

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

Government Polytechnic College, Bathinda

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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

Govt. Polytechnic College Bathinda was established in 1985 with the aim of providing high quality education in engineering and technology through close interaction with industries. Initially in 1985, the students were admitted as guest students at Govt. Polytechnic College, Hoshiarpur. The classes at this Bathinda college campus were started in the year 1986. The college is situated at Bibiwala Road and is adjacent to Bathinda cantonment. It is located in a well spread out & meticulously planned campus of 22 acres with lush green surroundings.

The focus of the college in addition to imparting technical education to the students in his/her trade is the following:-

To make available technical manpower to the industry as per their requirements. Students are also trained for self employment & entrepreneurship. Special emphasis is laid on overall personality development of the students by encouraging them to participate in extra curricular activities & other competitions.

The postal address of institute is

**Government Polytechnic College,
Bibiwala Road, Bathinda - 151001**

Phone no 91-164-2246394

Fax no 91-164-2246182

Email principal_gpcbti@yahoo.com
principal@gpcbathinda.org

Website www.gpcbathinda.org

Course offered by Institute

S.No.	Course	Duration	Intake
1.	COMPUTER ENGINEERING	3 yrs	60+
2.	INFORMATION TECHNOLOGY	3 yrs	30+
3.	ELECTRONICS&COMM. ENGINEERING	3 yrs	30+
4.	PRODUCTION ENGINEERING	3 yrs	30+
5.	MECHANICAL ENGINEERING	3 yrs	60+
6	CIVIL ENGINEERING	3 yrs	60+
7	ARCHITECTURAL ASSISTANTSHIP	3 yrs	30+
8	ELECTRICAL ENGINEERING	3 yrs	60+
9	PHARMANCY	2 yrs	30+

+10% 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.
- Organising 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 programm 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

- Any 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	Policy files	Policy files contain important letters and circulars issued by different authorities.	Policy instructions 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 Development Through Polytechnics 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.

Sr. No.	Name Of Post	Sanct- ioned Posts	Monthly remuneration Compensation/ Compensatory Allowance (Rs)	Compensation/ Compensatory allowance	The procedure to deter mine the remuneration as given in the regulation
1	Principal	1	37400-67000	As per Punjab Govt. norms	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-
6	Programmer	1	.do.	-do-	-do-
7	W/shop Supdt.	1	.do.	-do-	-do-
8	Foreman Instructor	2	15600-39100	-do-	-do-
9	Technician	5	5910-20200	-do-	-do-
10	W/shop Instructor	10	10300-34800	-do-	-do-
11	Mason-cum- Carpenter	1	5910-20200	-do	-do
12	General Mechanic	1	.do.	-do	-do
13	Electrician	1	.do.	-do-	-do-
14	Draftsman Civil	1	10300-34800	-do-	-do-
15	P.T.I.	1	10300-34800	-do-	-do-
16	Lab Assistant	8	5910-20200	-do-	-do-
17	Office Supdt.	1	10300-34800	-do-	-do-
18	Senior Assistant	2	10300-34800	-do-	-do-
19	Clerk	10	5910-20200	-do-	-do-
20	Steno Typist	1	5910-20200	-do-	-do-

21	Jr. Scale Stenographer	1	5910-20200	-do	-do
22	Gestetneroperator	1	4900-10680	-do	-do
23	Driver	1	5910-20200	-do-	-do-
24	Lab Attendant	6	4900-10680	-do-	-do-
25	Sweeper	4	.do.	-do-	-do-
26	Mali/Mali-cum- Peon	2	.do.	-do-	-do-
27	Peon-cum- Sweeper	2	.do.	-do-	-do-
28	Machine Shop Attendant	1	.do.	-do-	-do-
29	Hammer man	1	.do.	-do-	-do-
30	Store Coolie	1	.do.	-do-	-do-
31	Peon	9	.do.	-do-	-do-
32	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)	Email id
1	Yadvinder Singh	Principal	9417081380	0164-2246394	A-1, Govt. Polytechnic College, Bathinda	0164-2246800	principal_gpcbti@yahoo.com
2	Anuja Gopal	HOD Archi.	9417082652	.do.	HIG-1442, Model Town, Phase-I, Bathinda	0164-2212131	apupreja1@rediffmail.com
3	R.K.Chopra	HOD Comp.	9888017027	.do.	H.No. 770, Phase-3, Model Town, Bathinda.	-----	rkchopra2009@yahoo.com
4	Parminder Kaur Dhaliwal	HOD IT	9814803055	.do.	A-4, Govt. Polytechnic College, Bathinda	9814249159	pkdhaliwal49@gmail.com
5	Vibha Sharma	HOD Pharm.	9357712340	.do.	A-3, Govt. Polytechnic College, Bathinda	0164-2246292	sns-vs@yahoo.co.in
6	Som Nath Sharma	HOD. Mech.	9417102304	.do.	A-3, Govt. Polytechnic College, Bathinda	0164-2246292	hodmech2005@gmail.com
7	Narinder Kaur	HOD App. Science	9463374037	.do.	Dy.DFO Residence, Forest Colony, Bathinda	0164-2273235	hodpharmacy29@gmail.com
8	Jasvinder Singh	HOD. Prod	9356200356	.do.	H.No. 16756, Sarabha Nagar, Bhatti Road, Bathinda	0164-2216756	jasvinder_singh93@yahoo.com
9	Manjit Singh	HOD. ECE	9417147708	.do.	VPO Mandi Kalan, Teh.Phul, Distt. Bathinda	01651-221407	bhullarmanjitsingh@yahoo.co.in
10	Jasvir Singh Gill	Sr.Lect. Electrical	9417326660	.do.	H.No. 20598, St. No. 25B, Ajit Road, Bathinda	0164-2212660	gilljasvir1970@yahoo.com
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16	Anmol Garg	Lect. Arch.	9914410599	.do.	H.No. 16701-D, St. No. 6, Basant Vihar, Bathinda	0164-2223356	garganmol2@rediffmail.com

17	Lakhwinder Soni	Lect. Comp.	9780125571	.do.	H.No. 3938, Subhash Street, Amrik Singh Road, Bathinda	—	sonilakhvinder@yahoo.com
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40	Bharat Bansal	Lect Mech.	9465750303	do	#19712 St. No 10/A Ajit Road Bathinda	—	bbansal303@gmail.com
41	Harshmani	Lect Mech.	7696590674	do	#565 Ward No 2 Bhucho Mandi, Bathinda	—	harshmani4@gmail.com
42	Sukhpal Kaur	Lect Comp.	8054039400	do	Street No 9B,Opposite MC Park Ajit Road,Bathinda	—	sukhpal91@gmail.com
43	Deepti	Lect Comp.	8146581801	do	H.No 303,S.H Nagar,Fazilka	—	Deeptiswarn@gmail.com
44	Beant Singh	Lect Comp.	94170-97596	do	VPO Pitho,Rampura Distt Bathinda	—	erbeantsingh@yahoo.com
45	Harkamaljeet Kaur	Lect IT.	9465608778	do	VPO Gurusar, Tehsil ,Gidderbaha, Distt. Shri Muktsar Sahib	—	it.harkamal@gmail.com
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47	Inderjeet Singh Bamrah	Lect IT.	9815500273	do	H No. B VII 399, Near Sanghera Chowk, Barnala-148101	—	inderjeetsinghit@gmail.com
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49	Kamal Garg	Lect E.E	98779-48794	do	H.No.17426, St. No.2, Minocha Colony, Chhabra Palace,Bti	—	kamalgarg67@gmail.com
50	Ramandeep Singh	Lect E.E	98558-96462	do	H. no. 5939. Kila Road, Bathinda	—	Raman.raman714@gmail.com
51	Navreet Kaur Grewal	Lect E.E	99880-23130	do	B 4/3 , Bank Bazaar, Railway Road, Near state bank of Patiala,	—	Navreetkaurgrewal2008@gmail.com
52	Garima Rani	Lect E.E	78888-14239	do	H.No.705, St. No.7, Vijay Nagar, Patiala 147001 Pb	—	garima2393@gmail.com
53	Harcharan Singh	Lect Civil.	7589213339	do	#1. V.P.O. Saharana, Tehsil & District Mansa	—	harcharan93@gmail.com
54	Punit Gupta	Lect Civil.	9803267848	do	# 116, Street no. 3, Firozpur cantt,punjab	—	punitgupta147@gmail.com
55	Jaspreet Singh	Lect Civil.	9988665124	do	#834,St no.10,Dashmesh colony,Malout Distt.Sri Muktsar	—	jaspreet0011@gmail.com

56	Lakhvinder Singh	Lect App Science	8427204325	do	New jassal tailors, New court road Mansa (punjab)-151505.	—	luckyjnu89@gmail.com
57	Gagandeep Singh	Lect App Science	9988633633	do	# Z-5, 383, Street 17/3, Guru Gobind Singh Nagar, Bathinda	—	gagandeep.longowalia@gmail.com
58	Ramanpreet Singh	Lect Pharmacy	9805992366	do	#15 New Moti Bagh Colony, Patiala	—	ramanpreetsingh@hotmail.com
59	Ashit Kumar Sharma	Lect Pharmacy	9021725268	do	#316, GHTP Power Colony, Lehra Mohabbat	—	ashit0009@gmail.com
60	Junaid Niazi	Lect Pharmacy	9041075438	do	#38 JP Colony, Sangrur	—	junaid.rbip@rediffmail.com
61	Navdeep	Lect Pharmacy	9780608649	do	VPO Khuian Sarvar, Abohar	—	aazim90@gmail.com
62	Gagandip Singh	Lect Pharmacy	9872641831	do	#405 TNB Road, Near Petrol Pump, Kot Ise Khan, Moga	—	gagandip14@gmail.com
63	Amrit Paul	Lect Pharmacy	9501110615	do	C/O Ashok Medical Hall, Cinema Road, Mansa	—	amritpaul39@gmail.com
64	Sukhwinder Singh	Librarian	9464979050	.do.	B-3, Govt. Polytechnic College, Bathinda	0164-2246567	
65	Swaran Singh	Foreman Instructor	9417132274	.do.	B-5, Govt. Polytechnic College, Bathinda.	—	ssmahar@hotmail.com
66	Harminder Singh	Foreman Instructor	9417525744	.do.	B-10, Govt. Polytechnic College, Bathinda.	—	harminderfi@gmail.com
67	Gurjit Singh	Foreman Instructor	9417327928	.do.	H.No. 22114, St. No. 11/4, Power House Road, Bathinda	—	gurjitwi@gmail.com
68	Jasdev Singh	W/shop Instructor	9417582987	.do.	C/o Nirbhai Singh, H.No. 21158, ST. No. 7, Ajit Road, Bathinda	—	jasdevsingh64@gmail.com

69	Balkar Singh	W/shop Instructor	9988262996	.do.	C-7, Govt. Polytechnic College, Bathinda.	-----	balkarsinghelect@gmail.com
70	Bhola Singh	W/shop Instructor	9417525735	.do.	C-1, Govt. Polytechnic College, Bathinda.	-----	bsgaidu@gmail.com
71	Narinder Singh	W/shop Instructor	9417777036	.do.	Ward No. 10, Goniana Mandi, Distt. Bathinda	-----	narinderavi@gmail.com
72	Kulbhushan Kumar	W/shop Instructor	9417026962	.do.	St. No. 10/20, Balla Ram Nagar, Bathinda	-----	kulbhushanwi@yahoo.com
73	Gurbinderjit Singh	W/shop Instructor	9417102434	.do.	VPO Gobindpura, Distt. Bathinda	-----	singhggill@gmail.com
74	Mohan Lal	General Mechanic	9463283107	.do.	D-11, Govt. Polytechnic College, Bathinda.	-----	mohanlalwi@gmail.com
75	Om Parkash	Lab Asstt.	9417311363	.do.	Near Mehna Chowk, Mata Rani Gali, Bathinda	0164-2251008	-----
76	Veeran Wanti	Draughtsman	9465060712	.do.	B-9, Govt. Polytechnic College, Bathinda.	0164-2246679	-----
77	Charanjit Singh	Sr. Asstt.	9815216522	.do.	H.No. 30711, Jogi Nagar, Bathinda	-----	cstiwana@ yahoo.co.in
78	Shankar Sharma	Junior Asstt.	9216502790	.do.	D-13, Govt. Polytechnic College, Bathinda.	0164-2246124	shankar_bti79 @yahoo.co.in
79	Manjit Singh	Junior Asstt.	9463334261	.do.	D-10, Govt. Polytechnic College, Bathinda.	-----	singhdhillon73 @yahoo.com
80	Angrej Singh	Junior Asstt	98148-00397	.do	D-13, Govt. Polytechnic College, Bathinda	----- ---	singhdhillon73@yahoo.com
81	Sandeep Katoch	Clerk	-----	.do.	C-5 , Govt. Polytechnic College, Bathinda.	0164-2246187	-----
82	Roshan Lal	Clerk	9217165536	.do.	H.No. 28840, St. No. 2D, Partap Nagar, Bathinda	0164-2281701	roshanjolly1971@gmail.com
83	Kamaljeet Tiwari	Clerk	9464662103	.do.	D-12, Govt. Polytechnic College, Bathinda.	-----	kamaljeettiwari@yahoo.com
84	Subhash Chawria	Lab Asstt	9417507453	.do.	D-6 , Govt. Polytechnic College, Bathinda.	-----	-----
85	Kala Singh	Peon	9781722766	.do.	E-7, Govt. Polytechnic College, Bathinda	-----	-----
86	Angrej Singh	Clerk	9464132952	.do.	StreetNo 1,Shakti	-----	angrej

					Vihar,Bathinda		
87	Khushi Ram	Lab Attendant	9256090157	.do.	St. No. 12, Guru Gobind Singh Nagar, Bathinda	9417939095	-----
88	Lakhwinder Singh	Lab Attendant	9915257810	.do.	VPO Lehra Khanna, Distt. Bathinda	-----	-----
89	Balwinder Singh	Sweeper	9478344251	.do.	D-4, Govt. Polytechnic College, Bathinda	-----	-----
90	Rajinder Kumar	Sweeper	9988376796	.do.	D-3, Govt. Polytechnic College, Bathinda	-----	-----
91	Ranjit Ram	Lab Asstt.	9915116966	.do.	H.No. 33656, St. No. 21, Partap Nagar, Bathinda.	-----	-----
92	Jagsir Singh	Lab Asstt.	9041427805	.do.	E-3, Govt. Polytechnic College, Bathinda	0164-2246602	jagsirsinghgpc@gmail.com
93	Avadh Ram	Mali	-----	.do.	D-2, Govt. Polytechnic College, Bathinda	0164-2246559	-----
94	Sham Lal	Lab Asstt.	9256213147	.do.	E-1, Govt. Polytechnic College, Bathinda	-----	-----
95	Sarabjit Singh	Peon-cum-Sweeper	9478034191	.do.	VPO Mehma Sarja, Distt. Bathinda	-----	-----

BUDGETS ALLOCATED
Financial statement G.P.C.Bathinda for year 2019-20

	Salary	Medical	T.A	Telephone	Office expenses	Professional	Electricity charges	Total	Remarks
Grant received For 2019-20	81734000	352835	29000	6000	15000	1175000	1900000	85211835	-----
Ex penditure up to previous month	7069557	0.00	0.00	0.00	0.00	0.00	111300	7180857	-----
Balance	9813146	3116	8689	3164	5614	81361	431740	10346830	—

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 sometime, 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 then 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 day scholar 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 whom 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/Auth orizations	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.gpcbathinda.org
- 3) **Information about Training and Placement, M.O.U'.s**
(Memorandum of Understanding) with industry.
- 4) **Duties assigned to officers.**

Government Polytechnic College, Bathinda

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:**

Sr No.	Name	Designation	Tele. No.		Email	Address
			Office	Home		
1.	Sh.Lakhwinder Soni	Lecturer	0164-2246394	9592544887	sonilakhvinder@yahoo.com	#07664 Hazura kapura colony,Bti

Public Information Officer:

Sr No.	Name	Designation	Tele. No.		Email	Address
			Office	Home		
1	Dr. Harjeev Kumar Khanna	Sr.Lecturer	0164-2246394	98766-36964	hkkhanna_hod2008@yahoo.com	#32 Green City Colony Bathinda

Appellate Authority :

Sr No.	Name	Designation	Tele. No.		Email	Address
			Office	Home		
1.	Sh. Yadvinder Singh	Principal	0164-2246394	9417081380	principal_gpcbti@yahoo.com	A-1, Govt. Polytechnic College, Bathinda