

MINUTES OF THE IInd MEETING OF THE EXECUTIVE COMMITTEE OF NATIONAL BOARD OF ACCREDITATION HELD ON 25th MAY, 2010 AT 11:00 AM IN NBCC PLACE, 4TH FLOOR EAST TOWER, BHISHAM PITAMAH MARG, PRAGATI VIHAR, LODHI ROAD, NEW DELHI 110003.

Present

1. Dr. S.S.Mantha
Vice-Chairman, AICTE
Chairperson (In-charge)
2. Sh. Ashok Thakur,
Additional Secretary(HE), MHRD
Member
3. Ms. N. A. Kazmi
Secretary, UGC
Member
4. Sh. N.K. Verma
Commissioner & Secretary
Department of Higher Education
Government of J&K, Srinagar.
Member
5. Prof. L.Venugopal Reddy
Former VC, AP University
Member
6. Dr. Rekha Sethi
Director General, AIMA
Lodhi Road, New Delhi
Member
7. Dr. R.R. Sonde
Chief Technology Officer
Thermax India Ltd.
Pune (Maharashtra)
Member
8. Dr. Burzin Wadia
Executive Vice President
Godrej Appliances Ltd, Mumbai
Member
9. Dr. D.K. Paliwal
Member Secretary (Actg.), NBA
Member Secretary (Acting)

Sh. Hasib Ahmed, Member Secretary, NCTE New Delhi, Secretary, Higher & Technical Education, Govt. of Maharashtra, Education Secretary, Govt. of Andhra

Pradesh, Prof. V.N. Gupchup, Mumbai, Dr. Sushma Berlia, Apeejay Satya Group, New Delhi and Secretary, Department of Higher & Technical Education, Govt. of Tamil Nadu could not attend the meeting.

The Chairman (In-charge) welcomed the Members to the meeting and apprised them about the recent developments in NBA. The Members introduced themselves. As no comments/observations were received on the Minutes of the 1st Meeting of the E.C. circulated to all participants on 21.04.2010. Since no comments were received on the Minutes it was deemed to be confirmed by the E.C. The Agenda Items were deliberated upon and the following resolutions were passed.

Item No.1. Appointment of Consultants:

The Committee resolved to approve the appointment of Four Consultants, and one part-time Consultant as decided in its 1st Meeting held on 26th March, 2010.

Item No.2. Appointment of Group-D Staff:

The Committee resolved to confirm the appointment of 3 Group-D staff.

Item No.3. Opening of Bank Account:

The Committee resolved to confirm the Opening of Accounts with State Bank of Patiala & ICICI Bank Ltd.

Item No.4. Obtaining of PAN & TAN for NBA:

The Committee noted the action taken.

Item No.5. Hiring of Vehicles:

The Committee resolved to approve the proposal of hiring of vehicles from the approved vendors of AICTE at their approved rates.

Item No.6. Creation of Budget Heads:

The Committee resolved to approve the Budget Heads given in Annexure-I.

Item No.7. Constitution of Committee for Washington Accord:

Considering the urgent need to constitute a Committee to facilitate filing of application for obtaining membership of Washington Accord, the Committee resolved to approve the constitution of the Committee with the nomination of one additional member from the Executive Committee of NBA viz. Dr.V.N. Gupchup, Former Chairman, NBA. The constitution of the Committee is annexed (Annexure-II).

Item No.8. Recruitment of Officers/Support Staff:

The Member Secretary, NBA requested for two more posts viz. Director and Dy. Director to carry on the work of the newly constituted Board. The Committee resolved to approve the following posts to be filled on deputation basis/outsourced as per procedure being followed by the AICTE till the regular incumbents become available.

Director	-	1
Dy. Director	-	1
Assistant Director	-	4
Administrative Officer	-	2
Data Entry Operator	-	5
Accountant	-	2
Group-D	-	4

Item No.9. Adoption of Rules.

The Committee resolved to approve the proposal to adopt the Administrative, Financial & Vigilance Rules being followed by AICTE till such rules are framed by the NBA.

Item No.10. Constitution of Local Purchase Committee:

The Committee resolved to approve the proposal to constitute a Local Purchase Committee under the Chairmanship of Member Secretary (Actg), NBA for purchase of stationary, office equipments, consumables and other store items. The constitution of the Committee is as under:-

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|----|---|----------|
| 1. | Dr. D.K.Paliwal
Member Secretary (Actg), NBA | Chairman |
| 2. | Sh. Bharat Ranj
Sr. Administrative Officer | Member |
| 3. | Sh. R.K.Kheppar
Accounts Officer | Member |

Item No.11. Constitution of Various Committees:

The issue of pendency of applications for accreditation was debated upon. Sh. Ashok Thakur, Additional Secretary, MHRD was of the view that we should fix a deadline for completion of the pending work of NBA and take a realistic view. The proposed constitution of the various Committees viz. Finance Committee, Accreditation Evaluation Committees, were placed before the E.C. The Committee deliberated on the proposed nominations and approved the same. However, they indicated that one member from the Executive Committee of NBA be nominated on each of these Committees. The constitution of the Finance Committee as approved by the E.C is given as Annexure-III and the constitution of the other approved

Committees viz. (i) Engineering/Technology Accreditation Evaluation Committee, (ii) Management Accreditation Evaluation Committee, (iii) Pharmacy Accreditation Evaluation Committee, (iv) Architecture and Applied Arts/Crafts Accreditation Evaluation Committee and (v) Hotel Management/Catering Technology Accreditation Evaluation Committee are given at Annexure-IV. The E.C also resolved to empower the Chairman, NBA to constitute the other Committees viz Academic Advisory Committee, Assessment Committee and Appellate Committee.

Item No.12. Preparation of a Blue Print for the administrative structure of NBA:

The issue of staff structure was debated at length. The Committee was of the opinion that the staff structure should have true relationship with the staff and the job requirement should be clear. As such, the Committee considered it necessary to have a Committee which could go into more details and have a realistic view of staff structure for NBA which is likely to expand after it becomes mandatory for all the technical institutions to have accreditation with the Board. The E.C. resolved to constitute a Committee comprising the following:-

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|----|-----------------------|----------|
| 1. | Dr. R.R. Sonde | Chairman |
| 2. | Dr. L.Venugopal Reddy | Member |
| 3. | Dr. D.K. Paliwal | Convener |

Item No.13. Appointment of Two Additional Consultants for Processing the pending Applications for Accreditation:

Since NBA was formed as a Society, a lot of administrative and NBA specific work needs to be done and it was felt that Consultants for a limited period of time may be appointed. The Committee resolved to empower the Chairman to appoint Consultants after specifying the job to be completed.

Item No.14. Payment of TA/DA and Honorarium to Non-Official Members/Experts of Committees/Visits and Fee for Accreditation Programmes

The matter of travel by the National Carrier was discussed. The Committee resolved to approve travel by Airlines as per the entitlements. However, it was suggested that all travel be under taken by the National Airlines as far as possible. In cases of emergency/non availability of tickets, travel may be made by other Airlines. The Committee also approved all the proposed rates pertaining to the Honorarium (sitting fee), travel entitlements, local journey and hotel/guest house accommodation with immediate effect which includes payments to be made to the members for this meeting.

Item No.15. Appointment of System Administrator on Contract Basis:

The Committee resolved to approve the appointment of System Administrator on contract basis initially till the recruitment rules are finalized.

Item No.16. Evolution of Accreditation Norms for Grant of Accreditation to the Institutions offering courses in the fields of Engineering, Pharmacy, Architecture, Management, Computer Science, Hotel Management and Arts & Crafts.

Having debated the issue at length and keeping the objective of the newly constituted NBA to accredit the programmes in fields of Engineering & Technology and Management that is Pharmacy, Architecture, Computer Science, Hotel Management and Arts & Crafts, the Committee resolved to approve the constitution of various Committees by Chairman to evolve standard norms/procedure to evaluate the programmes of the applicant institutions. The Committee also resolved that till such time the said norms/procedure are evolved and we get the new accreditation rules and procedure in place, we should clear the pending proposals on the basis of the rules of erstwhile NBA. It was agreed that the Committees as constituted in Annexure-III would also complete the above job.

The Meeting ended with a vote of thanks to the Chair.

(Dr. S.S. Mantha)
Chairman (Incharge)

(Dr. D.K. Paliwal)
Member Secretary (Actg.)

ESTABLISHMENT EXPENSES

- a) Salaries & Wages
- b) Allowances, Honorarium & Bonus, LS & PC
- c) Contribution to Provident Fund
- d) Contribution to other Fund/EPF Contribution
- e) Staff Welfare Expenses
- f) Expenses on Employee's Retirement & Terminal Benefits
- g) Leave Travel Concession
- h) Medical Reimbursements
- I) Rent on Leased Accommodation

OTHER ADMINISTRATIVE EXPENSES

- a) Advertisement
- b) Audit Fee & Accounting Charges
- c) Electricity & Water Charges
- d) POL Charges
- e) Repair & Maintenance Charges (Staff Car Etc)
- f) Hiring Charges for Taxis
- g) Telephones/Internet Charges
- h) Liveries / Uniforms
- i) Freight & Cartage Charges
- j) Hospitality & Entertainment Expenses
- k) Legal & Professional Charges

Repair & Maintenance Expenses

- a) Furniture
- b) Building
- c) Equipments
- d) Electrical Goods/GenSet
- e) A.M.C

Misc. Office Expenses

- a) Postage & Telegrams
- b) Computer Consumable Printing & Stationery Expenses
- c) OTA & Conveyance Charges
- d) Rent for Office Building
- e) Membership , Seminar Fee, Meeting & Subscription
- f) Bank Charges
- g) News Papers & Periodicals
- h) Reprographic Expenses
- i) Licence Fee
- j) Insurance Charges
- k) High Power Minority Committee Expense
- l) Hindi Promotional Expense
- m) Sanitation Charges
- n) Locker Rent
- o) Reimbursement of Tuition Fees
- p) Capitation Charges & Common Service
- q) Office Expenses
- r) Car Parking Charges

Composition of Committee for Washington Accord

1. Dr. Udesb Kohli
Chairman,
Engineering Council of India,
Room No. 817, Hem Kund Chamber,
89, Nehru Place,
New Delhi - 110019

2. Mr. Mahendra Raj,
President,
Indian Association of Structural Engineers
Q-24, Jangpura Extension,
Delhi - 110 014

3. Mr. Sunil Mahajan,
Director,
Construction Industry Development Council
Room No. 801, Hem Kund Chamber,
89, Nehru Place,
New Delhi - 110019

4. Dr. S. Mehaikar,
Principal,
Sardar Patel College of Engineering
Andheri,
Mumbai

5. Dr. V.N. Gupchup
Former Chairman, NBA
76, Blue Heaven
Bhausabeb Hire Marg,
Malabar Hills,
Mumbai

6. Dr. S.R.K Prasad
Member, Board of Governors,
IIT, Mumbai