



**(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**

**20<sup>th</sup> Meeting Agenda**

**25, March, 2015 (11.30AM)**



**Shaheed Bhagat Singh**

**State Technical Campus**

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

**(Established by Punjab Govt.)**

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**VENUE: Conference Room, SBS State Technical  
Campus, Ferozepur**

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Any other item with the permission of chair

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

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|-----|--|----------------------|
| 1.  | Sh. Dinesh Lakra ji,<br>Managing Director, Lakra Industries Ltd,<br>E-200-01, Focal Point, Industrial Area,<br>Phase-IV, Ludhiana-141010 (Punjab)            | 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. | Prof. B.D. Nathani, Ex-Principal<br>RSD College, Ferozepur City  | Member               |

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|-----|---|----------------------|
| 11. | Er. Anirudh Gupta, CEO<br>D.C. Model Group of Schools, Ferozepur Cantt  | Member               |
| 12. | Mr. Ravi Gupta, (MD)<br>Dev Raj Hi-Tech Machine Ltd, Ferozepur  | Member               |
| 13. | Sh. Sameer Mittal<br>Director Finance, Bhagwati Lacto<br>Veg Exports Pvt ltd, Ferozepur Cantt.  | Member               |
| 14. | Vice Chancellor,<br>Punjab Technical University,<br>Jalandhar or his nominee.   | Ex-Officio<br>Member |
| 15. | Dr. Ravi Kumar, Principal<br>Beant College of Engg. & Tech, Gurdaspur   | Member               |
| 16. | Dr. Manjit Bansal, Associate Prof.<br>GZSPTU, Bathinda.   | Member               |
| 17. | Dr. Tilak R. Kem, Director,<br>Consortium for Education Communication<br>Aruna Asaf Ali Marg, New Delhi-110068<br>A Nominee of the University Grants Commission | Member               |
| 18. | Chairman, Punjab State Board of Technical<br>Education & Industrial Training, Sector-36-A<br>Chandigarh.  | Ex-Officio<br>Member |
| 19. | Dr. Ajay Kumar, Assoc. Prof.<br>Applied Sciences & Humanities Deptt.<br>Shaheed Bhagat Singh State Technical Campus,<br>Ferozepur.                              | Member               |
| 20  | Dr. Arun Kumar Asati, Assoc. Prof.<br>Mechanical Engineering Deptt.,<br>Shaheed Bhagat Singh State Technical Campus,<br>Ferozepur.                              | Member               |
| 21. | Dr. T.S. Sidhu, Director<br>Shaheed Bhagat Singh State Technical Campus,<br>Ferozepur.  | Member-Secretary     |

**Item No. 20.1 Confirmation of the proceedings of the 19<sup>th</sup> meeting of the Board of Governors.**

The approved proceedings of the 19<sup>th</sup> Meeting of the Board of Governors held on 26-12-2014 were circulated to members of BOG for information and comments, if any, vide letter no. SBS/E-3/6880-93 dated 12-01-2015 (**Annexure- I, Page no. 50-57**).

No comments have been received. The approved proceedings of 19<sup>th</sup> BOG meeting are placed before the BOG for confirmation please.

**Item No. 20.2**            **To report action taken on the decisions of the 19<sup>th</sup> meeting of the Board of Governors.**

**Item No. 19.1**            **Confirmation of the proceedings of the 18<sup>th</sup> Meeting of the Board of Governors.**

**Decision:**                The proceedings of the 18<sup>th</sup> meetings of BOG were confirmed by incorporating the comments received from the office of DTE & IT and member of BOG.

Further, it was informed by Campus Director that Hon'ble Chairman BOG has written a DO letter No. SBS/CBOG/229 dated 6.10.2014 through Speed Post to Govt of Punjab for uniform implementation of the decision, whatsoever it may be, regarding protection of pay of teaching and non-teaching employees of the institute for their services performed in the institute on contract basis.

Here it is worth mentioning that Hon'ble Chairman BOG while approving the proceedings of 18<sup>th</sup> meeting of BOG on 22.10.2014 has given the comments to recover the arrears paid to contractual faculty on account of protection of their pay till this item is not approved/ratified.

Subsequently, vide letter No.Chairman/BOG/SBs/240 dated 11.12.2015, Hon'ble Chairman BOG has also directed the campus director to follow up this case at the level of Govt of Punjab. The campus director has informed to the Board that the matter is being taken up with the office of DTEIT/Govt of Punjab as per the directions received from the Hon'ble Chairman BOG. The Board has observed that the issue raised by Hon'ble Chairman BOG are not addressed by the Government in the letter No. 1690/S-2/ECC/2014 dated 4.12.2014, received in the institute vide diary no. 3721 dated 24.12.2014. Therefore these issues should be addressed accordingly.

Thereafter it was decided that the decision to protect the pay of non-teaching employees or to recover the arrears paid to teaching faculty shall be taken as per the decision to be received from Govt. of Punjab in this regard.



**Action:** In response to DTE/IT, Punjab letter dated 04-12-14 the Institute has submitted reply vide letter no. 7471 dated 04-02-15. While submitting the reply, it was recommended to DTE/IT offices to resolve the issues raised by the Hon'ble Chairman BOG in his letter dated 06-10-2014. Copy of the reply letter is attached at Annexure-II, Page no.58. But no reply has been received till date.

**Item No. 19.2** **To report Action taken on the decisions of the 18th meeting of the Board of Governors**

**Decision:** The action taken report was noted. Further, the Board has advised the Campus Director to issue an appeal to all teachers of the Institute for marking their attendance through the Bio-Metric System (thumb impression) w.e.f. 01.01.2015. The Board has further decided that the cases of the employees shall not be considered for service benefits of CAS/ACP till they start marking their attendance through the Bio-metric systems.

**Action:** An office order vide no. 6695-97 dated 29-12-14 was issued in this regard and all teachers of the Institute were appealed to mark their attendance through the Bio-Metric System (thumb impression) w.e.f. 01.01.2015. But still teachers are marking their attendance in the Attendance Register.

**Item No. 19.3** **Annual Progress report of the Institute for the current year**

**Decision:** The Board has appreciated the record progress made by the institute on all fronts during the year 2014.

The Board has especially congratulated to the Chairman BOG and Director of the institute for Accreditations of five B.Tech Programmes of the institute by National Board of Accreditation (NBA) in one go. The Board members felt proud as institute got accreditation in the year 2014 for the first time since its inception in 1995.

**Action:** No action is called for.

**Item No. 19.4** **Approval of Governance Development Plan of the Institute**

**Decision:** The Governance Development Plan of the institute was approved by the Board.

**Action:** The decision was conveyed to all concerned vide office order no. 7041-49 dated 14-01-2015.

**Item No. 19.5                      Ratification/Approval of various activities under TEQIP-II**

**Decision:** The Board has ratified/approved all activities of TEQIP-II project as proposed under this item.

**Action:** The decision was conveyed to all concerned vide office order no.7041-49 dated 14.01.2015.

**Item No. 19.6                      Upgradation of SBS State Technical Campus into Technical University.**

**Decision:** The Board has decided, in principle, to upgrade this Institute to the level of full fledged Technical University and, accordingly, directed the Director of the Institute to put up the detail project report in the next meeting of BOG.

**Action:** The campus Director has visited the UGC office alongwith other faculty members in this regard. Now the UGC office has appointed the expert committee for making the institute "Academically Autonomous". As per the UGC requirement, Govt of Punjab and PTU are required to nominate experts for this visit. Campus Director has visited the office of PSTE and DTE in this regards number of times. As soon as they will nominate experts, thereafter, UGC expert committee will visit the institute for checking the available resources for granting "Academic Autonomous" status to the Institute.

**Item No. 19.7                      Proposal for starting new courses.**

**Decision:** After thorough deliberations, the Board has taken the following decisions:

- i) Starting of Bachelor of Architecture (B.Arch.) course with intake of 40 seats.
- ii) Starting of Diploma in Civil Engineering with 60 seats.
- iii) Reduction of Diploma ECE seats from 120 to 60.
- iv) Increase in intake of existing courses.

v) Shifting of diploma classes from 1<sup>st</sup> shift to 2<sup>nd</sup> shifts, if possible, for optimum utilization of existing infrastructure.

**Action:** As per the norms of AICTE, the institute has applied for the following courses:

- i) Starting of Bachelor of Architecture (B.Arch.) course
- ii) Reduction of Diploma ECE seats from 120 to 60.
- iii) Increase of 60 seats in the existing B.Tech courses in Mech Engg.
- iv) Starting of M.Tech in Electrical Engineering as decided in HODs meeting (**Annexure-III, Page no.59**).

**Item No.19.8** **To report the balance sheet of the campus for the Financial Year 2013-2014.**

**Decision:** The Balance sheet was noted by the members.

**Action:** No action is called for.

**Item No. 19.9** **Review of existing manpower of the Institute**

**Decision:** The Board has decided to invite the financial bids from the following two agencies to review the requirements of existing non-teaching and supporting staff of the Institute.

- (a) M/S EdCil (India) ltd, EdCIL House, Plot 18A, Sector 16A, Noida (UP)
- (b) Adam Smith International Bharat Yuvak Bhawan, 1 Jai Singh Road, New Delhi 110001

During deliberations, the Board has unanimously decided that there must be proficiency test for all Ministerial and Technical Supporting Staff. Only those employees should be considered for promotions who score more than 50% marks in the proficiency test and if any employee score less than 33% marks, his increment should be stopped. However, opportunity shall be given to such employees for improving their performance to obtain passing marks of 33% by arranging another test within six months.

**Action:** An office order no. 7130-34 dated 19-01-2015 was issued to Store and Purchase Officer of the Institute in this regard for initiating the process of inviting financial bids from the above agencies. As reported by SPO, they have written letter demanding bids from both the agencies.

**Item No. 19.10                      Restructuring of posts as per AICTE Norms and recruitment of Faculty in different department of the Institute.**

**Decision:** The item was approved as proposed.

**Action:** The decision was conveyed to all HODs vide office order no.7125-29 dated 19-01-2015. The recruitment of faculty will be made in due course.

**Item No. 19.11                      Extension of contract period of Clerks and Helper.**

**Decision:** The item was approved as proposed.

**Action:** The contract period of concerned employees were extended vide letter no.7071-75 dated 14-01-2015, no. 7076-80 dated 14-01-2015 and no. 7066-70 dated 14-01-2015 (**Copies attached at Annexure-IV, Page no.60-62**)

**Item No. 19.12                      Ratification of placement, ACP and clearance of probation period w.r.t. non-teaching employees of the Institute.**

**Decision:** The item was ratified.

**Action:** No action is called for.

**Item No. 19.13                      Approval of revised rates for private use of staff car.**

**Decision:** The item was approved as proposed.

**Action:** The decision was conveyed to all concerned vide office order no.7141-45 dated 19-01-2015.

**Item no. 19.14                      Approval of Consultancy Rates for Consultancy Cell.**

**Decision:** The item was approved as proposed.

**Action:** The decision was conveyed to all concerned vide office order no. 7120-24 dated 19-01-2015.

- Item no. 19.15**                      **Non Consideration of students result for filling the ACRs**
- Decision:**                              The Board has decided that student’s result must be included in the ACR and for giving “satisfactory” grading in the ACR of faculty members and Technical Supporting staff, atleast 50% students must have passed in the theory and practical subjects allotted to them.
- Action:**                                      Decision conveyed to all concerned vide office order no. 7110-12 dated 19-01-2015. However, teachers association has again given representation against this decision of BOG.
- Item No. 19.16**                      **Demand of Teachers Association for implementation of CAS.**
- Decision:**                                      The Board has decided either to completely implement the notifications issued by AICTE or DTE/IT, Punjab.
- Action:**                                      Decision conveyed to all concerned vide office order no. 7110-12 dated 19-01-2015. Subsequently, the Teachers Association has given their reply in regard to this decision of BOG. Accordingly, letter No 7778-80 dated 23.02.2015 was written to PSTE and DTE/IT (Annexure-V, Page no.63-64).
- Item No. 19.17**                      **Regularization of Contractual services of Mr. Sunil Behal.**
- Decision:**                                      The Board has decided to regularize the services of Mr. Sunil Behal, Assistant Professor (Maths).
- Action:**                                      The contractual services of Mr. Sunil Bahel, Assistant Professor were regularized vide office letter no.SBS/Fzr/E-1/7021 dated 14.01.2015 . He has joined his duty w.e.f. 15.01.2015 (Copy of appointment and joining letter is attached at Annexure-VI, Page no. 65-67).
- Item No. 19.18**                      **Extension in services of employees working on temporary basis in the institute**

**Decision:** The Board has decided not to extend the services of any employee beyond the period of 1.5 years who has been appointed on temporary basis either directly in the institute without following proper procedure or appointed through service provider. Therefore, all these employees who have completed period of 1.5 years should be relieved.  
Further, the Board has also decided not to hire the same candidate as guest faculty continuously for more than 2 years.

**Action:** Decision conveyed to all concerned vide office order no. 7113-19 dated 19-01-2015.

**Item No. 19.19                      Ratification for the Honorarium to staff for TEQIP-II Project.**

**Decision:** The item was ratified.

**Action:** No action is called for.

**Item No. 19.20                      Ratification of the approval given by the Hon'ble Chairman, BOG on a single file.**

**Decision:** The item was ratified.

**Action:** No action is called for.

**Item No. 19.20                      To report the proceedings of 19<sup>th</sup> Meeting of Building and Works Committee.**

**Decision:** While approving the proceedings of 19<sup>th</sup> meetings of Building and Works Committee, the Board has also approved the followings:

- (1) Approved the decision of Hon'ble Chairman BOG to release Rs. 1.25 Crore to PWD (B&R), which he had taken after visiting the site and reviewing the recommendations of Inspection Committee.
- (2) The Board has also decided to construct the Sewerage Treatment Plant through the consultant instead of Water Supply and Sanitation department of Punjab.

Mr. Tejinder Kumar, SEE of Punjab Pollution Control Board (Nominee of Secretary to Govt. of Punjab, Deptt.of Science and Technology, Chandigarh) has assured the Board that he will check the feasibility study report of the consultant for execution of Sewage Treatment Plant in the Institute and will advise to the institute to proceed further.

**Action:**

As per the decision of BOG, a letter no.6806 dated 06-01-2015 and reminder no. 6922-24 dated 13-01-2015 were sent to Punjab Pollution Control Board, Faridkot to check the feasibility study report of the consultant for execution of Sewage Treatment Plant (STP) in the Institute (**Annexure-VII, Page no. 68-69**). But no reply has been received. Thereafter, a meeting of Dean (IP&RM) and Officer Incharge Maintenance was held and it was decided to publish the tender in the newspaper for inviting bidding for the construction of STP to avoid any legal action (**Annexure-VII, Page no.70-71**). Accordingly, tender was published in the newspapers (**Annexure-VII, Page no.72**).

**Item No. 20.3 Performance Auditor and Data Auditor report of TEQIP-II Project (Third Report)**

It is submitted that Performance Auditor of TEQIP Project Dr. N.K. Mehta, Professor IIT Roorkee and Data Auditor Dr Nirmal Singh, Director, PIT, Hoshiarpur have audited the performance of our institute during 6-8 February 2015. The report of performance auditor is placed as **Annexure-VIII, Page no.73.-109** The report of Data Auditor is placed as **Annexure-VIII, Page no.110-119** at page no 32-33 of the report, he has pointed out following main deficiencies of the institute:

1. There is need to build a spacious auditorium for around 2000 persons.
2. Institute has extensive sports facilities but they are mostly of the conventional type, such as cemented tennis, basket ball courts, open air volley ball and hand ball courts, etc. It is desirable that depending upon priority and availability of funds, modern sports facilities such as synthetic tennis courts, indoor sports hall, good gym, etc. should be setup.
3. Further, institute may consider flood lighting of the outdoor facilities so that they are available to students for longer hours.
4. There is need to improve maintenance of hostels for better hygiene and clean environment. Special attention is required for cleanliness in kitchens and regular maintenance of water filters and coolers.



5. There is need to improve availability of Wi-Fi in the hostels and also in some of the academic blocks.
6. There is need of serious improvement in the institute library for replenishment with new titles and increasing the volumes of the available titles. The institute may also consider the possibility of increasing the library timings.
7. A certain percentage of teachers have been reported by students as being deficient in subject knowledge and/or communication skills. This mainly concerns teachers working on 11 month contract basis. To address this problem there is need to fill-up the vacant faculty positions, expeditiously.
8. There is need to encourage wider use of Audio-Visual Aids in class room teaching. To this end proper facilities may be installed in the lecture halls where they are not provided as of now.
9. The content and conduct of laboratory experiments needs serious attention. This includes weeding out of obsolete experiments and their replacements with new experiments that are commensurate with advances in technology, replacement of old equipments and setups with modern ones, training of technical staff to enhance their skills to meet the challenges of new technology.

10. The placement of students has remained static at about 50% for the 3-4 years. Therefore, Finishing School activities need to be strengthened with greater focus on soft skills, communication skills, personality development, etc. to enhance their employability.
11. The M.Tech. Students admitted under the TEQIP fellowship programme have not been paid fellowship for more than a year, for a want of timely release of funds by the state government.
12. The collaborative research with industry is very weak. In this regard, the institute can consider initiatives such as 3-party collaborations with industry involving IITs/NITs, industry sponsored student projects, joint guidance of M.Tech. and Ph.D. thesis with industry persons, granting sabbatical to faculty and technical staff to spend time in industries for specific knowledge and skill up-gradation and ascertaining industry needs, expert lectures by industry persons, etc.

This is submitted for information and consideration of the Board Members.

**Item No 20.4****Regarding Conferences to be conducted under TEQIP-II in year 2015**

The following three conferences were conducted during the year 2014 under TEQIP-II.

<b>Sr</b>	<b>Name of Conference</b>	<b>Dept</b>	<b>From</b>	<b>To</b>
1	International Conference on Communication, Computers and Systems (ICCCS2014)	CSE, ECE, EE	08-08-2014	09-08-2014
2	Conference on Advances in Manufacturing Systems (CAMS-2014)	ME	08-09-2014	09-09-2014
3	International Conference on Frontiers in Material Research and Applications (FMRA 2014)	DASH, ME, CE, CHE	30-10-2014	31-10-2014

It is proposed to conduct the conferences again in the year 2015. The tentative schedule and approximate expenditure for the conferences is mentioned below:

<b>Sr</b>	<b>Name of Conference</b>	<b>Dept</b>	<b>Proposed dates</b>	<b>Approximate Expenditure</b>
1	2 <sup>nd</sup> International Conference on Communication, Computers and Systems (ICCCS2015)	CSE, ECE, EE	Aug 7-8, 2015	4.25 Lacs
2	2 <sup>nd</sup> Conference on Advances in Manufacturing Systems (CAMS-2015)	ME	Sept 11-12, 2015	4.25 Lacs
3	2 <sup>nd</sup> International Conference on Frontiers in Material Research and Applications (FMRA 2015)	DASH, CE, CHE	Oct 30-31, 2015	4.25 Lacs

Submitted before BOG for consideration and approval please

**Item No. 20.5****Admission for Academic Session 2015-16**

A meeting of Admission committee 2015-16 was held on 05/03/2015 regarding new admissions for the upcoming session (**Annexure-IX, Page no.120-121**). In the meeting the admission scenario of last two years was reviewed. It was felt that quality and quantity are two important parameters regarding students admission in any educational institute. These two parameters play vital role for institute growth, recognition, outcome and benefit/satisfaction to its stake holders. That's why admission related activities are very important for educational institutes. In present scenario, there is strong need to add/do activities to improve these two parameters for upcoming admissions in SBSSTC, Ferozpur.

The quantity of admissions, especially for B.Tech., have been presented in table 1 and table 2 for a few past years.

Table 1.

<b>Number of Students admitted from Punjab and other states</b>								
Year with ↓ details		Branch →						Grand Total
		Chemical Engg.	Civil Engg.	Computer Science & Engg.	Electronics & Comm. Engg.	Electrical Engg.	Mecha- nical Engg.	
2013	Resident of Punjab	31	46	68	22	31	76	274
	Non- resident of Punjab	5	17	37	32	30	43	<b>164</b>
	Total	36	63	105	54	61	119	438/504 = 87%
2014	Resident of Punjab	12	70	65	30	30	98	305
	Non- resident of Punjab	6	54	49	15	32	88	<b>244</b>
	Total	18	124	114	45	62	186	549/630 =87%

Table 2.

Number of Students admitted through PTU Counselling and direct counselling								
Year with ↓ details		Branch →						Grand Total
		Chemical Engg.	Civil Engg.	Computer Science & Engg.	Electronics & Comm. Engg.	Electrical Engg.	Mecha- nical Engg.	
2013	PTU Counselling	11	35	13	22	24	66	171
	Direct Counselling	25	28	92	32	37	53	267
	Total	36	63	105	54	61	119	438/504 = 87%
2014	PTU Counselling	7	37	37	11	20	68	180
	Direct Counselling	11	87	77	34	42	118	369
	Total	18	124	114	45	62	186	549/630 =87%

*Here it is worth mentioning that in the year 2014-15, intake of students has been increased from 480 to 600.*

The students number admitted through PTU counseling are too small. Similar is the trend for diploma admission made through Punjab State Board of Technical Education and Industrial Training. Therefore efforts are required to be made to get admissions through direct counseling after PTU/PSBTE counseling. Generally PTU counseling over by last week of July so that the institute does get 15 to 20 days for direct admissions (as last date of admission 15 August as per Hon'ble Supreme Court Order).

Consequently, some seats remain vacant in a few branches as well as the institute get low quality students due to very less time left for direct admissions.

Generally, the institute gives advertisements in Punjab and other states news papers for direct admission on Merit basis. The institute gets most of the direct admissions on the percentage of basic qualifications only.

Last year the institute had sent a team of faculty & staff at Patna (Bihar) in the month of August to bring direct admissions. The tour of the team was quite successful as they brought about 50-55 direct admissions without having any experience of this kind of activity.

Therefore, in the meeting it has been decided that the following points/activities regarding new admission 2015-16 for all Wings (EW, PW, MBA Wing, MCA Wing) should be done:.

- The institute should be allowed to fill one-third (1/3) seats at the institute level as early as possible out of total available seats for new admissions. It means two-third (2/3) seats will be left to fill as per past practice. Although policy to fill the one-third (1/3) seats to be framed out, if allowed and approved by the BOG.

- For the new admissions 2015-16, team of faculty and staff should be sent to Bihar, Jammu & Kashmir, Delhi and North-East states of India as soon as possible. The institute should allowed to hire a temporary office or alternative arrangement in these areas to carry out the activity smoothly.
- Dr. Ajay Kumar will be coordinator to look for admissions from Bihar and Jharkhand.
- Dr. Lalit Sharma and Dr. Neel kanth will be coordinators for North-East states of India.
- Dr. Rakesh Kumar and Mr. Munish Kumar will be coordinators for Jammu & Kashmir and Himachal Pradesh.
- The Director and the Dean Academics may accompany with any coordinator for the same.
- Director be authorized to take any decision to fill all the sanctioned seats & to decide the teams in consultation with admission committee and team coordinators.

Submitted to the BOG for consideration and approval please

**Item No. 20.6****Approval to fill the post of Registrar in the Institute.**

As per the project report of the Institute, a post of Registrar in the pay scale of Rs. 37400-67000+GP 8800/- stands sanctioned. Since the inception of the Institute the post was lying vacant till 05-09-2012. However, on 06.09.2012 Sh. Inderpal Singh, Registrar of BCET, Gurdaspur joined in this institute on deputation basis with the approval of Punjab Govt. His period of deputation was extended by the Punjab Govt./Chairman BOG from time to time. His last term of extension was up to 31-03-2015.

However, Beant College of Engg. & Technology, Gurdaspur has given him compulsory retirement w.e.f 26-02-2015 and consequently with the approval of Hon'ble Chairman BOG his deputation was cancelled from this Institute w.e.f 26-02-2015.

The approved qualification and experience for the post of Registrar is as per below:

Masters degree with 55% marks from an Indian University or equivalent qualification from foreign University with at least 15 years experience in a responsible administrative position in a University/Institution/Organization of repute/Govt. office out of which 4 years as Deputy Registrar or equivalent post in the scale of Deputy Registrar.

The approximate financial liability for the post of Registrar will be Rs. 15 lacs (per annum).

It is proposed to fill the post of Registrar on Regular/Contract basis..

Submitted to the BOG for consideration and approval please.



**Item No. 20.7****Recruitment of Teaching Faculty on Regular Basis**

In the 19<sup>th</sup> meeting of BOG held on 26.12.2014, it was decided to fill the 28 Faculty Posts in Engineering Wing (02 Professor, 02 Associate Professor and 24 Assistant Professor) and 14 Faculty Posts in Polytechnic Wing of the Institute on regular basis. But the budget for these posts was not approved in the financial year 2014-15. The next meeting of FC for the approval of the budget will be held in the month of April 2015. The approximate additional financial burden for recruiting 02 Professor, 02 Associate Professor and 24 Assistant Professor in Engineering Wing and 14 posts of Lecturer in Polytechnic Wing will be approximately Rs. 216 Lacs as per below:

Sr No	Name of post	Nos of post	Salary PA	Total Expenditure
1	Professor( Engg Wing)	02	15.0 lacs	2x15 = 30 .0 lacs
2	Associate Prof.(Engg Wing)	02	13.0 lacs	2x13= 26.0 lacs
3	Assistant Prof (Engg Wing)	24	6.2 lacs	24x6.2 =148.8 lacs
4	Assistant Prof (Polywing)	14	6.2 lacs	14x6.2= 86.8 lacs
	Total	42		291.6 lacs
	Salary of contract Faculty	15000x12x42		75.6 lacs
	Additional Expenditure	291.6-75.6= 216 lacs		

The budget for the above said post will be put up in the next meeting of Finance Committee for approval.

In the meantime the matter is put up before the BOG to permit to initiate the process of recruitment in anticipation of approval of budget by the Finance Committee.

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

**Item No 20.8****Scheme of Offering Golden Handshake to Non Teaching Employees**

The college is in the process of implementing ERP system which will lead to automation and less requirement of employees. The BOG has approved VRS for employees in the 15<sup>th</sup> meeting held on 04.10.2013. However till date no employee has opted for the same. In order to make VRS more attractive to the employees, it is proposed to offer them Golden Handshake Scheme under which they can be offered same benefit as offered by Banks/PSUs if they opt for VRS. The details of Scheme are as under.

1. Any employee who has completed 15 years of service will be eligible to apply for golden handshake.
2. The scheme will be opened to Non teaching Employees only.
3. They will be offered Ex-gratia amount equal to 2 month salary( BP+DA) for each completed year of service in the institute subject to the condition that the total payment of exgratia shall not exceed the remaining period salary of his/her service period.
4. The post so vacated will be declared as abolished.
5. The balance details can be finalised before announcing the scheme.

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

**Item No.20.9            Approval to give refreshment to the NCC Cadets (Boys & Girls) of the institute.**

On the occasion of Republic Day (26.01.2015), Hon'ble Chairman BOG had announced to give extra refreshment to the NCC Cadets (Boys & Girls) of the institute as follows:

1. Whenever NCC Cadets (Boys & Girls) of institute will take participation in institute functions, they will be given refreshment by the institute equal to the amount as given to them by the NCC Battalion.
2. Further to encourage the girls for enrolment as NCC cadets in the institute, they will be will given extra refreshment by the institute equal to the amount as given to them by the NCC Battalion whenever they take participate in regular parade to be held in the institute.

Submitted to the BOG for consideration and approval please.

**Item No. 20.10 Approval for the creation of post of Faculty (Music)-cum-Coordinator (Extra Curricular Activities).**

On the occasion of Republic Day (26.01.2015), Hon'ble Chairman BOG has announced that there should be a Coordinator for Extra-Curricular activities in the Institute and further he suggested that Sh. Ram Kumar Chopra, who has been retired as Supdtt.-II from this institute and is well known artist having qualification in music, may be appointed as Faculty (Music) to act as Co-ordinator for Extra Curricular Activities for guiding students in various group items to be performed by them in various functions of the Institute and PTU, Jalandhar.

In this context, Mr. Chopra has submitted an application alongwith his credentials on 26.02.2015. As per his credentials he is M.A. Music (Vocal) and has performed singing items at All India Radio, Doordarshan, Jalandhar and has got various merit certificates at college as well as University level (Copies of his application along with certificates is attached at **(Annexure- X, Page no.122-132)**).

It is mentioned here that as per project report no such post exists in the Institute. Therefore, it is proposed to create one post of Faculty (Music) and to appoint Mr. R.K. Chopra as Faculty (Music)-cum Coordinator (Extra Curricular Activities) with suitable pay package.

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

**Item No. 20. 11: Utilizing the services of existing supporting staff for teaching to students.**

Dean Academics (affiliation and Approvals) have informed to the office vide diary dated 02-03-2015 stating that the requirements of faculty members for each department is not uniform due to 6 month Industrial training in 7<sup>th</sup> or 8<sup>th</sup> semester every year (**Annexure- XI, Page no.133**).

He has reported that in one semester each department offers 5-6 more theory courses and 2-3 more practical courses than the other semester. Therefore, each department faces faculty deficiency to a larger extent in alternative semesters. He has recommended to utilize the services of staff members as teachers who have requisite qualifications to compensate for the excess faculty requirement in these semesters in addition to their responsibilities at their administrative position and this will help to maintain teacher student ratio as per AICTE norms.

Here it is worth mentioned that there are many supporting staff members who have requisite qualifications, therefore, their services could be used to teach the students as they have extensive practical experiences. In this way, the financial burden of excess faculty could be reduced.

The matter is put up before the Board for appropriate decision.

**Item No.20.12      Approval for utilization of Rs. 40000/- donated by State Bank of Patiala for Site to Site Integration required for implementation of online fee payment in TCSiON.**

At present Institute is collecting the fee from students manually and, thereafter, the accounts section of the Institute enters the data in the ERP solution which is very cumbersome process. There is a provision of On-line fee payment in ERP solution i.e. TCSiON, through which students can deposit their fee directly in the Institute account and entry for the same is also automatically made in TCSiON.

However for implementation of On-line fee payment in TCSiON, site to site integration of State Bank of Patiala (SBOP) payment gateway and TCSiON is required. To implement this, a third party audit of TCSiON site is mandatory as per RBI guidelines sent by SBOP. Now for third party audit of TCSiON approx. Rs. 40000/- is required and TCS is not willing to pay for the same as they already have site to site integration with some private banks.

Institute has received a donation of Rs. 40000/- from State Bank of Patiala (SBOP) for the welfare of students. So in the interest of the students and Institute, it is proposed to utilize Rs. 40000/- donated by State Bank of Patiala for Site to Site integration and third party audit of TCSiON which is required for implementation of online fee payment in TCSiON.

Submitted to the BOG for consideration and approval please.

**Item No.20.13      Proposal for registration of the Institute as a society with Department of Income Tax, Govt of India.**

Institute has received a notice from Income tax authorities to clarify various fee related cash transactions in the institute account. Accordingly a committee consisting of Officer Incharge accounts, Supdt Accounts and HOD CSE has visited the Income Tax Office (Vigilance) at Amritsar. The Income Tax Officer (ITO) has asked for all documents related to constitution of society, statement of all bank accounts, purpose of all bank accounts and activities of this institution. The Committee has reported that ITO has asked for registration of institute with Income tax department for claiming exemption from Income tax.

It is being informed to the board that at present Institute is neither having any exemption certificate from the Income tax department and nor filing any Income Tax Return since the formation of society. Internal auditor has advised us to get Institute registered with Income tax department as society to claim exemption from Income tax. Moreover as per provisions of current budget it has been mandatory for every entity whether Govt /Private to file the Income tax return.

In light of above, it is proposed to register the Institute with the Income Tax authorities as a society and Director of the Institute be empowered to sign all documents related to its registration and filing of Income Tax Return (if required) with Income Tax.

**Item No. 20.14 Approval/ratifications of activities to be conducted/already conducted under TEQIP-II Project.**

**(i) Approvals/ratifications of activities conducted/to be conducted by III Cell.**

A list of activities to be conducted/already conducted by III Cell is placed as **Annexure-XII Page no.134.**

Submitted for approval/ ratification please.

**(ii) Approvals/ratifications of activities conducted/to be conducted for Faculty and Staff Development under TEQIP-II**

A list of activities to be conducted/already conducted under the head Faculty and Staff Development is placed as **Annexure-XII Page no. 135-139.**

Submitted for approval/ ratification please.

**(iii) Approval of participation of M. Tech. Student in International Conference.**

One of the M.Tech ECE (Full Time) students Ms. Navneet Kaur Bajwa (Roll No 1322783) has applied for grant of Registration fees, embassy fee and TA/DA amounting to Rs 90,000/- for participation in international conference to be held at Rome, Italy from on April 18-19, 2015 under TEQIP-II. Her application and acceptance letter is enclosed as **Annexure-XII Page no.140-141.**

Submitted for consideration and approval of BOG.



**Item No. 20.15      Ratification of transfer of Rs. 50,000 transferred from Institute funds to TEQIP- II Project.**

Performance Auditor of TEQIP Project Dr. N.K. Mehta, Professor IIT Roorkee and Data Auditor Dr Nirmal Singh, Director, PIT, Hoshiarpur have audited the performance of our institute during 6-8 February 2015. The approximate expenditure on TA/DA, honorarium and hospitality was Rs 50,000/- only. As no funds were available in TEQIP-II, so an amount of Rs 50,000/- was transferred from the institute account to TEQIP-II project on 06-02-2015 for the said purpose.

Submitted for consideration and ratification please.

**Item No. 20.16      Review of decision for delegation of Financial Powers to Head of Departments.**

As per the Guidelines of Implementation of Reforms mentioned in TEQIP-II Project Implementation Plan (PIP) at clause 1-iii, HOD or equivalent need to be given the financial power upto Rs 100000/- (One Lac) per purchase order for the day to day functioning .

Accordingly in the 13th meeting of BOG vide Agenda item No. 13.8, all HODs were authorized to approve the purchase, pass the bill and have been given Drawing and Disbursing Power (DDO) for purchase of goods/services for the institute up to Rs 100000/- (Rs One Lac) per year. Accordingly all HODs, workshop Supdt and Officer Incharge Maintenance were given Rs 100000 (One Lac) through bank accounts for purchasing the various items accordingly.

In the 18<sup>th</sup> meeting of BOG vide Agenda Item No. 18.9, Head of Departments were authorized for purchase up to Rs. 100000/-(Rs One Lac only) per purchase order. However in the 18<sup>th</sup> meeting of BOG it was also decided that above said powers shall be given to only those officers/HODs who are at the level of Associate Professor/Professor. Accordingly it was decided that Drawing and Disbursing Powers (DDO) of other departments/Offices, where officers are not at the level of Associate Professor, shall be either kept with Campus Director or may be given to any other HODs.

According to this decision, the DDO power of HODs of Civil Engg, ECE and CSE, Workshop Superintendent and Officer Incharge Maintenance were withdrawn. However, it has become extremely difficult for HODs of Civil, CSE and ECE departments to carry out their routine activities due to this decision. There is extraordinary delay in day to day works of the above said departments. Further it is submitted that HODs of CSE and ECE departments have already become eligible for promotion through CAS.

Therefore, it is proposed that DDO powers of HODs of Civil Engg, CSE and ECE may be restored and they may be allowed to approve the purchase and pass the bill up to Rs. 1.00 Lacs per purchase order for the smooth functioning of these departments.

Submitted to BOG for consideration and approval please.

**Item No. 20.17      Regarding approval for transfer of Rs. 100.00 Lacs more from Institute funds to TEQIP- II Project.**

The Institute has got a TEQIP Project, Phase II, subcomponent 1.1 (Strengthening Institutions to Improve learning Out comes and Employability of Graduates) of MHRD, Govt. of India through Punjab Govt.

Under this project, the Institute has been sanctioned a grant of Rs. 10 Crores which is to be spent as per World Bank/NPIU/SPFU guidelines. First Installment of Rs Two Crores (02) was credited into accounts of the Institute in December 2012. The institute has spent Rs 7.7 Crores on the project till date including Rs 5.7 Crores spent from the institute resources.

The institute has planned to organize Conferences, expert talks and Faculty Development Programmes apart from expenditure to be incurred on Research and Development for funding various student projects. Moreover, scholarship of M.Tech students is pending since June 2014. Therefore, an amount of Rs 100 Lacs is required for conducting all such activities. If the said amount is not transferred /booked under the TEQIP-II head, the expenditure on the same will have to be borne by the institute as organizing/conducting the above said activities are mandatory for getting the Accreditation under Tier-I from NBA. Therefore it is proposed to transfer Rs. 1.00 Crore from institute's funds to TEQIP-II Project.

Submitted to BOG for consideration and approval please.

**Item No. 20.18      Double your memory workshop for students under TEQIP-II Project--regarding.**

A letter reference no. PTU/VC/285 dated 13.08.2014 was received from PTU Jalandhar, wherein it is stated that a proposal regarding “Double Your Memory Workshop” is received from Institute of Mind Control & Brain Development from M/s Neuron Aptitude, Bathinda. This workshop may help the students in enhancing the memory, mind, body and brain fitness (**Annexure-XIII, Page no.142**).

It is further mentioned in the letter that said institute has already organized such workshops in different cities of Punjab in association with various reputed newspapers, NGOs & Universities. PTU has recommended that PTU affiliated colleges/Institutes may organize this workshop in their campus.

Mr. Naveen Singla, representative of M/s Neuron Aptitude, Bathinda visited the Institute and informed that they are charging Rs. 1650/- per student. Accordingly meeting of HODs and Dean Academics was called and they reported that none of students is ready to pay this amount. Therefore it is proposed to hold this workshop under the TEQIP Project.

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

**Item No.20.19**

**Ratification of extension of deputation period for six months –**

**Sh. Harshwinder Singh, Steno**

Sh. Harshwinder Singh, Steno is working in this institute on deputation basis from Guru Gobind Singh College of Engg. & Technology, Talwandi Sabo w.e.f 12.11.2003.

As per record, the application of Sh.Harshwinder Singh, Steno duly endorsed by Hon'ble TEM, Punjab-cum-Chairman, BOG with remarks to adjust him on deputation basis was received in this Institute on dated 22.07.2003. Subsequently, his case to engage him on deputation basis was sent to Punjab Govt. vide noting No.2532 dated 14.08.2003 Thereafter, with the approval of Hon'ble Chairman, BOG-cum-TEM, Punjab vide dated 26-08-2003, he was appointed as steno on deputation basis in the pay scale Rs.3300-6200 (un-revised) with initial basic pay Rs. 3300/- vide order No.4380-84 dated 7.11.2003.

Subsequently, his tenure of deputation was extended from time to time by the Punjab Govt./Chairman, BOG.

Now, Hon'ble Chairman BOG has given the approval to extend his tenure for a period of six months from 12.02.2015 to 11.08.2015 vide file No.246 dated 10.02.2015 (**Annexure- XIV, Page no.143-144**) and accordingly his deputation was extended vide institute office order No.7709-11 dated 18.02.2015 (**Annexure- XIV, Page no-145**)

The complete case is submitted for the BOG for ratification of the approval given by Hon'ble Chairman, BOG on single file.

**Item No.20.20      Ratification of extension deputation period for three months and, in-between cancellation of deputation of Sh. Inderpal Singh, Registrar**

On the basis of approval given by Punjab Govt. vide Endst.No.2/258/09-4TE2/3619 dated 04-09-2012 Sh. Inderpal Singh, Registrar, BCET, Gurdaspur joined on deputation basis in this institute on dated 06-09-2012 FN. Punjab Govt. vide Endst.No.2/258/09-4TE2/526 dated 28-03-2014 extended his deputation period for one year. Accordingly his deputation period was extended vide this institute office order No.2183-85 dated 03-04-2014 from 04-09-2013 to 03-09-2014

As per approval received from Chairman, BOG vide file No.221 dated 22.08.2014 his deputation period was extended vide this institute office order No. 4901-03 dated 27-08-2014 from 4-09-2014 to 31-12-2014. His deputation period was further extended vide this institute office order No. 6917-21 dated 13-01-2015 from 01-01-2015 to 31-03-2015 with the approval of Chairman, BOG vide file No.244 dated 09.01.2015 (copy attached at **Annexure-XV, Page no.146-147**).

It is pertinent to mention here that Hon'ble Court of Mrs. Gurdarshan Kaur Dhaliwal Add. Session Judge Gurdaspur has convicted Sh. Inderpal Singh, Registrar in a bribery case. As a consequence, Sh.Inderpal Singh, Registrar was given compulsory retirement from Beant College of Engg. & Technology, Gurdaspur on dated 26-02-2015.

A copy of orders No.514-520 dated 26-02-2015 issued by the office of Principal, Beant College of Engg. & Technology, Gurdaspur regarding his compulsory retirement is placed as **Annexure-XV, Page no.148.**

Thereafter, case for cancellation of deputation of Sh. Inderpal Singh, Registrar was put up to the Hon'ble Chairman BOG for approval through email on 26.02.2015. Hon'ble Chairman BOG had given the approval on email. The complete email correspondence with Hon'ble Chairman BOG is **placed as Annexure-XV, Page no.149-150.**

Subsequently, this Institute has cancelled the deputation period of Sh. Inderpal Singh, Registrar w.e.f 26-02-2015 (**Annexure-XV, Page no. 151**).

The complete case is submitted for the BOG for ratification of the approval given by Hon'ble Chairman, BOG on single file regarding extension and cancellation of his deputation period.



**Item No. 20.21      Ratification of the proposal for the start of new M.Tech Programme in Electrical Engineering.**

In the 19<sup>th</sup> meeting of BOG vide Agenda Item No 197, it was decided to start the following new courses:

- I. Starting of Bachelor of Architecture (B.Arch.) course with intake of 40 seats.
- II. Starting of Diploma in Civil Engineering with 60 seats.
- III. Reduction of Diploma ECE seats from 120 to 60.
- IV. Increase in intake of existing courses.
- V. Shifting of diploma classes from 1st shift to 2nd shifts, if possible, for optimum utilization of existing infrastructure.

While uploading the data on AICTE portal, it was found that Diploma in Civil Engineering could not be started being a non accredited course. Accordingly, a meeting of Associate Directors and Head of Departments was held on 26.02.2015 at 4.30 PM to discuss this issue. In the said meeting of HODs and Associate Directors, it was decided to start new course of M.Tech in Electrical Engineering in place of Diploma in Civil Engineering. (**Annexure-III, Page no. 59**).

Accordingly data was uploaded on AICTE Portal for starting new course of M.Tech in Electrical Engineering.

Submitted to BOG for consideration and ratification please.

**Item No. 20.22      Regarding implementation of Reservation Policy for the recruitment of Teaching posts in the Institute.**

Since the inception of this institute, department-wise Roster Registers were maintained for different cadres of faculty such as Assistant Professors, Associate Professors and Professors for Engineering Wing. Similarly policy was followed in case of Polytechnic Wing for different cadres i.e. Lecturer, Senior Lecturer and HOD.

Since seniority of Assistant Professors, Associate Professors and Professors is maintained cadre wise at the institute level instead of maintaining it at the department level. Therefore, it is proposed to maintain the cadre-wise roster register at the institute level against the overall cadre-wise sanctioned posts by adjusting the different categories of faculty members recruited in different departments in the proposed roster as per their category and cadre. Similar case was approved in the 15<sup>th</sup> meeting of BOG of Beant College of Engineering and Technology Gurdaspur vide Agenda Item No. 15.4 (**Annexure- XVI Page no.152-156**).

Submitted for consideration and approval please.

**Item No. 20.23      Representation of employees association against proficiency test.**

In the 19<sup>th</sup> meeting of Board of Governors vide agenda item no. 19.9, the Board has unanimously decided that there must be proficiency test for all Ministerial and Technical Supporting Staff. Only those employees should be considered for promotions who score more than 50% marks in the proficiency test and if any employee score less than 33% marks, his increment should be stopped. However, opportunity shall be given to such employees for improving their performance to obtain passing marks of 33% by arranging another test within six months (**Annexure-I, Page no.50-57**).

SBSCET Technical Employees Association has given a representation dated 19-01-2015 to review this decision of BOG as it is not according to Punjab Govt. rules (**Annexure-XVII, Page no.157**).

Submitted before the BOG for appropriate decision please.

**Item No. 20.24      Increase in salary of Helper-Health Club**

Sh. Mukesh Sachdeva, Helper-Health Club has given a request vide diary dated 20-01-2015 for increasing his monthly salary (**copy attached at Annexure-XVIII, page no. 158**).

As per record, he was appointed on contractual basis for one year on consolidated salary Rs.10000/- PM and joined this institute on 3/1/2013. His term of contract was extended from time to time with the approval of Hon'ble Chairman, BOG. His present term of contract is up to 02/01/2016.

Here, it is worth mentioned that the post of Instructor-cum-Caretaker (Health Club) was advertised in the year 2012. But the committee has selected Mr. Mukesh Sachdeva as Helper-Health Club on a consolidated amount of Rs. 10,000/- per month (**Annexure- XVIII, Page no.159-160**).

During his selection, the representative of Govt of Punjab has given the following comment on his selection:-

*“As per Comments of Scrutiny Committee, the qualification for the advertised post of Instructor-cum-Caretaker (Health Club) is not of the level of Instructor. Therefore qualification of none of the candidates is suitable for said post.*

*Since the Scrutinizing Committee suggested that it is upto the Selection Committee to select any of them whoever has applied for any lower post. It is not possible to appoint Mukesh Sachdeva for regular post due to overage.*

*It is advisable to consider him on consolidated basis for a fixed period not exceeding by one year (if needed) for any lower post.*

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

**Item No. 20.25      Ratification of NOC given to Sh. Gaurav Kumar, Admin. Officer (Polywing) for deputation at Improvement Trust, Amritsar**

A letter dated 21-01-2015 was received from the office of Chairman, Improvement Trust, Amritsar in which it was mentioned that Sh. Gaurav Kumar has requested to the office of Principal Secretary, Department of Local bodies, Punjab that his parent reside at Amritsar and he has to look after them. Keeping this in view he may be sent on deputation to the post of System Analyst available in the office of Improvement Trust, Amritsar. The concerned office has demanded No Objection Certificate from this Institute.

As per record, Sh.Gaurav Kumar is working as Administrative Officer (Polywing) w.e.f 08-05-2013 and is presently under probation. It is pertinent to mention here that usually the NOC for deputation/ transfer is issued to the office of DTE/IT or Punjab Govt. at the Institute level but in this case NOC was demanded by the Improvement Trust, Amritsar which is an autonomous body therefore his case was put up to the Hon'ble Chairman for consideration and approval.

Hon'ble Chairman, BOG has approved the case vide file No.247 dated 10-02-2015 and subsequently NOC was issued to the office of Improvement Trust, Amritsar vide Institute letter no. 7733-37 dated 19-02-2015.

The copy of approval given by Hon'ble Chairman, BOG and NOC issued by this Institute are attached at **Annexure- XIX, Page no.161-162.**

The complete case is submitted for the BOG for ratification of the approval given by Hon'ble Chairman, BOG on single file.

**Item No. 20.26      Approval to give Pay Scale of Rs.75, 000/- plus Special Allowance of Rs.5000/- per Month to Campus Director**

An agenda item No. 15.13 was put up in 15<sup>th</sup> meeting of BOG 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 (**Annexure-XX, Page no. 163-164**). In the said meeting of BOG it was decided to put up this item in next meeting of Finance Committee of the Institute.

Accordingly, the matter was put up in the 27<sup>th</sup> meeting of Finance Committee vide Agenda Item No. 27.16 (**Annexure- XX, Page no. 165**). However, the item was withdrawn and was decided to put up again in detail. Further, while reporting the proceedings of 27th FC meeting in the 16th meeting of BOG vide Agenda item No. 16.20 (i), the Board members had felt that since the institute has been promoted to the level of State Technical Campus consisting of Engineering Wing, Management Wing and Polytechnic Wing, therefore the existing scale of Campus Director, which is equivalent to the post of Professor, is not justified. Consequently, the Board had decided to send the proposal on a single file to Govt of Punjab to consider it at the Govt level for all the State Managed Engineering Colleges. Accordingly, the matter was put up on single file to Govt. of Punjab vide noting no SBS/FZR/1030 dated 25.02.2014 (**Annexure-XX, Page no. 166-167**). But till date no decision has been taken by the Govt of Punjab.



Here it is informed that the pay of Principal and Professor of the institute are same as Rs. 10,000/- grade pay is given to both the Professor and Principal of the Institute. Only additional amount of Rs. 3000/- is given an allowance to Principal of the Institute.

Earlier our institute had only Engineering Wing with the name of Shaheed Bhagat Singh College of Engineering and Technology with annual intake of about 350 students. Now our institute has been upgraded to level of Shaheed Bhagat Singh State Technical Campus consisting of Engineering Wing, Management Wing, Computer Application Wing, Diploma Wing and School Wing and annual intake is about 1200 and post of Principal was redesignated as Director.

Here it is worth mentioning that Director of NIT Jalandhar, SLIET Longowal, and Guru Nanak Dev Engineering College, Ludhiana have already been given the Revised Pay Scale of Rs.75, 000/- plus Special Allowance of Rs.5000/- per Month. The status of Shaheed Bhagat Singh State Technical Campus is equivalent to the status of these institutes and all eligible B.Tech courses of the institute have been NBA Accredited.

Accordingly, keeping in view the above said facts, it is proposed to give a Pay Scale of Rs.75,000/- plus Special Allowance of Rs.5000/- per Month to Director of the Institute from the date of re-designation of the college/institute post of Principal to Director.

The above said proposal is put up before BOG for consideration and approval please.

**Item No.20.27 Regarding increase in honorarium of Hostel Wardens.**

In this Institute, there are 04 Boys Hostel and 02 Girls Hostel, which are catering 1600 (approx) number of students. As per practice, the Hostel Wardens of each hostel are appointed amongst the faculty members of the Institute and are given honorarium of Rs. 750/- P.M.

It is mentioned here that in the 16<sup>th</sup> Finance Committee of the Institute, the honorarium of Chief Warden was enhanced from Rs. 550/- to Rs. 850/- and honorarium of Warden was enhanced from 450/- to Rs. 750/- w.e.f. 08.06.2007.

Since the responsibilities involved in handling the Hostels are quite exhaustive and the amount of honorarium given to hostel wardens is very less, therefore, faculty members are often found not interested in becoming hostel warden.

This is a very serious problem in case of appointing warden for Girls Hostel. Even this problem was brought in the notice of Hon'ble Chairman BOG. Thereafter, Hon'ble Chairman BOG has called a meeting of all female staff members. But none of them found to be ready for appointing warden of girl hostel. Consequently, Hon'ble Chairman has decided to appoint Dr. Kiranjeet Kaur as a warden through draw. But, Dr. Kiranjeet Kaur has expressed her inability to continue as warden of Girl Hostel. Subsequently, after pressurizing Mrs. Daljeet Kaur has taken up this responsibility of wardenship.

Keeping in view the above said facts, it is proposed to increase the honorarium of Hostel Wardens as per below:-

<b><u>Hostel</u></b>	<b><u>Present Honorarium</u></b>	<b><u>Proposed honorarium</u></b>
Per Boys Hostel	750/- P.M.	2000/- P.M
Girls Hostel (Saraswati Bhawan and Mata Gujri Bhawan)	750/- P.M.	3500/- P.M.

Submitted before the BOG for consideration and approval please.

**Item No. 20.28      To approve the panel of Experts for filling the teaching posts.**

In the 19<sup>th</sup> meeting of BOG vide agenda item no. 19.10 it was approved to fill the teaching posts on regular basis. For this, the panel of experts also requires approval of the BOG. The proposed panel of experts for different cadres and subjects are attached at **(Annexure-XXI, Page no. 168-179)**.

Submitted before the BOG for consideration and approval please.

**Item No. 20.29 Issue of No Objection Certificate (NOC) for permanently absorption of services of Mr. Gurtej Singh, Asstt. Prof. (Civil Engg) at GZSPTU Campus, Bathinda.**

Mr. Gurtej Singh was recruited as Assistant Professor in Civil Engineering on regular basis and he has joined duty in this institute on 16.05.13(AN). On the basis of approval given by the office of DTE/IT, Punjab vide memo no. 1140/S-1/ECC/2014 dated 16.07.14, he was sent on deputation on 21.07.14 (AN) at GZSPTU Campus Bathinda. He is on probation up to 16-5-2015.

A complaint has been received against him on 05.03.2015. Constituently, the institute has written a letter no. SBS/E-1/8024 dated 09.03.2015 to get his certificate verified from the concerned authorities. **(Annexure XXII, Page no. 180-182).**

Meanwhile, a letter No. 1662 dated 03-03-2015 has been received from the GZSPTU campus for issuing NOC for absorption of his services at GZSPTU Campus, as the candidate has requested that he is not feeling well due to problem in his backbone. He has stated that his backbone has already been operated upon and he is getting treatment from Bathinda. Letter No. 1662 dated 03-03-2015 received from GZSPTU Bathinda alongwith request of Mr. Gurtej Singh is placed as **Annexure XXII, Page no. 183-199).**

On the said application HOD Civil has also remarked that

“Deptt. of Civil Engg. is facing a shortage of faculty members. Sh. Gurtej Singh. Assistant Professor (Civil) remained on Extra-ordinary leave (EOL) on Medical Grounds from 11-07-13 to 08-11-13 from the Institute as he was having backbone problem. Moreover, when he was in the Institute, due to his health problem most of his classes were arranged on Ground Floor. In case, the N.O.C is issued to him, a faculty member may be recruited against the vacant post, so that deptt. does not suffer”. Copy attached at **Annexure XXII, Page no. 184.**

Though Campus Director is competent to issue NOC, however due to shortage of faculty in civil engineering, Campus Director has discussed the matter with Hon’ble Chairman BOG who advised the Campus Director to put up his case in BOG meeting.

Accordingly, the case of Mr. Gurtej Singh for issuing NOC for absorption of his services permanently at GZSPTU Campus Bathinda is put up before BOG for taking appropriate decision please.

**Item No. 20.30      Approval to give study allowance to Mr. Sunny Behal, A.P (CSE)-regarding**

In the 17<sup>th</sup> meeting of BOG vide agenda No 17.11, it was decided to convert part time Ph.D of Mr. Sunny Behal into regular Ph.D on the condition that he will give an undertaking to take teaching load as per AICTE norms. Consequently, he has submitted the requisite undertaking. Thereafter, his study leave was sanctioned vide office order no.SBS/Fzr/7378-83 dated 28-01-2015.

As per bye-laws No. 6.14, he was paid full salary, however, he was not paid 1/4<sup>th</sup> of basic pay as study allowance as he was doing Regular Ph.D in this institute.

The relevant clause of the bye laws 6.14(e) is reproduced as below:

- i) An employee who avails of study leave without any aid or scholarship of any type may be given his full salary and monthly allowance of not more than one fourth of his basic pay.
- ii) An employee who avails of a fellowship or scholarship or part time employment at palace of study shall not be allowed any allowance or salary by the College. However such an employee shall not be allowed study leave without pay before the completion of 3 years active service at the College. Teachers enjoying study leave under this category will be entitled on rejoining duties to their normal increments on production of satisfactory progress report.
- iii) In exceptional circumstances an employee who avails of study leave with any aid or scholarship or any type which is not enough for his subsistence a may be granted a monthly allowance Not exceeding half of his basic pay.

The matter is put up to BOG for appropriate decision please.