



AGENDA

FOR THE MEETING

OF

COLLEGE DEVELOPMENT COUNCIL

TO BE HELD

ON 17th December, 2018, (Monday)

AT 11:30 A.M.

VENUE

COMMITTEE ROOM

**GIANI ZAIL SINGH CAMPUS COLLEGE OF ENGINEERING AND
TECHNOLOGY, MRSPTU, BATHINDA**

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CONSTITUTION OF COLLEGE DEVELOPMENT COUNCIL

S. No.	Nomenclature	Designation
1.	Prof. (Dr.) Mohan Paul Singh Ishar Vice Chancellor, MRSPTU, Bathinda	Chairman
2.	Secretary Deptt. of Technical Education & Industrial Training (Pb.)	Member
3.	Prof. (Dr.) Paramjeet Singh Dean Faculty (Engineering & Technology) Former Registrar, Panjab University, Chandigarh.	Ex-officio
4.	Prof. (Dr.) Ashish Baldi Dean Faculty (Pharmacy) Professor, MRSPTU, Bathinda	Ex-officio
5.	Prof. Sanjeev Kumar Sharma Dean Faculty (Commerce & Management) Director, University Institute of Applied Management Sciences, Panjab University, Sec-14, Chandigarh	Ex-officio
6.	Dr. Geeta Hundal Dean Faculty (Sciences) Professor, Deptt. of Chemistry, Guru Nanak Dev University, Amritsar	Ex-officio
7.	Dr. Parikshat Singh Manhas Dean Faculty (Hospitality & Tourism Management), Director, School of Hospitality and Tourism Management Faculty of Business Studies University of Jammu Jammu & Kashmir, India.	Ex-officio
8.	Prof. Karamjit Singh Chahal Dean Faculty (Architecture & Planning) Head, Department of Architecture, GNDU, Amritsar	Ex-officio
9.	Dr. Paramjit Singh Judge Dean Faculty (Humanities & Social Sciences) Department of Sociology, Guru Nanak Dev University, Amritsar - 143005	Ex-officio
10.	Director College Development Council, IKGPTU, Jalandhar.	Ex-officio
11.	Dr. Piush Verma Director, Bahra Group of Institutes, Patiala-Sangrur National Highway- 64, Village Bhedpura, Distt. Patiala	Member
12.	Dr. Deepak Kumar Director-Principal, Bharat Institutes of Management Studies, Sardulgarh, Mansa	Member
13.	Dr. Sawarnjit Singh Principal, Desh Bhagat Foundation Group of Institutions, Moga	Member

14.	Prof. Baljinder Singh Bajwa Principal, Lala Lajpat Rai College of Pharmacy, Moga	Member
15.	Dr. Rajiv Kumar Maheshwary Director/Principal North West Institute of Management & Technology, Village Dhudike Moga	Member
16.	Dr. Rakesh Kumar Singla Professor, Civil Engineering, GZSCCET, Bathinda	Member
17.	Dr. Rajeev Varshney Professor, Textile Engineering, GZSCCET, Bathinda	Member
18.	Dr. Vikas Goyal Associate Professor, Asra College of Engineering & Technology, Sangrur	Member
19.	Dr. Ajay Kumar Mittal Director, Arayabhatta Group of Institutes, Village Cheema-Jodhpur, Barnala	Member
20.	Dr. Ashok Kumar Goel Director, College Development Council, MRSPTU, Bathinda.	Member
21.	Dr. Jasbir Singh Hundal Registrar, MRSPTU, Bathinda	Member- Secretary

ITEM NO. 04.01 WELCOME TO ALL EXISTING AND NEW MEMBERS OF COLLEGE DEVELOPMENT COUNCIL AND THEIR INTRODUCTION.

College Development Council of the University was re-constituted as per the notification no. Notification/068/7341 dated 04/12/2017. But, as per the notification issued by Punjab Government regarding the Change of Affiliating University from MRSPTU, Bathinda to IKGPTU, Jalandhar some of the colleges have changed their Affiliating University.

Due to above said changes the College Development Council is re-constituted vide notification no. Reg/Notification/082/2735, dated 30/08/2018 (**Annexure - I**)

Director, College Development Council, MRSPTU, Bathinda, on behalf of Chairman College Development Council, MRSPTU, Bathinda, welcomes new and existing members of the council and requests the new members of the council to kindly introduce themselves to the other members.

The matter is placed before the members of College Development Council for information.

ITEM NO. 04.02 LIST OF THE COLLEGES, AFFILIATED WITH MRSPTU, BATHINDA IN THE ACADEMIC SESSION 2018-19.

As per the notification issued by Punjab Government regarding the One time Choice to the affiliated colleges of the University, regarding changing the Affiliating University from MRSPTU, Bathinda to IKGPTU, Jalandhar, some of the colleges have shifted their affiliation from MRSPTU, Bathinda to IKGPTU, Jalandhar w.e.f Academic Session 2018-19.

Also some new colleges, have also got affiliation with MRSPTU, Bathinda w.e.f Academic Session 2018-19.

The list of the colleges currently affiliated with MRSPTU, Bathinda is attached herewith. **(Annexure - II)**

The matter is placed before the members of College Development Council for information.

ITEM NO. 04.03 SCHEDULE & PUBLIC NOTICE FOR AFFILIATION PROCESS OF ACADEMIC SESSION 2019-20.

The proposed schedule to be observed for inviting applications for Affiliation from new and existing colleges for the Academic Session 2019-20, their Scrutiny, Inspection and issue of Affiliation Letters is mentioned in the table below:

S. No.	Description	Scheduled Dates
1.	Inviting applications	24 th December, 2018 to 15 th February, 2019.
2.	Last date for the deposit of affiliation fee	15 th February
3.	Last date of submission of Hard Copy of application in University	Upto 28 th February
4.	Scrutiny/Re-scrutiny of Applications	1 st March to 26 th March
5.	Expert Inspections	11 th March to 15 th April
6.	Issue of Affiliation Letters	Upto 19 th April
7.	Appeal by rejected / disputed cases	19 th April to 30 th April
8.	Settlement of appeals	1 st May to 15 th May

The above schedule is as per the guidelines of the Hon'ble Supreme Court.

A public notice may be brought out 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 2019-20.

The matter is placed before the members of College Development Council for consideration and approval.

ITEM NO. 04.04 TO APPROVE REFUND POLICY, FOR REFUND OF INSPECTION FEE, WHERE INSPECTION IS NOT DONE BY UNIVERSITY.

Rules and Regulations mentioned in the Affiliation Handbook of the University does not include policy regarding the refund of inspection fee, where inspection is not done by the University due to any reasons.

But, IKGPTU, Jalandhar has included the guidelines regarding the refund of the application and inspection fee, which is reproduced as under (**Annexure - III**) :-

“The application fee is non-refundable however inspection fee is refundable in case inspection is not carried out by the University due to any reasons.”

As per the approval from the Competent Authority, the same policy was adopted for the refund of the inspection fee deposited by KCT INSTITUTE OF MANAGEMENT AND SCIENCES, Village Fatehgarh, Tehsil Sunam, Distt. Sangrur, where inspection was not done by the University.

The above said policy, may be extended to all the affiliated college of the University and included in the rules and regulations of the University, mentioned in the Affiliation Handbook of the University.

The matter is placed before the members of College Development Council for consideration and approval.

ITEM NO. 04.05 POLICY REGARDING SUBMISSION OF ENDOWMENT FUND BY THE COLLEGES, AFFILIATED WITH THE UNIVERSITY.

As per the rules and regulations of the University, the college recommended for affiliation by the Expert Committee must deposit the Endowment fund of Rs. 10 lakhs as Joint FDR /Bank Guarantee in its name and the university, within 30 days of intimation of the recommendation. Endowment Fund shall remain with the university for a period of 10 years, which may be extended as per the regulations and other university fee.

- I) Keeping in view of the less number of the admissions and weak financial position of the colleges, affiliated with the University, Hon'ble Vice Chancellor, MRSPTU, Bathinda has permitted penurious institutions to deposit Endowment Fund, along with their application for affiliation, in the subsequent Academic Session. This policy should be made applicable to new institutions, allowed to deposit Endowment Fund in the subsequent Academic Session, as well as existing institutions allowed to start various Non-AICTE courses along with existing AICTE courses, in the current Academic Session i.e 2018-19.
- II) As per the notification no. IKGPTU/Reg./N/4502 dated 10/11/2016, it was notified that *Endowment fund of existing old college, affiliated with IKGPTU, now falling in the jurisdiction of MRSPTU, Bathinda (which were transferred later on MRSPTU, Bathinda) and having trailing students remaining with IKGPTU in different batches to be kept by IKGPTU, as the endowment fund is taken as a security against the students studying in the campus & other academic activities. The endowment fund of such colleges is to be kept with IKGPTU till the passing out of the students of all batches concerned with IKGPTU, Jalandhar.* None of the students from the regular batches are now left with IKGPTU, therefore, the matter regarding the transfer of Endowment Fund from IKGPTU to MRSPTU, Bathinda may be pursued by the office of Registrar, MRSPTU, Bathinda with Registrar, IKGPTU, Jalandhar.
- III) The existing colleges, who have neither deposited Endowment Fund with IKGPTU, Jalandhar nor with MRSPTU, Bathinda may be intimated to deposit the endowment fund with MRSPTU, Bathinda, along with their application for affiliation for the Academic Session 2019-20, failing which, their application for the affiliation, for the Academic Session 2019-20, should not be accepted.

The matter is placed before the members of College Development Council for deliberation on the issue.

ITEM NO. 04.06 DISPOSING-OFF THE OLD AFFILIATION RECORD OF THE UNIVERSITY.

The office of College Development Council, MRSPTU, Bathinda is in the possession of Affiliation Record of the Affiliated Colleges of the University, w.e.f Academic Session 2015-16. The affiliation record of the affiliated colleges is accumulating year over year and it is very difficult to manage and store such a huge record. The problem is further intensified by the other records of the affiliated colleges pertaining to complaints and RTIs, which are also handled by the office of College Development Council, MRSPTU, Bathinda.

Keeping the above in view and in tune with the policy of Swachh Bharat Mission, in which, the old record of the various departments has been asked to be disposed off, affiliation record of affiliated colleges of the University, which is more than 3 years old, may be allowed to be disposed off.

Further, the record to be disposed off, may be digitized and stored for any reference, required at later stage. For this, CDC may be extended the required manpower and infrastructure.

The matter is placed before the members of College Development Council for deliberation, consideration and approval.

ITEM NO. 04.07 NEW PERFORMA FOR INSPECTION OF THE COLLEGES.

In step towards improving the quality of technical education being offered by affiliated colleges of the University and to ensure that they fulfill all the requirements regarding infrastructure, faculty and other facilities, as per the rules and regulations of the University, for the new courses/increase in intake, a new performa is designed. The proposed new performa is attached at **Annexure - IV**

The matter is placed before the members of College Development Council for deliberation, consideration and approval.

ITEM NO. 04.08 FORMULATION OF GRIEVANCE REDRESSAL COMMITTEE FOR THE AFFILIATED COLLEGES OF THE UNIVERSITY.

As per the UGC guidelines issued vide notification no. F.No. 14-4/20212(CPP-II), (**Annexure - V**), it is notified that a grievance redressal committee for the affiliated college/group of the affiliated colleges, has to be formulated by the Vice Chancellor of the Affiliating University, for the grievances submitted by any aggrieved student or person.

The grievance redressal committees shall be constituted by the Vice-Chancellor of the affiliating university consisting of :

- a) A Senior professor of the University – **Chairman**
- b) Three senior teachers drawn from the affiliating colleges, on rotation basis, to be nominated by the Vice Chancellor – **Members**
- c) a student representing the college where the grievance has occurred to be nominated based on academic merit, by the concerned college - **special invitee**

Keeping the above in view, various grievance redressal committees may be constituted for the affiliated colleges of the University based upon their location as per the proposal mentioned below (**Annexure - VI**) :-

Sr. No.	Zone of Grievance redressal committee	Number of colleges in the Zone
1.	Bathinda-Mansa	10
2.	Barnala-Sanrur	08
3.	Faridkot-Muktsar-Fazilka	08
4.	Ferozepur-Moga	17
5.	Patiala-Fatehgarh Sahib	14

The constitution of the grievance redressal committee is proposed, as below :-

1. Chairman – Director/Professor/Associate Professor from the University/Constituent College of the University.
2. Three Members - Director/Principals of the Affiliated Colleges from the zone, as mentioned the table above.
3. Special Invitee - a student representing the college where the grievance has occurred to be nominated based on academic merit, by the concerned college

Further, the above said grievance redressal committees shall have a term of 2 year and the Chairman of the Committee will ensure that committee communicates its decision to the aggrieved student/person, with-in 10 days of the receipt of the complaint.

The matter is placed before the members of College Development Council for deliberation, consideration and approval.

ITEM NO. 04.09 RATIFICATION OF THE GUIDELINES FOR THE DIRECT RECRUITMENT OF FACULTY & STAFF IN AFFILIATED COLLEGES OF THE UNIVERSITY.

In order to improve the level of the education, being offered by the affiliated colleges of the University, guidelines have been approved by the Competent Authority, for the direct recruitment of Faculty & Staff in affiliated colleges of the University. These guideline have also been communicated to the affiliated colleges of the University, for its implementation.

The detailed guidelines in this regard are attached at **Annexure - VII**

The matter is placed before the members of College Development Council for ratification.

ITEM NO. 04.10 RATIFICATION REGARDING AFFILIATION FEE FROM THE COLLEGES, WHERE INTAKE IN THE VARIOUS COURSES HAS BEEN REDUCED BY AICTE, NEW DELHI.

AICTE, New Delhi, has reduced the intake in various courses of some of the colleges, affiliated with the University, in the Academic Session 2018-19. **(Annexure - VIII)**

It was decided that in case the reduction in the seats by AICTE, New Delhi is not due to the punitive action against the institute, then University should charge, affiliation fee as per the intake sanctioned by AICTE, New Delhi only and refund/adjust the excess fee paid. Directions from AICTE, New Delhi, may be sought regarding the reason for the reduction of seats in various courses in the different affiliated colleges of the University. (i.e reduction in seats is due to punitive action or any other reason)

In case AICTE has initiated it as punitive action, affiliation fee will have to be paid as per intake applied to University/AICTE.

The matter is placed before the members of College Development Council for ratification.

ITEM NO. 04.11 RATIFICATION REGARDING AFFILIATION FEE AND INSPECTION FEE FOR VARIOUS SKILL DEVELOPMENT COURSES OFFERED W.E.F ACADEMIC SESSION 2018-19.

As per the Minutes of the Meeting of the Admission Committee held on 24/01/2018, various decisions, regarding the New Courses, including Skill Development Courses to be offered to the Affiliated Colleges of the University w.e.f Academic Session 2018-19, were taken. The Affiliation Fee to be charged from the Affiliated Colleges, for the above said courses was also approved in the meeting. **(Annexure -IX)**

The matter regarding the new courses to be offered to the colleges was also ratified in the 2nd Meeting of the Standing Committee of the Academic Council of the University, held on 26/02/2018, vide agenda item no. 02.26. **(Annexure - X)**

Further, as per the approval from the Competent Authority, it was decided to charge only continuation of Affiliation Fee and not Provisional Affiliation Fee during the 1st year, for the above said new courses, to be offered to affiliated colleges of the University w.e.f. Academic Session 2018-19. **(Annexure - XI)**

Also, as per the Minutes of Meeting held with the Chairmen of the Affiliated Colleges of the University on 26/02/2018, it was approved that the institutions applying for any Skill Development Course (as a new course) where the affiliation fee is Rs. 8000/- only, shall not be charged any Inspection Fee for these courses. However, if no course other than Skill Development Course has been applied as a new course, then, the applicant institution will be liable to pay the honorarium of the inspection team, at the prevailing rates, to the university through cheque/draft, in favour of Registrar, MRSPTU, Bathinda **(Annexure - XII)**

The above said amendments may also be incorporated into the Affiliation Handbook of the University.

The matter is placed before the members of College Development Council for ratification.

**ITEM NO. 04.12 RATIFICATION RELATED TO COURSES OFFERED TO THE
AFFILIATED COLLEGES W.E.F ACADEMIC SESSION 2018-19.**

***A) NORMS AND PERFORMA FOR THE SCRUTINY/INSPECTION OF
VARIOUS SKILL DEVELOPMENT COURSES OFFERED***

University has offered various Skill Development Courses to the institutes affiliated with the university vide letter no. DAA/MRSPTU/2018/1425 dated 13.02.2018 w.e.f. Academic Session 2018-19.

As per the approval from the Competent Authority, it was decided that Skill Development Courses being the Short Term Courses require very less resources and may be started in the existing infrastructure, already available with the institutes, therefore these courses should be not be counted in the applicable present limit of 5 courses, for the new colleges. (**Annexure – XIII**)

Further, it was decided that the institutes applying for Skill Development Courses may be allowed to be scrutinized as per the scrutiny performa attached (**Annexure - XIV**) and further, inspected by the Expert Committee of 3 members constituted amongst the internal members of the university/constituent colleges, as per the performa attached (**Annexure - XV**)

B) QUORUM OF THE SCRUTINY AND INSPECTION COMMITTEE.

The constitution of the Scrutiny Committee and Expert Committee for the affiliation procedure was approved in the 1st Meeting of the College Development Council of the university vide reference no. MRSPTU/CDC/126 dated 07/01/2016. The quorum of the Scrutiny Committee/ Expert Committee was not included in the approved constitution. (**Annexure - XVI**)

Therefore, as per the approval from the Competent Authority, the quorum for the above said committees was fixed as 03 members. (**Annexure - XVII**)

The matter is placed before the members of College Development Council for ratification.

ITEM NO. 04.13 RATIFICATION REGARDING ISSUANCE OF THE CONDITIONAL AFFILIATION LETTERS TO THE INSTITUTES FOR THE ACADEMIC SESSION 2018-19.

The Affiliation Process for the Academic Session 2018-19, was extended, a lot, due to the choice given by the State Government, to various affiliated colleges to change their Affiliating University from MRSPTU, Bathinda to IKGPTU, Jalandhar.

Further, some of the colleges inspected by the expert committee, were recommended for the intake applied, in various courses, for Affiliation for the Academic Session 2018-19, subject to the compliance of the various deficiencies reported by the expert committee, deputed for the inspection of the college. Therefore, it would have been very late, if, the Affiliation Letters were issued to the colleges only after the successful compliance of the deficiencies.

Keeping, the above in view and in tune to the policy adopted by AICTE, New Delhi, it was decided that Affiliation Letters to all the colleges, applied for any variation in their Intake, New Course, New College etc., may be issued, subject to the compliance of the deficiencies, pointed out by the Expert Committee deputed for scrutiny/inspection of the college, within a period of 6 months from the issuance of the Affiliation Letter, failing which University may initiate strict action against the college, as per the rules and regulations of the University, during the subsequent Academic Session. **(Annexure – XVIII)**

The matter is placed before the members of College Development Council for ratification.

ITEM NO. 04.14 RATIFICATION REGARDING LEGAL CONSULTATION CHARGES OF ADVOCATES FOR VARIOUS CASES FILES AGAINST UNIVERSITY.

Various court cases are filed by the complainants (employees/students etc.) for their grievances against the affiliated colleges of the university. In most of these cases university is also made as party. At present colleges, against which the case is filed, are asked to defend the case on behalf of university. But, many times the colleges do not defend the case against the university.

The matter was discussed in detail with the representatives of the various Colleges present in the meeting, held on 30/04/2018 and it was decided concerned College will defend the case, on behalf of the University, through an advocate hired by the College itself. All the charges of the advocate will be paid by the concerned college. University should only send the Vakalatnama, duly signed by Registrar, MRSPTU, Bathinda in due course of time. **(Annexure -XIX)**

In case University is required to hire a lawyer, due to negligence of the institute, then all charges of the lawyer hired by the University, shall be borne by the concerned college.

The matter is placed before the members of College Development Council for ratification.

ITEM NO. 04.15 RATIFICATION REGARDING PAYMENT OF AFFILIATION FEE IN INSTALLMENTS.

Keeping in view of the fact that the institutions are financially very weak and are not able to pay the complete Affiliation Fee along with the application for affiliation for courses applied for the Academic Session 2018-19, Colleges were allowed vide letter no. 732 dated 13/03/2018, to pay the affiliation fee and other charges for affiliation for the Academic Session 2018-19 in 3 equal monthly installments payable on or before 30th March, 2018, 30th April, 2018 and 30th May, 2018 with the 1st installment to be paid along with the application. **(Annexure - XX)**

Further, as per the request letter no. DBFGI/07/8099 Dated 18-05-2018, letter no. DBFGOI/05/1114 dated 27/08/2018, submitted by PUTIA and meeting held with the representatives of the colleges on 08/10/2018, the affiliated colleges of the University were further allowed to deposit their dues by 30-11-2018, without charging any late fee from the colleges. **(Annexure - XXI)**

The matter is placed before the members of College Development Council for ratification.