

PROCEEDING OF 166th MEETING OF BOG OF GURU NANAK DEV ENGINEERING COLLEGE HELD ON 08.07.2021 IN COMMITTEE ROOM OF NSET

Item No. 166.1 Confirmation of minutes of 165th Meeting of BOG held on 22.03.2021

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

Item No. 166.2 Action taken report of minutes of 165th Meeting of BOG held on 22.03.2021

Noted. As far as item no. 165.4 is concerned, opinion of CA be sought.

Item No. 166.3 Matters got approved from Worthy Chairperson in anticipation of the approval by BOG, GNDEC

- a) Continue of financial assistance to students in present circumstances of COVID-19
- b) Starting of new Scholarship and Assistantship
- c) Utilising services of Consultant for admission in some branches etc.
- d) Extension of leave in respect of Dr. Harpreet Kaur Grewal, AP (A.Sc.)

All ratified. Dr. Harpreet Kaur Grewal, AP (A.Sc.) is granted leave up to 25.10.2021.

For scholarships, the students whose family income from all sources is Rs. 4.5 lakh or less shall be given preference.

Item No. 166.4 Regularization of services of faculty

The policy proposed by the committee was discussed in detail. The comments of members on the policy are put on record as under:

DTE Representative (Er. Sham Goel): DTE has no objection on the policy as the policy is to be approved by NSET for its employees and there is no financial liability of the state Govt.

IKGPTU Representative (Dr. Y.S. Brar): If the recruitment is done through the process of interview, University shall not have any objection as NSET is implementing the policy on its employees.

AICTE Representative: (Dr. Rakesh Wats): There is no objection on the policy but some performance criteria should be adopted while regularizing the services of employees.

UGC Nominee (Dr. D.K. Singh): As the policy is self financing, if Governing Body/Trust wishes to adopt it, there is no objection.

With the consent of all members present, the proposed policy stands approved. The performance criteria be finalized by Principal GNDEC in consultation with DTA, NSET. On the request of teacher's representatives, the arrear of increment of 2020-21 @ of 10% of Basic pay shall be released to these employees.

Item No. 166.5

ACP/Promotion of Non-teaching staff

Detailed information about number of employees who are becoming eligible, have already availed ACP benefit and applicable rules for promotion etc. be presented and all modalities be worked out. Phase wise promotion is agreed in principle.

A proposal for regularizing non teaching staff working on contract be prepared by the same committee (teaching) and presented in the next meeting.

Item No. 166.6

Approval of committees for CAS

Approved as proposed.

Item No.166.7

Renewal and Extension of Contract of Faculty

1. Renewed up to 30.6.2022 as per need of the departments
2. Approved continuation for one year

Item No . 166.8

Post Matric scholarship—conditions of state Govt. ---regarding

No such undertaking is to be submitted.

Item No 166.9

Charging expenditure on salary of staff of Examination branch to examination fund.

Approved

Item No. 166.10

Release of retiring benefits (Gratuity and Leave Encashment) of retiring staff

Recommended as proposed to NSET for approval.

Item No. 166.11

Release of Gratuity and Leave Encashment in case of Er.Khushdeep Singh, Ex-Associate Prof.(EE)

Approved and Referred to NSET for approval

Item No. 166.12

Memorandum of Understanding (MoUs)

Approved. BOG further suggested that such MoUs should be done with other countries particularly Canada, Australia based Institutes etc. also

Item No. 166.13 Ratification of various meetings

The proceedings of IQAC and Academic Council stands ratified.

Item No. 166.14 Matters related to TEQIP-III

- a) Extension of Project- Noted
- b) Extension in contract of Er. Prabhjot Kaur, MIS Officer and Mr.Harwinder Singh, DEO under TEQIP-III- Approved
- c) Ratification of Procurement activities- Ratified
- d) Project Summary of TEQIP-III- Noted and applauded.
- e) Reference to agenda item no. S 160.1, the amount collected as registration fees of international conference (Rs.1,62,500) may be kept as IRG under sustainable funds of TEQIP as per guidelines -Approved as proposed

Item No. 166.15 Renaming of Ministerial staff position in Testing and Consultancy Cell

Approved

Supplementary Item:-

Item No. S 166.1 Rotation system of HODs and Deans

Ratified the decision of rotation of HODs/Deans. Elaboration and Clarification of policy is also approved.

Member Secretary

DATE : 08.07.2021

TIME : 11 AM

VENUE : Committee Room

Nankana Sahib Education Trust



GURU NANAK DEV ENGG. COLLEGE

LUDHIANA

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AGENDA OF 166th MEETING OF BOG OF GURU NANAK DEV ENGINEERING COLLEGE TO BE HELD ON 08.07.2021 AT 11 AM IN COMMITTEE ROOM OF NSET

Item No. 166.1 Confirmation of minutes of 165th Meeting of BOG held on 22.03.2021

Copy of the minutes of 165th Meeting (**Annexure-1**) was circulated among members for comments. Since no comments have been received, as such the minutes may be confirmed.

Item No. 166.2 Action taken report of minutes of 165th Meeting of BOG held on 22.03.2021

The action taken report of 165th meeting is as under:-

Item No.	Description	Decision taken	Action taken
165.1	Confirmation of minutes of 164 th Meeting of BOG held on 16.02.2021	Since no comments have been received, as such the minutes stand confirmed	Noted
165.2	Action taken report of minutes of 164 th Meeting of BOG held on 16.02.2021	Noted. As far as item no. 164.2 is concerned. This has been taken as a separate supplementary item and its decision has been recorded there.	Noted
165.3	Budget for year 2021-22	Approved budget for year 2021-22 as was as proceeding of Finance Committee.	Implemented
165.4	Release of annual Increment	Due Annual increment in respect of Teaching and non-teaching contractual staff was approved w.e.f 01.04.2020. A proposal (regularization of services of contractual staff) formulated by the committee was discussed and recommended for the approval of NSET. More details about financial implications be worked out for 2021-22.	Case regarding regularization of services is taken as a separate item.
165.5	Testing & Consultancy Rules	Approved	Implemented

165.6	Status of TEQIP-III Project	a)Restoration of Curtailed amount : Noted b)Performance Auditing: Noted c)Approval of procurement expenditure from the period December 2020 till date : Approved d)Internal Finance Audit for period April 2020 to September 2020-Noted e)Extension in contract of TEQIP-III staff-Approved	Noted
165.7	Implementation of ACP (Assured Career Progression)	Approved with arrears (one increment and Grade Pay) from the due date i.e. 01.07.2015 in case of Hans Raj and 11.04.2014 (Charanjit Singh) only Grade Pay. However, the Grade Pay to both the employees to be paid up to 31.12.2017 only.	Implemented
165.8	Renewal of Contractual staff	Approved till 30.03.2022	Implemented
165.9	Rejoining of Ms.Davinderjit Kaur	Approved rejoining as a special case and continuation with last drawn salary. Not to be made precedence. The contract term is approved till 30.03.2022.	Action
165.10	Leave of ErAmeeta Seehra, Associate Prof. and HOD(ECE)	Approved	Noted
165.11	AMC for wifi connection	A committee of following is constituted to look into the case and take appropriate decision. S. Jogeshwar Singh Mangat 2. S. Gurcharan Singh Grewal 3. Director, Trust Affairs 4. Secretary, Trust Affairs 5. Principal, GNDEC	Action taken
165.12	AMC for MSC software	Noted	Noted

Supplementary Agenda			
S 165.1	Extra Ordinary Leave to Dr. Sumeet Kaur Seehra, AP(CSE)	Approved	Not availed
S 165.2	Activities under TEQIP-III up to 19.03.2021	Ratified	Noted
S 165.3	Tie up with Foreign Institutes	Approved	Noted
S 165.4	CPF payment to Prof. Yadwinder Singh Brar, Ex-Professor (EE)	Approved	Action taken
S 165.5	Release of ACPs	Detailed report of promotion of staff be put up in next BOG	Taken as separate item at Resolution No.
S 165.6	Relaxation of Ph.D Condition in case of Late Prof. Jaswinder Singh, Ex HOD(EE)	Approved	Action taken

Item No. 166.3 Matters got approved from Worthy Chairperson in anticipation of the approval by BOG,GNDEC

e) Continue of financial assistance to students in present circumstances of COVID-19

During 161st meeting of BOG vide Resolution No. 161.10, financial support to students was approved for current year (2020-21). Rs. 25.00 Lakh was approved out of interest of student related fund. Keeping in view the pandemic situation generated by COVID-19, it was proposed that assistance may be extended for next two years to needy students from the already sanctioned amount(**Annexure-2**).

f) Starting of new Scholarship and Assistantship

On the eve of 100th year of Celebration of Saka Nankana Sahib, following scholarships/Assistantships are proposed:

1. GNDEC UG Scholarship Scheme for SGPC and NSET run schools (**Annexure-3**)
2. GENCO Alumni-NSET Post Graduate Assistantship Scheme (**Annexure-4**)

g) Utilising services of Consultant for admission in some branches etc.

A proposal for utilizing services of consultant for admission purposes on branches viz ME, PE, CE, EE, ECE and constitution of a committee for negotiation with the consultants as well as proposal for providing financial assistance to students on the basis of JEE/10+2 merit amounting to Rs. 10,000/- with ceiling limit of Rs. 5.00 Lakh for current year i.e 2021-22 was put up(**Annexure-5**).

h) Extension of leave in respect of Dr. Harpreet Kaur Grewal, AP(A.Sc.)

Dr. Harpreet Kaur Grewal, AP (A.Sc.) was granted six months Earned leave (EL from 26.10.2020 to 3.4.2021 and without pay leave from 04.04.2021 to 25.4.2021) vide BOG Resolution No. 163.3 dated 26.10.2020 due to ill-health of her husband. Now she has requested for extension in leave from 26.4.2021 to 25.07.2021 due to above reason(**Annexure-6**).

Worthy Chairperson approved all the above points in anticipation of its approval by BOG, GNDEC.

Submitted for BOG approval

Item No. 166.4

Regularization of services of Contractual Staff

Vide Resolution No. 165.4, a proposal(regularization of services of contractual staff) formulated by the committee was discussed and recommended for the approval of NSET. However, BOG directed that more details about financial implications be worked out for 2021-22. The same have been worked out and put up at **Annexure-7** for further direction of BOG

Item No. 166.5

Promotion of Non-teaching staff

Vide Resolution No. S 165.5 under title “Release of ACPs”, it was decided that detailed report of promotion of staff be put up in next BOG. Accordingly, the same is placed at **Annexure-8**.

BOG to take decision.

Item No. 166.6

Approval of committees for CAS

As per BOG meeting resolution No. 158.11, CAS promotion of faculty was approved to be done in phases. The composition of Screening cum Evaluation and Selection Committees as per AICTE rules is attached in **Annexure-9**for approval of BOG.

Item No.166.7 Renewal and Extension of Contract of Faculty

1. Contract expiring on 09.07.2021= 31 Nos.(**Annexure-10**)
2. Extension for Architecture faculty = 2 Nos. (**Annexure-10**)

Submitted for BOG decision.

Item No . 166.8 Post Matric scholarship—conditions of state Govt. ---regarding

Recently, a letter is received from Punjab Govt. for releasing the pending SC fees (**Annexure-11**). As per this letter, an undertaking has to be given that in order to get 40% of outstanding fees of SC candidates (admitted in 2017, 2018 and 2019), we will have to give an undertaking that we will not claim of remaining 60% of fees. Other conditions have also been put.

BOG to decide whether to give or not to give the undertaking

Item No 166.9 Charging expenditure on salary of staff of Examination branch to examination fund.

The expenditure on staff salary of examination branch is Rs 2.00 lakh per month. At present, this expenditure is charged to MC funds. As the funds are sufficient in the exam fund, this expenditure may be charged to examination fund.

Submitted for decision of BOG

Item No. 166.10 Release of retiring benefits (Gratuity and Leave Encashment) of retiring staff

Retiring dues of faculty members as per list (**Annexure-12**) are to be paid. BOG is requested to recommend this payment from NSET funds.

Item No. 166.11 Release of Gratuity and Leave Encashment in case of Er.Khushdeep Singh, Ex-Associate Prof.(EE)

Er.Khushdeep Singh, Associate Prof.(EE) was retired on 30-4-2021, he had not completed his Ph.D. during his entire service. As per audit objection his final payments be released as per notification issued by AICTE dated 4.1.2016, decision about which was already taken during 165th BOG meeting held on 22-03-2020 at item No.S165.6, the same is placed at **Annexure-13**

As per CA observation, the excess amount paid to the employee after 2016 be retained.

Submitted for decision of BOG

Item No. 166.12 Memorandum of Understanding (MoUs)

It is proposed to sign anMoU with Wayne State University USA for dual degree program. The salient features of the proposal are given in **Annexure-14.**

Submitted for Permission of BOG

Item No. 166.13 Ratification of various meetings

- a) IQAC Meeting held on 19.06.2021
 - b) Thirteen Academic Council Meeting held on 30.03.2021
- The proceedings are placed at **Annexure-15**

Item No. 166.14 Matters related to TEQIP-III

f) Extension of Project

It is apprised that TEQIP-III which had to be completed by 31.03.2021 stands extended till 30.9.2021 with restricted activities.

g) Extension in contract of Er. Prabhjot Kaur, MIS Officer and Mr.Harwinder Singh, DEO under TEQIP-III

NPIU, GOI, New Delhi has extended TEQIP-III project till 30.9.2021 with restricted activities. Two persons i.e Er. Prabhjot Kaur, MIS Officer and Mr. Harwinder Singh, DEO were hired in the project. Their tenure was extended till 30.6.2021 vide Resolution No. 165.6. To complete the project effectively, the services of both the above officials are required. As per email received, the salary of MIS Officer may be charged to NPIU under TEQIP-III project and DEO salary may be charged to college funds. Anticipated expenditure of hiring DEO is Rs. 10300/- per month +PF as per rules. Total amount chargeable to college is approx.. Rs. 36000/- till September 2021. BOG is requested to extend the term of both employees up to 30.9.2021

h) Ratification of Procurement activities

The status of procurement took place in March-2021 is placed at **Annexure-16** for ratification

i) Project Summary of TEQIP-III

The Project summary as on today is placed at **Annexure-17** for information please.

j) Reference to agenda item no. S 160.1, an amount of Rs. 5 Lakh was approved for organizing international conference with the condition that TEQIP-III guidelines to be followed.

An International Congress on Sustainable Development through Engineering Innovations (SDEI) was organized by the institute from 17th – 19th September, 2020 after approval by BOG vide Resolution No. S 160.1. Due to Covid-19 restrictions, the activity organized in online form, due to that the expenditure incurred was less. An amount of Rs. 1,62,500/- has been collected as registration fee from external participants. As per the practice followed in the various TEQIP Institutions, the amount collected from external participants may be put in the Internal Revenue Generation (IRG) i.e. the sustainable funds created in institute for carrying out the academic activities after the completion of the project. Permission may be granted to shift the excess fund lying with institution to the sustainable funds of TEQIP-III project.

BOG may kindly decided.

Item No. 166.15

Renaming of Ministerial staff position in Testing and Consultancy Cell

The revised consultancy rules were approved in the last BOG meeting (Item no. 165.5). New staff structure was defined in the new rules with one position of superintendent. The name of S. Bhagwant Singh was recommended by Dean (TCC) for this position being the senior most person in the cell having a long experience of office/client dealing. He is currently working as clerk and is not technically eligible for the post of the superintendent. So, it is proposed that the position of superintendent in the new consultancy rules be renamed as TCC Executive Officer and he may be allowed to join this new position. There is no financial implication / liability on the cell / college.

Item No. 166.16

Any other item

Member Secretary

SUPPLEMENTARY AGENDA

Item No. S 166.1 Rotation system of HODs and Deans

This is to apprise that in April 2021, Dr. J.S Grewal was given additional duty of HOD of the combined department (Mechanical and Production) vice Dr P.S Bilga HOD who was HOD of (Mechanical) since November 2017 and Dr K.S Mann of IT department vice Dr. Kiran Jyoti who was holding the duty for more than three years.

Further, the policy approved as per item No. S131.2 of MC meeting held on 13.10.2008, is elaborated and clarified as:

The Headship and Deanship be rotated amongst Professors and Associate Professors (holding the degree of PhD). In case of non availability of faculty at the level of Professor and Associate level, an Assistant Professor (holding the degree of PhD and having experience of 10 years or more) may be given the additional duty of HOD/Dean. The term of Head and Dean will be of three years and two years respectively. The Heads and Deans will be allowed for maximum two and three consecutive terms respectively. Keeping in view the ground realities of the Department/College, Principal can use his discretion while allocating these duties.

Submitted for ratification and approval.

Annexure-I

Proceeding of 165th (Budget) Meeting of BOG of Guru Nanak Dev Engineering College, held on 22.03.2021 at 1 PM in Committee Room of NSET

- Item No. 165.1** **Confirmation of minutes of 164th Meeting of BOG held on 16.02.2021**
Since no comments have been received, as such the minutes stand confirmed.
- Item No. 165.2** **Action taken report of minutes of 164th Meeting of BOG held on 16.02.2021**
Noted. As far as item no. 164.2 is concerned. This has been taken as a separate supplementary item and its decision has been recorded there.
- Item No. 165.3** **Budget for year 2021-22**
Approved budget for year 2021-22 as recommended by Finance Committee.
- Item No 165.4** **Release of annual Increment**
Due Annual increment in respect of Teaching and non-teaching contractual staff was approved w.e.f 01.04.2020. A proposal (regularization of services of contractual staff) formulated by the committee was discussed and recommended for the approval of NSET. More details about financial implications be worked out for 2021-22.
- Item No. 165.5** **Testing & Consultancy Rules**
Approved as recommended by the committee.
- Item No. 165.6** **Status of TEQIP-III Project**
a) Restoration of Curtailed amount : Noted
b) Performance Auditing: Noted and applauded the efforts of team
c) Approval of procurement expenditure from the period December 2020 till date : Approved
d) Internal Finance Audit for period April 2020 to September 2020--
Noted
e) Extension in contract of TEQIP-III staff-Approved
- Item No. 165.7** **Implementation of ACP (Assured Career Progression)**
Approved with arrears (one increment and Grade Pay) from the due date i.e. 01.07.2015 in case of Hans Raj and w.e.f. 11.04.2014 (Charanjit Singh) only Grade Pay.
However, the Grade pay to both the employees to be paid up to 31.12.2017 only.

- Item No. 165.8** **Renewal of Contractual staff**
Approved till 30.03.2022
- Item No. 165.9** **Rejoining of Ms. Davinderjit Kaur**
Approved rejoining as a special case and continuation with last drawn salary. Not to be made precedence. The contract term is approved till 30.03.2022.
- Item No. 165.10** **Leave without pay of Ameeta Seehra, Associate Prof. and HOD (ECE)**
Approved
- Item No. 165.11** **AMC for wifi connection**
A committee of following is constituted to look into the case and take appropriate decision.
1. S. Jogeshwar Singh Mangat 2. S. Gurcharan Singh Grewal 3. Director, Trust Affairs 4. Secretary, Trust 5. Principal, GNDEC
- Item No. 165.12** **AMC for MSC software**
Noted

Supplementary Agenda

- Item No. S 165.1** **Leave without pay to Dr. Sumeet Kaur Seehra, AP(CSE)**
Approved
- Item No. S 165.2** **Activities under TEQIP-III up to 19.03.2021**
Ratified
- Item No. S 165.3** **Tie up with Foreign Institutes**
Approved
- Item No. S 165.4** **CPF payment to Prof. Yadwinder Singh Brar, Ex-Professor (EE)**
Approved
- Item No. S 165.5** **Release of ACPs**
Detailed report of promotion of staff be put up in next BOG
- Item No. S 165.6** **Relaxation of Ph.D Condition in case of Late Prof. Jaswinder Singh, Ex HOD(EE)**
Approved

The meeting ended with vote of thanks.

Member Secretary