



BIKANER TECHNICAL UNIVERSITY, BIKANER
चिह्नकसु रदुहध fo' ofo | ky;] चिह्नकसु
(Aligning with 21st Century: The Century of Consciousness)



Establishment Section (UCET)

17 Point Pro-active Disclosure Under Section 4(1) (b) of RTI Act. 2005

S. No	Contents	Reply
1	Brief details of the Institute	University College of Engineering and Technology (UCET) Bikaner is constituent college of Bikaner Technical University (BTU) since August 2018 (as per gazette notification No. F 23(8) T.E. /2008 - I)
	Brief History and background of its establishment.	Establishment section of the Institute was established in 2018 to deal with the service matters of the UCET employees.



Establishment Section (UCET)

Employees details	There are currently 53 faculty members in the 08 department of the institute. The details of faculty are as: Other details of administration is available at																																																																																																																																																																																								
	<table><thead><tr><th>S. No.</th><th>Faculty Name</th><th>Department</th><th>E mail id</th></tr></thead><tbody><tr><td>1.</td><td>Dr. S.K. 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Singh</td><td>HEAS</td><td>singh_kyn@yahoo.co.in</td></tr><tr><td>44.</td><td>Dr. Sudhir Bhardwaj</td><td>HEAS</td><td>sudhir.hep@gmail.com</td></tr><tr><td>45.</td><td>Dr. Satish Kumar Mehla</td><td>HEAS</td><td>satish_mehla@gmail.com</td></tr></tbody></table>	S. No.	Faculty Name	Department	E mail id	1.	Dr. S.K. Bansal	EE	skbansal30@gmail.com	2.	Mr. Vikas Bhalla	EE	vikasbhalla@cet-gov.ac.in	3.	Mr. Sunil Baweja	EE	sunilkrbaweja@gmail.com	4.	Dr. Ajeet Singh Poonia	CSE	pooniaji@gmail.com	5.	Mr. Devendra Tiwari	CSE	dev.g.tiwari@gmail.com	6.	Ms. Sunita Choudhary	CSE	sunitadangi@gmail.com	7.	Mr. Laxman Singh Khargarot	CSE	laxmansingh@cet-gov.ac.in	8.	Mr. Kapil Pandey	CSE	pandeykapil2003@gmail.com	9.	Ms. Gagandeep Kaur	CSE	gagandeep.1113@gmail.com	10.	Ms. Neeraj Choudhary	CSE	neerajchoudhary@cet-gov.ac.in	11.	Mr. Jai Bhaskar	CSE	jaibhaskar@cet-gov.ac.in	12.	Mr. Devendra Daila	CSE	devenderdaila@gmail.com	13.	Mr. Sandeep Kumar	CSE	kumarsandeep.bits@gmail.com	14.	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	Details of service rendered	The section keeps the service record related to the employees of the college.
	Citizen interaction	As enunciated in BTU Act. 2018 and the rules framed there under.
	Postal Address of the Office	Establishment section (UCET), Bikaner Technical University, University College of Engineering & Technology Campus, RIICO Karni Industrial Area, Pugal Road, Bikaner -334004
	Map of the Office Location	This section is functioning at the Bikaner Technical University, University College of Engineering & Technology Campus.
	Working Hour (both for office and public)	10 A.M to 5 P.M (both for office and public)
	Public Interaction, if any	Whenever required as per law.
	Grievance / Redress mechanism.	Registrar and Higher authorities as per BTU act.
2	Powers and Duties of Officer and employees (Section 4(1)(b)(ii))	The powers, functions and duties performed by the head and staff is as per BTU act. https://www.btu.ac.in/home/saisupport/Images/Media/BTU-Act-29-2017.pdf
3	Procedure followed in decision-making process (Section 4(1)(b)(iii))	The Hon'ble Vice chancellor, Registrar, FO, Deans, Principal and Head of the various departments are delegated with power to act as administrators of their respective field as per BTU act. https://www.btu.ac.in/home/saisupport/Images/Media/BTU-Act-29-2017.pdf
4	Norms set for the discharge of functions (Section 4(1)(b)(iv))	As per BTU act. https://www.btu.ac.in/home/saisupport/Images/Media/BTU-Act-29-2017.pdf
5	Rules, regulations, instructions,	As per BTU act. https://www.btu.ac.in/home/saisupport/Images/Media/BTU-Act-29-2017.pdf



Establishment Section (UCET)

	manuals and records for discharging functions (Section 4(1)(b)(v))							
6	A statement of the categories of documents that are held by it for under its control (Section 4(1)(b)(vi))	Various administrative approvals and documents Employee service book Employee personal file Employee Leave record Besides, different files and registers are maintained from time to time as per requirement.						
7	Particular of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation (Section 4(1)(b)(vii))	As per BTU act. https://www.btu.ac.in/home/saisupport/Images/Media/BTU-Act-29-2017.pdf						
8	A statement of Boards, council, committees and other bodies constituted (Section 4(1)(b)(viii))	Information is available at https://www.btu.ac.in/home/BOM-Academic-Council116 and as per BTU act. https://www.btu.ac.in/home/saisupport/Images/Media/BTU-Act-29-2017.pdf						
9	Directory of Officers and employees (Section	The Directory of Officer and employees are as follows- <table><thead><tr><th>S. No</th><th>Name</th><th>Designation</th></tr></thead><tbody><tr><td>1</td><td>Mr Amit Mathur</td><td>Assistant Professor (ME) and Head (Estt.) (UCET)</td></tr></tbody></table>	S. No	Name	Designation	1	Mr Amit Mathur	Assistant Professor (ME) and Head (Estt.) (UCET)
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Establishment Section (UCET)

	4(1)(b)(ix))	
10	The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations (Section 4(1)(b)(x))	The monthly remuneration received by the employees are as per the 7 th Pay Commission issued by the Govt.
11	The Budget allocated to each agency (Section 4(1)(b)(xi))	Nil
12	The manner of execution of subsidy programme (Section 4(1)(b)(xii))	NA
13	Particulars of recipients of concessions, permits or authorizations granted (Section 4(1)(b)(xiii))	NA
14	Information available in an electronic form	Most information related to this section and governing bodies are available at http://cet-gov.ac.in/ https://www.btu.ac.in/ Steps are being taken for availability of all information in electronic form.
15	Particulars of	Information are being supplied to the citizens through application



Establishment Section (UCET)

	facilities available to citizens for obtaining information (Section 4(1)(b)(xv))	under RTI Act. 2005 through the PIO, i.e Registrar, BTU.
16	Name designation and other particulars of public information officer (Section 4(1)(b)(xvi))	Public Information Officer / Registrar, BTU Bikaner Technical University, University College of Engineering & Technology Campus, RIICO Karni Industrial Area, Pugal Road, Bikaner -334004
17	Other information as may be prescribed, complied, collected and provided in the form of manual from time to time	No such information is available.

Head
Establishment Section, UCET,
Bikaner Technical University, Bikaner