

**Fifth Meeting  
Finance Committee  
National Institute of Technology, Uttarakhand**

**Date** : 18<sup>th</sup> July, 2014  
**Time** : 10:00 am  
**Venue** : Shanti Palace  
Mahipalpur,  
New Delhi

**Agenda**

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Director

**Fifth Meeting  
Finance Committee  
National Institute of Technology, Uttarakhand**

**FC 05.01 Confirmation of the minutes of previous Finance Committee Meeting.**

Minutes of the fourth Finance Committee meeting, duly approved by the Chairman were circulated vide letter no.NITUK/Mtngs/2014/4897 dated 4<sup>th</sup> March 2014 with the request to confirm if they have been recorded correctly or need modification(s) in any respect. No comments / suggestions were received by the Institute. Minutes are enclosed as **Annexure FC 05.01**.

Finance Committee is requested to confirm the minutes.

**FC 05.02 Action Taken Report upon previous Finance Committee decisions.**

Action taken report upon the agenda of the fourth meeting of the Finance Committee is as under:

Item Nos.	Agenda Items	Action Taken
04.01	Confirmation of the minutes of previous Finance Committee Meeting.	Confirmed
04.02	Action Taken Report upon previous Finance Committee decisions.	Noted
04.03	Approval for subscription of electronic databases for library.	Implemented
04.04	Approval for Budget for financial year 2014-15.	Implemented
04.05	Approval for authorization to Director for investment of temporary surplus funds.	Implemented
04.06	Approval regarding rates of depreciation adopted by the Institute.	Implemented
04.07	Approval of Bank Authorized Signatory for financial matters	Implemented
04.08	Approval of Authorized Signatory for Import Export matters	Implemented
04.09	Re-consideration for providing NPS benefit to the faculty members appointed on contract under Trainee Teachers Scheme.	Letter to MHRD has been sent on 10.06.2014
04.10	Approval Regarding medical facility to the employees of NIT Uttarakhand	Implemented
04.11	Approval for Purchase of Ambulance	Letter to MHRD has been sent on 02.05.2014
04.12	Approval for honorarium of staff appointed on contract basis.	Implemented
04.13	Approval regarding book bank scheme.	Implemented
04.14	Approval for Expenditure for Training and Placement	Implemented
04.15	Approval regarding Honorarium for meeting and interviews.	Implemented
04.16	Approval for forwarding SAR from CAG	Implemented

### **FC 05.03 Ratification of notes approved by the Chairman**

- a) The Chairman, vide note dt: 12<sup>th</sup> June, 2014 approved an emergent & inevitable expenditure. Detail enclosed as **Annexure FC 05.02**
- b) Some other urgent issues were also discussed with the Chairman, Board of Governors and his approvals were taken in following matters:
  - i. Approval for appointment of Trainee Teachers.
  - ii. Approval for Annual Accounts for financial year 2013-14.
  - iii. Engagement of Administrative Consultants.

Details enclosed as **Annexure FC 05.03**

The Finance Committee is requested to ratify.

### **FC 05.04 Approval regarding allocation of fund in Budget head-Construction at temporary campus.**

Presently, Institute is running in its temporary campus of Polytechnic and ITI. New prefab buildings at ITI campus are now occupied and will need some additional work to be undertaken to make the buildings fully functional. For this purpose a budget of ₹4 crore may be allocated to budget head 'Construction at temporary campus' from the budget head 'Construction at permanent campus'.

Finance Committee is requested to approve allocation of funds.

### **FC 05.05: Approval for the scheme of Student Medical Aid Fund (SMAF).**

In third FC meeting it was proposed that the Institute shall prepare a scheme for providing medical aid and support health care of the students. Therefore, a scheme which will be run by the Institute is enclosed as **Annexure FC 05.04**.

The special features of the scheme would be as under:

- a) One time contribution at the rate ₹1,000/- per year will be taken from the student at initial admission for the full period of the programme.
- b) Cost of hospitalization during stay in Institute shall be paid from this fund.
- c) In case of the demise of the Father / Original Guardian, the Institute fees of a concerned student (excluding hostel fee and mess charges) will be paid from the fund.

The Finance Committee is requested to approve the above proposal.

**FC 05.06 Approval for B.Tech Fee structure for the year 2014-15.**

Admissions to First Year B.Tech. program & registration for new semester of Ph.D. program are commencing from July'2014. As per Government of India policy vide MHRD letter no. F.No.33 – 4 / 2014 – TS.III dated: 5<sup>th</sup> May 2014. Students seeking admission to B.Tech Program shall be levied ₹70,000/- (Rupees Seventy Thousand) per annum i.e. ₹35,000/- per semester from the academic year 2014-15 and onwards, towards tuition fees component. Similarly, tuition fees (charged in the form of retention fees) for Ph.D. Program shall be ₹15,000/- per annum. Other non-statutory components of fees shall remain unaltered. The above Fee Structure shall be made applicable to the students/scholars admitted in first year B.Tech. & Ph.D. programs in July'2014 and onwards. Fee Structure for students admitted till March'2014 shall remain unchanged. Details of Fee structure is enclosed as **Annexure FC 05.05**.

The Finance Committee is requested to approve the above fee structure.

**FC 05.07: Approval for the cheque signing authorities.**

The Board in its fifth meeting held on 5<sup>th</sup> February, 2014 (Ref. FC 04.07) resolved that the cheque signing authorities shall be:

- a) Dean (P&D) / Associate Dean (P&D).
- b) Registrar / Deputy Registrar (Accounts) / Assistant Registrar (Accounts)

The Institute faces difficulties, if one of the cheque signing authorities is not available in the Headquarter for any reason, causing delay in important financial transactions.

It is, therefore, proposed to modify above mentioned resolution to the one proposed below:

The cheque signing authority shall be as under and signature of any two from amongst the three shall be required for signing the cheques.

- a) Dean (P&D) / Associate Dean (P&D)\*
- b) Registrar / Deputy Registrar (Accounts) / Assistant Registrar (Accounts)\*
- c) One of the Board of Governors member from amongst the Teacher representative on the Board.

\*Lower position shall be authorized only in the event of vacant higher position.

The Finance Committee is requested to approve.

**FC 05.08 Procurement of Mobile Phones with Internet connectivity to Officers providing essential services.**

The Board in its 3<sup>rd</sup> Meeting held on 8<sup>th</sup> October 2013 (FC 03.21) approved the telephone expenses to officers performing essential/emergent duties (viz. Director, Registrar, Deans, Associate Deans, Chief Warden, Warden and Assistant Registrar). It is felt necessary to provide them with mobile internet facilities so that the guidance, instructions, information are accessible in detail through email especially during odd hours.

Every individual has his/her own mobile connection. Institute has taken CUG facility in which calls within the group are free. However, now those who are provided Institute connection are requesting for a mobile unit.

It is, therefore, proposed to provide mobile phones units with Internet facilities to all the above officers and also to Medical Officer & Security Officer. The cost of mobile units will be approximately ₹20,000/- per unit.

Finance Committee is requested to approve the procurement of mobile phones.

**FC 05.09 Approval for honorarium of staff appointed on contract basis.**

For want of recruitment of regular employees, the Institute is carrying out the work in laboratories and Offices by engaging ad-hoc (temporary) staff. The Institute being at initial stage, the quality manpower (technical as well as ministerial) is very essential. The present structure of payable remuneration has wide gap between the salary of regular employee and wages of temporary employee. This gap further widens up due to increase in DA biannually. It is; therefore, propound to fix up the remuneration of temporary engagee at the minimum basic of respective pay band with GP and present rate of DA. This will help the Institute to attract better candidature on required position.

Finance Committee is requested to approve the above proposal.

**FC 05.10 Upgradation of Institute's fee account to online fee collection mode-----for information**

Presently, the Institute is collecting fee from the students in the account namely, Power Jyoti account in State Bank of India. This is a manual mode of collection of fee from students. To make compilation of fee data easier earlier account was upgraded in online fee deposit account under the scheme *State Bank Collect* by State Bank of India. This was done keeping in view the increase in number of students every year and number of courses in future. As the number of students will rise every year with the increase in number of courses, it will be difficult to maintain such data manually. To avoid the shortcomings of manual data, the Institute is maintaining online transaction mode as a better option.

Under this scheme model, the State Bank of India has agreed to provide a web page on their Bank's site with static data like Name of Student, Admission no., Year, Semester etc. Dynamic data like admission amount, exam fee, library fee, etc. will be uploaded. The Institute will also get detailed MIS containing the defined fields through internet on daily basis or given range of dates. Fee can be paid via internet banking or through Debit and Credit card besides the traditional modes of collection likewise DD, Cheque, cash, RTGS, etc.

This is for information of the Finance Committee.

**FC 05.11 Approval regarding cash handling allowance to staff handling cash.**

Accountant in the PB-2 with GP ₹4,200/- has been assigned duties of cashier to handle cash. As per appendix 8, order no.1 of FRs, this duty can be assigned to LDC/UDC/Assistants. The average cash handled in this Institute in financial year 2013-14 was over ₹1,00,000/-. As per aforesaid order official handling cash of above value is entitled to cash handling allowance of ₹600/- per month. This shall be increased by 25% in case DA increases above 50%.

In view of the above, the Finance Committee is requested to sanction cash handling allowance of ₹750/- per month to person handling cash at this Institute.

**FC 05.12 Any other item(s) with the permission of Chairman**

**Director**