

1.3

Supporting Documents

Approved Program of DDE year wise

Sl. No.	Documents Attached	Year/Session	Page No.
1.	Establishment of Directorate of Distance Education		1-3
2.	Recognition of offering program in open & distance learning (ODL) mode for academic year	2020-2021	4-9
3.	Recognition of offering program in open & distance learning (ODL) mode for academic year	2019-2020	10
5.	Recognition of offering program in open & distance learning (ODL) mode for academic year	2016-2017,2017-2018	11-14

30

7

PUNJAB TECHNICAL UNIVERSITY

JALANDHAR

Ref. No. PTU/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-totaling, 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

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, Liaisoning 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

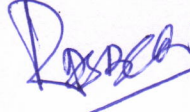
6	Deputy Registrar	03	1. Will be head of the Finance/ Accounts for DEP Program 2. Academics / Admission / Establishment
7	Assistant Professor	15	One Faculty for each discipline
8	Assistant Registrar	07	One for each section
9	System Analyst	01	To head the EDP Section
10	Programmer	01	Database Management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



UNIVERSITY GRANTS COMMISSION
DISTANCE EDUCATION BUREAU
35-FEROZE SHAH ROAD
NEW DELHI-110 001

ज्ञान-विज्ञान विमूक्तये

Speed Post

Office of the Vice-Chancellor

No. 41

Dated 11/03/2021

F.No. 16-4/2018 (DEB-I)

The Registrar,
I.K. Gujral Punjab Technical University
Jalandhar, Kapurthala Highway
Kapurthala, Punjab- 144603

Dean

Registrar

COE

Jt. Reg.

Xen

Director 1002

DR

DC

Sub: Commission Order for continuation of recognition of the Open and Distance Learning programmes already recognised for the academic session 2019-2020 for a period of one year, academic session 2020-2021 - regarding.

- Ref: 1. UGC letter no. 16-4/2018 (DEB-I) dated 26.06.2020 for recognition of ODL programmes up to 2019-20.
2. Provisions stipulated under Regulation 3 (A) of Part II of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 for continuation of recognition of already recognized Open and Distance Learning programmes for 2019-20.
3. UGC Public Notices issued vide F.No.1-15/2020 (DEB-1) dated 12th October, 2020 and 07th December, 2020 regarding continuation of recognition of already recognized Open and Distance Learning programmes for 2019-20; as per Ref. (2) above.

Sir/Madam,

With reference to the references cited above, I am directed to issue this order thereby communicating the continuation of the recognition for a period of one year, academic session 2020-2021, starting from July, 2020 and January, 2021 for offering only those programmes under ODL mode which were already recognised for the academic session 2019-2020 (academic session January, 2020 only) as under:

S.No.	Name of Programmes	Period of recognition
1	BACHELOR OF COMMERCE	Academic session 2020-2021 only
2	BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION)	
3	BACHELOR OF BUSINESS ADMINISTRATION	
4	BACHELOR OF COMPUTER APPLICATIONS	
5	MASTER OF COMMERCE	

Note: These recognition details were also uploaded on UGC website as per reference (3) above.

2. For the recognized programmes, the Higher Educational Institution shall scrupulously abide in letter and spirit by all the provisions of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 while offering the programmes in Open and Distance Learning mode.

10/03/21

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

3. The HEI shall adhere to various directives issued by the Commission and other relevant statutory/ regulatory bodies/authorities from time to time.

4. In the event of any Higher Educational Institution found offering programmes in Open and Distance mode and/or Online mode without recognition of the Commission or in violation to any of the provision(s) of these regulations and guidelines or orders made there under, the Commission may take actions as per Regulation 7 in Part -II of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and the Higher Educational Institution shall be solely responsible for career consequence of the students, if any, arising out of the same.

5. The other terms and conditions shall remain same as communicated in the previous Commission Orders.

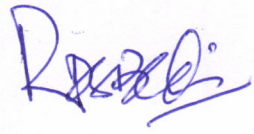
Yours faithfully,

(Dr. Dinesh Chand)
Education Officer

Copy to:

1. The Secretary, Higher Education, Government of Punjab, Chandigarh- 160002 with a request to ensure that HEI adheres to all the provisions of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.
2. The Joint Secretary (Open & Distance/Online Learning), Ministry of Education, Govt. of India, Shastri Bhawan, New Delhi - 110 001.
- ✓ 3. The Vice-Chancellor, I.K. Gujral Punjab Technical University, Jalandhar, Kapurthala Highway Kapurthala, Punjab- 144603.
4. The Joint Secretary, State University Bureau, UGC, BSZ Marg, New Delhi -110 002.
5. Guard file.

(Sunita Sharma)
Section Officer


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

Ref. No. : IKGPTU/Reg/NF/31

Dated 27.02.2020

NOTIFICATION

Upon the approval of 52nd Academic Council vide Agenda No. S-52.05.01 dated 16th January, 2020 and subsequently approved in 72nd meeting of Board of Governors, I.K. Gujral Punjab Technical University is pleased to notify the start of Diploma in Computer Application (DCA) from January 2020 session under Open & Distance Learning (ODL).

Sl. No.	Program	Duration	Medium	Mode
1.	Diploma in Computer Application	DCA	1 year	2 year

The eligibility for admission in DCA and fee structure is as under:

Sl. No.	Program	Eligibility	Fee Structure (per semester)
1.	DCA	<p>All those candidates who have passed the 10+2 or its equivalent examination in any stream conducted by a recognized Board / University / Council.</p> <p>OR</p> <p>Those candidates who have passed their Matriculation examination AND have also passed three year Diploma in any Trade from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such Examination from any other recognized State Board of Technical Education, or Sant Longowal Institute of Engineering & Technology, Longowal.</p>	<p>Admission Fee:</p> <p>Rs. 9000/-</p> <p>Examination Fee:</p> <p>Rs. 1000/-</p> <p>Total Fee:</p> <p>Rs. 10,000/-</p>

The curriculum of the DCA Programme is as under:

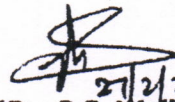
SEMESTER-I

	40	60	100	Credits
Communication-I	40	60	100	4
Human Values and Professional Ethics	40	60	100	3
Programming in C	40	60	100	5
Database Management Systems	40	60	100	6
Information Technology	40	60	100	4
Software Lab-I (Programming in C)	60	40	100	2
Software Lab-II (Information Technology)	60	40	100	2
Total	700			26

SEMESTER-II

Environmental Science	40	60	100	2
Communication-II	40	60	100	4
Web Technologies	40	60	100	6
OOPS Using C++	40	60	100	5
Computer System Architecture	40	60	100	4
Workshop on Web Development	60	40	100	2
Software Lab-III (OOPS Using C++)	60	40	100	2
Total			700	25

These students after passing this diploma program, may opt for admission in Lateral Entry in BCA at any time as a lateral entry students, he/she will have to pass Mathematics-1 and Mathematic-II of 1st and 2nd semester of BCA respectively along with passing of Semester-III to Semester-VI for qualifying to get degree in BCA.

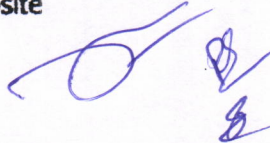

27/2/2020
(Dr. S.S. Walia)
Registrar


Endst. No. IKGPTU/Reg/NF/32-35

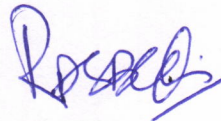
Dated 27.02.2020

A copy is forwarded to the following officers for information please.

1. I/C Secretariat, O/o Vice Chancellor: For information of Vice Chancellor
2. All HoDs/Incharge (Non Teaching)
3. Director (Main and Other Campuses)
4. Incharge (ITS): For uploading on website




(Dr. S.S. Walia)
Registrar



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

UNIVERSITY GRANTS COMMISSION
Distance Education Bureau

F.No. 1-2/2021 (DEB-I)

Dated: 02.08.2021

S.NO	STATE	NAME/CATEGORY OF HEI	PERIOD OF RECOGNITION	LIST OF PROGRAMMES RECOGNISED FOR 2020-21, ACADEMIC SESSION BEGINNING JULY, 2020 AND ONWARDS	
				NUMBER OF RECOGNISED PROGRAMMES	NAME OF RECOGNISED PROGRAMMES
					16. MASTER OF ARTS (HISTORY) 17. MASTER OF ARTS (JOURNALISM) 18. MASTER OF ARTS (ODIA) 19. MASTER OF ARTS (POLITICAL SCIENCE) 20. MASTER OF ARTS (PUBLIC ADMINISTRATION) 21. MASTER OF ARTS (PUBLIC POLICY) 22. MASTER OF ARTS (RURAL DEVELOPMENT) 23. MASTER OF ARTS (SANSKRIT) 24. MASTER OF ARTS (SOCIOLOGY) 25. MASTER OF COMMERCE 26. MASTER OF SCIENCE (CYBER SECURITY)
40.	PUNJAB	I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY KAPURTHALA (STATE UNIVERSITY)	2020-2021 Academic session beginning July 2020 and Jan 2021 only	5	1. BACHELOR OF COMMERCE 2. BACHELOR OF ARTS (JOURNALISM AND MASS COMMUNICATION) 3. BACHELOR OF BUSINESS ADMINISTRATION 4. BACHELOR OF COMPUTER APPLICATIONS 5. MASTER OF COMMERCE

UNIVERSITY GRANTS COMMISSION
Distance Education Bureau

F.No. 1-2/2021 (DEB-I)

Dated: 02.08.2021

S.NO	STATE	NAME/CATEGORY OF HEI	PERIOD OF RECOGNITION	LIST OF PROGRAMMES RECOGNISED FOR 2020-21, ACADEMIC SESSION BEGINNING JULY, 2020 AND ONWARDS	
				NUMBER OF RECOGNISED PROGRAMMES	NAME OF RECOGNISED PROGRAMMES
41.	PUNJAB	LOVELY PROFESSIONAL UNIVERSITY, JALANDHAR (PRIVATE UNIVERSITY)	2020-2021 Academic session beginning July 2020 and Jan 2021 only	19	1. BACHELOR OF ARTS 2. BACHELOR OF BUSINESS ADMINISTRATION 3. BACHELOR OF COMMERCE 4. BACHELOR OF COMPUTER APPLICATIONS 5. BACHELOR OF LIBRARY AND INFORMATION SCIENCE 6. BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY) 7. MASTER OF ARTS (ECONOMICS) 8. MASTER OF ARTS (EDUCATION) 9. MASTER OF ARTS (ENGLISH) 10. MASTER OF ARTS (HINDI) 11. MASTER OF ARTS (HISTORY) 12. MASTER OF ARTS (MATHEMATICS) 13. MASTER OF ARTS (POLITICAL SCIENCE) 14. MASTER OF ARTS (SOCIOLOGY) 15. MASTER OF COMMERCE 16. MASTER OF LIBRARY AND INFORMATION SCIENCE 17. MASTER OF SCIENCE

UNIVERSITY GRANTS COMMISSION
Distance Education Bureau

F.No. 1-11/2019 (DEB-I)

Dated: 30.12.2019

S.NO	STATE	NAME/CATEGORY OF HEI	PERIOD OF RECOGNITION	LIST OF PROGRAMMES RECOGNISED ONLY FOR THE ACADEMIC SESSION BEGINNING JANUARY, 2020	
				NUMBER OF RECOGNISED PROGRAMMES	NAMES OF RECOGNISED PROGRAMMES
					ADMINISTRATION
8.	MADHYA PRADESH	RABINDRANATH TAGORE UNIVERSITY, BHOPAL (PRIVATE UNIVERSITY)	Only for the Academic Session beginning January 2020	10	1. BACHELOR OF ARTS 2. BACHELOR OF BUSINESS ADMINISTRATION 3. BACHELOR OF COMMERCE 4. MASTER OF ARTS(ENGLISH) 5. MASTER OF ARTS (HINDI) 6. MASTER OF ARTS (POLITICAL SCIENCE) 7. MASTER OF COMMERCE 8. MASTER OF ARTS (HISTORY) 9. MASTER OF ARTS (ECONOMICS) 10. MASTER OF SOCIAL WORK
9.	MAHARASHTRA	KAVI KULGURU KALIDAS SANSKRIT UNIVERSITY, NAGPUR (STATE UNIVERSITY)	Only for the Academic Session beginning January 2020	2	1. MASTER OF ARTS (SAMSKRITAM) 2. MASTER OF ARTS (YOGASHASTRA)
10.	PUNJAB	I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY, KAPURTHALA (STATE UNIVERSITY)	Only for the Academic Session beginning January 2020	5	1. BACHELOR OF COMMERCE 2. BACHELOR OF ARTS (JOURNALISM AND MASS COMMUNICATION) 3. BACHELOR OF BUSINESS ADMINISTRATION 4. BACHELOR OF COMPUTER APPLICATIONS 5. MASTER OF COMMERCE
11.	RAJASTHAN	J.E.C.R.C. UNIVERSITY, VIDHANI (PRIVATE UNIVERSITY)	Only for the Academic Session beginning January 2020	5	1. BACHELOR OF COMPUTER APPLICATIONS 2. BACHELOR OF BUSINESS ADMINISTRATION



SPEED POST

F.No. 9-3/2016 (DEB-I)/321

Dated: July, 2016

The Registrar
I. K Gujaral Punjab Technical University,
Jalandhar-Kapurthala Highway
Kapurthala-144603
Punjab

08 JUL 2016

Sub: Recognition for offering programmes in Open & Distance Learning (ODL) mode from academic year 2016-17 - regarding.

Sir/Madam,

This is in reference to your proposal submitted for consideration of recognition in response to UGC letter F.No. 12-3/2016 (DEB-III) dated 21.03.2016 and subsequent interface meeting attended by your University/Institutions. In this regard, I am directed to inform that it has been decided to accord recognition to your institution to offer certain programmes through distance mode for two academic years i.e. 2016-17 and 2017-18 subject to strict adherence and compliance of the conditions mentioned in this letter.

2 The university shall scrupulously abide by the following terms and conditions, while offering the programmes through distance learning mode in accordance with the Affidavit dated 27th May, 2016, duly notarised and signed by Dr. Amanpreet Singh, Registrar of the University, submitted to the Commission.

3. The recognition accorded to the institution will be valid only for the programmes/courses as mentioned in the list attached with this letter.

i) The University shall offer only those programmes through Open and Distance Learning (ODL) mode, which are approved by the statutory bodies of the University as per norms and also by UGC and wherever necessary by the apex regulatory bodies in the country.

ii) It is the responsibility of the University to follow the norms prescribed by the concerned regulatory body/ies such as UGC, AICTE, NCTE/any other and also seek its/their prior approval, wherever required.

iii) The University shall not start any new programme without prior approval of UGC and other concerned regulatory authorities in anticipation of recognition.

Amanpreet Singh

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- iv) The nomenclature of all the programmes to be offered under distance mode shall be strictly as per UGC/AICTE Regulations.
- v) No teacher education programme shall be offered without prior approval of the NCTE (as per new NCTE regulations, 2014)
- vi) The Ministry of HRD's directions prohibiting B.E/ B.Tech through distance mode vide its letter dated 29.07.2009 shall be adhered to strictly.
- vii) The programmes in Engineering and Technology e.g. B.E/ B.Tech/ Diploma and courses in Medicines/ Nursing/ Physiotherapy etc. are not allowed and the University will not be offering the same.
- viii) The university shall refrain from offering such programmes that are not allowed to be offered, through distance mode by the respective apex body/ies.
- ix) No online programme leading to award of Degree/ Certification shall be offered by the University, until a policy is framed and approved by UGC in this regard.
- x) The minimum duration of a programme, offered in ODL mode shall not be less than the minimum duration of similar programme offered through the regular mode. Nomenclature of programme and the minimum eligibility criteria for admission should be as per UGC norms and Regulations.
- xi) The University shall run its ODL programmes only in those subjects/ fields which are offered by it through regular mode.
- xii) The university shall have at least one full time faculty member exclusively for coordinating each programme at the headquarters
- xiii) The eligibility conditions for admissions to each course to be offered through distance learning mode shall be as per norms of UGC/AICTE and other regulatory bodies.
- xiv) The territorial jurisdiction in respect of University for offering programmes through distance mode will be as per the policy of UGC on territorial jurisdiction and opening of off campuses/centres/study centres as mentioned in the UGC notification No.F.27-1/2012(CPP-II), dated 27th June 2013, a copy of which is also posted on the UGC website www.ugc.ac.in/deb.
- xv) The programmes in distance mode will not be offered through franchising arrangement and /or through any private institution /college
- xvi) The Institution will have necessary infrastructure at its HQ as well as its Study Centres (if any) for conduction of practical work, wherever required.
4. Moreover, the University shall not offer any M.Phil/Ph.D Programme through distance learning mode in compliance to clause 5 of the UGC (Minimum Standard and Procedure for awards of M.Phil./Ph.D Degree), Regulation 2009.

Deanshu

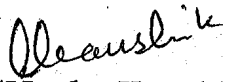
[Signature]

5. The Institution's management of the distance education programmes will be open for review and inspection by the UGC. The academic norms of the programmes shall be under monitoring by the concerned regulatory authorities.

6. It may also be noted that:

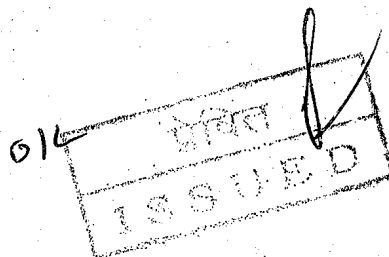
- i. If the institution fails to comply with the conditions of recognition for which the Affidavit, as mentioned above has been submitted or if it is found conducting affairs in a manner that leads to deterioration of academic standards, the UGC may withdraw its recognition at any stage. The University will be solely responsible for the same.
- ii. The recognition can be reviewed depending on change of policy with reference to ODL Regulations or otherwise.
- iii. In case any information, documentary evidence submitted/produced by the University/institution is found to be false or fake at a later stage, the recognition of University/institution shall be withdrawn and the University/Institution concerned shall be solely responsible for the all consequences arising out of the same.

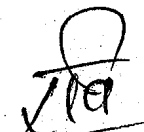
Yours faithfully,


(Megha Kaushik)
Education Officer

Copy to:

1. The Secretary, Higher Education, Govt. of Punjab, Chandigarh- 160001
2. The Joint Secretary (TEL), MHRD, Govt of India, Shastri Bhawan, New Delhi - 110 001
3. The Member Secretary, AICTE, 7th floor, Chanderlok Building, Janpath, New Delhi 110001
4. The Member Secretary, National Council for Teacher Education, Hans Bhawan, New Delhi.
5. Publication Officer (Web), UGC for updating website.
6. Guard file.

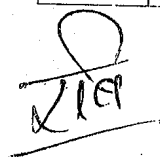


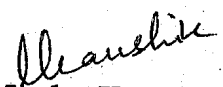

(R.I.S Bhardwaj)
Section Officer

Annexure

List of Programmes approved by UGC to I.K. Gujral Punjab Technical University, Jalandhar to be offered through distant mode during the academic year 2016-17 & 2017-18 only, as per the terms and conditions contained in the UGC letter F.No. 9-3/2016 (DEB-I) dated July, 2016

S.No.	Proposed Programmes
1	B.Sc. INFORMATION TECHNOLOGY
2	M.Sc. INFORMATION TECHNOLOGY
3	MASTER OF COMPUTER APPLICATION
4	BACHELOR OF COMPUTER APPLICATION
5	POST GRADUATE DIPLOMA IN COMPUTER APPLICATION
6	B.Com.
7	B.B.A.
8	B.A. JOURNALISM MASS COMMUNICATION
9	M.A. JOURNALISM MASS COMMUNICATION




(Megha Kaushik)
Education Officer