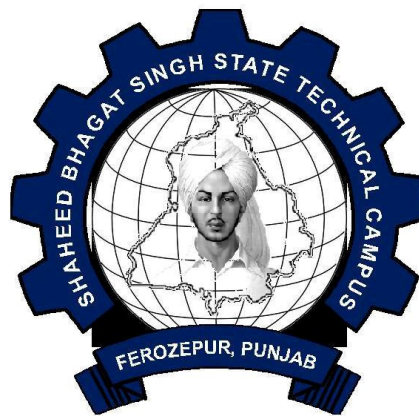


**Shaheed Bhagat Singh  
State Technical Campus, Ferozepur**  
(Established and promoted by Govt. of Punjab)

**Agenda  
of  
12<sup>th</sup> Meeting of the Board of Governors**



**VENUE:** Lakra Industries, E-200, Focal Point, Industrial Area,  
Phase- 4, Ludhiana.

**DATE:** 08-03-2013

**TIME:** 11.30 AM

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

- |     |   |                      |
|-----|---|----------------------|
| 1.  | Sh. Dinesh Lakra ji,<br>Managing Director, Lakra Group of Industries,<br>Ludhiana.  | Chairman             |
| 2.  | Principal Secretary to the Government of<br>Punjab, Deptt of Finance, Civil Secretariat,<br>Chandigarh                        | Ex-Officio<br>Member |
| 3.  | Principal Secretary to the Government of Punjab,<br>Deptt. Of Technical Education, Mini Secretariat,<br>Sector 9, Chandigarh. | Ex-Officio<br>Member |
| 4.  | Secretary to the Government of Punjab<br>Deptt. Of Science and Technology, Mini Secretariat,<br>Sector 9, Chandigarh          | Ex-Officio<br>Member |
| 5.  | Director, Technical Education & Industrial<br>Training, Punjab Sector-36A, Plot 1-A, Chandigarh                               | Ex-Officio<br>Member |
| 6.  | Sh.Sukhpal Singh Nannu, MLA<br>The Mall, Ferozepur City   | Member               |
| 7.  | A Nominee of Ministry of Human Resource<br>Development, 6 Raisana Road,<br>New Delhi -110 001.                                | Member               |
| 8.  | Prof. (Dr.) T.S. Kamal, FIE-1005,<br>Sector-42 B, Chandigarh-16036,<br>A Nominee of the Institution of Engineers (India)      | Member               |
| 9.  | Dr. Buta Singh, Dean, Punjab Technical University,<br>Jalandhar-Kapurthala Highway.   | Member               |
| 10. | Dr. Jaspreet Singh Dhillon, Prof & Head, SLIET,<br>Longowal, Sangrur.   | Member               |
| 11. | Dr.Rajnish Arora<br>Vice Chancellor,<br>Punjab Technical University,<br>Jalandhar or his nominee.                             | Ex-Officio<br>Member |

12.	Mr. Rajinder Gupta, (MD) Trident, Abhishek Industries Ltd., 85, Ind. Area, Ludhiana	Member
13.	Sh. S.P. Oswal, Group of Vardhman Industries Chandigarh Road, Ludhiana	Member
14.	Dr. V.Sahni, Prof., SLIET, Longowal Sangrur.	Member
15.	Dr. Narinder Singh Ex-Principal, GZSCET, Bathinda, Presently Director, GGSCET, Talwandi Sabo	Member
16.	Dr. Dial Chand, Ex- Principal, Beant College of Engineering & Technology, Gurdaspur	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.	The Regional Officer NWRO, AICTE Sector-36A, Plot 1-A, Chandigarh	Ex-Officio Member
20	Dr. Satvir Singh, Assoc. Prof..& Head Electronics & Communication Deptt. Shaheed Bhagat Singh State Technical Campus, Ferozepur.	Member
21	Dr. R.P.Singh, Assoc. Prof. & Assoc. Director of Management 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. 12.1**

**Confirmation of the proceedings of the 10<sup>th</sup> and 11<sup>th</sup> meeting of the Board of Governors.**

The approved proceedings of the 10<sup>th</sup> Meeting of the Board of Governors held on 27-12-2012 and 11<sup>th</sup> meeting (adopted agenda by circulation) were circulated to members of BOG for information and comments, if any, vide letter no.6092-6105 Dated: 02-01-2013 and No. SBSSTC/E-3/7375-97 dated 29-01-2013 are placed here as **Annexure- I, page no. 43 – 50.**

No comments have been received. The approved proceedings of 10<sup>th</sup> and 11<sup>th</sup> BOG are placed before the BOG for confirmation please.

- Item No. 12.2**      **To report action taken on the decisions of the 10<sup>th</sup> meeting of the Board of Governors.**
- Item No. 10.1.**      **Confirmation of the proceedings of the 9<sup>th</sup> Meeting of the Board of Governors.**  
Decision:              The approved proceedings of the 9<sup>th</sup> Meeting of the BOG were confirmed.  
Action:                 No action is called for.
- Item No. 10.2**      **To report action taken on the decisions of the 9<sup>th</sup> Meeting of the Board of Governors.**  
Decision:              The action taken report was approved by the Board.  
Action:                 No action is called for.
- Item No. 10.3:**      **Progress report of the Institute**  
Decision:              The Board appreciated the progress made by the Institute during the last 3 months. The Board has especially congratulated the Chairman BOG for procuring ERP solution from a reputed company TCS at such a low price of Rs. 29 per student per month.  
  
The Board has further appreciated the efforts made by Chairman BOG and Director of the Institute for implementing uniform dress code, installing CCTV Cameras in Lecture Halls & other administrative blocks and for taking many other initiatives for the record development of the Institute.  
  
The Board has also decided to construct the basic structure of one hall near the boundary wall to give it on rent for a minimum period of three years as per Institute bye-laws to any fast food restaurant of any branded company.  
  
Action:                 Supply order for procuring ERP solution was placed after getting a revised offer from TCS as per the decision of Agenda by circulation No. 11.2. Agreement with TCS has also been signed accordingly. Copy of Supply order and Agreement are placed **at Annexure II, page no. 51 – 77.**
- Item No. 10.4**      **To Approve the Procurement plan of TEQIP- II Project of MHRD**  
Decision:              The Board has approved the procurement plan of TEQIP Project as proposed with rider to purchase minimum 25 PC of Apples with MAC operating system. Based on the report presented by Dr. N.K. Grover, TEQIP Nodal Officer Academics, the Board has further approved to spend Rs. 7,86,800 towards soft skill classes with the vision to increase employability of students and Rs. 2.32 lakhs to improve the academic performance of students for minimization of reappear cases.  
  
Further, the Board has also approved the inclusion of Nebero Firewall software and Dell Server procured in Dec. 2012 under the shopping procedure of TEQIP project. Further, the Board has ratified the floated tender for procurement of items under TEQIP Project.  
  
Action:                 The procurement plan was again revised and approved by BOG as an Agenda by Circulation vide Agenda No. 11.1.
- Item No. 10.5**      **Approval to Procure ERP solution from TCS**  
Decision:              The Board has approved the item as proposed.  
Action:                 Supply order for procuring ERP solution was placed after getting a revised offer from TCS which was approved by BOG vide agenda by circulation No. 11.2. Agreement with TCS has also been signed accordingly. Copy of Supply order and Agreement are placed **at Annexure II, page no. 51 – 77.**

- Item No. 10.6**                    **Approval to issue Appointment letters to Teaching Faculty**
- Decision:                    The Board has approved the item as proposed.
- Action                            Appointment letters to the 06 newly recruited faculty members were issued and among these, 05 faculty members have joined. 01 faculty member from Electrical Engg. Dept. named Dr. Jashan deep Singh has requested to extend joining time for 6 months. Acting upon his request, his joining date has been extended up to 31-03-2013.
- Copies of their appointment letters are placed at **Annexure-III, page no. 78 – 87** and joining time extension given to Dr. Jashan deep Singh is placed at **Annexure-III, page no. 88 – 91.**
- Item No. 10.7**                    **Approval to issue Appointment letters to non-Teaching Staff**
- Decision:                    The Board has approved the item as proposed.
- Action                            Appointment letters to the 02 newly recruited staff members (Clerk and Attendant/Helper, Health Club) were issued. Copies of their appointment letters are placed as **Annexure-IV, page no. 92 – 95.** They have joined in the Institute.
- Item No. 10.8**                    **Sanction of 03 posts of Clerks under TEQIP scheme of MHRD and filling of 02 posts of clerks from the panel of waiting list dated 17.12.2012**
- Decision:                    The Board has approved the item as proposed. On the demand of TEQIP project implementation committee, the Board has further decided to hire the services of one candidate from the waiting list of Pro-term lecturers of CSE or ECE Department @ Rs 15000 per month who may be suitable to TEQIP project implementation committee.
- Action                            Two clerks from the waiting list dated 17-12-2013 have been issued appointment letters under TEQIP scheme. Further, as per the recommendations of TEQIP committee 01 Data Operator (Supervisor) from the waiting list of Pro-term Lecturer of ECE Dept. has also been issued appointment letters under TEQIP scheme. Copies of their appointment letters are placed as **Annexure-V, page no. 96 – 101.** They have joined in the Institute.
- Item No. 10.9**                    **Approval to start second shift courses of PTU Jalandhar**
- Decision:                    The Board has approved the item as proposed.
- Action                            Proposal to start the second shift course has been sent to PTU, Jalandhar. Copy of the proposal is placed as **Annexure-VI, page no. 102 - 106.**
- Item No. 10.10**                    **Revision of Recruitment Criteria for Teaching Posts**
- Decision:                    In the recruitment criteria provided by the Punjab Govt., the Board has decided to replace the marks meant for B.Tech/M.Tech qualification with objective type test of 50 marks.
- Action                            Future recruitments shall be made as per this approved criteria.
- Item No. 10.11**                    **Regularization of services of Sh. Raj Kumar S/o Sh. Patti Lal as Clerk.**
- Decision:                    The Board has approved the decision of appointing Mr. Raj Kumar as Workshop Attendant on purely temporary basis on a contract for a period of six months. The Board has further decided that after six months, his case should be considered alongwith other potential candidates as and when fresh selections are made by advertising the posts as per Institute bye-laws.



The Board has expressed its inability to regularize his services for the post of clerk as proper and transparent procedure was not followed in his recruitment. The Board was of the opinion to lodge a complaint against letter of Raj Kumar received vide Institute diary No 3668 dated 6.12.2012 with local police station and Director has informed to the Board that the Institute has already filed the said complaint with local police station vide letter no. SBS/Fzr/Estb./E-2/5818-21 dated 14.12.2012.

The Board has further decided not to regularize the services of any employee for which proper procedure of recruitment was not followed as per Institute Bye-laws.

Action Since, Sh. Raj Kumar S/o Sh. Patti Lal has not joined for the post of W/s Attendant on temporary basis for 6 months, the Institute has issued a reminder to him on dated 04-02-2013 to join the Institute within 15 days failing which, the said order may be treated as cancelled.

**Item No. 10.12 Ratification of the proceedings of 12<sup>th</sup> meetings of the Building and Works Committee.**

Decision: The Board has ratified the item as proposed.

Action No action is called for.

**Item No. 10.13 Ratification of the proceedings of 25<sup>th</sup> meeting of the Finance Committee.**

Decision: The Board has ratified the item as proposed.

Action No action is called for.

**Item No. 10.14 Ratification of the approvals given by the Chairman, BOG on a single file**

Decision: The Board has ratified the item as proposed.

Action No action is called for.

**Item No. 10.15 Approval of Purchase Committee for procurement under TEQIP Project.**

Decision: The Board has approved the item as proposed.

Action: The decision has been conveyed to Dr. A.K. Tyagi, Coordinator, TEQIP Project.

The matter is placed before the Board of Governors for information and record please.

**Item No. 12.3 To report action taken on the decisions of the 11<sup>th</sup> meeting of the Board of Governors (Agenda adopted by circulation).**

**Agenda no. 11.1 To approve the revised Procurement Plan of TEQIP-II Project**

Decision: This item was approved

Action: Machinery and equipment are being purchased as per revised procurement plan.

**Agenda No.11.2 To approve the submission of revised ERP Proposal by TCS.**

Decision: This item was approved

Action: Supply order for procuring ERP solution was placed after getting a revised offer from TCS which was approved by BOG vide Agenda by Circulation No.11.2. Agreement with TCS has also been signed accordingly. Copy of Supply order and Agreement are placed at **Annexure II, page no. 51- 77.**

**Item no. 12.4 Approval of bifurcation of non-teaching posts of Poly Wing**

In the 19<sup>th</sup> meeting of Finance Committee vide agenda item no. 19.13(i), approval to establish Polytechnic Wing in the campus was accorded under NABARD scheme of Punjab Govt. In addition to this, 42 no. of Teaching and 32 no. of Non-teaching posts were also approved for the newly established Poly Wing. This was subsequently ratified in the 7<sup>th</sup> meeting of BOG vide agenda item no. 7.4.

A committee was constituted to bifurcate 32 no. of non-teaching posts of the Poly Wing. In this connection, Principal, Govt. Polytechnic College, Ferozpur was requested to depute his representative to attend meeting on dated 28/01/2013. Dr. Balkar Singh, HOD Applied Sciences, Govt. Polytechnic, Ferozpur attended meeting along with relevant documents. It was decided to distribute the non-teaching posts on the pattern of Govt. Polytechnic, Ferozpur. Minutes of meeting and bifurcation of these posts are placed at **Annexure-VII, page no. 107 – 108.**

Besides above, it was also decided to include a nominee of Head Office i.e. DTE/IT, Punjab for vetting the above bifurcation of posts. Mrs. Sangeeta Goyal, Deputy Director, office of DTE/IT, Punjab attended the meeting on dated: 08-02-2013. She corroborated the bifurcation done by committee (**Annexure-VII, page no. 109**).

In the light of above, Bifurcation of non-teaching posts of Poly Wing as proposed by the committee are placed for approval before the BOG.

**Item no. 12.5**

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

The matter was put in the 9<sup>th</sup> meeting of BOG vide agenda item No. 9.8 (**Annexure-VIII, page no. 110 - 115**). In the said meeting, this item was approved as proposed and the Board has decided to use the minimum benchmark criteria as being used for Punjab Govt. Employees, for promotion/placement of teaching and non-teaching employees of the Institute.

However, while granting the benefit of 4-9-14 Assured Career Progression (ACP) scheme to the employees, it was pointed out by establishment section of the Institute that this minimum benchmark criteria is not applicable for giving the benefit of ACP scheme to the employees as it is not specifically mentioned in the Agenda item no. 9.8 of BOG. Accordingly, the benefit of ACP was given to the employees as per the past practice.

Here it is worth mentioning that in the 6<sup>th</sup> meeting of BOG of Baba Hira Singh Bhattal Institute of Engineering and Technology, Lehragaga, chaired by Hon'ble Technical Education Minister, Punjab Sh. Anil Joshi ji, it was decided that in future the employees to be considered for promotion/placement/ACP must have all ACRs very good or above. Minutes of 6<sup>th</sup> meeting of BOG of BHSBIET Lehragaga are place at **Annexure-VIII, page no.116 - 121.**

The matter is placed before the BOG for appropriate decision please.

**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.**

The Institute has got a TEQIP Project, Phase II, subcomponent 1.1 (Strengthening Institutions to Improve learning Outcomes and Employability of Graduates) of MHRD, Govt. of India through Punjab Govt.

Under this project, the Institute has got a grant of Rs. 10 Crores which is to be spent as per World Bank/NPIU/SPFU guidelines. First Installment of Rs Two Crores (02) has already been credited into accounts of the Institute.

Out of this total grant of Rs. 10 Crores, approximately Rs 5.30 Crores are to be spent for procuring goods/civil works and Rs. 20 Lacs for procuring consultant services.

The Institute has initiated the purchase process to spend total funds of Rs. 5,30,00,000/- (including Rs. 50,00,000/- for Civil Works and Rs. 4,80,00,000/- for Goods) through PMSS web portal. Further, Rs. 20,00,000/- is proposed to be spent through PMSS for procuring consultant services for enhancing campus placement.

Presently, our institute has received a first installment of Rs. 2.00 Crore only. Therefore, remaining payments of Rs. 3.5 Crore have to be made from the Institute account in anticipation of receiving these funds from NPIU via SPFU.

The matter is placed before the BOG for consideration and approval to pay the remaining amount of Rs. 3.5 Crore from 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 will be credited in the Institute account.

Submitted to BOG for consideration and approval please.

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

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.

As per approved Agenda item no.8.8 of the 8<sup>th</sup> meeting of BOG, 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. The educational qualification of the official is M.A in Public Administration. He has knowledge of Punjabi up to Matric level. Sh. Sat Pal is senior most Supdtt. Grade- II. His overall work and conduct is satisfactory. The report of his last 3 years ACRs is placed as below:

Year	2009-10	2010-11	2011-12
Report	Good	Very Good	Very Good

His case for promotion along with approval of amendment in the college Bye-law 4.3 i.e from present ratio 3:1 to 1:1 for direct appointment and promotion was sent to PSTE/IT, Punjab vide noting no.5462 dated 21-10-2011.

The Punjab Govt.(TE/IT), Punjab vide letter memo No.2/167/2011-2TE2/3131 dated 6-8-2012 directed to put up his case to the newly appointed Chairman, BOG of the Institute. **Annexure-IX, page no. 122.**

In the light of above, the promotion case of Sh. Sat Pal Supdtt. Grade-II was put up to the Hon'ble Chairman BOG along with to approve the amendment in the college Bye-law 4.3 i.e. from present ratio 3:1 to 1:1 for direct appointment and promotion vide noting no.4048 dated 18-09-2012 **Annexure-IX, page no. 123 – 124.** But till date approval from the office of Chairman BOG is awaited.

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

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

This Institute has got a grant of Rs. 10 crores under the Technical Education Quality Improvement Programme (TEQIP) scheme of the Ministry of HRD, Govt. of India, New Delhi. As per TEQIP guidelines, the Institute is required to have an autonomous status which has to be conferred by the University Grants Commission (UGC), New Delhi.

Accordingly, a proposal for grant of autonomous status to the Institute was sent to UGC, New Delhi through the affiliating University i.e. PTU, Jalandhar vide letter no. SBS/FZR/ 7304 dated 28-12-2011 (**Annexure-X, page no.125**). In reference to this, the UGC, New Delhi vide letter no. F.2-112(2)/2012 dated 17-12-2012 has demanded certain documents to further process the case (**Annexure-X, page no.126**).

While preparing above documents, it has been learnt that the Institute has to submit an 'Indemnity Bond' in which it is to be mentioned that the proposal to pass resolution for grant of autonomous status to the Institute has been approved in the BOG/Society meeting of the Institute.

In the light of above, BOG is requested to to pass resolution for grant of autonomous status to the Institute and allow the Director of the Institute to sign the 'Indemnity Bond' as demanded by the UGC, New Delhi for getting autonomous status to the Institute. A specimen copy of 'Indemnity Bond' is placed at **Annexure -X, page no. 127 – 128**.

Submitted to BOG for consideration and approval please.

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

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 i.e. from present ratio 3:1 to 1:1 for direct appointment and promotion. 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. 129**).

As per approved 8<sup>th</sup> BOG Agenda item no.8.8 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 knowledge of Punjabi up to Matric level. His service record/work and conduct is excellent. The report of his last 3 years ACRs is placed as below:

Year	2009-10	2010-11	2011-12
Report	Outstanding	Outstanding	Outstanding

As per the decision of 9<sup>th</sup> BOG meeting vide agenda item no. 9.8, while dealing the cases of promotion of Group A & B officers benchmarking is to be adopted in this Institute. Since this post belongs to Group ‘A’ and for promotion to post falling under Group – A other than Head of Department, the minimum benchmark will be ‘Very Good’ as per the instructions issued by Punjab Govt. and the concerned official qualify this criteria of benchmarking.



It is pertinent to mention here that as per the approved 8<sup>th</sup> BOG Agenda item no.8.8 the academic qualification and experience for the post of Deputy Registrar (Direct recruitment) is as under:

“ Master’s of LLB Degree or MBA with specialization in Finance or CA with minimum of 55% of marks from a recognized University. At least 10 years experience of working in a responsible position in an Educational Institution/Organization of repute/Govt. office out of which 05 years as Assistant Registrar/Supdt Grade-I or equivalent post in the scale of Assistant Registrar. Persons having experience in educational institution/university will be preferred.”

As far as experience of Sh. Agyapal Singh is concerned, he has been working in this Institute as Assistant Registrar since 09-01-2009(FN). Before joining this Institute, he has worked as Lecturer/Lecturer (Sr. Scale) at GTB Khalsa Institute of Engineering & Technology, Chhapian wali, Malout from 11-12-1997 to 08-01-2009 which was equivalent post in the scale of Assistant Registrar. In nutshell he has more than 15 years of working experience on a responsible position in an Educational Institution.

In the light of above and keeping in view his restless services to the Institute, the case of promotion of Sh. Agyapal Singh, Assistant Registrar to the post of Deputy Registrar by counting his previous experience is placed before the BOG for consideration and approval please.

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

Sh. Pankaj Singla joined this Institute as Clerk on dated 06-09-1996. He was placed as Junior Assistant w.e.f. 01-02-2001 and was promoted to the post of Senior Assistant on dated 11-10-2006 for which he submitted his joining report on dated 19-10-2006. Due to his illness, he was unable to clear probation period of 01 year. Hence as per bye-law 2.17(b) his probation period was extended for 06 months i.e. up to 18-04-2008. During this period he remained on HPL/EL/EOL on medical grounds. Since he did not join his duty, his probation period was extended for another 6 months i.e. up to 18-10-2008 with an instruction to immediately join the Institute or as per rules his case of promotion can be reviewed. But he did not joined.

Vide letter no 4247 dated 27-07-2009 he was again conveyed that since his probation as per bye-laws cannot be extended further so he must join the Institute within 07 days to present his case along with necessary documents. But he did not join the Institute. Since as per bye-law, there was no provision to extend his probation period and he was given sufficient time to explain his position, he was reverted to the post of Junior Assistant w.e.f. 19-10-2006 through the office order no. 5157-62 dated 17-08-2009. The vacant post of Senior Assistant was filled through promotion among next senior most Jr. Assistant in the larger public interest.

He joined this Institute after one year on dated 02-08-2010. Since his all kind of leaves were on medical grounds, his EOL period was regularized and counted for annual increments.

In this particular case, an employee was promoted to the higher post, due to non-clearance of probation period he was reverted to the lower post and the vacated post was filled subsequently. In this context, the Administrative Instructions as per PCSR (Vol. 1 Part 1) Chapter- 4 (**Annexure XII, page no. 130**) are reproduced as under:

“A permanent post vacated by reduction of a Govt. employee to a lower service, grade or post or to a lower time scale, should not be filled substantively until the expiry of a period of one year from the date of such reduction.

Where on the expiry of the period of one year, the permanent post is filled and the original incumbent of the post is reinstated thereafter, he should be accommodated against any post which may be substantively vacant in the grade to which his previous substantive post belonged.

If there is no such vacant post, he should be accommodated against a supernumerary post which should be created in this grade with proper sanction and with the stipulation that it would be terminated on the occurrence of the first substantive vacancy in that grade.”

In this Institute 12 posts of Senior Assistant stands sanctioned, as per bye-law 4.3(b), 06 (50%) posts are to be filled through direct recruitment and remaining 06 (50%) posts are to be filled through promotion. At present all the posts of promotion quota are filled and 04 posts of direct recruitment quota are vacant. While considering above mentioned administrative instructions, Sh. Pankaj Singla can be accommodated against a supernumerary post of Senior Assistant with the stipulation that it would be terminated on the occurrence of the first substantive vacancy in that grade.

Sh. Pankaj Singla is diligently working on his present assignment w.e.f. 02-08-2010, he is very much regular and his service record is also satisfactory. His last 03 years ACR reports are as below:

Year	2009-10	2010-11	2011-12
Report	non- written	Very Good	Very Good

In the light of above and keeping in view his devotion towards work it is proposed to promote him to the post of Senior Assistant.

Put up before the BOG for consideration and approval please.

**Item no. 12.11****Approval for various proposals under TEQIP-II****Item No.12.11.1 Approval for various committees for implementation of TEQIP-II Project.**

As per TEQIP's Project Implementation Plan (PIP), affiliated Institutions have to be given Autonomous Institution status for the purposes of this Project. Autonomous Institutions under a University will thus be able to exercise full academic autonomy except for the award of degrees, which will continue to be conferred by the University. All institutions are required to have a Board of Governors. All powers for institutional management through exercise of the following four (04) autonomies is to be vested in the BOG and will be exercised as per the Memorandum of Association (MOA)/Government Orders/Government Regulations. The BOG will in turn suitably delegate functional powers to various institutional functionaries and committees.

The four kinds of autonomies are:

- i) Managerial Autonomy
- ii) Financial Autonomy
- iii) Administrative Autonomy
- iv) Academic Autonomy

As per the requirement of Project Implementation Plan (PIP), the following two committees are required to be constituted and approved by BOG of the Institute:

- i) Academic Council
- ii), Finance Committee

Therefore, the BOG is requested to constitute the aforesaid committee for the smooth and efficient implementation of TEQIP Project.

**Item no. 12.11.2- Scholarship for PG Programmes:**

The objective of giving Scholarship is to improve the quality of intake Engineering Graduate Students so that they can contribute in a better way towards research activities. Therefore, Scholarship for PG programmes in the form of Teaching Assistantship will be provided to the Non-GATE and Non-Sponsored Full time M.Tech. Students under TEQIP –II as per the following guidelines.

- Scholarship will be awarded to 75% of the students based on the institute level test for newly Entrant students of first year. However, in second year the scholarship will be given based on the result of first semester.
- The student must be an Indian National.
- The student enrolled for REGULAR (Full Time) M.Tech programme shall only be eligible. In the event of his/her conversion from full time to part time, the assistantship ceases to continue.
- Students receiving assistantship/scholarship from any other funding agencies will not be eligible for the Teaching assistantship under TEQIP-II.
- Students admitted to M.Tech/M.Sc.(Engg.) programmes through sponsored quota shall not be eligible for the assistantship under TEQIP-II.
- The student of M.Tech. getting teaching assistantship will be given minimum teaching load of 8-10 hours per week by the concerned department. This includes lectures, tutorials, laboratory classes, development and maintenance of laboratories, assistance in research and development activities undertaken by faculty members, examination duties, maintenance and operation of lab equipment. The monthly teaching assistantship will be released subject to the satisfactory certification by the concerned HOD.
- The grant of T.A. will be continued to the next semester subject to the academic performance of the concerned student i.e. all the subjects of previous semester must be clear with at least aggregate 60% marks.
- The teaching assistantship will be Rs. 8000/ (eight thousands only) per month and for a maximum period of two years.
- The grant of TA in the next semester will be applicable subject to request of student on the prescribed proforma (to be designed and provided by HOD Mechanical Engg.) and the same forwarded and recommended by the HOD of the department concerned.
- The student needs to sign daily in the attendance register maintained in the department and must satisfy all the academic requirements set by the Institution/University.
- The student must abide by the CONDUCT RULES of the institute. If any recipient of the teaching assistantship is found to be guilty of any malpractice and is awarded with punishments, the continuation of assistantship shall be discontinued with immediate effect.

- As per directions from NPIU, It has been decided that the Teaching Assistantship will be granted to the 75% students of 2<sup>nd</sup> semester (2012 batch) and 4<sup>th</sup> semester (2011 batch) M.Tech (ECE) and M.Tech (CSE) on the basis of their cumulative academic performance in the program of study. The Teaching Assistantship will be granted w.e.f. January, 2013 with the start of the academic session as per academic calendar of PTU, Jalandhar. Those who are having reappears may not be considered for these scholarships.

**Convener:** Respective Head of Departments/Course coordinator running full time AICTE approved PG courses shall be the convener of the respective PG Programm and he/she will ensure wide publicity of the said scholarship scheme of TEQIP.

Submitted to BOG for consideration and approval please

**Item No.: 12.11.3- Constitution of Industry-Institution-Interaction Cell (I-I-I-C):**

As per the TEQIP-II Project Implementation Plan (PIP), Industry-Institution-Interaction Cell (I-I-I-C) is required to be constituted in order to increase the industry-institute interactions:

**Guidelines regarding the constitution of Industry-Institution-Interaction Cell are hereby reproduced.**

“All the institutions covered under the Project will form Industry-Institution-Interaction Cell to establish purposeful interaction between Industry and institution. For the Cell to function smoothly and to meet its objectives effectively, I-I-I-C must have some core staff. The core staff should include a Coordinator (not less than an Assistant Professor) from the institution who will be assisted by a Project Assistant and an Office Assistant. The Cell should meet at least twice per semester.

The proposed composition of the Cell is as following:

- a) Director/ Principal of the institution - Chairman
- b) HOD and one faculty from each department - Member
- c) Two Members from Industry/ Entrepreneurs of the region - Member
- d) Training and Placement Officer - Member
- e) Coordinator of the Cell - Convener.”

**Accordingly, the TEQIP cell committee proposes the following constitution of I-I-I cell:**

1. Director/Principal – Chairman
2. HOD, ME – Member
3. HOD, CSE – Member
4. HOD, ECE - Member
5. HOD, CIVIL - Member
6. HOD, DASH - Member
7. HOD, CHE - Member
8. TPO - Member
9. Two members from industry – To be taken from BOG Committee of an institution
10. **Convenor** – Mrs Vaishali Goyal
11. **Co-convenor** Mr Manjinder Singh

Submitted to BOG for consideration and approval please

**Item No.12.11.4: Constitution of Finishing School:**

**Guidelines regarding the constitution of Finishing School (page 31 of PIP) are hereby reproduced.**

“For increasing institutional focus on providing academic and guidance support to the SC/ST/OBC/academically weak students, all project institutions are required to constitute a Finishing School with a senior faculty as coordinator.

The key activities under the aegis of the Finishing School will be:

- a) Conducting remedial teaching throughout academic sessions for improving transition rate and pass rate of students,
- b) Conducting specialized soft skills and professional skills development training during semester-breaks and vacations (preferably starting from 5<sup>th</sup> semester onwards for increasing employability.
- c) Conducting high intensity training employability, development of soft and professional skills in the students that graduate but fail to secure any employment, and
- d) Organizing campus interviews and making other efforts to secure employment for graduate engineers that complete the training under activity (c) above.”

The above activities except the (a), are related with the Training and Placement Section. Accordingly, the following committees are proposed for the constitution of finishing school:

For remedial classes as mentioned at 12.11.4 (a)

- i. Dr. N.K. Grover- Chairman
- ii. Sh. Jwala Prashad, Mech. Engg
- iii. Mrs. Navdeep Kaur, ECE
- iv. Mrs. Parampreet Kaur, Civil Engg
- v. Mrs. Sonika Jindal, CSE
- vi. Mr. Raj Kumar, Chemical Engg
- vii. Mrs. Anupma Mittal, EE
- viii. Mr. Sunil Behal, DASH

For all other activities mentioned under 12.11.4 (b), (c) and (d), the following committee is constituted:

Mr. Sunny Behal, TPO – Chairman  
Mr Munish Kumar, ME – Member  
Surinder Kumar, CHE – Member  
Sunny Behl, CSE – Member  
Dr Kultardeep Singh, EE– Member  
Mrs Parampreet Kaur, Civil – Member  
Mr Vikram Mutneja, ECE-Member

Submitted to BOG for consideration and approval please

**Item No. 12.11.5: Travelling Allowance/ Daily allowance (TA/DA) rules for the various purposes under TEQIP-II.**

TA/DA and honorarium for experts for TEQIP-II project shall be given as per Govt. of India letter dated 8-06-2012, copy of letter is attached as **Annexure-XIII, page no. 131 – 132.**

TA/DA and honorarium to the members of B.O.G. will be paid as per aforesaid guidelines for attending meetings related with TEQIP-II. This will be effective from 08-06-2012 i.e. w.e.f. date of issue of aforesaid guidelines.

Hospitality charges for various activities like Delivering Expert lectures/ meetings will be paid as per actual.

Honorarium to faculty members for remedial classes will be paid at the rate of Rs. 500/- (Five hundred only) per lecture for TEQIP-II only. The remedial classes should preferably be assigned to regular/contract faculty members. Out of this Rs. 500/-, 50% payment will be paid to the faculty



member on monthly basis and the remaining 50% payment will be paid in proportion to the percentage of students passed beyond 50% i.e. if the pass percentage is 60% or 70% or so then the payment will be 60% or 70% or so of Rs 500 minus Rs 250 already paid. However remaining payment will not be paid in case pass percentage is 50% or less.

Submitted to BOG for consideration and approval please

**Item No. 12.11.6: Civil Works Committee**

The following committee is herewith proposed to carry out and execute the civil works as planned under the TEQIP-II.

1. Dr R S Bhatti, Dean Infrastructure and Assoc. Professor – Chairman
2. Sh. Bohar Singh Asst Professor, Civil Engg – Member Secretary
3. Sh. Parminder pal Singh Estate Officer – Member
4. Sh. Parminder pal Singh, Foreman Instructor – Member

Submitted to BOG for consideration and approval please

**Item No. : 12.11.7: Faculty Development Programme:**

Subject Knowledge and research competence upgradation of faculty from engineering disciplines and supporting department as planned through TNA: Course Fee, travel expenses, boarding and lodging and sundry expenses/allowances shall be as per applicable norms and rules when faculty is deputed outstation to another institution. However for attending FDP abroad, the duration of the course, travel time and the time shall be as permitted by the BOG as per TEQIP guidelines.

**Expenditure on participation by faculty in seminars, conferences, workshops etc. :** registration fee, travel expenses, boarding and lodging and sundry expenses/allowances shall be as per applicable norms and rules when faculty is deputed outstation to another institution. However in case of going abroad, the duration of the seminars, conferences, workshops etc., travel time and the time shall be as **permitted by the BOG as per guidelines of TEQIP.**

Dr. Kultardeep Singh will be the convener of FDP programmes.

Submitted to BOG for consideration and approval please

**Item No. 12.11.8 MIS cell under TEQIP-II**

As per NPIU letter (**Annexure XIII, page no. 133**) MIS cell is to be constituted for entering and handling of the institutional data. Three staff

members were appointed under incremental cost of the project after taking approval from 10<sup>th</sup> meeting of BOG for assisting the institute level TEQIP team. From amongst these staff members two will be made as the members of this cell under the overall charge of one senior faculty member, whereas the services of third members shall be used in other TEQIP related works.

Accordingly, the following MIS cell is proposed:

1. Dr. Krishan Saluja Coordinator of MIS/ERP Solution
2. Mr. Sarbjeet Singh, co-coordinator of MIS/ERP Solution
3. Mr Rachin Gupta
4. Mr Dinesh Kakkar

Submitted to BOG for consideration and approval please.

**Item No. 12.11.9: Processing of bills for procurement under TEQIP-II**

As per PIP, TEQIP-II funds are to be kept separate from the college funds and are to be audited separately. These funds are to be spent as per guidelines mentioned in TEQIP-II manuals/SPFU/NPIU guidelines. Therefore it is proposed that following committee/team may please be approved for processing and releasing the payment for the purchase of equipments/machinery under TEQIP project.

1. Sh. Inder Pal Singh, Registrar/ Dr. A.K. Tyagi, Coordinator TEQIP project in the absence of Registrar
2. Mr. Japinder Singh, Officer Incharge Accounts
3. Sh. Satpal, Supdt Accounts
4. Mr. Dinesh Kakkar, clerk/date entry operator

The aforesaid committee is required to process the bills for releasing the payment on the same date of receiving the bills.

Submitted to BOG for consideration and approval please

**Item No. 12.11.10: Inspection of procured items under TEQIP-II**

In order to augment and complete the process of procurement as per NPIU guidelines at the earliest, the following inspection committee is proposed for the inspection of various items under the TEQIP-II:

1. HOD of the concerned department – Chairman
2. Concerned Lab Incharge, Member Secretary and convener
3. Three faculty members of department
4. Store purchase officer or his nominee
5. Officer Incharge Accounts or his nominee

The aforesaid committee is required to inspect the materials/equipment/machinery on the same date of receiving in the central store.

Submitted to BOG for consideration and approval please.

**Item No. 12.11.11: Expenditure under academic related activities other than procurement under TEQIP-II**

Out of the Rs 10 Cr, Rs 5.5 Cr is to be spent for procurement and consultant activities. The remaining amount of Rs 4.5 Cr is to be incurred under academic related activities as per Project implementation Plan (PIP). The details of the activities are as follows:

<b>Sr no</b>	<b>Brief Description of Activities (Details will be as per the Project Implementation Plan)</b>	<b>Amount</b>
1.	Scholarship for PG programmes to improve the quality of intake Engineering Graduate Students.	1 Cr
2.	Enhancement of R & D and institutional consultancy activities such as Expenditure for securing sponsored projects and consultancy assignments, commercialization of research products, patenting etc.	0.2 Cr
3.	Faculty and staff development for improving competence such as Training costs , in house FDPs etc.	1 Cr
4.	Enhanced interaction with Industry such as expenditure towards campus placement and industry experts etc	0.4 Cr
5.	Institutional Management Capacity enhancement such as training of officials and senior faculty, orientation and study tour of BoG members in India and Abroad etc	0.3 Cr

6.	Implementation of Institutional academic reforms such as Accreditation/NBA fees, Curriculum development etc	0.2 Cr
7.	Academic support for weak students such as Honorarium to faculty and staff for teaching, Soft skills training etc	0.4 Cr
8.	Incremental operating cost such as salaries of the project staff, Office expenses, Expenditure on BOG and other committee meetings, obtaining autonomy, TA/DA of faculty and staff etc	1.0 Cr
	<b>Total</b>	<b>4.5 Cr</b>

All the above said items mentioned under Agenda Item No. 12.11 are placed before the BOG for deliberation and approval please.

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

10+1 classes were started in the campus in the year 2011-2012 under the SEEM project of PTU Jalandhar. All the students admitted under this project has been given free education, free boarding and lodging facilities including free coaching classes. However, in the year 2012-13, PTU Jalandhar had stopped admitting the students under SEEM project.

Thereafter, the Institute has admitted the students in 10+1 at its own level and charged the fee from students as per the policy of Punjab Govt. About 40 students took admission against intake of 60 students. Presently the faculty members recruited under SEEM Project of PTU are teaching to these students. But it will not be financially viable to run the school by charging fee from the students as prescribed by Punjab Govt. and the society will suffer loss in this venture.

Moreover, there are many schools in the vicinity of this Technical campus and, therefore, it is not viable to run the school in the campus. Hence it is proposed to discontinue this school from the next academic year onwards.

Submitted to BOG for consideration and approval please.

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

This Institute was established in the year 1995 with an intake of 240 students per year (total 960). The entire existing infrastructure such as Teaching blocks, Hostels & other facilities were planned as per the requirement of 240 students' intake. But till date many essential buildings such Central Library, Auditorium, Administrative Block, Gymnasium, Swimming Pool, Boys Hostel, Staff Quarters, Guest House etc could not be built due to shortage of Funds. The Institute didn't receive any grant from Punjab Govt. from the last 10-12 years.

Further, the intake of students has now increased to about 1200 per year (total 3800 students). Due to increased intake of students, the present infrastructure is not adequate to meet even the academic requirement.

The above said agenda item was put up in the 25<sup>th</sup> meeting of Finance Committee vide agenda item no. 25.17, and it was decided that this issue will be discussed in the meeting of Principals of all State Managed Engineering Colleges to be called by DTE/IT, Punjab office. The minutes of Principals' meeting has been finalized and approved, but the said agenda item was not included in the meeting.

Since, Punjab Govt. is not giving any grant to the Institute, hence the Institute is not in a position to arrange the funds required for developing the above said infrastructure in the Institute.

Therefore, it is proposed to charge Rs. 2,500/- 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.

Submitted for kind consideration and approval of the BOG please.

**Item No. 12.14**

**Charging of funds from students for procuring TCS iON an ERP solution from TCS, Mumbai**

As per the decision of 10<sup>th</sup> meeting of BOG vide agenda item no. 10.5 and decision of 11<sup>th</sup> BOG meeting vide Agenda Item no. 11.2, it was decided to procure ERP solution from TCS @ Rs29/- per user per month. The Institute has issued purchase order SBSC/SO/7865 dated 11/02/13 to TCS, Mumbai for procuring TCS iON solution. Subsequently, agreement was signed between TCS and Institute for implementing the TCS solution in the Institute (**Annexure-II, page no. 51 – 72**).

This ERP solution will result in automation of records of various departments and sections which shall help in taking effective and efficient decisions as well as providing timely information to the students and their parents about their results, certificates etc.

Since this ERP solution is procured for providing better MIS to the students, therefore, it is proposed to charge Rs. 200 per student per semester from all students of Technical campus from March 2013 onwards.

Submitted to the BOG for consideration and approval please.

**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.**

The Head office of Department of Technical Education and Industrial Training, Punjab after taking approval from Hon'ble Technical Education Minister, Punjab has conveyed to this Institute vide memo no. 206-210/S-2/ECC/2013 dated 14.02.2013 to implement the minutes of Principals' meeting on the common pending issues of State Promoted Engineering Colleges subject to the approval from Finance Committee and BOG of the Institute.

The minutes of Principals' meeting are attached at **Annexure - XIV, page no. 134 – 151.**

Submitted before the BOG for consideration and approval please



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

An agenda item no. 24.31 was put up in the 24<sup>th</sup> meeting of Finance Committee for recruitment of various teaching and non-teaching posts. It was decided in the meeting to put up this case on a single file to Punjab Govt. for approval. So the case was sent to Hon'ble PSTE/IT, Punjab for approval on a single file vide noting no. 859 dated 16-5-2012. Approval for the same is still awaited.

In the 9<sup>th</sup> meeting of Board of Governors vide agenda item no. 9.12, it was decided by the board to recruit the faculty and other posts as per requirements. Further, it was also decided to follow college Bye-laws in recruitment and decided to ask the Govt. to review the decision of third party hiring i.e. through NITTTR, Chandigarh as was mentioned in the Govt. letter no. 2/51/11-1sf; \$1199 dated 04-04-2011. Accordingly case was put up to Punjab Govt., and approval for the same is still awaited.

Subsequently an Agenda item No 25.15 was put up in 25<sup>th</sup> Meeting of Finance Committee for recruitment of faculty at college level and it was decided to recruit 02 Assistant Professors in Electrical Engineering and 02 Assistant Professors in Civil Engineering at the college level for the time being, till the review of decision of 3<sup>rd</sup> party hiring through NITTR is pending.

Now one more batch of Civil Engineering will be admitted in next academic year i.e. July/August 2013. Hence more faculty is required to be recruited in Civil Engg. Department.

Further, although there is a shortage of faculty in all Engineering Departments, but there is more shortage of faculty in Electrical Engineering Department.

In the light of above facts and keeping in view the interest of students of Civil and Electrical Engineering disciplines, it is proposed to recruit one Associate Professor and one Assistant Professor each in Electrical Engineering and Civil Engineering Department on regular basis at Institute level as per the Institute bye-laws.

Submitted for kind consideration and approval please.

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

An approval was sought from Chairman BOG to adopt agenda by circulation vide noting no. SBS/Fzr/6351 dated: 09-01-2013, which was duly approved by Chairman, BOG vide file no. 32 dated: 09-01-2013 **Annexure- I, page no. 50.**

Subsequently, the agenda were circulated to the members vide letter no. 6393-6421 dated. 10-01-2013.

As per clause no. 13 (vi.) of Memorandum of Association at least 4 members of the board shall have recorded their approval of the resolution by circulation to be deemed as effectual and binding as if such resolution had been passed at a meeting of the Board. In the present case 10 members have given their consent for approval of the agenda.

The approved agenda was circulated to all the members of BOG for comments (if any) vide letter no. SBSSTC/E-3/7375-97 dated 29-01-2013. No comments have been received so far. The approved agenda is placed at **Annexure-XV, page no.152 - 187.**

Adoption of agenda by circulation and approved agenda are placed before the BOG for ratification please.

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

As per agenda item 10.5 of 10<sup>th</sup> meeting of BOG held on 27-12-2012, it was decided to procure ERP solution from TCS @ Rs29/- per user per month as per terms and conditions mentioned at page 14 of the TCS proposal. It was mentioned in the Agenda No. 10.5 that during presentation at SBSSTC Campus, the TCS has reduced the rates of ERP solution from Rs. 75 per user per month to Rs. 60 per user per month being educational institute discount. It was further mentioned that with the intervention and negotiation by the Hon'ble Chairman BOG, company has submitted the proposal @ Rs. 29/- per user per month for minimum 3500 users i.e. Rs. 1,01,500 per month exclusive of any taxes.

However when Mr. Rishi, IDM solution Pvt. Ltd. representative of TCS came for signing the contract at the institute, the contract could not be signed as there was misunderstanding/communication gap as far as applications/modules covered in ERP solution was concerned. In order to resolve the misunderstanding/communication gap, a meeting was held on 08-01-2013 under the chairmanship of Hon'ble chairman BOG at Ludhiana. The minutes of the meeting are placed at **Annexure - XVI, page no. 188 – 189.**

During the meeting, TCS representatives have clarified that the rate of ERP solution during presentation at SBSSTC, Ferozpur was reduced from Rs. 75 per user per month to Rs. 60 per user per month which was further reduced to Rs. 45 (Rs.29+Rs.16) per user per month with the kind intervention and negotiation done by Hon'ble Chairman with the company. It was made clear by the TCS representatives that the rate of Rs. 29/- per user per month is for following applications:-

- Campus management system solution
- Finance and accounting solution
- Procurement and inventory solution

- Human resource management solution
- Payroll solution
- Self-service solution

The TCS representative further stated that in future if SBSSTC, Ferozepur includes add-on applications/modules as below:-

- Professional virtual community
- Learning management
- Messaging
- Document management
- Intranet management
- Online presence management

Then TCS will charge additional Rs. 16/- per user per month. On the basis of above said clarifications, TCS requested to submit the revised proposal.

The matter was put up before the BOG as an agenda by circulation vide letter no. 6393-6421 dated 10-01-2013 for consideration and allowing TCS to submit revised proposal after taking due approval of Hon'ble Chairman BOG vide file no. 32 dated 9.01.2013.

TCS submitted the revised proposal through mail stating that for entire TCSiON solution i.e. Campus Management System, Learning management system and Professional virtual community, best offer from their side is Rs.45/- per user per month with service taxes extra. The mail is placed at **Annexure -II, page no.75 – 77.**

The minutes of 11<sup>th</sup> BOG was sent to all members for comments vide letter no. SBSSTC/E-3/7375-97 dated 29-01-13. But no comment has been received (**Annexure-I, page no. 48 – 49**).

The Institute has issued purchase order SBSC/SO/7865 dated 11/02/13 to TCS, Mumbai for TCS iON solution. The copy of purchase order is placed at **Annexure -II, page no. 73 – 74.**

Subsequently, agreement was signed between TCS and Institute for implementing the TCS solution in the Institute. As per agreed terms and conditions, Institute has issued a cheque (No. 192474 dt. 12/02/2013) worth  $1,01,500 \times 4 = 4,06,000 + 50,182$  (service tax @12.36%)=Rs. 4,56,182/- as an advance of first four months of TCS iON solution in favour of TCS, Mumbai.

A copy of agreement signed between TCS and Institute is placed at **Annexure –II, page no. 51 – 72.**

The above said procurement of ERP solution from TCS is placed before the BOG for consideration and ratification.

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

In the 10<sup>th</sup> meeting of BOG, vide agenda item no.10.6, 10.7 and 10.8 approvals was accorded to issue appointment letters to teaching and non-teaching staff, and for filling 02 posts of Clerks from the panel of waiting list dated 17-12-2012 and hiring the services of 01 Data Operator (Supervisor) from the waiting list of Pro-term Lecturers of ECE/CSE Department under TEQIP scheme of MHRD. Subsequently appointment letters were issued to the newly recruited staff.

Out of 06 selected Assistant Professor (04 regular, 02 contract). 05 Assistant Professor (03 regular, 02 contract) joined in this campus. One faculty member Dr. Jashandeep Singh selected as Assistant Professor (Electrical Engg.) on regular basis has requested to extend the joining time for six months due to his domestic problem. The institute has extended his joining up to 31.03.2013 vide letter dated 04-02-2013.

Besides this, 05 non-teaching staff has joined the Institute by the due date as detailed below:

1. Clerk – 01 ( for Chairman office)
2. Clerks – 02 ( under TEQIP )
3. Data Operator(Supervisor) – 01 (under TEQIP)
4. Attendant / Helper – 01 ( for Institute Health Club)

The appointment letters and joining reports of teaching & non teaching staff are attached at **Annexure-III to V, page no. 78 - 101.**

Put up before the BOG for information and ratification please.

**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.**

a) With the approval of Hon'ble TEM, Punjab through Hon'ble Chairman BOG, 4-9-14 ACP scheme was implemented to various categories of employees of this Institute. Which was ratified in the 9<sup>th</sup> meeting of BOG vide agenda item No. 9.14 and 25<sup>th</sup> Finance Committee meeting vide agenda item no. 25.5.

Accordingly, the benefit of 4-9-14 ACP scheme was given to various categories of employees working in the Institute. The copies of all office orders issued in this regard are placed at **Annexure –XVII, page no. 190 – 208.**

b) Punjab Govt. (TE/IT) granted promotion to various teaching staff members under Career Advancement Scheme (CAS) vide memo no. 15/1/99-4TE2/3201 dated 08-08-2012 **Annexure XVIII, page no. 209 – 212.** Accordingly the same was implemented in this Institute vide O/o no. Est./E-1/2920-30 dated 10-08-2012. The scheme was implemented retrospectively i.e. from the due date while notionally fixing the pay of concerned faculty with the condition that the concerned teacher will not claim arrears.

In addition to this, as per the guidelines of AICTE, New Delhi endorsed by Punjab Govt. vide notification no.2/259/09-4TE2/2581 dated 18-06-2010, they were also placed in the cadre of Associate Professor in the pay band of Rs. 37,400-67,000+AGP 9,000/- after 03 years of service as Lecturer(Selection Grade). The copies of all office orders issued in this regard are placed at **Annexure –XVIII, page no. 213 – 234.**

Put up before the BOG for information and ratification please.



**Item no. 12. 21**

**Ratification of promotion granted to non-teaching staff during the period of August 2012 to Feb. 2013**

As per the approved policy, Sh. Balwinder Singh, Tech. Grade –II has been promoted/placed to the post of Tech. Grade – I, vide office order no. SBS/Fzr/E-2/7976 dated: 19-02-2013. Copy attached at **Annexure-XIX, page no. 235.**

The matter is placed before the BOG for information and ratification please

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

In the 10<sup>th</sup> meeting Board of Governors, 77 items worth Rs. 6,82,49,500/- including X-ray Diffraction Analyzer (worth Rs. 1,00,00,000/-) and Scanning Electron Microscope (worth Rs. 1,49,00,000/-) have been approved. Subsequently, in HOD's meeting it was decided to drop both of these items worth Rs. 2,49,00,000/- to meet other requirement of various department for overall upliftment of the institute, and accordingly procurement plan was revised which was approved in the 11<sup>th</sup> meeting of BOG while adopting agenda by circulation. Agenda Item No. 11.1 alongwith revised Procurement plan is placed at **Annexure-XX, page no. 236 – 240.**

In the 11<sup>th</sup> meeting of BOG, some items including Desktop Computers, Laptop Computers, UPSs, Photocopier Machines, and LCD Multimedia Projectors were approved to be procured on DGS&D Rate Contract with proper approval of NPIU through PMSS web portal. However, NPIU had refused to allow procurement of these items on DGS&D Rate Contract on January 17, 2013 via email (**Annexure-XX, page no.241 – 242**).. NPIU has suggested us to follow the procedure as per PMSS, that is, National Competitive Bidding (NCB).

With view point of timely procurement, these items along with others listed below (14 Items) have been put under purchase as per guidelines of NCB procedure. Further, 09 other Software items worth Rs. 36,00,000/- are being procured through PMSS through Direct Contracting as they are proprietary items of respective firms.

S. No.	Item/Packages: National Competitive Bidding	Total Cost (Tentative)
1	Civil Works	30,00,000
2	Computer Monitors	10,72,500
3	CVD Setup	13,00,000
4	Desktop Computers	70,00,000
5	Fluorescent Spectrometer	10,05,000
6	Laptop Computers	32,40,000
7	LCD Multimedia Projectors	17,15,000
8	LED TV	12,00,000

S. No.	Item/Package: Direct Contracting	Total Cost (Tentative)
1	ECE: Ansoft HFSS	6,00,000
2	CHE: CHEMCAD	6,00,000
3	DASH: COMSOL	2,00,000
4	EE: ETAP	3,00,000
5	ECE: LabView	7,00,000
6	DASH: Language Skill	4,00,000
7	EE: MATLAB	5,00,000
8	CSE: Rational Rose	4,00,000

9	Online UPS	16,07,000
10	Mac Computers, Tablets, Laptop	38,50,000
11	Photocopier	10,50,000
12	RF Sputtering Unit	12,50,000
13	Spectrum Analyser	10,40,000
14	Universal Testing Machine	12,00,000
<b>Total</b>		<b>2,95,29,500</b>

9	ECE: Xilinx	1,00,000
<b>Total</b>		<b>36,00,000</b>

Following 87 items (worth Rs. 1,99,09,800/-) are being procured under Shopping procedure through PMSS web portal for various departments. These items include Furniture (Rs. 19,51,800/), Civil Works (worth Rs. 20,00,000/-), and Lab equipment (Worth Rs. 1,59,58,000/-).

S. No.	Item/Package Names	Estimated Amount
1	Civil: Workshop Ceiling Work	3,00,000
2	Civil: Classroom Platform Renovation	3,00,000
3	Civil: False Ceiling	14,00,000
1	Furniture: Computer Chairs	6,12,000
2	Furniture: Executive Chair	1,45,000
3	Furniture: Faculty Table	8,70,000
4	Furniture: Visitor Chairs	3,24,800
1	Abrasion Value Test Equipment	1,30,000
2	Analog Comm. Trainer	1,20,000
3	Analog Tachometer	30,000
4	Automatic Mortar Mixture	1,00,000
5	Automatic Sieve Shaker	1,20,000
6	Baby Boiler	5,00,000

S. No.	Item/Package Names	Estimated Amount
38	Fluorescent Spectrometer	10,00,000
39	Flow Table (Concrete)	1,30,000
40	Furnace	5,00,000
41	Gas Chromatograph	8,00,000
42	High Volume Sampler	3,00,000
43	Impact Value Test Equipment	40,000
44	Interacting/Non-interacting Tank Dynamics	1,00,000
45	Interactive LCD Projector	8,75,000
46	Lab Permeability Apparatus	55,000
47	Lab Vane Shear Apparatus	25,000
48	Lecture Stand with Sound System	4,50,000
49	Microwave Bench: Gunn Diode	1,60,000
50	Microwave Bench: Klystron Tube	1,80,000

7	Ball Mill Setup	1,00,000	51	Mix Moulds	90,000
8	Bio-medical Instrumentation Kit	4,00,000	52	Modified Proctor Test Apparatus (Gunn Metal Mould)	25,000
9	Bitumen Extractor	45,000	53	Moulds	95,000
10	BOD Incubator	1,00,000	54	Muffle Furnace	4,10,000
11	CBR Machine	1,30,000	55	Plotter	2,00,000
12	Chemicals	2,50,000	56	Power Analyser with Control Panel	2,50,000
13	Compaction Factor Apparatus	28,000	57	Precision power supply	10,000
14	Compression Testing Machine	4,00,000	58	Protection System	37,000
15	Concrete Mixer Pan Type	1,75,000	59	Radial Feeder	35,000
16	Conference Room Sound System	5,00,000	60	Rectifier	1,00,000
17	Consolidation Test Apparatus	1,80,000	61	Relative Density Apparatus	1,75,000
18	DC Motor	25,000	62	Ring and Ball Apparatus	30,000
19	DC Source Meter	6,50,000	63	Sieve Set	55,000
20	Dead Weight Pressure Tester	80,000	64	Software: Oracle	2,00,000
21	Delectric Constant Measurement Setup	1,50,000	65	Soil Cone Penetrometer	45,000
22	Digital Balance	2,00,000	66	Solar Trainer	15,000
23	Digital Benkelman Beam Test Equipment	50,000	67	Standard Penetration Test Equipment	80,000
24	Digital Comm. Trainer	1,40,000	68	Standard Proctor Test Apparatus (Gunn Metal Mould)	16,000
25	Digital Ductility Apparatus	1,30,000	69	Transformer	15,000
26	Digital MP Apparatus	4,50,000	70	Transmission Line	37,000
27	Digital Storage Oscilloscope	6,80,000	71	Triaxial Test Apparatus	6,00,000
28	Digital Tachometer	12,000	72	Tribometer	6,00,000
29	Direct Shear Test Apparatus	1,50,000	73	Ultra Sonic	1,10,000
30	Dynamic Cone Penetration Test Equipment	65,000	74	Unconfined Compression Testing Machine	1,10,000
31	Electrical Oven	50,000	75	Universal Automatic Compactor	1,75,000
32	Electronic Balance	82,000	76	Universal Penetrometer	35,000

33	Electronic Chalk Board	7,00,000	77	Vee Bee Apparatus	55,000
34	External HDD	96,000	78	Vibrating Table	80,000
35	Film Evaporator	2,00,000	79	Vibration Machine	70,000
36	Flash and Fire Point	20,000	80	Water Bath Setup	2,00,000
37	Flexure Testing Machine	1,50,000			

Subsequently, different departments/sections have taken administrative approvals for purchasing various items and sanction requisition from Director of the Institute. Administrative approvals for purchasing various items and sanction requisition approved by Director of the Institute are placed as **Annexure-XX, page no. 243 – 293.**

Purchase process to spend total funds of Rs. 5,30,00,000/- (including Rs. 50,00,000/- for Civil Works and Rs. 4,80,00,000/- for Goods) has been initiated through PMSS web portal. Further, no funds from Rs. 20,00,000/- are being spent through PMSS for procuring Professional Services. Presently, our institute has received first installment of Rs. 2,00,00,000/- only, however, payments are being made from the college account in anticipation of receiving more funds from NPIU via SPFU.

The whole above said procurement plan and procurement process is placed before the BOG for consideration and ratification please.

**Item No. 12.23**

**Ratification of the approvals given by the Chairman, BOG on a single file**

As per the decision of 7<sup>th</sup> 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) An approval from Hon'ble Chairman BOG was sought on single file for adoption of agenda by circulation vide noting no. 6351 dated: 09-01-2013. The same was accorded by Hon'ble Chairman BOG vide file no. 32 dated: 09-01-2013  
**Annexure- I, page no. 50.**
- (2) As per past practice, the office order for releasing annual increments/other increments to Principal/Director was issued by the Principal/Director of the Institute. However, when the service books of Dr. T.S. Sidhu (Director/Principal) and Dr. H.B. Sharda (ex-Principal) were sent to Head Office (DTE/IT, Pb.), Chandigarh for verification, they demanded the orders issued by the competent authority for granting increments to Dr. T.S. Sidhu, Principal/Director.

Since there was no such document on the record, consequently, a file was put up to the Hon'ble Chairman BOG for getting ex-post-facto approval of office orders issued by Principal/Director for granting increments to Dr. T.S. Sidhu, Principal/Director of the Institute. Hon'ble Chairman BOG has approved it on 14.02.2013.

Approval given by Hon'ble Chairman BOG is placed at **Annexure-XXI, page no.294.**

- (3) Approval was given to Dr. T.S. Sidhu by Hon'ble Chairman BOG vide file No.75N dated 7-02-2011 for booking/purchasing a 3 BHK flat at Mohali **Annexure-XXI, page no.295.** Subsequently, on the request dated 04-04-2011 of Dr. T.S. Sidhu to purchase the plot instead of 3 BHK flat, Hon'ble Chairman BOG has approved vide file No.335 dated 11-11-2011 to purchase the booking of plot in sector 85 at Mohali **Annexure-XXI, page no.296.** Accordingly, approval was given to Dr. T.S. Sidhu, Director to purchase the booking of plot in sector 85 of Mohali (**Annexure-XXI, page no. 297**).

The above said cases approved by the Chairman Board of Governors on single files are placed before the BOG for ratification please.

**Item No. 12.24**

**Any other item with the permission of chair**