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**Minutes for the meeting of the Human Resource Committee held on 24.05.2011 at 11:00 a.m in the Office of DG, Pushpa Gujral Science City, Chandigarh.**

A meeting of the Human Resource Committee was held on May 24, 2011 at 11:00 a.m. 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. A.L Sangal, Registrar, NIT, JLD | - | Member   |
| 3. Er. H.S Bains, Registrar, PTU, KPT  | - | Member   |

Dr. Buta Singh could not attend the meeting and was granted leave for absence.

**Item No. 1 To inform about the list of posts sanctioned by the Human Resource Committee and consequently approved by the BOG from time to time under various categories.**

As desired by the Chairman, Human Resource Committee in the last meeting, the complete detail of the Academic and Administrative posts is placed at **Annexure -I** for the information of the Committee.

**Recommendations of the Committee**

The committee deliberated on the issue of categorization of sanctioned positions of the University as Academic and Non Academic and recommended the following amendments:-

- |                                |   |  |
|--------------------------------|---|--|
| 1. Controller of Examination   | - | To be treated as Non-Academic Post with GP of Rs 10000/-. ( <i>as per UGC</i> )  |
| 2. Chief Controller of Finance | - | Nomenclature of the post to be made applicable as Finance officer and to be treated as Non-Academic Post with GP of Rs 10,000/-. ( <i>as per UGC</i> ) |
| 3. Deputy Dean                 | - | To be treated as Academic Post with AGP of Rs 8000/- and the change be made applicable to the present incumbent too. ( <i>as per UGC</i> )             |
| 4. Director Sports             | - | To be treated as Academic Post with new designation as Deputy Director and AGP of Rs 8000/-. ( <i>as per UGC</i> )                                     |



- |                                     |   |   |
|-------------------------------------|---|---|
| 5. Deputy Controller of Examination | - | To be treated as Non-Academic Post with GP of Rs 7600/-. ( <i>as per UGC</i> )                                |
| 6. Assistant Librarian Grade-II     | - | To be re-designated as Library Assistant in the scale of 10300-34800 (GP-7800). ( <i>as per State Govt.</i> ) |
| 7. Student Counsellor               | - | To be treated as Non-Academic Post with GP of Rs 5400/-. ( <i>Position does not exist in UGC</i> )            |
| 8. Placement Officer                | - | To be treated as Academic Post with AGP of Rs. 6000/-. ( <i>Position does not exist in UGC</i> )              |

## **Item No. 2 Pay Protection of the employees of the University who have been regularized in the year 2010**

The adhoc employees of the University who have been regularized against their respective positions in the year 2010 as per procedure adopted by the University as a consequence to the approval of the Board of Governors in its 36<sup>th</sup> meeting held on 23.11.2010 has represented that their pay be protected.

The details regarding financial implications on account of pay protection is placed at **Annexure –II.**

### **Recommendations of the committee**

The Committee recommended that the pay of the adhoc employees of the University who have been regularized against their respective positions in the year 2010 in PTU be protected as per fitment stage in the pay scales. However, their date of seniority will be counted from the date they have been regularized in the University service.

## **Item No. 3 Implementation of rules regarding granting Paternity Leave to University employees.**

The University has approved the Paternity Leave of 15 days to its employees as per Punjab Civil Services Rules letter no. 1/10/88-3FP2/3187 dated 9.4.2002 which is reproduced as below:

"A male Government employee (with less than two surviving children) on the request may be granted paternity leave for maximum fifteen days (after commuting 30 days half pay leave) during the confinement of his wife. This leave should not be normally refused."

It is proposed that the above rule may be implemented to University employees.





**Recommendations of the committee:**

The committee recommended the grant of paternity leave to the employees of the University upto two surviving children.

**Item No. 4 To consider the leave rules for Assistant Professors and other persons working in Academic Grade Pay**

A committee of the following members was constituted by the competent authority to consider the leave rules for Assistant Professors and other persons working in Academic Grade Pay:

1. Dr. N.P. Singh, Dean (DDE)	Chairman
2. Dr. Buta Singh Sidhu, Dean (Acad)	Member
3. Er. H.S. Bains, Registrar	Member
4. Shri S.K. Mishra, Director (Finance)	Member
5. Ms. Geet, Deputy Registrar (HR)	Member
6. Dr. Hitesh Sharma, AP	Convenor

The Committee in its meeting held on 19.5.2011 deliberated on the leave rules of GNDU, Punjabi University and other Universities including rules recommended by UGC and after deliberations, the committee recommended as under:

"Since the staff working on AGP (academic staff) are governed in all respects by UGC norms including their qualifications, grades and some other benefits, it is recommended that we may follow the UGC recommendations on all types of leave available to the above said faculty/staff working in PTU. It will be very convenient to adopt these rules and can be amended from time to time as is recommended by UGC. The UGC recommendations regarding leave rules are placed at **Annexure-III**".

**Recommendations of the committee:**

The Committee discussed the issue of leave rules for Assistant Professors and other persons working in Academic Grade Pay and recommended that till the start of the Academic Programs, the concerned employees should continue to be governed by the leave rules as per the University norms.

**Item No. 5 To inform about the extension in the contract period of manpower agency for the period of 03 months from 01.04.2011 to 30.6.2011**

The present term of the contract of M/s TDS Management Consultant Pvt. Ltd has expired on 31.3.2011.





The detail of the posts sanctioned by the BOG and HR Committee in respect of 'C' & 'D' category posts , filled and the vacancy position against each category is shown as under:

Sr. No.	Name of the Post	Sanctioned Posts	Filled Posts	Vacancy
1.	<b>Clerk</b> 'C' Category	200	145 + 12 (Adhoc)	43
2.	<b>Driver</b>	17	11	06
3.	<b>Office Assistant</b> 'C' Category	59	54	05
7.	<b>Attendants</b> 'D' Category	125	81+01 (Adhoc)	43
8.	<b>Helper</b> 'D' Category	40	35	05

Since there is a dire need of staff in C & D category, and the staff recruited in the last few months is not enough to cater to the expanding and growing needs of the University, the requirement of additional staff in C & D categories is being received from different wings of the University from time to time. In the light of this, approval from competent authority has been sought for an extension in the contract w.e.f 1.4.2011 to 30.6.2011.

**Recommendations of the committee:**

The committee noted the extension in the contract period of Manpower Agency in the light of exigency of work being carried out and requirement of Manpower thereof.

**Item No. 6 Amendment in the eligibility criteria for the post of Estate Officer**

The case for amendment in the eligibility criteria for the post of Estate Officer was taken up in the meeting of the Human Resource Committee held on 18.11.2011 and the following was recommended which was later on approved by BOG at its 42<sup>nd</sup> meeting held on 01.03.2011.

**B.A/B.Sc/Diploma in Engineering + 15 years experience in management of Estate including Security, Housekeeping, fire fighting, Food services and all other activities relating to contractual services.**

OR

**B.Tech. + 5 years of experience in the management of Estate Affairs.**





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As per Punjab Govt. Gaz. Oct 21, 2005 (ASVN 29, 1927 SAKA) the eligibility criteria for the post of Estate Officer is equivalent to Sub Divisional Engineer which is reproduced as follows:

**"Twenty Five percent from amongst the Junior Engineers working under the control of Chief Engineer, who possess a diploma in Engineering in Civil and who have an experience of working as such for a minimum period of ten years."**

**Recommendations of the committee:**

The committee recommended the amendment in the eligibility criteria for the post of Estate Officer from 15 years to 10 years in case of diploma holders in engineering as earlier approved vide 42<sup>nd</sup> Meeting of the Board of Governors held on 01.3.2011, with rest of the conditions remaining same.

**Item No. 7 Amendment in eligibility criteria of Legal Officer & Student Counsellor**

The Board of Governors in its 41<sup>st</sup> meeting held on 29.11.2010 on the recommendation of the HR Committee at its meeting held on 10.11.2010 had approved the qualification and experience criteria for the post of Legal Officer & Student Counsellor as follows:

**Legal Officer:**

**Essential:** 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

**Desirable:** Experience of having worked as Legal Practitioner pertaining to administrative and academic matters.

**Student Counsellor**

Master's degree in Psychology or its equivalent with at least 55% of the marks

Subsequently, both the positions were advertised and applications were received. But on scrutiny, none of the applicants was found eligible in meeting the prescribed criteria.

In view of this, it is recommended that the eligibility criteria for the post of Legal Officer and Student Counsellor be re-considered. The proposal of the University is as follows:





## Legal Officer

**Essential:** First Class Bachelor's Degree in Law from recognized University or equivalent with **three years** experience relating to legal work in University/Govt. Office/PSU/Autonomous Body

**Desirable:** Experience of having worked as Legal Practitioner pertaining to administrative and academic matters.

### Recommendations of the committee:

The committee accepted the proposal of the University and recommended that the post of Legal Officer be re-advertized with the revised experience requirement.

## Student Counsellor

Master's degree in Sociology or its equivalent with at least 55% of the marks. The candidate with engineering background will be preferred as the target students are from Engineering disciplines.

### Recommendations of the committee:

The committee approved the following amendment in the qualification for the post of Student Counsellor be made as under :-

"Master's Degree in Psychology/Sociology with atleast 55% of marks.

It was further recommended that the person should be initially appointed against this position on contract basis for a maximum period of two years on a fixed salary.

## **Item No. 8 Implementation of the Punjab Civil Services (Rationalization of certain conditions of services) Act, 2011 (Punjab Act No. 8 of 2011)**

Govt. of Punjab, Dept. of Finance (Finance Personnel-1 Brach) vide notification no. 7/52/2010/4FPI/214 dated 7.4.2011 issued notification regarding implementation of Punjab Civil Services (Rationalization of Certain Conditions of Service) Act, 2011 (Punjab Act. No. 8 2011). The emoluments of the appointees who are appointed on or after 5.4.2011, of its coming into force shall be released strictly in accordance with the provisions of this Act. The copy of the Act is placed at **Annexure- IV**

The following persons have joined the University after 5.4.2011

Sr. No.	Name of the Officer /Official	Designation	Joining date	Scale
1.	Shri Navdeepak	Placement	28.4.2011	15600-39100 (AGP)





	Sandhu	Officer		6000)
2.	Shri Jagmeet Singh	Assistant Professor (Human Values)	29.4.2011	15600-39100 (AGP 6000)
3.	Shri Kuldeep Kumar	Helper	21.4.2011	4900-10680 (GP 1300)
4.	Shri Shiv Dyal	Helper	21.4.2011	4900-10680 (GP 1300)
5.	Shri Jagroop Singh	Helper	21.4.2011	4900-10680 (GP 1300)
6.	Smt. Gagandeep Kaur	Helper	25.4.2011	4900-10680 (GP 1300)
7.	Smt. Beena	Helper	25.4.2011	4900-10680 (GP 1300)
8.	Shri Amandeep Singh	Helper	28.4.2011	4900-10680 (GP 1300)
8.	Shri Jaspal	Helper	5.5.2011	4900-10680 (GP 1300)

The University being an autonomous body governed by its own rules and regulations.

**Recommendations of the committee:**

The committee desired that the matter regarding implementation of Punjab Civil Services Act 2011 in the University be taken up in the forthcoming meeting of the Board of Governors.

**Item No. 9      Establishment of Centre for Holistic Technologies**

The University has introduced a course on Human Values and Professional Ethics in its academic curriculum. To further promote the subject and to ensure the implementation of vision of sustainable development, the University proposes to establish Centre for Holistic Technologies. The main objective of the Centre would be channelizing the knowledge and skills of the faculty within the University and promoting entrepreneurship among the students for their overall personality development rather than leaving their skill unutilized in the monotonous jobs.

The detailed plan is placed as **Annexure-V** for consideration of the Committee.

**Recommendations of the committee:**

The Chairman informed that a centre similar to the proposed centre to be established as Centre for Holistic Technologies at the University already exists in the vicinity of the University at Pushpa Gujral Science City, Kapurthala. The University may therefore co-ordinate with the Science City for further development of the centre. This can be a joint venture of the University and the Science City. An appropriate MoU for utilizing the facilities of the centre by the University students can be worked out on mutually agreeable terms and conditions.





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**Item No: 10      To consider modification in the powers & obligations of Dean and Director of Directorate of Distance Education, PTU**

The post of Dean & Director sanctioned (in the same scale) for Directorate of Distance Education, PTU is leading to a confusion in the powers and duties of the same and hence the job description as proposed under needs to be defined elaborately;

"Dean shall be executive authority of Directorate whereas the Director shall be the administrative authority. The Dean shall be member of all statutory authorities wherein the Director shall be custodian of records and disciplinary authority of non technical cadre. The Dean shall be disciplinary authority of all teaching faculty"

Copy of the office order regarding establishment of Directorate is attached as **Annexure-VI**

**Recommendations of the committee:**

It was clarified by the Registrar, PTU that the pay scales of Dean and Director are as follows:

Dean	-	37400-67000(GP-10000)
Director	-	37400-67000(GP-8700)

The committee therefore recommended that the Dean and Director in the Directorate of Distance Education Wing of the University shall be the Executive and Administrative Authority respectively.

**Item No. 11      To consider creation of one post of Assistant Executive Engineer (Civil) and two posts of Assistant Engineer (Civil) on regular basis**

A Committee was constituted by the Vice-Chancellor to consider the recruitment of technical staff for construction cell. The Committee observed that in response to the applications invited for the post of Assistant Executive Engineer (Civil) and two posts of Assistant Engineer (Civil) on contract basis, not too many applications were received because of the contractual nature of the vacancies. The Committee therefore proposed that to attract technically sound people and to monitor the quantum of construction work to be initiated by PTU in the forthcoming months, the positions of Assistant Executive Engineer (Civil) and two posts of Assistant Engineer (Civil) be filled up on regular basis. The recommendations of the Committee are placed at **Annexure - VII**

**Recommendations of the committee:**

The committee members were of the opinion that since the decision regarding appointment of persons on contract basis was taken in the meeting of the BOG, the





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matter regarding appointing Assistant Executive Engineer (Civil) and two posts of Assistant Engineer (Civil) on regular posts be referred to BOG for final decision

The meeting ended with a vote of thanks to the Chair.

For approval please.

R.S. Khandagale  
Dr R.S. Khandagale  
Chairman BOG

