

**1. Organisation and Function**

Sr. No.	Item	Details of disclosure	Particulars																																													
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Govt. College of Art, Sector-10C, Chandigarh. Website: gcart.edu.in																																													
		(ii) Head of the Organization	Head of Department, Govt. College of Art, Sector-10C, Chandigarh.																																													
		(iii) Vision, Mission and Key objectives	The objective of the teaching programme and training in the college is to achieve overall refinement of the students perception not confined to the skills of the profession alone but also to create the right kind of intellect as well as emotional cultivation to arrive at a level of composite creativity and thought.																																													
		(iv) Function and duties	Govt. College of Art is an institution for advance training in Fine Arts (Creative and Applied) leading to the degrees of Bachelor of Fine Arts and Master of Fine Arts and Special Diploma in Fine Art and Special Advanced Diploma in Fine Art (for deaf and dumb and mentally challenged students) of the Panjab University.																																													
		(v) Organization Chart	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center;">Principal</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Faculty</b></td> <td style="text-align: center;"><b>Office Staff</b></td> </tr> <tr> <td>Associate Professor</td> <td></td> <td>Superintendent Gr. II</td> </tr> <tr> <td>Assistant Professor</td> <td></td> <td>Sr. Assistant/ Sr. Scale Stenographer</td> </tr> <tr> <td>DPE</td> <td></td> <td>Clerk/Steno-typist</td> </tr> <tr> <td>Librarian</td> <td></td> <td>Library Restorer</td> </tr> </table>	Principal			<b>Faculty</b>		<b>Office Staff</b>	Associate Professor		Superintendent Gr. II	Assistant Professor		Sr. Assistant/ Sr. Scale Stenographer	DPE		Clerk/Steno-typist	Librarian		Library Restorer																											
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1.2	Power and duties of its officers and employees [Section 4(i)(b)(i)]	(i) Powers and duties of officers (administrative, financial and judicial)	Principal-Cum- HOD ----- Controlling Officer being Head of Department																																													
		(ii) Power and duties of other employees	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sr.No.</th> <th>Name of the posts</th> <th>Powers and duties (in brief)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Associate Professor and Assistant Professor (Group-A)</td> <td>To impart Fine Arts education in terms of Practical and Theory training to MFA/BFA/Special Diploma/ Special Advanced Diploma Classes.</td> </tr> <tr> <td>2.</td> <td>Section Officer</td> <td>(i) To aid and advise the Principal and HOD. (ii) To supervise the work of office staff.</td> </tr> <tr> <td>3.</td> <td>Superintendent (Grade-II)</td> <td>(i) To aid and advise the Principal and HOD. (ii) To supervise the work of office staff.</td> </tr> <tr> <td>4.</td> <td>Senior Assistant</td> <td>To deal with office matters.</td> </tr> <tr> <td>5.</td> <td>Senior Scale Stenographer</td> <td>To take dictation from HOD and to deal with office matters.</td> </tr> <tr> <td>6.</td> <td>Steno-typist</td> <td>To take dictation from Principal and to maintain office record.</td> </tr> <tr> <td>7.</td> <td>Junior Assistant/Clerk</td> <td>To deal with office matters and to maintain record.</td> </tr> <tr> <td>8.</td> <td>DPE cum Hostel Warden</td> <td>To provide training in sports/games/youth activities to students and looking after hostel affairs.</td> </tr> <tr> <td>9.</td> <td>Librarian</td> <td>To make purchase and to maintain Art Books in the College Library.</td> </tr> <tr> <td>10.</td> <td>Library Restorer</td> <td>To assist Librarian in maintaining and smooth running of Library.</td> </tr> <tr> <td>11.</td> <td>Attendant / W. Attendant</td> <td>To assist in the classes and faculty.</td> </tr> <tr> <td>12.</td> <td>Peon</td> <td>Attach with various officers/Sections.</td> </tr> <tr> <td>13.</td> <td>Chowkidar</td> <td>To guard all the college campus including International Boys Hostel 15-A Chandigarh.</td> </tr> <tr> <td>14.</td> <td>Sweeper</td> <td>To maintain cleanliness in the building, Classrooms and ground.</td> </tr> </tbody> </table>	Sr.No.	Name of the posts	Powers and duties (in brief)	1.	Associate Professor and Assistant Professor (Group-A)	To impart Fine Arts education in terms of Practical and Theory training to MFA/BFA/Special Diploma/ Special Advanced Diploma Classes.	2.	Section Officer	(i) To aid and advise the Principal and HOD. (ii) To supervise the work of office staff.	3.	Superintendent (Grade-II)	(i) To aid and advise the Principal and HOD. (ii) To supervise the work of office staff.	4.	Senior Assistant	To deal with office matters.	5.	Senior Scale Stenographer	To take dictation from HOD and to deal with office matters.	6.	Steno-typist	To take dictation from Principal and to maintain office record.	7.	Junior Assistant/Clerk	To deal with office matters and to maintain record.	8.	DPE cum Hostel Warden	To provide training in sports/games/youth activities to students and looking after hostel affairs.	9.	Librarian	To make purchase and to maintain Art Books in the College Library.	10.	Library Restorer	To assist Librarian in maintaining and smooth running of Library.	11.	Attendant / W. Attendant	To assist in the classes and faculty.	12.	Peon	Attach with various officers/Sections.	13.	Chowkidar	To guard all the college campus including International Boys Hostel 15-A Chandigarh.	14.	Sweeper	To maintain cleanliness in the building, Classrooms and ground.
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(iii) Rules/orders under which powers and duty are derived and	<ol style="list-style-type: none"> <li>1. Punjab Civil Services Rules, Vol-I ,II &amp; III'</li> <li>2. Panjab University Calendar Vol-I ,II &amp; III'</li> <li>3. Central Civil Services Rules. With effect from 01.04.2022</li> </ol>																																															
(iv) Exercised																																																
(v) Work allocation	<b>Attachment is the allocated work of officer's and employees (Annexure-I).</b>																																															
1.3	Procedure followed in decision making process [Section 4(1)(b)(i)]	(i) Process of decision making Identify key decision making points	All decision whether academic or administrative are finalize at the level of Principal/Head of the Department/ Secretary Technical Education																																													
		(ii) Final decision making authority	Principal/HOD/Secretary																																													
		(iii) Related provisions, acts, rules etc.	<ol style="list-style-type: none"> <li>1. Punjab Civil Services Rules, Vol-I ,II &amp; III'</li> <li>2. Panjab University Calendar Vol-I ,II &amp; III'</li> <li>3. Central Civil Services Rules. With effect from 01.04.2022</li> </ol>																																													
		(iv) Time limit for taking a decisions, if any	As Per concerned subject matter.																																													
		(v) Channel of Supervision	Sr. Assistant/Superintendent/Principal/Head of the Department/ Secretary																																													

	iii)]	and accountability	Technical Education		
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i)Nature of functions/services offered	To provide Fine Art education with practicals as well as theories to the students		
		(ii)Norms/standards for functions/service delivery	As per AICTE Norms		
		(iii)Process by which these services can be accessed	AICTE website i.e. (www.aicte.co.in)		
		(iv)Time-limit for achieving the targets	As Per concerned subject matter.		
		(v) Process of redress of grievances	Different committees to deal with grievances of students exist.		
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i)Title and nature of the record/manual/instruction.	The record pertaining to Establishment Section (PF/GF), Purchase/Store Section, Academic Section, Hostel, Account Section, Cash Section.		
		(ii)List of Rules, regulations, instructions manuals and records.	1.	<u>Administrative matters</u> Punjab Civil Services Rules and the instructions issued from time to time by the Govt. of Punjab and adopted by the Chandigarh Administration are followed.	
			2.	<u>Financial matters</u> General Financial Rules, Delegation of Financial Power Rules and the instructions issued from time to time by the Govt. of India are followed.	
			3.	<u>Academic matters</u> Panjab University Calendar and instructions issued from time to time by the University.	
		(iii)Acts/Rules manuals etc.	-do-		
(iv) Transfer policy and transfer orders	Transfer Policy of Chandigarh Administration.				
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i)Categories of documents	Sr. No.	Category of documents	Custodian
		(ii)Custodian of documents/categories	1.	Property Return of Group C & D	Establishment General
			2.	ACRs of Group C & D	Establishment Personal
			3.	Service Book Record of Group A, B,C & D	Account Section
			4.	Legal case files of employees.	Establishment General
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i)Name of Boards, Council, Committee etc.	1.	No Boards exist	
			2.	College Advisory Council	
			3.	Committees	
			i.	Regular recruitment of faculty is made through Union Public Service Commission.	
			ii.	Recruitment Committee for making appointments to Group C & D posts.	
			iii.	Departmental Promotion Committee for Group-A posts	
			iv.	Departmental Promotion Committee for Group C & D posts.	
			v.	Purchase Committee	
			vi.	Propectus Committee	
			vii.	Disposal Committee	
			viii.	Library Committee	
			ix.	Book Selection Committee	
			x.	College Annual Art Exhibition Committee	
			xi.	Educational Tour	
			xii.	Cultural committee	
			xiii.	Discipline Committee	
			xiv.	College Magazine Committee	
			xv.	Sports Committee	
			xvi.	Girls Hostel Committee	
			xvii.	Hostel Committee	
			xviii.	Campus Beautification	
			xix.	Internal Complaint Committee	
xx.	Anti-ragging Committee				

		xxi. Counsellors
		xxii. Anti Ragging Squad
(ii) Composition	<b>Name of Committee(s)</b>	<b>Composition</b>
	<b>Recruitment Committee</b>	Head of Department - Chairman Govt. College of Art, Chandigarh  Principal -Member Govt. College of Art, Chandigarh  Zila Sainik Welfare Officer -Member UT Chandigarh.  Superintendent -Member O/o Director Technical Education UT Chandigarh.  Superintendent Personnel -Member Chandigarh Administration
	<b>Departmental Promotion Committee</b>	1. Concerned Administrative Secretary- Chairman. 2. Head of Department Concerned - Member 3. Representative of Department- Member. 4. Representative of Director Social Welfare Member
	<b>Purchase Committee</b>	<b>(Committee for purchase of daily use items):-</b> Dr. Manisha Gupta, Librarian- Chairperson Sh. Rishu Pruthi, Steno typist- Member Storekeeper- Member  <b>(Committee for purchase of special items):-</b> Dr. Anand Kumar Sharma- Chairman Sh. Pawan Kumar- Member Smt. Shobha- Member\ Storekeeper- Convener
	<b>Library Committee</b>	Dr. Rajesh K. Sharma – Chairman Dr. Anand C. Shende – Member Dr. Mahesh Chand Rai Prajapati Dr. Amit Sharma – Member Dr. Manisha Gupta - Member
	<b>Advisory Counsel</b>	Sh. Pramod Kumar Arya, Chairman Dr. Rajesh Kumar Sharma, Chairman Sh. Pawan Kumar-Member Sh. Manmadha Rao –Member Smt. Shobha–Member Secretary Sh. Lakhwinder Singh-Member
	<b>Computer Laboratory</b>	Dr. Anand Kumar Sharma, Chairman Sh. Manmadha Rao, Member Dr. Amit Sharma, Member
	<b>College Annual Art Exhibition Committee</b>	Dr. Alka Jain-Chairperson Dr. Rajesh Kumar Shama-Member Dr. Anand C. Shende-Member Dr. Mahesh Chand Rai Prajapati-Member
	<b>Prospectus</b>	Sh. Pramod Kumar Arya, Chairman Dr. Anand C. Shende, Member Dr. Manisha Gupta, Member
	<b>Syllabus</b>	Sh. Pramod Kumar Arya, Chairman Dr. Anand C. Shende, Member Dr. Mahesh Chand Rai Prajapati Sh. Manmadha Rao –Member Dr. Amit Sharma, Member
	<b>Educational Tour</b>	Dr. Rajesh Kumar Sharma- Chairman Dr. Mahesh Chand Rai Prajapati Dr. Anand C. Shende-Member Dr. Amit Sharma- Member
	<b>Cultural committee</b>	Sh. K.S. Sahi - Chairman Dr. Anand Kumar Sharma-Member Dr. Manisha Gupta – Member Smt. Anjali Aggarwal - Member Sh. Pritpal Singh - Member Sh. Lakhwinder Singh – Member
	<b>College/Hostel Discipline Committee</b>	Dr. Anand Kumar Sharma- Chairman Sh. K.S. Sahi – Member

				Sh. Pramod Kumar Arya - Member Smt. Shobha-Member Sh. Manmadha Rao- Member Smt. Navneet Dhillon- Member
			<b>College Magazine Committee</b>	Dr. Sanjeev Kumar-Chairman Dr. Amit Sharma – Member Smt. Gurpreet Dhiman – Member Sh. Pawan Kumar-Member Sh. Amrit Singh-Member Smt. Varsha Kaul- Member
			<b>Sports Committee</b>	Sh. K.S. Sahi – Chairman Sh. Pankaj Saroj – Member Smt. Navneet Dhillon-Member Sh. Charanjeet Singh-Member Sh. Lakhwinder Singh-Member
			<b>Hostel Committee</b>	Sh. K.S. Sahi – Chairman Sh. Pramod Kumar Arya - Member Sh. Manmadha Rao – Member Sh. Pawan Kumar-Member Sh. Charanjit Singh - Member
			<b>Girls Hostel</b>	Smt. Shobha, Chairperson Smt. Navneet Dhillon, Member Smt. Varsha Kaul, Member Smt. Nutan Dhiman, Member Smt. Pritpal Saini, Member
			<b>Campus Beautification</b>	Sh. K.S. Sahi - Chairman Dr. Sanjeev Kumar- Member Sh. Manmadha Rao – Member Sh. Pankaj Saroj-Member Sh. Pritpal Singh – Member Smt. Nutan Dhiman-Member
			<b>Internal Complaint Committee</b>	Dr. Alka Jain, Associate Professor, Chairperson Sh. K.S. Sahi, DPE, Member Dr. Manisha Gupta, Librarian, Member Sh. Santosh Kumar, Superintendant, Member
			<b>Anti-ragging Committee</b>	Sh. Pramod Kumar Arya - Chairman Dr. Mahesh C.R. Prajapati-Member Sh. Manmadha Rao-Member Sh. Pankaj Saroj-Member Smt. Navneet Dhillon-Member Smt. Nutan Dhiman-Member
			<b>Counsellors</b>	Dr. Anand C. Shende, Chairman Sh. Charanjit Singh, Member Dr. Manisha Gupta, Member Smt. Pritpal Saini, Member Smt. Gurpreet Dhiman, Member
			<b>Anti Ragging Squad</b>	Dr. Anand Kumar Sharma- Chairman Dr. Amit Sharma-Member Smt. Anjali Aggarwal- Member Sh. Pritpal Singh- Member Sh. Amarbir Singh- Member
		(iii) Dates from which constituted	Yearly	
		(iv) Term/Tenure	One year	
		(v) Powers and functions	Committees are constituted at the level of department to deal with the Administrative work to ensure transparency in the office functioning like; Recruitment and Promotion of Staff, Purchase of Store Stock, Books aid and advice of Principal in Academic matters, holding of exhibitions, educational tours, Cultural events, maintaining of discipline, publishing of College Magazine, holding of Sports Week, making recommendations regarding Hostel Affairs, Campus Beautification, to deal with complaints of Sexual Harassment, Ragging etc.	
		(vi) Whether their meetings are open to the public?	No	
		(vii) Whether the minutes of the meetings are open to the public?	No	
		(viii) Place where the minutes if open to the public are available?	N/A	

1.8	Director y of officers and employe es [Section 4(1)(b)(i x)]	(i)Name and designation  (ii)Telephone, fax and email ID	<b>Sr. No.</b>	<b>Name of the officer/ employer</b>	<b>Designation</b>	<b>Telephone Number (O)</b>
			1.	Dr. Alka Jain	Associate Professor	9216527184
			2.	Dr. Rajesh Kumar Sharma	-do-	9872045650
			3.	Sh. Pramod Kumar Arya	-do-	9872217333
			4.	Dr. Anand Chander Shende	-do-	9872277117
			5.	Dr. Anand Kumar Sharma	-do-	8146422211
			6.	Dr. Mahesh Chand Rai Prajapati	-do-	9872270900
			7.	Sh. M.M. Rao	Assistant Professor	9888327145
			8.	Dr. Amit Sharma	-do-	8360065987
			9.	Sh. Pawan Kumar	-do-	9855151843
			10.	Smt. Shobha	-do-	9915140338
			11.	Mrs. Anjali S. Aggarwal	Assistant Professor on contract	8146133322
			12.	Sh. Pankaj Saroj	-do-	9779077369
			13.	Smt. Navneet Dhillon	-do-	8283833295
			14.	Mr. Charanjeet Singh	-do-	7901806171
			15.	Ms. Gurpreet Dhiman	-do-	9779477117
			16.	Ms. Pritpal Saini	-do-	9878861463
			17.	Ms. Varsha Kaul	-do-	9876259374
			18.	Sh. Pritpal Singh	-do-	9781125629
			19.	Mrs. Nutan Dhiman	-do-	9501452278
			20.	Sh. Amarbir Singh	-do-	7696442190
			21.	Sh. Amrit Singh	-do-	9592614640
			22.	Sh. Lakhwinder Singh	-do-	9988154097
			23.	Sh. Ravinder Singh	Guest Faculty	9417216122
			24.	Sh. Rahul Dhiman	-do-	8708545914
			25.	Sh. Jaspreet Singh	-do-	9855034889
			26.	Ms. Varsha Badal	-do-	8708083016
			27.	Ms. Harsimar Kaur	-do-	8289069970
			28.	Ms. Shipra	Part time lecturer	--
			29.	Ms. Harvinder kaur	-do-	--
			30.	Dr. Manisha Gupta	Librarian	9872098574
			31.	Sh. K.S. Sahi	DPE	9988822567
			32.	Sh. Sanjay Kumar	Section Officer	9988897785
			33.	Sh. Santosh Kumar	Superintendent Grade- II	9646032046
			34.	Mrs. Paramjit Kaur	Superintendent Grade- II (100% Visually handicapped)	9888870567
			35.	Smt. Parminder Kaur	Senior Scale Stenographer	8968193662
			36.	Mrs. Rajinder Kaur	-do-	9779935177
			37.	Sh. Kumar	-do-	8558871711
			38.	Sh. Vinod Kumar	Junior Assistant	8360916979
			39.	Sh. Rishu Pruthi	Steno-Typist	9991050456
			40.	Smt. Manjeet Kaur	Clerk	9855287034
			41.	Sh. Raju Khan	-do-	9988450786
			42.	Sh. Vikrant Rana	-do-	8679812171
			43.	Sh. Dinesh Kumar	Deemed to suspended	7404218095
			44.	Sh. Badlu Ram	Attendant	7508672908
			45.	Sh. Rakesh Kumar	Peon	9417850837
			46.	Sh. Mohinder Singh	-do-	8968731232
			47.	Sh. Sunil Kumar	-do-	6280871199
			48.	Sh. Mehar Chand	-do-	8146237338
			49.	Sh. Ajit Singh	-do-	9646777150
			50.	Sh. Gopal	-do-	9888002865
			51.	Sh. Som Nath	-do-	9815862577
			52.	Sh. Lokesh	Sweeper	9988722143
			53.	Sh. Rajesh	-do-	9878957286
54.	Shri Raju	-do-	9876914648			
1.9	Monthly Remuner ation received by officers & employe	(i)List of employees with Gross monthly remuneration	<b>Sr.No.</b>	<b>Name of the officer/employee</b>	<b>Monthly emoluments (Rupees)</b>	
			1.	Dr. Alka Jain	290350/-	
			2.	Dr. Rajesh Kumar Sharma	210866/-	
			3.	Sh. Pramod Kumar Arya	273820/-	
			4.	Dr. Anand Chander Shende	199306/-	
			5.	Dr. Anand Kumar Sharma	211366/-	
			6.	Dr. Mahesh Chand Rai Prajapati	205202/-	

es including system of compensation [Section 4(1)(b)(x)]		7.	Sh. M.M. Rao	128956/-			
		8.	Dr. Amit Sharma	132842/-			
		9.	Sh. Pawan Kumar	153478/-			
		10.	Smt. Shobha	171670/-			
		11.	Mrs. Anjali S. Aggarwal	63936/-			
		12.	Sh. Pankaj Saroj	63936/-			
		13.	Smt. Navneet Dhillon	63936/-			
		14.	Mr. Charanjeet Singh	63936/-			
		15.	Ms. Gurpreet Dhiman	63936/-			
		16.	Ms. Pritpal Saini	63936/-			
		17.	Ms. Varsha Kaul	63936/-			
		18.	Sh. Pritpal Singh	63936/-			
		19.	Mrs. Nutan Dhiman	63936/-			
		20.	Sh. Amarbir Singh	63936/-			
		21.	Sh. Amrit Singh	63936/-			
		22.	Sh. Lakhwinder Singh	63936/-			
		23.	Sh. Ravinder Singh	Rs. 500/- per lecture (maximum of Rs. 20,000/- per month)			
		24.	Sh. Rahul Dhiman	18000-2000			
		25.	Sh. Jaspreet Singh	-do-			
		26.	Ms. Varsha Badal	-do-			
		27.	Ms. Harsimar Kaur	-do-			
		28.	Ms. Shipra	2700-3000			
		29.	Ms. Harvinder kaur	13500-1500			
		31.	Dr. Manisha Gupta	179311/-			
		32.	Sh. K.S. Sahi	250229/-			
		33.	Sh. Pawan Kumar	113525/-			
		34.	Mrs. Paramjit Kaur (100% visually handicapped)	96381/-			
		35.	Mrs. Parminder Kaur	97229/-			
		36.	Mrs. Rajinder Kaur	72994/-			
		37.	Sh. Kumar	81538/-			
		38.	Sh. Vinod Kumar	58284/-			
		39.	Sh. Rishu Pruthi	51534/-			
		40.	Smt. Manjeet Kaur	54431/-			
		41.	Sh. Raju Khan	56048/-			
		42.	Sh. Vikrant Rana	23393/-			
		43.	Sh. Badlu Ram	68495/-			
		44.	Sh. Rakesh Kumar	68196/-			
		45.	Sh. Mohinder Singh	59325/-			
		46.	Sh. Sunil Kumar	61028/-			
		47.	Sh. Duni Chand	61028/-			
		48.	Sh. Ajit Singh	68196/-			
		49.	Sh. Gopal	47404/-			
		50.	Sh. Som Nath	38943/-			
		51.	Sh. Lokesh	61028/-			
		52.	Sh. Mehar Chand	52906/-			
		53.	Shri Raju	55995/-			
		54.	Shri Rajesh	44784/-			
			(ii)System of compensation as provided in its regulations.	Besides monthly remuneration, there is no system of compensation.			
		1.10	Name, designation and other particulars of public informati	(i)Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<p><b>Appellate Authority:</b> Mr. Amandeep Singh Bhatti, PCS, Principal Govt. College of Art, Chandigarh.</p> <p><b>CPIO:</b> Sh. K.S. Sahi, Director physical Education, Contact No. 9988822567</p>		

	on officers [Section 4(1)(b)(xvi)]	(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))	No. Of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	01 (under suspension)  Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	There is no educational program except RTI training as conducted by the Chandigarh Administration which is attended by the officials from time to time.  Nil

## 2. Budget and Programme

S. No	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	<b>Attachment is the Budget information for the F.Y. 2021-22 (Annexure-II)</b>	
		(iv) Revised budget for each agency, if any	Same as (i) & (ii) above.
		(v) Report on disbursements made and place where the related reports are available	All the payments are made through the Central Treasury, U.T. Chandigarh.
2.2	Foreign and domestic tours (F.No. 1/8/2012-IR dt.11.9.2012)	(i) Budget	395 (Rs. in thousands) T.A (Domestic)
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the department. (a) Places visited (b) The period of visit (c) The number of members in the official delegation (d) Expenditure on the visit	Nil
		(iii) Information related to procurements (a) Notice/tender enquires and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured, (c) The works contracts concluded-in any such combination of the above-and (d) The rate/rates and the total amount at which such procurement or works contract is to be executed.	N/A
2.3	Manner of execution of subsidy programme [Section 4(1)(b)(xii)]	(i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/scheme (v) Physical and financial targets of the programme (vi) Nature/scale of subsidy/amount allotted (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable as no subsidy scheme is in existence.
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt.15.4.2013]	(i) Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities	Not applicable as no Discretionary and non-discretionary grants are given.
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority	(i) Concessions, permits or authorizations granted by public authority	Not applicable as no concessions, permit or authorization is granted

	[Section 4 (1)(b)(xiii)]	(ii)For each concessions, permit or authorization granted (a) Eligibility criteria (b) Procedure for getting the concession/grant and/or permits of authorizations (c) Name and address of the recipients given concessions/permits or authorisations (d) Date of award of concessions/permits of authorizations	
2.6	CAG & PAC paras [F NO. 1/6/2011-IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	NA

### 3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof of [Section 4(1)(b)(vii)] [F.No. 1/6/2011-IR dt.15.4.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	The syllabus of BFA & MFA courses and other rules & regulations of the Panjab University can be accessed by the Citizens on the University website <a href="http://www.puchd.ac.in">www.puchd.ac.in</a>
		(ii)Arrangements for consultation with or representation by (a) Members of the public in policy formulation/policy implementation (b) Day & time allotted for visitors (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	No policy or rule is formulated at the level of the College.
		Public-private partnerships(PPP)	
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	
		(iii) Concession agreements	
		(iv) Operation and maintenance manuals	
		(v) Other documents generated as part of the implementation of the PPP	
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	
		(vii) Information relating to outputs and outcomes	
(viii) The process of the selection of the private sector party (concessionaire etc.)			
(ix) All payment made under the PPP project			
3.2	Are the details of policies/decisions, which affect public, informed to them [Section 4(1)(c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/legislations taken in the previous one year	No policy or rule is formulated at the level of the college
		(ii) Outline the public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of Information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	<a href="mailto:gcart-chd@nic.in">gcart-chd@nic.in</a>
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Nil
		(ii) Printed format	Yes in form of prospectus
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	No
		(ii) At a reasonable cost of the medium	Yes @ Cost of Rs. 500/-

#### 4. E. Governance

S. No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available [F.No. 1/6/2011-IR dt.15.4.2013]	(i) English	Yes
		(ii) Vernacular/Local language	English
4.2	When was the information Manual/Handbook last updated? [F. No. 1/6/2011-IR dt.15.4.2013]	Last date of Annual up-dation	Jun 2018
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i)Details of information available in electronic form	gcart.edu.in
		(ii)Name /title of the document/record/other information	College prospectus
		(iii)Working of information made available	All the services for the students are Provided by GCA Sec. 10 Chandigarh both in Online and Offline mode from 9.30 AM to 5.30 PM all working days. Contact No. 0172-2740309 Email. ID. gcart.edu.in
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	All the services for the students are Provided by GCA Sec. 10 Chandigarh both in Online and Offline mode from 9.30 AM to 5.30 PM all working days. Contact No. 0172-2740309 Email. ID. gcart.edu.in
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Different committees to deal with grievances of students exist
		(ii) Details of applications received under RTI and information provided	36 in the year 2021-22. All are disposed till 31.03.2022
		(iii) List of completed schemes/projects/programmes	Not Applicable
		(iv) List of schemes/projects/programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	
		(vii) Frequently Asked Question (FAQs)	
		(viii) Any other information such as	
		(a) Citizen's Charter	
		(b) Result Framework Document(RFD)	
(c) Six monthly reports on the			
(d) Performance against the benchmarks set in the Citizen's Charter			
4.6	Receipt & Disposal of RTI application & appeals [F.NO.1/6/2011-IR dt.15.4.2013]	(i) Details of applications received and disposed	36 in the year 2021-22 (till March 2022).
		(ii) Details of appeals received and orders issued	03 appeals in the year 2021-22. All are disposed
4.7	Replies to questions asked in the parliament [Section 4(i)(d)(2)]	Details of questions asked and replies given	All the reply given asked in the parliament Section.

#### 5. Information as may be prescribed

S. NO.	Item	Details of disclosure	Particulars
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F.No. 1.6.2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	<b>CPIOs</b> w.e.f. 01.01.2015 Dr. Surender S. Dahiya, Principal, GCA, Chd.  w.e.f. 28.08.2015 Sh. Pawan Kumar, Superintendent Gr. II, GCA, Chd. w.e.f. 23.05.2016 Sh. Deepak Kainth, Superintendent Gr. II, GCA, Chd.  w.e.f. 04.08.2017 Dr. Amit Sharma, Assistant Professor, GCA, Chd.  w.e.f. 07.09.2017 Sh. K.S. Sahi, Director in Physical Education, GCA, Chd.  w.e.f. 14.11.2017 Sh. Deepak Kainth, Superintendent Gr. II, GCA, Chd.  w.e.f. 14.12.2017 Smt. Maninder Kaur, Senior Assistant, GCA, Chd.  w.e.f. 19.01.2018 Sh. K. S. Sahi, Director in Physical Education, GCA, Chd.(Current)

			<p><b>FAAs</b></p> <p>w.e.f. 01.01.2015 Sh. Sandeep Hans, HOD, GCA, Chd.</p> <p>w.e.f. 28.08.2015 Sh. Surender S. Dahiya, Principal, GCA, Chd.</p> <p>w.e.f. 08.01.2016 Captain Karnail Singh, Principal, GCA, Chd.</p> <p>w.e.f. 06.01.2017 Sh. Rakesh Kumar Popli, Principal, GCA, Chd.</p> <p>w.e.f. 22.03.2017 Dr. Rajesh Kumar Sharma, Principal, GCA, Chd</p> <p>w.e.f. 05.02.2018 Smt. Navjot Kaur, Principal, GCA, Chd.</p> <p>w.e.f. 23.04.2018 Sh. Sachin Rana, IAS, Principal, GCA, Chd.</p> <p>w.e.f. 02.11.2020 Smt. Ruchi Singh Bedi, HCS, Principal, GCA Chd.</p> <p>w.e.f. 1.10.2021 Sh. Rohit Gupta, PCS, Principal, GCA Chd</p> <p>w.e.f. 31.03.2022 Sh. Amandeep Singh Bhatti, PCS, Principal, GCA Chd.(Current)</p>
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Third party audit carried out in 28.07.2022.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD (a) Date of appointment (b) Name & Designation of the officers	(a) Date of appointment 08.03.2017 (b) Dr. Anand Kumar Sharma, Associate Professor  (a) Date of appointment : 13.06.2017 Dr. Anand C. Shende, Associate Professor(after the correction on 28.07.2022)
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	No
		(v) Committee of PIO/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	No

#### 6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Particulars
6.1	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information	Details of the courses, names of Faculty & Staff, Fee Structure etc. is disclosed on College website i.e. gcart.edu.in	<b>gcart.edu.in</b>

Superintendent  
for Principal,  
Govt. College of Art,  
Chandigarh.

**ANNEXURE-I**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Power and duties (in brief)</b>
1.	Principal-cum-HOD	To control all the administrative, academic and financial work of the college.
2.	Professor	To impart Fine Arts education in terms of Practical and Theory training to MFA/BFA/Special Diploma/ Special Advanced Diploma Classes.
3.	Associate Professor	-do-
4.	Assistant Professor	-do-
5.	Guest Faculty	-do-
6.	DPE cum Hostel Warden	To provide training in sports/games/youth activities to students and looking after hostel affairs.
7.	Librarian	To make purchase and to maintain Art Books in the College Library.
8.	Superintendent	Supervises the work of the Estt. Section and give guidance to his Senior Assistants and Estt. Branch regarding establishment and accounts cases.
9.	Section Officer	Account receivable and payable, payroll, inventory management, budgeting, reports and financial statements, legal compliance and financial control and record-keeping.
10.	Sr. Assistant/ Junior Assistant	Guide the clerical staff in his work, maintain cash books, reply audit paras and deal with the work of pay fixation, increments, promotions, deputations, cases of the officers/officials.
11.	Senior Scale Stenographer	Maintain the files to put up to his officer, take dictations and prepare the draft for fair communication and attend the phones, maintain confidential records of the officials.
12.	Steno typist	Dispose the work regarding dictations and typing of technical reports and day to day official work. Type the cases regarding establishment and audit/accounts cases.
13.	Clerk	Maintain clerical & technical records; prepare the various types of bill, diary letters, put up the letter to the officer for its disposal.
14.	Library Restorer	To assist Librarian in maintaining and smooth running of Library.
15.	Attendant	To assist the classes and faculty.
16.	Peon	Attach with various officers/Sections.
17.	Chowkidar	To guard all the college campus including International Boys Hostel 15-A Chandigarh.
18.	Sweeper	To maintain cleanliness in the building, Classrooms and ground.
Note:		All staff mentioned above performs other day to day activities.

**Annexure - II**

<b>Sr. No.</b>	<b>Details of Disclosure</b>	<b>Particulars (Rupees in thousands)</b>
1.	Total budget allotted during the year 2021-22	79500
2.	Budget (Head-wise ) during the year 2021-22	i. Salary-65000 ii. Wages -9000 iii. Medical Treatment-1000 iv. Domestic Travel Allowances-395 v. Office Expenses-4200 vi. Supply & material-2280 vii. Advertising & Publicity-155 viii. Scholarship & Stipend-7 ix. Capital Outlay on education, sports & culture-2900
3.	Expenditure upto 28.02.2022	i. Salary-59670 ii. Wages -1069 iii. Medical Treatment-449 iv. Domestic Travel Allowances-3 v. Office Expenses-9431 vi. Supply & material-489 vii. Advertising & Publicity-23 viii. Scholarship & Stipend-7