

LIST OF 17 MANUALS UNDER RTI ACT 2005, SECTION 4(1)(b)

SECTION 4(1)(b)(i)

THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-

Name of organization	Rajiv Gandhi Government Engineer College
Establishment and Address	Village Massal, Tehsil Nagrota Bagwan, Distt. Kangra (H.P.) PIN-176047
Email-id	rggec.office@gmail.com
Contact No.	01892-249188
Web Site	www.rggec.ac.in

ABOUT THE INSTITTUION: -

Rajiv Gandhi Govt. Engg. College (RGGEC) Kangra at Nagrota Bagwan is one of the five state govt. engineering colleges established by the Govt. of H.P. The institute has been established with a vision of core themes of academic excellence, transformational learning and shared responsibility to create professional engineers who are trained to develop new technologies through innovative thinking and to be a source of knowledge for solving the problems faced by the community at local as well global level.

The college is located in a green and serene valley in the lap of mighty Dhauladhaar mountains. It is situated in village Massal near Nagrota Bagwan, Disst. Kangra (H.P.) at NH-154. The location of the institute is within 20-30 km from five eminent places of the region i.e. City of Kangra, Palampur, Dharamshala, Mcleodganj and Gaggal Airport. The college was established in the year 2014 and is fully funded by the government of Himachal Pradesh. College campus is spread in an area of 24.71 Acre. The college is approved by AICTE, New Delhi and is affiliated to Himachal Pradesh Technical University, Hamirpur. It works under the administrative control of Department of Technical Education, Vocational and Industrial Training, Government of Himachal Pradesh. The institute currently offers six undergraduate engineering degree programmes namely B. Tech. (Civil Engg.), B. Tech. (Electrical Engg.), B. Tech. (Electronics and Communication Engg.), B. Tech. (Mechanical Engg.), B. Tech. Computer Science & Engg. (Artificial Intelligence & Data Science) and Bachelor of Architecture. The institute is having the best infrastructure and having a blend of motivated young and experienced faculty.

The college was awarded Rashtriya Uchchatar Shiksha Abhiyan (RUSA), Ministry of Human Resource Development (MHRD) grant of 26 Cr in the year 2014 to develop infrastructure as per the mandate of RUSA. The college was also selected under Technical Education Quality Improvement Program (TEQIP)-III, a flagship program of the Government of India, implemented by the Ministry of Human Resource Development, through the National Project Implementation Unit, New Delhi. Under TEQIP-III, institute received a grant of 10 Cr between 2017 to 2022. Being one of the top performer institute at national level, the institute was awarded 2 Cr. additional grant under TEQIP-III.



Quality education is necessary to build the nation. It is possible only when the academic activities are given the utmost attention. With this in mind, many initiatives have been taken in the college to create an environment of better teaching and learning. It includes industry-institute interaction, improving communication and writing skills, innovation, start-up and entrepreneurship skills, emphasis on outcome-based education, industrial visits, emphasis on practical learning, library up-gradation, awareness of our versatile culture, the arrangement of motivational speakers, GATE and remedial classes for weak students. In due course of time, the institute plans to induct more staff and build more infrastructures. Curriculum as per NEP-2020 has implemented in the institute. Institute focuses on the overall development of the students to bring them at par with the students of premier institutions of the country. Therefore, co-curricular and extracurricular activities are given due importance.

VISION OF THE INSTITUTE

To develop into a premier technical institution of the region striving for excellence, facilitating aspiring minds and contributing towards a self-reliant nation.

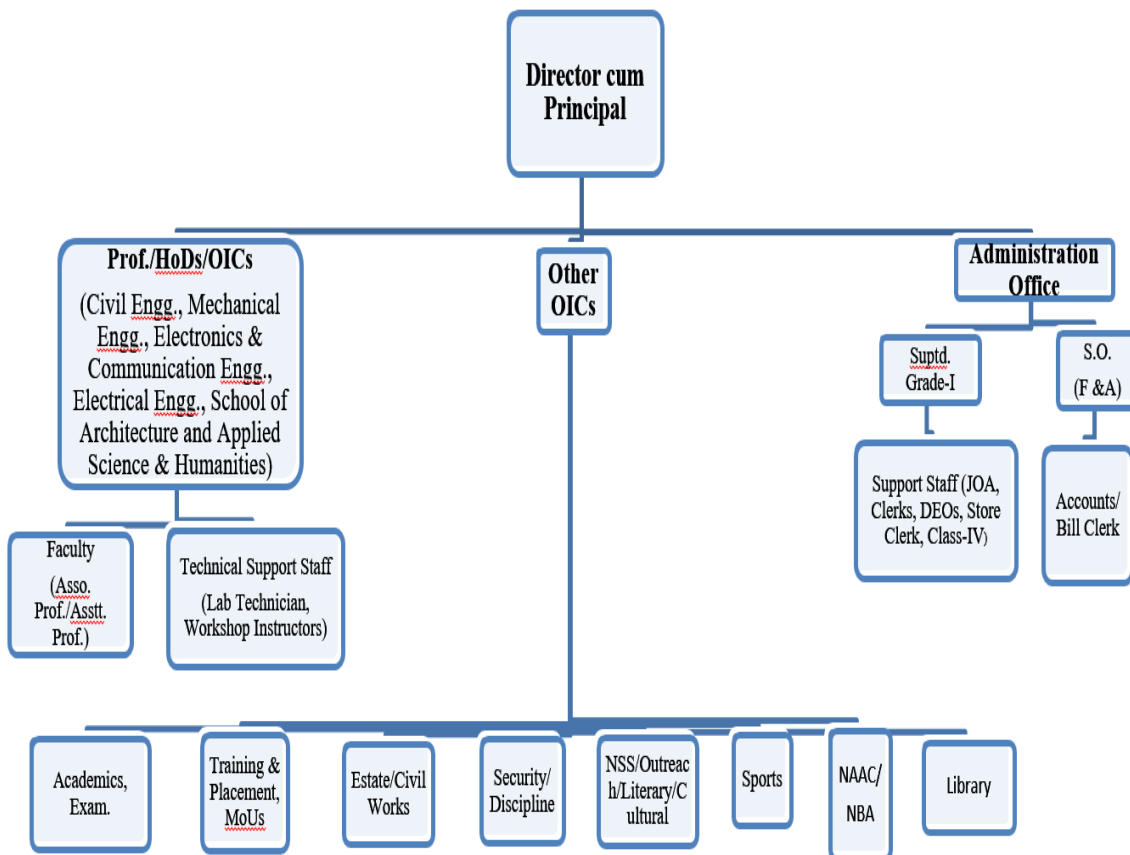
MISSION OF THE INSTITUTE

1. To impart transformative education in engineering and multi-disciplinary fields.
2. To create a research conducive and start-up-oriented environment by developing state-of-the-art laboratories.
3. To collaborate with industries and institutes of national as well as international repute.

PROGRAMS OFFERED BY THE INSTITUTE:

S. No.	Name of Department	Sanction Intake
1	B. Tech. Civil Engineering	60
2	B. Tech. Mechanical Engineering	60
3	B. Tech. Electrical Engineering	60
4	B. Tech. Electronics & Comm. Engineering	60
5	B. Tech. Computer Science Engg. (AI & DS)	60
6	B. Arch.	30

ORGANIZATIONAL STRUCTURE OF RAJIV GANDHI GOVERNMENT ENGINEERING COLLEGE KANGRA AT NAGROTA BAGWAN



SECTIONS OF THE INSTITUTE:

S. No.	Sections	Function	Duties
1	2	3	4
1.	Office of the Director-cum-Principal	Implementing all the decisions in respect of admission, education & finance as per H.P Govt. rules, regulations and directions.	Imparting instructions on administration, academic and financial matters.
2.	Applied Science & Humanities Department	To teach Applied Science & Humanities related subjects to all engineering branches.	Teaching, conducting examination, evaluation of papers, conducting seminars/expert lectures/educational tours, continuous evaluation of the students throughout the academic year.
3.	Civil Engg. Department	Teaching Civil Engg. subjects to Engineering and B. Arch. students.	-do-
4.	Electronics & Communication Engineering Department	Teaching Electronics & Communication subjects to Engineering students.	-do-
5.	Mechanical Engg. Department	Teaching Mechanical Engineering subjects to Engineering Students.	-do-
6.	Electrical Engg. Department	Teaching Electrical Engineering subjects to Engineering Students	-do-
7.	School of Architecture	Teaching Architecture subjects to B. Arch. students.	-do-
8.	Workshop	Imparting skill training to Engineering students	Taking Practical Classes of Engineering students.
9.	Library	Issuing Books/Journals/Magazines to students and the faculty, Book keeping & Maintenance, all the record related to books.	Books/Journals/Magazines keeping, purchasing new books and maintaining of the records.

SECTION 4(1)(b)(ii)
POWERS & DUTIES OF OFFICERS AND EMLOYEES

Name	Dr. (Prof.) Deepak Kumar
Designation	Director cum Principal
Powers	<ol style="list-style-type: none">1. To administer the Institution.2. To take decisions in Administrative, Academic & Financial matters.
Duties	<ol style="list-style-type: none">1. Academic & administrative management of the institution.2. Providing academic and administrative leadership.3. Monitoring and evaluation of academic activities in the institution.4. Ensuring that the college assets are managed efficiently and responsibly.5. Campus discipline and maintenance.6. Ensure the college has the necessary infrastructure, such as a library and laboratories.7. Public relations and interaction with the community.8. Participating in policy and system planning at State Regional and National levels for development of Technician education.9. Promoting and coordinating continuing education activities.10. Organizing and coordinating consultancy services.

Designation	Professor/Head of Department
Duties	<ol style="list-style-type: none"> 1. Design and develop the course and curriculum. 2. Prepare lectures, syllabi, lab manuals. 3. Teach Engineering courses. 4. Grade assignment, exams, papers and projects. 5. To assist the maintenance of Equipment in the laboratories 6. Development of Resource Materials 7. Arrange/coordinate Co-Curricular and Extra Curricular Activities. 8. Student guidance, counseling and helping their character development. 9. Innovation in technician education and evaluation. 10. Providing leadership in teaching Engineering course. 11. Promotion and Coordinating Continuing Education Activities. 12. Self-development through up-gradation of knowledge and skills. 13. Provide academic guidance and support. 14. Help students with their educational and career paths. 15. Advise students on their research projects. 16. Provide feedback and support on research projects. Collaborate with other faculty members on research projects, and Publish papers. 17. Encourage students to participate in innovation and entrepreneurship projects. 18. Collaborate with industries and institution to improve the institute. 19. Conduct workshops, seminars and special lectures 20. Other duties Participate in departmental meetings and committees and maintain records. 21. Any other duty assigned by the Director cum Principal.

Designation	Associate Professor
Duties	<ol style="list-style-type: none"> 1. Develop and Deliver lectures. 2. Create lesson plans and syllabus. 3. Suggest new course topics. 4. Mentor students. 5. Evaluate students' performance. 6. Conduct research, publish papers, attend conferences, and write proposal to secure research funding. 7. Participate in departmental and college activities. 8. Contribute to departmental administrative duties. 9. Assist with the training of new Assistant Professors. 10. Organize guest seminars and faculty events. 11. Assist HoD /Professors in their day-to-day tasks. 12. Develop professional logistics to improve student performance. 13. Create career-enhancement programs and activities. 14. Any other duty assigned by the Director cum Principal / Head/OIC of the Department.

Designation	Assistant Professor
Duties	<ol style="list-style-type: none"> 1. Create assignments for classes. 2. Teach classes and administer tests. 3. To act as in charge of the laboratory in the concerned discipline. 4. Review student progress and development. 5. Provide guidance on course choices and academic requirements. 6. Organize expert lectures and workshops. 7. Conduct of Practicals in the laboratory. 8. Conduct research and write articles for academic journals. 9. Publish studies, papers and reports. 10. Prepare proposals and apply for research funding. 11. Represent the institute at conferences and give presentations. 12. Mentor students for academic challenges. 13. Provide insights into students educational and career paths. 14. Supervise graduate research projects and provide feedback. 15. Attend faculty meetings and contribute suggestions. 16. Participate in faculty governance and professional activities. 17. Assist HoD / Professors /Associate Professor in their day-to-day tasks. 18. Any other duty assigned by the Director cum Principal

Name	Er. Archit Sharma
Designation	Training and Placement Officer
Duties	<ol style="list-style-type: none"> 1. Training and placement of the students in the industry/other user system. 2. Industry Institute Interaction. 3. Arranging industrial visit of students. 4. To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out. 5. To arrange for expert lecturers to update the students and the staff regarding recent developments in industry. 6. To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association. 7. To monitor the working of the alumni association and to arrange their meetings. 8. To sponsor students for various paper presentations and technical exhibitions. 9. To arrange in service training program of the teachers to update their knowledge and skill to teach the updated/revised curriculum. 10. To arrange entrepreneurship camps and to motivate the students for self-employment/start-ups 11. To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment. 12. To engage classes for teaching as well as for personality development of students. 13. Any other duty assigned by the Director cum Principal.

Designation	Superintendent Grade-I
Duties	<ol style="list-style-type: none"> 1. Marking of DAK, bring important communications immediately in the knowledge of Director cum Principal (D/P) and ensure timelines for disposal of matters as per office manual, keep a note on important receipt from the Government /DTE/UGC/ HPTU and other quarter concerned. 2. To ensure that the charge is handed over and taken over properly upon transfer/ superannuation, etc. of officers and officials at all levels. 3. To ensure Annual verification of stock under the directions of Head of Institutions. 4. Settlement of all the audit paras of AG Audit and Local Audit. 5. To himself deal on relevant files, secret, confidential, urgent or complex receipts retained by him. 6. To see that the concerned dealing hands collect, compile and keep updated, date information relating to the establishment, enrolment, budget, expenditure, college funds collection and expenditure. 7. To supervise the proper maintenance of fee and fund register. 8. Timely submission of Budget proposal and supervise Cash Book Maintenance. 9. To maintain service book both in hard and soft form by himself of with the assistance of subordinate staff. 10. To ensure timely deposition of fees in Govt. Accounts. 11. Timely disposal of TA/DA/Medical Bills of employees of the establishment. 12. Timely submission of pension cases. 13. To ensure that all electronic items of Office/ institution including Biometric attendance systems, CCTV Cameras and other equipment are functional and optimally utilized. 14. Report encroachment of College Land, if any, to the Head of Institution and take remedial measure under the direction of Head of Institution. 15. To perform all the responsibility as directed by the Head of Institution during vacations. 16. To supervise IT return is timely filed. 17. Action taken on Audit paras received from AGHP, LAD and CA wherever required. 18. To mentor and guide the staff working under him and to point out their short comings and deficiencies if any for remedial action. Arrange capacity building programmers for office staff in consultation with Head of institution. 19. To ensure timely submission of ACRs, Establishment Returns, Inquiry Reports etc. 20. To ensure timely submission of RTIs being and Assistant PIO of the College. 21. To ensure timely submission of information desired by higher authorities and other quarters. 22. All the data on different portals/ website updated regularly. 23. To ensure that incharge of different committees deposit all the record in college office before their relieving to join in other institution on transfer of otherwise. 24. To facilitate NBA/NAAC accreditation/ institutional ranking process in his official capacity. 25. To actively contribute in different committees constituted by Head of

	<p>institution as a convener/ member.</p> <p>26. Actively contribute in organization/ promotion of co-curricular and extracurricular activities of the institution.</p> <p>27. To ensure timely submission of utilization certificate of grant received from different quarters.</p> <p>28. To facilitate student admission/ registration/university examination/midterm examination/ institutional affiliation/ scholarship etc. as per role assigned by Head of institution.</p> <p>29. To supervise college store.</p> <p>30. To act as member of institute local purchase committee.</p>
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Designation	Section Officer (Finance & Accounts Services)
Duties	<ol style="list-style-type: none"> 1. All type of financial sanctions, Pay fixation cases, ACPS cases, step-up cases, pension cases, GPF cases, leave encashment cases and checking / giving advice on various kinds of bills. 2. Proposals relating to all type of purchases and to function as the member of purchase committee/ tender committees. 3. To exercise check on financial matters and detect the laxity, if any, in raising demands of office, check on receipts and accounts of store and stocks etc. and physical verification of Cash, Stores & Stocks, Leakages of Revenue, if any, during internal audit and Inspections. 4. To ensure that correct financial procedures are followed expenditure and receipts are properly accounted for, financial powers are not abused and cannons of financial propriety are strictly adhered to. 5. All CAG/ PAC matters and Audit Para's. 6. To keep watch on recoveries of loans and advances. 7. Implementation of Govt. instructions issued by the Finance Department from time to time.

Designation	Librarian/Asstt. Librarian
Duties	<ol style="list-style-type: none"> 1. Maintaining the stock and store record of the library. 2. Issuing the books to student and faculty. 3. To give demand and procure journals/e-books/magazines as per requirement of students/faculty. 4. General administration of library. 5. Books selection & acquisition. 6. Planning & developing the library. 7. Orienting the users towards effective utilization of library services. 8. Supervising and cataloguing indexing. 9. Any other duty assigned by the Director cum Principal.

Designation	Workshop Instructor
Duties	<ol style="list-style-type: none"> 1. To arrange the various machinery and equipment for the students training as per the curriculum. 2. To train the students as per the curriculum. 3. To develop the requisite skill amongst the students. 4. To maintain the machinery and equipment in working order. 5. To arrange the raw material required for the training well in time. 6. To keep himself updated about the various development in the related industry. 7. Any other duty assigned by the Director cum Principal/ Head/ OIC/ workshop incharge.
Designation	Lab Technician
Duties	<ol style="list-style-type: none"> 1. Maintain and upkeep all laboratory equipment. 2. To maintain equipment logbook and keep the equipment in working order. 3. To maintain dead stock register. 4. Managing daily routine work of the labs. 5. Help the students in conduct of lab experiments. 6. To keep himself updated about the various development in the related industry. 7. Any other duty assigned by the Director cum Principal / Head/ OIC/ Lab incharge.
Designation	Lab Attendant
Duties	<ol style="list-style-type: none"> 1. Will assist the section in charge/faculty during the conduct of practical classes to the students. 2. Clean and arranging of machinery equipment in the workshop/Lab/Office, in the laboratory and workshop to which he is posted. 3. Will be available in the section during working hours and safeguard the Government property. 4. Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge. 5. Will open and close the section of laboratory/workshop. 6. Will attend to any other works entrusted to him from time to time.

SECTION 4(1)(b)(iii)

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

The procedure followed in the decision making process is as per the State Government guidelines/instructions issued from time to time. The institute functions under the direction/supervision of the DTE. The institute follows the rules and regulations of Himachal Pradesh Technical University (HPTU), Hamirpur and AICTE, New Delhi.

SECTION 4(1)(b)(iv)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

The norms/rules set by the state Govt. from time to time and notified through Govt. Gazette notification/ order and broadly in consent with AICTE norms and DTE & Himachal Pradesh Technical University (HPTU), Hamirpur regulations.

SECTION 4(1)(b)(v)

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:

The rules, regulations, instructions, manuals and records are followed by the employees for discharging its functions by using Government of Himachal Pradesh Civil Service manual, code, administrative procedures and instructions/directions issued by DTE (www.techedu.hp.gov.in), Himachal Pradesh Technical University (HPTU), Hamirpur (www.himtu.ac.in) and AICTE, New Delhi (www.aicte-india.org) from time to time and also instructions available in their respective website.

SECTION 4(1)(b)(vi)

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

S. No.	Category of the document	Procedure to obtain the documents
1	2	3
1	Bank Pass Books	The Documents can be obtained from concerned officer in charges
2	Service Books	
3	Personal files	
4	Diary and Issue register	
5	Acquaintance	
6	Bill Register	
7	Book of Drawl register	
8	DCR	
9	Cash Books	
10	Admission registers	
11	Placement Record	
12	Students Result	
13	Vehicle logbook	
14	Duty attendance	
15	Stock Registers, Indent books	
16	Files related to budget, correspondence, RTI.	
17	Files & documents related to building works.	
18	Files related to Procurement /Tender	
19	Files related to student counseling	
20	Files related to Hostel etc.	
21	Files related to university correspondence	
22	Student's academic record ledgers	
23	Student admissions	
24	File related to academic, examinations	
25	Files related to DTE correspondence	
26	Vehicle Record file	
27	IRG/Consultancy Record	
28	Files related to outsource staff	

SECTION 4(1)(b)(vii)

PARTICULARS OF ARRANGEMENT IN FORMULATION OF POLICY:

As per H.P. Govt. rules/regulations/norms/policy guidelines as notified from time to time.

SECTION 4(1)(b)(viii)

BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED:

1. Hostel Management Committee
2. Anti-ragging Committee
3. Anti-ragging Squad
4. Disaster Mgt. Committee
5. Civil Works Committee
6. Scholarship Cell/Committee
7. Examination (Internal) Cell
8. Training and Placement Cell
9. Security and Disciplinary Committee
10. Sexual Harassment Committee/ Women cell
11. Student Grievance Redressal Committee (SGRC)
12. Institutional Industry Cell (IIC)
13. Internal Complaint Committee (ICC)
14. Prevision of Atrocities in SC/ST Student and faculty and staff.
15. Internal Quality Assurance Cell (IQAC)
16. Intellectual Property Right Cell (IPRC)
17. Student Counselors/Faculty Advisor
18. Media Cell
19. Institutional Purchase committee
20. Electrical and Solar Installations/ Maintenance Committee
21. E-Procurement Committee
22. Institute Website Committee
23. Alumni Cell
24. Institute Employees Welfare Committee
25. Institute News Letter/ Magazine Committee
26. Institute Data Management Cell
27. Cultural Activities Cell
28. Sanitation and Cleanliness Committee
29. Campus Beautification/Landscaping/Parking Planning/Gardening/Plantation Committee
30. Estate Management Committee
31. Sports Activity Cell
32. Canteen, Common Room and Open Gym Committee
33. Infrastructure, Resources Planning & Management Committee
34. Regulatory Bodies (AICTE/RUSA/COA/HPTU) Cell
35. Start-up Cell
36. Library Committee
37. Hindi Cell
38. Voter Literacy Cell
39. Equal Opportunity Cell

SECTION 4(1)(b)(ix)

DIRECTORY OF OFFICERS AND EMPLOYEES:

S. NO.	NAME OF THE STAFF MEMBER (SH./SMT.)	DESIGNATION	LANDLINE NO.
FACULTY			
1	Dr. Kapil Dev	Associate Professor, Civil Engg.	01892-249188
2	Sh. Abhimanyu Singh Pathania	Asstt. Professor, Civil Engg.	
3	Ms. Kritiza Sharma	Asstt. Professor, Civil Engg.	
4	Smt. Anamika Gandhi	Asstt. Professor, Civil Engg.	
5	Sh. Vishal Chaudhary	Asstt. Professor, Civil Engg.	
6	Sh. Parveen Kumar	Asstt. Professor, Civil Engg. (S.W.F.)	
7	Sh. Abhishek Rana	Asstt. Professor, Civil Engg. (S.W.F.)	
8	Sh. Abhishek Thakur	Asstt. Professor, Civil Engg. (S.W.F.)	
9	Dr. Mohit Dhiman	Professor, Mechanical Engg.	
10	Sh. Ajay Kumar	Asstt. Professor, Mechanical Engg.	
11	Sh. Anil Pundir	Asstt. Professor, Mechanical Engg.	
12	Dr. Harish Kumar Nirala	Asstt. Professor, Mechanical Engg.	
13	Sh. Archit Sharma	Asstt. Professor, Mechanical Engg.	
14	Sh. Raman Sharma	Asstt. Professor, Mechanical Engg.	
15	Sh. Anurag Dhiman	Asstt. Professor, Mechanical Engg.	
16	Sh. Amit Deor	Asstt. Professor, Mechanical Engg.	
17	Sh. Abhinay Kumar	Asstt. Professor, Mech. Engg. (S.W.F.)	
18	Sh. Baldev Singh	Asstt. Professor, Mech. Engg. (S.W.F.)	
19	Sh. Sumit Kumar	Asstt. Professor, Mech. Engg. (S.W.F.)	
20	Dr. Vicky Kumar	Associate Professor, ECE	
21	Sh. Ankit Sharma	Asstt. Professor, ECE	
22	Sh. Vivek Mankotia	Asstt. Professor, ECE	
23	Mrs. Anjali Bharti	Asstt. Professor, ECE	
24	Sh. Munish Bhardwaj	Asstt. Professor, ECE	
25	Dr. Ashish Sharma	Asstt. Professor, ECE	
26	Mrs. Anshika Salaria	Asstt. Professor, ECE	
27	Sh. Ajay Sharma	Asstt. Professor, Electrical Engg.	
28	Mrs. Radhika	Asstt. Professor, Electrical Engg.	
29	Mrs. Priti Pundir	Asstt. Professor, Electrical Engg.	
30	Ms. Deepanjali	Asstt. Professor, Elect. Engg. (S.W.F.)	
31	Dr. Ajnesh Singh	Associate Professor, App. Sc. & Hum.	
32	Dr. Anjali Sharma	Associate Professor, App. Sc. & Hum.	
33	Sh. Harsh Kumar	Asstt. Professor, Physics	
34	Dr. Pankaj Sharma	Asstt. Professor, Chemistry	
35	Sh. Vinay Kumar	Asstt. Professor, Mathematics	
36	Mrs. Krishana Devi	Asstt. Professor, English	
37	Mrs. Raj Kumari	Asstt. Professor, English	
38	Mr. Navdeep Sharma	Asstt. Professor, CSE (AI & DS)	
39	Dr. Satish Katwal	Head/Asso. Professor SoA	
40	Ar. Rohit Thakur	Asstt. Professor, B. Arch.	
41	Ar. Harshodaya Bhardwaj	Asstt. Professor, B. Arch.	
42	Ar. Geetika Kaundal	Asstt. Professor, B. Arch.	
43	Ar. Kalpna Thakur	Asstt. Professor, B. Arch.	
44	Ar. Vidisha Barwal	Asstt. Professor, B. Arch.	

45	Ar. Ojasvi Jagitha	Asstt. Professor, B. Arch.
MINISTRIAL/NON-TEACHING STAFF		
46	Mr. Vikas Rana	Sr. Asstt.
47	Mrs. Shivani Sood	Sr. Assistant
48	Smt. Monika Devi	JOA (IT)
49	Mrs Sunita	D.E.O. (Outsource Basis)
50	Miss Anuradha Dhiman	D.E.O. (Outsource Basis)
51	Mr. Mohit Choudhary	D.E.O. (Outsource Basis)
52	Mr. Varun Kaundal	D.E.O. (Outsource Basis)
53	Miss Radha Rani	Asstt. Librarian
54	Mr. Rohit Kumar	Peon
55	Mr. Lucky	Peon
FINANCE & ACCOUNTS STAFF		
56	Sh. Sanjay Kumar	S.O. (F&A)
LAB/WORKSHOP SUPPORT STAFF		
57	Sh. Avinash Vishisht	Lab Technician ECE
58	Sh. Mukesh Kumar	Lab Technician Elect. Engg. (S.W.F.)
59	Sh. Amandeep	Lab Technician Mech. Engg. (S.W.F.)
60	Mrs. Surinder Kaur	Lab Technician (AS&H) S.W.F.
61	Sh. Varinder Kumar	Workshop Instructor (Welding) S.W.F.
62	Sh. Sachal Kumar	Workshop Instructor (Foundary) S.W.F.
63	Sh. Ranjit Kumar	Workshop Instructor (Carpentry) S.W.F.
64	Sh. Anil Kumar	Workshop Instructor (Machinist) S.W.F.

SECTION 4(1)(b)(x)

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

Sr. No.	Designation	Pay Scale
1.	Principal	(Level-14) (Rs. 144200-218200)
2.	Professor	(Level-14) (Rs. 144200-218200)
3.	Associate Professor	(Level-13A) (Rs. 131400-217100)
4.	Assistant Professor	(Level-10) (Rs. 57700-182400)
5.	Office Supdt. Grade-1	(Level-16) (Rs. 48700-154300)
6.	S.O. (Finance & Accounts)	(Level - 13) (Rs. 46000-146500)
7.	Workshop Instructor	(Level-11) (Rs. 38500-122700)
8.	Lab Technician	(Level-9) (Rs. 35600-112800)
9.	Librarian	(Level-10) (Rs. 57700-182400)
10.	Sr. Asstt.	(Level-11) (Rs. 38500-122700)
11.	Jr. Auditor	(Level-11) (Rs. 38500-122700)
12.	Clerk/Jr. Asstt.	(Level-3) (Rs. 20200-64000)
13.	JOA	(Level-4) (Rs. 20600-65500)
14.	Driver	(Level-8) (Rs. 29700-94100)
15.	Peon/Lab Asstt. /Chowkidar/Gardener/ Sweeper	(Level-1) (Rs. 18000-56900)

SECTION 4(1)(b)(xi)

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE: -

Budget Availability Report

Financial Year 2025-26

Demand No. 27 Major Head 2203

Sr. No.	Object code Description	Amount Allocated
1	01-SALARY	56178557
2	03-TRVEXP	82444
3	05-OFEXP	1667962
4	06-MEDRE	30966
5	20-OTHCHG	701958
6	30-MTRVOPR	57100
7	33-MATSUP	156008
8	64-TRFEXP	3313

Demand No. 19 Major Head 2235

1	06-MEDRE	119478
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SECTION 4(1)(b)(xii)

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES: -

Does not arise

SECTION 4(1)(b)(xiii)

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED:-

As per H.P. Govt. Policy

SECTION 4(1)(b)(xiv)

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM: -

All the relevant details including the procurement, tender, faculty, academic, syllabus, fee structure, NIRF & other facilities such as scholarship, sports, hostel, canteen etc. have been available through computer based interface on the Institution website i.e. www.rggec.ac.in. Information of various programs offered by the institute, curriculum and fees structure of various programs are also available at the web site www.himtu.ac.in.

SECTION 4(1)(b)(xv)

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE: -

Following methods and facilities available to the citizens for obtaining information from the institute: -

S. NO.	Name of Method/Facility
1	Notice Board
2	Inspection of Record in the office (during working hours)
3	System of issuing of copies of documents (during working hours)
4	Web site: www.rggec.ac.in and E-mail: rggec.office@gmail.com

The institute has maintained its library restricted only to its students and staff. The library is not open to the general public at present.

SECTION 4(1)(b)(xvi)

For the implementation of Right to Information Act, 2005, following Officers have been nominated as Public Information Officer (PIO) & Appellate Authority:

A. Public Information Officer (PIO):-

Sr. No.	Designation of Officer	Contact Number	E-mail	Area of Jurisdiction
1.	Director-cum-Principal, Rajiv Gandhi Government Engineer College, Kangra at Nagrota Bagwan (H.P.)	01892- 249188	rggec.office@ gmail.com	Rajiv Gandhi Government Engineer College, Kangra at Nagrota Bagwan (H.P.)

B. Appellate Authorities Information: -

Sr. No.	Designation of Officer	Contact Number	E-mail	Area of Jurisdiction
1.	Joint Director, Technical Education, Vocational & Industrial Training, Sundernagar, Distt. Mandi (H.P.)	01907-266572	techedu-hp@nic.in	With respect to PIOs of all Govt. Engineering Colleges, Pharmacy Colleges and Polytechnics of the State.

SECTION 4(1)(b)(xvii)

MORE INFORMATION PRESCRIBED: -

1.1 Information related to procurement:

All procurements in the institution are done according to procedure laid down in HPFR 2009 and instructions issued by the government from time to time. Broadly, following modes are adopted for the procurement:

- For procurement upto Rs. 10,000/-: Direct purchase from local market/GeM without inviting quotations.
- For procurement upto the value of 1,00,000/-: Through local purchase committee duly constituted by the HOD/Rate Contract existing/GeM.
- For procurement upto 10 lakhs: Through Rate Contract existing/ GeM/ by floating Limited Tender/e-tender. Information is also uploaded on institute website under the tab “Tenders”.
- For procurement above Rs. 10 lakhs: Through Rate Contract existing/ GeM/ by floating Open Tender ether through offline or e-tender. The information is published in newspapers and also uploaded on institute website under the tab “Tenders”.

1.2 Public Private Partnerships:

Institute has entered into MoU with many private organisations and firms for training and placement of students. At presentation, institute is having MoUs with the following private organisations/firm:

- a) Cheema Boilers Ltd., Mohali
- b) UltraTech Cement Ltd.
- c) Dharamshala Smart City Ltd., Dharamshala

- d) EduCARE Dharamshala, Dharamshala
- e) Magnus Infratech Pvt. Ltd., Kangra
- f) GNA Gears, Mehtiana (Punjab)

1.3 Transfer Policy and Transfer Orders:

Employees of the institution are transferred as per transfer policy of H.P. state government. Further, all transfer orders are uploaded on Directorate of Technical Education website www.techedu.hp.gov.in under the tabs Latest Notifications and Latest Office Orders.

1.4 RTI Applications and responses:

The institute is maintaining RTI/Inspection register as per mandate of H.P. RTI Act 2006. Further, all the recent applications received under RTI act and their responses have been attached in sub-tab under main tab RTI on institute website www.rggec.ac.in. Any citizen may also submit RTI application in online mode by visiting <https://onlinerti.hp.gov.in/>

1.5 CAG & PAC Paras:

Not applicable for the time being.

1.6 Citizen Charter:

As per Department of Technical Education, Govt. of H.P.

1.7 Discretionary and Non-Discretionary Grants: N.A.

1.8 Tours of Head of Office/Delegation: N.A.