

**PROCEEDING OF 160<sup>th</sup> MEETING OF BOG OF GURU NANAK DEV ENGINEERING COLLEGE HELD ON 14.03.2020 IN COMMITTEE ROOM OF GNDEC, LUDHIANA**

**Item No. 160.1 Confirmation of minutes of 159<sup>th</sup> Meeting of BOG held on 29.12.2019**

Since no comments have been received, as such the minute's stands confirmed.

To tide over current financial position, BOG strongly emphasized upon the DTE Nominee and IKGPTU representative to permit enhancement of Fee or to restore Grant-in-Aid for the deficit (95%).

**Item No. 160.2 Action taken report of minutes of 159<sup>th</sup> Meeting of BOG held on 29.12.2019**

Noted

**Item No. 160.3 Annual Budget 2020-21**

BOG Approved the Annual Budget (2020-21) as proposed along with Proceedings of finance committee with following recommendations:

- a) BOG decides DA will be implemented in 2 stages. In initial stage it is 3% increase in DA w.e.f 01.03.2020. For 2<sup>nd</sup> stage decision is pending with BOG.
- b) Regarding Provision for payment of Gratuity / Leave Encashment for retiring staff in future from the interest accrued out of Tuition fee. BOG strongly recommends the provision and forwards the proposal to NSET for its approval.
- c) Regarding Promotions of Staff in Phased manner:  
For reasons of non-payment of Government Share of SC/ST Scholarship fee. BOG to consider promotions after receipt of SC/ST Scholarship fee from Government.

**Item No.160.4 Internal Audit Report of TEQIP-III for period 1<sup>st</sup> April, 2019 to September 30, 2019**

Applauded

**Item No. 160.5            IQAC Meeting held on 08.02.2020**

Approved. Composition of new IQAC was also approved.

BOG endorses steps to increase Popularity of college under IQAC recommendations and encourages conduction of Marathon/Bike Ride by 200-300 college students outside college premises. With students wearing T-Shirts bearing college name/Logo along with carrying Placards with attractive slogans.

BOG also emphasized the need to improve communication skills of both Students and Staff with special focus to help Girl students.

**Item No. 160.6            Activities carried out under TEQIP-III**

Approved

**Item No. 160.7            Extension of PG Block**

BOG Principally agrees that extension of PG Block must be carried out but owing to present financial crunch it defers its implementation to future.

**Item No. 160.8            Change in Finance Committee, GNDEC**

Approved

**Item No. 160.9            Imprest for GNDEC School of Architecture**

Approved

**Item No. 160.10          Waiving off Notice period in respect of Mr. Sukhdeep Singh, Mess Manager No.1, and Mr. Deshinder Singh, Instructor (Elect. Workshop)**

Not Approved

**Item No. 160.11      Staff whose service period expired on 03.03.2020 and will expire on 31.03.2020**

The staff members who have been appointed through proper interview process, their extension is granted up to 31.12.2020 and in other cases their contract is renewed for 89 days i.e. up to 30.05.2020.

Contract staff whose work is not satisfactory their contract be reduced to 89 days.

Establishment to provide List of employees who have not been appointed through proper interview process to BOG.

BOG recommends that scanned documents of each employee be put up in personal file of each employee.

**Item No. 160.12      Enhancement in case of non-teaching staff**

On completion of five years of service, enhancement will be out of annual increment/Rs. 1000/-, whichever is higher.

**Item No. 160.13      Opening a new account in HDFC Bank, Model Town, Ludhiana**

BOG recommends opening of this account with two authorized signatories. First College Principal and second Secretary NSET

**Item No 160.14      TEQIP-III related approvals**

**BOG** approves holding training of employees in college with suggestion that advise may be sought from MHRD and action taken accordingly.

**Regarding Panel approval for Air Travel**

Decision to be taken by Principal

**Item No. 160.15      Raising of one Company in existing NCC Army Wing of GNDEC**

Noted

## **Supplementary item**

### **Item No. S 160.1      Amendments in TEQIP budgetary provisions for a) higher studies b) Organization of National/International Conferences**

- a) Approved Rs. 35000/-maximum in case of faculty only.
- b) Approved Rs. 3 Lakh for National Conference and Rs. 5 Lakh for International Conference.  
BOG approves with rider that TEQIP -III guidelines are not to be violated.

### **Item No. S 160.2      Action taken report of NAAC previous Peer Team Report**

Ratified with suggestion that details regarding shortcomings found by NAAC committee, its recommendations and action by college taken be submitted in detail to BOG.

BOG recommends that NAAC recommendations regarding carrying out Construction, Development, Maintenance /Repair work of college be outsourced and executed on priority basis. The matter to be put in agenda of forthcoming BOG, NSET meeting for approval.

**Member Secretary**

# **160<sup>th</sup> MEETING OF BOG**

**DATE : 14.03.2020**

**TIME : 11 AM**

**VENUE : COMMITTEE ROOM**  
**GNDEC, Ludhiana**



**GURU NANAK DEV ENGG. COLLEGE**  
**LUDHIANA**

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**AGENDA OF 160<sup>th</sup> MEETING OF BOG OF GURU NANAK DEV ENGINEERING COLLEGE TO BE HELD ON 14.03.2020 at 11 AM IN COMMITTEE ROOM OF GNDEC, LUDHIANA**

**Item No. 160.1      Confirmation of minutes of 159<sup>th</sup> Meeting of BOG held on 29.12.2019**  
Copy of the minutes of 159<sup>th</sup> Meeting (**Annexure-1**) was circulated among members for comments. Since no comments have been received, as such the minutes may be confirmed.

**Item No. 160.2      Action taken report of minutes of 159<sup>th</sup> Meeting of BOG held on 29.12.2019**

The action taken report of 159<sup>th</sup> meeting is as under:-

<b>Item No.</b>	<b>Description</b>	<b>Decision taken</b>	<b>Action taken</b>
159.1	Confirmation of minutes of 158 <sup>th</sup> Meeting of BOG held on 19.11.2019	All resolutions were confirmed except resolution pertaining to enhancement of tuition fee.	Implemented
159.2	Action taken report of minutes of 158 <sup>th</sup> Meeting of BOG held on 19.11.2019	All points noted except R.No. 158.3(Action taken report of minutes of 154 <sup>th</sup> Meeting of BOG held on 05.12.2018)	Implemented
159.3	Utilisation of Seed Money	Approved	Implemented
159.4	Extension of PG Block	The detailed expenditure to be put in the next meeting	Placed as separate item at Resolution no.160.8
159.5	Approval of Budget for New Gymnasium	Approved. The detailed expenditure to put up.	Detailed expenditure is placed at Annexure-2
159.6	Addition of NEFT option in existing online payment gateway of HDFC Bank Limited	Approved	Implemented
159.7	Staff contract expiring in December 2019 and January 2020	Extended	Implemented
159.8	TEQIP III activities for the period November-December 2019	Ratified	Noted
<b>Supplementary item</b>			
S 159.1	Ratification of duties of HODs and Organisation Structure	Ratified	Noted
S 159.2	Ratification of Code of	Ratified	Noted

	Conduct and Professional Ethics		
S 159.3	Approval Process 2020-21	Approved	Noted
S 159.4	Online Fee portal proposal by Equitas	Approved	Implemented
S 159.5	AMC/Upgradation of MSC Software out of TEQIP-III	Approved	Noted
Any other item	<b>Any other Item</b>	Legal opinion was taken regarding payment of retiring benefits to Mr. Ashok Kumar and Mrs. Jaswinder Kaur. The BOG approved the same. Measures be taken for generation/arrangement of funds for such expenditures.	Implemented

**Item No. 160.3          Annual Budget 2020-21**

The Annual Budget of 2020-21 of GNDEC as recommended by Finance committee along with other recommendations is placed at Annexure-3 and Annexure-4 for BOG approval.

**Item No.160.4          Internal Audit Report of TEQIP-III for period 1<sup>st</sup> April, 2019 to September 30, 2019**

The Internal Audit Report of TEQIP-III for the period 1<sup>st</sup> April, 2019 to 30<sup>th</sup> September, 2019 is placed at Annexure-5 for information and ratification, please

**Item No. 160.5          IQAC Meeting held on 08.02.2020**

The proceeding of IQAC meeting held on 08.02.2020 is placed at Annexure-6 for ratification, please

**Item No. 160.6          Activities carried out under TEQIP-III**

The detail of activities carried out under TEQIP-III is placed at Annexure-7 for information and ratification, please

**Item No. 160.7          Extension of PG Block**

The detailed expenditure is placed at Annexure-8 for approval please.

**Item No. 160.8****Change in Finance Committee, GNDEC**

Dr. Sukhdev Singh, Professor &HOD(MBA) was member of Finance Committee, GNDEC. Now, he has retired. In his place Er. Ardamanbir Singh Sidhu, AR (Accounts) was nominated a member of Finance Committee. Approval for same was obtained from Chairman, BOG (Annexure-9) in anticipation of its approval by BOG. BOG may kindly approve.

**Item No. 160.9****Imprest for GNDEC School of Architecture**

As per existing practice for all HODs, a n imprest amount of Rs. 10,000/- in favour of HOD, GNDEC School of Architecture may be approved.

**Item No. 160.10****Waiving off Notice period in respect of Mr. Sukhdeep Singh, Mess Manager No.1, and Mr. Deshinder Singh, Instructor (Elect. Workshop)**

Mr. Sukhdeep Singh, who was earlier working in GNDEC as Attendant was shifted to the post of Mess Manager No.1 on 26.09.2017. Similarly Mr. Deshinder Singh was earlier working in GNDEC as Attendant. Then he was shifted to the post of Instructor (Elect. Workshop) on 20.03.2017. As per audit objections, the amount towards their notice period is liable to be recovered. Both the employees have requested for waiving off the notice period amount. BOG may decide.

**Item No. 160.11****Staff whose service period is expired on 03.03.2020 and 31.03.2020**

The lists of staff whose service period was expired on 03.03.2020 and is expiring on 31.03.2020 are placed at Annexure-10. The staff whose service period was expired on 03.03.2020, their service period was extended till the date of BOG meeting in anticipation of further extension in the contract. Submitted for decision, please

**Item No. 160.12****Enhancement in case of non-teaching staff**

Vide Resolution no. 158.9, it was decided that “ Step up of increment of Rs. 5000/- may be treated as annual increment of respective year”. There was no mention in respect of non-teaching staff. In case of non-teaching staff, they are given increase of Rs. 1000/- after completing service of 5 years. If non-teaching staff (Class-III) is given only increment of Rs. 1000/-, then they have to suffer loss as their regular increment i.e. the fifth increment becomes more than Rs 1000 for that respective year.

Submitted for decision, please.

**Item No. 160.13      Opening a new account in HDFC Bank, Model Town, Ludhiana**

GNDEC Alumni often wishes to offer financial help to the students and college as donation. To make the process easy and transparent the online system transaction with complete detail of the donors is required. Permission may be accorded to open a separate account in HDFC Bank, Model Town, Ludhiana for accepting donations from Alumni

**Item No 160.14      TEQIP-III related approvals**

1. TEQIP is providing very good training programs to faculty at IITs and IIMs. But it is economical and more practical if the staff and faculty is also given training in the specialized fields/domains (in the form of short terms programs of three/five days) in the college campus. BOG approval is required to arrange such programs
2. Panel of travel agents for arranging air tickets for TEQIP related program:
  - a) M/s Gurmukh Travels, Near Bus Stand, Ludhiana
  - b) M/s Saggur Sons, Near Bus Stand, Ludhiana
  - c) M/s Uppal Travels, Near Bus Stand, Ludhiana

**Item No. 160.15      Raising of one Company in existing NCC Army Wing of GNDEC**

GNDEC had submitted a request for raising one additional Company (160 Boys and Girls Cadets) in existing NCC Army wing of GNDEC to 3 Pb. Batallion, Ludhiana under self-financed scheme, keeping in view the overwhelming response of students. At present we have intake of 107 (79 Boys and 27 girls). It is granted by the competent authority. Submitted for information of BOG please.

**Item No. 160.16      Any other item**

**Member Secretary**

## SUPPLEMENTARY AGENDA

### Item No. S 160.1 **Amendments in TEQIP budgetary provisions for a) higher studies b) Organisation of National/International Conferences**

#### a) **Higher Studies**

Vide Resolution No. 157.12, Budgetary guidelines were approved under which following decisions were taken as far as reimbursement of Ph.D is concerned

“Ph.D fee reimbursement for faculty as per actual subject to the condition of maximum upto Rs. 25000/- for one academic year (July to June)”

“Qualification upgradation for staff in their respective area, fee reimbursement as per actual subject to the condition of maximum Rs. 20,000/- per academic year”

Representations from faculty and staff have been received for increase the ceiling limit.

It is proposed that maximum ceiling may be fixed up to Rs. 50,000/- in case of teaching staff and in case of non-teaching staff, the ceiling amount may be fixed up to Rs. 30,000/-

#### b) **For organizing National and International Conferences**

For organizing National and International Conferences (Minimum of two days), following financial support is proposed from TEQIP-III:-

National Conference	Rs. 3,00,000.00
International Conf.	Rs. 5,00,000.00

Submitted for approval, please

### Item No. S 160.2 **Action taken report of NAAC previous Peer Team Report**

Earlier NAAC team visited GNDEC from April 06-08, 2015. The action taken report of NAAC Peer Team Report is as under:-

<b>Section Criterion Analysis</b>	<b>II: wise</b>	<b>Observations</b>	<b>Action taken</b>
<b>2.1 Curricular Aspects</b>			
<b>2.1.1 Curriculum design and Development</b>	<b>and</b>	Syllabi from 3 <sup>rd</sup> Semester onwards need to be developed	Needful done

<b>2.1.2 Academic Flexibility</b>	More number of electives needs to be offered	Number of elective offered has been increased
<b>2.1.3 Curriculum Enrichment</b>	More soft skill courses need to be offered	Needful done
<b>2.1.4 Feedback System</b>	Feedback from wider section of experts need to be taken	Action is being taken
<b>2.2 Teaching-Learning &amp; Evaluation</b>		
<b>2.2.4 Teacher Quality</b>	More permanent teacher to be recruited	Action is being taken
<b>2.2.5 Evaluation process and Reforms</b>	More reforms in examination process needed	New reforms have been introduced. OBE is in place.
<b>2.2.6 Student Performance and Learning Outcomes</b>	Weightage of continuous evaluation needs to be increased	Needful done
<b>2.3 Research, Consultancy &amp; Extension</b>		
<b>2.3.1 Promotion of Research</b>	Seed money for research need to be given especially for the younger faculty	Seed money is paid out of TEQIP-III
<b>2.3.2 Resource Mobilization for Research</b>	Science Direct Journals for Applied Sciences need to be subscribed	Subscribed
	Budget for research need to be enhanced	Enhanced
<b>2.3.3 Research Facilities</b>	Research equipment to be augmented	Augmented
<b>2.3.4 Research, Publication and Awards</b>	Impetus for quality publication need to be given	Needful done
<b>2.3.5 Consultancy</b>	More departments need to engage in Consultancy	Done
<b>2.4 Infrastructure and Learning Resources</b>		
<b>2.4.1 Physical Facilities</b>	Facility for differently abled persons need to be augmented	Ramps have been constructed. In wash-rooms, there is special provision for such persons. Lift is in place in campus
<b>2.4.2 Library as a Learning Resource</b>	More recent reference books by reputed publishers need to be procured	Procured. Even E-books have been purchased also.

	Access to Science Direct Journals to be made available in Applied Sciences	Needful done
<b>2.4.4 Maintenance of Campus Facilities</b>	Maintenance of older boys hostel needs improvement	Work in progress
<b>2.5 Student Support and Progression</b>		
<b>2.5.1 Student Mentoring and Support</b>	Alumni potential needs to be better harnessed	Needful done
<b>2.5.2 Student Progression</b>	Placement of students need to be improved	Action is being taken
<b>2.6 Governance, Leadership and Management</b>		
<b>2.6.1 Institutional Vision and Leadership</b>	ERP to be strengthened	Work in progress
<b>2.6.2 Strategy Development and Deployment</b>	Perspective plan document need to be prepared	Work in progress
<b>2.6.3 Faculty Empowerment Strategies</b>	<ul style="list-style-type: none"> <li>• Government Policies for faculty recruitment adhered to</li> <li>• Skill development programs for non-teaching staff to be enhanced</li> <li>• More frequent interaction with experts at national level needed for academic growth of faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Complied</li> <li>• Non-teaching staff are sponsored for attending skill development program relevant to their working area</li> <li>• Experts are invited for interaction</li> </ul>
<b>2.6.4 Financial Management and Resource Mobilization</b>	Approval by appropriate authorities for utilizing development funds and amalgamated funds for recruiting permanent faculty needed	Action is being taken
<b>2.6.5 Internal Quality Assurance System</b>	Academic audit of department need to be strengthened	Emphasis have been taken.

	More emphasis to be given on quality issues	Action is being taken
<b>2.7 Innovations and Best Practices</b>		
<b>2.7.1 Environment Consciousness</b>	Rain water harvesting system need to be introduced	Work in progress
<b>2.7.2 Innovations</b>	Open electives need to be introduced at UG level	Introduced
	More flexibility in curriculum design required	The Curriculum design is done at institute level after obtaining autonomous status (2012)
<b>2.7.3 Best Practices</b>	Communication skills need to be improved	Special classes are arranged for enhancing communication skills
<b>Section III Overall Analysis</b>		
<b>3.2 Institutional Weaknesses</b>	Less number of permanent faculty members	Action is in pipeline
	Limited number of consultancy projects	Efforts are made to increase the sphere of consultancy cell
	Limited availability of funding for student research	Funds are floated from TEQIP-III for student research
	More relevant research for application to rural areas	Efforts are being taken
	Obsolescence removal needed in some laboratories	Work is in progress
<b>3.3 Institutional Opportunities</b>	Use of advances softwares for teaching and research	Introduced
	Introduction of new research programs in ICT for Agriculture and Healthcare systems	Introduced
	Development of advanced laboratories	Work in progress
	Strengthening of Mathematical Sciences Department with recruitment of	Work in progress

	Statisticians	
	Introduction of new PG Programs in emerging areas like Cognitive Science, Disaster Management, Sustainability & Nanotechnology	Action is being taken
<b>3.4 Institutional Challenges</b>	Providing more industrial exposure to student	Available
	Improving employability of students	Efforts are being taken
	Introduction of Student Research Projects	Introduced
	Organisation of workshops in emerging areas on regular basis	Being organized
	Improvement of academic results	Action is being taken
<b>Section IV Recommendation for Quality Enhancement of the institution</b>		
	Recruitment of more permanent faculty	Action is in pipe line
	Improvement in service conditions and retirement benefits to employees	Work is in progress
	BOS to be strengthened by inclusion of experts of national Reputed	Needful done
	Revamping of Management education	Needful done
	Adoption of CBCS in Curriculum	Introduced
	Organisation of Workshops to train faculty in newer approaches in Mathematical Modeling and Simulation	Being organized
	Introduced of more Mathematics courses at B.Tech. and M.Tech. Levels	Action is being taken
	Reference books to be procured from reputed	Needful is being done

	publishers in emerging areas on a continual basis	
	Use of renewable sources of energy and waste management	Being used
	Major incentives to be given for better quality publication to take the institute to greater heights	Efforts are ON.

## Annexure-1

**Proceeding of 159<sup>th</sup> Meeting of BOG held on 29.12.2019 at 12 Noon in Committee Room of Guru Nanak Dev Engineering College, Ludhiana.**

**A condolence was paid to the departed soul of Late Jathedar S. Avtar Singh Ji, Former President, SGPC, NSET, BOG (GNDEC) by keeping silence for 2 minutes.**

- Item No. 159.1**                    **Confirmation of minutes of 158<sup>th</sup> Meeting of BOG held on 19.11.2019**  
All resolutions were confirmed. The case of enhancement of tuition fee of various courses including Architecture course has been taken up with DTE. The decision is pending with DTE.
- Item No. 159.2**                    **Action taken report of minutes of 158<sup>th</sup> Meeting of BOG held on 19.11.2019**  
All points noted except Resolution no. 158.3 (Action taken report of minutes of 154<sup>th</sup> meeting of BOG held on 05.12.2018.). The work is in progress on the item No S 158.2 (Solar PV plant). A letter has been sent to NPIU regarding restoration of curtailed funds of TEQIP-III.
- Item No. 159.3**                    **Utilization of Seed Money (under TEQIP-III)**  
Approved
- Item No. 159.4**                    **Extension of PG Block**  
The detailed expenditure to be put in the next meeting
- Item No. 159.5**                    **Approval of Budget for New Gymnasium**  
Approved phase wise. In the initial phase Rs. 10.00 Lakhs approved. Detailed expenditure to be put up in next BOG.
- Item No. 159.6**                    **Addition of “NEFT” Option in existing online Payment Gateway of HDFC Bank Limited**  
Approved.
- Item No. 159.7**                    **Staff contract expiring in December 2019 and January 2020**  
Extended for 11 months in case of all employees. In case of Mr. Suminder Singh, DPE and Mr. Jagraj Singh, appointment letter will be issued on the basis of 89 days.
- Item No. 159.8**                    **TEQIP III Activities for the period November-December 2019**  
Ratified.
- Supplementary Item**
- Item No. S 159.1**                    **Ratification of duties of HOD and Organisation Structure**  
Ratified
- Item No. S 159.2**                    **Ratification of Code of Conduct and Professional Ethics**  
Ratified
- Item No. S 159.3**                    **Approval Process 2020-21**  
Approved

**Item No. S 159.4**

**Online Fee portal proposal by Equitas**

Approved. The Principal was authorized to operate the same.

**Item No. S 159.5**

**AMC/Upgradation of MSC Software out of TEQIP-III**

Approved

**Any other Item**

Legal opinion was taken regarding payment of retiring benefits to Mr. Ashok Kumar and Mrs. JaswinderKaur. The BOG approved the same. Measures be taken for generation/arrangement of funds for such expenditures.

The meeting ended with vote of thanks.

Member Secretary