

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

23th Meeting Agenda

29 Dec. 2015 (12.30 PM)



Shaheed Bhagat Singh

State Technical Campus

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

(Established by Punjab Govt.)

**VENUE: Committee Room, Shaheed Bhagat Singh
State Technical Campus, Ferozepur.**

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

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|-----|--|----------------------|
| 1. | To be decided in the meeting as per
Clause No. 13(v) of Memorandum of Association | Chairman |
| 2. | Secretary to the Government of Punjab,
Deptt of Technical Education, Mini Secretariat,
Sector 9, Chandigarh. | Ex-Officio
Member |
| 3. | Secretary to the Government of
Punjab, Deptt of Finance, Civil Secretariat,
Chandigarh | Ex-Officio
Member |
| 4. | Secretary to the Government of Punjab
Deptt of Science and Technology, Mini Secretariat,
Sector 9, Chandigarh | Ex-Officio
Member |
| 5. | Director, Technical Education & Industrial
Training, Punjab Sector-36A, Plot 1-A, Chandigarh | Ex-Officio
Member |
| 6. | Sh. Harpreet Singh, MLA
Malout | Member |
| 7. | A Nominee of Ministry of Human Resource
Development, 6 Raisana Road, New Delhi -110 001. | Member |
| 8. | Dr. Amitabha De, Professor
National Institute of Industrial Engg.(NITIE)
Vihar Lake Road, P.O.NITIE,
Mumbai-400087
(Nominee of AICTE, New Delhi) | Member |
| 9. | Prof.(Dr.) T. S. Kamal, FIE
1005, Sector 42-B, Chandigarh
A Nominee of the Institution of Engineers (India) | Member |
| 10. | Prof. B.D. Nathani, Ex-Principal
RSD College, Ferozepur City | Member |

- | | | |
|-----|---|----------------------|
| 11. | Er. Anirudh Gupta, CEO
D.C. Model Group of Schools, Ferozepur Cantt | Member |
| 12. | Mr. Ravi Gupta, (MD)
Dev Raj Hi-Tech Machine Ltd, Ferozepur | Member |
| 13. | Sh. Sameer Mittal
Director Finance, Bhagwati Lacto
Veg Exports Pvt ltd, Ferozepur Cantt. | Member |
| 14. | Vice Chancellor,
IKG Punjab Technical University,
Jalandhar or his nominee. | Ex-Officio
Member |
| 15. | Dr. Gursharan Singh, Dean Academics,
MRS State Technical University, Bathinda | Member |
| 16. | Dr. Ravi Kumar, Principal
Beant College of Engg. & Tech, Gurdaspur | Member |
| 17. | Dr. Manjit Bansal, Associate Prof.
GZSPTU, Bathinda. | Member |
| 18. | Dr. Tilak R. Kem, Director,
Consortium for Education Communication
Aruna Asaf Ali Marg, New Delhi-110068
A Nominee of the University Grants Commission | Member |
| 19. | Chairman, Punjab State Board of Technical
Education & Industrial Training, Sector-36-A
Chandigarh. | Ex-Officio
Member |
| 20. | Dr. Rakesh Kumar, Assoc. Prof.
Mechanical Engineering Deptt.
Shaheed Bhagat Singh State Technical Campus,
Ferozepur. | Member |
| 21. | Sh. Sukhwant Singh, Assoc. Prof.
Mechanical Engineering Deptt.,
Shaheed Bhagat Singh State Technical Campus,
Ferozepur. | Member |
| 22. | Dr. T.S. Sidhu, Director
Shaheed Bhagat Singh State Technical Campus,
Ferozepur. | Member-Secretary |

Item No. 23.1 Confirmation of the proceedings of the 22nd meeting of the Board of Governors.

The approved proceedings of the 22th Meeting of the Board of Governors held on 28-10-2015 were circulated to members of BOG for information and comments, if any, vide letter no. SBS/E-3/4452-62 dated 02-12-2015 (**Annexure- I, Page no. 18-24**).

No comments have been received. The approved proceedings of 22th BOG meeting are placed before the BOG for confirmation please.

Item No. 23.2 **To report action taken on the decisions of the 22nd meeting of the Board of Governors.**

Item No. 22.1 **Confirmation of the proceedings of the 21st meeting of the Board of Governors.**

Decision: The proceedings of the 21st meeting of BOG were confirmed as no comments have been received from any member of BOG.

Action: No action is called for.

Item No. 22.2 **To report action taken on the decisions of the 21st meeting of the Board of Governors.**

Decision: The action taken report was noted by the Board.

Action: No action is called for.

Item No. 22.3. **Visit of TEQIP-II Mentor to SBSSTC, Ferozepur.**

Decision: The Board has noted the recommendations made by TEQIP Mentor and directed the Campus Director to put up detail action plan in the next meeting of BOG for implementation of these recommendations.

Action: The separate agenda item is being put up in this meeting of BOG.

Item No. 22.4 **Conferring Autonomous Status to ‘Shaheed Bhagat Singh State Technical Campus Ferozepur, to conduct the End Term Examinations at Institute level – Regarding.**

Decision: Deputy Director, Technical Education and Industrial Training, has informed to the Board that they have already taken up the said matter with Government to grant Autonomous status to SBSSTC Ferozepur. Necessary directions shall be issued to the University and Campus Director accordingly after getting approval from Government.

Action: The institute has received letters dated 6.11.2015 and 18.11.2015 from the office of DTE/IT, Punjab (**Annexure- II, Page no. 25-27**). Accordingly, End-Term Exams are being conducted at the Institute level as per the guidelines of UGC for autonomous Colleges.

Item No.22.5 **To approve the minutes of combined meeting of Directors/Principals of Autonomous Colleges regarding Academic Autonomy given by UGC-regarding.**

Decision: The Board has noted the recommendations made by Directors/Principals of Autonomous Colleges regarding Academic Autonomy. Deputy Director, Technical Education and Industrial Training, has informed to the Board that this matter is being taken up with the MRSSTU Bathinda and IKGPTU, Jalandhar to resolve it.

Action: Action is to be taken at the level of DTE/IT, Punjab.

Item No.22.6 **Constitution of Academic Council of the Institute:-regarding.**

Decision: The item was deferred to next meeting of BOG as Bio-data of members to be nominated from outside were not attached in the agenda.

Action: The separate agenda item is being put up in this meeting of BOG.

Item No.22.7 **To report the proceedings of 2nd meeting of Academic Council of Shaheed Bhagat Singh State Technical Campus held on 27-05-2015**

Decision: While approving the proceedings of 2nd meeting of Academic Council, the Board has directed the institute to put up detail proposal for appointing faculty members as head of all non-academic activities alongwith comparative study of other state managed colleges in order to ensure uniformity among all the colleges.

Action: The matter for appointing faculty members as head of all non-academic activities shall be discussed in the next meeting of Principals of State Managed Engineering Colleges to ensure uniformity among all the colleges.

Item No.22.8 **To report the proceedings of 3rd and 4th meeting of Academic Council of Shaheed Bhagat Singh State Technical Campus held on 28.08.2015 and 19.10.2015 respectively**

Decision: The Board has approved the proceedings of 3rd and 4th meeting of Academic Council.

Action: No action is called for.

Item No. 22.9 To report the proceedings of 20th Meeting of Building and Works Committee

Decision: The Board has approved the proceedings of the 20th Meeting of Building and Works Committee.

Action: No action is called for.

Item No. 22.10 To report the proceedings of 29th Meeting of Finance Committee

Decision: The Board has approved the proceedings of the 29th Meeting of Finance Committee

Action: No action is called for.

Item No. 22.11 Information of TEQIP fund used under head “Procurement”.

Decision: The Board has noted the item.

Action: No action is called for.

Item No. 22.12 Information and Ratification of TEQIP-II Procurement Information

Decision: It was decided to put up this item on a single file to the Chairman BOG alongwith detail report from TEQIP Committee certifying that the purchase proposed under this item is permissible, justified and funds are available for the said purchase.

The Board has authorized the Chairman BOG to decide this matter on a single file.

Further, it was decided that in future each proposal should be duly approved by TEQIP committee and the documents regarding the same must be attached in the agenda while submitting the proposal for approval/ratification.

Action: The complete case was sent to DTE/IT, Punjab-cum-Chairman, BOG on single file vide No. SBSSTC/FZR/3898 dated 2.11.2015. Approval of the same has been accorded by Chairman BOG vide memo no. 1968/S-2/ECC/2015 dated 3-12-15. A separate item is being put up in this meeting of BOG for ratification of the approval given by Chairman BOG on single file.

Item No. 22.13 Ratification/Approval of Various Activities Conducted under TEQIP-II

Decision: The item was ratified/approved by the Board as proposed subject to the condition that all expenditure must be as per norms of TEQIP Project and proper auditing of expenditure should be done.

Further, Honøble chairman BOG has advised that under Industry Institute Interaction Cell, visits/training of students should be allowed in different industries and visit/training of different institutes should be avoided.

Action: Decision will be implemented.

Item No. 22.14 To approve the Ratification of deputation – Sh. Gaurav Kumar, Administration Officer (Poly Wing).

Decision: The matter was deferred to put up in next meeting of BOG.

Action: The matter will be put up in the next meeting of BOG.

Item No. 23.3 Ratification of approval for purchase of new shopping Packages under TEQIP-II.

The proposal to purchase new packages under TEQIP-II for the Institute was put up in the 22nd meeting of BOG vide agenda item no. 22.12, wherein it was decided to put up this item on a single file to the Chairman BOG along with detail report from TEQIP Committee certifying that the purchase proposed under this item is permissible, justified and funds are available for the said purchase.

Further, the Board has authorized the Chairman BOG to decide this matter on a single file. Accordingly, complete case was sent to DTE/IT, Punjab-cum-Chairman, BOG on single file vide no. SBSSTC/FZR/3898 dated 2.11.2015. Approval of the same has been accorded by Chairman BOG vide memo no. 1968/S-2/ECC/2015 dated 03-12-15. Copy of approval attached at (**Annexure- III, Page no. 28-31**).

The matter is put up before the BOG for ratification please.

Item No. 23.4 Proposals to be submitted to AICTE in 2015-regarding

AICTE New Delhi has demanded proposals from all AICTE Approved institutes for the financial year 2015-16 (**Annexure- IV, Page no. 32**). Accordingly, a meeting of All Associate Directors/HODs & Senior Faculty members was held in the office of Director on dated 01-12-2015 for deciding to send the maximum number of projects to AICTE, New Delhi.

The detail of projects assigned to departments/faculty is attached at (**Annexure- IV, Page no. 33-35**).

Submitted to the BOG for information please.

Item No. 23.5**Approval of activities to be conducted under TEQIP-II-regarding.****I) Conference to be organized in the year 2016**

Every year 03 conferences are organized in the institute. Therefore, it is proposed to conduct the conferences again in the year 2015. The tentative schedule and approximate expenditure for the conferences is mentioned below:

Sr	Name of Conference	Dept	Proposed dates	Approximate Expenditure
1	3 rd International Conference on Communication, Computers and Systems (ICCCS2015)	CSE, ECE, EE	Aug 4-5, 2016	4.00 Lacs
2	3 rd Conference on Advances in Manufacturing Systems (CAMS-2015)	ME	Sept 8-9, 2016	4.00 Lacs
3	3 rd International Conference on Frontiers in Material Research and Applications (FMRA 2015)	DASH, CE, CHE	Oct 27-28, 2016	4.00 Lacs

Submitted before BOG for consideration and Approval Please.

II) Purchase of Equipment

An email dated 19-11-2015 has been received from NPIU stating that their PMSS is not working till 31 December 2015 and during this period they have directed to procure the items manually (**Annexure- V, Page no. 36-37**). Accordingly, a proposal has been received from TEQIP Coordinator to procure the items approved by the Chairman BOG vide memo no. 1968/S-2/ECC/2015 dated 3-12-2015 manually through quotations (**Annexure- V, Page no. 38-39**).

However, to ensure wider publicity and competitions among the bidders, in addition to called quotations, it was also decided to place an advertisement in the national level newspaper for purchasing the said items. The purchase process has been initiated accordingly. Therefore, the matter is placed before BOG for ratification please.

The complete item is submitted before BOG for consideration and approval/ratification please

Item No. 23.6. Approval of recommendations made by Mentor of TEQIP-II project-regarding

Prof. K N Pathak, Ex. Vice Chancellor, Punjab University, Chandigarh and Mentor of TEQIP-II during his third visit to the institute from 07-10-2015 to 09-10-2015 has given some recommendations for the development of the Institute (A copy of the report submitted by him to SPFU and NPIU is attached as **(Annexure- VI, Page no. 40-45)**). Further the recommendations of Coordinator, TEQIP Committee are placed as **(Annexure- VI, Page no. 46-47)**. Accordingly it is proposed that:

- i) Institute should appoint full time Training & Placement Officer so that he can contact more industrial establishments to provide better placements. Institute has one sanctioned post of Training and Placement Officer in the pay scale of Professor, which is lying vacant since the start of institute in the year 1995.

Keeping in view the larger interest of the students, it is proposed to fill the post of TPO on contract basis for a period of 3 years in the Pay Band: 37400-67000 + AGP 10,000/-. The qualification and experience of TPO will be that of Professor. After successful completion of tenure, the post may be considered for regularization based upon performance i.e. no. of students placed and placement drives conducted.

In case the candidate with the qualification and experience for the post of Professor is not found suitable/available, candidate

with qualification and experience approved in the 14th BOG meeting vide agenda item no. 14.21 will be considered for recruitment of Associate Training and Placement Officer (Associate Professor Cadre) in the Pay Band: 37400-67000 + AGP 9000/-.

The qualification and experience for the post of Training and Placement Officer as approved in the 14th meeting of BOG is as under:

öB.E./B.Tech and MBA from reputed Institute with 10 years experience in industry/relevant field.ö

- ii) The Mentor has recommended that institute should take immediate step to improve the Wi-Fi upto 1Gbps. The Coordinator of TEQIP Committee has also recommended for I Gbps Internet lease line Connectivity (**Annexure- VI, Page no. 48-49**). Therefore, it is proposed to procure I Gbps Internet lease line Connectivity from BSNL.

The above said proposals are placed before the Board for consideration and approval please.

Item No.23.7**Academic audit of each Department by External Expert-regarding**

Head of Department and all faculty & staff members of Each Department must contribute for the overall growth of the institute in general and their respective department in particular. Therefore, it is proposed that eminent external experts should be appointed by the BOG to monitor/evaluate the performance of individual faculty members as well as that of department in terms teaching quality, teaching facilities, laboratory manuals, research activities, Research Projects, Publications, student results, placement performance, maintaining course files, Power Point Slides for delivering lectures, FDP/Conference organized, Students activities, students projects, professional awards/recognition etc. etc. Such academic audit by external members should be carried out in every semester. It is proposed to give an honorarium @ Rs. 5000/- per day and TA/DA to external experts as per the norms of TEQIP-II Project.

The Academic Audit report each Department shall be put up to BOG for information and necessary action.

The following panel of experts are proposed for carrying out the Academic Audit of each Department:

1. Dr. K.N. Pathak, Ex-Vice Chancellor, Pb. Uni. Chandigarh
2. Dr. H.S. Shan, Ex-Professor, IIT Roorkee
3. Dr. Kuldeep Singh, Ex-Professor, IIT Roorkee
4. Dr. T. S. Kamal, Ex-Professor, PEC Chandigarh

It is proposed to invite any two experts from the above said panels to carry out the Academic Audit of all the departments, as per their availability.

The proposal is submitted to BOG for consideration and approval please.

Item No.23.8**Presentation of Academic Activities of the Department by HODs in BOG Meeting-regarding**

It is proposed that in every BOG Meeting, Head of Departments should give their presentations about the academic activities of his/her departments during current academic year by rotation.

The presentations should include:

- (i) Vision and Mission of the department
- (ii) Achievement of Vision and Mission of the Department
- (iii) Proposed modifications in Vision and Mission
- (iv) Research Publication by each faculty of the department in Referred Journal with Impact Factor, SCI and Scopus cited during current academic year.
- (v) Sponsored projects got by each Faculty member in the current academic Year
- (vi) Patent of each faculty/department
- (vii) Sanctioned intake and students admitted
- (viii) Faculty wise results
- (ix) Transition rate of the Department
- (x) Student Campus Placement Percentage of the Department.
- (xi) New facilities created in the department
- (xii) New experiment set up added in the department
- (xiii) Professional Awards to faculty/staff
- (xiv) Awards to students
- (xv) FDPs/Conferences organized in the Department
- (xvi) Books published by the faculty
- (xvii) Activities organized by Departmental Societies
- (xviii) Students conference organized in the Department

The proposal is submitted to BOG for consideration and approval please.

Item No.23.9**Constitution of Academic Council of the Institute:-regarding.**

An Agenda item No. 22.6 was placed in the 22nd Meeting of BOG for constitution of Academic Council. But the item was deferred to next meeting of BOG as Bio-data of members to be nominated from outside were not attached in the agenda.

The following composition of the Academic Council is proposed as per clause 8 of UGC's Guidelines for Autonomous Colleges during the XII Plan Period: 2012-2017:

S. No.	Nomenclature as per UGC norms	Designation
1.	Campus Director of SBSSTC	Chairman
2.	Nominee of State Govt.	Member
3.	All Associate Directors and HODs of SBSSTC	Members
4.	Four teachers of SBSSTC by rotation on the basis of seniority: Following faculty members are proposed: 1. Dr. Sanjeev Dewra, TPO 2. Dr. Arun Kumar Asati, Associate Professor 3. Mrs. Daljeet Kaur, Associate Professor 4. Dr. Ajay Kumar, Associate Professor 5. Mrs Rajni, Associate Professor 6. Mr. J.K. Aggarwal, Associate Professor	Members
5.	Four experts from outside (Industry, Education, Engg, law areas) 1. Dr Gursharan Singh, Dean Academics MRSSTU, Bathinda 2. Mr Ravi Gupta, M/s Devraj Hi-Tech Limited, Ferozepur 3. Dr. Balwinder Singh, Associate Professor GZS Campus CET, Bathinda	Member

	<p>4. Mr J S Gill, General Manager, Eastman Industries Limited, Focal Point, Phase 6V, Ludhiana-141910</p> <p>5. Er. Lalit Sharma Managing Director. M/s Young Industrial Corporation, D-320, Phase -8, Focal Point, Ludhiana-141010</p>	
6.	Three nominee of university (To be nominated by MRSSTU and IKGPTU)	Member
7.	Dean Academics, Dean Accreditation and Autonomy, Dean PG Studies, Dean Student Welfare and Controller of Examinations of SBSSTC	Members
8.	Two Post graduate students, two Under-graduate students, one outstanding sportsman/women of the institute to be nominated by the Director	
9.	A faculty member nominated by Campus Director Dr. Rakesh Sharma, Dean (Academics and Autonomy)	Member Secy.

The bio-data of outside members proposed to be nominated under Sr. No. 5 are placed as **(Annexure- VII, Page no. 50-67)**. The term of the nominated members shall be two years.

The above said composition of Academic Council is put up before the Board for consideration and approval please.

Item No. 23.10 Extension of Contract Period of Clerk and Helper (Health Club).

The following persons were appointed on contract basis during year 2013 on a consolidated pay initially for a period of one year. The contract of these employees was extended for one year with the approval of Honøble Chairman, BOG on single file which was ratified in the 16th meeting of BOG vide agenda item 16.18. Their contract was further extended for another one year in the 19th meeting of BOG vide agenda item no. 19.11.

Name & Designation	Date of expiry of contract
Sh. Parvesh Puri, Clerk	02-01-2016
Sh. Mukesh Sachdeva, Helper (Health Club)	02-01-2016

Now, the above mentioned employees have given representations (duly recommended by concerned Incharge) to extend their contract period. Copy of request along with recommendations of concerned HOD are attached at **Annexure- VIII, Page no. 68-70.**

In the light of above, the contract of Sh. Parvesh Puri, Clerk and Sh. Mukesh Sachdeva, Helper (Health Club) is proposed to be extended for another one year on the terms and conditions as mentioned in their initial appointment letter.

Submitted to BOG for consideration and approval please.