

Minutes of meeting of 4th BOG held on 25th July, 2014 at 12.30 P.M. in the Vice- Chancellor's Committee Room, Panjab University, Chandigarh.

The following members were present:

As the Vice-Chancellor, Panjab University, was busy in another meeting, he authorized the DUI to chair the meeting.

1. Prof. A.K. Bhandari (DUI, P.U)
2. Prof. S.K. Sharma (Chairman BOG and Emeritus Professor, P.U)
3. Prof. R.K. Wanchoo, SSBUI CET
4. Prof. U.S. Shivhare, Chairperson, SSBUI CET
5. Prof. Meenakshi Goyal, Coordinator, (TEQIP-II)
6. Prof. Anupama Sharma, Academic Nodal Officer, (TEQIP-II)

Before taking up the agenda, Prof. Meenakshi Goyal, Coordinator (TEQIP-II) gave a brief presentation on the progress of TEQIP-II, after obtaining the necessary approval of electrical load from competent authority.

Based on presentation, the committee suggested that the following steps needs to be taken for the improvement of various activities under TEQIP-II in future:

1. First priority should be given to the electrical wiring so that equipments/instruments and A.Cs installed in the institute under TEQIP-II could start functioning.
2. The faculty members who have attended the workshops/seminars (National/International) under TEQIP-II be asked to submit a report.
3. The students of M.E.(Chem.) who are getting scholarships be asked to prepare laboratory class notes, practical profiles and handouts of the practical conducted and submit the same to the Coordinator (TEQIP-II). They should also be involved in the design of new practical experiments.
4. The Undergraduate students who have attended the workshops/seminars under TEQIP-II be asked to prepare report and a copy of the same be submitted to the Coordinator (TEQIP-II).
5. Preference should be given to upgrade the undergraduate lab.
6. The representatives of the Placement companies who visit the institute for the recruitment of the students be asked to fill up the feedback performa.
7. Practical Training programmes on Food Processing should be started.
8. Pilot plant labs in the department should be made operational and sufficient funds should be allocated. This will help in the better placement

of the students and better interaction with the industry by developing new technologies.

The following agenda items were read out; viz

Item No.1

- **To approve the revised operational plan / Procurement plan.**

To approve the revised operational plan/ Procurement plan for TEQIP-II as per **Annexure: 1**

RESOLVED: The Committee approved the action plan from Jan 2014-Dec 2014 instead of July 2014-Dec 2016. The committee authorized the Chairperson Dr. SSBUI CET to relocate on need bases only, the Sub-head wise provision of funds made in the action plan, if required with sustainable justification and action be got ratified in the next BOG.

Item No.2

To approve the various Workshop, Seminar, Conferences, FDP, and SDP etc. organised by the Institute under TEQIP-II. The complete details of the activities is given in **Annexure: 2**

RESOLVED: That the items be approved as proposed. Further, the committee suggested that the Workshop, Seminar, Conferences, FDP, and SDP be organised by the Institute under TEQIP-II on the following topic also:

- i) Research Methodology
- ii) Instruments Methods analysis
- iii) Micro analytical techniques
- iv) How to prepare a research project proposals by the faculty
- v) Software training programmes
- vi) Repair & maintenance of electronics instruments

Item No.3

- **Utilization of the services of the consultant:**

Resolve: In view of the autonomy given to Dr.SSBUI CET, Panjab University Chandigarh w.r.t to the functioning of TEQIP-II, auditor Mr. Sucha Ram was appointed from Institute of Public Auditors Local Chapter situated in AG office Punjab, Chandigarh. He resigned from the post of Consultant on 22.04.2014. Mr. BK Verma was appointed in his place as Consultant under TEQIP-II. His appointment was duly approved by the Vice-Chancellor, Panjab University Chandigarh at a remuneration of Rs.12500/ per month + Service taxes as per Govt. of India rates applicable from time to time. The Salary is being booked from the Budget Head “Incremental Operating Cost”

The appointment of consultant may be approved. (**Annexure-3**)

RESOLVED: That the items be approved as proposed.

Item No.4

- **Approval of appointment of Peon, Procurement Officers & Programmer.**

The Qualification was duly approved by the members of BOG & subsequently by the Honourable Vice-Chancellor for the following appointments.

- i) Programmer (One) at a salary of Rs. 30,000/-
- ii) Procurement Officer (Two) at a salary of Rs. 30,000/-
- iii) Peon (One) at a salary of Rs.8000/-
- iv) Ms Suman bansal & Mr. Hardeep Singh joined as Procurement-Officers. Ms Neeraj Chadha declined to join. Later Ms Suman Bansal resigned from the post of Procurement-Officer on 18.06.2014. Mr. Bhim Kumar joined in her place as Procurement Officer on 27.06.2014. The appointments of all the above may be approved.

v) Mr. Sunil Kumar was appointed for the Post of Peon on 8th November 2013 and resigned from the post on 20th March 2014. In his place Mr. Pankaj Kumar joined as peon. The appointment may be approved.

The appointments may be approved. (**Annexure-4**)

Salary will be charged from the Budget Head "Incremental Operating Cost".

RESOLVED: That the items be approved as proposed.

Item No.5

- **Approval for attending the International Conference by Faculty members of Dr.SSBUI CET.**

To approve the names of the Faculty members for attending International Conference. The Expenditure would be debited to the Budget Head "Faculty and Staff Development" of TEQIP-II. (**Annexure-5**)

RESOLVED: That the items be approved as proposed. In future as far as possible maximum faculty members be involved. The outcome of these visits should be documented and shared with faculty and students of the institute.

Item No.6

To approve the annual accounts & auditor's report of TEQIP-II for the year ending 30th June 2014 (**Annexure :6**)

RESOLVED: That the items be approved as proposed.

Item No.7

To approve the Action Plan submitted to NPIU from Jan 2014 to Dec 2014
Annexure: 7

RESOLVED: That the items be approved as proposed. The committee authorized the Chairperson Dr. SSBUI CET to relocate on need bases only, the Sub-head wise provision of funds made in the action plan, if required with sustainable justification and action be got ratified in the next BOG.

Item No.8

- **To apprise the BOG of Institutional Performance Assessment of Eight Indicators.**

Institutional Performance Assessment of eight indicators was attached as **Annexure: 8**

These details are for the information of members.

RESOLVED: That the items be approved as proposed.

Item No.9

- **To ratify the National Travel of the Faculty members who attended Workshops, Seminars, Conference etc under TEQIP-II.**

To ratify the names of faculty members who attended the National Conference, Workshops etc as per **Annexure-9**

RESOLVED: That the items be approved as proposed. The outcomes of these interactions be documented and shared with the faculty and the students of the institute.

Item No.10

To ratify the names of Faculty members who attended Strategic Leadership Programme conducted by Indian School Business (ISB), Mohali. **Annexure-10**

RESOLVED: That the items be approved as proposed. The outcomes of these interactions be documented and shared with the faculty and the students of the institute.

Item No.11

- To approve the conduct of International Conference on “Harnessing Engineering Technology and Innovation for Sustainable Development” on 19th -20th September 2014 under TEQIP-II.

An expenditure of 17 lakhs may be approved from the Budget Head “R&D”.

RESOLVED: That the item be approved as proposed, subject to the availability of funds under the relevant budget head. Chairman to certify the reasonability of the estimates.

Item No.12

- To Ratify the payments of Rs. 8,98,880.00 for NBA accreditation, Institute applied for NBA accreditation as per the guidelines of NPIU. Rs. 8,98,880.00 may be approved from the Budget Head “Reforms”.

RESOLVED: That the items be approved as proposed.

Item No.13

- **To approve Rs.25 Lakhs for electrical Re-wiring of the Institute.**

The committee members are requested to approve Rs.25 Lakhs for Electrical Work of the institute. The amount will be debited from the Budget head “Civil Work”. The BOG is requested to approve the transfer of Rs.25 lakhs to the University funds. (**Annexure-11**)

RESOLVED: That the items be approved as proposed.

Item No.14

- **To inform about signing of “letter of Intent” for academic collaboration** with IIT Kanpur.

The Letter of Intent for academic collaboration between TEQIP Knowledge Incubation Centre, IIT, Kanpur & Technical Institutions in Quality Circle of IIT, Kanpur has been signed by Dr.SSBUI CET, PU Chandigarh on 1st March 2014. The purpose of Letter of Intent is mainly to promote the exchange of faculty for teaching and for collaborative research programs in the various areas of Science & Engineering. Secondly the students can also take summer internship at IIT Kanpur. The details of the terms & conditions are attached as **Annexure-12**

RESOLVED: Action taken ratified

Item No.15

- A meeting of Performance Monitoring Committee was held on 27th March 2014. To inform the members about the actions taken regarding the minutes of the Performance Monitoring Committee

(Annexure-13)

The members noted about the actions taken regarding the minutes of the Performance Monitoring Committee.

Following issues were raised by the members and discussed in the meeting,

Actions taken were suggested as under.

- 1.Regarding the payment of TA/DA to the members of performance audit team meetings, it is observed that the said TA/DA should only be paid as per rules. In case, any such payment has been made in the past, appropriate certificate/undertaking be obtained from the person concerned to the effect that the said payment has not been claimed from two sources. In future such payments should be made as per prescribed norms only.
2. Institution should initiate action towards the development of Incubation centre in SSBUCET. The Chairperson is advised to start necessary action in this regards and action taken be reported in the next BOG meeting.
3. All information regarding TEQIP-II programme be made available on the web site and should be upgraded regularly.
4. All information regarding NIQ, NIT, purchases already made etc. should be made available on the web site immediately so as to ensure transparency.
5. An interactive session should be immediately arranged with the faculty and students of the Institute, so as to share the developments already made and collect feedback from the stakeholders for the future course of action for the successful implementation of the TEQIP-II Programme.

The meeting ended with a vote of thanks to the chair.