

Minutes of the 24th Meeting of the Human Resource Committee held on 11.7.2014 in the PTU Camp Office, Mohali.

The following were present in the meeting :

1. Dr. R.S Khandpur, Chairman
2. Sh. Mohanbir Singh, Additional Director, DTE & IT
3. Dr. Buta Singh, Dean (Academics), PTU
4. Dr. Rajneesh Kant Sachdev, Offtng Registrar, PTU
5. Dr. A.P Singh, Dean(RIC), PTU (Special Invitee)
6. Dr. R.P Bhardwaj, Director (Recruitment), PTU (Special Invitee)
7. Ms. Geet, Deputy Registrar(HRD) – (Convener)

It was informed by IIT, Ropar that Registrar Dr. A.K Pallanivel has since resigned, Dr. Shridhar has taken over the charge of Officiating Registrar.

Since Dr. Shridhar could not attend the meeting, he was granted leave of absence.

Registrar, Thapar University, Patiala was also granted leave of absence.

The Chairman desired that :

- (a) The minutes of the meeting be circulated to all the members seeking their comments within 10-15 days.
- (b) Agenda be prepared and forwarded to members well in time.
- (c) Confirmation of minutes be invariably done in the subsequent meeting.

The Agenda Items were then taken up and discussed . The committee made recommendations as under :-

Item No. 1 Review of Promotion Policy for the staff working under Category 'A'

The history in respect of Promotions done from time to time as approved by Human Resource Committee & Board of Governors, PTU is annexed.

The fact sheet regarding promotion is as under:

1. In 34th meeting held on 03.09.2009 vide item No. 34.3, Board of Governors approved that new posts of Assistant Registrar and Deputy Registrar be advertized as per UGC Qualification and Pay Scale.
For promotion, it was decided that HR Committee put recommendation in its next meeting.



2. In 37th meeting held on 11.02.2010 vide item No. 37.3, Board of Governors approved promotion of 8 regular officers on the basis of recommendations of Promotion Committee which took note of 10th Board of Governors meeting i.e eligibility for promotion to higher grade may be five years.
3. In 44th Meeting held on 05 Oct 2011, two officers were again promoted as per previous practice of 5 years as per 10th BOG.
4. In 51st meeting held on 08 Oct 2013, Promotion Policy of PTU 2013 was put up in BOG and Board suggested that as regard to Promotion Policy it should be at par with Punjab Govt. Rules and in sync with regulations of PTU.
5. Till date PTU has never adopted UGC regulation for Promotion, only pay scale and Minimum qualification is adopted for recruitment of Officers.

The matter is placed before the HRC for deliberation.

Recommendations of the Committee:

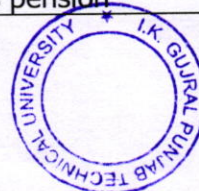
The committee recommended as under :

- (a) To prepare a comprehensive Promotion Policy for the Administrative Staff of the University in respect of Assistant Registrar, Deputy Registrar or all equivalent positions, a Comparative Chart of the Promotion Policies adopted by neighboring Government Universities and UGC & Punjab Govt. be prepared and put up in the next meeting of Human Resource Committee Meeting.
- (b) For positions not existing in other Universities, some suitable rationale be proposed by the University itself for future promotions in the comparative chart.
- (c) Faculty shall continue to be governed by UGC Rules. The screening/Assessment Committee as per UGC may be constituted and the cases of faculty be put up to this committee expeditiously.

Item No. 2 Appointments made on contract basis/adhoc basis

The University has made appointments on contract/adhoc basis as follows:

Sr. No.	Name of Incumbent	Designation	Emoluments to be Paid	Remarks
1.	Dr. Nirmal Singh	Director PIT Hoshiarpur	Last Pay drawn minus pension	Appointment made for a



				period of one year by invitation.
2.	Dr. Rupinder Pal Singh Suker-Chakia	Director PIT Amritsar	Last pay drawn	Appointment made for a period of one year by invitation.
3.	Shri Satnam Singh	Civil Engineer	Last pay drawn minus pension	Appointment made for a period of one year.
4.	Shri Arun Prabhkar	OSD to VC/CVO	Last pay drawn minus pension	Appointment made for a period of one year on contract basis.
5.	Shri Pardeep Singh	Assistant Librarian Grade II-PIT Nandgarh	10300-34800 (GP 3800)	Appointment made on contract basis. Extension given upto 31.8.2014
6.	Shri Navdeep Bagga	Project Officer	16000/- P.M	Appointment made on contract basis for a period of one year
7.	Shri Summer Sharma	Assistant Director (Cultural Activities)	15600-39100 (AGP 6000)	Appointment made on contract basis. Extension given upto 31.7.2014
8.	Shri Kanwarpreet Singh	Technical Assistant	15000/- P.M	Appointment on contract basis for a period of 06 months w.e.f 01.3.2014
9.	Shri Balram Kumar	Co-ordinator (Industrial Projects)	Last Pay drawn minus pension	Appointment made on contract basis for a period of one year.

The matter is placed before HRC for information.



Recommendations of the Committee :

The committee was informed that these appointments have been made by the Vice Chancellor for one year tenure as per relevant rules of PTU . The committee noted the appointments and advised that all such positions be filled up through direct selection following a transparent selection procedure as already decided by Board of Governors in its 49th Meeting vide item no. 49.7 held on 10.04.2013.

Item No. 3 Recruitment of PITs for session 2014-15 (Teaching & non Teaching Staff)

The admissions in various PITs of the University is to be made w.e.f session 2014-15. At present for 10 PITs the administrative and Faculty positions are required to be filled up. The detailed proposal is annexed for the consideration of the Committee.

Recommendations of the committee :

The committee deliberated upon the staff requirement for all the PITs and recommended as under:

- (a) The Ministerial Staff in all PITs will be as per norms already approved by Board of Governors for outsourcing.
- (b) Academic Staff shall be as per IIT norms. The committee also desired that since most of the PITs are not yet operational, the positions be filled up depending on requirement.
- (c) The Committee recommended the change in the proposed staff structure of PIT's by reducing the Number of Programmer from two to one for each PIT.

The Committee also desired that a comprehensive category wise chart be prepared for all the positions sanctioned so far by BOGs-PTU for PTU as well as PITs .

The qualification of the existing staff of PTU will be applicable for Technical positions of PIT. Wherever PTU is silent for qualification for these posts, qualification of Punjab Government shall apply.

Item No. 4 Qualification of Project Officer (Foreign Languages)

The post of Project Officer (Foreign Languages) has been approved by the BOG with the following qualifications:

A Master degree in at least one Foreign Language with 55% marks or its equivalent from a recognized University and 02 years experience in relevant field.



This post was advertised and the Chairman of the Interview Board and the selection committee members opined amendment in the eligibility criteria with regards to qualification for the post of Project Officer (Foreign Language) as per the requirement and expansion plan of the University, since the job profile of the said post is to promote the study/knowledge of Foreign Languages.

In the light of this, the following is proposed:

"Master degree 55% marks or its equivalent from a recognized University. The candidate with master degree having 55% marks from a foreign recognized University shall be considered subject to having two years experience in the relevant field.

The matter is put to HRC for consideration.

Recommendations of the committee:

The matter was discussed in detail by the Committee members and it was recommended that the post of Project officer be abolished and in place one post of Assistant Registrar be filled in the regular scale of Assistant Registrar out of the existing sectioned strength of PTU as per the prescribed Qualifications of UGC. The qualification recommended is as under:

"Masters degree with at least 55% of the marks or its equivalent grade of B in the UGC 7pt scale along with a good academic record as laid down by UGC. The candidate with at least two years administrative experience will be preferred".

Item no. 5 To formulate the Academic Committee to consider the cases of Faculty for Career Advancement Scheme.

The University has recruited the regular faculty for its own campus in the year 2010 onwards. The faculty having Ph.D. degree has requested to promote themselves to the next AGP after the completion of 04 years of regular service as per UGC norms.

The Academic Committee is being constituted which will give their recommendations for this purpose. The recommendations of this Committee will be put up to HR Committee for deliberations.

The matter is placed before the HRC for information.

Recommendations of the committee:



The Committee deliberated upon the issue and recommended that the Committee for CAS should be same as specified by UGC for the purpose. Screening - cum - Evaluation committees be constituted by PTU & the cases of faculty be put up before these committees expeditiously.

Vice-chancellor may, if he so desires, nominate a suitable expert in his place as Chairman of the committee.

Item no. 6 To consider the amendment in qualification for the post of Assistant Professor (Paramedical Sciences) & Assistant Professor (Fashion)

The University has advertised the posts of Assistant Professor (Paramedical Sciences) & Assistant Professor (Fashion):

Assistant Professor Para Medical Sciences: (Payscale Rs. 15600-39100 AGP 6000)

- (i) Good academic record as defined by the concerned University with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign University.
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET)
- (iii) Notwithstanding anything contained in sub-clauses (i) and (ii) to the clause 4.4.1 of UGC regulations, candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.
- (iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

None of the candidate found suitable according to posts advertised as per above qualifications. The Directorate of Distance Education, PTU has sent the revised qualifications according to their requirement as follows:

(I) Assistant Professor-Para Medical Sciences



(Pay Scale-15600-39100 (AGP-6000))

1. Bachelor degree in **Medical Laboratory Technology/Medical Laboratory Sciences** & Master's Degree level in **Medical Laboratory Technology/Medical Laboratory Sciences**. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at both Bachelor & Masters level from a recognized Indian University, or an equivalent degree declared by AIU from an accredited foreign university.
2. Besides fulfilling the above qualification, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC like SLET/SET.
3. Notwithstanding anything contained in sub-clauses (i) and (ii) to the Clause 4.4.1 of UGC Regulations, candidate, who are, or have been awarded the Ph.D degree in accordance with the University Grant Commission (Minimum standards and Procedures for Award of Ph.D Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility conditions of NET/SLET/SET for recruitment and appointment of Assistant Professors or equivalent position in University/ Colleges / institutions.
4. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

(II)Assistant Professor (Fashion Technology)

(Pay Scale – 15600-39100 (AGP-6000))

UG/PG Diploma/Degree in relevant area(as per table 'A') from a recognized Institute or University or national/international repute, with required years of relevant experience in teaching/research/industry.

Candidates with a Ph.D degree in the relevant area will be given preference. All candidates who do not possess PhD degree shall be encouraged to obtain the same within 5 years from the date of appointment.

Total minimum relevant experience required :

- (i) 4-years UG Diploma/degree – 5 years (+1 year if it's a 3 year UG degree/diploma)
- (ii) 2 years PG Diploma/degree – 2 years (+1 year if duration <2 year)

The matter is placed before the HRC for deliberation.

Recommendations of the committee:

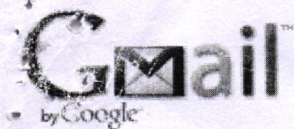
AP (Paramedical) : It was informed that the qualifications as included in the Agenda are as per UGC . The Committee accordingly approved the qualification of AP (Paramedical).



A.P (Fashion technology) :The discussion on eligibility criteria for A.P (Fashion technology) was inconclusive because of want of some clarification . It was advised that the item may be put up in the next meeting of HRC.

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





Geet Ik <geetptu@gmail.com>

Re: Amended and approved Minutes of 24th Human Resource Committee Meeting held on 11.07.2014

2 messages

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

Wed, Jul 23, 2014 at 4:06 PM

Geet,

Amended and approved Minutes of 24th HRC meeting attached.

Best Wishes,

Dr. R S Khandpur

On Wed, 23 Jul 2014 10:41:32 +0530 Geet wrote
>Respected Sir
Good Morning !


Please find enclosed herewith Draft Minutes of 24th Human Resource Committee held on 11.07.2014 for your kind perusal.

Regards
Geet

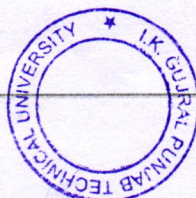
Dr. R. S. Khandpur
ex-Director General, Science City
Science House,
H.No. 2901
Phase-7 (Sector-61)
S A S Nagar MOHALI-160062

Mobile: 09876602901
Phone: 0172-5063000
email : rskhandpur@rediffmail.com

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67K

Geet <geetptu@gmail.com>
To: R S Khandpur <rskhandpur@rediffmail.com>



Wed, Jul 23, 2014 at 6:52 PM

Thanks sir!

As decided in the meeting, the minutes as approved by your goodself will be circulated to all the members for comments, if any

Regards
Geet

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