

SUO MUTO DISCLOSURE 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	Mahatma Gandhi Govt. Engineering College Kotla (Jeori)
Establishment and Address	Tehsil Rampur, District Shimla, Himachal Pradesh, Pin-172101
Email-id	gecrampur@gmail.com
Contact No.	01782-292905
Website	www.mggec.ac.in

ABOUT THE INSTITUTION: -

Mahatma Gandhi Govt. Engineering College Kotla (Jeori) was established in 2015. MGGEK Kotla (Jeori) provides quality technical education to students enabling them to develop into qualified professionals with high ethical standards and environmentally responsible engineering practices. We are focusing on fulfilling expectations of society and industry, by equipping students with the latest technology and knowledge in their field.

MGGEK Kotla (Jeori) is the fourth Government Engineering College of Himachal Pradesh state established in the year 2015. The foundation stone of the college was laid down on 15th November 2015, at Kotla (Jeori), Teh. -Rampur, District- Shimla (HP). The college has its permanent campus at Kotla (Jeori), Teh. -Rampur, District- Shimla (Himachal Pradesh). This college is an AICTE-approved institute, which is affiliated with H. P. Technical University, Hamirpur, Himachal Pradesh. The College has qualified faculty in the Applied Science and Humanities, Civil, & Mechanical Engineering Departments. This institute has highly impressive campus encompassing all the modern educational and training facilities such as modern classrooms, equipped laboratories, workshops, computer labs. This institute is running under the dynamic leadership of Prof. Rakesh Kumar.



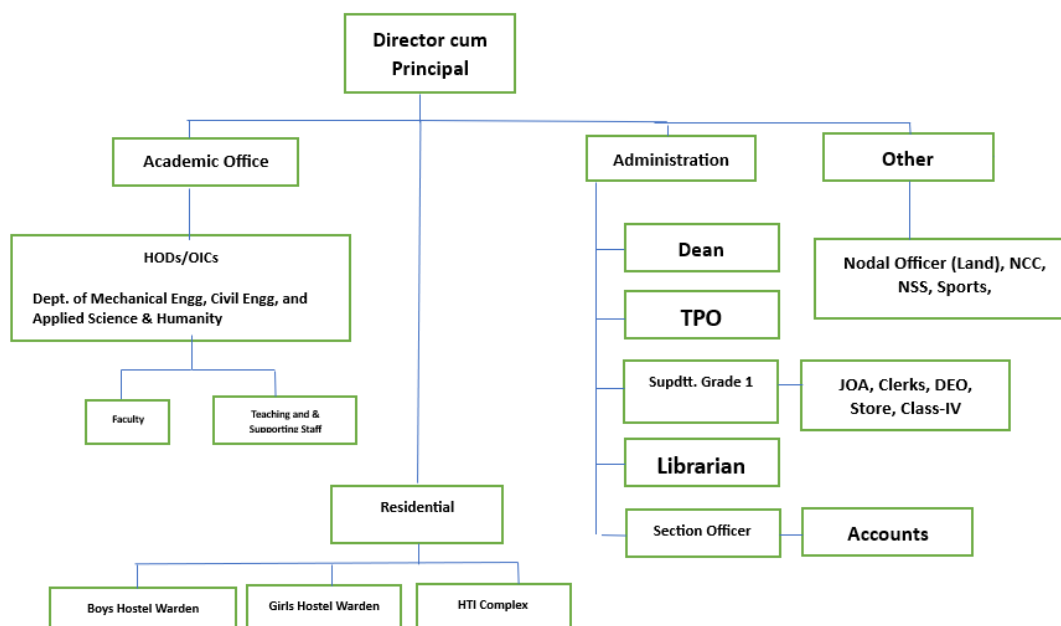
VISION OF THE INSTITUTE

To evolve as a center of excellence in Technical Education focusing on values, skills and creativity that strives for continual improvement of the society.

MISSION OF THE INSTITUTE

1. Deliver quality technical education that enhances the teaching learning process and empowers students with the knowledge and skills necessary to excel in their professions.
2. Integrate ethical practices and advanced technologies into the learning processes to meet academic, industrial and societal needs.
3. Collaborate with HEIs, Industries and hydroelectric projects to strengthen education and multidisciplinary research.
4. Promote co-curricular and extracurricular activities for holistic development of the students.

ORGANIZATION STRUCTURE
Mahatma Gandhi Govt. Engineering College Kotla (Jeori)



S. No.	Sections	Function	Duties
1	Office of the Director-cum-Mahatma Gandhi Govt. Engineering College Kotla (Jeori)	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-
5	Mechanical Engg. Department	Teaching Mechanical Engineering subjects 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.
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SECTION 4(1)(b)(ii)
POWERS & DUTIES OF OFFICERS AND EMLOYEES

Name	Prof. (Dr.) Rakesh Kumar
Designation	Principal
Powers	<ol style="list-style-type: none"> 1.To administer the Institution 2. To take decisions in Administrative, Academic & Financial matters.
Duties	<ol style="list-style-type: none"> 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 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.

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

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

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

	9. Any other duty assigned by the Director cum Principal / Head/OIC of the Department.
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Designation	Workshop Instructor
Duties	<ol style="list-style-type: none"> 1. To arrange the various machinery and equipment for the students training as per the curriculum. 2. To train the students as per the curriculum. 3. To develop the training skill amongst the students. 4. To maintain the machinery and equipment in working order. 5. To arrange the raw material required for the training well in time. 6. To keep himself updated about the various development in the related industry. 7. Any other duty assigned by the Director cum Principal / Head/OIC of the Department.
Designation	Lab Technician
Duties	<ol style="list-style-type: none"> 1. Maintain and upkeep all laboratory equipment. 2. To maintain equipment logbook and keep the equipment in working order. 3. To maintain dead stock register. 4. Managing daily route work of the labs. 5. Maintain in entry/exit register in the lab. 6. Help the UG/PG students in conduct of lab experiments. 7. To other duty assigned by lab Incharge /HOD. 8. To keep himself updated about the various development in the related industry. 9. Any other duty assigned by the Director cum Principal / Head/OIC of the Department.
Designation	Librarian
Duties	<ol style="list-style-type: none"> 1. Maintaining the stock and store record of the library. 2. Issuing the books to student and faculty. 3. General administration. 4. Books selection & acquisition. 5. Planning & developing the library. 6. Orienting the users towards effective utilization of library services. 7. Supervising and cataloguing indexing. 8. Any other duty assigned by the Director cum Principal.

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 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 :-

Sr. No.	Category of the document	Procedure to obtain the documents
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	Bill Register	
6	DCR	
7	Cash. Books	
8	Admission registers	
9	Placement Record	
10	Students Result	
11	Vehicle logbook	
12	Duty attendance	
13	Stock Registers, Indent books	
14	Files related to budget, correspondence, RTI.	
15	Files & documents related to building works.	
16	Files related to Procurement /Tender	
17	Files related to student counseling	
18	Files related to Hostel, etc	
19	Files related to university correspondence	
20	Student's academic record ledgers.	
21	Student admissions	
22	File related to academic, examinations.	
23	Files related to DTE correspondence.	
24	Vehicle Record file	
25	Files related to outsource 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. Hostel Management Committee
2. Anti-ragging Committee
3. Anti-ragging squad
4. Disaster Mgt. Committee
5. Civil Works Committee
6. Scholarship Cell/Committee
7. Examination (Internal) Cell
8. Training and Placement Cell
9. Security and Disciplinary Committee
10. Sexual Harassment Committee/ Women cell
11. Student Grievance Redressal Committee (SGRC)
12. Institutional Industry Cell (IIC)
13. Internal Complaint Committee (ICC)
14. Prevision of Atrocities in SC/ST Student and faculty and staff.
15. Internal Quality Assurance Cell (IQAC)
16. Media Cell
17. Institutional Purchase committee
18. E-Procurement Committee
19. Alumni Cell
20. Cultural Activities Cell
21. Campus Beautification/Landscaping/Parking Planning/Gardening/Plantation Committee
22. Sports Activity Cell
23. Infrastructure, Resources Planning & Management Committee

SECTION 4(1)(b)(ix)
DIRECTORY OF OFFICERS AND EMPLOYEES

Sr No	Name of the Staff Member (Sh./Smt.)	Designation	Land Line Number
1	Dr. Rakesh Kumar	Director-cum-Principal	01782-292905
2	Mr. Bhagat Ram	OIC (ASH&D), AP (Math)	01782-292905
3	Dr. Vikas Bharti	AP (Chemistry)	01782-292905
4	Mr. Rajeev Gumrawat	AP (English)	01782-292905
5	Mrs. Pooja	AP (Management)	01782-292905

6	Mr. Ankit Sharma	AP (CSE)	01782-292905
7	Dr. Kapil	OIC (CE)Associate Professor (CE)	01782-292905
8	Sh. Nishant Mehra	OIC (CED), AP (CE)	01782-292905
9	Sh. Vikas	AP (CE)	01782-292905
10	Er. Aashish Sharma	AP (CE)	01782-292905
11	Sh. Amitesh Sharma	OIC (MED), AP (ME)	01782-292905
12	Sh. Rajneesh Kumar	AP (ME)	01782-292905
13	Sh. Mahender Lal	AP (ME)	01782-292905
14	Sh. Pardeep Singh	Jr. Assistant	01782-292905
15	Sh. Rajesh Kumar	Jr. Office Assistant (IT)	01782-292905
16	Smt. Nurma Devi	Peon Cum Chowkidar	01782-292905
17	Smt. Nirmla Devi	Peon	01782-292905
18	Sh. Dipesh Kumar	Data Entry Operator	01782-292905
19	Smt. Seema	Data Entry Operator	01782-292905
20	Ms. Prem Kumari	Sweeper	01782-292905
21	Sh. Rahul Negi	Sweeper	01782-292905
22	Sh. Daleep Singh	Sweeper	01782-292905
23	Sh. Surender Kumar	Sweeper	01782-292905
24	Sh. Govind Kumar	Sweeper	01782-292905
25	Sh. Rajeev Kumar	Sweeper	01782-292905
26	Sh. Neeraj	Chowkidar	01782-292905
27	Sh. Anish Kumar	Security Guard	01782-292905
28	Sh. Dinesh	Security Guard	01782-292905

SECTION 4(1)(b)(x)

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

Sr.No.	Designation	Pay Scale
1	Principal	(Level-14) (Rs. 144200-218200)
2	Section Officer	10300-34800+5000 pre-revised
3	Professor	(Level-14) (Rs. 144200-218200)
4	Associate Professor	(Level-13A) (Rs. 131400-217100)
5	Assistant Professor	(Level-10) (Rs. 57700-182400)
6	Workshop Instructor	(Level-11) (Rs. 38500-122700)
7	Lab Technician	(Level-9) (Rs. 35600-112800)
9	Office Supdt. Grdae-1	(Level-16) (Rs. 48700-154300)
10	Sr. Asstt.	(Level-11) (Rs. 38500-122700)
11	JOA	(Level-4) (Rs. 20600-65500)

12	Sr. Scale Stenographer	(Level-11) (Rs38500-122700)
13	Asstt. Librarian	(Level-10) (Rs 38100-120400)
14	Peon/Lab Asstt. /Chowkidar/Gardener/ Sweeper	(Level-1) (Rs. 18000-56900)

SECTION 4(1)(b)(xi)
THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE: -

Budget Availability Report

Financial year 2023-2024

Sr. No.	Object Code Description	Amount allocated
1	Salaries & DA	1,63,99,165
2	Wages	NIL
3	Travel Expense	100419
4	Office Expense	8,31,770
5	Scholarship/Stiphend	-
6	Machinery & Equipments	687350
7	Motor Vehicle	127637
8	Material & Supplies	1012905
9	Other Charges	399340
10	Medical Reimbursement	14386
11	Transfer expenses	25320
12	Remuneration to outsource employee	-----
13	Honorarium	-----

SECTION 4(1)(b)(xii)
MANNER OF EXECUTION OF SUBSIDY PROGRAMS

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):-

Sr. No.	Designation of Officer	Contact Number	E-mail	Area of Jurisdiction
1	Director-cum-Principal Mahatma Gandhi Govt. Engineering College Kotla (Jeori)	01782-292905	gecrampur@gmail.com	Mahatma Gandhi Govt. Engineering College Kotla (Jeori)

B. Appellate Authorities Information:-

Sr. No.	Designation of Officer	Contact Number	E-mail	Area of Jurisdiction
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1.	Joint Director, Technical Education, Vocational & Industrial Training, HP Sundernagar, Distt. Mandi.	01907266572	techedu- hp@nic.in	With respect to PIOs of all Govt. Engineering Colleges, Pharmacy Colleges and Polytechnics of the State.
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