

**SHRI VISHWAKARMA SKILL UNIVERSITY**  
(Enacted by the Act 25 of 2016, State of Haryana)  
**DUDHOLA, PALWAL**



**Minutes of the  
14<sup>th</sup> Executive Council Meeting  
held on  
19.02.2020 at 04:00 PM**

**Venue:**

**CONFERENCE ROOM  
SHRI VISHWAKARMA SKILL UNIVERSITY TRANSIT  
OFFICE, GURUGRAM, SECTOR-44**



**SVSU**

**SHRI VISHWAKARMA SKILL UNIVERSITY**  
(Enacted Under Government of Haryana, Act No. 25 of 2016)

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**Ref. No. SVSU/EC/2020/Acad. Br/115**

**Date: 20/02/2020**

To

All the members of Executive Council  
Shri Vishwakarma Skill University Dudhola, Palwal

**Subject: Minutes of the 14<sup>th</sup> meeting of the Executive Council held on 19<sup>th</sup> February, 2020.**

Sir,

Kindly find enclosed herewith minutes of the 14<sup>th</sup> meeting of the Executive Council held on 14<sup>th</sup> February, 2020 at 04:00 PM in the Conference Room, SVSU transit office Gurugram.

The discrepancies if any, in recording of minutes may be intimated to this office within 07 days from the date of receipt of the minutes.

Your faithfully

**(Registrar)**

D.A: as above

**Endst. No. SVSU/EC/2020/Acad. Br /116-119**

**Dated: 20/02/2020**

A Copy is forwarded to the following for information and necessary action:

1. The Secretary to Governor, Haryana Raj Bhawan, Chandigarh for kind information of his Excellency, the Governor & Chancellor, SVSU Dudhola, Palwal
2. The Director Skill Development and Industrial Training Department Haryana
3. PS to Vice-Chancellor for kind information of the Vice-Chancellor, Shri Vishwakarma Skill University.
4. PA to Registrar for kind information of the Registrar, Shri Vishwakarma Skill University.

**(Registrar)**

## MINUTES

### 14<sup>th</sup> MEETING OF THE EXECUTIVE COUNCIL

The 14<sup>th</sup> meeting of the Executive Council of the Shri Vishwakarma Skill University, Haryana was held on 19-02-2020 at 04:00PM in the Conference Room, Transit office Shri Vishwakarma Skill University, Gurugram, Haryana.

The following were present:

1.	<b>Sh. Raj Nehru</b> Hon'ble Vice Chancellor Shri Vishwakarma Skill University (SVSU)	- Chairperson
2.	<b>Prof. (Dr.) Tankeshwar Kumar</b> Vice-Chancellor, GJUS&T Hisar	- Member
3.	<b>Prof. (Dr.) Dinesh Kumar</b> Vice-Chancellor, JCBUST YMCA Faridabad	- Member
4.	<b>Prof. (Dr.) Sujata Shahi,</b> Vice-Chancellor, IILM, University, Gurugram	- Member
5.	<b>Smt.Geeta.R.Singh</b> (Nominee of Additional Chief Secretary to Government of Haryana SD&IT Department)	- Member
6	<b>Sh. Joginder Singh, Joint Director Audit</b> (Nominee of Additional Chief Secretary to Government of Haryana Finance Department)	- Member
7	<b>Dr.YashPaul Singh</b> (Nominee of Additional Chief Secretary to Government of Haryana T.E.Department)	- Member
8.	<b>Prof. (Dr.) R. S. Rathore</b> Dean (Academics), SVSU, Gurugram	- Member
9.	<b>Prof. (Dr.) Jyoti Rana</b> SVSU Gurugram	- Member
10.	<b>Dr. Ritu Bajaj</b> Registrar SVSU, Gurugram	- Secretary

At the outset, the Hon'ble Vice-Chancellor & Chairman extended a warm welcome to all the members for attending 14<sup>th</sup> meeting of the Executive Council. The Hon'ble Vice-Chancellor & Chairman extended a special thanks to all the members for sparing their valuable time for attending the meeting.

The progress and information about new initiative of the university was presented to update the Executive Council members. Hon'ble Vice-Chancellor also informed that the university has started a short term certificate course in 'Computer Literacy' under Shri Vishwakarma Computer Saksharta Mission for underprivileged people of the society. The members of the executive Council appreciated the initiative of University by utilizing its available infrastructure for the benefit of society and suggested that students of University to be engaged in teaching under such programmes. The Vice Chancellor, also informed that the university team has designed a online portal for monitoring On the Job Training (OJT) of students. The EC appreciated the efforts of the team and suggested that, it should be developed in more professional way for effective implementation.

**The Agenda items were taken up as follows:**

**EC/14/01: Confirmation of the minutes of the 11<sup>th</sup> meeting of the Executive Council held on 12<sup>th</sup> July 2019.**

The minutes of the 11<sup>th</sup> the Executive Council meeting along with observation were placed before Executive Council. The Council noted and confirmed the same.

**EC/14/02: Confirmation of the minutes of the 12<sup>th</sup> meeting of the Executive Council held on 14<sup>th</sup> September 2019.**

The minutes of the 12<sup>th</sup> the Executive Council meeting along with observation were placed before Executive Council. The Council noted and confirmed the same.

**EC/14/03: Confirmation of the minutes of the 13<sup>th</sup> meeting of the Executive Council(Emergent) held on 20<sup>th</sup> January,2020.**

The minutes of the 13<sup>th</sup> the Executive Council meeting along with observation were placed before Executive Council. The Council noted and confirmed the same.

**EC/14/04: The follow-up action report of the 13<sup>th</sup> meeting of the Executive Council (Emergent) held on 20<sup>th</sup> January 2020.**

The follow-up action report of the 13<sup>th</sup> the Executive Council (Emergent)meeting along with observation were placed before Executive Council. The Council noted and confirmed the same.

**EC/14/05: To consider and approve the first Convocation Function of the University**

The Executive Council considered and approved.

**EC/14/06: To consider and approve the establishment of the Assessment and Certification wing under the Examination Department.**

The Executive Council considered and approved.

**EC/14/07: To consider and approve the setting up of various laboratories for the new In-Campus programs at SVSU, Dudhola campus to be started from the session 2020-2021**

The Executive Council considered and approved.

**EC/14/08: To consider and approve the distribution of posts group wise i.e. A, B, C & D.**

The proposed classification of posts is as under based on their respective grade pay and levels:-

Sr. No.	Description of posts and level	Classification of posts
1	a) Skill Professor, Skill Associate professor and Skill Assistant Professor. b) Rs 10,000, Rs 8900 and Rs 8700 in the scale of pay of Rs 37400-67000 on pay band - 4 and Rs 7600, Rs 6600 and Rs 5400 in the scale of Rs 15600-39100 in pay band – 3 (level 10 to 18)	A
2	Rs 5400, Rs 4800 and Rs 4600 in the scale of pay of Rs 9300-34800 in Pay band – 2 (level 7 to 9)	B
3	Rs 4200 in the scale of pay of Rs 9300-34800 in Pay band – 2 and Rs 2800, Rs 2400, Rs 2000, Rs 1900 and Rs 1800 in the scale of pay of Rs 5200-20200 in pay band – 1 (level 1 to 6)	C
4	Rs 1300, Rs 1400, Rs 1600 and Rs 1650 in the scale of pay of Rs 4440-7440 in IS scale (level DL)	D

The Executive Council considered and approved .

**EC/14/09: To consider and approve the recommendation of the Committee constituted to implement reservation Roster in University.**

The Executive Council considered and approved the minutes of the Roster Reservation implement Committee.

**EC/14/10: To consider and approve the initiation of Recruitment Process, Eligibility and Selection Criteria for various Teaching and Non-Teaching positions.**

**Details of Teaching Posts**

As per the requirement forwarded by the academic branch for various teaching positions i.e. Skill professor, Skill Associate Professor and Skill Assistant Professor, number of posts need to be filled as per the details enclosed

Following posts are to be advertised (against sanctioned posts) as per the requirement for the coming session: -

A		Academic Positions		
S. No.	Subject/ Branch	Skill Professor	Skill Associate Professor	Skill Assistant Professor

		(On Deputation/ Contractual Basis)	(On Deputation/ Contractual Basis)	(On Direct Basis)
		No. of posts	No. of Posts	No. of posts
1	Agriculture Science	1	0	2
2	Agriculture Engineering	0	1	0
3	Chemistry	0	0	1
4	Civil Engineering	0	1	1
5	Commerce	0	0	1
6	Computer Science Engineering	2	2	4
7	Economics	0	0	1
8	Electrical Engineering	1	2	3
9	Electronics Engineering	1	2	3
10	English	0	1	2
11	Environmental Studies	0	0	1
12	Food Technology		0	1
13	Hotel Management	0	1	1
14	Management	1	3	6
15	Mathematics	0	1	2
16	Mechanical Engineering	3	3	6
17	Medical Laboratory Technology	0	0	1
18	Music	0	0	1
19	Physical Education	0	0	1
20	Physics	0	1	1
21	Political Science	0	0	1
22	Psychology	0	1	1
23	Public Health	0	1	1
24	Remote Sensing/Geographic Information System (GIS)	0	1	1
25	Statistics	0	0	1
<b>Total</b>		<b>9</b>	<b>21</b>	<b>44</b>
<b>B.</b>	<b>Other Academic Posts</b>			
<b>Sr. No.</b>	<b>Position</b>	<b>No. of Posts</b>		
1	Deputy Librarian	01		

### Details of Non- Teaching Posts

Following non-teaching posts are to be advertised (against sanctioned posts) as per the

requirement of various branches: -

S. No	Name of Post	No. of Posts	S. No.	Name of Post	No.ofPost
1.	Controller of Examination	01	43.	Skill Instructor (Wellness Management)	01
2.	Deputy Training and Placement Officer	01	44.	Skill Instructor (Physics)	01
3.	Deputy Registrar	01	45.	Skill Instructor (GIS)	01
4.	Deputy Director (Sports)	01	46.	Skill Instructor (MLT)	01
5.	Deputy Director (Industry Integration Cell)	01	47.	Skill Instructor (Music)	01
6.	Executive Engineer (Civil)	01	48.	Skill Instructor (Agriculture)	01
7.	Public Relation Officer	01	49.	Foreman (Mechanical)	01
8.	Resident Medical Officer	01	50.	Foreman (Electronics)	01
9.	Hindi Officer	01	51.	J.E. (Horticulture)	01
10.	Assistant Registrar	02	52.	Sanitary Inspector	01
11.	OSD TO VC	01	53.	Game Organizer	01
12.	Superintendent	05	54.	EPBAX Assistant	01
13.	Law Officer	01	55.	Law Assistant	01
14.	Guest House/ Hospitality Manager	01	56.	Hostel Supervisor	02
15.	Assistant	11	57.	Translator	01
16.	Personal Secretary	02	58.	Hostel Attendant	01
17.	Accountant	01	59.	Senior Scale Stenographer	03
18.	Pharmacist	01	60.	Clerk*	03
19.	Lab Technician (Psychology)	01	61.	Clerk cum DEO*	17
20.	Lab Technician (Chemistry)	01	62.	Steno – Typist	02
21.	Lab Technician (MLT)	01	63.	Driver	02
22.	Senior Skill Instructor (Communication Skill)	01	64.	Medical attendant	01
23.	Senior Skill Instructor (Mechanical)	02	65.	Library Attendant	01
24.	Senior Skill Instructor (Hospitality)	01	66.	Draftsman (Civil)	01

S. No	Name of Post	No. of Posts	S. No.	Name of Post	No. of Posts
25.	Senior Skill Instructor (Computer Science Engineering/ IT)	01	67.	Restorer	01
26.	Senior Skill Instructor (Electronics)	01	68.	Staff Nurse	01
27.	Senior Skill Instructor (psychology)	01	69.	Electrician	01
28.	Senior Skill Instructor (Sports)	01	70.	Tracer	01
29.	Senior Skill Instructor (MLT)	01	71.	Plumber	01
30.	Master Skill Instructor (Mechanical)	01	72.	Carpenter	01
31.	Master Skill Instructor (Mechatronics)	01	73.	Peon	01
32.	Master Skill Instructor (Communication Skills)	01	74.	Skill Helper (Retail)	01
33.	Skill Instructor (Mechanical)	02	75.	Skill Helper (Agriculture)	01
34.	Skill Instructor (Tool & Die)	02	76.	Skill Helper (CS/IT)	01
35.	Skill Instructor (Electronics)	01	77.	Skill Helper (Electrical)	02
36.	Skill Instructor (Electrical)	01	78.	Skill Helper (Electronics)	01
37.	Skill Instructor (Civil)	01	79.	Skill Helper (Mechanical)	01
38.	Skill Instructor (EVS)	01	80.	Skill Helper (Language)	01
39.	Skill Instructor (Hospitality)	01	81.	Skill Helper (Mechatronics)	01
40.	Skill Instructor (Retail)	01	82.	Skill Helper (Advance Manufacturing)	01
41.	Skill Instructor (Soft Skill)	01	83.	Skill Helper (Robotics)	01
42.	Skill Instructor (CSE/IT)	02	84.	Skill Helper (Physics)	01

The Executive Council considered & approved the proposal of hiring on above posts. It is pertained to mentioned that the teaching post will be hired through direct/deputation/contact mode. Further, the Council authorized Hon'ble Vice-Chancellor, SVSU to process the upcoming recruitment of Teaching and Non-teaching through outsourced Government agency, which has competence to do the recruitment process except Interview.



**EC/14/11: To consider and approve new scheme of Leave Travel Concession for the University Employees.**

The Executive Council considered and approved the proposed new LTC rules for the university employees as per Haryana Government instructions/rules.

**EC/14/12: To consider ex-post facto approval for the appointment of Proctor and Dean of Student Welfare.**

The Executive Council considered and approved appointment of following officers on the post of Proctor and Dean Student Welfare -

Sr. No.	Position	Name of the faculty	Tenure
1	Proctor	Dr. R.S Rathore	2 years
2	Dean of Student Welfare	Prof. Jyoti Rana	2 years

**EC/14/13: To consider and approve the enhancement of rate of honorarium for external experts.**

The proposal to enhance the rate of honorarium to external experts from Rs 2000/- to Rs 5000/- per sitting was considered and approved by the Executive Council.

**EC/14/14: To consider Ex-Post-Facto approval for the extension of contractual appointments through fresh contract.**

The following employees were appointed on contract basis initially for the six months only. The appointment is proposed for further extension as per following details:

Sr. No.	Name	Designation	Date of Joining	Date of Expire of Current Term	Date of extension of present term (Through Fresh Contract)	Term	Tenure
1	Ms. Shikha Gupta	Assistant registrar	18/08/2017	17/02/2020	18/02/2020	Fifth	Six Months
2	Dr. Anil Aggarwal	Assistant Professor (Mechanical Engg.)	18/08/2017	17/02/2020	18/02/2020	Fifth	Six Months
3	Ms. Samridhi Mangla	Assistant Professor (CSE)	18/08/2017	17/02/2020	18/02/2020	Fifth	Six Months
4	Mr. Rahul Malik	Trainer	18/08/2017	17/02/2020	18/02/2020	Fifth	Six Months

5	Mr. Vaibhav Raghav	Assistant Professor (Mechanical Engg.)	01/09/2017	29/02/2020	01/03/2020	Fifth	Six Months
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The Executive Council considered and approved the proposal.

**EC/14/15: To consider and approve the appointment of Sh. Ashok Kumar for the post of clerk on deputation basis.**

Mr. Ashok Kumar applied for the post of clerk on deputation basis from Haryana Academy of History & Culture, Kurukshetra vide Advt. No. SVSU/18/ENTD/009 and was appointed for the post vide ref. no. SVSU/19/Estt./110 dated 18/02/2019 but he could not join because of administrative reasons. Now, he has requested to join SVSU for the post of clerk on deputation basis through an email dated 10/11/2019. The validity of panel has expired after 06 months i.e. on 17/08/2019 which may be extended for another six months in exceptional cases. As there is shortage of manpower and excess of workload there is a requirement of experienced staff to improve the efficiency of the office.

The Executive Council considered and approved.

**EC/14/16: To consider the rectification in the discrepancies in advt. No. SVSU/18/ENT/007 and HVSU/18/Estt./004 regarding classification of posts, grade pay and implementation of roster which occurred inadvertently.**

1. To rectify and approve the revised Grade Pay -1650/- instead of Grade pay – 1800/- which was mentioned inadvertently in the advertisement no. SVSU/18/ENT/007 and Ex-post facto approval to issue fresh appointment letter with revised grade pay (Rs 1650) to Sh. Gopal Parashar, Sh. Anil Balhara and Sh. Raj Kumar, appointed for the post of peon. Sh. Gopal Parashar, Sh. Anil Balhara and Sh. Raj Kumar were appointed for the post of peon in pay scale 4440-7440+1800 (Grade as per Advt. no. SVSU/18/ENT/007). As per the revised 7<sup>th</sup> CPC pay matrix with respect to Peon category (Group D category), their grade pay was revised to GP-1650/- instead of GP-1800/- which was inadvertently mentioned in the advertisement no. SVSU/18/ENT/007. The matter was brought to the notice of the competent authority and placed before the audit branch for their consideration and suggestions. It was suggested to rectify the grade pay of these employees as per revised pay matrix.

The Executive Council considered and approved.

2. The post of Superintendent was advertised and filled as per category B whereas the roster was inadvertently applied for the category C, keeping the grade pay 4200 as the base. However, the post of Superintendent is under category B only and roster of category B need to be applied. Accordingly the roster point for Superintendent will be revised & rectified.

The Executive Council considered and approved.

3. The post of Skill Instructor was advertised and filled. The roster point for Skill Instructor was applied by considering Instructors Department wise. However, the roster committee has recommended to consider similar category as a single unit. Accordingly the reservation roster point for the post of Skill Instructor will be revised and rectified.

The Executive Council considered and approved.

4. The various Academic positions were advertised and filled. The roster point for Academic positions were applied Department wise. However, the roster committee has recommended to consider similar category as a single unit. Accordingly the reservation roster point for various Academic position will be revised and rectified.

The Executive Council considered and approved .

**EC/14/17: To consider and approve the change in result on the position of Dy Registrar due to error committed by the Scrutiny Committee constituted to scrutinize applications received for various posts in against the advertised vide Adv. No. SVSU/18/ENT/007.**

The University invited applications for various Non-Teaching posts vide Adv No. SVSU/18/ENT/007. In the advertisement, following weightage in the selection criteria was published for shortlisting of applications for the post of Deputy Registrar/ Deputy Director/ Assistant Registrar/ OSD to VC and other post at similar pay scale:

1. Educational Qualifications: 28
2. Higher Education Weightage: 02
3. Experience: 05
4. Interview: 15
5. Written Test: 50

In order to keep the recruitment process transparent and impartial, the whole recruitment process was handled by three different agencies/bodies after seeking due approval from the Executive Council:

1. Written Test – Conducted by DCRUST, Murthal.
2. Scrutiny of all documents for awarding marks for experience and educational qualification – Indira Gandhi University, Rewari, Mirpur
3. Interview – By the Establishment Committee constituted by SVSU as per the University Act.

On completion of the interviews, the Establishment Committee compiled the marks of all three components(Written Test+ Interview + Academics & Experience) that were received in three separate envelopes and recommendation of the Committee were placed before the Executive Council for approval. Based on the approval of EC, results of all posts were declared and offer letters were issued to selected candidates.

The University communicated marks of written test to each candidate individually on the registered mobile number. However, based on the advice of Attorney General of Government of Haryana, marks of written test, interview and educational qualification & experience were also uploaded on the University website on 12.12.2019.

After, uploading the marks, the University received following representations, claiming discrepancies in the marks uploaded on the University website in relation to the posts of Dy. Registrar, OSD to VC, Assistant Registrar and Superintendent:

1. Dr Lalit Kumar Sharma – Stating that he has not been given marks for Experience and Higher education weightage for his Ph.D. qualification.
2. Ms Deepika Goyal – Stating that Mr Himanshu (Roll No. 19140023) has been wrongly awarded 03 marks for higher education, if his 03 marks are not considered the overall merit list will change.
3. Ms Hemlata-Stating that despite the University had vacant posts she was not offered the post of Superintendent by the University.

The Competent Authority constituted a Committee of following members to Review the results based upon the representations:

1. Dr Ritu Bajaj, Registrar, SVSU
2. Dr R S Rathore, Dean Academic Affairs
3. Dr J K Dubey, Dy Librarian

The Committee examined all documents of eligible candidates for the posts Dy Registrar, OSD to VC, Assistant Registrar and Superintendent which were uploaded by candidates on the portal along with online application and also additional documents sent to the Scrutiny Committee through mail. The Committee in its report found that, there was gross negligence at the part of Scrutiny Committee

which did not scrutinize all documents of applicants uploaded with online application and sent on mail and did not give weightage of marks for experience and Higher Education in case of Dy Registrar. This resulted into a major change in the result for the position of Dy Registrar.

The committee recommends that –

1. Dr Lalit Kumar Sharma should be considered for the post of Dy Registrar but as the offer has already been given to Ms Anju Devi and she has already joined on the post, the matter is placed before the Executive Council of the University for taking further direction and guidance.
2. There is no change in overall merit for the position of OSD to VC as Mr Himanshu (Roll No. 19140023) as the scrutiny committee has erroneously given 3 marks weightage of experience in place of higher education. As such the representation of Ms Deepika Goyal is not changing the overall merit.
3. In the case of Ms Hemlata, the Establishment Committee in its meeting made the post NFS, as such this post was not filled by the university, which is under the purview of the university.

The above said committee considering the marks on the basis of submitted documents and following is the final merit list for the position of Dy. Registrar:

S.N	Roll No.	Name	Academic Performance	Weightage Score in Written Exam (50)		Interview	Total Marks out of 100%	Remark
					50%			
1.	19060007	Ms. Kirti Tanwar	19.37	41	20.5	10	49.87	IV
2	19060013	Mr. Surender Singh	25.36	45	22.50	02	49.86	V
3	19060014	Ms. Anju Devi	17.79	44	22	13	52.79	III
4	19060023	Ms. Chanchal Bhardwaj	25.92	70	35	10	70.92	I
5	19060024	Dr. Lalit Kumar Sharma	21.65	51	25.5	10	57.15	II
6	19060030	Mr. Sanjeev Tayal	19.00	41	20.5	10	48.5	VI
7	16060038	Mr. Vipin	17.20	40	20.00	08	45.2	VII

Further, the Committee recommended that, only two posts for the position of Dy. Registrar (UR) were advertised by the University vide Adv. No. SVSU/18/ENT/007 and the EC on recommendation of Establishment Committee approved the name of following candidates as per merit for the advertised positions:

1. Ms. Chanchal Bhardwaj (Roll No 19060023)
2. Ms. Anju Devi (Roll No 19060014)

However, as per actual merit, Dr. Lalit Kumar Sharma is on second position in the merit and offer for the post, should have been given to Dr. Lalit Kumar Sharma, in place of Ms. Anju Devi.

In light of gross discrepancies found in the result for the post of Dy Registrar, the University wrote to scrutiny committee seeking certification on the errors made. A written reply received from scrutiny committee mentioning “*We have go through the documents attached and checked the documents of the candidate and it has been found that the marks claimed by the candidate was inadvertently overlooked and was not awarded by the committee. It was a clerical mistake from the side of committee.*”

The EC approved the agenda ,In view of the finding of the Committee and reply by the scrutiny committee, mentioning that inadvertently the committee overlooked marks of experience and higher qualification for the post of Dy Registrar, the Executive Council approved that as there are three posts of Deputy Registrar, Dr. Lalit Sharma should be offered the 3<sup>rd</sup> vacant post of the Deputy Registrar.

**EC/14/18: To Consider and approve the MoU with different Industry and Institutions.**

The Executive Council considered and approved, the MoUs signed by the University with different Industry and Institutions.

**EC/14/19 : To consider and approve the annual increase of Rent for Residence of Hon’ble Vice-Chancellor.**

The Lease for residence of Hon’ble Vice Chancellor was up to 31.12.2019 and as the V.C. still requires the residence the lease has been further extended for another one year from 01.01.2020 for the premises House No.735, Sector – 38, Gurugram. The rent was Rs 55,000/- P.M. and has been increased by 10% to Rs. 60,500/ P.M. form 01.01.2020 for another one year up to 31.12.2020. A security deposit of Rs 1,00,000/- was with the landlord which was now enhanced to Rs 1,20,000/- and an amount of Rs 20,000/ was deposited with the landlord. This will be refundable at the time of handing over of the premises.

The Executive Council considered and approved.

**EC/14/20 : To consider ex-post facto approval the proposal to extend the lease of building for conducting classes for the Academic Session 2019-20 .**

The Executive Council considered and approved the proposal to extend the lease period of World Institute of Technology (WIT) upto April, 2020 on existing terms and conditions..

**EC/14/21: To consider and approve the proposal for appointment of Senior Professor for each faculty of SVSU on contract.**

The Executive Council considered and approved ,the proposal to appoint senior Professor for 04 Faculty of the University. EC further suggested that post should be renamed as Professor of Eminence and experts from national laboratories like DRDO, CSIR,NPL,TIFR etc. should also be included in addition to experts from IIT/IIM/NIT/IISC.

**EC/14/22: To consider and approve the policy for implementation and adoption of Massive Open Online Courses (MOOCs/Online Course) for regular students of Shri Vishwakarma Skill University.**

The Executive Council considered and approved the MOOCs policy of university.

**EC/14/23: To consider and approve the branding strategy of the university along with budget for student mobilization for the academic session 2020-21.**

The EC considered and approved following budget for branding activity with suggestion to increase the budget of Social Media from Rs. 5 Lac to Rs10 lac :

<b>S. No.</b>	<b>Activity</b>	<b>Number</b>	<b>Tentative Amount (Lac)</b>
1.	Seminars at State and District Levels in Haryana (DEOs/BEOs/School Principals) and outside	30	07.50
2.	Posters, Banners and Hoardings at schools, VLEs, Roadways Buses and other public locations	10,000	25.00
3.	Pamphlets/flyers	200000	03.00
4.	Advertisement in daily News Papers (English and Hindi) NCR and Haryana	10	30.00
5.	Radio Scripts and Broadcast on FM Radio	03	03.00
6.	Application form Filling across Haryana at village Level	11000	10.00
7.	SMS package	300000	03.00
8.	Social Media (paid articles, Facebook, Tweeter etc.)	--	05.00
9.	Dedicated Telephone/Toll free No. Calls	--	Actual
10.	Miscellaneous (Food, Refreshment, Photocopy, Typing during Travel)	--	02.50
	<b>Total</b>		<b>89.00</b>

The Executive Council also approved the proposal to engage Common Service Centre (CSC) for receiving online applications and students mobilization activities through its VLEs.

**EC/14/24: To consider and approve the proposal of revised the consolidate salary of the contractual staff who have completed two years of service in SVSU.**

The Executive Council deferred the agenda.

**EC/14/25: To report the participation of SVSU Officers in World Skills competition in Kazan from 23<sup>rd</sup> to 27<sup>th</sup> August, 2019.**

The World Skills Competition, is a flagship event organized in every two years which is the biggest vocational education and skills excellence event in the world that truly reflects global industry. This year the competition took place in Kazan from 23 - 27 August 2019. The event brought together more than 1,600 young professionals representing more than 60 countries who participated in over 56 skills. The Indian contingent comprising 48 participants also participated in the World Skills Kazan 2019 in 44 skills. This is to inform that two students of the University reached up to national Level in the World skill Competition. Being the first Skill University of Country, University decided to participate in this event for better understating of different competitions. Accordingly, Hon'ble Vice Chancellor nominated following staff of University to participate in the event along with a team from SDIT and HSDM:

1. Prof R S Rathore, Dean Academic Affairs
2. Sh.Jagbir, Skill Instructor, SVSU .

Initial booking for the journey was made by HSDM with the condition that the final claims will be settled after the journey by the University. Now, HSDM vide Debit Note No. 001/HSDM/3385 dated 18.10.2019 has submitted a claim of Rs 6,36,000/- for arranging air tickets, breakfast, dinner, visa and skill competition tickets at Kazan and Moscow.

The Executive Council considered and approved to pay Rs 6,36,000/- to HSDM for arranging air tickets, breakfast, dinner, visa and skill competition tickets for the Officers of University.

### **SUPPLEMENTERY AGENDA**

**EC/14/26 : To report the formation of different Purchase committee of Shri Vishwakarma Skill University as per GJU norms.**

The University has adopted the GJUS&T, Hisar ordinances till the SVSU has its own ordinances. As per GJUS&T norms the following purchase standing committees to be formed:

1. High Power Standing Purchase Committee
2. Standing Purchase Committee-I
3. Standing Purchase Committee-II

The details of the following Committees, are as under:

<b>S.No</b>	<b>Committees</b>	<b>Jurisdiction</b>	<b>Members</b>
1.	<b>High Power Standing Committee</b>	<b>Above 10 Lacs</b>	<ol style="list-style-type: none"> <li>1. Registrar- Chairperson</li> <li>2. Dr.Jyoti Rana – Professor (Member)</li> <li>3. Dr.Sanjay Singh Rathore- Skill Associate Professor (Member)</li> <li>4. Dr.Anshu Bhardwaj- Skill Associate Professor (Member)</li> <li>5. Dr.Dalip Raina- Skill Assistant Professor(Member)</li> <li>6. Account Officer -Member</li> <li>7. SDO- Electric(Member)</li> <li>8. Branch Officer- Respective Department-(Member)</li> <li>9. AR- Purchase(Member Secretary)</li> </ol>
2	<b>Standing Purchase Committee- 1 (Already formed vide Endst. No.SVSU/19/Reg.Off./87 Dated : 30/08/19</b>	<b>From 1,00,001 to Rs.10 Lacs</b>	<ol style="list-style-type: none"> <li>1. Dr. Rishipal-Skill Professor, Chairman</li> <li>2. Dr.Anshu Bhardwaj-Skill Associate Professor-Member</li> <li>3. Dr.RavinderKumar-Skill Associate Professor-Member</li> <li>4. Ms.Anju Devi- DR-Member</li> <li>5. Mr.Sombir Singh (Superintendent)-Member</li> <li>6. Account Officer – Member</li> <li>7. AR (P &amp; S) – Member Secretary</li> </ol>
3.	<b>Standing Purchase Committee-II For Teaching Department</b>	<b>From 2001 to 01 Lac</b>	<ol style="list-style-type: none"> <li>1. Dr. Rishipal-Skill Professor, Chairman</li> <li>2. Dr.Sanjay Rathore- Skill Associate Professor (Member)</li> <li>3. Dr.Mani Kanwar Singh</li> <li>4. Account Officer – Nominee of Registrar</li> </ol>
4.	<b>Standing Purchase Committee-II For Non – Teaching Department</b>	<b>From 2001 to 01 Lac</b>	<ol style="list-style-type: none"> <li>1. Intending Officer</li> <li>2. Mr. Vinay Saini- Member of Registrar</li> <li>3. Superintendent , Accounts</li> <li>4. AR- Purchase</li> </ol>

The Executive Council considered and approved, the above said Committees for one year.

**EC/14/27: To consider and approve the principle of equal pay for equal work to Group A and Group B employees.**

It is brought to the notice of Council that the Haryana Government notification no. 16/36/216-3GS II dated 03/11/2017 regarding the implementation of equal pay for equal work for employees



engaged under outsourcing policy II w.e.f. 01/11/2017. In this regard, the principle of equal pay for equal work has been implemented for Group C and D employees. For Group A and B, a letter was sent to The Director, SDIT bearing ref. no. HVSU/17/Estt./378 dated 24/11/2017 and reply was received from the O/o The Director, SDIT to take advise from CS office and submit the case to the committee constituted vide notification no. 16/36/216-3GS II dated 03/11/2017. In this regard again letter was sent to C.S to Government of Haryana vide Endst. No. HVSU/17/Estt./656 dated 09/03/18 and ACS, SDIT dated 06/06/2019 for the implementation of equal pay for equal work.

The University constituted a committee of the following members

1. Dr. R. S Rathore, Dean (Academics) SVSU, Gurugram
2. Col. Utkarsh Rathore, Joint Director, SVSU, Gurugram
3. Sh. Deepanshu Atri, Law Assistant, SVSU, Gurugram
4. CFO, SVSU, Gurugram.

The recommendation of the committee is “ The committee observed that the university has not sent any request to the Administrative Department to examine the matter, since the principle of equal pay for equal work has already been considered by the higher education department of Govt. of Haryana as evident from Memo No.KW 4/36-2010 CI(5) dated 27.06.2019.wherein the additional chief secretary to government of Haryana Higher Education, Department, Chandigarh has directed that the principal of equal pay for equal work may be implemented to contractual/Guest/Extension Lectures working in Govt. College of the State falling category under A&B. The committee is of the view that a consolidate proposal in this regard to be prepared for A&B group employees and to be placed before EC for consideration, any decision in this regard for A&B Group posts may be taken as per direction of EC”.

The Executive Council considered and approved, the above proposal.

**EC/14/28: To consider and approve the extension of appointment of contractual employees working in SVSU.**

It is brought to the notice of Council that the Mr. Deepanshu Atri were appointed on contract basis initially for one year. But his contact has been extended for six months which is further revised to one year.

Sr. No.	Name	Designation	Date of Joining	Date of Expire of Current Term	Date of extension of present term (Through Fresh Contract)	Term	Tenure
1	Sh. Deepanshu Atri	Law Assistant	29/10/2018	28/10/2019	29/10/2019	First	One year

The Executive Council considered and approved .

**EC/14/29: To consider and approve the proposal for the increment to the contractual staff who have completed two years of service in SVSU.**

The following contractual staff have completed two years in SVSU:

<b>Sr. no.</b>	<b>Name of the employee</b>	<b>Designation</b>	<b>Date of joining</b>	<b>Existing Salary (Consolidated)</b>	<b>Proposed Salary (Consolidated)</b>
1	Ms. Neeti Arora	Assistant Registrar	27/12/17	47250/-	49613/-

The Executive Council considered and approved .

**EC/14/30: To consider and approve the minutes of the meeting held on 19.02.2020, Transit Office, SVSU, Gurugram regarding pay fixation of Dr. Randhir Singh Rathore.**

The Executive Council considered and approved recommendation of the committee constituted to consider the proposal of fixation of pay Prof Randhir Singh Rathore and decided to fix his pay as per the LPC issued by his previous organization, Government Engineering College, Rajasthan to avoid any financial loss to individual & in the interest of the University.

**EC/14/31: To consider and issue offer to Mr Sanjeev Tayal for the post of OSD to VC**

The Executive Council was informed that Sh Sanjeev Tayal joined the university on the post of Assistant Registrar (on contract) on 1<sup>st</sup> May, 2017. The university vide adv. No. SVSU/2018/ENT/007 advertised various non-teaching post under regular appointment. Sh Sanjeev Tayal, applied for the advertised posts and was selected on the post of OSD to VC. However, till date letter of offer for the post is not given to him in view pending enquiry on various complaints/representations received by the university. It was informed that, all such complaints received by the university were enquired by different committees constituted by the university. It was brought to the notice of EC, by Vice Chancellor, that the Department of Skills and Industrial Training has also constituted a joint committee of officer from SDIT and SVSU to enquire a similar complaint against Sh Sanjeev Tayal and others. A detailed report with all facts, reports of all enquiry committees along with all annexures were presented to the EC for information. The EC was informed, that complaints against Sh Sanjeev Tayal pertains to authenticity of experience certificate issued by Applied College of Management and Engineering, Palwal and non-submission of his degree of LLB qualification. The EC noted that, the university sent mails, registered letter and a team of university officers to verify the authenticity of experience certificate submitted by Sh Sanjeev Tayal in respect to working in Applied College of Management and Engineering, Palwal. The response of e-mail, registered letter and outcome of visiting team of university is as under:

- The authenticity of experience certificate was confirmed on one of the mail, received from a Gmail account and it was also informed that Sh Sanjeev Tayal was paid salary in cash. It is also informed on the mail, that the Advance College of Engineering and Management and the trust running the institution is closed.
- The letter sent by post could not be delivered and is returned back with the postal comment that the firm is closed.
- The team of officers visited the institute and submitted a letter issued by the Registrar of Applied College of Management and Engineering, stating that, the experience certificate

bearing no. Admn/15/088 dated 18.12.2015, submitted by Sh Sanjeev Tayal is not issued by this institution.

Vice Chancellor, informed the Council that, as there was contradiction in the verification reports, an independent committee was again constituted with two external members to find the facts. The committee in its report recommended to consult the Attorney General of Haryana or some Senior Advocate of High Court to enquire about the process of verification of experience certificate issued by a closed institute. Accordingly, legal opinion was taken from Sh Raj Kumar Makkad, Deputy Advocate General, Haryana, who opined that –

*“....If the Applied College of Management and Engineering, Palwal is shut down recently, then the possibility of getting no response against the proposed request letter cannot be ruled out and in that event, the earlier verification report obtained through mail should be given reliance after comparing the dates when the Institute had closed and when the physical report had allegedly been obtained. It is pertinent to mention here that if there are two view/interpretations, the favourable interpretation of the employee to be given more reliance...”*

The Council deliberated on the issue to offer appointment to Sh Sanjeev Tayal on the basis of facts presented to the Council. Prof Dinesh Kumar, Vice Chancellor of JCBUST, Faridabad, which was the affiliating university of Advance College of Management and Engineering, informed that the college is closed and there are no students in the college. Prof Tankeshwar Kumar informed that, the practice of paying salary in cash is adopted by many private institutions. Representative from the Finance Department and Joint Director, Audit, emphasised that the verification of qualifying degree to be insisted.

The EC decided that, in view of difference in the verification reports and the circumstance that, the institution is closed, the university should consider the opinion of Sh Raj Kumar Makkad, Deputy Advocate General, Haryana and may offer conditional appointment to Sh Sanjeev Tayal on the post of OSD to VC, subject to verification of his academic qualifications by the issuing universities/boards. It was also decided by the EC, that the offer letter for appointment should clearly mention that it is a conditional offer and shall be terminated without giving any notice to the candidate, in case:

- a. Claimed educational qualifications are not authenticated by the issuing university/board
- b. Claimed experience are found false at any point of time by the university
- c. Report of any pending enquiry recommends termination of services of the candidate.
- d. Any adverse report is received by the university during any revised mechanism to verify, qualification and experience

The EC, further decided that, offer letter to be issued only after receiving an affidavit from Sh Sanjeev Tayal that he agrees to join on term and conditions in the offer letter.

The meeting ended with a vote of thanks to the chair.

  
**Registrar**

**Approved**



**Vice-Chancellor**