

PTU/Reg/250-1

K.K. Dhali  
Registrar

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### AGENDA ITEMS

# PUNJAB TECHNICAL UNIVERSITY JALANDHAR

AGENDA FOR THE FIRST MEETING OF THE  
BOARD OF GOVERNORS  
TO BE HELD ON  
19TH AUGUST, 1997 AT  
PUNJAB RAJ BHAWAN, CHANDIGARH

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Item No. 1: ESTABLISHMENT OF PUNJAB TECHNICAL UNIVERSITY — A STATUS REPORT

### AGENDA ITEMS

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**Item No.1 : ESTABLISHMENT OF PUNJAB TECHNICAL UNIVERSITY —A STATUS REPORT**

1. Technical Education system has undergone sea change through the years. In the early part of this century, it was common for technical education to interface class room theoretical instructions with hands-on exposure on the shop floor of the relevant subjects taught. This was properly termed as a thin -sandwich.

The scientific explosion caused by the technical up-gradation and modernisation in all branches of engineering through the second World War, resulted in a change in the pattern of technical education, more especially in United States, which witnessed the strongest scientific development. A greater accent was placed on teaching the scientific aspects of engineering disciplines and practical exposure was significantly reduced and even eliminated. This pattern came to be followed in U.K. and in our country also. After about 25 years there was a realisation that the exclusion of exposure to real life situations and practices pertinent to various engineering disciplines was infact hindering the developmental aspects in so far as products and process are concerned, which are the heart of industry .

There has been a review of the engineering curricula in the graduate engineering institutions in U.K., and more recently in U.S., to revert to providing adequate exposure in industry as part of under graduate instructions. In India also there has been a well-nigh acceptance of its necessity in the technical education field. The Committee nominated in 1995 by the Minister of Human Resource Development to review the higher technical education system with special reference to IITs, and which included academia, Technocrats, and Captains of industry to obtain a synergetic review, has recommended for a reversion to sandwich type engineering courses curricula.

2. Nearer home in the State of Punjab, the Technical Colleges were severally affiliated to the three general Universities obtaining in the State, namely G.N.D.U. Amritsar, Punjabi University, Patiala, and Punjab University Chandigarh. This situation did not permit a coordinated focus on all matters relating to technical education in the State

and infact the requirements of the Colleges, both in respect of academics and equipment, could not be dealt with in the priority that they deserve. The State is on the verge of a technology explosion and there is great anticipation of extensive inputs and investment flowing into the State. It, therefore, becomes imperative that the out-put of technical education system in the State be modernised and adequate focused attention paid to preparing a competent army of young engineers, with an understanding of modern technologies, materials and equipment, to be available to set up a highly professional industrial climate in the State.

3. It was in this background that the Govt. of Punjab took the historic decision of setting up a separate Technical University so that the challenges of imparting appropriate modern Technical Education can be addressed centrally, and requisite inputs provided to meet the requirements of the future. This is in line with the national thinking. Many States have already set up Technical Universities e.g., Tamil Nadu, Andhra Pradesh, Maharashtra, Karnataka, U.P. The latest to join is the neighboring State of Haryana. Punjab Technical University has been established at Jalandhar through an act of the State Legislature. A copy of the Punjab Technical University Act 96 is placed at Annexure-I (pages 1 to 14). The aims of the University can best be described as :

"The Punjab Technical University is being set up, recognising that the future growth and prosperity of the people of the State of Punjab in the globally competitive technological society of the 21<sup>st</sup> century, will depend on the quality and caliber of the students coming out of the portals of the technical institutions of the State.

While bringing all the engineering colleges and other technical institutions under one umbrella, the Punjab Technical University will evolve modern and updated curricula, introduce new methods of teaching and learning and undertake research and development to meet the challenges of the future technological society"

4. These broad aims have been enlarged upon in the following objectives :
  1. To provide Academic Umbrella to all the Engineering Colleges in the State as well as Centres of the University.

2. To impart PG level quality education in emerging and front ranking areas of Engineering, Technology and Applied Sciences.
  3. To develop technologies suited to the Indian environment and to ensure technology transfer to the industry.
  4. To keep pace with the fast changing developments in the technology innovations, particularly in the emerging technological areas of Metal Alloys and Superconductors, Advanced Semi-Conductor Devices, Digital Imaging, High Density Data and Storage, High Performance Computing, Opto-Electronics, Artificial Intelligence, Bio Technology, Aquatic Bio Resource Technology, Medical Diagnostics and so on.
  5. To make Engineering education more practical and application oriented, in tune with the industrial culture and ethos, and industrial environment.
  6. To organise programmes of continuing education in the field of Engineering and Technology for skill up-gradation of working personnel in both Technical and Non Technical sectors for industry and other user organisations.
  7. To carry out research works in various fields of Engineering and Technology, with special stress in areas of rural development and rural technology suited to the needs of the State.
  8. To develop and maintain active liaison with industry of the region, particularly in the small scale and medium sectors.
  9. To provide consultancy services in technical problem solving and other allied areas.
  10. To provide testing facilities (Chemical / Physical testing) for materials/products and other service facilities for the benefit of small scale and medium scale industries of the region, which will help in facilitating resource generation.
5. Some of the actions initiated by the University in pursuance of the above objectives are given in the succeeding paragraphs.

### Common Entrance Test

1. The Government entrusted the conduct of the Common Entrance Test for admission to the 1997-1998 academic session of the Undergraduate Engineering Programmes in Punjab to the Punjab Technical University. Pursuant to this, a Cell was set up and a detailed programme indicating the target dates for various milestones, was drawn up.
2. The University received upwards of 10500 applications for admissions to the test. The work of documenting the applications and issue of roll numbers was done adopting computerisation.
3. The entire work of the common entrance test was dealt with through the series of computer programmes. This is a leap forward to ensure fool proof documentation and total transparency in the conduct of the test. Even at the stage of counselling the individual applicants, in order of merit, an elaborate and sophisticated package was utilised so that each candidate, in turn, can identify the seats available for making a choice, both in respect of location and discipline. The use of the computer software packages resulted in significant speeding up of the work of counselling and positioning of individual candidates.

### Curriculum Development

1. The present curriculum provides for post semester eight week slot for attachment to industry. This exposure remains of a casual nature, because neither is the industry selected and specified, nor is the result of the training reflected in the over all assessment of the students. It is the consensus that such a casual exposure does not provide the student the requisite understanding of the shop floor realities

and, in fact, the presence of the student, more often, than not is perceived as a liability by the shop management.

2. In view of the accepted necessity of a more meaningful interface with industry as a part of the degree curriculum, and in consonance with contemporary practices in Engineering Institutions in the more developed countries it was agreed at a meeting of the Principals and Senior Faculty that a full semester may be set aside for this exposure, to transform the curriculum into what is popularly termed as a 'Thin Sandwich' or 'Co-operative' course. Of course this will require a determined effort to locate the requisite placement in industry and this work is proposed to be taken up shortly.
3. During the revision of the curriculum it was also considered desirable that the Foundation or Core Courses for the various disciplines of Engineering, where the Basic Sciences and other fundamental inputs are taught, could be developed into a common course for the first two semesters. This would facilitate both the teaching and the examination process, since all students in first two semesters could be evaluated with a single set of question papers. TTTI, Chandigarh was given the assignment for developing such a common course after the general contents were established in consultation with the 'Co-ordinators' nominated for review of each individual discipline. The Common Course Curriculum for the first year has already been finalised.
4. Each discipline is being reviewed by a Curriculum Development Committee which consists of senior faculty members and a few distinguished Technocrats and Industrialists connected with the discipline, in order to receive and incorporate the user's point of view. It is proposed that these committees will be formalised as "Boards of Studies" for each discipline for continuous interaction with industry and quick review of curriculum as may be required.

#### REGULATIONS

The Regulations in important subjects have been prepared and these are being brought before the Board as a separate item.

Est B.O.G.  
19/8/97

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## Affiliation

1. The University will be undertaking affiliation and accreditation for the various Technical Colleges and Management Institutions. For this purpose comprehensive Affiliation Rules have been developed and finalised in consultation with the Principals of the presently operating Colleges, through a series of meetings. These would be finalised in the form of regulations.
  2. Currently, in January 1997, the All India Council for Technical Education circulated revised guidelines and date wise programme for dealing with requests for Affiliation of new Institutions, as well as for starting of new courses and increase in seats of courses already in position in existing colleges. The guidelines enjoin a preliminary inspection and report leading to assessment for the general acceptance of applications with regard to the status of the applicant, past experience in operation of similar Institutions and evidence of financial capabilities, which will lead to issue of "Letter of Viability".
  3. Pursuant to these guidelines a large number of applications numbering more than 25 from Institutions within and outside the State have been received for evaluation. In spite of very short time at our disposal, the University was able to organise the necessary inspections and follow-ups, and make reports available in time for consideration by the AICTE. Comments & recommendations were also provided to the Directorate of Technical Education.
- Necessary follow up action including inspections were arranged and each case shall be brought before the Board for grant of affiliation after meeting all the requirements. Three Engineering Colleges and two Management Institutions have been identified for affiliation.

## REGULATIONS

The Regulations in important subjects have been prepared and these are being brought before the Board as a separate item.

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## Development of Infrastructure

### Land And Buildings

The action to develop infrastructure has also been included as action

As indicated in the Project Report, the University Campus is envisaged to cover about 200 acres of land, which have to be acquired. Action for acquisition of the first block of 52.4 acres has already been finalised and it was expected that possession would be taken immediately on physical receipt of allotment of Rs. 166.40 lacs, sanctioned for the purpose. Regrettably the money was not finally released during the last financial year and efforts are under way to obtain this urgently now. Revenue identification of the balance land, contiguous to the first block, has been completed, and the papers made over to PUDA for further action. Pressure will be maintained to complete formalities for this acquisition as early as possible and allocation of funds requested for.

has been undertaken so that the site can be made available as soon as possible

In the meantime, the State Govt. is reviewing the matter and is considering the proposal to transfer 125 acres of land on the Kapurthala road which was earlier acquired for Air Port and due to dropping of that proposal, this land is proposed to be utilised for setting up of Punjab Technical University.

However, it is very essential to take a final decision at the earliest about the location of the University and to take possession of the land because only then the development work can start in the real earnest.

In the mean time applications for short listing of Architects for development of the Master Plan for the University Campus have been called for through advertisement. Thereafter short listed Architects will be called for interview with a Committee, to make a final choice of the Architect to be entrusted with the job.

During preliminary discussions with the Principals of the Colleges and other agencies it was noted that there is a lack of attraction and interest in the work while it is mostly the other way round in other parts of India and the world. With a view to enhancing the attraction and interest in the work, an agency has been set up to work with the University Commission, US and German agencies, to develop the campus. The developed campus will have a high standard of infrastructure and services which will be a great attraction for the students.

### Development of Infrastructure

The action to develop infrastructure has also been initiated as under :

1. Space for Camp Office has been obtained from the Regional Engineering College measuring approximately 400 Sqr. Mtrs, for use by the University till such time as the Campus is developed.

Tenders for Civil Works and Preparation Work for Computerisation were called. After technical check and negotiation, the work was allotted and it is expected to be completed by the end of August 97.

In the mean-while an exercise to procure furniture and fittings and Computer equipment has been undertaken so that the office can be made operational as soon as the renovation is completed.

2. Sh.K.K.Dhir, former Registrar of REC, Jalandhar, joined as Registrar on deputation basis on 28.04.97.
3. Action is under way to constitute the Academic Council of the University. This work is presently being carried out by constituting an ad-hoc committee of Principals and Senior Faculty to deal with the immediate work in hand.

### General

1. During preliminary discussions with the Principals of the Colleges and other academia it was noted that there is a lack of interaction with outside agencies, both within the industry and sister organisations in other parts of India and the World. With a view to encouraging interaction and exposure to outside agencies, we have been in touch with the UK High Commission, US and German embassies which represent the cream of the developed countries. We have also been in touch with user industries and agencies within the country to provide similar exposures.

During discussion with the British Council Division of the UK High Commission it was learnt that a specialist Professor in Manufacturing Engineering from the University of Manchester was visiting in connection with a symposium in South India. Advantage was taken of his visit and a presentation arranged at the Council office on 12.1.97, where Professor Ashok K.Kochar, Lucas Professor of Manufacturing Engineering at the University of Manchester spoke on "What is going on in Developed Countries regarding Technical Education". The lecture was highly informative in respect of the various linkages and mechanisms that have been developed by Universities in UK for dissemination of R & D effort for industry usage, and forging joint ventures with Industry for Applied Research. The participants at the presentation were greatly benefited and indeed surprised at the attitudes being developed by the teaching fraternity to make positive effort to convert their knowledge into wealth for the nation.

Similarly, an invitation was arranged from the Indian Trade Promotion Organisation (ITPO) for a team of Principals and senior faculty from the Engineering Colleges of the State to visit the Indian Engineering Trade Fair -1997 held during February 9-14. Special visits were arranged to conduct the team through the halls of UK, Germany and important Indian Industrial establishments. This again provided an excellent opportunity for the Senior Academia to be exposed to the latest State-of-Art Technologies.

As a result of these visits a realisation of the advantages of exposures to the industrial market place has taken place and already there is a serious thinking by the Colleges about arrangements for providing such continuous exposure to the under-graduates.

2. The efforts to make collaborative connections with Universities in the UK has also been taken up at the level of Indo British Partnership Initiative (IBPI), which is an element of the Department of Trade and Industry of the UK Government. Preliminary meeting with the Chairman Sir Terrence Harrison, former Chief Executive of Rolls Royce and Dr.Amar Sabarwal who is Group Managing Director, Incharge of R & D of one of the largest Auto Component Manufacturers in the World, have been very encouraging and IBPI have shown considerable interest in

supporting a Faculty - Students Exchange Programme. This matter is being followed up vigorously.

3. Pursuant to the objectives of the University to set up Advanced Centres of Technology, and taking note of a suggestion made at the last Advisory Council Meeting by Sh. Chander Mohan, Vice Chairman and MD, Punjab Tractors Ltd (who is a member of the Council) it was decided that the University should immediately approach ICICI for a soft loan which may be available under the World Bank Scheme to support a programme for 'Modernisation of Technologies in Educational Institutions with specific focus on their linkages with Industry for commercial exploitation of R & D'. Accordingly, a Project Report for the setting up of an Advanced Centre for Information Technology was prepared in a record time of three weeks and submitted to ICICI. This will enable quick setting up of a nucleus Technology Centre. The matter is being pursued to take a soft loan for setting up this Centre.

#### 4. Interaction with Industry —

Recognising the urgent need for development of Industry - Academic linkages, the University has initiated a series of meetings with industry, beginning with the Hand Tool and Rubber Industries located in Jalandhar itself. These industries constitute a major component of the Industrial focus at Jalandhar.

Meetings and Seminars with the Rubber Goods Industry have highlighted and focused the urgent need for technological assistants to upgrade and modernise the equipment and processes, without which the industry is losing its competitive edge, specially in the foreign market where it has hitherto held sizeable share. There is urgent need to revamp the presently dilapidated Rubber Quality Marking Centre and Test Laboratory.

There is already a UNDP Project for converting this facility to a Polymer R & D Centre. The University will pursue this revival urgently, as it will subsequently fit into the proposal for the setting up of an Advanced Centre for Material Science and Engineering.

This is a resume of the initiatives taken ever since the establishment of the Punjab Technical University.

The matter is placed before the Board of Governors for deliberation / consideration.

- (1) Mr S.P. Shrivastava  
People on sabbatical - visiting  
Faculty from India etc.
- (2) Faculty going to India etc.  
during vacation.
- (3)

Prob. Reqn.

(1) Large gap between the perception and the process

(2) We have the best human material

(3) Network with IITs

Exchange of students within the country.

(4) Faculty - shortage - Encourage people for Master's degree.

Best people don't go for Master's offered to cooperate in student exchange programme to motivate them to serve as teachers

appears in the German in particular failed to attract bright Indian students not one student shows not he taken to him been trained as a teacher.

## Item No. 2      **NOMINATION ON THE FINANCE COMMITTEE**

According to Section 16 of the Punjab Technical University Act, 1996, the Finance Committee shall consist of the following persons namely :-

- (i) the Vice-Chancellor as Chairman;
- (ii) the Secretary to the Government of Punjab, Department of Finance;
- (iii) the Secretary to the Government of Punjab, Department of Technical Education and Industrial Training; and
- (iv) two members of the Board of Governors to be nominated by the Chairman of the Board of Governors.

Accordingly, two members of the Board of Governors are to be nominated by the Chairman of the Board of Governors on the Finance Committee. Since the Chairman, Board of Governors has not been nominated as yet, the Board of Governors may nominate two members out of the existing members on Finance Committee.

The matter is placed before the Board of Governors for consideration.

① Mr. S.P. Oswal

② Mr. Laloo

### Item No. 3 GRANT OF AFFILIATION

**Section 5(2) of the Punjab Technical University Act 1996 reads as under:-**

Notwithstanding anything contained in any other law for the time being in force, any college imparting technical education and situated within the limits of the area specified under sub-section (1) shall, with effect from such date, as may be notified in this behalf by the State Govt., be deemed to be associated with and admitted to the privileges of the University and shall cease to be associated in any way with, or be admitted to any privileges of the Panjab University, Chandigarh; Punjabi University, Patiala and Guru Nanak Dev University, Amritsar :

**Provided that : -**

- (a) any student of any such college affiliated to the Universities mentioned above before the said date, who was studying for any degree or diploma examination of the said Universities shall be permitted to complete his course in preparation therefor and the University shall hold for such students examination in accordance with the curricula of study in force in those Universities for such period, as may be prescribed by Regulations; and
- (b) any such student may, until any such examination is held by the University be admitted to the examination of the said Universities and be conferred the degree, diploma or any other privileges of those Universities for which he qualifies on the result of such examination.

In light of the above provision, the State Govt. affiliated all the Engineering Institutions earlier affiliated to the three Universities mentioned in para 'I' to Punjab Technical University, Jalandhar vide their Notification No. 37/93/97-5TE-II/3061 dated 26<sup>th</sup> June, 1997 (Annexure-II at page 15) w.e.f. 01.07.97.

**In addition to these institutions, there is a proposal to grant affiliation to the three newly established Engineering Colleges : -**

- 1) Shaheed Udham Singh College of Engg. & Tech., Tangori, Mohali
- 2) Adesh Institute of Engg. & Tech., Faridkot
- 3) Guru Teg Bahadur Khalsa Institute of Engg. & Tech., Chhapianwali (Malout)

The Admissions to these Colleges have already made on the basis of CET-1997. The proposal to grant affiliation to the above Institutions will be placed before the Board as soon as various formalities are completed.

The matter is placed before the Board of Governors for information.

#### Item No. 4 NOMINATION ON THE ACADEMIC COUNCIL

According to Section 15(2) of the Punjab Technical University Act, 1996, the Academic Council shall consist of the following members namely : -

(1)	Vice-Chancellor	Chairman
(2)	Pro-Vice-Chancellor	Member
(3)	Dean of Faculties	Members
(4)	Heads of the Departments / School of the Universities	Members
(5)	One Professor from each Department/Centre/School of the University other than the Heads of the Department/Centre/School by rotation	Member
(6)	Principal of all Colleges	Members
(7)	Two eminent Industrialists nominated by the Board of Governors	Members
(8)	Two eminent Technologists nominated by the Board of Governors	Members

Accordingly, the Board of Governors may nominate two eminent Industrialists and two eminent Technologists for a period of two years on the Academic Council.

The matter is placed ~~below~~ before the Board of Governors for consideration.

① ~~Prem Vrat~~ S.N. Maheshwari  
Dean, Under Graduate  
Studies

② Mr R.S. Khanda

③ V. & P.S.R.  
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**Item No. 5      ANNUAL ACCOUNTS OF PUNJAB TECHNICAL  
UNIVERSITY FOR THE YEAR 1996-97**

During the financial year 1996-97, Punjab Technical University received a grant of Rs. 45 lacs from the State Government. The audit of accounts has been conducted by Sh. A.K. Randeva, Chartered Accountant of Dr. B.R. Ambedkar REC, Jalandhar and his report is available at page at Annexure-III (pages 16-21).

According to section 23 of Punjab Technical University Act, the account of the income and expenditure of this University shall be submitted once in every year to the State Government for such an examinations and audit as the State Government may direct. The account when audited shall be published in the Punjab Government Gazette. Accordingly, the account for the year 1996-97, after approval by the Board, shall be sent to the State Government for necessary action.

**The matter is placed before to the Board of Governors for consideration.**

- (i) To help in maintaining quality of Engineering colleges affiliated to the University.
- (ii) To have close contact with the colleges with a view to help them in the selection of teachers and other matters.
- (iii) To assist the Engineering colleges to realize the full potential and in identification of colleges for autonomous status.
- (iv) To ensure close and cordial contact and into action between the faculty of the Central Campus of the Technical University and those of the affiliated colleges.
- (v) To review the inspection reports of the colleges submitted by the Government for opening new programmes or for strengthening in the existing programmes etc.

**A. Dean (Engineering Services)      Date: 21/04/97**

**And Respondent:**

- (i) To co-ordinate the work of existing colleges & institutes in relation to the students & their subsequent performance & evaluation.
- (ii) To co-ordinate with the work relating to Punjab School matters in the affiliated Engineering Colleges affiliated to the University.

## Item 6 CREATION OF POSTS

7  
Rs 80 lakhs

At present, the University is functioning with three officers namely the Vice-Chancellor, the Registrar & the Officer on Special Duty. Keeping in view the present work being done and the jobs to be undertaken in the near future, the following requirements have been identified, as per the justification given against each:—

### (1) Dean (Colleges) Scale: 5100-7300

4500 - 7300

#### *Job Responsibilities :*

- (i) To be a policy maker for the overall planning of affiliated Engineering Colleges and for their integrated Development;
- (ii) To advise the Technical University on matters relating to the development of affiliated colleges with regards to infrastructural facilities for raising the standard of teaching, research and training;
- (iii) To prepare perspective plan for the opening and development of new colleges to enable the University to take long term decisions.
- (iv) To evaluate and assess the impact of grants given by the AICTE/MHRD/UGC programmes to various Engineering Colleges affiliated to the University in regards to implementation of various projects;
- (v) To help in monitoring various AICTE/MHRD/UGC projects in various Engineering colleges affiliated to the University.
- (vi) To keep close contact with the colleges with a view to help them in the selection of teachers and other matters.
- (vii) To assist the Engineering colleges to realise the full potential and in identification of colleges for autonomous status.
- (viii) To ensure close and continued contact and interaction between the faculty of the Centers/Depths. of the Technical University and those of the Engineering colleges;
- (ix) To review the inspection reports of the colleges submitted by expert committees for opening new programmes of teaching/increase in the intake capacity of the existing programmes, etc.

### 2. Dean (Technological Services) Scale: 5100-7300

#### *Job Responsibilities :*

- (i) To co-ordinate the work of securing positions in Industries for Industrial training of the students & their subsequent monitoring & evaluation.
- (ii) To co-ordinate/supervise the work related to Practice School method to be adopted at Engineering Colleges affiliated to the University.

- (iii) Arranging Industrial exposure programmes for the faculty of Engineering Colleges at the reputed industrial houses in the country.
- (iv) Motivating the corporate houses in the country to visit Engineering Colleges for the purpose of campus recruitment & later co-ordinating the campus interviews in several disciplines and to obtain the feedback of industrial houses.
- (v) Arranging/co-ordinating the expert lectures from the Senior Executives of the industries for the benefit of the students.
- (vi) To involve the working professional of the industry in imparting academic inputs through framing of curricula and courses, inviting them for class room lecturers & development of labs, etc.
- (vii) To help in imparting Industrial relevance to the various academic programmes of the University.
- (viii) To help in developing need based knowledge modules for upgrading the knowledge of professionals in the industry.
- (ix) To prepare, maintain & update the data bases of Public Sector and Private Sector Companies.
- (x) To co-ordinate the running of a Testing Center/laboratory for the material/product testing for the benefit of regional industry.
- (xi) To co-ordinate workshop/seminar/conferences for the benefit of professionals in the industry.
- (xii) To co-ordinate the consultancy work for the mutual benefit of the faculty of Engineering Institutes & industry.

### 3. Dean (Academic Affairs) Scale: 5100-7300

#### Job Responsibilities :

- (i) To co-ordinate the work of teaching/research in various Engineering Colleges affiliated to Technical University.
- (ii) To co-ordinate & supervise admission of students made by Engineering colleges.
- (iii) To co-ordinate the work of teaching & research of various University Centers/Departments including the University library.
- (iv) To supervise all extra curricular activities of the University students.
- (v) To examine proposals from Engineering Colleges for the starting of new under graduate/post graduate programmes or increase in the intake capacity for the existing programmes & refer them to Academic Council with his comments.
- (vi) To make arrangements for extension lectures.
- (vii) To recommended to V.C. teachers from the University for various seminars/conferences
- (viii) To look after the various activities like NSS/NCC etc.

- (ix) To grant casual leave to the university faculty and to make recommendation to the VC for grant of other kinds of leave to the faculty of Center/Depts. and University library.
- (x) To co-ordinate the revision/upgrading of curricula and courses and various under graduate/post graduated/Doctoral programmes.
- (xi) To advise the VC regarding appointment of Indian/Foreign Examiners for evaluation of Ph.D. / D.Sc. / D. Litt thesis submitted by a candidate to the University.

#### 4. Dean of Examinations Scale 5100-7300

*Controller  
of Exams*

##### Job Responsibilities :

- (i) To initiate the process of conducting various examinations and to develop infrastructure on modern lines for the same at the university;
- (ii) To superintend and to oversee all the secrecy work pertaining to the various examinations to be conducted by the University.
- (iii) To be Chief Co-ordinator of all the entrance tests for various academic programmes offered at the University.
- (iv) To plan the academic schedule for various courses and to monitor its implementation at various Institutions affiliated to the university.
- (v) To introduce innovations in examination system from time to time keeping in view latest changes occurring at international Level.

#### 5. Deputy Deans - 16 Nos Scale 4500-7300 / 3700-5700

*8*

##### Job Responsibilities

Deputy Deans would assist the Deans in discharging their duties. They would be teachers with drive, initiative and possess innovative mind to bring about pragmatic changes in the technical education system at the higher rung.

#### 6. Director Computer Centre – 1 Scale : 4500-7300

##### Job Responsibilities

- (i) To plan and manage paperless or less paper office of the University.
- (ii) To plan and implement modern strategies and optimal use of resources to make computer centre self supporting and Centre of Excellence in Training & Consultancy by undertaking turn key projects & customise Software development.
- (iii) To design Computer based Training systems for industry & Academic institutions.

### 7. Joint Director-cum-Principal System Analyst – 1 Scale : 3700-5700

#### Job Responsibilities

- (i) To assist the Director Computer Centre in the design & implementation of various strategies to make computer centre a self supporting and Centre of Excellence in Training & Consultancy.
- (ii) To carryout system testing
- (iii) Cost estimation of software projects
- (iv) Software testing & debugging
- (v) To analyse, design and implement the various strategies
- (vi) Preparation of PERT / CPM chart for Software / Hardware Projects.

11. Assistant Director, Computer Centre - 1 No. Scale 3000-5000

#### Job Responsibilities

They will constitute the middle level management of office administration and

### 8. Controller of Finance - 1 No. Scale 3700-5000

#### Job Responsibilities

The Controller of Finance will be responsible for preparation of University Budget, maintain account of income and expenditure and to prepare and get audited the annual accounts of the University.

12. Senior Assistant - 1 No. Scale 3000-5000

#### Job Responsibilities

### 9. System Analyst – 1 Scale 3000-5000

#### Job Responsibilities

- (i) To assist the Director and Principal System Analyst in conducting training programmes and consultancy.
- (ii) Ensure timely completion of projects as per PERT / CPM chart.
- (iii) To ensure the proper functioning of Hardware and Software System.
- (iv) Authentication of users.
- (v) To conduct refresher courses for staff & users.

13. Senior Staff Strategist - 1 No. Scale 3000-5000

#### Job Responsibilities

They will work with the senior management of the University to ensure they will assist the respective officers in carrying the respective functions of the University.

#### 10. Computer Operator – cum – Programmer – 10 Scale 2200-4000 ✓

##### **Job Responsibilities**

- (i) For installation of Softwares on the systems as per requirement
- (ii) To assist the System Analyst in coding the various S/W modules in different programming languages
- (iii) To assist system analyst in assigning the data entry jobs to the operators.
- (iv) To assist system analyst in maintaining the security of data by taking timely backups and placing them in different locations.

#### 11. Assistant Registrar /Administrative Assistants/Senior Executive – 4 Nos. Scale 2000-3500

##### **Job Responsibilities**

They will constitute the middle level management of office administration and would be the people to handle their jobs independently with the help of Computers.

#### 12. Senior Assistants - 8 Scale 1800-3200 ✓

##### **Job Responsibilities**

The incumbents of these posts will deal with various office operations with the help of computers and will be given independent duties. They will be responsible for the maintenance of record in an efficient manner.

#### 13. Personal Assistants - 3 Nos Scale 2200-4000

##### **Job Responsibilities**

They will provide secretarial assistance to the senior officers i.e., Vice-Chancellor, Registrar and others.

#### 14. Senior Scale Stenographers – 4 Nos Scale 1800-3200

##### **Job Responsibilities**

They will work with the senior functionaries of the University and also they will assist the respective officers in running the respective sections of the University. ~

# Item No. 7 MINUTES OF THE ADVISORY COUNCIL

## 15. Receptionist – 1 No Scale 2000-3500

### Job Responsibilities

The Receptionist will control the EPABX and will handle the visitors coming to the University and shall direct them to the respective officers and also maintain necessary data base for disposal of inquiries at the Reception Counter.

## 16. Data Entry Operators - 6 Scale 1000-1800

### Job Responsibilities

To assist the System Analyst and Computer Operator – cum – Programmer in Data Entry and DTP applications.

## 17. Drivers - 4 Nos Rs.3000/- PM consolidated

For running the University vehicles

## 18. Attendants – 8 Rs.2500/- PM consolidated

To attend to the senior officers and for attending to petty jobs in office administration.

## Item No.7 MINUTES OF THE ADVISORY COUNCIL

The Chief Minister, Punjab convened a meeting on 14.06.97 in which senior bureaucrats, Industrialists, Technologists, Educational Administrators, Senior Academicians and Senior Officers of the Department of Technical Education, participated to deliberate upon the idea of establishing a Technical University in Punjab and decided to set up Punjab Technical University at Jalandhar.

Pursuant to this meeting, the Punjab Govt. constituted an Advisory Council vide Punjab Govt. Notification No. 37/173/94-STEIT/4027 Dated 2<sup>nd</sup> July, 1996. Annexure-IV at pages 22 to 23. This Council held seven meetings on 11.7.96, 27.7.96, 13.9.96, 10.10.96, 02.12.96, 04.3.97, & 16.4.97. The minutes of these meetings are placed at Annexure-V (pages 24 - 36).

The matter is placed before the Board of Governors for information.

1. Regulation regarding the Constitution and the Meetings of the Board of Governors
2. Regulation regarding the Constitution, Powers & Duties of the Academic Council
3. Regulation regarding the Constitution, Powers & Duties of the Board of Studies
4. Regulation regarding the Appointment of Officers of the University
5. Regulation regarding the conferment of honorary Degrees
6. Regulation regarding Finance and Accounts
7. Regulation regarding the Conduct Rules
8. Regulation regarding Discipline
9. Regulations regarding Attendance of Colleges/Institute/Halls
10. Regulations regarding Admission to Part Time postgraduate programmes
11. Regulations regarding Conditions of Service and Conduct of Teachers in the government Affiliated Colleges

The above Regulations are placed Annexure VI at pages 37 - 79.

The matter is placed before the Board of Governors for consideration.

## Item 8 REGULATIONS OF THE UNIVERSITY

The Section 18 of the Punjab Technical University Act reads as under :

- (i) The first Regulations of the University shall be made by the State Government and notified in the Official Gazette.
- (ii) The Board of Governors may, from time to time make new or additional Regulations or may amend or repeal the Regulations;

Provided that the Board of Governors shall not propose the draft of amendment of the Regulations affecting the status, powers or Constitution of any existing authority of the University until such authority has been given an opportunity of expressing an opinion upon the proposal and any opinion so expressed shall be in writing and shall be considered by the Board of Governors.

- (iii) Every new Regulations or addition to the Regulations or any amendment or repeal of a Regulation shall require the approval of the Board of Governors who may approve, disallow or remit it for further consideration.

In light of the above provision, first Regulation have been drafted for being sent to the State Government on the following subjects :

1. Regulation regarding the Constitution and the Meetings of the Board of Governors.
2. Regulation regarding the Constitution, Powers & Duties of the Academic Council.
3. Regulation regarding the Constitution, Powers & Duties of the Board of Studies.
4. Regulation regarding the Appointment of Officers of the University.
5. Regulation regarding the conferment of Honorary Degree.
6. Regulation regarding Finance and Accounts.
7. Regulation regarding the Conduct Rules.
8. Regulation regarding Migration.
9. Regulations regarding Affiliation of Colleges/Institutes/Halls.
10. Regulations regarding Affiliation to Part Time postgraduate programmes.
11. Regulations regarding Conditions of Service and Conduct of Teachers in Non-government Affiliated Colleges.

The above Regulations are placed Annexure VI at pages 37 - 78.

The matter is placed before to the Board of Governors for consideration.

### Item No. 9 SETTING UP OF COURSE CURRICULUM CELL

Recognizing the necessity of a correction in the presently prevalent Course Curriculums which have not included practice orientation, one of the first tasks undertaken by the University after inception was the development of appropriate Course Curriculums. In the first instance the work was assigned to Dr. M.M. Malhotra who is a well-known and eminent Educationist, and has concentrated on the management of technical education and more particularly in the design of courses and curricula; and has recently retired as Director from the Technical Teacher Training Institute, Chandigarh. He has also visited various countries on United Nations assignments for development of technical education. The first step towards the re-design of the Course Curriculum was the evolution of a common programme for the first two semesters. This step would permit of a uniform background for all under-graduates taking courses in various disciplines. This development process was undertaken with the direct involvement of the Principals and other senior academicians of the Technical Colleges in the State and completed in a record time of less than three months. Thereafter another series of meetings and discussions were organised for the finalisation of the Course Curricula for the 3<sup>rd</sup> to 8<sup>th</sup> semester. In the first instance a most significant decision was taken that one semester 6<sup>th</sup>/7<sup>th</sup> – would be earmarked for attachment with industry. During this period the students will be required to undertake a mutually agreed project relevant to the industry. The input during this period would be monitored both by faculty staff and the management of the industry and the project work evaluated formally for the award of appropriate credits towards the attainment of the degree.

In addition the detail Technical Curriculum has been evolved using the following methodology :—

- a) Job Profile Generation – This has been carried out by interaction with a large number of industrial Managers, Consultants and by a study of the job requirements listed in various advertisements for staff selection.
- b) A list of competencies was established on the basis of the job profile information.
- c) The competencies were studied individually to identify a relevant academic course.
- d) The Courses of study so identified were grouped under relevant heads e.g. Thermal Sciences, Design, Theory of Machines, Industrial Engg. Etc.

*Prof. Malhotra*  
*Advisor*

*Board approved*  
*unit - 4*  
*this activity*

- e) A series of detailed discussions were organised between the TTTI and the Principals and senior faculty of Colleges to provide weightages in terms of credits for each course within the total availability of the Study Course.
- f) Finally the curriculum for study has been developed on the basis of the format agreed to above.

This exercise was carried out for Mechanical Engg. Discipline as a prototype.

It is intended that subsequent to the formulation of the Course Curriculum, in order to concentrate on providing a thrust towards the co-relation of Course Studies with practical applications in the practice of Engineering, there is a necessity to adapt teaching methods towards this aim, to make the teaching more practice oriented, the appropriate training aids including simple models need to be developed.

It will be seen that development of Course Curricula and attendant activities will be a continuous on going programmes which will require contact with outside agencies and in house research and development activity. It is, therefore, desirable that a Course Curriculum Development Cell is created in the University urgently. The matter was discussed with Dr. Malhotra who has agreed to lead this Cell as an Adviser to the University. He has suggested that the Cell, may in the first instance, be created with a Coordinator of the status of Prof. / Asstt. Prof., supported by a team of up to six research scholars.

The terms and conditions of the appointment of Dr. M.M. Malhotra on a per diem basis in addition to travel and accommodation parks, may be finalized by the Vice-Chancellor.

**The matter is placed before the Board of Governors for consideration.**