

**A FRAMEWORK FOR TRANSPARENCY AUDIT CHANDIGARH**  
**COLLEGE OF ENGINEERING & TECHNOLOGY (DIPLOMA WING),**  
**SECTOR 26, CHANDIGARH**

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

**1. Organisation and Function**

S. No.	Item	Details of disclosure	Particular
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization  (ii) Head of the organization  (iii) Vision, Mission and Key objectives  (iv) Function and duties  (v) Organization Chart  (vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	(Annx.-1&13) O/o the Principal Chd.Collage of Engg.& Tech.(Degree Wing, Sector-26, Chandigarh and Website:- <a href="http://www.ccet.ac.in">www.ccet.ac.in</a>
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)  (ii) Power and duties of other employees  (iii) Rules/ orders under which powers and duty are derived and  (iv) Exercised  (v) Work allocation	(Annx.-2)

	<p style="text-align: center;">making points</p> <p>(ii) Final decision making authority</p> <p>(iii) Related provisions, acts, rules etc.</p> <p>(iv) Time limit for taking a decisions, if any</p> <p>(v) Channel of supervision and accountability</p>		
		<b>(Annx.-5)</b>	
		As per relevant subject matter	
		<b>(Annx.-13)</b>	
1.4	<p>Norms for discharge of functions [Section 4(1)(b)(iv)]</p>	<p>(i) Nature of functions/ services offered</p> <p>(ii) Norms/ standards for functions/ service delivery</p> <p>(iii) Process by which these services can be accessed</p> <p>(iv) Time-limit for achieving the targets</p> <p>(v) Process of redress of grievances</p>	<b>(Annx.-4)</b>
1.5	<p>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</p>	<p>(i) Title and nature of the record/ manual /instruction.</p> <p>(ii) List of Rules, regulations, instructions manuals and records.</p> <p>(iii) Acts/ Rules manuals etc.</p> <p>(iv) Transfer policy and transfer orders</p>	<p>Grievance as and when noticed is same is addressed by the concerned Deptt./ Committee.</p> <p style="text-align: center;"><b>(Annx.-5)</b></p>
1.6	<p>Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]</p>	<p>(i) Categories of documents</p> <p>(ii) Custodian of documents/categories</p>	<b>(Annx.-6)</b>
1.7	<p>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</p>	<p>(i) Name of Boards, Council, Committee etc.</p> <p>(ii) Composition</p> <p>(iii) Dates from which constituted</p> <p>(iv) Term/ Tenure</p> <p>(v) Powers and functions</p> <p>(vi) Whether their meetings are open to the public?</p>	<b>(Annx.-8)</b>

(vii) Whether the minutes of the meetings are open to the public?	
(viii) Place where the minutes if open to the public are available?	

1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation  (ii) Telephone , fax and email ID	(Annex.-9)
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration  (ii) System of compensation as provided in its regulations	(Annex.-10)
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority  (ii) Address, telephone numbers and email ID of each designated official.	(Annex.-16)
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been  (i) Pending for Minor penalty or major penalty proceedings  (ii) Finalised for Minor penalty or major penalty proceedings	N I L
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes  (ii) Efforts to encourage public authority to participate in these programmes  (iii) Training of CPIO/APIO  (iv) Update & publish guidelines on RTI by the Public Authorities concerned	CPIO/APIO undergo Training by the Chd Admn from time to time.

7.13	Transfer policy and transfer orders [F No: 1/6/2011- IR dt. 15.4.2013]		NIL
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2. Budget and Programme

S. No.	Item	Details of disclosure	Particular
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(l)(b)(xi)]	<ul style="list-style-type: none"> <li>(i) Total Budget for the public authority</li> <li>(ii) Budget for each agency and plan &amp; Programmes</li> <li>(iii) Proposed expenditures</li> <li>(iv) Revised budget for each agency, if any</li> <li>(v) Report on disbursements made and place where the related reports are available</li> </ul>	(Annx.-11)
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	<ul style="list-style-type: none"> <li>(i) Budget</li> <li>(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. <ul style="list-style-type: none"> <li>a) Places visited</li> <li>b) The period of visit</li> <li>c) The number of members in the official delegation</li> <li>d) Expenditure on the visit</li> </ul> </li> <li>(iii) Information related to procurements <ul style="list-style-type: none"> <li>a) Notice/tender enquires, and corrigenda if any thereon,</li> <li>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</li> <li>c) The works contracts concluded – in any such combination of the above- and</li> <li>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</li> </ul> </li> </ul>	Not Applicable and thus being treated as NIL
2.3	Manner of execution of subsidy programme [Section 4(j)(b)(xii)]	<ul style="list-style-type: none"> <li>(i) Name of the programme of activity</li> <li>(ii) Objective of the programme</li> <li>(iii) Procedure to avail benefits</li> <li>(iv) Duration of the programme/ scheme</li> <li>(v) Physical and financial targets of the programme</li> </ul>	(Annx.-12)

		(vi) Nature/ scale of subsidy /amount allotted	NIL
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
		(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions  (ii) Annual accounts of all legal entities who are provided grants by public authorities	NIL
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority  (ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	N.A
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Upto 2021-22 (total No. of 12 CAG Para.

3. Publicity Band Public Interface

S. No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof  [Section 4(1)(b)(vii)]  [F No 1/6/2011-IR dt. 15.04.2013]	<p>Arrangement for consultations with or representation by the members of the public</p> <ul style="list-style-type: none"> <li>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</li> <li>(ii) Arrangements for consultation with or representation by <ul style="list-style-type: none"> <li>a) Members of the public in policy formulation/ policy implementation</li> <li>b) Day &amp; time allotted for visitors</li> <li>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</li> </ul> </li> </ul> <p>Public- private partnerships (PPP)</p> <ul style="list-style-type: none"> <li>(i) Details of Special Purpose Vehicle (SPV), if any</li> <li>(ii) Detailed project reports (DPRs)</li> <li>(iii) Concession agreements.</li> <li>(iv) Operation and maintenance manuals</li> <li>(v) Other documents generated as part of the implementation of the PPP</li> <li>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</li> <li>(vii) Information relating to outputs and outcomes</li> <li>(viii) The process of the selection of the private sector party (concessionaire etc.)</li> <li>(ix) All payment made under PPP project</li> </ul>	(Annx.-7)
3.2	Are the details of policies / decisions, which affect public, informed to them  [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <ul style="list-style-type: none"> <li>(i) Policy decisions/ legislations taken in the previous one year</li> <li>(ii) Outline the Public consultation process</li> <li>(iii) Outline arrangement for consultation before formulation of policy.</li> </ul>	Not Applicable

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	<a href="http://www.ccet.ac.in">www.ccet.ac.in</a>
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	N.A
3.5	Whether information manual/handbook available free of cost or not. [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	N.A

#### 4. Governance

S.No.	Item	Details of disclosure	Particular
4.1	Language in which Information Manual/Handbook Available [F.No. 1/6/2011-IR dt. 15.4.2013]	(i) English (ii) Vernacular/ Local Language	N.A
4.2	When was the information Manual/Handbook last updated? [F.No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	N.A
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	The information required by students is available on website and in college campus too:- <a href="http://www.ccet.ac.in">www.ccet.ac.in</a>

4.4	Particulars of facilities available to citizen for obtaining information [Section 4(l)(b)(xv)]	(i) Name & location of the facility	The college is offering services to the students both of offline and on line made. 9 a.m to 5 p.m Contact No. 9876731523
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	1.4 (V)
		(ii) Details of applications received under RTI and information provided	Total no. of 18 RTI received and all are disposed off in time limit
		(iii) List of completed schemes/ projects/ Programmes	N.A
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	
		(vii) Frequently Asked Question (FAQs)	
		(viii) Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the d) Performance against the benchmarks set in the Citizen's Charter	
		(i) Details of applications received and disposed	Total no. of 18 RTI received and all are disposed off in time limit.
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(ii) Details of appeals received and orders issued	No appeal during the Year-2021.
		Details of questions asked and replies given	No direct question received, however the information sought by the govt. are sent from time to time.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]		

**Information as may be prescribed**

S. No.	Item	Details of disclosure	Particulars
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016; F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	(1) Sh. Sunil Dutt Sharma, DOA- 04.11.2020 to present time. (2) Sh.Kulbhushan Choudhary DOA-13.08.2014 to 24.04.2017 (3) Sh. Hardeep Singh Rana, DOA- 24.04.2017 to 03.11.2020
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Yes audit has been carry out on 20.07.2022
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Sh. Jaspal Singh Contact No.9779876555 01-12-2020 Section Officer

	<p>(a) Dates from which constituted          (b) Name &amp; Designation of the officers</p>	
(v)	<p>Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted          (b) Name &amp; Designation of the Officers</p>	Nil

6.

**Information Disclosed on own Initiative**

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Website of Institute (www.ccet.ac.in)

**CHANDIGARH COLLEGE OF ENGINEERING & TECHNOLOGY (DEGREE WING), SECTOR - 26, CHANDIGARH.**

Sr. No.	Name of the Organization/Department/Board/Corporation/Institution			Function and duties (in brief)
1.	Chandigarh College of Engineering & Technology (Degree Wing), Sector - 26, Chandigarh.  Details of Courses:-			The function and duties of the institute are as given below:-  Chandigarh College of Engineering and Technology (CCET) Degree Wing, Chandigarh, a government institute under UT Administration, Chandigarh. CCET (Degree Wing), Chandigarh, is affiliated to Panjab University (PU), Sector 14, Chandigarh and approved by All India Council for Technical Education (AICTE), Ministry of HRD, Government of India, New Delhi.
Sr. N.O.	Name of Courses	Sanctioned Seats	Duration	
1.	Civil Engg.	60 + 3*+6**	Four Years	
2.	Mechanical engineering	60 + 3*+6**	Four Years	
3.	Computer Science Engineering	60 + 3*+6**	Four Years	
4.	Electronics & Communication Engineering	60 + 3*+6**	Four Years	

\* In addition to total sanctioned intake of 240 seats, 12 seats under category of Tuition Fee Waiver Scheme for Economically Weaker Section are available as Supernumerary seats

\*\* Additional 24 seats are reserved for Economically Weaker Section who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally Backward classes.

Head of Office,  
Chd. College of Engg. & Tech.,  
Chandigarh

**ANNEXURE-2**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (ix)  
OF THE RIGHT TO INFORMATION ACT, 2005**

(Directory of the officers and employees) Name of the Department/Board/Corporation/Institution/Office:  
**Chandigarh College of Engineering & Technology (Degree Wing), Sector-26, Chandigarh.**

Sr. No.	Name of the Officer/employee	Designation	Power & Duties
<b>Group-A (Regular)</b>			
1	Dr. Manpreet Singh	Principal	Principal and Head of Department.
2	Shri Sunil Dutt Sharma	A.C (F&A)	Head of Office and Drawing and Disbursing Officer
3	Dr. Jatinder Madan (Mech)	Professor	Professor and HOD. (Mechanical).
4	Dr. Rajesh Kumar (Civil)	Professor	Professor and HOD (Civil).
5	Dr. Sunil Kumar Singh (CSE)	Professor	Professor and HOD(CSE)
6.	Dr. Davinder Singh Saini	Professor	Professor and HOD(ECE)
7	Dr. Varun Gupta (CSE)	Professor	Professor and HOD(Applied Science)
8	Dr. Ram Bahadur Patel (CSE)	Professor	Teaching faculty.
9	Dr. Krishan Gopal Sharma (ECE)	Professor	Teaching faculty.
10	Dr. Bhaskar Gupta (ECE)	Professor	-do-
11	Dr. Anil Kumar (ECE)	Professor	-do-
12	Dr. Dheerendra Singh (CSE)	Professor	-do-
13	Dr. Aradhana Mehta (Civil)	Associate Prof.	-do-
14	Mr. Vinod Chauhan (Mech)	Assistant Prof.	-do-
15	Er. Mohd.Sakib Pervez Khan (Civil)	Assistant Prof.	-do-
16	Dr. Ashwani Kumar (Mech)	Assistant Prof.	-do-
17	Dr. Radhey Sham (Mech)	Assistant Prof.	-do-
18	Dr. Sunita (CSE)	Assistant Prof.	-do-
19	Dr. Sarabjeet Singh (CSE)	Assistant Prof.	-do- $\infty$
20	Dr. Ankit Gupta (CSE)	Assistant Prof.	-do-
21	Dr. Gulshan Goyal (CSE)	Assistant Prof.	-do-
22	Shri Sudhakar Kumar (CSE)	Assistant Prof.	-do-
23	Dr. SC Vettivel (Mech)	Assistant Prof.	-do-
24	Dr. Mukesh Kumar (Mech)	Assistant Prof.	-do-
25	Er. Anil Kumar (Civil)	Assistant Prof.	-do-
26	Er. Poonam (Civil)	Assistant Prof.	-do-
27	Dr. Amit Chhabra (CSE)	Assistant Prof.	-do-
28	Er. Karuna Sharma (Civil)	Assistant Prof.	-do-
29	Shri Animesh Singh (CSE)	Assistant Prof.	-do-
30	Er. Arfat Ahmed (Civil)	Assistant Prof.	-do-
31	Dr. Dinesh Sharma (ECE)	Assistant Prof.	-do-
32	Dr. Shilpa Jindal (ECE)	Assistant Prof.	-do-
33	Dr. Parvinder Kaur (ECE)	Assistant Prof.	-do-
34	Mr. Hardeep Saini (ECE)	Assistant Prof.	-do-
35	Dr. Anil Kumar Vaghmare (ECE)	Assistant Prof.	-do-
36	Mr. Irfan Ahmad Khan (ECE)	Assistant Prof.	-do-
37	Dr. Sarita Sharma (ECE)	Assistant Prof.	-do-
38.	<b>Group-B (Regular)</b>		
39.	Smt. Jaspal Singh	Section Officer.	Supervising Accounts and Establishment matters.

40	Shri Mange Ram	Sr. Asstt.	Cashier Maintain of Cash book with Supporting vouchers, Reconciliation with bank and Treasury, file of TDS  Return, Collect Fee from the Student and deposited in different Head, Demand Collection Register, Payment of fee to Punjab University, Chandigarh.
41	Shri Gurjinder Singh	Sr. Asstt.	Store Purchase and Maintained ally type of Purchase related Govt. Head of Accounts.
42	Smt. Lalita	Steno Typist	Attached with the DDO/Head of Office.
43	Miss Monika Thukral	Sr. Scale Stenographer	Attached with Principal.
44	Shri Vinay Gandhi	Clerk	Office work
45	Shri Puneet	Clerk	Maintain the Salary of Guards /Chowkidar/ Mali etc.
	Shri Ashish Kumar Kaundal	Clerk	Academic work related to <u>Computer Science</u> and ECC Branch
46	Shri Amarjeet Yadav	Clerk	Maintain the store and stock Register etc.
47	Shri Manish Kumar	Clerk	Academic work
48	(Contractual)		
49	Neha (App. Sci.)	Asstt. Prof.	Applied Science
50	Manveen Kaur (App. Sci.)	Asstt. Prof.	-do-
51	Nipun Sharma (Mech)	Asstt. Prof.	-do-
52	Parul Aggarwal (App. Sci.)	Asstt. Prof.	-do-
53	Rajiv Kumar (Mech)	Asstt. Prof.	-do-
	Shalini Wasan	Senior Librarian	Librarian
54	Madan Lal Kundan	W/s Consultant	Workshop Consultant
55	Jagdish Chand	Consultant	Deal in Academic Branch
56	Bishan Singh Bhatti	Consultant	Deal Accounts Branch
	Amit Kumar	Lab Tech.	To guide the all students relate to all Civil Engineering labs work
57	Birinder Singh	Lab Tech.	-do-
58	Gurpreet Singh	Lab Tech.	-do-
59	Harmeet Singh	Lab Tech.	To maintain the Hardwar and Networking of Institute to guide the all students relate to all Engineering Labs work -do-
60	Maninder Singh	Lab Tech.	-do-
61	Preet Karan Singh	Lab Tech.	-do-
62	Rajesh Kumar	Lab Tech.	-do-
63	Surinder Sharma	Lab Tech.	-do-
64	Vandana Sharma	Lab Tech.	-do-
65	Garima	Computer Asstt.	Prepare all types of Bills i.e. Contingency, Salary, Arrear, Student Fund bill etc. Maintain Budget files record; bill clerk as record. Prepared scholarship bills and maintain its record, Visit A.G. Office for reconciliation of bills and handle all type of work as Bill Clerk.
66	Mokesh Kumari	Lab Asstt.	To relates of all type of work in the Lab.
67	Romica	Lab Asstt.	-do-
68	Yuvraj	Lab Asstt.	-do-
69	Karamjit Kaur	Library Asstt.	Library work
70.	Malkeet Singh	W/s Asstt.	Workshop Work
71.	Manoj Kumar	W/s Asstt.	Workshop Work
72.	Sanjive	Driver	Use Office Car in official works

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (iii) OF  
THE RIGHT TO INFORMATION ACT, 2005

(The procedure followed in the decision-making process, including channels  
of supervision and accountability)

Name of the Department/Board/Corporation /Institution/Office:  
Chandigarh College of Engineering & Technology (Degree Wing), Sector 26, Chandigarh.

Sr. No.	Name /Type of work	Level at which the case is intimated. (Name of the Post)	Name of the post which deal with the case before the decision making authority.	Level at which decision is made (Name of the post)
1.	Office work	Dealing Assistant	Office Superintendent	Principal
2.	Hostel affairs	Supervisor	Hostel Warden	Principal
3.	Building Maintenance	O/I Building	O/I Building Committee constituted by Principal	Principal
4.	Cleanliness	O/I Sanitation	Committee constituted by Principal	Principal
5.	Security	O/I Watch & Ward	Committee constituted by Principal	Principal
6.	Students Extra Curricular Activities	Secretary Student Council	President Student Council	Principal
7.	Students Academic Activities	Tutor In charge	Head of the departments	Principal
8.	Training & Placement of Students	Placement Officer	Member of Placement Cell	Principal
9.	Bankization/Cashless	O/I CSE/Drawing & Disbursing Officer	O/I CSE/Drawing & Disbursing Officer	Principal
10	College Prospectus	O/I Prospectus	Committee constituted by Principal	Principal

Head of Office  
Chd. College of Engg. & Tech.,  
Chandigarh  
*[Signature]*

ANNEXURE-4

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (iv) OF  
THE RIGHT TO INFORMATION ACT, 2005

(The norms set for the discharge of its functions)

Name of the Department/Board/Corporation /Institution/Office:

Chandigarh College of Engineering & Technology (Degree Wing), Sector 26, Chandigarh.

Sr. No.	Item of Work	Norms set by the department (number of days taken for decision making)
1.	Training work	As per time schedule mentioned in the trades syllabus prescribed by Panjab University Chandigarh.
2.	Office work	As per general rules & Govt. instructions of DTE, U.T. Chandigarh from time to time & keeping in view of the urgency of the work
3.	Security	Immediate action.
4.	Cleanliness	Keeping in view of the urgency of the work.
5.	Hostel affairs	Keeping in view of the urgency of the matter.
6.	Building maintenance	Keeping in view of the urgency of the maintenance work.

Head of Office,  
Chd. College of Engg. & Tech.  
(Degree Wing) Chandigarh.

**ANNEXURE-5**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (v) OF THE RIGHT TO INFORMATION ACT, 2005**

(The rules, regulations, instructions, manuals and records, held by it or under control or used by employees for discharging functions)

Name of the Department/Board/Corporation /Institution/Office:

Chandigarh College of Engineering & Technology (Degree Wing), Sector 26, Chandigarh.

Sr. No.	Name of the Act	Name of the Rules	Name of the Manuals	Instructions (Write circular No. /date	Any other Record/ Documents
1.	---	Condition of service of UT Chd. Employees Rules 1992	Central Civil Services Rules applicable from (1 <sup>st</sup> April 2022).	Instructions issued by Chd. Admn. from time to time	N.A.
2.	---	Gen. rules & regulations for the students	Prospectus for the session 2019-2020	Approved Prospectus containing instructions issued by Chandigarh Administration from time to time.	N.A.

  
Head of Office,  
Chd. College of Engg. & Tech.  
(Degree Wing) Chandigarh. 

ANNEXURE-6

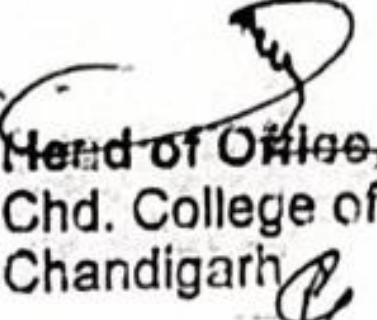
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1)  
(b) (vi) OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the categories of documents that are held or under control)

Name of the Department/Board/Corporation /Institution/Office:

Chandigarh College of Engineering & Technology (Degree Wing), Sector 26, Chandigarh.

Sr.No.	Category of documents
1.	Annual Confidential Reports of the staff
2.	Annual Property Return of the staff

  
Head of Office,  
Chd. College of Engg. & Tech.,  
Chandigarh  
*C*

ANNEXURE-7

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b) (vii) OF  
THE RIGHT TO INFORMATION ACT, 2005

(The Particulars of any arrangement that exists for consultation with, or representation by the members  
of the public in relation to the formulation of policy or implementation thereof.)

Name of the Department/Board/Corporation /Institution/Office:  
Chandigarh College of Engineering & Technology (Degree Wing), Sector-26, Chandigarh

Sr. NO.	Details/Type of arrangements made
1.	Suggestion Box at the check post of main gate.

Head of Office  
Chd. College of Engg. & Tech.  
Chandigarh

ANNEXURE-8

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (viii) OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the boards, councils, committees and other bodies.)

Name of the Department/Board/Corporation /Institution/Office:

Chandigarh College of Engineering & Technology (Degree Wing), Sector-26, Chandigarh

Sr. NO.	Name of The Board (S)	Name of the council (S)	Name of the Committee (S)	Name of the bodies (S) constituted by the Deptt.	Whether meetings of these bodies are open to the public (yes/No)	Whether the minutes of such meetings are accessible for public. (yes/No)
1.	---	Student Council	(i) Mess and Canteen committee (ii) Cultural & sports committee (iii) Sexual Harassment Committee (iv) Sports Committee (v) Discipline Committee (vi) NCC (vii) NSS (viii) Cultural Activities	----	No	No

Head of Office,  
Chd. College of Engg. & Tech  
Chandigarh

**EXPLANATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (ix)**  
**OF THE RIGHT TO INFORMATION ACT, 2005**

(Directory of the officers and employees) Name of the Department/Board/Corporation/Institution/Office:  
Chandigarh College of Engineering & Technology (Degree Wing), Sector-26, Chandigarh.

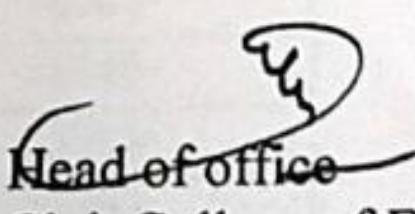
Sr. No.	Name of the Officer/employee	Designation	Power & Duties
1	Group-A (Regular)		
2	Dr. Manpreet Singh	Principal	Principal and Head of Department.
3	Shri Sunil Dutt Sharma	A.C (F&A)	Head of Office and Drawing and Disbursing Officer
4	Dr. Jatinder Madan (Mech)	Professor	Professor and HOD. (Mechanical).
5	Dr. Rajesh Kumar (Civil)	Professor	Professor and HOD (Civil).
6.	Dr. Sunil Kumar Singh (CSE)	Professor	Professor and HOD(CSE)
7	Dr. Davinder Singh Saini	Professor	Professor and HOD(ECE)
8	Dr. Varun Gupta (CSE)	Professor	Professor and HOD(Applied Science)
9	Dr. Ram Bahadur Patel (CSE)	Professor	Teaching faculty.
10	Dr. Krishan Gopal Sharma (ECE)	Professor	Teaching faculty.
11	Dr. Bhaskar Gupta (ECE)	Professor	-do-
12	Dr. Anil Kumar (ECE)	Professor	-do-
13	Dr. Dheerendra Singh (CSE)	Professor	-do-
14	Dr. Aradhana Mehta (Civil)	Associate Prof.	-do-
15	Mr. Vinod Chauhan (Mech)	Assistant Prof.	-do-
16	Er. Mohd.Sakib Pervez Khan (Civil)	Assistant Prof.	-do-
17	Dr. Ashwani Kumar (Mech)	Assistant Prof.	-do-
18	Dr. Radhey Sham (Mech)	Assistant Prof.	-do-
19	Dr. Sunita (CSE)	Assistant Prof.	-do-
20	Dr. Sarabjeet Singh (CSE)	Assistant Prof.	-do-
21	Dr. Ankit Gupta (CSE)	Assistant Prof.	-do-
22	Dr. Gulshan Goyal (CSE)	Assistant Prof.	-do-
23	Shri Sudhakar Kumar (CSE)	Assistant Prof.	-do-
24	Dr. SC Vettivel (Mech)	Assistant Prof.	-do-
25	Dr. Mukesh Kumar (Mech)	Assistant Prof.	-do-
26	Er. Anil Kumar (Civil)	Assistant Prof.	-do-
27	Er. Poonam (Civil)	Assistant Prof.	-do-
28	Dr. Amit Chhabra (CSE)	Assistant Prof.	-do-
29	Er. Karuna Sharma (Civil)	Assistant Prof.	-do-
30	Shri Animesh Singh (CSE)	Assistant Prof.	-do-
31	Er. Arfat Ahmed (Civil)	Assistant Prof.	-do-
32	Dr. Dinesh Sharma (ECE)	Assistant Prof.	-do-
33	Dr. Shilpa Jindal (ECE)	Assistant Prof.	-do-
34	Dr. Parvinder Kaur (ECE)	Assistant Prof.	-do-
35	Mr. Hardeep Saini (ECE)	Assistant Prof.	-do-
36	Dr. Anil Kumar Vaghmare (ECE)	Assistant Prof.	-do-
37	Mr. Irfan Ahmad Khan (ECE)	Assistant Prof.	-do-
38.	Dr. Sarita Sharma (ECE)	Assistant Prof.	-do-
39.	Group-B (Regular)		
	Smt. Jaspal Singh	Section Officer.	Supervising Accounts and Establishment matters.

**EXPLANATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (ix) OF  
THE RIGHT TO INFORMATION ACT, 2005**

(Directory of the officers and employees) Name of the Department/Board/Corporation/Institution/Office:  
**Chandigarh College of Engineering & Technology (Degree Wing), Sector-26, Chandigarh.**

Sr. No.	Name of the officer/employee	Designation	Contact No.	Mobile No.
	Group-A (Regular)			
1	Manpreet Singh	Principal	0172-2750872	9465447787
2	Sunil Dutt Sharma	AC(F&A)	0172-2750872	9855010831
3	Jatinder Madan (Mech)	Professor	0172-2750872	9041291970
4	Rajesh Kumar (Civil)	Professor	0172-2750872	9478548248
5	Davinder Singh Saini (ECE)	Professor	0172-2750872	8146730369
6	Ram Bahadur Patel (CSE)	Professor	0172-2750872	9414403565
7	Sunil Kumar Singh (CSE)	Professor	0172-2750872	9818182457
8	Varun Gupta (CSE)	Professor	0172-2750872	9646047091
9	Krishan Gopal Sharma (ECE)	Professor	0172-2750872	9855908643
10	Bhaskar Gupta (ECE)	Professor	0172-2750872	9416234853
11	Anil Kumar (ECE)	Professor	0172-2750872	9876439071
12	Dheerendra Singh (CSE)	Associate Prof.	0172-2750872	8054977561
13	Aradhana Mehta (Civil)	Assistant Prof.	0172-2750872	9466736896
14	Vinod Chauhan (Mech)	Assistant Prof.	0172-2750872	7839452836
15	Mohd. Sakib Pervez Khan (Civi	Assistant Prof.	0172-2750872	98728823250
16	Ashwani Kumar (Mech)	Assistant Prof.	0172-2750872	9888040982
17	Radhey Sham (Mech)	Assistant Prof.	0172-2750872	9041059379
18	Sunita (CSE)	Assistant Prof.	0172-2750872	9463739413
19	Sarabjeet Singh (CSE)	Assistant Prof.	0172-2750872	9412314479
20	Ankit Gupta (CSE)	Assistant Prof.	0172-2750872	9417506206
21	Gulshan Goyal (CSE)	Assistant Prof.	0172-2750872	8434518635
22	Sudhakar Kumar (CSE)	Assistant Prof.	0172-2750872	9865822376
23	SC Vettive (Mech)	Assistant Prof.	0172-2750872	9478420561
24	Mukesh Kumar (Mech)	Assistant Prof.	0172-2750872	9816290720
25	Anil Kumar (Civil)	Assistant Prof.	0172-2750872	8968399719
26	Poonam (Civil)	Assistant Prof.	0172-2750872	9888628250
27	Amit Chhabra (CSE)	Assistant Prof.	0172-2750872	8283833589
28	Karuna Sharma (Civil)	Assistant Prof.	0172-2750872	9584035345
29	Animesh Singh (CSE)	Assistant Prof.	0172-2750872	8860736206
30	Arfat Ahmed (Civil)	Assistant Prof.	0172-2750872	9671721850
31	Dinesh Sharma (ECE)	Assistant Prof.	0172-2750872	9463328881
32	Shilpa Jindal (ECE)	Assistant Prof.	0172-2750872	8295688911
33	Parvinder Kaur (ECE)	Assistant Prof.	0172-2750872	9914611106
34	Hardeep Saini (ECE)	Assistant Prof.	0172-2750872	9849079734
35	Anil Kumar Vaghmare (ECE)	Assistant Prof.	0172-2750872	9412810272
36	Irfan Ahmad Khan (ECE)	Assistant Prof.	0172-2750872	9988292611
37	Sarita Sharma (ECE)	Assistant Prof.	0172-2750872	9779876555
	<b>Group-B (Regular)</b>			
38	Jaspal Singh	S.O.	0172-2750872	
	<b>Group-C (Regular)</b>			
39	Mange Kam	Sr.Asstt.	0172-2750872	9023293001
40	Gurjinder Singh	Sr.Asstt.	0172-2750872	9592911500
41	Lalita	Steno Typist	0172-2750872	9814364343
42	Monika Thukral	Steno Typist	0172-2750872	9876731523
43	Pawan Kumar	Clerk	0172-2750872	9991187130
44	Puneet	Clerk	0172-2750872	8146167661
45	Ashish Kumar Kaundal	Clerk	0172-2750872	7018043200
46	Amarjeet Yadav	Clerk	0172-2750872	9888469646
47	Manish Kumar	Clerk	0172-2750872	7888766535

Group A (Contractual)			
49	Neha (App. Sci.)	Asstt. Prof.	0172- 2750872
50	Manveen Kaur (App. Sci.)	Asstt. Prof.	0172- 2750872
51	Nipun Sharma (Mech)	Asstt. Prof.	0172- 2750872
52	Parul Aggarwal (App. Sci.)	Asstt. Prof.	0172- 2750872
53	Rajiv Kumar (Mech)	Asstt. Prof.	0172- 2750872
54	Shalini Wasan	Senior Librarian	0172- 2750872
Group B (Contractual)			
55	Jagdish Chand	Consultant	0172- 2750872
Group C (Contractual)			
56	Amit Kumar	Lab Tech.	0172- 2750872
57	Birinder Singh	Lab Tech.	0172- 2750872
58	Gurpreet Singh	Lab Tech.	0172- 2750872
59	Harmeet Singh	Lab Tech.	0172- 2750872
60	Maninder Singh	Lab Tech.	0172- 2750872
61	Preet Karan Singh	Lab Tech.	0172- 2750872
62	Rajesh Kumar	Lab Tech.	0172- 2750872
63	Surinder Sharma	Lab Tech.	0172- 2750872
64	Vandana Sharma	Lab Tech.	0172- 2750872
65	Garima	Computer Asstt.	0172- 2750872
66	Mokesh Kumari	Lab Asstt.	0172- 2750872
67	Romica	Lab Asstt.	0172- 2750872
68	Yuvraj	Lab Asstt.	0172- 2750872
69	Karamjit Kaur	Library Asstt.	0172- 2750872
70	Sanjive	Driver	0172- 2750872
71	Malkeet Singh	Workshop Asstt.	0172- 2750872
72	Manoj Kumar	Workshop Asstt.	0172- 2750872

  
 Head of office  
 Chd. College of Engg. & Tech.  
 (Degree Wing) Chandigarh.

## ANNEXURE-10

S.No.	Name of the Official	Designation	Salary for the month of March '22
<b>Group-A (Regular)</b>			
1.	Manpreet Singh	Principal	282894
2.	Sunil Dutt Sharma	A.C. (F&A)	141521
3.	Jatinder Madan (Mech)	Prof.	233634
4.	Rajesh Kumar (Civil)	Prof.	226822
5.	Davinder Singh Saini (ECE)	Prof.	213853
6.	Ram Bahadur Patel (CSE)	Prof.	233634
7.	Sunil Kumar Singh (CSE)	Prof.	262018
8.	Varun Gupta (CSE)	Prof.	239821
9.	Krishan Gopal Sharma (ECE)	Prof.	239821
10.	Bhaskar Gupta (ECE)	Prof.	239821
11.	Dheerendra Singh (CSE)	Prof.	239821
12.	Anil Kumar (ECE)	Prof.	239821
13.	Aradhana Mehta (Civil)	Assoc. Prof.	218653
14.	Vinod Chauhan (Mech)	Asstt. Prof.	108550
15.	Mohd. Sakib Pervez Khan (Civil)	Asstt. Prof.	108550
16.	Ashwanj Kumar (Mech)	Asstt. Prof.	118178
17.	Radhey Sham (Mech)	Asstt. Prof.	118178
18.	Sunita (CSE)	Asstt. Prof.	108550
19.	Sarabjeet Singh (CSE)	Asstt. Prof.	108550
20.	Ankit Gupta (CSE)	Asstt. Prof.	108550
21.	Gulshan Goyal (CSE)	Asstt. Prof.	108550
22.	Sudhakar Kumar (CSE)	Asstt. Prof.	97870
23.	SC Vettivel (Mech)	Asstt. Prof.	105778
24.	Mukesh Kumar (Mech)	Asstt. Prof.	96870
25.	Anil Kumar (Civil)	Asstt. Prof.	108550
26.	Poonam (Civil)	Asstt. Prof.	108430
27.	Amit Chhabra (CSE)	Asstt. Prof.	105463
28.	Karuna Sharma (Civil)	Asstt. Prof.	105463
29.	Animesh Singh (CSE)	Asstt. Prof.	105463
30.	Arfat Ahmed (Civil)	Asstt. Prof.	108922
31.	Dinesh Sharma (ECE)	Asstt. Prof.	111784
32.	Shilpa Jindal (ECE)	Asstt. Prof.	99752
33.	Parvinder Kaur (ECE)	Asstt. Prof.	111784
34.	Hardeep Saini (ECE)	Asstt. Prof.	102376
35.	Anil Kumar Vaghmare (ECE)	Asstt. Prof.	91368
36.	Irfan Ahmad Khan (ECE)	Asstt. Prof.	102376
37.	Sarita Sharma (ECE)	Asstt. Prof.	99436
<b>Group-B (Regular)</b>			
38.	Jaspal Singh	S.O.	99966
39.	Mange Ram	Sr. Asstt.	70898
40.	Gurjinder Singh	Sr. Asstt.	79186
41.	Monika Thukral	Sr. Scale Stenographer	70498
<b>Group-C (Regular)</b>			
42.	Lalita Sharma	Steno-Typist	47400
43.	Vinay Gandhi	Clerk	54431
44.	Puneet	Clerk	56048
45.	Ashish Kumar Kaundal	Clerk	56048
46.	Amarjeet Yadav	Clerk	56048
47.	Manish Kumar	Clerk	23393
48.	Davinder Kumar	Clerk	23393
49.	Neha Rani	Clerk	23393

S.No.	Name of the Official	Designation	Salary for the month of March '22
<b>Group-A (Contractual)</b>			
1.	Neha (App. Sci.)	Asstt. Prof.	75587
2.	Manveen Kaur (App. Sci.)	Asstt. Prof.	75587
3.	Nipun Sharma (Mech)	Asstt. Prof.	75587
4.	Parul Aggarwal (App. Sci.)	Asstt. Prof.	75587
5.	Rajiv Kumar (Mech)	Asstt. Prof.	75587

6.	Shalini Wason <b>Group-B (Contractual)</b>	Sr. Librarian	75587
7.	Jagdish Chand <b>Group-C (Contractual)</b>	Consultant	40377
8.	Garima	Computer Asstt.	23118
9.	Sanjive	Driver	29245
10.	Mokesh Kumari	Lab Asstt.	23118
11.	Romica	Lab Asstt.	23118
12.	Yuvraj	Lab Asstt.	23118
13.	Amit Kumar	Lab Tech.	42713
14.	Birinder Singh	Lab Tech.	42713
15.	Gurpreet Singh	Lab Tech.	42713
16.	Harmeet Singh	Lab Tech.	42713
17.	Maninder Singh	Lab Tech.	42713
18.	Preet Karan Singh	Lab Tech.	42713
19.	Rajesh Kumar	Lab Tech.	42713
20.	Surinder Sharma	Lab Tech.	42713
21.	Vandana Sharma	Lab Tech.	42713
22.	Malkeet Singh	Workshop Asstt.	23118
23.	Manoj Kumar	Workshop Asstt.	23118
	<b>Group-D(Contractual)</b>		
24.	Karamjit Kaur	Library Asstt.	18352

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (xi)  
 OF THE RIGHT TO INFORMATION ACT, 2005.

(Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made) Detailed Headwise BE 2021-2022.

Name of the Department/Board/Corporation/Institution/Office

Chandigarh College of Engineering & Technology (Degree Wing), Sector-26, Chandigarh.

Sr.no	Head/Item of the Budget	Budget Estimate (In Thousand)	Total Expenditure
<b>DDO Code 356</b>			
1.	2203- Technical Education		
	112 - Engineering/Technical College and Institutes		
	01 - Central Polytechnic/Chandigarh		
	College of Engg. & Tech.		
	01-00-01 Salaries	76000	
	83-00-02 Wages	17100	
	83-00-06 Medical Treatment	50	
	83-00-11 Domestic Travel Expenses	50	
	83-00-13 Office Expenses	2000	
	83-00-21 Supp. & Material	2000	
	83-00-50 Scholarships/Stipends	4000	
	83-00-50 Other Charges	200	
	83-Engineering Degree Wing	101400	
	Total : 2203	101400	
	4202 - Capital Outlay on Education, Sports, Arts & Culture		
	02 - Technical Education		
	104 - Polytechnic		
	06 - Engineering Degree Wing		
	06-00-52 Machinery & Equipment	4000	
	06-00-53 Major Works	130500	
	Total : 06 - Engineering Degree Wing	134500	
	Total : 4202	134500	
	Total : 305- CCET- DEGREE WING	235900	

The budget received for FY- 2021-22 was spent in total.

  
Head of Office,  
 Chd. College of Engg. & Tech.  
 (Degree Wing) Chandigarh.

**RIGHT TO INFORMATION ACT, 2005.**

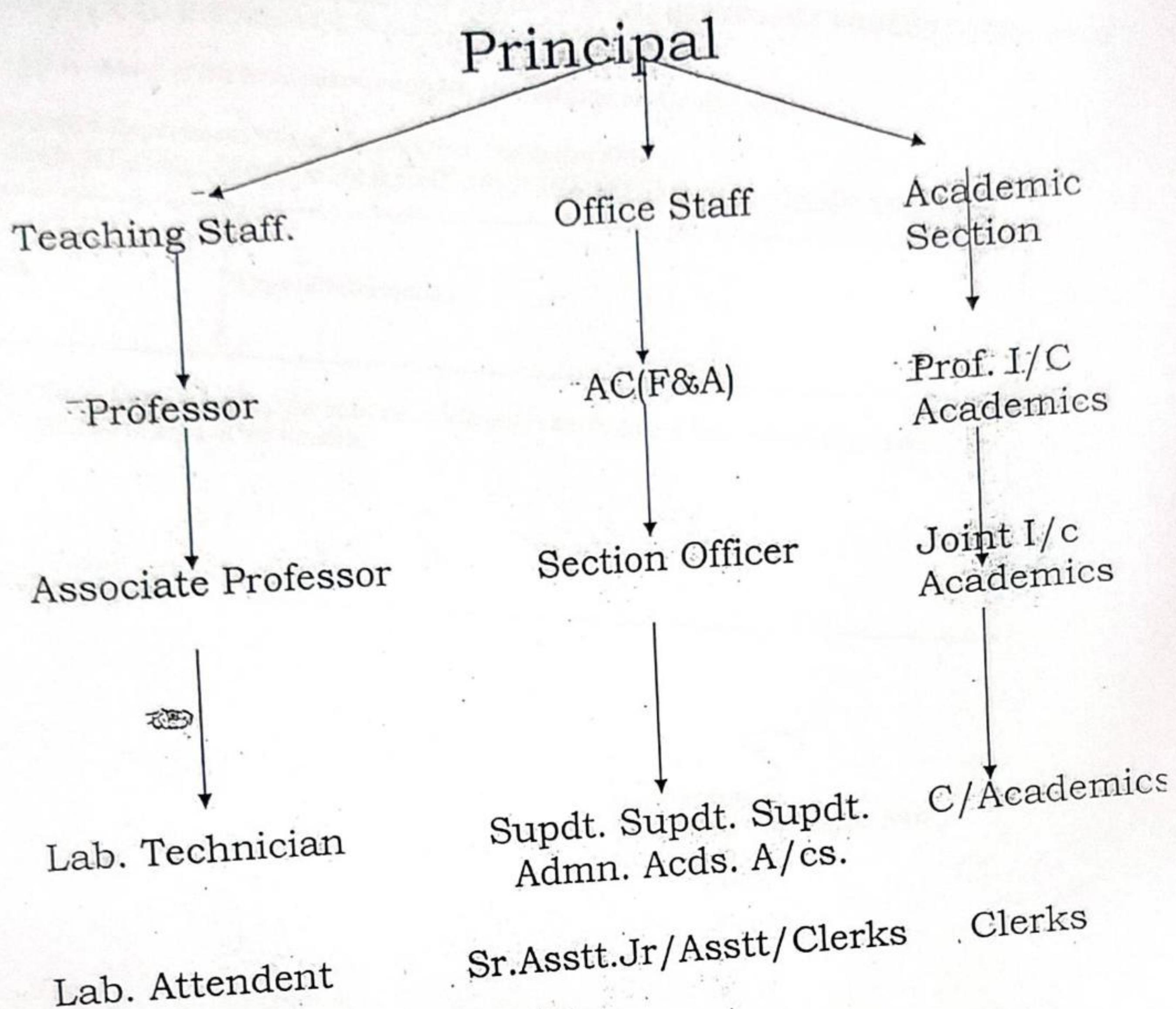
(The manner of execution of subsidy Programmes, including the amounts allocated and the details of beneficiaries of such Programmes)

Name of the Department/Board/Corporation/Institution/Office:  
Chandigarh College of Engineering & Technology (Degree Wing), Sector-26, Chandigarh

Sr.N o.	Scheme under Subsidy given.	Manner of execution of subsidy programme.	Amount Allocated (Rs.).	Details of beneficiaries.
		Not applicable		

*Hand of Office,  
Chd. College of Engg. & Tech.  
Chandigarh*

Organization Chart



Head of office  
CCET, Degree wing,  
Sector-26,  
Chandigarh

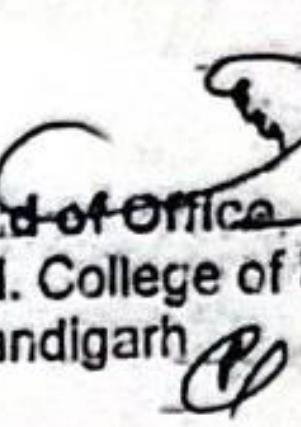
ANNEXURE-14

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (I) (B) (XIV) OF  
THE RIGHT TO INFORMATION ACT, 2005

(Details in respect of the information, available, reduced in an electronic form)

Name of the Department/Board/Corporation /Institution/Office:  
Chandigarh College of Engineering & Technology (Degree Wing), Sector-26, Chandigarh

Sr. No.	Type of Information
All the information concerning the institute as reduced in an electronic form is available on the Website <a href="http://www.ccet.ac.in">www.ccet.ac.in</a> of the institute.	

  
Head of Office  
Chd. College of Engg. & Tech.  
Chandigarh

ANNEXURE-15

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(xy) OF THE RIGHT TO INFORMATION ACT, 2005

(Particulars of facilities available to citizens for obtaining information)

Name of the Department/Board/Corporation /Institution/Office:  
Chandigarh College of Engineering & Technology (Degree Wing), Sector-26, Chandigarh

Sr.No	Facilities available	Remarks (No. of days in a week/Timing etc.)
1.	Telephone (No. 0172-2750872 & 2750943	During office hours on any working days.
2.	Personal visit	During office hours on any working days.

*Head of Office  
Chd. College of Engg. & Tech.  
Chandigarh*

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**ANNEXURE-16**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b)  
(xvi) OF THE RIGHT TO INFORMATION ACT, 2005.**

**(Name, designations and other particulars of the Public Information officers)**

**Name of the Department/Board/Corporation /Institution/Office:**

**Chandigarh College of Engineering & Technology (Degree Wing), Sector-26, Chandigarh.**

Sr.No	Name of the person	Designation	Telephone/ Contact No.
01	Dr. M.S Gujral (Appellate Authority)	Principal-cum-Head of Deptt.	0172-2750943/9465447787
02	Sh. Sunil Dutt Sharma (CPIO)	DDO-cum-Head of Office	0172-2750943/98530-10831
03	Sh. Jaspal Singh (A-CPIO)	SO-cum-ACPIO	0172-2750943/9779876555

**Head of Office  
Chd. College of Engg. & Tech.  
(Degree Wing) Chandigarh.**

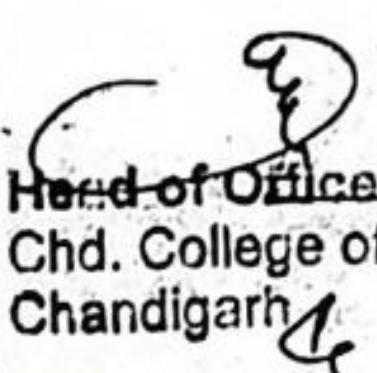
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(iii) OF  
THE RIGHT TO INFORMATION ACT, 2005

(The publication published every year)

Name of the Department/Board/Corporation/Institution/Office:

Chandigarh College of Engineering & Technology (Degree Wing), Sector 26, Chandigarh.

Sr. No.	Name /Type of work	Level at which the case is intimated. (Name of the Post)	Name of the post which deal with the case before the decision making authority.	Level at which decision is made (Name of the post)
1.	College Prospectus	O/I Prospectus	Committee constituted by Principal	Principal

  
Head of Office,  
Chd. College of Engg. & Tech.  
Chandigarh