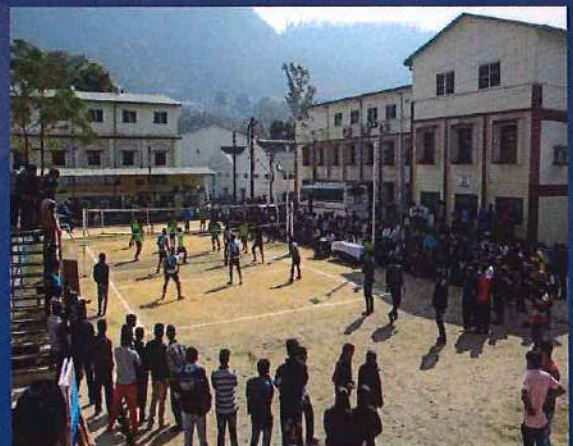


National Institute of Technology, Uttarakhand



**AGENDA FOR 12th MEETING
OF
Finance Committee**

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

**Date : 23 Jan, 2018
Time : 10.30 am
Venue : NIT Transit House Delhi**

Agenda

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Registrar

FC 12.01: To confirm the Minutes of the Eleventh Meeting of Finance Committee.

Minutes of the 11th meeting of Finance Committee, duly approved by the Chairman were circulated vide email dated 6th Dec 2017 with the request to confirm if they have been recorded correctly or need modification(s) if any. No comments / suggestions were received. Minutes are enclosed as **Annexure FC 12.01**

Finance Committee is requested to confirm the same.

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
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**MINUTES OF THE 11th MEETING OF FINANCE COMMITTEE
HELD ON 06th December 2017 at NIT Transit House, New Delhi**

The following members were present:

- | | |
|-------------------------|--------------------|
| 1. Prof. Shyam Lal Soni | : Chairman |
| 2. Mr. Anil Kumar | : Member |
| 3. Mr. K. Rajan | : Member |
| 4. Prof. Pramod Agarwal | : Member |
| 5. Col. Sukhpal Singh | : Member Secretary |

At the outset, Member Secretary, Finance Committee welcomed Prof. Shyam Lal Soni, the newly appointed Director of NIT Uttarakhand who is also the Chairman of Finance Committee and requested him to preside over the today meeting of the Finance Committee. The Finance Committee placed on record the positive contribution made by *Padamashree* Dr. Satish Kumar, during his tenure as i/c. Director and Chairman Finance Committee from 1st November, 2016 to 6th November, 2017.

The Committee discussed the following agenda:

FC 11.01 To Confirm the Minutes of the Tenth Meeting of Finance Committee

Agenda Minutes of the Tenth Meeting of Finance Committee meeting, duly approved by the Chairman and members are enclosed as Annexure FC 11.01.

The Finance Committee is requested to confirm the same.

Resolution: Confirmed.

FC 11.02 Action Taken Report

Resolution: Noted.

FC 11.03 Grant of Overtime Allowance to Group B, C and D Employees

Agenda The remoteness of the Institute affects the functioning adversely, as trained and skilled manpower is not available, as a result, the work load of the regular employees gets enhanced. To cope up with the additional work load, the Group PB-2 & PB-1 employees are required to give extra time to complete the additional work load. There is a inevitable need to compensate these employees for their extra time devoted towards the efficient functioning of the Institution.

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It is proposed to grant Overtime Allowance, as and when required by the Institute, to Group PB-2 & PB-1 employees who devote their personal time beyond the office hours and on weekends/holidays. The calculation for grant of Overtime Allowance is proposed as under:

Pay Band	Hours		Rate per hour (Basic Pay/30days/8hrs)	Monthly ceiling
	Minimum	Maximum		
PB-2	02	08	₹56/-	56 hours
PB-1	01	10	₹35/-	64 hours

The Board is requested to approve the above proposal.

Resolution: Withdrawn.

FC 11.04 Approval regarding Revised Budget for 2017-18 and Budget Estimate for 2018-19

Agenda Revised Budget for financial year 2017-18 and Budget Estimate for financial year 2018-19 is enclosed as **Annexure FC 11.03**.

Finance Committee is requested to approve above Revised Budget and Budget Estimate.

Resolution: Revised Budget for Rs.4540.84 lakhs is approved for the Financial Year 2017-18. Budget Estimate for the Financial Year 2018-19 is approved for Rs.13652.00 lakhs.

FC 11.05 Approval for procuring Tractor Towed 5000 Ltr. Capacity Sewer Suction Machine Mounted on Trailer Chassis.

Agenda The NIT Uttarakhand campus is located in the hilly area where no sewer lines are laid. Presently, sewage waste generated in the campus is being sucked and disposed at Sewage Treatment Plant of *Uttarakhand Jal Sansthan, Srinagar*.

Approximately an expenditure ₹8.50 lakhs per annum is incurred on hiring the Vacuummed Sewage Collector Vehicle from Municipal Corporation of Srinagar Garhwal and the cost incurred towards payment of charges of Sewage Treatment Plant to *Uttarakhand Jal Sansthan, Srinagar*.

There is only one Vacuummed Sewage Collector Vehicle with Municipal Corporation of Srinagar Garhwal, which if off road causes a severe handicap to the Institution. Also the capacity of Soak Pits is limited, and it is decreasing with the time, ultimately the sewage waste starts overflowing creating severe unhygienic conditions in the Campus.

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To tide over the above stated problem, also keeping in mind the cost viability and negating the dependence on other agencies, it is proposed to procure Tractor Towed 5000 Ltr. Capacity Sewer Suction Machine at the cost of approximately ₹15.00 lakhs.

Finance Committee is requested to grant permission to procure Tractor Towed 5000 Ltr. Capacity Sewer Suction Machine for the Institute.

Resolution: The unhygienic conditions prevailing in the student's hostels have been the triggering point for the recent student's agitation. Lately, National Green Tribunal (NGT) has discontinued the operation of Sewage Treatment Plant of *Uttarakhand Jal Nigam*, Srinagar (Garhwal), on which the Institute was dependent for disposal of Sewage waste. This action of NGT has further aggravated the unhygienic conditions of the hostels. Therefore, Finance Committee approves/recommends the procurement of Tractor Towed 5000 Ltr. Capacity Sewer Suction Machine Mounted on Trailer Chassis.

In addition to it, to deal with this severe unhygienic conditions prevailing in the temporary campus, a comprehensive proposal on procurement of pre-fabricated Sewage Treatment Plant, of a suitable capacity, be placed before the Finance Committee in the next meeting.

FC 11.06 Ratification of notes approved by the Chairman.

Resolution: Ratified except the charges for hiring four buses.

FC 11.07 (A) Approval regarding delegation of financial powers.

Agenda The delegation of financial powers was approved for the different authorities of the Institute vide FC resolution no.02.15 in meeting held on 25/02/2013, minutes of which were confirmed in 3rd Meeting of the BoG held on 08/10/2013.

It is proposed to revise the delegation of financial powers for the following officials to approve the expenditure for which budget is allocated:

S.No.	Designation	Earlier approved Financial power	Proposed revised Financial power
01.	Registrar*	₹1,00,000/-	₹1,50,000/-
02.	Dean**	₹50,000/-	₹75,000/-
03.	HoD	₹50,000/-	₹75,000/-
04.	Deputy Registrar	₹50,000/-	₹50,000/-
05.	Assistant Registrar	-	₹25,000/-

* In the absence of Registrar, Deputy Registrar shall be delegated the financial power. He/She also may be authorized to draw the salaries of all employees (regular, contractual and outsourced) alongwith routine bills of essential services for he/she can sign the cheques for larger amount.

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**** In the absence of Dean, Associate Dean shall be delegated the financial power. Besides this, the imprest cash of ₹15,000/- may be permitted to Deans/HoDs/Section Heads.**

The Finance Committee is requested to approve the proposal.

Resolution: Approved, the exercising of above financial powers by the officials shall be strictly as per GFR-2017 provisions.

FC 11.07 (B) Approval regarding opening of Institute Bank accounts as Saving Bank Account.

Agenda NIT Uttarakhand has opened all the Bank accounts of the Institute as Current Account. As per the Reserve Bank of India (RBI) guidelines, all bank accounts should be opened as Saving Bank Account in Public Sector Banks so that maximum interest can be earned. Institute proposes to close all the present Institute Current Accounts and open fresh Saving Bank Accounts with State Bank of India.

The Finance Committee is requested to approve the proposal.

Resolution: Approved.

FC 11.07 (C) Approval regarding Tie-up with MNIT Jaipur for implementation of Office Automation Software and other software as NIT Uttarakhand.

Agenda NIT Uttarakhand is one of the newly established NITs and is in its nascent stage, which possess tremendous challenge to the leadership.

MNIT Jaipur is one of the leading best NIT of the country, hence, it is proposed to have collaboration with MNIT Jaipur for implementation of Office Automation Software , Online Recruitment Portal, redesign and hosting of Institute Website, design and development of ERP Solution, and other IT related services through an MoU and having financial quotes for the required services.

The Finance Committee is requested to approve the proposal.

Resolution: The above proposal along with financial estimate to be placed in the next Finance Committee meeting

FC 11.07 (D) Administrative and Financial Approval for hiring of buses to provide transportation facility to the hosteller students from hired hotels (hostel) to the Institute and back.

Agenda To minimize the shortage of hostel accommodation for students, Institute has hired 02 Hotels at Srikot (Srinagar), at a distance of about 08 Km. from the Institute. It is obligation on the Institute to provide the transport facility to the hosteller students for safer transportation from hired hotels to the Institute and back.

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In this regard, an approval has already been taken vide above mentioned Chairman Note, to hire 02 buses per hostel @Rs.30,000 per bus. Quotations have been collected by the committee from the local market to provide the transportation facility to the hostler students. After due scrutiny of the received quotations, Committee recommended M/s. K. S. Ragadwal Tours and Travels, Srinagar (Garhwal) to provide transportation facility from hired hostel to the Institute and back. The details are as under:

Sl. No.	Vendor	Bus Timings	Specifications	Type of Bus	Total No. of Buses	Rate Per Round Per Bus (in Rs.)	Total Cost per day for 04 Buses (in Rs.)
1.	M/s K.S. Ragadwal Tours and Travels, Srinagar (Garhwal)	07:30 AM To 10:30 PM (On all week days)	05(Five) Round per day per Bus. Note : One Round means from hostel at Srikot to the Institute and back. First departure of bus: from the hostel at Srikot to the Institute = 07:30 AM Last departure of bus: from the Institute to hostel at Srikot = 09:30 PM	40 Seater	04	924 (including all taxes)	18480 (including all taxes)

After analyzing the above rates, it is observed that the transportation cost of one student for on round is about Rs.23/- which is nearly equivalent to the fare charged by Nagar Nigam buses i.e. Rs.20/- .

In view of the above mentioned facts, to provide the safe and convenient transport facility to the hostler students from hired hotel (Hostel) at Srikot to the Institute and back it is recommended to hire 04 buses @ about Rs.1000 per round per bus i.e about Rs.6,00,000 per month for 04 buses. (Rs.1000 per round x 5 round daily by one bus x 4 buses x 30 days).

The Finance Committee is requested to approve the proposal.

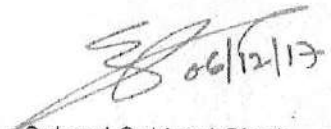
Resolution: Finance Committee expressed its concern for the raise in expenditure for management of student's hostels and suggested to consider revision of Hostel Seat Rent presently being charged from the students, from the next Academic Session onwards as the present rent charged (i.e. Rs.1600/- per Semester which comes out to be Rs.267/- only per month) is very low in comparison to the actual expenditure.

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Considering the problems being faced by the Institute towards accommodating students in the hired hostels and related issues of transportation of the hostellers, the Finance Committee, as an interim measure approves hiring of two buses, upto 31st December, 2017, within the cost limit of Rs.2,50,000/-.


From 1st January, 2018 onwards, the Buses may be hired through Open Tender. So the process of floating the Open Tender for the same may be started immediately.

The meeting ended with vote of thanks to the Chair.


Colonel Sukhpal Singh
Member Secretary

Submitted for approval.

✓
Approved/Not Approved


Chairman
Finance Committee
NIT Uttarakhand

FC 12.02: Action Taken Report.

The Action Taken Report is as below:

Agenda Item No.	Agenda Item	Action Taken
FC 11.01	Confirmation of the Minutes of the 11 th Meeting of the Finance Committee.	Noted & Implemented
FC 11.02	Actions Taken Report	Noted & Implemented
FC 11.03	Grant of Overtime Allowance to Group B, C and D Employees	Withdrawn
FC 11.04	Approval regarding Revised Budget for 2017-18 and Budget Estimate for 2018-19	Noted & Implemented
FC 11.05	Approval for procuring Tractor Towed 5000 Ltr. Capacity Sewer Suction Machine Mounted on Trailer Chassis.	Noted & Implemented
FC 11.06	Ratification of notes approved by the Chairman.	-
FC 11.07	Approval regarding delegation of financial powers.	Implemented
FC 11.08	Approval regarding opening of Institute Bank accounts as Saving Bank Account	Implemented
FC 11.09	Approval regarding Tie-up with MNIT Jaipur for implementation of Office Automation Software and other software as NIT Uttarakhand.	Under Process, Will be placed in next FC.
FC 11.10	Administrative and Financial Approval for hiring of buses to provide transportation facility to the hosteller students from hired hotels (hostel) to the Institute and back.	Open tender has been floated

FC 12.03 Grant of honorarium to Faculty In- charge Training & Placement.

Training and Placement cell is established in NITUK for guiding students to choose right career and to give knowledge, skill and aptitude for meeting the manpower requirements of the Industry. This Training and Placement cell at NITUK is facilitated by Faculty in Charge Training & Placement. Faculty in Charge Training & Placement accomplished following tasks in every academic year:

1. To assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
2. Maintaining and regularly updating database of students. Maintaining database of companies and establishing strategic links for campus recruitments.
3. Gathering information about job fairs and all relevant recruitment advertisements.
4. Coordinating with companies to learn about their requirements and recruitment procedures
5. Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
6. Organizing pre-placement training/workshops/seminars for students.
7. To assist students for industrial training at the end of fourth and sixth semester.
8. To assist employers to achieve their hiring goals..
9. To assist students in obtaining placement in reputed companies.

Keeping in view the additional responsibility of Training & Placement cell, it is proposed to provide, special allowance of ₹2000/ Month to the Faculty In Charge Training and Placement cell.

The FC is requested to approve the above proposal.

FC 12.04 Approval for B.Tech Fee structure for the Year 2018-19.

As per FC resolution vide agenda item no 11.07 (D) Finance Committee expressed its concern for the raise in expenditure for management of student's hostels and suggested to consider revision of Hostel Seat Rent presently being charged from the students, from the next Academic Session onwards as the present rent charged (i.e. Rs.1600/- per Semester which comes out to be Rs.267/- only per month) is very low in comparison to the actual expenditure.

As per directives of Finance Committee revised fee structure will be tabled for approval.

FC 12.05 Approval for Expenditure for Training & Placement.

Approval regarding expenditure on Training and Placement activities was sought vide FC Agenda Item No 04.14. Against the said Agenda, following proposal was approved by Finance Committee for a period of three year.

- 1) Each student visiting any place in India other than Dehradun and Rishikesh shall be paid ₹1000 per head per visit subject to maximum of four visits in a year.
- 2) If Institute is conducting interviews in Dehradun/Rishikesh than each student shall be paid ₹500 per head for the visit subject to maximum of four visits.

Still the response of the Industry for campus interviews is lukewarm due to remoteness of our Institute location; hence it is proposed that above mentioned provisions may be extended for a period of three more years so that students can get better placements.

Finance Committee is requested to approve the above proposal.

FC 12.06: Administrative and financial approval for hiring hotels for creating additional hostels for students.

Institute is presently having nine hostels (07 within the campus and 02 hired hotels), which can accommodate only 514 students in ideal conditions i.e. 2/3 students per room. However 589 students are yet to be accommodated for which additional hotels buildings are to be hired.

There is an urgent and inevitable necessity to hire additional hotels in the nearby locality i.e. Srinagar (Garhwal) to create additional hostels for the students. An advertisement was published in the local newspapers on 28/09/2017 for inviting proposals for offering hotels on lease to the Institute to be using it as hostel accommodation for the students.

Four hotel owners of Srinagar (Garhwal) submitted their proposals. A duly constituted committee visited the hotels and with due scrutiny submitted its reports and recommended 04 hotels for hiring. The proposals of the 04 hotels were sent to the CPWD Office, Srinagar (Garhwal) to access as per authenticated CPWD rates for hiring of hotel building.

Based on the recommended CPWD rates, comparative statement of expenditure of hiring these 04 hotels for creating additional student hostel is as under:

Sl. No.	Name of Hotel	No. of Rooms	Likely number of students to be accommodated	CPWD accessed rates (per month)	GST (per month) @18%	Annual rent as per CPWD rates
01.	Hotel Devlok	18	54	₹91,300	₹16,434	₹12,92,808
02.	Hotel Velly in	20	60	₹1,30,200	₹23,436	₹18,43,632
03.	Hotel Urvashi	33	99	₹1,76,900	₹31,842	₹25,04,904
04	Hotel Prachi	32	66	₹1,29,800	₹23,364	₹18,37,968
Total			279	₹5,28,200	₹95,076	₹74,79,312

In addition to the annual expenditure on rent, following additional expenditure towards provisioning of security, housekeeping and transportation is envisaged as follows:

Sl. No.	Details	Monthly Expenditure	GST (per month) @18%	Annual Expenditure
01.	12 persons for Housekeeping @ ₹14,000 per person per month	₹1,68,000	₹30,240	₹23,78,880
02.	12 Persons for Security @ ₹19,000 per person per month	₹2,28,000	₹41,040	₹32,28,480
03.	04 Buses for Transportation @ ₹1,80,000 per bus per month	₹7,20,000	₹1,29,600	₹1,01,95,200
Total		₹11,16,000	₹2,00,880	₹1,58,02,560

The electricity and water charges shall be charged from the students on actual consumption basis.

Keeping in mind the accommodation constraints of temporary campus, it is recommended to take the above mentioned hotels on lease, on above mentioned rates, for a period of one year with a provision to renew the lease agreement further for one more year subject to satisfactory services.

The worthy Chairman, Board of Governors is requested to accord administrative and financial approval for Gross Expenditure of **₹2,32,81,872** per annum for hiring of above mentioned 04 hotels with allied services for the purpose of creating additional hostels for students.

FC 12.07 Any other item with the permission of the Chair.

Registrar