



**GOVERNMENT POLYTECHNIC FOR WOMEN EDUCATION SOCIETY
MORNI, DISTT. PANCHKULA**

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From,

Principal & Member Secretary
Govt. Polytechnic for Women Education Society
Morni (Panchkula)

To,

1. Director General Technical Education Haryana cum Vice Chairman BoG
2. Dr. S.S. Phulia IAS, Deputy Commissioner Panchkula
3. Smt. Sarla Rani, Under Secretary, Finance Department, Haryana as representative of Principal Secretary to Govt. Haryana, Finance Department, Chandigarh
4. Sh. Jaideep Kapoor, Joint Director Industry Department Haryana representative of Financial Commissioner & Principal Secretary to Govt. Haryana, Industries Department, Chandigarh
5. Sh. K.K. Kataria, Director Technical Education Haryana, Bay No. 7 to 12, Sector 4, Panchkula
6. Joint Director (Dev.) Directorate of Technical Education Haryana, Panchkula
7. Joint Director (Society) Directorate of Technical Education Haryana, Panchkula
8. Deputy Director (Admin.) Directorate of Technical Education Haryana, Panchkula
9. Financial Advisor, Directorate of Technical Education Haryana, Panchkula
10. HOD HM cum O/I BOG Matters, Govt. Polytechnic for Women Education Society Morni (Panchkula)
11. Sh. Raj Pal OIC, BOG's Society Polytechnics Haryana, Directorate of Technical Education Haryana, Panchkula

Memo No. GPWM/B-1/2014/504-514

Dated: 19-02-2014

Subject: Minutes of the 5th Meeting of Board of Governors (BOG) held on 9th January 2014

The 5th Meeting of Board of Governors (BOG) of Govt. Polytechnic for Women Education Society Morni (Panchkula) was held on 9th January 2014 at 4:00 PM in Conference Hall, Directorate of Technical Education Haryana, Bays No. 7 to 12, Sector 4, Panchkula under the chairmanship Sh. Dhanpat Singh IAS, Principal Secretary to Govt. Haryana, Technical Education Department cum Chairman of the BOG.

The minutes of the meeting are enclosed for your kind perusal and comments. It is requested that your comments may be conveyed to this office within 20 days. In case no comments are received, it will be presumed that the same are acceptable to you. The comments can also be e-mailed if needed at gpwmorni@gmail.com

(Sudhir Rana)

Principal cum Member Secretary

For Financial Commissioner & Principal Secretary to Govt.
Haryana Technical Education Department cum Chairman BOG
of Govt. Polytechnic for Women Education Society Morni (Pkl)

Minutes of the 5th Meeting of Board of Governors (BoG) of Govt. Polytechnic for Women Education Society Morni (Panchkula) held on 9th January 2014 at 4:00 PM under the chairmanship Sh. Dhanpat Singh IAS, Principal Secretary to Govt. Haryana, Technical Education Department cum Chairman of the BOG in Conference Hall, Directorate of Technical Education Haryana, Bays No. 7 to 12, Sector 4, Panchkula:

The following were present:-

Sr. No.	Name	Designation
1	Sh. Vijayendra Kumar	Director General Technical Education Haryana cum Vice Chairman of the BOG
2.	Dr. S.S. Phulia, IAS	DC Panchkula
3	Sh. Jaideep Kapoor	Joint Director, Industry Department, Haryana as representative of Principal Secretary to Govt. Haryana, Industry Department
4.	Smt. Sarla Rani	Under Secretary, Finance Department, Haryana as representative of Principal Secretary to Govt. Haryana, Finance Department
5.	Sh. Sudhir Rana	Principal & Member Secretary, Govt. Polytechnic for Women Education Society Morni (Panchkula)

In Attendance –Special Invitee:

1.	Sh. K. K. Kataria	Director, Technical Education Haryana
2.	Sh. Rajesh Aggarwal	Joint Director(Dev.) , Directorate of Technical Education Haryana
3.	Sh. K.K. Dhiman	Joint Director (Society) , Directorate of Technical Education Haryana
4	Ms. Suksham Goyal	Deputy Director, Directorate of Technical Education Haryana
5.	Sh. Baljeet Singh	Financial Advisor, Directorate of Technical Education Haryana
6.	Ms. Neelam Rathee	HOD HM cum O/I BOG Matters, Govt. Polytechnic for Women Education Society Morni (Panchkula)
7.	Sh. Raj Pal Singh	OIC, BOG's Matters,

After detailed deliberations, the following decisions were taken on the listed agendas:

Item No.	Agenda Item in brief	Decision
GPWM/: 5.1	To consider the approval of Minutes of the 4th meeting of Board of Governors (BoG) of Govt. Polytechnic for Women Education Society Morni (Panchkula) held on 3rd	Confirmed

	<p>December 2012 at 3:00 PM under the chairmanship Sh. Dhanpat Singh IAS, Financial Commissioner and Principal Secretary to Govt. Haryana, Technical Education Department cum Chairman of the BoG.</p>	
<p><u>GPWM/:</u> 5.2</p>	<p>To consider the Action Taken Report (ATR) on the BoG decisions taken in its 3rd meeting held on 9th September 2011 at 3.30 PM</p>	<p>Action Taken Report (ATR) on all agenda points (except Supplementary Agenda item no. GPWM/SA/4.1 & 4.2) of 3rd BoG meeting was considered and noted.</p> <p>Further Member Secretary explained that in accordance with the decision taken in 4th BoG meeting on Supplementary Agenda item no GPWM/SA/4.2 regarding developing Govt. Polytechnic for Women Morni, District Panchkula as a "Center for Excellence for SDB Sports and Cultural Activities for Women", for girls belonging to area falling under the jurisdiction of Shivalik Development Board (SDB). He informed that he had personally met DC Panchkula with a request of getting this scheme to be included in SDB activities for Panchkula District so that a suitable budget allocation for Rs. 2.5 lacs on annual basis can be made from Shivalik Development Agency. However, response was still awaited.</p> <p>The BoG appraised the initiative of the institution and after detailed deliberation agreed as under:</p> <ul style="list-style-type: none"> ❖ Society may set up a Corpus Fund of Rs.10 lacs for running the above mentioned activities on annual basis subject to the following conditions:- <p>A. A separate bank account in the name of Principal Govt. Polytechnic for Women Morni, (Panchkula)- SDB Women Festival will be maintained by the Society for the said Fund.</p> <p>B. Only the annual interest earned from the Corpus Fund will be utilized for running of SDB Women Activities annually.</p> <p>C. The contribution to the Corpus Fund may be as under:-</p> <ul style="list-style-type: none"> a) PSTE cum Chairman BoG agreed to

		<p>provide Rs. 1 lacs to the said Corpus Fund from Haryana State Board of Technical Education (HSBTE) as one time financial assistance.</p> <p>b) Member Secretary was directed to approach Kumari Selja, Hon'ble Minister Social Justice and Empowerment, Govt. of India who is MP (Lok Sabha) from Ambala Parliamentary Constituency through DC Panchkula, for seeking her help in providing suitable one time grant to the Corpus Fund from her MPLAD Scheme for the establishment of this Centre of Excellence</p> <p>c) Member Secretary was also asked to approach the Sports Department Haryana to get financial support for this purpose. Chairman, BoG also directed the Member Secretary to send a copy of the same to him so that he may take it up personally with the Principal Secretary to Govt. of Haryana Sports Department/ Director General Sports Department, Haryana.</p>
<u>POINTS GPWM/:</u> 5.3	To consider the approval to the society Expenditure, Balance Sheet and Utilization Certificate for the Financial Year ending 2012-13.	Approved.
<u>GPWM/:</u> 5.4	To consider the approval of the Budget Revised Estimate (RE) 2013-14 and Budget Estimate (BE) 2014-15 in respect of the society submitted to the competent authority for approval.	Approved.
<u>GPWM/:</u> 5.5	To consider the proposal for installation of CCTV camera in the institution for safety and security of the girl's students – Seeking of financial sanction for the same.	BoG endorsed the need of installation of CCTV cameras in the Institution for safety and security of the girl students keeping in view the guidelines of Hon'ble Supreme Court regarding installation of CCTV cameras in educational institutions. Accordingly financial sanction amounting to Rs.2,00,000 (Rs. 2 Lacs) was approved by the BoG for meeting the expenditure for installation of CCTV cameras at the institution subject to the following conditions:-

		<p>a) Expenditure will be met with from the Head -M&E of the Society's sanctioned budget for the Financial year 2013-14.</p> <p>b) Work will be got done through open tender which will be published in two newspapers through DPR Haryana. If the Director Supplies & Disposal Haryana has approved rates, the same will be considered first. The final rates will also be compared with DGS & D rates also.</p> <p>c) Once installed, the Society will ensure proper maintenance of cameras.</p> <p>d) The Society will keep the backup of video footage of the recording for at least 48 hours.</p>
GPWM/: 5.6	To consider the proposal for ratification of grant of two advance increments (Non Compoundable) on acquiring higher qualification to Faculty namely Mrs. Asha Kumari Lect in Computer Engg working in this Society.	Ratified subject to the condition that the concerned staff has acquired the higher qualification in the main stream only.
GPWM/: 5.7	To consider the approval of 3rd Audit Report for the year 2011-12 (Audit Period from 1-4-2011 to 31-3-2012) conducted by the Internal Audit team of Directorate of Technical Education Haryana and its reply submitted by the society vide letter no GPWM/A-8/2013/17678 of dated 03-07-2013.	Noted.
GPWM/: 5.8	To consider the approval of 1st Audit Report for the period from 2009-10 to 2012-13 (Audit Period from 1-4-2019 to 31-3-2013) conducted by the Audit team of Office of the Principal Accountant	Noted.

	General(Audit) Chandigarh, Haryana and its reply submitted by the society vide letter no GPWM/A-2/2013/17775 of dated 16-07-2013.	
<u>GPWM/:</u> 5.9	To consider the approval of ratification of Hiring/Engaging of services of registered CA/ CA Firms for Audit and Certification work of the society's accounts on annual basis for the period from 1-10-2013 to 31-3-2014 (6 months) and for FY 2014-15.	The Hiring/Engaging of services of registered CA/ CA Firms for Audit and Certification work of the Society's accounts on annual basis was approved up to 31.3.2015.
<u>GPWM/:</u> 5.10	To consider the proposal for ratification of appointment on 1 No post of clerk in Ministerial Staff category in the society by transfer on permanent absorption basis in the relevant cadre in this society from eligible staff from Govt. combined cadre Polytechnics.	Ratified.
<u>GPWM/:</u> 5.11	To consider the ratification of the proposal submitted to DGTE office for filling up of vacant teaching posts in the society.	Chairman BoG informed that the process to fill up the vacant teaching posts has already been initiated.
<u>GPWM/:</u> 5.12	To consider the proposal of variation in intake in the existing courses and start of new courses in this society polytechnic from the academic year 2014-15.	Approved subject to fulfilling all requirements laid down including those by the AICTE.
<u>GPWM/:</u> 5.13	To consider the ratification of shifting of Head Quarter temporarily of Lecturer category faculty from other society polytechnic of the state in this society	Ratified. It was informed that orders of shifting Head Quarters of two Lecturers have been further extended up to 30-06-2014. On the proposal of absorbing the two lecturers (whose H.Q.s have been shifted from GP Loharu to GP Morni) against two vacant posts of Lecturers, Computer Engg. Member Secretary may initiate action by taking the following steps: a) Notice along with suitable application form & terms/conditions may be circulated to all Govt./ Society polytechnics of the State,

		<p>inviting applications from Lecturers working on similar posts in Govt. /Society Polytechnics in the State</p> <p>b) The list of candidates whose applications are received in response to the notice may be put up before the Staff Selection Committee of Group A & B of the Society for recommending the names of two candidates in the order of merit from amongst the candidates who appear before it for selection as Lecturer in Computer Engg. by transfer basis or permanent absorption in the Society.</p> <p>c) BoG/ Chairman BoG will be requested to issue the appointment orders as per the above recommendations.</p>
<u>GPWM/:</u> 5.14	To consider the proposal for ratification of Medical Leave of 42 days granted to Mrs. Asha Kumari Lecturer in Computer Engg in the society	Ratified. However Chairman, BoG suggested that such kind of minor issues need not be brought to the BoG meeting. Decisions can be taken by Member Secretary if it comes under the purview of the powers delegated to the Principal-cum- Member Secretary, otherwise the same can be approved by higher authorities, i.e DGTE/PSTE who is competent to take decisions in this regard. Member Secretary was directed to submit a proposal on single file for delegation of such and other powers keeping in view the delegations of similar powers in the Govt. Polytechnics.
<u>GPWM/:</u> 5.15	To consider the Overall faculty position of the society for the information of the BoG	Noted. Chairman BoG gave directions to Member Secretary to ensure that the outsourcing staff is being paid as per revised DC rates. He was also directed to ensure proper maintenance of ESI and EPF accounts of such hired workers. The contractor/Agency must ensure that the EPF & ESI deductions are credited to the accounts of these workers every month.
<u>GPWM/:</u> 5.16	To consider the status of Results of exams of last two semesters/years of the society for the information of the BoG.	Ratified. However the teaching guest faculty whose performance in terms of examination results is not up to the mark or below 30 % should be discontinued forthwith.
<u>GPWM/:</u> 5.17	To consider the Admission Status 2013-14 in all courses of the society for the information of the BoG.	Noted.

<p><u>GPWM/:</u> <u>5.18</u></p>	<p>To consider the Society Library/ other general Infrastructure status as on date for the information of BoG</p>	<p>Noted. Further keeping in view the poor financial background of the girl students studying in the GPWES, it was decided to provide a complete set of text books free to all the students studying in this Polytechnic during all semesters. Chairman BoG also desired that books provided to the students, will not be taken back from them before the end of Board examination. In this regard Member Secretary was asked to take the following steps:-</p> <p>a) To approach Hon'ble Kumari Selja, Minister Social Justice and Empowerment, Govt. of India, New Delhi, who is M.P. (Lok Sabha) from Ambala Parliament Constituency through DC Panchkula to seek financial assistance of Rs. 2 Lacs as one time grant for purchase of library books to be used by the girl students of this polytechnic out of her MPLAD grant.</p> <p>b) In the event of non-receipt of grant as at a) above, the Member Secretary to ensure the purchase of required books from open market as per the Department Rules in this regard. To meet the expenditure of the books, necessary financial sanction amounting to Rs. 2 lacs from the relevant head of the Society budget for the FY 2013-14 or the actual cost of the books whichever is less, was accorded. Further to meet the acute shortage of toilets for about 200 girls/lady staff, the action taken by the Member Secretary for provision of six new toilets in the campus was ratified.</p>
<p><u>GPWM/:</u> <u>5.19</u></p>	<p>To consider the status of Training and Placement of students of this institute for information of BoG.</p>	<p>Noted. However Chairman BoG directed the Member Secretary to depute staff to visit newly established five star and three star hotels in Panchkula/Chandigarh to explore the training and placement opportunities for Hotel Management students.</p>
<p><u>GPWM/:</u> <u>5.20</u></p>	<p>To consider the status of Complaints received against Principal / faculty since Dec. 2012 when 4th BoG Meeting was held for the information of the BoG.</p>	<p>Noted.</p>

<p><u>GPWM/:</u> <u>5.21</u></p>	<p>To consider the requirement of G.F. for the year 2013-14</p>	<p>Noted. The teaching guest faculty may be engaged as per requirement under approved criteria. Chairman BoG also emphasized to arrange experts for delivering lecturers in the Polytechnic to give a chance to the students to interact with experts and industry people. He also suggested that officers from Tourism Department Haryana may be invited for lecture in the Hospitality & Hotel Management courses.</p> <p>Chairman BoG desired that attractive and informative paintings charts/charts showing different sizes and shapes of reprints glasses, tumblers, bowls, plates and pieces of cutlery, types of herbs & spices, types of olives etc. can be displayed in the labs of Hotel Management Department as an additional teaching tool for better understanding by the students.</p>
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<p><u>GPWM/:</u> <u>5.22</u></p>	<p>New activity or improvement brought out by the Principal</p>	<p>BoG appreciated the introduction of new activities like regular practice of different games by the shortlisted teams in the Polytechnic and different co-curricular activities. However, it was desired to ensure the safety of girls while performing said activities to safeguard the reputation of the Institute.</p>
<p><u>GPWM/:</u> <u>5.23</u></p>	<p>Re-registration of Govt. Polytechnic for Women Education Society Morni Distt Panchkula under the new "The Haryana Registration and Regulation Society Act - 2012 .</p>	<p>Noted.</p>
<p><u>GPWM/:</u> <u>5.24</u></p>	<p>Any other agenda with the permission of the Chair.</p>	<p>The following other issues were discussed by the BOG:</p> <p>(a) Member Secretary submitted the proposal in the meeting to enhance the remuneration of teaching guest faculty. It was informed by DGTE that the</p>

		<p>proposal was already under consideration of the State Govt.</p> <p>(b) Payment of remuneration to Sh. Raj Pal Singh OIC BOG from the Society was discussed. The Member Secretary was asked to examine and put up to the Chairman BoG on single file for seeking necessary approval.</p>
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The meeting ended with a vote of thanks to the Chair.