

**Subject: Draft Minutes of the 47<sup>th</sup> meeting of the Board of Management of PEC University of Technology, Chandigarh.**

**A Brief of meeting and participants:**

<b>Date</b>	08.08.15 (Saturday)			
<b>Time</b>	12:30 P.M.			
<b>Venue</b>	Conference Room, II Floor, Administrative Block, PEC Campus, Sector-12, Chandigarh.			
<b>In chair</b>	Sh. Som Mittal			
<b>List of Participants</b>	<b>S/ Sh</b>	<b>Name</b>	<b>Constituency as per MOA</b>	<b>Designation in BOG</b>
	1	Arun Kumar Grover	Vice Chancellor	Member
	2	Amit Talwar	Joint Secretary Technical Education	Member
	3	Rajesh Khanna	Nominee of Director IIT Delhi	Member
	4	R. K. Sinha	Nominee of Director CSIO	Member
	5	Sanjeev Aggarwal	Founder & Senior Managing Director, Helion Ventures	Member
	6	Siby John	HOD Civil Engineering	Member
	7	Manoj K. Arora	Director PEC	Member
	8	Sanjeev Sofat	Dy. Director, PEC	Member (co-opted)
	9	Manish Jindal	Registrar, PEC	Member
<b>Leave of absence accorded</b>	1	Vikram Dev Dutt, IAS	Secretary Technical Education	Member
	2	Sarvjit Singh, IAS	Finance Secretary	Member
	3	Nominee	Department of Secondary Education, MHRD	Member
	4	Nominee	Ministry of Home Affairs	Member
	5	Nominee	Chairman UGC	Member

	6	Srikant Somany	Chairman CII Northern Region	Member
	7	N. Sathyamurthy	Director IISER, Mohali	Member
	8	A.K. Taneja	MD & CEO Shriram Pistons & Rings, New Delhi	Member
	9	Pawan Agarwal, IAS	Joint Secretary, Ministry of Skill Development	Member

b. At the outset, the Director made a presentation about vision, mission, objectives, development & action plans of the institute. All the BOG members deliberated at length and made their observations, as follows:

1. Faculty is one of the major stakeholders and they are to be put in various development activities of the Institution. As per the plans presented by the Director, their participation needs to be informal as well as formal in the form of sub-committees. The outcome of these sub-committees needs to be reviewed periodically and the board to be updated accordingly with the physical and financial progress of the activities.
2. There has to be mechanism of accountability of faculty. Accountability does not mean monitoring but transparent unbiased opinion of students through feedback mechanism both ONLINE as well as offline and preferably twice a semester so that midway correction may also be made.
3. Based on the feedback, efforts need to be made to overcome the shortcomings of faculty (if any) by mentoring, guidance, counseling & training, etc. One of the idea floated was to make use of the website "meet your professor". It was also observed that motivation of faculty and staff is the essential component for development & growth of Institution and to transform it into an Institution of Excellence.
4. Chairman & other members of Board will have motivational talks with students, faculty & staff.
5. It was also observed that student is the key customer of the institute and a product used for the Industry. It was therefore observed that ex-officio members of student council may also be invited to participate in the Board/ Senate meeting including participation of PG/ Research/ Girl students.

6. The board also recorded that the goals proposed by Director may be divided into quarterly milestones and their progress be monitored in terms of financial expenditure and physical accomplishments.
7. It was also observed that in future all agenda items may be linked as per the developmental plans so that board is able to monitor the tangible progress in more effective and judicious manner.
8. It was emphasized that for funding the support from alumni is to be rigorously explored. The board members volunteered to undertake the activity. The Director was requested to identify a list of 50 well placed Alumni's in India & Abroad.
9. It was also observed that the Board members may be entrusted with Institutional activity as per their expert domain and they would like to volunteer. For automation, Sh. A.K. Taneja and for entrepreneurship & Alumni networking, Sh. Sanjeev Aggarwal were identified to support the Institution in its endeavor.
10. Three major works identified to focus on are,
  - a. Hostel accommodation
  - b. Transit accommodation for faculty/ staff (studiotype)
  - c. Modernization of lab.

Brief of cost estimation of the above works may be prepared.

c. The brief of proceeding is as follows:

Item No.	Item	Decision
47.1	Approval of Draft Minutes of 46 <sup>th</sup> Meeting	Approved
47.2	Action taken report on decisions of 46 <sup>th</sup> Meeting	<p>Noted.</p> <p>On Item No. 46.18 and 46.21, it was informed that Chandigarh Administration vide letter No. 829-IH(2)-2015/16014 dated 31.07.2015 and letter No. 829-IH(2)-2015/ 16211 dated 04.08.2015 has informed that action may be taken at the end of PEC.</p> <p>In agenda Item No. 46.19. It was informed that report has been received in a sealed cover. Board opined that complete agenda item be placed in next BOG.</p>
47.3	Engagement of Visiting Faculty/ Emeritus Professor/ Chair Professor	<p>Approved as proposed.</p> <p>It was observed that all other modes of faculty engagements like guest faculty, contractual faculty, adhoc faculty with earlier approved norms may also be included and a consolidated statement be notified.</p>
47.4	Direct Faculty recruitment at Assistant Professor Level-2015	<p>Approved as proposed. It was also observed that formal and informal referral checks may also be made for</p>

		shortlisted candidates.
47.5	Age limit for entry to post of Assistant Professor	It was decided that for internal as well as candidates from Govt. Departments, guidelines of Govt. of India may be adopted.
47.6	Proposed conduct of CAS-2015	Approved as proposed. It was also observed that CAS be conducted on annual basis and the Director is empowered to conduct the CAS. Guidelines of AICTE/ UGC as per applicability may be followed.
47.7	Sabbatical Leave	<p>Approved as proposed, i.e.,</p> <p>A. At any given point of time,</p> <ol style="list-style-type: none"> <li>1. not more than 5% of sanctioned faculty strength shall be considered</li> <li>2. in big departments not more than 2 faculty shall be considered</li> <li>3. in small departments not more than 1 faculty shall be considered.</li> </ol> <p>B. Salary (including perks) during sabbatical leave: Depending upon the proposal of the faculty, decision on quantum of paid sabbatical may be taken, however, not exceeding 50% of the total salary</p> <p>C. The Director based on recommendations of concerned Head of Department and Standing Committee may take a decision on request of faculty for sabbatical leave.</p>

		<p>D. Other conditions will be as per UGC guidelines, as given below.</p> <p>(i) Permanent, whole-time teachers of the university and colleges who have completed seven years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.</p> <p>(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.</p> <p>(iii) A teacher who has availed himself/herself of study leave, would not be entitled to the sabbatical leave "Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.</p> <p>(iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive council/Syndicate may if it so desires, sanction sabbatical leave on</p>
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		<p>reduced pay and allowances.</p> <p>(v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.</p>
47.8	Counting of past service/ pay protection/ advance increments	Approved as proposed. It was also observed that selection committee may also be appraised of the guidelines of statutory/ regulatory bodies on the issues. This is applicable on any appointments in future.
47.9	Proposed faculty qualifications for M.Tech TQM programme	Approved as proposed.
47.10	Show cause notice to Dr. Siby John	The board concurred with the observations of the committee as recorded in the agenda. It was also informed to the board that it was a rare instance and as such, procedure for TA/DA claims is being followed in letter and spirit as per the prevailing guidelines in this regard.
47.11	TA/DA claim	The Board concurred with the decision of the Director i.e. acceptance of enquiry report submitted by Enquiry Officer (Deputy Director) whereby the charges were not found to be sustainable. It was

		further noted that issues which are within the administrative jurisdiction of the Director may be disposed off at that level itself and need not to be brought to the Board.
47.12	Outcome of CAS conducted in the year 2011 and 2013	Noted. It was also recorded that opportunity to non selected candidates in these rounds of CAS may be given on fast track basis as per the guidelines of UGC/ AICTE.
47.13	Contractual faculty appointment for the session 2015-16	Noted
47.14	Re-employment of Prof. K. K. Garg	Noted
47.15	Appointment of Junior Lab Assistants	Noted
47.16	Contractual engagement of Retired persons/ others	Noted
47.17	Constitution of Finance Committee	It was agreed that finance committee be constituted. It was decided that AC (F&A) may be associated as special invitee and the Chairman of the Board is authorised to nominate two board nominees on finance committee. The Quorum cannot be complete without Director and one independent Board Member
47.18	Vacant Slots in BOG	Noted. It was also agreed that the name of Dr. K. K. Agarwal, former Vice Chancellor, Indraprastha University may also be nominated for consideration alongwith Secretary General QCI, Vice



		Chancellor PTU & Ms. Kanika Marwaha. The new list may be sent to Chandigarh Administration in place of the list sent earlier.
47.19	Admission process for Under Graduate Programme	Approved as proposed. It was also observed that the proposal may also be sent to Chandigarh Administration for concurrence.
47.20	Establishing of Centre of Excellence in collaboration with Siemens - update	<p>Representatives of Siemens made a presentation on the proposal. It was observed that proposal is acceptable in principle. However, following issues need to be looked into:</p> <p><b>1. <u>Price justification</u></b></p> <p>After detailed deliberations, it was observed that either with the help of office of Adviser/Finance Secretary, a dialogue may be established with Gujarat Govt. and the methodology adopted by them may be considered.</p> <p>The tender on Swiss Model may be floated where our requirements are brought to the public notice and anybody (as per pre qualification criterion) who offers to match the same at a lower price may be considered.</p>

		<p>2. The period of commitment for upgradation of hardware and software by M/s Siemens may be made explicitly clear.</p> <p>3. Rules &amp; responsibilities of Siemens/ PEC &amp; training partner of Siemens may be explicitly defined.</p> <p>4. Recurring expenditure and financial modeling after completion of handholding period may be defined. Siemens have a 10 year commitment in Gujrat. In proposal to PEC, the proposal is for 03 year handholding. The balance 07 year support needs to be defined.</p> <p>5. Possibility of staggering the total cost may be explored.</p>
47.21	Creation of ZED Centre	Noted.
47.22	Convocation 2015	Noted
47.23	Hiring of Consultant services for Centre of Excellence in Industrial and Product Design	Approved, as proposed.
47.24	Presentation of Development activity on Master Plan	Noted
47.25	List of Ongoing/approved works	Noted
47.26	List of works in consideration	Noted
47.1 (S)	Fund Flow - Budget, Receipt & Expenditure	After detailed deliberations, it was observed that as a buffer at any given point of time, the institution must have

		<p>reserved funds to meet out day to day expenses, salary and pension liability for a period of at least 03 months. Accordingly, the financial planning may be done. It was observed that Institution definitely has to look forward for funds to support its construction and other developmental activities. It was brought to the notice of the Board that the plan as well as the non-plan grant has been frozen by the Chandigarh Administration. However, it is customary to enhance the annual grant by 10 % for ongoing regular activities. Therefore, the board observed that concrete proposal of developmental activities may be prepared &amp; accordingly requisition for budgetary support from Chandigarh Administration and support from other sources such as government agencies, ministries, industry and alumni may be planned for the future.</p>
47.2 (S)	TEQIP-II Project	<p>Noted. Approved as proposed. It was also informed that NPIU may grant additional Rs. 5.0 crores to best performing TEQIP institutions in the country. PEC is one of them. The proposal for this additional grant may therefore be sent to NPIU on priority basis. It was also assured by the Joint Secretary Technical Education that the disbursement of received funds would be fast tracked.</p>
47.3 (S)	Representation of Dr. R.R. Singh	<p>After detailed deliberations, it was observed that representation along with entire history may be referred to a retired Judge for disposal. In case required, a hearing may also be given by</p>

		Judge.
47.4 (S)	Amendment in decision of BOM regarding enhancement of amount of scholarship of Ph.D	Approved as proposed.
47.1 (T)	Representation of Ms. R. Amutha	It was decided that Dr. R. Amutha may be given the pay scale as per UGC Guidelines.

**Other Observations:**

1. Motivational talk for students & faculty by Chairman and other members of the BOG may be organized.
2. A talk by Chairman to CRIKCS in November, 2015 may be planned.

## NOTE ON INSTITUTE ROUND

Before the start of BoG meeting, a visit to some institutional facilities was undertaken. Hon'ble Adviser, Finance and Technical Secretary, Chairman, BoG and other members of the BoG took part in this visit. The team appreciated the facilities, in particular, the work done by the two Centers of Excellence, Industrial and Product Design, and the Cyber Security. It was suggested to enhance the activities of these two centers and let PEC be known for these thematic areas. The following observations were made:

1. The old workshops need to be upgraded with new equipment/machinery.
2. A 1000 capacity auditorium at the campus is the need of the hour. Possibility of having an open air auditorium be also explored.
3. Uniform signage in the market area needs to be followed.
4. Monthly review meeting of U.T. Engineering Department under Finance Secretary may be organized, for physical and financial review of the progress of the ongoing works awarded to Engineering department to avoid any further delays.
5. It was observed that PEC may be developed as Smart Institute as part of Chandigarh working on the Smart City Project.
6. The Lab building maintenance was poor. All cables etc. to be dressed up. U.T. Engineering department was also directed to undertake painting and removing algae, etc. uplift the general maintenance of building.
7. For interior works, a suitable color scheme of furnishing need to be detailed out & followed.
8. The Guest House may be renovated at the earliest into an State of the Art facility in the region.

9. M/s Siemens also made a presentation for establishing a centre of excellence for PEC. It was observed that proposed CoE may be useful for PEC, CRIKC Institutes, UIET, CCET, Govt. Polytechnic & ITI's in U.T. PEC may act as hub for all surrounding institutions along with skill training youth in tricity. It was also observed that upfront payment of Rs. 17.0 crores plus may not be possible hence the staggered payment mode along with finance from other agencies like AICTE/ UGC/ MSME/ Budgetary support from U.T. may be explore to make the model financial sustainable. A modular program on a chargeable cost may also be worked out.
10. A presentation to Adviser and his team on master plan with phasing and funds requirement shall be made.