

TEQIP

(Subcomponent 1.1)

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

BOARD OF GOVERNORS

21th Meeting Agenda

13 July, 2015 (11.30AM)



Shaheed Bhagat Singh

State Technical Campus

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

(Established by Punjab Govt.)

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

CONTENTS

<u>ITEM NO.</u>	<u>PARTICULARS</u>	<u>PAGE NO.</u>
Item No. 21.1	Confirmation of the proceedings of the 20th Meeting of the Board of Governors.	01-03
Item No. 21.2	To report Action taken on the decisions of the 19th meeting of the Board of Governors.	04-14
Item No. 21.3	Charging of 5% License fee and Electricity Charges from Campus Residents-regarding	15
Item No.21.4	Marking of attendance of faculty and staff through Bio-metric System-regarding	16-17
Item No. 21.5	Regarding Study leave - Mrs. Balpreet Kaur, Associate Professor (Chemical Engg. Dept.).	18
Item No. 21.6	Approval of teaching posts for the Deptt. of Architecture	19
Item No. 21.7	Service benefits to Dr. Arun Kumar Asati, Assoc. Professor, ME by counting period of Extra Ordinary Leave - regarding	20-21
Item No. 21.8	Regarding retaining PTU Regional Centre Funds in the Institute	22-23
Item No. 21.9	Request of Dr. Kulbhushan Aginhotri, for counting his suspension period as duty for all intends and purpose from 5.07.2010 to 31.01.2012/01/02.2012-reg.	24-25
Item No. 21.10	Increase in salary of contractual clerks.	26
Item No.21.11	Increase in salary of Helper-Health Club-Mr. Mukesh Sachdeva	27
Item No. 21.12	To ratify the minutes of 2 nd meeting of Academic Council of Shaheed Bhagat Singh State Technical Campus held on 27-05-2015	28

Item No.21.13	Ratification of the approval given by the Hon'ble Chairman, BOG on a single file.	29
Item No.21.14	Ratification of ACP on completion of 04 years services –Sh.Balwinder Singh, Junior Assistant	30
Item No.21.15	Ratification of the staff who has successfully completed their probation period	31
Item No 21.16	To report the proceedings of 20th Meeting of Building and Works Committee	32
Item No. 21.17	To report the proceedings of 29 th Meeting of Finance Committee	33
Item No.21.18	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 23 posts of Clerks.	34-36
Item No.21.19	Regarding activities conducted for Faculty and Staff Development under TEQIP-II.	37
Any other item with the permission of chair		

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

- | | | |
|-----|--|----------------------|
| 1. | Sh. Dinesh Lakra ji,
Managing Director, Lakra Industries Ltd,
E-200-01, Focal Point, Industrial Area,
Phase-IV, Ludhiana-141010 (Punjab) | Chairman |
| 2. | Secretary to the Government of Punjab,
Deptt of Technical Education, Mini Secretariat,
Sector 9, Chandigarh. | Ex-Officio
Member |
| 3. | Secretary to the Government of
Punjab, Deptt of Finance, Civil Secretariat,
Chandigarh | Ex-Officio
Member |
| 4. | Secretary to the Government of Punjab
Deptt of Science and Technology, Mini Secretariat,
Sector 9, Chandigarh | Ex-Officio
Member |
| 5. | Director, Technical Education & Industrial
Training, Punjab Sector-36A, Plot 1-A, Chandigarh | Ex-Officio
Member |
| 6. | Sh. Harpreet Singh, MLA
Malout | Member |
| 7. | A Nominee of Ministry of Human Resource
Development, 6 Raisana Road, New Delhi -110 001. | Member |
| 8. | Dr. Amitabha De, Professor
National Institute of Industrial Engg.(NITIE)
Vihar Lake Road, P.O.NITIE,
Mumbai-400087
(Nominee of AICTE, New Delhi) | Member |
| 9. | Prof.(Dr.) T. S. Kamal, FIE
1005, Sector 42-B, Chandigarh
A Nominee of the Institution of Engineers (India) | Member |
| 10. | Prof. B.D. Nathani, Ex-Principal
RSD College, Ferozepur City | Member |

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

Item No. 21.1

Confirmation of the proceedings of the 20th meeting of the Board of Governors.

The approved proceedings of the 20th Meeting of the Board of Governors held on 28-03-2015 were circulated to members of BOG for information and comments, if any, vide letter no. SBS/E-3/45-55 dated 08-04-2015 (**Annexure- I, Page no. 40-49**).

The Institute has received comments from the office of the Director, Technical Education and Industrial Training, Govt of Punjab vide diary no. SBS/Fzr/265 dated 05.05.2015 (memo no. 647/S-5/ECC/2015 dated 27-04-15) which are reproduced as below:

..... ਸੰਸਥਾ ਦੀ ਬੀ.ਓ.ਜੀ ਦੀ 20^{ਵੀਂ} ਮੀਟਿੰਗ ਦੇ ਮਿਨਟਸ ਭੇਜੇ ਹਨ, ਉਸ ਸਬੰਧ ਵਿੱਚ ਇਹ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਹਨਾਂ ਮਿਨਟਸ ਵਿੱਚ ਵਿਭਾਗ ਦੇ ਨੁਮਾਇੰਦੇ ਦੀ ਕਿਸੇ ਵੀ ਟਿੱਪਣੀ ਨੂੰ ਸ਼ਾਮਲ ਨਹੀਂ ਕੀਤਾ ਗਿਆ ਜੋ ਕਿ ਕੀਤੀ ਜਾਣੀ ਬਣਦੀ ਹੈ । ਸੰਸਥਾ ਦੀ ਪਿਛਲੀ 19^{ਵੀਂ} ਮੀਟਿੰਗ ਦੇ ਮਿਨਟਸ ਤੋਂ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਪੱਤਰ ਨੰ: 353 ਮਿਤੀ 13.03.15 ਰਾਹੀਂ ਦਿੱਤੀ ਟਿੱਪਣੀ ਨੂੰ ਵੀ ਮਿਨਟਸ ਵਿੱਚ ਸ਼ਾਮਲ ਨਹੀਂ ਕੀਤਾ ਗਿਆ ।

- i) *Item no 19.9* “ਇਸ ਆਈਟਮ ਵਿੱਚ ਲਏ ਫੈਸਲੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਇਹ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸਰਕਾਰ ਦੁਆਰਾ ਸਥਾਪਤ ਇੰਜੀਨੀਅਰਿੰਗ ਕਾਲਜਾਂ ਦੇ ਨਾਨ ਟੀਚਿੰਗ ਕਰਮਚਾਰੀਆਂ ਦੇ ਅਹੁੱਦਾ ਯੋਗਤਾਵਾਂ, ਪੇਅ ਸਕੇਲ ਅਤੇ ਤਰੱਕੀ ਸਬੰਧੀ ਕਰਾਏਟੇਰੀਏ ਨੂੰ ਇਕਸਾਰ ਕਰਨ ਦਾ ਫੈਸਲਾ ਲੈਂਦੇ ਹੋਏ ਪਾਲਿਸੀ ਨਿਰਧਾਰਤ ਕੀਤੀ ਹੋਈ ਹੈ, ਇਸ ਪਾਲਿਸੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਮਾਣਯੋਗ ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਮੰਤਰੀ ਜੀ ਵਲੋਂ ਦਿੱਤੀ ਗਈ ਸੀ। ਇਸ ਪਾਲਿਸੀ ਵਿੱਚ ਲਏ ਗਏ ਫੈਸਲੇ ਸੰਸਥਾਵਾਂ ਵਲੋਂ ਆਪਣੀ-ਆਪਣੀ ਵਿੱਤ ਕਮੇਟੀ ਅਤੇ ਬੀ.ਓ.ਜੀ ਪਾਸੋਂ ਪ੍ਰਵਾਨਗੀ ਲੈਣ ਉਪਰੰਤ ਲਾਗੂ ਕੀਤੇ ਜਾਣੇ ਹਨ ।

ਇਸ ਲਈ ਇਸ ਪਾਲਿਸੀ ਅਨੁਸਾਰ ਹੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਣੀ ਹੈ ਤਾਂ ਜੋ ਇਨ੍ਹਾਂ ਸੰਸਥਾਵਾਂ ਵਿੱਚ ਇਕਸਾਰਤਾ ਰਹੇ । ਜੇਕਰ ਸੰਸਥਾ ਇਸ ਵਿੱਚ ਕੋਈ ਬਦਲਾਅ ਚਾਹੁੰਦੀ ਹੈ ਤਾਂ ਉਹ ਪ੍ਰਿੰਸੀਪਲਾਂ ਦੀ ਮੀਟਿੰਗ ਵਿੱਚ ਵਿਚਾਰਦੇ ਹੋਏ ਸਕਰਾਰ ਦੀ ਪ੍ਰਵਾਨਗੀ ਨਾਲ ਹੀ ਬਦਲਾਅ ਕੀਤਾ ਜਾਣਾ ਹੈ । ”

- ii) *Item no. 19.20* “ਬਿਲਡਿੰਗ ਅਤੇ ਵਰਕਸ ਕਮੇਟੀ ਦੀ 19^{ਵੀਂ} ਮੀਟਿੰਗ ਦੀ ਆਈਟਮ ਨੰ: 19.7 ਵਿੱਚ ਹੋਏ ਫੈਸਲੇ ਦੇ ਸਨਮੁੱਖ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਣੀ ਹੈ । ”
- iii) *Item no. 20.3* “ਇਹ ਆਈਟਮ ਵਿੱਤੀ ਮਾਮਲੇ ਨਾਲ ਸਬੰਧਤ ਹੋਣ ਕਾਰਨ ਇਹ ਪਹਿਲਾਂ ਵਿੱਤ ਕਮੇਟੀ ਵਿੱਚ ਰੱਖਣਾ ਬਣਦਾ ਹੈ । ”
- iv) *Item no. 20.5* “ਇਹ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸਰਕਾਰ ਵਲੋਂ ਦਾਖਲੇ ਲਈ ਨੋਟੀਫਿਕੇਸ਼ਨ ਜਾਰੀ ਕਰਨ ਕਾਰਨ ਇਹ ਫੈਸਲਾ ਬੀ.ਓ.ਜੀ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ ਵਿੱਚ ਨਹੀਂ ਹੈ । ਇਸ ਲਈ ਸੰਸਥਾ ਨੂੰ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਹੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਣੀ ਹੈ । ”
- v) *Item no. 20.7* “ਸਰਕਾਰ ਵਲੋਂ ਪੱਤਰ ਮਿਤੀ 06/08/2013 ਰਾਹੀਂ ਗੌਰਮਿੰਟ ਪ੍ਰਮੋਟਿਡ ਇੰਜੀਨੀਅਰਿੰਗ ਕਾਲਜਾਂ ਵਿਖੇ ਖਾਲੀ ਟੀਚਰਾਂ ਦੀਆਂ ਆਸਾਮੀਆਂ ਨੂੰ ਭਰਨ ਲਈ ਇਕ ਸੁਦ ਇੱਕ ਵੱਕਤੀ (one time) ਭਰਨ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਗਈ ਹੈ ਅਤੇ ਰੈਗਲਰ ਭਰਤੀ ਮਾਣਯੋਗ ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ ਜੀ ਵਲੋਂ ਕੀਤੇ ਗਏ ਫੈਸਲੇ ਅਨੁਸਾਰ NITTTR ਰਾਹੀਂ ਕਰਨ ਸਬੰਧੀ ਫੈਸਲਾ ਲਿਆ ਹੋਇਆ ਹੈ । ਇਸ ਲਈ ਇਸ ਕੇਸ ਵਿੱਚ ਸਕਰਾਰ ਦੇ ਹੁਕਮਾਂ ਅਨੁਸਾਰ ਹੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਣੀ ਹੈ । ”
- vi) *Item no. 20.11* “ਇਹ ਆਈਟਮ ਅਧੀਨ ਸਪੋਰਟਿੰਗ ਸਟਾਫ਼ ਦੀਆਂ ਸੇਵਾਵਾਂ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੜ੍ਹਾਉਣ ਦੇ ਸਬੰਧ ਵਿੱਚ ਲਏ ਫੈਸਲੇ ਤੇ ਕੇਵਲ AICTE ਵੱਲੋਂ ਜਾਰੀ ਹਦਾਇਤ ਅਨੁਸਾਰ ਹੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਣੀ ਹੈ । ”

ਇਸ ਤੋਂ ਇਲਾਵਾ ਇਸ ਆਈਟਮ ਵਿੱਚ ਜੋ ਹੋਰ ਫੈਸਲੇ ਦਰਸਾਏ ਹਨ ਉਹ ਨਾ ਤਾਂ ਏਜੰਡਾ ਆਈਟਮ ਵਿੱਚ ਸ਼ਾਮਲ ਹਨ ਅਤੇ ਨਾ ਹੀ ਮੀਟਿੰਗ ਵਿੱਚ ਵਿਚਾਰੇ ਗਏ ਹਨ । ”

- vii) *Item no. 20.13* “ ਸੰਸਥਾ ਦੇ ਪ੍ਰਿੰਸੀਪਲ/ਡਾਇਰੈਕਟਰ ਨੂੰ ਇੰਨਕਮ ਟੈਕਸ ਵਿਭਾਗ ਨਾਲ ਸੰਸਥਾ ਦਾ ਮਾਮਲਾ ਉਠਾਉਣ ਲਈ ਅਧਿਕਾਰਤ ਕੀਤਾ ਗਿਆ ਸੀ । ਇਸ ਤੋਂ ਇਲਾਵਾ ਇਸ ਆਈਟਮ ਵਿੱਚ ਹੋਰ ਕੋਈ ਫੈਸਲਾ ਨਹੀਂ ਹੋਇਆ ਹੈ । ”
- viii) *Item no. 20.28* “ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਦੇ ਸਨਮੁੱਖ ਜ਼ਦੋਂ ਸੰਸਥਾ ਵਲੋਂ ਫੈਕਲਟੀ ਮੈਂਬਰਾਂ ਦੀਆਂ ਪੋਸਟਾਂ ਰੈਗੂਲਰ ਅਧਾਰ ਤੇ ਭਰੀਆਂ ਨਹੀਂ ਜਾ ਸਕਦੀਆਂ ਤਾਂ ਐਕਸਪਰਟ ਪੈਨਲ ਆਈਟਮ ਨੰ: 20.7 ਅਨੁਸਾਰ ਨੂੰ ਪ੍ਰਵਾਨ ਕਰਨ ਦੀ ਕੋਈ ਉਚਿੱਤਤਾ ਨਹੀਂ ਰਹਿ ਜਾਂਦੀ । ”
- ix) *Item no. 20.31* “ ਇਸ ਸਬੰਧੀ ਆਈਟਮਾਂ ਸੰਸਥਾ ਵਲੋਂ ਪਹਿਲਾਂ ਏਜੰਡੇ ਵਿੱਚ ਸ਼ਾਮਲ ਕੀਤੀਆਂ ਜਾਣੀਆਂ ਬਣਦੀਆਂ ਹਨ, ਤਾਂ ਜੋ ਇਸ ਵਿਭਾਗ ਵਲੋਂ ਆਈਟਮਾਂ ਤੇ ਰੂਲਾਂ ਅਨੁਸਾਰ ਵਿਚਾਰ ਕਰਦਿਆਂ ਟਿੱਪਣੀ ਤਿਆਰ ਕੀਤੀ ਜਾ ਸਕੇ । ”

The memo No. 647/S-5/ECC/2015 dated 27-04-15 received from the office of the Director, Technical Education and Industrial Training, Govt of Punjab is placed at **Annexure- I , Page no. 50-51.**

The matter is put up before the members of BOG for information and consideration please.

Item No. 21.2 **To report action taken on the decisions of the 20th meeting of the Board of Governors.**

Item No. 20.1 **Confirmation of the proceedings of the 19th Meeting of the Board of Governors.**

Decision: The proceedings of the 19th meetings of BOG were confirmed.

Action: No action is called for.

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

Decision: The action taken report was noted. It was decided that letter should be written to Govt. of Punjab to settle the issue raised by Hon'ble Chairman BOG in his letter dated 06.10.2014. Further it was decided that progress report for the construction of Sewerage Treatment Plant should be reported in the next meeting of Building & Works Committee.

Action: A memo No. 744/S-2/ECC/2015 dated 13.05.2015 has been received from the office of DTE/IT Punjab regarding pay protection, payment of Arrears and counting of contractual services of teaching and non-teaching employees addressed to Hon'ble Chairman BOG. Accordingly, the matter has been put up in the 29th meeting of Finance Committee held on 16.06.2015.

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

Decision: Keeping in view the report of Performance Auditor, the Board has approved the following activities to be carried out in financial year 2015-16 depending on the availability of funds:

1. To build a spacious auditorium for around 2000 persons.
2. To set up modern sports facilities such as synthetic tennis courts, indoor sports hall, good gym, etc.
3. To provide flood lighting for all the grounds and around the track so that students can play in the grounds for longer hours.
4. To fit water purifiers and water coolers in all the hostels on rent basis through the service provider.

5. To improve the availability of Wi-Fi in the hostel and other areas.
6. To purchase more volumes and titles in the Library.
7. To fill-up the vacant faculty positions on regular basis at the institute level.
8. To make all lecture halls as smart room by fitting Audio-Visuals Aids in every class room.
9. To weed out of obsolete experiments and their replacements with new experiments that are commensurate with advances in technology, replacement of old equipments and setups with modern ones.
10. To strengthen the Finishing School activities for the students with greater focus on soft skills, communication skills, personally development, etc. and to enhance their employability.
11. To provide the facility of washing machines in boys hostel.

To carry out the above said activities, approximately Rs. 21.00 Crore is required.

Action: The action is being taken depending upon the availability of resources.

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

Decision: The item was approved as proposed. Further, it was decided that attendance of faculty should be taken by concerned HODs after every session in order to ensure the presence of at least 60-70% of the faculty.

Action: The decision was conveyed to all concerned vide office order no.SBS/E-3/960-67 dated 12.05.2015.

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

Decision: The item was approved as proposed. This decision of BOG should be sent to Govt. of Punjab for information.

Action: Decision conveyed to DTE/IT, Punjab vide Institute letter no. SBS/E-3/948 dated 12-05-15.

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

Decision: The Board has decided to fill the post of Registrar as per the grade pay and qualifications prescribed by UGC/AICTE. It was further decided that case of Mr. Inderpal Singh for appointing him as Registrar on a contract for a period of one year on a consolidated salary of Rs. 75000/- per month should be sent to Govt. of Punjab after taking legal opinion.

Action: The case of Mr. Inderpal Singh for appointing him as Registrar on contract for a period of one year on a consolidated salary of Rs. 75000/- per month has been sent to Govt. of Punjab vide letter no.SBS/E-3/1187 dated 26.05.15, after taking legal opinion from Advocate on the Institute panel

Item No. 20.7 Recruitment of Teaching Faculty on Regular basis.

Decision: 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.

Action: The budget for these posts was put up in the 29th meeting of Finance for approval.

Item No. 20.8 Scheme of offering Golden Handshake to Non Teaching Employees.

Decision: The item was not approved. However, it was decided to send the name of those employees, who are not performing their duties satisfactory, to the office of DTE/IT on a single file through the office of Hon'ble Chairman BOG. To decide the name, Hon'ble Chairman BOG will either appoint a three member committee or will call a meeting of senior faculty in his office at Ludhiana.

Action: In this context, a note was sent to Hon'ble Chairman BOG vide this office no.SBS/FZR/942 dated 12-05-15 to hold a meeting on the above issue as per his convenience. Hon'ble Chairman BOG has called a meeting of all HODs/Section Incharge on dated 15-05-15. For the time being, it was decided that Registrar of the institute will ensure to provide them training in order to give them opportunity to improve their efficiency.

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

- Decision:** The item was approved as proposed.
- Action:** The decision was conveyed to NCC Incharge (Boys& Girls) vide Institute letter no. SBS/E-3/1094-98 dated 19-5-15.
- Item No. 20.10** **Approval for the creation of post of Faculty (Music)-cum-Coordinator (Extra Curricular Activities).**
- Decision:** It was decided that services of Mr. R.K. Chopra (superannuated as Supdt Grade-II from SBSSTC, Fzr) or any other professionals should be hired as and when required for different events on a consolidated amount which can be decided by the organizing committee of the respective events/function.
- Action:** Decision was conveyed to Mr. R.K. Chopra Superannuated Supdt. Grade-II and Coordinator of various Curricular Activities vide Institute letter no. SBS/E-3/772-76 dated 22-04-15.
- Item No. 20.11** **Utilizing the services of existing supporting staff for teaching to students.**
- Decision:** In order to save the resources of the institute, to optimally utilize the services of staff members as teachers who have requisite qualifications, to compensate for the excess faculty requirement in alternative semesters and to maintain teacher student ration as per AICTE norms, the Board has decided to use the services of DPE and Librarian, and Maintenance Engineer as a faculty members to teach the students in the departments of Applied Science and Humanities and Civil Engineering respectively to teach the students and their designations stands changed accordingly. Further, the Board has also decided to absorb Mr. Agyapal Singh as a faculty in the Department of Applied Science and Humanities as he is teaching to the students from last many years along with his routine duties as Assistant Registrar and the post so vacated by him will stands as abolished.
- Action:** An office order no.SBS/E-3/ 1074-75 dated 18-5-15 was issued in this regard for utilizing the services of DPE, Librarian and Maintenance Engineer for teaching purposes. However, order related to Mr. Agyapal Singh has not been issued keeping in view the memo No. memo No. 647/S-5/ECC/2015 dated 27-04-15 received from the office of the Director, Technical Education and Industrial Training, Govt of Punjab

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

Decision: The item was approved as proposed.

Action: Decision conveyed to ERP Coordinator vide Institute office order SBS/E-3/786-90 dated 22-4-2015.

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

Decision: The item was approved as proposed. Since the institute is established by Govt. of Punjab by acquiring 98.6 Acres of land, its income & Expenditure and Profit & Loss belong to Govt. of Punjab, therefore, Institute does not fall under the preview of income tax.

Action: Decision conveyed to Accounts Section vide Institute office order no.SBS/E-3/ 795-98 dated 22-4-2015.

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

Decision: The item was approved/ratified as proposed except the case of Ms. Navneet Kaur, M. Tech. Student.

Action: Decision conveyed to all concerned vide office order no.SBS/E-3/960-67 dated 12.05.2015.

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

Decision: The item was ratified as proposed.

Action: Decision conveyed to all concerned vide office order no.SBS/E-3/960-67 dated 12.05.2015.

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

Decision: As per TEQIP Project, the financial powers can be delegated to only HOD or equivalent. However, for effectively and efficiently running the departments, the Board has decided to delegate financial powers to HOD (ECE) and HOD (CSE) being senior faculty members upto Rs. 50,000/- instead of proposed Rs. 1.00Lacs.

In case of HOD (Civil Engg.), the proposed financial powers should be given either to any senior faculty members by appointing him as HOD (Civil) or to Associate Director (Engg. Wing).

Action: Office order no. SBS/E-3/497-500 dated 10-4-15 was issued for delegating financial powers upto Rs. 50,000/- to HOD(ECE) and HOD(CSE). Further, in case of Civil Engg. Deptt. the financial powers up to Rs. 1,00,000/- (one lac only) were delegated to Dr. A.K. Tyagi, Associate Director (Engg. Wing) vide Institute office order no. SBS/E-3/ 955-99 dated 12-5-15.

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

Decision: The item was approved as proposed. Further, Nodal Officer (Accounts) of TEQIP projects was directed to submit the details of expenditure of Rs. 1.00 Crore to Hon'ble Chairman BOG on a single file.

Action: Decision conveyed to all concerned vide office order no. SBS/E-3/960-67 dated 12.05.2015

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

Decision: It was decided that expert lecturers should be arranged on rates already approved by BOG for TEQIP Project.

Action: Decision conveyed to all concerned vide office order no. SBS/E-3/960-67 dated 12.05.2015

Item No.20.19 of **Ratification extension of deputation period for six months –Sh. Harshwinder Singh, Steno**

Decision: The Board has decided to send his case to Govt of Punjab through DTE/IT on a single file.

Action: Case of Mr. Harshwinder Singh, steno, was sent to Govt of Punjab for ratification.

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

Decision: The item was ratified as proposed.

Action: No action is called for.

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

Decision: The item was ratified as proposed.

Action: No action is called for.

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

Decision: The item was deferred and shall be put up in next meeting of BOG as the office of DTE/IT is reconsidering the case of BCET Gurdaspur.

Action: Till date, no decision has been received from the office of DTE/IT on this issue.

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

Decision: The Board has decided to implement the earlier decision taken in the 19th meeting of BOG vide agenda item No. 19.9.

Action: Decision conveyed to SBSCET Technical Employees Association vide office letter no. SBS/E-3/791-94 dated 22-4-15. However, the association of employees has again given representation against this decision.

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

Decision: The Board has 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.

Action: A letter vide no. SBS/E-3/954 dated 12-5-15 was issued to Director, Physical Education for getting the details of work done by the concerned. A separate item has been put up in this meeting of BOG in this regard.

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

Decision: The item was ratified as proposed.

Action: No action is called for.

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

Decision: It was decided to again put up this item on a single file to Govt of Punjab.

Action: Case will be sent to Govt of Punjab on a single file.

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

Decision: The Board has approved the following Honorarium to wardens and chief warden:

Warden Boys Hostel	Rs. 1500/- per month
Warden Girls Hostel	Rs. 2000/- per month
Chief Warden	Rs. 2500/- per month

The board has further decided to put up an agenda item in the next meeting of BOG for charging 5% License fee and revised electricity charges from campus residents on the pattern of BCET, Gurdaspur.

Action: Decision conveyed to Chief Warden/Wardens (Boys & Girls Hostel) vide Institute office order no. SBS/E-3/782-85 dated 22-04-15. Further, decision was also conveyed to Dean (P&D) vide letter No./E-3/1058 dated 18-5-15 to put up an Agenda item regarding charging of License fee and electricity charges from campus residents on the pattern of BCET Gurdaspur. A separate item is being put up in this meeting of BOG in this regard.

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

Decision: The item was approved as proposed.

Action: Decision noted.

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

Decision: The agenda item was discussed thoroughly and, thereafter, the Board has decided to issue NOC to Mr. Gurtej Singh, Asstt. Prof. (Civil Engg) for absorption of his services at GZSPTU Campus, Bathinda keeping in view of his health problems.

Action: NOC was sent to Director, GZSPTU Campus, Bathinda vide Institute letter no. 572 dated 13-4-15.

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

Decision: The item was not approved. Further, the Board has decided not to give study leave to any faculty member hence forthwith, keeping in view the shortage of faculty.

Action: Decision conveyed to Sh. Sunny Behal ,A.P.(CSE) vide Institute letter no. . SBS/E-1/1062-64 dated 18-5-15. Further the decision not to give study leave to any faculty member was conveyed to all Associate Directors/HODs vide Institute office order no. . SBS/E-3/ 943-45 dated 12-05-15.

Item No.20.31(i) Student exchange programme with Dongguk University, South Korea

Decision: The item was approved as proposed.

Action: Decision conveyed to Dean Academics and Dr. Ajay Kumar vide office order no. SBS/E-3/762-66 dated 22-4-15.

Item No. 20.31(ii) Ratification of the approval given by the Hon'ble Chairman BOG on single file.

Decision: The item was ratified as proposed.

Action: No action is called for.

Item No. 20.31(iii) Best Teacher and Best Staff Award on the occasion of Independence day-regarding.

Decision: The item was approved as proposed. Further it was decided to give an appreciation letter and a token money of Rs. 11,000/- as an award to each of them.

Further, to motivate the employees for bringing sponsored projects in the institute, it was decided to give the following awards to faculty who will bring sponsored projects individually from MHRD, AICTE, DST etc

Project Amount	Award
Above Rs. 50 Lacs	Rs. 11,000/-
Above Rs. 1.00 Crore	Rs. 21,000/-
Above Rs. 2.00 Crore	Rs. 51,000/-

Action: Office order no. SBS/E-3/751-61 dated 22-4-15 & no. 777-81 dated 22-04-15 were issued in this regard.

Item No. 20.31(iv) Proposal for increasing the fee charged from Students of School Wing-regarding

Decision: Item was not approved.

Action: Decision conveyed to Principal (School Wing) vide this Institute office order no. SBS/E-3/799-02 dated 2-4-15.

Item No. 20.31(v) Regarding availing Child Care Leave - Smt. Rajni Sharma, Senior Assistant.

Decision: After thorough discussion, it was decided not to implement the notification of Child care leave of Punjab Govt in the Institute.

Action: Decision conveyed to all concerned vide Institute office order no. SBS/E-3/949-53 dated 12-5-15.

Item No. 20.31(vi) Remuneration for taking extra teaching load in School Wing.

Decision: It was decided not to recover the said amount from Mr. Amardeep Chopra, however, this case may not be treated as a precedent.

Action: Decision conveyed to Mr. Amardeep Chopra, AP and Accounts Section vide office order no. SBS/E-3/795-98 dated 22-4-15.

Item No. 20.31(vii) Review of decision for delegation of financial powers to Officer Incharge Maintenance.

Decision: The Board has decided to follow the pattern of BCET Gurdaspur wherein both Maintenance Section and Estate Officer are working under Dean (Planning and Development).

Accordingly, the designation of Dean (Infrastructure planning and Resource Mobilization) is changed as Dean (Planning and Development) and Financial powers are delegated to Dean (Planning and Development).

Action: Office order no. SBS/E-3/578-81 dated 13-4-15 and no. 582-87 dated 13-4-15 were issued in this regard.

Item No.21.3 Charging of 5% License fee and Electricity Charges from Campus Residents-regarding

In the 20th meeting of Board of Governors of the institute vide agenda item no. 20.27 it was decided to put up an agenda item in the next meeting of BOG for charging 5% License fee and revised electricity charges from campus residents on the pattern of BCET, Gurdaspur **(Annexure -I ,Page no. 40-49).**

It is mentioned here that the Institute is getting electricity from PSEB at bulk supply rates which are higher than the domestic rates. The employees residing in the campus were to pay electricity charges at higher rates as compared to other domestic users of the PSEB. Keeping this in view, an agenda item was put up in the 19th meeting of Finance Committee vide agenda item no. 19.4, wherein it was decided to supply electricity to the residents of the campus at PSEB domestic rates and the difference in the rates is born by the Institute.

Secondly, the employees who are not residing in the campus are paid additional House Rent Allowance (Border Area Allowance) @ 5% of basic pay and the employees who are residing in the campus have been provided rent free accommodation in lieu of that and therefore license fee is not being charged from them.

In the light of above, it is proposed to pay additional House Rent Allowance (Border Area Allowance) @ 5% of basic pay to all employees (both residents of campus and non-residents) and to charge 5% License fee from all employees residing in the campus. In this way the other employees (such as Warden/Chief Warden, Director etc) who are entitled for rent free accommodation need not be paid honorarium.

Submitted for consideration and appropriate decision please.

Item No.21.4**Marking of attendance of faculty and staff through Bio-metric System-regarding**

In the 20th meeting of BOG, issue regarding marking of attendance through bio-metric system was discussed. 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.

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 BOG Meeting in the presence of president of Association.

Accordingly, the matter was discussed in the 20th meeting of BOG. Now Association of teachers has given the representation that during the BOG meeting they were exempted from marking their attendance even in the Attendance Register (Annexure-II, Page-no.52), whereas neither such agenda item was put up in the BOG meeting nor was any such decision taken.

Now non-teaching staff have also given the 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 (**Annexure-II, Page no. 53**).

It is worth to mention here that in compliance to the orders dated 07-01-2015 of Hon'ble Chairman BOG, the annual increment of non-teaching staff members who were not marking their attendance through the Bio-metric system was withheld during the month of April-May,2015 . Copy of the order of Chairman, BOG is attached **at Annexure-II, Page no.54.**

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

Item No. 21.5 Regarding Study leave - Mrs. Balpreet Kaur, Associate Professor (Chemical Engg. Dept.).

Mrs. Balpreet Kaur, Associate Professor (Chemical Engg. Dept.) has requested vide e-mail dated 03-06-2015 that the decision of BOG regarding not giving study leave to any faculty member may be reviewed. **(copy attached at Annexure-III , Page no. 55)**

It is mentioned here that in the 20th meeting of Board of Governors vide agenda item no. 20.30, keeping in view the shortage of faculty the board has decided not to give study leave to any faculty members henceforth.

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. (Copy of the relevant Bye-law is attached at **Annexure-III, Page no. 56-57**).

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

Item No. 21.6 Approval of teaching posts for the Deptt. of Architecture.

In the 19th meeting of BOG vide agenda item no. 19.7, approval was accorded for starting new course of B. Arch. with an intake of 40 students. Accordingly, Institute has applied to Council of Architecture (COA), New Delhi for the above course along with other courses (Copy of agenda and approved minutes is attached at **Annexure –IV, Page no.58-69**).

An expert team visited the Institute for inspection on 12-05-2015. While examining other aspects, the team demanded sanctioned posts of faculty of B. Arch. course. But faculty posts for teaching to B.Arch course was not sanctioned by the BOG. Therefore, a note was put up to Hon'ble Chairman for sanctioning new teaching posts as per detail below for teaching to 1st year of B.Arch course:

Professor – 01; Associate Professor – 01; Assistant Professor – 04

Vide file no. 268 dated 12-5-15, Hon'ble Chairman BOG has accorded approval to new teaching posts for Bachelor of Architecture (B.Arch) course. Copy attached at **Annexure-IV, Page no.70**.

Now, we have received an approval from Council of Architecture for starting B.Arch course with an intake of 40 students **Annexure-IV, Page no.71**.

The matter is put up before BOG for ratification of approval given by Hon'ble Chairman BOG on a file no. 268 dated 12-5-15.for creation of above said posts.

**Item No. 21.7 Service benefits to Dr. Arun Kumar Asati, Assoc. Professor, ME
by counting period of Extra Ordinary Leave - regarding**

Dr. Arun Kumar Asati, Assoc. Professor, Mechanical Engg. has given a request to count his service rendered in Rayat Bahra College of Engineering and Nano-Technology for Women, Hoshiarpur. His request is placed at **Annexure-V, Page no. 72-73.**

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-V, Page no. 74.**

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-V, Page no.75-83.**

The case of Dr. Asati is put up before the BOG for appropriate decision please.

Item No. 21.8: Regarding retaining PTU Regional Centre Funds in the Institute

SBSSTC has started two Part-time M.Tech programmes in Environment Science and Industrial Engineering by establishing Regional Centre for Post Graduate Studies of PTU Jalandhar in year 2003.

Subsequently, in the year 2009 four more part time M.Tech Programmes in Computer Science and Engineering, Electronics and Communication Engineering, Mechanical Engineering, and Chemical Engineering have been started.

Since the inception of PG programmes, a number of students (>200) have carried out research work leading to their M.Tech Dissertation in the institute. Besides more than 100 PhD students of PTU are enrolled by faculty of the institute to carry out research work utilizing institute resources. The institute has added a number of research equipments amounting to crores of Rupees for providing research facilities to the part-time M.Tech Students since the start of part-time M.Tech Programmes. During the last three years, equipment worth Rs. 1.33 Crores has been purchased exclusively for enhancing research activities.

Now PTU in its letter dated 12-06-2015 Ref no. PTU/F&A/FO/160, has directed our institute to deposit the funds over and above Rs. 5.00 Lacs lying in the account of Regional Centre. Copy of letter is attached at **Annexure-VI, Page no.84.**

It is worth mentioning here that over the years the Institute has incurred crores of Rupees from its own resources for purchasing equipments for providing research facilities to M.Tech. Students as institutes was not having any regular M.Tech Programmes at that time. Therefore, the demand of PTU in this regard is unjustified.

Since institute has spent the money in crores from its own resources for providing research facilities to M.Tech. students, therefore, the matter is put up before BOG to permit the institute to transfer the money from Regional Centre accounts to institute Development fund account.

Submitted for consideration and approval please.

Item No. 21.9: Request of Dr. Kulbhusan Agnihotri, for counting his suspension period as duty for all intents and purpose from 5.07.2010 to 31.01.2012/01/02.2012-regarding

Dr. Kulbhusan Agnihotri, Associate Professor (Applied Science Deptt.) has requested to Hon'ble Chairman, BOG on the above cited subject vide letter dated 15-06-2015. Hon'ble Chairman, BOG has desired to put the same in the next BOG meeting (Copy of letter is attached at **Annexure-VII, Page no.85**).

It is informed that Dr. Kulbhusan Agnihotri, working as Assistant Professor at that time, was suspended on account of the following charges after taking prior approval from Hon'ble Chairman BOG vide File No.477 dated 02-07-2010:

1. Absent from duty without permission.
2. Non-compliance of orders of Higher authority

He was served Charge sheet on 30-07-10 (**Annexure-VII, Page no.86-92**) and Dr. Nirmal Singh, Principal MIMIT Malout, was appointed as Enquiry officer to conduct the regular enquiry.

Meanwhile, he was reinstated by the office of Govt of Punjab on 31.01.12 on the plea that approval for his suspension was taken directly from Chairman BOG, not from Govt of Punjab. His suspension order issued by the Principal on dated 05-07-2010 was revoked without any prejudice to subsequent outcome of regular enquiry to be conducted on the basis of charge sheet. Copy of letter issued by Govt of Punjab is placed as **Annexure VII, Page no.93**.

Accordingly, he was reinstated by issuing the speaking order No Estb/SA/9704-10 dated 02-02-2012 (**Annexure VII, Page no.94**). As a consequence of Govt Order dated 31.01.12, the enquiry report submitted by Dr. Nirmal Singh was sent to Govt of Punjab as such without opening it.

Thereafter institute has received letter from Govt of Punjab stating that this case be resolved at the level of Chairman BOG. The institute has written a letter to Govt of Punjab that since he was reinstated at the level of Govt of Punjab, therefore action on the enquiry report submitted by Dr. Nirmal Singh can be taken at the Govt level.

On the one hand Dr. Kulbhushan Agnihotri was reinstated by the Govt of Punjab on the plea that he was suspended at the level of Chairman BOG, without putting the case to Govt of Punjab. On the other hand, institute has received a letter from Govt of Punjab, that the decision on this matter should be taken at the level of Chairman BOG. Since then communication was done with the Punjab Govt. on this issue and the letters received from Govt of Punjab in this regard have been recently referred back and lastly informed vide Institute letter no. Estb./E-1/1172 dated 25-05-2015 to Govt of Punjab for taking decision in this case at the level of Pb. Govt. (Annexure VII, Page no.95).

Further, the enquiry report in original is lying in the office of Govt of Punjab/DTEIT Punjab, therefore action on the enquiry report could only be taken at the level of Govt of Punjab.

This is for the information of BOG.

Item No. 21.10 Increase in salary of contractual clerks.

Sh. Parvesh Kumar working as Clerk on contract basis has given a request dated 26-05-2015 for increasing his consolidated pay (copy attached at **(Annexure VIII, Page no.96)**).

Further, Sh. Dinesh Kumar, Clerk and Smt. Shaminder Kaur, Clerk were appointed on contract basis under TEQIP project have also given request for increasing their consolidated pay (copy attached at **(Annexure VIII, Page no.97-98)**).

As per record, these clerks were appointed on contract-basis for one year on a consolidated salary Rs.12000/- PM. The contract was extended with the approval of Hon'ble Chairman, BOG vide dated 19-12-2013 for one year w.e.f. from 3/1/2014 to 2/1/2015. Thereafter as per decision of 19th meeting of BOG vide agenda item No.19.11, their term of contract was again extended upto 02.01.2016.

It is worth to mention here that at the time of appointment they were given consolidated pay of Rs.12000/-pm and thereafter their pay was increased from 12000/- to 15000/- pm in the 16th meeting of BOG vide agenda item No.16.10 held on 18.02.2014.

It is further mentioned that TEQIP Coordinator has given comments that TEQIP is not having provision for increment in pay.

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

Item No.21.11 Increase in salary of Helper-Health Club- Mr. Mukesh Sachdeva

In this regard, an agenda item was put up in the 20th meeting of Board of Governors vide item No.20.24 (**Annexure IX, Page no.99-100**) ,wherein it has been 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.

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. Copy of letter is attached at **Annexure IX, Page no.101**)

Letter vide diary No.578 dated 27.05.15 has been received from Dr. Varinder Singh Bhullar, DPE mentioning the detail of work done by Sh. Mukesh Sachdeva, helper-Health Club. Copy of the same is attached at **Annexure IX, Page no.102-103**).

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

Item No. 21.12 To ratify the minutes of 2nd meeting of Academic Council of Shaheed Bhagat Singh State Technical Campus held on 27.05.2015.

The 2nd meeting of Academic Council of Shaheed Bhagat Singh State Technical Campus was held on 27-07-2015 under the Chairmanship of Dr. A.K. Tyagi, Officiating Campus Director. The approved minutes of the Academic Council are placed as **Annexure X from Page no. 104 to 106.**

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

Item No. 21.13 Ratification of the approval given by the Hon’ble Chairman, BOG on a single file.

The following cases were approved by Hon’ble Chairman, BOG on a single file.

1. Vide file no. 261 dated 4-4-2015, the Chairman BOG has allowed Dr. T.S. Sidhu, Campus Director to attend “2015 Canadian Conference & Exhibition from 26-29th April 2015 at Ottawa, Ontario by taking Earned leave. Copy attached at **Annexure-XI, Page no.107.**
2. Vide file no. 268 dated 12-5-15, the Chairman BOG has sanctioned new teaching posts for Bachelor of Architecture (B.Arch) course. Copy attached at **Annexure- IV, Page no.70.**
3. Vide file No 269 dated 16-06-2015, Hon'ble Chairman has agreed to sign MOU with NHL University of Applied Sciences Netherlands. Accordingly, signed copy of MOU was sent to Mr. Jan Borkent of Netherlands for necessary action. Copy of the signed MOU is placed as **Annexure- XI, Page No. 108-109.**

**Item No.21.14 Ratification of ACP on completion of 04 years services –
Sh.Balwinder Singh, Junior Assistant**

Sh.Balwinder Singh has been given ACP on completion of 04 years services as Junior Assistant as per approved policy of the Institute/Punjab Govt. The copy of orders is placed at **Annexure-XII, Page no.110.**

The matter is placed before the BOG for ratification please.

Item No.21.15 Ratification of the staff who has successfully completed their probation period

Some of the staff/faculty members who have completed two years regular service with the Institute have requested to clear their probation period. Thereafter, office orders were issued for clearing the probation period of faculty and staff members who have satisfactorily completed their probation period. Copy of office orders vide which appointed staff has been allowed to clear their probation period are placed at **Annexure-XIII, Page no.111-116.**

The matter is placed before the BOG for ratification please.

Item no 21.16 To report the proceedings of 20th Meeting of Building and Works Committee.

The 20th Meeting of the Building and Works Committee of the Institute was held on 16.06.2015 under the Chairmanship of Hon'ble Principal Secretary, Technical Education and Industrial Training, Govt. of Punjab. The approved proceedings are placed as **Annexure-XIV, Page no 117-120.**

The approved proceedings of 20th Meeting of Building and Works Committee are placed before the BOG for information please.

Item No. 21.17 To report the proceedings of 29th Meeting of Finance Committee.

The 29th Meeting of the Finance Committee of the Institute was held on 16.06.2015 under the Chairmanship of Hon'ble Principal Secretary, Technical Education and Industrial Training, Govt. of Punjab. The approved proceedings are placed as **Annexure-XV, Page no. 121-124.**

The proceedings of 29th Meeting of Finance Committee are placed before the BOG for information please.

Item No.21.18 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 23 posts of Clerks.

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, Polywing, 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-XVI Page no.125-126.**

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 Material 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- XVI Page no. 127-128.**

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 redesignated 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, out of total 25 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:21.19 Regarding activities conducted for Faculty and Staff Development under TEQIP-II

One of the faculty member, Mr Dharampal, Assistant Professor, Mechanical Engineering has participated with the approval of Campus Director in a Faculty Development Program held at Beant College of Engineering & Technology, Gurdaspur from 11-05-2015 to 15-05-2015. The expenditure incurred on the same was Rs 5700/- and was booked under TEQIP-II.

Submitted for approval/ ratification please.