

Beant College of Engineering & Technology

(Established by Government of Punjab)

GURDASPUR (PUNJAB) 143521

Accredited by NAAC & National Board of Accreditation
An Academic Autonomous Institute under UGC Act

AGENDA

of

34th meeting of

FINANCE COMMITTEE

TO BE HELD AT 11:45 AM ON 01.2.2018

VENUE: Office of the Chairman, Punjab State Board of Technical Education &
Industrial Training,
Plot No.1 Sector 36-A, Chandigarh.

CONSTITUTION OF FINANCE COMMITTEE
of

Beant College of Engineering & Technology
Gurdaspur (Punjab) 143521

1	Additional Chief Secretary to Govt. of Punjab, Department of Technical Education & Industrial Training, Punjab, Mini Secretariat, Sector 9, Chandigarh.	Chairman
2	Principal Secretary to Govt. of Punjab, Department of Finance or his/her representative not below the rank of Joint Secretary.	Member
3	Director, Department of Technical Education & Industrial Training, Punjab, Plot No.1, Sector 36-A, Chandigarh.	Member
4	Principal, Beant College of Engineering & Technology, Gurdaspur.	Member
5	Registrar, Beant College of Engineering & Technology, Gurdaspur.	Member Secretary

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Item No. 34.1 Confirmation of the minutes of 33rd meeting of Finance Committee held on 10.7.2017.

The 33rd meeting of Finance Committee of Beant College of Engineering & Technology, Gurdaspur was held on 10.7.2017 under the Chairmanship of worthy Additional Chief Secretary, Technical Education & Industrial Training, Mini Secretariat, Sector 9, Chandigarh. Minutes of the meeting were circulated to all the members vide Ref. No. BCET/2017/3083-I Dated 18.9.2017 for comments. No comments have been received. Copy of the minutes is placed at **Annexure-I (Pages 27 – 31)** for confirmation please.

Item No. 34.2	To report the action taken on the decisions of 33 rd meeting of Finance Committee of Beant College of Engineering & Technology, Gurdaspur.			
	Item #	Agenda Item	Decision taken	Action taken
	33.1	Confirmation of the minutes of 32 nd meeting of Finance Committee held on 26.04.2017.	It was resolved to confirm the minutes of 32 nd meeting of Finance Committee held on 26.4.2017.	No Action required.
	33.2	To report action taken on the decisions of 32 nd meeting of Finance Committee of Beant College of Engg. & Technology, Gurdaspur.	The committee noted the action taken on the decisions of 32 nd meeting of Finance committee held on 26.4.2017.	No Action required.
		Item No. 30.5 Review of approved budget of Polytechnic Wing (established under NABARAD Scheme at BCET Gurdaspur) for the financial year 2015-2016 after six months.	It was decided to pursue the matter with the Punjab Energy Development Agency (PEDA) regarding the rent-out of the roof of the existing buildings of the college for installation of solar power panels with a reference to already installed of 50 KW solar power panel with 90% subsidy given by PEDA to the college.	Correspondence with PEDA was made, but no response was received regarding the grant of 80% subsidy for the installation of 50 KW solar power panel (Copy is placed at Annexure - II Pages 32-33). However, an old Diesel Generator Set available in the college has been installed in the Polytechnic Building.
		Item No. 30.6 Regarding claiming exemption from payment of income tax under the Income Tax Act, 1961.	The process regarding the appeal filed in the Income Tax Appellate Tribunal (ITAT), Amritsar was noted.	The final hearing of the case was held on 15.11.2017 and the Hon'ble ITAT, Amritsar Bench, Amritsar has directed the Ld. CIT(E) to grant registration to the society u/s 12AA of the Act. Copy of the decision is placed at Annexure-III Pages 34 -50 .
		Item No. 30.7 Permission to implement Cashless Health	It was decided that DTE & IT, Punjab will communicate to the	Response in this regard from DTE&IT, Punjab is

	Insurance Scheme for the employees of this college.	college at the earliest regarding the Cashless Health Insurance Scheme.	awaited.
	Item No. 31.3 To report regarding the annual audit conducted by A.G. Punjab, Chandigarh for the financial year 2014-2015.	It was decided that institute will pursue the matter with AG, Punjab.	After due reply sent by this college, the AG, Punjab vide No.SS-II/GIA/2017-18/119 dated 22.8.2017 has declared the Audit Para No.04 of 2015-2016 regarding irregular drawl of pay & allowances due to diversion of staff Rs.79.28 lac settled. Further, letter No. BCET/3269 dated 29.9.17 has been written to DTE&IT, Punjab for pursuing the case of settlement of remaining paras. (Copies placed at Annexure-IV Pages 51-70.
	Item No. 31.8 To report regarding the non-reimbursement of 80% share of arrear amounting to Rs.2,56,01,916/- by MHRD, New Delhi paid from college funds to teaching staff in respect of revision of pay scale w.e.f. 01.1.2006.	It was decided that a D.O. letter will be written to MHRD, New Delhi through the DTE & IT, Punjab. The college will also pursue the matter with the MHRD, New Delhi.	The matter is under the consideration of the DTE&IT, Pb. as requested by the college vide # BCET/Accts/2017/1961 dated 27.6.2017. Copy placed at Annexure -V Page 71.
	Item No. 31.10 To approve the construction of sewerage treatment plant (STP) in college campus, BCET, Gurdaspur. Capacity 0.30 MLD.	It was decided that the college will pursue the matter regarding the installation of Sewage Treatment Plant (STP) with the Department of Public Health and Sanitation, Gurdaspur through the Deputy Commissioner, Gurdaspur.	The matter is under process and the installation work of STP will be started very shortly by the Department of Public Health and Sanitation, Gurdaspur. Copy is placed at Annexure - VI Page - 72.
	Item No. 31.11 Regarding encashment of earned leave for the period of Extra Ordinary	It was decided that the DTE & IT, Punjab will respond to the college at the earliest.	Response in this regard is awaited from DTE&IT, Punjab regarding

		Leave in respect of Dr. Ravi Kumar, Principal.		encashment of earned leave for the period of Extra Ordinary Leave i/r Dr. Ravi Kumar as requested by the college vide # BCET/Accts/2017/1961 dated 27.6.2017. Copy placed at Annexure-V Page 71.
		Item No. 32.12 Approval for the proceedings of the meeting of Principals of Govt. Promoted Engineering Colleges held on 25.07.2014 for the pending cases of various colleges.	It was decided that the DTE & IT, Punjab will examine the case at the earliest and will respond to the college.	Response in this regard is awaited from DTE&IT, Punjab as requested by the college vide # BCET/Accts/2017/1961 dated 27.6.2017. The item is again being put up in this meeting as Agenda Item No.34.12 at Page 21. The copy of the joint representation of the technical staff welfare association is placed at Annexure – VII Page 73-88.
		Item No. 32.13 To ratify the approval for the sanctioning of funds for the construction of New Building of Civil Engineering Department and sanctioning of the new posts in the Civil Engineering Department.	It was decided that the DTE & IT, Punjab will examine and will put up the case at the earliest.	The note for recruiting two faculty members vide ref. No. BCET/1453 Dated 10.5.2017 as recommended by the Chairman, BOG, BCET, Gurdaspur was put-up to the Additional Chief - Secretary-cum-Chairman Finance committee and the same was forwarded to DTE&IT, Pb, Chandigarh. Response in this regard is awaited from DTE&IT, Punjab as requested

				by the college vide # BCET/Accts/2017/1961 dated 7.6.2017. Copy placed at Annex. V Page 71.
		Item No. 32.16 To report regarding Grant of Increment to faculty by violating the AICTE, New Delhi and DTE & IT, Punjab.	It was decided that the institute will send the required information at the earliest to the office of DTE & IT, Punjab, Chandigarh.	As per instructions of the DTE&IT, Punjab, vide No. 1774/S-2/ECC/ 2017 dated 16.10.2017. Copy placed at Annexure-VIII Page 89-90. The additional increments to the faculty have again been granted which were earlier withdrawn by the college in compliance to the instructions of DTE&IT, Punjab.
	33.3	Review of the revision of Budget as approved for the Financial Year 2017-18 of BCET, Gurdaspur, with the Implementation of Chief-Minister Scholarship Scheme (CMSS) for UG, PG and Diploma Courses in BCET, Gurdaspur.	It was decided that the Chief Minister Scheme in the college can be implemented w.e.f. next academic session 2018-19 subject to the release of grant-in-aid. The institute will sent the detailed proposal on the single file to the DTE&IT, so that the matter can be taken up with the Finance Department by the DTE&IT office. Regarding hike in the fee, the office of DTE&IT will put up the proposal.	The proposal on a single file for the financial position of the college with a projection in terms of the admission and thereby income for the next five years was sent to the office of the DTE & IT, Punjab. Copy placed at Annexure-IX Page 91-92.
	33.4	Any other item with the permission of the chair	No item was discussed.	No action required

Item No. 34.3 To report the audit of Annual Accounts for 2016-2017.

The annual accounts of the college for the financial year 2016-2017 have been prepared and got audited from the Chartered Accountant. A copy of the balance sheets is placed at **Annexure-X Page 93-102.**

Submitted for kind information please.

Item No. 34.4 Review of Budget of the Financial year 2017-2018 regarding.

The budget for the financial year 2017-2018 was approved in the 32nd meeting of Finance Committee held on 26.4.2017 vide agenda Item No.32.4 which is placed in the **succeeding pages from 8-12** along with balance amount as on 31st December 2017.

In view of the less expenditure during the previous financial year, a sum of Rs.5.00 Lakh was proposed & got approved for the current financial year on account of TA & LTC. Now, at the end of current financial year, more college employees have applied to avail LTC facility. Subsequently, the approved budget of Rs.5.00 Lakh in this account head is not sufficient to meet the present requirement.

It is intimated that a sum of Rs.1839.76 lakh has been approved in the budget account head "Pay & Allowances" for the current financial year, out of which only Rs.1425.46 Lakh has been spent and a balance of Rs.414.29 Lakh is available in this account head. A sum of Rs.300.00 Lakh approximately is required for payment of salary to the college employees for further two months. It is therefore, proposed to approve the transfer of Rs.15.00 lakh from the account head Pay & Allowances to TA& LTC account head within the approved budget.

Further, in the Diploma Wing, the expenses of account head "Electricity Expenses" have increased to the approved budget due to an arrears bill raised by Punjab State Power Corporation Limited. Hence, an amount of Rs.2.00 lakh has been transferred from the account head "Building Fencing Work" to the account head "Electricity Expenses" within the approved budget as detailed at **page 12**. The revised budget is placed before the Finance Committee for ratification please.

Submitted for kind approval please.

DETAIL OF EXPENDITURE FOR THE FINANCIAL YEAR 2017-2018
(MAIN/TUITION FEE ACCOUNT)

RECURRING EXEPNDITURE

S.No.	Head of Account	Approved Budget for 2017-18 (Rs. in lakh)	Actual expenditure as on 31.12.2017 (Rs. in lakh)	Balance as on 31.12.2017 (Rs. in lakh)
1.	Pay & Allowances (including arrears)	1839.76	1425.47	414.29

DETAIL OF EXPENDITURE FOR THE FINANCIAL YEAR 2017-2018
(MAIN/ COLLEGE FEE ACCOUNT)

(A) RECURRING/CONTINGENCY EXPENDITURE

Sr. No.	HEAD OF ACCOUNT	Approved Budget 2017-18	Expenditure as on 31.12.2017	Balance as on 31.12.2017
		(Rs. in lakh)	(Rs. in lakh)	(Rs. in lakh)
1	Vehicle Running & Repair/ Insurance	10.00	5.23	4.77
2	Telephone Expenses	1.00	0.22	0.78
3	Office & legal Expenses	10.00	1.85	8.15
4	Wages & Material Expenditure for Security Sweeping and Horticultures Services	80.00	51.41	28.59
5	TA/DA to Expert	6.00	2.04	3.96
6	Repair & Maintenance of Machinery & Equipment /Instrument etc.	5.00	1.52	3.48
7	TA/DA and LTC	5.00	4.66	0.34
8	Electricity Expenses	80.00	48.44	31.56
9	Medical Reimbursements (Indoor/out-door Treatment Facility) Recurring	15.00	.86	14.14
10	Stationery Expenses	5.00	.87	4.13
11	Remuneration to the External Examiner	3.00	.19	2.81
12	Printing & stationary (Examination Cell)	7.00	1.10	5.90
	Total(A)	227.00	118.39	108.61

(B) NON-RECURRING EXPENDITURE

Sr. No.	HEAD OF ACCOUNT	Approved Budget 2017-18	Actual Expenditure upto 31.12.2017	Balance as on 10.11.2017
		(Rs. in lakh)	(Rs. in lakh)	(Rs. in lakh)
1	Land (Enhancement compensation)	1.50	0	1.50
2	Medical Equipment	0	0	0
3	Sports, Music and Audio Visual Equipment	0	0	0
4	Hostel Equipment including Kitchen Equipment	0	0	0
5	Office Equipment (Photocopier/Cum Printer, Water Cooler and Display Board etc.)	2.00	.86	1.14
6	Furniture & Fixture	7.00	2.42	4.58
	Total(B)	10.50	3.08	7.42
	Total(A+B)	237.50	121.47	116.03

DETAIL OF EXPENDITURE FOR THE FINANCIAL YEAR 2017-2018
AMALGAMATED FUND

(A) Contingency Expenditure

Sr. No.	Head of Account	Approved Budget	Actual Expenditure 31.12.2017	Balance as on 31.12.2017
		(Rs. in lakh)	(Rs. in lakh)	(Rs. in lakh)
1	Sports Expenses	4.00	.76	3.24
2	Printing & Stationary (information brochure, prospectus, souvenir etc.)	3.00	1.05	1.95
3	Medical Expenses.	1.50	0.02	1.48
4	Advertisement & Publicity	15.00	3.44	11.56
5	Maintenance & Running of DG Set	5.00	1.95	3.05
6	Meeting & Refreshment	2.50	.97	1.53
7	Projection Club Charges/Cable Charges for Students Hostels	1.50	.41	1.09
8	NCC	0.10	0.02	0.08
9	NSS	.03	.02	0.01
10	Library Expenses (Newspapers/ Magazines)	2.00	.54	1.46
11	Postage & Telegram	1.00	.10	.90
12	Annual College Function/Convocation/Sports	12.00	2.02	9.98
13	Red Cross Society	0.20	0.10	0.10
	TOTAL	47.83	11.40	36.43

(B) Non-Recurring Expenditure

Sr. No.	Head of Account	Approved Budget	Actual Expenditure 10.11.2017	Balance as on 10.11.2017
		(Rs. in lakh)	(Rs. in lakh)	(Rs. in lakh)
1	Innovative Fund	10.00	0	10.00
2	Research & Development	10.00	0	10.00
	TOTAL	20.00	0	20.00
	Total (A+B)	67.83	11.40	56.43

**DETAIL OF EXPENDITURE FOR THE FINANCIAL YEAR 2017-2018
DEVELOPMENT FUND**

(A) Non – Recurring Expenditure

Sr. No.	Head of Account	Approved Budget (Rs.in lakhs)	Actual Exp. 31.12.2017 (Rs. in lakhs)	Balance as on 31.12.2017 (Rs. in lakh)
1	Machinery & Equipment	33.75	6.00	27.75
2	Buildings (Campus development)	322.90	0.57	322.33
3	Library Books, E-journals and Software.	12.00	.09	11.91
	Total	368.65	6.66	361.99

(B) Recurring – Contingency Expenditure

Sr. No.	Head of Account	Approved Budget 31.12.2017 (Rs. in lakh)	Actual Expenditure 31.12.2017 (Rs. in lakh)	Balance as on 31.12.2017 (Rs. in lakh)
1	Raw material & Consumables	6.00	.73	5.27
2	Maintenance of Electrical, Civil & Public Health Works etc.	14.00	3.30	10.70
3	Reimbursement of Registration Fee for National /International Conferences/Seminars/Short Term Courses	4.00	0	4.00
4	Training & Placement	1.50	1.14	0.36
5	Maintenance of Internet (IT Connectivity)	2.50	0.30	2.20
	Total	28	5.47	22.53
	Total (A+B)	396.65	12.13	384.52

BCET Diploma Wing					
Revised Budget Estimate for the year 2017-2018 and Expenditure as on 31.12.2017(in Rupees)					
Sr. No.	Description	Budget approved for 2017-18	Expenditure as on 31.12.2017	Balance (Rupees)	Remarks/ Justification
1	Advertisement & Publicity	0	0	0	
2	Building Fencing Work	400000 *(-200000)	5000	195000	* Rs.2.00 lakh shifted to head "Elect. Exp."
3	Conferences, Seminars & Short Term Courses	0	0	0	
4	Electricity Expenses	250000 *(+200000)	270000	180000	* Rs.2.00 lakh shifted from head "Building Fencing Work"
5	Essential Services Sewerage Disposal Tank, Pump, Plantation etc.	500000	20000	480000	
6	Furniture & Fixture	200000	0	200000	
7	Library Books, Magazines & News Papers	200000	0	200000	
8	Machinery & Equipment	200000	0	200000	
9	Medical Expenses & Reimbursement	0	0	0	
10	Meeting & Refreshment	50000	5000	45000	
11	Office Expenses	100000	6500	93500	
12	Pay & Allowances	7000000	3415000	3585000	
13	Printing & Stationary	100000	0	100000	
14	Purchase of DG Set 125 KVA & Inverters *	0	0	0	
15	Raw Material	100000	0	100000	
16	Repair & Main. of Machinery & Equipment	100000	38000	62000	
17	Repair & Maintenance of Buildings	200000	0	200000	
18	Sports & Cultural Activities	50000	0	50000	
19	TA & DA	100000	11000	89000	
20	Telephone & Internet	50000	3000	47000	
21	Training & Placement Activities Fund	100000	0	100000	
22	Wages & Material for Security, Sweeping & Horticulture Services	0	0	0	
	TOTAL	9700000	3773500	5926500	

Item No. 34.05 Release of payment to various parties for purchase of items/equipment amounting more than Rs.50,000/- without publishing tender.

As per clause No. 14.18 of college Bye Laws, tender shall be invited for purchasing an item valued at more than Rs. 50,000/-. However, items and equipments more than Rs. 50,000/- are being purchased in the college through quotations without publishing tender in the newspapers.

After joining of Dr. T.S. Sidhu as Principal, the payments of following parties have been withheld where the values of items/equipments are found to be more than Rs. 50,000/- which were purchased without publishing an open tender.

S. #	Name of Firm	Amount (Rs.)	Detail of material supplied
1	M/S Rachita Printing Press Court Road, Gurdaspur	141600	Answer Books
2.	M/S OST Electronics Pvt. Ltd., Chandigarh.	368160	Cyberoom CR – 0200ing - XP complete value subscription (for 3 years)
3	M/S Manish Nanda & Co. Amritsar, CA	114460	Audit of Accounts & consolidation of three Balance Sheets of and uploading of IT returns for FY 2016-20107.
		624220	

Copies of supply orders and bills raised are placed at **Annexure XI pages 103 -113.**

Therefore, the above said cases are put up before the Finance Committee for according approval to release the payments to the concerned parties.

Submitted for consideration and approval please.

Item No. 34.06 Inequality in salary paid to the Guest Faculty of Poly wing and Engineering Wing- regarding.

The Guest faculty of Engineering Wing and Poly Wing was paid Rs. 15000/- per month. However, subsequently the salary of guest faculty of poly wing was increased to Rs. 21000/- per month at the college level, whereas the guest faculty of Engineering Wing is still being paid @Rs.15000/- per month.

It is proposed to pay Rs.21,000/- per month as a salary to the guest faculty of both engineering wing and diploma wing of the college who are engaged for one academic semester or one academic year by the college.

Submitted for kind consideration and approval please.

Item No. 34.07 Increase in consolidated pay of School Lecturer- regarding.

As approved by the Government of Punjab, the college is running 10+1 & 10+2 Classes (non-medical) in the college campus under NABARD Scheme since 2009.

Presently, five Lecturers are working to teach different subjects to 10+1 & 10+2 Classes. These Lecturers are paid salary @Rs.10,000/- per month. Now they have submitted their application to increase their salary to Rs.20,300/- to the tune of Punjab Government notification No.5/10/09-5FPI/938 dated 09.12.2011 (**Annexure XII pages 114-115**). It is worth mentioning herein that no salary is paid during summer vacations to these Lecturers.

It is proposed to increase the salary of school Lecturers from Rs.10,000/- to Rs.15,000/- per month.

Submitted for kind consideration and approval please.

Item No. 34.08 Release of payments to the Income Tax lawyer-regarding

As per approved rates on 18.6.2005, the college is supposed to pay the following fee to the lawyers for defending the cases in the Hon'ble courts (Annexure XIII Page 116):

High Court Rs.5500+500 as typing/stationary charges

Lower Court Rs.2200+250 as typing/stationary charges

As recommended by the committee (Annexure XIV pages 117-118), the college has engaged Sh. P.N. Arora, renowned Advocate for Income Tax, to defend various cases in the Hon'ble Courts of Income Tax (ITAT Tribunal, Amritsar and DCIT Exemptions), Chandigarh at the following rates without getting approval from the Finance Committee/Board of Governors of the college. Moreover, the name of the advocate is not included in the approved panel.

S. #	Description	Amount in Rs.
1	Fees for the pursuing of Appeal filed before the Income Tax Appellate Tribunal u/s 12AA of Income Tax Act, 1961.	90000
2	Fee for filling of manual income return, reply filed and assessment proceeding adjournment the case before the DCIT(E), Chd., Appeal filed before CIT(A), Amritsar, and consultancy & travelling expenses for the AY 2010-11	217000
3	Appearing before the Assessment Officer, Income Tax, Amritsar on different dates of hearing & Misc. expenses for the AY 2011-12	124000
4	Fee for Appeal filed before CIT (A), Amritsar and stay application filed before, DCIT(E), Chandigarh. Reply filed with DCIT (E), Chandigarh and Additional Commissioner of Income Tax, Amritsar for the AY 2014-15	175000
5	Fee for Appeal filed before CIT(A), Amritsar for AY 2015-16	30000
6	Fee for assessment proceeding adjournment filed before	30,000

	DCIT(E), Chandigarh for the AY 2016-17	
7	Fee for filing of online income return for the AY 2017-18	15000
	TOTAL	681,000

The detail of Bills is placed at **Annexure XV at page 119**.

The Income Tax Department has issued demand notices to deposit Rs.583.57 Lakh as additional demand and the college has also deposited Rs.35.00 lakh to avoid the freeze of college accounts. Sh. P.N. Arora, Advocate (IT) submitted appeals and attended all hearings on behalf of the college before the concerned authorities of Income Tax Department. Consequently, the college could get the **status of 12AA** (copy placed at **Annexure III pages 34-50**). It is therefore, proposed to approve the release of payment as detailed above.

Submitted for consideration and approval please.

Explanation

Item No. 34.09 Release of payments to the lawyer -regarding

As per approved rates on 18.6.2005, the college is supposed to pay the following fee to the lawyers for defending the cases in the Hon'ble courts (Annexure XIII Page 116):

High Court Rs.5500+500 as typing/stationary charges

Lower Court Rs.2200+250 as typing/stationary charges

But the college had engaged Sh. Vipin Mahajan, Advocate to defend the cases in the Hon'ble High Court @ Rs.35000/- without getting approval from the Finance Committee/Board of Governors of the college. Moreover, the name of the advocate is not included in the approved panel.

Now, he has raised the bills for payment as detailed below:

Sr. No.	Reference of the Court Case	Amount	Status of the case
1	CWP No.25823/2016 – Nirmla Devi & Other vs State of Punjab & Others	35000/-	Next date of hearing on 26.3.2018
2	CWP No.24265/2016 – Megha Sharma & Others vs Board of Governors & Others	35000/	Next date of hearing on 28.2.2018
3	CWP No.25250/2016 – Isha Mahajan & Others vs Board of Governors & Others	35000/	Next date of hearing on 28.2.2018
4	CWP No.3657/2016 – Paramjit Singh vs State of Punjab & Others.	35000/	Next date of hearing on 21.3.2018

It is proposed to grant approval for release of the aforesaid payments to the advocate engaged by the college.

Submitted for kind consideration and approval please.

Item No. 34.10 To approve the filling of post of Lecturer, Workshop Practices (Foreman Instructor) through promotion.

It is submitted that initially four posts of Forman Instructors (re-designated as Lecturer Workshop Practices) were sanctioned in DPR of the college. Copy of DPR is placed at **Annexure XVI page 120-122**. Presently, 03 posts of Forman Instructors have been filled through promotion/direct recruitment. Out of three posts of Foreman Instructors, one post was filled through direct recruitment under general category and two were filled through promotion under general category. As per rule, 01 post of Foreman Instructors should have been filled through promotion in Reserved Category (SC). Now one post is lying vacant.

As per roster point, the vacant post can be filled through promotion under SC category. So approval may kindly be given to fill this post through promotion from the eligible candidate of SC category.

Submitted for kind consideration and approval please.

Handwritten notes and signatures:
DPR
in 3 days
DTE

Item No. 34.11 To approve the conversion of one post of Senior Assistant to Supdt. Grade II for filling through promotion-regarding

Initially College was running only B.Tech Programmes. Subsequently, two more wings namely Polytechnic Wing and School Wing have been added. As a result work load on administrative posts have increased tremendously. Moreover, the college is also having academic autonomy and supervisory staff is also required in this section to maintain secrecy of answer books, question papers etc.

Presently, out of total nine posts of Senior Assistant, three posts are lying vacant in the college (detail placed at **Annexure XVII page 123**). Therefore, for smooth functioning of these institutions/departments, it is proposed to convert one post of Senior Assistant to Superintendent Grade II. The post shall be filled through promotion from the existing eligible staff. The employees are already drawing pay more than the initial start of the next position; hence there will not be any financial burden on the college.

Submitted for kind consideration and approval please.

A handwritten signature in black ink, written diagonally across the page. The signature appears to be 'M. H. Khan' or similar, with a long horizontal line extending from the end of the signature.

Item No.34.12 Approval to implement the decision of combined meeting of Principals of Government Promoted Engineering Colleges held on 25-07-2014 to resolve the pending issues of Pay Scale of Non-teaching Technical Staff-regarding

A combined meeting of Principals of Government Promoted Engineering Colleges was held on 25.7.2014 to resolve the pending issues of the Govt promoted Engineering Colleges. Subsequently, a Memo No. 1215-1218/ਸ-2/ਈ.ਸੀ.ਸੀ./2015 ਮਿਤੀ 27-07-2015 has been received from DTE/IT, Punjab, Chandigarh stating that the report of the above said meeting has been approved by the Hon'ble Technical Education Minister, Punjab and it was directed in the said memo that the same report may be implemented after getting the approval from the concerned Finance Committee and Board of Governors of the respective institute. A copy of Memo No. 1215-1218/ਸ-2/ਈ.ਸੀ.ਸੀ./2015 ਮਿਤੀ 27-07-2015 received from DTE/IT along with approved minutes of Principals meeting is placed as **Annexure XVIII Pages 124-128.**

Subsequently, an agenda item No. 32.12 was put up in the 32nd meeting of College Finance Committee held on 26.4.2017. In this meeting "It was directed to the DTE & IT, Punjab, Chandigarh to examine the case and put-up within a time frame of one month for further necessary direction.

Further, letter No. BCET/2732 dated 21.8.2017 was sent to DTE/IT, Punjab, Chandigarh in which it was informed that pay scale of Care Taker –Cum-Manager Hostels, Clerk, Maintenance Assistant and Lab Assistant's were Rs.3120-5160/- before implementation of 5th pay commission report of Punjab Govt.. However, after implementation of said report in 2009, the pay scale of above said categories were revised as Rs.5910-20200+ GP 1900/-. Subsequently, the pay scale and grade pay of some categories had been revised in December 2011 by the Government of Punjab, whereas the pay scales of few other categories were not revised.

The decision of meeting of Principals of Government Promoted Engineering Colleges, which was held on 25-07-2014 to resolve the pending issues of the Institution, is still to be implemented in this college. Now the non-teaching technical staff members have given their representations dated. 24.11.2017 stating that decision of the combined meeting of Principal's of Govt. Promoted Engineering Colleges has been implemented at Shaheed Bhagat Singh State Technical Campus, Ferozepur and said college equalized the pay scales/grade pay vide No. 3250 dated 21-09-2015. Copy placed at **Annexure-XIX page 129-137**.

Keeping in view of the above said facts, it is proposed that the decision of combined meeting of Principals of Government Promoted Engineering Colleges held on 25-07-2014, which has already been approved by the Hon'ble Technical Education Minister, Punjab, may please be approved to implement in this college.

Submitted for kind consideration and approval please.

Item No. 34.13 Creation of smart classroom in each department of the college-regarding

AICTE New Delhi in its Approval Process Hand Book 2018-19 has made it mandatory that out of total number of classrooms required; at least ONE shall be a smart classroom per department. Accordingly, Dean Academics has informed to the college to make one smart classroom in every department (**Annexure XX Page 138-141**).

At present, we have eight departments in the college, so eight smart class rooms are required to be created from the next academic session 2018-2019. Each Smart Room may cost in between Rs. 10-13 Lacs. To cater this requirement, an amount of approximately 1.00 Crore is required.

The funds for this purpose shall be used from the College Development Funds Account. Presently, institute is having Rs.6.40 crore in the College Development Fund Account.

In the light of the said AICTE instructions, it is proposed to approve the creation of 8 smart class rooms in the college.

Submitted for consideration and approval please.

Item No. 34.14 ACP benefit to various employees-regarding

The services of forty one contractual/daily wage employees have been regularized by this college on 24.10.2011. The detail of approval given by Hon'ble Chairman, BOGs -cum- Technical Education Minister, Punjab for regularization of their services is placed at **Annexure XXI page 142-147**.

At the time of regularization of their services, seven employees did not fulfill the revised essential qualifications and experience. These cases were put up in the 13th meeting of Board of Governors for ratification of the regularization of services. The decision of the Board of Governors is reproduced below:

"..... The Board ratified the services of eligible non-teaching staff. The Board also considered and recommended the pursuance by the institute for relaxation in the policy for the left out non-eligible cases....."

In compliance to the above directions, the case was sent to the Principal Secretary, TE&IT, Punjab vide No. BCET/2826 dated 05.8.2014 (**Annexure XXII pages 148-152**) along with reminders and response is still awaited. It is worth mentioning herein that these employees are being given the benefit of annual increment. But they have not been given the benefit of ACP for the want of ratification of their services. The employees are giving their applications again and again for grant of the said benefit.

Here, it is worth mentioned that these employees were eligible for the posts on which they are working at the time of their first entry into the services. The details of their qualifications at the time of first entry into services and required qualifications as per Punjab Govt. Norms at the time of regularization is given in the **Annexure XXIII page 153-158**.

Therefore, in view of the services rendered in the college by the concerned employees for the last more than 10 years, it is proposed to allow the grant of ACP benefit to these employees from the date of their regularization of services.

Submitted for kind consideration and approval please.

Item No. 34.15 Grant of annual increment to Clerks-regarding

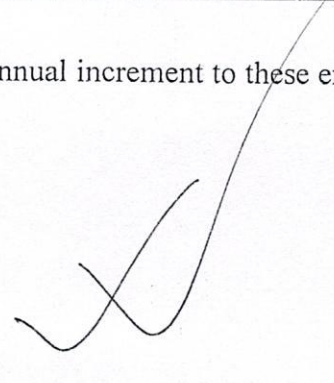
It is submitted that four employees have been promoted from the post of Peon to Clerk on 17.2.2014 with the condition that they will pass typing tests both in Punjabi and English languages. One female employee has been appointed as Clerk on compensatory grounds with the same condition of typing tests who joined this college on 20.4.2015.

All these five employees have passed one typing test (either Punjabi or English). These employees have not been granted the benefit of annual increment so far as they didn't pass second typing test. However, the work and conduct of these employees is satisfactory and the details of their ACRs is as below:

S.No.	Name of the employee (Sarv Sh./Ms.)	ACR remarks		
		2014-2015	2015-2016	2016-2017
1	Kulwinder Singh	Very Good	Very Good	Good
2	Shamsher Singh	Very Good	Very Good	Very Good
3	Kuldeep Kumar	Good	Good	Very Good
4	Ashok Kumar	Very Good	Good	Very Good
5	Amandeep Kaur	Good	Good	Good

It is proposed to allow them the benefit of annual increment to these employee from the due date.

Submitted for approval please.



Item No. 34.16

Any other item with the permission of the Chairman.

Supplementary Agenda

Item No. 34.16 Adoption of Comprehensive Stores and Purchase Rules.

Directorate of Technical Education and Industrial Training Govt. of Punjab, Plot No.1, Takniki Sikhya Bhawan, Sector 36-A, Chandigarh Vide its memo No. 1843-47/ECC/99/F-130 dated 28.09.99 (copy at Annexure-1 (Page 1-21) has sent a copy of comprehensive Stores and Purchase Rules which was received from the All India Council for Technical Education Delhi, to the following colleges with an advice to adopt the same in these colleges with the approval of the BOG and to sent comments and report to the Directorate:

1. Principal, REC Jalandhar
2. Principal, BCET, Gurdaspur
3. Principal GSSCET Bathinda
4. Principal, SBSCET Ferozepur
5. Principal, MIMIT, Malout

Presently, at BCET, Gurdaspur, old Store and Purchase rules are being followed which are enclosed at Annexure-II (Page 22-27). These rules are very old and procedure to be revised.

It is informed that these comprehensive Stores and Purchase Rules has already been adopted by the SBSSTC, Ferozepur in the 19th Finance Committee meeting held on 18.03.2009 vide Agenda item No.19.8, copy is placed at Annexure-III (Page 28-31). It is also informed that these comprehensive Stores and Purchase Rules has already been adopted by the MIMIT Malout and BHSBCET, Lehargaga. It is proposed to adopt the comprehensive Store and Purchase rules sent by DTE/IT Pb. vide its memo No. 1843-47/ECC/99/F-130 dated 28.09.99 for the smooth and efficient functioning of the college.

The matter is placed before the Finance Committee for consideration and approval please.