochure