

# TEQIP

(Subcomponent 1.1)

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

---

## BOARD OF GOVERNORS

**18<sup>th</sup> Meeting Supplementary Agenda**  
Sept. 26, 2014 (11.30AM)



**Shaheed Bhagat Singh**

**State Technical Campus**

**Moga Road (NH-95), Ferozepur-152004 (PB)**

**(Established by Punjab Govt.)**

---

**VENUE: SHAHEED BHAGAT SINGH STATE  
TECHNICAL CAMPUS,  
MOGA ROAD, FEROZEPUR-152004(PB)**

## CONTENTS

<u>ITEM NO.</u>	<u>PARTICULARS</u>	<u>PAGE NO.</u>
Item No. 18.20(i)	Engagement of 01 Driver and 01 Clerk through Service Provider.	01
Item No. 18.20(ii)	Ratification of the approval given by the Hon'ble Chairman, BOG on a single file.	02-03
Item No.18.20(iii)	Faculty participation in International Conference.	04
Item No.18.20(iv)	To observe the timings of the Class Rooms.	05
Item No.18.20(v)	Hiring of LTV & HTV Vehicles for out-stationed visits of students and staff	06-07

**Item No. 18.20(i) Engagement of 01 Driver and 01 Clerk through Service Provider.**

The following staff members were superannuated from the Institute during the year 2014 as per detail below:

S.No.	Name	Designation	Date of Superannuation
1.	Sh.Ram Kumar Chopra	Supdt.G-II	30-04-2014
2.	Sh.Ramesh Kumar	Driver	31-08-2014

It is mentioned here that the Institute is having 03 sanctioned post of Driver out of these 03 posts, 02 are filled at present and 01 post fall vacant due to superannuation of Sh.Ramesh Kumar, Driver. Since the Institute is having number of vehicles and the services of 01 driver are required to cater the present need.

Further with the superannuation of 01 staff member from administrative office i.e Sh.Ram Kumar Chopra, Supdt. G-II, the services of one admin. Staff (clerk) is also required.

In the light of above, it is proposed to engage 01 Driver and 01 Clerk through Service Provider.

Submitted before the BOG for consideration and approval please.

**Item No. 18.20(ii) 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 no. 213 dated 28-08-14, Chairman, BOG has approved to get the advertisements of the Institute published through the Advertising agencies while claiming discount @ 12% and through Press reporters while claiming discount @ 15%. Copy of approval is attached at **Annexure-I, Page no. 8-11.**
2. Vide file no.227 dated 08-09-14, Chairman BOG has approved higher designation (without service/financial benefits) given to Dr. A.K. Asati, Associate Professor (ME) on the condition that post-facto approval for the same will be sought from the office of DTE/IT, Punjab. Copy of approval and office order is attached at **Annexure-I, Page no. 12-15.**
3. Vide file no. 219 dated 20-08-14, Chairman BOG has approved to engage 02 Peons against the vacant sanctioned posts through the Service Provider. Copy of approval is attached at **Annexure- I, Page no. 16- 17.**

4. Vide file no. 226 dated 08-09-2014, Chairman BOG has approved minutes of 18<sup>th</sup> meeting of the Building and Works Committee. Copy of approval is attached at **Annexure- I, Page no. 18-20.**

**The above said cases are put up before BOG for consideration and ratification please.**

**Item No.18.20(iii) Ratification of the case of Faculty Member who has attended International Conference**

Following faculty members have attended the international conference under TEQIP-II project with the approval of Campus Director:

<b>Name of Faculty, Designation and Department</b>	<b>Place of Visit</b>	<b>From</b>	<b>To</b>
Mr Harinderpal Singh, AP, Electrical Engg.	Wollongong, Sydney, Australia	30-06-2014	04-07-2014

Submitted before the BOG for consideration and ratification please

**Item No.18.20(iv) Attendance of staff through Bio-metric system.**

Under the E.R.P. solution, attendance for staff and faculty members of the Institute was proposed to be taken through bio-metric system. But some of the faculty & staff members requested not to follow this practice i.e. Bio-metric Attendance. Copies of their representations are placed at **Annexure- II, page no.21-27.**

President of Teachers Association met Hon'ble Chairman, B.O.G on 15-08-14. After discussions, it was decided to check the timings through cameras instead of Bio-metric which was to be implemented from 01-09-14 (**Annexure-II, Page no. 28-29**). This practice was followed but since the cameras are installed at various places of the Institute and it is very difficult to note about all person entering through the Gate & marking their attendance at a time for all the blocks.

In the light of above, it was proposed that this matter may be taken up in the forthcoming meeting of B.O.G for deliberation and decision (**Annexure- II, Page 28-29**).

Hereby it is worth mentioning that institute has already purchased ERP solution and Biometric Machines for recoding the attendance through thumb impressions.

Submitted before the BOG for consideration & appropriate decision please.

**Agenda: 18.20 (v) Hiring of LTV & HTV Vehicles for out-stationed visits of students and staff**

**(A). Heavy Transport Vehicles**

In the 15th meeting of BOG vide Agenda Item No. 15.15, it was decided to auction both buses of the Institute and allowed to hire the buses from Private Transporters on per kilometer rate basis. Accordingly, buses were hired on per kilometer basis for a period up to March 31, 2014.

Further, a committee consisting of the following staff members was constituted to collect the quotations from the open market for hiring the HTV vehicle for a period of one year at per kilometre rate basis for industrial visits, placements/training drives, etc etc: (Annexure-III, Page-30)

- |                      |                              |
|----------------------|------------------------------|
| 1. Dr Satvir Singh   | Training & Placement Officer |
| 2. Mr Sukhwant Singh | Transport Officer            |
| 3. Mr Rajeev Arora   | Store Purchase Office        |
| 4. Mr Ashok Kumar    | Account Representative       |

The committee has collected quotations from the market (**Annexure-III , Page 31-34**) and Comparative Statement prepared by the committee is placed at **Annexure-III, Page 35**.

The committee has found that M/S New Dhillon Bus Service, Ferozpur has quoted minimum price as per below:

- (a) Rs. 33/- per kilometer for 52/56 Seater General/Deluxe Bus, minimum charges per day Rs. 6600 and Night stay Rs. 4000/-



- (b) Rs. 45/- per kilometer for 52 Seater AC Bus, minimum charges per day Rs. 6600 and Night stay Rs. 4500/- and
- (c) Rs. 25/- per km for Non-AC 32 Seater Mini Bus, minimum charges per day Rs. 5000 and Night stay Rs. 2000/-

Permit Fee and Toll Charges will be extra as applicable and Contract will be for a period of one year.

The committee has recommended to sign the annual contract with M/S New Dhillon Bus Service, Ferozepur on above said quoted rates to hire buses for out-station visits by students and staff (**Annexure-III, Page 35**).

**(B). Light Transport Vehicles**

Many times institute requires 7 to 12 seater LTV vehicles for attending out-stationed meeting by staff and faculty as well as for student participation in sports and placement/training activities in other institutes.

Since Punjab Government issues notifications from time to time for hiring LTV vehicles on prescribed per kilometer rates, therefore, it is recommended to follow the same rates in the institute as prescribed by Punjab Govt from time to time for hiring LTV vehicles.

The above said agenda item is presented before BOG for consideration and approval to hire the HTV and LTV vehicles as per the rates mentioned at (A) and (B) above, respectively.