

# TEQIP

(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

### Supplementary Agenda of 27<sup>th</sup> Meeting



**Shaheed Bhagat Singh**

**State Technical Campus**

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

**(Established by Punjab Govt.)**

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**VENUE: Conference Room, Block-D, SBSSTC,  
Ferozepur**

**Date: 02.12.2016**

**Time: 11.30 AM**

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**Item No. 27.15 (i) Marking of attendance of faculty and staff through Bio-metric System-regarding.**

In the 18<sup>th</sup> 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. 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 system.

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 20<sup>th</sup> 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 21<sup>st</sup> 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- XIV, Page no. 164-169.**

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- XV, Page no. 170-175.**

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. Thereafter, all teachers have started 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- XVI, Page no.176.**

This item was put up in the 24<sup>th</sup> Meeting of BOG vide agenda item no. 24.25 and it was decided to defer this item. Again the item was put up in the 26<sup>th</sup> BOG meeting vide agenda item no. 26.4, and again it was decided to defer this item to the next meeting of BOG.

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

**Item No. 27.15 (ii) Ratification of the approvals given by the Chairman, BOG on a single file regarding appointment of new faculty and publishing an advertisement at National Level for recruitment of faculty & TPO**

As per the decision of 7th meeting of Board of Governors vide agenda item No. 7.24 (i), the Board of Governors has authorized the Chairman, Board of Governors of the Institute to take decisions on behalf of the BOG for the smooth and efficient functioning of the Institute and such decisions taken by the Chairman BOG may be reported to the BOG in its next meeting for ratification.

The following cases were approved by Chairman BOG on a single file:

- (1) A case for issuing appointment letters to newly appointed Assistant Professors, Associate Professors and Professors duly approved by the Chairman BOG was received vide Diary No. 3817 dated 25.11.2016 (**Annexure-XVII, Page no.177-178**). Accordingly, appointment letters were issued to the selected faculty members. Copies of minutes of selection committee and appointment letters issued to selected candidates are placed at **Annexure-XVIII, pages 179-185**.

Further, the letter received from the office of DTE/IT vide Memo No. 1661/S-2/ECC/2016 dated 10.11.2016 (**Annexure-XIX, Page no.186-187**) and Memo No. 1706/S-1/ECC/2016 dated 25.11.2016 (**Annexure-XX, Page no.-188**) in this regard shall be discussed while confirming the minutes of 26<sup>th</sup> Meeting of BOG.

- (2) An approval from Hon'ble Chairman BOG was sought on single file on dated 18.11.2016 for publishing an advertisement at National level for recruitment of faculty and TPO, which was duly accorded by the Chairman BOG and received in the

Institute vide diary No. 3818 dated 25.11.2016 (**Annexure-XXI, Page no.189-190**). Accordingly an advertisement was published on 26 November 2016 in the Hindustan Times, Dainik Bhaskar and Ajit newspaper.

All the above said cases are put up before the BOG for consideration and ratification please.

**Item No. 27.15(iii) Approval for accumulation of Earned leaves as per the decision of Hon'ble Punjab and Haryana High Court**

As per Institute Bye-law rule 6.17 (a & b), Earned leaves are granted to vocational and non-teaching employees of the Institute. Further, as per rule 6.17(e) there is no limit for accumulation of earned leaves (applicable to all the members of staff).

However according to Punjab Govt. letter no. 14/7/97-6PP-3/13914 dated 26-10-1998, earned leaves can be accumulated up to 450 days during the entire service of an employee and an employee on superannuation is entitled to encash maximum 300 days earned leaves.

Keeping above points in view, a clarification/guidance along with copy of latest rules of Punjab Govt. was sought from the office of DTE/IT, Punjab vide letter no. SBS/E-3/2292 dated 05-08-2015 and letter no. SBS/E-3/3870 dated 30-10-2016. But till date no clarification has been received from the head office.

Recently, a judgment of Justice Kuldip Singh, Hon'ble Punjab & Haryana High Court, Chandigarh has been published in the newspapers. The ruling came in the case of Haryana Govt. employees after the High court was told that accumulated earned leaves were reduced to 300 days time and again during the course of service on the assumption that they were entitled to a maximum of 300 days earned leave.

Justice Kuldeep Singh ruled that "if an employee is entitled to leave encashment for a maximum limit of 300 days, that does not mean that the accumulated unutilized leave is to be reduced to 300 days if it exceeds the limit. The earned leave will continue to



accumulate till the retirement of the pensioners and the petitioners are to be granted the maximum benefit of 300 days as stated in the rules". Copy of the news is attached at **Annexure -XXII, Page no.-191.**

In the light of above, complete case is put up before BOG for implementing the decision of Hon'ble Punjab and Haryana High Court in the institute for putting no limit on the accumulation of maximum earned leave till the retirement.

Submitted for consideration and approval please

**Item No. 27.15(iii) Pay protection of newly appointed faculty members-regarding**

As per approval given in the 26<sup>th</sup> meeting of BOG vide Agenda item No. 26.19, an advertisement was floated in leading newspapers for recruitment of Professors and Associate Professors on regular basis in various departments as per the service conditions issued by Punjab Govt. Finance Department (Finance Personnel-I Wing) letter 7/204/2012-4FP-1/66 dated 15/01/2015 and notification no. G.S.R.66/Const./ Art.308/Amd.(5)/2016 dated 26.09.2016 on direct recruitment (**Annexure-XXIII, Page No.192-195**). Accordingly, interviews were conducted on November 18, 2016 under the chairmanship of honourable Chairman, Board of Governors and selected candidates were issued offer letters on 25.11.2016. Copies of appointment letters issued to selected candidates are placed at **Annexure-XVIII, Page No. 179-185**.

Clause 1, 3, 13 and 15 of the offer letter are reiterated here:

Clause 1: As per the service conditions issued by Punjab Govt. Finance Department (Finance Personnel-I Wing) letter 7/204/2012-4FP-1/66 dated 15/01/2015 and notification no. G.S.R.66/Const./Art.308/Amd.(5)/2016 dated 26.09.2016 on direct recruitment, you will be paid fixed pay (Fixed Emoluments) which will equal to the minimum of Pay Band on your post and you will not be paid Grade Pay, Annual Increment or any other allowances, except traveling allowance during the period of probation for a period of 03 (three) years on probation plus the time if probation period is extended.

Clause 3: You will be on probation for a period of three years. The period of probation can be extended under the rules and regulations of the institute from time to time. You will be

considered for confirmed after satisfactory completions of probation period and eligible for the minimum of pay band including Grade Pay and all other allowances.

Clause 13: You will be covered under the new Contributory Pension Scheme and Group Link Insurance Scheme.

Clause 15: Your pay will be protected as per the rules and as approved by BOG of the institute.

Subsequently, representations were received from the Dr Satvir Singh and Dr Neel Kanth Grover (**placed at Annexure-XXIV, Page No.196-197**) who were selected for the post of Professor in ECE and ME Department, respectively. Both of them are already serving in the institute as Associate Professors in respective departments and their promotion to the post of Professor under CAS is pending. Mr. Vishal Sharma also given his representation dated 28-11-2016 (**Annexure-XXV, Page No. 198**). Further, Dr Vishal Sharma was working as Assistant Professor in ECE Department on regular basis in AGP of Rs. 6000. Presently he is on Extra Ordinary Leave (EOL) to serve at IKG Punjab Technical University, Kapurthala, Jalandhar. He is selected as Associate Professor and has also sought clarification before joining. As per their apprehension on joining their salary will be less than the present salary. They have sought clarifications before joining their new post of selection in their representations.

As per the clause 15 of the appointment letter their salary will be protected as per rule and as approved by the BOG. Since they are already working in the institute, therefore, it is proposed that their existing pay should be protected; probation period may be

reduced to one year as per the College By-Laws 2.17 (a) instead of three years, granting of annual increment in AGP of Rs.10000 (for Professor) and Rs.9000 (for Associate Professor) and to give them pensionary benefits as per the terms and conditions of their initial appointment letters. Further, they may be allowed to appear in CAS interviews as and when conducted.

The agenda is place in before BOG for consideration and approval.