DR. S.S.BHATNAGAR UNIVERSITY INSTITUTE OF CHEMICAL ENGINEERING TECHNOLOGY, PANJAB UNIVERSITY, CHANDIGARH

Minutes of 3rd meeting of BOG for TEQIP-II held at Dr. S.S.Bhatnagar UICET, Panjab University, Chandigarh on 21st December, 2013 at 9.30 a.m.

The following members were present:

1. Prof. Arun Kumar Grover (Vice-Chancellor, P.U.)
2. Prof. S.K. Sharma (Chairman, BOG and Emeritus Professor, Dr. SSBUICET, P.U.)
3. Mr. Sandeep Hans, (IAS, State Project Advisor cum Director, Technical Education, U.T. Administration, Chandigarh)
4. Prof. R.K.Chhabra, (Dr. SSBUICET)
5. Prof. U.S.Shivhare, Chairperson, (Dr. SSBUICET)
6. Prof. Meenakshi Goyal, (Coordinator TEQIP-II)
7. Prof. Anupama Sharma, (Academic Nodal Officer TEQIP-II)

Prof. A.S. Brar (Vice-Chancellor, GNDU, Amritsar), Dr. G. Munjal (CEO & MD Indswift) and Sh. Manmohan Ahuja could not attend the meeting. Sh. Manmohan Ahuja has expressed his concurrence on all agenda items.

Before taking up the agenda, Prof. U.S.Shivhare, Chairperson, SSBUICET extended a cordial welcome to the members of the Committee and requested Prof. Meenakshi Goyal, Coordinator (TEQIP-II) to brief about the progress on various activities under TEQIP-II. Accordingly, Prof. Goyal gave a brief presentation on the progress of various activities under TEQIP-II.

As a follow up action on the suggestions given by Prof. Nagabhushan Rao the Mentor (TEQIP-II) during his visit at SSBUICET, Prof. Goyal informed the members that the work on Procurement Plan has been started. The Quotations for various equipments / instruments have already been invited and opened. A new link has been created on the DR.SSBUICET website of Panjab University under Heading TEQIP and information related to TEQIP-II is being updated on weekly basis. The report or document on NBA Accreditation Performance is under process. The Student Survey has also been done.

Vice-Chancellor initiated the discussion. In the end he suggested that keeping in mind the long association of Prof. R.K. Wanchoo, Prof. V.K. Rattan with the Institute, they will be invited in the meeting of the BOG as special invitee so that their expertise be used for the betterment of the Institute.

Prof. S.K. Sharma suggested that:

1. For Skill Enhancement of Undergraduate Students, the workshop on Design of Equipments of 1-2 days duration conducted. One week Entrepreneur Development Programme should be held wherein lectures should be organized on Preparing Balance Sheet, Arranging Seed money for business ventures, writing project report and experience sharing by first generation entrepreneurs. In addition NABL training and Patent Workshop may be conducted under TEQIP-II.
2. Purchase of the equipment should be made in such a manner that the institute should be able to promote consultancy for industry. It may also be ensured that the certificate of calibration and accuracy is obtained at time of purchasing and AMC should be done.
3. The syllabus for practical subjects be thoroughly revised so as to make them more relevant keeping in view the latest developments.
4. Efforts must be undertaken to make the equipments in the Unit Operation Lab. Operational
5. The students may be encouraged to visit the industries on the weekends.
6. For the maintenance of the equipments, 2-3 people from technical staff from SSBUICET be deputed in the CIL department and may be trained on various instruments.
7. List of old equipments lying in the institute may be prepared so that those can be upgraded/replaced. For the new equipments which are being purchased, calibration curve should be obtained from the vendors.
8. Softwares for the students to be purchased.
9. Soft copy of Special lectures may be purchased under TEQIP-II and placed in library for the access to students.
10. Setting up of Process Control Lab.

The following decisions were taken by the BOG:

Item No.1

i. To approve the guidelines for the award of assistantship to the Ph.D students of Dr. SSBUICET.
ii. To approve the award of assistantship to the Ph.D students @ Rs. 18000 + HRA under the Budget Head "Providing Teaching & Research Assistantship" of Dr. SSBUICET.
(Annexure- 1)

RESOLVED: That the item be approved as proposed. The student will submit the   report on quarterly basis and their Saturday will be a working day.

Item No.2

To approve the guidelines and award of assistantship to the post graduate students, M.E. (Chemical) & M.Tech (Polymers) @ Rs. 8000 per month under the Budget head "Providing Teaching & Research Assistantship" to the Non- GATE qualified students & to approve that the students may be awarded assistantship from 11th October 2013; the date of approval from Honorable Vice Chancellor.(Annexure – 2)

> RESOLVED: That the item be approved as proposed. The students will submit the report on quarterly basis and their Saturday will be a working day.

Item No.3

To approve the award of assistantship to M.Sc (Industrial Chemistry) students @ Rs. 5000 per month under the Budget head "Providing Teaching & Research Assistantship" & to approve that the students may be awarded assistantship from 1st January 2014.

> RESOLVED: That the award of assistantship to M.Sc (Industrial Chemistry) students @ Rs. 6000 per month w.e.f. 1st January 2014 under the Budget head "Providing Teaching & Research Assistantship" with Saturday as working day. The students will submit the report on quarterly basis.

Item No.4

The autonomy to the Dr. SSBUICET, Panjab University, Chandigarh w.r.t. functioning of TEQIP-II was granted by the syndicate in its meeting held on 27th July 2013 reference paragraph no . 41. This is for kind information for the Board of Governors. (Annexure – 3)

> RESOLVED: That the decision of Syndicate was noted down.

Item No.5

To approve the TA/DA rules for the undergraduate/ post graduate/ Ph.D. Scholars of Dr. SSBUICET students to present papers in the National Conferences / Seminars / Workshops etc. (Annexure – 4)

RESOLVED: That the TA/DA rules for the undergraduate/ Post graduate/ Ph.D. Scholars of Dr. SSBUICET students to present papers in the National Conferences / Seminars / Workshops etc. be approved with AC II/III tier and Rs.10,000/- as the upper limit for expenditure. (Annexure – 4)

Item No.6

In view of the autonomy given to Dr. SSBUICET, Panjab University, Chandigarh with respect to the functioning of TEQIP-II by the syndicate, the bills are to be pre audited under TEQIP-II before the payment is released. An auditor from Institute of Public Auditors local Chapter situated in AG Office Punjab, Chandigarh has been recruited and duly approved by the Vice Chancellor, Panjab University, Chandigarh (already recruited by UIET) at a remuneration of Rs. 12500/- per month and service taxes for utilization of services of Auditor on part time basis.

The auditor recruited may be approved.
Salary will be charged from the Budget Head "Incremental Operating Cost"

RESOLVED: That the item be approved as proposed.

Item No.7

To approve appointment of Peon, Data entry Operator, Accountant, MIS Officer.

The qualifications were duly approved by the members of Board of Governors (email consented dated 09.09.2013) and subsequently by Honourable Vice Chancellor, for the following appointments
        Peon (One) at a salary of Rs. 8000/-
        Data Entry Operator (Two) at a salary of Rs. 15000/-
        Accountant(One) at a salary of Rs. 30,000/-
        MIS Officer (One) at a salary of Rs. 30,000/-

The recruitments may be approved.

Salary will be charged from the Budget Head "Incremental Operating Cost".
(Annexure – 5)

RESOLVED: That the item be approved as proposed.

Item No.8

Approval of Research Proposals purposed by the faculty/ UG Projects of Dr. SSBUICET, Panjab University, Chandigarh.

Seventeen Research proposals have been received from the faculty of Dr. SSBUICET, Panjab University, Chandigarh and are placed for approval of Board of Governors. Three research proposals have been submitted by the Under Graduate Students and are placed for approval of Board of Governors. The expenditure would be debited to Budget-Head "Enhancement of R&D and Consultancy" of TEQIP-II.
(Annexure-6)

RESOLVED: That the item be approved as proposed.

Item No.9

To approve the faculty members to attend the International Conference as per the Annexure 7 attached. The Expenditure would be debited to the Budget Head "Faculty and Staff Development" of TEQIP-II.

RESOLVED: That the item be approved as proposed and further approved that if any faculty member goes abroad for attending the Conferences / Seminars / Workshops etc. he/she would be required to publish paper in journal before he/she applies for the next visit. All faculty members should be encouraged to attend International Conferences / Seminars / Workshops etc. All the faculty members will give a seminar after they attend an International Conference/Workshop/Seminar etc. The committee further recommended that the faculty should be encouraged to visit reputed International Laboratories after attending International Conference to promote collaborative research.

Item No.10

To approve Local Conveyance under TEQIP-II.

i.   Local Conveyance for Coordinators of the workshop/Seminars/Conference/FDP etc as per the actual may be reimbursed as per Panjab University rules for official work.

ii.   Local Conveyance for TEQIP-II cell staff and Non-teaching Staff of Dr. SSBUICET as per the actual may be reimbursed as per Panjab University rules for official work.

RESOLVED: That the item be approved as proposed.

Item No.11

To approve an amount of Rs. 100 (per day) for Class C employees and @ Rs. 250 (per day) for Class A and Class B employees for FDP/ SDP/ Seminar etc running more than a day.

To approve an amount of Rs. 150 for Class C employees and Rs. 350 for Class A & Class B employees for one day workshops/ seminar/ SDP etc.

RESOLVED: That the item be approved as proposed. The committee was of the opinion that instead of recruiting more persons under TEQIP-II the institute should involve the non teaching staff of Dr. SSBUICET for TEQIP work and they may be paid an honorarium of Rs. 2000 per month from the Head "Incremental Operating Cost" after the approval from Coordinator (TEQIP-II)/ Chairperson, Dr. SSBUICET.

Item No.12

Progress report of the activities conducted under TEQIP-II.

Various Seminars / Workshops/ lectures have been conducted under the TEQIP-II. Detail of these activities is given for the information of members. (Annexure – 8)

RESOLVED: That the item be approved as proposed.

Item No.13

The qualification (given below) for the post of Procurement Officer may be approved.

The positions are purely temporary in nature. Duration of the initial appointment is 6 months with consolidated salary of Rs. 30,000/- per month.

Essential Qualifications:

1. B.Com with minimum 60% marks

Desirable Qualifications:

a. Working knowledge of computers and Purchase software with experience in Purchase/ tendering in a Govt./Private organization/ Institution/ Industry
b. Atleast 2 years experience in Purchase and desirable.

Retired Government/Semi government employees with experience in handling accounts and purchase can also apply.

Age Limit: Below 62 years on the last date of application.

RESOLVED: That the item be approved as proposed.

Item No.14

To approve the members of Performance Monitoring Committee (already approved by the Vice Chancellor-

The Performance monitoring committee for TEQIP-II consisting of the following members may be approved:

1. Dr. M.P. Poonia (Director: NITTTR, Chandigarh)
2. Prof. U.S. Shivhare (Chairperson Dr. SSBUICET)
3. Prof. R.K. Wanchoo (Professor Re-employed Dr.SSBUICET)
4. Prof. V.K. Rattan (Professor Re-employed Dr.SSBUICET)
5. Prof R.K. Chhabra (Convenor & Professor Re-employed Dr.SSBUICET)
6. Prof. Meenakshi Goyal (Coordinator- TEQIP-II)

RESOLVED: That the item be approved as proposed.

Item No.15

      To approve the expenditure of Rs. 4.00 Lacs for Civil Works in the Central Facility Lab of TEQIP-II & Rs. 2.00 Lacs for the Computer Lab from the Budget Head "Refurbishment"(Minor Civil Works)" from TEQIP-II.

      RESOLVED: That the item be approved as proposed.

Item No.16

      To approve the revised operational plan for TEQIP-II, as per annexure 9 attached.

      RESOLVED: That the item be approved as proposed.

Item No.17

Dr. S.S. Bhatnagar University Institute of Chemical Engineering and   Technology is Organising Dr. S.S. Bhatnagar's Birth Anniversary on 21st February 2014. Director Ved Prakash, Chairman, University Grants Commission, New Delhi and Prof. Devang Khakhar, IIT Bombay have kindly consented to participate in the function.

      RESOLVED: That the item be approved as proposed.

Item No18   Current Agenda

1.   **To approve the various posts**
    1.   Data Entry Operators (02)
    2.   Programmer (01)
    3.   Peon   (01)

2. **The qualifications for the post of Programmer may be approved.**
The post is purely temporary in nature. Duration of the initial appointment is 6 months with consolidated salary of Rs. 30,000/- per month.

Essential Qualifications
   i.   B.E. or B.Tech ((CSE/IT) or
   ii.   MCA/M.Sc. (Computer Science)

Desirable Qualifications:
   i.   Knowledge of Computer Data Processing

Age Limit: Below 35 years on the last date of application.

   RESOLVED: The committee approved the qualifications of a programmer and approved
             that a programmer be recruited. Further the committee disapproved the
             posts of Data Entry Operators and Peon.

The meeting ended with a vote of thanks by the Chairperson.

COORDINATOR   CHAIRPERSON
TEQIP-II   Dr. SSBUICET, PANJAB UNIVERSITY
                                                    CHANDIGARH

CHAIRMAN   VICE- CHANCELLOR
BOARD OF GOVERNORS   PANJAB UNIVERSITY
TEQIP-II   CHANDIGARH