

2.4.5 Full-time teachers and other academics in position at DDE (3)

Average percentage of the sanctioned posts occupied by full-time teachers and other academics respectively at DDE during the last five years Number of the sanctioned posts occupied by full-time teachers and other academics respectively at DDE year wise during the last five years

Year		2016	2017	2018	2019	2020
Number of Teachers	Sanctioned Posts	15	15	15	15	15
	In Position	12	12	12	15	15
Number of Other Academicians	Sanctioned Posts	3	3	3	3	3
	In Position	1	1	1	1	1
Total	Sanctioned Posts	18	18	18	18	18
	In Position	13	13	13	16	16
Percentage Per Year		72.22	72.22	72.22	88.89	88.89
Average Percentage		78.89				

Formula:

$$\text{Percentage per year} = \frac{\text{Number of full-time teachers and other academics in DDE} \times 100}{\text{Number of sanctioned posts in DDE}}$$

$$\text{Average Percentage} = \frac{\sum \text{Percentage per year}}{5}$$

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Director
Department of Open & Distance Learning
I. K. Gujral Punjab Technical University
Kapurthala


2.4.5 Full-time teachers and other academics in position at DDE (3)

Average percentage of the sanctioned posts occupied by full-time teachers and other academics respectively at DDE during the last five years

Number of the sanctioned posts occupied by full-time teachers and other academics respectively at DDE year wise during the last five years

Table 9

Year	Number of Teachers		Number of other Academics		Total	
	Sanctioned posts	In position	Sanctioned posts	In position	Sanctioned posts	In position
2016	15	12	3	1	18	13
2017	15	12	3	1	18	13
2018	15	12	3	1	18	13
2019	15	15	3	1	18	16
2020	15	15	3	1	18	16

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PUNJAB TECHNICAL UNIVERSITY JALANDHAR

Ref. No. PRO/REG/O.O/630

Dated 30/12/10

OFFICE ORDER

Subject: - Establishment of Directorate of Distance Education.

The BOG in its 25th meeting vide item No. 25.7 has approved the setting up of Directorate of Distance Education in the University in order to increase the effectiveness of distance education system.

To implement the decision of the Board the manpower requirement for establishing directorate has been approved in its 41st meeting. Directorate of Distance Education will start functioning w.e.f. 01.01.2011 and will be fully responsible for the following tasks and will independently deal with all matters pertaining to the distance education programme.

Directorate will have various sections dealing with Establishment, Academics, EDP, Accounts, Examinations & Administration

1. Duties and Functions of Directorate

Section	Responsibilities
HR	LC / RC Profile Management, LC Codes, LC Certificates, LC Establishment, RC Establishment, LC Operation Manual, Rules & Regulations, Infrastructure Norms, LC / RC Training, LC Audit, RC Audit, LC / RC Monitoring / Closure / Renewal, Additional Courses, LC Meets, Monthly RC Review Meets, Events
Academics	Syllabi and Scheme, Curriculum Revision, New Courses, Admission Analysis, Practical Guidelines, Projects / Industrial Training, Industry Tie-up / Industry Integration, Board of Studies, Placement Facilitation, Training Centre, On Campus Learning Centre, SIM Material, Computer Based Tutorials, Learning Management System, Broadcast / Telecast, Physical & Digital Library, Question Bank
EDP	Manage the entire database of the Learning centers, Student Profile Management, Admission Fee Deposit database, Roll Numbers / Eligibility, Examination Fee, Late Fee Management, Establishment Fee, Specialization Data, Absentee Data, Award Importing, Result Declaration, DMC Printing, Degree Printing, Migration UMC, Challenge Evaluation, Re-totalling, Transcript issuance
Accounts	Admission Fee Deposit, Examination Fee Deposit, Establishment Fee Deposit, Disbursement of Share to LC / RC, LC / RC Incentive, Process applicable TDS, Examination Expenditure Disbursement, Additional Course & OTF Fee Share, Online Transfer, Other Claims & Disbursement
Examinations	Conduct of Practical Examinations, Practical Examiners / Observers / Paper setters / Evaluators, Establishment of Exam Centres, Establishment of Technology Centre, Online Testing, Model Question Papers, Date Sheet, Obtaining Student Strength, Setting of Question Papers, Packing & Distribution of Examination Material, Observance & Surveillance, Collection of Answer Sheets, Evaluation, Scanning of OMR Sheets, Declaration of Result, Dissemination of Result, Innovations in Testing Techniques

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[Signature]
Director
Department of Open & Distance Learning
I. K. Gujral Punjab Technical University
Kapurthala

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Dean Office / Administration	Policy Reforms, Governance & Overall Management, Communication with AIPTUDEPA; Communication with RC, Communication with Learning Centers, Communication to the Students, Feedback Mechanism, DEC Meetings, Student Facilitation Centre, Complaint Management, Documentation, Legal, Convocation
Admission	Academic Calendar, Admissions Forms & Testimonials, Roll No., ID cards, Eligibility Equivalence, Student Record File, Migration Approval, Fee Waiver / Scholarship

2. Vice-Chancellor's approval is necessary for the new recruitment.
3. The following Committee will work for the distribution of staff and guidelines for tying up the accounts work with Directorate of Distance Education:
 1. Dean (Directorate of Distance Education)
 2. Chief Controller of Finance
 3. Director Finance
4. The following Committee will work for the distribution of staff and guidelines for tying up the eligibility check work with Directorate of Distance Education:
 1. Dean (Directorate of Distance Education)
 2. Registrar
 3. Deputy Registrar (Administration)
5. The following Committee will consider the format of Degree Certificate & DMC after being prepared from Directorate of Distance Education :
 1. Dean (Directorate of Distance Education)
 2. Registrar
 3. Controller of Examinations (Directorate of Distance Education)

Organization structure of Directorate will be as under:

S.No	Post	No.	Job Profile
1	Dean	01	A) Policy Planning, Liasoning with other Institutions including IGNOU, AICTE, UGC B) Framing of policy in line with the recommendations of different committees C) Representation at different academic forms including the University and other organizations
2	Director	01	To head the Directorate
3	Controller of Examinations	01	To head the Examinations wing
4	Joint Registrar	02	Conduct of Examination, Evaluation and declaration of Result
5	Deputy Controller of Examinations	02	Conduct of Examination, Evaluation and declaration of Result

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6	Deputy Registrar	03	1. Will be head of the Finance/ Accounts for DEP Program 2. Academics / Admission / Establishment
7	Assistant Professor	15	One Faculty for each discipline
8	Assistant Registrar	07	One for each section
9	System Analyst	01	To head the EDP Section
10	Programmer	01	Database Management
11	Sr. Technical Assistant	01	Collection of Data, Database Management and related work


Registrar

CC to: -

1. PS to VC for kind information of the Vice Chancellor
2. Dean (DEP) for necessary action





Director
Department of Open & Distance Learning
I.K. Gujral Punjab Technical University
Kapurthala

Ref. No. IKGPTU/DDE/ 14720

Dated 06/06/16

Office Order

Sub: Appointment of DDE faculty as Course Coordinators & Stream Coordinators.

The following faculty members of Directorate of Distance Education (DDE) are hereby assigned the course wise responsibilities mentioned against their names. They will perform the assigned duties in addition to their current responsibilities.

S.No	Stream	Course	Course Coordinator	Stream Coordinator
1.	IT	BCA	Dr. Dalveer Kaur	Dr. Dalveer Kaur
2.		BSC-IT	Dr. Dalveer Kaur	
3.		MCA	Sh. Rajdeep Singh	
4.		MSC-IT	Sh. Dinesh Gupta	
5.		PGDCA	Sh. Rajdeep Singh	
6.	Management	BBA	Ms. Supriya Babbar	Dr. Pooja Mehta
7.		BCom	Dr. Sanjeev Bansal	
8.		MBA	Dr. Pooja Mehta	
9.		MCom	Dr. Mandeep Kaur	
10.	Journalism & Mass Communication	BA-JMC	Ms. Priyanka Mahajan	Dr. Ranbir Singh
11.		MA-JMC	Dr. Ranbir Singh	
12.	Tourism & Hospitality Management	BSC-HMCT	Sh. Barinderjit Singh	Sh. Barinderjit Singh
13.		MSC-HMCT	Sh. Barinderjit Singh	
14.		BSC-ATHM	Sh. Barinderjit Singh	
15.		MSC-ATHM	Sh. Barinderjit Singh	
16.	Life Sciences	BSC-BT	Ms. Gazal Sharma	Dr. Chander Parkash
17.		MSC-BT	Ms. Gazal Sharma	
18.		BSC-MLS	Dr. Chander Parkash	
19.		MSC-MLT	Dr. Chander Parkash	

Responsibilities of Stream Coordinators: He will be the overall academic in-charge of the concerned stream. He will be responsible to provide active guidance and coordination to Course Coordinators and other stakeholders for the content development, PCPs and smooth management of all the academic affairs related to his stream.

Responsibilities of Course Coordinators: He will be the overall academic in-charge of the concerned course. He will be responsible to provide active guidance and coordination to Subject Coordinators for the content development, PCPs and smooth management of all the academic affairs related to his specific course. He will propose a Subject Coordinator for each subject whose content is being developed who will exclusively coordinate the process of content

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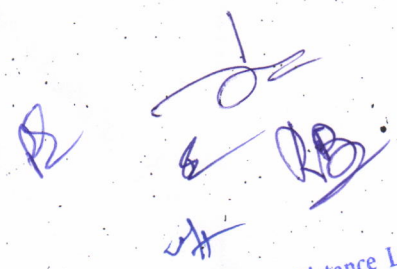
development of his subject by coordinating with authors, reviewers & the Content Development Committee. Course Coordinators will supervise the content development work of their respective courses and will provide feedback & support to all concerned for timely completion of the project.



(Director DDE)

CC:

1. Dean (DEP)
2. All concerned



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