

**BEANT COLLEGE OF ENGINEERING & TECHNOLOGY
GURDASPUR - 143 521**

**AGENDA FOR THE FIFTH MEETING OF
BOARD OF GOVERNORS**

Venue : Committee Room,
Punjab Bhawan,
Sector - 3, Chandigarh

DATE : JULY 28, 1998
TIME : 11:30 A.M.

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Item No. 5.1 To confirm the minutes of the fourth meeting of the Board of Governors held on 14.6.1997.

The minutes of the fourth meeting of Board of Governors of Beant College of Engineering & Technology, Gurdaspur were circulated to the members of the Board of Governors vide BCET/BOG-IV/1997-98/3827-3841 dated 08.9.1997. No comments have been received from the members. The minutes may please be confirmed.

The Minutes are placed at Annexure – I.

Item No. 5.2 To report on action taken on the decisions taken in the fourth meeting of the Board of Governors held on 14.6.1997 at Beant College of Engineering & Technology, Gurdaspur.

A status report on the action taken on the decisions of the fourth meeting of the Board of Governors held on 14.6.1997 is as follows :

Item No.	Name of Item.	Brief Description of Item	Board Decision/Action Taken
4.1	Confirmation of the Minutes.	It was resolved to confirm the minutes of the third meeting of the Board of Governors.	No action required.
4.2	Action Taken.	Action taken on various items was noted by the members of the Board. It was also decided to make efforts in settling the land acquisition case.	Noted by the Board. Efforts have been made at the Govt. level to settle the case amicably. The final outcome is however awaited.
4.3	Minutes of the Finance Committee.	To place on record the minutes of the third meeting of Finance Committee of the college held on 10.7.1997 at Chandigarh.	No action required.
4.4	Progress Report.	The Board noted with satisfaction the progress made by the college.	No action required.
4.4.1	Approval from AICTE & University.	It was advised that the admission should be made only after getting necessary approval from AICTE, affiliating University and the Punjab Govt. (for Electronics).	Admissions were made in 1997-98 after taking necessary approvals from AICTE and Punjab Technical University and Punjab Government
4.4.2	Centre of Excellence.	It was advised that the approval of the Chairperson should be taken on file before moving ahead in the matter.	Noted for compliance. The Novell Netware has provided software free of cost. No liability on the college is indicated.

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|-------|----------------------------------|--|---|
| 4.4.3 | Faculty Development. | The efforts made by the college for faculty development were noted by the Board. | No action required. |
| 4.4.4 | Building & Development Works. | The requirement of the college for taking up new works and non-availability of funds was noted. | No action required. |
| 4.4.5 | Staff in Position. | It was noted that staff in position was satisfactory. | No action required. |
| 4.4.6 | Approval of the Appointments. | The appointments made were reported to the Board for approval. | No action required. |
| 4.4.7 | Laboratories, Equipment & Books. | The status of Laboratory Equipment & Books was noted. It was advised that suggestions could also be taken from Senior Members of the Board for the purchase of books. | Noted for compliance. |
| 4.5 | Creation of Additional Posts. | Creation of additional posts to meet the faculty and staff requirements as per AICTE norms for the years 1997-98 and 1998-99 was approved by the Board and it was noted that the posts were within the sanctioned strength planned in the Detailed Project Report. | No action required. |
| 4.6 | Pay Fixation. | It was advised that case of pay fixation of Dr. J.N. Sharma Prof. (Applied Math.) be put up on file to get all the aspects examined. | No action was taken as Dr. J.N. Sharma, left the job in July, 1997. |
| 4.7 | Grant of Additional Increments. | It was agreed that individual cases for grant of additional increments in recognition of his/her qualifications i.e. Ph.D., M.Phil or M. Tech. be examined in the light of the judgement of Hon'ble Punjab & Haryana High Court. | Noted for compliance. |

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|------|---|---|---|
| 4.8 | Creation of Pension Fund. | The Board accorded approval to the creation of pension fund for the Employees of the college as per college Bye-Laws. | Noted for compliance. |
| 4.9 | Approval of Financial Support. | To note the approval of financial support for AICTE Project under Modernization and Removal of Obsolescence (MODROBS) scheme. | No action required. |
| 4.10 | Finalization of Payment of Stone Laying Ceremony of Beant College of Engg. & Technology, Gurdaspur. | The background of the case was explained to the members of the Board. The Board was also informed about the legal notice served by M/S New Sharma Tent House, Jalandhar. It was advised that the Principal of the college alongwith the department should move afresh the case on file. | The case was taken up with the department of Technical Education & Industrial Training, Punjab. The decision taken is still awaited and the matter continues to be pending. |
| 4.11 | Extension in the period of services in respect of Dr. J.K. Sharma, Principal. | The Board considered the item and authorised the Chairperson, Board of Governors to take a decision for extension in the period of service in respect of Dr. J.K. Sharma, Principal. | The extension upto 11.8.2000 has been granted. No further action required. Letter granting extension placed at Annexure - II |
| 4.12 | Any other item. | The Board noted the grant of Rs.1,12,500.00 received by the college from the Welfare Department for providing books to the students belonging to the SC/ST category. | No action required. |

Item No. 5.3 To report the minutes of Fourth & Fifth meetings of Finance Committee.

The Fourth & Fifth meetings of the Finance Committee of the college were held on 21.10.1997 and 29.4.1998, respectively. In the fourth meeting held on 21.10.1997, the revised budget estimates for the year 1997-98 and in the fifth meeting, the budget estimates for the year 1998-99 were approved subject to the availability of funds made available by the Punjab Government.

The minutes of the meetings are placed at Annexure – III for the information of the Board.

Item No. 5.4 To report the minutes of third Equipment & Stores Purchase Committee meeting held on 02.12.1997 at Chandigarh.

The third meeting of the Equipment & Stores Purchase Committee was held on 02nd December, 1997 at Directorate of Technical Education & Industrial Training, Punjab, Chandigarh.

The minutes of the meeting are placed at Annexure – IV for information of the Board.

Item No. 5.5 Progress Report of Beant College of Engineering & Technology, Gurdaspur.

5.5.1 Approval from All India Council for Technical Education, New Delhi.

The high level Committees from All India Council for Technical Education, New Delhi visited the college on 03.6.1997 and 13.5.1998, respectively. The details of admissions being done, are as follows :

Course	1995-96	1996-97	1997-98 CET + LEET	1998-99 CET + LEET
Computer Science & Engineering.	40	60	60+6	60+6
Mechanical Engineering.	40	60	60+6	60+6
Production Engineering.	40	40	40+4	40+4
Chemical Engineering.	--	60	60+6	60+6
Electronics & Communication Engineering	--	--	40 Nil	40+4
TOTAL	120	220	260+22	260+26

The approval of AICTE received last year is placed at Annexure - IV.

5.5.2 (a) Faculty Development.

Some of the Staff members who had not completed their Masters/Ph.D. Degrees at the time of joining the college were encouraged to continue their work which enabled them to complete degree requirements. After joining the service, a total of 05 lecturers have completed their Masters and two have completed their Ph.D. degrees. Two lecturers are about to complete their Masters Thesis and four lecturers are pursuing their part time Masters Programme (two in Mechanical, two in Electronics/Computer). Two faculty members are also pursuing Ph.D. Programme. Further, the faculty and teaching (Non-vacation) staff members were encouraged and sponsored to various training courses/conferences/symposia etc. to keep their knowledge updated. Faculty has published eight papers in journals/conferences.

(b) HONOURS :

Our students have been bringing laurels to the college by achieving Top Positions in the Examinations conducted by the Punjab Technical University, Jalandhar :

Semester	Year	Position at University Level
5 th	December, 1997	SECOND
3 rd	December, 1997	SECOND
1 st	December, 1997	BEST OVERALL RESULT.

- Two students of third year (Computer Science & Engineering), namely Mr. Sumit Goswami, and Mr. Amandeep Singh Bhachoo have been selected in the Indian Army through S.S.B. under University Entry Scheme during 1998.
- Two students presented papers in XV All India Academic Week, "APOGEE'97" held at BITS Pilani held during March 1997.
- A group of students participated in ISTE student convention held during Oct.1997 at P.A.U. Ludhiana and bagged 2nd position.
- A group of students participated at National Level Technical paper presentation contest, "TRYST" 98 held at I.I.T Delhi from February 25-28-1998 and bagged 3rd and 4th positions.
- A group of students participated at National Level Technical paper presentation contest, "IMPULSE" 98 held at university of Rookee from February 26-28-1998 and bagged 2nd and 3rd positions.
- Our Tennis team bagged the first position in Punjab Technical University Tournaments in 1997-98.
- The Industrial visits were arranged for first year students of various disciplines as a part of the institutional training to various industries like Ranjit Sagar Dam, Punwire, Ranbaxy.

(c) OTHER MAJOR ACTIVITIES :

- ISTE College & Students Chapters, BCET, Gurdaspur were inaugurated on 23rd March, 1998 by Dr. K.P.P. Pillai, Executive Secretary and Programme Director, ISTE, New Delhi
- The College has established the Institutional membership of Institution of Engineers and Indian Society for Technical Education during the year 1998.
- A one day seminar on the topic "TOTAL QUALITY MANAGEMENT IN TECHNICAL EDUCATION" was organized by ISTE Chapter BCET, Gurdaspur on 23rd March, 1998.
- The Chemical Engineering Society of the College organized a technical festival "CHEMKRITI' 98" and was chaired by Shri S.C. Jhunjhi, Sr. Vice President, Mukerian Paper Mills, Mukerian.
- The College has imparted Institutional Training in Computer Science & Engineering to the students of Engineering College Malout during 1998.
- Two weeks Training Programme has been imparted to the youth from the nearby villages of District Gurdaspur during June, July, 1998.
- The Literary Society, Cultural Society, Fine Arts Club, Mechanical and Chemical Engineering Society and Environmental Society held various functions during the academic year 1997-98.
- Other achievements of our staff including publications, research etc. are given in Annexure - VI.

5.5.3

Buildings & Development Works.

Since the fourth meeting of the Board of Governors held on 14.6.1997, the ongoing works on Boy's Hostel (three seater), and Shopping-cum-Health Centre have been completed. Keeping in view the further requirement and to cater to the needs of the students, and staff, construction of work on a new hostel (single seater), part of Chemical Block and 48 Nos. houses has been started. However, due to lack of funds, the work is proceeding at a slow pace. The demand for funds has already been projected.

Name of the Building	Total Plinth Area proposed in D.P.R. (m2)	Plinth area constructed upto 31.3.1997 (m2)	Plinth area constructed upto 31.3.1998 (m2)	Balance m2	Remarks
A. Institutional Complex	14052	9545	9545	4357	Work on 1600 m2 Chemical Block (Partial) started in Jan., 1998. (20% upto 30.6.98)
B. Administrative Complex and Library	3739	---	---	3739	Could not be started in Jan. 98 due to non availability of Land and funds.
C. Students and Staff Amenities	3823	---	560	3263	Could not be started due to scarcity of funds.
D. Hostels.	18000	10900	14850	3110	Work started on new hostel in January, 1998. (20% completed upto 30.6.1998).
E. Staff Quarters	17145	5400	11377	5760	Work on 2600 m2 started in Jan. 1998 (30% completed).

5.5.4 Staff in Position.

Faculty strength at present is 41 which includes Professor – 01, Assistant Prof. & Equivalent - 11 and Lecturers & Equivalent – 29, Deputy Registrar – 01, Librarian – 01, Supdt. – 02, Sr. Assistant – 05, Jr. Asstt. – 02, Tech. Staff – 23, Supporting Staff – 13.

For 1998-99, the positions of 08 Professors, 01 Training & Placement Officer, 16 Asstt. Professors and 15 Lecturers have been advertised and applications have been received. Further, processing is under-way. Since the last meeting of Board of Governors, one Professor, two Lecturers, one Technical Asstt., and one peon have left the job. The faculty strength will be increased to 81 to take care of student-strength of 916 in the ratio of 1:11 (AICTE desires maximum 1:10 and minimum 1:15). The posts of technical and administrative staff are also being advertised as per requirement.

5.5.5 To report the appointments made after the last meeting of the Board of Governors.

After the fourth meeting of Board of Governors held on 14.6.1997, One Supdt. Grade – II, Two Sr. Asstts., Two Jr. Asstts. and Five clerks have joined their duties.

The details of the staff appointed with their date of joining alongwith the minutes of the staff selection committees are placed at Annexure - VI.

[* 30th Meeting]

~~The Board may kindly approve~~ these selections and appointments *are reported to the Board*

5.5.6 Library Books :

To meet the minimum requirement of AICTE New Delhi the library has 5800 books besides 80 Journals / Periodicals. The order for 650 books more is being placed. Library received a grant of Rs. 1.20 lacs from Social Welfare Department, Punjab and purchase of books has been processed as per rules in consultation with the Social Welfare Officer, Gurdaspur.

of Additional Posts

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Item No. 5.6 Creation of Additional Posts required for 1998-99 and 1999-2000.

FACULTY :

In the year 1999-2000, there will be 1086 students on the campus, (Electronics = 389, Mechanical & Production = 436 and Chemical = 261). As per AICTE norms, additional posts are created in the ratio 1:10 as follows :

Discipline	Total Provided as per DPR			Already Created			Additional Required		
	P	AP	L	P	AP	L	P	AP	L
Electronics, Comp. Sc. & Engg.	4	8	16	2	6	13	2	* 2	* 3
Mechanical Engg.	3	6	12	1	5	10	2	1	2
Production Engg.	2	4	8	1	3	6	1	1	2
Chemical Engg.	4	8	23	2	4	9	1	2	3
Applied Physics	1	2	3	1	2	3	--	--	--
Applied Chemistry	1	2	2	1	2	2	--	--	--
Applied Math.	1	2	3	1	2	3	--	--	--
Humanities & Management	1	2	2	1	1	2	1	1	--
Total	17	34	69	10	25	48	7	7	10

* Electronics - 01 AP & 01 Lecturer.

ACADEMIC (NON-VACATION) AND OTHER POSTS :

	Already Sanctioned	Additonal Required 1998-99	Additonal Required in 1999-2000	Remarks
Computer Centre:				
System Manager	--	--	1	
✓ Computer Operator	01	01	--	
Workshop				
✓ Foreman/Instructor	02	01 *	01 **	* Electronics. ** Electrical
Workshop Instructor	07	--	02	1 - Electrical 1 - Electronics
Skilled Assistant	07	--	02	1 - Electrical 1 - Electronics
Workshop Attendant	07	--	03	

Library

Assistant Librarian	01	--	01
✓ Library Assistant	02	01	01

Continuing Education Cell

Director (Prof. Cadre)	--	--	01
Programme Specialists (Asstt. Prof. Cadre)	--	--	02

**Staff Development and
Training Cell**

Staff Development Specialist (Asstt. Prof. Cadre)	--	01	--
--	----	----	----

**Instruction Resource
production Centre**

✓ Draftsman	01	01	--
Photographer	--	--	01
A.V. Technician	--	--	01

Dispensary

Nurse : Male/Female	--	01 (Female)	01 (Male)
Medical Attendant	01	--	01
Peon	--	--	01

Administrative Staff

Registrar	--	--	01
Superintendent	04	--	02
Senior Assistant	08	--	02
Steno Typist	12	--	04
Peon	15	--	03

Laboratory Staff

Technical Asstt./Lab. Technician	16	--	03
Laboratory Asstt.	16	--	03
Laboratory Attendant	16	--	03

Hostel Staff

✓ Caretaker (Hostel)	03	01	01
Peon (Hostel)	03	01	01

Contract Staff

Security Guards	18	--	02
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Maintenance Staff

Maintenance Engineer	--	--	01
Maintenance Supervisor	--	01	--
Maintenance Assistant	--	03	03
Maintenance Attendant	--	06	06

The numbers are within the sanctioned strength provided in the Detailed Project Report already approved in the first meeting of the Board of Governors. The above posts will be filled up in 1998-1999 and 1999-2000 as per requirement and as per guidelines issued by the Board of Governors/Directorate of Technical Education & Industrial Training, Punjab from time to time.

The Board may consider and approve the creation of the above posts.

Item No. 5.7 To report the implementation of the recommendations of the 4th Punjab Pay Commission Report.

As per the college bye-laws 2.16, the non-teaching employees of the college are entitled for revision of the pay scales on the pattern of the state government. with the approval of the Board of Governors.

The Govt. of Punjab vide notification No. 1/2/98-FP1/123 dated 08.1.1998 has revised the pay of the Govt. Employees and given the conversion table from old scale to new scales.

The matter was taken up in the 4th meeting of the Finance Committee and in anticipation of the issuance of notification, the item was approved. Further, the approval was taken on file. Accordingly, the recommendations of the 4th Punjab Pay Commission Report have been implemented, subject to the changes if any issued by the Govt. later.

The copy of the notification and approval from the Principal Secretary, Technical Education & Industrial Training, Punjab for implementing the pay scales non-teaching, non-AICTE staff is placed at Annexure – VIII.

Item No.5.7.1 To report the implementation of recommendation of the Fourth Punjab Pay Commission - Grant of fixed Medical Allowance.

The Govt. of Punjab vide notification No. 5/22/97-1FP1/11179 dated 31st December, 1997 has increased the fixed medical allowance from Rs.150/- to Rs.250/- per month w.e.f.01.1.1998 without any option. Reimbursement for outdoor treatment has been stopped w.e.f. 01.1.1998. However, reimbursement for indoor treatment will continue.

Since the employees of the college are entitled for allowances as announced by the Punjab Govt. from time to time, the Board may kindly approve for fixed medical allowance @ Rs.250/- per month w.e.f. 01.1.1998 to all the employees of the college as per above mentioned notification.

A copy of the notification is placed at Annexure – IX

Item No. 5.7.2 To approve implementation of the recommendation of the Fourth Punjab Pay Commission Report – Encashment of Leave.

As per college bye-laws vide clause No. 6.27, leave encashment in lieu of unutilised earned leave at the credit of the employee at the time of retirement on superannuation or voluntary retirement after 20 years shall be allowed as per Punjab Govt. Rules. The Govt. of Punjab vide notification No. 1/10/98-3 FP II/7219 dated 13th May, 1998 has raised the admissibility limit for the encashment of earned leave at the time of retirement from 240 days to 300 days from 1st of January, 1996.

The Board may kindly allow the encashment of leave from the existing 240 days to 300 days from 1st January, 1996 to the employees of the college.

A copy of the notification is placed at Annexure - X.

Item No. 5.7.3 To report the recommendations of the Fourth Pay Commission - Rural Area Allowance.

The Govt. of Punjab vide Notification No. 2/97-98-FP-1/188 dated 09.1.1998 revised the Rural Area Allowance for the employees at the rate of 6% of the revised basic pay w.e.f. 01.9.1997.

As per college Bye-Laws, the allowances to all the employees are payable as per the rates approved by the Punjab Govt. from time to time. The implementation of the recommendation of Fourth Punjab Pay Commission Report has already been approved in the Fourth Finance Committee meeting held on 21.10.1997. Therefore, in anticipation of the approval by the Board of Governors, the revised rural area allowance has been paid to the employees.

A copy of the notification is placed at Annexure XI for the information of the Board.

Item No.5.7.4 To allow the implementation of the recommendations of the Fourth Punjab Pay Commission – Regarding TA/DA.

The Govt. of Punjab vide notification No. 5/1/98-2FP/IV/356 dated 08.5.1998 has revised the TA/DA rules for the employees. This college is already implementing the pay structure of the Punjab Govt. for non-teaching employees and allowances to all the staff members.

As per college Bye-Laws clause 9.11(b) The rates of TA/DA shall stand automatically revised as and when corresponding rules are revised by the Punjab Govt. for its employees.....

i) For the purpose of TA/DA, gradation of the employees in various pay ranges in the old and revised scales of pay (as sanctioned vide Punjab Civil Services (revised pay rules, 1998) shall be as under :

<u>Existing Grade</u>	<u>Existing Pay Range.</u>
I.	Rs.5000 and above.
II.	Rs.3000 and above but less than 5000.
III.	Rs. 2000 and above but less than Rs. 3000.
IV.	Rs.1500 and above but less than Rs. 2000.
V.	Rs.1200 and above but less than Rs.1500.
VI.	Below Rs.1200.

<u>Revised Grade</u>	<u>Revised Pay Range.</u>
I.	Rs.15000 and above.
II.	Rs.10000 and above but less than 15000.
III.	Rs. 6000 and above but less than 10000.
IV.	Rs.5000 and above but less than 6000.
V.	Rs.4000 and above but less than 5000.
VI.	Below Rs. 4000.

The revised classification of the Cities :

Cities with population of 50 lacs and above.	A - I
Cities with population of 20 lacs and above but less than 50 lacs.	A
Cities with population of 10 lacs and above but less than 20 lacs.	B - I
Cities with population of 05 lacs and above but less than 10 lacs.	B - 2

ii) Daily Allowances :

a) The Existing Rates of Daily Allowances :

Existing Pay Range	Rate of Daily Allowance within Punjab.	Rates of Daily Allowance outside Punjab.	Rates of Daily Allowance at Shimla, Delhi, Madras, Bombay Calcutta.
Rs.5000 and above.	50	60	70
Rs. 3000 and above but less than Rs.5000.	40	50	60
Rs. 2000 and above but less than Rs.3000.	35	45	55
Rs. 1500 and above but less than Rs.2000.	30	40	50
Rs. 1200 and above but less than Rs.1500.	25	35	45
Below Rs.1200.	20	25	35

b) The revised Rates of Daily Allowances :

Grade	A-I Class Cities	A-Class Cities	B-I Class Cities	B-2 Class cities
	Hotel/Non-Hotel Rates (Rs.)	Hotel/Non-Hotel Rates (Rs.)	Hotel/Non-Hotel Rates (Rs.)	and other places Hotel/Non-Hotel Rates (Rs.)
I.	400	320	240	160
	200	160	120	80
II.	350	280	210	140
	150	120	90	60
III.	225	180	135	90
	125	100	75	50
IV. & V.	190	150	115	75
	100	80	60	40
VI.	150	120	90	60
	75	60	45	30

No Daily allowance shall be permissible within a radius of 08 Kms. from the place of duty. Road mileage at the fixed rates will, however, be paid for this journey except to employees in respect of local travelling-cum-Misc. allowance and conveyance allowance.

Journey beyond 08 Km. and within 25 Kms. Of the place of duty shall be treated as local journey. Daily Allowance shall be admissible for a calender day for halt at the normal rate irrespective of the period of absence if the employee returns to the head quarters, the same day, but when such a journey involves night stay, an employee shall be entitled to normal travelling allowance.

A full daily allowance shall be admissible for journey beyond 25 Kms. from the head quarters if the period of absence is six hours or more. If the period of absence is less than six hours, half daily allowance shall be admissible.

No incidental charges shall be payable in additon to the daily allowance/half daily allowance.

iii) Travel Entitlement :

a) Existing Travel Entitlement :

Grade	Existing Pay Range.	Existing Travel Entitlement.
I.	Rs. 5000 and above.	Ist Class A.C.
II.	Rs. 3000 and above but less than Rs. 5000.	A.C. Two Tier Sleeper./Ist Class.
III.	Rs. 2000 and above but less than Rs. 3000.	Ist Class /A.C. Chair Car.
IV.	Rs. 1500 and above but less than Rs. 2000.	Ist Class/A.C. Chair Car.
V.	Rs. 1200 and above but less than Rs. 1500.	Second Class Sleeper
VI.	Below Rs. 1200.	2 nd Class Sleeper.

b) Revised Travel Entitlement :

Grade	Travel Entitlement.
I.	Ist class A.C./Shatabdi Executive Class.
II.	A.C. Chair Car/A.C. Two Tier Sleeper/Ist Class.
III. & IV.	Ist Class/A.C. Chair Car/A.C. Three Tier.
V. & VI.	Second Class Sleeper.

In case, the journey is to a place connected by Rail, the employees shall have the option to travel by any mode of road transport i.e. whether by Air Conditioned Bus, Delux Bus or Ordinary Bus, subject to the payment of actual charges or maximum railway fare, whichever is less. In case of stations not directly connected by Rail, the entitlement of road travel shall be as under :

Grade	Entitlement
I & II	A.C. Bus.
III	Delux Bus/Express Bus.
IV, V & VI	Ordinary Bus.

The criteria of entitlement to travel by Air within India shall be as under :

I	At discretion.
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II On the condition that the distance is more than 1000 Kms.

c) Rates of Existing Road Milleage per Km. are as under :

Existing Rates.

Grade	Own Car	Motor- Own Cycle/Scooter	Motor- Ordinary Cycle.	Taxi	Other Means.
I.	1.50	0.60	0.25	0.60	0.30
II.	1.50	0.60	0.25	0.60	0.30
III.	1.50	0.60	0.25	0.60	0.30
IV.	--	0.60	0.25	0.30	0.25
V.	--	0.60	0.25	0.30	0.25
VI.	--	---	0.25	0.30	0.15

Revised Rates.

Grade	Own Car	Motor- Own Cycle/Scooter	Motor- Ordinary Cycle.	Taxi	Other Means.
I.	3.00	1.20	0.50	3.50	3.00
II.	3.00	1.20	0.50	3.50	3.00
III.	3.00	1.20	0.50	3.50	3.00
IV.	--	1.20	0.50	--	1.50
V.	--	1.20	0.50	--	1.50
VI.	--	--	0.50	--	1.50

Existing Rates of Hotel Accommodation.

Grade	Pay Range.	Bombay/Calcutta /Madras/Delhi/ Shimla	Other Places outside Punjab State.
I.	Rs. 5000 and above	300	225
II.	Rs. 3000 and above but less than Rs. 5000.	225	180
III.	Rs. 2000 and above but less than Rs. 3000.	200	165
IV.	Rs. 1500 and above but less than Rs. 2000.	120	100
V.	Rs. 1200 and above but less than Rs. 1500.	100	75

The maximum revised rates of Hotel Accommodation :

Grade	Accommodation.
I.	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of a category not above 5 star.
II.	Reimbursement of Actual expenditure incurred towards normal single room rent in a hotel of a category not above 3 star.

For other Grades, the rates are as follows :

	<u>A-1 Class Cities.</u>	<u>A Class Cities.</u>	<u>B-1 Class Cities</u>	<u>B-2 Class Cities/ Other Places.</u>
III.	Any hotel room upto Rs.200/- per day.	Any Hotel upto Rs.160/- per day.	Any Hotel room upto Rs. 120/- per day.	Any hotel room upto Rs. 80/- per day.
IV. & V.	Any hotel room upto Rs.150/- per day.	Any hotel room upto Rs.120/- per day.	Any hotel room upto Rs.90/- per day.	Any hotel room upto Rs. 60/- per day.
VI.	Any hotel room upto Rs.100/- per day.	Any hotel room upto Rs.80/- per day.	Any hotel room upto Rs. 60/- per day.	Any hotel room upto Rs.40/- per day.

The decisions/instructions issued shall be effective from the day of 1st June, 1998.

A copy of the notification is placed at Annexure – XII.

Item No.5.7.5 To allow implementation of Fourth Punjab Pay commission Report - To give benefits to women employees.

The Govt. of Punjab vide notification no.14/22/98-6 P.P-3/7892 dated 11.6.98 issued certain guidelines for the benefits of women employees.

- i) To give preference of quarters if they are staying alone at the place of posting but an affidavit to this effect will be taken from them.
- ii) To allow the woman employee to work part time to look after her children provided their age is not more then 04 years. During this period she will get half pay salary with other benefits as usual.
- iii) To sanction three month adaption leave to the employee who adopts the child or till the age of child is three months. She will get adaption leave only if she has no issue of its own.
- iv) To allow her to join the duty within 10 years from submission of her resignation due to domestic problem after marriage. However, she will not get the benefit of seniority and she must submit an affidavit that she has not worked any where, whether service or own business after submission of resignation but she must have completed her probation period.

It is proposed that Principal may be authorised to implement Para i) and as regards to others Principal may be authorised to recommend the cases for the approval of Chairman/Chairperson, B.O.Gs.

Submitted to the Board for approval, please.

The copy is placed at annexure XIII

Item No.5.8

To approve the Rules for Appointments on compassionate grounds.

As per the notification No. 11/16/94-2PP1/ 13533 dated 08.8.1996, the instructions were issued that if the age of dependant of the dead employee is less than 18 years, then he/she may be allowed to apply for the post on compassionate grounds within 06 months after the completion of 18 years of age and if he fails to do so then his/her application may not be considered.

But now the Govt. of Punjab vide notification No. 11/8/98/2 PP1/6479 dated 13.5.1998 has decided that the dependant members of the dead employees or orphan members whose mother/father have been killed by the terrorists and interested to be considered on compassionate grounds and they have completed 18 years of age but have not completed vocational/graduation course. Such members may be allowed to continue the vocational/graduation course and they may be allowed to apply within 06 months on completion of vocational/graduation course so that they need not to leave their study.

It is therefore, proposed that such rules may be allowed to be followed in the college also as the CSR rules apply wherever the Bye-Laws are silent.

A copy of the notification is placed at Annexure _ XIV.

Item No. 5.9

To approve the allotment of shops.

The college has made provision for shopping centre which includes the space for Banking and Post Office. Besides there are Nine shops. The room for the bank has already been given on a monthly rent basis i.e. Rs.3700/- per month for a period of three years. Now it is proposed that the shops may also be given on rent basis to meet the minimum essential requirements of the residents and the students. It is proposed that an open advertisement in the press be given for allotment of the shops. It is also proposed that a college committee along with a representative of District administration (nominated by the Deputy Commissioner) be approved and the allotment is made by a lottery system on the basis of standard rent calculated by the construction company i.e. National Buildings Construction Corporation Limited (A Government of India Enterprise) as per norms.

Submitted for the approval of the Board.

Handwritten notes:
1. Tender
03/10/03
Rs - 6 / R > PSTE
DC, MLA, P.L.
A.P.

Item No. 5.10

To approve the rules for vacations in respect of faculty members.

Edwin

As per college Bye-Laws clause 6.17 (A) (i) the period of vacation for an employee entitled to it, shall be as declared from time to time by the Principal. The total vacation in a calender year shall be allowed as per norms of Guru Nanak Dev University, Amritsar (which was affiliating university earlier).

According to the ordinances of Guru Nanak Dev University, Amritsar issued vide para 8 "An employee whether permanent or on probation or appointed temporarily shall be entitled to summer vacations salary as under :

- i) Those who complete nine month service. - Full Salary.
- ii) Those who complete service for three months but less than nine months. - Proportionate salary on the basis of full salary for nine months.

Provided that no employee who has served for less than 3 months will be entitled to any vacations. Provided further that if an employee leaves service of his own accord, he shall not be entitled to summer vacations, salary or any portion thereof.

Provided further that an employee who retires from service on attaining the age of 60 years or on the expiry of the period of any extension granted to him/her thereafter or on completing the period of his/her re-appointment for a specified period on contract basis beyond the age of 60 years will not be entitled to summer vacation salary or any portion thereof.

It is further proposed that in the first year of his/her service, the faculty member will have to work for the development of the department during winter/summer vacations and he may be given earned leave in accordance with the rules mentioned above for the period he is detained during vacations. For detaining of other faculty members who have completed one year of service the heads of the departments will work out the requirements of detention during the vacations.

Therefore, the Board may kindly approve the above norms. The copy of the ordinance issued by Guru Nanak Dev University, Amritsar is placed at Annexure - XV.

Item No. 5.11 To frame/approve a policy of service-benefits to be extended to the Principal.

In the college Bye-Laws, provision has been made about the selection of the Principal but there is no mention about the service benefits to be extended to the Principal.

The post of Principal in all the Engineering Colleges in the state has been made as tenure post initially for a period of 03 years with the provision of further extension. The bye-laws are silent with regard to the payment of service benefits to such contractual employees and the incumbent appointed against tenure posts.

The matter first came up for discussion when the previous Principal of Dr. B.R. Ambedkar Regional Engineering College, Jalandhar retired. It was discussed in the meeting of the Principals of Engineering Colleges (under the control of Punjab Government) which have common Bye-Laws (Engineering College at Gurdaspur, Ferozpur, Bathinda and REC, Jalandhar). The following resolution was adopted and it was recommended to be incorporated as college bye-laws 8.4.3 (b) as under : that the incumbent appointed on contractual basis against tenure posts be allowed to receive all benefits on prorata basis for their period of service rendered in the college

On the basis of above resolution, the following decision was taken in the 13th meeting of the Board of Governors of Dr. B.R. Ambedkar Regional Engineering College, Jalandhar :

Item No. 13.12 Providing retirement benefits to Contractual Employees or to the incumbents holding tenure posts : "..... The Board approved the amendment of additional clause as 8.4.3 (b) in the Bye-Laws of the college as proposed in the item"

In this case, the matter had also been referred to M.H.R.D. because of dual control. Since Beant College of Engineering & Technology is under the control of Board of Governors having all the officers of Punjab Govt. competent to take the decision, it is proposed that the amendment mentioned above may please be approved.

A copy of the agenda item and the relevant portion from the minutes of BOG's meeting of Dr. B.R. Ambedkar Regional Engineering College, Jalandhar placed at Annexure - XX.

*can be put
on the file
PST*

Item No. 5.12 To frame/approve a policy for appointment of visiting faculty/staff on a contractual basis.

*to be examine
Notes with the REC Case under
V.C. Chairmanship*

As per college Bye-Laws clause 2.10 and 2.11 the Principal may make appointments to teaching posts on adhoc basis, upto and including post of lecturers for a period of not exceeding six months and may also make temporary appointments to non-teaching posts carrying the scale maximum of which should not exceed Rs.4000 (old) revised to Rs. 11660/- for a period of six months.

Para 2.10 of the Bye-Laws is reproduced below : In the interest of maintenance of efficiency of teaching at the College, the Principal may make appointments to teaching posts on adhoc basis, upto and including the post of Lecturer, for a period not exceeding six months. Any extension beyond six months in the adhoc appointment may be made, with the approval of Chairman, Board of Governors. Any further extension beyond six months in the adhoc appointment beyond one year may be made with the approval of the Board of Governors up to a maximum period of six months. During this period of one and a half year, the vacancy shall be filled up on regular basis through the normal procedure for making appointment.....

Para 2.11 of the Bye-Laws is reproduced below :

..... The Principal may make temporary appointments to non-teaching posts carrying the scale maximum of which does not exceed Rs. 4000 for a period of six months.....

It is observed that faculty/staff at the Senior level is not attracted for a period of six months. Sometimes, it takes a longer period in conducting the interviews for the senior posts due to various reasons.

It is proposed that the Principal may be authorised to appoint Personal Assistant to Principal on contractual basis for a maximum period of 01 year subject to approval by the Chairman/Chairperson, B.O.Gs. For other Senior Faculty/Staff such as Professors, Asstt. Professors, Registrar, Deputy Registrar, appointments may be made by the Chairman/Chairperson on the recommendations of the Principal on contractual basis for a maximum period of one year which is extendable to three years with a maximum extension of one year at a time. As regards, terms and conditons those fixed by Sant Longowal Institute of Engineering & Technology, Longowal are proposed.

Submitted for approval of the Board. A copy of the letter from SLIET, Longowal is placed at Annexure - XXI.

Item No. 5.13 To approve the rent free accommodation for opening of the Post Office.

The Senior Superintendent, Post Office, Gurdaspur was approached for opening of a post office in the campus. The concerned department in turn asked to give written undertaking for providing Building free of rent with all facilities including fitting, fixtures and counter etc. They have also asked us to send the agreement for depositing non-refundable contribution in case the post office runs on loss.

We approached the various engineering colleges to know about the system being operated. Dr. B.R. Ambedkar Regional Engineering College, Jalandhar and Punjab Engineering College, Chandigarh have sent a copy of their written correspondence made with the post office in which they have agreed to provide the rent free accommodation for opening the post office.

Since the opening of the post office will be in the interest of the college, it is proposed that the Board may kindly approve the rent free accommodation as per the practice being followed in other engineering colleges. As regards other conditions, we do not propose that these be adhered to.

A copy of the letter is placed at Annexure - XVI.

Item No. 5.14 To approve the rates to be charged from the students for maintenance works and internet services.

The college is entering in its fourth year of operation in August, 1998. As per the CPWD/PWD norms, the white washing besides other maintenance works is to be carried out once in every three years. Accordingly, two teaching blocks and one hostel besides residential area are due for white washing in the month of August, 1998.

Since there are no separate funds created for the maintenance works, it is proposed that we may charge atleast Rs. 100/- per student per semester. Thus, there will be about 916 students on the campus, so the amount @ Rs.100/- per student comes to Rs. 1,83,200/- per year to meet the minimum maintenance expenditure of the college.

It is also proposed that Rs.500/- per student per semester may also be charged to meet the maintenance expenses for the internet services. At present, the approximate yearly expenditure for the maintenance services of the internet comes to Rs. 4.00 lacs.

Submitted to the Board for approval, please.

Handwritten notes:
As per AICTE
For self @ 2000/- per year/semester
for 4 @ 8000/-

Item No. 5.15 To approve 50% reimbursement of the Actual Fee paid by the faculty to pursue part-time higher studies under Faculty Development Programme.

As per College Bye-Laws, study leave can be granted to the employees to pursue a special course of study or investigation of scientific or technical nature provided he/she has completed five years of service. Study leave is generally granted for a period not exceeding two years which may be increased to three years which is the maximum period of study leave admissible to an employee during the entire period of service.

The college started in the year 1995 and accordingly some of the employees who joined in 1995 will be completing their five years of service in the year 2000 when they become eligible for study leave to pursue higher studies.

At present, with the revised pay scales, the lecturers will get per month approximately Rs.10,000/-, Assistant Professor Rs.15,000/- and Professor Rs. 18,000/- respectively in the year 2000. If one lecturer proceeds on study leave for a period of two years the college will have to bear about Rs.2.0 lacs or more in a year besides loss of teaching load which he would have shared other wise. Some of the universities/colleges provide continuing education courses to pursue the study for awarding degrees like M.E./ M.Tech / M.S. , Ph.D etc. The fee charged per year is upto Rs.20,000/- per year which is paid by the individual himself. It is proposed that if we sponsor the candidates by giving them 50% concession in the actual fees paid , then we will not face any shortage of faculty (by sending them on study leave) and moreover they may pursue higher studies at the earliest which will benefit the students.

Keeping in view the above facts, it is proposed that the Board may allow to sponsor the employees with 50% fees reimbursement for the stipulated period subject to the following conditions :-

- i) That the faculty member must be a regular employee and has completed his probation period.
- ii) That a maximum of 20% of the faculty will be sponsored for such courses per engineering department per year.
- iii) That he will serve for a period of minimum three years after completion of his degree.
- iv) That he will submit an undertaking for refunding the whole expenses with interest if he leaves before completion of the bond.

Submitted before the board for consideration and approval, please.

Item No. 5.16 To approve the Name of Local M.L.A. as member in all the Staff Selection Committees.

The Board of Governors in its first meeting approved the constitution of various selection committees for appointments to the posts of Principal, Professors, Registrar, Asstt. Professors, Lecturers, and other technical/administrative posts. Hon'ble Technical Education Minister, Punjab has desired that local M.L.A. should be included as a member in all the staff selection committees.

The matter is placed before the board for approval, please. A copy of the note received from the Hon'ble Technical Education Minister is placed at Annexure - XVII.

*one member of BOCs to
be nominated by the Chairperson of BOC.*

Item No. 5.17 To report about the conduct of Audit of Accounts by the Accountant General, Punjab, Chandigarh.

The Annual accounts of the college for the year ending 31.3.1995, 31.3.1996 and 31.3.1997 were prepared and got audited from the Chartered Accountant. The annual accounts have also been audited by the A.G., Punjab, Chandigarh upto 31.3.1997. The objections raised by the A.G., Punjab were clarified. The detailed reply submitted and clearance of the objections by the A.G., Punjab alongwith the copies of Annual accounts are placed at Annexure _ XVIII for informaton, please.

Item No. 5.18 To approve Eight Days Earned Leave to the teaching employees of the College.

On the basis of the recommendations of Third Punjab Pay Commission, the Government of Punjab vide their letter No.10/36/89-4FPI/2033 dated 08th March, 1990 allowed 08 days earned leave for every completed year spent on duty to the employees of vacation department. Faculty members of this college demand the earned leave on the lines issued by the Government of Punjab. The Fourth Punjab Pay Commission has not yet revised/changed the instructions already issued by the Government of Punjab.

It is therefore, proposed that Board may kindly consider and approve the grant of 08 days earned leave as per the provision made in the letter referred above subject to revision/change if any made by the Government from time to time.

A copy of the letter is placed at Annexure – XIX.

Item No. 5.19

To allow the reimbursement of books/membership fee/registration fee.

The Department of Technical Education & Industrial Training, Punjab, (Technical Education II - Branch) vide notification No.6/12/87-ITE II/3346 dated 7th August, 1990 revised the pay scales and other terms and conditions for teachers of TIET, Patiala, GNEC, Ludhiana, REC, Jalandhar and GZSCET, Bathinda. Para 19 of the notification is reproduced below :

“..... Reimbursement of (i) cost of books/technical journals upto a limit of Rs. 1,000/- per annum, (ii) membership fees of one international professional body/society to the extent of 75% of the actual and (iii) expenses for registration and TA/DA for presenting a paper in one national conference every year and one international conference every three years will be made by the concerned institution.....”

Since Beant College of Engineering & Technology, Gurdaspur came into existence in 1995, it is proposed that the above benefits may be allowed to the employees of this college also subject to the conditions that they have completed their probation period satisfactory.

Submitted to the board for approval, please. A copy of the relevant portion of the notification is placed at Annexure - XXII.

Item No. 5.20 Any other item with the permission of the chair.