

Minutes of the 14th meeting of the Academic Council held on 03 January 2004 at CT Institute of Management & Information Technology, Jalandhar

The 14th meeting of the academic council was held on 03 Jan 04 in the meeting hall of CT Institute of Management & Technology, Jalandhar with Y. S. Rajan, the Vice-Chancellor PTU in the chair.

The following attended the meeting

List as at appendix - A

The chairman welcomed the members and conveyed good wishes for the New Year. He wished that the year 2004 sees PTU grow into a 100% professional institution with international repute. This, he said could be possible only with concerted effort of each member of the PTU team. Every one associated with PTU (staff, Principals, students their parents, employees) is a member of the team. He said that in year 2003 we had endeavored confidence building and had achieved our aim to a large extent. The thrust in the effort must be maintained, as there are many more targets to be achieved. We have to get out from adhocism and develop systems and processes. He said that he had full confidence in the team and its capability.

Following decisions were taken :

Item No.	Item	Decision	Action by
14.1	To confirm the minutes of the 13 th meeting of the Academic Council.	Minutes of the 13 th Academic Council were confirmed with the following changes : "Under item No. 13.6 may read Dr. K.P. Janardhanan in place of Dr. O.P. Sahni."	Dean (Colleges)
14.2	Online Education Programme - current status.	The council took the decision that CET - 2004 and MET - 2004 would be conducted on the same day. The Council fixed 25 April, 2004 as the examination date. LEET and PET - 2004 would be conducted together and fixed the date of 09 May 2004 for this examination. Members of the Academic Council were briefed on the background and current status of Online Education. The members appreciated the efforts of the University to streamline online education and took a decision to continue with Online education for the current session of admissions i.e. 2002. It was also noted that such a streamlining was only for the batch of online students admitted earlier in the year 2002. These decisions were in the interest of the admitted students & according to academic rules. But it will not be precedent for the future decisions nor will be prejudice for future action. Further conduct of online education by PTU would be considered after convening a large committee with Principals and few experts outside PTU system. At the request of the VC, a number of Principals offered to be member to the committee. The VC was authorized to form the committee for Online education in the new phase. The criteria for admissions to M. Tech. (IT) for 2002 batch as included in the agenda points and recommended by the committee convened on the issue was approved in that students with the following qualifications are eligible :	Registrar Registrar Dean (Academics)

14.3	<p>Inclusion of courses in the approved courses.</p> <ol style="list-style-type: none"> 1. M. Tech. (Computer Science) 2. M. Tech. (IT) 3. M. Pharma (Pharmaceutics) 4. M. Pharma (Pharmaceutical Chemistry) 5. M. Pharma (Pharmacognosy) 6. M. Sc. (Bio-informatics) 7. B. Sc. (Bio-informatics) 8. B. Sc. (Bio-technology) 9. B. Sc. (Veterinary Lab Tech.) 10. B. Sc. (Pharma Lab.) 11. B. Tech. (Automobile Engg.) 12. B. Tech. (Medical Electronics) 13. B. Tech. (Electrical & Electronics) 	<p>For M. Tech. (IT) Applicant must have a B. Tech. / B.E. / AMIE (or equiv.) / MCA / M.Sc. with minimum of 55% marks in aggregate.</p>	<p>Proposer of courses</p> <p>Dean Academic to for committees</p>
14.4	<p>Eligibility Criteria for admission to the above courses.</p>	<p>The following committee was formed to evaluate eligibility criteria for admission to various courses proposed to be introduced :</p> <ol style="list-style-type: none"> 1. Dr. D.S. Hira 2. Dr. Sanjay Modi 3. Dr. Gurdip Singh 4. Dr. D.R. Singh 5. Dr. T.S. Kamal 6. Prof. Vipin K Dewan 7. Dr. M.S. Seekree 8. Dr. R.L. Gupta 9. Dr. J.S. Sohal 10. Dr. M.L. Ghambir 11. Dr (Mrs.) Shailini Gupta 12. Dr. (Mrs.) Madhu Chitkara 	<p>Registrar</p> <p>Dean (Academics) The committee</p>

14.5	M. Tech. (VLSI) at C-DAC.	<p>The Registrar informed that M. Tech. (VLSI) at C-DAC had been approved by the AICTE and affiliation was under process. Boards of Study had been constituted and the course contents were evaluated. Admission to this course would be made in the 1st week of July 2004 and the course would be commencing in the 1st week of August. This course and the one run at GNDEC, Ludhiana as UDP (conducted in PTU Regional Centres) should have identical syllabus.</p> <p>He also informed that AICTE approved for M. Tech. (Computer Science) at Guru Nanak Dev Engineering College, Ludhiana had been received and the course would commence in August 2004.</p>	Principal GNE and Senior Advisor PTU for Regional Centre
14.6	Eligibility criteria for admission to M. Tech. (IT) online.	As under item No. 14.2 for the present and future course of action.	
14.7	Issue of NOCs.	The Council members were informed about issue of NOC for increase in intake and addition of new courses. Dr. Gurdip Singh informed that name of MIMIT, Malout was missing from the list of NOCs. The Chairman requested others who have such additions to be made may please do so urgently as PTU will soon freeze the list for informing all concerned.	Principal Colleges & Registrar
14.8	Starting of M. Tech. (IT) in Institutes of Management.	It was unanimously agreed that M. Tech. (IT) could be started in Institutes of Management as per the norms of AICTE and with its approval.	Principals Registrar Senior Advisor, PTU
14.9	Status of Regional Centres and UDP.	The Registrar informed the Academic Council that 9 regional centres and 2 UDP programmes are imparting education in engineering and management respectively. 1 st semester examinations of all the streams had been successfully completed. Dr. Hira explained experience so far and stressed the need to be strict with attendance. Senior Advisor PTU again requested coordinators of the Regional Centres to give schedules of external faculty & projects etc. as requested before. He said two centres have already asked for external faculty and it had been arranged. The chairman suggested that such external faculty is rare to get and all other centres must also take benefit from such efforts.	Co-ordinators of RC and Senior Advisor
14.10	Examinations December 2003.	<p>Controller of examinations informed that almost all the examinations, regular and reappear, have been completed and only 8th semester examinations are left which would be started from 5th January 2004. COE also pointed out that inspite of the clear cut instructions on carrying of mobile phones in the examination hall, a few Principals had allowed mobile phones which was against the spirit of the PTU directives. Principals may please ensure implementation of the directives of PTU and conduct examinations according to directives issued from time to time.</p> <p>The chairman stressed upon Principals the need for conducting University examinations in a fair and clean way. He said that a few reports received from inspecting officers were disturbing though these were small in number. In the interest of the quality education system we should aim at zero defect system.</p>	COE All affiliated colleges & Regional Centres

14.11	Boards of Study proceedings, specially for 4 th semester.	<p>Officiating Dean (Colleges) informed that the meeting of the Chairmen of Boards of Study for regular course was held on 5th December 2003 at PTU, Jalandhar. The decisions of the meeting were circulated alongwith the agenda. A copy was handed over in the meeting and read out to the members. The council was also informed that the syllabus in respect of 4th semester had been updated and was available on PTU Site www.ptujal.org. A CD containing such data as related to 4th semester was handed over to each member of the Council. Principals may please use these for necessary action.</p>	Dean (Academics) Principals
14.12	Academic audit – percentage of attendance in scheduled lectures of 60 minutes each and not based on lectures held.	<p>Registrar informed the members that data of students attendance asked from the colleges was not complete in respect of some institutes. Analysis of the data showed that attendance eligibility criteria used was based on the number of lectures held and a few colleges had not forwarded the required information. As per the regulations attendance in each subject must be minimum 75% of the lectures scheduled. Further these lectures are supposed to be of 60 minutes duration. Hence students who do not attain the prescribed attendance level in terms of 75% of the scheduled lectures are required to be detained. He further informed the council of its own decision wherein minimum number of lectures conducted in a subject is 10 N (where N is number of lecture hours scheduled per week) (the same applies to tutorials and practical labs. also). The Chairman reiterated importance of regulations being formulated and their implementation. It was decided to constitute committees of principals in each stream to consolidate all the existing academic regulations and procedures with reference of source and applicable data etc. The committees would also suggest changes to be considered for the future. The Vice Chancellor was authorized to form the committee.</p>	Registrar to Form Committee of Principals Registrar Dean (Academics)
14.13	Minutes of Examination Committee meeting held on 30.12.2003.	<p>The Controller of Examinations read out minutes of the Examination Committee held on 13th December. Proceedings of the committee were circulated along with the agenda points. It was agreed that there should be only one examination in a particular subject as long as the syllabus in the subject does not vary more than 20%. Question papers in case of variation below 20% could be as follows :</p> <p>(a) In compulsory question instead of 10, 12 questions to be set and students asked to attempt 10 questions. Two of such questions must be from the old syllabus content.</p> <p>(b) No. of questions in section B & C can be increased to 5 each, instead of 4 at present, and students be asked to attempt 5 questions at least 2 from each section</p> <p>It was decided that all future reappear exams, where the study scheme had not changed and variation of syllabus was less than, 20% only one examination would be conducted.</p> <p>On the Issue of re-evaluation, the Council accepted the following: As per the present rules, if the difference between the original award of the re-evaluation result is more than 15% then 2nd re-evaluator is appointed. It has been recommended that if the difference between the original award and award of re-evaluation is more than 25%, then only should 2nd re-evaluator be appointed. Further, the mean of the nearest two awards should be taken instead of the highest two."</p>	COE & All Principals to note and for necessary action COE

14.14	Migration of Mr. Abhishekh Sharma.	<p>The chairman mentioned that a peculiar situation had arisen with one student has been diagnosed under mental strain and was Psychiatric patient and was advised around the clock monitoring by his parents. The University had referred the case for second diagnosis and was diagnosed the same. The student wanted change of seat from Chitkara Institute of Engg. & Tech., Jansala to Guru Gobind Singh Institute of Engg. & Tech., Talwandi Saboo. The Migration Committee recommended the case.</p> <p>The peculiarities of the case are that the parents of the students are in Mansa, which is about 60, Km from new place and the medical opinion calls for 24 hours attention. Since this was isolated case of peculiar nature, it was approved by the Academic Council without it setting any precedence for any other case or without prejudice to any future decision.</p> <p>It was noted that presently migration cases forwarded by the Principals do not indicate "No Objection" explicitly. There is no reference to nor do they bear merit.</p> <p>It was decided that all future cases of migration, student would be required to fill a migration form to be made available by the University to all the colleges. This form would be designed by PTU and would contain certain certificates of conditions, which have to be fulfilled as per the existing migration rules. The form would be authenticated by the Principal of the college in which the student is currently pursuing studies. It would then be signed by the Principal of the relieving institution and the institution where the student is seeking migration. It is the responsibility of the Principals to authenticate all the entries. This would then be put up to the migration committee constituted by the VC and only with their clearance be considered by the V.C.</p>	All Principals for compliance and Registrar PTU for issue of instructions.
14.15	Review of regulations for BBA / BCA / MBA /MCA.		Registrar & Dean (Academic) For design of form
14.16	Special admission in court case in LEET - 2003.	The council took note of admission through court.	
14.17	Mail server at PTU for affiliated colleges.	Registrar informed the council about setting up of mail services at PTU campus wherein all the principals of all affiliated colleges would have an e-account. This would accelerate the communication and at the same time maintain the confidentiality of information. Member colleges can be contacted through a group-mail account. Mail to the University can either be sent on this mail server or at its own web site through mailbox created for all important sections and officers. There was an endeavor to register students through electronics registration. Details of this would be dispatched to all the Principals, Students registering for the current even semester must register with PTU also. Academic Council welcomed it and a few Principals are ready to start actions. The Registrar pointed out that it though hyper links to URL of affiliated colleges were provided, many of them were non functional. This was primarily because either had the college changed their URL or	Registrar to energize the system & inform

	<p>there was wrong data entry in the URL name. The chairman directed the principals to verify access to their college website through PTU site. Each member is requested to sort out issues and conform connectivity via www.ptujal.org by 30 January 2004.</p>	
<p>14.18</p>	<p>Affiliation fees payment.</p> <p>The chairman stressed upon the principals to clear their affiliation fee, which was due to the University. He recalled earlier Academic council decision asking members to ensure that all affiliation fee due to the University was cleared. He appealed to colleges to pay up affiliation (past dues & present) to avoid any embarrassments</p> <p>On the issue of exemption of evaluation fee to Govt. Colleges the chairman mentioned that since the University was not given any grant from the Government, the question of non-payment of evaluation fee by the Govt. colleges did not arise. He further decided that all these colleges were autonomous bodies and were charging the same fee as the other affiliated colleges. In addition PTU is giving same service to Govt. colleges as the other affiliated colleges. Hence they should be in a position to pay affiliation fee. He said that he would take it up also with the Punjab Government.</p>	<p>All Principals</p>
<p>14.19</p>	<p>Minutes of Board of Studies of MBA (IB)</p> <p>First semester examination for MBA (IB) had already been conducted in December, 2003 and syllabi for the 2nd semester had been formulated. Since this course was run as one time under UDP, further courses under this scheme may not be undertaken. However, colleges (these + other interested) can take this course through AICTE. In the present context, all the fees deposited by the students was to be transferred to the University and THE coordinators of the programmes of its two centres could raise contingency bills and claim reimbursement.</p>	<p>UDP Incharge, Dean Academics Registrar for fees. Others as per their interest</p>
<p>14.20</p>	<p>Implementation of recommendations of the Saxena Committee.</p> <p>Recommendations of the Saxena committee were circulated with the agenda points of the meeting. The main recommendations were brought to the Council. The academic Council, after a brief discussion, decided that the Committee constituted as per 14.12 to study the recommendations of the Saxena Committee especially in the context of their recommendations for changes referred in 14.12 and academic regulations.</p>	
<p>14.21</p>	<p>2 to 6 Rule applicability.</p> <p>As per the decision of the Academic Council which was reconfirmed in its 12th meeting at Moga on 1st October, 2003, only those students who had fully cleared 2nd semester were allowed to register for the 6th semester. Hence the students who have attended 5th semester and have cleared 2nd semester before the date of registration only are eligible to attend 6th semester. Any student who has taken 2nd semester reappear during December 2003 would become eligible only when a declared pass result was available in respect of such student. The VC asked COE to accelerate the process for declaring results at an early date. The Registrar pointed out that in a number of court cases students were permitted to continue their studies only because the institutes had permitted the students, otherwise, should be permitted to register, under any condition, for any semester whatsoever the University would take stern action against any institute conducting illegal registration.</p>	

14.22	Admission 2003	<p>The Registrar, PTU brought out that a letter had been received from the Principal, GZS CET, Bathinda stating that five students were admitted by the college that were after 01 OCT 2003. The matter was placed before the council. The members deliberated and recalled the earlier decision of Academic Council that this had been time and again discussed in the Council that admission had been closed on 15.09.2003 and the final lists were to be submitted by all colleges by 03 October 2003 and that no relaxation was acceptable in the last date that itself was an allowance of a 19 days after 15.09.2003 which was taken under pragmatic consideration at that time as a few colleges had not applied a cut off to admissions. It was emphasized by the Academic Council that in future colleges have to treat the last date as sacrosanct. Since these cases are admissions after Oct 3, 2003 (the last date of admission of list), these cases were not acceptable to the Academic Council.</p>
14.23		<p>Chairman informed the members of the council that the University was receiving as many as four copies of the same letter addressed to various officers. The University is taking immediate action on each letter received and such multiple copies only create confusion. He requested Principals & other to be more helpful. Further he stressed the need of maintaining proper communication protocol in writing as some officials of colleges write to the higher authorities on matters which come under day-to-day working of University. It causes unnecessary confusion. This may please be avoided in future.</p>

There being no other point the meeting came to the end with a vote of thank to the chair.