

राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर

NATIONAL INSTITUTE OF TECHNOLOGY
MANIPUR

MINUTES OF
THE 18th FINANCE COMMITTEE MEETING



DAY : Wednesday
DATE : 18th December, 2019
TIME : 11.00 AM

VENUE:
Conference Hall, NIT Transit House
15 Block - C, Panchsheel Enclave,
New Delhi – 110 017

**MINUTES OF THE 18th MEETING OF THE FINANCE COMMITTEE HELD ON
18th December, 2019**

The 18th meeting of the Finance Committee of National Institute of Technology Manipur was held on 18th December, 2019 at 11.00 AM at the Conference Hall, NIT Transit House, 15 Block -C, Panchsheel Enclave, New Delhi - 110 017.

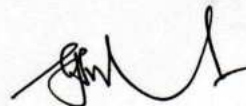
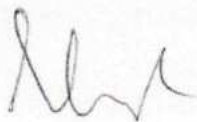
Prof. (Dr.) Goutam Sutradhar, Director, NIT Manipur presided over the meeting.

The following members were present:

- | | | |
|--|---|------------------|
| ❖ Prof. (Dr.) Goutam Sutradhar | : | Chairperson |
| Director, NIT Manipur | | |
| ❖ Shri Dhananjay Kumar Singh | : | Member |
| Deputy Secretary (Finance) | | |
| MHRD, Govt. of India | | |
| ❖ Shri Indrajit Kuri | : | Member |
| Under Secretary | | |
| Department of Higher Education, | | |
| MHRD, Govt. of India | | |
| ❖ Dr. Mithun Roy (BoG Nominee) | : | Member |
| Asst. Prof., Chemistry, Dept., NIT Manipur | | |
| ❖ Dr. Khelchandra Thongam | : | Member Secretary |
| Asst. Registrar Estt (i/c), NIT Manipur | | |
| (Representing Registrar i/c, NIT Manipur) | | |

Dr. Y. Rohen Singh, Assistant Professor, Mathematics Department, NIT Manipur could not be present due to his prior engagement. Prof. Kh. Manglem Singh, Registrar (i/c) could not be present due to his illness.

At the outset, Prof. (Dr.) Goutam Sutradhar, Director, NIT Manipur welcomed all the members. The Director then invited the Assistant Registrar, Estt. (i/c) to initiate the proceedings on the agenda items.



ITEM NO. 18.1: **Confirmation of the Minutes of the 17th Finance Committee Meeting held on 13th August, 2019 at 10.30 AM at Conference Hall, NIT Transit House, 15, Block C, Panchsheel Enclave, New Delhi-110017**

The 18th Finance committee meeting held on 18/12/2019 confirmed the Minutes of the 17th Finance Committee Meeting held on 13th August, 2019 at 10.30 AM at Conference Hall, NIT Transit House, 15, Block C, Panchsheel Enclave, New Delhi-110017.

ITEM NO. 18.2: **Action taken on the decision of the 17th Finance Committee Meeting held on 13th August, 2019 at 10.30 AM at Conference Hall, NIT Transit House, 15, Block C, Panchsheel Enclave, New Delhi-110017**

The actions taken on various decisions of the 17th meeting of the FC were noted with the following observations:

Sl. No	Item No.	Agenda	Decision Taken	Action Taken	Remarks
1.	17.3	Discussion on Consultancy and Testing related issue	If X is the total project cost of the industrial consultancy/Testing and Y is the cost for running it, FC recommended that 40% of (X-Y) of the consultancy fee shall go to the institute and the remaining 60% of (X-Y) go to the Principal Investigator/Faculty and the supporting staffs. In case of Testing, FC recommended that 70% of (X-Y) of the testing fee shall go to the institute and the remaining 30% of (X-Y) should go to the Principal Investigator/Faculty and the supporting staffs	Complied and Notice issued	FC advised to rectify that Y is less than or equal to 30% of X.
2.	17.4	To consider and approve the minutes of the 12 th BWC meeting held on 14/05/2019 at the conference hall, NIT Manipur, Langol.	FC suggested to put up the 12 th BWC minutes in the FC meeting after the same is confirmed by the 13 th BWC meeting.	12 th BWC minutes were confirmed by the 13 th BWC meeting held on, 04/12/2019.	Noted
3.	17.5	To approve the expenditure sanction for Urgent	The matter was deferred.	The matter is placed as agenda item No. 18.4 in	Noted.

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		Construction Works undertaken by different Work Agencies/Cell at NIT Manipur		the 18 th FC.	
4.	17.6	To consider the administrative approval for MoU with Water Resources Department (WRD), Government of Manipur	The matter was deferred.	The matter is placed as agenda item No. 18.5 in the 18 th FC.	Noted.
5.	17.7	To consider the administrative approval for Construction of Water Supply scheme of capacity 0.50 MLD	The matter was deferred.	The matter is placed as agenda item No. 18.6 in the 18 th FC.	Noted.
6.	17.8	To consider the Empanelment of Contractors	The matter was deferred	The matter is placed as agenda item No. 18.7 in the 18 th FC.	Noted.
7.	17.9	Power Cabling and External Electrification Works	The matter was deferred	deferred	Noted.
8.	17.10	To approve the Annual Accounts statement for the financial year 2018-19	FC suggested to place the annual accounts statement with corrective measures to the observations made by the Internal Auditor in the next FC.	The annual accounts statement with corrective measures to the observations made by the Internal Auditor were sent to all the BoG members by circulation on 12 th September & 3 rd October 2019. Annual Accounts statement for the financial year 2018-19 was approved by circulation. As directed, PAG audit was conducted. Observations on the Annual Accounts 2018-19 was sent by email on 18 th October 2019 by IFD (MHRD asked para-wise reply from the Institute.	Approved the Accounts statement for 2018-19 and SAR with the observation of PAG is to be placed in the next FC and BoG.

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				Parawise reply is enclosed at Annexure A.	
9.	17.11	Present fund position of NIT Manipur as on 31/07/2019	Noted	Noted.	
10.	17.12	Full report about the details of fund released/received and expenditure	FC suggested to send the corrected factual figures to all FC & BoG members for approval within 15days. FC also suggested for appointing one retired Finance/Audit officer (on contractual basis), below 65 years of age. In any case, person more than 65 years should not be engaged in the administrative section.	1. The corrected factual figures were sent to all the BoG members for approval. 2. One retired Finance officer (on contractual basis) was selected in the interview held on 30/11/2019. Appointment Letter has been sent on 6 th December 2019.	1. The corrected factual figures needs to be sent to MHRD for approval. About 89.83 crores has been diverted from 2010-11 to 2018-19. Re-appropriation of funds needs to be regularised for the approval by the competent Authority. 2. The candidate already joined on 16/12/2019.
11.	17.13	To consider and approve for expenditure sanction of Rs. 4.764 crores for Land Development and foundation piling works for both Boys' and Girls' OBC Hostels	FC recommended for the payment of Rs 3.474 crore from IRG for the piling work of the OBC boys' and girls' hostel on instalment basis. FC authorised Director to take decision on priority basis. FC further suggested/recommended for releasing the remaining amount of Rs. 85 lakhs of the fund released by Ministry of Social Justice & Empowerment, Govt. of India at the earliest so that utilisation certificate can be sent at the earliest to the above Ministry. However, it was informed that the institute has mis-utilised the funds sanctioned by Ministry of Social Justice & Empowerment,	Rs. 50 lakhs released from IRG. to the OBC Girls' Hostel Rs. 35 lakhs pending because of slow progress. (OBC Boys' Hostel Rs. 85 lakhs has been paid in May 2018). It is proposed to the 18 th FC to pay the remaining Rs. 1.29 crores (for land development) also from IRG fund to complete the project.	18 th FC meeting recommended for the payment of Rs. 4.764 crores (Rs 3.474 crore for piling work of the OBC boys' and girls' hostel and Rs. 1.29 crores for Land Development) from IRG fund on instalment basis.

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			Government of India. The institute should take necessary action on the same and reconcile the matter with the concerned Ministry so that the work as well as the remaining funds are expedited. The funds should be released from institute IRG (Rs. 85 lakhs) and it is again reiterated that no re-appropriation from MHRD grant should be done.		
12.	17.14	Extension of four class rooms.	FC recommended for the payment of Rs 22.38 lakhs for the extension of four class rooms which was completed in July 2018 and since then NIT Manipur has been using the same. It was also further suggested to make the payment in instalment basis according to the availability of IRG fund.	Full Payment made in 3 instalments from institute IRG fund.	Noted.
13.	17.15	To discuss the application of Dr. S. Birendra Singh, Ex-Director, NIT Manipur	FC did not approve the request made by Dr. S. Birendra Singh, Ex-Director NIT Manipur for the payment of his retirement monetary benefits till the statutory audit is over	Noted.	Noted.
14.	17.16	To discuss the applicability of EWS to the recruitment of faculty and non-faculty positions	FC suggested/ recommended for issuing an addendum by giving 15 days time so that EWS candidates may apply	Not done so far.	Noted. Separate agenda in 18 th BoG.
15.	17.17	Discussion on TEQIP III related agenda 1. Regarding the stipend of PhD Scholars under TEQIP III.			Noted.
		a) Approval for stipend of Rs. 8000.00 per month for non-GATE/non-NET PhD Scholars (Full Time) enrolled	a) FC recommended for the payment of stipend of Rs. 8000.00 per month for non-GATE/non-NET PhD Scholars (Full Time)	a) Completed	

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	in July 2019	enrolled in July 2019.		
	b) Suggestions on increment of stipend for PhD scholars (non-GATE/non-NET) enrolled during January 2018-July 2019	b)FC did not approve for the increment.	b) Noted.	
	c) Approval for stipend of Rs. 25000.00 per month under TEQIP-III for NET/GATE qualified PhD scholars admitted in July 2019 till the end of TEQIP-III project	c)FC recommended for the payment of scholarship for all NET/GATE qualified students from OH-31 and as per UGC rules.	c) Complied	
	2. Financial support under TEQIP-III for the PhD scholars towards attending National conference/seminars and workshop in other institutions. As per TEQIP-III guidelines, financial support is extended to the Ph.D scholars for the said activities according to the 15 th BOG & FC	2.FC recommended for financial support under TEQIP-III to the PhD scholars towards attending National conference/seminars and workshop in other institutions as per TEQIP III guidelines. BoG also suggested to fix a maximum ceiling for such payment.	2. Complied	
	3. Financial support for students attending internship/training in government organization. According to TEQIP-III guidelines, financial support is given to the students for attending the said activities in government organization and the ceiling of the expenditure has been withdrawn according to the 15 th BOG & FC	3. FC noted that there is no upper ceiling with respect to financial support for students attending internship/training in government organisations/establishments.	3. Complied	

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	4. Details of eSS price & payment done by NIT Manipur for the purchase of e-Journals has been furnished according to the suggestions in 15 th BOG & 15 th FC meeting held on 28 th May 2019	4. FC Noted.	4. Noted.	
	5. Suggestion for mode of travel for students/staff to attend academics/administrative activities under TEQIP-III. Due to geographical location of the institute and severe inconvenience & associated risk by surface travels to participate in academic activities/administrative activities held outside the state, seeking approval to avail the air travel under TEQIP-III	5. FC recommended to allow a ceiling of Rs.3000/- above that they have to bear after listing the justification of more than 3 days travel and food cost.	5. It is proposed to the FC to rectify as "FC recommended to allow a ceiling of Rs. 3000/- maximum in one way above that they have to bear after listing the justification of more than 3 days travel & food cost"	5. Noted.
	6. Approval for procurement of 3 (Three) Numbers of Laptop for TEQIP-III Cell and operation of Smart Class Room. As per instruction from State Project Advisor (Dr. Mukul Chandra Bora), TEQIP-III cell should have Laptops for TEQIP-III Coordinator & TEQIP-III Staff for easy handling of TEQIP related works including Smart Class room.	6. FC recommended.	6. Noted.	
	7. Approval for providing financial	7. FC advised to peg the ceiling from Rs.10,000	7. Committee	

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	support to the students to continue with their grass root innovation project under the guidance of the faculty of the institute under TEQIP-III	to Rs. 20,000 according to the performance of the students. FC also recommended to form a 3 member committee to approve the project.	formed.	
	8. Approval for Registration fees for participation of regular faculty in International conference/ Symposium/ Seminar outside India. As per TEQIP guidelines, the associated travel expenses may be covered under PDA grant of the respective faculty.	8. FC did not recommend.	8. Noted.	
	9. The List of Items on procurement needed for BOG approval	9. FC recommended all the items in the list except item No.2. FC recommended the said item i.e. item No. 2 by Post-Facto.	9. Noted.	
	10. As per PLA under TEQIP-III, 5% of PLA i.e. Rs. 75,00,000.00 is allocated under minor civil work in which, a) Minor Civil works for Mechanical engineering estimated budget is Rs. 49,00,000.00. b) Minor Civil Work for Computer Science Engineering estimated budget is Rs. 10,82,728.00	10. FC advised/recommended to follow TEQIP-III guidelines/procedures and to implement as per TEQIP-III/NPIU guidelines strictly.	10. Placed as Agenda item No. 18.8(1).	

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		c) Minor Civil works for Physics estimated budget is Rs. 13,00,000.00 (not approached for further process from 4th March 2019). d) Balanced budget is Rs. 2,17,272.00.			
16	17.18	Details of the enhancement of salary for contractual faculty in tabular form	FC recommended to place a detailed report about the non PhD faculty with respect to their PhD. course progress and details like date of joining etc. with students' feedback. The same may be placed in the next meeting with the action taken as per the suggestions of FC	Placed the detailed report at Annexure B	FC recommended to get students feedback at the end of Even Semester and place it in the FC and BoG meeting.
17	17.19	To place a report of the packed (unopened) boxes of equipments lying in Electrical and Mechanical Labs.	FC recommended to form a committee consisting of following members. 1. Director NIT Manipur - Chairman 2. HoD Electrical Deptt., NIT Manipur - Member 3. HoD Mechanical Deptt., NIT Manipur - Member 4. Assistant Workshop Superintendent, Mechanical Engineering Department, IIT Guwahati - Member 5. Sr. Technical Officer, Electronics & Electrical Engineering Department, IIT Guwahati - Member The committee will examine the packed boxes and will take up necessary action for the installation of the equipments so that the same can be available to the students/faculty. The committee should also examine and give report and fix responsibility of the officials concerned	Committee constituted (Statutory Audit persons noted but not suggested anything. BoG may note that)	Noted.

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			with regard to the unused equipment boxes lying idle in the institute for the last two years.		
18.	17.20	Any other items with permission of the Chair 1. PhD fellowship enhancement regarding	1. FC recommended the enhancement of fellowship of Ph D Scholars according to the MHRD Office Memorandum F.No. 15-2/2019-TC dated 16/07/2019	1. Complied.	Noted.

ITEM NO. 18.3: To consider and approve the minutes of the 12th BWC meeting held on 14/05/2019 at the conference Hall, NIT Manipur, Langol

The 18th Finance committee meeting confirmed and approved the 12th BWC meeting held on 14/05/2019 at the conference Hall, NIT Manipur, Langol.

ITEM NO. 18.4: To approve the expenditure sanction for urgent construction works undertaken by different work agencies/ cell at NIT Manipur

The FC suggested to take up the construction works only after the approval of Composite DPR by the competent Authority of MHRD.

ITEM NO. 18.5: To consider the administrative approval for MoU with Water Resources Department (WRD), Government of Manipur

FC recommended to send the MOU to the Ministry of Human Resource Development, GOI for approval.

ITEM NO. 18.6: To consider the administrative approval for construction of water supply scheme of capacity 0.50 MLD

The Finance committee recommended to book the ground water assessment cost (Rs. 5 lakhs estimated) from IRG fund of the Institute. It is also recommended to seek permission from the related department/Ministry (Manipur State Govt.) to start the ground water assessment work.

ITEM NO. 18.7: Status on the empanelment of contractors for civil /mechanical /Electrical works at NIT Manipur campus

Noted.

ITEM NO. 18.8: Discussion on TEQIP-III agenda

1. As per PLA under TEQIP-III, 5% of PLA i.e Rs. 75,00,000/- is available under minor civil works for which the proposed activities are shown below; which is estimated at Rs. 74,99,374/-

- a) **Minor civil work for Mechanical Engineering Department estimated budget according to 17th BoG meeting was Rs. 49,00,000/- (approved plan). However, the plan has been revised to an estimated budget of Rs. 28,53,146/-.**

The FC recommended the estimated budget of Rs. 28,53,146/- for minor civil work of Mechanical Engineering Department for BoG approval.

- b) **To consider the proposed minor civil work for Computer Science & Engineering Department which was approved by the 17th BoG meeting whose estimated budget is Rs. 10,82,728/-**

The FC noted the already approved in 17th FC and 17th BoG. Work is under process.

- c) **To consider and approve proposed minor civil works for Electrical Engineering Department whose estimated budget is Rs. 22,95,000/-.**

The FC recommended the estimated budget of Rs. 22,95,000/- for minor civil work of Electrical Engineering Department for BoG approval.

- d) **To consider and approve proposed minor civil work for Civil Engineering Department whose estimated budget is Rs. 12,68,500/-.**

The FC recommended the estimated budget of Rs. 12,68,500/- for minor civil work of Civil Engineering Department for BoG approval.

2. **To discuss the stipend of Ph.D scholars (Non-GATE/Non- NET) under TEQIP III enrolled during January 2018 – July 2019**

The FC did not recommend for enhancement of stipend of PhD scholars under TEQIP III.

TEQIP III coordinator informed the finance committee that fellowship could be continued upto March, 2020. Henceforth, if the institute gets extra money from TEQIP-III, it can continue till the availability of fund for providing the stipend/ fellowship. FC also advised the institute to inform to all the PhD scholars regarding this matter.

3. To consider and approve for procurement of 3 (three) numbers of laptops for TEQIP-III Nodal officers

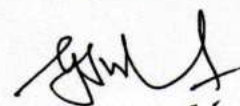
The FC recommended for procurement of 3 (three) numbers of laptops for TEQIP-III Nodal officers under TEQIP III for BoG approval.

4. To consider and approve for the procurement of items which are elucidated below: (Through TEQIP III)

FC recommended for the procurement of items under TEQIP III which are given for BoG approval..

Sl. No.	Name of the Equipments/Learning resources	Department	Estimated budget	Justification
1.	1 Laser colour printer	Civil Engineering	Rs. 30,549.00	For use in Civil Engineering Deptt., for printing various engineering drawings/plots, GS-based composed maps, satellite imagery.
2.	1 unit of portable automated road & traffic survey system	Civil Engineering	Rs. 11,94,473.00	For B. Tech, M. Tech students to grasp the knowledge of manufacturing process for better understanding of the subject
3.	5 user license advanced Design System (ADS)	Electronics and Communication Engineering	Rs. 11,38,000.00	For B. Tech, M. Tech students to grasp the knowledge of manufacturing process for understanding of the subject.
		Total	Rs. 23,63,022.00	

5. Audit report for FY 2017-18 and FY 2018-19 of TEQIP-III

The Finance Committee directed to put up para wise reply of observations made by the Audit team in the next FC and BoG meeting. FC also directed that Advance taken under TEQIP-III fund should be settled within 15days, if not interest will be imposed as per Government norms.

6. **To consider and approve Minor Research Grant scheme under TEQIP-III**

FC approved as per the NPIU guidelines.

7. **To consider and approve using Non-GST bills for petty expenses.**

FC suggested to refer to NPIU regarding ceiling and others for using Non-GST bills for petty expenses.

8. **All academic activities & IOC under TEQIP-III are placed for kind information/ suggestion.**

FC noted the academic activities and IOC under TEQIP III but wanted to know the actual duration of the data/information provided by the TEQIP III coordinator.

ITEM NO. 18.9: **To consider and approve the charges/fees for issuance of Transcript, Grade Card, And Original Degree Certificate, Duplicate Certificates, Duplicate Identity Cards, Migration Certificates, Provisional Certificates, Bonafide Certificates etc.**

The Finance committee recommended the charges/fees for issuance of Transcript, Grade Card, Original Degree Certificate, Duplicate Certificates, Duplicate Identity Cards, Migration Certificates, Provisional Certificates, Bonafide Certificates etc. for BoG approval.

ITEM NO. 18.10: **Discussion on medical reimbursement with respect to Trainee Teachers**

The FC approved for the medical reimbursement of Trainee Teachers' spouse as per CGHS/CSMA rules.

ITEM No. 18.11: **Approval for implementation of enhanced rate of Dearness Allowance applicable from time to time w.e.f the date of issue of O.M by the Ministry of Finance, GOI**

The Finance committee recommended for the implementation of enhanced rate of Dearness Allowance applicable from time to time w.e.f the date of issue of O.M by the Ministry of Finance, GOI.

ITEM NO. 18.12: **To consider and approve the earliest completion of ECE Lab.**

The Finance committee suggested that the estimated cost of the said ECE Lab. should be first recommended in the upcoming BWC meeting and may be put up in the next FC and BoG meeting.

ITEM NO. 18.13: **Flood related challenges and land issues being faced at NIT Manipur with potential mitigation and management measures, with administrative approval for urgent/emergent works under flood mitigation measures.**

The Finance committee suggested to include the above proposal in the composite DPR.

ITEM NO. 18.14: **Status of the Revised DPR to be submitted to MHRD (as per the status DPR to be submitted by work Agencies i.e EEW, CPWD, MOBEDS etc for completion of top priority civil works) as SFC proposal with reference to MHRD correspondence dated 1st August 2019 and 24th September, 2019 (Reminder)**

As per the directive of the Ministry, a revised DPR was already submitted on 26/11/2019. However, in the 18th FC and 18th BoG meeting held on 18/12/2019 and Budget meeting held at Shastri Bhawan, New Delhi on 19/12/2019, it was advised to frame a composite DPR including water logging issues of the campus. In compliance to the budget meeting and BoG meeting directive, a revised DPR is presently under preparation.

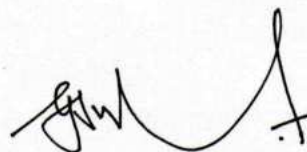
ITEM NO. 18.15: **Any other items with the permission of the Chair**

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



(Prof. Kh. Manglem Singh)

Member Secretary,
Finance Committee
National Institute of Technology Manipur



Prof. (Dr.) Goutam Sutradhar
Director & Chairperson,
Finance Committee & BoG,
National Institute of Technology Manipur