

1. Organisation and Function

Sr.No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organisation, 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	Principal
			Faculty
			Office Staff
			Associate Professor
			S.O (Section Officer)
			Assistant Professor
1.2	Power and duties of its officers and employees [Section 4(i)(b)(ii)]	(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	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 accounts matter only.
			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.
		(iii)Rules/orders under which powers and duty are derived and	1. Central Civil Services Rules. With effect from 01.04.2022
			2. Panjab University Calendar Vol-I ,II& III'
		(iv)Exercised	
		(v)Work allocation	Attachment is the allocated work of officer's and employees (Annexure-I).
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(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.	1. Central Civil Services Rules. With effect from 01.04.2022
			2. Panjab University Calendar Vol-I ,II & III'
		(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/

		and accountability	Secretary Technical Education			
1.4	Norms for discharge of functions [Section 4(1)(b)(i v)]	(i)Nature of functions/services offered	To provide Fine Art education with practical's 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, manuals 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. (iii)Acts/Rules manuals etc.	1.	Administrative matters Center Civil Services Rules and the instructions issued from time to time adopted by the Chandigarh Administration w.e.f. 01.04.2022		
			2.	Financial matters General Financial Rules, Delegation of Financial Power Rules and the instructions issued from time to time by the Govt. of India are followed.		
			3.	Academic matters Panjab University Calendar and instructions issued from time to time by the University.		
		(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)(v i)]	(i)Categories of documents	Sr. No.	Category of documents	Custodian	
		(ii)Custodian of documents/categories	1.	Property Return of Group A & B	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.	Prospectus 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.	Counselors
			xxii.	Anti Ragging Squad
			xxiii	Grievances/representations relating to College Staff/students belonging to SC/ST/Category
			xxiv	Computer Laboratory
			xxv	Syllabus Committee
		(ii) Composition		
			Name of Committee(s)	Composition
			Recruitment Committee	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
			Departmental Promotion Committee	1. Concerned Administrative Secretary- Chairman. 2. Head of Department Concerned - Member 3. Representative of Department- Member. 4. Representative of Director Social Welfare Member
			Purchase Committee	(Local Purchase Committee):- Dr. Mahesh Prajapati, Associate Professor Chairman Sh. M.M. Rao, Assistant Professor– Member Smt. Samriti Arora (Section Officer)- Member Sh. Pankaj Saroj, Assistant Professor-member Sh. Charanjeet Singh, Assistant Professor-member
			Library Committee	Dr. Rajesh K. Sharma – Chairman Dr. Manisha Gupta - Member Dr. Anand C. Shende– Member Dr. Mahesh Chand Rai Prajapati- Member Dr. Amit Sharma – Member Mrs. Shobha- Member
			Advisory Counsel	Dr. Anand C. Shende, Chairman Sh. Pramod Kumar Arya -Member Dr. J. P. Singh, Member Sh. Manmadha Rao –Member Dr. Amit Sharma, Member Sh. Pawan Kumar Saini, Member Smt. Shobha–Member Secretary
			Computer Laboratory	Dr. Anand C. Shende, Chairman Sh. Charanjit Singh, Member Sh. Lakhwinder Singh, Member
			College Annual Art Exhibition Committee	Sh. Pramod Kumar Arya – Chairman Smt. Shobha – Member Dr. Rajesh Kumar Shama-Member Dr. Anand C. Shende- Member Dr. Mahesh C. R. Prajapati – Member
			Prospectus Committee	Sh. Pramod Kumar Arya, Chairman Dr. Anand C. Shende, Member Dr. Jogender Pal Singh, Member Sh. Pawan Saini, Member Sh. Charanjit Singh, Member Sh. Santosh Kumar, Supdt., Member
			Syllabus Committee	Sh. Pramod Kumar Arya, Chairman Dr. Mahesh Chand Rai Prajapati, Member Sh. Manmadha Rao –Member Dr. Amit Sharma, Member Sh. Pawan Kumar Saini, Member

			Educational Tour Committee	Dr. Rajesh Kumar Sharma- Chairman Dr.Anand C. Shende-Member Smt. Shobha, Member Dr. Amit Sharma- Member Smt. NutanDhiman, Member
			Cultural Committee	Dr.Anand Kumar Sharma- Chairman Sh. K.S. Sahi - Member Smt. Anjali Aggarwal – Member Sh. Charanjit Singh, Member Sh. Pritpal Singh - Member Sh. Lakhwinder Singh – Member Smt. Gurpreet Dhiman, Member
			College/Hostel Discipline Committee	Sh. Pramod Kumar Arya –Chairman Sh. K.S. Sahi – Member Dr.Jogender Pal Singh, Member Sh. Pawan Saini, Member Sh. Manmadha Rao- Member Smt. Navneet Dhillon- Member Sh. Pankaj Saroj, Member
			College Magazine Committee	Dr. Mahesh Prajapati-Chairman Dr. Amit Sharma – Member Smt. Gurpreet Dhiman – Member Sh. Amrit Singh-Member Smt. Varsha Kaul- Member
			Sports Committee	Sh. K.S. Sahi – Chairman Sh. Pritpal Singh - Member Sh. Amarbir Singh- Member Smt. Navneet Dhillon-Member Sh. Lakhwinder Singh-Member
			Hostel Committee	Sh. K.S. Sahi – Chairman Dr. Rajesh Kumar Sharma - Member Sh. Pramod Kumar Arya– Member Sh. Manmadha Rao, Member Sh. Charanjit Singh, Member
			Girls Hostel	Smt. NavneetDhillon, Chairperson Smt. VarshaKaul, Member Smt. NutanDhiman, Member Smt. Pritpal Saini, Member Smt. GurpreetDhiman, Member
			Campus Beautification	Sh. K.S. Sahi - Chairman Sh. Manmadha Rao – Member Dr. Manisha Gupta, Member Sh. Pritpal Singh – Member Sh. Charanjit Singh, Member
			Internal Complaint Committee	Mrs. Shobha, Assistant Professor, Chairperson Sh. K.S. Sahi, DPE, Member Dr. Manisha Gupta, Librarian, Member Sh. Santosh Kumar, Superintendant, Member
			Anti-ragging Committee	Sh. Pramod Kumar Arya - Chairman Dr. Mahesh C.R. Prajapati-Member Sh. Manmadha Rao-Member Sh. Pankaj Saroj-Member Smt. NavneetDhillon-Member Smt. NutanDhiman-Member
			Counsellors	Dr.Anand C. Shende, Chairman Dr. Manisha Gupta, Member Sh. Charanjit Singh, Member Smt. Pritpal Saini, Member Smt. GurpreetDhiman, Member
			Anti Ragging Squad	Dr. Anand Kumar Sharma- Chairman Dr. Amit Sharma-Member Smt.Shobha- Member Smt. Anjali Aggarwal, Member Sh. Pritpal Singh- Member Sh. Amarbir Singh- Member
			Grievances/representations relating to College Staff/students belonging to SC/ST/Category Bid Committee	Dr. Anand C.Shende, - Chairman Dr. Anand Kumar Sharma- Member Sh. Pritpal Singh-Member Mrs. Rajinder Kaur, Sr. Assistant.
			Technical & Financial Bid Committee	Dr. Anand C Shende – Nodal Officer Sh. Santosh Kumar (Supdt), Member Sh. Lakhwinder Singh, Member Smt. Rajinder Kaur , Member
			Technical & Financial Bid Committee	Sh. K. S. Sahi – Chairman Sh. Parmod K Arya, Member

				Sh. M.M. Rao – Member Sh. Amit Sharma, Memer Sh. Santosh Kumar (Supdt), 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	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation (ii) Telephone, fax and email ID	Sr. No.	Name of the officer/ employer	Designation	Telephone Number (O)
			1.	Dr. Alka Jain	Associate Professor Principal-cum-HOD	9216527184
			2.	Dr. Rajesh Kumar Sharma	- Associate Professor	9872045650
			3.	Sh. Pramod Kumar Arya	-do-	9872217333
			4.	Dr. AnandChanderShende	-do-	9872277117
			5.	Dr. Anand Kumar Sharma	-do-	8146422211
			6.	Dr. Mahesh Chand Rai Prajapati	-do-	9872270900
			7.	Smt. Anita Gupta	-do-	9988332993
			8.	Sh. M.M. Rao	Assistant Professor	9888327145
			9.	Dr. Amit Sharma	-do-	8360065987
			10.	Dr. J. P. Singh	-do-	9872290400
			11.	Sh. Pawan Kumar	-do-	9855151843
			12.	Smt. Shobha	-do-	9915140338
			13.	Mrs. Anjali S. Aggarwal	Assistant Professor (on contract basis)	8146133322
			14.	Sh. Pankaj Saroj	-do-	9779077369
			15.	Smt. NavneetDhillon	-do-	8283833295
			16.	Mr. Charanjeet Singh	-do-	7901806171
			17.	Ms. GurpreetDhiman	-do-	9779477117
			18.	Ms. Pritpal Saini	-do-	9878861463
			19.	Ms. VarshaKaul	-do-	9876259374
			20.	Sh. Pritpal Singh	-do-	9781125629
			21.	Mrs. NutanDhiman	-do-	9501452278
			22.	Sh. Amarbir Singh	-do-	7696442190
			23.	Sh. Amrit Singh	-do-	9592614640
			24.	Sh. Lakhwinder Singh	-do-	9988154097
			25.	Sh. Ravinder Singh	Guest Faculty/Resource Person	9417216122
			26.	Sh. Jaspreet Singh	-do-	9855034889
			27.	Ms. Varsha Badal	-do-	8708083016
			28.	Smt. Anju Bala	-do-	9813060967
			29.	Smt. Padma Sharma	-do-	8427403958
			30.	Ms. Shipra	Part time lecturer	9876665948
			31.	Ms. Harvinder kaur	-do-	9464284720
			32.	Dr. Manisha Gupta	Librarian	9872098574
			33.	Sh. K.S. Sahi	DPE	9988822567
			34.	Smt. Samriti Arora	Section Officer	9988897785
			35.	Sh. Pawan Kumar	Superintendent Grade-II	9855487774
			36.	Sh. Santosh Kumar	Superintendent Grade-II	9646032046

			37.	Mrs. Paramjit Kaur	Superintendent Grade-II (100% Visually handicapped)	9888870567
			38.	Smt. Parminder Kaur	Senior Scale Stenographer	8968193662
			39.	Sh. Kumar	-do-	8558871711
			40.	Sh. Vinod Kumar	Senior Assistant	8360916979
			41.	Sh. RishuPruthi	Steno-Typist	9991050456
			42.	Sh. Raju Khan	-do-	9988450786
			43.	Sh. Manish	Clerk	9855287034
			44.	Sh. Dinesh	-do-	7404218095
			45.	Sh. Vikrant Rana	-do-	8679812171
			46.	Smt. Sunita Bhandari	DEO (Outsource)	9988241133
			47.	Sh. Jaswinder Singh	DEO(Outsource)	8872225154
			48.	Sh. Harpreet Singh	DEO(Outsource)	9888812145
			49.	Sh. Sandeep Kumar	DEO(Outsource)	7837968700
			50.	Ms. Drishti	Steno-typist(Outsource)	8708090903
			51.	Sh. Harsh	Steno-typist(Outsource)	9988077286
			52.	Sh. Chetan	Clerk (Outsource)	7340745186
			53.	Sh. Mohinder Singh	Peon	8968731232
			54.	Sh. Gopal	Chowkidar	9888002865
			55.	Sh. SomNath	Chowkidar	9815862577
			56.	Sh. Lokesh	Sweeper	9988722143
			57.	Sh. Mehar Chand	Peon	8146237338
			58.	Shri Raju	-do-	9876914648
			59.	Sh. Rajesh	-do-	9878957286
			60.	Davinder Singh	MTS (Outsource)	9855073934
			61.	Dimple Gir,	MTS (Outsource)	9592761599
			62.	Jatinder Kumar	MTS (Outsource)	8559093089
			63.	Himanshu	MTS (Outsource)	7986145233
			64.	Mohan lal,	MTS (Outsource)	8685980514
			65.	SubhamAngaria,	MTS (Outsource)	7837776607
			66.	Mewa Singh,	MTS (Outsource)	9872162853
			67.	Dileep Kumar Peon	Peon (Outsource)	6392630247
			68.	Satwant Singh Toor,	Mali (Outsource)	6284444196
			69.	Harbans Singh	Mali (Outsource)	9464032663
			70.	Jagtar Singh	Mali (Outsource)	8264219034
			71.	Shiv Parkash,	Mali (Outsource)	9023619909
			72.	Raj Kumar	Mali (Outsource)	8427273782
			73.	Babita,	Sweeper (Outsource)	9988132288
			74.	Kavita	-do-	9855860148
			75.	Hari Om	-do-	9217919110
			76.	Paramjit Singh	-do-	7340725368
			77.	Sandeep, Sweeper	-do-	9915876192
			78.	Rajesh Kumar, Sweeper	-do-	9548621897
			79.	Vijay Kumar, Sweeper	-do-	8867951249
			80.	Sunny Tonk, Sweeper	-do-	7986733297
			81.	Harpreet Singh	Security guard (Outsource)	7986243943
			82.	Manmeet Singh	-do-	8872005460
			83.	Amit Kumar Das	-do-	7986549959
			84.	Sukhjeet Singh	-do-	8146899061
			85.	Avtar Singh	-do-	7307267044
			86.	Ramesh K. pandey	-do-	9876838759
			87.	Sumir Kumar	-do-	9988839953
			88.	Kamalpreet Singh	-do-	6239756541

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(i)List of employees with Gross monthly remuneration 2024-25	Sr.No.	Name of the officer/employee	Monthly emoluments (Rupees) March 2025	
			1.	Dr. Alka Jain	371192/-	
			2.	Dr. Rajesh Kumar Sharma	267750/-	
			3.	Sh. Pramod Kumar Arya	310519/-	
			4.	Dr. AnandChanderShende	253756/-	
			5.	Dr. Anand Kumar Sharma	268750/-	
			6.	Dr. Mahesh Chand Rai Prajapati	294380/-	
			7.	Smt. Anita Gupta	371192/-	
			8.	Sh. M.M. Rao	165934/-	
			9.	Dr. Amit Sharma	175420/-	
			10.	Dr. J. P. Singh	226216/-	
			11.	Sh. Pawan Kumar	196534/-	
			12.	Smt. Shobha	221374/-	
			13.	Mrs. Anjali S. Aggarwal	88281/-	
			14.	Sh. Pankaj Saroj	88281/-	
			15.	Smt. Navnee tDhillon	88281/-	
			16.	Mr. Charanjeet Singh	88281/-	
			17.	Ms. GurpreetDhiman	88281/-	
			18.	Ms. Pritpal Saini	88281/-	
			19.	Ms. VarshaKaul	88281/-	
			20.	Sh. Pritpal Singh	88281/-	
			21.	Mrs. NutanDhiman	88281/-	
			22.	Sh. Amarbir Singh	88281/-	
			23.	Sh. Amrit Singh	88281/-	
			24.	Sh. Lakhwinder Singh	88281/-	
			25.	Sh. Ravinder Singh	Rs. 500/- per lecture (maximum of Rs. 20,000/- per month)	
			26.	Sh. Jaspreet Singh	-do-	
			27.	Ms. VarshaBadal	-do-	
			28.	Smt. Anju Bala	-do-	
			29.	Smt. Padma Sharma	-do-	
			30.	Ms. Shipra	-do-	
			31.	Ms. Harvinderkaur	-do-	
			32.	Dr. Manisha Gupta	268750/-	
			33.	Sh. K.S. Sahi	371192/-	
			34.	Smt. Samriti	85762/-	
			35.	Sh. Pawan Kumar	191791/-	
			36.	Sh. Santosh Kumar	-	
			37.	Mrs. Paramjit Kaur (100% visually handicapped)	127072/-	
			38.	Mrs. Parminder Kaur	124318/-	
			39.	Sh. Kumar	105132/-	
			40.	Sh. Vinod Kumar	69912/-	
			41.	Sh. RishuPruthi	69697/-	
			42.	Sh. Raju Khan	76068/-	
			43.	Sh. Manish	65872/-	
			44.	Sh. Dinesh	36804/-	
			45.	Sh. Vikrant Rana	39918/-	
			46.	Smt. Sunita Bhandari	29663/-	
			47.	Sh. Jaswinder Singh	26485/-	
			48.	Sh. Harpreet Singh	29663/-	
			49.	Sh. Sandeep Kumar	29663/-	
			50.	Ms. Drishti	29663/-	
			51.	Sh. Harsh	24366/-	
			52.	Sh. Chetan	29663/-	
			53.	Sh. Mohinder Singh	80254/-	
			54.	Sh. Gopal	61282/-	
			55.	Sh. SomNath	50810/-	
			56.	Sh. Lokesh	80254/-	
			57.	Sh. Mehar Chand	64656/-	
			58.	Shri Raju	74857/-	
			59.	Shri Rajesh	57916/-	
			60.	Davinder Singh	21600/-	

			<div> <div>61. Dimple Gir21600/-</div> <div>62. Jatinder Kumar21600/-</div> <div>63. Himanshu21600/-</div> <div>64. Mohan Lal21600/-</div> <div>65. SubhamAngaria,21600/-</div> <div>66. Mewa Singh,21600/-</div> <div>67. Dileep Kumar21600/-</div> <div>68. Satwant Singh Toor,19286/-</div> <div>69. Harbabns Singh21600/-</div> <div>70. Jagtar Singh21600/-</div> <div>71. Shiv Parkash,21600/-</div> <div>72. Raj Kumar21600/-</div> <div>73. Babita,21600/-</div> <div>74. Kavita20829/-</div> <div>75. Hari Om21600/-</div> <div>76. Paramjit Singh21600/-</div> <div>77. Sandeep, Sweeper21600/-</div> <div>78. Rajesh Kumar, Sweeper21600/-</div> <div>79. Vijay Kumar, Sweeper21600/-</div> <div>80. Sunny Tonk, Sweeper21600/-</div> <div>81. Harpreet Singh24564/-</div> <div>82. Manmeet Singh27293/-</div> <div>83. Amit Kumar Das27293/-</div> <div>84. Sukhjeet Singh28203/-</div> <div>85. Avtar Singh28203/-</div> <div>86. Ramesh Kumar Pandey28203/-</div> <div>87. Sumir Kumar28203/-</div> <div>88. Kamalpreet Singh24564/-</div> </div>	
		(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 information officers [Section 4(1)(b)(xvi)]	<div>(i)Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority</div> <div>(ii) Address, telephone numbers and email ID of each designated official.</div>	<p>Appellate Authority: Dr. Alka, Jain Principal-cum-HOD Govt. College of Art, Chandigarh.</p> <p>CPIO: Sh. Santosh Kumar, Superintendent Grade-II, Contact No. 9646032046</p>	
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	NIL	
		(i)Pending for Minor penalty or major penalty proceedings		
		(ii)Finalised for Minor penalty or major penalty proceedings	NIL	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	There is no educational program except RTI training as conducted by the Chandigarh Administration which is attended by the officials from time to time.	
		(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	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)]	Attachment is the Budget information for the F.Y. 2024-25 (Annexure-II)	
		(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	____ (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.	Nil
		(a) Places visited	
		(b) The period of visit	
		(c) The number of members in the	

		official delegation (d) Expenditure on the visit	
		(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 or authorizations granted by the public authority [Section 4(1)(b)(xiii)]	(i)Concessions, permits or authorizations granted by public authority (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	Not applicable as no concessions, permit or authorization is granted
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 [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 (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 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	The syllabus of Bachelor of Fine Arts & Master of Fine Arts courses and other rules & regulations of the Panjab University can be accessed by the Citizens on the University website www.puchd.ac.in No policy or rule is formulated at the level of the College.

		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 (ii) Outline the public consultation process (iii) Outline the arrangement for consultation before formulation of policy	No policy or rule is formulated at the level of the college
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)	gcart-chd@nic.in
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Nil 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 (ii) At a reasonable cost of the medium	No 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 (ii) Vernacular/Local language	Yes 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	September-2024
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i)Details of information available in electronic form (ii)Name /title of the document/record/other information (iii)Working of information made available	gcart.edu.in College prospectus 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 (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	Contact No. 0172-2740309 Email. ID. gcart.edu.in
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/projects/programmes (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	Different committees to deal with grievances of students exist 30 in the year 2024-25. till 31.03.2025, 27 are disposed off Not Applicable

		(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	30 applications received in the year 2024-25, and 27 are disposed off.
		(ii) Details of appeals received and orders issued	06 appeals received in the year 2024-25 out of which 06 appeals are disposed off and no appeals are pending to dispose off.
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]	<div> (i) Name & details of <div> (a) Current CPIOs & FAAs</div> <div> (b) Earlier CPIO & FAAs from 1.1.2015</div> </div>	<div> <u>CPIOs (Central Public Information Officer)</u> 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. w.e.f. 28.01.2021 Smt.Shoba Assistant Professor GCA.Chd. w.e.f 11.01.2022 Sh. K.S Sahi, Director in Physical Education, GCA, Chd. w.e.f 08.12.0222 Sh. Santosh Kumar Superintendent Grade-II, GCA, Chd. <u>FAAs (First Appellant Authority)</u> w.e.f. 01.01.2015 Sh. Sandeep Hans, HOD, GCA, Chd. w.e.f. 28.08.2015 Sh. Surender S. Dahiya, Principal, GCA, Chd. w.e.f. 08.01.2016 Captain Karnail Singh, Principal, GCA, Chd. w.e.f. 06.01.2017 Sh. Rakesh Kumar Popli, Principal, GCA, Chd. w.e.f. 22.03.2017 Dr. Rajesh Kumar Sharma, Principal, GCA, Chd w.e.f. 05.02.2018 Smt. Navjot Kaur, Principal, GCA, Chd. w.e.f. 23.04.2018 Sh. Sachin Rana, IAS, Principal, GCA, Chd. w.e.f. 02.11.2020 Smt. Ruchi Singh Bedi, HCS, Principal, GCA Chd. w.e.f. 1.10.2021 Sh. Rohit Gupta, PCS, Principal, GCA Chd w.e.f. 31.03.2022 Sh. Amandeep Singh Bhatti, PCS, Principal, GCA Chd w.e.f. 01.10..2022 to till date Dr.Aika Jain Principal-cum-HOD </div>
		<div> (ii) Details of third party audit of voluntary disclosure <div> (a) Dates of audit carried out</div> <div> (b) Report of the audit carried out</div> </div>	<div> Third party audit carried out in 04.07.2025. </div>
		<div> (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD <div> (a) Date of appointment</div> <div> (b) Name & Designation of the officers</div> </div>	<div> <div> (a) Date of appointment 08.03.2017</div> <div> (b) Dr.Anand Kumar Sharma, Associate Professor</div> </div> <div> (a) Date of appointment : 13.06.2017</div> <div> Dr.Anand C. Shende, Associate Professor(after the correction on 28.07.2022) </div>
		<div> (iv) Consultancy committee of key stake holders for advice on suo-motu disclosure <div> (a) Dates from which constituted</div> <div> (b) Name & Designation of the officers</div> </div>	<div> No </div>
		<div> (v) Committee of PIO/FAAs with rich experience in RTI </div>	<div> No </div>

		to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	
--	--	---	--

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	gcart.edu.in

Principal,
Govt. College of Art,
Chandigarh.

Annexure-I

Sr. No.	Name of the Post	Power and duties (in brief)
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.

Principal,
Govt. College of Art,
Chandigarh.

Annexure-II

Sr. No.	Details of Disclosure	Particulars (Rupees in thousands)			
1.	Total budget allotted during the year 2024-25	105810/-			
2.	Budget (Head-wise) during the year 2024-25	i	Salary	44707	
		ii	Wages	28200	
		iii	Rewards	130	
		iv	Medical Treatment	834	
		v	Allowance	25851	
		vi	Leave Travel Concession	233	
		vii	Domestic Travel Allowances	330	
		viii	Office Expenses	3513	
		ix	Digital Equipment	300	
		x	Supplies & Material	1294	
		xi	Advertising & Publicity	46	
		xii	Professional Services	160	
		xiii	Repair and Maintenance	205	
		xiv	Scholarships & Stipends	7	
3.	Expenditure upto 31.03.2025	i	Salary	44702	
		ii	Wages	28139	
		iii	Rewards	127	
		iv	Medical Treatment	834	
		v	Allowance	25842	
		vi	Leave Travel Concession	221	
		vii	Domestic Travel Allowances	315	
		viii	Office Expenses	3499	
		ix	Digital Equipment	296	
		x	Supplies & Material	1267	
		xi	Advertising & Publicity	45	
		xii	Professional Services	159	
		xiii	Repair and Maintenance	175	
		xiv	Scholarships & Stipends	6	

Principal,
Govt. College of Art,
Chandigarh.