Director, College Development Council
Email: dir.cdc@mrsptu.ac.in

Ref No. CDC/858
Date: 29/1/18

Subject: **Approved Minutes of Meeting, 3rd Meeting of College Development Council, MRSPTU, Bathinda, held on 10th January, 2018.**

Please find enclosed herewith the approved Minutes of Meeting of 3rd Meeting of College Development Council, MRSPTU, Bathinda held on 10th January, 2018. The meeting was chaired by Hon'ble Vice Chancellor, Maharaja Ranjit Singh Punjab Technical University, Bathinda.

29/1/2018

Director
College Development Council

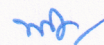A copy of the above is forwarded to the following for information and necessary action, please :-

1. PA to Hon'ble Vice Chancellor, MRSPTU, Bathinda for information please
2. Registrar, MRSPTU, Bathinda for information please
3. Dean, Academics Affairs, MRSPTU, Bathinda
4. Dean, Planning & Development, MRSPTU, Bathinda
5. Dean, Pharmacy, MRSPTU, Bathinda
6. Controller of Examinations, MRSPTU, Bathinda
7. P.R.O, MRSPTU, Bathinda
8. Finance Officer, MRSPTU, Bathinda
9. All memebers of College Development Council, MRSPTU, Bathinda.

SUBJECT: **MINUTES OF 3rd MEETING OF COLLEGE DEVELOPMENT COUNCIL HELD ON 10/01/2018**

The 3rd Meeting of College Development Council, MRSPTU, Bathinda was held on 10/01/2018, 11:30 am in the Committee Room of GZSCCET, Bathinda under the chairmanship of Hon'ble Vice Chancellor, MRSPTU, Bathida. The following members/representatives of members were present:-

1.	**Prof. (Dr.) M.P.S Ishar** Vice Chancellor, MRSPTU, Bathinda	Chairman
2.	**Sh. Mohanbir Singh Sidhu** **Additional Director** Deptt. of Technical Education & Indi. Trg. Pb. Sec-36A, Chandigarh-160009.	Ex-officio
3.	**Prof. (Dr.) Paramjeet Singh** Dean Faculty (Engineering & Technology) Former Professor of Chemical Engg. & Former Registrar, Panjab University, Chandigarh. Former Registrar, Adesh University, Bathinda. II.No. 2921, Phase-7, Mohali.	Ex-officio
4.	**Prof. (Dr.) Ashish Baldi** Dean Faculty (Pharmacy) Professor, MRSPTU, Bathinda	Ex-officio
5.	**Dr. Paramjit Singh Judge** Dean Faculty (Humanities & Social Sciences) Department of Sociology, Guru Nanak Dev University, Amritsar	Ex-officio
6.	**Dr. Balkar Singh** Director College Development Council, IKGPTU, Jalandhar	Member
7.	**Dr. Manoj Bali** Principal Baba Hira Singh Bhattal, Institute of Engg. & Tech., Lehragaga	Member
8.	**Director** Bhai Gurdas Institute of Engineering & Technology, Sangrur	Member
9.	**Dr. Neeraj Sharma** Director Gian Jyoti Group of Institutions, Banur-Ambala Road, Patiala	Member
10.	**Dr. Rakesh Kumar Singla** Professor Deptt. of Civil Engineering, GZSCCET, Bathinda.	Member

11.	**Prof. (Dr.) Rajeev Varshney** Professor Deptt. of Textile Engineering, GZSCCET, Bathinda	Member
12.	**Dr. R.K. Narang** Professor ISF College of Pharmacy, Moga	Member
13.	**Dr. Ashok Kumar Goel** Director, College Development Council, MRSPTU, Bathinda.	Member
14.	**Dr. Jasbir Singh Hundal** Registrar, MRSPTU, Bathinda	Member-Secretary
15.	**Dr. Gursharan Singh** Dean Academic Affairs, MRSPTU, Bathinda	Dean Academic Affairs
16.	**Prof. (Dr.) Manjeet Bansal** MRSPTU, Bathinda	P.R.O
17.	**Sh. Subhash Bansal** MRSPTU, Bathinda	Finance Officer
18.	**Prof. Karanvir Singh** MRSPTU, Bathinda	Controller of Examination

The points discussed & decisions taken in the meeting are given below:

ITEM NO.	DESCRIPTION	DECISION TAKEN
03.01	**WELCOME TO ALL EXISTING AND NEW MEMBERS OF CDC AND THEIR INTRODUCTION.**	Chairman, College Development Council, Hon'ble Vice Chancellor, MRSPTU, Bathinda welcomed all the newly appointed and existing members of the College Development Council. A formal introductory session was conducted in which all the members presented their formal introduction to the other members of the Council. Further, chairman CDC, MRSPTU, Bathinda informed the members of the council about the grant of 12B status to the university and its benefits to the University, students and affiliated colleges of the University.
03.02	**SCHEDULE & PUBLIC NOTICE FOR AFFILIATION PROCESS OF ACADEMIC SESSION 2018-19.**	Approved. Further, it was decided that colleges will submit an undertaking that the land and the infrastructure of the college affiliated with MRSPTU, Bathinda is not being used by the college to run any programme/course with any other university.

S. No.	Description	Scheduled Dates
1.	Inviting applications	15th January to 16th February
2.	Last date of submission of Hard Copy of application in University	Upto 28th February
3.	Scrutiny/Re-scrutiny of Applications	1st March to 26th March
4.	Expert Inspections	10th March to 15th April
5.	Issue of Affiliation Letters	Upto 20th April
6.	Appeal by rejected / disputed cases	20th April to 30th April
7.	Settlement of appeals	1st May to 15th May

ITEM NO.	DESCRIPTION	DECISION TAKEN
03.03	**UPDATIONS IN THE AFFILIATION REGULATIONS OF THE UNIVERSITY** AICTE has made various modifications in the regulations published in the Approval Process Handbook 2018-19. Based on the changes in the regulations made by AICTE and discussions held with the management of various affiliated colleges of the university, it is proposed to affect the following changes/updations in the university affiliation norms/procedure	The following are the decisions made in the meeting regarding the updations in the affiliation regulations of the University.
	• It is proposed that land requirement norms for the B.Sc. Agriculture course of 5 acres land for the agriculture purpose may be modified as follows: - *The colleges may be allowed to procure the land for the agriculture purpose within a limit of 5 kms from*	

ITEM NO.	DESCRIPTION	DECISION TAKEN
	the periphery for Municipal Limits of the town/city where the institution is located. • The colleges already running Non-AICTE Courses, opting for the B.Sc. Agriculture Course may be allowed to run the course, if they are having 5 acres land (Agriculture land for practical work) in addition to the land required for setting up the college. The current norms for setting up a Non-AICTE institution is 2 acres for Rural Areas and 0.75 acres for Urban Areas, amended w.e.f Academic Session 2017-18, as per AICTE/UGC regulations and approved from Hon'ble Vice Chancellor, MRSPTU, Bathinda vide ref no. 505 dated 11/1/2017	In view of the regulations being followed by Punjabi University, Patiala, it was decided that the proposed land related norms for the B.Sc. Agriculture course may be adopted by University w.e.f Academic Session 2018-19.
	• For Non-AICTE Colleges, faculty student ratio of 1:20 shall be required. Institutions may avail the services of Adjunct Faculty/Resource Person up to a maximum of 20% of the required faculty members as per the "Approved Intake".	Approved.
	• Principal for the institutions running Non-AICTE courses only, may be from one of the relevant disciplines being offered by the University.	Approved. Principal shall be appointed as per UGC norms.
	• Merging of certain Regular/ First Shift Course(s) in Non-AICTE Colleges in Under Graduate Degree is permitted, so that the Intake after merging shall be equal to the sum total of the individual Course(s) and Divisions, subject to the condition that total number of Divisions after merging per Course shall not exceed THREE Divisions, provided the Faculty student ratio be maintained. Merging is considered for all Divisions of a Course while partial merging of few Divisions is not permissible.	The matter regarding the merging of the various courses may be taken up in the meeting of the Academic Council for its approval. The detailed policy in this regard may be formulated by the office of Dean Academic Affairs, MRSPTU, Bathinda, so, as to get it approved in the meeting of Academic Council, MRSPTU, Bathinda.
	• The application fee for the progressive closure/abrupt closure may be reduced from Rs. 100000/- (Rupees One lac) to Rs. 50000/- (Rupees Fifty Thousand) w.e.f. Academic Session 2018-19.	Approved and matter to be put up in Finance Committee meeting for ratification.
	• The institutions applying for change of site/conversion to Co-ed may be treated as new college. All the affiliation rules and regulations applicable to the new college will be applicable to these institutes, except that they will be charged continuation of the affiliation fee and will not be required to pay provisional affiliation fee for the existing sanctioned intake.	Approved and matter to be put up in Finance Committee meeting for ratification.
	• The carpet area requirement for the cabin of the head of the department and department office may be revised from existing requirement of 10 m^2 and 20 m^2 respectively to 20 m^2 (total requirement for office of the head of the department and department office.	Approved.
	• Based on the changes in the regulations made by	Approved and matter to be put up

ITEM NO.	DESCRIPTION	DECISION TAKEN
	AICTE and by taking into consideration the negative trend in admission in the last sessions and the vacant seats lying in the Institutes, a policy for the Break-In-Continuation/Restoration of affiliated colleges (both UGC and AICTE) was adopted by MRSPTU w.ef. Academic Session 2017-18. The main points of the policy are given below: a) *Institutes can surrender seats in unit size of 30 seats or its multiple to the University. These seats can be restored by the institutes in the further sessions with the prior approval from University by charging application processing fees only.* b) *University will charge continuation fees for the reduced number of seats only.* c) *In case of AICTE courses, the total number of seats after restoration cannot exceed the number of seats approved by AICTE for that particular session.* d) *Excess Continuation fees already deposited by the institutes for session 2017-18 will be adjusted in continuation fees for the next year i.e. 2018-19.*	in Finance Committee meeting along with the financial implications of the policy. Further, it was decided that the numbers of seats sanctioned by the University for the AICTE Courses should be same as number of seats approved by AICTE, New Delhi. For the Non-AICTE Courses the minimum number of seats sanctioned to the affiliated colleges should not be less than 30.
	• Various requests were received, in the meetings held on 25th – 27th, October, 2017 and 27th – 29th December, 2017 with the Principals and Chairmen of the affiliated colleges of the University, regarding the present limit of 2 courses, which can be applied by the colleges for any variation in intake/new courses. Keeping in view, the interest of the students and affiliated colleges of the university, the upper limit for applying for the new Non-AICTE Courses/ increase in existing Non-AICTE courses may be deleted.	Approved.
	• Further the following updations, in the faculty and infrastructure norms, are also made. These modifications are derived from AICTE Approval Handbook 2017-18. i. Clause no 3.16 of AICTE Approval Process Handbook, page 24 may be adopted. Therefore, Non-AICTE colleges starting MCA/MBA will not be required to have separate Principal for these programmes. However, separate faculty and infra-structure shall be required as per norms. ii. AICTE colleges and Non-AICTE colleges if sharing the same campus may be allowed to share the common amenities such as Canteen, Auditorium, Playground, Parking, Hostels etc. But, essential facilities such as Class rooms, labs, Computer Center, Library etc. shall be maintained separately. iii. For PG programmes, administrative area of UG programmes may be shared. iv. For Non-AICTE colleges the following norms (Based	Approved.

ITEM NO.	DESCRIPTION	DECISION TAKEN
	upon norms specified in AICTE Approval Process Handbook 2017-18) may be adopted:- a) The number of class rooms required shall be 0.75 times the number of divisions of sanctioned intake of a course. Earlier the multiplying factor was taken as 1.0. b) Only one Seminar Hall of 132 sq. mtrs shall be required. c) The number of labs shall be maintained as per the requirement of the curriculum of the course. d) Computer Center of minimum 75 sq mtrs area. e) The minimum area required for Library and Reading room shall be 150 sq mtrs f) The number of computers to student ratio for UG courses be maintained at 1:8 and for PG courses at 1:6. g) Minimum internet speed of 16Mbps shall be required h) Printers shall be minimum 5% of the total number of computers. i) Minimum 1 legal system software and 10 legal application software shall be essential. Institutions are encouraged to use open source software. j) All computers shall be connected with LAN and internet. k) Every department shall have separate computer lab with at least 20 computers. l) For Library, new college shall purchase minimum 50 titles and 250 volumes per unit for each course. The number of books must be increased every year by at least 25 titles and 125 volumes per unit for each course. 50% of total number of titles and volumes can be in the form of e-books with internet access.	
03.04	**MANDATORY APPROVAL FROM AICTE FOR THE VARIOUS TECHNICAL COURSES BEING RUN IN THE AFFILIATED COLLEGES.** As per the public notice issued by AICTE in the tribune dated 10/8/17(**Annexure-B**), it was notified that all the institutes offering in programmes in Engineering & Technology, Applied Arts & Craft, Architecture/Planning, Hotel Management and Catering Technology, Management, MCA & Pharmacy at different levels viz., Diploma/Post Diploma/UG/PG/Post Graduate Certificate/ Post Graduate Diploma/ Fellowship need to have mandatory prior approval of AICTE in accordance with section 10 and 11 of AICTE Act, 1987 and Regulation 2016. Further, it is clarified that any institute not having prior	Approved.

ITEM NO.	DESCRIPTION	DECISION TAKEN
	approval from AICTE and conducting programmes/courses as outlined above, are liable to punitive Legal/Criminal action for violating the guidelines as notified by AICTE in the gazette of India vide F. No. AB/AICTE/REG/2016 dated 30th November 2016. Therefore, as per the instructions issued by AICTE in this regard, University will be unable to issue affiliation letter to institutes, where courses are not approved by AICTE.	
3.05	**CONSTITUTION OF STANDING HEARING COMMITTEE TO SETTLE THE VARIOUS ISSUES FACED BY AFFILIATED COLLEGES REGARDING AFFILIATION.** In order to facilitate the affiliated colleges of the University to settle their affiliation related issues at faster pace, a Standing Hearing Committee of the University may be constituted amongst the Senior Officials of the University. All the issues related to the affiliation will be forwarded to the above Standing Hearing Committee and their recommendations will be forwarded to Hon'ble Vice Chancellor, MRSPTU, Bathinda for approval of the same. The following Standing Hearing Committee is proposed:	Approved and it was decided that the following members may also be included in the committee 1. Representative from Department of DTE, Chandigarh 2. Representative from IKGPTU, Jalandhar The quorum of the committee be fixed as 5 members.
	<table><tr><td>Sr. No.</td><td>Committee</td><td>Affiliation</td></tr><tr><td>1</td><td>Dean, Planning and Development, MRSPTU, Bathinda</td><td>Chairman</td></tr><tr><td>2</td><td>Registrar, MRSPTU, Bathinda</td><td>Member</td></tr><tr><td>3</td><td>Dean Academic Affairs, MRSPTU, Bathinda</td><td>Member</td></tr><tr><td>4</td><td>Director, College Development Council, Bathinda</td><td>Member</td></tr><tr><td>5</td><td>Controller of Examination, MRSPTU, Bathinda</td><td>Member</td></tr><tr><td>6</td><td>Finance Officer, MRSPTU, Bathinda</td><td>Member</td></tr></table> The quorum of the committee may be fixed as 4 members.	
3.06	**RATIFICATION OF THE NORMS REGARDING SUBMISSION OF THE ENDOWMENT FUND.** In view of the notification issued by IKGPTU, Jalandhar vide notification no. IKGPTU/Reg./n/4502 dated 10/11/2016 regarding the endowment fund submitted by the colleges established in Academic Session 2015-16 and earlier, it was notified by MRSPTU, Bathinda, vide ref. no. 5747 dated 08/08/2017 with due approval from competent authority that: i. The colleges established by IKGPTU Jalandhar in the session 2015-16 and earlier, now falling in the jurisdiction of MRSPTU, Bathinda and having no trailing students with IKGPTU, are required to deposit the Endowment Fund of Rs. 10 Lacs in the	Ratified.

ITEM NO.	DESCRIPTION	DECISION TAKEN
	form of Joint FDR/Bank Guarantee in the name of Registrar, MRSPTU, Bathinda and the Trust. The original copy of Joint FDR/Bank Guarantee is required to be submitted in the office of the undersigned latest by August 31, 2017. ii. The colleges affiliated with MRSPTU, Bathinda, (Established by IKGPTU, Jalandhar) and having trailing students remaining with IKGPTU, Jalandhar may deposit the Endowment Fund with MRSPTU, Bathinda, within one month of the passing out of students of all batches concerned with IKGPTU, Jalandhar.	
03.07	**SUGGESTIONS REGARDING THE START OF NEW COURSES BY THE UNIVERSITY.** A Meeting with Chairmen & Principals/Directors of Affiliated Colleges was held on 25-27 October, 2017 and 27-29 December, 2017 in the Committee Room of GZSCCET, Bathinda under the chairmanship of Vice Chancellor. The various members from the University and representative from the Affiliated Colleges were present in the meeting. It was proposed by delegates from the various colleges that various courses/amendments in various courses that could be started by the University, keeping in view the interest of the students and the current scenario in mind; a) 6 months/1 year certificate course in computer applications/proficiency to enable the students of the affiliated colleges of the University, eligible for Government jobs. b) To enable the students to improve their Spoken English and hence enabling them to clear the exam like IELTS, a 6 month certificate course in Functional English may also be introduced. The fee for the Spoken English Course may be fixed as Rs. 6000/- c) Certificate Courses in Accounts, GST, Journalism, Cyber Law, Food Processing and Forensic Sciences etc. may also be introduced. d) More specializations in MBA Course may be introduced like Retail Marketing, Operational Research. Agriculture Marketing etc. e) Integrated Courses for B.Tech/M.Tech and BBA/MBA may also be introduced. f) Further, Bhai Gurdas Degree College, Sangrur has requested to start B.Sc. (Non-Medical) Course w.e.f. Academic Session 2018-19. g) Dashmesh Institute of Research and Dental Sciences, Faridkot has also requested to start a new course in M.Sc. (Clinical Research). The course is already being offered by IKGPTU, Jalandhar. h) M.Sc. Agriculture may also be offered by the	The matter regarding the start of the new courses by the University of the various courses may be taken up in the meeting of the Academic Council for its approval. The detailed policy including the study scheme/credit structure/fee structure of the course etc. in this regard may be prepared by the office of Dean Academic Affairs, MRSPTU, Bathinda, so, as to get it approved in the meeting of Academic Council, MRSPTU, Bathinda.

ITEM NO.	DESCRIPTION	DECISION TAKEN
	University.	
	i) Further, the following were the suggestions received regarding the new courses that may be started by the University:-	
	• DMLT	
	• BA (Hons.) Social Sciences	
	• B.Sc. Hons.(Physics/Chemistry/Math), B.Sc. (Non-Medical), B.Sc. Agriculture (Hons.)	
	• B.Sc. Food Technology	
	• B.Sc. in Psychology	
	• B.Sc. Agronomy, B.Sc. Horticulture, B.Sc. Agricultural Economics	
	• M.Sc. Food Technology (B.Pharm. should also be eligible for the course)	
	• 1 year Diploma in Computer Applications after 10+2 and should have eligibility for admission to B.Sc. (IT)/BCA Lateral Entry.	
	• Certificate courses in Pharmaceutical Manufacturing	
	• Diploma in Agriculture	
	• PG Diploma in Hardware and Networking.	
	• PG Diploma in Packaging Technology.	
	Further, the office of Dean Academics Affairs, MRSPTU, Bathinda will do the needful to prepare the detailed proposal in this regard including Study Scheme/Credit Structure/Fee Structure of the course etc. and submit to the competent authority for its approval.	

Meeting ended with vote of thanks to the chair.

Submitted for approval, please

24/01/2018

Director
College Development Council

Registrar 24/01/2018

Vice Chancellor