

A FRAMEWORK FOR TRANSPARENCY AUDIT

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- organization 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. Organization and Function

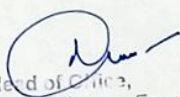
S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	(Annex.-1 & 13) O/o the Principal Chd. College of Engg. & Tech. (Degree Wing), Sec-26, Chandigarh and website:- www.ccet.ac.in
		(ii) Head of the organization	
		(iii) Vision, Mission and Key objectives	
		(iv) Function and duties	
		(v) Organization Chart	
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)	(Annex.-2)
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	
		(iv) Exercised	
		(v) Work allocation	

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1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	Decision making is done through official procedure of Chandigarh College of Engg. & Tech., Sec-26, Chandigarh
		(ii) Final decision making authority	Principal, Chandigarh College of Engg. & Tech.
		(iii) Related provisions, acts, rules etc.	(Annx-5)
		(iv) Time limit for taking a decisions, if any	As per relevant subject matter
		(v) Channel of supervision and accountability	(Annx-13)
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	(Annx-4)
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	Grievance as and when noticed is same addressed by the concerned deptt./committee
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	(Annx-5)
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Transfer of Ministerial staff are made by personnel deptt. Of Chandigarh Administration
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	(Annx-6)
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	(Annx-8)
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(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	(Annx-9)
		(ii) Telephone , fax and email ID	

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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	(Annex.10)
		(ii) System of compensation as provided in its regulations	
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	(Annex-16)
		(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	<p>No. of employees against whom disciplinary action has been</p> <p>(i) Pending for Minor penalty or major penalty proceedings</p> <p>(ii) Finalised for Minor penalty or major penalty proceedings</p>	NIL
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	CPIO/APIO undergo Training by the Chd. Admn. From time to time.
		(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	

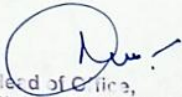

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2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	(Annx.-11)
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours during 2023-24	(i) Budget	Not applicable and thus being treated as NIL
		(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. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	(Annx.-12)
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	

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		(vii) Eligibility criteria for grant of subsidy	NIL
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NIL
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
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	N.A.
		(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	
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	Financial Year 2023-24 is under process


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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)]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	(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> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy.</p>	Not Applicable

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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)	www.ccet.ac.in
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.

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4. E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English (ii) Vernacular/ Local Language	N.A.
4.2	When was the information Manual/Handbook last updated?	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:- www.ccet.ac.in
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	The college is offering services to the students both of offline and on line made. 9:30 a.m. to 5:30 p.m Name- Akhil Kumar Designation- AC(F&A) Contact no.- 01722750872
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/ projects/ Programmes (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)	Grievance as and when noticed same is addressed by the concerned Deptt./Committee Total no. of 20 RTI received in the financial year 2023-24 N.A.

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		(viii) Any other information such as a) Citizen's Charter	N.A.
		c) Six monthly reports loaded on the website or not	
		d) Performance against the benchmarks set in the Citizen's Charter	N.A.
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	Total no. of 20 RTI are received and all are disposed off in the time limit during financial year 2023-24
		(ii) Details of appeals received and orders issued	2 appeal during financial year 2023-24
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	No direct question received, however the information sought by the govt. are sent from time to time

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5. Information as may be prescribed

S. No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	Current FAA- Dr. Manpreet Singh, Principal CPIO- Sh. Akhil Kumar, AC(F&A) DOA- 15.05.2023 to present time
		(ii)	Details of third party audit of voluntary disclosure	Yes audit has been carry out on 22.11.2024.
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	N.A.
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	N.A.
			(a) Dates from which constituted (b) Name & Designation of the officers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	NIL
			(a) Dates from which constituted (b) Name & Designation of the Officers	

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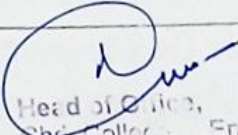
6. Information Disclosed on own Initiative

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 Institution (www.ccet.ac.in)


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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.	<p>Chandigarh College of Engineering & Technology (Degree Wing), Sector - 26, Chandigarh.</p> <p>Details of Courses:-</p> <table><tr><th>Sr. No.</th><th>Name of Courses</th><th>Sanctioned Seats</th><th>Duration</th></tr><tr><td>1.</td><td>Civil Engg.</td><td>60 + 3*</td><td>Four Years</td></tr><tr><td>2.</td><td>Mechanical engineering</td><td>60 + 3*</td><td>Four Years</td></tr><tr><td>3.</td><td>Computer Science Engineering</td><td>60 + 3*</td><td>Four Years</td></tr><tr><td>4.</td><td>Electronics & Communication Engineering</td><td>60 + 3*</td><td>Four Years</td></tr></table> <p>* 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</p>	Sr. No.	Name of Courses	Sanctioned Seats	Duration	1.	Civil Engg.	60 + 3*	Four Years	2.	Mechanical engineering	60 + 3*	Four Years	3.	Computer Science Engineering	60 + 3*	Four Years	4.	Electronics & Communication Engineering	60 + 3*	Four Years	<p>The function and duties of the institute are as given below:-</p> <p>Chandigarh College of Engineering and Technology (CCET) Degree Wing, Chandigarh, a government institute under UT Administration, Chandigarh. CCET (Degree Wing) has the reputation of being one of the premier engineering college for imparting quality education in Engineering & Technology. 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.</p>
Sr. No.	Name of Courses	Sanctioned Seats	Duration																			
1.	Civil Engg.	60 + 3*	Four Years																			
2.	Mechanical engineering	60 + 3*	Four Years																			
3.	Computer Science Engineering	60 + 3*	Four Years																			
4.	Electronics & Communication Engineering	60 + 3*	Four Years																			


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**LIST OF REGULAR STAFF WORKING IN THE CHANDIGARH COLLEGE OF ENGG. & TECH.
(DEGREE WING), SECTOR 26, CHANDIGARH**

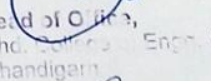
Sr. No.	Name of Employees	Designation	Mobile/ Phone No.	Power & Duties
1	Dr. Manpreet Singh	Principal	9465447787	Principal and Head of Department
2	Dr. Jatinder Madan,	Professor, (Mech. Engg)	9041291970	Professor & HOD (Mechanical)
3	Dr. Rajesh Kumar	Professor, (Civil)	9478548248	Professor & HOD (Civil)
4	Dr. Sunil Kr. Singh,	Professor (CSE)	9818182457	Professor & HOD (CSE)
5	Dr. Davinder Singh Saini,	Professor, (ECE)	8146730369	Professor & HOD (ECE)
6	Dr. Varun Gupta,	Professor, (CSE)	9646047091	Professor (CSE) & HOD (Apl. Sci.)
7	Dr. Ram Bahadur Patel	Professor (CSE)	9416932840	Teaching Faculty
8	Dr. KrishnaGopal Sharma,	Professor, (ECE)	9414403565	Teaching Faculty
9	Dr. Anil Kumar,	Professor, (ECE)	9416234853	Teaching Faculty
10	Dr. Bhasker Gupta,	Professor, (ECE)	9855908643	Teaching Faculty
11	Dr. Dheerendra Singh,	Professor, (CSE)	9876439071	Teaching Faculty
12	Dr. Aradhana Mehta	Associate Professor (Civil)	8054977561	Teaching Faculty
13	Mr. Vinod Chauhan,	Assistant Professor, (Mech.Engg)	9466736896	Teaching Faculty
14	Mohd. Sakib Perwez Khan,	Assistant Professor, (Civil)	7839452836	Teaching Faculty
15	Dr. Ashwani Kumar,	Assistant Professor, (Mech.Engg)	98728823250	Teaching Faculty
16	Dr. Radhey Sham,	Assistant Professor, (Mech.Engg)	9888040982	Teaching Faculty
17	Mr. Mukesh Kumar,	Assistant Professor, (Mech.Engg)	9478420561	Teaching Faculty
18	Mr. S.C Vettival,	Assistant Professor, (Mech.Engg)	9865822376	Teaching Faculty
19	Dr. Parvinder Kaur	Assistant Professor, (ECE)	8295688911	Teaching Faculty
20	Dr. Shilpa Jindal	Assistant Professor, (ECE)	9463328881	Teaching Faculty
21	Mr. Dinesh Sharma	Assistant Professor, (ECE)	9671721850	Teaching Faculty
22	Mr. Irfan Ahmad	Assistant Professor, (ECE)	7835847022	Teaching Faculty
23	Dr. Sarita Sharma	Assistant Professor, (ECE)	9988292611	Teaching Faculty
24	Mr. Hardeep Saini	Assistant Professor, (ECE)	9914611106	Teaching Faculty
25	Dr. Anil Kumar Waghmare	Assistant Professor, (ECE)	9849079734	Teaching Faculty
26	Mrs. Poonam	Assistant Professor (Civil)	8968399719	Teaching Faculty
27	Mr. Anil Kumar	Assistant Professor (Civil)	9816290720	Teaching Faculty
28	Mrs. Karuna Sharma	Assistant Professor (Civil)	8283833589	Teaching Faculty
29	Mr. Arfat Ahmed	Assistant Professor, (Civil)	8860736206	Teaching Faculty
30	Dr. Gulshan Goyal,	Assistant Professor, (CSE)	9417506206	Teaching Faculty
31	Mrs. Sunita,	Assistant Professor, (CSE)	9041059379	Teaching Faculty
32	Mr. Ankit Gupta,	Assistant Professor, (CSE)	9412314479	Teaching Faculty
33	Dr. Sarabjeet Singh,	Assistant Professor, (CSE)	9463739413	Teaching Faculty
34	Sh. Amit Chhabra,	Assistant Professor, (CSE)	988862825	Teaching Faculty
35	Mr. Animesh Singh	Assistant Professor, (CSE)	9584035345	Teaching Faculty
36	Mr. Sudhakar Kumar	Assistant Professor, (CSE)	8434518635	Teaching Faculty
37	Mr. Akhil Kumar	AC (F&A)	9888698526	Head of Office and Drawing and Disbursing Officer
38	Mr. Rakesh Kumar	S.O	9463433439	Supervision of office

39	Mr. Gurjinder Singh	Senior Assistant	9592911500	Store Purchase, OS (Admn.) & (Academics)
40	Mr. Mange Ram	Senior Assistant	9023293001	Cashier, maintaining of Cash book with supporting vouchers, Reconciliation with bank and Treasury, file of TDS, Audit work
41	Ms. Lalita	Steno-typist	9814364343	Attached with Principal
42	Mr. Harshwinder Singh	Clerk	8872112220	Establishment I & II, Creation/Revival of posts, RRs, CAS & Misc work.
43	Mr. Vikas Dahiya	Clerk	7988245795	Accademic Section
44	Mr. Shyam Sunder	Clerk	8427356899	Maintain file related to Establishment (Group A) & Misc.
45	Mr. Mohit Kumar	Clerk	7973485842	Election duty
46	Mr. Davinder Singh	Clerk	9050185049	Maintain the Salary of Guards, Chowkidaar, MTS outsource staff and Student Welfare related files.
47	Sh. Pawan Kumar	Clerk	9991187130	RTI Clerk, Maintain file related to Estate.
48	Smt. Neha Rani	clerk	7009766740	Bill Clerk

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LIST OF CONTRACTUAL STAFF WORKING IN THE CHANDIGARH COLLEGE OF ENGG. & TECH. (DEGREE WING), SECTOR 26, CHANDIGARH

Sr. No.	Name of the Official/Officer	Power and duties	Contact No.
1	Dr. Parul Aggarwal, Assistant Professor (Applied Science)	Teaching work of Applied Science Department	8437911722
2	Ms. Neha Singla Assistant Professor (Applied Science)		9646614209
3	Dr. Manveen Kaur Assistant Professor (Applied Science)		998857007
4	Nipun Sharma Assistant Professor (Mechanical)	Teaching work of Mechanical Engineering Department	9646071124
5	Shalini Wasan (Sr. Lib.)	Librarian	9855594072
6	Rajesh Kumar, Lab Tech. (Mechanical Engineering)	to Guide all students related to Mechanical Engineering Lab work	9417723312
7	Preet Karan Singh, Lab Tech. (Mechanical Engineering)	to Guide all students related to Mechanical Engineering Lab work	7696363660
8	Birinder Singh, Lab. Tech. (Mechanical Engineering)	to Guide all students related to Mechanical Engineering Lab work	7696336622
9	Surinder Sharma, Lab Tech. (Mechanical Engineering)	to Guide all students related to Mechanical Engineering Lab work	9463667857
10	Vandana (Tech.) (ECE)	To maintain the Hardware and networking of Institute to guide all students related to all Engineering Labs work	7986695661
11	Amit Kumar, Lab. Tech. (Applied Science)	To maintain the Hardware and networking of Institute to guide all students related to all Engineering Labs work	6284079116
12	Maninder Singh, Lab. Tech. (Civil Engineering)	to Guide all students related to Civil Engineering Lab work	9815440752
13	Gurpreet Singh, Lab. Tech. (Civil Engineering)	to Guide all students related to Civil Engineering Lab work	9463628154
14	Romica, Lab. Attendant (ECE)	All type of work related to Lab	9888934340
15	Mokesh Kumari, Lab. Attendant (ECE)	All type of work related to Lab	8054982293
16	Yuvraj, Lab Att. (ECE)	All type of work related to Lab	8437777761
17	Malkeet Singh, Workshop Atten. (Mechanical Engg)	All type of work related to workshop	9781100100
18	Manoj Kumar, Workshop Atten. (Mechanical Engg)	All type of work related to workshop	9855595574
19	Karamjit Kaur (Lib. Asstt.) (ECE)	Library work	9855334461
20	Garima, Computer Assistant	Prepare all types of Bills, i.e. Contingency, salary, arrear, student fund bill etc. Maintain budget files record. Prepare scholarship bills and maintain its record.	8054100542
21	Sanjeev Kumar, Driver	use office car in official work.	9888123450


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ANNEXURE-3

DISCLOSURE 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	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 Incharge	Head of the departments	Principal
8.	Training & Placement of students	Placement Officer	Member of Placement Cell	Principal
9.	Computerization/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

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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 PSBTE&IT 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.

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Annexure - 5

PUBLICATION of INFORMATION REGARDING TIMES 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 and 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 2022	Central Civil Services Rules applicable from (1 st April, 2022)	Instructions issued by Chd. Admn. From time to time	N.A.
2		Gen. rules & regulations for the students	Prospectus for the session 2023-24	Approved Prospectus containing instructions issued by Chandigarh Administration from time to time	N.A.

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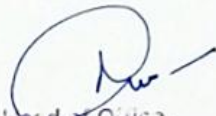
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1)
(b) (vi) OF THE RIGHT TO INFORMATION ACT, 2005

(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 Engg. & Tech.,
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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,
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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,
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Chandigarh

**LIST OF REGULAR STAFF WORKING IN THE CHANDIGARH COLLEGE OF ENGG. & TECH.
(DEGREE WING), SECTOR 26, CHANDIGARH**

Sr. No.	Name of Employees	Designation	Mobile/ Phone No.	Power & Duties
1	Dr. Manpreet Singh	Principal	9465447787	Principal and Head of Department
2	Dr. Jatinder Madan,	Professor, (Mech. Engg)	9041291970	Professor & HOD (Mechanical)
3	Dr. Rajesh Kumar	Professor, (Civil)	9478548248	Professor & HOD (Civil)
4	Dr. Sunil Kr. Singh,	Professor (CSE)	9818182457	Professor & HOD (CSE)
5	Dr. Davinder Singh Saini,	Professor, (ECE)	8146730369	Professor & HOD (ECE)
6	Dr. Varun Gupta,	Professor, (CSE)	9646047091	Professor (CSE) & HOD (Apl. Sci.)
7	Dr. Ram Bahadur Patel	Professor (CSE)	9416932840	Teaching Faculty
8	Dr. KrishnaGopal Sharma,	Professor, (ECE)	9414403565	Teaching Faculty
9	Dr. Anil Kumar,	Professor, (ECE)	9416234853	Teaching Faculty
10	Dr. Bhasker Gupta,	Professor, (ECE)	9855908643	Teaching Faculty
11	Dr. Dheerendra Singh,	Professor, (CSE)	9876439071	Teaching Faculty
12	Dr. Aradhana Mehta	Associate Professor (Civil)	8054977561	Teaching Faculty
13	Mr. Vinod Chauhan,	Assistant Professor, (Mech.Engg)	9466736896	Teaching Faculty
14	Mohd. Sakib Perwez Khan,	Assistant Professor, (Civil)	7839452836	Teaching Faculty
15	Dr. Ashwani Kumar,	Assistant Professor, (Mech.Engg)	98728823250	Teaching Faculty
16	Dr. Radhey Sham,	Assistant Professor, (Mech.Engg)	9888040982	Teaching Faculty
17	Mr. Mukesh Kumar,	Assistant Professor, (Mech.Engg)	9478420561	Teaching Faculty
18	Mr. S.C Vettival,	Assistant Professor, (Mech.Engg)	9865822376	Teaching Faculty
19	Dr. Parvinder Kaur	Assistant Professor, (ECE)	8295688911	Teaching Faculty
20	Dr. Shilpa Jindal	Assistant Professor, (ECE)	9463328881	Teaching Faculty
21	Mr. Dinesh Sharma	Assistant Professor, (ECE)	9671721850	Teaching Faculty
22	Mr. Irfan Ahmad	Assistant Professor, (ECE)	7835847022	Teaching Faculty
23	Dr. Sarita Sharma	Assistant Professor, (ECE)	9988292611	Teaching Faculty
24	Mr. Hardeep Saini	Assistant Professor, (ECE)	9914611106	Teaching Faculty
25	Dr. Anil Kumar Waghmare	Assistant Professor, (ECE)	9849079734	Teaching Faculty
26	Mrs. Poonam	Assistant Professor (Civil)	8968399719	Teaching Faculty
27	Mr. Anil Kumar	Assistant Professor (Civil)	9816290720	Teaching Faculty
28	Mrs. Karuna Sharma	Assistant Professor (Civil)	8283833589	Teaching Faculty
29	Mr. Arfat Ahmed	Assistant Professor, (Civil)	8860736206	Teaching Faculty
30	Dr. Gulshan Goyal,	Assistant Professor, (CSE)	9417506206	Teaching Faculty
31	Mrs. Sunita,	Assistant Professor, (CSE)	9041059379	Teaching Faculty
32	Mr. Ankit Gupta,	Assistant Professor, (CSE)	9412314479	Teaching Faculty
33	Dr. Sarabjeet Singh,	Assistant Professor, (CSE)	9463739413	Teaching Faculty
34	Sh. Amit Chhabra,	Assistant Professor, (CSE)	988862825	Teaching Faculty
35	Mr. Animesh Singh	Assistant Professor, (CSE)	9584035345	Teaching Faculty
36	Mr. Sudhakar Kumar	Assistant Professor, (CSE)	8434518635	Teaching Faculty
37	Mr. Akhil Kumar	AC (F&A)	9888698526	Head of Office and Drawing Disbursing Officer
38	Mr. Rakesh Kumar	S.O	9463433439	Supervision of office

23

39	Mr. Gurjinder Singh	Senior Assistant	9592911500	Store Purchase, OS (Admn.) & (Academics)
40		Senior Assistant		Cashier, maintaining of Cash book with supporting vouchers, Reconciliation with bank and Treasury, file of TDS, Audit work
	Mr. Mange Ram		9023293001	
41	Ms. Lalita	Steno-typist	9814364343	Attached with Principal
42		Clerk		Establishment I & II, Creation/Revival of posts, RRs, CAS & Misc work.
	Mr. Harshwinder Singh		8872112220	
43	Mr. Vikas Dahiya	Clerk	7988245795	Accademic Section
43		Clerk		Maintain file related to Establishment (Group A) & Misc.
	Mr. Shyam Sunder		8427356899	
45	Mr. Mohit Kumar	Clerk	7973485842	Election duty
45		Clerk		Maintain the Salary of Guards, Chowkidaar, MTS outsource staff and Student Welfare related files.
	Mr. Davinder Singh		9050185049	
47		Clerk		RTI Clerk, Maintain file related to Estate.
	Sh. Pawan Kumar		9991187130	
48	Smt. Neha Rani	clerk	7009766740	Bill Clerk

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

LIST OF CONTRACTUAL STAFF WORKING IN THE CHANDIGARH COLLEGE OF ENGG. & TECH. (DEGREE WING), SECTOR 26, CHANDIGARH			
No.	Name of the Official/Officer	Power and duties	Contact No.
1	Dr. Parul Aggarwal, Assistant Professor (Applied Science)	Teaching work of Applied Science Department	8437911722
2	Ms. Neha Singla Assistant Professor (Applied Science)		9646614209
3	Dr. Manveen Kaur Assistant Professor (Applied Science)		998857007
4	Nipun Sharma Assistant Professor (Mechanical)	Teaching work of Mechanical Engineering Department	9646071124
5	Shalini Wasan (Sr. Lib.)	Librarian	9855594072
6	Rajesh Kumar, Lab Tech. (Mechanical Engineering)	to Guide all students related to Mechanical Engineering Lab work	9417723312
7	Preet Karan Singh, Lab Tech. (Mechanical Engineering)	to Guide all students related to Mechanical Engineering Lab work	7696363660
8	Birinder Singh, Lab. Tech. (Mechanical Engineering)	to Guide all students related to Mechanical Engineering Lab work	7696336622
9	Surinder Sharma, Lab Tech. (Mechanical Engineering)	to Guide all students related to Mechanical Engineering Lab work	9463667857
10	Vandana (Tech.) (ECE)	To maintain the Hardware and networking of Institute to guide all students related to all Engineering Labs work	7986695661
11	Amit Kumar, Lab. Tech. (Applied Science)	To maintain the Hardware and networking of Institute to guide all students related to all Engineering Labs work	6284079116
12	Maninder Singh, Lab. Tech. (Civil Engineering)	to Guide all students related to Civil Engineering Lab work	9815440752
13	Gurpreet Singh, Lab. Tech. (Civil Engineering)	to Guide all students related to Civil Engineering Lab work	9463628154
14	Romica, Lab. Attendant (ECE)	All type of work related to Lab	9888934340
15	Mokesh Kumari, Lab. Attendant (ECE)	All type of work related to Lab	8054982293
16	Yuvraj, Lab Att. (ECE)	All type of work related to Lab	8437777761
17	Malkeet Singh, Workshop Atten. (Mechanical Engg)	All type of work related to workshop	9781100100
18	Manoj Kumar, Workshop Atten. (Mechanical Engg)	All type of work related to workshop	9855595574
19	Karamjit Kaur (Lib. Asstt.) (ECE)	Library work	9855334461
20	Garima, Computer Assistant	Prepare all types of Bills, i.e. Contingency, salary, arrear, student fund bill etc. Maintain budget files record. Prepare scholarship bills and maintain its record.	8054100542
21	Sanjeev Kumar, Driver	use office car in official work.	9888123450

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

Regular Staff


Annexure - 10

Sr. No.	Name	Designation	Salary of Feb 2024
1	Manpreet	Principal	335094
2	Akhil Kumar	AC(F&A)	142036
3	Rakesh Kumar	SO	102684
4	Gurjinder Singh	Sr. Asstt.	84220
5	Mange Ram	Sr. Asstt.	84220
6	Monika thukral	Sr. Scale Steno	86702
7	Lalita	Steno-typist	90548
8	Ashish Kumar Kaundal	Clerk	70212
9	Manish Kumar	Clerk	70212
10	Puneet	Clerk	70212
11	Amarjeet Yadav	Clerk	70212
12	Davinder Kumar	Clerk	33120
13	Neha Rani	Clerk	33120
14	Pawan Kumar	Clerk	33120
15	Jatinder Madan	Prof	281028
16	Sunil Kumar	Prof	314904
17	Rajesh Kumar	Prof	272998
18	D.S. Saini	Prof	257668
19	R.B. Patel	Prof	281028
20	Varun Gupta	Prof	288664
21	K.G. Sharma	Prof	288664
22	Bhasker Gupta	Prof	288664
23	Anil Kumar	Prof	257668
24	Dheerendra Singh	Prof	288664
25	Aradhana Mehta	Associate Prof	263572
26	Ashwani Kumar	Assistant Prof.	145164
27	Radhey Shyam	Assistant Prof.	145164
28	Vinod Chauhan	Assistant Prof.	133356
29	Mohd. Sakib	Assistant Prof.	119406
30	Mukesh Kumar	Assistant Prof.	129918
31	Gulshan Goyal	Assistant Prof.	145164
32	Ankit Gupta	Assistant Prof.	145164
33	Sarabjeet Singh	Assistant Prof.	145164
34	Sunita	Assistant Prof.	145164
35	Vettivel SC	Assistant Prof.	129918
36	Sudhakar	Assistant Prof.	124662
37	Anil Kumar	Assistant Prof.	133356
38	Poonam	Assistant Prof.	133356
39	Amit Chhabra	Assistant Prof.	141064
40	Karuna Sharma	Assistant Prof.	129584
41	Animesh Singh	Assistant Prof.	129584
42	Arfat Ahmed	Assistant Prof.	133568
43	Dinesh	Assistant Prof.	137128
44	Hardeep Saini	Assistant Prof.	125976
45	Parvinder Kaur	Assistant Prof.	137128
46	Shilpa Jindal	Assistant Prof.	122764
47	Irfan Khan	Assistant Prof.	125976
48	Anil Kumar Vaghmare	Assistant Prof.	122764
49	Sarita Sharma	Assistant Prof.	133356

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

Contractual Staff

S.No.	Name	Designation	Salary of Feb 2024
1	Parul	Asstt. Prof.	84242
2	Nipun Sharma	Asstt. Prof.	84242
3	Manveen Kaur	Asstt. Prof.	84242
4	Neha	Asstt. Prof.	84242
5	Shalini	Sr. Lib	84242
6	Rajesh Kumar	Lab Tech	50126
7	Preet Karan	Lab Tech	50126
8	Vandana	Lab Tech	50126
9	Birinder Singh	Lab Tech	50126
10	Harmeet	Lab Tech	50126
11	Surinder Sharma	Lab Tech	50126
12	Maninder Singh	Lab Tech	50126
13	Gurpreet Singh	Lab Tech	50126
14	Manoj	W/s Asst.	27122
15	Malkeet Singh	W/s Asst.	27122
16	Romica	Lab. Asstt.	27122
17	Yuvraj	Lab. Asstt.	27122
18	Karmajeet Kaur	Lib. Asstt.	21584
19	Garima	Comp. Asstt.	27122
20	Sanjive	Driver	34364
21	Mokesh Kumari	Lab. Asstt.	27122


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

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

(Amount in Thousands)

Sr. no.	Head	Final Grant 2023-24	Expenditure 2023-24
	2203-Technical Education-112-Engineering Technical College and Institutes-83-Engineering		
1.	83 00 01-Salaries	71245	71233
2.	83 00 02 -Wages	22841	22838
3.	83 00 06-Medical	570	498
4.	83 00 07-Allowances	39517	39500
5.	83 00 08-LTC	1445	1439
6.	83 00 09-Training & Expenses	281	281
7.	83 00 11-DTE	98	86
8.	83 00 13-Office Expenses	1150	1149
9.	83 00 16-Publications	260	251
10.	83 00 18-Rent for Others	100	100
11.	83 00 19-Digital Equipments	3953	3953
12.	83 00 21-Supplies & Material	3000	3000
13.	83 00 24-P.O.L.	159	152
14.	83 00 26-Advertising & Publicity	820	818
15.	83 00 28-Professional Services	96	95
16.	83 00 29-Repair & Maintenance	300	276
17.	83 00 34-Scholarships/Stipends	6020	5968
	Total (A)	151855	151637
	4202-Capital Outlay on Education, Sports, Arts & Culture		
18.	06 00 52-Machinery & Equipment	4000	3996
	Total (B)	4000	3996
	Grand Total (A+B)	155855	155633

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


ANNEXURE-12

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(xii) OF THE 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.

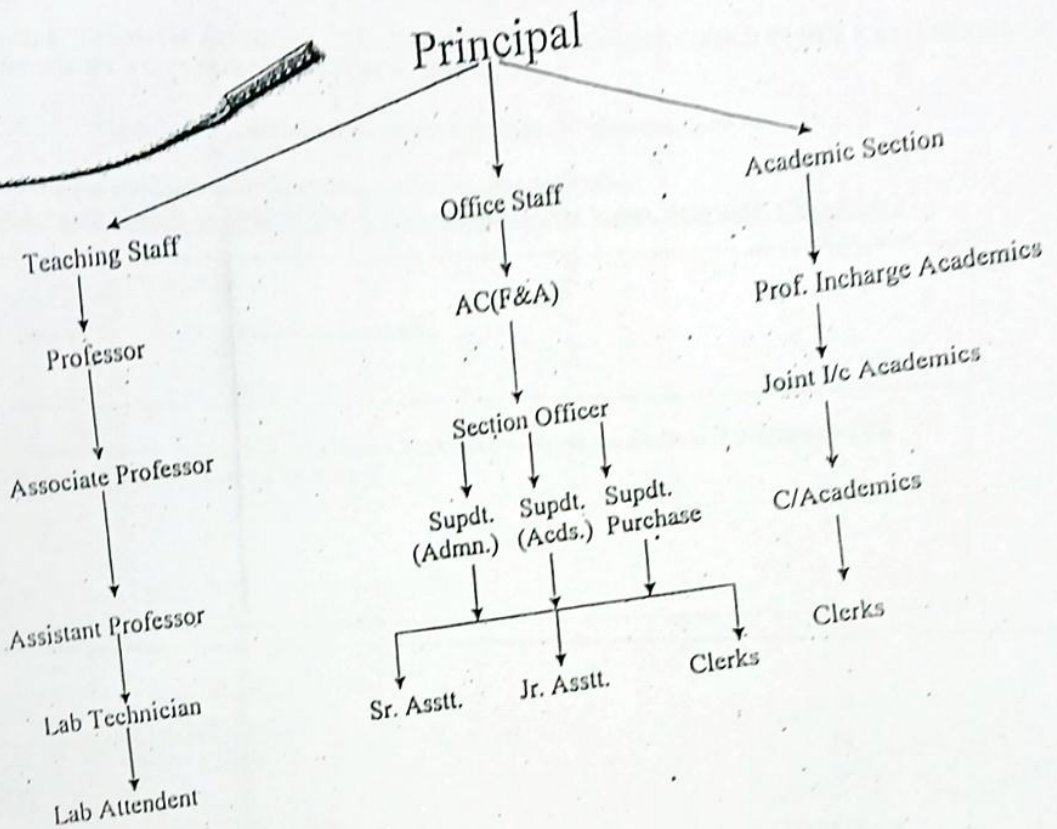
Sr. No.	Scheme under subsidy given.	Manner of execution of subsidy programme.	Amount allocated (Rs.).	Details of beneficiaries.
		Not applicable		


 Director
 Chandigarh College of Engineering & Technology
 Chandigarh

Organisation Chart

Annexure - 13

Chart Orgn



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

ANNEXURE-14

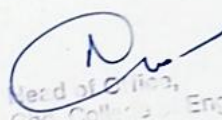
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (xiv) OF THE RIGHT TO INFORMATION ACT, 2005

(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 <u>www.ccet.ac.in</u> of the institute.	


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Chd. Coll. of Engg. & Tech.,
Chandigarh

ANNEXURE-15

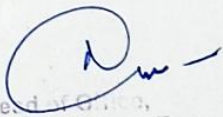
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b), (xv) OF THE RIGHT TO INFORMATION ACT, 2005

(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 Engg. & Tech.,
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Annexure – 16

PUBLICATION of INFORMATION REGARDING TIMES SPECIFIED IN RULE 4 (1) (b) (xvi) OF THE RIGHT TO INFORMATION ACT, 2005.**(Name, Designation and other particulars of the Public Information officers)**

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

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

Sr. No	Name of the person	Designation	Telephone/Contact no.
1	Dr. M.S. Gujral (Appellate Authority)	Principal-cum-Head of Deptt.	0172-2750943/946544778 7
2	Sh. Akhil Kumar (CPIO)	DDO-cum-Head of Office	0172-2750943/988869852 6


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Chandigarh.

(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


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