

**RIGHT
TO
INFORMATION
ACT – 2005
(Manual)**

**SANT BABA ATTAR SINGH GOVT.
POLYTCEHNIC COLLEGE, BADBAR,
BARNALA.**

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**INTRODUCTION
AND FUNCTION AND
DUTIES OF
ORGANIZATION**

1.1 Background of this handbook (Right to Information act 2005).

The Right to information Bill, 2005 was passed by the Lok Sabha on 11th May 2005 and the Rajya Sabha on 12th May 2005 and it received the assent of The President of India on 15th June, 2005, It came on the Statute Book as THE RIGHT TO INFORMATION ACT, 2005, (22 Of 2005). Clause 4 (1) (b) of Right to Information Act lays down that each public authority shall compile and publish 17 manuals, within 120 days from the enactment of the Act. This handbook contains these 17 manuals.

1.2 Objective/Purpose of this handbook.

This handbook contains information regarding particulars, functions, duties, decision making process, norms, rules, regulations and directory of officers / officials of department of Technical Education, Punjab.

1.3 Who are intended users of this handbook?

The information contained in this handbook is useful for the citizens of India particularly the residents of the state of Punjab.

1.4 Organization of the information in this handbook.

This handbook contains 17 manuals as per clause 4 (1) (b) of Right to Information Act-2005.

1.5 Definitions:-

AICTE Stands for All India Council for Technical Education.

PSBTE /IT Stands for Punjab State Board of Technical Education and Industrial Training

TE&IT Stands for Technical Education and Industrial Training

DTE Stands for Directorate of Technical Education.

PFR Stands for Punjab Financial Rules.

CSR Stands for Civil Services Rules.

Organization

Sant Baba Attar Singh Government Polytechnic College Badbar (Barnala) was established in the year 2012 to impart quality education in the field of Engineering and Technology, with an aim to cater to the students of Malwa belt of Punjab. Located on Barnala-Sangrur road SBAS GPC Badbar has been established on a lush green campus of 7.13 acres. The focus of the college in addition to imparting technical education to students in their various trades is the following:

- To make available technical man power to the industry as per their requirements.
- To train students for self employment & entrepreneurship.
- To lay special emphasis on overall personality development of the students by encouraging them to participate in extracurricular activities & other competitions.

The postal address of the institute is

Sant Baba Attar Singh Polytechnic College, Badbar

Address : Main Barnala Road Badbar - 148 106

Contact Number : 01679-268011

Course offered by Institute

S.No.	Course	Duration	Intake
1.	MECHANICAL ENGINEERING	3 yrs	60
2.	CIVIL ENGINEERING	3 yrs	60

+5% seats for fee waiver

Functions and Objectives of Institute

Following are function and objective of institute

1. Impart technical education to students of Punjab as per need of industries.
2. Impart / arrange industry training to student to know environment of industry and new technology implemented.
3. Upgrade student skill level and personality and arrange campus interviews for their placement in reputed industries.
4. Co-ordinate with local industries and provide student industrial visit and provide training to employee of industries to uplift their skill level.
5. Uplift skill level, transfer new technologies for beneficiary of rural people through Community development scheme.

POWER AND DUTIES
OF EMPLOYEES
/OFFICERS

Details of the powers and duties of officers and employees of the Organization.

Principal

- Academic and administrative management of the institution.
- Providing academic and administrative leadership
- Promotion of industry institution collaboration and industry oriented Research and Development.
- Monitoring and evaluation of academic activities in the institution.
- Public relations and interaction with community
- Organizing and coordinating consultancy services.
- Participating in policy and system planning at State.
- Regional and National levels for development of Technician Education.
- Promoting and coordinating continuing education activities.

Head of the Department

- Providing leadership in teaching of Diploma and Post Diploma courses.
- Organising R & D work in industrial problems and projects.
- Departmental administration
- Assisting in the administration of the institution
- Publication of technical papers.
- Curriculum development and development of resource materials.
- Innovations in technician education and evaluation
- Continuing education activities
- Public relations and interaction with the community
- Student counseling and student interaction.

Senior Lecturer

- Teaching Diploma courses and Post Diploma Courses (Lecturer and tutorials)
- Design and developing of Laboratory instructions
- Students assessment and evaluation

Innovation in instruction

Developing resource materials and assisting in curriculum development

R&D work on Industrial problem and projects and assisting in extension to community Continuing education activities.

Lecturer

Teaching Diploma courses including Lecturer and tutorials

Planning and implementation of instruction in Laboratory.

Students assessment and evaluation

Developing resource materials

assisting in extension to community

Co-curricular and extra curricular activities

Student counseling

Workshop Superintendent

Planning scheduling organising coordinating and monitoring workshop training sessions and tasks of the polytechnic.

Plan, deliver and evaluate theoretical and workshop instructions.

Design, develop and test instructional material and task for skill training

Plan and organize staff development program for workshop staff

Procurement and storage of raw materials, tools instruments

Guide students in the performance of practical task and skills exercises and evaluate their performance

Procurement, erection/ installation and commissioning of plant and equipment of the workshop

Foreman Instructor

- Erection/ installation/commissioning of plant and equipment
- Procurement/storage, accounting of raw-materials, tools and instruments
- Planning, scheduling, organising, coordinating and monitoring workshop instructions and tasks
- Arranging for the issue of the raw-materials, tools and equipments for workshops jobs
- Plan, deliver and evaluate theoretical and workshop instructions.
- Guide students in the performance of practical task and skill exercises and evaluate their performance
- Arrange for preventive and breakdown maintenance
- Assist students and faculty members in the fabrication of their project work
- Participate in professional development activities
- Assist the workshop superintendent in certain functions as and when necessary
- Any other assignment function in the interest of the institute

Workshop Instructor

- Procurement storage/accounting of raw-material, tools and instruments
- Issue of materials/tools/equipment for shop
- Plan, deliver and evaluate shop instructions
- Guide students in the performance of practical task and skill exercises and evaluate their performance
- Inculcate safety procedures and safety practices among students
- Operation and maintenance of tools and equipments including preventive and breakdown maintenance
- Assist students and faculty members in the fabrication of their projects

An other assignment function in the interest of the institute

Laboratory Technician Assistant

Arranges materials, samples, demonstrations, instruments, tools and equipment required for laboratory/field/shop work.

Receives stores and issue materials, samples, specimens, instruments, tools and equipment required for laboratory/field/shop work

Prepares samples/specimen/circuits etc. for attesting

Maintains the instruments, tools and equipments in working condition

Assist students and faculty members in their projects

Checks equipments, connection etc. before students operate them

Laboratory Attendant

The Laboratory attendant shall be responsible to the concerned Laboratory technician/assistant

Cleaning and arranging of apparatus, tools, equipment and accessories

Assisting Laboratory technician/assistant in preparation of samples, arranging of demonstration, maintenance of Laboratories, receipt and issue of tools and materials

The Librarian

General Administration

Budgeting

Book selection and acquisition

Planning and developing the library

Orienting the users towards effective utilization of library services

Supervising of cataloguing and indexing

Library Assistant

Cataloguing and classification of books and periodicals

Issuing and receiving of books, restoring of books and periodicals

Arrangement of non-book materials

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

1. What is the procedure followed to take a decision for various matters?

Decision in respect of every issue is arrived at after processing the case as per rules and instructions of the Govt. of Punjab. Notified rules of the department. Orders of the competent authority are obtained on the concerned file.

2. What are the documented procedures/ laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important Matters?

In order to arrive at a particular decision for important matters We refer to instruction issued by the Govt. in F. D. Manuals, Chief Secretary Manuals, Civil Services Rules and Financial Rules. Besides this instruction issued by office of Director Technical Education & Industrial Training and Secretary /Registrar Punjab State Board of Technical Education and Industrial Training are duly considered. Precedent, if any is taken into consideration.

3. What are the arrangements to communicate the decision to the public?

The public/ students are communicated through

1. Notice board
2. Instruction in classroom

4. Who are the officers at various levels whose opinions are sought for Process of decision-making?

As per provisions in Punjab Civil Services Rules, Punjab Financial Rules and departmental rules.

5. Who is the final authority that wets the decision?

Principal Secretary Technical Education & Industrial Training (at Govt. level)

Director Technical Education & Industrial Training at Directorate level

Principal at college level.

**NORMS SET
BY
IT FOR
THE DISCHARGE
OF
ITS FUNCTIONS**

The details of the Norms/Standards set by the College for execution of various activities/programs

The letters received from various sources that are dealt / disposed by the concerned official / officer as per norms fixed by the Govt.

- 1) All India Council for Technical Education
- 2) University Grant Commission.
- 3) Architecture Council of India.
- 4) Pharmacy Council of India.
- 5) Punjab State Board of Technical Education & Industrial Training,
Chandigarh.
- 6) Punjab Technical University.
- 7) Instructions given by the Government from time to time.

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions.

S.no	Name/title of the document	Type of the document
1	Punjab Civil Service Rules	Rules
2	Punjab financial rules	Rules
3	Group A and B service rules	Rules
4	The instruction manual	Rules
5	The general and common conditions of service rules as amended from time to time	Rules
6	Instruction issued from office of Director/Secretary.	Guidelines
7	Instruction issued from office of Punjab State Board of Technical Education & Industrial Training.	Guidelines

**A STATEMENT OF THE
CATEGORIES OF DOCUMENTS
THAT ARE HELD BY IT
OR UNDER ITS CONTROL**

Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others.

S.no	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/Under control of
1	Personal file	The personal file contains noting and correspondence in respect of the official/officer	No provision to give the document	Head of Office
2	Service Book	The service book contains posting records in respect of the official/officer	Duplicate copy of the service book can be given on Request.	Head of Office
3	Annual Confidential Reports	Annual Confidential Reports contain performance of the Official/officer	No provision to give the document	Head of The Department
4	Ledgers containing GPF accounts of every Officer/official	These documents contain monthly subscription account of every official/officer towards provident fund	Annual Statement containing balance at the end of financial year is given to every Officer/official	D.D.O.
5	Cash book	Cash book contains receipts/ disbursement of the office	No provision to give the document	D.D.O.
6	Stock register	Stock register contains inventory of articles	No provision to give the document	D.D.O.

7	Policyfiles	Policy files contain important letters and circulars issued by different authorities.	Policyinstructions are circulated for the information of all.	Head of Office
8	Roster registers	Roster registers contain information regarding Reservation made on the basis of policies instruction of the Govt.	No provision to give the document	Appointing authority

PARTICULARS 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 THERE OF

Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is detail of such policy in following format?

S No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public Participation
1	Community Develop Through Polytech scheme	Yes	As per guidelines of Ministry of Human Resources and Development, New Delhi.

A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHERS BODIES CONSTITUTED AS ITS PART

Information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format.

Type of affiliated body

1. All India Council for Technical Education.
2. Punjab State Board of Technical Education.

Name and address of affiliating body.

1. All India Council for Technical Education
I.G. Sports complex, I.P. Estate, New Delhi-110002.

Brief Introduction.

It was established in 1987 with a view to the proper planning and coordinated development of the Technical Education System through out the Country, the promotion of qualitative improvement of such education in relation to planned quantitative growth and the regulation and proper maintenance of norms and standards in the Technical Education System and for matters connected there with.

Objective/main activities.

To improve upon the present technical education system and incorporate the aforesaid observations. One major step would be to modify the engineering curriculum with the following main objectives:

- 1) Greater emphasis on design oriented teaching, teaching of design methodologies, problem solving approach.
- 2) Greater exposure to industrial and manufacturing processes.
- 3) Exclusion of outdated technologies and inclusion of the new appropriate and emerging technologies.
- 4) Greater input of management education and professional communication skills.

2. Punjab State Board of Technical Education. Plot No.1, Sector -36 A, Chandigarh.

Brief Introduction

The Punjab State Board of Technical Education & Industrial Training is an autonomous statutory authority created under "The Punjab State Board of Technical Education & Industrial Training 1992 Act" for regulating and

controlling academic standards in Institutes of Technical Education and for making admissions & conducting examinations in Polytechnics and Industrial Training Institutes. Activities of the Board

The Board is carrying out the following major activities: -

1. Admission.
2. Registration of students.
3. Conduct of Examination.
4. Certification of the pass out students.
5. Revision of Curricula.

Structure and member composition.

The Board has four statutory committees:

1. **Examination Committee:** This committee assists in framing the policies regarding the conduct of examination.
2. **Affiliation and Accreditation Committee:** This Committee deals with the affiliation of the new institutes and approval of new courses in the existing institutes.
3. **Finance Committee:** The activities of this committee relates to allocation of budget and other financial policies of the Board.
4. **Academic Committee:** This committee deals with the framing of Curricula for the new courses, revision of curricula of the existing courses and monitoring the implementation of curricula in the institutions.

**THE MONTHLY REMUNERATION
RECEIVED BY EACH OF ITS
OFFICERS AND EMPLOYEES,
INCLUDING THE SYSTEM OF
COMPENSATION AS
PROVIDED IN REGULATIONS**

Monthly Remuneration Received by Officer/employees

Srno	Name of post	Sanctioned posts	Monthly remuneration Compensation/Compensatory Allowance (Rs)	Compensation/Compensatory allowance	The procedure determine the remuneration given in the regulation
1	Principal	1	37400-67000	As per Punjab Govt.	As per Punjab Govt. norms
2	Head of Deptt.	8	15600-39100	-do-	-do-
3	Senior Lecturer	8	15600-39100	-do-	-do-
4	Lecturer	46	15600-39100	-do-	-do-
5	Programmer	1	.do.	-do-	-do-
6	W/shop Supdt.	1	.do.	-do-	-do-
7	Foreman Instructor	2	15600-39100	-do-	-do-
8	Technician	5	5910-20200	-do-	-do-
9	W/shop Instructor	10	10300-34800	-do-	-do-
10	Mason-cum-Carpenter	1	5910-20200	-do	-do
11	General Mechanic	1	.do.	-do	-do
12	Electrician	1	.do.	-do	.do.
13	Draftsman Civil	1	10300-34800	.do.	-do
14	P.T.I	1	10300-34800	.do.	-do
15	Lab Assistant	8	5910-20200	.do.	-do
16	Office Supdt.	1	10300-34800	.do.	-do
17	Senior Assistant	2	10300-34800	.do.	-do

18	Clerk	10	5910-20200	.do.	-do-
19	Steno Typist	1	5910-20200	.do.	-do-
20	J r. Scale Stenographer	1	5910-20200	-do	-do-
21	Gestetneroperator	1	4900-10680	-do	-do-
22	Driver	1	5910-20200	-do-	-do-
23	Lab Attendant	6	4900-10680	-do-	-do-
24	Sweeper	4	.do.	-do-	-do-
25	Mali/Mali-cum- Peon	2	.do.	-do-	-do-
26	Peon-cum- Sweeper	2	.do.	-do-	-do-
27	Machine Shop Attendant	1	.do.	-do-	-do-
28	Hammer man	1	.do.	-do-	-do-
29	Store Coolie	1	.do.	-do-	-do-
30	Peon	9	.do.	-do-	-do-
31	Chowkidar	4	.do.	-do-	-do-

**DIRECTORY
OF
OFFICERS AND EMPLOYEES**

DIRECTORY OF STAFF**Government Polytechnic College, Bathinda**

S.no	NAME	Designation	Mobile No.	Tel. No. (Land line)	Address	Tel No. (Resi)	Em ail id
1.	Mr. Yadvinder Singh	Principal	9417081380	01679-268011	A-1, Staff colony, Govt. Polytehnic college, Bathinda	principal.gpcbadbar@gmail.com
2.	Dr. Harinder Singh Sidhu	HOD Mech.	9463494067	do	VPO Hamidi, Distt. Barnala.	hss1636@gmail.com
3.	MR. Arun Kumar Goel	HOD Civil	9501010467	do	#467, phase II, urban estate, Patiala-147002		arunkumargoel64@gmail.com
4.	Mr. Jagdeep Singh Sidhu	HOD ECE	9888606136	do	176/16B, Sangrur Road , Dhuri		jags1170@gmail.com
5.	Mr. Krishan Singh	HOD Applied Sci.	9888777238	do	C79, ST no. 4, officer Colony, Sangrur		kslongowal23@gmail.com
6.	Mr. Kashmir Das	Sr. Lecturer	9501016116	do	#23 professor colony, Patiala		Kashmir_bawa@yahoo.com
7.	Ms. Amandeep kaur	Lecturer	8437700891	do	12 A, JP colony, Sangrur		er.amandeep1986@yahoo.com
8.	Ms. Amandeep Kaur	Lecturer	8288990852	do	#133/13 A, near railway rest house, Prem nagar. Dhuri. Distt. Sangrur		er.aman201186@gmail.com

S.no	NAME	Designation	Mobile No.	Tel. No.	Address	Tel No. (Resi)	Em ail id
9	Sakshi Chopra	Librarian	9501514800	do	#55, St. no. 23, Tripuri Town, patiala	sakshi.chopra_84@yahoo.com
10	Manpreet KAur	Asst. Librarian	9876782661	do	Azad nagar, near taraksheel chowk, distt. Barnala.	manpreet291087@gmail.com
11	Narinder Singh	Foreman Instructor	9463511600	do	#147, Mohalla gurdwara Santpura sahib, Patiala gate ,Sangrur	nsnarinder62@gmail.com
12	Parmod Kumar	Foreman Instructor	9463982201	do	#87-B/7, Navneet Nagar, Ambala Cantt.	parmod1967@gmail.com
13	Ritwinder Singh	W/S Instructor	9814614838	do	#B-IV/44, Jawandha patti, Barnala	ritwinder@gmail.com
14	Naunihal Singh	W/S Instructor	94177-55764	do	vill mehal khurd, po Mehal kalan, Distt. Barnala	naunihal1967@gmail.com
15	harpreet Kaur	Senior Asstt.	9915757451	do	112 G, ranjit nagar, Seona road , Patiala	sukhman612@gmail.com
16	RAGHBIR SINGH	Jr. Scale Steno	9876164630	do	vpo Ubhawal, distt. Sangrur	singhraghbir877@gmail.com
17	RAMANDEEP KAUR	Stenotypist	9478345948	do	St. no. 10, # 36-J Majithia enclave, Patiala	ramandeepkaur8714@gmail.com
18	GURDHIAN SINGH	Stenotypist	9780651714	do	#901, vpo Ubhawal, Distt. Sangrur	guri7102@gmail.com
19	SUKHMEET SINGH	Clerk	9501027508	do	vpo Chhajli, The sunam, Distt. Sangrur	sukhmit99@gmail.com
20	MANINDER KAUR	clerk	8054600850	do	LIG 127, Urban Estate, Phase –I, Patiala	maninderkb89@gmail.com

S.no	NAME	Designation	Mobile No.	Tel. No. (Land)	Address	Tel No. (Resi)	Email id
21	Nisha Marya	clerk	9872828036	do	#1754, Jyoti Ram Street, Katcha Patiala	nishamarya@gmail.com
22	CHETNA	clerk	9646123660	do	#DN 35, dashmesh nagar, St no. 11, Tripuri town Patiala	arorachetna4@gmail.comx
23	JATINDER KUMAR	clerk	8699696065	do	shekhupura mohalla, #4452, Sangrur	nagpal93298@gmail.com
24	RAJESH KUMAR	clerk	8146200415	do	#15, Teacher colony, Patiala road, sangrur	khokharrajesh44@gmail.com
25	RAMANDEEP KAUR	clerk	8727088529	do.	vill. Nihalgarh , Distt. Sangrur	kaurramandeep965@gmail.com
26	MEHARBAN SINGH	Lab Assist.	9463464576	do	vpo ratngarh,tehsil Sunam, Distt. Sangrur	meharbansinghgpcg@gmail.com
27	PALA SINGH	Lab Assist.	9914930925	do	Bhoja majri, po Agol, The. Nabha, Distt. Patiala	
28	JANG SINGH	Lab Assist.	8427832394	do	vill bhathal, The & Distt. Barnala	
29							

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Information as per the following format:

1. Name of Programme/scheme Scholarships-

- 1) Centrally sponsored Post Matric Scholarship Scheme.
- 2) Special Grant Scheme sponsored by Government of Punjab.

1. Duration of the programme/scheme

- i) The award once made will be tenable from the stage at which it is given to the completion of course subject to good conduct and regularity in attendance. It will be renewed from year to year provided that within a course which is continuous for a number of years, the scholar secures promotion to the next higher class irrespective of the fact whether such examinations are conducted by a University or the Institution.

- ii) If a Scheduled Caste/Scheduled Tribe scholar pursuing Group A courses fails in the examination for the first time, the award may be renewed. For second and subsequent failure in any class, the student shall bear his/her own expenses until he/she secures promotion to the next higher class.
- ii) If a scholar is unable to appear in the annual examination owing to illness and or on account of any other unforeseeable event, the award may be renewed for the next academic year on submission of medical certificate and/or other required sufficient proof to the satisfaction of the Head of the Institution and his/her certifying that the scholar would have passed had he appeared in the examination.
- v) If according to the Regulations of a University/Institution, a student is promoted to the next higher class even though he/she may not have actually passed in lower class and is required to take examination of a the junior class again after some time, he/she will be entitled to scholarship for the class to which he/she is promoted if the student is otherwise eligible for scholarship.

2. Objective of the programme.

The object of the scheme is to provide financial assistance to the SC / ST students, who are permanent resident of Punjab State studying at post matriculation or post secondary stage to enable them to complete their Education.

4. Physical and financial targets of the programme (for the last year-2004-05) Rs. 37.07 lacs was distributed to the 96 Students studying in various Engineering Colleges under Centrally sponsored Post Matric Scholarship Scheme and 1.41 lacs was disbursed to 100 Students studying in various Engineering Colleges under Special Grant scheme.
5. Eligibility of Beneficiary
Merit-cum-mean basis and SC/ST students who are permanent resident of Punjab State and the income of their parents/guardian is less than 1.00 lac P.A. for the benefit under Centrally sponsored Post Matric Scholarship Scheme and scholarship is awarded to SC/ST student of Punjab State @ 125 Rs. per month for

dayscholar and @ Rs. 250 per month for hostler and ceiling of income of parents of guardians is Rs. 60,965 P.A..

6. Pre-requisites for the benefit

- i) The scholarships are open to national of India.
- ii) These scholarships will be given for the study of all recognized post matriculation for post-secondary courses pursued in recognized institutions.
- iii) Only those candidates who belong to Scheduled Castes and Scheduled Tribes who have passed Matriculation or Higher Secondary or any higher examination of a recognized University or Board of Secondary Education, will be eligible.
- iv) Students pursuing Post graduate courses in medicine will be eligible if they are not allowed to practice during the period of their course.
- v) No subsequent failure will be condoned except courses in Group 'A' and no further change in the course will be allowed.
- vi) Students who pursue their studies through correspondence courses are also eligible. The term correspondence includes distant and continuing education.
- vii) Employed students who take leave without pay for the entire duration of the course and study as full time students will be eligible for scholarships.
- viii) All children of the same parents/guardians will be entitled to receive benefits of the scheme.

7. Procedure to avail the benefits of the programme Application complete in all respects shall be submitted to the Head of the Institution, being attended or last attended by the candidates and shall be addressed to an officer specified for this purpose by the Government of State/Union Territory to which the student belongs, in accordance with the instructions issued by them from time to time.

8. Criteria for deciding eligibility.

- i) All the eligible Scheduled Castes and Scheduled Tribes candidates will be given scholarships subject to the application of Means Test prescribed in these Regulations.
 - ii) Candidates belonging to one State but studying in other State will be awarded scholarships by the State to which they belong and will submit their applications to the competent authorities in that State. In the matter of exemption from fees or other concessions also they will be treated as if they were studying in their own State.
9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
Scholarships are paid according to the 'means test'
Full maintenance allowance and full fee. Full fees is reimburse under the centrally sponsored Post Matric Scholarship Scheme.
 10. Procedure for the distribution of the subsidy.
 11. Where to apply or who to contact in the office for applying.
Principal /Head of the Institute.
 12. Applicant fee (where applicable)
Not applicable.
 13. Other Fees (where applicable)
Not applicable.
 14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT

Please provide the information as per the following format:

1	Name of Programme	Bus pass facility
2	Type Concession/Permits /Authorization	Concession
3	Objective	To provide financial help to the Students
4	Eligibility	Bonafied Students of college
5	Criteria for the eligibility	All the Student are eligible
6	Procedure to avail the benefits	Application duly attested by Principal
7	Time limit for the Concession/Permits/Authorizations	Monthly/ Quarterly
8	Application Fee (where applicable)	Nil
9	List of attachments (Certificates/documents)	Identity card ,Photograph, Residence proof

INFORMATION AVAILABLE IN ELECTRONIC FORM

The details of the information related to the various schemes, which are available in the electronic format.

The following information is available with the department in electronic form

- 1) **Brief information of various courses offered by the college**
- 2) **Curriculum and fees structure of various disciplines.**
Available at college's web site www.gpcbaddbar.org.in
- 3) **Information about Training and Placement, M.O.U's (Memorandum of Understanding) with industry.**
- 4) **Duties assigned to officers.**

Sant Baba Attar Singh Govt. Polytechnic College, Badbar, Barnala.

DETAILS OF FEES STRUCTURE

COLLEGE FEE/SECURITY:

1.	College Security (Refundable)	633.00
2.	Tuition Fee (Annual)	22000.00
3	Development Fund (Annual)	3,650.00
4	Student Fund (Annual)	2367.00
5.	House Test Fee (Annual)	100.00
	Total	28750.00

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

Means, methods or facilitation available to the publics, which are adopted by the department for dissemination of information. The following methods of facilitation are available to the Public which are adopted by the College: -

1	Library	Available
2	Exhibition	Available
3	Notice Board	Available
4	Inspection of Record in the office	Available
5	System of issuing of copies of documents	Available
6	Printed Manual	Available
7	Web site	Available
8	Other means	Demonstration camp/Personal Consultation

**THE NAMES, DESIGNATIONS
AND
OTHER PARTICULARS
OF
THE PUBLIC
INFORMATION OFFICERS**

Name of the Public Authority:
Assistant Public Information Officer:

Appellate Authority :

Sr No.	Name	Designation	Tele. No.		Email	Address
			Office	Home		
1.	Mr. Yadvinder Singh	Principal	01679-268011	9417081380	principal.gpcbbar.org.in	H.no 20065-A, St no-04, Jujhar Singh Nagar, Bathinda

Public Information Officer:

Sr No.	Name	Designation	Tele. No.		Email	Address
			Office	Home		
1.	Dr. Harinder Singh Sidhu	Head of Deptt.	01679-268011	9463694067	hss1636@gmail.com	V.P.O. Hamidi, Tehsil & Distt. Barnala

Assistant Public Information Officer:

Sr No.	Name	Designation	Tele. No.		Email	Address
			Office	Home		
1.	Mrs. Harpreet Kaur	Senior. Asst.	01679-268011	9915757451	sukhman612@gmail.com	112 G, ranjit nagar, Seonara road , Patiala