

Proceeding of 174th GB (Budget) Meeting of Guru Nanak Dev Engineering College, Ludhiana held on 29.03.2025 at 12.45 PM in Committee Room of Nankana Sahib Education Trust, Ludhiana

174.1 Confirmation of minutes of 173rd Meeting of GB held on 20.07.2024

Since no comments have been received, as such the minutes stand confirmed.

174.2 Action taken report of minutes of 173rd Meeting of GB held on 20.07.2024

GB advised that in future, the Action Taken Report should be elaborated.

174.3 Approval of annual Budget (2025-26)

Approved budget for year 2025-26 as well as proceeding of Finance Committee Meeting.

174.4 Matters approved in anticipation of GB approval

Approved

174.5 Resignations and Leave to faculty members:

Approved

**174.6 a) Retaining of Old Ambulance for use in College
b) Disposal of Tata-407 (Testing & Consultancy Cell)**

- a. The old ambulance after doing required modifications may be used in the campus only
- b. Allowed through open auction ✓

174.7 Release of retiring benefits of Mr. Jarnail Singh, Helper Electrician (CMC)

The maximum service of this employee was in Trust office. So it is requested that the retiring benefits may be released from Trust funds. ✓

174.8 Leave to Dr. Sita Rani, AP(CSE)

Approved.

174.9 Confirmation of services

Confirmed

Self

174.10 Maternity Leave to female employees

Maternity leave is allowed. On joining back, College CA will report to GB about their entitlement of dues.

174.11 Research and Consultancy Policy

Approved ✓

174.12 Earned leave to faculty/staff regularized under NSET Regularisation Policy 2021

The faculty/staff regularized under NSET Regularisation Policy 2021 will be given 10 earned leaves per annum.

174.13 Reimbursement of Medical Bill of Mr. Anmol Singh, B.Tech. student ✓

Approved 50% medical reimbursement of bills subject to the conditions that his family income should not be more than Rs. 8.00 Lakh per annum.

174.14 Opening a saving account in UBI, Ludhiana

Approved

174.15 Written Off Policy of Library Books

Approved but before written off/disposal, important/rare books be digitalized. ✓

174.16 Disbursement of DA

Approved out of budget of 2024-25

174.17 Removal of pay anomaly

Approved

174.18 Purchase of computers

Approved from student funds. Efforts should be made to get CSR funds from industry/banks/organizations for such requirements

174.19 Approval of Selection Committee Proceeding

Approved

174.20 Enhancement in the salary of Contractual staff

Approved

174.21 Any other items (With permission of chair)

Following decisions were taken:-

- a) Allowed extension in leave of Ms. Jaspreet Kaur, AR (Exam) for one year.

Supplementary Agenda points:

Item No. S 174.1 Increment under Assured Career Progression Scheme (ACP)

Approved

**Item No. S 174.2 Release of previous Gratuity and Leave Encashment of Dr. ✓
Ardamanbir Singh, AP(MPE)**

Approved

Item No. S 174.3 CAS promotions of faculty

Approved

Sell
Member Secretary
Guru Nanak Dev Engg. College

urbon

AGENDA OF 174th MEETING (BUDGET) OF GOVERNING BODY OF GURU NANAK DEV ENGINEERING COLLEGE TO BE HELD ON 29.3.2025 AT 12 NOON IN COMMITTEE ROOM OF NSET

174.1 Confirmation of minutes of 173rd Meeting of GB held on 20.07.2024

Copy of the minutes of 173rd Meeting (**Annexure-1, Pages 8-10**) was circulated among members for comments. Since no comments have been received, as such the minutes may be confirmed.

174.2 Action taken report of minutes of 173rd Meeting of GB held on 20.07.2024

The action taken report of 173rd meeting of GB is placed at **Annexure-2 (Pages 11-13)**.

174.3 Approval of annual Budget (2025-26)

The proposed budget for year 2025-26 is placed at **Annexure-3 (14-25)**. The proceeding of Finance Committee is also placed at **Annexure-3A (25A)**

Submitted for approval of GB.

174.4 Matters approved in anticipation of GB approval

A list of following matters which were got approved by worthy chairman GB in anticipation of approval in GB is placed in **Annexure- 4 (26-43)**

- a) Approval of post of Security Supervisor and qualification of other posts
- b) Renewal of contractual appointments
- c) Appointment of Medical Officer on Part-Time Basis
- d) Enhancement of 6% to faculty and 5% to Non-Teaching contractual staff
- e) Sanction for 40 more Computers for up gradation
- f) Permission to rejoin duty (Mr. Harpreet Singh, Senior Assistant-Accounts Branch)
- g) Permission to continue the services of ESI/PF Advisor
- h) Financial help to family of Late Mr. Baldev Singh, Security Guard
- i) Approval of committee for recruitment of Adjunct Faculty
- j) Approval for New Course, Increase in intake, Closure of Course etc. for the year 2025-26
- k) Without Pay Leave to Ar. Gazal Soni, AP,GNDEC SOA
- l) Study Leave of Er. Sukhjit Singh, AP(MPE)

Submitted for approval of GB

174.5 Resignations and Leave to faculty members:

Resignation:

- a) Er. Maninder Pal Singh, AP(CA)- on 12.08.2024 (FN)
- b) Er. Pritpal Kaur, AP (CE)- on 17.08.2024(FN)
- c) Er. Harpreet Kaur, AP(IT)- on 15.04.2024 (FN)
- d) Ms. Arshdeep Kaur, AP (BA)- on 06.09.2024 (AN)
- e) Ms. Sanya Behl, AP (A.Sc.) – on 06.11.2024 (AN)

Leave (without pay) for course work of PhD:

- a) Er. Manmohan Singh, AP (MPE)-05.11.2024 to 04.02.2025

Submitted for approval of GB

174.6 a) Retaining of Old Ambulance for use in College b) Disposal of Tata-407 (Testing & Consultancy Cell)

- a) An item was put up for disposal of Old Ambulance, which has completed its tenure of 15 years. Following decision was taken vide Resolution No. 172.20 dated 27.03.2024 “Ambulance be disposed off/written off”.

It is apprised that the vehicle has covered just 20,000 Kilometer of journey during its life span and it can be used further. If, we dispose off the same, we shall not good amount. As such, it is proposed that permission may be accorded to use old ambulance in college for transportation of material etc.

- b)The Tata-407 bearing Regd.No. PB10DA4574 of Testing & Consultancy Cell is completing its life span of 15 years on 12/2025. It has covered 2,50,720 KMs. Permission may be accorded to dispose off as sale of same before its expiry date will enable us to earn more as compared to sale after expiry.

Submitted for decision of GB.

174.7 Release of retiring benefits of Mr. Jarnail Singh, Helper Electrician (CMC)

This case was put up vide Resolution No. 21 in NSET meeting held on 27.08.2024 regarding release of retiring benefits. The decision is reproduced:-

“As services of Mr. Jarnail Singh have been replaced in CMC, as such whole case be routed through GB, GNDEC.”

Accordingly it is apprised that his CPF is lying in NSET, so same be released by NSET. As far as his gratuity is concerned, the bills have been prepared. The amount comes to :

Leave Encashment	Nil as he has availed all leaves
Gratuity	Rs. 10.00 Lakh

GB is requested to decide about payment of gratuity. As most of his service is towards NSET, so it is proposed that the same may be paid by NSET.

Submitted for decision of GB.

174.8 Leave to Dr. Sita Rani,AP(CSE)

It is apprised that Dr. Sita Rani,AP (CSE) had applied for leave from 28.01.2025 to 31.03.2025 as her husband has diagnosed Stage 3-C Ascending Colon Cancer in May 2024 and his treatment from DMCH, Ludhiana is going on. He has already undergone two major surgeries and 12 chemotherapies. Now, he needs very special care due to which the above faculty member requires leaves. She is regular faculty member since 10.07.2024.

Keeping in view the emergent medical conditions, it is proposed that without pay leave may be granted as she has no leaves due in her account.

Submitted for decision of GB.

174.9 Confirmation of services

The probation period of following faculty members has been completed on date as mentioned. Their services are to be confirmed.

Name	Date of regular appointment	Date of probation clearance	Performance Report
Er. Manjot Kaur Gill,AP(CSE)	01.08.2021 (NSET Regularisation Policy 2021) Actual Date of Confirmation: 01.04.2023	01.11.2024 (After adjusting her WPL for 574 days)	Very good
Ar. Dharini Middha, AP (GNDEC SOA)	31.01.2024	14.02.2025	Very good

Submitted for decision of GB.

174.10 Maternity Leave to female employees

Following faculty members have applied for Maternity Leave. They are on their probation period:

Name	Date of regularization	Maternity leave
Dr.Manreet Sohal,AP(CA)	10.07.2024	09.12.2024 to 06.06.2025
Ar. Navjot Kaur,AP (GNDEC SOA)	15.01.2024	23.12.2024 to 20.06.2025
Er. Kuljit Kaur, AP(CSE)	10.07.2024	09.02.2025 to 09.08.2025

Submitted for decision of GB

174.11 Research and Consultancy Policy

A draft of modified Research and Consultancy Policy (**Annexure-5 Pages 44-52**) is put up for approval.

Submitted for approval of GB.

174.12 Earned leave to faculty/staff regularized under NSET Regularisation Policy 2021

It is proposed that Earned leave at par with regular staff may be given to faculty/staff regularised under NSET Regularisation Policy 2021.

Submitted for decision of GB

174.13 Reimbursement of Medical Bill of Mr. Anmol Singh, B.Tech. student

It is apprised that Mr. Anmol Singh, B.Tech. (EE), Roll No. 2116009 has met with an accident while playing a match in Camp for Inter College Tournament on 7.10.2024 due to which he has nasal fracture. He has medical bill amounting to Rs. 33,500/- for which he has requested for reimbursement.

It is proposed that the above reimbursement may be made out of fund collected for medical treatment of Ex student Mr Kuldeep Singh, B.Tech. (ME)

Submitted for decision of GB

174.14 Opening a saving account in UBI, Ludhiana

It is to apprise that our college has got a grant of 68 Lakhs for improvement of research infrastructure (FIST) from DST, Govt of India. As per terms and conditions of this grant, a share of 25% (17 Lakhs) has to be spent by the college. Further, it is mandatory on the part of institute to open a saving subsidiary account (ZBSA) in Union Bank of India, Ludhiana with zero balance in the name of "Guru Nanak Dev Engineering College-Vigyan Dhara".

Submitted for approval of GB.

174.15 Written Off Policy of Library Books

The proposed written off Policy for Library Books is placed at **Annexure-6 (53-58)** for approval please.

Submitted for approval of GB.

Supplementary

Item No. S 174.1

Increment under Assured Career Progression Scheme (ACP)

The ACP of six non-teaching staff is pending. List is placed at **Annexure-9** The approximate expenditure is Rs. 9400/- per month

Item No. S 174.2

Release of previous Gratuity and Leave Encashment of Dr.Ardamanbir Singh, AP(MPE)

It is brought to the notice that Dr. Ardamanbir Singh, working in Mechanical & Production Engg. Department as Assistant Professor had previously worked in GNDEC as Lecturer from 05.08.1996 to 18.06.2002. His previous leave encashment and gratuity amounting to Rs. 55,000/- is due towards GNDEC, which has not being paid to him.

Submitted for decision by GB

Item No. S 174.3

CAS Promotions

The CAS promotions of permanent faculty is due. The list is attached and estimated expenditure is placed at **Annexure-10**.