

**SUO MUTO DISCLOSURE UNDER SECTION 4(1) (b) of RIGHT TO INFORMATION ACT, 2005**

**SECTION 4(1)(b)(i)**

**THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-**

Name of organization	<b>ABVGIET, Pragatinagar (B.Tech wing)</b>
Establishment and Address	Post. Office-Gumma, Tehsil Kotkhai, Distt. Shimla HP, Pincode:171227.
Email-id	director.abv@gmail.com, abvgiet-hp@nic.in
Contact No.	01783-253918
Web Site	www.abvgiet.ac.in

**ABOUT THE INSTITTUION:-**

Atal Bihari Vajpayee Government Institute of Engineering and Technology, Pragatinagar, was established by the Government of Himachal Pradesh, vide Notification No. EDN (TE) A (6)-1/2009 dated 14.03.2011. The foundation stone of the Institute was laid by the Honorable Chief Minister of Himachal Pradesh on 10th April, 2011. The campus is spread over 123.4 bighas of land, surrounded by lush green hills. The institute is having 200 Square meters of administrative area and 2859 Square meters of academic area. The environment here is quite congenial for studies, as it is isolated from the hustle and bustle of city life. ABVGIET is the second engineering institute of the state government catering to technical education of the students to facilitate the objective of empowering individuals. In this Institute, the B.Tech (Degree programme) was started in the year 2012 with two disciplines namely—Electronics & Communication Engineering and Computer Science & Engineering. Subsequently, Electrical Engineering and Civil Engineering disciplines started in the year 2019 and 2025 respectively. All the B.Tech courses at ABVGIET are AICTE approved and affiliated to Himachal Pradesh Technical University (HPTU), Hamirpur with the intake of 61 (48+13\*) students.



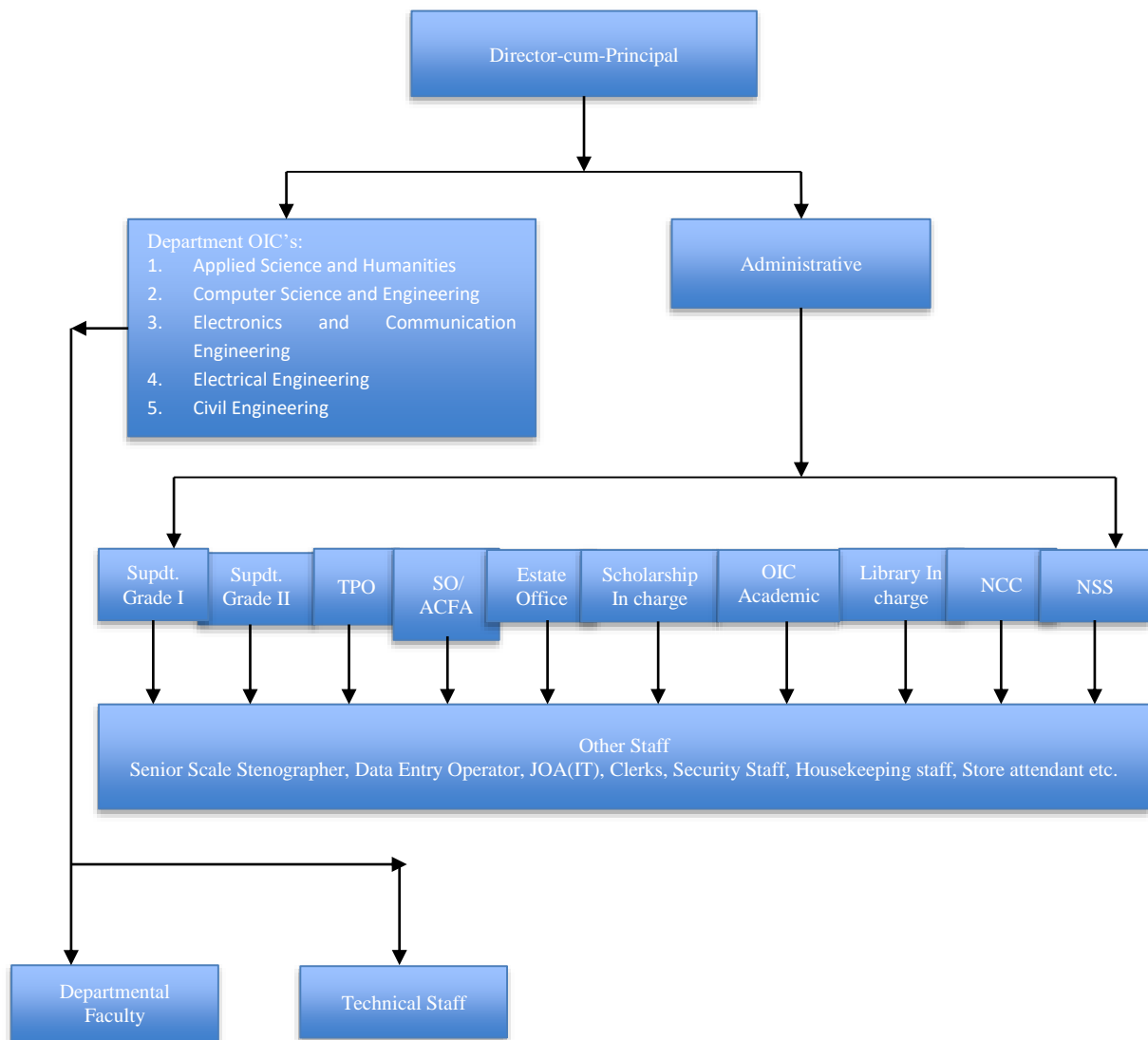
## VISION OF THE INSTITUTE

To be a premier institution in technical education and research catering changing needs of the society.

## MISSION OF THE INSTITUTE

1. Offer non – formal, flexible, modular, credit based Programmes in engineering and technology and in the areas like Rural Development, Educational planning, Information and Management Science.
2. Conduct various professional programmes with high quality education training and ethics.
3. Collaborate with Industries, Institutions and government organization for outreach activities, curriculum alignment, research and consultancy.
4. Provide state of the art infrastructure and information resource centre for knowledge sharing and research.

## ORGANIZATION STRUCTURE OF THE INSTITUTE:



**COURSES OFFERED BY THE INSTITUTE:**

Sr.No.	Name of Department	Sanction Intake (AICTE)	Total Intake
1	Computer Science and Engineering	48	First Year:48+11(EWS)+2(TFW)=61 Second Year: 61+ 5 (LEET)=66
2	Electrical Engineering	48	First Year:48+11(EWS)+2(TFW)=61 Second Year: 61+ 5 (LEET)=66
3	Electronics and Communication Engineering.	48	First Year:48+11(EWS)+2(TFW)=61 Second Year: 61+ 5 (LEET)=66
4	Civil Engineering	48	First Year:48+11(EWS)+2(TFW)=61 Second Year: 61+ 5 (LEET)=66

**SECTIONS OF THE INSTITUTE:**

Sr. No.	Sections	Function	Duties
1	2	3	4
1	Office of the Director-cum-Principal, ABVGIET Pragatinagar(H.P.)	Implementing all the decisions in respect of admission, Education & Finance as per H.P Govt. directions.	Imparting instructions on administration, Academic & financial Matters.
2	Applied Science & Humanities Department	To teach 1st & 2nd Semester Common B.Tech students.	Teaching, conducting examination, evaluation of students, Conducting seminars and other allied, work duty assigned by authority from time to time.
3	Electrical Engg. Department	Teaching Electrical Engineering subjects to B.Tech students	-do-
4	Computer Science Department	Teaching Computer Science Engineering Subjects to B.Tech students.	-do-
5	Electronics & Communication Engineering	Teaching Electronics & Communication Engineering. subjects to B.Tech students	-do-
6	Civil Engineering	Teaching Civil Engineering subjects to B.Tech students.	-do-
7	Workshop/Labs	Imparting skill training to Engineering students	Taking Practical Classes of Engineering students.
8	Library	Issuing Books to Students and the Faculty, Book keeping & Maintenance and maintain the all record related to books.	Book keeping & purchasing new books and Maintaining of the Records.

**SECTION 4(1)(b)(ii)**  
**POWERS & DUTIES OF OFFICERS AND EMPLOYEES**

<b>Name</b>	<b>Prof. (Dr.) Rakesh Kumar</b>
<b>Designation</b>	<b>Director-cum-Principal</b>
<b>Powers</b>	<ol style="list-style-type: none"> <li>1. To administer the Institution</li> <li>2. To take decisions in Administrative, Academic &amp; Financial matters.</li> </ol>
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Academic &amp; administrative management of the institution.</li> <li>2. Providing academic and administrative leadership</li> <li>3. Monitoring and evaluation of academic activities in the institution.</li> <li>4. Ensure that the colleges assets are managed efficiently and responsibly.</li> <li>5. Campus discipline and maintenance.</li> <li>6. Ensure the college has the necessary infrastructure, such as a library and laboratories.</li> <li>7. Public relations and interaction with the community.</li> <li>8. Participating in policy and system planning at State Regional and National levels for development of Technician education.</li> <li>9. Promoting and coordinating continuing education activities</li> <li>10. Organizing and coordination consult services.</li> </ol>

<b>Name</b>	<b>Sh. Gaurav Mahajan (Asstt. Prof. Mechanical Engineering)</b>
<b>Designation</b>	<b>Training and Placement Officer</b>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Training and Placement Officer is responsible for the following:</li> <li>• Training and placement of the students in the industry/ other user system.</li> <li>• Industry Institute Interaction.</li> <li>• Arranging Industrial visit of students.</li> <li>• To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.</li> <li>• To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.</li> <li>• To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.</li> <li>• To monitor the working of the alumni association and to arrange their meetings.</li> <li>• To sponsor students for various paper presentations and technical exhibitions.</li> <li>• To arrange in service training program of the teachers according to update their knowledge and skill to teach the updated/ revised curriculum.</li> <li>• To arrange entrepreneurship camps and to motivate the students for self-employment.</li> <li>• To arrange programmers for guidance and counseling of the students regarding various sources of finance, men and material for self-employment.</li> <li>• To engage classes for teaching as well as for personality development of students.</li> </ul>

<b>Designation</b>	<b>Professor/Head of Department</b>
<b>Duties</b>	<p><b>Head of Department:</b></p> <ul style="list-style-type: none"> <li>• The Head of Department is overall In charge of his branch. He is required to ensure smooth functioning of the department in addition to his teaching load. He is required to coordinate the academic, administrative and developmental activities of the department.</li> <li>• The Head of Department is to ensure that all the Assistant Professor(s)/Associate Professor(s) in his branch are assigned teaching load as per AICTE Norms, perform their duty effectively and efficiently and to ensure better teaching learning process to the satisfaction of the stakeholders.</li> <li>• The Head of Department should involve himself and the other faculty in the process of curriculum development, in updating and revision on continued basis to meet the requirement of industry.</li> <li>• The Head of Department has to ensure that the laboratories in the department are well equipped and maintained according to the curriculum; all the equipment in the laboratories/ workshops must be functional to conduct the Practical properly.</li> <li>• The Head of Department will decide the meaningful project work of the students in consultation with the Associate Professor(s) and Assistant Professor(s) and monitor performance of every student.</li> <li>• The Head of Department will assist the Principal in all spheres for smooth functioning of the institution. Any other duty assigned by higher authority.</li> </ul>
<b>Duties</b>	<p><b>Associate Professor:-</b></p> <ul style="list-style-type: none"> <li>• Teaching/Student Training, maintenance of the academic record.</li> <li>• Conducting Examinations, Evaluation of answer scripts.</li> <li>• To work as In Charge of laboratory/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops.</li> <li>• Development of Resource Material, Curriculum Up-dation</li> <li>• Participation in Co-Curricular and Extra-Curricular Activities</li> <li>• Student guidance and counseling and helping their character development</li> <li>• Promotion and Coordinating Continuing Education Activities.</li> <li>• Self-development through up-gradation of knowledge and skills.</li> <li>• To assist the Professor in smooth functioning, academic and development work of the department.</li> </ul> <p>Any other duty/work assigned by the higher authority.</p>

<b>Designation</b>	<b>Assistant Professor</b>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Teaching/Student Training, maintenance of the academic record.</li> <li>• Conducting Examinations, Evaluation of answer scripts.</li> <li>• To work as In Charge of laboratory/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops.</li> <li>• Development of Resource Material, Curriculum Up-dation</li> <li>• Participation in Co-Curricular and Extra-Curricular Activities</li> <li>• Student guidance and counseling and helping their character development</li> <li>• Promotion and Coordinating Continuing Education Activities.</li> <li>• Self-development through up-gradation of knowledge and skills.</li> <li>• To assist the Associate Professor/OIC in smooth functioning, academic and development work of the department.</li> <li>• Any other duty/work assigned by the higher authority.</li> </ul>
<b>Designation</b>	<b>Lab Attendant</b>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Will assist the section in charge/faculty during the conduct of practical classes to the students.</li> <li>• Clean and arranging of machinery equipment in the workshop/Lab/Office, in the laboratory and workshop to which he is posted.</li> <li>• Will be available in the section during working hours and safeguard the Government property.</li> <li>• Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge.</li> <li>• Will open and close the section of laboratory/workshop.</li> <li>• Will attend to any other works entrusted to him from time to time.</li> </ul>

<b>Designation</b>	<b>Lab Assistant/Technician</b>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Will assist the section in charge/faculty during the conduct of practical classes to the students.</li> <li>• To maintain cleanliness in the workshop/Lab, up keeping of the machinery, equipment, etc., available in the laboratory and workshop to which he is posted.</li> <li>• Will be available in the section during working hours and safeguard the Government property.</li> <li>• Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge.</li> <li>• Will open and close the section of laboratory/workshop.</li> <li>• Will attend to any other works entrusted to him from time to time by higher authority.</li> </ul>
<b>Designation</b>	<b>Workshop Instructor</b>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Teaching/Student Training, maintenance of the academic record.</li> <li>• Student's assessment.</li> <li>• To arrange the various machinery and equipment for the students training as per the curriculum.</li> <li>• Procurement, storage, accounting of raw materials, tools and instruments.</li> <li>• Manage the maintenance of equipment and tools in the workshops including Preventive and break down maintenance lay down safety procedures.</li> <li>• Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks</li> <li>• To keep him updated about the various developments in the related industry.</li> <li>• To assist the OIC, Workshop Superintendent in certain functions of the institute as and when necessary.</li> <li>• Any other duty assigned by authority for institute development.</li> </ul>

#### **SECTION 4(1)(b)(iii)**

#### **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

The procedure followed in the decision making process is as per the State Government guidelines from time to time and the decision taken in the governing body meeting & supervised by the DTE & Himachal Pradesh Technical University , Hamirpur, Himachal Pradesh ( HPTU) and accountability as fixed by the government from time to time.

#### **SECTION 4(1)(b)(iv)**

#### **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-**

The norms set by Govt. of Himachal Pradesh from time to time in broad consonance with the regulatory bodies/Authorities.

#### **SECTION 4(1)(b)(v)**

#### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:**

The letters received from various sources are dealt with / disposed of by the concerned official / officer as per norms fixed by the Govt. in broad consonance with regulatory authorities such as:

1. All India Council for Technical Education (AICTE) (<https://www.aicte.gov.in>).
2. Directorate of Technical Education and Vocational Training, Sundernagar, H.P ([www.techedu.gov.in](http://www.techedu.gov.in)).
3. Himachal Pradesh Technical University Hamirpur (<https://www.himtu.ac.in/>).
4. Instructions given by the Government of Himachal Pradesh from time to time.

**SECTION 4(1)(b)(vi)**

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

<b>Sr. No.</b>	<b>Category of the document</b>	<b>Procedure to obtain the documents</b>
<b>1</b>	<b>2</b>	<b>3</b>
1	Bank Pass Books	Accounts Branch
2	Service Book	Establishment Branch
3	Personal files	Establishment Branch
4	Diary and Issue register	Establishment Branch
5	Acquaintance	Establishment Branch
6	Bill Register	Accounts Branch
7	Book of Drawl register	Accounts Branch
8	DCR	Accounts Branch
9	Cash. Books	Accounts Branch
10	Admission registers	Academics Branch
11	Placement Record	Training & Placement Cell
12	Students Result	Academics Branch
13	Vehicle logbook	Concerned OIC
14	Duty attendance	Establishment Branch
15	Stock Registers, Indent books	Store Branch
16	Files related to budget, correspondence, RTI.	Accounts/Establishment Branch
17	Files & documents related to building works.	Estate office/JE
18	Files related to Procurement /Tender	Store Branch
19	Files related to student counseling	Academics Branch
20	Files related to Hostel, etc	Chief Hostel Warden
21	Files related to university correspondence	Academics Branch
22	Student's academic record ledgers.	Academics Branch
23	Student admissions	Academics Branch
24	File related to academic, examinations.	Academics Branch
25	Files related to DTE correspondence.	Establishment Branch
26	Files related to outsource staff.	Establishment Branch
	The Documents can be obtained from concerned branch through office Supdt. Grade-I/ Supdt. Grade-II/Establishment/officer in charge	

## **SECTION 4(1)(b)(vii)**

### **PARTICULARS OF ARRANGEMENT IN FORMULATION OF POLICY**

According to H.P Govt.

## **SECTION 4(1)(b)(viii)**

### **BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED**

1. Internal Committees of the Institution.
2. Hostel Management Committee.
3. Anti-Ragging Committee.
4. Anit-Ragging Squad.
5. House Allotment Committee.
6. Sexual Harassment Committee / Women cell
7. Student Grievance Redressal Committee (SGRC).
8. Student Welfare Fund (SWF) Committee.
9. Students counsellors
10. Institute Innovation Council (IIC)
11. Internal Complaint Committee(ICC)
12. Prevision of Atrocities in SC/ST Student and faculty and staff.
13. Internal Quality Assurance Cell (IQAC).
14. Estate Office.
15. Cultural Committee.
16. NCC and NSS.
17. COTPA (Cigarettes and Other Tobacco Products Act) Implementation.
18. Disaster Management Cell.
19. Eco club.
20. Media Cell.
21. Institutional Purchase committee.
22. Red Ribbon Club.
23. Scholarship Committee.
24. Training & Placement Cell
25. Canteen, Food Safety and Standard Committee.

Note: You may visit institute website for more details of committees.

**SECTION 4(1)(b)(ix)**

**DIRECTORY OF OFFICERS AND EMPLOYEES**

<b>Sr. No.</b>	<b>NAME OF THE STAFF MEMBER (SH./SMT.)</b>	<b>DESIGNATION</b>	<b>Email</b>	<b>Contact Number</b>
1	2	3	4	5
1	Prof. (Dr.) Rakesh Kumar	Director/Principal	<a href="mailto:director.abv@gmail.com">director.abv@gmail.com</a> ; abvgiet-hp@nic.in	01783 253918
2	Dr. Ankush Kapoor	Associate Prof.		
3	Sh. Sandeep Thakur	AP ECE		
4	Sh. Anurag Sharma	AP CSE		
5	Dr. Sanjay Kumar	AP Math		
6	Dr. Reena Sharma	AP Chemistry		
7	Sh. Kuldeep Singh	AP Math		
8	Dr. Divya Sharma	AP English		
9	Smt. Nivedita Kashyap	AP CSE		
10	Sh. Gaurav Mahajan	AP Mech. Engineering		
11	Sh. Anuj Gupta	AP CSE		
12	Sh. Rohit Vasudeva	AP CE		
13	Sh. Nikhil Rathore	AP CE		
14	Sh. Awin Gupta	AP EE		
15	Sh. Arvind Sharma	AP EE		
16	Dr. Pradeep Singh	AP EE		
17	Sh. Saurav Mehta	AP ECE		
18	Sh. Munish Patial	AP ECE		
19	Smt. Nutan Chauhan	AP Management		
20	Sh. Ravi Kant Sharma	AP ECE (SWF)		
21	Dr. Akanksha Sharma	AP ECE (SWF)		
22	Smt. Vandana Devi	AP CSE (SWF)		
23	Smt. Namita Chandel	AP CSE (SWF)		
24	Sh. Gopal Chand	W/S Instructor		
25	Sh. Mahesh Pant	W/S Instructor		
26	Smt. Sujata	Lab Assistant		

27	Sh. Raman Kumar	ACF&AS	<a href="mailto:director.abv@gmail.com">director.abv@gmail.com</a> , <a href="mailto:abvgiet-hp@nic.in">abvgiet-hp@nic.in</a>	01783 253918
28	Smt. Madhu Chauhan	Sr. Scale Steno		
29	Sh. Mukesh Kumar	JOA(IT)		
30	Sh. Nikhil Gangta	Clerk		
31	Ms. Dipanshu	JOA(IT)		
32	Sh. Mohan Singh	Peon cum chowkidar		
33	Sh. Arjun Raina	Lab Attendant		
34	Ms. Sarika Kanwar	Store Attendant		
35	Sh. Ram Lok	Peon cum Chowkidar		

**SECTION 4(1)(b)(x)**

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

Sr. No.	Designation	Pay Scale
1	Director/Principal	(Level-14) (₹ 144200-218200)
2	TPO	(Level-14) (₹ 144200-218200)
3	Professor	(Level-14) (₹ 144200-218200)
4	Associate Professor	(Level-13A) (₹ 131400-217100)
5	Assistant Professor	(Level-10) (₹ 57700-182400)
6	Workshop Instructor	(Level-11) (₹ 38500-122700)
7	Lab Technician	(Level-9) (₹ 35600-112800)
8	Librarian	(Level-10) (₹ 57700-182400)
9	Assistant Librarian	(Level-10) (₹ 57700-182400)
10	Finance Officer	(Level-16) (₹ 48700-154300)
11	Office Supdt. Grade-I	(Level-16) (₹ 48700-154300)
12	Office Supdt. Grade-II	(Level-12) (₹ 43000-136000)
13	Sr. Scale Steno	(Level-11) (₹ 38500-122700)
14	Sr. Asstt.	(Level-11) (₹ 38500-122700)
15	Jr. Auditor	(Level-11) (₹ 38500-122700)
16	Jr. Scale Steno	(Level-10) (₹ 38100-120400)
17	JOA (IT)	(Level-4) (₹ 20600-65500)
18	Clerk	(Level-3) (₹ 20200-64000)
19	Driver	(Level-8) (₹ 29700-94100)
20	Peon/Lab Asstt. /Chowkidar	(Level-1) (₹ 18000-56900)

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

**Budget Availability Report**

**Financial year 2025-2026**

<b>Sr. No.</b>	<b>Object Code Description</b>	<b>Amount allocated</b>
1	<b>Salaries</b>	32697208.00
2	<b>Wages</b>	NIL
3	<b>Travel Expense</b>	13264.00
4	<b>Office Expense</b>	1080000.00
5	<b>Scholarship/Stipend</b>	NIL
6	<b>Machinery &amp; Equipment's</b>	2686000.00
7	<b>Motor Vehicle</b>	58959.00
8	<b>Material &amp; Supplies</b>	2095117.00
9	<b>Other Charges</b>	658500.00
10	<b>Medical Reimbursement</b>	20000.00
11	<b>Transfer expenses</b>	1000.00
12	<b>Remuneration to outsource employee</b>	4150242.00
13	<b>Honorarium</b>	NIL
	<b>Total</b>	<b>43460290.00</b>

**SECTION 4(1)(b)(xii)**

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

Does not arise.

**SECTION 4(1)(b)(xiii)**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED**

As per H.P Govt. Policy

**SECTION 4(1)(b)(xiv)**

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:-**

All the relevant details including the procurement, tender, faculty, academic, syllabus, fee structure, NBA, NAAC, NIRF & other facilities such as scholarship, sports, hostel, canteen etc. have been available through computer-based interface on the Institution website i.e www.abvgiet.ac.in

**SECTION 4(1)(b)(xv)**

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:-**

The institute has maintained its library restricted only to its students and staff. The library is not open to the general public.

**SECTION 4(1)(b)(xvi)**

**For the implementation of Right to Information Act. 2005, following Officers have been nominated as Public Information Officer & Appellate Authority:**

**A. Public Information Officers (PIOs):-**

<b>Sr. No.</b>	<b>Designation of Officer</b>	<b>Contact Number</b>	<b>E-mail</b>	<b>Area of Jurisdiction</b>
1.	Director-cum-Principal, ABVGIET, Pragatinagar Distt. Shimla HP	8847432180	<a href="mailto:director.abv@gmail.com">director.abv@gmail.com</a> , abvgiet-hp@nic.in	ABVGIET, Pragatinagar Distt. Shimla HP

**B. Appellate Authorities Information :-**

<b>Sr. No.</b>	<b>Designation of Officer</b>	<b>Contact Number</b>	<b>E-mail</b>	<b>Area of Jurisdiction</b>
1.	Joint Director, Technical Education, Vocational & Industrial Training, HP Sundernagar, Distt. Mandi.	01907-266572	techedu- hp@nic.in	With respect to PIOs of all Govt. Engineering Colleges, Pharmacy Colleges and Polytechnics of the State.