

Sant Longowal Institute of Engineering & Technology

Longowal, District Sangrur, Punjab– 148106

RIGHT TO INFORMATION ACT, 2005

Obligations of Public Authority

Manuals

Manual 1:

The particulars of SLIET's organization, functions and duties.

This manual contains the organizational structure, objectives and major functional areas of the Institute as spelt out in the Memorandum of Association (MOA). The Institute is Registered under Societies Act, 1860.

ABOUT THE INSTITUTE

Consequent upon the decision, taken by Govt. of India in 1985, to tender a valuable, yet humble tribute to the everlasting memory of the revered saint, Sant Longowal Institute of Engineering and Technology took its shape. The institute was established by Ministry of Education (then MHRD), Govt. of India in the year 1989 and was formally inaugurated on 20th December 1991.

Accepting the new challenge of new education policy, Sant Longowal Institute of Engineering & Technology (SLIET) was established, with a vision to act as an international podium for the development and transfer of technical competence in academics. It is committed to provide best possible technical education and to cater to the technical manpower requirements with emphasis on practical training in industry.

The institute is an autonomous body, fully funded by Govt. of India and controlled by SLIET society, registered under Societies Registration Act, 1860. The institute awards its own Certificates, Diplomas, Undergraduate and Postgraduate Degrees approved and recognized by AICTE, New Delhi. Ph.D. programmes have also been started after it attaining status of Deemed to be University.

It was formulated that the institute, besides catering to the needs of formal education would undertake an arduous task to prepare the skilled and qualified manpower for self-employment. Further, the institute would take up a strategic research and development activities which along with entrepreneurship will help in extending the efforts of the institute in imparting education to the unemployed and working population by updating and upgrading their technical skills. The institute was thought to cater to then existing 3-tier system in modern industry, which incorporates workers, technicians and engineers.

The institute has a sprawling area of 451 acres of land provided by Punjab Government. Surrounded by lush green land, the campus of the institute extends a beautiful and well-developed area with many topographically featured picturesque landscape, numerous buildings of various nature and stature and metal road network. The campus presents a spectacle of harmony and natural beauty. It is embedded with all the amenities required for a complete township.

INSTITUTE HISTORY

- Formal shape was given to the idea of a National Level Institute in the Rural Backdrop of the Longowal Village, 1989.

- Shri Arjun Singh, Then Honorable Minister for Human Resource Development, Government of India lays the foundation of the Institute,1991.
- Institute begins offering Certificate and Diploma Programmes,1991.
- Degree Programmes Introduced,1993.
- First Annual Convocation is held,1998.
- Impact Assessment and Review conducted by EdCIL,1999.
- Postgraduate Programmes Introduced,2002.
- Institute wins Kongru Trophy,2002.
- All Degree Programmes got approved by the AICTE,2003.
- Impact Assessment and Review conducted by EdCIL,2004.
- Deemed to be University in 2007.
- Institute started 4 year UG (BE) Program, 2014.
- NBA Accreditation of all Programs, 2021.

VISION

SLIET shall strive to act as an international podium for the development and transfer of technical competence in academics through formal and non formal education, entrepreneurship and research to meet the changing need of society.

MISSION

1. Non formal, flexible, modular, multipoint entry programmes in engineering and technology and in the areas like rural development, educational planning, information and management sciences.
2. Education and training in modern technology areas.
3. Promotion of self-development among the students.
4. Extension services to industry working population, passed-out students, social organizations and institutions of research and higher learning.
5. Close interface with the industry to conduct research on the basis of manpower requirements leading integrated educational planning curriculum development and instructional material preparation in technology and interdisciplinary areas.
6. Promotion of institute-institute linkages for sustainable development of academic and research

Functions and Duties:

The functions and duties of the institute are detailed in the Memorandum of Association of the institute <http://administration.sliet.ac.in/files/2012/05/MOA.pdf>

Organizational Chart/ Structure of the Institute: Available on the institute website <http://sliet.ac.in/wp-content/uploads/2021/10/ORGNSCHART.pdf>

[SLIET: GURKUL OF TECH EDUCATION](#)

Manual 2:

The powers and duties of SLIET's officers and employees.

This manual includes the Powers and duties of the following officers and employees of the Institute as contained in the Memorandum of Association and Recruitment and Service Rules: Chairman of the Board of Management, Director, Registrar, Deputy Registrars, Assistant Registrars, Accounts Officer, Professors, Associate Professors, Assistant Professors, Technical Staff, Private Secretaries, Section Officer/ Superintendents, Accountants, Assistants, Stenographers, U.D.C., L.D.C. and MTS.

- Powers and duties of Chairman of the Board of Governors, Director, Registrar contained in the MoA of the institute is available on the institute website.
<http://administration.sliet.ac.in/files/2012/05/MOA.pdf>

The duties of other office bearers, i.e., Deans, HoDs, Assistant Registrars, Accounts Officer, Professors, Associate Professors, Assistant Professors, Technical Staff, PS's, Section Officer/ Superintendents, Accountants, Assistants, Stenographers, U.D.C., L.D.C. and MTS are listed in the 'duties and responsibilities' available on the institute website <http://administration.sliet.ac.in/admin-section-2/appointment-duties-and-responsibilities-of-deans/> However, the duties of faculty members are as per AICTE norms/RRs of the institute. The non-teaching staff members are also governed by RR's of the institute.

Manual 3:

The Procedure followed in the decision- making process, including channels of supervision and accountability.

This manual highlights the Procedures followed for decision making including channels of supervision and accountability as per the rules of the Government of India or approved by Govt. of India/BoMs.

The decisions are at different levels mainly at BoMs/Director/HoD and some cases it is at the ministry.

Manual 4:

The norms set by the Institute for the discharge of its function.

This manual includes the norms prescribed by Board of Management of SLIET under the Rules of Government of India as well as Memorandum of Association.

Manual 5:

The rules, regulations, instructions, manuals and records, held by the Institute or under its control or used by the Institute employees for discharging its functions.

The manual contains the by-laws specified in Memorandum of Association, Fundamental Rules & Service Rules, General Financial Rules of Government of India, Recruitment and Service Rules & General Pool Residential Accommodation Rules and other such rules. The institute follows GFR of Govt. of India for all finance/purchase related matters and CCS rules for administrative matter as per decision/amendment by BoG's /BoMs.

Manual 6:

A Statement of the categories of documents that are held by the Institute or under its control.

This manual lists the documents held by the Institute such as Establishment and Administration manual (Swamy's complete manual for central government offices), manual on Disciplinary Proceedings (Swamy's complete manual for central government offices), Service Register, Pay Ledger, CPF Register, Confidential Reports, Cash Book, Consumable & Non-consumable Stock Registers, Inward & Despatch Register, Attendance Register, Hostel/Guest House Room occupancy. The decision of BoMs/ Senate/ Academic Council etc are always uploaded on the institute website.

Manual 7:

The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of the Institute's policy or implementation thereof.

The Institute's Website <http://sliet.ac.in/> provides a channel for interactive communication for consultation with the members of the public in relation to the formulation no fits policy and its implementation. In the Board of Management of the Institute due representation is given to representatives of industries, educational experts and nominees of AICTE, State Governments. Periodic feedbacks are taken from various stakeholders for improving the system.

Manual 8:

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

This manual lists the constitution and names of incumbents of the following committees: Board of Management, Finance Committee, Staff Selection Committee, Building and Works Committee, Departmental Promotion Committee, Performance Assessment Committee, Grievance Redressal Committee, Senate/ Academic Council & Purchase Committee.

- Members of the Board of Management of the institute uploaded on the institute website <http://administration.sliet.ac.in/board-of-management/>
- Minutes of the Board of Management of the institute (till date) uploaded on the institute website <http://administration.sliet.ac.in/admin-section-2/bom-agenda/>
- Members of the Finance Committee of the institute uploaded on the institute website <http://administration.sliet.ac.in/files/2021/07/MEMBERS-OF-FINANCE-COMMITTEE-SLIET-LONGOWAL.pdf>
- Minutes of the Finance Committee of the institute (till date) uploaded on the institute website <http://administration.sliet.ac.in/account-section/finance-committee-minutes-of-meeting/>
- Members of the Academic Council/ Senate of the institute uploaded on the institute website (<http://www.sliet.ac.in>).
- Minutes of the meeting of Academic Council of the institute (till date) uploaded on the institute website <http://academic.sliet.ac.in/senat-agenda>
- Members of the Grievance Redressal Committee of the institute uploaded on the institute website <http://sliet.ac.in/grievance-redressal-committee/>
- Members of the Anti-Ragging Squad and Anti-Ragging Committee of the institute uploaded on the institute website <http://sliet.ac.in/antiragging/>

In addition to statutory committees, the institute follows a practice of constituting committees on issues pertaining to stakeholders or representations by stakeholders to examine. Decision follows the recommendations of the committees. The minutes of BoMs are uploaded in the institute website.

Manual 9:

A directory of SLIET Officers and Employees.

- Telephone directory is available on the institute website <http://administration.sliet.ac.in/sliet-telephone-directory/>

Manual 10:

The monthly remuneration received by each of SLIET officers and employees, including the system of compensation as provided in its regulations.

This manual includes the remuneration received by each of its officer and employees. It also describes the system of compensation such as Pay, compensatory leave, Extra Ordinary Leave & Commuted Leave on Medical grounds. The remuneration benefits as per 7th CPC & AICTE norms as approved by the BoMs based on the instructions of the ministry are implemented in the institute.

List of Institute employees with Basic pay uploaded on the institute website: <http://administration.sliet.ac.in/admin-section-2/employee-enrolled/>

Manual 11:

The budget allocated to each of SLIET agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The annual budget allocation and proposed expenditures is included in this manual. The budget is proposed by the HoDs / Section In-charges based on their requirement which is then evaluated by the institute level committee and finally submitted to Finance Committee and BoMs for consideration and approval. The activities approved by the BoMs are carried out and budget allocated for activities are utilized by the department.

- Statement Showing Details of Budget, Allocation of Grant and Expenditure for the last four years uploaded on the institute website
- Statement of Internal Audit of the institute uploaded on the institute website <http://administration.sliet.ac.in/account-section/annual-report/>
- Statement of consultancy and other receipts of the institute uploaded on the institute website <http://administration.sliet.ac.in/account-section/annual-report/>

No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings: 07

No. of employees against whom disciplinary action has been finalized for Minor penalty or major penalty proceedings: 05

Manual 12:

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Not applicable.

Manual 13:

Particulars of concessions, permits or authorizations granted by the Institute.

Not applicable

Manual 14:

Details in respect of the information, available to or held by SLIET, reduced in an electronic form.

The Institute has developed its own website www.sliet.ac.in and all the information regarding admission, students, directory, academic activities, rules and regulation and other information as contained in Clause-4(i) (b) of the Right to Information Act-2005 is available on the institute website (<http://www.sliet.ac.in>).

Manual 15:

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

As per the provisions contained in the RTI Act, 2005, one Public Information Officer and five Assistant Public Information Officers have been appointed by the Institute. They shall be providing the information to the general public in accordance with the provisions of the Act, as supplied by the concerned public authority (i.e. Deemed PIOs).

Details of the workinghoursof the institute library and reading room is available on the institute website <http://library.sliet.ac.in/>

Manual 16:

The name, designation and other particulars of the Central Public Information Officer:

Sh. Mohanakrishnan C.
Deputy Registrar (Admin)
01672- 253151, 01672-253153, 94449-10709
dradmin@sliet.ac.in
cpio@sliet.ac.in

The name, designation and other particulars of the First Appellate Authority:

Dr. S.S. Dhaliwal
Professor, Department of Mathematics
01672-253180, 98159-80406
faa@sliet.ac.in

The name, designation and other particulars of the Chief Vigilance Officer:

Dr. Pardeep Gupta,
Professor, Department of Mechanical Engineering
01672-253294, 94176-64777
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