

# PUNJAB TECHNICAL UNIVERSITY JALANDHAR



## AGENDA

For the 17<sup>th</sup> meeting of  
The Finance Committee

Scheduled at

MEETING ROOM, PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY

ON

3<sup>rd</sup> March, 2010 at 11:00 hrs

  
17/3

# PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

## AGENDA ITEMS

17<sup>th</sup> Meeting of the Finance Committee on 3<sup>rd</sup> March, 2010.

Sr.No.	Item	Page No.
17.01	To confirm the minutes of 16 <sup>th</sup> meeting of the Finance Committee held on 29 <sup>th</sup> January, 2010.	01
17.02	Action taken report on 16 <sup>th</sup> meeting of the Finance Committee.	01-03
17.03	Revision of pay to the staffs working in fixed salary	04
17.04	Engagement of retired personnel on project basis	04
17.05	Revision of rate of conduct of Exam Regular	05
17.06	Revision of rates of conduct of Exam DEP	05
17.07	Revision of examination fees	05
17.08	Appointment of Auditors of the University	05
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### Annexure:

I	Minutes of 16 <sup>th</sup> meeting of the Finance Committee	06-10
II	Statement of revision of pay of wages staffs	11-12
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**17.01 To confirm the minutes of 16<sup>th</sup> meeting of the Finance Committee held on 29<sup>th</sup> January 2010.**

The 16<sup>th</sup> meeting of the finance committee was held under the Chairmanship of Dr. Rajneesh Arora, Vice Chancellor, PTU at room no. 219, Mini Secretariat, Chandigarh on 29<sup>th</sup> January 2010. The minutes of the meeting were circulated and no comments were received. A copy of minutes is placed at annexure I.

**The matter is placed before the finance committee for confirmation.**

**17.02 Action taken report on 16<sup>th</sup> meeting of the Finance Committee dated 29<sup>th</sup> January, 2010.**

Item No.	Item	Action Taken
16.1	<p><b>To confirm the minutes of the 15<sup>th</sup> meeting of the Finance Committee held on 2<sup>nd</sup> June 2009.</b></p> <p>The 15<sup>th</sup> meeting of the Finance Committee was held on 2<sup>nd</sup> June 2009 in the Committee Room, 6<sup>th</sup> floor, Punjab Civil Secretariat, Sector-1, Chandigarh. The minutes of the meeting were circulated to the members and no comments were received. Minutes of the 15<sup>th</sup> meeting of the Finance Committee were confirmed.</p>	No further action required
16.2	<p><b>Action taken report on the decision of the 15<sup>th</sup> meeting of the Finance Committee.</b></p> <p>The action on the decision of the 15<sup>th</sup> meeting of finance committee was presented to the committee. The committee took note of the same and advised to implement all the decision of the finance committee.</p>	Implemented no further action required
16.3	<p><b>Audit Report for the Financial Year 2008-09.</b></p> <p>The finance committee deliberated on the Audited Balance Sheet and Income &amp; Expenditure Statement for the Year 2008-09 along with notes of accounts. After discussion, it was resolved that necessary action should be taken for compliance of note of accounts and the following have been suggested by the Finance Committee.</p> <ol style="list-style-type: none"><li>1. Receipt and Payment accounts should be prepared in place of Income &amp; Expenditure Account as the University is exempted from income tax.</li><li>2. Auditors of the University shall be appointed</li></ol>	Action is being taken



only for three year and after expiry of three year new Auditors shall be appointed (from year 2009-10) who are empanelled with CAG with good experience in audit of education institution.

The committee approved the Audited Balance Sheet and Income & Expenditure Statement for the Year 2008-09 along with notes of accounts.

**16.4 Revised Budget for the year 2009-10 and Budget Estimate for 2010-11 were presented to the committee and deliberated upon.**

The committee approved Revised Budget for the year 2009-10 and Budget Estimates for the year 2010-11 as per the following heads of expenditure. Sh. Suresh Kumar, Principal Secretary, advised that appropriate provision in the budget for next year should be made for Science Education, Technical Teachers Training program, Faculty Development Program etc.

Action is being tak

Sr. No.	Heads	Budget Estimate for the year 2009-10	Revised Budget Estimate for the year 2009-10	Budget Estimate for the year 2010-11
		Rs. In lacs	Rs. In lacs	Rs. In lacs
1	Recurring Expenses	22424	22024	26700
2	Non-recurring expenses	505	505	700
3	Civil works	3000	600	3100
	<b>Total</b>	<b>25929</b>	<b>23129</b>	<b>30500</b>

**16.5 Adoption of revised pay scale & payment of arrears.**

The committee deliberated on the notification issued by the Government of Punjab, Department of Finance vides no.5/10/09-5FPI/207 dated 27/05/2009 and notification no. F.3-1/2009-U.I dated 4<sup>th</sup> June 2009 issued by MHRD, GOI which endorsed by UGC vide no. F.1-2/2009 (EC) dated 29<sup>th</sup> June 2009 for revision of pay. The committee has approved for the implementation of the revised pay scales as notified by State Govt. and UGC to the regular employees of the University as well as staff working as adhoc/ contract basis from 01.01.2006 and arrears will be paid as and when notified by the Govt. for payment of arrears.

Action is being tak

The matter of those staffs who are working on fixed salary/wage may be brought separately for payment of revised wage/ salary equivalent to their counterpart.

16.6	<p><b>Grant of transport allowance to the employees.</b></p> <p>The matter for grant of transport allowance to the employees was discussed in the meeting and committee recommends that since transport facility is not applicable to the Govt. employees, hence committee disapproved the proposal for grant of transport allowance to the employees of the University and advised that transport facility may be given to the employees by way of providing Bus Facility.</p>	<p>Action is being taken</p> <p><i>Buen</i></p>
16.7	<p><b>Maintenance of Endowment fund</b></p> <p>The committee deliberated on the issue and recommended that college should maintain FDR with the University for Non AICTE courses on the pattern of AICTE. Institutes have to submit FDR of Rs.15 lacs for Non AICTE course for new affiliation and continuation of affiliation should only be issued after submission of the same. All the terms and condition as mentioned in the AICTE guidelines shall be applicable for maintenance of FDR with the University for non AICTE courses.</p>	<p>Action is being taken</p>
16.8	<p><b>Corpus Fund Scheme</b></p> <p>The committee appreciated for the creation of Corpus Fund Accounts and deliberated on the rules and guideline of Corpus Fund Scheme. The committee approved the rules and regulations for creation, maintenance and operation of Corpus Fund Scheme.</p>	<p>Implemented</p>
16.9	<p><b>Grant of Loans &amp; advances to the employees of the University.</b></p> <p>The committee deliberated on the issue and deferred the proposal and advised that Banks may be approached for grant of loan and advance facility to the PTU employees on subsidized rates of interest.</p>	<p>No further action required</p>
16.10	<p><b>Rules for use &amp; control of vehicle/staff car.</b></p> <p>The committee deliberated on the issue and decided to refer this item to the committee appointed for formulation of rules and regulations.</p>	<p>Action is being taken</p>
16.11	<p><b>Appointment of Internal Auditor for the University.</b></p> <p>The committee deliberated on the issue for appointment of Internal Auditor of the University and approved the proposal for appointment of M/s Kuldip Bhagat &amp; Co. Jalandhar as Internal Auditor of the University.</p>	<p>Implemented</p>



16.12	<b>Approval for reimbursement of newspaper and magazines expenses.</b> The committee discussed the matter and deferred the proposal.	No action is required
16.13	<b>Revision of TA/DA rules</b> The committee discussed the matter and approved the revision of TA/DA norms as per the notification no. 18/10/09-4FP2/440 dated 31.08.2009 which shall be implemented after revision of pay scale.	Action is being taken

### 17.03 Revision of pay to the staff working in fixed salary

Following staffs are working on fix salary in the University:

1. Jiwan Lal Clerk
2. Arun Gandhi Clerk
3. Sunil Dutt Driver
4. Suresh Prasad Attendant

These staff is working in the University since 2001 and no pay scales were granted them. However other staff working in the University are getting running pay scale since 2002. Name of these employees does not appear in the list of staff and reason has been mentioned in the file for not including the name of these four staff. representation has been received from the staff to grant running pay scale counterpart to other staff working in the University.

It is proposed that these employees may also be granted running pay scale equivalent to their counterpart working in the pay scale. The detail chart is enclosed herewith annexure II.

Matter is placed before the committee for consideration and approval

### 17.04 Engagement of retired personnel on project basis.

ਯੂਨੀਵਰਸਿਟੀ ਵਿੱਚ ਅਕਾਦਮਿਕ ਵਿਭਾਗ ਦੀ ਸਥਾਪਨਾ, Teacher Training Institute ਸਥਾਪਨਾ, ਚਾਰ ਰੀਜਨਲ ਸੈਂਟਰਾਂ ਖੋਲਣ ਅਤੇ Skill Development ਦੇ ਕੰਮਾਂ ਨੂੰ ਉਚ ਪੱਧਰ ਕਰਨ ਲਈ ਯੂਨੀਵਰਸਿਟੀ ਦੀਆਂ ਕੁਝ ਯੋਜਨਾਵਾਂ ਹਨ। ਇਹਨਾਂ ਕੰਮਾਂ ਨੂੰ ਨੇਪਰੇ ਚਾੜਣ ਲਈ ਅ ਯੂਨੀਵਰਸਿਟੀ ਨੂੰ ਸੁਚਾਰੂ ਢੰਗ ਨਾਲ ਚਲਾਉਣ ਲਈ Top Management ਵਿੱਚ ਪੰਜ ਜਾਂ ਛੇ ਹੋ ਵਿਸ਼ੇਸ਼ ਵਿਅਕਤੀਆ ਦੀ ਲੋੜ ਹੈ।

ਯੂਨੀਵਰਸਿਟੀ ਵਿੱਚ ਡਾਇਰੈਕਟਰ ਦੀਆਂ ਪੰਜ ਅਸਾਮੀਆਂ ਹਨ ਜਿਨਾ ਵਿੱਚ ਇੱਕ Joint Registrar ਵਿੱਚ ਤਬਦੀਲ ਕੀਤੀ ਗਈ ਹੈ। ਬਾਕੀ ਰਹਿੰਦੀਆਂ ਚਾਰ ਅਸਾਮੀਆਂ ਵਿੱਚ ਅਸਾਮੀਆਂ ਤੌਰਕੀ ਕੀਤੇ ਗਏ ਡਿਪਟੀ ਡੀਨ ਲਈ ਰੱਖਵੀਆਂ ਹਨ। ਇੱਕ ਡਿਪਟੀ ਡੀਨ ਜਨਵਰ 2010 ਵਿੱਚ Ph.D. ਕਰਨ ਲਈ ਤਿੰਨ ਸਾਲ ਦੀ ਪੜ੍ਹਾਈ ਛੁੱਟੀ ਤੇ ਗਏ ਹਨ। ਇਸ ਤਰਾਂ ਨਾਲ ਕੁ ਸਮੇਂ ਲਈ ਇਹ ਤਿੰਨ ਅਸਾਮੀਆਂ ਖਾਲੀ ਹਨ। ਇਸੇ ਤਰ੍ਹਾਂ ਡਿਪਟੀ ਡੀਨ ਦੀਆਂ ਪੰਜ ਅਸਾਮੀਆ ਖਾਲੀ ਹਨ।

ਇਹਨਾਂ ਖਾਲੀ ਅਸਾਮੀਆਂ ਲਈ ਯੂਨੀਵਰਸਿਟੀ / ਕਾਲਜ / ਸਰਕਾਰ ਦੇ ਉਚ ਅਹੁਦਿਆਂ ਰਿਟਾਇਰ ਪਰ ਲੋੜੀਂਦੀ ਯੋਗਤਾ ਰੱਖਣ ਵਾਲੇ ਅਫਸਰ ਤਿੰਨ ਸਾਲਾਂ ਲਈ contract ਤੇ ਭਰਤੀ ਕਰ ਬਾਰੇ ਵਿਚਾਰ ਕਰਨ ਲਈ।

### 17.05 Revision of rates of conduct of exam regular

Dean Exam has submitted proposed for revision of rate for conduct of examination for regular examination. The proposed rates include payment to be made to controller, invigilator, staff, flying squad, observer, building rate etc. The revised rates are placed at annexure-III. These rates are applicable for regular examination expect, rate of paper setting, flying squad and observer, which shall be applicable to all examination regular as well as Distance Education.

Matter is placed before the committee for consideration and approval *rate*

### 17.06 Revision of rates of conduct of Exam DEP

A proposal has been received from Dean (DEP) for revision of rate for conduct of examination on per student basis, the same has been recommended by Distance Education council and approved by V.C. Reimbursement to the examination centre shall be made @Rs.325/- per student for outside Punjab and Rs.250/- per student within Punjab. Out of which Rs.50/- to be reimbursed to Regional Centre for their obligation as given annexure. This cost includes arrangement to be made by Regional Centre and examination center for conduct of exams. Norms of disbursement of expenses and obligations of examination centre & regional centre are attached at annexure IV.

Matter is placed before the committee for consideration and approval

### 17.07 Revision of examination fees

The rate for conduct of examination, evaluation of answer books, expenses of nodal centre have been revised and scanning system of OMR sheet has also been implemented. Due to revision of rates and increase in prices, it is proposed that examination fees shall be revised as per the following:

Sr. No.	Heads	Existing Rates	Revised Rates
1.	Examination Forms & fees regular	Rs.500+50 per sem.	Rs.750/- per sem. <i>220</i>
2.	Examination Forms & fees reappear	Rs.500+50 per sem.	Rs.750/- per sem.
3.	Re-evaluation	Rs.500/- per sub + 50/- per subject	Rs.1000/- subject <i>700</i>
4.	Challenge Evaluation	Rs.2500/- per sub	Rs.2500/- per subject

Examination fees also include the examination form fees and there will be no extra fees shall be charged for examination form. Examination form shall be available on website which can be downloaded from the website.

Matter is placed before the committee for consideration and approval

### 17.08 Appointment of Auditors of the University

The Finance Committee has recommended that "Auditors of the University shall be appointed only for three year and after expiry of three year new Auditors shall be appointed (from year 2009-10) who are empanelled with CAG with good experience in audit of education institution". In view of the decision of the Finance Committee, profiles of M/s. Arora Vikram & Associates Chartered Accountant, Jalandhar is placed at annexure V for consideration and appointment of Statutory Auditor of the University. The firm is empanelled with CAG and has good experience.

Matter is placed before the committee for consideration and approval.

*Table fee increased*



## MINUTE OF THE MEETING OF THE FINANCE COMMITTEE

Sixteenth meeting of the Finance Committee, PTU, Jalandhar was held on 29<sup>th</sup> January, 2010 at 11:30 noon in the Room no. 219, Mini Secretariat, Chandigarh.

### THE FOLLOWING ATTENDED THE MEETING:-

Dr. Rajneesh Arora,  
Vice-Chancellor,  
Punjab Technical University,  
Jalandhar. Chairman

Mrs. Suresh Kumar, IAS,  
Principal Secretary to Govt. of Punjab,  
Deptt. Of Technical Education & Indl. Training, Punjab,  
Chandigarh. Member

Sh. H. S. Nanda, IAS,  
Special Secretary to Govt. of Punjab,  
Deptt Of Finance, Punjab,  
Chandigarh. Member

Dr. R. S. Khandpur,  
DG, Pushpa Gujral Science City,  
Kapurthala. Member

Dr. Nachhattar Singh,  
Registrar,  
Punjab Technical University,  
Jalandhar.

Sh. S. K. Mishra,  
Controller of Finance,  
Punjab Technical University,  
Jalandhar.

Leave of absence

Sh. Chandra Mohan,  
H. NO. 202, Sector- 36A,  
Chandigarh.

The Chairman welcomed the members and thanked all for providing their valuable support to PTU. Thereafter the regular agenda was taken up.



**16.01 To confirm the minutes of the 15<sup>th</sup> meeting of the Finance Committee held on 2<sup>nd</sup> June 2009.**

The 15<sup>th</sup> meeting of the Finance Committee was held on 2<sup>nd</sup> June 2009 in the Committee Room, 6<sup>th</sup> floor, Punjab Civil Secretariat, Sector-1, Chandigarh. The minutes of the meeting were circulated to the members and no comments were received. Minutes of the 15<sup>th</sup> meeting of the Finance Committee were confirmed.

**16.02 Action taken report on the decision of the 15<sup>th</sup> meeting of the Finance Committee.**

The action on the decision of the 15<sup>th</sup> meeting of finance committee was presented to the committee. The committee took note of the same and advised to implement all the decision of the finance committee.

**16.03 Audit Report for the Financial Year 2008-09.**

The finance committee deliberated on the Audited Balance Sheet and Income & Expenditure Statement for the Year 2008-09 along with notes of accounts. After discussion, it was resolved that necessary action should be taken for compliance of note of accounts and the following have been suggested by the Finance Committee.

1. Receipt and Payment accounts should be prepared in place of Income & Expenditure Account as the University is exempted from income tax.
2. Auditors of the University shall be appointed only for three year and after expiry of three year new Auditors shall be appointed (from year 2009-10) who are empanelled with CAG with good experience in audit of education institution.

The committee approved the Audited Balance Sheet and Income & Expenditure Statement for the Year 2008-09 along with notes of accounts.

**16.04 To approve the Revised Budget for the year 200-10 and Budget Estimate for the 2010-11.**

Revised Budget for the year 2009-10 and Budget Estimate for 2010-11 were presented to the committee and deliberated upon.

The committee approved Revised Budget for the year 2009-10 and Budget Estimates for the year 2010-11 as per the following heads of expenditure. Sh. Suresh Kumar, Principal Secretary, advised that appropriate provision in the budget for next year should be made for Science Education, Technical Teachers Training program, Faculty Development Program etc.

The detailed Budget is enclosed at annexure-1

Sr. no	Heads	Budget Estimate for the year 2009-10	Revised Budget Estimate for the year 2009-10	Budget Estimate for the year 2010-11
		Rs. In lacs	Rs. In lacs	Rs. In lacs
1	Recurring Expenses	22424	22024	26700
2	Non-recurring expenses	505	505	700
3	Civil works	3000	600	3100
	Total	25929	23129	30500

The committee recommends the same to the BOG for its approval and also authorized Vice Chancellor to change the provision, if required.

**16.05 Adoption of revised pay scale & payment of arrears.**

The committee deliberated on the notification issued by the Government of Punjab, Department of Finance vides no.5/10/09-5FPI/207 dated 27/05/2009 and notification no. F.3-1/2009-U.I dated 4<sup>th</sup> June 2009 issued by MHRD, GOI which endorsed by UGC vide no. F.1-2/2009 (EC) dated 29<sup>th</sup> June 2009 for revision of pay. The committee has approved for the implementation of the revised pay scales as notified by State Govt. and UGC to the regular employees of the University as well as staff working as adhoc/ contract basis from 01.01.2006 and arrears will be paid as and when notified by the Govt. for payment of arrears.

The matter of those staffs who are working on fixed salary/wage may be brought separately for payment of revised wage/ salary equivalent to their counter part.



#### **16.06 Grant of transport allowance to the employees.**

The matter for grant of transport allowance to the employees was discussed in the meeting and committee recommends that since transport facility is not applicable to the Govt. employees, hence committee disapproved the proposal for grant of transport allowance to the employees of the University and advised that transport facility may be given to the employees by way of providing Bus Facility.

#### **16.07 Maintenance of Endowment fund**

The committee deliberated on the issue and recommended that college should maintain FDR with the University for Non AICTE courses on the pattern of AICTE. Institutes have to submit FDR of Rs.15 lacs for Non AICTE course for new affiliation and continuation of affiliation should only be issued after submission of the same. All the terms and condition as mentioned in the AICTE guidelines shall be applicable for maintenance of FDR with the University for non AICTE courses.

#### **16.08 Corpus Fund Scheme**

The committee appreciated for the creation of Corpus Fund Accounts and deliberated on the rules and guideline of Corpus Fund Scheme. The committee approved the rules and regulations for creation, maintenance and operation of Corpus Fund Scheme.

#### **16.09 Grant of Loans & advances to the employees of the University.**

The committee deliberated on the issue and deferred the proposal and advised that Banks may be approached for grant of loan and advance facility to the PTU employees on subsidized rates of interest.

#### **16.10 Rules for use & control of vehicle/staff car.**

The committee deliberated on the issue and decided to refer this item to the committee appointed for formulation of rules and regulations.

#### **16.11 Appointment of Internal Auditor for the University.**

The committee deliberated on the issue for appointment of Internal Auditor of the University and approved the proposal for appointment of M/s Kuldip Bhagat & Co. Jalandhar as Internal Auditor of the University.

**16.12 Approval for reimbursement of newspaper and magazines expenses.**

The committee discussed the matter and deferred the proposal.

**16.13 Revision of TA/DA rules**

The committee discussed the matter and approved the revision of TA/DA norms as per the notification no. 18/10/09-4FP2/440 dated 31.08.2009 which shall be implemented after revision of pay scale.

**Principal Secretary, Sh. Suresh Kumar suggested that:**

The University should organize annual conference for PTU affiliated college to discuss best practices and operational problem.

Evaluation of Distance Education Program should be carried out from an outside agency like EdCIL.

A strong Faculty Development Program should be started for pre service and in service Technical Teachers Training including Teachers exchange program in India or abroad.

New projects on Science Education at +1 and +2 level, dual degree programs, and Students exchange program may be started by the PTU for the benefit of the students.

The Vice Chancellor assured the committee to take initiative regarding all such proposals.

The meeting ended with the vote of thanks to the chair.



(S. K. Mishra)  
Controller of Finance



Pay Band for staff at fixed salary  
(as on 31.12.2009)

		Amount (In Rs)
<b>Clerk</b>		
1	Jiwan Lal	
2	Arun Gandhi	
	Pre Revised Salary in scale of Rs 3220-5160 (Basic Rs.4020/-)	11784
	Revised pay of clerk in revised scale of Rs 5910-20200 + Rs. 1900	15138 approx
	Increase in salary	3354
	Percentage Increase In salary	28
	Pre Revised Fix Salary	6600
	<b>Option</b>	
1	Salary equal to %age Increase (i.e. 6600 + 28%)	8448
2	Salary equal to Amount Increase (i.e. 6600 + 3354)	9954
3	Salary at Par	15138
<b>Driver</b>		
1	Sunil Dutt	
	Pre Revised Salary in scale of Rs 2820-4400 (Basic Rs.3550/-)	10458
	Revised pay of Driver in revised scale of Rs 4900-10680 + Rs.1650	13330 approx
	Increase in salary	2872
	Percentage Increase In salary	27
	Pre Revised Fix Salary	5750
	<b>Option</b>	
1	Salary equal to %age Increase (i.e. 5750 + 27%)	7303
2	Salary equal to Amount Increase (i.e. 5750 + 2872)	8622
3	Salary at Par	13330
<b>Attendent</b>		
1	Suresh Parsad	
	Pre Revised Salary in scale of Rs 2520-4140 (Basic Rs 3330/-)	9839
	Revised pay of Attendent in revised scale of Rs 4900-10680 + Rs.1300	12110 approx
	Increase in salary	2271
	Percentage Increase In salary	23
	Pre Revised Fix Salary	4575
	<b>Option</b>	
1	Salary equal to %age Increase (i.e. 4575 + 23%)	5627
2	Salary equal to Amount Increase (i.e. 4575 + 2271)	6846
3	Salary at Par	12110

The Worthy Vice Chancellor  
Punjab Technical University, Jalandhar  
Jalandhar Kapurthala -Highway  
Near Science City -Kapurthala

Subject: Humble submission to revised salary.

Respected Sir

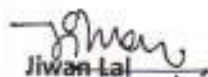
I am working in your esteemed University Clerk since 13 December 2001 I was fixed Rs. 4500 pm as salary. At present I have been given fixed salary i.e Rs. 6600/-pm.

I have completed more than 9 years of service. I wish to state that I always worked very sincerely, honestly as per the direction of my superiors. I hope I have always been worked as per the acceptance of my employer.

Sir, I wish to state that after the completion of more than 9 years in service I am still getting Rs. 6600/-pm and my counterparts who have joined the University on the date of my joining and after my joining are getting 11,784/-pm. It is becoming very difficult for me to pull on with this amount of fixed salary. Now new pay scales are going to be implemented I hope my case also be considered sympathetically for grant of scale or revised my salary equivalent to my counterpart.

I shall be very thankful for this act of kindness.


Always at your service sincerely

  
Jivan Lal

ਦਿਖਸਤ ਮੈਲਰੀ ਤੇ ਵੀਰ ਕਰ ਰਹੇ ਹਿੰਨ ਤਰਾਂ ਦੇ  
ਸਾਰੇ ਕਰਮਚਾਰੀਆਂ ਦੀ Pay Revision ਦਾ  
ਕੇਸ ਦਿਵਾਰ ਕਰਕੇ ਜਿਸ ਤਜਵੀਜ਼ 10 ਫਰਵਰੀ ਤਕ  
ਪੇਸ਼ ਕੀਤੀ ਜਾਵੇ ਤਾਂ ਜੋ ਕੋਰਡ ਦੀ " ਫਰਵਰੀ ਦੀ  
ਮੀਲਿੰਗ ਵਿਚ ਮੈਲਰੀ ਹਿਤ ਰਖੀ ਜਾ ਸਕੇ।

1. ਰਜਿਸਟਰਾਰ - ਕਲਰਕ
2. ਵਿੱਤ ਡਿਪਟੀ
3. ਡੀ. ਮਾਨਾਜਿਸਟ

ਰਜਿਸਟਰਾਰ

  
8/2/2010



**PUNJAB TECHNICAL UNIVERSITY JALANDHAR**  
**PROPOSED REVISED RATES FOR EXAMINATIONS w.e.f MAY 2010**

**1. CONDUCT OF EXAMINATIONS:**

Rate of Honorarium for Nodal Centre				
S.No.	Contents	Unit	Existing Rates	Revised Rates
1	Co-ordinator (Principal or Senior Professor)	one	Rs. 2500/- (for whole semester Exams)	Rs. 4000/- (for whole semester Exams)
2	Incharge Nodal Centre (Rank of Professor to be decided by PTU from the panel of 3 professors sent by College)	one	---	Rs. 3000/- (for whole semester Exams)
3	Officer on Duty (Rank of Lecturer) ( For collection of Qps from University & Submission of Anserbooks in University )	one	New	Rs. 220/- per Visit (No DA is admissible)
3	Clerk	one	Rs. 1000/- (for whole semester Exams)	Rs. 2500/- (for whole semester Exams)
4	Helper	one	Rs. 500/- (for whole semester Exams)	Rs. 1500/- (for whole semester Exams)

Note: Payment of Taxi(s) @ Rs. 7/- per Km will be paid to nodal center for collection of Question Papers from University & Submission of Anser Books in University

**(b) Theory Examinations**

1	Centre Controller	One	Rs. 4000/- (for whole semester Examination)	Rs. 5000/- (for whole semester Examination)
2	Asst. to Controller	One	Rs. 1500/- (for whole semester Examination)	Rs. 2500/- (for whole semester Examination)
3	Centre Supdt.	One per Centre	Rs. 110/- per session +Rs. 220/- for opening & closing the centre	Rs. 200/- per session +Rs. 400/- for opening & closing the centre
4	Dy. Supdt.	One per Centre	Rs. 90/- per session	Rs. 150/- per session
5	Invigilator (Not below the Rank of Lecturer)	One per Centre	Rs. 75/- per session, one for every 30 students or part thereof	Rs. 120/- per session, one for every 30 students or part thereof
6	Centre Clerk	One per Centre	Rs. 70/- per session +Rs. 140/- for opening & closing the centre	Rs. 100/- per session + Rs. 200/- for opening & closing the centre
7	Daftri	One per Centre	Rs. 50/- per session +Rs. 100/- for opening & closing the centre	Rs. 75/- per session +Rs. 150/- for opening & closing the centre
8	Helper/Waterman*/ Sweeper	one	Rs. 40/- per session	Rs. 60/- per session
9	Security	one	Rs. 40/- per day	Rs. 60/- per day
10	Rent of the building	one	Rs. 20/- per candidate for whole semester Exams	Rs. 20/- per candidate for whole semester Exams

*Computer operator one, 3 (same as clerk)*

11	Contingency Expenditure		Maximum of Rs.2000/- upto 500 candidates, Rs.3000/- more than 500 candidates (for stationary,drawing sheets, graph, papers, packing material, Photostat etc. on producing of original bill)	Rs. 3/- per student (for stationary,drawing sheets, graph, papers, packing material, Photostat etc.)
12	For delivery/ collection of Examination materials	one	Rs. 5/- per km for own car, Rs.5.50/- per km for taxi	Rs. 7/- per km

Note:- a) \*One waterman upto 100 candidates and subsequently its multiples.

b) If the duration of Examinations is 6 hrs. Proportional rate may be charged.

c) For the centre created outside the jurisdiction of PTU the remuneration to be paid to the staff shall be higher of rate of the PTU and those of University/ Board under which the Examination centre falls.

## 2. PRACTICAL EXAMINATIONS :

S.No.	Contents	Existing Rates	Revised Rates
1	Evaluation	Rs. 10/- per candidate with minimum of Rs. 150/- per day	For External Rs 10/- per candidate with minimum of Rs 150/- per day For Internal Rs 10/- per candidate only
		Rs. 20/- per candidate with minimum of Rs.200/- per day (for project report / viva voice / Industrial Training)	For External Rs 20/- per candidate with minimum of Rs 200/- per day For Internal Rs 20/- per candidate only
2	Lab staff	Rs. 5/- per candidate (Minimum of Rs.250/- per session)	Rs 5/- per students

## 3. FLYING SQUAD/ OBSERVER :

S.No.	Contents	Existing Rates	Revised Rates
1	Flying Squad Incharge	Rs. 250/- per day honorarium & TA/DA as per university norms	Rs. 500/- per day honorarium & Taxi/own car @ 7/- per KM (no DA is admissible)
2	Member	Rs.200/- per day (only honorarium)	Rs.400/- per day ((no DA is admissible))
3.	Observer		Rs. 500/- per day honorarium & Taxi/own car @ 7/- per KM

a) Flying squad Incharge may co-opt maximum upto three members with team including one lady member.

b) Honorarium will be paid to PTU official if appointed flying squad /Observer.

## 4. PAPER SETTING:

S.No.	Contents	Existing Rates	Revised Rates
1	Rates for One Set	Rs. 500 per set	Rs. 750 per set
2	Rates for Two Set	Rs. 1000 per set	Rs. 1500 per set



## 5. EVALUATION OF ANSWER SHEETS:

92 x 80  
= 960/-

a Norms for Evaluation of Answer Sheets (for colleges)			
S.No.	Contents	Existing Rates	Revised Rates
1	Controller (normally Principal of college)	Rs. 0.40/- per Answer Book	Rs. 0.40/- per Answer Book
2	Assistant to controller	Rs. 0.25/- per Answer Book	Rs. 0.25/- per Answer Book
3	Head Examsiner	Rs. 1.50/- per Answer Book (evaluated Answer Books under his supervision only)	Rs. 1.50/- per Answer Book (evaluated Answer Books under his supervision only)
4	Evaluation of Answer books (Not blow the rank of Lecturer)	Rs.10.00/- per Answer Book	Rs. 12/- (Including Refreshment and meals)
5	Checking Assistant (not below the rank of clerk)	Rs. 0.70/- per Answer Book	Rs. 0.70/- per Answer Book
6	Clerk (with each Head Examsiner)	Rs. 0.45/- per Answer Book	Rs. 0.50/- per Answer Book
7	Helper/Attendant	Rs. 0.40/- per Answer Book	Rs. 0.45/- per Answer Book
8	Security/Cleaning	Rs. 0.20/- per Answer Book	Rs. 0.25/- per Answer Book
9	Rent Charges (including electricity/AC/Generator Set, tantage etc.)	Rs. 0.25/- per Answer Book	Rs. 0.25/- per Answer Book
10	Refreshment and meals	Rs. 1.25/- per Answer Book	Not applicable
11	Stationery	Rs. 0.20/- per Answer Book	Rs. 0.20/- per Answer Book
	<b>Total</b>	<b>Rs. 15.60/- per Answer Book</b>	<b>Rs.16.50/- per Answer Book</b>

1. Only TA is to be paid as per University norms (only for outsiders i.e. staff called from other colleges).
2. Delivery/Collection of answer books/ Question Papers (for University officials only). @ Rs. 150/-per day and Rs. 50/- night charges shall be paid to the persons on tour (no DA is admissible).

(b) Norms of Re-evaluation (for colleges)			
S. No.	Particulars/Head	Existing Rates	Revised Rates
1	Controller (normally Principal of college or it may be concerned HODs)	Rs.0.40/- per Answer Book	Rs.0.40/- per Answer Book
2	Assistant to controller	Rs.0.25/- per Answer Book	Rs.0.25/- per Answer Book
3	Evaluator (not below the rank of lecturer)	Rs.15.00/- per Answer Book (minimum of Rs. 100/- per packet)	Rs.15.00/- per Answer Book (minimum of Rs. 100/- per packet)
4	Clerk	Rs. 0.45/- per Answer Book	Rs. 0.50/- per Answer Book
5	Helper/Attendants	Rs.0.40/- per Answer Book	Rs.0.45/- per Answer Book
6	Stationery	Rs.0.20/- per Answer Book	Rs.0.20/- per Answer Book

## 6. PRACTICAL & THESIS OF M.TECH/M.PHARMACY:

B Practical Examinations			
		Existing Rates	Revised Rates
1	Thesis	Rs 300/- per Viva Voca for Evaluation of Thesis (For External Examiner only)	Rs 300/- per Viva Voca for Evaluation of Thesis (For External Examiner only)



### Proposed Norms of Disbursement of Examination Expenses

In light of the revised norms for the conduct of examinations it has been decided that the disbursement would be made on per student basis at the rate of Rs. 325 per student for outside Punjab and Rs. 250 per student inside Punjab. Therefore, fresh mechanism of disbursement has to be implemented and the proposal is as follows:

#### 1. Honorarium to staff of examination centres

The examination centres would disburse the honorarium to their staff as per the following norms and will submit an invoice in a prescribed format as placed on **Annexure-A** that also includes undertaking of disbursement to staff as per norms.

Sr. No.	Person	Rate
1	Centre Controller	Rs. 5000/- (for whole semester examinations)
2	Asstt. to Controller	Rs. 2500/- (for whole semester examinations)
3	Centre Suptd. (Rank of Professor)	Rs. 250/- per session + Rs. 500/- for opening & closing the centre)
4	Dy. Suptd. (Rank of Assistant Professor)	Rs. 150/- per session
5	Invigilator (Not below the rank of Lecturer)	Rs. 150/- per session, one for every 30 students or part thereof
6	Centre Clerk (Clerk who has 5 years of experience)	Rs. 100/- per session+ Rs. 200/- for opening and closing of centre
7	Daftri (Clerk who has 2 year experience)	Rs. 75/- per session + Rs. 150/- for opening & closing of centre
8	Helper/Waterman*/ Sweeper	Rs. 60/- per session
9	Security	Rs. 60/- per session

\*One Waterman up to 100 candidates and subsequently its multiple

## 2. Recommended slabs of per student rates to exam centres

All examination centres would pay the honorarium to their staff as prescribed above whereas the charges on account of generator, stationery, contingency etc. may vary from case to case. The following slabs of per student rate are recommended for respective examination centres. However, these are recommendations and the Regional centres may negotiate the rates with respective examination centres but the overall budget for the conduct of the examination should not be more than the prescribed budget for a particular zone on the defined per student rate (Rs. 325 and Rs. 250 per student for outside Punjab and inside Punjab respectively).

Student Strength	Per Student rate to Examination centre	
	Outside Punjab	Inside Punjab
Upto 100	425	350
Upto 250	275	200
Upto 500	225	150
More than 500	200	125

The differential of the amount paid to examination centre and the one paid to the examination staff would compensate services as prescribed below.

## 3. Prescribed services of exam centres

The examination centre will arrange to depute the requisite staff for the conduct of examination including Centre Superintendent, Invigilator (Per 30 Students in a session), Relieving Invigilator, Centre Clerk, Daftri, Helper, Sweeper, Waterman, Security.

They will provide comfortable accommodation for the students and provide good quality furniture meant for adults. They must arrange provisions for healthy drinking water and provisions for clean bathrooms.

The exam centre will adhere to the instructions issued by the University from time-to-time in letter and spirit. They will maintain secrecy and confidentiality in the conduct of exam and support the University in conduct of fair exams.

The examination centre will safely stock the examination material and dispatch the fill in answer sheets on daily basis to the University as prescribed from time to time and expenses of dispatch and collection would be reimbursed by the University. The rate per kilometer of collection of question paper shall be Rs. 7/- per Kms. The examination centre will also arrange for all the packing material and applicable stationery, will pay to the staff as per the norms recommended and shall be paid a total sum as

suggested in point no. 2 which would include the rent of building, seating charges and all other miscellaneous charges.

#### 4. Prescribed services and rates to Regional Centres

The Regional Centres play an important role in the logistics of the conduct of examination and manage the Student strength to PTU for packing, Answer sheets procurement/dispatch /tracking, handle Examination Stationery/Hall Ticket / Cut List / Attendance sheet / printing and dispatch, coordinate for Last Superintendent packet and Coordinate between University and exam centres for all purposes.

They also assist in the conduct of practical exam and coordinate for Practical Examiners, logistics and the payment disbursement for conduct of practical exam.

RCs also coordinate with PTU for Establishment, Approval, Advance and final payment, Coordination and appointment of observers for the Examination Centres in their zone.

For the above services, the Regional Centres would be paid Rs. 50/- per student which would include all cost incurred for services and material to execute the above and any other instructions given by the University from time to time.

The examination centres will submit a consumption report in the prescribed format as placed on *Annexure-A* to the Regional Centres and the Regional Centres will consolidate all such consumption reports and submit a consolidate bill to the University along with all bills of the exam centres in a format as placed on *Annexure-B*. However, before the commencement of the examinations the Regional Centres will be paid an advance of 75% of the total applicable budget keeping in view the total no. of students for whom the examination fee has been deposited.



Annexure-V

**ARORA VIKRAM & ASSOCIATES**  
**CHARTERED ACCOUNTANTS**

**Vikram Arora**

FCA, GradCWA, DISA

The Vice Chancellor / Director  
Punjab Technical University  
Jalandhar

**Sub: Statutory Audit Assignment.**

Dear Sir,

We are pleased to offer our professional services for Statutory Audit of Punjab Technical University.

Detailed bio-data of our CA Firm is being enclosed herewith.

Thanking you,

Yours faithfully,  
For Arora Vikram & Associates

  
(CA. Vikram Arora)

**ARORA VIKRAM & ASSOCIATES**  
**CHARTERED ACCOUNTANTS**

**Vikram Arora**  
FCA, GradCWA, DISA

**BIO-DATA OF FIRM**

NAME OF FIRM : ARORA VIKRAM & ASSOCIATES

ADDRESS : Arora Vikram & Associates,  
Chartered Accountants,  
ES-9A, Civil Lines, Near Patel Hospital,  
Jalandhar City, Punjab -144001

REGISTRATIONS : ICAI Regn. No. 014011N  
CAG Regn. No. NR1683  
RBI Unique Code No. 281642

CONTACT NOS. : 0181- 4611330, 098141-66330  
Fax: 0181-5077330  
Email: arora.vikram@yahoo.com

INCHARGE : CA. VIKRAM ARORA

QUALIFICATIONS : B.Com., FCA, Grad.CWA, DISA, PGDCA  
(ICAI Memb. No. 093620)

AUDIT STAFF : Article Clerks - Six (6)  
Other Audit Staff - Five (5)  
Total Audit Staff - Eleven (11)

EXPERIENCE : Full Time Practising CA Firm since 1996

**ASSIGNMENTS INCLUDE THE FOLLOWING:**

---

ES-9A, Civil Lines, Near Patel Hospital, Jalandhar City - 144 001  
Ph. : (O) 2238330 (Fax ) 4611330 (Resi.) 2670647

E-mail : arora.vikram@yahoo.com



# ARORA VIKRAM & ASSOCIATES

## CHARTERED ACCOUNTANTS

**Vikram Arora**

FCA, GradCWA, DISA

1. Statutory Audits of Companies, Banks, Educational & Charitable Institutions and various other business entities.
2. Internal Audits of various business entities, which include Manufacturing Industry, Hotel Industry, Educational Groups.
3. Concurrent and IT Audits of various Bank branches.
4. Consultancy to various clients in the field of Direct Taxation, Service Tax, Finance, Management Information Systems Development and Implementation, Tender Bidding and Presentation.
5. Consultancy to various local bodies in Punjab for Conversion of Single Entry Accounting to Double Entry System of Accounting.

### OUR MAIN CLIENTS & ASSIGNMENTS INCLUDE THE FOLLOWING:

#### STATUTORY AUDIT:

1. B.D. Arya Girls College, Jalandhar Cantt
2. State Group of Educational Institutions, Jalandhar, Nakodar, Shahkot
3. Various Arya Samaj Schools in Jalandhar & Nawanshahr
4. Various Branches of Bank of Baroda (1998-2003)
5. Various Branches of State Bank of Patiala (2004-2009)

#### INTERNAL/CONCURRENT AUDIT:

1. Sant Valves Pvt. Ltd., Jalandhar
2. Aptech Computer Education (various centres)
3. Hotel President, Jalandhar
4. UCO Bank, Pathankot
5. Central Bank of India

ES-9A, Civil Lines, Near Patel Hospital, Jalandhar City - 144 001  
Ph. : (O) 2238330 (Fax) 4611330 (Resi.) 2670647

E-mail : [arora.vikram@yahoo.com](mailto:arora.vikram@yahoo.com)





**ARORA VIKRAM & ASSOCIATES**  
**CHARTERED ACCOUNTANTS**

**Vikram Arora**  
FCA, GradCWA, DISA

OTHER AUDIT ASSIGNMENTS:

1. UCO Bank, Lasuri Branch (Information Technology Audit)
2. Sterling Hoteliers & Investments Pvt. Ltd. (MIS Audit)
3. JMP Group of Companies (Interest Audit 1998-2000)

GOVERNMENT ASSIGNMENTS:

Double Entry Conversion assignment for following local bodies in Punjab:

1. Amritsar Municipal Corporation
2. Kapurthala Municipal Council
3. Phagwara Municipal Council
4. Pathankot Municipal Council
5. Hoshiarpur Municipal Council
6. Dasuya Municipal Council
7. Sultanpur Lodhi Municipal Council
8. Dhilwan Nagar Panchayat
9. Begowal Nagar Panchayat
10. Bholath Nagar Panchayat
11. Fatehgarh Churian Municipal Council

We hereby declare that the information provided above is true and correct.

For Arora Vikram & Associates  
Chartered Accountants

  
(CA. Vikram Arora)

## **Status Report of Procurement & Supply of Courses Material for Distance Education Programme of Punjab Technical University**

### **1. Publisher Books, September 2001 & March 2001 – Shirdi Books**

When the Distance Education Programme was launched by Punjab Technical University, the task to procure books was assigned to Shirdi InfoTech through a tender @ 10% of the course fee. They had made partial supplies in the above sessions before the order was cancelled due to lack of services and quality of books.

### **2. 10% refund, September 2002**

In the session of September 2002, in absence of a concrete supply model, the refund was made to the regional center close to the examinations and they were asked to procure the relevant books and supply to students through their centers.

### **3. Partial Text Books supply, March 2003 & September 2003**

In the session March 2003 & September 2003, the University decided to procure the text books on its own & provided to the students through its Regional Centres. The supplies were delayed & erratic.

### **4. 12.5% to Mind Logix, September 2004**

In the session September 2004, the University allocated the responsibility of procurement of books to M/s Mind Logix (Bangalore) against a payment of 12.5% of the course fee that was also to include the digital content. Mind Logix could not execute the instructions effectively & the payment made is under litigation in court of law.

### **5. 8% to Association, March 2005**

Considering the past experiences of procurement & supply of the course material the University decided to allocate the said task to All India PTU DEP Associates (AIPTUDEPA – which is the Association of all the Regional Centres) @ 8% which was 20% lesser than the previous procurement cost.

The said arrangement continued in the September 2005 session and was successful in terms of the quantum of books supplied within a specific time frame. Upon the success of this model the University directed the Association to start preparing few of the books in the SIM (Self Instruction Material) format as per the guidelines of the Distance Education Council (DEC) of Indira Gandhi National Open University (IGNOU).

**6. SIM from Association, March 2006**

In the session of March 2006 the Association of the Regional Centres prepared 36 titles in the SIM format as per the prescribed guidelines from reputed publishers of respective industry. The University upon evaluation of the said material continued this arrangement and asked the association to prepare more SIM books other than the ones prepared earlier.

**7. SIM to cover more subjects, September 2006**

In the session of S06 61 more titles were prepared by the Association in the SIM format & supplied to the students.

**8. Reduction of %age & increase tenure, March 2007 (6%)**

The association proposed to the University that they can effectively negotiate on the prices & can also transfer the "right to use" of the content published to the University provided the publishers are given a long term commitment. Considering the same, the Board of Governors of the University approved the proposal & gave this responsibility to AIPTUPDEA for the period of 3 semesters on the condition that the University will pay 8%, 6%, 5% & 4 % for the sessions of September 2006, March 2007, September 2007 & March 2008 respectively. This implied that the cost of procurement would continue to be 4% thereafter till further orders. In this process the Association was able to prepare 225 no. of SIM books whereas 165 no. of subjects were catered to through Text Books purchased from the open market. The SIM format books of 225 no. of subjects covered 94% of students whereas the others were provided the text books by the Association.



## 9. Advantages of the Model

In this entire process of allocating the task of procuring the course material to the Association, the University made a significant headway in streamlining the logistics of procurement & supply of course material & significantly saved substantial amount of money as explained below:

Year	Session	No. of students	Cost @10%	Applicable % to AIPUTPDEA	Cost @ applicable %	Net saving to the university
2005	March	16500	14025000	8	11220000	2805000
2005	September	33500	28475000	8	22780000	5695000
2006	March	31500	26775000	8	21420000	5355000
2006	September	61500	52275000	8	41820000	10455000
2007	March	59000	50150000	6	30090000	20060000
2007	September	92000	78200000	5	39100000	39100000
2008	March	90000	76500000	4	30600000	45900000
2008	September	129000	109650000	4	43860000	65790000
2009	March	121000	102850000	4	41140000	61710000
2009	September	145000	123250000	4	49300000	73950000
			<b>662150000</b>		<b>331330000</b>	<b>330820000</b>

*Fee Average to be taken as Rs.8500/- per semester & students to be approximate to the nearest thousand*

From the above it is evident that the University saved a sum of Rs. 33 crores (approximately) in the entire process of outsourcing the course material activity to the Association, but with the revised percentage, it has been informed that the Association was left with no resources for the pending 356 no. of titles for the SIM format.

## 10. Present Scenario

As a summary of the above it is observed that 225 no. of titles have been prepared in the SIM format that covers 94% of students whereas 356 no. of titles are yet to be prepared in the SIM format so as to address the balance 6% of students.

In the entire process the University has saved a sum of Rupees Thirty Three Crores approximately & the University has been able to streamline the logistics of procurement of course material.

### 11. Futuristic approach

The board has been appraised that a visiting committee constituted by the Joint Committee of UGC-AICTE-DEC had visited the campus of PTU on 27<sup>th</sup> July 2009 to conduct an inspection against the application submitted for approval of the Distance Education Council. During the inspection & its formal recommendation to the council, the visiting committee has emphasized that the University must arrange to prepare all the books in the SIM format and supply SIM format books to each of its students. The Association had also indicated that in light of the increased production costs, they have been incurring significant losses in supply of course material within the stipulated % allocated by PTU. Therefore it has been proposed that so as to cover the above parameters of preparing the SIM material of the pending subjects, to review the SIM made & to address the increased production costs the % to prepare the learning material may be enhance from the present 4% to 5.5%.

*for one year*

## Proposal for Reforms In Printed Learning Material

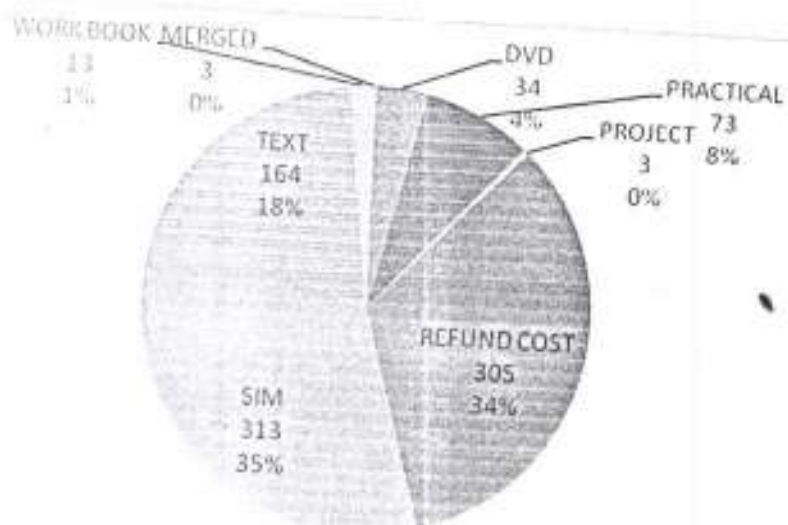
The University offers 54 no. of programs in 7 streams in a pyramid structure. This implies that first two semesters of a Diploma or a Post Graduate Diploma are exactly the same as in case of respective B.Sc. or M.Sc. program of the said stream. The two semesters of the lateral entry of B.Sc. or M.Sc. program are exactly the same of the respective B.Sc. or M.Sc. of the said stream. As the syllabus is same in the above cases, the learning material provided/to be provided is also to be the same. Therefore, considering the above fact the University offers 35 no. of UNIQUE programs having 908 subjects in totality. These subjects include theory, practical's, projects or seminars. In 3 no. of the courses the complete semester is allocated as industrial training or a project.

The status report of the books procurement and supply reflects that a lot of work has already been done to prepare customized self instruction material for majority of the subjects but there a large no. of subjects, although with low student strength, there SIM is yet to be prepared. Based on the title master of September 2009 prepared and issued by the concerned committee of the Association and the students strength for the session September 2009 provided by the Regional Centres, the detailed estimation of the applicable categories of the subjects and total no. of items (SIM, Text Books, Refund, DVD, Workbook) supplied is annexed along. The graphical representation of these items is placed below. In this data and representation the header are described as below and the fields used there in are explained below.

1. SIM – These are the number of theory subjects where a customized Self Instruction Book is available and has been supplied.
2. Text Books – These are the number of theory subjects where the SIM is pending and the most relevant book from the open market has been procured and supplied.
3. Work Books – These are the number of semester of various courses where a workbook is being provided for all the subjects contained in that semester.
4. DVD – A DVD of communication and soft skill is being provided to all students in the first semester of every course.
5. Practical – These are the number of practical in various courses but not printed material is being provided



6. **Project** - These are the cases where the entire semester is allocated to a project or industrial training.
7. **Refund Cost** - These are the number of subjects in various courses where no item is being supplied as on date but Rs. 75/- per subject is being refunded to the student on account of learning material.
8. **Merged** - These are the no. of subjects where the Text book from a previous semester is being used.

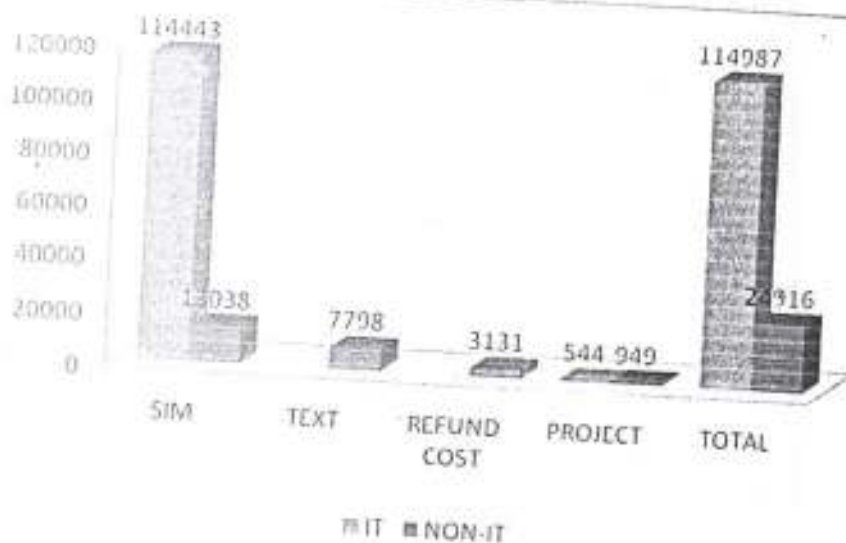


Comparing the above stat with the student strength the following supply is made

S.No.	ITEM	Quantity
1	SIM	703605
2	Work book	63623
3	TEXT	31060
4	DVD	55027
5	Merged	837
6	Refund Cost	40519
7	Practical	3707
8	PROJECT	1493
<b>TOTAL:</b>		<b>899871</b>

Students details of students falling in different categories are as under:

No	BOOK STATUS	IT	NON-IT	TOTAL
1	SIM	114443	13038	127481
2	TEXT		7798	7798
3	REFUND COST		3131	3131
4	PROJECT	544	949	1493
	<b>TOTAL</b>	<b>114987</b>	<b>24916</b>	<b>139903</b>



The analytical outcome of the above detail implies that the SIM is available for 313 subjects where as 158 more to be prepared for another 548 subjects including theory, practical, project etc.

The Association can undertake the task of preparing this material, but has not been able to do so as the budget of procurement of learning material has gradually been reduced from 8% to 4% of the course fee. The absence of the SIM when the text books were procured from open market, this led to huge loss in procurement of course material as reported by respective committee appointed to procure the course material. It is estimated that a sum of Rs. 40,000 on account of honorarium to the author and a sum of Rs. 5000/- to the reviewer is required to prepare a book in the SIM format. It implies that a budget of Rs. 2.5 Crores is required to undertake and accomplish this project over a period of next 18 months. As suggested by the Joint Committee of UGC-AICTE-DEC that visited the PTU campus that all our previous books in the SIM format should also be reviewed and it is estimated that a sum of Rs. 15,00,000/- may be required to review 313 number of SIM books already available in the SIM format assuming a charge of Rs. 5000/- per books. Therefore, a total budget of Rs. 2.65 Crore is required to undertake the above project. (Note: There are some SIM's to be prepared for the balance specialization subjects that are not accounted for in this data due to absence of accurate statistics.)

The University may either allocate the above budget or may enhance the budget of procurement of course material from the present 4% to 5.5% of the course fee, which will compensate this budget over a period of time and long term commitments can be made to the publishers for arranging these authors and reviewers.

- 2.65 crores -