

**MINUTES OF THE 11TH MEETING OF THE BOARD OF MANAGEMENT OF
SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
LONGOWAL DIST. SANGRUR (PUNJAB)
(DEEMED UNIVERSITY)**

**HELD ON 21st SEPTEMBER, 2012 AT 1:45 P.M. IN THE COMMITTEE ROOM,
ADMINISTRATIVE BLOCK, SLIET, LONGOWAL**

The following members were present:-

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| 1. | Sh. S. P. Oswal Chairman, Vardhman Group of Industries, Samrala Road, Ludhiana | Chairman |
| 2. | Mr Rajeev Puri, Officer Incharge, Engineering College Cell, o/o DTE&IT, Punjab as representative of Principal Secretary to Govt. of Punjab, Department of Technical Education & Industrial Training, Punjab, Chandigarh | Member |
| 3. | Mr Ranjit Singh, D/C, Extension Offices, Malerkotla, as representative of Secretary Industries & Commerce, Govt. of Punjab, Udyog Bhawan, Sector-17, Chandigarh | Member |
| 4 | Shri Dalip Kapur, Deputy Director (T) as representative of Additional Secretary (Tel), Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi | Member |
| 5 | Mr Navin Soi, Director (Finance) as representative of The Additional Secretary & Financial Advisor, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi | Member |
| 6. | Prof. D.C. Saxena, Dean(Planning & Development) SLIET, Longowal | Member |
| 7 | Prof. Amar Partap Singh, Dean (SFW) SLIET, Longowal | Member |
| 8. | Dr Kiranjit Singh Kahlon, Professor, Department of Physics SLIET, Longowal | Member |
| 10. | Mr. Gaurav Madhu, H.NO. 168, Sector-8, Panchkula | Member |
| 11. | Shri Gulshan Kumar Jawa, Assistant Professor, Department of Chemical Tech., SLIET, Longowal | Member |

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| 12 | Prof. A.S. Dhaliwal, Registrar, SLIET, Longowal | Non Member Presenting Officer |
| 13 | Prof. Sunil Pandey Director, SLIET, Longowal | Member- Secretary |

The following member could not attend the meeting:-

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| 1. | The Chairman, All India Council for Technical Education, 7 th Floor, Chander Lok Building, Janpath, New Delhi-110001 | Member |
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After detailed deliberations the following decisions were taken:

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| ITEM NO.11.1 | Confirmation of Minutes of Meeting of 10th Board of Management meeting: |
| | The Board confirmed the Minutes of 10 th meeting of the Board of Management held on 24.03.2012. |
| ITEM NO.11.2 | Action taken report on decisions taken in 10th Board of Management meeting: |
| | <p>Board of Management has noted the action taken on the decisions taken in the 10th meeting of Board of Management.</p> <p>1. Agenda Item 10.4: Implementation of service gratuity / retirement gratuity as per Government of India orders:</p> <p>It was decided to implement the payment of service gratuity / retirement gratuity as per the Government of India norms during the 10th BOM meeting held on 24/03/2012. Eligibility to get a Gratuity is required to be re-examined again. Chairman BOM desired to check the details of rules and regulations of the Institute since its inception, regarding payment of Gratuity to employees.</p> <p>2. Agenda Item 10.6.1: Request of Dr. Sukhwinder Singh for transfer of bond to University College of Engineering and Technology, Punjab University Chandigarh and relieving from SLIET, Longowal.</p> <p>The transfer of bond was considered by the BOM during the 10th BOM meeting held on 24/03/2012 subject to no violation of the terms and conditions of the bond.</p> <p>MHRD officials indicated that transfer of bond from</p> |

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| | <p>autonomous CFI to the State University may not be possible. It was decided to refer the case to the MHRD before taking a final decision on the request of Prof. Sukhwinder Singh.</p> <p>3. Agenda Item 10.6.1: Regarding the grant of study leave / EOL to the faculty members beyond the permissible limits and in violation to the existing bond conditions:</p> <p>A Deans Committee was asked to submit the detailed report on such violations. However, no progress was reported and BOM expressed unhappiness for making slow progress.</p> <p>The BOM appointed Prof. D.C. Saxena, Dean (P&D) as the new convener of the committee and the committee shall give its report before 15th October, 2012. The BOM has authorized the Chairman, BOM to take final decision in this matter.</p> |
| ITEM NO.11.3 | <p>Restructuring of the present academic structure at Certificate, Diploma and Degree levels for ensuring quality education:</p> <p>Board of Management considered the proposal, after detailed deliberations, it was decided that the institute may take up this proposal with MHRD, New Delhi for their Consideration and approval.</p> <p>Dean (Acad.) will constitute a high level committee to frame and modify new curriculum for certificate and diploma courses in consonance with the framework of National Board for Vocational Training and AICTE for certificate and diploma courses respectively. The committee will also propose the number of seats for each course.</p> |
| ITEM NO. 11.4 | <p>Requirement of additional posts of Faculty and staff in view of the increased strength of students due to implementation OBC reservation policy</p> <p>The Chairman BOM reminded the Director that the issue was earlier discussed in the Standing Committee of the BOM. Dean Academic made a detailed presentation taking into account the teaching load prescribed by the UGC for different Faculty members. The Director, however, stated that the Institution is not fulfilling student – teacher ratio as prescribed under AICTE. The Chairman desired that that large no. of vacancies have remained unfilled for a long time and it will be in the fitness of things to expedite the appointments. However the Director may examine the earlier presentation given by Dean Academics and accordingly the requirements are to be worked out for consideration of the Chairman BOM.</p> |
| ITEM NO. 11.5 | <p>Amendments in Recruitment Rules of Non-Teaching staff and convening of Departmental Promotion Committee (DPC) meetings accordingly:</p> <p>Board considered the proposal, after deliberations, it was decided that detailed comparison of existing and amended rules be put up before the Honorable Chairman, BOM. BOM authorize the Chairman to give final approval of the rules.</p> |
| ITEM NO. 11.6 | Other Service matters of non-teaching staff: |

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| | <p>a) Implementation of Three Grade Structure for Drivers working in the institute.</p> <p>b) Implementation of Three Grade Structure for Stenographers working in the institute.</p> <p>c) Implementation of Ratio for Clerical Cadre.</p> <p>d) Uniform pay scales for LAs and repealing of the decision taken earlier (Give details of BOM meeting) by the Institute for merger of Lab Attendants (LAs) with Multitasking Staff (MTS) cadre.</p> <p>e) Pay scale of Staff Nurses.</p> <p>f) Case of Mrs. Sukhwinder Kaur, Physical Instructor.</p> <p>g) Implementation of recommendation of 5th Punjab Pay Scales commission Report.</p> |
| | <p>a) Implementation of Three Grade Structure for Drivers working in the institute:</p> <p>The BOM discussed the implementation of Three Grade Structure for Drivers in the institute. Based upon the present rules, the draft rules shall be prepared for further submission of the approval of MHRD, NEW DELHI.</p> <p>b) Implementation of Three Grade Structure for Stenographers working in the institute:</p> <p>The BOM discussed the implementation of the proposed structure for Stenographers. Based upon the present rules, the draft rules shall be prepared for further submission of the approval of MHRD, NEW DELHI</p> <p>c) Implementation of Ratio for Clerical Cadres:</p> <p>Based upon the present rules, the draft rules shall be prepared for further submission of the approval of MHRD, NEW DELHI.</p> <p>d) Uniform pay scales for LAs and repealing of the decision taken by the institute for merger of Lab Attendants (LAs) with Multitasking Staff (MTS) cadre:</p> <p>The issue of repealing of the decision taken by the institute for merger of Lab Attendants (LAs) with Multitasking Staff (MTS) cadre was deferred since the matter is sub-judice.</p> <p>Matter regarding the Uniform pay structure for Laboratory Attendants as existing in other CFIs shall be taken up with the MHRD, New Delhi.</p> <p>e) Pay Scale of Staff Nurses:</p> |

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| | <p>Mr. Naveen Soi, Director (Finance), MHRD, New Delhi clarified that the pay scale of Staff Nurses at SLIET, Longowal is in the (PB-2) Rs.9300-34,800/- + Grade Pay Rs.4200/- corresponding to the unrevised scale of Rs. 5000-150-8000/-, therefore the item was not approved.</p> <p>f) Case of grant of ACP to Mrs. Sukhwinder Kaur, Physical Instructor:</p> <p>The Director, SLIET is asked to consider this case alongwith other similar cases and bring it to next BOM meeting.</p> <p>g) Implementation of recommendations of 5th Punjab Pay Commission Report:</p> <p>The BOM in principle approved the implementation of pay scales as per 5th Punjab Pay Commission in the case of three employees who are continuing in Punjab Pay scale since the inception of the Institute.</p> <p>Pay scale of Mr. Surjit Lal, Senior Scale Stenographer shall be fixed, provisionally, as per 5th Punjab Pay Commission, subject to the final approval by the MHRD, New Delhi.</p> <p>However, the pay fixation of Mr. Ranjit Singh and Mr. Kulwinder Singh, Senior Technicians shall be considered only after the settlement of their earlier pay fixation case pending with the MHRD, New Delhi.</p> |
| ITEM NO. 11.7 | <p>Dynamic faculty cadres for the Institute faculty</p> <p>Agenda item is deferred.</p> |
| ITEM NO. 11.8 | <p>Criteria for selection of Group "A" posts</p> <p>Board of Management approved the appointments for Group "A" posts in the Institute based upon the merit decided by the selection committee through the personal interaction of the eligible candidates, as per the knowledge base and the academic achievements, and experiences of the candidates</p> <p>The Chairman Selection committee is authorized to decide the merit of the candidate, in consultation with the selection committee at the time of selection committee meetings, with or without, documenting the weight age given to the academic performances and the past experience of the candidates.</p> |
| ITEM NO. 11.9 | <p>Organization of Estate Office:</p> <p>a) Construction and Maintenance wing (Civil Wing).</p> <p>b) Electrical wing.</p> <p>c) Horticulture, Water supply and Sanitation wing.</p> <p>The Organization structure of Estate office was put up to the Board. The Chairman pointed out that the Dean (P&D) is responsible for managing and controlling the Estate affairs, the Organization structure as shown with Professor in charge of the State envisages another level to be created and whether the same will be useful or department might become more Bureaucratic. After discussion it was decided that the Board came to</p> |

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| | <p>unanimous view that all the three wings of State office shall continue to report directly to Dean (P& D).</p> |
| ITEM NO. 11.10 | <p>Fee exemption of tuition fee for one ward of SLIET employee: The request was considered but not approved since there is no provision for the CFIs of GOI.</p> |
| ITEM NO. 11.11 | <p>Information regarding making contractual / ad-hoc appointments at Group A, B and C posts in the Institute in view of exigency of work and smooth conduct of classes: Honourable Chairman, BOM appreciated the efforts made by the Director for making the contractual appointments purely on merit and in a transparent manner.</p> |
| ITEM NO. 11.12 | <p>Status of advertised vacancies of Registrar, Finance Officer, Deputy Registrar, Assistant Registrar, Audit and Accounts Officer, Medical Officer: The interview for the selection of Registrar was conducted twice on 14/07/2012 and 25/08/2012 but none of the candidates was found suitable for the post. Selection of Finance Officer has been made on the basis of sanctioned post in the approved MOA of SLIET (Deemed University). The BOM ratified the selection. Two Deputy Registrars were recommended by the Selection Committee. One of them, Mr. Tejinder Pal Singh has joined the Institute w.e.f. 07/09/2012 The offer of appointment to the second Deputy Registrar Mr Hari Om Arora is withdrawn as he has failed to join on the expiry of extension period which was granted to him. The appointment letter shall be issued to the next person, selected in order of merit, as Deputy Registrar as per recommendations of the selection committee. None of the candidates was found suitable for the post of Assistant Registrar. Mr. Jawala Singh was selected for the post of Audit & Account Officer and he has joined the post w.e.f 29/08/2012. Two Medical Officers were selected. Dr. Charanjit Singh shall be joining on 01/10/2012. The other doctor has declined the offer. The Board took note of the progress stated in respect of faculty positions advertised and applications received, The Chairman Desired that vacant positions are long overdue and it should receive the utmost priority of the Director to complete the process. The Director assured that in most of cases, interviews will be held before 30th November, 2012.</p> |

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| ITEM NO. 11.13 | <p>Status of Promotions / Appointments of Teachers under Career Advancement Scheme (CAS):</p> <p>The BOM has noted the agenda item. Director assured the board that the process of promotions/appointments under CAS shall be completed by the end of October, 2012. The candidates shall be asked to provide the original documents for verification, on the basis of which they have claimed API scores. False claims made by the candidates can lead to the cancellation of their applications for promotions/appointments and institute shall initiate a disciplinary action accordingly.</p> |
| ITEM NO. 11.14 | <p>Implementation of defined structure for writing of APARs for Teachers and Non-Teaching staff of various departments of the institute.</p> <p>The structure for writing APARs in respect of teaching and non-teaching employee is approved in view of the organizing chart and position of staff in the Institute.</p> |
| ITEM NO.11.15 | <p>Appointment of Sh. C. A. Subramanian, Joint Secretary (Retd.), DoPT, Ministry of Personnel, Public Grievances and Pensions, New Delhi as Consultant for Administrative and Service Matters of the Institute.</p> <p>The Board approved the appointment of Shri C.A Subramanian as consultant for streamlining the rules, governing the recruitment, service related matters of employees and also such issues and procedures which pertain to a decision making in respect of promotion of employees, other administrative issues relating to service matter of employees and implementation of CCS, HAR, GFR (2005) rules and regulations etc.</p> <p>He will be paid Rs 20,000 per month and he will visit the Institutes for at least one week in a month. He will be entitled to travelling allowances as per the norms of the Institute and shall be provided a local hospitality during his stay. He shall also help the Institute in following up with various divisions of Ministry in respect of policy matters if required. He is appointed for a period of one year with effect from the date of approval by BOM.</p> |
| ITEM NO. 11.16 | <p>Report about the unauthorized absence of Mr. Ashwani Kumar, Assistant Professor (EIE)</p> <p>Approved, last chance will be given to Mr. Ashwani Kumar to join back the institute before 20th October, 2012.</p> |
| ITEM NO. 11.17 | <p>Status of opening of Kendriya Vidyalaya under Institute of Higher Learning (IHL) Scheme of Government of India:</p> <p>BOM noted the agenda item.</p> |
| ITEM NO. 11.18 | <p>Report of admissions in the Institute for the academic session 2012-2013:</p> <p>BOM noted the agenda item.</p> |

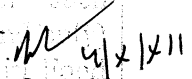
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| ITEM NO. 11.19 | <p>Regarding Quality Improvement Programme (QIP) Centre for SLIET, Longowal</p> <p>BOM noted the agenda item and appreciated the efforts of the institute.</p> |
| ITEM NO. 11.20 | <p>Grant of Study Leave and Deputation to the Faculty and Staff:</p> <p>In view of the Shortage of faculty and staff faced by the Institute it was decided that Institutes cannot afford to send the faculty members for higher qualification outside the Institute. Similarly the deputation of faculty and other staff members to other Institutions shall not be considered. Only the cases for deputation to the higher administrative positions, such as Director/ Vice Chancellor in the Government Institution/ Universities may be considered. However the Chairman desired that the work of recruitment of Faculty may be done at fast pace and this decision may be reviewed.</p> |
| ITEM NO. 11.21 | <p>Proposal for Establishment of a Finish School</p> <p>The activities proposed under Finish School shall be taken up under Training and Placement (T&P) department of the institute.</p> |
| ITEM NO. 11.22 | <p>Introduction of Group Medclaim Policy and Group Personal Accidents Policy for the students of the Institute</p> <p>BOM approved to provide an Insurance cover to students of Certificate, Diploma, Degree, Postgraduate and Research Scholars through Group Medclaim Policy and Group Personal Accident Policy. The details of the policies shall be worked out by the institute in consultation with various insurance companies. The premium to be paid to the companies shall be charged, annually from the students along with other fees. There shall be no financial burden on the institute.</p> |
| ITEM NO. 11.23 | <p>Report about Dismissal of Letters Patent Appeal (LPA) filed by the institute for the recovery case of Mr. S. C. Verma, Associate Professor (ME) in the Hon'ble Punjab and Haryana High Court, Chandigarh</p> <p>Chairman, BOM is authorized to take a decision after studying the case in detail.</p> |
| ITEM NO. 11.24 | <p>Report about various Court Cases and Legal cases</p> <p>BOM noted the agenda item.</p> |
| ITEM NO. 11.25 | <p>Information regarding MHRD Inquiry Report:</p> |

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| | BOM noted the agenda item. Mr. Dalip Kapur, Deputy Director (T), MHRD was requested to arrange to send the report to SLIET |
| ITEM NO. 11.26 | Ratification of MOMs of 38th Finance Committee Meeting of SLIET, Longowal: |
| | BOM ratified the minutes of meeting of 38 th Finance Committee meeting. |
| ITEM NO. 11.27 | Ratification of MOMs of 10th Senate meeting of SLIET, Longowal: |
| | BOM ratified the minutes of meeting of 10 th Senate meeting |
| ITEM NO. 11.28 | Any other Item with the permission of the Chair |
| | <ol style="list-style-type: none"> To approve purchase of Hydraulic platform of 9-11 meters working height with chassis. Approved. Award in the memory of late Ms Cozy Saini Ph.D. Scholar in the Department of Food Engineering and Technology Prof. D C Saxena agreed to contribute Rs.1.5 Lacs, one time contribution, in the institute account meant for such scholarships. An award of Rs.10,000/- (Rs. Ten thousand only) every year shall be given to the topper of M. Tech. in Food Engineering and Technology. The contribution of Mr. J. S. Aujla in energy conservation, developmental work and management of electrical & air conditioning work was appreciated by the Honourable Chairman, BOM. BOM declared him as the "Star Performer". The Honourable Chairman BOM informed the BOM about the letter received from SFA; SLIET. The matter is related to apprehensions about the possible reversion of some faculty members. The BOM has asked the Director to submit a detailed report on the subject to the Honourable Chairman. |

The meeting ended with a vote of thanks to the Chair.


 (S.P. Oswal)
 Chairman, Board of Management
 Sant Longowal Institute of Engineering & Technology, Longowal
 Dist. Sangrur (PUNJAB)