



**National Institute of Technology
Rourkela – 769 008 (Orissa)**

**Minutes of the 8th Meeting of Finance Committee, NIT Rourkela held
at Hyatt Regency Hotel, New Delhi on 07.02.2006 (Tuesday) at 11.00 AM.**

Dr. B Panda, Chairman, Board of Governors and Finance Committee chaired the meeting.

The following members attended the meeting.

Members Present:

- | | | | |
|----|---|-----|------------------------|
| 1. | Dr. Bansidhar Panda
Chairman, IMFA Group,
Bhubaneswar. | ... | Chairman |
| 2. | Dr. G.J. Jambhulkar,
Dy. Educational Adviser,
MHRD, New Delhi | ... | Member |
| 3. | Mr. B.K. Ray
DO (IFD)
MHRD, Govt. of India,
Shastri Bhwan,
New Delhi – 110 001. | ... | Nominee of JS&FA (HRD) |
| 5. | Prof Sunil K Sarangi
Director, NIT Rourkela | ... | Member |
| 6. | Prof. G. S Rath
Professor (ECE)
NIT Rourkela | ... | Member |
| 7. | Mr. S.K. Upadhyay
Registrar & Secretary FC,
NIT Rourkela | ... | Member & Secretary |

Members Absent:

1. Prof. P.K.J. Mohapatra
Professor, Industrial Engg. & Management
IIT Kharagpur

The leave of absence was granted.

F.C. 8 (2005)- 1: Welcome to the members by the Chairman.

The Chairman welcomed all the members and the new member Prof. G.S. Rath, Professor in the Department of Electronics and Communication Engineering. The services rendered by Prof B K Rath former Director and Prof G Panda former member of FC were appreciated by the FC.

F.C- 8 (2006)-2 : Confirmation and discussion on matters arising out of the 7th Finance Meeting held at Bhubaneswar on 07.10.2005 (Friday). The following comments were received from MHRD vide No.F.48-15/2003-IFD Dt.25.11.2005:

- I) To fill up the Dy. Registrar (F. & A.) on regular basis..
- II) To fill up the post of four Accountants against existing vacancies to look after the entire finance and accounts work of the Institute.

The FC resolved that

Since the work of the Controller of Examination [in the scale of pay of Rs.12000-420-18300] is being looked after by Professor-in-charge, Examination and Dean (Academic) following the system in IITs and the post can be converted to a more essential post. A post of Finance Officer in the same scale of pay is essential from the Financial Management point of view of the Institute. The post would be filled up by Transfer / Deputation / Direct recruitment. The FC further confirmed that four posts of Accountants in the scale of pay of Rs.5000-150-8000 be filled up on direct recruitment basis during the current Financial year itself. The educational qualification should be a Bachelor's Degree in Commerce preferably B.Com (Hons.) with at least 50% of mark and having Accountancy as a special subject. Desirable Qualification:- Superior academic record and experience in Central Government Accounting Procedures.

F.C-8 (2006)-3 : To report on the Action Taken on the minutes of 6th and 7th meeting of the Finance Committee. held on 25th May,,2005 (Wednesday) and 7th Oct. 2005 (Friday).

The reports on the Action Taken on the minutes of 6th and 7th meeting of the Finance Committee. held on 25th May,,2005 (Wednesday) and 7th Oct. 2005 (Friday) were discussed and approved.

Annexure-I

F.C-8 (2006)-4 : Budget for the year 2006 – 2007.

F.C. may approve the Budget proposal for the year 2006-07.

It has been decided to increase the student strength from 1742 to nearly 4000 by the end of 11th 5 years plan i.e. 2011-12. Accordingly the infrastructure facilities like class room, Hostel and Academic Building etc. need to be added to take care of increase in student strength.

The budget proposal for the year 2006-2007 was approved. It was decided that in view of the expansion plan to double the student strength to 4000 by 2011, the following new projects will be taken up in the year 2006-07

1. a new lecture hall complex
2. a new 800 seater hostel
3. a new academic building for Biomedical Engineering and Electrical Sciences.

Annexure-II

F.C-8 (2006)-5 : Networking in students Halls at NIT., Rourkela (Hall-1, 2, 3, 4, 5, 6 and Hall of Ladies).

The total cost of wiring all the hostels shall be approximately Rs.150.00 lakhs including internet bandwidth cost. The charges from every student (except research scholars who spend much of their time in the labs.) should be collected at the rate of Rs.1000/- per year towards it. We may seek support of alumni, but the gift is unlikely to come. The initial investment should come from MHRD plan grant. Rs.16.00 lakhs will be collected every year for 10 years. The life of the network shall be at least 15 years.

The FC decided that the above proposal may be executed through in a time bound manner i.e latest by August 2006 through the Regular Plan Grant sanctioned by MHRD in stead of levying an special fee on the students.

F.C-8 (2006)-6 : Enhancement of Hall Establishment fee from the boarders:

The Hall Establishment fee for students was enhanced to Rs.300/- in the 103 BOG meeting in the year 2003. It has been requested by the Warden of Halls that it may be increased Rs.500/-. Finance Committee may approve the proposal.

FC deliberated about the current Fee Structure and approved the following rationalized Fee Structure from the academic session 2006-07 onwards. There shall be no separate head called “Establishment Fee”. All expenses for

maintenance of Halls and payment of salaries to hall staff may be met from the general non-plan fund which includes the seat rent collected from the students.

Sl No	Fee		Amount			
			B.Tech.	M.Tech/ M.Sc	MCA	Ph.D./ M.Tech
1	Admission Fee		Rs.1000/- (one time fee)	Rs.1000/- (one time fee)	Rs.1000/- (one time fee)	Rs.1000/- (one time fee)
2.	Tuition fee		Rs 12000 per annum	Rs.7500/- per annum	Rs.7500/- per annum	5000/- per annum
	Other Fee (Exam, Lib. Etc.)		Rs 4000 per annum	-	Rs 4000 per annum	-
3.	Institute Development Contribution		Rs 10000 (One time fee – to be directly deposited into corpus paid at the time of admission)	Rs 5000 (One time fee – to be directly deposited into corpus paid at the time of admission)	Rs 5000 (One time fee – to be directly deposited into corpus paid at the time of admission)	Nil
4.	Alumni fee in Final Semester.		Rs.500/- in Final Semester	Rs.500/ in 4 th Semester	Rs.500/- in 6 th Semester	Rs.500/- at the time of end of thesis.
	Souvenir Fee (in pre-final Semester)		Rs.500/-	Rs. 500/-	Rs.500/-	Nil
5.	Student Activity Fee		Rs.1000/- p.a.	Rs.1000/- p.a.	Rs.1000/- p.a.	Rs.1000/- p.a.
6.	Hostel Admission Fee		Rs.500/- (one time)	Rs.500/- (one time)	Rs.500/- (one time)	Rs.500/- (one time)
7.	Hostel seat rent	Single seated	Rs. 5000 p.a.	Rs. 5000/- p.a.	Rs. 5000/- p.a.	Rs. 5000/- p.a.
		Double seated	Rs. 4000 p.a.	Rs. 4000 p.a.	Rs. 4000 p.a.	Rs. 4000 p.a.
		Four seated	Rs. 3000 p.a.	Rs. 3000 p.a.	Rs. 3000 p.a.	Rs. 3000 p.a.
8.	Medical		Rs.1000/- p.a.	Rs.1000/- p.a.	Rs.1000/- p.a.	Rs.1000/- p.a.
9.	Boarders permitted to stay outside or given alternative accommodation in the Institute.		Rs.500/- p.a.	Rs.500/- p.a.	Rs.500/- p.a.	Rs.500/- p.a.
12.	Caution Money (refundable)		Rs.2500/- (one time)	Rs.2500/- (one time)	Rs.2500/- (one time)	Nil

- Note:
- 1) Tuition Fee and all other Fees except the one time fees will be collected in two equal installments.
 - 2) Students given alternative accommodation by the Institute will pay the reduced Hall fee in addition to the license fee and other charges for the accommodation provided. This will entitle them to use common facilities of the Hall and participation in Hall activities.

- 3) The medical fee will entitle the student to free treatment plus medicines at the Institute dispensary and insurance cover against hospitalization.

F.C-8 (2006)-7 : Enhancement of remuneration for Warden of Halls, Superintendents and Asst. Superintendents.

The remuneration of Warden, Superintendents and Asst. Superintendents was decided vide 93rd BOG resolution No.93-97-C-3 on 23.12.1997. It is felt that it is now necessary to enhance the remuneration of the above office bearers in the line with IITs. It is also proposed to change these designations to Chief Warden, Warden and Asst. Warden respectively. The Finance Committee may consider and approve the proposal. The Wardens and Asst. Wardens will be required to spend around 5 hours per week in the Hostels in the evenings.

FC directed that the warden should invariably spend about 05 hours per week in hostel for which the FC approved the following remuneration subject to review after a year which would be based upon student's feed back. This would come into effect from 1.4.2006.

Sl. No	Present Designation	Proposed Designation	Present remuneration	Approved remuneration	Additional benefit.
1.	Warden	Chief Warden	Rs.450/- per month	Rs.600/- per month	Unfurnished Rent Free Accommodation.
2.	Superintendent	Warden	Rs.350/- per month	Rs.500/- per month	Unfurnished Rent Free Accommodation.
3.	Asst. Superintendent	Asst. Warden	Rs.275/- per month	Rs.400/- per month	Unfurnished Rent Free Accommodation.

F.C-8 (2006)-8 : E.P.F. scheme for employees on contract.

There are number of employees who are appointed on contractual basis and as per other requirement of the Institute. As per the guideline provided by Employees Provident Fund Commissioner, every employee joining the Institute has to be covered under EPF scheme. Finance Committee may approve the proposal for introduction of the scheme in the Institute and make it mandatory for every employee to join the scheme.

For employees working under contract, it was decided as follows:

- i) The employees who are already members of EPF/ Family pension scheme before joining the Institute will be covered retrospectively from the date of joining for continuation of the scheme.
- ii) Employees who are not members of EPF/ Family pension scheme will be covered with effect from 01.04.2006

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To reconsider the rate of reimbursement of telephone charges to the Deans, Registrar, Warden, Professor Training & Placement and Officials.

The Finance Committee and Board of Governor, NIT Rourkela have approved reimbursement of telephone charges at residence which would be inclusive of landline & mobile charges in(Residence and Mobile) to Deans Registrar, Warden, Professor (Training & Placement) and Secretary to Director. It is proposed that all Deans, Registrar, Chief Warden and Professor (Training & Placement) may be reimbursed telephone expenses made from residence and Mobile phones at the rate of Rs.750/- for all and the functional head of the Director's Office be reimbursed at the rate of Rs.500/- considering that BSNL does not provide detailed call-wan break up, it will not be necessary to produce receipts.

Finance Committee may consider and approve the proposal.

FC considered the proposal and approved that the rate of reimbursement of residential telephone charges including mobile phones to the Deans, Registrar, Chief Warden, Professor (Training & Placement) will be at the rate of Rs.750.00 per month (inclusive of rental & service tax) against the production of receipt. Payment will be made twice in a year in January and July.

F.C-8 (2006)- 10 : Any other item with the permission of the Chair.

- 1) **Item No.1 (2005-06) - To consider and approve the engagement of a Chartered Accountant (approved by the C&AG(I) for internal audit of the accounts of NIT,Rourkela for the financial year 2005-06 . Last year (2004-05) the work was done by M/s. K.D.Lath & Co., Uditnagar, Rourkela. However, the AG Auditors (C&AG) in their memo no.ABAP-4/SAR/53-item-6, dt.25-10-2005 have remarked for non-engagement of the present CA for future years as the very purpose of the Audit by a CA was not solved.**

M/s. S.Keshari & Co. is also a C &AG approved Audit Firm and as they also have the acquaintance with the audit of accounts earlier in this Institute, they may be assigned the internal audit work of the accounts for 2005-06.

The FC decided that the Selection of Auditor for the year 2005 – 2006 will be done through open advertisement followed by negotiation by a committee approved by the Director.

- 2) **Proposal to create funds for future security of the institution.
The Institute has been advised by TEQIP to create 4 funds.**
 - **Corpus fund**
 - **Staff Development fund**
 - **Depreciation fund**
 - **Maintenance fund**

The Institute was permitted by FC to create the “ Institute Development Fund” vide FC resolution No FC 7(2005)-6 which serves as the corpus fund.

The FC is now requested to approve creation of the other 3 funds, i.e.

- (a) Maintenance Fund**
- (b) Depreciation Fund, and**
- (c) Staff Development Fund**

When the funding authorities permit, necessary funds will be set-aside in these funds for future maintenance and depreciation of the equipment. The Maintenance fund will be used for making payment towards annual maintenance contracts including warranty services and for breakdown maintenance. The depreciation fund will be used for purchase of new equipment when life of the present equipment is over. These funds will earn money initially from the funding agency providing the equipment, and later from the users, particularly external users and R & D projects. The staff development fund may be supported by earnings from testing and consultancy services which will be used for professional training of the concerned technical staff.

Corpus fund has already been created in the name of Institute Development Fund. It was decided to create Staff Development Fund, Depreciation Fund and Maintenance Fund as proposed. The modalities of operation of these funds will be decided by the Director in consultation with Registrar and Finance Officer.

3. License Fee for Institute quarters:

MHRD representative informed regarding revision of the rate of license fee by Government of India based on living area of accommodation w.e.f 1.7.2004 vide OM No.18011/04/2003-Pol-III of the Directorate of Estate dated 22.6.2004. This is applicable throughout the country in respect of accommodation under the jurisdiction of the GOI. Hence it was decided that the Institute would follow the guidelines of classifying accommodation and charge revised license fee from 1.1.2006. Further downward /upward revision would be linked to the Government order to be issued by the Directorate of Estate (www.estates.nic.in).

The matter was deferred to the next meeting of Finance Committee.

The meeting ended with thanks to the Chair.

(S. K. Upadhyay)
REGISTRAR & SECRETARY
FINANCE COMMITTEE

(Dr B. Panda)
CHAIRMAN
FINANCE COMMITTEE

