



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

Ref. No.:

Dated:

**Minutes of Meetings**

1. A meeting regarding the preparation of agenda in respect of TEQIP-II to be discussed in the meeting of BOG scheduled to be held on 26.02.2013, has held on 07/02/2013 at 03:00 PM in the office of Dr. Arvind Kumar, Coordinator, TEQIP-II. The following have been 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 have been discussed :**

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 has already been submitted vide ref. no. BCET/TEQIP-II/24 Dated 25.01.2013 and discussed in the meeting held on 29.01.2013 at 12:30 p.m. in the office of Principal. Some changes have been suggested by the worthy Principal and the same have been further submitted vide Ref. no. BCET/ASD/7063 Dated 06.02.2013 for necessary approval. (copies **enclosed as annexure A and B**).
2. The copy of the format provided to various department / sections regarding the various activities to be initiated under various categories of expenditure as laid down by SPFU/NPIU is also enclosed herewith for your reference please (copies **enclosed as annexure C**).
3. The copy of the Table-18 for the Permissible and Non-permissible expenditures for Government Funded and Aided Institutions in sub-component 1.1 : Strengthening Institutions to Improve Learning Outcomes and Employability of Graduates is also provided for your reference please (copies **enclosed as annexure D**).
4. The copy of the Table – 16 for Indicative SOE and Category-wise funding for key activities for Government Funded and Aided Institutions in sub-component 1.1 : Strengthening Institutions to Improve Learning Outcomes and Employability of Graduates is also provided for your reference please (copies **enclosed as annexure E**).
5. The copy of letter bearing ref. no. 8/16/94-3FB II/334 dated 12<sup>th</sup> January, 1995 of the Department of Finance ( Government of Punjab) is also provided for your reference please (copies **enclosed as annexure F**).

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**

## Revised Agenda of TEQIP-II

**Item no. 1 : Teaching Assistantship(T.A.) :** Teaching Assistantship will be provided to the Gate / 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.

- The student must be an Indian National.
- 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.
- 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, examination duties, 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.
- It has been decided that the Teaching Assistantship will be granted to the 2<sup>nd</sup> and 4<sup>th</sup> semester students of M.Tech.(Thermal Engg.) on the basis of their academic performance in the previous semester examination. The Teaching Assistantship will be granted w.e.f. January, 2013 with the start of the academic session as per academic calendar of PTU,

Jalandhar. However, the grant of Teaching Assistantship to the new entrants in M.Tech.(Thermal Engg.) in the academic session 2013-14 will be based on their performance in the eligibility test to be conducted in July, 2013.

**Item No.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. HOD, ME – Member
3. HOD, CSE – Member
4. HOD, ECE - Member
5. HOD, IT - Member
6. HOD, APSCHM - Member
7. HOD, CHE & BT - Member
8. TPO - Member
9. Sh. Anil Kumar, Associate Professor, ME - Member
10. Dr. R.C. Gangwar, Associate Professor, CSE - Member
11. Sh. Anil Sagar, Assistant Professor, IT – Member
12. Sh. Baljeev Kumar, Associate Professor, CHE - Member
13. Dr. Jaswinder Singh, Associate Professor, ECE - Member
14. Two members from industry – To be taken from BOG Committee of an institution

15. Dean Academics – Convenor

16. Co-ordinator (TEQIP-II) – Co-convenor

**Item No.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. TPO – Chairman
2. ATPO, ME – Member
3. ATPO, ECE – Member
4. ATPO, CSE – Member
5. ATPO, CHE & BT – Member
6. ATPO, IT – Member
7. Sh. B.B. Saini, Associate Professor, Nodal Officer (Academic Activities) – Convenor

**Item No.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.

**Item No.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.

**Item No. 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. 1000/- (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. 250/- (Two hundreds and fifty only). The remedial classes should preferably be assigned to regular/contract faculty members. Honorarium to class IV employee may be paid Rs. 75/- (Seventy five only) per day.
  - (f) The principal may decide about the Hospitality, Sundry expenses and honorarium regarding any activity not covered above.
1. Expenses towards thesis writing and publication of thesis will be paid as per actual.
  2. 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.

**Item No. 7:** The following committee is herewith proposed to carry out and execute the civil works as planned under the TEQIP-II.

1. Estate Officer – Chairman
2. Sh. Surinder Singh, Lecturer, W/S Practices – Member
3. Sh. Ravinder Singh, Maintenance Supervisor – Member
4. Sh. Kashmir Singh, Maintenance Engineer – Member Secretary

**Item No. 8: 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.**

**Item No.9:**

1. There is a **requirement of the following staff in the TEQIP-II cell :**
  - (a) **one Assistant**, with a minimum qualification of B.Com.(regular), with a minimum 60% marks, having computer proficiency, well acquainted with finance matters, steno-typist skills, on contract basis with consolidated salary of Rs. 20000/ (Twenty thousands only) per month
  - (b) **one Data Entry Operator** with a minimum qualification of B.Sc/B.Com, with a minimum 60% marks, having computer proficiency **and well conversant with MS-Word, MS-Excel, Ms-Power Point etc. and good typing skills**) on contract basis with consolidated salary of Rs. 15000/ (fifteen thousands only) per month.
  - (c) **one peon** dedicated to TEQIP-II cell. with a consolidated salary of Rs. 5000/ (five thousands) per month.
  - (d) The appointment of the same will be for the duration of the TEQIP-II project, and can be met out of the IOC (salary & wages) account head of TEQIP-II.

(e) The institutions are entering the data in MIS for TEQIP-II project monitoring and are taking more time for populating the database due to lack of full time staff in institution TEQIP unit. For effective project implementation, effective project monitoring is the key. Therefore, it is proposed that Under TEQIP Institutional unit, institution should have an MIS cell equipped with adequate full time staff i.e. at least **1 MIS officer from the faculty of BCET, Gurdaspur and other MIS data entry operator.**

- For Government and Government aided institutions including CFIs, the salary of these persons may be booked under Incremental Operating Cost.

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

**Item No10:** As per the information from SPFU, change in the Procurement Plan of goods and works under TEQIP-II can be made with the approval of the BOG of the project institution and there is no need to get it approved from SPFU or NPIU. Accordingly, approval may be given to approve the revised Procurement Plan and the the previous Procurement Plan. However, the later revision in the Procurement Plan of goods and works, if any, approval may be given to approve the same by the principal of the college and ratify the same in the next meeting of BOG. The guidelines laid by the NPIU, New Delhi be also approved by the BOG of the college (Copy attached as annexure-A).