

PUNJAB TECHNICAL UNIVERSITY
LADOWALI ROAD
JALANDHAR



AGENDA
17TH MEETING OF THE BOARD OF
GOVERNORS

COMMITTEE ROOM, 6TH FLOOR, PUNJAB CIVIL
SECRETARIAT, CHANDIGARH ON 17 NOVEMBER 2004
AT 3:30 PM.

AGENDA POINTS FOR THE 17TH MEETING OF THE BOARD OF GOVERNORS TO BE HELD ON 17 NOVEMBER 2004

Item No.	Description	Page No.	Annexure no.
17.1	To confirm the proceedings of the 16 th meeting of the Board of Governors held on 17 September 2004	1-17	I, II,
17.2	Construction of University Campus	18-35	III, IV, V
17.3	Approval of restructured posts as recommended by Professionlization Committee as per the decision of the 10 th meeting of BOG held on 20.5.03	36-42	VI, VII, VIII
17.4	Creation of permanent Purchase Committee for inclusion in University Regulations.	43-47	IX
17.5	Briefing the Board about the action taken report on revised Academic Regulation; and clarifications thereof	48-49	
17.6	Briefing the Board on action taken for improvement in quality of technical education	50-53	
17.7	Any other item with the permission of the chair	54-56	

Item NO. 17.1

To confirm the proceedings of the 16th meeting of the Board of Governors held on 17 September 2004

The 16th meeting of the BOG was held on 17 September 2004 in the Committee Room, 6th Floor, Punjab Civil Secretariat (Main) Chandigarh. The proceedings of the meeting were circulated to the member vide letter no. PTU/REG/BOG/7148-7159 dated 28.9.04 and placed as **Annexure-I**

As there is no written comments received from any member of the BOG, on record, the proceedings may taken as confirmed.

The action taken report on the 16th meeting of BOG is placed as **Annexure-II**

Agenda
Item No. 17.2

Construction of University Campus

An area of 101 acres has been mutated in the name of Punjab Technical University from the Department of Civil Aviation. On this land, buildings are to be constructed to house the Departments / offices of the PTU. Presently, the PTU, offices are housed in the building given on lease to it by the Department of Education, which is too inadequate to meet the actual requirements of the PTU. The matter regarding the land development/construction of building at Kapurthala site was placed before the Board of Governors vide item no. 10.19 in its 10th meeting held on 25-05-2003 and it inter-alia decided as under:

" The proposal for the construction of the building comprising 15,000 square feet at the cost of Rs. One crore at Kapurthala site of PTU was approved. The BOG also noted that Principal Secretary Government of Punjab Deptt. of Finance has agreed to release the funds for this purpose and desired speedy action by the University"

The matter regarding the release of grant of Rs. One Crore was also taken up with the Principal Secretary to Government, Pb Department of Finance. No grant -in-aid was sanctioned by the Punjab Government during the financial year 2003-2004.

The matter regarding construction of Buildings at Kapurthala was again discussed in details in 11th Board of Governors meeting held on 29-10-2003 vide item No 11 and it was decided as under:

This item was discussed in details. The Vice Chancellor informed to the Board that there is a general opinion expressed by many eminent persons that architectural designs of the buildings should be unique and merge with or excel in comparison with the architectural designs of the adjoining buildings of Pushpa Gujral Science City. It was therefore thought at one stage to hire the service of the Architect who have designed the building of Pushpa Gujral Science City. However after careful thought it was felt that the University is not necessarily to repeat that but to have a good and speedy mechanism to implement the architectural and construction work for PTU admn & management to begin with. He requested the Board to suggest possible method for the selection of architects on competitive basis, then float separate tenders for builders or have a selection of architect and constructor combination or short listed architects based on proven capabilities of such buildings etc. Since PTU may not build all buildings at one stroke, the question of long term arrangements was also mentioned, as a possible option. The question of speeding up the process as University does not have a habitat also was considered.

The Board after considering all matter decided to have a high level Empowered Committee which can decide on suitable mechanism (s) keeping in mind the need to have proper procedures in selection.

The matter was discussed in the 14th meeting of Board of Governors. The Board decided the following:

The committee as under is constituted to work out the time plan for the construction of Administration block of 750.0 sq. feet in two phases and also to work out the procedure for the construction considering all the points mentioned above:

1. Dr. S.K. Salwan
2. Dr. R.S. Khandpur
3. Shri N.S. Kalsi, IAS

The meeting of the Committee's was held in the office of Punjab Infotech, 5th Floor, Udyog Bhawan, Sector 17, Chandigarh on 3.8.04. The recommendations of the committee are given below:

1. It is necessary that University must have its own campus as soon as possible rather than operate from the leased existing building at Ladowall Road Jalandhar.
2. It was decided by the Committee to save time, it would be appropriate to get the first Block of about 15000-20000 sq. ft. designed by the one of the public sector agencies preferable PUDA. Whereas the work for the selection of the Architect for Master Plan and other detailed design and construction activity may go on parallelly. PUDA would be responsible for design of one Block required immediately. The committee further recommended the following:
 - (i) It was recommended to request Chief Administrator, PUDA for helping the University in the design of the first Block of about 150000 to 200000 sq. ft. at the earliest and on the basis of the design float tenders for construction of the Building.
 - (ii) The document for calling up open bids for inviting Expression of Interest (EOI) for finalizing the Architect for the Master Plan, was also discussed. The draft in this regard was discussed in detail. It was explained that this draft was prepared with the help of the Chief Architect of UT, Chandigarh and was also duly got vetted by the Chief Architect, Punjab. It was decided to accept the document and process it further for calling up bids for inviting Expression of Interest at the earliest.

The draft procedure and sequence of action for the campus of PTU is enclosed to the brief **(Annexure-III)**

The B.O.G in its 15th meeting had taken the following decisions :

- i) To float tenders for Expression of Interest for working out detailed design of 75000 sq. feet of construction and working out of Outline Master Plan within a period of one month.
- ii) To float tenders for construction of 75000 sq feet of area within 6 months.

- iii) The deputation of Executive Engineer from Punjab Govt. of PTU, to facilitate and monitor the construction work was approved. The Board authorized VC for getting the services Executive Engineering on deputation from Punjab Govt. for a period of three years or completion whichever is earlier.

Consequently the University had floated tender for Expression for Interest. The last date of offering the Bids was 20 September, 2004 and subsequently the same was extended to 01 October, 2004. The advertisement is at **Annexure-IV** and comparative statement is placed as **Annexure-V**.

The Sealed tenders were opened on 05 October, 2004 by a Committee appointed by the Vice Chancellor. The Committee carried out a detailed study of the technical offers and prepared a comparative chart on 12-10-04. Since all the bids were without EMD or Bank Guarantee. The Committee recommended the rejection of Tenders. The file was put up to the Chairman B.O.G, who advised that matter may be discussed in the meeting of the BOG. The B.O.G is also requested to appoint a short list committee for allotment of tenders.

The following modified procedure is recommended to be considered by the B.O.G.

- a) Appoint an Expert Committee to analyse the bids.
- b) The short listed bidders be asked to present a plan of their design with in a fixed time frame(15 days recommended) this could be cost payable. The amount of cost to be fixed by the B.O.G to the committee approved by the Board.
- c) The Committee is presented the master plan and design of 7500sq. ft. by the team of the bidder/firm.
- d) The Committee selects one firm from amongst the presenters for producing detailed architectural drawings and construction details.
- e) A construction company is hired to undertake construction work and the work is allotted with open tender.
- f) The company to sign M.O.U with the University and start construction.

COMPETITION REGULATIONS

Designing Punjab Technical University

ARTICLE 1 - PURPOSE AND TYPE OF COMPETITION:

The Punjab Technical University has promoted a limited design competition to select an Architect for the design of the Master Plan for Punjab Technical University.

ARTICLE 2 - ORGANIZATION OF THE COMPETITION:

1. The promoter of the competition is the Punjab Technical University.
2. All communications concerning the competition shall be by letters only. Verbal communications are not permissible. All communications shall be drafted in English and Address to :

The Registrar,
For Punjab Technical University,
Jalandhar.

Telephone : 0181 -2237305

Fax : 0181-2244005

e-Mail : registrar@ptu.ac.in

3. All competition submissions shall be in English Language and in metric system.

ARTICLE 3 - ENTRY TO THE COMPETITION:

1. The competition is open to short listed Architects empanelled by the University for this Competition.
2. The empanelled Architects will be sent the Competition Dossier on 06 Dec. 2004, through a registered post/ courier. All competitors must acknowledge the receipt of the competition dossier and reconfirm their participation in the said competition.

ARTICLE 4 - COMPETITION CODE AND ANONYMITY :

1. Each competitor shall choose his own five digit competition code.
2. All drawings and documents must bear on the top right hand corner a five digit competition code of one centimeter height on each document forming part of submission. No other symbol, motto or distinguishing mark shall be placed on any part of the competition entry.
3. Anonymity will be strictly observed at all stages of the competition by the competitor, the promoters, Board of Assessors and all those connected with the competition.
4. **Assessment:** the composition of the jury and details of the assessment procedures are given separately at **Appendix A**

5. Should be approved by the Board of ABSLSINS
6. Copy needs to be sent to COA for information.
7. **Exhibition:** The competition will be followed by a public exhibition of all schemes submitted along with signed copies of the jury report. The exact date and venue of the exhibition will be intimated to all competitors.

ARTICLE 5 - COMPETITION JURY AND AWARD :

1. **Composition of the Jury :** The jury is composed of the following

1.	Vice Chancellor Punjab Technical University	Chairman
2.	Registrar, Punjab Technical University, (Preferably the officer should be an Architect or landscape Architect)	Member Secretary
3.	R.S. Khandpur Director General, Science City.	Member
4.	Shri N. S. Kalsi IAS Director cum Secretary Information Technology, Punjab	Member
5.	Architect	Member*
6.	Architect	Member*
7.	Architect	Member*

*norms should be specified before hand.

2. **Assessment Criteria :** The following criteria will be taken into consideration during the assessment of the submissions :
 - a. Achievement of the development goals spelt out in the core concepts of the promoter's brief.
 - b. Any special features highlighted by the competitor
 - c. Any special plans to involve community/ stakeholders into the consultative process.
3. **Termination of the Competition :** If against all expectations entertained by the promoter, the result of the competition is such that none of the participants could be declared by the assessors as the winners of the competition, the competition could be retarded as terminated.

ARTICLE 6 - FOLLOW UP TO THE COMPETITION :

1. The intention of the promoter is to select a Planner whose Design concept of the University has been adjudged best through a limited competition. Accordingly, the Master Architect shall be engaged by the Punjab Technical University to prepare detailed Master Plan and Main

**Item No. 17.3 Approval of restructured posts as recommended by
Professionalization Committee as per the decision of the
10th meeting of BOG held on 20.5.03**

The BOG at its 9th meeting held on 20-11-2002 while considering the item relating to PTU Personnel and decided as under:

"The Vice Chancellor explained the information concerning the positions already sanctioned and the post recommended by the Finance committee and requested to the Board to sanction the positions recommended by the Finance Committee in the interest of smooth functioning of the university. He added that while using this approval, a review will be done to have the right type of staff with higher professional content but less of supporting staff. He requested the Board to authorize him to do such adjustments. There was a considerable amount of discussion on the subject. Members suggested that PTU may outsource as many services as possible. The administrative staff component may be kept at a low percentage. There is also a need to keep down administrative expenses by simplifying procedures, increasing efficiency and productivity even while maintaining a high-level of responsiveness, speed in operation, public image, quality and excellence. After discussions, the Board created the posts as recommended by the Finance Committee and authorized Vice Chancellor to readjust the post keeping in the mind suggestions of the members with the condition that salary bill will be kept within the overall financial limit of the posts now sanctioned. The Vice Chancellor added that staff strength will be reviewed by adopting the system of zero based budgeting i.e. zero based staff strength, as suggested by the members".

As per above decision, the BOG created the posts as recommended by the finance committee (**Annexure—VI** -total posts 253) and authorized Vice Chancellor to readjust the posts keeping in mind the condition that salary bill will be kept within the overall financial limit of the posts sanctioned.

In the same meeting, the BOG also authorized the Vice Chancellor to constitute various Task Forces including the Task Force on professionalising PTU Personnels. The recommendation of the Task Force on Professionalising PTU Personnel were approved by BOG at its 10th meeting held on 20-5-2003 along with the revised structure of the posts (a copy attached at **Annexure—VII** -total posts 184). The matter regarding readjusting of the posts keeping in view the requirements of the University was again considered by the Task Force on Professionalising of PTU Personnels in various sittings.

A comparative statements showing the posts approved by BOG at its 10th meeting held on 20-05-2003 and now recommended is placed at **Annexure -VIII**.

Only the numbers of posts have been adjusted keeping the needs of the university in view, but there is no change in the total salary bill of the staff now recommended. Rather it is on lower side as per condition approved by the BOG at its 9th meeting held on 20-11-2002. The total of the posts approved by the BOG at its 9th meeting held on 20-11-2002 works out to Rs. 440 Lacs where as the total budget of the posts now recommended works out to Rs. 345 Lacs. The figures have been worked out keeping the existing rate of salary +D.A as approved by the State Government.

Attachment - 13

The matter is placed before the BOG for consideration and approval the of the posts as recommended by the Task Force on Professionalising PTU personnel

Item No.17.4 Creation of permanent Purchase Committee for the inclusion in University Regulations

The Vice-Chancellor, PTU has constituted the Central Purchase Committee on 12.10.04 vide order no. PTU/REG/Office order/83 with the following members :

- | | | |
|----|---|----------|
| 1. | Dr. Siby John, Dean (Academics) | Chairman |
| 2. | Shri Balkaar Singh, Dy. Dean | Member |
| 3. | Shri Sukhbir Singh Walla, Assistant Officer | Member |
| 4. | User Representative | Member |
| 5. | Shri S.K. Mishra, Controller of Finance | Convenor |

The committee is authorized to undertake purchase of stores material / construction work material / official equipment / Computers/ and any other purchase / service required for the University above a value of Rupees one lakh. The procedure as outlined in the University Regulations will be followed. In absence of any specific regulations, the Punjab Govt. Regulations may be followed.

The Chairman of the Committee can co-opt specialist members / experts depending upon the type of the purchase / service. The recommendations of the Central Purchase Committee will be put up to the Competent Financial Authority for approval. Rules for the Purchase/Repair of various items in the University are placed in **Annexure-IX**

The matter is placed before the Board for information.

Item No. 17.5 : A brief report about the action taken on the Revised Academic Regulation and clarifications thereof :

A meeting of 18th Academic Council was held on 04-10-04 at C.T.I.M.T., Jalandhar. A copy of the Academic Regulations 2004 was given to the members and the implementation explained to them. A letter regarding implementation was issued to the Heads of the Institutes affiliated to P.T.U., Jalandhar. A sample of Affidavit to be filled by the students was also issued. The last date for submission of the Affidavit was 01-11-04. These Affidavits have been received by the P.T.U. and are being processed by Dean (R & C).

On the basis of representations the following clarifications have been issued in the Academic Regulation-2004 without fundamental changes in the regulations...

S.No.	Existing	Clarifications
1 Page-13,19,26,32,38 Sub para - 3.2.1 (iii)of having attended not less than 75% of the aggregate scheduled periods, in each prescribed course of Theory (Lectures plus Tutorials) and Practical (including Workshop Training, Seminar, Project, Industrial Training etc.,)of having attended not less than 75% of the aggregate scheduled periods, in all prescribed courses of Theory (Lectures plus Tutorials) and Practical (including Workshop Training, Seminar, Project, Industrial Training etc.)
2. Page-15 Subpara 5.1.5	Reappear/Improvements exams will be taken along the scheduled exams of the coming batches.	The reappear Examination for Odd and Even Semesters will be conducted along with all semesters examinations.
3. Page 15 Sub para 5.1.10	There shall be no reappear in the sessional/internal assessment of Theory and Practical subjects. The marks obtained by the students in sessionals/internal assessment of both Theory and Practical shall be added as such to the marks obtained in written Theory and External Practical examination respectively.	There will be reappear in sessional /internal assessment of Theory and Practical subjects. The students will be required to pass separately in internal/sessional and external securing 40% marks..
4.	Every student, presently enrolled as a regular student, including those who have been debarred from attending classes under the provisions of the earlier regulations, may submit his/her option on the enclosed affidavit (On a non-judicial stamp paper of RS. 10/-), if they desire to be governed by the Academic Regulations -2004.	Students who have left the Institutes and have one/more reappear in their course and they have not completed the maximum time required to complete the degrees are also allowed to give an option for regulations.

<p>5 Page -9 Sub para 5.1.11 (Pharmacy)</p>	<p>The student will have to obtain a minimum of 40% marks in written Theory and External Practical examination separately to pass the subject.</p>	<p>This rule may be applicable to the Examination held in June, 2004 because the results of this examination were declared after implementation of 2004 regulations.</p>
<p>6</p>	<p>No Regulation framed for SLIET.</p>	<p>The Director SLIET-Longowal has requested that regulations, schemes, syllabus should be the same as far B.Tech courses. It will be done after the passing of the same by Academic Council of SLIET-Longowal.....</p>

Item No. 17.7 Any other item with the permission of the Chair

(a) Constitution of Advisory Committee in Engineering & Technology and Advisory Committee in Distance Education.

The task force on Distance Education Programme & Engineering & Technology, which were constituted by the Vice-Chancellor in pursuance of the decision of the Board of Governors taken in its meeting held on 20.11.2002. It was contemplated at that time that the University shall constitute a permanent committee to steer and advice education in Engineering & Technology as well as Distance Education courses run under the umbrella of Punjab Technical University. The University has now constituted a permanent committee. The constitution of which is given as under: -

Management
Engineering Council

1. Dr. A. S. Bains
Chairman
2. Prof. A. K. Khare
Pro Vice - Chancellor
U. P. Technical University
IET Campus, Sitapur Road
Lucknow
3. Prof. H. S. Hudhara
Head
Deptt. Of Electronics
GNDU, Amritsar
4. Prof. I. K. Bhat
Former Member Secretary, National Board of Accreditation & Prof. Of Applied Mechanics, Motilal Nehru National Institute of Tech.
Allahabad
5. Convenor (Dean, Academic)

Co-opted Member

1. Principal of Affiliated College

Distance Education Council

1. Prof. P. V. Gupta
Former Director, Thapar &
Advisor, Apeejay Educational Society
Greater Kailash,
New Delhi
2. ~~Mr. Kuldeep Singh~~
Professor of Continuing Education, IIT Roorkee.

6 By KK Uppal
7 ~~By BS Soti~~
78 By BS Soti
Add. ~~---~~
war
Management

By R P Agarwal

3. Dr. (Mrs.) Madhulika Kaushik, Prof. & Head, Faculty of Mgt. Studies, IGNOU, Maidan Garhi, New Delhi
4. Prof. H. Chaturvedi
Former Director, AICTE &
Director, BIMTECH
Institutional Area, Greater Noida, Gautam Budh Nagar,
5. Convenor (Dean DEP)

6/Mrs PK Tulsie
NTTTRI -

Co-opted Member

1. One member of RLFC in IT / Non-IT The Committee shall be constituted for a period of three years w.e.f. November 18, 2004 and the terms & references of the Committee shall be as under. The Committee shall meet atleast once every quarter and minimum of three times a year at the location convenient to the respective chairman. All arrangements for holding the meeting and TA/DA, Honorarium payment shall be as per the rules of the University and will be arranged by the respective convenor. The concerned Chairman may co-opt one more member or invite special invitees for any meeting if he feels necessary.
1. To advise the University on matters relating to the domain of studies for quality improvement of such education.
2. To advise the University on norms and standards, examination payment, syllabi & contents and other issues related therein.
3. To advise the University on consolidation of such programmes evolving new programmes and to invite industry institute interaction.
4. To advise the University regarding review, monitoring, audit and maintaining of institutes / centers for sustains and progress.
5. To advise the University and evolve measures to stock commercialization of education wherever appropriate.
6. To streamline process and procedures adopted by the University and prompt innovations and governance in the functioning of the University.
7. Any other mandate as and when given by the University for proper functioning of the programmes.

Put up to the Board of Governors for information.

(b) Case of Regularization of the admission of Shri Jaspal Guru Univ. Regd. No. 001613137 student of GZCET, Bathinda from the year 2000

Shri Jaspal Singh Guru, a student of G.Z.C.E.T Bathinda admitted in year 1999 in B.tech (CSE). Due to medical problem "*Schizophrenia*" which is a state of mental illness, student could not attend any class and not appeared in any examination for two years. The University allotted him new registration number 001613137 in the year 2000. The admission of the student in year 2000 was not a new admission and did not follow any entrance exam merit or any other norms. The concerned college was also not able to produce any record of the admission and just re-admit the student and asked the university to allot him roll number. As per the academic regulation of the University, 6 years from the date of admission shall be given to a student to pass a degree. If the admission is taken in year 1999, stipulated period to complete a degree has already been lapsed in year 2004.

The candidate has requested to be considered as 2000 batch student and not 1998 batch student as he neither attended any class nor appear in any examination for two years i.e 1998-2000 due to his illness. It seems to be a genuine case that due to serious illness, the student was not permitted to attend any class or to appear in exams for two years.

The Chairman BOG has approved the case of regularization of the admission of Shri Jaspal Guru Univ. Regd. No. 001613137 student of GZCET, Bathinda from the year 2000 on dated 27.10.04

The case is put up to the BOG for ratification.

AGENDA
MEETING OF THE BOARD OF
GOVERNORS