

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 24th 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 8th 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 30000 Graduate and 5000 Post-Graduate Engineers have passed out from this College during the last several years and are at present successfully employed in India and abroad. The college is accredited with NAAC 'A' Grade and TCS. Its UG courses are accredited with IEL. The Institution is ISO 9001:2008 certified.

The College was initially started with three conventional degree level engineering courses only i.e. Civil, Mechanical and Electrical. The College has kept pace with the unending fast expansion in the field of engineering. Degree courses in Electronics & Communication Engg. and Production were started in 1981, 1986 respectively. Another two courses in emerging branches of engineering i.e. Computer Sc. & Engg.(CSE) & Information Technology (IT) were introduced in 1997 and 2001 respectively. While introducing new branches, employability and need of the industry is given top priority. Following courses of study are offered by the College:

B. Tech. 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:-

Power and Duties of Officers:-

Dr. Sehijpal Singh, Principal

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

Head of Departments

Name of Department

Mechanical Engineering
Computer Sc. & Engineering
Information Technology
Electrical Engineering
Electronics & Communication Engg.
Civil Engineering
Production Engineering
Applied Science
Workshop
MBA
MCA
Computer Centre

Name of HOD

Dr. Paramjit Singh Bilga
Dr. Parminder Singh
Dr. K.S.Mann
Prof. Jaswinder Singh
Dr. S.S.Gill
Dr. Kulbir Singh Gill
Dr. Jasmaninder Singh Grewal
Dr.D.S.Pathania
Dr. Jatinder Kapoor
Dr. Sukhdev Singh
Prof. Jasbir Singh Saini
Prof. Jasbir Singh Saini

The Head of Departments are looking after all the academic and general administration of their respective Department. They have been vested with the financial power up to Rs.10000/- to incur recurring expenditure of the Lab etc. of their department.

Deans

Dean (Academic)

Dr. Kulbir Singh Gill

Dean (S&W)

Dr. Jasmaninder Singh Grewal

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. Admin-A/c

Dr. G.S.Brar

A.R. Admin.-E

Er. Vivek Thapar

Deputy Registrar (Academics)

Dr. Puneet Pal Singh Cheema

Chief Warden (Boys)

Dr. Parminder Singh, CSE

Chief Warden (Girls)
 Warden Hostel No. 1
 Warden Hostel No.1
 Warden Hostel No.2
 Warden Hostel No.2
 Warden Hostel No.5
 Warden Hostel No.5
 Warden Girls Hostel
 Warden Girls Hostel

Prof. Ameeta Seehra, ECE
 Dr.Manpreet Singh, IT
 Prof. Shehbaz Singh, ME
 Prof.H.S.Dhall, MBA
 Prof. Harminder Singh Saini, EE
 Prof. S.K.Singla,CSE/IT
 Prof. Prashant Garg, CE
 Prof. Sonia, EE
 Prof. Jagjeet Kaur, ME

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:-

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

<u>S.No.</u>	<u>Name of the Document/Record</u>	<u>Held by/under the control of</u>
6	Provident Fund	Superintendent (Accounts)
7	Legal case files	Superintendent (Establishment)
8	Stock Register-Stores	Store Purchase Officer
9	Consultancy Record	Dean (Testing & Consultancy)
10	Student Related Record	Dean Academics

CHAPTER-7 (MANUAL-6)

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

Board of Governors

- 1 S. Gobind Singh Longowal, President, Nankana Sahib Education Trust, Ludhiana
- 2 S. Ajmer Singh Gill, Village Lakhawal, PO Gaddowal, District Ludhiana
- 3 S. Harsurinder Singh Gill, VPO Kothe Rehlan, Near Jagraon, District Ludhiana
- 4 S. Maheshinder Singh Grewal, # 153, Model Town, Ludhiana
- 5 S. Raghubir Singh Saharanmajra, Member, SGPC, Village Saharanmajra, District Ludhiana
- 6 S. Sachdev Singh Gill, Village Gill, District Ludhiana
- 7 S. Baljit Singh Gill, Village Gill, District Ludhiana
- 8 S. Harpal Singh Jalha, VPO Jalha, District Ludhiana
- 9 S. Uday Singh Longowal, VPO Longowal, District Ludhiana
- 10 S. Gurcharan Singh Gill, VPO Jagraon, District Ludhiana
- 11 S. Harbhajan Singh Gill, VPO Gill, District Ludhiana
- 12 S. Charan Singh, VPO Alamgir, District Ludhiana
- 13 The Principal Secretary, Technical Education, Govt. of Punjab, Room No. 426, Floor 4th, Sector-9 Mini Secretariat, Chandigarh
- 14 Dr. Rakesh Wats (Head), Professor, National Institute of Technical Teachers Training & Research (NITTTR), Sector-26, Chandigarh
- 15 Prof. Majid Jamil, Department of Electrical Engineering, Jamia Millia Islamia, New Delhi (UGC Nominee)
- 16 The Director, Technical Education & Industrial. Training (Pb.), Plot No.1-A, Sector-36, Chandigarh
- 17 The Registrar, IKG Punjab Technical University, Jalandhar-Kapurthala Road, Post box No.1, Near Science City, Kapurthala
- 18 The Director, NIT, Jalandhar
- 19 The Secretary/ The Director, Nankana Sahib Education Trust, Ludhiana
- 20 The Principal, Guru Nanak Dev Engineering College, Ludhiana
- 21 Dr. Jasmaninder Singh Grewal, HOD(Production Engineering), GNDEC, Ludhiana
- 22 Dr. Balwinder Singh Dhaliwal, Assistant Professor, ECE, GNDEC, Ludhiana

Selection Committee (Teaching)

1. S. Gobind Singh Longowal
2. S. Ajmer Singh Gill
3. S. Maheshinder Singh Grewal
4. S. Gurcharan Singh Grewal
5. S.Pritam Singh Badbar
6. S. Amarjit Singh Banbhora
7. S. Raghubir Singh Saharanmagra
8. S. Sachdev Singh Gill
9. S. Avtar Singh Gill
10. S.Baljit Singh Gill
11. Secretary Trust/Director, Trust
12. Principal, GNDEC

Selection Committee (Non-Teaching)

1. S. Gobind Singh Longowal
2. S. Maheshinder Singh Grewal
3. S. Charan Singh Alamgir
4. S. Harsurinder Singh Gill
5. S. Raghuvir Singh Saharanmagra
6. S. Harpal Singh Jalla
7. S. Pritpal Singh Sangrur
8. S. Gurdarshan Singh
9. S. Jagsir Singh (Kotra) Gill
10. S. Sachdev Singh Gill
11. S. Avtar Singh Gill
12. S.Baljit Singh Gill
13. Secretary Trust/Director, NSET
14. Principal, GNDEC

Finance Committee

- 1 Dr. Sehijpal Singh
- 2 S. Mahesinder Singh Grewal
- 3 Dr. Sukhdev Singh, Prof. & Head, MBA, GNDEC
- 4 Finance Officer, IKG Punjab Technical University,

Grievances & Disciplinary Committee

1. S. Jogeshwar Singh Mangat
2. S. Harpal Singh Jalla
3. S. Gurcharan Singh Grewal
4. S. Kamikar Singh Gill
5. S. Jaswinder Singh Khalsa
6. S. Sachdev Singh Gill
7. S. Avtar Singh Gill
8. S.Baljit Singh Gill
9. Principal, GNDEC

Purchase Committee

1. S. Harpal Singh Jalha
2. S. Charan Singh Alamgir
3. S. Sachdev Singh Gill
4. S. Avtar Singh Gill
5. S. Baljit Singh Gill
6. Director, Trust/Secretary, Trust
7. Principal, GNDEC

Chairman of all the Committees constituted by Nankana Sahib Education Trust is President, Nankana Sahib Education Trust/Managing Committee Guru Nanak Dev Engineering College. In the absence of the Chairman, Senior most Committee member chairs/presides the meeting. The Member Secretary/Additional Secretary is the convener of all these Committees.

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

CHAPTER-8 (MANUAL-7)

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

Name of the Institution: Guru Nanak Dev Engineering College

Public Information Officers

<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. 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. Gobind Singh	Chairman	183	2553956-57-58-		0183-	Sgpc@vsnl.com	Village Longowal,

<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>
	Longowal	N.S.Ed.T		59, 2534182, 2554564		2553919	l.com	District Sangrur
2	Dr. Sehijpal Singh	Principal	161	2502700	-	2502240	director@gndec.ac.in	Principal's Residence, GNDEC, Ludhiana

CHAPTER-9 (MANUAL-8)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

Administrative

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

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

Financial

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

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

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

PRINCIPAL'S OFFICE

Name	Inter-com	Mobile/E-mail Address	Address
Dr. Sehijpal Singh Principal	4500	98724-60606 principal@gndec.ac.in	Principal's Residence, GNDEC campus, LDH.
Mr. Ramandeep Singh PA	4501	98554-00448 ramandeep.pta@gmail.com	127, Double Storey, GNDEC Campus, Near Diploma Hostel, Ldh.
Mrs. Taranjeet Kaur Clerk	4501	82838-15114 taranjeetkaur.tanu@gmail.com	H. No. 732, St. No.1, Link Road, Dashmesh Nagar, Ludhiana
Mr. Parminder Singh Attendant	4501	89686-11100 pamit151074@gmail.com	H.No. 53, St.No.3, Mandeep Nagar, Near Rishi Nagar, Ludhiana
Mr. Manjit Kumar Attendant	4501	99154-88018	GNDEC, Staff Colony, Ludhiana

ADMINISTRATIVE OFFICE

Name	Inter-com	Mobile/E-mail Address	Address
Dr. G.S. Brar AR (Admin.)	4505	97819-91160 brar_gurinder@gndec.ac.in	# 94, New Sham Nagar, Near SUNET, Ludhiana
Er. Vivek Thapar A.R. Admin (E)	4532	98729-22886 vivek_thapar_engg @yahho.com	124, Industrial Area-A, Ludhiana- 141003

ESTABLISHMENT BRANCH

Name	Inter-com	Mobile/E-mail Address	Address
Mrs. Kamaljit Kaur Dulay Sr. Asstt.	4703	98766-83082 kamaljit.gne@gmail.com	V.P.O. Dulay, Distt. Ludhiana
Mr. Harpreet Singh SSS	4703	98782-58724 gungun_hari@rediffmail.com	#218/16, 125/B, St. No.9-L, Block-C, Isher Nagar, Ludhiana
Mr. Varinder Kumar Clerk	4703	97809-03280 varindergne82@gmail.com	#6307/1, B-23, St. No.10, Hargobind Nagar, Ludhiana
Mrs. Manpreet Kaur Clerk	4703	84272-56239 manpreet1992@gndec.ac.in	#12415, St. No.7, Iqbal Nagar, Tajpur Road, Ldh.
Ms. Ravinder Kaur	4703	98036-33105	Gurdwara Guru Nanak

Clerk		kravindervohra@gmail.com	Sewak Sabha, Industrial Labour Colony, Near Highway Cycle Factory, Gill Road, Ludhiana.
Mr. Baljit Singh Attendant	4703	94170-48615 baljit@gndec.ac.in	Farm House, Near Railway Station, VPO Gill, Ludhiana

ACCOUNTS BRANCH

Name	Inter-com	Mobile/E-mail Address	Address
Ms. Pritam Kaur Sr. Assistant	4705	81461-60099 pritamgne@gmail.com	W/o S. Gurmeet Singh #B-232, St.No.9 L, Ishar Nagar, Ludhiana.
Mr. Karamjit Singh Jr. Assistant	4705	97797-44765 karamjeet67@gmail.com	#1251/C, Block-C, St. No.4, Ishar Nagar, Ludhiana
Mr. Avtar Singh Jr. Assistant	4705	80540-03104 avtarsingh1962@gmail.com	H. No. 2624,Gali No. 2 Guru Nanak Colony, Opp. GNDEC, LDH.
Mrs. Inderpal Kaur Clerk	4705	98727-41955 chauhan_lehra@yahoo.com	W/o, S. Preetpal Singh VPO Rampur Patti, Aassa, Distt. Ludhiana
Mrs. Harinder Kaur Clerk	4705	98728-90145 hkcgne@gmail.com	W/o, Jaswinder Singh #1300/1, St. No.5, Down Canal Road, Shimlapuri Ludhiana
Mr. Nitin Kaushal Clerk	4705	97808-98002 nitin.kaushal1991 @ yahoo.com	#1595/2.St.No.5, Opp. Dusshera Ground, Shimla Puri, Ludhiana.
Ms. Manpreet Kaur Clerk	4705	85678-53038 manpreetecpkaur@ yahoo.com	#2534, St. No.1, Vishawakarma Town, Atam Park, Ludhiana
Mrs.Dupinder Kaur Clerk	4705	96468-94306 angeldeepika993@ gmail.com	#9B, Street No. 7, Satjot Nagar, Ludhiana
Mr. Lakhvir Singh Lab. Attendant	4705	98156-56623 taggarlakhvir@gmail.com	# 553, St.No.11 R, Ishar Nagar, Ludhiana.
Mr. Manjinder Singh Attendant	4705	98144-14280 manjinder@gndec.ac.in	Village Rania, P.O. Sangowal, Ludhiana

ACADEMIC BRANCH

Name	Inter-com	Mobile/E-mail Address	Address
Dr. Kulbir Singh Gill Dean Academics	4704	98726-61111 kulbirgilkulbir@yahoo.co.in	#3154, Phase-2, Urban Estate,Dugri Road, Ludhiana
Dr. PPS Cheema (DR Academics)	4704	97818-16320 ppsc390@gmail.com	# 44, Staff Colony, GNDEC, Ludhiana
Er. Narwant Singh Grewal (A.R.)	4770	98550-18703 narwant@gndec.ac.in	232, Urban Estate Phase-I, Dugri Road, Ludhiana
Mr. Darshan Singh Sr. Assistant	4704	89680-00439 darshan62@gndec.ac.in	#5405/31, St. No. 8, Gobind Nagar (Near Baba Balak Nath Mandir), Shimlapuri, Ludhiana.
Mr. Ajay Verma Clerk	4505	88473-49464 averma7483@yahoo.com	H. No. 136, Staff Colony GNDEC Campus, Ludhiana
Mrs. Satwinder Kaur Clerk	4506	99882-11904 satwinderkaur@gndec.ac.in	#208, Staff Colony, GNDEC, Ludhiana- 141006
Mrs. Parminder Kaur Clerk	4704	98888-34915 parminder1984@gndec.ac.in	#193, St. No. 5, Jasdev Nagar, VPO Gill, Ludhiana
Ms. Robelpreet Kaur Clerk	4704	70871-50505 robels4778@gmail.com	#75, Ward No. 3C, Sangat Pura Muhalla, Nr. Malerkotla By-Pass, Dhuri.
Mr. Jashandeep Singh Clerk	4505	98764-85744 deepjashan29@gmail.com	Vill. Chunagra, Teh. Patran, P.O. Patran, Distt. Patiala
Mr. Amandeep Sharma Attendant		89683-73073 sharmaboyz087@gmail.com	Ward No. 2, Mohan Nagar, Bhawanigarh, Distt. Sangrur



EXAMINATION BRANCH

Name	Inter-com	Mobile/E-mail Address	Address
Dr. Akshay Girdhar COE	4724	98559-61620 coe@gndec.ac.in	#15, Staff Colony - I, GNE College, Ludhiana
Ms. Jaspreet Kaur Assistant Registrar	4803	96538-23710 jaspreetkalra22@gmail.com	459-A, Model Town Extension, Ludhiana
Mr. Mandeep Singh Clerk	4723	98556-33500 mandeepsandhu10@yahoo.com	H.No. B-234, St. No. 9L Isher Nagar, Backside GNDEC, Ludhiana
Mr. Devinder Singh Clerk	4723	94173-67284 devinder888@yahoo.co.in	V.P.O. Sayan Kalan, Block Dehlon, Distt. Ludhiana-141118
Mr. Harmanpreet Singh Clerk	4723	84276-14522 gillharmindergill@gmail.com risandhu2012@gmail.com	#1492, Ward No.5, Kanech Nagar, Sahnewal-141120
Mr. Pargat Singh Attendant	4723	84279-50799 pargatsandhu82@gmail.com	V.P.O. Sahnewal, Distt. Ludhiana- 141120
Mr. Gurwinder Singh Attendant	4723	98781-23200 gndec.ac@gmail.com	VPO Doraha, Distt. Ludhiana

DISPATCH AND DIARY SECTION

Name	Inter-com	Mobile/E-mail Address	Address
Mr. Randhir Singh Jr. Assistant	4702	98558-04455 randhir@gndec.ac.in	Village Sidhupur, Teh. & District Fatehgarh Sahib
Mr. Inderjit Singh Clerk	4702	99153-31829	Vill. Chunanagar, PO Patra, Distt. Patiala



DISPATCH AND DIARY SECTION

Name	Inter-com	Mobile/E-mail Address	Address
Mr. Rakesh Kumar Cinema Operator	4702	97810-03162 rakesh1971@gmail.com	13, GNDEC Campus, Ludhiana
Mr. Harpreet Singh Attendant		94658-68613 harpreet@gndec.ac.in	2749, St. No.5, Guru Nanak Colony, Opp. GNDEC, Ludhiana

LIBRARY

Name	Inter-com	Mobile/E-mail Address	Address
Mr. Major Singh Assistant Librarian	4598	98557-13635 majorgne@gmail.com	635, St. 4R, Ishar Nagar, Ludhiana.
Mr. Manpreet Singh Library Assistant	4597	98147-57961 lib.msc@gmail.com	4/17, New Pawan Nagar, Amritsar
Mr. Avninder Singh Library Assistant	4597	98035-19380 gillaveninder@gmail.com	VPO Dehlon, H.No.738, Ludhiana.
Ms. Ranjit Kaur Library Restorer	4597	94781-48971 ranjeetkaur6@gmail.com	Vill. Shankar, PO Dehlon, Ludhiana.
Ms. Vipaljit Kaur Library Restorer	4597	94644-77421 vimpaljeet@gmail.com	1607 St. No.4, Kwality Road, Near Ground, Shimlapuri, Ludhiana.
Ms. Harminder Kaur Clerk/DEO	4597	70873-61225 gillharmindergill@gmail.com	VPO Gill, Distt. LDH
Mr. Naunihal Singh Clerk	4597	98556-46111 naunihalgill111@gmail.com	VPO Gill, Distt. Ludhiana
Ms. Ramandeep Kaur Clerk	4597	99140-50620 sidhuriya5@gmail.com	VPO Kaunke Kalan Teh jagraon, Distt. Ludhiana



Name	Inter-com	Mobile/E-mail Address	Address
Ms. Baljit Kaur Attendant	4597	94639-14967 baljitkaur48@gmail.com	H.No.1641, St. No. 4-B, Guru Nanak Colony, Ludhiana
Mr. Harpreet Singh Attendant	4597	98726-00413	St. No.6, H. No. 715, Baba Deep Singh Nagar, Gill Road, Ludhiana
Mr. Balwinder Singh Attendant	4597	98147-79561 lakhwalbalwinder@gmail.com	Vill. Lakhwal, PO Gaddowal Distt. Ludhiana
Mr. Dalvinder Singh Attendant	4597	70097-46006 dalwindermavi@gmail.com	Vill. Mavi Kalan Teh. Samana Distt. Patiala
Mrs Harpal Kaur Attendant	4597	94643-68133	VPO Sangowal, Distt. Ludhiana

TRAINING & PLACEMENT CELL

Name	Inter-com	Mobile/E-mail Address	Address
Dr. Kulwinder Singh Mann Dean	4510	99155-07920 mannkulvinder@yahoo.com tpo@gndec.ac.in	B1 810/18, New Deep Nagar, Civil Lines, Ludhiana
Mr. Sachin Bagga Coordinator	4511	97799-03785 sachinbagga@gndec.ac.in	177, Phase-II, Dugri Road, Urban Estate, LDH
Mr. Narinder Singh Mankoo Junior Assistant	4511	97810-99970 narindersingh@gndec.ac.in	H.No. 13085, St. No.3, Vishwakarma Colony, Near KW Street, Link Road, Ludhiana
Mr. Gurpreet Singh Attendant	4511	96460-51027 gurpreet_74@rediffmail.com	H. No. B-29-Z-4-49326 St. No.5, Guru Gobind Singh Nagar, Daba- Lohara Road, Ludhiana.



TRANSPORT DEPARTMENT

Name	Inter-com	Mobile/E-mail Address	Address
Er. Deepinder Singh Officer Incharge	-----	98156-11057 deepinder13@gmail.com	Qtr. No.113, Staff Colony, Guru Nanak Dev Engg. College Ludhiana
Mr. Ravinder Singh Driver	-----	97797-00217	H. No. 807, Mohalla Ishar Nagar, Backside GNDEC, Ludhiana
Mr. Gurmukh Singh Driver	-----	98725-69209 gurmukhpawa1982@gmail.com	VPO Pawa, District Ludhiana
Mr. Paramjit Singh Driver	-----	98789-37300 paramjit@gndec.ac.in	VPO Lohara, District 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.	Principal	Rs. 37400-67000/-+ AGP10,000-+ special allowance Rs. 5000/-
2.	Professor	37400-67000 + AGP 10,000
3.	Associate Professor	37400-67000 + AGP 9,000
4.	Assistant Professor	15600-39100 + AGP 6000 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 6000,7000,8000
8.	Assistant Professor (CP)	15600-39100 +AGP 6000,7000,8000
9.	Librarian	15600-39100 +AGP 6000
10.	Senior Instructor Workshop	10300-34800+AGP 4800
11.	Junior Instructor Workshop	10300-34800+AGP 4600
12.	Administrative Officer	10300-34800+AGP 5000
13.	Superintendent	10300-34800+AGP 4200
14.	Senior Assistant	10300-34800+AGP 3800
15.	Draughtsman	10300-34800+AGP 4200
16.	Senior Scale Stenographer	10300-34800+AGP3800

<u>Sl.No</u>	<u>Description of the post</u>	<u>Scale of pay</u>
17.	Junior Assistant	10300-34800+AGP 3600
18.	Lab Technician/Maint Mech/Instrument Repairer/In. Lab Technician	10300-34800+AGP 3800
19.	Lab Attendant	5910-20200+AGP 1900
20.	Steno-Typist +Clerk	10300-34800+AGP 3200
21.	Electrician	5910-20200+AGP 1900
22.	Plumber	5910-20200+AGP 1900
23.	Attendant/Helper	4900-10680+AGP 1650
24.	Sweeper/Chowkidar/Malis	4900-10680+AGP 1650
25.	Head Mali/Daftri	4900-10680+AGP 1650

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

CHAPTER-12 (MANUAL-11)

THE BUDGET ALLOCATED TO EACH AGENCY

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

CHAPTER-13 (MANUAL-12)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME

Not Applicable

CHAPTER-14 (MANUAL 13)

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

Not Applicable

CHAPTER-15 (MANUAL-14)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

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

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

ACCOUNTS BRANCH: All accounts related information can be obtained

DEPARTMENTS: Department related information can be obtained

STORE AND PURCHASE : All purchase related information can be obtained

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

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

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

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

TRAINING & PLACEMENT: All information regarding training & placement

Cell can be obtained from Training & Placement Cell.

CHAPTER-16 (MANUAL-15)

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

The detail of the institution is available in website www.gndec.ac.in

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

CHAPTER-18 (MANUAL-17)

OTHER USEFUL INFORMATION

College Brochure