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Minutes of Meeting of Human Resource Committee held on 27.11.2012 in the office of Director General Pushpa Gujral Science City, Chandigarh.

Following members attended the meeting

1. Dr. R.S Khandpur, DG, PGSC	Chairman
2. Dr. Abhijit Mukherjee, Director, Thapar University	Member
3. Mr. A. Palanivel, Registrar, IIT Ropar	Member
4. Dr. Buta Singh, Dean (Academics)	Member
5. Dr. H. S Bains, Registrar, PTU	Member
6. Mr. S.K Mishra, Director Finance, PTU	Special Invitee

1. To Consider Creation of Posts for PITTTR

To develop professional competence of existing and perspective faculty members working in 380 institutes affiliated to the University, PTU proposes to establish a dynamic and constantly agile institute Punjab Institute of Technical Teachers Training & Research (PITTTR) with two campuses for short term courses and long term courses.

The Detailed Project Report to establish Punjab Institute of Technical Teachers Training & Research (PITTTR) has already been approved by the BOG of PTU in its 46th meeting held on 16.4.2012. Item No. 46.18.1

Detail of required manpower for PITTTR and financial implications are attached at **Annexure A & B** respectively.

Manpower requirement and financial implications for the year 2012-13 are at **Annexure C & D** respectively.

The matter is placed before the committee for Consideration for sanctioning the posts as per **Annexure "A"** and approval of recruitment as per **Annexure "C"**

Recommendations of the committee :-

The Committee discussed the issue and recommended that in the initial phase the recruitments be carried out only for the following positions :-

- (a) Director - 01
- (b) Assistant Professor - 02 (01 Engineering, 01 Management)
The position be filled up as Programme Co-ordinator with the eligibility criteria as that of Assistant Professor
- (c) Librarian - 01
- (d) Assistant Registrar - 02 (01 Accounts, 01 Administration)
- (e) Office Assistant - 02 (01 for Director, 01 for Office Work)

All the supporting services like Attendant, Safai Workers, Mali, Security, Driver etc be outsourced. The positions so filled up shall be on transferable basis.

The committee desired that the revised financial implications be planned and permission for advertising these 08 positions be sought from the court.



2. To consider Policy on Upgradation of Employees

Few employees of the University working in different categories have requested for up gradation on account of enhancement of qualification/possession of higher qualification, in their present designations. The detail of all such employees is at Annexure "E".

These employees had joined in their respective cadres with effect from their date of appointment/regular appointment at the University through a proper selection procedure. As per their application, they have requested to upgrade them to the next higher post. The University at present doesn't have a policy to consider their request.

In this regard, the Punjab Technical Education and Industrial Training (Group 'C') Directorate Ministerial Service Rules, 2011 may kindly be referred to which reads as follows:-

For promotion to the post of clerk, 15% of the total sanctioned positions are filled up. The qualification and experience for promotion is:-

"From amongst the Class-IV employees working under the control of the Director and who have an experience of working as such for a minimum period of five years and who have passed Matriculation examination from a recognized University of Institution and who qualify a test in Punjabi type writing to be held by the appointing authority at such speed as may be specified by the Punjab Government time to time."

The matter is placed before the committee for Consideration as per **Annexure "E"**

Recommendations of the committee :-

The Committee discussed the issue and recommended that for considering the upgradations as per the Punjab Govt. Rules referred in the Agenda above, the 15% reservation of the total sanctioned positions shall be taken care of subject to availability of posts in the next higher cadre alongwith consideration of the Annual Confidential Reports.

The committee also recommended that to encourage the employees for improving their qualifications and thus the productivity for the welfare of the University, incentive increments to the tune of one increment only, once in life time be granted on account of acquiring higher qualification

3. Decision of Honorable Punjab & Haryana High Court against Civil writ Petitions 20214 /2011(O&M)

The honorable Punjab & Haryana High Court has issued order against CWP No **20214 /2011(O&M)** has granted permission to University to initiate the process of selection of posts and complete the same. However it is made clear that the Chairman of the BOG may oversee the selection process and if he and the BOG are satisfied with the selection, they can proceed further and issue appointment letters.

The Vice-Chancellor may not participate in the selection process either as a member or as Chairman of BOG . The detailed orders are at **Annexure "F"**.

The matter is placed before the committee for Information as per **Annexure "F"**

Recommendations of the committee :-

The Committee discussed the issue and recommended that the complete documentations with regards to copy of the order of the court, detail of selection procedures, name of committee Members, the criteria adopted for selection, recommendations of the committee be put up to the Vice Chancellor for discussion with Chairman Board of Governors.

