

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND  
RESEARCH, SECTOR 26, CHANDIGARH**

**AGENDA FOR THE  
ELEVENTH MEETING OF BOARD OF GOVERNORS  
TO BE HELD ON 27-06-2008**

**AT  
NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND  
ADMINISTRATION, NEW DELHI**

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**ITEM No.B.11.1 TO CONFIRM THE MINUTES OF THE 10<sup>TH</sup> MEETING OF THE BOARD OF GOVERNORS HELD ON 28-02-2008 AND TO REPORT ACTION TAKEN THEREON.**

a) The minutes of the 10<sup>th</sup> meeting of the Board of Governors of the institute held on 28-02-2008 were circulated amongst all of its members vide institute letter No. NITTR/Board/10<sup>th</sup>-Minutes/1792-1803 dated 12-03-2008, for their information and comments, if any. A copy of the minutes is enclosed as Annexure-I at Page Nos. 07-12 for perusal. Since no comments have been received from any of the members, the same may be confirmed as recorded.

b) The following items of the last meeting have been noted:

Item No.B.10.1

Item No.10.1(a) Confirmation of minutes of the 9<sup>th</sup> meeting of Board of Governors of the institute.

Item No.B.10.2

Item No.B.10.2.1 Directions of the Government of India, Ministry of Human Resource Development for nominees of the Central Government on the Board of Governors of the institute.

Item No.B.10.2.2 Status of the Annual Report of the institute for the year 2006-07.

Item No.B.10.2.3 Requirement of full time Dispensary in the institute.

Item No.B.10.2.4 Voluntary Retirement of Shri Brijinder Singh, Assistant Professor (In Situ) Electrical Engineering Department.

Item No.B.10.2.5 Retirement which took place during 30-09-2007 to 31-01-2008.

Item No.B.10.2.6 Promotions granted during 01-10-2007 to 01-02-2008

Item No. B.10.3

- Item No. B.10.3.1 Release of retirement benefits of Prof. R. Subramanian, Former Professor and Head, Civil Engineering Department.
- Item No. B.10.3.2 Regularization of services of Mrs Garima Saini as Lecturer, Electronics and Communication Engineering Department.
- Item No. B.10.3.3 Deputation of Dr BS Pabla, Professor (In-situ) Mechanical Engineering Department to the Chandigarh Administration.

Item No. B.10.4

- Item No. B.10.4.1 Approval of the minutes of the tenth meeting of Finance Committee held on 28-02-2008.
- Item No. B.10.4.2 Approval of the minutes of the sixth meeting of Academic Council held on 26-02-2008.
- Item No. B.10.4.3 Filling up of vacant faculty and non-teaching posts in the institute:

Keeping in view the actual requirements of the institute, certain vacant posts required to be filled by direct recruitment have been advertised vide Advertisement No. 109-4/2008 dated 04-05-2008. (Copy enclosed as Annexure-II Page No.13-14) with the approval of the Chairman, Board of Governors accorded vide UO No. NITTTR/10 dated 22-04-2008. (Copy enclosed as Annexure-III at Page Nos 15-37).

- Item No. B.10.4.4 Status Report on various issues relating to the institute.
- Item No. B.10.4.5 Stepping up of pay of Shri Sudarshan Sharma, Superintendent:

The Ministry has been requested to expedite reply of the case of Shri Sudarshan Sharma, Superintendent (now Retired) vide institute letter No. NITTTR/3450 dated 23-04-2008 and subsequent correspondence.

## ITEM No.B.11.2 ITEMS FOR REPORT

The following items are reported for information:

### ITEM No.B.11.2.1 TO REPORT REGARDING COMPLETION OF PROBATION PERIOD OF INSTITUTE EMPLOYEES.

The Chairman, Board of Governors vide UO No.NITTTTER/07 dated 08 April, 2008 has approved the successful completion of probation period of the following institute employee against the post and from the date mentioned below. A copy of the UO is attached as Annexure-IV at Page No.38.

Sr. No.	Name and Designation	Date of Joining	Date of completion of Probation
1.	Dr(Mrs) Maitreyee Dutta, Assistant Professor	21-02-2006	20-02-2008

### ITEM No.B.11.2.2 TO REPORT REGARDING FILLING UP THE POST OF ACCOUNTS OFFICER AND ACCOUNTANT IN THE INSTITUTE.

The Chairman, Board of Governors vide UO No.NITTTTER/09 dated 21 April, 2008 has approved the appointments of Shri Prem Parkash Kaushik as Accounts Officer and Shri Chandan Lal Sahota as Accountant, both retired Audit Officers of AG (Audit) Haryana, on contract basis, with effect from 25-04-2008 (FN) and 05-05-2008 respectively. A copy of the UO is attached as Annexure-V at Page Nos 39-40.

### ITEM No.B.11.2.3 TO REPORT REGARDING RETIREMENTS OCCURRED DURING 01-02-2008 TO 31-05-2008.

The following retirements took place during the period 01-02-2008 to 31-05-2008:

Sr. No.	Name and Designation	Date of Event	Remarks
1.	Shri Sudarshan Sharma, Supdt.	30-04-2008	Superannuated
2.	Shri Brijinder Singh, Assistant Professor (In Situ)	12-03-2008	Voluntary Retirement
3.	Shri Nanak Chand, Driver	10-04-2008	Voluntary Retirement

**ITEM No.B.11.3 ITEMS FOR RATIFICATION**

The following items which are already approved by the Chairman, Board of Governors are submitted for ratification along with copies of U.O Notes as mentioned against each.

**ITEM No.B.11.3.1 TO RATIFY FILLING UP OF VACANT FACULTY AND NON FACULTY POSTS IN THE INSTITUTE.**

The Chairman, Board of Governors vide UO No.NITTTTER/10 dated 22 April, 2008 has approved that the vacant posts which are actually required in the interest of the institute be filled by direct recruitment. A copy of the UO is attached as Annexure-III at Page Nos 15-37. This may be ratified.

**ITEM No.B.11.4 ITEMS FOR CONSIDERATION**

**ITEM No.B.11.4.1 TO CONSIDER AND APPROVE THE MINUTES OF THE ELEVENTH MEETING OF FINANCE COMMITTEE HELD 27-06-2008.**

The 11<sup>th</sup> meeting of Finance Committee is scheduled to be held on 27-06-2008. Agenda papers for this meeting are attached as Annexure-VI. The minutes of the meeting of Finance Committee will be circulated amongst Board members at the time of the meeting for consideration and approval.

**ITEM No.B.11.4.2 PLACEMENT OF STATUS REPORT ON VARIOUS ISSUES RELATING TO THE INSTITUTE.**

As per directions received from the Ministry of Human Resource Development vide their letter No. 4-6/2006-TS.IV(Part) dated 6 December 2006, 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 during the year 2007-08.
5. Pending vigilance matters and enquiry report thereto.
6. Redressal of public grievances.

Accordingly the status report in respect of the above said issues is as under:

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

There is no backlog vacancy belonging to SC/ST category. There is only one backlog vacancy of Lecturer belonging to OBC category. The same has already been advertised. The recruitment process is going on.

2. **Annual Report and Audited Accounts**

The Annual Report and Annual Accounts for the year 2007-08 are in progress and are likely to be completed well in time. Latest position will be reported at the time of the meeting.

3. **Comments in respect of outstanding Audit Paras**

There are 14 outstanding audit paras. Reply to these paras has already been sent to the Audit Office vide institute letter No.NITTTTR/B&ITA/Audit/27387 dated 20-09-2007. These will be reviewed during next audit which is due in June/July, 2008.

4. **Progress of Plan and Non Plan expenditure during the year 2007-08**

The position of receipt of grants and expenditure incurred during the financial year 2007-08 is as under:

Particulars	Rupees in Lacs	
	Plan	Non-Plan
Opening Balance	134.37	27.32
Grant-in-aid received from MHRD	560.00*	490.06
IRG	3.62	162.93
Total Amount Available	697.99	680.31
Expenditure Incurred	680.11	679.91
Unspent Balance	17.88	0.40

\*Grants-in-aid of Rs 560 lakh under Plan includes Rs 210 lakh sanctioned by the MHRD during 2006-07 exclusively for the Construction of Hostel Block and Lecture Hall Complex. The amount was however received by the institute during the financial year 2007-08.

5. **Pending vigilance matters and enquiry report thereto**

There is no pending vigilance case in the institute.

6. **Redressal of public grievances**

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

**IT IS FOR THE INFORMATION OF THE BOARD OF GOVERNORS**

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