

# Maharaja Ranjit Singh State Technical University

## Dabwali Road, Bathinda

(Established by Government of Punjab vide Punjab Act no. 5 of 2015)

Ref No: MRSSTU/CDC/ 126

Date: 7/1/16

**SUBJECT:** MINUTES OF THE 1<sup>ST</sup> MEETING OF COLLEGE  
DEVELOPMENT COUNCIL OF MAHARAJA RANJIT SINGH  
STATE TECHNICAL UNIVERSITY, BATHINDA.

**DATE:** 4<sup>th</sup> JANUARY, 2016

**VENUE:** GIANI ZAIL SINGH CAMPUS CET, BATHINDA

**CHAIRPERSON:** Dr. Mohan Paul Singh Ishar, Vice-Chancellor, MRSSTU, Bathinda.

**Members Present:**

1. Dr Jasbir Singh Hundal, Registrar, MRSSTU, Bathinda
2. Dr. Ashok Kumar Goel, Director, College Development, MRSSTU, Bathinda.
3. Dr Paramjit Singh, Dean, Faculty (Engineering & Technology)
4. Dr Subodh Kumar, Dean, Faculty (Sciences)
5. Dr. T.S.Sidhu, Director, SBSSTC, Ferozepur
6. Dr G S Sidhu, Principal, LLRIET, Moga
7. Dr Harsh Sadawarti, Principal, RIMT, Mandi Gobindgarh
8. Dr J S Bhullar, Principal, MIMIT, Malout.
9. Prof. G S Bath, Head, Dept of CE, GZSCCET, Bathinda
10. Mr. Sanjay Bhatnagar, Head, Dept of Computer Applications, GZSCCET, Bathinda
11. Dr Manish Goyal, Associate Professor, Baba Farid CET, Bathinda

The Director, College Development initiated the proceedings with the permission of the Chair. The agenda items had been already circulated to all members and were discussed one by one.

**ITEM NO. 01.01**

### REGULATION AND AFFILIATION PROCEDURE FOR:

- New College
- Continuation of affiliation in existing colleges
- Increase/decrease in seats, new courses in existing colleges.
- Faculty and infrastructure norms and requirements in affiliated colleges of the university.
- Financial norms concerning application fee, inspection fee, affiliation fee, continuation fee, Endowment fund, fee for change in name/location of college, conversion to Co-ed and closure of institute etc.

**Decision:**

The regulations and affiliation procedure was approved with following updates.

1. Page 12, point 4.2 may be read as given below:

# Maharaja Ranjit Singh State Technical University

## Dabwali Road, Bathinda

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New technical colleges that has been issued Letter of Intent (LoI) shall be granted affiliation subject to the condition that they furnish an undertaking to apply for assessment to NBA within six months from the date of their eligibility.

2. Page 18, point 2.5, Last line may be read as given below:  
However, the Vice-Chancellor shall have the power to allow the institute to apply within another 15 days under exceptional circumstances. However, the institute shall be required to pay additional late fee of Rs. 50,000. The decision of the Vice-Chancellor shall be ratified by the Board of Governors of the university.
3. Page 19, point 2.6.3. The following sentence may be added.  
Under exceptional circumstances, the Vice-Chancellor may allow another date for scrutiny of the documents within the announced schedule of presentations, at the prior request of the applicant institute.
4. Page 19, point 2.7.1.4 may be read as given below.  
Appointed Principal to be in position and identified faculty with respect to the norms, standards and conditions prescribed by the university.
5. Page 20, point 2.7.8 may be added and is given as under:  
The Expert committee may recommend 'Re-inspection' of the applicant institute if it feels that the discrepancies exist and the institution needs to be inspected again for compliance of norms. The institute will be required to pay an additional inspection fee of Rs 1 lakh for re-inspection.
6. Page 20, point 2.8.2, may be read as under:  
The amount Rs. 10 lakhs deposited by the technical college (Endowment Fund) as Joint FDR /Bank Guarantee in its name and the university shall remain with the university for at least 5 years which may be extended as per the regulations.
7. Page 21, point 2.8.4 Last line may be read as under:  
However, the Vice-Chancellor shall have the power to allow the institute to deposit the fee within another 15 days under exceptional circumstances. However, the institute shall be required to pay additional late fee of Rs. 50,000. The decision of the Vice-Chancellor shall be ratified by the Board of Governors of the university.
8. Page 21, point 2.10.1 may be read as given below:  
The Principal shall be in position at the time of Expert Committee visit. New technical colleges and the existing technical colleges recommended for grant of affiliation for course(s) /programme(s) applied by the Expert Committee, shall comply with appointment of faculty, as per relevant UGC/AICTE Regulations regarding

# Maharaja Ranjit Singh State Technical University

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minimum qualifications and pay scale etc., and other technical supporting staff & administrative staff with the methods and procedures as per norms prescribed by the university, within 30 days of intimation of the recommendation.

9. Page 24, point 2.6 Last line may be read as  
However, the Vice-Chancellor shall have the power to allow the institute to apply within another 15 days under exceptional circumstances. However, the institute shall be required to pay additional late fee of Rs. 50,000. The decision of the Vice-Chancellor shall be ratified by the Board of Governors of the university.
10. Page 23-32 The words 'Extension of affiliation' may be replaced 'Continuation of affiliation'.
11. Page 27, point 3.2.2.8 may be added as given below:  
The Expert committee may recommend 'Re-inspection' of the applicant institute if it feels that the discrepancies exist and the institution needs to be inspected again for compliance of norms. The institute will be required to pay an additional inspection fee of Rs 1 lakh for re-inspection.
12. Page 28, point 3.2.4 last line be read as :  
However, the Vice-Chancellor shall have the power to allow the institute to deposit the fee within another 15 days under exceptional circumstances. However, the institute shall be required to pay additional late fee of Rs. 50,000. The decision of the Vice-Chancellor shall be ratified by the Board of Governors of the university.
13. To Add one point before Page 22, point 2.11 and 32, point 3.8 which may be read as under:  
Appeal Procedure:  
If the application is rejected by the Expert committee, the applicant may appeal for revision of decision which shall be taken up by the College Development Council only. The decision of the College Development Council shall be final and binding.

ITEM NO. 01.02

CONSTITUTION OF SCRUTINY COMMITTEE AND EXPERT COMMITTEE  
FOR AFFILIATION PROCEDURE.

Decision:

Approved.

ITEM NO. 01.03

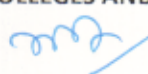
PANEL OF EXPERTS TO BE NOMINATED AS MEMBERS OF THE SCRUTINY/  
EXPERT COMMITTEE AND REMUNERATION TO BE PAID TO THEM.

Decision:

Approved.

ITEM NO. 01.04

APPLICATION FORM FOR NEW COLLEGES AND FOR EXISTING  
COLLEGES FOR AFFILIATION.



# Maharaja Ranjit Singh State Technical University

## Dabwali Road, Bathinda

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Decision: Approved.

ITEM NO. 01.05 (a) THE SCRUTINY COMMITTEE REPORT FORM FOR NEW COLLEGES AND FOR EXISTING COLLEGES.

01.05 (b) THE EXPERT COMMITTEE REPORT FORM FOR NEW COLLEGES AND FOR EXISTING COLLEGES.

Decision: Page 91-96, Annexure-III(b), the following amendment be made:

- i) A column be included for remarks of Expert committee for each point in the report form
- ii) Point 4 should include: "To attach University Approval letters and Salary statement of the last month for all faculty of the institute"
- iii) Page 96, one more recommendation be added. The 3<sup>rd</sup> and 4<sup>th</sup> recommendations be read as:
  3. Recommended for Re-inspection with Compliance of deficiencies\*
  4. Rejected\*the institute will need to deposit Rs 1 lakh as Re-inspection Fee.

ITEM NO. 01.06 SCHEDULE FOR AFFILIATION OF SESSION 2016-2017

Decision: Page 97, Description of item at Sr No 4 may be read as:  
Inspection by Expert Committee (Principal to be in position)

Description of item at Sr No. 8 be read as:  
Appointment of faculty by applicants recommended by Expert committee

ITEM NO. 01.07 RECRUITMENT POLICY/NORMS AND CONSTITUTION OF SELECTION COMMITTEES FOR THE POST OF ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, PROFESSOR, PRINCIPAL FOR AFFILIATED COLLEGES.

Decision: Constitution of selection committees approved and the following additions to be made.

1. UGC/AICTE norms be followed for recruitment of faculty and staff at all affiliated colleges of the university.
2. The affiliated institutions will be required to get their faculty approved from the university. Once the faculty member is approved by the university, he/she shall be eligible to join any affiliated institution of the university for the post he/she has been approved for.
3. All faculty members working in an institution shall be required to give one month notice/ salary thereof at the time of their resigning from their post. Similarly, the management of an institution shall be required to give one month notice/salary thereof to the faculty member whom it may want to relieve. Further, the certificate that no dues are pending on either side (the faculty and the management of institution) will need to be maintained by the institution. These directions shall be mandatory. Any

# Maharaja Ranjit Singh State Technical University

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deviation from the above shall be intimated to the Office of Director, College Development Council with justification and documentary evidences immediately. The violation of the directions shall invite punitive/disciplinary action.

ITEM NO. 01.08

**ALLOTMENT OF PERMANENT FACULTY-ID LINKED WITH THEIR BIOMETRIC THUMB IMPRESSION AND AADHAAR CARD NUMBERS FOR ALL AFFILIATED COLLEGES OF THE UNIVERSITY.**

Decision:

Approved.

ITEM NO. 01.09

**BIOMETRIC ATTENDANCE OF FACULTY AND STUDENTS IN AFFILIATED COLLEGES OF THE UNIVERSITY.**

Decision:

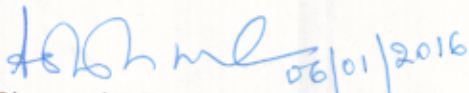
Approved. It was also decided that attendance be marked two times for faculty and staff and absentee statement for students be posted online on daily basis.

ITEM NO. 01.10

**ACADEMIC AUDIT TO REGULATE THE QUALITY OF TEACHING IN AFFILIATED COLLEGES.**

Decision:

Approved. The Director, College Development Council was asked to frame the Audit norms.

  
06/01/2016  
Director (College Development)

Approved

  
Vice-Chancellor