

## Indian Institute of Engineering Science and Technology, Shibpur

Proceedings of the 1<sup>st</sup> meeting of the Committee for Financial Affairs held on 12<sup>th</sup> June, 2015 at 01.30 p.m. in the Conference Room in the 7<sup>th</sup> floor of the 8 storied building.

The following members were present:-

- 1) Prof. Ajoy Kumar Ray, Director, IEST, Shibpur and Chairman of the Committee
- 2) Sh. Alex P. Thomas, AFA, MHRD, GoI -representing Finance of MHRD, GoI
- 3) Prof. Shyamal Kumar Chattopadhyay, Professor of Chemistry & Member of BOG
- 4) Prof. Gautam Bandyopadhyay, Professor of Electrical Engg. & Member of BOG
- 5) Shri S. N. Datta, Financial Officer (Actg.) & Dy. Registrar
- 6) Dr. Biman Bandyopadhyay, Registrar, IEST, Shibpur and Secretary & Convenor of the Committee

The following member was granted leave of absence

- 1) One member from Administration of MHRD, GoI

At the outset, the Chairman welcomed Sh. Alex P. Thomas, AFA, MHRD, Govt. of India and other members present in the meeting and took the agenda items for discussion:-

Item No. 1 To note the resolution of the 1<sup>st</sup> BOG regarding the recommendation of the erstwhile Finance Committee held on 19.02.2015

### Resolution No.1.01

The committee noted the resolution of the 1<sup>st</sup> BOG meeting regarding the recommendation of the erstwhile Finance Committee held on 19.02.2015 and noted that the BOG has approved the erstwhile Finance Committee resolutions except agenda no. 17.03 and 17.1 (Miscellaneous item) and also noted the action taken by the institute regarding sending a letter to MHRD for approval of the proposed 'Contributory Medical Facility Scheme (CMFS)' for the employees of the IEST, Shibpur.

Committee further discussed on the issue of Medical Facility Scheme of the institute and resolved that till approval of the proposal submitted to MHRD, GOI, IEST will follow the Medical Facility Scheme (CMFS) of IISER, Kolkata.

Item No. 2 To note the release of Grants-in-Aid by the MHRD, Department of Higher Education to IEST, Shibpur to incur expenditure for Plan (Non-Recurring) activities during the year 2013-2014 and during the year 2014-2015 and to note the provisional utilization certificate of the grants.

### Resolution No.2.01

The committee noted that IEST, Shibpur received Rs.4.50 crore for the year 2013-14 and Rs.56.54 crore for the year 2014-15 as Grants-in-aid from the MHRD, Department of Higher Education. The committee also noted that the Revised Budget for the financial year 2014-15 was Rs.121.19 crore (against initial

proposal of Rs.166.18 crore) and the Budget Requirements for the financial year 2015-16 was Rs.233.57 crore which was sent to the MHRD, Govt. of India.

The committee further noted that the Outcome Budget 2015-16 and provisional utilization certificates of the grant received from MHRD in the year 2013-14 and year 2014-15 were sent to MHRD, Government of India.

The Committee wanted the annual accounts should be completed at the earliest for CAG.

Item No. 3 To consider the sitting fees of the members of the BOG and sitting fees of the external members of any committee constituted by the BOG as per the resolution of the 1<sup>st</sup> meeting of the BOG held on 26.02.2015.

#### Resolution No.3.01

The Committee recommended that the sitting fees (honorarium) for external members of all Statutory Committees and the Sub-Committees formed by BOG will be Rs.5,000/-.

Item No. 4 To consider the proposal from Coordinator, TEQIP-II for re-allocation of Rs. 16 lac from the budget head "Institutional Management Capacity Enhancement" to the head "Assistance to Master's and Doctoral Students" for assistantships to Doctoral Students.

#### Resolution No.4.01

The committee considered the proposal of the Coordinator, TEQIP-II for re-allocation of Rs. 16 lac from the budget head "Institutional Management Capacity Enhancement" to the head "Assistance to Master's and Doctoral Students" for assistantships to Doctoral Students and recommended for the consideration of the BOG.

Item No. 5 To consider the proposal from Coordinator, TEQIP-II regarding reallocation of fund from the Head "Incremental Operating Cost" to the Head "Research and Development" to compensate the shortfall and to facilitate various R&D activities like UG and PG students research promotion and filing patents

#### Resolution No.5.01

The Committee considered the proposal of the Coordinator, TEQIP-II for reallocation of fund amounting to Rs. 5,04,867/- from the head "Incremental Operating Cost" (IOC) for the time being till the new fund is available and recommended for the consideration of the BOG.

Item No. 6 To consider the recommendation of the Scholarship Committee regarding award of scholarship to 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> year B.E & B. Arch and 5<sup>th</sup> year B. Arch students

#### Resolution No.6.01

The Committee for Financial Affairs considered the recommendation of the scholarship committee regarding award of scholarship to 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> year B.E & B. Arch and 5<sup>th</sup> year B. Arch students and approved the same.

Item No. 7 To consider the adoption of General Financial Rule, 2005 (GFR, 2005) and framing of new purchase rule in accordance with GFR, 2005

**Resolution No.7.01**

In accordance with the resolution of the 1<sup>st</sup> meeting of the BOG, the purchase rules along with other necessary modifications were placed before the committee on the table for consideration. After detailed discussion it was resolved that institute will prepare purchase rule following the General Financial Rule, 2005 (GFR, 2005).

Item No. 8 To consider the note on delegation of financial power of the Deans.

**Resolution No.8.01**

The Committee observed that the function of the Institute has been affected in the absence of delegation of financial power to the Deans of the Institute. Such financial powers were delegated to the Dean of Faculties as per the previous university rules. The Committee for Financial Affairs recommends the same financial powers to be delegated to the current Deans of the Institute in accordance with the office order no. AT/EC/-48.1A.01/2014/326 dt. 12.01.2015.

Item No. 9 To consider the note regarding filling up the posts of the Institute health unit.

**Resolution No.9.01**

The committee considered the note and resolved that the posts which are at present vacant will be advertised and be filled up as per the existing rules and regulations. For creation of new posts, the Institute will send a proposal to MHRD, GoI through BOG in accordance with the student-teacher-employees ratio.

Item No. 10 To note the decision of the Director to waive the tuition fees of Smt. Kuheli Chakraborty, M.Sc. student-Dept. of Chemistry as special case.

**Resolution No.10.01**

The Committee for Financial Affairs suggested arranging such expenses from the 'student welfare fund', which was set up from donation of the Director, IEST and from two alumni.

Item No. 11 To discuss the issue of DA, retiring gratuity, encashment of leave salary for retired employees who retired on or after 04.03.2014 from IEST, Shibpur

**Resolution No.11.01**

The matter has already been resolved, and dropped.

Item No. 12 To consider the note for adjustment of HRA for Scholars residing in the institute hostel in light of recent revision of scholarship by MHRD, GOI

**Resolution No.12.01**

The committee discussed the issue and resolved that HRA deducted by the TEQIP-II be refunded by the Institute to the scholars concerned.

Item No. 13 To consider the appeal made by the Advocates, associated with IEST, Shibpur for upward revision of fees.

**Resolution No.13.01**

The committees considered the appeal of Advocate Shri Subrata Mukherjee and Advocate Shri Probal Kr. Mukherjee, presently engaged as Institute lawyers, regarding revision of their professional fees w.e.f. 15.05.2015 and 01.01.2015 respectively. The committee resolved that the Director of the Institute can take the decision regarding upward revision of the fees for the Advocates associated with the Institute. However, in this connection Office memorandum No. 26(1) 2011-Judl., GOI, Ministry of Law & Justice, Department of Legal Affairs, Judicial Section, dated 01.09.2011 regarding revision of fee payable to Senior Panel Counsels in various High Courts/CAT Benches (excluding the High Courts of Bombay and Calcutta) may be consulted before finalization of fee.

Item No. 14 To consider the note on purchase of a Single Crystal X-ray Diffractometer on the recommendation of Central Purchase Committee, IEST, Shibpur

**Resolution No.14.01**

The committee considered the note on purchase of a Single Crystal X-ray Diffractometer on the recommendation of Central Purchase Committee, IEST, Shibpur, amounting more than Rs. 25 lac (which as per the existing purchase rule of the Institute needs approval by the BOG). The Committee for Financial Affairs recommended the purchase and keeping in view of the urgency in procurement, Committee resolved that the purchase be initiated and the matter be reported to the next BOG meeting.

Item No. 15 To discuss the issue of purchase order to be placed against the Tender Advt. No AM 7814 dated 12.12.2014

**Resolution No.15.01**

The committee considered the note on purchase of the item "A Jet propulsion test unit (ram jet) comprising a pulsejet engine" for the Dept. of Aerospace Engineering and Applied Mechanics on the recommendation of Central Purchase Committee, IEST, Shibpur, amounting more than Rs. 25 lac,(which as per the existing purchase rule of the Institute needs approval by the BOG). The Committee for Financial Affairs recommended the purchase and keeping in view of the urgency in procurement, Committee resolved that the purchase be initiated and the matter be reported to the next meeting of BOG.

Item No. 16 To note the renewal of the order for campus LAN

**Resolution No.16.01**

The committee noted the renewal of the order for campus LAN.

Item No. 17 To consider the Internal Audit Report submitted by Deputy Registrar (Audit) for the year 2014-15 of the Institute

**Resolution No.17.01**

Deputy Registrar (Audit) had submitted the internal audit report for the year 2014-15 of the Institute. This report has been placed before the Director Indian Institute of Engineering Science and Technology, Shibpur who in turn referred the whole matter to the meeting of the committee for Financial Affairs. Accordingly the matter is placed before the Committee of Financial Affairs for consideration.

The committee discussed the issue and resolved that Audit Observation Report and action taken on the audit report should be placed in the next meeting of the Committee for Financial Affairs.

Item No. 18 To consider the award of scholarship to the 1<sup>st</sup> year integrated Dual Degree and 1<sup>st</sup> year M.Sc. students admitted in the Academic year 2014-15

**Resolution No.18.01**

The committee considered the recommendation of the scholarship committee regarding scholarship to be offered to the 1st year integrated dual degree (B Tech- M-Tech) and 1st year M.Sc students admitted in the Academic year 2014-15 equivalent to full annual tuition fees for 10% of the students and 50% of annual tuition fee for another 10% subject to the approval by the appropriate authority.

The committee resolved that the scholarship committee should submit a comprehensive report on this issue in line with other centrally funded IITs/NITs/ IISERs report and total fund involvement for these purpose.

Item No. 19 To consider the note regarding revision of remuneration of Shri Shantipada Chakraborty and Shri Swapan Kumar Patra on part time basis at Centre of Excellence (COE) TEQIP II and enhancement of salary for Secretary and Office Assistant of Centre of Excellence TEQIP II

**Resolution No.19.01**

The committee considered the note and recommended following to the BOG:

- (A) Sri Shantipada Chakraborty and Sri Swapan Kumar Patra will be paid a consolidated remuneration of Rs. 3000/- per month w.e.f. 01.04.2014 for their part time work at COE-TEQIP II.
- (B) Sri Santu Das, Office Assistant and Sri Saibal Kumar Mandal, Secretary will get additional salary of Rs. 3000/- per month w.e.f 01.12.2014 who have been appointed for the office work of COE TEQIP II and presently getting consolidated salary of Rs 5000/- and Rs 14000/- respectively for their service.

Item No. 20 To consider the request for reimbursement of registration and other expenses related to SPIE, Symposium in San Francisco, USA of Prof. Amit Kumar Das, Professor, Computer Science and Technology and Dean Academic Affairs.

**Resolution No.20.01**

The committee considered this case as a very special case and recommended to reimburse an amount of Rs.55,492.16 towards the registration and other expenses related to SPIE Symposium in San Francisco, USA to Prof. Amit Kumar Das, Professor, Department of CST.

Item No. 21 To consider the recommendation of the 1<sup>st</sup> Meeting of the Committee for Building and Infrastructure Development constituted by the BOG in its 1<sup>st</sup> meeting held on 26.02.2015.

**Resolution No.21.01**

The committee resolved that the matter be placed in the next meeting of the Committee for Financial Affairs

**Item No. M1:** Purchase of equipment value more than Rs. 25 lakh for the R& D project on "Advanced Research on thin film Silicon Solar Cells and PV Systems" funded by Ministry of New and Renewable Energy (SPV Group) of Government of India under Center of Excellence of Green Energy and Sensor Systems

**Resolution No.M1.01**

The committee considered the note on purchase of equipment value more than Rs. 25 lakh for the R& D project on "Advanced Research on thin film Silicon Solar Cells and PV Systems" funded by Ministry of New and Renewable Energy (SPV Group) of Government of India under Center of Excellence of Green Energy and Sensor Systems, which as per the existing purchase rule of the institute has to be approved by the BOG, and recommended for consideration of the BOG.

The Committee for Financial Affairs recommended the purchase and keeping in view of the urgency in procurement, Committee resolved that the purchase be initiated and the matter be reported to the next meeting of BOG.

**Item No. M2:** Implementation of ERP solution for IEST, Shibpur

**Resolution No.M2.01**

The Committee resolved that a comprehensive project report for implementation of ERP solution should be placed in the next meeting of the Committee for Financial Affairs.

**Item No. M3:** To consider the application of Shri Neelanjana Dutta, PG scholar for Travel Scholarships for his paper presentation at University of Oklahoma.

**Resolution No.M3.01**

Committee suggested that such expenses be incurred from the 'student welfare fund' which was set up from the donation of the Director, IEST Shibpur and from the alumni. Institute may initiate the framing of rules for the same.

**Item No. M4:** To consider the appeal of the employees for incorporation of the Government of India Office Memorandum No.10/02/2011-E.III/A, dated 19.03.2012 regarding 'Central Civil Service (Revised Pay) Rules, 2008 – Date of next increment in revised pay structure under Rule 10 of the CCS(PR) Rules, 2008 for removal of their anomaly in the date of increment.

**Resolution No.M4.01**

The committee resolved that the matter be referred to MHRD, GoI for their consideration.

**Item No. M5:** To note the Release of Grants-in-Aid of Rs.21 Crore as (1<sup>st</sup> installment) to Indian Institute of Engineering Science and Technology (IEST), Shibpur under Plan (Non-Recurring) during the Year 2015-2016.

**Resolution No.M5.01**

The committee noted the release of Grants-in-Aid of Rs.21 Crore as (1<sup>st</sup> installment) to IEST, Shibpur under Plan (Non-Recurring) during the Year 2015-2016.

**Item No.M6** To consider the appeal of the PhD Scholars under TEQIP-II to continue their PhD fellowship

**Resolution No.M6.01**

The committee agreed to continue the PhD fellowship of the existing PhD students under TEQIP-II and institute scholarship scheme, as per Institute norms.

**Item No.M7** To consider the note of Prof. Kalyan Bhar Dean, Research and Development regarding opening an separate bank account in the name of "Dean, Research and Development"

**Resolution No.M7.01**

The committee resolved that the matter be placed in the next meeting of the Committee for Financial Affairs

**Item No.M8** To consider the recommendation of the 1<sup>st</sup> Meeting of the Committee for Academic Administration constituted by the BOG in its 1<sup>st</sup> meeting held on 26.02.2015.

**Resolution No.8.01**

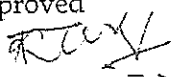
The committee noted and resolved that the matter be placed in the BOG meeting.

The meeting ended with vote of thanks to the Chair at 4.40 p.m.



(Biman Bandyopadhyay)  
Secretary & Convenor, Committee for Financial Affairs  
& Registrar, IEST, Shibpur

Approved



(Ajoy Kumar Ray)  
Chairman, Committee for Financial Affairs  
& Director IEST, Shibpur

