

**झारखण्ड केन्द्रीय विश्वविद्यालय**

**CENTRAL UNIVERSITY OF JHARKHAND**

(Established by an Act of Parliament of India in 2009)



**THE MINUTES OF  
THE 14<sup>TH</sup> MEETING OF THE FINANCE  
COMMITTEE HELD ON  
14<sup>TH</sup> JULY, 2017  
AT IIC, NEW DELHI**

**The minutes of the 14<sup>th</sup> meeting of  
the Finance Committee of the Central University of Jharkhand  
held on 14<sup>th</sup> July, 2017 at 11.00 am at IIC, New Delhi.**

The 14<sup>th</sup> meeting of the Finance Committee of the Central University of Jharkhand was held on 14<sup>th</sup> July, 2017 at 11:00 AM at **India International Centre, New Delhi.**

The following members were present:

- |    |   |                         |
|----|---|-------------------------|
| 1. | <b>Prof. Nand Kumar Yadav 'Indu'</b><br>(Vice- Chancellor)  | Chairman                |
| 2. | <b>Prof. Vijoy Kant Das</b><br>(Pro Vice-Chancellor)  | Member                  |
| 3. | <b>Prof. (Dr.) Om Prakash Agrawal</b><br>(Member of Executive Council )   | Member                  |
| 4. | <b>Prof. Ashok Kumar Saha</b><br>(EC Nominee)   | Member                  |
| 5. | <b>Shri S. Parabrahmaiah</b><br>(EC Nominee)  | Member                  |
| 6. | <b>Dr. Jitendra Kumar Tripathi , Joint Secretary, UGC</b><br>(Visitor Nominee)  | Member                  |
| 7. | <b>Shri Fazal Mahmood, Dy. Secretary (Fin.), (HE), MHRD</b><br>(Nominated by Ms. Darshana M Dabral, Joint Secretary &<br>Financial Adviser (IFD), MHRD , Visitor Nominee) | Member                  |
| 8. | <b>Shri C. P. Ratnakaran, Under Secretary, (CU &amp; L), MHRD</b><br>(Nominated by Shri. Sukhbir Singh Sandhu, Joint Secretary (CU & L),<br>MHRD , Visitor Nominee)       | Member                  |
| 9. | <b>Dr. Ashoke Kumar Sarkar</b><br>(Finance Officer I/c)   | Non-member<br>Secretary |

The Vice-Chancellor extended a warm welcome to the members for sparing their valuable time to make it convenient to attend the meeting. He stated that the purpose to hold the meeting at Delhi was to have the presence of the members stationed at Delhi so that the University could benefit from their rich expertise, ideas and deliberations.

The Vice-Chancellor also apprised the Finance Committee that during the current academic year the University plans to fill up the vacant teaching and non-teaching positions, strengthen its labs and learning resources and start construction of boundary wall as soon as we get funds and simultaneously the University has started taking necessary steps including setting up of IQAC for its assessment and accreditation by NAAC. In regard to financial matter, the Vice-Chancellor informed that the Annual Accounts for the FY 2016-17 have been prepared by the University on accrual basis in MHRD format and in accordance with the provisions of Statute 7 (7)(C) and 17 (7) and guideline of MHRD/UGC.

Thereafter, the Vice-Chancellor invited Dr. Ashok Kumar Sarkar, Finance Officer I/c-cum-Secretary to take up the agenda items and before the following Agenda was taken up for discussion, the comments received from MHRD vide letter no.s (1) F.No45-7/2017 CU-III Dt.12-07-2017 and (2) F.no.9-5/2015-IFD dt 12-07-2017 have been considered while discussing the agenda items and accordingly the resolutions were made.

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**FC:2017/14/01: Confirmation of Minutes of 13<sup>th</sup> Meeting of the Finance Committee.**

The Minutes of the 13<sup>th</sup> meeting of the Finance Committee held on 12<sup>th</sup> July 2016 had already been circulated to the members of the Finance Committee and no comments have been received.

The minutes of the 13<sup>th</sup> meeting of the Finance Committee placed as **Annexure I** for confirmation please.

**FC : 2017/14/02 : Action taken on minutes of the 13<sup>th</sup> meeting of the Finance Committee .**

No.	Subject	Action taken
1.	Confirmation of Minutes of 11 <sup>th</sup> meeting of the FC	Deferred and placed in this meeting.
2.	Action taken on 11 <sup>th</sup> meeting and matters arising	Deferred and placed in this meeting.
3.	Confirmation of 12 <sup>th</sup> (emergent) meeting of the Finance Committee held on 18 <sup>th</sup> Sept. 2015	Deferred and placed in this meeting.
4.	Action taken minutes on 12 <sup>th</sup> (Emergent) meeting	Deferred and placed in this meeting.
5.	To consider to approve the Annual Accounts for FY 2015-16 of the Central University of Jharkhand.	Annual Account for the FY 2015-16 has been forwarded to MHRD for placing before the both houses of parliament.
6.	To consider the status of expenditure position under plan schemes and unspent balance position as on 1.4.2016	Noted.
7.	To consider the budget for the FY 2016-17	Noted.
8.	To consider to setting up the Corpus Fund in this University	Defer and placed in this meeting.
9.	To improving financial management and strict compliance of rules/procedure in the Central Universities	Noted.
10.	To consider Rs. 75 lakh to engage trained experienced personal for sports, yoga etc. and professional personal like Chartered Accountant/senior Counsel etc.	Deferred
11.	To consider the minutes of the 16 <sup>th</sup> , 17 <sup>th</sup> and emergent meeting (held on 01.09.2014) of the Building Committing.	Deferred and placed in this meeting.

**FC : 2017/14/03 : Confirmation of Minutes of 11<sup>th</sup> meeting of the F.C.**

The minutes of the 11<sup>th</sup> meeting of the Finance Committee held on 20<sup>th</sup> April, 2015 had already been circulated to all members and no comments have been received.

However, Dr. K.P. Singh, Joint Secretary, UGC has written a D.O letter bearing no. F.74-8/2013(CU) dated 6<sup>th</sup> April, 2016, whereby he has given a dissent note against Para 2 of the Item no. 5 i.e., **“However, after threadbare discussions, the Committee resolved that expenditure on salary till date may be approved”** and informed that he does not recall that any such decision was taken and also UGC is not in a position to admit expenditure against those posts which were/are not approved by UGC. Therefore, minutes may please be modified.

Therefore, the minutes are now placed at **Annexure II** before the Committee for consideration/modification/confirmation.

**FC: 2017/14/04: Action taken on 11<sup>th</sup> minutes and matters arising**

Reference: 2015/11/01 to 08

<u>No.</u>	<u>Subject</u>	<u>Action taken</u>
1.	Confirmation of the minutes of the 10 <sup>th</sup> Meeting of the Finance Committee	Confirmed & noted
2.	Action taken on the minutes	Noted & action already taken
3.	To consider SAR for the FY 2013-2014 for the CUJ	Considered and Recorded
4.	To consider the status of expenditure position under plan schemes and balance position as on 01.01.2015	Noted & Considered
5.	To consider the Budget for the FY 2015-16	Noted and Objection of Dr. K.P. Singh, JS, UGC is also placed before House.
6.	To consider the minutes of the Building Committees.	The item was withdrawn.
7.	To consider pending bills of construction and other academic activities and a reference on CBI enquiry	Pending bills of around Rs. 56 crore is yet to be released by UGC.
8.	Any other matter (i) Donation of Ambulance by the SBI (ii) Interest earned:	Noted

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**FC: 2017/14/05: Confirmation of 12<sup>th</sup> (Emergent) meeting of the Finance Committee held on 18<sup>th</sup> September, 2015**

The minutes of the 12<sup>th</sup> (Emergent) meeting of the Finance Committee held on 18<sup>th</sup> September, 2015 had already been circulated to all members.

Therefore, the minutes are now placed at **Annexure III** before the Committee for consideration/confirmation.

**FC: 2017/14/06: Action taken on 12<sup>th</sup> (Emergent) meeting of minutes and matters arising**

Reference: 2015/12/01 to 03

<u>No.</u>	<u>Subject</u>	<u>Action taken</u>
1.	Action taken on the minutes	Noted & suggested to put up before regular F.C. for ratification
2.	To consider to approve the Annual Accounts For the FY 2014-15 of the University	Noted & Recommended to E.C. & E.C. approved the same
3.	Any other matter	
	(i) Regarding provision of 33/11 KV Sub Station for CUJ at permanent campus) (Cherrit-Manatu)	Noted and Matter is taken up with State Govt.
	(ii) To consider the minutes of the 16 <sup>th</sup> , 17 <sup>th</sup> and Emergent meeting (held on 01.09. 2014) of the Building Committee.	Noted and suggested to put up before next F.C.
	(iii) UGC revised XII Plan allocation in respect of Central university of Jharkhand under Plan at Rs. 291,00,00,000/- which was communicated vide D.O. No. F.1-1/2012 (CU) Vo1. VI dated 25 <sup>th</sup> August, 2015.	Noted

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**Resolutions :- FC:2017/14/01 to FC: 2017/14/06**

*The Minutes and action taken report were considered as an exception. The Finance Committee expressed its serious concern on the fact that these minutes were not considered in the respective previous Finance Committee meetings as per the requirements of Act and Statutes of the University. These Minutes and action taken reports were considered in the present meeting and they were confirmed.*



**FC: 2017/14/07 To consider to approve the Annual Accounts for the FY 2016-17 of the Central University of Jharkhand.**

The Annual Accounts for the FY 2016-17 (**Annexure IV**) consisting of the following are placed:

- (a) Balance Sheet as on 31<sup>st</sup> March, 2017
- (b) Income and Expenditure Accounts for the year ended 31<sup>st</sup> March, 2017
- (c) Schedule 1-22 forming Integral Part of the Financial Statements
- (d) Schedule 23 Significant Accounting Policies and Schedule 24 Notes on Accounts for the Year ended 31<sup>st</sup> March, 2017

**The matter is placed before the Committee for consideration and approval.**

**Resolution:- FC: 2017/14/07**

*The Finance Officer gave a brief introduction about the Annual Accounts for the FY 2016-17 with detailed presentation of various aspects of Annual Accounts. After the detailed discussion on the Annual Accounts for the FY 2016-17, the Finance Committee recommended approval of Annual Accounts for the FY 2016-17 by Executive Council and forwarding it to the Office of the Principal Director of Audit (Lucknow) Branch office- Ranchi for audit of the Annual Accounts FY 2016-17.*

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**FC: 2017/14/08: To consider to setting up the Corpus Fund in this University.**

Towards our endeavor to attain self-sufficiency in financial matters, which is also the focus of UGC and MHRD, it is proposed to set up a Corpus Fund in the University. Correspondence were made with some Universities like NEHU, JNU, BHU, AMU etc. and based on their responses as well as information available on the website, draft guidelines have been prepared for the Corpus Fund and placed as at **Annexure V**.

**The matter is placed before the Committee for consideration and approval.**

**Resolution:- FC: 2017/14/08**

*The Finance Committee directed to reformulate the guideline after taking more information from other Central Universities and place it in the next meeting of the Finance Committee.*

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**FC: 2017/14/09:** To consider the retention of internal receipts and interest earned by the CUJ under Plan grant sanctioned by UGC as additional grant.

The UGC vide letter no. F. No. 70-1/2012 (CU) dated 3<sup>rd</sup> February, 2017 (**Annexure - VI**) has conveyed that the University be utilized the internal receipts and interest earned by the University under Plan grant sanctioned by UGC as additional grant under Plan.

In view of the above, it is proposed that the internal receipts and interest earned by the University under Plan grant is utilized for the purpose of Recurring, Salary and Capital Assets.

**The matter is placed before the Committee for consideration and advice.**

**Resolution:- FC: 2017/14/09**

*The Agenda item was withdrawn.*

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**FC: 2017/14/10: To consider the minutes of the 16<sup>th</sup>, 17<sup>th</sup> and Emergent meeting (held on 01.09.2014) of the Building Committee**

The minutes of the 16<sup>th</sup>, 17<sup>th</sup> & Emergent meeting of the Building Committee are placed at **Annexure - VII.**

The matter is placed before the Committee for consideration and approval as the Finance Committee, in the 12<sup>th</sup> (emergent) meeting, suggested to place before the next meeting as it was withdrawn in the last meeting.

**The matter is placed before the Committee for consideration.**

**Resolution:- FC: 2017/14/10**

*The matter was deferred with the direction to put up in the next meeting along with proper justification and relevant documents as per format of UGC.*

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**FC: 2017/14/11: To consider the D.O. No. 24-2/2016-TS.I dated 22.9.2016 regarding Establishing the Higher Education Financing Agency.**

The Under Secretary has forwarded a copy of D.O. No. 24-2/2016-TS.I dated 22.9.2016 on the matter of Establishment of Higher Education Financing Agency (HEFA) is placed as **Annexure VIII.**

The salient feature of the above said D.O. is as following:

- i. The cabinet has approved establishing the Higher Education Financing Agency (HEFA) in order to finance the capital and research investments in the centrally funded higher education institutions.
- ii. The HEFA would be jointly promoted by Canara Bank and the MHRD.
- iii. The HEFA would be to finance the capital expenditure for building good quality infrastructure in the Higher Educational Institution.
- iv. HEFA would be to fund building of research facilities including setting up and equipping laboratories and such other facilities required for conduction high quality research.
- v. All the Centrally funded Higher Education Institutions would be eligible for joining as members of the HEFA. For joining as members, the Institution should agree to escrow a specific amount from their internal accruals to HEFA for a period of 10 years.
- vi. Each member institution would be eligible for a credit limit as decided by HEFA based on the amount agreed to be escrowed from the internal accruals.
- vii. Within this limit, the member Institution can draw fund against the projects approved by the HEFA after due appraisal.
- viii. The terms of the loans given to the institutions has been envisaged to be 10 years. The Principal portion of the loan would be paid from the escrowed internal accruals of the Institution. The Interest portion would be serviced through the normal plan funds released to the Institution. So Institution gets these loans funds interest-free.
- ix. The MHRD requested that to assess preparedness to access the funds from the HEFA between January 2017 to December 2017.

**The matter is placed before the Finance Committee for kind perusal, consideration and recommendation before placing the matter to the Executive Council of the University.**

**Resolution:- FC: 2017/14/11**

*The Finance Committee recommended to Executive Council for its approval.*

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**FC: 2017/14/12: To consider the adoption of General Financial Rules, 2017.**

The Under Secretary to the Govt. of India, Department of Expenditure, Ministry of Finance has forwarded General Financial Rules 2017 vide letter no. 14(3)/2015-EII(A) dated 8<sup>th</sup> March 2017 by which he has informed that the General Financial Rules, 2017 have been formulated which have taken effect with immediate effect. The same has been conveyed by UGC vide letter n. F. 13-2/2017 (CU). (**Annexure IX**)

**The matter is placed before the Committee for kind consideration please.**

**Resolution:- FC: 2017/14/12**

***The Finance Committee approved the adoption of General Financial Rules, 2017.***

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**FC: 2017/14/13: To consider the status of expenditure position under plan schemes and unspent balance position upto 31.03.2017**

The status of the expenditure position under Plan schemes and unspent balance position upto 31.03.2017 is placed at **Annexure X**.

The matter is placed before the Committee for information and advice.

**Resolution:- FC: 2017/14/13**

*The Finance Committee noted the expenditures incurred up to 31-3-2017, as indicated in Annexure -X and advised that the expenditures on capital and revenue should be incurred as per the provisions of GFRs and CVC guidelines and as per the limits approved by UGC/MHRD.*

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**FC: 2017/14/14: To consider the budget for the FY 2017-2018.**

The budget of the University for the FY 2017-2018 is placed at **Annexure XI**.

The matter is placed before the Committee for information and advice.

**Resolution:- FC: 2017/14/14**

*The Finance Committee after detailed deliberations recommended to Executive Council for approval of Budget Estimate for 2017-18. This is subject to the condition that the limits prescribed by UGC are strictly adhered to and no case the expenditures should be incurred on capital items which are under CBI scrutiny.*

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**FC: 2017/14/15: To consider the ratification of the order of the Vice Chancellor**

(A) With reference to the Audit para on TA adjustment claim submitted by the employees not accompanied with approved tour programmes, the following approval of the Hon'ble Vice Chancellor is conveyed as under:

**“TA adjustment claim submitted by the employees of the University shall not be entertained by the Finance Section of the University unless the approved tour programme is attached with TA bill.”**

The above said order of the Vice Chancellor is placed as **Annexure XII** before the Finance Committee for ratification.

(B) With reference to the Audit para on unadjusted advances, the following approval of the Hon'ble Vice Chancellor is conveyed as under:

**“No further advance shall be released to the employees of the Central University of Jharkhand in next Financial Year, if he/she has not adjusted the advance taken in the previous Financial Years”**

The above said order of the Vice Chancellor is placed as **Annexure XIII** before the Finance Committee for ratification.

(C) With reference to the Audit para & MHRD letter no. 45-2/2017-CU.III dated 25<sup>th</sup> January 2017 (**Annexure XIV**) on inadmissible payment of Tribal Area Allowances, the following approval of the Hon'ble Vice Chancellor is conveyed as under:

**“The admissibility of Scheduled/Tribal Area Allowances to the employees of Central University of Jharkhand has been discontinued with immediate effect.”**

The above said order of the Vice Chancellor is placed as **Annexure XV** before the Finance Committee for ratification.

**Resolution:- FC: 2017/14/15**

*The Finance Committee ratified the order issued by the Vice-Chancellor. The Finance Committee made the following suggestion:-*

(i) *The ratification does not become the matter of routine.*

(ii) *The out-standing advances amount should be recovered from the salary of the concerned with penal interest, if no adjustment claim is forth coming from the concerned with in a reasonable period say 15 days, after serving the notice.*

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**FC: 2017/14/16: The Annual Account for the FY 2015-16 along with SAR.**

An Audit Team from the office of the Principal Director of Audit (Central) Lucknow, Unit Jharkhand, Ranchi has taken up the financial audit for the Financial Year 2015-16 of the University w.e.f. 03-10-2016 to 28.10.2016.

The Principal Director of Audit (Central) Lucknow, Branch Office, Ranchi, Jharkhand has submitted SAR (Separate Audit Report) for the FY 2015-16 vide letter no. PDAC/LKO/SAR-CUJ/2015-16/229 dated 27.01.2017, which is placed as Annexure-XVI.

**The Matter is placed before the Finance Committee for perusal and advice.**

**Resolution:- FC: 2017/14/16**

*It was apprised the committee of the Audited Annual Accounts having already been laid in the Parliament. The committee noted the same with following direction:-*

*(i) It is the responsibility of Registrar and Finance Officer to prepare the reply of SAR and to place it before the Finance Committee.*

*(ii) The reply of SAR should have been made the part of the Annual Accounts.*

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**FC: 2017/14/17: The Transaction Audit Report & reply of the University on the Report.**

An Audit Team from the office of the Principal Director of Audit (Central) Lucknow, Unit Jharkhand, Ranchi has taken up the transaction audit for the Financial Year 2014-15 & 2015-16 of the University w.e.f. 03.11.2016 to 15.12.2016.

The Principal Director of Audit (Central) Lucknow, Unit Jharkhand, Ranchi has submitted his audit report vide letter no. 10/2016-17/374 dated 09.01.2017, which is placed as **Annexure XVII.**

The University has given the reply on above said audit report vide letter no. CUI/Fin & Accounts/2015-16/IR/184 dated 8<sup>th</sup> May, 2017, which is also placed as **Annexure XVIII.**

**The Matter is placed before the Finance Committee for perusal and advice.**

**Resolution:- FC: 2017/14/17**

*The Finance Committee perused the Transaction Audit report and reply of the University and directed the following:-*

*(i) Regarding recoveries on account of LTC & TA bills the committee suggested that the rules should be re-examined on the basis of objection raised by Audit and excess payment should be recovered.*

*(ii) As regards rules related with LTC & TA/DA, no relaxation in the rules should be provided by the University.*

*(iii) The Manuals for internal audit and purchase procedures should be prepared and submitted to Finance Committee & Executive Council for approval.*

*(iv) As regards un-fruitful expenditure of ₹ 399.52 lakh, a committee may be constituted for assessment of utilization, procured equipment and further investment requirement. The report of the committee should be placed before the Finance Committee.*

**FC: 2017/14/18: Details of the Investment by the University as Fixed Deposit.**

The University has invested the fund as fixed deposit for FY 2016-17. The details is placed as **Annexure XIX**.

Further in this connection, it is brought into the notice of the Finance Committee that :

- i. Under Section 12 (2) (ix) of the Central Universities Act 2009, it is power and function of the Executive Council to invest any money belonging to the University, including any unapplied income, in such stocks, funds, share or securities, from time to time, as it may think fit or in the purchase of immovable property in India, with the like powers of varying such investment from time to time.
- ii. Under the section 11 (3) of the CU Act 2009, The Vice Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority at its next meeting the action taken by him on such matter.

Provided that if the authority concerned is of the opinion that such action ought no to have been taken, it may refer the matter to the Visitor whose decision thereon shall be final.

**The Matter is placed before the Finance Committee for perusal, consideration and advice.**

**Resolution:- FC: 2017/14/18**

*The Finance Committee suggested that the Investment Policy of the CUJ should be prepared in the light of the guidelines issued by Ministry of Finance/MHRD and the best practices followed in other Central Universities like JNU, HCU and DU etc.*

*(ii) The investments should be staggered in such a way that the maturity of FDRs will meet the liquidity requirements of the University.*

*(iii) The current accounts held with Punjab National Bank should be closed/converted into Savings Bank Accounts.*

*(iv) The amounts available in savings bank accounts should be barest minimum at the end of month/ quarter/year after meeting the expenses. This could be done through proper financial planning.*

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**FC: 2017/14/19: To consider and approve the extension of working hours of Library and payment of remuneration to the Library staff working in the extended hours.**

Keeping in view the academic interest of the students, the timing of the reading room facility of the University Library was extended upto 7.00 pm from Monday to Friday and from 2.30 pm to 4.30 pm on Saturday (except 2<sup>nd</sup> Saturday and holidays) w.e.f. 10.11.2011.

This extended hour was revised from time to time due to change in the working days/hour of the University.

It was also decided that the library staff working in the extended hour will be paid honorarium @ Rs. 75/- per hour.

It was informed by the Internal Audit Officer of the University that the maximum ceiling of payment of honorarium in a financial year is Rs. 5000.00 (Rupees five thousand only). However, it was decided that this ceiling may not be adhered to as is an exception case and related to students requirement.

A Committee has also been constituted to work out the methodology of working of library staff in extended hour which recommended to explore the same with the permission of the Executive Council.

Representation has also been received from library staff to enhance the honorarium from Rs. 75/- per hour to Rs. 125/ per hour.

The relevant copies of documents are annexed as **Annexure – XX**.

The matter was submitted before the Executive Council for consideration. The Executive Council referred the matter to the Finance Committee for consideration and advice as per rule.

**The Matter is placed before the Finance Committee for perusal, consideration and advice.**

**Resolution:- FC: 2017/14/19**

*The Finance Committee resolved that the payment of remuneration should be made strictly as per GFR and Govt. of India norms.*

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**FC: 2017/14/20: To consider the refund of the fee submitted by the Faculties of the University for pursuing the Ph.D. on part time basic.**

The Deans Committee meeting held on 28<sup>th</sup> January, 2016 resolved that Ph.D. Registration of the Faculties on the part time basic in the University may be cancelled. In continuous of the matter resolved by the Deans Committee in its meeting held on 28<sup>th</sup> January, 2016, the committee further resolved that the fee submitted for pursuing Ph.D. may be refunded to the concerned faculties on its meeting held on 23<sup>rd</sup> February, 2016. **(Anneure - XXI)**

Accordingly, an office order has been issued by the Registrar regarding refund of the fees deposited by faculties of the University for the pursuing the Ph.D. programme.

The fee submitted by the faculties for pursuing Ph.D. Programme has been taken as internal revenue in respective year Annual Accounts except caution money which is refundable.

In view of the office order issued by the Registrar, the fee which was taken as internal revenue in respective financial year is required to be refunded from internal revenue head.

**The Matter is placed before the Finance Committee for perusal, consideration and advice.**

**Resolution:- FC: 2017/14/20**

*The Finance Committee had agreed, as one time measure, to refund fees collected from the Faculty whose Ph.D. admission was cancelled due to administrative reasons. This should not be quoted as a precedence in future cases.*

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**FC: 2017/14/21: To consider the creation of additional posts of teachers in the University.**

The UGC sanctioned 140 posts of teachers for opening of maximum 20 departments in the University vide letter dated 29.04.2011 giving the strength of 7 teachers in a department (1 Professor; 2 Associate Professors; and 4 Assistant Professors).

The UGC further sanctioned 14 posts of teachers for creating two departments viz., Centre for Computer Science and Technology and Centre for Transport Science and Technology.

Keeping in view the current 5 year integrated course curriculum, the matter of additional requirement of faculties for the Centres was discussed in length in the meeting of Academic Council and also in the meeting Executive Council held on 14.09.2013 in which both the authorities of the University resolved to approach to UGC for further sanction of additional teachers.

Accordingly, the University intimated UGC regarding the requirement of additional teaching positions *i.e.*, additional 5 teachers per Centre vide letter No. CUJ/Admin./PQ/56/2012/912 dated 17.01.2014. However, UGC in its communication letter No. 1-1/2013(CU) dated 20.10.2015, did not consider the proposal of the University for sanctioning of additional teaching positions citing the reason of low student enrolment and hence low teacher-student ratio as prescribed by the UGC.

Keeping in view the stand of UGC of not sanctioning additional teachers to the University, the matter was discussed in the 13<sup>th</sup> Academic Council held on 03.08.2016 of the University and the Academic Council resolved to introduce two year Masters Courses instead of five year masters in the University from the next academic session.

It is to mention that, the UGC vide letter No. 1-1/2012(CU) dated 29.12.2015 advised the University to re-assess the sanctioned strength of teaching positions. Accordingly, the University constituted a Committee to re-asses the sanctioned strength of teaching positions in the University. The Committee submitted its report recommending additional 7 posts consisting of 1 Professor; 2 Associate Professors; and 4 Assistant Professors in each Centre.

It is also to mention that the Teacher-Student ratio in accordance with UGC Guidelines for PG Programmes –

1. Science Programmes	-	1:10
2. Humanities and Social Sector	-	1:15
3. Commerce and Management	-	1:15
4. Media and Mass Communication	-	1:10

The present Teacher –Student ratio in the University is-

1. Science Programmes	-	1:21.40
2. Humanities and Social Sector	-	1:7.60
3. Commerce and Management	-	1:24
4. Media and Mass Communication	-	1:22.14

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Although, the University decided to introduce two year Masters Courses in the University considering the inadequate teaching strength, however, running even Masters Courses with 7 teachers in a Centre is difficult considering the quality education to be imparted and also keeping in view the Choice Based Credit System adopted by the University.

As per the Statutes 12(2)(i) of the CU Act, 2009, the power of creation of teaching and other academic staff is vested with the Executive Council of the University

Keeping all the relevant facts in view and also considering the future intake of students and the academic interest, it is proposed that additional 07 posts of teaching positions consisting of 01 Professor; 02 Associate Professors; and 04 Assistant Professors in all Centres where sanctioned strength is 07 may be created and UGC may be requested once again to sanction these posts.

The relevant copies of documents are annexed as **Annexure –XXII**.

As per Statutes 17(6), All proposal relating to creation of posts and those items which have not been included in the budget, shall be examined by the Finance Committee before they are considered by the Executive Council.

**The Matter is placed before the Finance Committee for perusal, consideration and advice.**

**Resolution:- FC: 2017/14/21**

*The Finance Committee recommended the proposal for forwarding to UGC for consideration and sanction of the posts.*



**FC: 2017/14/22: To consider the Creation of new non-teaching posts in the University**

The UGC has sanctioned a total of 150 non-teaching staff to the University to carry out administrative works of the University and to support the academics.

The teaching and non-teaching ratio prescribed by the UGC is 1:1.10. The UGC has sanctioned a total of 171 teaching posts to the University and applying the ratio prescribed by the UGC, 188 numbers of the non-teaching staff should have been sanctioned to the University.

The University considering its academics and smooth functioning of the Administration requires additional posts of non-teaching staff. However, the following posts are immediately required to be created for the purposes mentioned against their names:

Sl. No.	Name of the Post to be created	Status with Pay Scale	Number of the Posts to be created	Purpose for creation
1.	Superintending Engineer	Group 'A' PB-4, GP Rs. 8700/-	01	To strengthen the Engineering Wing of the University keeping in view the development of permanent campus.
2.	Deputy Registrar (Finance)	Group 'A' PB-3, GP Rs. 7600/-	01	To strengthen finance section as the University has new establishment and hence additional manpower is required
3.	Deputy Registrar (Administration)	Group 'A' PB-3, GP Rs. 7600/-	01	To strengthen administration as the University has new establishment and hence additional manpower is required
4.	Asst. Registrar	Group 'A' PB-3, GP Rs. 5400/-	04	Four additional ARs are required for effective office establishment.
5.	Sr. Hindi Officer	Group 'A' PB-3, GP Rs. 6600/-	01	To strengthen the implementation of official language policy of Union of India.
6.	Senior Medical Officer	Group 'A' PB-3, GP Rs. 7600/-	01	To cater to need of additional doctor required for increasing number of students and staff

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7.	Scientific Officer	Group 'A' PB-3, GP Rs. 5400/-	02	To man the Common Instrumentation Facility to be created in the University and also to be deployed in the Laboratories of the University
8.	Law Officer	Group 'A' PB-3, GP Rs. 5400/-	01	To look after the legal/court matters of the University and also to advise the Competent Authority on legal matters
9.	Technical Assistant (Accompanist)	Group 'B' PB-2, GP Rs. 4200/-	03 (02 for Music; 01 for Theatre)	The University has a Centre for Music and Performing Arts wherein course on vocal music and theatre are being conducted. In order to provide quality education accompanists are required.
10.	Sr. Private Secretary	Group 'A' PB-3, GP Rs. 5400/-	03	To look after the additional work related to Vice Chancellor Secretariats, Pro-Vice Chancellor Office and Registrar Secretariats
11.	Accounts Assistant	Group 'B' PB-2, GP Rs. 4200	02	To strengthen finance section as well as accounting work related with the Finance/Engineering/Estate Division.

As per Statutes 17(6), All proposal relating to creation of posts and those items which have not been included in the budget, shall be examined by the Finance Committee before they are considered by the Executive Council.

**The Matter is placed before the Finance Committee for perusal, consideration and advice.**

**Resolution:- FC: 2017/14/22**

*The Finance Committee recommended the proposal for forwarding to UGC for consideration and sanction of the posts.*

*The committee also suggested to de-specify the posts of Dy. Registrars and make it general so that they can be deputed in any department as per need.*

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**FC: 2017/14/23: To consider and advice on admissibility of telephone bills to staff of the University.**

The University had taken a few BSNL/WLL Telephone connections in the year 2010. However, the telephone has never given satisfactory services and remained out of order most of the time. Hence, these were surrendered in the year 2016.

Having no other means of communication, the officials were using their personal mobile phones for the various official purposes.

Considering this aspect and also the instructions on the matter issued by the Ministry of Finance, it was decided by the Competent Authority to reimburse the mobile bills as detailed below:

Sl.No.	Particulars	For Residence/Mobile	Limitations
1.	Vice Chancellor	As per requirement	At actual
2.	All Statutory Officers other than Vice Chancellor	1. One landline at Residence. 2. One Mobile Set and a Sim. 3. Another Sim if needed with approval of the Vice Chancellor	At actual
3.	All Group 'A' Officers upto GP Rs. 7600/- and OSD-Project/OSD Planning	1. One Mobile Set and a Sim. 2. Another Sim if needed with approval of the Vice Chancellor	Rs.1500/-
4.	All Group 'A' Officers upto GP Rs. 6000/-	One Sim	Rs. 1000/-
5.	CCO/Liaison Assistant	One Sim	Rs. 750/-
6.	Private Secretaries & Personal Assistants since attached to Statutory Officers	One Sim	Rs. 500/-

The copy of Notification to this effect is annexed as **Annexure – XXIII**.

However, in the above arrangement some of the administrative staff liaising with external agencies and also making calls for official purposes were left to be included.

It is to mention that the University is located in a place where no proper BSNL Landline/other landline telephone facility are available. Moreover, the officials have no other communication means available to make calls for various official works.

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The Govt. of India Ministry of Finance, Dept. of Expenditure OM No. 25(5)/E.Coord/2012 dated 11.05.2012 relating to the entitlement of telephone facility is annexed as **Annexure XXIV** for reference.

Considering the above facts vis-à-vis the necessity of a communication facility for official work, the matter was placed before the Executive Council for consideration and advice.

The resolution of the Executive Council is as follow:-

*"The Council after deliberations on the matter of reimbursement of phone bill resolved that the maximum monthly reimbursable amount towards charges on residential telephone/mobile phone/broadband/data card use (for internet facility) to a category of officer may be allowed as per the details given below:*

<b>Sl. No.</b>	<b>Rank/Designation</b>	<b>Ceiling Amount (in Rs.)</b>
1.	<i>Vice Chancellor</i>	2800/-
2.	<i>Pro-Vice Chancellor</i>	2500/-
3.	<i>Registrar, Finance Officer Controller of Examinations and Librarian</i>	2000/-
4.	<i>Deans of School including Dean, Students' Welfare</i>	1500/-
5.	<i>All Group 'A' Officers including Centre Heads/Coordinators other than Officers mentioned in Column 3</i>	800/-
6.	<i>Private Secretaries and Personal Assistant attached with Statutory Officer</i>	500/-
7.	<i>Section Officer</i>	350/-
8.	<i>Assistants/UDCs/LDCs dealing with Transport, Examination, Banks, etc.</i>	250/-

*The reimbursement facility in respect of Officers mentioned in column 1 to 4 shall be automatic. However, for Officers and Staff mentioned in column 5 to 8, the individual Officer or Staff has to make an application to the Vice Chancellor for availing this facility justifying/stating his/her requirement. The Vice Chancellor will consider such application(s) and will take a decision on the matter."*

**Since, it has financial implication the matter is placed before the Finance Committee for consideration and advice.**

**Resolution:- FC: 2017/14/23**

*The Finance Committee approved the proposal with the recommendation that MoF/Gol rules should be followed in the matter.*

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**Any other matter:-**

*Apart from the above, the members suggested that the agenda should be prepared in the following manner:-*

- (a) Finance & Accounts related agenda items should be placed in one part at a stretch.*
- (b) Ratification related agenda items should be placed in the other part at a stretch.*
- (c) Information related agenda items should be placed in another part at a stretch.*

*2. The Finance Committee also suggested that the award of civil works is strictly as per the relevant provisions of GFRs, 2017 and CVC guideline. Progress of "Works" should be monitored by a duly constituted "Monitoring committee" on a continuous and sustained basis, to avoid any cost and time over-runs.*

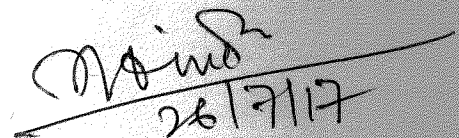
*3. The Finance Committee also suggested that the University should strictly follow the instructions issued by MHRD vide letter No. 61-19/2015- Desk U dated 03-03-2016. Rules and regulations of Government of India and amendments/modifications issued, thereunder from time to time, especially those relating to the GFRs, 2017, DFPRs (Delegation of Financial Power Rules), Guidelines/Instructions issued by the Dept. of Expenditure, CVC etc., shall also be strictly followed. It is the sole responsibility of the University and its concerned officials viz Vice Chancellor, Registrar and Finance Officer etc. to ensure strict compliance of the rules, instructions and guidelines issued by the Government.*

*The Finance Committee also appreciated the efforts made by the Vice- Chancellor to stream line the academics of the University and for improving Financial Management System and Annual Accounts of the University while observing required transparency.*

*The meeting concluded with a vote of thanks to the chair.*



**Finance Officer I/c**  
**Non-member Secretary**



**Vice-Chancellor**  
**Chairman**