Punjab Technical University

Jalandhar   www.ptu.ac.in

YEAR 2011

DISTANCE EDUCATION PROGRAMME

NEW! New Learning Center
Proposal & Guidelines

SECTION 1: ENROLLMENTS; TODAY & FUTURE

In 2001, the enrolment ratio in higher education in India was 6.2% only. Thus, more than 93% students of 10+2 did not join the higher edu-cation. Even the students who joined higher education were largely into irrelevant education.

With such kind of enroll-ments in higher education we cannot dream of India as a Super Power!

As per the 11th plan, the Government of India targets to increase the higher education enrollments from cur-rent 8% to 20%. The total enrolment in higher education at the end of 10th Plan is estimated to be 1.2 crores out of which the contribution of distance education alone is 24%.

The government has decided to increase the en-rolment in distance education from 24% to 40% and to achieve this there is a re-newed emphasis on distance education throughout the country.

500 % GROWTH

NARRATION	2001	2012
ENROLMENT RATIO IN HIGHER EDUCATION	6.2%	20%
TOTAL POPULATION IN AGE GROUP OF 17- 23	17 CRORE	18 CRORE
STUDENTS ENROLLED IN HIGHER EDUCATION	1 CRORE	3.6 CRORE
DISTANCE EDUCATION CONTRIBUTION TO H.E.	24%	40%
STUDENTS ENROLLMENT IN DISTANCE EDUCATION	24 LAKH	140 LAKH

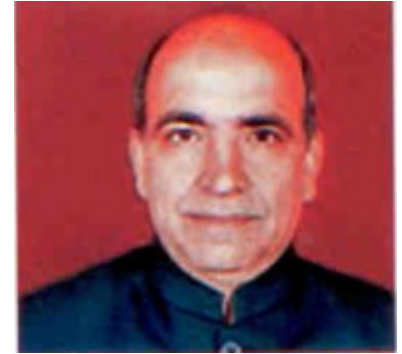## SECTION 2:DISTANCE EDUCATION-AN OVERVIEW

Although, distance education is not new inter-nationally, but in India it has recently come in vogue. Today, distance education calls upon an impressive range of tech-nologies to enable teach-ers and students who are separated by distance to communicate with each other either in real time (synchronous) or delayed time (asynchronous).

Due to the rapid techno-logical change and shift-ing market conditions, the education system across the globe is changing. It is challenged with providing

SPECIAL POINTS OF INTEREST:

Distance education to grow by 500%.

PTU grows by 100% per annum for 3 consecutive years.

PTU is recognised by Joint-Committee of UGC-AICTE-DEC (IGNOU) and all the students passing the courses run by PTU are eligible for Central Govt. Jobs.

PTU is the member of AIU.

OVERVIEW (CONTD)

Increased educational opportunities without increased budgets. Many educational institutions are answering this challenge by developing distance education programmes. These types of programmes can provide adults with a second chance at a college education, reach those disadvantaged by limited time, distance or physical disability and update the knowledge base of workers at their places of employment.

Thus all concerned with the future of distance education in this country should see the hidden opportunity in this service sector and re-organise and re-orient themselves in a manner to compete with the forthcoming challenges and business opportunities.

3.1 PUNJAB TECHNICAL UNIVERSITY

Section3: ABOUT US

PTU was established by the Government of Punjab in 1997 through a State Legislative Act and is recognised by University Grant Commission under section 2(f) of UGC act. More than 300 Technical & Professional Colleges in the State of Punjab are affiliated to PTU that includes Engineering, Management, Pharmacy, Hotel Management & Architecture Institutions. All these colleges are approved by All India Council of Technical Education (AICTE). More than 1,50,000 students are pursuing higher education in Regular Colleges of PTU. PTU has moved to its 75 acre campus on Jalandhar-Kapurthala road that has more than1,50,000 sq.ft of carpet area, in the year 2008. The University is now headed by Dr. Rajneesh Arora, a visionary and an experienced administrator. A doctorate in electrical engineering from IIT- Delhi, brings with him 12 years of teaching and research experience. For 10 years he has worked for uplifting the tribal area of Jharkhand.

The Directorate of Distance Education is headed by Dr. N. P. Singh who is Ph.D. In Physics from Guru Nanak Dev University, Amritsar. Dean, Punjab Technical University, Jalandhar. (October 12, 2006 - till -date). Founder Director, PTU Caparo School of Excellence, Jalandhar. Director (Officiating), Sant Longowal Institute of Engg. & Technology, Longowal. Visiting Faculty, Department of Physics, Grambling State University, Grambling, Louisiana, LA 71245, USA. Visiting Scientist, ICTP (Italy) from 9.2.87 to 9.3.87 and attended International Workshop on Remote Sensing and Resource Exploration.

Dr.Rajneesh Arora,
Honorable Vice Chancellor

Dr. N. P. Singh, DEAN DEP

PTU DISTANCE EDUCATION PROGRAM-CONTD

The program is offered and executed through a unique Public Private partnerships with the Regional and Learning Centres. The Regional Centres act as a bridge between the University, Learning Centres and Students.

The Regional Centres have established their offices as per the university norms and requirements and have different departments to provide requisite service. They have to have Managers and Staff to manage The project, Data Base, Marketing, Call Centre, Accounts etc.

The RC's have monthly meetings with the University Officers to apprise them of the Market Scenario to formulate the required policies for expansion and development of the Programme.

As on date PTU's Distance Learning Programme is spread all over country with a base of 32 Regional Centres and more than 2000 Learning Centres. PTU is ready to expand outside the boundaries of India under the able guidance of our **Vice Chancellor, Dr. Rajneesh Arora & Dean (DEP), Dr. N. P. Singh.**

These programs are offered through a pyramid structure and have a unique multi-entry-multi-exit system.

SECTION 4: PROGRAMS

ADHNT | DCA | BCA | BSC-IT | BBA | BSC-HNT
MSC-IT | MCA | MBA | PGDCA | PGDBM | MSC-HNT
B.Com (Professional) | M.Com (Professional)

Diploma, B.Sc., M.Sc. & MBA with Lateral entry in

Hotel Management, Catering & Tourism
Airline, Ticketing & Tourism
Fashion, Interior & Textile Designing
Bio-Informatics
Bio-Technologies
Paramedical Technologies
Multi Media, Animations & Film Making
Mass Communication & Journalism
Fire, Safety & Hazards Management
Hospital Management

Diplomas awarded by Universities/recognized boards shall only be considered for Lateral Entry.

5.1   RECOGNITION

PTU is a State Government University established by the State Legislative Act and is recognised by University Grants Commission under section 2(f) of UGC act.

All programmes offered by PTU through its distance education programme are approved by **Joint Committee of UGC-AICTE-DEC (IGNOU)** and thus as per Notification No. 44 of Ministry of Human Resources & Development, all the students passing these courses are eligible for Central Government Jobs.

PTU is member of AIU (Association of Indian Universities)

All Regular Colleges affiliated to PTU are approved by AICTE.

MSC-IT of PTU DEP is equivalent to Masters Degree of British Universities. MBA of PTU is recognized by University of West Canada. Students gets benefit of saving time & money while enrolling in masters programme from this University.

RECOGNISED BY JOINT-COMMITTEE OF UGC-AICTE-DEC (IGNOU)

5.2   PYRAMID-(MULTI ENTRY-MULTI EXIT)

To practically facilitate the students in the job market PTU DEP programme provides a unique & flexible multi-entry-multi-exit system in all its degree programs. The first two semesters of a BSC programme are equivalent to the diploma & first two semesters of MSC are equivalent to a PG Diploma. The students can quit after the diploma or PG diploma for taking up jobs and then return in   lateral entry of the subsequent degree programme. Similarly students who have done diploma or PG diploma from other recognized Universities also join the PTU programmes in lateral entry. This pyramid structure empowers the students to acquire basic skills to go to the job market and then return with their own resources to upgrade their skills and knowledge.

50% of our enrollments are in Lateral Entry System due to its Unique flexibility

5.3 SYLLABI

In true spirit of this public-private-partnership model, PTU maintains a strong liaison with the industry through its associates and partners and updates its syllabi as per the industry needs. PTU has academic experts from the industry on its panel and in respective board of studies. It also invites, from time-to-time the industry experts in its academic meetings and reviews. Thus, we can proudly claim our syllabi to be the latest, industry and job oriented.

Recently, PTU has designed MBA programme for Retail and Insurance & Risk Management to cater to retail Insurance Industry.

5.4   EXAMINATION SYSTEM

Besides the network of Learning Centers; the University has a strong network of more than 400 examination centers across the country. These examination centers are established in professional or humanity colleges or other similar reputed institutions.

The University arranges to deliver the entire exam material to all its exam centers and then collect them back to various nodal centers. It has a proven track record of conducting authentic and fool proof examinations since last 7 years for distance learning programs. The result of approx. 2 Lakh students of PTU DEP is being declared in record time of 40 days.

It also has been handling the voluminous CET (Common Entrance Test) for all its affiliated colleges for the aspiring engineers and managers.

> **PTU DEP:-**
> 7000 Faculty
> 18000 PC's
> 22.50 Lakh Sq.Ft Area
> 50 Million Hours of Education Delivery & 8.00 Lakh Answer Sheets Evaluated per annum

5.5   2-HOURS A DAY

The strength of the programme lays in the 2-hours every day contact classes at the learning centers. This includes one hour of theory and one hour of practical. Other than these the students are free to use labs for unlimited time, access library and internet. The learning centers are equipped with relevant labs, class rooms, library, staff room and other required facilities to conduct these theory and practical classes.

5.6   COURSE MATERIAL

The University has prepared its entire course material in SIM (Self Instructional Material) as per the syllabi of relevant courses except for some Applied Technologies courses. These books are made available to the students before the commencement of classes in every session. The SIM books have inline questions, exercises, provision for notes and other features for distance learning students. Other than these exercise work books and practical books will also provided.

5.7   COMMUNICATION & SOFT SKILLS

Besides the academic inputs the University lays a significant stress on developing the communication and soft skills of its students. This is a compulsory subject in first semester of each course. PTU provides a unique and special SIM book for this subject to all its students. A 12-hour video with animated content in a DVD is supplied to each student. Periodically Train the Trainer programs are conducted to add value to the learning process.

SECTION 6: PROCESS FOR ESTABLISHMENT OF LC

6.1 INTRODUCTION

PTU has a professionally laid down process short-listing and establishing learning centers that are passionate towards the main objective of the University and its distance education program. The main objective is to reach out to the masses and provide an opportunity of accessible, affordable and relevant higher education.

While short-listing the applicant institute the University considers the infrastructure, human resources, experience, placements and most important the attitude and approach towards promotion, counseling and education delivery. The detailed procedure of applying for a new LC is placed below:

PROCESS

6.2 FEES

A prospective learning center has to pay a non-refundable processing fee of Rs.10,000/- (Punjab) & Rs.15,000 (Outside Punjab) per stream along with the prescribed application form.

The applicant has also to pay the authorization fee of Rs.40,000/- per stream separately for IT and Non-IT stream of courses, when asked for. The applicant has to pay a course approval fee of Rs. 10,000/- also for each course. This is normally done before the inspection of the applicant institute. In case the approval to run the courses is not granted these demand drafts are returned and if en-cashed, the amount is refunded. No fee, whatsoever, is refundable if approval is granted or approval letter is issued. In the first year the applicant get a maximum of four courses approved.

For example if LC applies for MBA, MCA, BSCIT and MSCIT the following fee is to be paid:

1.   Rs.15,000/- as processing charges (Non-Refundable)
2.   Rs.40,000/- as authorization charges for IT stream
3.   Rs.40,000/- as course allotment fee (Rs.10,000 X 4 courses)

The fee in point no. 2 and 3 are en-cashed only if the centre is allocated.

All payments to be made through Challan available online (see payment instructions on website www.ptu.ac.in)

Submit filled application with processing fee, annexure's & photos as asked for.

The applicant should be a Trust or Society to apply for being a PTU Learning Centre. In special cases, Ltd. and Pvt Ltd. Companies preferably listed with reputed standing may also apply for being a PTU Learning Centre. It shall be the discretion of University to approve big industrial houses or pvt / public ltd. companies to open LC'sof PTU.

S. Sukhbir Singh Badal releasing a book with Navdeep Walia at Patiala

Fill the form correctly and attach all relevant documents asked in the form.

PTU Hotel Management Students during a session in the Kitchen of Learning Centre at Lucknow

PTU Hotel Management Students during a session on the Front Desk of Learning Centre at Lucknow

6.3 STEPS

-Applications must reach the University / Respective Regional Centres by the last date

-Applications are scrutinized and shortlisted

-Short listed applicants need to deposit complete authorization and course fee

-Applicants are visited through nominated experts of the University

-Inspection report is submitted to PTU DEC for consideration

-If approved, allotment letter is issued; else authorization & course fee is refunded

-Upon allotment, Regional Centre will suitably conduct an orientation program

USE ONLY PRESCRIBED FORM OF THE CURRENT YEAR

6.4 FORM SUBMISSION

-Application form should be neatly filled up

-Photographs of areas mentioned in form are compulsory and other than those more photos may be pasted on the next sheets attached separately.

-Paste the photographs so that they highlight the specific area of premises

-You may also submit other relevant material of your institutions that may be the prospectus, brochure, placement details, video clips, corporate presentation etc. This may be any such material that speaks of your institution and impress upon that why PTU should appoint you a learning center.

-All documents should be duly signed and stamped and in case of photo copies they should be attested by you.

-Send the completed forms in all respect to Dean DEP, Punjab Technical University, Near Pushpa Gujral Science City Jalandhar-Kapurthala Highway, Kapurthala

-Unless all documents are complete, the application may not be considered in Phase-I

6.5 DISCLAIMER

Mere submission of an application does not mean that you will be allotted the center. Any applicant should not indulge in any activity that highlights them to be a learning center TILL they get an allotment letter duly signed from the University.

SECTION 7: OBLIGATIONS

PTU offers its distance education program through a unique Public-Private-Partnership model where the essential functions are retained by the University. This includes academia, examination, evaluation, certification etc where as other issues like database management, trainings, MIS, call center, promotion etc are delivered by the private partners. The arrangement has well laid down obligations that are as under:. The University has allocated specific geographical zones exclusively to respective regional centers through a process. The regional center is responsible for various services to the Learning centers following under the said zone.

-PTU Governs
-RC Facilitates
-LC Delivers
-Student Gains

7.2 PTU OBLIGATIONS

- Design & offer courses
- Standardize the infrastructure requirement
- Design the syllabus and publish the course material
- Lay down the eligibility criteria of the faculty & Students
- Lay down and implement all requisite norms
- Conduct & manage the entire examination process
- Evaluation and Certifications
- Quality assurance, Monitoring & Governance of the programme.

7.3 REGIONAL CENTER OBLIGATIONS

- Coordinate with the University for all purposes
- Arrange & Deliver promotional material, course material, Student's ID Cards etc.
- Formulate and execute the marketing and advertisement campaign. RC has to give minimum 3 insertions (for September session) and one insertion (for March session).
- Training of Learning centre staff
- Management of Study Centers in the zone.
- Assistance in conduct of examination
- Conducting audits (Technical, MIS, Library and Financial Audits)
- Document and Data Control.
- Assist in counselling, local promotion and student enrollment process
- Solve day-to-day problems of the study centre, staff and students
- Act as a call centre for all purposes

7.4 LEARNING CENTER OBLIGATIONS

- Infrastructure as specified by University
- Faculty as specified by University
- Local marketing for promotion of courses as specified by RC
- Timely course completion
- Maintenance of records of students and MIS
- Designing of presentations, projects, assignments
- Conducting internal exams and provide internal assessment
- Conducting seminars and open house discussions from time to time
- Follow guidelines, instructions & formats issued by PTU & Regional Centres from time-to-time
- Maintain the viability of PTU project at the Learning Centre
- RESPONSIBLE FOR EDUCATION DELIVERY

SECTION 9: ACTIVITIES

The PTU Distance Education Programme remains vibrant throughout the year with various activities such as meetings, conferences seminars, review sessions, road shows, training, orientation programmes, LC Meets, convocations, Food Festivals and lots of local activities at the Learning Centres.

The first convocation of Punjab Technical University was presided over by His Excellency Dr. A. P. J. Abdul Kalam, Honorable President of India, Honorable Governor of Punjab, Honorable Chief Minister of Punjab, Honorable Minister of Punjab for Technical Education and other dignitaries.

Recently 8th convocation of PTU was presided over by His Excellency The Governor of Punjab, Mr. Shivraj Patil, Mr. Suresh Kumar, Principal Secretary Technical Education Govt. of Punjab, Mr. S. C. Agarwal, Chief Secretary Govt. of Punjab and other dignitories.

There was a remarkable comment by the Governor about PTU's Distance Education Program running All Over India. For the first time 125 students of PTU DEP came from all over India received medals & degrees from the dignitaries.

7.5 LC INFRASTRUCTURE

AUTOMATION: Minimum 12 computers in each lab, 1 PC for each faculty, 1 PC for counselor, 1 PC for Accounts & Administration, 1 PC for Center Director, Networking, high speed internet connectivity (preferably broadband/lease line), fax, laser printer for lab and administration.

SYSTEM CONFIGURATION: PIV/512 MB RAM/100 GB HDD (or above), 15" Colour Monitor (LCD Screens preferred)

CLASS ROOM: White Board & 1-OHP Per Class Room, 30 Comfortable Chairs & tables, without sound pollution, air-conditioning preferred.

PTU CONVOCATIONS

Governor of Punjab Mr. Shivraj Patil addressing students in convocation with Vice Chancellor Dr. Rajneesh Arora & Dean (DEP) Dr. N.P. Singh

Students from U.P., Uttarakhand, M.P., Chattisgarh before the convocation stage after the convocation gets over.

Student from Distance Learning of PTU accepting medal & degree from Principal Secretary Technical Education Mr. Suresh Kumar, VC Dr. Rajneesh Arora & Dean (DEP) Dr. N. P. Singh

7.5   LC INFRASTRUCTURE-CONTD

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

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 MUST

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. These are specific norms for IT & management courses but besides lab are same for Applied Technologies. The lab details for courses under applied technologies can be obtained on request.

LC Share =45%

Incentive Up to 5%

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
RECEPTION AREA	20 X 10	200	1	200
SERVICE AREA LOBBY, BATHROOMS, DRINKING WATER etc		300	As App	300
ADMINISTRATION & FACULTY ROOM		300	As App	300
CENTER HEAD 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 Sq.ft			

SECTION 8.1:   REVENUE

All semester and exam fee from the student is to be collected ONLY in name of Registrar, Punjab Technical University, payable at Jalandhar except Library Fee of Rs.1000/- (Refundable Security)

25% Lab Charges for Applied Technology Courses (Conditions Apply) can be charged from students by the Learning center.; provided the same has been duly approved by the University.

From the semester fee collected the University pays 45% as LC share. To the rewarding centers the University pays an incentive of up to 5%.

The TDS is deducted from the payment and the requisite TDS certificates are issued.

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Open & Distance Learning Initiative of the Year

PTU Distance Education Programme

IMPLEMENTING AGENCY
Punjab Technical University Distance Education Programme

OBJECTIVES
- Provide affordable, flexible and relevant technical education
- Reach out to a strong network of 32 regional centres & 1600+ Learning centres providing services to over 1,50,000 students

Punjab Technical University, (PTU) started its Distance Education Programme (DEP) in 2001. In DEP, PTU offers undergraduate and post graduate Diploma and Degree programmes in the field of IT and management, hotel management, airlines and tourism, paramedical and allied technologies, fashion, interior, jewellery and textile designing, fire, safety and hazards management, mass communication and journalism and multi-media technologies. All these programmes are approved by Distance Education Council (IGNOU), New Delhi. In PTUDEP, there is a unique model of PPR The administrative, conduct & secrecy powers rest with the University wherein the University designs courses, syllabi & curriculum, prepares learning material, establishes learning centers, conducts & evaluates examinations, provide certification and maintain quality. Regional Centres coordinate with university and assist in establishment of learning centres and their trainings, prepare and publish advertisements, data base management and MIS, process forms and fees, take care of logistics and supplies, coordinate in conduct of exam, disseminate information, organise center meetings and trainings whereas learning centres maintain infrastructure as specified by PTU.

LIST OF REGIONAL CENTERS
FOR CLARIFICATIONS CONTACT THE CONCERNED RC

No	Zone	STRM	RC Name	PHONE
1	Ferozepur, Mansa & Bathinda		Chadigarh Computers	9814005733, 0175-2222783
2	Hoshiarpur, Nawanshehar, Patiala		Vaishno Maa Computers	9872025100, 9872000000
3	Jalandhar, Kapurthala, Gurdaspur, Amritsar		Lally Infosys	0181-5081954/55
4	Ludhiana, Sangrur & Fatehgarh Sahib		Quest	0161-3012666-67
5	Moga, Muktsar, Faridkot		Debest Computer Systems	0161-2456524
6	Roopnagar, Chandigarh & Mohali		GCS	09814567895,0172-4353300(30 lines)
7	Andhra Pradesh	INFORMATION TECHNOLOGY AND MANAGEMENT	Vidya Infosys	9866759250, 0161-4689800 (30 Lines)
8	Bihar & Jharkhand		Ekta Computers	9334782620
9	Delhi		VICE	9899431399
10	Daman & Diu		Symantec Infoways	9814533000, 0161-5010571
11	Haryana		Bhupindra Society	09814567895,0172-4353300(30 lines)
12	Himachal Pradesh, Jammu & Kashmir		Vidya Infosys	9914905211, 0161-4689800 (30 Lines)
13	Kerala & Pondichery		CSES	9888440886
14	Karnataka		Vidya Infosys	9316325557, 0161-4689800 (30 Lines)
15	Madhya Pradesh & Chhattisgarh		Urvi Computers	9300812433
16	Maharashtra & Goa		Fortune Technologies	9872694477
17	Orissa		Image	9937518083, 0161-4689800 (30 Lines)
18	Rajasthan		VICE	9899431399
19	Uttar Pradesh & Uttrakhand		Global	0522-4153133, 9319321741
20	West Bengal, Sikkim, North East States		Matrix Infosys	9831760444
21	Gujraat		Layman	9268571116
1	Ferozepur, Mansa & Bathinda, Moga, Mukatsar & Faridkot		Invasions	9872674477
2	Jalandhar, Kapurthala, Gurdaspur & Amritsar		Lovely International	987601113
3	Ludhiana, Sangrur & Fatehgarh Sahib		Invasions	9872674477
4	Roopnagar, Chandigarh & Mohali, Hoshiarpur, Nawanshar & Patiala		Drish Educational Services	9417012504
5	Andhra Pradesh		Vidya Infosys	9866759250, 0161-4689800 (30 Lines)
6	Bihar & Jharkhand		Ekta Computers	9334782620
7	Delhi		VICE	9894431399
8	Haryana	APPLIED TECHNOLOGIES	Meeri-Peeri	9215558583
9	Himachal Pradesh, Jammu & Kashmir		Vidya Infosys	9914905211, 0161-4689800 (30 Lines)
10	Kerala, Tamilnadu & Pondichery		Vidya Infosys	9316325557, 0161-4689800 (30 Lines)
11	Karnataka		Vidya Infosys	9316325557, 0161-4689800 (30 Lines)
12	Madhya Pradesh & Chhattisgarh		Urvi Computers	9300812433
13	Maharashtra & Goa		Fortune Technologies	9872694477
14	Orissa		Image	9937518083, 0161-4689800 (30 Lines)
15	Rajasthan		Karan Infosys	9872802452, 0172-5060005
16	Uttar Pradesh & Uttrakhand		RCLD	9935705837
17	West Bengal, Sikkim, North East States		Matrix Infosys	9831760444
18	Gujraat		Layman	9268571116

PUNJAB TECHNICAL UNIVERSITY

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PTU