

**Director
(College Development)**



**IKG Punjab Technical University
Kapurthala Road, Jalandhar
Phone No. 01822- 255508
Email : ptubalkar@gmail.com**

Ref. No.: PTU / DCD / 3542

Dated: 27/4/17

Director/Principal/Chairman
All Affiliated Colleges & Interested Societies
IKG Punjab Technical University, Jalandhar

Subject: Presentation for AICTE & Non AICTE (UGC) colleges for New College/New Course/Increase in intake for the session 2017-18.

Respected Sir/Madam,

In continuation to the approval process of the new colleges/courses and increase in sanctioned intake for the session 2017-18. You will have to give PPT presentation for 20 minutes about the preparedness of your claim for above subject before the expert committee. The Director/Principal along with Head of Department of concerned course must be present during the Power Point Presentation. The Format for the presentation will be available at web link **cd.ptu.ac.in**. You are requested to bring the original documents mentioned in guidelines (List attached). The presentations are likely to be held in first week of May,2017. The schedule of the presentation will be displayed on the web portal shortly and no separate communication will be made in this regard.

All the concerned must reach in time in the office of **Director, College & Development, 2nd Floor, IKG PTU Main Campus, Jalandhar-Kapurthala Highway, Kapurthala** as per schedule displayed on web portal shortly. If any college/society fails to appear before the expert committee as per schedule without any intimation, their candidature/application will stand cancelled. In case the name of any college is not displayed in list of presentation schedule they may immediately contact Department of College & Development. The presentation does not guarantee any approval of affiliation of the University.

For any query you may contact on the following numbers 9501495588, 9501031477, 9478098031.

With regards,

Director (College & Development)

Guidelines for Presentation

Prepare Power Point Slides on the following points:-

For New Colleges

1. **Land Details:** Own/Leased from Govt./ Approved Master plan/ Total Land Area/ Build up area
2. **Change of Land Use Certificate** issued by Competent Authority i. e. Chief Town Planner of Senior Town Planner etc.
3. **Trust/ Society Details:-** Composition, Memorandum, Registration Number, past experience of running educational institutions.
4. **Infrastructure:** Approved building plan. Classrooms (number and size) Labs.(as applicable) Library/ common room/hostel/ computing facilities (number and its configuration)/ equipments etc.
5. **Director/Principal** Qualification, experience, specializations, nature of appointment, pay scales etc.
6. **Faculty/ Staff:** List of faculty identified, qualifications and experience.
7. **Photograph of building:** College must present 5.8 photographs of building, classrooms and laboratories from different views.
8. **Funds:** Details regarding funds for the new institutes.
9. Other related documents supporting your claim
10. Copy of Challan.

For Existing Colleges

1. For the presently running programmes: program- wise details (i) course wise sanctioned students intake, (ii) course wise seats filled in the previous three years (iii) course-wise class rooms and labs available and (iv) Cadre-wise faculty in position at present against the faculty requirement as per norms (name with designation, experience, age, pay scale and academic qualifications)
2. Justification for increase in seats/ starting of new programme/ new college.
3. **Director/ Principal Qualification**, experience, specializations, nature of appointment, pay scales etc.
4. **Senior and Present Faculty position:** Qualification, experience, nature of appointment, pay scales of existing faculty.
5. Total faculty requirement as per AICTE/UGC norms and faculty in position.
6. **Courses applied/ variation in intake:** Facilities, Staff and Infrastructure available.
7. Plans for recruitment of senior faculty.
8. **Salary documents** of each faculty (including basic DA, DP, HRA etc.)
9. Other related documents supporting your claim
10. Copy of fee challan.

The duration of the Power Point presentation shall be about 20 minutes. Please bring three hard copies and a soft copy of the presentation. Reporting Time: Morning Session 9:30 AM and Evening Session 2:00 PM.

IMPORTANT NOTE:

1. The presentation to be given by the Director/ Principal along with the concerned head of department.
2. Colleges are required to bring original documents related to land detail and CLU certificate.
3. If absent from the presentation shall result in rejection of your proposal without assigning any reason.
4. Colleges which have not deposited their fees as per challan will not be allowed to give presentation.

