

Minutes of 3rd meeting of the Board of Governors of Punjab Engineering College Society held on 11.04.2005 at 2.30 P.M. in the Conference Hall of PEC, Chandigarh

Present: The following members attended the meeting: -

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|----------------------------|---------------------------------|
| 1. Shri Chandra Mohan | Chairman, BOG |
| 2. Shri Krishna Mohan, IAS | Vice-chairman |
| 3. Shri R. K. Saboo, | |
| 4. Prof T. N. Kapoor, | |
| 5. Prof. K. N. Pathak, | |
| 6. Shri Prithipal Singh, | |
| 7. Dr. Pawan Kapur, | |
| 8. Shri R. K. Chauhan, IAS | |
| 9. Shri S. K. Sandhu, IAS | |
| 10. Shri Krishan Goyal, | |
| 11. Shri Pawan Aggarwal, | |
| 12. Prof. Chandra Shekhar, | Nominee of Director, IIT- Delhi |
| 13. Shri Vivek Atray | |
| 14. Prof. Vijay Gupta, | Director, PEC |

In attendance:

1. Prof. V.S. Kaushal
2. Prof. R.K. Khitoliya
3. Prof. A.K. Lall
4. Prof. Darshan Singh
5. Prof. S.K. Suman

Proceedings of the Board

Agenda Item No.	Particulars	Decision/ Resolution
3.1	To approve the minutes of the 2 nd meeting, held on 09.12.2004	Approved.
3.2	Follow up action on the earlier Board meetings held on 04.08.2004 and 09.12.2004	Follow up action on the items (on which action was awaited), of the earlier Board meetings held on 04.08.2004 and 09.12.2004 was noted. In respect of Item 1.3 (Clause 37) of 1 st BOG meeting on introduction of new academic practices in PEC, it was decided to set up committee to review the practices proposed and put up its recommendations to the Board for

		<p>approval at its next meeting. Committee constitution approved was:</p> <ol style="list-style-type: none"> 1. Prof. K. N. Pathak, Chairman 2. Shri Krishan Goyal, 3. Shri Vivek Atray, 4. Prof. Vijay Gupta.
3.3	Steps for appointment of Deputy Director for the Institute	<p>Based on recommendations by the Director, Chairman was authorized to appoint a Dy. Director. He would be a faculty member not below the rank of Professor.</p> <p>Appointment would be for 2 years and will not carry additional remuneration.</p>
3.4	Steps for appointment of Registrar for the institute	<p>The Board approved the appointment of a suitable Registrar through open advertisement.</p> <p>Pay-scale & qualifications would be based on UGC Guidelines.</p> <p>A selection committee would be set-up as per Bye-laws. Chairman was requested to intimate the name of his nominee on selection committee.</p> <p>As an interim arrangement, Director was authorized to appoint a Registrar from existing faculty.</p>
3.5	Formation of the Finance Committee	<p>Shri R. K. Saboo and Shri Krishan Goyal were nominated on the Finance Committee.</p>
3.6	To consider change in the system of academic programmes	<p>Following decisions were taken: :</p> <ol style="list-style-type: none"> 1. Students passing out in the academic year 2004-05 will be awarded degrees by the Panjab University. 2. As decided in the 1st meeting of the BOG, degrees to all students graduating in 2005-06 and onwards will be awarded by PEC. 3. Accepting the suggestion of Prof. Pathak, Director was requested to make a formal request to Panjab University for awarding Panjab University

		<p>degrees to the PEC batch passing out in 2004-05.</p> <p>4. In view of the Board decision at its 1st meeting, it was noted that PEC letter dated 06.10.2004 to UGC was not valid.</p> <p>Director was requested to advise UGC appropriately.</p>
3.7	Delegation of Powers	<p>As an interim measure, delegation of powers proposed by the Director were approved subject to the following:</p> <ol style="list-style-type: none"> 1. No re-appropriation of funds would be made from Salary head to traveling expenses and vice-versa. 2. Travel advance for visits abroad would be within the budgetary provisions. <p>Approved delegation: Annexure-A (Pp. 8 to 12).</p> <p>In keeping with changing times of lean-work and greater empowerment down the line, it was also decided that these delegations would be put through comprehensive review.</p> <p>In consultation with the Chairman, Director was requested to come up with his proposals for the constitution of these Committees.</p>
3.8	Consideration of the teaching posts at PEC and the recruitment thereto	<p>Following decisions were taken:</p> <ol style="list-style-type: none"> 1. Adoption of the norm of 10:1 for student-teacher ratio was deferred. 2. Director was authorized to re-allocate sanctioned faculty positions amongst departments for proper conduct of teaching programmes. <p>Proposal for implementation of flexible cadre structure for faculty was deferred.</p> <ol style="list-style-type: none"> 3. Acute shortage of faculty was noted. Director was authorized to recruit new faculty by open advertisement in accordance with procedure approved.

		<p>4. Following minimum qualifications were approved for recruitment to different levels:</p> <p><u>Lecturers (Engineering)</u></p> <p>M.Tech/M.E. with First Class Degrees at both Undergraduate & Post-Graduate level.</p> <p>OR</p> <p>B. Tech / B.E. degree in First Class with 2 years Research / Consulting experience with a Lab. or firm of repute</p> <p>OR</p> <p>B. Tech / B.E. degree in First Class Plus 2-years of experience in an industry with its In-house R&D approved by DSIR.</p> <p><u>Lecturers (Applied Sciences)</u></p> <p>M. A./ M. Sc. with 1st class and NET.</p> <p>5. Consideration of proposals for senior levels of faculty was deferred.</p>
3.9	Career Advancement for existing PEC faculty members who had already qualified for Career Advancement under the existing AICTE/ UGC schemes before the conferment of the Deemed University status upon PEC	<p>Director was requested to work out financial implications and put up his proposals to the Board again.</p> <p>While putting-up revised proposals, Director was requested to examine his proposal in the backdrop of the proposal for a flexible cadre structure in line with IIT practice.</p>
3.10	To consider regularization of the services of the faculty working on adhoc basis	<p>It was decided to regularize the ad hoc faculty working in the college for a long time subject to their clearance by a Screening Committee comprising of: -</p> <ol style="list-style-type: none"> 1. Shri Prithipal Singh, Chairman 2. Shri Krishan Goyal, Member 3. Director, Member -Secretary
3.11	To consider raising of the retirement age of non-teaching staff of PEC	The Board approved the enhancement of the retirement age for non-teaching employees from 58 years to 60 years.
3.12	Concurrence to the	MOU's already signed with other

	agreements and MOUs already signed by PEC	organizations were approved.
3.13	Service Rules for PEC employees	<p>Following decision was taken:</p> <p>Erstwhile employees of PEC Society when it was a part of UT Admn. would continue to be governed by the Rules of UT Admn. Rules in service matters except those specifically excluded by the MOA, Bye-laws & Notification dated 8th/9th July 2004 of the Admn. in regard to the options, and all related decisions of the Board.</p>
3.14	To consider requirement of faculty positions for the Computer Centre	Proposals at Annexure-B (Pp.13) were approved.
3.15	To consider revision of student fees and simplification of their structure	<p>For the UG and PG batch to be admitted for Academic Year 2005-06 and onwards, the following revised and simplified fee structure was approved :</p> <p>ONE -TIME (At admission only)</p> <p>1. Admission fee : Rs. 2,500 2. Student services : Rs 5,000</p> <p>RECURRING (Annual)</p> <p>1. Tuition fees etc. : Rs.26,000 2. Other facilities & services : Rs. 9,000 3. Hostel Fee : Rs. 7,000 (For Hostellers only) <i>Plus</i> Mess Advance : Rs. 2,000 (Monthly)</p> <p>SECURITY (Refundable)</p> <p>For all students : Rs. 5,000 For hostlers only : Rs. 9,000</p> <p>In view of modernization of syllabi, teaching methodology and importance of internet access in keeping with today's need of total development of students, the Board also approved the</p>

		proposal for making laptop computers compulsory for students to be admitted for Academic Year 2005-06 and onwards.
3.16	To consider approving the appointment of Shri Sandeep Mukundrao Salodkar to the post of Lecturer of Mechanical Engineering in PEC	Approved.
3.17	Any other item with the permission of the Chair: - (a) To consider adopting the proposed Student Charter (b) To consider approving the proposed Faculty Handbook (c) Large number of pending court cases against PEC. (d) Vision Document	<p>Student Charter (Annexure-C Pp.14-17), was approved with the addition of a disclaimer clause and it being reviewed after one year.</p> <p>Faculty Handbook, (Annexure-D Pp. 18-20), was approved with the addition of a disclaimer clause and it being reviewed after one year.</p> <p>Director mentioned that the large number of court cases pending against PEC were resulting in large and unnecessary waste of public money, time and effort.</p> <p>It was decided to set-up a Committee by taking one nodal officer each from respondent agencies (UGC, AICTE, GOI & Admn. and PEC) to work out a plan to sort cases across the table as far as possible.</p> <p>Necessity of a vision document was appreciated. It was also suggested that Document should include short and long-term strategies for implementation.</p> <p>It was felt that let the new structure settle down and get going with immediate priorities before embarking</p>

	(e) The next Board meeting	on a vision document. It was decided to hold the next meeting of the Board on 30.04.2005 at 2.30 P.M. in the Conference Hall of PEC. .
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Meeting ended with a vote of thanks to the Chair.

Annexure A

DELEGATION OF POWERS AND RESPONSIBILITIES TO VARIOUS AUTHORITIES OF THE INSTITUTE ON DIFFERENT MATTERS

1. Leave

1.1 *Casual Leave/ Special Casual Leave*

- | | | | |
|----|---|---|-----------------------------|
| a) | Deputy Director, Deans, Registrar, HODs | : | Director |
| b) | Heads of Sections, ACF&A | : | Deputy Director/ Registrar |
| c) | Faculty and Staff in Departments | : | Head of Department |
| d) | Staff in Sections | : | Concerned Dean/ Head/ ACF&A |

1.2 *Vacation Leave, Earned/ Half-Pay/ Maternity Leave/ Commuted Leave/ Extra Ordinary Leave not exceeding 180 days*

- | | | | |
|----|---|---|-----------------|
| a) | Deputy Director, Deans, Registrar, HODs | : | Director |
| b) | Heads of Sections, ACF&A | : | Registrar |
| c) | Faculty | : | Deputy Director |
| c) | All other Staff | : | Registrar |

1.3 *Extra Ordinary Leave exceeding 180 days/ Sabbatical Leave/ Leave for Foreign Travel/ Foreign Tour*

- | | | | |
|----|-----------------------------------|---|-----|
| a) | All academic & non-academic staff | : | BOG |
|----|-----------------------------------|---|-----|

2. FINANCIAL MATTERS

2.1 *Re-Appropriation of Funds**

- | | | | |
|----|---|---|----------|
| a) | Among non-plan financial recurring budget heads (no financial limits) | : | Director |
| b) | Among plan budget heads up to Rs. 5 lacs for each item | : | Director |

**provided that no re-appropriation of funds would be allowed from the salary head to TA head and vice-versa.*

2.2 *Writing off of irrecoverable losses and stores*

- | | | | |
|----|--|---|----------|
| a) | Losses up to Rs. 10,000/- | : | Director |
| b) | Obsolete, surplus and unserviceable Stores which are bodily present on the basis of survey report (no financial limit) | : | Director |

2.3 *Sanction of LTC, LTC advance and Leave Salary advance*

- | | | | |
|----|---|---|----------------------------|
| a) | Deputy Director, Deans, Registrar and Heads of Departments, ACF&A | : | Director |
| b) | Heads of Sections | : | Deputy Director/ Registrar |
| c) | All other staff | : | Registrar |

2.4 *Sanction of travel and advance for travel within India*

- | | | | |
|----|---|---|----------------------------|
| a) | Deputy Director, Deans, Registrar and Heads of Departments, ACF&A | : | Director |
| b) | Heads of Sections | : | Deputy Director/ Registrar |
| c) | Faculty, Guest speakers (including Honorary), Students (including student Tours), M. Tech/ Ph.D. admissions, Staff of Departments | : | Head of Department |
| d) | Institute Guest Speaker | : | Deputy Director/Registrar |
| e) | Travel in connection with examinations Thesis evaluation, etc. | : | Dean Academic Affairs |
| f) | All other staff and cases not covered above | : | Registrar |

2.5 *Sanction of travel and advance for travel outside India**

- | | | | |
|----|-----------|---|---|
| a) | All Staff | : | Director on the recommendation of Committee for the purpose |
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**provided that the travel advance for visits abroad by the employees would be within the budgetary provisions of the Institute.*

2.6 *Permanent Imprest*

- | | | | |
|----|--|---|---------------------------|
| a) | Sanction up to a maximum of Rs. 5000/- | : | Deputy Director/Registrar |
| b) | Recoupment, Adjustment and Payment Order | : | DDO |

2.7 *Temporary contingent advance(other than stationary items)*

- | | | | |
|-----|---|---|----------------------------|
| a) | Up to Rs. 5000/- for departments/ Sections having allocated funds | | |
| i) | Sanction | : | Head of Dept./ Section |
| ii) | Recoupment, Adjustment and Payment Order | : | DDO |
| b) | Up to Rs. 5000/- for Sections having no allocated funds | | |
| i) | Sanction | : | Deputy Director/ Registrar |
| ii) | Recoupment, Adjustment and Payment Order | : | DDO |
| c) | All cases above Rs.5000/- up to Rs.20000/- | : | |
| i) | Sanction | : | Deputy Director |
| ii) | Adjustment and Payment Order | : | DDO |
| d) | Advances above Rs.20000/- | | |
| i) | Sanction | : | Director |
| ii) | Adjustment and Payment Order | : | DDO |

2.8 *Provident Fund/ Gratuity/ Pension/ Leave Salary Encashment*

- | | | | |
|----|--|--|--|
| a) | Final payment of Provident Fund, Gratuity, Commutation of pension and Leave Salary | | |
|----|--|--|--|

- i) Sanction : Director
- ii) Signing of bills and cheques : Registrar & ACF&A-I
- b) Temporary advance and withdrawals from Provident Fund
 - i) Sanction : Registrar
 - ii) Signing of bills and cheques : Registrar & ACF&A-I
- c) Monthly pension after sanction of Commutation
 - i) Signing of bills and Payment Order : Registrar
 - ii) Signing of Cheques : Registrar & ACF&A-I

2.9 *Sanction of purchase indents and orders*

- a) All Purchase Indents within allocated budget of the Dept./ Section : Head of Dept./ Section
- b) Purchase orders for consumable supplies up to Rs.10,000/- and non consumable equipment up to Rs.50,000/- within the allocated budget of the Dept./ Section : Head of Dept./ Section
- c) Purchase orders for consumable supplies up to Rs.50,000/- and non-consumable equipment up to Rs.3,00,000/- within the budget provisions : Deputy Director
- d) Purchase indents and orders for all Furniture and office equipment and Stationery items within the budget provisions : Deputy Director
- e) All cases not covered above : Director

2.10 *Payment of purchase and contingent bills*

- a) Passing of all Bills : Registrar & DDO
- b) Recording of payment orders and signing of cheques : Registrar & DDO

2.11 *Sanction of Medical Advances/ Claims*

- a) For outstation Hospitalization : Director
- b) For local Hospitalization : Deputy Director

2.12 *Miscellaneous Sanctions*

- a) Ph.D. thesis evaluation & Viva voce honorarium : Dean Academic Affairs
- b) Thesis, book and contingency grants : Dean Academic Affairs
- c) P.G. Scholarships : Dean Academic Affairs
- d) Refund of students' security : Dean Academic Affairs
- e) Reimbursement of book grant and membership fee to faculty members : Head of Department

2.13 *Payment of personal claims*

- a) TA claims for candidates : Registrar & DDO

	(M. Tech/ Ph.D./Advertised positions)		
b)	Advances for LTC/ TA (for travel within India)	:	Registrar & DDO
c)	Advances for travel outside India	:	Registrar & DDO
d)	Advance from gratuity on the death	:	Registrar & DDO
e)	All claims under item 2.12	:	Registrar & DDO
f)	All medical advances	:	Registrar & DDO
g)	All Medical bills up to Rs.1000/-	:	Registrar & DDO
i)	Medical bills above Rs.1000/-	:	Registrar & DDO
i)	Adjustment of medical advances	:	Registrar & DDO
2.14	<i>Power to grant honorarium to an employee holding charge of another post in addition to his own duties</i>	:	Director

3. ADMINISTRATIVE MATTERS

3.1	Crossing of EB for all Staff Members and confirmation of all Staff members who are BOG appointee	:	Director
3.2	Approval of Promotion Orders of Group 'B' and 'C' Staff	:	Director
3.3	Sanction of increment for additional qualification for all categories of Staff, as per rules approved by the BOG	:	Director
3.4	Permission for Foreign Travel	:	Director
3.5	Issue of Appointment Letters		
	i) All Group 'A' Staff	:	Director
	ii) All Group 'B', 'C' and 'D' Staff	:	Registrar
3.6	Deputation of non-academic staff for training and courses in India	:	Deputy Director
3.7	Sanction of Overtime payment	:	Deputy Director
3.8	Sanction for employment of daily wage workers	:	Deputy Director
3.9	Forwarding of applications for outside employment as per rules		
	i) All Group 'A' Staff	:	Deputy Director/ Registrar
	ii) All other Staff	:	Registrar
3.10	Issue of No Objection Certificate for Passport		
	i) All Group 'A' Staff	:	Deputy Director/ Registrar
	ii) All other Staff	:	Registrar
3.11	Issue of Service Certificate		
	i) All Group 'A' Staff	:	Deputy Director/ Registrar
	ii) All other Staff	:	Registrar
3.12	Signing of contracts for contractual Appointments		
	i) All Group 'A' Staff	:	Deputy Director/ Registrar
	ii) All other Staff	:	Registrar
3.13	Signing of other contracts:		

	i) Mortgage against House Building Advance	:	Registrar
	ii) Motor Vehicle Advance	:	DDO
	iii) Allotment of institute premises for commercial use	:	Registrar
3.14	Waiver of late registration fine and re-admission fee	:	Dean Academic Affairs
3.15	Power to appoint an employee to officiate in a vacant post	:	Director
3.16	Power to define the scope of duties of an employee	:	Director
3.17	Power to dispense with the production of a medical certificate of fitness	:	Director
3.18	Power to appoint an employee to hold charge of another post in addition to his own duties	:	Director
3.19	Power to sanction the taking of consultancy cases against fee	:	DR&D
3.20	Power to grant extension of joining time	:	Director
3.21	Power to sanction re-employment	:	Director
3.22	Power to certify that the air travel is urgent and necessary in the public interest	:	Director
3.23	Power to permit an employee to draw the actual cost of hiring a conveyance on a journey for which no TA is admissible	:	Director
3.24	Power to sanction TA to an employee for journey to attend conference while on leave	:	Director

Annexure B

Creation Of Positions In The Computer Centre By Converting The Already Sanctioned Faculty Positions At The Appropriate Level

Designation	Number	Job profile	Pay Scale	Essential Qualifications
System Manager	01	Overall Administration of the Computer Centre and coordination of its services	12,000- 18,300 (Assistant Professor Level)	1 st class M. Tech. (Computer Science & Engg. or Electronics Engineering) with minimum 5 years experience in Computer Centre management
Network Administrator	02	Network design and parameter security, including information security, switches configuration and maintenance, Internet and Traffic / Bandwidth Management and Monitoring	8,000-13,500 (Lecturer Level)	1 st B. Tech. (Computer Science & Engg.) with minimum 2 years experience in campus wide network management of an institute

Annexure-C

Students' Charter

Introduction

The Students' Charter is a document that aims to set out what standards of service can be expected by students and what the College can expect of students in return. It is an expression of the close working relationship between College administration, faculty and students and their shared commitment to maintaining and enhancing excellence in the educational experience of its students.

Admission & Registration

College will follow and administer a fair, transparent and efficient admission procedure.

1. Information for prospective students about programs of study, entry requirements, fees, services, facilities and entitlements will be clear, accurate and as up-to-date as possible.
2. All applications will be handled fairly, promptly and efficiently and in accordance with approved procedures.
3. College is expected to provide clear advance instructions on registration and other essential information on services and facilities. It will also provide appropriate student induction or orientation program that introduces them to College and their program of study.

Students are expected to read carefully any information provided and follow the relevant instructions.

Teaching, Learning and Academic Guidance

College will provide an effective learning and teaching environment, guidance, and supervision supported by a wide range of learning resources. Students on their part will take responsibility for their own learning and pursue their academic program with a positive commitment.

1. Departments will provide for students, prior to registration, clear information about their program of study, content and availability of courses.
2. Any changes in the structure or content of programs of study and related courses or modules, will be communicated to the students in advance at the earliest possible opportunity.
3. College will ensure that teaching takes place in suitable and adequately equipped rooms or laboratories according to the announced academic calendar and lectures and laboratory sessions are held at scheduled times.
4. Teaching departments will provide help and advice about the learning resources available, such as libraries, with access to online library catalogues and networked information sources.

Students on their part will:

1. Read and note the information and guidance provided for them throughout the duration of the program of study and act on it accordingly.
2. Comply with any College regulations relating to their program of study including attendance, examinations and use of learning facilities.
3. Meet regularly with their tutors or supervisors.
4. Notify their tutors or supervisors, or appropriate departmental representative, at the earliest opportunity, if there are extenuating circumstances that prevent them from satisfying any of the above requirements.

Personal Tutorial Support

College recognizes the importance of monitoring student progress and will therefore provide a high standard of advice, support and academic guidance.

1. All students will be assigned a personal tutor at the beginning of their program of study.
2. Arrangements will be made for students to meet their personal tutors at the beginning of their program of study and at least once during every semester thereafter. Students will also be able to contact their personal tutor at other times, if and when the need for consultation arises.
3. The role of the personal tutor will be to provide personal support and academic guidance and act as liaison or intermediary in the student –faculty and academic administration.
4. Where a student asks that information given to the personal tutor be treated as confidential, this should be respected in all but exceptional circumstances.

Students will:

1. Attend all meetings arranged with their personal tutor as far as possible.
2. Inform their personal tutor promptly of any difficulties that they are experiencing that might have bearing on their studies. .
3. Act responsibly on the advice offered to them by their personal tutors.

Student Academic Representation and Evaluation

College will seek and respond to student views on their educational experience.

1. All departments will have Faculty-Student Committee on which students will be represented and which will meet regularly or as frequently as necessary to discharge their business effectively.
2. All taught programs would be evaluated by students each semester or each year according to the procedure evolved by the Faculty-Student Committee. The relevant evaluations will be made by the Head of the Department for intended correctional action in the spirit of improving standards of pedagogic skills.

Students will:

1. Support the effort of Faculty-Student Committee through active participation.
2. Respond honestly and constructively to evaluation questionnaires and other requests from Departments for their views on the program of study and other aspects of educational experience.

Academic Services

College will strive to provide a high standard of academic services to all students.

1. All students will have access to comprehensive library services and computing facilities and appropriate support. The working hours of these services and facilities will enable students to meet the requirements of their program of study or research.
2. All students in need of English language support and communication skills will have access to such services that will be provided by College.

Students will:

1. Use academic services responsibly by following all the regulation intended for their use, with due consideration to the needs and rights of other users
2. Provide feedback for their betterment, when requested to do so.

Student Services

College will provide quality services for students.

1. College will have a “one-stop information/enquiry service” which will provide prospectuses and other useful publications.
2. The Counselling Service will provide a professional and confidential counselling service to all students and will help staff / faculty involved in the welfare of students including personal tutors and hostel wardens.
3. College will promote an awareness and understanding of, and will respond effectively and appropriately to additional support needs of physically handicapped or disabled students.

Students will:

1. Read and note the information provided to them by College on Student Services and make use of them when needed or advised to do so by their personal tutors.
2. Keep any appointments with College support service staff wherever possible.

Health, Safety and Security

1. All students will comply with the College’s **Health and Safety Code of Practice** that provides general guidelines and framework for safe working environment in College campus.
2. College will assign a high priority to student safety and security. Necessary additional measures will be undertaken in this regard if the existing campus design, lighting and landscape is inadequate in this respect. The range of safety and security services available to students will be widely publicized.

Sexual Harassment

College takes a very serious view on the subject of sexual harassment by any member of its staff. The College will notify the name of a woman officer who can be directly contacted by the students for any complaint.

Personal Development

Students will be able to participate in a range of sporting, cultural, personal development and other extra-curricular activities:

College will provide students with the opportunity to participate in a wide range of sporting, cultural, personal development and other extra-curricular activities. For this purpose, it will provide and maintain good facilities and resources.

Complaints, Appeals and Grievance Procedures

College recognizes that there will be occasions when students feel that their legitimate expectations are not being recognized or met and that there is need to address these circumstances. For this purpose, the College will have clearly stated appeal, complaints and grievance redressal procedure. This procedure may consist of two stages: first is an informal stage that encourages the students to seek redressal of their complaints as close to the origin of the complaint as possible; the second, a formal stage, provides a mechanism for enquiry, investigation and resolution of complaints. Students can expect College to deal with a complaint fairly, confidentially, without any fear of recrimination and in a timely manner.

Students will:

1. Take note of this procedure and honour it.
2. Refrain from making anonymous complaints or complaints of trivial / frivolous nature. No anonymous complaint will be heeded to.

Discipline

College expects its students to behave in a seemly and orderly manner both on and off campus. Its disciplinary procedures will be fair, clear, well publicized and will follow the principles of natural justice.

Students will:

1. Obey the law of the land.
2. Observe the provisions of College regulations
3. Be sensitive to needs of others and uphold the good reputation of their College.

Disclaimer

While the Institute will make all attempts at fulfilling the provisions of this Charter, nothing in this document can constitute a cause for judicial dispute.

Annexure-D

Faculty Handbook

1. Introduction

The Faculty Handbook reflects the policies and regulations of the Punjab Engineering College Chandigarh as they apply to the teaching faculty of the Institute. These are *in addition* to the rules, procedures and requirements contained in the Punjab Government Service Rules. The faculty being central to any educational enterprise, they have greater responsibilities than the other sections that go to populate an educational community.

2. Responsibilities

The faculty is responsible for contributing to the teaching programmes of the Institute through

1. Designing of teaching curricula
2. Preparation of course material for the courses and for the technology-enhanced learning (TEL) environment envisaged for the Institute. This includes developing the web sites for the courses on the education server of the Institute
3. Teaching of assigned courses.
4. Setting up of the required laboratories, identifying the equipment, preparing the lab manuals, and management of the laboratories as assigned.
5. Counselling students.
6. Helping in the management of student affairs, including sports, cultural and club activities, management of hostels, and disciplinary functions.
7. Helping the Institute in management of the various activities central to an academic campus.

In addition, the faculty is also expected to carry out research work, including consultancy assignments, of high quality in at least one of the identified research areas.

3. Workload Norms

Classroom teaching and the work associated with it is the major responsibility of the faculty. But the Institute recognizes that it stands to gain stature only through the individual stature of its faculty, which comes through making significant contributions to the advancement of knowledge, and through making contributions to the Industry by taking up advanced consultancy projects.

- A. It is envisaged that a faculty member of the Institute will spend about 20 hours per week on teaching and other tasks directly related to teaching. This includes time spent on preparing and updating the course-site, grading time and formal office hours, helping student with their difficulties in the courses being taught, and on the maintenance of course files in electronic format (containing detailed teaching plan used, text-books, copies of all assignments and teaching materials used, recommendations about desirable deviations, comments about the success of innovations, etc.). Adequate hour credit for curriculum development, lab development, and senior projects handled.
- B. Besides these direct teaching duties, a faculty member is expected to spend about 20 hours per week on activities such as research, extension activities, preparation of teaching aids, development of computer-based instructional material and other educational software including books, teachers manual for lab courses, etc., Academic/student administration: Assigned duties in admissions process, academic/administrative committee work, wardenship, formal student counselling, etc.

4. Time Contract

Each faculty member at the beginning of each academic year will file with the Deputy Director's Office (forwarded by the Head of the Department) a statement on what is proposed to be accomplished in the following year. This should detail plans of what activities the faculty member wishes to undertake, with how much time input for each activity, and with what deliverables. The

performance of a faculty member, as measured against this contract will be one parameter in his/her appraisal

5. Responsibility in Teaching

Punjab Engineering College is very serious about the quality of education that its students receive. The faculty will endeavour to put in its best effort in ensuring that its students receive the most modern professionally relevant education. Towards this end, the faculty will constantly strive to upgrade and modernize their offerings, and to teach in such a manner that the students are able to develop intellectually, professionally and ethically.

A website will be maintained on the Institute academic server for each of the course being offered in a given semester. The instructor-in-charge is responsible for the contents posted on this site. Technical help will be available. It is expected that the course site will reflect modern pedagogical strategies.

Some of the simple things that must be ensured in all teaching activities are:

1. Faculty is expected to be punctual in the class and all other scheduled meetings with the students. It should try and inculcate in students, by example, the respect for time, procedures and rules.
2. Faculty is expected to be helpful and sympathetic towards the students and their learning needs.
3. Each faculty will maintain at least one open office hour on three different days of the week for the students. These hours should be set for students' convenience and should be announced in the class and posted. There will still be some students who will need to meet the faculty outside these hours. Faculty is expected to cooperate.
4. The class should be engaged for each of the scheduled hour. If a faculty member cannot take a class due to a rare pressing engagement, arrangements must be made to make that hour up, either through rescheduling at a mutually convenient hour, or through substitution by a colleague. Such arrangements should be infrequent.
5. Faculty are encouraged to use their academic freedom to organize the teaching of courses in a manner that appears as the best to them. But they must adhere to the teaching objectives of a course as reflected by the prescribed course contents. Any proposed substantial deviation from the prescribed contents must be discussed with the Head of the Programme and a report of the accepted deviation should be filed with the Deputy Director's Office before the beginning of the term.

6. Co-operative Teaching Model

The Institute proposes to use a co-operative teaching model where in classes of a large size one faculty member serves as the Instructor-in-charge and one or more faculty members help in the conduct of tutorial and laboratory sessions. It is expected that all members of the group work collectively for determining the optimal teaching strategy, for setting homework requirements, and for making quiz and examination papers. The tutors and laboratory instructors are required to be present during the lectures.

7. Student Evaluation

The teaching group for a course is responsible for awarding the final letter grades to the students for the course. It is expected that

1. Faculty will be absolutely fair in assignment of grades. Any wilful manipulation of student grades is seen as the most serious infraction of conduct rules.
2. The grades should reflect the performance of a student throughout a course. Though the teaching team is free to use their own weights, it is expected that the end-semester examination should not have a weight of more than 50% in the final grade.
3. In undergraduate courses there should be an end-semester examination and two mid-semester examinations.
4. The end-semester examination and the mid-semester examinations must be held within the periods allocated in the Academic Calendar. In exceptional circumstances, the Dean may permit holding the examinations outside these periods.
5. Grade *D* should be allotted only on minimum *acceptable* performance.
6. The grading in large classes (say, with student strengths more than 30) is expected to be low-*B* centric.
7. In smaller classes where a teacher can better understand the performance of each individual, a teacher need not grade on a curve.

8. The grading shall be transparent. The faculty is expected to return to the students the graded scripts of quizzes, tests, and mid-semester examinations within a reasonable time.
9. The graded scripts of the end-semester examinations are not to be returned to the students, and are to be preserved till the end of the next regular semester. However, as a policy of the Institute, the students shall have access to the scripts of their final examinations in all courses for inspection. All Instructors will notify a time for such access within three days of the examination. Any errors or omissions should be pointed out to the Instructors in writing on the cover sheet. The instructor will take these into account before submission of the grades.
10. For reasons acceptable to the Instructor, an *I* (for Incomplete) grade may be assigned if a student fails to complete any of the required coursework by the end of the semester. In all such cases, an *Incomplete Contract*, which is a formal agreement between the student and the instructor, is to be filed along with the grade report. An Incomplete Contract should include:
 - (a) The coursework that remains to be completed.
 - (b) The date by which the specified work must be completed (no later than one month of the close of the relevant semester).
 - (c) The final grade to be substituted for the *I* grade, if the specified work *is not* completed by the specified date.

The *incomplete contract* should be filed by the instructor with the Academic Office when the grade sheet is submitted.

If the student completes the required work by the specified time, the instructor completes a grade change form indicating the final grade earned. The student should check with the instructor to ensure that a grade change form has been submitted.

If the student does not complete the required work by the specified time, the *I* grade is automatically replaced with the final grade specified by the instructor on the *incomplete contract*. If a final grade is not specified, or if an *incomplete contract* is not filed, the *I* grade automatically reverts to an F grade after one month.

Under no circumstances will an *I* grade be given in lieu of the earned grade for a completed course. Similarly, the *I* grade is not assigned to enable a student to take a course once again to improve performance.

11. All final grade reports must be submitted to the Academic Office (through the Head of the Department) within 96 hours of the scheduled end-semester examination.

8. Consultancy and Sponsored Research

The Institute expects and encourages its faculty to undertake consultancy and sponsored research. Norms for administration and regulation of such work will be developed in due course of time.

The Institute also encourages its faculty to accept academic committee work of other institutions and agencies. The rules governing the release of faculty members for such duties will be developed in due course of time.