

PUSHPA GUJRAL SCIENCE CITY

PTU SPONSORED SCHEME FOR VISIT OF STUDENTS FROM ITS AFFILIATED COLLEGES TO SCIENCE CITY, KAPURTHALA

PTU vide its letter no. PTU/Dean/RIC/dated 20.5.16 has sanctioned a scheme for visit of students of its affiliated colleges to Science City, Kapurthala. Under the scheme, the PTU will sponsor visit of 30000 students annually. Further, the PTU will reimburse ticket charges of Rs. 180/- per student to the PGSC. The reimbursement is subject to a group of minimum 40 students accompanied with their teacher having authority letter from the head of the institution. Each student is allowed free visit to the Science City once in 4 years under this scheme.

PGSC therefore, requests various principals of PTU affiliated colleges to avail this facility and send group of students to Science City under this sponsored scheme. The following mechanism is proposed to be adopted to facilitate the visit of students.

- The group of students intending to visit science city will be required to download certificates as per annexure A-1, A-2 & A-3 available on PGSC website www.pgsciencecity.org or PTU website www.ptu.ac.in and subsequently, will submit duly filled up forms as per annexures at the time of their visit at the information booth of Science City, Kapurthala.
- PGSC will provide only free entry ticket and no other expenses will be borne by Science City.
- At Science City, Ms Kanika Sharma, Assistant Manager Estate, mobile no. 8699227601 **OR** Dr. Munish Kumar, Manager Estate, mobile no. 8146580387 will be the coordinator for the visit of college students.

Duties of Coordinators at PGSC, Kapurthala

- All colleges visiting under this scheme will be greeted at information booth by coordinator PGSC, Kapurthala.
- Collect the documents and verify them.

- Issue ticket free of cost to the visiting institute (ticket package -1 @ of Rs. 180/-) and get the receipt for the same from the concerned teacher incharge on a specified proforma (Annexure -2)
- To maintain separate record of visit of the students under PTU scheme
- To handle other enquiry of college
- To facilitate their visit to be full of learning and enjoyment.

Duties of Accounts Department PGSC, Kapurthala.

- At the end of the day, reconcile the figures of bills raised vis-à-vis ticket receipts with the coordinator.
- To raise a monthly bill (along with required documents) to PTU for reimbursement of ticket charges. The bill will be sent to Dr. A.P. Singh, Dean (Research, Innovation & Consultancy) for forwarding it to the Accounts Department, PTU for payment.
- To keep a regular follow up/track of the payments on account of ticket reimbursement from PTU.

**CERTIFICATE TO BE ISSUED BY THE COLLEGE PRINCIPAL/HEAD OF
INSTITUTION ON ITS LETTER HEAD.**

01. It is certified that _____ number of students are visiting the Science City, Kapurthala on (date)_____ from (name of college)_____ Village/Town_____ Tehsil_____ District_____.
02. They are accompanied with _____ number of teachers.
03. Name of the authorized teacher incharge _____
04. It is further certified that college is affiliated to PTU under the Registration no. _____.
05. Certified that the group of students visiting the Science City have not earlier availed of the facility under this scheme.

Signature

Principal

(stamp/Seal)

Signature of authorized college teacher

Note: Teacher in the ratio of 1:25 students will be complementary. Additional teachers if any, will be required to pay ticket charges as per PGSC rules.

**PUSHPA GUJRAL SCIENCE CITY
TICKET RECEIPT**

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Name of the college _____

Address _____

No. of Students _____

Ticket nos. _____

(To be filled by Ticket Issue Clerk)

Total amount reimbursable to PGSC (Rs.) _____

Signature of Teacher In-charge Receiving Tickets _____

Signature of Ticket Issue Clerk _____

Verification by Coordinator with stamp _____

INSTITUTE INFORMATION FORM

- 1 Date of Visit: _____
- 2 No. of students visiting: _____
- 3 No. of Teachers visting: _____
- 4 Name of Institute: _____
- 5 TYPE(MARK TICK WHICHEVER APPLICABLE) Govt. /Private
- 6 Stream _____
- 7 PTU Affiliation Reg. No. _____
- 8 Name of Village/Town _____
- 9 Tehsil: _____ District: _____
- 11 Telephone No of Inst.: _____
- 12 Website of Institute.: _____
- 13 Total strength of Institute: _____
- 14 Name of Teacher In-charge: _____
- 15 Mobile _____
- 16 E-mail _____
- 17 Name of Principal: _____
- 18 Mobile _____
- 19 E-mail _____