Subject: **Draft for approval of minutes of 12th BOG Meeting held on 08.03.2013**

Draft of minutes of the 12th Meeting of Board of Governors of Shaheed Bhagat Singh State Technical Campus, Ferozepur, held on 8.03.2013 at 11.30 AM at Lakra Industries Ltd, E-200-01, Focal Point, Phase-IV, Ludhiana, under the Chairmanship of Hon'ble Chairman BOG is placed for kind consideration and approval please.

Director 11/3/24]
ShaheedBhagat Singh
State Technical Campus,
Ferozepur

approved as porposed

Chairman BOG,
Shaheed Bhagat Singh 12/3/13
State Technical Campus, Ferozepur

Registrar

13/3/24)

Pl. issue letter to
all concerned te na.

Proceedings of the 12th Meeting of Board of Governors of Shaheed Bhagat Singh State Technical Campus, Ferozepur, held on 8.03.2013 at 11.30 AM at Lakra Industries Ltd, E-200-01, Focal Point, Phase-IV, Ludhiana, under the Chairmanship of Sh. Dinesh Lakra, Hon'ble Chairman BOG

The following were present:

1.	Prof. (Dr.) T.S. Kamal, FIE # 1005, Sector-42 B, Chandigarh-16036, A Nominee of The Institution of Engineers (India)	Member
2.	Dr. Jaspreet Singh Dhillon, Prof & Head, SLIET, Longowal, Sangrur.	Member
3.	Sh. Sham Lal Goyal, Deputy Director Representative of Principal Secretary to the Government of Punjab, Deptt. of Technical Education and Representative of Director Technical Education & Industrial Training, Punjab, Chandigarh	Ex-Officio Members
4.	Dr. Dial Chand, Ex-Principal, Beant College of Engineering & Technology, Gurdaspur	Member
5.	Dr. Balkar Singh, Director Colleges Representative of VC, PTU Jalandhar	Ex-Officio Member
6.	Dr. Satvir Singh, Associate Prof. Shaheed Bhagat Singh State Technical Campus Ferozepur.	Member
7.	Dr. R.P. Singh, Associate Director Shaheed Bhagat Singh State Technical Campus Ferozepur.	Member
8.	Dr. T.S. Sidhu, Director Shaheed Bhagat Singh State Technical Campus Ferozepur.	Member-Secretary

Sh. Inderpal Singh, Registrar; Dr. N.K. Grover, Nodal Officer Academics of TEQIP Project, Mr. Jupinder Singh, Nodal officer Accounts of TEQIP Project and Dr. Satvir Singh, in the capacity of Nodal Officer Procurement of TEQIP Project have also attended the meeting.

At the outset, Dr. T.S. Sidhu, Director-cum-Member Secretary of Board of Governors welcomed the Hon'ble Chairman of Board of Governors and other members to the 12th meeting of BOG. Thereafter, with the permission of the Hon'ble Chairman, the agenda items were deliberated upon and the following decisions were taken unanimously:-

Item No. 12.1   **Confirmation of the proceedings of the 10th and 11th meeting of the Board of Governors.**

Decision: The proceedings of the 10th and 11th (adopted agenda by circulation) BOG meeting were confirmed.

-1-

Item No. 12.2

To report action taken on the decisions of the 10th meeting of the Board of Governors.

Decision:

The action taken report of 10th BOG meeting was approved by the Board.

Item No. 12.3

To report action taken on the decisions of the 11th meeting of the Board of Governors (Agenda adopted by circulation).

Decision:

The action taken report of 11th BOG meeting was approved by the Board.

Item no. 12.4

Approval of bifurcation of non-teaching posts of Poly Wing

Decision:

The BOG has discussed the item in detail and felt that there is a requirement of an Administrative Officer to assist the Chairman BOG and Director of the Institute to carry out their day to day activities and decided to recruit one fresh graduate in arts/science/commerce as an Administrative Officer. Therefore BOG has approved the bifurcation of non-teaching posts of Poly-Wing as proposed in the agenda at Annexure-VII page No. 109 with the amendment to create the post of Administrative Officer in the pay scale of Rs. 15600-39100/- GP Rs.5400 instead the post of Supdt Gr-I as proposed..

The BOG has further decided to fill the post of Administrative Officer on regular basis and one post of clerk (for Chairman's office) on contract basis immediately at the institute level through open advertisement. It was also decided to call the experts of the level of Registrar/Deputy Registrar for both of these posts from the panel of experts approved by the Chairman BOG vide file No. 30 dated 7.12.2012 for ministerial post which was ratified in the 10th meeting of BOG vide Agenda item No. 10.14. However for the post of Administrative Officer one more expert of the level of Principal from the State Managed Engineering College should also be called as an expert as well for conducting objective type test.

The division of marks for the post of Administrative Officer should be same as prescribed for the post of Supdt./AR with the following modifications:

Basic Qualification: 30 Marks

Multiple Objective Type Test: 30 Marks

The BOG has further decided to fill the remaining non-teaching posts of Poly Wing for the time being through service provider as per requirement.

Item no. 12.5

To adopt benchmarking criteria of Punjab Govt. while dealing promotion/placement cases of employees working in the Institute.

Decision:

In this regard, the BOG has decided that in future the employees to be considered for ACP should have all ACRs good or above for the relevant period.

Item No. 12.6

Regarding approval to pay the amount from Institute's fund for procurement of Machinery and Equipment under TEQIP-II Project of MHRD.

Decision:

It was approved to pay the remaining amount of Rs. 3.5 Crore from any head(s) of the Institute's fund in anticipation of receiving these funds from NPIU via SPFU. As and when these funds will be received from NPIU, the same should be credited in the Institute account.

Item. No.12.7   **Promotion to the post of Assistant Registrar - Sh. Sat Pal, Supdt. G-II**

Decision: The BOG has felt that all employees should work whole heartily for the implementation of ERP Solution in the campus. Therefore it was decided to consider his case for promotion only after fully implementation of ERP solution in his section.

Item no.12.8   **Proposal to pass resolution for grant of autonomous status to the Institute.**

Decision: The BOG has passed a resolution for grant of autonomous status to the Institute and allowed the Director of the Institute to sign the 'Indemnity Bond' and other documents, if any, as per the requirement.

Item. no.12.9   **Promotion to the post of Deputy Registrar - Sh. Agyapal Singh, AR**

Decision: It was decided to consider his case for promotion only after fully implementation of ERP solution in his section.

Item no.12.10   **Promotion to the post of Sr. Asstt. – Sh. Pankaj Singla, Jr. Asstt.**

Decision: It was decided to put up this item again as his case was reconsideration of demotion.

Item no. 12.11   **Approval for various proposals under TEQIP-II**

Decision: Item was approved as proposed with the following amendments:

Item No. 12.11.1: The following committees were constituted by the BOG :

(1) Academic Counsil

    (i)   TEQIP Coordinator-Chairman

    (ii)   All HODs'- Members

    (iii)   Dean Academic- Member Secretary

(2) Finance Committee

    (i)   Registrar, or TEQIP Coordinator in the absence of Registrar

    (ii)   Nodal Officer (Finance) of TEQIP Project

    (iii)   Sh. Satpal, Supdt Accounts

    (iv)   Clerk /date entry operator of TEQIP Project

Item No. 12.11.3: Two members from Industry will be nominated by Chairman BOG

Item No. 12.11.6: Mr. Gurmeet Singh, Lab Supdt is also added as member in Civil Works Committee. It was decided that this committee will also look after all the activities for the creation of new infrastructure in Institute. Further it was decided that this committee shall also be a part of the Inspection Committee constituted in the 11th meeting of Building and Works Committee, vide agenda item No. 11.4, for the inspection of buildings.

Further, the member-secretary has informed to the BOG that we had recruited 03 staff members on contract basis for the period of TEQIP project for total emoluments of Rs. 39000 per month. However, the representative of SPFU has informed to the BOG that we can recruit one more person for the effective and efficient implementation of TEQIP Project in the Institute, if it is so desired. Thereafter, the BOG has created one more post under TEQIP Project in addition to the three already created. Accordingly, the Board has decided to recruit one more Project Staff with qualification of B.Tech in IT @ Rs. 15000/- per Month.

Further the BOG has authorized Director of the Institute to substitute/change any member of any Committee as per requirement.

Item no. 12.12   **Non-Viability of running School Wing in the Campus.**

Decision: Item was deferred for the time being.

Item No. 12.13   **Charging of Building funds from students-regarding**

Decision: Keeping in view the acute shortage of infrastructure in the campus such as Auditorium, Boys Hostel, Library, Administrative Block, Staduim, Swimming Pool, Houses for staff etc etc, the BOG has decided to charge Rs. 2500/- per semester per student as building fund from all the newly admitted students of AICTE approved courses of Technical campus including LEET students from next academic year onwards i.e. from students to be admitted in July-August 2013 onwards.

Item No. 12.14   **Charging of funds from students for procuring TCS iON an ERPsolution from TCS, Mumbai**

Decision: Since ERP solution is procured for providing timely information to students, therefore, the BOG has decided to charge Rs. 200 per student per semester from all students of Technical campus from March 2013 onwards.

Item No.12.15   **Approval to implement the minutes of Principals' meeting on subject of common pending issues of State Promoted Engineering Colleges regarding uniform designation, qualification, pay-scale and Promotion Criteria.**

Decision: The item was approved as proposed with the following amendments:

(i) All employees to be considered for promotion must have completed at least 01 month training on basics of computers/computerized accounting system/Web-design or in any relevant field.

(ii) Promotion cases of all categories of employees will be considered only after fully implementation of ERP solution in the campus.

(iii) The employees to be considered for promotion/placement should have all ACR good and the last five years ACRs should be very good or above.

(iv) Departmental Promotion Committee (DPC) consisting of following is constituted to deal all kind of promotion cases:

      (a) Any two Head of Departments

      (b) Registrar/Deputy Registrar/Assistant Registrar

      (c) Representative of DTE/IT, Punjab

      (d) Representative of District Welfare Officer

-4-

Item No.12.16   **Urgent Recruitment of Faculty in Civil Engg. and Electrical Engg. at Institute level.**

Decision:

Keeping in view the urgent faculty requirement in Civil Engineering and senior faculty in Electrical Engineering, it was decided to recruit 02 Assistant Professors in Civil Engineering and 01 Associate Professor in Electrical Engineering at the Institute level for the time being, till the review of decision of 3rd party hiring through NITTR is pending.

Further it was decided to call the experts from the panel of experts approved by the Chairman BOG vide file No. 30 dated 7.12.2012 which was ratified in the 10th meeting of BOG vide Agenda item No. 10.14.

Item no. 12.17   **Ratification of adoption of agenda by circulation**

Decision:

The item was ratified as proposed.

Item No. 12.18   **Ratification of Procurement of TCS iON an ERP solution from TCS, Mumbai**

Decision:

The item was ratified as proposed.

Item No 12.19   **Ratification of appointment letters issued and joining reports of newly recruited teaching and non-teaching staff.**

Decision:

The item was ratified as proposed.

Item no. 12. 20   **Ratification of 4-9-14 Assured Career Progression (ACP) scheme and Career Advancement Scheme (CAS) implemented to various categories of Teaching/Non-teaching staff of the Institute.**

Decision:

The item was ratified as proposed.

Item no. 12. 21   **Ratification of promotion granted to non-teaching staff during the period of August 2012 to Feb. 2013**

Decision:

The item was ratified as proposed.

Item No.12.22   **To ratify the Procurement plan and procurement process of TEQIP- II Project of MHRD**

Decision:

The item was ratified as proposed. Further it was decided to spend Rs. 20 Lacs for hiring professional consultancy services for enhancing the placement of the students.

In case of non-procurement of equipment/Machines due to wrong/improper specifications given in Tender/Quotations, it was decided to fix the responsibility of the committee which has prepared the specifications of these equipments/Machines.

Item No.12.23   **Ratification of the approvals given by the Chairman, BOG on a single file**

Decision:

The item was ratified as proposed.

Item No.12.24   **Any other item with the permission of Chair:**
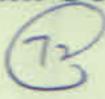
Under this item, the BOG has discussed the various issues regarding development of the Institute and has taken the following decisions:

(i) To motivate the ERP implementation team, the Board has decided to give one special increment to the following members of ERP Team

-5-

(ii) if the ERP solution is implemented as per schedule. If there is any delay, then their annual increment will be delayed for the period of delay in implementation of ERP Solution and the matter will be reported to BOG.

- Dr. Krishan Saluja, Coordinator of ERP Solution
- Mr. Avtar Singh, Senior Technician
- Mr. Devinder Kumar, Computer Operator
- Mr. Ravi Grover, Senior Technician
- Mr. Nirmal Singh, Technician Gr-I

In case any Employee, HOD, Section Incharge, Dean or any other officer/officials has delayed or not provided the data, or not cooperating the ERP Team whole heartily, then ERP Coordinator must report to the Director in writing immediately and consolidated report about it must be submitted to the Director at the end of every month.

(iii) The Board has also decided that the result of students should reflect in the Annual Confidential reports of the concerned Head of Department as well as of concerned faculty. The competent authority must also consider the placement of the students before writing Annual Confidential Report (ACR) of TPO and departmental placement Incharges.

(iv) The Director-cum Member Secretary brought to the notice of all members of BOG that AICTE, New Delhi, has given a grant of Rs. 2.00 crore for the construction of boys hostel for SC/ST students, however, more funds are required for the construction of said hostel which are being demanded from PTU as a grant/soft loan. The BOG has decided to start the construction of Boys Hostel Immediately through PWD (B&R) to utilize the said grant received from AICTE New Delhi. The Board has further decided to spend the available spare funds of the Institute for the completion of Boys hostel as per requirement in addition to the grants of Rs. 2.00 Crore received for SC/ST students.

Dated: 09.03.2013

Director-cum-Member Secretary
Board of Governors, Shaheed Bhagat Singh State Technical Campus, Ferozepur (Formerly SBSCET, Ferozepur)

approved as perposed
✓ Approved/Not Approved

Chairman BOG,
Shaheed Bhagat Singh 13/3/13
State Technical Campus, Ferozepur

-6-