

**Indian Institute of Engineering Science and Technology, Shibpur**  
**Howrah—711 103**

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Proceedings of the 4<sup>th</sup> meeting of the Committee for Financial Affairs of Indian Institute of Engineering Science and Technology (IEST), Shibpur held at 10:30 a.m. on 28<sup>th</sup> February, 2017 in the Conference Room of NIT Transit House, A-1/267, Block A1, Nauroji Nagar, Safdarjung Enclave, New Delhi-110 029.

The following members were present:-

1. Prof. Ajoy Kumar Ray, Director, IEST, Shibpur
2. Mr. S. P. Goyal, Joint Secretary (NITs & DL), MHRD, Gol
3. Smt. Darshana M Dabral, Joint Secretary & Financial Advisor, MHRD, Gol
4. Prof. Goutam Bandyopadhyay, Professor Elect. Engineering Dept., IEST, Shibpur
5. Shri S. N. Datta, Financial Officer (Actg.) & Dy. Registrar, IEST, Shibpur
6. Shri Alok Kumar Maity, Dy. Registrar (Audit), IEST, Shibpur-Invitee
7. Prof. Subrata Chakraborty, Professor of Civil Engineering Dept., and Member BOG-Invitee
8. Dr. Binan Bandyopadhyay, Registrar, IEST, Shibpur and Secretary & Convenor of the Committee

The leave of absence of the following members was granted:

- 1) Prof. Shyamal Kumar Chattopadhyay, Professor, Dept. of Chemistry, IEST, Shibpur

At the outset, the Chairman welcomed the members present in the meeting and took the agenda items for discussion.

Item No. 4.01 Confirmation of the Proceedings of the 3<sup>rd</sup> meeting of the Committee for Financial Affairs.

**Resolution 4.01.01:**

The Committee resolved that the proceedings of the 3<sup>rd</sup> meeting of the Committee for Financial Affairs held on 22<sup>nd</sup> November, 2016 are confirmed.

Item No. 4.02 Action taken report on the proceedings of the 3<sup>rd</sup> meeting of the Committee for Financial Affairs held on 22<sup>nd</sup> November, 2016 at NIT Transit House, New Delhi.

**Resolution 4.02.01:**

The Committee noted the action taken on the decisions taken in the third meeting of the Committee for Financial Affairs and resolved the followings on the basis of the action taken report:

1. **Matter Arising out of the proceedings of the 2<sup>nd</sup> meeting of the Committee for Financial Affairs:** The Committee was informed that the Accounts Officer is an employee of the State Government, is continuing to settle the cases of the State Government employees on a weekly

basis and his salary is paid by the State Government. The Director informed the Committee that there is no burden in the Institute and in case, he is repatriated, his work shall have to be handed over to an employee of the Institute which is already short of regular employees and requested that he may be allowed to continue. The Committee for Financial Affairs discussed the matter and agreed with the views of the Director.

2. **On Resolution 3.03:** Henceforth, no contractual employee will be recruited by the Institute till the total non-teaching strength remains more than the sanctioned strength as per norms of NITs (i.e. entitlement of non teaching sanctioned posts of the Institute as per student: teacher: non-teaching employee ratio @ 12:1:1.1). No further renewal will be made for the existing non-teaching contractual employees after expiry of their contracts.
3. **On Resolution 3.04:** MHRD shall be requested to consider the recommendations of the Committee constituted by the Director for the matter related to pay fitment, change of designation including service matters of the Institute mess employees (being treated as permanent non teaching employees of the Institute as per the State Government Orders) who are continuing their service on and after 04.03.2014 and send their comments at an early date. As per the recommendations of the Committee, the Institute will take up with the State Government, for the settlement of the matter related to the liabilities of those mess employees (being treated as permanent non teaching employees of the Institute as per the State Government Orders) who have retired/deceased from the Institute before 04.03.2014.
4. **On Resolution 3.05.02:** The Committee for Financial Affairs is a recommendatory body and the final decision is to be taken by the Board of Governors of the Institute. Accordingly, the Institute should commence any work only after the approval of the Board of Governors and not just on the basis of the recommendation of the Committee for Financial Affairs. Consequently, the Resolution on Agenda Item No. 2.02 of the Building and Infrastructure Development Committee regarding the estimate amounting Rs. 5,25,43,000/- for the proposed construction of the remaining 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> floors of the eight storied Ladies Hostel (Lt. William Hall) that has been recommended by the Committee for Financial Affairs will be placed in the next meeting of the BOG for formal approval.
5. **On Resolution 3.05.03:** In view of the discussions regarding Resolution No. 3.05.02, the Resolution on Agenda Item No. 2.03 of the Building and Infrastructure Development Committee regarding the enabling estimates of Rs 77 Lakh for 1000 capacity single seated boys hostel and Rs. 72 Lakhs for 600 capacity single seated girls hostel that has been recommended by the Committee for Financial Affairs will be placed in the next meeting of the BOG for formal approval.
6. **On Resolution 3.05.04:** In view of the discussions regarding Resolution No. 3.05.02, the Resolution on Agenda Item No. 2.04 of the Building and Infrastructure Development Committee regarding the detailed estimate worth Rs. 1,33,79,608/- towards the construction of the remaining floors (1<sup>st</sup> floor to 3<sup>rd</sup> floor) of the Students Amenities Centre that has been

recommended by the Committee for Financial Affairs will be placed in the next meeting of the BOG for formal approval.

7. **On Resolution 3.05.05:** In view of the discussions regarding Resolution No. 3.05.02, the Resolution on Agenda Item No. 2.05 of the Building and Infrastructure Development Committee regarding 1000 capacity boys hostel, 600 capacity girls hostel, Lecture Theatre Complex & Laboratories prepared by CPWD that has been recommended by the committee for Financial Affairs will be placed in the next meeting of the BOG for in principle consideration. However, the detailed estimates of these three projects should be placed before the Building Infrastructure Committee for their consideration and then before the Committee for Financial Affairs and subsequently before the BOG for their consideration.
  8. **On Resolution 3.05.06:** The details of various estimates having values more than Rs. 25 Lakh already been sanctioned by the Director will be placed for formal approval of the Committee for Financial Affairs and the BOG in their subsequent meetings with full details and justification. Moreover, in future, all such estimates above Rs. 25 Lakh need to be placed before the Building and Infrastructure Committee for their consideration and then before the Committee for Financial Affairs and subsequently to the BOG for their consideration. In future, it should be ensured that the approval of the BOG is obtained before the execution of works and the tendency of seeking ex-post facto approval should be avoided.
  9. **On Resolution 3.08:** A separate proposal for renovation, up-gradation of IT Infrastructure of the Institute should be placed in the next meeting of the Committee for Financial Affairs and thereafter be placed before the BOG for consideration.
  10. **On Resolution 3.09:** A separate proposal for purchase of product design software CATIA and other software for Innovative Product Design (for enhancement of employability of undergraduate and students in design and manufacturing sector) should be placed in the next meeting of the Committee for Financial Affairs and thereafter be placed before the BOG for consideration.
  11. **On Resolution No. 3.16:** A comprehensive financial development plan indicating all major works to be executed by the Institute (prioritizing the works to be done) in tune with the recommendations of the Expenditure Finance Committee as approved by the Union Cabinet should be placed in the next meeting of the Committee for Financial Affairs.
- Item No. 4.03** To consider the resolution of the Management Committee of the School of Management Sciences in response to resolution no.3.14 of the 3<sup>rd</sup> meeting of the Committee for Financial Affairs.

**Resolution 4.03.01:**

The Committee for Financial Affairs considered that i) the School of Management Science (SOMS) runs on self financed mode, ii) at present the School has a fixed deposit of about Rs. 2.00 Crore. The

Committee also noted the recommendations of the Management Committee of the SOMS constituted by the Director. After detailed discussions the Committee for Financial Affairs resolved to recommend to the Board of Governors that for the sake of the academic interest of the Institute to continue the MBA course, the Institute will recruit a total number of 6 contractual members in the positions of Professor, Associate Professor and Assistant Professor with the pay package as proposed. However, the Committee also resolved that a detailed report regarding financial viability showing income and expenditure of SOMS should be placed in the next meeting of the Committee and subsequently to the BOG for their consideration. The Committee also recommended that in view of the fact that the admissions have already taken place, this proposal be placed in the BOG in its meeting to be held today (on 28.02.2017) for their approval. However, the Committee further resolved to make it clear to the Institute that in future no student should be admitted in any course which does not have sufficient faculty members in place and that no expenditure on the SOMS should be made from the grant-in-aid provided by the Central Government to the Institute.

**Item No. 4.04** To consider the note of Prof. Binay K. Ghorai, Head of Chemistry and Co-ordinator, DST-FIST regarding purchase of a Multifunctional TCSPC Lifetime Fluorescence Spectrophotometer from M/s Horiba Instruments Incorporated, USA through their Indian agent M/s Analytical Instruments Sales and Services Pvt. Ltd., Kolkata at a total Price of USD \$ 1,41,400.00.

**Resolution 4.04.01:**

The Committee for Financial Affairs considered the note of Prof. Binay K. Ghorai, Head, Chemistry and Coordinator, DST-FIST regarding purchase of a Multifunctional TCSPC Lifetime Fluorescence Spectrophotometer at a total Price of USD \$ 1,41,400.00 and on the basis of the assurance furnished by the Director in the meeting that the Institute has followed the purchase formalities as per the General Financial Rules (GFRs) & CVC guidelines on procurement and that the conditions of the Department of Science & Technology in the matter have been fulfilled, recommended the proposal for consideration of the BOG. The Director expressed an urgency of the purchase of the Spectrophotometer and in view of this the Committee resolved to place its recommendation in the sixth meeting of the BOG to be held today (28.02.2017). The Committee further resolved that henceforth before going in for procurement and tendering etc., the estimated amount which requires the approval of the BOG should first be placed before the Committee for Financial Affairs for their recommendation and then be placed before the BOG for their consideration and only after approval of the BOG, the item(s) may be purchased as per GFRs and CVC guidelines on procurement. As the equipment cost has been indicated in USD, it was further resolved that the provisions regarding foreign exchange should be adhered to carefully.

Item No. 4.05 To consider the purchase of items through Government E Market (GEM).

Resolution 4.5.01:

The Committee considered the note of the Dean Administrative Affairs submitted for opening a new account to purchase items through GEM portal of the Government of India and registering in GEM site. The Committee resolved to recommend the proposal to the Board of Governors.

Item No. 4.06 To consider the proposal of implementation of e-Office premium for improving the operational efficiency of the Institute.

Resolution 4.06.01:

The Committee considered the note of the Dean, Administrative Affairs regarding implementation of e-Office premium for improving the operational efficiency of the Institute and recommended the amount of Rs. 52 Lakh for this purpose to the Board of Governors. The Committee further resolved that the procurement should be as per the provisions under the General Financial Rules (GFRs) and the CVC guidelines on procurement.

Item No. 4.07 To consider the modalities for disbursement of CPDA to faculty members as proposed by a Committee constituted by the Director

Resolution 4.07.01:

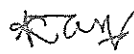
The Committee resolved that as the framing of CPDA general guidelines is under consideration of the MHRD, the matter with regard to CPDA to faculty members as proposed by a Committee will be considered in the subsequent meeting after obtaining communication in this regard from the MHRD.

There being no other items, the meeting ended with vote of thanks to the Chair.



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

Approved



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

