

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

**Government Polytechnic College BATHINDA**

## INDEX

<b>Sr.No.</b>	<b>Name of Manual</b>	<b>Page No.</b>
	Introduction	3-4
1.	The particulars of its organization, functions and duties.	5-14
2.	The powers and duties of its officers and employees.	5-19
3.	Rules, regulations, instructions, manuals and records, for discharging its functions.	20-55
4.	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.	56-57
5.	A Statement of the categories of documents that are held by it or under its control.	58-59
6.	A statement of boards, councils, committees and others bodies constituted as its part	60-64
7.	The names, designations and other particulars of the Public Information Officers	65-67
8.	Procedure followed in Decision Making Process	68-70
9.	Directory of Officers and Employee	71-79

10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in regulations.	80-84
11.	The Budget Allocated to each Agency(Particulars of all plans, proposed expenditures and reports on disbursement made)	85-87
12.	The manner of execution of subsidy programs	88-114
13.	Particulars of recipients of concessions, permits or authorization granted by it.	115-116
14.	Norms set by it for the discharge of its functions	117-118
15.	Information available in an electronics form	119-120
16.	Particulars of the facilities available to citizens for obtaining information	121-122
17.	Other useful information	123-125

**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 11<sup>th</sup> May 2005 and the Rajya Sabha on 12<sup>th</sup> May 2005 and it received the assent of The President of India on 15<sup>th</sup> 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](mailto:principal_gpcbti@yahoo.com)  
[principal@gpcbathinda.org](mailto:principal@gpcbathinda.org)  
**Website** [www.gpcbathinda.org](http://www.gpcbathinda.org)

## Course offered by Institute

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

**+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
- 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 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

- Another 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.**

<b>S.no</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by/Under control of</b>
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?**

<b>S No.</b>	<b>Subject/Topic</b>	<b>Is it mandatory to ensure public participation (Yes/No)</b>	<b>Arrangements for seeking public Participation</b>
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.	Darshan Sidhu	Principal	97811-00051	0164-2246394	H.no 20065-A,St no-04,Jujhar Singh Nagar,Bathinda	.....	principal_gpcbti@ yahoo.com
2.	Anuja Gopal	HOD Archi.	95011-08778	.do.	'ABHYUDAYA',#445,Urban Estate Phase-II,Bti	.....	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,Thaliwal	HOD Civil	9814803055	.do.	A-4, Govt. Pol ytechnic College, Bathinda	98148-03055	apsdhaliwal@yahoo.co.uk
5.	Sukhwinder Partap Rana	HOD ECE	95011-00063	.do.	A-2, Govt. Pol ytechnic College, Bathinda	0164-2246724	sp_rana72@ yahoo.com
6.	Vibha Sharma	HOD. Pharmacy	95011-08788	.do.	#10 Patel Nagar,Bathinda	0164-2246292	hodpharmacy29@gmail.com
7.	Som Nath Sharma	HOD. Mech.	95011-08787	.do.	#10 Patel Nagar,Bathinda	0164-2246292	hodmech2005@gmail.com
8.	Narinder Kaur	HOD.App. Science	9463374037	.do.	#360,Patel Nagar,Bathinda	0164-2273235	narinderkaur71@gmail.com
9	Sanjeev Goyal	HOD ECE	95012-33422	.do.	H.No. 12, Kamla Nehru Colony, Bathinda	0164-2213728	sanjugoyal_74@ yahoo.co.in
10	Manjit Singh	HOD ECE	9417147708	.do.	VPO Mandi Kalan, Teh.Phul, Distt. Bathinda	01651-221407	gilljasvir1970@yahoo.com
11	Harjeev Kumar Khanna	Sr.Lect Mech	98766-36964	.do.	#32 Green City Colony Bathinda	.....	hkkhanna_hod2008@ yahoo.com

12	Jasvir Singh Gill	Sr.Lect Electrical	9417326660	.do.	H.No. 20598, St. No. 25B, Ajit Road, Bathinda	0164-2212660	gilljasvir1970@yahoo.com
13	Deep Shikha Garg	Sr.Lect Electrical	9464154641	.do.	A-48, thermal Colony, Bathinda	0164-2274274	erdeepshikha@yahoo.com
14	Gurinderpal Singh Brar	Sr.Lect Electrical	9815046562	do	#48 Housefeed Colony Bathinda		gurwinderbrar99@gmail.com
15	Meena Gill	Lect. Electrical	9501108777	.do.	H.No. 19250, St. No. 6, Opp. DAV College, Bathinda	0164-2213405	gillmeena73@yahoo.com
16	Archana	Lect. Arch.	9417458929	.do.	H.No. 130, North Estate, Bathinda	0164-2211882	singla.archna@yahoo.com
17	Anmol Garg	Lect. Arch.	9914410599	.do.	H.No. 16701-D, St. No. 6, Basant Vihar, Bathinda	0164-2223356	garganmol2@rediffmail.com
18	Puneet Mittal	Lect. Computer	9463266303	.do.	H.No. 21528, St. No. 6/3, Power House Road, Bathinda	-----	engg.puneet@yahoo.co.in
19	Lakhwinder Soni	Lect. Computer	9592544887	.do.	H.No. 3938, Subhash Street, Amrik Singh Road, Bathinda	-----	sonilakhvinder@yahoo.com
20	Dr.Sushil Kumar	System Analyst	9501344366	.do.	B-8, Govt. Polytechnic College, Bathinda.	-----	sushil_singla@yahoo.com
21	Magandeep Kaur	Lect IT.	98152-31079	do	C/o,Jagseer Singh,#22546,Bhagu Road,BTI	-----	brarmagan@gmail.com
22	Rani Devi	Sr.Lect Civil	9465265746	.do.	C-67 Silver Oal Town Ship,Bathinda	0164-2246725	er.ranigoyal@gmail.com
23	Des Raj Bansal	Sr.Lect Civil	9872876105	.do.	H.No. 5320, Malvia Nagar, Bathinda	0164-2236105	desraj_bansal@yahoo.co.in
24	Sarabjit Kaur	Sr.Lect Civil	9501108710	.do.	#.19/VI, GHTP Power Colony, Lehra Mohabbat, Bti	0164-2756637	sarabjit_73@yahoo.com
25	Darshan Singh	Sr.Lect ECE	9501108729	.do.	H.No. 20632, St. No. 26/1, Ajit Road, Bathinda	0164-2220680	dsd5@rediffmail.com
26	Jagdeep Kaur	Lect. ECE	9501108790	.do.	St. No. 1/9, Baba farid Nagar, Bathinda	01655-246080	jagdeepdhunkel@yahoo.co.in
27	Baljit Singh Virk	Sr.Lect Mech.	9501108797	.do.	A-6, Govt. Polytechnic College, Bathinda.	-----	baljitvirk1969@gmail.com
28	Munish Kumar	Lect. Mech.	9876861727	.do.	Ward no-8,Near Gillan Wala Khoo,Talwandi	01655-220043	munishsatya.2007@gmail.com
29	Gurinder Singh Mangat	Lect. Production	9814723712	.do.	B-2, Govt. Polytechnic College, Bathinda.	-----	gsmangat1311@gmail.com



30	Rupinder Singh	Lect. Production	9316906633	.do.	A403 , Ganpati Enclave, Bathinda	0164-2246274	chahalrupin @ gm ail.com
31	Pawan Kumar	Lect. Production	9501108772	.do.	#207 /A Patel Nagar, Bathinda	0164-2280090	pawankhurana123456@gmail.com
32	Amarjit Singh	Sr.Lect. Phy	9417026016	.do.	H.No. 22020, St. No. 10/1, Power House Road, Bathinda	0164-2216079	s.am arjit99@yahoo.com
33	Rakesh Kumar	Sr.Lect Math	9876667414	.do.	#71 ,Bharat Nagar,Bathinda	-----	rakesh.mittal58 @ gm ail.com
34	Asha Rani	Lect Math	9417234594	.do.	H.No. 13122, St. No.08 Namdev Marg,Bathinda	0164-2222618	ashagoyal05@yahoo.co.in
35	Sukhwinder Singh	Librarian	9464979050	.do.	Janta Nagar, Near Truck Union Malerkotla, Sangrur	0164-2246567	sschopra1964@gmail.com
36	Gurtej Singh	Lecturer Civil	9815748309	.do.	Gpc,Bathinda	_____	gurtejsidhu1676@gmail.com
37	Swaran Singh	W/Shop Supdt.	9417132274	.do.	# A-3 ,Staff Colony,Govt. Poly. College,Bathinda	-----	ssmahar@hotmail.com
38	Harminder Singh	Foreman Instructor	9417525744	.do.	B-10, Govt. Pol ytechnic College, Bathinda.	-----	harminderfi@gmail.com
39	Jasdev Singh	W /shop Instructor	9417582987	.do.	Back Side Nirankari Bhawan,Budhladha Distt. Mansa	-----	jasdevsingh64@gmail.com
40	Balkar Singh	W /shop Instructor	9988262996	.do.	#B-4 ,Staff Colony,Govt. Poly. College,Bathinda	-----	balkarsinghelect@gmail.com
41	Bhola Singh	W /shop Instructor	9417525735	.do.	H No 374 Patel Nagar, Bathinda	-----	bholagaidhu@gmail.com
42	Narinder Singh	W /shop Instructor	9417777036	.do.	Sohi Wali Gali,Goniana Mandi,Distt.Bathinda.	-----	narinderavi@gmail.com

43	Kulbhushan Kumar	W /shop Instructor	9417026962	.do.	St. No. 10/21, Balla Ram Nagar, Bathinda	-----	kulbhushanwi@yahoo.com
44	Gurbinderjit Singh	W /shop Instructor	9417102434	.do.	VPO Gobindpura, Distt. Bathinda	-----	gurbinderjit@gmail.com
45	Mohan Lal	General Mechanic	9463283107	.do.	B-07 ,Staff Colony,Govt. Poly. College,Bathinda	-----	mohanlalgm@yahoo.com
46	Wazir Singh	Lab Asstt.	9463479464	.do.	Vill. Bam biha, P.O. Jangira na, Distt. Bathinda	-----	wazirsinghbambiha@gmail.com
47	Teja Singh	Sr.Lab Asstt.	9878158230	.do.	VPO Naruana, Distt. Bathinda	-----	teja_singh1234@gmail.com
48	Sat Parkash	Sr.Lab Asstt.	9417907900	.do.	C-8, Govt. Pol ytechnic College, Bathinda.	-----	satparkashdahiya@yahoo.com
49	Om Parkash	Sr.Lab Asstt.	9417311363	.do.	#6262,1/4, Mata Rani ,Near Mehna Chowk, Bathinda	0164-2251008	opchawla6262@gmail.com
50	VeeraWanti	Draftsman	9465060712	.do.	B-9, Govt. Pol ytechnic College, Bathinda.	0164-2246679	veeranwantibrar@gmail.com
51	Charanjit Singh	Sr. Asstt.	9815216522	.do.	H.No. 30711, Jogi Nagar, Bathinda	-----	cstiwana@yahoo.co.in
52	Shankar Sharma	Junior Asstt.	9216502790	.do.	30706-A,St no :5/1,Jogi Nagar,Bti	0164-2246124	shankar_bti79@yahoo.co.in

53	Manjit Singh	Junior Asstt.	9463334261	.do.	D-10, Govt. Polytechnic College, Bathinda.	-----	singhdhillon73@yahoo.com
54	Angrej Singh	Junior Asstt	98148-00397	.do	D-13, Govt. Polytechnic College, Bathinda	-----	singhdhillon73@yahoo.com
55	Roshan Lal	Clerk	8699111712	.do.	H.No. 28840, St. No. 2D, Partap Nagar, Bathinda	0164-2281701	roshanjolly1971@gmail.com
56	Kamaljeet Tiwari	Clerk	9501668900	.do.	B-9, Govt. Polytechnic College, Bathinda.	-----	kamaljeettiwari@yahoo.com
57	Raman Kumar	Clerk	9888410125	.do	V.P.O Lambi ,Distt Shri Muktsar Sahib	-----	ramanlambi07@gmail.com
58	Sandeep Kumar	Steno Typist	9872200610	.do	M-56 JatinderChowk,FDK	-----	ahujasandeep329@gmail.com
59	Harvinder Kaur	Jr. Scale Steno grapher		.do.	-----	-----	jashanparam@gmail.com
60	Kulwant Singh	Clerk	9478880924	.do.	H.No. 24921, Baba Deep Singh Nagar, Bathinda	0164-5006482	kulwantsingh1234gpc@gmail.com
61	Kala Singh	Peon	8699615646	.do.	D 6 Staff Colony, Govt. Poly. College, Bathinda	-----	kalasinghgpc1234@gmail.com
62	Angrej Singh	Clerk	9464132952	.do.	Street No 1, Shakti Vihar, Bathinda	-----	angrejdatewas@yahoo.com
63	Khushi Ram	Lab Attendant	9256090157	.do.	St. No. 12, Guru Gobind Singh Nagar, Bathinda	9417939095	khushiram1960@yahoo.com
64	Balwinder Singh	Lab Asstt	9478344251	.do.	D-4, Govt. Polytechnic College, Bathinda	-----	balwindersingh1234gpc@gmail.com
65	Rajinder Kumar	Sweeper	9988376796	.do.	D-3, Govt. Polytechnic College, Bathinda	-----	rajindersewadaar@gmail.com
66	Gurcharan	Chowkidar	9464254804	.do.	D-7, Govt. Polytechnic College,	0164-2246176	gurcharansinghgpc@gmail.com

	Singh				Bathinda		
67	Jagsir Singh	Lab Asstt.	9041427805	.do.	E-3, Govt. Polytechnic College, Bathinda	0164-2246602	jagsirsinghpc@gmail.com
68	Paramjit Singh	Chowkidar	9463841197	.do.	VPO Gill Kalan, Distt. Bathinda	-----	paramjitgpc@gmail.com
69	Avadh Ram	Mali	-----	.do.	D-2, Govt. Polytechnic College, Bathinda	0164-2246559	awadhramsewadaar@gmail.com
70	Sarabjit Singh	Peon-cum - Sweeper	9478034191	.do.	VPO Mehma Sarja, Distt. Bathinda	-----	sarbjcetgpc@gmail.com

**BUDGETS ALLOCATED**  
**Financial statement G.P.C.Bathinda for year 2015-16**

	Salary	Medical	T.A	Telephone	Office expenses	Professional	Electricity charges	Computerisation in the state	Total	Remarks
Grant received For 2015-16	69715000	92296	16000	14000	40000	70000	1050000	30000	70935000	-----
Expenditure up to 4 /2015	5403249	0.00	0.00	0.00	0.00	0.00	755460	0.00	6158709	-----
Balance	64311751	92206	16000	14000	40000	70000	294540	30000	64776291	—

# 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.gpcbathinda.org](http://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
	<b>Total</b>	<b>28750.00</b>

# **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: -

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

**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.	Mr.Harjeev Kumar Khanna	Sr.Lecturer	0164-2246394	98766-36964	hkkhanna_hod2008@yahoo.com	#32 Green City Colony Bathinda

**Public Information Officer:**

Sr No.	Name	Designation	Tele. No.		Email	Address
			Office	Home		
1.	Mr.Manjit Singh Bhullar	Head of Deptt.	0164-2246394	9417147708	bhullarmanjitsingh@yahoo.co.in	VPO Mandi Kalan Tehsil Phul Distt Bathinda

**Appellate Authority :**

Sr No.	Name	Designation	Tele. No.		Email	Address
			Office	Home		
1.	Mr.Darshan Sidhu	Principal	0164-2246394	9781100051	principal_gpcbti@yahoo.com	H.no 20065-A,St no-04,Jujhar Singh Nagar,Bathinda