Minutes of 12th Meeting of Human Resource Committee held on September 03, 2013 at 11:00 A.M in the office of Director General, Pushpa Gujral Science City, Chandigarh

1. Promotion Policy of Administrative Staff of the University :

At present, Punjab Technical University does not have a defined Promotion Policy for the Administrative and Supporting Cadres due to which difficulty is being experienced while dealing with certain promotion/upgradation cases. To overcome this issue, a draft Promotion Policy has been prepared as annexed at Flag 'A'.

Recommendations of the Committee:

The committee deliberated upon the promotion policy report drafted by a committee under the chairmanship of Dr. Nachhattar Singh and another policy drafted by the Registrar. The committee recommended that

➢ the detailed promotion policy for group B, C and D be put up in the next meeting of the Human Resource Committee scheduled for September 18, 2013.

➢ if an employee is found qualified for promotion as per the criteria prescribed in the Promotion Policy and the next post is not available, he/she shall be granted pay scale of the next post to avoid any financial stagnation. However, he/she can be designated to the higher post as and when the post becomes available.

2. Career Advancement Scheme for Faculty :

The Human Resource Committee vide its meeting held on March 26, 2013 had considered the benefit under CAS/Counting of past services rendered in Government/Private Institutes for faculty members of the University. The committee had recommended that the issue may be discussed in detail after taking into consideration the impact of the decision it may have, at various levels of the University Staff.

Recommendations of the Committee :

The committee recommended that for all intends and purposes, the service rendered by the employee in the PTU shall be counted for promotion. The matter regarding giving benefit of past service for pay fixation will be considered at the time of interview for selection. However, the person will be entitled for past service benefits in terms of gratuity, leave and CPF.

3. Grade upgradation of Sh. Jashwinder Singh, Sr. Technical Assistant

The Human Resource Committee vide its meeting held on 26.03.2013 had recommended the conversion of pay scale of Sh. Jashwinder Singh from 9300-34800 (GP 4200) to 10300-34800 (GP-3800) to overcome any anomaly at a later stage and to maintain Uniformity. This was recommended as a special isolated case.

Sh. Jashwinder Singh has again represented that he be given this benefit with the pay scale of 10300-34800 indicating Grade Pay as 4800 instead of 3800 as mentioned in Para 1 above. In support of his application, he has enclosed document indicating the same benefit being given at Guru Nanak Dev University, Amritsar to the category of Sr. Technical Assistant alongwith copy of the notification No. 5/138/09-3FPI/881 dated : 01.12.2011 highlighting the same benefit given to Technical category like Junior Engineer.

Recommendations of the committee :

The committee was informed that the PTU has a sanctioned post of Sr. Technical Assistant approved by its Board of Governors in the scale of 5800-9200, which stands revised to 10300-34800 (GP-3800). Therefore, the person cannot be given higher scale than the sanctioned post and the pay scale available with the PTU shall continue to be in force.

4. **To consider the contractual appointment of Pump Driver, Carpenter and Sewer Man**

The University had made appointments against the categories of Pump Driver, Carpenter and Sewer Man as per the approval of Board of Governors. The positions were advertised and filled up on contractual basis in the regular scale for two years. The tenure of the persons appointed against these positions is expiring in October 2013.

Recommendations of the committee :

The committee recommended that all such positions may be out-sourced.

5. **Recruitment of faculty/Directors at various Punjab Institute of Technology (PITs) for session 2013-14.**

The Board of Governors had approved setting up of PITs as per IIT norms and hiring of Faculty/Directors as per the norms applicable in IITs.

The University is facing extreme difficulty in finding suitable candidates at its PITs due to locational problems of the Institutes. To combat this situation, it is desired that:

a) The criteria of having Faculty as per IIT norms for all PITs except at PIT Kapurthala, be changed to PTU/AICTE/UGC Norms.

b) The post of Director be similarly filled up as per IIT norms for PIT-Kapurthala Campus. For the PITs which are now becoming operational at other locations such as Batala, Khoonimajra, Hoshiarpur, the norms being followed in other Engineering Colleges of the State be considered.

c) Following faculties and technical staff be filled up at PITs for the current year:

Sr.No	Location	Courses	Faculty Required
1.	PIT , Batala	B. Tech. Electrical Engg.(LEET)	1 Associate Professor (EE) 1 Asst. Prof. (Maths) 1 Asst. Professor (EE) 1 Lab Instructor
2.	PIT , Khunimajra	**B.Tech Program (UG Level) (Lateral Entry LEET)**	
		B.Tech. (Electrical Engg.)	1 Associate Professor (EE) 1 Asst. Prof. (Maths) 2 Asst. Professor (EE) 1 Lab Instructor
		B. Tech. (Mechanical Engg.)	1 Associate Prof (ME) 2 Assist. Prof. (ME) 1 Lab instructor (ME)
		M. Arch Program	
		Master in Architectural Education and Research	01 Associate Prof 01 Asst. Professor
3	PIT Hoshiarpur	B. Tech. (CSE)	1 Associate Prof (CSE) 1 Assistant Prof. (Maths) 2 Assist. Prof. (CSE) 1 Lab instructor (CSE)
		B.Tech. (ME)	1 Associate Prof (ME) 2 Assist. Prof. (ME) 1 Lab instructor (ME)
		B. Tech. (Civil)	1 Associate Prof (Civil) 2 Assist. Prof. (Civil) 1 Lab instructor (Civil)
4.	PIT	M. Tech. (ECE)	01 Associate Prof. (ECE/

	Kapurthala		Wireless Comm. Engg.)
			03 Assistant Prof. (ECE/ Wireless Comm. Engg.)
		M. Tech. (CSE)	01 Lab Instructor (ECE) 01 Associate Prof. (CSE/ IT/ Networking System)
			03 Assistant Prof. (CSE/ IT/ Networking System)
			01 Lab Instructor (CSE)
		MBA	01 Associate Prof. (Marketing) 02 Assistant Prof. (Human Resource Mgmt.)

Recommendations of the committee :

The committee recommended that :

(a) The vacancy of faculty/Director be filled up as per IIT norms for PIT, Kapurthala, PTU main campus. For rest of all the PITS, UGC norms may be followed for further recruitments.

(b) The post of Director be filled up with the designation of Professor-Director in the scale admissible to a Professor +Rs 3000/- as a special allowance. The post shall be on contract for a period of five years.

(c) An organizational chart for every PIT be prepared and put up in the next meeting of HRC scheduled for September 18, 2013.

6. **Eligibility Criteria for the post of Secretary/Private Secretary (PS) to VC**

The Board of Governors at its 26th meeting held on 17.10.2007 had laid down eligibility criteria for the post of Secretary to VC in the scale of 8000-13500 (un-revised) as:

"Post Graduate degree in any subject from recognized University or equivalent. Diploma in Computer application from recognized Govt. Institute/University.

Experience:

5 years experience as Private Secretary/Executive Secretary in Central/State Govt. University/PSU/Autonomous body."

It is desired that to attract better candidates, the eligibility criteria be advertised as amended under:

Essential:

""Post Graduate degree in any subject from recognized University or equivalent +
Post Graduate Diploma in Computer application from recognized Govt. Institute/University.

Experience:
5 years experience with Knowledge of drafting letters/reports and expertise in Computer Typing

Desirable:
Experience of working with VC office.

Recommendations of the Committee :

The committee recommended that the item be deferred awaiting development of Organogram for personal staff of Senior Officers and preparation of the Promotion Policy to be put up in the next meeting of HRC scheduled for September 18, 2013.

Item no. Recruitment of faculty at various Punjab Institute of Technology (PITs) for session 2013-14.

Following faculties and technical staff is required at PITs for the current year

Sr.No	Name	Courses	Faculty Required
1.	PIT , Batala	B. Tech. Electrical Engg.(LEET)	1 Associate Professor (EE), 1 Asst. Prof. (Maths) 1 Asst. Professor (EE) 1 Lab Instructor
2.	PIT , Khunimajra	**B.Tech Program (UG Level) (Lateral Entry LEET)**	
		B.Tech. (Electrical Engg.)	1 Associate Professor (EE) 1 Asst. Prof. (Maths) 1 Asst. Professor (EE) 1 Lab Instructor
		B. Tech. (Mechanical Engg.)	1 Associate Prof (ME) 1 Assistant Prof. (Maths) 1 Assist. Prof. (ME) 1 Lab instructor (ME)
		M. Arch Program Master in Architectural Education and Research	01 Associate Prof 01 Asst. Professor
3	PIT Hoshiarpur	B. Tech. (CSE)	1 Associate Prof (CSE) 1 Assistant Prof. (Maths) 1 Assist. Prof. (CSE) 1 Lab instructor (CSE)
		B.Tech. (ME)	1 Associate Prof (ME) 1 Assistant Prof. (Maths) 1 Assist. Prof. (ME) 1 Lab instructor (ME)
		B. Tech. (Civil)	1 Associate Prof (Civil) 1 Assistant Prof. (Maths) 1 Assist. Prof. (Civil) 1 Lab instructor (Civil)
4.	PIT Kapurthala	M. Tech. (ECE)	01 Associate Prof. (ECE/ Wireless Comm. Engg.)

		M. Tech. (CSE)	03 Assistant Prof. (ECE/ Wireless Comm. Engg.) 01 Lab Instructor (ECE) 01 Associate Prof. (CSE/ IT/ Networking System) 03 Assistant Prof. (CSE/ IT/ Networking System) 01 Lab Instructor (CSE)
		MBA	01 Associate Prof. (Marketing) 02 Assistant Prof. (Human Resource Mgmt.)
		Environment Sci	Assistant professor 01 Dy. Registrar 01 Assistant Registrar 02

The matter is placed before HR Committee for approval pls.

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Sr.No.	Location	Courses	Faculty Required
1.	PIT, Batala	B.Tech. Electrical Engg.(LEET)	1 Associate Professor (EE) 1 Asst. Prof.(Maths) 1 Asst. Professor (EE) 1 Lab Instructor
2.	PIT, Khunimajra	**B.Tech Program (UG Level) (Lateral Entry LEET)**	
		B.Tech (Electrical Engg)	1 Associate Professor (EE) 1 Asst. Prof. (Maths) 2 Asst. Professor (EE) 1 Lab Instructor
		B.Tech (Mechanical Engg.)	1 Associate Prof (ME) 2 Assist. Prof. (ME) 1 Lab Instructor (ME)
		M.Arch Program	
		Master in Architectural Education and Research	1 Associate Prof 1 Asst. Professor
3.	PIT, Hoshiarpur	B.Tech (CSE)	1 Associate Prof (CSE) 1 Assistant Prof. (Maths) 2 Assistant Prof. (CSE) 1 Lab Instructor (CSE)
		B.Tech (ME)	1 Associate Prof (ME) 2 Assistant Prof. (ME) 1 Lab Instructor (ME)
		B.Tech (Civil)	1 Associate Prof (Civil) 2 Assist. Prof. (Civil) 1 Lab Instructor (Civil)
4.	PIT, Kapurthala	M.Tech (ECE)	1 Associate Prof. (ECE/Wireless Comm. Engg.) 3 Assistant Prof. (ECE/Wireless Comm. Engg.) 1 Lab Instructor (ECE)
		M.Tech (CSE)	1 Associate Prof. (CSE/IT/Networking System) 3 Assistant Prof. (CSE/IT/Networking System) 1 Lab Instructor (CSE)
		MBA	1 Associate Prof. (Marketing) 2 Assistant Prof. (Human Resource Mgmt.)
		Environment Science	1 Assistant Professor 1 Deputy Registrar 2 Assistant Registrar