



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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An Autonomous Institute under MHRD, Govt. of India.

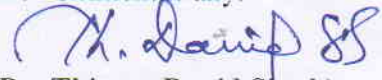
NITM.1/(23-Estt)/FC/2020 386

Dated: 14.07.2021

24th Finance Committee Meeting Circular

Sub: Minutes of the 24th Finance Committee Meeting held on 28th June, 2021

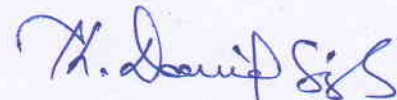
Please find enclosed/ attached herewith a copy of the Minutes of the 24th Finance Committee Meeting of NIT Manipur held on 28th June, 2021 at 03.00 PM at the conference hall of NIT Manipur, Langol and via Composite Mode for your kind information and comment if any.


(Dr. Thiyam David Singh)
Registrar(i/c), NIT Manipur

Encl. As above

To:

1. Prof. (Dr.) Goutam Sutradhar, Chairperson (i/c) and Director, NIT Manipur
2. Shri Mrutyunjay Behera, Economic Adviser (HE), Department of Higher Education, Ministry of Education, Govt. of India
3. Ms. Darshana Momaya Dabral, JS & FA, Ministry of Education, Govt. of India
4. Prof. Rajesh Kumar Bhushan, Dean (Academic) & Professor, Dept. of Mechanical Engineering, NIT Manipur
5. Dr. P. Albino Kumar, Dean (P & D) & Associate Professor, Dept. of Civil Engineering, NIT Manipur.
6. Dr. Th. David Singh, Member Secretary, Registrar (i/c), NIT Manipur


(Dr. Thiyam David Singh)
Registrar(i/c), NIT Manipur

Copy to:

1. Director(TE) & Director (new NITs), Department of Higher Education, MoE, Govt. of India, New Delhi – 110015
2. P.S to the Director, NIT Manipur
3. CF/GF

Registrar
National Institute of Technology, Manipur

Minutes of the 24th Finance Committee Meeting
held on 28th June 2021

राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर

NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

MINUTES OF
THE 24TH MEETING
OF
THE FINANCE COMMITTEE



(Through composite mode)

DAY : Monday
DATE : 28th June 2021
TIME : 3:00 PM

VENUE
Conference Hall,
NIT Manipur,
Langol, Imphal

**MINUTES OF THE 24TH MEETING OF THE FINANCE COMMITTEE HELD ON
28TH JUNE 2021.**


The 24th meeting of the Finance Committee of National Institute of Technology Manipur was held on 28th June 2021 from 3:00 PM onwards in the Conference Hall of NIT Manipur, through composite mode.

Prof. (Dr.) Goutam Sutradhar, Director, NIT Manipur presided over the meeting as Chairperson (i/c) of the Finance Committee of NIT Manipur.

The following members were present:

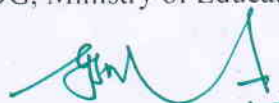
- ❖ **Prof. (Dr.) Goutam Sutradhar** : Chairperson (i/c)
Director, NIT Manipur
- ❖ **Shri Mrutyunjay Behera** : Member
Economic Adviser (HE)
Department of Higher Education,
Ministry of Education, Govt. of India
(via Video Conference)
- ❖ **Ms. Darshana Momaya Dabral** : Member
JS & FA, Ministry of Education, Govt. of India
(via Video Conference)
- ❖ **Prof. Rajesh Kumar Bhushan** : Member
Dean (Academic) & Professor,
Dept. of Mechanical Engineering,
NIT Manipur
- ❖ **Dr. P. Albino Kumar** : Member
Dean (P & D) & Associate Professor,
Dept. of Civil Engineering, NIT Manipur.
- ❖ **Dr. Th. David Singh** : Member Secretary
Registrar (i/c),
NIT Manipur

At the outset, Prof. (Dr.) Goutam Sutradhar, Chairperson (i/c), Board of Governors and Finance Committee, NIT Manipur welcomed all the members. The Director informed the members of the sudden and untimely demise of Shri Madan Mohan, ADG, Ministry of Education due to COVID-



Registrar

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Director

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19 related issues. His contribution and assistance provided by him for the Institute was also highlighted.

The Chairperson (i/c) then invited the Registrar (i/c) to initiate the proceedings on the agenda items.

ITEM NO. 24.1 : Confirmation of the Minutes of the 23rd Finance Committee Meeting held on 19th March, 2021 via composite mode in the Conference Hall of NIT Manipur.

Minutes of the 23rd Finance Committee meeting was circulated to all the members and no comments/observations were received, so the minutes are confirmed.

ITEM NO. 24.2 : Action taken on the decision of the 23rd Finance Committee Meeting held on 19th March, 2021 in the Conference Hall of NIT Manipur via composite mode.

Action taken on the decision of the 23rd Finance Committee Meeting held on 19th March, 2021 via composite mode in the Conference Hall of NIT Manipur, are as under.

Sl. No.	Item No.	Agenda	Decision Taken	Action taken	Remarks if any
1.	ITEM NO. 23.3	To consider and approve the Minutes of the 14 th Building & Works Committee Meeting held on 14 th November, 2020 at 11.00 AM in the Conference Hall of NIT Manipur, Imphal via composite mode.	FC noted the Minutes of the 14 th BWC meeting as confirmed by the 15 th BWC meeting. FC agreed on the proposal for the construction of the building for the Bank of Baroda with reference to Item no 14.5. FC suggested that institute should also plan for a shopping complex. In item no 14.5 of 14 th BWC the name of Mr. Dhanajay was mentioned. FC suggested that name of the individual should not be mentioned, as the decision is of BWC. Name of individual and their designation is to be mentioned only when he/she gives dissent opinion	Noted	
2.	ITEM NO. 23.4	To consider and approve the Courses/Training and payment of Remuneration Courses/Training conducted on Self-finance basis, under National Education Policy (NEP)-2020.	Finance Committee approved the proposal with the following conditions i. Courses/Training conducted under National Education Policy (NEP)-2020, will be conducted on a self-sustained/ Self-finance basis. ii. Honorarium will not be paid from Government funds /IRG. iii. Honorarium will be paid from the collected registration fee.	Noted. All expenditure to be self financed.	Order No.NITM.1/(7-Estt)/Order/2020/358, dated 17th June 2021

The Registrar
Registrar

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The Director
Director

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			<p>iv. Outstation resource person may be paid Rs.1500/- per person per session of 90 minutes with a ceiling of Rs.3, 000/- per course/ training. Outstation resource persons have to be invited only once in a programme.</p> <p>v. 20% of the total registration fee collected will be transferred to IRG as overheads.</p> <p>vi. If the amount is remaining after making the above payments, honorarium to teachers and Lab. staff of NIT Manipur and outside technician will be paid as under; (a) Teachers of NIT Manipur may be paid Rs.1500/- per person per session of 90 minutes. This will be subject to a maximum of 3,000/- per course/ training. (b) NIT Manipur lab staff, outside technician supporting in Laboratory work will be paid Rs.500/- per person per session of 90 minutes. This will be subject to a maximum of 1,000/- per course/ training.</p> <p>vii. If payment as per point (a) and (b) cannot be made due to insufficient amount, remaining amount will be distributed proportionally among teachers, lab staff and outside technician.</p>		
3.	ITEM NO. 23.5	<p>Discussion on TEQIP-III related Agenda.</p> <p>To ratify the Statutory Audit Report for FY 2019-2020 and Internal Audit Report from 1st April, 2019 to 30th September 2019 & from 1st October 2019 to 31st March 2020.</p> <p>Ratification by BoG of the approval accorded by circulation to procure 4 nos. of workstation for Mechanical Department.</p> <p>To ratify the 3rd Performance Audit.</p>	<p>1. 23rd Finance Committee ratified the Statutory Audit Report for FY2019-2020 and Internal Audit Report from 1st April 2019 to 30th September 2019 & from 1st October 2019 to 31st March 2020.</p> <p>2. 23rd Finance Committee ratified the proposal to procure 04 nos. of workstation for Mechanical Department from TEQIP fund amounting Rs. 5,56,000/- (Rupees five lakhs fifty six thousand only). FC desired that purchase shall be made as per TEQIP rules.</p> <p>3. 23rd Finance Committee ratified the 3rd Performance Audit and appreciated the efforts of TEQIP team for 97.47% fund utilization.</p>	Noted.	
4.	ITEM NO. 23.6	<p>Latest Position of unspent balance and progress on the ongoing projects.</p>	<p>23rd Finance Committee advised corrections in details provided in Annexure-23.1 of the Agenda. Corrected statement is attached as Annexure I. Finance Committee desired that, bank reconciliation statements and credit & debit statements are to be provided. The Bank reconciliation statement and credit & debit</p>	Minutes circulated along with all Annexures.	

H. David

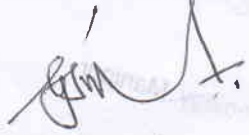
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			statement is attached as Annexure 2. Finance Committee inquired whether physical verification is completed. Summary of physical verification is attached as Annexure 3.		
5.	ITEM NO. 23.7	To consider and approve the Compliance report to the comments on Annual Accounts for the year 2019-20 by the Internal Audit.	23 rd Finance Committee noted the point wise action on the Compliance report to the comments on Annual Accounts for the year 2019-20 by the Internal Audit, placed in tabular form	Noted	
6.	ITEM NO. 23.8	Point wise action on the audit observations contained in the Management letter on the Annual Accounts for the year 2018-19.	23 rd Finance Committee noted the point wise action on the audit observations contained in the Management letter on the Annual Accounts for the year 2018-19, in tabular form.	Noted	
7.	ITEM NO. 23.9	Budget for FY 2021-22.	23 rd Finance committee noted the Budget requirements for the Institute for FY 2021-22	Noted	
8.	ITEM No. 23.10	To consider and approve standard bidding documents.	23 rd Finance committee desired that bidding document should be as per the ministry of finance bidding document aligned with GFR 2017	Noted	
9.	ITEM NO. 23.11	Financial power of Director to pass/sanction Rs. 25 lakhs per work and maximum upto 1.5 crores per year.	23 rd Finance Committee approved the financial power of the Director to pass/sanction Rs. 25 lakhs per work and maximum up to 1.5 crore per year for minor civil work/repair construction. These financial powers are apart from the approval of salary and similar expenditures. Details of financial sanctions are to be placed before the FC and BoG for information	Noted	Refurbishment, minor civil work, repair and maintenance upto 25 lakhs is to be approved by BWC and to be placed in FC and BOG for information
10.	ITEM NO. 23.12	Report of the Chief Vigilance Officer, NIT Manipur on issues related to pending Audit issues.	23 rd Finance committee noted the placing of the Draft separate Audit report (DSAR) by CVO for information, for the account year 2019-20 sent by the office of principal accountant general, Manipur	Noted	
11.	ITEM NO. 23.13	Report of the Public Grievance Cell of the Institute on pending grievance related issues.	The Finance committee noted the placing of the report on all pending grievances by the Public Grievance officer. There were no pending issues as on 08-03-2021.	Noted	
12.	ITEM NO. 23.14	Report of the Registrar's Committee constituted to	23 rd Finance Committee noted the constitution of Registrar's Committee to examine/suggest	Placed in Agenda No.	


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		look after issues related to promotion and financial upgradation of Non-Faculty Regular employees.	give the recommendation on discrepancies regarding the DPC and the effective date of the financial upgradation for non-teaching positions. FC desired that report of the committee be placed in the next meeting	24.12	
13.	ITEM NO. 23.15	Proposal for approval of the Manual for Internal Audit Cell of NIT Manipur.	23 rd Finance Committee informed that NIT Kurukhetra has prepared- a Manual for Internal Audit Cell and has sent it to Ministry of Education for approval. Ministry will circulate the manual to all NITs after it is approved	Noted	
14.	ITEM NO. 23.16	To consider and approve leave of Dr. Kundan Kumar, Assistant professors as Leave No Due in lieu of Extra Ordinary leave (EOL).	23 rd Finance Committee observed that it is an administrative matter. The Case is to be decided by Institute as per DOPT rule	Noted	

ITEMNO.24.3 : To consider the Minutes of the 15th Building & Works Committee Meeting held on 25.02.2021.

24th Finance Committee noted the Minutes of 15th Building & Works Committee Meeting held on 25th February 2021 through online mode.

ITEMNO 24.4 : Latest Position of unspent balance as on 1st June 2021.

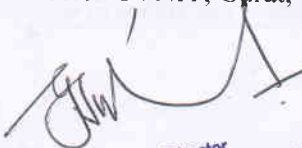
24th Finance Committee noted the position of unspent balance as on 1st June 2021 which is mentioned below.

OH	Unspent balance as on 31.03.2021	Grants received for FY 2021-22 as on 01.06.2021	Expenditure as on 01.06.2021	Unspent balance as on 01.06.2021
31	63,980	322,00,000	117,89,828	204,74,152
35	-	-	-	-
36	345,18,669	152,00,000	196,99,085	300,19,584
TOTAL	345,82,649	474,00,000	314,88,913	504,93,736

ITEM NO. 24.5 : Report of the Expert Committee constituted to review the future and ongoing construction projects in NIT Manipur.

24th Finance Committee deliberated on the Report of the Experts Committee chaired by Prof S.R.Gandhi, Director SVNIT, Surat, constituted vide the recommendation of the 21st BOG


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Director
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Member
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resolution No. 21.16. The report was submitted to the Institute on 24th May 2021. As directed by the 23rd BOG to submit the report as soon as possible, the same was forwarded to the Ministry on 28th May 2021. Finance Committee has also examined the "Term of reference" of the expert committee. Observation of Finance Committee are as under:

1. The expert committee may also refer to the report of the previous committee constituted by MoE on issues related to campus development.
2. The term of reference should also include cost estimation for various work recommended by expert committee.
3. Expert committee can also provide a revised cost estimates for different construction work mentioned in their report.
4. The merit points highlighted in both the reports should be considered.

FC desired to include the financial implications on the expert committee report.

ITEMNO.24.6 To consider the proposal for approval of the honorarium for PhD Thesis Expert.

24th Finance Committee noted the recommendation of 20th Senate meeting dt 24th February 2021 regarding payment of honorarium for PhD thesis evaluation and PhD examination, which is in line with other NITs.

1. Thesis evaluation : Rs.10,000/- (India)
2. Thesis evaluation : \$500 (Outside India)
3. PhD examination : Rs.5000/- & \$ 250

Since NIT Manipur is already presently making payment at the above rate, it can continue to do so.

ITEMNO.24.7 : To consider the fee refund policy for cancellation of final admission for 1st Year (B.Tech/M.Sc/M.Tech/Ph.D).

Many candidates despite having multiple opportunities to withdraw from the admission before the last round cancelled it after the last round and wasted the seats. This practice deprived the deserving candidates of admission to NIT Manipur and also created a huge loss of revenue for the remaining semesters. On cancellation of admission, the 24th Finance Committee agreed to hold back the following fees: Admission (one time), Tuition fees and Institution Development fees. 24th Finance Committee approved to refund the fee mentioned below, in the event of cancellation of final admission for 1st Year (B.Tech/M.Sc/M.Tech/Ph.D).

B.Tech		M.Tech		M.Sc		PhD	
Items	Amount (Rs.)	Items	Amount (Rs.)	Items	Amount (Rs.)	Items	Amount (Rs.)
Students Activity fee	1000	Students Activity fee	1000	Laboratory fee	400	Students Activity fee	1000
Medical Insurance & OPD facilities fee (per annum)	1200	Medical Insurance & OPD facilities fee (per annum)	1200			Medical	1000
Caution	5000	Caution	5000			Caution	5000

(Handwritten Signature)
Registrar

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Director

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Money (Refundable)		Money (Refundable)				Money (Refundable)	
Grade Card fee	500	Grade Card fee	500	Grade Card fee	500	Grade Card fee	1000
Smart ID fee	200	Smart ID fee	200	Smart ID fee	200	Smart ID fee	200
Prospectus Fee	300			Exam Fee	250	Alumni fee	300
						Degree Certificate fee	500
Total	8200		7900		1350		9000

ITEMNO.24.8 : To consider and approve the propose remuneration for Guest faculty.

24th Finance Committee approved the recommendation of 20th Senate meeting to fix Rs.1500/- per lecture with a maximum of Rs.20, 000 per month and Rs.60, 000/- per semester (as maximum class is 40 lectures per semester) as remuneration to the Guest Lecturer engaged by the Institute.

ITEMNO.24.9 : Noting of payment made for various construction related works and Minor procurement.

24th Finance Committee noted the payment made for various construction related works and Minor procurement from IRG, as mentioned below.

Director's Quarter renovation for an amount of Rs. 2,97,113/- from IRG for the following;

- i) Rs. 1,82,313, vide order NITM.21/IEC/PQM/2020/01/396, dated 23/12/2020 (Plastering, Carpeting, Paint, Wiring, Bulbs, Flooring, Plumber etc.)
- ii) Rs. 1,14,800, vide order NITM.21/IEC/PQM/2020/01/441, dated 23/12/2020 (Honda Generator purchased through tendering)

ITEMNO.24.10 : To approve the proposal for renovation works for expenditure to be incurred from IRG.

24th Finance committee desired that a committee be constituted with the following responsibilities – (a) to replace the individual names with Quarter no, (b) allotment and maintenance of the records. Finance Committee approved the following proposals for various renovation works for expenditure to be incurred from IRG. Finance Committee also directed that due process as per GFR shall be followed.

- (i) Earth filling of Dr. Benjamin Shimray and Dr. Bibhu Prasad Swain's quarter for a sum of Rs. 15,03,000/- as per BWC item no 15.3.
- (ii) Renovation of Dr. Mrinal Kanti's quarter for a sum of Rs. 2,74,000/- from IRG as per BWC item no 15.4.
- (iii) The Layout of approach route for ECE and EE department for a sum of Rs. 24,50,000/- from IRG as per BWC item no. 15.6.
- (iv) Renovation of Drain Covers for a sum of Rs. 1,09,000/- from IRG as per BWC

K. Singh
Registrar

[Signature]
Director

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item no. 15.6.

- (v) Modification of existing Generator room as Bank of Baroda for a sum of Rs.18,39,000/- from IRG as per BWC item no. 16.3.

ITEMNo. 24.11 : To release the payment of Rs.2,00,000/- for Barb wire fencing of 8 feet above the existing concrete fencing on all sides of Director's quarter at Takyelpat.

24th Finance Committee approved the proposal to release the payment of Rs.2,00,000/- for Barb wire fencing of 8 feet above the existing concrete fencing on all sides of the Director's Quarter at Takyel Campus to M/S Mr.Bhoudajit (Empanelled Contractor) from IRG Fund.

ITEMNo. 24.12 : Report of the Registrar's Committee on issues related to promotion and financial upgradation of Regular Non-Faculty Employees.


24th Finance Committee desired that proposal be put up in next FC.

ITEMNo. 24.13 : Any other item with permission of the Chair.

NIL

The meeting ended with vote of thanks to the Chair.


Dr. Th. David Singh
Registrar (i/c) & Member Secretary,
Finance Committee
National Institute of Technology Manipur


Prof. (Dr.) Goutam Sutradhar
Director & Chairperson (i/c),
Finance Committee
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