

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 u/s 2 (f) and 12 (B) of 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 30000 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. All its UG courses are accredited with NBA TIER-I (Washington Accord). The Institution is ISO 9001:2008 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. Civil Engineering
2. Computer Science & Engineering
3. Mechanical Engineering

M.Tech.

1. M.Tech. Production Engineering (Full Time)
2. M.Tech. Industrial 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. Production Engineering (Part Time)
10. M.Tech. Electronics Engineering (Part Time)
11. M.Tech. Soil Mechanics & Foundation Engineering (Part Time)
12. M.Tech. Electrical Engineering (Part Time)
13. M.Tech. Industrial Engineering (Part Time)

Management

1. MBA

MCA

1. Master in Computer Applications

Ph.D.

The College offers research facilities in various departments leading to the award of Ph.D. degree of 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:-

1. S. Kirpal Singh Badungar, Chairman, Nankana Sahib Education Trust, Ludhiana
2. S. Ajmer Singh Lakhawal, Senior Vice-Chairman (NSET), Village Lakhawal, PO Gaddawal, District Ludhiana
3. S. Sharanjit Singh Dhillon, Cabinet Minister, 60 Panchseel Vihar, Octroi Road, Barewal, Ludhiana
4. S. Harsurinder Singh Gill, Junior Vice-President, NSET and Chairman, Jagraon Marketing Committee, VPO KotheRahlan, Near Jagraon, District Ludhiana
5. S. Gurmail Singh Sangowal, VPO Sangowal, District Ludhiana
6. S. Jogeshwar Singh Mangat, Trustee (NSET), 27-G, Sarabha Nagar, Ludhiana
7. S. Amrik Singh Aliwal, Chairman (Punjab Agro Industries), 234, Mahabir Enclave, Barhewal Road, Ludhiana
8. S. Inderiqbal Singh Atwal, 484, Model Town Extension, Ludhiana
9. S.B.S. Gill, 9-D, Sarabha Nagar, Ludhiana
10. S. Bikramjit Singh Khalsa, House No. 435/23, Behind Gurudwara Mai Nand Kaur, Ghuman Mandi, Ludhiana
11. S. Pritpal Singh Grewal, Ex-Principal, GNDEC, 655, Gurdev Nagar, Ludhiana
12. The Secretary, GOI, Ministry of Education & Human Resources, Deptt. (Education Department), New Delhi
13. The Principal Secretary, Technical Education, Govt. of Punjab, Room No. 426, Floor 4th, Sector-9 Mini Secretariat, Chandigarh
14. Dr. P. Kaliraj, Ex Vice-Chancellor, Professor of Biotechnology, Anna University, Sardar Patel Road, Chennai-600025 (nominated by AICTE, New Delhi vide their F.No. 24/AICTE(UB)/N/3/2012-13 dated June 21, 2013)
15. Prof. Majid Jamil, Department of Electrical Engineering, Jamia Millia Islamia, New Delhi (UGC Nominee)
16. The Director, Technical Education & Industrial Training (Pb.), Plot No.1-A, Sector-36, Chandigarh
17. The Registrar, IKG Punjab Technical University, Jalandhar-Kapurthala Road, Post box No.1, Near Science City, Kapurthala
18. The Director, NSET, Ludhiana

19. The Secretary, NSET, 232, Baba Budha Ji Avenue, Opp Ashok Veterinary Public School, G.T. Road, Amritsar
20. Dr. Manohar Singh Saini, Director, GNDEC, Ludhiana
21. S.T.S. Walia, Principal, GNDPC, Ludhiana
22. Prof. Jaswinder Singh, HOD(EE), GNDEC, Ludhiana
23. Prof. Balwinder Singh, Associate Professor (ME), GNDEC, Ludhiana

Power and Duties of Officers:-

Dr. Manohar Singh Saini, Director

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. Sehijpal Singh
 Dr. Parminder Singh
 Dr. K.S.Mann
 Prof. Jaswinder Singh
 Dr. S.S.Gill
 Dr. Kulbir Singh Gill
 Dr. Jasmaninder Singh Grewal
 Dr. R.P.Singh
 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.5000/- to incur recurring expenditure of the Lab etc. of their department.

Deans

Dean (Admin.)	Dr. S.S.Gill
Deputy Registrar (Admin.)	Dr. D.S.Pathania
Dean (Academic)	Dr. Rupinder Singh
Dean (S&W)	Dr. Jasmaninder Singh Grewal
Dean (Testing & Consultancy)	Dr.H.S.Rai
Dean (Training & Placement)	Dr..K.S.Mann
Dean (Alumni)	Prof. Ameeta Sehra

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

A. R. Administration	Dr. G.S.Brar
Deputy Registrar (Academics)	Dr. Jagbir Singh
Chief Warden	Dr. R.P.Singh, Applied Science

Warden Hostel No. 1
Warden Hostel No.1
Warden Hostel No.2
Warden Hostel No.2
Warden Hostel No.5
Warden Hostel No.5
Warden Girls Hostel
Warden Girls Hostel

Dr.Manpreet Singh, IT
Prof. Shehbaz Singh,ME
Prof.H.S.Dhall, MBA
Prof. Harminder Singh Saini, EE
Prof. S.K.Singla,CSE/IT
Prof. Prashant Garg, CE
Prof. Ravneet Kaur, TEQIP
Prof. Rajbir Kaur, A.Sc.

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

<u>S.No.</u>	<u>Name of the Document/Record</u>	<u>Held by/under the control of</u>
3	Fixed Assets Registers	By respective Department
4	Vouchers, Ledgers, Invoices, Cash Books	Superintendent (Accounts)
5	Personal files of staff and Officers	Superintendent (Establishment)
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

Managing Committee

1. S. Kirpal Singh Badungar, Chairman, Nankana Sahib Education Trust, Ludhiana
2. S. Ajmer Singh Lakhwal, Senior Vice-Chairman (NSET), Village Lakhwal, PO Gaddowal, District Ludhiana
3. S. Sharanjit Singh Dhillon, Cabinet Minister, 60 Panchseel Vihar, Octroi Road, Barewal, Ludhiana
4. S. Harsurinder Singh Gill, Junior Vice-President, NSET and Chairman, Jagraon Marketing Committee, VPO KotheRahlan, Near Jagraon, District Ludhiana
5. S. Gurmail Singh Sangowal, VPO Sangowal, District Ludhiana
6. S. Jogeshwar Singh Mangat, Trustee (NSET), 27-G, Sarabha Nagar, Ludhiana
7. S. Amrik Singh Aliwal, Chairman (Punjab Agro Industries), 234, Mahabir Enclave, Barhewal Road, Ludhiana
8. S. Inderiqbal Singh Atwal, 484, Model Town Extension, Ludhiana
9. S.B.S.Gill, 9-D, Sarabha Nagar, Ludhiana
10. S. Bikramjit Singh Khalsa, House No. 435/23, Behind Gurudwara Mai Nand Kaur, Ghuman Mandi, Ludhiana
11. S. Pritpal Singh Grewal, Ex-Principal, GNDEC, 655, Gurdev Nagar, Ludhiana
12. The Secretary, GOI, Ministry of Education & Human Resources, Deptt. (Education Department), New Delhi
13. The Principal Secretary, Technical Education, Govt. of Punjab, Room No. 426, Floor 4th, Sector-9 Mini Secretariat, Chandigarh

14. Dr. P. Kaliraj, Ex Vice-Chancellor, Professor of Biotechnology, Anna University, Sardar Patel Road, Chennai-600025 (nominated by AICTE, New Delhi vide their F.No. 24/AICTE(UB)/N/3/2012-13 dated June 21, 2013)
15. Prof. Majid Jamil, Department of Electrical Engineering, Jamia Millia Islamia, New Delhi (UGC Nominee)
16. The Director, Technical Education & Industrial Training (Pb.), Plot No.1-A, Sector-36, Chandigarh
17. The Registrar, IKG Punjab Technical University, Jalandhar-Kapurthala Road, Post box No.1, Near Science City, Kapurthala
18. The Director, NSET, Ludhiana
19. The Secretary, NSET, 232, Baba Budha Ji Avenue, Opp Ashok Veterinary Public School, G.T.Road, Amritsar
20. Dr. Manohar Singh Saini, Director, GNDEC, Ludhiana
21. S.T.S. Walia, Principal, GNDPC, Ludhiana
22. Prof. Jaswinder Singh, HOD(EE), GNDEC, Ludhiana
23. Prof. Balwinder Singh, Associate Professor (ME), GNDEC, Ludhiana

Selection Committee (Teaching)

1. S. Kirpal Singh Badungar, President, NSET, Ludhiana
2. S. Ajmer Singh Lakhawal
3. S. Harsurinder Singh Gill
4. S. Jogeshwar Singh Mangat
5. S. Inder Iqbal Singh Atwal
6. S. Pritpal Singh Grewal
7. Director, GNDEC/Principal, GNDPC

Selection Committee (Non-Teaching)

1. S. Kirpal Singh Badungar, President, NSET, Ludhiana
2. S. Ajmer Singh Lakhawal
3. S. Harsurinder Singh Gill
4. S. Amrik Singh Aliwal
5. S. Jogeshwar Singh Mangat
6. S. Jatinderpal Singh Saluja
7. Director, GNDEC/Principal, GNDPC

Finance Committee

- 1 S. Ajmer Singh Lakhawal
- 2 S. Harpreet Singh Garcha
- 3 S. Harsurinder Singh Gill
- 4 S. Jogeshwar Singh Mangat
- 5 Director, GNDEC/Principal, GNDPC

Grievances & Disciplinary Committee

1. S. Ajmer Singh Lakhawal
2. S. Harsurinder Singh Gill
3. S. Gurmail Singh Sangowal
4. S. Harpreet Singh Garcha
5. Director, GNDEC/Principal, GNDPC

Purchase Committee

1. S. Gurmail Singh Sangowal
2. Director, NSET
3. Director, GNDEC/Principal, GNDPC

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

<u>S.No</u>	<u>Name</u>	<u>Designation</u>	<u>STD</u>	<u>Phone No.</u>	<u>Phone No.</u>	<u>Fax</u>	<u>E-mail</u>	<u>Address</u>
				Office	Home			
1	Prof. Jaswinder Singh	Public Information Officer	161	5064559	9872277722	2502700	jaswinder64@gmail.com	60, Model Gram, Ludhiana
2	Prof. Arvind Dhingra	Assistant Public Information Officer	0161	5064563	9814163429	2502700	arvinddhingra@gndec.ac.in	296-L, Model Town, Ludhiana

Appellate Authority

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>STD</u>	<u>Phone No.</u>	<u>Phone No.</u>	<u>Fax</u>	<u>E-mail</u>	<u>Address</u>
				Office	Home			
1	S. Kirpal Singh Badungar	Chairman, N.S.Ed.T	183	2553956-57-58-59, 2534182, 2554564		0183-2553919	Sgpc@vsnl.com	687, Badungar Niwas, SST Nagar, Near Guru Harkrishan Public School, Patiala
2	Dr. Manohar Singh Saini	Director	161	2502700	2490610	2502240	director@gndec.ac.in	Director's Residence, GNDEC Campus, 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 Director. For smooth functioning of Institution Head of Departments are appointed to look after the routine administration of their respective Departments. Dean (Administration), Deputy Registrar (Administration), Dean (Academic), Dean (Post-Graduate), Dean (Consultancy), Dean (Training and Placement), Dean (S&W), Dean (Alumni) have also been appointed from among the Senior faculty members to help the Director in running the administration.

Financial

The Director 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

Department	Name	Designation	Email Address	Intercom	Mobile
Director Office	Dr. Manohar Singh Saini	Director	director@gndec.ac.in	5064500	9914425025
	Mr. Ramandeep Singh	PA To Director	ramandeep.pta@gmail.com	5064501	9855400448
	Ms. Amritpal Kaur	DEO	amritgill561@gmail.com	5064501	9815145039
	Mr. Parminder Singh	Attendant	pamit151074@gmail.com	5064501	8968611100
	Mrs. Sarabjit Kaur	Attendant	sarabjit@gndec.ac.in	5064501	9501600453

Administration Office	Dr. S.S. Gill	Dean (Admin)	ssg@gndec.ac.in	5064505	9814801718
	Dr. D.S. Pathania	DR(Admin.)	dspathania@gndec.ac.in	5064532	9878634245
	Dr. G.S.Brar	A.R.Admin	brar_gurinder@gndec.ac.in	5064512	9781991160
Establishment Branch	Mrs Kamaljit Kaur Dulay	Incharge	kamaljit.gne@gmail.com	5064703	9876683082
	Mr.Varinder Kumar	Clerk	varinder82@gndec.ac.in	5064703	9780903280
	Mrs. Taranjeet Kaur	Clerk	taranjeetkaur.tanu@gmail.com	5064703	8283815114
	Ms. Manpreet Kaur	Clerk	manpreetecpkaur@yahoo.com	5064703	8567853038
	Mrs. Manpreet Kaur	Clerk	manpreet1992@gndec.ac.in	5064703	8427256239
	Mr. Baljit Singh	Attendant	baljit@gndec.ac.in	5064703	9417048615
	Mr. Kewal Singh	Helper to Plumber	kewal@gndec.ac.in	5064703	8437924178
Accounts Branch	Mrs. Pritam Kaur	Incharge	pritamgne@gmail.com	5064705	81461 60099
	Mr. Karamjeet Singh	Junior Asstt.	Karamjeet67@gmail.com	5064705	9779744765
	Mr. Avtar Singh	Junior Asstt.	Avtarsingh1962@gmail.com	5064705	8054003104
	Mr. Vikram Sharma	Clerk	Vikycool05@gmail.com	5064705	9478190790
	Mrs.Inderpal Kaur	Clerk	Chauhan_inder@yahoo.com	5064705	9872741955

	Mr.Nitish Kaushal	Clerk	Nitin.kaushal1991@gmail.com	5064705	9780898002
	Mrs.Dupinder Kaur	Clerk	Angeldeepika993@gmail.com	5064705	9646894306
	Mr. Lakhvir Singh	Lab Attdt.	taggarlakhvir@gmail.com	5064705	9815656623
	Mr. Manjinder Singh	Attendant	manjinder@gndec.ac.in	5064705	9814514223
Academic Branch	Dr. Rupinder Singh	Dean	singhrupinder@gndec.ac.in	5064585	9872257575
	Dr. Jagbir Singh	Deputy Dean	jsdhillon26@rediffmail.com	5064738	9216408335
	Dr. Amit Kamra	AR (PG)	amit_kamra@gndec.ac.in	5064556	9814229753
	Prof. Randhir Singh	AR (UG)	randhirmarwaha@gmail.com	5064730	9876191987
	Mr. Darshan Singh	Senior Assistant	darshan62@gndec.ac.in	5064505	8968000439
	Mrs Renu Paliwal	Clerk	renupaliwal27@gmail.com	5064506	9501078100
	Mrs. Harpreet Kaur	Clerk	harpreet.k.dhingra@gmail.com	5064704	9872668900
	Mr. Ajay Verma	Clerk	ajayverma7483@gmail.com	5064505	8566801207
	Mrs. Parminder Kaur	Clerk	parminder1984@gndec.ac.in	5064704	9888834915
	Mr. Amandeep Sharma	Attendant	sharmaboyz087@gmail.com	5064704	8288020083
Examination Branch	Dr. Akshay Girdhar	COE	coe@gndec.ac.in	5064724	9855961620
	Mrs. Jaspreet Kaur	Assistant Registrar	jaspreetkalra22@gmail.com	5064728	9653823710
	Mr. Harbhag Singh	Computer Programmer	harbhag@gndec.ac.in	5064723	9463030713
	Mrs.Balwinder Kaur	Junior Asstt.	bkubhi@gmail.com	5064723	9855174061
	Mr. Devinder Singh	Clerk	devinder888@yahoo.co.in	5064723	9417367284
	Mr.Harwinder Singh	Clerk	academicravi@gndec.ac.in	5064723	8427256119
	Mrs.Harminder Kaur	Clerk/DEO	gillharmindergill@gmail.com	5064723	7087361225
	Mr. Pargat Singh	Attendant	pargatsandhu82@gmail.com	5064723	8427950799
	Mr. Talwinder Singh	Attendant	tawinder.gndec@yahoo.com	5064723	9465791997
Dispatch & Diary Section	Mr. Randhir Singh	Junior Assistant	randhir@gndec.ac.in	5064702	9855804455

	Mr. Rakesh Kumar	Cinema Operator	rakesh@gndec.ac.in	5064702	9781003162
	Mr. Harpreet Singh	Attendant	harpreet@gndec.ac.in	5064702	9465868613
TEQIP II Cell	Mr. Harpreet Singh	SSS	gungun_hari@rediffmail.com	5064725	9878258724
	Mr. Harpreet Singh	Clerk	harpreet2u@gndec.ac.in	5064725	9876525253
	Ms. Bindia Tarika	MIS Officer	bindiatarika@gndec.ac.in	5064725	9023020301
	Ms. Ravneet Kaur	MIS Officer	ravneet@gndec.ac.in	5064725	9501137711
	Mr. Satvir Singh	Attendant	satvir@gndec.ac.in	5064725	9876775700
Training & Placement Cell	Dr. Kulwinder Singh Mann	Dean	mannkulvinder@yahoo.com,	5064510	9915507920
	Mr. Sachin Bagga	Coordinator	sachinbagga@gndec.ac.in	5064511	9779903785
	Mr. Narinder Singh	Junior Assistant	narindersingh2301@rediffmail.com	5064511	9781099970
	Mr. Gurpreet Singh	Attendant	Gurpreet_74@rediffmail.com	5064511	9646051027
Transport Department	Dr. D.S.Pathania	Officer Incharge	dspathania@gmail.com	nil	9878634245
	Mr. Ravinder Singh	Driver	Rskhera74@gmail.com	nil	9779700217
	Mr. Gurmukh Singh	Driver	gurmukhpawa@rediffmail.com	nil	9872569209
	Mr. Paramjit Singh	Driver	paramjit@gndec.ac.in	nil	9878937300
Central Store	Dr. Harwinder Singh	Store Purchase officer	Harwin75@gndec.ac.in	4722	9815188044
	Mr. Chander Mohan Kajla	Clerk	Cm_kajla@yahoo.co.in	4722	9501020163
Electrical Maintenance Deptt.	Mr. Rupinderjit Singh	Officer Incharge	rhkathura@yahoo.com	nil	9815657107
	Mr. Raghbir Singh	Electrician	raghbir@gndec.ac.in	nil	9914466282
	Mr. Gurmeet Singh	Helper to Electrician	gurmeet@gndec.ac.in	nil	9814400799
	Mr. Sunny Kumar			nil	9803590591

Generator Room	Mr. Varinder Singh	Officer Incharge	varindersingh.preet@yahoo.com	nil	9814995270
	Mr. Manjeet Kumar	Operator	manjeet@gndec.ac.in	nil	9915488018
	Mr. Sunny Kumar	Operator		nil	9803590591
	Mr. Rocky	Operator		nil	9780228500
	Mr. Deshinder Singh	Operator	deshinder80@gmail.com	nil	9814470693
Dispensary	Dr. Inderjit Singh	Doctor	doctorgne@gndec.ac.in	nil	9417318228
	Dr.(Mrs.) Baljeet Kaur	Lady Doctor (Honorary)	doctorgne@gndec.ac.in	nil	9417318228
	Mr. Hari Ram	Pharmacist	hari@gndec.ac.in	nil	9915292590
Library	Mr. Major Singh	Asstt. Librarian	majorgne@gmail.com	5064597	9855713635
	Mr. Manpreet Singh	Library Asstt.	Lib.msc@gmail.com	5064598	9814757961
	Mrs. Dalbir Kaur	Library Asstt.	dalbirchahal@yahoo.com	5064598	9417171120
	Mr. Avninder Singh	Library Asstt.	gillaveninder@gmail.com	5064598	9803519380
	Mrs. Ranjit Kaur	Library Asstt.	ranjeetkaur6gmail.com	5064598	9478148971
	Mrs. Vipaljit Kaur	Library Asstt.	vimpaljeet@gmail.com	5064598	9464477421
	Mrs. Gurvinder Kaur	Jr. Asstt.	gurvinder60@redif.com	5064598	9988521799
	Mrs. Parmjit Kaur	Jr. Asstt.	paramgne@gmail.com	5064598	9876112397
	Mrs. Baljit Kaur	Attendant	baljitkaur48@gmail.com	5064598	9463914967
	Mr. Harpreet Singh	Attendant	harpreet@gndec.ac.in	5064598	9872600413
	Mr. Manjeet Kumar	Attendant	manjeet@gndec.ac.in	5064598	9915488018
	Mr. Sukhdeep Singh	Attendant	gillsukhdeepgill@gmail.com	5064598	9463378769
PG	Dr. Rupinder Singh	Dean (Academic)	singhrupinder@gndec.ac.in	nil	9872257575
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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.	Director	Rs. 75000/-+ other permissible allowances
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

<u>Sl.No</u>	<u>Description of the post</u>	<u>Scale of pay</u>
14.	Senior Assistant	10300-34800+AGP 3800
15.	Draughtsman	10300-34800+AGP 4200
16.	Senior Scale Stenographer	10300-34800+AGP3800
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 & CONSULTANCY: 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