

8th

**Minutes of the meeting of the Human Resource Committee held on 10-Nov.-2010 in the Office of DG, Pushpa Gujral Science City, Chandigarh.**

Following members attended the meeting :

- |    |   |   |                 |
|----|---|---|-----------------|
| 1. | Dr. R. S. Khandpur, DG, PGSC                  | - | Chairman        |
| 2. | Dr. Buta Singh, Dean Academics, PTU           | - | Member          |
| 3. | Er. H. S. Bains, Registrar, PTU               | - | Member          |
| 4. | Dr. N. P. Singh, Dean DEP, PTU                | - | Special Invitee |
| 5. | Dr. R. P. Bhardwaj, Director Recruitment, PTU | - | Special Invitee |
| 6. | Er. H. P. Singh, Executive Engineer, PTU      | - | Special Invitee |

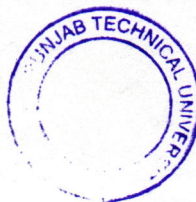
Col. Jagdev Singh, Registrar, Thapar University could not attend the meeting.

**Item No. 1 Creation of Posts of 'A' category**

The qualifications of already sanctioned posts of Legal Officer, Placement Officer, PRO, AP (IT) were approved. The posts of Landscape Officer, Assistant Director (Youth Affairs), Assistant Professor (Architecture Design and Planning), Assistant Professor (Human Values) were sanctioned and the qualifications approved. The final status of already approved posts along with qualifications and newly created posts along with qualifications are as under :

**a) Positions already approved along with qualification:**

Sr. No.	Name of the Post & pay scale	No. of Posts	Existing	Created and Sanctioned	Approved Qualifications
1.	Legal Officer 15600-39100 (GP 5400)	01	<b>01</b>	--	(As per AICTE/UGC Norms) <b>Essential :</b> First Class Bachelor's Degree in Law from recognized University or equivalent with five years experience relating to legal work in University / Govt. Office / PSU / Autonomous Body. <b>Desirable :</b> Experience of having worked as Legal Practitioner pertaining to Administrative and Academic matters
2.	Placement Officer 15600-39100 (AGP 6000)	01	<b>01</b>	--	(As per UGC Norms) B.Tech in any branch of Engineering + M.B.A with atleast 55% of marks plus 03 years experience in training and placement in Technical Educational Institutes/ Universities.





3.	Public Relation Officer 15600-39100 (GP 5400)	01	01	--	(As per UGC Norms) <b>Essential :</b> Master Degree with 55% marks in Mass Communication and Journalism or its equivalent from a recognized University/Institution. <b>Desirable :</b> Five years experience of Public Relation/Editing/Advertisement/Reporting and Preparing of Press/TV/Radio News etc. Sufficient Knowledge of bringing out a House Journal preferably of an educational Institutions.
<b>b) Newly created posts along with qualification</b>					
1.	Landscape Officer 10300-34800 (GP 5000)	01	Nil	01	(As per Pb. Govt. Norms) M.Sc Landscaping & Floriculture with 55% of marks Or M.Sc Horticulture (with specialization in landscaping / Floriculture with 55% marks Or M.Sc. Agriculture with 55% marks, Two years experience in Landscaping / Floriculture
2.	Assistant Director Youth Affairs 15600-39100 (GP 6000)	01	Nil	01	(As per UGC Norms) <b>Essential :</b> A Master Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed). Record of having represented the University / College at the inter-University / inter-collegiate competitions or the State and/or National. <b>Desirable :</b> Candidates with teaching / research / industrial / professional experience is preferred.





3.	Assistant Professor (IT) 15600-39100 (AGP 6000)	01	01	--	(As per UGC Norms) <b>Essential :</b> First Class M.Tech in Information Technology/Computer Science or its equivalent from a recognized University/Institution. <b>Desirable :</b> Teaching/Research/Industrial and/or Professional experience in a reputed organization. Or Papers presented at conferences and/or in referred journals.
4.	Assistant Professor (Human Values) 15600-39100 (AGP 6000)	01	Nil	01	(As per specified norms) <b>Essential :</b> Master Degree with 55% marks or its equivalent from a recognized University/Institution. <b>Desirable :</b> Candidates with exposure to ethical/moral values studies will be preferred.
5.	Assistant Professor (Architectural Design and Planning ) 15600-39100 (AGP 6000)	01	Nil	01	(As per AICTE Norms) <b>Essential :</b> First Class Master Degree in Architecture or Planning from a recognized University/ Institution. <b>Desirable :</b> Membership from concerned council, Candidates with teaching/research/industrial /professional experience is preferred.

**Item No. 2 To brief about the status of recruitment.**

Committee took note of it.

**Item No. 3 Payment to Drivers on contract basis**

Committee recommended filling all the sanctioned posts of Drivers.





**Item No. 4      Extension in term of service of adhoc employees of the University**

The Committee approved the Extension.

**Item No. 5      Creation of Posts for PTU-IDRGEC (Industrial Development, Research, Consultancy and Employment Generation Cell)**

The Committee proposed the name of PTU-IDRGEC as PTU (Industrial Liaison Cell) and suggested that the activities of this Industrial Liaison Department should include the following :

- Creation & Maintenance of Data Bank of Industrial & other sectors of Economy.
- Potential analysis of state for future roadmap of Industrial development.
- Liaison with Central & State Government agencies engaged in Industrial Development & Employment Generation.
- Liaison with National & International Research Organizations.
- Liaison with Ministry of Overseas Affairs to explore Global Job Market.
- Liaison with International Agencies such as ILO, UNIDO etc.

The Committee sanctioned the following posts but desired that the posts may be re-designated keeping the pay-scale equivalent.

Ser No	Post	No of Posts	Qualifications
1	Professor & Head	01	As per UGC guidelines
2	Assistant Professor	02	As per UGC guideline
3	Research Fellows	04	As per UGC guideline
3	Assistant Registrar	01	As per UGC guideline
4	Supporting staff	04	As per Punjab Govt Norm
5	Class IV (to be out sourced)	04	As per Punjab Govt norm

**Item No. 6      Posts for Establishment of four Regional Centres at Mohali, Bhatinda, Amritsar and Ludhiana**

The Committee redefined the objectives of Regional Centres as follows :

- To maintain liaison with affiliated colleges of PTU for administrative, academics, examination, student affairs and other miscellaneous activities.
- Creation of Industrial Data Bank of the area.
- Identification of Manpower Requirement of various Sectors of Industry in the area.
- Identification of Entrepreneurship Potential
- Training & Guidance to youth for creating Entrepreneurship among the youth.





- Potential analysis of Industrial Development & Employment generation in the area.

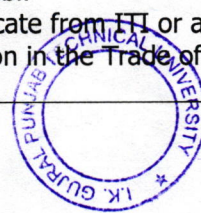
The Committee sanctioned the following posts but desired that the posts may be re-designated keeping the pay-scale equivalent.

S. No	Post	No of Posts	Qualifications
1	Professor	01	As per UGC guidelines
2	Assistant Professor	02	As per UGC guideline
3	Research Fellows	04	As per UGC Guidelines
4	Assistant Registrar	01	As per UGC guideline
5	Supporting staff	04	As per Punjab Govt Norm
6	Class IV (to be outsourced)	04	As per Punjab Govt norm

**Item No 7. Posts for maintenance cell**

Committee sanctioned the following posts along with the qualifications.

Sr. No	Post	No. of Post	Qualification
1.	Plumber 5910-20200 +(1900 GP)	01	1. Matric with Punjabi. 2. Certificate course from I.T.I or any other recognised institution in the trade of Plumber. 2. Three years experience in Plumber in a Govt./Semi Govt./University/ Board/ Autonomous Bodies/Firm of repute. 4. Shall have to clear trade test and/or viva voce conducted by a Committee.
2.	Carpenter(Grade I) 5910-20200 +(2400 GP)	01	1. Matric with Punjabi 2. Certificate course in the trade of carpenter from ITI or any other recognized institution 3. 5 years Experience as Carpenter in Govt./Semi Govt./University/ Board/Autonomous Bodies / Firm of repute in Construction Work 4. Shall have to clear Trade test and /or Viva voce conducted by a Committee.
3.	Electrician (Grade I) 5910-20200 +(2400 GP)	02	1. Matric with Punjabi. 2. Two years certificate from ITI or any other recognized institution in the trade of electrician/wireman. 3. Five years Experience. as Electrician in Govt./Semi Govt./University/ Board/Autonomous Bodies / Firm of repute 4. Shall have to clear Trade test and /or Viva voce conducted by a Committee.
4.	Electrician (Grade II) Or Lift Operator 5910-20200 +(1900 GP)	02	1. Matric with Punjabi. 2. Two years certificate from ITI or any other recognized institution in the Trade of Electrical/Wireman.



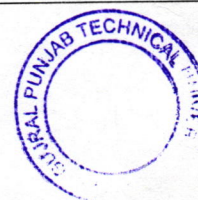


			3. 3years Experience Govt./Semi Govt./Reputed Firm. 4. Shall have to clear Trade test and /or Viva voce conducted by a Committee.
5.	Pump Operator 5910-20200 +(1900 GP)	01	1. Matric with Punjabi 2. Certificate course from ITI or any other recognized institution in the trade of Machinist/Electrician/Wireman. Preference will be given to the Candidate holding diploma in Mechanical/Electrical Engineering. 3. Shall have to clear Trade test and /or Viva voce conducted by a Committee
6.	Sewer man 4900-10680 +(1300GP)	01	1. Middle Passed 2. Should Have knowledge/experience of respective trade. 3. Shall have to clear Trade test and /or Viva voce conducted by a the Committee.
7.	Mechanic (Refrigeration & A.C.) 5910-20200 +(1900 GP)	02	1. Matric with Punjabi. 2. 2 years certificate from ITI or any other recognized institution in the trade of Refrigeration & A.C. 3. Shall have to clear Trade test and /or Viva voce conducted by a the Committee.

**Item No 8. Requirement of Officers and Officials for Construction Cell for Phase-II.**

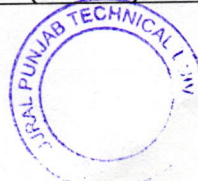
Committee took note of new joining of Executive Engineering and after due deliberation approved the filling up of already sanctioned vacant posts and also approved the qualifications & experiences :

Sr. No	Post & Pay Scale	Minimum Qualification (Already Sanctioned)	Minimum Experience (Already Sanctioned)	No. of posts sanctioned	Recommended & Approved Qualifications with Experiences
1	Asstt. Executive Engineer – Civil 15600-39000	BE (Civil)	10 years	2	BE (Civil) with 10 years of experience  OR  Diploma holder with 18 years of experience.
2	Asstt. Executive Engineer –	BE (Elect.)	10 years	1	BE (Electrical) with 10 years of experience





	Electrical 15600-39000				OR  Diploma holder with 18 years of experience.
3	Asstt. Executive Engineer – PH 15600-39000	BE (Civil)	10 years	1	BE (Civil) with 10 years of experience  OR  Diploma holder with 18 years of experience.
4	Asstt. Engineer – Civil 10300-34800	Diploma (Civil)	10 years	3	Diploma (Civil) with 10 years of experience  OR  B.E. (Civil) with 5 years experience.
5	Asstt. Engineer – Electrical 10300-34800	Diploma (Electrical)	10 years	1	Diploma (Electrical) with 10 years of experience  OR  B.E. (Electrical) with 5 years experience.
6	Asstt. Engineer – AC 10300-34800	Diploma (Electrical)	10 years	1	Diploma (Electrical) with 10 years of experience  OR  B.E. (Electrical) with 5 years experience may also be considered.
7	Asstt. Engineer – PH 10300-34800	Diploma (Civil)	10 years	1	Diploma (Civil) with 10 years of experience  OR  B.E. (Civil) with 5 years experience may also be considered.
8	Asstt. Engineer – Hort. 10300-34800	Diploma (Hort)	10 years	1	Diploma (Horti.) with 5 years of experiences.
9	CHD/HD Punjab Govt. Scale	Diploma D/man (Civil)	15 years	2	Diploma D/man (Civil) with 15 years of experience  and  The candidate having knowledge of Auto-cad may be preferred.
10	Supervisor	Diploma (Civil)	2 Years	3	Diploma (Civil) / Diploma (Electrical) with



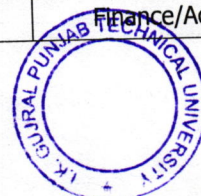


Civil/ Electrical 5910-20200	Diploma (Electrical)		1	2 years of experience.
<b>Total</b>			<b>17</b>	

**Item No. 9. Creation of Directorate of Distance Education**

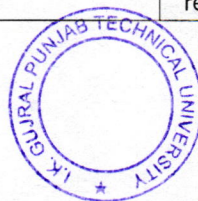
Committee approved the same and sanctioned the following posts for the Directorate of Distance Education.

Sr. No.	Posts	No. of Posts			Qualification	Job Profile
		Existing/ Sanctioned	Required	Total		
1.	Dean	01	Nil	01	As per UGC	A) Policy planning, Liasoning with other Institutions including IGNOU, AICTE, UGC  B) Policy decisions for internationalization  c) Framing of policy in line with the recommendations of different committees  D) Representation at different academic forms including the University and other organisations
2.	Director	Nil	01	01	As per UGC	To head the Directorate
3.	Controller of Examinations	01	Nil	01	As per UGC	To head the Examinations wing
4.	Joint Registrar	02	Nil	02	As per Pb. Govt.	Conduct of Examination, Evaluation and declaration of Result
5.	Deputy Controller of Examinations	02	Nil	02	As per UGC	Conduct of Examination, Evaluation and declaration of Result
6.	Deputy Registrar	Nil	03 (one each for	02	As per UGC	1. Will be head of the Finance/Accounts





			Finance / Academic and Mgmt. Centre)			for DEP Program. 2. Academics/Admission/Establishment
7.	Assistant Professor	05 15 8	10	15	As per UGC/ AICTE	1. Physics, 2. Chemistry, 3. Biology, 4. Management, 5. Commerce, 6. Math, 7. IT (1), 8. Paramedical (1), 9. Hotel Management  10. Fashion, 11. Media and Animations, 12. Mass Communication and Journalism, 13. Fire Safety and Hazard Management  14. Communication Skills (1)  15. Professional Ethics (1)
8.	Assistant Registrar	04	03	07	As per UGC	1. Secrecy, 2. Conduct, 3. Results, 4. Dean Office, 5. Accounts (2), 6. Academics
9.	System Analyst	Nil	01	01	As per AICTE	To head the EDP Section
10.	Programmer	Nil	01	01	As per AICTE	Database Management
11.	Sr. Technical Assistant	Nil	01	01	As per Pb. Govt. norms	Collection of Data, Data base Management and related works





**Item No. 10****Establishment of Post- Graduate Departments at University Campus**

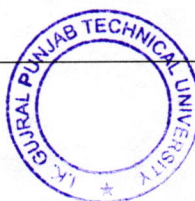
The Board in its 39<sup>th</sup> Meeting has approved the establishment of five Post-Graduate Department in the fields of Mechanical Engineering, Electronics & Communication Engineering, Electrical Engineering, Civil Engineering and Computer Science & Engineering. The detailed proposal for the same was submitted to HRC. The Committee desired that along with the proposal one page summary of the complete proposal be also submitted for 41<sup>st</sup> meeting of BOG and the Post-Graduate Department should be named as respective schools such as School of Mechanical Engineering etc. It was also desired that the equipment to be purchased in these schools of Engineering should be comparable to that of IITs. The Committee approved the following posts of Faculty & Supporting Staff in said department :

Sr. No	Post	No of Posts	Qualification
1	Professor	20	As per UGC/AICTE guidelines
2	Associate Professor	20	As per UGC/AICTE guidelines
3	Assistant Professor	20	As per UGC/AICTE guidelines
5	Network Administrator	01	As per Punjab Govt. Norms
6	Clerk	10	As per Punjab Govt. Norms
7	Lab Assistant	05	As per Punjab Govt. norms
8	Class-IV	05	to be outsourced

**Item 11****Re-constitution of Standing Building Construction Committee.**

The Committee recommended re-constitution of following Standing Building Construction Committee

1.	Vice-Chancellor	Chairman
2.	Principal Secretary, Technical Education	Member
3.	Dr. R. S. Khandpur, DG, PGSC	Member
4.	Sh. Chandra Mohan, Chairman, GJIMT TQM	Member
5.	Chief Architect, Govt. of Punjab	Member
6.	Chief Town Planner, Govt. of Punjab	Member
7.	Registrar, PTU	Member
8.	Executive Engineer	Member Secretary





**Item No. 12**      **Any other item with the permission of the chair**

Meeting ended with vote of thanks to the Chair.

**Er. H. P. Singh**  
Executive Engineer, PTU


  
**Dr. R. P. Bhardwaj**  
Director (Recruitment), PTU

**Dr. N. P. Singh**  
Dean DEP, PTU

**Er. H. S. Bains**  
Registrar, PTU

**Dr. Buta Singh**  
Dean Academics, PTU



  
**Dr. R. S. Khandpur**  
DG, PGSC