

SUBJECT: PROCEDURE FOR APPLYING UNDER RTI

An applicant can seek information under RTI Act-2005 by making a request to the CPIO, PEC University of Technology, Chandigarh. The fee may be remitted in the form of Indian Postal Order (IPO)/Bank Draft in favor of the DIRECTOR, PEC University of Technology, Chandigarh or in cash deposited with the cashier PEC University of Technology, Chandigarh. The RTI application should necessarily be accompanied along with the original IPO/Bank Draft/RTI fee receipt in original.

Designated Officers	Name	Official Telephone No.
CPIO	Manish Kumar	0172-2753055,2748197
Appellate Authority	Dr. Sanjeev Sofat	0172-2753052

SPECIMEN PROFORMA FOR SEEKING INFORMATION UNDER RTI

To

The Central Public Information Officer
PEC University of Technology,
Chandigarh.

1. Name of the Applicant
2. Complete Address
3. Particulars of the information sought:
 - a) Concerned Department:
 - b) Particulars of the information required:
 - i) Details of information required:
 - ii) Period for which information is required:
 - iii) Any other related details:
4. I state that the information sought does not fall within the exemptions contained in the section 8 of the RTI Act-2005 and to the best of my knowledge the information pertains to your office.
5. I hereby declare and confirm that I am an Indian citizen and as such I am entitled to seek information under RTI Act-2005. I have attached a copy of my PAN card/Voter's Card/Ration Card/ Driving License/ ID card in support of my citizen ship.
6. A fee of Rs 10/- has been deposited in the form of IPO/ Cash Receipt / A demand draft/Bankers Cheque NoDt..... for Rs Drawn on (Name of the Bank) favoring Director, PEC University of Technology, Chandigarh, towards payment of fee is enclosed herewith.

Place
Date

Signature of the Applicant
Address
Telephone/Mobile No
Email Address.

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)

Sr. No.	Name of the Institution	Function and duties (in brief)
1.	PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH	Imparting Undergraduate and Post-graduate Education 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.
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 conduct of the teaching programmes of the Institute under the rules formulated by the Senate and its sub-committees.
5.	Dean Student Affairs	To supervise the Students' Activities and to supervise the running of the hostels.
6.	Dean Sponsored Research and Industrial Consultancy	To supervise the R&D programmes of the Institute and to liaise with Industry
7.	Dean Faculty Affairs	To look after the establishment of faculty of the Institute.
8.	Dean Alumni Affairs and International Relations	To establish and maintain contacts with alumni of the institute; to enter into agreements with corporate houses and other educational institutes for co-operation and mutual benefits.
9.	Faculty of the Institute	To teach and conduct research.
10.	Training & Placement Officer	To arrange seats for students for practical training/ internship and to invite future employers of the students for campus interviews.
11.	Chairman E & W	To look after the development/maintenance of infrastructure and to co-ordinate all activities related to estate management.
12.	Assistant Controller (F&A)	To supervise and coordinate the activities related to budget and expenditure.

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/ Dean Academic	Senate
2.	Issues relating to non-faculty employees	Respective Departments/ Sections	Superintendent Establishment Section	Registrar/ Director
3.	Issues relating to faculty employees	Respective Departments	Superintendent Establishment Section	Director/ Dean Faculty affairs/ Deputy 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

ANNEXURE-5

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

(The rules, regulations, instructions, manual and records,
held by it or under its control or use by its employees for discharging its functions)

Name of the Institute: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

Sr.No.	Name of the Act	Name of the Rules	Name of the Manuals	Instructions	Any other Record/ Document
1.	Memorandum of Association				Bye-laws.
2.		Delegation Document			
3.		Ordinances, Rules & Regulations			
4.			Senate Manual		
5.		Rules and procedures for UG programmes			
6.		Rules and procedures for PG programmes			
7.			Faculty Hand Book		
8.			Purchase Manual		
			Students Charter		
10.				Academic Processes for the teachers	
11.		Rules & Procedures For Ph.D. programmes			
12.		TA/DA Rules			
13.			Prospectus		
14.			Annual Report		

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 its control)

Name of the Institute: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

Sr.No.	Category of documents
1.	Admission Brochure
2.	Courses of Studies
3.	Account Files/records
4.	Establishment Files
5.	Stock Registers
6.	Attendance Registers
7.	Diary and Dispatch Register
8.	Cash Book
9.	Money Receipt book
10.	Minutes of meetings of BoM, Senate, Finance Committee
11.	MOU's with other Agencies
12.	IQAC Reports
13.	Annual Repot of the Institute

ANNEXURE-7

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, the body involved in formulation of policies for the institute, comprises of persons from different spheres like eminent educationists, industrialists, VCs/ Directors 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.
2. The Senate which is the 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 two associate professors and two Assistant Professors, elected from amongst the respective categories of faculty; two representatives of non-teaching staff, and two other eminent persons/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 is headed by an eminent technologist/industrialist and other members are drawn from the Chandigarh Administration, MHRD, UGC and two members are nominated by the Board.

In addition to these three authorities of the Institute, the Senate has various standing committees such as Academic Programmes committee, Scholarship and Prizes committee, Student Affairs committee, which have representatives from various sections of the faculty and the Undergraduate and Post graduate students.

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

Sr.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	Yes
2.		Senate			No	Yes
3.			Finance Committee		No	Yes
4.			Senate Committee		No	Yes
5.			Committee of Wardens		No	Yes
6.				Students Council	No	Yes

ANNEXURE-9

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

Important Functionaries

Sr.No.	Name of the officer/ employee	Designation	Telephone Number(O)
1.	Dr. Manoj Arora	Director	2746074 2753051
2.	Dr. Sanjeev Sofat	Deputy Director	2753052
3.	Sh. Manish Kumar	Registrar	2748197 2753055
4.	Sh. Manish Kumar	Central Public Information Officer	2753055 2748197
5.	Dr. P S Satsangi	Dean Sponsored Research & Industrial Consultancy	2753054
6.	Dr. Parveen Kalra	Dean Academic Affairs	2753053 2753060
7.	Dr. Perminderjit Singh	Dean Student Affairs	2753071
8.	Dr. Umesh Sharma	Training and Placement Officer	2753072 2753073
9.	Dr. Uma Batra	Dean Faculty Affairs	2753090
10.	Dr. K K Gogna	Dean Alumni & International Affairs	2753258

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 UGC Norms
2.	Registrar	As per UGC Norms
3.	Dean Student Affairs Dean Academic Affairs Deputy Director Dean SRP&D Dean Faculty Affairs Dean Alumni, Corporate & International Affairs 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 UGC norms
5.	Other Employees	As per Chandigarh Administration/ 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

Sr.No.	Head/Item of the budget	Proposed expenditure during the year 2015-16
1	Total budget of the Institute is unitary. There are no allocations to any agency	1. Non-Plan (Rec.) Rs. 4760.00 lacs. 2. Plan (Non-Rec) Rs. 3520.00 lacs Total : Rs. 8280.00 lacs

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

B.E. Programmes

(i) **For Scheduled Caste, Scheduled Tribe Students**

Half free-ship on tuition fee is admissible to all the students belonging to the Scheduled Castes/Scheduled Tribes, who have cleared all their examinations up to previous year and who are not on academic or disciplinary probation.

(ii) **Merit Scholarship.**

Merit Scholarship in the form of full free ship on tuition fee is provided to one student of each branch on the basis of branch-wise Merit.

(iii) **Free waiver for Economically Weaker Section/Women/Physically Handicapped students**

These fee-waivers in the form of free-ship on tuition fee are awarded on the basis of JEE (Main) merit. Branch wise distribution of these fee waivers is as follows:

	AE	CE	CS	EE	EC	ME	MT	PE	Total
Women	1	2	2	2	2	2	2	2	15
Persons with Disabilities	1	1	1	1	1	1	1	1	08+02*
Economically Weaker Sections	1	4	4	4	4	4	2	2	25

* This fee waiver would be awarded to two P w D students of any branch on the basis of JEE (Main) rank list

M.E. Programmes

The students (of each category) admitted to M.E. Degree Programmes on the basis of GATE result, get scholarships @ Rs. 8000/- per month.

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 authority to run establishment in the shopping center of the Institute is given as per following norms:

S.No	Discription	Remarks
1.	Shopping Complex in PEC Campus	<ol style="list-style-type: none">1. Allotment on the basis of Tender.2. Allotment for 5 years initially and may be extended later on3. No furnishing, shops are allotted on 'as is where basis'4. Rent is charged before 10th of every month for the following month.

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

1. Vision of the institute
2. MOA and Bye-Laws
3. Delegation Document
4. Mandatory Disclosure
5. Ordinances
6. Faculty Handbook
7. Purchase Manual
8. Senate Manual
9. TA/DA Rules
10. Academic Policy
11. Rules & Procedures for UG Programmes
12. Rules & Procedures for ME Programmes
13. Rules & Procedures for Ph.D 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.	Website of the institute	24 hrs.

ANNEXURE-16

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

Sr.No.	Designation	Name & Address	Telephone No. e-mail address (Office/Residence)	e-mail address
1	Appellate Authority	Professor Sanjeev Sofat Deputy Director, #624, sector 11-A, Chandigarh	2753052(O) 2753851(O) 2746894(R) 981474140	dd@pec.ac.in
2	CPIO (Central Public Information Officer)	Sh. Manish Kumar, Registrar # 904 PEC Campus Sector 12 Chandigarh	2753055 (O) 2748197 (O) 9876620380	cpio@pec.ac.in registrar@pec.ac.in
3	Central Assistant Public Information Officer (CAPIO)	Dr. Sucheta Associate Professor, #156 sector-21-A Chandigarh	2753082 (O) 2753268(O) 2726121(R) 9814528121	

ANNEXURE-17

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

Name of the Institution: PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

Information which may be prescribed and thereafter updating every year.

Annual Reports

Prospectus

Academic Calendar

Budget & Expenditure

IQAC Reports