

PUNJAB TECHNICAL UNIVERSITY **Distance Education Program**

The Government of Punjab set up Punjab Technical University in 1997 through a state legislative act. PTU has in its fold 42 Engineering, 55 Management 21 Pharmacy colleges, 4 Hotel Management, 6 Architecture colleges in the state of Punjab, where more than 22000 students are upgrading their professional skills. PTU's distance education program was started in 2001 and enrolled 20000 students in the very first semester. Distance and Continuing Education has been a forte for the university in which Information Technology is being utilized in a big way. The University focuses on emerging areas of technology in framing courses under subjects like Information Technology, Management, Fashion Technology, Media Technology, Mass Communication & Journalism, Hotel Management, Para Medical Technologies (Medical Lab Technology, Clinical Microbiology, Bio Informatics, Bio Technology, Operation Theatre Technology, Radiology & Imaging Technology etc.) and other emerging areas, which have huge job potential in the emerging globalized economy. The University offers Diploma, PG Diploma, B. Sc. and M. Sc. level courses in these disciplines.



Dr. S. K. Salwan, an eminent scientist, visionary and an experienced administrator of International repute is the Vice Chancellor of the University. A doctorate in mechanical engineering from the IIT, Mumbai he brings with him 14 years of teaching and research experience. He is credited with establishing the Department of Design Engineering at the Institute of Armament Technology, Pune. He was the founder member of the distinguished **I**ntegrated **G**uided **M**issile **P**rogramme of defense research under His Excellency Dr A.P.J. Abdul Kalam. Dr. Salwan has also established the high-technology missile centre, RCI at Hyderabad. He also established the Rs 1000-crore National Range for Testing Missiles and Weapon Systems at Chandipore, Balasore in a record time of three years. He was the Director of the **A**rmament **R**esearch and **D**evelopment **E**stablishment, Pune. Dr Salwan has been part of many high-level defence delegations to various countries. He was Adviser (Strategic Project) and Emeritus Scientist at the DRDO. For his significant contributions, Dr. Salwan has won various awards and recognition including the Scientist of the Year 1994; the Rajiv Ratan Award, 1995, a Vishisht Sewa Medal, 1996, and the Technology Assimilation and Transfer Trophy, 1997. Under his dynamic stewardship, the University has made significant progress in consolidating its academic and administrative activities.



Dr. R.P. Singh, Dean, looks after the directorate of distance education in the University. Dr. Singh did his graduation and post graduation from Banaras Hindu University at Varanasi and obtained his Ph.D. in Physics from the University of Western Ontario, London, Ontario, Canada. He returned to India in 1995 after spending more than 6 years in Canada and joined the All India Council for Technical Education, New Delhi as Assistant Director and was later promoted as Deputy Director. In his association with AICTE, he

handled the Regional Offices of Kanpur and Kolkata and was involved in formulating policies and guidelines for quality assurance, approval of institutions, and various schemes of faculty development.

Dr. Singh took over the Directorate in the October 2004 and since then the university has embarked on various innovative reforms to increase the effectiveness and relevance of distance education programs of the university. Some of the important initiatives that has been taken during the past more than one year include rationalization and modernization of syllabi, course material in SIM format, introduction of innovative courses and evolving a compulsory course on Communication and soft skills, monitoring and inspections of LC and RLFC, streamlining the conduct of exams, declaration of results, setting of an EDP center and as a result growth of over 100% in one year. Dr. Singh has enthusiastically interacted on various National platforms for promoting distance education as a means for increasing Access, Reach, Equity and Affordability of higher education to all sections of society, especially the socially disadvantaged sections and women.

GOALS OF PTU

It is the avowed aim of PTU to include and integrate all sections of society in the mainstream for providing skill based inclusive education to the student community who are deprived of higher education because of various reasons. PTU has already identified a viable market for its distance education program in India by way of market survey and entrepreneur feedback. We are working towards establishing 1000 centres across the country and are initiating our International operations. PTU is open to customize the courses as per the industry requirement and is breaking the traditional rigidity of offering a course. Their sole objective is to train the human resources in diversified fields of modern technology.

ABOUT OUR REGIONAL LEARNING AND FACILITATION CENTRES

Regional Learning and Facilitation Centers are the State facilitators providing all logistic support to the Learning centers within a region. They are a group of private entrepreneurs 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.

Obligations of Punjab Technical University (Distance Education Program)

- 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.

Obligations of Regional Learning and Facilitation Centres (RLFC)

- Coordinate with University for all purposes and sort out the problems of LCs.
- Arrange & Deliver prospectus, promotional material, course material, ID Cards, Roll No's etc to the respective LCs.
- Formulate and execute the marketing, advertisement campaign, counseling, local promotion and student enrollment process.
- Training of centre staff. 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.
- Provides 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.

Obligations of Learning Centres (LC)

- Provide Infrastructure as specified by University.
- Provide Faculty as specified by University, Timely course completion.
- Local marketing for promotion of courses.
- Maintenance of records 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.

PROCEDURE FOR STARTING A NEW LEARNING CENTRE

The prospective Learning Centre needs to apply to Punjab Technical University in prescribed application form, duly filled in all respect, accompanied along with photographs of the building proposed, Registration of Society, Map of the building, Infrastructure details, Faculty details and non-refundable processing fee by way of Demand Draft in favor of Registrar, Punjab Technical University payable at Jalandhar. All applications are routed to the University through the **concerned RLFC** of the region. The RLFC has to sign a certificate on the application form confirming that the application conforms to the rules and guidelines of the university. Any amendments are to be made in the application form is advised by the RLFC.

A nominated team of experts of the University in coordination with concerned RLFC visits the prospective Learning Centre and submits the Inspection report along with the application form to the University. The DEP Council of Punjab Technical University would then scrutinize the application form and the inspection report and give its recommendations on acceptance/rejection of the proposed Learning Centre. Based on the recommendations of the DEP council, the university may issue an authorization letter to the LC with a copy to the concerned RLFC. The name of the LC is incorporated in the advertisement release by the RLFC. The LC is authorized to take admissions in the courses authorized to them and the fee, as per university Norms are collected in form of DD in favor of University. The compiled list of admission forms, DDs, a soft and hard copy of the student data, is sent to the RLFC for compilation and then submitted to the University for checking the eligibility of the candidate for the course. Enrolment numbers are issues by the University only after confirmation of eligibility. After the collection of the admission fee the University would disburse the LC share.

No Learning Center is allowed to continue in the system, if it does not co-operate with the RLFCs and the University or does not adhere to the Norms, guidelines and deadlines of the university or does not admit any students for two semesters.

The fee and Sharing pattern is as under:

Processing Fee	-	Rs. 10,000/- 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



PUNJAB TECHNICAL UNIVERSITY

JALANDHAR

Applications are invited for establishing Learning Centres in the States / UT's for IT & Non – IT Courses offered by PTU in distance mode.

The Application Form is available at PTU website www.ptu.ac.in. Last Date for submission of Application Form is 15/06/2006 at 3.00 PM.

1. Cost of Form NIL
2. Processing Fee Rs.10,000/- (Non refundable) in shape for New Learning Centre of DD in Favour of **Registrar, PTU** payable at **Jalandhar**
3. Authorization Fee Rs.40,000/- for center and Rs.10,000/- for each course

1. Procedure to be followed for Establishment of Learning Centre

- i) Filled in Application Form is to be submitted to Dean (Distance Education Programme) through the concerned RLFC along with the requisite fees through DD in favour of Registrar, Punjab Technical University, payable at Jalandhar.
- ii) Enclose the Brochures / Catalogues detailing the present Activities of Applicant and the Photographs of the Proposed Premises.
- iii) University Appointed Team of expert(s) will inspect the site and interview the staff. If center is not recommended authorization fee will be refunded.
- iv) The Inspection of the Learning Centers will be held only after the preliminary scrutiny of Forms. NO INSPECTION SHALL BE MADE IF FORMS ARE INCOMPLETE. Authorization fee will be refunded for such cases.
- v) In case the Proposed Facilities are found in order the University will issue an authorization letter. On issue of authorization letter the learning center shall have to immediately report to the concerned RLFC for making arrangements for inclusion of their names in advertisement and for receiving the university prospectus.
- vi) Individual Application will be filed for IT & Non – IT Courses separately, but if, same Society / Trust / Company / Autonomous College is filling the Applications for both the Streams Processing Fee will be charged Rs.

10,000/- only. IT & Non-IT centers for all official purposes shall be treated distinctly and shall have different names, identity and facilities.

2. ELIGIBILITY CRITERIA

- i) The Learning Centre should be ideally promoted by a registered Trust / Society / Autonomous Colleges / Govt. Institutions with experience in conducting Educational Programmes.

3. REQUISITE NORMS

INFRASTRUCTURE NORMS FOR A PTU LEARNING CENTRE

The basic criterion for establishing a learning center is the infrastructure and human resources involved. Following is the basic infrastructure Norms where as the LAB details can be obtained by RLFC separately course wise. The list of RLFCs are available on website.

INFRASTRUCTURE NORMS

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
COUNSELING ROOM	10 X 10	100	1	100
SERVICE AREA (LOBBY, BATHROOMS, 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 (Desired)			~2500

AUTOMATION

10 computers in 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, fax, laser printer for lab and administration

SYSTEM CONFIGURATION IN LAB

PIV/512 MB RAM/100 GB HDD, 15" MONITOR

CLASS ROOM STRUCTURE

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

LIBRARY

Minimum 500 books and Magazines/Journals (List to be provided separately)

FACULTY QUALIFICATION

At least 1 with Master's Degree in related subject and 1 Post Graduate or equivalent. Center Co-ordinator must necessarily have technical qualification at PG Level.

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)

Location

Easy Approach without Noise Pollution, Conducive environment for Learning

8. FINANCIAL RESOURCES (Not Applicable for already Established College/Centres)

- a) Must have Rs. 5.00 Lacs in Savings / FDR in favour of Society / Trust account for operational expenses at the time of making the proposal. In case Society / Trust / Promotor have undertaken many activities, Rs. 5.00 Lacs must be separately earmarked for the expenses on establishment and operation of learning center.

NOTE: (i) The applicants with ISO 9000 certification or any other accreditation and with Industrial Tie up will be given priority.

(ii) For Non-IT courses tie-ups for specialized training may be made with reputed agencies on a long-term contract / MOU. Core labs must be available within the center.

University reserves its right to alter any of the conditions, norms, and guidelines without any prior notice.

The complete applications in all respect alongwith requisite documents shall be submitted to Dean (DEP), PTU through the concerned RLFC in sealed envelope with "Application for new LC / superscribed in block letters by 3.00 PM on June 15, 2006. University shall not be responsible for any postal delay and late applications may not be entertained for August 2005 session.

In case of any queries, please email to ptudep@yahoo.co.in OR visit our website www.ptu.ac.in

Note:	The University does not open centers in areas where already a PTU learning center exists. Applicants are, therefore, advised to choose locations which are un-represented. More than one LC will be opened only after consultations with the concerned RLFC and depending on requirement of the region / area.
--------------	---