



(Subcomponent 1.1)

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

**Agenda of 24th Meeting
of
BOARD OF GOVERNORS**



**Shaheed Bhagat Singh
State Technical Campus, Ferozepur**

(Established by Punjab Govt.)

VENUE: Committee Room, Directorate of Technical Education, Punjab Plot no. 1-A, Sector 36-A Chandigarh.

Date: 06 April, 2016

Time: 12.45PM

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CONSTITUTION OF BOARD OF GOVERNERS

SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS, FEROZEPUR

- | | | |
|-----|--|-------------------|
| 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 |

- | | | |
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| 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. 24.1 Confirmation of the proceedings of the 23rd meeting of the Board of Governors.

The approved proceedings of the 23rd meeting of the Board of Governors held on 29-12-2015 were circulated to members of BOG for information and comments, if any, vide letter no. SBS/E-3/4838-48 dated 05-01-2016 (**Annexure- I, Page no. 55-59**).

No comments have been received. The approved proceedings of 23rd BOG meeting are placed before the BOG for confirmation please.

Item No. 24.2 **To report action taken on the decisions of the 23rd meeting of the Board of Governors.**

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

Decision: The proceedings of the 22nd meetings of BOG were confirmed as no comments have been received from any member of BOG.

Action: No action is called for.

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

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

Action: No action is called for.

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

Decision: The item was ratified by the Board as proposed.

Action: Decision was conveyed to the Coordinator, TEQIP-II vide letter no. SBS/E-3/4861-67 dated 06-01-2016.

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

Decision: The item was noted by the Board. Further, it was emphasized that more efforts should be made to provide the e-learning facilities to the students.

Action: Decision was conveyed to all concerned vide letter no. SBS/E-3/4922-29 dated 08-01-2016. Further, E-Journals and E-books have been purchased in the library and LCD projectors have been installed in all Lecture Halls for providing better teaching-learning facilities to the faculty and students.

Item No. 23.5 **Approval of activities to be conducted under TEQIP-II-regarding.**

Decision: The item was approved/ ratified by the Board as proposed.

Action: Decision was conveyed to the Coordinator, TEQIP-II vide letter no. SBS/E-3/4861-67 dated 06-01-2016.

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

Decision: The item was approved by the Board as proposed. Further, it was decided that consultant should also be hired for providing placement services and soft skill training to the students.

Action: Decision was conveyed to the Coordinator, TEQIP-II vide letter no. SBS/E-3/4861-67 dated 06-01-2016. Efforts are being made to hire the services of Consultants for providing placement services and soft skill training to the students.

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

Decision: The item was approved by the Board as proposed.

Action: Decision was conveyed to all concerned vide letter no. SBS/Fzr/4790-4796 dated 01-01-2016 and letter no. SBS/Fzr/4820-4822 dated 05-01-2016 and letter no. SBS/Fzr/4877-78 dated 06-01-2016. Academic Audit by external experts shall be made in the month of May-June 2016.

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

Decision: The item was approved by the Board as proposed.

Action: Decision was conveyed to all concerned vide letter no. SBS/Fzr/4790-4796 dated 01-01-2016 and letter no. SBS/Fzr/4820-4822 dated 05-01-2016 and letter no. SBS/Fzr/4877-78 dated 06-01-2016.

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

Decision: The Board, while approving the item as proposed, has nominated the following outside experts from the category of Industry/Education/Engg/Law:

1. Mr Ravi Gupta,
M/s Devraj Hi-Tech Limited, Ferozepur
2. Er. Lalit Sharma Managing Director. M/s Young Industrial Corporation, D-320, Phase -8, Focal Point, Ludhiana-141010
3. Dr. Sahijpal Singh, Professor and Head,
Department of Mechanical Engineering,
Guru Nanak Dev Engg. College, Ludhiana

4. Dr. Balwinder Singh, Associate Professor
GZS Campus CET, Bathinda

Action: Letters bearing no. SBS/Fzr/5149 to 5154 dated 19-01-2016 were sent to all concerned.

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

Decision: The Board has approved the item as proposed.

Action: The contract period was extended vide office order no. 4880 and 4884 dated 06-01-2016.

Item No: 24.03 Ratification/Approval of activities conducted for the Development of Faculty and Staff under TEQIP-II

In the 13th meeting of BOG vide Agenda Item No. 13.4, the Board had authorized the Campus Director to approve the training programme of the faculty and staff as per requirement of the institute. Accordingly, the following academic activities were organized with the approval of Campus Director for the Development of Faculty and Staff.

1. Department of Applied Sciences & Humanities and Department of Civil Engineering organized a faculty development programme on “Advance Materials” from December 21 to December 25, 2015. The course was conducted as per the guidelines of TEQIP-II/NPIU (**Annexure-II Page no.60-61**).
2. Department of Civil Engineering organized an expert lecture on 11-01-2016 on the topic “Waste Water Management” by Dr Manjeet Bansal, Associate Professor, Department of Civil Engineering, GZSCET Campus, MRSSTU, Bathinda. (**Annexure-II Page no. 62-67**).
3. Mr Rakesh Kumar, Assistant Professor, Department of Applied Sciences and Humanities has participated in International conference at Sharda University, Noida from Jan 29 to Jan 31, 2016. (**Annexure -II Page no. 68-70**).
4. The Institute has organized 3 conferences in the year 2015 as per following details:
 - a) Department of Computer Science & Engineering, Department of Electrical Engineering and Department of Electronics and Communication Engineering organized a National Conference on Computing, Communications & Systems (NCCCS 2015) from August 24 to August 25, 2015.
 - b) Department of Mechanical Engineering organized a two day

Conference on Advances in Manufacturing Systems (CAMS-2105) from December 23 to December 24, 2015.

- c) Department of Applied Sciences & Humanities, Department of Civil Engineering, and Department of Chemical Engineering organized a one day conference on Frontiers in Materials Research and Applications (FMRA 2015) on 22 December 2015.

These conferences were already approved in the 20th meeting of BOG vide item no. 20.4.

5. Department of Mechanical Engineering organized an expert lecture on 05-02-2016 on the topic “Motivation” by Mr Kulwant Singh, IAS, SDM, Muktsar, Punjab.
6. As per e-mail received from NPIU, Shaheed Bhagat Singh State Technical Campus, Ferozepur has been considered for an additional grant of Rs 5.0 Crores (**Annexure -II Page no. 71**). In continuation with that an e-mail has been received from NPIU, Delhi for reporting the current status of funds available under different heads (funds) which the institute is supposed to transfer @ 2% (0.5% in each head) **Annexure -II Page no. 72**.. Till now the institute has deposited Rs 2.0 Lacs in each head. To give information to NPIU, a meeting of TEQIP-II committee was held on 17-03-2016 to transfer the required amount to these heads accordingly (**Annexure-II Page 73**). In the meeting, it was decided that the funds amounting to Rs 106 Lacs be approved to be transferred in these heads.

The above said activities are put up before the BOG for consideration and ratification please.

Further, the following activities are proposed to be conducted under TEQIP-II

1. Mr Japinder Singh, Assistant Professor, Computer Science & Engineering has requested for sponsorship for the admission in PhD Programme as per PhD regulations (2.2 (i)) of Maharaja Ranjit Singh State Technical University, Bathinda under the TEQIP-II project of NPIU/MHRD. This activity is valid & sought after under the TEQIP-II project.

Qualification improvement of the faculty shall be beneficial for the quality improvement of the department. The copies of request of Mr. Japinder Singh and detailed Fee structure of MRRSTU, Bathinda are attached herewith at **Annexure-II, Page no. 74-75.**

2. It is proposed that each department should conduct one Faculty Development Program (FDP) under TEQIP-II for faculty and staff development. These programs can be department specific or interdisciplinary. Further, it is proposed that each department should also conduct one course under Industry Institute Interaction programme of TEQIP.. These programs will be organized in the summer/winter vacations of year 2016.
3. In order to develop research interest among UG and Masters Students, it is proposed to give fiscal incentive of Rs 5000/- per project to students that voluntarily associate with Industry oriented R&D projects.
4. It is proposed to give a special grant of Rs 1.5 Lacs under TEQIP-II project for each R&D proposals of faculty that will have direct industrial value. The proposals will be invited from the interested faculty members to be scrutinized by an institute level committee.

The above said activities are put up before the BOG for consideration and approval please. These activities are proposed and recommended by TEQIP Committee (**Annexure II, Page 76-78**)

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

Item No.24.04 Ratification of MoU signed and draft Cooperation Agreement between Stichting NHL Leeuwarden, the Netherlands in its capacity as NHL University of Applied Sciences and the Director, Shaheed Bhagat Singh State Technical Campus, Ferozepur, India

As approved in the 16th, 17th and 18th meetings of Board of Governors of SBSSTC, Ferozepur on the advice of Mr. Jan Borkent, Senior Experts, PUM (Programma Uitzending Managers), the Netherlands, two faculty members Dr. Ajay Kumar, Associate Professor, DASH and Mr. Japinder Singh, HOD, CSE of the Institute visited various Universities/Institutes/Industries of the Netherlands from 27.09.2014 to 13.10.2014 under Business Link Programme of PUM, the Netherlands, for exploring the possibilities of student exchange programme for providing short term training/internship to the Institute's graduating students in different Industries/Universities of the Netherlands. Also the then honorable Chairman BOG, Mr. Dinesh Lakra joined the above mentioned faculty in the Netherlands from 08.10.2014 to 12.10.2014. Subsequently, Dr. Ajay Kumar and Mr. Japinder Singh submitted the visit report to PUM, the Netherlands and SBSSTC, Ferozepur, and also gave a power point presentation to the BOG of SBSSTC, Ferozepur in its 19th meeting.

With the consistent effort and cooperation of Mr. Jan Borkent, Senior Experts, PUM, a MoU has been signed between Stichting NHL Leeuwarden, the Netherlands in its capacity as NHL University of Applied Sciences and the Director, Shaheed Bhagat Singh State

Technical Campus, Ferozpur, India to promote international academic cooperation concerning education, research, student and staff exchanges, and other areas beneficial to both parties as a first step towards academic exchange programme. The copy of the said MoU is attached herewith as **Annexure-III, Page no.79**.

Further, in the second step, the finalisation of terms and conditions of Cooperation Agreement between the two institutes are in the process. NHL has sent a draft of Cooperation Agreement which is attached herewith as **Annexure-III on Page no. 80-83**. The draft of the Cooperation Agreement sent by NHL has been gone through and another draft of Cooperation Agreement is prepared by SBSSTC, Ferozpur purely for academic cooperation purpose between the two institutions. The amended draft prepared by SBSSTC is attached as **Annexure- III on Page No. 84-89**.

The MoU signed with Stichting NHL Leeuwarden, the Netherlands and the draft of cooperation agreements prepared by SBSSTC (**Annexure- III on Page No. 84-89**) are placed before the BOG for the consideration and ratification/approval please.

Item No. 24.05 Admission for Academic Session 2016-17.

The students admitted through centralized counseling are usually less, therefore, leftover seats are filled through direct counseling after centralized counseling. Generally centralized counseling are over by last week of July and the institute only gets 15 to 20 days for direct admissions (as last date of admission is 15 August as per Orders of Hon'ble Supreme Court).

Generally, the institute gives advertisements in Punjab and other states for direct admissions. Thereafter, different teams of faculty & staff are sent to Bihar, Jharkhand, Jammu & Kashmir, Himachal Pradesh and North-East states of India for admitting the students in B.Tech/ M.Tech. (Regular & Part-Time) and Diploma Programmes.

Therefore, it is proposed that in order to fill all seats of Engineering and Diploma wings for the year 2016-17, following different teams 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 be allowed to hire a temporary office or alternative arrangement in these areas to carry out the activity smoothly.

- Dr. Lalit Sharma will be the overall Admission Coordinator for admission 2016-17. He will be assisted by a committee consisting of 4-5 members.

- Dr. Ajay Kumar will be Team Coordinator to look for admissions from Bihar, Jharkhand and Utter Pradesh.
- Dr. Lalit Sharma and Dr. Neel kanth will be Team Coordinators for North-East states of India.
- Dr. Rakesh Kumar and Mr. Sunil Bahel will be Team Coordinators for Jammu & Kashmir and Himachal Pradesh.
- The Director and the Dean Academics may accompany with any coordinator/teams for the same.
- Director be authorized to take any decision to fill all the sanctioned seats, to appoint/reappoint the Admission Coordinators/Team Coordinators & to decide the different teams in consultation with Admission Coordinators/Team Coordinators.

Submitted to the BOG for consideration and approval please

Item No. 24.06 Restoration of Study Leave to teaching staff- regarding

The Institute Bye-laws has a provision under rule 6.14 regarding grant of study leave (for a maximum period of three years) to the employees of the institute with full salary along with 1/4th of basic pay as study allowance (Copy of the relevant Bye-law and Govt Letter dated 28-12-2009 regarding study allowance are attached at **Annexure-IV, Page no. 90-92**).

But, in the 20th meeting of Board of Governors vide agenda item no. 20.30, while denying study allowance to Mr. Sunny Bahel also decided not to give study leave to any faculty member hence forthwith, keeping in view the shortage of faculty.

Mrs. Balpreet Kaur, Associate Professor (Chemical Engg. Dept.) has requested vide diary dated 15-01-2016 for giving her chance to avail study leave. But she was refused due to above decision (**copy attached at Annexure- IV, Page no. 93-94**).

Now 02 more faculty members Mr. Pankaj Kalra, Assistant Professor (Chemical Engineering) and Mr. Sunil Bahel, Assistant Professor (Math) have also applied for study leave.

It is proposed that these employees may be given study leave as per Institute bye-law no. 6.14.

In the light of above, the complete case is submitted for appropriate decision please.

Item No.24.07 Increase in salary of Helper-Health Club- Mr. Mukesh Sachdeva

An agenda item was put up in the 20th meeting of Board of Governors vide item No.20.24, wherein it was decided that this item should be put up in the next meeting of BOG along with details of work done by the person appointed on this post (**Annexure-V, Page no. 95-106**).

Vide Institute letter no. 954 dated 12.5.2015 Dr. Varinder Singh Bhullar, Director Physical Education was asked for providing the detail of work done by the concerned during his contract tenure. A Letter mentioning the detail of work done by Sh. Mukesh Sachdeva, helper-Health Club vide diary No.578 dated 27.05.15 was received from Dr. Varinder Singh Bhullar, DPE. Copy of the same is attached at **Annexure --V, Page no.107-108**).

Thereafter, an agenda item was put up in the 21st meeting of BOG vide agenda item no. 21.11. In the meeting the item was deferred and was decided to put up this item in the next meeting of BOG.

Here it is worth mentioned that post of Coach was advertised in the year 2012 but none of the candidate was found suitable. However, the selection committee has selected Mr. Mukesh Sachdeva as Helper of Health Club for a period of one year on a consolidated salary of Rs. 10,000/- per month. The minutes of selection committee are placed as **Annexure-V, Page no. 109-110** in which Punjab Govt. nominee, Dr. Navneet Walia, Additional Director, TE&IT, Punjab has given the following remarks:

“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.”

Subsequently he was given appointment on consolidated basis for 1 year w.e.f.01-01-2013. His tenure was extended from time to time with the approval of competent authority. His present tenure is ending on 02-01-2017.

In the light of above, the complete case is put up before BOG for appropriate decision please.

Item No. 24.8 Service benefits to Dr. Arun Kumar Asati, Assoc. Professor, ME by counting period of Extra Ordinary Leave - regarding

An agenda item for giving services benefits to Dr. Arun Kumar Asati, Associate Professor by counting his period of Extra Ordinary Leave was put up in the 21st Meeting of BOG, but the item was deferred and it was decided to put this item in next meeting of BOG.

It is informed that Dr. Arun Kumar Asati, Assoc. Professor, Mechanical Engg. has given a request to count his service rendered as Principal at Rayat Bahra College of Engineering and Nano-Technology for Women, Hoshiarpur. His request is placed at **Annexure-VI, Page no. 111-112.**

It is worth to mention here that he was on Extra-ordinary leave (EOL) from 28.07.2009 to 27.07.2012 to serve as Principal in Rayat Bahra College of Engineering and Nano-Technology for women, Hoshiarpur. While sanctioning his leave it was mentioned that no service benefits will be given to him during the period of EOL. The copy of office order of EOL is placed at **Annexure-VI, Page no. 113.**

It is further mentioned that in the 13th Meeting of BOG vide agenda item no. 13.30, the services rendered by Mr. Japinder Singh, Asstt. Prof. (CSE) who also remained on EOL (without service benefits) to serve a private outside assignment was considered towards service benefits.

The request of Mr. Japinder Singh was considered in the BOG meeting on his plea that he had served the industry as General Manager with an additional charge of Manager (IT) and had learnt new technologies and other managerial skills. His experience in industry will be helpful for providing industrial exposure to students. The case of Mr. Japinder Singh was duly forwarded by Dr A.K Tyagi, Coordinator of TEQIP Project with the remarks to consider his request favorably in the light that he has learnt new technologies, management skills, and financial management while doing job in Industry.

It is worth mentioned here that in TEQIP project lot of emphasis have been given for providing industrial exposure to faculty, and an amount of Rs. 40 Lacs is kept for Industry institute interaction activities, whereas Mr. Japinder Singh already had such exposure and, therefore, he has been given the responsibility of Nodal Officer Finance of TEQIP Project. The copy of agenda and approved minutes are placed at **Annexure -VI, Page no. 114-122.**

The case of Dr. Asati is put up before the BOG for consideration and approval please.

Item No. 24.09 To ratify the minutes of 5th meeting of Academic Council of Shaheed Bhagat Singh State Technical Campus held on 19.02.2016.

The 5th meeting of Academic Council of Shaheed Bhagat Singh State Technical Campus was held on 19.02.2016 under the Chairmanship of Dr. T.S. Sidhu, Campus Director. The approved minutes of the Academic Council are placed as **Annexure –VII, Page no. 123 to 128.**

The approved minutes of the academic council are placed before the Board for ratification please.

Item No.24.10 To report the proceedings of 21th Meeting of Building and Works Committee.

The 21th Meeting of the Building and Works Committee of the Institute was held on 21.01.2016 under the Chairmanship of Hon'ble Principal Secretary, Technical Education and Industrial Training, Govt. of Punjab. The approved proceedings are placed as **Annexure-VIII, Page no. 129-132.**

The proceedings of 21th Meeting of Building and Works Committee are placed before the Board for approval please.

Item No. 24.11 To report the proceedings of 30th Meeting of Finance Committee.

The 30th Meeting of the Finance Committee of the Institute was held on 21.01.2016 under the Chairmanship of Hon'ble Principal Secretary, Technical Education and Industrial Training, Govt. of Punjab. The approved proceedings are placed as **Annexure -IX, Page no. 133-138.**

The proceedings of 30th Meeting of Finance Committee are placed before the Board for approval please.

Item No.24.12 Promotion of Sh. Ram Pal, Junior Assistant to the Post of Senior Assistant (Store & Purchase) and to place 13 posts as Junior Assistant out of 25 posts of Clerks.

An agenda item was put up in the 21st meeting of BOG vide agenda item no. 21.18 to promote Sh. Ram Pal, Junior Assistant to Senior Assistant (Store & Purchase) and to place 13 posts as Junior Assistant out of 25 posts of Clerks. In the meeting the item was deferred and decided to put up this item in the next meeting of BOG.

In this regard, it is informed that a meeting of Registrar/Associate Directors/HODs was held on 19-11-2014 in the Office of Director. In the meeting it was decided that Sh. Ram Pal, Junior Assistant is working in the Store Section in the Institute since long and handling entire work of all the four wing (Engg. Wing, Poly Wing, Management Wing & School Wing) single handedly. Therefore keeping in view his devotion for the institute it was decided that he shall be promoted to the Post of Senior Store keeper. The minutes of said meeting are attached at **Annexure-X, Page no. 139-140.**

It is mentioned here that Sh. Ram Pal has joined this institute on dated 27.02.1997 as Assistant Storekeeper. Thereafter, as per the decision of 10th meeting of the Finance Committee the post of Assistant Storekeeper was converted into Clerical Cadre as Clerk in the pay scale 3120-5160 (un-revised) i/s Rs.3220/-. At present he is working

as Junior Assistant w.e.f 27.06.2007 in the Pay scale of Rs.10300-34800+GP3600/- BP Rs.16260/-. His qualification is BA with 44.5% marks. He has done diploma in store management from Indian Institute of Materials Management, Bangalore.

As per record the final seniority list for the Cadre of Clerks was circulated vide No.10466-50 dated 06-01-2010 in which Sh. Ram Pal was placed at S.No.04. The candidate at S.No.1, Sh. Pankaj Singla has been promoted to the Post of Senior Assistant. Candidate S.No.2 Sh.Vijay Kumar is expired and the Candidate at S.No.3 Mrs. Parveen Bala is working as Junior Assistant. Copy of the final seniority list is attached at **Annexure-X, Page no. 141-142.**

As per the project report, 01 post of Storekeeper stands sanctioned in the pay scale of Rs.5800-9200(un-revised). However, in the meeting of Principals of Govt. Promoted Engg. Colleges, which was held under the Chairmanship of Director, Technical Edu. & Indl. Traing Punjab and its Minutes were circulated vide letter memo No.206-10/S2ECC/2013 dated 14.02.2013 which were approved in the 12th meeting of the BOG of the Institute, the post having pay scale of Rs. 5800-9200 (Unrevised) was re-designated as Senior Assistant (Store & Purchase).

The qualifications and experience for this post of Senior Assistant (Store & Purchase) for direct recruitment were approved as under:

“Graduation with minimum 55% marks from a recognized university or its equivalent. 10 years of experience of working out of which 5 years as Junior Assistant in the maintenance of Store and Purchase.

Diploma in Materials Management will be preferred. Knowledge of Punjabi upto matric standard is essential”.

Sh. Ram Pal has done graduation with 44.5% marks. He has also done diploma in store management from Indian Institute of Material Management, Bangalore. He has 18 years experience including 7 years 8 months as Junior Assistant.

Keeping in view the recommendation of Registrar, Associate Directors and Head of Departments in the meeting held on 19.11.2014, it is proposed to promote him as Senior Assistant (Store & Purchase) in the pay scale of Rs. 5800-9200 (Unrevised) against the sanctioned post of Store Keeper (Rs. 5800-9200 Unrevised).

Further as per the approved policy, out of total 25 sanctioned posts of Clerks, 50% are to be placed as Junior Assistant and 50% of 25 posts is 12.5, therefore 13 posts may be placed as junior assistant.

Complete case is put up before the BOG to consider and approve the following:

1. To promote Mr. Ram Pal Junior Assistant as Senior Assistant (Store & Purchase) in the pay scale of Rs. 5800-9200 (Unrevised) against the sanctioned post of Store Keeper.
2. To place 13 posts as Junior Assistant out of 25 posts of Clerks.

Submitted for consideration and approval please

Item No.24.13 Promotion of Sh. Satpal, Supdt Grade-II and Sh. Agyapal Singh, Assistant Registrar-regarding

An agenda item no. 12.7 and 12.9 was put up in the 12th meeting of BOG regarding promotion of Sh. Satpal, Supdt G-II for the post of Assistant Registrar and Sh. Agyapal Singh, Assistant Registrar for the post of Deputy Registrar respectively. Wherein it was decided to consider their cases for promotion after fully implementation of ERP solution in their respective sections. **(Copy of Agenda and approved minutes are attached at Annexure –XI, Page no. 143-152).**

- a) In this Institute 02 (Two) posts of Assistant Registrar in the Pay Scale of Rs. 7880-13500/- (I.S. 8000/-) (unrevised) (Now revised as 15600-39100+GP5400) stands sanctioned. Further, as per college bye-laws rule 4.3 the posts with initial pay of Rs.2200/- (un-revised) and pre-revised pay scale Rs. 7880-13500/- and above shall be filled by the direct appointment and promotion in the Ratio of 3:1. Furthermore, among the above 02 posts, 01 post is filled through direct recruitment and 01 post is lying vacant due to promotion of Sh. Vinod Sharma, Asst. Registrar to Deputy Registrar.

As per approved policy, the academic qualification and experience for the post of Assistant Registrar (through promotion) is as under:-

“Graduate from a recognized University with the total service of 05 years in administration as Superintendent-II or equivalent post in the scale of Supdt. Grade-II”.

Sh. Sat Pal has been working in this college as Sudptt. Grade-II since 29-10-2003. His educational qualification is M.A (Public

Administration). Sh. Sat Pal is senior most Supdt. Grade- II. His overall work and conduct is satisfactory. The report of his last 6 years ACRs is placed as below:

| | | | | | | |
|--------|---------|---------|---------|---------|---------|-------------|
| Year | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 | 2014-15 |
| Report | V.Good | V. Good | Good | V.Good | V.Good | Outstanding |

- b) In this Institute 02 (Two) posts of Deputy Registrar in the Pay Scale of Rs. 12000-15500/- (unrevised) (Now revised as 15600-39100+GP7600) stands sanctioned. Further, as per college bye-laws rule 4.3 the posts with initial pay of Rs.2200/- (un-revised) and pre-revised pay scale Rs. 7880-13500/- and above shall be filled by the direct appointment and promotion in the Ratio of 3:1.

Since there were only 2 posts of Deputy Registrar in the Institute and these were not divisible as per the above ratio, a case of promotion of Sh. Vinod Kumar Sharma, Assistant Registrar to the post of Deputy Registrar was sent to the Punjab Govt. along with request for the approval of 100% promotion policy. Punjab Govt. vide memo no. 2/177/2010-2TE2/3017 dated 07-07-2011 while approving the 100% promotion policy, accorded approval to promote Sh. Vinod Kumar Sharma to the post of Deputy Registrar (**Annexure –XI, page no. 153**).

As per approved policy, the academic qualification and experience for the post of Deputy Registrar (through promotion) is as under:-

“Master’s Degree from a recognized University. At least 15 years experience of working in a responsible position in an education Institution/Govt. Office out of which 05 years as Assistant Registrar or Supdt. Grade-I”.

The educational qualification of Sh. Agyapal Singh is M.Com., MBA, M.Phil. He has been working in this Institute as Assistant Registrar since 09-01-2009(FN) and he has more than 17 years of working experience on a responsible position in the educational Institutes. His service record/work and conduct is excellent. The report of his last 6 years ACRs is placed as below:

| | | | | | | |
|---------|-------------|-------------|-------------|-------------|-------------|-------------|
| Year: | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 | 2014-15 |
| Report: | Outstanding | Outstanding | Outstanding | Outstanding | Outstanding | Outstanding |

Since the ERP solution was implemented in the Institute, the complete case of promotion w.r.t. above officials was sent to the office of DTE/IT, Punjab for consideration vide letter no. SBS/Estb./3291 dated 13-09-2013. Thereafter various correspondences from time to time have been made between the offices of DTE/IT and PSTE/IT, Punjab by the Institute but till date no final decision has been taken in this regard.

Now, a letter has been received almost after 6 months from the office of DTE/IT, Punjab vide memo no. 182/S-1/ECC/2016 dated 05-02-2016 mentioning that “.....the cases of promotion has been sent to this office, whereas it has been decided in the 19th meeting of BOG vide agenda item no. 19.9 that a proficiency test is to be conducted for promotion. It is requested to send the cases of promotion accordingly”. Copy attached at **Annexure XI, Page no. 154-155.**

The operative part of decision of the 19th meeting of BOG in this regard is reproduced as below:

“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”.

It is mentioned here that the posts of Registrar, Deputy Registrar and Assistant Registrar are senior administrative and officer cadre posts. Their nature of work is also supervisory. These posts are not covered under the above said decision.

Now, almost 2 ½ years has been passed and the cases of promotion have reached nowhere. The resentment among the officials is increasing day-by-day. On the other hand, the Institute has been expanded manifolds and the requirement of the senior administrative officials has also been increased.

BOG is competent authority to take such decisions, hence it will be appropriate to decide the case in the BOG meeting.

In the light of above the following cases are placed before the BOG for consideration and approval please.

- i.) Promotion of Sh. Satpal Supdt G-II to the post of Assistant Registrar
- ii.) Promotion of Sh. Agyapal Singh, Assistant Registrar to the post of Deputy Registrar.

Item No.24.14 Ratification of extension of deputation period for six months, further extension of deputation period and absorption of services in the Institute - Sh. Harshwinder Singh, Steno

An agenda item No. 20.19 was put up in 20th Meeting of BOG regarding ratification of extension of deputation period for six months of Sh. Harshwinder Singh, Steno. In the said meeting, the Board has decided to send his case to Govt of Punjab through DTE/IT on a single file. Accordingly, his case was sent to DTE/IT vide letter no. SBS/Fzr/Estb./1304 dated 04-06-2015, but till date no reply has been received.

It is informed that 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 Institute demanded applications for the post of Steno-typists on deputation basis through an open advertisement in the year 2003. Against this advertisement, total 27 applications were received and after scrutiny, two candidates including Sh. Harshwinder Singh were found eligible. 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 07.11.2003. Subsequently, his tenure of deputation was extended from time to time by the Punjab Govt./Chairman, BOG.

Further, 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-XII, Page no.156-158**) and accordingly his deputation was extended vide institute office order No.7709-11 dated 18.02.2015 (**Annexure-XII, Page no-159**).

His last tenure of deputation expired on 11-08-2015. He has given a request dated 21-07-2015 for extension of his deputation and to absorb his services in the Institute. A letter in this regard along with copy of his request was sent to the office of DTE/IT, Punjab vide letter no. 2278 dated 04-08-2015(**Annexure-XII, Page no. 160-161**). But till date no reply has been received. He is working as a Steno in the Institute since 12.11.2003 on deputation basis and his work and conduct is found to be satisfactory. He meets the requisite qualification and experience required for the post of Steno. Institute has 13 sanctioned posts of steno and all are lying vacant.

Here it is worth mentioned that with the approval of Punjab Govt., staff/faculty members working on deputation basis from GZSCET, Bathinda and MIMIT, Malout have been absorbed in this Institute. But any staff from a private Institute has not been absorbed yet. However, the Punjab Govt. letter endst. no. 2/97/05-TE2/3111 dated 15-11-2007 was received with a remarks that his case (Mr. Harshwinder Singh) may be considered for regularization. **Copy of letter is attached at Annexure -XII, Page no. 162.**

The BOG is requested to consider the following points:

1. Ratification of the approval given by Hon'ble Chairman, BOG on single file no. 246 dated 10-02-2015
2. Approval of extension of deputation period w.e.f. 12-08-2015 to till date.
3. Approval to absorb him against the sanctioned post of Steno in the Institute.

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

Item No. 24.15 To approve the Ratification of deputation – Sh. Gaurav Kumar, Administration Officer (Poly Wing).

An agenda item No. 22.14 was put up in the 22nd meeting of BOG to ratify the deputation of Sh. Gaurav Kumar, Administration Officer (Poly Wing). However, the matter was deferred to put up in next meeting of BOG.

It is informed that on the basis of letter received from the office of Improvement Trust, Amritsar for issuing NOC for deputation to Sh. Gaurav Kumar, Admin. Officer (Polywing), the case was put up to Hon'ble Ex- Chairman of BOG on single file. Hon'ble Ex-Chairman of BOG approved the case vide file No.247 dated 10-02-2015 which was subsequently ratified in the 20th BOG meeting of this Institution vide agenda item No.20.25. Accordingly a NOC was issued to Improvement Trust, Amritsar.

As per Improvement Trust, Amritsar letter no.9261 dated 1-10-2015, Sh. Gaurav Kumar, Administration Officer (Polywing) was sent on deputation to join the post of System Analyst at Improvement Trust, Amritsar w.e.f 14-10-2015 FN for a period of 01 year with the terms and conditions mentioned in office order 3634-3638 dated 12-10-2015 (**Copy attached at Annexure-XIII, Page no. 163**) He was relieved on 14.10.2015 (FN) vide letter No. SBS/FZR/3671 dated 14-10-2015 to join at Improvement Trust, Amritsar (**Annexure-XIII, Page no. 164**).

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

Item No.24.16 Regularization the services of Contractual Faculty working in Engineering and Polytechnic Wing of the Institute.

In the year 2010, some faculty members were appointed on 3 years contract basis in the Engineering and Polytechnic Wings of the Institute on a regular pay scale by following proper procedure. Thereafter, the contract period of these teachers was extended for another five years and they were paid all allowances except HRA and Academic Leave. The teachers of Engineering Wing have requested to regularize their services as per the policy of Punjab Govt. The cases for regularization of following teachers were sent to the office of Director, Technical Education and Industrial Training Department, Punjab vide letter no. SBS/FZR/Estb.1/1538 dated 11-6-2015 and letter no. SBS/FZR/Estb.1/1838 dated 07-07-2015. (Copy attached at **Annexure-XIV, Page no.165-168**). But till date no response has been received from the Head office.

| S.No | Name | Department | Date of Joining | Contract extended upto |
|------|--------------------------|-------------|-----------------|------------------------|
| 1. | Ms.Navdeep Kaur, AP | ECE | 17-12-2010 | 16-12-2018 |
| 2. | Mr.Chakshu Goel, AP | ECE | 16-12-2010(AN) | 15-12-2018 |
| 3. | Mr. Sukhjinder Singh, AP | Mech. Engg. | 16-12-2010 | 15-12-2018 |
| 4. | Mr. Jwala Parshad, AP | Mech. Engg. | 14-01-2011 | 13-01-2019 |

Meanwhile, the faculty working in the Poly Wing has also requested to regularize their services. The detail of teachers working in the Poly Wing is as below:

| S.No | Name | Department | Date of Joining | Contract extended upto |
|------|----------------------------------|---------------------|-----------------|------------------------|
| 1. | Mrs. Anuradha Rani, Lecturer | Comp.Engg. | 16.12.2010(FN) | 15.12.2018(FN) |
| 2. | Mrs. Richa Sawhney Lecturer | Comp.Engg. | 16.12.2010(FN) | 15.12.2018(FN) |
| 3. | Mr. Ajay Kumar, Lecturer | ECE | 16.12.2010(FN) | 15.12.2018(FN) |
| 4. | Mr. Gurjeevan Singh, Lecturer | ECE | 16.12.2010(AN) | 15.12.2018(AN) |
| 5. | Mr. Manpreet Singh, Lecturer | ECE | 17.12.2010 (AN) | 16.12.2018(AN) |
| 6. | Mr. Rahul Sharma, Lecturer | EE | 16.12.2010(FN) | 15.12.2018(FN) |
| 7. | Mr. Rajesh Kumar, Lecturer | EE | 16.12.2010(AN) | 15.12.2018(AN) |
| 8. | Mr. Gobind, Lecturer | ME | 16.12.2010(AN) | 15.12.2018(FN) |
| 9. | Mr. Kamal Khanna, Lecturer | ME | 16.12.2010(FN) | 15.12.2018(FN) |
| 10. | Mr. Rahul Chopra, Lecturer | ME | 09.02.2011(FN) | 07-02-2019(AN) |
| 11. | Mr. Retaish Uppal, Lecturer | Mech. Engg. | 23.12.2010(AN) | 22-12-2018(FN) |
| 12. | Mr. Rajnish Kumar, Lecturer | Applied Sciences | 16.12.2010(FN) | 15.12.2018(FN) |

It is worth to mention here that the cases of following faculty/staff members were sent to the office of DTE/IT, Punjab vide letter no. SBS/FZR/1128 dated 21-05-2013, SBS/FZR/3433 dated 19-09-2013 and no. 5075-76 dated 21-11-2013.

| S.No. | Name | Department | Date of Joining | Contract extended upto |
|-------|---|------------------|-----------------|------------------------|
| 1. | Sh. Amardeep Chopra, A.P. Computer Practice | Computer Centre | 14.01.2009 | 13.01.2017 |
| 2. | Sh. Veerpal Soi, A.P. Workshop Practice | Central Workshop | 09.01.2009 | 08.01.2017 |
| 3. | Sh. Kamal Bhatti, Nurse (Male) | Dispensary | 09.01.2009 | 08.01.2017 |
| 4. | Ms. Shabnam (Library Assistant) | Library | 12.01.2009 | 11.01.2017 |

But till date these cases are lying pending at the DTE/IT, Punjab level. Additionally, there are two more faculty members in Electrical Engineering Department of Engineering Wing, who will complete 03 years on contract basis in the month of June-2016.

Recently, a letter memo no. 19/S-2/ECC/2016 dated 05-01-2016 has been received from the office of DTE/IT, Punjab regarding regularization the services of Mr. Amardeep Chopra. As the cases were lying pending with the office of DTE/IT, Punjab for a long period causing resentment in the concerned faculty/staff and recently a judgment of Hon'ble Supreme Court also appeared in the newspapers in this regard (copy of the news is attached at **Annexure –XIV, Page no. 169-170**).

Therefore, Institute has written a letter No. SBS/fzr/5899 dated 17-02-2016 citing the case of Mr. Sunil Behl, wherein the office of DTE/IT, Punjab has informed the Institute that they had scrutinized his case for regularizing his contractual services and directed the Institute to put up it in BOG/FC meeting for approval. (Copy of letter is attached at **Annexure-XIV, Page no. 171-172**).

Since the scrutiny of cases at DTE/IT, Punjab level took long time, and the faculty/staff keep on approaching the office time and again, keeping this in view, Institute has formed a committee vide letter no.SBS/E-1/5754-55 dated 11-02-2016 (Copy attached at **Annexure – XIV, page no. 173**) consisting of the following to scrutinize all these cases at the Institute level itself:

1. Dr. Krishan Kumar, Registrar
2. Sh. Japinder Singh, HOD CSE
3. Sh. Gazalpreet Singh, Principal Poly Wing

The committee will check the prescribed qualifications, eligibility criteria, sanctioned posts, ACRs, performance of the candidates, requirement of the departments and certificates of the concerned faculty/staff. The recommendations of the committee shall be placed in the next meeting of BOG for regularizing the services of contractual faculty.

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

Item No.24.17 Promotion of Assistant Professors from Stage 1 to Stage 2 (AGP 6000 to 7000) and from Stage 2 to Stage 3 (AGP 7000 to 8000) under Career Advancement Scheme (CAS) at the Institute level.

AICTE, New Delhi vide its notification dated 08-11-2012 notified Career Advancement Scheme (CAS) for the teachers and other Academic staff in Technical Institutions (Degree). The copy of notification is attached at **Annexure- XV, Page No.174-185.**

The operative part of the above notification is reproduced as below:

“2.4. The Selection Committee specifications as delineated in Clause 4 are applicable to Career Advancement promotions of Assistant Professor to Associate Professor and Associate Professor to Professor.

2.5. CAS promotions from a lower grade to higher grade of Assistant Professor/Associate Professor shall be conducted by a Screening –cum-Evaluation Committee adhering to the criteria laid out as API score in Performance Based Appraisal System (PBAS) in the Tables of Appendix 1.

2.6. The Screening -cum- Evaluation Committee for CAS promotion of Assistant Professors/Associate Professors from one AGP to other higher AGP shall consist of:

[3] For Govt. /Govt. aided/ Govt. Autonomous Colleges:

[i] As may be prescribed by the respective State Govt./ Board of Governors”.

- 2.7 *The quorum for these committees in both categories mentioned above shall be three including one subject expert/University nominee need to be present.*
- 2.8 *The Screening-cum-Evaluation Committee on verification/ evaluation of API score secured by the candidate through the PBAS methodology designed by the respective University/Directorate of Technical Education based on these regulations and as per the minimum requirement specified in Tables II and III of Appendix 1 for each of the cadre of Assistant Professor shall recommend to the Syndicate / Executive Council / Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation”.*

As per past practice, a combined meeting of all govt. promoted engineering colleges is held at the Directorate level to interview the candidates for promoting them under CAS. The last meeting of CAS was held in the year 2011. But as per AICTE notification dated 08-11-2012 **Annexure-XV, Page no.174-185**, CAS promotions from a lower grade to higher grade of Assistant Professor/Associate Professor shall be conducted by forming a Screening -cum- Evaluation Committee to scrutinize the cases of candidates based on the criteria of obtaining minimum API score in Performance Based Appraisal System (PBAS).

In the light of above, it is proposed that Director of the Institute may be authorized to approve the promotion of Assistant Professors from

Stage 1 to Stage 2 (AGP 6000 to 7000) and from Stage 2 to Stage 3 (AGP 7000 to 8000) under CAS by forming a Screening –cum- Evaluation Committee at the institute level as per Clause 2.6(3) of above said AICTE Notification consisting of the following for checking the eligibility of the candidates based on minimum API score in Performance Based Appraisal System (PBAS) and other conditions approved by DTE/IT, Punjab.

- (1) Director of the College;
- (2) Dean Academics of the College
- (3) Head of the concerned department from the College. Where there is no HOD, Professor as nominated by the Director from the same or any other Institution in the jurisdiction of the concerned University; and
- (4) Two subject experts in the concerned subject nominated by the Director.
- (5) Nominee of Department of Technical Education and Industrial Training, Punjab

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

Item No.24.18 Payment of allowances and other benefits to Campus Director at par with Principals of other State Managed Engineering Colleges-regarding

Dr. T.S. Sidhu, Director has requested vide his letter dated 03-06-2015 that he may be paid dues of border area allowances and electricity bills as per his entitlement at par with Principals of other State Managed Engineering Colleges. Copy of his request is attached at **Annexure –XVI, Page no. 186.**

- (1) It is informed that the Principal of Beant College of Engineering and Technology Gurdaspur has been provided rent free furnished accommodation and also given 5% of basic pay as border area allowance (copy of letter attached at **Annexure—XVI, Page no.- 187.** Since both the Institutes i.e., Beant College of Engineering and Technology (BCET), Gurdaspur and Shaheed Bhagat Singh State Technical Campus (SBSSTC), Ferozepur are established and promoted by Punjab Govt. and are situated on International border. Therefore, Director of Shaheed Bhagat Singh State Technical Campus Ferozepur is also entitled for rent free furnished accommodation and 5% of basic pay as border area allowance at par with BCET Gurdaspur. Here it is worth mentioning that other employees of SBSSTC are getting the advantages of Border Area Allowances. But the border areas allowance is wrongly deducted from the salary of Campus Director of SBSSTC from the date of his appointment as a rent of the accommodation allotted to him in

the campus, whereas he is entitled for rent free accommodation at par with other principals of other State Managed Engineering Colleges (BCET Gurdaspur and BHSBIET Lehragaga). Copies of their Appointment letter are attached as **Annexure-XVI, Page no. 188-193**. Therefore, he (Campus Director of SBSSTC) should be paid the Border Area Allowances which has been wrongly deducted from his salary from the date of his appointment in the institute.

(2) Being residential in nature, the following electricity bills are charged for the accommodation allotted to Principals of BCET Gurdaspur and BHSBIET Lehragaga.

Electricity Bill : As per meter readings (40% less for campus office at Residence)

Copy of letters for charging electricity bills from Principals of BCET Gurdaspur and BHSBIET Lehragaga are placed as **Annexure-XVI, Page no. 194-196**.

Similar to BCET Gurdaspur and BHSBIET Lehragaga, this Institute is also a residential in nature and it has 04 boys & 02 Girls Hostels and 125 staff houses. The Campus Director is required to be present in the campus around the clock to look after the problems of the residents' students/staff. Moreover, urgent official matters are many times required to be addressed beyond normal duty hours. Accordingly, a campus office is established at the official residence of the Campus Director. Therefore, it is proposed that the Campus Director of SBSSTC Ferozepur should also be charged electricity bills from the date of his appointment at par

with electricity bills charged for the accommodation allotted to Principals of BCET Gurdaspur and BHSBIET Lehragaga.

The above said matters are placed before BOG for consideration and approval please.

Item No. 24.19 Recruitment of Teaching Faculty-regarding

In the 16th meeting of BOG held on 18.02.2014 vide agenda Item No. 16.15 it was approved to fill some posts of faculty in different departments, but said posts could not be filled. Again in the 19th meeting of BOG held on 26.12.2014 vide agenda Item No. 19.10, it was decided to recruit the faculty in different department of the Institute, but posts could not be filled. Again an agenda item No. 20.7 was put up in the 20th meeting of BOG to fill the teaching posts on regular basis. In the said meeting, it was decided to fill these posts at the earliest possible at the institute level as per the provisions of Institute bye-laws after getting the budget approved from the Finance Committee.

However, in the 21st Meeting of BOG, it was decided that Institute should send the proposal for filling the teaching posts on regular basis to head office. Subsequently, proposal to fill the teaching posts was sent to head office vide letter No. SBS/E-3/3670; SBS/E-3/3884 dated 12-10-2015 and 31-10-2015. Copy of letters are attached at **Annexure-XVII, Page no. 197-198**. But till dated no response has been received.

Here it is worth mentioned that Head Office has not made any recruitment of teaching posts since 2012. Meanwhile, the institute has started new courses, B.Tech. (Civil Engg.) and B. Architecture but it does not have single faculty in the discipline of Architecture Engineering. Even in other disciplines, there is acute shortage of faculty as per AICTE Norms. Presently more than 50% faculty members are working as Guest Faculty in the Institute.

Therefore, 11 No. Assistant Professor in Engineering Wing (03 Architecture; 02 Civil; 02 ECE, 02 CSE, 01 EE, & 01 ME) and 05 No of teachers for Diploma Wing (01 Lecturer each for EE, CSE, ECE, ME and Physical Education) are required to be recruited immediately at the institute level on regular/5 Years Contract Basis on regular pay scales to avoid any objections from AICTE/University.

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

Item No.24.20 Ratification of regularization of contractual services of Faculty by the office of DTE/IT, Punjab

The contractual services of some teachers working in the Engineering Wing of the Institute were regularized with the approval of Commissioner, Technical Education and Industrial Training, Department Punjab vide memo no. 2104/S-5/ECC/ 2011 dated 24-10-2011 subject to the approval of Finance Committee and BOG. All of these teachers have joined on dated 28-10-2011(FN) .Copy of office order Endst.No. Estb./SA1/6124-40 dated 14.11.2011 is attached at **Annexure-XVIII, Page no. 199.**

The complete case was put up in the 24th meeting of Finance Committee vide agenda item no. 24.15. Therein it was decided to put up the case on single file to the Punjab Government. Subsequently vide note no. 2706 dated 31-07-2012 it was sent to the Punjab Govt. which is pending till date. (Copy attached at **Annexure-XVIII, Page no. 200.**

Thereafter the case was put up in the 9th meeting of BOG vide agenda item no. 9.10 for ratification. Therein it was decided to put up this item to Hon'ble TEM-cum-Chairman SBSCET Society for approval through the Chairman, BOG. The case was put up on single file vide no. 4466 dated 6-10-2012 to Hon'ble Chairman BOG for further necessary action. The case is lying pending with Punjab Govt.(Copy attached at **Annexure-XVIII, Page no. 201.**

In the light of above the complete case is put up before BOG for ratification please.

Item No.24.21 To hire the services of Senior Advocate (if required) to defend the case related to the autonomous status given by the UGC, New Delhi.

It is informed that UGC had conferred the "Autonomous Status" to Shaheed Bhagat Singh State Technical Campus, Ferozepur vide letter No.F.22-1/2015 (AC) dated 29th July 2015 and directed the 'Punjab Technical University Jalandhar' to issue the necessary orders in this regard. Accordingly, PTU Jalandhar had issued orders for conferring Academic Autonomous Status to our Institute vide letter dated 19.08.2015 (**Annexure-XIX, Page no. 202**).

Subsequently, our institute had requested 'MRS State Technical University Bathinda' to nominate three members for the Academic Council of this 'Autonomous Institute'. However, vide letter No. 1338/Registrar dated 15/9/15, **MRSSTU had demanded that our institute should write an application along-with list of faculty so that university can check the eligibility for grant of an autonomous status to our institute.** The institute has provided all the required information to MRSSTU, Bathinda.

Institute has successfully conducted examinations and other activities as enlisted below under Autonomous Status:

1. Institute has formed its Academic Regulations with the approval of Academic Council and BOG.

2. Institute has conducted 02 BoS meetings for revision of syllabus of 2015 Batch students under affiliation of MRSSTU, Bathinda.
3. Institute has also conducted 01 BoS meetings for all Engineering, Management and Architecture departments regarding batches admitted prior to year 2015 under affiliation of IKGPTU, Jalandhar
4. Institute has conducted 05 Academic Council meetings.
5. Institute has successfully conducted end-semester exams in November-December 2015 under Autonomous Status with strict mechanism to ensure fair conduct and 17 UMC cases have been registered.
6. Results of all Regular and Reappear Students have been declared.
7. Each Department has conducted 1st meeting of Department Quality Assurance Committees (DQAC) to improve the quality of teachings.
8. 1st meeting of Institute Quality Assurance Committee (IQAC) has been conducted on 13-01-2016 to monitor and improve the Academic Standards of the Institute.
9. Through IQAC and DQAC, efforts are made to ensure the implementation of outcome based education (OBE) system. Further, modern teaching aids and methods are being prescribed, implemented and monitored.

Since UGC has given the Autonomous Status to this Institute through IKGPTU Jalandhar, therefore, it is unfair on the part of MRSSTU Bathinda to check the eligibility of this institute at this stage for granting Autonomous Status. In case MRSSTU Bathinda recommends to UGC New Delhi to cancel the Autonomous Status, it will be a great

loss to the students of this institute. In such situation, institute wants to defend its autonomous status by filing an appeal in the Hon'ble Punjab and Haryana High Court through any senior advocate whose fee may be Rs. 3-4 lacs, whereas advocates on the panel of the institute are paid only Rs. 15000/- per case.

The matter is therefore put up before the BOG to hire the services of senior advocate as a special case in case MRSSTU cancels the Autonomous status of this institute.

Item no. 24.22 Bifurcation of teaching posts of Polytechnic Wing

The Polytechnic Wing of the Institute is functioning from the year 2010 and is having 54 no. of approved teaching posts (Copy of approved minutes of 13th meeting of BOG are attached at **Annexure-XX, Page no. 203-210**). Since there was no bifurcation of the teaching posts available, a meeting was held on dated 01-12-2014 and bifurcation of the posts was done in line with that of Govt. Polytechnic, Ferozpur. Copy of minutes is placed at **Annexure-XX, Page no. 211**.

The bifurcation of the teaching posts of Polytechnic Wing is placed before the BOG for approval please.

Item no. 24.23 Implementation of AICTE Notification dated 4th January 2016

AICTE has issued a notification dated 4th January, 2016 as clarifications on certain issues arising out of implementation of AICTE Regulations No. 37-3/ Legal/AICTE/2010 dated 05th March 2010 on revised Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions and No. 37-3/ Legal/AICTE/2012 dated 8th Nov. 2012 on Career Advancement Scheme for the Teachers and other Academic Staff in Technical Institutions (**Annexure-XXI, Page no. 212-230**).

The matter is put up before BOG for implementation of AICTE clarifications from the date of implementation of AICTE Notifications No. 37-3/Legal/AICTE/2010 dated 05th March 2010 and No. 37-3/ Legal/AICTE/2012 dated 8th Nov. 2012, respectively without causing any disadvantage to any faculty for the benefits already given to them.

Submitted before BOG for consideration and approval please.

Item No. 24.24 Fee discount to the students taking admission in session 2016-17.

A meeting of admission committee and advertising committee was held on dated 04/03/2016 at 3:00 PM. In the said meeting it was felt that the admissions in the Institute during academic session 2016-17 can be less due to general downfall in the admission in engineering courses. It was decided in the meeting to give fee discount of 15% of the tuition fee at the time of admission to those students who have secured more than 85% marks in 10+2 examination or have secured a rank of less than one lack in JEE mains to admit the meritorious students in the institute (Copy of the minutes is placed at **Annexure-XXII, Page no. 231**).

Therefore, it is proposed to give 15% tuition fee discount to those students who have secured more than 85% marks in 10+2 examination or have secured a rank of less than one lack in JEE mains.

The complete case is put up before BOG meeting for consideration and approval please.

Item No. 24.25 Marking of attendance of faculty and staff through Bio-metric System-regarding.

In the 18th meeting of BOG, it was decided that attendance of all employees shall be taken through the Bio-Metric System (thumb impression). Further, the Board has also decided that service benefits such as CAS/ACP, pay protection, regularization of services etc. etc. should also be linked with marking of attendance through Bio-metric systems.

Consequently, all non-teaching employees started marking their attendance through bio-metric system. However, the teaching faculty refused to do so. Thereafter, in the 19th meeting of BOG, 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.

Thereafter, 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 teachers didn't mark their attendance through the bio-metric system.

Thereafter, teaching faculty had discussed the matter with Hon'ble Chairman BOG on 25 Jan, 2015 and at that time Hon'ble Chairman asked the Campus Director to discuss this matter in the next BOG Meeting in the presence of representative of teachers.

Accordingly, in the 20th meeting of BOG, issue regarding marking of attendance through bio-metric system was discussed in the presence of teachers representatives. During the meeting, campus Director had informed that almost all non-teaching employees have started marking their attendance through bio-metric system. However, the teaching faculty refused to mark their attendance through bio-metric system.

Thereafter, teachers have given the representation that during the 20th BOG meeting they were exempted from marking their attendance even in the Attendance Register whereas neither such agenda item was put up in the BOG meeting nor was any such decision taken.

Subsequently, non-teaching staff also had given representation that since the rules are common for both categories, therefore, they may also be exempted from marking of attendance through Bio-Metric System, so that there may not be any discrimination between teaching and non-teaching staff members. The case was taken up in the 21st meeting of BOG vide agenda item no. 21.4 and the same was deferred in the meeting. Copy of the Agenda item and minutes is placed at **Annexure-XXIII, Page 232-240,**

Recently, Maharaja Ranjit Singh, State Technical University (MRSSTU), Bathinda in its 1st meeting of College Development Council vide ref. no. MRSSTU/CDC/126 dated 07-01-2016, decided that the faculty and staff of affiliated Colleges will mark their attendance two times through bio-metric.

It is worth mentioned here that since the inception of the Institute, all the employees (teaching & non-teaching) were manually marking their attendance one time in the register. However, in compliance to the above decision, all faculty and staff members were directed to mark their attendance two times through bio-metric system w.e.f. 25-01-2016 vide office-order no. SBS/Fzr/ 5199-5202 dated 22-01-2016. Copy of letter received from MRSSTU and office order issued in this regard are attached at **Annexure XXIII, Page 241-246.**

The non-teaching staff started marking attendance through bio-metric two times. However, the teachers refused the same and demanded that they may not be forced to mark attendance through bio-metric. Thereafter, Campus Director held a meeting with representatives of teachers and persuaded them to mark attendance through bio-metric at least one time in the morning up to 9.30 AM. Now all teachers are marking their attendance through the bio-metric system one time in the morning up to 9.30 AM.

Now, non-teaching staff has also given representation that since non-teaching staff is also contributing equally for overall development of the Institute they may also be allowed to mark attendance one time through bio-metric as the teaching staff was allowed. Copy of their representation is attached at **Annexure XXIII, Page 247-248 .**

The matter is put up in BOG meeting for appropriate decision please.

Item No. 24.26 Eengaging of consultant agency for providing soft skill training to students-regarding

The Institute is regularly putting its efforts in improving and updating the knowledge, personality & communication skills of the students by organizing the soft skill classes for increasing the placement and employability of students.

In the year 2013, the Institute organized and conducted the soft skill classes by hiring the personnel from “Skidt-TIME”, Amritsar and “Triniti”, Chandigarh. Also in the year 2014, again “Skidt-TIME”, Amritsar was hired to take up the soft skill classes. During the last year i.e. 2015, “FACE-Focus Academy for Career Enhancement”, Gurgaon was hired.

It is worth to mention here that the Companies visiting the Institute for placement purpose have given the feedback that students are lacking in the communication skills. To overcome this, we have also engaged two persons as resource persons for providing soft skill training to students under the TEQIP project on per lecture basis. .

Recently, a presentation was given by ITFT Finishing School, New Chandigarh for improving the placement and employability of students. Dr. Sanjeev Devda, Training and Placement officer and Mr. Navtej Singh, Incharge Placement alongwith Campus Director has visited the ITFT Campus Chandigarh.

In order to improve the employability of students, ITFT proposes:

1. To conduct motivational-cum-career orientation talk for entire college.

2. To Conduct an aptitude test and psychometric test for all students in the college.
3. To provide 50 hours (one week) intensive training for all passing out final year students.
4. Followed by job mela for direct employment.

Complete item is put up before the BOG for consideration and approval to hire the consultant agency for carrying out the above said activities for institute students.