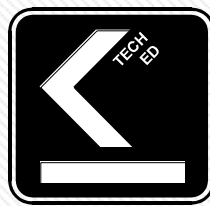


The Punjab State Board of Technical Education and Industrial Training, Chandigarh



PROSPECTUS Admissions (2024-25)

For Admission in the Institutions affiliated by PSBTE&IT within State of Punjab and UT Chandigarh in the following Streams:

1. Diploma level courses in Engineering & Technology
2. Diploma course in Pharmacy
3. Diploma course in Modern Office Practice
4. Diploma Level courses in Engineering through Lateral Entry
5. Diploma course in Architectural Assistantship
6. Diploma level courses in Engineering & Technology for Working Professionals

Helpline Contact No's: 8288070800, 8288090800, 8288040800, 8288020800
Email: psbtehelpdesk@gmail.com
Websites: www.punjabteched.com & www.punjabteched.net
Address: Plot No. 1-A, Sector 36-A, Chandigarh 160036

Index

Sr. No.	Particulars	Page No.
	Important Instructions	02
1.	Introduction	03
2.	List Of Diploma Level Courses	03-04
3.	Eligibility for Admission	04-07
	3.1 Eligibility for Admission to Diploma level courses in Engineering and Technology.	
	3.2 Eligibility for Admission to Diploma in Pharmacy.	
	3.3 Eligibility for Admission to Diploma in Modern Office Practice.	
	3.4 Eligibility for admission in 2nd year of Diploma in Engineering courses through lateral entry.	
	3.5 Eligibility for admission to admission in Diploma in Architectural Assistantship.	
	3.6 Eligibility for Admission of Working Professionals to Diploma in Engineering and Technology Courses.	
4.	Online Registration	08
5.	Procedure For On-Line Counselling	08-09
6.	Allocation of Seats	10
7.	Reservation	10
8.	Admission Fees	11
9.	Refund of Fees	11
10.	Time Limit For Completion Of Diploma Course	11
11.	Fee concession / Scholarship Schemes	11-12
12.	Other Important Note	13
13.	Fee Structure for Session 2024-25	13-15
14.	Forms & Certificates	16-23

IMPORTANT INSTRUCTIONS

- 1.1. Candidates are advised to read the prospectus carefully.
- 1.2. This prospectus is subject to alteration(s) and modification(s) without any prior notice.
- 1.3. This prospectus is for information only and does not constitute a legal document.
- 1.4. Candidates who have passed the qualifying examination and desire to seek admission in Diploma level courses must register through the link on the Board's websites "**www.punjabteched.com**" and "**www.punjabteched.net**" as per the counselling schedule.
- 1.5. The schedule of on-line counselling shall be notified through the Newspapers and also on the official websites of the Board "**www.punjabteched.com**" and "**www.punjabteched.net**". No separate intimation letters will be sent to candidates.
- 1.6. Any change in the schedule of admissions will be notified through press and on Board's websites.
- 1.7. Admissions will be made on the basis of inter-se merit of the qualifying examination and eligibility criteria as per notifications of Govt. of Punjab.
- 1.8. Reservations of seats in the affiliated institutions in Punjab shall be as per the policy of Government of Punjab, and for the institutes located at Chandigarh the reservation shall be as per the policy of Chandigarh Administration.
- 1.9. The candidates desirous of claiming reservation under any category whatsoever are accordingly advised to get the requisite certificates issued well before the cut-off date, otherwise their certificate shall not be considered and their claim for reservation shall be summarily rejected. No extension shall be granted in this regard, under any circumstances.
- 1.10. Kindly refer the latest notifications /amendments issued by Government from time to time regarding Admissions and Reservation of seats.
- 1.11. This prospectus is common for Admission in the institutions affiliated to the Board located in the State of Punjab and Union Territory of Chandigarh.
- 1.12. The candidates having passed the matriculation exam from the schools located in states other than Punjab are eligible for admission under 15% quota in the institutions located in Punjab State subject to fulfilment of eligibility criteria laid down by the Government.
- 1.13. Similarly, the candidates having passed matriculation exam from Punjab and other states can seek admission in the institutions located in Chandigarh under 15% quota, subject to fulfilment of eligibility criteria laid down by the UT Administration.
- 1.14. The candidate must give correct information in the Registration Form, and any information found incorrect or false at a subsequent stage shall render the student liable to expulsion from the institution.

1. INTRODUCTION

The Punjab State Board of Technical Education & Industrial Training will be holding online counselling for admission to following streams in the institutions affiliated to the Board and approved by All India Council of Technical Education (AICTE), Council of Architecture (CoA) & Pharmacy Council of India (PCI) (as applicable).

The candidates are advised to read the entire prospectus carefully before participating in online Counselling.

1. **Diploma level courses in Engineering & Technology**
2. **Diploma course in Pharmacy**
3. **Diploma course in Modern Office Practice**
4. **Diploma In Engineering Level Courses Through Lateral Entry**
5. **Diploma courses in Architectural Assistantship**
6. **Diploma in Engineering & Technology Courses for Working Professionals.**

2. List of Diploma Level Courses and Duration (Session 2024-25):

A) THREE YEAR DIPLOMA COURSES (Six Semesters):	
1.	Architectural Assistantship
2.	Automobile Engineering
3.	Chemical Engineering
4.	Civil Engineering
5.	Computer Science and Engineering
6.	Electrical Engineering
7.	Electronics & Communication Engineering
8.	Electronics & Communication Engineering (Industry Integrated)
9.	Fashion Designing
10.	Garment Technology / Garment Manufacturing Technology
11.	Information Technology
12.	Interior Decoration / Interior Design & Decoration
13.	Knitting Technology / Textile Technology (Knitting)
14.	Leather Technology
15.	Leather Technology (Footwear)
16.	Library and Information Science
17.	Mechanical Engineering
18.	Mechatronics Engineering
19.	Mechanical Engineering (RAC)
20.	Medical Lab Technology

21. Plastic Technology
22. Production & Industrial Engineering / Mechanical Engg (Production)
23. Textile Design
24. Textile Processing
25. Textile Technology
26. Modern Office Practice (Last Semester is Training/Internship)
B) Four Year Diploma Course(08 Semesters):
1. Mechanical Engineering (Tool & Die)
C) Two Year Diploma Course (Annual System)
1. Pharmacy
D) Diploma in engineering courses for Working professionals (Duration same as LEET)
• (List of courses will be notified soon on Online Counselling Portal)

3. ELIGIBILITY:

3.1 Eligibility for admission to Diploma in Engineering level courses

- The admission to the Diploma level Engineering Courses shall be through online counselling. Student should be passed 10th standard/SSC examination as prescribed by All India Council for Technical Education, New Delhi in the Approval Process Handbook 2024-25.
- Admission to Diploma Level Engineering courses shall be made on the basis of relative merit of qualifying examination mentioned above.
- A part from the above basic educational qualifications, the general eligibility criteria shall be as contained in Punjab Government, Department of Technical Education and Industrial Training, Chandigarh Notification No. TECH-TE-2013/1/2023-3TE2/ I/829251/2024 Date 25-04-2024 available on Board's website.

3.2 Eligibility for admission to Diploma in Pharmacy

- Minimum qualification for admission to Two year Diploma Course in Pharmacy shall be 10+2 examination (passed in science academic stream) with Physics, Chemistry and Biology or Mathematics.
OR
Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examination.
- Admission to the Two years Diploma course in Pharmacy shall be made on the basis of relative merit of the qualifying examination. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examination
- As per the decision of the PCI: candidates who have passed 10+2 from National/State Open Schools are also eligible for admission to diploma in Pharmacy.

- d) A part from the above basic educational qualifications, the general eligibility criteria shall be as contained in Punjab Government, Department of Technical Education and Industrial Training, Chandigarh Notification No. TECH-TE-2013/1/2023-3TE2 1/829256/2024 Date 25-04-2024 available on Board's website.

3.3 Eligibility for admission to Diploma in Modern Office Practice

- a) All those candidates who have passed the 10+2 examination with or without Science from a board recognized or established by Central/ State Government through legislation shall be eligible to apply for Three Years Diploma in Modern Office Practice.
- b) Admission to Diploma in MOP course seats shall be made on the basis of relative merit of qualifying examination mentioned above.
- c) A part from the above basic educational qualifications, the general eligibility criteria shall be as contained in Punjab Government, Department of Technical Education and Industrial Training, Chandigarh Notification No. TECH-TE-2013/1/2023-3TE2 1/829276/2024 Date 25-04-2024 available on Board's website.

3.4 Eligibility for admission to Admission in 2nd year of Diploma in Engineering level courses through Lateral Entry

- a) Candidates who have passed 10+2 Examination with Physics/ Mathematics/ Chemistry/ Computer Science/ Electronics/ Information Technology/ Biology/ Informatics Practice/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/ Entrepreneurship **(as per table 8.4 of Approval process Hand book 2024-27) (Refer Page No.6)**

OR

10th along with 2 years ITI shall be eligible for admission to Second Year Diploma Courses of in any branch of Engineering and Technology.

- b) It is further provided that seats remaining unfilled on the basis of eligibility criteria mentioned above shall be filled on the basis of inter-se-merit of any of the following examination:
- i. 10+2 Vocational examination in various branches from a Board recognized or established by Central /State Government through legislation.
 - ii. Two years certificate course from Sant Longowal Institute of Engg. and Technology, Longowal.
 - iii. Two years certificate course in Skill Technician (Machinist), Skill Technician (Machine Maintenance) & Quality Insurance Inspector from R&D Centre for Bicycle & Sewing Machine, Ludhiana.
 - iv. 3 Years AICTE approved Diploma in Engineering of any other branch from any recognized Board (As per Punjab Government. notification No. TECH-TE-2013/5/2021-4TE2/1061 dated 28-10-2021)
- c) Admission to LEET seats shall be made on the basis of relative merit in the qualifying examination mentioned above.

- d) A part from the above basic educational qualifications, the general eligibility criteria shall be as contained in Punjab Government, Department of Technical Education and Industrial Training, Chandigarh Notification No. TECH-TE-2013/1/2023-3TE2/ I/829225/2024 Date 25-04-2024 available on Board's website.

Diploma Entry level qualification 10+2 level

As per AICTE Approval Process Handbook for session 2024-25

Sr. No.	Major Disciplines	Mandatory Courses at 10+2 Level	Other relevant Course(s) for this discipline
1.	Civil Engineering	Phy, Chem, Maths	NA
2.	Computer Science and Engineering	Phy, Maths	For remaining single course select any courses out of 14#
3.	Chemical Engineering	Phy, Chem, Maths	NA
4.	Electrical Engineering	Phy, Maths	For remaining single course select any courses out of 14#
5.	Electronics Engineering	Phy, Maths	For remaining single course select any courses out of 14#
6.	Mechanical Engineering	Phy, Chem, Maths	NA
7.	Leather Technology	Chem	For remaining two courses select any courses out of 14#
8.	Textile Engineering	Phy, Chem, Maths	NA
9.	Fashion Technology	Nil	Select any courses out of 14#
10.	Textile Chemistry	Chem	For remaining two courses select any courses out of 14#

#Physics/ Mathematics / Chemistry/ Computer Science/Electronics/Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/ Entrepreneurship.

3.5 Eligibility for Working Professional for admission into Diploma Engineering & Technology Courses.

a) Candidates who have passed

- I. 10+2 Examination with Physics/ Mathematics/ Chemistry/ Computer Science/ Electronics/ Information Technology/ Biology/ Informatics Practice/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/ Entrepreneurship (as per table 8.4 of approval process Handbook 2024-27).

OR

- 10th along with 2 years ITI shall be eligible for admission to Second Year Diploma Courses of in ANY branch of Engineering and Technology.
- II. Two years certificate course from Sant Longowal Institute of Engg. and Technology, Longowal.

- III. Two years certificate course in Skill Technician (Machinist), Skill Technician (Machine Maintenance) & Quality Insurance Inspector from R&D Centre for Bicycle & Sewing Machine, Ludhiana.
 - IV. 3 Years AICTE approved Diploma in Engineering of any other branch from any recognized Board (As per Punjab Government. notification No. TECH-TE-2013/5/2021-4TE2/1061 dated 28-10-2021)
- b) Candidate should be working in registered Industry/ Organisation (Central/ State)/ Private/ Public Limited company/ MSMEs located within 50 KM radial distance from the institute and Minimum of ONE year Full time/ Regular working experience.
 - c) Admission to WORKING PROFESSIONALS seats shall be made on the basis of relative merit in the qualifying examination mentioned above.
 - d) A part from the above basic educational qualifications, the general eligibility criteria shall be as contained in Punjab Government, Department of Technical Education and Industrial Training, Chandigarh Notification No. TECH-TE-2013/1/2023-3TE2/ I/829225/2024 Date 25-04-2024 available on Board's website

3.6 Eligibility for admission to Diploma Level Architecture Course.

- a) Student should be passed 10th standard/SSC examination. Admission to Diploma Level Architecture course shall be made on the basis of relative merit of qualifying examination mentioned above through online counselling.
- b) A part from the above basic educational qualifications, the general eligibility criteria shall be as contained in Punjab Government, Department of Technical Education and Industrial Training, Chandigarh Notification No. TECH-TE-2013/1/2023-3TE2/ I/829253/2024 Date 25-04-2024 available on Board's website.

3.7 Other Criteria:

For the Academic session 2024-25, 85% seats shall be reserved for the candidates who belong to the State of Punjab and 15% shall be open to all candidates from outside Punjab, on all India basis.

The Eligibility criteria for 85% seats shall be for candidates who are resident of Punjab State as per Punjab Government, Department of Personnel and Administrative Reforms (PP-II Branch) letter No. 1/3/95-3PPII/9619 dated 6th June 1996 and letter No. 1/3/95-3PPII /80 dated 1st January, 1999 or shall have passed the qualifying examination from an institution/school affiliated to Punjab School Education Board/ CBSE/ ICSE/ National Open School situated in Punjab. The candidate would be required to submit a domicile certificate to this effect from the Principal/Head of Institution last attended in the prescribed Performa as given in the prospectus.

4 ONLINE REGISTRATION

1. It is mandatory for all candidates to register for participating in online counselling.
2. Registration Fee will be accepted through online mode of payment only.

5 PROCEDURE FOR ON-LINE COUNSELLING

Centre for Development of Advanced Computing (C-DAC), S.A.S. Nagar, Mohali has been entrusted with the task of conducting ON-LINE counselling for admissions. The procedure to be followed for ON-LINE counselling is as under.

Objectives

The Board has adopted ON-LINE OFF CAMPUS counselling with following objectives:

- a) To bring 100% transparency in seats allotment and admissions.
- b) To build strong public interface to minimize travel burdens on the students and their parents for counselling.
- c) To provide enough time to students for submission, change, delete, selection of multiple choices of courses/ institutes from anywhere anytime.
- d) To provide the required information, answers to queries, reports at different levels through the counselling website.
- e) To organize centralized database and centralized monitoring.
- f) To achieve Paper-Less counselling and reporting including fee submission.
- g) To make secured and controlled data access at every level.

Strategies:

C-DAC, Mohali has been entrusted to accomplish the task of Software development, testing and implementation of Web based ON-LINE OFF CAMPUS registration and counselling for admissions to all AICTE approved technical diploma level courses being run in all technical institutions, Diploma in Pharmacy course being run in PCI approved Pharmacy Colleges & Council of Architecture approved Institutes running Diploma in Architectural Assistantship in the State of Punjab and UT Chandigarh.

To achieve the said objectives, a website shall be launched by Centre for Development of Advanced Computing (C-DAC), S.A.S. Nagar Mohali. The website shall entail all the information, procedures, instructions and guidelines for online counselling.

- i. Admissions shall be made through ON-LINE counselling by C-DAC, in collaboration with the Board. Detailed instructions for online admission procedure will also be available on Board's websites www.punjabteched.net and www.punjabteched.com.
- ii. To participate in ON-LINE counselling, it shall be mandatory for every candidate to register through Board's website as per schedule available on the website.
- iii. The candidates who participate successfully in the counselling will be required to exercise their initial choices of branches and Institutes through Internet from places of the convenience or the designated polytechnics.

- iv. The procedure for exercising choices or seeking other information is simple and menu driven on the counselling website. It shall guide the candidates by appropriate messages on the computer screen.
- v. The candidates, who would like to upgrade their earlier allotted seat in the 1st round of counselling, are also permitted to participate in the subsequent round of counselling. In such cases, if candidate is allotted a seat in subsequent counselling's, then his/her allotment of seat of previous round shall stand automatically cancelled and the candidate shall not have any claim what so ever on the previous allotment.
- vi. The admission of the candidates shall be confirmed by institute only after payment of admission fee and verification of the uploaded documents. PSBTE &IT
- vii. After the issuance of Provisional Allotment letter, all the students will get the original documents/certificates verified at the allotted Institute as per counselling schedule.

Candidates must bring the following certificates while reporting to the institute:

1. **Original Certificates:**

- Qualifying Examination Detail Marks Sheet
- Matriculation Certificates (Date of Birth)
- Character Certificate from institutions last attended
- Proof of Residence/Domicile Certificate
- Certificate in support of claim under reserved category.
- Income Certificate, if admitted under Tuition Fee waiver seat
- PM Care Certificate (wherever applicable)
- Equivalency Certificate (wherever applicable)

2. Attested copies of above certificates and two recent stamp size photograph.

Note:

- a) **As per notifications issued by Government of Punjab date of issue of the documents should be before the last date of admissions and the Candidates who fail to produce the requisite documents will/should not be admitted.**
- b) **The documents of the candidates provisionally admitted by the institutions shall be subject to the verification by the nodal centres as notified by the Board.**
- c) **It is to be noted that no candidate shall visit the Nodal centre for document verification.**
- d) **The list of rejected/accepted candidates after the verification of the candidate by the nodal centre is displayed in the institute login and it is sole responsibility of the institute to inform the candidates regarding the same.**

- e) At any stage the documents submitted by the candidate at the time of admission, are found incorrect/forged then the Board shall initiate the process of cancellation of the documents/certificate/diploma issued by the Board.

6 Allocation of seats:

Kindly refer the Notifications issued by Government of Punjab for all streams, available on the Board's website (www.punjabteched.com and www.punjabteched.net)

7 Reservation:

The Board shall make admissions to the affiliated institutes located in the State of Punjab and the Union Territory of Chandigarh as per the reservation policy given by the respective Governments.

7.1 Reservation of Seats - Punjab

The reservation of seats for institutes situated in Punjab (except CTR, Ludhiana, CIHT, Jalandhar) shall be as per Punjab Government, Department of Technical Education and Industrial Training Memo. No. 13/2/05-ITE2/469 dated 20th February, 2006.

A candidate shall be eligible to make claim for reservation under one reserved category only. However, the procedure for counselling/ allotment of courses and/ or institutes shall be such that if a candidate is getting a course/ institution higher in his/ her order of preference, as a general candidate, he/ she shall be so regarded, notwithstanding his/ her claim as a reserved category candidate. The seat under the reserved category shall then be offered to the candidates in that very reserved category.

Candidates opting for different reserved categories must upload the required certificates as proof at the time of Online Registration. The certificates must be in the format approved by the Government.

Certificate to be produced by a candidate belonging to Backward Class of Punjab in support of his/her claim under this category must not be dated earlier than one year before the first day of the counselling for admission. A certificate issued more than one year before the counselling date shall not be valid. All certificates for reserved categories must have been issued on or before the last date for verification of certificates by the institute.

As per amendment in Reservation policy Notification dated 12-04-2017, Governor of Punjab is pleased to increase the Reservation quota / percentage for Backward classes from 5% to 10% for admissions in educational, Technical and professional Institutions in the State of Punjab.

Reservation policy of Punjab/UT Government is not applicable for admission to Central Tool Room, Ludhiana & C.I.H.T. Jalandhar. The break-up of seats for this institution shall be as per the policy of Ministry of Industry, Government of India.

7.2. Reservation of seats – Chandigarh(UT)

Reservation of seats for institutions located in the UT-Chandigarh will be as per guidelines issued by the Chandigarh Administration.

8 Admission Fees:

The fee structure for all the institutions shall be as per policy issued by respective Governments (Government of Punjab and Chandigarh). The changes in fee structure, if any, for Punjab as well as Chandigarh will be notified through web sites at the time of admissions.

The security amount deposited by the candidates shall be refunded to them on successful completion of Diploma course by the concerned institution.

Important Note: Admission fee can be submitted through online and offline mode of payment through student's portal.

9 Refund of Fees:

In the event of a student/candidate surrendering the seat before starting of the course, the admission fee collected from the student after a deduction of the processing fee of not more than Rs. 1000/- shall be refunded. However if a student leaves after joining the course and the seat consequently falls vacant is filled by another candidate by the last date of admission, the fee shall be refunded after making proportionate deductions of fee and hostel rent (where applicable).

The request for refund of fee should be made to the Board within 3 months of the end of admission process preferably through online submission mode of the application in the counselling website (offline applications for the same shall also be considered –a student should submit one application whether online or offline). No applications will be entertained after the stipulated time.

10 TIME LIMIT FOR COMPLETION OF DIPLOMA COURSE:

The maximum permissible time limit for completion of diploma course is twice the duration of the diploma course i.e. 6 years in case of 3-year Diploma course, 8 years in case of 4-year Diploma course etc.

11 FEE CONCESSION AND SCHOLARSHIP SCHEMES

Various fee concession and scholarship schemes are available to make Technical Education accessible to poor and meritorious students.

11.1 Full Fee Concession to SC candidates

Full fee concession is given to the candidates belonging to scheduled caste category, whose parents' annual income is less than Rs. 2.50 lakh.

11.2 Tuition Fee Waiver (TFW) Scheme

Five percent of the seats extra /additional in each of the institutes have been earmarked as seats under "Fee Waiver Scheme" in which total tuition fee of Rs. 22,000/- per year out of the total fee of Rs. 29,150/- will be waived off. The eligibility criteria for seeking admission under his category are:

- Pass in qualifying Examination.
- The parental annual income should not be more than Rs. 8 lacs
- The Waiver is limited to the Tuition Fee as approved by the State Level Fee Committee for Self-Financing Institutions and by the Government for the Government/ Government aided Institutions. All other Fees except Tuition Fee shall have to be paid by the beneficiary.
- These seats shall be filled only through online counselling as outlined in the prospectus.

11.3 Chief Minister Scholarship Scheme:

- This Scholarship Scheme is applicable only in the Government Institutions offering diploma courses.
- This scheme is available to students belonging to all categories. There is no limit of annual income.
- Under this scholarship scheme, tuition fee waiver is given to the students on the basis of %age of marks secured in the qualifying examination as under:

Stream	Marks in 10 th /10+2 /ITI	Scholarship % (Concession in Tuition Fee)
Diploma in Engineering, Diploma in Engineering (LEET), Diploma in Architecture, Diploma in MOP, Diploma in Pharmacy	60 % & above but less than 70%	70%
	70% & above but less than 80%	80%
	80% & above but less than 90%	90%
	90% & above	100%

The details of CM Scholarship Scheme for the candidates are available on the Board's website (www.punjabteched.com and www.punjabteched.net).

11.4 Scholarships / Fee Concessions given at Board Level

- Scholarship for meritorious students, whose parents annual income is less than Rs. 2 lacs
- Full Fee concession of meritorious students, whose parents annual income is less than Rs. 1.5 lacs.
- Scholarship under discretionary quota of chairman for orphans, war widows and their wards, physically handicapped, having lost only bread winner of family.

12 Other Important Note:-

12.1 Sikh minority quota

As per Notification of Govt. of Punjab for session 2024-25, seats at Guru Nanak Dev Polytechnic College, Ludhiana and Baba Banda Singh Bahadur Polytechnic College, Fatehgarh Sahib have been reserved as Sikh Minority Quota. Candidates seeking admission in this quota must have passed the Sikh Religious Examination conducted by SGPC.

Contact following institutes for more details: -

1. Baba Banda Singh Bahadur Polytechnic College, Fatehgarh Sahib.
2. Guru Nanak Dev Polytechnic College, Ludhiana

12.2 Seats under Management quota:

One-third of the total seats available in the un-aided institutes have been marked as "Seats under management quota". The admission for the same shall be made at the level of the institute through online counselling. The candidate desirous of seeking admission under management quota shall also register on the Website for the purpose of allocation of the seat.

At the closure of second round of Online counselling, the vacant seats, if any, shall be filled at level of the institutes in the third round of counselling.

12.3 ANTI-RAGGING

Anti-ragging policy as per AICTE F. No.37-3/Legal/AICTE/2009 Notification for prohibition of ragging in technical institutions imparting technical education will be followed.

13. Fee Structure for E-Counseling session 2024-25 :-

13.1 Registration Fees for participating in E-counselling to be submitted through Online Mode at the time Of New Registration

Stream Name	Registration for e-counseling Fees
1. Diploma courses in Engineering	Rs. 550/- for all categories
2. Diploma course in Pharmacy	Rs. 1250 for all categories (except SC/ST)
3. Diploma course in Modern Office Practice	Rs. 1000/- for all SC/ST category
4. Diploma Courses in Engineering through Lateral Entry	

13.2 Admission Fees to be collected at the time of Admission

Fee for all the institutions in Punjab State and SGGGS College of Pharmacy, Chandigarh

Details	Amount (in Rs.)
Board's Charges	
1. Registration Charges (<i>one time</i>)**	500.00
Collection on behalf of Institute	
2. Tuition Fee (<i>half yearly</i>)	11,000.00
3. Refundable Security (<i>one time</i>)	500.00
4. Development Fund (<i>yearly</i>)	3,650.00
5. Student Activities fund (<i>yearly</i>)	2,235.00
6. Student Activities fund (<i>One Time</i>)	265.00
Grand Total	18,150.00
Fee Applicable to CCET⁺, Chandigarh	
For all Categories	6,176.00
Fee Applicable to GPW⁺, Chandigarh	
For General Category	5,225.00
For SC/ST Category	4,625.00
Fees applicable to CTR, Ludhiana	
For all Categories	11,500.00
Fees applicable to CIHT, Jalandhar	
For all Categories	9,950.00

For SC / ST Category (where family annual income is less than Rs. 2.5 lakh)

The students of SC/ST category of Punjab shall pay only Rs 1133/- at the time of admission, subject to the condition that family annual income is less than Rs. 2.5 lakh.

Refundable Security	Rs. 500
Registration Charges	Rs. 500
Refundable Security of Student activities related fund	Rs. 133

Such students shall not pay any other semester fee at the institute throughout the duration of the course, but are required to pay the examination charges from time to time. In case a candidate not having the proof of the income shall pay the fee as per other categories.

Student activities related fund

a) Student Fund	665/- PA
b) Annual/culture fund	67/- PA
c) Audio Visual	67/- PA
d) Common Room/Club	67/- PA
e) Library fund	133/- PA
f) Magazine charges	33/- PA
g) NCC/NSS	33/- PA
h) Cycle/scooter charges	133/- PA
i) Medical fund	67/- PA
j) Drawing Board	133/- PA
k) General maintenance	667/- PA
l) Recreation	68/- PA
m) Student chapter	35/- PA

n) Stationery Charges	67/- PA
(I) Total (a to n)	2235/- PA
o) Valedictory fund	66/- One time
p) Identity card	66/- One time
q) Refundable security	133/- One time
(II) Total (o to q)	265/- One time
(III) Grand Total	2500/-

Note: CHANGES, IF ANY, IN THE FEE STRUCTURE SHALL BE NOTIFIED AT THE TIME OF ADMISSION.

**** For three years only. Students who do not complete the course within three years, will have to renew registration for further period of three years after paying renewal registration charges of Rs. 500/-**

+ For details kindly refer to U.T. Prospectus.

Forms & Certificates

FORM NO. 1

UNDERTAKING BY CANDIDATE FOR MEDICAL FITNESS

I certify that I have no such physical handicap/disability which would hinder the pursuit of studies in the courses in which I am seeking admission. If at later stage it is found that I have a physical handicap/disability which would hinder the pursuit of studies in the courses in which I am seeking admission then my admission will be liable to be cancelled. I will produce medical fitness certificate from a Registered Medical Practitioner before my joining the Institution.

Date: _____ Counter signed by Father/Guardian _____ Signature of the Candidate _____

FORM NO. 2

PUNJAB RESIDENCE / DOMICILE CERTIFICATE

(To be issued by the competent authority in accordance with the instructions issued by the Department of Personnel and Administrative Reforms Government of Punjab vide letter No. 1/3/95, 3PP II/9619 dated 6.6.96 and I.D. No. 1/2/96-3PP/2/8976, dated 07.07.1998 and No. 1/3/95, 3PP-2/80 dated 1.1.99.)

FORM NO. 2 (A)

CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER OF THE GOVERNMENT/ RECOGNISED SCHOOL/COLLEGE CONCERNED IN CASE OF CATEGORY (b) (i)

It is certified that Miss/Mr. _____ D/o, S/o Sh. _____ has been a student of this School for a period of _____ Years, from _____ to _____ He/She left the School on _____

Memo No. _____
Dated _____

Signature of Principal/Head Master
of the School/College (with seal)

FORM NO. 2 (B)

CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT IN CASE OF CATEGORY (b) (ii) (a)

Certified that Mrs/Mr. _____ S/o/W/o Sh. _____ Father/mother of Miss/Mr. _____ (name of the Candidate) is an employee of the _____ (name of Office) of Punjab Government. He/She is working as _____ and is posted at _____. He/She has more than three years service at his/her credit.

Memo No. _____
Dated _____
Place: _____

Head of Deptt. (with seal)

OR

Certified that Mrs/Mr. _____ S/o/W/o Sh. _____ father/mother of Miss/Mr. _____ (name of the candidate) is an employee of the _____ of Punjab Government. He/She is working as _____ On deputation with the _____ and is posted at _____. He/She has more than three years service at his/her credit.

Memo No. _____

Dated _____

Place: _____

Head of Deptt. (with seal)

FORM NO. 2 (C)

**CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF DEPARTMENT
IN CASE OF CATEGORY (b) (ii) (b)**

Certified that Mrs/Mr. _____ S/o/W/o Sh. _____ father/mother of Miss/Mr. _____ is an employee of the _____ Government of India and he/she is working as _____. He/She has been Posted at Chandigarh/Punjab in connection with the affairs of Punjab Government for the past three years.

Memo No.

Dated :

Place:

Head of Deptt. (with seal)

FORM NO. 2 (D)

**CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF DEPARTMENT
IN CASE OF CATEGORY (b) (ii) (c)**

Certified that Mrs/Mr. _____ S/o/W/o Sh. _____ father/mother of Miss/Mr. _____ is an employee of the _____ (institution/undertaking) of the Government of Punjab and is working as _____. He/She has been Posted at Chandigarh/Punjab in connection with the affairs of Punjab Government for the past three years.

Memo No.

Dated :

Place:

Head of Deptt. (with seal)

FORM NO. 2 (E)

**CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF DEPARTMENT
IN CASE OF CATEGORY (b) (ii) (d)**

Certified that Mrs/Mr. _____ S/o/W/o Sh. _____ father/mother of Miss/Mr. _____ is an employee of the _____ (name of the autonomous bodies/company) in which the Punjab Government has 20% or more share. He/she is working as _____ and is posted at _____. It is also certified that he/she has three years service in the above said autonomous body/company.

Memo No.

Dated :

Head of Deptt. (with seal)

FORM NO. 2 (F)**RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADV (R), ADC(D), SDM, ASSTT.
COMMISSIONER GENERAL, D.O.R.G, TEHSILDAR, COMMISSIONERS OF MUNICIPAL
CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORIES (iv)**

Certified that Mrs/Mr. (name of person) _____ S/o/W/o Sh. _____
father/mother/guardian of Miss/Mr. _____ (name of the Child/Ward with full address) has
settled* in Punjab or has resided* in Punjab for a period of 5 years from _____ to _____.
He/She is working as _____ (name of profession/designation/job).

Memo No.

Dated:

* Strike out whichever is not applicable

Signature of DC, ADC(R), ADC(D), SDM
Asstt. Commissioner General, DORG, DRO,
EM, Tehsildar, Commissioners of Municipal
Corporations of Asr., Jal. And Ldh.

FORM NO. 2 (G)**RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC ADV (R), ADC(D), SDM, ASSTT.
COMMISSIONER GENERAL, D.O.R.G, DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL
CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORIES (v)**

Certified that Mrs/Mr. (name of person) _____ S/o/W/o Sh. _____
father/mother/guardian of Miss/Mr. _____ (name of the Child/Ward with full address) hold
immovable property at (place & district) _____ in the State of Punjab for the past _____
Years.

Memo No.

Dated :

Signature of DC, ADC(R), ADC(D), SDM
Asstt. Commissioner General, DORG, DRO,
EM, Tehsildar, Commissioners of Municipal
Corporations of Asr., Jal. And Ldh.

FORM NO. 2 (H)**RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC ADC (R), ADC(D), SDM, ASSTT.
COMMISSIONER GENERAL, D.O.R.G, DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL
CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORIES (vi)**

Certified that Miss/Mr. _____ S/o/D/o Sh. _____ resident of _____ was born
in Punjab as per Birth Certificate.

Memo No.

Dated :

Signature of DC, ADC(R), ADC(D), SDM
Asstt. Commissioner General, DORG, DRO,
EM, Tehsildar, Commissioners of Municipal
Corporations of Asr., Jal. And Ldh.

FORM NO. 3

**CERTIFICATE TO BE FURNISHED BY CHILDREN/WIDOWS OF PARA-MILITARY FORCES PERSONNEL,
PUNJAB POLICE, PAP, AND PUNJAB HOME GUARDS KILLED OR DISABLED
IN ACTION TO THE EXTENT OF 50% OR MORE AND CHILDREN OF SERVING PARA-MILITARY FORCES PERSONNEL/EX-PARA-MILITARY FORCES PERSONNEL**

Certified that Mr/Ms. _____ son/daughter of Shri _____ father/mother /husband of Mr/Ms. _____ (Name of candidate) is/ was serving in Punjab Police/PAP/Punjab Home Guards/Para-Military Forces as _____ (Give Rank/ Designation) in _____ (give name of Unit/Department), and he was killed / disabled to the extent of 50% or more in a action which took place at _____ on _____.

(OR)

Certified that Mr/Ms _____ son/daughter of Shri _____ father/mother/ of Mr/Ms _____ (Name of candidate) is/was serving in Para Military Forces as _____ (Give Rank/Designation) in _____ (give name of Unit)

(OR)

Certified that Mr/Ms _____ son/daughter of Shri _____ father/mother/ of Mr/Ms _____ (Name of candidate) is/was serving in Punjab Police as _____ (give Rank/Designation) and was decorated with gallantry medal on _____.

Memo No.

Date :

Commissioner/

(Official Seal)

Signature of the Deputy

any other Competent Authority.

* Strike out the portion which is not applicable.

FORM NO. 4**CERTIFICATE OF SCHEDULED CASTE/TRIBE**

Certified that Mr./Ms. _____ S/o / D/o of Sh. _____ resident of _____ Distt. _____ belongs to _____ caste/tribe which has been recognised as Scheduled Caste/ Tribe according to the notification of the Punjab Government.

Mr./Ms. _____ and/or his/her family ordinarily reside(s) in village/Town _____ of District/Division _____ of the State of Punjab.

Memo No.

Date :

(Official Seal)

Signature of the D.M./S.D.M./DC/ADC/
Executive Magistrate of the District/Tehsil
concerned/MLA of the concerned
constituency/Revenue Officer not below
the rank of the Tehsildar

Following certificates will also be accepted by the Board -

- The SC/ST certificate issued by the Head of the Institutions, where the candidate has studied if such proof is available in the school records.

- The SC/ST certificate issued by the Head of the Deptt., (in the proforma give below) where the person employed in Government of India or any other State Government is to be treated at par with the employees of the Government of Punjab in the matters of issue of Scheduled Caste Certificate existing on their service record.

" Certified that Shri _____ S/o Sh. _____ father/mother of Miss/Mr. _____ is resident of _____ Distt. _____ and is an employee _____ of (State Govt. Institutions/Undertakings) the Government of Punjab and is working as _____. He is posted at Chandigarh/Punjab in connection with the Affairs of the Punjab Government for a period of past three years and belongs to _____ caste/tribe which has been recognised as Scheduled Caste/Tribe according to the notification of Punjab Govt."

FORM NO. 5

CERTIFICATE OF BACKWARD AREA OF PUNJAB

Certified that Mr./Ms. _____ is a permanent resident of village /Town _____ Tehsil _____ Distt. _____ which lies in the Backward Area of Punjab as per notification issued from time to time by Punjab Government

Memo No.

Date :

(Official Seal)

Signature of the D.M./S.D.M. of
the District/Tehsil concerned

FORM NO. 6

CERTIFICATE OF BORDER AREA OF PUNJAB

Certified that Mr./Ms. _____ Son/Daughter of Sh. _____ is a resident of village _____ Tehsil _____ Distt. _____ which has been declared as Border Area according to notification of Punjab Government.

Memo No.

Date :

(Official Seal)

Signature of the D.M./S.D.O.(C) of
the District/Tehsil concerned

FORM NO. 7

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO A BACKWARD CLASS IN SUPPORT OF HIS CLAIM FORM OF CERTIFICATE OF BACKWARD CLASS

- i) This is Certified that Mr./Ms. _____ S/D of Sh. _____ village /town _____ in district/Division _____ of the State of Punjab belongs to the _____ caste which is recognised as a Backward Class in terms of Punjab Government Letter No. _____ Dated _____.
- ii) This is also certified that he/she does not belongs to any category of persons/sections mentioned in column 3 of the schedule to Punjab Government, Department of Welfare letter No. 1/41/93-RCI/459 dated 17.01.1994.
- iii) Mr./Ms. _____ and/or his/her family ordinarily reside(s) in village/Town _____ of District/Division _____ of the State of Punjab.

Memo No.
State :
Date :

Signature _____
Designation _____
(with seal of Deptt.)

Verified and attested
S.D.O.(C)/Executive Magistrate/Tehsildar/
Naib Tehsildar/B.D.O. District Revenue
Officer/MLA of the concerned constituency

Deponent
Father/Guardian

The certificate must not be dated one year before the first day of counselling for admission. A certificate issued more than one year before the counselling date shall not be valid. Column (ii) of this certificate must be filled both in figures and words.

FORM NO. 8-A

CERTIFICATE FOR WARDS OF FREEDOM FIGHTERS

Certified that Mr./Ms. _____ (Name of the candidate) Son/ Daughter/ Wife of Sh. _____ is a Son/Daughter or Son's/Daughter's Son/Daughter of Sh. _____ who is a Tamra Patra Holder and drawing pension from _____ treasury in Punjab and his/her P.P.O. is _____.

Memo No.
Place :
Date :

(Official seal)

Signature of District Magistrate/ADC/
GA to DC

FORM NO. 8-B

CERTIFICATE TO BE FURNISHED BY CHILDREN/GRAND CHILDREN OF POLITICAL SUFFERERS

Certified that Sh./Ms. _____ who is father/grandfather/mother/ grandmother of Mr./Ms _____ (Name of the candidate) and of village town _____ P.O. _____ Tehsil _____ District _____ is a bonafide resident of Punjab and has been declared political sufferer by the Punjab Government and in recognition thereof he has been issued Identity Card No. _____.

Memo No.
Place :
Date :

(Official seal)

Signature of concerned Deputy
Commissioner ADC/GA to DC

FORM NO. 9

CERTIFICATE TO BE FURNISHED BY CHILDREN/WIDOWS OF DEFENCE PERSONNEL KILLED OR DISABLED TO THE EXTENT OF 50% OR MORE IN ACTION, WARDS OF GALLANTRY AWARDEES AND CHILDREN OF SERVING DEFENCE PERSONNEL/EX- SERVICEMEN.

Certified that Mr/Ms. _____ son/daughter of Shri _____ father/mother /husband of Mr/Ms. _____ (Name of candidate) is/ was serving in Defence Forces as _____ (Give Rank/ Designation) in _____ (give name of Unit/Department), and he was killed / disabled to the extent of 50% or more in action which took place at _____ on _____.
(OR)

Certified that Mr/Ms _____ son/daughter of Shri _____ father/mother of Mr/Ms _____ (Name of candidate) is/was serving in Defence Forces as _____ (Give Rank/Designation) in _____ (give name of Unit)
He has been decorated with gallantry medal on _____.

Memo No. _____

(Office Seal)

Signature of the Commanding Officer/

Date :

Deputy Director Distt. Sainik Welfare

* Strike out the portion which is not applicable.

FORM 9-A**(Dependent Certificate for the purpose of admission only)**

This is certified that No. _____ Rank _____ Name _____ is a resident of _____ village/town _____ Tehsil _____ District _____ and has served in the Indian Armed Forces from _____ to _____ and has been released/retired vide order No. _____ dated _____ or discharge certificate issued by _____ is an Ex-servicemen. Mr./Miss/Smt. _____ wife/son/daughter of _____ is residing with him and is wholly dependent upon him.

2. This certificate has been issued for admission purpose only to Mr/ Miss/Smt _____ to apply for (name of the class/course) _____ in (name of the educational Institution) _____.
(Strikeout which is not applicable)

Memo No. _____

Place _____

Date _____

Deputy Director Sainik Welfare.

FORM NO. 10

CERTIFICATE TO BE FURNISHED BY THE CANDIDATES BELONGING TO CATEGORY NOVEMBER 1984 RIOT AFFECTED DISPLACED PERSONS, CHILDREN OF ARMY DESERTERS KILLED/100% PHYSICALLY DISABLED, THE CHILDREN OF THE FAMILIES OF PERSONS KILLED AS A RESULT OF TERRORIST VIOLENCE OR BY SECURITY FORCES ACTING IN AID OF CIVIL POWER AND THE CHILDREN OF INNOCENT CIVILIANS WHO HAVE SUSTAINED 100% DISABILITY IN TERRORIST VIOLENCE OR DURING OPERATION BY SECURITY FORCES ACTING IN AID OF CIVIL POWER.

Certified that Mr/Ms _____ son/daughter of Shri _____ father/mother of _____ Mr/Ms. _____ (Name of candidate) was an innocent civilian killed /100% disabled as a result of terrorist violence/was innocent civilian killed /100% disabled by security forces in an operation against terrorists which took place at _____ on _____.

(OR)

Certified that Mr/Ms _____ son/daughter of Shri _____ father/mother of _____ Mr/Ms _____ (Name of candidate) belongs to the category of November, 1984 riot affected displaced persons / Army deserters killed/100% physically disabled.

Memo No _____

Date:

(Official seal)

Signature of Deputy Commissioner

* Strike out the portion which is not applicable.

FORM NO. 11
FOR EDUCATION IN RURAL SCHOOL
(For Guru Nanak Dev Polytechnic, Ludhiana and
Baba Banda Singh Bahadur Poly College, Fatehgarh Sahib)

Overall 70% seats in all the categories are reserved for candidates hailing from Rural area.

Name of the Candidate : _____
 Father's Name : _____
 Date of Birth : _____

Exam.	Name of the Instt.	Sr.No.in Admn. Register	Date of Admn.	Date of Withdraw	Duration in years	Sign of Head Master Principal
Primary						
Middle						
Matric						
Total Education in Rural Schools _____ years.						

Memo No.

Date :

Signature of the Candidate

Note : 1. A Rural means a candidate whose parents are :-

- a) Permanent Resident of Rural Area
 - b) Who has undergone minimum of three years of Rural Education and has passed one board examination from a Rural School. However this clause is not applicable to the wards of serving defence personal and ex-servicemen.
 - c) The candidates must attach the above Performa with admission application form.
2. Overall 50% of seats in all the categories shall be offered to (reserved for Sikh Minority Quota). The candidates claiming Sikh Minority Quota are required to pass the test conducted by S.G.P.C. Amritsar.

FORM NO. 12

**RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC,ADC(D), SDM,
 ASSTT. COMMISSIONER GENERAL, D.O.R.G., TEHSILDAR**

Certified that Mrs./Mr. (Name of person) _____ M/o / F/o
 Miss./Mr./(Name of Child) _____ is a permanent resident of Vill.
 _____ PO _____ Tehsil _____ Distt.
 _____ State of Haryana/Himachal Pradesh/J&K and is residing in the state for
 the last three years.

Memo No.

Signature of DC, ADC(R), ADC(D), SDM
 Asstt. Commissioner General, DORG,
 Tehsildar with office seal