

PUNJAB TECHNICAL UNIVERSITY

POST OFFICE R.E.C., JALANDHAR - 144 011 (PB.) INDIA
PHONES : (0181) 290079, 297046, 297047 • FAX : (0181) 290079

Ref. No. 02.05.4-16

Dated 8/6/98

1. S. Anup Singh
Vice-Chancellor
Punjab Technical University
2. Prof. M.S.Maheshwari
Dean, Postgraduate Studies
IIT, Hauz Khas
New Delhi
3. Dr. R. S. Khandpur
Director
Centre for Electronics Design & Technology
Phase VIII, Industrial Area
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4. The Principal
Dr. B. R. Ambedkar REC
Jalandhar
5. The Principal
Guru Nanak Dev Engg. College
Ludhiana
6. The Principal
GZS College of Engg. & Technology
Bathinda
7. The Principal
Baba Banda Singh Bahadur College of Engg.
Fatehgarh Sahib
8. The Principal
Shaheed Bhagat Singh College of Engg. & Technology
Ferozepur
9. The Director
Sant Longowal Institute of Engg. & Technology
Longowal (Sangrur)
10. The Principal
Beant College of Engg. & Technology
Gurdaspur

PUNJAB TECHNICAL UNIVERSITY

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Ref. No.

Dated

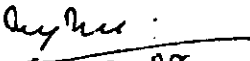
11. The Principal
Adesh Institute of Engg. & Technology
Faridkot
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Guru Teg Bahadur Institute of Engg. & Technology
Chhapiawali (Malout) Muktsar
13. The Principal
Shaheed Udham Singh College of Engg. & Technology
Tangori, P.O. Mote Majra
Via Manauli, Tehsil Kharar
Distt. Ropar 140 306

Subject: Proceedings of the First Meeting of the Academic Council

Sir,

Find enclosed a copy of the proceedings of First Meeting of Academic Council, held on 26th November, 1997 in the Chamber of the Vice-Chancellor. The comments, if any, may please be sent within a week.

Yours faithfully,


8.1.98
(K.K.Dhir)
Registrar

Encl/as above

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Proceedings of the First Meeting of the Academic Council, Punjab Technical University Jalandhar held on 26th Nov 1997 at 11.00 AM in the Chamber of the Vice-Chancellor.

The following were present:

1. S.Anup Singh, Vice Chancellor *In Chair*
2. Dr.H.S.Sagar, Principal, Dr B.R.Ambedkar Regional Engg. College
3. Dr.R.P.Singh, Principal, Guru Nanak Dev Engg. College, Ludhiana
4. Dr D.S.Hira, Principal, GZS College of Engg.& Tech, Bathinda
5. Dr.R.C.Bahl, Principal, SBS College of Engg. & Tech,Ferozepur
6. Dr.R.C.Chauhan, Director, Sant Longowal Institute of Engineering and Technolgy, Longowal
7. Dr.J.K.Sharma, Principal Beant College of Engg & Tech.Gurdaspur
8. Dr. Ashwani Kumar, Principal, Adesh Instt of Engg & Tech. Faridkot
9. Sh.K.S.Dhindsa, Registrar, GTB Institute of Engg & Tech. Chappianwali(Malout)
10. Dr R.B.L.Bedi, OSD, PTU (*Special Invitee*)
11. Dr C.S.Nagpal Director, Apeejay Institute of Management, Jalandhar (*Special Invitee*)
12. Mr K.K.Dhir, Registrar, Secretary

The Vice Chancellor welcomed the members to the first meeting of the Academic Council and expressed the hope that their participation would help the University in strengthening its academic pursuits. After discussing the agenda, the following decisions were taken:-

Item No.1 : Minutes of the Meetings of the Principals

The Academic Council confirmed the decisions taken in various meetings of the Principals prior to this meeting of the Academic Council. The Academic Council placed on record sincere thanks to the Principals of all the Engg. Colleges, Coordinators for curriculum development in various disciplines, Industrialists, Administrators and all others who rendered support to the University in its academic activities before the constitution of Academic Council. The Council especially acknowledged with thanks the contributions made by Dr R.B.L.Bedi, OSD who coordinated all these efforts. He did a commendable job as Secretary of Advisory Committee.

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1.2/ **Item No.2 : Academic Calender 1997-98.**

The Academic Council noted the Academic Calender for the Session 1997-98. It also approved that concerned institutions be permitted to make minor adjustments in respect of matters connected with events requiring coordination with other Universities with which the Colleges were previously affiliated. These adjustments would be submitted to the University for approval.

1.3/ **Item No.3 : Regulations of M.B.A. Programme.**

The Academic Council approved the regulations for M.B.A. programme after making a few changes and finally approved the regulations as mentioned in **Annexure I** of the proceedings.

1.4/ **Item No.4 : Regulations for Ph.D. Programme**

1.4 The Academic Council approved the regulations for Ph.D. Programmes in Engg. & Technology as contained in **Annexure II** of the proceedings. It was decided to formulate separate regulations for Ph.D in Management and Applied Sciences.

1.5/ **Item No.5 : Regulations for Bachelor in Business Administration & Bachelor in Computer Applications Programmes.**

The Academic Council approved the regulations for BBA & B.C.A. programmes as contained in **Annexure III** of the proceedings.

1.6/ **Item No.6 : Approval to the schemes of Examinations from 3rd to 8th Semesters.**

1. The Academic Council observed that list of experiments and equipment approved for practical in all the disciplines is only recommendatory.
2. The Council also observed that while classifying the Labs, only the minimum number of experiments to be taught need to be indicated for each lab, and colleges may add other experiments as considered necessary/desirable.
3. It was also observed that there should be common coding in respect of the courses which are taught in more than one discipline.
4. The examination schemes from 3rd to 8th semesters (B.Tech) in respect of the disciplines of Civil Engg, Material Engg, Industrial Engg, Production Engg, Textile Technology, Electronics and Communication Engg, Electrical Engg, Instrumentation and Control Engg,

Chemical Engg, Food Technology and Leather Technology & B.Arch were discussed and the Academic Council approved circulation of these schemes to all the Principals for inviting their comments within 10 days but not later than 15th Dec. Dr. ^{Behl} Bhal and Dr J.K. Sharma assured that they would do necessary reconciliation work in respect of the schemes relating to Material Engg. & Production Engg. respectively in the next 2-3 days so that there is no delay in circulating the schemes amongst the Principals.

The Academic Council also decided that detailed syllabi and course curriculum should be finalised and made available to the Institutions by 28th Feb 1998.

17/ **Item No.7 : Rules for providing Laboratory/other facilities to the students from outside Institutions/Organisations.**

The Academic Council approved and recommended to the Board regulations for providing Laboratory/other facilities to the students from other sister institutes as per Annexure IV of the proceedings.

18/ **Item No.8 : Recognition of Degrees of other Universities.**

The Academic Council took note of the resolution of the Association of Indian Universities for recognising the examinations of member universities on reciprocal basis and recommended to the Board of Governors to recognise examinations of all the Universities who are members of the Association of Indian Universities.

19/ **Item No.9 : Other items with the permission of the Chair.**

1. Dr H.S. Sagar brought to the notice of the Academic Council that the students who have now been placed under the aegis of Punjab Technical University after affiliation of various Engineering Colleges w.e.f. 1st July 1997, may face problems in their interviews etc., because they are going to have Detailed Marks Cards from two Universities. They should be issued a letter from Punjab Technical University that the earlier Detailed Marks Cards are duly authenticated by the University. It was decided that Dr Sagar will draft standard letter for this purpose.
2. It was decided that this year Inter College Youth Festival shall be held at Guru Nanak Dev Engg. College Ludhiana in the last week of Feb or 1st week of March 1998. The committee constituted by the Vice Chancellor for this purpose shall work out the details at the earliest.

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3. The letter dated 9th Oct 1997 received from DTE&IT regarding the condition of passing 10+2 examination from the State of Punjab for admission to a few Engg. Colleges was discussed.

The Principal, Guru Nanak Dev College intimated that it is a policy decision of his management and as such he cannot offer any comment.

In case of RECs, Jalandhar, it is a requirement imposed by MHRD Govt of India, New Delhi and is common to all the REC, in the country.

However, there was consensus amongst the members that a mechanism need to be evolved to keep some share of seats for the wards of those Punjabis who have to go out of Punjab due to transfers in their service career but are otherwise domiciles of Punjab. The members also suggested that the Govt may be requested to devise ways and means so that only genuine people avail the domicile facility.

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

ANNEXURE I**REGULATIONS FOR MASTER OF BUSINESS ADMINISTRATION**

1. The admission to M.B.A. Ist semester shall be open to any person who has obtained a Bachelor's degree in any discipline with not less than 50% marks in the aggregate. The admission shall be made on the basis of the Entrance Test to be conducted by Punjab Technical University. Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time.
2. The University shall undertake the instructions for Master's Degree in Business Administration. The duration of the course shall be two academic years. Each year shall be divided into two semesters.
3. There shall be a University examination at the end of each semester. The examination for the first and the third semester shall ordinarily be held in the month of December and for the second and fourth semesters in the month of April/May, or on such dates as may be fixed by the University.
4. Each paper shall be of 100 marks, out of which the candidate shall be examined for 60-marks on the basis of external paper setting & evaluation. Remaining 40 marks in each paper, excluding project report, seminars and viva-voce, shall be assigned to internal assessment.
5. There shall be a comprehensive viva-voce of the candidates after each semester, which shall be conducted by a committee consisting of the Head of the department/Institution; one external and one internal examiner to be appointed by the University. The weightage of marks to the viva-voce examination shall be 100.
6. The project report shall be submitted to the Head of the Institute after the last examination of the fourth semester.
7. The first semester examination shall be open to a regular student who:-
 - (i) has been on the rolls of the University Deptt/Institutions during the first semester; and
 - (ii) has attended not less than 75% of the lectures, seminars and case discussions etc.,
8. The project report of the candidates shall be examined by an external examiner to be appointed by the University and examined internally by faculty member to be appointed by the Head of the Institutions.

9. The second, third and fourth semester examinations shall be open to a regular student who :-
- (i) has been on the rolls of the University Department/during the second, third or fourth semesters as the case may be;
 - (ii) has attended not less than 75% of lectures, seminars and case discussions etc.
 - (iii) has passed the first or second or third semester examination respectively, or is covered under Re-appear regulations.
10. The Head of the Institution shall have the power to condone shortage in lectures in each paper to the extent of 10% of the total lectures taken or separately in each paper and beyond this the power would vest in the Vice-Chancellor.
11. The medium of instruction shall be English.
12. The minimum number of marks to pass the examination in each semester shall be :-
- (i) 40% in each paper including viva-voce and seminar.
 - (ii) 50% in the aggregate in each semester.
13. If a candidate fails in not more than two papers in one semester, then he/she should be given two chances to appear in that/those papers in which he/she has failed provided he/she secured at least 50% marks in aggregate including internal assessment, in the papers in which he/she has passed. The two chances are to be availed in the following two consecutive examinations. If he/she fails to pass the examination even in third attempt he/she will be considered to have failed in the examination of the semester.
14. A failed candidate will be allowed to appear in the examinations as a private candidate only once i.e. in the immediately succeeding chance. If the candidate does not pass even in this chance, he/she will be deemed to have quit the course.
15. Question papers will be set by the external examiner. The evaluation shall be done by the external examiners in accordance with the pattern of the University.
16. A candidate who does not pass M.B.A. examination in two years shall not be eligible for a prize or medal.
17. The internal assessment awards of a candidate who fails in the examination shall be carried forward to the next examination.
18. In the detailed marks card the marks secured by the candidate in internal assessment and external examination will be shown separately.
19. The successful candidate shall be classified on the basis of aggregate in first, second, third and fourth semesters, into following divisions:-

- (a) Those who obtain 75% or more of the total aggregate marks - **First Division with distinction.**
 - (b) Those who obtain 60% more but less than 75% of the total aggregate - **First Division .**
 - (c) Those who obtain 50% or more but not less than 60% of the total aggregate shall be declared pass.
20. Each successful candidate shall receive M.B.A. degree, stating the division obtained.
21. As soon as possible after the completion of the examination, the Registrar, shall publish a list of successful candidates.

(Annexure II)

Regulations regarding Doctor of Philosophy in Engineering & Technology

1. Every Candidate for the degree of Doctor of Philosophy in the faculty of Engineering & Technology shall be required to:
 - (a) Produce a certificate that he has obtained the Masters degree of this University in the subject concerned or (subject to the sanction of the Research Board in faculty of Engg. & Tech.) of any other University, whose degree is recognised as equivalent to the Masters degree of this University or has passed any other equivalent examination;
 - (b) Submit a thesis complying with the following conditions:
 - (i) the greater portion of the work submitted therein must have been done subsequent to his obtaining the Masters degree;
 - (ii) the work must contain some material contribution to knowledge and afford evidence of originally shown by the discovery of new facts, or by the exercise of independent critical power; and
 - (iii) a declaration in writing through his Supervisor or Head of the Deptt., as the case may be, to the effect that the thesis submitted for Ph.D. degree is not substantially the same as the one already submitted by him to another University.
 2. There shall be a Research Degree Committee in each discipline of Engineering & Technology viz. Industrial, Chemical, Civil, Electrical, Electronics and Electrical Communication, Instrumentation & Control, Mechanical, Metallurgy and Production, Textile Engg, Computer Science, Leather Engg, Architecture and other disciplines of Engg. and Technology which shall consists of:-
 - (a) Dean of Faculty of Engineering & Technology;
 - (b) Three eminent Professors of that particular discipline of Engineering to be nominated by the Vice-Chancellor from within or from without the University.
 - (c) Convenor of the respective Board of Studies;
 - (d) Two Associate Professors/Readers holding Ph.D. degree from affiliated Engineering Colleges/University Departments/Centres by rotation on seniority basis, and
 - (e) One Professor of allied discipline to be appointed by the Vice chancellor.
- The Research Degree Committee shall consider each application and decide whether in their

opinion the subject proposed for research and the supervisors recommended are suitable, and if so, they may recommend approval of the same. If, however, the committee considers that the subject and/or the supervisor are not suitable, they may either reject the application or may suggest suitable changes for reasons to be recorded.

3. The title of the thesis, the synopsis and the guides recommended by each Research Degree Committee shall be considered by the Research Board of the University which shall consist of

- (a) Dean of Faculty of Engineering & Technology (Chairman);
- (b) Two Principals of Engineering Colleges and two Heads of the University Depts. to be nominated by the Vice-Chancellor.
- (c) Two Professors of Post-Graduate courses in Affiliated Engineering Colleges;
- (d) Three experts nominated by the Academic Council on the recommendations of the Vice-Chancellor;
- (e) One specialist co-opted by the Chairman.

The term of office of the Board shall be two years.

4. Every candidate shall register himself with Punjab Technical University for he/she shall pay the prescribed fee. An external candidate shall be allowed to submit his thesis for award of Ph.D. only after three years of registration.

5. Every candidate shall furnish the Research Degree Committee concerned with a synopsis of his proposed thesis, but the title of the thesis need not be specified along with it.

The candidate may seek approval to the title of the thesis later but he shall submit the thesis not earlier than six months from the date of approval of the modified title but the Faculty may relax this limit if they decide that the modification is of minor nature.

6. The Research Degree Committee concerned shall decide the suitability of the proposed subject of thesis and shall also recommend a Supervisor(s) whose duty shall be to guide the candidate and to certify as to the fitness of the thesis for examination. The Research Degree Committee may recommend joint Supervisors in any particular case. The reasons for recommending joint supervisor will be recorded in the proceedings. Prior consent of the Joint Supervisor shall be obtained before the candidate's registration.

Provided that if a teacher of a recognised college is appointed as a Supervisor, the Chairperson of the Deptt. concerned will record a certificate to the effect that the college concerned has adequate Library and Laboratory facilities for the candidate's research.

Provided further that the maximum number of candidates, which a teacher from a college can supervise, will be as below:-

A professor will supervise at any one time not more than 10, a Reader 5, a Lecturer (if he/she possesses a Ph.D. Degree) 3 candidates. On the recommendations of the Board of Studies, the Vice-Chancellor may permit these limits to be exceeded marginally "(upto Two in each case) on special grounds to be recorded explicitly.

If the Supervisor of a candidate leaves the University before the completion of the research work or is otherwise unable to see the work through, due to some valid reason(s), Vice-Chancellor may allow the change of the Supervisor, as chosen by the candidate, on the recommendation of the Departmental Ph.D. Committee, if he is satisfied that the candidate has not progressed adequately with the work and the change of Supervisor is in the interest of the completion of the work.

7. External candidates can submit thesis only after residence for a period of two years subsequent to registration, within the territorial jurisdiction of the University and after having undertaken research in the University or its constituent or affiliated colleges for this period. Every external candidate shall pay the prescribed fee per month, for at least 24 months, in addition to any laboratory or apparatus fee recommended by the Principal. This fee shall be retained by the college in which the candidate is working.

Explanation : An external candidate shall be a person who does not fall in the category of internal candidates but is otherwise eligible for the award of Ph.D. Degree.

8. It shall be for one of the Supervisors to submit to the Research Degree Committee concerned a brief report about the work of the candidate after every six months of the period of research under him.
9. Immediately after completion of the period of registration, the candidate shall submit four copies of his thesis neatly printed or typewritten or published in his own name, accompanied by the prescribed fee and a certificate (as may be prescribed by the BOG) from his Supervisor or Head of the Deptt, as the case may be, of his having completed his research indicating the period for which the candidate has done research work and whether the thesis is worthy of consideration for award of Ph.D. degree.

The thesis shall be accompanied by a declaration signed by the candidate that it is entirely his own work; and a certificate that it has not previously formed the basis for the award of any Degree, Diploma, Associateship, Fellowship or other similar title of recognition.

- 10.1 An internal candidate must have done research work on the approved subject for at least two years after passing Masters Degree. He shall submit his thesis at any time within three years from the date of approval of the subject thereof by the Research Board.

Explanation : For the purpose of this Regulation an internal candidate shall mean a person who has passed the examination for Master Degree of the Punjab Technical University or an equivalent examination of another University and is working as a member of the teaching staff or as a full-time/part-time research worker in a teaching Deptt. of the Punjab Technical University or a college affiliated to the Punjab Technical University.

- 10.2 A staff member who has registered himself as an internal candidate and has worked for more than two years on the approved subject after Master's Degree as a staff member of an affiliated college, shall be allowed to submit his thesis at any time within three years from the date of approval of the subject even after leaving the affiliated college provided that it must be certified by the Supervisor of the candidate that he had worked for more than 2 years on the approved subject after Masters Degree as a staff member of an affiliated college.
11. Application for extension of the period for submission of the thesis may be considered by the Research Board on the recommendation of the Supervisor who shall indicate the period for such extension, keeping in view the progress already made by the candidate in his work;
 12. No conjoint research with the Supervisor shall be permitted in regard to the subject-matter of the thesis. The thesis must consist of the candidate's own work which must be his personal achievement, provided, however, that a candidate may submit, as Subsidiary matter of the thesis, any printed contribution for the advancement of his subject which may be published independently or conjointly. Where such subsidiary matter is submitted the candidate shall indicate specifically his personal contribution to such conjoint work duly attested by the Supervisor.
 13. Internal candidates may be permitted to carry on their research for the degree of Ph.D. in a Research Institute approved by the BOG on the recommendation of the Research Board.
 14. Every candidate for Ph.D. Degree shall declare in his application form that the thesis submitted by him for the Ph.D. degree whether approved or rejected shall not be published without the permission of the Board of Governors provided that permission is not necessary, if only parts of the thesis are to be published in scholarly journals.
 - 15.1 The thesis shall be referred to two external examiners appointed by the Academic Council on the recommendation of the Research Board and the Vice-Chancellor. Both the examiners shall read the thesis and shall satisfy themselves that the thesis is the candidate's own work and each shall present a report to the University stating.
 - (i) Whether the degree be awarded to the candidate;
 - (ii) Whether the thesis is fit for publication by the candidate in its original form or any modified form;
 - (iii) Whether the thesis is of such outstanding merit that the University would be justified in publishing it at its own cost;
 - (iv) Whether the thesis be rejected;
 - (v) Whether the thesis be allowed to be resubmitted with improvement and for this purpose may make such suggestions as they deem fit. The candidate shall ordinarily resubmit the revised thesis after six months, unless he is permitted to submit it earlier in pursuance of the suggestions made by the examiners.

- 15.2 Except in the case of thesis which is rejected, viva-voce shall be held in accordance with the rules prescribed by the Board of Governors, before a final decision is given questions for use by the Board conducting the oral examination. The Board shall be appointed by the Vice-Chancellor and shall consist of at least three members including the Head of the Deptt. and the Supervisor(s) of the thesis.
- 15.3 The reports of the examiners referred to in 15.1 and 15.2 shall be considered by the Research Degree Committee.
- 15.4 If there is a difference of opinion between the two examiners, i.e. one examiner recommends the award of the degree while the second recommends rejection or resubmission of the thesis, the Vice-Chancellor may refer the thesis to another examiner.
- 16.1 A thesis shall be resubmitted if so recommended by the examiners, only once and it shall be examined by the examiners who assessed the original thesis unless both or any of them are unable or unwilling to do so.
- 16.2 A candidate who is required to resubmit the thesis must do so immediately on expiry of six months from the date of intimation of the decision of the University to him, unless extension is specially given by the Research Degree Committee concerned. The revised thesis shall reach the University accompanied by half the amount of prescribed fee.
17. The Registrar shall publish the result in accordance with the decision of the University.

ANNEXURE - III**Regulations for B.B.A./B.C.A. Programmes**

1. The University shall undertake the instructions for Bachelor's Degree in Business Administration and Computer Application. The duration of the course shall be three academic years. Each year shall be divided into two semesters.
2. There shall be a University examination at the end of each semester. The examination for the first, third and fifth semester shall ordinarily be held in the month of December and for the second fourth and sixth semesters in the month of April/May, or on such dates as may be fixed by the University.
3. The eligibility for admission to BBA and B.C.A. classes are as follows:

BBA +2 examination in any discipline from any University/Board established by law with at least 45% marks in aggregate.

B.C.A. +2 examination in any discipline with Mathematics as a subject.

Two years Diploma which includes Math as a subject from a recognised University or by Board.
4. The admission shall be made on the basis of the merit of Entrance Exam to be conducted by the Punjab Technical University.
5. Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time.
6. Each paper shall be of 100 marks, out of which the candidate shall be examined for 60 marks on the basis of external paper setting & evaluation. Remaining 40 marks in each paper, excluding project report, seminars and practical, shall be assigned to internal assessment. It will be based on performance of the students in house tests, take-home assignments and class participation, etc.
7. Project report shall be submitted to the Institution within one month of the last examination of the sixth semester.
8. The first semester examination shall be opened to a regular student who:-
 - (i) has been on the rolls of the University Department/Institutions during the first semester; and
 - (ii) has attended not less than 75% of the lectures, seminars and case discussions etc.

9. The project report of the candidate shall be examined by an external examiner to be appointed by the University' whereas the training report shall be examined internally by faculty member to be appointed by the Head of the Institutions.

10. The second, third, fourth, fifth and sixth semester examinations shall be opened to a regular student who:-

- (i) has been on the rolls of the University Department/during these semesters as the case may be:
- (ii) has attended not less than 75% of lectures, seminars and case discussions etc.
- (iii) has passed the proceedings semester examination respectively, or is covered under Re-appear regulation.

11. The Head of the Department/Institution shall have the power to condone shortage in lectures in each paper to the extend of 10% of the total lectures taken or separately in each paper.

12. The medium of instruction shall be English.

13. The minimum number of marks to pass the examination in each semester shall be:-

- (i) 35% in each paper including viva-voce and seminar.
- (ii) 40% in the aggregate in each semester.

If a candidate fails in not more than two papers in one semester, then he/she should given two chances to appear in that/those papers in which he/she has failed provided he/she secured at least 50% marks in aggregate including internal assessment) in the papers in which she has passed. The two chances are to be availed in the following two consecutive examinations. If he/she fails to pass the examination even in third attempt he/she will be considered to have failed in the examination of the semester.

14. A failed candidate will be allowed to appear in the examinations as a private candidate only one i.e. in the immediately succeeding chance. If the candidate does not pass even in this chance, he/she will have to quit the course.

15. Question papers will be set by the external examiner.

16. A candidate who does not pass BBA and B.C.A. examination in three years shall not be eligible for a prize or medal.

17. The internal assessment awards of a candidate.

18. In the detailed marks card the marks secured by the candidate in internal assessment and external examination will be shown separately.

19. The successful candidate shall be classified on the basis of aggregate in first, second, third, fourth, fifth semesters, into following divisions.

- a. Those who obtain 70% or more of the total aggregate marks - **First Division with Distinction.**
- b. Those who obtain 60% or more but less than 70% of the total aggregate marks - **First Division.**
- c. Those who obtain 50% or more but not less than 60% of the total aggregate marks - **Second Division.**
- d. Those who obtain less than 50% marks in aggregate but have otherwise passed - **Pass.**

20. Each successful candidate shall receive BBA or B.C.A. degree, stating the division obtained.

21. As soon as possible after the completion of the examination, the University, shall publish a list of successful candidates.

Note : The Regulations are subject to the additions/amendments approved by the competent authority.

ANNEXURE IV

Rules for providing of Laboratory/other facilities to the students from outside Institutions / Organisations.

It was decided that the Laboratory / other facilities to the students from outside Institutions/Organisations will be provided by an Institution affiliated to the University on Saturdays/Sundays and other holidays, when the Institutions does not have classes. However, in very special cases, the Principal may permit the use of laboratories and other facilities to the guest students on working days. One teacher, one technicians and one attendant should be provided for a group of upto 30 students. The charges for these services shall be as under:-

- | | |
|---------------------------|---|
| 1. Co-ordinator | Rs.200/- lumpsum |
| 2. Teacher | Rs.50/- per hour for practical class
Rs.100/- per hour for lecture class |
| 3. Technician | Rs. 25/- per hour |
| 4. Lab Attendant | Rs. 10/- per hour |
| 5. Secretarial Staff | 5% of the total of above |
| 6. Institutional overhead | 50% of the total of above |

The institutional overhead charges will be credited to the income of the college.

Dhir
EGISTRAR

PUNJAB TECHNICAL UNIVERSITY

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Ref. No. 02.05.1

Dated 19/11

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Dean Undergraduate Studies
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8. **The Principal**
Shaheed Bhagat Singh College of Engg. & Technology
Ferozepur
9. **The Director**
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REGISTRAR

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Chhapianwali, Malout (Muktsar)
13. The Principal
Shaheed Udham Singh College of Engg. & Technology
Tangori, P.O. Mote Majra
Via Manauli, Tehsil Kharar
Distt. Ropar 140 306


Sub: Meeting of the Academic Council on 26.11.1997

Sir,

I am directed to inform you that the First meeting of the Academic Council will be held on 26th November, 1997 at 11.00 A.M. in the chamber of the Vice-Chancellor, Punjab Technical University.

The agenda items are enclosed.

Yours faithfully,


18.11.97
(K.K.Dhir)
Registrar

Encl/as above

Item No.1: Minutes of the Meetings of the Principals:

Prior to formation of the Academic Council, the meetings of the Principals of all the Colleges were convened under the Chairmanship of the Vice-Chancellor on 30.12.96, 10.1.97, 28.1.97, 17.2.97, 2.4.97, 7.5.97, 3.6.97, 23.7.97, 7.8.97, 10.9.97 and 13.10.97. The copies of the proceedings of these meetings were sent to the Principals from time to time. The copies of the same will be made available at the time of meeting of the Academic Council.

The matter is placed before the Academic Council for consideration and confirmation of the decisions taken.

Item No. 2: Academic Calendar 1997-98:

The Vice-Chancellor, Punjab Technical University, on the recommendations of the Principals, approved by the Academic Calendar for the year 1997-98, a copy of which is placed below as Annexure I (Page 3).

The matter is placed before the Academic Council for information.

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

ACADEMIC CALENDER

August 4 - Nov. 21	16 weeks, Odd Semester Teaching
Nov. 22 - Nov. 30	Preparatory Holidays
Dec. 1 - Dec. 20 (Monday Saturday)	Exams, Odd Semester
Dec. 22 - Jan. 3	Winter Break
Jan. 6 - April 25	16 Weeks, Even Semester Teaching
April 26 - May 4	Preparatory Holidays
May 5 - May 24	Exams, Even Semester
May 26 - June 1	Exam. Related Work
June 2 - Aug. 1 (9 weeks)	Summer Break



Item No.3:**Regulations for M.B.A. Programme:**

The draft regulations for M.B.A. Programme have been prepared and placed as Annexure II (Pages 5 to 7)

The matter is placed before the Academic Council for consideration and making recommendation to the Board.

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ANNEXURE II:

PUNJAB TECHNICAL UNIVERSITY

REGULATIONS FOR MASTER OF BUSINESS ADMINISTRATION

1. The University shall undertake the instructions for Master's Degree in Business Administration. The duration of the course shall be two academic years. Each year shall be divided into two semesters.
2. There shall be a University examination at the end of each semester. The examination for the first and the third semester shall ordinarily be held in the month of December and for the second and fourth semesters in the month of April/May, or on such dates as may be fixed by the University.
3. The admission to MBA Ist semester shall be opened to any person who has obtained a Bachelor's degree in any discipline with not less than 50% marks in the aggregate.
4. Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time.
5. Each paper shall be of 100 marks, out of which the candidate shall be examined for 60- marks on the basis of external paper setting & evaluation. Remaining 40 marks in each paper, excluding project report, seminars and viva-voce, shall be assigned to internal assessment. It will be based on performance of the students in house tests, take-home assignments and class participation, etc.
6. There shall be a comprehensive viva-voce of the candidates after each semester, which shall be conducted by a committee consisting of the Head of the Department / Institution; one external and one internal examiner. The weightage of marks to the viva-voce examination shall be 100.
7. Project Reports shall be submitted to the Head of the last examination of the fourth semester.
8. The first semester examination shall be opened to a regular student who :-
 - i) has been on the rolls of the University Department/Institutions during the first semester; and
 - ii) has attended not less than 75% of the lectures, seminars and case discussions etc.

9. The project report of the candidates shall be examined by an external examiner to be examined internally by faculty member to be appointed by the Head of the Institutions.
10. The second, third and fourth semester examinations shall be opened to a regular student who:-
 - i) has been on the rolls of the University Department/during the second, third or fourth semesters as the case may be;
 - ii) has attended not less than 75% of lectures, seminars and case discussions etc.
 - iii) has passed the first or second or third semester examination respectively, or is covered under Re-appear regulations.
11. The Head of the Department / Institution shall have the power to condone shortage in lectures in each paper to the extent of 15% of the total lectures taken or separately in each paper.
12. The medium of instruction shall be English.
13. The minimum number of marks to pass the examination in each semester shall be :-
 - i) 35% in each paper including viva-voce and seminar.
 - iii) 50% in the aggregate in each semester.
14. If a candidate fails in not more than two papers in one semester, then he/she should be given two chances to appear in that/those papers in which he/she has failed provided he/she secured at least 50% marks in aggregate including internal assessment, in the papers in which he/she has passed. The two chances are to be availed in the following two consecutive examinations. If he/she fails to pass the examination even in third attempt he/she will be considered to have failed in the examination of the semester.
15. A failed candidate will be allowed to appear in the examinations as a private candidate only once i.e. in the immediately succeeding chance. If the candidate does not pass even in this chance, he/she will have to quit the course.
16. Question papers will be set by the external examiner.
17. A candidate who does not pass MBA examination in two years shall not be eligible for a prize or medal.
18. The internal assessment awards of a candidate who fails in the examination shall be carried forward to the next examination.
19. In the detailed marks card the marks secured by the candidate in internal assessment and external examination will be shown separately.
20. The successful candidate shall be classified on the basis of aggregate in first, second, third and fourth semesters, into following divisions:-

- a) Those who obtain 70% or more marks first division of the total aggregate marks with distinction.
- b) Those who obtain 60% or more but less than 70% of the total First Division aggregate.
- c) Those who obtain 50% or more but not less than 60% of the total aggregate marks-Second Division.

21. Each successful candidate shall receive MBA degree, stating the division obtained.

22. As soon as possible after the completion of the examination, the Controller of the Examinations, shall publish a list of successful candidates.

Note: The regulations are subject to the additions / amendments approved by the competent authority.

- (iii) whether the thesis is of such outstanding merit that the University would be justified in publishing it at its own cost;
- (iv) whether the thesis be rejected;
- (v) whether the thesis be allowed to be resubmitted with improvement and for this purpose may make such suggestions as they deem fit. The candidate shall ordinarily resubmit the revised thesis after six months, unless he is permitted to submit it earlier in pursuance of the suggestions made by the examiners.

- 15.2 Except in the case of thesis which is rejected, viva-voce shall be held in accordance with the rules prescribed by the BOG, before a final decision is given on the thesis. The examiners may send, if they so desire, along with their reports, questions for use by the Board conducting the oral examination. The Board shall be appointed by the Vice-Chancellor and shall consist of at least three members including the Head of the department and the Supervisor(s) of the thesis.
- 15.3 The reports of the examiners referred to in 15.1 and 15.2 shall be considered by the Research Degree Committee.
- 15.4 If there is a difference of opinion between the two examiners, i.e. one examiner recommends the award of the degree while the second recommends rejection or resubmission of the thesis, the Vice-Chancellor may refer the thesis to another examiner.
- 16.1 A thesis shall be resubmitted if so recommended by the examiners, only once and it shall be examined by the examiners who assessed the original thesis unless both or any of them are unable or unwilling to do so.
- 16.2 A candidate who is required to resubmit the thesis must do so immediately on expiry of six months from the date of intimation of the decision of the University to him, unless extension is specially given by the Research Degree Committee concerned. The revised thesis shall reach the University accompanied by half the amount of prescribed fee.
17. The Registrar shall publish the result in accordance with the decision of the University.

Item No.5: Regulations for BBA & BCA Programmes:

The draft regulations for BBA& BCA Programmes have been prepared and placed as Annexure IV (Pages 16 to 18).

The matter is placed before the Academic Council for consideration and making recommendation to the Board.

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Regulations for BBA/BCA Programmes

1. The University shall undertake the instructions for Bachelor's Degree in Business Administration and Computer Application. The duration of the course shall be three academic years. Each year shall be divided into two semesters.
 2. There shall be a University examination at the end of each semester. The examination for the first, third and fifth semester shall ordinarily be held in the month of December and for the second fourth and sixth semesters in the month of April/May, or on such dates as may be fixed by the University.
 3. The eligibility for admission to BBA and BCA classes are as follows:

BBA	+2 examination in any discipline from any University/Board established by law with at least 45% marks in aggregate.
BCA	+2 examination in any discipline with Mathematics as a subject.
 4. Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time.
 5. Each paper shall be of 100 marks, out of which the candidate shall be examined for 60 marks on the basis of external paper setting & evaluation. Remaining 40 marks in each paper, excluding project report, seminars and practicals, shall be assigned to internal assessment. It will be based on performance of the students in house tests, take-home assignments and class participation, etc.
- Project Reports shall be submitted to the Head of the Department/Institution within one month of the last examination of the sixth semester.

P..3..

A failed candidate will be allowed to appear in the examinations as a private candidate only one i.e. in the immediately succeeding chance. If the candidate does not pass even in this chance, he/she will have to quit the course.

Question papers will be set by the external examiner.

A candidate who does not pass BBA and BCA examination in three years shall not be eligible for a prize or medal.

The internal assessment awards of a candidate who fails in the examination shall be carried forward to the next examination.

In the detailed marks card the marks secured by the candidate in internal assessment and external examination will be shown separately.

The successful candidate shall be classified on the basis of aggregate in first, second, third, fourth, fifth semesters, into following divisions:

Those who obtain 70% or more of the total aggregate marks - First Division with Distinction.

Those who obtain 60% or more but less than 70% of the total aggregate marks - First Division.

Those who obtain 50% or more but not less than 60% of the total aggregate marks - Second Division.

Those who obtain less than 50% marks in aggregate but have otherwise passed - Third Division.

Each successful candidate shall receive BBA or BCA degree, stating the division obtained.

As soon as possible after the completion of the examination, the controller of the Examination, shall publish a list of successful candidates.

The ordinance are subject to the additions/amendments approved by the competent authority.

7. The first semester examination shall be opened to a regular student who :-
- i) has been on the rolls of the University Department/Institutions during the first semester; and
 - ii) has attended not less than 75% of the lectures, seminars and case discussions etc.
8. The Project Report of the candidates shall be examined by an external examiner to be appointed by the University; whereas the training report shall be examined internally by faculty member to be appointed by the Head of the Institutions.
9. The second, third, fourth, fifth and sixth semester examinations shall be opened to a regular student who :-
- i) has been on the rolls of the University Department/during these semesters as the case may be :
 - ii) has attended not less than 75% of lectures; seminars and case discussions etc.
 - iii) has passed the proceedings semester examination respectively, or is covered under Re-appear regulation.
10. The Head of the Department/Institution shall have the power to condone shortage in lectures in each paper to the extent of 15% of the total lectures taken or separately in each paper.
11. The medium of instruction shall be English.
12. The minimum number of marks to pass the examination in each semester shall be :-
- i) 35% in each paper including viva-voce and seminar.
 - ii) 40% in the aggregate in each semester.
13. If a candidate fails in not more than two papers in one semester, then he/she should be given two chances to appear in that/those papers in which he/she has failed provided he/she secured at least 50% marks in aggregate including internal assessment) in the papers in which she has passed. The two chances are to be availed in the following two consecutive examinations. If he/she fails to pass the examination even in third attempt he/she will be considered to have failed in the examination of the semester.

Item No.6: Approval to the schemes of Examinations from 3rd to 8th semesters:

The schemes of examinations for the 1st and 2nd semesters of B.Tech. programme have already been approved. The scheme for examinations for various disciplines from 3rd to 8th semesters need to be approved. These details will be circulated at the time of the meeting for discussion.

The matter is placed before the Academic Council for consideration.

Item No.7: Rules for providing laboratory/other facilities to the students from outside institutions/organizations

The Principal, Giani Zail Singh College of Engineering & Technology, Bathinda has intimated that in the 9th meeting of the Finance Committee of the College, the matter cited as subject was discussed and the following decisions were taken:-

" The Committee decided that the Vice-Chancellor of Punjab Technical University, Jalandhar be requested to convene a meeting of Principals of all Engg. Colleges to frame rules for providing laboratory and other facilities to the guest students from other Institutions. The uniform rules framed by this committee will be adopted for all the Engg. Colleges under the control of the Govt."

He has proposed rules for providing laboratory/other facilities to the students from outside institutions/organizations, a copy of which is placed as Annexure V (Page 21)

The matter is placed before the Academic Council for consideration and making recommendations to the Board.

ANNEXURE V

Rules for providing of Laboratory/other facilities to the students from outside institutions/organizations

The issue of providing of laboratory/other facilities to the students from outside institutions/organizations was discussed in detail in a meeting of Heads of Departments of the College. It was decided that this facility may be allowed only on Saturdays/Sundays and other holidays, when the college does not have classes. However, in very special cases, the Principal may permit the use of laboratories and other facilities to the guest students on working days. It was further decided that one teacher, one technicians and one attendant may be provided for a group of 15 to 20 students. The charges for the above services are proposed as under:-

- | | |
|-----------------------------------|---|
| 1. Co-ordinator | Rs. 200/- lumpsum |
| 2. Teacher | Rs. 50/- per hour for practical class
Rs. 100/- per hour for lecture class |
| 3. Technician | Rs. 25/- per hour |
| 4. Lab. Attendant | Rs. 6/- per hour |
| 5. Secretarial Staff | Rs. 5% of the total of above |
| 6. Institutional overhead charges | Rs. 100% of the total of above |

The institutional overhead charges will be credited to the income of the college.

The Punjab Technical University, Jalandhar has become a Member of the Association of Indian Universities. Consequently, the Evaluation Officer, Association of Indian Universities, New Delhi vide letter No. EV/II(80)/97/155114-337 dated 29th October, 1997 (Annexure VI, page 23) have circulated resolution of the 35th/68th Annual Sessions held at the University of Baroda / University of Delhi which reads as under:-

"RESOLVED that the examinations of one University should be recognised by another on a reciprocal basis, providing that the entrance qualifications, duration of the course and the general standard of attainment are similar to those prescribed by the recognising University.

Further resolved that in case of degrees awarded by Open Universities, the conditions regarding entrance qualification and duration of course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognising university."

In light of this decision, the Degrees/ Diplomas being awarded by all the Universities who are members of the Association of Indian Universities, need to be recognised by PTU.

The matter is placed before the Academic Council for consideration and making recommendation to the Board.

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ANNEXURE VI

ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE: 16, KOTLA MARG: NEW DELHI 110 002

No. EV/II(80)/97/155114-337
29 October, 1997

The Registrar
Member Universities/Institutes

Dear Sir,

Punjab Technical University, Jalandhar has been admitted to the provisional membership of AIU w.e.f. the year 1997-98.

The Association at their 35th/68th Annual Sessions held at the University of Baroda/University of Delhi have adopted the following resolution on the mutual recognition of degrees awarded by member universities:

"RESOLVED that the examinations of one university should be recognised by another on a reciprocal basis, provided that the entrance qualifications, duration of the course and the general standard of attainment are similar to those prescribed by the recognising University.

Further resolved that in case of degrees awarded by Open Universities, the conditions regarding entrance qualification and duration of course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognising university"

The above resolution is brought to your notice with the request that the degrees/diplomas awarded by the aforesaid university may kindly be accorded recognition.

You may kindly write to the Registrar of this university for any additional information in respect of courses of study etc., if required.

Thanking you,

Yours faithfully
Sd/-
J.K. Bhatia
Evaluation Officer