

ANNEXURE-1

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b)(i) OF THE RIGHT TO INFORMATION ACT, 2005-08-05

(The particulars of the organization, functions and duties)

S.No.	Name of the Institution	Function and duties (in brief)
1.	PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH-160012	Imparting education to Undergraduate and Post-graduate in Engineering and to carry out Research and Consultancy in the relevant areas.

ANNEXURE-2

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

(The powers and duties of the officers and employees)

Name of the Institute: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

S.No.	Name of the post	Powers and duties (in brief)
1.	Director	Principal, Executive Officer of the Institute, Ex-officio Chairman of the Senate exercises overall control over the affairs of the Institute.
2.	Deputy Director	To assist the Director in his functions and to look after the Establishment of faculty employees.
3.	Registrar	Ex-officio Secretary of Board of Governors, Senate and Finance Committee to be the repository of all records of the Institute and to be the Incharge of the establishment of non-teaching employees.
4.	Dean Academic Affairs	To supervise the function of the teaching programmes of the Institute under the rules formulated by the Senate and its sub-committees.
5.	Dean Students Welfare	To supervise the Students Activities Welfare and to supervise the running of the hostels.
6.	Dean (Research & Development)	To supervise the R&D programmes of the Institute and to liaison with Industry
7.	Faculty of the Institute	To teach and conduct research.

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 Institution: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

Sr.No.	Nature /Type of work	Level at which the case is initiated (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.	Issues relating to academic programmes.	Respective Departments	Senate Committees	Senate
2.	Issues relating to non-faculty employees	Respective Departments	Incharge Establishment Section	Registrar/ Director
3.	Issues relating to faculty employees	Respective Departments	Incharge Establishment Section	Deputy Director/ Director

ANNEXURE-4

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

(The norms set for the discharge of its functions)

Name of the Institution: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

Sr. No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Petition of the students relating to academic programmes	Two weeks
2.	Petition of the employees relating to service terms.	One month

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

Name of the Institute: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

Sr. No.	Name of the Act	Name of the Rules	Name of the Manuals	Instructions (Write circular No./date)	Any other Record/Document
1.	Memorandum of Association				Bye-laws.
2.		Delegation Document			
3.		Ordinance pertaining to the academic programme			
4.			Senate Manual		
5.		Rules and procedure for UG			
6.		Rules and procedure for PG			
7.			Faculty Hand Book		
8.			Purchase Manual		
9.			Students Charter		
10.				Academic Process for the teachers	

ANNEXURE-6

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

(Statement of the categories of documents that are held or under control)

Name of the Institute: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

S.No.	Category of documents
1.	Admission Brochure
2.	Courses of Studies

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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 Institution: **PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH**

1. The Board of Governors comprises of persons from different spheres like eminent educationists, industrialists, The VCs/ Director of leading institutes of the region, officials of Chandigarh Administration, Ministry of Human Resource Development, UGC, Ministry of Home Affairs, Leading technologists, engineers, educationists, industrialists, alumni and in addition two Professors of the Institute, who are involved in formulation of policies for the institute.

2. The Senate which is a principal academic body of the institute and is responsible for maintenance of standards of education, teaching and research consists of various officials of the institute with Director as ex-officio Chairman. In addition two Professors other than the ex-officio members and two associate professors elected from amongst associate professors, two lecturers (elected from amongst lecturers) and two other eminent educationists who are not in the service of the institute are members of the Senate and contribute towards formulation of policies for maintenance of academic standard.

3. The Finance Committee again consists of members from various fields, the Chairman being an eminent Technologist/industrialists and other members from the Chandigarh Administration, MHRD, UGC and two members nominated by the Board.

In addition to these three authorities of the Institute, the Senate has various standing committees such as Nomination Committee, Curriculum Design and Monitoring Committee, UG Committee, PG Committee, Scholarship and Prizes committee, Students Affairs committee, Election Committee, which have representatives from various sections of the faculty and the Undergraduate and Post graduate students or the nominated students from the students council.

ANNEXURE-8

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

(Statement of the Boards, councils, committees and other bodies)

Name of the Institution: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

S.No.	Name of the Board(s)	Name of the Council(s)	Name of Committee(s)	Name of other body (ies) 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.	Board of Governors				No	No
2.		Senate			No	Yes
3.			Finance Committee		No	No
3.			Senate Committees		No	Yes
4..			Committee of Wardens		No	Yes
5.				Students Council	Yes	Yes

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PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)

(b) (ix)

(Directory of the officers and employees)

Name of the Institution : PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

S.No.	Name of the officer/employees	Designation	Telephone Number(O)
1.	Dr. Manoj Datta	Director	2746074 2753051
2.	Dr. Gurnam Singh	Deputy Director	2753052
3.	Dr. Ashwani Prashar	Registrar (Officiating)	2748197 2753055
4.	Dr. Uma Batra	Dean Planning & Development	2753054
5.	Dr. M.L.Gupta	Dean Students Welfare	2753071
6.	Dr. Ashwani Prashar	Dean Academic Affairs	2753053 2753060
7.	Prof, K.K.Garg	Training and Placement Officer	2745085

ANNEXURE-10

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

(Monthly remuneration received by the officers and employees)

Name of the Institution: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

Sr.No.	Name of the officer/employee	Monthly emoluments (Rupees)
1.	Director	As per AICTE/UGC Norms
2.	Registrar	As per AICTE/UGC Norms
3.	Dean Students Welfare Dean Academic Affairs Deputy Director Dean RP&D Heads of the Departments	All other officers are appointed on extra assignment basis and receive no emoluments for the additional responsibilities. They are paid for the academic work that they do by virtue of the appointment of their faculty cadre.
4.	Faculty	As per AICTE norms
5.	Other Employees	Punjab Govt. Pattern

ANNEXURE-11

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

(Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made)

Name of the Institution: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

(Rs.in Lacs)

Sr.No.	Head/Item of the budget	Proposed expenditure during the year (2009-10)
1.	Total budget of the Institute is unitary. There are no allocation to any agency	Rs. 5351.90

ANNEXURE-12

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

(The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes)

Name of the Institution: : PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

Free Education for Meritorious SC and OBC students, as per rules of Chandigarh Administration.

ANNEXURE-13

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

(Particulars of recipients of concessions, permits or authorizations granted)

Name of the Institution: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

The authorization to run establishment in the shopping centre of the Institute on tenure basis as per rules of the Institution.

ANNEXURE-14

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

(Details in respect of the information, available, reduced in an electronic form)

Name of the Institution: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

S.No.	Type of Information
1.	Admission Brochure for Undergraduate and Post-graduate programmes.
2.	Rules and Regulations of UG and PG programmes.

ANNEXURE-15

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

Name of the Institution: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

Sr.No.	Facilities available	Remarks (No. of days in a week/Timings etc.)
1.	Single Window Information Desk in the Administrative Block	All woking days (5 days in a week) From 9.00 AM to 5.00 PM
2.	Website of the institute	24 hrs.

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

Name of the Institution: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

S.No.	Designation	Name & Address	Telephone No. (Office/Residence)	e-mail address
1.	Appellate Authority	Dr. Manoj Datta, #700, PEC Campus, Sector 12, Chandigarh.	2753051(O) 2746074 (O) 2753700(R) 97791 61234	director@pec.ac.in
2.	CPIO(Central Publication Information Officer)	Dr. Ashwani Kumar, Registrar # 603, PEC Campus, Sector 12 Chandigarh.	2753055 (O) 2748197 (O) 2753603 (R) 98788 94445	registrar@pec.ac.in cpio@pec.ac.in
3.	Central Assistant Publication Information Officer	Ms. Puneet Arora, Lecturer, # 209, PEC Campus, Sector 12, Chandigarh.	2753460 (O) 2753209 (R) 98881 17004	puneetishan@yahoo.co.in
4.	Central Assistant Publication Information Officer	Mr. Sandeep Mukundrao Salodkar, Lecturer, # 807, PEC Campus, Sector 12, Chandigarh.	2753563 (O) 2753807 (R) 94170 97118	sndpchd@yahoo.co.in