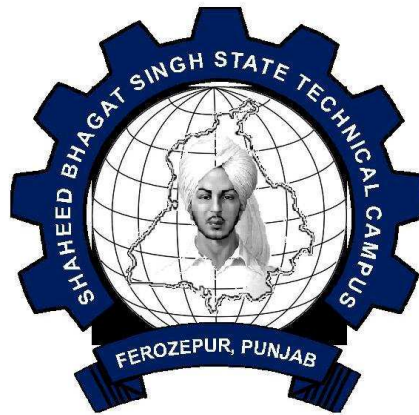


**Shaheed Bhagat Singh
State Technical Campus, Ferozepur**
(Established and promoted by Govt. of Punjab)

**Agenda
of
13th Meeting of the Board of Governors**



VENUE: Lakra Industries, E-200, Focal Point, Industrial Area,
Phase- IV, Ludhiana.

DATE: 5 June 2013

TIME: 11.30 AM

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**CONSTITUTION OF BOARD OF GOVERNERS
SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS, FEROZEPUR**

- | | | |
|-----|---|----------------------|
| 1. | Sh. Dinesh Lakra ji,
Managing Director, Lakra Group of Industries,
Ludhiana. | Chairman |
| 2. | Secretary to the Government of
Punjab, Deptt of Finance, Civil Secretariat,
Chandigarh | Ex-Officio
Member |
| 3. | Secretary to the Government of Punjab,
Deptt of Technical Education, Mini Secretariat,
Sector 9, Chandigarh. | Ex-Officio
Member |
| 4. | Secretary to the Government of Punjab
Deptt of Science and Technology, Mini Secretariat,
Sector 9, Chandigarh | Ex-Officio
Member |
| 5. | Director, Technical Education & Industrial
Training, Punjab Sector-36A, Plot 1-A, Chandigarh | Ex-Officio
Member |
| 6. | Sh. Harpreet Singh, MLA
Malout | Member |
| 7. | A Nominee of Ministry of Human Resource
Development, 6 Raisana Road,
New Delhi -110 001. | Member |
| 8. | A Nominee of All India Council for Technical
Education, New Delhi | Member |
| 9. | A Nominee of the Institution of Engineers (India) | Member |
| 10. | Dr. Ravi Kumar, Principal
Beant College of Engg. & Tech, Gurdaspur | Member |
| 11. | Dr. Manjit Bansal, Principal,
BHSBIT, Lehragaga. | Member |
| 12. | Er. Anirudh Gupta, CEO
D.C. Model Group of Schools, Ferozepur Cantt | Member |
| 13. | Prof. B.D. Nathani, Head of Physics Deptt.
RSD College, Ferozepur City | Member |

- | | | |
|-----|---|----------------------|
| 14. | Vice Chancellor,
Punjab Technical University,
Jalandhar or his nominee. | Ex-Officio
Member |
| 15. | Mr. Ravi Gupta, (MD)
Dev Raj Hi-Tech Machine Ltd, Ferozepur | Member |
| 16. | Sh. Sameer Mittal
Director Finance, Bhagwati Lacto
Veg Exports Pvt ltd, Ferozepur Cantt. | Member |
| 17. | Dr. Tilak R. Kem, Director,
Consortium for Education Communication
Aruna Asaf Ali Marg, New Delhi-110068
A Nominee of the University Grants Commission | Member |
| 18. | Chairman, Punjab State Board of Technical
Education & Industrial Training, Sector-36-A
Chandigarh. | Ex-Officio
Member |
| 19. | Dr. Satvir Singh, Assoc. Prof.
Electronics & Communication Deptt.
Shaheed Bhagat Singh State Technical
Campus, Ferozepur. | Member |
| 20. | Dr. R.P.Singh, Assoc. Prof. & Assoc. Director of
Management Deptt., Shaheed Bhagat Singh
State Technical Campus, Ferozepur. | Member |
| 21. | Dr. T.S. Sidhu, Director
Shaheed Bhagat Singh State Technical
Campus, Ferozepur. | Member-Secretary |

Item No. 13.1

Confirmation of the proceedings of the 12th meeting of the Board of Governors.

The approved proceedings of the 12th Meeting of the Board of Governors held on 08-03-2013 were circulated to members of BOG for information and comments, if any, vide letter no.SBS/E-3/8394-8403 dated 13-03-2013 (**Annexure- I, page no. 48-54**).

No comments have been received. The approved proceedings of 12th BOG meeting are placed before the BOG for confirmation please.

- Item No. 13.2 To report Action taken on the decisions of the 12th meeting of the Board of Governors.**
- Item No. 12.1 Confirmation of the proceedings of the 10th and 11th meeting of the Board of Governors.**
- Decision: The proceedings of the 10th and 11th (adopted agenda by circulation) BOG meeting were confirmed.
- Action: No action is called for.
- Item No. 12.2 To report Action taken on the decisions of the 10th meeting of the Board of Governors.**
- Decision: The Action taken report of 10th BOG meeting was approved by the Board.
- Action: No action is called for.
- Item No. 12.3 To report Action taken on the decisions of the 11th meeting of the Board of Governors (Agenda adopted by circulation).**
- Decision: The Action: taken report of 11th BOG meeting was approved by the Board.
- Action: No action is called for.
- Item no. 12.4 Approval of bifurcation of non-teaching posts of Poly Wing**
- Decision: The BOG has discussed the item in detail and felt that there is a requirement of an Administrative Officer to assist the Chairman BOG and Director of the Institute to carry out their day to day activities and decided to recruit one fresh graduate in arts/science/commerce as an Administrative Officer. Therefore BOG has approved the bifurcation of non-teaching posts of Poly-Wing as proposed in the agenda at Annexure-VII page No. 109 with the amendment to create the post of Administrative Officer in the pay scale of Rs. 15600-39100/- GP Rs.5400 instead the post of Supdt Gr-I as proposed..
- The BOG has further decided to fill the post of Administrative Officer on regular basis and one post of clerk (for Chairman's office) on contract basis immediately at the institute level through open advertisement. It was also decided to call the experts of the level of Registrar/Deputy Registrar for both of these posts from the panel of experts approved by the Chairman BOG vide file No. 30 dated 7.12.2012 for ministerial post which was ratified in the 10th meeting of BOG vide Agenda item No. 10.14. However for the post of Administrative Officer one more expert of the level of Principal from the State Managed Engineering College should also be called as an expert as well for conducting objective type test.
- The division of marks for the post of Administrative Officer should be same as prescribed for the post of Supdt./AR with the following modifications:
- | | |
|-------------------------------|----------|
| Basic Qualification: | 30 Marks |
| Multiple Objective Type Test: | 30 Marks |
- The BOG has further decided to fill the remaining non-teaching posts of Poly Wing for the time being through service provider as per requirement.

- Action: The post of Administrative Officer and Clerk (Poly Wing) along with some teaching posts were advertised in 03 newspapers (English, Punjabi, and Hindi) on 22-03-2013. Scrutiny committee was duly constituted to scrutinize the received applications. A test/interview was conducted at the campus and nominee of DTE/IT, Punjab along with other subject experts participated in the selection committee meeting held on 07-05-2013. With the approval of Chairman BOG on dated 07-05-2013, the appointment letter was issued to the successful candidate for the post of Administrative Officer, who has subsequently joined on 08-05-2009 (AN). Further, no candidate was able to clear typing test for the post of Clerk.
- The copy of advertisement, minutes of selection committee meeting, appointment letter, joining report of Administrative Officer are attached at **Annexure-II, page no. 55-58.**
- Item no. 12.5 To adopt benchmarking criteria of Punjab Govt. while dealing promotion/placement cases of employees working in the Institute.**
- Decision: In this regard, the BOG has decided that in future the employees to be considered for ACP should have all ACRs good or above for the relevant period.
- Action: The decision is implemented.
- Item No. 12.6 Regarding approval to pay the amount from Institute's fund for procurement of Machinery and Equipment under TEQIP-II Project of MHRD.**
- Decision: It was approved to pay the remaining amount of Rs. 3.5 Crore from any head(s) of the Institute's fund in anticipation of receiving these funds from NPIU via SPFU. As and when these funds will be received from NPIU, the same should be credited in the Institute account.
- Action: Payments over and above Rs. 2 Crore (Rs. 2 Crore was received from SPFU) are being released from the Institute's account as per approval of 12th meeting of BOG.
- Item. No.12.7 Promotion to the post of Assistant Registrar - Sh. Sat Pal, Supdt. G-II**
- Decision: The BOG has felt that all employees should work whole heartily for the implementation of ERP Solution in the campus. Therefore it was decided to consider his case for promotion only after fully implementation of ERP solution in his section.
- Action: Implementation of ERP solution is in process.
- Item no.12.8 Proposal to pass resolution for grant of autonomous status to the Institute.**
- Decision: The BOG has passed a resolution for grant of autonomous status to the Institute and allowed the Director of the Institute to sign the 'Indemnity Bond' and other documents, if any, as per the requirement.
- Action: The Director of the Institute has signed 'Indemnity Bond' and other documents as required by UGC, New Delhi for grant of autonomous status to the Institute and sent these documents to UGC.

Item no.12.9 Promotion to the post of Deputy Registrar - Sh. Agyapal Singh, AR

Decision: It was decided to consider his case for promotion only after fully implementation of ERP solution in his section.

Action: Implementation of ERP solution is in process

Item no.12.10 Promotion to the post of Sr. Asstt. – Sh. Pankaj Singla, Jr. Asstt.

Decision: It was decided to put up this item again as his case was reconsideration of demotion.

Action: A separate agenda item will be put up in the next meeting.

Item no. 12.11 Approval for various proposals under TEQIP-II

Decision: Item was approved as proposed with the following amendments:

Item No. 12.11.1: The following committees were constituted by the BOG :

(1) Academic Council

- (i) TEQIP Coordinator-Chairman
- (ii) All HODs' - Members
- (iii) Dean Academic- Member Secretary

(2) Finance Committee

- (i) Registrar, or TEQIP Coordinator in the absence of Registrar
- (ii) Nodal Officer (Finance) of TEQIP Project
- (iii) Sh. Satpal, Supdt Accounts
- (iv) Clerk /date entry operator of TEQIP Project

Item No. 12.11.3: Two members from Industry will be nominated by Chairman BOG

Item No. 12.11.6: Mr. Gurmeet Singh, Lab Supdt is also added as member in Civil Works Committee. It was decided that this committee will also look after all the activities for the creation of new infrastructure in Institute. Further it was decided that this committee shall also be a part of the Inspection Committee constituted in the 11th meeting of Building and Works Committee, vide agenda item No. 11.4, for the inspection of buildings.

Further, the member-secretary has informed to the BOG that we had recruited 03 staff members on contract basis for the period of TEQIP project for total emoluments of Rs. 39000 per month. However, the representative of SPFU has informed to the BOG that we can recruit one more person for the effective and efficient implementation of TEQIP Project in the Institute, if it is so desired. Thereafter the BOG has created one more post under TEQIP in addition to the three already created. Accordingly, the board has decided to recruit one more Project Staff with B.Tech qualification in IT @ Rs. 15000/- per Month.

Further the BOG has authorized Director of the Institute to substitute/change any member of any Committee as per requirement.

Action: All decisions were implemented. As far as recruitment of project staff is concerned, an advertisement was floated in 03 newspapers (English, Punjabi, and Hindi) on 22-03-2013. Scrutiny committee was duly constituted to scrutinize the received applications. A test/interview was conducted at the campus and nominee of DTE/IT, Punjab along with other subject experts participated in the selection committee meeting held on 07-05-2013. However, the selection committee did not find any candidate suitable for the post of project staff (data entry supervisor). The selection committee recommended to engage the clerk/data entry operator instead of Data Entry Supervisor through the service provider. The copy of advertisement, minutes of selection committee meeting are attached at **Annexure-III, page no. 59**. Accordingly, one person has been engaged as data entry supervisor through the existing service provider.

Item no. 12.12 Non-Viability of running School Wing in the Campus.

Decision: Item was deferred for the time being.

Action: No action is called for

Item No. 12.13 Charging of Building funds from students-regarding

Decision: Keeping in view the acute shortage of infrastructure in the campus such as Auditorium, Boys Hostel, Library, Administrative Block, Stadium, Swimming Pool, Houses for staff etc etc, the BOG has decided to charge Rs. 2500/- per semester per student as building fund from all the newly admitted students of AICTE approved courses of Technical campus including LEET students from next academic year onwards i.e. from students to be admitted in July-August 2013 onwards.

Action: The decision is implemented and fee from students will be taken accordingly.

Item No. 12.14 Charging of funds from students for procuring TCS iON an ERP solution from TCS, Mumbai

Decision: Since ERP solution is procured for providing timely information to students, therefore, the BOG has decided to charge Rs. 200 per student per semester from all students of Technical campus from March 2013 onwards.

Action: The decision is implemented and fee from students will be taken accordingly.

Item No.12.15 Approval to implement the minutes of Principals' meeting on subject of common pending issues of State Promoted Engineering Colleges regarding uniform designation, qualification, pay-scale and Promotion Criteria.

Decision: The item was approved as proposed with the following amendments:

- (i) All employees to be considered for promotion must have completed at least 01 month training on basics of computers/computerized accounting system/Web-design or in any relevant field.

Promotion cases of all categories of employees will be considered only after fully implementation of ERP solution in the campus.

- (ii) All ACRs for the previous five years of the employees, who are considered for promotion/placement, should be very good or above.
- (iii) The employees to be considered for promotion/placement should have all ACR good and the last five years ACRs should be very good or above.
- (iv) Departmental Promotion Committee (DPC) consisting of following is constituted to deal all kind of promotion cases:
 - (a) Any two Head of Departments
 - (b) Registrar/Deputy Registrar/Assistant Registrar
 - (c) Representative of DTE/IT, Punjab
 - (d) Representative of District Welfare Officer

Action: The decision is implemented. However representation has been received against 100% promotion and therefore separate agenda item is being put up in this meeting for considering their promotion as placement .

Item No.12.16 Urgent Recruitment of Faculty in Civil Engg. and Electrical Engg. at Institute level.

Decision: Keeping in view the urgent faculty requirement in Civil Engineering and senior faculty in Electrical Engineering, it was decided to recruit 02 Assistant Professors in Civil Engineering and 01 Associate Professor in Electrical Engineering at the Institute level for the time being, till the review of decision of 3rd party hiring through NITTR is pending.

Further it was decided to call the experts from the panel of experts approved by the Chairman BOG vide file No. 30 dated 7.12.2012 which was ratified in the 10th meeting of BOG vide Agenda item No. 10.14.

Action: The above posts were advertised in 03 newspapers (English, Punjabi, and Hindi) on 22-03-2013. Scrutiny committee was duly constituted to scrutinize the received applications. A test/interview was conducted at the campus and nominee of DTE/IT, Punjab and PTU, Jalandhar along with other subject experts participated in the selection committee meeting held on 07-05-2013. However, keeping in view the larger interest of Civil Engineering students, the selection committee recommended 03 candidates against 02 advertised posts of Assistant Professor (Civil Engineering). With the approval of Chairman BOG on dated 07-05-2013, the appointment letters were issued to all the successful candidates for the post of Assistant Professor (Civil Engineering) and Associate Professor (Electrical Engineering). All the candidates have subsequently joined on 16-05-2013(AN).

The copy of advertisement, minutes of selection committee meeting, appointment letters, joining reports are attached at **Annexure-IV, page no. 60-70**

Item no. 12.17 Ratification of adoption of agenda by circulation

Decision: The item was ratified as proposed.

Action: No action is called for

Item No. 12.18 Ratification of Procurement of TCS iON an ERP solution from TCS, Mumbai

Decision: The item was ratified as proposed.

Action: No action is called for

Item No 12.19 Ratification of appointment letters issued and joining reports of newly recruited teaching and non-teaching staff.

Decision: The item was ratified as proposed.

Action: No action is called for

Item no. 12. 20 Ratification of 4-9-14 Assured Career Progression (ACP) scheme and Career Advancement Scheme (CAS) implemented to various categories of Teaching/Non-teaching staff of the Institute.

Decision: The item was ratified as proposed.

Action: No action is called for

Item no. 12. 21 Ratification of promotion granted to non-teaching staff during the period of August 2012 to Feb. 2013

Decision: The item was ratified as proposed.

Action: No action is called for

Item No.12.22 To ratify the Procurement plan and procurement process of TEQIP- II Project of MHRD

Decision: The item was ratified as proposed. Further it was decided to spend Rs. 20 Lacs for hiring professional consultancy services for enhancing the placement of the students.

In case of non-procurement of equipment/Machines due to wrong/improper specifications given in Tender/Quotations, it was decided to fix the responsibility of the committee which has prepared the specifications of these equipments/Machines.

Action: Some of the equipment/machinery/items has been procured as per approved procurement plan whereas procurement of some items are in process and some items could not be procured. Separate item is being put-up in this meeting giving all details.

Item No.12.23 Ratification of the approvals given by the Chairman, BOG on a single file

Decision: The item was ratified as proposed.

Action: No action is called for

Item No.12.24 Any other item with the permission of Chair:

Under this item, the BOG has discussed the various issues regarding development of the Institute and has taken the following decisions:

- (i) To motivate the ERP implementation team, the Board has decided to give one special increment to the following members of ERP Team if the ERP solution is implemented as per schedule. If there is any delay, then their annual increment will be delayed

(ii) for the period of delay in implementation of ERP Solution and the matter will be reported to BOG.

- Dr. Krishan Saluja, Coordinator of ERP Solution
- Mr. Avtar Singh, Senior Technician
- Mr. Devinder Kumar, Computer Operator
- Mr. Ravi Grover, Senior Technician
- Mr. Nirmal Singh, Technician Gr-I

In case any Employee, HOD, Section Incharge, Dean or any other officer/officials has delayed or not provided the data, or not cooperating the ERP Team whole heartily, then ERP Coordinator must report to the Director in writing immediately and consolidated report about it must be submitted to the Director at the end of every month.

(iii) The Board has also decided that the result of students should reflect in the Annual Confidential reports of the concerned Head of Department as well as of concerned faculty. The competent authority must also consider the placement of the students before writing Annual Confidential Report (ACR) of TPO and departmental placement Incharges.

(iv) The Director-cum Member Secretary brought to the notice of all members of BOG that AICTE, New Delhi, has given a grant of Rs. 2.00 crore for the construction of boys hostel for SC/ST students, however, more funds are required for the construction of said hostel which are being demanded from PTU as a grant/soft loan. The BOG has decided to start the construction of Boys Hostel Immediately through PWD (B&R) to utilize the said grant received from AICTE New Delhi. The Board has further decided to spend the available spare funds of the Institute for the completion of Boys hostel as per requirement in addition to the grants of Rs. 2.00 Crore received for SC/ST students.

Action:

The implementation of ERP solution is in process, and as per the discussion with TCS officials, the project is lagging about 20 days beyond schedule.

AICTE has issued new guidelines for PBAS (Performance based appraisal system) for teachers and DTE/IT has constituted a committee in this regards.

The foundation stone of new boys Hostel has been laid. However, initially this hostel was designed for four storyes. Now separate agenda item is being put-up to change the architectural design of boys' hostel from 4 storyes to 7 storyes.

The action taken report of 12th BOG meeting is placed before the BOG for approval please.

Item No.:13.3 Reconstitution and approval of various committees for the implementation of TEQIP-II Project

In the 12th meeting of BOG, Academic Council and Finance Committees were constituted vide agenda item no. 12.11.1. However, these committees were not as per the guidelines of Project Implementation Plan (PIP) of TEQIP-II Project of MHRD, New Delhi/World Bank. Therefore, keeping in view the guidelines of PIP of TEQP project, these committees should be reconstituted by the BOG as per the following norms.

13.3.1. Reconstitution of Academic Council /Committee.

Required by UGC (Annexure-V, Page no. 71-72)			Proposed Academic Committee		
Sr.	Nomenclature	Designation	Sr.	Nomenclature	Designation
1.	Principal	Chairman	1.	Campus Director	Chairman
2.	All HOD	Members	2.	All HODs of the Institute	Members
3.	Four Teachers of the College from Different disciplines	Members	3.		Members
4.	Four Experts from outside (Industry, Law, Education, Engg. Area)	Members	4.		Members
5.	Three nominee of university	Members	5.	To be nominated by university	Members
6.	A faculty member nominated by principal	Member Secy.	6.	Dean Academic, Ex-officio	Member Secy.

13.3.2. Reconstitution of Finance Committee:

Present finance committee of the Institute consists of the following:

- | | |
|--|------------|
| (1) Principal Secretary Technical Education & Ind. Training, Punjab. | Chairman |
| (2) Principal Secretary to Govt of Punjab Deptt of Finance or his representative | Member |
| (3) Director, Deptt of Technical Edu and Indl Training, Punjab, Chandigarh | Member |
| (4) Principal, SBSSTC, Ferozepur | Member |
| (5) Registrar, SBSSTC, Ferozepur | Member-Sec |

However, as per the guidelines of PIP, the Finance Committee should be constituted by BOG as per detail given below:

Required by UGC (Annexure-VI, page no. 73)			Proposed Academic Committee		
Sr.	Nomenclature	Designation	Sr.	Nomenclature	Designation
1.	Principal	Chairman	1.	Campus Director	Chairman
2.	One person to be nominated by the BOG	Member	2.		Member
3.	Two Faculty members of the campus	Members	3.		
			4.	Registrar of the campus	Member Secy.

13.3.3. The following additional committees are required to be constituted with the approval of BOG.

- i) Building Works Committee
- ii) Purchase Committee
- iii) Disciplinary Committee
- iv) Institutional Development Committee
- v) Student Affairs Committee
- vi) Library Committee
- vii) Grievance Committee
- ix) Anti Sexual Harassment Committee (ASH)
- x) Any other Advisory committee (as per need)

No specific constitution is available under the guidelines of the UGC. Moreover, some committees already exist in the Institute. These committees are reconstituted and proposed as per detail given below:

Sr.	Committees	Status/Proposed																		
1	Building Works Committee	<p>Present Building & Works committee of the Institute consists of Principal Secretary, Deptt of Technical Education & Ind. Training, Punjab as a Chairman and 7 other members (Annexure-VII, Page no. 74)</p> <p>The revised Building & Works committee is proposed as Below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">(1) Campus Director</td> <td style="width: 20%;">Chairman</td> </tr> <tr> <td>(2) Director, Deptt of Tech. Edu & Indl Trg or his nominee</td> <td>Member</td> </tr> <tr> <td>(3) Director, NIT Jalandhar Or his nominee</td> <td>Member</td> </tr> <tr> <td>(4) Director GNDEC, Ludhiana Or his nominee</td> <td>Member</td> </tr> <tr> <td>(5) Suptd Engineer PWD (B&R), Ferozepur -</td> <td>Member</td> </tr> <tr> <td>(6) Chief Architect Punjab Or his nominee-</td> <td>Member</td> </tr> <tr> <td>(7) HOD Civil Engg, SBSSTC -</td> <td>Member</td> </tr> <tr> <td>(8) EO/Maintenance Engineer SBSSTC-</td> <td>Member</td> </tr> <tr> <td>(9) Dean (IP & RM) -</td> <td>Member-Sec</td> </tr> </table>	(1) Campus Director	Chairman	(2) Director, Deptt of Tech. Edu & Indl Trg or his nominee	Member	(3) Director, NIT Jalandhar Or his nominee	Member	(4) Director GNDEC, Ludhiana Or his nominee	Member	(5) Suptd Engineer PWD (B&R), Ferozepur -	Member	(6) Chief Architect Punjab Or his nominee-	Member	(7) HOD Civil Engg, SBSSTC -	Member	(8) EO/Maintenance Engineer SBSSTC-	Member	(9) Dean (IP & RM) -	Member-Sec
(1) Campus Director	Chairman																			
(2) Director, Deptt of Tech. Edu & Indl Trg or his nominee	Member																			
(3) Director, NIT Jalandhar Or his nominee	Member																			
(4) Director GNDEC, Ludhiana Or his nominee	Member																			
(5) Suptd Engineer PWD (B&R), Ferozepur -	Member																			
(6) Chief Architect Punjab Or his nominee-	Member																			
(7) HOD Civil Engg, SBSSTC -	Member																			
(8) EO/Maintenance Engineer SBSSTC-	Member																			
(9) Dean (IP & RM) -	Member-Sec																			

2	Purchase committee	<p>i) Concerned Dept/section Head- Chairman ii) One faculty member/staff member from the same department/section.- Member iii) Indenter,- Member iv) One faculty/staff member from other department - Member v) Accounts officer or his nominee - Member vi) Store and purchase officer or his nominee – Member</p> <p>The purchase committee will be proposed by Store and Purchase Officer of the institute as per above said norms for approval by the director. Director at his discretion may add or substitute any member.</p>
3	Disciplinary Committee	<p>i) Dean Student Welfare, Chairman ii) Chief Warden, Member Secy iii) All Wardens, Members iv) Estate Officer, Member v) Incharge Security, Member</p>
4	Institutional Development Committee	<p>i) Director, Chairman ii) All Associate Directors-Members iii) All HODs – Members iv) Dean Infrastructure- Member-Sect. (v) 02 student representatives-members (vi) 02 Allumni- members (vi) 02 eminent citizens of Ferozepur-members</p>
5	Student Affairs Committee	<p>i) Dean Student Welfare, Chairman ii) Dean Academic, Member Secy iii) Chief warden, Member iv) Registrar, Member v) 02 student representatives-members (vi) 02 Allumni- members (vii) 02 eminent citizens of Ferozepur-members (vii) 02 parents of students</p>
6	Library Committee	<p>i) Dean Academics, Chairman ii) Librarian – Member-Sect. iii) All HODs – Members v) 06 student representatives-members</p>
7	Grievance Committee	<p>i) Registrar- Chairman ii) Dr Ajay Kumar, Associate Professor, Member iii) Mr Japinder Singh, Assistant Professor, Member iv) Mr Navtej Singh, Assistant Professor, Member v) Mrs Parampreet Kaur, HOD (CE), Member vi) Mrs Indubala, Asst Librarian, Member vi) Mr Gurpreet Singh, Lab Sudt. Member</p>

8	Anti Sexual Harassment Committee	i) Mrs Vaishali Goyal, Chairman ii) Mr Tejpal Verma, Deputy Registrar Member iii) Dr Satvir Singh, Associate Professor-Member iv) Mrs Navneet Kaur, Assistant Professor –Member v) Mrs Monika Sachdeva, HOD (CSE)- Member vi) Mrs Indubala, Asst Librarian, Member vii) Mrs Amanpreet Kaur, Clerk-Member
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For all committee proposed under item no. 13.3.3, it is further proposed that Campus Director be authorized to change all/any member of the committee as per requirement and minimum 50% presence in each committee shall be the required quorum for these meeting.

The matter is placed before the BOG to reconstitute the Academic Council and Finance Committee, and consider and approve the other committee as proposed under item no. 13.3.3.

Item No.13.4: Academic Progress Report of TEQIP-II Project

The academic Progress of TEQIP-II Project is given below:

- (i) The Performance Audit and Data Audit were conducted under TEQIP-II on May 8-9, 2013. Performance auditor Mr Parimal Jyoti Roychowdhary from Calcutta and Data Auditor Dr Nirmal Singh, Principal MIMIT Malout visited the institute and conducted the audit. The audit report is attached herewith as **Annexure VIII, Page no. 75-106.**
- (ii) The data entry process under TEQIP-MIS is going on and will be completed by the end of June-2013 .
- (iii) The brief description of various other activities is as follows:

Sr No	Brief Description of Activities (Details will be as per the Project Implementation Plan)	Allocated Amount	Expenditure incurred	Remarks
1.	Scholarship for PG programmes to improve the quality of intake Engineering Graduate Students.	100 Lakhs	nil	As approved in 12 th BOG meeting, 52 students of M.Tech ECE and CSE have been selected and are being awarded scholarship @ 8000/- per month per student w.e.f January 2013. Therefore till 30 th April the amount booked under this category is Rs 16,6,4000. Remaining amount will be given to the students subsequently as scholarship on monthly basis.
2.	Enhancement of R & D and institutional consultancy activities such as Expenditure for securing sponsored projects and consultancy assignments, commercialization of research products, patenting etc.	20 Lakhs	nil	Activities are being planned.

3.	Faculty and staff development Plan and International travel plan for faculty.	100 Lakhs	Rs 463394	Two faculty members have already attended training. Another 55 faculty members are supposed to attend training in the summer vacation (Annexure-IX, Page 107-113), but in need of a clarification from SPFU/NPIU the process has been stopped temporarily. The moment the desired clarification is received, the process will be started again as per the guidelines received.
4.	Enhanced interaction with Industry such as expenditure towards campus placement and industry experts etc	40 Lakhs	Rs 31615	After the sanctioning of funds to the institute, there have been three industrial visits and two industry expert lectures. As per activity schedule provided by industry institute interaction cell, 12 industry experts lectures and 6 faculty development programs have been planned and are being executed. Further it has been decided to provide one time grant of Rs 1500 to students on six months industrial training for report writing and other miscellaneous expenditures.
5.	Institutional Management Capacity enhancement such as training of officials and senior faculty, orientation and study tour of BoG members in India and Abroad etc	30 Lakhs	Rs 28619	Dr A K Tyagi TEQIP-II coordinator has under gone management training at IIM. Kozikode from March 12-22, 2013.
6.	Implementation of Institutional academic reforms such as Accreditation/NBA fees, Curriculum development etc	20 lakhs	Rs 1100000	The institute has paid a fee of Rs 11.00 Lakhs for accreditation

8.	Academic support for weak students such as Honorarium to faculty and staff for teaching, soft skills training etc	40 Lakhs	Rs 262172	As approved in 12 th BOG meeting, the classes were held for academically weak students for first year subjects. Remuneration of approx Rs 50000 is shortly being disbursed to faculty members. Soft skill classes were held for third and final year students throughout the semester.
9.	Incremental operating cost such as salaries of the project staff, Office expenses, Expenditure on BOG and other committee meetings, obtaining autonomy, TA/DA of faculty and staff etc	100 Lakhs	Rs 187814	
TOTAL		450 Lakhs	Rs 2073614	

The item is placed before the BOG for consideration and approval please.

Item No 13.5: To rectify the TEQIP Procurements: Completed, Orders Cancelled, Procurement In-Progress as well as approval to place Order to purchase Desktop Computers worth Rs. 61 Lac

As per the Procurement Plan approved in the 10th, 11th and 12th meetings of BOGs, the institute has issued Purchase Orders/Letter of Acceptance for 81 Packages worth **Rs. 3,34,39,676/-** till date under TEQIP Procurement (**Annexure-X, Page no. 114-115**). The Quotations for 08 no. of items are called for details are attached at **Annexure- XI, page no. 116**.

The further details about procurement completed, orders cancelled, procurement in progress and orders more than 50 Lacs is given below:

- (a) The purchase process of some of items has been completed in PMSS after releasing full and final payments worth **Rs. 17,09,336/-** (**Annexure-XII, Page no. 117**) and many projects are in progress whose 90% payments (**Rs. 84,91,868/-**) have been released as per pre-specified terms and conditions mentioned in the respective Purchase Order (**Annexure -XIII, Page No. 118-119**).
- (b) The procurement processes of a few items had to be cancelled in PMSS due to various reasons, the detail of which is given in **Annexure -XIV, Page no. 120**.
- (c) As per approved Procurement Plan, a tender was placed in the newspapers for purchase of 175 Desktop Computers. After evolution of received bids Letter of Acceptance is required to be issued to Lowest Bidder. Since, this order costs more that Rs. 50 Lac, therefore, prior approval of BOG is required before placing the order as per TEQIP PIP (Claus 1-iii of Guidelines on Implementation of Reforms).

Therefore, the matter is put up to the BOG to ratify the TEQIP Procurements Completed, Orders Cancelled, and Procurement In-Progress as mentioned above in a, b, c respectively; and to approve the placing of the Purchase Order for 175 Desktop Computers worth Rs. 61 Lac.

Item No 13.6: Approval of Revised TEQIP Procurement Plan

(a) As per the Procurement Plan approved in the 10th, 11th and 12th meetings of BOGs, the process for the purchase of approved items was initiated but a few items had to be dropped due to valid reasons given by respective HODs as well as process to purchase the some items have again to be initiated as suppliers could not supply the ordered items in the stipulated time. Accordingly, all the items to be purchased have again been reviewed in the HODs meeting and the details of new and existing items which as required to be purchased is given in **Annexure –XV, Page no. 121-122.**

(b) As per PMSS, Rs. 20,00,000/- (Twenty Lacs) have reserved for procuring consultancy services under the head of Procurement of Services under TEQIP-II (Sub-component 1.1). It is proposed to hire some renowned consultancy firm which can help in improving the Campus Placement scenario of the College.

The matter is put up to the BOG for consideration and to approve the aforesaid revised procurement plan as well approval may be given to hire the consultancy firm for improving the Campus Placement scenario of the institute. .

Item No 13.7: Fixing of Institute quota seats for admission in MCA, MBA and Polytechnic courses

The institute is running MCA, MBA and Polytechnic courses with intake 60, 60 and 360 respectively. All the said courses are approved by AICTE (**Annexure-XVI, Page no. 123-126**). The admission in these courses is based on the schedule of PTU and State board of Technical Education and the duration of the admission process takes more than two months. The Institute can admit the students on direct basis only after the completion of PTU/State Board schedule of admission.

There are four –five private colleges near our campus and these colleges share 33% management seats. All these college fill these seats before the PTU and State board of Technical Education counseling but our institute cannot fill these seats before PTU and State board of Technical Education counseling. This effects our admission in MCA/MBA and Polytechnic courses which are still in the budding state. Therefore most of seats in these courses remain vacant.

The trend of admission for last three year is given below

S.no.	Course	Year	Intake	Seat filled
1	MCA	2010	60	47
		2011	60	54
		2012	60	17
2	MBA	2010	60	27
		2011	60	23
		2012	60	13
3	Diploma	2009	180	20
		2010	360	81
		2011	360	82
		2012	360	144

In the light of above, BOG is requested to allow this institute to fill 33% seats at the institute level so that our institute can admit students before PTU and State board of Technical Education Counseling.

Submitted for consideration and approval please.

Item No 13.8: Proposal to authorize Head of Department for purchase up to Rs.1,00,000.00/- (One Lac) per year.

The Institute is expanding day by day and the intake of students has increased substantially with the start of MBA, MCA and Diploma Programmes. The numbers of teaching and non-teaching staff members have also increased substantially. Consequently, the work load of Accounts Section of the Campus has also been increased manifold.

Accordingly this item was put up in 25nd meeting of Finance Committee and in that meeting it was decided to discuss this item in meeting of Principals of all state promoted Engg Colleges. Thereafter item was put up in the meeting of principals, however it couldn't get resolved in the said meeting.

Now as per Guidelines of Implementation of Reforms mentioned in PIP of TEQIP II at clause 1-iii, HOD or equivalent need to be given the financial power upto Rs100000/- (Rs One Lac only) per purchase order for the day to day functioning.

If the above said powers are to be delegated a bank account will be opened in the name of concerned HOD. Further the concerned HOD shall execute the purchase as per purchase rules of the college and guidelines of TEQIP II and shall be responsible for proper utilization of funds, purchasing the items at prevailing market rates, and entering the purchased items in the ledger of departmental store with an information to central store. Before the closing of financial year, the concerned HOD will have to submit the consolidated report and utilization certificate, and deposit the unspent amount in Director's Office, if any.

Further, the Registrar and Supdt Accounts will audit the accounts of all HOD's twice a year. The concerned HOD will be responsible for Audit objections of Punjab/Central Govt/Other audits, if any.

Based upon the above said facts, it is proposed that the HODs may be authorized to approve the purchase, pass the bill and be given Drawing and Disbursing Power (DDO) for purchase of goods/services for the institute up to Rs.100000/(Rs One Lac) per year. Initially first installment of Rs 50000/- only per HOD or equivalent be given and subsequent installment of Rs 50000/- be released upon submission of utilization of first installment by HOD to Director office.

Matter is placed before the Board of Governors for the consideration and approval please.

Item No. 13.9: Disciplinary action against Dr. Ajay Kumar, Associate Professor, for affecting purchase worth Rs. 112.63 Lacs by violating Institute Bye-Laws

Under the provisions of the Purchase rule 14.23 of Institute bye-laws, Dr. Ajay Kumar, Assistant Professor, Deptt of Applied Sciences & Humanities, who was working as Officer In charge central Stores (OICS), was authorized by the then Principal to sign the purchase orders on the basis of decision taken as per procedure laid down under purchase rules.

According to the purchase rules of the college bye-laws, Principal is the competent authority to accept or not to accept the recommendations of purchase committee. Based on the above decision of Principal, OICS (Dr. Ajay Kumar) was authorized to sign only the purchase order. Whereas as per the report submitted by store section on 10.02.2009, Dr. Ajay Kumar, OICS, had himself approved the comparative statement of the Purchase committee for purchasing materials and goods worth Rs.112.63 Lacs approximately and thereafter, issued the purchase order to the suppliers and affected the purchase at his own level without getting the comparative statement approved by the Principal of the college, who is chief Executive Head of the College. Therefore, Dr. Ajay Kumar had violated the college bye-laws and affected purchase worth Rs.112.63 Lacs approximately at his own level.

As per approval of the Chairman BOG vide file no. 133-F dated 25-02-2009 the concerned official was suspended due to violation of Institute rules for purchasing material worth Rs. 112.63 Lacs and was charge sheeted vide this Institute Memorandum no. 97 dated 06-04-2009. Dr. Buta Singh, Prof. & Head of the Institute, Yadvindra College of Engineering, Pbi. University Campus, Talwandi Sabo was appointed as Enquiry Officer by Chairman, BOG. The enquiry report submitted by Dr. Buta Singh, (Now Dean Academics, PTU Jalandhar) was sent to Hon'ble TEM – cum- Chairman BOG vide letter no. SBS/Estb./SA-1/35 dated 04-04-2011 for further necessary action.

As per approval of The Chairman, BOG vide file no. 327-F dated 17-06-2009, Dr. Ajay Kumar was reinstated vide this Institute office order no. 2463-66 dated 22-06-2009 subject to the result of disciplinary proceedings initiated against him.

As per PSTE/IT, Chandigarh memo no.3/24/2011-2TE2/1137 dated 09-04-2013 Dr. Ajay Kumar, Assistant Professor, Applied Sciences & Humanities is not found guilty in the purchase orders given by him to various Agencies as well as he is not involved in embezzlement in various purchases. The Punjab Govt orders further recommended to withdraw the charge sheet issued to him subject to the approval of BOG of this Institute. Copy of Punjab Govt. orders is attached at **Annexure -XVII, Page no. 127.**

The complete case is submitted before the BOG for consideration and approval please.

Item No 13.10: Disciplinary action against Dr. Arun Kumar Asati, Associate Professor (Mech Engg) for non-compliance the orders of seniors

Dr. Arun Kumar Asati, Associate Professor (ME) was sanctioned EOL w.e.f. 28-07-2009 to 27-07-2012 as per Bye-laws 6.4 (b) of the Institute vide office order no. 4238-45 dated 27-07-2009 to join as Principal at Rayat-Bahra College of Engg. & Nano-Technology for Women, Hoshiarpur.

Thereafter, this Institute has advertised the post of Lecturer (Mechanical Engineering) 03 times to recruit the faculty on consolidated basis on the post lying vacant due to EOL of Dr. Arun Kumar Asati, but could not able to recruit suitable faculty due to the non-availability of qualified candidates. Therefore in the larger interest of the students of this Institute EOL of Dr. Arun Kumar Asati, Associate Professor was cancelled vide Institute letter no. Estb/SA-1/12542-45 dated 04-03-2010 and he was directed to join back duty in this Institute latest by 10-03-2010.

He was again directed vide letter no. 12924 dated 15-03-2010 to join his duty by 18-03-2010. Further, he was given last opportunity vide letter no. 13386 dated 25-03-2010 to join back his duty by 29-03-2010. But he failed to join back his duty. Consequently, he was informed vide letter no. 13528 dated 30-03-2010 that he was treated absent from duty and disciplinary proceedings were recommended against him vide Institute noting no. 44 dated 05-04-2010, for not complying with the orders of seniors and has made himself liable for disciplinary action under Rule 8 of Punjab Civil Services (P& A) Rules,1970.

As per approval of the Govt. letter no. 4/5/2010-2TE2/3690 dated 24-08-2010 vide this Institute Memorandum no. 6834 dated 06-02-2010

the concerned official was Charge-sheeted due to non-compliance of the orders of seniors and remaining absent from duty. Dr. Buta Singh, Dean Academic, PTU, Jalandhar was appointed Enquiry Officer by the PSTE/IT, Punjab.

Dr. Arun Kumar Asati has joined in this Institute on dated 27-07-2012 (AN) by availing his EOL.

Now, vide letter no.04/05/2010-2TE2/1135 dated 09-04-2013 Punjab Govt. while clearing all the charges of Dr. Arun Kumar Asati, has recommended to withdraw the charge sheet issued to him subject to the approval of BOG of this Institute. Copy of Punjab Govt. orders is attached as **Annexure -XVIII, Page no.128.**

The complete case is submitted before the BOG for consideration and approval please.

Item No 13.11: Construction of seven storied Boys Hostel in the college

The college has recently been awarded Rs 2.00 Crore by the All India Council for Technical Education (AICTE), New Delhi for construction of boys hostel under SC/ST Hostel Grant Scheme. Of this Rs 1.0 Crore has been received in the college account. Foundation Stone of the new building was laid on 31 March 2013.

The matter pertaining to the construction of the above said “New Boys Hostel” under SC-ST Hostel Grant Scheme of AICTE was put up (vide agenda item no. 13.4) for administrative and financial approval in the 13th meeting of the Building & Works Committee of the college held on 22/03/2013, under the Chairmanship of Sh. A.R Talwar, IAS, Principal Secretary to the Government of Punjab, Department of Technical Education & Industrial Training (**Annexure- XIX, Page no. 129-133**).

In this meeting, Administrative & Financial Approval for the said work was accorded. Further, it was decided to initially start construction of ground floor and subsequently other floors will be constructed as per availability of funds in the institute. The cost estimates and architectural drawings of the said boys hostel has already been approved in 11th meeting of Buildings and Works Committee vide agenda item no. 11.8 (**Annexure XX, page 134-137**).

During inspection of the ongoing works of Girls’ Hostel, one of the member of Inspection Committee Dr. J.N. Jha, Prof & Head, Deptt of Civil Engg. GNEC Ludhiana, has informed that GNEC has recently constructed 7 floor boys hostel. Subsequently, Chairman BOG and Campus Director accompanied by Dr. A.K. Tyagi, Dr. Rajiv Garg, Mrs. Parampreet Kaur, Ms. Anupam Mittal visited GNEC on 29.5.2013. They have appreciated the concept of 7 storeyed hostel and decided to put up an item in BOG meeting to amend the existing design of new boys hostel from 4 to 7 floors.

The matter is placed before the BOG for administrative and financial approval to construct a seven storey hostel instead of 4 story (as per the architectural design to be obtained from the office of Chief Architect Punjab), under the SC-ST Hostel grant Scheme of AICTE, deficit funds for which shall be used from available Institute funds.

The matter is placed before the BOG for consideration and approval please.

Item No. 13.12: Extension of Under Construction Girls Hostel to Four Floors

It was approved in the 11th meeting of BWC (Vide Item no. 11.8) to go ahead with the construction of new Boys and Girls hostels in the college. Initially, a Girls Hostels was initiated out of college funds and work on this project is going on. This hostel has been deigned to go upto four floors whereas initially, it was approved to construct only ground floor and the first floor as per approval vide agenda item no. 11.8 of the Building & Works Committee (**Annexure XX, page 134-137**).

Hon'ble Chairman BOG visited the construction site on 19/05/2013 and desired to construct the remaining two floors of the said building if funds are available, as the college is in the process of increasing annual intake of students and starting new branches/courses. The additional two floors would be used to house new girl students. Moreover, presently the college has accommodated 310 students against the available capacity of 122 hostel inmates. Therefore with the construction of ground and first floor, only 120 more students can be accommodated. Further, some of these rooms can also be used for providing on-campus accommodation to lady lecturers hired for short durations by the college from time to time as the college is facing acute shortage of staff residences. Therefore, it is proposed that all four floors be constructed in one go. This would also be helpful in saving the proposed hostel inmates (on the ground and first floors), the inconvenience of being shifted out temporarily, whenever the college decides to construct the remaining two floors in future. If this hostel is not completed in one go now, girl students would face hardship and inconvenience since presence of building material and movement of construction workers at a later stage would be a health and safety hazard for hostel residents.

The matter is now placed before the BOG for administrative and financial approval to construct the remaining two floors also in one go now through the same construction agency, viz. the PWD (B&R), using college funds.

Item no.13.13: Representation of SBSSTC, Ferozpur Employees Association.

Following representations have received from the association of Employees.

1. Regarding opening of PF account of all the officers/employees of the Institute with the PF commissioner.
2. Regarding promotion cases of all employees considering only after fully implementation of ERP Solution in the Institute and following new criteria for promotion regarding ACR and DPC.

Representations of the above association is placed at **Annexure-XXI, page no.138-141**

In the above representations the association pointed out that the appointment letters of all employees of Institute mentions that the Institute Bye-laws and Punjab Civil Services rules in absence of Bye-laws shall be applicable to them. Besides this, Institute Bye-laws are having provisions of GPF/CPF scheme which is applicable to all the employees since inception of the Institute.

Further in their representation, they have mentioned that as per rules of Punjab Government, Departmental Promotion Committee (DPC) is not applicable to the Non-Gazetted employees. Further in the appointment letters of the employees it is mentioned that Institute Bye-laws and Punjab Civil Services rules shall be applicable to them. They have requested to deal Promotion/Placement cases of the employees as per the Punjab Civil Services rules/Institute Bye-laws.

The matter is placed before the BOG for appropriate decision please.

Item No. 13.14: Educational tour of reputed foreign universities/institutes.

A meeting under the chairmanship of Additional Director, Technical Education & Industrial Training, Punjab was held on dated 15-09-2008 at the DTE/IT, Punjab office regarding reimbursement of Registration fee and TA/DA to the faculty members of the Institute for attending and presenting papers in the National/International Conferences. The minutes of meeting were approved in the 19th Finance Committee and 7th BOG meeting vide agenda item no. 19.13(iii) and 7.16 respectively. Accordingly every faculty member is given a chance to attend/present a paper in one National Conference in a financial year and one International conference in a block of 3 years and the Institute is bearing Registration fee and TA/DA including Visa charges.

Minutes of meeting held on dated 15-09-2008 are attached at **Annexure XXII, page no.142-143.**

There is no provision in the above minutes for Heads of the Institutes viz. Chairman BOG and Director regarding overseas visiting for exploring best practices and gaining technical know-how, gaining knowledge about working environment and other infrastructural facilities of foreign universities/institutes so as to create similar environment and facilities for the staff and students of this Institute.

In the present scenario, where technology is advancing at the considerable pace and it becomes necessity for a technical institute to strive for the achievement of best practices for its survival, it is proposed to provide this facility to the above senior executives (ie. Chairman BOG and Director-cum-Member Secretary BOG) to visit abroad and gain acumen regarding working environment and other facilities at foreign universities/institutes.

It is proposed that Chairman BOG and Director-cum-Member Secretary BOG may be allowed to visit different foreign universities/Institutes/Schools as institute sponsored educational tour at least once in every year for gaining knowledge about working environment and other infrastructural facilities of foreign universities/institutes so as to create similar environment and facilities for the staff and students of this Institute..

The matter is put up to BOG for consideration of above said proposal.

Item no.13.15: Ratification of the staff who have successfully completed their probation period after promotion.

Sh. Vinod Kumar Sharma was promoted on dated 08.07.2011 to the post of Deputy Registrar and as per rules he was placed under probation for one year. Now, he has cleared his probation period after promotion vide office order no. Estb/SA/484 dated 16-4-2013. Copy of office order is attached at **Annexure XXIII, Page no.144.**

The matter is placed before the Board of Governors for consideration and ratification please.

Item no. 13.16: Ratification of staff who went on deputation to other institutes.

On the basis of Punjab Govt. orders, the following staff members of the institute were relieved to join other institutes on deputation as per detailed mentioned below:- .

S. No.	Name of the staff member	Date of Relieving	Deputation at
1.	Mr. Inderjeet Singh Gill, Asstt. Prof. (ECE)	25.03.2013(AN)	PSBTE, Punjab, Chandigarh
2.	Mr. Vikas Goyal Asstt.Prof. (CSE)	08.04.2013 (AN)	MIMIT, Malout

The copy of Punjab Govt. orders and Institute office orders vide which staff was sent on deputation are placed at **Annexure XXIV, page no.145-148.**

The matter is placed before the BOG for consideration and ratification please.

Item No. 13.17: Ratification of regularization of Services of Contractual staff

On the basis of Memo no.432/E-2/ECC/2013 dated 21-03-2013 & Memo no. 488/E-2/ECC/2013 dated 02-04-2013 issued by Director, Technical Education & Industrial Training, Punjab, the services of contractual staff (teaching/non-teaching) working in this campus were regularized vide this Institute letters dated 02-04-2013 & 11-04-2013 and they were issued regular appointment letters.

These staff members have joined on their respective regular posts vide Institute office orders dated 30-04-2013 & 02-05-2013.

Copies of DTE/IT, Punjab orders, copies of Appointment letters and joining orders are placed as **Annexure-XXV, Page no-149-203.**

The matter is placed before the BOG for consideration and ratification please.

Item No 13.18: Ratification of various non-teaching posts declared vacant in this Institute.

The following non-teaching employees of this institute were working at Baba Hira Singh Bhattal, Institute of Engg. & Technology, Lehragaga as per detail below:

S.No.	Name of employee	Designation	Date of Relieving
1.	Sh. Ragbir Singh	Senior Assistant	11-9-2008 (on lien basis)
2.	Sh. Prem Singh	Peon	22-05-2012 (transfer of Service/contract)
3.	Sh. Gurdas Singh	Library Attendant	06-07-2012 (Transfer of Service/contract)
4.	Sh. Davinder Singh	Clerk	23-07-2012 (transfer of Regular Service)

As per office orders issued by BHSBIET, Lehragaga, the above employees were absorbed at BHSBIET, Lehragaga. Consequently, this Institute issued office order no.910 – 911 dated 07-05-2013 and declared the above said post vacant from the dates mentioned above (copy attached **Annexure-XXVI, Page no. 204**).

The matter is placed before the BOG for consideration and ratification please.

Item no.13.19: Ratification of new appointments of teaching and non-teaching staff:

In the 12th meeting of BOG, vide agenda item no.12.4, 12.11.6 and 12.16 approvals were accorded to recruit the following faculty and staff members:

- a) Associate Prof. (Electrical Engg. Dept.) – 01 on regular basis
- b) Assistant Prof. (Civil Engineering Dept.) – 02 on regular basis
- c) Administrative Officer (Poly Wing) – 01 on regular basis
- d) Clerk (Poly Wing) – 01 on contract basis
- e) Data Entry Supervisor (TEQIP) – 01 on contract basis

Consequently, above posts were advertised in 03 newspapers (English, Punjabi, and Hindi) on 22-03-2013. Scrutiny committee was duly constituted to scrutinize the received applications. A test/interview was conducted at the campus and nominee of DTE/IT, Punjab and PTU, Jalandhar along with other subject experts participated in the selection committee meeting held on 07-05-2013. Among teaching staff, 01 Associate Professor (Electrical Engineering) was selected by the selection committee, however, keeping in view the larger interest of Civil Engineering students, the selection committee recommended 03 candidates against 02 advertised posts of Assistant Professor (Civil Engineering). Among non-teaching staff 01 Administration Officer was selected, for the post of Clerk none of the candidate qualified in typing test and for the post of Data Entry Supervisor (TEQIP) the selection committee did not find any candidate suitable for the post. With the approval of Chairman BOG on dated 07-05-2013, the appointment letters were issued to all the successful candidates.

All the selected faculty members (on regular basis) have joined in this campus on dated 16-05-2013(AN). Besides this, Administrative Officer (Poly Wing) has also joined the Institute on dated 08-05-2013(AN)

The copy of advertisement, minutes of selection committee, appointment letters issued to them and joining reports of teaching & non teaching staff are placed as **Annexure-II, page no 55-58 & Annexure-IV, page no 60-70.**

The matter is placed before the BOG for consideration and ratification please.

Item No. 13.20: Ratification of the proceedings of 26th meeting of the Finance Committee.

The 26th meeting of the Finance Committee of the Institute was held on 08-03-2013. The approved minutes of the meeting were circulated vide this office letter no. SBS/Fzr/405-09 dated 11-04-2013 to the members of the committee for information and comments. No comments were received from its members. The approved minutes are placed at **Annexure XXVII, Page no. 205-208.**

The approved minutes of 26th meeting of Finance Committee are placed before the BOG for the consideration & ratification please.

Item No. 13.21: Ratification of the proceedings of 13th meeting of the Building and Works Committee.

The 13th meeting of the Building and Works Committee of the campus was held on 08-03-2013. The approved minutes of the meeting were circulated vide this office letter No. SBS/Fzr/104-113 dated 04-04-2013 to the members of the committee for information and comments. No comments were received from its members. The approved minutes are placed at **Annexure XIX, page no. 131-133.**

The approved minutes of 13th Building and Works Committee are placed before the BOG for the consideration & ratification please.

Item No. 13.22**Ratification of the approvals given by the Chairman, BOG on a single file**

As per the decision of 7th meeting of Board of Governors vide agenda item No. 7.24 (i), the Board of Governors has authorized the Chairman, Board of Governors of the Institute to take decisions on behalf of the BOG for the smooth and efficient functioning of the Institute and such decisions taken by the Chairman BOG may be reported to the BOG in its next meeting for ratification.

The following cases were approved by Chairman BOG on a single file:

- (1) A case for issuing appointment letters to newly appointed teaching and non-teaching staff members, which was approved by the Chairman BOG on 7.05.2013 (**Annexure-XXVIII, Page no. 209**)
- (2) An approval from Hon'ble Chairman BOG was sought on single file on dated 07-05-2013 for enhancement of honorarium paid to subject experts called for various interviews in the campus, which was duly accorded by the Chairman BOG (**Annexure-XXVIII, Page no. 210**).
- (3) An approval from Hon'ble Chairman BOG was sought on single for approving panel of experts for the post of Data Entry Supervisor, which was duly accorded by the Chairman BOG vide file no. 35 dated 29-04-2013. (**Annexure-XXVIII, Page no. 211**).
- (4) An approval from Hon'ble Chairman BOG was sought on single file dated 31-03-2013 to fix consolidated salary @ Rs. 15,000/- p.m. for the Lecturers working in the School Wing at par with diploma level faculty of the campus, which was duly accorded by the Chairman BOG. (**Annexure-XXVIII, Page no. 212-213**)

All the above said cases are put up before the BOG for consideration and ratification please.

Item No. 13.23 To remove the anomaly in the pay scales of certain categories of employees.

The Punjab Govt. has revised the pay scales of some categories of Employees in Dec. 2011, which has been implemented in the Institute after taking due approval from Hon'ble Chairman BOG and, subsequently, ratified in the 25th Meeting of Finance Committee vide agenda Item No. 25.5. However, during implementation of revised pay scale in the Institute, pay-scale of some categories of employees, who were earlier drawing same pay scale or more, starts drawing less than other categories of employees, thus causing some anomalies in their pay scales.

Certain categories of Technical staff i.e. Junior Technician, Technician Grade-II, Technician Grade-I and Senior Technician have requested to increase their pay scales at par the pay scales being followed in other departments such as Punjab State Ware Housing Corporation, Chandigarh(PSWHC) vide office order no. 2814-62 dated 17-04-2012 has increased the Grade Pay of Junior Technician from 1900 to 3200. Copy of their request along with office order dated 17-04-2012 issued by PSWHC mentioning the pay band of Junior Technician at Sr. no. 33 is placed at **Annexure-XXIX, Page no.214-215.**

It is informed that earlier clerks and junior technicians of this institute were drawing pay scale-5910-20200+1900 and 5910-20200+1900, respectively and after the implementation of revised pay scale they are drawing pay scale 10300-34800+3200 and 5910-20200+2400, respectively. Similar is the case of other categories.

In their representation they have mentioned that other organization namely PSWHC has revised the pay scale of Junior Technician from Rs.5910-20200+1900 to GP Rs. 3200.

In addition to the above, at the time of re-revision of pay band/grade pay of certain category of employee in the month of December-2011, Lab/workshop Attendant which belong to class-4 category were left out and their grade pay was not revised along with others. Lab Attendants are working in this institute in the

Grade Pay of Rs.1400 while other class-4 employees (Peons) who were drawing grade pay Rs1300/- before the December-2011 are now drawing grade pay Rs.1650/- (As per Punjab Govt. Notification no.1023 dated 07-12-2011 **Annexure-XXIX, Page no.216.**

The above said item was put up in 26th meeting of Finance Committee vide Agenda item no. 26.7 and in the said meeting it was decided to put up this item in the BOG meeting.

Accordingly, it is proposed that the pay scale of all such categories of employees, who were earlier drawing same or more than other categories of employees before implementation of revised grade pay (i.e. before Dec. 2011) may be allowed to be at least equal with them after implementation of revised grade pay.

Matter is placed before the BOG for the consideration and approval please.

Item No. 13.24: House detention case of Dr. Krishan Saluja -regarding

Dr. Krishan Saluja working as Associate Professor in the department of computer science and Engineering went on lien in the month of Jan, 2012 to join Punjab Technical university Jalandhar . As per college bye laws he can retain the house for the period of three months. In the month of june 2012 the said house i.e B-10/I was allotted to Dr. Varinder singh Bhullar , who was next to the seniority list for the allotment of house and wife of Dr. Krishan Saluja was allotted house no B-10/II as per her (Dr. Monika Sachdeva) seniority. As per house allotment orders they have to shift to their respective houses within 15 days of allotments.

A number of reminders was given to Dr Saluja for vacation of house and to pay Penal rent but he has neither vacated the house and nor paid any rent till date.

On 2-04-13 a meeting of HOD was called to discuss the issue of house retention of Dr. Krishan Saluja and they have unanimously decided that

- Dr. Krishan Saluja is occupying the said house i.e B-10/I in the unauthorized way. The said house has been allotted to Dr. V.S.Bhullar on 11-06-12, so the Dr. Krishan Saluja should vacate the house and shift to the house which has been allotted to his wife name.

Further it was decided that

- The house B-10/I should be got vacated from Dr. Krishan Saluja
- Penal rent must be recovered from Dr. Krishan Saluja for unauthorized occupation of house .
- In the meeting it was also pointed out by the Registrar that one A-type house should be reserved for the Registrar.

The Minutes of HODs meeting are placed at **Annexure-XXX, Page no. 217.**

Further it was recommended in the meeting that this whole matter should be presented in the Apex body of the college i.e. BOG for further considerations and necessary appropriate orders to resolve the said issue..

The matter is put-up before the BOG for appropriate orders to resolve this issue.

Item No.13.25: Bifurcation of Non-teaching posts of Poly Wing of the Institute.

Mr. Arun Chander, Supdt.Gr-II (Poly wing) has requested that in the 12th meeting of BOG of the Institute it was decided to create the post of Administrative Officer in the pay scale of Rs. 15600-39100+ GP Rs. 5400 instead the post of Supdt.Gr-I which was proposed by the committee constituted for the bifurcation of non-teaching posts in Poly wing of the Institute. The official has further requested that this decision of BOG has affected his career. Copy of request is attached at **Annexure-XXXI, Page no.218.**

It is worth mentioning here that the said post of Administrative Officer (Poly wing) was advertised in 3 newspapers (English, Hindi and Punjabi) on dated 22-3-2013 and filled subsequently by following the proper procedure.

The case is placed before the BOG for appropriate decision please.

Item No.13.26 Approval to engage already working pro-term-lecturer/lecturer for a period of one year.

A meeting of HODs was held on 20-04-2013 to discuss AICTE, New Delhi letter of rejection for applications under Chapter -2 for the academic year 2013-2014.

Since, it was observed that EOA was cancelled due to deficiency of faculty (198 faculty members were required whereas institute have 141 faculty members). Accordingly, it was decided to recruit the faculty members as pro-term lecturers in addition to the faculty already existing in even semester of the year 2012-2013 on the maximum salary of Rs.15000/- per month. It was further decided to engage faculty already working on consolidated basis should be allowed to join back on a maximum salary of 15000/- per month as they have already been recruited by publishing an open advertisement in 3 leading newspapers and they will also be paid on per lecture basis. Copy of HODs minutes of meeting is placed at **Annexure-XXXII, Page no. 219**

On the basis of above decision an advertisement was floated in the newspapers on dated 22-04-2013 to engage pro-term lecturer/lecturer (copy of advertisement is attached **Annexure-XXXII, Page no. 220**). The Institute has now got extension of approval from AICTE, New Delhi for the academic year 2013-2014.

In this regard there is a provision in the Institute's Bye law no 2.10 which is reproduced as below:

“In the interest of maintenance of efficiency of teaching at the Institute, the Director may make appointments to teaching posts on adhoc basis, upto and including the post of lecturer, for a period not exceeding six months. Any extension beyond six months in the adhoc appointment may be made with the approval of

Chairman, BOG. Any further extension in the adhoc appointment beyond one year may be made with the approval of the BOG up to a maximum period of six months.”

Since the pro-term lecturer/lecturer were engaged for the session Jan-June, 2013 through advertisement in the leading newspapers at the Institute level, therefore they can be given extension up to 01 year with the approval of Chairman BOG and BOG of the Institute.

In case any of the faculty members does not able to continue, then the candidates will be interviewed and selected from the applications received against the advertisement dated 22-04-2013.

The case is placed before the BOG for consideration and approval please.

Item No.13.27

To consider 100% placement instead of promotion.

In the meeting of Principals of Govt. Promoted Engineering Institutes it was decided that there will be 100% promotion to Technical/Workshop/Administrative officers/employees of all Govt. Engg. Institutes. The minutes of the said meeting were approved in the 12th meeting of BOG of this Institute. Now some staff members have given representations that with the implementation of above said decision their career growth will be blocked. They have requested to re-consider this policy as 100% placement instead of 100% promotion. Copies of representations are placed herewith at **Annexure-XXXIII, Page no. 221-222.**

It is mentioned here that the 100% promotion policy attracts reservation policy of the Government. By replacing the Institute bye-laws 4.3 (a & b) many competent staff members may not get the chance of growth which is otherwise open to them by competing through direct recruitment. In this way their careers will be blocked and they will be deprived of career growth. The Institute bye-laws 4.3 states that “the post in the scale with GP5400 and above shall be filled up by direct appointment and promotion in the ratio of 3:1. and all other posts will be filled up by direct appointment and promotion on 50:50 basis”.

In the larger public interest it is proposed to consider 100% placement instead of 100% promotion to these category so that all the eligible candidates can be considered for placement on the available of vacant posts.

The case is placed before the BOG for consideration please.

Item No.13.28: Sanctioning and recruitment of Technical Supporting staff in Civil Engg. Department.

Civil Engg. Department was established in the year 2011. Subsequently, in the 25th meeting of Finance Committee of the Institute only 14 teaching posts of this department were sanctioned as per AICTE norms, whereas posts of technical supporting staff were not sanctioned such as Lab. Supdtt, Senior Technician, Junior Technician, Lab. Attendant etc. These posts must be sanctioned & filled for conducting experiment work in Laboratory of Civil Engg..

HOD Civil Engg. Deptt has given requirement of 03 Junior Technician with qualification of 3 years diploma in Civil Engg. and 03 Laboratory Attendant with qualification of Matriculation. Copy of requirement given by HOD, Civil Engg. Deptt. is placed at **Annexure XXXIV page 223**. Here it is worth mentioning that Civil Engg. department is newly established and the Institute is not having any lab staff specialization in Civil Engg.,.

In the light of above facts and keeping in view the interest of Students of Civil Engg. Deptt., for the time being it is proposed to sanction 03 posts of Junior Technician and 03 posts of Laboratory Attendant. Further it is proposed that permission may also be given to fill the 03 posts of Junior Technician on contract basis as per the Institute policy and 03 Lab. Attendants through the service provider.

Submitted for kind consideration and approval please.

Item No.13.29: Ratification of Education Tour of Chairman BOG and Director-cum- Member Secretary BOG for visiting reputed Universities of USA under TEQIP-II project.

International Forum for Excellence in Higher Education (IFEHE) has organized 2nd International Tour on “Exploring best practices in Higher Education” of USA for Managers, Owner, Trustee, Directors, HoDs of the Institutes for the purpose of gaining knowledge about the working environment, laboratories and other infrastructure facilities available in foreign Universities/institutes so as to create the similar environment and infrastructure facilities for the staff and students of our institutes. They have charged Rs.135000/- per person for arranging tour, hotels and internal transport charges. Visa and Air fare is separate.

As per the project implementation plan (PIP) of NPIU , there is a provision that members of Board of Governors can visit the foreign institutes/ universities for the betterment of their institute. Accordingly, Dr. N.K. Grover, Nodal Officer Academic of TEQIP project of this Institute has talked to Mrs. Neeta Goyal, Academic Coordinator of NPIU and she informed to Dr. Grover that NPIU has authorized Coordinator State Project Facilitator Unit (SPFU) to approve the foreign tours under TEQIP project.

Thereafter, permission was sought from SPFU vide institute noting No. SBS/Fzr/973 dated 10.05.2013 to approve the tour of the Chairman BOG and Member Secretary cum Director of the Institute to visit the above said universities/institutes from 09 June 2013 to 15 June 2013 through International Forum for Excellence in Higher Education. But officials of SPFU Mr. Sham Lal Goyal has informed that all such cases are approved in Steering Committee Meeting chaired by Principal Secretary to Govt. of Punjab, Department of Technical Education and its meeting will be held in June-July 2013.

Subsequently, approval was sought from Chairman BOG on a single file no. SBS/Fzr/994 dated 14-05-2013 for the tour of the Chairman BOG and Member Secretary cum Director of the Institute to visit the above said universities/institutes from 09 June 2013 to 15 June 2013 through IFEHE by paying from Institute's fund and Chairman BOG has approved it vide file no. 36 dated 14-05-2013. (**Annexure XXXV, Page no 224**). If the SPFU has allowed the said tour programme, then the amount will be reimbursed from TEQIP funds to Institute Account.

The above said case is put up before the BOG for consideration and ratification please.

Item No.13.30: Service benefits to Mr Japinder Singh by counting period on EOL-regarding

Mr Japinder Singh, Assistant Professor, Computer Science & Engineering, has given his request to count his service rendered in industry towards service benefits such as annual increments and Career Advancement Scheme. His request is placed at **Annexure XXXVI Page No. 225.**

Here it is worth mentioning that he was on EOL from 25.01.2008 to 15.02.2012 to serve the industry. While sanctioning his leave by the then competent authority, it was mentioned that no service benefits will be given to him during EOL. The office order of EOL is placed at **Annexure XXXVII Page No.226.**

Now Mr Japinder Singh has requested that he has served the industry as General Manager with an additional charge of Manager (IT) and has learnt new technologies and other managerial skills. His experience in industry will be helpful for providing industrial exposure to students.

His application has been duly forwarded by Dr A.K Tyagi, Coordinator of TEQIP Project with the remarks to consider his request favorably in the light that he has learnt new technologies, management skills, and financial management while doing job in Industry.

It is worth mentioned here that in TEQIP project lot of emphasis have been given for providing industrial exposure to faculty, and an amount of Rs. 40 Lacs is kept for Industry institute interaction activities, whereas Mr. Japinder Singh already have such exposure and, therefore, he has been given the responsibility of Nodal Officer Finance of TEQIP Project.

Keeping in view the recommendation of TEQIP Coordinator, Dr A. K Tyagi, it is recommended that his services rendered in industry may be considered towards service benefits such as annual increments, benefits of CAS etc.

The matter is put-up before the BOG for consideration and approval please.