

**THE MINUTES OF 41<sup>st</sup> MEETING OF ACADEMIC COUNCIL HELD ON 22<sup>nd</sup> MARCH, 2013 AT 11:00 AM IN CONFERENCE ROOM, PUNJAB TECHNICAL UNIVERSITY, JALANDHAR – KAPURTHALA HIGHWAY**

Dean (Academics) welcomed all members and discussed the importance to the academic council and requested to all the members to attend academic council meeting regularly. All the members should participate and deliberate to improve the academic standard in the university. All the members unanimously decided to review the participant of members in the academic council meetings and a letter shall be written to members who are regularly absent.

Thereafter regular agenda was taken up :

**41.01 To confirm the minutes of 40<sup>th</sup> Academic Council meeting held on 26<sup>th</sup> September, 2012**

The Council approved the minutes of the 40<sup>th</sup> Academic Council meeting held on 26<sup>th</sup> September, 2012.

**41.2 Action Taken Report (ATR) of the 40<sup>th</sup> Academic Council Meeting**

The Council noted the action taken report on the 40<sup>th</sup> meeting of the Academic council.

**41.03 Award of Ph.D.**

The council recommended the following candidates to BOG for award of Ph.D.

S. No	Registration No.	Name	F Name	College/Insti	Specialization	Title of Thesis
1	11.45.07	Shelly Rekhi	Sh. Ramesh Chander Rekhi	GNA-IMT Phagwara	Management	Study on Job Satisfaction and Job Quality in Selected Automobile Component Manufacturing Units in Punjab
2	11.50.07	Sudarshan Kumar	Sh. Amar Nath	SBBSIET, Padhiana	Management	Credit Cards & Consumer Behaviour : An Empirical Study of Consumer Attitude Towards Credit cards
3	14.30.07	Tripatdeep Singh	Sh. Gunwant Singh Dua	GNIMT, Ludhiana	Computer Applications	Digital Watermarking Techniques for Hiding and Retrieving any Digital Content in BMP Images
4	12.22.07	Naresh Singh	Sh. Sham Lal	Rayat Insti. of Pharmacy, Railmajra	Pharmacy	Studies on Antioxidant Components of Different Edible Seeds for Their Therapeutic Potential
5	11.69.09	Rakesh Kumar	Sh. Nar Singh	Haryana College of Tech. & Mgt. Ambala Road, Kaithal	Management	Performance Appraisal in Hospital:- Need Role and Framework
6	14.33.08	Parteek Sharma	Sh. Devinder Paul Sharma	RIMT, Mandi Gobindgarh	Computer Applications	Effectiveness of Management Information System in Educational Institutes in Punjab
7	02.26.07	Vipul Sharma	Sh. Srinivas Sharma	NITTTR, Chandigarh	ECE	Development of Optimized FDTD Method To Design Metamaterial Antennas For Skin cancer Detection

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#### 41.04 Admission during January Session.

Dean Academics informed that Punjab Technical University has started January Session admission for B. Tech, B.Arch, MBA, MCA courses from January 2013 onwards, which was challenged in Hon'ble High Court, However, the step of University has been appreciated by Hon'ble High Court of Punjab & Haryana.

In the judgment, the court has said that we are of the opinion that the bold move of the university may advance the cause of education and does not appear to be regressive. It needs to be given a trial. The matter has been obviously deliberated upon by the university after discussing the pros and cons and it has been found that it is not contrary to any law and is laudable.

The guidelines for January admission have already been circulated. The chairman of the council have asked the academic department to circulate the judgment give by the Honorable Punjab and Haryana High Court to all the members and also advised to follow the guidelines and continuously follow for attaining the academic standards for the students admitted during January 2013.

#### 41.05 PTU as Nodal Centre of NBA

Dean (Academics) informed to the members that PTU has signed MoU with NBA with the objective to stimulate the quality of teaching, self-evaluation and accountability in higher education system to help institutions realize their academic objectives and adopt teaching practices that groom their students.

Further NBA has made PTU as its Nodel Center Centre Punjab / J & K/ Himachal and some part of Haryana. PTU will start four type of awareness programme in above said regions ;

- (a) Awareness and orientation programme for the institutions with the objective to familiarizes and preparing themselves for outcome based Accreditation.
- (b) Orientation and Training Programmes for the Evaluators/Chairpersons of NBA for conducting accreditation visit.
- (c) Faculty development programmes to orient the faculty to outcome based education and their role and responsibility in outcome based system.
- (d) Management development programmes.

Council noted the same.

#### 41.06 Syllabus of EEE will be changed from session 2013-14

In view of the demand of students pursuing B. Tech. Degree in Electrical and Electronics Engineering (EEE) the syllabus for the students admitted up to 2012 batch will remain identical to the Electrical Engineering students and will be changed from 2013 batch onward.

It has been decided that the revised syllabus will be uploaded before the admissions of 2013-14 batch and incharge BOS will take care regarding the same.

The colleges are advised to well inform the students so that there should not be any misunderstanding in the faculty and the students.



**41.07 International Collaborations by Punjab Technical University.**

The council noted the information regarding the same.

**41.08 Various services at University Library to promote Research Scholars, faculty members and Students.**

It was informed that the use of the service provided by the central library by the affiliated college and research scholars is very less. In the previous academic year few requests have been received to supply the ebook and research papers were received. The members informed to spread the awareness of the facilities available.

The council has also decided that once again the university will forward circulation to all the colleges regarding the facilities available at Central Library and who the research scholars and college make use of that.

**41.09 To approve the new migration rules**

The council approved the new migration rules

**41.10 To approve the Course curriculum to be followed by Ph.D. Candidates**

The Council approved the course work of Ph.D. in Punjabi as proposed

**41.11 To approve the proposed Academic Calendar for session 2013-14**

The Council approved the proposed Academic Calendar for the session 2013-14 with the modification that the practical examination for all the branches will start immediate after the end of regular examinations.

**41.12 Permission to continue study after completion of time duration.**

The council ratified the item and advised that the same should not be considered as precedent

**41.13 Staring of new courses**

Council approved the starting of following new courses from session 2013-14 onward:

**New Non-AICTE Courses**

Sr. No.	Course Name
1	B.Sc. (Fashion Design)
2	B.Sc. (Textile Design)
3	B.Sc. (Fashion Design Knits)
4	M.Sc. (Garment Manufacturing Tech.)
5	M.Sc. (Fashion Mkt. Mgmt.)
6	B.Sc. (Computer Science)
7	M.Sc. (Computer Science)

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**41.14 Minutes of various meetings of Board of Studies.**

The council approved the updation of teaching schemes and syllabus as proposed by various BOS.

**41.15 UGC Regulations for Mandatory Assessment and Accreditation of Higher Educational Institutions)**

As vide its notification no. 14-42/2011(CPP-II) dated 19 January, 2013 UGC has issued Regulations for Mandatory Assessment and Accreditation of Higher Educational Institutions including university.

Dean (Academics) informed to the council that all the affiliated college advised to be ready for accreditation in advance prior to that if any such notification issued by the AICTE for engineering colleges.

**41.16 Less admission in colleges.**

The complete recommendations regarding this item shall be placed in the next Academic Council meeting

**41.17 Short term certificate programs**

The council approved starting of following Short term certificate programs at PIT, Kapurthala:

- i) Certificate Program in Advertising and Retailing
- ii) Certificate Program in Credit Risk and Treasury Management
- iii) Certificate Program in Retail Banking

**41.18 To start MBA (Business Laws)**

The council approved the same in principle.

However complete details regarding, eligibility criteria, teaching scheme and syllabus shall be put in the next Academic Council meeting after getting it approved from the respective BOS along with the viability of these courses.

**41.19 To start Post Graduate Diploma in Teaching Methodology**

The council approved to start this Post Graduate Diploma in Teaching Methodology at PIT Kapurthala for the students those are pursuing master degree at PIT Kapurthala in case it should not violate any UGC norms to issue two degree at time i.e. one regular and one part time.





**41.20 To start a new course Masters in Journalism and Mass Communication a two years course in PTU Main Campus (PITK).**

The council approved the same in principle.

However complete details regarding, eligibility criteria, teaching scheme and syllabus shall be put in the next Academic Council meeting after getting it approved from the respective BOS along with the viability of these courses.

**41.21. Course work for Ph.D Students (Business Mgmt.) of PITK would be one year long**

The council taken the agenda and discussed at length and agreed that adding more number of compulsory subjects could not improve the quality of Ph. D. rather it will deteriorate the quality of thesis as students have less time for the thesis work. Therefore council has recommended that as per the guidelines the minimum tow subjects should be offered and the research board/committee will decide wherever any additional subject is required to study by any of the student in view of his/her research plan.

**41.22 Onetime payment, registration and choice filling.**

The Dean (Academic) informed that during this year admission to save time and to make the admission in minimum time, the University has decided that Counseling fee deposition, registration and choice filling process will be done only once. Therefore the registration will be open only before the start of counseling and only one time the student can enter choice for admission and during subsequent counseling rounds only option for participation will be given without any updation of the choice already entered during first round.

The matter was deliberated at length and it was deiced that the fee deposition and registration can be done only once i.e. before the start of online counseling. However, the students should be given option only to change the choice during subsequent rounds of counseling.

For MCA admission the university will pursue the case with the Punjab Government to make decentralized the admissions for this category by authorizing the individual colleges to make admission as being number of vacant seats every year. However if in any case centralized counseling is made than the admission will be made on the basis of test to be conducted by the university.

**41.23 International Students.**

It was decided that equivalence of the education obtained by the foreign students may checked from the book published by AIU. However for some of the cases where university or country name not there in the AIU book the status may be confirmed by the PTU from AIU or by other bodies as applicable.





**41.24 Agenda point as received from different colleges.**

Sr.no	College Name	Items	Decision										
1	IET Bhaddal Technical Campus (Ropar)	It is observed that at times for certain subjects a large no of students of an institution get reappear in the External University examination (mass supplementary). It is requested that there must be a provision of moderation of such results and all the cases should not be handled under re-evaluation procedure	Such results already moderated by the PTU as informed by the COE.										
2	Punjab institute of management & Technology, Ludhiana	<p>Please refer to your letter no. PTU/DA/5771 dated 7.3.2013 regarding on the above cited subject. Kindly consider the following points as agenda for 41st meeting of Academic Council.</p> <ol style="list-style-type: none"> <li>1. Training project- It should be intimated whether it is Internal or External and the format should be indicated in the syllabus.</li> <li>2. The details of the internal assessment of the following courses <table border="1"> <tr> <td>MCA (New syllabus</td><td>: 50marks</td></tr> <tr> <td>MBA</td><td>: 40 marks</td></tr> <tr> <td>BBA</td><td>: 40 marks</td></tr> <tr> <td>BCA</td><td>: 40 marks</td></tr> <tr> <td>B.Com</td><td></td></tr> </table> </li> <li>3. Report of business communication of MBA-1st and Workshop on IT for MBA-1st. Kindly indicate the format of the report in the syllabus.</li> <li>4. HVPE – language no bar</li> <li>5. E-journal- no help from mail id by PTU</li> <li>6. Kindly indicate the Marks allotted for each section of syllabus for the final externals of all the courses.</li> <li>7. When a new course is introduced the format of the q. papers and details of internals should be mentioned in the syllabus.</li> </ol>	MCA (New syllabus	: 50marks	MBA	: 40 marks	BBA	: 40 marks	BCA	: 40 marks	B.Com		The council has decided to refer these cases to BOS.
MCA (New syllabus	: 50marks												
MBA	: 40 marks												
BBA	: 40 marks												
BCA	: 40 marks												
B.Com													
3	PCTE.BADDOW AL	<p>The following points may please be included in the 41<sup>st</sup> Academic Council Meeting :-</p> <p>(a) <u>Revision of Other charges (Except Tuition Fee) of Non AICTE Courses</u> (i) Tuition fee of AICTE Course was revised by 33% vide Govt of Punjab, Department of Technical</p>	A committee of the Director Finance and Deputy Registrar (Academics) was constituted for the same.										

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		<p>Education &amp; Industrial Training Notification No 13/127/09-ITE2/770 dated 1<sup>st</sup> March, 2011. (Copy attached). (ii) Other charge for AICTE Course have been revised 33% by Govt of Punjab, vide at Para 10 at Page 47 of Brochure B.Tech/Bachelor of Arts/B.Pharmacy. (Copy attached). (iii) Tuition fee for Non-AICTE Courses was revised by 33% vide their Notification PTU/Reg/NF/01 of 03 Apr 2012.</p> <p>(iv) In view of the Para 2(a)(ii) above PTU has not revised the other charges for Non- AICTE courses like Development Fund , Student related Fee, Securities (Refundable) &amp; other fees.</p> <p><b>(b) <u>University Related Fees to be changed from Colleges</u></b></p> <p>(i) In reference to your letter No PTU/REG/27112 dated 19 May 2011 (copy attached) regarding calculation of Unit size for University related fee of affiliated colleges. We would like to submit that in the courses MBA/MCA in AICTE unit- size is 60 while as per PTU Notification unit size is calculated for 30 to calculate the fee. You are kindly requested to look into the matter and calculate the dues of colleges as per AICTE norms for the benefit of Affiliated Colleges of PTU.</p> <p><b>(c) <u>Eligibility check of Foreign Students</u></b></p> <p>(i) The eligibility check carried out on the basis of equivalency certificate issued by the embassy of the country located at New Delhi. But during the eligibility check of this year, team detailed by the PTU asked to take the equivalency from AIU.</p> <p>(ii) On checking the book issued regarding equivalency during the year 2006 by AIU the name of some countries have not been included in the Book. As such, it is suggested that eligibility should be carried on the basis of equivalency certificate issued by the respective embassy for these countries/Universities whose names are not in AIU handbook.</p>	<p>The unit size may be changed as per unit size of AICTE i.e. 60 however in reference to change in non-AICTE unit size, accordingly the affiliation fee may be increased.</p> <p>The decision is already given as per the agenda item 41.23.</p> <p>The decision is already given as per the agenda item 41.23.</p>
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		<p>(d) <b><u>Eligibility of Foreign Students to Participate in Sports as well as Cultural Events</u></b> It came to our notice during the recently concluded PTU sponsored Sports tournament that foreign student's currently pursuing their degree's in PTU affiliated colleges were not allowed to participate in the tournament. Since these student's are being awarded academic degrees by the university we feel that they be allowed to develop/participate in all PTU sponsored activities like sports and cultural events.</p> <p>3. The above mentioned points have already been forwarded vide our following letter to include these points into the Academic Council Meeting PCTE/Ldh/21/1235 dated 14 Jan 2013. PCTE/Ldh/21/1179 dated 21<sup>st</sup> Dec 2012 PCTE/Ldh/13A dated 26<sup>th</sup> Nov 2012</p>	<p>All the foreign students are eligible to participate in the cultural and sports events of the college / University. No such complaint received regarding the same.</p>
4.	LCET Ludhiana	<p>1. For any expenditure of Regional Centre the co-ordinator has to take permission from the university which takes a long time and the required infrastructure cannot be created. The net effect is that the quality of education suffers. It is suggested that the Regional Centre coordinator may be allowed to incur the required expenditure which may be audited by the finance Department of PTU.</p> <p>2. The Performa for continuation of affiliation /Increase/ Decrease in number of seats and addition of new courses should be made similar to that of AICTE. More over this Performa is submitted online to AICTE and a hard copy is submitted to the PTU. It is suggested that Performa being submitted to AICTE online, the same should be submitted to the PTU online.</p> <p>3. At present the university first declares the results through Individual ID of students and subsequently the gazette of the whole university result is sent to the colleges on the college IDs. The results many times do not</p>	<p>The council decided that the coordinators of Regional Centers have to follow the purchase norms already notified.</p> <p>University is already in the process of getting online files from the colleges.</p> <p>COE informed that in future the PDF of the same notification as provided to the college will be sent the student login ID</p>

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		<p>tally, causing problems (like in re-evaluation and adjustment of reevaluation fees)</p> <p>It is suggested that the gazette notification and declaration of results should be simultaneous and the gazette notification of only the concerned college should be available on the college ID.</p> <p>4. The members attending the academic council meeting are not paid any TA/DA by their institutions.</p> <p>It is suggested that like other PTU meetings the members should be paid TA/DA on same pattern.</p>	Should be referred to DF
5.	<b>Principal SBBSIET</b>	<p>The following agenda items may kindly be included for the forthcoming meeting of the Academic Council of the PTU to be held in 4th week of March, 2013:</p> <ol style="list-style-type: none"> <li>1. Specific instructions and guidelines for the students detained for want of requisite attendance (75%)</li> <li>2. Guidelines for the students dropping-out during a semester.</li> </ol>	Guidelines are already available and should be uploaded on the website again.
6	<b>Baba Kuma Singh College of Engg Tech Amritsar</b>	<p>The agenda for Academic Council is as following:</p> <ol style="list-style-type: none"> <li>1. Concept of Virtual lab. Work can be helpful for the colleges which are under the way of development. So the workshops on the virtual lab. Work should be organized by the University to trained the teachers for the same at any nearby colleges.</li> <li>2. To streamline the evaluation process of answer sheets the key of question paper should be prepared by paper setter which may be sent to the Head Examiner. Otherwise it may affect the marking criteria of answer sheets.</li> <li>3. The present grants process of the University is not appropriate. Even after providing all the significant documents required for the grants, the grants are not sanctioned to the institutions. There should be incentives for faculty of engineering colleges for their higher studies / research oriented programmes like scholarships, provision of academic leaves for</li> </ol>	<p>Council has decided to refer the same to Dean Faculty Development Programme</p> <p>COE informed that the answer key is supplied to all Nodal Centres during evaluation</p> <p>Council has decided to refer the matter to Dean (RIC)</p>

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		<p>their research work, also facilities of free e-journals for downloading research papers of different fields / lab facilities should be provided to research scholars in other university- campus's etc.</p> <p>4. Problem related to pending DMC's and Degree's of different Semester B.tech..., DMC's correction is delayed.: Mistakes in the DMC's becomes a matter of routine Even the dealing of appropriate person is not appreciable and number of visits are done to the University without any work done. Issuing of Examination Slips (Roll Nos.) should be at least 7 days before examination.</p>	Council has decided to refer the matter to COE.
7	<b>RIMT MandiGobind Garh</b>	With reference to your letter PTU/DA/5771 dated 7/3/2013 for the 41st academic council meeting, I wish to inform you that the AICTE has announced the lateral entry (LEET) system to MCA course for BCA, B.Sc (C.Sc, IT) students from this session onwards. The detail's regarding this is mentioned in APPROVAL PROCESS HANDBOOK 2013 on page no 73.	Council has decided to refer the same to BOS.
8	<b>SVIET, Banur</b>	<p>1. <b>NOC from Parent Institute for Inter college Migration</b> : NOC must be required from Parent Institute for Inter college Migration, as it's a financial loss to the Parent Institute.</p> <p>2. No Fees for PTU Athletic Meet As Rs.7500/- has been charged as Sport Fees, so no fees of participation to be charged from participants.</p>	<p>The decision is given as per item No. 41.09</p> <p>Council has decided to refer the same to the incharge sports</p>
9	<b>Bharat Institute of Engineering &amp; Technology,  Sardulgarh (PB)</b>	<p>This is in the response of your letter Ref. No. PTU/DA/5771 dated 7/3/2013 regarding 41<sup>st</sup> meeting of the academic council. Sir, I am sending some agenda items for this meeting which are summarised as below:</p> <p><b>Syllabus of all the disciplines of engineering classes should be revised according to the current requirements of the industry. More practical subjects should be included in the syllabus so that students can meet the requirements of the industry. For example in the discipline of Computer Science and</b></p>	Already under revision

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		<p><b>Engineering the practical subjects like Java Programming, .Net, Android etc are not included in the syllabus which are in high demand of industry.</b></p> <p>I will be highly grateful to you if the academic council takes suitable steps in this direction for the better placements of the students of our university.</p>	
10.	<b>Baba Farid College of Engineering and Technology, Muktsar Road, Bathinda-</b>	<ol style="list-style-type: none"> <li>1. Migration of students without NOC from college from where he/she is migrating.</li> <li>2. Filling of management quota seats right from the start of admission process by PTU.</li> </ol>	<p>The decision is given as per item No. 41.09</p> <p>May be allowed and the decision should be taken in view of notification by academic department</p>
11.	<b>ISF College of Pharmacy Moga-142001</b>	<ol style="list-style-type: none"> <li>1. Extension of distance education programme for some selected courses in Pharmaceutical Sciences – like diploma courses in-service personals in               <ol style="list-style-type: none"> <li>(a) Pharmaceutical Marketing</li> <li>(b) Pharmacy Management</li> <li>(c) Hospital Management</li> </ol> </li> <li>2. Revision of syllabus for Master's degree programmes to be made compulsory after three years.</li> </ol>	<p>Council has decided to refer the same to Dean (DEP)</p> <p>The council has appreciated the same</p>
12.	<b>SSI Badhani-Pathankot</b>	<ol style="list-style-type: none"> <li>1. <b>Issue of pending Degree / DMCs</b> The students who cleared degree with compartments / re-appear, their Degrees/ DMCs have not been sent by the PTU. Due to non receipt of the same, the students are facing difficulty &amp; get the authority letters for its collection from PTU.  It is suggested that the DMC / Degree be sent very shortly when the result is declared. For example, the DMCs of the students who passed exam I Dec 2010/May 2011 (Regular &amp; Re-appears) have still not been issued by the PTU</li> <li>2. <b>Visiting of College Staff to PTU</b> Whenever our staff visit the PTU they are not allowed to enter the office by the security staff &amp; they come back by handing over the dak etc. at reception counter only.</li> </ol>	<p>Council has decided to refer the same to COE</p> <p>Generally the passes issued on all the days</p>

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		It is suggested that Identify Card / Gate Pass to the staff of colleges be issued by PTU authority so that officials visiting PTU may enter the office and met the concerned officials of PTU for sorting the problems	
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### Supplementary Agenda:

**S-41.01 Proposal for allowing PhD students to study more than two subjects as PhD course work in PhD program**

The decision is already given under item No. 41.21

**S-41.02 Constitution of Board of Studies (Foreign Languages)**

The council approved the constitution of BOS foreign language as proposed

**S-41.02 Course wise admission**

The item was referred to the committee already constituted under item no. 41.6 for detailed analysis and to put up the recommendations in the next academic council

**S-41.03 Bridge courses for awarded UG/PG Degree to NIFT Diploma Holders.**

The council approved the matter in principle and the case will be put up in next meeting for thorough discussion.

**S-41.04 New Projects and Awards**

The council has appreciated the same and approved the item in principal and desired that the detailed guidelines along with the rules and regulations be put up in the next academic council meeting.

**41.25 Any other item with the permission of the Vice-Chancellor:**

At the end the Chairman informed to the council members that

1. Accreditation is the need of the Hours. The University and all the affiliated colleges will also apply for accreditation to maintain the academic standards and to fix the academic parameters.
2. The coursed having less admission should closed as being the obsolete courses and as per the industry requirement new courses those are in demand should be established.
3. University budget has provision of grants for research publications, research projects and research work but it utilization is very less. The Council members were requested to encourage faculty of their colleges to undergo research projects and apply for the grant for these projects form PTU and other centre government bodies providing such grants.

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4. On the ethics and morals of Shri Guru Nanak Dev Ji, the university is going to establish a Chair under the Name of Shri Guru Nanak Dev Ji for Secularism and Human Values studies in which education on Gurbani and Vedas shall be given.

As being the first meeting after the appointment of new chairman of BOG of PTU, the Chairman of academic council informed to the members that Sh. S.K. Munjal who is from one of the leading Industry Group of India i.e. Hero Group of Industries has been appointed as chairman of BOG of Punjab Technical University and university will improve in every span under this leadership.

At the end all the members has welcomed the step taken by the Punjab Government to appoint Sh. S. K. Munjal, as Chairman BOG of PTU.

The meeting ended with thanks to the chair.

  
Registrar-cum-  
Member Secretary