

Minutes of Table Agenda Items

Ist BoG UD RTU Kota held on May 22, 2018

BoG T 1.1 To seek approval of proposal for preparation of B. Tech. Exam results by the UD Exam Section

B. Tech. Regulations for University Departments (UD) have come in force from 2017-18 (Regulations vide F (2)/2/2017/3794 dt 31-10-2017). As per R18.2, results of B. Tech shall be declared by Examination section UD. (Annexure-1, Page 2)

To effectively comply with the Regulation, following mechanism is proposed:

1. The Dean UD shall constitute a Committee consisting of Faculty members & staff members as may be proposed by the Chairman Exam. The committee shall Tabulate and compile the Grades obtained from various departments.
2. The Head of the departments shall collect the grades of concerned subjects and ensure compliance of various provisions of the Regulations before sending to the Chairman Exams for compilation.
3. Exam section UD, shall coordinate with Heads of Departments and try to ensure collection of Grades within one month of the date of exam.
4. Exam section UD shall dispatch answer-books for evaluation to the examiners for evaluation preferably within a week from the date of exam.
5. Examiners shall be given maximum 15 days of time to check the answer books. In case the Chairman Exam finds some issues of viability like evaluator in panel is not available in station during the desired period or unable to evaluate answer books for any valid reason, the Chairman Exam shall issue the answer-books to another person , from among the panel.
6. After evaluation, the answer books shall be deposited in the Examination section, and award of Grades shall be prepared at Departmental level complying the provisions of the concerned Regulations.

Above is placed for `perusal, information & observation of members of BOG, UD RTU.

Resolution: Corresponding to the order of item no. (1) to (6) of agenda, following was resolved:

1. A committee may be constituted by Dean UD for Grade compilation and uploading of Grades at UD level.
2. An agency may be hired in due course of time to take IT solution for Grade processing, compilation and result formation in a user friendly



format. Grade preparation and moderation will be done as per the Regulations CBCSR-2017. To ensure timely completion, it will be co-ordinated by the concerned Department.

3. Approved
4. Exam UD should try to dispatch answer-books on the same day to evaluators.
5. Approved
6. Approved

BoG T 1.2

To seek approval for proposal to identify Panel of Examiners for paper setting and Evaluation of Answer books by Chairman BOS to Chairman Exam within one month of start of Semester.

Presently the UD is operating with about 38 % of the sanctioned faculty strength as regular teachers. In addition to it, about 15 % faculty is on contract (appointed by TEQIP III) and about 20 % faculty is Guest faculty. The stability of guest /contractual faculty is very low. Most of the regular faculty are IITians with PhD. It is proposed that the paper setters be preferably among the regular faculty or at the most from NPIU appointed faculty to ensure proper level of questions aimed at Outcome Based Education.

Some Departments are having acute shortage of regular faculty (less than 20 % of sanctioned strength), but adequate strength of Contractual/guest faculty. Though recruitment of teachers is being planned at University level, but it is expected to take about three-four years to attain regular faculty proportion of say 75-80 % of the sanctioned faculty strength. Till such time, it is proposed to include contractual/ guest faculty in the panel of Evaluators and to form panel of at least two names for each subject, so, that even if a faculty leaves the job or unavailable for evaluation due to unavoidable circumstances, the other person/s from the panel may evaluate the answer books. Such system is in practice in GTU/Jadavpur and many other technical Universities.

For arranging question paper setting in time, a panel of two or more examiners for each subject is proposed to be prepared by the Chairmen BOS and send to the Chairman Exam, UD, within one month of start of a semester. If it is not received in time, Chairman Exam may prepare panel in consultation with subject experts at his end. (Annexure-1, Page 3)

Above is placed for perusal, information & observation of members of BOG, UD RTU.



Resolution: Approved

BoG T 1.3 To seek approval to assign responsibility for RTI and other similar enquires about grades.

RTI pertaining to Grade award, moderation, tabulation etc are proposed to be dealt by the Concerned Head of the Department, Chairman Grade Moderation Committee and Chairman Exam office respectively. (Annexure-1, Page 4)

Above is placed for perusal, information & observation of members of BOG, UD RTU.

Resolution: Approved

BoG T 1.4 To seek approval for period of perseverance of grades and associated material, limited to duration of course programme, after the result declaration date of the concerned Semester.

For reply of RTI and other enquiries related to results, papers/sheets for preparation of Grades, Moderation, tabulation, compilation etc. are proposed to be preserved for the duration of course programme only from the date of declaration of result of the concerned semester, for all programmes run by the UD. (Annexure-1, Page 5)

Above is placed for perusal, information & observation of members of BOG, UD RTU.

Resolution: Grade preparation sheet and other related papers having details for moderation; compilation etc. should be preserved for course program duration and subsequent four years. However, time duration for preserving answer-books, RTU Kota rules will be followed.

BoG T 1.5 Reporting of various items under TEQIP-III UD, RTU Kota in first BoG meeting as below:

- a) Action plan having budget proposals submitted to NPIU for each three month quarter starting from January 2018. (Annexure-2, Page 6 to 16)
- b) Procurement plan received so far PMSS software of NPIU. (Annexure-3, Page 17 to 18)
- c) AICTE mandate action plan having budget proposals submitted to NPIU. (Annexure-4 Page 19 to 30)



- d) Start-up Cell establishment under TEQIP-III UD RTU Kota and submission of this and start-up micro-action plan activities to NPIU. (Annexure-5, Page 31 to 42)
- e) Submission of Good Governance Development Plan submitted to NPIU. (Annexure-6, Page 43 to 48)
- f) Submission of equity action plan submitted to NPIU. (Annexure-7, Page 49 to 64)
- g) Issuance of orders for general guidelines for faculty , officers, staff for attending technical events, constitution of Departmental purchase committee, Institute purchase committee, order for TA/DA, stay charges for students, link officers for various UD TEQIP-III officials, UD Exam Reform committee, Mandatory accreditation, Induction training of B.Tech I sem students, start-up cell etc. (Annexure-8, Page 65 to 84)
- h) Reporting of MoU done between Technical education department, Government of Rajasthan and University Departments, RTU Kota. (Annexure-9, Page 85 to 88)
- i) Reporting of MoU done between Jadavpur University, Kolkata and UD RTU Kota as Mentor- Mentee institute under Twinning activities TEQIP-III. (Annexure-10, Page 89)
- j) Other orders till January 2018 first week were reported in RTU 29th BoM held on 10th Feb, 2018 and subsequently approved by 29th BOM RTU Kota RTU Kota. (Annexure-11, Page 90 to 95)

Above are placed for information to members as reporting items and for kind perusal.


Resolution: Members perused the various items placed under TEQIP-III UD RTU as mentioned above in agenda & also so far placed in BoM RTU as per above agenda and were approved.

BoG T 1.6 To authorize Institutional Project Director, TEQIP-III UD RTU Kota (Ex-officio Dean FA) for approving TEQIP-III UD RTU Kota activities as BoG UD RTU Kota has been constituted major items be placed in BoG as reporting item, wherever deemed necessary.

As per 29th BOM vide agenda item resolution 29.9 order no RTU/UD/TEQIP-III/F(58)/35/DeanFA/9870-9876 dated 29.03.2018, Hon'ble Vice Chancellor was authorized for TEQIP-III UD RTU Kota till BoG for UD was not constituted. (Annex-12, Page-96)

Now since BoG UD has been constituted, it is proposed to approve the various activities of UD TEQIP-III time to time.

The major item wherever it will be necessary shall be placed in BoGUD as reporting time in subsequent BoGs.



Above are placed for information to members as reporting items and for kind perusal.

Resolution: As per project implementation plan TEQIP-III, approving authority for various permissible items under TEQIP-III project is BoG/ competent authority of the institute. As per 29th BoM of RTU (held on 10 February, 2018) resolution 29.9 and subsequently issued order no. RTU/UD/TEQIP-III/F(58)/35/DeanFA/9870-9876 dated 29.03.2018, Hon'ble VC was authorized until separate BoG for UD, RTU Kota for TEQIP-III is established.

It was resolved that since now BoG, UD RTU Kota is in existence, Institute Project Director is authorized to approve the permissible items below Rs. 50 lakh for TEQIP-III UD. Hon'ble Vice-Chancellor shall continue to be authorized for approving items exceeding Rs. 50 lakh for TEQIP-III UD.

BoG T 1.7: To approve creation of following posts under University Department, RTU Kota.

To complete the work of UD RTU Kota following posts creation is necessary, so delay in work can be avoided.

Dean FA Office Staff

S.No.	Name of Post	Number
1	Deputy Registrar	01
2	Assistant Registrar	04 (Purchase, UD Exam, General Administration, Chief Proctor)
3	Assistant Section Officer/Upper Division Clerk	02
4	Stenographer	01
5	Lower Division Clerk	02
6	Class IV	03

Account Section

S.No.	Name of Post	Number	Nature of Work
1	Account Officer	01	RTU fund, TEQIP-III, RUSA, DST Projects etc.
2	Assistant Account Officer	01	

3	AAO Gr. II	02	
4	Upper Division Clerk	03	
5	Jr. Accountant	04	
6	Class IV	03	

Purchase Section

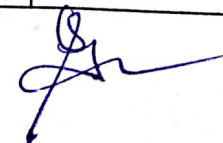
S.No.	Name of Post	Number
1	Section Officer	01
2	Assistant Section Officer	02
3	Lower Division Clerk	02
4	Class IV	01

Other Departments under Dean FA:

S.No.	Departments	Name of Post	Number
1	Civil Engineering	Assistant Section Officer/Upper Division Clerk Lower Division Clerk Class IV Lab Technician, LA etc.	01 01 01 (As per recommendati on of HOD)
2	Electrical Engineering	Assistant Section Officer/Upper Division Clerk Lower Division Clerk Class IV Lab Technician, LA etc.	01 01 01 (As per recommendati



			on of HOD)
3	Electronics & Communication Engineering	Assistant Section Officer/Upper Division Clerk Lower Division Clerk Class IV Lab Technician, LA etc.	01 01 01 (As per recommendation of HOD)
4	Mechanical Engineering	Assistant Section Officer/Upper Division Clerk Lower Division Clerk Class IV Lab Technician, LA etc.	01 01 01 (As per recommendation of HOD)
5	Computer Engineering	Assistant Section Officer/Upper Division Clerk Lower Division Clerk Class IV Lab Technician, LA etc.	01 01 01 (As per recommendation of HOD)
6	HEAS	Assistant Section Officer/Upper Division Clerk Lower Division Clerk Class IV Lab Technician, LA etc.	01 01 01 (As per recommendation of HOD)



PTP:

S.No	Name of Post	Number
1	Upper Division Clerk	01
2	Class IV	01

Chief Warden:

S.No.	Name of Post	Number
1	Assistant Section Officer/Upper Division Clerk	01
2	Lower Division Clerk	01
3	Class IV	03

Estate Office:

S.No.	Name of Post	Number
1	Estate Officer	01
2	JEn(Civil)	01
3	JEn (Electrical)	01
4	Assistant Section Officer/Upper Division Clerk	01
5	Lower Division Clerk	01
6	Plumber	02
7	Electrician	02
8	Carpenter	01
9	Class IV	02
10	Helper	06

Chief Proctor:



S.No.	Name of Post	Number
1	Section Officer	02
2	Assistant Section Officer/Upper Division Clerk	03
3	Lower Division Clerk	04
4	Class IV	01

UD Exam:

S.No.	Name of Post	Number
1	Section Officer	01
2	Assistant Section Officer/Upper Division Clerk	02
3	Lower Division Clerk	04
4	Class IV	03

Central Store:

S.No.	Name of Post	Number
1	Store Officer	01
2	Upper Division Clerk	02
3	Lower Division Clerk	01
4	Class IV	01

Library:

S.No.	Name of Post	Number
1	Librarian	01
2	Assistant Librarian	01
3	Issue Assistant	04

4	Lower Division Clerk	03
5	Library Attendant	05

Games & Sports:

S.No.	Name of Post	Number
1	Sport Officer	01
2	Asst. PTI	02
3	Lower Division Clerk	01
4	Class IV	02

The qualification for above posts shall be as applicable in RTU. BoG shall be appraised whenever it will be needed in addition to proposal above.

The UD assets may be taken over by UD estate officer after creation of UD estate officer post.

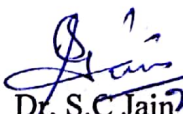
All the employees of erstwhile Engineering College, Kota had been absorbed as RTU employees.

For further progress of UD, RTU Kota creations of above posts are recommended for approval.

Above are placed for information to members as reporting items and for kind perusal.

Resolution: It was resolved that requirements from various departments may be sought in lieu of erstwhile Engg. College Kota employees deployed for University work and few employees retired.

In view of above, it was also resolved that university administration may be requested to provide required staff to University Departments (UD) to smoothly carry out the UD academic, administrative, financial and other additional activities like TEQIP-III project etc.


Dr. S.C. Jain 26.6/18

Member Secretary, BoG
UD, RTU Kota