

**RIGHT TO  
INFORMATION  
ACT  
(Manual)**

**S.R.S GOVT POLYTECHNIC COLLEGE  
FOR GIRLS, LUDHIANA**

**Introduction  
And  
Function and Duties  
of Organization**

# Organization

Govt. Polytechnic for Women Ludhiana was setup in 1994 under the aegis of Department of Industries and Industrial Training Punjab.

The name of the institute was changed to Satguru Ram Singh Govt Polytechnic College for Girls. The college runs three year diploma courses in different trades. All the courses are affiliated to the State Board of Technical Education Punjab and are approved by A.I.C.T.E and the board provides testimonials to pass out candidates. The main objective of the college is to impart technical education to Girls Students. It is running under governance of Technical Education and Industrial Training Department (Technical Education wing) of Punjab.

## Location of Institute

**Satguru Ram Singh Government**

**Polytechnic College For Girls,**

**Rishi Nagar,Ludhiana-141001(Punjab)**

**S.R.S GOVT.POLYTECHNIC COLLEGE**

**FOR GIRLS,LUDHIANA**

**Phone no 0161-2303223**

**Email [principalgpcgldh@yahoo.com](mailto:principalgpcgldh@yahoo.com)**

**Web Site gpcgldh.ac.in**

## **Courses offered by Institute**

<b>S.no</b>	<b>Names of course</b>	<b>Intake</b>	<b>Duration</b>	<b>Year of start</b>
1.	Computer Engineering	60	Three year	1996
2.	Electronics & Communication Engineering	60	Three year	1994
3.	Information Technology	60	Three year	2003
4.	Fashion Designing	60	Three year	2004
5.		60	Three year	1995
6.	Modern Office Practice	30	Three year	1995

## **Functions and Objectives of Institute**

Following are function and objective of institute

- 1.** Impart technical education to Girl students of Punjab as per need of Industries.
- 2.** Arrange industrial training for students to know environment of industry and be conversant with new and emerging technologies being implemented.
- 3.** Upgrade skill level and personality of student and arrange campus Interviews for their placement in reputed industries.
- 4.** Co-ordinate with local industries to know about what they need in Their prospective employees. Arrange industrial visits and provide Training to the students accordingly to uplift their skill level.
- 5.** Uplift skill level and transfer new technologies for beneficiaries of rural area through Community development scheme.

# **Power and Duties Of Employees/Officers Of**

## **S.R.S GOVT.POLYTECHNIC COLLEGE FOR GIRLS, LUDHIANA**

Details of the powers and duties of officers and employees of the Organization.

<b>Designation</b>	<b>Principal</b>		
<b>Power/Duties</b>			
1	Administrative		
2	Financial		
3	Others		

<b>Designation</b>	<b>Head of Department</b>		
<b>Power/Duties</b>			
1	Administrative		
2	Teaching		
3	Others		

Designation	<b>D.D.O</b>		
Power/Duties			
1	Administrative		
2	Others		

Designation	<b>Store Officer</b>		
Power/Duties			
1	Administrative		
2	Others		

Designation	<b>President S.R.C</b>		
Power/Duties			
1	Administrative		
2	Others		

Designation	<b>Examination In charge</b>		
Power/Duties			
<b>1</b>	Administrative		
<b>2</b>	Others		

Designation	<b>Training and Placement Officer</b>		
Power/Duties			
1	Administrative		
2	Others		

Designation	<b>Hostel Warden</b>		
Power/Duties			
1	Administrative		
2	Others		

## **Procedure followed in Decision Making Process**

### **S.R.S GOVT. POLYTECHNIC COLLEGE FOR GIRLS, LUDHIANA**

**1. What is the procedure followed to take a decision for various matters?**

Decision in respect of every issue is arrived at after processing the case as per rules and instructions of the Govt. of Punjab notified rules of the department. Orders of the competent authority are obtained on the concerned file.

**2. What are the document procedures/ laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important Matters?**

In order to arrive at a particular decision for important matters. We refer to instruction issued by the Govt. in F.D. Manuals , Chief Secretary Manuals, Civil Services Rules and Financial Rules Besides this instruction issued by office of Director Technical Education & Industrial Training and Secretary /Registrar Punjab State Board of Technical Education and Industrial Training are duly considered. Precedent, if any, is also taken into consideration.

**3. What are the arrangements to communicate the decision to the public?**

The public/ students are communicated through

3.1 Notice board

3.2 Instruction in classroom

3.3 Circular Letters.

3.4 Emails

3.5 Officials websites.

**4. Who are the officers at various levels whose opinions are sought for Process of decision-making?**

As per provisions in

4.1 Punjab Civil Services Rules

4.2 Punjab Financial Rules

4.3 Departmental Rules

**5. Who is the final authority that wets the decision?**

5.1 Principal Secretary Technical Education & Industrial Training (at Govt. Level).

5.2 Director Technical Education & Industrial Training at Directorate Level.

5.3 Principal at the college level

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

## **S.R.S GOVT. POLYTECHNIC COLLEGE FOR GIRLS, LUDHIANA**

**The details of the Norms/Standards set by the College for  
execution of various activities/programs**

The letters received from various sources are dealt with/ disposed of by the concerned official/officer as per norms fixed by the Govt.

- 1. All India Council for Technical Education**
- 2. Punjab State Board of Technical Education & Industrial Training, Punjab Chandigarh.**
- 3. Instructions given by the Government from time to time.**



**Rules, Regulations,  
Instructions, Manual and  
Records, for  
Discharging Function**

**S.R.S GOVT. POLYTECHNIC COLLEGE  
FOR GIRLS ,LUDHIANA**

List of rules, regulations, instructions, manuals and records held by public authority or under its control or used by its employees for discharging functions.

<b>S.no</b>	<b>Name/title of the document</b>	<b>Type of the document</b>
<b>1.</b>	Punjab Civil Service Rules	Rules
<b>2.</b>	Punjab Financial Rules	Rules
<b>3.</b>	Group A and B Service Rules	Rules
<b>4.</b>	The instruction manual	Rules
<b>5.</b>	The general and common conditions of Service rules as amended from time to time	Rules
<b>6.</b>	Instruction issued from office of Director/Secretary	Guidelines
<b>7.</b>	Instruction issued from office of Punjab State Board of Technical Education & Industrial Training	Guidelines

# A statement of the categories of documents that are held by it Or under its control

## S.R.S GOVT. POLYTECHNIC COLLEGE FOR GIRLS, LUDHIANA

Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others.

<b>S.no</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by/Under control of</b>
1.	Personal file	The personal file contains nothing and correspondence in respect of the official/officer	No provision to give the document	Head of Office
2.	Service Book	The service book contains posting records in respect of the official/officer	Duplicate copy of the service book can be given on Request	Head of Office
3.	Annual Confidential Reports	Annual Confidential Reports contain performance of the official/officer	No provision to give the document	Head Office
4.	Ledgers containing GPF accounts of every Officer/official	These documents contain monthly subscription account of every official/ officer towards provident fund	Annual Statement containing balance at the end of financial year is given every officer/ official	D.D.O
5.	Cash book	Cash book contains receipts/ disbursement of the office	No provision to give the document	D.D.O
6.	Stock register	Stock register contains inventory of articles	No provision to give the document	D.D.O
7.	Policy files	Policy files contain important letters and circulars issued by different authorities	Policy instructions are circulated for the information of all.	Head of Office

8.	Roster registers	Roster registers contain information regarding reservation made on the basis of policies instructions of the Govt.	No provision to give the document	Appointing authority
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**Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation**

**S.R.S GOVT. POLYTECHNIC COLLEGE  
FOR GIRLS, LUDHIANA**

Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is detail of such policy in following format?

<b>S.no</b>	<b>Subject/Topic</b>	<b>Is it mandatory to ensure public participation (Yes/No)</b>	<b>Arrangements for seeking public Participation</b>
1	Community Polytechnics Scheme(Direct Central Assistance Scheme)	Yes	As per guidelines of Ministry of Human Resources and Development, New Delhi.

# **A Statement of Boards, Councils, Committees and others**

## **Bodies constituted as its part**

### **S.R.S GOVT. POLYTECHNIC COLLEGE FOR GIRLS, LUDHIANA**

**Information on Boards, Councils, Committees and Others Bodies related to the public authority in the following format.**

#### **Types of Affiliating Body**

1. All India Council for Technical Education
2. Punjab State Board of Technical Education

#### **Name and Address of Affiliating Body**

1. All India Council for Technical Education, I.G. Sports complex, I.P. Estate, New Delhi-110002.

#### **Brief Introduction**

It was established in 1987 with a view to ensure the proper planning and coordinated development of the Technical Education System through out the Country. The promotion of qualitative improvement of such development of such education in relation to planned quantitative growth. The regulation and proper maintenance of norms

and standards in the Technical Education System and for matters connected there with.

### **Objective/main activities**

To improve upon the present technical education system and incorporate the aforesaid observations. One major step would be to modify the engineering curriculum with the following main objectives:

- 1) Greater emphasis on design oriented teaching, teaching of design methodologies, problem-solving approach.
- 2) Greater exposure to industrial and manufacturing processes.
- 3) Exclusion of outdated technologies and inclusion of the new appropriate and emerging technologies.
- 4) Greater input of management education and professional communication skills.

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

#### **Brief Introduction**

The Punjab State Board of Technical Education & Industrial Training is an autonomous statutory authority created under “The Punjab State Board of Technical Education & Industrial Training 1992 Act” for regulating and controlling academic standards in Institutes of Technical Education and for making admission & conducting examinations in Polytechnics and Industrial Training Institutes.

#### **Activities of the Board:**

The Board is carrying out the following major activities:-

- 2.1 Admission.
- 2.2 Registration of students.
- 2.3 Conduct of Examination.
- 2.4 Certification of the pass out students.

## 2.5 Revision of Curricula.

### **Structure and member composition.**

The Board has four statutory committees:

1. **Examination Committee:** This committee assists in framing the policies regarding the conduct of examination.
2. **Affiliation and Accreditation Committee:** This Committee deals with the affiliation of the new institutes and approval of new courses in the existing institutes.
3. **Finance Committee:** The activities of this committee relates to allocation of budget and other financial policies of the Board.
4. **Academic Committee:** This committee deals with the framing of Curricula for the new courses, revision of curricula of the existing courses and monitoring the implementation of curricula in the institutions.

## **The Manner of Execution of Subsidy Programmes**

### **S.R.S GOVT. POLYTECHNIC COLLEGE FOR GIRLS, LUDHIANA**

Information as per the following format:

#### **1. Names of Programme/Scheme**

Scholarships-

- 1) Centrally sponsored Post Matric Scholarship Scheme.

## 2) Special Grant Scheme sponsored by Government of Punjab.

### 1. Duration of the programme/scheme

- i. The award once made will be tenable from the stage at which it is given to the completion of course subject to good conduct and regularity in attendance. It will be renewed from year to year provided that within a course which is continuous for a number of years, the scholar secures promotion to the next higher class irrespective of the fact whether such as examinations are conducted by a University or the Institutes.
- ii. If a Scheduled Caste/Scheduled Tribe scholar pursuing Group A courses fails in the examination for the first time, the award may be renewed. For second and subsequent failure in any class, the student shall bear his/her own expenses until he/she secures promotion to the next higher class.
- iii. If a scholar is unable to appear in the annual examination owing to illness and or on account of any other unforeseeable event, the award may be renewed for the next academic year on submission of medical certificate and/or other required sufficient proof to the satisfaction of the Head of the Institution and his/her certifying that the scholar would have passed had he appeared in the examination.
- iv. If the according to the Regulations of a University/Institutions, a student is promoted to the next higher class even though he/she may not actually passed in lower class and is required to take examination of the junior class again after sometime, he/she will be entitled to scholarship for the class to which he/she is promoted if the student is otherwise eligible for scholarship.

### **2. Objective of the programme.**

The object of the scheme is to provide financial assistance to the SC/ST students, who are permanent resident of Punjab State studying at post matriculation or post secondary stage to enable them to complete their Education.

### **3. Pre-requisites for the benefit**

- i. The scholarships are open to national of India.
- ii. These scholarships will be given for the study of all recognized post matriculation for post-secondary courses pursuing in recognized institutions.
- iii. Only those candidates who belong to Scheduled Castes and Scheduled Tribes who have passed Matriculation or Higher Secondary or any higher examination of a recognized University or Board of Secondary Education, will be eligible.
- iv. No subsequent failure will be condoned except courses in Group 'A' and no further change in the course will be allowed.
- v. All children of the same parents/guardians will be entitled to receive benefits of the scheme.

### **4. Procedure to avail the benefits of the programmes**

Application complete in all respects shall be submitted to the Head of the Institution, being attended or last attended by the candidates and shall be addressed to an officer specified for this purpose by the Government of State/Union Territory to which the students belongs, in accordance with the instructions issued by them from time to time.

### **5. Documents to be attached with the application:**

1. Matriculation certificate
2. Eligibility of Beneficiary:-
  - i. Resident of Punjab
  - ii. Income of their parents/guardians is less than 2.50 lac P.A
3. Caste Certificate
4. Residence Certificate
5. Income Certificate
6. Passport size photograph
7. Aadhar Card
8. Bank account details



## **6. Criteria for deciding eligibility**

- i. All the eligible Scheduled Castes and Scheduled Tribes candidates will be given scholarships subject to the application of Means Test prescribed in these Regulations.
- ii. Candidates belonging to one State but studying in other State will be awarded scholarships by the State to which they belong and will submit their applications to the competent authorities in that State. In the matter of exemption from fees or other concessions also they will be treated as if they were studying in their own State.

**7.** Detail of the benefits given in the programme (also mention the amount of subsidy or other help given) Scholarships are paid according to the 'means test' Full maintenance allowance and full fee. Full fee is reimburse under the centrally sponsored Post Matric Scholarship Scheme.

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

Direct transfer of funds in the student's account.

**9.** Merit cum means scheme for BC students

**10.** Fee Waiver scheme

**11.** Single girl child scheme

**12.** Others schemes of the Punjab state board of technical education as announced from time to time.

## **How to apply for information under RTI**

**(Application form to be inserted for seeking information under RTI)**

- 1.** Where to apply or whom to contact in the office for applying.  
-Principal/Head of the Institute.

**2. Applicant fee(where applicable)**

-The application fee should be deposited either in the College or in The district Treasury in the following Head

0070- Other Administrative Services

60 other services

800 Other Receipt

86 Fee Under the Right to Information Act 2005.

**3. Other Fees(where applicable)**

-Not applicable.

**4. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)**

**Particulars of Recipients of  
Concessions, permits or  
Authorities granted by it  
S.R.S GOVT. POLYTECHNIC COLLEGE  
FOR GIRLS, LUDHIANA**

1.	Name of Programme	Bus pass facility
2.	Type Concession /Permits /Authorities	Concession
3.	Objective	To provide financial help to the Students
4.	Eligibility	Bonafied Students of College
5.	Criteria for the eligibility	All the Student are eligible
6.	Procedure to avail the benefits	Application duly attested by Principal
7.	Time limit for the Concession/Permits/ Authorizations	Monthly/Quarterly
8.	Application Fee (where applicable)	<b>Nil</b>
9.	List of attachments (Certificate/documents)	Identify card, Photograph, Residence proof

## Information available in Electronic form

- 1) Brief information of various courses offered by the college.
- 2) Curriculum and fees structure of various disciplines.  
Available at board's website [www.punjabteched.com](http://www.punjabteched.com)
- 3) Information about Training and Placement, M.O.U's (Memorandum of Understanding) with industry.
- 4) Duties assigned to officers.
- 5) Department wise Faculty Information available on college website.

## S.R.S GOVT. POLYTECHNIC COLLEGE FOR GIRLS, LUDHIANA

### DETAILS OF FEES STRUCTURE

#### A. Fees to be charged only once at the time of admission

##### 1. Securities:

a)	College Security (Refundable)	500.00
b)	Student Fund (Refundable)	133.00
c)	Board Fee	550/1000/1250 is applicable

#### B. COLLEGE FEE:

1.	Tuition Fee (Semester)	11000 Per Sem
2.	Development Fund (Annual)	3650.00 Only in Odd sem
3.	Student Fund (Annual)	2367.00 for new admission 2235.00 in next year(s)
4.	Internet Charges (Annual)	400.00 per semester For 3 <sup>rd</sup> to 6 <sup>th</sup> sem students only

# **Particulars of the facilities available to citizens for obtaining Information**

## **S.R.S GOVT. POLYTECHNIC COLLEGE FOR GIRLS, LUDHIANA**

**Means, methods or facilitation available to the publics, which are adopted by the department for dissemination of information.**

The following methods of facilitation are available to the Public which are adopted by the College:-

1.	Library	Available
2.	Exhibition	Available
3.	Notice Board	Available
4.	Inspection of Record in the office	Available
5.	System of issuing of copies of documents	Available
6.	Printed Manual	Available
7.	Website	Available
8.	Other means	Personal Consultation

**The Names, Designations  
and other particulars of the  
Public**

**Information Officers**

**S.R.S GOVT. POLYTECHNIC COLLEGE  
FOR GIRLS, LUDHIANA**

**Name of the Public Authority:**

**Assistant Public Information Officers:**

<b>Sr No.</b>	<b>Name</b>	<b>Designation</b>	<b>Tele.No.</b>		<b>Email</b>	<b>Address</b>
			<b>Office</b>	<b>Home</b>		
<b>1.</b>	Mr. Jasvir Singh	Foreman Instructor	0161-2303223			GPCG Ludhiana

**Public Information Officers:**

<b>Sr No.</b>	<b>Name</b>	<b>Designation</b>	<b>Tele.No.</b>		<b>Email</b>	<b>Address</b>
			<b>Office</b>	<b>Home</b>		
<b>1.</b>	Smt Neeta Kalra	H.O.D	0161-2303223			GPCG Ludhiana

**Appellate Authority:**

<b>Sr No.</b>	<b>Name</b>	<b>Designation</b>	<b>Tele.No.</b>		<b>Email</b>	<b>Address</b>
			<b>Office</b>	<b>Home</b>		
<b>1.</b>	Sh. Mohinder Pal Singh	Principal	0161-2303223			GPCG Ludhiana