



TEQIP CELL  
BEANT COLLEGE OF ENGINEERING AND TECHNOLOGY, GURDASPUR  
(AN AUTONOMOUS INSTITUTION OF GOVT. OF PUNJAB)

Ref. No.:

Dated:

**Minutes of Meetings**

A meeting regarding TEQIP-II, was held on 22/01/2013 at 11:00 AM in the office of Dr. S K Gupta. Following were present:

1. Dr. Arvind Kumar, Coordinator, TEQIP-II
2. Dr. S K Gupta, Nodal Officer (Finance), TEQIP-II
3. Sh. B B Saini. Nodal Officer, (Academics), TEQIP-II

**The following points were discussed and decisions were taken:**

1. The guidelines for the smooth execution of TEQIP-II and various rules and norms regarding the expenditure under various categories of services plan as per NPIU with a mapping with SOE of State Govt. accounts heads, have been discussed. The draft of the same is being put-up for final decision and approval of the worthy principal. **The same are herewith enclosed.**
2. It has been observed that Sh. Ravinder Singh, Sr. Asstt. (Accounts) who has been assigned the duty for account activities in TEQIP-II is already overloaded in the college account section and is not having time to interact with the Nodal officer (Finance) for the account matters of TEQIP-II. To avoid the suffering of work of accounts related with TEQIP-II, Sh. Ravinder Singh, Sr. Asstt. must report to Nodal officer (Finance) daily for at least one hour (10:00-11:00 AM) . Request is to put-up to the **Principal to do the needful for the same.**
3. **Our high peaked request is for the establishment of the TEQIP-II cell in the proposed room of MT-1 (ME Block) to be equipped with computer peripherals, furniture, official with computer proficiency, well acquainted with finance matters, steno-typist skills dedicated to TEQIP-II cell. The same being put-up verbally many-times must be communicated to the Principal. The appointment for one year can be met out of the IOC (salary & wages) account head of TEQIP-II.**

Dr. S K Gupta  
Nodal Officer (Finance)  
TEQIP-II

Sh. B B Saini  
Nodal Officer (Academics)  
TEQIP-II

Dr. Arvind Kumar  
Coordiantor  
TEQIP-II

**Principal**

## **Proposed Guidelines/ Norms for the various activities under TEQIP-II**

1. **Teaching Assistantship(T.A.)** : Teaching Assistantship will be provided to the Non-GATE and Non-Sponsored Full time M.Tech. students under TEQIP –II as per the following guidelines. The objective of the programme is to increase the enrolment in PG programmes in Engineering disciplines.

In the meeting with the principal held on 10.01.2013, it was decided that an eligibility test will be conducted for the students of M.Tech. (Thermal Engg.) and on the basis of that test teaching assistantship will be provided to seventy five percent students.

**In this regard, It can be decided by the principal that T.A. as above is to be given only to 1<sup>st</sup> year students of M.Tech. or bothe the years.**

- The student must be an Indian National.
- The student enrolled for REGULAR (Full Time) M.Tech programme shall only be eligible. In the event of his/her conversion from full time to part time, the assistantship ceases to continue.
- Students receiving assistantship/scholarship from any other funding agencies will not be eligible for the Teaching assistantship under TEQIP-II.
- Students admitted to M.Tech/M.Sc.(Engg.) programmes through sponsored quota shall not be eligible for the assistantship under TEQIP-II.
- The student of M.Tech. getting teaching assistantship will be given teaching load of 8-10 hours per week by the concerned department. This includes handling tutorials, laboratory classes, development and maintenance of laboratories, assistance in research and development activities undertaken by faculty members, maintenance and operation of lab equipment. The monthly teaching assistantship will be released subject to the satisfactory certification by the concerned HOD.
- The grant of T.A. will be continued to the next semester subject to the academic performance of the concerned student i.e. all the subjects of previous semester must be clear with at least aggregate 60% marks.
- The teaching assistantship will be Rs. 8000/ (eight thousands only) per month and for a maximum period of two years.
- The grant of TA in the next semester will be applicable subject to request of student on the prescribed proforma (to be designed and provided by HOD Mechanical Engg.) and the same forwarded and recommended by the HOD of the department concerned.
- The student needs to sign daily in the attendance register maintained in the department and must satisfy all the academic requirements set by the Institution/University.
- The student must abide by the CONDUCT RULES of the institute. If any recipient of the teaching assistantship is found to be guilty of any malpractice and is awarded with punishments, the continuation of assistantship shall be discontinued with immediate effect.

- All the documentation related to grant of TA must be provided to Nodal Officer (Academics), TEQIP-II.

 **The Eligibility test for the current semester students must be conducted latest by 1<sup>st</sup> week of Feb' 2012**

## 2. **Constitution of Industry-Institution-Interaction Cell (I-I-I-C):**

As per the TEQIP-II Project Implementation Plan(PIP), Industry-Institution-Interaction Cell (I-I-I-C) is required to be constituted in order to execute the work smoothly.

**Guidelines regarding the constitution of Industry-Institution-Interaction Cell are hereby reproduced.**

“All the institutions covered under the Project will form Industry-Institution-Interaction Cell to establish purposeful interaction between Industry and institution. For the Cell to function smoothly and to meet its objectives effectively, I-I-I-C must have some core staff. The core staff should include a Coordinator (not less than an Assistant Professor) from the institution who will be assisted by a Project Assistant and an Office Assistant. The Cell should meet at least twice per semester. The proposed composition of the Cell is as following:

- a) Director/ Principal of the institution - Chairman
- b) HOD and one faculty from each department - Member
- c) Two Members from Industry/ Entrepreneurs of the region - Member
- d) Training and Placement Officer - Member
- e) Coordinator of the Cell - Convener.”

**Accordingly, the TEQIP cell committee proposes the following constitution of I-I-I cell:**

1. Principal- Chairman
2. Dr. O.P. Singh, Professor & HOD, Mechanical Engg.- Member
3. Dr. R.K. Dogra, Professor & HOD, Applied Sciences- Member
4. Dr. S. K. Gupta, Associate Professor & HOD, CSE- Member
5. Dr. Ajay Kumar Mahajan, Associate Professor & HOD, ECE- Member
6. Sh. P K Yadav, Associate Professor & HOD, Chemical & BT- Member
7. Sh. Guresh pal Singh, Assistant Professor & Coordinator, IT- Member
8. Dr. Dilbag Singh, Associate Professor and T.P.O.- Member
9. Dr. Simran Preet Singh Gill, Assistant Professor, ME- Member
10. Sh. Rajeev Bedi, Assistant Professor, CSE- Member
11. Sh. Vishal Mahajan, Assistant Professor, Appl. Science – Member
12. Sh. Mohit Marwaha, Assistant Professor, IT-Member
13. Sh. Rajesh Kumar, Assistant Professor, Chemical- Member

14. Ms. Harsharan Kaur, Assistant Professor, BT- Member
15. Dr. Jaswinder Singh, Associate Professor, ECE-Member
16. Dr. Arvind Kumar, Associate Professor and Coordinator, TEQIP-II- Convener

### 3. Finishing School:

**Guidelines regarding the constitution of Finishing School (page 31 of PIP) are hereby reproduced.**

“For increasing institutional focus on providing academic and guidance support to the SC/ST/OBC/ academically weak students, all project institutions are required to constitute a Finishing School with a senior faculty as coordinator.

The key activities under the aegis of the Finishing School will be:

- a) Conducting remedial teaching throughout academic sessions for improving transition rate and pass rate of students,
- b) Conducting specialized soft skills and professional skills development training during semester-breaks and vacations (preferably starting from 5th Semester onwards) for increasing employability,
- c) Conducting high intensity training (of at least 4-weeks duration) for development of soft and professional skills in the students that graduate but fail to secure any employment, and
- d) Organizing campus interviews and making other efforts to secure employment for graduate engineers that complete the training under activity (c) above.”

The above activities except the (a), are related with the Training and Placement Section. Accordingly, the following committee is proposed for the constitution of finishing school:

1. Dr. Dilbag Singh, Associate Professor and T.P.O.- Chairman
2. Dr. Simran Preet Singh Gill, Assistant Professor & ATPO (ME)- Member
3. Sh. Rajeev Bedi, Assistant Professor & ATPO ( CSE)- Member
4. Sh. Vishal Mahajan, Assistant Professor & ATPO ( ECE) – Member
5. Sh. Mohit Marwaha, Assistant Professor & ATPO (IT)-Member
6. Sh. Rajesh Kumar, Assistant Professor& ATPO (Chemical)- Member
7. Ms. Harsharan Kaur, Assistant Professor& ATPO (BT)- Member
8. Sh. B B Saini, Associate Professor and Nodal Officer (Academics) TEQIP-II- Convener

The first activity i.e. (a), will be taken care by the above ATPOs of their departments.

**4. Travelling Allowance/ Daily allowance (TA/DA) rules for the various purposes under TEQIP-II.**

**It is proposed that:**

- a. The TA/DA will be paid for the activities under TEQIP-II will be as per the entitlement under Govt. of Punjab.
- b. The TA/DA to the officials for attending training programmes and workshops etc arranged by NPIU/SPFU will be paid as per actual expenses.
- c. TA/DA to the members of B.O.G. will be paid as per actual Expenses.

**5. Expenditure for publication of research papers in referred journals:**

The expenses for publication of research papers by faculty members (Regular/Contract) in the journals with the impact factors (**Thomson Reuters**) will be paid as per actual subject to verification by the concerned HOD that the publication is in the concerned discipline.

**6. Hospitality and honorarium:**

- (a) The honorarium to consultant for participation in R & D, for delivering Expert lectures, to industry personnel for participation in curriculum development, for organizing and administering CE programmes etc, may be paid Rs. 2000/- (Two thousands per lecture).
  - (b) Sitting fee for BOG members may be paid Rs. 3000/- (three thousands only).
  - (c) Hospitality charges on account of Delivering Expert lectures/ for meetings regarding curriculum development may be paid as per actual but limited to Rs. 3000/- (Three thousands per session).
  - (d) Hospitality charges for BOG meetings or any other meetings held at the institution levels and for campus interviews, may be paid as per actual.
  - (e) Honorarium to faculty members for remedial classes may be paid at the rate of Rs. 500/- (Five hundreds per lecture). The remedial classes should preferably be assigned to regular/contract faculty members. Honorarium to class IV employee may be paid Rs. 100/- (one hundreds only) per day.
  - (f) The principal may decide about the Hospitality, Sundry expenses and honorarium regarding any activity not covered above.
7. Expenses towards thesis writing and publication of thesis will be paid as per actual.
8. Expenses for consumables for qualification upgradation within the parent institute will be paid as per actual subject to claimed by concerned faculty/ staff and verified by HODs.
9. The following committee is herewith proposed to carry out and execute the civil works as planned under the TEQIP-II.
- (a) Dr. Rajiv Malhotra, Associate Professor, APSc- Chairman
  - (b) Sh. Naveen Beri, Associate Professor, ME- Member

- (c) Sh. Surinder Singh, Lecturer, Worsho Practices- Member
- (d) Sh. Ravinder Singh, Maintenance Supervisor- Member
- (e) Sh. Kashmir Singh, Maintenance Engineer- Member Secretary

#### 10. Faculty Development Programme :

- (a) **Subject Knowledge and research competence upgradation of faculty from engineering disciplines and supporting department as planned through TNA** : Course Fee, travel expenses, boarding and lodging and sundry expenses/allowances as per applicable norms and rules when faculty is deputed outstation to another institution (within India or Abroad) for the duration of the course, travel time and the time **permitted by the BoG for visits to** institutions / organizations of interest and relevance to the faculty in the vicinity of the location of training.
- (b) Expenditure on participation by faculty in seminars, conferences, workshops etc. : registration fee, travel expenses, boarding and lodging and sundry expenses/allowances as per applicable norms and rules when faculty is deputed outstation to another institution (within India or Abroad) for the duration of the seminars, conferences, workshops etc., travel time and the time **permitted by the BoG for visits to** institutions / organizations of interest and relevance to the faculty in the vicinity of the location of seminar, workshop or conference .

**The expenditure upto 31.03.2013 under these categories of services plan has been provided by the various deptt. And for the next quarter(s) will also be demanded. The selection / choice of the faculty to be sent is the institutional / departmental policy.**

- 11. Our high peaked request is for the establishment of the TEQIP-II cell in the proposed room of MT-1 (ME Block) to be equipped with computer peripherals, furniture, official with computer proficiency, well acquainted with finance matters, steno-typist skills dedicated to TEQIP-II cell. The appointment of for one year can be met out of the IOC (salary & wages) account head of TEQIP-II.

**Approval for the same may kindly be given.**

- 12. All the department / sections must be advised to submit and initiate their specific activity plan / depute the faculty/staff as per their expenditure details upto 31.03.2013 provided under the services plan to the TEQIP-II cell at the earliest.
- 13. The activities under the finishing school and I-i-I cell must also be initiated at the earliest with the consent / advise of the department / sections.

Submitted for your approval and direction please.