

**Minutes of 7<sup>th</sup> meeting of BOG for TEQIP-II held on 11<sup>th</sup> March, 2016 at 2.30 p.m. in the placement cell of Dr. SSB UICET, Panjab University, Chandigarh**

The following members were present:

1. Prof. Arun K. Grover.....Patron
2. Prof. Manoj Datta .....Chairperson, BOG
3. Prof. R.K. Chhabra
4. Prof. U.S. Shivhare
5. Prof. Meenakshi Goyal .....Chairperson, SSBUI CET
6. Prof. Anupama Sharma.....Coordinator, TEQIP-II (Convener)

Besides the members, following representatives of State Project Facilitation unit (SPFU), Chandigarh participated in BOG

7. Mr. Gaurav Kathpal.....Consultant, A&M&E, SPFU, Chandigarh
8. Mr. Satish Sappal.....Office superintendent, SPFU, Chandigarh

At the outset, Prof. Meenakshi Goyal, Chairperson welcomed the members of BOG and requested Prof. Anupama Sharma to initiate the proceedings of the meeting.

Before taking up the agenda, Prof. Anupama Sharma gave a detailed presentation regarding the action taken report on the BOG meeting held on June 27, 2015 and the expenditure incurred up to February 28, 2016 against the budget allocated under each Budget Head of TEQIP-II by BOG.

She informed the members that the TEQIP-II project was started in June 2013 and will be over in October, 2016. Out of Rs. 10 Crores allocated under TEQIP-II grant, an amount of Rs. 5.62 crores has already been spent and an amount of Rs. 80 lakhs is likely to be spent in the next two months.

She further requested the esteemed members to give their valuable suggestions for improving the expenditure/performance under various heads for full utilization of the funds within the remaining period of TEQIP-II grant

Based on presentation and analysis of expenditure under various heads, the following suggestions were made by the BOG members for improving the expenditure/performance under various heads for full utilization of the grant till October 2016, the completion date of the project:

**1. For improving expenditure status under 'Faculty and Staff Development Head', BOG desired that an urgent meeting of all faculty members of SSBUI CET be held in which**

- i) All faculty members be encouraged to visit reputed International Universities excelling in Chemical Engineering, Food Technology and allied areas so as to identify the areas of collaborative research, learn from their experiences and best practices prevailing there.

- ii) The faculty member/group of faculty members should identify the research groups internationally working in synergetic areas of research and approach them for visit abroad to explore possibilities of collaborative research/experiential learning. The maximum period of stay abroad be limited to seven working days in addition to the travel time. The Senior Research Fellow (SRFs) of SSBUICT be also asked to give the proposals. The proposals should contain period and dates of stay, the detailed work plan during the stay and acceptance from the host faculty/researcher/institution. Following International travel committees be constituted to scrutinize such proposals:
- a) Vice-Chancellor's nominee (External Member)
  - b) Director, RPC (External members)
  - c) Chairperson, SSBUICT
  - d) Coordinator, TEQIP II, SSBUICT
  - e) Deputy Coordinator, SSBUICT
  - f) One senior faculty member, SSBUICT

Initial scrutiny of proposals will be done by Core Committee, TEQIP-II.

- iii) Preferably a team of 2 faculty members should visit the International Universities to attend or participate in seminar/conference. The visits approved by the Committee may be so planned to also visit neighbouring universities/ institutions for exploring potential for collaborations and experiential learning.
- iv) Those faculty members who visit the International University/ research institution/ industry will be required to make a presentation to faculty, research scholars and students about their experience and learning outcomes.
- v) Experts from reputed universities, industry experts as well as government institutions be invited to deliver talks during Faculty and Staff Development Programmes.
- vi) The Vice-Chancellor further asked Prof. Meenakshi Goyal and Prof. Anupama Sharma to give a presentation on the Leadership Development Programme at National University of Singapore organized jointly by IIM, Raipur and NUS, Singapore in the meeting of all Chairpersons/Directors.

## **2. For improving Industry Institute Interaction, following suggestions were made**

- i) Each faculty should invite at least one expert from industry and submit tentative programme to the Coordinator, TEQIP-II/ Chairperson, SSBUICT for further necessary approvals.
- ii) Frequent industry visits be organised and students be paid TA/DA from this head.
- iii) Experts from companies who are actively involved in research and have their own R&D centres like UOP, ITC, KBR and Reliance be invited for Personality Development

Programmes and imparting technical/ communication skills to enhance employability skills amongst students.

### **3. Suggestions for Institutional Management Capacity enhancement**

- i) Group of faculty members including former chairpersons, present chairperson and the next chairperson should visit the IITs, ISB Hyderabad, IIMs, and similar institutions of repute to participate in workshops/ training modules ranging from 3 to 7 days. These Management Development Programme modules can be planned by host institutions and SSBUI CET and UIET can bear the cost from TEQIP-II. Members also suggested that one week Capacity Management Programme be conducted and Chairpersons and faculty members of other institutes be invited.
- ii) the BOG members of TEQIP-II may also visit abroad to learn intricacies of educational administration/project management and for working out modalities of collaborations.

### **4. Suggestions for enhancing Academic Support for Weak Students'**

- i) The institute should appoint a counsellor for students. The services of counsellor can be extended to other departments of Panjab University.
- ii) The students should also be encouraged to join online courses/training programmes like MOOCs in different areas of chemical engineering/food technology/management. Liberal support be provided for such courses under TEQIP-II grants.
- iii) Regular soft-skill development programmes/ training programmes be conducted for students of SSBUI CET. Students for other departments of Panjab University may also be encouraged participate in these training modules along with the students of SSBUI CET.
- iv) Coordinator be appointed for each class immediately to facilitate the students to undertake the above mentioned programme.

### **5. Suggestions for improving Internal Revenue Generation (IRG), the BOG members suggested the following measures:**

- i) The faculty/students of other departments of the University be allowed to use the equipments/instruments purchased under TEQIP-II at reasonable rates. An IRG committee be formed at institute level to work out the modalities. The amount so earned may be utilized for the maintenance of the equipments/instruments after the TEQIP-II project is over.
- ii) The Vice Chancellor desired that to operate the new equipment/instruments purchased under TEQIP-II, the technical staff of the institute be sent to other Institutes/Industries/CSIR lab for training where similar equipment/instruments are functioning especially in the CRIKC institutions.

- iii) Mr. Gaurav, SPFU informed that at beginning of the TEQIP-II project, NPIU has instructed to create four funds namely Corpus fund, Equipment fund, Faculty fund and Maintenance fund. The institute is required to deposit 0.5% percentage of its recurring expenditure in these funds on annual basis. The purpose of these four funds is sustainable existence of the institute after the completion of the project. Money accrued in the maintenance fund can be utilized for the maintenance of the equipments/instruments
- iv) The members were apprised that an IRG of Rs. 11.22 lakhs has been generated through Conference/Training Programme/ FDPs/ SDPs organised under TEQIP II by SSBUI CET.

Further, the Coordinator, TEQIP-II gave a detailed presentation regarding **Action Taken Report** on the report of the Performance Monitoring Committee as well as the activities undertaken since (meeting of the last BOG i.e June 27, 2015.till 10<sup>th</sup> March, 2016 under TEQIP-II.

## **AGENDA ITEMS:**

### **Item no. 1: Approval of Institutional Good Governance Guidelines**

The BOG approved the Institutional Good Governance Guidelines (**Annexure-1**).

### **Item no. 2: To apprise the BOG of Institutional Performance Report on 8 indicators.**

The members were apprised of the all 8 indicators to be fulfilled by the institution on the basis of which the third installment of grant of TEQIP-II will be released by NPIU. SSBUI CET has fulfilled 7 indicators out of 8. The Institution is eligible for next grant only after spending 60% of the total amount of grant received from MHRD.

The indicators are attached (Annexure 2).

### **Item no. 3: Ratification of expenditure incurred under various activities**

BOG ratified the expenditure under various activities/events organised under TEQIP-II since July 2015 to February 2016 (List attached at **Annexure 3**).

### **Item no. 4: Approval of Research proposals**

The BOG approved 12 Undergraduate research projects submitted by students of SSBUI CET under the mentorship of faculty members (List in **Annexure 4**). The BOG also approved the completion of 6 Undergraduate Research Projects.

### **Item no. 5: Approval of additional Research Grant**

The BOG approved an additional grant of Rs. 1 lakh for faculty research projects under R&D head, TEQIP-II on utilization of initial sum of Rs. 1.5 lakhs. The faculty members will be given an additional sum of Rs. One lakh on submission of utilization certificate of previously

sanctioned grant alongwith report on activities performed under the project and one publication (acknowledging TEQIP-II) in journal/ conference proceeding.

Further it was suggested that a list of reputed journals in Chemical Engineering, Food Technology and Allied areas be prepared taking inputs from all faculty members in their respective areas of research. ~~The list will include the journals in which the faculty is already publishing their research or intend to do so in future.~~ The list can be expanded from time to time with faculty inputs. Once the list is prepared, additional grant be given to those faculty members who publish in journals in the list.

#### **Item No.6: Approval of International travel**

- i) The BOG approved the TA/DA/ registration fees and visa fees of two faculty members for attending International Conference abroad. (List attached in **Annexure 5**). The expenditure be booked under FSD head.
- ii) The BOG also ratified the permission granted by the Vice Chancellor to Prof. Meenakshi Goyal and Prof Anupama Sharma for attending Leadership Development Programme at National University of Singapore jointly organized by IIM, Raipur and NUS, Singapore from September 26, 2015 to October 2, 2015 Under TEQIP II grants. The expenditure has been booked under Institutional Management Capacity Enhancement head.

#### **Item no. 7: Approval of expenditure for various events**

The BOG ratified the decision of the core committee regarding expenditure incurred for various activities/ events attended by Faculty/ Research Scholars/ UG students/ PG students under TEQIP-II since July 2015 to February 2016 (List attached in **Annexure 6**).

#### **Item no. 8: Approval of Modified Procurement Plan**

The BOG approved the Modified Procurement Plan (Plan attached at **Annexure 7**).

#### **Item no. 9: Approval of enhancement of fellowships and additional fellowships for reserved categories**

The BOG ratified the decision of Core Committee dated 18.1.2016 for enhancement of fellowship of Ph.D. scholars as per guidelines of DST/ CSIR/ UGC if the students are GATE/ UGC/ NET qualified. The enhancement of fellowship for ME (Chemical) and ME (Food Technology) according to new GATE rules was also approved (Minutes of Core Committee meeting attached at **Annexure 8**).

The BOG also approved the grant of additional fellowships for SC/ ST/ PH students (in the same ratio as during the admissions). The BOG members further suggested that Prof. Anil Kumar, University Institute of Pharmaceutical Sciences (UIPS), Panjab University be consulted for preparing suitable guidelines for awarding fellowships for reserved categories.

**Item no. 10: Ratification of appointment of Auditor, Procurement Officer and Data Entry Operator**

- i. The BOG ratified the Qualifications and Appointment of Auditor, Procurement Officer and Data Entry operator under TEQIP-II as it has already been approved by Hon'ble Vice Chancellor.
- ii. It was informed that the Internal Auditor, Mr. B.K Verma resigned on 23<sup>rd</sup> September 2015. Sh. Harish Chander Thakral has joined as Internal Auditor @ Rs.25,000/- fixed per month on 15<sup>th</sup> December 2015 for six working days in a week for six months or till the project last (with one day break after 89 days) purely on contractual basis under TEQIP-II..
- iii. As Mr. Hardeep Singh, Procurement Officer resigned on 23<sup>rd</sup> November 2015, Ms. Jyoti Sehgal joined as Procurement Officer @ Rs.30,000/- fixed per month on 16<sup>th</sup> February 2016 for six working days in a week for six months or till the project last (with one day break after 89 days) purely on contractual basis under TEQIP-II.
- iv. Mr. Dinesh Chand joined as Data Entry Operator @ Rs.15,000/- fixed per month on 19<sup>th</sup> February 2016 for six working days in a week for six months or till the project last (with one day break after 89 days) purely on contractual basis under TEQIP-II.
- v. The salary of these employees will be charged from the budget head %Incremental Operating Cost+. Details annexed in **Annexure 9**.

**Item no. 11: Ratification of increment of salary of TEQIP Staff**

The BOG ratified the increment of 10% of salary of TEQIP Staff (after the completion of one year) as approved in the Core Committee meeting dated 18.01.16, Pt. No. 7. (Minutes of Core Committee at **Annexure 10**)

**Item no 12: Ratification of Extension of contract of TEQIP-II staff**

The BOG ratified the extension of Contract of TEQIP Staff as has been already approved by the Hon'ble Vice Chancellor. The details are attached at **Annexure 11**.

**Item no 13: Approval of Action Taken Report**

The BOG approved the **Action Taken Report** as per recommendations of Performance Monitoring committee. The recommendations and Action Taken Report are annexed at **Annexure 12**.

**Item no 14: Approval of proposed activities with tentative budget**

The BOG approved tentative budget and dates of proposed academic events under TEQIP-II to be organized till September 2016. The list of various proposed events is attached at **Annexure 13**.

**Item no 15: Re-appropriation of Budget, TEQIP-II**

The BOG approved re-appropriation of budget of TEQIP-II with some modification (Re-appropriated budget after incorporating the suggested changes is attached at **Annexure 14**).

**Item no 16: Post-Facto Approval of change in procurement method for package no. TEQIP-II/CH/CH1G02/118**

The case of change in procurement method of 2 ton ACs (completed package no. **TEQIP-II/CH/CH1G02/118** as approved in 2<sup>nd</sup> BOG meeting dated August 3, 2013) was discussed in light of recommendations of 3 member committee constituted by honorable Vice Chancellor comprising of Prof. R.K. Chhabra, Prof. V.K. Rattan and Prof. R.K. Wanchoo. (Recommendations of the committee and comments of Internal auditor, TEQIP-II attached at **Annexure 15**)

The BOG approved the change in method of procurement i.e. Shopping to DGS&D rate contract for 15 nos of split AC 2 ton.

In this regard, the Vice-Chancellor desired that:

- i) All ACs purchased under TEQIP-II be installed at the earliest.
- ii) The electricity wiring wherever necessary be replaced.
- iii) The electricity load be set up in such a manner that all A.Cs are run with the existing electricity load.

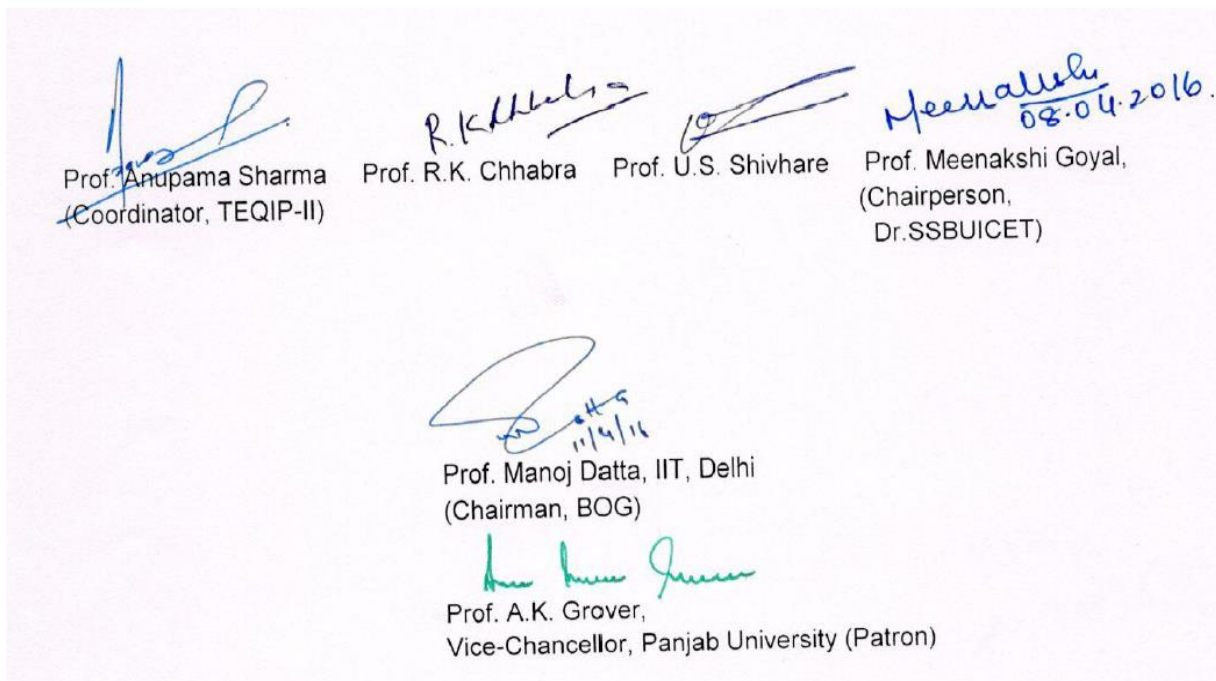
**Any other current item with the permission of the chair:**

1. The BOG approved the Change in Procurement method for purchase of rotor for Centrifuge+from Shopping to Direct Contract. The centrifuge has been purchased under TEQIP-II and rotor is an accessory for the centrifuge.
2. The BOG approved the TA/DA, registration fees, visa fees and other related expenses for attending international conferences (as per TEQIP-II rules for International travel) for the following six faculty members of SSBUI CET in anticipation to the receipt of acceptance of their abstracts subject to conditions laid down in the guidelines on International Travel issued by NPIU.
  - i. **Prof. Sushil Kansal** to present paper entitled "Development of Novel Visible Light Responsive Photocatalysts for Water Treatment+ at 20<sup>th</sup> Annual Green Chemistry & Engineering Conference at Portland, Oregon (USA) from June 14-16, 2016
  - ii. **Mr. Surinder Bhinder** to present paper entitled "Removal of impurities from n-Butane isomerization feedstock using Sodalight cage of Faujasite Zeolites+ at 20<sup>th</sup> Annual Green Chemistry & Engineering Conference at Portland, Oregon (USA) from June 14-16, 2016
  - iii. **Prof. Seema Kapoor** to present paper entitled "Study of Physico-Chemical, Structural, Thermal and In-Vitro Characteristics of Zinc and Magnesium substituted Nanodimensional Hydroxyapatite" at The 17<sup>th</sup> European Conference for Composite Materials (ECCM17) to be held in Munich, Germany from June 26-30, 2016

- iv. **Prof. Urvashi Gupta** to present paper entitled "Magneto-Convection of Binary Nanofluids" at "The 5<sup>th</sup> International Conference on Pure and Applied Mathematics 2016 at London, UK w.e.f. July 18-20 or Magneto-Convection of Binary Nanofluids" the 11th AIMS Conference on Dynamical Systems, Differential Equations and Applications, Orlando, Florida, USA, July 1- 5, 2016
- v. **Prof. Anupama Sharma** to present paper entitled "Bionanocomposites based on Unmodified and Surface Modified Nanofibrillated cellulose extracted from wheat straw" at The seventeenth European Conference for Composite Materials (ECCM17) to be held in Munich, Germany from June 26-30, 2016
- vi. **Dr. Santanu Basu** to present paper entitled "Influence of sugar substitutes in fruit jam Microstructure and Rheology" in 4<sup>th</sup> ISEKI Food conference (European Association for Integrating Food Science and Engineering Knowledge Into the Food Chain) to be held in Vienna, Austria from July 6-8, 2016

3. The BOG approved the appointment of Mr. Amrit Pal for the post of Data entry operator from the waiting list (as prepared for the said post through a due selection process conducted on 28 January 2016). The post has fallen vacant due to the resignation of Ms. Jyoti Sehgal as Data Entry Operator on account of her joining as Procurement Officer under TEQIP-II (after a due selection process)

**The meeting ended with a vote of thanks to the chair.**



Prof. Anupama Sharma  
(Coordinator, TEQIP-II)

Prof. R.K. Chhabra

Prof. U.S. Shivhare

Prof. Meenakshi Goyal,  
(Chairperson,  
Dr.SSBUI CET)

Prof. Manoj Datta, IIT, Delhi  
(Chairman, BOG)

Prof. A.K. Grover,  
Vice-Chancellor, Panjab University (Patron)