

- vii) The particulars of any arrangement that exists for consolation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof.**

For the transmission of information to the general public and concerned students, during the admissions and after the regular examinations the details regarding the students appearing in the examinations, the Admit Cards, the result cards are displayed on the website even before the relevant certificates are dispatched to the institutes. During the Joint Entrance Test admissions important informations concerning the rules of admissions, the availability of seats, the merit position of the seats already allotted etc. are displayed on Television / monitor computers at the venue of Central admissions.

### **Admission of students through Central Admission System (CAS)**

- > Those candidates who qualify the JET can apply for the admission to various Institutions affiliated with the Board. Admission will be purely on the inter-se-merit of JET. Candidates desirous to take admission should fill up the admission form which is included in the prospectus. Candidates must take care to complete this form very carefully as per the instructions given in the prospectus.
- > In case of doubt candidates may seek guidance by browsing Admission FAQs or contact the Board through e-mail or call the office of the Board at Chandigarh during office hours on working days on phone numbers 2615385 and 2615389. Corrections to an admission form once submitted will not be allowed.
- > After the last date of submission of Admission Forms, the Board publishes Admission Schedule on this website and also in leading newspapers like The Tribune (Chandigarh), Ajit Punjabi (Jalandhar), Punjab Kesari (Jalandhar). This schedule gives the venue, date, time, category, marks range for which admissions are to be held on a particular day. Candidates must keep a copy of Admission Schedule as no separate call letters are issued by the Board for admissions.
- > A candidate who has not filled the Admission Form in time i.e. before the last date for submission of these forms, shall not be allowed to enter the admission hall. The candidates are advised to keep a photocopy of the Admission Form, Bank Draft submitted with this form and post office receipt as a proof of having submitted this form in time. Ordinarily, the Board shall not accept postal delay as an excuse for late submission of Admission Form.
- > The candidates are required to produce original certificates for verification by the Central Admission Committee appointed by the Board. Any candidate who does not produce original certificates for verification at the time of the counseling shall

not be allowed to take admission. JET Prospectus gives details of the documents to be attached to the admission form. Candidates are advised to view Admission [FAQs](#) for clarifying common doubts especially with regard to sports grading certificate, domicile certificates, other state certificates and OBC certificates.

- > At the venue of the admissions, the candidates are called in the lot of 15-20 candidates based on the JET merit. After all the candidates of a particular lot present at the venue of the admission, sign in their presence, the lot is said to be closed. Any candidate who does not report to the admission hall before closing of lot for his merit shall lose his/her right of priority and shall be considered for a lot which is yet to be finalized. *For instance, if a lot of students for mark range 625 to 630 has been closed and candidate whose name figures in this lot but he/she fails to report to the admission hall before closing of this lot, the he/she will be adjusted in the next available lot which may be yet to close at that time.* Thus reporting at the admission hall before the close of the lot concerned is very essential to maintain candidates' right of priority.
- > After finalisation of lots based on inter-se merit of each candidate individual counselling is done. Each candidate along with his parents/guardian is called before the counselling team. They are given adequate time to decide the course and the institution of their choice for admissions. After verifying testimonials and other documents of the candidate seat selected by him/her is allotted. Once a seat gets allotted to a candidate, no change in the course or institution is permitted. Therefore the candidates are advised to exercise their choice of course and institution with due care and deliberation. Migration from one institution to another or change of course is not permitted immediately after the admission.
- > The admitted candidates are required to submit fee for the first semester alongwith other charges immediately on grant of a seat. No admitted candidate is allowed to go out of the admission hall without depositing fee at the bank fee counter within the admission hall. The candidates are then required to get themselves photographed. Arrangements are made within the admission hall for producing high quality digital photographs which are used for issuance of Registration Card and display on profile page at this website.

#### **Procedure for dealing with unfair means cases**

The unfair means cases which are booked by the invigilators and the Flying squad teams during the examination are received in the Board's Office and presented before the UMC Committee for deliberations. At the time of discussions of the UMC cases the students who are involved in unfair means cases and also the invigilating team (*if required*) are

summoned before the committee on a fixed date specified for the UMC meeting. The students are given an opportunity to explain their case before the members of the committee so that the justice is prevailed upon and accordingly the punishment are awarded as per rules for dealing unfair means cases. The detailed rules of UMC are available in the Examination rules of the Board.

The students are further given opportunity for appealing to the Chairperson of the Board against the decisions of the UMC Committee. Such appeals are placed in the meeting of the Examination Committee chaired by the Chairperson the Board. The students are once again called before the members of the Examination Committee to present their defence. The punishment awarded by the UMC committee may be reduced or kept status quo depending upon the defence presented by the Students.

The students awarded punishment for a specified period are debarred from attending the classes and appearing in the examination till such period.

#### **A. INDUSTRIAL/PROJECT/PRACTICAL TRAINING**

The polytechnics train the human resource and supply the technical manpower of supervisory level to the Industrial units and projects, which is the very vital input for the industries. The success of the professional/technical institution depends on the quality and competency of the product supplied by the institutions to the industries. The success of the industrial units/projects is directly dependent on the qualitative product of the institution. Thus the technical manpower is to be trained according to the requirement and satisfaction of the industrial units and projects. This is only possible if the industry is closely associated with institutions vis a vis Board for the proper preparation of the curriculum and then its implementation at gross root levels. The theoretical aspects of the curriculum are to be taught in the class rooms and practical training in workshop and laboratories of the institution. The students are to be absorbed in the field for the jobs. They must be seasoned for the industry/ field work culture before they complete their course. The student trainees learn a lot and get their knowledge horizon widened when they take the floor training in the industry/project.

Industrial Training is a vast field and the following are the key area on which it can be stressed upon:

- i) Field/Practical Training for teachers and students.
- ii) Educational Tours.
- iii) Seminars and Extension Lecture by persons well versed with industry.
- iv) Assignment of the projects.

**The Board has prescribed six month practical training as an essential component of curricula revised during 2004-05. The monitoring of the practical**

**training is being done at head office very carefully through an officer.**

## **B. SELF EMPLOYMENT AND ENTREPRENEURSHIP**

Self Employment and Entrepreneurship is vital requirement of craftsmen and professionals of the present day when the opportunities of employment are shrinking fastly in the public sector in our country under the present circumstances the qualified trainees of ITIs and Polytechnics must know the art for their self employment and then become an entrepreneurs.

The present system of teaching provides bookish knowledge which is not tune with the requirement of present day industry and service sector. The system mainly prepares the students for Govt. and wage employment. It is negative for Self Employment and thus increases % of unemployment in educated youth. The unemployment is the mother of all the evils. This needs to be corrected by the Department of Technical Education and Industrial Training and the State Govt. The contents of curricula needs flexibility. These lack self employment art and encourage for white collar job. The aim of Technical Education should be now to provide gainful employment.

The Punjab State Board of Technical Education and Industrial Training has redrafted the curricula for all the disciplines accepting the recommendations of the curricula restructuring committee constituted by the Punjab Govt. headed by Sh. Sukhdev Singh Former Agriculture Commissioner of Govt. of India and Ex- Director of Agriculture , Punjab.

The subject of Self Employment and Entrepreneurship has been made essential component of curricula both for the ITI students and Polytechnic students in training and examination.

The subject is to be taught with collaboration/assistance of eighteen organizations agencies for providing guidelines for Self Employment and Entrepreneurship enlisted in the report related to their fields.

These agencies are to highlight areas of Self Employment and ways/methods to get finance.

The subject of Self Employment and Entrepreneurship has been introduced since the year 2004.

For the follow up action and the execution of the Self Employment and Entrepreneurship scheme at grass root, the subcommittees are being constituted at District

Levels as under:

- a. Sub Committee on Self Employment input
- b. Sub Committee on Vertical Mobility of education
- c. Sub Committee on Information from Foreign Institutions/ Countries
- d. Sub Committee for tie up with User Industry and Service Sector
- e. Sub Committee for Private Institutions
- f. Core-Committees for Technical Education and Vocational Training