

14th

Minutes of the meeting of the Human Resource Committee held on 5th November 2011 in the office of DG, Pushpa Gujral Science City, Sector 34, Chandigarh

Following members attended the meeting

1	Dr R.S Khandpur, DG, PGSC	Chairman
2	Sh A. Palenewal, Registrar, IIT Ropar	Member
3	Dr Buta Singh, Dean (Academics), PTU	Member
4	Dr H.S. Bains, Registrar, PTU	Member

Chairman, HR Committee welcomed the members of the newly constituted HR Committee. After this regular agenda was taken up.

Item No 1. To establish Internal audit Department

Accounts of the University get audited from a Chartered Accountant; who conducts a simple audit. For effective control of the financial operations and to avoid procedural lapse and financial errors, all vouchers are required to be checked/ audited/ inspected from a person who is not attached to the main operations of the University. Therefore, the University proposes to establish an inspection wing to conduct inspection of all the vouchers of the university and pre-audit important bills.

Cell will conduct the inspection of all other department and will submit quarterly and yearly inspection reports to the university management.

Manpower Requirement

S.No.	Designation	No. of Posts
1.	Controller of Accounts	01
2.	Assistant Registrar	02
3.	Clerk	06
4.	Attendants	04

Financial Implications

S.No.	Particulars	Amount Payable
1.	Controller of Accounts (1 x 53000)	Rs. 53000
2.	Assistant Registrar (2x 36000)	Rs. 72000
3.	Clerk (6 x 14000)	Rs. 84000
4.	Attendant (4 x 11000)	Rs. 44000
	Total	Rs. 2,53,000/-

Annual = Rs. 2,53,000 x 12 = Rs. 30,36,000/-

Qualifications

Persons selected/ appointed in the cell must be with commerce background (B.Com/ M.Com). Controller of Accounts must be a qualified Chartered Accountant. All other qualifications and experience should be as per other equivalent posts.



Recommendations of the committee

Members were apprised by Registrar PTU that at present accounts of the University are being audited from a chartered accountant who conducts a simple audit. Committee felt that there is dire need of establishing an internal audit cell for pre-auditing and approved following posts:

- 1 Dy Registrar(Audit) in pay band 15600-39100 (GP 7600) --- (01)---- Qualification as per UGC norms but experience must be in the field of audit.
- 2 Asstt. Registrar(Audit) in pay band 15600-39100 (GP 5400) --- (01)---- Qualification as per UGC norms.
- 3 Clerk (audit) in pay band 5910-20200 (GP 1900)--- (02)---- Qualification as per State Govt./approved Norms.
- 4 Office attendant -- (01 (to be Outsourced)

Item No 2. To establish examination research wing

The Examination System of the University is an important part of Education system. There is always a scope of up-gradation in the examination system. To upgrade the examination system of the university and to keep it in consonance with National and International systems, University is planning to establish an Examination Evaluation Wing which will undertake following activities

1. College wise, subject wise, stream wise analysis of the results
2. Inter college comparison of results
3. Inter subject comparison of results
4. Analysis of the previous results with the latest results
5. Study of latest trends in examination system at national and international level.
6. Analysis of financial and technical aspects for the conduct of examinations.
7. Preparation of report of results for every semester

Manpower Requirement

S.No.	Designation	No. of Posts
1.	Assistant Registrar	01
2.	DEO/ Clerk	03
3.	Attendant	02

Financial Implications

S.No.	Particulars	Amount Payable
1	Assistant Registrar (1x 36000)	Rs. 36000
2.	DEO/ Clerk (3 x 14000)	Rs. 42000
3.	Attendant (2 x 11000)	Rs. 22000
	Total	Rs. 100000

Annual = 100000 x 12 = 1200000/-



Reocmmendations of the committee

Committee deliberated on the matter and did not approve setting up of Examination research wing but approved one post of Assistant Registrar who will analyse the examination data and present report to Vice-Chancellor .

Item No 3. To approve the faculty and staff positions for PIT Mansa

Committee deliberated on the proposal and keeping in view the urgency, approved the following positions ex-post facto

Assistant Professor (Chemistry)	01	✓
Assistant Professor (Physics)	01	✓
Assistant Professor (Maths)	01	✓

Following additional posts were created:

1. Assistant Professor(English) -- 01 ✓
2. Assistant Professor(Punjabi) --01 ✓
3. Assistant Professor (Botany) --01 ✓
4. Assistant Professor (Zoology) --01 ✓
5. Assistant Professor (Commerce) --01 ✓

Committee also approved following staff positions:

1. Assistant Registrar --01
2. Clerks --02
3. Technical Assistant --01
4. Office attendant --01(Outsource)

Item No 4. To consider the joining of Dr Suresh Kumar Tandon as Controller of Examinations

Dr. Suresh Kumar Tandon vide his application dated 28.10.2011 has expressed his inability to join to the post of Controller of Examinations with reference to the BOG decision in its 44th meeting held on 5.10.2011

The decision of the Board is reproduced as below:

"The Board deliberated upon the issue and approved that Dr. Suresh Kumar Tandon after joining PTU as Controller of Examination should continue till he super-annuates. The matter regarding his continuity after retirement shall be taken up with the Board of Governors subsequently."

Dr. Tandon has further requested that he would certainly remain available if he is given opportunity to serve Punjab Technical University at least for a period of two years after the age of his retirement i.e. 13.4.2012.

Recommendations of the committee:



Committee went through the request of Dr Tandon and decided that the post be re advertised and preference should be given to persons who have at least 05 years for retirement. In no case the post be given to a retired person .

Item No 5. Recruitment of faculty for PIM, Nandgarh

Board of Governors in its 44th meeting held on 5.10.2011 approved the renaming of PIT Nandgarh as PIM in the light of the proposal regarding technical courses also to be taught at PIM in addition to the management courses.

To initiate the setting up of the Nandgarh campus with regards to starting of management courses at Bathinda and Nandgarh and subsequent activities, the following faculty had been appointed on the pattern of IIT norms:

Dr. Harish Gautam, Associate Professor, 37400-67000, AGP 9500

Recommendations of the committee

The Committee noted the appointment of Dr. Harish Gautam as Associate Professor.

Item No 06. Revision of qualification for maintenance Deptt

The revision of qualification and experience requirements for the posts already sanctioned and sanction of new posts for Maintenance Dept. are placed at **Annexure I** for the consideration and approval of the Committee.

Recommendations of the committee

Committee approved that these posts be filled on contract basis, initially for two years on consolidated salary as mentioned against the post with rise of 10 % every year. (Annex- I)

Meeting ended with vote of thanks to the chair



H.S. Bains
(H.S.Bains)

Chairman HRC

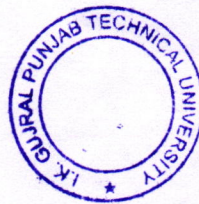
S.No	Post	Consolidated Salary
01.	Supervisor(Civil)	Rs. 7800/-
02.	Supervisor (Electrical)	Rs. 7800/-
03.	Plumber	Rs. 7000/-
04.	Mason	Rs. 7500/-
05.	Electrician Grade-I	Rs. 7500/-
06.	Mechanic (Refrigeration & A.C)	Rs. 7000/-
07.	Sewer Man	Rs. 5600/-*
08.	Lift Operator	Rs. 7000/-
09.	Telephone Operator cum Mechanic	Rs. 7000/-

*The salary actually comes out to be Rs. 5580/-

Regulator

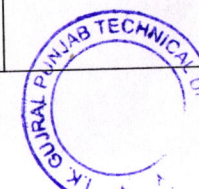
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8/11/2011
Chairman
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Revision of Qualification and Experience requirements for the Posts already sanctioned and sanctioned of new posts for Maintenance Department
All posts on Contractual Basis

Sr.No.	Post	No. of Post	Pay scale	Qualification and Experience requirements proposed	Remarks
1.	Supervisor(Civil)	01	5910-20200 +(2800GP)	3 Years Diploma in Civil Engg. + Minimum 3 years Experience in a Govt./Semi Govt./University/Board/ Autonomous Bodies/Firm of repute. Should have passed Punjabi at Matric level.	New proposed
2.	Supervisor(Electrical)	01	5910-20200 +(2800GP)	3 Years Diploma in Electrical Engg. + Minimum 3 years Experience in a Govt./Semi Govt./University/Board/ Autonomous Bodies/Firm of repute. Should have passed Punjabi at Matric level.	-do-
3.	Plumber	01	5910-20200 +(1900 GP)	1. Matric with Punjabi. 2. One/Two year ITI with Three years experience in Plumbing work in a Govt./Semi Govt./University/ Board/ Autonomous Bodies/Firm of repute. Or Matric with ten year Experience in Plumbing work in a Govt./Semi Govt./University/ Board/ Autonomous Bodies/Firm of repute	Post(s) already sanctioned. Qualification and experience requirements revised.
4.	Mason (Grade I)	01	5910-20200 +(2400 GP)	1. Matric with Punjabi. 2. One/Two year ITI with Three years experience in Mason work in a Govt./Semi Govt./University/ Board/ Autonomous Bodies/Firm of repute. Or Matric with ten year Experience in Mason work in a Govt./Semi Govt./University/ Board/ Autonomous Bodies/Firm of repute	-do-
5.	Electrician (Grade I)	04	5910-20200 +(2400 GP)	1. Matric with Punjabi. 2. One/Two year ITI with Three years experience in Electrical work in a Govt./Semi Govt./University/ Board/ Autonomous Bodies/Firm of repute. Or Matric with ten year Experience in Electrical work in a Govt./Semi Govt./University/ Board/ Autonomous Bodies/Firm of repute	-do-



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Sr. No.	Post	No. of Post	Pay scale	Qualification	Remarks
6.	Mechanic (Refrigeration & A.C.)	02	5910-20200 +(1900 GP)	1. Matric with Punjabi. 2. One/Two year ITI with Three years experience in Refrigeration and Air Conditioning work in a Govt./Semi Govt./University/ Board/ Autonomous Bodies/Firm of repute. Or Matric with ten year Experience in Refrigeration and Air Conditioning work in a Govt./Semi Govt./University/ Board/ Autonomous Bodies/Firm of repute	Post(s) already sanctioned. Qualification and experience requirements revised.
7..	Sewer man	01	4900-10680 +(1300GP)	1. Middle Passed with Punjabi 2. Should Have knowledge/experience of respective trade.	One appointment has been done out of two sanctioned posts.
8.	Lift Operator	04	5910-20200 +(1900 GP)	1. Matric with Punjabi. 2. One/Two year ITI in Electrical with Three years experience in a Govt./Semi Govt./University/ Board/ Autonomous Bodies/Firm of repute. Or Matric with ten year Experience in Lift Operation work in a Govt./Semi Govt./University/ Board/ Autonomous Bodies/Firm of repute	Three Posts already sanctioned. One additional proposed as there are four lifts at PTU. Qualification and experience requirements revised.
10	Telephone Operator cum Mechanic	01	5910-20200 +(1900 GP)	1. Matric with Punjabi. 2. One/Two year ITI in Telecommunication with Three years experience in a Govt./Semi Govt./University/ Board/ Autonomous Bodies/Firm of repute. Or Matric with ten year Experience in relevant field in a Govt./Semi Govt./University/ Board/ Autonomous Bodies/Firm of repute	New Proposed

EXT. 2/11/11
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