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**SUOMUTODISCLOSURE UNDER SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT,  
2005**

**SECTION 4(1)(b)(i)**

**THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-**

|                           |  |
|---------------------------|--|
| Name of organization      | Jawaharlal Nehru Government Engineer College, Sundernagar (H.P.)               |
| Establishment and Address | Tehsil & Post Office Sundernagar, District Mandi, Himachal Pradesh, Pin-175018 |
| Email-id                  | jngechp@yahoo.co.in  |
| Contact No.               | 01907-267199   |
| Web Site                  | <a href="http://www.jngec.ac.in">www.jngec.ac.in</a>                           |

**ABOUT THE INSTITUTION:-**

The Jawaharlal Nehru Govt. Engineering College Sundernagar (H.P.) is the first State Engineering College of Himachal Pradesh and was established in the year 2006 with the vision to bloom into centre of excellence and become pace setter by opting quality processes interwoven with freedom of flexibility and to mould professionals of superior quality dedicated to the progress and development of humanity. Our aim is to create and disseminate knowledge and skills in core and frontier disciplines through innovative educational programmes, industrial training, research & consultancy and develop a new cadre of professionals with a high level of competence, deep sense of social commitment and ethics. JNGEC is a leading institute offering multidisciplinary five undergraduate Bachelor of Technology programmes in Engineering. After being established in the year 2006, Jawaharlal Nehru Govt. Engineering College has grown in its stature and number of courses. Today we are having 5 under graduate B. Tech. courses namely Mechanical Engineering, Civil Engineering, Textile Engineering, Electronics and Communication Engineering & Computer Science & Engineering (AIML). Total intake capacity in our engineering college is 300 seats in B. Tech. At present there is M.Tech. classes in the discipline of Civil Engg. (Construction Engineering & Management) with the sanctioned intake of 15 seats in this Institution. We have around 1323 students studying in our beautiful campus today. There are Four under Graduate Programmes viz. Civil Engg., Mechanical Engg., Textile Engg. & Electronics and Communication Engg. has been granted NBA accreditation for two years i.e. upto 30-06-2025. JNGEC is approved by AICTE and affiliated to HPTU, Hamirpur. The JNGEC has established a good brand image for its outstanding infrastructure, excellent teaching, and a very

good blend of highly qualified, experienced and talented faculty. With students from different parts of Himachal Pradesh, JNGEC has become a preferred destination for admission.



This institute has a highly impressive campus encompassing all the modern educational and training facilities such as modern class rooms, equipped laboratories, workshops, computer labs. The library of JNGEC is having the membership of National Digital Library (NDL). Students and faculty members are registered with NDL, having a wide range of national and international journals, books and e-books. This institute is running under the dynamic leadership of Prof. Rajeev Khanduja.

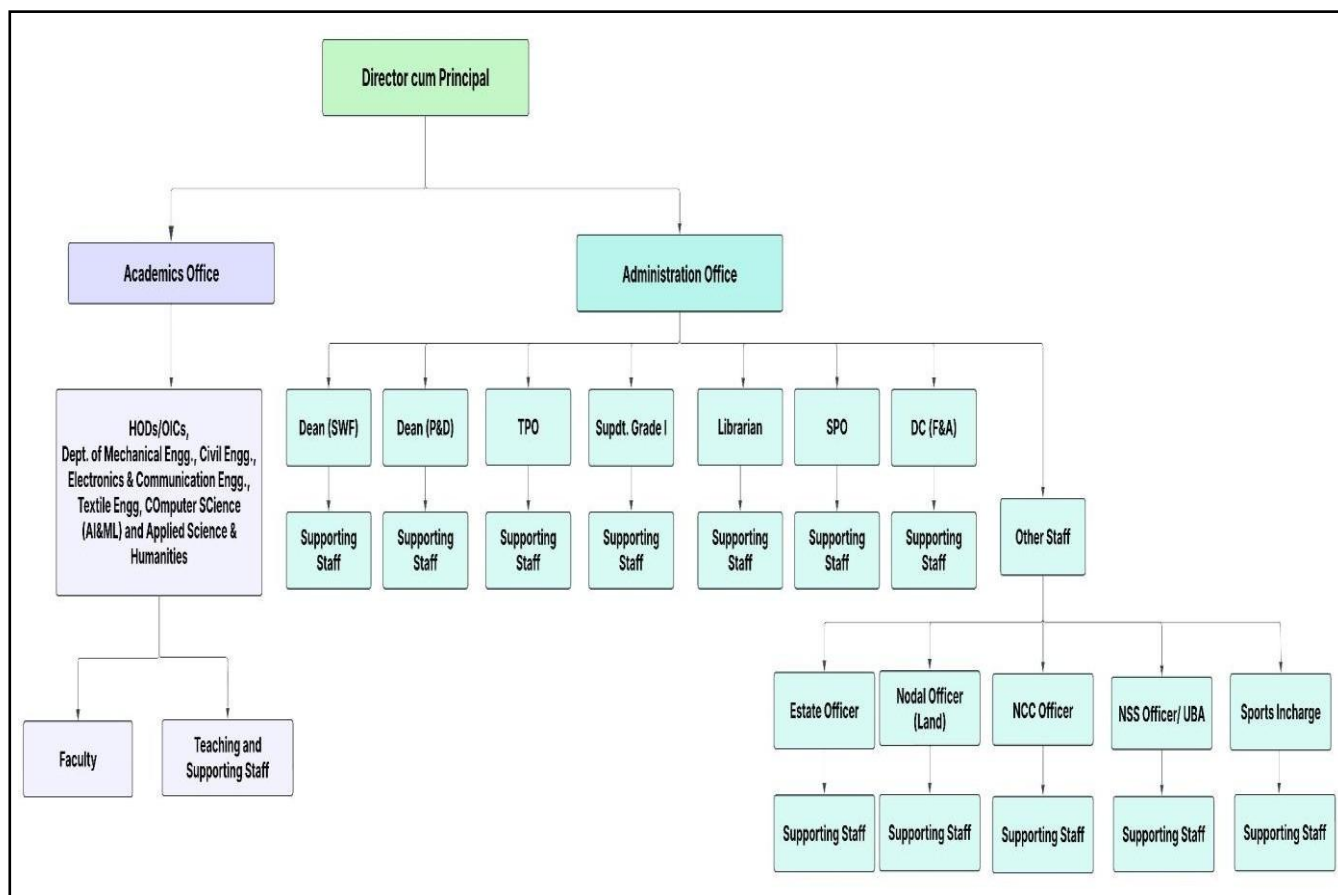
### **VISION OF THE INSTITUTE**

"To be a premier institution imparting value based education enabling innovation in frontier areas of technology that propels development of society at national and global arena "

### **MISSION OF THE INSTITUTE**

- To create an environment that enables creativity, research and innovation in engineering and technology.
- To impart value based education that created leaders in engineering for upliftment of society at large.
- To strive for continuous improvement in imparting technical education.
- To have liaison with lead institutions and industries.

**ORGANIZATION STRUCTURE**  
**JAWAHARLAL NEHRU GOVERNMENT ENGINEERING COLLEGE SUNDERNAGAR**



| S. No. | Sections   | Function   | Duties   |
|--------|--|--|--|
| 1      | 2  | 3  | 4  |
| 1      | Office of the Director-cum-Principal, Jawaharlal Nehru Government Engineer College, Sundernagar (H.P.) | Implementing all the decisions in respect of admission, Education & Finance as per H.P Govt. directions. | Imparting instructions on administration, Academic & financial Matters.  |
| 2      | Applied Science & Humanities Department  | To teach Applied Science, Humanities & other related subjects to B.Tech. students.                       | Teaching, conducting examination, evaluation of papers. Conducting seminars. Continuation evaluation of the students throughout the academic year. |
| 3      | Civil Engg. Department   | Teaching Civil Engg. Subjects to Engineering students (UG & PG).   | -do-   |
| 4      | Electronics & Communication Engineering Department   | Teaching Electronics & Communication subject to Engineering Students.                                    | -do-   |

|   |                                   |  |  |
|---|-----------------------------------|--|--|
| 5 | Mechanical Engg. Department       | Teaching Mechanical Engineering subjects to Engineering Students.  | -do-   |
| 6 | Textile Engg. Department          | Teaching Textile Engineering subjects to Engineering Students  | -do-   |
| 7 | Computer Engg. (AI&ML) Department | Teaching Computer Engg. Subjects (AI&ML) to Engineering Students.  | -do-   |
| 8 | Workshop                          | Imparting skill training to Engineering students   | Taking Practical Classes of Engineering students.                  |
| 9 | Library                           | Issuing Books to Students and the Faculty, Bookkeeping & Maintenance and maintain the all the record related to books. | Bookkeeping & purchasing new books and Maintaining of the Records. |

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

|                    |  |
|--------------------|--|
| <b>Name</b>        | <b>Prof.(Dr.)Rajeev Khanduja</b>   |
| <b>Designation</b> | <b>Principal</b>   |
| <b>Powers</b>      | 1. To administer the Institution   |
|                    | 2. To take decisions in Administrative, Academic & Financial matters.  |
| <b>Duties</b>      | 1. Academic & administrative management of the institution.  |
|                    | 2. Providing academic and administrative leadership  |
|                    | 3. Monitoring and evaluation of academic activities in the institution.  |
|                    | 4. Ensure that the college's 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 coordination consult services.  |

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

|                    |   |
|--------------------|---|
| <b>Designation</b> | <b>Professor/Head of Department</b>   |
| <b>Duties</b>      | <ol style="list-style-type: none"> <li>1. Design and develop the course and curriculum.</li> <li>2. Prepare lectures, syllabi, and labs.</li> <li>3. Teach Engineering courses</li> <li>4. Grade assignment, exams, papers and projects.</li> <li>5. To assist the maintenance of Equipment in the laboratories</li> <li>6. Development of Resource Materials</li> <li>7. Participation in Co-Curricular and Extra Curricular Activities.</li> <li>8. Student guidance and counseling and helping their character development</li> <li>9. Innovation in technician education and evaluation</li> <li>10. Providing leadership in teaching Engineering course</li> <li>11. Promotion and Coordinating Continuing Education Activities.</li> <li>12. Self development through up-gradation of knowledge and skills.</li> <li>13. Provide academic guidance and support.</li> <li>14. Help students with their educational and career paths.</li> <li>15. Advise students on their research projects.</li> <li>16. Provide feedback and support on research projects. Collaborate with other faculty members on research projects, and Publish papers.</li> <li>17. Encourage students to participate in innovation and entrepreneurship projects.</li> <li>18. Collaborate with industries and institution to improve the institute</li> <li>19. Conduct workshops, seminars, and special lectures</li> <li>20. Other duties Participate in departmental meetings and committees and maintain records.</li> <li>21. Any other duty assigned by the Director cum Principal.</li> </ol> |
| <b>Designation</b> | <b>Associate Professor</b>  |
| <b>Duties</b>      | <ol style="list-style-type: none"> <li>1. Develop and Deliver lectures.</li> <li>2. Create lesson plans and syllabus.</li> <li>3. Suggest new course topics</li> <li>4. Mentor students.</li> <li>5. Evaluate students performance.</li> <li>6. Supervise teaching assistants.</li> <li>7. Conduct research, publish papers, attend conferences, and Write proposal to secure research funding.</li> <li>8. Participate in departmental and college activities.</li> <li>9. Contribute to departmental administrative duties.</li> <li>10. Assist with the training of new Assistant Professors.</li> <li>11. Organize guest seminars and faculty events.</li> <li>12. Assist HoD/Professors in their day-to-day tasks.</li> <li>13. Develop professional logisticsto improve student performance.</li> <li>14. Create career-enhancement programs and activities.</li> <li>15. Any other duty assigned by the Director cum Principal/Head/OIC of the Department.</li> </ol>  |

|                    |   |
|--------------------|---|
| <b>Designation</b> | <b>Assistant Professor</b>  |
| <b>Duties</b>      | <ol style="list-style-type: none"> <li>1. Create assignments for classes.</li> <li>2. Teach classes and administer tests.</li> <li>3. To work in charge of the laboratory in the concerned discipline.</li> </ol> |

|                    |   |
|--------------------|---|
|                    | <ol style="list-style-type: none"> <li>4. Review student progress and development.</li> <li>5. Provide guidance on course choices and academic requirements.</li> <li>6. Organize lectures and workshops.</li> <li>7. Conduct of Practicals in the laboratory.</li> <li>8. Conduct research and write articles for academic journals.</li> <li>9. Publish studies, papers and reports.</li> <li>10. Prepare proposals and apply for research funding.</li> <li>11. Represent the institute at conferences and give presentations.</li> <li>12. Mentor students through academic challenges.</li> <li>13. Provide insights into students' educational and career paths.</li> <li>14. Supervise graduate research projects and provide feedback.</li> <li>15. Mentor teaching assistants and other junior personnel.</li> <li>16. Attend faculty meetings and contribute suggestions.</li> <li>17. Participate in faculty governance and professional activities.</li> <li>18. Help with department responsibilities, and assist in organizing recruitment programs.</li> <li>19. Assist HoD /Professors /Associate Professor in their day-to-day tasks.</li> <li>20. Any other duty assigned by the Director cum Principal.</li> </ol> |
| <b>Designation</b> | <b>Workshop Superintendent/Foreman</b>  |
| <b>Duties</b>      | <ol style="list-style-type: none"> <li>1. To monitor the training of student in various workshop of the institution.</li> <li>2. To monitor the academic record of student in the workshop.</li> <li>3. To ensure the availability of various machines and equipment required in the workshop as per the curriculum.</li> <li>4. To ensure that all the machines and equipment in the workshop are kept in working order.</li> <li>5. To arrange for the training of workshop staff as per requirement of the curriculum.</li> <li>6. To plan the future development of the workshop in the institution.</li> <li>7. Repair and maintenance of building, electrical appliances, furniture etc. of the institute.</li> <li>8. To engage classes for theory and practical training of the student.</li> <li>9. Any other duty assigned by the Director cum Principal/Head/OIC of the Department.</li> </ol>   |

|                    |   |
|--------------------|---|
| <b>Designation</b> | <b>Workshop Instructor</b>  |
| <b>Duties</b>      | <ol style="list-style-type: none"> <li>1. To arrange the various machinery and equipment for the student training as per the curriculum.</li> <li>2. To train the students as per the curriculum.</li> <li>3. To develop the training skill among the students.</li> <li>4. To maintain the machinery and equipment in working order.</li> <li>5. To arrange the raw material required for the training well in time.</li> <li>6. To keep himself updated about the various development in the related industry.</li> <li>7. Any other duty assigned by the Director cum Principal/Head/OIC of the Department.</li> </ol> |
| <b>Designation</b> | <b>Lab Technician</b>   |
| <b>Duties</b>      | <ol style="list-style-type: none"> <li>1. Maintain and upkeep all laboratory equipment.</li> <li>2. To maintain equipment logbook and keep the equipment in working order.</li> <li>3. To maintain dead stock register.</li> </ol>  |

|                    |   |
|--------------------|---|
|                    | <ol style="list-style-type: none"> <li>4. Managing daily route work of the labs.</li> <li>5. Maintain entry/exit register in the lab.</li> <li>6. Help the UG/PG students in conduct of lab experiments.</li> <li>7. To other duty assigned by lab Incharge/HOD.</li> <li>8. To keep himself updated about the various development in the related industry.</li> <li>9. Any other duty assigned by the Director cum Principal/Head/OIC of the Department.</li> </ol>  |
| <b>Designation</b> | <b>Librarian</b>  |
| <b>Duties</b>      | <ol style="list-style-type: none"> <li>1. Maintaining the stock and store record of the library.</li> <li>2. Issuing the books to student and faculty.</li> <li>3. General administration.</li> <li>4. Books selection &amp; acquisition.</li> <li>5. Planning &amp; developing the library.</li> <li>6. Orienting the users towards effective utilization of library services.</li> <li>7. Supervising and cataloguing indexing.</li> <li>8. Any other duty assigned by the Director cum Principal.</li> </ol> |

#### **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 from time to time and the decision taken in the governing body meeting & supervised by the DTE & Himachal Pradesh Technical University, Hamirpur, Himachal Pradesh (HPTU) and accountability as fixed by the government from time to time.

#### **SECTION 4(1)(b)(iv)**

#### **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-**

The norms set by Govt. from time to time by Govt. Gazette notification/ order and broadly in consent with AICTE norms and DTE & Himachal Pradesh Technical University, Hamirpur, Himachal Pradesh (HPTU) 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 issued by DTE and Himachal Pradesh Technical University, Hamirpur, Himachal Pradesh (HPTU) from time to time and also instruction available in their website i.e (techedu.hp.gov.in & www.himtu.ac.in)

**SECTION 4(1)(b)(vi)**

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

| <b>Sl. No.</b> | <b>Category of the document</b>               | <b>Procedure to obtain the documents</b>                        |
|----------------|---|---|
| <b>1</b>       | <b>2</b>                                      | <b>3</b>  |
| 1              | Bank Pass Books                               | The Documents can be obtained from concerned officer in charges |
| 2              | Service Book                                  |   |
| 3              | Personal files                                |   |
| 4              | Diary and Issue register                      |   |
| 5              | Acquaintance                                  |   |
| 6              | Bill Register                                 |   |
| 7              | Book of Draw 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             | Files related to academic examinations.       |   |
| 25             | Files related to DTE correspondence.          |   |
| 26             | Vehicle Record file                           |   |
| 27             | Consultancy Record                            |   |
| 28             | Files related to outsourced staff.            |   |

**SECTION 4(1)(b)(vii)**

**PARTICULARS OF ARRANGEMENT IN FORMULATION OF POLICY**

H.P Govt.

**SECTION 4(1)(b)(viii)**

**BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED**

1. Internal Committees of the Institution.
2. Hostel Management Committee.
3. Anti-ragging Committee.
4. Disciplinary Committee.

5. SexualHarassmentCommittee/Women cell
6. StudentGrievanceRedressalCommittee (SGRC).
7. Institutional IndustryCell(IIC)
8. InternalComplaintCommittee(ICC)
9. PrevisionofAtrocitiesin SC/STStudent andfacultyand staff.
10. InternalQualityAssuranceCell (IQAC).
11. Intellectual PropertyRight Cell (IPRC)
12. Student Counselors/FacultyAdvisor.
13. Media Cell.
14. InstitutionalPurchasecommittee.

#### SECTION 4(1)(b)(ix)

#### DIRECTORY OF OFFICERS AND EMPLOYEES

| SrNo | NAME OF THE STAFF MEMBER (SH./SMT.) | DESIGNATION                            | LandLine Number |
|------|-------------------------------------|--|-----------------|
| 1.   | Dr.Rajeev Khanduja                  | Director-cum-Principal                 | 01907267199     |
| 2.   | Dr.RiteshKaundal                    | Professor,Mech. Engg.                  | 01907267199     |
| 3.   | Dr.MridulSharma                     | AssistantProfessor,Mech.Engg.          | 01907267199     |
| 4.   | Sh.Rohit Bhardwaj                   | AssistantProfessor,Mech.Engg.          | 01907267199     |
| 5.   | Sh.SachinKumar                      | AssistantProfessor,Mech.Engg.          | 01907267199     |
| 6.   | Sh. Ankush Sharma                   | AssistantProfessor,Mech.Engg.          | 01907267199     |
| 7.   | Sh.Chetan Sharma                    | AssistantProfessor,Mech.Engg.          | 01907267199     |
| 8.   | Sh. Sahil                           | AssistantProfessor,Mech.Engg.          | 01907267199     |
| 9.   | Sh.Aman Sharma                      | AssistantProfessor,Mech.Engg.          | 01907267199     |
| 10.  | Sh.Parveen Kumar                    | AssistantProfessor,TextileEngg.        | 01907267199     |
| 11.  | Dr.PriyaJaswal                      | AssistantProfessor,TextileEngg.        | 01907267199     |
| 12.  | Ms.UrvashiMalhotra                  | AssistantProfessor,TextileEngg.        | 01907267199     |
| 13.  | Dr.AmitKumar                        | AssistantProfessor,Textile Engg.       | 01907267199     |
| 14.  | Ms.PreetiGautam                     | AssistantProfessor,TextileEngg.        | 01907267199     |
| 15.  | Sh.Vivek Sharma                     | AssistantProfessor,TextileEngg.        | 01907267199     |
| 16.  | Dr.AnkushSharma                     | AssistantProfessor,TextileEngg.        | 01907267199     |
| 17.  | Dr.Dinesh Bhatia                    | AssistantProfessor,TextileEngg.        | 01907267199     |
| 18.  | Sh. AkashySharma                    | AssistantProfessor,TextileEngg         | 01907267199     |
| 19.  | Dr.Champa Verma (Chem.)             | AssociateProfessor, (AS&H),Chemistry   | 01907267199     |
| 20.  | Dr.NeelamGuleria (Physics)          | AssistantProfessor,(AS&H), Physics     | 01907267199     |
| 21.  | Dr.ParulChauhan (English)           | AssistantProfessor,(AS&H),English      | 01907267199     |
| 22.  | Dr.KiranDevi(Math)                  | AssistantProfessor,(AS&H), Maths       | 01907267199     |
| 23.  | Sh.SandeepChaudhary                 | Assistant Professor, (AS&H),Management | 01907267199     |
| 24.  | Smt.RitaRana,(Maths)                | AssistantProfessor,(AS&H), Maths       | 01907267199     |
| 25.  | Sh.Ajeet Thakur                     | AssistantProfessor,ECE                 | 01907267199     |
| 26.  | Dr.NitashaBisht                     | AssistantProfessor,ECE                 | 01907267199     |
| 27.  | Mrs. Pooja Sharma                   | AssistantProfessor,ECE                 | 01907267199     |
| 28.  | Sh.SanjeevKumar                     | AssistantProfessor,ECE                 | 01907267199     |

|     |                       |                                 |             |
|-----|-----------------------|---------------------------------|-------------|
| 29. | Sh. AkshayKanwar      | AssistantProfessor,ECE          | 01907267199 |
| 30. | Smt.RitaDevi          | AssistantProfessor,ECE          | 01907267199 |
| 31. | Dr.MadhuSharma        | AssociateProfessor,Civil Engg.  | 01907267199 |
| 32. | Miss Surabhi          | AssistantProfessor,CivilEngg.   | 01907267199 |
| 33. | Dr.Aashish Sharma     | AssistantProfessor,CivilEngg.   | 01907267199 |
| 34. | Smt.Shalini Chauhan   | AssistantProfessor,CivilEngg.   | 01907267199 |
| 35. | Er.PrashantThakur     | AssistantProfessor,CivilEngg.   | 01907267199 |
| 36. | Dr.MeenakshiShrutiPal | AssociateProfessor,CSE          | 01907267199 |
| 37. | Smt.Shivani           | AssistantProfessor,CSE          | 01907267199 |
| 38. | Smt. Aditi            | AssistantProfessor,CSE          | 01907267199 |
| 39. | Sh.Rahul Pal Singh    | AssistantProfessor,CSE          | 01907267199 |
| 40. | Smt.ManviSharma       | AssistantProfessor,EE           | 01907267199 |
| 41. | Smt. Anita Kumari     | Librarian                       | 01907267199 |
| 42. | Sh. Anil Kumar Kanwar | TPO                             | 01907267199 |
| 43. | Sh.Ashwani Kumar      | DC(F&A)                         | 01907267199 |
| 44. | Sh.Som Nath Sharma    | Personal Assistant              | 01907267199 |
| 45. | Smt.PrikshaDevi       | Sr. Assistant                   | 01907267199 |
| 46. | Sh. Pawan Kumar-I     | Sr. Assistant                   | 01907267199 |
| 47. | Smt. Anita Sharma     | Sr. Assistant                   | 01907267199 |
| 48. | ShGopalSingh          | Jr. Auditor                     | 01907267199 |
| 49. | Sh.Amarjeet Singh     | Workshop Instructor (Machinist) | 01907267199 |
| 50. | Sh.KashmirSingh       | Workshop Instructor (Fittings)  | 01907267199 |
| 51. | Sh.KarunSingh         | Lab Technician, ME              | 01907267199 |
| 52. | Sh.Tijender           | Lab Technician, ME              | 01907267199 |
| 53. | Sh.MukeshKumar        | Lab Technician, TE              | 01907267199 |
| 54. | MsCheenaChadda        | Lab Technician, CE              | 01907267199 |
| 55. | PankajKumar           | Lab Technician, AS&H            | 01907267199 |
| 56. | Sh.VikramRam          | Driver                          | 01907267199 |
| 57. | Sh. Lal Singh         | Driver                          | 01907267199 |
| 58. | Sh.HemRaj             | Clerk/Jr. Asstt.                | 01907267199 |
| 59. | Sh.Manoj kumar        | Clerk/Jr. Asstt.                | 01907267199 |
| 60. | Sh Pawan Kumar-II     | Clerk/Jr. Asstt.                | 01907267199 |
| 61. | SmtKirenSharma        | Clerk/Jr. Asstt.                | 01907267199 |
| 62. | Sh. Ajay Kumar        | Clerk/Jr. Asstt.                | 01907267199 |
| 63. | Sh.Mast Ram           | Clerk/Jr. Asstt.                | 01907267199 |
| 64. | Mr.Abhishek           | JuniorOffice Assistant          | 01907267199 |
| 65. | Smt. RakshitaSen      | JuniorOffice Assistant          | 01907267199 |
| 66. | Sh.IshanDhalaria      | JuniorOffice Assistant          | 01907267199 |
| 67. | Smt.SwetaThakur       | JuniorOffice Assistant          | 01907267199 |
| 68. | Sh.Ram Lal            | Peon                            | 01907267199 |
| 69. | Smt. Kaushalya Devi   | Lab Att.                        | 01907267199 |
| 70. | Sh.MohanSingh         | Lab Att.                        | 01907267199 |
| 71. | Sh.InderSingh         | Lab Att.                        | 01907267199 |
| 72. | Smt.ManghariDevi      | Peon                            | 01907267199 |
| 73. | Miss.SarikaDevi       | Peon                            | 01907267199 |
| 74. | Sh.RakeshChauhan      | Peon                            | 01907267199 |

|     |                   |                |             |
|-----|-------------------|----------------|-------------|
| 75. | Sh.Bhikham Ram    | Chowkidar      | 01907267199 |
| 76. | Sh.HetRam         | Chowkidar      | 01907267199 |
| 77. | Smt. Pooja Sharma | Sweeper        | 01907267199 |
| 78. | Sh. Munish Kumar  | Chowkidar (DW) | 01907267199 |
| 79. | Smt.RamaDevi      | Gardener (DW)  | 01907267199 |
|     |                   |                |             |

**SECTION 4(1)(b)(x)**

**MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS  
ANDEMPLOYEES,INCLUDINGTHESYSTEMOF COMPENSATIONAS  
PROVIDEDIN ITS REGULATIONS:**

| Sr.No. | Designation                                   | PayScale                       |
|--------|---|--------------------------------|
| 1      | Principal                                     | ( Level-14)(Rs. 144200-218200) |
| 2      | DC(Finance& Accounts)                         | 15600-39100+6600Pre-revised    |
| 3      | TPO   | ( Level-14)(Rs. 144200-218200) |
| 4      | Professor                                     | ( Level-14)(Rs. 144200-218200) |
| 5      | Associate Professor                           | (Level-13A)(Rs. 131400-217100) |
| 6      | AssistantProfessor                            | ( Level-10)(Rs. 57700-182400)  |
| 7      | WorkshopInstructor                            | ( Level-11)(Rs. 38500-122700)  |
| 8      | Lab Technician                                | (Level-9)(Rs.35600-112800)     |
| 9      | Librarian                                     | ( Level-10)(Rs. 57700-182400)  |
| 10     | OfficeSupdt.Grdae-1                           | ( Level-16)(Rs. 48700-154300)  |
| 11     | PersonalAssistant                             | ( Level-12)(Rs. 43000-136000)  |
| 12     | Sr. Asstt.                                    | ( Level-11)(Rs. 38500-122700)  |
| 13     | Jr.Auditor                                    | ( Level-11)(Rs. 38500-122700)  |
| 14     | Clerk/Jr. Asstt.                              | (Level-3)(Rs.20200-64000)      |
| 15     | JOA   | (Level-4)(Rs.20600-65500)      |
| 16     | Driver  | (Level-8)(Rs.29700-94100)      |
| 17     | Peon/LabAsstt.<br>/Chowkidar/Gardener/Sweeper | (Level-1)(Rs.18000-56900)      |

**SECTION 4(1)(b)(xi)**

**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING  
THEPARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND  
REPORTSON DISBURSEMENTS MADE:-**

**BudgetAvailability Report**

**Financialyear2023-2024**

| Sr.No. | ObjectCode Description          | Amountallocated |
|--------|---------------------------------|-----------------|
| 1      | <b>Salaries&amp;DA</b>          | 71661581        |
| 2      | <b>Wages</b>                    | 262075          |
| 3      | <b>Travel Expense</b>           | 80000           |
| 4      | <b>OfficeExpense</b>            | 1658535         |
| 5      | <b>Scholarship/Stiphend</b>     | -               |
| 6      | <b>Machinery&amp;Equipments</b> | 1284000         |
| 7      | <b>MotorVehicle</b>             | 624000          |
| 8      | <b>Material&amp; Supplies</b>   | 165000          |
| 9      | <b>Other Charges</b>            | 613529          |

|    |   |         |
|----|---|---------|
| 10 | <b>Medical Reimbursement</b>              | 240000  |
| 11 | <b>Transfer expenses</b>                  | 1266    |
| 12 | <b>Remuneration to outsource employee</b> | 863217  |
| 13 | <b>Honorarium</b>                         | 3388351 |

**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, NBA, NAAC, NIRF & other facilities such as scholarship, sports, hostel, canteen etc. have been available through computer based interface on the Institution website i.e www.jngec.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:-**

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

**SECTION 4(1)(b)(xvi)**

**For the implementation of Right To Information Act, 2005, following Officers have been nominated as Public Information Officer & Appellate Authority:**

**A. Public Information Officers (PIOs):-**

| <b>Sr. No.</b> | <b>Designation of Officer</b> | <b>Contact Number</b> | <b>E-mail</b> | <b>Area of Jurisdiction</b> |
|----------------|-------------------------------|-----------------------|---------------|-----------------------------|
|----------------|-------------------------------|-----------------------|---------------|-----------------------------|

|   |   |              |                         |  |
|---|---|--------------|-------------------------|--|
| 1 | Director-cum-Principal,<br>Jawaharlal Nehru<br>Government Engineer<br>College , Sundernagar | 01907-267199 | jngechp@yahoo.<br>co.in | Jawaharlal Nehru<br>Government<br>Engineer College,<br>Sundernagar |
|---|---|--------------|-------------------------|--|

**B. Appellate Authorities Information:-**

| Sr. No. | Designation of Officer   | Contact Number | E-mail                | Area of Jurisdiction   |
|---------|--|----------------|-----------------------|--|
| 1.      | Joint Director, Technical Education, Vocational & Industrial Training, HP Sundernagar, Distt. Mandi. | 01907266572    | techedu-<br>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: -**

**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 either through offline or e-tender. The information is published in newspapers and also uploaded on institute website under the tab "Tenders".

**Public Private Partnerships:**

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

- UltraTech Cement Ltd.
- NIT Utrakhand, Srinagar (Garhwal) Utrakhand
- Phytec Embedded Pvt. Ltd. Bangalore

- d) BhuttiWeaversCooperativeSocietyLtd.Bhutti Colony,TehsilBhunterDisttKullu (H.P)
- e) Universityof Texas at Arlington (U.S.A).
- f) NITSrinagarJ&K.
- g) Dr.B.R.AmbedkarNIT JalandharPunjab.
- h) NITHamirputr(H.P).
- i) IITMandi,(H.P)

**TransferPolicyandTransfer Orders:**

Employees of the institution are transferred as per transfer policy of H.P. stategovernment. Further, all transfer orders are uploaded on Directorate of Technical Education website [www.techedu.hp.gov.in](http://www.techedu.hp.gov.in) under the tabs Latest Notifications and Latest Office Orders.

**RTIApplicationsandresponses:**

The institute is maintaining RTI/Inspection register online as per mandate of H.P. RTI Act 2006, attached in sub-tab under main tab RTI on institute website [www.jngec.ac.in](http://www.jngec.ac.in) any citizen may also submit RTI application in online mode by visiting <https://onlinerti.hp.gov.in/>

**CAG& PAC Paras:**

Notapplicablefor thetime being.

**CitizenCharter:**

AsperDepartmentof TechnicalEducation,Govt.ofH.P.

**DiscretionaryandNon-Discretionary Grants:N.A.**

**ToursofHeadofOffice/Delegation: N.A.**