

# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/4430

Dated : 8.9.16

## NOTIFICATION

Sub.: **Guidelines for functioning of Teaching Departments in IKGPTU Main Campus.**

Vice Chancellor has approved the following guidelines for functioning of Teaching Departments in IKGPTU main campus.

### CHAPTER-1 FORMATION OF FACULTIES

1.1 The University shall comprise the following Faculties:

1. Faculty of Engineering & Technology
2. Faculty of Applied Sciences
3. Faculty of Management Studies
4. Faculty of Media & Mass Communication
5. Faculty of Hospitality, Tourism & Travel Management
6. Faculty of Lifestyle Design
7. Faculty of Architecture
8. Faculty of Social & Human Sciences
9. Faculty of Teacher Training & Education
10. Faculty of Pharmaceutical Science

Each Faculty shall comprise such subjects and Departments of Studies, as may be assigned to it by the Ordinances.

1.2 Every Faculty shall consist of the following members:

- (i) Dean of the Faculty.
- (ii) All Heads of the University Departments of Studies in the Faculty.
- (iii) 5 Heads of the post-graduate Departments in the Faculty from the Colleges admitted to the privileges of the University by rotation.
- (iv) All University Professors and University Associate professors in the Faculty.
- (v) One Assistant Professor, by rotation according to seniority, from each University Teaching Department in the Faculty.
- (vi) Five teachers having a minimum experience of 5 years of teaching from affiliated college out of the teachers of subjects assigned to the Faculty, by rotation.

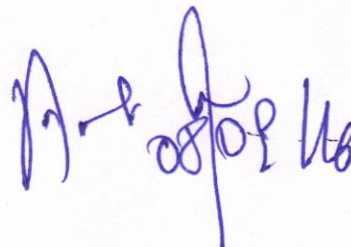
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- 1.3 At a meeting of the Faculty, one-third of the total number of members comprising the Faculty or eight, whichever is less, shall constitute the quorum. In the event of the fixed quorum not being present at any meeting of the Faculty, the Vice-Chancellor with the Dean shall constitute the quorum.
- 1.4 The Vice-Chancellor, and in his absence the Dean, Faculty shall be Chairman at all meetings of the Faculty.
- 1.5 All members of the Faculty other than ex-officio members shall hold office for a term of 2 years commencing from date of appointment.
- 1.6 The Faculties shall have such powers and shall perform such duties as may be assigned to them by the Statutes and Ordinances. They shall also consider and make such recommendations to the Academic Council or any question pertaining to their respective sphere of work as may appear to them necessary or any matter referred to them by the Academic Council.
- 1.7 Every Faculty shall :
  - (i) Consider recommendations of the Board of Studies with regard to the following matters and forward the same to the Academic Council and/or the BOG, as the case may be, with modifications, if any, made by the Faculty;
    - (a) Syllabi and courses of reading to be completed by candidates for the examinations of the University;
    - (b) Minimum qualifications required for the admission to various courses of study;
    - (c) Other conditions to be complied with by candidates for admission to degrees, diplomas and marks of honours.
  - (ii) Consider any other matter that may be referred by the Academic Council and/or the BOG.
- 1.8 The recommendations of the various Faculties regarding outlines of tests, syllabi and courses of reading in each paper for the examination in various Faculties shall be referred to the Academic Council, but the Academic Council shall not alter them without referring them back to the Faculty for reconsideration.

## CHAPTER-2

### ASSIGNMENT OF DEPARTMENTS AND CENTRES TO FACULTIES OF STUDIES

The Departments/Centres of Studies as assigned to each Faculty of Studies are as under:



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1. Faculty of Engineering & Technology shall have the following constituent departments:

S.No.	Departments	Departments to be established from 2016-17
1	Civil Engineering	Civil Engineering
2	Computer Science& Engineering	Computer Science& Engineering
3	Electronics & Communication Engineering	Electronics & Communication Engineering
4	Electrical Engineering	Electrical Engineering
5	Food Engineering	Food Engineering
6	Mechanical Engineering	Mechanical Engineering
7	Energy Engineering	
8	Industrial Design	
9	Chemical Engineering	

2. Faculty of Applied Sciences shall have the following constituent departments:

S.No.	Departments	Departments to be established from 2016-17
1	Chemical Sciences	Chemical Sciences
2	Mathematical Sciences	Mathematical Sciences
3	Physical Sciences	Physical Sciences
4	Actuarial Sciences	
5	Ecology & Environmental Sciences	
6	Biological Sciences	

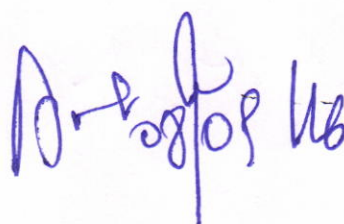
3. Faculty of Management Studies shall have the following constituent departments:

S.No.	Departments	Departments to be established from 2016-17
1	Management	Management
2	Commerce	

4. Faculty of Media & Mass Communication shall have the following constituent departments, based on the functional areas covered by the Faculty:

S.No.	Departments	Departments to be established from 2016-17
1	Journalism and mass communication (Print & Electronic Journalism;)	Journalism and mass communication
2	Radio & TV Production	
3	Development & Organizational Communication	
4	Public Relations & Advertisement	
5	Digital Media Art & Animation	
6	Media Industry Management	

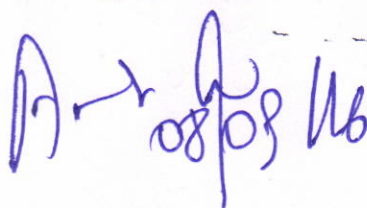
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5. Faculty of Hospitality, Tourism & Travel Management shall have the following constituent departments based on the functional areas covered by the Faculty:
  - 1) Hotel Management & Catering Technology; and
  - 2) Tourism & Travel Management.
6. Faculty of Lifestyle Design shall have the following constituent departments based on the functional areas covered by the Faculty:
  - 1) Apparel & Knitwear Design;
  - 2) Fashion Marketing, Merchandizing & Management;
  - 3) Fashion & Apparel Manufacturing Technology; and
  - 4) Fashion Communication.
7. Faculty of Architecture shall function as a single entity with no constituent departments with a focus on the following areas:

S. No.	Departments	Departments to be established from 2016-17
1	Architecture	Architecture
2	Architecture Planning	
3	Landscape Design	

8. Faculty of Social & Human Sciences shall function as a single entity with no constituent departments with a focus on the following functional areas from amongst the broad spectrum of knowledge areas encompassed in the domain of Social & Human Sciences:
  - 1) Economics;
  - 2) Psychology;
  - 3) Sociology;
  - 4) English;
  - 5) Linguistics;
  - 6) French/German;
  - 7) World History & Culture; and
  - 8) Fine Arts.
9. Faculty of Teacher Training and Education shall function as a single entity with no demarcated constituent departments but with the following broad functional units to be coordinated by Unit Coordinators drawn from the faculty at large and with individual faculty members participating in their respective areas of specializations.
  - 1) Undergraduate, Postgraduate and Master's levels Programmes;
  - 2) Short duration Modular Training Programmes on Effective Teaching, Curriculum Development and other areas of educational technology.
  - 3) Academic and Collaborative Research; and
  - 4) Curriculum Development and e-learning activities

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10. Faculty of Pharmaceutical Sciences shall function as a single entity with no constituent departments with a focus on the following functional areas from amongst the broad spectrum of knowledge areas encompassed in the domain of Pharmaceutical Sciences:

- 1) Pharmaceutics;
- 2) Pharmacology;
- 3) Pharmacognosy;
- 4) Forensic Pharmacy
- 5) Medicinal Chemistry; and
- 6) Pharmaceutical Biotechnology.

In addition of teaching departments in faculties there shall be International Resource Centre of Human Values & Professional Ethics as a Centre of excellence at IKGPTU main campus. The remaining modalities about the functioning of the Centre of excellence shall be addressed in due course.

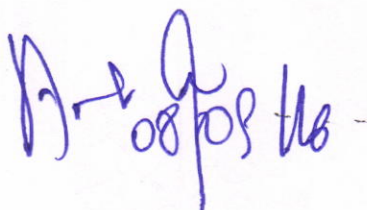
The teaching departments in faculties at serial no. 5, 6, 8, 9 and 10 will established as per recommendation in the Detailed Project report of EdCIL keeping view the availability of infrastructure in the University main campus.

### **CHAPTER: 3**

#### **APPOINTMENT, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE DEAN, FACULTIES**

1. The Dean of the Faculty shall be appointed by the Vice-Chancellor from amongst the Professors in the Faculty Concerned by rotation in order of seniority.
2. Provided that if there is no Professor in the Faculty, the Dean shall be appointed, for the time being, from amongst the Associate Professors in the Faculty by rotation in order of seniority.
3. The tenure of the Dean of the Faculty shall be two years or till he/she attains the age of superannuation, whichever be earlier.
4. The Dean of a Faculty shall be the Head of the Faculty and shall perform the functions as defined in CHAPTER-1.
5. The Dean of Faculty shall be empowered to convene and chair the meeting of the Departments, coordinate wherever necessary, the work of the teaching staff of the university teaching Departments in the faculty through Head of Department.

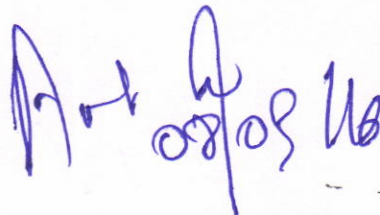
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6. The Dean of the Faculty shall be responsible for the conduct and maintenance of standards of teaching and research in the Faculty and shall:
  - a) be entitled to such allowances and amenities as the Board of Governors may approve from time to time.
  - b) provide effective leadership and guidance in the policy, curriculum planning and implementation of the Faculty
  - c) be responsible for overall coordination within the Faculty and also coordinate the conduct of exams and award of the marks sheet;
  - d) be responsible for overall performance and discipline of the Faculty through Head of Departments.
  - e) be empowered to remove the name from the rolls and readmit a student in the Faculty concerned and
  - f) exercise such other powers and perform such other functions, as may be delegated or assigned to him.

**CHAPTER: 4**  
**CREATION OF THE TEACHING DEPARTMENTS**

1. The University shall establish such Departments as the Board of Governors (BOG), on the recommendations of the Academic Council and the faculties, may decide from time to time.
2. Each Department shall consist of the following members, namely:
  - (i) Teachers of the Department.
  - (ii) Persons appointed to conduct research in the Department.
  - (iii) Dean of the Faculty concerned.
  - (iv) Honorary Professors, if any, attached to the Departments And
  - (v) Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.
3. The Head of the Department shall be the academic head of the Department and shall convene and preside over the meetings of the Departmental committees and the Board of Studies.

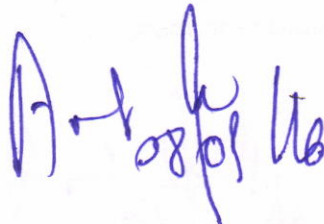


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4. Each Teaching Department shall have a Head to be designated by the Vice-Chancellor in the manner provided as under:-
- (i) From amongst the Professors in the Department on the basis of seniority by rotation.
  - (ii) From amongst the Associate Professor in the Department on the basis of seniority by rotation.
5. A person designated as Head of the Department shall hold office as such for a period of three years and shall not be eligible for designation for the second time till all the Professors/Associate Professors in the Department have been designated as Head in accordance with Rule 4.

However, where no other Professors/Associate Professors is available or eligible, the same person can be allowed to continue as Head of the Department for a period of another three years or till the next person in the Department becomes eligible, whichever is earlier

6. (i) No Professor or Associate Professor in a Department shall be compelled to accept the offer of Headship of the Department.
- (ii) As and when the turn of a faculty member comes up for appointment as Headship, he will, have no right to have it postponed.
7. The Head of the Department shall under the general supervision of the Dean:
- (i) Organize the teaching and research work in the Department.
  - (ii) Frame the time table in conformity with allocation of the teaching work made by the Department.
  - (iii) Maintain discipline in the class rooms and laboratories through the teachers.
  - (iv) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department.
  - (v) Assign work to and exercise control over the non-teaching staff in the Department. and
  - (vi) be responsible for the coordination and supervision of teaching and research in the Department.
  - (vii) be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library.
  - (viii) operate the Budget of the Department
  - (ix) Perform such other functions as may be assigned by the Dean, of the Faculty concerned, the Academic Council and the Vice-Chancellor.



8. Each Teaching Department shall have the following committees namely:

- (i) Board of Studies
- (ii) Administrative Committee
- (iii) Technical Committee
- (iv) Research Advisory committee

8.1 a) Board of studies

- (i) Head of Department shall act a Chairman (Ex-officio).
- (ii) Three Professor from the concerned Department of University/constituent or affiliated colleges by rotation on the basis of seniority to be determined by the length of service as Professor.
- (iii) Three Associated Professor from the concerned disciplines/subjects in the Universities/ constituent or affiliated colleges, by rotation on the basis of seniority to be determined by the length of service as Associate Professor.
- (iv) Three Assistant Professor from the concerned disciplines/subjects in the Universities, by rotation on the basis of seniority to be determined by the length of service as Assistant Professor.
- (v) Three outside experts from industry or other organization to be nominated by the Vice-Chancellor in consultation with the Chairman, Board of Studies.
- (vi) More members may be co-opted by the Chairman, in consultation with the Vice-Chancellor on need basis including one from Training & Placement cells.

Board of studies shall perform the following functions-

- b) To recommend the curriculum and course of Studies including the textbooks for various subjects of Undergraduate studies and Postgraduate studies.
- c) To recommend the names of paper setters, internal and external examiners for undergraduate and postgraduate course.
- d) To frame, wherever necessary, model papers for the guidance of paper setters.
- e) To recommend a list of reference books, periodicals, report etc., pertaining to the subject concerned, for the Library.
- f) To recommend measures for the periodical assessment and improvement of the standard of undergraduate and postgraduate studies.

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- g) 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.
- h) To recommend panel of Editors for preparation of anthologies.
- i) To deal with any other matter referred to it.

8.2 Administrative, Technical and Research Advisory Committee specified in rule-8 shall consist of the following persons

- (i) Head of Department (Ex-officio Chairman)
- (ii) All Professors in the Departments would be regular members of Administrative, Technical and Research Advisory Committee. If number of professors are more than three, each of these committee shall have three professors by rotation.
- (iii) Three Associate Professors by rotation.
- (iv) Three Assistant Professor by rotation.
- (v) Two outside experts from industry or other organization to be nominated by the Vice chancellor in consultations with the Head of Department.

8.2.1 The administrative committee shall exercise the following functions namely:

- (i) To recommend admission of students for all classes in accordance with the Rules/Regulations of the University.
- (ii) To consider the matters relating to subject of research by Ph.D. candidates and assignment of supervisors.

Note : The choice of the students regarding the guide and subject will be kept in view. The specialisation of the proposed guide and the number of students he is guiding will also be kept in view.

- (iii) To lay down the procedure for selection of candidates for the award of scholarships and fellowship.

Note : The Head of the Department shall be assisted by a Departmental Committee of 3 senior faculty members in scrutinising applications received in response to the advertisement before these are forwarded to the Dean of Faculty.

- (iv) To advise the Head on all administrative matters of general interest and to see that the departmental duties and privileges are equitably allowed to all the members of the Department.
- (vi) To act as student counsellors and to help in maintaining discipline in the Department.

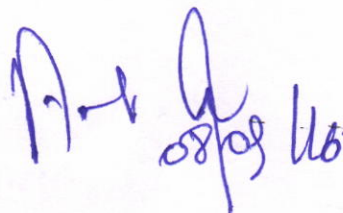
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- (vii) To advise the Head on matters of allocation of funds provided by the University to the Department for research Development and various extra-curricular activities of the Department.
- (vii) To lay down norms for recommending applications for study leave, within the frame work of the Regulations on the subject.
- (viii) To consider the requirements of the Department for meeting emergent temporary appointments.
- (ix) To prepare proposals for the new and additional demands for the annual and supplementary budget.
- (x) To devise ways for proper utilization of services, of the non teaching staff in the department.
- (xi) (a) Need-based proposals with justification for creation/upgrading of teaching posts in the field of the specialization and diversification of research activities shall be made by the department through the Academic and Administrative Committees jointly. Such proposals shall then be examined by the Committee constituted by the Vice-Chancellor for screening the New and Additional Demands of the Departments. The recommendations of this Committee would be placed before the Board of Finance/BOG.
- (b) A proposal for transfer of teaching post/s lying vacant in a department to a new department or to other department/s would be examined by a Committee to be constituted by the Vice-Chancellor keeping in view the position of the department/s concerned for filling up the post/s in the department/s. The recommendations of the Committee would be placed before the BOG for its approval.
- (c) A proposal for abolition of a teaching post/s, made by the department on the recommendation of Academic and Administrative Committee jointly would be reviewed by the Committee to be constituted by the Vice-Chancellor. The recommendations of the Committee would be placed before the BOG.

8.2.2 The Technical Committee shall exercise the following functions, namely:

- (i) To prepare lists of equipment, chemicals accessories, furniture, stationery, etc., to be purchased, consistent with the requirements and available resources of the department.
- (ii) To maintain up to date lists of firms to be addressed to for inviting quotations for purchase of various articles.



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- (iii) To arrange for the proper checking of articles on receipt and their proper storage.
- (iv) To provide a periodic check on the maintenance of equipment and other items and to, arrange for their repair or disposal, whenever needed.
- (v) To advise on the proper maintenance and display, of items in the Department, if any.

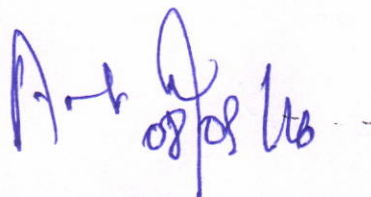
8.2.3 The Research Advisory Committee (RAC) shall exercise the following functions:

- (i) To approve Research Proposals submitted by Post graduate students
- (ii) To approve research proposals submitted as Ph. D synopsis of Ph. D students referred by Dean, (R&D).
- (iii) In addition to members as per 8.2, Ph.D/M.Tech/M.Sc. supervisor and Co-supervisor of the Ph.D student shall be member of the respective RAC.

## CHAPTER- 5

### **CONDITIONS OF RESIDENCE OF THE STUDENTS AND FUNCTIONS, DUTIES, RESPONSIBILITIES AND PROCEDURE OF APPOINTMENT OF PROVOST/CHIEF WARDEN & WARDENS OF THE UNIVERSITY**

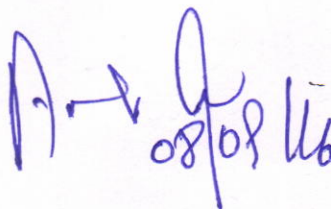
1. There shall be Halls of Residence for resident students. Each Hall of Residence shall, consist of as many Hostels as may be allocated by the Academic Council from time to time.
2. Students will be admitted to the Halls of Residence / Hostels subject to availability of seats.
3. The students residing in the University Hostel shall pay such fees as may be prescribed by the Executive Council from time to time.
4. Every Hall of residence shall maintain such Register and records, as may be prescribed by the university, and shall furnish such statistical information as the university may require, from time to time.
5. Every resident shall have to observe discipline as per the hostel rules.
6. Women students residing in the Women's Hostels shall be governed by the following Regulations:
  - a) Women students residing in the Women's Hostel shall assemble for the roll call in the Common Hall at 8:00 PM daily.



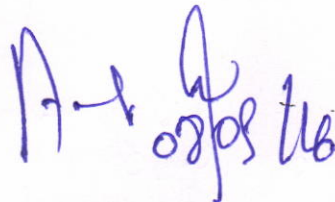
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- b) Women students residing in the Women's Hostels shall be allowed to meet only such visitors in the visitors room on Sundays / Holidays and other approved days from 5:00 PM to 6:30 PM as have been permitted in writing, by their Legal / or Local guardians.
  - c) The natural / legal guardian of the women students residing in the women's Hostels, shall nominate local guardian(s) and affix their photographs in a prescribed form. These forms shall remain in the custody of the administrative Warden concerned.
  - d) Women students who desire to go out of the Women's Hostel for a few hours to make purchases or for any other valid reason shall leave the hostel only after obtaining prior permission from the Administrative Warden/Warden. A record of the permission so given will be maintained in a Register.
  - e) No Women student residing in the Women's Hostels shall accommodate guests in her room. In exceptional cases of near female relations, the student may approach the Warden who may, if satisfied, permit her to stay for a day in the Common Room attached in the Hostel.
7. Each Hall of Residence shall have a Provost/Chief warden who shall be appointed by the Vice-Chancellor for a period of three years from amongst the teachers of the University on such terms and conditions as may be prescribed by the Executive Council from time to time.
8. The Provost/Chief warden shall exercise such powers and perform such duties in respect of the maintenance of discipline the Halls of Residence, as may be delegated / assigned to him/her by the Vice-Chancellor.
9. The Provost/Chief warden shall hold office for a period of three years and shall be eligible for reappointment.
10. The Provost/Chief warden shall be entitled to such allowances and amenities as the Executive Council may approve of from time to time.
11. The Provost/Chief warden shall be assisted by Wardens who shall be appointed by the Vice-Chancellor for a term of three years, on such terms and conditions as may be prescribed by the Executive Council from time to time.
12. The Provost/Chief warden shall have the power to:
- a) take cognizance of any breach of discipline in the Halls of Residence, and if the circumstances so require, to take immediate disciplinary action in such cases.
  - b) supervise the Hall(s) of residence in his/her charge in matters relating to the overall functioning of the hostels in the Hall, the welfare of the residents and discipline;

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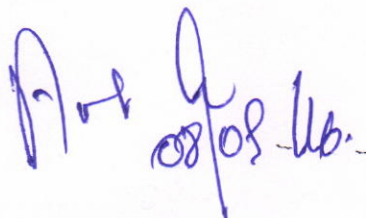


- c) inspect periodically the Hostels and be in contact with the Wardens, staff and students;
  - d) permit stay of any guest according to the Hostel Rules;
  - e) take punitive action, including the ordering of eviction of a resident from the Hostel;
  - f) suspend mess facilities in respect of resident students defaulting payment of Mess Bills; and
  - g) prepare and operate the budget of the Hall of residence with due approval of the Vice-Chancellor;
  - h) Sanction leave for Wardens in the Hall;
13. The Provost/Chief warden shall be responsible:
- a) to ensure maintenance of discipline and decorum in the halls of residence;
  - b) for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall;
  - c) for supervising the functioning of the Mess and the working of the Mess Staff;
  - d) for supervision of the purchases and procurements of mess stores, provisions etc.;
  - e) to ensure the correctness of receipts, issuance of mess stores, crockery etc. and or/the stock balance.
  - f) for the verification of Stock Register and bills received from suppliers with reference to the Stock register;
  - g) drawl and adjustment of temporary advance;
  - h) for the overall security of the Hostels in coordination with the security staff of the University
14. Each Hostel shall have Wardens, who shall be appointed by the Vice-Chancellor for a period of three years, from amongst the teachers of the University on such terms and conditions as may be prescribed by the Executive Council from time to time.
15. There shall be up to a maximum of four Wardens for each Hostel for two hundred students.
16. The Provost/Chief warden may, if necessary, designate one of the Wardens in a Hostel as Senior Warden, Warden (Mess), Warden (Sports), Warden (Common Room) etc.



17. The Wardens shall be entitled to such honorarium as may be decided by the Executive Council from time to time.
18. The Warden shall ordinarily be required to stay in the Warden's accommodation during the tenure of his office. On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation.
19. The warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted special permission by the Vice-Chancellor on the recommendation of the Provost/Chief warden concerned for retaining the room.
20. The Wardens of Hostels shall perform such duties as are assigned to them by the Provost from time to time and they shall function under the overall charge of the Provost/Chief warden. In addition to specific duties assigned by the Provost/Chief warden, the Wardens shall:
  - a) be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students;
  - b) ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel;
  - c) have the right to inspect Hostel Rooms;
  - d) be individually and collectively responsible for the smooth functioning of the Hostels;
  - e) ensure that the resident students in his/her charge observe the Hostel Rules properly and maintain discipline and decorum and shall promptly report to the Provost/Chief warden all cases of misbehavior, indiscipline and sickness of the resident students in his/her charge;
  - f) be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students;
  - g) be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge;
  - h) allot and supervise Hostel Rooms and Guest Rooms;
  - i) check the Resident Student's Register and the Guest Room Register;
  - j) permit stay of a resident student's guest up to a period of 3 days, if necessary;

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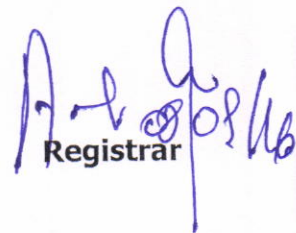
- k) take disciplinary action against a resident student for keeping any unauthorized guest;
  - l) order double-locking of rooms of resident students and their re-opening, when required;
  - m) take action for the eviction of resident students in consultation with the Senior Warden; and
  - n) periodically verify the furniture and fittings of the Hostel with the assistance of the Care taker and take action for their repairs/replacement for obtaining additional furniture.
21. A teacher who has been appointed as Warden shall not be sanctioned leave without the prior approval of the Provost/Chief warden shall be necessary for a Warden to go on leave. When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

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Registrar

Endorsement No: 4431-4440

Dated: 08.9.16

1. Secretary to VC: For kind information of the Vice Chancellor
2. Dean (P&D)
3. Dean (Academics)
4. Dean (RIC)
5. Controller of Examination
6. Finance Officer
7. All faculty members: Through Dean (P&D)
8. DR (HRD)
9. DR (Computers): For uploading on website
10. File

  
Registrar