

**G.B. PANT ENGINEERING COLLEGE
GHURDAURI, PAURI GARHWAL
(UTTARAKHAND)-246194**
(An Autonomous Institution of the Government of Uttarakhand)



MANUALS
Under Section 4(1)(b) of the
Right to Information Act, 2005

**G.B. Pant Engineering College,
Ghurdauri, Pauri-Garhwal
RTI Manuals**

These manuals contain the information compiled in the form of 17 manuals as per the requirement of Section 4(1)(b) of Right to Information Act, 2005.

Background of this Book: Right to Information Act. 2005 (RTI Act)

Objective of this handbook: To provide Information about the institute and source of information:

Users of this handbook: Students and Staff of the Institute, general public etc.

Organization of the information in the Handbook:

Manual-1: Particulars of Organization, functions and duties

Manual-2: Power and duties of Officers and Employees

Manual-3: Procedure followed in decision-making process, including channels of supervision and accountability

Manual 4: Norms set for the discharge of functions

Manual 5: The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Manual 6: A statement of the categories of documents that are held by it or under its control;

Manual 7: The 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;

Manual 8: A Statement of the boards, councils, committees and other bodies constituted

Manual 9: The directory of the employees and officers

Manual 10: Monthly remuneration received by each officer and employee, including the system of compensation

Manual 11: The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Manual 12: The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme.

Manual 13: Particulars of recipients of concessions, permits or authorisations granted by it;

Manual 14: Details in respect of the information, available to or held by it, reduced in an electronic form;

Manual 15: 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;

Manual 16: The names, designations and other particulars of the Public Information Officers;

Manual 17: Such other information as may be prescribed;

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- (a) Minor- Once every month if required
- (b) Major- In September every year

Manual-1: Particulars of Organization, Functions and Duties

Introduction

Govind Ballabh Pant Engineering College is funded by the Uttarakhand State Government, permanently affiliated to Uttarakhand Technical University, Dehradun, and has been granted Fresh Autonomous Status by the University Grants Commission from 2012-17. The College was founded in 1989 by the undivided Uttar Pradesh Government. It was earlier affiliated to the Hemwati Nandan Bahuguna Central University and constituted its faculty of Engineering and Technology. After establishment of the Uttarakhand Technical University in 2005, the College became affiliated with it. The College has emerged as a fully residential leading institution of the state offering degree courses in highly sought after disciplines of Computer Science & Engg., Electronics & Comm. Engg, Electrical Engg., Mechanical Engg, Production Engg. & Civil Engg. and P.G. Programs in M.Tech. Digital Signal Processing, M.Tech. Biotechnology, M.Tech. Production Engineering, M.Tech. Computer Science Engineering and Master of Computer Applications. The College also offers Ph.D. programs in Electronics & Communication Engineering, Computer Science & Engineering, Computer Science & Applications, Electrical Engineering, Production Engineering and Biotechnology. The campus spreading over 169 acres, houses various blocks for each department, administrative block, lecture theatres, workshop complex, central library, conference hall, sports complex, gymnasium, auditorium, hostel facilities, faculty & staff quarters, campus shop & canteen. The strategic location of the campus amidst the salubrious environment and the symbiotic connections with the nature together make it an ideal place for seriously inclined learner. The College is fully residential, located at a distance of 11 km from the district headquarters Pauri, on the Devprayag-Pauri Road, 33 km from Devprayag.

The college has since grown by leaps and bounds and its various divisions currently offer a large range of undergraduate, postgraduate and doctoral courses covering many engineering disciplines. The faculty numbers although substantial, needs to be strengthened by recruiting experts in specialized areas. Enhancement of qualifications of present faculty is being done by sponsoring faculty members every year for study leave under the Quality Improvement Programme.

The College is registered as a Society under the Societies Registration Act, 1860. The Memorandum of Association (MOA), Rules and Byelaws were notified by the Government of then undivided Uttar Pradesh vide Government Order Nos. 3794/90–Pra. Shi.–1–271/90 dated 20-8-1990 and 29-8-1990.

The objects and functions of the Society are given in Para 3 of the Memorandum of Association are as follows:

“3. The object and functions of the Society shall be,

- (i) To establish and carry on the administration and management of the ‘Govind Ballabh Pant Engineering College, Ghurdauri, Pauri Garhwal (hereinafter referred to as the College).
- (ii) To provide for instructions and research in different branches of Engineering/Technology and such other branches as the College may think fit, and to conduct courses for degree and post-graduate degree, in Engineering/Technology and for the advancement of learning and dissemination of knowledge in all such branches.
- (iii) To hold examination and make rules and regulations therefor, declare results and give awards for courses other than that for University degree and make arrangements for examination conducted by the University in accordance with the statute and regulation of the University, to which the College is affiliated.

- (iv) To fulfil the conditions of affiliation laid down by the affiliating University.
- (v) To fix and demand such fees and other charges as may be laid down in the bye-laws or the rules of the Society.
- (vi) To establish, maintain and manage halls and hostels for the residence of students.
- (vii) To establish, maintain and manage residential quarters for the staff of the College.
- (viii) To supervise and control the halls of residence and hostels, to regulate discipline among the students of the College and to make arrangements for promoting their health, general welfare and cultural and corporate life.
- (ix) To provide facilities for units of National Cadet Corps in the College.
- (x) To create teaching, research, administrative, technical and ministerial posts and to make appointments thereto in accordance with the approved scheme and the rules and bye-laws of the Society that may be approved by the Government of Uttar Pradesh (hereinafter referred to as the State Government).
- (xi) To cooperate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the society by exchange of the teachers and scholars and generally in such manner as may be conducive to their common object.
- (xii) To help students and staff of the College in special and higher studies in the Country or abroad.
- (xiii) To organise seminars and addresses by eminent engineers, scientists and educationists.
- (xiv) To prepare and publish periodicals and papers on the scientific and engineering subjects, and to encourage original and applied research work and writings.
- (xv) To institute and award fellowships, scholarships, prizes and medals in accordance with the rules and bye-laws of the society.
- (xvi) To frame the first rules and bye-laws of the College with the approval of the State Government. The Society may from time to time make new or additional rules or may amend or repeal the rules with the concurrence of the State Government.
- (xvii) To acquire or hold property, subject to prior approval of the State Government in the case of acquisition of immovable property.
- (xviii) To manage any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing the functions of the College.
- (xix) To maintain a fund which shall include
 - (a) all money provided by the States and Central Governments.
 - (b) all fees and other charges received by the Society.
 - (c) all moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers, provided that no benefaction shall be accepted by the Society, which in its opinion involves conditions or obligations opposed to the spirit and objects of the Society.
 - (d) all moneys received by the Society in any other manner or from any other source.
- (xx) To deposit all money credited to the fund in such a bank or invest them in such a manner as the Society may, with the approval of the State Government, decide.
- (xxi) To meet the expenses of the Society including expenses incurred in the exercise of its power and discharge of its functions out of the fund.
- (xxii) To maintain proper accounts and other relevant records and prepare annual statements of accounts including the balance sheet in such form as may be prescribed by the State Government.

- (xxiii) To have accounts of the Society audited in such manner as the State Government may direct and to forward annually to the State Government the accounts duly certified by the auditors together with Audit Report thereon.
- (xxiv) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.
- (xxv) To constitute such committee or committees as the Society may deem fit for disposal of or advice on any business of the College.

Vision

“To develop into a systematic leader and pivot for excellence in technical education sector in the state, and catalyzing absorption, innovation, diffusion and transfer of high technology for improved productivity, quality of life and empowerment, thereby affecting regional growth in the State of Uttarakhand”

Mission

“To produce quality manpower equipped with such human and social values required to integrate excellent technical skills, leadership, creativity and innovation for the benefit of mankind, for sustainable development of State of Uttarakhand and to promote research in the emerging discipline”

Strengths of GBPEC

- a) Highly Motivated Faculty
- b) Meritorious Students
- c) Strong Infrastructure
- d) Good Climatic Conditions
- e) Fully Residential Campus
- f) Extra and Co-curricular activities
- g) Excellent Performance and well placed alumni’s
- h) High quality academic programming at the undergraduate, post graduate and doctorate level with many programs aligned with their professional associations.
- i) Quality teaching
- j) Course Counsellors
- k) Work Culture
- l) Academic autonomy
- m) Fast decision making
- n) Use of Innovative methods of learning

The following are the courses being run in the College:

1) Programmes

a. Graduation Courses

	Intake
1. B.Tech. (Electronics & Communication Engineering)	60
2. B.Tech. (Computer Science & Engineering)	60
3. B.Tech. (Mechanical Engineering)	60
4. B.Tech. (Electrical Engineering)	60
5. B.Tech (Civil Engineering)	60
6. B.Tech (Biotechnology)	60
7. B.Tech (Production Engineering)	15

b. Post Graduation Courses

8. M.Tech (Digital Signal Processing)	10
9. M.Tech (Biotechnology)	25
10. M.Tech (Production Engineering)	18
11. M.Tech. (Computer Science Engineering)	18

12. Master of Computer Applications 60**c. Doctorate Courses**

13. Electronics & Communication Engineering
14. Computer Science & Engineering
15. Computer Science & Applications
16. Electrical Engineering
17. Production Engineering
18. Biotechnology

2) Total Faculty Members

a. Professor	: 1
b. Associate Professor	: 13
c. Assistant Professor	: 42
d. Contractual Faculty Members	: 33

3) Faculty Members with Ph.D.

a. Professor	: 13
b. Associate Professor	: 14
c. Assistant Professor	: 5
d. Faculty members currently pursuing Ph.D.	: <u>26</u>

4) The Percentage of faculty members out of the total faculty members) who stay within the campus is 79% approximately.

5) The total no. of students currently pursuing a course in the College is as follows:

Total Students Enrolled in	Male	Female	Total
All UG Programmes (B.Tech.-all four years)	1034	418	1452
All PG Programmes (M.Tech.-both 1 st and 2 nd year)	52	37	89
PG Programme (M.C.A.)	54	34	88
Ph.D. Programme	55	15	70
Total	1195	504	1699

6) B.Tech. degree was awarded to total 349 students in 2016 (Male-244, Female-105).

7) Details of hostels/accommodation available to students in 2016-17 is as follows:

	Total Number	Total No. of Sanctioned Seats	No. of Residents
Men Hostel	7	1050	998
Girls Hostel	4	476	482

8) Fee for the B.Tech. programmes for one year in 2016-17 is Rs. 71575.

9) The approximate annual fee for hostel for a student in B.Tech. programme (2016-17) is Rs. 4460, and mess charges of Rs. 22000 approximately.

10) For admission to 1st year B.Tech. The seats are allotted to applicants by the Uttarakhand Technical University, Dehradun on the basis of ranks of students in the JEE(Main) examination. Only the candidates who are allotted ranks report to the College. If any seats remain vacant after two rounds of counselling, the vacant seats are filled through spot counselling round.

11) JEE (Main) 2016 was used for the 2016-17 admission in B.Tech. programmes.

The maximum and minimum cut-off score/ranks as per the 2016 entrance test (in open/general category) among all engineering disciplines of B.Tech. courses available in the College in 2016-17 are as follows:

B.Tech. Discipline	Maximum Cut-off Rank (2016) for Open/ General Category	Minimum Cut-off Rank (2016) for Open/ General Category
Electronics & Communication	53307	351820
Computer Science and Engineering	35882	840943
Electrical Engineering	92556	613040
Mechanical Engineering	42623	273872
Civil Engineering	40527	1010057
Production Engineering	217170	483990
Biotechnology	232056	859752

- 12) The college was selected in Technical Education Quality Improvement Program (TEQIP) TEQIP-I phase with total project allocation of 53.44 million and successfully implemented the project with satisfactory maximum quality performance audit score of 8.3 compared to national average score 9.6 out of 10 scales. A significant improvement had been made in every component i.e. Academic excellence, Training of faculty & staff, networking and services to community.
- 13) The College was also selected under the Technical Education Quality Improvement Program (TEQIP-II) of the Government of India.
- 14) The College has also been selected under the Technical Education Quality Improvement Program (TEQIP-III) of the Government of India.
- 15) Development of different Laboratories:
 - a. Automobile Lab and Fluid machine lab in the Department of Mechanical Engineering were established.
 - b. Communication Laboratory, VLSI Laboratory, Computer Graphics lab were augmented.
 - c. Control System and Computer Aided Design Lab were established in the Department of Electrical & Electronics Engineering.
- 16) One smart class room with ITC equipment was set up.
- 17) No. of volumes of the Institute library is over 30000 books, 22 nos. of journals subscribed and 3000 nos. of video courses for all departments procured.
- 18) The quality of teaching by the faculty members is improved by conducting training programs, Workshops & Conferences organized by IIT's & NIT's in India and also by reputed organizations abroad.
- 19) The College is further benefitted by sending its faculty, staff and students to the networking institutes for academic resources sharing, participating in training programs, workshops & conferences.
- 23) The College has also conducted few training programs for the community under the Services to Community & Economy component of the project.
- 24) The Quality Performance Audit score for TEQIP-I was 8.3 (against the 9.3 highest score in India).
- 25) Placements: The maximum, average and minimum annual salary offered to the B.Tech. students passing out batch of 2016 of this institute during the most recent placement (both domestic and international job offers) was Rs. 7.85 lakh, Rs. 4.30 lakh, and Rs. 3.80 lakh per annum respectively.

26) Special Academic Achievements

- 15 Books have been published by various faculty members of this College.
- 65 papers have been published in national and international journals/seminars by the faculty members of this College.
- Workshops/Seminars have been organized by the various departments of the College.
- 14 Best Faculty Awards have been awarded to the teachers in 2017.

27) Future Plans

- Technology transfer
- To improve Industry-Institute Interaction
- Improved R&D with the industry
- Special Personality Development Programme classes for weak students
- To increase consultancy and R&D activities
- To improve energy studies in the region
- To improve networking of the College with institutes of repute
- Use the alumni base for the institutional development

Academic:

- Considering the shortfall of the labs in key areas of study, the College further requires to establish new labs and equip the existing labs with state-of-the-art equipment and software in every course of study. New labs will be created and existing labs updated in a phased manner as per the budgetary provision.
- Existing vacant posts of faculty/staff will be filled up on priority. Additional posts for faculty and staff to be created and filled in the phased manner by the year 2017. This will help in improving the quality of teaching & research and sponsoring the faculty members for various QIP programs.
- Learning process is planned to be carried out using Information & Communication technology (ICT) and creating Wi-Fi campus. Text material, drawing & explanation written on board taught during the class will be sent to every student through email at the end of each class. Similarly other academic activities will also be computer based. Increasing the utilization of classrooms further will ensure academic momentum in the time table.
- The College has state-of-the-art Central Library. This library caters the needs of students through library automation, modern audio visual aids, e-journals on library LAN and reading facility.
- The College has set up the language/personality development lab for developing the communication skills and hence the personality of the students. This improves the acceptability of students in the global market.
- The College has campus wide networking including hostels and residences through Wi-Fi connectivity. For this, the College has 155 Mbps dedicated Internet connectivity. This assists the students and faculty to connect to the outer world round the clock at faster speeds.

Administrative:

- The College has been granted the Fresh Autonomous Status by the University Grants Commission (UGC) from 2012 to 2017.
- Enterprise Resource Planning (ERP) will be implemented soon to ensure Total Quality Management (TQM) in the College administration and academics. This will not only improve administrative efficiency but will also augment academic competence of the college.

- At least 100 acres of land will be acquired to have full fledged stadium and to cater for shortfall in the residential accommodation for faculty & staff. Campus security will be ensured by constructing boundary wall all around.

Amenities:

- On acquiring more land, the Institute is planning to build up a sports ground for around 2000 students, faculty and staff. This will be extremely helpful for developing physical health, personality and promoting healthy competitive spirit.
- The College is in process of setting up a shopping complex where the day-to-day needs of students, faculty and staff can be taken care of. Furthermore, canteen is being made available to the students for providing hygienic snacks and food.
- The College has set up a Health centre with medical/paramedical staff in the existing building. The College has an ambulance facility available for students, staff, and their families. The Health centre will also be used to provide emergency medical aid to nearby villages in future.
- The College is planning to procure five 52 seater buses for transportation of students for academic and technical activities in the next three years. Hereafter, the students will be able to visit nearby industries, technical parks, premier institutions and technical fairs. These buses will also be available for 200 staff and more than 50 faculty members and their families. This shall be able to create proper ambience and shall help in retaining good faculty/staff in the College campus.
- The College will open a campus school for the children of resident faculty, staff and neighbouring villagers. This shall be helpful in enhancing schooling facility to the College employees and shall increase the literacy of the villagers all around the region.
- The name of the Head of the Institution (Principal) is Prof. Satya Prakash Pandey and his highest educational qualification is Ph.D. in Mechanical Engineering (Micro Hydro Power renewable energy resource). He took over the charge of Principal on 26th August 2016.
- The total number of alumni (former students) of the engineering institute upto 2016 is 4729 (B.Tech. 3754, MCA 584, M.Tech. 391).

Manual-2: Power and Duties of Officers and Employees

The powers and duties of officers and employees were defined in para 11 of the Memorandum of Association of the College, which was amended in 2001 after the formation of the Uttarakhand Government vide Government Order No. 2295 Ma.San.Vi./2001 dated 08.06.2001. After incorporating further changes as name of the State from Uttaranchal to Uttarakhand and University of Roorkee to IIT, Roorkee, and change of affiliating university from H.N.B. Garhwal University to Uttarakhand Technical University are as follows:

Constitution of Governing Body:

11. The names, addresses and occupations of the first members of the Governing Body of the society to which, by rules and bye-laws of the society, the management of its affairs is entrusted are:

- | | | |
|--------|--|------------------|
| (i) | Minister, Technical Education, Government of Uttarakhand | Chairman |
| (ii) | Secretary to Government,
Technical Education Department, Uttarakhand | Vice-Chairman |
| (iii) | Secretary to Government, Finance Department, U.P.
or his nominee not below the rank of Joint Secretary | Member |
| (iv) | Director, Indian Institute of Technology Roorkee, Roorkee | Member |
| (v) | Director, Technical Education, Uttarakhand | Member |
| (vi) | One member nominated by the
All India Council for Technical Education | Member |
| (vii) | Vice Chancellor, Uttarakhand Technical University, Dehradun | Member |
| (viii) | One Head of the Department of the College
not below the rank of Professor, to be nominated
by the Board for one year by rotation | Member |
| (ix) | Four eminent persons in field of technical education/
to technologists, to be nominated by the State Government | Member |
| (xii) | | |
| (xiii) | Principal, G.B. Pant Engineering College, Ghurdauri, Pauri | Member-Secretary |

The power and duties of the Chairman of the Board of Governors as defined in para 32 of the Rules of the Society are as follows:

32. Powers and Duties of Chairman

- (1) The Chairman shall ordinarily preside at the meeting of the Board. It shall be the duty of the Chairman to assure that the decisions taken by the Board are implemented.
- (2) Notwithstanding anything contained in the bye-laws, the Chairman, with the prior approval of the State Government, shall have power to fix on the recommendations of the Selection Committee set up by or under the bye-laws, the initial pay of an incumbent at a stage higher than the minimum of scale in respect of posts to which appointments are to be made by the Board.
- (3) The Chairman shall have the power to send members of the staff of the College for training or for a course of instruction outside India subject to such terms and conditions as may be laid down in the study leave Rules.
- (4) The Chairman shall exercise such powers as may be delegated to him by the Board.
- (5) In emergent cases, the Chairman may exercise the powers of the board and inform the Board of the action taken by him for its approval.
- (6) The Chairman shall have the power to review all the decisions taken by the Sub-committee.

The power and duties of the Vice-Chairman of the Board of Governors as defined in para 33 of the Rules of the Society are as follows:

33. Power and Duties of Vice-Chairman

The Vice-Chairman shall exercise such powers and perform such duties as may be assigned or delegated to him by the Board or the Chairman.

The power and duties of the Principal of the College as defined in para 34 of the Rules of the Society are as follows:

34. Principal

(1) The Principal of the College shall be appointed by the Board with the approval of the State Government:

Provided that the first Principal shall be appointed by the State Government.

(2) The Principal shall be the Chief academic and administrative officer of the College and shall be responsible for the proper administration of the College and for the imparting of instructions and maintenance of the discipline therein and shall perform such other duties as may be delegated to him by the Board.

(3) The Principal shall submit annual reports and accounts to the Board.

(4) Subject to the budgetary provisions made for the specific purpose, the Principal shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.

(5) The Principal shall have the power:

(i) to fix, subject to the provisions of sub-rule 2 of the rule 29, on the recommendation of the Selection Committee set up by or under the bye-laws the initial pay of an incumbent at a stage higher than the minimum of the scale but not involving more than five increments in respect of posts to which appointments can be made by him under the power vested in him by the Board.

(ii) The Principal shall also have such other powers as may be delegated to him by the Board for effective discharge of his duties.

(6) Without prejudice to anything contained in sub-rule (5), the Principal shall exercise all powers similar to those exercised by the head of a Government Department.

The power and duties of the Heads of the Departments of the College as defined in para 35 of the Rules of the Society are as follows:

35. Head of a Department

(1) Each teaching department or section of the College shall be placed in the charge of the senior-most teacher who shall act as Head of the Department without any additional remuneration:

Provided that in the best interest of the College, the Board may nominate any person other than the senior-most to act as such;

Provided further that the term and manner of the selection of the Head of the Department would be reviewed by the Board from time to time.

(2) The Head of a Department shall be responsible for the entire working of the Department subject to the overall control of the Principal.

(3) It shall be the duty of the Head of a Department to see that the decisions of the authorities of the College and the Principal are faithfully carried out. He shall perform such other duties as may be assigned to him by the Principal.

The power and duties of the Registrar of the College as defined in para 36 of the Rules of the Society are as follows:

36. Registrar

(1) The Registrar shall be a whole time officer of the College and be appointed by the Board on such terms and conditions as may be laid down in the bye-laws.

(2) The Registrar shall:

- (a) be the custodian of the records and funds of the College as the Board may assign to him.
- (b) act as the secretary of such committees as may be appointed by the Board for which he is required by the Board to act as such;
- (c) be directly responsible to the Principal of the College for the proper discharge of his duties and functions; and
- (d) assign such other powers and perform such other duties as may be assigned to him by the Principal.

Manual-3: Procedure Followed in Decision-making Process

As per Rules of the G.B. Pant Engineering College Society, para 2 to 6:

2. The registered office of the Society shall be at Pauri Garhwal.
3. The Society shall consist of all the members of the Board of Governors.
4. The Society shall keep a roll of members and every member of the society shall sign the roll and state therein his occupation and address. No person shall be deemed to be a member unless he has signed the roll as aforesaid.
5. If a member of the Society shall change his address, he may notify his new address in the roll of members, but if he fails to notify his new address, the address in the roll of members shall be deemed to be his correct address.
6. The Board shall be the governing body of the Society and the general superintendence, direction and control of the affairs of the Society and its income and property, movable as well as immovable shall be vested in it.

As per Rules of the G.B. Pant Engineering College Society, para 9 to 24:

9. A member of the Board, other than the ex-officio members, shall cease to be a member if he dies, resigns, becomes of unsound mind, becomes insolvent or is convicted for a criminal offence involving moral turpitude or if he is removed by the State Government from the membership of the Board or if he (other than the Principal) accept a full-time appointment in the College or if he does not attend three consecutive meetings of the board without leave of the Chairman.

Resignation:

10. A member other than ex-officio member may resign office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman.
11. Any vacancy in the Board shall be filled in by appointment or nomination, as the case may be, and the term of office of a member appointed or nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he is appointed or nominated.
12. No act or proceedings of the Board shall be invalid merely by reason of the existence of any vacancy therein or of any irregularity in appointment or nomination of any of its members.
13. The Society shall meet whenever the Chairman thinks fit:
Provided that the Chairman shall call a meeting of the Society upon a written requisition of not less than six members.
14. (i) The Board shall ordinarily meet once in every four months.
(ii) The meeting of the Board shall be convened by the Chairman either on his own initiative or at the request of the Principal or on a requisition signed by not less than four members of the Board.

15. For every meeting of the Society or the Board, fifteen days notice shall be given, provided that in case of emergency, the Chairman may reduce the period of notice to such periods as he deems fit.
16. Five members of the Society or Board, as the case may be, shall constitute quorum for any meeting:
Provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary for adjourned meeting.
17. The Chairman, if present, shall preside at every meeting of the Society or the Board. In the absence of the Chairman, the Vice-Chairman shall preside.
In the absence of both Chairman and Vice-Chairman, the members present shall elect one of them as Chairman for the meeting.
18. Each member of the Society or the Board shall have one vote and all the matters shall be decided by the majority of votes. In case of equality of votes, the Chairman shall have a casting vote.

Resolution:

19. Agenda of the meeting of the Society or Board shall be circulated to the members at least seven days before the meeting:
Provided that a member of the Society or the Board may move a resolution at a meeting of the Society or the Board after giving a notice of one clear week or with the permission of the Chairman or the person presiding over the meeting.
20. Ruling of the Chairman in regard to all questions of procedure shall be final.
21. The minutes of the proceedings of a meeting of the Society or the Board shall be drawn up and circulated amongst the members of the Society or the Board present in India. The minutes along with any amendments suggested shall be placed for confirmation at the next meeting of the Society or the Board.
22. All orders and decisions of the Board shall be authenticated by the signature of the Principal or any other person nominated by the Board in this behalf.
23. Apart from the matters requiring approval of the State government under these rules which shall be submitted to them separately giving full exposition thereof, a copy of the proceedings of each of the meetings of the Society or the Board shall be furnished to the State Government.
24. A member of the Board or the Society and of any committee appointed by the Society or the Board shall be entitled to such travelling and daily allowances in respect of the journeys undertaken in connection with the business of the Society or the Board as may be fixed by the Board from time to time:
Provided that employees of the Central or State Government shall be governed by the respective Government rules for travelling and daily allowances in respect of journey undertaken to attend the meetings of the Society or the Board of the Committee appointed by the Board in connection with the business of the Society or the Board.

The powers and functions of the Board of Governors of the College are given in the Rule 25 of the College Society.

25. The powers and functions of the Board shall be:

- (i) to take decision on the question of policy relating to the administration and working of the College.
- (ii) to prepare and execute detailed plans and programs for the establishment of the College and carry on its administration, development and management.
- (iii) to frame, with the approval of the State Government, bye-laws which may provide for all or any of the following matters:
 - (a) the formation of departments of teaching.
 - (b) the fees to be charged for courses of study in the College with the approval of the State Government.
 - (c) the creation of fellowships, scholarships, exhibitions, prizes and medals.
 - (d) the holding of seminars and scientific meets.
 - (e) the classifications and methods of appointment and the determination of the terms and conditions of teachers and other staff of College as laid down in the service rules.
 - (f) the constitution of provident funds for the benefit of the officers, teachers and other staff of the College.
 - (g) the establishment and maintenance of halls, hostels and residential quarters for teachers and other staff of the College.
 - (h) the conditions of residence of students of the College and the levying of fees for residence in the halls and hostels and of other charges.
- (iv) to receive, hold in custody and spend the funds of the Society and manage the properties thereof.
- (v) to purchase, take on loan or in exchange, hire or otherwise acquire or dispose off any property, whether movable or immovable or take gift of any property for the purpose of College:

Provided that the prior approval of the State Government shall be obtained before acquiring or disposing off immovable property or accepting any gift or any property, whether movable or immovable.
- (vi) to create academic as well as other posts in the College with the approval of the State Government and to appoint persons thereon.
- (vii) to consider and pass resolutions on annual report, the annual accounts and the budget estimates of the College for the next financial year as it thinks fit and sanction expenditure within the limits of the Budget as approved by the State Government.
- (viii) to appoint Finance Committee, Academic Committee, Administrative Committee, Committee on sponsored and industrial research (whose functions are defined hereinafter) and such other committee for such purpose and with such powers as the Board may deem fit. The Board may co-opt such persons in such committees as it may deem suitable.
- (ix) to delegate by resolution to a committee or the Chairman, such of its powers for the conduct of its business as it may deem fit subject to the condition that action taken by any committee or the Chairman under the power delegated to them under this clause shall be reported for confirmation at the next meeting of the Board.
- (x) To appoint such of the sanctioned staff as may be required for the efficient management of the affairs of the College and regulate their recruitment:

Provided that in the exercise of its power and discharge of its function, the Board shall be guided by such directions on question of policy as may be given to it by the State Government.

The funds, common seal, modification of the purpose of the Society, modification of the Rules, and all contracts for and on behalf of the Society are described in Rules 37 to 41 of the College Society as follows:

37. Funds

- (1) The College shall maintain a fund to which shall be credited:
 - (a) All money provided by the State and Central Government;
 - (b) All fees and other charges received by the College;
 - (c) All money received by the College by way of grants, gifts, donations, benefactions, bequests or transfers;
- (2) All money credited to the Fund of the College shall be deposited in such banks or invested in such manner as the Board may, with the approval of the State Government, decide.
- (3) The fund of the College shall be applied towards meeting the expenses of the College including expenses incurred in the exercise of its powers and discharge of its duties.
- (4) The College shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the State Government in consultation with the Examiner Local Fund Account and the Accountant General Uttar Pradesh.
- (5) The Accounts shall be audited by the Examiner Local Fund Account, or by any person authorised by him in this behalf and any expenditure incurred in connection with such audit at such rates, as may be determined by the Examiner, Local Fund Account, shall be payable to the Examiner, Local Fund Account, provided that the accounts shall always be open to audit by Comptroller and Auditor General of India or his representative on such terms and conditions as the latter may authorise.

38. Common Seal

The society shall have a common seal and shall sue and be sued in the name of the Secretary of the Society.

39. Modification of the Purpose of Society

Subject to prior approval of the State Government, the Society may amend any purpose or purposes for which it is established.

Provided it carries out the procedure prescribed therefor by the Societies Registration Act, 1860 (Act No. XXI of 1860).

40. Modification of the Rules

These rules may be altered with the prior approval of the State Government at any time by a resolution passed by a majority of two third of the members present at any meeting of the Society duly convened for the purpose.

41. All Contracts for And On Behalf of the Society

- (1) shall be expressed to be made in the name of the Society and shall, except where the contract related to his own employment, be executed by the Principal of the College.
- (2) No contract for the sale, purchase or supply of any goods or material shall be made or financial agreement entered into for and on behalf of the Society with any member of the Society or the Board of Governors or his relative or a firm in which such member or his relative is a partner or share-holder or any other partner in such a firm or a private company of which the member is a member or Principal.

Logo of the College

The Logo of the college was approved by the Board of Governors of the College in its Second Meeting held on 02.12.1991 vide Resolution No. 2.06. The logo is as follows:



LEAVE REGULATIONS

The Leave Regulations of the College were approved by the Board of Governors of the College in its Fourth Meeting held on 24.10.1996 vide Resolution No. 4.11 as follows:

LEAVE REGULATIONS

1. SHORT TITLE AND COMMENCEMENT:

- (i) These Regulations may be called the G.B. Pant Engineering College, Pauri Garhwal Leave Regulations.
- (ii) They shall come into effect from the date they are approved by the Board of Governors.

2. APPLICABILITY:

The provisions contained in these regulations shall apply to all employees of the College.

3. DEFINITIONS:

In these regulations, unless the context otherwise requires-

- 3.1 "Leave" means an authorised absence from duty.
- 3.2 "Leave-year" means the academic year of the College.
- 3.3 "Month" means a calendar-month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.
- 3.4 "Pay" means the amount drawn monthly by an College employee as:-
 - (a) the pay, other than the special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively, or in an officiating capacity or to which he is entitled by reason of his position in a cadre.
 - (b) special pay and personal pay and
 - (c) any other emoluments which may be specially classed as pay by the Board of Governors.
- 3.5 "Average pay" means the average monthly pay earned during the ten complete months immediately preceding the month in which the leave commences and where such ten complete months have not yet elapsed since the date of joining the service, 'average pay' means the average monthly pay earned during the complete months immediately preceding the month in which the leave commences. But in the case of an employee who proceeds on leave before completion of one complete month of service his average pay shall be equal to his pay on the day preceding the day on which he proceeds on leave.
- 3.6 "Substantive pay" means the pay other than special pay, personal pay or emoluments classed as pay under regulation 3.4, to which an employee is entitled on account of a post to which he has been appointed substantively.
- 3.7 "Probationer" means an employee of the College employed on probation in or against a substantive vacancy in the cadre of a department.
- 3.8 "Institute" or "College" means the G.B. Pant Engineering College, Pauri (Garhwal).
- 3.9 "Board of Governors" means the Board of Governors of the G.B. Pant Engineering College, Pauri (Garhwal).
- 3.10 "Principal" means the Principal of G.B. Pant Engineering College, Pauri (Garhwal).
- 3.11 "Authorised medical attendant" means the authorised medical attendant as defined in the G.B. Pant Engineering College, Pauri (Garhwal) Medical Attendance and Treatment Regulations.

- 3.12 “Medical Board” means the Board that may be constituted by the College and shall consist of not more than three medical practitioners including the C.M.O. Pauri Garhwal.

4. GENERAL:

- 4.1. Leave is earned by duty only and cannot be claimed as of right. When the exigencies of College service so require, discretion to refuse or revoke leave is reserved in the authority empowered to grant it.
- 4.2 Government servants serving in the College on deputation shall, however, remain subject to the Government leave rules.
- 4.3 Recognised holidays shall be treated as duty along with such other kind of leave as has here-in-after been specifically declared as duty in the regulations pertaining thereto.
- 4.4 The following kinds of leave may be admissible:
- (i) Earned leave.
 - (ii) Leave on medical certificate.
 - (iii) Leave on private affairs.
 - (iv) Extraordinary leave.
 - (v) Special disability leave.
 - (vi) Maternity leave.
 - (vii) Study leave.
 - (viii) Duty leave.
 - (ix) Casual leave.
- Duty leave may be granted up to the limit of 15 days in an academic year to a member of teaching staff to deliver academic lecture, to attend educational seminars on the condition that he does not get any remuneration or travelling allowance and/or daily allowance or any other financial remuneration from the body inviting him or from any other source.
- 4.5 Vacation may be prefixed or suffixed to leave, subject to any limit on the aggregate period of absence as may be prescribed in these regulations.
- 4.6 When an employee of the College who draws an allowance or is exempted from house rent, goes on leave, such privilege shall be withdrawn during period of leave and may be conferred on the person who undertakes the duties for which such privilege is granted.
- 4.7 No employee on leave shall be permitted to accept a salaried appointment or undertake professional work during his leave period except with the previous sanction of the Board of Governors.
- 4.8 All kinds of leave admissible under these regulations to an employee, lapses on his duties finally ceasing either on resignation or break in service consequent upon unauthorised absence from duty.
- 4.9 leave to contract officers shall be governed by the terms laid down in the respective contract. If no leave terms are mentioned in the contract, they shall be governed by these regulations.
- 4.10 Leave shall be always be applied for and sanctioned before it is availed of, except in cases of emergency and for satisfactory reasons.
- 4.11 Leave shall ordinarily begin from the date on which leave as such is actually availed of, and end on the day preceding the one on which duty is resumed.
- 4.12 Applications for leave shall be addressed to the Board of Governors by the Principal; and to the Principal by the other members of the staff.
- 4.13 Leave to the Principal may be sanctioned by the Board of Governors; and Principal, may, however, avail himself of casual leave on his own authority.

- 4.14 Leave to other employees may be sanctioned by the Principal or by a member of the staff to whom such power has been delegated.
- 4.15 A leave account shall be maintained for each employee of the College, as in the form II B in terms of Subsidiary Rule 81, Financial Handbook, Volume II, Parts II to IV.

5. EARNED LEAVE:

- 5.1 An employee other than vacation employee, shall earn leave in respect of the period spent on duty and the earned leave admissible to him shall be one-eleventh of the period spent on duty.

Provided that-

- (i) When the total of his earned leave amounts to two hundred forty days, he shall cease to earn such leave.
- (ii) Subject to the provisions of regulations 4.1 and 4.8, the maximum period of earned leave that may be granted to him at a time shall be one hundred and twenty days.
- 5.2(a) When an employee returns from earned leave a further spell of earned leave shall not, save in the most exceptional circumstances, be granted within three months of his return to duty if the two periods of leave on average pay which be taken at any one time exceeds the amount of earned leave admissible at a time under regulation 5.1.
- (b) If an employee whose leave is governed by these Regulations, applies for earned leave within three months of return from vacation, either taken alone or combined with earned leave, a further spell of earned leave shall not, save in most exceptional circumstances, be granted if the total combined period of earned leave applied for and the vacation and earned leave, if any, already availed of, exceeds the amount of earned leave admissible at a time under regulation 5.1.
- Note: When leave is required for obtaining higher technical qualifications it shall be deemed to be most exceptional circumstance for the purpose of reg. 5.2(b).

6. LEAVE ON MEDICAL CERTIFICATE:

- 6.1 An employee to whom these regulations apply, may be granted leave on medical certificate not exceeding twelve months in or during his entire service. Such leave shall be given shall be given only on production of a certificate from the authorised medical attendant, or in case the applicant happens to be outside Pauri, from a medical practitioner and for a period not exceeding that recommended by such medical authority;

Provided that the period, for which leave on medical certificate is granted, shall not exceed one month on full average pay for each year of active service.

Provided further that in case of an employee who has put in service for less than a year, medial leave may be granted for such period in proportion of thirty days as the duration of his service be to one year.

Provided further that for the sanction of medical leave or any other leave on grounds of illness exceeding one month, a second medical opinion from the C.M.O. may be required to be submitted.

- 6.2 When the maximum period of twelve months is exhausted, further leave on medical certificate not exceeding six months in all during his entire service may be granted by the Board of Governors in exceptional cases on the recommendation of a Medical Board.
- 6.3 A person who has been on medical certificate shall produce a satisfactory medical certificate of his fitness before he is allowed to resume his duties.

- 6.4 No leave may be granted under this regulation may be granted unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the employee will be fit to return to duty on the expiry of the leave applied for.

7. LEAVE ON PRIVATE AFFAIRS:

- 7.1 An employee to whom these regulations apply may also be granted leave on half average pay on private affairs not exceeding three hundred and sixty five days in all during his entire service. Such leave shall be earned at one-eleventh of the period spent on duty and shall be granted, on any one occasion, for not more than ninety days if spent wholly outside India. If the leave is spent partly in and partly outside India the period shall be ninety days plus such time as is actually spent outside India subject to a maximum of one hundred and eighty days;

Provided that no leave may be granted under this regulation unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry or unless it is included in leave preparatory to retirement.

- 7.2 This regulation will apply to all employees except that no leave other than extraordinary leave will be allowed under this regulation to the temporary staff of these categories during the first year of their service.

8. EXTRA-ORDINARY LEAVE:

- 8.1 Extra-ordinary leave without pay will be granted to an employee in special circumstances.

(i) When no other leave is admissible and

(ii) When other leave is admissible but the employee concerned applies in writing for the grant of extra-ordinary leave.

- 8.2 Extra-ordinary leave is not to be debited against the leave account.

- 8.3 The authority which has the power to sanction leave may grant extraordinary leave as in subregulation 1 above, in combination with, or in continuation of, any leave that is admissible and may commute retrospectively periods of absence without leave into extra-ordinary leave.

- 8.4 The period of extra-ordinary leave may count for earning increments in salary in the grade subject to the approval of the Govt. in individual cases.

9. SPECIAL DISABILITY LEAVE:

- 9.1 The Board of Governors may grant special disability leave to an employee of the College, whether permanent or temporary, who is disabled by injury accidentally incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post he holds.

- 9.2 The disability, if due to disease, must be certified by a medical board to be constituted by the College, the C.M.O. being one of its members, to be directly due to the performance of the particular duty.

- 9.3 If the employee has contracted such disability during service of the College, otherwise than with a military force, it must be, in the opinion of the Board of Governors, so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave.

- 9.4 The period of absence recommended by medical board may be covered in part by leave under this regulation and in part by other leave, provided that the amount of special disability leave granted on average pay may be less than one hundred and twenty days.

- 9.5 No leave under this regulation shall be allowed to temporary servants during the first year of their service.

- 9.6 In the case of temporary servants with more than one year of service to their credit, any disability leave sanctioned under this regulation, shall not extend beyond the date the appointment is likely to last.

10. MATERNITY LEAVE:

10.1 Maternity leave on full pay which a female employee whether permanent or temporary, may be drawing on the date of proceeding on such leave may be granted to her by the Principal or by other lower authority to whom power may be delegated in this behalf subject to the provisos mentioned at the end of this regulation for a period which may extend;

- (i) in case of confinement up to the end of three months from the date of the commencement of the leave or to the end of six weeks from the date of confinement, whichever is earlier;
- (ii) in case of miscarriage, including abortion, up to a total period of six weeks on each occasion, provided that the application for leave is supported by a certificate from the Authorised Medical Attendant;

Provided that such leave shall not be granted for more than three times during the entire service including temporary service;

Provided further that no such leave shall be admissible until a period of at least two years has elapsed from the date of expiry of the last maternity leave granted under this regulation.

Note: Leave in excess of three times or within two years of the last maternity leave already taken before the promulgation of this regulation shall be deemed to have been condoned.

10.2 Maternity leave shall not be debited against the leave account and may be combined with leave of any other kind, but any leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

Note 1: Regular leave in continuation of maternity leave may also be granted in cases of illness of a newly-born baby, subject to the female employee producing a medical certificate from the Authorised Medical Attendant to the effect that the ailing baby warrants the mother's personal attention and that her presence at the baby's side.

10.3 In the case of temporary employees the leave granted under this regulation shall not extend beyond the period the appointment is likely to last.

11. STUDY LEAVE:

11.1 Study leave will be admissible only to regular teachers with a minimum continuous service of three years in the College for study and/or research leading to a post-graduate degree/Ph.D.

11.2 Study leave shall be granted for a maximum period of three years. The College may extend the period of leave, as extraordinary Leave without pay, by a period not exceeding two years, if this extension is considered necessary for the completion of the studies/research for the degree.

11.3 Annual increments in salary in the grade may be admissible during the period of Extraordinary Leave without pay, if any, sanctioned in continuation of study leave. The earning of increments shall be governed by Regulation.

11.4 Teachers who are granted Study Leave shall be required to execute a bond to serve the College after the expiry of the leave in accordance with the provisions of the relevant instructions.

11.5 Study leave shall be granted to a teacher only once during his entire service period in the College.

11.6 Teachers who avail study leave shall not be eligible for Extraordinary Leave without pay after the termination of the study leave during the period of the bond signed by them.

11.7 Study leave can be allowed only after an interval of two years continuous service after availing an earlier Extraordinary leave of more than six months duration.

11.8 Study leave may be availed in India or abroad.

Note: For instructions regarding study leave see Appendix A at the end of the chapter.

12. CASUAL LEAVE:

12.1 Casual leave is intended to meet special and emergent circumstances and since it is treated as duty it will be on full pay with admissible allowances.

12.2 Casual leave shall not be combined with any other kind of leave or vacation except duty leave. It may be combined with holidays including Sunday, but the total period of absence at one time shall not ordinarily exceed 10 days. Holidays falling within the period of casual leaves shall not be counted as casual leave.

12.3 The amount of casual leave that may be granted to an employee shall not exceed 14 days in any calendar year.

12.4 In cases of employees appointed for a period of less than one year, casual leave may be granted on prorata basis, i.e., one day for every 26 days of service.

12.5 Casual leave, like other kinds of leave, will also be sanctioned ordinarily in units of 1 day. In special circumstances, casual leave may be sanctioned for ½-day also. However, ½ day casual leave will not be admissible for those working days which are of ½ day duration.

APPENDIX A

INSTRUCTIONS REGARDING STUDY LEAVE REGULATIONS

1. The application for study leave shall ordinarily be submitted at least three months before a teacher intends to avail of such leave and shall specify the post-graduate course of study or research contemplated.

2. The Head of the Department shall, in accordance with approved procedure, forward the application and advise on the following points:

(a) Whether facilities for post-graduate studies, for which the teacher has applied is available in the College.

(b) Whether the studies are really worthwhile and useful in the interest of the College,

(c) Whether the applicant can be spared without detriment to the Department.

3. No more than 10 or 15 per cent of the sanctioned strength of a Department shall be on study leave at any given time.

4. Applications from teachers, for admission and/or scholarship for post-graduate studies, may be forwarded by the College without any commitment for grant of study leave to them.

5. (a) Study leave shall be granted for a maximum period of three years. However, in those cases when the academic requirements for the degree have been completed earlier, study leave will not continue beyond a period of three months from the date of declaration of results provided that the total period does not exceed three years.

(b) In cases where Extraordinary Leave without pay has been granted in continuation of Study Leave, such leave shall not be continued beyond a period of three months from the date of declaration of results provided that the total period of leave does not exceed five years.

6. (a) Teachers, who are granted study leave shall be required to execute a bond on stamp paper with two sureties, to serve the College on the expiry of the leave for a period equal to the period of Study Leave up to a maximum of three years.
 - (b) The above bond with the College shall be in addition to any other bond that the teacher may be directed by the Govt. of India to furnish for sponsoring him.
 - (c) The above bond with two sureties, complete in all respects, will have to be filled in by the teacher and submitted to the College office, through the Head of the Department concerned. Before the teacher proceeds on leave, he will also have to hand over charge, including the clearance of advances, if any against him, before proceeding on leave.
 - (d) In case of non-compliance with the terms and conditions of the bond, the teacher concerned shall have to pay to the College in cash all sums, including leave salary received by him from the College for such leave, as well as a liquidated sum of damages of Rs. 10,000 provided that, if within six months of leaving the College, the teacher informs the College that he wants to resign from the College service, he may be allowed to do so on payment to the College of leave salary plus a liquidated sum of damages equal to three months' salary.
 - (e) A teacher who applied for the extension of Study Leave or for sanction of Extraordinary Leave in continuation of Study Leave, and is not granted the leave by the College and does not rejoin on the expiry of the leave sanctioned to him, will be deemed to have failed to join the services on the expiry of his leave for the purpose of recovery of the dues under the Bond and for all other purposes.
7. A teacher who has been granted Study Leave shall keep the Head of the Department concerned informed about the progress of his work every six months. He shall not change the institution without the prior approval of the College and must obtain prior permission from the Head of the Department for change of course, if any.

APPENDIX B
REGULATIONS REGARDING VACATIONS

1. The Board of Governors shall decide as to what class of the employees of the College shall be entitled to the vacation. Employees entitled to the vacation shall be eligible for pay and allowances at full rates during the period of vacation.
Provided that no vacation shall be admissible to a temporary employee who has been employed during the session for a period of less than eight months.
2. Vacation employee means that employee who is entitled to the Summer and Winter vacations.
3. For this purpose the College will notify the period of the Summer and Winter vacations each year. The total period of the vacation so declared shall not be less than sixty five days in any given academic year.
4. A member of teaching faculty entitled to Summer and Winter vacations shall not be allowed to proceed on vacation until he completes the examination work assigned to him.
5. The Summer and Winter vacations may be prefixed or suffixed to all kinds of leave, other than Casual Leave.
6. Earned leave will be admissible to vacation employees at the rate of 1/11th of the period spent on duty including the period of vacation reduced by:
No. of days of vacation availed during the winter and Summer vacations x30
Total No. of days in the Winter and Summer vacations

The College follows the Uttarakhand Procurement Rules, 2008 for its purchases.

Manual 4: Norms Set for the Discharge of Functions

For discharge of its functions, the College is regulated by the norms prescribed by the All India Council for Technical Education (AICTE) for engineering degree institutions. The norms set up by the University Grants Commission for the Colleges affiliated to the Universities and for fresh autonomous institutions are also applicable to the College. Since the College is funded by the Government of Uttarakhand, the College also has to follow various Government Orders issued by the Government from time to time. The college is permanently affiliated to the Uttarakhand Technical University (UTU) and so it also has to follow the norms prescribed by the UTU for its affiliated Colleges. Some of the various norms for discharge of various functions can be found in the following documents:

1. AICTE

1. AICTE Approval Process Handbook
2. All India Council for Technical Education (Grant of Approval for Technical Institutions) Regulations, 2011
3. All India Council for Technical Education Pay Scales, Service Conditions, and Qualifications for the Teachers and Other Academic Staff in Technical Institutions (Degree) Regulations, 2010
4. All India Council for Technical Education (Career Advancement Scheme for the Teachers and Other Academic Staff in Technical Institutions) (Degree) Regulations, 2012
5. All India Council for Technical Education Notification [Clarifications on Certain Issues/Anomalies Pertaining to Qualifications, Pay Scales, Service Conditions, Career Advancement Schemes (CAS) etc. for Teachers and Other Academic Staff of Technical Institutions (Degree/Diploma)] dated 4th January 2016
6. All India Council for Technical Education Notification [Further Clarifications on Certain Issues/Anomalies Pertaining to Qualifications, Pay Scales, Service Conditions, Career Advancement Scheme (CAS) etc. for Teachers and Other Academic Staff of Technical Institutions (Degree/Diploma)] dated 9th June 2016

2. UGC

1. UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009
2. UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010
3. UGC (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree) Regulations, 2009
4. UGC Guidelines for Autonomous Colleges, 2012-17

3. Government of Uttarakhand

1. Financial Handbook, Vol. II (Part II-Fundamental Rules, Part III-Subsidiary Rules, Part IV-Delegations and Forms)
2. Financial Handbook, Vol. III-Travelling Allowance Rules
3. Uttarakhand Karmick G.O. (Booklet)
4. Uttarakhand Finance G.O.s-Vol. I to IV
5. Uttarakhand Government Servant Conduct Rules, 2002
6. Uttarakhand GPF Rules, 2006
7. Uttarakhand Government Servant (Disciplinary & Appeal) Rules, 2003
8. Uttarakhand Government Servant (Disciplinary & Appeal) (Amendment) Rules, 2010
9. Uttarakhand E-Procurement System, G.O. No. 102/XXVII(7)/2011 dated 06.07.2011
10. Uttarakhand Finance Department Assured Career Progression (ACP) G.O.s

4. Uttarakhand Technical University, Dehradun

1. B.Tech. Ordinance
2. M.C.A. Ordinance
3. M.Tech. Ordinance
4. Ph.D. Regulations, 2015

5. G.B.P.E.C.

1. GBPEC Society Memorandum of Association, Rules and Byelaws
2. Leave Regulations
3. Conduct Rules
4. House Allotment Rules
5. Alumni Association Byelaws
6. Personality Development Programme (PDP) Rules
7. Consultancy Rules

**Manual 5: Monthly Remuneration Received by Each Officer and Employee,
Including the System of Compensation**

The details of the monthly remuneration received by the faculty members, officers and the employees of the institute are maintained in the Accounts Section. The monthly remuneration received by the Faculty members, officers and the employees of the Institute are as per the Government of Uttarakhand approved pay scales. A list of all officers and employees, and their monthly salaries are given in Appendix A.

**Manual 6: A statement of the Categories of Documents
That are Held by the College or under Its Control**

1. GBPEC Society Memorandum of Association, Rules and Byelaws
2. Leave Regulations
3. Conduct Rules
4. House Allotment Rules
5. Alumni Association Byelaws
6. Personality Development Programme (PDP) Rules
7. Consultancy Rules
8. Minutes of the Meetings of the Board of Governors
9. Minutes of the Meetings of the Administrative Committee
10. Minutes of the Meetings of the Finance Committee
11. Minutes of the Meetings of the Central Purchase Committee
12. Minutes of Various Other Committees
13. Attendance Registers
14. Cash Books
15. Cheque Registers
16. Dispatch Registers
17. Peon Books
18. Vehicle Log Books
19. Personal Files
20. Service Books
21. Recruitment Files
22. Purchase Files
23. Other Files

Manual 7: The 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

The stakeholders of the College include the students, parents, alumni, industry, government and general public. Some of the Committees of the College have been formed by the Principal with approval of the BOG and consist of representatives of stakeholders, functionaries of the University including students in some of the Committees where the presence is required.

The Principal ensures that opinion of all stakeholders on issues related to College governance is available to the management through their representation in some committee. Proper formulation and functioning of these Committees would lead to transparent, congenial, fair and participatory management based on mutual trust.

The powers and functions of the Board of Governors include delegation by resolution to a committee or the Chairman, such of its powers for the conduct of its business as it may deem fit subject to the condition that action taken by any committee or the Chairman under the power delegated to them shall be reported for confirmation at the next meeting of the Board.

The Alumni Association Byelaws are given below:

**Govind Ballabh Pant Engineering College
Alumni Association Bye-laws**

Article I

Definition of Terms

- Section 1** “Association” hereafter refers to the Govind Ballabh Pant Engineering College Alumni Association. The Association consists of individuals committed to promoting the welfare and interests of the Govind Ballabh Pant Engineering College.
- Section 2** “College” refers to the Govind Ballabh Pant Engineering College, Pauri-Garhwal
- Section 3** “Board” refers to the Govind Ballabh Pant Engineering College Alumni Association Management Board.

Article II

Identification

- Section 1 :** **Name**
The name of this organization shall be the *Govind Ballabh Pant Engineering College Alumni Association*.
- Section 2:** **Mission**
Provide comprehensive program opportunities (i.e. social, educational, professional, and service) for alumni, students, and faculty, of the Govind Ballabh Pant Engineering College, which foster a stronger relationship between these groups, College, and community.
- Section 3:** **Location**
The central office of the Association is located at the following address:
Alumni Association Office,
Administrative Block,
G. B. Pant Engineering College,
Pauri-Garhwal

Uttaranchal 246 001

INDIA

Section 4: Fiscal Year

The fiscal year of the association shall begin April 1 and end on March 31 of the following year.

Article III
Membership

Section 1: Eligibility

Four types of membership shall exist in the association:

Regular, Affiliate, Honorary and Gold members.

- A. **Regular Life Members.** Any graduate or faculty of the G. B. Pant Engineering College shall be eligible for regular Life Membership in the Association upon payment of membership dues.
- B. **Affiliate Members.** Individuals who are not eligible for regular life membership in the Association are eligible to become affiliate members of the Association upon payment of membership dues. Affiliate members shall have every right of regular membership except that of holding offices of President, Vice President and Secretary within the Association.
- C. **Honorary Members.** The title of honorary member may be conferred upon persons who have rendered distinguished service in the fields of Engineering and/or Technology or on behalf of the G. B. Pant Engineering College or its Alumni Association. Honorary members shall not be subject to dues, but may have every right of affiliate membership.
- D. **Gold Members.** This level of membership is conferred to those who have served for at least two consecutive years on the Management Board as Regular, Affiliate, or Honorary Member.

Section 2: Dues

Membership dues shall be established by the G. B. Pant Engineering College Alumni Association Management Board. A portion of the dues paid by Association members shall be reserved for Govind Ballabh Pant Engineering College Alumni Association programs. At present the Regular life and Affiliate Membership fee is INR 1000.00. (Indian Rupees One Thousand Only). The life membership fee of INR 1000.00 only, is to be deposited by fresh entrants at the time of registration to First Semester in the college.

Section 3: Voting

Each regular, affiliate, honorary member shall have the right to cast one vote on any matter submitted to a vote of members. The right to vote shall not be assignable or transferable in any manner.

Article IV
Officers of the Association

Section 1: Designation

The officers of the Association shall consist of

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer

Section 2: Qualifications

The offices of President, Vice-President, Secretary and Treasurer shall be held by Faculty members of G. B. Pant Engineering College. A regular life membership of the association is a prerequisite. All other offices shall be held by Affiliate or Honorary members.

Section 3: Terms of Office

The President, Vice-President, Secretary, and Treasurer shall be elected to serve for a period of one year or until their successors are duly elected and installed. The election to these posts will be made at the “Alumni Day” on the eve of every Annual Convocation of the college. The “Alumni Day” is scheduled to be celebrated on 30th May every year.

Section 4: Nomination Procedures

The nominations committee shall be responsible for preparing a slate for voting and to present one or more names for each office to be filled. The nominations for the officers of the association will be received by the nomination committee starting from May 1 every year. The nominations can also be made on the Alumni Day prior to voting. All members of the association are entitled for filing nominations.

Section 5: Election Procedure

Election of officers is determined by ballot. The officers of the Association shall be elected by a plurality of votes cast at the occasion of “Alumni Day” i.e. 30 May every year.

Section 6: Vacancy.

In the event of a vacancy, the Board may appoint a successor for the remainder of the unexpired term of the office vacated.

Article V
Duties of Officers

Section 1: President.

The President shall preside at all Board and Executive Committee meetings. The President shall also appoint chairpersons of standing committees with the assistance and approval of the elected officers. In addition, the President shall appoint special committees while serving as ex-officio member of all committees except for the Nominating Committee.

Section 2: Vice-President.

The Vice-President shall serve as the Program Committee chairperson. The Vice-President shall preside at all meetings in the absence of the President and assume other responsibilities as designated by the President.

Section 3: Secretary

The Secretary shall record the proceedings of all meetings of the Association. Also, the Secretary shall perform other customary duties of the position as well as those designated by the President.

Section 4: Treasurer

The Treasurer shall receive and report to the Board the remittance of funds from the Govind Ballabh Pant Engineering College Alumni Association. Also, the Treasurer shall submit financial reports to the Board at regular meetings.

Article VI
Executive Committee

Section 1: Designation

The Executive Committee shall consist of the elected officers and the immediate Past President.

Section 2: Purpose

If necessary, the Executive Committee shall transact business meetings and report to the Board. None of its acts shall conflict with action taken by the Board.

Section 3: Quorum

A majority of the Executive Committee shall constitute a quorum.

Article VII
Management Board

Section 1: Designation

The Management Board of the Association shall consist of:

- A. Principal of the Govind Ballabh Pant Engineering College
- B. Officers of the Association
- C. Immediate Past President
- D. One faculty member of the Govind Ballabh Pant Engineering College
- E. Not more than 5 members elected at large
- F. Two students of the Govind Ballabh Pant Engineering College
- G. Gold Board Members

Section 2: Qualifications

All Board members shall be members of the Association.

Section 3: Terms of Office

All members of the Board, except the Gold members, shall be elected or appointed to one-year term and serve until their successors are installed. Approximately one-third of the Board of members shall be elected each year.

Section 4: Nomination and Election Procedure

Candidates for at-large positions of the Board shall be nominated and elected in the same manner as the officers of the Association. The Principal of the G. B. Pant Engineering College shall appoint the faculty representative to the Board. The student representative shall be selected by the Student Consultative Committee and approved by the Board.

Section 5: Responsibilities of the Board

- A. Promote the interests of the G. B. Pant Engineering College.
- B. Establish a mutually beneficial relationship between the G. B. Pant Engineering College and its alumni by creating and sponsoring alumni programs and communication that fulfill this mission.

Section 6: Vacancy

The Board shall appoint successors to fill vacancies on the Board for the remainder of any unexpired terms.

Section 7: Removal from the Board

Any officer or Board member may be removed from any office for just cause by ballot vote of at least two-thirds of Board members present, provided that no officer or Board member may be removed for any reason unless such person and all other Board members have been notified of the charges in writing at least 30 days before attempted removal.

Article VIII
Committee

Section 1: Standing Committees

Standing Committees shall be Program, Awards and Scholarships, Student Affairs, Communications, Membership, Executive, and Nominations.

Section 2: Committee Responsibilities

A. Program.

The Program Committee will assist in the development and coordination of new activities and events sponsored by the Association.

B. Awards and Scholarships.

The Awards and Scholarships Committee will nominate students, faculty, alumni, and friends of the College for various Association sponsored awards.

C. Membership.

To assist in the development and coordination of issues related to promoting and maintaining Alumni Association membership as it relates to graduates of the G. B. Pant Engineering College.

D. Student Affairs.

The Student Affairs Committee will generate student interest in alumni affairs of the Association and advise the Board of current student issues.

E. Communications.

The Communications Committee will contribute to the development and design of any alumni publication, website, or other media outlet produced by the Association.

F. Nominations.

The Nominations Committee will prepare a slate of names for election of officers of the Association. Also, the Committee will nominate new members for election to the Board of Directors.

G. Executive.

The Executive Committee shall transact meetings that will evaluate and develop future strategies involving programming, membership, and budget issues of the Association. This committee will not be limited to these actions, and will report back to the board upon any meetings held by, or actions determined by such committee.

Article IX

Meetings of the Board and Association

Section 1: Regular Meetings and Notices

The Board shall hold no less than four meetings each year. Such regular meetings shall be scheduled by the President, with at least 30 days written notice given before each meeting.

Section 2: Special Meetings and Notice

Special meetings of the Board may be called at the discretion of the President, or upon written request of five members of the Board. In the event of such request, a special meeting shall be held no later than 30 days after receipt of such request. The President shall designate the place and time, and at least seven days written notice shall be given to Board members prior to such meetings. Special meetings of the Association may be called by the Board, or by the Association President upon written request of 75 members of the Association. In the event of such request, a special meeting shall be held no later than three months after receipt of such request.

Section 3: Quorum and Majority Vote

All actions of the Board, unless otherwise stated in this constitution, shall be decided by majority vote of members present. A quorum will be a majority of the Board. No official action can be taken in the absence of a quorum.

Section 4: Waiver of Notice

By attending any Association meeting, a member shall be deemed to have had actual notice of the meeting and may not object to the conduct of any business at the meeting based on lack of notice.

Article X
Miscellaneous

Section 1: Rules of Order

All meetings of the Association and of the Board shall be governed by the By-laws of the College where such rules are applicable and not inconsistent with this constitution.

Section 2: Amendments

This constitution may be amended by the Management Board of the Association, provided that each Board member shall be notified in writing thirty (30) days prior to the vote on said amendment (s).

Section 3: New Membership

The Life Membership/ Affiliate Membership of the Association can be applied for by submitting single copy of the completed *New Membership* form along with the membership fee of INR 1000.00 (Indian Rupees One Thousand Only) by crossed Demand Draft drawn in favour of *President, Alumni Association, G. B. Pant Engg. College, Pauri* Payable at *Pauri*. The *New Membership* form can be obtained from the central Alumni Association office at G. B. Pant Engg. College Pauri or downloaded from the College Website on <http://www.gbpec.org>. The fee can also be deposited in Cash at the cash-deposit counters in the college. The completed form along with demand draft should be sent by registered post to:

*The President, Alumni Association,
G. B. Pant Engineering College,
Pauri-Garhwal, Uttaranchal, 246 001 INDIA*

**Manual 8: A Statement of the Boards, Councils,
Committees and Other Bodies Constituted**

Various authorities of the College are Finance Committee, Administrative Committee, Building & Works Committee, Personnel Committee, Purchase Committee, and Academic Committee whose constitution, duties, powers, and functions are given in para 25 to 31 of the Rules of the College as follows:

26. Finance Committee

1. The Finance Committee (hereinafter in this rule referred to as Committee) shall consist of:

(a) Secretary, Technical Education Department	Chairman
(b) Secretary, Hill Development Department, U.P., or his nominee not below the rank of Joint Secretary	Member
(c) Secretary, Finance Department or his nominee not below the rank of Joint Secretary	Member
(d) Two persons to be nominated by the Chairman, Board of Governors	Member
(e) The Principal	Member- Secretary
2. The Committee shall,
 - (a) examine and scrutinise the actual budget or the College prepared by the Principal and make recommendations to the Board.
 - (b) give its view and make its recommendations to the Board either on the initiative of the Board or of the Principal or on its own initiative on any financial question affecting the College.
3. The Committee shall meet at least once a year.
4. Three members of the Committee shall form a quorum for a meeting of the Committee.
5. The Chairman, if present, shall preside over the meeting of the Committee; in his absence, the members present shall elect one from amongst themselves to preside over the meeting.
6. The provisions of rules regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board shall, as far as may be, followed in the meetings of the Committee.
7. A copy of the minutes of every meeting of the Committee shall be sent to the Board.

27. Administrative Committee

1. Administrative Committee (hereinafter in this rule referred to as Committee) shall consist of:

(1) Secretary, Technical Education Department	Chairman
(2) A representative of Finance Department of the State Government not below the rank of Joint Secretary	Member
(3) Director of Technical Education, Uttar Pradesh	Member
(4) One other member of the Board to be nominated by the Chairman of the Board of Governors	Member
(5) Principal	Member- Secretary

All administrative matters of the College shall be considered by the Administrative Committee. The decisions taken by the Administrative Committee on routine matters will be implemented by the Principal whereas the policy matters shall

be placed before the Board of Governors for their consideration and approval before being implemented.

28. Building & Works Committee

1. The Building & Works Committee (hereinafter in this rule referred to as Committee) shall consist of:

- | | |
|--|----------|
| 1. Principal of the College | Chairman |
| 2. RITES | Member |
| 3. General Manager, Construction Agency of the zone
in which the College situated | Member |
| 4. Chief Engineer, Hydel | Member |
| 5. Chief Engineer, Jal Nigam | Member |
| 6. Professor of Structural engineering in a sister
Engineering Institute | Member |
| 7. One Senior Engineer & one Architect to be nominated by
& 8. Chairman, Board of Governors | Member |
| 9. Head of Civil Engineering Department of the College | Member |

The Committee will make a comprehensive and exhaustive review of the proposal for building and structures and make recommendation in its report to the Board of Governors.

29. Personnel Committee

1. Personnel Committee (hereinafter in this rule referred to as Committee) shall consist of:

- | | |
|---|----------------------|
| (i) Secretary, Technical Education Department | Chairman |
| (ii) One other member of the board to be nominated by
the Chairman of the Board of Governors | Member |
| (iii) Principal | Member-
Secretary |

2. This committee will go into the cases of representations against the adverse character roll entries and make recommendations to the Board, dispose of the cases of confirmations of the employees whose appointing authority is the Board of Governors in accordance with the cases of the efficiency bar wherever applicable.

30. Purchase Committee

There shall be a Central Purchase Committee (hereinafter in this rule referred to as Committee) which will consist of:

- | | |
|--|----------------------|
| (a) The Principal | Chairman |
| (b) Two senior members of the faculty to be nominated by the
Board of Governors | Member |
| (c) Head of the indenting department | Member |
| (d) One member to be nominated by the Government | Member |
| (e) Finance Officer | Member |
| (f) Registrar | Member-
Secretary |

There shall also be Departmental Purchase Committees consisting of the following:

- | | |
|--|----------|
| (a) Head of the Concerned Department | Chairman |
| (b) One senior member of concerned department
to be nominated by the Head | Member |
| (c) One member from other faculty to be nominated by Principal | Member |

Purchase up to Rs. 5000=00 pertaining to a particular department would be made on the recommendation of the Departmental Purchase Committee.

All purchases above Rs. 5000=00 would be made on the recommendation of the Central Purchase Committee.

The Government nominee's presence would be essential in the meetings of the Committee finalising purchases amounting to Rs. 10=00 lacs. All purchases above Rs. 10=00 lacs would be done on the recommendation of a committee consisting of:

- | | |
|--|------------------|
| (a) Secretary, Technical Education Department | Chairman |
| (b) Head of the Concerned Department | Member |
| (c) Two senior faculty members | Member |
| (d) Nominee of the Finance Department | Member |
| (e) Nominee of the Hill Development Department | Member |
| (f) Principal | Member-Secretary |

Purchase procedures would be as per Government rules, and directives of Government in this regard issued from time to time.

31. Academic Committee

(1) The Academic Committee (hereinafter in this rule referred to as Committee) shall consist of:

- | | |
|---|----------|
| (a) The Principal | Chairman |
| (b) All the Heads of teaching Departments | Members |
| (c) Dean (Academic) or in his absence Registrar | Member |

(2) The committee shall perform the following functions:

- (a) Frame and revise curricula and syllabi for the courses of studies for the various departments and send necessary recommendations through the College to the University to which the College is affiliated.
- (b) Make arrangements for the conduct of all internal examinations and work associated with the same, as well as the work associated with the University examination, as and when assigned by the University to the College.
- (c) Appoint advisory Committee or Expert Committee or both for the department of the College to make recommendations on academic matters connected with the working of the department. The Head of the Department concerned shall act as the convenor of such committee.
- (d) Appoint sub-committees from amongst the members of the Academic Committee, other teachers of the College and expert from outside on such specific matters as may be referred to such sub-committee by the Academic Committee.
- (e) Consider the recommendation of the Advisory Committee, Expert Committee or other sub-committees and take such action as circumstances of each case may require including making of suitable recommendations to the Board.
- (f) Make periodical review of the activities of the departments and, if necessary, make suitable recommendations to the Board.
- (g) Advise on the working of library and the workshop.
- (h) Promote research within the College and require reports on such research from the persons engaged thereon.
- (i) Advise on general policy to be followed in respect of consultation work to be done by academic staff.
- (j) Provide for the inspection of classes, laboratories, library, and halls of residence in respect of the instructions, discipline therein and submit reports thereon to the Board.

- (k) Award stipends, scholarships, free-ships, medals and prizes etc. according to the conditions attached to the awards.
- (3) The committee shall meet as often as necessary but not less two times during the calendar year.
 - (4) Meetings of the Committee shall be convened by the Chairman of the Committee either on his own initiative or on the advice of the Principal or on a requisition signed by not less than five members of the committee.
 - (5) Half of the totals number of the Committee shall form the quorum for the meeting of the Committee.
 - (6) A written notice of every meeting together with the agenda shall be circulated by the Registrar to the members of the Committee at least two weeks before the meeting. The Chairman of the Committee may permit inclusion of any item on the agenda for which due notice could not be given.
 - (7) Notwithstanding anything contained in sub-rule (6), the Chairman may call an emergent meeting of the Committee at short notice to consider urgent or special issues.
 - (8) The ruling of the Chairman of the Committee in regard to all questions of procedure shall be final.
 - (9) The minutes of the proceedings of the Committee shall be drawn up by the Dean (Academic) or in his absence the Registrar and circulated amongst all members present in India:
Provided that any such minutes shall not be circulated, if the Committee considers such circulation prejudicial to the interest of the College.
The minutes along with the amendments, if any, shall be placed for confirmation at the next meeting. If the minutes are confirmed and signed by the Chairman of the Committee, they shall be recorded in the Minutes Books.

Manual 9: The Directory of the Employees and Officers

Manual 10: Monthly remuneration received by each officer and employee, including the system of compensation

Manual 11: The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

The annual revenue of the College from tuition fees in 2015-16 was about Rs 626.29 lakhs approximately.

The annual income of the College from grants in 2015-16 was Rs. 1361.86 lakhs approximately.

The annual revenue of the College in 2015-16 was Rs 2035.84 lakhs (Rs 626.29 lakhs from tuition fees + Rs 1361.86 lakhs from grants + Rs 47.69 lakhs from other minor heads) approximately.

The annual expenditure of the College in 2015-16 was Rs 1593.00 lakhs approximately.

Manual 12: The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme.

The College does not give any subsidies.

The College gives scholarships to its students. Various Scholarship schemes are implemented by the Students Welfare office headed by the Dean, Students Welfare.

The Scholarships awarded by the Social Welfare Department, Government of Uttarakhand to the students of Scheduled Castes, Scheduled Tribes, and other Backward Classes are directly deposited in the beneficiary students' accounts.

The College also provides GATE scholarships to students of M.Tech. courses from the funds received from the AICTE. The College provides scholarships from State funds to the M.Tech. students who are not GATE qualified.

The College provides scholarships to the Ph.D. scholars from the TEQIP (Technical education Quality Improvement programme) funds.

Manual 13: Particulars of recipients of concessions, permits or authorisations granted by it

The College does not grant any concessions, permits or authorisations. The College provides scholarships to its students. The details of scholarship beneficiaries can be made available on request.

Manual 14: Details in respect of the information, available to or held by it, reduced in an electronic form

The website of the college is www.gbpec.ac.in and contains a lot of useful information, updated from time to time in electronic form, including admission notices, academic calendar, fees charts, tenders notices, other notices, recruitment advertisements, faculty profiles, events announcements, photographs, etc.

Information about the following is also available on the College website:

- Department and centres
- Admission (Undergraduate and PG)
- Telephone Directory
- Academic Calendar
- Faculty Opening
- Tenders
- Central Library
- Course Curriculum/Structure
- Detailed Syllabi

Manual 15: 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 Central Library of the College has facilities available only to its students, faculty members and staff. The departmental libraries contain the project reports of past students. The library facilities are not available to the general public, but only to the members of the Library possessing valid library cards.

Manual 16: The names, designations and other particulars of the Public Information Officer;

The name, designation and other particulars of the Public Information officer:

Public Information Officer:

Mr. V.M. Thakkar, Assistant Professor, Computer Science & Engineering,
G.B. Pant Engineering College, Pauri-Garhwal, Uttarakhand
Phone: 9412113628, 7895176121
Email: vmthakkar1@rediffmail.com

Departmental Appellate Authority:

Prof. Satya Prakash Pandey,
Principal, G.B. Pant Engineering College, Pauri-Garhwal, Uttarakhand
Phone: (01368)228030, Fax: (01368)228062
Email: principal@gbpec.ac.in

Manual 17: Such other information as may be prescribed

The Institute has extended limited infrastructure facilities to Banks/ATM, Post Office for students and staff. These facilities are also open to the general public.