No. PSBTE&IT/DA/2024/ 1647   Dated: 16/07/24

Circular

ਬੋਰਡ ਦਫਤਰ ਵੱਲੋਂ ਨਾਮਜ਼ਦ ਕੀਤੀਆਂ ਗਈਆਂ ਨੋਡਲ ਸੰਸਥਾਵਾਂ ਦੇ ਮੁੱਖੀਆਂ ਨੂੰ Counselling ਵਿੱਚ ਭਾਗ ਲੈਣ ਵਾਲੇ ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਦਸਤਾਵੇਜਾਂ ਦੀ ਵੇਰੀਫੀਕੇਸ਼ਨ ਸਬੰਧੀ ਹਦਾਇਤਾਂ ਦਾ ਸਰਕੁਲਰ ਅਤੇ Institutions ਦਾ ਵੇਰਵਾ ਹੇਠ ਅਨੁਸਾਰ ਹੈ ਜੀ –

1. ਸਰਕਾਰੀ ਕਾਲਜਾਂ ਦੇ ਪ੍ਰਿੰਸੀਪਲਾਂ ਨੂੰ ਬਤੌਰ ਨੋਡਲ ਅਫਸਰ ਅਲਾਟ ਕੀਤੇ ਗਏ ਬਹੁਤਕਨੀਕੀ ਕਾਲਜਾਂ ਦਾ ਵੇਰਵਾ ਹੇਠ ਦਰਸਾਏ ਅਨੁਸਾਰ ਹੈ –

Sr.No.	Nodal Institute	Institutes allocated to Nodal Institute
1.	Govt. Polytechnic College, Amritsar	1. Govt. Polytechnic College, Amritsar 2. Khalsa College of Engg. And Tech., Amritsar
2.	Govt. Institute Of Garment Tech., Amritsar	1. Govt. Institute Of Garment Tech., Amritsar 2. Satyam Polytechnic And Phar. College, Ram Tirth, Amritsar (Both Pharm & Poly wing)
3.	Mai Bhago Govt. Polytechnic College For Girls, Amritsar	1. Mai Bhago Govt. Polytechnic College For Girls, Amritsar
4.	Punjab Institute Of Textile Technology, Amritsar	1. Punjab Institute Of Textile Technology, Amritsar 2. Global Group Of Institutions Sohian Khurd, Amritsar
5.	Sant Baba Attar Singh Govt. Poly College, Badbar, Barnala	1. Desh Bhagat Polytechnic College, Dhuri, Sangrur 2. Asra College Of Engg. And Tech., Sangrur 3. Bhai Gurdas Polytechnic College, Sangrur 4. Sant Baba Attar Singh Govt. Polytechnic College, Badbar, Barnala
6.	Govt. Polytechnic College, Bathinda	1. Govt. Polytechnic College, Bathinda (Both Pharm & Poly wing) 2. Regional Polytechnic College, Behman Diwana, Bathinda 3. Saraswati Polytechnic Collge, Balluana, Bathinda 4. Aklia Poly College, Bathinda
7.	Chandigarh College Of Engg & Technology, Chandigarh	1. Chandigarh College Of Engg. & Technology, Chandigarh 2. Sri Guru Gobind Singh College Of Pharmacy, Sector 26, Chandigarh (Both Pharm & Poly wing) 3. Longowal Polytechnic College, Derabassi, Mohali
8.	Govt. Polytechnic For Women, Chandigarh	1. Govt. Polytechnic For Women, Chandigarh (Both Phar & Poly wing) 2. Universal Polytechnic College, Lalru, Mohali 3. Sri Sukhmani Polytechnic College, Dera Bassi, Mohali 4. Dr. IT College of Polytechnic, Banur, Patiala
9.	Govt. Polytechnic College, Kotkapura, Faridkot	1. Govt. Polytechnic College, Kotkapura, Faridkot 2. Malwa Polytechnic College, Sadik Road, Faridkot 3. Adesh Polytechnic College, Muktsar (Both Pharm & Poly wing)
10.	S. Guru Hargobind S. Sahib Govt. Poly. College, Ranwan, Fatehgarh Sahib	1. S. Guru Hargobind S. Sahib Govt. Poly. College, Ranwan, Fatehgarh Sahib 2. Baba Banda Singh Bahadur Polytechnic College, Fatehgarh Sahib
11.	Govt. Poly. College, Ferozepur	1. Govt. Polytechnic College, Ferozepur 2. Chubaya College of Engg. & Tech., Fazilka

Sr.No.	Nodal Institute	Institutes allocated to Nodal Institute
12.	Govt. Polytechnic College, Batala	1. Govt. Polytechnic College, Batala
		2. Baba Hazara Singh Polytechnic College, Gurdaspur
		3. Golden College Of Engineering & Technology, Gurdaspur
		4. S Sukhjinder Singh Polytechnic & Pharmacy College, Hardo Channi,Gurdaspur (Both Pharm & Poly wing)
		5. V.M.S. Polytechnic College, Batala (Both Pharm & Poly wing)
		6. Pannu Polytechnic College, Gurdaspur
		7. Beant College of Engg. & Tech., Gurdaspur
13.	Govt. Polytechnic College, Dinanagar, Gurdaspur	1. Govt. Polytechnic College For Girls, Dinanagar,Gurdaspur
		2. Swami Sarvanand Institute Of Engg. And Technology, Dinanagar
14.	Pt. J.R. Govt. Poly. College, Hoshiarpur	1. Pt. J.R. Govt. Poly College, Hoshiarpur (Both Pharm & Poly wing)
		2. SBCMS Polytechnic College, Mukerian, Hoshiarpur
		3. St. Soldier Institute Of Pharmacy And Poly., Hoshiarpur
15.	Govt. Polytechnic College, Jalandhar	1. Govt. Polytechnic College For Girls, Jalandhar (Both Pharm & Poly wing)
		2. CT Instt. of Engg. Management &Tech., Jalandhar
		3. Central Institute Of Hand Tools, Jalandhar
16.	Mehr Chand Polytechnic College, Jalandhar	1. Mehr Chand Polytechnic College, Jalandhar (Both Pharm & Poly wing)
17.	Govt. Institute Of Leather & Footwear Technology, Jalandhar	1. Govt. Institute Of Leather & Footwear Technology, Jalandhar
		2. St. Soldier Instt. Of Pharmacy & Polytechnic, Jalandhar (Both Pharm & Poly wing)
18.	Ramgarhia Polytechnic College, Phagwara, Kapurthala	1. Ramgarhia Polytechnic College, Phagwara ,Kapurthala
19.	Sant Baba Prem Singh Memorial Govt. Poly. College, Begowal, Kapurthala	1. Sant Baba Prem Singh Memorial Govt. Polytechnic College, Begowal, Kapurthala
		2. Anand College Of Engg. And Mgmt., Sultanpur Road, Kapurthala
		3. DIPS Polytechnic College, Tanda, Hoshiarpur
20.	S.R.S. Polytechnic College, Ludhiana	1. S.R.S. Govt. Polytechnic College For Girls, Ludhiana
		2. R&D Centre For Bicycle & Sewing Machine ,Ludhiana
		3. Gulzar Group Of Institutions, Ludhiana
		4. G.H.G. Poly College , Raikot, Ludhiana (Both Pharm & Poly wing)
21.	Guru Nanak Dev Polytechnic College, Ludhiana	1. Guru Nanak Dev Polytechnic College, Ludhiana
22.	Central Tool Room, Ludhiana	2. Central Tool Room, Ludhiana
		3. Ludhiana Group Of Colleges , Jagraon,Ludhiana
		4. Ludhiana Polytechnic College, Kube, Ludhiana
23.	Government Institute Of Textile Chemistry And Knitting Technology, Ludhiana	1. Government Institute Of Textile Chemistry And Knitting Technology, Ludhiana
24.	Shaheed Nand Singh Govt. Poly. College, Bareta, Mansa	1. Shaheed Nand Singh Govt. Polytechnic College,Bareta, Mansa
		2. Vidya Ratan Polytechnic College,Khokhar, Lehragaga, Sangrur
25.	Govt. Polytechnic College, G.T.B. Garh, Moga	1. Govt. Polytechnic College, G.T.B. Garh, Moga
		2. SFC Institute Of Pharmacy, Moga (Both Pharm & Poly wing)
		3. Lala Lajpat Rai Memorial Poly College, Ajitwal, Moga
		4. ML Memorial Polytechnic College,Ajitwal,Moga
		5. Baba Isher Singh Poly College, Moga
26.	Govt. Polytechnic	1. Govt. Polytechnic College, Khooni Majra

Sr.No.	Nodal Institute	Institutes allocated to Nodal Institute
	College, Khooni Majra	2. Doaba Instt. of Engg. & Tech., Ghataur, Mohali
		3. Indo Global College Of Engineering, Abhipur, Mohali
27.	Govt. Poly. College, Fatuhi Khera, Muktsar	1. Govt. Polytechnic College, Fatuhi Khera, Muktsar
		2. Bankey Bihari Polytechnic College, Alamgarh, Abohar
		3. Saint Kabir Polytechnic College, Fazilka (Both Pharm & Poly wing)
		4. Maharaja Aggarsain Instt. of Tech., VPO Alamgarh, Abohar
		5. Abohar Polytechnic College, Abohar
28.	Govt. Polytechnic College, Patiala	1. Govt. Polytechnic College For Girls, Patiala (Both Pharm & Poly wing)
		2. Swami Vivekanand Institute Of Engg. & Technology, Banur, Patiala
		3. Swami Vivekanand Polytechnic College, Banur, Patiala
		4. Nancy Polytechnic College, Samana, Patiala
29.	Thapar Polytechnic College , Patiala	1. Thapar Polytechnic College , Patiala
30.	Govt. Polytechnic College, Ropar	1. Govt. Polytechnic College for Girls, Ropar
31.	Govt. Poly. College, Behram, SBS Nagar	1. Govt. Polytechnic College, Behram, SBS Nagar
		2. K.C. Polytechnic College , SBS Nagar
		3. Institute Of Engg. And Tech.(Technical Campus), Bhaddal, Ropar
		4. Doaba Polytechnic college, Rahon, SBS Nagar
32.	Govt. Polytechnic College, Bhikhiwind	1. Government Polytechnic College, Bhikhiwind, Khemkaran Road, Tarn Taran
33.	S. Amarjit Singh Sahi Govt. Polytechnic College Talwara, Hoshiarpur	1. S. Amarjit Singh Sahi Govt. Polytechnic College Talwara, Hoshiarpur
		2. Aman Bhalla Instt. of Engg & Tech., Pathankot
		3. Pathankot Polytechnic College, Pathankot
		4. Sai Polytechnic College, Badhani, Pathankot
		5. Tawi Polytechnic College, Dhar Kalan , Pathankot
34.	Govt. Medical College , Patiala	1. Govt. Medical College, Patiala
		2. Aryans College Of Engineering, Banur, Patiala

All the Nodal officers are hereby informed that:-

1. All the Nodal officers shall check the qualifying examination certificates as per the eligibility criteria defined in Notification issued by Government of Punjab.
2. It is also clarified that if any candidate is unable to submit the original certificate(s) at the time of verification, then in that case a self-declaration / undertaking may be obtained from the concerned candidate to submit the original certificate on or before last date of admissions, failing which his/her admission will be cancelled.
3. Further, the Nodal officers shall check and verify the record of the eligibility of the candidate from the attested photocopy of the certificate/ from the official website of the respective Boards / from DigiLocker.
4. Nodal officers shall not reject the cases on the basis of minor mistakes (i.e. correction in name / father's Name / Mother's Name / Marks etc.-if the seats are still vacant in the respective course). Mention such mistakes in the remarks column.
5. Nodal officers shall not reject the cases on the basis of not producing the medical certificate/ character certificate/ **Old dated category certificate/ Residence certificate, etc.** which are not the part of eligibility criteria for admissions. And shall procure/consider an undertaking as per Sr. No. 2.
6. **Procedure for the online Re-verification of the documents at the level of Nodal institutes is as below:-**
   (i) A separate Login ID will be created for the Nodal Institutions on the institute's online portal and the information regarding the Login will be sent to the concerned Nodal Institutions through e-mail.

(ii) Officials from the respective Institutes will visit the nodal institution for the verification of documents. Please ensure that No candidate shall be called by the Nodal institute for document verification.

(iii) Only the admission of those candidates which are verified and **Approved** by the Nodal officer on the online portal will be considered confirmed.

(iv) The candidates whose certificates are not found to be correct will be immediately informed by the nodal officer to the concerned institute with the remark and a valid reason.

(v) It is the responsibility of the Nodal centers to ensure that no candidate is left pending (without remarks) before the last date of admissions.

(vi) Verification of certificates/documents should be done in a transparent manner and within the stipulated time.

(vii) Nodal Institutes are requested to submit the verified list on the online portal very carefully as once submitted no correction shall be allowed thereafter.

ਉਪਰੋਕਤ ਦਰਸਾਏ ਨੋਡਲ ਸੈਂਟਰਾਂ ਵਿੱਚ ਜੇਕਰ ਕਿਸੇ ਸੰਸਥਾ ਦੀ ਅਲਾਟਮੈਂਟ ਰਹਿ ਜਾਂਦੀ ਹੈ ਤਾਂ ਸਬੰਧਤ ਸੰਸਥਾ ਜਲਦ ਤੋਂ ਜਲਦ ਬੋਰਡ ਦਫ਼ਤਰ ਨੂੰ ਸੂਚਿਤ ਕਰੇ ਤਾਂ ਜੋ ਦਾਖਲਿਆਂ ਸਬੰਧੀ ਕਾਰਵਾਈ ਸਮਾਂ ਰਹਿੰਦੇ ਮੁਕੰਮਲ ਕੀਤੀ ਜਾ ਸਕੇ।

ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਹਦਾਇਤਾ ਦੀ ਹਿੰਨ ਬਿੰਨ ਪਾਲਣਾ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਇਹ ਪੱਤਰ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਜੀ ਤੋਂ ਪ੍ਰਵਾਨਗੀ ਅਨੁਸਾਰ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

Director Academics

For Secretary, PSBTE&IT, Chd