

Minutes of the 10th meeting of the Board of Governors of Punjab Engineering College Society held on 3rd March, 2006 at 11.30 A.M. in the Conference Hall of Punjab Engineering College, Chandigarh

Present:

- | | | |
|-----|-------------------------|---------------------------------|
| 1. | Shri Chandra Mohan | Chairman |
| 2. | Shri Krishna Mohan, IAS | |
| 3. | Shri S. K. Sandhu, IAS | |
| 4. | Shri Pawan Agarwal, IAS | |
| 5. | Shri K. N. Pathak | |
| 6. | Shri Prithipal Singh | |
| 7. | Prof. Chandra Shakher | Nominee of Director, IIT- Delhi |
| 8. | Shri Krishan Goyal | |
| 9. | Dr. Pawan Kapur | |
| 10. | Dr. T. N. Kapoor | |
| 11. | Dr. R. N. Nauhria | |
| 12. | Dr. Shiv Narayan | |
| 13. | Prof. Vijay Gupta | Director |
| 14. | Prof. S. K. Suman | Registrar, Member-Secretary |

Leave of absence was granted to:

1. Shri R. K. Saboo
2. Shri Ajay Shri Ram
3. Shri Ravi Mathur, IAS
4. Shri Vikram Dev Dutt
5. Shri R. K. Chauhan
6. Shri R. C. Sharma

In attendance:

1. Prof. V. S. Kaushal, Deputy Director
2. Prof. Arun K. Lall, Dean Research, Planning & Development
3. Prof. K. K. Garg, Dean Students Welfare
4. Prof. S. C. Dhawan, Coordinator Center for Computational Engineering

At the outset, the Chairman felicitated Shri R. K. Saboo for the Padmashri Award by the President of India in this year's Republic Day Honors. He recalled his long association with him and his life-long dedication and contribution to the community through the Rotary Movement. His sentiments were unanimously endorsed by all Members and they requested the Director to communicate their felicitations to Mr. Saboo.

The Director thereafter presented the status report of the on-going recruitment process of filling of vacant positions of faculty, Computer-Center personnel and the Registrar. A presentation on the activities of Center for Computational Engineering (CCE) was also made by the Director.

Proceedings

Item No.	Particulars	Decision
10.1	To confirm the minutes of 9 th meeting of the Board held on January 6, 2006.	Confirmed.
10.2	Follow up action on the previous Board meetings.	<p>While noting the follow up action on the previous Board meetings, the following observations were made by the Board:-</p> <p>Item 10.2.1/5.3 <i>Creation of additional faculty positions in the Institute.</i> It was observed that the case for creation of posts is not required to be sent to the Govt. of India. Because as per Byelaw 5 (B) (2) (d), Board of Governors is the competent authority for the creation of posts with the prior approval of the Chandigarh Administration.</p> <p>A renewed proposal in the light of this may be sent to the Chandigarh Administration for approval along with the request for budgetary provisions of necessary funds.</p> <p>Item 10.2.2/6.2/3.17 (c) <i>Large number of pending court cases.</i></p> <p>Registrar, who is the Convener-Member of the Committee, informed the Board that the Committee has held three meetings so far.</p> <p>In its 2nd meeting it had made draft recommendations on certain cases based on the documents/ facts supplied by the petitioners with their written briefs, sought by the Committee and recommendations were subject to verification of such facts by the Registrar as per record.</p> <p>After verification of facts the Registrar</p>

*Amended as per decision vide Item 11.1 of BOG meeting

		<p>opined that the recommendations made by the Committee in its 2nd meeting needed review in the light of the facts revealed in the verification of official records.</p> <p>In the 3rd. Meeting where these observations based on official record were put up for coming to final views, the Committee was divided in its views and had to meet again.</p> <p>The Committee was requested to expedite the report, at least in respect of cases wherein complexities were minimal. It was also requested to get the recommendations vetted by the legal counsel, Shri Anupam Gupta, before bringing them to the Board.</p> <p>Item 8.2 <i>Reservations for OBC</i> It was observed that MHRD letter F.No.6-30/2005 U-5, dated 6th December 2005 to UGC referred to under item 8.2 indicated reservations for SC/ST only.</p> <p>It was desired since reservations for OBC for faculty positions were available under Govt. of India reservation policy before PEC became a Deemed University, due reservations should be provided for OBC in faculty positions.</p> <p>Item 8.4 <i>To consider the issue related to GPF and Pension Fund.</i> The Board decided that the Chandigarh Administration be requested to consider subsidizing the difference in the amount of interest accrued on the GPF contribution of the transferred employees. It was decided that the deficit interest amount be got estimated and communicated to the Finance department of Chandigarh Administration.</p>
10.3	To consider report of the	Approved with the suggestion that the

	sub-committee for review of draft ordinances proposed by the Senate.	term 'Foreign Nationals and Non-Resident Indians' wherever appearing should be replaced with 'International Students'. Final document: Annexure-1.
10.4	To consider modifications proposed in the policy for admission of international students.	Approved
10.5	To consider fixing the rates of remuneration for various experts.	The proposal was approved with some modifications. Final document: Annexure-2.
10.6	To consider the policy regarding migration of students from other institutes to Punjab Engineering College.	After exhaustive discussion, migration policy was not approved.
10.7	To consider the revision of hostel fees.	Approved. Final document: Annexure-3.
10.8	To consider the proposal for the payment of honorarium to the vacational staff on duty during summer/ winter term for conduct of courses.	Approved with some modifications. Final document: Annexure-4.
10.9	To consider the proposal for merit award to the College employees.	Approved with some modifications. Final document: Anexure-5.
10.10	To consider the proposal to replace the system of Annual Confidential Reports with an open system of assessment for faculty.	Proposal to discontinue the system of Annual Confidential Report (ACR) System was deferred. It was, however, clarified that without discontinuing the ACR system, the additional method of assessment could also be used.
10.11	To authorize the Director to open two separate bank accounts; one for depositing the GPF contributions of absorbed employees and second for depositing GPF/CPF contributions of the fresh	Approved.

*Amended as per decision vide Item 11.1 of BOG meeting

	employees of the Punjab Engineering College Society.	
10.12	Any other item with the permission of the Chair.	
10.12.1	To consider the proposal for reviewing the date for determining the eligibility for the purpose of Career Advancement Scheme (CAS).	The proposal was approved with some modifications. Final document: Annexure-6 .

Annexure-1

ORDINANCE No. 1: Academic Programmes and Degrees/Diplomas

- 1.1 The Senate, after examining each proposal for the introduction of a new programme from the point of view of its desirability and viability and the broad goals of the Institute as set forth in its MOA shall make suitable recommendations to the BOG of the Institute.
- 1.2 The minimum admission standards and the duration of the programmes within the Institute will be at least as prescribed by the relevant statutory body like UGC and AICTE. The Institute with the approval of the Board of Governors may prescribe standards over and above the aforesaid minimums.
- 1.3 The curriculum of each programme, required for its successful conclusion, will be approved by the Senate of the Institute.
- 1.4 The Senate shall approve the format of each degree/diploma to be awarded to a student after successful completion of his/her programme of studies.
- 1.5 Conferment of an Honorary Degree of the Institute shall be in accordance with Bye-law 14 of Punjab Engineering College Society.

ORDINANCE No. 2: Academic Calendar

- 2.1 Academic Year is divided into two semesters of about 16 weeks duration, plus an 8-week summer term. The summer term is essentially for removal of backlog of deficient students.
- 2.2 The exact dates for the important academic events scheduled during the academic session shall be specified in the academic calendar to be approved by the Senate. These include:
 - Registration dates
 - Start of Teaching Session
 - Last date for late registration*
 - Last date for submission of documents*
 - Last date for change in registration (adding and dropping of courses)*
 - I Mid-term Exam
 - II Mid-term Exam
 - End Semester Exam
 - Last date for submission of grades
 - Vacation period

*These events are not available for the summer term

ORDINANCE No. 3: Admissions

- 3.1 The Institute shall not discriminate on the basis of sex, race, caste, class, domicile, religious belief or profession in admission to the academic programmes of the Institute. This, however, does not rule out reservation of seats as provided by Chandigarh Administration.
- 3.2 The number of admissions that can be made to any approved programme of the Institute shall be decided by the Senate.
- 3.3 The admission of students to the undergraduate programmes of the Institute shall be made on the basis of the merit list of the All India Engineering Entrance Examination (AIEEE) conducted by Central Board of Secondary Education, New Delhi (CBSE).
- 3.4 A limited number of International Students may be admitted directly (without AIEEE) to the undergraduate programmes. The rules and procedures of such admissions shall be laid down by the BOG.
- 3.5 Students admitted to the undergraduate programmes shall normally pursue the Programme initially allotted to them at the time of admission. However, the Senate may permit a limited number of students to change their programme of studies after first year as a reward for meritorious academic performance in the courses undertaken in the first two semesters of a student's programme. The rules for such changes, including the process for determination of meritorious academic performance will be laid down by the Senate.
- 3.6 The eligibility requirements within the requirements prescribed by UGC and AICTE for admissions to post-graduate programmes shall be laid down by the Senate. The Senate shall also lay down the frequency of admissions to such programmes.

*Amended as per decision vide Item 11.1 of BOG meeting

- 3.7 Candidates studying in the final year of their qualifying degree programmes may be considered for provisional admission to the post-graduate programmes of the Institute provided they satisfy all other prescribed requirements. The academic calendar of the Institute shall prescribe a cut-off date by which a student must complete all the requirements of the qualifying examination and is declared to have passed that examination with the minimum prescribed standard for admission, failing which the admission will be revoked. Such cut-off date must be prior to start of the term-end examination in the very first academic term of such a student.
- 3.8 The admission requirements and the procedure for post-graduate admissions will be laid down by the Senate from time to time.
- 3.9 A department may stipulate additional requirements over and above those specified by the Senate for admission to the post-graduate programmes.
- *3.9: A department may stipulate additional requirements over and above those specified by the Senate for admission to the post-graduate programmes **with the approval of Chairman, Senate.***
- 3.10 The admission of any student admitted to the Institute may be cancelled by the Senate at any time, if it is found that the student had supplied some false information or had suppressed some relevant information.

ORDINANCE No. 4: Registration

- 4.1 The Senate shall lay down the norms and procedure for registration.
- 4.2 Students register individually for courses at the beginning of an academic term depending on their standing in the Programme, their backlogs, and the pre-requisites of the various courses.
- 4.3 Such registration will be on the advice and approval of the programme counsellor allotted to the student.
- 4.4 The registration will not be complete till the student pays the prescribed fees for the academic term and all other outstanding dues to the Institute and student hostels, if any.
- 4.5 The registration must be completed by the date prescribed for such registration each semester.
- 4.6 For sufficient reasons, a student may be allowed to register late, but no later than the prescribed date for late registration as laid down in the academic calendar.
- 4.7 Students who do not register by the prescribed date for late registration may not be allowed to pursue their programme of studies in that semester. They may, however, register in the following semesters.
- 4.8 The Chairman, Senate may cancel or change the registration of any student, during or after a term according to the procedure laid down for such change.
- 4.9 A student will not get credit for any course for which he/she is not registered in any academic term.

ORDINANCE No. 5: Teaching

- 5.1 The medium of instruction and evaluation shall be the English language.
- 5.2 Each course, along with its identifying number, title, its weightage in term of assigned credits, and course contents, shall require approval of the Senate Standing Committee authorised for the purpose, and following the procedure laid down by the Senate. Only courses approved in such a manner will be taught in any term.
- 5.3 An instructor-in-charge assigned by the Head of the Department concerned conducts each approved course. The Instructor-in-charge is assisted by the required number of tutors and laboratory instructors. The instructor-in-charge and the team of assigned tutors and laboratory instructors are responsible for the proper conduct of the course according to the academic calendar.
- 5.4 The list of all courses offered by the Institute in an academic term will be made available to the students before the date for registration for that term.

ORDINANCE No. 6: Attendance

- 6.1 As a general rule, a student will be required to attend at least 80% of all the scheduled lectures and laboratories, separately.
- 6.2 A student who does not fulfill these minimum requirements in a course shall not be allowed to appear for the end-term examination and shall be required to repeat the whole course.

*Amended as per decision vide Item 11.1 of BOG meeting

The Chairman of the Senate, on sufficient reasons and on the recommendation of the concerned instructor may condone a shortfall of up to 10%.

ORDINANCE No. 7: Evaluation

- 7.1 The medium of evaluation of the academic performance of the students in the Institute shall be English language.
- 7.2 The Instructor-in-charge, assisted by the team of tutors and other instructors, is responsible for making the question paper, conducting the examination in his/her course, getting the answer scripts evaluated by the team of tutors, and awarding the grades. The grades are forwarded through the Head of the Department who ensures that proper standards have been used. The Institute will install a system of complete transparency in the assignment of grades.
- 7.3 In all theory courses there should be an end-semester examination and two mid-semester examinations. A student must appear in the final examination (or its official make-up) to obtain a passing grade.
- 7.4 The performance of student in a course is reported in terms of broadband grades. The following letter grades are used:

The grade E may be awarded to a student only if the student's performance is within 5% of the cut-off

<i>Letter Grade</i>	<i>Performance</i>	<i>Grade Points</i>
A	Excellent	10
B	Very Good	8
C	Satisfactory	6
D	Marginal	4
E	Deficient, reappear	0
N	Not eligible to appear in examination	0
F	Failing	0
I	Incomplete	0
S	Satisfactory (for zero credit courses only)	-
X	Unsatisfactory (for zero credit courses only)	-

performance for the last passing grade D. The E grade will be available to the students in only the first and second semester courses. The reappear examination will be scheduled by the Academic Section.

- 7.5 A student's overall academic performance within a given semester or in all the courses completed is measured by two grade point averages. The grade point averages give the weighted averages of the grade points obtained by a student in the various courses completed. The grade point average is obtained by dividing the sum of the product of the grade points and credit hours by the sum of the credit hours. The Semester Grade Point Average (SGPA) is given as:

$SGPA = \text{Sum (credit points} \times \text{credit hours)} / \text{Sum (credit hours)}$, where the sum is taken over all the courses completed in a given semester, and

The Cumulative Grade Point Average (CGPA) is given as:

$CGPA = \text{Sum (credit points} \times \text{credit hours)} / \text{Sum (credit hours)}$, where the sum is taken over all the courses completed up to and including the given semester.

The grades of any and all repeated courses are included in the official transcripts. However, once a student repeats and passes a course in which he/she had failed earlier, the earlier fail grade will not enter in to the computation of the CGPA. Incomplete grades are not included in computing the GPA until an appropriate letter grade is assigned.

- 7.6 The grades should reflect the performance of a student throughout a course. Though the teaching team is free to use their own weights, it is expected that the end-semester examination should not have a weight of more than 50% in the final grade.
- 7.7 The end-semester examination and the mid-semester examinations must be held within the periods allocated in the Academic Calendar. In exceptional circumstances, the Dean may permit holding the examinations outside these periods.
- 7.8 Grade D should be allotted only on minimum *acceptable* performance.
- 7.9 The graded scripts of quizzes, tests, and mid-semester examinations are to be returned to the students within a reasonable time.

*Amended as per decision vide Item 11.1 of BOG meeting

- 7.10 The graded scripts of the end-semester examinations are not to be returned to the students, and are to be preserved till the end of the next regular semester. However, as a policy of the Institute, the students shall have access to the scripts of their final examinations in all courses for inspection. All Instructors will notify a time for such access within three days of the examination. Any errors or omissions should be pointed out to the Instructors in writing on the cover sheet. The instructor will take these into account before submission of the grades.
- 7.11 The final grades earned by all students registered in a course must be submitted by the Instructor-in-charge to the academic office through the Head of the Department within the stipulated time
- 7.12 For reasons acceptable to the Instructor, an *I* (for Incomplete) grade may be assigned if a student fails to complete any of the required coursework by the end of the semester. In all such cases, an *Incomplete Contract*, which is a formal agreement between the student and the instructor, is to be filed along with the grade report. An Incomplete Contract should include:
- The coursework that remains to be completed.
 - The date by which the specified work must be completed (no later than one month of the close of the relevant semester).
 - The final grade to be substituted for the *I* grade, if the specified work *is not* completed by the specified date.
- The *incomplete contract* should be filed by the instructor with the Academic Office when the grade sheet is submitted.
- If the student completes the required work by the specified time, the instructor completes a grade change form indicating the final grade earned. The student should check with the instructor to ensure that a grade change form has been submitted.
- If the student does not complete the required work by the specified time, the *I* grade is automatically replaced with the final grade specified by the instructor on the *incomplete contract*. If a final grade is not specified, or if an *incomplete contract* is not filed, the *I* grade automatically reverts to an F grade after one month.
- 7.13 If a student wishes to petition against the grade assigned, he/she should approach the Head of the Department within a week of the beginning of the next regular academic term. The HOD will report his recommendations to the Chairman, Senate for final decision. The Chairman, Senate may also look into such a case directly
- 7.14 No grade change will be allowed more than four months after the completion of the course.
- 7.15 The Senate shall prescribe the norms for evaluating the semester-wise and cumulative performance of students as to satisfactory or deficient. For students with performance classified as deficient, the Senate shall prescribe norms for allowing them to continue in the programme or to terminate their programmes.
- 7.16 Programme of any student can be terminated only after the appropriate standing committee of the Senate makes such a recommendation and the Senate accepts the recommendation.

ORDINANCE No. 8: Graduation Requirements

- 8.1 The Senate shall prescribe the minimum CGPA required for graduation.
- 8.2 A student shall be deemed to have completed the graduation requirement if the student has:
- (a) completed all the courses prescribed in the programme of studies,
 - (b) attained the minimum prescribed CGPA,
 - (c) completed all other requirements specified by the Senate, if any.
- 8.3 A student who has satisfied all the graduation requirements shall be recommended by the Senate to the Board of Governors for award of the appropriate degree/diploma. The degree/diploma shall be awarded at the ensuing convocation after approval of the Board of Governors.
- 8.4 Under extremely exceptional circumstances where gross violation of the graduation requirements is detected at any stage after the award of a degree/diploma, the Senate may recommend to the Board of Governors to withdraw the degree/diploma already awarded.

ORDINANCE No. 9: Conduct of Discipline

- 9.1 Each student shall conduct herself/himself, both within and outside the campus of the Institute in a manner befitting a student of a prestigious institute. Each student shall show due respect and courtesy to the teachers, administrators, staff of the Institute, and to the visitors and residents to the Institute, and good neighbourly behavior to fellow students.
- 9.2 Lack of courtesy and decorum; unbecoming conduct within and outside the Institute; willful damage to Institute property, removal of any property belonging to the Institute, fellow students or other personnel and residents of the Institute; disturbing fellow students in their studies; breach of rules and regulations of the Institute; adoption of unfair practices in tests, quizzes, assignments, or examinations; noisy and unruly behavior shall constitute violation of the code of conduct.
- 9.3 The Senate shall constitute a standing committee to investigate the alleged violations of the code of conduct and make recommendations on the case. The Senate shall establish a procedure for handling the recommendations of the standing committee.
- 9.4 The extreme punishment of termination of the academic programme of a defaulting student will normally be referred to the Senate for final decision.
- 9.5 A defaulting student who is aggrieved with the punishment awarded may prefer an appeal to the Chairman of the Senate stating the reasons as to why the punishment should not be awarded. The Senate shall prescribe the procedure to process such appeals.
- 9.6 The student who has been found guilty of some major misconduct may not be recommended by the Senate to the Board for the award of Degree/Diploma even if all academic requirements have been satisfactorily completed.

ORDINANCE No. 10: Thesis Evaluation

- 10.1 Every post-graduate student shall have at least one but not more than two thesis supervisors from amongst the faculty members of the Institute. However, another supervisor from outside the Institute may be appointed, if necessary.
- 10.2 Each department shall prescribe a procedure for the appointment of supervisors keeping in view the students aspirations and the research interest of the faculty. Any change in supervisor will require the approval of the Senate.
- 10.3 In case the supervisor proceeds on long leave, resigns, superannuates or otherwise ceases to be a faculty member of the Institute before the submission of the thesis, a new supervisor will be appointed by the Senate on recommendation of the Department, if there is no other supervisor from within the institute.
- 10.4 The Master's thesis will be examined by a Committee to be appointed by the Chairman, Senate on the recommendation of the supervisor and the Head, following the guidelines set by the Senate.
- 10.5 The Senate shall frame rules regarding the requirements for a doctoral degree of the Institute.
- 10.6 Every doctoral degree candidate must pass a comprehensive examination as prescribed by the Senate. The Senate will prescribe the procedure for the conduct of thesis examination
- 10.7 Every doctoral degree candidate must satisfactorily present a state-of-the-art seminar within three semesters of his/her initial registration in the programme. The Senate shall frame rules for determining whether the presentation is satisfactory or not.
- 10.8 The procedure for the evaluation of the doctoral thesis will be laid down by the Senate.

**10.8 The procedure for evaluation of doctoral thesis including viva-voce i.e. defence of thesis would be laid down by the Senate.*

ORDINANCE No. 11: Scholarships and Prizes

- 11.1 The Institute shall award merit-cum-means scholarships, free-ships, notional prizes, certificates of merit, medals and other awards to the students according to the rules laid down by the Senate.
- 11.2 No student can receive two scholarships simultaneously.
- 11.3 A Standing Committee of the Senate will select the students for the various scholarships/prizes and other awards according to the rules laid down by the Senate.

*Amended as per decision vide Item 11.1 of BOG meeting

- 11.4 The Institute may accept awards from individuals and organizations according to the prescribed procedure if it is felt that such award would promote scholarship in the institute and will lead to general growth of the Institute.

Anexure-2**Approved rates of remuneration for various experts**

Activity	Remuneration
Master's thesis evaluation by an external examiner	Rs.500
Doctoral thesis evaluation by an external examiner	Rs.2,000 (US\$ 200 for examiners abroad)
Doctoral viva-voce examination by an external examiner	Rs.500
Viva-voce examination of undergraduate students by an external examiner	Rs.50 per student
Payment for paper-setting and evaluation of scripts and other duties for re-appear examinations within the old system	As per current Panjab University rates
Guest Faculty	Rs.500 per hour for actual classroom contact

Annexure-3**Approved revision in Hostel Charges**

Particulars	Approved last year	Proposed correction
SECURITY (Refundable)		
Refundable Hostel and Mess Security	9000	4000
RECURRING (Annual)		
Hostel Fee (Hostel room rent, utilities, including electricity and water charges etc.)	7000	7000
Hostel and Mess Establishment Charges	-	5000
Mess Deposit (Adjustable against the Mess Bill)	2000	2000

*Amended as per decision vide Item 11.1 of BOG meeting

Annexure-4

Approved rates of honorarium to be paid to the vocational staff on duty during summer/ winter term for conduct of courses.

As per the new academic programme, the College is expected to run a summer/winter term programme, besides the regular semesters. The staff of the College that is responsible for the delivery of academic courses (faculty, laboratory and workshop staff) are treated as *vacational staff*, who are entitled to vacation when the academic term of the College is not on. This period was approximately three months. Such staff were not entitled to earn leave as a matter of routine, but were given earned leave (for one-third of the period of vacation not availed) if they were assigned duties during the vacation period and were asked not to proceed on vacation. Typically, the staff was retained during vacations for administrative work alone. Now that courses will need to be taught during the vacation period, and only a section of the vocational staff will be required for teaching the courses, it is felt that some incentive may be given for teaching courses during vacation period. Such incentive is paid in other institutions where summer-term is engaged.

The board has, therefore, approved that for teaching an eight-week course in vacation, an honorarium at the following rates may be paid:

Category of employee	Quantum of payment
Faculty directly involved in such instruction	A sum equal to half of one month basic pay, including dearness pay, of the maximum of the Professor's pay scale.
Group 'C' Technical/ Lab Staff directly involved in such instruction	A sum equal to half of one month basic pay, including dearness pay, of the maximum of the highest Group 'C' pay scale.
Group 'D' Staff directly involved in such instruction	A sum equal to half of one month basic pay, including dearness pay, of the maximum of the highest Group 'D' pay scale.

In case the time such staff is put on duty during vacation, is less than eight weeks, then the honorarium amount will be reduced in proportion to the time spent. A staff member cannot refuse the summer-term courses, if assigned. However, one individual faculty member may not normally be required to teach a vacation-time course more than once in three years, except under exceptional circumstances. This will not have any affect on an individual's duty days being counted towards earned leave.

Annexure-5

Approved merit awards for the College employees

A) Meritorious service awards

A system of incentive to reward merit is being proposed. The College would recognize exceptional merit in its employees and will reward them by paying them cash incentives as follows:

Faculty	:	Rs.15,000
Group 'C' Staff	:	Rs.10,000
Group 'D' Staff	:	Rs. 8,000

The process would be on the following lines:

1. Nominations will be invited from the Heads of Departments/Sections to nominate one or more of the employees for the award by filling up a proforma detailing their achievements.
2. These will be scrutinized by a central committee appointed by the Director who would authenticate the information in the nominations and would recommend the employees who should be given the awards.
3. The awards may be in four categories:
 - Faculty
 - Class C, ministerial
 - Class C, technical
 - Class D

(The Institute does not have any class B staff. An award for this class may be instituted if and when at least 20 employees are recruited in Class B)
4. Only one award in each category be given, except in the first year when more (say, twice as many) awards may be given.
5. One employee may be considered for a subsequent award after at least five years of getting an award.

The Board has approved these awards in principle. The detailed procedures and criteria for the awards will be worked out within the parameters outlined above, and implemented after approval by the Chairman.

B) Recognition for long and unblemished service

The Board opined that recognition of long and unblemished service does not require its approval.

Annexure-6

Change of date for determining the eligibility for the purpose of Career Advancement Scheme (CAS).

The Board in its 5th meeting had approved a one time application of the Career Advancement Scheme (CAS) of AICTE for existing faculty members. It was decided that the effective cut off date for determining the eligibility will be the date of notification of the Deemed University status by the Chandigarh Administration. This will also be the date from which the promotion would be effective.

Subsequently, in the 6th meeting the Board partially changed the decision to move the cut-off date of eligibility to 27th of May 2005 (which was the date of the 5th meeting of the Board in which the decision was taken).

Because of the inordinate delay in the implementation CAS, the Board has approved the inclusion of all the faculty members who become eligible up to the end 31st July 2006 or the last date of the current round of selections (which ever is later) with a proviso that the date of promotion would be effective from the date of eligibility or 27th of May 2005, whichever is later.

***Annexure-6**

Change of date for determining the eligibility for the purpose of Career Advancement Scheme (CAS).

“The Board in its 5th meeting had approved a one time application of the Career Advancement Scheme (CAS) of AICTE for existing faculty members. It was decided that the effective cut off date for determining the eligibility will be the date of notification of the Deemed University status by the Chandigarh Administration. This will also be the date from which the promotion would be effective.

Subsequently, in the 6th meeting the Board partially changed the decision to move the cut-off date of eligibility to 27th of May 2005 (which was the date of the 5th meeting of the Board in which the decision was taken).

*Because of the inordinate delay in the implementation CAS, the Board approved ***ex-post facto**, the inclusion of all the faculty members who become eligible up to the end 31st July 2006 with a proviso that the date of promotion would be effective from the date of eligibility or 27th of May 2005, whichever is later.”*

***(b) The Board further emphasized that efforts be made to advertise vacant posts for selection every year for all cadres. The system of advertising the posts every year may be reviewed after three years.**