

MANUAL-1

PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES [Section 4(1) (b) (1)]

1. Aims & objectives of the organization

The cardinal aim of the institute is to impart technical education in multifarious fields of engineering and generate trained technical manpower to cater to the needs & demands of the industries. Our aim are development overall students.

2. Mission / Vision

The prime mission of this institute is to bridge up the yawning gap between engineers and skilled workers (ITI). The institute also nurtures a vision to transform the unskilled input to the desired skilled output.

3. Brief history & Background for its establishment

Guru Nanak Dev Institute of Technology was established and named after Shri Guru Nanak Sahib. LOCATION: GuruNanak Dev Institute of Technology is located at Sector-15, Rohini, Delhi-110089. A number of buses plied by Delhi Transport Corporation connect different parts of the city. The nearest Delhi Metro Rail Corporation station is Rithala / Rohini West.

The Institute was started with three branches of engineering diploma courses. Later, three more course were started in the morning shift and now it imparts education in six disciplines viz Chemical Engg., Computer Engg., Electrical Engg., Electronics Engg., Mechanical Engg. & Plastic Technology. The institute offers diploma courses in the evening shift also in five disciplines. The class timings are 7.30AM to 3.30PM in the morning shift and 11:30 PM to 07:30 PM in evening shift. The institute has also started running Bachelor of Vocation programmes in Software Development and Mobile Communication.

COURSES OFFERED:

A. FULL-TIME DIPLOMA COURSES

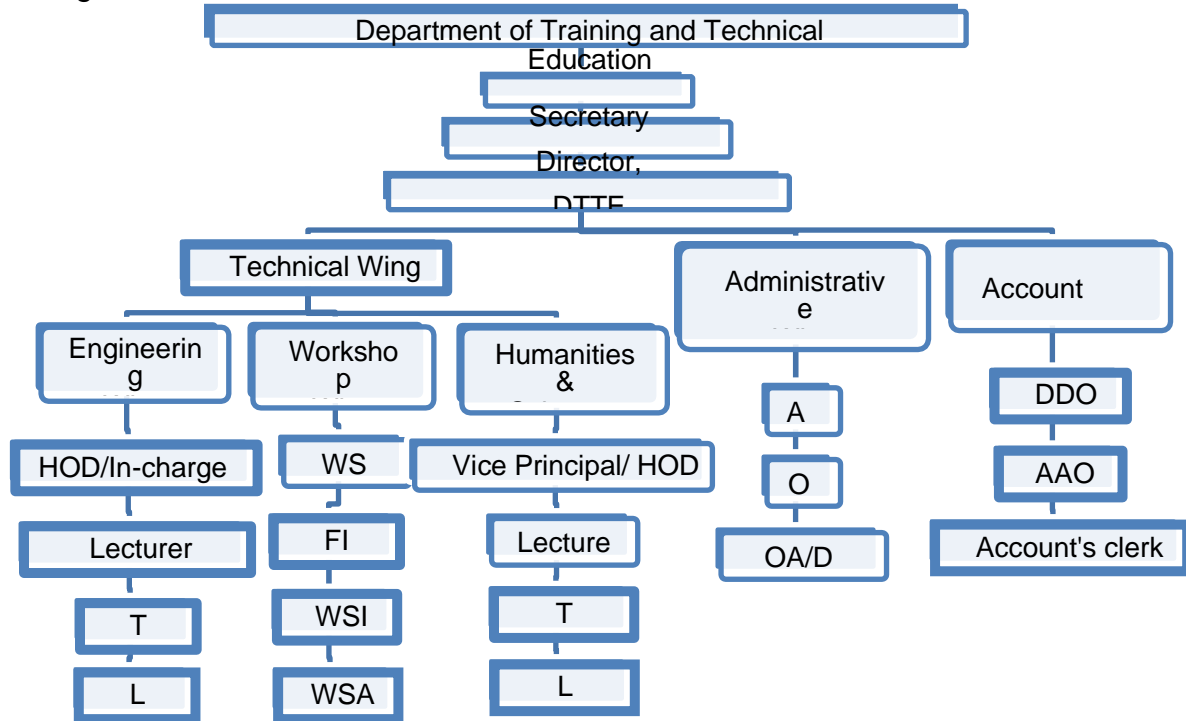
Sr. No.	Courses Offered	Duration	Intake	Eligibility
1	Computer Engineering	3 Years	Morning :60 Evening :45	As per Information bulletin issued by DTTE
2	Electronics and Communication Engineering	3 Years	Morning :60 Evening :45	
3	Mechanical Engineering	3 Years	Morning :60 Evening :45	
4	Chemical Engineering	3 Years	Morning :60 Evening :45	
5	Plastic Engineering	3 Years	Morning :60 Evening :60	
6	Electrical Engineering	3 Years	Morning : 60	

B. FULL-TIME VOCATIONAL COURSES

Sr. No.	Courses Offered	Duration	Intake	Eligibility
1	BVOC in Software Development	3 Years	50	10+2 with English subject
2	MVOC in Software Development	2 Years	25	BVOC(SD)/BCA/BSC(IT)/BSC(H) in Computer Science

This institute also runs a community polytechnic scheme to take technology to the door steps / thresholds of the rural, urban, slum dwellers and other weaker section of the society.

4. Organization Chart



5. Allocation of Business

- Principal / Head Of Office : Overall in-charge of the Polytechnic.
- Office Superintendent/ A.O establishment section : Overall in-charge of the office
- Accounts Section(D.D.O/ AAO) : To manage accounts, salary, budgeting, liaison with H.Q etc.
- Heads Of Department (HODs) : To regulate the academic and administrative work of their respective departments.
- Store & Purchase Officers : To regulate the store and purchase activities of the Polytechnic.
- Librarian : To look after the smooth functioning of the library.
- Lecturers : Conducting theory and practical classes along with other allied duties.

6. Duties to be performed to achieve the mission

To ensure that the business allocated to individuals is carried out with their utmost dedication, commitment, sincerity, honesty, integrity will be a step forward towards achieving the mission.

i) Teaching Activities

Teaching duties as per norms of AICTE and Board of Technical Education (BTE).

Conduct of two Internal Sessional Exams per subject per semester.

Semester Exams are conducted in liaison with BTE.

Revision of Curriculum in consultation with BTE.

Academic Cell to cater to the academic need of students and provide date sheet, mark sheet, provisional certificate etc.

ii) Industry Institute Linkage

Industrial visits are conducted for the students.

Experts are invited from reputed industry to impart lectures in the latest and emerging areas of technology.

Industrial Training is an integral part of the curriculum.

Students undertake industrial projects and complete them under the guidance of faculty and industry.

Training & Placement Cell tries to fetch suitable placement for the students.

7. Details of services rendered Type yourtext

Providing diploma level technical education to the students.

8. Citizens Interaction

Enquiry by the prospective students & their parents regarding the courses offered and placement opportunities. The Principal, H.O.Ds and Proctors usually provide this information.

The placement cell of this Polytechnic strives to be in touch with the industries through a well set up communication network thus keeping alive the concept of Industry-Institute-Interaction.

9. Postal address

Guru Nanak Dev Institute of Technology

Govt of NCT of Delhi

Sector-15, Rohini

Delhi-110089

e-mail :- gndpoly.delhi@nic.in

10. Map of office location



11. Working hours for office & public

For Academic staff	:07:30 A.M to 03:30 P.M. (Morning Shift) :11:30 P.M to 07:30 P.M (Evening Shift)
For Office staff	:9:30 A.M to 06:00 P.M.

12. Public interaction

Enquiry by the prospective students & their parents regarding the courses offered and placement opportunities. The Principal, H.O.Ds, Proctors and Training & Placement Officer usually provide this information.

The placement cell of this Polytechnic strives to be in touch with the industries through a well set up communication network thus keeping alive the concept of industry-institute-interaction.

13. Grievance Redress mechanism

The grievances of students are being initially dealt with their class proctors and then by their H.O.D. If the grievance still persists or taking into account the magnitude of the problem/grievance, principal will redress it to suitable resource available with him/her. If the grievance is of such a magnitude that which cannot be solved within the institute or with the resource available with the principal or which requires the attention of the higher officials it will be taken to the knowledge of the director cum principal secretary.

The grievances related to the staff are to be addressed by their corresponding H.O.Ds and then by principal in the capacity as head of office. Depending upon the magnitude / seriousness of the grievance the case shall be taken to the notice of the director cum principal secretary.

Student Grievance

Proctor ➤ H.O.D. ➤ Principal ➤ Principal Secretary (Director)

Staff Grievance

H.O.D. ➤ Principal ➤ Principal Secretary (Director)

Manual 2
Powers and duties of officers and employees
[Section 4(1)(b)(ii)]

Powers and duties of officers and staff

Sr.No.	Designation of Post	Powers				Duties attached
1.	Principal	Administrative	Financial	Statutory	Others	To look after day to day administration of the institute
		Head of Office	H.O.O.	Nil	Nil	
2.	Head of Deptt. ECE and CSE	Overall supervision and control of the staff	Nil	To supervise teaching and development of	Nil	To undertake teaching load. To review class academic performance.

				staff and students		<p>To upgrade labs as per the latest technology.</p> <p>To represent institute in the technical meets.</p> <p>To Render assistance to the Principal in the day to day administration /academic activities of the institute and other allied work</p>
3.	Training and Placement officer	To look after T&P needs of the students as per course curriculum	Nil	Nil	Nil	<p>To maintain interaction with the industry.</p> <p>To sent students on industrial trg.</p> <p>To organized industrial visits</p> <p>To invites expert from industry/ institute for imparting expert lecture in the latest field of engg. and tech.</p> <p>To organize workshop / seminar on the</p>

						<p>latest field of engg. and tech./ personality development/ communication skills/ interview techniques etc. To invite industries for campus placements. To work as a interface between public and institute</p>
4.	AP/Lecturer	Teaching and allied work	Nil	Nil	Nil	<p>To undertake teaching load. To review class academic performance To upgrade labs as per the latest technology. To represent institute in the technical meets. To render assistance to the Principal/HOD in the day to day administration /academic activities of the institute and other allied</p>

						work
5	Workshop Supdt.	Overall In-Charge of the workshop	Nil	Nil	Nil	To set time table for workshop To undertake workshop classes. To decide and issue jobs to the students. To see overall development of the workshop. To supervise the work of workshop instructor and other subordinate staff AND other allied duties
6	Chief security officer	Custodian of building	Nil	Nil	Nil	To act as a custodian of the campus property , covered and uncovered, movable and immovable etc. To act a liaison officer to maintain harmony between the PWD and the institute. To look after the security and sanitation work of the

						<p>institute To supervise the security and sanitation staff and other allied work</p>
7	Administrative officer	Overall In-Charge of Establishment	Nil	Nil	Nil	<p>To act as a ear and eyes of the HOO in all administrative matters. To render advise to the Principal on all administrative matters pertaining to faculty and staff. To supervise establishment, manpower planning, transfers-postings and general administration and other allied work.</p>

Manual 3

Procedure followed in decision-making [Section 4 (1)(b)(iii)]

1. Institution Administration: Administrative decisions related to the institution are taken by Head of the Institution, namely Principal & DTTE.
2. Financial: Financial decisions are taken as per financial rules and up to the extent of the powers delegated by Principal Secretary, DTTE to various levels of hierarchy in the Department.
3. Academic: Academic policy decisions are taken at the level of Principal Secretary, DTTE, BTE, AICTE & other allied agencies.

Manual No. 4
Norms set for the discharge of function.

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:

ILLUSTRATION

Sr. No	Activity	Time frame/Norm	Remarks
1.	Teaching of classes	<p>Course curriculum and syllabus approved by DTTE/BTE is complied in each semester of 16 weeks duration</p> <p>Students evaluation of performance through (i) Internal Evaluation (ii) External Evaluation by BTE</p> <p>Internal Evaluation by two tests conducted at regular interval in 16 weeks.</p> <p>External Evaluation by semester end examination in May/June and December/January month of each year. Evaluation comprises paper setting, conduct of exams and compilation of marks and communication to students/parents/BTE</p>	NIL
2.	Purchase of consumables and Non-consumables items, items for conduct of practical classes for day to day teaching	Purchasing after codal formalities completed before beginning of each session.	NIL

MANUAL No. 5

Rules Regulations instructions manuals and records for discharging functions

Details of norms and standard set out can be given in respect of various activities.

S.No	Activity	Time frame / norm	Remarks
A	ACADEMIC : AS PER AICTE/BTE NORMS		
B	ADMINISTRATION		
1	PAY	As per FR	
2	Leave	As per CCS(leave rules)	
3	Penalty / suspension	As per CCS / CCA rules	
4	Govt. Residences	As per FR	
C	ACCOUNTS **		
1	Preparation & submission of pay bills	As per Govt rules	
2	GPF withdrawal which needs sanction of H.O.D	As per Govt Rules	
3	GPF advance which needs the sanction of H.O.O	As per Govt Rules	
4	GPF advance which needs the sanction of H.O.D	As per Govt Rules	
5	Medical Claim	As per Govt Rules	If submitted according to DGHS norms
6	T.A / D.A	As per Govt Rules	If submitted according to TA / DA rules
7	Contingent	As per Govt Rules	As per GAR

			(Receipts & Payments) rules 1983
8	Purchase(payment to supplier)	As per Govt Rules	As per GAR
9	Arrear Claims	As per Govt Rules	As per GFR
10	O.T.A Claims	As per Govt Rules	As per GFR
11	Inspection of PBR(GAR-17)	As per Govt Rules	

Manual No. 6

A statement of the categories of documents that are held by it for under its control [Section 4(1)(b)(vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued.

A statement of the categories of documents held

Sr. No.	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1.	Personal Records of students	DOB, Name, Address, Mark sheet of the last Qualifying Exam	Academic Section	
2.	Results	Results of BTE Exams	Academic Section	
3.	Detention Records	Detention Orders	Academic Section	
4.	Scholarships	Awardee of Scholarship	Academic Section	
5.	Personal Records of Employees	Personal Files of Employees, Service Book Records	Establishment Branch	
6.	Office Records	Records related to activities related to Accounts, Purchase Office Orders etc.	Concerned Personnel	

GOVT OF NCT OF DELHI
GURU NANAK DEV INSTITUTE OF TECHNOLOGY
SECTOR 15, ROHINI, DELHI-110089

F. No. 2(16)/Misc./GNDIT/2017-18/6544-46

Date: 17/08/2020

In supersession of all previous orders the following duties are allocated w.e.f. 17 Aug., 2020 against their names for the smooth conduct of institutional activities.

S.No.	Department	Name of Vice Principal/HOD/ HOD In-charge/Official	Remarks
1.	All Academic Activities	Dr. M.D. Joshi, Vice Principal	1. All HODs/HOD In-charges will report to the Vice Principal for their Attendance marking. 2. Chairperson Online classes monitoring committee 3. Signature on 'No Dues Form' of the students .
2.	AO / PRO	1. Dr. Harjeet Singh 2. Ms. Harleen Kaur (APRO)	To look after all the routine work of admn. Office staff and public related issues.
3.	DDO	Sh. Mukesh Kumar	Admn. Office (all finance related matters)
4.	Nodal Officer (VS, IPU)	Sh. Harnamo Ram	Reporting time of HOD/HOD In-charges will be 08:30 am to 05:00 pm. For all Faculties/staffs : for First Shift (07:30 am to 03:30 pm) and for Second Shift (11:30 am to 07:30 pm).
5.	M. Voc. (SD)	Sh. Harnamo Ram, HOD I/C	
6.	B. Voc. (SD)	Sh. Sushil Kumar, HOD I/C He will look after HOD I/C, M. Voc. (SD) when Sh. Harnamo Ram is on other duties.	
7.	Chemical Engg.	Dr. Achla Kaushal, HOD I/C	
8.	Computer Engg.	Sh. Somendra Prakash, HOD I/C (M) Sh. Sanjeev Verma, HOD I/C (E)	
9.	ECE	Sh. Mukesh Kumar, HOD I/C	
10.	Electrical Engg.	Dr. Rajinder, HOD I/C	
11.	Mechanical Engg.	Sh. G. S. Bajwa, HOD I/C	
12.	Polymer Engg.	Sh. B. S. Chandel, HOD I/C	
13.	Science & Humanity	Dr. O. P. Regar, HOD I/C	
14.	Workshop	Sh. Shiv Kumar, Workshop Supdt.	

Various Committee & its members

S.No	Name of Activities (Common for both B. Voc./M. Voc. & Diploma Courses)	Name of Officers/ Officials	Remarks
1.	Online Classes Monitoring Committee	1. Dr M. D. Joshi (Chairperson) 2. Dr. Aftab Alam (Member) 3. Sh. Munesh Meena (Member) 4. Sh. Seemab Ahmed (TA)	To submit weekly report to the Principal

17/8/2020

2.	i) Anti Ragging/ Discipline Committee/Anti Tobacco ii) CCTV camera installation	1. Dr. Aftab Alam (Chairman) 2. All HOD/HOD In-charges 3. Sh. Dhanesh Kumar 4. Sh. Chandra Shekhar 5. Ms. Pranoti S. K. 6. Sh. Rajiv Sharma	To maintain the discipline among students (Diploma & B. Voc./M. Voc.) and to take all the initiatives for healthy academic environment in the institute.
3.	Purchase Committee (Including Pupil Fund & AMC)	1. Sh. Yashpal (PO) 2. Sh. Nanak Ram 3. Sh. Prashant Kumar 4. Ms. Ruchi Bali (AAO) 5. Sh. Shiv Kumar 6. Sh. Ved Prakash, (Caretaker) 7. All HODs/ HOD In-charges will be member of Purchase Committee.	To initiate all the related activities
4.	RTI	1. Sh. Ravinder Singh (FAA) 2. Sh. Sudipta Acharyee (PIO) 3. Sh. Rakesh Goswami (APIO) 4. Dr. Aftab Alam (Nodal Officer) 5. Ms. Seema Garg (DA)	To provide the reply of any RTI in time & other related work
5.	Exam Cell	1. Sh. Prabhakar Sharma (Officer I/C Exam Cell) 2. Sh. Hansraj (Member) (Will maintain all the record related to exam cell) 3. Sh. Rajiv Sharma (Member) 4. Sh. Dheeraj Karwal (Member) 5. Sh. Nitin Gupta (TA)	Sh. Prabhakar Sharma will be responsible to conduct the ST-1, ST-2 (Diploma & B. Voc./M. Voc.), distribution & submission of BTE/ IPU forms. He will also assist to Dy. Exam Supdt for BTE Exams. HODs / HOD In-charges of different department will work as Dy. Exam Supdt. on rotational basis as mentioned below: 1. Comp. Engg. Dec 19- Jan 20 2. Poly Tech. May- June 20 3. ECE Dec 20- Jan 21 4. Mech Engg. May- June 21 5. Chem. Engg. Dec 21- Jan 22 6. Elect. Engg. May- June 22
6.	Academic Cell	1. Sh. Ritesh Jain (Officer In-charge) 2. Sh. Nikhil Srivastva 3. Ms. Bharti 4. Sh. Varendra Kumar (TA) 5. Ms. Swati	To maintain the Academic & Fee record of the students (Diploma & B. Voc/M. Voc) and all the activities related to smooth & effective academic environment.
7.	Misc. Accounts & Staff Development Fund Committee	1. Sh. Anil Kumar (Officer In-charge) 2. Sh. Mewa Lal (Member) 3. Sh. Brijesh Dagar (Member) 4. AAO (Member)	To maintain, check & relies the fund for proper utilization.
8.	Training Placement Cell	1. Sh. Amrik Singh (TPO) 2. Ms. Ragini Gupta (Member) 3. Sh. Vikram Chopra (Member) 4. All Proctors (M/E) will assist TPO	To provide timely effective training & placement to the students (Diploma & B. Voc / M. Voc.)

9/08
11/8/2020

9.	Cultural Activity	1. Ms. Rajshree Chaurasia (Officer In-charge) 2. Sh. Dhanesh Kumar (Member) 3. Ms. Ridhima Sardana (Member) 4. Ms. Sweta Goel (Member) 5. Sh. Seemab Ahmed (TA)	To conduct Cultural Activity, Independence, Republic Day, farewell & Fresher party for students & other related work
10.	Student Sports, NCC & Annual Function	1. Sh. Rakesh Kr. Verma (Officer In-charge) 2. Sh. Dhanesh Kumar (Member) 3. Ms. Ridhima Sardana (Member) 4. Sh. Pradeep Kumar (TA)	To conduct sport & annual function & other related work
11.	Staff Development Cell	1. Dr. Ritu Grover, SDO 2. Dr. Shri Om Dalal 3. Sh. Piyush, will assist SDO	To conduct the training program & facilitate for the same to staff.
12.	Part Time Cell	1. Sh. Prashant Kumar (Officer In-charge) 2. Sh. Pawan Kumar 3. Sh. Harish (WSA) 4. TA (PT) from B. Voc/M. Voc 5. TA (PT) from Diploma	To recruit & provide the faculty/staff as per the requirement of all the departments (Diploma & B. Voc / M. Voc.) & other related work and compilation of remuneration bill files.
13.	Central Store Cell	1. Dr. Ajay Chhillar (Store Officer) 2. Ms. Balwanti (Store Keeper) 3. Sh. Vipin (WSA)	To make a plan for need and supply of general store items & submit to purchase cell.
14.	PWD (Civil & Electrical)	1. Sh. Lokesh Kumar (Officer In-charge) 2. Sh. Prabal Kumar 3. Sh. Fahimuddin (WSA)	To make proposals of modernization & renovation, pursue till execution & other related work.
15.	Student Welfare Cell	Overall Scholarship Monitoring Committee	
		1. Sh. Bharat Sanga (Chairperson) 2. Ms. Pooja Kaul (Member) 3. Sh. Haridas (TA) 4. Sh. Sandeep (WSA)	All below mentioned different scholarship committees will report to Chairperson
		1. Sh. Rakesh Kr. Verma (Officer In-charge) 2. Ms. Sweta Goel (Member)	To resolve all the issues related to student welfare (Diploma & B. Voc. / M. Voc.)
		1. Sh. Bharat Sanga (Officer In-charge) 2. Sh. Sudeep Kapoor (Member)	Merit & MCM Scholarship
		1. Sh. Nanak Ram (Officer In-charge) 2. Sh. Sandeep Arora (Member)	Scholarship through E- District We Portal
		1. Sh. Dinesh Yadav (Officer In-charge) 2. Sh. Ankit Kumar (Member)	Scholarship through NSP Web Portal
		1. Sh. Rakesh Goswami (Officer In-charge) 2. Ms. Pooja Bansal (Member)	NDPL & any other Scholarship
		1. Sh. Sushil Kumar (Officer In-charge) 2. Ms. Tarannum Parvin (Member)	Scholarships under IPU
16.	AICTE/MHRD/IPU/UGC/D TTE	1. Sh. Harnamo Ram (Officer Incharge) 2. Sh. A. K. Saikia (Member) 3. Sh. Ankit Kumar (Member)	For all type of soft communication with AICTE, MHRD, IPU & UGC

7/22
17/8/2020

17.	Time Table Committee	Departmental wise	
18.	Care Taking Branch/ Security	1. Sh. Shiv Kumar, CSO 2. Sh. Ved Prakash (Caretaker) 3. Sh. Varun Mehta (TA)	To look after security & other related work of the institute
19.	Sanitation	1. Sh. Dhanesh Kumar (Officer In-charge) 2. Sh. Ved Prakash (Caretaker) 3. Sh. Varun Mehta (TA)	To look after sanitation & other related work of the institute.
20.	Canteen Committee	1. Sh. Brijesh Dagar (Officer In-charge) 2. Ms. Harleen Kaur (Member)	To look after the hygienic conditions & other related work of the institute.
21.	Biometric	1. Sh. Munesh Meena (Officer In-charge) 2. Sh. Pankaj Kumar (Member)	To maintain the biometric machine & its record, new registration & other related work
22.	CDTP	1. Sh. Shiv Kumar (Officer In-charge) 2. Sh. Hansraj Meena (Member) 3. Sh. Bhoop Singh (WSA)	To look after all the activities related to CDTP
23.	EDUSET	1. Ms. Vinita Gupta (Officer In-charge) 2. Sh. Md. Adil (TA)	To look after all the activities related to EDUSET
24.	Hindi Cell & Institute Magazine	1. Sh. Dinesh Yadav (Officer In-charge) 2. Sh. Adesh Tyagi (Member) 3. Sh. Pradeep Kumar	To promote the Hindi for all purpose in official activity, all the initiatives for publication of semi-annual institute magazine highlighting all the activities of institute
25.	Website	1. Dr. Satish Kumar (Officer In-charge) 2. Sh. Virender Kumar (Member)	To develop, create it more informative & other related work
26.	SC/ST Cell	1. Sh. H. R. Meena (Officer In-charge) 2. Sh. Mewa Lal (Member) 3. Sh. Ved Prakash (Member)	All issues related to SC/ST students (Diploma & Vocational Program) including scholarship
27.	Condemnation	1. Sh. Sudipta Acharjee (Officer In-charge) 2. Ms. Rajshree Chaurasia (Member) 3. Sh. Rakesh Goswami (Member)	To make the proposals to condemn the out dated items with the help of HODs & pursue till execution & other related work
28.	DTC Bus Pass	1. Sh. Shiv Kumar (Officer In-charge) 2. Sh. Dhanesh Yadav 3. Ms. Renu Rohilla (TA) 4. Sh. Harish (WSA) 5. One Officer/ Official shall be deputed by HOD/HOD In-charges for providing students details and provide all support to I/C Bus Pass	Bus Pass for all Department's students
29.	Girls Student Grievance Cell	1. Dr. Achla Kaushal (Officer In-charge) 2. Ms. Vinita Gupta (Member) 3. Ms. Vandana Gautam (Member)	To attend any type of girls student (Diploma & B. Voc. / M. Voc.) problem & other related work
30.	E- office	1. Sh. Sanjeev Verma (Officer In-charge / EMD Manager) 2. Ms. Tarannum Parvin (Member) 3. Ms. Shashikala (Member)	To install and maintain related infrastructure for e-office and other related work.

17/8/2022

31.	Horticulture, Environment & ECO Club	1. Dr. O. P. Regar (Officer In-charge) 2. Sh. Lokesh Kumar (Member) 3. Ms. Pooja Kaul (Member)	To maintain the green, eco friendly environment of institute and other related work
32.	NSS	1. Sh. H. R. Meena (Officer In-charge) 2. Sh. Karuna Shankar (Member) 3. Ms. Pranoti S.K. (Member)	Initialize the NSS activities.
33.	Proctorial Board	1. Dr. M. D. Joshi (Officer In-charge) 2. All HOD/HOD In-charges (Members) 3. Ms. Jyoti Kulkarni (Member) 4. Sh. Sanjay Chaudhary (Member)	To organize a meeting with Heads to finalize the list of students to be detained, other disciplinary action against the student and other related activities
34.	Library Committee	1. Sh. G.S. Bajwa (Officer In-charge) 2. Dr. Shiv Ratan Singh (Member) 3. Sh. Govind Singh (Member) 4. Librarian (Member) 5. Ms. Manisha Patel	To look after all the issues related to Library purchase and condemnation
35.	Technical Activities	1. Sh. Karambir (Officer In-charge) 2. Dr. Ajay Chillar (Member) 3. Sh. Naveen Munjal (Member)	To conduct intra-department technical project competition, all related activities related to increase the technical activities.
36.	TASSK	1. Sh. Munesh Meena (Officer In-charge) 2. Sh. Dhanesh Kumar (Member) 3. Sh. Govind Singh (Member) 4. Sh. Sunil Kumar (TA)	To utilize the fund of TASSK and all the related activities
37.	PGMS	1. Sh. Munesh Meena (Officer In-charge) 2. Sh. Amit Kumar (TA)	All the related issues.
38	Solar Power Plant	1. Dr Rajinder (Officer In-charge) 2. Sh. Karambir (Member) 3. Sh. Varun Mehta (TA)	All related activities

NOTE : Any other additional duties can ^{be} assigned by undersigned and their concerned HOD/HOD In-charge for the smooth functioning of the Institute.

Copy to :

1. All concerned officials
2. PA to Principal/Guard file

^{hoo}
17/8/2020
(Ravinder Singh)

Principal, GNDIT

GOVT. OF NCT OF DELHI
GURU NANAK DEV INSTITUTE OF TECHNOLOGY
SECTOR-15, ROHINI, DELHI-110089

F.NO. 2(16)/GNDIT/2020-21/6700-02

Date- 02/09/2020

In supersession of all previous order the duties of administrative staff is here by reallocated as under.

S. NO.	Name of official	Duties Assigned
1.	Ms. Suman Chopra	DA(G), Maintain Register under Rule FR 56(j) & Rule-48.
2.	Mr. Mandeep Darall	DA(RTI), GPF Passbook update, Maintain PBR, To maintain ACR/PBAS Register.
3.	Mr. Azad Singh	Cashier, Contingency bills.
4.	Ms. Balwanti	Store Keeper, Medical re-imbusement, Tution fee, TA bills.
5.	Ms. Seema Garg	DA(NG), I/C Diary Dispatch section, Lok Sabha Vidhan Sabha Questions/Answers.
6.	Mr. Vinay Dabas	All salary bills, DA(Contractual & P.T.), Assist Cashier.
7.	Mr. Sunil	Dak distribution, Speed post, receiving/sending H.Q dak, to obey directions bt PPL and AO from time to time.
8.	Mr. Raj Kumar	Receiving of all dak, diary/dispatch in absence of sunil.
9.	Mr. Hansraj	Will Assist Cashier for approval from PAO/Bank related activities.
10.	Ms. Harleen Kaur	To maintain records of Gazetted/Non-Gazetted, Contractual & submit to the concerned seat on timely basis.

Any other activity arisen would be allotted as per requirement to officials concerned.

CC:

1. Concerned Officials
2. PA to PPL
3. AO

ms
02/9/2020
(RAVINDER SINGH)
PRINCIPAL/HOO

Manual 8

A statement of Board, Council, Committee and other bodies Constituted (Section 4(1)(b) (viii)) List of Boards Councils etc

SL No	Name & Address of the body	Main function of the body	Constitution of the body	Date of constitution	Date upto which valid	Whether meeting accessible to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1.	Purchase Committee	All types of purchase	Principal & Senior faculty member, A/C functionary	As decided by competent body	Till further order	No	No	As & When required	

2	Sports Committee	To arrange sport materials, playground to the students, to perform activities and to arrange stadium for sports day	Chairman sports, Senior faculty member, and PTI	Do	do	do	do	do	
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Manual No. 9

List of GNDIT Staff (Permanent) Group A

S.No.	Name of the Officer/Official	Designation	Phone No.
1	Shri Ravinder Singh	Principal	011-27567819
2	Dr.M.D.Joshi	Vice Principal	011-27567819
3	Dr. Rajender	Lecturer and HOD In Charge EE	011-27567819
4	Sh. G. S. Bajwa	Lecturer and HOD In Charge ME	011-27567819
5	Smt. Vinita Gupta	Lecturer Computer Engineering	011-27567819
6	Sh. Rakesh Goswami	Lecturer EE	011-27567819
7	Sh. Dinesh Yadav	Lecturer ME	011-27567819
8	Sh. Prabhakar Sharma	Lecturer ME	011-27567819
9	Dr. Ajay Chillar	Lecturer ME	011-27567819
10	Sh. Rakesh Kumar Verma	Lecturer ME	011-27567819
11	Sh. Brijesh Dagar	Lecturer ME	011-27567819
12	Sh. Nanak Ram Saini	Lecturer ME	011-27567819
13	Sh. Prashant Kumar	Lecturer EE	011-27567819
14	Sh. Karambir	Lecturer EE	011-27567819
15	Sh. Ritesh jain	Lecturer Computer Engineering	011-27567819

16	Smt. Rajashree Chaurasia	Lecturer Computer Engineering	011-27567819
17	Sh. Munesh Meena	Lecturer Computer Engineering	011-27567819
18	Sh. Sushil Kumar	Lecturer Computer Application & HOD I/C BVOC(SD)	011-27567819
19	Dr. Achala Kausal	Lecturer Chemical Engineering	011-27567819
20	Smt. Ragini Gupta	Lecturer Chemical Engineering	011-27567819
21	Sh. Anil Kumar	Lecturer Chemical Engineering	011-27567819
22	Sh Harnamo Ram	Lecturer Computer Application & HOD I/C MVOC(SD)&NOD AL OFFICER(VS)	011-27567819
23	Dr. Aftab Alam	Lecturer Polymer Technology	011-27567819
24	Sh. YashPal	Lecturer Chemical Engineering	011-27567819
25	Sh. Shri Om Dalal	Lecturer Computer Engineering	011-27567819
26	Sh. Sudipta Acharjee	Lecturer Computer Engineering	011-27567819
27	Sh. Ramesh natrajan Diverted to AICTE	Lecturer Chemical Engineering	011-27567819
28	Sh. Bhim Singh	Lecturer Polymer Technology and HOD I/C Polymer Technology	011-27567819
29	Sh. H. R. Meena	Lecturer Applied Physics	011-27567819
30	Dr. Harjeet Singh	Lecturer Polymer Technology & AO(Admn)	011-27567819
31	Dr. A. K. Saikia	Lecturer Polymer Technology	011-27567819
32	Sh. Sanjeev Verma	Lecturer Computer Application HOD I/C Computer Engineering	011-27567819
33	Sh. Sanjeev Kumar	Lecturer Production Engineering	011-27567819
34	Dr. Shiv Ratan Singh	Lecturer ECE	011-27567819
35	Dr. Satish Kumar	Lecturer ECE	011-27567819
36	Sh. Bharat Sanga	Lecturer ME	011-27567819
37	Dr. O.P. Regar	Lecturer Applied Chemistry HOD I/C Humanties & Science	011-27567819

38	Smt. Jyoti Kulkarni	Lecturer EE	011-27567819
39	Sh.Pawan Kumar	Lecturer EE	011-27567819
40	Sh. Mukesh Kumar	Lecturer ECE and HOD I/C ECE	011-27567819
41	Ms.Ekta Sharma	Lecturer ECE	011-27567819
42	Sh.Himanshu Rawat	Lecturer ECE	011-27567819
43	Ms.Bharti	Lecturer ECE	011-27567819
44	Dr. Ritu Grover	Lecturer EE	011-27567819
45	Ms. Arun Kumari	Librarian	011-27567819
46	Sh. Dhanesh Kumar	PTI	011-27567819
47	Sh.Nishant Hadda	Lecturer Computer Engineering	011-27567819
48	Sh. Shiv kumar	Foreman Instructor	011-27567819
49	Sh. Adesh Kumar	Foreman Instructor	011-27567819
50	Sh. Sanjay Chaudhary	Foreman Instructor	011-27567819
51	Sh. Chirag Deepanshu Beck	Lecturer Chemical Engineering	011-27567819
52	Sh.Nikhil Srivastava	Lecturer Chemical Engineering	011-27567819
53	Sh.Shuyabahmed Shakil Patil	Lecturer Chemical Engineering	011-27567819
54	Sh.Mewal Lal	Lecturer Applied Maths	011-27567819
55	Ms.Namrata Pandey	Lecturer ECE	011-27567819
56	Sh.Amrik Singh	TPO	011-27567819

List of GNDIT Staff (Contractual) Group A

S.No.	Name of the Officer/Official	Designation	Phone No.
1	Ms.Pooja Bansal	Lecturer	011-27567819
2	Sh.Sandeep Arora	Lecturer	011-27567819
3	Ms.Shaveta Goyal	Lecturer	011-27567819
4	Ms.Ridhima	Lecturer	011-27567819
5	Sh.Prabal Kumar	Lecturer	011-27567819
6	Ms.Sandhya Pundhir diverted to KIT	Lecturer	011-27567819
7	Sh.Semab Ahmad	Lecturer	011-27567819
8	Sh.Govind Singh	Lecturer	011-27567819
9	Sh.Naveen Kumar Munjal	Lecturer	011-27567819
10	Sh.Mridul Rawat	Lecturer	011-27567819
11	Sh.Pankaj Kumar	Lecturer	011-27567819
12	Sh.Ankit Kumar	Lecturer	011-27567819
13	Ms.Komal	Lecturer	011-27567819
14	Ms.Pooja Kaul	Lecturer	011-27567819
15	Sh.Piyush	Lecturer	011-27567819

16	Ms.Antima Jain diverted to RIT	Lecturer	011-27567819
17	Sh.Hansraj Meena	Lecturer	
18	Sh.Sudeep Kapoor	Lecturer	011-27567819
19	Ms.Vandana Gautam	Lecturer	011-27567819
20	Sh.Vikram Chopra	Lecturer	011-27567819
21	Ms.Pranoti S.K.	Lecturer	011-27567819
22	Sh.Chandra Shekhar	Lecturer	011-27567819
23	Sh.Karuna Shankar	Lecturer	011-27567819
24	Ms.Tarannum Parvin	Lecturer	011-27567819
25	Ms.Shashi Kala Nagarkoti	Lecturer	011-27567819

List of GNDIT Staff (Permanent) Group C

S.No.	Name of the Officer/Official	Designation	Phone No.
1	Sh. Dheeraj Karwal	WSI	011-27567819
2	Sh. Rajiv kumar Sharma	WSI	011-27567819
3	Sh. Hansraj	WSI	011-27567819
4	Sh. Ved Prakash	WSI	011-27567819

List of GNDIT Staff (Contractual) Group C

S.No.	Name of the Officer/Official	Designation	Phone No.
1	Sh.Sandeep Kumar	WSA	011-27567819
2	Sh.Nitin	WSA	011-27567819
3	Ms.Swati Sharma	TA	011-27567819
4	Sh.Virendra	TA	011-27567819
5	Sh.Nitin Gupta	TA	011-27567819
6	Sh.Haridaas	TA	011-27567819
7	Sh.Pradeep Kumar	TA	011-27567819
8	Sh.Sunil Kumar	TA	011-27567819
9	Sh.Amit Kumar	TA	011-27567819
10	Ms.Harleen Kaur	TA	011-27567819
11	Ms.Reenu Ruhela	TA	011-27567819
12	Sh.Varun Mehta	TA	011-27567819
13	Sh.Mohd. Adil	TA	011-27567819
14	Sh.Narender	TA	011-27567819
15	Ms.Mamta	TA	011-27567819
16	Ms.Manisha Patel	TA	011-27567819
17	Sh.Tarun Gaur	Attendant	011-27567819

Manual no. 10**The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations****[Section 4(1)(b)(x)]****List of GNDIT Staff (Permanent) Group A**

S.No.	Name of the Officer/Official and Designation	Pay scale/Monthly remuneration Revised Pay Band
1	Sh.Ravinder Singh, Principal	PB-4(37400-67000) AGP-9000/Level 13A as per AICTE 7 th CPC
2	Dr.M.D.Joshi(Vice Principal)	PB-4(37400-67000) AGP- 9000/Level 13A as per AICTE 7 th CPC
3	Dr. Rajender, Lecturer	PB-4(37400-67000) AGP- 9000 Level 13A as per AICTE 7 th CPC
4	Sh. G. S. Bajwa, Lecturer	PB-4(37400-67000) AGP-9000 Level 13A as per AICTE 7 th CPC
5	Smt. Vinita Gupta, Lecturer	PB-3(15600-39100)AGP- 6000 Level 10 as per AICTE 7 th CPC
6	Sh. Rakesh Goswami, Lecturer	PB-3(15600-39100)AGP-6000 Level 10 as per AICTE 7 th CPC
7	Sh. Dinesh Yadav, Lecturer	PB-3(15600-39100)AGP- 6000 Level 10 as per AICTE 7 th CPC
8	Sh. Prabhakar Sharma, Lecturer	PB-3(15600-39100)AGP- 7000 Level 11 as per AICTE 7 th CPC
9	Sh. Ajay Chillar, Lecturer	PB-3(15600-39100)AGP- 7000 Level 11 as per AICTE 7 th CPC
10	Sh. Rakesh Kumar Verma, Lecturer	PB-3(15600-39100)AGP- 7000 Level 11 as per AICTE 7 th CPC
11	Sh. Brijesh Dagar, Lecturer	PB-3(15600-39100)AGP- 6000 Level 10 as per AICTE 7 th CPC
12	Sh. Nanak Ram Saini, Lecturer	PB-3(15600-39100)AGP- 7000 Level 11 as per AICTE 7 th CPC
13	Sh. Prashant Kumar, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
14	Sh. Karambir, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
15	Sh. Ritesh jain, Lecturer	PB-3(15600-39100)AGP-6000 Level 10 as per AICTE 7 th CPC
16	Smt. Rajashree Chaurasia, Lecturer	PB-3(15600-39100)AGP-6000 Level 10 as per AICTE 7 th CPC
17	Sh. Munesh Meena, Lecturer	PB-3(15600-39100)AGP-5400 Level 13A as per AICTE 7 th CPC
18	Sh. Sushil Kumar, Lecturer	PB-3(15600-39100)AGP- 7000 Level 9A as per AICTE 7 th CPC
19	Smt. Achala Kausal, Lecturer	PB-3(15600-39100)AGP- 9000 Level 13A as per AICTE 7 th CPC
20	Smt. Ragini Gupta, Lecturer	PB-4(37400-67000) AGP-9000 Level 13A as per AICTE 7 th CPC
21	Sh. Anil Kumar, Lecturer	PB-3(15600-39100)AGP- 8000 Level 12 as per AICTE 7 th CPC
22	Sh Harnamo Ram, Lecturer	PB-3(15600-39100)AGP- 7000 Level 11 as per AICTE 7 th CPC

23	Dr. Aftab Alam, Lecturer	PB-4(37400-67000) AGP-9000 Level 13A as per AICTE 7 th CPC
24	Sh. YashPal, Lecturer	PB-3(15600-39100)AGP- 7000 Level 11 as per AICTE 7 th CPC
25	Sh. Shri Om Dalal, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
26	Sh. Sudipta Acharjee, Lecturer	PB-3(15600-39100)AGP- 5400 Level 13A as per AICTE 7 th CPC
27	Sh.Pawan Kumar,Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
28	Ms.Ekta Sharma Lecturer	PB-3(15600-39100)AGP- 5400 Level 13A as per AICTE 7 th CPC
29	Sh. Bhim Singh, Lecturer	PB-3(15600-39100)AGP- 9000 Level 9A as per AICTE 7 th CPC
30	Sh. H. R. Meena, Lecturer	PB-3(15600-39100)AGP- 8000 Level 12 as per AICTE 7 th CPC
31	Dr. Harjeet Singh. Lecturer	PB-3(15600-39100)AGP- 9000 Level 13A as per AICTE 7 th CPC
32	Dr. A. K. Saikia, Lecturer	PB-3(15600-39100)AGP- 8000 Level 12 as per AICTE 7 th CPC
33	Sh. Sanjeev Verma, Lecturer	PB-3(15600-39100)AGP- 8000 Level 12 as per AICTE 7 th CPC
34	Sh. Sanjev Kumar, Lecturer	PB-3(15600-39100)AGP-6000 Level 10 as per AICTE 7 th CPC
35	Dr. Shiv Ratan Singh, Lecturer	PB-4(37400-67000) AGP-9000 Level 13A as per AICTE 7 th CPC
36	Dr. Satish Kumar, Lecturer	PB-4(37400-67000) AGP-9000 Level 13A as per AICTE 7 th CPC
37	Sh. Bharat Sanga, Lecturer	PB-4(37400-67000) AGP-9000 Level 13A as per AICTE 7 th CPC
38	Dr. O.P. Regar, Lecturer	PB-4(37400-67000) AGP-9000 Level 13A as per AICTE 7 th CPC
39	Smt. Jyoti Kulkarni, Lecturer	PB-4(37400-67000) AGP-9000 Level 13A as per AICTE 7 th CPC
40	Sh.Himanshu Rawat,Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
41	Sh. Mukesh Kumar, Lecturer	PB-4(37400-67000) AGP-9000 Level 13A as per AICTE 7 th CPC
42	Sh.Mewa Lal,Lecturer	PB-3(15600-39100)AGP-8000 Level 12 as per AICTE 7 th CPC
43	Ms.Bharti,Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
44	Sh.Nishant Hadda,Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
45	Dr. Ritu Grover, Lecturer	PB-4(37400-67000) AGP-9000 Level 13A as per AICTE 7 th CPC
46	Smt.Arun kumari, Librarian	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
47	Sh. Dhanesh Kumar, PTI	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
48	Sh.Chirag Deepanshu Beck,Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
49	Sh. Shiv kumar, Foreman Instructor	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC

50	Sh. Adesh Kumar, Foreman Instructor	(PB-3(15600-39100)AGP-5400 Level 9A as per AICTE 7 th CPC
51	Sh. Sanjay Chaudhary, Foreman Instructor	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
52	Sh.Nikhil Srivastava,Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
53	Sh.Shuyabahmed Shakil Patil,Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
54	Ms.Namrata Pandey Lecturer ECE	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
55	Sh.Amrik Singh TPO	PB-4(37400-67000) AGP-9000 Level 13A as per AICTE 7 th CPC

List of GNDIT Staff (Contractual) Group A

S.No.	Name of the Officer/Official and Designation	Pay scale/Monthly remuneration Revised Pay Band
1	Ms.Pooja Bansal, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
2	Sh.Sandeep Arora, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
3	Ms.Shaveta Goyal, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
4	Ms.Ridhima, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
5	Sh.Prabal Kumar, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
6	Ms.Antima Jain,Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
7	Sh.Semab Ahmad, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
8	Sh.Govind Singh, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
9	Sh.Naveen Kumar Munjal, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
10	Sh.Mridul Rawat, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
11	Sh.Pankaj Kumar, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
12	Sh.Ankit Kumar, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
13	Ms.Komal, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
14	Ms.Pooja Kaul, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
15	Sh.Piyush, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
16	Ms.Sandhya Pundhir,Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
17	Sh.Hansraj Meena, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC

18	Sh.Sudeep Kapoor, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
19	Ms.Vandana Gautam, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
20	Sh.Vikram Chopra, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
21	Ms.Pranoti S.K., Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
22	Sh.Chandra Shekhar, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
23	Sh.Karuna Shankar, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
24	Ms.Tarannum Parvin, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC
25	Ms.Shashi Kala Nagarkoti, Lecturer	PB-3(15600-39100)AGP- 5400 Level 9A as per AICTE 7 th CPC

List of GNDIT Staff (Permanent) Group C

S.No.	Name of the Officer/Official and Designation	Pay scale/Monthly remuneration Revised Pay Band
1	Sh. Dheeraj Karwal, WSI	PB-2(9300-34800)GP- 4200 Level 6 as per 7 th CPC
2	Sh. Rajiv kumar Sharma, WSI	PB-2(9300-34800)GP- 4200 Level 6 as per 7 th CPC
3	Sh. Hansraj, WSI	PB-2(9300-34800)GP- 4200 Level 6 as per 7 th CPC
4	Sh. Ved Prakash, WSI	PB-2(9300-34800)GP- 4600 Level 7 as per 7 th CPC

List of GNDIT Staff (Contractual) Group C

S.No.	Name of the Officer/Official and Designation	Pay scale/Monthly remuneration Revised Pay Band
1	Sh.Sandeep Kumar, TA	PB-2 (5200 to 20200) GP -2400 Level 4 as per 7 th CPC
2	Sh.Nitin, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC
3	Ms.Swati Sharma, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC
4	Sh.Virendra, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC
5	Sh.Nitin Gupta, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC
6	Sh.Haridaas, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC
7	Sh.Pradeep Kumar, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC
8	Sh.Sunil Kumar, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC

9	Sh.Amit Kumar, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC
10	Ms.Harleen Kaur, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC
11	Ms.Reenu Ruhela, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC
12	Sh.Varun Mehta, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC
13	Sh.Mohd. Adil, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC
14	Sh.Narender, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC
15	Ms.Mamta, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC
16	Ms.Manisha Patel, TA	PB-2 (5200 to 20200) GP-2400 Level 4 as per 7 th CPC

Guru Nanak Dev Institute of Technology

Sec-15 Rohini Delhi-110089

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Name of Principal: Ravinder Singh

Mob: 8377886377

email: ravinder_singh227@yahoo.com

S.No	Discipline /Branch	Faculty Name	Designation	Scale/AGP/GP	Date of Joining	Contact Number	Email ID
1	Chemical Engineering	Nikhil Srivastava	Lecturer	Scale : 15600-39100 AGP/GP : 5400	7/22/2020	7435912766	nikhilsriv92@gmail.com
2	Chemical Engineering	Ragini Gupta	Lecturer	Scale: 37,400-67,000 AGP/GP: 9,000	07-10-2000	9213395160	ragini70@rediffmail.com
3	Chemical Engineering	Shuyab Ahmed Shakil Paril	Lecturer	Scale : 15600-39100 AGP/GP : 5400	7/31/2020	8820707450	shuyab.ahmed@gmail.com
4	Chemical engineering	Neellesh Singhal	Lecturer	Scale : 15600-39100 AGP/GP : 5400	10-05-2020	8618240063	singhalneellesh@gmail.com
5	Chemical Engineering	Anil Kumar	Lecturer	Scale : 15600-39100 AGP/GP : 8000	7/25/2000	98999451437	kambanil27@gmail.com
6	Chemical Engineering	Chirah Deepanshu Beck	Lecturer	Scale : 15600-39100 AGP/GP : 5400	7/14/2020	6202617825	chiragbeck@gmail.com
7	Chemical Engineering	Dr. Achla Kaushal	Lecturer	Scale: 37,400-67,000 AGP/GP: 9,000	7/14/2000	9811200429	achl1001@hotmail.com
8	Chemical Engineering	Yashpal	Lecturer	Scale : 15600-39100 AGP/GP : 7000	6/29/2000	9013401209	yashro70@gmail.com
9	Chemical Engineering	Kalp Mishra	Lecturer	Scale : 15600-39100 AGP/GP : 6000	03/15/2021	7506058489	klpnmsra@gmail.com
10	Computer Engineering	Shri Om Dalal	Lecturer	Scale : 15600-39100 AGP/GP : 5400	9/21/2000	9810466543	Shriomdalal@yahoo.com
11	Computer Application	Sanjeev Verma	Lecturer	Scale : 15600-39100 AGP/GP : 8000	1/19/2001	7982119974	vsanjeev2006@gmail.com
12	Computer Application	Harnamo Ram	Lecturer	Scale : 15600-39100 AGP/GP : 7000	4/20/2004	9868569332	mail2harnam@yahoo.co.in
13	Computer Application	Sushil Kumar	Lecturer	Scale : 15600-39100 AGP/GP : 7000	9/15/2000	9212255509	sky9212255509@yahoo.com
14	Computer Engineering	Sudipta Acharjee	Lecturer	Scale : 15600-39100 AGP/GP : 5400	10-05-2012	7065150154	sudipta8960acharjee@gmail.com

Guru Nanak Dev Institute of Technology
Sec-15 Rohini Delhi-110089

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Name of Principal: Ravinder Singh		Mob: 9277996977		email: ravinder_singh777@yahoo.com			
15	Computer Engineering	Nishant Hadda	Lecturer	Scale : 15600-39100 AGP/GP : 5400	7/17/2020	8016472570	nishanthadda@gmail.com
16	Computer Engineering	Mrs. Rajashree Chaurasia	Lecturer	Scale : 15600-39100 AGP/GP : 6000	03-05-2012	9871240141	rajashree.chaurasia@gmail.com
17	Computer Engineering	Munesh Meena	Lecturer	Scale : 15600-39100 AGP/GP : 5400	06-01-2012	8826728404	munesh_m@rediffmail.com
18	Computer Engineering	Vinita Gupta	Lecturer	Scale : 15600-39100 AGP/GP : 5400	03-07-2012	9911279742	Vinitagupta27@gmail.com
19	Computer Engineering	Vinita Gupta	Lecturer	Scale : 15600-39100 AGP/GP : 6000	03-07-2012	9911279742	Vinitagupta27@gmail.com
20	Computer Engineering	Dr. Vicky Kumar	Lecturer	Scale : 15600-39100 AGP/GP : 5400	23-09-2021	9803560036	vickysibal@gmail.com
21	Computer Science	Ritesh Jain	Lecturer	Scale : 15600-39100 AGP/GP : 6000	03-06-2012	9654065078	ritesh3jain@gmail.com
22	Electrical Engineering	Karambir	Lecturer	Scale : 15600-39100 AGP/GP : 6000	12/20/2010	8375033089	karamchaohan1@gmail.com
23	Electrical Engineering	Ravinder Singh	Officiating Principal	Scale : 37,400-67,000 AGP/GP : 9,000	02-10-1995	8377886377	ravinder_singh227@yahoo.com
24	Electrical Engineering	Dr. Jyoti Kulkarni	Lecturer	Scale : 37,400-67,000 AGP/GP : 9,000	5/14/2001	9013261414	jyotikulkarni0803@yahoo.com
25	Electrical Engineering	Prashant kumar	Lecturer	Scale : 15600-39100 AGP/GP : 6000	9/22/2010	9899493659	pkgec11@gmail.com
26	Electrical Engineering	Pawan Kumar	Lecturer	Scale : 15600-39100 AGP/GP : 5400	7/17/2020	8077810318	pawank064@gmail.com
27	Electrical engineering	Rakesh Goswami	Lecturer	Scale : 15600-39100 AGP/GP : 6000	8/17/2010	7982585160	rakeshgoswami02@gmail.com
28	Electrical engineering	Dr Ritu Grover	Lecturer	Scale : 37,400-67,000 AGP/GP : 9,000	2/20/2001	9868876306	ritugrover2003@yahoo.com
29	Electrical engineering	Rajinder	Lecturer	Scale : 37,400-67,000 AGP/GP : 9,000	3/27/1998	9868735288	rajinder871@gmail.com

Guru Nanak Dev Institute of Technology

Sec-15 Rohini Delhi-110089

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Name of Principal: Ravinder Singh		Mob: 8277886277		email: ravinder_singh277@yahoo.com			
30	Electronic and communication	Mukesh Kumar	Lecturer	Scale: 37,400-67,000 AGP/GP: 9,000	11-02-1998	8851931320	mksaxena.2008@gmail.com
31	Electronic and communication	Syed Ali Ashraf	Lecturer	Scale : 15600-39100 AGP/GP : 5400	10-12-2020	8417862707	syedashraf.au@gmail.com
32	Electronic and communication	Devendra Kumar	Lecturer	Scale : 15600-39100 AGP/GP : 5400	10/21/2020	8448407682	tkadeven@gmail.com
33	Electronic and communication	Prashant	Lecturer	Scale : 15600-39100 AGP/GP : 5400	7/27/2020	8448407682	prashant2008@gmail.com
34	Electronic and communication	Dr. Satish Kumar	Lecturer	Scale: 37,400-67,000 AGP/GP: 9,000	06-12-1998	9891398072	ispteonline@gmail.com
35	Electronic and communication	Himanshu Rawat	Lecturer	Scale : 15600-39100 AGP/GP : 5400	7/13/2020	9136100767	himanshurawat0291@gmail.com
36	Electronic and communication	Piyush Kumar Jha	Lecturer	Scale : 15600-39100 AGP/GP : 5400	10/19/2020	8285825437	piyushjha1993@gmail.com
37	Electronic and communication	Namrata Pandey	Lecturer	Scale : 15600-39100 AGP/GP : 5400	09-02-2020	7024332195	namrata11dec@gmail.com
38	Electronic and communication	Bharti	Lecturer	Scale : 15600-39100 AGP/GP : 5400	07-10-2020	8587070530	bharti.jan95@gmail.com
39	Electronic and communication	Dr Shiv Ratan Singh	Lecturer	Scale: 37,400-67,000 AGP/GP: 9,000	09-05-2000	9868879432	ssratan2014@gmail.com
40	Mechanical Engineering	Rakesh Kumar Verma	Lecturer	Scale : 15600-39100 AGP/GP : 7000	7/31/2000	9968210111	rkv3771@yahoo.co.in
41	Mechanical Engineering	Dr. Ajay Chhillar	Lecturer	Scale : 15600-39100 AGP/GP : 7000	5/25/2010	011-234467	aasc1981@gmail.com
42	Mechanical Engineering	Dinesh Yadav	Lecturer	Scale : 15600-39100 AGP/GP : 6000	10/27/2010	9013831124	dyadavazh@gmail.com
43	Mechanical Engineering	Bharat Sanga	Lecturer	Scale: 37,400-67,000 AGP/GP: 9,000	08-11-2000	9013310266	bharatsanga@yahoo.com
44	Mechanical Engineering	Prabhakar Sharma	Lecturer	Scale : 15600-39100 AGP/GP : 7000	9/14/2010	8826570702	psharmahal@gmail.com

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Guru Nanak Dev Institute of Technology

Sec-15 Rohini Delhi-110089

45	Mechanical Engineering	Gurdevinder Singh Bajwa	Lecturer	Scale: 37,400-67,000 AGP/GP: 9,000			
46	Mechanical Engineering	Nanak Ram	Lecturer	Scale: 15,600-39,100 AGP/GP: 7000	5-14-2010	8076025948	nanak261980@gmail.com
47	Mechanical Engineering	Brijesh Dagar	Lecturer	Scale: 15,600-39,100 AGP/GP: 6,000	8-26-2010	9810309602	sdagar1980@gmail.com
	Mechanical Engineering			Scale: 15,600-39,100 AGP/GP: 6,000			
49	Polymer Technology	Dr. Makarand Devidas Joshi	Vice-Principal	Scale: 37,400-67,000 AGP/GP: 9000	10-29-1997	9013379255 8076184796	makarandjoshi2006@yahoo.co.in
50	Polymer Technology	Dr. Ajoy Kumar Saikia	Lecturer	Scale: 15,600-39,100 AGP/GP: 8,000	08-03-2001	9654354392	aksaikia2014@gmail.com
51	Polymer Technology	Bhim Singh	Lecturer	Scale: 37,400-67,000 AGP/GP: 9,000	06-12-1998	9013428689	chandelsb@gmail.com
52	Polymer Technology	Dr. Aftab Alam	Lecturer	Scale: 37,400-67,000 AGP/GP: 9,000	4/20/1998	9716035786	aftab1238@gmail.com
53	Polymer Technology	Dr Harjeet Singh	Lecturer	Scale: 37,400-67,000 AGP/GP: 9,000	04-07-1998	9968070149	harjeetajit@yahoo.co.in
54	Polymer Technology	Smruti Mahapatra	Lecturer	Scale: 15,600-39,100 AGP/GP: 5400	12-10-2021	7045600937	smruti7792@gmail.com
55	Polymer Technology	Soorajkannu Pandi	Lecturer	Scale : 15600-39100 AGP/GP : 5400	14-10-02021	9537994023	surajkanna7@gmail.com
56	Polymer Technology	Goutam Panda	Lecturer	Scale : 15600-39100 AGP/GP : 5400	30-09-2021	9810152369	goutamrenovated@gmail.com
57	Polymer Technology	Mrs. Kashmira Majhi	Lecturer	Scale : 15600-39100 AGP/GP : 5400	12-10-2021	9439175152, 9068400000	kashmiramajhi93@gmail.com



Manual - 11 ✓

DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
Integrated Institute of Technology Complex,
Sector 9, Dwarka, New Delhi-110077

No.F.3(27)/DSEU/Acctts/2021-22/1215

Dated: 16/12/2021

To

The Drawing and Disbursement Officer,
Delhi Skill and Entrepreneurship University,
Integrated Institute of Technology Complex,
Sector 9, Dwarka, New Delhi-110077.

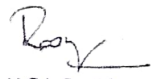
Sub: Release of funds under head Grants-in-Aid- General & Salaries for the financial year 2021-22.

Sir,

An amount of Rs. 3.30 crores/- (Rs. 80 Lakhs in General Head & Rs. 2.50 Crores in Salaries Head) is hereby placed at the disposal of the following Institutes for the financial year 2021-22.

S.No.	Name of Institute	General Head	Salaries Head	Total
1	Aryabhata Institute of Technology	-	70,00,000	70,00,000
2	G.B. Pant Institute of Technology	50,00,000	1,00,00,000	1,50,00,000
3	Pusa Institute of Technology	-	30,00,000	30,00,000
4	Bhai Parmanand Institute of Business Studies	30,00,000	-	30,00,000
5	Guru Nanak Dev Institute of Technology	-	50,00,000	50,00,000
	Total	80,00,000/-	2,50,00,000/-	3,30,00,000/-

This issues with the approval of Hon'ble Vice Chancellor, Delhi Skill & Entrepreneurship University.

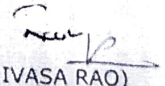

(Y.SRINIVASA RAO)
Dy. Controller of Accounts

No.F.3(27)/DSEU/Acctts/2021-22/.....

Dated: 16/12/2021

Copy to:

1. PS to Vice Chancellor, Delhi Skill and Entrepreneurship University, Integrated Institute of Technology complex, Sector 9, Dwarka, New Delhi-110077.
2. PA to Registrar, Delhi Skill and Entrepreneurship University Integrated Institute of Technology complex, Sector 9, Dwarka, New Delhi-110077.
3. Campus director, Aryabhata Institute of Technology, G.T. Karnal Road, New Delhi-110033.
4. Campus director, G.B. Pant Institute of Technology, Okhla, New Delhi-110020.
5. Campus director, Pusa Institute of Technology, Pusa, New Delhi-110012.
6. Campus director, Bhai Parmanand Institute of Business Studies, Shakarpur, New Delhi-110092.
7. Campus director, Guru Nanak Dev Institute of Technology, Sec-15, Rohini, New Delhi-110089.
8. Guard file.


(Y.SRINIVASA RAO)
Dy. Controller of Accounts



Mamul - 11

Dated: 05/10/2021

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DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
Integrated Institute of Technology complex
Sector 9, Dwarka, New Delhi-110077

F.No. 3(27)/DSEU/Acctts/2021-22/1129

Dated: 05/10/2021

To

The Drawing and Disbursement Officer,
Delhi Skill and Entrepreneurship University,
Integrated Institute of Technology complex,
Sector 9, Dwarka, New Delhi-110077.

Sub: Release of funds for the quarter ending 31st December 2021 for the financial year 2021 -22

Sir,

Sanction of Vice Chancellor, Delhi Skill and Entrepreneurship University is hereby conveyed for release of funds of **Rs. 39.68 crores** (Rs. 8.05 Crores under General Head & Rs. 31.63 Crores under Salaries Head) to the following institutions for current financial year 2021-22 to defray the expenses like salaries and other expenses during quarter ending on 31st December 2021: -

**** (figures in Rupees) ****

S. No.	Name of the Institute	General Head	Salaries Head	Total
1	GB Pant Government Engineering College (GBPIT)	25,00,000	2,10,00,000	2,35,00,000
2	Integrated Institute of Technology(IIT)	60,00,000	48,00,000	1,08,00,000
3	Meerabai Institute of Technology(MBIT)	1,00,00,000	3,30,00,000	4,30,00,000
4	Ambedkar Institute of Technolgy(AIT)	50,00,000	2,00,00,000	2,50,00,000
5	Bhai Parmanand Institute of Technology(BPIBS)	30,00,000	1,25,00,000	1,55,00,000
6	Rajokri Institute of Technology(RIT)	20,00,000	50,00,000	70,00,000
7	Aryabhata Institute Of Technology(ABIT)	80,00,000	4,75,00,000	5,55,00,000
8	GB Pant Institute of Technology(GBPIT)	1,00,00,000	3,75,00,000	4,75,00,000
9	Guru Nanak Dev Institute of Technology(GNDIT)	80,00,000	3,50,00,000	4,30,00,000
10	Kasturba Institute of Technolgy(KIT)	40,00,000	2,50,00,000	2,90,00,000
11	Pusa Institute of Technology(PIT)	1,20,00,000	4,00,00,000	5,20,00,000

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DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

Integrated Institute of Technology Complex,
Sector 9, Dwarka, New Delhi-110077

No.F.3(27)/DSEU/Acctts/2021-22/.....

Dated: /09/2021

To

The Drawing and Disbursement Officer,
Delhi Skill and Entrepreneurship University,
Integrated Institute of Technology Complex,
Sector 9, Dwarka, New Delhi-110077.

Sub: Release of funds under head 'Grants-in-Aid- General & Salaries for the financial year 2021-22.

Sir,

An amount of Rs. 2.44 crores/- (Rs. 99 Lacs in General Head & Rs. 1.45 crores in Salaries Head) is hereby placed at the disposal of the following Institutes for the financial year 2021-22.

S.No.	Name of Institute	General Head	Salaries Head	Total
1	Guru Nanak Dev Institute of Technology	54,00,000/-	NIL	54,00,000/-
2	Ambedkar Institute of Technology	25,00,000/-	84,00,000/-	1,09,00,000/-
3	Meerabai Institute of Technology	20,00,000/-	61,00,000/-	81,00,000/-
TOTAL				2,44,00,000/-

This issues with the approval of Hon'ble Vice Chancellor, Delhi Skill & Entrepreneurship University.

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(Y.SRINIVASA RAO)
Dy. Controller of Accounts

No.F.3(27)/DSEU/Acctts/2021-22/1106

Dated:22/09/2021

Copy to:

1. PS to Vice Chancellor, Delhi Skill and Entrepreneurship University Integrated Institute of Technology complex, Sector 9, Dwarka, New Delhi-110077.
 2. PA to Registrar, Delhi Skill and Entrepreneurship University Integrated Institute of Technology complex, Sector 9, Dwarka, New Delhi-110077.
- Dev*

To

The Drawing and Disbursement Officer,
Delhi Skill and Entrepreneurship University,
Integrated Institute of Technology complex,
Sector 9, Dwarka, New Delhi-110077.

Sub: Release of funds for the quarter ending 30th September 2021 for the financial year 2021 -22

Sir,

Sanction of Vice Chancellor, Delhi Skill and Entrepreneurship University is hereby conveyed for release of funds of **Rs. 37.65 crores** (Rs. 6.00 crores in General Head & Rs. 31.65 Crores in salary head) to the following institutions for current financial year 2021-22 to defray the expenses like salaries and other expenses during quarter ending on 30th September 2021: -

**** (figures in Rupees) ****

S. No.	Name of Institute	General Head	Salaries Head	Total
1	Gobind Ballabh Pant Government College of Engineering (GBPLC)	1,25,00,000	2,00,00,000	3,25,00,000
2	Ambedkar Institute of Technology (AMIT)	30,00,000	2,00,00,000	2,30,00,000
3	Aryabhata Institute of Technology (ABIT)	60,00,000	4,80,00,000	5,40,00,000
4	Gobind Ballabh Pant Institute of Technology (GBPIT)	40,00,000	3,40,00,000	3,80,00,000
5	Guru Nanak Dev Institute of Technology (GNDIT)	24,00,000	4,30,00,000	4,54,00,000
6	Integrated Institute of Technology (IIT)	38,00,000	1,40,00,000	1,78,00,000
7	Kasturba Institute of Technology (KIT)	68,00,000	2,90,00,000	3,58,00,000
8	Mecra Bai Institute of Technology (MBIT)	83,00,000	2,80,00,000	3,63,00,000
9	Pusa Institute of Technology (PII)	60,00,000	6,30,00,000	6,90,00,000
10	Bhai Parmanand Institute of Business Studies (BPIBS)	57,00,000	1,10,00,000	1,67,00,000
11	Rajokari Institute of Technology (RIT)	15,00,000	65,00,000	80,00,000
	Total	6,00,00,000	31,65,00,000	37,65,00,000

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27/7/2021

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Major Head, Detailed Head as indicated in the detailed Demand for Grants	G. B. Pant Instt. Of Tech.	Ayubhat Instt. Of Tech.	Kasturba Instt. Of Tech.	Meerabai Instt. Of Tech.	Pusa Instt. Of Tech.	Ambadkar Instt. Of Tech.	Die H. J. Instt. Of Tech.	IT Instt. Of Tech.	Rajiv Gandhi Instt. Of Tech.	G.N.D. Instt. Of Tech.	TOTAL
86 00 01 Salaries	183000	209000	140000	130000	235000	90600	43000	22300	156000	1220000	
86 00 02 Wages	11500	20000	10000	24100	16000	7100	5300	4000	11000	110000	10
86 00 03 O.T.A.											
86 00 11 Domestic Tr.	410	300	400	300	330	350	100	200	300	2690	
86 00 13 Office Expenses	37400	11000	18000	27000	14500	11000	13000	4100	12000	148000	
86 00 28 Professional Services	4000	350	500	1000	1000	900	1200	0	950	8900	
86 00 50 Other Charges	150	1700	800	1000	3500	1000	1500	400	1950	12000	
86 00 14 Rent, Rates & Taxes	10000	600	1000	6400	500	2700	1000	300	23000		
86 00 06 Medical Treatment	5000	5200	3000	2000	3000	1500	300	500	2000	23500	
86 00 21 Supplies & Materials	200	500	1000	1400	1000	300	1000	100	700	6200	
86 00 34 Scholarships & Stipend	1600	1400	1000	3500	7000	1500	600	300	2200	19100	
86 00 27 Minor Works, Maint.	400	150				200		0	150	900	
TOTAL: POLYTECHNICS	200760	218850	147200	144600	249830	95950	1400	49900	24800	174110	1574300

DTTE (HQ)

DTTE (HQ)

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GOVERNMENT OF DELHI
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION
BUDGET ESTIMATE 2021-22

HEAD OF ACCOUNT	Aryabhata	GND	Ambedkar	PUSA	MBIT	Kasturba	Dwarka	GBPIT	Rajokari	Rs. in Thousands	
										DTE	Total
4202 02 104 88 00 52 - Machinery & Equip.	2000	2000	4000	5000	4000	3000	2000	4000	1000		50000
2203 00 789 99 00 34- Facilities for Poly. students of SC/ST Category (SCSP)	175	150	100	200	175	23000*	200	150	100		1400
2203 00 800 63 00 28 - Staff Development	500	500	0	200	200	100	300	700	500		3000
2203 00 112 57 00 27 - TASSKS	200	200	200	200	150	200	200	200	50		1600
2203 00 004 92 00 50 - Entrepreneurship Development Programme for Students- Other Charges	6000	5000	5000	300	5000	5000	3000	5000	4000		45300
2203 00 112 56 00 28- TECOS										500	500
2203 00 003 84 00 50 - Training of Trainers (Other Charges)										3000	3000
Total	8875	7850	9300	11900	9525	60400	5650	11050	5650	3500	133700

* for making payments of centralized purchase for various institute.

[Handwritten Signature]

MANUAL 12
THE MANNER OF EXECUTION SUBSIDY PROGRAMME

[Section 4(1)(b)(xii)]

Community Development Through Polytechnic

BACKGROUND

It is a Plan scheme of MHRD. India is a vast country with a population of approximately 115 crore. 75% of India's population lives in about six lac villages. There is a visible difference in rural and urban, rich and poor, highly educated and lesser educated, forward and backward areas. While resourceful people, particularly those living in urban areas, have had access to better education and professional training, but vast majority of those who live in rural areas and slums are lesser educated and hardly undergo any technical, professional and vocational training. In fact, for most of such people, quality education and higher technical and professional education is unaffordable. In terms of career options, such lesser educated and not so fortunate people tend to work in low paid unorganized sector. Per person productivity of such persons works out to be a small fraction of productivity of those who work in organized sector of Indian economy. In an increasingly competitive economic environment of our country, the unorganized sector, which is so important for the country, needs to increase the productivity of its manpower for its survival and growth.

Yet another paradox before the Indian informal sector is that it can not afford employing highly educated and professionally trained manpower which usually aspires for highly challenging, rewarding and satisfying career.

The only option available before the Indian informal sector is to depend upon relatively low paid manpower trained through non-formal system of skill development. There is, therefore, an urgent need to train millions of persons every year through a countrywide network of non-formal skill development.

Such non-formal skill training should attract beneficiaries from all cross-sections of Indian society with special emphasis on SCs/STs, OBCs, women, school dropouts, minorities, physically disabled, economically weaker sections of the society and other under-privileged persons. Technology divide is clearly visible in Indian urban and rural society. Vast majority of Indian urban population and small fraction of those who live in rural areas and slums enjoy the benefits of modern technologies. Vast majority of rural people and those living in slums require assistance in adopting appropriate technology for benefiting from investment in science and technology and enhancing their productivity and standard of living. There is, therefore, an immediate need to evolve a vast network which can help in adoption of appropriate technologies among the rural people and slum dwellers. Sustainable use of technology by such people would involve technology demonstration, repair and maintenance services, counselling and consultancy services and free service camps from time to time.

The rationale for choosing AICTE approved Polytechnics for the implementation of Scheme of Community Development through Polytechnics is based on the fact that AICTE approved Polytechnics are equipped with the following type of resources:

- i. Polytechnics are equipped with physical facilities in the form of buildings, lecture halls, laboratories, workshops, hostels etc. which could be used as Knowledge and Skill Centres for rural community and slums dwellers;
- ii. Polytechnics have qualified and trained faculty who can scientifically formulate, implement and monitor community oriented Programs and projects especially where the activity of adoption of appropriate technology is involved;
- iii. Polytechnics have technicians and craftsmen whose services can be utilized to some extent for imparting skill training and adoption of appropriate technologies.
- iv. Students of Polytechnics could be of tremendous help in making meaningful contribution to community and rural development. Polytechnics can, therefore, render vital assistance in the community development work. This, they can do partly by utilizing their own resources and partly by mobilizing the resources available at the higher technological institutions. The involvement of Polytechnics in implementing the Scheme of Community Development through Polytechnics is need of the hour.

OBJECTIVES OF THE SCHEME

The main objectives of the scheme are:

- ✓ To Carry out Need Assessment Surveys to assess the technology and training needs;
- ✓ To Impart Skill Development Training to the intended target groups;
- ✓ To disseminate Appropriate Technologies for productivity enhancement;
- ✓ To provide Technical and Support Services to rural masses and slums dwellers;
- ✓ To create Awareness among the target groups about technological advancement and contemporary issues of importance.

ACTIVITIES

- Delivery system for community based training through non-formal mode and information-dissemination on technology options
- Inputs are provided for non-formal training to rural youth, women, school dropouts, SCs/STs/OBCs/Minorities, physical disabled and other weaker sections and under-privileged groups of the society, to enable them to obtain

gainful employment (self/wage) and in turn improving their standard of living through Polytechnics

- Establish liaison with National Institutions (MHRD/ NITTTR-Chandigarh), Development agencies, NGOs/Voluntary Agencies etc.

**Particulars of recipients of concessions, permits or
authorizations granted [Section 4(1) (b) (xiii)]**

List of beneficiaries

S.No.	Name and address of the beneficiary	Nature of concession/permit/ authorization provided	Purpose for which granted	Scheme and Criterion for selection	No. of times similar concession given in past with purpose
1.	SC/ST	Full Tuition fee concession	To pursue diploma courses		
2.	Brother/Sister concession	Half tuition fees concession	To pursue diploma courses	If elder brother or sister is studying in any polytechnic under DTTE, half fees concession is given to the younger sibling.	
3.	Girl students	Half tuition fee concession	To pursue diploma courses		

Note: Creation of database and its hosting on website should be done on priority basis for activities like issue of permits, issue of authorizations, grant of concessions, licenses etc.

MANUAL-14
INFORMATION AVAILABLE IN AN
ELECTRONIC FORM [SECTION
4(1)(b)(xiv)]

S.No	ACTIVITIES	NATURE OF INFORMATION AVAILABLE	CAN IT BE SHARED WITH PUBLIC	IS IT AVAILABLE ON WEBSITE OR IS BEING USED AS BACK END DATA BASE
1	STAFF DATA BASE	NAME , DESIGNATION, QUALIFICATION, PLACE OF POSTING ETC.	YES	WEBSITE
2	PURCHASE	NAME OF ITEM, SPECIFICATION LAST DATE OF SUBMISSION OF QUATATION, DATE & TIME OF OPENING OF QUATATION ETC,	YES	WEBSITE
3	SALARY PACKAGE	PAY & ALLOWANCES OF STAFF MEMBERS	YES	BACK END
4	RETIREMENT BENEFIT PACKAGE	ALL CALCULATIONS REGARDING RETIREMENT BENEFITS	YES	BACK END
5	INCOME TAX PACKAGE	TAX CALCULATION, FORM-16(TDS), IT RETURN	YES	BACK END
6	FINGER PRINT BASED ATTENDANCE SYSTEM	DAILY ATTENDANCE OF STAFF MEMBERS (PRESENT / LEAVE) RECORD, TIME OF ARRIVAL / DEPARTURE	YES	BACK END

Manual 15
Particulars of facilities available to citizens for obtaining
information [Section 4(1)(b)(xv)]

Facilities available for obtaining information

S.No.	Facility available	Nature of information available	Working hours
1.	Phone	Courses, procedures of admission, skill training programme.	10 AM – 4 PM
2.	Personal visit	Courses, admission procedures, skill training programmes, student's queries about exam results, tender queries	10 AM – 4 PM
3.	Notice Board	Tender notices, admission related notices during admission, academic notices for students	8:30 AM – 5 PM
4.	DTTE Website	Courses, tender notices, tender documents	All time

Manual 16

Particulars of PIOs List of Public Information Officers

Sr. No.	Name of the Employee	Address	Telephone	Email Address	Demarcation of Area/Activities, if more than one PIO is there
1	Sh. Sudipta Acharjee, Lecturer	Guru Nanak Dev Institute of Technology	011-27567819	gndpoly.delhi@nic.in	Full within the purview of the office under administrative control

List of Assistant Public Information Officers

Sr. No.	Name of the Employee	Address	Telephone	Email Address	Demarcation of Area/Activities, if more than one PIO is there
1	Rakesh Goswami, Lecturer	Guru Nanak Dev Institute of Technology	011-27567819	gndpoly.delhi@nic.in	Full within the purview of the office under administrative control

First Appellate Authority within the department

Sr. No.	Name of the Employee	Address	Telephone	Email Address	Demarcation of Area/Activities, if more than one PIO is there
1	Principal Sh.Ravinder Singh	Guru Nanak Dev Institute of Technology	011-27567819	gndpoly.delhi@nic.in	Full within the purview of the office under administrative control

Other information as may be prescribed [Section 4(1)(b)(xvii)]

EDUCATION THROUGH SATELLITE:

EDUSAT or GSAT-3 was launched on 2004-09-20 by the Indian Space Research Organization. EDUSAT is the first Indian satellite built exclusively to serve the educational sector. It is mainly intended to meet the demand for an interactive satellite-based distance education system for the country.

India's Geosynchronous Satellite Launch Vehicle, GSLV successfully launched EDUSAT the country's first thematic satellite dedicated exclusively for educational

services, into a Geosynchronous Transfer Orbit (GTO) from Satish Dhawan Space Centre, Sriharikota. It was the first operational flight of GSLV (GSLV-F01) and the third GSLV launch. EDUSAT orbited the Earth in GTO with a perigee (nearest point to Earth) of 180 km and an apogee (farthest point to Earth) of 35,985 km with an orbital inclination of 19.2 deg with respect to the equator with an orbital period of 10.5 hours before it was placed in the Geostationary orbit.

The classes are being conducted in a studio environment at Delhi Technological University (formerly Delhi College Of Engineering) and are being beamed to various institutions including this Polytechnic. These classes are interactive as well as non interactive.

The students and staff members of this institute are benefited. TRAINING AND

PLACEMENT CELL:

This institute has a training and placement cell which equips the students of final year to get in-campus placements. This Institute is one of the best Polytechnics in Delhi and NCR, both by the way of imparting education/training and considering the placement ratio.

INFRASTRUCTURE

The institute has well equipped laboratories, class rooms Indoor stadium etc. Now, six more halls are

being constructed for providing better facilities to the students.

ANNUAL DAY / SPORTS DAY

An Inter-Polytechnic sports meet is conducted during every academic session.

Annual Day Function is also organized during March / April month of the academic year