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Minutes of Meeting of Human Resource Committee held on 27.11.2012 in the office of Director General Pushpa Gujral Science City, Chandigarh.

Following members attended the meeting

1. Dr. R.S Khandpur, DG, PGSC	Chairman
2. Dr. Abhijit Mukherjee, Director, Thapar University	Member
3. Mr. A. Palanivel, Registrar, IIT Ropar	Member
4. Dr. Buta Singh, Dean (Academics)	Member
5. Dr. H. S Bains, Registrar, PTU	Member
6. Mr. S.K Mishra, Director Finance, PTU	Special Invitee

1. To Consider Creation of Posts for PITTTR

To develop professional competence of existing and perspective faculty members working in 380 institutes affiliated to the University, PTU proposes to establish a dynamic and constantly agile institute Punjab Institute of Technical Teachers Training & Research (PITTTR) with two campuses for short term courses and long term courses.

The Detailed Project Report to establish Punjab Institute of Technical Teachers Training & Research (PITTTR) has already been approved by the BOG of PTU in its 46th meeting held on 16.4.2012. Item No. 46.18.1

Detail of required manpower for PITTTR and financial implications are attached at **Annexure A & B** respectively.

Manpower requirement and financial implications for the year 2012-13 are at **Annexure C & D** respectively.

The matter is placed before the committee for Consideration for sanctioning the posts as per **Annexure "A"** and approval of recruitment as per **Annexure "C"**

Recommendations of the committee :-

The Committee discussed the issue and recommended that in the initial phase the recruitments be carried out only for the following positions :-

- (a) Director - 01
- (b) Assistant Professor - 02 (01 Engineering, 01 Management)
The position be filled up as Programme Co-ordinator with the eligibility criteria as that of Assistant Professor
- (c) Librarian - 01
- (d) Assistant Registrar - 02 (01 Accounts, 01 Administration)
- (e) Office Assistant - 02 (01 for Director, 01 for Office Work)

All the supporting services like Attendant, Safai Workers, Mali, Security, Driver etc be outsourced. The positions so filled up shall be on transferable basis.

The committee desired that the revised financial implications be planned and permission for advertising these 08 positions be sought from the court.



2. To consider Policy on Upgradation of Employees

Few employees of the University working in different categories have requested for up gradation on account of enhancement of qualification/possession of higher qualification, in their present designations. The detail of all such employees is at Annexure "E".

These employees had joined in their respective cadres with effect from their date of appointment/regular appointment at the University through a proper selection procedure. As per their application, they have requested to upgrade them to the next higher post. The University at present doesn't have a policy to consider their request.

In this regard, the Punjab Technical Education and Industrial Training (Group 'C') Directorate Ministerial Service Rules, 2011 may kindly be referred to which reads as follows:-

For promotion to the post of clerk, 15% of the total sanctioned positions are filled up. The qualification and experience for promotion is:-

"From amongst the Class-IV employees working under the control of the Director and who have an experience of working as such for a minimum period of five years and who have passed Matriculation examination from a recognized University of Institution and who qualify a test in Punjabi type writing to be held by the appointing authority at such speed as may be specified by the Punjab Government time to time."

The matter is placed before the committee for Consideration as per **Annexure "E"**

Recommendations of the committee :-

The Committee discussed the issue and recommended that for considering the upgradations as per the Punjab Govt. Rules referred in the Agenda above, the 15% reservation of the total sanctioned positions shall be taken care of subject to availability of posts in the next higher cadre alongwith consideration of the Annual Confidential Reports.

The committee also recommended that to encourage the employees for improving their qualifications and thus the productivity for the welfare of the University, incentive increments to the tune of one increment only, once in life time be granted on account of acquiring higher qualification

3. Decision of Honorable Punjab & Haryana High Court against Civil writ Petitions 20214 /2011(O&M)

The honorable Punjab & Haryana High Court has issued order against CWP No. **20214 /2011(O&M)** has granted permission to University to initiate the process of selection of posts and complete the same. However it is made clear that the Chairman of the BOG may oversee the selection process and if he and the BOG are satisfied with the selection, they can proceed further and issue appointment letters.

The Vice-Chancellor may not participate in the selection process either as a member or as Chairman of BOG. The detailed orders are at **Annexure "F"**.

The matter is placed before the committee for Information as per **Annexure "F"**

Recommendations of the committee :-

The Committee discussed the issue and recommended that the complete documentations with regards to copy of the order of the court, detail of selection procedures, name of committee Members, the criteria adopted for selection, recommendations of the committee be put up to the Vice Chancellor for discussion with Chairman Board of Governors.



4. To Consider New Advertisement

As per the direction of the court the recruitment process is to be taken up for positions faculty and administrative cadres as per Annexure "G"

The matter is placed before the committee for consideration as per **Annexure "G"**

Recommendations of the Committee :-

The Committee discussed the issue of consideration on publication of new advertisements in the light of PIL for issuance of appointment letter to the candidates already selected, initiation of selection process for applications already received and re-advertisement of new positions for Punjab Technical University and PIT Campuses. Committee recommended to go by legal advise of advocate. The advise is annexed at I

5. To Consider Sanctioning of posts of Sports & Cultural Department

To raise the standard of sports and cultural activities of PTU and its affiliated colleges, the positions of Assistant Sport & Cultural organizer are required as Follows:

1. Assistant Sports Organizer(04- 03 Male, 01 Female)
2. Assistant Cultural Organizer(02- 01 Male, 01 Female)

Rules governing the appointment of these Assistant Sport & Cultural organizer may be decided keeping in consideration **Annexure "G"**

The matter is placed before the committee for consideration as per **Annexure "H"**

Recommendations of the Committee :-

The Committee discussed the issue and recommended that only one post and recommended the filling up only one post of Assistant Director (Cultural Activities) as per the eligibility criteria and pay scale available under State Govt. norms.

6. To Consider Formulation of Promotion Policy

The university does not have any promotion policy for its employees working under different categories at present. The employees of the University have been pressing hard for the same.

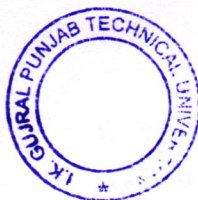
In this regard a comparative study of promotion rules being follows in different neighboring University as per **Annexure "I"** has been prepared.

The matter is placed before the committee for consideration as per **Annexure "I"**

Recommendations of the Committee :-

The Committee discussed the issue and recommended that a complete promotion policy specifying the promotions with regards to designation and pay scale required at each level be re-submitted in the next meeting of Human Resource Committee.

7. Any other item with the permission of Chair



7.1 To consider the promotion of Shri Dinesh Juneja, Assistant Registrar and Sh. Rajinder Dogra, Assistant Registrar.

Recommendations of the Committee :-

The Committee discussed the issue and recommended that the UGC norms are since silent on promotion criteria of Assistant Registrar to Deputy Registrar, Shri Dinesh Juneja, and Sh. Rajinder Dogra be promoted as Deputy Registrar on the pattern of promotion policy of University being followed for previous such promotions.

7.2 To consider the promotion of incumbents from Senior Technician to Lab Superintendent, PTU GZS Campus.

Recommendations of the Committee :-

The Committee discussed the issue and proposed that a consolidated promotion policy for the Technical Category specifying an upgradation in designations be put up the next HR Meeting.

The Committee further recommended that an Administrative Training Schedule for all Officers in 'A' Category be also prepared.

7.3 To consider the filling up of faculty positions at PTU GZS Campus, Bathinda.

Recommendations of the Committee :-

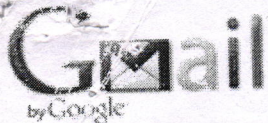
The Committee discussed the issue and recommended that recruitment process be initiated only for regular positions as per AICTE norms.

The committee also desired that a sub-committee meeting be held up to sort out the HR and Administrative issues on account of merger of PTU GZS Campus, Bathinda in the light of following :

- a) Whether transfer cases be treated on deputation
- b) Status of college as a separate identity
- c) Status of college employees in their respective cadre

Meeting ended with a vote of thanks to the chair.





Geet I.K. <geetptu@gmail.com>

Approved minutes of HR Committee

1 message

R S Khandpur <rskhandpur@rediffmail.com>
To: geetptu@gmail.com, bains.ptu2010@gmail.com

Tue, Apr 9, 2013 at 10:33 AM

Dear Sh. Bains,

The amended and approved minutes of the HR Committee are attached. In future the meeting of the committee may be numbered as explained personally by me in the meeting.

With regards,
Dr. R.S. Khandpur

On Mon, 08 Apr 2013 12:17:34 +0530 wrote

>Respected Sir,

Please find enclosed herewith the draft minutes of HR Committee meeting held on March 26, 2013 in the office of PGSC, Chandigarh for your perusal and approval please.

With Regards

Geet Deputy Registrar Punjab Technical University Jalandhar Kapurthala Highway JALANDHAR 01822-662506,
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