

**CHANDIGARH COLLEGE OF ENGINEERING AND TECHNOLOGY  
(DEGREE WING), CHANDIGARH**

To

Dr. R.K. Sharma, Project Coordinator,  
Mahatma Gandhi State Institute of Public Administration,  
Punjab Institutional Area, Sector-26, Chandigarh.

Memo No. CCET/DG/2021/1437  
Chandigarh, dated the 20/07/21

Subject:- Proactive disclosure package audit by Third Party by Central Public Information Officer (CPIOs) under Section-4 of Right to Information Act-2005 for the year 2020-21.

Please refer to your office letter No. MGSIPA/Third Party Audit/UT/2021/3892 dated 15-07-2021 on the subject cited above.

The requisite information as sought for vide letter under reference is enclosed herewith on prescribed propforma in respect of this Institute for information and further necessary action.

DA:- As above

  
Head of Office  
Chd. College of Engg.&Tech  
Degree Wing, Sector-26,  
Chandigarh.

**A FRAMEWORK FOR TRANSPARENCY AUDIT CHANDIGARH**  
**COLLEGE OF ENGINEERING & TECHNOLOGY (DEGREE 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	Remarks/ Reference Points (Fully met/partially met/ not met.
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	<b>(Annx.-1&amp;13)</b> <b>O/O the</b> <b>Principal,</b> <b>Chandigarh</b> <b>College of Engg. &amp; Tech, (Degree Wing, Sector-26, Chandigarh. And</b> <b>Website No.</b> <b>wwwccet.ac.in</b>
		(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	
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)	<b>Annx.-2)</b>
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	
		(iv) Exercised	
		(v) Work allocation	

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	<b>(Annx.-3)</b>  Nil
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<b>(Annx.-4)</b>  Nil
		(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	
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.	<b>(Annx.-5)</b>
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control  [Section 4(1)(b)(vi)]	(i) Categories of documents	<b>(Annx.-6)</b>
		(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.	<b>(Annx.-8)</b>
		(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	<b>(Annx.-9)</b>
		(ii) Telephone , fax and email ID	
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	<b>(Annx.-10)</b>
		(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	<b>(Annx.-16)</b>
		(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))	No. of employees against whom disciplinary action has been	<b>NIL</b>
		(i) Pending for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes	Full Met as the 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	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		<b>NIL</b>

## 2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(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> </ul>	Not Applicable and thus being treated as  NIL
		<ul style="list-style-type: none"> <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>	
2.3	Manner of execution of subsidy programme [Section 4(i)(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	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
<b>2.4</b>	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(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
<b>2.5</b>	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	<b>(Annx.-13)</b>
<b>2.6</b>	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.	11 Nos Audit Paras.

### 3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	<p>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of</p> <p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<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 &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; 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 authorisation 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 PPP project</p>	(Annx.-7)
3.2	<p>Are the details of policies / decisions, which affect public, informed to them</p> <p>[Section 4(1) (c)]</p>	<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 arrangement for consultation before formulation of policy.</p>	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)	Not Applicable
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Available on Website
		(ii) Printed format	
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Yes, Available on Website
		(ii) At a reasonable cost of the medium	

**4. E. Governance**

<b>S .No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)</b>
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	English and available on website
		(ii) Vernacular/ Local Language	
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	Updated information Available on Website
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Updated information Available on Website
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	

4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Updated information Available on Website
		(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	On Website updated from time to time.  All applications uploaded from time to time Webportal of RTI, by Chandigarh Administration.
		(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)	
		(viii) Any other information such as	
		a) Citizen's Charter	
		b) Result Framework Document (RFD)	
		c) Six monthly reports on the	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Fully Met and updated on RTI portal
		(ii) Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Fully Met and updated on RTI portal

**5. Information as may be prescribed**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as Fully met/partially met)</b>
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]	<p>(i) Name &amp; details of (a) Current CPIOs &amp; FAAs (b) Earlier CPIO &amp; FAAs From 1.1.2015.</p> <p>(ii) Details of third party audit of voluntary disclosure  (a) Dates of audit carried out (b) Report of the audit carried out</p> <p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD  (a) Date of appointment (b) Name &amp; Designation of the officers</p> <p>(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted (b) Name &amp; Designation of the officers</p> <p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI  (a) Dates from which constituted (b) Name &amp; Designation of the Officers</p>	<p>(i) Shri Kulbhushan Choudhary DOA-13-08-2014 to 24-04-2017 (ii) Sh. Hardeep Singh Rana DOA-24-04-2017 to 03-11-2020. (iii) Sh. Sunil Dutt Sharma DOA-04-11-2020 onward</p> <p>Yes Audit has been carry out.</p> <p>Shri Jaspal Singh  01-12-2020 Section Officer</p> <p>Nil</p> <p>Nil</p>

**1. Information Disclosed on own Initiative**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)</b>
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Nil

**LATEST INFORMATION i.e. TILL March, 2021**  
**16 ANNEXURES OF RTI ACT'2005**

**ANNEXURE 1& 13**

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

<b>Sr. No.</b>	<b>Name of the Organization/Department/Board/Corporation/Institution</b>	<b>Function and duties (in brief)</b>																				
1.	<p>Chandigarh College of Engineering &amp; Technology (Degree Wing), Sector - 26, Chandigarh.</p> <p>Details of Courses:-</p> <table border="1" data-bbox="220 706 781 1274"> <thead> <tr> <th data-bbox="220 706 285 854">Sr. No.</th> <th data-bbox="285 706 496 854">Name of Courses</th> <th data-bbox="496 706 626 854">Sanctioned Seats</th> <th data-bbox="626 706 781 854">Duration</th> </tr> </thead> <tbody> <tr> <td data-bbox="220 854 285 935">1.</td> <td data-bbox="285 854 496 935">Civil Engg.</td> <td data-bbox="496 854 626 935">60 + 3+6*</td> <td data-bbox="626 854 781 935">Four Years</td> </tr> <tr> <td data-bbox="220 935 285 1016">2.</td> <td data-bbox="285 935 496 1016">Mechanical engineering</td> <td data-bbox="496 935 626 1016">60 +3+6 *</td> <td data-bbox="626 935 781 1016">Four Years</td> </tr> <tr> <td data-bbox="220 1016 285 1123">3.</td> <td data-bbox="285 1016 496 1123">Computer Science Engineering</td> <td data-bbox="496 1016 626 1123">60 + 3+6*</td> <td data-bbox="626 1016 781 1123">Four Years</td> </tr> <tr> <td data-bbox="220 1123 285 1274">4.</td> <td data-bbox="285 1123 496 1274">Electronics &amp; Communication Engineering</td> <td data-bbox="496 1123 626 1274">60 + 3+6*</td> <td data-bbox="626 1123 781 1274">Four Years</td> </tr> </tbody> </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. ** 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.</p>	Sr. No.	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	<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 &amp; 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+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																			

Head of Office,  
Chd. College of Engg.&Tech,  
(Degree Wing), Sector-26,  
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. Davinder Singh Saini (ECE)	Professor	Professor and HOD. (Electronics)
6	Dr. Ram Bahadur Patel (CSE)	Professor	Professor and HOD.
7	Dr. Sunil Kumar Singh (CSE)	Professor	Professor and HOD.
8	Dr. Varun Gupta (CSE)	Professor	Professor and HOD.
9	Dr. Krishan Gopal Sharma (ECE)	Professor	Teaching.
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 Perwez 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. Sarajeet Singh (CSE)	Assistant Prof.	-do-
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-
	<b>Group-B (Regular)</b>		
38	Smt. Jaspal Singh	Section Officer.	Supervising Accounts and Establishment matters.

<b>Group-C (Regular)</b>			
39	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.
40	Shri Gurjinder Singh	Sr. Asstt.	Store Purchase and Maintained ally type of Purchase related Govt. Head of Accounts.
41	Smt. Lalita	Steno Typist	Attached with the DDO/Head of Office.
42	Miss Monika Thukral	Sr. Scale.Stenographer	Attached with Principal.
43	Shri Vinay Gandhi	Clerk	Office work
44	Shri Puneet	Clerk	Maintain the Salary of Guards /Chowkidar/ Mali etc.
45	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
<b>Group A (Contractual)</b>			
48	Neha (App. Sci.)	Asstt. Prof.	Applied Science
49	Manveen Kaur (App. Sci.)	Asstt. Prof.	-do-
50	Nipun Sharma (Mech)	Asstt. Prof.	-do-
51	Parul Aggarwal (App. Sci.)	Asstt. Prof.	-do-
52	Rajiv Kumar (Mech)	Asstt. Prof.	-do-
53	Shalini Wasan	Senior Librarian	Librarian
<b>Group B (Contractual)</b>			
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
<b>Group C (Contractual)</b>			
57	Amit Kumar	Lab Tech.	To guide the all students relate to all Civil Engineering labs work
58	Birinder Singh	Lab Tech.	-do-
59	Gurpreet Singh	Lab Tech.	-do-
60	Harmeet Singh	Lab Tech.	To maintain the Hardwar and Networking of Institute to guide the all students relate to all Engineering Labs work-do-
61	Maninder Singh	Lab Tech.	-do-
62	Preet Karan Singh	Lab Tech.	-do-
63	Rajesh Kumar	Lab Tech.	-do-
64	Surinder Sharma	Lab Tech.	-do-
65	Vandana Sharma	Lab Tech.	-do-
66	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.
67	Mokesh Kumari	Lab Asstt.	To relates of all type of work in the Lab.
68	Romica	Lab Asstt.	-do-
69	Yuvraj	Lab Asstt.	-do-
70	Karamjit Kaur	Library Asstt.	Library work
71	Malkeet Singh	W/s Asstt.	Workshop Work
72	Manoj Kumar	W/s Asstt.	Workshop Work
73	Sanjive	Driver	Use Office Car in official works

**ANNEXURE-3**

**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.**

<b>Sr. No.</b>	<b>Name /Type of work</b>	<b>Level at which the case is intimated. (Name of the Post)</b>	<b>Name of the post which deal with the case before the decision making authority.</b>	<b>Level at which decision is made (Name of the post)</b>
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 In charge	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

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

#### 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.

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	Punjab Civil Services Rules	Instructions issued by Chd. Admn. from time to time	N.A.
2.	----	Gen. rules & regulations for the Students	Prospectus for the session 2020-21	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.  
(Degree Wing) Chandigarh.

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.  
(Degree Wing) 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.  
(Degree Wing) Chandigarh.

**ANNEXURE-9**

**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	Contact No.
<b>Group-A (Regular)</b>			
1	Dr. Manpreet Singh	Principal	0172-2750872
2	Sunil Dutt Sharma	AC(F&A)	0172-2750872
3	Jatinder Madan (Mech)	Professor	0172-2750872
4	Rajesh Kumar (Civil)	Professor	0172-2750872
5	Davinder Singh Saini (ECE)	Professor	0172-2750872
6	Ram Bahadur Patel (CSE)	Professor	0172-2750872
7	Sunil Kumar Singh (CSE)	Professor	0172-2750872
8	Varun Gupta (CSE)	Professor	0172-2750872
9	Krishan Gopal Sharma (ECE)	Professor	0172-2750872
10	Bhaskar Gupta (ECE)	Professor	0172-2750872
11	Anil Kumar (ECE)	Professor	0172-2750872
12	Dheerendra Singh (CSE)	Associate Prof.	0172-2750872
13	Aradhana Mehta (Civil)	Associate Prof.	0172-2750872
14	Vinod Chauhan (Mech)	Assistant Prof.	0172-2750872
15	Mohd.Sakib Perwez Khan (Civil)	Assistant Prof.	0172-2750872
16	Ashwani Kumar (Mech)	Assistant Prof.	0172-2750872
17	Radhey Sham (Mech)	Assistant Prof.	0172-2750872
18	Sunita (CSE)	Assistant Prof.	0172-2750872
19	Sarabjeet Singh (CSE)	Assistant Prof.	0172-2750872
20	Ankit Gupta (CSE)	Assistant Prof.	0172-2750872
21	Gulshan Goyal (CSE)	Assistant Prof.	0172-2750872
22	Sudhakar Kumar (CSE)	Assistant Prof.	0172-2750872
23	SC Vettivel (Mech)	Assistant Prof.	0172-2750872
24	Mukesh Kumar (Mech)	Assistant Prof.	0172-2750872
25	Anil Kumar (Civil)	Assistant Prof.	0172-2750872
26	Poonam (Civil)	Assistant Prof.	0172-2750872
27	Amit Chhabra (CSE)	Assistant Prof.	0172-2750872
28	Karuna Sharma (Civil)	Assistant Prof.	0172-2750872
29	Animesh Singh (CSE)	Assistant Prof.	0172-2750872
30	Arfat Ahmed (Civil)	Assistant Prof.	0172-2750872
31	Dinesh Sharma (ECE)	Assistant Prof.	0172-2750872
32	Shilpa Jindal (ECE)	Assistant Prof.	0172-2750872
33	Parvinder Kaur (ECE)	Assistant Prof.	0172-2750872
34	Hardeep Saini (ECE)	Assistant Prof.	0172-2750872
35	Anil Kumar Vaghmare (ECE)	Assistant Prof.	0172-2750872
36	Irfan Ahmad Khan (ECE)	Assistant Prof.	0172-2750872
37	Sarita Sharma (ECE)	Assistant Prof.	0172-2750872
<b>Group-B (Regular)</b>			
38	Jaspal Singh	Section Officer.	0172-2750872
<b>Group-C (Regular)</b>			
			21
39	Mange Ram	Sr.Asstt.	0172-2750872
40	Gurjinder Singh	Sr.Asstt.	0172-2750872
41	Lalita	Steno Typist	0172-2750872
42	Monika Thukral	Sr. Scale Stenographer	0172-2750872
43	Vinay Gandhi	Clerk	0172-2750872
44	Puneet	Clerk	0172-2750872
45	Ashish Kumar Kaundal	Clerk	0172-2750872
46	Amarjeet Yadav	Clerk	0172-2750872
47	Manish Kumar	Clerk	0172-2750872

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

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

**ANNEXURE-10**

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

(Monthly remuneration received by 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	Monthly Emoluments
	<b>Group-A (Regular)</b>		
1	Dr. Manpreet Singh	Principal	234058
2	Shri Sunil Dutt Sharma	AC(F&A)	109584
3	Jatinder Madan (Mech)	Professor	202594
4	Rajesh Kumar (Civil)	Professor	196744
5	Davinder Singh Saini (ECE)	Professor	185512
6	Ram Bahadur Patel (CSE)	Professor	202594
7	Sunil Kumar Singh (CSE)	Professor	215499
8	Varun Gupta (CSE)	Professor	197005
9	Krishan Gopal Sharma (ECE)	Professor	197030
10	Bhaskar Gupta (ECE)	Professor	197030
11	Anil Kumar (ECE)	Professor	197030
12	Dheerendra Singh (CSE)	Professor.	196163
13	Aradhana Mehta (Civil)	Associate Prof.	179444
14	Vinod Chauhan (Mech)	Assistant Prof.	89329
15	Mohd.Sakib Perwez Khan (Civil)	Assistant Prof.	89329
16	Ashwani Kumar (Mech)	Assistant Prof.	97499
17	Radhey Sham (Mech)	Assistant Prof.	97499
18	Sunita (CSE)	Assistant Prof.	89329
19	Sarabjeet Singh (CSE)	Assistant Prof.	84073
20	Ankit Gupta (CSE)	Assistant Prof.	89329
21	Gulshan Goyal (CSE)	Assistant Prof.	89329
22	Sudhakar Kumar (CSE)	Assistant Prof.	85073
23	SC Vettivel (Mech)	Assistant Prof.	97499
24	Mukesh Kumar (Mech)	Assistant Prof.	84073
25	Anil Kumar (Civil)	Assistant Prof.	89329
26	Poonam (Civil)	Assistant Prof.	89329
27	Amit Chhabra (CSE)	Assistant Prof.	86872
28	Karuna Sharma (Civil)	Assistant Prof.	86872
29	Animesh Singh (CSE)	Assistant Prof.	89176
30	Arfat Ahmed (Civil)	Assistant Prof.	94486
31	Dinesh Sharma (ECE)	Assistant Prof.	84460
32	Shilpa Jindal (ECE)	Assistant Prof.	79276
33	Parvinder Kaur (ECE)	Assistant Prof.	84492
34	Hardeep Saini (ECE)	Assistant Prof.	77533
35	Anil Kumar Vaghmare (ECE)	Assistant Prof.	72724
36	Irfan Ahmad Khan (ECE)	Assistant Prof.	77533
37	Sarita Sharma (ECE)	Assistant Prof.	77533
	<b>Group-B (Regular)</b>		
38	Jaspal Singh	Section Officer.	75784
	<b>Group-C (Regular)</b>		
39	Mange Ram	Sr.Asstt.	53800
40	Gurjinder Singh	Sr.Asstt.	57761
41	Lalita	Steno Typist	58854
42	Monika Thukral	Sr. Scale Stenographer	59548
43	Vinay Gandhi	Clerk	41527
44	Puneet	Clerk	44003
45	Ashish Kumar Kaundal	Clerk	44003
46	Amarjeet Yadav	Clerk	44003
47	Manish Kumar	Clerk	44003

<b>Group A (Contractual)</b>			
48	Neha. (App. Sci.)	Asstt. Prof.	67509
49	Manveen Kaur (App. Sci.)	Asstt. Prof.	67509
50	Nipun Sharma (Mech)	Asstt. Prof.	67509
51	Parul Aggarwal (App. Sci.)	Asstt. Prof.	67509
52	Rajiv Kumar (Mech)	Asstt. Prof.	67509
53	Shalini Wasan	Senior Librarian	67509
<b>Group B (Contractual)</b>			
54	Madan Lal Kundan	W/s Consultant	33000
55	Jagdish Chand	Consultant	36012
56	Bishan Singh Bhatti	Consultant	44753
<b>Group C (Contractual)</b>			
57	Amit Kumar	Lab Tech.	38095
58	Birinder Singh	Lab Tech.	38095
59	Gurpreet Singh	Lab Tech.	38095
60	Harmeet Singh	Lab Tech.	38095
61	Maninder Singh	Lab Tech.	38095
62	Preet Karan Singh	Lab Tech.	38095
63	Rajesh Kumar	Lab Tech.	38095
64	Surinder Sharma	Lab Tech.	38095
65	Vandana Sharma	Lab Tech.	38095
66	Garima	Computer Asstt.	20618
67	Mokesh Kumari	Lab Asstt.	20618
68	Romica	Lab Asstt.	17673
69	Yuvraj	Lab Asstt.	19882
70	Karamjit Kaur	Library Asstt.	16368
71	Malkeet Singh	Workshop Asstt.	20618
72	Manoj Kumar	Workshop Asstt.	20618
73	Sanjive	Driver	26083

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

**ANNEXURE-11**

**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 2020-2021.**

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

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

<i>Sr.No.</i>	<i>Head/Item of the Budget</i>	<i>Budget Estimate</i>	<i>In thousand</i>
<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	75500	
	83-00-02 Wages	17032	
	83-00-06 Medical Treatment	50	
	83-00-11 Domestic Travel Expenses	1	
	83-00-13 Office Expenses	500	
	83-00-21 Supp. & Material	200	
	83-00-50 Scholarships/Stipends	3000	
	83-00-50 Other Charges	50	
	83-Engineering Degree Wing	96333	
	Total : 2203	96333	
	4202 - Capital Outlay on Education, Sports, Arts & Culture		
	02 - Technical Education		
	104 - Polytechnic		
	06 - Engineering Degree Wing		
	06-00-52 Machinery & Equipment	0	
	06-00-53 Major Works	53699	
	Total : 06 - Engineering Degree Wing	53699	
	Total : 4202	53699	
	Total : 305- CCET- DEGREE WING	150032	

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

Head of Office,  
Chd. College of Engg. & Tech.  
(Degree Wing). 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 <a href="http://www.ccet.ac.in">www.ccet.ac.in</a> of the institute.	

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

<b>Sr.No</b>	<b>Facilities available</b>	<b>Remarks (No. of days in a week/Timing etc.)</b>
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.  
(Degree Wing) Chandigarh.

**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.**

<b>Sr.No</b>	<b>Name of the Central Publication Information officer.</b>	<b>Designation</b>	<b>Telephone No. (Office /Residence)</b>	<b>Residential Address</b>	<b>Assistant Central Publication Information Officers</b>	<b>Telephone No. (Office /Residence)</b>	<b>Residential Address</b>
<b>1.</b>	Sh. Sunil Dutt Sharma	Head of Office/DDO	0172-2750943	House No. 268, Sector-7-A ,Chandigarh	Shri Jaspal Singh	0172-2750943	House No. 423/F, Zirakpur, Escon Area Distt. Mohali (Punjab)

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.**

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

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