

**SUBJECT: MINUTES OF 2ND MEETING OF COLLEGE DEVELOPMENT COUNCIL
HELD ON 29/12/2016**

The 2nd Meeting of College Development Council, MRSPTU, Bathinda was held on 29/12/2016, 11:00 am in the Committee Room of GZSCCET, Bathinda under the chairmanship of Vice Chancellor. The following members were present:-

- | | | |
|-----|---|------------------|
| 1. | Prof. (Dr.) M.P.S Ishar Vice Chancellor, MRSPTU, Bathinda | Chairman |
| 2. | Prof. (Dr.) Paramjeet Singh Dean Faculty (Engineering & Technology) Former Registrar, Panjab University, Chandigarh. | Ex-officio |
| 3. | Prof. (Dr.) Ashish Baldi Dean Faculty (Pharmacy) Professor, MRSPTU, Bathinda | Ex-officio |
| 4. | Prof. Subodh Kumar Dean Faculty (Sciences) Professor, Deptt. of Chemistry, Guru Nanak Dev University, Amritsar | Ex-officio |
| 5. | Director SBS State Technical Campus, Ferozepur. | Member |
| 6. | Dr. Rahul Malhotra Director GTBKIET, Chhapian-wali (Malout) | Member |
| 7. | Dr. Gurpreet Singh Sidhu Principal LLRIET, Moga. | Member |
| 8. | Prof. G.S. Bath Associate Professor, Deptt. of Civil Engg., GZSCCET, Bathinda | Member |
| 9. | Prof. Sanjay Bhatnagar Associate Professor, Deptt. of Computer Applications, GZSCCET, Bathinda | Member |
| 10. | Prof. Manish Goyal Associate Professor, Deptt. of Mechanical Engg. Baba Farid College of Engg. & Tech., Bathinda. | Member |
| 11. | Dr. Ashok Kumar Goel Director, College Development Council, MRSPTU, Bathinda. | Member |
| 12. | Dr. Jasbir Singh Hundal Registrar, MRSPTU, Bathinda | Member-Secretary |
| 13. | Dr. Gursharan Singh Dean Academic Affairs, MRSPTU, Bathinda | Dean Academics |



After getting the approval from the Hon'ble Vice Chancellor, MRSPTU, Bathinda, (Chairman of College Development Council, MRSPTU, Bathinda) the Director CDC presented the summary of the work done by the College Development Council in the year 2016 which included tasks mentioned below:-

- Formation of Affiliation rules and regulations.
- Completing the affiliation process for the Session 2015-16 and Session 2016-17
- Settling of all pending issues of the affiliated institutes.
- Streamlining the record of all affiliated colleges of the University.
- Simplification and Reformation of the regulations
- Constituting the format and procedure of Academic Audit for quality education in affiliated colleges.

The points discussed & decisions taken in the meeting are given below:

ITEM NO. 02.01 BIOMETRIC ATTENDANCE OF FACULTY/STAFF AND STUDENTS IN AFFILIATED COLLEGES OF THE UNIVERSITY.

DECISION: Biometric attendance of faculty/staff and students will be implemented by all the affiliated colleges & even by the university. To implement the same it will be made a part of affiliation process from academic session 2017-18 onwards & affiliated colleges will submit a self-declaration regarding compliance of Biometric attendance as per the Annexure-A.

ITEM NO. 02.02 UPLOADING DETAILS OF FACULTY

DECISION All the affiliated colleges will upload the details of the faculty & staff before 15th January, 2017 & will submit a self declaration along with the application form for the affiliation of academic session 2017-18, as per the format attached at Annexure-B.

The above information uploaded on the website of the institute should be regularly updated.

ITEM NO. 02.03 SUBMISSION OF ENDOWMENT FUND

DECISION All the institutes will be required to submit the Endowment Fund of Rupees Ten Lacs as joint FDR/Bank Guarantee for a period of 10 years in the name of respective college & the university.

The institutes who have already deposited Endowment Fund with IKGPTU are required to transfer the same in the name of MRSPTU, Bathinda.

The original copy of the Endowment Fund submitted will be required to be submitted along with the application form for affiliation for academic session 2017-18.

Joint FDR will have to be renewed for the principal amount after the maturity.

ITEM NO. 02.04

SCHEDULE & PUBLIC NOTICE FOR AFFILIATION PROCESS OF ACADEMIC SESSION 2017-18

DECISION

The table of the schedule, to be observed for inviting applications for Affiliation from new and existing colleges for the academic session 2017-18, their Scrutiny, Inspection and issue of Affiliation Letters is as follows:

| S. No. | Description | Scheduled Dates |
|--------|-------------------------------------|---|
| 1. | Inviting applications | 9 th January to 8 th February |
| 2. | Scrutiny of Applications | 1 st February to 28 th February |
| 3. | Expert Inspections | 15 th February to 31 st March |
| 4. | Issue of Affiliation Letters | 1 st April to 10 th April |
| 5. | Appeal by rejected / disputed cases | 11 th April to 30 th April |
| 6. | Settlement of appeals | 1 st May to 15 th May |

A public notice in this regard will be brought out on 1st January, 2017 in the leading newspapers (English, Hindi and Punjabi) for inviting applications from existing institutions and others who may wish to start a new college for the academic session 2017-18. The same information will also be communicated to existing institutes by the means of letter by College Development Council, MRSPTU, Bathinda.

Affiliation letters to the colleges will only be issued after approval from the concerned statutory body like AICTE/COA/PCI etc.

ITEM NO. 02.05 ONLINE SUBMISSION OF AFFILIATION FEE

DECISION For the affiliation process for the academic session 2017-18, all the institutes will be required to pay the affiliation fee only through the online mode i.e. Internet Banking/Credit Card/Debit Card.

ITEM NO. 02.06 APPLIED INTAKE IN APPLICATIONS FOR AFFILIATION WITH THE UNIVERSITY AND CONCERNED STATUTORY BODIES.

DECISION All the institutes will be required to apply for same number of the seats as applied with the concerned statutory body & a self declaration of having complied with these instructions will be required to be attached with the application form to be submitted for the affiliation of academic session 2017-18. The performa for self-declaration is enclosed at Annexure-C

ITEM NO. 02.07 AMENDMENTS/CLARIFICATIONS IN AFFILIATION REGULATIONS

DECISION All proposals for amendments/clarifications in affiliation regulations contained in Annexure-D were discussed and approved by the council. However, the following changes were proposed and finalized:-

- I. No inspection fee will be charged for closure of courses. The closure of course be given based on scrutiny of the application and there will be no need for carrying out any physical inspection of the institution.
- II. Self declaration by the institute for settlement of all liabilities related to closure of courses must be submitted by institute along with NOC/Proof of closure from statutory bodies, if applicable.
- III. The inspection fee be charged as Rs. 15,000/- per course only and not on per course per unit basis, as was being done earlier.



ITEM NO. 02.08 AMENDMENTS IN LAND AREA NORMS

DECISION

It was proposed by the council that relaxation in land area required for UG/PG courses be framed based on AICTE/UGC norms. A proposal in this regard, strictly as per prevailing norms of AICTE/UGC, will be put by Director, College Development Council, MRSPTU, Bathinda to be approved by Hon'ble Vice Chancellor, MRSPTU, Bathinda.

ITEM NO. 02.09 INTERNATIONAL ADMISSIONS & ADMISSION FROM NORTH EASTERN STATES AND NEPAL

DECISION

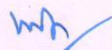
It was decided that the committee to be formed for the purpose of International Admissions from representatives of reputed affiliated colleges. The proposed committee was approved. It was also decided that Hon'ble Vice Chancellor, MRSPTU, Bathinda shall appoint one member as chairman of the committee & shall nominate atleast one member from the university also.

ITEM NO. 02.10 COMPLIANCE OF UGC NOTIFICATION ON REMITTANCE AND REFUND OF FEES AND OTHER STUDENT CENTRIC ISSUES

DECISION

All the institutes are required to comply with the UGC notification of 6th December, 2016 regarding the remittance and refund of fees and other student centric issues.

It was decided that colleges will check the certificates of the students & will certify their credentials & only self attested copies of the certificates will be submitted in the university. In case of doubt regarding the authenticity/eligibility of the certificate, the university shall call the student concerned & verify the certificates in his presence. Punitive actions shall be taken by the university in case of any negligence/fraud detected by the university. Ombudsman should be appointed by the university as per norms specified by UGC. Proper grievances redressal mechanism must be ensured by the university.



ITEM NO. 02.11 MANDATORY DISCLOSURE

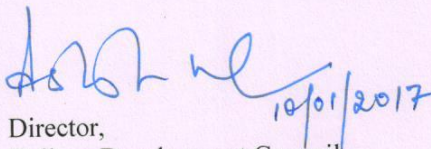
DECISION

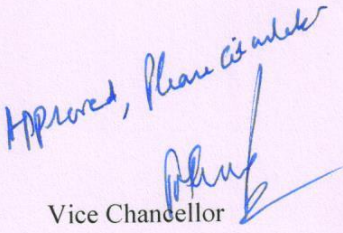
All the affiliated colleges will be required to upload the mandatory disclosure on their website as per the format given in Annexure-E & submit a self declaration of having complied with the same along with their application for the affiliation for the academic session 2017-18 as per the format given in Annexure-F.

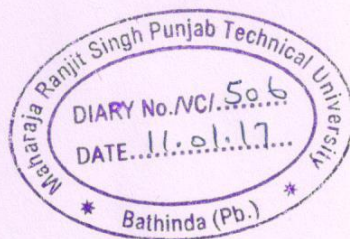
ITEM NO. 02.12 NOMINATION OF MEMBERS FOR VACANT POSITIONS IN COLLEGE DEVELOPMENT COUNCIL

DECISION

Director, College Development Council, MRSPTU, Bathinda will propose the nominations of the members for the positions vacant in College Development Council & will get it approved from the Chairman, College Development Council, MRSPTU, Bathinda.


Director,
College Development Council


Vice Chancellor



ANNEXURE – A

**SELF DECLARATION (BIOMETRIC ATTENDANCE)
TO BE PRODUCED ON COLLEGE LETTER HEAD**

I / We, <Name & Designation> on behalf of <Trust name> hereby confirm that attendance of Faculty, Staff and Students working/studying in my institution <Institution name> is being recorded using Biometric Machines as per instructions/guidelines of Maharaja Ranjit Singh Punjab Technical University, Bathinda.

It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the application for Affiliation for the Academic Session 2017-18 may be rejected.

(Authorized Signatory of the applicant)

Place:

Name:

Date:

Designation:

Seal

ANNEXURE – B

**SELF DECLARATION (FACULTY DETAIL)
TO BE PRODUCED ON COLLEGE LETTER HEAD**

I / We, <Name & Designation> on behalf of <Trust name> hereby confirm that details of the Faculty and Staff working in my institution <Institution name> has been uploaded on institution website (URL: <URL of website>) as per instructions/guidelines of Maharaja Ranjit Singh Punjab Technical University, Bathinda. The items contained in the details uploaded are as given below:

Faculty Name

Father/Husband Name

Date of Birth

Designation

Course/ Branch

Qualification

Area of specialization

Aadhaar Card No.

Emoluments

Bank Name

Branch Name

IFSC Code

Account Number

PAN Number

Mobile No.

Email ID

Photograph

It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the application for Affiliation for the Academic Session 2017-18 may be rejected.

(Authorized Signatory of the applicant)

Place:

Name:

Date:

Designation:

Seal

ANNEXURE – C

**SELF DECLARATION (INTAKE APPLIED)
TO BE PRODUCED ON COLLEGE LETTER HEAD**

I / We, <Name & Designation> on behalf of <Trust name> of <Institute name & address> hereby confirm that the courses and their Intake (No. of seats) applied to the University and various statutory bodies like AICTE/COA/PCI etc. are identical.

The detail of this information mentioned in various application forms is given below:

| Sr. No | Course/ Branch Name | Intake applied to AICTE (If applicable) | Intake applied to COA (If applicable) | Intake applied to PCI (If applicable) | Intake applied to MRSPTU |
|-------------------|----------------------------|--|--|--|-------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the application for Affiliation for the Academic Session 2017-18 may be rejected.

(Authorized Signatory of the applicant)

Place:

Name:

Date:

Designation:

Seal

ANNEXURE-D

AMENDMENTS/CLARIFICATIONS IN AFFILIATION REGULATIONS:

| Sr. No | Fees | Amount Rs. | Applicable on | Unit of Payment |
|--------|-------------------|--|--|---|
| 1 | Application Fee | Rs.30,000/- Thirty Thousand only | All Applications, i.e. : All new and existing (Govt. & Private) colleges applying for New Courses/Increase in seats, Closure of Course/Decrease in seats/intake, Conversion to Co-Ed, Change of Site. | Once for a application. Each institute can file a single application only which will consists of all the courses applied for. |
| | | Rs. 1,00,000/- One Lac only | Existing (Govt. & Private) colleges applying for Progressive/Abrupt closure of Institute | |
| 2 | Inspection Fees | Rs.15,000/- Fifteen Thousand | All Applications, i.e. : All new and existing (Govt. & Private) colleges applying for New Courses/Increase in seats, Conversion to Co-Ed, Change of Site. | For UGC (UG & PG Courses), & for AICTE (UG Courses) Fees is chargeable at Rs.15,000/- per course basis. |
| 3 | Continuation Fees | Rs. 25,000/- for UGC i.e Non-AICTE Courses Rs. 37,500/- for PG & UG AICTE Courses except B.Arch Rs. 25,000/- for B.Arch Course | <p>1. Applicable on all existing private colleges (already affiliated institutes).</p> <p>2. 25 percent (%) of Continuation fee will be applicable on institutes applied for progressive closure of Institutes for the students intake of batches existing as on date for 2017-18.</p> <p>3. This fees is not applicable on new institutes/Abrupt closure of Institute & new courses.</p> | Fees is chargeable at per course per unit* basis. |
| 4 | Sports Fees | Rs.7,500/- Seven Thousand Five Hundred only | <p>1. All New & Existing (Govt. & Private) colleges.</p> <p>2. This fee shall also be applicable to the institutes applied for progressive closure or granted closure as long as it has students on roll with the university (MRSPTU/IKGPTU).</p> <p>3. New Colleges New colleges applicant will submit this fees later on, when the physical inspection of their institute is cleared</p> | Per college per year |

| | | | | |
|---|-------------------------------------|---|--|---|
| 5 | Youth Festival Fees | Rs.7,500/□ Seven Thousand Five Hundred only | <p>1. All New & Existing (Govt. & Private) colleges.</p> <p>2. This fee shall also be applicable to the institutes applied for progressive closure or granted closure as long as it has students on roll with the university (MRSPTU/IKGPTU).</p> <p>3. New Colleges New colleges applicant will submit this fees later on, when the physical inspection of their institute is cleared</p> | Per college per year |
| 6 | Provisional Affiliation Fees | <p>Rs. 50,000/- for UGC i.e Non-AICTE Courses</p> <p>Rs. 75,000/- for PG & UG AICTE Courses except B.Arch</p> <p>Rs. 50,000/- for B.Arch Course</p> | All new colleges & existing colleges applying for new courses, Increase in seats/Intake (i.e only for the no. of seats increased), Conversion to Co-Ed, Change of Site, only if recommended by the Expert Committee after physical inspection and approved by the respective statutory body for the same no. of seats. | Fees is chargeable a per course per unit* basis. |
| 7 | Endowment Fund | Rs. 10 lakh as Joint FDR/Bank Guarantee | <p>1. New colleges applying for UGC (Non□AICTE) courses.</p> <p>2. Existing colleges who have not deposited the endowment fund till date.</p> | Per college |
| 8 | Late Fee | Rs. 2,000/- Two Thousand per day | The colleges who do not pay affiliation fee in time as per schedule circulated on the web portal or university website | Chargeable at Rs. 2000/- per day subjected to maximum of Rs. 40,000/- for the 20 days after last date of submitting application |
| 9 | Penalty | Rs. 4,000/- Four Thousand per day | The colleges who do not pay affiliation fee in time and even after the last date with late Fee as per schedule circulated on the web portal or university website | Chargeable at Rs. 4000/- per day subjected to maximum of Rs. 80,000/- for the 20 days after last date of submitting Late Fee. |

Note: The Fee mentioned above is related to affiliation process only

- 1 *The Unit Size for UGC (UG & PG Courses) and for AICTE (UG Courses except B.Arch) is 30 seats and sanction will be given for the no. of seats as approved by the respective statutory body.
- 2 *For the courses of M-Tech, M-Arch and M-Pharm., the Unit size is of 18 seats and minimum sanction of 18 seats (1 unit) shall be given to start the course and Max. 30 seats will be permissible if accredited
- 3 Continuation fee for the courses of M-Tech, M-Arch and M-Pharm. beyond the 18 seats (01 unit) will be

applicable on proportionate basis.

- 4 *The Unit Size for B.Arch. Course is 20 seats. However. Affiliation shall be restricted to seats approved by CoA.
- 5 Decrease applied for any course less than 01 (one) unit (as prescribed by the respective statutory body) will be considered as closure of course.
- 6 Change of site will be approved only if recommended by the Expert Committee after physical inspection as per norms of respective statutory body.
- 7 Any college applying for increase in seats to complete the unit size, the provisional affiliation fee shall be applicable on the no. of seats increased on proportionate basis.
- 8 University will not give affiliation for seats more than the number of seats approved by the concerned statutory body.
- 9 For Architecture Course, Council of Architecture (CoA) shall be considered as statutory body.
- 10 In case of Abrupt Closure migration fee of the students to be migrated to other institutes shall also be applicable as per university norms.

Appendix 10

Format for Mandatory Disclosure

Mandatory Disclosure updated on

10.1 AICTE File No.

Date & Period of last approval

10.2 Name of the Institution

Address of the Institution

City & Pin Code

State / UT

Longitude & Latitude

Phone number with STD
code

FAX number with STD code

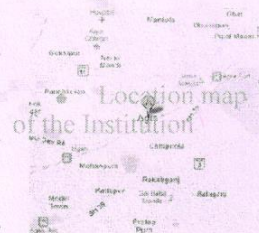
Office hours at the Institution

Academic hours at the
Institution

Email

Website

Nearest Railway Station(dist



| | | |
|------|--|--|
| | in Km) | |
| | Nearest Airport (dist in Km) | |
| 10.3 | Type of Institution | Govt / Govt aided / University Dept / Deemed Univ / Private-Self Financed |
| | Category (1) of the Institution | Non Minority / Minority specify minority : |
| | Category (2) of the Institution | Co-Ed / Women only |
| 10.4 | Name of the organization running the Institution | |
| | Type of the organization | Society / Trust / A company established under Section 25 of Companies Act 1956 / PPP / BOT |
| | Address of the organization | |
| | | |
| | Registered with | |
| | Registration date | |
| | Website of the organization | |
| 10.5 | Name of the affiliating University / Board | |
| | Address | |
| | Website | |
| | Latest affiliation period | |
| 10.6 | Name of Principal / Director | |
| | Exact Designation | |

| | | |
|--------------|--|---|
| | Phone number with STD code | |
| | FAX number with STD code | |
| | Email | |
| | Highest Degree | |
| | Field of specialization | |
| 10.7 | Governing Board Members | Give details of all members with their educational qualifications and other credentials |
| | Frequency of meetings & date of last meeting | |
| 10.8 | Academic Advisory Body | |
| | Frequency of meetings & date of last meeting | |
| 10.9 | Organisational Chart | |
| 10.10 | Student feedback mechanism on Institutional Governance/faculty performance | |
| 10.11 | Grievance redressal mechanism for faculty, staff and students | |
| 10.12 | Name of the Department* | |
| | Course | |
| | Level | UG / PG |
| | 1 st Year of approval by the Council | |

| | | | |
|------------------------------------|---|------------------|------------------|
| Year wise Sanctioned Intake | CAY | CAY ₁ | CAY ₂ |
| Year wise Actual Admissions | CAY | CAY ₁ | CAY ₂ |
| Cut off marks – General quota | CAY | CAY ₁ | CAY ₂ |
| %Students passed with Distinction | CAY | CAY ₁ | CAY ₂ |
| % Students passed with First Class | CAY | CAY ₁ | CAY ₂ |
| Students Placed | CAY | CAY ₁ | CAY ₂ |
| Average Pay package, Rs./Year | CAY | CAY ₁ | CAY ₂ |
| Students opted for Higher Studies | CAY | CAY ₁ | CAY ₂ |
| Accreditation Status of the course | Accredited / Provisionally Accredited / Not Accredited / Not eligible yet | | |
| Doctoral Courses | Yes / No | | |
| Foreign Collaborations, if any | | | |
| Professional Memberships | Society | | |
| Professional activities | | | |
| Consultancy activities | | | |
| Grants fetched | | | |
| Departmental Achievements | | | |
| Distinguished Alumni | | | |

| | | | | |
|--------------|--|----------|---------------------------|----------|
| 10.13 | Name of Teaching Staff* | | | |
| | Designation | | | |
| | Department | | | |
| | Date of Joining the Institution | | | |
| | Qualifications with Class / Grade | UG | PG | PhD |
| | Total Experience in Years | Teaching | Industry | Research |
| | Papers Published | National | International | |
| | Papers Presented in Conferences | National | International | |
| | PhD Guide? Give field & University | Field | University | |
| | PhDs / Projects Guided | PhDs | Projects at Masters level | |
| | Books Published / IPRs/ Patents | | | |
| | Professional Memberships | | | |
| | Consultancy Activities | | | |
| | Awards | | | |
| | Grants fetched | | | |
| | Interaction with Professional Institutions | | | |
| 10.14 | Admission quota [#] | | | |

Photo

| | | | |
|---|----------|-------|-------|
| Entrance test / admission criteria | | | |
| Cut off / last candidate admitted | CAY | CAY-1 | CAY-2 |
| Fees in rupees | CAY | CAY-1 | CAY-2 |
| Number of Fee Waivers offered | CAY | CAY-1 | CAY-2 |
| Admission Calendar | | | |
| PIO quota | Yes / No | | |
| 10.15 Infrastructural information^ | | | |
| Classroom/Tutorial facilities | Room | Photo | |
| Laboratory details | Photo | | |
| Computer Centre facilities | Photo | | |
| Library facilities | Photo | | |
| Auditorium / Seminar Halls / Amphi | Photo | | |
| Cafeteria | Photo | | |
| Indoor Sports facilities | Photo | | |
| Outdoor Sports facilities | Photo | | |
| Gymnasium facilities | Photo | | |
| Facilities for disabled | Photo | | |
| Any other facilities | Photo | | |
| | | | |
| 10.16 Boys Hostel | | Photo | |

Girls Hostel Photo

Medical & other Facilities at Hostel Photo

10.17 Academic Sessions

Examination system, Year / Sem

Period of declaration of results

10.18 Counseling / Mentoring

Career Counseling

Medical facilities

Student Insurance

10.19 Students Activity Body

Cultural activities

Sports activities

Literary activities

Magazine / Newsletter

Technical activities / TechFest

Industrial Visits / Tours

Alumni activities

10.20 Name of the Information
Officer for RTI

Designation

Phone number with STD
code

FAX number with STD code

Email

| | | |
|-------|---|--|
| 10.21 | a | CAY=Current Academic Year |
| | b | *Repeat this template for each department / staff |
| | c | #Repeat this template for additional quota, if any |
| | d | ^Add photographs |

ANNEXURE – F

**SELF DECLARATION (MANDATORY DISCLOSURE)
TO BE PRODUCED ON COLLEGE LETTER HEAD**

I / We, <Name & Designation> on behalf of <Trust name> hereby confirm that the complete details of the institution i.e Infrastructure/Faculty/Staff/ Facilities/ Norms etc. required to be mentioned in the mandatory disclosure as per prescribed format of the university have been uploaded on institution website at the URL mentioned below:

<URL of website>

It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the application for Affiliation for the Academic Session 2017-18 may be rejected.

(Authorized Signatory of the applicant)

Place:

Name:

Date:

Designation:

Seal