

G. B. PANT INSTITUTE OF ENGINEERING & TECHNOLOGY

Ghurdauri, Pauri-Garhwal, Uttarakhand - 246 194

(Formerly Known as Govind Ballabh Pant Engineering College)

(An Autonomous Institution of the Government of Uttarakhand)

MANUALS

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



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Website: www.gbpiet.ac.in

Preamble

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

Background:

The Right to Information Act, 2005 (RTI Act) mandates every public authority to disclose certain categories of information to the public proactively. GBPIET, Pauri, as an autonomous institution of the Government of Uttarakhand, is a public authority under the Act.

Objective:

To provide information about the Institute and its sources of information to students, staff, and the general public.

Structure of Manuals:

- Manual 1: Particulars of Organization, Functions, and Duties
- Manual 2: Powers and Duties of Officers and Employees
- Manual 3: Procedure Followed in Decision-Making Process
- Manual 4: Norms Set for Discharge of Functions
- Manual 5: Rules, Regulations, Instructions, Manuals, and Records
- Manual 6: Categories of Documents Held
- Manual 7: Consultative Arrangements with the Public
- Manual 8: Boards, Councils, Committees and Other Bodies
- Manual 9: Directory of Officers and Employees
- Manual 10: Monthly Remuneration of Officers and Employees
- Manual 11: Budget Allocated and Expenditures
- Manual 12: Execution of Subsidy Programmes
- Manual 13: Particulars of Recipients of Concessions
- Manual 14: Information Available in Electronic Form
- Manual 15: Facilities for Obtaining Information
- Manual 16: Names and Designations of Public Information Officers
- Manual 17: Such Other Information as May Be Prescribed

Manual 1: Particulars of Organization, Functions, and Duties

1.1 Introduction

Govind Ballabh Pant Institute of Engineering & Technology, Pauri Garhwal (GBPIET) — formerly known as Govind Ballabh Pant Engineering College — is funded by the Uttarakhand State Government, permanently affiliated to Veer Madho Singh Bhandari Uttarakhand Technical University (VMSB UKTU), Dehradun, and has been granted Fresh Autonomous Status by the University Grants Commission (UGC) from 2012.

The College was founded in 1989 by the undivided Government of Uttar Pradesh. It was earlier affiliated to the Hemwati Nandan Bahuguna Central University, Srinagar, Pauri Garhwal. After the establishment of Uttarakhand Technical University in 2005, the College became affiliated with it. The campus covers 169 acres and houses departmental blocks, administrative offices, lecture theatres, a workshop complex, a central library, conference halls, a sports complex, a gymnasium, an auditorium, hostel facilities, and faculty and staff quarters. The College is located 11 km from the district headquarters, Pauri, on the Devprayag-Pauri Road, approximately 33 km from Devprayag.

1.2 Vision

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

1.3 Mission

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

1.4 Legal Status

The College is registered as a Society under the Societies Registration Act, 1860. The Memorandum of Association (MOA), Rules, and Byelaws were notified by the Government of undivided Uttar Pradesh vide Government Order Nos. 3794/90-Pra. Shi.-1-271/90 dated 20-8-1990 and 29-8-1990. As a society, it is entitled to hold property, receive grants, and carry out all activities in furtherance of its stated objects.

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

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

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

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

- (xxiv) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.
- (xxv) To constitute such committee or committees as the Society may deem fit for disposal of or advice on any business of the College.

1.5 Academic Programmes

Undergraduate (B.Tech.) Programmes

S. No.	B.Tech. Course	2025-2026	
		Intake	Enrolled
1	Computer Science & Engineering	60	63
2	Computer Science & Engineering (AI & Machine Learning)	60	61
3	Mechanical Engineering	60	55
4	Mechanical Engineering (Manufacturing)	60	20
5	Electronics & Communication Engineering	60	62
6	Electrical Engineering	60	56
7	Civil Engineering	60	51
8	Biotechnology	60	37

Postgraduate (M.Tech. / MCA) Programmes

S. No.	PG Course	2025-2026	
		Intake	Enrolled
1	M.Tech. (Computer Science & Engineering)	18	04
2	M.Tech. (Production Engineering)	18	02
3	M.Tech. (Thermal Engineering)	18	-
4	M.Tech. (Electronics & Communication Engineering)	18	-
5	M.Tech. (Digital Signal Processing)	10	-
6	M.Tech. (Infrastructure Engineering)	18	-
7	M.Tech. (Geotechnology)	18	01
8	M.Tech. (Power Systems)	18	02
9	M.Tech. (Biotechnology)	13	03
10	Master of Computer Applications (MCA)	60	20

Doctoral (Ph.D.) Programmes

- Computer Science & Engineering
- Mechanical Engineering
- Electronics & Communication Engineering
- Electrical Engineering

- Civil Engineering
- Biotechnology
- Computer Science & Applications (MCA)

1.6 Faculty Strength

Designation	Number
Professor	12
Associate Professor	16
Assistant Professor	62
Associate Professor (Contractual)	23
Total	113

1.7 Staff Strength

Category	Number
Regular staff	53
Oversourced staff	

1.8 Student Enrolment

Programme	Male	Female	Total
B.Tech. (All four years)	1249	431	1680
M.Tech. (Both years)	15	08	23
MCA (Both years)	30	15	45
Ph.D. (All)	03	04	06
Grand Total	1297	458	1754

1.9 Hostel Facilities

Hostel	Number of Hostels	Sanctioned Seats	Current Residents
Boys Hostel	7	1020	~998
Girls Hostel	4	405	~482

Link: <https://coral-squid-139679.hostingersite.com/hostels/>

1.10 Fee Structure

Fees are revised periodically by the Uttarakhand Government / VMSB UTU / GBPIET, Pauri.

Programme	Approximate Annual Fee
B.Tech. (Tuition Fee)	Rs. 31,035 per semester (as per last notification; refer website for current)
M.Tech.	Rs. 36,535 per semester (as per last notification; refer website for current)
Ph.D.	As per Institute regulations
Hostel (Boys/Girls)	~Rs. 1,980 per semester + 16000 Mess advance

Link: <https://coral-squid-39679.hostingersite.com/registration-notice-even-semester-session-2025-26/>

Manual 2: Powers and Duties of Officers and Employees

Link: https://coral-squid-139679.hostingersite.com/wp-content/uploads/2023/04/GBPEC_MOA_Rules_and_Byelaws_2.pdf

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

Constitution of Governing Body:

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

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

2.1 Chairman

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

Powers and Duties of Chairman

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

2.2 Vice-Chairman

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

Power and Duties of Vice-Chairman

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

2.3 Director

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

Principal

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

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

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

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

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

(11) The Principal shall have the power:

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

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

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

2.4 Registrar

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

Registrar

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

- The Registrar shall:

- (a) be the custodian of the records and funds of the College as the Board may assign to him.

- (b) act as the secretary of such committees as may be appointed by the Board for which he is required by the Board to act as such;

- (c) be directly responsible to the Principal of the College for the proper discharge of his duties and functions; and

- (d) assign such other powers and perform such other duties as may be assigned to him by the principal.

2.5 Deans

Dean Position	Key Responsibilities
Dean (Academics)	Curriculum oversight, academic calendar, examination coordination, autonomous status compliance
Dean (Student Welfare)	Scholarships, anti-ragging cell, hostels, student activities, grievance redressal
Dean (Research & Development)	Ph.D. programmes, research projects, industry-institute interaction, publication support
Dean (Administration & Finance)	Budget administration, salary, infrastructure, establishment matters

2.6 Heads of Departments (HODs)

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

Head of a Department

- Each teaching department or section of the College shall be placed in the charge of the senior-most teacher who shall act as Head of the Department without any additional remuneration: Provided that in the best interest of the College, the Board may nominate any person other than the senior-most to act as such; Provided further that the term and manner of the selection of the Head of the Department would be reviewed by the Board from time to time.
- The Head of a Department shall be responsible for the entire working of the Department subject to the overall control of the Principal.
- It shall be the duty of the Head of a Department to see that the decisions of the authorities of the College and the Principal are faithfully carried out. He shall perform such other duties as may be assigned to him by the Principal.

2.7 Teaching Faculty

Faculty members at the levels of Professor, Associate Professor, and Assistant Professor are responsible for teaching, research, laboratory supervision, project guidance, M.Tech. and Ph.D. student guidance and participation in committees. Pay scales are governed by the 7th Central Pay Commission (7th CPC) recommendations as adopted by the Uttarakhand Government.

2.8 Non-Teaching Staff

Administrative staff, technical staff, and support staff perform duties as assigned by the Director/Registrar/Dean/Head/Faculty in accordance with the Uttarakhand Government Service Rules and Institute Bye-laws. Their designations, pay scales, and service conditions are notified separately.

Manual 3: Procedure Followed in Decision-Making Process

Link: https://coral-squid-139679.hostingersite.com/wp-content/uploads/2023/04/GBPEC_MOA_Rules_and_Byelaws_2.pdf

The decision-making process at GBPIET flows from departmental committees upward to the highest governing body, the Board of Governors. The Institute also employs an ERP system for academic and administrative tracking.

3.1 Decision-Making Hierarchy

Level	Body	Nature of Decisions
Department	Departmental Committee / BOS (Board of Studies)	Curriculum, syllabus, departmental academic matters
Institute Academic	Academic Council	Academic regulations, examination rules, new programmes, autonomous matters
Institute Finance	Finance Committee	Budget, expenditure approvals, audit
Apex Governing Body	Board of Governors (BOG)	Policy decisions, major expenditure, recruitments, fee revisions, strategic matters
State Government	Uttarakhand Govt. / VMSB UKTU	Grants, approvals, statutory matters

3.2 ERP System

The Institute uses an Enterprise Resource Planning (ERP) system (accessible at <https://gbpiet.sitslive.com/Login>) for academic and administrative tracking including attendance, examination, timetable, fee payment, and administrative workflow.

Link: <https://gbpiet.sitslive.com/>

3.3 Supervision and Accountability

- Every expenditure above Rs. 5,000 requires approval from the relevant Purchase Committee.
- Expenditures above Rs. 10 lakh require approval of a high-level committee including a State Government nominee.
- Audit reports are placed before the Finance Committee and the Board of Governors.
- All recruitments are done by a duly constituted Selection Committee with external experts.
- RTI requests are tracked and responded to within statutory timelines (30 days for general requests, 48 hours for life-and-liberty matters).

Link: <https://uktenders.gov.in/nicgep/app?page=WebAnnouncements&service=page>

Manual 4: Norms Set for Discharge of Functions

4.1 Regulatory Framework

The Institute discharges its functions in accordance with the norms and guidelines issued by:

- All India Council for Technical Education (AICTE) — for approval of technical programmes, intake, faculty norms, infrastructure
- University Grants Commission (UGC) — for autonomous status, Ph.D. regulations, scholarships
- Veer Madho Singh Bhandari Uttarakhand Technical University (VMSB UKTU) — for affiliation, examination, degree award, and academic regulations
- State Government of Uttarakhand — for service rules, grants, budget approvals
- National Board of Accreditation (NBA) — for programme accreditation

Some of the various norms for discharge of various functions can be found in the following documents:

4.2 AICTE

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

Link: <https://aicte.gov.in/>

4.3 UGC

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

Link: <https://ugcnet.nta.nic.in/>

4.4 Government of Uttarakhand

1. Financial Handbook, Vol. II (Part II-Fundamental Rules, Part III-Subsidiary Rules, Part IV-Delegations and Forms)
2. Financial Handbook, Vol. III- Travelling Allowance Rules
3. Uttarakhand Karmick G.O. (Booklet)

4. Uttarakhand Finance G.O.s-Vol. I to IV
5. Uttarakhand Government Servant Conduct Rules, 2002
6. Uttarakhand GPF Rules, 2006
7. Uttarakhand Government Servant (Disciplinary & Appeal) Rules, 2003
8. Uttarakhand Government Servant (Disciplinary & Appeal) (Amendment) Rules, 2010
9. Uttarakhand E-Procurement System, G.O. No. 102/XXVII(7)/2011 dated 06.07.2011
10. Uttarakhand Finance Department Assured Career Progression (ACP) G.O.s

Link: <https://uk.gov.in/>

4.5 VMSB Uttarakhand Technical University, Dehradun

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

Link: <https://uktech.ac.in/en>

4.6 NBA

Link: <https://www.nbaind.org/>

4.7 G.B.P.I.E.T.

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

Link: https://coral-squid-139679.hostingersite.com/wp-content/uploads/2023/04/GBPEC_MOA_Rules_and_Byelaws_2.pdf

4.8 Key Timelines

Activity	Prescribed Timeline
Admission (B.Tech.)	As per VMBS UKTU/JEE Main counselling schedule — generally July–August each year
Semester Commencement	As per Academic Calendar notified by GBPIET (autonomous)
Internal Assessment	As scheduled in academic timetable
End Semester Examinations	December (Odd) / June (Even)
Declaration of Results	Within 30 days of completion of examination
Degree Issuance	At Annual Convocation or on request within 60 days of result publication
RTI Response	Within 30 days (general) / 48 hours (life & liberty matters)
Scholarship Disbursal	As per State/Central Government schedules

Manual 5: Rules, Regulations, Instructions, Manuals and Records

The following documents are held by the Institute and are used by employees for discharging their functions:

S. No.	Document	Source / Authority	URL's
1	AICTE Approval Handbook / Extension of Approval Letters	All India Council for Technical Education	https://gbpiet.ac.in/accreditation-and-aicte-approvals/
2	UGC Autonomous Status Notification and Guidelines	University Grants Commission	https://gbpiet.ac.in/accreditation-and-aicte-approvals/
3	Uttarakhand Government Service Rules	Government of Uttarakhand	https://gbpiet.ac.in/rules-and-regulations/
4	Institute Memorandum of Association, Rules & Bye-laws	Society Registration / State Govt.	https://gbpiet.ac.in/rules-and-regulations/
5	Academic Calendar (Annual)	GBPIET Academic Council	https://gbpiet.ac.in/academic-calendar/
6	Academic Regulations / Ordinances	GBPIET / UKTECH	https://uktech.ac.in/en/page/ordinance-circulars
7	Curricula and Syllabi of all Programmes	GBPIET Board of Studies / Academic Council	https://uktech.ac.in/en/page/syllabus
8	Financial Rules and Procurement Rules	Government of Uttarakhand / Institute	https://gbpiet.ac.in/rules-and-regulations/
9	Anti-Ragging Policy (UGC/AICTE)	UGC/AICTE Regulations	https://www.aicte.gov.in/grievance/anti
10	Sexual Harassment Prevention Policy (POSH Act)	Govt. of India / Institute	https://dcmsme.gov.in/POSHACT2013.aspx https://dehradun.cantt.gov.in/2023/09/20/protection-of-women-from-sexual-harassment-act-2013/
11	RTI Act, 2005 and related guidelines	Ministry of Personnel, Govt. of India	https://rtionline.gov.in/
12	7th CPC Pay Structure for Faculty and Staff	Govt. of India / Uttarakhand	https://aicte.gov.in/education/faculty-norms
13	TEQIP Guidelines (if applicable)	World Bank / NPIU	Not applicable
14	NBA Accreditation Norms	National Board of Accreditation	https://gbpiet.ac.in/accreditation-and-aicte-approvals/

These documents are available for inspection at the Office of the Registrar. Copies may be requested under the RTI Act, 2005.

Manual 6: Categories of Documents Held

The following categories of documents are held by GBPIET:

S. No.	Category	Description	
1	Student Records — Admissions	Application forms, JEE rank cards, admission letters, fee receipts, identity documents	Office of Dean Academics, GBPIET
2	Student Records — Academic	Mark sheets, grade cards, examination answer books, project reports, degree certificates	Office of Dean Academics, GBPIET
3	Faculty & Staff Records	Service books, appointment orders, ACRs, leave records, salary slips	Establishment Office (Under Registrar, GBPIET)
4	Financial Records	Annual budget, grant utilisation certificates, audit reports, fee receipts, vouchers	Account Section (Under Registrar, GBPIET)
5	Establishment Files	Recruitment advertisements, selection committee proceedings, appointment orders	Establishment Office (Under Registrar, GBPIET)
6	Academic Records	Syllabi, academic calendars, examination schedules, BOG/Academic Council minutes	Office of Dean Academics, GBPIET
7	Legal & Statutory Records	Society registration, MOA, RTI applications and replies, court matters	Registrar office, GBPIET
8	Infrastructure Records	Land records, building plans, works committee proceedings, asset registers	Registrar office, GBPIET
9	Procurement Records	Tender notices, purchase orders, stock registers	Registrar office, GBPIET
10	Scholarship Records	Applications, sanction orders, disbursement details	Office of Dean Student Welfare, GBPIET

Manual 7: Consultative Arrangements with the Public

7.1 Board of Governors (BOG)

The Board of Governors is the apex governing body of the Institute. It typically includes nominees from the State Government (including senior IAS officers), representatives from industry and professional bodies, an educationist, the Director, and other ex-officio members. The BOG considers policy matters, budget, key recruitments, and strategic decisions.

Meetings of the BOG are not open to the general public. However, minutes of BOG meetings are available on the Institute website at: www.gbpiet.ac.in/key-documents/minutes-of-board-of-governors/ and may also be obtained through an RTI request.

Constitution of Governing Body:

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

- | | | |
|--------|---|------------------|
| (i) | Principal Secretary to Government, Hill Development Department, U.P. | Chairman |
| (ii) | Secretary to Government, Technical Education Department, Uttar Pradesh | Vice-Chairman |
| (iii) | Secretary to Government, Finance Department, U.P. or his nominee | Member |
| (iv) | Commissioner, Garhwal Division, Pauri | Member |
| (v) | A nominee of the Ministry of Education, Government of India | Member |
| (vi) | Vice-Chancellor, Roorkee University, Roorkee, or his nominee not below the rank of a Professor | Member |
| (vii) | One member nominated by the Department of Electronics, Government of India | Member |
| (viii) | Director of Technical Education, Uttar Pradesh, Kanpur | Member |
| (ix) | Vice-Chancellor of the University to which the College is affiliated | Member |
| (x) | One Head of the Department of the College, to be nominated by the Board for one year by rotation in order of seniority | Member |
| (xi) | Three eminent persons in field of concerned discipline being taught in the College, to be nominated by the State Government | Member |
| (xii) | | Member |
| (xiii) | | Member |
| (xiv) | Principal of the College | Member-Secretary |

7.2 Academic Council

The Academic Council includes all Heads of Departments, Deans, senior faculty, and external academic nominees. It governs all academic matters. Minutes of the Academic Council are available at: <http://www.gbpiet.ac.in/academic-council-minutes/>

COMPOSITON OF ACADEMIC COUNCIL:

1. The Director (Chairman)

2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. The Controller of Examination of the College
7. A faculty member nominated by the Director (Member Secretary).

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Academic Council shall be held at least once every six months.

Functions of the Academic Council:

- (a) To scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) To make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (c) To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) To recommend to the Governing Body proposals for institution of new programmes of study.
- (e) To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f) To advise the Governing Body on suggestions(s) pertaining to academic affairs.
- (g) To perform such other functions as may be assigned by the Governing Body.

7.3 Governing Council

The Governing Council is a broader body that provides policy guidance to the Institute. Minutes are available at:

<https://gbpiet.ac.in/administration/governing-council/>

7.4 Student Consultative Committee

Students are represented through the Student Consultative Committee, which includes elected student representatives. This body advises the administration on student welfare, hostel matters, and campus life.

7.5 Alumni Association

The G.B. Pant Engineering College Alumni Association is an active body that maintains links between the Institute and its graduates. Alumni can contribute to institute development, scholarship funds, and

mentorship. Life Membership fee: Rs. 1,000. The Association has a Management Board and standing committees for Programs, Awards, Scholarships, Student Affairs, Communications, and Nominations.

7.6 IQAC (Internal Quality Assurance Cell)

The IQAC monitors and promotes quality in academic and administrative processes. IQAC reports and activities are available at: www.gbpiet.ac.in

Constitution of the IQAC cell:

S. No.	As per guidelines
1.	Chairperson: Head of the institute
2.	Teachers to represent at all levels
3.	Management: Director BCTKIT Dwarhat, Almora
4.	Senior Administrative Officers
5.	One nominee each from: local society, student, and alumni
6.	One nominee each from: employers, industrialists, stakeholders
7.	Senior teacher as the coordinator

Manual 8: Boards, Councils, Committees and Other Bodies

The following are the Director bodies constituted under the Rules and Bye-laws of GBPIET:

8.1 Board of Governors

The Board of Governors is the supreme authority of the Institute. It meets at least twice a year. Meetings are not open to the public, but minutes may be accessed via RTI or from the Institute website.

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

Constitution of Governing Body:

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

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

The power and duties of the Chairman of the Board of Governors as defined in para 32 of the

Rules of the Society are as follows:

Powers and Duties of Chairman

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

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

Power and Duties of Vice-Chairman

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

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

Director

- (1) The Director of the College shall be appointed by the Board with the approval of the State Government:
Provided that the first Director shall be appointed by the State Government.
- (2) The Director shall be the Chief academic and administrative officer of the College and shall be responsible for the proper administration of the College and for the imparting of instructions and maintenance of the discipline therein and shall perform such other duties as may be delegated to him by the Board.
- (3) The Director shall submit annual reports and accounts to the Board.
- (4) Subject to the budgetary provisions made for the specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- (5) The Director shall have the power:
 - (i) to fix, subject to the provisions of sub-rule 2 of the rule 29, on the recommendation of the Selection Committee set up by or under the bye-laws the initial pay of an incumbent at a stage higher than the minimum of the scale but not involving more than five

increments in respect of posts to which appointments can be made by him under the power vested in him by the Board.

- (ii) The Director shall also have such other powers as may be delegated to him by the Board for effective discharge of his duties.
- (6) Without prejudice to anything contained in sub-rule (5), the Director shall exercise all powers similar to those exercised by the head of a Government Department.

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

Head of a Department

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

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

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

- (2) The Head of a Department shall be responsible for the entire working of the Department subject to the overall control of the Director.
- (3) It shall be the duty of the Head of a Department to see that the decisions of the authorities of the College and the Director are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director.

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

Registrar

- (1) The Registrar shall be a whole time officer of the College and be appointed by the Board on such terms and conditions as may be laid down in the bye-laws.
- (2) The Registrar shall:
 - (e) be the custodian of the records and funds of the College as the Board may assign to him.
 - (f) act as the secretary of such committees as may be appointed by the Board for which he is required by the Board to act as such;
 - (g) be directly responsible to the Director of the College for the proper discharge of his duties and functions; and
 - (h) assign such other powers and perform such other duties as may be assigned to him by the Director.

8.2 Finance Committee

1. Composition: Secretary, Technical Education Department (Chairman); Secretary, Finance Department; two nominees of the Chairman, BOG; the Director (Member-Secretary). Functions: Scrutinises the annual budget, makes financial recommendations to the Board, advises on all financial matters. Meets at least once a year.

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

- | | |
|--|------------------|
| (a) Secretary, Technical Education Department | Chairman |
| (b) Secretary, Hill Development Department, U.P.,
nominee not below the rank of Joint Secretary | Member or his |
| (c) Secretary, Finance Department or his nominee
the rank of Joint Secretary | Member not below |
| (d) Two persons to be nominated by the Chairman,
Governors | Member Board of |
| (e) The Director | Member Secretary |

2. The Committee shall,

- (a) examine and scrutinise the actual budget or the College prepared by the Director and make recommendations to the Board.
- (b) give its view and make its recommendations to the Board either on the initiative of the Board or of the Director or on its own initiative on any financial question affecting the College.

3. The Committee shall meet at least once a year.
4. Three members of the Committee shall form a quorum for a meeting of the Committee.
5. The Chairman, if present, shall preside over the meeting of the Committee; in his absence, the members present shall elect one from amongst themselves to preside over the meeting.
6. The provisions of rules regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board shall, as far as may be, followed in the meetings of the Committee.
7. A copy of the minutes of every meeting of the Committee shall be sent to the Board.

8.3 Building & Works Committee

1. Composition: Director (Chairman); representative from RITES; General Manager of the Construction Agency; Chief Engineers; Professor of Structural Engineering; Senior Engineer and Architect; Head of Civil Engineering Department. Function: Review and recommend proposals for buildings and structures to the Board.

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

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

The Committee will make a comprehensive and exhaustive review of the proposal for

building and structures and make recommendation in its report to the Board of Governors.

8.4 Personnel Committee

1. Composition: Secretary, Technical Education Department (Chairman); one BOG member nominated by the Chairman; Director (Member-Secretary). Functions: Considers adverse character roll entries, confirmations, and efficiency bar cases.

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

- (i) Secretary, Technical Education Department Chairman
 - (ii) One other member of the board to be nominated by the Board of Governors Member the Chairman of
 - (iii) Director Member Secretary
2. This committee will go into the cases of representations against the adverse character roll entries and make recommendations to the Board, dispose of the cases of confirmations of the employees whose appointing authority is the Board of Governors in accordance with the cases of the efficiency bar wherever applicable.

8.5 Central Purchase Committee

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

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

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

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

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

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

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

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

- (e) Nominee of the Hill Development Department
- (f) Director

Member
Member-
Secretary Purchase

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

8.6 Academic Committee / Academic Council

COMPOSITION OF ACADEMIC COUNCIL:

1. The Director (Chairman)
2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. The Controller of Examination of the College
7. A faculty member nominated by the Director (Member Secretary).

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Academic Council shall be held at least once every six months.

Functions of the Academic Council:

- (a) To scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) To make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (c) To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) To recommend to the Governing Body proposals for institution of new programmes of study.
- (e) To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f) To advise the Governing Body on suggestions(s) pertaining to academic affairs.
- (g) To perform such other functions as may be assigned by the Governing Body.

8.7 Anti-Ragging Committee & Squad

Constitution

There shall be an Anti-Ragging Committee constituted by the Head of the Institution.

Composition

The Committee shall consist of:

1. Head of the Institution/Director – Chairperson
2. Senior Faculty Members
3. Representatives of Non-Teaching Staff
4. Representatives of Parents
5. Representatives of Freshers
6. Representatives of Senior Students
7. Representatives of Civil Administration
8. Representatives of Police Administration
9. Representatives of Local Media
10. Representatives of Non-Governmental Organizations involved in youth activities
11. Any other member(s) as deemed necessary by the Institution

The composition shall ensure adequate representation and diversity in terms of level and gender.

8.8 Internal Complaints Committee (Women Cell)

Constituted as per the Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace Act, 2013 (POSH Act). Handles complaints of sexual harassment from students and staff.

STATUTE FOR INTERNAL COMPLAINTS COMMITTEE (ICC) / WOMEN CELL**1. Short Title**

This Statute shall be called the “Statute for the Internal Complaints Committee (ICC)/Women Cell” of the College.

2. Objective

The Internal Complaints Committee (ICC) shall be constituted to provide protection against sexual harassment of women at the workplace and to ensure prevention, prohibition, and redressal of complaints of sexual harassment in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the applicable UGC Regulations.

3. Constitution

The Internal Complaints Committee shall be constituted by the Head of the Institution in accordance with Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

4. Composition

The Committee shall consist of:

1. A Presiding Officer who shall be a woman employed at a senior level in the Institution.
2. Not less than two members from among the employees preferably committed to the cause of women or having experience in social work, legal knowledge, or gender issues.
3. One external member from a non-governmental organization or association committed to the cause of women or a person familiar with issues relating to sexual harassment.
4. At least one-half of the total members shall be women.

5. Tenure

The Presiding Officer and every member of the Committee shall hold office for a period not exceeding three years from the date of nomination.

6. Functions and Responsibilities

The Internal Complaints Committee shall:

- a) Receive and redress complaints of sexual harassment from employees and students.
- b) Conduct inquiries in accordance with the provisions of the POSH Act, 2013 and applicable UGC Regulations.
- c) Recommend appropriate action against persons found guilty of sexual harassment.
- d) Promote awareness regarding gender sensitization and prevention of sexual harassment.
- e) Organize workshops, seminars, orientation programmes, and awareness campaigns.
- f) Maintain confidentiality of complaints, proceedings, and recommendations.
- g) Submit annual reports to the Head of the Institution and other competent authorities as required under law.

7. Powers

For the purpose of inquiry, the Committee shall have powers equivalent to those prescribed under the POSH Act, 2013, including:

- a) Summoning and enforcing the attendance of any person.
- b) Requiring discovery and production of documents.
- c) Recording evidence and examining witnesses.
- d) Recommending interim relief measures where necessary.

8. Complaint Procedure

1. Any aggrieved woman student, employee, faculty member, researcher, contractual worker, visitor, or resident of the institution may submit a complaint in writing to the Committee.
2. The complaint shall ordinarily be filed within the period prescribed under the POSH Act, 2013.
3. The Committee shall conduct a fair, impartial, and time-bound inquiry.
4. Appropriate recommendations shall be submitted to the competent authority for implementation.

9. Confidentiality

The Institution and the Committee shall maintain strict confidentiality regarding the identity of the complainant, respondent, witnesses, proceedings, recommendations, and actions taken, as required under the POSH Act, 2013.

10. Annual Report

The Committee shall prepare and submit an annual report containing the number of complaints received, disposed of, pending cases, awareness programmes conducted, and recommendations for improving workplace safety and gender equity.

11. Applicability

This Statute shall apply to all students, faculty members, officers, staff, contractual employees, consultants, service providers, visitors, and any person associated with the Institution.

12. Amendment

The Governing Body may amend this Statute in conformity with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, UGC Regulations, and other applicable laws.

Manual 9: Directory of Officers and Employees

The following table provides key contacts. For a complete and updated directory, please visit: www.gbpiet.ac.in/administration/

S. No.	Name / Designation	Role	Contact
1	Prof. (Dr.) Vijay Kumar Banga, Director	Head of the Institution/ Academics/Administration	director@gbpiet.ac.in 01368-228030
2	Mr. Sandeep Kumar, Registrar	Custodian of the records and funds of the College	registrar@gbpiet.ac.in
3	Dr. Sachin Kumar	Public Information Officer (PIO)	sachinkumar@gbpiet.ac.in 9675319121
4	Dr. Sachin Tejyan	Assistant PIO	tejyan86@gmail.com 9520660100
5	Dean (Academics)	Academic Administration	Refer: gbpiet.ac.in/administration/deans- associate-deans/
6	Dean (Student Welfare)	Student Welfare, Scholarships	Refer: gbpiet.ac.in/administration/deans- associate-deans/
7	HOD, Computer Science & Engineering	Head of the Department	Refer: gbpiet.ac.in/administration/heads-of- departments/
8	HOD, Electronics & Communication Engg.	Head of the Department	Refer: gbpiet.ac.in/administration/heads-of- departments/
9	HOD, Electrical Engineering	Head of the Department	Refer: gbpiet.ac.in/administration/heads-of- departments/
10	HOD, Mechanical Engineering	Head of the Department	Refer: gbpiet.ac.in/administration/heads-of- departments/
11	HOD, Civil Engineering	Head of the Department	Refer: gbpiet.ac.in/administration/heads-of- departments/
12	HOD, Biotechnology	Head of the Department	Refer: gbpiet.ac.in/administration/heads-of- departments/
13	HOD, Computer Science & Applications	Head of the Department	Refer: gbpiet.ac.in/administration/heads-of- departments/
14	HOD, Applied Sciences & Humanities	Head of the Department	Refer: gbpiet.ac.in/administration/heads-of- departments/

For a complete, updated list of all faculty and staff with contact extensions, refer to the Institute Directory at www.gbpiet.ac.in or contact the Registrar's office.

Manual 10: Monthly Remuneration of Officers and Employees

The pay scales of faculty and staff at GBPIET are governed by the recommendations of the 7th Central Pay Commission (7th CPC), as adopted by the Government of Uttarakhand. The pay matrix applicable is as follows:

Component	Description
Dearness Allowance	As notified by the Central/State Govt
House Rent Allowance	As per the city classification
Transport Allowance	As per pay level
Medical Benefits	As per the institute/state rules
Pension / NPS	As per applicable Govt rules
Leave Benefits	As per service rules

Note: Actual emoluments may vary based on seniority, increments, and specific government orders. For the most current pay details, please contact the Registrar's office or refer to the relevant Uttarakhand Government pay revision notifications. The basic salary and designation of the employee are available at (<https://gbpiet.ac.in/rti-gbpiet/>).

Manual 11: Budget Allocated and Expenditures

11.1 Sources of Income

GBPIET receives funds from the following primary sources:

- Annual grant-in-aid from the Government of Uttarakhand (salary and non-salary grants)
- Tuition and other fees collected from students (UG, PG, Ph.D.)
- Grants from AICTE, UGC, DST, TEQIP, and other national bodies for specific schemes
- Income from consultancy, training programmes, and miscellaneous receipts

11.2 Budget Summary

Financial Head	Weblinks
Tuition Fee Revenue	Refer: www.gbpiet.ac.in/key-documents/audit-reports/
Government Grant (Salary + Non-salary)	Refer: www.gbpiet.ac.in/key-documents/audit-reports/
Other Income (Minor Heads)	Refer: www.gbpiet.ac.in/key-documents/audit-reports/
Total Revenue	Refer: Latest Audit Report
Total Expenditure	Refer: Latest Audit Report

Note: Audit reports are available at: www.gbpiet.ac.in/key-documents/audit-reports/

11.3 Procurement Transparency

All tenders issued by GBPIET are published on the Institute website for public access. Tender notices are available at: www.gbpiet.ac.in. Procurement procedures follow the Uttarakhand Government Financial Rules and directives issued from time to time.

Note: Procurement rule is available at <https://gbpiet.ac.in/rules-and-regulations/>

Manual 12: Execution of Subsidy Programmes

The Institute does not directly provide monetary subsidies. However, the following scholarship and financial assistance schemes are implemented:

12.1 Central Government Schemes

- Post-Matric Scholarship for SC/ST/OBC students (through Social Welfare Department, Uttarakhand Government) — amounts credited directly to student bank accounts
- Central Sector Scheme of Scholarships for College and University Students
- National Fellowship Schemes for SC/ST Ph.D. scholars

12.2 State Government Schemes

- Uttarakhand Government scholarships for students from Hill Districts and Scheduled Areas
- Tuition Fee waivers/concessions for students from Economically Weaker Sections (EWS) as notified by the State Government

12.3 AICTE Schemes

- GATE Scholarship for M.Tech. students (Rs. 12,400 per month as per AICTE norms)
- Non-GATE M.Tech. Students receive State fund scholarships as per the Institute norms, if applicable

12.4 TEQIP / Research Scholarships

- Ph.D. scholars may receive stipends from the ADF scheme or other research grant funds as applicable

12.5 All Scholarships at a Glance*

S. No.	Scholarship	Web link
1.	Post Matric Scholarship Scheme – National Scholarship (NSP)	https://nsp.gov.in/ (National Scholarship Portal)
2.	Central sector scheme of scholarships for college and university students	
3.	PG scholarship scheme for SC/ST students for pursuing professional courses, such as M. Tech.	
4.	Pragati scholarship scheme for girl students (Technical degree)	
5.	Saksham scholarship scheme for specially-abled students (Technical degree)	
6.	AICTE – Swanath scholarship scheme (Technical degree)	
7.	Post-matric scholarship for EBC/SC/ST/OBC students (State Sector)-Uttarakhand	
8.	Uttar Pradesh Scholarship (UP Scholarship)	https://scholarship.up.gov.in/
9.	Bihar Scholarship	https://pmsonline.bih.nic.in/
10.	Special Scholarship Scheme For Jammu & Kashmir and Ladakh (SSSJKL) under Pradhan Mantri Uchchhatar Shiksha Protsahan (PMUSP) Yojna	https://www.aicte-jk-scholarship-gov.in/institutes/login.php
11.	AICTE GATE Scholarship for M. Tech. Students	https://pgscholarship.aicte-india.org/

12.	Merit Scholarship	Institute Level (Merit-Based)
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*All scholarship disbursements are administered by the Dean (Student Welfare) office. Records are maintained and can be requested, as applicable.

Note: Details are available at <https://gbpiet.ac.in/dean-student-welfare-office/>

Manual 13: Particulars of Recipients of Concessions, Permits or Authorizations

The Institute does not grant commercial concessions or permits. Scholarships and financial concessions available are as described in Manual 12. Specific details of beneficiaries are as follows:

Concession / Benefit	Eligibility	Administering Office
GATE Scholarship (M.Tech.)	M.Tech. students with a valid GATE score	Dean (Student Welfare)
Tuition Fee Waiver (State Fund)	B.Tech. Students	Dean (Student Welfare)
SC/ST/OBC Post-Matric Scholarship	SC/ST/OBC students — as per State norms	Dean (Student Welfare)
Merit-cum-Means Scholarship	Students meeting academic + financial criteria	Dean (Student Welfare)
EWS Fee Concession	EWS certificate holders — as per Govt. order	Dean (Student Welfare)
Ph.D. Stipend / Research Fellowship	Enrolled Ph.D. scholars – AICTE Doctoral Fellowship / Rs. 20000 per month	Research & Development Cell / Accounts

- For all scholarship types, refer to 12.5

Year-wise details of scholarship beneficiaries are maintained at the Dean (Student Welfare) office and can be provided upon request.

Manual 14: Information Available in Electronic Form

The official website of the Institute is: www.gbpiet.ac.in

The following information is available in electronic form on the website and is updated regularly:

S. No.	Information	URL / Location
1	Admission Notices (UG/PG/Ph.D.)	www.gbpiet.ac.in/admission/
2	Academic Programs (UG/PG/Doctoral)	www.gbpiet.ac.in/academic-programmes/
3	Fee Structure	www.gbpiet.ac.in/fee-structure/
4	Academic Calendar	www.gbpiet.ac.in/academic-calendar/
5	Academic Timetable	www.gbpiet.ac.in/academic-timetable/
6	Curricula and Syllabi	www.gbpiet.ac.in/curricula-and-syllabi/
7	Tender Notices / Procurement	www.gbpiet.ac.in (Tenders section)
8	Recruitment Advertisements	www.gbpiet.ac.in (Announcements)
9	Faculty Profiles	www.gbpiet.ac.in/departments/
10	BOG / Academic Council Minutes	www.gbpiet.ac.in/key-documents/
11	Audit Reports	www.gbpiet.ac.in/key-documents/audit-reports/
12	NIRF Data	www.gbpiet.ac.in/nirf/
13	IQAC Reports	www.gbpiet.ac.in (IQAC Cell)
14	AICTE Approvals / Accreditation	www.gbpiet.ac.in/accreditation-and-aicte-approvals/
15	Rules and Regulations	www.gbpiet.ac.in/rules-and-regulations/
16	ERP (Academic / Admin Portal)	https://gbpiet.sitslive.com/Login
17	Webmail	Accessible via website menu
18	CPDA Guidelines	www.gbpiet.ac.in/wp-content/uploads/2026/02/Guidelines_CPDA.pdf

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Manual 15: Facilities for Obtaining Information

15.1 Central Library

The Central Library of GBPIET is primarily for the use of students, faculty, and staff. Library facilities are available to members possessing a valid library card. General public access is by prior arrangement with the Librarian.

Day	Library Hours
Monday – Saturday	9:00 AM – 4:00 PM
Sunday / Holidays	Closed (open during examination periods as needed)

During the examination period, the library time is extended up to 09:00 PM.

The library website / catalogue is accessible at: www.gbpiet.ac.in/facilities/central-library/

15.2 Webmail

Faculty, staff, and students have access to Institute Webmail (Google Workspace). Access is through the website menu or at <https://mail.google.com> (using @gbpiet.ac.in credentials).

15.3 RTI Cell

The RTI Cell is located in the Office of the Registrar, GBPIET, Ghurdauri, Pauri-Garhwal, Uttarakhand — 246 194.

RTI applications may be submitted in writing (in Hindi or English) to the Public Information Officer (PIO) along with the prescribed application fee of Rs. 10/- (payable by cash / Indian Postal Order / Demand Draft as per RTI Rules).

15.4 Other Information Access Points

- Notice Boards at the Administrative Block and all Departmental offices
- Official Website: www.gbpiet.ac.in (updated regularly)
- ERP System (for registered users): <https://gbpiet.sitslive.com/Login>
- Anti-Ragging Helpline: Displayed on campus notice boards and website
- Women Cell / Internal Complaints Committee: Contact Dean (Student Welfare) office

Manual 16: Names and Designations of RTI Cell

16.1 Nodal Officer

Particulars	Details
Name / Designation	Mr. Hemant Kumar, Assistant Professor
Address	Department of Mechanical Engineering, GBPIET, Ghurdauri, Pauri-Garhwal, Uttarakhand — 246 194
Telephone	9412160064
Email	hkmed@gbpiet.ac.in
Note	Ensures the tracking of the applications. Online RTI portal +Offline RTI

16.2 Public Information Officer (PIO)

Particulars	Details
Name / Designation	Dr. Sachin Kumar, Assistant Professor
Address	Department of Electrical Engineering, GBPIET, Ghurdauri, Pauri-Garhwal, Uttarakhand — 246 194
Telephone	9675319121
Email	sachinkumar@gbpiet.ac.in

16.3 Assistant Public Information Officer (APIO)

Particulars	Details
Name / Designation	Dr. Sachin Tejyan
Address	Department of Mechanical Engineering, GBPIET, Ghurdauri, Pauri-Garhwal, Uttarakhand — 246 194
Telephone	9520660100
Email	tejyan86@gmail.com

16.4 First Appellate Authority (FAA)

Particulars	Details
Name / Designation	Prof. (Dr.) Vijay Kumar Banga, Director, GBPIET
Address	Office of the Director, GBPIET, Ghurdauri, Pauri-Garhwal, Uttarakhand — 246 194
Telephone	01368-228030 Fax: 01368-228062
Email	director@gbpiet.ac.in

Particulars	Details
Note	Appeals against PIO decisions must be filed within 30 days of receiving the PIO's order.

16.5 Anti-Ragging Helpline

The Institute has constituted an Anti-Ragging Committee and Squad in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

- National Anti-Ragging Helpline: 1800-180-5522 (Toll-Free, 24x7)
- Anti-Ragging Portal: www.antiragging.in
- Institute Anti-Ragging Committee Convener: Contact Dean (Student Welfare) office
- Institute Anti-ragging Helpline Numbers: 7017059887, 8126565328
- Institute Main Gate/ Security Emergency Number: 8791884847

16.6 Women Cell / Internal Complaints Committee

Constituted under the POSH Act, 2013. For complaints of sexual harassment, contact:

- Dean (Student Welfare) / Chairperson, ICC — Contact details available at the Registrar's office and on the website

Manual 17: Such Other Information as May Be Prescribed

17.1 Anti-Ragging Policy and Guidelines

GBPIET is fully compliant with UGC and AICTE anti-ragging regulations. The following measures are in place:

- Anti-Ragging Committee constituted with representation from administration, faculty, students, parents, police, and local community
- Anti-Ragging Squad for surprise checks in hostels and campus
- Mandatory anti-ragging affidavits from students and parents at the time of admission
- CCTV surveillance at key campus locations
- National Anti-Ragging Helpline: 1800-180-5522 (Toll-Free, 24x7)
- All admitted students and parents required to register on www.antiragging.in

17.2 Recent Initiatives (2025-26)

- Sustainable Infrastructure Workshop: GBPIET has hosted workshops related to sustainable infrastructure and green building practices in collaboration with industry partners.
- ERP System Enhancement: The Institute ERP (<https://gbpiet.sitslive.com>) has been upgraded for better academic and administrative tracking.
- IQAC Activities: Internal Quality Assurance Cell has conducted academic audits and initiated NBA accreditation for select programmes.
- CPDA Guidelines: Cumulative Professional Development Allowance guidelines notified — refer www.gbpiet.ac.in/wp-content/uploads/2026/02/Guidelines_CPDA.pdf
- Industry-Institute Interaction: MoUs with industry partners for internships, placements, and research collaboration.

17.3 Campus Infrastructure and Facilities

The Institute has extended limited infrastructure facilities to Banks/ATM, Post Office, and canteen for students and staff. These facilities are also accessible to the general public during working hours. The campus houses:

- Central Library with digital resources and reading rooms
- Fully equipped workshops and computer centres
- Sports complex, gymnasium, and auditorium
- Fully residential hostels (7 boys' hostels, 4 girls' hostels)
- Faculty and staff residential quarters
- Health / medical facility on campus
- ATM and banking facilities
- Post office serving campus and nearby areas

17.4 Grievance Redressal

Students, staff, and citizens can raise grievances through:

- The Registrar's Office (written complaint)
- The RTI Cell (information requests under RTI Act, 2005)

- Online Grievance Portal: Refer to the Institute website
- UGC Online Grievance Portal: www.grievance.ugc.ac.in
- National Student Grievance Portal: www.grievance.ugc.ac.in

17.5 Training & Placement Cell

The GBPIET Training and Placement Centre bridges academia and industry. It ensures career readiness across B.Tech, MCA, and M.Tech streams.

Key Placement Highlights

- **On-Campus Selection:** Approximately 160 students secure positions till May 2026 through campus recruitment drives.
- **Highest Package:** Offers reach up to INR 12 LPA, notably driven by premium public sector companies.
- **Average Package:** Salaries generally range between INR 4.5 LPA and INR 6 LPA.
- **Prominent Recruiters:** Reputed industries regularly hire from the campus, including:
 - Bharat Electronics Limited (BEL)
 - Mahindra & Mahindra
 - Technostruct
 - Larsen & Toubro (L&T)
 - TCS, Wipro, and Infosys

Training and Skill Development Programs

The dedicated GBPIET Placement Team structures student preparation through targeted initiatives:

- **Pre-Placement Training:** Includes resume writing workshops, mock group discussions, and technical mock interviews.
- **Skill Enhancement:** Focuses on soft skills, corporate etiquette, and industry-oriented aptitude tests.
- **Industry Collaboration:** Organizes mandatory summer internships and real-world industrial visits.

17.6 Digital Upload of RTI Manual

As per CIC/DoPT/UIC directives, this RTI Manual (Section 4(1)(b)) is required to be uploaded on the Institute RTI Cell page on the official website. The Institute RTI page is accessible via: www.gbpiet.ac.in

— End of RTI Manual under Section 4(1)(b) —

Govind Ballabh Pant Institute of Engineering & Technology, Ghurdauri, Pauri-Garhwal, Uttarakhand — 246 194

Website: www.gbpiet.ac.in | Phone: 01368-228030

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