



From

The Principal,
Chd. College of Engg. & Tech.,
(Diploma Wing), Sector 26,
Chandigarh

To

Nodal Officer,
Office Management Software-Website
Chd. College of Engg. & Tech.,
(Diploma Wing), Sector 26,
Chandigarh

Memo No. CCET/DIP/Mahatma Gandhi-RTI updation/2025/ 3638
Dated Chandigarh, the : 21/5/25


Subject: Proactive disclosure package audited by Third Party by Central Public Information Officers (CPIOs) under Section-4 of Right to Information Act, 2005 for the FY 2024-25.

Kindly refer to the subject cited above.

It is stated that the third party audit has been conducted successfully by Ms. Madhvi Gupta, Research Associate Mahatma Gandhi State Institute of Public Administration, Industrial Area, Sector 26, Chandigarh on dated 15.05.2025. Also, an email dated 20.05.2025 is received to upload approved proforma on the website of CCET (Diploma). Fresh Performa with all necessary annexure is enclosed herewith for uploading the same on the website of CCET (Diploma).

You are requested to upload the same so that authority may be informed accordingly.

DA/AA



Principal,
Chd. College of Engg. & Tech.,
(Diploma Wing), Sector 26,
Chandigarh

A FRAMEWORK FOR TRANSPARENCY AUDIT CHANDIGARH
COLLEGE OF ENGINEERING & TECHNOLOGY (DIPLOMA
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-organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization and its website	Chandigarh College of Engineering & Technology (Diploma Wing), Sector 26, Chandigarh (ccetdiploma.edu.in)
		(ii) Head of the organization	Principal
		(iii) Vision, Mission and Key objectives	(Annx.-1)
		(iv) Function and duties	(Annx.-2A)
		(v) Organization Chart	(Annx.-2)
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)	(Annx.-2A)
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	Central Civil Services Rules
		(iv) Exercised	As per organization chart (Annx.-2)
		(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	(Annx.-3)
		(ii) Final decision making authority	Principal
		(iii) Related provisions, acts, rules etc.	Central Civil Services Rules & Prospectus for the students
		(iv) Time limit for taking a decisions, if any	As per matter
		(v) Channel of supervision and accountability	As per rules and matter
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Student welfare
		(ii) Norms/ standards for functions/ service delivery	(Annx.-4)
		(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.	Central Civil Services Rules & GFR(General Financial Rules) 2017
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Chandigarh Administration Personnel Department
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	ACR & Annual Property Return of the staff
		(ii) Custodian of documents/categories	Steno to the Principal under the control of Principal
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	(Annx.-5)
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	No
		(viii) Place where the minutes if open to the public are available?	NA

1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	(Annx.-6)
		(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	(Annx.-7)
		(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	Appellate Authority : Madan lal Rana, PPL 9417073157, madanlal.rana@gmail.com
		(ii) Address, telephone numbers and email ID of each designated official.	CPIO : Vineet Sharma, Lecturer 9466030782, sha.vineet.s@gmail.com
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	N I L
		(i) Pending for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(ii) Finalised for Minor penalty or major penalty proceedings	The CPIO undergoes Training by the Chd Admn from time to time.
		(i) Educational programmes	
		(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	

2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	(Annx.-8)
2.2	Foreign and domestic tours	(i) Budget (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit (iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Not Applicable and thus being treated as NIL
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/ scheme (v) Physical and financial targets of the programme (vi) Nature/ scale of subsidy /amount allotted (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable

2.4	Discretionary and non-discretionary grants	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NIL
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Provide Tuition Fee Concession to the weaker section students and SPWD(Special Person with disability) scheme for differently abled students
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Audit Paras are received and replied adequately by the authority

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under 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>	<p>(Annx.-9)</p> <p>Not Applicable</p>
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline 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)]	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>	ccetdiploma.edu.in

3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in	All the information related to website for example prospectus; leave forms, admission detail etc. ccetdiploma.edu.in
		(i) Electronic format	
		(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	
		(ii) At a reasonable cost of the medium	

4. E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	English and available on website ccetdiploma.edu.in
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated?	Last date of Annual updating	Information frequently updated on Website ccetdiploma.edu.in.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	College offers information to the students in the blend mode : Offline / Online
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	Landline no: 0172-2750942
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Specific committees constituted to address the grievance of special nature
		(ii) Details of applications received under RTI and information provided	30 nos of RTI application received & disposed off (FY2024-25)
		(iii) List of completed schemes/ projects/ Programmes	Not Applicable
		(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	Not Applicable
		(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	
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	10 nos. of RTI applications received & disposed off (FY 2024-25)
		(ii) Details of appeals received and orders issued	01
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Reply all the questions asked in parliament as and when received from time to time

5. Information as may be prescribed

S. No.	Item	Details of disclosure		Particulars (Current)
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	FAAs : Madan Lal Rana, Principal Cum FAAs 9417073157, pplccetdiploma@gmail.com CPIO : Vineet Sharma (current) Lecturer cum CPIO 9466030782, sha.vineet.s@gmail.com & FAAs : Madan Lal Rana (current) Principal cum FAAs pplccetdiploma@gmail.com Earlier CPIO : Sanjiv Kaul, Lecturer cum CPIO sanjivkaul63@gmail.com
			Details of third party audit of voluntary disclosure	Third Party Audit conducted on 15.05.2025.
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Not Applicable
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	
			(a) Dates from which constituted (b) Name & Designation of the officers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	
			(a) Dates from which constituted (b) Name & Designation of the Officers	

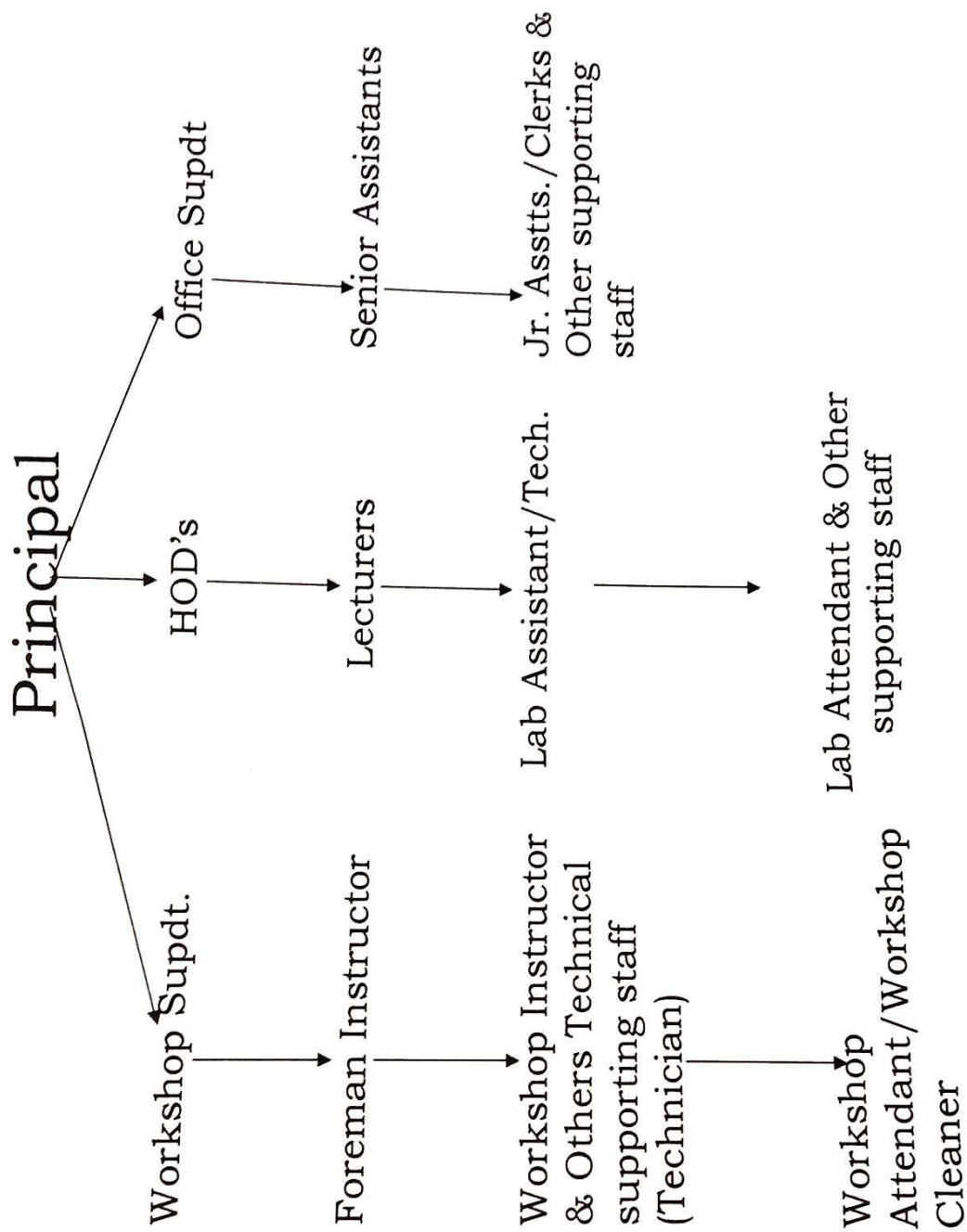
6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Ccetdiploma.edu.in

ANNEXURE-1
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (i) OF THE RIGHT TO INFORMATION ACT, 2005
(The Particulars of the organization, function and duties)

Sr. No.	Name of the Organization/ Department/ Board/ Corporation/ Institute	Function and Duties (In brief)																																																	
1.1 (i), (ii), (iv)	<p>Chandigarh College of Engineering & Technology (Diploma Wing), Sector 26, Chandigarh</p> <p>Website : ccetdiploma.edu.in</p> <p>Head of the Organization : Principal</p> <p>Details of Regular Courses :-</p> <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Name of Courses/Trade</th><th>Sanctioned Seats</th><th>Duration</th></tr> </thead> <tbody> <tr><td>1.</td><td>Civil Engineering</td><td>40</td><td>Three Years</td></tr> <tr><td>2.</td><td>Mechanical Engineering</td><td>60</td><td>Three Years</td></tr> <tr><td>3.</td><td>Electrical Engineering</td><td>50</td><td>Three Years</td></tr> <tr><td>4.</td><td>Architecture Assistantship</td><td>30</td><td>Three Years</td></tr> <tr><td>5.</td><td>Electronics & Communication Engineering</td><td>30</td><td>Three Years</td></tr> <tr><td>6.</td><td>Computer Science Engineering</td><td>30</td><td>Three Years</td></tr> <tr><td>7.</td><td>Production & Industrial Engineering</td><td>30</td><td>Three Years</td></tr> </tbody> </table> <p>PTD Courses :</p> <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Name of Courses/Trade</th><th>Sanctioned Seats</th><th>Duration</th></tr> </thead> <tbody> <tr><td>1</td><td>Civil Engineering</td><td>25</td><td>Four Years</td></tr> <tr><td>2</td><td>Mechanical Engineering</td><td>25</td><td>Four Years</td></tr> <tr><td>3</td><td>Electrical Engineering</td><td>25</td><td>Four Years</td></tr> </tbody> </table>	Sr. No.	Name of Courses/Trade	Sanctioned Seats	Duration	1.	Civil Engineering	40	Three Years	2.	Mechanical Engineering	60	Three Years	3.	Electrical Engineering	50	Three Years	4.	Architecture Assistantship	30	Three Years	5.	Electronics & Communication Engineering	30	Three Years	6.	Computer Science Engineering	30	Three Years	7.	Production & Industrial Engineering	30	Three Years	Sr. No.	Name of Courses/Trade	Sanctioned Seats	Duration	1	Civil Engineering	25	Four Years	2	Mechanical Engineering	25	Four Years	3	Electrical Engineering	25	Four Years	<p>Regular Courses: Chandigarh College of Engg. & Tech. is a premier institute established Chandigarh Administration Technical Education Diploma level emerging areas of engineering & technology. The imparting training seven key engineering branches of three years diploma course i.e. Civil Engineering, Electrical Engineering, Mechanical Engineering, Electronics & Communication Engineering, Computer Science Engineering, Production & Industrial Engineering, and Architecture Assistantship</p> <p>PTD Courses :- The objectives of Part Time Diploma Courses is to train persons already working in Government Industries and Departments, organizations for advancement in their respective groups and to train such persons in the broad fields of Engineering in order to make them successful Supervisors-in-charge construction, Production, Operation, maintenance and technical work. This will enable the students to advance to higher position responsibility either in their own organization elsewhere. The four year Part Time Diploma in Civil, Mechanical, Electrical Engineering awarded by the Punjab State Board of Technical Education and Industrial Training Punjab, is equivalent to the three years regular Diploma for all purpose.</p>	
Sr. No.	Name of Courses/Trade	Sanctioned Seats	Duration																																																
1.	Civil Engineering	40	Three Years																																																
2.	Mechanical Engineering	60	Three Years																																																
3.	Electrical Engineering	50	Three Years																																																
4.	Architecture Assistantship	30	Three Years																																																
5.	Electronics & Communication Engineering	30	Three Years																																																
6.	Computer Science Engineering	30	Three Years																																																
7.	Production & Industrial Engineering	30	Three Years																																																
Sr. No.	Name of Courses/Trade	Sanctioned Seats	Duration																																																
1	Civil Engineering	25	Four Years																																																
2	Mechanical Engineering	25	Four Years																																																
3	Electrical Engineering	25	Four Years																																																
1.1 (iii)	<p>Vision: CCET aims at serving the corporate world and society with self-motivated and highly competent technocrats who can lead by example.</p> <p>Mission: Our mission is to promote excellence in technical education and related areas of social research through high quality teaching, innovative courses and enhancing Skills so as to transforming students into committed and responsible technocrats in a challenging world.</p> <p>Key Objectives:</p> <ul style="list-style-type: none"> To provide the industry with a large pool of intellectual workforce, this is technically nourished/nurtured to contribute to the industrial growth of the country. To provide the students with the requisite exposure to the industry so as to prepare them for real time corporate scenario. To equip the students with the latest technologies which satisfy the global standards. <p>To provide the nation with citizens who are morally attached to the soil and who can lead the society with responsibility.</p>																																																		

Principal,
Chd. College of Engg. & Tech.
(Diploma Wing) Chandigarh.



ANNEXURE-2A

DISCLOSURE OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (f) (ii) OF THE RIGHT TO INFORMATION ACT, 2005

(The powers and duties of the officers and employees)

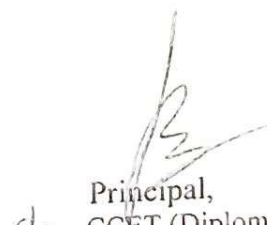
Name of Department/Board/Corporation/Institution/Office:


Chandigarh College of Engineering & Technology (Diploma Wing), Sector -26, Chandigarh (Permanent & Contractual Staff)

Sr. No	Name of Post	Power and duties (in brief)
REGULAR FACULTY		
1	Sh. Madan Lal Rana, Principal	Administrative & General supervision of Institute
APPLIED SCIENCE DEPARTMENT		
2	Dr. Sukh Dev Dogra, HOD, Applied Science	Supervision of the department of Applied Science and To teach the diploma students in the subject of theory as well as practical.
3	Dr. Gangadhar Hugar, Lecturer	To teach the diploma students in the subject of theory as well as Practical, Asst. In charge Academic & Admission.
4	Smt. Narinder Kaur, Lecturer	To teach the diploma students in the subject of theory as well as practical. Looking after the affairs of student fund as SSC
ARCHITECTURAL ASSISTANTSHIP		
5	Smt. Ishminder Kaur, O/I A.A. Course	Supervision of the department under her control, To teach the diploma students in theory subject as well as practical,
CIVIL ENGINEERING		
6	Sh. Sanjiv Kaul, O/I Civil	Supervision of the department under his control, To teach the diploma students in theory subject, Chairman Mess & Canteen Committee.
7	Smt. Ishminder Kaur, Lecturer	To teach the diploma students in the subject of theory as well as Practical, In charge Women Hostel & Scholarship.
8	Sh. Manoj, Lecturer	To teach the diploma students in the subject of theory as well as Practical, In charge Public Health Works and Drawing & Disbursing Officer
9	Sh. Shiv Shankara Rao, Lecturer	To teach the diploma students in the subject of theory as well as Practical, Project Champion PWD Scheme, OSD, Academic Works.
10	Sh. Rajesh Kumar, Lecturer	To teach the diploma students in the subject of theory as well as Practical, NCC Officer
11	Sh. Jagjeet Singh, Lecturer	To teach the diploma students in theory as well as practical. In charge Building
12	Sh. Lingaraj Sahu, Lecturer	To teach the diploma students in the subject of theory as well as Practical. In charge Fire Extinguisher, O/I Election Committee
COMPUTER SCIENCE & ELECTRONICS AND COMMUNICATION ENGG.		
13	Smt. Sunita Mehta, HOD, CSE & O/I ECE	Supervision of the department of Computer Science and Electronics & Communication, looking after the affairs of hostel as Hostel Warden, Coordinator ICT (DTE level), Nodal Officer R/R/Rival Posts, Nodal Officer- office Management Software, Website (DTE level), Sexual Harassment Committee (DTE level), Biometric, Skill Web Portal, Grievances/Representations/Notices (received from MHA, MoE MoF (Expenditure), Chairperson-Sexual Harassment Committee (DTE level)- Internal Complaints Committee, Member-House Allotment Committee, In charge-Computational facilities, Managing the Networking of the Institute & Member, Anti Ragging Committee (Hostel Level).
ELECTRICAL ENGINEERING		
14	Dr. Jaswanti, O/I	Supervision of the department of Electrical Engg. To teach the diploma students of electrical engg. in the subject of theory as well as practical.
MECHANICAL ENGINEERING		
15	Dr. Kishan Lal Meena, HOD	Supervision of the trades under his control, Incharge Stationary, Nodal Officer Electoral & Chairman of House Allotment Committee
16	Sh. Upendra Kumar, Lecturer	To teach the diploma students in the subject of theory as well as Practical.
17	Sh. Dinesh Kumar Soni, Lecturer	To teach the diploma students in the subject of theory as well as practical. & O/I Library
18	Sh. Charanjeet Singh, Lecturer	To teach the diploma students in the subject of theory as well as Practical. & President Student Council.
PRODUCTION AND INDUSTRIAL ENGINEERING		
19	Sh. Sukhdev Singh, HOD, PIE	Supervision of the department Production & Indl. Engg. & Incharge Prospectus, Incharge Training & Placement Cell
WORKSHOP		
20	Sh. Rajindar Pal Dhirman, Foreman	To impart the training to diploma students in theory as well as practical.

	Sh. Sarabjeet Singh, Foreman Instructor	Imparting training to diploma students in Advanced Welding Workshop, Assistant Hostel Warden
		DEPUTATION
22	Sh. Raman Vashisht, Lecturer	To teach the diploma students in the subject of theory as well as practical of Mech. Engg.
23	Smt. Sonika Goyal, Lecturer	To teach the diploma students in the subject of theory as well as practical in ECE, Officer Incharge RTS
24	Sh. Vinod Kumar Mishra, Lecturer	To teach the diploma students in the subject of theory as well as practical in Architect, NSS Officer.
25	Sh. Vineet Sharma, Lecturer	To teach the diploma students in the subject of theory as well as practical in Civil Engg., Nodal Officer Court Cases & CPIO
		Office Staff
26	Smt. Balwinder Kaur, Senior Assistant	To look after the Establishment for Group C & D
27	Smt. Sukhwinder Kaur, Senior Assistant	To look after the work of Cashier.
28	Sh. Lovelish Sethi, Senior Assistant	Presently working in the RO department, DTE, UT, CHD
29	Sh. Manish Sharma, Junior Scale Stenographer	To look after Store & Stationery.
30	Smt. Reena Sharma, Junior Assistant	To look after the Establishment for Group A & B
31	Smt. Rajwant Kaur, Steno Typist	Attached with the Principal.
32	Sh. Rajbir Singh, Clerk	Attached with JSTE, Chd. Admn.
33	Smt. Babalpreet Kaur, Steno Typist	Budget, GPF Sanction, Medical Sanction, Contingency Bill Sanction, Mess and Canteen Tender.
34	Ms. Preeti Devi, Clerk	To look after the affairs of salary & PLA
35	Ms. Pooja Gupta, Clerk	To look after Court cases, RTI & Partly Cashier work
36	Sh. Randhir Singh, Workshop Instructor	Imparting training to the students in Smithy shop
37	Sh. Mukesh Sharma, Workshop Instructor	Imparting training to the students in Electrical shop
38	Ms. Amandeep Kaur, PTI	To look after the sports activities & Assist hostel warden (Girls)
39	Ms. Rajvinder Kaur, Library Attendant	To assist Librarian in affairs of library.
		Contractual Faculty/Staff
40	Ms. Mona Chadha, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty.
41	Ms. Rupinder Kaur, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty.
42	Ms. Navneet Kaur, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty.
43	Sh. Rajesh Verma, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty, Nodal Officer grievances & Cell
44	Sh. Raj Kumar Verma, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty.
45	Sh. Navyugdeep Singh, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty, Networking, Discipline Assistance, Assist Academics.
46	Ms. Ritu Paul, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty.
47	Ms. Seema Singh, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty.
48	Sh. Pardeep Kumar, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty. Incharge Sanitation.
49	Sh. Bahul Saroya, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty. Incharge Furniture.
50	Ms. Monika Syal, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty.
51	Ms. Prabhjeet Kaur, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty.
52	Ms. Renu, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty.
53	Ms. Bharti, Lecturer	To teach the diploma students in the subject of theory as well as practical & admission duty.
54	Ms. Sarabjeet Kaur, Lect.ECE	To teach the diploma students in the subject of theory as well as practical & admission duty.
55	Mr. Sukhwinder Singh, Lect. ECE.	To teach the diploma students in the subject of theory as well as practical & admission duty, Assist NSS Officer.
56	Ms. Monika Sharma, Lect.ECE	To teach the diploma students in the subject of theory as well as practical & admission duty.
57	Sh. Bipin Sher Singh, Lect. Comp	To teach the diploma students in the subject of theory as well as practical & admission duty. Assist NCC Officer.
58	Mr. Munish Bansal Lect, comp	To teach the diploma students in the subject of theory as well as practical & admission duty.
59	Mr. Santosh Kumar Yadav, Lect CSE	To teach the diploma students in the subject of theory as well as practical & admission duty.

60	Mr. Jasmer Singh, Workshop Instructor	Imparting training to the students in Carpentry shop
61	Mr. Amit Kumar, Workshop Instructor	Imparting training to the students in Machine shop
62	Mr. Hardeep Kumar, Workshop Instructor	Imparting training to the students in Turning shop
63	Mr. Harwinder Singh, FCM	Imparting training to the students in Forging & Smithy shop
64	Ms. Renu, Clerk	Attached with O/I Applied Science, Architecture and Academics.
65	Sh. Rohit Singh Rawat, Peon	Diary & Despatch
GROUP-D Staff Regular		
66	Sh. Parveen Kumar, Lab Attendant	Supporting Staff in Lab
67	Sh. Ramesh Singh, Lab Attendant	Supporting Staff in Lab
68	Sh. Mehak Pal, Beldar	Gardening work
69	Sh. Ashok Kumar, Beldar	Gardening duty
70	Sh. Krishan Singh, Chowkidar	Watch and Ward duty
71	Sh. Rattan Singh, Peon	Supporting Staff in Workshop
72	Sh. Ranjit Singh, Peon	Supporting Staff in Principal Office
73	Sh. Ram Tej, Peon	Dak Duty
74	Sh. Jagdish, Sweeper	Cleaning of Institution premises
75	Sh. Raj Pal, Sweeper	Cleaning of Institution premises
76	Sh. Parmod Kumar, Sweeper	Cleaning of Institution premises
77	Sh. Omvir, Sweeper	Cleaning of Institution premises


Principal,
CCET (Diploma Wing),
Sector 26, Chandigarh.



ANNEXURE-3

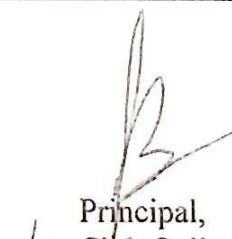

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (iii) OF THE RIGHT TO INFORMATION ACT, 2005

(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 (Diploma Wing), Sector 26, Chandigarh.

Sr. No.	Name /Type of work	Level at which the case is Intimated. (Name of the Post)	Name of the post which deal with the case before the decision making Authority.	Level at which decision is made (Name of the post)
1.	Office work	Dealing Assistant	Office Superintendent	Principal
2.	Hostel affairs	Supervisor	Hostel Warden	Principal
3.	Building Maintenance	O/I Building	O/I Building	Principal
4.	Cleanliness	O/I Sanitation	Committee constituted by Principal	Principal
5.	Security	O/I Watch & Ward	Committee constituted by Principal	Principal
6.	Students Extra Curricular activities	Secretary Student Council	President Student Council	Principal
7.	Students Academic Activities	Tutor Incharge	Head of the departments	Principal
8.	Training & Placement of students	Placement Officer	Member of Placement Cell	Principal
9.	Computerization/Cashless	O/I CSE/Drawing & Disbursing Officer	O/I CSE/Drawing & Disbursing Officer	Principal
10	College Prospectus	O/I Prospectus	Committee constituted by Principal	Principal


 Principal,
 Chd. College of Engg. & Tech.
 (Diploma Wing) Chandigarh.


ANNEXURE-4

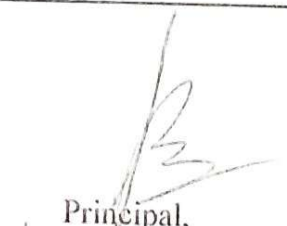
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (iv) OF THE RIGHT TO INFORMATION ACT, 2005

The norms set for the discharge of functions [section 4(1)(b)(iv)]

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

Chandigarh College of Engineering & Technology (Diploma 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.


Principal,
Chd. College of Engg. & Tech.
(Diploma Wing) Chandigarh.


15/5/25

ANNEXURE-5

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 (Diploma 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 (ix) House Allotment Committee	-----	No	No

Principal,
Chd. College of Engg. & Tech.
(Diploma Wing) Chandigarh.

ANNEXURE-6

DISSEMINATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (ix) OF
RIGHT TO INFORMATION ACT, 2005

Directory of the officers and employees) Name of the Department/Board/Corporation/Institution/Office:
Chandigarh College of Engineering & Technology (Diploma Wing), Sector-26, Chandigarh. Official
Telephone Number : 0172-2750942 (latest)

Sr. No.	Name of the officer/employee	Designation	Contact No.
Group-A			
1.	Sh.Madan Lal Rana	Principal	9417073157
2.	Sh. Sanjiv Kaul	Lecturer	9855780202
3.	Smt.Sunita Mehta	HOD	9417555235
4.	Dr.Jaswanti,Lect	Lecturer	8427777968
5.	Dr.Kishan Lal Meena	HOD	8427127720
6.	Dr.Sukh Dev Dogra	HOD	9463293001
7.	Dr.Sukhdev Bhogal	HOD	9781110701
8.	Ishminder Kaur	Lecturer	9855725539
9.	Upendra Kumar	Lecturer	7973465416
10.	Dr.Manoj,Lect	Lecturer	9914822707
11.	Dr.Gangadhar Hugar	Lecturer	9463742841
12.	Dinesh Soni	Lecturer	9417167266
13.	Shiv Shankara Rao	Lecturer	9417415505
14.	Dr.Rajesh Kumar	Lecturer	7889075390
15.	Charanjeet Singh	Lecturer	9501005867
16.	Dr.Narinder Kaur	Lecturer	9463422519
17.	Lingaraj Sahu	Lecturer	9417170125
18.	Jagjit Singh	Lecturer	8699126185
19.	Rajindar Pal Dhiman	F/I	9478924860
20.	Sarabjeet Singh	F/I	7009131421
Haryana Deputationists Group A			
21	Sh. Raman Vashisht	Lecturer	9417011732
22	Sh.Vineet Sharma	Lecturer	9466030782
23	Sh.Vinod Kumar Mishra	Lecturer	9416150354
24	Mrs. Sonika Kapoor	Lecturer	9872966166
Group- A & B respectively			
25	Smt.Balwinder Kaur	Senior Assistant	9988855970
26	Smt. Sukhwinder Pal Kaur	Senior Assistant	9417333505
27	Sh. Lovelish Sethi	Senior Assistant	9815614032
Group-C			
28	Sh. Munish Kr. Sharma	JSS	9814953311
29	Smt. Reena Sharma	Jr. Asstt	9780314380
30	Sh Rajbir Singh	Clerk	7973116190
31	Smt. Rajwant Kaur	Steno-Typist	9888543205
32	Smt. Babalpreet Kaur	Steno-Typist	9855028971
33	Smt. Pooja Gupta	Clerk	8708896909
34	Smt. Preeti Devi	Clerk	9988028511
35	Sh. Mukesh Kumar Sharma	Workshop Instructor	9646135314
36	Sh. Randhir Singh	Workshop Instructor	9416152061
37	Smt. Rajvinder Kaur	Library Attendant	8427806350
38	Smt. Amandeep Kaur	PTI	7009411845
39	Sh.Parveen	Lab Attendant	7986366347
40	Sh. Ramesh Singh	Lab Attendant	9877624445
41	Sh. Rattan Singh	Peon	9877065072
42	Sh. Ranjit Singh	Peon	8872052772
43	Sh. Ram Tej	Peon	8847473911
44	Sh.Krishan Singh	Chowkidar	9592579228
45	Sh.Jagdish	Sweeper	9872161145
46	Sh.Raj Pal	Sweeper	9876489214
47	Sh.Pramod Kumar	Sweeper	9887235971
48	Sh.Om Vir Singh	Sweeper	9876661970
49	Sh.Ashok Kumar	Beldar	9888165069
50	Sh.Mahek Pal	Beldar	9779961380
Contractual Lecturer Group A			
51	Sh.Bipin Sher Singh	Lecturer	9855710555

	Ms. Renu, Lect. ECE-2007		
	Ms. Sarabjeet Kaur, Lect.ECE	Lecturer	
	Mr. Sukhwinder Singh, Lect. ECE.	Lecturer	9463496691
	Ms. Bharti, Lect. ECE	Lecturer	9464990097
57	Ms. Monika Sharma, Lect.ECE	Lecturer	9855631755
58	Ms. Mona Chadha, Lect. Ap. Sc	Lecturer	9888058278
59	Ms. Navneet Kaur virk, Lect. App.Sci	Lecturer	9988652589
60	Ms. Rupinder Kaur, Lect. App.Sci	Lecturer	9855186816
61	Sh. Navyugdeep Singh, Lect. Prod.	Lecturer	8437765481
62	Sh. Rajesh Verma, Lect. Prod	Lecturer	9464146299
63	Mr. Raj Kumar Verma, Lect Prod.	Lecturer	8054651643
64	Sh. Bahul Saroya, Lect .Mech	Lecturer	9463961594
65	Mr. Pardeep Kumar, Lect. Mech.	Lecturer	9023299137
66	Ms. Seema Singh, Lect. Mech	Lecturer	9646010062
67	Mr. Munish Bansal Lect, comp	Lecturer	9646043407
68	Mr. Santosh Kumar Yadav, Lect CSE	Lecturer	7889289307
69	Ms. Sumeet Kaur, Lect. Comp.	Lecturer	9988929071
70	Ms. Monika Syal , Lect. A/A	Lecturer	8196003827
71	Ms. Prabhjeet Kaur , Lect. A/A	Lecturer	9988110770
		Lecturer	9872209497
			9501690077

Contractual Group C

72	Mr. Amit Kumar,	Workshop Instructor	9467004438
73	Mr. Hardeep Kumar	Workshop Instructor	9988300802
74	Mr. Jasmer Singh,	Workshop Instructor	9914689888
75	Mr. Harwinder Singh ,	FCM	8360918798
76	Ms. Renu,	Clerk	8728894151

Contractual Group D

77	Sh. Rohit Rawat,	Peon	9041908561
----	------------------	------	------------

Principal,
Chd. College of Engg. & Tech.
(Diploma Wing) Chandigarh.

ANNEXURE-7

DISCLOSURE OF INFORMATION REGARDING ITEMS SPECIFIED
IN CLAUSE 4(1)(b)(x) OF THE RIGHT TO INFORMATION ACT, 2005.

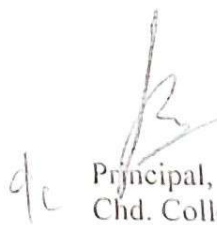
(Monthly remuneration received by the officers and employees)

(Name of the Department/Board/Corporation/Institution/Office:-)

Chandigarh College of Engineering & Technology (Diploma Wing), Sector-26, Chandigarh (March 25)

Sr. No.	Name of the officer/employee	Designation	Monthly Emoluments
Group-A			
1	Sh. Madan Lal Rana	Principal	273250/-
2	Sh. Sanjiv Kaul	Lecturer	264346/-
3	Smt. Sunita Mehta	HOD	254980/-
4	Dr. Jaswanti, Lect	Lecturer	249192/-
5	Dr. Kishan Lal Meena	HOD	247789/-
6	Dr. Sukh Dev Dogra	HOD	247789/-
7	Dr. Sukhdev Bhogal	HOD	247789/-
8	Ishminder Kaur	Lecturer	249192/-
9	Upendra Kumar	Lecturer	228538/-
10	Dr. Manoj, Lect	Lecturer	234904/-
11	Dr. Gangadhar Hugar	Lecturer	221880/-
12	Dinesh Soni	Lecturer	221880/-
13	Shiv Shankara Rao	Lecturer	221880/-
14	Dr. Rajesh Kumar	Lecturer	221880/-
15	Charanjeet Singh	Lecturer	221880/-
16	Dr. Narinder Kaur	Lecturer	228083/-
17	Lingaraj Sahu	Lecturer	209174/-
18	Jagjit Singh	Lecturer	209174/-
19	Rajindar Pal Dhiman	F/I	212378/-
20	Sarabjeet Singh	F/I	166240/-
Haryana Deputationists -Group A			
21	Sh. Raman Vashisht	Lecturer	160630/-
22	Smt. Sonika Kapoor	Lecturer	196742/-
23	Sh. Vinod Kumar Mishra	Lecturer	128372/-
24	Sh. Vineet Sharma	Lecturer	129732/-
Group-B			
25	Smt. Balwinder Kaur	Sr. Asstt	93714/-
26	Smt. Sukhwinder Pal Kaur	Sr. Asstt	96482/-
27	Sh. Lovelish Sethi	Sr. Asstt	96482/-
Group -C			
28	Sh. Manish Kr. Sharma	J.S. Steno	99838/-
29	Smt. Reena Sharma	Jr. Asstt	84232/-
30	Sh. Rajbir Singh	Clerk	80254/-
31	Smt. Rajwant Kaur	Steno	82549/-
32	Smt. Babal Preet Kaur	Steno	78317/-
33	Smt. Pooja Gupta	Clerk	67708/-
34	Smt. Preeti Devi	Clerk	76068/-
35	Sh. Mukesh Kumar Sharma	Workshop Instructor	96166/-
36	Sh. Randhir Singh	Workshop Instructor	96166/-
37	Smt. Rajvinder Kaur	Library Attendant	47206/-
38	Smt. Amandeep Kaur	PTI	124854/-
Group-D			
39	Sh. Parveen	Lab Attendant	64801/-
40	Sh. Ramesh Singh	Lab Attendant	54856/-
41	Sh. Rattan Singh	Peon	71199/-
42	Sh. Ranjit Singh	Peon	61282/-
43	Sh. Ram Tej	Peon	72781/-
44	Sh. Krishan Singh	Chowkidar	68802/-
45	Sh. Jagdish	Sweeper	87659/-
46	Sh. Raj Pal	Sweeper	69697/-
47	Sh. Pramod Kumar	Sweeper	62965/-
48	Sh. Om Vir Singh	Sweeper	62965/-

49	Sh. Ashok Kumar	Beldar	69697/-
50	Sh. Mahek Pal	Beldar	74857/-
	Contractual Lecturer Group A		
51	Sh. Bipin Sher Singh	Lecturer	78642/-
52	Ms. Ritu Paul, Lect. Elect	Lecturer	78642/-
53	Ms. Renu, Lect. ECE-2007	Lecturer	78642/-
54	Ms. Sarabjeet Kaur, Lect. ECE	Lecturer	71190/-
55	Mr. Sukhwinder Singh, Lect. ECE.	Lecturer	71190/-
56	Ms. Bharti, Lect. ECE	Lecturer	78642/-
57	Ms. Monika Sharma, Lect. ECE	Lecturer	71190/-
58	Ms. Mona Chadha, Lect. Ap. Sc	Lecturer	71190/-
59	Ms. Navneet Kaur virk, Lect. App. Sci	Lecturer	71190/-
60	Ms. Rupinder Kaur, Lect. App. Sci	Lecturer	71190/-
61	Sh. Navyugdeep Singh, Lect. Prod.	Lecturer	71190/-
62	Sh. Rajesh Verma, Lect. Prod	Lecturer	78642/-
63	Mr. Raj Kumar Verma, Lect. Prod.	Lecturer	71190/-
64	Sh. Bahul Saroya, Lect. Mech	Lecturer	78642/-
65	Mr. Pardeep Kumar, Lect. Mech.	Lecturer	78642/-
66	Ms. Seema Singh, Lect. Mech	Lecturer	78642/-
67	Mr. Munish Bansal Lect, comp	Lecturer	71190/-
68	Mr. Santosh Kumar Yadav, Lect CSE	Lecturer	71190/-
69	Ms. Sumeet Kaur, Lect. Comp.	Lecturer	71190/-
70	Ms. Monika Syal, Lect. A/A	Lecturer	78642/-
71	Prabhjeet Kaur, Lect. A/A	Lecturer	78642/-
	Contractual Group C		
72	Mr. Amit Kumar,	Workshop Instructor	67626/-
73	Mr. Hardeep Kumar	Workshop Instructor	67626/-
74	Mr. Jasmer Singh,	Workshop Instructor	67626/-
75	Mr. Harwinder Singh,	FCM	29223/-
76	Ms. Renu,	Clerk	50643/-
	Contractual Group D		
77	Sh. Rohit Rawat,	Peon	26010/-


Principal,
Chd. College of Engg. & Tech.
(Diploma Wing) Chandigarh.

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 2024-25

Name of the Department/Board/Corporation/Institution/Office
 Chandigarh College of Engineering & Technology (Diploma Wing), Sector-26, Chandigarh.

Sr.No.	Head/Item of the Budget	Budget Estimate in Rs.	Expenditure in Rs.	Balance in Rs.
DDO Code 353		This is an identity code for the drawing & disbursing officer of this institute.		
1.	2203- Technical Education			
	105 - Polytechnic			
	01 - Central Polytechnic/Chandigarh			
	College of Engg. & Tech.			
	01-00-01 Salaries	40550000	40549923	77
	01-00-02 Wages	31955000	31954858	142
	01-00-05 Rewards	208000	207240	760
	01-00-06 Medical Treatment	800000	799213	787
	01-00-07 Allowances	51845000	51843340	1660
	01-00-08 Leave Travel Concession	250000	42735	207265
	01-00-09 Training Expenses	150000	123649	26351
	01-00-11 Domestic Travel Expenses	120000	100083	19917
	01-00-13 Office Expenses	6200000	6187945	12055
	01-00-16 Publication	150000	107827	42173
	01-00-18 Rent for others	60000	59747	253
	01-00-19 Digital Equipment	1050000	1047042	2958
	01-00-21 Supp. & Material	300000	288953	11047
	01-00-26 Advt. & Publicity	100000	50151	49849
	01-00-28 Professional Services	325000	323364	1636
	01-00-29 Repair & Maintenance	300000	297923	2077
	01-00-34 Scholarships/Stipends	90000	87600	2400
	01-00-49 Other Revenue Expenditure	0	0	0
	01-Central Polytechnics/Chandigarh College of Engg and Technology			
	Total : 2203	134453000	134071593	381407

	4202 - Capital Outlay on Education, Sports,			

02 -	Technical Education			
104 -	Polytechnic			
01 -	Building			
01-00-52	Machinery & Equipment	1800000	1775109	24891
01-00-71	ICT Equipment	10190000	10186716	3284
01-00-73	Infrastructural Assets	Funds received & managed by Engineering Department		
01-00-72	Building & Structures			
01-00-53	Major Works			
Total : 01 - Building				
Total : 4202				
Total : 295- CCET- DIPLOMA WING		11990000	11961825	28175
Total		146443000	146033418	409582
Excluding infrastructural Assests & Building structural				

Principal,
Chd. College of Engg. & Tech.
(Diploma Wing) Chandigarh.

15/12/25

ANNEXURE-9

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 (Diploma Wing), Sector-26, Chandigarh

Sr. NO.	Details/Type of arrangements made
1.	Suggestion Box at the check post of main gate.

Principal,
Chd. College of Engg. & Tech.
(Diploma Wing) Chandigarh.