

# **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 24<sup>th</sup> 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 8<sup>th</sup> 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 36000 Graduate and 5500 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 IEI. 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.**

1. CivilEngineering
2. Mechanical Engineering
3. ProductionEngineering
4. ElectricalEngineering
5. Electronics and CommunicationEngineering
6. Computer Science andEngineering
7. InformationTechnology

**M.Tech.**

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

**Management**

1. MBA

**MCA**

1. Master in ComputerApplications

**Ph.D.**

The College offers Ph.D. under autonomous status. **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 8.30 AM to 4.30 PM.

## 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

| <u>Name of Department</u>         | <u>Name of HOD</u>           |
|-----------------------------------|------------------------------|
| Mechanical Engineering            | Dr. Paramjit Singh Bilga     |
| Computer Sc. & Engineering        | Dr. Parminder Singh          |
| Information Technology            | Dr. KiranJyoti               |
| Electrical Engineering            | Dr.K.D.Singh                 |
| Electronics & Communication Engg. | Prof. AmeetaSeehra           |
| Civil Engineering                 | Dr. H.S.Rai                  |
| Production Engineering            | Dr. Jasmaninder Singh Grewal |
| Applied Science                   | Dr.D.S.Pathania              |
| Workshop                          | Dr. JatinderKapoor           |
| MBA                               | Dr. Sukhdev Singh            |
| MCA                               | Prof. Jasbir Singh Saini     |
| Computer Centre                   | 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 theirdepartment.

#### Deans

|                              |                     |
|------------------------------|---------------------|
| Dean (Academic)              | Dr. AkshayGirdhar   |
| Dean (S&W)                   | Dr. Parminder Singh |
| Dean (Testing & Consultancy) | Dr.Harvinder Singh  |
| Dean (Alumni)                | Prof. AmeetaSeehra  |
| Dean (R&D)                   | Dr. Harmeet Singh   |

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

|                              |                          |
|------------------------------|--------------------------|
| A. R. Admin-Accounts         | Prof. Ardamanbir Singh   |
| A.R. Admin.-Establishment    | Dr. Manpreet Singh       |
| Deputy Registrar (Academics) | Dr. Navneet Singh Bhangu |
| Chief Warden (Boys & Girls)  | Dr. Manpreet Singh       |

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. GurjitKaur

#### **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 is a leading educational Institution, 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:-

| <b><u>S.No.</u></b> | <b><u>Name of the Document/Record</u></b> | <b><u>Held by/under the control of</u></b> |
|---------------------|---|--|
| 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)             |

| <b>S.No.</b> | <b>Name of the Document/Record</b> | <b>Held by/under the control of</b> |
|--------------|------------------------------------|-------------------------------------|
| 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**

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

### **Selection Committee (Teaching)**

1. BibiJagirKaur
2. S. Ajmer SinghGill
3. S. Maheshinder SinghGrewal
4. S. Gurcharan SinghGrewal
5. S.Pritam SinghBadbar
6. S. Raghbir SinghSaharanmajra
7. S.Baljit SinghGill
8. S. Amarjit SinghBanbhouri
9. Secretary Trust/Director,Trust
10. Principal,GNDEC

### **Selection Committee (Non-Teaching)**

1. BibiJagirKaur
2. S. Harsurinder SinghGill
3. S. Raghvir SinghSaharanmajra
4. S. Harpal SinghJalla
5. S. Pritpal SinghSangrur
6. S. Jagsir Singh (Kotra)Gill
7. S. Avtar SinghGill
8. Secretary Trust/Director,NSET
9. Principal,GNDEC

### **Finance Committee**

- 1 Dr. SehijpalSingh
- 2 S. Maheshinder SinghGrewal
- 3 Finance Officer, IKG Punjab TechnicalUniversity,

### **Grievances & Disciplinary Committee**

1. S. Jogeshwar SinghMangat
2. S. Harpal SinghJalla
3. S. Gurcharan SinghGrewal
4. S. Kamikar SinghGill
5. S. Jaswinder SinghKhalsa
6. S. Sachdev SinghGill
7. S. Avtar SinghGill
8. S.Baljit SinghGill
9. Principal,GNDEC

## Purchase Committee

1. S. Gurcharan SinghGrewal
2. S. Harsurinder SinghGill
3. S. Jagsir SinghKotra
4. S. Avtar SinghGill
5. S.Baljit SinghGill
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                | ST D | Phone No. | Phone No.  | Fax     | E-mail   | Address                     |
|-------|----------------------|----------------------------|------|-----------|------------|---------|--|-----------------------------|
| 1     | Dr. Arvind Dhingra   | Public Information Officer | 161  | 5064563   | 9814163429 | 2502240 | <a href="mailto:arvinddhingra@gmail.com">arvinddhingra@gmail.com</a> | 296-L, Model Town, Ludhiana |
| 2     | Dr. Pankaj Bhambrani | Asst.PIO                   | 161  | 5064549   | 9814828414 | 2502240 | <a href="mailto:pkbhambri@gmail.com">pkbhambri@gmail.com</a>         | Qtr No. 49, GNDEC, Ludhiana |

Appellate Authority

| S.No. | Name            | Designation  | ST D | Phone No.     | Phone No.  | Fax | E-mail   | Address     |
|-------|-----------------|--------------|------|---------------|------------|-----|--|-------------|
| 1     | Bibi Jagir Kaur | Chairpersons | 0183 | 2553956-57-58 | 9914865337 |     | <a href="mailto:president@sgpc.net">president@sgpc.net</a> | VPO Begowal |

|   |                          |           |          |             |                |             |  |   |
|---|--------------------------|-----------|----------|-------------|----------------|-------------|--|---|
|   |                          |           |          |             |                |             |  | District<br>Kapurt<br>hala                    |
| 2 | Dr.<br>Sehijpal<br>Singh | Principal | 016<br>1 | 250270<br>0 | 98552798<br>65 | 25022<br>40 | <a href="mailto:principal@gndec.ae.in">principal@gndec.ae.in</a> | Principal<br>Residence,<br>GNDEC,<br>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<br>15600-39100 + AGP 7000<br>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/MaintMech/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](http://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](http://www.gndec.ac.in)

**CHAPTER-18 (MANUAL-17)**

**OTHER USEFUL INFORMATION**

College Brochure