



**(Subcomponent 1.1)**

Technical Education **Quality Improvement Programme** (TEQIP) PHASE-II  
Strengthening institutions to improve learning outcomes and employability of graduates

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# **BOARD OF GOVERNORS**

**16<sup>th</sup> Meeting Agenda**  
**Feb. 10, 2014 (11.30AM)**



**Shaheed Bhagat Singh**  
**State Technical Campus**  
**Moga Road (NH-95), Ferozepur-152004 (PB)**  
**(Established by Punjab Govt.)**

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**VENUE:** Committee Room, Department of  
Technical Education and Indl. Training,  
Punjab, Sector 36-A, Plot 1-A, Chandigarh.

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

- |     |  |                      |
|-----|--|----------------------|
| 1.  | Sh. Dinesh Lakra ji,<br>Managing Director, Lakra Industries Ltd,<br>Ludhiana.  | Chairman             |
| 2.  | Secretary to the Government of Punjab,<br>Deptt of Technical Education, Mini Secretariat,<br>Sector 9, Chandigarh.   | Ex-Officio<br>Member |
| 3.  | Secretary to the Government of<br>Punjab, Deptt of Finance, Civil Secretariat,<br>Chandigarh   | Ex-Officio<br>Member |
| 4.  | Secretary to the Government of Punjab<br>Deptt of Science and Technology, Mini Secretariat,<br>Sector 9, Chandigarh  | Ex-Officio<br>Member |
| 5.  | Director, Technical Education & Industrial<br>Training, Punjab Sector-36A, Plot 1-A, Chandigarh  | Ex-Officio<br>Member |
| 6.  | Sh. Harpreet Singh, MLA<br>Malout  | Member               |
| 7.  | A Nominee of Ministry of Human Resource<br>Development, 6 Raisana Road, New Delhi -110 001.  | Member               |
| 8.  | Dr. Amitabha De, Professor<br>National Institute of Industrial Engg.(NITIE)<br>Vihar Lake Road, P.O.NITIE,<br>Mumbai-400087<br>(Nominee of AICTE, New Delhi) | Member               |
| 9.  | Prof.(Dr.) T. S. Kamal, FIE<br># 1005, Sector 42-B, Chandigarh<br>A Nominee of the Institution of Engineers (India)  | Member               |
| 10. | Dr. Ravi Kumar, Principal<br>Beant College of Engg. & Tech, Gurdaspur  | Member               |
| 11. | Dr. Manjit Bansal, Principal,<br>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. Ajay Kumar, Assoc. Prof. Applied Sciences & Humanities Deptt. Shaheed Bhagat Singh State Technical Campus, Ferozepur.	Member
20.	Dr. Arun Kumar Asati, Assoc. Prof. Mechanical Engineering 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. 16.1**

**Confirmation of the proceedings of the 15<sup>th</sup> meeting of the Board of Governors.**

The approved proceedings of the 15<sup>th</sup> Meeting of the Board of Governors held on 04-10-2013 were circulated to members of BOG for information and comments, if any, vide letter no. SBS/E-3/4029-40 dated 14-10-2013 **(Annexure- I, Page no. 30-36).**

No comments have been received. The approved proceedings of 15<sup>th</sup> BOG meeting are placed before the BOG for confirmation please.

**Item No. 16.2 To report Action taken on the decisions of the 15<sup>th</sup> meeting of the Board of Governors.**

**Item No. 15.1 Confirmation of the proceedings of the 14<sup>th</sup> meeting of the Board of Governors.**

Decision: The proceedings of the 14<sup>th</sup> Meeting of BOG were confirmed with condition that in future all matters related to establishment, finance and service of employees shall be put up in Finance committee of the Institute. It was also decided to put up the case of penal rent of Dr. Krishan Saluja in the next meeting of Finance Committee for consideration and regularization as financial matters cannot be taken up directly in BOG.

Action: The case of penal rent of Dr. Krishan Kumar has been put up in the 27<sup>th</sup> Finance Committee meeting of the Institute.

**Item No. 15.2 To report Action taken on the decisions of the 14th meeting of the Board of Governors.**

Decision: The action taken report of 14th BOG meeting was approved by the Board.

Action: No action is called for.

**Item no. 15.3: Approval/ratification of Academic activities under TEQIP-II**

Decision: All the sub items No. 15.3.1 to 15.3.7 were approved/ratified as proposed. Further it was decided that information regarding approval of BOG for grant of seed money to faculty and honorarium to be paid to officers/officials working in the TEQIP should be sent to NPIU.

Further, it was decided that foreign travel for presenting the paper shall be allowed only if the said conference is as per the standard/guidelines of NPIU. The office of SPFU will check the guidelines of NPIU regarding foreign travel for presenting the paper and will inform the Institute accordingly.

Action: Decision implemented.

**Item no. 15.4 Ratification of creation of one post of Data Entry Operator under TEQIP-II and hiring thereafter through service provider for SPFU and creation of one more post of data entry operator for Chairman BOG under TEQIP-II**

Decision: The Board has ratified one post of Data Entry Operator which was created and filled up for working in the office of SPFU Chandigarh and has also sanctioned one more post of clerk for working in the office of Hon'ble Chairman BOG at Ludhiana for the work related to TEQIP-II project.

Action: Decision implemented

**Item no.15.5 Revised Procurement Plan under TEQIP-II**

Decision: The Board has approved/ratified all the sub items of Item No. 15.5 as proposed. Further it was decided that those faculty members who have been given both laptop and tablet, shall be asked to return back either laptop or tablet.

- Action: As per the decision, the Tablets/Laptops were taken back from the faculty to whom both Laptop and Tablet were issued. However, the Head of Departments/Deans have requested to Hon'ble Chairman BOG to issue them both because as per their service requirement, they need both the facilities to perform effectively and efficiently. Accordingly Hon'ble Chairman BOG allowed them both for the time being and directed the member Secretary to discuss the said matter in the next meeting of BOG.
- Item no.15.6 Counting of past service for pensionary benefits- Dr. AK Tyagi, Professor, Dr. VS Bhullar, DPE and Sh. Tej Pal Verma, Librarian.**
- Decision: It was decided to put up this item in next meeting of Finance Committee of the Institute.
- Action: The case has been put up in the 27<sup>th</sup> Finance Committee meeting of the Institute.
- Item No.15.7 Offer of appointment for the post of Workshop Attendant on purely temporary basis for a period of six months - Sh. Raj Kumar S/o Sh. Patti Lal.**
- Decision: The Board has approved the action taken by the Institute in appointing him as workshop attendant on purely temporary basis for a period of six months. The Director-cum-member Secretary has pleaded his case in detail for the post of clerk as demanded by him. But the Board has again expressed its inability to regularize his services for the post of clerk as proper and transparent procedure was not followed in his recruitment, however, it was decided that his case can be considered alongwith other potential candidates as and when fresh selections are made by advertising the posts as per Institute bye-laws.
- Action: No action is called for.
- Item no. 15.8 Medical Reimbursement to Dr. Lalit Sharma, Associate Professor- Applied Sciences Deptt.**
- Decision: The Board has directed the Institute to get the advice of the Department of Health and Family welfare by again issuing the reminder.
- Action: A reminder has been sent vide no. SBS/Fzr/93-94 dated 20-01-2014 to the Department of Health and Family welfare, Punjab for getting advice/guidance in the matter.
- Item no.15.9 Granting of annual increment during period of lien and protection of salary– Dr. Krishan Kumar Associate Professor (CSE).**
- Decision: It was decided to put up this item in next meeting of Finance Committee of the Institute.
- Action: The case has been put up in the 27<sup>th</sup> Finance Committee meeting of the Institute.
- Item no.15.10 Re-organization of various posts of Central Workshop.**
- Decision: It was decided to put up this item in next meeting of Finance Committee of the Institute.
- Action: The case has been put up in the 27<sup>th</sup> Finance Committee meeting of the Institute.
- Item no.15.11 Regarding promotion from previous date while giving the benefit of reservation to the post of Lab Superintendent – Sh. Gurmit Singh, Lab Superintendent.**

Decision: It was decided to put up this item in next meeting of Finance Committee of the Institute.

Action: The case has been put up in the 27<sup>th</sup> Finance Committee meeting of the Institute.

**Item no.:15.12 Writing-off non working Computers and other Electronic items.**

Decision: The Board has constituted the following write-off committee to examine the items one by one before recommending their dispose-off:

(A) Computers and Electronic items:

- (1) HOD Computer Science and Engineering
- (2) HOD Computer Centre
- (3) Store Purchase Officer.

(B) Items of Other Departments

- (1) HOD of Concerned Department
- (2) One HOD of any other Department
- (3) Store Purchase Officer

Those Computers which may be found in working conditions or can be made in working conditions shall be given to ministerial staff for official work.

Action: Based on the report given by respective departments, the committee examined all the computers and found that 10 systems can be made workable by purchasing some new hardware from the market.

**Item no. 15.13: Approval to give AGP of Rs. 12000/- to Professor and Grant of Pay Scale of Rs. 75, 000/- plus Special Allowance of Rs.5000/- per Month to Campus Director**

Decision: It was decided to put up this item in next meeting of Finance Committee of the Institute.

Action: The case has been put up in the 27<sup>th</sup> Finance Committee meeting of the Institute.

**Item no. 15.14: Implementation of Career Advancement Scheme (CAS) of AICTE at College level**

Decision: It was decided that CAS meeting shall be held centralized at DTE/IT office level. Further, on the advice of Hon'ble Chairman BOG, it was decided to constitute the following committee to revise the CAS/ACR performa by giving primarily weightage to the result of subjects of individual teacher he/she is teaching, in addition to other duties/responsibilities, as his/her performance for granting him annual increment or promotion under CAS.

- (1) Sh. Mohanbir Singh, Additional Director
- (2) DR. T.S. Sidhu, Director SBSSTC, Ferozepur
- (3) Dr. Nirmal Singh, Principal MIMIT Malout
- (4) Dr. Ravi Kumar, Principal BCET Gurdaspur
- (5) Dr. Manjit Bansal, Principal, BHSBIET, Lehragaga



Action: The committee held its meeting on dated 06-11-2013 at DTE, Punjab office and finalized the CAS Performa. The CAS meeting will be held at DTE, Punjab office on 3 Feb., 2014.

**Item no. 15.15 Auction of Institute buses and hiring of buses from Private Transporters on per kilometer rate basis.**

Decision: Item was approved as proposed.

Action: The private buses are hired as per the approved rates. However, the Institute is in the process of getting these buses again registered for 5 more years.

**Item no. 15.16 Collaboration with Netherlands based organization PUM**

Decision: The Board has appreciated the initiatives taken by Hon'ble Chairman BOG for having collaboration with PUM of Netherlands. It was decided to put up a detail proposal in this regard in the next meeting of Finance committee of the Institute with financial implications involved in the said collaboration.

Action: The case has been put up in the 27<sup>th</sup> Finance Committee meeting of the Institute.

**Item no. 15.17 Ratification of the approval given by the Chairman, BOG on a single file.**

Decision: Item was ratified as proposed.

Action: No action is called for.

**Item no. 15.18 Ratification of Regularization of Contractual Staff.**

Decision: Item was ratified as proposed.

Action: No action is called for.

**Item No. 15.19 Ratification of Placement as Junior Assistant – Sh. Gursharan Singh, Clerk.**

Decision: Item was ratified as proposed.

Action: No action is called for.

**Item No.15.20(i) Approval of Academic activities under TEQIP-II**

Decision: All the sub items of this item were approved as proposed. Further it was decided that foreign travel for presenting the paper shall be allowed only if the said conference is as per the standard/guidelines of NPIU. The office of SPFU will check the guidelines of NPIU regarding foreign travel for presenting the paper and will inform the Institute accordingly.

Action: Decision Implemented.

**Item no. 15.20 (ii) Items desired by Chairman BOG to be included in the Supplementary Agenda of the 15<sup>th</sup> BOG meeting.**

**Sub-item(a):** **Considering the report of NPIU, New Delhi regarding results, remedies to be taken or formulation of strategies to be implemented with action plan to improve the academics and results of SBSSTC, Ferozepur**

**Decision:** The Board has constituted a committee consisting of the following to improve the academic standards of all Govt Managed Engineering Colleges:

- (1) Sh. Mohanbir Singh, Additional Director
- (2) DR. T.S. Sidhu, Director SBSSTC, Ferozepur
- (3) Dr. Nirmal Singh, Principal MIMIT Malout
- (4) Dr. Ravi Kumar, Principal BCET Gurdaspur
- (5) Dr. Manjit Bansal, Principal, BHSBIET, Lehragaga
- (6) Dr. Arun Kumar Asati, Associate Professor SBSSTC Ferozepur

**Action:** The decision of the committee is awaited.

**Sub-item(b):** **Corresponding to item no. 15.16 – (32) & (33) in the agenda, a detailed plan of programme and action required to implement the same.**

**Decision:** It was decided to put up a detail proposal regarding collaboration with PUM in the next meeting of Finance committee alongwith-with financial implications involved in the said collaboration.

**Action:** The detail report shall be put up in the Finance Committee Meeting.

**Sub-item(C):** **A project with justification of construction of boy's hostel with plan to have soft loan (interest free) of Rs. 10 crores from PTU, Jalandhar payable after 10 years.**

**Decision:** Item was approved as proposed and it was decided that proposal shall be sent to PTU immediately as the BOG meeting of PTU has been scheduled on 8.10.2013.

**Action:** The letter was sent to PTU Jalandhar. However, PTU has given no response, till date.

**Sub-item(D):** **Purchase of two new vehicles for the Institute.**

**Decision:** It was decided that for the time being one Maruti Van Ambulance shall be purchased.

**Action:** In this regard, a meeting was held on dated 07-12-2013 under the Chairmanship of Hon'ble Chairman, BOG. In the said meeting, it was decided that in the larger interest of students and staff for medical facility and to facilitate routine work of the Institute, a multi utility vehicle such as Mahindra XYLO be purchased instead of Maruti Van Ambulance.

To purchase Mahindra XYLO, rates has been sought from Mahindra & Mahindra Company and the item has been put up in the 27<sup>th</sup> Finance Committee meeting of the Institute.

- Sub-item(E): Reduction of manpower in Establishment section and Accounts section of the Institute**
- Decision: It was decided that VRS should be offered to the college employees and post so vacated should not be filled through direct recruitment/promotion. It was decided that proficiency test of all employees shall be conducted by outside agency and outside agency shall be proposed by Hon'ble Chairman BOG.  
Further it was decided that those employees who are not performing satisfactorily should be charge-sheeted to initiate disciplinary proceeding against them.
- Action: Decision regarding offering of VRS to the Institute employees was circulated vide Institute office order no.4288-90 dated 25-10-2013.
- Sub-item(F): Senior Assistant deputed at DTE/IT, Punjab office to be attached with Chairman's Office.**
- Decision: It was decided to put up a proposal to DTE/IT office on a single file.
- Action: The case was sent to DTE/IT, Punjab on single file vide Institute no.5016 dated 25-11-2013.
- Item no. 15.20(iii) Counting of past service for pensionary benefits- Dr.A.P.Singh, Ex-Professor, Applied Chemistry**
- Decision: It was decided to put up this item in next meeting of Finance Committee of the Institute.
- Action: The case has been put up in the 27<sup>th</sup> Finance Committee meeting of the Institute.
- Item No. 15.20(iv) Request of Dr. A.P. Singh, Ex-Professor for retirement from SBSSTC, Ferozepur**
- Decision: It was decided to put up this item in next meeting of Finance Committee of the Institute.
- Action: The case has been put up in the 27<sup>th</sup> Finance Committee meeting of the Institute.
- Item no. 15.20(v) Ratification of the approval given by the Chairman, BOG on a single file.**
- Decision: Item was ratified as proposed.
- Action: No action is called for.
- Item No. 15.20(vi) Ratification of Minutes of Meeting held on 18.08.2013 to review the progress of TEQIP-II Project.**
- Decision: Item was ratified as proposed.
- Action: No action is called for.
- Item No. 15.20(vii) Ratification of Minutes of Meeting held on 14.08.2013 regarding the association of SBSSTC Ferozepur with PUM, The Netherlands.**

Decision: Item was ratified as proposed.

Action: No action is called for.

**Item No. 15.20(viii) Pay protection of contractual employees who were regularized.**

Decision: It was decided to put up this item in next meeting of Finance Committee of the Institute.

Action: The case has been put up in the 27<sup>th</sup> Finance Committee meeting of the Institute.

**Item No. 15.20 (ix) Up gradation of SBS State Technical Campus into Technical University**

Decision: It was approved to convert this Institute into Deemed University for the time being before converting it into full fledged affiliating Technical University.

Action: The Institute is in process of converting it into Deemed University. Dr. Rakesh Kumar, Associate Professor, ME has been appointed as Coordinator to get academic autonomy of the Institute.

**Item No.16.3 Achievements of TEQIP-II Projects till date.**

- (i) Twenty (20) Faculty development programmes organized under TEQIP-II.
- (ii) Ninety five (95) faculty members have attended training under faculty development programme during under TEQIP-II.
- (iii) Two faculty members have attended international conferences under TEQIP-II. Hon'ble Chairman BOG and Director have visited various universities of USA under study tour.
- (iv) 151 number of research papers were published since June 2013.
- (v) The computer training is being provided to administrative and technical staff of SBSSTC under TEQIP.
- (vi) Remedial classes for weak students were started under TEQIP from academic year 2012-13 are continued till date.
- (vii) Seven periodical institutional level TEQIP meetings were conducted and minutes circulated among all the HOD's and nodal officers.
- (viii) The review sheets and FMR were sent to the SPFU from time to time.
- (ix) TEQIP Procurement plan, quotations, NCB and minutes of BOG meetings were published in the College web site.
- (x) All the meetings and training programmes as specified by SPFU and NPIU were attended.
- (xi) The institute is likely to get the approval for enhancement in number of seats as well as starting of new courses from 2014-15 session:

<b>Sr</b>	<b>Name of Course</b>	<b>Existing Intake</b>	<b>New Intake</b>
1	B.Tech (Civil Engg.)	60	120
2	B.Tech (Mechanical Engg.)	120	180
3	M.Tech (Computer Science)	18	36
4	M.Tech (ECE)	18	36
5	M.Tech (Mech Engg)	NA	18

**Item is placed before BOG for information and record please**

**Item No. 16.4**

**Ratification of various academic activities carried out under TEQIP project**

- (i) As per the guidelines of TEQIP-II and subsequent approval of BOG vide agenda item no 12.2, teaching Assistantship amounting to Rs 3689800 has been disbursed to regular M.Tech students of Computer Science and Electronics Engineering till December 2013.
  
- (ii) Ninty five (95) faculty members have attended training under faculty development programme, out of which permission was taken for 78 faculty members in previous BOG meetings, however, as per the guidelines of NPIU 17 more faculty members were sent on training under TEQIP-II as these courses were relevant to them and the list is placed as **Annexure -II on Page 37** for ratification by BOG.
  
- (iii) The institute has conducted 20 FDP and the permissions for the same were taken in the previous BOG meetings. Another two weeks faculty development programme was conducted in winter vacation on the topic “Analytical Techniques in Detection of Environmental Pollutants”. The objectives of the programes were in congruence with the state Govt objectives to make the state pollution free. It was conducted by Department of applied Sciences and Humanities from December 16-27, 2013. This course required to be put before BOG for ratification.

**The above said complete item is placed before the BOG for deliberation and ratification please.**

**Item No. 16.5****Approval of various academic activities to be carried out under TEQIP project**

- (i) A list of faculty members who want to participate in various training programmes, workshops, etc at national level from TEQIP-II funds is placed as **Annexure -III on Page 38-41**). This activities proposed under this category are as per Project Implementation Plan Activity no 5 under permissible activities.

As per the objectives of TEQIP-II project, the faculty and staff should be motivated to attend FDP and conferences at National/International Levels. Therefore, it is proposed to treat the faculty and staff on duty/official tour for attending such FDP and training Programmes during the duration of Course/conference including travelling days. In case any faculty/staff want to stay there for more days he/she should avail leave of kind dues.

- (ii) List of faculty members who want to present research papers in national/international conferences from TEQIP-II funds is placed as **Annexure -III on Page 42-78**. It is proposed that they should be treated on duty/official tour during the period of conferences including travelling days, and in case they want to stay there for more times it is proposed to give them (including Director of the Institute) earned leave for max of 10 days per conference.
- (iii) The senior administrative functionaries who are interested to participate in various training programme are mentioned below. The activities proposed under this category are as per Project Implementation Plan Activity no 10 under permissible activities.

S.No	Name of Administrative Functionary	Title	Period	App. Expenditure
1.	Mr Inderpal Singh, Registrar	Advanced Corporate Finance, Goa Institute of management, Goa.	April 3-5, 2014	40000/-
2.	Dr T S Sidhu, Director	Advanced Corporate Finance, Goa Institute of management, Goa.	April 3-5, 2014	40000/-

- (iv) The faculty members should be encouraged to become members of national and international professional societies as these professional bodies organize national/ international conferences or other academic activities from time to time.

It is proposed to reimburse the full membership fee to become member of one national level society/body and half membership fee to become member of any international professional society/body.

- (v) The proposed budget from January 2014 to December 2014 to be disbursed as teaching assistantships to the regular students of M.Tech CSE and M.Tech ECE. The activities proposed under this category are as per Project Implementation Plan Activity no 3 under permissible activities.

<b>Branch</b>	<b>Amount (Rs)</b>
ECE	2958200-00
CSE	3352000-00
<b>Total</b>	<b>6310200-00</b>

- (vi) The list of Conferences/Workshops which are proposed to be conducted in 2014 in the institute is attached as **Annexure-III on Page no. 79.**

Further, it is proposed to authorize the Director of the Institute to approve the training programmes of Faculty and staff, and FDP to be organized in the Department as many times it is not possible to seek prior approval of BOG due to shortage of time period. Such FDP/courses, and training programm of faculty and staff shall be reported to BOG in its next meeting for ratification.

The sub-items from (i) to (vi) placed under above said item require the approval of BOG for financing these activities from the funds of TEQIP-II. Therefore the above said complete item is placed before the BOG for consideration and approval please.



**Item No 16.6****Providing Academic Support for Weak Students and conducting soft skill classes for increasing employability of students.**

In the Jan-June session remedial classes will be conducted for improving the transition rate of incumbent 2013 batch from the beginning of the session. The proposed scheme and expenditure for Jan-June session is listed in the tables given below:

**Proposed Expenditure for increasing Pass Rate**

Branch	Semester	Subject	Estimated Expenditure
Mech. Engg.	IV	TOM-II	28000
	VI	RAC	28000
ECE	IV	Signal and Systems	28000
	IV	Electromagnetics and Antennas	28000
	VIII	Wireless Communications and Networks	28000
	VIII	Wireless Communications and Networks	28000
Electrical	IV	LCS	28000
Civil	IV	DCS-I	28000
	VI	Numerical Methods in Engg	28000
	VI	DCS-II	28000
Chemical	IV	Mass Transfer -I	28000
	IV	Chemical Reaction Engg-I	28000
	VI	Chemical Reaction Engg-II	28000
	VI	Transport Phenomena	28000
Computer	IV	Discrete Structures	28000
		<b>Total</b>	<b>420000/-</b>

### Proposed Expenditure for increasing Transition Rate

1	Number of subjects	05
2	Number of hrs per week	03
3	Number of hrs per week	15
4	No of hrs per month	60
5	Current semester (Feb 2014	3 months
6	Approximate number of hrs	180
7	Remuneration	126000

The activities proposed under this category are as per Project Implementation Plan activity no 14(d) under permissible activities.

Further, for increasing the employability of the students, soft skills and professional skills development classes were conducted under the finishing school. Continuing with the same, it is being proposed to organize such classes for students preferable for third and fourth year students at the departmental level. Experts from diversified fields from Government and private organizations will be called (preferably Industry) to hold such classes on lecture basis at the same rates as decided in the 15<sup>th</sup> meeting of BOG. Such classes will be conducted by the individual departments throughout the semester.

**The above said complete item is placed before the BOG for consideration and approval please.**

**Item No 16.7****Ratification of activities organized under Industry Institute Interaction Cell (IIIC)**

The industry Institute Interaction Cell has conducted various activities as approved in 13<sup>th</sup>, 14<sup>th</sup> meetings of BOG. The total expenditure on such activities till December is Rs 1379175.

Further, IIIC has also conducted some activities as given below which were not approved earlier but are as per Project Implementation Plan activity no 12 under permissible activities:

Type of activity	Dept	Date	Name of Industry	Expenditure Amt.
Expert Lecture Mr Kaushik Saha	CHEM	12.8-13	Asian Paints	17773
Industrial Visit	CHEM	6.9. 13	A.B Grains Spirits Pvt. Ltd, Gurdaspur	15650
INDUSTRIAL VISIT	CHEM	19.9.13	CIPET, Amritsar	7373
Short Term Course	ECE	25-28 Oct., 2013	Advance Technology Chandigarh	197754

**The above said item is placed before BOG for deliberation and ratification please.**

**Item No 16.8****Approval of FDP under Industry Institute Interaction Cell (IIC)**

- (i) Following is the list of faculty members who want to participate in short term training programme under IIC activities:

<b>S. No</b>	<b>Name of Faculty</b>	<b>Title</b>	<b>Period</b>	<b>App. Exp</b>
1	Dr R S Bhatti	Proto typing of Robot, Coorg, Mysore	March 17-22, 2014	65000/-
3.	Mr Manjinder Singh	Proto typing of Robot, Coorg, Mysore	March 17-22, 2014	65000/-
4.	Dr Tejeet Singh	Proto typing of Robot, Coorg, Mysore	March 17-22, 2014	65000/-
5.	Mr Jwala Parshad	Proto typing of Robot, Coorg, Mysore	March 17-22, 2014	65000/-
6.	Mrs Vaishali Goel	Proto typing of Robot, Coorg, Mysore	March 17-22, 2014	65000/-

- (ii) The department of Electrical engineering has proposed two FDPs to be conducted under IIC in collaboration with industry:

<b>Sr. No.</b>	<b>Name of course</b>	<b>Tentative Dates</b>	<b>Industry</b>	<b>Estimated Cost</b>
1	Workshop on Microcontroller	17-19 Feb 2014	Advance Technology Chandigarh	Rs 55000
2	Faculty Development Programme on Lab view based programming and Hardware	21-25 Apr 2014	Advance Technology Chandigarh	Rs 100000

**The above said complete item is placed before the BOG for consideration and approval please.**

**Item No. 16.9**

**Ratification of Procured and cancelled Packages and approval to purchase the new Packages.**

With the approval of BOG, 133 number of procurement projects have been completed in the PMSS. Detailed list of items along with their cost is placed as **Annexure –IV, Page no. 80-82.**

Some procurement projects under TEQIP-II had to be cancelled due to various reasons. Details of cancelled projects have been placed as **Annexure –IV, Page no. 83-84.** along with reasons for cancellation of packages.

Further, to meet the bandwidth requirements, institutional Local Area Network need to be shifted from Layer-2 to Layer-3. The list of items required to be purchased for this up gradation of our LAN under TEQIP is attached at **Annexure–IV, Page no. 85.** The total approximate budgetary requirement is Rs.27.8 Lacs.

The procured packages at Sr. No (i) and cancelled packages at Sr. No. (ii) are put up before the BOG for information & ratification please and new packages mentioned at Sr. No. (iii), which are required to be procured, are placed before the BOG for Consideration and approval please.

**Item No. 16.10**

**Increase in salary of Clerks appointed on contract basis.**

Sh. Dinesh Kumar and Smt. Shaminder Kaur, were appointed clerks under TEQIP on one year contract basis on a consolidated salary Rs.12000/- PM in January 2013.

Besides this, Sh. Parvesh Kumar, Clerk was also appointed in the Institute on one year contract basis on a consolidated salary Rs.12000/- PM in January 2013.

It is mentioned here that as per clause no.1 of their appointment letter, the term of their contract can be further extended depending on the requirement and their performance. Consequently on the recommendation of their respective heads, their terms were extended for another one year with the approval of Hon'ble Chairman, BOG vide dated 19-12-2013.

Now, they have requested vide diary dated 14-01-2014 for increasing their monthly salary (copy of their requests are attached at **Annexure-V, Page no. 86-88**).

**The case is put up before the BOG for appropriate decision please.**

**Item No. 16.11**

**Medical treatment of Staff and dependant family members in the designated hospitals**

A meeting of Staff Medical Aid Committee along with representatives of staff Associations was held on dated 01-10-2013. Minutes of meeting are attached herewith at **Annexure–VI, Page no. 89-90.**

In the meeting, it was suggested that below mentioned hospitals be adopted equivalent to Govt. Hospital for getting indoor treatment during the illness of any staff member/dependant family members:

1. Fortis Hospital, Amritsar and Mohali
2. Apolo Hospital, Ludhiana.

Further, it has also been suggested by the committee that the expenditure incurred in these hospitals will be borne by the Institute.

Keeping in view the suggestion of Medical Aid Committee, it is recommended that the above mentioned two hospitals be adopted for the treatment of all employees of the Institute and expenditure, whatsoever it may be for indoor treatment, should be borne by the Institute.

**The matter is put up before the Board of Governors for consideration please.**

**Item No.16.12**

**Regarding revision of Slab Structure for House Allotment.**

A meeting of HODs was held on dated 17/10/2013 to discuss the different slab structure for house allotment in the Institute. In the meeting, slab structure for A& B type of house was decided as given below:-

**A-Type:** Rs. 10000/- Grade pay or Rs. 9000/- G.P. with five yrs experience in the Institute.

**B-Type :** Rs.9000/- Grade pay or Rs.8000/- G.P. with five yrs experience in the Institute.

Further, for C, D, E & F type houses, the slab structure could not be decided unanimously. Minutes of Meeting are attached at **Annexure–VII, Page no. 91.**

It is pertinent to mention here that as per Institute Bye-Laws rule 12.3, which was adopted in 1995, slab structure for house allotment is as below:-

Category VI	Principal's House
Category V	Basic Pay of Rs 4000/- and above
Category IV	Basic Pay of Rs. 3200/- to Rs 3999/-
Category III	Basic Pay of Rs 2200/- to Rs 3199/-
Category II	Basic Pay of Rs 1000/- to Rs 2199/-
Category I	Basic Pay upto Rs 999/-

Further, it is mentioned here that this slab structure is not revised since inception of the Institute and the pay of staff members has been revised two times (i.e.1996 & 2006).

While approving above minutes of meeting, Hon'ble Chairman has advised that the case be put up in next meeting of BOG.

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



**Item No.16.13:**

**Regarding installation of Sewage Treatment Plant (STP) at the Institute.**

Our institute is in process for installing Sewage Treatment Plant (STP) as directed by Punjab Pollution Control Board (PPCB). A notice from Punjab Pollution Control Board u/s 33-A of the water (prevention and control of pollution) act, 1974 as amended in 1988 vide letter no 3896, 3894 dated 20-11-2013 has been received in the Institute (**copy attached at Annexure–VIII, Page no. 92-94**).

In this notice it is intimated that the hearing for the said purpose is on 28-11-2013 in the office of Hon'ble Chairman, Vatavaran Bhawan, Nabha Road, Patiala. During the hearing Hon'ble Chairman, PPCB give us 3 (three) months stipulated time to install the STP if failure, then a FIR of criminal case will be registered against the institute. The installation of STP is compulsory as per PPCB norms and regulation. The Maintenance Engineer Sh. Parminder Pal Singh(OIM) along with Sh. Gurmeet Singh(IM) have attended the hearing at PPCB Patiala and submitted their report. Copy of the report is attached at **Annexure–VIII, Page no. 95-101**.

The Hon'ble Chairman PPCB also wrote a letter to Hon'ble Principal Secretary, Technical Education, Chandigarh, Punjab regarding the said subject. So in order to comply with the Hon'ble Chairman PPCB, permission may be granted for installing the STP in the Institute at cost of Rs. 75 lacs approximately. The breakup of 75 lacs as a cost of equipment submitted by a consultant from Ludhiana is as per below:

- (a) Cost of Equipment: 36.29 lacs (approx)
- (b) Cost for Civil structure told by the said consultant verbally: Rs. 35 Lacs (copy of estimate attached **at Annexure–VIII, Page no. 102**)
- (c) Consultant fee: Rs. 3 Lacs (copy attached at **Annexure-VIII, Page no. 103**).

**Total cost : 75 Lacs (Approx)**

**The matter is put up before the Board of Governors for consideration please.**

**Item No.16.14:**

**Installation of Laundry equipments in the Institute Hostels**

There are 05 Hostels (3 Boys, 02 Girls) in the Institute and approximate 1500 no. of students are residing in these hostels. The demand for having laundry facility in these hostels persists from long. To check the modalities in this regard, a committee was constituted. After visiting the various sites for live demonstration, committee has given its report which is placed at **Annexure-IX, Page no. 104.**

The recommendations of the committee are given below:

- A) Either stack type washing and drying machines can be have in our campus through outsider person in similar manner as done by Lovely Professional University, Jalandhar. Our Institute may provide space/ shop only.
- B) Or one semi-automatic washing and drawing machine of 8 kg capacity (Make: Samsung, Whirlpool, LG etc.) may be provided on each floor of each hostel. Students can use their own detergent for washing their clothes. This kind of arrangement is very common in IITs and NITs.

**The matter is put up before the Board of Governors for consideration please.**

**Item No.16.15****Recruitment of Faculty in the Institute.**

As per the directions of Hon'ble Chairman BOG, a meeting of All Associate Directors, HODs and other senior faculty members was held on dated 06-01-2014 to discuss the various issues as suggested by Hon'ble Chairman BOG. The minutes of meeting are placed at **Annexure-X, Page no. 105-108.**

Keeping in view the requirement of TEQIP-II project (**Annexure-X, Page no. 109-111**), conditions of affiliating university (PTU Jalandhar) and overall interest of the students, it was decided in the said meeting that for the time being the following faculty should be recruited on regular basis in various departments:

**Engineering Wing**

i. Civil Engg.	02 (With specialization in Structural Engineering)
ii. ECE	02
iii. CSE	02
iv. EE	02
v. MBA	Nil (However, TPO will be recruited with qualification already approved in 14 <sup>th</sup> meeting of BOG and he will be given MBA teaching load for the time being)
vi. Chemistry	01
vii. Physics	01
viii. English	01

**Polytechnic Wing**

i. Mech. Engg	01
ii. Physical Education	01
iii. Civil Engg.	02 (if new unit allowed by AICTE/PSBTE Chd)
iv. CSE	01
v. Elec. Engg	01
vi. Chemistry	01
vii. Physics	01
viii. English	01

It is worth to mention here that a letter regarding recruitment of faculty

has been received from the Department of Technical Education and Industrial Training, Punjab, vide Endst. No. 2/51/2011-1/2TE2/2428 dated 06.08.2013, which is reproduced as under:-

“ ਵੱਖ-ਵੱਖ ਸਰਕਾਰੀ ਪ੍ਰੋਮੋਟਿਡ ਇੰਜੀਨੀਅਰਿੰਗ ਕਾਲਜਾਂ ਵਿੱਚ ਸ਼ਹੀਦ ਭਗਤ ਸਿੰਘ ਸਟੇਟ ਟੈਕਨੀਕਲ ਕੈਂਪਸ, ਫਿਰੋਜ਼ਪੁਰ, ਬੇਅਤ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨਾਲੋਜੀ, ਗੁਰਦਾਸਪੁਰ, ਬਾਬਾ ਹੀਰਾ ਸਿੰਘ ਭੱਠਲ ਇੰਸਟੀਚਿਊਟ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨਾਲੋਜੀ, ਲਹਿਰਾਗਾਗਾ, ਮਲੋਟ ਇੰਸਟੀਚਿਊਟ ਆਫ ਮੈਨੇਜਮੈਂਟ ਐਂਡ ਇੰਨਫਰਮੇਸ਼ਨ ਟੈਕਨਾਲੋਜੀ, ਮਲੋਟ ਵਿੱਚ ਖਾਲੀ ਟੀਚਰਾਂ ਦੀਆਂ ਅਸਮਾਨੀਆਂ ਨੂੰ ਭਰਨ ਲਈ “ਇਹ ਸੁਦ ਇੱਕ ਵਕਤੀ” (one time) ਭਰਨ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ। ਇਸ ਦੌਰਾਨ ਰੇਗੂਲਰ ਭਰਤੀ ਮਾਨਯੋਗ ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ ਜੀ ਵੱਲੋਂ ਕੀਤੇ ਗਏ ਫੈਸਲੇ ਦੇ ਸਨਮੁੱਖ NITTTR ਰਾਹੀਂ ਕੀਤੀ ਜਾਵੇ । ਇਹ ਪੱਤਰ ਮਾਨਯੋਗ ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ ਜੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਨਾਲ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ” Copy is placed at **Annexure-X, Page no. 112.**

However, an e-mail has been received from NPIU through SPFU, Punjab to appoint well- qualified regular faculty with higher qualifications (at least ME/MTech.) and compliance/status report about the faculty strength have to be forwarded to NIPU (through SPFU) by 15<sup>th</sup> March 2014. Copy of the mail is placed at (**Annexure-X, Page no. 109-111**)

Keeping in view the requirement of NPIU, conditions of affiliating university (PTU Jalandhar), recommendation of all Associate Directors & HODs and overall interest of the students, the matter is put up before the BOG to fill up the above said requisite posts on regular basis at Institute level for the time being.

**The matter is put up before the Board of Governors for appropriate decision please.**

**Item no.:16.16**

**Writing-off non working Computers and other Electronic items.**

This item was put up in the 15th meeting of BOG vide agenda item no. 15.12 (Copy of the agenda item is attached at **Annexure-XI, Page no. 112-113**). In the said meeting, board has constituted the following write-off committee to examine the items one by one before recommending their dispose-off:

**(A) Computers and Electronic items:**

- (1) HOD Computer Science and Engineering
- (2) HOD Computer Centre
- (3) Store Purchase Officer

**(B) Items of Other Departments**

- (1) HOD of Concerned Department
- (2) One HOD of any other Department
- (3) Store Purchase Officer

Further, it was also decided in the 15<sup>th</sup> meeting of BOG that those Computers which may be found in working conditions or can be made in working conditions shall be given to ministerial staff for official work.

Accordingly, the committee examined all the computers and found that 10 systems can be made workable by purchasing some new hardware from the market. Report of the committee is attached at **Annexure-XI, Page no. 114**.

In the light of above, it is requested to allow disposing -off the non-workable computers either through the vendors approved by the Deptt of Information & Technology, Punjab or through the open auction by advertising in local news papers and only those vendors shall be considered eligible who have authorization certificate for Management & Handling of e-waste.

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

**Item no. 16.17 Ratification of regularization of contractual staff.**

On the basis of letter received from Govt of Punjab, Deptt. of Technical Education and Industrial Training vide memo no. 02/158/2012-2TE2/103343 dated 27-09-2013 through the Office of Director Technical Education & Industrial Training, Punjab vide Memo. no. 1691/E-2/ECC/2013 dated 07-10-2013, the services of Sh. Parminder Pal Singh, Maintenance Engineer working on contract basis in this campus were regularized vide this Institute letter dated 08-10-2013.

He has joined vide letter dated 11-10-2013 (FN). Copies of PSTE/IT, Punjab, DTE/IT, Punjab letter, Appointment letter and joining letter are attached at **Annexure-XII, Page no. 115-119.**

**Submitted before the BOG for consideration and ratification please.**

**Item no. 16.18**

**Ratification of the approval given by the Hon'ble Chairman, BOG on a single file.**

As per decision of the 7<sup>th</sup> 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 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 Hon'ble Chairman BOG on a single file:

1. Vide file 59 dated 18.10.2013, Hon'ble Chairman, BOG has approved the allotment of houses in the campus and advised that slab structure of houses be put up in the next meeting of BOG. Copy attached at **Annexure-XIII, Page no. 120.**
2. Vide file no.61 dated 30.10.2013, Hon'ble Chairman, BOG has approved the extension of contract of teachers working in the Poly Wing for 05 years along with medical allowance, medical leave and maternity leave. Accordingly, office order for their contract extension was issued vide dated-----. Copy of approval is attached at **Annexure-XIII, Page no. 121-122.**
3. Vide file no.62 dated 30.10.2013, Chairman, BOG has approved the extension of contract of teachers working in the Engg. Wing for 05 years along with medical allowance, medical leave and maternity leave. Accordingly, office order for their contract extension was issued vide dated-----. Copy of approval is attached at **Annexure-XIII, Page no. 123-124.**
4. Vide file no.73 dated 07-11-13, Chairman, BOG has approved the extension of deputation period of Mr. Harshwinder Singh, Steno-typist

for 3 months. Accordingly, office order for his extension was issued vide dated-12-11-2013. Copy of approval is attached at **Annexure-XIII, Page no. 125.**

5. Vide file no. 76 dated 29-11-13, Chairman, BOG has approved the LTC case and Earned leave from dated 21-12-2013 to 30-12-2013 w.r.t Dr. T.S. Sidhu, Director of the Institute. Copy of approval is attached at **Annexure-XIII, Page no. 126.**

6. Vide file no.80 dated 11-12-13, Chairman, BOG has given approval to appoint Sh. Narinder S/o Sh. Ram Partap for the post of Lab. Attendant on purely adhoc-temporary basis in the pay scale of Rs. 4900-10680+GP 1400/-. The concerned has joined on dated 13-12-2013. Copy of approval and appointment letter, joining report is attached at **Annexure-XIII, Page no. 127-130.**

7. Vide file no. 81,82 & 83 dated 19-12-13, Chairman BOG has given approval to extend the contract period of Smt. Shaminder Kaur, Clerk, Sh. Dinesh Kumar, Clerk, Sh. Parvesh Kumar, Clerk & Sh. Mukesh Sachdeva, Helper (Health Club) for period of one year. Copy of approvals and office orders is attached at **Annexure-XIII, Page no. 131-137.**

8. Vide file no.84 dated 25-12-13, Chairman BOG has given approval to purchase Mahindra XYLO as MUV/Ambulance to cater the need of Ambulance as well as for general purpose for the Institute. Copy of approval is attached at **Annexure-XIII, Page no. 138.**

9. Vide file no.93 dated 09-01-2014, Chairman, BOG has approved the minutes of HODs Meeting held on 06.01.2014 in the Director's Office on various issues relating to the Institute. Copy of approval is attached at **Annexure-X, Page no. 105-108.**

**Put up before BOG for consideration and ratification please.**



**Item no. 16.19**

**To issue Laptops and Tablets to senior functionary of the Institute.**

In the 15<sup>th</sup> meeting of BOG vide Agenda Item No. 15.5, it was decided that those faculty members who have been given both laptop and tablet, shall be asked to return back either laptop or tablet.

As per the decision, the Tablets/Laptops were taken back from the faculty to whom both Laptop and Tablet were issued. However, the Head of Departments/Deans have requested to Hon'ble Chairman BOG to issue them both because as per their service requirement, they need both the facilities to perform their duty effectively and efficiently. Accordingly Hon'ble Chairman BOG allowed them both for the time being and directed the member Secretary to discuss the said matter in the next meeting of BOG.

It is proposed that both tablets and Laptop be issued to the senior functionary of the Institute such as HODs, Deans, TPO etc in order to motivate them to perform their duties effectively and efficiently.

**Submitted for deliberation and approval please**