**TEMPLATE FOR THE INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT**

**CHAPTER-1**

**INTRODUCTION**

This handbook is designed to provide information about Thapar Polytechnic College, Patiala running under Thapar Education Trust for citizens to secure access to information in order to promote transparency and accountability in the working of this Institution. This handbook is useful to the students, staff, parents and to the general public. This handbook has been prepared as per the provisions contained in the Right to Information Act 2005. In case, somebody wants to get more information on topics covered in this handbook as well as other information, they may contact College management through PIO of the Institute.  Those who want information not available in the handbook may write to the Institution indicating specifically the information they want.

**CHAPTER-2 (MANUAL-1)**

**PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES**

Thapar Polytechnic College, Patiala (Formerly Thapar Polytechnic, Patiala) came into existence in 1956 due to the missionary zeal of the visionary Late Lala Karam Chand Thapar. It is affiliated to Thapar Institute of Engg. & Tech. Patiala. In 1956, it offered 3-year Diploma Courses in Civil Engg., Electrical Engg and Mechanical Engg. with a total intake of 120 students. During the past over five decades, it has established itself into a leading Polytechnic college and presently it is offering 07 Diploma Courses i.e. Diploma in Civil Engg., Electrical Engg. Mechanical Engg, Computer Engg, Architectural Assistantship, Electronics & Communication Engg. and Information Technology with a total annual intake of 510 students. It is one of the three organizations on Thapar Technology Campus, the other two are, Thapar University (formerly Thapar Institute of Engineering & Technology) and Thapar Centre for Industrial Research & Development. It has been registered as a Society under Registration of Societies Act 1860. It was declared as one of the Best Polytechnic in Northern Region for the years 1999-2000 & 2005-06.

**S. No   Name of the Course                                         Intake**

1.         Civil Engineering                                                    60

2.         Mechanical Engineering                                        60

3.          Electrical Engineering                                             60

4.          Electronics and Communication Engineering          120

5.          Computer Science and Engineering                        120

6.         Information Technology                                         30

7.         Architecture Assistantship                                      60

**CHAPTER-3 (MANUAL-2)**

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

The Institution is managed by the Managing Committee formulated and approved by the Patiala Technical Education Trust.

1. **The present composition of Managing Committee is as follows:-**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Name(S/Shri/Ms)** | **Designation** |
| 1. | Dr. Prakash Gopalan Director Thapar University Patiala | Chairman |
| 2. | Sh. J.S.Neerav Executive Director (Education Initiatives) C/o Avantha Holdings Ltd. Ballarpur Industries Limited First India Place, Tower -C 3rd Floor Mehrauli-Gurgaon Road Gurgaon-122002 | Member |
| 3. | Dr. Padmakumar Nair Director LMT School of Management Dera Bassi Campus Thapar University Dear Bassi (Mohali) | Member |
| 4. | Sh. Vinod Kumar Sablok,  Vice President & Head Legal  C/o. Avantha Holding Limited  Ballarpur Industries Limited  First India Place, Tower-C, 3rd Floor  Mehrauli –Gurgaon Road  GURGAON -122002 (HARYANA) | Member |
| 5. | Dr R S Kaler  Deputy Director  Thapar University, Patiala | Member |
| 6. | Secretary to Govt. of Punjab Deptt of Tech. Edu & Indl. Training Mini Secretariat, Sector-9 Chandigarh or nominee Ex-Officio | Member |
| 7. | Director Technical Education & Industrial Training, Punjab Plot No- 1, Sector 36-A Chandigarh or nominee Ex-Officio | Member |

|  |  |  |
| --- | --- | --- |
| 8. | Chairman  Punjab State Board of Tech. Edu. & Industrial Training, Punjab Plot No- 1, Sector 36-A Chandigarh or nominee Ex-Officio | Member |
| 9. | Regional Officer All India Council for Technical Education  North Western Regional Office Plot No.1 Sector 36-A Chandigarh or nominee Ex-Officio | Member |
| 10. | Joint Education Advisor (T) Deptt of Education Ministry of Human Resources Dev. Shastry Bhawan New Delhi or nominee Ex-Officio | Member |
| 11. | One member with special knowledge and experience in emerging area of Technical Education, to be co-opted by the Managing Committee | Member |
| 12. | Teacher’s representative from amongst the Head of the Departments in order of Seniority, by yearly rotation | Member |
| 13. | Principal Thapar Polytechnic College Patiala | Member Secretary |

**Power and Duties of Officers:-**

**Dr.Ankush Kansal, Principal:**

The Principal is vested with the powers of managing overall affairs of the Institution under the superintendence and control of Managing Committee. He has been vested with the financial powers to incur all day to day expenditure.

**Heads of Department:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Name** | **Designation** | **Phone** |
| **1.** | Shri V K Gupta | HOD (Civil Engg.) | 98156-04291 begin\_of\_the\_skype\_highlighting              end\_of\_the\_skype\_highlighting |
| **2.** | Shri A K Sharma | HOD (Elect. Engg.) | 96461-76400 begin\_of\_the\_skype\_highlighting            end\_of\_the\_skype\_highlighting |
| **3.** | Dr.(Mrs.) Ritu Jindal | HOD (App. Sci.) | 98156-13261 begin\_of\_the\_skype\_highlighting                  end\_of\_the\_skype\_highlighting |
| **4.** | Mrs.Sukhwinder Kaur | Acting HOD (A. A.) | 99142-01151 begin\_of\_the\_skype\_highlighting                   end\_of\_the\_skype\_highlighting |
| **5.** | Mrs. Anupam Garg | I/C (CSE & IT) | 99151-06136 begin\_of\_the\_skype\_highlighting                    end\_of\_the\_skype\_highlighting |
| **6.** | Shri Punjab Rai | I/C (Mech. Engg.) | 97797-49649 begin\_of\_the\_skype\_highlighting                   end\_of\_the\_skype\_highlighting |

The Head of Departments are looking after all the academic and general administration of their respective Department.

Incharge (Academic Affairs)                                    Mr. V.K.Gupta

Warden(Boys Hostel)                                                 Mr. Vijay Kumar Sharma

Warden(Girls Hostel)                                                 Mrs. Sangeeta Goyal

The Incharge, Academic Affairs & Wardens are looking after general administration of their respective duties.

**CHAPTER-4 (MANUAL-3)**

**RULES, REGULATATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARING FUNCTIONS:**

Thapar Polytechnic College staff service regulations 1987 are applicable for pay scale and allowances of faculty members and  non-teaching staff.

**CHAPTER-5 (MANUAL-4)**

**PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

Thapar Polytechnic College is an educational Institution and is controlled by the Managing Committee formulated and approved by Thapar Education Trust, Patiala and as such there is no provision to seek consultation/participation of public or its representatives for formulation of policies.

**CHAPTER-6 (MANUAL-5)**

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

The main important records/documents that are held by the Institution are given below:-

| S.No. | Name of the Document/Record | Held by/under the control of |
| --- | --- | --- |
| 1 | Agenda and Minutes of Managing Committee | Steno to Principal |
| 2 | Title deeds of land | Patiala Technical Education Trust |
| 3 | Fixed Assets Registers | By respective Department |
| 4 | Vouchers, Ledgers, Invoices, Cash Books | Office Superintendent |
| 5 | Personal files of staff and Officers | Office Superintendent |
| 6 | Provident Fund | Office Superintendent |
| 7 | Legal case files | Office Superintendent |
| 8 | Stock Register-Stores | Office Superintendent |
| 9 | Consultancy Record | Office Superintendent |

**CHAPTER-7 (MANUAL-6)**

**A STATEMENT OF BOARD, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART**

**Managing Committee:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | | **Name(S/Shri/Ms)** | **Designation** |
| 1. | | Dr. Prakash Gopalan Director Thapar University Patiala | Chairman |
| 2. | | Sh. J.S.Neerav Executive Director (Education Initiatives) C/o Avantha Holdings Ltd. Ballarpur Industries Limited First India Place, Tower -C 3rd Floor Mehrauli-Gurgaon Road Gurgaon-122002 | Member |
| 3. | | Dr. Padmakumar Nair Director LMT School of Management Dera Bassi Campus Thapar University Dear Bassi (Mohali) | Member |
| 4. | | Sh. Vinod Kumar Sablok,  Vice President & Head Legal  C/o. Avantha Holding Limited  Ballarpur Industries Limited  First India Place, Tower-C, 3rd Floor  Mehrauli –Gurgaon Road  GURGAON -122002 (HARYANA) | Member |
| 5. | | Dr R S Kaler  Deputy Director  Thapar University, Patiala | Member |
| 6. | | Secretary to Govt. of Punjab Deptt of Tech. Edu & Indl. Training Mini Secretariat, Sector-9 Chandigarh or nominee Ex-Officio | Member |
| 7. | | Director Technical Education & Industrial Training, Punjab Plot No- 1, Sector 36-A Chandigarh or nominee Ex-Officio | Member |
| 8. | Chairman  Punjab State Board of Tech. Edu. & Industrial Training, Punjab Plot No- 1, Sector 36-A Chandigarh or nominee Ex-Officio | | Member |
| 9. | Regional Officer All India Council for Technical Education  North Western Regional Office Plot No.1 Sector 36-A Chandigarh or nominee Ex-Officio | | Member |
| 10. | Joint Education Advisor (T) Deptt of Education Ministry of Human Resources Dev. Shastry Bhawan New Delhi or nominee Ex-Officio | | Member |
| 11. | One member with special knowledge and experience in emerging area of Technical Education, to be co-opted by the Managing Committee | | Member |
| 12. | Teacher’s representative from amongst the Head of the Departments in order of Seniority, by yearly rotation | | Member |
| 13. | Principal Thapar Polytechnic College Patiala | | Member Secretary |

**Selection Committee (Teaching)**:-

Formed from time to time

**Selection Committee (Non-Teaching)**

Formed from time to time

**Disciplinary Committee**

| **Name** | **Designation** |
| --- | --- |
| Sh. Ashok Kumar Sharma | Chairman |
| Mrs. Sukhwinder Kaur | Member |
| Dr.(Mrs) Ritu jindal | Member |
| Hostel Wardens | Member |
| Rajesh Premi | Member |

**Grievance Redressal Committee**

| **Name** |
| --- |
| Mrs. Anupam Garg, Incharge Computer Engg |
| Mr. Vijay Sharma, Lecturer, Civil Engg. |
| Mr. Naresh Sayal, Office Suptt./Member of Legal Cell |

**Purchase Committee**

Formed from time to time

**CHAPTER-8 (MANUAL-7)**

**NOTE:TO GET THE INFORMATION UNDER RTI THE FEE TO BE DEPOSITED IN :**

**A/C NO: 10000900314**

**IFS CODE: STBP 00000244**

**BANK NAME: STATE BANK OF PATIALA**

**BRANCH:THAPAR INSTITUTE OF ENGG. & TECH. PATIALA**

**THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:**

Name of the Institution                         :           Thapar Polytechnic College

**Public Information Officers**

| S.  No | Name | Designation | STD | Phone No. | Phone No. | Fax | E-mail | Address |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | Office | Home |  |  |  |
| 1 | Sh.A.K. Sharma | HEED |  |  | 9646176400 |  |  | Thapar Polytechnic College, Patiala |

**Appellate Authority**

| S.  No. | Name | Designation | STD | Phone No. | Phone No. | Fax | E-mail | Address |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | Office | Home |  |  |  |
| 1 | Dr.Ankush Kansal | PRINCIPAL | 0175 | 3655523 | - |  | principaltpc@thapar.edu |  |

**CHAPTER-9 (MANUAL-8)**

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

**Administrative**

**\*\***

Appointments are made by the Selection Committee formulated and approved by Thapar Education Trust, Patiala through open advertisement. Internal administration is controlled by head of Institution i.e Principal. For smooth functioning of Institution Head of Departments are appointed to look after the routine administration of their respective Departments. Dean (Academic) and Warden (Hostels)  have also been appointed from among the Senior faculty members to help the Principal in running the administration.

**Financial**

The Principal is vested with the powers of managing overall affairs of the Institution under the superintendence and control of Managing Committee. He has been vested with the financial powers to incur expenditure up to different limits under different heads. All the policy decision are decided and approved by the Managing Committee and it has got financial power to incur the purchase of capital assets up to maximum limits as per requirement.

**CHAPTER-10 (MANUAL 9)**

**DIRECTORY OF OFFICERS AND EMPLOYEES**

The following are the Officers/head of Department in the Institution -Thapar Polytechnic College, Patiala

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ADMINISTRATION**  **PRINCIPAL OFFICE**     |  |  |  |  | | --- | --- | --- | --- | | 1 | Dr. Ankush Kansal Principal | Thapar Polytechnic College, Patiala | begin\_of\_the\_skype\_highlighting  0175-2365554     end\_of\_the\_skype\_highlighting |     **TRAINING AND PLACEMENT**   |  |  |  |  | | --- | --- | --- | --- | | 1. | Mrs.Shashi Bala | Thapar Polytechnic College, Patiala | 98764-93388end\_of\_the\_skype\_highlighting begin\_of\_the\_skype\_highlighting          end\_of\_the\_skype\_highlighting | |

**ACCOUNTS AND AUDIT BRANCH**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | 1 | SA (Accts.) | Vacant |  | | 2 | Mrs.Anju Dogra J.A | Thapar Polytechnic College, Patiala | 95018-00168 | | 3 | Ashok Mishra, Clerk | Thapar Polytechnic College, Patiala | 98888-13257 | |
| **ADMINISTRATIVE BRANCH** |
| |  |  |  |  | | --- | --- | --- | --- | | 1 | Naresh Sayal Office Supdt | Thapar Polytechnic College, Patiala | 99883-06231                 end\_of\_the\_skype\_highlighting | | 2 | Mrs.Shama Sethi,  J.A | Thapar Polytechnic College, Patiala | 95012-05348                 end\_of\_the\_skype\_highlighting | | 3 | Anurag Mishra,  Clerk Cum Steno | Thapar Polytechnic College, Patiala | 98148-66052 | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **LIBRARY** | | | |
| |  |  |  |  | | --- | --- | --- | --- | | 1 | Mrs.Sukhwinder Kaur  Incharge Library | Thapar Polytechnic College, Patiala | 99142-01151 begin\_of\_the\_skype\_highlighting      end\_of\_the\_skype\_highlighting | | 2 | Mrs.Seema Sharma  Assistant Libraraian | Thapar Polytechnic College, Patiala | 9463733127 | | | | |
| **SPORTS** | | | |
| |  |  |  |  | | --- | --- | --- | --- | | 1 | Anurag Joshi  Lecturer/Sports President | Thapar Polytechnic College, Patiala | 95011-16198               end\_of\_the\_skype\_highlighting | | | | |
| **CONSULTANCY CELL** | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | NIL |  |  | | | | |
| STUDENTS HOSTELS | | | |
| 1. | Sh. V.K.Sharma  Lecturer | Hostel- D | 94178-23539end\_of\_the\_skype\_highlighting |
| 2. | Mrs.Aman Singla Lecturer | Hostel- F(Girls) | end\_of\_the\_skype\_highlighting98149-26854981498142-27586 |

**SECURITY STAFF/SAFAI SEWAK/HOSTEL STAFF**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | On Contract  Through Service Provider |  |  |

**ACADEMICS**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | V.K.Gupta,  I/C Academic Officers | Thapar Polytechnic College, Patiala | 98156-04291 begin\_of\_the\_skype\_highlighting        end\_of\_the\_skype\_highlighting |

**Address For Correspondence: Thapar Polytechnic College, Bhadson Road Patiala**

**Applied Sciences**

| **S.No.** | **Name (Shri/Ms)** | **Designation** | **Qualifications** |
| --- | --- | --- | --- |
| **1** | Dr. Ritu Jindal | HOD | Phd. Chemistry) |
| **2** | Ms.Sunita Mittal | Lecturer | MSc (Maths) B.Ed. M.Phil. |
| **3** | Dr. Seema Kansal | Lecturer | Ph.D. English |
| **4** | Ms. Kanchan Yadav | Lecturer | M.Sc (Physics), B.Ed, Net Qualified |
| **5** | Ms. Shavinder Kaur | Lecturer | M Sc (Chemistry), B.Ed |
| **6** | Ms.Rimi Singh | Lecturer | M Sc (Physics) |
| **7** | Ms.Jyoti Ghai | Lecturer | M Sc (Maths), B.Ed |
| **8** | Dr.Manpreet Sidhu | Lecturer | Ph.D (English) |
| **9** | Ms.Charu Passi | Lecturer | M Sc (Chemistry) B.Ed,Net Qualified |
| **10** | Ms. Shubhashree Chakravorty | Lecturer | M.A(English),B.Ed,SLET Qualified |
| **11** | Ms.Geenu Raheja | Lecturer | M.Sc (Chemistry),B.Ed |
| **12** | Ms.Kamaldeep Kaur | Lecturer | P.hD (Physics) |
| **13** | Ms. Vanita Rani | Lecturer | M Sc (Maths), NET Qualified |
| **14** | Mr. Ankur Shukla | Lab Assistant | B Sc (IT) |
| **15** | Ajay Kumar | Peon/Attendant | 9th |

**Architecture Assistantship**

| **S.NO.** | **Name** | **Designation** | **Qualification** |
| --- | --- | --- | --- |
| **1** | Sukhwinder Kaur | Head (Actg.) | M.A.(Fine Arts), M.A.(History of Arts) |
| **2** | Sangeeta Goyal | Lecturer | B.Arch, M.Sc (IT) |
| **3** | Premjeet Kaur | Lecturer | B.Arch |
| **4** | Mehak Khurana | Lecturer | B.Arch |

**Civil Engg.**

| **S.no.** | **Name** | **Designation** | **Qualifications** |
| --- | --- | --- | --- |
| **1** | Shri V K Gupta | Head of the Department | M E( Structures), L.L.B |
| **2** | Shri Vijay Kumar Sharma | Lecturer | B E(Civil Engineering) |
| **3** | Shri Rajesh Premi | Lecturer | B E(Civil Engineering) |
| **4** | Anmol Rattan | Lecturer | M E (Structures) |
| **5** | Harjinder Kaur | Lecturer | M E(Infrastructure) |
| **6** | Shri Kamal Pal | Demonstrator | Diploma in Civil Engineering |

**Computer Engg.**

| **S.NO.** | **Name** | **Designation** | **Qualification** |
| --- | --- | --- | --- |
| **1** | Anupam Garg | Incharge | M.Sc (A & S Sc.) M.Tech. (CSE.) Dis. Ph.D (Pursuing) |
| **2** | Shashi Bala | Lecturer | B.Tech. (CSE.) M.Tech |
| **3** | Harjinder Singh | Lab Asstt. | B.A., One Year Course (Comp. H/W) |
| **4** | Jagbir Singh | Lab Asstt. | MBA,M.Phil |
| **5** | Monika Gupta | Programmer | MBA (IT), MCA |
| **6** | Aman Singla | Lecturer | B.Tech. (CSE.) Dist., M.Tech (CSE) |
| **7** | Rupinder Kaur | Lecturer | B.Tech (CSE.) M.Tech(CSE) |
| **8** | Kirandeep Kaur | Lecturer | B.Tech (CSE)M.Tech(CSE),GATE Qualified,Ph.D(Pursuing) |
| **9** | Tarandeep Kaur | Lecturer | B.Tech(CSE),M.Tech. (ICT) |
| **10** | Aarti Bisht | Lecturer | B. Tech.(CSE), M.Tech(CSA) |
| **11** | Yadwinder Singh | Lecturer | B.Tech (CSE),M.Tech(CSE),Ph.D(Pursuing)GATE Qualified |
| **12** | Ramandeep Kaur | Lecturer | B.Tech(CSE), M.E(CSE) |
| **13** | Harjit singh | Lecturer | B.Tech(CSE), M.Tech(Softwae Engg.) |
| **14** | Prabhjot Kaur | Lecturer | B.Tech(CSE) |
| **15** | Paramjot Kaur | Lecturer | B.Tech (CSE) |
| **16** | Karanpreet Singh | Lecturer | B.Tech,M.Tech |
| **17** | Ruchi Gupta | Lecturer | B.Tech,M.Tech |
| **18** | Ravinder Kaur | Lab Asstt. | MCA,B,Ed |

**Electrical Engg.**

| **Sr. No.** | **Name** | **Designation** | **Qualification** |
| --- | --- | --- | --- |
| **1.** | Ashok Kumar Sharma | HOD | A.M.I.E. (Elect. Engg.),Section A and B (India) |
| **2.** | Anurag Joshi | Lecturer | M.E. (Elect. Engg.) (Hons.),M.H.R.M.,Ph.D. (Pursuing) |
| **3.** | Abha | Lecturer | B. E. (Elect. Engg.),M.E. (Environment Engg.) |
| **4.** | Inderpreet Singh | Lecturer | M.Tech. (Elect. Engg.),Ph.D. (Pursuing) |
| **5.** | Ramanjeet Singh | Lecturer | B.Tech. (Elect. Engg.) |
| **6.** | Anuj Sayal | Workshop Instructor | Diploma (Elect. Engg.) B.Tech. (Elect. Engg.) |
| **7.** | Karamjit Singh | Workshop Instructor | ITI (Electrician) |
| **8.** | Ashwani Kumar | Lab Attendent | ITI (3 Months Electrical Course) |

**ECE**

| **S.NO.** | **Name of faculty** | **Designation** | **Qualification** |
| --- | --- | --- | --- |
| **1** | Khushboo Bisht | Lecturer | B.Tech (ECE) M.Tech |
| **2** | Gagandeep Singh | Lecturer | B.Tech. (With Distinction) , M.Tech |
| **3** | Geetanjali Singla | Lecturer | B.Tech. (ECE.),M.Tech (ECE), Ph.D(Thesis Submitted) |
| **4** | Pallavi Sharma | Lecturer | B.Tech (ECE.) M.Tech, Ph.D (Pursuing) |
| **5** | Ishant Premi | Lecturer | B.Tech. (ECE.), M.Tech |
| **6** | Gaganjot Kaur | Lecturer | M.Tech |
| **7** | Kulwinder Singh | Lab Asstt. | .... |

**Mechanical Engg.**

| **S.No.** | **Name (Shri/Ms)** | **Designation** | **Qualifications** |
| --- | --- | --- | --- |
| **1** | Punjab Rai | Incharge | AMIEME (M.E) |
| **2** | Vickramjeet Singh | Lecturer | B.Tech (Mechanical Engineering) |
| **4** | Harinderjit Singh | Lecturer | M.Tech (M.E & Machine Design) |
| **3** | Satpal Singh | Lecturer | ME. (CAD/CAM) |
| **5** | Rajan Verma | Lecturer | M.E. (CAD/CAM & Robotics), Ph.D Pursuing |
| **5** | Surinder Kumar | workshop Instructor | I.T.I - Carpentry |
| **6** | Rajinder Kumar | Workshop Instructor | I.T.I - Machinist |
| **7** | Pardeep Kumar | Workshop Instructor | I.T.I - Pattern |
| **8** | Jagtar Singh | Workshop Instructor | C.T.I - Craft Instructor |
| **9** | S.K.Verma | Workshop Instructor | I.T.I |

|  |  |  |  |
| --- | --- | --- | --- |
| **CLASS IV** | | |  |
|  | Ajay Kumar | Peon | 8427403786 |
|  | Ram Faquir | Mali | 8872744146 |
|  | Siri Ram | Mali | 7508342242 |

**IMPORTANT TELEPHONE NOS OF INSTITUTION**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Principal | Principal Office | 0175-2365554 begin\_of\_the\_skype\_highlighting      end\_of\_the\_skype\_highlighting |
| 3. | Principal`s PA | Principal Office |  |
| 4. | Office Supdt. | Office |  |

**CHAPTER-11 (MANUAL 10)**

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

The following are the scales of pay in force relating to the officer Grade and staff category of the Company

| Sl.No | Description of the post | Scale of pay |
| --- | --- | --- |
| 1 | Principal | 37400-67000+8700 grade pay begin\_of\_the\_skype\_highlighting              end\_of\_the\_skype\_highlighting |
| 2. | HOD | 15600-39100+7800 grade pay begin\_of\_the\_skype\_highlighting              end\_of\_the\_skype\_highlighting |
| 3 | Lecturer | 15600-39100+5400 grade pay begin\_of\_the\_skype\_highlighting |
| 4 | Additional Workshop Superintendent | 15600-39100+5400 grade pay begin\_of\_the\_skype\_highlighting |
| 5 | Instructor | 10300-34800+4400 grade pay |
| 6 | Librarian |  |
| 7 | Junior Instructor Workshop |  |
| 8. | Senior Assistant | 10300-34800+3800 grade pay |
| 9. | Draftsman | 10300-34800+4600 grade pay |
| 10 | Junior Scale Stenographer | 10300-34800+3600 grade pay |
| 11 | Junior Assistant | 5910-20200+3600 grade pay |
| 12 | Lab Technician |  |
| 13 | Clerk | 5910-20200+3200 grade pay |
| 14 | Lab Attendant | 5910-20200+2400 grade pay |
| 15 | Steno-Typist |  |
| 16 | Attendant/Peon | 4900-10680 +1650 grade pay |
| 17 | Sweeper/Chowkidar/Malis | 4900-10680 +1650 grade pay |

Besides, basic pay all staff members are paid dearness allowance at par with  Punjab Govt., and other allowances i.e HRA @ 15%, City Compensatory Allowance and Rs.250/- Fixed Medical Allowance.

**CHAPTER-12 (MANUAL-11)**

**THE BUDGET ALLOCATED TO EACH AGENCY**

Patiala Technical Education Trust is allocating funds to the College for both recurring and non-recurring expenditure, which can be spent after getting the approval of Managing Committee appointed by Patiala Technical Education Trust.

**CHAPTER-13 (MANUAL-12)**

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME**

Not Applicable

**CHAPTER-14 (MANUAL 13)**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT**

Not Applicable

**CHAPTER-15 (MANUAL-14)**

**NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

ACADEMIC SECTION                    Admission, Examination, Results etc. (Student related information can be obtained)

ADMINISTRATION SECTION       Information regarding staff members can be obtained from this Branch

ACCOUNTS BRANCH                    All accounts related information can be obtained

DEPARTMENTS                               Department related information can be obtained

STORE AND PURCHASE                All purchase related information can be obtained

TESTING & CONS. CELL              NA

HOSTEL OFFICE                             Student's Hostels related information can be obtained.

LIBRARY                                          All information regarding Books, Journal, On-line Journal etc. can be obtained from Library.

SPORTS OFFICE                              All Sports facility and other related information can be obtained from Sports Office.

TRAINING & PLACEMENT         All information regarding training & placement CELL                                                 of students can be obtained from Training & Placement

Cell

**CHAPTER-16 (MANUAL-15)**

**INFORMATION AVAILABLE IN AN ELECTRONIC FORM**

The detail of the institution is available in website thapar.polytechnic@yahoo.com

**CHAPTER-17 (MANUAL-16)**

**PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

The details of the Institution is available in website thapar.polytechnic@yahoo.com

**CHAPTER-18 (MANUAL-17)**

**OTHER USEFUL INFORMATION**

College Brochure

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