

**PUNJAB TECHNICAL UNIVERSITY
JALANDHAR**

**AGENDA FOR THE SEVENTH MEETING OF
THE ACADEMIC COUNCIL**

TO BE HELD ON 30TH MAY, 2000

**IN THE COMMITTEE ROOM OF
DIRECTORATE OF TECHNICAL EDUCATION AND
INDUSTRIAL TRAINING PUNJAB
CHANDIGARH**

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Item No.1 :- Confirmation of Proceedings of the 6th meeting of the Academic Council held on 24th December 1999.

The 6th meeting of the Academic Council was held on 24th December, 1999. The proceedings of this meeting were circulated vide letter No.02.05.560-595 dated 19.01.2000 (Annexure - 1).

The matter is placed before the Academic Council for confirmation of the proceedings.

Item No.2 :- Implementation of AICTE norms for the teacher - Student Contact Time

(a) Item 9.0 i.e. "Teaching days" of the AICTE notification (Revised Pay Scales & Service Conditions) reads as "Every institution shall have at least 180 full teaching days per year (or 90 full teaching days per semester)." "Teaching days" here shall mean actual class room/Laboratory contact teaching days, and shall not include days of examinations/tours/sports, etc." Accordingly the breakup of time period required during a semester is as follows :

S.No.	Purpose	No. of weeks
1.	90 teaching days per semester	18
2.	2 mid-semester examination for 3 days each	01
3.	Final Exam	02
	Total	21 weeks

Total time required for 2 semester = 42 weeks.

Time left for summer & winter vacation = 10 weeks.

In this regard Dr M.P.Kapoor, Director TIET, Patiala has written that one week semester break should also be made essential in the schedule, therefore time left for summer & winter vacation is 8 weeks which is not enough to arrange for a meaningful field training for engineering students. Hence it is proposed to increase the number of working days in PTU's affiliated colleges from 5 per week to 6 per week

(b) As per AICTE norms 25 to 30 teacher-students contact hours should be provided per week. Therefore in the current 5 days working per week system, the students keep busy in the classes for almost 5 to 6 hours per day. This leaves, as advised by Dr.M.P.Kapoor, Director, TIET Patiala; very little time to the students for self study, library consultation, taking part in games & sports, literary & other co-curricular activities for their overall department. Hence the proposal to introduce 6 days working per week in PTU's affiliated colleges because it will provide relief to the students by way of reduced number of contact hours per day i.e. 4 to 5 hours per day and thus giving more room for scheduling their time for above mentioned activities.

Submitted for the consideration of Academic Council.

Item No.3 (a) :- Supplementary examination system for even and odd semester

Presently PTU is conducting supplementary examination from 1st to 8th semester along-with each & every regular examination. In this system, University is facing problem by way of performing double task i.e. when University is conducting odd semester examination, it also has to conduct even semester examination in the form of supplementary exams. Same is also true for even semester examination. Apart from increasing burden on the University, it also affects students because after the declaration of results they do not get enough time to prepare for the supplementries in the next semester.

Therefore, it is proposed that University should conduct odd semester supplementary exams along-with odd semester regular exams and even semester supplementary exams along-with even semester exams only. But to safeguard the interest of 8th semester students, University will conduct supplementary exams for the 8th semester along-with next odd exams also so that 8th semester students should not waste their full year just because of one or two supplementries in the 8th semester

Placed before Academic Council for consideration and approval.

Item no. 3(b) :- Change in 24 & 45 Credit Rules

If item 3(a) is implemented then 24 & 45 credit rule may be changed as under:-

A student must clear 1st semester before he can be registered for 5th semester. Similarly a student must clear 1st & 2nd semester before registering for the 6th semester and so on

Item No.4 :- B.Pharma affiliation for Indo-Soviet Friendship (ISF) College of Pharmacy, Moga

On the recommendations of the committee (Annexure II) the Vice-chancellor has granted provisional affiliation for one year to ISF College of Pharmacy Moga. The extension of this provisional affiliation is subject to the completion of new block of building specifically for the B.Pharma classes within one year

Submitted for approval of Academic Council.

Item No.5 :- Suspension of Technology Camps

The concept of technology camps was conceived and implemented in 1999. However, these camps did not serve the purpose for which they were constituted. The main reason for this failure was the logistics of holding these camps.

This matter was also informally discussed at the meeting of Principles at Chandigarh on 10th April, 2000 under the chairmanship of Vice-Chancellor, PTU. There was an overwhelming demand for the cancellation of these camps. Accordingly, the Vice-chancellor has decided to suspend technology camps till further orders. It was further decided that the students should be sent for normal training as provided in the respective teaching schemes.

Placed before Academic Council for approval.

Item No.7 :- New Computer Course(s) for students not exposed to Computers

It was decided , under agenda item 2 of the 6th meeting of the Academic Council, to start non-formal certificate/diploma courses in computer education for non-computer students. Accordingly, a Committee was constituted to discuss various modalities under the Chairmanship of Dr. Naresh K. Gupta, Advisor (Academics & Planning). The Committee evolved a program for different computer courses (Annexure-III) and suggested that the courses may be introduced from the next academic session.

As opposed to the view of the committee that the diploma be issued by the university, it is proposed that the same may be issued by the Punjab Technical Education Board (PTEB). The matter will have to be discussed with PTEB. It is also proposed that there should be two tier fee structure as against the single tier suggested by the committee. as shown below :-

Item	Fee Structure suggested by the committee	Fee Structure proposed	
		Cert. Course	Diploma course
(i) Tuition fee	8000/-	7000/-	10000/-
(ii) Registration fee	1000/-	700/-	1000/-
(iii) Examination fee	500/-	500/-	750/-

Placed before Academic Council for consideration and approval.

Item No.6 :- Approval for Geetika Garg Case

Ms Geetika Garg migrated to GZS CET Bathinda from Bapuji Institute of Engg. & Tech., Devengire (Karnatka) in 3rd semester in 1996. Her equivalence was finally decided by the college committee of GZS CET Bathinda in 1999 and she was directed to clear two deficient paper i.e. Math-II and Communication Skills. The decision of the equivalence case was conveyed to her at such a belated stage that she had already appeared and passed the 8th semester examination.

In the light of the above facts, and keeping in view her academic and professional carrier, the Vice-Chancellor took the decision to exempt her from appearing in the above mentioned two deficient subjects and allowed the declaration of her results upto 8th semester examination by the University on the basis of her performance in these examinations.

Submitted for the approval of Academic Council .

Item No.8 :- Revised Examination System.

Academic Council in its 6th meeting on Dec 24, 1999 while deliberating on item 4 of its agenda "Conduct of odd semester exams by colleges", constituted a Committee under the chairmanship of Dr S.C.Kapoor for considering various alternatives of sharing examination load between the University and the institutes. Accordingly the Committee has submitted its report which is placed at Annexure - IV.

Placed before Academic Council for consideration and approval.

Item no. 9 :- Constitution of Board of Studies

Keeping in view the present procedure for the constitution of Board of Studies and their unwieldy size, the Vice-chancellor has approved the modified procedure, which is simple and effective, for the constitution and function of the Board of Studies (Annexure-V)

Placed before Academic Council for approval.

Item No.10 :- Procedure for Pharmacy College Admission on Merit

Admission for the first year-60 seats B.Pharmacy course at the Indo-Soviet Friendship Institute of Pharmacy, Moga have to be completed in June-July, 2000. Holding of admission test for B.Pharmacy candidates was considered but was not found viable due to the following reasons :-

- i) It is not economically viable to hold an independent admission test for the admission of only 60 students.
- ii) PTU could not join Pre-Medical Test (PMT) for admission or join other Universities based in Punjab for a combined admission test, as these tests are tuned to pre-Medical 10+2 students whereas the AICTE norms, which PTU is going to follow, prescribe admission based on the pre-medical & pre-engineering students of 10+2 studies, and diploma in Pharmacy.

Therefore, a merit based admission policy has been devised and subsequently approved by the Vice Chancellor (Annexure-VI). This policy is to be followed only for the B.Pharmacy course starting in the academic year 2000-2001. It is, however, recommended that for academic year 2001-2002 the admission should be based upon admission test only.

Placed before Academic Council for approval.

Item no.11 :- BBA/BCA admission process (relaxation on Math requirement)

There was a general feeling of the Principals of College teaching BBA/BCA courses that the requirement of maths in 10+2 examination for admission to BBA/BCA course restricts the admission to non-medical group of students only. It was argued that students from other streams i.e. medical & liberal arts can also learn computer applications as proficiently as non-medical stream students. The question was examined at the University in detail and the consensus was in favour of removing the condition of math at 10+2 for admission. It was also decided that in BBA/BCA Colleges, non-math students should be given a bridge course in math. Accordingly, the Vice-chancellor decided to waive the condition of math at 10+2 level as a requirement for admission.

Placed before Academic council for approval.

Item no. 12 :- Training and reappear anomalies

- a) Students who were detained in 4th semester on attendance or sessional basis can clear the same in 6th semester when the subject is offered to their juniors of 4th semester. However, if they are away attending the six months Industrial training in 6th semester, they are unable to clear their attendance or sessional. Since the even semester (4th) in which they were detained will now be offered only when they will be in 8th semester, therefore, they have only one semester at their disposal i.e. 8th to clear their attendance or sessional of 4th semester.
- b) Worst is the case for those students who will be detained in 5th semester on attendance or sessional basis and are away to attend industrial training in 7th semester as they have to clear their 5th semester attendance or sessionals after clearing 8th semester.

Keeping in view (a) & (b) above the six months industrial training programme needs amendment so that students should not face any problem for clearing their attendance or sessionals due to training.

Placed before Academic Council for consideration.

Item no.13 :- GZS College Bathinda case for allowing Punjabi University students to complete in 7 years but follow PTU courses in next 3 years

The Vice-chancellor has allowed those students admitted under the Punjabi University regime to complete 7th and 8th semesters even when they have not cleared 3rd or 4th semester exams. They will be allowed to complete their degree in a total of 7 years. However, after the completion of Punjabi University syllabus cycle, they will be expected to clear the equivalent PTU courses in place of the incomplete Punjabi University courses.

Placed before the Academic Council for approval.

Item no.14 :- Evaluation Policy of Six Months Training in semester VI or VII

The Vice-chancellor has approved the recommendations of the Committee of the Professors of REC Jalandhar about the evaluation of six months training in semester VI or VII (Annexure-VII). The policy has been adopted with immediate effect subject to revision after one year.

Placed before Academic Council for approval.

ANNEXURE-I

Proceedings of the meeting of Academic Council on 24.12.1999, under the Chairmanship of Sh N S Rattan, IAS, Principal Secretary, TE & IT Punjab and Vice-Chancellor, Punjab Technical University, in the Committee Room of Regional Engineering College, Jalandhar

The following attended the meeting:-

1. Dr Naresh K Gupta, Adviser (Academic & Planning) to Vice-Chancellor, PTU
2. Sh K K Dhir, Registrar, PTU
3. Dr H S Sagar, Principal, REC Jalandhar
4. Dr R C Bahl, Principal, SBS CET Ferozepur
5. Dr J K Sharma Principal, BCET Gurdaspur
6. Dr Narinder Singh, Principal, GZS CET Bathinda
7. Dr Ashwini Kumar, Principal, AIE&T Faridkot
8. D S Hira, Dean (Academic) SLIET Longowal
9. Dr M S Rajput, GNE Ludhiana
10. Dr S C Kapur, Principal, GTBI E&T Chhapianwali (Malout)
11. Rep of Principal, BBS Engg College, Fatehgarh Sahib
12. Dr S K, Goel, Principal, LLRIE&T, Moga
13. Dr M S Grewal, Principal, SSI E&T Derabassi
14. Dr R S Seehra, Principal, IET Ropar
15. Dr D S Kumar, Principal, SUS CET Mohali
16. Dr C B Kukreja, Principal, IITT Pojewal
17. Dr C S Nagpal, Director, Apeejay Institute of Mgt & Technology, Jalandhar
18. Prof Vipin Dewan, Director, Centre for Mgt Trg & Research, Mohali
19. Prof P S Sethi, Director, St Soldier Instt of Management Studies, Jalandhar
20. Dr Gurmohan Singh, Director, Mata Gujri Institute of Mgt & Higher Education, Fategarh Sahib
21. Dr Gurcharan Singh, Director, LLRI Mgt & Tech Dhudike (Moga)
22. S Gurcharan Singh, Chairman, RIMA, Bhaddal, Near Chandigarh
23. Dr K P Janardhnan, Director, PIMT Mandi Gobindgarh
24. Dr K N S Kang, Director, Punjab College of Tech Edu. Ludhiana
25. Mrs Anup Bansal, Principal, GNI Ludhiana
26. Dr D R Singh, Director, J D Instt of Mgt & Tech Muktsar
27. S Hakam Singh, Chairman, Bhai Gurdas Instt of Engg & Technology, Sangrur
28. Dr D S Bedi, Chairman, Gian Jyoti Instt of Mgt & Tech Mohali
29. Mr A P Jain, Director, LLRI Mgt & Tech. Sangrur
30. Rep. of Principal, SSM Instt of Mgt & Tech Dinanagar
31. S Amarjit Singh Grewal, Principal, GTB National Instt of Mgt & Tech Dakha

The following decisions were taken:-

Item No.1: Confirmation of proceedings of the last meeting of the Academic Council held on 6th July, 1999.

The Academic Council confirmed the meeting of the Academic Council held on 6th July, 1999.

Item No.2: Computer course(s) for students not exposed to computers.

It was decided that the institutions may be allowed by the University to start non-formal certificate / diploma courses in computer education. The following committee was constituted to discuss various modalities :-

1. Dr Naresh K Gupta, Adviser (Academic & Planning) to V.C. PTU
2. Dr H S Sagar, Principal, REC Jalandhar
3. Dr J K Sharma, Principal, BCET, Gurdaspur
4. Dr Ashwini Kumar, Principal, Adesh Instt of Engg & Tech Faridkot
5. Dr G S Walia, Mata Gujri Institute of Mgt & Higher Education, Fatehgarh Sahib

It was decided that there will be flexibility in the system so that the institutions can issue the certificates and can also take decision regarding the contents of the courses and the fee. The institution may divide the revenue between the institution, to the faculty and PTU. The committee will decide the proportion of revenues to be thus shared.

Item No.3: Using advanced machines available with the ITI's and Polytechnic institutions

It was decided that institutions will make plans for using advanced machines available with ITS's & Polytechnics in Punjab.

- i) The University shall obtain a list of the equipment available and should circulate it amongst various institutions;
- ii) The institutions will intimate their requirement and plan for utilizing all the resources. The University shall then prepare a utilization scheme;
- iii) This scheme shall then be sent to the State Government for approval and implementation;.

Item No.4: Conduct of odd semester exams by colleges

There is a consensus that efforts should be made to reduce the work load of the University and the following committee was constituted to consider various alternatives of sharing examination load between the University and the institutes:-

1. Dr R C Bahl, Principal, SBS CET Ferozepur
2. Dr S C Kapur, Principal, GTBK Instt of Engg & Tech Chhapiawali (Malout)
3. Dr C B Kukreja, Principal, IITT Engineering College, Pojewal
4. Dr D S Kumar, Principal, SUS CET Tangori

The committee shall submit its report within 2 months.

Item No.5: Starting of M E programmes at Guru Nanak Dev Engg College, Ludhiana

The Academic Council ratified the decision taken by the Vice-Chancellor for approving the admission of the students admitted over and above the sanctioned strength, as a one

time exception on the condition that 90% of the fee charged be paid to the University. However, the Vice-Chancellor agreed to the suggestion that in case the number of seats falls below the duly sanctioned strength, the fees which are now claimed by the University shall be refunded to the GNDEC Ludhiana.

Item No.6: University Faculties

The Academic Council agreed in principle to the proposal for co-opting Professors from the existing faculty from the colleges located at or near Jalandhar to work as Dean on part-time basis. The co-opted members will help the Vice-Chancellor on day to day academics matters while continuing working as Professors at their parent departments. The Faculties to be so staffed will be:

1. Engineering and Technology
2. Information Technology
3. Sciences and Humanities
4. Management

Item No.7: Replacement of Common Entrance Test (CET) by All India standardized tests

The Academic Council approved the proposal to join National Education System for tests being started by the Govt of India. PTU should join w.e.f. the admission year 2001-2002.

The Academic Council also decided that weightage for the NEST should be 50% and 40% should be allocated to qualifying exam. I.e. 10+2 scores, 10% be allocated to extra curricular activities. Criteria for allocation of marks for extra curricular activities will be well defined in advance and adequate publicity will be given to the scheme as soon as possible. The scheme should be common admission for all institutions located within the State of Punjab.

Item No.8: To allow 2 yrs certificate holders of SLIET to appear in CET

The Academic Council recommended that the candidates who have passed certificate course from SLIET and / or from other ITI's of Punjab or Diploma courses from SLIET & other Polytechnics of Punjab may be considered eligible to appear in the entrance test for admission to Undergraduate Engineering programmes and Bachelor in Computer Applications programme provided they have passed Matric / 10+2 in the Science stream.

Item No.9: Criterion of attendance:

It was decided that status-quo with regard to criteria of attendance may be followed. On a suggestion from the Vice-Chancellor, it was also decided that the Vice-Chancellor should have no power to condone shortage of lectures.

Item No.10: Introducing a course concerning communication in Punjabi

The item was deferred for the time being.

Item No.11: Revision of Academic Calendar for the year 1999-2000

The Academic Council decided to approve the academic calendar for the year 1999-2000 as under:-

	Existing	Revised
Session Commences	10.1.2000	24.1.2000
Teaching	10.1.2000 – 22.4.2000	24.1.2000 – 28.4.2000
Preparatory Holidays cum Practical	23.4.2000 – 5.5.2000	29.4.2000 – 7.5.2000
Theory Examinations	6.5.2000 – 27.5.2000	8.5.2000 – 31.5.2000
Summer Vacation/Practical training	28.5.2000 – 6.8.2000	1.6.2000 – 31.7.2000
New Session starts	7.8.2000	7.8.2000

Item No.12: Counting of Equivalence subjects marks of 1996 batch students

The Academic Council approved the counting of Equivalence subjects marks of 1996 batch students relating to GZS CET Bathinda, as per PTU. Letter No. 05.01.00.735-736 dated 15.10.1999.

Item No.13 to 18: The items could not be discussed due to want of time.

Item No.19: Holidays in the Institutions affiliated to PTU for the year 2000

It was decided that for the month of January, February and March, 2000, the holidays may be observed on the pattern of last year because the State Government has not approved the proposal recommended by the Academic Council in its last meeting. For the remaining months, the University will finalize the list of holidays in due course of time.

The remaining agenda could not be discussed for want of time and it was decided to defer it to another date to be decided by the University.

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

Annexure - II

Inspection of ISF College of Pharmacy, Moga for Affiliation - Minutes of Inspection Committee

Inspection Committee constituted by P.T.U. consisting of

Dr.A.K.Srivastava
Dr.V.K.Kapoor
Dr.Sadhu Singh
Dr.Naresh K.Gupta

Visited the college premises at Moga and inspected the existing and planned facilities at the site with specific reference to the discrepancies pointed out by the previous committee on 28.10.99. The inspection was conducted on 17.02.2000 starting 11.30 a.m.

1. Library facilities have been updated by adding 200 books to the existing 132 books covering subject taught in the 1st year of B.Pharma course.
2. New audio-visual aids have been added as per recommendations of the previous inspection committee. The same were verified from the stock register.
3. New equipment viz U.V.Spectro photometer, temperature controlled water bath, sodium lamp, BOD incubator and other equipment, have been purchased and ready for use.
4. Lecture rooms have been renovated by adding dias for teacher, block board. Hanging tube lights and teacher's projection table.
5. Toilet facilities for boys and girls have been updated and improved.
6. Institution displayed keen interest in improving the instructional facilities for B.Pharma course.

The Committee interviewed the staff and physically verified the store room, office, gas plant, animal house, medicinal plant garden and computer facilities and found them as good starting infrastructure.

The committee recommends provisional affiliation for one year.

CONTENTS

1. Different Type of Courses & No. of Seats. (Min. & Max.)
2. Outline of Suggested Courses and Their Fee Structure
3. Detailed Syllabi of Courses
4. Proposed Income & Expenditure
5. Infrastructure
 - Computer Centre/Class-rooms
 - Computers
 - Books

Different Type of Courses & No. of Seats

Duration of course	No. of Seats	
	Max.	Min
1. Module-I (Six Months Certificate Course) One Semester	40	20
2. Module-II (Six Months Diploma Course) One Semester	40	20

3. TIME

3 p.m. To 5 p.m.

5.30 p.m. to 7.30 p.m.(Can be adjusted according to convenience)

Outline of Suggested Courses and Fee Structure

A. Fee Structure

- (i) Tuition Fee(Institute)Each Semester
- (ii) Registration Fee(University)
- (iii) Examination Fee(University)Each Semester

8000/-	7000/-	10000/-
10000/-	7000/-	15000/-
	5000/-	7500/-

Conf. 1 Duplicate

B. Working/Teaching schedule

- (i) One Semester (Teaching/Lab Work) 14 to 16 weeks
- (ii) Admission/Examination and Preparatory Holidays 06 to 08 weeks
- (iii) Minimum Working Hrs. 210 Hrs.

MODULE-I

Six Months Certificate Course

(Certificate to be awarded by the Institution)
Admission Eligibility : 10+2 & Above

Subjects :

- 1. Communication skill T(30)
- 2. Introduction to Computer Fundamentals T(08)
P(12)
- 3. Windows P(20)
- 4. Ms-Office 2000 P(25)
 - Word
 - Excel P(25)
 - Power Point P(15)
 - Access T(15)
P(15)
 - Binder P(15)
- 5. Introduction to INTERNET T(10)
- 6. Foxpro T(10)
P(10)

MODULE-II

Six Months Course

(Diploma to be awarded by J.T.U.)
(After Completion of Module I and Module II)
Admission Eligibility :- 10 + 2/ Graduation and having studied/ passed Module I

Subjects :

- 1. Communication skills T(30)
- 2. Programming in C T(25)
P(25)
- 3. Programming in Oracle T(10)
P(15)
- 4. Accounting Package T(20)
P(15)
- 5. System Analysis and Design T(15)
- 6. UNIX T(10)
P(20)
- 7. Project (using C or Foxpro) P(30)

SYLLABI DETAILS FOR MODULE - I

1. Communication Skills

- Aims:-**
1. To develop the four language skills – reading, writing, speaking and listening – with a view to enabling the students to receive and pass on information in a more effective manner and to interact with others.
 2. To develop and improve the command over the language and to inculcate among the students the habit of using correct English.
 3. To expand vocabulary and to enable the students to communicate with others correctly.

There will be one written paper of 70 marks. Viva-Voce : 30 marks (Including Scrap Book)

- | | | |
|-----|--|------------|
| (f) | Written paper . | (70) marks |
| Q1 | A Composition with an alternative choice based on the information and ideas provided. A situation and the purpose of the composition will be specified. The candidate's ability to handle the language appropriately in the context of the given situation will be tested. | (10) |
| Q2 | A business letter with an alternative choice concerning sale/purchase, claim and adjustment, inviting quotations or applications for jobs. | (10) |
| Q3 | Glossary of Computer Terminology Terms.
ADDRESS, APPLICATION PROGRAMS, ASCII, ASSEMBLER, ASSEMBLY LANGUAGE, BACKING UP, BASIC, BATCH PROCESSING, BINARY NUMBER SYSTEM, BIT, BOOTING, BYTE, CPU, CHARACTER, COBOL, COMPILATION, COMPILER, CURSOR, DATA BUS, DISK, DISK ACCESS, DISK DRIVE, DISPLAY, DOS, DMP, ECHO, FILE, FORTRAN, FUNCTION KEYS, GOTO, HARD DISK, HARDWARE, INTERPRETATION, INTERPETER, I/O DEVICES, KEY BOARD, KILOBYTE, LSI, LAN, MB, MACHINE LANGUAGE, MAIN FRAME, MEMORY, MONITOR, OS, PASCAL, PERIPHERAL, RAM, RECORD, ROM, SCREEN, SCROLLING, SEARCH, SOFTWARE, SORT, SOURCE CODE, SPREADSHEETS, SYSTEM SOFTWARE, UNIX, USERFRIENDLY, VOLATILE MEMORY, WINDOWS, WORDPROCESSOR | (10) |
| Q4 | Comprehension of a given passage. Candidates will be required to answer five questions given at the end of the passage. They will also be asked to give in English the meanings of 5 words from the passage and also to use them in sentences. | (10) |
| Q5 | Taking notes from a given paragraph. The candidates will be given a paragraph of 250-300 words. They will be required to show the comprehension of the contents by taking brief notes in outline form. | (5) |
| Q6 | Grammar :
Transformation, word building, one word substitution, correction, use of tenses. | (15) |
| Q7 | Translation of a running passage from the vernacular into English. | (10) |
| (f) | Viva-Voce test including preparation of a scrap book /Group discussion: | (30) |

The candidate will be required to prepare a scrap book with cuttings of important or catchy news items from English news papers/Magazines to develop their reading habits. It will carry 10 marks

A Viva-Voce will be conducted to test the candidate's command over spoken English. (20)

2.Windows

- Basic concepts of Windows-98
- Introduction to latest version
- Advantages of Windows over DOS
- Dialogue Boxes
- Moving , Scrolling,Resizing,Minimizing ,Maximising
- Window Explorer
- Files
- Disks
- Creation & Deletion of new applications & Groups
- Moving & Copying of icons
- Control Panel
- Accessories

Suggested Readings:-

1. Windows-98 Developer's handbook by Ezzell,B
2. Windows-98 Training Guide by Schwartz
3. Windows-98 Complete by Sybers
4. ABC of Windows-98 by Crwford,s

2. Introduction to Computer Fundamentals

- Different parts of a computer
- Working of a Computer
- Different type of H/w & S/w
- What is an OS
- Various functions performed by DOS
- File naming concepts
- Wild Card Characters
- Internal & External DOS commands
- Concepts of files & Directories
- Batch files
- Role of Autoexec^cBat & Config.Sys
- DOS editor

Suggested Readings :

- | | |
|--|--------------|
| 1. Fundamentals of Computer | P.K.Sinha |
| 2. Fundamentals of Computer | V.Rajaraman |
| 3. Computer Fundamentals & Problem Solving | P.S.Grover |
| 4. Introduction to Computer | Peter Norton |

3 IS-Office-2000

- Word

Loading & Saving files , Editing & formatting features\

Bold ,Italic ,underline the text

Superscript,subscript ,Change of text size and fonts

Page setup & margins , transfer of files, Print preview

Different options like spell check/autoformat/mailmerge

Insertion & deletion of tables (rows & columns)

- Excel

What are cells ,rows, columns

Worksheet, workbook , cell refrence, menus

Data types , characters, Numeric , date

Entering data and formula in a cell

Editing cell ,Deleting data , autofill , using drag & drop

Formatting data with the formats

Changing date & text formats

Inserting rows , columns cells

- Power Point

Creating overview of Power Point

Creating Presentstion & Slides

Drawing & Adding Clip Art on to Slides

Working with organisation column Pie Chart

Importing & Exporting Charts

- Access

Concepts of Database , Programming , Creating a report

Suggested Readings

- | | | |
|--|----|---------|
| 1. Ms Office 97-No-Experience Regd. | by | Courtr |
| 2. Mastering MS Office 97 Professional | by | Moseley |
| 3. ABCs of MS-Office 97 professional | by | HART |
| 4. MS-Office 2000 No Experience Required | by | Courtr |

roduction to INTERNET

- . What is a Network
- . Different types of N/w
- . What is a INTERNET & Intra-Net
- . World Wide Web
- . E-mail

Suggested Readings :-

1. Computer Networks by Andrew S.Tannenbaun
2. Internet for Every one by Leon & Leon
3. Internet Complete Refrence by Harley Haun
4. Internet -Basic refrence from A-Z by Falk
5. ABCs of MS-Internet Explorer by Ross

5. Fox Pro

Create DBF files

Modify Structure

Commands relate to DBF

Indexing , Sorting

Set relation for Multiple files

Create Window

Create Pop up Menu

Create Radio buttons, check boxes

Create Report , Screen ,Labels.

Programming techniques using Fox Pro

Suggested Readings:-

1. Foxpro 2.5 made Simple by Taxali
2. Foxpro 2.5 for Windows at a Glance by Nesbitt
3. PCLL- Teaches Foxpro for windows by PCLL
4. Programming Foxpro2.5 & 2.6 by Liskin

1. Communication Skill

- Aims:-**
1. To develop the four language skills – reading, writing, speaking and listening – with a view to enabling the students to receive and pass on information in a more effective manner and to interact with others.
 2. To develop and improve the command over the language and to inculcate among the students the habit of using correct English.
 3. To expand vocabulary and to enable the students to communicate with others correctly.
- There will be one written paper of 70 marks. Viva-Voce : 30 marks (Including Scrap Book)

(I) **Written paper :****(70) marks**

There will be one question on the prescribed text book 'English Through Reading' Vol I published by the Macmillan Company of India.

- Q1 (a) Short notes (50 words each) showing textual knowledge of the different chapters of the prescribed text book. Five out of eight short notes to be attempted. (10)
- (b) Short answer's (15 to 25 words each) to any ten of the thirteen questions given at the end of the chapters in the prescribed text book. (10)

Q2 An essay on any one of the four current topics. The candidate's ability to handle the language appropriately should be given credit. (10)

Q3 Glossary of Computer Terminology. (10)

ADAPTER BOARDS, ANALOG SIGNAL, ASYNCHRONOUS TRANSMISSION, USER MEMORY, BAUD RATE, BI-DIRECTIONAL PRINTER, BOARD, BUFFER, BUG, BBS, CHIP, CODING, CGA, COMPUTER CONFERENCING, CRT, CRASH, CUT-AND-PASTE, DATABASE, DBMS, DATA COMMUNICATION, DATA ENCRYPTION, DATA INTERCHANGE FORMAT, DATA STRUCTURE, DATA VALIDATION, DEBUGGING, DEFAULT SETTING, DIGITAL SIGNAL, DIRECT ACCESS, DISPLAY ADAPTER, DOCUMENTATION, DOWNLOAD, EDIT LINE, EIGHT BIT CHIP, ELECTRONIC SPREADSHEET, EPROM, EXPANSION SLOTS, FIELD, FILE MANAGEMENT, FILE MANAGER, FIRMWARE, FOOTERS, FORM, AT LINE, FULL DUPLEX, GLOBAL CHARACTER, HALF DUPLEX, HAND SHAKING, HEADERS, HIERARCHICAL STRUCTURE, INDEX FILE, INTEGRATED CIRCUITS, INTEGRATED PROGRAMS, INTERACTIVE QUERY, INTERFACE, I/O CHANNELS, I/O PORTS, LETTER QUALITY PRINTER, LINEAR STRUCTURE, MAIL MERGE, MASS STORAGE, MASTER FILE, MENU, MICRO PROCESSOR, MINI COMPUTER, MODEM, MONOCHROME ADAPTER, MOTHER BOARD, MULTITASKING, NETWORK, NETWORKING, OFFLOAD, ON LINE DATABASE, PAGINATION, PARALEL INTERFACE, PARALLEL TRANSMISSAION, PIXEL, PLOTTER, PROM, QUERY LANGUAGE, RS-232, SEQUENTIAL ACCESS, SERIAL INTERFACE, SYNCHORONUS TRANSMISSION, SYSTEM BOARD, TELECOMMUNICATION, TERMINAL, TIME SHARING, TRANSACTION FILE, TRANSISTOR, USER MEMORY, UTILITIES, VLSI, WORD WRAP

Q4 Comprehension of a given passage. Candidates will be required to answer five questions given at the end of the passage. They will also be asked to give in English the meanings of 5 words from the passage and also to use them in sentences. (10)

Q5 Grammar :
Correction of Sentences, Use of idioms and phrases into sentences, Transformation, One word Substitution. (15)

Q6 Translation of a running passage from the vernacular into English. (5)

(II) **Viva-Voce test including preparation of a scrap book/Group Discussion :** (30)

The candidate will be required to prepare a scrap book with cuttings of important or catchy news items from English news papers/Magazines to develop their reading habits. It will carry 10 marks.

A Viva-Voce will be conducted to test the candidate's command over spoken English. : (20)

Programming in C

- Introduction to Programming
- Concepts of variables , Constants and Data types
- Different operators available in C
- Expressions
- Input & Output statements
- Control Structures
- Functions- user defined return statements , break & control recursion
- Arrays : one & two dimensional , string functions
- Structures : enumerated data type, structures of function parameters
- Pointers : pointers & arrays , pointers to structures

Suggested Readings :

1. Programming in 'ANSI C' by E. Balaguruswamy
2. Let us C by Yashwant Kanetkar
3. Programming in ANSI C by Ram Kumar
4. C- IN Depth by Srivastava

Oracle :

- Introduction to Oracle
- Create Table Command
- Modifying Structure of Tables
- Insertion and updation of data into tables
- Deletion Operations
- Different forms of SELECT command
- Data constraints
- Remaining columns
- Logical Operators, Range Searching, Pattern Matching
- Grouping Data form Tables in SQL
- Manipulating Dates in SQL
- Indexes
- Views
- Joins
- Subqueries
- Triggers
- Cursors

Suggested Readings :-

1. Oracle 7 Complete Reference by Ivan Bayross
2. Oracle 7 Complete Reference by Oracle Press
3. Oracle : DBA Handbook by Loney
4. Oracle : The Complete Reference by Koch

Accountancy

- Introduction to financial accounting
- Journal
- Ledger
- Subsidiary books
- Trial Balance
- Final accounts(with adjustments) for a sole proprietor organization
- Financial Management
- Ratio Analysis
- Fund flow
- Cash flow analysis
- Tally Software

Suggested Readings :-

1. Double Entry Book-Keeping & Accounts by R.C.Chawala
2. Management Accounting by R.K.Sharma
3. Advanced Accounts by M.C.Shukla & I.S.Grewal
4. Management Accounting by Pasricha

System Analysis and Design

- Definition of system
- System Development Life Cycle
- Feasibility Study
- System Analysis
- Tools of System Analysis
- System Design
- Implementation Planning & Control
- System Control & Quality Assurance
- Hardware & Software selection

Suggested Readings :-

1. System Analysis & Design by E.M.Awad
2. System Analysis & Design by Silver G.A., Silver M.L
3. Structure System Analysis & Design by Gane & Sarson

- Introduction to UNIX
- Features of UNIX system
- components of UNIX
- Files & Directories
- Vi-Editor
- Pipes , Tees & Filters
- UNIX utilities (Grep , Sed , Awk)
- Shell Scripts
- Processes
- Memory Management
- File & Directory
- Security

Suggested Readings :-

- | | |
|-------------------------------|-------------|
| 1. Working with UNIX | by Mukhi |
| 2. Peter Norton Guide to UNIX | by Norton |
| 3. Understanding UNIX | by Bootle |
| 4. UNIX for You | by Koparkar |

Course Fees

Estimated with 20 students in each course

M - I One batch for one Semester $20 \times 8000 = 1,60,000$

M - II One batch for one Semester $20 \times 8000 = 1,60,000$

Part Time Faculty & Supporting Staff

(i) Director-Principal	Rs. 2000/-p.m.	01	24,000
(ii) Coordinator	Rs. 1000/-p.m.	01	12,000
(iii) Part Time Lecturers	Rs. 150 per lecture	210 x 150	31,500
For Practical	Lecturer Rs. 75/- Operator Rs. 75/-	210 x 150	31,500
Clerk/Restorer	Rs. 1200/-p.m.	01	14,400
Peon	Rs. 600/-p.m.	01	7,200
Menial Staff			10,000
Electricity & other Administrative Expenses			30,000
			Total Expenditure
			1,60,600

Total Income 3,20,000

(C) Funds available for infrastructure development

Total Income 3,20,000.00

Honarium & Adm. Exp. 1,60,600.00

Funds available 1,59,400.00

(D) University Charges

(i) Registration fee Rs. 1000 for each student $20 \times 1000 = 20,000$

(ii) Examination fee Rs. 500 for each student for Module - I $20 \times 500 = 10,000$

(iii) Examination fee Rs. 500 for each student $20 \times 500 = 10,000$

Infrastructure

1. Computer Centre/Class Rooms :- Two
2. Computers :- 12 to 15 Computers (Pentium & above) in two labs.
Connected with Internet
3. Books :- Separate Library-cum-Clerk office with 500 books

Examination & Evaluation Procedures Committee

Academic Council in its meeting on Dec. 24, 1999 while deliberating on Item 4 of its Agenda, i.e. "Conduct of odd Semester Exams by Colleges" came to the conclusion that the examination & evaluation procedures be so revised that the impact of its work-load on the Examinations & Evaluation Procedures with members as below was constituted: -

1. Dr. R.C.Bahl Principal, SBS College of Engg. & Tech., Ferozpur.
2. Dr. S.C. Kapoor Principal, G.T.B.Kh.Inst.of Engg. & Tech., Malout-
Chairman
3. Dr. ^{C.B} R.C. Kukreja Principal, IIT Engg. College, Pojewal.
4. Dr. D.S. Kumar Principal, S.U.S. College of Engg. & Tech., Tangori.

A working paper on various issues which may reduce the examination work-load and improve the proficiency of University was generated. In various meetings these issues were deliberated and the Committee has finally come up with the following recommendations.

AA Setting of Question Papers.

The University may ask three Senior Teachers from the University Colleges with a minimum of 5 Years of teaching experience who are already teaching or have taught that particular course twice to Set a Question Paper alongwith Model Solution (with detailed break up of marks for correcting Answer Scripts). University may also obtain a Fourth Question Paper with Model Solution from an External Paper Setter. University shall procure the list of Internal Paper Setters meeting the laid qualifications through the Principals of all the Engg. Colleges. The Board of Studies shall recommend the list of the probable External Examiners.

To cover for obtaining the Question Papers with Model Solutions the Committee recommends appropriate increase in the remuneration for the Paper Setters.

Out of the 4 Question Papers obtained as above the Registrar / Controller of Examinations shall pick one and that shall become the Question Paper for that subject.