

**AGENDA FOR THE
THIRTEENTH MEETING OF BOARD OF GOVERNORS
TO BE HELD ON 13-02-2009
AT 2.30 PM
IN THE BOARD ROOM OF THE INSTITUTE
C O N T E N T S**

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ITEM No.B.13.1 TO CONFIRM THE MINUTES OF THE 12TH MEETING OF THE BOARD OF GOVERNORS HELD ON 24-10-2008 AND TO REPORT ACTION TAKEN THEREON.

a) The minutes of the 12th meeting of the Board of Governors of the institute held on 24-10-2008 were circulated amongst all of its members vide institute letter No. NITTTR/Board/12th- Minutes/29418-29429 dated 03-11-2008, for their information and comments, if any. A copy of the minutes is enclosed as Annexure-I at Page Nos. 10-16. Since no comments have been received from any of the members, the same may be confirmed as recorded.

b) The following items of the last meeting have been noted:

- B.12.2.1 Nomination of four new members on the Board of Governors of the Institute.
- B.12.2.2 Expiry of term of members of NITTTR Chandigarh Society/ Board of Governors.
- B.12.2.3 Arbitration Case.
- B.12.2.4 Allowing the institute employees to continue in service until superannuation.
- B.12.2.5 Completion of probation period of institute employees.
- B.12.2.6 Status of construction of New Hostel Block and Lecture Hall Complex at NITTTR, Sector 26, Chandigarh.
- B.12.2.7 Grant of House Building Advance to the Institute Employee.

- B.12.3.1 Abolition/Surrendering of 17 sanctioned non-teaching posts as per directions of the Government of India, Ministry of Human Resource Development.
- B.12.3.2 Sanction of Expenditure for construction of New Hostel Block and Lecture Hall Complex at NITTTR, Chandigarh amounting to Rs 12,13,77,968/-.
- B.12.3.3 Promotions of Institute faculty under the Career Advancement Scheme of AICTE.
- B.12.3.4 Extension of deputation in respect of Dr BS Pabla, Professor (In Situ) Mechanical Engineering Department with Chandigarh College of Engineering and Technology, Sector 26, Chandigarh.
- B.12.4.1 Approval of the minutes of the Twelfth meeting of Finance Committee held on 24-10-2008.
- B.12.4.2 Approval of the minutes of the Seventh meeting of Academic Council.
- B.12.4.3 Nomination of one Board Member for membership of the Finance Committee of the Institute.
- B.12.4.4 Annual Report of the Institute for the year 2007-08.
- B.12.4.5 Change of Recruitment Rules for the post of Assistant
- B.12.4.6 Status Report on various issues relating to the Institute.

ITEM No. B. 13.2 ITEMS FOR REPORT

The following items are reported for information:

ITEM No.B.13.2.1 TO REPORT REGARDING STATUS OF THE ANNUAL REPORT OF THE INSTITUTE FOR THE YEAR 2007-08.

The Annual Report of the institute for the year 2007-08 containing interalia the Audit Certificate, the Utilization Certificate and the Audited Accounts has been submitted to the Ministry on 10-11-2008.

ITEM No. B. 13.3 ITEMS FOR RATIFICATION

The following items which have already been approved by the Chairman, Board of Governors are submitted for ratification:

ITEM No.B.13.3.1 TO RATIFY RECOGNITION AND EMPANELMENT OF SILVER OAK HOSPITAL, PHASE IX, MOHALI (A PRIVATE CGHS RECOGNIZED HOSPITAL) FOR MEDICAL TREATMENT OF THE INSTITUTE EMPLOYEES AND THEIR FAMILIES.

The Chairman, Board of Governors vide UO No. NITTTTR/33 dated 24-12-2008, has approved recognition and empanelment of Silver Oak Hospital, Phase IX, Mohali (a private CGHS recognized hospital), for medical treatment of institute employees and their families on the terms and conditions as applicable to the CGHS beneficiaries at Chandigarh. An agreement in this regard has been executed with the Silver Oak Hospital as per model agreement given by the Ministry of Health and Family Welfare. A copy of UO is attached as Annexure-II at Page No.17-40. It contains a copy of the agreement also.

ITEM No.B.13.3.2 TO RATIFY ABOLITION/SURRENDERING OF SANCTIONED NON TEACHING POSTS AS PER DIRECTIONS OF GOVERNMENT OF INDIA, MINISTRY OF HUMAN RESOURCE DEVELOPMENT.

Following the directions issued by the Government of India, Ministry of Human Resource Development from time to time regarding surrendering/abolition of non teaching posts in the institute, the Chairman, Board of Governors vide UO No. 01 dated 09-01-2009, (copy attached as Annexure-III at Page Nos. 41-50) has approved surrendering/abolishing of 11 non teaching posts, whose details are given in the UO. With this, the institute has surrendered/abolished 59 sanctioned non-teaching posts in all so far.

ITEM No. B. 13.4 ITEMS FOR CONSIDERATION

ITEM No.B.13.4.1 TO CONSIDER AND APPROVE THE MINUTES OF THE THIRTEENTH MEETING OF FINANCE COMMITTEE TO BE HELD ON 13-02-2009.

The 13th meeting of Finance Committee is scheduled to be held on 13-02-2009. Agenda papers for this meeting are attached as Annexure-IV in a separate booklet. The minutes of the meeting of Finance Committee will be placed before the Board of Governors at the time of the meeting, for consideration and approval.

ITEM No.B.13.4.2 TO CONSIDER AND APPROVE THE MINUTES OF THE EIGHTH MEETING OF ACADEMIC COUNCIL.

The eighth meeting of the Academic Council of the institute will be held on 03-02-2009. The agenda papers for this meeting along with a copy of Operational Plan for the year 2009-10 are attached as Annexure-V. The minutes of the meeting will be placed before the Board at the time of the meeting for consideration and approval.

ITEM No.B.13.4.3 TO CONSIDER FILLING OF SENIOR TECHNICAL NON TEACHING GROUP 'A' LEVEL POSTS IN THE INSTITUTE.

The Board of Governors in its 10th meeting held on 28-02-2008 (vide item No. B.10.4.3) had granted permission to fill up the vacant faculty and non faculty posts as per actual requirement of the institute in accordance with the institute rules, with the prior approval of the Chairman, Board of Governors. Accordingly the posts were advertised with the approval of the Chairman, Board of Governors in April, 2008.

However subsequently, the Board of Governors in its 11th meeting held on 27.06.2008 vide item No. B 11.3.1 resolved that the non faculty posts other than Group 'A' level posts be filled only when the stipulated ratio of 1:1.5 between faculty and non faculty is achieved.

Accordingly the institute had started the process to fill up the following Group 'A' level non teaching staff posts which were advertised in April, 2008.

Sr. No.	Name of Post	Pay Scale (Pre-revised)	Revised Band Rupees	Grade Pay Rupees	Remarks
1.	System Programmer	10000-15200	15600-39100	6600	Single Cadre Post
2.	Junior System Programmer	8000-13500	15600-39100	5400	Only two posts in the cadre
3.	Producer	8000-13500	15600-39100	5400	Single cadre Post

Sr. No.	Name of Post	Pay Scale (Pre-revised)	Revised Band Rupees	Grade Pay Rupees	Remarks
4.	Electronics Engineer	8000-13500	15600-39100	5400	Only two posts in the cadre
5.	Estate Officer	8000-13500	15600-39100	5400	Single cadre Post

However in the meantime, the Ministry vide their letter No.7-9/2008-TS.IV dated 14.07.2008 while commenting upon the aforesaid agenda item No. B 11.3.1, stated that the Institute should follow the norms prescribed by the Ministry of Finance and while filling up the vacant Faculty and Non faculty posts in the Institute, the ratio of faculty to Non faculty should be maintained as a 1:1.1 instead of the previously stipulated ratio of 1:1.5 to 2.

These comments were put up to the Board of Governors in its 12th meeting held in October 24, 2008 vide item No.12.1 and the same were noted by the Board.

It is not possible for the institute to manage its affairs without the above said Group 'A' senior level technical non-teaching posts as their work can neither be out-sourced nor can be managed otherwise. These are essential services posts and need to be filled immediately in the best interest of the institute.

It is also stated that the institute vide letter No.NITTTTR/D-45/31033 dated 20.11.2008 and No.NITTTTR/35289 dated 19.12.2008 have requested the Ministry to allow to fill up the above said non teaching staff posts in terms of Ministry's letter No.F.1-7/2000 TS.IV dated 30 December, 2003 but the permission is still awaited.

In view of the above, the Board of Governors may consider the proposal and allow the institute to fill up the above posts as these are absolutely essential and can not be kept vacant for a long time. The post of Estate Officer is absolutely essential.

THE BOARD OF GOVERNORS MAY KINDLY CONSIDER AND APPROVE.

ITEM No. B.13.4.4 PLACEMENT OF STATUS REPORT ON VARIOUS ISSUES RELATING TO THE INSTITUTE.

As per directions received from the Ministry of Human Resource Development vide their letter No. 4-6/2006-TS.IV(Part) dated 6 December 2006, status report on the following issues is required to be reported to the Board of Governors in its every meeting:

1. Filling up of backlog vacancies of SC/STs and OBCs.
2. Annual Report and Audited Accounts.
3. Comments in respect of outstanding audit paras.
4. Progress of Plan and Non Plan expenditure during the year 2007-08.
5. Pending vigilance matters and enquiry report thereto.
6. Redressal of public grievances.

Accordingly, the status report in respect of the above said issues is as under:

1. Filling up of backlog vacancies of SC/STs and OBCs

There is no backlog vacancy belonging to SC/ST category. There are two backlog vacancies of Lecturers in OBC category. The same have already been advertised. The recruitment is in process.

2. **Annual Report and Audited Accounts**

The Annual Accounts of the institute for the year 2007-08 were audited by the Principal Accountant General (Audit), Punjab and UT, Chandigarh and the audit report along with audit certificate, the annual accounts and the utilization certificate forming part of Annual Report – 2007-08 have been submitted to the Ministry of Human Resource Development, Government of India, New Delhi vide institute letter No. NITTTR/Board/AR-2007-2008/29907 dated 10-11-2008.

3. **Comments in respect of outstanding Audit Paras**

The institute accounts for the year 2007-08 were audited by the Principal Accountant General (Audit), Punjab and UT Chandigarh from June 16, 2008 to July 10, 2008. The Audit and Inspection report was issued by the Audit Officer vide their letter No. OAD/(Civil)Audit/CHD/268-69 dated 30-07-2008. The report does not point out any serious irregularity in the Institute Accounts. During discussions with the Audit Party, out of the 20 outstanding paras, 10 paras were settled on the basis of replies furnished by the Institute. The reply to the Audit and Inspection report, in annotated form, has already been sent to the Audit Office vide institute letter No. NITTTR/B&ITA/Audit/24670 dated 05-09-2008, which stands already reported to the Board in its last meeting. The same was considered and approved.

4. **Progress of Plan and Non Plan expenditure during the year 2008-09**

The report is being submitted to the Finance Committee vide agenda Item No. F.13.2. The same will also be reported to the Board of Governors under Item No. B.13.4.1.

5. **Pending vigilance matters and enquiry report thereto**

There is no pending vigilance case in the institute.

6. **Redressal of public grievances**

There is no pending matter of public grievances in the institute.

IT IS FOR THE INFORMATION OF THE BOARD OF GOVERNORS