... of the 11th meeting of the Academic Council held on 22.4.03 at

... Institute of Management & Technology, Mohali ...

Chancellor welcomed the members to the 11th meeting of the Council and before taking up the regular agenda he made the observations:

The Standing Committee constituted by the Academic Council at its 10th meeting held on 13.12.2003 has done very good work and have met frequently to decide many pending and new academic matters. The proceedings of the three meetings held by the Standing Committee will be considered by the Academic Council at its present meeting.,

The first Convocation of the University held on March 23, 2003 was a grand success, where the medals to first three toppers and degrees to the 10 toppers in each discipline were awarded. The work done by all who participated in arrangements of the convocation was appreciated. He further stated that the degrees and medals on the same line will also be awarded to the students who completed their degree programmes during the year 1997 to 2000. The Convocation process for this purpose has already been started. He suggested a few Colleges (the ones which were placed under PTU and whose students had completed a number of semesters already) to expedite the documents regarding the students of these batches so that PTU can complete the formalities. They had already been reminded by the University.

The Task Force constituted for Distance Education programme has done good work and given its final report. The report has been considered by BOG, which has broadly accepted it. The Task Force has already prepared the revised norms for Study Centres(renamed as Learning Centres) and Service Providers (renamed as Regional Learning and Facilitation Centres). In order to implement the recommendations of the Task Force, an Interim Council has already been constituted where Engg. Colleges and Management Colleges have been given representation in addition to external experts.

Members will be happy to know that Punjab Govt. has decided that CET-2003 will be conducted by the PTU for admissions to all the Colleges affiliated to Punjabi University, Patiala, Guru Nanak Dev University, Amritsar, Punjab Technical University, Jalandhar and the admissions in Punjab Agricultural University, Ludhiana.

It has also been decided to implement uniform fee structure and there would be no difference for paid seat w.e.f admissions for the year 2003.(For details please refer to CET-2003 brochure brought out by PTU).

6. Admissions for Qualifications Up gradation Programmes for ONGC employees have already been finalized and it is very good step taken by the University. MoU has already been signed between ONGC and the PTU. This may lead to admission in other similar Organizations for Qualifications Upgradation of their employees. VC said that PTU Colleges can benefit from such an effort by PTU if they can get prepared to contribute similar programme.

7. Board of Studies of various disciplines should meet frequently, i.e. once in two months (say 5 to 6 times in a year) to consider

...gestions for changes and new programmes since there is a need to improve the syllabus and also orient it towards new opportunities for the benefit of the students .

It is also very good news for the Institutes affiliated to PTU, that PTU Offices except examination branch have already been shifted to Ladowali Road, which is very approachable and convenient for working with PTU

The University has also established its Camp Office in Chandigarh Sector 16 Kothi No. 612 The University has also a land measuring 12527.77 sq meters with a structure in a dilapidated condition in Mohali. It was transferred to PTU at the time of merger of APEX Institute Chandigarh with PTU. PTU will make plans to utilize it. Suggestions are welcome.

10. It has also been decided to construct the building having about 15000 square feet accommodation at Kapurthala site of PTU to house some important offices of PTU there. The building will be constructed at the site of an old building standing on the land of PTU and it will not effect the architectural design of the main building area of the University which will be constructed in due course of time.

After this, Dr. S.K. Salwan, Senior Advisor PTU gave a presentation on some of New Initiatives by PTU relating to Industry –Business linkage.

It was also pointed out that we cannot assume interest from others for our students as there are also competing offers from others. As such we need to take serious pro-active steps for the improvement of the courses for better placement of our students. For this purpose we need to have value added courses with strong orientation to meet the needs of the users and business/industries.

After this, regular agenda was taken up.

Item No. 11.1: Confirmation of the Proceedings of the 10th meeting of the Academic Council held on 13th December-2002

Proceedings were confirmed as in the main text of the Minutes circulated.

A matter was brought up to the Council. The Academic Council discussed the matter regarding the clarification about giving four chances to the MBA, MCA, BBA, BCA and B.Pharmacy students for clearing any course and observed that in the text of the proceedings of the 10th meeting of the Academic Council held on 13.12.2002, it was clearly mentioned that the existing rules should be enforced effectively and not allow mercy cases, so no further clarification is required. The Academic council therefore re-iterated its earlier decision.

Item no. 11.2 Action taken on various decisions taken in the 10th meeting of the Academic Council were reviewed.

The Academic Council noted the action taken on the decisions of the Academic Council.

Item No. 11.3 Minutes of the first meeting of the Standing Committee.

The Academic Council considered the minutes of the first meeting of the Standing Committee item-wise and decided as under:

Item No. S1.1 Simplification of procedure for registration to M.Tech/Ph.D. courses

The Academic Council noted the observations of the Vice-Chancellor.

The Academic Council ratified the decision taken by the Standing Committee subject to the following modifications:

(a)   The thesis title may be got approved from the Ph.D. Committee within six months instead of one year.

(b) The decision of the Standing Committee was noted.

Item No. S1.2 (a) Syllabi for Engineering courses from 3rd to 8th semesters for students of 2002-06 batch.

(b) Syllabus of B.Pharmacy course for students of 2002-06 batch.

The Academic council considered the matter and ratified the decision of the Standing Committee subject to the following observations:

(a) The Chairmen of the Boards of Studies of various subjects may be requested to complete the syllabus of all the courses upto 8th semester by middle of May -2003. The Academic Council also recommended that 10 to 15 % of the syllabus may be revised every year by the Board of Studies keeping in mind the new trends. Full syllabus may be reviewed by the Board of Studies once in four year keeping in mind the changes in business/technology/market scenario

(b) The Guidelines may be circulated to the students whenever any syllabus is changed. The Boards of Studies are advised to meet 5 to 6 times in a year and they should consider as to what changes are required in syllabus. The changes should be proposed by, keeping in view the latest scenario in the field of Industry and research and the matching demand on education. The Boards of Studies should start thinking the changes well in time and also contact potential employers of our students.

Item No. S1.3 To frame policy for granting affiliation to Societies/Trusts/other bodies situated outside the State of Punjab.

The Academic Council considered the matter and felt that the matter regarding granting affiliation to Institutes to be established by Societies/Trusts/Other

(v) Post Graduate Diploma (Technology Enabled) in Office Management & Secretarial Practices

(vi) PGDCA (One Year)

(vii) B.Sc and M.Sc (IT)

(viii) M.Tech (VSLI Design)

(ix) MBA Security

(x) Hotel Management

(xi) Health Management

(xii) Master for Technology Management

The Academic Council further observed that the Colleges which have suggested the introduction of these courses should send a detailed proposal giving semester wise syllabus and admission requirements for the consideration of the concerned bodies in the University urgently to start the process. Once the syllabus etc. are ready it is welcome for other colleges as well to participate. Hence those who are interested in the above courses may also send detailed syllabus and other academic requirements. ✓

4. The Academic Council noted the decision of the Standing Committee.

5. The Academic Council ratified the decision of the Standing Committee.

6. The Academic Council ratified the decision of the Standing Committee.

7. The Academic Council ratified the decision of the Standing Committee

8. The Academic Council ratified the decision of the Standing Committee

The Academic Council ratified the decision of the Standing Committee

No. 11.4 Minutes of the emergent meeting of the Standing Committee

the time of taking up the minutes of emergent meeting, the Vice-Chancellor observed that these were not been approved by him as in the note from Director Colleges) and had sought a number of clarifications.

Academic Council considered the minutes of the emergent meeting of the Standing Committee held on 14.3.03 and decided as under:

Item No. 1   To Confirm the minutes of the 1st meeting of the Standing Committee held on 13.2.03

(i) The Academic Council noted that minutes of the 1st meeting of the Standing Committee were confirmed

(ii) The Academic Council also noted the marks for attendance for Management courses. However, so far as MSTs for various disciplines are concerned, it was decided as under:

There will be three MSTs for B.Tech courses, two MSTs for Management and Computer Application courses and minimum one MSTs for Pharmacy and B.Sc (MIT) course in each semester. The Academic Council after noting various views further decided as under:

Internal assessment be left to the Colleges.

can try attempting repeat upto 5th semester and cannot continue 6th semester if they do not clear second semester. If any student wants to avail further chance to clear the course(s) of 1st and 2nd semester, he/she will be allowed to do so in 5th or 6th semester as the case may be, but he/she will not be allowed to register for regular courses of that semester. Thus he/she will lose one year and can register for 5th or 6th semester only after clearing 1st and 2nd semester courses respectively. The overall ceiling of 6 years as in the present rules for completing B.Tech/B.E degree will not be relaxed. Under normal circumstance as per existing rules, those who do not pass as in above, they will have to discontinue engineering studies.

MBA Courses:

As per existing rules, the maximum of three chances (including the regular chance) are given for clearing a course of any semester. The students who do not pass 1st semester courses may be allowed one more chance in the 4th semester, but they will not be allowed to register for the regular courses of the 4th semester. Similarly, the student who do not pass 2nd Sem./courses/3rd Semester. courses may be allowed only one more chance to clear the back log courses. The chance given for clearing back log course is only for once and if a student fails to clear the back log course, he/she will be out form the University. However, the total period of three years (six semesters) already fixed for completing the MBA degree will not be relaxed.

MCA/BCA/BBA Courses

As per existing rules, maximum of three chances (including the regular chance) are allowed for clearing a course of any semester. The students who do not pass 1st semester courses up to 3rd semester may be allowed to clear the back log in

Pharmacy Courses:

A lot of discussions were held regarding the running of Pharmacy courses. Keeping in view the problems being faced by the students, the Academic Council decided as under:

The pass percentage for each course in Pharmacy may be 40%. Distribution of Internal and external marks may be 40:60 on the pattern of Engineering Courses. However, this is subject to the approval to the concerned bodies, i.e, AICTE and Pharmacy Council of India.

Item S- 1.8   PTU Online Virtual Campus Programme

It was observed by the Vice-Chancellor that it might be placed on record that if any committee is entrusted with any job, it should study the matter and make specific recommendations and not to make general administrative remarks.

A detailed proposal for 1to 5 rules vis-à-vis 24 credits rule may be put up for the consideration of the Vice-Chancellor

Item No. 2   To consider the design of Medals to be awarded in the Annual Convocation.

The Academic Council noted the decision of the Standing Committee

Item No. 3   To consider the award of "mercy" chance.

There were considerable discussions. It was decided to maintain status quo. No repeat "mercy" chance is therefore to be allowed for Engg, MBA, MCA, BCA, BBA and Pharmacy courses beyond what is allowed in the existing rules, which are already a relaxed one compared to many excellent institutions in the country.

The Academic Council however further decided as under:

Engineering

Since rule 1 to 5 and 2 to 6 will continue to operate i.e. those who do not pass 1st semester can try attempting repeat upto 4th semester and cannot continue 5th semester if they do not clear first semester; those who do not pass 2nd semester

the 4th semester, but they will not be allowed to register for the regular courses of 4th semester. Similarly the students who do not clear 2nd semester courses upto 4th semester, may be allowed to clear the back log in the 5th semester but they will not be allowed to register for regular courses of 5th semester and so on the 3rd semester courses if not cleared up to 5th semester, may be allowed to be cleared in 6th semester but these students will not be allowed to register for regular courses of 6th semester. The same formula will be applied for left out courses of 4th, 5th and 6th semester. The chance given for clearing back log course is only for once and if the student fails to clear the back log course, he/she will be out from the University. However, the maximum period already fixed for completing the programme for MBA/BBA/BCA degree will remain 9 semesters (4 ½ years) and no relaxation will be allowed.

Pharmacy Courses:

The same rule as in Engineering (as it is a four year course) will apply to Pharmacy students

Item No.4   To consider starting of courses by Institute of Tourism and Future Management Trends, Chandigarh (ITFT)

The decision of the Standing Committee was ratified.

Item No. 5   To consider B.Tech rules for SLIET Longowal.

The Academic Council decided that rules as in other engineering colleges should apply to SLIET students also.

Item No. 6   To consider the syllabi of PTU Online.

A lot of discussions were held regarding the On Line Virtual Campus Programme. While there were some apprehensions such as affecting the opportunities for Colleges etc, it was noted that the implications of this new technological tool cannot be ignored by PTU. Keeping in view the various

factors, the Academic Council approved the Programmes along with the syllabi for a few courses selected with the condition that course and curriculum for the Programmes which are already being run in the Colleges as regular Programme should be the same and the examination system should also be on the same lines. However, for planning future, a new body with participation of Distance Education Council members and Academic Council members may be constituted for Online Programme. It was also clarified that Online Programme will be University Programme and all Colleges of PTU are welcome to participate/implement as per the guidelines of PTU.

Item No. 11.5   Clarification about "Miss"-Chances

The Academic Council considered the matter in detail, it is quite obvious that all semesters are to be done with full continuity and there is no question of missing in part or full. Therefore if the student does not avail the chance available to him/her it is his/her fault and as such the existing procedure to consider the missed chance as availed chance, should continue.

Item No. 11.6   Pre-ponement of Date Sheet

Academic Council noted the fact that exams are to be held within a short period to enable time for teaching and other academic activities. It is also necessary to declare results before the semesters start. Keeping several of these factors and suggestions from Colleges/students datesheets have been arrived at. The Academic Council noted the pre-ponement of the date sheet. Some Principals of Management Colleges desired that the examinations for the Management Courses may also be pre-poned. The Academic Council therefore desired that the examinations for Management courses may also be pre-poned. The date sheets as proposed with these changes were agreed upon for all courses.

Item No. 11.7   **Grand Total for the engineering course to be 7500**

The Academic Council considered the matter in detail and decided that 100 general fitness marks should be in all the four years of the Engineering Courses and they will be added in even semester. The grand total for engineering courses will therefore be 7600

Item No. 11.8   Minutes of the 2nd meeting of the Standing Committee held on 16.4.03 were considered item wise and following decisions were taken:

> **Item No. 2.1 To confirm the minutes of the emergent meeting held on 14.3.03**
>
> The Academic Council noted the decision of the Standing Committee.
>
> **Item No. 2.2 To consider the detailed syllabus for "Unnati Prays Scheme" of ONGC employees**
>
> The Academic ratified the decision of the Standing Committee
>
> **Item No. 2.3 To consider the problem of registration of Ph.D. candidates in the subjects where internal guides are not available.**
>
> The Academic Council considered the matter and modified the decision of the Standing Committee as under:

It was decided that in those subjects in which internal guide from the Colleges affiliated to PTU are not available, the candidate may have guide from other University or an institution or industry. Such guides have to be from the list recognized by the PTU or recognized by PTU after referral and considerations.

Item No. 2.4   To consider the reports of the Inspection Committees for granting affiliation to various colleges & institutes for the session 2002-03

The Academic Council noted the decision of the Standing Committee

Item No. 2.5   any other item

(i)   To consider the proposal of CEDTI, Mohali to start M.Tech in VLSI Design from the session 2003-04

It was decided that CEDTI may be considered as Regional Centres for M.Tech Programme in VSLI Design, however, the necessary infrastructural and instructional facilities may be looked into while granting this status.

(ii)   Syllabi for MET-2003/PAM-CAT-2003

The syllabi for MET/PAM-CAT-2003 were approved.

(iii)   Eligibility conditions and style of question paper

The Academic Council ratified the decision of the Standing Committee.

After the agenda items were over, Dr. Kalanidhi, Chairman Interim Council, Distance Education Programme and Chairman Task Force Engg. Colleges addressed and brought to the notice of the Academic Council salient aspects from DEP. He specially focused on the findings from the TF on Engg. Colleges and ZOPP workshop conducted. He said that the Task Force on DEP has already submitted its recommendations after several deliberations. A new set of norms to be followed by the existing as well as new Regional Learning & Facilitaion Centres/Learning Centres have been given. These norms are meant to ensure high quality standards in academic process. He pointed out the TF had

recommended that Colleges of PTU may also participate in DEP by conducting various innovative courses.

For Engg. courses the Task Force also considered several proposals to improve the placement of the student. These are:

(i) The Engineering students might be taught foreign languages, so that they may be able to get jobs outside India.

(ii) The system of dual degree in engineering colleges may be introduced, ie., a student may be given dual degree by offering some course in the discipline other than his/her own discipline in which he/she has taken admission, e.g. the student of Mechnical Engineering may be offered IT courses and he/she may given degree of BE in Mechanical Engg. and IT.

(iii) Regional Centres may be established for the training of teachers of engineering colleges and also to conduct advanced courses like M.Tech, Ph.D. etc. A list of salient recommendations lighted by him are given as Appendix ( ) to these minutes (will be sent separately.)

The Academic Council appreciated the efforts being made by Dr. Kalanidhi and their Task Force and approved the initiation of new steps like dual degree, Regional Centres etc. A few Colleges were ready to offer space and facilities to PTU. Colleges conducting MBA Programme also desired the provision of dual degrees for MBA courses as well. This was also approved by the Academic Council.

Based on the discussions on the recommendations by Engg. TF presented by Dr. Kalanidhi, the Vice-Chancellor desired as under:

1. The engineering Colleges which want to have autonomous status may come up with a detailed proposal giving the detail about the availability of the facility and about their academic/managerial capabilities on the basis of which they want autonomous status.

2. A paper will be circulated by the University on TQM. The Academic Council in Principle has agreed to the introduction of TQM courses and also agreed to conduct a few programmes.

3. The Vice-Chancellor desired that there should be all-round personality development of the students to have a good career. As a first step toward it, we can introduce a competition entrepreneurship. For example: books on the lives of great persons will be studied by the students and College teams may be invited to compete through essays and presentations. The following awards may be constituted for this purposes:

   (a)   Prizes at the College Level.

   (b)   Prizes at Inter-college level.

   (c)   20-22 entries out of 180 entries , (i.e , two team entries from each College), will be selected and out of these entries, three students/teams will be selected for Gold, Silver and Bronze medals in order of merit.

The Academic Council welcomed it. Detailed scheme will be announced by PTU later.

The meeting ended with vote of thanks to the Chair.

(S.K.Bhatia)
Secretary

Dated: 22.4.03