

राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान

[मानव संसाधन विकास मंत्रालय, भारत सरकार]

सेक्टर 26, चण्डीगढ़ - 160 019

[आई. एस. ओ. 9001 : 2008 संस्थान]

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH

[Ministry of Human Resource Development, Government of India]

SECTOR 26, CHANDIGARH - 160019

(ISO 9001 : 2008 Institute)



कार्यसूची /

AGENDA FOR THE BOARD OF GOVERNORS

बैठक की संख्या

MEETING NO. EIGHTEENTH

तिथि

DATE 09.11.2010

समय

TIME 2.30 a.m./p.m. पूर्वाह्न / अपराह्न

स्थान

VENUE NITTTR, CHANDIGARH

**AGENDA FOR THE
EIGHTEENTH MEETING OF BOARD OF GOVERNORS
TO BE HELD ON 09.11.2010
AT 2.30 p.m.
IN THE BOARD ROOM OF THE INSTITUTE**

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ITEM No.B.18.1 TO CONFIRM THE MINUTES OF THE 17TH MEETING OF THE BOARD OF GOVERNORS HELD ON 28.07.2010 AND TO REPORT ACTION TAKEN THEREON.

(a) The minutes of the 17th meeting of the Board of Governors of the institute held on 28.07.2010 were circulated amongst all its members vide institute letter No. NITTTR/Board/17th –Minutes/15829-15847 dated 13.08.2010, for their information and comments, if any. A copy of the minutes is enclosed as **Annexure-I** (at Page Nos.1 to 8). Since no comments have been received from any of the members, the same may please be confirmed as recorded.

(b) **FOLLOW UP**
FOLLOW UP OR ACTION TAKEN REPORT ON MINUTES OF THE PREVIOUS MEETING OF BOARD OF GOVERNORS

Against

ITEM NO B.17.1 TO CONFIRM THE MINUTES OF THE 16TH MEETING OF THE BOARD OF GOVERNORS HELD ON 13.4.2010 AND TO REPORT ACTION TAKEN THEREON

Minutes of the last meeting	Follow up
The minutes were confirmed as recorded	Noted

Against

ITEM NO B.15.4.3 TO CONSIDER FILLING UP OF VARIOUS VACANT NON-FACULTY POSTS

The Board noted the item

Noted

Against

ITEM NO B.15.4.5 TO CONSIDER THE REQUEST OF DR. PARIJAT DE DIRECTOR FOR PERMISSION TO STAY IN THE INSTITUTE GUEST HOUSE UNTIL HE SHIFTS TO THE DIRECTOR'S LODGE

The Board noted the item

Noted

Against

ITEM NO B.15.4.8 TO CONSIDER THE REVIEW OF EFFECTIVE DATE OF IMPLEMENTATION OF CAREER ADVANCEMENT SCHEME OF AICTE FOR PROMOTIONS OF INSTITUTE FACULTY ON IN-SITU BASIS

AND

Against

ITEM NO B.15.4.9 TO CONSIDER THE REVIEW OF GRANT OF INCREMENTS TO ASSISTANT PROFESSORS OF THE INSTITUTE ON ACQUIRING Ph.D DEGREE

Chairman advised that the minutes of the meeting held on 24 July, 2010 may be circulated among the members along with the agenda for their perusal and for them to offer their comments, if any, before approval.

As advised in the last meeting, the minutes and agenda of the meeting held on 24 July, 2010 were sent to the board members vide institute letter no. NITTTR / Board / 17th – Minutes / 17828 to 17843 dated 01.09.2010 for their kind perusal and comments. Since no comments were received from any member by stipulated date, the same were considered as confirmed. Accordingly, a U.O. Note No.49 dated 21.09.10 was submitted to the Chairman for his kind approval so that the decisions could be implemented straightaway by the institute authority. The Chairman, however, returned the above said UO with the remarks, 'this may be put up to the BoGs'. Accordingly, relevant documents on the subject are attached as **Annexure-II** at page Nos. 9 to 16 for perusal and final approval, by the Hon'ble Members.

Against

**ITEM NO B.15.4.10 TO CONSIDER ADOPTION / EXTENSION OF
MODIFIED ASSURED CAREER PROGRESSION
SCHEME TO THE ELIGIBLE EMPLOYEES OF THE
INSTITUTE**

The Board noted the item

Noted

Against

**ITEM NO B.15.4.11 TO CONSIDER AND APPROVE THE DESIGNATION
OF MULTI SKILLED ATTENDANTS TO MULTI
SKILLED EMPLOYEES**

The Board noted the item

Noted

Against

**ITEM NO B.16.4.2 TO CONSIDER AND APPROVE THE MINUTES OF
THE 10TH MEETING OF ACADEMIC COUNCIL
HELD ON 23.2.2010**

The Board noted the item

Noted

Against

**ITEM NO B.16.4.3 TO REVIEW DELEGATION OF POWERS OF
DIRECTOR OF NITTTR**

The Board advised that a comparative analysis may be made after obtaining information from other NITTTRs and the same may be put up in the next meeting.

Letters were sent to all three sister NITTTRs (Chennai, Bhopal and Kolkatta) vide letter No. NITTTR / Board / B.16.4.3 / 21244 - 21246 dated 23.09.2010. A reply was received from NITTTR, Bhopal vide letter dated 12.10.2010 stating that 'matter of review of delegation of powers of Director is not in consideration at present'. The replies from other NITTTRs is still awaited.

The said item is separately placed before Finance Committee vide item No. F.18. 2.1..

Against

ITEM NO B.16.4.6 TO CONSIDER AND APPROVE CONTINUATION OF PRESENT MESS/CANTEEN CONTRACTOR TILL FINALISATION OF NEW CONTRACT PROCESS IS COMPLETED

The Board advised that such matters should be decided at the institute level and, from now on, must not be brought to the Board except for award of new contracts. Such items must also be put up before the Finance Committee first before bringing them to the Board of Governors.

Noted

Against

ITEM NO B. 16.4.10(3) TO PLACE UNDER SUSPENSION SHRI SUNIL JASSAL ASSISTANT PROFESSOR MECHANICAL ENGINEERING DEPARTMENT

The Member-Secretary explained the matter before the Board and submitted that he would like to give one more chance to Shri Sunil Jassal. The Chairman and other Hon'ble members advised that, in case any action is envisaged by the institute after going through the institutional processes, that may be put up in the next meeting of the Board of Governors.

this item is once again placed before the Board as it appears to the institute authority that despite many chances given to him, Mr.Sunil Jassal has not corrected himself to the desired extent and has not been contributing very effectively in his role as a member of faculty of the institute. The major issues that were brought against him from time to time include, inter alia the following :-

1. Case of Plagiarism in a technical paper
2. Insulting the Director in a faculty meeting
3. Threatening the Director through an anonymous letter
4. Pasting of notices in the institute with an aim to foment trouble
5. Wrong reporting in the ACR

6. Not contributing actively to the skill development programme as complained by the Team leader.

Board may grant approval to initiate a full-fledged enquiry in all the above instances so that necessary action under the extant may be taken against Mr.Sunil Jassal.

Against
B.16.4.10(4)

TO CONSIDER THE REQUEST OF DR.S.C.LAROIYA, PROFESSOR AND HEAD, MECHANICAL ENGINEERING FOR VOLUNTARY RETIREMENT

The Board noted the item

Noted

Against

ITEM NO.B.17.2.1 TO REPORT FORWARDING OF APPLICATION OF SHRI KL SINGLA, SENIOR ADMN. OFFICER, FOR THE POST OF REGISTRAR, NIPER, MOHALI

The Board noted the item

Noted

Against

ITEM NO.B.17.2.2 TO REPORT COMPLETION OF PROBATION PERIOD OF MRS. GARIMA SAINI, ASSISTANT PROFESSOR (ERSTWHILE LECTURER)

The Board noted the item

Noted

Against

ITEM NO.B.17.2.3 TO REPORT GRANT OF HOUSE BUILDING ADVANCE TO STAFF

The Board noted the item

Noted

Against
ITEM NO.B.17.2.4 TO REPORT REGARDING VIDEO
CONFERENCING MEETING OF THE SOCIETY
AND BOARD OF GOVERNORS (BoGs) OF
CENTRAL EDUCATIONAL INSTITUTIONS (CEISS)

The Board noted the item

Noted

Against
TEM NO.B.17.2.5 TO REPORT CHANGE OF DESIGNATION OF
PERSONAL ASSISTANT TO SENIOR PERSONAL
ASSISTANT CONSEQUENT UPON THE REVISION
OF GRADE PAY FROM RS.4200 TO RS.4600 TO
THE PAY SCALE OF RS.6500-10500

The Board ratified the action
taken by the institute.

Noted

Against
TEM NO.B.17.2.6 TO REPORT REMITTANCE OF LEAVE SALARY
AND PENSION CONTRIBUTION IN RESPECT OF
DR. PARIJAT DE, DIRECTOR, FOR THE PERIOD
FROM 01.07.2009 TO 30.06.2010.

The Board ratified the action
taken by the Institute.

Noted

Against
ITEM NO.B.17.3.1(A) TO CONSIDER AND APPROVE THE MINUTES
OF THE 17TH MEETING OF FINANCE COMMITTEE
TO BE HELD ON 28.07.2010.

The Board considered and
approved the minutes as
recorded.

Noted

Against
ITEM NO.B.17.3.1 TO CONSIDER AMENDMENT FOR ALTERING
CONSTITUTION OF THE FINANCE COMMITTEE.

The Board suggested that there
is no need for a change or
alteration at this time. The
committee may remain as it is.

Noted

Against

ITEM NO.B.17.3.2 TO ADOPT THE GUIDELINES OF AICTE GAZETTE NOTIFICATION DATED 05.03.2010

The Board discussed the item and resolved that for engineering posts, the AICTE guidelines only should be followed while for non-engineering posts, the guidelines of UGC only should be followed.

Noted

Against

ITEM NO.B.17.3.3 TO CONSIDER REDISTRIBUTION OF EXISTING VACANT POSTS OF ASSISTANT PROFESSORS AND TO ADVERTISE THE VACANT POSITIONS.

The Board discussed the proposal in detail. While the Board agreed to the proposal to transfer two posts of Assistant Professors from Media Centre and IMCO, it did not agree to the proposal to transfer the post from Computer Science Department. The Board advised that an institution wise roster mentioning various categories and following Government of India norms only should be maintained by the institute. Also, for any further proposal of transfer of posts from one department to another the institute should prepare a detailed proposal showing the work load of the departments etc and put up the same in the next Board of Governors meeting.

As of now, there is no further proposal for transferring of any post, the item may please be noted.

Against
ITEM NO.B.17.3.4 TO CONSIDER EXPUNGEMENT OF ADVERSE REMARKS THAT APPEARED IN THE ACR OF MRS. KANIKA SHARMA, ASSISTANT PROFESSOR (ERSTWHILE LECTURER), FOR THE YEAR 2008-09.

The Member-Secretary apprised the Board of the issue. The Board advised the Member Secretary that the institute should first check the veracity of claim made by Mrs Kanika Sharma in her Self Report for the year 2008-09 regarding the technical paper to find out whether it was actually published or accepted for publication before the date of her declaration made in that Self Report. In the event of her claim being found genuine, the Board agreed to expunge the adverse remarks that appeared in the ACR of Mrs Kanika Sharma during the year 2008-09, with the rider that Mrs Kanika Sharma may be issued an advisory enjoining her not to bypass her Head of Department at any time in future.

After checking the veracity of claim made by Mrs. Kanika Sharma in her self report for the year 2008-09 regarding publication of technical paper, the adverse remarks which appeared in the ACR of Mrs. Kanika Sharma during the year 2008-09 were expunged with the advisory enjoining her not to bypass her HOD at any time in future vide letter no. NITTTR / APAR / 07 dated 17.09.2010. A copy of the letter is enclosed as **Annexure-III** at page no.17.

Against
ITEM NO.B.17.3.5 TO DELEGATE POWERS / RESPONSIBILITIES OF SENIOR ADMINISTRATIVE OFFICER TO FACULTY IN CHARGE ADMINISTRATION.

The Board considered and approved the action taken by the institute.

In absence of Senior Admn. Officer, BOGs allowed to delegate administrative and financial powers presently vested with Sr. Admn. Officer to Faculty Incharge Admn (FIA). It is for the kind information of the Board that presently FIA, Dr.Wats' pay band is Rs.37400-67000 with AGP of Rs.9000 and Sh.KL Singla, Sr. Admn. Officer's

pay band is Rs.15600-39100 with GP 6600.

It is proposed that the Board may delegate Administrative Powers to Rakesh Wats as Faculty Incharge Administration for framing policies and major decisions of administration and to supervise the work of administration and Senior Admn. Officer and to continue after joining of Senior Admn. Officer. Even If Sr. Admn. Officer reverts to his post on expiry of his deputation period, he would work under the control of FIA and shall report to FIA for better academic and administrative functioning of the institute. He will be provided with a separate chamber and the present chamber will continue to be occupied by the FIA.

Against

ITEM NO.B.17.3.6 TO CONSIDER PROVISION OF HEADSHIP BY ROTATION

This item was deferred till the next meeting. Meanwhile the Board suggested that the institute should gather information from other three NITTTRs on this matter and put it up again in the next meeting of the Board of Governors.

During the third meeting of the Directors of four NITTTRs held on 18.03.2010 at NITTTR Bhopal, an Item No.14 on the said subject was discussed and resolved as under :-

"The committee was informed that NITTTR, Bhopal has introduced the rotational Headship amongst Professors and Readers in order to facilitate all the faculty members of the Departments and Centres to have an opportunity to lead the Department / Centre and bring in fresh ideas. The committee appreciated the initiative of NITTTR Bhopal and decided to introduce this in all the NITTTRs after seeking approval from their respective BoGs."

The institute has sent letters to other NITTTRs (Chennai, Bhopal and Kolkatta) vide letter No.NITTTR /Board/B.17.3.6/M-1/17492-94

dated 26.08.2010, requesting them to inform action taken by them on the subject cited above, but no reply has been received so far.

Against

ITEM NO.B.17.3.7 TO CONSIDER DONATION OF UNUSED COMPUTERS OF THE INSTITUTE

The Board agreed to the proposal but advised that the computers may be given only to the Government institutions after obtaining a request from them. Before it is done, the Board suggested that the total value of these computers may be assessed to see if the written off amount is within the power of Director to write the items off. Otherwise, a proposal may be put up to the Finance Committee for its consideration.

The said item as directed by the Board is being placed in the Finance Committee at item No.F.18.2.6.

Against

ITEM NO.B.17.3.8 TO CONSIDER CHANGE OF QUALIFICATIONS AND MODE OF APPOINTMENT TO THE POST OF JUNIOR ELECTRONICS ENGINEER

The Board considered and Noted approved the proposal.

Against

ITEM NO B.17.3.9 PLACEMENT OF STATUS REPORT ON VARIOUS ISSUES RELATING TO THE INSTITUTE

The Board noted the status Noted report as submitted.

SUPPLEMENTARY AGENDA OF LAST MEETING

The Board congratulated the Director on being apprised of the issues but advised that these may be put up to the next

Supplementary items were placed before the 17th meeting of BoGs. The Board directed that supplementary items be put up to

meeting of the Board of
Governors.

the next meeting of Board of
Governors.

The above items are being placed
vide item Nos.B.18.2.1 to B.18.2.8
for reporting please.

As item No.B.17.3.1 was -
dropped, the Chairman decided
that there was no reason for
holding any meeting of NITTTR
Chandigarh Society as
scheduled on the day.

Noted

ITEM NO.B.18.2

ITEMS FOR REPORTING

ITEM NO.B.18.2.1 PERSONS WITH DISABILITY PROJECT - COORDINATOR DR JS SAINI

Centre for Physically Challenged, NITTTR, Chandigarh in collaboration with Northern Chapter of Confederation of Indian Industry (CII), organized an **Ability Fair 2010** for differently abled persons in a phased manner. Five such job fairs were organized on 24 April, 28 April, 5 May, 25 May, 2010 and 6th July, 2010. Three well renowned companies namely Tech Mohindra Ltd., IBM Ltd. and Tata Business Solutions Ltd. visited the institute for recruitment of differently abled persons. The three companies recruited 43 persons for placement in their call centres.

IT IS FOR INFORMATION ONLY

ITEM NO.B.18.2.2 TECHNOLOGY PARK OF EMERGING TECHNOLOGIES FOR RURAL DEVELOPMENT - IIT DELHI SPONSORED PROJECT

This project is sponsored by IIT, Delhi. IIT, Delhi has released Rs.6.30 lakh as the first instalment out of a total grant of Rs.15.75 lakh. The project term is two and half years commencing from June, 2010. A Bio Gas Plant has already been installed on the Institute Campus under the

project. The main purpose of installing the Bio Gas plant is to utilize kitchen waste (Vegetable Waste) and use bio gas as cooking fuel in the institute's canteen. A 4 cubic metre capacity Deen Bandhu Model of Bio Gas Plant was constructed with the help of KVIC Chandigarh and was inaugurated on the eve of the World Environment Day on 4th June, 2010. IIT Delhi project is a part of a bigger project on "Bio Energy: Technology Business Solution for UK and India."

IT IS FOR INFORMATION ONLY

ITEM NO.B.18.2.3 MeLT VAN – A PRIZED ACQUISITION GIFTED BY IIT, ROORKEE

The Mobile e-Learning Terminal (MeLT) project of IIT Roorkee sponsored by MHRD, Govt. of India under "National Mission on Education using ICT" is an innovative approach to reach the remote regions of the country to offer education through blended learning. Prof. H.K. Verma, Deputy Director of IIT Roorkee and PI of the project, after interacting with NITTTR Chandigarh, more specifically with the ETV Centre of the institute, realized the potential of the centre and handed over a MeLT Van to ETV Centre to carry out activities to meet the national objectives. The ETV Centre conducted three programmes on April 30, 2010, May 01, May 06 and 07, 2010 at various place at Chandigarh and Derabassi which were highly appreciated by the organisations. Seeing the institute activities, Prof. HK Verma, in principle, agreed to hand over, permanently, the MeLT Van alongwith equipment worth 20 Lakhs to ETV Centre. For each programme, however, the institute (NITTTR) has to bear the expenditure on Driver and fuel.

IT IS FOR INFORMATION ONLY

**ITEM NO.B.18.2.4 INVITATION FROM MS. MICHELLE GRIMLEY,
BUSINESS DEVELOPMENT EXECUTIVE,
SCOTLAND COLLEGES INTERNATIONAL**

An invitation has been received from Scotland vide email dated 20.07.2010, proposing the funding of visit of 3 staff members of this institute to Scotland for a period of 3-4 days. It is mentioned that funding is from Education UK which is part of the British Council in Scotland. It has a time limit of July, 2010 (since extended till January, 2011).

IT IS FOR INFORMATION ONLY

**ITEM NO.B.18.2.5 HOSTEL CONSTRUCTED BY CPWD AWARDED
FIRST PRIZE BY CPWD**

In a grand function of Central Public Works Division (CPWD) at Vigyan Bhawan, New Delhi, CPWD Chandigarh was awarded the Certificate of Merit for Best Projects, for the Construction of New Hostel Block (Boys & Girls) and 9 Numbers of Lecture Hall at NITTTR, Chandigarh. It has been awarded the 1st Grading in the category of Residential Building in the function.

IT IS FOR INFORMATION ONLY

**ITEM NO.B.18.2.6 TO INFORM THE BOARD REGARDING BLOOD
DONATION CAMP**

A blood donation camp was organised in the institute in collaboration with the Department of Transfusion Medicine, PGIMER, Chandigarh, on 7TH July, 2010, wherein 60 kind hearted persons (faculty, staff & students as well as students of nearby institutions) have donated their blood.

IT IS FOR INFORMATION ONLY

ITEM NO.B.18.2.7 TO REPORT JOINING OF PERSONS AT THE INSTITUTE

The following persons have joined this Institute on appointment as Category 'A' Officers :-

Sr.	Name (Sarvshri)	Post	Date of joining
1.	Ashutosh Kapila	Producer	05.04.2010
2.	Rakesh Goel	Estate Officer	05.04.2010
3.	Jawahar Lal Verma	Electronics Engineer	05.04.2010
4.	Pardeep Kumar, System Programmer	System Programmer	09.08.2010
5.	Amarendra Sharan	Junior System Programmer	12.08.2010

IT IS FOR INFORMATION ONLY

ITEM NO.B.18.2.8 TO REPORT RETIREMENT OF STAFF DURING THE PERIOD FROM 01.01.2010 TO 31.10.2010

The following persons have since retired from this institute on attaining the age of superannuation on dates mentioned against each :-

Sr.	Name (Sarvshri)	Post	Date of retirement
1.	SC Shukla	Lab Attendant	31.01.2010
2.	BS Malik,	Eltx, Engineer	31.01.2010
3.	Tara Chand Kashyap	Lab Attendant	31.01.2010
4.	Mrs. Poonam Likhi (Voluntary retirement)	Associate Professor	28.02.2010
5.	VK Bhandari	Personal Assistant	28.02.2010
6.	Mahant Ram	Lab Attendant	30.06.2010
7.	Bhagat Ram	Section Officer	30.06.2010
8.	Babu Singh	MSA	30.06.2010

9.	Dr. SC Laroiya (Voluntary retirement)	Professor	09.07.2010
10.	G.S. Marya	Section Officer	31.07.2010
11	Kuldeep Singh (Voluntary retirement)	Assistant	02.08.2010
12.	Raksha Devi	Senior PA	31.08.2010
13.	Parkash Chand	Lab Attendant	31.10.2010
14.	B.K. Sharma	Draftsman	31.10.2010

IT IS FOR INFORMATION ONLY

ITEM NO.B.18.2.9 TO REPORT CONTINUATION OF SERVICE OF PROFESSOR (DR.) SS BANWAIT ON ATTAINING THE AGE 50 YEARS.

The Chairman, Board of Governors, vide UO No.42 dated 10.08.2010 (attached as **Annexure-IV** at page Nos.18 to 24) has approved the recommendations of Screening Committee held on 24.07.2010 for screening the case of Dr.SS Banwait, Professor, for continuation in service beyond the age of 50 years. Pursuant to this, Dr. Banwait shall continue in service on completion of 50 years of age till the age of superannuation, subject to review in future by the appointing authority under the rules, in public interest.

IT IS FOR INFORMATION ONLY

ITEM NO.B.18.3

ITEM FOR RATIFICATION

ITEM NO.B.18.3.1 TO RATIFY THE SELECTION PANEL FOR THE POST OF SYSTEM PROGRAMMER AND JUNIOR SYSTEM PROGRAMMER

The Chairman, Board of Governors, vide U.O. No.NITTTR/Admn/RA/39 dated 16.07.2010, copy attached as **Annexure-V** at page nos.25 to 27

approved the Selection Committee recommendations for appointment of System Programmer and Junior System Programmer, Sh. Pardeep Kumar and Sh. Amarendra Sharan, respectively.

THE BOARD OF GOVERNORS MAY RATIFY THE DECISION OF THE CHAIRMAN, BOARD OF GOVERNORS.

ITEM NO.B.18.4 ITEMS FOR CONSIDERATION

ITEM NO.B.18.4.1 TO CONSIDER AND APPROVE THE MINUTES OF THE 18TH MEETING OF FINANCE COMMITTEE TO BE HELD ON 09.11.2010.

The 18th meeting of Finance Committee is scheduled to be held on 09.11.2010 at 11.30 A.M. Agenda papers for this meeting are attached herewith in a separate booklet. The minutes of the meeting of Finance Committee will be placed before the Board of Governors for consideration and approval.

THE BOARD OF GOVERNORS MAY KINDLY CONSIDER AND APPROVE

ITEM NO.B.18.4.2 TO CONSIDER AND APPROVE THE ANNUAL REPORT OF THE INSTITUTE FOR THE YEAR 2009-2010.

The Annual Report of the institute for the year 2009-10 is attached as **Annexure-VI** as a separate booklet. The report does not contain audit certificate and utilization certificate as the same have not yet been received from the Audit Office though the audit of the institute accounts was conducted by the Principal Accountant General (Audit) Punjab & U.T. Chandigarh from 23.07.2010 to 04.08.2010. The matter is being vigorously pursued. In case these documents are received from the Audit Office by the time of meeting, the same will be placed before the Board of

Governors. Otherwise, the same will be incorporated in the Annual Report before its submission to the Ministry for its placement in the Parliament.

THE BOARD MAY CONSIDER AND MAKE RECOMMENDATION
TO THE NITTTR CHANDIGARH SOCIETY FOR APPROVAL

**ITEM NO.B.18.4.3 TO CONSIDER IMPLEMENTATION OF GOI
ORDER DATED 17-05-2010 ON THE SUBJECT
MODEL RECRUITMENT RULES FOR
STENOGRAPHER GRADE-II POST IN NON-
SECRETARIAT ORGANIZATIONS REGARDING**

Ministry of Human Resource Development, Government of India, vide its letter No. 4-3/2010-TS-IV dated 17th May, 2010 forwarded a copy of an order of Government of India, Department of Personnel and Training vide letter No. AB-14017/8/2010-Estt (RR) dated 10th March, 2010 regarding Model Recruitment Rules for the post of Stenographer Grade-II. A copy of the said letter is enclosed as **Annexure-VII at Page No.28 to 30**. As per the recommendations of the 6th Central Pay Commission, Stenographers Grade-I and Grade-II in the pre-revised scale of Rs 5500-9000 and Rs 5000-8000 respectively, have been placed in PB-2 with Grade Pay of Rs 4200/- and have been redesignated as Personal Assistant in this institute vide Item No. B 16.4.1 (Against Item No. F.16.7) of the 16th meeting of Board of Governors held on 13-04-2010. The Stenographers Grade-III in the pre-revised pay scale of Rs 4000-6000 shall be designated as Stenographer Grade-II as per letter under reference. Accordingly, the Model Recruitment Rules for the post of Stenographer Grade-II in the pre-revised scale of Rs 4000-6000 and revised pay band PB-1 Rs 5200-20200 with Grade Pay Rs 2400/- are enclosed as **Annexure-VIII at page No.31 to 33** in the light of 6th Central Pay Commission recommendations.

This institute has five posts of Stenographer Grade-III which may be redesignated as Stenographer Grade-II in the light of above referred letter dated 10-03-2010.

BOARD OF GOVERNORS MAY KINDLY APPROVE TO
UPGRADE STENOGRAPHER GRADE-III TO STENOGRAPHER
GRADE-II AND ADOPT MODEL RECRUITMENT RULES AS
ENVISAGED IN ANNEXURE MENTIONED ABOVE.

ITEM No.B. 18.4.4 PLACEMENT OF STATUS REPORT ON VARIOUS ISSUES RELATING TO THE INSTITUTE.

As per directions received from the Ministry of Human Resource Development vide its letter No. 4-6/2006-TS.IV(Part) dated December 6, 2006, the status report on the following issues is required to be reported to the Board of Governors in its every meeting:

1. Filling up of backlog vacancies of SC/STs and OBCs.
2. Annual Report and Audited Accounts.
3. Comments in respect of outstanding audit paras.
4. Progress of Plan and Non Plan expenditure.
5. Pending vigilance matters and enquiry report thereto.
6. Redressal of public grievances.

Accordingly, the status report in respect of the above said issues is as under:

1. Filling up of backlog vacancies of SC/STs and OBCs

There is no backlog of vacancy belonging to SC/ST category. However, there are three backlog vacancies of OBC category in the rank of Lecturers (now Assistant Processors). Out of 3 OBC vacancies, two of them have been advertised vide Adv. No.124-9/2010. These will be filled up in another two months time.

2. Annual Report and Audited Accounts

The Audit of Annual Accounts of the Institute for the year 2009-10 has been conducted during the period from 23.7.2010 to 4.8.2010 and the report is awaited.

3. Comments in respect of outstanding Audit Paras

The Audit of regular expenditure/proprietary Audit of the Institute has been taken up by the office of the Principal Accountant General(Audit), Punjab & U.T. Chandigarh from 12.10.2010, which is expected to complete during October, 2010. The Audit and Inspection report shall be placed after its completion.

4. **Progress of Plan and Non Plan expenditure upto end of 2nd quarter i.e. on 30.09.2010 during the financial year 2010 – 2011.**

The status may be perused under agenda item No.F.18.2.5 of the 18th meeting of Finance Committee.

5. **Pending vigilance matters and enquiry report thereto**

There is no pending vigilance case in the institute.

6. **Redressal of public grievances**

There is no pending matter of public grievances in the institute.

SUPPLEMENTARY

ITEM NO.B.18.4.5 TO CONSIDER ISSUANCE OF CHARGE SHEET TO SH. K.L. SINGLA, SENIOR ADMINISTRATIVE OFFICER

Vide UO No.54 dated 25.10.2010, Chairman, Board of Governors, was requested to consider and approve framing charges against Shri K.L. Singla under the provisions of Conduct Rules. A draft charge sheet was attached with the UO note. The Chairman returned the UO with oral communication that proposal be placed before the Board of Governors in its ensuing meeting.

A copy of complete UO No.54 dated 25.10.2010 is attached as **Annexure - A** which is self explanatory.

THE BOARD OF GOVERNORS MAY KINDLY CONSIDER
AND MAKE SUITABLE RECOMMENDATIONS

ITEM NO.B.18.4.6 TO CONSIDER INTERNAL CANDIDATES FOR INTERVIEW WHO HAVE NOT BEEN SHORT LISTED BY THE SCREENING COMMITTEES

Six vacant positions of Assistant Professors were notified by this institute vide Advt. No.124-9/2010, a copy of an advertisement is attached as **Annexure - B**. The last date for receipt of applications was 14.10.2010. The screening of the applications was conducted by the respective departments by inviting two experts from outside. The Screening Committee recommended seven candidates for each post, the details of which are as under :-

Sr. No.	Name of post	Number of applications received within due date i.e. 14.10.2010	Number of screened candidates eligible for interview.
1.	Assistant Professor Electrical Engineering – One post – Reserved for OBC	12	07
2.	Assistant Professor Electronics & Communication Engineering – One post	62	07
3.	Assistant Professor Civil Engineering – One post	28	07
4.	Assistant Professor Computer Science – One post	88	07
5.	Assistant Professor Computer Science – One post Reserved for OBC	25	07
6.	Assistant Professor Applied Science (Applied Mathematics) – One post	48	07

A few internal candidates working in this institute had also applied for the post(s) of Assistant Professor(s). As per the criteria laid down by the Screening Committee(s), the number of candidates to be called for interview for each post is only seven. That is why, perhaps, the internal candidates could not qualify for being called for interview, although they fulfilled the basic qualifications laid down for these posts. The internal candidates are requesting the administration to consider their names for interview and the latter, having no power to relax norms, is bring it before the BoG to take a final call on this.

THE BOARD OF GOVERNORS MAY CONSIDER THE MATTER AND DECIDE.



FAQ
Advertisements
Jobs
Circulars
Minutes
Status of Applications
Free Downloads

FAQ

There are problems in accessing the AICTE Web Portal?

The accessing of AICTE web portal has some system requirements which are available under HELP menu. Kindly ensure that the configuration of your system with respect to hardware, software and bandwidth meet the system requirements.

The proformas for different types of applications like Increase in Intake, Supernumerary seats under PIO category, Tuition fee waiver scheme and additional seats etc. are not available on the portal?

Only two application formats i.e. one for the New Institutions and another for the Existing Institution are available on the web portal.

Form for new Institutions can be used for,

- Applying for new Institution / integrated campus
- Applying for conversion from existing Institution to integrated campus.

Application form for Extension of approval shall be used by existing Institutions for,

- Extension of approval for existing courses.
- Applying for new programme / increase of intake / closure

Applying for schemes, such as, PIO / NRI / TFW

The application was submitted during the previous years and has already been processed to a certain stage like Letter of Intent, Expert Committee visit conducted etc. How will such pending applications be processed?

All such applications pertaining to previous years and pending at various stages of processing will have to be uploaded afresh as "New Institution". However, the processing fee already paid during previous years may be adjusted while uploading the online application and only the differential processing fee needs to be paid.

Regarding infrastructure, which guidelines i.e. those in old approval process handbook or in new approval process handbook will be applicable?

Since all such pending applications are to be uploaded afresh, these will be governed by the new norms.

What intake will be allowed to the pending applications? As per the new approval process handbook or old approval process handbook.

Since all such applications are to be uploaded afresh and will be processed as per the new approval process handbook. These will be eligible for intake as per the new approval process handbook i.e. 300 for Engineering; 120 for Management, Pharmacy & HMCT and 80 for B. Arch.

Whether Government or Government-Aided institutions are exempted from paying the processing fees?

Only government institutions are exempted from paying the processing fee. However, the Government-aided institutions will have to pay the processing fees.

Uploading of the required documents in a scanned form takes too much of time?

While scanning documents, adopt following,

Scan all your documents to A4 size, 72 DPI, Grey scale and create PDF. This will make file very small and thus easy to upload.
It is suggested first to create a folder to store all scanned files of all the documents required to be uploaded offline and then upload individual files to web portal.

Note : For uploading video (ensure media player compability), showing Institute infrastructure, ensure that total duration of video is less than 5 minutes.

How much time it takes to get the User_Id and Password after submission of request?

It takes a maximum of 48 hours to get the User_Id and password.

Whether Professors of Applied Sciences viz. Science and Humanities stream are eligible for the post of Principal/ Director?

No.

What is the maximum age limit permissible to be eligible for the post of Principal/ Director?

70 years.

Keeping in view that the norms regarding infrastructure have been changed in the new approval process handbook, certain alterations in the approved building plan submitted in case of pending application may be required. Is it permissible?

Such alterations are acceptable only if some internal partitioning are involved in such alterations without affecting the layout plan and outer boundaries.

Whether collaborations and partnerships between Indian and Foreign University are allowed in second shift?

Yes.

To which University a copy of the application should be submitted in case of applications for new PGDM programmes?

Since PGDM programmes are autonomous programmes, a hard copy of the application is not required to be submitted to any University.

Who will approve the syllabus for PGDM programmes?

It will be scrutinized for approval by the Scrutiny Committee constituted by the Regional Committee.

Whether it is possible for the existing institutions to seek integration of few institutions and a newly proposed institution?

Yes. But only if such institutions are offering two or more programmes in technical education.

✓ How the existing faculty, which may not fulfill the qualifications as per the new Approval process is to be adjusted?

~~Faculty cadre and qualifications provided in the new approval process handbook applicable only for the faculty recruited henceforth. However, the existing faculty will continue to be governed by the qualifications as per the old approval process till the time they continue in the existing institute. However, if they seek a fresh appointment in another institute, new qualifications will be applicable.~~

I am interested in increase in intake. Do I need to fill information of all existing courses in Ext of Approval form.

Yes

How do I upload biometric information regarding faculty information?

Use biometric scanner and upload scanned image. Name of the file may be like
FirstnameLastnameBIOM.jpg.

How do I name scanned files regarding faculty UG/PG/PHD/Other certificates.

Name of the file may be as under so that one can relate files with faculty name.

FirstnameLastnameUG.pdf

FirstnameLastnamePG.pdf

FirstnameLastnamePHD.pdf

FirstnameLastnameOTHR.pdf