

Draft Minutes of the 9th meeting of Board of Governors of Punjab Engineering College Society held on 6th January, 2006 at 11.30 A.M. in the Conference Hall of Punjab Engineering College, Chandigarh

Present:

- | | | |
|-----|-------------------------|---------------------------------|
| 1. | Shri Chandra Mohan | Chairman |
| 2. | Shri Krishna Mohan, IAS | |
| 3. | Shri S. K. Sandhu, IAS | |
| 4. | Shri Pawan Agarwal, IAS | |
| 5. | Shri K. N. Pathak | |
| 6. | Shri Prithipal Singh | |
| 7. | Shri R. K. Chauhan | |
| 8. | Prof. Chandra Shakher | Nominee of Director, IIT- Delhi |
| 9. | Shri Krishan Goyal | |
| 10. | Dr. Pawan Kapur | |
| 11. | Dr. T. N. Kapoor | |
| 12. | Shri R. C. Sharma | |
| 13. | Dr. R. N. Nauhria | |
| 14. | Dr. Shiv Narayan | |
| 15. | Prof. Vijay Gupta | Director |
| 16. | Prof. S. K. Suman | Registrar, Member-Secretary |

Leave of absence was granted to:

1. Shri R. K. Saboo
2. Shri Ajay Shri Ram
3. Shri Ravi Mathur, IAS
4. Shri Vikram Dev Dutt

In attendance:

1. Prof. V. S. Kaushal, Deputy Director
2. Prof. Arun K. Lall, Dean Research, Planning & Development
3. Prof. K. K. Garg, Dean Students Welfare

At the start of the meeting, the Director presented a report of the highlights of the activities at the College:

New system

Examinations

- Held from Nov. 28 to Dec. 3.
- Answer books shown to students, doubts recorded and corrected.
- Results prepared; presented to Senate meeting on Dec. 22.

Highlights of Results

- CGPA perfect 10: 12 UG students; 9 PG students.
- Deficient students in First year: 74
Total no. of courses failed 87; Ineligible to appear in 28 courses.
(last year: at least 100 students failed in 284 courses)

Repeat Examinations for Students under Older System

- Held from December 12 to Dec 26: 309 students in 245 different papers (total of 1240 appearances).
- Answer books shown to students, doubts recorded and corrected.
- Results have been prepared.

Transfer of Records from PU

- A very slow process. Started in October and will continue till March.

Student Reaction Survey

- Conducted on Dec 5-6; Result processed: OMR

•Highlights: Notable performances of faculty:

Alakesh Manna
K.K. Gogna
Manavjit Kaur
S.C. Dhawan
Veenu Mangat
L.D. Garg
Vishal Gupta
Rita Mahajan
Tarlochan Kaur
Ranjeet Kaur

Faculty Recruitment

- Reservation roster approved.
- List of experts approved.
- Some selection committees scheduled, other would be scheduled through February.

Registrar's Recruitment

- Short listing completed; Selection committee scheduled for early next month.

Research & Development

- Enquiries from/proposals submitted to:
 SASE
 TBRL
 Orient Fans
 Philips
 Chandigarh Administration

Other Initiatives: Work started on

- Setting up Advisory Committees for each programme.
- Up-gradation of one teaching lab of each department.
- Up-gradation of Instrumentation lab to include virtual instrumentation.
- Up-gradation of optical communication lab.
- Establishing a hobby workshop for students.
- Establishing a programme on 'Product Design Engineering.'

Proceedings of the Board

Item No.	Particulars	Decision
9.1	To confirm the minutes of 8 th meeting of the Board held on September 30, 2005.	Confirmed.
9.2	Follow up action on the previous Board meetings.	<p>While noting the follow up action on the previous Board meetings, the following observations were made by the Board:-</p> <p>Item 7.4</p> <p>Report of the Sub-committee for review of draft Ordinances proposed by the Senate presented.</p> <p>Consideration deferred to next meeting.</p> <p>Item 7.5</p> <p>Plan of action on 'Bridging the gap between the College and industry', presented by the Director approved. (<i>Annexure-1</i>).</p> <p>Item 8.2</p> <p>2. Recommendations of Screening Committee in respect of Shri Gurpreet Singh, adhoc lecturer, approved.</p> <p>4. Board reiterated that reservations in all faculty cadres must be strictly as per reservation policy of the Govt. of India (MHRD letter F.No.6-30/2005 U-5, dated 6th December 2005 to UGC may also be kept in view)</p>
9.3	To consider the proposed Admission Policy of the Institute for the Session 2006-07.	Proposed Admission policy, including proposal for admission of international students to the Institute approved with certain modifications. Approved document at <i>Annexure-2</i> .
9.4	To consider the proposal for payment of Sitting Fee for the members of the Selection Committees,	Sitting fee of Rs.1000/- per day approved.

	who are not employees of Punjab Engineering College, Chandigarh or the Chandigarh Administration.	
9.5	To consider revising the rate of honorarium to be paid to persons from outside the Institute for conducting seminars/ special workshops/ extension lectures, etc.	Revised remuneration of Rs.1000 per seminar/ special workshop/ extension lecture approved. Comprehensive proposal for remuneration for external examiners for viva-voce of M.E./ Ph. D. thesis, to be brought up at the next meeting.
9.6	To consider the recommendations of the Finance Committee.	Approved with certain modifications. Final document at <i>Annexure-3</i> .
9.7	To consider recommendations of the sub-committee constituted to review pending court cases against the Institute.	Could not be presented. Presentation to be made at next meeting.
9.8	To consider a proposal for conversion of the vacant posts of Training and Placement Officer, Workshop Superintendent and Administrative Officer to the posts of Professor, Assistant Professor and Deputy Registrar (Academic), respectively.	Approved.
9.9	To consider delegating authority to a member of the Board to sign the accounts of Punjab Engineering College Society for forwarding the same to the Comptroller & Auditor General (CAG).	Delegated to Director.
9.10	<i>Any other item with the permission of the Chair</i>	
9.10.1	Vision Committee members.	Composition increased to 6 & Shri Krishan Goyal to be the 6 th Member & not a special invitee.
9.10.2	Implementation of the decisions of the Board.	It was decided that implementation of Board decisions could begin after one week of circulation of Draft Minutes &

9.10.3	Policy regarding migration of students from other colleges to the Institute	non-receipt of objections. Comprehensive proposal to be put up at next meeting.
9.10.4	Next meeting of the Board	Next meeting to be held on 3 rd March 2006 at 11.30 A.M.

Annexure-1

Promoting Research and Development and Consultancy

Plan of Action

1. Motivational/training actions

a. Leadership training

b. Arranging workshops in narrow areas of industry interest

Running special training workshops for our faculty in some key technology areas which are in high demand and are at the core of what industrial consultancy would require. Some such areas may include: reverse engineering, rapid prototyping, virtual instrumentation, design tools such as Catia, internet security, etc. Some leaders in these areas have been sounded and are quite willing to help out.

Objective : Exposure of faculty to latest technology in respective industries, nuances, future direction, problem areas etc.

Group : Max 20 faculty members in each workshop. Mixed disciplines.

Industry : Proactive to initiative

Possibility : Identification of some projects of mutual interest.

c. Deputing our faculty members to attend some current technology workshops conducted by reputed organizations

Objective : To impart training in areas where it is not cost effective to have a dedicated workshop for PEC faculty,

How : Many organizations run courses specially tailored for industry. Such courses could benefit our faculty members.

d. Deputing to IITs for short term / long term courses

Objective : Qualification improvement for professional advancement of individuals.

How : Encourage individuals to apply through quality Improvement Programme

e. Participation in seminars / conferences

f. Involving faculty members in developing tools and technology for use within PEC

There are a many areas wherein the College needs professional inputs for running its activities more efficiently. These include development of tools for management of its academic server, software for students' record management, management of alumni database, development of accounting system for the College, etc. *(Have already involved some faculty members in the development of an academic management System, and a web-tool for*

creating and displaying course material for individual courses. Both projects have been successfully completed)

Objective : To develop confidence in the faculty in their ability for professional quality work.

Group : About three faculty members in each group supported by a few students.

Industry : Our own Centre for Computational Engineering and the units in the Incubator Park on Campus.

2. Providing Resources

- a. Subscribe good research journals / on-line journals*
- b. Work on joint projects with domain experts in other institutions*
- c. Work on joint research projects with Industry on Industry problems*
- d. Encourage schemes from AICTE / DST*
- e. Encourage Lab development*
- f. Open consulting challenges*

3. Annual performance review [Fix half-yearly goals for the faculty, but write only annually].

- a. Faculty time-contract and audit (as already approved by the Board)*
- b. One-on-one meeting with each member of the faculty to provide feedback*

4. Letting the World Know:

- a. Developing an R & D information booklet about what is available in the College, and the person(s) to contact.*
- b. Providing a link on the College web-site to the R & D Office.*

5. Management of R & D

- a. Single window handling of all processes related with consultancy with a minimum of paperwork.*
- b. Attractive norms of revenue sharing (already approved by the Board in its sixth meeting).*

Annexure-2

Admission Policy of the Institute for the Session 2006-07

(a) **Number of counselling/selections, and provision of attrition allowance:**

Currently we conducted counselling/selection of candidates twice. The dates for the second counselling have to be so arranged that it is held after the first counselling for major competing schools. Even after the second counselling a number of students dropped out. We could not conduct the third counselling because that would have resulted in delayed admission where the students would join more than three weeks after the classes began. Since the approved calendar provides that the last date of registration to be within two weeks of the beginning of a semester, it is not possible to fill up all seats if the number of admissions offered is exactly the same as the number of seats. The Board approves a scheme in which an attrition allowance based on last year's experience is added to the seats offered, with the hope that after the normal drop outs the number remaining on rolls will be close to the current strength. The following table shows the number of students, branch-wise and quota-wise, who dropped out after accepting admission:

S. No	Category	Quota	Aero	Civil	Comp. Sc.	Electrical	Electronics	Info Tech	Mechanica	Metall'cal	Production	TOTAL
1a	Sch. Castes	CH		1			1	1	1	1	1	6
		AI		3		1		1	2	3		10
1b	Sch. Tribes	AI			1					1	1	3
2	Dependent of Defence personnel	CH										0
		AI	2	2		1						5
3	Physically Challenged	CH		1		1				1		3
		AI		1					1	1		3
4	Dependent of Freedom fighters,	CH										0
		AI		1								1
5	Sports	CH								1		1
6	General	CH		6	1	2	2	1	3	3		18
		AI	1	11	4	11	1	4	10	4	7	53
	TOTAL		3	26	6	16	4	7	17	15	9	103
	Current Strength		15	60	30	60	60	30	60	40	30	385
	Proposed number of admissions to be offered in single counseling.		18	85	35	75	65	35	75	55	40	483

CH: Chandigarh Quota; AI: All India (other than Chandigarh) Quota

There shall be no second counseling.

The attrition allowance will be reviewed next year based on the experience.

(b) Eligibility conditions:

The admission to the first semester B.E. courses will be open to a candidate, who:

- (i) has qualified the AIEEE examination (of the current year), conducted by the CBSE for admission to these courses (see Note-1), and
- (ii) has passed the qualifying examination of 10+2 or its equivalent (securing a specified minimum marks. therein, see Note-2), conducted by a State recognized Board/University/Council in March (of the current year) or earlier, with the subjects of Physics, Mathematics, and one out of Chemistry, Biotechnology, Computer Science and Biology. However, a candidate who gets a compartment in the 10+2 examination held in March/April (of the current year) will not be eligible for admission even if he/she clears the same (by appearing in the supplementary examination) before the counseling.

Note-1: A candidate must secure a minimum of 15 % marks in AIEEE (of the current year) to qualify for admission. However, a candidate belonging to scheduled caste/tribe and physically handicapped categories shall be eligible if he/she secures a minimum of 10% of the maximum marks of AIEEE (of the current year).

Note-2 The candidates belonging to a category other than SC or ST must secure a minimum of 60% marks in aggregate in their Qualifying Examination. Candidates belonging to SC, ST or physically handicapped category must secure a minimum of 55% in aggregate in the Qualifying Examination.

(c) Admission of international students: Guidelines

1. All International students, which include foreign students holding passports issued by countries other than India, including people of Indian origin who have acquired the nationality of other countries, and Non-Resident Indians (NRIs), who have studied and passed the qualifying examination from school and colleges outside India, and who fulfill the admission criteria prescribed below shall be eligible.
2. Only those NRIs who have completed at least Class XI and Class XII of their schooling outside India shall be eligible for admission under this category.
3. Number of seats available for admission under this category will be 15% of the sanctioned strength of the College (subject to a maximum of 20% in each discipline). It is clarified that these seats will be supernumerary (that is, these will be over and above the sanctioned strength).
4. Educational Consultants India Ltd. (EdCIL) or any other nominated government agency shall be entrusted the responsibility for publicity, issue, receipt and processing of applications on behalf of the College and shall be allowed to collect from the students an application-cum-processing fee, as applicable per student, approved by the Chairman on behalf of the Board of Governors.

5. The International students must have secured a minimum GPA of 7.5 on a 10-point scale, if grades are awarded. In case marks are awarded, candidates must have secured at least 70% aggregate in all subjects of the qualifying examination. Candidates must have also secured a combined minimum score of 1800 in SAT-II Tests (taken not earlier than three years from the year of admission) in Physics, Chemistry and Mathematics II-C.
6. A tuition fee of US \$5000 per annum shall be charged from students in this category. Foreign nationals and/or NRIs from SAARC countries shall be allowed a free ship of 50% of tuition. In addition, there shall be hostel fee, messing charges and other miscellaneous fees as applicable to other students of the college.
7. International students who are awarded scholarships by ICCR, New Delhi shall be given preferential treatment while granting admission to the College.
8. The International students admitted to the College shall be governed by the rules and regulations enacted by Government of India, Ministry of Human Resource Development, Department of Secondary Education & Higher Education, University Grants Commission and other legal & regulatory bodies from time to time.
9. All the rules and regulations applicable to the Indian students admitted to the College (Deemed University) shall also be applicable to International Students.

Annexure-3

Recommendations of the Finance Committee approved by the Board

Item No.	Particulars	Recommendation of the Finance Committee	Action of the Board
2.1	To confirm the minutes of the 1 st meeting held on September 29, 2005.	Minutes were confirmed.	Approved.
2.2	Follow up action on the previous meetings of the Finance Committee.	Noted with the suggestion that in future the action of the Board on the recommendations of the Committee should also be reported.	Approved.
2.3	To consider adopting modified provisions of Govt. of India relating to incentives for adopting small family norms.	It was noted that the proposed provisions have been notified by the Central Govt. but not by the Punjab Govt. The Committee recommends that the proposal be adopted for prospective implementation.	Approved as recommended. The approved document is at <i>Appendix-1</i> .
2.4	To consider reimbursement of cost of books, membership fee for professional society, cost of personal computer and TA/DA registration fee for attending conferences for presenting technical papers, etc. to the faculty.	The Committee recommends that the proposal be adopted subject to the condition that the 75% reimbursement of the cost of Personal Computer/ Laptop to the faculty will be restricted to a maximum of Rs.28,000.	Recommendations approved subject to the condition that if a teacher leaves the Institute within three years of availing of this facility he/ she will have to return the Personal Computer/ Laptop to the Institute. The approved guide-lines are at <i>Appendix-2</i> .
2.5	To consider the reimbursement of railway fare to the candidates called for interview for faculty	The Committee recommends that the proposal be adopted subject to the condition that	Approved as recommended.

	and other class A positions.	reimbursement of the fare would be subject to a ceiling of II AC railway fare.	
2.6	<i>Any other item with the permission of the Chair</i>		
2.6.1	Payment of sitting fee to the members of the Selection Committees, who are not employees of Punjab Engineering College, Chandigarh or the Chandigarh Administration.	A sitting fee of Rs.1000 per day was recommended.	Approved as recommended.
2.6.2	Out-sourcing of Sanitation, Gardening and Watch & Ward services	The Committee recommends that, for efficient and effective functioning of the Institute, these services may be out-sourced by inviting quotations from experienced agencies.	Approved as recommended.
2.6.3	Liability in respect of Pension, Gratuity and Leave Encashment, etc.	The Committee recommends that the Chandigarh Administration may be requested to make necessary provision in the budget of the Institute to account for annual contribution to be made by the Society in respect of the Pension, Gratuity and Leave Encashment of the employees.	Approved as recommended.

Appendix-1

The Central Government has recently ordered implementation of the recommendations of the Fifth Pay Commission on the incentives for adopting small family norms to its employees. The details are as follows:

The Special Increment presently admissible in the form of Personal Pay to the Central Government employees who had undergone sterilization prior to January 1, 1996 and were drawing pay in the pre-revised pay scales shall be revised so as to be equivalent to the lowest rate of increment applicable in the relevant revised scales of pay corresponding to the pay scale of the post against which the employee concerned had initially earned the Personal Pay in the applicable pre-revised scale of pay.

Such of those Central Government employees who had undergone sterilization after January 1, 1996 and had opted to come over to the revised scale of pay shall also be entitled to the Special Increment equal to the lowest rate of increment in the revised scales of pay applicable at the time of undergoing sterilization.

Employees who had opted to retain the pre-revised scales of the pay shall, however, be entitled to the Special Increment only at the lowest rate of increment applicable in the relevant pre-revised scale of pay. This will be revised so as to correspond to the lowest rate of increment in the applicable revised pay scale only on their switching over to the revised scales.

The Personal Pay shall henceforth be termed as "Family Planning Allowance". This allowance for adoption of small family norms shall be admissible in future only to those Central Government employees with not more than two surviving children. All other terms and conditions governing the grant of this incentive shall continue to be applicable.

These recommendations of the Finance Committee are approved for implementation from the date of current meeting of the Board, i.e. 06.01.2005.

-----0-----

Appendix-2

Based on a letter from Prof. B.G. Naresh Kumar, Advisor-II, All Indian Council for Technical Education, New Delhi addressed to the Home Secretary Chandigarh Administration, Chandigarh, bearing F.No.FD/PSSC/Clarif./2002/1, dated 03.01.2003 clarifying certain issues pertaining to Pay Scales and Service Conditions for teachers of Degree Level Technical Institutions, the following allowances are allowed for the faculty of Punjab Engineering College, Chandigarh. from the date of this meeting.

- a) **Reimbursement of cost of Books:**
Teachers may be provided 75% of the cost of relevant books or journals limited to a maximum reimbursement of Rs. 3000 per annum.
- b) **Reimbursement of Membership fee for Professional Society:**
Teachers may be provided 85% of annual membership fee for one national or international professional society.
- c) **Reimbursement of the cost of Personal Computer/Laptop:**
Teachers may be provided 75% of the cost of personal computer/laptop restricted to a maximum of Rs.28, 000 *subject to the condition that if a teacher leaves the Institute within three years after availing of this facility he/ she will have to return the Personal Computer/ Laptop to the Institute.*
- d) **Reimbursement of TA/DA/Registration Fee for Conferences presenting Technical papers:**
Teachers may be reimbursed the expenses incurred for registration fee and TA/DA for presenting technical papers at one national conference every year and one international conference after every three years.

-----0-----