

# **TEMPLATE FOR THE INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT**

## **CHAPTER-1**

### **INTRODUCTION**

This hand book is designed to provide information about Guru Nanak Dev Engineering College, Ludhiana [An Autonomous College u/s 2 (f) and 12 (B) of UGC Act, 1956] running under the Nankana Sahib Education Trust, Ludhiana for citizens to secure access to information in order to promote transparency and accountability in the working of this Institution. This handbook is useful to the students, staff, and parents and to the general public. This handbook has been prepared as per the provisions contained in the Right to Information Act 2005. In case, somebody wants to get more information on topics covered in this handbook as well as other information, they may contact College management through Public Information Officer (PIO) of the Institute. Those who want information not available in the handbook may write to the Institution indicating specifically the information they want and purpose of using the information.

## **CHAPTER-2 (MANUAL-1)**

### **PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES**

Guru Nanak Dev Engineering College was established by the Nankana Sahib Education Trust (NSET). The Nankana Sahib Education Trust was founded in memory of the most sacred temple of Nankana Sahib, birth place of Guru Nanak Dev Ji. Shiromani Gurudwara Parbandhak Committee, Amritsar, a premier organisation of Universal Brotherhood, was the main force behind the mission of "Removal of Economic Backwardness through Technology". With this mission, a Polytechnic was started in 1953 and Guru Nanak Dev Engineering College was established in 1956. The Trust deed was registered on 24<sup>th</sup> February, 1953 with a commitment by the Nankana Sahib Education Trust to uplift the vast weaker section of Indian polity comprising Rural India by admitting 70% students every year from rural areas. This commitment was made to the nation on 8<sup>th</sup> April, 1956, the day when the foundation stone of the College building was laid by Late Dr. Rajendra Prasad Ji, the First President of India. Nearly 15000 Graduate and 750 Post-Graduate Engineers have passed out from this College during the last several years and are at present successfully employed in India and abroad. The college is now ISO 9001:2008 certified and is also accredited by NBA (National Board of Accreditation), New Delhi.

The College was initially started with three conventional degree level engineering courses only i.e. Civil, Mechanical and Electrical. The College has kept pace with the unending fast expansion in the field of engineering. Degree courses in Electronics & Communication Engg. and Production were started in 1981, 1986 respectively. Another two courses in emerging branches of engineering i.e. Computer Sc. & Engg.(CSE) & Information Technology (IT) were introduced in 1997 and 2001 respectively. While

introducing new branches, employability and need of the industry is given top priority. Following courses of study are offered by the College:

**B. Tech. First Shift**

1. Civil Engineering
2. Mechanical Engineering
3. Production Engineering
4. Electrical Engineering
5. Electronics and Communication Engineering
6. Computer Science and Engineering
7. Information Technology

**B. Tech. Second Shift**

1. Civil Engineering
2. Computer Science & Engineering
3. Mechanical Engineering

**M.Tech.**

1. M.Tech. Production Engineering (Full Time)
2. M.Tech. Industrial Engineering (Full Time)
3. M.Tech. Power Engineering (Full Time)
4. M.Tech. Structural Engineering (Full Time)
5. M. Tech. Geo-Technical Engineering (Full Time)
6. M.Tech. Computer Sc. & Engineering (Full Time)
7. M.Tech. Electronics & Communication Engineering (Full-Time)
8. M.Tech. Environmental Science & Engineering (Full-Time)
9. M.Tech. Production Engineering (Part Time )

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

### **Management**

1. MBA

### **MCA**

1. Master in Computer Applications

### **Ph.D.**

The College offers research facilities in various departments leading to the award of Ph.D. degree of Punjab Technical University to scholars registered for research work. **The College has also QIP Centre for Ph.D with intake of 2 seats each in branches viz. Civil Engineering, Mechanical Engineering and Electrical Engineering.**

The College timings are 8 AM to 4 PM (for First Shift) and 11 AM to 7 PM (for second Shift). The staff for other offices is 9 AM to 5 PM with lunch interval from 1.15 PM to 1.45 PM except Academic Branch whose lunch timings are 1.45 PM to 2.15 PM (duration 30 minutes).

### **CHAPTER-3 (MANUAL-2)**

#### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

The Institution is managed by the Managing Committee formulated and approved by the Nankana Sahib Education Trust, Ludhiana. The present composition of Managing Committee are as follows:-

1. S. Avtar Singh Ji, Chairman, Nankana Sahib Education Trust, Ludhiana
2. S. Ajmer Singh Lakhawal, Senior Vice-Chairman (NSET), Village Lakhawal, PO Gaddowal, District Ludhiana
3. S. Sharanjit Singh Dhillon, Cabinet Minister, 60 PanchseelVihar, Octroi Road, Barewal, Ludhiana
4. S. Harsurinder Singh Gill, Junior Vice-President, NSET, VPO KotheRahlan, Near Jagraon, District Ludhiana
5. S. Gurmail Singh Sangowal, VPOSangowal, District Ludhiana
6. S. Amrik Singh Aliwal, Chairman (Punjab Agro Industries), 234, Mahabir Enclave, Barhewal Road, Ludhiana

7. S. Inderiqbal Singh Atwal, 484, Model Town Extension, Ludhiana
8. S.B.S.Gill, 9-D, Sarabha Nagar, Ludhiana
9. S.Bikramjit Singh Khalsa, House No. 435/23, Behind Gurudwara Mai Nand Kaur, Ghuman Mandi, Ludhiana
10. S. Pritpal Singh Grewal, Ex-Principal, GNDEC, 655, Gurdev Nagar, Ludhiana
11. The Secretary, GOI, Ministry of Education & Human Resources, Deptt. (Education Department), New Delhi
12. The Principal Secretary, Technical Education, Govt. of Punjab, Room No. 426, Floor 4<sup>th</sup>, Sector-9 Mini Secretariat, Chandigarh
13. Dr. P. Kaliraj, Ex Vice-Chancellor, Professor of Biotechnology, Anna University, Sardar Patel Road, Chennai-600025 (nominated by AICTE, New Delhi vide their F.No. 24/AICTE(UB)/N/3/2012-13 dated June 21, 2013)
14. Prof. Majid Jamil, Department of Electrical Engineering, Jamia Millia Islamia, New Delhi (UGC Nominee)
15. The Director, Technical Education & Industrial. Training (Pb.), Plot No.1-A, Sector-36, Chandigarh
16. The Registrar, Punjab Technical University, Jalandhar-Kapurthala Road, Post box No.1, Near Science City, Kapurthala
17. The Director, NSET, Ludhiana
18. The Secretary, NSET, 232, Baba Budha Ji Avenue, Opp Ashok Veterinary Public School, G.T.Road, Amritsar
19. Dr. Manohar Singh Saini, Director, GNDEC, Ludhiana
20. S. Birinder Singh, Principal, GNDPC, Ludhiana
21. Prof. Jaswinder Singh, HOD(E.E), GNDEC, Ludhiana
22. Prof. Balwinder Singh, Associate Professor (ME), GNDEC, Ludhiana

#### **Power and Duties of Officers:-**

Dr. Manohar Singh Saini, Director

The Director is vested with the powers of managing overall affairs of the Institution under the superintendence and control of Managing Committee. He has been vested with the financial powers to incur all day to day expenditure.

#### **Head of Departments**

<b><u>Name of Department</u></b>	<b><u>Name of HOD</u></b>
Mechanical Engineering	Dr. Sehijpal Singh
Computer Sc. & Engineering	Dr. Parminder Singh
Information Technology	Dr. K.S.Mann
Electrical Engineering	Prof. Jaswinder Singh

Electronics & Communication Engg.	Dr. S.S.Gill
Civil Engineering	Dr. J.N.Jha
Production Engineering	Dr. Jasmaninder Singh Grewal
Applied Science	Dr.R.P.Singh
Workshop	Dr. Jasmaninder Singh Grewal
MBA	Dr. Sukhdev Singh
MCA	Prof. Jasbir Singh Saini
Computer Centre	Prof. Jasbir Singh Saini

The Head of Departments are looking after all the academic and general administration of their respective Department. They have been vested with the financial power up to Rs.5000/- to incur recurring expenditure of the Lab etc. of their department.

### **Deans**

Dean (Admin.)	Dr. S.S.Gill
Deputy Registrar (Admin.)	Dr. D.S.Pathania
Dean (Academic)	Dr. Rupinder Singh
Dean (PG & R)	Dr. B.S.Walia
Dean (S&W)	Dr. Y.S.Brar
Dean (Testing & Consultancy)	Dr.H.S.Rai
Dean (Training & Placement)	Dr..K.S.Mann
Dean (Alumni)	Prof. Ameeta Seehra

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

A. R. Administration	Dr. G.S.Brar
Assistant Registrar (Academics)	Dr. Jagbir Singh
Chief Warden	Dr. Jatinder Kapoor, Mech.

Warden Hostel No. 1	Prof.Puneet Pal Singh Cheema, CE
Warden Hostel No.1	Prof. K.S.Bedi, CE
Warden Hostel No.2	Prof.H.S.Dhall, MBA
Warden Hostel No.2	Prof. Amit Kamra, IT
Warden Hostel No.5	Prof. Sukhjit Singh Seehra, CSE
Warden Hostel No.5	Prof. Pankaj Bhambri, CSE/IT
Warden Girls Hostel	Prof. Amandeep Kaur, CSE
Warden Girls Hostel	Prof. Kamaljit Kaur, CSE/IT

#### **CHAPTER-4 (MANUAL-3)**

#### **RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS:**

The Institution Service Code are governed by Punjab Civil Services Rules. Pay-scale and allowances of faculty members are governed by AICTE & approved by Govt. of Punjab from time to time whereas for non-teaching staff, these are governed by Punjab Govt. norms.

#### **CHAPTER-5 (MANUAL-4)**

#### **PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

Guru Nanak Dev Engineering College is possessing Govt. Aided status and a leading educational Institution, and is controlled by the Managing Committee formulated and approved by Nankana Sahib Education Trust, Ludhiana and as such there is no provision to seek consultation/participation of public or its representatives for formulation of policies.

## **CHAPTER-6 (MANUAL-5)**

### **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

The main important records/documents that are held by the Institution are given below:-

<b><u>S.No.</u></b>	<b><u>Name of the Document/Record</u></b>	<b><u>Held by/under the control of</u></b>
1	Agenda and Minutes of Managing Committee	Record Keeper
2	Title deeds of land	Nankana Sahib Education Trust
3	Fixed Assets Registers	By respective Department
4	Vouchers, Ledgers, Invoices, Cash Books	Superintendent (Accounts)
5	Personal files of staff and Officers	Superintendent (Establishment)
6	Provident Fund	Superintendent (Accounts)
7	Legal case files	Superintendent (Establishment)
8	Stock Register-Stores	Store Purchase Officer
9	Consultancy Record	Dean (Testing & Consultancy)
10	Student Related Record	Dean Academics

## **CHAPTER-7 (MANUAL-6)**

### **A STATEMENT OF BOARD, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART**

#### **Managing Committee**

1. S. Avtar Singh Ji, Chairman, Nankana Sahib Education Trust, Ludhiana
2. S. Ajmer Singh Lakhwal, Senior Vice-Chairman (NSET), Village Lakhwal, PO Gaddowal, District Ludhiana
3. S. Sharanjit Singh Dhillon, Cabinet Minister, 60 Panchseel Vihar, Octroi Road, Barewal, Ludhiana
4. S. Harsurinder Singh Gill, Junior Vice-President, NSET, VPO Kothe Rahlan, Near Jagraon, District Ludhiana
5. S. Gurmail Singh Sangowal, VPO Sangowal, District Ludhiana
6. S. Amrik Singh Aliwal, Chairman (Punjab Agro Industries), 234, Mahabir Enclave, Barhewal Road, Ludhiana
7. S. Inderiqlbal Singh Atwal, 484, Model Town Extension, Ludhiana

8. S.B.S.Gill, 9-D, Sarabha Nagar, Ludhiana
9. S.Bikramjit Singh Khalsa, House No. 435/23, Behind Gurudwara Mai Nand Kaur, Ghuman Mandi, Ludhiana
10. S. Pritpal Singh Grewal, Ex-Principal, GNDEC, 655, Gurdev Nagar, Ludhiana
11. The Secretary, GOI, Ministry of Education & Human Resources, Deptt. (Education Department), New Delhi
12. The Principal Secretary, Technical Education, Govt. of Punjab, Room No. 426, Floor 4<sup>th</sup>, Sector-9 Mini Secretariat, Chandigarh
13. Dr. P. Kaliraj, Ex Vice-Chancellor, Professor of Biotechnology, Anna University, Sardar Patel Road, Chennai-600025 (nominated by AICTE, New Delhi vide their F.No. 24/AICTE(UB)/N/3/2012-13 dated June 21, 2013)
14. Prof. Majid Jamil, Department of Electrical Engineering, Jamia Millia Islamia, New Delhi (UGC Nominee)
15. The Director, Technical Education & Industrial Training (Pb.), Plot No.1-A, Sector-36, Chandigarh
16. The Registrar, Punjab Technical University, Jalandhar-Kapurthala Road, Post box No.1, Near Science City, Kapurthala
17. The Director, NSET, Ludhiana
18. The Secretary, NSET, 232, Baba Budha Ji Avenue, Opp Ashok Veterinary Public School, G.T.Road, Amritsar
19. Dr. Manohar Singh Saini, Director, GNDEC, Ludhiana
20. S. Birinder Singh, Principal, GNDPC, Ludhiana
21. Prof. Jaswinder Singh, HOD(E.E), GNDEC, Ludhiana
22. Prof. Balwinder Singh, Associate Professor (ME), GNDEC, Ludhiana

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

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

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

1. S. Avtar Singh Ji, President, NSET, Ludhiana
2. S. Ajmer Singh Lakhwal



3. S. Harsurinder Singh Gill
4. S. Amrik Singh Aliwal
5. S. Jogeshwar Singh Mangat
6. S. Jatinderpal Singh Saluja
7. Director, GNDEC/Principal, GNDPC

#### **Finance Committee**

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

#### **Grievances & Disciplinary Committee**

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

#### **Purchase Committee**

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

Chairman of all the Committees constituted by Nankana Sahib Education Trust is President, Nankana Sahib Education Trust/Managing Committee Guru Nanak Dev Engineering College. In the absence of the Chairman, Senior most Committee member

chairs/presides the meeting. The Member Secretary/Additional Secretary is the convener of all these Committees.

The Minutes of the above Committees are recorded. The Meeting of the Managing Committee are being held once in six months or as per the requirement and other Committee meetings are held as and when the matter comes for the perusal of the Committee. The participation of the public in the meeting of the Board and Committee does not arise since the meetings pertain to internal functioning of the institution except in Purchase Committee Meeting, the suppliers can also participate, if required.

## **CHAPTER-8 (MANUAL-7)**

### **THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

Name of the Institution: Guru Nanak Dev Engineering College

#### **Public Information Officers**

<u>S.No</u>	<u>Name</u>	<u>Designation</u>	<u>STD</u>	<u>Phone No.</u>	<u>Phone No.</u>	<u>Fax</u>	<u>E-mail</u>	<u>Address</u>
				Office	Home			
1	Prof. Jaswinder Singh	Public Information Officer	161	5064559	9872277722	2502700	jaswinder64@gmail.com	60, Model Gram, Ludhiana
2	Dr. Jasmaninder Singh Grewal	Assistant Public Information Officer	161	5064583	9815323023	2502700	Jsgrewal_2000@yahoo.com	317, Model Gram, Ludhiana
3	Prof. Arvind Dhingra	Assistant Public Information Officer	0161	5064563	9814163429	2502700	arvinddhingra@gndec.ac.in	296-L, Model Town, Ludhiana

#### **Appellate Authority**

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>STD</u>	<u>Phone No.</u>	<u>Phone No.</u>	<u>Fax</u>	<u>E-mail</u>	<u>Address</u>
				Office	Home			
1	S. Avtar Singh	Chairman, N.S.Ed.T	183	2553956-57-58-59, 2534182, 2554564	4612480	0183-2553919	<a href="mailto:Sgpc@vsnl.com">Sgpc@vsnl.com</a>	Kothi No.407, Near Model Town Extension Gurdwara

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>STD</u>	<u>Phone No.</u>	<u>Phone No.</u>	<u>Fax</u>	<u>E-mail</u>	<u>Address</u>
								Sahib, Ludhiana
2	Dr. Manohar Singh Saini	Director	161	2502700	2490610	2502240	<a href="mailto:director@gndec.ac.in">director@gndec.ac.in</a>	Director's Bungalow, GNDEC Campus, Ludhiana

## **CHAPTER-9 (MANUAL-8)**

### **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

#### **Administrative**

Appointments are made by the Selection Committee formulated and approved by Nankana Sahib Education Trust, Ludhiana through open advertisement.

Internal administration is controlled by head of Institutions i.e Director. For smooth functioning of Institution Head of Departments are appointed to look after the routine administration of their respective Departments. Dean (Administration), Deputy Registrar (Administration), Dean (Academic), Dean (Post-Graduate), Dean (Consultancy), Dean (Training and Placement), Dean (S&W), Dean (Alumni) have also been appointed from among the Senior faculty members to help the Director in running the administration.

#### **Financial**

The Director is vested with the powers of managing overall affairs of the Institution under the supervision and control of Managing Committee. He has been vested with the financial powers to incur expenditure up to different limits under different heads.

All the policy decisions are decided and approved by the Managing Committee and it has got financial power to incur the purchase of capital assets up to maximum limits as per requirement.

## CHAPTER-10 (MANUAL 9) DIRECTORY OF OFFICERS AND EMPLOYEES

### DIRECTOR'S OFFICE

Name	Designation	Mobile No.	E-mail Address	Address
Dr. Manohar Singh Saini	Director	99144-25025	<a href="mailto:director@gndec.ac.in">director@gndec.ac.in</a>	Director Residence, GNDEC campus, Ludhiana
Mr. Ramandeep Singh	PA to Director	98554-00448	<a href="mailto:ramandeep.pta@gmail.com">ramandeep.pta@gmail.com</a>	204, GNDEC Campus, Ludhiana
Mr. Parminder Singh	Attendant	89686-11100	<a href="mailto:parminderroop@yahoo.com">parminderroop@yahoo.com</a>	H.No. 53, St.No.3, Mandeep Nagar, Near Rishi Nagar, Ludhiana
Mrs. Sarabjit Kaur	Attendant	95016-00453	<a href="mailto:sarabjit@gndec.ac.in">sarabjit@gndec.ac.in</a>	H. No. 4376, St. No. 4, Opp. Bajwa Kanda, Shimla Puri, Ludhiana

### ADMINISTRATION

Dr. S.S. Gill	Dean (Admin.)	98148-01718	<a href="mailto:ssg@gndec.ac.in">ssg@gndec.ac.in</a>	34-D, Sarabha Nagar, Ludhiana
Dr. D.S. Pathania	DR (Admin.)	98786-34245	<a href="mailto:dspathania@gndec.ac.in">dspathania@gndec.ac.in</a>	168, Sarabha Nagar Extn., Chabbra Colony, Pakhawal Road, LDH.
Dr. G.S.Brar	A.R.Academic	97819-91160	<a href="mailto:ao@gndec.ac.in">ao@gndec.ac.in</a>	1005,Phase I, Urban Estate, Dugri, Ludhiana

### Establishment Branch

Name	Design.	Mobile No.	E-Mail	Address
Mrs. Kamaljit Kaur Dulay	Sr. Asstt. (In-Charge)	98766-83082	<a href="mailto:kamaljit.gne@gmail.com">kamaljit.gne@gmail.com</a>	VPO. Dulay, Distt. Ludhiana.
Mrs. Taranjeet Kaur	Clerk	82838-15114	<a href="mailto:taranjeetkaur.tanu@gmail.com">taranjeetkaur.tanu@gmail.com</a>	#732, St. No. 1, Dashmesh Nagar, Ludhiana.
Ms. Manpreet Kaur	Clerk	96533-31156	<a href="mailto:Manpreetecpkaur@yahoo.com">Manpreetecpkaur@yahoo.com</a>	#2534, St. No. 1 Vishwakarma Town, Near Atam Park, Ludhiana.
Ms. Manpreet Kaur	Clerk	84277-90900	<a href="mailto:manpreet1645@gmail.com">manpreet1645@gmail.com</a>	#75, Ward no. 3C, Sangatpura Mohalla, Near Malerkotla Bypass Chowk, Dhuri, Distt. Sangrur.
Mr. Puneet Kumar	Clerk	76969-69656	<a href="mailto:puneet.dharni@gmail.com">puneet.dharni@gmail.com</a>	#25, St. No. 20, SBS Nagar, Dhandra Road, Ludhiana.
Mr. Baljit Singh	Attendant	94170-48615	<a href="mailto:baljit@gndec.ac.in">baljit@gndec.ac.in</a>	Farm House, Near Railway Station, VPO Gill, Distt. Ludhiana.
Mr. Kewal Singh	Helper to Plumber	84379-24178	<a href="mailto:kewal@gndec.ac.in">kewal@gndec.ac.in</a>	Vill. Nangal, PO. Dehlon, Distt. Ludhiana.

## Accounts Branch

Name	Designation	Contact No.	E-mail Address	Address
Mrs.Pritam Kaur	Sr.Assistant	81461-60099	<a href="mailto:pritamgne@gmail.com">pritamgne@gmail.com</a>	#B-232.St.No.9L,Ishar Nagar, Ludhiana.
Mr.Karamjit Singh	Jr.Assistant	97797-44765	<a href="mailto:karamjeet67@gmail.com">karamjeet67@gmail.com</a>	#29-B/1251/80C, St.No.4,Ishar Nagar, Ludhiana
Mr.Avtar Singh	Jr.Assistant	80540-03104	savtar400.gmail.com	#2624,Guru Nanak Colony, Gill Road, Ludhiana.
Mr.Vikram Sharma	Clerk	94638- 19953	vikycool5@gmail.com	#132,Mathura Colony, Rajpura Road, Patiala
Mr.Dhruv Chander Pant	Clerk	75084-50023	<a href="mailto:dpant9@gmail.com">dpant9@gmail.com</a>	#118,Shivalik Avenue, Ayali khurd, Near South City, Ludhiana.
Mr.Nitin Kaushal	Clerk	97808-98002	<a href="mailto:nitin.kaushal02@yahoo.com">nitin.kaushal02@yahoo.com</a>	#1595/2.St.No.5, Opp. Dusshera Ground,Shimla Puri, Ludhiana.
Ms Dupinder Kaur	Clerk	82848-28702	<a href="mailto:angel.deepika.dk@gmail.com">angel.deepika.dk@gmail.com</a>	#1969, St.No.14, Dashmesh Nagar, Gill Road, Dhuri Line Ludhiana.
Mr.Lakhvir Singh	Lab.Attendant	98156-56623	lakhvir@gndec.ac.in	# 553, St.No.11R, Ishar Nagar, Ludhiana.
Mr.Manjinder Singh	Attendant	98144- 14280	manjinder@gndec.ac.in	#60,Village Rania, PO. Sangowal, Ludhiana

## Academic Branch

Name	Designation	Contact Number	E-Mail Address	Address
Mr. Darshan Singh	Senior Assistant	8968000439	<a href="mailto:darshan62@gndec.ac.in">darshan62@gndec.ac.in</a>	#5405/31, Street No. 8, Gobind Nagar (Near Baba Balak Nath Mandir), Shimlapuri, Ludhiana.
Mr. Varinder Kumar	Clerk	9780903280	<a href="mailto:varinder82@gndec.ac.in">varinder82@gndec.ac.in</a>	#6307/1, B-23, Hargobind Nagar, Street No. 10, Ludhiana
Mrs. Parminder Kaur	Clerk	9888834915	<a href="mailto:parminder1984@gndec.ac.in">parminder1984@gndec.ac.in</a>	#193, Street No. 5, Jasdev Nagar, Gill Road, Opp. Nankana Sahib School, Ludhiana
Mr. Dilpreet Singh Grewal	Clerk	8437642136	pri.grewal@gmail.com	#57/2A, Gobind Nagar, Pakhowal Road, Ludhiana.
Ms. Karamvir Kaur	Data Entry Operator	8427150884	<a href="mailto:karamvir.cheema08@gmail.com">karamvir.cheema08@gmail.com</a>	VPO Ramgarh Sardaran, Tehsil Payal, Ludhiana
Mr. Amandeep Sharma	Attendant	8288020083	amandeep@gndec.ac.in	Ward No. 13, Mohan Nagar, Bhawanigarh

**Examination Branch**

Name	Designation	Contact No.	E-Mail address	Address
Mrs. Balwinder Kaur	Junior Assistant	98551-74061	<a href="mailto:Bkubhi@gmail.com">Bkubhi@gmail.com</a>	H.No. 1632, Street No. 20, Janta Nagar, Ludhiana, 141003.
Mr. Devinder Singh	Clerk	94173-67284	<a href="mailto:Devinder888@yahoo.co.in">Devinder888@yahoo.co.in</a>	V.P.O Sayan Kalan, Block Dehlon, Distt. Ludhiana 141118.
Mr. Harwinder Singh	Clerk	8283005900	<a href="mailto:Academicravi@gndec.ac.in">Academicravi@gndec.ac.in</a>	#2624, St No Guru Nanak colony , opp. Guru Nanak Dev Engg. College, Gill Road, Gill Park , LDH. 141006.
Mrs. Harminder Kaur	DEO/Clerk	70873-61225	<a href="mailto:Gillharmindergill@gmail.com">Gillharmindergill@gmail.com</a>	VPO Gill, Distt Ludhiana 141116
Mr. Pargat Singh	Attendant	84279-50799	<a href="mailto:Pargatsandhu82@gmail.com">Pargatsandhu82@gmail.com</a>	VPO Sahnewal Distt. Ludhiana, 141120
Mr. Talwinder Singh	Attendant	94657-91997	<a href="mailto:Tawinder.gndec@yahoo.com">Tawinder.gndec@yahoo.com</a>	VPO Bharowal Kalan, Teh. Jagraon Distt Ludhiana 142025

**Dispatch & Diary Section**

Name	Designation	Contact No.	E-Mail address	Address
Mr. Randhir Singh	Junior Assistant	98558-04455	<a href="mailto:randhir@gndec.ac.in">randhir@gndec.ac.in</a>	Village Sidhupur, Tehsil & District Fatehgarh Sahib
Mr. Rakesh Kumar	Cinema Operator	97810-03162	<a href="mailto:rakesh@gndec.ac.in">rakesh@gndec.ac.in</a>	13, GNDEC Campus, Ludhiana
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## CHAPTER-11 (MANUAL 10)

### THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

#### As per AICTE and Punjab Govt. norms

The following are the scales of pay in force relating to the officer Grade and staff category of the Company

<u>Sl.No</u>	<u>Description of the post</u>	<u>Scale of pay</u>
1.	Director	Rs. 75000/-+ other permissible allowances
2.	Professor	37400-67000 + AGP 10,000
3.	Associate Professor	37400-67000 + AGP 9,000
4.	Assistant Professor	15600-39100 + AGP 6000 15600-39100 + AGP 7000 15600-39100 + AGP 8000
5.	Associate Professor (WP)	37400-67000 + AGP 9000
6.	Associate Professor (CP)	37400-67000 +AGP 9000
7.	Assistant Professor (WP)	15600-39100 +AGP 6000
8.	Assistant Professor (CP)	15600-39100 +AGP 6000
9.	Librarian	15600-39100 +AGP 6000
10.	Senior Instructor Workshop	10300-34800+AGP 4200
11.	Junior Instructor Workshop	10300-34800+AGP 3800
12.	Administrative Officer	10300-34800+AGP 5000
13.	Superintendent	10300-34800+AGP 4200
14.	Senior Assistant	10300-34800+AGP 3800
15.	Draughtsman	10300-34800+AGP 3800
16.	Senior Scale Stenographer	10300-34800+AGP3800

<u>Sl.No</u>	<u>Description of the post</u>	<u>Scale of pay</u>
17.	Junior Assistant	5910-20200+AGP 2800
18.	Lab Technician/Maint mech/Instrument Repairer/In. Lab Technician	10300-34800+AGP 3200
19.	Clerk/Lab Attendant	5910-20200+AGP 1900
20.	Steno-Typist	5910-20200+AGP 2800
21.	Electrician	5910-20200+AGP 1900
22.	Plumber	5910-20200+AGP 1900
23.	Attendant/Helper	4900-10680+AGP 1300
24.	Sweeper/Chowkidar/Malis	4900-10680+AGP 1300
25.	Head Mali/Daftri	4900-10680+AGP 1400

Besides, basic pay all staff members are paid dearness allowance at par with Punjab Govt., and other allowances i.e HRA @ 20%, City Compensatory Allowance and Rs.500/- Fixed Medical Allowance.

## **CHAPTER-12 (MANUAL-11)**

### **THE BUDGET ALLOCATED TO EACH AGENCY**

Nankana Sahib Education Trust is allocating funds to the College for both recurring and non-recurring expenditure, which can be spent after getting the approval of Managing Committee appointed by Nankana Sahib Education Trust.

## **CHAPTER-13 (MANUAL-12)**

### **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME**

Not Applicable

## **CHAPTER-14 (MANUAL 13)**

### **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT**

Not Applicable

## **CHAPTER-15 (MANUAL-14)**

### **NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

ACADEMIC SECTION: Admission, Examination, Results etc. (Student related information can be obtained)

ADMINISTRATION SECTION: Information regarding present staff members on rolls, recruitments and any other issue related to college employees.

ACCOUNTS BRANCH: All accounts related information can be obtained

DEPARTMENTS: Department related information can be obtained

STORE AND PURCHASE : All purchase related information can be obtained

TESTING & CONSULTNACY: Testing & Consultancy related information can be obtained

HOSTEL OFFICE: Student's Hostels related information can be obtained.

LIBRARY: All information regarding Books, Journal, On-line Journal etc. can be obtained from Library.

SPORTS OFFICE: All Sports facility and other related information can be obtained from Sports Office.

TRAINING & PLACEMENT: All information regarding training & placement

Cell can be obtained from Training & Placement Cell.

## **CHAPTER-16 (MANUAL-15)**

### **INFORMATION AVAILABLE IN AN ELECTRONIC FORM**

The detail of the institution is available in website [www.gndec.ac.in](http://www.gndec.ac.in)

## **CHAPTER-17 (MANUAL-16)**

### **PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

The details of the Institution is available in website [www.gndec.ac.in](http://www.gndec.ac.in)

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

### **OTHER USEFUL INFORMATION**

College Brochure