

(xiv) Details in respect of Information, available to or held by it, reduced in an electronic form

The Punjab State Board Of Technical Education And Industrial Training is involved with following major activities :

- 1) Admissions,Registration
- 2) Conduct Of Examination
- 3) Certification (Detail Marks Card, Diploma certificates, Transcripts) of the Pass out students
- 4) Designing of Curricula of different courses

The above all activities are computerized and for all these activities data is in electronic form. All other departmental works of Board are also computerized. These include :

- 1) Accounts Department work which includes annual report, budget, balance sheet , issue of salary receipts etc.
- 2) Examination work which includes in-house printing of question papers.
- 3) Student's examination data which include data of polytechnic and ITI institutions is in the electronic format.
- 4) Administration department data which includes proceeding of Board meetings , Examination Committee, Affiliation and Accrediation Committee, Finance Committee, Academic Committee.

The Board has two web sites. These are www.punjabteched.com and www.punjabteched.net. These sites are updated regularly for the information required by students and Institutes. On these web sites following information is provided to the public:

- 1) **About the Organization**
- 2) **Contact the Organization**
- 3) **E mail the Organization**
- 4) **News – notices and advertisements**
- 5) **Latest Updation :-** details of changes made on the website daily.
- 6) **FAQ –**
 - Joint Entrance Test
 - Admissions
 - Examinations
- 7) **Admissions –**

Procedure of admission and different prospectuses are in an electronic form and uploaded on the web site

 - JET
 - Pharmacy
 - MOP

The website also has the details of the students admitted in the different Institutes along with the balance seats, seats filled in each institute and course.

When the JET application form is filled by the student following information is provided to the students on the Board's web site:

- Status of application form
- Roll nos. and centers for sitting in the examination
- Result

8) List of Institutes :

The Board affiliates only those institutions which are approved by All India Council Of Technical (A.I.C.T.E.). List of all the Institutes affiliated to the Board is available on the web site. For each Institute following details have been provided –

- Established
- Management
- Location
- Nearest Railway Station
- Nearest Bus Stand
- Hostel facility
- Contact Address
- Courses running in the Institute

List of Industrial Training Institutes (I.T.I.s) and Art & Craft Institutions is also available on the web site.

9) List of Courses :

The Board conducts examinations for various Engineering and Non-Engineering Diploma courses running in the various Affiliated Institutions. The list of all such courses is on the web site. For each course following information is on the web site

- Salient Features of the Course
- Study and Evaluation Scheme of each semester of the course
- Detailed contents of each subject semester wise
- Function
- Main Subjects
- Further Education
- Employment Opportunities
- List Of Institutes running the course

Trades running in various Industrial Training Institutes (ITIs) for which the Board is holding examination for Craftsmen Training Scheme and Apprenticeship Training Scheme under NCVT and SCVT is also available on the web site.

10) Subject Code List for each of the course

11) Examination

- **Diploma :**
Student can enter their registration no. and see the status of their diploma certificate and may know the dispatch date of the same to their Institutes.
- **Results :**
Student can enter their registration no. and see the results of current examinations in gazette form as well as subject wise details.
- **Toppers :**
Course wise 1st 20 toppers list for each semester examination is uploaded on the website for the information of Institutes and students.

Course Wise Toppers List of 1st three positions for overall diploma course examination is uploaded on the website for the information of Institutes and students.
- **Datesheet :**
Course wise , semester wise datesheet is uploaded on the web sites for the information of students and Institutes.
- **Registration :**
Registration of newly admitted candidates is displayed on the web site.
- **Admit Card :**
Admit card for different examinations conducted by Board are displayed on the web site .Students may take the print out of the same and may sit in the examination.
- **Institutes Data :**
Institutes may download the database of the students appearing in different examination through Board's web site and practicals marks are filled in this database and sent back to the Board's email address for the compilation of results.