Agenda for 43rd meeting of Board of Management
of PEC University of Technology, being held on
21.03.2014 at 2.30 P.M
in the Conference Hall of PEC University of Technology, Chandigarh

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43.3	Items for information 43.3.1: Demand amounting to Rs.96,47,995/- u/s 201(1)/201(1A) of IT Act in respect of PEC University of Technology for the AY 2009-10, 2010-11 & 2011-12 – regarding 43.3.2: Regarding recovery of outstanding demand by IT Department in the case of PEC University of Technology, for the AY 2007-08 to 2009-10 43.3.3: Progress of TEQIP Project	10-30
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43.3.3: Progress of TEQIP Project

1) **Utilization of funds under TEQIP-II Project.**

   Rs. 3,35,59,977 out of total funds received of Rs. 5,00,00,000 have been utilized as on 28th Feb' 2014 under TEQIP-II Project (**Annexure 43.3.3.1:** FMR for the month of Feb' 2014; page 13) and Purchase Orders worth Rs. 2,21,65,675/- have been awarded for the procurement of goods and learning resources under PMSS (Procurement Management Support System).

2) **Review of activities under Quality Circle Workshops and Signing of the MoU for Academic Collaboration with IIT Kanpur.**

   A meeting was held on 1st March 2014 at 10.00 AM at Magnolia Hall, India Habitat Centre, Lodhi Road, New Delhi regarding the review of activities under Quality Circle Workshops and Signing of the MoU for Academic Collaboration with IIT Kanpur. The Letter of Intent (LoI) was signed for academic collaboration between TEQIP Knowledge Incubation Centre (TKIC), Indian Institute of Technology, Kanpur and Technical Institutions in the Quality Circle of IIT Kanpur.

   The following benefits are expected from this Agreement:

   <u>Benefits to the Faculty</u>: - Exchange of faculty for teaching and/or for collaborative research programs in the areas of Science and Engineering. Faculty achieves quality enhancement through participation in quality improvement activities organized by TKIC, post-doctoral and other short term research engagements at IITs. Non-Doctoral degree holder faculty to pursue PhD program at a participating IIT, as sponsored candidates.

   <u>Benefits to the Students</u>: Internship and/or semester exchange of qualified undergraduate and/or graduate students to the academic programs of IIT Kanpur.

   <u>Curriculum</u>: Evolution of a uniform curriculum for all the institutions in the Quality Circle.

3) **Procurement status as on 28th Feb 2014**

   Detailed report on the procurement packages is attached as **Annexure 43.3.3.2** (Page 14-17).

4) **Mentor's report for 2nd cycle of mentoring activities.**

   Mentor's visit to PEC University of Technology was conducted from 25th September 2013 to 28th September 2014 and report for the same has been received on 8th

March 2014. The mentor's report (**Annexure 43.3.3.3;** page 18-30) has been sent to the concerned officials to take necessary action within 15 days.

Minutes of the 43ʳᵈ meeting of the Board of Management of PEC University of Technology, Chandigarh, held on 21.03.2014 at 2:30 P.M. in the Conference Hall of PEC University of Technology, Chandigarh.

The following members attended the meeting:

1. Sh. Sarvjit Singh, Secretary Technical Education (Co-Chairperson)
2. Prof. Manoj K Arora, Director, PEC Univ. of Technology (Co- Chairperson)
3. Sh. Sarvjit Singh, Finance Secretary
4. Sh. Sandeep Hans, Joint Secretary, Technical Education
5. Sh. S K Jaitley, Nominee of MHRD, Govt. of India
6. Sh. Pawan Agarwal, Alumnus of the Institute
7. Prof. Ashwani Kumar, Registrar, PEC
8. Prof. A.K. Lall, Dean SRP & D
9. Prof. Sanjeev Sofat, Dean Students Affairs
10. Prof. Parveen Kalra, Dean Academic Affairs
11. Prof. R K Khitoliya, Professor
12. Dr. V P Singh, Associate Professor

In attendance (Special Invitees):

1. Prof. S.K. Suman, Chairman Estate & Works
2. Sh. G. Mehta, AC (F & A)
3. Prof. (Ms.) Uma Batra, Co-ordinator TEQIP
4. Sh. Sanjay Batish, Co-cordinator TEQIP

Under Leave of absence:
1. Prof. Shiv Narayan, Dean Faculty affairs

Before taking up of the listed Agenda by the house, Prof. Manoj K Arora, Director PEC, welcomed the new Co-chairperson, Sh. Sarvjit Singh, IAS (Secretary Technical Education, Chandigarh Administration) and the following new members of the Board:

1. Sh. Sandeep Hans, Joint Secretary, Tech. Education
2. Sh. S K Jaitley, Nominee of MHRD, Govt. of India
3. Prof. R K Khitoliya
4. Dr. V P Singh

Prof. Arora also placed on record the gratitude towards the following outgoing members for their valuable contribution in the past:

1. Mrs. Gurpreet Sapra
2. Mr. S K Setia
3. Prof. A M Kalra
4. Dr. Amit Halder

Decisions taken on various Agenda items are as follows:

Item No.	Item	Decision
43.3	Items for information 43.3.3: Progress of TEQIP Project	It was felt desirable that the progress of TEQIP project (reference item 43.3.3) be presented to BOM henceforth in the form of a Power Point presentation. Further, the action taken so far on the Mentor's report on TEQIP may be circulated among the members of BOM.
43.13.2	**Supplementary item:** Revision of Procurement Packages under TEQIP Program.	Approved as proposed (**Annexure 43.13.2.1)**

Meeting ended with a vote of thanks to the Chair

43.3.3: Progress of TEQIP Project

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Monthly Financial Expenditure Report (January'14)

Sub component 1.2

Centrally Funded, Government Funded and Government Aided Institutions

For the Month of February 2014

Name of the CFI/State: PEC University of Technology, Sector 12 Chandigarh

Activities	Total funds received till date	Category of expenditure (Head of expenditure)	Cumulative exp. Upto previous month of Reporting since Inception (Upto January 2014)	Exp. During the Reporting Month February 2014	Total Cumulative Expenditure upto February 2014 (4+5)	Remarks
1	2	3	4	5	6	7
Procurement of goods (equipment, furniture, books, LRs, software and minor items) and civil works for		Procurement	1,12,49,418	7,42,500	1,19,91,918	An interest of Rs. 7,19,564/- has been earned on project fund account no. 60600001000003482.
Provide Teaching and Research Assistantships for significantly increasing enrolment in existing and new Masters and Doctoral programmes in Engineering disiplines		Assistantships	98,62,335	4,30,000	1,02,92,335	
Enhancement of R & D and institutional consultancy activities		R&D	5,98,235	10,000	6,08,235	
Faculty and staff development for improved competence	50000000	FSD	22,11,511	2,79,756	24,91,267	
Enhanced interaction with Industry		I-I-I- Cells	13,75,085	440	13,75,525	
Institutional Management Capacity enhancement		Capacity development	1,57,857	0	1,57,857	
Implementation of Institutional academic reforms		Reforms	30,49,100	0	30,49,100	
Academic support for weak students		Student support	6,89,514	0	6,89,514	
Incremental operating cost		IOC	28,39,141	65,085	29,04,226	
TOTAL			3,20,32,196	15,27,781	3,35,59,977	

Procurement Completed as on 21-02-2014

Name of the Package	Department	Type of Package	Cost (Rs.)
PG Highway Lab (Package 1)	Civil	NCB	22,67,770
Forensic Equipment for Cyber Security Lab	CSE	NCB	19,91,325
Up gradation of Embedded systems lab	E&Ec	NCB	10,94,134
Civil works in Electrical Engineering Deptt.	Electrical	Direct Contract	49,200
Digital Calibrator	Electrical	Shopping	9,25,589
Load Manager and Accessories	Electrical	NCB	12,59,500
Meters	Electrical	Shopping	4,99,746
Power Quality Analyser	Electrical	Shopping	4,61,250
Tester	Electrical	Shopping	2,30,063
Heat Treatment lab	Metta	Shopping	7,48,013
Computer and peripherals	TEQIP Office	Shopping	8,71,229
Total			1,03,97,819

Purchase Orders awarded as on 21-02-2014

Name of the Package		Department	Type of Package	Cost (Rs.)
COMMUNICATION LAB (Qualnet)	Goods Received and Payment Done	E&Ec	Direct Contract	5,25,000
COMMUNICATION LAB (Sensor Kits)		E&Ec	Direct Contract	2,36,250
Cadence VLSI University Bundle Analog Suite FE & BE		E&Ec	Direct Contract	9,96,975
Vacuum Sintering Furnace-R1		Metta	Shopping	5,06,250
Computer and peripherals		Electical	Shopping	2,85,044
Mechanical Energy Effect Measurement		Electical	Shopping	68,343
Electrochemical Workstation with FRA Module		Metta	NCB	15,22,850
Metallurgical Microscope		Metta	NCB	16,78,260
Up-gradation of existing Work Study and Ergonomics laboratory		Production	NCB	30,75,558
Video Conferencing system		Institutional	NCB	32,56,470
Virtual Class Room		Institutional	NCB	20,14,675
Advanced Manufacturing Technology Lab		Mechanical	NCB	80,00,000
Total				2,21,65,675

Procurement Packages under process as on 21-02-2014

Name of the Package	Department	Current stage	Type of Package	Cost (Rs.)
PG Highway Lab (Package 2)	Civil	Bid evaluation report & Recommendation	NCB	16,00,000
Computing Equipments Servers and Thin Clients	CSE	Bid evaluation report & Recommendation	NCB	16,00,000
RFID enabled Automation & Surveillance System	Central Library	Bid Evaluation Report & Recommendation	NCB	34,30,000
Energy Audit Lab Furniture	Electical	Recommendation for Award	Shopping	64,000
Malware Analysis System	CSE	Bid Opening	NCB	15,00,000
Compaction Press-R2	Metta	Bid Opening	NCB	11,00,000
Lab Scale Rolling Mill-R2	Metta	Bid Opening	NCB	15,00,000
Simulation Software energy audit lab	Electical	Quotation Opening	Shopping	1,50,000
Analyser	Electical	Quotation evaluation (Revision required)	Shopping	3,25,000
Thermal Measurement	Electical	Quotation evaluation (Revision Required)	Shopping	5,02,000

Procurement Packages under process as on 21-02-2014

Name of the Package	Department	Current stage	Type of Package	Cost (Rs.)
COMMUNICATION LAB (Computers)	E&Ec	Cancelled for Revision	Direct Contract	2,50,000
New Master's Program in the Area of Design	Production	Cancelled for Revision	NCB	54,00,000
E-books Procurement	Central Library	Not Processed	Direct Contract	3,00,000
RFID application software	Central Library	Not Processed	Direct Contract	4,22,500
			Total	2,67,53,500

MENTOR'S REPORT FORM 1

NAME OF MENTOR: Bh.Nagabhushana Rao

DATES OF MENTORING VISIT: 25.09.2013 to 28.09.2013   Second visit

NAME OF INSTITUTION WITH LOCATION: PEC University of Technology, Chandigarh UT

The Mentor made the first visit to this institution during November 2012 and this happens to be the second visit. Hence, the first thing the Mentor looked into was the Action Taken Report on the suggestions made during the first visit. The institution presented the several steps it had taken related to the different suggestions and the Mentor was happy at the response . Some of the suggestions were discussed at the 40th meeting of the BOM held in June 2013.

The first Performance Audit of the institution was conducted earlier and the Auditor, in his report, brought to the notice of the Mentor deficiencies in certain aspects of the project that require attention of the Mentor. These had been taken in to consideration during the mentoring process. The Performance Auditor graded the institution with 37 ones, 8 twos and 5 threes; the threes mostly related to governance and support to weak students. The mentor, during discussions with the functionaries of the institution, had suggested several measures to improve these grades.

The Institution has made available a Detailed Progress Report (DPR), detailing both qualitatively and quantitatively, the progress achieved since the first visit till date in various aspects of the project and KPs. The DPR was an attested document. The following report draws extensively from this DPR as evidence for progress or otherwise complemented by the discussions held with various groups of stakeholders and visits to the different facilities and departments.

No	SEVEN KEY ASPECTS	QUALITATIVE SUMMARY, PROGRESS SINCE PREVIOUS VISIT AND EVIDENCE	Who will take Action	Action taken report
		Component 1 : Improving the Quality of Education		
1.1	Strengthening Institutions to Learning Outcomes and Employability of Graduates	The institution is already autonomous under the Deemed University status and thus has its own BOM, BOS and Academic Council and Senate		
		At the time of first visit none of the UG or PG programmes was accredited. This issue was taken up and some progress made. Since then, the NBA teams visited the institution.	Dean Academic Affairs	
		The results of all the 8 UG programmes are being awaited. Of the seven PG programmes applied for the result of five programmes had been		

...declared and they failed to make the grade very narrowly. There was a discussion whether to appeal or lodge fresh application. It was suggested that a fresh application be lodged immediately and simultaneously work on the areas of deficiency.	TEQIP Coordinator
The funds that the institution had received till date were completely utilized and in fact the expenditure was more than the received funds (Rs. 229 lakhs against Rs. 200 lakhs received).	
During the intermittent period between the two mentoring visits a few regular faculty positions were filled up. This improved the regular faculty strength from 104 to 121 (of the sanctioned 162 positions) with doctorate degree holders going up from 47% to 52%. Along with contractual faculty the current strength is 138. This figure is still far below the required strength a point made by the Performance auditor also. This aspect was emphasized during the discussions with the BOM members and they were exhorted to take necessary steps to fill the rest of the positions as early as possible.	Deputy Director, Dean Academic Affairs

Dean Academic Affairs	
The curricula and syllabi of the various academic programmes were revised recently by the respective BOS (members from industry were part of BOS) and the revision would be made effective from this academic year. During the first mentoring, the students requested for change in assessment and evaluation pattern with increased number of grades. This issue is slated to be discussed in the next BOM meeting and necessary changes are expected to be made.	

Training Placement Officer

Most of the suggestions made with respect to increasing the period of student's internship with industry at both UG and PG level are coming up for discussion at the senate meeting and a positive outcome is expected.

The transition rate at UG level in this academic session had been 75.64% a marginal change and needs to be looked into. There is a lot to be done to improve this figure and this may warrant a more effective teaching methods as well as equity plan for weak students. In this context it was observed that the weak students were identified on the basis of their performance during the first semester. These students were then taken through a summer term in 38 courses benefiting 155 students of which for 43 students 20% extra classes were held . In addition 72 students received a course on communication skills.

There was very little activity with respect to Finishing School, a point taken serious note o f by the Performance Auditor. It was suggested that academic support to weak students and also finishing school be given enhanced importance. Further it was suggested that a feed back analysis be made to determine to what extent the measures taken had improved the transition rates and placements.

It was an uneasy feeling to observe that the placement percentage was dipping in the last three years; in the case of UG from 91 to 74 and

In the case of PG from 60 to 41. This is a serious issue for which the institution could not offer any plausible explanation. Hence, it was suggested that a detailed analysis be performed to ascertain the reasons for this unusual phenomenon and inform the Mentor. As an immediate step the Mentor could arrange a meeting of the office bearers and members of the CII, Chandigarh, the Chamber of Commerce and Industries, PHD and the three Heads of TEQIP institutions in Chandigarh, UT to discuss and devise ways and means to improve the interaction between the institutions and the industry which could result in better industrial exposure to industrial problems, milieu, solution generating capacity for real world problems and to improve the employability opportunities. The Director of PEC is requested to follow-up of this meeting.

There was considerable activity with respect to faculty development and training and a strong action plan was also laid for future.

| 1.1 | Scaling Up of Postgraduate Education and Demand Driven Research Development and Innovation | The process of awarding scholarship to PG and Doctoral students from TEQIP funds was set in motion . Till now 50 PG students and 20 Ph.D scholars are receiving the Assistantship under TEQIP programme.
There are 26 M.Tech faculty pursuing Ph.D programme in house and 3 are doing it under QIP thus providing for qualification enhancement .

A workshop was conducted where external experts from industry/research establishments/reputed academic institutions were invited to suggest necessary and important changes in the curricula and syllabi that should be be incorporated.

Despite having a large contingent of Doctorate degree holders among the faculty, the research output level and consultancy and sponsored research activities are at low key as reflected by the number of publications and internal revenue generation. The Performance Auditor also has emphasized this aspect. Hence some viable suggestions have been put forward to improve these levels.

In the last two years, only 5% increase is shown in refereed publications with one paper per faculty per annum. It is suggested to institute Research Project Awards at all levels (UG/PG/Ph.D/Faculty) to imbibe quality research interest amongst both students and staff. | Dean Sponsored Research & Development |

			Prof. Parveen Kalra
1.2.1	Establishing Centres of Excellence	1A workshops were conducted with expert lectures in thrust areas to boost R&D efforts and it was suggested to continue these efforts. Only recently was PEC awarded A Centre for Excellence in Industrial and Product Design. The work has just now started. The centre has plans to add a 3D scanner and RPM facility. The Mentor gave several suggestions to the institution on these equipment and also suggested to bring in working partners form industry who could share the cost as well as expertise so that the institute would be able to acquire the state of the art as well as improve institute – industry interaction and would be able to help the community around (the RPM would be used for medical purposes) better and effectively	
1.3	Faculty Development for Teaching (Pedagogical Training)	Another area in which the institute could not perform to expected level. One reason was that there were not enough places for such training. Very few faculty members were trained in pedagogical skills. It was suggested that a tie up be arranged with NITTEs The process of evaluation of the students by the teachers is more effective and more widespread across different departments than it was earlier. However the follow – up is still leaves lot to be desired . There is no analysis of the feed back to find where more attention is to be bestowed to improve the system. Further , a system to encourage meritorious performances is still not in place. This is to be discussed in the next BOM meeting.	Deputy Director

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	Component 2 : Improving System Management		Deputy Director
2.1	**Capacity Building to Strengthen Management**	Six officials of the institution received training in management enhancement and they submitted reports on the experiences and knowledge gained through these programmes. It is expected thatthey utilize this knowledge in instituting best practices in management of the institution. An action plan is drawn to send some more officials to such programmes. It was suggested that a link-up be established with Administrative Staff Colleges. As already mentioned a meeting between industry people and the institutions was arranged. Part of the deliberations refer to ways by which management capacity could be enhanced.	
2.1.1	Implementation of Good Institutional Governance	Though a dedicated BOM exists , the Good Governance Practices are not fully operational, appoint even raised during Performance Audit. Even during last mentoring this topic was broached with the members of BOG. It had been emphasized at the discussion with BOM members that such practices would greatly help the institution. Some of these practices which do not exist at present are to be discussed in upcoming meetings of the BOM.	Director
2.2	Project Management Monitoring and Evaluation	At the earlier visit there was a discussion about time delay problem in information flow and decision making with existing administrative hierarchy. Then it was suggested to modify the	TEQIP Coordinator

existing structure and the processes that do consume a great amount of time. The institution had incorporated these suggestions and it is claimed that now there is a definite improvement.

Nearly 90% of the MIS screens were filled up. It was suggested that some of the information be made available to all the stakeholders through the institute web site.

One Performance Audit and two mentoring visits were completed and the recommendations of both are being activated. In this, the role played by the BOM members, the SPFU, and the Government are appreciated.

Statutory Audit is pending and is expected to be taken up shortly. This was one of the items for discussion at the SSC.

An internal Review and a full scale Academic Workshop were conducted during May 2013 and the report had been accepted by the BOM. The review presented a detailed status report on all aspects and achievements along with future action plan.

It was suggested to conduct surveys on satisfaction indices of different stakeholders.

NAME OF MENTOR: Bh.Nagabhushana Rao

DATES OF MENTORING VISIT: 25.09.2013 to 28.09.2013   Second visit

NAME OF INSTITUTION WITH LOCATION: PEC University of Technology, Chandigarh UT

NO	LIST OF INTERVIEWS	KEY DISCUSSION SUMMARY POINTS	Who will take Action	Action taken report
1	Undergraduate Students	Dissatisfaction with curricula and syllabi – lack of practical orientation (the revised curricula and syllabi would be applicable to future batches)	Dean Academic Affairs	
		Laboratories are still inadequately equipped - may appreciate after the entire procurement process is over		
		Insufficient industrial exposure – once the BOM and the senate approve changes the situation may be better Worried about decline in placement percentage		
		Library timings should be stretched		
		Some of the faculty members are still not using modern teaching methods and gadgets		
		Student evaluation of faculty and its impact not yet felt Institutional response to students requests good but slow		

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#	Stakeholder	Comments	All HoD's
	Postgraduate Students	In addition to the points raised by UG students, the PG and Doctoral students feel that The laboratories should be open on all days and they should be permitted to work Happy at the introduction of TEQIP fellowships	All HoD's
3	Faculty	No adverse opinions	-
4	Staff	Feel left out as stakeholders Lack of proper training opportunities	Registrar
5	Senior Management	Feel that the work had increased a lot due to TEQIP	Deputy Director
6	Members of the Governing Body	They were informed of the observations of the Mentor on various aspects of the project and requested to help in overcoming the bottlenecks They were also reminded of their responsibilities with respect to good governance requirements	-
7	Industry Representatives	The meeting arranged between the industry representatives and the Heads of the three TEQIP institutions of Chandigarh UT yielded fruitful discussions and everyone agreed to follow up on the suggestions in increasing the interaction between the two groups so as to create opportunities for improved student training, exchange of expertise and creating placement opportunities	Director
8	Head of the Institution	He had been made aware of the success as well as the shortcomings in the project progress	-

NAME OF MENTOR: Bh. Nagabhushana Rao

DATES OF MENTORING VISIT: 25.09.2013 to 28.09.2013   Second visit

NAME OF INSTITUTION WITH LOCATION: PEC University of Technology, Chandigarh UT

NO	RECORD OF KEY POINTS Discussed with the HOI and the Chair of BOG	INSTITUTIONAL RESPONSE	NOTE OF ANY FOLLOW-UP NEEDED BY MENTOR/SPFU/NPIU	Who will take Action	Action taken report
1	Lodging fresh application for the NBA accreditation of those programmes which failed to make the grade	Will be taken care of on war footing		Dean Academic Affairs	
2	Procurement process needs hastening because of limited time available for the closure of the project	Expressed difficulties with PMS	SPFU/NPIU	Procurement Coordinator/ Departmental Procurement Coordinator	
3	Filling –up of vacant faculty positions	In the hands of the government	SPFU	Director/DD	
4	Improving IRG	The HOI assured that necessary steps would be initiated		Dean Sp R&D	
5	Evaluation of teachers by the students	The HOI assured that the follow up action would be more effective	Mentor	Director	
6	Equity Plan and Finishing School	Steps would be taken to increase the activity		Dean Academic affairs for support to week students and TPO for finishing school	
7	Good Governance Practices as per WB document	Chairman BOM assured that necessary steps would be taken		Director	
8	Staff dissatisfaction as stakeholders	HOI said steps would be initiated to improve the satisfaction index		Director/ Registrar	

9	Industry Institute Interaction	HoD to follow up on the meeting with the representatives from the industry	Dean Alumni Affairs and Corporate Relations	Bh. Nagabhushana Rao