



## SIKKIM UNIVERSITY

### MINUTES OF 11<sup>TH</sup> MEETING OF FINANCE COMMITTEE HELD AT ICSSR BHAWAN NEW DELHI ON 07 DECEMBER 2013

#### Members present

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| 1. Professor T. B. Subba, Vice-Chancellor     | CHAIRMAN        |
| 2. Shri Yogendra Tripathi [Visitor's nominee] | MEMBER          |
| 3. Dr. (Mrs) Renu Batra [Visitor's nominee]   | MEMBER          |
| 4. Shri Sonam Wangdi [EC's nominee]           | MEMBER          |
| 5. Shri M. G. Kiran [EC's nominee]            | MEMBER          |
| 6. Professor Ashoke K. Dutta [EC's nominee]   | MEMBER          |
| 7. Shri T. K. Kaul, Registrar                 | SPECIAL INVITEE |
| 8. Shri D. Kanunjna, Adviser (Finance)        | SECRETARY       |

Dr. D. K. Paliwal, Deputy Secretary (CU), MHRD represented Shri A. K. Singh [Visitor's nominee] MEMBER.

Shri C. Talukdar, Deputy Registrar (Finance) assisted the Committee.

Quorum of the meeting having been attained, the Chairman called the meeting to order. The Committee recorded its appreciation of Shri Arjun Syangden, who sought relief from the Committee on health ground and other unavoidable preoccupations, for his valuable contribution to the University through this Committee. The Committee also welcomed Shri Yogendra Tripathi, Visitor's Nominee, and Professor Ashoke K. Dutta, first Director of IIM, Shillong and nominated to the Committee in place of Shri Arjun Syangden, who was attending the meeting in person for the first time. The Committee further congratulated professor Dutta on his assumption of office of the Hon'ble Member of North Eastern Council recently.

The Committee then proceeded with the agenda items one by one.

<b>FC:11:01</b>	<b>Confirmation of the Minutes of the 9<sup>th</sup> meeting of Finance Committee held on 03.03.2013</b>
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**Agenda**

The Minutes of the Meeting held on 03.03.2013 was placed for confirmation of the Committee.

**Minute**

**It was reported that the minutes of 9<sup>th</sup> meeting held on 03.03.2013 were circulated among the members on 13.03.2013. There being no comments from the members, the Committee confirmed the same.**

<b>FC:11:02</b>	<b>Action Taken Report on the Minutes of the 9<sup>th</sup> meeting of Finance Committee held on 03.03.2013</b>
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**Agenda**

The Report on Action Taken on the minutes of the meeting held on 03.03.2013 was placed before the Committee for its consideration and approval.

**Minute**

**Para-wise detail of action taken by the University on the decisions taken in the previous meeting was reported. The Committee noted the same.**

**[Reporting Items]**

<b>FC:11:03</b>	<b>Report on Utilization of Grants for Q.E. June and September, 2013</b>
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**Agenda**

In terms of the UGC Letter No. F.1-1/2012 (CU) dated 29<sup>th</sup> December 2012, the Certificates of Utilization, furnished every quarter to it, are to be placed before the Finance Committee in its next meeting for information. Accordingly, certificates for Utilization for the Quarter ended June 2013 and September 2013 are submitted for information of Members.

Minute

**Progress in utilization of grants received by the University was noted by the Committee.**

<b>FC:11:04</b>	<b>Payment Norms</b>
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**Agenda**

The Examination department has been making and receiving payments for various examination related work. However, neither these were rationally distributed nor had they been ever considered in the Finance Committee. Proposed payment norms as considered by the Academic Council in its meeting dated 13.11.2013 was placed for consideration and approval.

Minute

**Payment norms for various examination related works considered by the Academic council were approved for adoption by the Executive Council. The Committee also lauded the initiative of the University to ensure that the teachers on roll of the University voluntarily undertake examination related work as part of their assigned duty.**

**[Ratification Item]**

<b>FC: 11:05</b>	<b>Directions of the 10<sup>th</sup> Meeting of Finance Committee (by circulation)</b>
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**Agenda**

The 10<sup>th</sup> Meeting of the Finance Committee was scheduled to be held on 10<sup>th</sup> August 2013. Due to disruption of communication owing to agitation in Darjeeling it was not possible for outstation members to attend. It had been desired that urgent matters that required immediate consideration of the Executive Council to be held on 19<sup>th</sup> August 2013 should be circulated among the Members for comments subject to their ratification in the next meeting. Accordingly, views of the members were obtained on

the following matters with direction to place them before the Executive Council. Copies of the directions of the Executive Council on these items were placed for information of the members.

<b>Agendum</b>	<b>Approval by E.C.</b>
(i) Recommendations of Building Committee for (a) Construction of boundary wall and (b) Inviting Expression of Interest for architectural design	Recommendations of the Building Committee on these matters were approved.
(ii) Creation of XII Plan non-teaching posts.	E.C. approved following posts for creation: a) Assistant Engineer b) Junior Engineer (Civil) c) Junior Engineer (Electrical) d) Security Officer
(iii) Annual Accounts 2012-13	Approved by E.C. for audit certification.
(iv) Allocation of XII Plan Grant	Approved by E.C.

Minute

**It was noted that the 10<sup>th</sup> meeting of the Committee could not be held due to abnormal situation in neighbouring region of Darjeeling for which the University was constrained to obtain views of individual members on some of the items by circulation. Direction of members on important issues obtained by circulation was ratified after deliberation.**

## [Items for approval]

FC:11:06	Recommendations of Building Committee
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### Agenda

Building Committee of the University, constituted as per the UGC norms, held three meetings on 20.04.2013, 26.06.2013, and 31.10.2013 Minutes of these meetings were placed for consideration and approval.

### Minute

**The Chairman updated the members on the progress made so far with regard to raising of the university campus in Yangang. Members took note of these developments and accorded approval to the recommendations made by the Building Committee in its meetings held on 20.04.2013, 26.06.2013 and 31.10.2013. It was decided that the individual proposals for construction etc., would be placed for approval of the Finance Committee in the same format as had been prescribed by the UGC.**

FC:11:07	Annual Accounts for 2012-13
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### Agenda

Annual Accounts of the University for the year 2012-13 have been drawn and approved on 12.06.2013 is placed on the table. Audit of these accounts by the Statutory Auditors was conducted from 08 – 26 July 2013. The report of the A.G. (Audit) Sikkim received on 12.11.2013 was also placed before the Committee.

### Minute

**The Committee noted that the University submitted its audited Annual Accounts 2012-13 in time to the MHRD for causing them to be laid in the Parliament in the Winter Session, and ratified the action taken. It further desired that the copy of the management letter of the Accountant General, if any, and the Internal Audit Report for the year 2013-14 with notes on action taken by the University be placed before the Committee in the next meeting.**

### **Agenda**

The Executive Council of the University, in its eighth meeting held on 27.12.2010, approved the proposal to extend rental support to non-teaching staff (recruited on regular basis) up to the limited extent specified against each category of employees with effect from 01.01.2011. The support was limited to Rs. 4000 for Dy. Registrar, Rs. 3000 for Assistant Registrar, Rs. 2500 for Section Officer and Assistant and Rs. 1000 to UDC and LDC. Subsequently, the Vice – Chancellor approved on 10.10.2011 a proposal to extend the benefit to teaching employees as well. Accordingly, band of contribution was decided to be available to Professor, Associate Professor and Assistant Professor at Rs. 5300, Rs. 4800 and Rs. 3000 respectively with retrospective effect from 01.01.2011. In case both husband and wife were in employment of the University, the amount of rental support was to be enhanced to Rs. 10600. Rs. 9600 and Rs. 6000 for the respective categories of teachers. The CPWD would be involved in fair rent assessment of the buildings leased. The decision of the Vice –Chancellor was however, omitted to be placed before the first meeting of the Second Executive Council for ratification.

At present, 26 teaching, 03 contractual and 02 non-teaching employees are covered by the extant orders. Annual subsidy borne by the university per annum is Rs. 13.38 lakhs. Applications of another twenty seven employees seeking to enter into tripartite agreement involving outgo of Rs. 10.14 lakhs per annum are pending.

The Academic Council of the University, in its meeting on 13.11.2013 directed that the matter may be placed before the Executive Council after obtaining the opinion and recommendation of the Finance Committee.

Submitted for consideration and approval of the action taken by the University.

Minute

**After detailed discussion of the proposal, members decided to withdraw the item of the agenda.**

<b>FC:11:09</b>	<b>Purchase of new vehicles</b>
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**Agenda**

In the 9<sup>th</sup> Meeting of Finance Committee held on 03.03.2013, the University was directed to forward a comprehensive proposal to the MHRD for purchase of new vehicles for official use. Accordingly, the proposal was forwarded to MHRD vide Letter No. SU/2010/TRAN-17/HIRE-01/MISC-999/690/2512 dated 25.03.2013. Reply of the Ministry is awaited.

The desirability of owning vehicles for official purposes, which is also cost effective as determined by the cost benefit analysis attached with the letter, had assumed significance in view of increased need for commutation in hilly tracks between Gangtok and Yangang, where the campus building project is being commissioned. The UGC has approved five posts of drivers for the University.

The UGC vide its Letter No. F.24-36/2009 (CU) dt. 17<sup>th</sup> March 2009, interalia, permitted all new Central Universities to purchase vehicles for official use of the Vice-Chancellor, Finance Officer and Registrar as onetime arrangement. Sikkim University, set up in 2007, did not avail this earlier as the running cost of owned vehicles would be higher than hired vehicles due to limited activity. Since the mobility has increased substantially now, the University seeks to avail of this and purchase one medium weight vehicle for the Vice-Chancellor and two light vehicles, one each for the Registrar and the Finance Officer.

Further, the University is also urgent need of an ambulance for its Health Centre, as students in various hostels located in different parts of Gangtok, regularly need emergent health care at odd hours and often require shifting to hospitals. Private ambulance service is not available in Gangtok. Service of ambulance will also be essential when the University moves to its own campus in future. Total cost involvement on purchase of these vehicles is estimated to be Rs. 30.00 lakh including insurance and registration.

Minute

**The Committee appreciated the advantage and efficacy of owning vehicles for official use. However, keeping in mind the restrictions imposed on purchase of vehicles, the University was directed to once again move the MHRD for permission.**

There being no other matter for discussion, the meeting ended with thanks from and to the Chair.

**Shri. D. Kanunjna**  
Secretary

**Prof. T. B. Subba**  
Chairman