Terminologies

Acronyms	Description
LC	Learning Center
RC	Regional Center
PTU	Punjab Technical University
DEP	Distance Education Programme
IT	Information Technology
Non-IT	Non Information Technology
EC	Examination Center
ARC	Authorized Regional Centre
SSP	Support Service Provider
MSP	Master Service Provider
DLC	Direct Learning centre
SS	Sub-Stream
REG	Regular Student
REP	Re-appear student
(N)	New Scheme
(O)	Old Scheme
(S05)	S05 Scheme
NEW	New admission
OLD	Re-admission
E-Session	Examination Session
A-Session	Admission Session
E-Corr	E-correspondence (Online programme)
MGMT	Management
HM	Hotel Management
BT	Bio-Technology
BI	Bio-Informatics
MLT	Medical Lab Technology
MM	Multi Media
FD	Fashion Designing

PM	Para-Medical
JD	Jewellery Designing
ID	Interior Designing
INT	Internal
EXT	External
PR1	Practical External
PRI	Practical Internal
P1	Paper external
PI	Paper internal
LT	Lateral Entry
PCP	Personal Contact programme
EDP	Electronic Data processing
Non-EDP	Non-electronic Data processing
UMC	Unfair means case
SIM	Self Instruction material
DMC	Detail Mark Card
OCR	Optical Character reader
OMR	Optical Markup reader
SEM	Semester
CE	Challenge Evaluation
ID	Identity Card
HT	Hall Ticket
ACKS	Acknowledgement slip
ATTS	Attendance sheet
AS	Answer sheet
QP	Question paper
AIPTUDEPA	All India PTU DEP Associates
SPA	Specialization
CRT	Class room training
PRS	Previous result stands

LEARNING CENTRE
OPERATIONS MANUAL
Version 8.1

DISCLAIMER

This Learning Centre Operations Manual has been created to provide an accurate and authoritative information, guidelines and rules & regulations related to the conduct of Distance Education Programmes of Punjab Technical University at the level of the Learning Centres. This information shall not be an endorsement or recommendation of PTU and is subject to change from time to time. This manual is a compilation of relevant rules and regulations, guidelines and instructions issued from time to time. All Learning Centers are required to refer to the manual for clarification about any issue related to PTU DEP. It is expected that all Learning Centers whether old or new shall scrupulously follow the norms contained herein.

MISSION STATEMENT

Ours is an initiative that aims to provide a Customized, Affordable, Relevant and Accessible Employment Based Technical Education. We strive to be the premier University in Distance Education by providing the highest level of training and education to enhance the professionalism of those in the industry and those who desire to enter the field and become leaders who will shape the future of their state and the country. In line of the 11th Five Year Plan of the Government of India, to enhance the Gross Enrollment Ratio (GER) in higher education from 7% to 15% and to increase GER in the Distance Education from 24% to 40%, we aspire to significantly contribute by way of reaching every nook & corner of the country and making the University education available to all sections of the society without any bias of caste, creed, religion, location or finances.

OUR MOTTO IS TO PROVIDE
AFFORDABLE, ACCESSIBLE, RELEVANT EDUCATION

ABOUT US

It is the Endeavour of PTU to educate the students about a world of endless opportunities which await them, through a flexible and skill-oriented mode of education. Ours is a system of Distance Education, which allows a student to undertake higher education suited to the student's pace, since a large number of students are not able to cope up with the rigours of higher education and drop-out permanently. We provide a system, through which a student can slowly gather information, knowledge and skills, take a breather to work and rejoin us, without losing any credits which he may have gained with us.

Students must know that Distance Education is one of the fastest growing modes of education in India and is a well accepted mode of continuing education for professionals in the developed world. It is one of the strongest vehicles of knowledge and skill acquisition and its ability to reach those who would otherwise miss an opportunity to get into higher education or continue to gain higher qualification while working is increasing the productivity and preparing students to take gainful employment in the emerging service sector industries throughout the world.

For the University, Distance Education is a social responsibility and a National Mission. We have received overwhelming response and encouragement for our programmes during the last two years. It makes us confident that we have started changing lives, by increasing the higher education net and by integrating those students, who have the desire to acquire skills, and learn it slowly at their own pace without adding too much burden either on themselves or their families.

Punjab Technical University was set up by the Government of Punjab in 1997 through a state legislative Act. The PTU Act received the assent of the Governor of Punjab on 11th January 1997. "The territorial limits in which the University shall exercise powers and perform its duties shall be the whole of state of Punjab and other regions outside the state of Punjab as may be decided by the Board of Governors from time to time subject to any regulations & statutes" (extracted from PTU Act, 1997, Section 5(1).

PTU affiliates all Engineering, Management, Pharmacy, Hotel Management and Architecture colleges in the state of Punjab, where more than 1,00,000 students are pursuing professional education of quality. All these affiliated Colleges are approved by AICTE (All India Council of Technical Education).

ABOUT PTU DISTANCE EDUCATION PROGRAMME

PTU's distance education program was started in 2001 and presently 9000 students are on rolls in its 845 Learning Centers. PTU offers diploma & P.G. Diploma, U.G. and P.G. degree courses in the field of Information Technology, Management, Fashion Technology, Mass Communication, Bio-Informatics, Bio-Technology, Medical Lab Technology, Paramedical Technologies etc. through Continuing Education, including open & distance learning and e-correspondence. PTU is recognized under Section 2(f) of the UGC Act and all Degrees offered are as per the nomenclature specified in the Regulations of University Grants Commission. PTU is also a member of Association of Indian Universities (AIU). All programmes offered by PTU through its distance are approved and recognized by the Distance Education Council (DEC) and all students having successfully pursued these courses are eligible for higher education in any other University and for State & Centre Government jobs. The Degree awarded are internationally recognized (MSC IT of PTU has been accorded equivalence by British Universities/NARRIC).

The main objectives of the PTU DEP programme are:

- To bring remunerative, affordable, high quality & skill-based Technical Education at the door steps of deprived community & general public.

- To inculcate culture of acquiring knowledge & skills throughout the productive period in a persons life.

- To constantly monitor, manage and upgrade this programme so as to become global leaders in education & training.

THE NETWORK
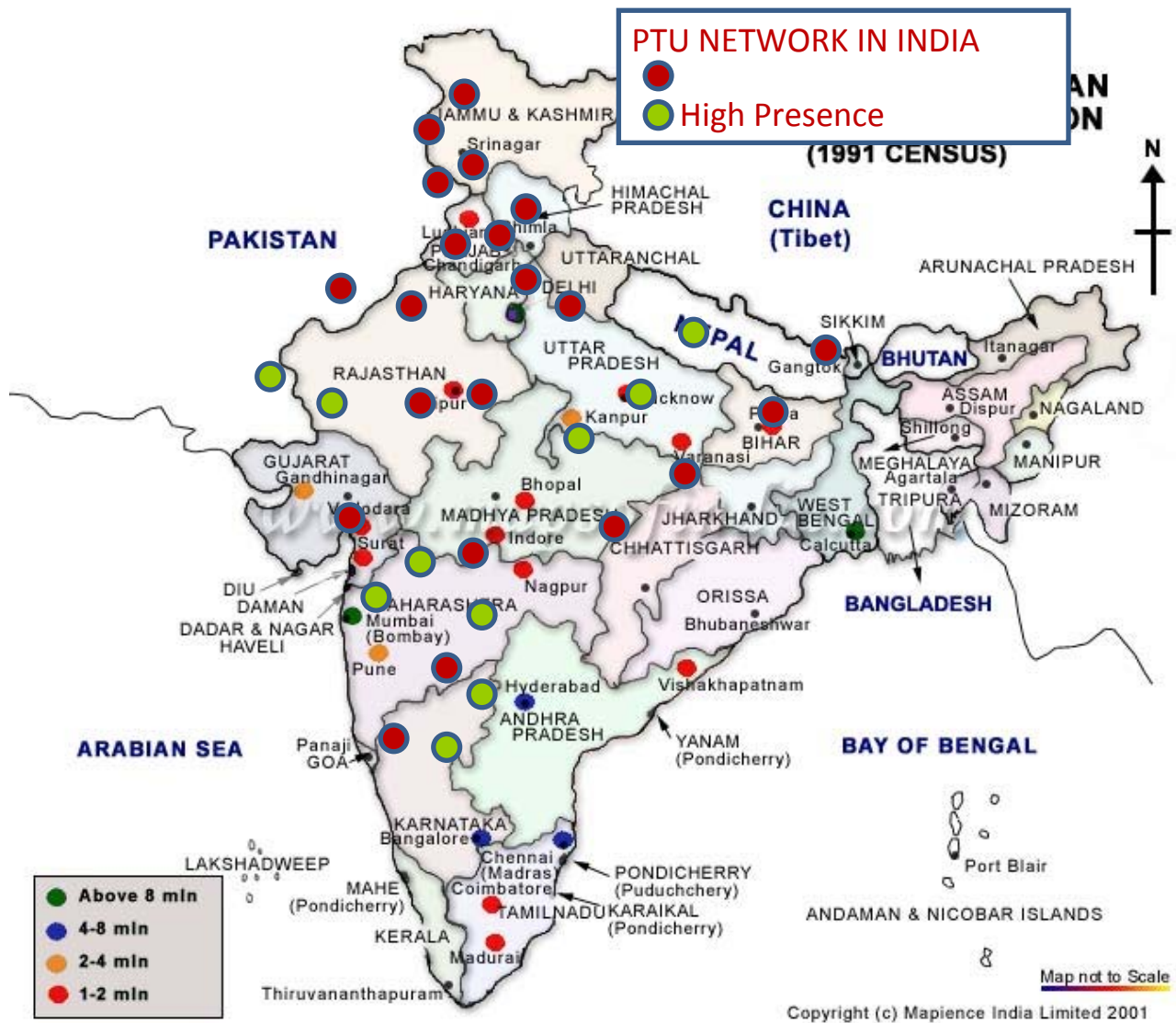
In totality: 1000 Institutions, 2,00,000 students and growing!

RECOGNITION

- PTU is recognized under section 2(f) of UGC act and offers programs as per nomenclature defined by UGC. All degrees/diplomas awarded by PTU are UGC recognized.

- All programmes of PTU DEP are approved by DEC (Distance Education Council)

- All regular colleges of PTU are approved by AICTE.

- PTU is a member of AIU (Association of Indian Universities)

- PTU degrees are recognized world over-certification by NARRIC for Britain. The diploma and degree programmes have also been accredited by International University Accrediting Association, California, USA.

PTU DEP FEATURES

SYLLABI

PTU revises its curriculum periodically as per the industry requirements and offers latest subjects and technologies empowering the students to get a degree and the skills to be employable.

MULTI ENTRY & MULTI EXIT SYSTEM

PTU offers a unique Multi Entry & Multi Exit System called the pyramid structure of courses. Under the system, the 10+2 student after undergoing 2 semesters of U.G. programme can take a diploma and exit or continue for a graduation degree. The diploma student can enter the same system after some time and rejoin from where he had left. Such admissions are termed as Lateral Entries. The same mechanism works for post- graduate courses.

EXAMINATION SYSTEM

The examination pattern ensures that the understanding and knowledge of the candidate is extensively tested. The exam centres are established at reputed institutions all over India keeping in mind that students do not have to travel much for appearing in examinations.

COMMUNICATION & SOFT SKILLS

Irrespective of the course chosen, the student takes up the subject of Communication and Soft Skills that includes communicative English, presentation skills, etc. enabling the student to present himself in a better position in front of the prospective employer.

STUDY HOURS

The curriculum and the calendar provides 240 hours of education delivery in each semester to all students. This is apart from the tests, assignments, self learning exercises, projects, industrial training etc. This is normally taken as 2 hours per day or consolidated at the weekends for working professionals. Daily interaction with the faculty enhances the understanding of the subject.

PROXIMITY

So as to meet the basic objective of distance learning, PTU has established a network of more than 845 Learning Centres across the country, so as to reach every nook and corner of the country and provide the students with a second chance of learning. PTU has established centres in almost all states and at the most remote locations like Kargil & Imphal.

CLASS ROOMS

PTU establishes Learning Centres with adequate class rooms and required amenities for teaching and learning. Modern teaching aids like Television, Overhead Projector, LCD Projector, white boards etc are extensively used for the delivery of education. Custom made DVDs Learning Management Software are also being made available to increase retensivity in students.

LABS

Learning Centres are equipped with lab facilities including computers, high speed internet connectivity, medical equipments & chemicals, designing labs, drafting tables, sewing machines, back end kitchen, advance kitchen training restaurants etc. as per the course requirement. Many LCs also have industry tie ups with hotels & restaurants, hospitals and clinics and other such establishments to give hands on industry exposure.

FACULTY

PTU has set norms for the minimum qualifications of the faculty who conduct classes at the Learning Centres. To keep the faculties updated with the latest technologies the faculty development programmes are periodically organized at regional levels.

LIBRARY

The Learning Centres have adequate library having reference books, magazines and journals, newsletters etc for further reading on the subject.

COURSE MATERIAL

To make learning easier, effective and interesting, PTU provides most of its course material in the SIM (Self Instructional Material) format. SIM are closer to reference material than to learning texts. They are the instruments for learning which present the information in a detailed form and facilitate independent learning. Other than this the learning center provides notes to the students. Computer based tutorials (CBTs), Learning Management Software (LMS) are also being periodically added to increase learning effectiveness.

INTERNAL TESTS AND SELF ASSESSMENT

The Learning Centres assess the students periodically through group discussions, projects, and internal tests. These internal tests contribute 25% as internal assessment in each semester where as external examination conducted by the University contributes 75%.

EDP CENTRE

To handle the large database of its distance education students, the University has set up an exclusive Electronic Data Processing Section that has enhanced the result declaration process, enabling students to have sufficient time for preparation of the subsequent examination.

MULTI-TASKING OPPORTUNITY

As the programme requires only 2 hours of study everyday, it empowers the students for multi-tasking like employment, self entrepreneurship, family business, house keeping or continuing a dual degree programme. This saves a lot of precious time and money.

FEE WAIVER

Up to 100% fee waiver is offered to physically challenged students with an aim to integrate them in to the knowledge society.

DEGREE EQUIVALENCE

PTU Distance Education Programme is widely accepted nationally and internationally. Lately, the M.Sc IT degree has been rated equivalent to Masters Degree in the United Kingdom. The diploma and degree programmes have also been accredited by International University Accrediting Association, California, USA.

CONCURRENT DEGREES

A student can undertake programs of PTU DEP even if they are taking up regular course of study provided admission is taken at same level. i.e. a student of BA can take up BBA with DEP or a student of MA can take up MBA. Two degrees within the same systems is however not allowed.

WORKING MODEL

P.T.U.

BOG → VC

B.O.S. ⇄ DEP COUNCIL

DIRECTORATE OF DISTANCE EDUCATION

REGIONAL CENTERS -PPP

RC RC RC RC RC RC RC

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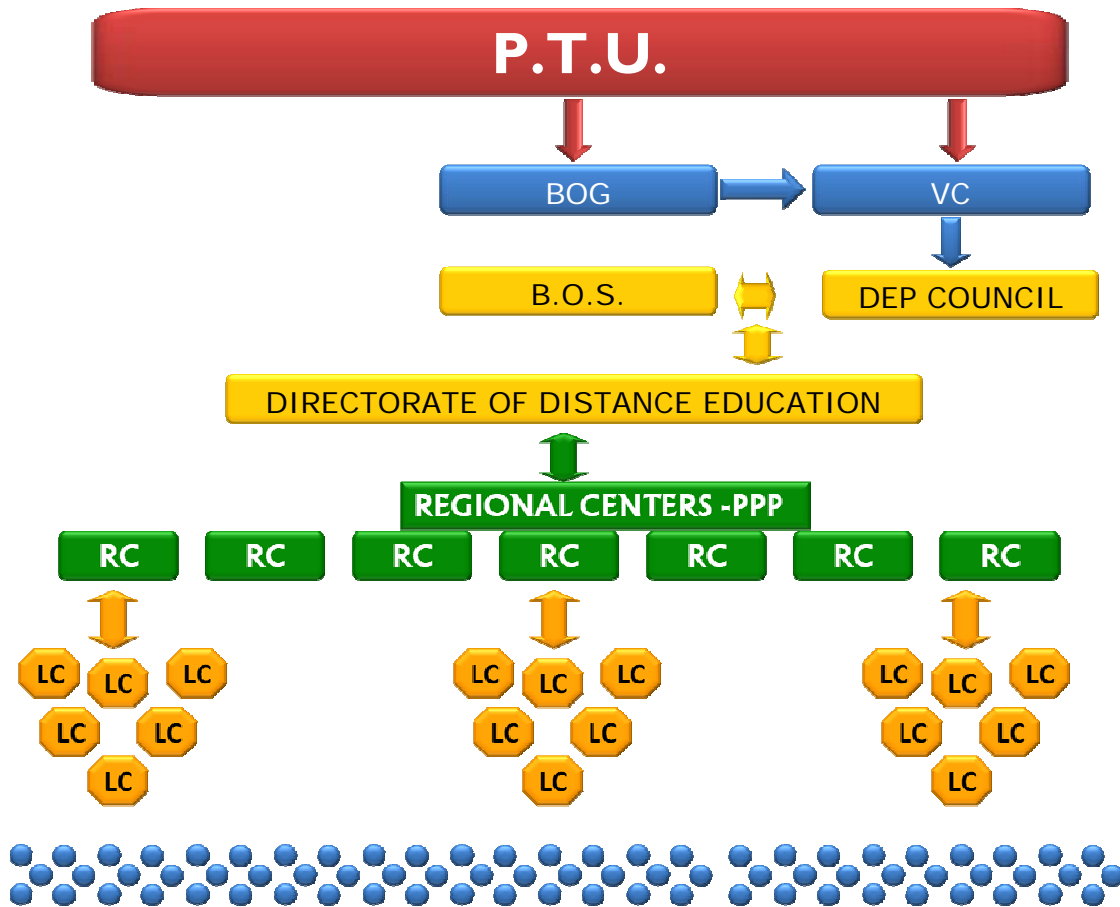
STUDENTS

As graphically explained above, this unique PTU-DEP 3-tier model enables the Learning Centres for an effective and complete education delivery through its appointed Regional Centre.

OBLIGATIONS

OBLIGATIONS OF PTU

- Design and offer courses.

- Standardize the infrastructure requirement.

- Design the syllabus and publish the course material (cost included in fee).

- Lay down the eligibility criteria of the faculty & Students.

- Lay down and implement all requisite norms.

- Manage the examination process.

- Prepare the results and award degrees/diplomas.

OBLIGATIONS OF REGIONAL CENTRE (RC)

- Regional Centers are the State/Zone facilitators providing all logistic support to the Learning centers within a region. They are a group of professionals appointed by the University to cater to the demands of Marketing and handling the logistics for implementing the latest technical trends and tools. They act as a catalyst, coordinator and bridge between the University, LC's and the students.

- For all purposes, the Learning Centre must coordinate only with the Regional Centre and may approach the University only in case of deficiency of services.

- Coordinate with University for all purposes and sort out the issues of LCs.

- Arrange & Deliver prospectus, promotional material, course material, ID Cards, Roll No's etc to the respective LC.

- Formulate and execute the marketing, advertisement campaign, counseling, local promotion and student enrollment process.

- Assistance in training of centre staff (teaching & non teaching). Regular check to ensure timely completion of course.

- Implementation of technological tools in all Learning Centers in the zone.

- Arranging logistics for conduct of examination, Document and Data Control.

- Conducting audits (Technical, MIS, Library and Financial Audits).

- Assist in identifying areas for opening Learning center and assist in monitoring of the Learning centers by the University.

- Provide the complete feed back of the activities at Learning centers in prescribed formats to the University for appropriate action.

- Solve day-to-day problems of the study centre, staff and students.

- Liaison with the University & the AIPTUDEP Associates and contribute for overall development of the PTUDEP Programme.

- Provide placement assistance to the LCs and students at the Zonal level.

OBLIGATIONS OF THE LEARNING CENTRE (LC)

- Provide Infrastructure as specified by University.

- Provide Faculty as specified by University, Timely course completion.

- Local marketing for promotion of courses.

- Maintain record of students and MIS.

- Provide guidance for Designing of presentations, projects, assignments & exam.

- Conduct of internal examinations and provide internal assessment in proper format to the university.

- Conducting seminars and open house discussions from time to time.

- Provide all assistance to the respective RC and follow all rules, regulations, guidelines, deadlines etc. as laid down by its RC or University.

- Maximizing and optimizing resources enabling achievement of targets as set by the respective RC.

- Arrange for Industrial Training wherever applicable, regular industry visits & exposure to all students.

- Assist in final placements of the students.

- Assist in increasing communication & soft skills of the students through presentations, training, expert lectures, practice tests etc.

TABLE OF CONTENT

CHAPTER: A
LC ESTABLISHMENT

TOPIC: 1   RULE/GUIDELINES

Section: A1.1   Disclaimer

University reserves the right to alter any of the conditions, norms & guidelines without any prior notice. Mere submission of an application for establishing new learning center does not entitle the applicant to demand approval.

Section: A1.2   Notification

Applications are invited for establishing Learning Centres at the discretion of the University. The time and procedure is notified in the newspaper or the PTU website only after which the applications can be submitted. The decision of the University is final and binding on all concerned.

Section: A1.3   Eligibility

The University opens a Learning Centre after due consultation with the RC. The Distance between the applicant and the nearest LC is taken into consideration as a general principle. Whenever more than one LC is created, generally courses are allotted keeping in mind minimum clash of interest between two LCs.
PLEASE REFER TO FORM

Section: A1.4   Establishment Fee

Processing fee   :   Rs. 15,000/- non-refundable
Authorization fee   :   Rs. 40,000/- (non-refundable)
Per course Fee   :   Rs. 10,000/- (non-refundable)
Learning Center share - 45% of Course Fee submitted to the University. Performing LCs are awarded incentive upto 5%
Filled in Application Form along with the requisite annexures & photographs are to be submitted to Dean (Distance Education Programme) or as specified along with the requisite fees in the form of a demand draft ONLY, in favour of Registrar, Punjab Technical University, payable at Jalandhar, within the stipulated dates. A copy of the application and the demand draft should be retained by the applicant and the University receipt must be obtained. No payments other than the above for the said purpose are to be made.

Enclose the Brochures / Catalogues detailing the present Activities of Applicant and the Photographs of the Proposed Premises. (Please see application form)

Application from Trusts/ Society/ Institute already running Distance Education Program of other Universities in same premises shall not be processed or entertained.

Section: A1.5   Infrastructure

PLEASE REFER TO SECTION A2 & A5

Section: A1.6   Dual Stream

Applicant may apply for both streams (IT/Management and Non IT), however, they have to apply separately (on separate forms) for IT/Management and Non IT.

Normally applications for maximum of 4 programmes per stream are permitted for the first session of the LC. Additional courses, if any, may be applied after successful completion of one or more sessions of the new LC within the deadline mentioned in the Academic Calendar

Authorization charges, processing fees and course fee will be charged separately for each stream (IT/Management and Non IT). In case an existing LC applies for new stream, the processing fee will also be charged.

Separate premises must be available for offering courses of IT/Management and Non IT. Common premises are not permitted.

(REFER APPLICATION FORM)

Section: A1.7   Application Evaluation

The applications received shall be evaluated on the basis of documents submitted and location/courses applied for and are subject to rejection by the University without assigning any reason thereof. The short-listed applicants shall be physically inspected (with a prior intimation) by the team of experts nominated by the University and the inspection report, whatsoever, shall be put up to the Distance Education Council of the University. The Centres would be allotted as per the final recommendations of the DEC of PTU on approval of the competent authority of the University. In case the centre is not allotted, the processing fee is not refunded whereas the authorization fee and the course fee submitted along with the application shall be refunded in total. Normally, the fee is refunded along with the orders of rejection. No representation is entertained once an application is rejected and the applicant may contact the respective RC for the return of the DDs/refund.

Besides the application and the inspection, the applicant may be asked to make a presentation to the RC or other competent authorities of the University at any premises notified.

In special cases the University may accord provisional approval subject to fulfillment of certain conditions within a stipulated time and in case the conditions are not fulfilled the

University may withdraw/cancel the allotment and the students be transferred to other nearest centre(s) and the advance fee share may be forfeited.

Mere submission of application does not guarantee allotment of a Learning Centre because it is on the sole discretion of the University. The University may reject or return any/all application(s) without assigning any reason.

Section: A1.8   LC Fee Share

Fee Share – 45% of the total fee deposited by LC for a particular session plus incentive if applicable provided the fee is submitted within the prescribed date as per Annual Calendar and individual DD of all students are submitted.

TOPIC: 2   BASIC INFRASTRUCTURE

Section: A2.1   Introduction

The Applicant must be ready for inspection of the minimum basic infrastructure for the programme applied for. Please refer to the infrastructure norms mentioned in this Chapter.

Section: A2.2   Provisional (Incomplete Infrastructure)

In special cases inspection may be carried out for applicants where the minimum infrastructure norms are not met. In such cases a provisional approval, after inspection, may be accorded. In such a case, the applicant must make ready the complete required infrastructure within the time stipulated by the University or before the commencement of the first session. University reserves the right to reject the applicant on re-inspection if deficiencies remain unfulfilled.

Section: A2.3   Basic Infrastructure

Minimum 10 computers in each lab, 2 PC for core faculty, 1 PC for counselor, 1 PC for Accounts & Administration, 1 PC for Center Director, Networking, high speed internet connectivity (preferably broadband/leased line), fax, laser printer for lab and administration, DVD player, Large screen, Audio Visual Facility, clean drinking water, Toilets for Men & Women.

System configuration in LAB

PIV/512 MB RAM/100 GB HDD (or above), 15" Color Monitor (LCD Screens preferred)

Class Room Structure

White Board and One OHP (Over Head Projector) Per Class Room, 30 Comfortable Chairs & tables, without sound pollution, air-conditioning preferred. LCD Projector and screen.

Library

Minimum 500 books and Magazines/Journals (List to be provided separately) @ 2 books per student

Miscellaneous

Generator Set / Invertors 1 as per the load
Adequate Parking Space, Canteen

Audio Visual Room

Multimedia PC with good speakers, Microphone, Television, DVD player (LCD projector with screen preferred)

PLEASE REFER TO FORM

TOPIC: 3   BASIC HR REQUIREMENT

Section: A3.1   Centre Head

Must Possess PG degree in Sciences / Management / Humanities or degree in Engg with minimum of two years teaching / Admin Experience. In any case center director / faculty should not duplicate the roles of each other. Centre Director and faculty are separate entities. Centre Director must be full time and working exclusively for the Center only.

Section: A3.2   Centre Coordinator

Must be a Post Graduate in relevant field (of the courses approved in the LC) with minimum 2 years experience in teaching.

Section: A3.3   Promotion Coordinator

Must be a Graduate with relevant experience in the Marketing field. Experience in Education related marketing preferred.

Section: A3.4   Counselor

Must be a Graduate with experience in Education Counselling and well versed with PTU rules and academic content of the course.

Section: A3.5   Faculties

For IT & Management Courses:

Core Faculty: Student ratio must not go beyond 1:50
.
- MCA / BE – 1 regular faculty
- MBA / PGDBM for Management programmes etc.
- Part time faculty as per requirements

For Non-IT Courses:

- Minimum TWO regular faculties for relevant area.
- 3 Years Diploma/Degree in Hotel Management for Hotel Management courses. Masters Degree holders preferred.
- M.Sc. / B. E. Bio Tech./MLT/BI for paramedical courses
- M.A./M.Sc. (Journalism / Mass com/Media Technologies/Multimedia) for Journalism programmes & Multimedia programmes;
- B.A. / B.Sc. / Diploma of 3 years duration in Fashion Technology, Jewellery, Interior & Textile Design for Fashion Technology & related Programmes
- Part Time faculty as per requirement

Each LC must have at least one regular & dedicated professionally qualified & experienced faculty in communication & soft skills. In cases where the student strength is less than 100, the LC may have a part time faculty for soft skills.

Section: A3.6   Support Staff

LC must possess/recruit adequate support staff (Lab Assistants, Peons, DTP Operators etc.) for smooth functioning of the LC operations.

TOPIC: 4   MINIMUM FINANCIAL REQUIREMENT

Must have Rs. 5.00 Lacs in Bank / FDR in favour of Society / Trust account for operational expenses at the time of making the proposal. In case Society / Trust have undertaken many activities, Rs. 5.00 Lacs must be separately pledged for the expenses on approval and operation of learning center.

PLEASE REFER TO FORM

TOPIC: 5   LABS REQUIREMENTS

Section: A5.1   Lab - IT & Management

The following is the basic infrastructure norms for IT & Management stream:

NARRATION	SIZE	AREA	NUMBER	TOTAL AREA
CLASS ROOMS AREA FOR 30 STUDENTS	15 X 20	300	3	900
LAB AREA	12 X 20	250	2	500
COUNSELLING ROOM	10 X 10	100	1	100
SERVICE AREA (LOBBY, BATHROOMS/TOILETS, DRINKING WATER STORE ETC.)	275	1	275	
ADMINISTRATION & FACULTY ROOM	300	1	300	
CENTER DIRECTOR ROOM	10 X 12	120	1	120
LIBRARY	12 X 12	150	1	150
AUDIO VISUAL ROOM	12 X 12	150	1	150
TOTAL AREA				2500

The above norms are evolved for a student strength of 0 – 250 student. Increase @ 10 sq. ft. for each additional student thereafter is required.

Section: A5.2   Lab - Hotel Management

The LC must have the necessary/related computer software that is needed in the conduct of respective sub-streams.

BUILDING: Owned OR Leased for at least 3 years from the date of Application.

The Infrastructure norms for Non IT Stream are same as that of IT & Management Stream as mentioned above. In addition to the above, the following laboratory norms are also applicable sub-stream wise. As mentioned below:

Hotel Management

CARPET AREA: 3500 - 4000 sq. ft. and above

Experience

The Chairman or Director or Principal or Head must have a prior experience of either in a Hotel Management Institute (at least two years) OR should have worked in a Hotel or related organisation (at least 2 years).

OR
An existing reputed Hotel Management Institute (minimum 2 Years).

BASIC (required)

- 12 (4 tables) cover training restaurant & mock bar
- Front Office/Reception training area
- Basic Food Production Laboratory (to accommodate at least 10 students at one time comfortably) with Tandoor
- Bakery Lab (can be within the Food Prod. Lab.)
- Model Housekeeping Room
- Classrooms
- Computer Laboratory (at least 10 nodes)
- Counselling room
- Library (with at least 500 reference books of related stream)
- Director's Office
- Toilets for students
- Toilets for staff
- Staff Room (with at least one computer node with internet)
- Fully Functional office with Phone/fax/internet/copier/scanner etc.
- Store for F&B/Housekeeping etc.

Desired

- 24 (8 tables) cover Training restaurant
- Basic Food Production Laboratory (to accommodate at least 20 students at one time comfortably) with Tandoor
- Advance Training Kitchen   (to accommodate at least 20 students at one time comfortably)
- Model Housekeeping Room with attached bathroom (with bathtub)
- Separate Bakery (to accommodate at least 10 students at a time)
- The rest as mentioned above

Training & Placement (T&P)

- The proposed LC should have good industry networking and a good T&P record.
- If new, then tie-ups with hotels/hospitality/related organisation or letters from them (agreeing to accept their students as trainees or consider them for employment) must be produced.

Section: A5.3   Lab - Fashion Technology

The quantity of the Equipment may differ as per space available at LC, however, the quantity mentioned here are the desired norms.

S.No.	Name of Equipment	Qty
1	Juki Sewing Machines	15
2	Cutting Tables	8
3	Ironing Table	1
4	Industrial Iron	1
5	Dress Forms	17

Section: A5.4   Lab - Jewellery Designing

S.No.	Name of Equipment	Qty
1	Microscopes	2
2	Refractrometer	1
3	Spectroscope	1
4	UV filter (Chelsea)	1
5	Student kit	4
6	Soldering guns	3

Section: A5.5   Lab - Interior Designing

S.No.	Name of Equipment	Qty
1	Tables for Technical drawings	10
2	Light Tables	1
3	Studio	1

Section: A5.6   Lab - Textile Designing

Section: A5.7   Lab - Mass Communication

- Tie-up with a media/journalism house

- In-house collection of reputed (current & historic) journals

Section: A5.8   Lab - Multimedia

A Studio with at least the following equipment:

- Digital Video Camera
- Digital Still Camera
- Basic Production Equipment
- Television
- Other relevant multimedia equipment & tools
- Computer lab with adequate nodes having the relevant multimedia & animation software.

Section: A5.9   Lab - Bio Technology

Basic Requirement

The LC must have the following in their Lab(s):
- Co2 Incubator
- Tissue culture Inverted Microscope
- Spectro Photometer
- Colorimeter
- Culture Rack
- Laminar Air Flow Chamber
- Cooling Centrifuge
- Incubator
- Hot Air oven
- Shaker
- Water Bath
- Elisa Reader
- Balance
- Auto Clave
- Deep Freezer
- Electrophoresis apparatus

Plus regular glass wares used in the labs and chemicals is needed. To take the course in Bio Informatics you will need access to a PC running Linux or a Microsoft operating system and a Java-enabled browser. Your browser must be capable of supporting Java 2 Standard Edition v1.3 applets either natively or via a plug-in. This means that you will need Netscape 4.7 or above or Internet Explorer 5 or above. If you require assistance regarding the installation of the Java plug in.

Section: A5.10   Lab - Medical Lab Technology

Section: A5.11   Lab - Bio Informatics

Section: A5.12   Lab - Clinical Microbiology

TOPIC: 6   APPLICATION FORM

Cost of Application Form – Nil (available on www.ptu.ac.in, or from the RC.)

TOPIC: 7   PROCESSING

Section: A7.1   Applicant

Process for Additional programmes (for Existing Learning Centres)

Existing LC can only apply for additional programmes of the stream they have been approved of (IT or Non IT).

In case the existing LC wishes to apply for an additional programme that belongs to the stream they are not running an application requires to be filled and a draft of Rs. 10,000 (Ten Thousand only) needs to be appended.

Application for additional programme must be sent to the University through its respective RC, on the prescribed format (along with annexure & photographs) as given in the "Forms & Formats" section of this manual. The same form may also be downloaded from the official website of the University (www.ptu.ac.in). The dates of receiving such applications are notified from time to time to the RC/PTU website in the Annual Calendar.

Fee:
Rs. 10,000/- per programme if the additional programme applied for is of the same stream that the LC has been approved of.

In case the additional programme applied for is of the stream that they are not approved of, the fee charged (and the process) will be same as that of New LC (refer to point D.1.IV) provided separate exclusive infrastructure is proposed.

Approval may be given for the additional course applied for after scrutinizing the form, past performance of the LC, recommendation of the RC and subject to fulfillment of Laboratory and other norms of the University (especially in case of Non IT programmes where the sub-streams are different). In case the Non IT sub-stream is different to other

approved programmes, University may also appoint an expert for inspection of the same in coordination with the RC.

LC will only take admissions in the additional programmes applied for, after getting approval from competent authorities of the University after the procedure is completed and the authorization letter is issued.

Section: A7.2   Regional Centre

The Regional Centre may be asked to facilitate the entire process of New LC application till the approval or rejection stage. The applicant may only consult and coordinate with the RC during the process.

Section: A7.3   PTU

The Distance Education Council of PTU reviews all applications and inspection reports and with the inputs provided by Dean – DEP, the council reaches to the conclusion of authorizing or rejecting the New LC application.

Mere submission of application does not guarantee authorization/allotment of the said additional programme because it is on the sole discretion of the University. The University may reject or return any/all application(s) without assigning any reason. Admissions made in any of the un-allotted course will invite strict disciplinary action and legal punitive action for misleading the students and general public.

TOPIC: 8   INSPECTIONS

Section: A8.1   Appointment of Expert

University appoints a neutral expert for the inspection of the proposed Learning Centre who in coordination with the RC visits & inspects the proposed premises

Section: A8.2   Obligations of Expert

- To undertake fair & impartial inspection of the proposed LC as per the norms & guidelines of the University.
- Coordinate with the RC for facilitation and Logistic arrangement during inspection.
- Submit the inspection report & TA/DA claim in a sealed envelope to the Dean DEP of PTU.
- Not to accept any remuneration from the applicant or qualification.

Section: A8.3   Re-Imbursement of Expert

All the expenses of the Experts are borne by the University under the prescribed norms. The applicant MUST NOT remit any amount to the expert or RC at any cost.

Section: A8.4   Inspection Report

After the inspection, a report is submitted to the Dean DEP of PTU with notings & recommendations of the expert.

Section: A8.5   Submission of Report + Claim

The Expert submits the report along with the claim of expenses & reimbursements to the Experts/ RC are released in due course of time. RCs are required to settle the bills as per university norms and claim reimbursements from University.

TOPIC: 9   APPROVAL

Section: A9.1   Authorization Letter

The University issues a letter of authorization to the applicant once the DEC of PTU recommends the centre and competent authority approves the recommendations. This letter enables the applicant to commence operations under the guidance of the concerned RC. A certificate of authorization is also issued in due course of time to be placed at the reception of the Learning Center at prominent location.

Section: A9.2   Conditional Authorization

In case of conditional authorization, it is the accountability of the LC to fulfill conditions, if any, mentioned in the allotment letter and get authorization issued by the University.

Section: A9.3   LC Code

Within 30 days of issuing the authorization letter, an EDP LC Code is issued to the New Learning Centre. The LC Code is of permanent nature and non-transferable. This code must always be used wherever needed especially in various formats provided by the RC from time to time.

Section: A9.4   EDP Authorization

After the authorization process is completed, the data will be forwarded to the EDP cell of the University by the respective RC for incorporation in the software. Subsequently, a user ID & Password will also be issued for the LC to fully access the official website of PTU.

Each LC would be allotted a unique LC code which needs to be printed on the glow-sign & all stationery items. The same needs to be mentioned on each application form of the students and all correspondence whatsoever.

Section: A9.5   Create Profile

The newly approved LC will be asked to send in the details on a specified format (both hard & soft copy) so that the same is incorporated in the official website of PTU. The LC must coordinate with its respective RC for the same. A link to the LC's official website if available is also given on the official website of PTU.

TOPIC: 10 ACCOUNTABILITY OF NEW LC

LC is accountable for all its actions and is expected to follow all norms, conditions, rules & guidelines as laid down by the University from time to time. No Learning Center is allowed to continue in the system, if it does not co-operate with the respective RC and the University or does not adhere to the norms, guidelines and deadlines of the university or does not admit/enroll any students for two consecutive semesters.

Monitoring

Every LC is monitored every year and compliance of University Norms and Guidelines are verified. If enrollments in an LC continuously decrease, the LC may be issued a Show Cause notice or subsequently closed.

CHAPTER: B
ACADEMIC CALENDAR

TOPIC: 1   OVERIVEW

Academic Calendar comprises of dates specified by the University in respect to last dates of different important activities in one academic session/semester. These activities may include several activities like submission of new/re-admissions along with exam fee, submission of re-appear exam form, commencement of sessions/classes, submission of internal assessment, conduct of practical's, submission of practical's, conduct of examinations etc. There are two academic calendars; one for the students and for the LC/RC and PTU. The student academic calendar comprises of dates and activities applicable only to the student where as the other one has all activities and relevant dates for students, LC, RC and PTU. The University is not obligated to receive any document or fees after the prescribed dates in the calendar. Punitive action, if any for such delays, is the sole discretion of University.

(PLEASE REFER TO WEBSITE)

TOPIC: 2   SCHEDULE

Academic Calendar is prepared and circulated well in advance of the said session and is available on the PTU Web Site and the RC supplies a copy of it to the LC by way of e-mail, letter by post/fax or makes its available on the RC website

TOPIC: 3   ACTIVITIES
Sample:

ACADEMIC CALENDAR SEP 07 TO APR 08 FOR LEARNING CENTRES

HEAD	SUB-HEAD	ACTION	FROM	TO	DATE
E-CORR	PCP SCHEDULE	START OF PCP PERSONAL CONTACT PROGRAM (for E-CORROSPONDENCE)	LC	LC	January 16, 2008
E-CORR	PCP SCHEDULE	CLOSING OF PCP PERSONAL CONTACT PROGRAM	LC	LC	January 31, 2008
ADMISSION	RE-ADMISSION	RE-ADMISSION-WITHOUT LATE FEE	STUDENT	LC	February 23, 2008
ADMISSION	RE-ADMISSION	RE-ADMISSION-WITHOUT LATE FEE	LC	RC	March 6, 2008
ADMISSION	RE-ADMISSION	RE-ADMISSION-LAST DATES WITH LATE FEE OF 500/-	STUDENT	LC	April 7, 2008
ADMISSION	RE-ADMISSION	RE-ADMISSION-LAST DATES WITH LATE FEE OF 500/-	LC	RC	April 17, 2008
ADMISSION	NEW-ADMISSION	COMMENCEMENT OF NEW ADMISSION	STUDENT	LC	February 15, 2008
ADMISSION	NEW-ADMISSION	NEW-ADMISSION-LAST DATES WITHOUT LATE FEE	STUDENT	LC	March 31, 2008
ADMISSION	NEW-ADMISSION	NEW-ADMISSION-LAST DATES WITHOUT LATE FEE	LC	RC	April 12, 2008
ADMISSION	NEW-ADMISSION	NEW-ADMISSION-LAST DATES WITH LATE FEE	STUDENT	LC	April 15, 2008
ADMISSION	NEW-ADMISSION	NEW-ADMISSION-LAST DATES WITH LATE FEE	LC	RC	April 25, 2008
ADMISSION	PHOTO-ID CARD	DISPATCH PHOTO ID CARD-FOR NEW ADMISSIONS	RC	LC	July 4, 2008
CONDUCT	PRACTICAL	PRACTICAL EXAMINER LIST	LC	RC	January 21, 2008
CONDUCT	PRACTICAL	COMMENCEMENT OF PRACTICAL EXAMINATIONS	LC	LC	February 20, 2008
CONDUCT	PRACTICAL	LAST DATE OF PRACTICAL EXAMS	LC	LC	February 25, 2008
CONDUCT	RE-APPEAR	RE-APPEAR FORM SUBMISSION	STUDENT	LC	January 21, 2008
CONDUCT	RE-APPEAR	RE-APPEAR FORM SUBMISSION	LC	RC	January 31, 2008
CONDUCT	DATE SHEET	DATE SHEET MANUALS	RC	LC	February 10, 2008
CONDUCT	DATE SHEET	PUBLISH DATE SHEET ON WEB	PTU	STUDENT	January 31, 2008
CONDUCT	DATE SHEET	COMMENCEMENT OF THEORY EXAMINATIONS	EC	EC	March 1, 2008

In case of any date being a Sunday or holiday, the next working day shall be treated as the applicable date.

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Ref. No. PTU/DEP/1342

R.P.S. Bedi
Deputy Registrar

PTU
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ
PUNJAB TECHNICAL UNIVERSITY

Date ....
DEAN (DEP)

(PLEASE REFER TO WEBSITE)

TOPIC: 4 DEADLINES

The dates in the Academic Calendar must be adhered to strictly & there is no possibility of relaxations, what so ever.

The student Academic Calendar must be put on to the notice board at the LC

If there is any change in the date of any activity for any reasons, the same is conveyed by PTU to RC so as to be conveyed to students through LC.RC and LC must adapt all available and appropriate modes of conveying such changes including email, SMS, personal contact etc so as to ensure the delivery of information to appropriate parties.

(PLEASE REFER TO WEBSITE)

TOPIC: 5 SLIPPAGES

In case the Academic Calendar is not adhered to for some unavoidable circumstances, the student / LC can forward its request to the RC and if the request is considered genuine enough for the slippage to occur the RC may put up the case in front of the University authorities. The decision of the University will be final & binding on all and mere request does not guarantee acceptance.

CHAPTER: C
LC OPERATION

TOPIC: 1   PRE-REQUISITE

Section: C1.1   Appointment of Staff

Before commencement of operations/release of first admission notice (By LC or RC), the LC must have appointed all requisite staff as mentioned in Chapter A, and a consolidated report in the prescribed format must be sent to the RC. Any change/addition in staff must be intimated in writing to the RC in the said format.

Section: C1.2   Training To New LC

The RC is to provide training for academic guidelines of the University, marketing & operations to the respective staff of the LC on its own cost at a centralized location or at the location of LC whereas all travel, boarding & lodging cost (if applicable) is to be borne by the LC. This shall be a continuous process and it is mandatory for each LC to attend such programmes organized by RC/PTU/AIPTUDEP Associates. Absenteeism in any of these programmes/workshops would be viewed seriously if done regularly without assigning any valid reason in writing. Respective RC is to provide all guidance & training to the LC to ensure smooth & effective functioning of the LC. This may not be one time training but a continuing training as per the rules & guidelines laid down by the University from time to time.

Section: C1.3   Training Report to PTU

A consolidated report of such trainings is to be sent to PTU in a prescribed format from time to time.

Section: C1.4   Stationery

It is mandatory for all LCs to have the appropriate glow-signs and stationery in place before the commencement of operations OR the first admission notice, however, it should be done after the allotment. LC must put up multiple glow-signs / sign boards so as to increase the visibility and footfall, especially in case of multi storey building or congested areas or when the location is not prominently visible.

Stationery & Designs/Letterheads & Visiting Cards
LC has to strictly follow the prescribed format to maintain consistency. Any change/amendment by the LC in the approved format in their stationery is not expected.

Other stationery Material

Use of PTU name/logo should be restricted in stationery other than letterheads & visiting cards must be approved by the respective RC in case there is any other material used. Use of PTU name & logo wherever made must be done with prior approval of the Dean.

Section: C1.5   Glow Sign

It is compulsory for each LC to install the glow-sign / signboard as per the design prescribed by the University. Approved designs are available in "Forms & Formats".

Section: C1.6   ID Cards - Staff

All LC staff involved in counselling and outbound promotional campaigns must wear the photo ID cards.

Section: C1.7   Counseling Kit

Counselling Pads will be supplied by respective RC on cost basis. Career advisory details and Personal information sheet is a part of this pad. LC is not permitted to use any other form of a counseling pad.

LC has to ensure proper filing & maintenance of the information sheets which will be checked by the respective RC at any time and a database must be maintained to this effect.

Constant follow-ups and redressal of queries are needed that are based on the information collected through these counselling pads.

Section: C1.8   Course Material Kit

The LC may purchase the sample course material for its library & faculty on cost from the RC (cost not exceeding 4% of the semester fee + delivery charges). The syllabi & scheme is available on the website whereas the printed copies of the syllabi may be purchased on cost.

Section: C1.9   Prospectus Purchase

It is a legal document of the university which contains the details of university, new developments & overview, career opportunities, courses being offered, duration, course eligibility information, fee structure, brief syllabus of courses, detailed list of regional centres & learning centres, rules & regulations and admission guidelines. The Admission Form is attached with prospectus

The University publishes a prospectus separately for IT/MGT, Applied Technologies and E-Correspondence courses for each academic year that is normally continued to the next mid-session admissions. The LC must use the latest applicable prospectus &

application form in all cases and no applications submitted on wrong or irrelevant forms shall be entertained. The prospectus can be obtained from the respective RC in the following format:

S. No	Prospectus Type	Cost from RC-LC	Delivery Charges	Cost from LC-Student	Postage charges to student if applicable	Minimum quantity from RC in Sept. session	Minimum quantity from RC in March session

Prospectus once purchased cannot be returned or exchanged. The LC must well-stock the prospectus in the beginning of the session and any demand of prospectus after 60 days in September session & 10 days in March session, from the starting date of admission.

It is mandatory for the LC to sell the PTU prospectus to students who have taken admission in PTU courses even if the LC has its own prospectus. All payments for the purchase of prospectus have to be made in favour of the respective RC.

No LC can sell prospectus from any other place except the LC itself; outsourcing of sale of prospectus or admissions at extension counters or anywhere else (apart from LC premises or from RC office) is strictly prohibited and will invite strict penal action leading to cancellation of approval of the erring LC or legal action, as applicable.
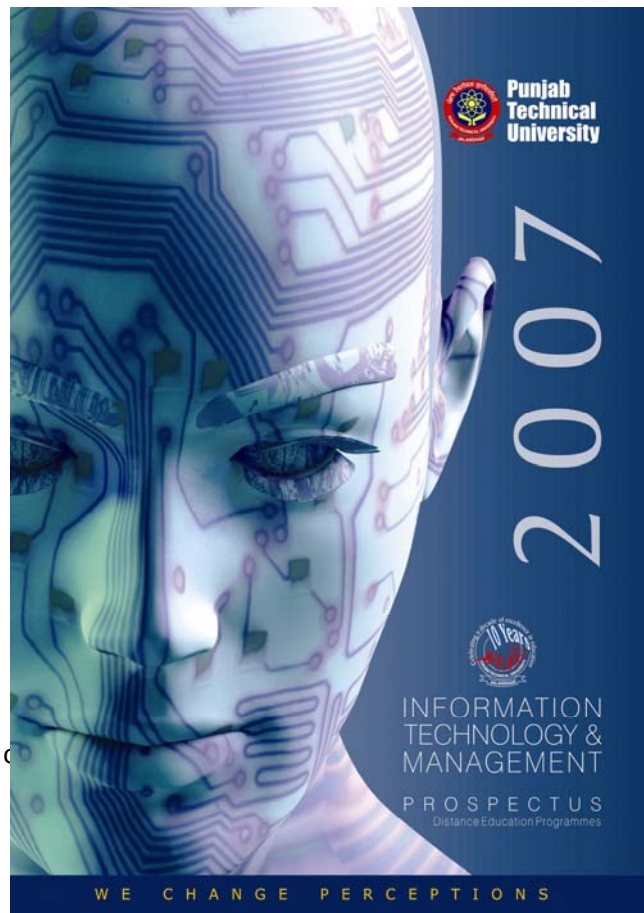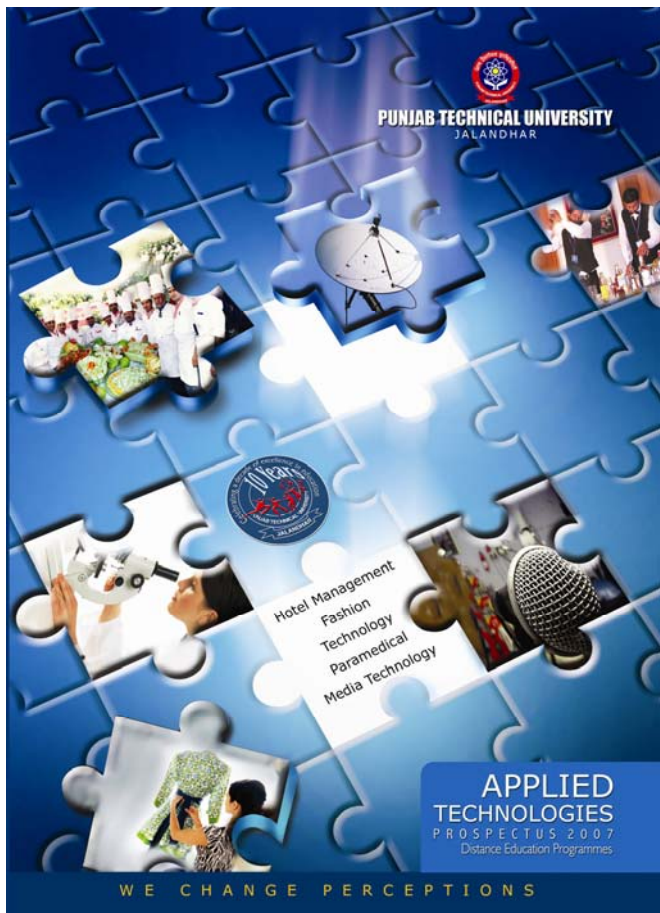
TOPIC: 2   LAUNCHING

Section: C2.1   Advertisement

Apart from the material provided by the RC, the LC may prepare local promotion material like leaflets, posters, banners, booklets etc. that must be approved by the RC prior to production. LC must refrain itself from using any unapproved promotional material whatsoever or executing any uninformed / unapproved promotional activity whatsoever for promoting PTU programmes. This intimation/approval has to be taken from the RC by the LC.

LC has to ensure a judicial & planned use of printed publicity material to ensure University's reputation and maximum reach.

Section: C2.2   Inauguration / Road show

All such activities undertaken by the LC at its own behest must have prior approval of the RC. Also refer to point F.10 of this manual.

TOPIC: 3   ADMISSION PROCESS

Section: C3.1   Counselling

The Counsellor needs to be effectively trained for this process so that an effective counselling of the students is done. In counselling each individual student is advised to pursue courses according to his/her last educational and technical qualifications. The student is advised to join a course which will enhance his/her career opportunities. It should be imperative that the student's aptitude, ability & temperament are taken into consideration while counselling them for respective courses. The Counsellor must use the counseling pad and maintain a database of the same. It must be taken care that no commitments are made to the students that are out of the purview of the LC or the course and are being made to allure the student. Any such practice is strongly deplored.

Section: C3.2   Prospectus and Application Form

PLEASE REFER TO SECTION E1.5 AND E1.6

Section: C3.3   Eligibility

PLEASE REFER TO SECTION: E1.2 AND ALSO TO THE CURRENT YEAR'S PROSPECTUS

Section: C3.4   Fee & Receipt

PLEASE REFER TO SECTION: E1.7

Section: C3.5   Learning Material Fee

PLEASE REFER TO SECTION: C4.2

Section: C3.6   Library Security

PLEASE REFER TO CHAPTER J TOPIC 3

Section: C3.7   Laboratory Charges

PLEASE REFER TO SECTION C8.6

Section: C3.8   Roll Numbers

PLEASE REFER SECTION: E3.1

Section: C3.9   ID Card And Hall Ticket

PLEASE REFER TO SECTION: E3.2 AND SECTION: E3.3

TOPIC: 4   COURSE MATERIAL

Section: C4.1   Overview

The University is in the process of creating SIMs (Self Instruction Material) for all its courses. Courses for which the SIM is not ready at the moment, the relevant text books are supplied, however, the University reserves the right to refund an appropriate amount (as decided by PTU) where the total number of national enrollments are very low.

In case of e-correspondence courses, all students are bound to pay an extra amount in name of the support service provider (EDUCAL) payable at Ludhiana apart from their semester fee as applicable for course material. In few states, like Madhya Pradesh, Bihar, West Bengal (& Eastern Region) & Orissa etc, the University offers the courses at a lower cost where the books are not supplied within the semester fee & therefore no books/SIM are supplied by the University in such cases. In all other cases, the course material is supplied within the semester fee and no extra charges are applicable. The recommended procedure for placing the order for timely delivery of books is as follows:

- The LC may submit an order for books to the RC well in advance of the start date of semester and stock the material for distribution to students on the first working day of semester.
- In this case the LC shall be responsible for the cost of material procured even if it is more than the number of admissions. Extra books procured may be issued in subsequent semesters.
- The LC is expected to maintain detailed reports and database of the distribution to students.

Section: C4.2   Cost

COST OF STUDY MATERIAL IS INCLUDED IN THE COURSE FEE FOR DISTANCE EDUCATION PROGRAMMES (AS APPLICABLE). FOR COST OF E-CORRESPONDENCE COURSE MATERIAL, PLEASE REFER TO E-CORRESPONDENCE PROSPECTUS.

Section: C4.3   Delivery

The RC ensures timely delivery of available course material to the respective LC as per the order placed or admissions confirmed.

Section: C4.4   Specialization

TOPIC: 5   TRAINING SCHEDULE

Section: C5.1   Overview

All theory & practical sessions must be conducted as per the Scheme and Syllabus of the University with proper Batch Management, use of latest training aids, etc. with special emphasis on regular assessments and focus on Soft Skills

Section: C5.2   Batch Management

The LCs must ensure effective Batch Management of its students for Education Delivery. Efforts must be made to accommodate students within their requested timings; however, the final decision lies with the Centre Coordinator. In no case, should a Batch exceed the capacity of a classroom.

Section: C5.3   Study Hours

The LC is required to impart education delivery to the students for minimum 2 hours per day and 6 days a week, which includes conduct of Practicals at least twice a week. For working professional students the option of education delivery by the LC on Saturdays & Sundays only is also available.

The LC should emphasize on learning aids like Quiz, self assessment exercises, presentations and group discussions in the class rooms to be done by the students.

Section: C5.4   Training Methodology

The students of PTU DEP are theoretically and practically trained at their respective LCs. The theoretical training takes place in the class room through lectures, PPTs, use of OHPs, etc by the faculty. The role of the students is participative. For the Practical training, there are fully equipped Laboratories at the LCs. The curriculum to be followed should be strictly as per the syllabi.

The training to the students also takes place by students' industrial visits from time to time. The duration of the industrial training is specified in the syllabi/ syllabi manual. The LC is required to assist the students in getting the training in a respectable organization. The student is required to submit a certificate of the training from the Organization he worked in and also submit a report of his training.

Section: C5.5   Projects / Practicals

Practicals: The break-up of Practical Internals of 25 marks are to be awarded by the LC faculty whereas the practical external 75 marks are to be awarded by an external examiner at the LC only.
The break-up of internal assessment and Practical internal Marks is as follows:
Test/Quiz   : 15 marks
Presentation/Viva   :   5 marks
Attendance/Lab Workbook   : 5 marks

Apart from the above the curriculum of the PTU DE Programme contains Soft Skills in all courses.

Section: C5.6   Internal Test

Every theory subject has a break-up of 25 marks for internals to be awarded by LC and 75 marks external exams conducted by University. The maximum marks for theory & practicals are confined as per the scheme marks distribution.

The break-up of Theory Internal Assessment is as follows:

Test/Quiz   :   15 marks
Presentation   :   5 marks
Attendance   :   5 marks

PLEASE ALSO REFER TO TOPIC H3

Section: C5.7   Industrial Training

In Syllabi:
Projects & Industrial Training are made a vital part of the curriculum and are included to expose the students to the actual work environment where they can learn practically, face actual problems, interact with people, build confidence, learn report writing, build relationship in industry etc.

Optional Training
Apart from the Training Programmes as mentioned in the curriculum, there are optional Industrial Training Programs which on implementation enables the students of the LC's to be more exposed to the relevant industry and their functioning/environment as ultimately the students are to be placed in the industry. This training, however, must not interfere with or hamper the classroom training sessions.

Placements
The end result of all training activities is placement of students, thus the LC has be innovative enough to conduct/impart such optional industrial Trainings to its students

apart from the curriculum. Extra curricular activities play an important role that enables the students to be prepared for the professional world.

Section: C5.8   Soft Skills / Presentation

Soft Skills is a subject introduced in the first semester of every course of PTU DEP which includes communicative English, Presentation skills, etc. to enhance the overall personality of the students. So far, It is an internal subject carrying 50 marks, to be awarded by the concerned Faculty at the LC. The examination of this subject is in the form of Presentation given by the student. However, if the subject is made external, every student will have to appear for exam conducted by University.

PLEASE REFER TO DVD OF COMMUNICATION AND SOFT SKILLS PROVIDED TO ALL STUDENTS ENROLLED IN PTU DEP PROGRAMME

Section: C5.9   Guest Lectures

The LC must arrange specialized/guest lectures by professionals/experts from Industry & academics for a better overall academic development of the student.

Section: C5.10   PCP

For Online (E - Correspondence) students in order to provide practical exposure and to have actual contact with the expert faculty PCP (Personal Contact Programme) is provided to students for 2 weeks in a semester. The schedule is intimated to the students in advance so that they can take benefit from this contact programme

PLEASE REFER TO E-CORRESPONDENCE PROSPECTUS

Section: C5.11   Industry Interaction

Field trips and on-site demonstrations increase the student's understanding of the relevant subject. LC must hence build a strong industry networking for such events.

TOPIC: 6   ASSESSMENT

Section: C6.1   Overview

Continuous assessments must form an integral part of the training methodology of the LC. The University on its part conducts the Theory Examinations twice a year.

Section: C6.2   Internal Assessment

PLEASE REFER TO TOPIC H3

Section: C6.3   Practical Assessment

PLEASE REFER TO TOPIC H4
PLEASE ALSO REFER TO SCHEME & SYLLABUS MANUAL

Section: C6.4   Theory Examinations

PLEASE REFER TO TOPIC H5

Section: C6.5   Results

PLEASE REFER TO CHAPTER I

Section: C6.6   DMC

PLEASE REFER TO TOPIC I4

TOPIC: 7 CERTIFICATION

Section: C7.1   Overview
Section: C7.2   Procedure
PLEASE REFER TO TOPIC I6

Section: C7.3   Upgradation

PTU offers a unique facility of Multi Entry & Multi Exit System which is termed as the Pyramid Structure of courses. A student after undergoing two semesters of UG/Masters Programme can take a Diploma/PG Diploma and exit (called as Down-gradation of the course). Such students may join the course in later stages and continue the course from the point where the exit was taken. Similarly, students who had joined Diploma / PG Diploma courses of PTU and on successful completion can further join the Bachelor / Masters course at any point of time (called as Up-gradation of the course).

Change of Course after Admission: A student can change his/her course even after admission subject to final approval from the University. A student has to give in writing the detailed reason for change of course and forward his / her request through the LC to Regional Centre (RC). The permission for the change of course shall be solely on the discretion of the university. The course can only be changed within 30 days of taking admission and before registration no. (Roll No) is issued.

TOPIC: 8   RE-REGISTRATION

Section: C8.1   Schedule

PLEASE REFER TO ACADEMIC CALENDAR

Section: C8.2   Form

PLEASE REFER TO SECTION: E1.6

Section: C8.3   Semester Fee

PLEASE REFER TO CURRENT YEAR'S PROSPECTUS

Section: C8.4   Exam Fee

As per university norms, exam fee for regular & re-appear candidates is Rs. 550/-, which has to be paid once in a session. Re-appear exam fee is Rs. 550/- per session, irrespective of number of subjects for re-appear.

Section: C8.5   Books Fee

In case of e-correspondence courses, all students are bound to pay a designated amount in name of the support service provider (EDUCAL) payable at Ludhiana apart from their semester fee as applicable for SIM material. In few states, like Madhya Pradesh, Bihar, West Bengal (& Eastern Region) & Orissa etc, the University offers the courses at a lower cost where the books are not supplied within the semester fee & therefore no books/SIM are supplied by the University in such cases. In all other cases, the course material is supplied within the semester fee and no extra charges are applicable.

Section: C8.6   Lab Charges

Non-IT Learning Centres, that have in house training facility / labs, may charge a Lab fee as 25% of the course fee directly from the student with prior approval from the University through the RC. For charging Lab fee, the Center has to represent to University giving details of in-house training facilities available within the LC.

Section: C8.7   Hall Ticket

PLEASE REFER TO SECTION H5.6 OF THIS OPERATIONS MANUAL

CHAPTER: D

PROMOTION

TOPIC:1   GUIDELINES

Section: D1.1   Overview

"The way a Learning Centre identifies its prospective students, defines and promotes the relevant programmes that students want, and conducts the awareness and counseling process of the said programme(s)" is understood as Marketing for this chapter.

In the context of PTU DEP, marketing is the management process, which a Learning Centre identifies, anticipates and promotes the approved programmes of PTU DEP to prospective students by finding out what students want, then setting out to meet their needs.

The key word in our marketing is "process"; which involves researching, promoting and enrollments in approved programmes. It is important to decide the target audience before implementing the marketing strategies, i.e., the ways in which it is positioned in a particular segment.

The guidelines mentioned below have to be followed strictly, failing which the strict disciplinary action may be taken against the erring LC.

Section: D1.2   Use of Logo

PTU Logo is owned by PTU only, and their use is strictly restricted. Use of the PTU logo or monogram etc. in any form by the LC has to be approved in writing by the respective RC/ University.

LC is not permitted to use PTU name or Logo in marketing of any course that is not approved by PTU.

TOPIC: 2   OBLIGATIONS

Section: D2.1   PTU

The University monitors all activities related Marketing by the LC. In case the LC or the RC undertakes any promotion or marketing activity that endangers the reputation of the University or is against the laid down norms of the University, strict action may be initiated against the erring party

Section: D2.2   RC

One of the important obligations of the RC is to execute Marketing as defined above. The RC must conduct research & survey of the said zone/territory and map the entire area for developing and executing strategies, campaigns and media management to achieve the mission statement, i.e., to provide affordable, accessible & relevant education. PTU's flagship is to have reached the nook & corner of the country and to make to the University education available to the deprived community.

The RC is to advertise in all leading newspapers of its zone and is bound to give minimum 3 insertions (for September session) and one insertion (for March session) for each Learning Centre of at least 30 CC in minimum 3 leading newspapers with a design duly approved by the University. The cost of this advertisement is entirely to be borne by the RC. RCs generally publish more advertisements than the minimum condition. Any specialized or customized advertisements meant for one or few LCs may be discussed with RC.

The RC is supposed to provide the designs for various promotional materials free of cost to its LCs.

The RC is also expected to design and offer promotional campaigns so as to be executed by the LC at the local level. The RC is expected to maintain public relations and execute effective media management for promotion and brand building.

To summarize, the cost of the media advertisement of the zone, is to be borne by the RC and innovative methodologies is to be designed & offered to the LC for local promotions.

Each RC is expected to organize an LC meet wherein discussions related to the Marketing strategy prior to the commencement of admission session may take place.

Section: D2.3   LC

Although the respective Regional Centre will provide all assistance in marketing & promoting (as specified above), it is mandatory for the LC to actively participate in all such activities and shall be responsible for achieving realistic targets mutually agreed upon by the RC & LC. LC must allocate a decent budget for promotional activities (other than the cost of prospectus).

It is important for the LC to understand & follow all norms to maintain & enhance the high standards & reputation of PTU. If, in case, any LC is found to be acting detrimental to the reputation of the University, disciplinary action may be taken.

It is mandatory for the Centre Head (or equivalent) of the LC to attend the LC meet in each academic year.
LC must procure, execute/produce and appropriately use the promotional material as prescribed by the RC.

LC shall actively participate in marketing & promotion campaigns designed and offered by the RC. LC shall participate and execute in local promotional media such as cable TVs, Radio FM etc. For all promotional campaigns/activities and promotional material other than the one offered by the RC, the LC must take a written approval of the concept and designs from the RC.

Print Advertisements proposed to be released by LC must be approved in writing from the respective RC before being published and advertisements of various universities must not be given jointly. PTU does not authorize multiple university programs in same premises or same advertisement.

All printed promotional material like posters, brochures must be approved in writing by the respective RC before printing/circulation.

All local modes of media including Cable TV/Radio/hoarding/kiosks (and other related media) must be approved in writing by the respective RC before being processed / produced and is to be taken care by the LC.

Written approval from respective RC is of utmost importance before organizing any type of Press Meet/Conference/Press releases so as to adequately represent the University and its image.

Sample Advertisement

PUNJAB TECHNICAL UNIVERSITY

ADMISSION NOTICE - 2007 SESSION

Uttar Pradesh Centres

www.ptu.ac.in

Established by an Act of State Legislature. Recognised by UGC under section 2(f). All courses offered are through Distance Education and are as per UGC nomenclature & guidelines. Member of AIU (Association of Indian Universities). One of the largest Technical Universities of North India. Well equipped labs in the learning centres. More than 600 learning centres, 65000 students and growing ...

● **Heritage Institute of Hotel & Tourism**
Vaibhab Nagar, Next to AIR, **AGRA**
Tel.: 0562-2330935, 2232833, 3205863.
Courses Approved:
● B.Sc.- Hotel Management, Catering Technology & Tourism

● **MPS Memorial College of Business Studies**
Agra-Delhi Highway, Sikandra, **AGRA.** Tel.: 0562-6543292, 3260751, 9897085516
Courses Approved:
● B.Sc.- Medical Lab. Technology
● M.Sc.- Bio-Technology
● B.Sc.- Hotel Management, Catering Technology & Tourism

● **Sai Nath College**
Opp. Kamayani Hospital, Sikandra, **AGRA.** Tel.: 0562-3298264, 2603107, 9412162988
Courses Approved:
● B.Sc.- Bio-Technology
● M.Sc.- Bio-Technology

● **Agra Institute of Management Science**
9 Km. Stone, Agra-Delhi Highway, Sikandra, **AGRA**
Tel.: 0562-3241418, 3265060
Courses Approved:
● B.Sc.- Hotel Management, Catering Technology & Tourism
● M.Sc.- Hotel Management, Catering Technology & Tourism
● B.Sc.- Biotechnology ● M.Sc.- Biotechnology

● **MAS College of Paramedical Sciences**
Taj Hospital, Kela Nagar, Begpur, Civil Line, **ALIGARH.** Tel.: 9359519718, 9837329564, 9997758895.
Courses Approved:
● B.Sc.- Medical Lab. Technology
● Diploma in Medical Lab. Technology
● B.Sc.- Bio-Technology

For further details on above courses, contact the above authorised centres

Last Date:
31st August, 2007

For information on all centres of UP & Uttarakhand, visit Regional Centre RCLD: www.rcld.co.in

TOPIC: 3 WORKSHOPS

Section: D3.1   LC Meet

The RC conducts an annual meet which all LCs are required to attend to discuss various strategies related marketing. The annual meet is normally attended by officials of University.

Section: D3.2   Counselor Training

It is prudent than the LC must ensure exhaustive training is imparted to all manpower concerned with the marketing of PTU programmes within the LC.
- Thorough understanding of this manual by all concerned.
- Thorough knowledge of courses, fee structure, eligibility details etc as mentioned in the prospectus of the current year.
- Mock handling of enquiries by counselors
- Situation handling training for counselors
- Pleasing personality and interpersonal behavior.

TOPIC: 4 PUBLICITY MATERIAL

Section: D4.1   Prospectus

PLEASE REFER TO SECTION C1.9

Section: D4.2   Stationery

PLEASE REFER TO SECTION C1.4

Section: D4.3   Promotion Material

PLEASE REFER TO SECTION C1.5

Section: D4.4   Advertisement

Advertisements related to PTU programmes, released locally by LC at its own behest, have to be consistent in nature. LC may call for sample advertisements from the respective RC.

Section: D4.5   Counseling Pads

Counseling Pads are provided by the RC that is an effective tool for storing valuable admission related information of enquiries. The LCs must order well in advance the quantity which they wish to procure.

TOPIC: 5   PROMOTIONAL ACTIVITIES

Section: D5.1   Road Show/Seminar/Events

These are extremely effective tools to promote approved PTU programmes and LCs must undertake such activities to ensure increased response.

Apart from events organized by the respective RC, any form of road show/seminar or event organized by LC at its own behest related to PTU programmes has to have prior approval of the respective RC.

Any press release(s) resulting from such seminars/events have to be meticulously planned ensuring correct information and PTU reputation.

TOPIC:6   PUBLIC RELATIONS

Public Relations is the process of communicating information to the public to create a favourable impression of the Centre. When conducting public relation activities, it is imperative to inform people about services and encourage potential students to enroll in the Centre. An effective public relations programme involves the following:

Section: D6.1   Parents

Section: D6.2   References

Section: D6.3   Media

In addition to the various individuals & groups that may be incorporated into a good public relations programme, media such as newspapers, school publications, radio and television can also spread news & general information.
The Press Kit is a very helpful tool for any public relations campaign. IT should include news releases, fact sheets, photographs and short biographies of the key players in the Centre. The LC may start by putting together one or two fact sheets about the Centre, describe the programmes at a glance that should include the following aspects:
- Facilities
- Location
- Curriculum (List major topics)
- Description of work-study flexibility
- Advisory Board Members of the Centre
- Vocational Opportunities

TOPIC: 7   REPORTS

Section: D7.1   Enquiry

A detailed enquiry chart must be maintained for effective follow-ups. The enquiry MIS may be derived from the Counselling forms the prospective students fill out.

Section: D7.2   Counseling

The Counselor must maintain a chart wherein the details of all counseling done for the day are clearly marked.

Section: D7.3   Admission

A report on daily/weekly admissions must be made so as to calculate the conversions that have happened from the enquiries generated & counseling done. These reports are an effective tool to spell out future action plans.

Topic: 8   TARGETS & INCENTIVES

Performing LCs are eligible for the following incentives over & above the existing 45% share of course fees as per the following details.

The incentive is calculated on the following slabs considering the total number of admissions (readmissions as well as new admissions) for a specific session.

S. No.	Territory	Stream	Total Admissions	Incentive % on total course fee
1	PUNJAB	IT & Mgt. Programmes	200 – 250	2.5 %
			More than 250	5 %
		NON IT Programmes	100 – 150	2.5
			More than 150	5 %
2	OUTSIDE PUNJAB	IT & Mgt. Programmes	150 to 200	2.5 %
			More than 200	5 %
		NON IT Programmes	75 to 100	2.5 %
			More than 100	5 %

CHAPTER: E
ADMISSIONS

TOPIC: 1 RULES AND REGULATIONS

Section: E1.1   Schedule

The PTU DEP has semester system in which admissions are made twice in a year (March & September) outside Punjab and once during the September session within Punjab region. The admissions are of two types:

New Admission:
Admissions are made into the first semester or 3rd / 5th semester (Lateral Entry) of course opted by student as per the details mentioned in the Current Year's Prospectus.

Re-admission:
The students pay their fee for the respective next semester before appearing for the previous semester examinations.

PLEASE ALSO REFER TO THE ACADEMIC CALENDAR

Section: E1.2   Eligibility

The minimum qualification to be eligible for the admission into any course is called eligibility. In case the student has appeared in the qualifying exam but his/her result is awaited for the qualifying examination, the student is granted provisional admission into PTU course. Before the commencement of the second semester exams, the student is required to submit his/her eligibility certificate for the course joined. In case he/she does not produce the eligibility certificate, he/she will not be allowed to sit in the exams of second semester and onwards unless eligibility is cleared. The LC has to keep track of such cases and report to the concerned RC for barring such students from the examinations

No student is eligible to join two courses at the same time in DEP. Lateral entry is not allowed unless the time duration of earlier eligibility is completed. For example a student can not join MSc (LE) at 3rd Sem. unless he has spent two semesters in PGDCA.

PLEASE REFER TO PROSPECTUS FOR ELIGIBILITY DETAILS

Section: E1.3   Equivalence

PTU was created by an ACT of the State Legislature and follows the nomenclature laid down by the U.G.C. PTU is member of A.I.U. (Association of Indian Universities). PTU is also the member of International University Accrediting Association. All the degrees / diplomas awarded by PTU are nationally as well as internationally acceptable.

Section: E1.4   Lateral Entry System

The lateral entry system: PTU DEP has an option of direct admission to specific courses for the students having specific qualification along with the basic eligibility for admission into that particular course. For example, a graduate student with PGDCA from a recognized university is eligible to take direct admission into the third semester of MSC-IT or MCA course. The detailed eligibility criteria under lateral entry scheme have been given in the prospectus of the university.
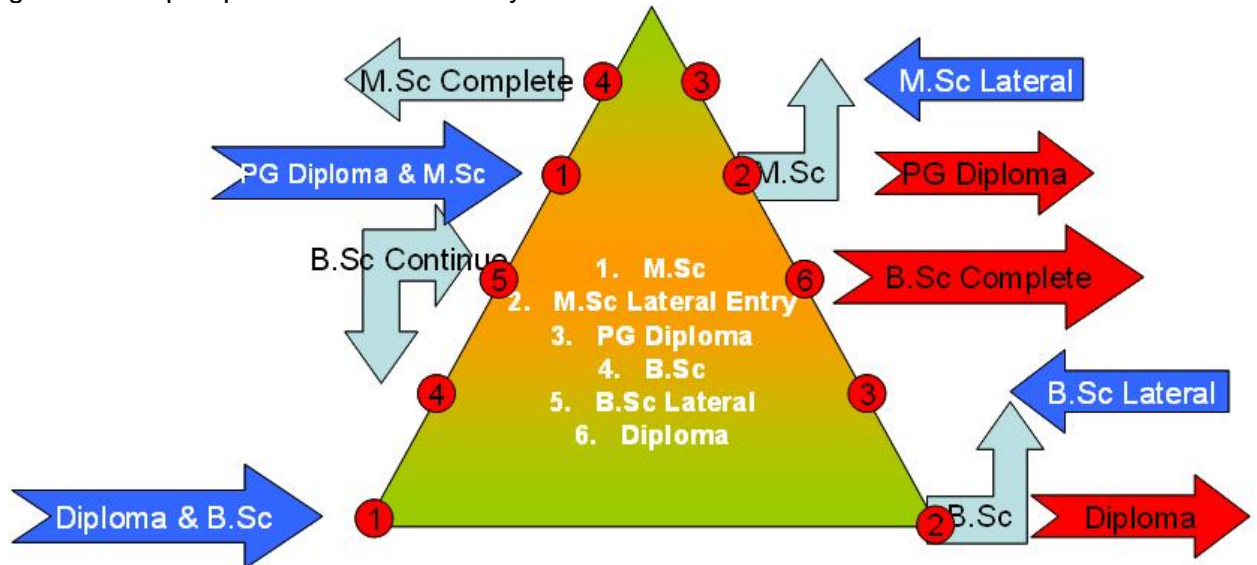
It must be ensured that time duration for attaining a degree is not decreased in any case i.e BSc degree can be attained in not less than 3 years, similarly, MSc degree/ MBA can not be achieved in less than 2 years.

Section: E1.5   Prospectus

PLEASE REFER TO SECTION C1.9

Section: E1.6   Application Form (OMR)

The New Admission Form contains detailed information required from the student like name, qualification, eligibility for the course, Admission Fee & Exam Fee details. All the students are required to fill up the New Admission Form completely and submit along with the fee. They are required to give correct information in the admission form and attach attested photocopies of testimonials as a proof of eligibility for the course opted. The admission form has to be duly signed by the student and authenticated by the learning centre head. The detailed guidelines for filling up of Admission Form are mentioned in the Prospectus. These forms along with the semester and examination fee are required to be forwarded to the RC as per the academic calendar for processing and MIS generation in the prescribed format. The admission forms are later forwarded for eligibility check to the University duly authenticates by the RC and the deficiencies / ineligible / provisional students list is returned to the LC followed with the original form. Fee paid by in-eligible students is normally non-refundable. In any case, any fee deposited with the University is non-refundable unless approved by the University.

Section: E1.7   Fee and Receipt

LC Receipt of DD & Documents: All the Learning Centres are required to issue the receipt of Fee Draft & Documents submitted by the student along with the admission form. The receipt must be issued on proper receipt of authorised learning centre duly signed by the Accounts officer or the authorised signatory. Under no circumstances any center should charge any amount in excess of fee prescribes in the prospectus.

Any fee deposited with the University is non-refundable.

PLEASE REFER TO PROSPECTUS COURSE FEE DETAILS.

TOPIC: 2   PROCESSING

Section: E2.1   Name Ratification

LC must ratify the students name & father's name from the student's matriculation certificate before submitting the data of admission to the RC. The same should be taken care of while filling the admission / re-admission forms. In case the discrepancy arises, the LC will be penalized for correction on per student basis @ 200/- as per the University norms.

Section: E2.2   Form Validation

The New & Readmission Forms (OMR) must be validated by the LC by putting the signatures & stamp on the required field of the form. Forms submitted without validation will be rejected.

Section: E2.3   Data Mining

The LC must maintain the complete database and photocopy of admission forms, eligibility documents, semester fee and examination fee. The hard copy of the above needs to be available in the student record file and the soft copy of the data to be sent to the RC.

Cut List to PTU & RC / LC Notice Board: LC is required to submit a course wise cut list of students to the RC duly signed & stamped by the Centre Head. All the information regarding admissions must be displayed on the notice board of the LC from time to time.

Section: E2.4   Fee Submission

LC must scrutinize and authenticate all the forms and fee. LC must also submit all the forms received from students along with the requisite fee & supporting documents to RC as per the Academic Calendar. LC is required to send the consolidated details of all the admissions & fee in the prescribed format both in hard and soft copy to the RC.

Section: E2.5   Eligibility Check

Initially all the students admitted by the LC are provisionally enrolled till the final eligibility check is completed by the university. The admission is confirmed or cancelled after the eligibility check procedure is completed. The procedure for checking the eligibility is mentioned as below:
- The LC must check the eligibility of the student for the course opted as per the eligibility criteria given in the prospectus. The LC has to submit an undertaking from each student admitted under Lateral Entry.
- In case of any doubt regarding eligibility, especially in the case of Lateral Entry Admissions, LC must clarify with the RC.
- The University then checks the eligibility from the testimonials submitted by the student through the LC.
- Finally a detailed report of eligible, not eligible and provisional students is sent to the LC by the RC and a list of provisional students is entered by RC so as to incorporate provisional status in EDP data.

In case of ineligible students, Roll Numbers are not issued and the admission fee in such cases is not refunded.

Section: E2.6   Provisional Admission

Till the time the eligibility check of the student is not completed by the University, all admissions are provisional. Provisional admission may also be provided in case the result of the qualifying exam is awaited however it is responsibility of RC to get such admissions marked as " Provisional" in EDP data.

Section: E2.7   Rejection

University reserves the right to cancel the candidature of any student at any stage, if the information provided by him in the admission form is found false or incorrect. If any student is allowed to continue after 2nd Sem. even after being admitted as "Provisional" the concerned LC and RC shall be liable for punitive action.

The award of Degree to such students will not be allowed although he/she may have completed all examinations successfully and obtained the DMC's also. The student may be asked to repeat the course if he does not clear his provisional admission before exam of 2nd Sem.
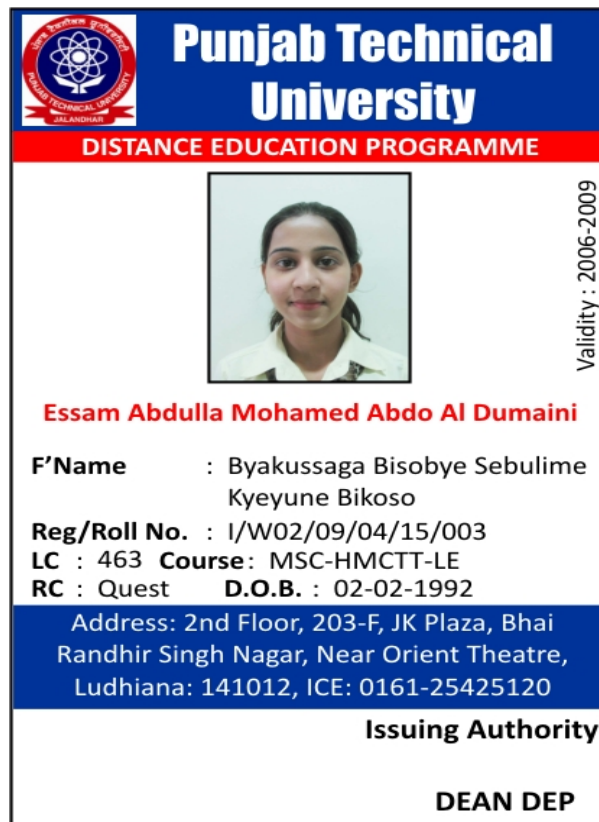
TOPIC: 3   REGISTRATION

Section: E3.1   Issuance of Roll No.

- After the eligibility check is completed, the provisional and eligible students are issued the roll numbers which are sent to the LC by the RC. The roll number of student remains the same throughout the course.
- In case the new admission is an upgradation, the student will be issued a fresh roll number.
- This Roll number is unique for the student by which he/she should correspond to, for any matter.
- Pattern: Year(1 digit), Session (1 digit), LC Code (4 digits), Serial No. (3 digit)
  Example: 720100123

Section: E3.2   ID-Card

Students whose eligibility are cleared or have provisionally been admitted are issued a Photo Identity Card (PIC) by the university which is sent to the LC through its RC.

The validation of the Admit Card is only through the normal duration of course.

Section: E3.3 Hall Ticket

Please refer to Section H5.6

TOPIC: 4   STUDENT RECORD FILE

Section: E4.1   Introduction

LC is required to prepare individual record file of each student for each new admission session. This file should contain the photocopy of the admission / re-admission forms, testimonials, DMC's issued by the University, the Degree finally issued and any other document that refers to the academic & related activity of the student.

Section: E4.2   Contents

Section: E4.3   Migration

PLEASE REFER TO CHAPTER G

TOPIC: 5   RE-REGISTRATION & EXAM FEE

Section: E4.1   Schedule

PLEASE REFER TO SECTION C8.1
PLEASE REFER TO ACADEMIC CALENDAR

Section: E4.2   Form

PLEASE REFER TO SECTION E1.6

Section: E4.3   Semester Fee

PLEASE REFER TO SECTION C8.3
PLEASE REFER TO PROSPECTUS

Section: E4.4   Exam Fee

PLEASE REFER TO SECTION C8.4
PLEASE REFER TO PROSPECTUS

Section: E4.5   Books Fee

PLEASE REFER TO SECTION C8.5

Section: E4.6   Laboratory Charges

PLEASE REFER TO SECTION C8.6

Section: E4.7   Hall Ticket

PLEASE REFER TO SECTION C8.7

TOPIC:6   WARNING

- LC cannot charge any fee other than the prescribed fee for a particular course from students. LC is liable to face strict disciplinary action if found to be erring in this aspect.
- No center can charge Lab charges unless approved by the University after due verification of in-house Lab facilities.
- In case the student is found guilty of misconduct or misbehavior at the LC level, the LC may represent such cases to the RC and the RC may suggest appropriate disciplinary action against such students.

Chapter: F
ACADEMICS

Topic: 1   SYLLABI

Section: F1.1   Overview

The University has prepared a detailed list of topics to be covered in each subject of all courses that need to be taught by the concerned faculty of the LC. The education delivery with various value additions must be designed around this. The LC must ensure that the education delivery is made within the prescribed duration covering the entire syllabi and all practical mentioned therein should be conducted.

Section: F1.2   Curriculum

The detailed syllabi of all courses (Syllabus Manual), sub-stream wise is available on the PTU website (downloadable).
PLEASE REFER TO THE SCHEME & SYLLABUS MANUAL ALSO.

Section: F1.3   List of Courses (Course Master)
(A different Format with new fields may replace this)

STREAM	COURSE NAME	COURSE Abbr.
Applied Technologies	B.Sc Airline Ticketing and Hospitality Management	BSCATHM
Applied Technologies	Diploma in Airline Tourism and Hospitality Management	DATHM
Applied Technologies	Post Graduate Diploma in Airlines, Tourism & Hospitality Management	PGDATHM
Applied Technologies	B.Sc Fashion Technology	BSCFT
Applied Technologies	B.Sc Interior Design	BSCID
Applied Technologies	B.Sc Jewellery Design	BSCJD
Applied Technologies	B.Sc Textile Designing	BSCTD
Applied Technologies	Diploma in Fashion Technology	DFT
Applied Technologies	M.Sc Fashion Technology	MSCFT
Applied Technologies	Post- Graduate Diploma in Fashion Technology	PGDFT
Applied Technologies	B.Sc Hotel Management, Catering Technology & Tourism	BSCHMCTT
Applied Technologies	Diploma in Hotel Management, Catering Technology & Tourism	DHMCTT
Applied Technologies	M.Sc Hotel Management, Catering Technology & Tourism	MSCHMCTT
Applied Technologies	Post Graduate Diploma in Hotel Management, Catering Technology & Tourism	PGDHMCTT
Applied Technologies	B.Sc Mass Communication, Advertisement &	BSCMCAJ

	Journalism	
Applied Technologies	B.Sc Multimedia Technology	BSCMM
Applied Technologies	Diploma in Mass Communication, Advertisement & Journalism	DMCAJ
Applied Technologies	Diploma in Multimedia Technology	DMM
Applied Technologies	M.Sc Mass Communication, Advertisement & Journalism	MSCMCAJ
Applied Technologies	M.Sc Multimedia Technology	MSCMM
Applied Technologies	Post Graduate Diploma in Mass Communication, Advertisement & Journalism	PGDMCAJ
Applied Technologies	Post Graduate Diploma in Multimedia Technology	PGDMM
Applied Technologies	B.Sc Bioinformatics	BSCBI
Applied Technologies	B.Sc Bio Technology	BSCBT
Applied Technologies	B.Sc Clinical Microbiology	BSCCMB
Applied Technologies	B.Sc Medical Lab Technology	BSCMLT
Applied Technologies	Diploma in Medical Lab Technology	DMLT
Applied Technologies	Diploma in Operation Theatre Technology	DOTT
Applied Technologies	Diploma in Radiology & Imaging Technology	DRIT
Applied Technologies	M.Sc Bioinformatics	MSCBI
Applied Technologies	M.Sc Bio Technology	MSCBT
Applied Technologies	M.Sc Clinical Microbiology	MSCCMB
Applied Technologies	M.Sc Medical Lab Technology	MSCMLT
Applied Technologies	Post Graduate Diploma in Bioinformatics	PGDBI
Applied Technologies	Post Graduate Diploma in Bio Technology	PGDBT
Applied Technologies	Post Graduate Diploma in Medical Lab Technology	PGDMLT
IT & Management	Advance Diploma in Hardware & Networking Technologies	ADHNT
IT & Management	Bachelor of Computer Applications	BCA
IT & Management	Bachelors of Science (information Technology)	BSCIT
IT & Management	Diploma in Computer Application	DCA
IT & Management	Master of Computer Application	MCA
IT & Management	Master of Information Technology	MSCIT
IT & Management	Post Graduate Diploma in Computer Application	PGDCA
IT & Management	Bachelor of Business Administration	BBA
IT & Management	Master of Business Administration	MBA
IT & Management	Post Graduate Diploma in Business Management	PGDBM

For other details related to list of courses:
PLEASE REFER TO THE CURRENT YEAR'S PROSPECTUS.

Section: F1.4   Paper ID

Every subject of each course has a unique code known as the Paper ID. It consists of one alphabet followed by 4 numbers. E.g. H1313, which is the paper ID for "Nutrition & Food Hygiene" subject of MSC-HMCTT. The students must be educated with the Paper ID concept as it plays an important role in the examination & result declaration process.
PLEASE REFER TO SCHEME & SYLLABUS MANUAL FOR COMPLETE PAPER IDs.

Section: F1.5   Salient Features

The syllabus is designed keeping in mind its acceptability in the industry. Its also regularly updated by taking inputs of the experts from industry and academics. A few unique features of the PTU courses are:

- Globally accepted
- Flexible and based on latest technology
- Industry oriented
- Theoretically and practically balanced
- Emphasis on communication and soft skills
- Computer based

Section: F1.6   Adherence

The LC Faculty must adhere to the scheme and syllabus of a particular course. The minimum desired contact hours must be met.

PLEASE REFER TO SCHEME & SYLLABUS MANUAL.

Topic: 2   SCHEMES

Section: F2.1   Overview

A scheme is a tabulated format with intelligent data, designed for each semester of every course offered by the University. It includes the subject name, code, paper ID, Type (internal or external), maximum & minimum Internal Marks, External Marks, the break-up of internal and external marks for each subject and whether the marks are to be awarded by the LC or the University.

Section: F2.2   Table

The LC must make aware & train its faculty and students about the scheme of respective courses by various possible means including display on the students' notice boards.
PLEASE REFER TO SCHEME & SYLLABUS MANUAL ALSO.

Topic: 3   LEARNING MATERIAL

Section: F3.1   Course Material

The entire SIM based course ware is prepared exactly as per the syllabi and the desired teaching methodology. Where as for procurement of the text books, the syllabi is kept into consideration but exact mapping with the syllabi may not be always possible. Hence, in such cases, the LC is recommended to use the relevant reference material also.

Section: F3.2   Reference Material

The reference material is suggested at the end of each subject in the Syllabi and the LC should ensure that these reference materials are available at the LC's library or are available at an accessible location for the students.

Section: F3.3   CBT (Computer Based Tutorials)

The University is in the process of creating a unique CBT Module for a few courses where the entire tutorial, as per the curriculum, will be made available to each LC on a CD or DVD. This will enhance motivation and self learning.

Section: F3.4   Notes

The SIM or Text Book may not contain varied explanations of a topic. The LC's are encouraged to provide specialized notes in the form of dictation, Xerox/cyclostyled or any other medium for additional benefits to the students.

Section: F3.5   Model Papers

PLEASE REFER TO PTU WEBSITE.

Topic: 4   MAPPING

Section: F4.1   Introduction

Students enrolled into the PTU DE Programme from September 2005 and onwards do not fall into the category/concept of mapping. Mapping was introduced to identify the common papers/subjects available in the OLD, NEW and S05 schemes so as to replace the common OLD and NEW scheme subjects with S05 scheme subjects. By doing this the common SIM format material is supplied to all scheme subjects that are mapped to each other and a common question paper is set for thus reducing the magnitude of setting of questions papers.

Section: F4.2   Mapping Manual

PLEASE REFER TO WEBSITE / MANUAL

Topic: 5   TRAINING SCHEDULE

Section: F5.1   Overview
Please refer to Section C5.1

Section: F5.2   Study Hours
Please refer to Section C5.2

Section: F5.3   Training Methodology
Please refer to Section C5.3

Section: F5.4   Projects / Practicals
Please refer to Section C5.4

Section: F5.5   Internal Test
Please refer to Section C5.5

Section: F5.6   Industrial Training
Please refer to Section C5.6

Section: F5.7   Soft Skills / Presentation
Please refer to Section C5.7
PLEASE ALSO REFER TO DVD PROVIDED BY THE RC.

Section: F5.8   Guest Lectures
Please refer to Section C5.8

Section: F5.9   Industry Interaction
Please refer to Section C5.9

Section: F5.10   PCP
Please refer to Section C5.10
PLEASE ALSO REFER TO E-CORRESPONDENCE PROSPECTUS.

Topic: 6   ATTENDANCE

Section: F6.1   Norms
- Every student is expected to attend both theory and practical/lab classes regularly.
- Every student must have minimum 60% attendance to be eligible to sit for the theory Examinations conducted by the University.
- In case of unavoidable circumstance, the problem can be discussed with the Centre Head or RC and leave of absence may be granted under information to RC and University.

- Students remaining absent for more than 21 days without notice, should be declared drop-outs and their names to be struck off the rolls for that semester. Such student may not be allowed to fill the exam forms.
- Working professional must attend the lectures at the LC on Saturdays and Sundays in consultation with their faculty/ counselor to complete 10 hours of instruction during weekends.

Section: F6.2   Maintenance

The maintenance of attendance must be diligently done by the Faculty at the LC and the Centre Head must monitor the same from time to time.   The attendance is to be maintained and retained at the LC for a period of one year for the purpose of record and inspection by the RC/ University.

Section: F6.3   Options

Section: F6.4   Slippages

For any troubleshooting regarding low attendance of students, the LC may discuss the matter with its concerned RC to resolve all such issues at the earliest.

Topic: 7   LIBRARY

Section: F7.1   Overview

- Needless to say, a well established and equipped library always adds on to the knowledge base of the student. The LC is required to maintain a library within the authorized premises having at least 500 books of the relevant courses that the LC is authorized to conduct. Apart from the subject books, the LC must also maintain the subscription of news papers, journals, magazines etc. which should be easily available to the students. Every library should have atleast 2 books per student after a minimum of 500 books.
- The LC is also required to maintain a digital library containing the digitized subject contents / links to such digital libraries through internet of which the student can make the best use of and also enhance his/her knowledge on the subject. Each LC must procure one set of SIMs for references purposes for each course run in the center.

Topic: 8   ROLE OF FACULTY

Section: F8.1   Overview

Subject Faculties at LCs must be recruited after extensive due diligence. Their role in making the student ready to face the competitive world is immense. Students treat the faculties as role models; hence, the conduct of faculties must be exemplary. The LC Head must ensure that the faculties are well-versed with the systems of PTU DEP which

they must follow to the core. Each faculty must have a copy of the necessary portions of this Operations Manual.

Section: F8.2   Education Delivery

The faculties must take the lectures using all available training aids, like Computer Presentations, OHPs, LCD Projectors etc. Emphasis must also be paid to field trips, outside classroom trainings etc. to keep the motivation level high. Faculties must ensure the completion of the syllabi in the specified time. A Record of Student Progress in the form of continuous assessment, Class participation, submission of assignments, conduct, class tests, attendance, presentations, etc., must be maintained by each faculty.

Section: F8.3   Attendance

To appear in a Theory Examinations, a student must have a minimum of 60% attendance. The Faculty must take attendance of students and maintain their record and inform students with below-par attendance. Opportunity must be given to any student to complete the desired attendance level in the form of extra classes.

Section: F8.4   Counselling and Discipline

- The faculty is the first and probably the best level to resolve issues related to discipline & conduct.
- They must continuously counsel the students on issues concerning their academics, performance, industrial training, report writing, projects, etc.
- They must also ensure discipline in the premises of the LC.
- All matters related to discipline & conduct must also be brought to the notice of the Centre Head.
- All important notifications issued by University must be prominently placed on Notice Board.

Topic: 9   ACADEMIC MIS

Section: F9.1   Introduction

It is important to maintain a systematic and retrievable MIS on all academic related issues & events at the LC. The Centre Head must ensure that a proper physical or digital filing/reporting is made of all academic activities.

Section: F9.2   Academic Report

The MIS is mandatory through the intelligent formats as it helps in dissemination of information pertaining to the academic events to all concerned. It is applicable to all the academic activities like syllabus coverage report, allotment of assignments, distribution

of books to students, issue of library books, record of students going for various trainings/ projects, date of class tests (LC Calendar), marks attained by students in class test(s)/assignments, etc.

Section: F9.3   Time Table

Each faculty & the Centre Head must ensure that a proper Time Table (Batch-wise) is prepared and displayed on the Students' Notice Boards well in advance of the commencement of each session. Any changes in the time table must be intimated to students through various mediums to avoid confusions. The Centre Head must monitor strict compliance of the Time Table by the students and the faculty.

Section: F9.4   Internal Assessments

- Respective subject faculties must ensure a fair approach in awarding internal marks to the students. The award of internals must be based on the following:
    - Tests & Quizzes: 15 Marks
    - Attendance: 5 Marks
    - Presentations: 5 Marks
- It is advised that the class average in awards of theory internals (as well as practical internals) does not exceed 80%. The University reserves the right to moderate the internals before result declaration. However, in case of exceptional students only, the marks may exceed 80%.
- The class average and distribution of internal marks to the students should be duly verified by the Center Head before submission of the same to the RC.
- The attempted answer sheets & attendance MIS pertaining to various internals should be available with the LC and can be called for by the RC or the University for verification at any point of time. Such MIS should be retained with the LC for at least one year or the declaration of result which ever is later.

Section: F9.5   Dissemination

The Internal assessment should be forwarded to the RC well in time as per the Academic Calendar. The hard & soft copy should be forwarded to the RC well in time as per the Academic Calendar and the LC must retain a copy of the same. The internals marks must also be displayed at the Students' Notice Boards.

Topic: 10   SOFT SKILLS

Section: F10.1   Introduction

Communication & Soft Skills is a subject introduced in the first semester of every course of PTU DEP which includes communicative English, Presentation skills, etc. to enhance the overall personality of the students. LCs must ensure that the faculty handling this subject is well versed with all topics so as to meet the desired output of introducing this subject.

Section: F10.2   Tools

The University provides a SIM based Tex book and an interactive DVD on this subject for each enrolled student. LCs must ensure that this DVD is distributed to each student at the LC and also install the same in the Computer Lab or the Communications Lab for the benefit of each student.

Section: F10.3   Assessment

It is an internal subject carrying 50 marks, to be awarded by the concerned Faculty at the LC. The assessment should be continuous and MUST involve written tests, viva voce & personal presentations.

Chapter: G
MIGRATION

Topic: 1   RULES & OBLIGATIONS

- Migration within the same city is not allowed. Special cases may be treated subject to the approval of the University through RC.
- If the student migrates to any other LC without the permission of the university, his/her admission will be cancelled and the fee will stand forfeited. In such a case the LC entertaining such student would also be penalized.
- The students will have to agree the batch timings as suggested by the Target LC accepting the migration.
- The student will give the examination at the existing city even if he/she has applied for migration. Special requests for change of examination centre during the process of migration may be forwarded through the RC at least 45 days before examinations.

Section: G1.1   Overview & Provision

University provides the facility of migration in wherein an existing student is allowed to transfer his candidature from one LC to another LC imparting distance education throughout India under PTU DEP System provided the same course is available at the target LC. Migration to any other university/college is not allowed during the course.

Section: G1.2   Timing

The application for migration is to be submitted with the RC at least 60 days before the commencement of exams or as specified in Annual Calendar.   In case of new admissions, migration is allowed only after the allotment of roll numbers.

Section: G1.3   Obligations

- Student:
    - There must be a valid reason for migration.
    - No dues should be pending towards the existing LC.
    - The Migration Form must be filled completely and required testimonials/NOCs must be duly attached.
    - Must remit the required dues, if any, wherever required.
- Existing LC:
    - Should not be a hindrance in student's migration if the reasons are found to be genuine.
    - Must forward the complete Record File of the concerned student to the target LC after the migration process is completed.
- Target LC:
    - To give consent for migration if the concerned course is available and batch strength permits.

- Maintain proper records of the migrated student(s).
- RC:
  - Has to coordinate the entire process facilitating the migration in a smooth manner.
  - Ensure proper entries in the EDP Cell regarding migrations.

Section: G1.4   Form

PLEASE SEE FORMS & FORMATS ANNEXURE

Section: G1.5   Fee

- There is no migration fee charged by the university from the student.
- If the student has already deposited the current semester & exam fee at the Existing LC, he/she will have to deposit Rs. 2000/- at the Target LC.

Section: G1.6   Slippages

Migration forms with following discrepancies will be rejected:
- Incomplete, unsigned & unstamped forms.
- Forms without supporting documents.
- Forms without an appropriate / satisfactory reason to migrate.

Topic: 2   PROCEDURE

Section: G2.1   Submission of Form

The student is required to fill the prescribed form (also available on PTU website) and requisite and relevant documents as suggested in the Format, duly signed by the student, signed and stamped by the Existing learning centre and by the Target learning centre head. **NO FIELD IN THE MIGRATION FORM MUST BE LEFT BLANK** which has to be ensured by the Existing LC head. This form along with the documents has to be submitted by the student to the Existing LC for which the LC will give an acknowledgement.

Section: G2.2   NOC
The student must obtain all No Objection Certificates as mentioned in the Form.
PLEASE REFER TO FORM.

Section: G2.3   Slippages

- Mere submission of Migration of form does not confirm Migration.
- Student cannot resume studies at the Target LC without the Migration being approved.
- All pending Migration cases must be vehemently followed up both by LC & RC to avoid discrepancies.
- LC & RC must ensure proper handling so that the student does not suffer at examination time. Improper handling of Migrations by Student, LC or RC will lead to bad records in the EDP.

Section: G2.4   Record Management

The existing LC should forward the application along with the student record file containing the photo-copies application form, fees paid, results and DMCs and all other relevant information and documents of all previous semesters and must keep a copy of the same with itself also.

Note: The LC must ensure that their RC has amended the student data in the EDP section before the next examination for the cases where migration has been recorded by the University.

Chapter: H
EXAMINATIONS

Topic: 1   OVERVIEW

Section: H1.1   Rules & Guidelines

- The University conducts the Theory Examination for its Distance Education Programme twice a year (March-April and September-October). The academic calendar with the tentative examination schedule is released well in advance.
- The Theory exams are conducted in two sessions during a day, i.e. morning and evening sessions. Date sheet is generated through an indigenously developed software and it is prepared in a manner that majority of the students appear in the evening session.
- UNDER ANY CIRCUMSTANCES, THE THEORY EXAM CANNOT BE CONDUCTED AT THE LC PREMISES. Each exam center established by the University must have a minimum strength of at least 50 students but in very special cases the University may consider a lesser number of students for establishing an exam center.
- In case, the organization where the theory exams are proposed, governs a Learning Center or vice-versa, the same shall be notified to the University while submitting the proposal for establishment of Exam Center. The examination may be conducted ONLY at the premises approved by the University and in NO CASE the venue can be changed either by the LC or the RC.
- The University may direct RC to conduct practicals at different LC premises within the Zone, if LC is found to tamper with or indulge in malpractices during internal test/ practical exam & Viva- Voce.
- Internal & Practical Examinations are conducted by the LC as per the directions and schedule of the University.
- The University reserves the right to shift/ relocate any examination centre for which prior notice will be given.

Section: H1.2   Schedule (Date-sheet)

The Date-sheet for theory examinations is released at least 3-4 weeks in advance and is also available on the University website.

PLEASE REFER TO THE WEBSITE (www.ptu.ac.in).

Section: H1.3   Pattern

- THEORY EXAMINATIONS: The marks are bifurcated as 75% for External and 25% for Internals. External examinations are conducted at a neutral venue, where-in Question Papers set by the University are provided. The answer-sheets are duly

submitted to the University for evaluation by pre-approved evaluators. Internals are conducted by the LC and evaluated by the LC Subject Experts or as directed by University in the pattern as specified by the University.

- PRACTICAL EXAMINATIONS: The marks are bifurcated as 75% for External and 25% for Internals. The External Practical exams are conducted by the University approved Examiners, on the dates as specified in the Academic Calendar at the LC premises. Internals are awarded by the LC Subject Experts or in case of malpractices by subject Experts of another LC in the same zone.

Topic: 2   FEE AND FORMAT

REGULAR EXAMINATION FEE:
Rs. 550/- per semester to be submitted along with the Semester Fee at the time of Admission / Re-admission.

RE-APPEAR EXAMINATION FEE:
Rs. 550/- per semester (irrespective of number of reappear subjects in that semester) to be submitted as per the schedule given in the Academic Calendar.

The Examination Forms along with the guidelines are provided by the RC to the LC well in time. The same must be completed by the students under LC supervision as per the guidelines provided within the deadlines given in the Academic Calendar.

Topic: 3 INTERNALS

Section: H3.1   Compounding

The pattern of internal exam is based on Quiz/Test, Presentations/Seminars/Workshop & Attendance of students.
The marking criteria for internal assessment are as follows:
- Quizzes/Tests: 15 marks
- Presentations: 5 marks
- Attendance: 5 marks

FOR INTERNAL MARKS PATTERN, PLEASE REFER TO SECTION **F9.4** Also.

Section: H3.2   Formats

The Formats for submitting the internal marks will be provided to the LC by the respective RC for each session.

Section: H3.3   Submission
- The internals awarded by internal examiner or the subject expert must be signed by him/ her & vetted by LC Head.

- The internal awards, made in the prescribed format, must be sent to the University through the RC as per the schedule mentioned in Academic Calendar. These awards are sent in the following modes:
  - Signed & stamped hard copy
  - Soft Copy through email or CD.
- The record keeping of internal assessment awards is kept safe with the LC for future need if any till the time that the student has obtained his degree/ diploma from the University after completing his/ her course.

Section: H3.4   Moderation

LCs must practice a fair disbursement of internal marks to the student. The concept of class average must be kept in mind (generally practiced at 80%). Any LC found to be fraudulently giving marks to its students will be severely penalized and he may not be allowed to allocate internal marks to its students.

Topic: 4   PRACTICALS

The practical examinations are conducted as per the schedule mentioned in the Academic Calendar. The date sheet is issued well in advance and changes, if any, are notified on the website. The practical exam is conducted at the Learning Center and the LC is supposed to arrange for appropriate equipment and raw material, if applicable, well in advance. In case the adequate facilities for conduct of practical are not in place at the LC, the same can be conducted at a different venue, only with the prior approval of the University, well in advance.

Section: H4.1   Examiner

Approval of practical external examiners is done by the university on the recommendations of RC. University issues a list of approved practical examiners through RC to the LC. Unless the practicals are conducted through approved experts, the University may order re- examination.

Section: H4.2   Pattern

The practical exams conducted are of 100 marks, with 75% awarded by the approved practical examiner and 25% by the internal (LC) practical examiner.

Section: H4.3   Conduct

The Practical exams are conducted at the Learning Centre during the time-frame specified by the University as per the Academic Calendar. The practical may be subject-specific conducted hands on or through viva-voce by the approved practical examiner.

Section: H4.4   Formats

The format for awarding and submission of marks for practical exams are provided by the respective RC, which is generally in the same format as of Internal Marks.

Section: H4.5   Submission

The practical award list is filled by the external & internal examiner on a prescribed format of the university (Practical Award List) and sent to the university through RC in hard copy as well as soft copy.

Section: H4.6   Reimbursements

The external practical examiners are paid as per university norms. After the external practical exam is conducted, the examiner is paid by LC and the bill for the same is sent to the university through RC, which is cleared in due course of time by the university.

Topic: 5   THEORY EXAMS

Section: H5.1   Overview

The Theory examinations are of 75 marks and the pattern is mostly subjective with limited choices. The papers are set & evaluated by nominated subject experts of the University. The LC must explain & train the students on filling up the OMR Answer Sheets. The University shall not be obliged to declare results if the mandatory fields such as Roll No, Paper ID are not filled in correctly.

Section: H5.2   Guidelines

The guidelines for conduct of theory exams at the appointed Exam Centre are given to the Superintendent of the Exam Centre who must go through it thoroughly before commencing with the conduct.
PLEASE REFER TO EXAMINATION CENTRE MANUAL

Section: H5.3   Examination Centers

- Examination Centres are appointed by the University at a neutral venue where the strength of students giving the PTU DEP Examinations is at least 50.
- These examination centres can be one of the following:
    - Government approved Degree Colleges or Polytechniques
    - Reputed Intermediate Schools
    - AICTE approved Higher Education Institutions
- The exam Centres must have the following facilities:
    - They must possess sufficient space to accommodate all the candidates appearing for exams at one location.
    - They must possess one strong room for the safe custody of question papers and solved answer sheets.

- There should be proper arrangement for the human resource involved for the conduct of exams as per university norms.
- There must be proper arrangements of separate toilets for boys & girls, clean drinking water and sufficient parking space.
- They must provide sufficient furniture for proper seating arrangement of candidates.

Section: H5.4   Nodal Center

For the smooth conduct of examinations a Nodal Centre is created by the university, which has the following obligations:
- DISPATCH: The dispatch of question papers, exam material and blank answer sheets to the exam centre as well as filled in answer sheets to the University.
- RECEIPT OF MATERIAL: Nodal Centre receives filled in answer sheets from the exam centres on daily basis after the exam is conducted at the exam centre. The inventory of answer sheets is maintained by the Nodal Centre.
- COORDINATION: The Nodal Centre does the co-ordination of exam centres through respective RC's of the specific zones.

Section: H5.5   Obligations of All Parties

PTU:
The university shall have the following obligations to perform:
- Creation of Exam Centres through RC.
- In case, the number of students in any area/ city is more, two or more exam centres may be created.
- Announce the dates of Practical and theory exams through website and RC.
- Approve the list of practical examiners.
- Issue hall tickets.
- Provide blank answer sheets for theory exam through Nodal Centre.
- Provide examination kit for exam centers through Nodal Centre.
- Provide advance payments to RC for disbursement to exam centers.
- Provide sealed question papers to exam centres through Nodal Centre.
- Establish collection centers of filled in answer sheets.
- Arrange to evaluate the answer sheets at university level.
- Clear balance payments after processing the bills submitted by LC & Exam Center through RC.
- Announce results, issue gazette and DMC's.

Regional Centre:
The obligations of Regional Centre (RC) are as below:
- Educate & train the LC and exam center about dates, guidelines of conduct of examinations and disseminate all relevant information.
- Coordinate between the University, LC, Student & Exam Centre during examination period.
- Supply the pre-printed examination forms with relevant data filled in to LC.

- Processes & deposit exam forms and fee.
- Obtain approval for list of practical examiners as submitted by the LC.
- Obtain approval for exam centers.
- Collect and ensure timely delivery of all exam material, including hall tickets, answer sheets, exam kits, cut-list, question papers etc., to Learning Centers and Exam Centers as received from the University.
- Disburse advance in name of exam center on pro-rata basis or as deemed fit.
- Process bills and arrange for balance payments to Learning Centres & exam Centres.
- Keep the University posted of all developments and problems and arrange to provide relevant solutions.
- Provide formats to LC for timely submissions of fee details, internal and practical marks, etc.
- Maintain all relevant database including students, forms, fees, practical examiners, exam center, slippages, attendance sheets, commerce, results, DMC, Degree etc.

Learning Centre:
The LC has below mentioned obligations:
- Assist students in submission of exam forms and fee.
- Collect the exam fee as specified by university and issue relevant receipt, include details of receipt in the MIS provided to RC.
- Submit forms and fee in prescribed formats to RC.
- Educate students of PTU guidelines about conduct of exams.
- Inform students of dates announced by PTU.
- Propose at least 3 exam centers in the region.
- Propose list of practical examiners.
- Distribute ID / Admit Cards / Hall Tickets to students upon receipt from RC .
- Assist RC and PTU in smooth conduct of exams.
- Coordinate with RC for all related activities and adhere to instructions notified.
- Arrange for equipment and raw material for conduct of practical exams.
- Submit internal and external awards in the format specified to RC as signed and stamped hard copies and also provide soft copies.
- Retain copy of forms/fee, attendance sheets, assessments and other relevant MIS.

Exam Centre:
The exam centre has following obligations to perform:
- Provide infrastructure including parking, airy rooms, drinking water, toilets, adequate and relevant seating furniture and relevant staff specified in PTU rate card etc.
- Provide remote accessibility such as phone, mobile and fax machine for exchange of information.
- Understand PTU guidelines, norms and process of conduct of examination including role of LC and significance of the RC.
- Ensure fair and smooth conduct of examinations as per the guidelines of the University.
- Verify credentials of the candidate through the hall ticket/Cut List/ID card before entry to the examination hall.

- In case the student name is missing in cut list the exam center must coordinate with the respective RC.
- Arrange for seating plan as per the cut-list provided by RC.
- Receive exam material and question papers and distribute carefully and appropriately to concerned students as per the date sheet.
- Ensure attendance sheets and answer sheets are duly signed and completed by each student as detailed in the examination kit.
- Dispatch the filled in answer sheets with duly filled in and attested secrecy memos DAILY to the destination specified in the instructions available from the RC/ exam kit.
- Maintain record of students and dispatch of material.
- Submit final invoice in time to RC in original as per instructions/guidelines.
- ENSURE to send photo copy of duly signed attendance sheets immediately upon completion of exams to the RC.
- Follow all other rules & guidelines as mentioned in the Exam Centre Manual that will be provided by the University through the Nodal Centre.

Practical Examiner:
The obligations of Practical Examiner are mentioned as below:
- Provide acceptance letter to LC as per the rates and norms offered.
- Supervise the conduct of practical exam and ensure smooth and fair exams.
- Evaluate the practical answer sheet on the spot and give awards in the prescribed format.
- Sign all the award lists made.

Student:
The obligations of the student are as below:
- Understand the process and guidelines of conduct of examinations.
- Obtain the relevant exam form(s) from LC.
- Submit the relevant exam form with requisite fee neatly written (in case pre-printed form is not provided) in time.
- Ensure to collect an attested receipt for the form and fee submitted and carry to exam center on each day of exam.
- Collect Hall Ticket before first exam.
- Retain copy of form, fee and hall ticket for each session.
- Appear for practical exams and adhere to guidelines provided/published on News Media / Notice Board / Web-site etc.
- Maintain discipline and not indulge in any malpractice or unfair means. Understand consequences of Unfair Means Cases (UMC).
- Sign the daily attendance sheet before leaving the examination hall.
- Must browse the PTU/RC website regularly before and during the conduct of examination for important information and remain in regular touch with the concerned LC

Section: H5.6   Hall Ticket & Cutlist

- Personalized Hall Tickets, both for regular as well as reappear examinations, are issued to students by the respective RC that contains all relevant details pertaining to the semester examination of that session. This Hall Ticket contains the name & photograph of the student, location of Exam Centre, the student's personalized date –sheet, Paper IDs etc. apart from other general information.

- Based on the fee data provided by the LC, the RC creates and sends a detailed cut-list of all students (regular & reappear) appearing in the examinations to the Exam Centre. This cut-list contains the student details along with photographs, hence, the Exam Centre can match the same with the photograph on the Hall Ticket carried by the student.

Section: H5.7   Attendance Sheet / Secrecy Memo / Seating Plan

The Attendance sheet which is also the secrecy memo and serves as a seating plan and date-session load is provided to the Examination Centres by respective RC.

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR   PAPER_ID :   H1101

ATTENDANCE SHEET CUM SECRECY MEMO FOR DEP EXAMINATION - MAR. 2008

EXAM CENTRE :   090101   TOWN :   **DEHRADUN**   DATE :   **1-Mar-08**   **Eve**
RC :   **-RCLD**   COURSE : **BSC-HMCTT**   SCHEME :   **S05**   SEM : **1**

FRONT OFFICE OPERATIONS

Sr#	Type	Course	Sem	Roll_No	Name / FName	Sheet No.	Signature
1	REG	BSC-HMCTT	1	720153001	Amit Kumar / Amit Chand		
2	REG	BSC-HMCTT	1	720153002	Ammar Musa / Israr Ahmad		
3	REG	BSC-HMCTT	1	720153003	Balraj Yadav / Harish Yadav		
4	REG	BSC-HMCTT	1	720153004	Chaman Rawat / Pradeep Singh		
5	REG	BSC-HMCTT	1	720153005	Digvijay Singh / Randeep Singh		
6	REG	BSC-HMCTT	1	720153006	Jeetender Singh / Ram Lakhan		
7	REG	BSC-HMCTT	1	720153007	Joginder Singh / Raj Kumar		
8	REG	BSC-HMCTT	1	720153008	Kishor Bisht / Par Singh Bisht		
9	REG	BSC-HMCTT	1	720153009	Manindra Shandilya / Lt Baidya Nath Thakur		
10	REG	BSC-HMCTT	1	720153010	Mohit / Surender Singh		
11	REG	BSC-HMCTT	1	720153011	Mohit Gaur / Vijay Gaur		
12	REG	BSC-HMCTT	1	720153012	Narendra Kumar / Rajveer Singh		
13	REG	BSC-HMCTT	1	720153013	Naveen / Satbir		
14	REG	BSC-HMCTT	1	720153014	Neeraj Khatri / Raj Singh Khatri		
15	REG	BSC-HMCTT	1	720153015	Paramjeet Singh / Sukhbir Singh		
16	REG	BSC-HMCTT	1	720153016	Parveen Kumar / Nawab Singh		
17	REG	BSC-HMCTT	1	720153017	Pradeep Singh Rawat / Manbar Singh Rawat		
18	REG	BSC-HMCTT	1	720153018	Rahul Singh / Brij Kishore Singh		
19	REG	BSC-HMCTT	1	720153019	Rajendra Chauhan / G S Chauhan		
20	REG	BSC-HMCTT	1	720153020	Ravi Kumar / Surender Singh		
21	REG	BSC-HMCTT	1	720153021	Ravinder Kadian / Rajender Singh Kadian		
22	REG	BSC-HMCTT	1	720153022	Sonu Kumar Bhati / Jagdish Chand		
23	REG	BSC-HMCTT	1	720153023	Sundarvir Singh / Samsher Singh		
24	REG	BSC-HMCTT	1	720153024	Surender Kumar / Naresh Kumar		
25	REG	BSC-HMCTT	1	720153025	Suresh / Fateh Singh		
26	REG	BSC-HMCTT	1	720153026	Vinod Singh / Banwari Singh Negi		
27	REG	BSC-HMCTT	1	720153027	Vipul Singh / Ghanshyam Singh		
28	REG	DHMCTT	1	720153029	Anil Singh / Dhanpal Singh		
29	REG	DHMCTT	1	720153030	Arvind Chauhan / Amar Singh Chauhan		
30	REG	DHMCTT	1	720153031	Devendra Rana / Bhagwan Singh Rana		

<u>Centre Supdt. Please Note</u>   1) No Student should be allowed to appear in examination without valid admit card.

2) Please mark **ABSENT WITH RED PEN**, in case a student does not appear in the subject mentioned above

_____   _____
Signature of the Invigilator   Page 2 of 82   Signature & Stamp of the Centre Supdt.

Section: H5.8 Consumption Report

The Exam Centre fills a Consumption Report of Answer Sheets at the end of the examinations.
PLEASE REFER TO EXAM CENTRE MANUAL

Section: H5.9 Logistics

University deals with the entire logistics of exam conduct through Nodal Centres & RC's of various zones.

Section: H5.10 Commercials

- The University has specified rates for conduct of practical and theory exams that include transportation, travel and all other relevant expenses for all concerned parties. Initially all expenses are to be incurred by respective parties and later as per the dates specified, shall be reimbursed by PTU.
- The University has a provision of giving advance to the exam centers through its RC but the final payment shall be made after processing the bills. In case the bills are not submitted by LC for practical exams and the Exam Center for theory exams even after 15 days of the last date of submission, the University/RC are not accountable for any delays that may occur.
- The final/balance payment is generally cleared within 2 months but in any case has to be cleared before the commencement of next examination.

Section: H5.11 Troubleshooting

The Examination Centres and Learning Centres must contact the respective RC for any kind of trouble-shooting during examinations.

Chapter: I
RESULTS

All external papers attempted by the students are examined by the University nominated evaluators and the awards, whatsoever, are processed & compiled by the University. The internal assessments & practical awards submitted by the LC are integrated with the above so as to declare and publish the results of the students. The pass marks are 40% in each subject appeared, for both external as well as internal marks.

Topic: 1   GUIDELINES

Section: I1.1   Introduction

Results of regular & reappear examinations are declared by the University through the University's EDP cell. It is declared on the University's official website and then later through a gazette notification which is forwarded to the respective RC. At times the data is provided to the RC prior to the publication of gazette notification for faster dissemination of information. However, student/LC must ensure either to obtain the gazette or to take a print from the University website.

Section: I1.2   Absentee

As per the information available on the duly filled-in preprinted attendance sheets obtained from the Examination Centre, a database of absentees is built up. Candidates who have been absent in the examination(s) are marked as reappear candidates. DMC (Detailed Mark Card) of such students are not issued, however, their semester performance is reflected in the gazette notification and on the website.

Section: I1.3   Awards Not Received (ANR)

Results that are pending due to external awards not received by the EDP Cell or from the evaluator/competent authorities of the University. The ANR results are declared to provide the students the information of the awards that are available, however, the LC must continue to liaison with the RC after verifying the absentee list for obtaining the ANRs.

Section: I1.4   Reappear in Theory OR Internal OR Both (RTI)
It is clearly specified in the result in which External (Theory or Practical) or Internal paper the student has to reappear in.

Section: I1.5   Re-Appear
These are students who have to reappear in subject(s) due to failing to secure pass marks in either external or internal exam OR the student is marked absent in the external or internal exam OR in case of ANR.

Section: I1.6   Pass

Students, who have scored more than 40% marks in each internal as well as external subject of the respective semester, are declared pass. They are awarded the aggregate marks and are automatically promoted to the next semester (if applicable) provided they have cleared the provisional eligibility (if applicable) and have paid the next semester's tuition and exam fee.

Section: I1.7   Unfair Means Cases (UMC)

Any student found guilty of using any unfair means while appearing for the internal or external examinations may be registered as UMC. Such cases are put up to the UMC Committee which is normally headed by a retired judge from the Sessions court/ High court and the committee comprises of other eminent academic/administrative persons who look into all cases. The complaints are verified and students are asked to appear before the UMC Committee. If found guilty, punishment, which may include suspension for one, two or more semesters or expulsion of the student from the Programme may be accorded. Students are, therefore, instructed not to indulge in any malpractice during the examinations. In case of serious offense, students may be debarred to appear in any examinations of the University or in any other University within the country.

In case, any Learning Centre is found encouraging students in such activities or is found to be in abeyance of any such activity, strict disciplinary action, including termination and legal proceedings may be undertaken against the Learning Centre. The same is applicable to all RCs also.

Section: I1.8   Discrepancy

Possibilities of results discrepancy are:
• Wrongly declared results due to wrongly written roll number at any stage.
• Wrong/non incorporation of awards of any nature.
Procedure:
Discrepancy in results, if any, must be reported by the LC within 15 days of the receipt of information, to the RC along with a copy of the result, proof of argument and a detailed application.

Section: I1.9   Pending Results

LCs must bring to the notice of RCs all pending results within 15 days of receipt of information. Pending results could be due to non-availability of semester or exam fee data, exam attendance data or internal/ practical marks, etc. for a student.

The University reserves the right to declare or withhold results. Results withheld will be cleared only after due verification of the cause and internal/ external clarification from competent authorities. During such time, the student will continue as a regular student so that the continuity of the student is maintained the DEP system.

For all pending results, after the above processes, the University may adapt special methodologies to declare these results.

Topic: 2   PUBLICATION

Section: I2.1   Introduction

All results (gazette) and DMCs issued by the University are handed over to the respective RC only, unless the student or the LC is duly authorized by the RC for receiving such information directly.

Section: I2.2   Authenticity

Any result given to the LC/student which does not carry any authentication, physical or digital, by the University will not be considered authentic. Results downloaded & printed from websites are not authentic unless they carry a digital signature or disclaimer of the University. Results displayed on any website other than the official website of PTU will not be considered authentic unless they carry a PTU digital signature. Efforts are made to ensure that all results displayed on the PTU website are error-free; however, it is important for the LC to tally the same with the DMCs released by the University in due course of time.

Section: I2.3   Handling

All results (gaezette) and DMCs received by the RC are recorded, segregated and handed over to the respective LC, and to the student provided he/ she is duly authorized by the LC. LCs must verify the gazette and DMCs received from the RC before distribution and it is a must that a copy of the gazette and each DMC is kept in records with the LC in the student record file. Results declared are uploaded on the official website of the University that is accessible to each student and LC. The results are uploaded on the website immediately after being vetted by the Examinations Department.

Topic: 3   REVISION

Section: I3.1   Re-totalling

Request for re-totaling may be allowed only within 21 days of declaration of results on submission of a fee of Rs. 200/- through DD in favour of Registrar, Punjab Technical University payable at Jalandhar OR in cash deposited at the University counter. On

receipt of an application, the answer sheet of the concerned student will be verified by checking the following:

- If the answer sheet has all the required entries correctly marked including the roll no., name and course of the candidate in question.
- If all answers are evaluated and marks tabulated correctly.
- If the totaling of marks is correct.

The result of re-totaling has to be verified by the Dean (Examination) and result be declared within 15 days of submission of the request and requisite fee. Applications submitted later than the stipulated duration OR submitted without requisite fee shall not be entertained.

If any discrepancy is found in the answer sheet, the result of the candidate shall be revised accordingly and the marks obtained subsequent to re-totaling shall be final. The fee shall be refunded to the candidate concerned provided any discrepancy is discovered in totaling of marks on the answer sheet. In case the candidate desires, he/ she may proceed with the request for challenge evaluation only after the process of re-totaling is complete.

Section: I3.2   Challenge Evaluation

A student can apply for challenge evaluation subsequent to and within 15 days of declaration of results of re-totaling on payment of Rs. 1000/- through DD in favor of Registrar, Punjab Technical University, payable at Jalandhar OR in cash deposited at the University counter. The student seeking challenge evaluation may, nominate a faculty of his/ her LC/ RC under whose presence the evaluation shall be carried out.

On receipt of the application for challenge evaluation, the university shall perform the following:

- Completely mask the marks obtained by the student in the original evaluation.
- The Dean concerned shall nominate a Faculty expert in the subject for evaluating the answer sheet.
- On the specified date, the faculty expert nominated by the Dean shall evaluate the answer sheet again, in the presence of Dean/ representative of the Dean and the faculty nominated by the student. The faculty nominated by the student shall only be a non-participating observer in the said process. The expert concerned may, at his/her discretion, ask clarification, if he/she so desires.
- On completion of the process, the university shall do the tabulation of marks and the revised marks so obtained shall be announced provided the revised marks increase more than 10% of the total marks awarded earlier (rounded off to higher whole number), else the previous result stands (PRS).

The marks obtained in challenge evaluation cannot be challenged and it shall be final and binding on all concerned. The status of challenge evaluation in terms of the revised results or the PRS shall be intimated/ announced within 30 days of receiving the application for challenge evaluation with requisite fee.

If the revised marks so announced are more than the marks obtained earlier, the challenge evaluation fee shall be refunded to the concerned student through the channel he/she applied for after submission of an application along with the required documents, through the same channel only.

Topic: 4   Detailed Marks Card (DMC)

DMC is a pre-printed certificate of the University that is meant to carry the detailed result of the students and is issued for every successfully cleared semester.

Section: I4.1   Issuance

DMCs are issued only to those students who have successfully passed all subjects of a particular semester.

Section: I4.2   Correction

Student data on the DMC is obtained from the admission application form filled by the candidate that has been validated by the respective LC/RC from the high school certificate of the student. Any correction in the student's name or father's name on the DMC has to be reported in writing to University through the respective RC by the LC. The defaulter in the said channel has to deposit a DMC correction fee of Rs. 200/- in the form of a demand draft favouring Registrar PTU, payable at Jalandhar along with the following documents:
- Attested copy of the student's high school certificate
- Original DMC that needs correction
- Request letter by the student forwarded by the LC

Section: I4.3   Duplicate

In case of Loss or theft of DMC, the student can request for Duplicate DMCs. The following must be submitted to the LC by the student:
- Request letter
- Copy of FIR of loss or theft
- DD of Rs. 200/- (per DMC) favouring "Registrar, Punjab Technical University" payable at Jalandhar.
The above must be sent to the RC by the LC with a covering letter.

Section: I4.4   Slippages

LCs have to maintain a proper record of all DMCs received from the RC. Slippages/ corrections must be reported within 30 days of the receipt of DMCs with the requisite documents and fee as applicable. A consolidated report must be sent to the RC for the slippages of each session for corrective measures before the commencement of next examinations.

Section: I4.5   Downgrading The Course

The following conditions/rules are applicable if the student wishes to lower/downgrade from the course already enrolled in:
- The course must fall in the pyramid structure (refer to prospectus)
- Fresh DMCs with the corrected downgraded course may be issued after remitting the prescribed fee (Rs. 200 per DMC) by the student, through the LC/ RC. This must be done by way of submitting an application, the original DMC and the requisite fee.

Topic: 5   RECORD MAINTENANCE

Section: I5.1   Introduction

It is important for the LC to manually maintain all records pertaining to each session's results declared for future references. It must be ensured that proper files are maintained batch-wise to enable easy search/ retrieval. The result must also be managed in electronic format. LC must follow the prescribed formats as specified by the University or RC to manage students' result related data. Records or results must be maintained in a meticulous manner, both manually & electronically, so as to ensure an error-free and fast retrieval of the same.

All such data must necessarily be shared with the RC as and when asked for.

Topic: 6   CERTIFICATIONS

Section: I6.1   Procedure

After one month of declaration of Result the University issues the detailed mark cards of the successful students to the concerned Regional Centre, which is then forwarded to the concerned Learning Centre for distribution to the students.

Detailed marks cards for the specific semester are issued to only those students who have passed in all subjects in that specific semester.

Section: I6.2   Indent Form

The LC must forward a list of all students who have successfully completed the respective course and have been issued all DMCs. The RC will ensure that the Degree/ Diploma is issued by the University within 45-60 days after submission of request on the prescribed indent form.

Chapter: J
ACCOUNTING

Topic: 1   OVERVIEW

Section: J1.1 Accounting Model

The various payments made are:

Category 1 – Student to LC through RC to PTU
Category 2 – Student to LC
Category 3 – LC through RC to PTU
Category 4 – LC to RC
Category 5 – PTU to RC to EC
Category 6 – PTU through RC to LC

Category1

Student →(to) LC → (through) RC →(to) PTU

i.   Course Fee – As mentioned in the current year's Prospectus
ii.   Exam Fee – Rs. 550/-
iii.   Re-appear Exam Fee – Rs. 550/-
iv.   Late Fee – Rs. 500/- or Rs. 1000/- as notification of the University
v.   Duplicate DMC – Rs. 200/-
vi.   Provisional Degree Certificate – Issued only in case the Original Degree is not being issued at that given point of time. No fee is required.
vii.   Confidential Result – Rs. 200/-
viii. Syllabus Manual Fee – Rs. 25/-
ix.   Re-totaling Fee – Rs. 100/-
x.   Challenge Evaluation Fee – Rs. 1000/- refundable if the result is altered to pass.
xi.   DMC Correction Fee – Rs. 200/-
xii.   Migration Certificate – Rs. 200/-
xiii. Migration fee –Rs. 2000/- to be paid to PTU if the semester fee has been paid to the migrating LC without approval from the University.
xiv. Degree Correction – Rs. 500/-
xv.   Migration Certificate Correction – Rs 500/-

Category2

Student →(to) LC

i.   Library Fee (refundable) – Rs. 1000/- security fee for the duration of the course
ii.   Lab Charges – maximum of 25% of the course fee in Non-IT courses only
iii.   Migration Fee – Rs, 2000/- to be paid to the old LC (where the student was enrolled before migration) by the student only if the semester fee has been paid at the old LC

Category3

LC →(through) RC →(to) PTU

i. Processing Fee for initiation of being a new LC of PTU (includes inspection) – Rs. 10000/-
ii. Establishment Fee at the time of being issued pre-allotment letter by PTU – Rs. 40000/-
iii. Course(s) Authorization Fee – 10000/- per course

Category4
LC → RC
i. Promotional Activities – like procurement of Banners, Posters, Phamplets, Kiosks, Sun Boards, booklets, Prospectus etc.

Category5

PTU → RC → EC
i. Conduct of Examination
ii. Reimbursement of Examination Claim – Travel Expense @ 5.50/- per Km

Category6

PTU →(through) RC →(to) LC

i. Fee Share – 45% of the total fee deposited by LC for a particular session plus incentive if applicable
ii. Refund of Books – 4% of the total course fee in case no reference material is supplied at all or 100/- per title in case of specialization only.
   (Is this to be the norm from now on or will this be a variable amount as before, for each session)

Topic: 2   FEE (Basically a repeat of Topic 1)

Section: J2.1   LC Establishment Fee

Please refer to Section A1.4

Section: J2.2   Semester Fee

PLEASE REFER TO THE CURRENT YEAR'S PROSPECTUS

Section: J2.3   Exam Fee

REGULAR: Rs. 550/- paid along with the semester fee before commencement of a session.

REAPPEAR: Rs. 550/- per semester to be paid as per the deadlines given in the Academic Calendar.

Section: J2.4   Late Fee Fine

Rs. 500 to be paid in addition to the semester fee as per the deadline given in the ACADEMIC CALENDAR

Section: J2.5   DMC Duplicate / Correction Fee

Rs. 200/- favouring "Registrar, Punjab Technical University" payable at Jalandhar. To be paid per Duplicate or Corrected DMC.

Section: J2.6   Confidential Result Fee

Topic: 3   LIBRARY SECURITY

LC is authorized to take Rs. 1000/- refundable security deposit per student. The same must be refunded to the student on course completion after obtaining a NO OBJECTION from the Library in-charge.

Topic: 4   COURSE MATERIAL

The cost of study material is included in the course fee for distance education programmes (as applicable). For the cost of e-correspondence course material, please refer to e-correspondence prospectus.

Refund of Books – 4% of the total course fee in case no reference material is supplied at all or 100/- per title in case of specialization only.

Topic: 5   LAB CHARGES

Please refer to Section C8.6

Topic: 6   SCHEDULE

The fee payments to the University should be made as per the deadlines specified in the Academic Calendar or as notified by the University through Office orders, circulars, e-mail, fax, etc. The prescribed fee must be submitted in the form of demand drafts only in favor of "Registrar, Punjab Technical University" payable at Jalandhar along with the requisite documents by the LC through the RC to the University.

NO CASH FEE IS TO BE PAID TO THE RC OR THE UNIVERSITY UNLESS SPECIFICALLY ASKED FOR THROUGH A WRITTEN ORDER BY THE UNIVERSITY.

All payments to the RC by LC for expenditure incurred on account of Promotional material, prospectus, etc. may be made in the form of a Demand Draft or cheque as desired by the RC.

The payments to the Examination Centre, by the University for the conduct of Examination, are made as per the norms of the University to the RC to be further distributed to the Examination Centers in its Zone. See Annexure (find). The payment is made by the University in the form of a Demand Draft in favor of the "RC", which in turns makes the payment to the Examination Centre in the form of a Demand Draft in favor of the "Examination Centre".

The Fee Share of each LC is disbursed by the University to the LC in the form of Demand Drafts in favour of the respective "LC" or by way of Bank transfers. The Demand Draft(s) are given to the RC, to be handed over to the LC's. In case of Refund of Books, the full payment, of all the LCs is collectively given to the RC in the form of a Demand Draft, and the RC further distributes the respective shares to the LC's where such refunds are applicable under its zone

Topic: 7   DEPOSITS OF ABOVE

All the fee payments from the LC to the University must be submitted through a Demand Draft to the concerned RC. The RC tabulates all payments received, makes an EDP friendly MIS in the prescribed format and deposits the same with the Finance Department of the University.

The LC must keep a record of all payments submitted with the RC, specifically maintaining a record of Draft numbers concatenated with the Head under which the payment was made.

Topic: 8   DISBURSEMENT AND REIMBURSEMENTS

Section: J8.1   LC Share

Please refer to Section A1.8

Section: J8.2   LC Incentive

LC incentives, as applicable, are released after the complete student fee share is released by the University. The LC need not apply for the same as it is automatically applied by the RC.

Section: J8.3   Course Material

Refund Costs at University appointed rates for Text/SIM (of theory subjects only) not supplied to student is made by the respective RC before the completion of the session.

Topic: 9   TAXATION

Appropriate Taxes in the form of TDS are levied by the University on all payments made to the LC.

Topic: 10   RECORD MAINTENANCE & MIS

- Copy of every document, whether submitted for payment to the RC/University or payment from the RC/University must be retained by the LC. The student also must keep a copy of the admission/re-admission/exam/re-evaluation form, etc. for future reference.
- Details of all Demand Drafts related to each payment event must be maintained clearly.
- The LC must retain all such documents and receipt books for a period of at least one year from the time of submission of the document.

Topic: 11   FORMS & FORMATS

Please refer to the Forms & Formats section of this Operations Manual.

Chapter: K
AUDITS

Topic: 1   OVERVIEW

Section: K1.1   Introduction

In the context of the PTU DEP system, Audit means an Independent review, monitoring and examination of records and activities of the Learning Centre to assess the adequacy of system controls, to ensure compliance with established policies and operational procedures, and to recommend necessary changes in controls, policies, or procedures.

Section: K1.2   Levels of Audits

- Self Assessment
  Through a detailed format which entails all information, analysis and strength, weakness of the center
- Peer Audit
  Audit done by experts of one zone to another as per the prescribed guidelines of the University under the Supervision of University appointed observers.
- External Audit
  Independent Audit done by a rating agency appointed by the University.

Section: K1.3   Procedure

Topic: 2   COMPLIANCE/ MIS OF ALL AUDITS

The LCs must strictly comply with all the rules & guidelines pertaining to these Audits failing which the LC may invite strict disciplinary action from the University.

The LC & RC must maintain a detailed MIS of all Audits conducted from time to time.

Topic: 3   FORMS & FORMATS

Please refer to the Forms & Formats section of this Operations Manual.

Chapter: L
GRIEVANCES

A Grievance may be defined as a grudge or resentment strong enough to justify retaliation.

Topic: 1   LEVEL OF GRIEVANCE

There can be following levels of grievances:
- Academic
- Admissions
- Examination
- Results
- Certifications

Topic: 2   REDRESSAL

All grievances by the student must be addressed immediately by the LC or/ and the RC. A mechanism to administratively review the concerns of the student is in place with the University. The LC must coordinate with its RC for all such cases.
There is a Standing Grievance Redressal Committee at the level of RC with independent Experts and a member of University (at the level of DR). Grievances submitted to RC through LC is submitted to this committee. The committee meets once in three months or as & when requires.

The student has a right to appeal of grievances to an impartial arbitrator appointed by the University for final and binding determination.

Topic: 3   RECORD MAINTENANCE

LCs should maintain a record of grievances (& subsequent solutions) reported by the student with date, type and status in a specified format. The grievances further reported to RC should also be recorded in the same manner. Record keeping helps in concluding statistics of grievances with types, so that they can be minimized to the maximum possible level.

Topic: 4   FORMS & FORMATS

Please refer to the Forms & Formats section of this Operations Manual

Topic: 5   RTI ACT

PLEASE REFER TO THE UNIVERSITY WEBSITE.

Chapter: M
RECORD MANAGEMENT

Following data/information/record must be maintained by the LC in a retrievable format:

Topic:1   STUDENT RECORD FILE with student photographs
Topic:2   NAME RATIFICATION
Topic:3   PROVISIONAL ADMISSION
Topic:4   TESTIMONIALS
Topic:5   STUDENT FEE RECORD
Topic:6   INTERNAL ASSESSMENT
Topic:7   PRACTICAL MARKS
Topic:8   RESULT MANAGEMENT
Topic:9   DETAIL MARK CARD
Topic:10   DEGREE
Topic:11   MIGRATIONS
Topic:12   RE-TOTALING
Topic:13   CHALLENGE EVALUATION
Topic:14   CIRCULARS
Topic:15   COURSE MATERIAL
Topic:16   PROMOTIONAL MATERIAL
Topic:17   BATCH MANAGEMENT
Topic:18   ATTENDANCE
                  Section:M18.1 Student Attendance
                  Section:M18.2 Staff Attendance
Topic:19   PAYROLL
Topic:20   BANK ACCOUNTS
Topic:21   FEE SHARE

Chapter: N
EDP

Topic: 1   OVERVIEW

PTU manages an Electronic Data Processing (EDP) unit in its campus for storage, processing, easy retrieval and reporting of data regarding students. This section keeps the following track of the students:

- A personal record has to be included (??? – I don't think EDP has student personal data like address, telephone, etc.)
- Student records (roll number, name, father name, course, etc.)
- Semester and Exam Fee data
- Internal theory awards
- Internal practical awards
- External practical awards
- External theory awards
- Result declaration
- Issuance of DMC & degree etc.

Topic: 2   CONCEPT OF BAD DATA

In the EDP context, any data related to the student and the course (name, roll number, internal marks etc.) deposited by the LC that does not match with the existing student data in EDP is filtered out as Bad Data. It also includes the data that has not been submitted (internal marks, fee details etc.). LCs are instructed to be extremely cautious while submitting any data through soft copy and should not tamper with any format sent by the RC.

Chapter: O
MISCELLANOUS

Topic: 1   WEBSITE

An interactive, dynamic website (http://www.ptu.ac.in) is in place for the benefit of RC, LC & the students. This website is regularly updated and all data available on this is automatically authenticated.

LCs & students are requested to continuously visit the website for regular updates on course, examinations, results etc.

The University will soon be giving a one page link to all its LCs in India wherein they can give display brief information (including photographs) of their Centre.

Topic: 2   UPDATING & AUTHENTICITY OF MANUAL

This manual will be updated regularly through orders, circulars, notifications & gazettes. Any new circular, order etc. will automatically supersede the previous order or notification pertaining to the specific chapter, topic or section. LCs are instructed to religiously file such notifications.

The Manual will be reprinted every year wherein all these orders, notifications etc. will be incorporated.

All data available in this manual is authentic. The University cannot be held accountable for any information sent to RC, LC or student that doesn't contain the physical or digital signatures of competent authorities of the University.

Topic: 3   MALPRACTICES AND PENAL ACTIONS

Any RC or LC found indulging in malpractices or any activity that proves contrary to the Universities reputation, rules & regulations will be penalized which may even lead to cancellation of the current status of RC or LC. The decision of the Vice Chancellor and Dean (DEP) of PTU will be final and binding in all respects.

All disputes are subjects to the jurisdiction of Jalandhar High Court.

Chapter: P
FORMS & FORMATS

Topic:1   **TIME TABLE**

Topic:2   **SCHEME**

Topic:3   **SYLLABI PROGRESS**

Topic:4   **MAPPING**

Topic:5   **PROJECTS PROGRESS**

Topic:6   INTERNAL ASSESSMENT

PTU LEARNING CENTRE :
CODE :

INTERNAL ASSESSMENT FOR March 2008 EXAMINATION

S. N o.	CEN TRE COD E	COU RSE	SE M	RO LL NO.	NAM E	FATH ER'S NAME	MARKS											
							P1 _I	P2 _I	P 3 _I	P 4 _I	P 5 _I	P6 _I	P7 _I	P8 _I	PR1 _I	PR2 _I	PR3 _I	P R 4 _I
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		

Name
Signature
      Faculty   **Centre Head (with Seal)**

Topic:7   PRACTICAL ASSESSMENT

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR
AWARD LIST FOR EXTERNAL PRACTICAL EXAMINATION (To be treated as confidential)

Examination: <u>March, 2008</u>   **Regular / Re-appear:** <u>Regular</u>   **Course & Semester:**

Learning Centre: **Centre Code:**   **Exam conduct date:**

		Subject Code		Subject Code	
		Subj. Name		Subj. Name	
		Max. Marks		Max. Marks	
S. No.	**Roll No.**	**Marks Obtained**	**Marks Obtained (in words)**	**Marks Obtained**	**Marks Obtained (in words)**
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Name
Signature

| **Internal Examiner** | **External Examiner** | **Centre Head (with Seal)** |

Topic:8   ATTENDANCE

Left Form:

Application Form No

1. Mother's Name :
(Mother's Name must be as per matriculation certificate)

Affix Colour Photograph

Trim Photograph To Fit In The Box

Do Not Staple / Pin

2. Nationality (INDIAN / OTHERS) :
(In case of others please attach copy of the passport)

3. Postal Address :

Applicant's Signature

City :

State :   Pin :

4. Phone (Resi.):   5. (Mob.):

6. E-Mail :

7. Educational Qualification (Attach Photocopy of Marks Sheet):

Exam Passed	University/Board	Year of Passing	Marks Obtained / Max. Marks	% age of Marks
10th				
10 + 2				
Graduation				
Post Graduation				
Others				

8. Particulars of the Tuition Fee paid: D D M M Y Y Y Y

A. Tuition Fee :   B. Tuition Fee Draft Number :   C. Bank Draft Date :

D. Bank Name :
ON THE REVERSE SIDE OF THE DRAFT, WRITE DETAILS AS MENTIONED IN POINT NO. 7 OF THE GUIDELINES IN THE PROSPECTUS.

Provisional Admission: Yes   No   **DECLARATION BY PROVISIONAL ADMISSION APPLICANT**

I _____ S/D/o _____ am
seeking admission to _____ course on provisional basis due to _____.
I hereby agree that in case I am not able to fulfill the eligibility criteria before stipulated time as per norms, my candidature for the said course would stand cancelled and I shall not be entitled to refund of any fee paid by me. The university reserves the right not to declare result of my semester examination until I submit my certificate of clearance of eligibility.

DECLARATION BY APPLICANT

I _____ S/D/o _____
hereby declare that I have read the university prospectus thoroughly and have understood the conditions of eligibility for the programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to be cancelled by the university at any time and I shall not be entitled to refund of any fee paid by me.

Date :   D D M M Y Y Y Y

Place :   Signature of the applicant must be within the box

DECLARATION BY LEARNING CENTRE (TO BE FILLED BY LC ONLY)

ELIGIBILITY STATUS
1. Eligibility Checked By LC (Y/N)
2. Eligibility Check Passed (Y/N)
3. If No, Whether Reappear (Y/N)
4. Whether Result Awaited (Y/N) (See Guidelines)

CHECK LIST OF ATTESTED PHOTOCOPIES OF CERTIFICATES & ENCLOSURES ATTACHED:
Matriculation / 10th Certificate (Y/N) :   10 + 2 Certificate (Y/N) :   Diploma (Y/N) :
PG Diploma (Y/N) :   Graduation (Y/N) :   Post Graduation (Y/N) :
Photos Attached (Y/N) :   Other (Please Specify) :
(As Per Guidelines)

It is hereby certified that the particulars given in this application form have been verified by us and found correct as per certificates enclosed. The name of student, father's name, date of birth & other details have been found matching with the matriculation & other certificates.

D D M M Y Y Y Y
Date :

Seal & Signature Must Be Within The Box
(Signature of Learning Centre Director / Incharge with Seal)

9. FOR REGIONAL CENTRE USE ONLY (NOT TO BE FILLED BY STUDENT):

ROLL NUMBER :   LEDGER FOLIO NUMBER OF REGIONAL CENTRE:

Right Form:

Punjab Technical University, Jalandhar   Distance Education Programme
Application Form for Admission Session - March 2008   Application Form No

Title (Mr./Mrs./Ms.etc.)   Name (Name of applicant must be as per matriculation certificate)

Title (Mr./Mrs./Ms.etc.)   Father Name (Father Name of applicant must be as per matriculation certificate)

Date of Birth:
(as per matriculation Certificate)
D D M M Y Y Y Y

LC Code

Category
General
SC-Scheduled Caste
ST-Scheduled Tribe
OB-Backward & other Backward class
HA-Handicapped

Course (Without Space, -LE)

Semester

Lateral Entry
Yes
No

Gender
Male
Female

Job Status
Employed
Unemployed
Self Employed

Married
Yes
No

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

RE-REGISTRATION FORM (Session M08-S08) - DEP

(To be filled in by the student in Block Letters)

PERSONAL INFORMATION

LC CODE		LC NAME		LC CITY	
ROLL NO.		NAME		MOBILE	
FATHER NAME				RES. PHONE	
COURSE		SCHEME		SEMESTER	
PERM. ADDRESS					

FOR CANDIDATES WHO HAVE TAKEN PROVISIONAL ADMISSION

Qualifying Examination Passed: Yes / No

Degree/Diploma	Board/University	Passed in	% of Marks

APPLICABLE SEMESTER & EXAM FEE

Semester & Exam fee = ...+..............=...............Late fee...........................Total Amount.......................

Narration	Amount	DD no.	DD Date	DD Bank
DD-1				
DD-2				
DD-3				
Total				

SPECIALIZATION SUBJECTS & PAPER ID (if applicable*)

	Subject Name	Paper ID (As per date sheet manual)
*Compulsory		

Have you ever been disqualified? **Yes / No** Give details, (if yes) _____

I have understood the methodology of filling the OMR answer sheets & have done the mock practice. Any wrong/incomplete information given by me in this form or the answer sheet is my responsibility & I shall be accountable for all delays occurring out of such ambiguities.

Certified that the Candidate has completed all eligibility requirements and has paid all requisite fee of the University as a student of Distance Education Mode of Punjab Technical University, JALANDHAR.

I hereby declare that all the information given above is true & to the best of my knowledge.

_____   _____   _____
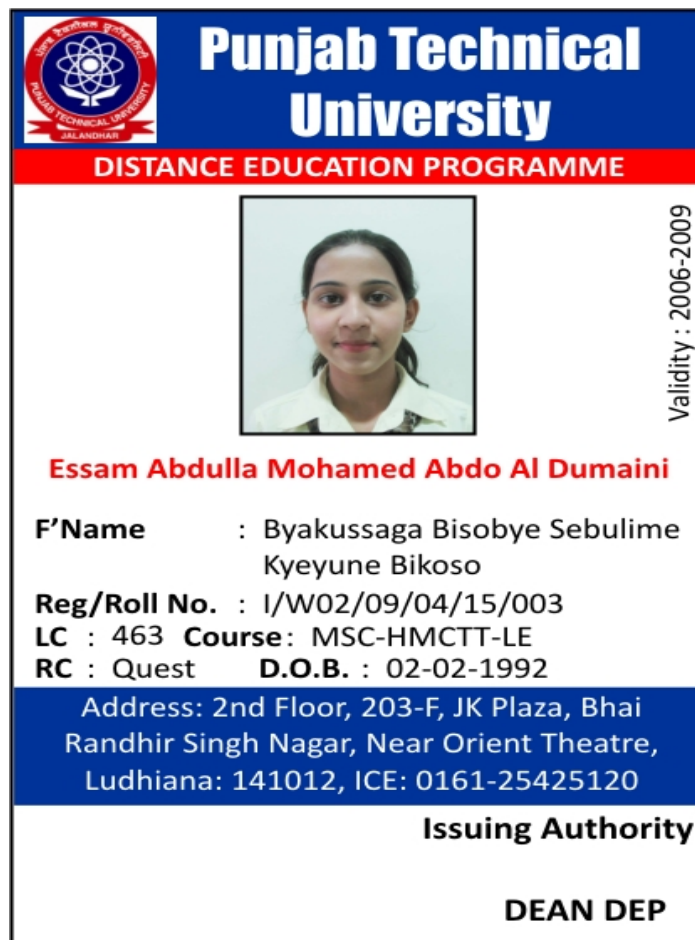Signature of the Candidate   Date   Signature of the Centre Head
                                                                              (With Seal and Date)

Topic:10   EXAMINATION FORM

Topic:11   PHOTO ID CARD

Punjab Technical University
DISTANCE EDUCATION PROGRAMME

Validity : 2006-2009

Essam Abdulla Mohamed Abdo Al Dumaini

F'Name   : Byakussaga Bisobye Sebulime
                   Kyeyune Bikoso
Reg/Roll No. : I/W02/09/04/15/003
LC : 463 Course: MSC-HMCTT-LE
RC : Quest   D.O.B. : 02-02-1992

Address: 2nd Floor, 203-F, JK Plaza, Bhai
Randhir Singh Nagar, Near Orient Theatre,
Ludhiana: 141012, ICE: 0161-25425120

Issuing Authority

DEAN DEP

Topic:12   COMPLAINT FORM

Topic:13   DATA SUBMISSION

Topic:14   CO-CURRICULM REPORTING

Topic:15   STUDENT PROGRESS