

Information Brochure for
Regular Diploma Courses

Session 2012-13



Information Brochure
for
Regular Diploma Courses
in
GOVERNMENT
POLYTECHNIC COLLEGES/INSTITUTIONS

DIRECTOR TECHNICAL EDUCATION & INDUSTRIAL
TRAINING (TECH. EDU. WING), PUNJAB

IMPORTANT NOTE

- 1. Every candidate admitted to Govt. Polytechnic College will possess a copy of this information brochure and acquaint himself/herself with the rules and regulations.**
- 2. This document is subject to alteration(s) and modification(s) without any prior notice.**
- 3. This document is for information only and does not constitute a legal document.**
- 4. In case of a mistake/misprint/ambiguity in this document, the original instructions issued by the competent authorities be observed.**
- 5. All candidates should submit their medical certificates given in Appendix-I.**
- 6. Candidates belonging to Scheduled Castes/Other Backward Classes/Denotified Tribes should submit affidavit in Appendix-II**
- 7. All candidates should submit their undertaking not to indulge in ragging in Appendix-III.**
- 8. The admission to all courses will be ONLINE as notified in the leading newspapers/Website of Punjab State Board of Technical Education and Industrial Training from time to time.**
- 9. The word 'Polytechnic and/or institution wherever appears in this document, means diploma level technical institutions working under the administrative control of Director Technical Education and Industrial Training (Technical Education wing), Punjab.**

WARNING

“Ragging is strictly prohibited. In the event of ragging at college campus/ hostels, an FIR will immediately be lodged at the concerned police station and the defaulter student will be expelled promptly from college. The victim student must report ragging case immediately to the Principal.”

INFORMATION BROCHURE FOR REGULAR DIPLOMA COURSES IN GOVT . POLYTECHNIC COLLEGES/INSTITUTIONS IN TECHNICAL EDUCATION & INDUSTRIAL TRAINING DEPTT (TECHNICAL EDUCATION WING), PUNJAB.

INTRODUCTION

Technical education has been playing a pivotal role in the economic development of our country. We are proud of having highest number of skilled technical manpower in the world. But, now we are being faced with the new challenges put up by the process of globalization, liberalization and hi-fi technological developments, which has affected each and every sphere of human activity. It has become imperative to rise to the occasion. Excellence is our motto. 100% employment is our aim. We want 21st century vision, dynamic drive, result-oriented approach and achieve and accomplish targeted high goals.

At present, there are 17 Govt. Polytechnic Colleges/Institutions under the aegis of Directorate of Technical Education and Industrial Training (Technical Education wing) Punjab, of which six are exclusively for girls while the others are co-educational. Some of the Polytechnic Colleges are being upgraded by introducing degree courses in Engineering and Technology. These Govt. Polytechnic Colleges /Institutions are engaged in imparting technical education in various engineering and non-engineering programs of technology. Special emphasis is being laid on Industry-Institute Interaction and MOUs have been signed/updated with industrial houses. Professional/industrial training to the students has been made compulsory. Curricula have continuously been updated to meet the new challenges. Computer education is receiving highest priority in the curriculum of all the courses. All the Govt. Polytechnic Colleges/Institutions have well equipped laboratories with latest machinery and equipments, high quality IT connectivity, highly qualified AND experienced faculty and latest communication system. Entrepreneurship, Peronality Development and Communication Skill development training is receiving the highest priority. National Institute of Technical Teachers' Training and Research, Chandigarh, NITCON and other agencies are busy to update the know-how of the faculty and students. Foreign-fellowship and study leave facility is also granted to members of faculty to have higher skill and know-how. In order to revamp the technical education in the State, special measures are under way.

Besides, in order to make the benefits of Technical Education to those who are unable to seek admission in diploma Courses, Short-term courses of Skill-development are being run in certain Polytechnic Colleges under the IRG scheme.

Punjab is amongst the firsts to have an autonomous statutory examination body, viz., Punjab State Board of Technical Education and Industrial Training. All the diploma courses in Govt. Polytechnic Colleges/institutions stand approved by All India Council for Technical Education.

A. LIST OF COURSES

a) Three-Year Regular Courses:-

- 1 *Architectural Assistantship*
- 2 *Chemical Engineering*
- 3 *Civil Engineering*
- 4 *Computer Engineering*
- 5 *Electrical Engineering*
- 6 *Electronics and Communication Engineering*
- 7 *Fashion Technology/Fashion Design*
- 8 *Garment Technology*
- 9 *Information Technology*
- 10 *Leather Technology*
- 11 *Leather Technology (Footwear)*
- 12 *Library and Information Science*
- 13 *Mechanical Engineering*
- 14 *Mechanical Engineering (Refrigeration and Air Conditioning).*
- 15 *Medical Lab. Technology*
- 16 *Modern Office Practice*
- 17 *Plastic Technology*
- 18 *Productions and Industrial Engineering*
- 19 *Textile Technology.*
- 20 *Textile Design*
- 21 *Textile Processing*
- 22 *Textile Technology (Knitting)*

b) Two-year Courses

1. *Pharmacy*

B. LIST OF POLYTECHNIC COLLEGES/INSTITUTIONS, COURSES AND THEIR INTAKE

S. No.	Name of College	S. No	Name of Course	Durati-on (Yrs)	Intake as sanctioned by AICTE	
					1 st sem *	3 rd sem ** (LEET)
I	Govt. Polytechnic College, Amritsar	1	Civil Engineering	03	60	12
		2	Electrical Engg.	03	60	12
		3	Mechanical Engg.	03	45	09
		4	Mechanical Engg. (Refrigeration and Air Conditioning)	03	15	03
		5	Production and Industrial Engg.	03	60	12
		6	Computer Engg.	03	60	12
		7	Information Technology	03	30	06
II	Govt. Polytechnic College, Batala	1	Civil Engg.	03	60	12
		2	Electrical Engg.	03	60	12
		3	Mechanical Engg.	03	60	12
		4	Electronics & Communication Engg	03	60	12
		5	Chemical Engg.	03	60	12
III	Govt. Polytechnic College, Bathinda	1	Production and Industrial Engg.	03	30	06
		2	Architectural Assistantship	03	30	06
		3	Electronics & Communication Engg	03	60	12
		4	Computer Engg.	03	60	12
		5	Information Technology	03	60	12
		6	Mechanical Engg.	03	30	06
		7	Civil Engg.	03	30	06
		8	Electrical Engg.	03	60	12
		9	Pharmacy	02	30	---
IV	Govt. Polytechnic College, Ferozepur	1	Electrical Engg.	03	60	12
		2	Mechanical Engg	03	60	12
		3	Electronics & Communication Engg	03	60	12
		4	Computer Engg.	03	60	12
V	Govt. Polytechnic College Guru Teg Bahadurgarh	1	Civil Engg.	03	40	08
		2	Electrical Engg.	03	60	12
		3	Mechanical Engg.	03	60	12
		4	Electronics & Communication Engg.	03	60	12
		5	Chemical Engg.	03	30	06
		6	Computer Engg	03	60	12

VI	Pandit Jagat Ram Govt. Polytechnic College, Hoshiarpur	1	Civil Engg.	03	60	12
		2	Electrical Engg.	03	60	12
		3	Mechanical Engg.	03	60	12
		4	Electronics & Communication Engg.	03	60	12
		5	Plastic Technology	03	60	12
		6	Computer Engg.	03	60	12
		7	Pharmacy	02	30	---
VII	Govt. Polytechnic College, Bhikhiwind	1	Mechanical Engg.	03	60	12
		2	Electrical Engg	03	30	06
		3	Computer Engg	03	60	12
		4	Electronics & Communication engg.	03	30	06
VIII	Govt. Polytechnic College, Khuni Majra (Mohali)	1	Mechanical Engg.	03	60	12
		2	Electrical Engg	03	60	12
		3	Electronics & Communication Engg	03	90	18
		4	Computer Engg.	03	60	12
		5	M L T	03	40	08
IX	Govt. Polytechnic College for Girls, Jalandhar	1	Electronics & Communication Engg.	03	60	12
		2	Library and Information Science	03	30	06
		3	Computer Engg.	03	60	12
		4	Chemical Engg.	03	30	06
		5	Information technology	03	30	06
		6	Modern Office Practice	03	30	---
		7	Pharmacy	02	30	---
X	Govt College Patiala for Girls,	1	Architectural Assistantship	03	60	12
		2	Electronics & Communication Engg.	03	90	18
		3	Medical Lab Technology	03	60	12
		4	Information Tech	03	60	12
		5	Computer Engg	03	60	12
		6	Modern Office Practice	03	60	---
		7	Pharmacy	02	30	---

XI	Mai Bhago Govt. Polytechnic College for Girls, Amritsar	1	Architectural Assistantship	03	30	06
		2	Electronics & Communication Engg	03	60	12
		3	Medical Lab Technology	03	60	12
		4	Computer Engineering	03	60	12
		5	Modern Office Practice	03	30	-
XII	Satguru Ram Singh Govt. Polytechnic College for Girls Ludhiana	1	Electronics and Communication Engg	03	60	12
		2	Information Technology	03	60	12
		3	Computer Engineering	03	60	12
		4	Garment Technology	03	60	12
		5	Fashion Designing	03	60	12
		6	Modern Office Practice	03	30	-
XIII	Govt. Polytechnic College for Girls, Dinanagar	1	Computer Engg.	03	60	12
		2	Electronics & Communication Engg	03	60	12
XIV	Govt. Institute of Garment Technology, Amritsar	1	Garment Technology	03	40	08
		2	Fashion Design	03	30	06
XV	Punjab Institute of Textile Technology, Amritsar	1	Textile Technology	03	60	12
		2	Textile Design	03	40	08

XVI	Govt. Institute of Textile Chemistry And Knitting Technology , Ludhiana	1	Textile Processing	03	40	08
		2	Textile Technology (Knitting)	03	40	08
XVII	Govt. Tanning Institute, Jalandhar	1	Leather Technology	03	25	06
		2	Leather Technology (Footwear)	03	30	06

FEE WAIVER SCHEME

Candidates, can also seek admission in all AICTE approved Technical Institutions of Punjab offering Diploma Programmes of three years duration under this scheme. These seats shall be 5% over and above the sanctioned intake. Sons/ Daughters of parents whose annual income is less than rupees 4.50 Lakhs from all sources shall be eligible for seats under this scheme. The waiver shall be limited to Tuition Fees only as prescribed by the State Government.

Eligibility for admission to regular diploma courses: *On merit basis as under:*

- **For 1st Semester:** 10th {Matriculation or equivalent in Math, Science (Physics Chemistry & Biology) and English} + JET (Joint Entrance Test)

- **For Pharmacy :-**
 - i. Intermediate examination in Science
 - ii. The first year of the three year degree course in Science
 - iii. 10+2 examination (academic stream) in Science
 - iv. Pre-degree examination (or)
 - v. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examination

- **For Modern Office Practice:** Minimum qualification for admission to diploma course in Modern Office Practice shall be 10+2. with science/.without science

- ** **Lateral Entry (LEET) - Direct 3rd semester:-**All those candidates who have passed ITI at least with one year (who passed 10th level School Leaving Examination before admission to ITI courses) or 10+2 vocational examination in various branches from any institution of Punjab/Other State or have passed 10+2 (PCM) or have passed two year Certificate course from SLIET Longowal and have Punjab Domicile with a minimum 60% at the 10+2 stage or at the ITI would be eligible for consideration for lateral entry in various diploma-engineering courses.

II. STAFF

The Principal is the Head of the Institution and he is assisted by the Heads of Departments, Senior Lecturers, and Lecturers in various courses, Workshop Superintendents and other Teaching staff to deal with the Scheme of Studies laid by the Punjab State Board of Technical Education and Industrial Training.

III. ADMISSION OF THE STUDENTS

1. The details of the seats and reservation of regular courses covered under JET and without JET are given in the admission Brochures issued separately by Punjab State Board of Technical Education & Industrial Training.
2. The admission will be made on-line.

3. Age Limit : There is no lower and upper age limit for three/two-year diploma courses.

4. Girls can also be admitted to the Polytechnic Colleges/institutions provided they make their own residential arrangements where hostel facility is not available.

5. The student selected for admission will get themselves enrolled and pay all dues, there and then at the time of admission to the Principal failing which the offer of admission will be considered as cancelled and the seats will be filled by admitting the next candidates on the merit list. All the candidates so admitted will join the classes at the Polytechnic on the date to be intimated to them by the Principal of Polytechnic concerned. A list of books, drawing instruments, standard articles for stationery and clothing etc. shall be supplied by the Principal and the candidates shall be required to procure them before joining.

6. Change of Branch/Trade:- The change of Trade in the diploma courses is permissible within the same institution at the beginning of the Third semester to the availability of the seats(s). For change of Trade, only the students having completely passed their semester examination in the first attempt shall be considered. The change of Trade will be done by Punjab State Board of Technical Education And Industrial Training, under the following conditions:-

- i) The students will be allowed to change their trade in the 3rd semester only in the semester system course.
- ii) Trade change will be permitted only within such groups of courses as are specified by the Board, from time to time.
- iii) The application should be made on plain paper with requisite fee of Rs. 250/-.

7 Migration: Migration from one institution to another institution is permissible within 30 days of start of new academic session by the Punjab State Board of Technical Education & Industrial Training, under the following conditions:-

- i) Students will be allowed to migrate only in the 3rd and 5th semesters in the Semester System Course and in the 2nd year in the Annual System Course.
- ii) Migrations to an affiliated institution will be made only against vacant seats in the concerned course of study.
- iii) The application should be made on prescribed form with requisite fee Rs. 500/-.

8. Re-admission: A candidate who has discontinued study may seek re-admission at the commencement of the new Semester within 10 days, subject to the confirmation of the Punjab State Board of Technical Education & Industrial Training. The application should be made on prescribed form with requisite fee Rs. 100/-.

9. Eligibility for Examination (Except for Pharmacy Course)

The examination shall be open to any candidate who:-

- a. Possesses minimum qualification prescribed by the State Board for admission to the course.
- b. Has been on the rolls of any institution affiliated to the State Board for a full session except as provided in the rules:
- c. Has submitted his/her admission form to the State Board through the Principal of the institution last attended by him/her:
- d. Is certified by the Principal to have a satisfactory conduct:
- e. Has attended not less than 75% of all lectures and tutorials and not less than 75% practical respectively in each session separately and further has secured at least 60% attendance in each subject (theory and practical separately) in each session:
- f. Has not been debarred by the Unfair means/Examination Committee in the examination of the State Board and if debarred, has completed the term of punishment.

Note : 1

- a. Lectures and practical shall be counted from the date of start of session to a date one week (for semester system)/two weeks (for annual system) before the commencement of theory examination or the date of termination of the session or as may be fixed by the State board for each session which ever is later.
- b. Apart from preparatory holidays, the students shall be available for rationalisation of sessional marks for 3 days and they will be entitled to attendance according to time table for these 3 days.
- c. Students joining late whether on account of late declaration of results or late admission to the institution or any other account shall not be entitled to any relaxation of this rule. However, in the case of first semester/year students, the attendance shall be counted from the date of start of the session, which shall be decided by the Secretary. The attendance of the students seeking late admission shall also be counted accordingly.

Note : 2

Every period of lecture, tutorial, practical, Project work and Workshop shall be counted as one unit for the purpose of counting the attendance.

Note: 3

- a. Shortage in attendance can be condoned up to 5% on Medical grounds by the Principal provided the Medical certificate is submitted by the candidate within 7 days of his return from Medical leave and further up to 5% by the Secretary in genuine cases.
- b. The delay in submission of Medical certificate can be condoned by the Secretary PSBTE in extremely hard cases, which shall be explained by the candidate in writing through the Principal of the Institution.

Note.4

The students, while representing various teams or engaged in extra curricular activities with the permission of the Principal shall be treated on duty and the period of their absence shall be counted as presence with the time-table for the purpose of counting attendance.

Note: 5

The students shall be promoted to the next higher class provisionally after the examination till the declaration of result and their attendance for the next higher class shall be counted from the date of commencement of the session.

Note: 6

Students who wish to continue their studies after having been out of the institution for not more than 2 year due to any reason except those who have been debarred by the competent authority from appearing in the State Board Examination under rules of unfair means cases must do so within 10 days, of the commencement of the session. For purpose of calculating their attendance in terms of rule 4(e) read with note 3 of the rule *ibid*, the attendance shall be counted taking into consideration the lectures delivered from the commencement of session.

The period of 2 yrs shall be counted from Semester to Semester/Class to Class and not from the date the candidate actually leaves the institution or applies for re-admission.

Note:7

Students who wish to rejoin the institution to get diploma in additional course after completing one course shall have to do so at the commencement of the session and their attendance shall be counted from the date of commencement of the session even if the previous result is not declared.

Note:8

The educational tour, which is optional, will ordinarily be conducted during the vacations. In cases due to any reason, it is conducted wholly or partly during the session, the attendance of the students accompanying Educational tour shall be counted as per time table for the days of actual tour.

10. Eligibility for Examination for Pharmacy Course:

Eligibility for appearing in the State Board Examination for Pharmacy Course shall be governed by the provisions of the Education Regulations 1991 of Pharmacy Council of India as amended from time to time.

11. Emergency Service Concessions

a. The candidates joining emergency service shall be allowed to appear at the state Board Examination during the emergency service or within three years being disbanded. For period other than this they shall be governed by the rules as are admissible to them during the normal course. For the purpose of this provision the emergency service shall mean:

i. Service in the Indian Forces

ii. All services involving subject to Naval, Military or Air Force Law.

iii. Whole time service in any Civil/Defence organization specified in this behalf by the Central or the State Government.

iv. Such other service as may thereafter be declared by the Board as service under the emergency for the purpose of this provision.

b. A student who gives up his/her studies to join Indian Forces can appear privately in the examination for which he/she was studying either during the emergency service or within a period of three years after being disbanded/or being non-effective provided he/she had secured the required percentage of attendance and sessional marks leaving the institution.

12.Continuance of studies in higher semester/classes:

A student can appear in examination of any semester without any check of completion of the 1st semester before 4th sem or 2nd sem before the 5th sem and so on. However, no student will be permitted to appear in more than 12 theory papers (both regular + re-appear or only re-appear) during a particular examination i.e., May or December. Further the maximum duration for the completion of Diploma is 6 years in case of three-year courses and 8 years in case four-year courses.

This will not be applicable to Diploma in Pharmacy which is governed by the rules of Pharmacy Council of India.

IV. MEDICAL TEST

A candidate shall have to produce a medical certificate of fitness issued by a Medical Officer or an MBBS doctor in the prescribed form given in Appendix I. In order to avoid inconvenience to the students, the Institution may arrange a medical test at its campus.

V. ACADEMIC SCHEDULE/CALENDAR

1). SEMESTER COURSES

Current session Teaching ends	05.05.2012 (For 4 th and 6 th sem) 31.05.2012 (For 2 nd sem)
Board Examinations (Theory)	07.05.2012 to 19.06.2012
Practical Exams (before theory examinations)	05.06.2012 to 13.06.2012 (3 rd to 6 th sem) 20.06.2012 to 27.06.2012 (1 st & 2 nd)

2) ODD SEMESTER

Teaching Days	11.07. 2012 to 26.11. 2012 (for 3 rd & 5 th sem. Regular and 3 rd , 5 th & 7 th sem. PTD) 16.08.2012 to 24.12.2012 (1 st sem. regular & PTD fresh admission)
Last date for receipt of re-admission cases (3 rd , 5 th semester regular & 3 rd , 5 th & 7 th semester PTD)	27.07.2012 (3 rd ,5 th sem) 27.08.2012 (for 1 st sem)
Last date of receipt of applications For trade change cases . (Applicable Only for 3 rd sem. Civil ,Electrical & Mechanical students)	27.07.2012
Last date for applying for migrations (Applicable only on 3 rd sem/5 th semester regular)	16.07.2012 to 16.08.2012
Date for hearing the UMC cases (Pertaining to May 2010 examination)	07.08.2012
House Tests (sessionals)	From
1 st	29.08.2012 3 rd & 5 th semester
2 nd	17.10.2012 regular & 3 rd ,5 th &
3 rd *	15.11.2012 7 th sem. PTD
1 st	20.09.2012 1 st sem. regular &
2 nd	30.10.2012 PTD fresh admission
3 rd *	10.12.2012
Rationalization of Sessional Marks (for 3 rd , 5 th and 7 th semesters)	22.11.2012 to 26.11.2012
Rationalization of Sessional Marks (for 1 st semester)	20.12.2012 to 24.12.2012
Practical Exams.	27.11.2012 to 03.12.2012 (3 rd to 6 th sem. regular & 3 rd to 8 th sem. PTD) 03.01.2013 to 10.01.2013 (1 st & 2 nd sem. regular & PTD)

Board Exams 07.12.2012 to 18.01.2013

3) EVEN SEMESTER

Teaching Days 16.01.2013 to 11.05.2013
(for 4th and 6th Sem.)

Last date for receipt of application
for re-admission(applicable to 2nd
4th & 6th sem. students) 31.01.2013
from the start of the session

Date of hearing UMC Cases
(Pertaining to Dec 2010 examination) 07.02.2013

House Tests (Sessionals) From
1st 23.02.2013 to 27.02.2013
2nd 27.03.2013 to 30.04.2013
3rd* 20.04.2013 to 25.04.2013

Rationalization of Sessional Marks 07.05.2013 to 10.05.2013

Board Exam 15.05.2013 to 23.06.2013

4) ANNUAL COURSES (Tool & Die Tech., Certificate courses of R & D Centre & Pharmacy course)

Teaching days 16.07.2012 to 11.05.2013
(for 2nd, 3rd & 4th year)
16.8.2012 to 11.05.2013
(for 1st year fresh adm.)

Last date of receipt of re-admission
Cases (2nd year onward) 26.07.2013

Last date for applying for migrations 16.07.2012 to 16.08.2012

Date of hearing UMC Cases 06.08.2012

House Tests (Sessionals) From
1st 26.10.2012
2nd 25.01.2013
3rd* 04.04.2013

Rationalization of Sessional Marks 08.05.2013 to 11.05.2013

Practical Exams To be communicated separately

Board Exams. 15.05.2013 to 23.06.2013

Note :- In case a date which is specified for an event happens to be holiday, the event will be carried to the next working day.

The board has the power to alter the date of any event if necessary.

**Optional :- The 3rd sessional test is not compulsory. If the institute feels that the performance of the students either in the 1st or in the 2nd test is not satisfactory, the institute may conduct the 3rd sessional test on the specified dates.*

VI.HOLIDAYS

The following holidays shall be observed in Govt. Polytechnic Colleges:-

- (a) All Saturdays
- (b) All Sundays

The institution will observe the same holidays as are notified by the Punjab Government from time to time.

Note:

(i) In addition there are three holidays kept at the discretion of the Principal of the Institution, which shall be granted as when occasion arises. Other holidays as are declared by Punjab Govt. or by the Deputy Commissioner of the district in which the Institution is located from time to time shall be observed in Polytechnic Colleges.

VII. HOURS OF ATTENDANCE

The Polytechnic Colleges shall be working for the hours during the period noted below:

for office staff and the time table will be as under:

Every lecture/period will be of 50 minutes duration and all the Diploma level Institutes shall follow a uniform timetable as given below:

.	First Lecture	09.00 AM to 09.50AM
.	Second Lecture	09.50 AM to 10.40AM
.	Third Lecture	10.40 AM to 11.30AM
.	Fourth Lecture	11.30 AM to 12.20 PM
.	Recess/Lunch Break	12.20 PM to 01.30 PM
.	Fifth Lecture	01.30 PM to 02.20 PM
.	Sixth Lecture	02.20 PM to 03.10 PM
.	Seventh Lecture	03.10 PM to 04.00 PM
.	Eighth Lecture	04.00 PM to 05.00 PM

Note:

- (i) Every Monday, eighth/last period will be used for teaching instead of SCA, in order to complete 36 hours of teaching as given in study & evaluation scheme.
- (ii) Last period on all days except Monday shall be used for SCA and will be extended up to 5 P.M.
- (iii) The office of the institution will observe the timing from 9.00 a.m to 5.00 p.m. with a break of half an hour from 1.30 p.m. to 2.00 p.m.

Note: The timings are subject to change according to the circumstances, which shall be decided by the Principal of the Institution concerned.

III. FEES AND OTHER CHARGES

The following fees and other charges are payable by the students for the full session, i.e 12 months during academic session

	Rs.
1. Tuition Fees	22,000 P.A
2. Development Fund	2,750 P.A.
3. Security	500 (One time)
4. Hostel related Fee	
a. Room Rent	600 P.A
b. Mess Fund (To be operated by Principal under PLA)	600 P.A
c. Electricity and Water supply charges	600 P.A
5. Students Activities Related Fund	
(To be operated by Principal under PLA) Rs.	
a. Student Fund	500 P.A
b. Annual Cultural Fund	50 P.A
c. Audio Visual	50 P.A
d. Common Room /Club	50 P.A
e. Library Fund	100 P.A
f. Magazine Charges	25 P.A
g. House Examination	50 P.A
h. Stationery Charges	50 P.A
i. NCC/NSS	25 P.A
j. Cycle/Scooter charges	100 P.A
k. Medical fund	50 P.A
l. Drawing Board	100 P.A
m. General Maintenance and up keep	500 P.A
n. Recreation	50 P.A
o. Student Chapter	25 P.A
p. Sports Fund	50 PA
Total	<hr/> 1775 <hr/>
q. Valedictory Fund	50 (One time)
r.. Identity Card	50 (One time)
s. Refundable security	100 (One time)

**See Fee at a glance on last cover page (inside)*

Note: The above fee is subject to change without notice.

1. Fees shall be collected from the students bi-annually, within one month from the commencement of session/Semester in **July and January** on the dates notified by the Principal. In cases, where it is not feasible to collect fees/dues as above, the same may be collected in the successive month. If any fee subscription remains outstanding beyond the dates given above, such students will not be allowed to continue attendance in the Polytechnic College. A student thus suspended will not be admitted until all arrears have been paid along with a fine of one rupee for every day. **Student should preferably deposit fee through bank draft/banker's cheque.**
2. The students shall pay the fees/development Fund & Other charges as per rates of fees/development fund & other charges as fixed by Govt. of Punjab/AICTE from time to time.
3. A student belonging to Scheduled Caste of Punjab State shall be exempted from payment of tuition and non-refundable compulsory fee/funds covered under the Post Matric Scholarship scheme provided a sworn affidavit (in form given at Appendix II) attested by the Executive Magistrate is submitted by the parents of the student indicating that his/her annual income does not exceed Rs. 1.00 Lac (one lac rupees). Such a student shall pay only Rs. 700/- (Seven hundred) at the time of admission.

4. A guest student from Polytechnic College/institution will pay full charges, i.e., tuition fees, development fund, student fund and other charges as applicable from time to time in the institution where he/she is permitted to attend guest classes.
5. *Punjab Government has decided, -vide its Letter No.35/5/94-1/ C2/1279, dated 23rd February, 1996 regarding refund of tuition fees as under:*
In the case of students, already admitted and seeking inter institutions change, on merit they will be required to pay their fee and other dues in the new institution as a fresh admission case. For refund, they will refer separate claims with the respective institution, such candidates will be allowed refund of fees by the institutions where they were earlier admitted after retaining 10% as service charges.
6. A Migrating student shall be required to pay all fees in the polytechnic college to which he joins after migration. He can claim refund of fees from previous institution as per rules above.
7. A student who has paid the above fees but who during the semester for which he has paid is obliged to leave the Polytechnic College on medical grounds or other reasons beyond his control may at the discretion of the Principal, have the non-Government fees (Development Fund and Student Fund) refunded to him for the remaining period of the semester commencing from the beginning of the month following that in which the student leaves.
8. The examination for each semester/class shall be conducted by the Punjab State Board of Technical Education and Industrial Training and students will be required to pay examination fees at the rates fixed by the Punjab State Board of Technical Education and Industrial Training from time to time. These fees shall be paid along with the Examination Application form. Fee once paid shall not be refunded unless detained under rule 4 of the Examination rules.

FREESHIPS

- a. Full freeship would be provided to 5% of the students on roll to every semester / year of every course purely on the basis of merit. Individual students would continue to enjoy full freeship if he/she continues to remain within top 5% of his/her class in each semester.
- b. Half freeship would be provided to next 5% of the students on roll in each course and each semester purely on merit basis.

NOTE:- Freeship would be available vis-à-vis tuition fee only and the criteria for awarding freeship will be followed as under:

Semester System Courses:

5% full-freeship and 5% half-freeship will be awarded by the Principal :
On the basis of results of I to VI semester examination.

Annual System Courses:

5% full-freeship and 5% half-freeship to students on roll will be awarded by the Principal on the basis of results of I, II & III Year examination.

In a class of 60 students, 3 students are to be awarded full freeship and 3 students are to be awarded half freeship and in a class of 30 students, one student is to be awarded full freeship and 2 students are to be awarded half freeship, whereas in a class of 15 students or less, one student will get full freeship and one student will get half freeship. In cases, where there are more than one claimant for full-freeship/half-freeship, previous inter se merit of the claimants will be considered, i.e., for awarding freeship for students studying in 3rd Semester, their 2nd Sem merit will be the base and in case of tie, their 1st Sem merit will be taken into consideration for breaking the tie and so on.

NOTE.

1. The amount of full freeship and half freeship awarded to a student will be adjusted in the successive semesters/year and in cases where adjustment is not possible, the fees may be refunded. The Principal will be competent to adjust/refund out of the fee collected by the Polytechnic College.
2. In case of full & half Freeships, if a student/students happen to be claimant of SC Post-Matric Scholarship Scheme, the benefit of freeship will be passed on to the next eligible students as per merit.
3. Student/students are entitled to claim only one benefit from various available schemes of Scholarship/Freeship. Students will have to submit an Undertaking in this regard to the concerned Principal.

Security Refund: *If a student does not claim the refund of security within a year after appearing in final Semester/year or leaving the institution, his security will be forfeited and will be deposited in student fund.*

EXAMINATION FEES/CHARGES

Examination and other Fee/Charges as fixed by Punjab State Board of Technical Education and Industrial Training is as under:-

1. Cost of Examination Form 50/- per form
2. Examination fee 300/- per Sem/year (Semester as well as annual and regular as well as re-appear)
3. Late fees upto one week 1000/-
4. Late fees up to 7 days before the start of Examination 1500/-
5. **Diploma Charges** : Rs.100/-(to be deposited by the final semester/year students alongwith the examination fees at the time of submission of examination forms
6. **Fee for issue of transcript:** Transcripts, a comprehensive document indicating the performance of student in all the six semesters or years will be issued to all the pass out students from May, 2005 examination. The students can utilize the transcripts in place of diploma certificate. The charges for the issue of transcript is Rs. 100/-, which will be deposited by the final semester/year students along with the examination fees at the time submission of examination forms.
7. **Charges towards house test stationery:** The charges towards issue of house test stationery will be Rs.100/- per year from the academic year 2005-06 onwards. The house test stationery charges for the 1st year will be collected at the time of Central admission and charges for the 2nd year and 3rd year will be sent by the Institute to the Board's office in the form of consolidated draft at the beginning of 2nd/3rd year.
8. **Processing fee for Guest Classes:** The students are being permitted in genuine cases to attend the classes as a guest students at some other Institute of their choice. From January 01.01.2010 the students are required to submit application form along with a processing fee of Rs. 200/- either in cash or in form of demand draft.
9. **Re-Checking**
 - a. Cost of Form 50/-
 - b. Fee 75/- per subject
10. **Re-Evaluation fee** 600/- per subject

11. Migration Fee	
(i) Inter Institutions	500/-
(ii) Inter Board/Other University	500/-
12. Duplicate certificate	200/-
13. Registration Fees	100/-
14. Trade change	250/-
15. Readmission fee	100/-

IX. SCHOLARSHIPS AND STIPENDS

A. The scholarships of the value of Rs.50 P.M tenable for one year shall be awarded to the 10% students of the sanctioned intake of the Govt. Polytechnic College/ Institution ie.1/3rd on merit and 2/3rd on merit cum necessitous. Merit is to be based on marks obtained in first attempt. Students on the basis of merit will first get the full/half freeship and the next students on the merit will be awarded the Scholarships.

PROCEDURE OF ALLOCATION OF SCHOLARSHIPS.

All scholarships are tenable for one year.

(a) Merit Scholarships:

The Scholarships shall be awarded on the basis of performance of first semester examinations to the 1st year students. The scholarship shall be awarded to the 2nd Year, 3rd Yr. students on the basis of their merit in the 1st year and 2nd year Annual Examination, respectively.

(b) Merit-cum Necessitous means Scholarship:

Instructions laying down criteria of eligibility and grading of eligible candidates for the award of merit cum means scholarships have been issued separately and its copies are available with the Principal of the Polytechnic College concerned.

Notes:

- i. The continuance of the scholarship depends, in any case on satisfactory progress, good conduct and regular attendance. If at any time the principal is satisfied that any of the above conditions is not being fulfilled by any scholarship holder, he may at his direction stop payment of the scholarship to such students and allow it to next eligible candidate. If scholarship has fallen vacant for any other reason not specified above, the principal may award the same to the next eligible candidate.
- ii. Candidates who want to be considered for merit-cum-necessitous scholarships should apply to the Principal in the prescribed form obtainable from the Principal, before the last date (to be notified by the principal of the Polytechnic College)
- iii. No appeal against the order of the Principal regarding stoppage of the scholarship shall be entertained.
- iv. In case of the candidates having equal marks, the poor should get preference over the others.
- v. Repeaters in whatever class they may be should not be considered along with fresher for the award of the merit or merit cum-means scholarship in that class.

B. SCHOLARSHIPS/ FEE REFUND OF WELFARE DEPARTMENT

THE FOLLOWING SCHOLARSHIPS/ FEE REFUND ARE BEING AWARDED BY DIRECTOR, TECHNICAL EDUCATION, PUNJAB

1. **Centrally sponsored Post-Matric Scholarship Scheme for Schedules Castes:** Students belonging to Scheduled Castes/Tribes who are bonafide residents of Punjab and the income of the parents of such students from all sources does not exceed Rs. One lakh are entitled for scholarship and refund of tuition fee and non-refundable compulsory fee. The following documents in original need to be attached with the application: (a) Scheduled caste certificate issued by the Tehsildar.(b) Punjab residence certificate issued by Tehsildar.(c) Income affidavit duly attested by the Executive Magistrate on a non-judicial stamp paper of Rs. 15/- in original in the form given at Appendix-II. Maintenance allowance of Rs.235 per month for Hosteller and Rs. 140 per month for day-scholar will be payable to the student.
2. **Centrally sponsored Post-Matric Scholarship Scheme for OBCs:** Students belonging to Other Backward Classes (OBCs) who are bonafide residents of Punjab and the income of the parents of such students from all sources does not exceed Rs. 44,500 are entitled for refund of non-refundable fee. The following documents in original need to be attached with the application: (a) Other Backward Classes certificate issued by the Tehsildar.(b) Punjab residence certificate issued by Tehsildar. (c) Income affidavit duly attested by the Executive Magistrate on a non-judicial stamp paper of Rs. 15/- in original in the form given at Appendix-II Maintenance allowance of Rs.290 per month for Hosteller and Rs. 190 per month for day-scholar will be payable to the student.
2. **Denotified Tribes:** Students belonging to Other Backward Classes/Denotified Tribes (Vimukat Jatis) who are bonafide residents of Punjab and the income of the parents of such students from all sources does not exceed Rs. 5,000 are entitled for scholarship. The following documents in original need to be attached with the application: (a) Denotified Tribes certificate issued by the Tehsildar, (b) Punjab residence certificate issued by Tehsildar, (c) Income affidavit duly attested by the Executive Magistrate on a non-judicial stamp paper of Rs. 15/- in original in the form given at Appendix-II Maintenance allowance of Rs.432 per month for Hosteller and Rs. 157 per month for day-scholar will be payable to the student.

X. GRANT OF LOANS

Loans are granted by the Govt. to the deserving Punjabi students under the Punjab Engineering Education Loans Rules to the extent of funds available. The deserving Punjabi students desirous to have a loan under these rules should submit their applications through the Principal of the institution for the grant of loans on the prescribed form available with the Principal, the students are not required to submit the loan application with admission form which should only be submitted by them later as notified by the Principal separately. The loan rules are available with the Principal.

The nationalized banks are also granting loans to the deserving students liberally. The details of these loan rules are also available with the Principal of the Institution.

XI. ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES

The students are obliged to participate in games, athletics, youth festivals and other extra curricular activities, the facilities for which exist at present and every student shall have to take part in one or more of the items. Marks are given for these as well as for conduct, health and attendance. The students, while representing various teams or engaged in extra curricular activities with the permission of the Principal shall be treated on duty and the period of their absence shall be counted as presence with the time-table for the purpose of counting attendance.

XII. EDUCATIONAL TOURS

The students of regular diploma courses may be taken on educational tours and excursions during the course of their studies as per the guidelines issued by the Director Technical Education and Industrial Training from time to time. For the first/second Semester/First year classes, the tours of one week will be confined to the State of Punjab only whereas the third/fourth semesters students will be taken on 10 days' tour (including journey days) within Northern India. The Fifth/Sixth Semester/final year students may be taken for 12 days' (including journey days) educational trip/ Long tours of national level, i.e., throughout India. 50% of tour expenses will be borne by the students for educational tours outside Punjab State. Students will submit project/tour report to the Principal immediately, which will be discussed and scrutinized by the faculty. 2 teachers up to a group of 30 and 3 for more students will accompany the educational tours.

XIII SESSIONAL WORK/HOUSE TESTS.

In order to assess the performance of the students in their study on regular and continuous basis, Sessional marks are awarded in each subject in every semester/year as provided in the curriculum of study of each course. Besides sessional marks are also awarded for student-centered activities as per curricula.

Internal Assessment:

The guidelines for Internal assessment have been laid down and should be strictly followed.

The bifurcation of Internal Assessment in theory subjects shall be based on the guidelines given below:

- (i) 60% marks of internal assessment shall be based on the performance in the house tests. At least three such tests shall be conducted during the semester out of which the best two shall be counted for assessment.
- (ii) 20% marks shall be given on the basis of performance in Seminars, Group discussions etc. by assessing the technical & communication skills of the students.
- (iii) 20% marks shall be given for attendance/punctuality in the subject concerned and for assignments, in equal proportion.

The bifurcation of Internal Assessment in practical subjects shall be based on the guidelines given below:

- (i) 60% marks shall be awarded for performance in practicals.
- (ii) 20% marks shall be given for Report /practical book and punctuality in equal proportion.
- (iii) 20% marks shall be for viva-voce conducted during the practical

A student progressive assessment sheet (Annexure 'A') shall be maintained for all students and shall be presented to the rationalization team /Inspection teams.

SCA Marks

The marks of SCA are to be bifurcated in the following way:

- (i) 10 Marks shall be given for general behaviour.
- (ii) 10 Marks for attendance during the semester shall be based on the following distribution:
 1. 75% or below NIL
 2. 75-79.9% 4 Marks
 3. 80-84.9% 7 Marks
 4. Above 85% 10 Marks
- (iii) 30 Marks shall be given for the Sports/NCC/Cultural & Co-curricular activities/other activities after due consideration of the following points:
 1. For participation in sports/NCC/Cultural/Co-curricular activities at National or above level, shall be rewarded with minimum 25 marks
 2. For participation in two or more of the listed activities, 5 extra marks should be awarded.
 3. For participation in sports/NCC/Cultural/Co-curricular activities at Inter Polytechnic level, shall be awarded with minimum of 20 marks.

These sessional marks are scrutinized by a Rationalisation Committee appointed by the State Board before the final examination of each semester/Year.

For the purpose of awarding sessional marks to the students, Board has issued following guidelines:

1. *Total 3 class tests of each subject be conducted. during each semester for Semester system courses and during each year for annual system courses on the dates specified by the Board mentioned in Para V above.*
2. *1st test be conducted on completion of about 40% syllabus and it should be out of that syllabus which was covered i.e. 40%.*
3. *2nd test be conducted out of the syllabus from 41% to 80%.*
4. *3rd test be conducted out of 100% syllabi*
5. *The standard of setting up of question papers for class tests should be on the pattern of question papers set up by the Board for the conduct of State Board Examination.*
6. *The duration of each class test of each subject should be 2 hours.*
7. *These tests be conducted on the answer sheets to be provided by the Board. These answer sheets will be provided by the office of the Board as per the requirement of the Institution.*

XIV. ATTENDANCE AND LEAVE

(A) For Students Other Than Pharmacy Course

(i) Every student shall be required to attend not less than 75 percent of all lectures and tutorial and not less than 75 percent of practical respectively in aggregate in each semester and further to secure at least 60% attendance in each subject.(theory and practical separately) in each session. The percentage of attendance is subject to change at any time as decided by PSBTE & IT.

(ii) A student who falls short of attendance shall be detained by the Principal of the Institute and will not allow appearing in the examination of the Punjab State Board of Technical Education and Industrial Training.

(iii) Shortage of attendance can be condoned up to 5% of delivered lectures on medical grounds by the Principal, provided the medical certificate is submitted by the candidate within seven days of his return from medical leave and beyond that up to 5% by the Secretary, the Punjab State Board of Technical Education and Industrial Training in genuine cases.

GUIDELINES FOR CONDONATION

1. The request for condonation of lectures should originate from the students who should apply to the head of the institution within 7 days of his being absent from classes under extra ordinary circumstances such as accident, illness etc.
2. The Principal should ensure that this request reaches the office of the board within a week from the receipt of such request
3. Photocopy of the medical certificate to be attached with the request. The medical should be from a Govt. hospital/dispensary. However if the student fall sick and obtain medical treatment from a private doctor then under such circumstances, the chief medical officer of the concerned area should authenticate the medical certificate as the antecedents of the private doctor issuing such a certificate could not be verified by the board.
4. It has also been observed that the student has been obtaining certificate for indefinable diseases such as PUO/fever/dysentery. Whenever such a disease inflict a student then it is mandatory that a certificate be produced from Govt. officer.
5. The Principal of the institution will forward the request for condonation of lectures and ensure that the duration of medical leave conforms to days of absence and there is no discrepancy in the number of shortage of lectures pertaining to theory and practical. Each should generally conform to the ratio of 50 : 50 . Photocopies of the relevant attendance record of the student should be sent to the board with condonation cases
6. A request for condonation of lectures after period specified in Para 1 above may be summarily rejected.

(B) For all students including Pharmacy course

The lectures will be counted from the date of commencement of session to the last date before the preparatory holidays for the commencement of the theory examination for each semester. ***The absence will be fined at a flat rate of Re.0.50 per period of absence. An absentee with proper leave duly sanctioned by the Principal will, however, be exempted from absence fine.*** The fine will be collected at the end of the semester and in annual system courses fine will be collected before supplementary Examination & Annual Exams.(twice in a Yr.)The name of the student during the session is liable to be stuck off the rolls, if found absent for 10 consecutive working days without proper leave. A student whose name has been stuck off the rolls may however, be re-admitted by the Principal if he is satisfied that the absence of the student was due to circumstances beyond his control. Re-admission of such student will be made on payment by him of re-admission fee of Rs. 25 in addition to usual fine up to the date on which his name was struck off.

2. Sick leave can ordinarily be granted as per instruction of Punjab State Board of Technical Education & Industrial Training.

3. A student absenting himself/herself from House Tests notified by the Principal or Cultural/athletic/ games/ sports day etc., will be fined Rs. 50/-. In case of mass-cut, the absentee may be fined upto Rs. 50/- per day along with disciplinary action, at the discretion of the Principal.

Note: The candidate admitted to Pharmacy course will be regulated with the Education Regulations, 1991 of the Pharmacy Council of India.

XV. EXAMINATION RULES AND SYLLABUS

New Examination Rules are a binding on the student as framed by Punjab State Board of Technical Education and Industrial Training from time to time. The detailed examination rules of the Punjab State Board of Technical Education and Industrial Training are available in the Institution Library/office of the Principal.

The detailed syllabus for the Diploma Course being run at the Govt. Polytechnic Colleges is contained in the booklets framed by Punjab State Board of Technical Education and Industrial Training. It is available in the library of the Polytechnic and can be seen by the candidates or purchased by the candidate from the Board's office. It is also available on the website of the Board.

XVI. GENERAL RULES AND REGULATIONS

1.(a) In order that each student may enjoy the full benefit of the facilities placed at his disposal he has to abide by the conduct regulations of the Polytechnic Colleges. These are solely designed, to safeguard the student's welfare and privilege and those of the fellow students and are liable to change without notice from time to time. The students are advised to keep themselves informed about the day to day instructions. A plea of ignorance of any rule cannot be accepted as an excuse for breaking it.

(b) Each student is required to see the notice board daily before leaving the institution.

2. Students are expected to behave with decorum and to pay respect to its faculty and subordinate officials. Every member of the staff has authority to forbid disorderly behaviour either within or outside the Institution and at all times and has to be immediately obeyed in such circumstances.

3. Loud talking, loitering or congregating in the corridor being a source of disturbance and annoyance to other is not permitted.

4. Drinking, smoking and use of other intoxicants are strictly prohibited in the Institution and Hostel.

5. Late arrival and early departure at or from a class are recorded as absence from the class for period concerned.

6. It is misconduct to interfere with any apparatus or enter any department to other than directed.

7. No student has authority over the employees of the institution

8. Survey Instruments tools and other apparatus must be left in good after use. If damaged the fact must be immediately reported for necessary action.

9. All students must attend/visit to works arranged for them unless previously exempted by the Principal and notes on the visits shall be submitted within a fortnight after the visits

10. No responsibility can be accepted for any loss or damage to students property within the Polytechnic premises.

11. Students shall observe all safety precautions. The institution is not responsible for accidents of whatever nature in the Institution Hostel, workshop or laboratories.

12. The student at the Institute requires attention and diligence on the part of students. A student neglecting his studies and showing unsatisfactory progress will be given two warnings after which if he fails to improve he will be liable for expulsion from the Institution.

13. Mobile phone is strictly prohibited in the college campus/hostel. Violator will be warned and fined Rs.100/-. Repeated violation may invite strict action and even expulsion from the college/hostel by the Principal.

14. Conduct inconsistent with general good order, or persistent neglect of work or failure to respond promptly to official notices, may be punished with heavy fines and even expulsion from the institution by the Principal.

15. Students are issued Identity Cards against a payment at the time of admission, Loss of the cards must be reported immediately. Failure to inform about the loss of the card will be taken serious notice of. A new card will be issued on payment

16. Students are advised to deposit all cash with the local post office/Bank and draw their requirements from time-to-time. The institution is not responsible for any loss by theft or otherwise.

17. No institute society shall be formed without the permission of the Principal

18. In all matters concerning the institution administration and regulations, the decision of the Principal is final.

XVII. INSTRUCTIONS/REGULATIONS REGARDING RAGGING

(According to the Supreme Court Judgment in SLP by Vishwa Jagriti Mission in 2001)

“Ragging is strictly prohibited. In the event of ragging at college campus/ hostels, an FIR will immediately be lodged at the concerned police station and the defaulter student will be expelled promptly from college. The victim student must report ragging case immediately to the Principal.”

A student admitted to a Govt. Polytechnic College/Institution, at the time of his/her joining the classes, will submit an undertaking in form given at Appendix III, signed by the Father, mother and student and duly attested by the Executive Magistrate. Separate undertaking may be asked for by the Principal for Hostellers.

Ragging is “Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear to apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.”

However, according to Raghavan Committee observations ragging has several aspects with among others psychological, social, political, economic, cultural and academic dimensions.

- Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging, similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics relates ragging prevalent in many institutions.

- Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
- Any act of physical abuse included all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
- Any act or abuse by spoken words, e-mails, snail-mails, public insults should be considered with in the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'freshers' in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging-copies skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self confidence of students also can be described in terms of the psychological aspect of ragging.
- The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

Instructions/regulations

- Ragging is not ice-breaker for the fresher and not a harmless fun but cuts deep into the mental health of the ragged.
- Ragging obtaining in educational institutions is neither a means of familiarizations nor an introduction with 'freshers', but a form of psychopathic behaviour and a reflection of deviant personalities, which reproduces the entrenched power configurations prevalent in the civil society.
- Migration certificate of students should mention whether any punishment had been meted out for ragging in previous institution.
- An annual undertaking to be signed by each student whether fresher or senior, and his/her parent(s) jointly stating that each of them have read the relevant instructions/regulations against ragging as well as punishments, and this if the wad has been found guilty, he/she should be proceeded against (Specimen of Undertaking attached at Appendix III)
- Undertaking should be provided in English as well as in the vernacular language.
- The burden of proof will lie on the perpetrator and not on the victim to prove that ragging did not take place.
- Punishment to be meted out will be exemplary and justifiably harsh.

Punishments

Depending upon the severity of the case, following punishments may be awarded:

- suspension from attending the classes.
- individual or collective fines.
- withholding/withdrawing scholarships, fellowship and other benefits.
- debarring from appearing in any test/examination and other evaluation process.
- withholdings results.
- debarring from representing the institution in any national and international meet, tournament, youth festival, etc.
- suspension/expulsion from the hostel.
- rustication from the institution for periods varying from one or more semesters.
- cancellation of admission.
- expulsion from the institution and consequent debarring from admission to any other institution.
- recommendation of registration of F.I.R. against the ragger under the various provisions of Indian Penal Code.

XVIII. UNIFORMS

The students of the institution are required to strictly abide by the following rules pertaining to Uniforms:-

(i) The dresses as prescribed by the Principal from time to time shall be worn by them for different periods and every student shall equip himself with the necessary sets of uniforms.

(ii) **WORKSHOPS:** All the students during the period they are in the workshop laboratories shall wear khaki full pants and khaki jackets, tight fitting with half sleeves. No loose garments shall be worn by any candidates working in workshop/section/laboratory. However the girls may wear the normal dress with khaki apron.

ii) Pharmacy Labs: It is mandatory for Pharmacy students to wear Lab. Coats/apron (White colour) full/half sleeves during the period they are in labs.

iii) For ceremonial occasions pertaining the institute, the dress shall be white drill pants white full sleeves shirts, black leather shoes.

(iv) All the students must equip with one or more sets of the uniform required for their normal wear. It is necessary that they come in the stipulated uniform in the different sections at the Polytechnic College.

XIX. HOSTEL

Hostel accommodation for students is available in all the Polytechnic Colleges/institutions and they may avail this facility. All the students applying for admission to the Hostel shall submit the applications in the prescribed form to the Hostel Warden of the Polytechnic College/Institute.

A student participating in sports, games and athletics may be allotted rent-free hostel room, at the discretion of the Principal.

The resident student will be required to pay fees/funds mentioned under para VIII (4). The resident students shall have to strictly abide by rules and regulations framed for the hostel. They are under the disciplinary control of the Hostel Superintendent and Warden and shall obey all the orders issued from time to time. Any breach of the rules of the hostel by any candidate is liable for the severe punishment amounting both to expulsion from the Hostel and the Polytechnic.

The hostel fee is subject to change without notice.

XX. LIBRARY AND READING ROOM

Polytechnic Colleges/Institutions maintain a good collection of books of technical, professional and general interest. The students are allowed the free use of these books under the following regulations:-

1. Library will remain open during Institute hours on all working days. However, the Principal may extend these hours beyond the working hours if the students so desire. In the Institutions, where Evening classes are run, the Principal will make suitable adjustment to ensure that library facilities also become available to the students attending Evening classes.
2. The books will be issued to the students – 3 books for 14 days.
3. Books must be returned or renewed within specified days but the Librarian may summon the return of the book earlier as and when urgently required.
4. A fine of fifty paise per day will imposed for every book returned late.
5. In case of book lost, it would be necessary to replace the book or pay the price mentioned in the Accession Register plus 25% or market price plus 10% whichever is more.

6. Marking on books, defacing or tearing off papers/pages is not permissible and the defaulters will ordinarily be required to pay the price of the books. Technical journals are provided in the Reading Room for the students.
7. Library books are to be taken back from the students before the start of examination.

XXI. INSTITUTE MAGAZINES & WEBSITE

Every Polytechnic College /Institution is expected to publish a college magazine annually. This should contain articles of technical as well as general character, together with the Polytechnic College news-letters and notes. It is further desired to bring out News Magazines as a quarterly/monthly Publication. Each Polytechnic College /Institution publishes yearly Placement–cum-Information Brochure to highlight its achievements and circulate among the prospective employers the profiles of pass outs/students appearing in final examination of their course of study. Every Polytechnic College/Institution has its own Website, which contains extensive information regarding all aspects of the College.

XXII. STUDENTS EXTRA CURRICULAR ACTIVITIES

The Polytechnic Colleges provide facilities for different kinds of extra curricular activities of the students like sports and Games, Engineering society, Social service squad, Volunteer squad, Hobby club, Music dramatic clubs etc.. Every student shall take interest in one or more of activities provided. The Polytechnic Colleges are equipped with a T.V, Video Movie Projector and Epidiascope and the Instructional work is supplemented with film shows, mostly of technical character for the benefit of students.

XXIII. MEDICAL AID

All the Polytechnic Colleges have their own dispensaries for providing necessary medical facilities to the students. This will also enable medical checkup of every student twice during the year.

XXIV. CONCLUSION

With admission to the Polytechnic Colleges, there begins for a student a period of great responsibilities, greater in most instances than he/she has ever before called upon to face. He/She should recognize that the success of his/her career depends to a large measure upon his/her own purpose his/her hard work and his/her own determination to make the best of the opportunities offered. The institutes offer instruction and the use of equipment. Teachers and others are ready to help with encouragement and advice and it will be up to the student to derive the greatest advantage from the facilities offered to him/her. He/She should be prepared to do hard work and bear hard life.

Director
Technical Education and Industrial Training,
(Technical Education Wing) Punjab

APPENDIX-I

(Referred to in Para-IV)

(To be supplied by the candidate who have been actually selected for admission)

FORM FOR MEDICAL CERTIFICATE

I certify that I have carefully examined

Mr/Ms. _____ Son/daughter of

_____ that his/her age is about _____

_____ that he/she is of the required Physical standard.

Un-expanded

Inches

His/Her chest measurement is

Expanded

Inches

Does not wear Glasses

His/Her eye sight is up to the prescribed standard _____

Does wear. Glasses

Details of glasses if worn,

He/She has no disease or mental or bodily infirmity untiffing him/her or likely to unfit for admission to _____ (course) or in the future active out door service.

Mark of Identification

Thumb-Impression

Dated the _____

Medical Officer/MBBS doctor

Photograph to
be attested by
Medical
Officer/ MBBS
doctor

- Note: This form must be retained by the candidate as he/she will be required to bring it with him/her when called for medical examination.
- The photograph is to be attested by the medical officer/MBBS doctor.

APPENDIX-II
(Referred to in Para-IX B)

**AFFIDAVIT TO BE SUBMITTED BY A CANDIDATE WHO BEONGS TO SCHEDULED
CASTE/OTHER BACKWARD CLASS /DENOTIFIED TRIBES**

I, _____Father of Sh./Ms_____resident of
_____ distt_____Staste_____ do hereby solemnly affirm
and declare as under:-

1. That my Son/daughter _____ is a bonafide student
of _____(course) of _____ (College).
2. That I belong to _____caste which has been recognized as
_____in accordance with the instructions of the Govt. of
Punjab/Govt. of India.
3. That I belong to Punjab State.
4. That my family ordinarily reside(s) in Vill/town _____of distt_____ of the State
of Punjab.
5. That my annual income of the family from all sources does not exceed Rs._____

Deponent

Verification:-

Verified that the contents of the above affidavit are true and correct to the best of my knowledge
and belief and nothing has been concealed therein.

Place _____
Dated _____

Deponent

- Note:- This affidavit is to be duly attested by the Executive Magistrate.
- This form must be retained by the candidate and submit to the Principal when he/she joins the
institution.

Appendix-III
SPECIMEN OF UNDERTAKING NOT TO INDULGE IN RAGGING ON STAMP PAPER
(Referred to in Para-XVII)

We _____ (Candidate's name), aged _____ Yrs and Sh _____ (Father's name) and Ms _____ (Mother's name) residents of _____ do hereby give an undertaking that each of us have read the relevant instructions/regulations against ragging, as well as punishments and that if the candidate is found guilty, he/she may be proceeded against.

DEPONENTS

- 1.
- 2.
- 3.

VERIFICATION:

We, the above named deponents, solemnly declare and affirm that the contents of above undertaking are true to the best of our knowledge and nothing has been concealed therein.

DEPONENTS

- 1.
- 2.
- 3.

Note:

- This affidavit should be attested by the Executive Magistrate.
- This form must be retained by the candidate and submit to the Principal when he/she joins the institution.

OR

ਹਲਫੀਆ ਬਿਆਨ
ਲਿਖਤੀ ਜ਼ਿੰਮੇਵਾਰੀ ਦਾ ਨਮੂਨਾ

ਅਸੀਂ----- (ਉਮੀਦਵਾਰ ਦਾ ਨਾਂ), ਉਮਰ---ਸਾਲ, ਸ੍ਰੀ----- (ਪਿਤਾ ਦਾ ਨਾਂ) ਅਤੇ ਸ਼੍ਰੀਮਤੀ----- (ਮਾਤਾ ਦਾ ਨਾਂ) ਵਸਨੀਕ----- ਆਪਣੇ ਵਲੋਂ ਲਿਖਤੀ ਜ਼ਿੰਮੇਵਾਰੀ ਲੈਦੇ ਹਾਂ ਕਿ ਅਸੀਂ ਰੈਗਿੰਗ ਵਿਰੋਧੀ ਹਦਾਇਤਾਂ/ਨਿਯਮ ਅਤੇ ਉਲੰਘਣਾ ਕਰਨ ਦੀ ਸਜ਼ਾਵਾਂ, ਪੜ੍ਹ ਲਈਆਂ ਹਨ। ਜੇ ਉਮੀਦਵਾਰ ਇਹਨਾਂ ਦੀ ਉਲੰਘਣਾ ਕਰਨ ਦਾ ਦੋਸ਼ੀ ਪਾਇਆ ਜਾਂਦਾ ਹੈ ਤਾਂ ਉਹ ਸਜ਼ਾ ਦਾ ਭਾਗੀ ਹੋਵੇਗਾ।

ਬਿਆਨਕਰਤਾ

- 1.
- 2.
- 3.

ਤਸਦੀਕ:

ਅਸੀਂ ਉਪਰੋਕਤ ਬਿਆਨਕਰਤਾ ਹਲਫ ਨਾਲ ਬਿਆਨ ਕਰਦੇ ਹਾਂ ਕਿ ਇਸ ਲਿਖਤੀ ਜ਼ਿੰਮੇਵਾਰੀ ਵਿਚ ਦਰਸਾਏ ਤੱਥ ਸਾਡੀ ਜਾਣਕਾਰੀ ਅਨੁਸਾਰ ਦਰੁਸਤ ਹਨ ਅਤੇ ਇਨ੍ਹਾਂ ਵਿੱਚ ਕੁਝ ਵੀ ਛੁਪਾਇਆ ਨਹੀਂ ਗਿਆ ਹੈ।

ਬਿਆਨਕਰਤਾ

- 1.
- 2.
- 3.

ਨੋਟ:

- ਇਹ ਹਲਫੀਆ ਬਿਆਨ ਕਾਰਜਕਾਰੀ ਮੈਜਿਸਟਰੇਟ ਤੋਂ ਤਸਦੀਕਸ਼ੁਦਾ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ।
- ਉਮੀਦਵਾਰ ਇਹ ਫਾਰਮ ਆਪਣੇ ਕੋਲ ਰਖੇਗਾ ਅਤੇ ਸੰਸਥਾ ਜੁਆਇੰਟ ਕਰਨ ਸਮੇਂ ਪ੍ਰਿੰਸੀਪਲ ਨੂੰ ਪੇਸ ਕਰੇਗਾ।

(to be printed on last cover page inside)

*FEE AT A GLANCE				
Sr.No.	Detail	1st Sem/Yr & 3rd sem (LEET) At the time of admission	2 nd Year/ 3 rd & 5 th Sem in July	2nd, 4th & 6th Sem in January
		Rs.	Rs.	Rs.
	Board's Charges			
1	Registration Charges	100	-----	-----
2	House Exam Charges (Yearly)	100	100	-----
	College Fee/Charges			
3	Tuition Fee (Half Yearly)	11,000	11,000	11,000
4	Development Fund (Yearly)	2750	2750	-----
5	(a) Student Activities related fund (Yearly)	1775	1775	-----
	(b) Student Activities related fund (One time)	100	-----	-----
6	Refundable Security (One time)	500	-----	-----
7	Refundable Security - Student Fund (One time)	100	-----	-
	TOTAL	16425	15625	11,000

The students of SC/ST category of Punjab shall pay only Rs. 700/- (Seven hundred) at the time of admission as per the following detail subject to the condition that family Annual income is less than Rs 1,00,000

- Refundable Security Rs.500
- Registration Charges Rs.100
- Refundable Security of Students activities Related fund Rs.100

In case of a candidate not having the proof of income shall pay the fees of Rs.16,425/- as per other categories.

***See para VIII regarding 'Fees and Other Charges'.**

(to be printed on last cover page)

PROFILE OF POLYTECHNIC COLLEGES/INSTITUTIONS

S No.	Name of the College	Estd.	Contact No.		Location
			Phone	Fax	
1	Govt. Polytechnic College, Amritsar	1965	0183-2258269, 2451114	2258269	Near Guru Nanak Dev University
2	Govt. Polytechnic College, Batala	1964	01871-240149	240149	Kahnoowan Road Batala Town
3	Govt. Polytechnic College, Bathinda	1986	0164-2246394	2246182	Bibiwala Road near cantonment.
4	Govt. Polytechnic College, Ferozpur	1990	01632-222037	222037	Near RSD College, Dulchike Road.
5	Govt. Polytechnic College, Guru Teg Bahadurgarh:	1963	01636-280735	280735	Moga-Kot Kapura Road near Bagha Purana town
6	Pandit Jagat Ram Govt. Polytechnic College, Hoshiarpur	1962	01882-252387	250377	Jalandhar road.
7	Govt. Polytechnic College, Bhikhiwind	1995	01851-272619	Nil	Khemkaran Road
8	Govt. Polytechnic College, Khuni Majra (Mohali)	1996	0160-2281567	2281567	Kharar-Banur Road near Kharar
9	Govt. Polytechnic College For Girls, Jalandhar City	1970	0181-2257192	233081	Ladowali Road
10	Govt. Polytechnic College For Girls, Patiala	1990	0175-2370158	2201658	Rajpura Road in SST Nagar
11	Mai Bhago Govt. Polytechnic College For Girls, Amritsar	1994	0183-2421337	2421337	Majitha road.
12	Satguru Ram Singh Govt. Polytechnic College For Girls Ludhiana	1994	0161-2303223	2303223	Chhoti Haibowal, Rishi Nagar
S13	Govt. Polytechnic College For Girls, Dinanagar	1998			in Gurdaspur district
14	Govt. Institute Of Garment Technology, Amritsar	1937	0183-2421763	2421763	Majitha Road
15	Punjab Institute of Textile Technology, Amritsar	1920	0183-2257799	2257799	G.T Road opposite Guru Nanak Dev University
16	Govt. Institute of Textile Chemistry And Knitting Technology , Ludhiana	1916	0161-2302262	5029380	Chhoti Haibowal. Rishi Nagar
17	Govt. Tanning Institute, Jalandhar	1926	0181-2553189	2472242	Nakodar Road.

*The above college/ institutions have their own email ids and websites. For further information please visit Directorate of Technical education, Punjab website www.dtepunjab.gov.in and PSBTEIT website www.punjabteched.com .