

राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान
सेक्टर 26, चंडीगढ़-160019

**AGENDA FOR THE
62nd MEETING OF THE BOARD OF GOVERNORS**

**DATE: 31.10.2023
VENUE: NITTTR, CHANDIGARH**

B.62.0 Welcoming the Chairman and Members

Prof. (Dr.) Bhola Ram Gurjar, Member Secretary and Director of the Institute welcomes and introduces Prof. VG Talawar, Hon'ble Chairman, Board of Governors, nominated by the Ministry of Education, Government of India vide letter No. F.No. 7-2/2019-TS-IV dated 14.08.2023 enclosed as **Annexure-I Page No. 01** and accepted by the Hon'ble Chairman vide email dated 31.08.2023 enclosed as **Annexure-II Page No. 02** and newly nominated member (Prof. BC Choudhary) of Board of Governors enclosed as **Annexure-III Page No. 03**.

PREVIOUS MEETING(S)

ITEM NO. B.62.1	TO CONFIRM THE MINUTES OF THE 61st MEETING OF THE BOARD OF GOVERNORS HELD ON 23.6.2023.
	The minutes of the 61 st meeting of the Board of Governors (BoG) of the institute held on 23.06.2023 at NITTTR, Sector-26, Chandigarh were circulated amongst all the members vide Institute letter No. NITTTR/Dir/Board Meeting/342-348 dated 04.07.2023 (Annexure -IV; Page No. 04 to 15). Since no comments were received from any member, hence, the same may be recorded as confirmed. As such approval of the Ministry has already been received vide letter F.No.7-10/2023-TS.IV dated 05.07.2023.
(For Consideration & Confirmation)	

B.62.2	ACTION TAKEN REPORT ON PREVIOUS DECISIONS.		
ITEM NO.	AGENDA	DECISION	ACTION TAKEN
B.61.1	TO CONFIRM THE MINUTES OF THE 60th MEETING OF THE BOARD OF GOVERNORS HELD ON 23.3.2023	As no comments were received from any of the esteemed members, hence, the minutes of the 60 th meeting of the Board of Governors (BoG) held on 23.3.2023 were recorded as confirmed.	Noted
B.44.4.5	UNCALLED FOR ACTION OF MR. SUNIL JASSAL, ASSOCIATE PROFESSOR OF DEPARTMENT OF	The esteemed Members of the BoG authorized the Director of the Institute to sign the letters for appointment of Inquiry Officer	Competent authority vide Letter No. NITTTR/Admn/EA-1/1434 dated 17.8.2023 has appointed Prof. (Dr.) JS Ubhi as Inquiry Officer.

	MECHANICAL ENGINEERING	and Presenting Officer on behalf of the BoG.	Further, vide Letter No. NITTTR/Admn/ EA-1/ 1437 dated 17.08.2023 Mrs. Shano Solanki has been appointed as Presenting Officer. (Annexure – V, Page No. 16 to 17).
B.55.5.5	TO REPORT THE MEETING OF THE COMMITTEE TO LOOK INTO HARASSMENT AGAINST WOMEN	The Institute was advised to constitute a Committee with three external Members including one female member to examine the reply to the chargesheet and report in the next BOG meeting.	Committee has been constituted with three external members. Examination by external committee members is under process.
B.60.3.1	PLACEMENT OF STATUS REPORT ON VARIOUS ISSUES RELATED TO THE INSTITUTE	<p>(10) Status of filling up of vacant posts since last Board Meeting</p> <p>Noted. The correction of Jr. Secretariat Assistant (JSA) 13 posts instead of 10 JSA was also approved.</p> <p>Advt. No.216/2022 has been issued for the posts of Senior Producer (1 No.), Estate Officer (1 No.), Senior Library Information Assistant (2 Nos.), Technician (3 Nos.), Stenographer Grade-II (5 Nos.) and JSA (13 Nos.)</p>	<p>Appointment letters have been issued for 19 non-teaching posts i.e. Stenographer Grade-II (5 Nos.), JSA (13 Nos.) and Estate Officer (1 No.). (Annexure – VI, Page No. 18). For the post of Senior Producer, none found suitable (NFS).</p> <p>Recruitment of Technicians is under process.</p> <p>In compliance of the MoE letter F. No.7-15/2023-IS-IV dated 10.10.2023, posts of Senior Library Information Assistant is being cancelled. It will be advertised after changing its recruitment rules through Cadre Review Committee constituted by the Ministry vide letter No. F. No. 9-2/2021-TS-IV dated 03.08.2023. (Annexure – VII, Page No.19 to 20)</p>

<p>ITEM NO. B.61.5.3</p>	<p>PROPOSAL OF RECRUITMENT OF 'TECHNICIANS' (BEING RENAMED AS TECHNICAL ASSISTANT GRADE-II) AS PER PREVIOUS RECRUITMENT RULES ISSUED BY MoE VIDE F. No. 7-7/2015-TS.IV DATED 29.06.2016</p>	<p>After detailed discussions and deliberations, the Board permitted the institute to fill up the already advertised three posts of Technician (being renamed as Technical Assistant Grade-II) as per the approved Recruitment Rules issued by Ministry vide No. F. No. 7-7/2015-TS.IV dated 29.06.2016. However, for advertisement of additional posts of Technicians, it was advised to take up the case for removal of anomalies in common RRs with the Ministry.</p>	<p>Recruitment process for the posts of Technician is under process.</p>
<p>ITEM NO. B 61.5.4</p>	<p>THE PROPOSAL FOR ADVERTISEMENT OF NON-TEACHING POSITIONS</p>	<p>After detailed deliberations, the Board permitted the institute to fill-up the vacant non-teaching positions as per the approved recruitment rules subject to adherence to the timeline projected to the Ministry/DoPT under Mission Recruitment. The Board permitted the institute to fill-up the vacant posts through National Testing Agency (NTA). However, the Board advised that in case any delay is foreseen or observed in recruitment process through NTA, the recruitment can be undertaken and completed by the institute itself.</p>	<p>Institute has published the advertisement No. 227/2023 for the post of: Junior System Engineer (1 No), Account Officer (1No), Senior Production Assistant (1No.), Personal Assistants (7 Nos.) and Multi Tasking Staff (19 Nos.) (Total 29 posts). Last date to receive the applications is 17.11.2023 (Annexure - VIII, Page No. 21).</p>

<p>ITEM NO. B 61.5.5</p>	<p>TO CONSIDER APPOINTMENT OF DEANS AND ASSOCIATE DEANS BY THE DIRECTOR</p>	<p>After detailed discussions and deliberations, the proposal, as per practices being followed in the leading CFTIs (e.g. IIT Roorkee), was approved by the Board.</p>	<p>Appointments have been made as per details as under:- (I) Dean (Admn & Finance) vide Office order No. 214 dated 09.09.2023 (II) Associate Dean for (Faculty & Staff) vide Office order No. 243 dated 29.09.2023 (III) Associate Dean (Outreach and Resource Generation) vide Office Order 245 dated 30.09.2023 (IV) Associate Dean for (Academics & Students) vide Office Order No. 250 dated 04.10.2023. (Annexures – IX, Page No. 22 to 25)</p>
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<p>ITEM NO. B 61.5.6</p>	<p>TO CONSIDER THE HEADSHIP BY ROTATION AMONG THE PROFESSORS AND ASSOCIATE PROFESSORS IN THE DEPARTMENTS/ CENTRES/ UNITS/ SECTIONS, ETC.</p>	<p>After detailed discussions and deliberations, the proposal, as per practices being followed in the leading CFTIs (e.g. IIT Roorkee), was approved by the Board.</p>	<p>Action under process.</p>
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<p>ITEM NO. B 61.5.7</p>	<p>TO CONSIDER PROVIDING THE FURNISHED ACCOMMODATION FOR THE DIRECTOR</p>	<p>After detailed discussions and deliberations, the proposal, as per practices being followed in the leading CFTIs (e.g. IIT Kanpur), was approved by the Board. However, the total expenditure on new procurements is subject to the maximum ceiling of Rs. 3.00 lakhs during the tenure of a Director.</p>	<p>Office Order No.219 dated 18.09.2023 has been issued for the same. (Annexure – X, Page No. 26).</p>
<p>ITEM NO. B 61.5.8</p>	<p>TO CONSIDER ALLOWING FACULTY MEMBERS TO CONTRIBUTE TO OTHER DEPARTMENTS / CENTRES AS A JOINT FACULTY</p>	<p>After detailed discussions and deliberations, the Board approved the proposal. However, in the interest of the Institute, the Director is empowered to assign additional duties to any faculty / staff members, as per present practice.</p>	<p>Circular No. 51 dated 02.08.2023 has been issued for inviting applications from interested faculty for the same. (Annexure – XI, Page Nos. 27 to 28).</p>

<p>ITEM NO. B 61.5.9</p>	<p>PROPOSAL FOR RESTRUCTURING OF SANCTIONED POSTS OF STAFF AT THE INSTITUTE</p>	<p>The Board, after deliberations, approved as under:</p> <p>(i) Renaming of technical posts necessitated due to the issuance of common Recruitment Rules (RR) issued by MoE vide F. No. 23-5/2015-TS-IV dated 07.08.2018.</p> <p>(ii) Renaming of Hindi Translator and Sr. Hindi Translator posts as per instructions from MoE vide F. No. 13035-5/2013-RBA dated 06.12.2019. There will be no financial implication.</p> <p>For other issues mentioned in the agenda item, the Board advised the institute to send the detailed proposal for restructuring of sanctioned posts of staff to the Ministry for its consideration.</p>	<p>Office Order No. 148 dated 27.07.2023 and Office Order No. 20 dated 28.08.2023 has been issued. (Annexure-XII, Page No. 29 to 30).</p> <p>A committee for Internal Cadre Review has been constituted vide Office Order No. 168 dated 11.08.2023. (Annexure-XIII, Page No. 31)</p> <p>Action is under process.</p>
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ITEM NO. B 61.5.10	THE PROPOSAL FOR RE-ADVERTISEMENT OF FACULTY POSITIONS	After detailed discussions and deliberations, the Board permitted the institute to cancel the Advt. No. 197/2021 dated 01.08.2021 and Advt. No. 215/2022 dated 07.10.2022 for teaching posts so as to enable the institute to prepare and follow fresh rosters in accordance with the guidelines issued by the Govt of India. The institute was also permitted to re-advertise all the remaining vacant faculty positions also and to initiate the recruitment process, as per the approved procedures. The institute was also advised to upload the rosters of reservation on its website for a certain period to invite comments/suggestions from stakeholders.	Consequent on a representation by one of the applicant to the National Commission for SC/ST, the existing reservation roster register for 04 Assistant Professor posts has been reviewed and finalized. The advertisement for 04 posts of Assistant Professors shall be published shortly.
ITEM NO. B 61.5.11	CONSTITUTION OF REFERRAL BOARD FOR REPRESENTATIONS AGAINST APARs	The Board, after deliberations, advised the Institute to take up the matter with more information and details in the subsequent meetings.	An agenda is being re-submitted at Item No. B 62.5.2.
ITEM NO. B.61.5.12	RE-ENTRUSTMENT OF AUDIT IN RESPECT OF ACCOUNTS OF NITTTR FOR FURTHER PERIOD OF FIVE YEARS FROM 2023-24 TO 2027-28	The Board approved the proposal for re-entrustment of the Accounts of NITTTR, Chandigarh to C&AG of India for a period of five years from 2023-24 to 2027-28 under Section 20(1) of CAG's (DPC) Act 1971, as the same has already been taken up with Ministry of Finance by the Ministry of Education.	An approval has been received from the Ministry of Education vide letter F.No7-7/2023-TS.IV dated 03.07.2023 (Annexure - XIV, Page No. 32 to 35)

<p>ITEM NO. B 61.5.13</p>	<p>The Board approved the training policy for non-teaching employees of the institute as under:</p>				<p>Circular No. 20 dated 09.10.2023 has been issued. (Annexure- XV, Page No. 36).</p>																								
<table border="1"> <thead> <tr> <th rowspan="2">Type of Training</th> <th colspan="2">Current Max. amount for training per person (Rs)</th> <th colspan="2">Proposed Max. amount for training per person (Rs.)</th> <th colspan="2">Frequency of Training per person</th> </tr> <tr> <th>1 week</th> <th>2 weeks</th> <th>1 week</th> <th>2 weeks</th> <th>Current</th> <th>Revised</th> </tr> </thead> <tbody> <tr> <td>Residential Training</td> <td>35,000</td> <td>50,000</td> <td>45,000</td> <td>60,000</td> <td rowspan="2">Once in 3 years</td> <td rowspan="2">Once in 2 years</td> </tr> <tr> <td>Non-Residential Training</td> <td>25,000</td> <td>30,000</td> <td>35,000</td> <td>40,000</td> </tr> </tbody> </table>	Type of Training	Current Max. amount for training per person (Rs)		Proposed Max. amount for training per person (Rs.)			Frequency of Training per person		1 week	2 weeks	1 week	2 weeks	Current	Revised	Residential Training	35,000	50,000	45,000	60,000	Once in 3 years	Once in 2 years	Non-Residential Training	25,000	30,000	35,000	40,000	<p>NOTE:</p> <ul style="list-style-type: none"> ❖ The training of short duration i.e. less than 5 days or costing less than Rs. 5000/- will not be included in frequency restriction clause. ❖ The names for staff training for costing more than Rs. 5000/- are to be recommended by Staff Training Committee. ❖ Separate registers for records of trainings to be maintained. <p>The Board advised the institute to send its employees for training to Institute of Secretariat Training and Management (ISTM) also on priority basis, which conducts various types of beneficial training programmes / workshops for employees of the ministries / central government departments and the autonomous bodies.</p>		
Type of Training		Current Max. amount for training per person (Rs)		Proposed Max. amount for training per person (Rs.)		Frequency of Training per person																							
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<p>ITEM NO. B 61.5.14</p>	<p>TO CONSIDER AND APPROVE THE POLICY FOR HIGHER STUDIES FOR NON-TEACHING EMPLOYEES</p>	<p>After detailed deliberations, the esteemed Members of the Board authorized the Director of the institute to take decision on case-to-case basis for permitting non-teaching employees for higher studies, keeping in mind the interest of the institute.</p>		<p>Circular No. 9 dated 02.08.2023 has been issued. (Annexure – XVI, Page No. 37).</p>																									

<p>ITEM NO. B 61.5.15</p>	<p>NOMINATION OF ONE DIRECTOR, TECHNICAL EDUCATION AND ONE MEMBER OF BOG FOR SCREENING OF CASES OF GROUP 'A' EMPLOYEES.</p>	<p>The Board advised the institute to follow the FR 56 (j), Rule 48 of CCS Pension Rule 1972 and DoPT OM No.25013/03/2019-Estt.A-IV dated 28.08.2020, to screen/ review the cases of Group 'A' & 'B' who have attained the age of 50/55 years or have completed 30 years of qualifying service (whichever is earlier) for their further continuation in service.</p> <p>The Board approved the constitution of Committee for screening of case of group 'A' employees who have attained the age of 50 years of age or have completed 30 years of services, as under:</p> <table border="1" data-bbox="691 954 1090 1496"> <tr> <td data-bbox="691 954 746 1061">(i)</td> <td data-bbox="746 954 943 1061">Director NITTR Chandigarh</td> <td data-bbox="943 954 1090 1061">Chairman</td> </tr> <tr> <td data-bbox="691 1061 746 1223">(ii)</td> <td data-bbox="746 1061 943 1223">One nominee of VC-PU Chandigarh</td> <td data-bbox="943 1061 1090 1223">Member</td> </tr> <tr> <td data-bbox="691 1223 746 1496">(iii)</td> <td data-bbox="746 1223 943 1496">Two external Experts to be nominated by the Director, NITTR Chandigarh</td> <td data-bbox="943 1223 1090 1496">Members</td> </tr> </table> <p>The Board further advised that the institute should regularly screen/ review such cases of its Group 'A' employees who have attained the age of 50 years of age or have completed 30 years of services.</p>	(i)	Director NITTR Chandigarh	Chairman	(ii)	One nominee of VC-PU Chandigarh	Member	(iii)	Two external Experts to be nominated by the Director, NITTR Chandigarh	Members	<p>Action under process.</p>
(i)	Director NITTR Chandigarh	Chairman										
(ii)	One nominee of VC-PU Chandigarh	Member										
(iii)	Two external Experts to be nominated by the Director, NITTR Chandigarh	Members										

ITEM NO. B.62.3: ITEMS FOR REPORTING

ITEM NO. B 62.3.1 PLACEMENT OF STATUS REPORT ON VARIOUS ISSUES RELATING TO THE INSTITUTE.

As per directions received from the Ministry of Human Resource Development vide its letter No. 4-6/2006-TS. IV (Part) dated 06.12.2006 and letter No.23-4/2-014-TS-IV dated 11.09.2014, the 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.
5. Pending vigilance matters and enquiry report thereto.
6. Redressal of public grievances.
7. Status of achievement of different target provided in Result Framework.
8. Expenditure made in both and Non-Plan Heads, since last Board meeting.
9. The release of Plan and Non-Plan fund from the Ministry against the allocation.
10. Status of filling up of vacant post since last Board meeting.

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

There is no backlog vacancy of SC/ST and OBC at this institute at the present moment.

2. Annual Report and Audited Accounts.

Annual Accounts of the Institute for the financial year 2022-2023 have been audited by the office of the Comptroller & Auditor General of India, Chandigarh. Audit certificate has received from Office of the Director General of Audit (Central), Chandigarh vide letter No.724 dated 08.09.2023. The same are being submitted for approval.

3. Comments in respect of outstanding Audit Paras.

There are 22 outstanding audit paras which are being pursued with the Audit Office for settlement. The year wise numbers of the 22 outstanding paras are as under: -

Year	No. of Outstanding Paras
2002-2003	1
2013-2014	1
2016-2017	3
2017-2018	1
2018-2019	1
2019-2020	5
2021-2022	10
Total	22

However, these paras are not part of the portal of the Central Audit.

4. Progress of Revenue and Capital Expenditure.

The status of progress of Capital and Revenue Expenditure upto 10.10.2023 is given at the Sr. No. 8.

5. Pending vigilance matters and enquiry report thereto.

There are 02 Nos. vigilance matters in the institute.

6. Redressal of public grievances.

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

7. Status of achievement of different targets provided in Result Framework Document.

The targets achieved are to be placed on the table for consideration and suggestion of esteemed members.

8. Expenditure made in the both Capital and Revenue Heads.

Particulars	Progressive Expenditure upto 10.10.2023 (Rs.in lakhs)
Revenue: Training – Recurring & Pension etc. (OH-31)	715.15
Capital: On Recurring (OH-35)	68.59
Revenue: Salary & Retirement Benefits (OH-36)	1580.26
Non- Salary: from IRG	94.18
Total:-	2458.18

9. Release of Capital and Revenue funds from the Ministry against the allocation.

Particulars	Rs. In Lakhs	
	Budget Allocation	Grant-in-aid Received as on 10.10.2023
Revenue: Training-Recurring and Pension etc. (OH-31)	300.00	-
Capital: Non-Recurring (OH-35)	200.00	-
Revenue: Salary & Retirement Benefits (OH-36)	2800.00	1200.00
Total:	3300.00	1200.00

10 Status of filling up of vacant posts since last Board meeting.

The Institute has issued appointment letters for 19 non-teaching posts i.e. Stenographer Grade-II (5 Nos.), JSA (13 Nos.) and Estate Officer (1 No.).

In compliance of the MoE letter F. No.7-15/2023-IS-IV dated 10.10.2023, posts of Senior Library Information Assistant is being cancelled. It will be advertised after changing its recruitment rules through Cadre Review Committee constituted by the Ministry vide letter No. F. No. 9-2/2021-TS-IV dated 03.08.2023. The recruitment of Technicians is under process.

Institute has published the advertisement No. 227/2023 for the post of 01-Junior System Engineer, 01-Account Officer, 01-Senior Production Assistant, 07-Personal Assistants and 19-Multi Tasking Staff (Total 29 posts).

ITEM NO.	TO REPORT REGARDING JOINING OF NEWLY RECRUITED STAFF
B 62.3.2	
The following newly recruited staff has joined the institute:	

Sr. No.	Name	Date of Joining	Designation	Office Order No. and Date
1.	Sh. Sudesh Kumar Rathore	20.09.2023	Estate Officer	254/09.10.2023
2.	Sh. Mohit	22.09.2023(AN)	JSA	249/04.10.2023
3.	Mrs. Suman Bala	26.09.2023(FN)	JSA	264/11.10.2023
4.	Sh. Parveen	26.09.2023(FN)	JSA	260/10.10.2023
5.	Sh. Kartik Sharma	26.09.2023(FN)	JSA	261/10.10.2023
6.	Sh. Ashish	26.09.2023(AN)	JSA	258/10.10.2023
7.	Sh. Himanshu Chauhan	26.09.2023(AN)	JSA	259/10.10.2023
8.	Sh. Chetanjit Singh	29.09.2023(FN)	JSA	Under process
9.	Sh. Pranay Rawat	29.09.2023(FN)	JSA	Under process
10.	Sh. Rohit	11.10.2023(FN)	JSA	Under process
11.	Miss Muskan Saha	26.09.2023(FN)	Stenographer Grade-II	257/10.10.2023
12.	Sh. Vivek	26.09.2023(AN)	Stenographer Grade-II	256/10.10.2023
13.	Sh. Abhishek Chauhan	26.09.2023(AN)	Stenographer Grade-II	262/10.10.2023

The following newly recruited staff members have applied for extension of joining date:

Sr. No.	Name	Designation	Extension upto
1.	Saurav S/o Shri Umar Singh	JSA	01.11.2023
2.	Gaurav S/o Sh. Ashok Kumar	Stenographer Grade-II	18.10.2023
3.	Asif Khan S/o Sh. Mohmad Saleem	JSA	26.10.2023
4.	Mr. Aman Singh Bist S/o Sh. Raghbir Singh Bist	JSA	01.12.2023
5.	Mr. Manik Kumar S/o Sh. Suresh Kumar	Stenographer Grade-II	17.01.2024

NOTE: Institute has issued the offer of appointment for 13 Nos. of Junior Secretariat Assistant (JSA) posts. Shri Manik Kumar, who was offered appointment for the post of Junior Secretariat Assistant, has informed the institute that he will not join the post of Junior Secretariat Assistant. Accordingly, appointment letter issued to Shri Manik Kumar for the post of Junior Secretariat Assistant is being cancelled and vacant post will be offered to the candidate, who is in the waiting list in the respective category.

ITEM NO. B.62.4 ITEMS FOR RATIFICATION

ITEM NO. B.62.4.1	TO RATIFY TO PROVIDE LIEN ON TECHNICAL RESIGNATION AND RELIEVING OF DR HEMANT KUMAR VINYAK, ASSOCIATE PROFESSOR
	The Hon'ble Chairman of Board of Governors vide U.O. No. NITTTTR/Admn./1 dated 08.09.2023 has approved the Technical Resignation of Dr. Hemant Kumar Vinayak by keeping the lien in the Institute for the period of two years and relieve him before 08.09.2023 to enable him to join at National Institute of Technology, Hamirpur, Himachal Pradesh. (Annexure – XVII, Page No. 38-39).
THE BOARD OF GOVERNORS MAY RATIFY THE DECISION OF THE CHAIRMAN, BOARD OF GOVERNORS	
ITEM NO. B.62.4.2	TO CONSIDER, ALLOW OPENING OF SEALED ENVELOPES CONTAINING SELECTION SHEETS AND APPROVE THE RECOMMENDATION SUBMITTED BY THE SELECTION COMMITTEE AGAINST ADVERTISEMENT NO. 216/2022 FOR THE POSTS OF JUNIOR SECRETARIAT ASSISTANT, STENOGRAPHER GRADE- II, SENIOR PRODUCER AND ESTATE OFFICER AT NITTTTR, CHANDIGARH.
	The Hon'ble Chairman of Board of Governors vide U.O. No. NITTTTR/Admn./2 dated 16.09.2023 has allowed the institute to open the sealed envelopes containing selection sheet(s) finalized by the Selection Committees and approved the merit list of the candidates recommended by the Selection Committee. (Annexure – XVIII, Page No. 40).
THE BOARD OF GOVERNORS MAY RATIFY THE DECISION OF THE CHAIRMAN, BOARD OF GOVERNORS	
ITEM NO. B.62.4.3	RELIEVING OF PROF. (DR.) AMOD KUMAR, HEAD - ECE DEPARTMENT - REGARDING
	The Hon'ble Chairman of Board of Governors vide U.O. No. NITTTTR/Admn/3 dated 18.09.2023 has approved the superannuation of Prof. (Dr.) Amod Kumar on 30.9.2023 on attaining the 65 years age for faculty position. (Annexure – XIX, Page No. 41).
THE BOARD OF GOVERNORS MAY RATIFY THE DECISION OF THE CHAIRMAN, BOARD OF GOVERNORS	

ITEM NO. B.62.4.4	TO CONSIDER AND ALLOW TO ISSUE APPOINTMENT LETTERS AS PER APPROVED RECOMMENDATION SUBMITTED BY THE RESPECTIVE SELECTION COMMITTEES AGAINST THE ADVERTISEMENT NO. 216/2022 FOR THE POSTS OF JUNIOR SECRETARIAT ASSISTANT, STENOGRAPHER GRADE-II, ESTATE OFFICER AND SENIOR PRODUCER AT NITTTR CHANDIGARH.
	The Hon'ble Chairman of Board of Governors in continuation to U.O. No. NITTTR/Admn./2 dated 16.09.2023 vide U.O. No. NITTTR/Admn./3A dated 18.09.2023 has approved the selection sheets and allowed the Institute to issue the appointment letters as per the merit recommended by the respective Selection Committee. (Annexure – XX, Page No. 42).
THE BOARD OF GOVERNORS MAY RATIFY THE DECISION OF THE CHAIRMAN, BOARD OF GOVERNORS	
ITEM NO. B.62.4.5	TO APPROVE THE FINANCIAL POWERS OF DDO/ACO, SR. ADO/DEAN (ADMINISTRATION AND FINANCE) AND DIRECTOR FOR SIGNING CHEQUES OR MAKING PAYMENT THROUGH NEFT/RTGS - REGARDING
	The Hon'ble Chairman of Board of Governors vide U.O. No. NITTTR/Admn/4 dated 22.09.2023 has approved the proposal of financial powers delegated to the FIA shall now be delegated to the Dean (Administration and Finance) (Annexure – XXI, Page No. 43).
THE BOARD OF GOVERNORS MAY RATIFY THE DECISION OF THE CHAIRMAN, BOARD OF GOVERNORS	
ITEM NO. B.62.4.6	TO ENGAGEMENT OF ACCOUNTS OFFICER ON CONTRACT BASIS FROM RETIRED EMPLOYEES - REGARDING.
	The Hon'ble Chairman of Board of Governors vide U.O. No. NITTTR/RA/5 dated 25.09.2023 has approved the proposal to engage Accounts Officer on contract basis from retired Asst. Accounts Officer/Senior Accounts Officer/ Asst. Audit Officer/Senior Audit Officer based on approval of BoGs decision dated 22.03.2018 on his last basic pay minus pension, for two years (extendable) upto the age of 65 years. (Annexure – XXII, Page No. 44).
THE BOARD OF GOVERNORS MAY RATIFY THE DECISION OF THE CHAIRMAN, BOARD OF GOVERNORS	
ITEM NO. B.62.4.7	FORWARDING OF APPLICATION OF DR. SURESH KUMAR DHAMEJA TO OTHER ORGANIZATION
	Dr. Suresh Kumar Dhameja, who is holding the position of Professor in EDIC Department has applied for the post of Director General of CPSC, Manila, Philippines. His application has been forwarded on 25.09.2023 for the same. This is as per the Institute norms. (Annexure – XXIII Page No. 45).
THE BOARD OF GOVERNORS MAY RATIFY THE DECISION OF THE CHAIRMAN, BOARD OF GOVERNORS	

ITEM NO. B 62.5	ITEMS FOR CONSIDERATION AND APPROVAL
ITEM NO. B 62.5.1	APPROVAL OF THE MINUTES OF 58 TH FINANCE COMMITTEE MEETING HELD ON 31.10.2023.
	The minutes of the 58 th meeting of Finance Committee held on 31.10.2023 will be circulated to all esteemed members for approval through circulation
ITEM NO. B 62.5.2	APPROVAL OF THE ANNUAL REPORT AND AUDITED ACCOUNTS OF THE INSTITUTE FOR THE YEAR 2022-23
	<p>The Annual Report of the institute indicating various projects, programmes and initiatives undertaken by the Institute during the year 2022-23 has been finalized. A draft copy of the Annual Report is attached as Annexure - XXIV Separate Booklet.</p> <p>Annual Accounts of the Institute for the financial year 2022-23 have been audited by the C&AG of India and have been received vide letter No. DGA/(C)/SAR NITTTRC/2022-23/23-24/724 dated 08.09.2023 and has been inserted in the above annual report of the institute.</p>
	HON'BLE MEMBERS OF THE BOG MAY KINDLY APPROVE
ITEM NO. B 62.5.3	CONSTITUTION OF REFERRAL BOARD FOR REPRESENTATIONS AGAINST APARs.
	<p>NITTTR Chandigarh follows DOPT instructions for timelines and filling-up APARs for faculty and staff (copy attached). As per the guidelines from DOPT, the copy of APAR is provided to the respective individuals after acceptance of the APARs by accepting authority. After receipt of the copy of APAR, the individual is given 15 days' time for any representation against APAR. Till date, any representation received was sent to reporting officer, reviewing officer and accepting officer. There was no constitution of 'Referral Board' till date. As per the general guidelines for filling-up the APAR form, provided at DOPT website, the following provisions exist:-</p> <p>Representations</p> <p>The appraisee may submit a representation against any observation in his/her performance appraisal. It is expected that such a representation would only be against factual observations and not any subjective assessment of the reporting and review authority. In case a representation is submitted, it should be routed through the reporting and reviewing officers to reach the cadre controlling authority. In case the reporting or reviewing officers, being satisfied with the contentions made by the appraisee, wish to change any of the remarks or assessments, they may do so. In case they are not satisfied, they may give their observations, if any, on the representation of the appraisee. The cadre</p>

	<p>controlling authority would place the representation along-with any remarks made by the reporting and reviewing authorities, on the representation, before a "Referral Board" to be specifically constituted for the purpose of deciding on such representations. The decision of the Referral Board would be final and it may result in the grades being amended in the light of any representation that the Board may accept. In case the appraiser has alleged mala fide against the reporting and/or reviewing officers, the Referral Board would examine the claim. In case it is found that the allegation is without factual basis, the Referral Board would enter the finding and, if necessary, record an appropriate stricture in the PAR for that year. At the same time, if the claims are found to be true, it may be reflected appropriately in the report of the reporting/reviewing officer.</p> <p>The proposal for constitution of Referral Board for representation against APARs was taken up in 61st meeting of BOG wherein it was advised to take up the matter in the subsequent meeting.</p> <p>In view of the above, the Institute proposes constitution of 'Referral Board' with the following composition:</p> <ol style="list-style-type: none"> 1. Chairperson BoG or nominee 2. Two members : To be nominated by the BoG 3. Director: Member Convener
	HON'BLE MEMBERS OF THE BOG MAY KINDLY APPROVE
ITEM NO. B 62.5.4	ISSUANCE OF LETTER OF INTENT (LoI) TO NITTTR CHANDIGARH FOR FULFILLMENT OF NECESSARY CONDITIONS FOR DECLARATION OF NITTTR CHANDIGARH AS AN INSTITUTION DEEMED TO BE UNIVERSITY UNDER DISTINCT CATEGORY UNDER SECTION 3 OF THE UGC ACT, 1956 - REGARDING.
	Government of India, Ministry of Education (Siksha Mantralaya) Department of Higher Education (Uchcharat Siksha Vibhag), ICR Division, New Delhi vide letter F.No.9-2/2021-U.3(A) dated 25.09.2023 has issued Letter of Intent (LoI) to fulfill the conditions for final approval for declaration of NITTTR Chandigarh as an Institution deemed to be University under Distinct category. (Annexure – XXV, Page No. 46 to 47).
	FOR INFORMATION OF HON'BLE MEMBERS OF THE BOG FOR FURTHER GUIDANCE
ITEM NO. B 62.5.5	RECONSIDERING THE DECISION OF BOG IN ITS 37TH MEETING HELD ON 03.03.2017 REGARDING ANNUAL INCREMENTS TO LECTURER (SELECTION GRADE).
	Board of Governors in its 37 th meeting held on 03.03.2017 vide item No. 37.4.1 recommended to stop the annual increments of the following four faculty members, who did not complete the Ph.D

within seven years from the date of their promotion to erstwhile Assistant Professor (Now Associate Professor) under Career Advancement Scheme (CAS). Subsequently an office order No. 13 dated 17.04.2017 was issued for stoppage of annual increments. (**Annexure-XXVI, Page No. 48 to 49**)

Sr. No.	Name of the faculty members
1.	Er. Suresh Kumar Gupta
2.	Er. Rama Chhabra
3.	Er. Vinod Kumar
4.	Er. Sunil D Jassal

As a consequence, above faculty members filed a Civil Writ petition in the Hon'ble Punjab and Haryana High Court at Chandigarh. In pursuance of directions of the Hon'ble High Court of Punjab & Haryana, Chandigarh, the increments of above faculty members were restored vide office order No. 99 dated 17.8.2017 and office order No. 209 dated 08.12.2017 (**Annexure-XXVII, Page No. 50 to 51**).

The amount which was recovered from the following faculty members before the directions of the Hon'ble High Court of Punjab & Haryana, Chandigarh is given below (**Annexure XXVIII, Page No. 52 to 55**):

Sr. No.	Name of the faculty members	Amount recovered
1.	Er. Suresh Kumar Gupta	1,46,389/-
2.	Er. Rama Chhabra	1,35,395/-
3.	Er. Vinod Kumar	16,675/-
4.	Er. Sunil D Jassal	Nil

Consequent upon the representations received from the above faculty members, a committee was constituted by the Director for thorough examination and logical interpretation of AICTE Notifications/Guidelines/ Clarifications etc. related to the case. The Committee thoroughly examined the case as per AICTE Gazette notifications, guidelines and clarifications issued from time to time. One of the important guidelines states that "Assistant Professor completing three years of teaching in the grade of Rs. 8000 (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the Pay Band of Rs. 37400-67000 with next higher grade of Rs. 9000 (stage 4) and to be designated as Associate Professor. However those joining the Service after 5th March 2010 shall have also earned Ph. D in addition to above mentioned requirements to move to the stage-4". After detailed deliberations the committee recommended the following:

"Since all the four faculty members were designated/granted (in - situ promotion) as erstwhile Assistant Professor (Now Associate

	<p>Professor) before 5th March, 2010 and they joined the service in the institute before 5th March, 2010, so the condition of Ph.D. degree is not mandatory for their re-designation as Associate Professor in the pay scale Rs. 37400-67400 with Grade Pay of Rs. 9,000/- as per 6th CPC (Pay Matrix Level 13A1 as per 7th Pay Commission).” The copy of the recommendations of the committee dated 24.05.2023 duly approved by the Director is enclosed. (Annexure-XXIX, Page No. 56 to 58)</p> <p>In this context, it is also important to bring to kind notice of worthy members of BOG that in its 53rd meeting of BOG vide item No. B.53.5.6 held on 23.03.2021 (Annexure-XXX, Page No. 59 to 63), it has also approved the designation of “Associate Professor” without Ph.D. to two faculty members of the Institute based on the clause 3.8 of AICTE Gazette notification dated 08.11.2012. (Annexure-XXXI, Page No. 64).</p> <p>Keeping in view of above, the esteemed members of BOG are requested to kindly re-consider decision of BOG in its 37th meeting held on 03.03.2017 vide item No. 37.4.1.</p>
	<p>HON’BLE MEMBERS OF THE BOG MAY KINDLY RE-CONSIDER AND APPROVE</p>

<p>ITEM NO. B.62.6</p>	<p>ANY OTHER ITEM(S) WITH THE PERMISSION OF THE CHAIR</p>
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