

1. INTRODUCTION

BRIEF HISTORY

It was one of the observations of the Engineering Personnel Committee of the Planning Commission that there is dire necessity for 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 the Year 2002. Chandigarh College of Engineering & Technology is a premier institute established by Chandigarh Administration to provide technical education at Diploma and Degree Levels in the emerging areas of Engineering & Technology.

The college is imparting training in seven key engineering branches of three Years 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 four years Part Time Diploma Course in Civil Engineering; Electrical Engineering & Mechanical Engineering.

Four Year Under-graduate Programme leading to degree of Bachelor of Engineering in Computer Science & Engineering; Electronics & Electrical Communication Engineering; Civil Engineering & Mechanical Engineering.

In addition to these Engineering Programmers this institute is also running three **Vocational stream** (1) Scheme for Persons with Disability (Integrating Persons with Disabilities in the Mainstream of Technical & Vocational Education) Scheme offers Formal and Non Formal Training Programmes for Person with Disabilities to bring them in the mainstream of technical and Vocational education sponsored by Ministry of Human Resource Development and (2) MES (Modular Employable Skill) Courses Under Skill Development Initiative Scheme(SDIS) has been got registered as Vocational Training Provider (VTP) vide Registration Code-**104010003** with Regional Directorate of Apprenticeship Training(RDAT), Faridabad for running the Modular Employable Skills Courses under the Skill Development Initiative scheme of Govt. of India, Ministry of Labour & Employment, New Delhi. (3) Community Polytechnic scheme.

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 Railway Station and Main Bus terminus in Sector 17. Both these points are almost four kilometers from the campus.

COURSES OFFERED

The Institute offers 3 Years Regular Diploma Courses In the following Streams: -

- I. Civil Engineering
- II. Electrical Engineering
- III. Mechanical Engineering
- IV. Architectural Assistantship
- V. Electronics & Communication Engineering
- VI. Computer Engineering.
- VII. Production & Industrial Engineering

LIST OF FACULTY/STAFF AT CCET, CHANDIGARH (DIPLOMA WING)

S. No.	Name of the officer	Designation	Educational Qualification
1.	Mrs. Sanjana Arora	Principal (Officiating)	M.A (English), MISTE
APPLIED SCIENCE			
1.	Mrs. Sanjana Arora	Head of Department	M. A (English),MISTE
1.	Dr. Sunita Rani Jain	Head of Department (Officiating)	M.Sc (Gold Medalist), M Phill (Maths), Phd (Applied Mathematics), MISTE
2.	Dr. Sukh Dev Dogra	Lecturer	Ph.D (Physics), DCA
3.	Dr. G.H. Hugar	Lecturer	M.Sc, Ph.D (Chemistry)
4.	Dr. Narinder Kaur	Lecturer	M.Sc , Ph. D (Physics)
5.	Vacant	Guest Faculty (English)	-
6.	Vacant	Guest Faculty (Maths)	-
7.	Ms. Mona Chadha	Lecturer (Contractual)	M.Sc (Hons) (Chemistry),UGC
8.	Ms. Navneet Kaur Virk	Lecturer (Contractual)	M.Sc (Hons)(Physics)
9.	Ms. Rupinder Kaur	Lecturer (Contractual)	M.A (English) , Diploma in MOP
ARCHITECTURE ASSISTANTSHIP			
1.	Sh. Maninder Singh	Head of Department (Officiating)	B. Arch., MISTE
1.	Sh. Maninder Singh	Lecturer	B. Arch., MISTE
2.	Ms. Prabhjeet Kaur	Lecturer (Contractual)	B. Arch. , MCA, AIIA
3.	Ms. Monika Syal	Lecturer (Contractual)	B. Arch., MCA, AIIA, AITP
4.	Vacant	Guest Faculty	-
5.	Vacant	Guest Faculty	-
6.	Vacant	-	-
1.	Ms. Kusum Chawla	Studio Assistant	Dip. In Arch. Astt. (M.A in Hindi)
CIVIL ENGG.			
1.	Sh. Sanjeev Kaul	Head of Department (Officiating)	M. E (Const. Tech.)
1.	Sh. Sanjeev Kaul	Lecturer	M. E (Const. Tech.)
2.	Ms. Ishminder Kaur	Lecturer	B.E, ME (Structure)
3.	Dr. Manoj	Lecturer	M. Tech. (CTM), Ph.D (Civil Engg.)
4.	Sh. Shivsankara Rao Meda	Lecturer	M. Tech. (Transportation Engg.)
5.	Dr. Rajesh Kumar	Lecturer and O/I NCC	M.Tech(Structural Engg.), Ph.D (Civil Engg.) Lieutenant
6.	Sh. Jagjeet Singh	Lecturer	AMIE (Civil), M.E (Const. Tech. & Management)
7.	Sh. Lingraj Sahu	Lecturer	B. E (Hons), M.E (Soil & Foundation Engg.)
8.	Vacant	Guest Faculty	-
1.	Sh. Ranvir Singh	Draftsman	I.T.I Certificate
COMPUTER SCIENCE ENGG			
1.	Dr. Sunita Mehta	Head of Department (Officiating)	B. E (CSE), M. Tech. (I.T.), Ph.D (Computer Engg.), CMI Level 5(Leadership & Management)
1.	Dr. Sunita Mehta	Lecturer	B. E (CSE), M. Tech. (I.T.), Ph.D (Computer Engg.)
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), M.Tech. (Computer Engg.)
4.	Ms. Sumeet Kaur	Lecturer (Contractual)	B. Tech. (CSE.)
5.	Sh. Santosh Kumar Yadav	Lecturer (Contractual)	B. E. (CSE.), M. E. (CSE.)

ELECTRICAL ENGG.			
1.	Sh. M.L. Rana	Head of Department	M.E (Electrical Engineering with specialization in Power Systems), M.I.E (India), MISTE
1.	Dr. Jaswanti	Lecturer	M.E (Computer Integrated Manufacturing), Ph.D (Electrical Engg.)M.I.E, MISTE
2.	Ms. Anshu Sharma	Lecturer (on deputation)	B. Tech. (Electrical), M.E (Electrical Engg.)
3.	Ms. Ritu Paul	Lecturer (Contract)	B. Tech. (Electrical Engg.), M.E (Electrical)
4.	Vacant	Guest Faculty	-
5.	Vacant	Guest Faculty	-
6.	Vacant	Guest Faculty	-
7.	Vacant	Guest Faculty	-
8.	Vacant	Guest Faculty	-
ELECTRONICS & COMMUNICATION ENGG.			
1.	Dr. Sunita Mehta	Head of Department (Officiating)	B. E (CSE), M. Tech. (I.T.), Ph.D (Computer Engg.)
1.	Ms. Renu	Lecturer (Contractual)	B.E (ECE), M.Tech (ECE), MBA (HR)
2.	Ms. Bharti	Lecturer (Contractual)	B.E (ECE), M.Tech (ECE)
3.	Ms. Sarabjit Kaur	Lecturer (Contractual)	B.E (E & ECE), M. Tech (ECE)
4.	Sh. Sukhwinder Singh	Lecturer (Contractual)	B. Tech (ECE), M.E (EPDT)
5.	Ms. Monika Sharma	Lecturer (Contractual)	B. Tech (ECE), M. Tech (ECE)
MECHANICAL ENGG.			
1.	Sh. Chaman Lal	Head of Department	Diploma in Tech. Teaching (Mech.)
1.	Dr. K.L. Meena	Lecturer	M.E (Rotodynamics), Ph.D. (Mech. Engg.)
2.	Sh. Upender Kumar	Lecturer	Diploma in Tech. Teaching (Mech.)
3.	Sh. D.K. Soni	Lecturer	B. E (Mech.), M. E (Industrial Engg. & Management)
4.	Sh. Charnjeet Singh	Lecturer	B. Tech. (Mech. Engg.), M.E. (Manufacturing Tech.)
5.	Sh. Raman Vashisht	Lecturer	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.	Vacant	Guest Faculty	-
PRODUCTION & INDUSTRIAL ENGG.			
1.	Sh. Sukhdev Singh Bhogal	Head of Department (Officiating)	B. E (Prod Engg.), M.Tech. (Manufacturing Tech.)
1.	Sh. Sukhdev Singh Bhogal	Lecturer	B. E (Prod Engg.), M.Tech. (Manufacturing Tech.)
2.	Sh. Rajesh Verma	Lecturer (Contractual)	B. Tech. (Mech. Engg.)
3.	Sh. Raj Kumar Verma	Lecturer (Contractual)	B.Tech. (Prod. Engg.), M.Tech. (Prod. Engg.)
4.	Sh. Navyugdeep Singh	Lecturer (Contractual)	B. Tech. (Prod. Engg.)
5.	Vacant	Lecturer	-
WORKSHOP			
1.	Sh. R.P. Dhiman	Workshop Supdt. (Officiating)	B.E (Mech. Engg.), M.E (Manufacturing Technology),
1.	Sh. R.P. Dhiman	Foreman Instructor	B.E (Mech. Engg.), M.E (Manufacturing Technology),
2.	Sh. Karnail Singh	Foreman Instructor	National Apprenticeship Certificate 03 yrs.
3.	Sh. Sarbjit Singh	Foreman Instructor	Diploma in Mech., Engg.
4.	Vacant	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.
12.	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	-

LIBRARY

1.	Mrs. Sadhana Bhardwaj	Librarian	M. Lib. & Information Sc., M.A (History & Sociology), B.Ed, PGDLAN
2.	Ms. Rajvinder Kaur	Library Attendant	M. Lib. & Information Sc, M.A (Pol. Sc.), Diploma in Lib. Sci.

SPORTS

1.	Ms. Amandeep Kaur	PTI	D.PED, M.PED & NIS (Basket Ball)
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LIST OF MINISTERIAL STAFF AT CCET, CHANDIGARH (DIPLOMA WING)

S. No.	Name of the officer	Designation
1.	Ms. Kamlesh Kumari	Superintendent
2.	Sh. Baljinder Singh	Senior Assistant
3.	Sh. Rajinder Singh	Senior Assistant
4.	Vacant	Senior Assistant
5.	Ms. Savita Rani	Junior Assistant
6.	Sh. Manmohan Rattan	Junior Assistant
7.	Sh. Iqbal Singh	Junior Assistant
8.	Sh. Sarbjeet Singh	Junior Assistant
9.	Smt. Rajwant Kaur	Steno-typist
10.	Sh. Sunil Kumar	Clerk
11.	Sh. Pushkar Singh Rawat	Steno-typist
12.	Ms. Babalpreet Kaur	Steno-typist
13.	Ms. Renu	Clerk (Contractual)

3. DIPLOMA WING C.C.E.T

I. STAFF

The Diploma Wing is part of Chandigarh College of Engineering & Technology and has a separate Head of institution under the Director, Technical Education. He 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 three-year Diploma Course in Civil Engineering; Mechanical Engineering; Electronics & Communication Engineering; Electrical Engineering; Computer Engineering; Production & Industrial Engineering and Architectural Assistantship. The examination 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 State Government for the purpose of recruitment 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

270 Seats for the regular Diploma Courses have been allotted to the Institution 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 Engg.

A.A: Architectural Assistantship

PIE: Production & Industrial Engineering

Comp.: Computer Engineering

Chandigarh College of Engineering & Technology, Sector 26, U.T. Chandigarh. Seat matrix

S. No	Name of Category	Details of Seats allotted to different courses							
		Civil	Mech.	Elect.	A.A.	ECE	Comp.	PIE	Total
1	Total seats for admission	40	60	50	30	30	30	30	270
(a)	Less seats reserved for sports category (Refer Appendix-I) and Para 1 under reservation	1	1	1	1	1	1	1	7
(b)	Less seats reserved for NCC 'A' Certificate (Refer Appendix-II)	1	1	1	1	1	1	1	7
2	Seats for admission	38	58	48	28	28	28	28	256
3	"U.T. Pool" Seats reserved for students passing qualifying exam. from recognized Institutions located in U.T. Chandigarh. (85% Refer 3 under reservation)	32	49	41	24	24	24	24	218
4	Seats reserved for dependent of defence personel/para-military force etc. (5%) of 85% of total seats	2	3	2	1	1	1	1	11
(a)	Seats reserved for physically challenged candidate (5%) refer 4 under reservation	2	2	2	1	1	2	1	11
(b)	Seats reserved for SC (15%) [refer 5 (i) under reservation	5	7	6	3	4	4	4	33

(c)	Seats reserved for children & grand children of freedom fighters (2%) refer Para 6 under reservation	1	1	1	1				4
(d)	General Category Candidates U.T. Pool refer Para 3 under reservation	22	36	30	18	18	17	18	159
4	General Pool (15%)	6	9	7	4	4	4	4	38
(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		6
(c)	Seats reserved for ST (5%) [Refer IV. Reservation (5)]	--	--	--	--	--	1	1	2
(d)	Seats reserved for children and grand children of freedom fighters (2%) [Refer IV. Reservation (6)]	--	1	--	--	--	--	--	1
(e)	General Category Candidates	4	7	6	3	3	2	2	27

6. Reservation of seats in the institution for the wards of Kashmiri Migrants 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

7) Tuition Fee Waiver Scheme (TFWS)

Seats up to maximum 5% (**supernumerary in nature**) of sanctioned intake per course shall be available for the admission under Tuition Fee Waiver Scheme (TFWS) for students belonging to economically weaker section as per guidelines of AICTE/PSBET & I T/ U. T Chd. Amdn form time to time.

IV. Reservation:-

1 Two percent (2%) of total numbers of seats in each course are reserved for Sports persons. The admission under sports category shall be governed by the gradation policy of Chandigarh Administration. Details can be obtained from the office (Refer Appendix-I).

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:

- i. Sons/ daughters/ spouses of defence personnel who are awardees of gallantry decorations of Paramvir / Mahavir / Vir Chakra in person or posthumously.
OR
Sons/ daughters/ spouses of defence personnel and paramilitary personnel like CRPF, BSF etc. who are killed or are totally incapacitated in action while in service and were wholly dependent on them.
- ii. Sons/ daughters/ spouses of defence personnel and paramilitary personnel like CRPF, BSF etc. who die while in service and were wholly dependent on them.
- iii. Sons/ daughters/ spouses of defence personnel and paramilitary personnel like CRPF, BSF etc. incapacitated in action while in service and were wholly dependent on them.
- iv. Sons/ daughters/ spouses of ex-servicemen (defence and paramilitary personnel like CRPF, BSF etc.) who are wholly dependent on them.
- v. Sons/Daughters/Spouses of serving defence and paramilitary personnel like CRPF, BSF etc.who are wholly dependent on them.

- vi. The domiciliary restriction of minimum stay in the States/UTS and condition of passing 10th and 12th standard examination from the same State/UT is not applicable for the wards of serving defence personnel/ex-servicemen.
3. 85% Quota of U.T pool of the total sanctioned intake of the Institution will be filled up amongst the students who pass qualifying examination from Schools recognized by Chandigarh Administration and situated in the U.T., Chandigarh, as a regular student of the said school, and students who pass qualifying examination from National Institute of Open Schooling accredited school situated in U.T. Chandigarh.
4. Five percent (5%) 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 numbers of candidates of Scheduled Caste Community in the U.T. Pool are not available, the seats will be thrown open to the candidates belonging to the General Category of the said pool. In General Pool if the requisite numbers of candidates belonging to 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 General Category of the said pool.

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

Note:- (i) *The wards of Freedom Fighters who have been sanctioned pension, award "Tamra Patra" by 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) *Grand children mean son's sons/ daughters or daughter's sons/ daughters.*

7. In accordance with "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 centrally sponsored scheme in all the AICTE approved courses/ branch. (For details refer Part –II of the prospectus)

Notes:

- i. The admission is open to *bona-fide* nationals of Indian Union. However, foreign students can be admitted with the permission of Chandigarh Administration and 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 above reserved category admitted on the basis of 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 on the basis of 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 above category will also be considered in the general category according to his/her inter seniority on the basis of 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 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 handicap is temporary or permanent, whether handicap is progressive or non-progressive. The students having temporary handicap 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 general category of the said pool.*
- (vii) *A common merit shall be determined for the seats reserved for sportspersons, as per the guidelines given in the Appendix I to this Prospectus. These seats in no way shall be divided in U.T. Pool/ General Pool.*

8. Reservation of seats in the institution for the wards of Kashmiri Migrants 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

V. RESERVATIONS OF NOMINATED SEATS

a) Beneficiary State: Assam- one seat in Arch. Assistantship

b) Beneficiary: Ministry of External Affair (Education): 03 seats- in Mechanical Engineering and 03 – Seats in Arch. Assistantship, as per latest GOI letter F.No. 32-2/2013-TS.II dated: 23.02.2017 and followed by Chandigarh Administration vide Letter No. 306-DHE-UT-C5- 26(1) 92-III dated 11.04.17.

VI. QUALIFICATIONS FOR ADMISSION

The number of seats and educational qualification shall be strictly as 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 years, diploma courses in Civil Engineering, Electrical Engineering, Mechanical Engineering, Electronics & Communication Engineering, Architectural Assistantship, Computer Engineering and Production & Industrial Engineering shall be made on the basis of 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 stand 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 ON-LINE counseling basis of merit of qualifying examination for details candidates may logon to www.punjabteched.net or www.punjabteched.com.
- (ii) Admissions shall be made through ON-line counseling by NIC, in collaboration with the Board. Detailed instructions for online admission procedure will be available on Board's websites www.punjabteched.net and www.psbteched.com.

- a) Candidates applying under U.T. Pool must furnish the proof of having passed 10th class exams from a school situated in Chandigarh and recognized by Chandigarh Administration at the time of counseling.
 - b) Character Certificate/gap year certificate.
 - c) Printout of PSBTE & IT Online Merit card.
 - d) Photocopies of fees receipts (counseling / requisite institution fees receipt and any other fees as may be specified by institution/PSBTE & IT)
 - e) Candidates seeking admission under sports category should attach a self attested Photo copy of grading certificate from Director of Sports, U.T. Chandigarh.
 - f) Candidate seeking admission under specific reserve category should attach photo copy of the Certificate of respective category issued by competent authority.
 - g) Provisions for granting concessions in admission to the 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 Chd. Admn. 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 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 2017-18.
- (iv) All the candidates admitted will join the classes at the Institution on the date intimated to them during Online Counseling.

VIII. SESSION

As per the guidelines issued by the 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, five-day week shall be followed for teaching purpose. 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 PSBTE&IT from time to time. However, the working hours of the institution are from 9a.m to 5p.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 full session i.e. 12 months

Part	No.	Description	Amount in Rs payable to Institute	Total amount payable			
				1st year		2nd & 3rd 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/Engg Branch) [Payable in two equal installments]	2400.00	1200.00	1200.00	1200.00	1200.00
	(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				2650.00	1900.00	2150.00	1900.00
B Amalgamated Funds							
Student activities related fund							
	(i)	Student fund [per annum (PA)]	500.00			500.00	
	(ii)	Annual/Cultrural Fund [PA]	50.00			50.00	
	(iii)	Audio Visual [PA]	50.00			50.00	
	(iv)	Common Room / Club [PA]	50.00			50.00	
	(v)	Library fund [PA]	100.00			100.00	
	(vi)	Magazine charges [PA]	25.00			25.00	
	(vii)	NCC/NSS [PA]	25.00			25.00	
	(viii)	Cycle/scooter charges [PA]	100.00			100.00	
	(ix)	Medical Fund [PA]	50.00			50.00	
	(x)	Drawing Board Charges [PA]	100.00			100.00	
	(xi)	General maintenance fund [PA]	500.00			500.00	
	(xii)	Recreation Fund [PA]	50.00			50.00	
	(xiii)	Student Chapter Fund [PA]	25.00			25.00	
	(xiv)	Stationary Charges [PA]	50.00			50.00	
	(xv)	Valedictory fund [One Time on admission]	50.00				
	(xvi)	Identity Card [One Time on admission]	50.00				
	(xvii)	Refundable security [One Time on admission]	100.00				
B. Total			1875.00	1875.00		1675.00	
C	Hostel related fees To be deposited in the Institute [payable in two equal installments]						
	(i)	Room rent [PA]	600.00			600.00	
	(ii)	Mess fund [PA]	600.00			600.00	
	(iii)	Electricity and Water Charges [PA]	600.00			600.00	
C. Total			1800.00	900.00	900.00	900.00	900.00
D	Fees payable to 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 [§]			100.00	100.00	
D. Total				500.00	100.00	100.00	
E	Grand Total fees						
	(i)	(a) for Regular Day Scholar Student [A+B+D] [#]		5025.00	2000.00	3925.00	1900.00
		(b) for Regular Hostel Student [A+B+C+D]		5925.00	2900.00	4825.00	2800.00
(ii)	Grand Total for PTD Students [#] (PSBTE&IT Counseling fee is exempted)		5025.00	2000.00	3925.00	1900.00	

*Counseling fees applicable 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 Board's web site

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

[§]Student will pay Rs. 100 house test fee to PSBTE & IT through Institute along with odd semester Examination fees Prospectus charge Rs. 300/- per student (one time, nonrefundable) shall be charged by this institution at the time of confirming his/her admission in the institution. The prospectus price may change from time to time.

#It is mandatory for all admitted students to have saving bank (SB) account in his/her name to avail the direct transfer benefits such as scholarship, security refund etc.

NOTE:-

- (a) In the event of a student / candidate withdrawing before the starting of the course, (the waitlisted candidates should be given admissions 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 programme. 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 candidate by the last date of admission, the institution must return the fee collected it proportionate deductions of monthly fee and proportionate hostel rent where ever applicable. (Ref. Advt. No. AICTE/Legal/04(01)/2007) advertisement given in the Hindustan Times New Delhi Paper dated 19.04.07 on page 10).
- (b) The development fund worth Rs. 1400/- includes the campus development fund for the up keeping of the college playgrounds, providing Internet & Library facility beyond college hours and on holidays, enhancement of Communication Skills, Telephony facility & Training and Placement of the students etc.
- (c) 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.
- (d) 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.
- (e) A tribal student shall be exempted from the payment of cash security.
- (f) The above fees are payable Semester wise within twenty working days of the dates on which the semester starts (except in case of 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 date on which he/she joins the Institution). If any fee is outstanding beyond 20 working days, as mentioned above a further charge of Rs.25/- 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.
- (g) Mess is managed by the students themselves on co-operative or on 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.
- (h) Hostel fee and medical fund are subject to change without notice. The fees once paid shall in no case be refunded except for the security portion.
- (i) 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 PSBTE&IT.
- (j) 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.
- (k) 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: Student shall pay PSBTE & IT Semester examinations 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 student in all the 8th semesters to be issued to all the pass out students) is 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 Prod & Indl. Engg) prescribed by the P.S.B.T.E & I.T which is available on website www.punjabteched.com or www.punjabteched.net.

XIII. SCHOLARSHIPS

Three years Diploma Courses:

(A) The following Government Scholarship tenable for one year is available to the students studying in Diploma Institution: -

S. No.	Name of Category	Classification of Scholarships		
		Merit Scholarship Rs. 50 per Month	State merit-cum-necessitous Scholarships	Total
1	First year	14	21	35
2	Second year	14	21	35
3	Third year	14	21	35

The fee structure is subject to the following conditions: -

- Half freeship on tuition fee shall be admissible to all the students belonging to the Scheduled Castes/ Scheduled Tribes.
- Half freeship on tuition fee 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 statement of the above fact, if at any stage 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 a class and the basis shall be income of their parents.
- Full freeship on tuition fee would be provided to 5% of the students admitted in every academic year of every course. The freeship will be purely on merit of qualifying examination or those who are admitted to the institute in the year 2016 (both semesters taken together). Individual student will continue to avail freeship from year to year if he/ she continue to remain on top 5% of his/ her class.
- Half freeship on tuition fee would be admissible to next 5% of the students upon the same merit criteria as mentioned in para (3) above.
- The freeship as available at (2), (3) and (4) above shall be available after the first year subject to the following conditions: -
 - The student concerned clears all the examinations of the previous years in the first available opportunity; and
 - He/ she had not been punished for any type of misconduct during the qualification previous year.
- The meritorious students who have been granted freeship can also avail the facility of any other scholarship, for which he/ she is otherwise eligible.
- In case two or more students securing 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 U.T. and studying in this institute which are sponsored by 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) ceiling 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 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 Hosteler	Rate for Day Scholar
1.	Maintenance allowance (For 10 months only- from 1 st 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 scholarship on the basis of merit of marks obtained by them in 1st and 2nd semester examinations.
- (ii) Second year students shall be awarded merit scholarship on the merit of marks obtained by them in 3rd and 4th semester examinations.
- (iii) 3rd year students shall be awarded merit scholarship on the basis of marks of 5th and 6th semester examinations.

(b) **State merit-cum-necessitous Scholarships:** - Instruction laying down criteria of eligibility and grading on eligible candidate for the award of merit-cum-necessitous scholarship 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 condition is not being fulfilled by any scholarship holder, the payment of the scholarship to such student can be stopped and allow it to 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 order of Principal regarding stoppage of scholarships shall be entertained*

(B) **Post-Matric Scholarship** sponsored by Ministry of Social welfare, (GOI, scheme) is available to the students permanently settled in 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 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 I/c, CCET, 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 guidelines thoroughly before applying. Interested and eligible students can obtain copy of prescribed application form and submit completely filled application form along with necessary certificates through Head of respective department in office of Principal/Academic I/c, CCET, 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. GRANT OF LOANS

Scheme for grant of loans to the deserving student of 3 years Diploma under the Engineering Education Loans Rule have been approved by Chandigarh Administration. The deserving students belonging to Union Territory of Chandigarh only, who are desirous to have loan should submit their application for grant of loan on the prescribed form along with their admission application form complete in all respects. As and when notified by the Principal, the application should be submitted to the Director, Technical Education, Union Territory, through the Principal.

XVI. STUDENT CENTERED ACTIVITIES (N.C.C. / GAMES etc.)

Student Executive Council is constituted each year to expeditiously deal with the problems of the students. The Student Council constitutes the representatives from the various courses running in the institution. The Representatives from these courses realistically present the interest 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 of co-curricular activities under Student Centered Activities like writing of Detailed Project Report as recommended by Curricula Restructuring Committee (RAC) of Punjab, games, hobby clubs, including photography, seminars, declamation contests, educational field visits, NCC, NSS, Cultural Activities.

XVII. EDUCATIONAL TOUR

The students of 3 year Diploma 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 and Himachal Pardesh, Delhi and Uttar Pardesh only. Whereas in the final years of their courses they may be taken 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 for making 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.

XVIII. SURVEY CAMP

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

XIX. SESSIONAL WORK

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

XX. 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 3 year Diploma. The aggregate of marks obtained under this head by the student concerned during any academic years are incorporated in the detailed marks certificates issues at the end of each semester. Corresponding entries as regard to proficiency in games, adaptability to profession behavior and conduct are recorded on the character certificate issued to the students on the successful completion of this training.

XXI. ATTENDANCE AND LEAVE

- (1) a) Attendance shall be counted from the date of opening of the institution for the Session for all categories of students in 2nd and 3rd year. For 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 1st 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 tutorial 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. For purpose of counting attendance, project work shall be counted as practical work.
b) Extra duties maximum up to 15% (of the total lecture delivered) shall be granted to only such students who participates in various activities such as NSS, NCC, Athletic Meet, Annual Day function, Talent Hunt etc and keep up at least 60% (in aggregate) attendance otherwise such duties will not be considered.
- (2) 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 case, on recommendations of the Principal. Only Medical Certificate 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.

- (3) 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 the 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. 50/- in addition to 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.
- (4) No separate/extra classes of the students shall be held for the purpose of covering the deficiency/shortage of the lectures.

Note:

- (i) *Every period of lecture, tutorial and practical work shall be counted as one unit for purpose of counting attendance.*
- (ii) *Re-admission, on any grounds whatsoever to any semester/ class can be granted only twice.*
- (5) 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 one week period (prior or after availing such leave). Applications made for grant of such leave beyond period one week period (prior or after availing such leave) will not be entertained.
- (6) Sick leave can originally be granted for a period of 7 days per semester with the support of medical certificate from a Government Medical Officer. In case of 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 medical certificate must be applied within one week on resuming attendance after illness.
- (7) Application submitted for the grant of casual leaves/ Sick leaves at the end of session date will not be accepted and considered for the compilation of sessional attendance.

XXII. 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 website www.punjabteched.com or www.punjabteched.net. Students are advised in their own interest to acquaint themselves with the implication of these rules.

XXIII. GENERAL RULES AND REGULATIONS

1. In order that each student may enjoy the full benefits of the facilities placed at his/her disposal, he/her has to abide by the conduct, 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 its faculty and subordinate officials. Every member of staff has authority to forbid disorderly behavior either within or outside the institution at all time 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 at from a class are recorded as absence from the class for the period concerned.
6. It is 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 others 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 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 student. A student neglecting his/ her studies and showing unsatisfactory progress will be given two warnings after which if he/ she fail 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 original copy of DDR (Daily Dairy Report) filed in respective police station.
15. Students are advised to deposit all cash with 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 as per the ruling of Hon'ble Supreme Court of India.
19. Objections if any regarding eligibility conditions must be raised prior to the declaration of results.
20. There will be no right to object regarding any terms and conditions prescribed in Prospectus.

XXIV. UNIFORM

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

XXV. HOSTEL

The resident students will be required to pay fees mentioned under para XI. 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 part XI C Appendix-III)

XXVI. LIBRARY AND READING ROOM

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: -

- (i) Books must be returned or renewed within 14 days but the Librarian may summon the return of the books earlier as and when urgently required.
- (ii) A fine of Rs1/- per day will be imposed for every book returned late.
- (iii) Students will be required to pay the price of books if lost by them and in addition a fine of Rs. 10.
- (iv) Marking on book, defacing or tearing of pages is not permissible and the defaulters will ordinarily be required to pay the price of the book. Technical journals are provided in the Reading Room for the students.

XXVII. 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.

XXVIII. 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 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.

XXIX. GUIDE LINES 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 AICTE web portal aicte-india.org. As per these regulations all the students seeking admission and their parents are required to submit the undertaking as per the annexure VI and VII

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 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.

XXX. CONCLUSION

With admission into the institution, there begins for a student a period of great responsibility, greater in most instances 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 own purpose, his/ her own industry and his/ her own 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 in order 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.

In accordance with “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 institute to integrate the persons with disabilities in the main stream of Technical and Vocational education. The Scheme proposed to train 25 students through regular three year diploma programmes and hundred persons to be trained through vocational /skill development Programme per year from among the persons with disabilities in each of selected institutes all over the country. Chandigarh College of Engineering and Technology (CCET) (formerly known as Central Polytechnic, Chandigarh) is being one them.

The primary objective of the scheme is to promote services for the 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			

PWD Scheme sponsored by MHRD, GOI, New Delhi

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

1 Category A : U.T. Pool		85% “U.T. Pool seats reserved for students passing qualifying examination form recognized institutions located in U.T. Chandigarh.							
2 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	Comp.	PIE	Total
Total seat 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
	A 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
	B Category B: General Pool(15%)	1	1	1		1			4

Note :

Any vacant unfilled/left over reserved category seats shall be converted / merged and released for general category candidates and subsequent to all India open category at the end of final schedule of admission.

2. The above mentioned seats are approved by MHRD, GOI, 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 10th 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 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 said courses are tentative; polytechnic has as right to change without any information)

Educational Qualification for Non-Formal Training Programmes

- i) Data Entry Operator, MS-Office, and Computer Application: Minimum 10th passed from recognized board.
- ii) All Non-Formal courses shall be run on 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 provision of the scheme and availability of funds and may change from time to time or stand withdrawn as per guideline from MHRD, New Delhi.
2. Preference will be given to student of this scheme for the allotment of Hostel accommodation.

Pre-requisites for admission

- i) The candidate seeking admission in both Formal and Non-Formal Programme will have to obtain appropriate medical certificates from the authorized medical officer of concerned specialty as per Person with Disability Act 1995 (Disability not less than 40%)
- ii) Certificate of birth.
- iii) Certificate of the educational qualification
- iv) Vocation evaluation certificates from rehabilitation center (VRC), in case of candidate who are not having vocational education certificates.
- v) A recent photograph in case of orthopaedically 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 PWD students. However if any type of fees desired by the PSBTE & IT shall be met out of PWD scheme funds. In case of non-release of grant from MHRD in time then such fees shall be paid by the student, the same will be refunded to the students after receiving such grant.

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

Part – III

Community Development through Polytechnic Scheme C.C.E.T (Diploma Wing) Sector-26, Chandigarh

Community Development through Polytechnics Scheme C.D.T.P has been started at Chandigarh College of Engineering & Technology Diploma wing, w.e.f. October 2010. This is one of the key schemes of Technical Education, started under the direct central assistance of MHRD, Govt. of India with a view that the Community Polytechnics should act as a focal point for the development of rural community through the application of Science & Technology in the rural areas and generate self/wage employment opportunity through non-formal training in competency /need based skill in various trades (Courses are free of cost, No age limit and No qualification required). This scheme is for the benefit of rural youth, women, school dropouts, SCs /STs and other weaker sections of the society.

The major activities identified for the Community Polytechnic Scheme are as under:-

- Socio economic survey.
- Manpower development.
- Transfer of technologies.
- Technical services
- Support services.
- Dissemination of information

There are twenty one villages under U.T., Chandigarh in which seventeen villages are governed by Panchayats and rest are governed by the Municipal Corporation .The main objectives as above are being achieved since January 2003 through continuous efforts to cover all the villages under U.T. Before starting of courses, meetings with prominent villagers, Panchayat people and other organizations have been held for the identification of needs and requirements of villagers /under privileged people.

A brief report is appended as below:-

SKILL DEVELOPMENT & TRAINNG PROGRAMMES

No of Training Programmes currently conducted	13
No of Extension Centers established	07
No of persons trained during session 2016-17	847

Training programme conducted at main centre are :-

Sr. No.	Name of Trade
1.	Welding & Fabrication
2.	Electrical wiring
3.	Fitting
4.	Plumbing & Sanitary Work
5.	AC & Refrigeration
6.	Mobile repair

Training programmes conducted at extension centre are:-

7.	Computer Application	Above the Dispensary Kishangarh
8.	Electrical Appliance Repair	Kabir Electrical Shop No. 11, Behlana
9.	Cutting and Tailoring	Mata Ganga Devi Dharamshala, Manimajra

10.	Beautician	#2423 Sec-23C, Chandigarh
11.	Stitching & Embroidery	Gurudawa Charan Kamal Sahib Ji, Sec-49C, Chandigarh
12.	Fashion Designing	Gadwal Bhawan, Sec-29, Chandigarh
13	Carpentry (for Prisoners)	Model Jail, Sec-45, Chandigarh

1. Duration of each course is six months.

TECHNOLOGY TRANSFER

A large number of Technologies have been developed by various Research Institutions and Laboratories. However the benefits of these Technologies have failed to reach the rural population. The villagers could not adopt these Modern Technologies and implements, to improve the Productivity and their Quality of Life. It was primarily because the process of transfer was not taken in a planned manner. The C.D.T.P Scheme is playing a significant role in bridging this gap. Some of the steps undertaken are enlisted below:-

Collect details of all relevant Technologies from various agencies and organizations, engaged in Research and Development works, through NITTTTR's and other bodies. An effort is made to adapt these Technologies to suit local conditions, with appropriate feedback from extension centers. The technologies are then demonstrated in villages, thus helping the villagers to appreciate and adopt Technological Innovations.

Create awareness among the villagers, about the new advances made in the field of Science and Technology. The villagers are then educated, trained and motivated in acquiring the skills required to use the new techniques in various fields like:

- Renewal energy sources.
- Health & Sanitation.
- Skill Development & Entrepreneurship.
- Promotion of clean Environment.
- Self Employment and promotional Scheme of the Govt.

Help the villagers for application of appropriate Technologies pertaining to the following technologies:

- Electronic Tube Light/CFL/LED.
- Solar Street Light.
- Low cost Water Filter (Candle)
- Multipurpose Wood Working Devices.
- Low cost Kitchen Sink and wash basin.

Technical & Support services rendered through Extension Centres to various beneficiaries of villages/Community are:-

- LPG use and safety
- Plumbing Work
- Welding jobs & Repair
- Repair of Refrigeration & Water Cooler
- Repair of Furniture & Carpentry items.

The successful trainees under the Scheme found great opportunities to get jobs in various sectors either through wage employment or self employment to sustain their livelihood in the area of Chandigarh or nearby places of Tri-city.

Part - IV
Four Year Part Time Diploma Courses
PART-TIME (EVENING) DIPLOMA COURSES

1. Scope and Objectives:

The objectives of Part Time Diploma Courses is 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 in order to make them successful Supervisors-in-charge in construction, production, operation, maintenance and technical work. This will enable the students to advance to higher position of responsibility either in their own organization or elsewhere.

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

2. Courses and Seats:

Category 'A' U.T. Pool	: 85% seats reserved for the employees working in the organizations/self employed located in U.T. Chandigarh.
Category 'B' General Pool	: 15% seats open to employees working in the organizations/self employed located outside U.T. Chandigarh.

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 final schedule of admission.

Sr. No.	Name of category	Detail of seat allotted to different courses			
		Civil	Electrical	Mechanical	Total
1	Total seats for admission	25	25	25	75
A	U.T. Pool 85% seats reserved for the employees working in the organizations/self employed located in U. T. Chandigarh	21	21	21	63
	1. Seats reserved for SC (15%) [refer 5 (i) under reservation	3	3	3	9
	2. Seats reserved for physically challenged (Differently able) candidate (3%) refer 4 under reservation	1	1	1	3
	3. Seats General category	17	17	17	51
B	15% seats open to employees working in organizations/self employed located outside U.T. Chandigarh (preferably working within radius of not more than 50 km from Chandigarh.)	4	4	4	12
	1. Seats reserved for SC (15%) [refer 5 (ii)(a) under reservation]	1	1	0	2
	2. Seats reserved for ST (5%) [refer 5 (ii) (b) under reservation]	0	0	1	1
	3. Seats reserved for physically challenged (Differently able) candidate (3%) refer 4 under reservation	0	0	0	0
	3. Seats General category	3	3	3	9

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:
 - (a) Armed Forces
 - (b) B.S.F.
 - (c) Central Reserve Police
 - (d) Assam Rifles
 - (e) 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 Person: Please see page No 8 subpart no (4) (under VI Reservation).

3. Educational Qualification and other conditions for admission in 1st year Part Time Diploma Courses:

A) The educational qualification will be as per the notification issued by the DEPARTMENT OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING (Tech. Br.), Government of Punjab in concurrence with AICTE from time to time.

B) Other conditions:

- (i) The candidates seeking admission preferably 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.

4. Educational Qualification and other conditions for admission in 2nd year Part Time Diploma Courses through LATERAL ENTRY (LE) PATTERN:

Admission in second year diploma courses under Lateral Entry (LE) are reserved which are over and above sanctioned intake and the numbers of seats are given below:

Admission through LEET pattern (in 2nd year PTD Courses)				
S. No.	Category	Name of Course	Duration	No. of seats
1.	U.T. Pool 85%	Civil Engineering	3 Years	4
		Elect. Engineering	3 Years	4
		Mech. Engineering	3 Years	4
2.	General Pool 15%	Civil Engineering	3 Years	1
		Elect. Engineering	3 Years	1
		Mech. Engineering	3 Years	1
Total				15

A) Qualification:

Qualification for admission in 2nd year Part Time Diploma Courses through LATERAL ENTRY (LE) pattern will be as per the notification issued by the Department of Technical Education and Industrial Training (Tech. Br.), Government of Punjab in concurrence with AICTE from time to time for regular diploma courses (Refer website www.dtepunjab.gov.in)

B) Other conditions:

- (i) The candidates seeking admission preferably 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.

Note:

- (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) Training will be terminable in the event the student gives up work in the related profession during the course of training. He will produce a certificate regarding his continued service in the profession at the beginning of each session every year, within a fortnight.
- (iii) 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.
- (iv) A student studying in regular diploma course and who is forced by the circumstances to discontinue his studies in the said course, can get admission in the Part-time Diploma Course if he fulfils, other conditions for admission within four years after the discontinuation of studies in regular course.
- (v) Apart from sponsorship certificate (contained in Annexure– I), his experience certificate; current as well as for all previous employments, are to be produced by the students employed in private organization in Annexure- IV and not in any other form. Annexure- IV form for private Industry/ Workshop/ Contractor for admission to Civil Engineering branch should be duly certified by an officer not below the rank of Executive Engineer and in case of admission to Electrical and Mechanical Engineering branch it should be duly verified by Industries Officer/ Chief Inspector of Factories/ Assistant Labour Commissioner of area concerned.

- (vi) The Verification of Registration of Firm/ Industry/ Contractor/ Architect/ Consultant, i.e. employment in Private Organization must clearly 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.
- (vii) Experience below the age of 18 years shall not be considered.
- (viii) In case more forms of Annexure-IV are required for the claim of experience the additional forms may be got typed and used accordingly.
- (ix) There is no age limit.
- (x) The candidate must produce a certificate from the Employer indicating clearly the date of joining and leaving the service in respect of each employment and nature of technical work/job.
- (xi) The employment experience after passing Metric examination shall only be accounted for. The passing of examination shall be considered from the date of declaration of result notification of the said examination by the Board or the University concerned.
- (xii) Experience either on daily wages or on muster rolls, shall not be considered as an experience in the related branch of Engineering for the purpose of admission.

5. Session and Working Hours:

The classes are normally held in the evening from 5.30 p.m. to 9.15 p.m. and on all working days i.e. Monday to Friday for all branches PTD courses and from 9.00am to 1.30pm on Sundays for PTD Civil Engg. (Practical subject of Surveying). The timings are subject to change at the discretion of the Principal. The commencement of session and teaching-schedule will be as per Punjab State Board of Technical Education & Industrial Training.

6. Holidays:

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

7. Submission of the documents at the time of online confirmation of allotted seat:

The candidate visiting the institution for online confirmation of allotted seat 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 Photo copy of Matriculation Certificate with detailed marks as a proof of age and subject taken in the examination.
- (ii) Self-attested Photo copy of Senior Secondary Certificate with detailed marks as a proof of subject taken in the examination.
- (iii) Self-attested Photo copy of ITI Certificate in relevant stream with detailed marks as a proof of subject taken in the examination.
- (iv) Candidates belonging to Scheduled Caste/Scheduled Tribe should attach a certificate in the form at Annexure - II
- (v) No Objection Certificate from the Employer.
- (vi) Self attested photocopy of all the current and previous appointment letters from 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/ Astd. Labour Commissioner or any other competent authority not below the rank of XEN.
- (ix) Copy of Undertaking signed by the candidate (Annexure-VI)
- (x) Self attested copy of Latest appointment letters from employer.
- (xi) Three latest passport size photos.

8. Annual Tuition fee and other charges:

For Annual Tuition Fee Reference A, B, & C on page No 10 part XI

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 shall be refunded as per AICTE notification/norms from time to time.
- iii) Hostel facility is not available for Part Time 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

- i) Examination & application form Fees: Rs. 550/- per semester (or as per P.S.B.T.E & I.T rules Notified from time to time)
- ii) 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)
- iii) The charges for the issue of transcript (a comprehensive document indicating the performance of student in all the 8th semesters to be issued to all the pass out students) are Rs. 100/- (as per notified by PSBTE & IT) 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 State Board of Technical Education & Industrial Training. Detailed Examination Rules for the conduct of State Board Diploma Examination are contained in the booklet which is available in the Institution Library but are 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) (a) Attendance shall be counted from the date of opening of the institution for the Session for all categories of students in 2nd and 3rd year. For 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 1st 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 tutorial 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. For purpose of counting attendance, project work shall be counted as practical work.
b) Extra duties maximum up to 15% (of the total lecture delivered) shall be granted to only such students who participates in various activities such as NSS, NCC, Athletic Meet, Annual Day function, Talent Hunt etc and keep up at least 60% (in aggregate) attendance otherwise such duties will not be considered.
- (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 students 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 case only on recommendations of the Director, Technical Education, U. T. Chandigarh. Only medical certificate 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 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 date on which he joins the Institution). If any fee is outstanding beyond 20 working days, as mentioned above a further charge of Rs. 25/- 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 para no XIX of 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) The candidates who are sponsored by their employer on the prescribed form shall be entertained for online admission to PTD courses.

- (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) Incomplete applications are liable to be rejected.

APPENDIX – I
GUIDELINES FOR ADMISSION TO THE RESERVED CATEGORIES OF SPORTS

Policy regarding reservation of seats in admission to Education/Technical/Medical Institutions under the control of the Chandigarh Administration. After careful consideration the Chandigarh Administration has decided to revise the criteria for the grant of Sports Gradation Certificate(s) according to entitlement as under:-

Two percent of total number of seats in each course shall be filled up with Sportsmen/Sportswomen. These two percent seats shall be reserved in each branch of engineering/non-engineering courses in the Institutions on the basis of total intake of each branch and fraction of 0.5 or above, shall be rounded off to the next higher number, subject to amendments by the concerned Department. This category shall not be divided into U.T. Pool/General Pool. The inter-merit of the candidates seeking admission in any course in the reserved category of sports shall only be determined on the basis of their merit in sports as per grading criteria mentioned in the succeeding paragraphs.

In case any of the seats in the sports category in any of the branches remains unfilled, the same shall be thrown open to the candidates belonging to general category. This policy is for the players of the Chandigarh only. Benefit of reservation under this category shall be available only to the following category of students:-

- a. Who pass their qualifying examination from Schools/Colleges, recognized by the Chandigarh Administration and situated in the Union Territory of Chandigarh, as a regular student of the said School/College, who have studied in Chandigarh School/Colleges for at least two years before applying for gradation certificate, subject to the condition that such students must represent Chandigarh State/Schools etc. in the National/other recognized tournaments.
- b. Where Chandigarh Administration has adopted the notification of other States/U.T. on reciprocal basis, to give benefit of reservation in admission in Sports category in Chandigarh, they will be graded as per existing policy of the Chandigarh Administration.
- c. Countersigning of the Gradation Certificates shall only be admissible on reciprocal basis provided that countersigned certificates will be graded as per policy of the Chandigarh Administration.

Gradation Policy to issue Sports Gradation Certificate on the basis of achievements of the player will be as per policies of Chandigarh Administration notified from time to time.

For details please refer

http://chandigarh.nic.in/dept_sports4.htm

APPENDIX-II
INCENTIVES TO NCC CADETS

Memo. No. 16/2/226-IH(3)-2007/8535 dated: 04.05.2007

For Admission to Colleges.

1. **College Admissions:** Admission to Art and Science colleges is done as per the reservation policy laid down by the Chandigarh Administration. In admission to the first year class of B.A./B.Sc./B.Com/BBA/BCCA/B.P.Ed./B.Sc. (Biotechnology) in all the Govt. and private colleges in Chandigarh the following weightage may be given to NCC cadets

‘A’ Certificate holder	:	5%
‘B’ Certificate holder	:	7%

2. Most of the local colleges have post graduate classes and in such colleges the following weightage may be given in admission to the first year of MA/MSc/MCom/MBA etc.

‘B’ Certificate holder	:	7%
‘C’ Certificate holder	:	10%

3. **Professional Courses:**

- a. At least one seat is reserved for NCC ‘A’ certificate holder in the Govt. Medical College Chandigarh or otherwise the certificate holder be given 3 credit points, which may be added to his score in the entrance test.
 - b. In Chandigarh College of Engineering and Technology, at least one seat be reserved for NCC ‘A’ certificate holder in each branch of engineering or otherwise the certificate holder be given 3 credit points which may be added to his score in the entrance test.
 - c. In admission to Chandigarh Polytechnic and ITI, at least one seat be reserved for NCC ‘A’ certificate holder in each branch of Polytechnic Diploma/ITI trade or otherwise the certificate holder be given 3 credit points which may be added to his score in the entrance test.
 - d. In case of admission to ETT course run by state institution of education, Chandigarh the NCC cadet with ‘A’ certificate be given 3 credit points and ‘B’ & ‘C’ certificate holders be given 5 points which may be added to his score in the entrance test.
 - e. In admission to B. Ed. Course in both Govt. and private colleges in Chandigarh, 1% seats may be reserved for NCC ‘C’ certificate holder in each branch of engineering or otherwise the certificate holder be given 3 credit points which may be added to his score in the entrance test.
 - f. In admission to BAMS in Ayurvedic College and DHMS in Homeopathy College, 1% seats may be reserved for NCC ‘A’ certificate holder in each branch of engineering or otherwise the certificate holder be given 3 credit points which may be added to his score in the entrance test.
4. Arts and Science Colleges where the Admission is to be done on the basis of marks scored in +2, the Chandigarh Administration can straightway give weightage to NCC ‘A’ and ‘B’ certificate holders. This method of giving weightage to NCC cadets is being followed in number of States in the country. This weightage must be for admission to all the courses in the college.
 5. In professional colleges where the admission is done on the basis of Entrance tests, credit points may be added to the score of NCC cadet. In such case the cadet will have to appear in the Entrance Exam But some credit points could be added to the score obtained by him. State

of Punjab is giving 3 & 2 credit points to 'C' & 'B' certificate holders for admission to B.Ed. courses in Govt. and private institutions. This system of giving credit points could be easily followed in admission to other professional courses.

6. If NCC certificate holders are given weightage in admission to ETT and B.Ed. courses, it will also solve the problem of shortage of ANO's in different schools. Such NCC cadets will definitely prove to be good ANO's in future.
7. Andhra Pradesh has reserved seats for NCC cadets for admission to MBBS/BDS/Engineering /MCA/Bed. Assam has similar reservation in engineering colleges/polytechnics for best NCC cadets. Bihar has made the provision of guaranteed admission in Medical/Engineering/Polytechnic institutions to All India best NCC SD/JD cadets, cadets representing the Nation in Any activity sponsored by DGNCC and cadets who won Chief Minister's Gold, Silver and Bronze Medals. Cadets holding A, B and C certificates are given 5%, 7% and 10% weight age respectively at the time of selection for Medical, Polytechnic, Engineering and Educational Institutions. In Haryana, Kurukshetra and MD University gives weight age of 5% and 2% to C certificate holders in admission to B.Ed. and MA/M.Sc. Himachal University also gives weight age to cadets who have represented India, State of University of Inter College or Inter District tournaments.

For Admission to Panjab University, Chandigarh.

1. The Vice Chancellor of Panjab University may be approached to give the incentives to NCC certificate holders in various courses for which the admission is done by the University.
 - a. In University College of engineering and Technology, 3 credit points may be added to the score of NCC cadet with 'A' certificate. These credits may be added to his score in the entrance test.
 - b. Similar credits may also be given in admission to B.Sc. (Hons.) Courses, Chemical Engineering and admission to 5 years LLB Course. 3 credits scores should be added to the score obtained by NCC 'A' certificate holder in the CET Examination.
 - c. In all the postgraduate courses the NCC 'C' certificate holder be given 10% weight age. This weight age should be in LLB admission also. In admission to different departments the weight age for 'A', 'B' and 'C' certificate holder should be respectively 5%, 7% and 10 %.
 - d. For admission to MA/M.Sc./M.Com./MBA/MCA/LLB after graduation 3% seats may be reserved for NCC 'C' Certificate holders. Wherever the admission is through entrance test, NCC 'C' Certificate holders should be given 5 credit points in the entrance test score. In case of admission on the basis of marks obtained in the qualifying exams, weight age of 5, 7 and 10 percent should be given respectively to A, B and C certificate holders.

APPENDIX – III

Undertaking to be given by students Regarding Rules, Regulations and Maintenance of Discipline in 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 in 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 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 result in the forfeiture of the appliance seized.
10. Residents are not permitted to keep with them any offensive weapon, such as fire arms, Kirpan or Khukhri, etc. Strict action will be taken against anyone found in possession of such a weapon.
11. A Hostel Discipline committee comprising of 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 room. Cash in excess of 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 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 indiscipline in 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.

Annexure – I

SPONSORSHIP CERTIFICATE

(To be submitted by candidate seeking admission to PTD courses)

Certified that Shri _____ s/o Shri _____ an applicant for Admission to Four Year Part-time Diploma Course 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 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 _____ Engg. 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 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.

Annexure – II

**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 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.

Annexure – III
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/ Organisation _____
4. (a) Address of Employer _____
(b) Contact no. of employer _____
5. Exact designation of the 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 Organisation _____
Name of the Deptt. / Organisation _____
12. with _____
whom registered and 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 and 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. _____

Annexure – IV
CERTIFICATE OF VERIFICATION
(To be submitted by candidate seeking admission to PTD engineering course)

Endst. No. _____

Date: _____

This is to certify that M/s _____ situated at _____ is a registered firm/ industry/ contractors/ consultants working under 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 alongwith 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 _____

Dated _____

with seal _____

* Strike out which is not applicable.

Annexure – V

(Undertaking to be submitted by candidate seeking admission to PTD Engineering course)

I undersigned _____ S/o Sh. _____,
have been admitted in the session _____ and studying in ____ Year of Four Year
PART TIME 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 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 time table of part time diploma courses.

Signature of candidate
(with date)

Name and address with contact No.: _____

ANNEXURE – VI

UNDERTAKING BY THE STUDENT

(To be submitted by candidate seeking admission to both Regular and PTD Engineering courses)

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 as to 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 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, 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 _____

ANNEXURE –VII

UNDERTAKING BY PARENT/GUARDIAN

I, _____ Mr./Mrs./Ms (full name of parent/guardian) after / 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 as to 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 ward's admission is liable to be cancelled.

Declared this ____ day of _____ month of _____ year.

Signature of Parents/Guardians

Name _____

Address _____

Mob/Tel. No. _____





Building of Diploma Wing of CCET, Sector 26, U.T. Chandigarh