

# 1. INTRODUCTION

## BRIEF HISTORY

It was one of the observations of the Engineering Personnel Committee of the Planning Commission that there is a dire necessity for the expansion of technical education to meet the shortage of technical personnel. Chandigarh College of Engineering & Technology formerly known as the Central Polytechnic, Chandigarh was set up in 1959. It was rechristened and upgraded to a degree-college in 2002. Chandigarh College of Engineering & Technology is a premier institute established by the Chandigarh Administration to provide technical education at Diploma and Degree Levels in the emerging areas of Engineering & Technology.

The college imparts training in seven key engineering branches of a three-year diploma course i.e. Civil Engineering; Electrical Engineering; Mechanical Engineering; Electronics & Communication Engineering; Architecture Assistantship; Computer Engineering and Production & Industrial Engineering. The institute also runs a four-year Diploma Course in Civil Engineering; Electrical Engineering & Mechanical Engineering.

Four Year Undergraduate Programmes leading to the degree of Bachelor of Engineering in Computer Science & Engineering; Electronics & Electrical Communication Engineering; Civil Engineering & Mechanical Engineering.

In addition to these Engineering Programmes, this institute is also running Two Vocational streams (1) Scheme for Persons with Disability (Integrating Persons with Disabilities in the Mainstream of Technical & Vocational Education) Scheme offers Formal and Non non-formal training programs for Person with Disabilities to bring them in the mainstream of technical and Vocational education sponsored by Ministry of Human Resource Development and (2) Community Development Through Polytechnic scheme (C.D.T.P), offers training program of six-month duration in Technical & Non-Technical trades to rural youth, women, school dropouts, SCs /STs and other weaker sections of the society at free of cost.

## LOCATION

The institution is located in Sector 26, Chandigarh, near Grain Market on the main road called **Madhya Marg**. It stands almost in the middle of the Railway Station and Main Bus terminus in Sector 17. Both these points are nearly four kilometers from the campus.

## COURSES OFFERED

Chandigarh College of Engineering & Technology (Diploma Wing) offers Three Years \* & Four-Year Diploma Courses\* in the following Streams: -

S. No	Name of the Course	Students admitted in (Three Years Diploma Courses) *	Students admitted in (Four Year Diploma Courses) *
1.	Civil Engineering	40 Seats	25 Seats
2.	Electrical Engineering	50 Seats	25 Seats
3.	Mechanical Engineering	60 Seats	25 Seats
4.	Architectural Assistantship	30 Seats	-
5.	Electronics & Communication Engineering	30 Seats	-
6.	Computer Science and Engineering	30 Seats	-
7.	Production & Industrial Engineering	30 Seats	-

\*Subject to the condition of approval from the Chandigarh Administration and the affiliation body i.e. The Punjab State Board of Technical Education and Industrial Training (PSBTE&I.T)

**LIST OF FACULTY / STAFF**

S. No.	Name of the officer	Designation	Educational Qualification
1.	Sh. M.L. Rana	Principal of CCET, Diploma Wing	M.E (Electrical Engineering with specialization in Power Systems), M.I.E (India), MISTE
<b>APPLIED SCIENCE</b>			
1.	Dr. Sukh Dev Dogra	Head of Department	Ph.D (Physics), DCA
2.	Dr. G.H. Hugar	Lecturer, I/C Academics	M.Sc, Ph.D (Chemistry)
3.	Dr. Narinder Kaur	Lecturer, Secretary Student Council	M.Sc , Ph. D (Physics)
4.	Ms. Mona Chadha	Lecturer (Contractual)	M.Sc (Hons) (Chemistry),UGC
5.	Ms. Navneet Kaur Virk	Lecturer (Contractual)	M.Sc (Hons)(Physics)
6.	Ms. Rupinder Kaur	Lecturer (Contractual)	M.A (English) , Diploma in MOP
7.	Lecturer	Guest Faculty (English)	-
8.	Lecturer	Guest Faculty (Mathematics)	-
<b>ARCHITECTURE ASSISTANTSHIP</b>			
1.	Vacant	Head of Department	----
2.	Ms. Ishminder Kaur	O/I (Architecture Assistantship)	B.E, ME (Structure)
3.	Sh. Vinod Kumar Mishra	Lecturer (on deputation)	M. Tech (Soil & Foundation Engg.)
4.	Ms. Prabhjeet Kaur	Lecturer (Contractual)	B. Arch. , MCA, AIIA
5.	Ms. Monika Syal	Lecturer (Contractual)	B. Arch., MCA, AIIA, AITP
6.	Lecturer	Guest Faculty	-
7.	Lecturer	Guest Faculty	-
8.	Lecturer	Guest Faculty	-
<b>CIVIL ENGINEERING</b>			
1.	Vacant	Head of Department	----
2.	Sh. Sanjeev Kaul	Lecturer & O/I (Civil Engineering)	M. E (Const. Tech.)
3.	Ms. Ishminder Kaur	Lecturer	B.E, ME (Structure)
4.	Dr. Manoj	Lecturer	M. Tech. (CTM), Ph.D (Civil Engg.)
5.	Sh. Shivsankara Rao Meda	Lecturer, I/C SPWD	M. Tech. (Transportation Engg.)
6.	Dr. Rajesh Kumar	Lecturer, O/I NCC	M.Tech (Structural Engg.), Ph.D (Civil Engg.)
7.	Sh. Jagjeet Singh	Lecturer	AMIE (Civil), M.E (Const. Tech. & Management)
8.	Sh. Lingraj Sahu	Lecturer	B. E (Hons), M.E (Soil & Foundation Engg.)
9.	Mr. Vineet Sharma	Lecturer (on deputation)	M.Tech (Structure)
<b>COMPUTER SCIENCE ENGINEERING</b>			
1.	Dr. Sunita Mehta	Head of Department	B. E (CSE), M. Tech. (I.T.), Ph.D (Computer Engg.) , CMI Level 5 (Management & Leadership)
2.	Sh. Bipin Sher Singh	Lecturer (Contractual)	B.E (Computer Sc.), M.Tech.(I.T.), MBA(Marketing)
3.	Sh. Munish Bansal	Lecturer (Contractual)	B. Tech. Computer Engg.(I.T), M.S (Software Systems), PGDBA (Marketing)
4.	Ms. Sumeet Kaur	Lecturer (Contractual)	B. Tech. (CSE.)
5.	Dr. Santosh Kumar Yadav	Lecturer (Contractual)	B. E (CSE), M.E (CSE) Ph.D (CSE)
<b>ELECTRICAL ENGINEERING</b>			
1.	Vacant	HOD	-
2.	Dr. Jaswanti	Lecturer (Coordinator)	B.E (Electrical Engineering), M.E (C.I.M), Ph.D (Electrical Engg.) M.I.E, MISTE
3.	Mr. Praveen Kumar	Lecturer (on deputation)	M. E. (Instrumentation & Control)
4.	Ms. Ritu Paul	Lecturer (Contract)	B.Tech.(Electrical Engg), M.E (Electrical)

5.	Lecturer	Guest Faculty	-
6.	Lecturer	Guest Faculty	-
7.	Lecturer	Guest Faculty	-
8.	Vacant	Guest Faculty	-
9.	Vacant	Draftsman	----
<b>ELECTRONICS &amp; COMMUNICATION ENGINEERING</b>			
1.	Vacant	Head of Department	----
2.	Mrs. Sonika Kapoor (against HOD)	Lecturer (on deputation against the post of HOD ECE)	B.E (Electronics)
3.	Ms. Renu	Lecturer (Contractual)	B.E (ECE), M.Tech (ECE), MBA (HR)
4.	Ms. Bharti	Lecturer (Contractual)	B.E (ECE), M.Tech (ECE)
5.	Ms. Sarabjit Kaur	Lecturer (Contractual)	B.E (E & ECE), M. Tech (ECE)
6.	Sh. Sukhwinder Singh	Lecturer (Contractual)	B. Tech (ECE), M.E (EPDT)
7.	Ms. Monika Sharma	Lecturer (Contractual)	B. Tech (ECE), M. Tech (ECE)
<b>MECHANICAL ENGINEERING</b>			
1.	Dr. K.L. Meena	Head of Department	B.E. (Mech. Engg.) M.E (Rotodynamics), Ph.D(Mech.Engg.),AMIE, ISTE, LMISCA
2.	Sh. Upendra Kumar	Lecturer	Diploma in Tech. Teaching (Mech.)
3.	Sh. D.K. Soni	Lecturer	B. E (Mech.), M. E (Industrial Engg.& Management)
4.	Sh. Charanjeet Singh	Lecturer, President Student Council	B. Tech. (Mech. Engg.), M.E. (Manufacturing Tech.)
5.	Sh. Raman Vashisht	Lecturer (on deputation)	B.E. (Mech. Engg.)
6.	Ms. Seema Singh	Lecturer (Contractual)	B.Tech. (Mech. Engg), M.E (Mech. Engg.)
7.	Sh. Pardeep Kumar	Lecturer (Contractual)	B.Tech. (Mech. Engg), M.E (Mech. Engg.)
8.	Sh.Bahul Saroya	Lecturer (Contractual)	B.Tech. (Mech. Engg), M.E (Mech. Engg.)
9.	Lecturer	Guest Faculty	-
<b>PRODUCTION &amp; INDUSTRIAL ENGINEERING</b>			
1.	Dr. Sukhdev Singh Bhogal	Head of Department	B. E (Production Engineering), M.E. (Manufacturing Tech.), Ph.D (Mechanical Engg.),MISTE
2.	Sh. Rajesh Verma	Lecturer (Contractual)	B. E. (Mech. Engg.)
3.	Sh. Raj Kumar Verma	Lecturer (Contractual)	B.E. (Prod. Engg.), M.E. (Prod. Engg.)
4.	Sh. Navyugdeep Singh	Lecturer (Contractual)	B. E. (Prod. Engg.)
5.	Lecturer	Guest Faculty	-
<b>WORKSHOP</b>			
1.	Vacant	Workshop Supdt.	-
1.	Sh. R.P. Dhiman	Foreman Instructor & (O/I Workshop Supdt.)	B.E (Mech. Engg.), M.E (Manufacturing Technology)
2.	Sh. Karnail Singh	Foreman Instructor	National Apprenticeship Certificate
3.	Sh. Sarbjit Singh	Foreman Instructor	Diploma in Mech. Engg.
4.	Foreman Instructor	Foreman Instructor (Guest)	-
5.	Vacant	Instrument Repairer	-
6.	Vacant	Blacksmith	-
7.	Sh. Randhir Singh	Workshop Instructor (Forging/ Smithy)	I.T.I Certificate, Diploma in Mechanical Engg.
8.	Sh. Mukesh Kumar Sharma	Workshop Instructor (Electrical Shop)	I.T.I., C.T.I. Certificate, Diploma in Elect. Engg.
9.	Sh. Jasmer Singh	Workshop Instructor (Carpentry Shop) (Contractual)	I.T.I Certificate.
10.	Sh. Amit Kumar	Workshop Instructor (Machine Shop) (Contractual)	C.T.I Certificate
11.	Sh. Hardeep Kumar	Workshop Instructor (Foundry Shop) (Contractual)	I.T.I Certificate & 2 years Apprenticeship

12.	Vacant	Workshop Instructor, (Turning Shop)	-
13.	Sh. Harwinder Singh	Fitter cum Mechanic (Contractual)	I.T.I Certificate & Diploma in Mechanical Engg.
14.	Vacant	Electrician	-
<b>LIBRARY</b>			
1.	Mrs. Sadhana Bhardwaj	Librarian	M. Lib & Information Sc., M.A (History & Sociology), B.Ed, PGD
2.	Ms. Rajvinder Kaur	Library Attendant	M. Lib. & Information Sc, M.A (Pol. Sc.), Diploma in Lis.PGDLAN
<b>SPORTS</b>			
1.	Ms. Amandeep Kaur	PTI	D.PED, M.PED & NIS (Basket Ball)
<b>MINISTERIAL STAFF</b>			
1.	Mrs. Uma Rawal	Office Superintendent	B.A & One Year Course in stenography
2.	Mrs. Balwinder Kaur	Senior Assistant	M.A.(Hindi)
3.	Sh. Lovelish Sethi	Senior Assistant	MCA, M.Phil (CS)
4.	Mrs. Sukhwinder Kaur	Senior Assistant	Matric
5.	Sh. Manish Kumar Sharma	Jr. Scale Stenographer	B.A
6.	Mrs. Reena Sharma	Junior Assistant	B.A & Three Years Diploma in Modern Office Practice
7.	Vacant	Junior Assistant	-
8.	Vacant	Junior Assistant	-
9.	Sh. Rajbir Singh	Clerk	M.A.
10.	Mrs. Rajwant Kaur	Steno-typist	M.A (Sociology)
11.	Ms. Babalpreet Kaur	Steno-typist	M.Com
12.	Ms. Sushma	Clerk	B.A, B.Ed
13.	Ms. Poonam	Clerk	BCA
14.	Ms. Renu	Clerk (Contractual)	B.A.

## I. STAFF

The Diploma Wing is part of Chandigarh College of Engineering & Technology and has a separate Head of institution under the Directorate, Technical Education, Chandigarh Administration. It is assisted by the Heads of Departments, Lecturers of various subjects, Workshop Superintendent, and other technical staff to deal with the scheme of studies laid down by the Punjab State Board of Technical Education & Industrial Training, to which this institution is affiliated for the purpose of Examination. All the staff members are whole-time employees and are required to remain in attendance during the working hours of the Institution as given under item X.

## II. COURSE OF INSTRUCTIONS AND THEIR DURATIONS

The Courses offered by the institution are a three-year Diploma Course in Civil Engineering; Mechanical Engineering; Electronics & Communication Engineering; Electrical Engineering; Computer Engineering; Production & Industrial Engineering and Architectural Assistantship. The examinations of these courses are conducted by the Punjab State Board of Technical Education & Industrial Training. These Diploma Courses are recognized by the Government of India and the State Government for the purpose of recruitment/ selection to the Subordinate Engineering Services under them. The three-year Diploma has also been recognized by the Institution of Engineers (India) for exemption from Studentship Examination.

## III. NUMBER OF SEATS (Three-Year Regular Diploma Course) \*

The total seats for three-year regular diploma courses are 338 including reservation of 2% seats in each branch for sports persons as per details given below: -

**Civil: Civil Engineering**

**Elec.: Electrical Engineering**

**Mech: Mechanical Engineering**

**ECE: Electronics & Communication Engineering**

**A.A: Architectural Assistantship**

**PIE: Production & Industrial Engineering**

**CSE: Computer Science and Engineering**

S. No	Name of Category	Details of Seats allotted to different courses*							
		Civil	Mech.	Elec.	A.A.	ECE	CSE	PIE	Total
1.	<b>Total seats for admission</b>	50	75	62	38	38	38	37	<b>338</b>
(a)	Less seats reserved for the sports category	1	1	1	1	1	1	1	7
(b)	Less seats reserved for NCC 'A' Certificate	1	1	1	1	1	1	1	7
2.	<b>Seats for admission</b>	<b>48</b>	<b>73</b>	<b>60</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>35</b>	<b>324</b>
3.	<b>U.T. Pool (85%)</b> Seats are reserved for students passing qualifying examinations from recognized institutions in U.T. Chandigarh.	41	62	51	30	31	31	29	275
(a)	Seats reserved for dependent of defence personnel/para-military force etc. (5%) of 85% of total seats	2	3	3	1	2	2	1	14
(b)	Seats reserved for physically challenged candidates (5%) [refer - 4 under reservation]	2	3	3	1	2	2	1	14
(c)	Seats reserved for SC (15%) [refer 5 (i) under reservation]	6	9	8	4	5	5	4	41
(d)	Seats reserved for children & grandchildren of freedom fighters (2%) [refer Para 6 under reservation]	1	2	1	1	-	-	1	6
(e)	Seats under EWS's (10%)	4	6	5	3	3	3	3	27

(f)	General Category Candidates U.T. Pool [refer Para 3 under reservation]	26	39	31	20	19	19	19	173
4	<b>General Pool (15%)</b> Seats reserved for students passing qualifying examination from recognized institutions located in other state & U.T. of India.	7	11	9	6	5	5	6	49
(a)	Seats reserved for physically challenged candidates (5%) [Refer IV. Reservation (4)]	-	1	1	--	-	--	-	2
(b)	Seats reserved for SC (15%) [Refer IV. Reservation (5)]	1	1	1	1	1	1	1	7
(c)	Seats reserved for ST (5%) [Refer IV. Reservation (5)]	1	--	-	1	-	-	-	2
(d)	Seats reserved for children and grandchildren of freedom fighters (2%) [Refer IV. Reservation (6)]	--	1	--	--	--	--	--	1
(e)	Seats under EWS's (10%)	1	1	1	1	-	1	-	05
(f)	General Category Candidates	4	7	6	3	4	3	5	32
5.	Reservation of seats in the institution for the wards of <b>Kashmiri Migrants</b> as per the Ministry of HRD, Deptt. of Higher Education, AICTE, and Chandigarh Administration notifications from time to time: (i) Relaxation in cut-off percentage up to 10 % subject to minimum eligibility requirement (ii) Intake capacity up to 5% course wise (iii) reservation of at least one seat in merit quota in technical institution (iv) Waiving of domicile requirement							01 seat	
6 (a)	<b>Supernumerary in nature seats</b> <b>Tuition Fee Waiver Scheme (TFWS)*</b> Seats up to a maximum of 5% ( <b>Supernumerary in nature</b> ) of sanctioned intake per course shall be available for the admission under Tuition Fee Waiver Scheme ( <b>TFWS</b> ) for students belonging to economically weaker sections as per guidelines of AICTE/PSBET & I T/ U. T Chandigarh Administration from time to time.							14 seats	
(b)	<b>Scheme for Person with Disability</b> 25 Supernumerary seats (over and above) sanctioned strength intake and branch-wise distribution as detailed below							25 seats	
	<b>Civil</b>	<b>Mech.</b>	<b>Elec.</b>	<b>A.A.</b>	<b>ECE</b>	<b>CSE</b>	<b>PIE</b>		
	4	5	4	3	3	3	3		
Admission through Lateral Entry (LEET) to second-year diploma courses will be permissible up to a maximum 10% of the approved intake out of which 85% of the U.T pool and 15% seats for the General pool (as per notification of AICTE & Chandigarh administration from time to time)									
	<b>NUMBER OF SEATS Under Lateral Entry LEET*</b>								
<b>S. No</b>	<b>Name of Category</b>	<b>Civil</b>	<b>Mech.</b>	<b>Elec.</b>	<b>A.A.</b>	<b>ECE</b>	<b>CSE</b>	<b>PIE</b>	<b>Tot al</b>
	<b>Total seats for admission</b>	<b>5</b>	<b>7</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>34</b>
(a)	“U.T. Pool” Seats (85%)	4	6	5	3	3	4	4	29
(b)	General Pool (15%)	1	1	1	1	1	-	-	05

\*Subject to the condition of approval from the Chandigarh Administration and the affiliation body i.e. The Punjab State Board of Technical Education and Industrial Training (PSBTE&IT).

#### IV. Reservation: -

1. Two percent (2%) of the total number of seats in each course are reserved for Sports persons. The admission under the sports category shall be governed by the gradation policy of the Chandigarh Administration.
2. The reservation to the tune of 5% of U.T. pool seats shall be granted to the dependents of Military Personnel/ paramilitary personnel like CRPF, BSF, Intelligence Bureau, National Security Guards & Special Service, etc. For these seats the order of preference will be as under:
  1. ParamVir Chakra    2. Ashok Chakra    3. Mahavir Chakra    4. Kirti Chakra
  5. Vir Chakra            6. Shaurya Chakra    7. Sena, NauSena, VayuSena Medal
  8. Mention-in-Dispatches
3. 85% Quota of U.T pool of the total sanctioned intake of the Institution will be filled up amongst the students who pass the qualifying examination from Schools recognized by the Chandigarh Administration and situated in the U.T., Chandigarh, as a regular student of the said school.
4. Three percent (3%) seats are also reserved in each pool for Physically Handicapped from within the sanctioned intake of the institution.
5. The following percentage of seats is reserved for the candidates belonging to the Scheduled Caste and Scheduled Tribe Community out of the sanctioned intake:

**(i) U.T. POOL:**

(a)	Scheduled Caste	:	15%
(b)	Scheduled Tribe	:	Nil

**(ii) GENERAL POOL:**

(a)	Scheduled Caste	:	15%
(b)	Scheduled Tribe	:	5%

If the requisite number of candidates of the Scheduled Caste Community in the U.T. Pool is not available, the seats will be thrown open to the candidates belonging to the General Category of the said pool. In the General Pool, if the requisite numbers of candidates belonging to the SC/ST community are not available, the reservation will be inter-changeable amongst the students of these communities. However, if the seats still remain unfilled these will be filled amongst the candidates of the General Category of the said pool.

6. Two percent of seats in each pool are also reserved for the children and grandchildren of Freedom Fighters.

**Note:-**(i) *The wards of Freedom Fighters who have been sanctioned pension, awarded "Tamra Patra" by the Government of India would be eligible for reservation under this category. In the case of such Freedom Fighters, it would be a necessary condition for them to obtain a certificate from the D.C. of the concerned district.*

(ii) *Grandchildren mean son's sons/ daughters or daughter's sons/ daughters.*

7. In accordance with the "National Policy on Education - 1986" to integrate personal with disabilities in the mainstream of technical and vocational education extra 25 seats shall be filled up only with physically disabled students under the centrally sponsored scheme in all the AICTE-approved courses/branches. (For details refer to Part –II of the prospectus)

**Notes:**

- i. The admission is open to *bona-fide* nationals of the Indian Union. However, foreign students can be admitted with the permission of the Chandigarh Administration and the State Board of Technical Education & Industrial Training, Punjab.
- ii. College is co-educational. There is a separate girls' hostel available in the college campus.
  - (i) The students belonging to the above reserved category admitted based on his/her merit in the general category shall not be accounted for towards the seats reserved for him/her in that category.
  - (ii) The students who have applied in more than one reserved category will be considered in each reserved category in which he/she has applied for admission maintaining his/her inter-seniority in each reserved category based on merit in each category. In such cases, the students will get the benefit in one category of his/her choice. However, no further reservations shall be allowed within the reserved categories.

- (iii) The student belonging to the above category will also be considered in the general category according to his/her inter-seniority based on his/her merit in this category.
- (iv) All candidates seeking admission will furnish an undertaking to the effect as under along with his/her application form: -

*“I certify that I have no such physically challenged/ disability which would hinder the pursuit of studies in the courses in which I am seeking admission. If at a later stage it is found that I have a Physical handicap/disability which hinders the pursuit of studies in the courses in which I am seeking admission then my admission will be liable to be cancelled.”*

*In case he/ she has doubts whether the physically challenged /disability is such as will hinder the pursuit of studies in the courses in which he/she is seeking admission, he/she should appear before the Principal Medical Officer, General Hospital, Sector 16, Chandigarh to get the doubt cleared. On his/ her admission, he/ she will furnish a medical fitness certificate issued by the Principal Medical Officer, Chandigarh to the effect that he/ she is in good mental and bodily health and free from any physical defect likely to interfere with efficient performance in his/ her studies in the institution and possess the standard of visual equality with or without glasses.*

- (v) The physically challenged students will furnish a medical certificate issued by the Principal Medical Officer, Chandigarh indicating the percentage of disability, whether he is otherwise able to carry on the studies and perform the duties of an engineer, whether handicap, name of the disease-causing handicap, whether the handicap is temporary or permanent, whether the handicap is progressive or non-progressive. The students having temporary handicaps would not be considered against the reserved seats for them.
  - (vi) If the requisite number of students belonging to the category of defence / para-military personnel physically challenged and freedom fighters are not available, the seats will be thrown open to the students of the general category of the said pool.
  - (vii) A common merit shall be determined for the seats reserved for sportspersons, as per the guidelines of the sports department U.T Chandigarh. These seats in no way shall be divided into U.T. Pool/ General Pool.
8. Reservation of seats in the institution for the wards of Kashmiri Migrants as per the Ministry of HRD, Department of Higher Education, AICTE, and Chandigarh Administration notifications from time to time:
- (i) Relaxation in cut-off percentage up to 10 % subject to the minimum eligibility requirement
  - (ii) Intake capacity up to 5% course wise
  - (iii) Reservation of at least one seat in merit quota in a technical institution
  - (iv) Waiving of domicile requirement
9. Reservations of seats in the institution belonging to the Economical Weaker Section of the Society (EWSs) as per Ministry of Social Justice and Empowerment, AICTE & Chandigarh Administration notification. For this purpose, the person who seeks the benefit of reservation will include only, those whose family gross annual income should be Rs 8.00 lakh. Also, the person whose family owns or possesses any of the following assets shall be excluded from being identified as EWS's irrespective of family income:
- 5 Acres of Agricultural Land
  - Residential Flat of 1000 Sq. Feet and above
  - Residential plot of 100 sq. Yard and above in notified municipalities;
  - Residential plot of 200 sq. Yard and above an area other than the notified municipalities;
10. The income and assets of the families as mentioned at s.no.9 would be required to be certified by an officer not below the rank of Tehsildar in the state/U.Ts.

## V. RESERVATIONS OF NOMINATED SEATS

- a) **Beneficiary State: Assam**- One seat in Arch. Assistantship
- b) **Beneficiary:** Ministry of External Affairs (Education): 03 seats- in Mechanical Engineering and 03 – Seats in Arch. Assistantship as per the latest Chandigarh Administration
- c) **Beneficiary State: Ladakh** – One seat in Mechanical Engineering



## VI. QUALIFICATIONS FOR ADMISSION

The number of seats and educational qualifications shall be strictly per the notification issued by the Punjab Govt. in concurrence with AICTE from time to time.

*Note: - For admission to all the above courses there is no age limit.*

## VII. RULES FOR ADMISSION

The admission to three three-year, diploma courses in Civil Engineering, Electrical Engineering, Mechanical Engineering, Electronics & Communication Engineering, Architectural Assistantship, Computer Engineering, and Production & Industrial Engineering shall be made based on the merit of qualifying examination (merit of the subjects Mathematics, Science, and English with overall status pass in the matriculation Examination) for admissions to various level courses run in all the Polytechnics / Institutions located in the state of Punjab, U.T. Chandigarh affiliated to PSBTE & IT, Sector 36, Chandigarh which stands approved by the AICTE provided the candidates are otherwise eligible for admission, except nominees as detailed in para V.

- (i) Admission to various engineering courses shall be made through an ON-LINE counseling basis of merit of qualifying examination for details candidates may log on to [www.punjabteched.net](http://www.punjabteched.net) or [www.punjabteched.com](http://www.punjabteched.com).
- (ii) Admissions shall be made through ON-Line counseling by NIC, in collaboration with the P.S.B.T.E & I.T. Detailed instructions for online admission procedure will be available on the P.S.B.T.E & I.T website [www.punjabteched.net](http://www.punjabteched.net) and [www.punjabteched.com](http://www.punjabteched.com).
  - a) Candidates applying under U.T. Pool must furnish proof of having passed 10<sup>th</sup> class exams from a school situated in Chandigarh and recognized by the Chandigarh Administration at the time of counseling.
  - b) Character Certificate/gap year certificate.
  - c) Printout of P.S.B.T.E & I.T online merit card.
  - d) Photocopies of fee receipts (counseling / requisite institution fees receipt and any other fees as may be specified by institution/P.S.B.T.E & I.T)
  - e) Candidates seeking admission under the sports category should attach a self attested Photo copy of the grading certificate from the Director of Sports, U.T. Chandigarh.
  - f) Candidates seeking admission under a specific reserve category should attach a photocopy of the Certificate of the respective category issued by the competent authority.
  - g) Provisions for granting concessions in admission to children and grand children of West Pakistan refugees settled in the State of Jammu & Kashmir in the matter of admission as per the directions of the Chandigarh Administration from time to time.
- (iii) The candidates who participate successfully in the counseling will be required to exercise their initial choices of branches and Institutes through the Internet from places of their convenience or the designated polytechnics. The allocation of various Engineering branches for 3 year-diploma courses available in the institution shall be made to the candidates who participate in ON-LINE counseling.
- (iv) All the candidates admitted will join the classes at the Institution on the date intimated to them during Online Counseling.

## VIII. SESSION

The institute follows the academic calendar & other guidelines issued by the Punjab State Board of Technical Education (P.S.B.T.E & I.T) from time to time.

## IX. HOLIDAYS AND VACATIONS

The Institution shall observe all the Gazetted Holidays declared by the Chandigarh Administration from time to time. However, a five-day week shall be followed for teaching purposes. In addition, there are 3 holidays kept at the discretion of the Principal of the Institution which shall be granted as and when occasion arises.

## X. HOURS OF ATTENDANCE

The institution shall be working as per the guidelines issued by the P.S.B.T.E & I.T from time to time. However, the working hours of the institution are from 9 a.m. to 5 p.m.

***Note:** The timings are subject to change according to the circumstance which shall be decided by the Principal of the institution.*

## XI. ANNUAL TUITION FEE AND OTHER CHARGES

The following fees and other charges are payable by the student for a full session i.e. 12 months

Part	No.	Description	Amount in Rs payable to Institute	Total amount payable			
				1 <sup>st</sup> Year		2 <sup>nd</sup> & 3 <sup>rd</sup> Year	
				I term on admission	II term	I term	II term
A	(i)	Admission Fees [Payable Yearly]	250.00	250.00		250.00	
	(ii)	Annual Tuition Fees (for each course irrespective of discipline / Engineering Branch) [Payable in two equal installments]	2400.00	1200.00	1200.00	1200.00	1200.00
		Prospectus Charges	375.00	375.00			
	(iii)	Security (refundable) [One time on admission]	500.00	500.00			
	(iv)	Development Fund [Payable in two equal installments ]	1400.00	700.00	700.00	700.00	700.00
A. Total				3025.00	1900.00	2150.00	1900.00
B Amalgamated Funds							
	Student activities related to fund						
	(i)	Student fund [per annum (PA)]	665.00			665.00	
	(ii)	Annual/Cultural Fund [PA]	67.00			67.00	
	(iii)	Audio Visual [PA]	67.00			67.00	
	(iv)	Common Room / Club [PA]	67.00			67.00	
	(v).	Library fund [PA]	133.00			133.00	
	(vi)	House Examination [PA]	50.00			50.00	
	(vii)	Magazine charges [PA]	33.00			33.00	
	(viii)	NCC/NSS [PA]	33.00			33.00	
	(ix)	Cycle/scooter charges [PA]	133.00			133.00	
	(x)	Medical Fund [PA]	67.00			67.00	
	(xi)	Drawing Board Charges [PA]	133.00			133.00	
	(xii)	General maintenance fund [PA]	667.00			667.00	
	(xiii)	Recreation Fund [PA]	68.00			68.00	
	(xiv)	Student Chapter Fund [PA]	35.00			35.00	
	(xv)	Stationary Charges [PA]	67.00			67.00	
	(xvi)	Valedictory fund [One Time on admission]	66.00				
	(xvii)	Identity Card [One Time on admission]	200.00				
		Refundable security [One Time on admission]	100.00				
B. Total			2651.00	2651.00		2351.00	
C	Hostel related fees are to be deposited in the Institute [payable in two equal installments]						
	(i)	Room rent [PA]	600.00				
	(ii)	Mess fund [PA]	600.00				
	(iii)	Electricity and Water Charges [PA]	600.00				
C. Total			1800.00	900.00	900.00	900.00	900.00

D	Fees payable to the Board as per PSBTE&IT directions from time to time						
	(i)	Counseling Fees*					
	(ii)	Registration Fees Rs.500.00**	500.00				
	(iii)	House Test Fees Rs. 100.00 <sup>§</sup>		100.00		100.00	
D. Total				500.00		100.00	
E	Grand Total fees						
	(i)	(a) for Regular Day Scholar Student [A+B+D] <sup>#</sup>		6176.00	1900.00	4601.00	1900.00
		(b) for Regular Hostel Student [A+B+C+D]		7076.00	2800.00	5501.00	2800.00
	(ii)	Grand Total for PTD Students <sup>#</sup> (PSBTE&IT Counseling fee is exempted)		6176.00	1900.00	4601.00	1900.00

\* Counseling fees apply only to regular students and it is subject to change as per PSBTE & IT from time to time. Students are advised to refer PSBTE & IT Admission Prospectus and the Board's website

\*\* Registration fees for a period of 3 years and subject to change as per PSBTE & IT from time to time.

<sup>§</sup> Student will pay Rs. 100 house test fees to PSBTE & IT through the Institute along with odd semester Examination fees.

A prospectus charge of Rs. 375/- per student (one time, nonrefundable) shall be charged by this institution at the time of confirming his/her admission to the institution. The prospectus price may change from time to time.

<sup>#</sup> It is mandatory for all admitted students to have an active saving bank (SB) account in his/her name to avail the direct transfer benefits such as scholarships, security refunds, etc.

#### **NOTE: -**

- In the event of a student/candidate withdrawing before the start of the course, (the waitlisted candidates should be given admission against the vacant seat) and the entire fee collected from the student, after the deduction of the processing fee of not more than Rs. 1000/- shall be refunded and returned by the institution to the student withdrawing from the program. It would not be permissible for the institutions to retain the institution leaving certificate in original. Should a student leave after joining the course and if the seat consequently failing vacant has been filled by other candidates by the last date of admission, the institution must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent wherever applicable. (Ref. Advt. No. AICTE/Legal/04(01)/2007) advertisement given in the Hindustan Times New Delhi
- The above fee structure is subject to change without prior notice and the fee, as approved by the Chandigarh Administration, shall be charged at the time of admission.
- The above securities are charged at the time of admission and are refundable on the completion of the course or earlier, if the student leaves the institution; provided the refund is claimed within one year after leaving.
- A tribal student shall be exempted from the payment of cash security.
- The above fees are payable Semester wise within twenty working days of the dates on which the semester starts (except in case of a student who is taken at a later stage to fill any vacant seat and in these cases the date of payment of fee will be the date on which he/she joins the Institution).

#### ***"Fine or delay and non-payment of Fee -***

- Except as otherwise provided a fine at the rate of Rs.10 per day shall be levied on all payments made after the due date for a maximum period of 15 days, after which the student's name will be struck off from the Institute/hostel rolls. If the due date happens to be a holiday(s) the payment may be made on the next following working day along with a fine up to the date of the actual payment at the rate herein before specified.*
- For good and sufficient reasons, the Principal may extend the time for payment so as not to exceed 30 days from the due date with or without a fine.*

- If a student fails to pay his/her subscription by the due date or by the extended date, his/her name shall be liable to be struck off from the Institute/Hostel rolls after giving him/her an opportunity of being heard.
  - Student(s) can only be re-admitted with the permission of the Principal/board and by paying the maximum fine of Rs.500/-.
- (f) Mess is managed by the students themselves on a cooperative or a contract basis under the supervision of one or more members of the staff appointed for the purpose by the Principal for mess only. Actual expenses will be charged by the Mess Committee.
- (g) Hostel fees and medical funds are subject to change without notice. The fees once paid shall in no case be refunded except for the security portion.
- (h) A migrating student shall be required to pay all the requisite fees for the class to which he/she migrating as per the migration rules of P.S.B.T.E & I.T.
- (i) The government shall have the right to expel from the institution those students who give wrong information at the time of admission in order to get the benefit.
- (j) The examination shall be conducted by the P.S.B.T.E & I.T at the end of each Semester and the student will be required to pay the following examination fees for the same:-  
Examination Fee: Students shall pay PSBTE & IT Semester examination fees as notified by the PSBTE & IT from time to time.

**Note:**

- (i) Diploma charges Rs.100/- (to be deposited by the final semester students along with the examination fee at the time of submission of examination forms)
- (ii) The charges for the issue of transcript (a comprehensive document indicating the performance of students in all the 6<sup>th</sup> semesters to be issued to all the pass-out students) are Rs. 100/- to be deposited by the final semester students along with the examination fee at the time of submission of examination forms.

The above fees are subject to revision by the P.S.B.T.E & I.T. Detailed Examination Rules for the conduct of State Board Diploma Examination as per the direction issued by the Secretary, P.S.B.T.E & I.T, Chandigarh from time to time.

**XII. COURSES OF STUDY**

The detailed syllabus for the Diploma Courses (Civil, Electrical, Mechanical, E.C.E, Computer, A/A, and Production & Industrial Engineering) prescribed by the P.S.B.T.E & I.T is available on the website at [www.punjabteched.com](http://www.punjabteched.com) or [www.punjabteched.net](http://www.punjabteched.net).

**XIII. SCHOLARSHIPS**

**Three Years Diploma Courses:**

- (A) The following Government Scholarships tenable for one year are available to students studying in Diploma Institutions: -

S. No.	Year of Student	Classification of Scholarships		
		Merit Scholarship	State merit-cum-necessitous Scholarships	Total
1	First year	14	21	35
2	Second year	14	21	35
3	Third year	14	21	35

- (B) Full/Half freeship on tuition fees are subject to the following conditions: -

1. Half freeship on tuition fee shall be admissible to all the students belonging to the Scheduled Castes/ Scheduled Tribes who appeared in the even semester examination of each in the three-year diploma course.
2. Half freeship on tuition fees shall be admissible to the students belonging to economically weaker sections, whose parent/ guardian income from all sources does not exceed Rs.100000/- p.a. The students concerned shall be required to file a statement of the above fact, if at any stage the affidavit is found to be false then the student shall be liable to be expelled from the college and further action will be taken as per provisions of law. The number of students seeking this concession should be restricted to 5% of the total students in even semester examinations of each year (Excluding the strength of students admitted in TFW and PWD Schemes).

3. Full freeship on tuition fees would be provided to 5% of the meritorious students who appeared in even the semester examination of each year (Excluding the strength of students admitted in TFW and PWD Schemes).
4. Half freeship on tuition fees would be admissible to the next 5% of the students upon the same merit criteria as mentioned in para (3) above.
5. The freeship as available at (1), (2), (3), and (4) above shall be available after the first year subject to the following conditions: -
  - (a) The student concerned clear all the examinations of the previous years in the first available opportunity; and
  - (b) He/ she had not been punished for any type of misconduct during the qualification previous year.
6. The meritorious students who have been granted freeship can also avail the facility of any other scholarship, for which he/ she is otherwise eligible.
7. In case two or more students secure equal marks in different departments, amongst the applicants for merit scholarship all such meritorious students shall be granted merit scholarship.

**(B) Post-Matric Scholarships** are available to the students permanently settled in the U.T. and studying in this institute which are sponsored by the Ministry of Social Welfare, GOI, scheme. Brief details of Post-Matric Scholarship Schemes are given below: -

Sr. No	Name of the scheme	Annual income (from all sources) of parents/guardian	Scholarship* Amount in Rs. Maintenance allowances per month		Reimbursement of fees*
			Day Scholar	Hosteller	
1.	Post-Matric Scholarship Scheme to students belonging to SC/ST	2,00,000/-	230/-	380/-	Reimbursement of actual fees paid by the student
2.	Post-Matric Scholarship Scheme to students belonging to OBC	44,500/-	190/-	290/-	”
3.	Post-Matric Scholarship Scheme to students belonging to Minority Community	2,00,000/-	230/-	380/-	”
4.	Post-Matric Scholarship Scheme for (student) Persons with disability	1,80,000/-	400/-	700/-	”

**(C)** The Education Department Chandigarh Administration is awarding the **Merit-cum Means** based scholarship to the poor and meritorious students belonging to Minority Communities who are pursuing Technical and Professional Education in Chandigarh and should have resided in U.T., Chandigarh before making the applications. The annual income of the beneficiary/parent or guardian should not exceed **Rs. 2.5 lakh** from all sources.

#### Rate of Scholarship

The rate of scholarship will be as under: -

Sr. No.	Type of Financial Assistance	Rate for Hosteller	The rate for Day Scholar
1.	Maintenance allowance (For 10 months only from 1 <sup>st</sup> April or from the month of admission whichever is later)	Rs. 10,000/- per annum (Rs. 1000 Per Month)	Rs. 5,000/- per annum (Rs. 500 Per Month)
2.	Course Fee	Rs. 20,000/- per annum or Actual whichever is less	Rs. 20, 000/- per annum or Actual whichever is less
Total		Rs. 30,000/-	Rs. 25, 000/-

#### XIV. PROCEDURE FOR ALLOCATION OF SCHOLARSHIPS

##### (A) Three Year Diploma

(a) **State Merit Scholarship:** - The Scholarships shall be awarded in the case of regular students in the branches of Civil, Electrical, Mechanical, Electronics & Communication, Computer, Production & Industrial Engineering, and Architectural Assistantship, on the basis of merit position obtained by the students: -

- (i) First year students shall be awarded merit scholarships on the basis of merit of marks obtained by them in 1<sup>st</sup> and 2<sup>nd</sup> semester examinations.
- (ii) Second year students shall be awarded merit scholarships on the merit of marks obtained by them in 3<sup>rd</sup> and 4<sup>th</sup> semester examinations.
- (iii) 3<sup>rd</sup> year students shall be awarded merit scholarships on the basis of marks of 5<sup>th</sup> and 6<sup>th</sup>-semester examinations.

(b) **State merit-cum-necessitous Scholarships:** - Instruction laying down criteria of eligibility and grading on eligible candidates for the award of merit-cum-necessitous scholarships have been issued separately and its copies are available with the Principal's office. Necessary forms may be obtained from the same office. The Scholarship is tenable for one year only.

##### **Notes:**

- (i) *The continuation of scholarships depends in any case on satisfactory progress, good conduct, regular attendance, and non-participation in student strikes at any time. If the Principal is satisfied that any of the above conditions are not being fulfilled by any scholarship holder, the payment of the scholarship to such student can be stopped and allowed to the next eligible candidate. If a scholarship has fallen vacant for any other reason not specified above, the Principal may reward the same to the next eligible candidate.*
- (ii) *Candidates who want to be considered for Necessitous Scholarships should submit the scholarship form (duly filled and attested) as and when notified by the Principal.*
- (iii) *No appeal against the order of the Principal regarding the stoppage of scholarships shall be entertained*

(B) **Post-Matric Scholarship** sponsored by the Ministry of Social Welfare, (GOI, scheme) is available to students permanently settled in the U.T. and studying in this institute.

(C) The Education Department Chandigarh Administration is awarding the **Merit-cum Means based scholarship** to the poor and meritorious students belonging to Minority Communities who are pursuing Technical and Professional Education in Chandigarh and should have resided in U.T., Chandigarh before making the applications. The annual income of the beneficiary/parent or guardian should not exceed **Rs. 2.5 lakh** from all sources.

The application forms for (B) Post-Matric Scholarship and (C) Merit-cum Means based scholarship can be obtained from the office of the Principal/Academic incharge C.C.E.T (Diploma Wing), as and when such applications are invited by the Director, Social welfare, U. T. Chandigarh and Director Higher Education, U. T. Chandigarh respectively. Students are advised to read the guidelines thoroughly before applying. Interested and eligible students can obtain a copy of the prescribed application form and submit the completely filled application form along with necessary certificates through the Head of the respective department in the office of Principal/Academic Incharge C.C.E.T (Diploma Wing), within the stipulated time for onward transmission to respective Directorates, U. T. Chandigarh through Director, Technical Education, U.T Chandigarh. The students will be informed regarding the award of scholarships as and when granted by the respective Directorates, U. T Chandigarh.

#### XV. STUDENT CENTERED ACTIVITIES (N.C.C. / GAMES etc.)

Student Executive Council is constituted each year to deal with the problems of the students expeditiously. The Student Council constitutes the representatives from the various courses running in the institution. The Representatives from these courses realistically present the interests and problems of the students concerning all areas of their life namely; curricular, extra-curricular, cultural, sports, hostel and mess, etc. The general fitness marks will comprise co-curricular activities under Student Centered Activities like the writing of Detailed Project Reports as recommended by the Curricula Restructuring Committee (RAC) of Punjab, games, hobby clubs, including photography, seminars, declamation contests, educational field visits, NCC, NSS, Cultural Activities.

## **XVI. EDUCATIONAL TOUR**

The students of the three-year diploma course are taken on educational tours and excursions during the course of their studies to various places of engineering interest. For the first and second year classes, the tours shall be confined to the State of Punjab, Haryana, Himachal Pradesh, Delhi, and Uttar Pradesh only. Whereas, in the final years of their study, students may go for an extensive educational trip, anywhere in the country. These educational tours and excursions are optional and at the discretion of the principal. The students may, however, if they so desire approach the principal to make the arrangements for these tours. These tours will be conducted during vacation/ holidays and no credit whatsoever of attendance of the tour days will be permissible.

## **XVII. SURVEY CAMP**

The final year Students of Civil Engineering shall attend a Survey camp of the prescribed duration at their own cost at appropriate places fixed by the principal.

## **XVIII. SESSIONAL WORK**

The work of every student is checked by the concerned teachers and the marks are awarded for class work, homework, project work, student-centered activities, camps, tours, and periodical house examinations. A student who is found not fairing well in the class according to the judgment of the teachers, shall be liable for expulsion.

## **XIX. GENERAL PROFICIENCY AND FITNESS**

Marks are awarded for General proficiency and fitness comprising of conduct, attendance, adaptability of social services, games, and other curricular and co-curricular activities, etc., in case of a 3-year diploma. The aggregate of marks obtained under this head by the student concerned during any academic year are incorporated in the detailed marks certificates issued at the end of each semester. Corresponding entries as regards proficiency in games, adaptability to professional behavior, and conduct are recorded on the character certificate issued to the students on the successful completion of this training.

## **XX. ATTENDANCE AND LEAVE**

- 1(a) The attendance shall be counted from the date of opening of the institution for the Session for all categories of students in the 2<sup>nd</sup> and 3<sup>rd</sup> year. For the first year of Three-Year Diploma Courses, it will be counted from the date of their actual admission or the date of opening of the Institution of the 1<sup>st</sup> semester or any other date fixed by the P.S.B.T.E & I.T. Every student should put in a minimum of 75 percent of lectures and tutorials and not less than 75 percent of all work of laboratories, practical and project work (separately) in all the subjects, in each semester separately and further has secured at least 60 percent attendance in each subject, i.e. theory and practical's separately in each semester. To count attendance, project work shall be counted as practical work.
- (b) Every student has to keep a minimum of 60 percent classroom attendance of both theory and practical sessions in any semester. The extra duties of students who have participated in extra-curricular activities like NSS/NCC/Sports/Blood donation/Cultural activities etc. are computed towards extra-curricular activities only to the extent of 40 percent of the total attendance in the semester.
- (1) Shortage of attendance can be condoned up to 5 percent on medical grounds by the Principal and further up to 5 percent by the State Board of Technical Education & Industrial Training, Punjab, in genuine cases, on recommendations of the Principal. Only Medical Certificates issued by a Government Hospital/ Government Dispensary/ Private Medical Practitioner countersigned by S.M.O. / C.M.O. of the concerned district shall be considered.
- (2) The absentees will be fined at the rate of Rs. 5 per period. The name of the student is liable to be struck off the rolls if found absent for 14 working days without proper leave. A student whose name has been struck off from the rolls, may, however, be readmitted by the Principal if he is satisfied that the absence of the student was due to circumstances beyond his/ her control. Re-admission of such students will be made on payment by him/her of a re-admission fee of Rs. 500/- in addition to the usual fine due from him/ her provided his/ her conduct has been satisfactory. If he/she is detained on account of shortage of attendance, he can be re-admitted to the class he/she is entitled to subject to availability of seats and within two years from the date of leaving the Institution. The condition of 75 percent attendance will not be relaxed on account of late admissions of students. The student seeking re-admission in any semester must submit their application to the Principal within ten days from the date of commencement of the Semester or as fixed by the State Board of Technical Education & Industrial Training, Punjab, Chandigarh.

- (3) No separate/extra classes for the students shall be held to cover the deficiency/shortage of the lectures.

**Note:**

- (i) *Every period of lecture, tutorial, and practical work shall be counted as one unit for the purpose of counting attendance.*
- (ii) *Re-admission, on any grounds whatsoever to any semester/ class can be granted only twice.*
- (4) Casual leave up to 7 days in one semester can be granted to students. The application for leave should be addressed to The Principal within a week (prior to or after availing such leave). Applications made for the grant of such leave beyond the period one-week period (prior to or after availing of such leave) will not be entertained.
- (5) Sick leave can originally be granted for a period of 7 days per semester with the support of a medical certificate from a Government Medical Officer. In case of a student, who is continuously sick, leave can further be granted, provided he/she shall have for academic session a minimum of attendance laid down in sub-para (1) above. In all cases, sick leave against a medical certificate must be applied within one week of resuming attendance after illness.
- (6) Applications submitted for the grant of casual leaves/ Sick leaves at the end of the session date will not be accepted and considered for the compilation of sessional attendance.

## **XXI. EXAMINATION RULES**

The examination shall be conducted by the State Board of Technical Education & Industrial Training, Punjab, at the end of each semester, twice a year. The detailed examination rules of the State Board of Technical Education & Industrial Training, Punjab are available on the website [www.punjabteched.com](http://www.punjabteched.com) or [www.punjabteched.net](http://www.punjabteched.net). Students are advised in their own interest to acquaint themselves with the implications of these rules.

## **XXII. GENERAL RULES AND REGULATIONS**

1. In order that each student may enjoy the full benefits of the facilities placed at his/her disposal, he/she has to abide by the conduct and regulations of the Institution. These are solely designed to safeguard the students' welfare and privilege and fellow students and are liable to change without notice from time to time. The students are advised to keep themselves informed about the day-to-day instructions. A plea of ignorance of any rule cannot be accepted as an excuse for its breach.
2. Students are expected to behave with decorum and to pay due respect to their faculty and subordinate officials. Every member of staff has the authority to forbid disorderly behavior either within or outside the institution at all times and has to be immediately obeyed in such circumstances.
3. Loud talking, loitering, or congregating in the corridors, being a source of distraction and annoyance to others, are not permitted.
4. Smoking is not allowed either in the institution or in the Hostel Premises.
5. Late arrivals and early departures from a class are recorded as absence from the class for the period concerned.
6. It is a misdemeanor to interfere with any apparatus or enter any department other than directed.
7. No student has any authority over the employees of the institution.
8. Survey instruments, tools, and other apparatus must be left in good order after use. If damaged, the fact must immediately be reported for necessary action.
9. All students must attend the visits to works arranged for them unless previously exempted by the Principal and notes on the visits shall be submitted within a fortnight after the visit. If carries marks and forms the part of examination.
10. No responsibility can be accepted for any loss or damage to the student's property.
11. Students shall observe all safety precautions. The institution is not responsible for accident of whatever nature, in the Institute, hostel, workshop or laboratories.
12. The studies at the Institute require attention and diligence on the part of the student. A student neglecting his/ her studies and showing unsatisfactory progress will be given two warnings after which if he/ she fails to improve, he/ she will be liable for expulsion from the Institution.
13. Conduct inconsistent with general good order or persistent neglect of work or failure to respond promptly to official notices shall be punished with levy of fines and even expulsion from the institute in the interest of general discipline by the Principal.
14. Loss of Identity/Library cards must be reported immediately and duplicate cards will be issued on payment of Rs.50/- each with the original copy of DDR (Daily Dairy Report) filed in the respective police station.



15. Students are advised to deposit all cash with the local Post Office/ Bank and draw their requirements from time to time. The institution is not responsible for any loss by theft or otherwise.
16. No institute society shall be formed without the permission of the Principal.
17. In all matters concerning the institutions, admissions, and regulation, the decisions of the Principal are final.
18. Ragging in any form inside or outside campus is banned and punishable as per the ruling of the Hon'ble Supreme Court of India.
19. Objections, if any regarding eligibility conditions must be raised before the declaration of results.
20. There will be no right to object regarding any terms and conditions prescribed in Prospectus.

### **XXIII. UNIFORM**

1. All students during work periods shall wear tight-fitting Khakhi full pants and half sleeve Khaki jacket.
2. During the Applied Chemistry laboratory periods, they should wear white Lab coats.
3. Also they must wear a Dark navy blue blazer during the winter season.

### **XXIV. HOSTEL**

The resident students will be required to pay the fees mentioned under para XIII. The resident students shall have to strictly abide by the rules and regulations framed for the hostel. They are under the disciplinary control of the Hostel President and Warden and shall obey all the orders issued from time to time. Available hostel accommodation is allotted by the Principal to the students in order of merit determined by him. Any breach of the rules of the hostel by any candidate is liable for severe punishment amounting to expulsion from both the hostel and institution. The hostel fee is subject to change without notice. (See Appendix-I)

1. Resident students should always keep in mind that the Hostel is their second home in the campus till such time they are undergoing academic courses. Decency in dressing and demeanor is a must for all residents.
2. Students must observe cleanliness in their rooms, verandah, and surrounding areas at all times. Inmates are prohibited from writing slogans or writing obscene drawings on the Hostel walls and rooms. Heavy penalties will be imposed on students indulging in such activities.
3. Resident students shall occupy the rooms once the allotment is finalized by the Hostel Warden. Change of room may be permitted only in exceptional cases if the Hostel Warden deems it fit and justified.
4. Unauthorized occupation of any room or interchange of rooms without the Hostel Warden's permission will attract strict action as per disciplinary rules. However, the Hostel Warden/Chief Warden can permit a change of room(s) at any point of time, if found essential.
5. A minimum of two months' notice is necessary in case a student wishes to vacate the Hostel during the academic session.
6. Students will have to vacate the Hostel rooms within five days of completion of her/his examination or any such academic requirement, whichever is later.
7. Chief Warden/Wardens has the discretion to inspect any room at any time.
8. Mess fee once fixed by the Competent Authority is final. The menu in the mess will be decided through mutual consultations between students and Hostel Wardens. Mess to be informed about the non-availability of students.
9. Every student residing in the Hostel must dine in the designated Dining hall and only during the specified timings. Individual or group cooking or use of electric stoves, heaters, etc. is not permitted in the rooms, failing which the Hostel Wardens will have the right to confiscate the gadget(s).
10. Ragging in any form is strictly banned. It is a cognizable offense and violation will invite action as per law of the land in addition to rustication from the Institute.
11. Smoking, Alcohol & Narcotics consumption, etc., is strictly prohibited in and around the Hostel premises. Strict action will be taken against offenders.
12. Students have to use water and electricity judiciously, Students must turn off all the electrical equipment & lights before leaving their rooms, any violation in this regard will be viewed seriously.
13. Any complaint regarding electric equipment, plumbing, etc. is required to be entered in the 'Complaints Book'. In case the Complaint is not attended to properly or the grievance remains unresolved, the student(s) may contact the Chief Warden.
14. For any willful damage to the electrical/electronic appliances, the concerned student shall be required to pay three times the actual cost of such appliance(s)

16. The students shall occupy a seat/room only during the Semester. No students will be allowed to occupy a room during vacation. However, on written application, the Hostel Warden may accord permission to any student if he/she is doing any academic/Hostel work.
16. Allotment of furniture & fixtures in the rooms, etc., is the sole discretion of the Hostel Warden; no complaint in this regard will be entertained.
17. All visitors to the Hostel, including the parents/guardians of students, have to make necessary entries in the Visitors' Book available with the Security Guard at the Hostel entrance.
18. No person, either guest or otherwise, shall be permitted to stay overnight in any part of the Hostel. In case, any guest is required to stay overnight, the resident student should take permission from Hostel Wardens in this regard.
19. Female visitors and girl students are not permitted to visit the Boys Hostel at any time. Similarly, Male visitors and boys are not permitted to visit Girls Hostel. However, Hostel Wardens may permit parents /guardians of students to visit the Hostel premises on a specified date and time.
20. In the case of the Girls Hostel, Female visitors are not permitted after 7:30 pm without permission from the Hostel Warden.
21. All Girl students & Boy students shall invariably be in their respective rooms before 09:00 pm and 10:00 pm respectively.
22. Girl/Boy students must get prior permission from the concerned Hostel Warden/Chief Warden before leaving the campus. Students leaving the Hostel without prior permission will be viewed seriously and will invite expulsion from the rooms and/or from the institute.
23. All students should invariably make an entry about their movements in the Register while going out and reporting.
24. Night out of any student shall not be allowed without exceptional circumstances for academic purposes or any other substantial reason. If any student found guilty of spending night outside the Hostel premises, without prior permission, he/she will be expelled from the Hostel as well as from the Institute immediately, without any notice.
25. Students should avoid entering the rooms of other students without permission of the inmates.
26. Students are prohibited from giving shelter to any other student/outsider in their rooms. In case of any unauthorized shelter, the student will be liable to face strong disciplinary action.
27. Students should refrain from keeping any unauthorized objects /articles and unauthorized guests in their rooms.
28. Students should take proper care of their personal belongings, including Bikes/Cycles/Cars/Laptops/Computers /Electronic gadgets, etc. Hostel authorities will not be responsible for any loss of money, jewelry, or personal belongings of any student.
29. Students should lock their rooms whenever go out; each roommate must keep a key of the door lock of his/her room, particularly in the case of double/triple/four-seated rooms.
30. No resident of the Hostel is permitted to take any article/utensils, etc. outside the Hostel premises and even to his/her room. Students should take proper care of Hostel property, equipment, furniture, mess property, etc. In case of any violation, the applicable fine will be charged by the Hostel management.
31. No association or union of students based on region, religion, caste, or creed is permitted whatsoever.
32. Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government.
33. Students are not allowed to organize any group or religious activities in their room(s). For holding any meeting /group meeting in the Hostel room or the Hostel premises, prior permission from the Hostel Warden is necessary.
34. Wasting food & water will be discouraged. Waste material of all kinds (Dry/Liquid/Solid Garbage] be put in the relevant garbage boxes/bins available in the Hostel premises.
35. Keeping blunt /hazardous objects like sticks, rods, chains, etc., in the Hostel rooms/premises is strictly prohibited.
36. Students shall treat the security personnel, housekeeping & other staff of the Hostel with due courtesy at all times. No student shall take the services of a Hostel housekeeping staff for personal gains or leisure. Students should avoid giving tips, either in case or kind, to the staff of the Hostel.
37. In case a student falls sick, he/she should immediately contact the Medical Officer/Warden. In the event of any emergency, other students may shift the patient immediately to a nearby hospital and inform the authorities in this regard as soon as possible.
38. A student suffering from any infectious/contagious diseases will not be permitted to stay in the Hostel, keeping in mind the safety & well-being of other students. The decision of the Warden in this regard will be final and binding.

39. All matters relating to differences among students and complaints regarding theft, misuse, etc., should be brought to the notice of the Hostel management. No Police complaint will be lodged by the students on their own. They need to bring the matter to the notice of Hostel management to take appropriate action.
40. Playing loud music/record player, etc., is strictly prohibited. Care should be taken at all times to ensure that music/loud talking is not audible outside the room. Complaints in any form from the neighbors, and nearby society will result in strict action against the violators.
41. Students indulging in abusive/threatening language, physical fights, unfair means, etc., will be punished suitably. Further, they can be expelled from the Hostel premises and the Institute, depending on the report of the Hostel Warden.
42. Birthday/Other celebrations are strictly prohibited inside the Hostel premises unless permitted by the Hostel Warden. Any violation will be viewed seriously.
43. Accommodation in the Hostel cannot be claimed as a matter of right. The Management has the right to discontinue Hostel accommodation given to a student at any point of time on account of misconduct and/or violation of rules and regulations.
44. Hostel Timing- No students will be allowed to go outside the Hostel premises after 09:00 pm (Girls) and 10.00 pm (Boys) sharp.

Mess Timings:

Breakfast	Lunch	Dinner
7:45 AM - 8:45 AM	1:00 PM - 2:00 PM	8:00 PM - 8:45 PM

## **XXV. LIBRARY AND READING ROOM**

The institute maintains a good collection of books of technical, professional, and general interest. The students are allowed free use of these books under the following regulations: -

- 1) Every student shall be supplied with one Library Card for borrowing books from the library.
- 2) If the library card is lost, the duplicate can be issued on payment of Rs. 50/- (Rs. Fifty only). This amount is subject to change. The original holder of the library card shall, however, be responsible for all the books drawn on it by him or by someone else.
- 3) Three books will be issued per library card for one month. Librarian may summon the return of the books earlier as and when required.
- 4) Reference books, illustrated material paper, and Journals shall not be issued except in very special cases with the permission of the librarian.
- 5) A fine of Re 2 per day will be imposed for every book returned late.
- 6) Borrowers shall be required to pay the price of the books if lost by them and in addition a fine of rupees 10/- for each book.
- 7) The candidate must check for the missing pages (if any) of the book before getting it issued, otherwise, at the time of returning a book, a new copy will be taken from him/her.
- 8) Application for remission of the fine shall not be entertained.
- 9) Marking on books, defacing or tearing of papers of library books is not permissible. Defaulters if any deposit the same book or shall have to pay the cost of the book in addition to the penalty as may be imposed by the principal.
- 10) If any Faculty or Staff Member (Regular, Deputation, or Contractual) leaves the college or Transfers to some other college, he/she has to return all the library books and obtain No Dues Certificate (NOC) from the librarian.
- 11) In case a student leaves the college or migrates to some other college, he/she has to return all the library books and obtain a No Dues Certificate (NOC) from the librarian.
- 12) The books will also be issued during examination time. Thus, NOC shall be required to be obtained from the librarian within one week of the end of exams.

## **XXVI. INSTITUTE MAGAZINE**

The Institution publishes an annual journal. This contains articles of technical as well as of general nature together with the institute news and notes. With the progress of the institution, it is planned to bring this magazine as a quarterly publication and ultimately a monthly one.

## **XXVII. STUDENTS EXTRA-CURRICULAR ACTIVITIES**

The institution provides facilities for different kinds of extra-curricular activities for the students, like Sports and Games. Every student shall take an interest in one or more of the activities i.e. Engineering Society, Social Service Squad, Volunteer Squad, Music and Dramatic Club, Science Club, Projection Club, Youth Club, Magazine Club, etc. The Institution is equipped with Multimedia and Computational facilities

and the instructional work is supplemented with Film Shows, generally of technical character for the benefit of students.

### **XXVIII. GUIDELINES FOR PROHIBITION OF RAGGING**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

Students are advised to read these regulations which are available on the A.I.C.T.E web portal [www.aicte-india.org](http://www.aicte-india.org). As per these regulations all the students seeking admission and their parents are required to submit the undertaking as per Annexure IX and X. Possible punishment for those found guilty of ragging in the institution shall be any one any combination of the following:

- (i) Cancellation of admission
- (ii) Suspension from attending classes
- (iii) Withholding/withdrawing scholarship/fellowship and other benefits
- (iv) Debarring from appearing in any test/examination or other evaluation process
- (v) Withholding results
- (vi) Debarring from representing the institution in any regional, national, or international meet, tournament, youth festival, etc.
- (vii) Suspension/expulsion from the hostel
- (viii) Rustication from the institution for a period ranging from 1 to 4 semesters
- (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
- (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

### **XXIX National Service Scheme (NSS)**

NSS is a Center Govt. sponsored public service program conducted by the Ministry of Youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhi ji's Centenary year in 1969. The program aims to instill the idea of social welfare in students and to provide service to society without bias. This scheme has been running successfully in our college since 2005 onwards. There are two types of activities: Regular Activities (120 hours) and Annual Special Camp (120 hours). All the NSS Volunteers who have served NSS for at least 2 years and have performed 240 hours of work will be awarded an "A" level certificate. The main aim of joining NSS is Personality Development through community services.

### **XXXI. CONCLUSION**

With admission into the institution, there begins for a student a period of great responsibility, greater in most instances than he has ever before been called upon to face. He/ she should recognize that the success of his/ her career depends in a large measure upon his/ her purpose, his/ her industry, and his/ her determination to make the best use of the opportunities offered. The institute offers instructions and the use of equipment. Teachers and others are ready to help with encouragement and advice and it will be up to the student to drive the greatest advantage from the facilities offered to him/ her. He/ she should be prepared to do hard work to make his/ her working – career a success.

## Part – II

### VOCATIONAL COURSE

#### (A) Integrating Personal with Disabilities in the Mainstream of Technical and Vocational Education

According to “National Policy on Education – 1986” and “The Person with Disabilities Act – 1995”, the Ministry of Human Resource Development, envisaged a centrally sponsored scheme for selected institutes to integrate the persons with disabilities in the main stream of Technical and Vocational education. The Scheme proposed to train 25 students through a regular three-year diploma program and a hundred persons to be trained through a vocational /skill development Programme per year from among the persons with disabilities in each of the selected institutes all over the country. Chandigarh College of Engineering and Technology (CCET) (formerly known as Central Polytechnic, Chandigarh) is one of them.

The primary objective of the scheme is to promote services for people with disabilities so that they are encouraged to become functionally independent and productive members through opportunities in education, vocational and technical training, and socio-economic rehabilitation.

#### FORMAL TRAINING PROGRAMMES - THREE YEARS DIPLOMA:

The following is the distribution of 25 extra seats approved by AICTE, New Delhi, over and above the sanctioned intake in various existing branches of engineering.

S. No.	Name of branch	No. of seats	S. No.	Name of branch	No. of seats
1.	Civil Engineering	04	5.	Architecture assistantship	03
2.	Electrical Engineering	04	6.	Computer Science & Engineering	03
3.	Mechanical Engineering	05	7.	Production & Industrial Engineering	03
4.	Electronic & Communication Engineering	03			

SPWD Scheme sponsored by MHRD, GOI, New Delhi

Total intake under the scheme: 25 (Inclusive of all branches of engineering in the diploma courses) Seat Matrix

Category A: U.T. Pool		85% “U.T. Pool seats reserved for students passing qualifying examination from recognized institutions located in U.T. Chandigarh.							
Category B: General Pool		15% Other states (candidates passing qualifying examination outside U.T. Chandigarh.)							
Sr. No.	Name of category	Detail of seats allotted to different engineering diploma courses							
		Civil	Mech	Elect	AA	ECE	CSE	PIE	Total
Total seats for admission		4	5	4	3	3	3	3	25
1	Seat reserved for SC (15%)	-	1	-	1	-	1	-	3
	Seat reserved for women (15%)	-	1	-	1	-	1	-	3
	Seat for General category	3	2	3	1	2	1	3	15
	Category A: U.T. Pool (85%)	3	4	3	3	2	3	3	21
2	Seat reserved for SC /ST (14%)	-	-	1	-	-	-	-	1
	Seat reserved for women (15%)	1	-	-	-	-	-	-	1
	Seat for General category	-	1	-	-	1	-	-	2
	Category B: General Pool (15%)	1	1	1	-	1	-	-	4

Note:

- Any vacant unfilled/leftover reserved category seats shall be converted/merged and released for general category candidates and subsequent to all India open categories at the end of the final schedule of admission.
- The above-mentioned seats are approved by MHRD, GOI, and New Delhi and such seats are supernumerary in nature.

### Qualification for Admission

- Admission to these 25 seats will be made directly by the polytechnic based on merit at 10<sup>th</sup> at par with concessions available for SC/ST categories.
- Educational Qualification – Pass in matriculation with Mathematics, Science & English as compulsory subjects.
- 85% seats of the total sanctioned intake of the Institution will be filled up from amongst the students who pass the qualifying examination from Schools recognized by Chandigarh Administration and situated in the U.T., Chandigarh.

### NON-FORMAL TRAINING PROGRAMMES (duration 3-6 months)

Training Programmes	Duration	No. of Seats
1. Data Entry Operator	06 months	05
2. MS –Office & Computer Applications	06 months	05
3. Photocopying and Lamination	03 months	05
4. Garment Technology	06 months	05

(The above-mentioned courses are tentative; the polytechnic has a right to change them without any information)

### Educational Qualification for Non-Formal Training Programmes

- i) Data Entry Operator, MS-Office, and Computer Application: Minimum 10<sup>th</sup> passed from recognized board.
- ii) All non-formal courses shall be run on a day school basis (no hostel facility can be extended).
- iii) Generally, there should not be more than 5 to 6 students in a batch.

### Incentives in Formal & Non-Formal Programmes:

1. Incentives are as per the provision of the scheme and availability of funds and may change from time to time or stand withdrawn as per guidelines from MHRD, New Delhi.
2. Preference will be given to students of this scheme for the allotment of Hostel accommodation.

### Pre-requisites for admission

- i) The candidate seeking admission in both the Formal and Non-Formal Programme will have to obtain appropriate medical certificates from the authorized medical officer of the concerned specialty as per the Person with Disability Act 1995(**Disability not less than 40%**)
- ii) Certificate of birth.
- iii) Certificate of educational qualification
- iv) Vocation evaluation certificates from the rehabilitation center (VRC), in case of candidates who do not have vocational education certificates.
- v) A recent photograph in the case of an orthopedically handicapped candidate showing the deformity.
- vi) An audio-gram chart in respect of a deaf candidate.

### ANNUAL FEE AND AMALGAMATED FUND

No fees of any kind shall be charged from SPWD students. However, any type of fees desired by the P.S.B.T.E & I.T shall be met out of SPWD scheme funds. In case of non-release of grant from MHRD in time then such fees shall be paid by the student, and the same will be refunded to the students after receiving such grant.

NOTE: A free-of-cost application form can be obtained from the Institute.

## Part - III

### Four-Year Diploma Courses\*

#### 1. Scope and Objectives:

The objectives of Four-Year Diploma Courses are to train persons already working in Government Departments, Industries, and other organizations for advancement in their respective groups and to train such persons in the broad fields of Engineering to make them successful Supervisors-in-charge in construction, production, operation, maintenance, and technical work. This will enable the students to advance to higher positions of responsibility either in their organization or elsewhere.

The four-year diploma course in Civil, Mechanical, and Electrical Engineering awarded by the Punjab State Board of Technical Education and Industrial Training, Punjab, is equivalent to the three-year regular Diploma for all purposes.

#### 2. Courses and Seats:

Category 'A' U.T. Pool	85% of seats reserved for the candidates passed the qualifying examination from an institution/school affiliated to CBSE/ICSE/National open school and situated in UT, Chandigarh.
Category 'B' General Pool	15% seats shall be open to candidates on an all-India basis.

**Note:** Any vacant/unfilled/leftover reserved category seat shall be converted, merged & released for General Category Candidates & subsequently to All India Open Category at the end of the final schedule of admission.

Sr. No.	Name of category		Detail of seats allotted to different courses			
			Civil	Electrical	Mechanical	Total
<b>1</b>	<b>Total seats for admission</b>		<b>31</b>	<b>31</b>	<b>32</b>	<b>94</b>
<b>A</b>	U.T. Pool 85% seats reserved for the employees working in the organizations located at U. T. Chandigarh		26	26	26	78
	1.	Seats reserved for SC (15%) [refer 5 (i) under reservation]	4	4	4	12
	2.	Seats reserved for the physically challenged (Differently able) candidates (5%) refer 4 under reservation	1	1	1	3
	3.	Seats for EWS	3	3	3	9
	4.	Seats General category	18	18	18	54
<b>B</b>	<b>15% of seats are open to employees working in organizations located outside U.T. Chandigarh (working within a radius of not more than 50 km from Chandigarh.)</b>		<b>5</b>	<b>5</b>	<b>6</b>	<b>26</b>
	1.	Seats reserved for SC (15%) [refer 5 (ii)(a) under reservation]	1	1	1	3
	2.	Seats reserved for ST (5%) [refer 5 (ii) (b) under reservation]	1	0	0	1
	3.	Seats reserved for physically challenged (Differently able) candidates (5%) [refer 4 under reservation]	0	1	0	1
	4.	Seats for EWS	1	1	1	3
	5.	Seats General category	2	2	4	8

\*Subject to the condition of approval from the Chandigarh Administration and the affiliation body i.e. The Punjab State Board of Technical Education and Industrial Training (PSBTE&I.T)

#### **Notes:**

- (i) The seats are exchangeable in Scheduled Castes and Tribes. The number of students belonging to the S.C. / S.T. admitted on merits shall not be included in the number of seats reserved. The reserved seats remaining unfilled will be transformed to the general candidates of the concerned pool.
- (ii) The admission would be granted to the service personnel themselves of the following categories:
- Armed Forces
  - B.S.F.
  - Central Reserve Police
  - Assam Rifles
  - Indo-Tibetan Border Police

Such seats would be over and above the intake not more than 10% of intake seats.

- (iii) For admission to physically challenged Persons: Please see page no. 8 subpart no. (4) (under VI Reservation).

**3. Educational Qualification and other conditions for admission in 1<sup>st</sup> year Four Year Diploma Courses\*:**

The candidates seeking admission to this course should fulfill the following requirements: -

**A) Qualification:**

Pass in 10<sup>th</sup> with Math, Science, and English with a minimum of 2 years' experience in the relevant field.

OR

as per the scheme formulated by P.S.B.T.E & I.T / A.I.C.T.E for making admission.

**B) Other conditions:**

- The candidates seeking admission should be working within a radius of not more than 50 km.
- Candidates seeking admission should be employed in a registered Firm/Company/ Industry Govt. or Semi-Govt. on a full-time basis.
- Admission to the Diploma Courses shall be purely on a merit basis as per the scheme formulated by P.S.B.T.E & I.T / A.I.C.T.E for admissions.

**4. Educational Qualification and other conditions for admission in 2<sup>nd</sup> year Four Year Diploma Courses through lateral entry (LEET) pattern\*:**

Admission in second-year diploma courses under LEET (Lateral Entry Engineering Test) is reserved which is over and above-sanctioned intake. The number of seats, educational qualification, and eligibility criteria shall be strictly as per the notification issued by the Punjab Govt. from time to time. However, the present number of seats, educational qualification, and eligibility criteria are under the:

Admission through LEET pattern (in 2 <sup>nd</sup> Year PTD Courses)				
S. No.	Category	Name of Course	Duration	No. of seats
1.	U.T. Pool 85%	Civil Engineering	3 Years	2
		Elect. Engineering	3 Years	2
		Mech. Engineering	3 Years	2
2.	General Pool 15%	Civil Engineering	3 Years	1
		Elect. Engineering	3 Years	1
		Mech. Engineering	3 Years	1
Total				09

\*Subject to the condition of approval from the Chandigarh Administration and the affiliation body i.e. The Punjab State Board of Technical Education and Industrial Training (PSBTE&I.T)



**A) Qualification:**

Qualification for admission in 2<sup>nd</sup> year Four-year Diploma Courses through the LATERAL ENTRY (LEET) pattern will be as per the notification issued by the Department of Technical Education and Industrial Training (Tech. Br.), from time to time for regular diploma courses. For LEET admission notification from time to time refer website [www.dtepunjab.gov.in](http://www.dtepunjab.gov.in)

**B) Other conditions:**

- (i) The candidates seeking admission should be working within a radius of not more than 50 km.
- (ii) Candidates seeking admission should be employed in a registered Firm/Company/ Industry Govt. or Semi-Govt. on a full-time basis.

**(a) For admission to Four Year Diploma in Civil Engineering:**

The candidate seeking admission should have been working as a Technicians, Road Inspector, Draughtsman, tracer, etc. on important Civil Engineering works or candidates who fulfill the minimum requisite qualifications and relevant experience in the appropriate field and performing technical duties in Government / Semi-Government/ Autonomous/Private/ Organization/ Company/Contractor who have undertaken works costing at least Rs. 10 lacs (Ten lacs) during the last financial year

**(b) For admission to Four Year Diploma in Mechanical Engineering:**

The candidate should have been working as a Technician, Charge man, Foremen, etc. on important Mechanical Engineering works or candidates who fulfill the minimum requisite qualifications and relevant experience in the appropriate field and performing technical duties in Government / Semi-Government/ Autonomous/Private Organization/ Company/Contractor who have undertaken works costing at least Rs. 10 lacs (Ten lacs) during the last financial year.

**(c) For admission to Four Year Diploma in Electrical Engineering:**

The candidate should have been working as a Technicians, Electrician, Chargeman, Foremen, etc. on important Electrical Engineering works or candidates who fulfill the minimum requisite qualifications and relevant experience in the appropriate field and performing technical duties in Government / Semi-Government/ Autonomous/Private Organization/ Company/Contractor who have undertaken works costing at least Rs. 10 lacs (Ten lacs) during the last financial year.

**Notes:** - The information sheet is subject to alterations or modifications without notice: -

- (i) Private Industry shall mean an Industry registered with the Director of Industries/ Chief Inspector of Factories/ Assistant Labour Commissioner of areas concerned and not a shop.
- (ii) The student, if turned out by the employer in the consequence of retrenchment will be given three months to seek an alternative employment. During this period his training will not be terminated. This fact will be brought to the notice of the principal within 15 days from the date of retrenchment.
- (iii) A student studying in a regular diploma course and who is forced by the circumstances to discontinue his studies in the said course, can get admission in the four-year diploma Course if he fulfills, other conditions for admission within four years after the discontinuation of studies in regular course.
- (iv) Apart from the sponsorship certificate (contained in Annexure– II), his experience certificate; current as well as for all previous employments, are to be produced by the students employed in private organizations in Annexure- IV and not in any other form. Annexure- IV form for private Industry/ Workshop/ Contractor for admission to the Civil Engineering branch should be duly certified by an officer, not below the rank of Executive Engineer, and in case of admission to the Electrical and Mechanical Engineering branch, it should be duly verified by Industries Officer/ Chief Inspector of Factories/ Assistant Labor Commissioner of the area concerned.
- (v) The Verification of Registration of Firm/ Industry/ Contractor/ Architect/ Consultant, i.e. employment in a Private Organization must be indicated year-wise as a token of the fact that the organization was registered at the time for which the experience has been claimed. Any period of experience not covered by the above certificate will be ignored.
- (vi) Experience below the age of 18 years shall not be considered.

- (vii) In case more forms of Annexure-IV are required for the claim of experience the additional forms may be typed and used accordingly.
- (viii) There is no upper age limit.
- (ix) The candidate must produce a certificate from the Employer indicating the date of joining and leaving the service in respect of each employment and the nature of technical work/job.
- (x) The work experience after passing the Metric examination shall only be accounted for. The passing of the examination shall be considered from the date of declaration of result notification of the said examination by the Board or the University concerned.
- (xi) Experience either on daily wages or on muster rolls, shall not be considered as an experience in the related branch of Engineering for admission.

#### **5. Session and Working Hours:**

The classes are normally held in the evening from 5.30 p.m. to 9.30 p.m. (on all working days) and between 9.00 am and 5:00 pm on Sunday as per need. The timings are subject to change at the discretion of the concerned authority. The beginning of the session and teaching schedule will be as per the Punjab State Board of Technical Education & Industrial Training.

#### **6. Holidays:**

The institution observes holidays declared by the Chandigarh Administration from time to time.

#### **7. Submission of the Application:**

The application for admission on the prescribed application form (Annexure-I) together with the following documents should be submitted to the Principal, Chandigarh College of Engineering & Technology, Sector 26, Chandigarh, latest by 5.00 p.m. on the last date: -

- (i) Self-attested Photocopy of Matriculation Certificate with detailed marks as proof of age and subject taken in the examination.
- (ii) Self-attested Photocopy of Senior Secondary Certificate with detailed marks as proof of subject taken in the examination.
- (iii) Self-attested Photocopy of ITI Certificate in relevant stream with detailed marks as proof of subject taken in the examination.
- (iv) Candidates belonging to Scheduled Caste/Scheduled Tribe should attach a certificate in the form at Annexure - IV
- (v) No Objection Certificate from the Employer.
- (vi) Self-attested photocopy of all the current and previous appointment letters from the employer.
- (vii) Self-attested photocopy of experience certificate current as well as for all previous employments.
- (viii) Certificate of Verification of Registration of Firm/ Industry/ Contractor/ Architect/ Consultant verified by Xen/Chief Inspector Factories/ Astt. Labour Commissioner or any other competent authority not below the rank of XEN.
- (ix) Copy of Undertaking signed by the candidate (Annexure-VIII)
- (x) Copy of Questions-Sheet signed by the candidate (Annexure-IX)
- (xi) Self-attested copy of the Latest appointment letters from the employer.

#### **8. Annual Tuition fee and other charges:**

For Annual Tuition Fee Reference A, B, & C on Pages No 10 -11 of the Main Text

##### Note:

- i) The above fee structure is subject to change without prior notice and the fee, as approved by the Chandigarh Administration, shall be charged at the time of admission.
- ii) Fees once deposited will not be refunded under any circumstances.
- iii) Hostel facility is not available for four-year diploma Students.

**9. Examination:**

The examination shall be conducted by the State Board of Technical Education & Industrial Training, Punjab at the end of each Semester and the student will be required to pay the following examination fees for the same: -

**Note:**

The candidate has to pay the requisite examination and other academic fees as per P.S.B.T.E & I.T rules Notified from time to time.

Detailed Examination Rules for the conduct of the State Board Diploma Examination are contained in the booklet which is available in the Institution Library but is subject to modification/ changes made/ to be made by the Secretary, State Board of Technical Education & Industrial Training, Punjab, Chandigarh from time to time.

**10. Attendance and Leave:**

- (i) Attendance shall be counted from the date of opening of the Institution for the Semester for all categories in the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year. For 1<sup>st</sup> year, it will be counted from the date of their actual admission or the date of opening of the Institution for the First Semester or any other date fixed by the State Board of Technical Education & Industrial Training, Punjab. Every student shall have to put in a minimum of 75% of total lectures in Theory classes and not less than 75% of total lectures in Labs, Workshop, Drawing, and Project work, in each Semester separately. Further, he has secured at least 60% attendance in individual subjects of Theory, Labs, Workshops, etc. To count attendance, the project shall be counted as practical work.
- (ii) Shortage in attendance can be condoned up to 5% on medical grounds by the principal and further up to 5% by the Secretary, State Board of Technical Education & Industrial Training, Punjab, in genuine cases.
- (iii) The absentees will be fined at the rate of Rs. 5 per period. The name of the student is liable to be struck off the rolls if found absent for 14 consecutive working days without proper leave. Leave shall be granted in exceptional cases only on recommendations of the Director, Technical Education, U. T. Chandigarh. Only medical certificates issued by a Government Hospital/ Government Dispensary/ Private Medical Practitioner countersigned by S.M.O. /C.M.O. of the concerned district shall be considered.
- (iv) The above fees are payable Semester wise within twenty working days of the dates on which the Semester starts (except in case of a student who is taken at a later stage to fill any vacant seat and in those cases the date of payment of fee will be the date on which he joins the Institution). If any fee is outstanding beyond 20 working days, as mentioned above a further charge of Rs. 10/- per day for which the dues remain unpaid will be charged. Any student whose fees are in arrears for more than one month from the last due date will not be allowed to continue attendance in the institution. A student thus suspended will not be admitted until all the arrears have been paid.

**11. Sessional Work:**

Refer to Para no XIX of the main text

**12. Conduct and Discipline:**

All candidates are subject to disciplinary control of the authorities of the Institution. In case of any serious breach of discipline, the concerned student shall be expelled by the Principal without assigning any reason. In all matters concerning the Institutional administration, the decision of the Principal shall be final.

**13. General:**

- (i) Application from only those candidates who are sponsored by their employer on the prescribed form shall be entertained.
- (ii) The candidates must give correct information in the admission form etc. Any information found incorrect or false at subsequent stage shall render the candidates liable to be expelled from the Institution.
- (iii) The last date for receipt of application and date of interview will be published in the leading newspapers.
- (iv) Incomplete applications are liable to be rejected.

## APPENDIX – I

### Undertaking to be given by students Regarding Rules, Regulations, and Maintenance of Discipline in the Hostel

I, \_\_\_\_\_ S/D/G/O Shri/Smt. \_\_\_\_\_ do hereby give an undertaking Regarding Rules, Regulations, and Maintenance of Discipline in Hostel that I shall strictly abide by the following:-

1. The residents are expected to live in the hostel as a community and with a full sense of responsibility.
2. The residents are not allowed to gamble in the hostel premises.
3. The residents are not allowed to bring intoxicants and take part in activities of intoxication in any form in the hostel premises.
4. The residents are not allowed to bring any guest into their rooms, except with the prior written permission of the Hostel warden/Hostel Supervisor.
5. The residents are not allowed to keep guests in their rooms, except with the prior written permission of the Hostel Warden/Hostel Supervisor.
6. The residents shall not commit any breach of peace in the hostel premises
7. The residents shall not invite undesirable elements into the hostel premises.
8. The residents are not permitted to stay overnight out of their hostels or go out of the station without prior permission of the Hostel Warden.
9. The residents are not permitted to install and use any electric appliance except a wall light, a table lamp, and a table fan for their rooms. A breach of this rule resulted in the forfeiture of the appliance seized.
10. Residents are not permitted to keep with them any offensive weapon, such as firearms, Kirpan or Khukhri, etc. Strict action will be taken against anyone found in possession of such a weapon.
11. A Hostel Discipline committee comprising senior and nominated members shall assist the Hostel Warden in monitoring the discipline in the Hostel.
12. A resident shall not keep cash exceeding Rs. 500 with him in the room. Cash over this shall be deposited with the accountant/Mess Manager.
13. The residents are not allowed to keep costly items like T.V., Computers, Stereo decks, etc. in their rooms.
14. The residents are not allowed to leave the hostel without prior permission of the Hostel warden/Hostel Supervisor.

#### **Disciplinary action for violating discipline in the hostel:**

1. Violation of the above rule will invite strict disciplinary action including expulsion from the hostels.
2. A resident found to have created an indiscipline in a hostel/mess may be fined Rs. 100 to Rs.1000 per head depending upon the gravity/seriousness of the act.
3. Resident who has been fined for of rule, may be called upon to make good any loss or damage or breakage of any Government or Private property.
4. The Principal's/Hostel Warden's decision concerning all hostel matters will be final and binding.

Name and Signature of Student  
Address with Phone No.

Name and Signature of Parents/Guardian  
Address with Phone No.

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# ANNEXURE – I

Registration No. ....

## APPLICATION FORM FOR ADMISSION IN CHANDIGARH COLLEGE OF ENGINEERING & TECHNOLOGY, CHANDIGARH

Four-Year Diploma Course

Session 20 -

(For office use only)

Category Claimed \_\_\_\_\_

Affix Passport  
size  
Latest Photograph

Candidate will (✓) tick in the appropriate columns

POOL	Reservation			Branch of Engg. Applied for		
	SC	ST	General	Civil	Elect.	Mech.
U T		x				
General Pool (other States)						

### INSTRUCTIONS FOR CANDIDATES

- The application form shall be filled in the candidate's handwriting in block letters.
- Applicants belonging to Scheduled Castes/ Scheduled Tribes must attach a certificate in original or attested true copy thereof in support of the claim, otherwise they will not be considered against the reserved seats.
- Attach two attested photocopies of the matriculation certificate (qualifying examination) with the application form
- Paste two passport-size photographs one on the main application form and the other on the New Admission registration form at Annexure - II.
- Incomplete applications shall be summarily rejected.

1. Name (Capital Letters) : \_\_\_\_\_

2. (a) Father's Name : \_\_\_\_\_

(b) Mother's Name : \_\_\_\_\_

3. Date of birth and age : 

--	--	--	--	--	--	--	--

  
(on the closing date of submission of applications for this year)

Present Office Address :

4. Present Correspondence Address (with contact/ Mobile No.)

5. Are you B.S.F. / Armed Forces, etc. personnel? :

6. Course applied for

(a) Admission in 1st year of 4-year diploma in (branch) Engg.

(b) Admission in 2<sup>nd</sup> year of 4-year diploma in (branch) Engg. (through LEET)

7. Do you belong to a Scheduled Caste/ Scheduled Tribe? Attach the attested Photocopy of the certificate :

8. Religion to which you belong  
(Hindu/ Muslim/Sikh /Buddhist/Christian/Parsi or any other) :

9. (A) Educational Qualification (From matriculation onwards)

Examination passed	Inst/Board/University	Year of passing	Subject taken	Marks		Percentage of marks
				Marks obtained	Total marks	
Matriculation						
Higher Sec./Prep./+1/+2/ITI with stream						
Any other qualification						

(B) Practical experience: Year\_\_\_\_\_ month's \_\_\_\_\_ days

(Total \_\_\_\_\_ Current and previous)

Sr. No.	Name of organization	Govt. /Semi Govt./Pvt.	Designation	Experience		Regular/ Contractual/ Employment	Nature of duty	Duty hours	Experience		
				From	To				Y	M	D
1.	Current										
2.	Previous										
i.											
ii.											
iii.											

Total Experience: Year\_\_\_\_\_ month's \_\_\_\_\_ days

NOTE: Technical Experience only (attach photocopies)

10. List of Certificate/ Documents attached (Please tick as √) :

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 10 <sup>th</sup> DMC  | <input type="checkbox"/> NOC/ Sponsorship          | <input type="checkbox"/> Verification Certificate of Experience |
| <input type="checkbox"/> 10+1/Higher Sec./Prep | <input type="checkbox"/> Appointment Letter(s)     | <input type="checkbox"/> Affidavit                              |
| <input type="checkbox"/> 12 <sup>th</sup> DMC  | <input type="checkbox"/> Experience Certificate(s) | <input type="checkbox"/> Undertaking                            |
| <input type="checkbox"/> ITI DMC               | <input type="checkbox"/> SC/ ST Certificate        | <input type="checkbox"/> Checklist                              |

(i) I hereby certify that the information given in the application form by me is correct to the best of my knowledge and belief and nothing has been concealed therein. In case any wrong information supplied by me at the time of admission or later on comes to light, the Principal shall have the right to expel me from the institution, and I shall have no claim whatsoever.

(ii) I further certify that I have passed the qualifying examination in English, Mathematics, Physics, and Chemistry.

(iii) I further certify that the experience mentioned above does not include any period on which I had been working either on daily wages on muster roll or as an apprentice trainee.

Note: - Attested copies of various appointment letters issued by the concerned organization/ department about various employments shown in the admission application form under Col. 11. B and in the sponsorship, certificate be attached.

11. I certify that I have no such physically challenged that would hinder the pursuit of studies in the course in which I am seeking admission. If at a later stage, it is found that I have a physically challenged which hinders the pursuit of studies in the course in which I am seeking admission then my admission will be liable to be cancelled.

Dated: \_\_\_\_\_

(Signature of the applicant)



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ANNEXURE-IA  
CHANDIGARH COLLEGE OF ENGG. & TECH., SECTOR-26, U.T. CHANDIGARH

Performa for admission for Four Year Diploma courses Session: \_\_\_\_\_

1. Name of candidate :
2. Father 's name :
3. Category  
(a) U.T. Quota General: \_\_\_\_\_ SC: \_\_\_\_\_  
(b) Other State Quota General: \_\_\_\_\_ SC: \_\_\_\_\_
4. Educational Qualification  
(A) For admission in 1<sup>st</sup> year

Qualification	Marks Obtained / Max. Marks	Percentage	Total weightage
(a) 10 <sup>th</sup> marks obtained (100%)			
(b) Higher Sec./Prep./+1/+2/ITI with stream (3%)			
(c) +2 (General Stream) (5%)			
Total percentage			

(B) For admission through LEET in 2<sup>nd</sup> year

Qualification	Marks Obtained / Max. Marks	Percentage	Total weightage
(a) 10 <sup>th</sup> marks obtained (with Science and Mathematics) (100%)			
(b) 10+2 Science / 10+2 Vocational (100%)			

OR

(c) Two years ITI (100%)			
--------------------------	--	--	--

5. Details of work/Service:
  - (i) Name of Organization: \_\_\_\_\_.
  - (ii) Place of Duty (whether within 50 km or not: \_\_\_\_\_.
  - (iii) Name of Post /Designation: \_\_\_\_\_.
  - (iv) Whether Technical /Non-technical: \_\_\_\_\_.
  - (v) Regular / Contract/Temporary/Daily Wage /Muster Roll: \_\_\_\_\_.
6. Experience in years.

Past	Present	Total

7. Checklist of documents Attached (Please Tick on as applicable):

<input type="checkbox"/> 10 <sup>th</sup> DMC/Jr. Tech. School	<input type="checkbox"/> NOC/Sponsorship	<input type="checkbox"/> Verification certificate of experience
<input type="checkbox"/> 10+1/Higher Sec./Prep.	<input type="checkbox"/> Appointment letter	<input type="checkbox"/> Affidavit
<input type="checkbox"/> 12 <sup>th</sup> DMC	<input type="checkbox"/> Experience certificate	<input type="checkbox"/> Undertaking
<input type="checkbox"/> ITI DMC	<input type="checkbox"/> SC/ST Certificate	<input type="checkbox"/> Checklist

8. Deficiency if any :

Signature of candidate

Original Certificate seen and verified and the candidate may be admitted provisionally subject to approval of the principal.

Member

Member

Member

Member

Member

Branch \_\_\_\_\_ Year \_\_\_\_\_ Pool \_\_\_\_\_ Category \_\_\_\_\_

Principal

Chairperson PTD Admission-2019

Fees of Rs. \_\_\_\_\_ deposited in SBOP Extension counter of CCET, Sector-26, U.T. Chandigarh. vide receipt /Slip no \_\_\_\_\_ dated \_\_\_\_\_.

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**CHECKLIST**

Candidates are required to give replies to the questions given below stating 'Yes' or 'No' and to attach this sheet with their application form.

Sr. No.	Questions	Yes / No
1	Did you pass in 10 <sup>th</sup> Class with Science and Mathematics? If yes then attach DMC.	
2	Have you passed 11 <sup>th</sup> /Prep/Higher Secondary? If yes then attach DMC.	
3	Have you passed ITI (One Year) in the relevant stream? If yes then attach DMC.	
4	Have you passed ITI (Two Years) in the relevant stream? If yes then attach DMC.	
5	Have you passed 12 <sup>th</sup> /Science/Vocational/Pre Engg. in the relevant stream? If yes then attach DMC.	
6	Do you belong to the SC/ST category? If yes attach the certificate.	
7	Have you attached the NOC/Sponsorship Certificate from an employer?	
8	Have you attached copy (s) of all the appointment letters?	
9	Have you attached the Experience Certificate from an employer?	
10	Have you attached a Certificate of Verification of Experience from Xen/ Senior Architect/Director of Industries/ Chief Inspector of factories/ Astt. Labour Commissioner?	
11	Are you working on a technical post? If yes then attach the certificate.	
12	Does your place of posting fall within a radius of not more than 50 KM from CCET, Chandigarh?	
13	Have you attached a copy of your job I-Card?	
14	Have you attached a copy of the letter indicating your promotion on a technical post?	
15	Have you attached a copy of the letter indicating confirmation/ Regularization of your employment/service?	

**Date :** \_\_\_\_\_

**Signature of Candidate**

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**THE PUNJAB STATE BOARD OF TECHNICAL EDUCATION & INDUSTRIAL  
TRAINING**

**NEW ADMISSION REGISTRATION FORM  
(Regular/P.T.D./LEET/ALL OTHER SCHEMES)**

- 1 Name (in block letters) \_\_\_\_\_
- 2 Father's Name (In block letters) \_\_\_\_\_
- 3 Mother's Name (In block letters) \_\_\_\_\_
- 4 Date of Birth \_\_\_\_\_
- 5 Course: -

Paste here  
Recent Passport  
Size Photograph

- (a) Admission in the First Year of a Four-Year Diploma in \_\_\_\_\_ Engg.
- (b) Admission in 2nd Year (Through LEET) of Four-Year Diploma in \_\_\_\_\_ Engg.

6 Institute's Name:

**CHANDIGARH COLLEGE OF ENGINEERING  
AND TECHNOLOGY (Diploma Wing), SECOR-26  
CHANDIGARH**

**NOTE:** - Attach an attested photocopy of the Matric Certificate with the Registration Form.

Signature of the  
Candidate

Signature of the Principal

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**Annexure – III**  
**SPONSORSHIP CERTIFICATE**

Certified that Shri \_\_\_\_\_ S/o Shri \_\_\_\_\_ an applicant for Admission to Four Year Diploma Courses at CCET, Sector-26, Chandigarh has been employed as \_\_\_\_\_ in \_\_\_\_\_ (Name of Organization) for the last \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days i.e. From \_\_\_\_\_ to \_\_\_\_\_ (giving exact dates).

I believe he/she has sufficient practical experience as a skilled worker and consider him a fit person for supervisory jobs after suitable training and his/her nature of job/work is technical.

It is certified that: -

- (i) I have no objection to the candidate undertaking the part-time course at the CCET, Chandigarh.
- (ii) I shall be able to spare the candidates for studying in PTD \_\_\_\_\_ Engineering in the evening after office hours.
- (iii) The candidates possess knowledge of English, Mathematics and Science up to Matric.
- (iv) The experience mentioned above does not include any type of experience such as experience on daily wages, on muster roll, or on apprenticeship training etc.

Note: - It is the personal responsibility of the verifying officer to ensure that the certificate at serial number IV above has been specifically taken care of.

I further certify that Shri \_\_\_\_\_ s/o Shri \_\_\_\_\_ bears a good moral character and the information supplied by him/her is correct.

Date \_\_\_\_\_ (Seal)

Signature of Sponsoring Authority

Name (Capitals) \_\_\_\_\_

Tel. No. \_\_\_\_\_

Address \_\_\_\_\_

---

Notes: - (i) The candidate must give correct information and any information found incorrect or false at a subsequent stage shall render the student to be expelled from the institution.

- (ii) The sponsorship certificate given on a form other than the above shall not be accepted and the application is likely to be rejected.
- (iii) The experience certificate submitted late shall not be entertained.



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**Annexure – IV**

**CERTIFICATE TO BE SUBMITTED BY CANDIDATE BELONGING TO “SCHEDULED  
CASTES  
OR SCHEDULED TRIBES”**

I know Shri \_\_\_\_\_ s/o Shri \_\_\_\_\_ of Place and  
District \_\_\_\_\_ personally. He belongs to  
\_\_\_\_\_ caste which has been declared a Scheduled “Caste/Tribe” in the  
State of \_\_\_\_\_.

Signature \_\_\_\_\_

Date \_\_\_\_\_ Designation \_\_\_\_\_

Seal of the Court or Stamp of Office of the  
Officer signing the Certificate must be  
affixed here.

Note: - The above certificate may be signed by a Member of Parliament, M.L.A., M.L.C., or a  
Gazetted Officer who knows the candidates personally and is also satisfied about his  
identity.

---

Strike out which is not applicable.

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**Annexure – V**  
**CERTIFICATE TO BE SUBMITTED BY THE CANDIDATES WHO ARE/ WERE**  
**EMPLOYED IN PRIVATE ORGANISATION(S)**

**(Separate form to be used for Experience of each organization)**

1. Name \_\_\_\_\_
2. (a) Father's Name \_\_\_\_\_  
(b) Mother's Name \_\_\_\_\_
3. Name of Employer/ Organization \_\_\_\_\_
4. (a) Address of Employer \_\_\_\_\_  
(b) Contact no. of employer \_\_\_\_\_  
the exact designation of the
5. candidate \_\_\_\_\_
6. Nature of work on which employed, \_\_\_\_\_  
Whether Technical or non-technical \_\_\_\_\_
7. Situation of work \_\_\_\_\_
8. Timing of Duty \_\_\_\_\_
9. Nature of Duty \_\_\_\_\_
10. (i) The date of joining (i) \_\_\_\_\_  
(ii) Period of employment (ii) \_\_\_\_\_  
(iii) Total Emoluments paid (iii) \_\_\_\_\_
11. App. Cost of the works undertaken \_\_\_\_\_  
during the last financial year by \_\_\_\_\_  
the employing Organization \_\_\_\_\_  
Name of the Deptt. / Organisation \_\_\_\_\_  
with whom registered and \_\_\_\_\_
12. undertaken works/ contracts \_\_\_\_\_
13. Can he be allowed to attend the class:  
(a) In the morning of all Sundays \_\_\_\_\_  
(b) In the evening of other days \_\_\_\_\_
14. Any other information/ remarks \_\_\_\_\_

Certified that the above information supplied by me on behalf of M/s \_\_\_\_\_  
\_\_\_\_\_ is correct to the best of my knowledge and belief nothing has been concealed and  
that I am fully authorized to sign this document on behalf of the organization.

Signature of the Authorized person

(Seal)

Name (Block letter) \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Tel. No. \_\_\_\_\_

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**Annexure – VI**  
**CERTIFICATE OF VERIFICATION**  
**(For Civil Engineering Candidates)**

Endst. No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that M/s \_\_\_\_\_ situated at \_\_\_\_\_ is a registered firm/ industry/contractor/ consultants working under the jurisdiction of my office and bears

- (i) Regn. No. \_\_\_\_\_ dated \_\_\_\_\_ Valid up to \_\_\_\_\_
- (ii) Regn. No. \_\_\_\_\_ dated \_\_\_\_\_ Valid up to \_\_\_\_\_
- (iii) Regn. No. \_\_\_\_\_ dated \_\_\_\_\_ Valid up to \_\_\_\_\_

and he/she carried out works amounting to more than Rs. 10 lacs (ten lacs) during the last financial year are as under: -

S. No.	Name and details of work(s)	Amount
(i)		
(ii)		
(iii)		

2. It is also certified that Shri \_\_\_\_\_ s/o \_\_\_\_\_ whose specimen signature is attested along with has been working with the above firm/ industry on the work(s) from \_\_\_\_\_ to \_\_\_\_\_

This fact has also been verified from the acquaintance roll maintained by the same firm for the aforesaid period.

Applicant's Signature \_\_\_\_\_

Signature \_\_\_\_\_  
\*Xen/ Senior Architect/ Chief Inspector  
of  
Factories/ Asstt. Labour Commissioner,  
etc. of area concerned.

\_\_\_\_\_ (Seal)

Name in full \_\_\_\_\_

Tel. No. (Office) \_\_\_\_\_

(Residence) \_\_\_\_\_

Signature of the Attesting Authority \_\_\_\_\_

with seal

Dated \_\_\_\_\_

\* Strike out which is not applicable.

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**Annexure – VII**  
**CERTIFICATE OF VERIFICATION**  
**(For Elect./Mech. Engg. Candidates)**

Endst. No. \_\_\_\_\_

Dated \_\_\_\_\_

Certified that M/s \_\_\_\_\_ situated at \_\_\_\_\_ is a Regd. Organization under my

jurisdiction with: -

- (i) Regn. No. \_\_\_\_\_ dated \_\_\_\_\_ valid up to \_\_\_\_\_
- (ii) Regn. No. \_\_\_\_\_ \_ dated \_\_\_\_\_ valid up to \_\_\_\_\_
- (iii) Regn. No. \_\_\_\_\_ dated \_\_\_\_\_ valid up to \_\_\_\_\_

The organization is well established and Shri \_\_\_\_\_ s/o \_\_\_\_\_  
whose

signature is attested along with has been working with the above organization on the work(s)  
from

\_\_\_\_\_ to \_\_\_\_\_. This has also been verified from the acquittance rolls  
maintained by

the same firm for the aforesaid period.

Applicant's Signature

\* Signature \_\_\_\_\_  
Chief Inspector of Factories/ Asstt. Labour  
Commissioner (for Chandigarh an officer of  
equivalent Rank)

\_\_\_\_\_ (seal) Name (Capitals)  
\_\_\_\_\_ Tel. No.  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Attesting Authority  
With seal.

Dated \_\_\_\_\_

\* Or any other Competent Authority not below the rank of XEN.



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## **Annexure – VIII**

### **Undertaking to be submitted by PTD students**

I undersigned \_\_\_\_\_ S/o Sh.  
\_\_\_\_\_, have been admitted in the session \_\_\_\_\_ and  
studying in \_\_\_\_ Year of Four-Year DIPLOMA in Civil/Electrical/Mechanical Engineering do  
hereby declare that:

1. I will produce my experience certificate obtained from the competent authority from the current employer every year on or before the start of the odd semester/session.
2. I will attend the Institute from 5.30 P.M. to 9.15 P.M. on all working days as per the scheduled timetable of Four-year diploma courses.

Signature of candidate  
(with date)

Name and address with contact No.: \_\_\_\_\_

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## ANNEXURE IX

### UNDERTAKING BY THE STUDENT

I, \_\_\_\_\_ (full name of student with admission/registration/enrolment number) s/o – d/o Mr./Mrs./Ms  
\_\_\_\_\_

- 1) Having been admitted to \_\_\_\_\_ (name of the institution) have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institution, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware of what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_ year.

\_\_\_\_\_  
Signature of Student.  
Name \_\_\_\_\_

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**ANNEXURE X**  
**UNDERTAKING BY PARENT/GUARDIAN**

I, \_\_\_\_\_ Mr./Mrs./Ms (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_ (full name of student with admission/registration/enrolment number),

- 1) Having been admitted to \_\_\_\_\_ (name of the institution), have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institution, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware of what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

Declared this \_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_ year.

Signature of Parents/Guardians

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mob/Tel. No. \_\_\_\_\_

## Annexure-XI

I, \_\_\_\_\_, Pledge to lead a drug – free life. I commit to:

- Making healthy choices and taking care of my body and mind.
- Saying No to illegal drugs and misuse of prescription medications.
- Encouraging friends and family to support a drug-free community.
- Seeking help if I or someone I know is struggling with addiction.
- Staying informed about the dangers of drug abuse and addiction.

By Signing this pledge, I take a stand for my future and the well-being of those around me.

Signature  
Name of student

**For Admission to Three Year Diploma Courses:**

- The admission to Three Year Regular Diploma Courses shall be made through online counseling based on the merit of marks obtained in qualifying examination i.e. 10<sup>th</sup> in the subject of Mathematics, Science, and English.
- Candidate may also visit the official website of the Punjab State Board of Technical Education and Industrial Training ([www.punjabteched.com](http://www.punjabteched.com)) to get information about the exact date of online counseling for regular three-year diploma courses.

**For Admission to Four-Year Diploma Courses\*:**

- The Admission to Four Year Diploma Courses shall be made through online counseling based on marks obtained in the Qualifying Examination and experience in the relevant field.
- Candidate may also visit the official website of the Punjab State Board of Technical Education and Industrial Training ([www.punjabteched.com](http://www.punjabteched.com)) to get information about the exact date of online counseling for Four-year courses.
- Admission will be made subject to the condition of approval from the Chandigarh Administration and the affiliation body i.e. The Punjab State Board of Technical Education and Industrial Training (PSBTE&I.T)