**Contact person in case some body wants to get information under RTI Act.**

The following officers have been designated as appellate authority, Public Information Officer and Assistant Public Information Officers.

|  |  |  |
| --- | --- | --- |
| 1. | Dr. T.S. Sidhu  Principal, SBSCET, Ferozepur | Appellate Authority |
| 2 | Sh. Vishal Arora  SBSCET, Ferozepur | Public Information Officer. |
| 3. | S. Jaswinder Singh SBSCET, Ferozepur | Assistant Public information Officer |

**Procedure and Fee structure for getting information.**

A person, who desires to obtain any information admissible under the Act, shall make an application in ‘Form ‘A’ to the Public Information Officer along with a fee as specified in rules.

**Fee structure**

(i) The fee of Rs. 10/- may be deposited either in cash/ draft/ cheque or treasury challan with application ‘Form ‘A’.

(ii) On receipt of an application Public Information Officer shall scrutinise the application and shall assess how much fee is required to be paid by the applicant for obtaining the information.

(iii) For providing an information the fee shall be charged at the following rates:-

a) Rs. 02/- for each page.

b) Rs. 50/- for providing information in floppy.

c) Rs. 50/- for providing information diskette

**Particulars of Organization, Functions and Duties**

|  |
| --- |
| **MISSION** |
|  |
| ***"To provide every student with a conducive environment suitable to achieve his career goals, with a strong emphasis on personality development, and to offer the academically inclined resources to gain quality education in all spheres of engineering, applied sciences and management, without compromising on the quality and code of ethics to each student of the institution".*** |
| To achieve this mission the institution offers a well-planned campus in over 98 acres of a pollution free environment. Aesthetically built buildings, well furnished classrooms, lecture theaters, library, workshops, laboratories and spacious play grounds, indoor and outdoor sports facilities, intramural - extracurricular activities and hostels in the campus, offer an ideal environment for pursuit of a professional career.  The mission is being accomplished in the sense that, in most courses 80% to 100% students pass in first class and again 60% to 80% students obtain employment through campus interviews, even as they finish the course. |

**Powers and Duties of Officers and Employees.**

**Functions of the Society:**

1. To provide for instruction and research in such branches of Engineering & Technology as the College may think fit and for the advancement of learning and dissemination of knowledge in such branches.
2. To prescribe rules and regulations for an to hold examinations and declare the results and give awards for courses other than those for University degrees and in respect of the latter to make arrangements in accordance with the statutes and regulations of the University to which the College is affiliated.
3. To institute and award fellowships scholarships, prizes and medals in accordance with the rules and bye-laws.
4. To confect honorary awards or other distinctions.
5. To fix and demand such …..and other charges as may be laid down in the Bye-laws made under the rules of the Society.
6. To establish, maintain and manage halls and hostels for the residence of students.
7. To provide for the maintenance of units of the National cadet corps for the students of the college.
8. To create teaching administrative, technical, ministerial and other posts under the Society and to make appointments thereto in accordance with rule and Bye-laws.
9. To co-operate with educational or other institutions in any part of the word having object wholly or partly similar to those of the society by exchange of teachers, scholars and generally in such manner as may be conducive to their common object.
10. To make Rules and Bye-laws for the conduct of the affairs of the Society and to amend vary or rescind them from time to time with the approval of the State Government.
11. To acquire and hold property, provided prior approval of the State Government is obtained for the acquisition of immovable property.
12. To deal with or dispose off or write off any property of loss therein belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objects subject to the provision that in case of transfer and disposal of any immovable property, the prior approval of the State Government shall be obtained.

**Chairman**

1. It shall be the duty of the Chairman to see that the decisions taken by the Board are impetrated.
2. The Chairman shall exercise such other powers as may be delegated to him by the Board.

**Principal**

1. The Principal of the College shall be appointed by the Board with the approval of the State Government.
2. The Principal shall be the Chief academic and executive officer of the college and shall be responsible for the proper, administration of the College and for the impacting of instruction and maintenance of discipline therein. All other staff of the College shall be subordinate to the Principal. He shall be the custodian of the records, the funds of the college and such other property of the college as the Board may submit to this change.
3. The Principal shall have such other powers and perform other duties as may be delegated or assigned to him by the Board.
4. The Principal may delegated any of his power to any of his subordinates with the approval of the Board.
5. The Principal shall act as the Secretary of the Society, the Board and such other committees as the society or the Board may decide.

The duty and responsibility of various officers such as HOD, Registrar, DR, Deans, Wardens, Chief Wardens are governed by college bye laws the detailed college bye laws from chap 1 to chap 37 has been displayed on the college web site under like college bye laws.

**List of services being provided by the public authority.**

1. The main responsibility of Institute is to impart the training to the students in Engineering / Non-Engineering courses. According to the norms and guidelines formulated by "All India Council for Technical Education" New Delhi.

2. Institute is imparting training in Engineering/Non Engineering courses of Diploma/Engineering/Management with the annual intake of 1200 seats.

**Admission Policy**

The admission to the institute under the Department for diploma courses is being made on the basis of Joint Entrance Test conducted every year by the Punjab State Board of Technical Education and Industrial Training, Chandigarh. For the degree courses, the Combined Entrance Test is conducted by the Punjab Technical University, Jalandhar.

**Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

Every citizen should suggest measures to adopt the effectiveness and efficiency to meet local needs.

**Arrangements and methods made for seeking public articipation/contribution.**

The Institute has made arrangement for various Local/ Advisory Committees (Anti ragging Committee), Board of Governors consist of eminent persons as their members. The advisory committees for anti ragging committee incudes eminent personalities police officers , district administration who provide their suggestion/recommendations for curbing the menace of ragging

**Mechanism available for monitoring the services delivery and public grievance resolution**.

The committees are constituted consisting of HODs, and Officers as well as subject experts to monitor the various services offered by the Institute.

**AT public grievance resolution:-**

On receiving any complaint by the public proper enquiries are held and suitable follow up action takes places.

**Address:**

Principal, Shaheed Bhagat Singh College of Engg. & Technology, Moga Road Ferozepur.

***Opening hours of the office: 9.00 A.M.***

***Closing hours of the office: 5.00 P.M.***

**A statement of the categories of documents that are held by it or under its control**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **Category of the document** | **Name of the document** | **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. | Establishment Section |
| 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. | Establishment Section |
| 3 | Annual Confidential Reports | Annual Confidential Reports contain performance of the official/officer | Annual Confidential Report of concerned can be given on request | Establishment Section |
| 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 | Account Section |
| 5 | Cash book | Cash book contains receipts/ disbursement of the office | No provision to give the document. | Account Section |
| 6 | Stock register | Stock register contains inventory of articles | No provision to give the document. | Store and Purchase Office |
| 7 | Policy files | Policy files contain important letters and circulars issued by different authorities. | Policy instructions are circulated for the information of all. | Establishment Section |
| 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. | Establishment Section |

**A Statement of boards, councils, committees and others bodies constituted**

**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.
3. Punjab Technical University.

**Name and address of affiliated body.**

**All India Council for Technical Education** I.G. Sports complex, I.P. Estate, New Delhi-110002. It was a establish 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.

**Advisory-Body Structure and member composition**

1) Dr. R.A.Yadav, Vice Chairman.

2) Pro. S.S. Katiyar, Chairman, North Regional Committee.

3) Dr. E.Balagurusamy, Chairman South Regional Committee.

4) Dr. S.D. Awale, Chairman Westen Regional Committee.

5) Dr. N.R.Banerjea, Chairman Easten Regional Committee.

6) Pro. Ashok Ranjan Thakur, Chairman, AIB-VE

7) Pro. Y.Venkatrami Reddy, Chairman, AIB-TE

Head of the body - Prof. Damodar Acharya, Chairman, A.I.C.T.E.

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

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.

**Punjab Technical University.**

**Kapurthala-Jalandhar Highway, Kapurthala.**

Punjab Technical University (PTU) was established by an act of State legislature on 16th Jan 1997, to promote Technical, Management & Pharmaceutical education in the State at the degree level and above. The University has the mandate to set up centres of Excellence in Emerging Technologies and for promoting Training, Research & Development in these areas.

**Activities:**

One of the main focus of the University at this time is in the area of professional & skill oriented technologies to the masses. The University has undertaken the task of training students to help in the development of skilled manpower in this sector in the country in general and in the State particular. With this goal in mind, the University is promoting a number of courses in different stream in regular as well as distance education programmes.

**The names, designations and other particulars of the Public Information Officers**

**Contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.**

**Name of the Public Authority:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name** | **Designation** | **S.T.D. Code** | | **Ph. No.** | **Fax** | | **Email** | **Address** |
| 1. | S. Jaswinder Singh | Assistant Public Information Officer | | 01632 | 242138 | | 242138 |  | SBSCET, Ferozepur |
| 2. | Sh. Vishal Arora | Public Information Officer | | 01632 | 242138 | | 242138 | vishal.fzr@gmail.com | SBSCET, Ferozepur |
| 3. | Dr. T.S. Sidhu (Principal) | Appellate Authority | | 01632 | 242138 | | 242138 | principal@sbscet.ac.in | SBSCET, Ferozepur |

|  |  |  |  |
| --- | --- | --- | --- |
| **Office** | **Contact Person** | **Phone no.** | **E mail ID** |
| Director | Dr. T.S. Sidhu | 01632-242138  80541-00701 | principal@sbscet.ac.in |
| Dept. of Applied Science & Humanities | Dr. A.K. Tyagi | 80541-00711 |  |
| Chemical Engg. | Dr. Rajiv Garg | 80541-00713 |  |
| Mechanical Engg. | Dr. N.K. Grover | 80541-00712 |  |
| Computer Science & Engg | Dr. Monika Saluja | 80541-00707 |  |
| Electrical Engg. | Mrs. Navneet Kaur | 80541-00709 | navneetkulas@rediffmail.com |
| Electronics & Comm. Engg. | Mr. Satvir Singh | 80541-00708 |  |
| Supdt. Workshop | Mr.Sukhwant Singh | 01632-242138 |  |
| Dean PG & Research | Dr. A.K. Tyagi | 80541-00711 |  |
| Dean Student Welfare | Dr. Tejeet Singh | 80541-00700 |  |
| EO | Mr. Raj Kumar | 01632-242138 |  |
| IIIP Cell | Dr. R.P. Singh | 80541-00720 |  |
| Training & Placement Officer | Mr. Sunny Behal | 80541-00717 01632-500798 | sbscetplacements@yahoo.co.in placements@sbscet.ac.in |
| Asstt Training & Placement Officer | Mr. Rahul Chopra |  | sunnybehal@rediffmail.com |
| Establishment | Mr Ram Kumar Chopra | 01632-500794 |  |
| Dy Registrar | Mr. Tejpal | 80541-00704 |  |
| Account Section | Mr. Satpal | 80541-00716 |  |
| Academic Section | Dr. Rakesh Sharma | 80541-00710 |  |
| Store Section | Dr. M.K. Khushwaha | 80541-00714 |  |
| Chief Warden | Dr. R.P. Singh | 80541-00720 |  |
| Library | Mr. Tejpal | 80541-00704 | tejpal66@rediffmail.com |
| DPE | Dr. Varinder Singh Bhullar | 01632-244409 (R) | vsbhullarfzr@rediffmail.com |
| 9417112070 |

**Procedure followed in Decision Making Process**

**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 college bye laws and rule and instructions of the Govt. and notified rules of the department and orders of the competent authority are obtained on the concerned file.

**The documented procedures/ laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters and different levels through which a decision process moves.**

In order to arrive at a particular decision for important matters the college bye laws are referred and if required Civil Services Rules and Financial Rules are taken into consideration.

**The arrangements to communicate the decision to the public**

The public are communicated through Internet Web site and Publications.

**The officers at various levels whose opinions are sought for the process of decision making.**

As per college bye laws.

**The final authority that wets the decision.**

Chairman of Society/BOG of SBSCET FEROZEPUR.

**The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Name** | **Designation** | **Present Basic Pay** |
| 1 | Dr.T.S.Sidhu | Principal | 68380 |
| 2 | Dr.A.P.Singh | Professor | -- |
| 3 | Dr.Anand Kr.Tyagi | Professor | 62270 |
| 4 | Dr.Manoj Kr.Kushwaha | Associate Professor | 64820 |
| 5 | Mr.Arun Kunar Asati | Associate Professor | -- |
| 6 | Mr.Neel Kanth Grover | Associate Professor | 47800 |
| 7 | Mr.Nripjit | Associate Professor | -- |
| 8 | Mr.Anil Kumar Bansal | Associate Professor | 47800 |
| 9 | Dr.Krishan Kumar | Associate Professor | 47800 |
| 10 | Dr.Lalit Sharma | Associate Professor | -- |
| 11 | Dr.Ajay Kumar | Associate Professor |  |
| 12 | Mrs. Anila Gupta | Associate Professor | -- |
| 13 | Mr.Kul Bhushan | Associate Professor | -- |
| 14 | Dr.Sangeeta Sharma | Associate Professor | -- |
| 15 | Mr.Satvir Singh | Associate Professor | -- |
| 16 | Mr.Rakesh Kumar | Associate Professor | -- |
| 17 | Mr.Ravinder Pal Singh | Assistant Professor | -- |
| 18 | Mr.Sukhwant Singh | Assistant Professor | 32770 |
| 19 | Mr.Jatinder Kumar | Assistant Professor | -- |
| 20 | Ms.Vaishali Goyal | Assistant Professor | 32040 |
| 21 | Mr.Munish Kumar | Assistant Professor | 27400 |
| 22 | Mr.Vivek Sood | Assistant Professor | 32770 |
| 23 | Mr.Sandeep Kr.Kazal | Assistant Professor | 32040 |
| 24 | Mr.Tejeet Singh | Assistant Professor | 34920 |
| 25 | Mr.Rajbir Singh | Assistant Professor | 35150 |
| 26 | Mr.Manjinder Singh | Assistant Professor | -- |
| 27 | Mr.Gazal Preet Arneja | Assistant Professor | 31320 |
| 28 | Mr.Chanchal Kumar | Assistant Professor | -- |
| 29 | Mr.Dharam Pal | Assistant Professor | 21600 |
| 30 | Mr.Gurnam Singh | Assistant Professor | 21600 |
| 31 | Mrs.Monika Sachdeva | Assistant Professor | 32040 |
| 32 | Mr.Navtej Singh | Assistant Professor | 30600 |
| 33 | Mr.Japinder Singh | Assistant Professor | -- |
| 34 | Mrs.Daljeet Kaur | Assistant Professor | 31320 |
| 35 | Ms.Sonika Jindal | Assistant Professor | 28210 |
| 39 | Mr.Pawan Kumar | Assistant Professor on Contract basis | -- |
| 40 | Mr.Vikas Goyal | Assistant Professor | 21600 |
| 41 | Mr.Sunny Behal | Assistant Professor | 21600 |
| 42 | Mr.Vishal Kumar Arora | Assistant Professor | 21600 |
| 43 | Mr.Amardeep Chopra | Assistant Professor on Contract basis | 22920 |
| 44 | Mrs.Rajni | Assistant Professor | 32240 |
| 45 | Mr.Sanjeev Dewra | Assistant Professor | -- |
| 46 | Ms.Jaswinder Kaur | Assistant Professor | 21600 |
| 47 | Mr.Vikram Mutneja | Assistant Professor | 21600 |
| 48 | Ms.Geeta Arora | Assistant Professor | 21600 |
| 49 | Mr.Inderjit Singh Gill | Assistant Professor | 21600 |
| 51 | Mr.Amit Grover | Assistant Professor on Contract basis | 22920 |
| 52 | Mr.Vishal | Assistant Professor on Contract basis | 22920 |
| 53 | Mr.Rajiv Kumar Garg | Assistant Professor | 34860 |
| 54 | Mr.Surinder Singh | Assistant Professor | 29990 |
| 55 | Mr.Raj Kumar | Assistant Professor | 30020 |
| 56 | Mr.Rajiv Arora | Assistant Professor | -- |
| 57 | Mr.Pankaj Kalra | Assistant Professor | 30890 |
| 58 | Mr.Amit Arora | Assistant Professor | 27400 |
| 59 | Ms.Balpreet Kaur | Assistant Professor | 31320 |
| 60 | Mrs.Kiranjit Kaur | Assistant Professor | 32770 |
| 61 | Mr.Raminder Pal Singh | Assistant Professor | 34080 |
| 62 | Mr.Rakesh Kumar | Assistant Professor | 21600 |
| 63 | Mr. K. Sunil Behal | Assistant Professor on Contract basis | 25050 |
| 64 | Mrs.Geetu | Assistant Professor on Contract basis | 22920 |
| 65 | Ms.Navneet Kaur | Assistant Professor | 28210 |
| 66 | Ms.Anupam Mittal | Assistant Professor on Contract basis | 25810 |
| 67 | Sh.Varinder Singh | D.P.E | 34840 |
| 68 | Sh. Tejpal | Librarian | 32040 |
| 69 | Sh.Gurdeep Singh | Workshop Instructor | 22970 |
| 70 | Sh.Baldev Singh | Workshop Instructor | 22970 |
| 71 | Sh.Gurmeet Singh | Lab.Supdt. | 24000 |
| 72 | Sh.Naresh Kumar | Lab.Supdt. | 24000 |
| 73 | Sh.Deepak Sharma | Technician Grade-I | 13530 |
| 74 | Sh.Talwinder Singh | Technician G.II | 12760 |
| 75 | Sh.Sanjeev Kumar | Workshop Attendent | 10740 |
| 76 | Mrs.Indu Bala | Asstt. Librarian | 20700 |
| 77 | Mrs. Baljinder Kaur | Librarian Asstt. | 17460 |
| 78 | Mr.Veerpal Soi | Lect.W/practice | 22920 |

**The Budget Allocated**

Visit website www.sbscet.ac.in for **budget 2011-12**.

**The Manner of Execution of Subsidy Programmes**

**Name of Programme/scheme**

**Scholarship:** centrally sponsored Post Matric Scholarship Scheme.

**Duration of the programme/scheme**

1. 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 f 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.
2. 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.
3. 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.
4. 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.

**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.

**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..

**Pre-requisites for the benefit**

1. The scholarships are open to national of India.
2. These scholarships will be given for the study of all recognized post matriculation for post-secondary courses pursued in recognized institutions.
3. 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.
4. Students pursuing Post graduate courses in medicine will be eligible if they are not allowed to practice during the period of their course.
5. No subsequent failure will be condoned except courses in Group „A‟ and no further change in the course will be allowed.
6. Students who pursue their studies through correspondence courses are also eligible. The term correspondence includes distant and continuing education.
7. 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.
8. All children of the same parents/guardians will be entitled to receive benefits of the scheme.

**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.

**Criteria for deciding eligibility**.

1. All the eligible Scheduled Castes and Scheduled Tribes candidates will be given scholarships subject to the application of Means Test prescribed in these Regulations.
2. 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.

**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.

**Procedure for the distribution of the subsidy.**

**Where to apply or whom to contact in the office for applying.**

Principal / Head of the Institute.

**Applicant fee (where applicable)**

Not applicable.

**Other Fees (where applicable)**

Not applicable.

**Students aid funds & Student Exigency fund:**

Disbursement as per college rules as mentioned in college prospectus available on college website ([www.sbscet.ac.in](http://www.sbscet.ac.in)).

**Norms set by it for the discharge of its functions**

**The details of the Norms/Standards set by the Department for execution of various activities/programmes**

The letters received from various sources that are dealt / disposed by the concerned

1) All India Council for Technical Education 2) Punjab State Board of Technical Education & Industrial Training, Chandigarh.

3) Punjab Technical University.

4) Instructions given by the Government from time to time

**Information available in an 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. College bye laws
2. Information brochure
3. Academic Information inculdeing notices syllabus, results, seat distribution etc.
4. Notices of Engg. Wing/Poly wing/Management wing
5. BOG
6. Facilities available in the college
7. Academic regulation, UGC regulations and different forms
8. Training & Placement
9. Student welfare
10. Directory of Officers

**Other Useful Information**

**Frequently Asked Questions and their Answers:**

Generally question regarding admission, seat distribution, training & Placement and regarding concessions and other facilities which are given to the students. The answers of these question are given by the office of the Principal/DR/Dean Academic and Dean Student welfare to the public and also these answers are published in the prospects as well as on college website.

**Related to seeking information**

**Application Form:**

To

The Public Information Officer/ Assistant Public Information Officer (Name of the Office with address)

(1) Full Name of the applicant

(2) Address

(3) Particulars of information required

(i) Subject matter of information\*

(ii) The period to which the information relates\*\*

(i) Description of the information required\*\*\*

(ii) Whether information is required by post Or in person (“the actual postal charges shall be included in additional fees)

(iii) In case by post(Ordinary, Registered or Speed Post)

Place Signature of the applicant Date

Acknowledgement Received your application date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ vide Diary No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signatures of Public Information Officer/ Assistant Public Information Officer Name of the Department/Office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fee**

(1) An application for obtaining any information under sub section (1) of section 6 shall be accompanied with a fee of Rupees ten.

(2) For providing information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates, namely:-

(a) Rs. 2/- for each page in A-4 or A-3 size paper, created or copied; and

pecified in clause (a) the actual cost price of such a paper shall be charged.

(3) For providing information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates, namely:-

(a) Rs. 50/- for providing information in floppy;

(b) Rs. 50/- for providing information in diskettes and

(c) If information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information will be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs. 10/- per page shall be charged from the applicant.

(4) No fee for inspection of record shall be charged, if such an inspection is made for one hour only. However, if inspection is made for a period of more than one hour, then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.