

Signature

**MINUTES OF THE 8TH MEETING OF
ACADEMIC COUNCIL**

HELD ON 06.04.2001

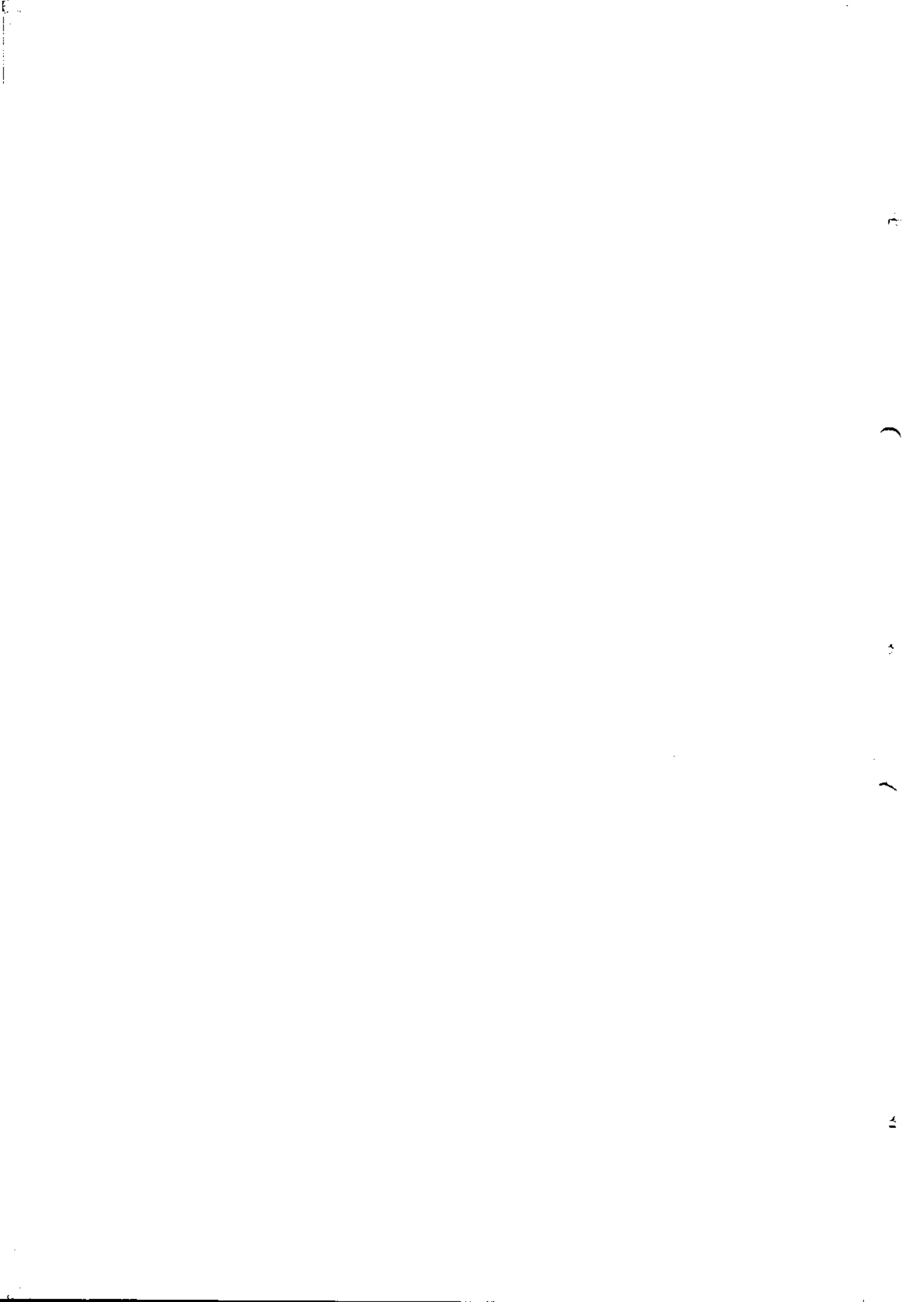
IN THE OFFICE OF THE VICE-CHANCELLOR



**PUNJAB TECHNICAL UNIVERSITY,
JALANDHAR**

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MINUTES OF THE 8TH MEETING OF THE ACADEMIC COUNCIL HELD ON 06.04.2001 AT 11.00 AM IN THE OFFICE OF THE VICE - CHANCELLOR , PUNJAB TECHNICAL UNIVERSITY, JALANDHAR.

The list of members who attended the meeting are attached herewith. 7

No. 8.1 Confirmation of the Minutes of the 7th meeting of the Academic Council held on 30th May, 2000.

The minutes of the 7th meeting of the Academic Council held on 30th May, 2000 were confirmed. The decision taken regarding condonation of attendance under item No. A-3 was brought to the notice of the members. It was decided that this issue may be taken up under a separate item.

No. 8.1(a) Condonation of Attendance.

The Academic Council considered and approved the following:

1. The Principals / Directors of the affiliated colleges / institutes may condone shortage of attendance upto 10% of the delivered lectures with proper recorded reasons.
2. The shortage of attendance may not be referred to the Vice - Chancellor for condonation.

No. 8.2 Introspection of Proceedings of the 1st to 7th AC Meetings.

The members appreciated the steps taken by the University to present before the Academic Council the various items of the seven meetings of the Academic Council held upto now alongwith the brief comments on the action taken. However, the members desired that factual position about some of the items as on date may also be brought to their notice. (Annexure - I)

No. 8.3 Migration of students to a college from other colleges within the University.

The members discussed the issue of migration of the students and the proposed changes put forward before them. The following committee was constituted to propose a comprehensive system for migration. The committee shall submit its report within four weeks.

1. Dr. R.P.Singh
2. Dr. D.S.Kumar
3. Dr. Ashwini Kumar
4. Dr. K.N.S.Kang (for Management colleges)
5. Dr. Sadhu Singh Director Colleges, Convenor

No. 8.4 Quality of University results.

Principal, Adesh Institute of Engg. & Tech. Faridkot proposed a procedure for finding out the quality of University results. He has suggested that the quality of results may be assessed based upon the following methods:-

1. Number of percentage of students getting above 75% marks.
2. Number of percentage of students who clear all the courses i.e., no reappear cases.
3. Total number of supplementries in a subject or aggregate of supplementries in all the subjects.
4. Total number of credits earned by a class.

He has suggested that the following numerical **Figure of Merit (FOM)** may be adopted for the comparative evaluation of results.

$$\text{FOM} = \frac{\text{Total No. of credits earned by a class as a whole.}}{\text{Maximum No. of credits that the students of the class could have earned.}}$$

It is suggested that the figure of merit be computed for each class and for each institute/college.

These suggestions to judge the quality of university results was discussed by the members. It was felt that determining only the figure of merit would be a very narrow area of ascertaining the quality of university results. It was felt that instead of determining a figure of merit, the following process may be initiated:

1. Self-accreditation of the Colleges/institutes.
2. Parameters may be defined for the quality of university results.

After detailed discussions, the following committee was constituted to look into such issues and to make suggestions:

1. Dr. Ashwini Kumar
2. Dr. S. C. Kapoor
3. Prof. V.K. Diwan
4. A University Representative depending upon the availability.

No. 8.5 Chances for RTI examinations.

The question of permitting number of chances to reappear in the theory and practical examinations was discussed in detail by the members and resolved as under :

1. that there will be no reappear in sessional / internal assessment of Theory and Practical subjects. The marks obtained by the students in sessionals / internal assessment both in Theory and Practicals shall be added as such to their marks obtained in written Theory and external Practical examinations respectively. A minimum of three house tests shall be conducted and average of the marks obtained in three house tests shall be taken towards the sessional marks.
2. that students will have to obtain minimum marks required to pass the subject as per the regulations.
3. that external examiners for the practical examinations shall be appointed by the University and the presence of an external examiner to conduct the practical examination shall be required.

No. 8.6 Conduct of semester final examinations (Item No.1 of meeting of Principals held on 07.11.2000).

In the 7th meeting of the Academic Council, it was decided that reappear examinations of odd (even) semester subjects shall be held alongwith regular odd (even) semester subjects. The students have been agitating as the number of chances available to them for the reappear examinations have been reduced. To reduce the problems of the graduating students, the University conducted a special examination for them in July, 2000. The students of other years have been agitating and demanding that the already existing rules of conducting examinations of all subjects during odd and even semester examinations should continue. This matter was discussed with some of the Principals and they have suggested that to overcome this difficulty the University may conduct a supplementary examination in June/ July for all the subjects of odd and even semester.

This proposal was put up in the meeting of the Principals/ Directors and they discussed this issue in depth. Most of them insisted that the University should conduct examinations of all subjects during odd and even semester examinations.

After detailed deliberations it was decided that examinations of all subjects of every degree programme being run by the University shall be held during odd and even semester examinations. It was further decided that due to foggy weather during month of December, the morning examinations shall be started from 9:30 AM onwards.

The above decision was ratified.

No. 8.7 Requirement of minimum credits (Item No.2 of meeting of Principals held on 07.11.2000).

Same as item No. 8.17. The decision was ratified.

No. 8.8 Case of ineligible students allowed to sit in the various examinations of the University (Item No. 3 of meeting of Principals held on 07.11.2000).

The students of BBA/ BCA are eligible to appear in the examinations of a subject for a maximum of 3 times. Some of the students could not pass in various subjects by appearing in 3 examinations. They approached the University through their respective Principals that they may be given a mercy chance to

appear. The Vice Chancellor permitted them to reappear in the examinations by paying an additional fee of Rs. 5,000/- + fee of Rs. 500/- as admission fee. However, some of the students did not pay this fee and have appeared in the reappear examinations.

To look into this total case an enquiry was set up by the University. It was pointed out by the Enquiry Officer that the sole responsibility of checking the eligibility for appearing in the University examinations lies with the Principals/ Directors of the Colleges. The students have been demanding that their results may be declared.

This matter was put up before the members and it was decided that the result of those students who have already appeared in the examinations and have paid an additional fee of Rs. 5,500/- may be declared. Those students who have appeared in the examination but have not paid the additional fee of Rs. 5,500/- may do so before their results are declared. However, this shall not be taken as a precedent.

The above decision was ratified.

No. 8.9 Amendment in regulation 12 (a) to (f) (Item No. 4 of meeting of Principals held on 07.11.2000).

This item was discussed in detail and it was decided that the result of those students who have secured 40 to 50% marks may be declared successful by giving them "Pass Degree". However, this is to be referred to the Academic Council.

The above decision was ratified. It was clarified that this decision was taken in reference to management courses only at the level of BBA/BCA.

No. 8.10 Counselling of students (Item No. 6 of meeting of Principals held on 07.11.2000).

The members were very happy to learn that such a step is being proposed by the University to reduce communication gap between the students and the authorities of the Colleges and the University. The Principals/Directors of the Colleges were requested to appoint the students' Advisors. One Chief Counsellor is to be identified and appointed in each College / Institute by the Principal / Director.

The Colleges/Institutes must inform the University about the steps taken by them to implement the decision.

No. 8.11 Payment of fee to the University (Item No.7 of meeting of Principals held on 07.11.2000)

The following affiliation fee structure was approved by the Vice - Chancellor for Academic Session 2000-2001. It was intimated to all the affiliated colleges vide letter No. PTU/DC/Gen/267-294 dated 18-07-2001.

Description	Fee (in Rs.)
1. Application Processing Fee	10,000/-
2. Inspection fee per inspection per unit for each programme for one year.	10,000/-
3. Provisional affiliation fee per unit for each programme for one year	50,000/-
4. Provisional affiliation continuation fee per unit for each programme	25,000/-
5. Permanent affiliation fee per unit for each programme for three years.	75,000/-
6. Permanent affiliation continuation fee per unit for each programme for three years	50,000/-
7. Endowment Fund	25 Lakh

One unit shall be taken as of 30 sanctioned intake for all courses except BBA/BCA where one unit shall be of 40 sanctioned intake. The colleges/institutes shall be considered by the University for permanent affiliation after the first batch has passed out.

The item was ratified. It was decided that those colleges / institutes who have paid the endowment fund to AICTE are not required to pay the endowment fund to the University. However, all other

To register for the 5th semester a student must pass all the subjects offered in the 1st semester and to register for the 6th semester he/she must pass all the subjects offered in the 2nd semester. The student is allowed to reappear whenever an examination is held in subject (s).

6(b) Deleted

6(c) A total of 6 years from the date of admission, shall be given to a candidate to pass all the courses and to fulfill all the requirements for the completion of degree of Bachelor of Technology and 7 years for the course of Bachelor of Arch.

It was pointed out by the Vice-Chancellor that the decision taken regarding the amendment made in clause 16(a) to (c) in the regulations for B.Tech. / B.Arch programmes may be taken for the examinations upto May/June 2001 only. A new committee is set up to look into the amendments to be made in the regulations for B.Tech./ B.Arch courses and submit its report before the commencement of the next academic session of 2001-2002. The following committee was constituted for this purpose.

1. Dr. R.P.Singh Convenor
2. Dr. Ashwini Kumar
3. Dr. R.S.Seehra

lo. 8.18 Minutes of Meeting of Board of Studies – Training held on 17.11.2000.

The report of the Board of Studies-Training was discussed. The following committee was constituted to design the programme, its evaluation, etc.

1. Dr. R.S.Seehra Convenor
2. Dr. O.P.Sahni
3. Dr. H.S.Sagar

Dr. H.S.Sagar was assigned the responsibility to design a proforma for the students going on training for preparing the training report.

lo. 8.19 Introduction of Computer Course in all Degree Programmes.

As per the decision taken earlier, the colleges/institutes were expected to introduce computer courses from the academic session 2000-2001. Two packages of computer courses were also suggested by the University. The Principals/Directors brought out certain difficulties in introducing these computer courses as they felt that the very essential courses for a particular degree programme cannot be dispensed with at the cost of computer courses. The Vice-Chancellor desired that the computer courses must be introduced from the next academic session 2001-2002 and the respective Board of Studies must decide the modus-operandi to find out the slot(s) for introducing the computer courses in the various degree programmes. Director Colleges shall monitor the progress of introduction of computer courses.

o. 8.20 Regulation 12(f) - appointment of Moderation Committee for sessional marks (Item No.5 of meeting of Principals held on 07.11.2000).

It was felt by the members that the marks obtained by the students in theory papers as well as sessionals should be moderated by Moderation Committees to maintain uniformity. The Vice Chancellor is authorised to appoint the moderation Committees for various degree programmes/courses.

The item was ratified.

o. 8.21 Approval of Course and curriculum for various Degree Courses.

The courses for the various degree programmes as brought by the various Board of Studies were approved by the Council. It was decided that discrepancies if any, may be reported to the Director Colleges who shall then refer it back to the Chairman of the respective Board of Studies. It was pointed out by the Principals of Pharmacy Colleges that the syllabi be approved for the 1st to 4th semesters instead of 1st & 2nd semesters only as the syllabi for 3rd and 4th semester have also been laid before the Academic Council.

o. 8.22 Regulation on numbering of Courses.

Colleges are required to pay the endowment fund to the university as per the decision conveyed to the affiliation fee etc. is to be paid by all Colleges / Institutes, including Govt. - aided Colleges.

Guidelines for using Development Fund.

Guidelines for the utilisation of the development fund as approved by the Vice Chancellor were sent to all the affiliated colleges/ institutes vide letter No. PTU/DC/Gen/741-775 dated 2000. These guidelines were ratified.

8.13 Affiliation fee during the academic session 2000-2001.

The Director Colleges laid before the members the information regarding the affiliation fee etc. to be charged by different universities in the northern region, i.e., Himachal Pradesh University, Kurukshetra University, Guru Gobind Singh Indraprastha University. It was further clarified that the affiliation fee, etc. being charged by PTU is much lower than the fee being charged by the above universities. Therefore, all the colleges/institutes, who have not paid the affiliation fee etc. so far should pay the fees immediately as per the structure laid down in item No. 8.11.

8.14 Regulations for upgradation of branches and category of seats.

It was decided that the 320 additional seats in IT and IT related courses sanctioned by AICTE to engineering colleges during 2000-2001 shall be filled by horizontal and vertical upgradation of the colleges based on the result of 1st semester of students admitted during 2000-2001 session.

The regulation for upgradation of branches shall be finalised by the same committee as constituted in item No. 8.3

8.15 Rates of honorarium for evaluation centres.

The rates of honorarium for evaluation centres were approved as under: -

Upto 5000 answer books	= Rs. 5000 /-
For every additional 1000 answer books or part thereof	= Rs. 1000 /-

8.16 Mercy chance to BBA/BCA students.

Six students of BBA/BCA (5th semester) of Khalsa Institute of Management & Technology, Ludhiana made a representation to the University that they may be given a mercy chance to appear in the December, 2000 examination by paying examination fee of Rs. 500/- plus Rs. 5000/- as special fee so that they may become eligible, if they pass in the remaining subjects, for the award of the BBA/BCA degree.

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A Committee was constituted to look into this matter and on the recommendations of the committee the Vice - Chancellor allowed the students to sit in the December, 2000 examination by paying examination fee of Rs. 500/- plus Rs. 5000/- as special fee. This was later on approved by the Vice Chancellor to be applicable to other similar cases.

The item was ratified.

8.17 Amendment to rules for B.Tech. Programme.

The following decisions were taken in a meeting of the Principals to modify clauses 16 (a) to (c) for B.Tech./B.Arch. Programmes

(a) -- A student will not be allowed to register for the third semester and shall be required to repeat first year if he/she fails to earn a minimum of 24 credits out of the total credits offered in the approved scheme of courses for the first year.

OR

1. The following symbols are proposed for numbering of courses :

(a) **Engineering & Technology**

Industrial Engineering	-	INE
Material Engineering	-	MTE
Mechanical Engineering	-	MCE
Civil Engineering	-	CLE
Textile Technology	-	TXT
Leather Technology	-	LET
Computer Science & Engineering	-	CSE
Electronics & Instrumentation Engg.	-	EIE
Electronics & Communication Engg.	-	ECE
Electrical Engg.	-	ELE
Chemical Engineering	-	CHE
Production Engineering	-	PRE
Information Technology	-	INT
Architecture	-	ART
Applied Mathematics	-	AMA
Chemistry	-	CHM
Physics	-	PHY
Humanities	-	HUM
Workshop	-	WSP

(b) **Management Courses**

	BBA	BCA	MBA	MCA
Marketing Management	BBM	BCM	MBM	MCM
Financial Management	BBF	BCF	MBF	MCF
Production Management	BBP	BCP	MBP	MCP
HRM	BBH	BCH	MBH	MCH
Computer Applications	BBC	BCC	MBC	MCC
IT	BBI	BCI	MBI	MCI

(c) **Pharmacy**

Pharmacy	-	PHM
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2. **Numbering of courses may be done on the following basis :**

100 series	-	Core courses of Undergraduate Courses generally offered in First year
200 series	-	undergraduate courses of 2 nd year
300 series	-	undergraduate courses of 3 rd year
400 series	-	undergraduate courses of 4 th year & 5 th year Architecture
500 series	-	M. Tech. and Ph.D. Courses.

3. **The following uniform numbers be allotted for special courses :**

380 / 480	-	B. Tech. Minor Project
490	-	B. Tech. Major Project
500	-	M. Tech. Thesis
600	-	Ph.D. Thesis

It was decided that we may adopt three alphabets system for the numbering of courses.

No. 8.23 Offering of CS-262 and 264- Operation Systems as additional subjects to non-computer stream students of Guru Nanak Dev Engineering College, Ludhiana.

The Principal of Guru Nanak Dev Engineering College, Ludhiana vide his letter No. 10A/5256 dated 25.01.2001 had requested that his College be permitted to offer CS-262 and 264 - Operating Systems as

Additional subjects to non-computer stream students in order to provide training in IT related areas. The University had approved this proposal and agreed to conduct the examinations of these subjects in anticipation of the approval of the Academic Council.

The item was ratified. However, the Vice - Chancellor desired that no such steps should be taken in future by the Principals/Directors of the affiliated colleges without prior approval of the university.

No. 8.24 Acceptance of awards of Technology Camp.

Awards of Technology Camp of B. Tech. 5th Semester Electrical Engg. students were received from G.T.B. Khalsa Institute of Engineering & Technology, Chhapianwali. In the scheme of studies of this branch there is no provision to include the Technology Camp awards. Also no credits have been allotted to Technology Camp. The matter was referred to the Registrar for issuing guidelines. The Registrar discussed the matter with the Vice Chancellor and intimated to the examination branch that the students who attended the Technology Camp, shall be given, "Satisfactory" rating to be recorded on the DMCs' of the students.

The item was ratified.

No. 8.25 Academic Calendar for the Session 2001-2002.

The following committee was constituted to prepare the academic calendar for the session 2001-2002 and bring it before the Academic Council well before the start of the next academic session of 2001-2002.

- 1. Prof. V.K. Diwan
- 2. Dr. H.S.Sagar
- 3. Dr. M.S.Sukhija Convenor

No. 8.26 Teaching departments to be established and to create posts in Information Technology, Microelectronics, Photonics, Environmental Sciences, Bio Technology and Management Sciences.

The Council approved the proposal for establishing above six departments in the University and the following teaching posts were approved for each department :

- 1. Professor 2 Nos.
- 2. Assistant Professor 3 Nos.
- 3. Lecturer 3 Nos.
- 4. Research Associate 2 Nos.

No. 8.27 Permission for registration to Ph.D. Programmes of PTU.

The regulations for Ph.D. programmes have already been approved by the Academic Council. A large number of candidates from the affiliated colleges are interested to get themselves registered to the Ph.D. programmes of the University. This process has already been started with the permission of the Vice - Chancellor.

The council ratified the decision.

No. 8.28 Inspection reports of Colleges/Institutes.

Two proposals were received from Dr. B R Ambedkar, Regional Engineering College, Jalandhar to start part time M. Tech. Programmes in the following disciplines with an intake of 10 students in each course:

- 1. Industrial Engineering
- 2. Material Science and Technology

The following Inspection Committee was constituted to inspect the various facilities for Industrial Engineering, which visited the College on 19.10.2000 :-

- 1. Dr. D.S. Bedi

2. Dr. S.K. Sharma
3. Dr. R.N. Nauhria
4. Dr. T.P. Singh

The Committee has recommended that the Part-time M. Tech. Programme in Industrial Engineering may be allowed to be started.

Another Inspection Committee as given below was constituted to inspect the various facilities for Material Science & Technology, which visited the College on 31.01.2001:

1. Dr. K.K. Raina
2. Dr. A.K. Gupta
3. Dr. S.K. Chakravarty

The Committee has recommended that the Part-time M. Tech. Programme In Material Science & Technology may be allowed to be started.

The council approved the recommendations of the inspection committees.

No. 8.29 Proposal to start M.Tech. Courses at the University.

The following M.Tech. courses to be taught at the University were approved :

1. Information Technology.
2. Microelectronics
3. Photonics.
4. Environmental Sciences
5. Bio-Technology, and
6. Management Sciences.

No. 8.30 Proposal for conferment of Honoris Causa Degree.

The Vice Chancellor was authorised to recommend the names of eminent persons for the award of Honoris Causa Degrees. The Vice - Chancellor informed the members that the following two names are being considered for the honour :

1. Lord Swaraj Paul
2. Shri Chander Mohan

No. 8.31 Confirmation of the minutes of the Sub Committee of Academic Council held on 6.12.2000 at 11 AM in the room of the Vice Chancellor, Punjab Technical University, Jalandhar.

A Committee was constituted to discuss the problems of the Institutions who admitted excess number of students in the BCA course than the sanctioned strength during 2000-2001. The Committee decided as under :

1. The colleges which have violated the rules of the University and admitted excess number of students in the BCA, shall have to furnish an affidavit giving an undertaking that they shall not repeat this in the coming years.
2. It was also resolved that the defaulting institutions shall deposit the full fee of the First year of excess students as penalty to the University Development Fund.

The item was ratified. However, it was decided that it should not be taken as a precedent.

No. 8.32 Excess LEET admission in the year - 2000

A note was put up by the Principal, GND Engg. College, Ludhiana vide his letter No. 3-Dip/LT/1214 dated 7-6-2000 regarding excess LEET admissions in the year 2000 in order to generate more revenue for the institutions. It was suggested that an additional number of LEET students equivalent to number of seats

which could not be filled up in some specific disciplines based on CET-1999 admissions be allowed over and above the normal LEET admissions (as per rules).

The University took a decision on this matter and made admissions from LEET-2000 qualified candidates against vacant seats of CET-1999. The counselling for this was held on 12-10-2000.

The Academic Council ratified the above decision.

No. 8.33 Regulations for affiliation of Colleges/Institutes.

The following changes are to be incorporated in the regulations for affiliation of colleges/institutes :

- | | | |
|-------------|--|----------------|
| Clause-1.2 | if it is late by not more than 15 days | to be deleted. |
| Clause-4.1 | in consultation with Director Colleges | to be deleted. |
| Clause-5.3 | if it is late by not more than 15 days | to be deleted. |
| Clause-11.2 | This clause is to be amended as follows : | |
| | "If after enquiry it is found that an affiliated college/institute under private management is not being properly administered, the Vice Chancellor may appoint a representative or representatives of the University on the managing body of the college/institute for such period as may be felt essential." | |
| Clause-12 | Within the stipulated period, failing which affiliation may be withdrawn. | to be deleted |

No. 8.34 Norms & Standards for BBA/BCA Courses.

The Norms and Standards as per Annexure - III were approved. Any change to be made in these norms and standards may be intimated to the Director Colleges.

No. 8.35 Filling up of the proforma (Item No.8 of the meeting held on 07.11.2000).

The Item was withdrawn.

No. 8.36 Affiliation of Colleges to the University.

The affiliation of various colleges / Institutes to the University during session 2000 - 2001 was approved as per Annexure - IV . It was decided that -

- i) For the BBA/BCA courses, one unit of 40 students shall be taken.
- ii) Not more than 120 intake shall be permitted to any Institute in the BCA course.
- iii) For the purpose of calculating the affiliation fee etc. a unit of 40 students shall be taken instead of 30 as decided earlier for the BBA/BCA courses.

No. 8.37 Amendment In the Constitution of Board of Studies.

The following amendments were decided to be made in the constitution of Board of Studies:

- i) There shall be one Board of Studies for the Under Graduate and Post Graduate courses in a particular discipline.
- ii) The senior teacher of the rank of Professor/Assistant Professor in the concerned discipline shall be appointed as a Chairman of the Board of Studies. In the absence of the availability of such persons, an advisory committee shall be appointed.
- iii) Two Professors, two Assistant Professors and two Lecturers shall be appointed on the concerned Board of Studies in order of seniority.
- iv) There shall not be more than one teacher from a college from the same cadre.
- v) There shall be three outside experts; out of which, one shall be from industry and other two shall be from academics.

- (i) The semester shall be of 18 to 20 weeks (90 teaching days).
- (ii) Attendance shall be counted seven days prior to the commencement of the university theory examination.
- (iii) A candidate shall be eligible for the award of a prize or medal if he/she has passed the BBA/BCA examination in three years by passing all the subjects in the first chance available to him/her.

The above clauses are to be incorporated in all other academic regulations for various courses.

No. S-8.4 Ordinances for MCA.

The ordinances for MCA were approved.

No. S-8.5 Ordinances for B.Pharmacy.

The ordinances for B.Pharmacy were approved.

No. 8.41 ANY OTHER ITEM

(a) Equivalence of the subjects covered under PU Chandigarh with the same subjects covered under PTU Jalandhar for 1st, 2nd & 3rd semesters.

The following committee was constituted to determine the equivalence of courses of Sh. Harpreet Singh Brar, College Roll No. 961 of Guru Nanak Dev Engg. College, Ludhiana has studied and detail out what courses he is required to cover in order to earn his B. Tech. :

- | | |
|----|-----------------------|
| 1. | Dr. Sadhu Singh |
| 2. | Dr. Surinderbir Singh |
| 3. | Dr. P.K.Chakravorty |
- Convener

(b) Duration of BCA Course.

A large number of proposals have been received from the management institutes offering BCA course that the existing three years BCA course be converted into four years BCA course. The Vice Chancellor discussed the various alternatives in this respect. It was finally conveyed by the Vice Chancellor that a Committee is being constituted for this purpose which will look into the various aspects of the BCA course and recommend a workable solution.

(c) Consideration of Deemed University status of Dr.B.R.Ambedkar, Regional Engineering College, Jalandhar & SLET, Longowal.

The proposal of both these institutes for acquiring a deemed university status was highlighted by the Vice Chancellor. The views expressed by the members were that both the institutes are offering only Under Graduate courses. The Post Graduate courses are still to take off. In the absence of any PG courses and any worthwhile research being done, it is not advisable, as it will not be a viable and feasible proposition at this stage. The Academic Council does not recommend deemed university status for these two institutes.

The meeting ended with a vote of thanks to the Chair.

The tenure of the Board of Studies shall be two years from July.

No.8.38 Permission to students to study in the 5th semester who got reappear in the 1st semester.

Some of the students got reappear in 1st, 2nd, 3rd and 4th semesters in B. Tech.. Their results were not declared in time. They were given admission to 5th semester by the Colleges and the students completed their courses of 5th semester. As a special case they were allowed to sit in the 5th semester examination commencing on 4.12.2000 by the Vice - Chancellor.

The item was ratified. It was decided that this will be one time exception and would not be taken as a precedent.

No. 8.39 Constitution of UMC Committee for Dec.,2000/January, 2001 semester examinations.

It was decided that the constitution of UMC Committee should be as under:-

1. A Retired Judge
2. An Academician.
3. An Administrator

The Academic Council authorised the Vice - Chancellor to appoint the members as stated above on the UMC Committee.

No.8.40 Proposal for conducting special reappear examination for students initially registered with Punjab University/Punjab University/GNDU.

It is proposed to conduct special examination for reappear cases of the students who were initially registered with Punjab University / Punjabi University / GNDU and later on transferred to Punjab Technical University, Jalandhar.

The proposal was approved.

No.S-8.1 Proposal for including Lecture Hours spent in conducting House Tests of Students in the Lectures/Attendance record for the sake of counting attendance.

A proposal received from the Principal, Guru Nanak Dev Engineering College, Ludhiana, vide his letter No. 1-F/6290 dated 21.03.2001 that the lecture hours spent in conducting the House Tests of the students should be included in the Lectures/ Attendance record for deciding their eligibility to sit in the Theory / Practical and Viva-Voce examination was considered. It has been stressed in the letter that conducting of the tests is an essential activity concerned with the imparting of knowledge and of testing their grasp on the contents of a subject.

The proposal was considered by the council and approved that the lecture hours spent in conducting the House Tests of the students should be included in the Lectures / Attendance record.

No. S-8.2 Introspection of the Academic Regulations 2001.

The Academic Regulations - 2001 were placed before the Academic Council. Most of these Regulations have already been approved by the Academic Council in its previous meetings. Certain suggestions were made by the members which have been incorporated. The ammended regulations as approved by the council are placed at Annexure - V.

No.8-8.3 Proposal for amendments in the Regulations/Ordinances of the following:

- a) Ordinances for BBA & BCA
- b) Regulations relating to Constitution, Powers and Duties of Academic Council.
- c) Ordinances for MBA.

- a) The ordinance for BBA/BCA were approved with the following changes to be incorporated.

Item No. 8.2 Introspection of Proceedings of the 1st to 7th AC Meetings

1st Meeting (26.11.1997)

Item No.	Item	Decision	Action Taken
1.	Minutes of the Meetings of the principals	The minutes of the various meetings of the Principals held with the Vice Chancellor prior to the formation of the AC were reviewed	None
2.	Academic Calendar 1997-98	Approved as proposed.	Observed during the Academic Year 1997-98
3.	Regulations of M.B.A. Programme	Proposed regulations for MBA were approved.	Approved by BOG in its 2 nd meeting held on 20.03.98 under item No. 14
4.	Regulations for Ph.D. Programme	Proposed regulations for Ph.D. were approved.	Approved by BOG in its 2 nd meeting held on 20.03.98 under item No. 12.
5.	Regulations for Bachelor in Business Administration & Bachelor in Computer Applications Programmes.	Proposed regulations for BBA & BCA were approved.	Approved by BOG in its 2 nd meeting held on 20.03.98 under item No. 13.
6.	Approval to the schemes of Examinations from 3 rd to 8 th Semester	The proposed scheme was approved.	Circulated to all Colleges and Implemented
7.	Rules for providing Laboratory/other facilities to the students from outside Institutions/Organisations	Rules for providing Lab facilities to other Institutions were approved	Item has been withdrawn.
8.	Recognition of Degrees of other Universities.	Degrees of other Universities approved by AIU were approved to be recognised on reciprocal basis.	Considered by BOG in the 2 nd meeting held on 20.03.98. An Equivalence Committee was to be formed.
9.	Other items with the permission of the Chair.	Nil	

2nd Meeting (29.01.1998)

1.	Confirmation of the proceedings of the 1st meeting of the Academic Council held on 26 th November, 1997	Minutes confirmed. It was decided that the regulations relating to BBA/BCA should be consonance with regulations for B. Tech.	Ratified by BOG.
2.	To discuss & finalize the schemes of examination of various disciplines of B.Tech. Degree from 3 rd to 8 th semester.	Approved as proposed	Being followed
3.	Faculty Appraisal System	Proforma could not be finalised.	
4.	Quota for NRI seats in Engg. Courses in Guru Nanak Dev Engineering College, Ludhiana	NRI seats were decided to be provided in all Engineering Colleges	NRI Quota provided in all Degree courses of the University.

Sh. R.D. Kewaramani a practicing advocate of Supreme Court of India. It was decided to review the criteria for selection of staff for teaching posts.

5.	Criteria for the staff selection of teaching posts.	The criteria for selection could not be finalised	NIL
6. to 10.		Could not be taken up for want of time.	

3rd Meeting (05.03.1998)

	Minutes confirmed	Ratified by BOG
1.	Confirmation of the Proceedings of the 2 nd meeting of the Academic Council held on 29-01-1998.	Course and curriculum finalised and implemented.
2.	To discuss the detailed course curriculum of various disciplines	Individual colleges prepared the directory.
3.	To discuss the base-paper of 7 th semester Industrial Placement	-
4.	To discuss the examination results of 1st semester-1997 batch	-
5.	Industry-Institute Interaction-a review	Some Colleges held the seminar.
6.	Alleviation of Deficiency in study of students (failure cases)	-
7.	Helping SC/ST students prepare for CET	-
8.	Technology up-gradation courses for Industry based Engineering professionals	-
9.	Quality improvement in Engineering Education	Some teachers got the feedback from the students about their teaching.
10.	Increase in Holidays	This matter was deferred.

4th Meeting (05.10.98)

1.	Right of re-evaluation and other concessions for students	Approved as proposed	None
2.	Review of the Course Mathematics - III B.Tech. students	A committee was constituted to review the matter	Decision implemented
3.	Proposal for Introduction of B.Tech. Electronics (Instrumentation & Control Engg. Course)	Approved additional course at GZSCET Bathinda with an intake of 40 students	MCA Registrars have been approved by AC in its 5 th meeting held on 05.10.98. Matter will be sent to B.O.G.
4.	Regulations for MCA and MIT	The ordinances for MCA and MIT were approved.	

		the item will be brought before the Academic Council.
5.11	Relaxation of rules regarding promotion to 5 th & 6 th Semester for 1996 batch students of SLIET Longowal.	The item was ratified.
5.12	Permission to appear in external examinations of 6 th semester	Implemented
5.13	Bridge course being taught to Diploma Students (Admitted under LEET) in BBS Engineering College, Fatehgarh Sahib & GZS CET Bathinda.	Decision implemented.
5.14	Nomenclature of B. Tech. Degree	Proposal implemented.
5.15	Finalisation of syllabi for BIT	
5.16	Academic Calendar for the year 1999-2000	Followed during 1999-2000.

6th Meeting (24.12.1999)

6.1	Confirmation of proceedings of the last meeting of the Academic Council held on 6 th July, 1999	The minutes were Confirmed	Ratified by BOG.
6.2	Computer course(s) for students not exposed to computers.	The Institutions were allowed to start non-formal certificate/ diploma courses in Computer Education	Some Colleges have implemented this decision.
6.3	Using advanced machines available with the ITI's and Polytechnics Institutions	Advanced machines available with ITIs and Polytechnics may be used.	No action taken
6.4	Conduct of odd semester exams by Colleges	A Committee was constituted to conduct odd semester examinations by Colleges	Not implemented
6.5	Starting of M.E. Programmes at Guru Nanak Dev Engg. College, Ludhiana	The Council ratified the decision taken by the Vice Chancellor for excess admissions made by GNDEC, Ludhiana	Only one time decision.
6.6	University Faculties	The Council approved the four faculties in the discipline of Engineering & Technology, Information Technology, Science & Humanities, and Management	Decision implemented
6.7	Replacement of Common Entrance Test (CET) by All India Standardized tests	It was agreed in principle to replace CET with NEST	Not implemented yet
6.8	To allow 2 years certificate holders of SLIET to appear in CET.	Two years certificate holders of SLIET were allowed to appear in CET if they have passed Matric and 10+2 in science stream	Decision implemented
6.9	Criterion of attendance	Status quo with respect to criteria of attendance was followed. Vice Chancellor should have no power to condone shortage of lectures.	Implemented.
6.10	Introducing a course concerning communication in Punjab	Deferred.	
6.11	Revision of Academic Calendar for the year 1999 -	Revised Academic Calendar for 1999-2000 was	Implemented.

		Sh. R.D. Kewairamani a practicing advocate of Supreme Court of India.	
8	Academic Calendar 1998-99	It was decided to review the academic calendar and to communicate the change if any to all the colleges within a weeks' time.	Admission being made though LEET.
9.	Recommendations of the Executive Committee of AICTE.	It was decided that the AICTE may be advised to continue with the existing system for admission to the 2 nd year of the degree programme	Regulations implemented and being re-looked again by a Committee.
10.	Regulations regarding Migration of Students	Proposed regulations were amended and approved.	Yet to be implemented
11.	Admission to self financing foreign students to the PTU Courses	It was decided to recommend the proposal to the State Govt. for consideration	Modified regulations Implemented.
12.	Change in regulations for B. Tech. Degree Courses	The item was considered and approved with some modifications	Followed during Academic Session 1998-99.
13.	Academic Calendar 1998-99 batch.	A Committee was constituted to look into the item.	

5th Meeting (11.06.1999)

			BOG ratified the Minutes
5.1	Proceedings of 4 th meeting of the Academic Council held on 5.10.99	The proceedings were approved with amendments.	
5.2	Starting of Management Courses in Engineering Institutions.	The item was deferred.	
5.3	Starting of Integrated Courses of Engg. & Management	The item was deferred.	
5.4	Introduction of a paper on the History, Culture & Polity of India in Engineering & MBA/MCA Institutions.	The members were advised for more thinking on the proposal.	No final decision taken.
5.5	Rules & Regulations of Moderation of sessional awards.	A Committee was constituted to propose regulations.	Regulations proposed by the Committee Implemented
5.6	Re-evaluation of Answer Books.	The item was considered and approved.	Holidays being followed as per University calendar.
5.7	Regarding Holidays in the Institutions affiliated to PTU.	The proposal was forwarded to the State Govt. for information and approval.	Approved by BOG and implemented.
5.8	Rules & Regulations for Ph.D. Degree.	The proposed regulations were approved with some modifications.	Not implemented
5.9	Admission of J&K students.	It was decided that the Principal, REC, Jalandhar will take the decision at his own level.	
5.10	Shortage of Attendance.	The suggestions from the members of the Academic Council were invited within 15 days and based on that	As per regulations

2000	approved.	Decision implemented.
6.12	Counting of Equivalence subjects marks of 1996 batch students	Item approved as proposed.
6.13 to 6.18		The items deferred due to want of time.
6.19	Holidays in the Institutions affiliated to PTU for the year 2000	Holidays to be followed during 2000 were approved to be the same as during 1999.
		Implemented as approved.

7th Meeting (30.05.2000 and 23.06.2000 (Adjourned meeting))

7.1.	Confirmation of Proceedings of the 6 th meeting of the Academic Council held on 24 th December, 1999	Minutes approved.	
7.2	Implementation of AICTE norms for the teacher student contact time.	It was decided that a Committee should look into to increase the number of working days from five to six per week.	Not implemented
7.3 (a)	Supplementary Examinations System for even and odd semester.	Supplementary examinations for even and odd semester should be held along with even and odd semester regular examinations.	Decision withdrawn.
7.3(b)	Change in 24 & 45 Credit Rules.	It was decided that 24 and 25 credit rule be changed. A student must clear first semester before he/she can be registered for 5 th semester and so on. For 1998 batch a Sub-Committee was constituted.	Decision modified.
7.4	B. Pharma affiliation for Indo-Soviet Friendship (ISF) College of Pharmacy, Moga	ISF College of Pharmacy Moga was granted affiliation provisionally.	Decision implemented.
7.5	Suspension of Technology Camps	The Technology Camp was approved to be suspended.	Decision being implemented
7.6	Approval for Geetika Garg Case.	The Council ratified the decision of the Vice Chancellor to exempt Ms Geetika Garg from appearing in two deficient subject of Mathematics - II and Communication Skills.	Decision implemented
7.7	New Computer Course(s) for students not exposed to Computers	It was decided that Institutes affiliated to PTU can start certificate courses in Computer Education.	Some Colleges have implemented this decision.
7.8	Revised Examination System	The Item was dropped.	
7.9	Constitution of Boards of Studies	The Constitution of Board of Studies was approved with certain modifications.	Decision implemented
7.10	Procedure for Pharmacy College Admission on Merit.	The Council approved the merit based admission to B. Pharmacy	Decision implemented
7.11	BBA/BCA admission process (relaxation on Math requirement)	The requirement of Mathematics for admission to BCA course was abolished.	Decision implemented

7.12	Training and Reappear Anomalies	The Council deferred the item.	
7.13	GZS College Bathinda: case for allowing Punjab University students to complete in seven years.	The Council approved that the students admitted under the Punjab University be allowed to complete degree in seven years.	Decision Implemented
7.14	Evaluation Policy of Six Months Training in Semester VI or VII.	The Council approved the evaluation policy.	Decision Implemented
7.15	Admission of NIR/NRI Sponsored foreign students.	The Council decided to forward its recommendations for admission to additional seats for NRI / Foreign students.	Decision yet to be conveyed by AICTE.
7.16	NEST Based admission for the year 2000-2002 Govt. approval	The Council was of the view that it may not be possible to make admissions through NEST upto 2002.	
7.17	Six Months practical training in software engineering	The item was deferred.	
7.18	Opening of Cyber Cafes on the premises of Institute affiliated to PTU	The item was approved by the Council.	Cyber Cafes yet to be opened by the Colleges.
7.19 (a)	Qualifications for admission to Engineering Degree Colleges.	The Council decided to include Engineering Diploma and ITI certificate as equivalent to 10+2 examination with science stream as the minimum requirement for appearing in CET.	Decision reversed by AICTE.
7.19(b)	Admission to master programme for BBA/BCA students	The Council approved the item but did not agree to provide any additional weightage to BBA/BCA students	Decision Implemented
7.20	AICTE norms for land requirement for starting a new Institution	The Council approved the proposal with reduced land requirement.	AICTE yet to modify the norms.
7.21	Joint inspection for the start of new Institution or for starting new courses in the existing Institutions	The Council approved the proposal	Decision yet to be approved by AICTE.
7.22	Empowerment of State Govts. for starting Diploma Courses	The Council approved the item.	Yet to be implemented.
7.23	Histogram for the award of internal assessment marks.	The Council approved the use of normal distribution curve for this purpose.	Implemented for examinations of May/June 2000.
7.24	Regulations for moderation of session awards in Management Courses	The Council approved for application of the proposed procedure by the moderation Committee	Not implemented fully.
7.25	Change of nomenclature of Instrumentation and Control Engg/ Electronics and Instrumentation Engg.	The Council approved the nomenclature as "Electronics and Instrumentation Engineering"	Decision implemented
7.26	Approval of modified outlines of course on Applied Mathematics (CS-203) for the department of Computer Science and Engineering	The Council approved the item.	Decision implemented
7.27	Approval of Courses for MBA studies	The Council approved the item.	Decision implemented
7.28	Approval to start Post Graduate Courses at GNDEC, Ludhiana	The Council approved the item.	Decision implemented

7.29	Revised courses of study for BCA	The Council approved the item.	Decision implemented
7.30	Holidays in the Institutions affiliated to PTU for year 2000.	The Council decided that the University will issue a notification regarding the holidays to be observed during the year 2000.	Decision implemented
7.31	Finalisation of syllabi for BIT	The item was dropped as the new Board of Studies will take up the finalisation of the syllabi for BIT Degree	Not Implemented yet.
7.32	Revised syllabus and Academic Regulations for M. Tech. Courses	The Council approved the item.	Decision implemented
7.33	Stating of M. Tech. Courses at SLIET, Longowal	The item was dropped for the present.	
7.34	Prevention, punishment and procedure concerning cases of misconduct and use of unfair means in or in relations to examination.	The item was approved as proposed.	Decision Implemented
7.35	Appointment of Chairman for the various Boards of Studies	The item was ratified by the Council.	Decision Implemented
7.36	24 credit cases for academic year 1998-99.	The Council approved the discontinuation of the 24/45 credit rules and decided the no new condition will be imposed on 1998 batch students.	Decision implemented
7.37	Consideration of 5 days or 6 days work week.	The item was considered and approved with some conditions.	Not Implemented.

Rules for internal assessment

Subject : Guidelines for using Development Fund.

The fee structure notified by the Department of Technical Education & Industrial Training, Govt. of Punjab for the Academic Session 2000-2001 vide its Notification No. 12/11/99-ITE-II/1082 and 1086 both dated 4-3-2000, contains the component "Development Charges". The rates for Development charges for Engineering Degree courses, MBA/MCA, Degree course in Pharmacy, and BBA/BCA are as follows :

Sl No	Course	Development charges per year		
		Free Seat Rs.	Paid Seat Rs.	NRI Seat Rs.
1.	Degree Courses in Engineering	3000.00	8000.00	\$ 1000.00
2.	Degree Courses in Architecture	3000.00	9500.00	\$ 1500.00
3.	Degree Courses in Pharmacy	4000.00	12250.00	\$ 1500.00
4.	MBA/MCA	7000.00	17500.00	\$ 2000.00
5.	BBA/BCA	1500.00	---	\$ 500.00

In view of the Resolution dated 18th March, 1997 by MHRD regarding policy on fee fixing in Private Un-aided Educational Institutes imparting higher and technical education including Management education, clause 6.6(e) on development fee is reproduced below for kind information.

"Development Fee may be at fiat rates to be determined every years by the AICTE and UGC as the case may be. Different rate may be prescribed for "Payment", "Free/Merit", and 'Foreign/NRI seats' holders. These bodies could also classify institutions in different categories for the purposes of prescribing different status provided such categorization is based on intelligible and objective criteria."

In view of the above clause, Managements in the first 10 years can appropriate upto half of the proceeds of the development fee or the actual capital cost, whichever be lower. Thus general guidelines for the utilisation of development charges are laid down as under :-

1. Upgradation of Laboratories /Workshops and Computer Laboratory

About 35% of the development fund should be spent on :

- (i) Purchase of new equipment as per curriculum and replacement of obsolete equipment of laboratories and workshops.
- (ii) Purchase of Hardware and software for computer centre and all other related facilities.

2. Faculty Improvement Programme

The faculty members working in Institutions must be trained and reoriented so that they acquire the latest knowledge and expertise to teach the student as per the needs of present day curriculum. The teachers are to keep abreast with the advancement of the technology and in order to up date the knowledge of the teachers, teachers may be sent to short term training programmes both in Industries and Educational Institutions. An amount of 5% of the development fund is to be utilized for this purpose.

3. Improvement of Library facilities

Library is a major source of information for the students and the faculty members. Periodically new volumes of Text Books, Reference Books and Latest Journals should be procured, for upgradation of the library. 5% of the development fund is to be used for this purpose.

NORMS AND STANDARDS FOR AFFILIATION OF BBA / BCA COURSES

(A) GENERAL STANDARDS

1. The registration of Society / Trust must be genuine and as per the memorandum of association to operate in the State of Punjab.
2. The background of the Members / Trustees of the Society / Trust must have the experience in industry or education at senior level or in management of educational institutions.
3. The track record of the Society / Trust must have experience of establishment and management of educational institutions.
4. The detailed plan for establishment of the institution and its growth must be prepared.
5. No objection certificate (NOC) from the Punjab Govt. must have been obtained.
6. The applicant must have appointed a consultant group to help and guide establishment and running of the institution.
7. The Society / Trust must not be involved in any court case or dispute which can affect smooth and proper establishment of the proposed institution. If there is any such case, its details must be submitted along with the application.
8. The Society / Trust must undertake for compliance with the University Norms & Standards for affiliation.
9. The Society / Trust must furnish proof of financial strength to provide complete infrastructure for the institution and to deposit endowment fund in the form of fixed deposits. The applicant should also demonstrate how shortfalls in the fund for recurring expenditure would be met. Loan against fixed deposits is not permitted.
10. The funds of the Society / Trust must be audited and the income tax clearance must be obtained.
11. The Society / Trust must provide details of the location of the building(s) from which institution is to be functioned during the first year. The location of the building must be easily accessible by public transport and must be hygienic and conducive to conduct of education in proper atmosphere.
12. The land of permanent location of institution must be
 - (i) as per the University norms
 - (ii) in clear possession of the Society / Trust, and
 - (iii) should be in a single plot.

If leased, lease papers should be produced. The Institute can take a building on lease / rent for not more than three years from the date of affiliation.
13. The Society / Trust must make necessary arrangements for transportation of the students and staff to the site of the Institute.
14. The Society / Trust must fulfil all other conditions for the start of the Institution for running the BCA Course as laid down by the University.
15. Principal / Director of the Institute must have been appointed / identified at the time of filing the application for affiliation

4. Educational Tours

The students as well as the faculty members of the Institution may be sent to the Industries / Advance Educational Institutions as a part of Educational Tours and Trainings. 2.5% of the development fund be earmarked and spent for this purpose.

5. Miscellaneous Uses

The remaining 2.5% of the development fund may be used for the purpose of daily consumables for practical classes in the Laboratories and the Workshops.

These guidelines have to be issued to the various affiliated Colleges/ Institutes of the University. The following guidelines for the utilisation of the Development charges are proposed for the Academic Session 2000-2001.

1. Upgradation

(i)	Purchase of new equipment and replacement of obsolete equipment of Laboratories as per curriculum	5%
(ii)	Purchase of new equipment and replacement of obsolete equipment of Workshops as per curriculum	7.5%
(iii)	IT connectivity	7.5%
(iv)	Computers (Hardwares and Software)	7.5%
(v)	Civil works	7.5%

In case of Management Courses, 15% funds at Sl. No. (ii) may be utilised for purchase of computers and other instructional facilities.

2.	Faculty improvement	5%
3.	Library facilities	5%
4.	Educational Tours	2.5%
5.	Miscellaneous contingency	2.5%
6.	Maintenance of Accounts of Development Fund	

A separate account referred as 'Development Fund' must be operated in a scheduled bank. No other transactions except the one listed above be made. The University shall conduct a regular audit for the account. A separate 'cash book' be maintained for 'Development Fund' also.

The above guidelines for the utilisation of Development Fund by the affiliated colleges/Institutes may be approved so that same are issued before the start of the Academic session 2000-2001.

Total = 160 sq.m.

3. STAFF

(a) Teaching

Director / Principal	=	1
Professor	=	1
Assistant Professor	=	2
Lecturer	=	6

The teaching staff may be appointed as follows :

First year	=	5
Second year	=	7
Third year	=	9

Teaching staff must be appointed as per UGC / AICTE norms and paid salary accordingly

(b) Teaching supporting staff

Computer Programmer	=	1
Technical Assistant	=	1

(c) Library staff

Librarian/ Asstt. Librarian	=	1
Attendant	=	1

(d) Administrative Staff

Steno	=	1
Typist cum clerk	=	1
Attendant	=	1

4. EQUIPMENT

Computers	=	30
Printer DM, LQ	=	1
Laser Printer	=	1
UPS	=	3
Diesel Generator Set	=	1, 7.5 KVA
OHP	=	3
LCD Multimedia Projector	=	1
Photocopier	=	1
Licensed softwares	=	As per requirement of course
Air conditioners	=	As per requirement

5. LIBRARY

Books	=	1500
Technical magazines	=	10

NORMS AND STANDARDS

Intake : 60

ent Fund : 25 Lakhs

LAND :

Within MC limits = 0.5 acres
 Outside MC limits = 1.25 acres
 Rural area = 2.5 acres

BUILT UP AREA :

a) Academic Area

Class Rooms, 3, 66 sq.m. each = 198 sq.m.
 Tutorial Rooms, 2, 36 sq.m. each = 72 sq.m.
 Seminar Room, 1 = 80 sq.m.
 Computer Lab, 1 = 150 sq.m.
 Library = 200 sq.m.

Total = 700 sq.m.

b) Administrative Area

Director / Principal = 30 sq.m.
 Director/Principal's Office = 20 sq.m.
 Main office = 50 sq.m.
 Administrative Officer = 10 sq.m.
 Placement Officer = 10 sq.m.
 Faculty Room (10 sq.m / faculty) = 90 sq.m.
 Reception Room = 20 sq.m.
 Reprography Room = 10 sq.m.
 Maintenance, Estate Office and Store = 10 sq.m.
 Conference Hall = 100 sq.m.

Total = 350 sq.m.

c) Student Amenities

Canteen = 20 sq.m.
 Guest Room = 10 sq.m.
 Medical Room = 30 sq.m.
 Cooperative Store = 80 sq.m.
 Toilets, 2, 10 sq.m. each = 20 sq.m.
 (Separately for males & females)

Newspapers	=	5
General Magazines	=	5

6. FURNITURE

Adequate furniture for lecture rooms / tutorial rooms / computer laboratory / library / conference hall etc. must be procured .

7. ELECTRIC INSTALLATIONS

Adequate number of fixtures must be installed so as to provide sufficient lighting and air circulation in the lecture rooms / tutorial rooms / computer laboratory / library and other parts of the building.

8. HOSTEL

The Institute must provide adequate hostel facilities for boys and girls separately . The approximate built up area for the hostel buildings is 1000 sq.m.

9. MISCELLANEOUS

(a) Games

Adequate facilities for indoor and outdoor games for the students must be provided.

(b) Transport

The Institute must provide transport facilities to the students and staff.

(c) Cycle / Scooter Stand

There must be adequate parking space for cycles / scooters and other vehicles.

Note : These Norms and Standards are the minimum to be provided by the Institutes for running the BBA / BCA Courses.

AFFILIATION OF COLLEGES TO THE UNIVERSITY

The State Govt. affiliated the following colleges permanently to the P.T.U. w.e.f. 01.07.1997.

1. Dr. B.R. Ambedkar, Regional Engg. College, Jalandhar.
2. S.B.S. College of Engg. & Tech., Ferozepur
3. Beant College of Engg. & Tech., Gurdaspur
4. G.Z.S. College of Engg. & Tech., Bathinda
5. Guru Nanak Dev Engg. College, Ludhiana
6. Sant Longowal Institute of Engg. & Tech., Longowal (Sangrur)
7. BBS Engineering College, Fatehgarh Sahib.

During the last three years University has been giving provisional affiliation to the following Colleges/Institutes :

(a) Engineering & Technology

The following Colleges were affiliated from 1997-98 :

1. Shaheed Udham Singh College of Engg. & Tech., Tangori.
2. Adesh Institute of Engg. & Tech., Faridkot.
3. Guru Teg Bahadur Khalsa Instt. of Engg. & Tech., Malout
4. Sri Sukhmani Instt. of Engg. & Tech., Dera Bassi.
5. Institute of Engg. & Technology, Bhadal (Ropar)
6. Lala Lajpat Rai Instt. of Engg. & Tech., Moga
7. IIT College of Engg., Pojewal (Nawanshahr)
15. Malout Institute of Management & Information Technology, Malout.

No new College /Institute has been granted affiliation for the session 2000-2001.
The number of seats are given in Annexure - IV (a).

(b) MBA

The following Institutes have been given provisional affiliation upto 1999-2000 session with an intake of 60 seats:

1. Apeejay Institute of Management, Jalandhar.
2. Punjab Institute of Management & Tech., Mandi Gobindgarh.
3. Malout Institute of Management & Information Technology, Malout
4. Mata Gujri Institute of Management & Higher Education, Fatehgarh Sahib.
5. Lala Lajpat Rai Memorial Institute of Mgt. & Technology, Dhudike
6. Centre for Mgt. Training & Research, Mohali
7. Gian Jyoti Institute of Mgt. & Tech., Mohali
8. J.D. Institute of Mgt. & Tech., Muktsar
9. Punjab College of Technical Education, Ludhiana
10. Bhai Gurdas Institute of Engg. & Technology, Sangrur.

(c) MCA

The following institute was given provisional affiliation upto 1999-2000 session with an intake of 30 seats :

1. Punjab Institute of Management & Technology, Mandi Gobindgarh.

The following institute has been granted provisional affiliation from session 2000-2001 with an intake of 30 seats :

1. Apeejay Institute of Management, Jalandhar.

College	Electronics & Communication	Industrial Engineering	Textile Engineering	Computer Science & Engineering	Civil Engineering	Chemical Engineering	Instrumentation & Control Engineering	Mechanical Engineering	Leather Technology	Architecture	Electrical Engineering	Production Engineering	Material Engineering	Electronics & Instrumentation Engg.	Information Technology
1. Dr. B.R. Ambedkar Regional Engineering College, Jalandhar.	44	30	44	44	30	30	30	33	20	-	-	-	-	-	-
2. G. Z. S. College of Engineering & Technology, Bathinda	40	-	30	30	60	-	-	60	-	40	30	-	-	-	-
3. S. B. S. College of Engineering & Technology, Ferozpur	-	40	-	40	-	40	-	40	-	-	-	40	40	-	-
4. Beant College of Engineering & Technology, Gurdaspur	40	-	-	60	-	60	-	60	-	-	-	40	-	-	-
5. Malout Institute of Management & Information Technology, Malout	-	-	-	-	-	-	-	-	-	-	-	40	-	-	-
6. Guru Nanak Dev Engineering College, Ludhiana	40	-	-	40	40	-	-	50	-	-	50	30	-	-	40
7. Baba Banda Singh Bahadur Engg. College, Fatehgarh Sahib.	60	-	-	60	-	-	-	60	-	-	50	30	-	-	-
8. G. T. B. Khalsa Institute of Engg. & Tech., Chappianwall, Malout	60	-	-	60	-	-	-	60	-	-	60	-	-	-	-
9. S. U. S. College of Engineering and Technology, Mohali.	60	-	-	60	-	-	-	-	-	-	60	-	30	-	-
10. Adesh Institute of Engineering & Technology, Ferozkot	-	-	-	60	-	-	60	-	-	-	60	-	-	-	-
11. Sri Sukhmani Institute of Engg. & Technology, Dera Bassi.	40	-	-	40	-	-	60	-	-	-	60	-	60	-	-
12. Institute of Engineering & Technology, Bhaddal (Ropar)	60	-	-	60	-	-	60	-	-	-	40	-	-	-	-
13. Lala Lajpat Rai Institute of Engineering & Technology, Moga	60	-	-	60	-	-	-	-	-	-	60	-	40	-	-
14. IIT Ludhiana	60	-	-	60	-	-	60	-	-	-	40	-	-	-	-

ats :

(d) BBA / BCA

The number of seats in the BBA/BCA Programmes is as follows :

Sl. No.	Name of the Institution	Number of seats	
		BBA	BCA
1.	Apeejay Institute of Management, Mahavir Marg, JALANDHAR - 144 001.	60	120
2.	Punjab Institute of Management & Technology, G.P.S. Campus, Mandi Gobindgarh - 147 301	30	-
3.	Centre for Management Training & Research, E-44, Industrial Area, Phase VIII, MOHALI - 160 059	-	120
4.	Gian Jyoti Institute of Management & Technology, Phase 2, S.A.S. Nagar, MOHALI - 160 055	-	80
5.	Lala Lajpat Rai Memorial Institute of Management & Technology DHUDIKE (Distt. Moga) - 142 053	30	90
6.	Punjab College of Technical Education, Near ITBP Camp, Baddowal, Ferozepur Road, LUDHIANA - 142 021	30	80
7.	Jamna Devi Institute of Management & Technology, Bathinda Road, MUKTSAR - 152 026	-	80
8.	Bhai Gurdas Institute of Engineering & Technology, SANGRUR - 148 001	30	60
9.	Regional Institute of Management & Administration, Zirkipur, Distt : Ropar - 140 105	60	120
10.	G. G. N. Institute of Management & Technology, Post Box. No. 272, Civil Lines, LUDHIANA - 141 002	60	120
11.	Guru Nanak Institute of Management & Technology, Gujarkhan Campus, Model Town LUDHIANA - 141 002	30	80
12.	Institute of Management Studies (For Girls), Model Town, LUDHIANA - 141 002	30	80
13.	Lala Lajpat Rai Institute of Management & Technology, Nabha Gate, SANGRUR - 148 001	30	60
14.	St. Soldier Management & Technical Institute, Master Gurbanta Singh Nagar, Near Kapurthala Road, JALANDHAR - 144002	30	60
15.	Swami Sarva Nand Institute of Management & Technology DINANAGAR - 143 531 (Distt. Gurdaspur)	-	80
16.	Guru Teg Bahadur National Institute of Management & Technology, DAKHA (Ludhiana) - 141 102	-	80

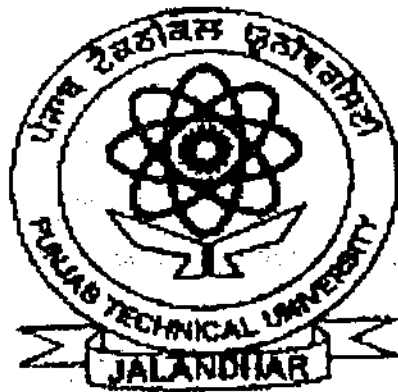
(e) Pharmacy

The following Institutes have been granted provisional affiliation for Pharmacy Programme during the session 2000-2001:

Sl. No.	Name of the Institute	Sanctioned Seats
1.	Indo Soviet Friendship College of Pharmacy MOGA - 142 001	60
2.	Amar Shahid Baba Ajit Singh Jujhar Singh Memorial College of Pharmacy, Bela (Ropar)	40
3.	Baba Isher Singh Pharmacy College, Kot-ise-Khan, Dharamkot Road, Teh. Zira, Distt. Ferozepur.	40

ACADEMIC REGULATIONS

2001



PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

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CHAPTER I

REGULATIONS REGARDING CONSTITUTION AND FUNCTIONS OF BOARD OF STUDIES

1. There shall be one Board of Studies for the Undergraduate and Postgraduate (including Postgraduate Diploma) Courses for each B. Tech./ B.E./ Architecture/ Management / Computer Applications / Pharmacy and other disciplines.
2. There shall be one Board of Studies for Sciences, which include Physics, Chemistry, Mathematics and Humanities.

A. Constitution

3. Each Board of Studies shall consist of
 - (i) A Chairman from amongst the senior most Professors / Assistant Professors in the concerned disciplines / subjects in the affiliated Colleges / Departments of the University by rotation. An Advisory Committee may be appointed if Professors / Assistant Professors are not available.
 - (ii) Two Professors from the concerned disciplines / subjects in the affiliated Colleges/ Departments of the University by rotation, according to seniority.
 - (iii) Two Assistant Professors from the concerned disciplines / subjects in the affiliated Colleges/ Departments of the University by rotation, according to seniority.
 - (iv) Two Lecturers from the concerned disciplines / subjects in the affiliated Colleges / Departments of the University by rotation, according to seniority.
 - (v) There shall be not more than one teacher from one college from the same cadre.
 - (vi) Three outside experts, preferably one from the industry, and two academicians to be nominated by the Vice - Chancellor, from a panel of experts to be proposed by the Chairman of respective Board of Studies.

B. Functions

4. The Board of Studies shall perform the following functions :-
 - (i) To recommend the curriculum and courses of Studies including the text books for various subjects of Undergraduate Studies and Postgraduate Studies.
 - (ii) To recommend the names of the paper setters, internal and external examiners for Undergraduate and Postgraduate Courses.
 - (iii) To frame, wherever necessary, model papers for the guidance of paper setters.
 - (iv) To recommend a list of reference books, periodicals, reports etc. pertaining to the subject concerned, for the Library.
 - (v) To recommend the list of equipment, and the norms for the recruitment of Technical Staff.

- (vi) To recommend measures for the periodical assessment and improvement of the standards of Undergraduate and Postgraduate Studies.
- (vii) To act as a consultative body in regard to all references made to it and to bring to the notice of concerned authorities any matter connected with subjects under the purview of the Board.
- (viii) To recommend panel of Editors for preparation of anthologies.
- (ix) To deal with any other matter referred to it.
- (x) To approve the title of Research topic design methodology and the supervisors for dissertation.

5. Each Board of Studies shall be a permanent body and the tenure of each member shall be for a period of 2 years, starting from July.
6. The Chairman shall call meeting of the Board of Studies as and when considered necessary. But not less than two meetings must be held in one academic year and gap between two meetings shall not be more than 180 days.
7. 50% of the total members of the Board of Studies shall form the quorum.
8. Board of Studies may transact business either at a meeting or by circulation, if considered necessary.

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- (iv) To recommend a list of reference books, periodicals, reports etc., pertaining to the subject concerned, for the Library.
- (v) To recommend the list of equipment, and the norms for the recruitment of Technical Staff.

4. Without prejudice to the generality of the forgoing powers, the Academic Council shall be responsible :

- (a) to advise all academic matters, including the control and management of the libraries and extra curricular activities of the students.
- (b) to co-opt at its meetings such Heads of Departments or eminent technologists and industrialists as it may consider necessary;
- (c) to make recommendations to the Vice - Chancellor for the Institution of the Professorships, Assistant Professorships and Lecturerships and teacherships and other teaching posts and in regard to the duties and emoluments thereof;
- (d) to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching and research;
- (e) to make regulations regarding the admission of students to the University;
- (f) to make regulations regarding examinations conducted by the University and the conditions on which students shall be admitted to such examinations;
- (g) to make regulations relating to courses of study leading to degrees, diplomas and certificates;
- (h) to make recommendations regarding Postgraduate teaching and research ;
- (i) to make recommendations regarding the qualifications to be prescribed for teachers in the University;
- (j) to exercise such other powers and perform such other duties as may be assigned by the Vice - Chancellor.

5. The Academic Council shall meet as often as necessary but atleast twice a year.

6. One fifth of the total members shall form the quorum of a meeting.

C. Conduct of Meetings

7. The Secretary, Academic Council (Registrar), shall issue notice for holding of the meeting of the Council on such date / time / place as the Council had decided in the preceding meeting or on a date which may be fixed by the Chairman of the Academic Council inviting list of items for the meeting.

8. Fifty copies (or more as required) of an agenda notes shall be supplied by the faculty/department concerned duly signed, at least 10 days in advance of the date of the meeting to the Secretary, Academic Council. The agenda notes shall be carefully screened by the Director/Principal concerned before these are sent to the Secretary.

9. No agenda item(s) received beyond the date as prescribed in (9) above shall be included in the agenda unless specifically permitted by the Vice Chancellor for doing so under special circumstances.

10. It shall be obligatory for each member of the Academic Council to attend the meeting. Members who are unable to attend the meeting for some unavoidable reasons, shall inform the Secretary about the same, preferably before the meeting. Normally only a bonafide member of the Academic Council shall be allowed to attend a meeting of the Council. However, any other person who may not be a member of the Academic Council may by general or specific order be allowed/invited as a 'special invitee' by the Secretary of the Council to attend the meeting(s) with the prior permission of the Chairman (Vice Chancellor).

CHAPTER II

REGULATIONS RELATING TO CONSTITUTION, POWERS AND DUTIES OF ACADEMIC COUNCIL

A. Constitution

In accordance with section 15 of the Punjab Technical University Act 1996, the Academic Council shall consist of the following members :

- | | | |
|-----|--|----------|
| (a) | Vice - Chancellor | Chairman |
| (b) | Pro Vice - Chancellor | Member |
| (c) | Deans of Faculties | Members |
| (d) | All Directors (of the rank of Professor) of the University | Members |
| (e) | Principals / Directors of affiliated Colleges / Institutes : | Members |
| | (i) Five from Engineering & Technology Colleges | Members |
| | (ii) Five from Management Institutes | Members |
| | (iii) Two from Pharmacy Colleges | Members |

For two years by rotation, according to seniority.

- | | | |
|-----|---|---------|
| (f) | Heads of Departments of affiliated Colleges/ Institutes : | Members |
| | (i) Three from Engineering & Technology Colleges | Members |
| | (ii) Three from Management Institutes | Members |
| | (iii) One from Pharmacy Colleges | Member |

For two years by rotation, according to seniority.

- | | | |
|-----|--|---------|
| (g) | One Professor from each Department/ Centre Of the University other than the Heads of the Departments/Centre. | Members |
|-----|--|---------|

For two years by rotation, according to seniority.

- | | | |
|-----|---|---------|
| (h) | Two eminent Industrialists to be nominated by the Board of Governors for two years. | Members |
| (i) | Two eminent Technologists to be nominated by the Board of Governors for two years. | Members |

The Registrar shall be the ex-officio Secretary of the Academic Council.

B. Powers and Duties

The Academic Council shall be incharge of the academic affairs of the University and shall, subject to the provisions of this Act and the Regulations, superintendent, direct and control, and be responsible for the maintenance of standards of instruction, education and examination and other matters connected with the obtaining of degrees and shall exercise such other powers and perform such other duties as may be prescribed by the Vice - Chancellor.

REGULATIONS FOR AFFILIATION OF COLLEGES / INSTITUTES

A. Submission of Application for Affiliation

1.1. Applications for grant of affiliation shall be made by -

- (a) Director / Principal/Registrar in the case of a Government College.
- (b) The Chairman/President or any other authority appointed for the purpose by the Governing Body of the College - in the case of a private aided - or Unaided College.

1.2. The last date by which the applications should reach the Director Colleges of the University shall be November 1 of the year preceding the one in which it is proposed to start the college. Provided that the Vice-Chancellor may, for special reasons, entertain such applications after the last date.

2. The application in the prescribed proforma shall be accompanied by -

- (a) a statement containing full information regarding the Constitution of the Governing Body and the names of its members ;
- (b) a statement showing the names of the teachers employed along with their qualifications and the number of teachers proposed to be employed, subject(s)/ programme(s) proposed to be taught by each one of them, their salaries and grades of pay;
- (c) a complete plan (to scale) of the buildings and play grounds ;
- (d) statements indicating -
 - (i) number of students proposed to be admitted;
 - (ii) number of students not residing with their parents or guardians;
 - (iii) arrangements made or proposed to be made for the residence, in the college or lodging approved by the college, of students not residing with their parents or guardians;
 - (iv) arrangements made or proposed to be made for (a) the supervision of students and (b) physical welfare of students including arrangements for games, physical training, playgrounds, and medical assistance;
 - (v) arrangements made or proposed to be made for the benefit of girl students if the college provides co-education.
- (e) number and character of the books comprising the library, and the expenditure annually provided or proposed to be provided for the improvement of the library;
- (f) appliances (including laboratory equipment, computers and apparatus and Chemicals etc.) provided or proposed to be provided for teaching the subjects/programmes in which affiliation is sought and amount to be annually expended on such appliances;
- (g) accommodation provided for the residence of the Principal/Director of the college and for members of the teaching staff in or near the college or the students' hostel ;
- (h) financial resources of the college, including a statement of the annual income and expenditure;
- (i) a statement showing the rates of fees proposed to be levied and the number of students exempted wholly or in part from such fees.

In addition to the requirements under Regulation 2, the authorities applying for grant of affiliation to a new college shall, along with the application, produce evidence;

A mention about the presence/absence, of the members with or without intimation, shall be made in the minutes of the meeting concerned.

Items for discussions in the meeting may originate from or with the permission of the Chairman of the Board of Studies, the standing committee of the Council or on a reference/direction of the Board of Governors or by an individual member with the prior permission of the Chairman. An item not included in the agenda may be placed before the Council only if permitted by the Chairman to be considered under the item 'with the permission of the Chair'.

The agenda and notice for any regular meetings shall be circulated by the Secretary, Academic Council so as to reach the members at least 5 days before the day of meeting. The agenda and notice for an emergency meeting must normally be issued three days before the meeting. However, decisions taken in an emergency meeting with less notice will not be invalidated because of inadequacy of notice.

4. A copy of the minutes of each meeting shall be supplied to the members.

5. Follow-up action on the decisions of a meeting shall be taken by Dean/Directors/Principals/Head of Departments/Sub-committees and a report about the action taken shall be forwarded to the Secretary, Academic Council at least 10 days in advance, for reporting the same to the Council at the next meeting.

6. Agenda notes once circulated shall not be circulated again and the members are expected to retain those agenda notes till they are considered by the Academic Council.

7. On all matters not specifically provided for in these Regulations from clause 8 to 17 about the conduct of meetings of the Academic Council, the decision of the Vice - Chancellor shall be final.

8. No item should be taken up for discussion in the Academic Council without a proper agenda note. The items received without proper agenda note would be returned to the person concerned by the Secretary, Academic Council.

- (d) a statement of the number and character of library books and the annual expenditure provided or proposed to be provided for the Library in the subject(s) concerned,
- (e) a statement of the applications (including Lab. equipment, Computers, apparatus and chemicals, etc.) provided or proposed to be provided for teaching the subject(s) for which the extension of affiliation is sought and the amount to be annually expended on such appliances.

6.2 In addition to the requirements given in Regulation 6.1 the authorities applying for extension of affiliation shall produce, along with the application, evidence that they possess the additional Endowment Fund, if any, as prescribed by the University for grant of extension of affiliation.

7. The procedure for consideration of the application for grant of extension of affiliation shall be the same as laid down in Regulation 4 for grant of affiliation.

D. Conditions for Affiliation

8. Every affiliated college shall be governed by the regulations concerning the service and conduct of teachers as laid down by the University from time to time.

9. Every affiliated college shall comply with the requirements of Section 5 of the Punjab Technical University Jalandhar Act and those of the various regulations contained in this Chapter: it shall also satisfy the University -

- (a) in regard to compliance of conditions imposed for grant of affiliation and other instructions considered necessary by the University.
- (b) that the Rules laid down for the following are being observed -
- (i) conditions of Service and Conduct of Teachers in affiliated colleges.
 - (ii) academic qualifications and teaching experience for teaching staff and the Principal/Director as laid down from time to time; and
 - (iii) adequate equipment for library, computer Lab. and laboratories.
- (c) that the college possesses adequate financial resources,
- (d) that the conditions for grant of affiliation laid down by the University are being complied with, and
- (e) that the instructions considered necessary by the University in the light of an inspection report are being complied with.

10. If a college fails to start classes during the academic year for which permission has been given, the affiliation or extension of affiliation in the programme(s) concerned shall stand cancelled.

E. Penalties and Disaffiliation

11.1 If, at any time, Vice-Chancellor finds that a college appoints a Principal / Director or a teacher whose qualifications do not conform to those laid down by the University/AICTE or is not complying with the requirements of Sections 2 to 9 of these regulations or any instructions issued by the University, the University will have the authority to impose one or more of the following penalties -

- (a) students of the college concerned shall not be accepted for the University examination;
- (b) the college staff shall be debarred from University work, such as appointment as examiners, superintendents of examination centres, etc.

- (a) that they possess adequate buildings, equipment, furniture and Library Books and adequate funds as determined by the University for the purpose;
- (b) that they have deposited Endowment Fund as prescribed by the University in favour of the Registrar, Punjab Technical University to ensure the continued maintenance of the College;
- (c) that they have deposited security as prescribed by the University in favour of the Registrar, to be utilised to disburse all dues of the staff in case the College ceases to function or it is disaffiliated.

B. Processing of Application

- 4.1 On receipt of an application for grant of affiliation to a new college, after all the papers in regard to the requirements of Regulations 2 and 3 are complete, the Director Colleges shall place the matter before the Vice - Chancellor, who shall appoint an Inspection Committee.
- 4.2 The Inspection Committee shall visit the college and submit their report to the Vice - Chancellor within ten days of the inspection for approval.
- 4.3 The application for grant of affiliation and the recommendations of the Inspection Committee thereon shall be placed before the Academic Council and the Board of Governors by 31st of March of the year in which it is proposed to start the College.

Provided that the Vice-chancellor may, for special reasons, condone the delay in submission of such an application.

- 4.4 The recommendations of the Academic Council and the Board of Governors shall be communicated to the concerned college/institute by the Director Colleges.
- 4.5 An application for grant of affiliation may be withdrawn at any time before an order is issued.

C. Extension of Affiliation

- 5.1 An affiliated college may apply for grant of extension of affiliation if it has already complied with all the conditions imposed for its affiliation.
- 5.2 The application for grant of extension of affiliation shall be made by the authorities specified in Regulation 1.1.
- 5.3 The last date by which the applications should reach the Director Colleges of the University shall be December 1 of the year preceding the one in which it is proposed to start the classes in the subject.

Provided that the Vice - Chancellor may, for special reasons, entertain such application after the last date.

- 5.1 The application for grant of extension of affiliation shall be accompanied by -

- (a) a statement showing names of the teachers employed along with their qualifications and the number of teachers proposed to be employed, subject(s) proposed to be taught by each one of them, their salaries and grades of pay;
- (b) a complete plan (to scale) of the additional accommodation for the class rooms and laboratories, if any;
- (c) a statement of the number of students proposed to be admitted;

F. Inspection of Colleges/Institutes

14.1 Every affiliated college shall be inspected at least once in two years by an Inspection Committee to be appointed by the Vice-Chancellor.

Provided that if at any time the Board of Governors is of the opinion that a special inspection of an affiliated college is necessary, the Board of Governors may cause such an inspection to be made by a Committee appointed by it on the recommendations of the Vice-Chancellor.

14.2 The inspection will be directed primarily to the purpose of ascertaining:-

- (a) if the conditions of affiliation prescribed by and under these regulations are being complied with;
- (b) that adequate measures are taken to ensure efficiency as regards:-
 - (i) if the conditions of affiliation prescribed by and under these regulations are being complied with;
 - (ii) instruction, residence and supervision of students;
 - (iii) accommodation for classes and administrative offices;
 - (iv) furniture, apparatus, computer and sanitary arrangements;
 - (v) Library;
 - (vi) registers for various purposes; and
 - (vii) other similar matters.

14.3 The report of inspection shall be submitted within 10 days to the Vice-Chancellor for consideration of the Board of Governors.

14.4 If the report calls for any action by the Board of Governors, the Board of Governors shall specify the points in which it considers the college deficient and fix a time, which may be extended for sufficient reasons, within which the college shall take action necessary to comply with the directions of the Board of Governors.

14.5 In the month of July or August or in such other month as the Board of Governors may from time to time determine, the Principal/Director of every affiliated college shall submit annually a report to the Board of Governors indicating:-

- (a) the changes in the management;
- (b) the administrative staff;
- (c) changes in the teaching staff and qualifications of new members;
- (d) number and distribution of students;
- (e) income and expenditure of the previous financial year;
- (f) results of examination;
- (g) scholarships won by students;
- (h) condition of library, computer lab, other labs;
- (i) number of students in the college hostel; and
- (j) extra-curricular and co-curricular activities of the students.

14.6 Every affiliated college shall observe the regulations laid down for admission, migration and inter-college matters given in the University regulations. If a college fails to do so, BOG may take such action as it may deem necessary under Regulation 11.1.

G. PART TIME POSTGRADUATE PROGRAMMES

17.1 Application for affiliation of part time Postgraduate programmes shall be made by -

- (a) Director/Principal of the college in the case of a government college.

- (c) the Principal or the teacher concerned shall be debarred from seeking election to a University body or his name shall be removed from the list of members of University body;
 - (d) the papers for financial grants to the colleges shall not be forwarded to the State Government/ University Grants Commission/AICTE etc.
 - (e) the University may withdraw affiliation granted to the college, in part or in whole.
- 11.2 If after enquiry it is found that an affiliated College / Institute under private management is not being properly administered the Vice - Chancellor may appoint a representative or representatives of the University on the Managing body of the College / Institute for such period as may be felt essential.
- If a representative/s of the University appointed on the Managing Committee of an affiliated college is / are not invited to the meeting/s of the Managing Committee, the proceedings of the meeting/s shall be regarded as invalid. T.A. and D.A. of the University representative/s will be paid by the college concerned.
- 11.3 In the event of disaffiliation of a college, the Board of Governors shall have power to decide regarding the disposal of the "Endowment Fund".
12. Every college must comply with all the conditions, imposed for grant of affiliation.
- 13.1 If any college does not provide instructions, for three years continuously, in a programme(s) in which affiliation had been granted, the affiliation in such programme(s) shall stand cancelled.
- 13.2 If the Governing Body of a College proposes to discontinue the college, it shall seek the prior permission of the University.
- 13.3 No college affiliated to the University shall discontinue instructions in any Faculty /Course/Subject without the prior permission of the University.
- 13.4 (a) in either of the case falling under Regulation 13.2 or 13.3, an application for the required permission shall be made at least one academic year in advance with detailed reasons in support of the proposal, to the Registrar;
- (b) in the case of discontinuation of the College, it shall be incumbent upon the Governing Body of the Institution concerned to give a notice of one year to its employees regarding termination of their services, which will take effect only if and when the permission is granted by the University and subject to the conditions, if any, imposed by it.
- 13.5 The discontinuation in respect of each integrated course of study/subject for which it is affiliated shall be in stages as under :
- (a) in the first year, admissions to Part I classes will be discontinued and II/III etc. will continue;
 - (b) in the 2nd year, Part II classes will discontinue and classes for Part III, etc. if any, will continue; and so on.

Explanation: The students concerned who have already taken up the course /subject shall be allowed to complete the course/subject concerned. This will not, however, cover the failures in a class.

start the part time Postgraduate classes provided that the Vice-Chancellor may, for special reasons, entertain an application after the prescribed date.

- 20.1 On receipt of an application for permission for the part time classes, the Director Colleges shall, after all the papers in regard to the requirements of Regulation 18.1 and 18.2 are complete, place the matter before the Academic Council/Vice - Chancellor.
- 20.2 The Academic Council / Vice - Chancellor shall appoint an Inspection Committee to satisfy itself if the college is in a position to fulfil all the conditions laid down for starting the part time classes.
- 21.1 The Inspection Committee shall visit the college in accordance with such inspections as may be given by the Academic Council / Vice - Chancellor and submit their report to the Director Colleges with ten days of the inspection. The report shall be placed before the Academic Council.
- 21.2 If permission for part time classes is recommended by the Academic Council, the matter shall be placed before the BOG for grant of affiliation.
- 22. Except as provided in the foregoing regulations, the part time Postgraduate classes shall be governed by the regulations laid down for regular classes in respect of matters not otherwise provided for, viz., dates of admission, migration, tuition fees, attendance requirements, conditions laid down for admission to the University examinations. Rate of fees for these programmes may be such as to make them self supporting.
- 23. If a college fails to start part time Postgraduate classes in the academic year in which permission has been granted, the permission for such classes shall stand cancelled.
- 24.1 An inspection of a college for the part time Postgraduate classes shall be conducted once every three years and at any other time, when an inspection is considered necessary by the Academic Council. An inspection committee shall be appointed by the Vice Chancellor. The inspection shall be directed primarily to the purpose of ascertaining-
 - (a) if the conditions of permission have been complied with;
 - (b) if the college is following all the University regulations and rules, and directions given by the Academic Council in regard to teaching staff, the library, instruction and supervision of students, physical training, play grounds and medical assistance, registers for various purposes and other similar matters.
- 24.2 The report of Inspection committee shall be submitted to the Director Colleges in the prescribed form within a week of the inspection.
- 24.3 If the report calls for any action by the Academic Council, the Academic Council shall specify that points for action, and fix a time limit which may be extended for special reasons, by which the college shall comply with the directions of the Academic Council failing which the permission to continue part time classes may be withdrawn.

- (b) The Chairman/General Secretary/Secretary of the governing body of the college in the case of a non-government college.
- 17.2 Part time classes shall be allowed only for M. Tech./M.E./PG Diploma Programmes. Only persons employed in service or in private business will be eligible to join.
- 18.1 An affiliated college intending to add Part Time Postgraduate Programmes shall make an application to the University which shall be accompanied by –
- (a)
- (i) In the case of a private college, an evidence to prove that the college possesses an additional endowment fund of the value 25% of the original endowment fund;
 - (ii) A statement showing the names of the teachers employed along with the qualifications and the number of teachers to be employed, subjects(s) proposed to be taught by each of them, their salaries and grades of pay;
 - (iii) a declaration that the teaching staff of the Part time classes shall be separate from the teachers working in the regular classes. However, to overcome an exigency, a teacher may be drawn from the regular classes to work for the part time classes, but in no case he shall be assigned more than 20 periods each of one hour duration per week in the regular and part time classes and he /she shall be paid an allowance for the additional work according to the rates as may be determined by the BOG of the University from time to time.
- (b) In the case of the private colleges, an undertaking that management shall abide by the regulations laid down by the University to govern conditions of service and conduct of teachers;
- (c) Statement showing
- (i) the number of students proposed to be admitted in the Part Time classes;
 - (ii) the arrangements made or proposed to be made for (a) Supervision of students and (b) Physical welfare of students including sports and medical assistance; that college dispensary shall be kept open for two hours in the evening and qualified medical advice and medicine shall be made available to the students.
 - (iii) The arrangements made or proposed to be made for benefit of female students;
 - (iv) That the library of the college shall be available to the students of the part time classes and that a separate Assistant Librarian of the Day College with suitable supporting staff under the control of the regular librarian shall be appointed exclusively for the part time classes;
 - (v) A declaration that the college laboratories shall be made available for the part time students in accordance with the directions of the University;
 - (vi) The financial resources of the college including a statement of the annual income and expenditure and assets and liabilities.
 - (vii) the rates of fees proposed to be charged and the number of students to be exempted from such fees in whole or part.
- 18.2 The authorities of the college shall also forward a declaration along with the application for permission to the effect that the Principal of the college (regular classes) shall be paid 10% of pay per month as allowance for administrative work of the part time classes.
19. Application for grant of permission for the part time classes shall reach Director Colleges of the University by December 1, of the year preceding the one in which it is proposed to