

## **ORDINANCES FOR BACHELOR OF TECHNOLOGY / BACHELOR OF ENGINEERING AND BACHELOR OF ARCHITECTURE COURSES**

1. The University will award Bachelor's Degree in the following disciplines : -

- (i) Architecture
- (ii) Chemical Engineering
- (i) Chemical & Bio Engineering
- (ii) Civil Engineering
- (iii) Civil Engineering (Structural Engineering & Construction Management)
- (iv) Computer Engineering
- (v) Computer Science
- (vi) Computer Science & Engineering
- (vii) Electrical Engineering
- (viii) Electronics Engineering
- (ix) Electronics & Electrical Communication Engineering
- (x) Electronics (Instrumentation & Control Engineering)
- (xi) Electronics & Communication Engineering
- (xii) Electronics & Instrumentation Engineering
- (xiii) Industrial Engineering
- (xv) Information Technology
- (xvi) Instrumentation & Control Engineering
- (xvii) Leather Technology
- (xviii) Material Technology
- (xix) Mechanical Engineering
- (xx) Mechanical Engineering (Mechanical Machine Design & Automation)
- (xxi) Production Engineering
- (xxii) Textile Technology

and also in any other discipline introduced later on.

2. The duration of Bachelor of Technology, course will be four years, divided into eight semesters and the duration of Bachelor of Architecture will be five years, divided into ten semesters. The duration of each semester will be 18 - 20 weeks ( 90 teaching days ), according to the following schedule :-

August to December	:	Odd Semester (1, 3, 5, 7, 9 )
January to May	:	Even Semester ( 2, 4, 6, 8, 10 )
June to July	:	Summer Workshop / Industrial Training / Tours etc.

3. The admission to the above courses will be based on merit in an entrance test provided the candidate is otherwise eligible for admission.

4. (a) The candidate must have passed 12<sup>th</sup> Class examination on 10+2 pattern with four compulsory subjects namely Physics, Chemistry, Mathematics and English from a "State School Education Board" or any other examination with above said four compulsory subjects, recognised by the

Punjab Technical University, Jalandhar and equivalent to 12<sup>th</sup> class examination of 10+2 pattern.

- (b) He/ She should bear a good moral character.
  - (c) He/ She must fulfil the eligibility criteria prescribed by the Engineering College, where he/ she seeks admission.
  - (d) He/ She must be in a good mental and physical health. Each candidate before admission will have to undergo a medical fitness examination and shall have to produce a medical fitness certificate, as prescribed by the University.
5. A student admitted to B. Tech. / B.E. / B. Arch programme must be on the rolls of an affiliated Engineering College/ Institute to attend the classes regularly as per rules and shall pay such fees to the College/ Institute as decided by the University / College / Institute from time to time.
6. Change of discipline from Architecture to any branch of Engineering and vice-versa is not allowed. Change of discipline from one branch of Engineering to another within the same College will be allowed after completion of 2<sup>nd</sup> semester and before the start of 3<sup>rd</sup> semester. It will be strictly according to the rules as framed by the University from time to time.
6. The University examination shall be held at the end of each semester as per the prescribed scheme of examination for each discipline and date sheet notified by the University.
7. In order to be eligible to appear in any semester examination, a candidate must have had his Examination form submitted to the Registrar through the Principal of his/ her College/ Institute alongwith the following certificates signed by the Principal :-
- (i) of good character.
  - (ii) of having remained on the rolls of the College, and
  - (iii) of having attended not less than 75% of the scheduled periods, in each prescribed course of Theory (Lectures plus Tutorials) and Practical (including Workshop Training, Seminar, Project, Industrial Training etc.), provided the scheduled periods shall mean a minimum of 10 N contact hours, where N is the prescribed contact hours per week for each course and shall exclude the announced holidays and duration of mid - semester examinations / house tests.
  - (iv) Provided that no candidate shall be eligible to appear in higher semester examination unless he has already fulfilled attendance requirement in the immediately lower semester.
8. Attendance shall be counted upto seven days prior to the date of commencement of the University theory examinations.
9. The Principal of the College may condone shortage in attendance in each subject upto 10% of the total lectures delivered with proper recorded reasons ( owing to serious illness, calamity, participation in any game / sports, etc. ) .

10. A candidate shall be eligible for the award of a prize or a medal, if
  - (a) he / she passes the B.Tech. / B.E. / B.Arch examinations in four years, and
  - (b) has passed all the subjects in the first attempt available to him / her.
  
11. Each course is assigned a certain number of credits depending on its lecture, tutorial and laboratory contact hours in a week. One credit is assigned for :
  - (a) One Lecture hour per week per semester.
  - (b) One/ two tutorial hours per week per semester.
  - (c) Every two hours per week, per semester for laboratory or workshop or drawing practice, design work.
  - (d) Each course (theory and practical) shall carry 100 C marks where C denotes the credits for that course.
  - (e) The course(s) in which a student obtain 40 percent or above marks separately in University Examination (theory & practical each) and internal assessment/ sessional, (theory and practicals each) will be considered towards credits earned by the students.
  
13.
  - (a) In each theory course 60 percent weightage is given to University examination and 40 percent weightage is given to internal assessment/ sessionals. For each practical course 40 percent weightage is given to University Examination and 60 percent weightage is given to internal assessment/ sessionals.
  - (b) To pass in a subject a candidate will be required to obtain a minimum of 40 %marks. However, to become eligible for the award of degree a student must obtain a minimum of 50 % of the total marks of all the courses prescribed for the 8 / 10 semesters, as applicable.
  - (c) In case the student fails to obtain a total of 50% marks by the end of 8<sup>th</sup> / 10<sup>th</sup> semester, he/she will be given a chance to attain the required percentage of marks by reappearing in the end semester examinations in the subject(s) of his/ her choice at the time the subject(s) are being offered next.
  - (d) The internal assessment/ sessional will be based on the continuous evaluation of the students, through class test, quizzes, seminars, home assignments and class work. A minimum of two class tests will be held during the semester.
  - (e) The sessional marks will be submitted to the University within fifteen days after the close of classes for the semester.
  - (f) The sessional marks submitted by different Institutions will be moderated by a Moderation Committee appointed by the Vice - Chancellor.
  - (g) There shall be no reappear in the sessional / internal assessment of Theory and Practical subjects. The marks obtained by the

students in sessionals / internal assesment of both Theory and Practicals shall be added as such to the marks obtained in written Theory and External Practical examinations respectively.

- (h) The students will have to obtain a minimum of 40 % marks in written Theory and external Practical examination separately to pass the subject.
- (i) The 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.

#### 14. Degree Requirements

A student : -

- (a) must have earned all the credits as provided in the scheme of study of his/ her discipline.
  - (b) must have obtained a total of 50 percent marks at the end of eight/ ten semesters of study, as applicable.
  - (c) must have enrolled for NCC or NSS and should have attended the prescribed number of camps/ projects as prescribed by the University.
15. (a) A candidate detained from appearing in the examination of a course due to shortage of attendance will repeat the course of study only when that is offered as a regular course.
- (b) A student is allowed to register for a maximum of 36 credits for the courses of study including atleast 15 credits of regular semester. This excludes the credits for the courses in which the student is having reappear in the University examination only.
16. At the end of each semester the University will conduct semester examination . A student will be supplied detailed marks card (DMC) indicating the marks obtained in each course passed, credits earned and upto date credits earned.

#### 17 (a)

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

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

18. (a) In a theory paper, the question paper will be set by an examiner appointed by the Vice Chancellor from a panel of examiners, proposed by the Board of Studies of that discipline. A sample question paper of the concerned discipline will be supplied to the paper setter for guidance.

The paper setter shall be a teacher from some other University or of the affiliated College/ Institute of the University preferably not teaching that course in that semester.

- (b) The answer books will be evaluated by table marking in the University or evaluation centres set up in affiliated colleges / institutes. For each subject, a panel of evaluators will be appointed. These panel of examiners will be constituted by the Board of Studies of the concerned discipline from amongst the teachers of affiliated Colleges of the University preferably teaching that course in that semester.
- (c) Practical examination in each practical subject will be conducted jointly by an internal and an external examiner. The internal examiner will be from the College, where examination is being conducted, while the external examiner may be from any of the affiliated Colleges of the University or from outside. The lists of the examiners will be prepared by the Board of Studies of the concerned discipline.

In case an examiner for practical examination does not report at the scheduled date, the Principal of the College will make the alternative arrangement from within the College or from outside and intimation of the same will be sent to the University immediately.

- 19. (a) It will be the responsibility of the candidate to collect all information regarding examination schedule, roll number slip and result etc. from the College/ Institute office. Students will collect the University Roll Number slips atleast one day before the commencement of the examination.
  - (b) The College/ Institute office shall display on the Notice Board, the schedule of examination/ date sheet etc. as soon as it is received from the University. The University will supply this information not less than fifteen days before the start of examination.
  - (c) No candidate will be allowed to appear in the University examination without the Roll Number Slip.
20. The University will publish the final result and the division obtained by each candidate when the candidate has cleared all the papers / subjects of all the eight / ten semester examinations, as applicable.
21. (a) A student is deemed to have completed the requirements for graduation and is eligible for the award of degree if he/ she
- (i) has satisfied all the academic regulations.
  - (ii) has taken all the required courses of study and earned all the credits.
  - (iii) has paid all the fees and other charges including fines, if any, due from him to the University and the College.
  - (iv) has no case of indiscipline pending against him/ her.

- (b) The University shall publish the final result indicating the marks obtained in aggregate marks for 8/10 semesters and the division obtained by each student on the following basis :-

<b>Division</b>	<b>Percent Marks</b>
(i) First with Distinction provided all examinations are passed in first chance with regular classes in the normal duration of 4 or 5 years as applicable without any reappear at any stage.	75% or more
(ii) First	60% or more but less than 75%
(iii) Second	50% or more but less than 60%

- 22 (a) The amount of examination fee to be paid by a candidate and the last date by which his examination form and fee must reach the Registrar, shall be notified by the University.
- (i) Examination forms will be accepted with late fee of Rs. 1000/- upto 7 days before the commencement of examinations.
- (ii) Under very special circumstances, examination forms shall be accepted by the University upto two days before the commencement of examination on payment of late fee of Rs. 2000/-
- (iii) Examination form shall be accepted upto the evening previous to the date of examination on payment of late fee of Rs. 5000/- with the approval of the Vice - Chancellor.
- (b) The examination fee for one or more reappear/ repeat papers of any examination shall be the same as for the whole of semester examination. Separate admission forms for papers belonging to different semesters are to be filled by the candidate indicating paper(s) offered for each semester examination.
- (c) In case of reappear papers candidate shall be required to submit their Examination Forms within 15 days from the date of declaration of the result.
23. Notwithstanding any thing contained in these regulations, the Vice - Chancellor shall be competent to allow any relaxation subject to ratification by the Academic Council.

### **Amendment 1(Approved in 9<sup>th</sup> Academic Council Meeting)**

9.4b	Amendment of Rule 13 (f,g) of 8 <sup>th</sup> Academic Council	<p>The following amendment in rule 8.13 (f-g) suggested by Principals in their meeting held on 24<sup>th</sup> April, 2002 and approved by the Vice-Chancellor was ratified by the Academic Council</p> <ul style="list-style-type: none"> <li>(i) A student will be required to pass separately in internal / sessional and external papers.</li> <li>(ii) This will be implemented from 1<sup>st</sup> semester students admitted in session July, 2001</li> <li>(iii) The result of 1<sup>st</sup> semester conducted in Dec – 2001 may be revised accordingly.</li> </ul>
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### **Amendment 2 Approved in 9<sup>th</sup> Academic Council Meeting)**

9.14	To consider awarding grace marks to students	<p>The following rule for the award of grace marks to the students was approved by the Council :</p> <p>“One percent of the total marks of theory examination of all the semesters may be given for improving the division of a candidate. Grace marks given to a candidate in semester examination may be deducted from total grace marks to be given for improvement of the division.”</p>
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### **Amendment 3(Approved in 11<sup>th</sup> Academic Council Meeting)**

11.4	Minutes of the emergent meeting of the Standing Committee	<p>At the time of taking up the minutes of emergent meeting, the Vice-Chancellor observed that these were not been approved by him as in the note from Director (Colleges) and had sought a number of clarifications.</p> <p>The Academic Council considered the minutes of the emergent meeting of the Standing Committee held on 14.03.03 and decided as under :</p> <p>Item No. 1 To confirm the minutes of the 1<sup>st</sup> meeting of the standing committee held on 13.02.03</p> <ul style="list-style-type: none"> <li>(i) The Academic Council noted that minutes of the 1<sup>st</sup> meeting of the standing committee were confirmed.</li> <li>(ii) The academic Council also noted the marks for attendance for management courses. However, so far as MSTs for various disciplines are concerned, it was decided as under:  <p>There will be three MSTs for B.Tech courses, two MSTs for management and Computer Application courses and minimum one MSTs for Pharmacy and B.Sc (MIT) course in each semester. The Academic Council after noting various views further decided as under:</p> <p>Internal assessment be left to the colleges.</p> <p>Pharmacy Courses:</p> <p>A lot of discussions were held regarding the running of pharmacy course, keeping in view the problem being faced by the students, the Academic Council decided as under:</p> </li> </ul>
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		<i>The pass percentage for each course in Pharmacy may be 40%. Distribution of Internal and External marks may be 40:60 on the pattern of Engineering Courses. However, this is subject to the approval to the concerned bodies i.e. AICTE and Pharmacy Council of India.</i>
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**Amendment 4 (Approved in 14<sup>th</sup> Academic Council Meeting)**

<b>14.12</b>	<b>Academic audit – percentage of attendance in scheduled lectures of 60 minutes each and not based on lectures held.</b>	<i>Registrar informed the members that data of students attendance asked from the colleges was not complete in respect of some institutes. Analysis of the data showed that attendance eligibility criteria used was based on the number of lectures held and a few colleges had not forwarded the required information. As per the regulations attendance in each subject must be minimum 75% of the lectures scheduled. Further these lectures are supposed to be of 60 minutes duration. Hence students who do not attain the prescribed attendance level in terms of 75% of the scheduled lectures are required to be detained. He further informed the council of its own decision wherein minimum number of lectures conducted in a subject is 10 N (where N is number of lecture hours scheduled per week) (the same applies to tutorials and practical labs. also). The Chairman reiterated importance of regulations being formulated and their implementation. It was decided to constitute committees of principals in each stream to consolidate all the existing academic regulations and procedures with reference of source and applicable data etc. The committees would also suggest changes to be considered for the future. The Vice Chancellor was authorized to form the committee.</i>
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**Amendment 5 (Approved in 26<sup>th</sup> Academic Council Meeting)**

26.3	<i>To brief on the decisions taken on the 23<sup>rd</sup> meeting of the BOG</i>	<p><i>The Board of Governors, PTU in its 23<sup>rd</sup> meeting deliberated the proceedings and recommendations of the Academic Council. The following were taken by the BOG :</i></p> <p>(A) <i>Amendment to Academic Regulations 2001 / 2004</i></p> <p><i>The Board approved the recommendations of the Academic Council on modifications to the Academic Regulations – 2004 pertaining to examination and attendance. The recommendations of the Council were also made applicable to the students governed by Academic Council Regulations – 2001.</i></p> <p><i>Further the BOG implemented the changes prospectively and not with retrospective effect. Consequently Academic</i></p>
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Regulations – 2004 Para 6.1 and 6.2 stand repealed and replaced by the following :

**6.1 Examination** : any bonafide student, subject to provisions of regulation 3.2 and 6.2, who appears for the examination conducted by the University, shall be promoted to the next higher semester and shall carry forward, all course(s) in which he / she is declared fail. The student shall have to pass all papers within the stipulated maximum duration to qualify for the award of University degree.

The same shall be applicable, mutatis mutandis to students governed by Academic Regulations 2001 in super session of relevant provisions therein.

**6.2 Attendance**

(a) Student detained, due to shortage of attendance, in any subject, shall have to repeat the course and then only appear in the concerned subject, wherever it is offered as a regular course. However, if a student is short in attendance in all the course offered during a semester, he / she shall be required to repeat the semester, alongwith the next batch of students.

(b) A student absent consecutively, without any notice or intimation, in writing to the concerned Principal / Director, for more than 45 days consecutively in a semester shall be deemed to have withdrawn from the course and his / her enrolment shall stand cancelled. Save the amendments proposed therein above, all other provisions of Academic Regulations 2004 / 2001 shall remain unchanged.

The above shall be applicable, mutatis mutandis, to students governed by Academic Regulations 2001 in super session of relevant provisions therein.

The above shall be applicable, mutatis mutandis, to students governed by Academic Regulations 2001 in super session of relevant provisions therein. The modified Academic Regulations – 2004 as applicable to Engineering are placed at Appendix –C. These shall be mutatis mutandis, applied to all undergraduate and MBA / M.Sc./ MBA course.

The members of the Academic Council are informed accordingly. Any clarifications of ambiguity must be brought to the notice of the University in writing within 90 days of implementation of these provisions. The University alone shall be the competent authority to issue any clarifications to remove any doubts or hardship to any individuals or group of students enrolled in the University.

**(B) Examination in the latest syllabus**

The Board did not approve conduct of examination as per the latest revised curriculum in respect of students who had failed to clear the subject. The Board referred the case to the Academic Council with the following recommendations :

(a) To study the pattern being followed by the other

		<p><i>Universities particularly technical universities for similar courses.</i></p> <p>(b) <i>To set multiple copies of papers for each set of syllabus and to use these question papers as question paper bank.</i></p> <p><b>(C) <i>Amendment to Chapter XVI of the regulations relating to use of unfair means in or in relation to examination.</i></b></p> <p><i>The Board approved the amendment as proposed. It was decided that the amendment must be given a wide publicity and cautionary notice must be displayed at appropriate places in the institute / exam hall. The amendment approved is as appended below :</i></p> <p><i>10 (z) (i) Carriage of mobile or other means of electronics communication inside the examination hall (even in off condition) :</i></p> <p><i>(ii) Communicating or typing to communicate, by any means whatsoever, through electronic media or otherwise with any other person in a manner that it indicative of help being sought / given in an examination”.</i></p>
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