

Minutes of the 25th Finance Committee Meeting
held on 28th September 2021

राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर

NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

**MINUTES OF
THE 25TH MEETING
OF
THE FINANCE COMMITTEE**



(Through composite mode)

DAY : Monday
DATE : 28th September 2021
TIME : 11 AM

VENUE
Conference Hall,
NIT Manipur,
Langol, Imphal

**MINUTES OF THE 25TH MEETING OF THE FINANCE COMMITTEE HELD
ON 28TH SEPTEMBER 2021.**

The 25th meeting of the Finance Committee of National Institute of Technology Manipur was held on 28th September 2021 from 11 AM 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 Anil Kumar** : Member
Director, Finance
Department of Higher Education,
Ministry of Education, Govt. of India
(via Video Conference)
- ❖ **Ms. Veena Dunga** : Member
Under Secretary, 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** : 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. He apprises the hike in NIRF Ranking 2021 at 114 from 158 last year. He acknowledges all the FC members for their support and guidance and hope to be continued till this Institute reaches the highest level. The Chairperson (i/c) then invited the Registrar (i/c) to initiate the proceedings on the agenda items.

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ITEM NO. 24.1 : Confirmation of the Minutes of the 24th Finance Committee Meeting held on 28th June, 2021 via composite mode in the Conference Hall of NIT Manipur.

Minutes of the 24th Finance Committee meeting was circulated to all the members and no comments/observations were received, so the minutes are confirmed.

ITEM NO. 25.2 : Action taken on the decision of the 24th Finance Committee Meeting held on 19th March, 2021 in the Conference Hall of NIT Manipur via composite mode.

Action taken on the decisions of the 24th Finance Committee Meeting held on 28th June, 2021 at the Conference Hall of NIT Manipur, Imphal are as under:

Sl. No.	Item No.	Agenda	Decision Taken	Action taken	Remarks if any
1	ITEM NO. 24.1	Confirmation of the Minutes of the 23 rd Finance Committee Meeting held on 19 th March, 2021 via composite mode in the Conference Hall of NIT Manipur.	Minutes of the 23 rd Finance Committee meeting were circulated to all the members and no comments/observations were received, so the minutes are confirmed.	Noted	Noted
2	ITEM NO. 24.2	Action taken on the decision of the 23 rd Finance Committee Meeting held on 19 th March, 2021 in the Conference Hall of NIT Manipur via composite mode.	Noted	Noted	Noted
3	ITEM NO. 24.3	To consider the Minutes of the 15 th Building & Works Committee Meeting held on 25.02.2021.	24 th Finance Committee noted the Minutes of 15 th Building & Works Committee Meeting held on 25 th February 2021 through online mode.	Noted	Noted
4	ITEM NO. 24.4	Latest Position of unspent balance as on 1 st June 2021.	24 th Finance Committee noted the position of unspent balance as on 1 st June 2021.	Noted	Noted
5	ITEM NO. 24.5	Report of the Expert Committee constituted to review the future and ongoing construction projects in NIT Manipur.	FC desired to include the financial implications on the expert committee report.	Noted and placed as Agenda Item No. 25.10	Noted

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6	ITEM NO. 24.6	To consider the proposal for approval of the honorarium for PhD Thesis Expert.	24 th Finance Committee noted the recommendation of 20 th Senate meeting dt 24 th February 2021 regarding payment of honorarium for PhD thesis evaluation and PhD examination, which is in line with other NITs.	Order issued vide O/O No.NITM.1/(7-Estt)/Order/2021/54 Dt 14/09/2021	Noted
7	ITEM NO. 24.7	To consider the fee refund policy for cancellation of final admission for 1st Year (B.Tech/M.Sc/M.Tech/Ph.D).	On cancellation of admission, the 24 th Finance Committee agreed to hold back the following fees: Admission (one time), Tuition fees and Institution Development fees. 24 th Finance Committee approved to refund the fee as proposed by the Senate in the event of cancellation of final admission for 1st Year (B.Tech/M.Sc/M.Tech/Ph.D).	Implemented and relevant order issued vide O/O No. NITM.1/(7-Estt)/Order/2021/54 Dt 14/09/2021	Noted
8	ITEM NO. 24.8	To consider and approve the propose remuneration for Guest faculty.	24 th Finance Committee approved the recommendation of 20 th 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	Order issued vide O/O No.NITM.1/(7-Estt)/Order/2021/53 Dt 14/09/2021	Noted
9	ITEM NO. 24.9	Noting of payment made for various construction related works and Minor procurement.	24 th 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;	Noted	Noted

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			<p>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.)</p> <p>ii) Rs. 1,14,800, vide order NITM.21/IEC/PQM/2020/01/441, dated 23/12/2020 (Honda Generator purchased through tendering)</p>		
10	ITEM No. 24.10	To approve the proposal for renovation works for expenditure to be incurred from IRG.	<p>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 proposals for various renovation works for expenditure to be incurred from IRG placed before the FC.</p>	<p>Relevant order issued vide no. NITM.1/(37-Estt)/Quarter/2016-402, dt. 23/07/2021.</p>	Noted
11	ITEM NO. 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.	<p>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.</p>	Noted	Noted
12	ITEM NO. 24.12	Report of the Registrar's Committee on issues related to promotion and financial upgradation of Regular Non-Faculty Employees.	<p>24th Finance Committee desired that proposal be put up in next FC.</p>	Noted and placed as Agenda Item No. 25.12	Noted

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ITEM NO. 25.3 : To consider the Minutes of the 16th Building & Works Committee Meeting held on 25.02.2021

25th Finance Committee noted the Minutes of the 16th Building & Works Committee Meeting held on 25.02.2021.

ITEM NO. 25.4 : Latest Position of unspent balance as on 1st September 2021

25th Finance Committee noted the Latest Position of unspent balance as on 1st September 2021.

ITEM NO. 25.5 : Report on Pending grievances issues.

25th Finance Committee noted there is no pending grievance issue related to the Institute.

ITEM NO. 25.6 : Report on Pending Audit Issues.

25th Finance Committee instructed that reply to audit point based on management letter of principal accountant general (Audit) for the year, 2019-2020 shall be submitted on priority basis. Delay was due to severe pandemic situation prevailed in Manipur. In future reply shall be submitted in time.

ITEM NO. 25.7 : Status of filling up of backlog vacancies of SC/ST/OBC and EWS

Sl. No.	Post	Sanctioned Post	Filled Post	Vacancy				Remark
				SC	ST	OBC	EWS	
1	Professor	08	02	01	00	02	00	One vacant post of Asst. Prof to be filled by Trainee teacher
2	Assoc. Prof	15	08	02	01	01	01	
3	Asst. Prof	31	30	00	00	00	00	
	Total	54	39	03	01	04	01	

25th Finance Committee advised to wait for the guidelines from ministry of education regarding reservation policies for recruitment of the Professors and Associate Professors. The institute can start the process of recruitment after the guidelines is received. There is no backlog of SC/ST/OBC and EWS at the level of Assistant Professor in NIT Manipur.

ITEM NO. 25.8 : To approve and ratify the Annual Accounts for FY 2020-21

25th Finance Committee instructed that unutilised grants of government of India and interest earned on unutilised grants each category shall be mentioned in Schedule-3: Current liabilities and provisions.

25th Finance Committee asked to mention a note in Schedule-3: Current liabilities and provisions that "Gratuity is just a provision. Actual payment of Gratuity will be made only after getting instruction from government of India for autonomous bodies".

Ministry of Education is to be informed about this. 25th.FC advised that after corrections in schedule-3, Institute could proceed for conducting Audit through PAG, Manipur.

ITEM NO. 25.9 : Approval of the Annual Report for FY 2020-21

25th Finance Committee Approved the Annual Report for FY 2020-21.

ITEM No.25.10 : Financial Implications of the Report of the Expert Committee constituted to review the future and ongoing construction projects in NIT Manipur

25th Finance Committee noted the information that institute has approached CPWD, Imphal to work out the financial implications of Prof. Gandhi's committee report.

ITEM NO. 25.11 : Issue regarding pending Installation of Equipment for Department of Mechanical Engineering and Electrical Engineering

25th Finance Committee deliberated on the issue and asked that provision can be made from IRG for providing funds for foundation work of Air compressor as per the Director's approval. After foundation is completed, supplier shall be asked to commission the equipment and demonstrate the proper working. Institute engineering cell will do the verification. Departmental committee shall give a certificate about commissioning and proper working of Air compressor. Then balance amount could be paid from the IRG as there is no fund available in proper head (OH-35).

ITEM NO. 25.12 : Report of the Registrar's Committee on issues related to promotion and financial upgradation of Regular Non-Faculty Employees.

25th Finance Committee deliberated on the recommendation of Registrar's Committee. Decision of 25th Finance Committee are mentioned below the point.

i. To examine the DPC of various non-teaching staff conducted since the inception of the Institute

The Registrar's Committee recommends consideration of the following case by DPC for moving to the level 11 of the pay matrix (GP of Rs. 6600/-), subject to having requisite APAR grading during the last five years. The effective date of the promotion may be decided by the BOG.

(a) Mr. Kh. Thangkin, Sports Officer

Decision of 25th Finance Committee

25th Finance Committee accepted the recommendation of the Registrar's Committee and recommended to BOG that the effective date of promotion will be the date of eligibility.

a) Mr. Kh. Thangkin, Sports Officer. The Committee also recommends re-designation of the Officer as Students Activity & Sports (SAS) Officer, as per the Recruitment Rules, 2019.

Decision of 25th Finance Committee

25th Finance Committee accepted the recommendation of the Registrar's Committee and recommended same to the BOG.

ii. To recommend various measures/suggestion for the promotion already accorded

The Committee advises the Institute to take corrective action, with the approval of the BoG, on the irregular promotion of Md. Amir Hussain, to the grade of Senior Assistant, without a sanctioned post.

Decision of 25th Finance Committee

25th Finance Committee accepted the recommendation of the Registrar's Committee and directed that Md. Amir Hussain shall be reverted back, to the grade of Junior Assistant, and recommended same to the BOG.

iii. To recommend the next course of action for the DPC already held

In the absence of sanctioned posts, the Committee advised to keep the promotion proposals of the following staff Members in abeyance:

- a) Ms. Thingujam Robita Devi, Stenographer
- b) Mr. Robert Okram, Technician

The Committee advised the Institute to consider above officials for giving **financial upgradation** under MACP, as and when they become eligible, subject to fulfillment of other requirements under the Scheme.

Decision of 25th Finance Committee

25th Finance Committee accepted the recommendation of the Registrar's Committee and recommended same to the BOG.

iv. To examine the DPC of various non-teaching officers and staff to be conducted

- The Committee recommends consideration of conducting a DPC of Dr. Naorem Vidyavati Devi, Assistant Librarian for moving to the level 11 of the pay matrix (GP of Rs. 6600/-), subject to having requisite APAR grading during the last five years. The effective date of the promotion may be decided by the BOG.

Decision of 25th Finance Committee

25th Finance Committee accepted the recommendation of the Registrar's Committee and recommended to BOG that the effective date of promotion will be the date of eligibility.

- The Committee does not recommend grant of financial upgradation under the MACP Scheme to Mr. Samarjit Singh, Executive Engineer, whose permanent absorption in the Institute is revoked and the matter is sub-judice.

Decision of 25th Finance Committee

25th Finance Committee accepted the recommendation of the Registrar's Committee and recommended same to the BOG.

- The Committee recommends to conduct screening by the DPC for grant of financial upgradation under the MACP Scheme in respect of Mr. L. Dorendro Singh, Asst. Registrar, when he completes 10 years' service in the present grade. Further, he may be assessed by the DPC for upgradation to higher pay scale as per provisions of RRs. Recommendations of DPC in both the cases may be kept in sealed cover till the completion of proceedings against him.

Decision of 25th Finance Committee

25th Finance Committee accepted the recommendation of the Registrar's Committee and recommended same to the BOG that the effective date of promotion will be the date of eligibility.

- In the absence of sanctioned posts, the Committee advised to keep the promotion proposals and DPC of the following staff Members in abeyance:
 - a) Ms. Fanny Khangembam, Jr. Assistant
 - b) Mr. Richard Mareem, Jr. Assistant
 - c) Ms. Ngaihlun Tonsing, Jr. Assistant

The Committee advised the Institute to consider above officials for giving **financial upgradation** under MACP, as and when they become eligible, subject to other requirements under the Scheme.

Decision of 25th Finance Committee

25th Finance Committee accepted the recommendation of the Registrar's Committee and recommended same to the BOG.

- v. **To suggest action plan for timely conduct of DPC preparation of DPC calendar**

The Committee suggests to conduct DPC two times in a year probably in the month of June and December, if sanctioned posts are available for the promotion, as per the Recruitment Rules, 2019.

Decision of 25th Finance Committee

25th Finance Committee accepted the recommendation of the Registrar's Committee and recommended same to the BOG.

vi. Others.

- The Committee advises the Institute to send a proposal to the Ministry to create & sanction appropriate number of higher posts in different categories of non-teaching for considering promotion of the eligible staff, as per Recruitment Rules, 2019.

Decision of 25th Finance Committee

25th Finance Committee accepted the recommendation of the Registrar's Committee and asked that posts are to be requested to ministry of education as per the ratio between number of staff and number of students.

- The Committee also advises the Institute to maintain Reservation Rosters, for direct recruitment and promotion, separately, as per the extant orders.

Decision of 25th Finance Committee

25th Finance Committee accepted the recommendation of the Registrar's Committee.

vii. To discuss issue on award of notional promotion from the date of eligibility

The effective date of promotion may be decided by the BOG.

Decision of 25th Finance Committee

25th Finance Committee recommended to BOG that award of promotion may be from the date of eligibility.

ITEM NO. 25.13 : To consider and approve release of fund for ECE Lab
25th Finance Committee approved to release the fund of around Rs40,00,000/(forty lakhs) after verification by institute engineering cell and vetting by CPWD Imphal, from IRG as there are no funds in proper head (OH-35).

ITEM No. 25.14 : Any other item with permission of the Chair

No other item.

The meeting ended with vote of thanks to the Chair.

Dr. Th. David Singh
Registrar (i/c) & Secretary,
Finance Committee

National Institute of Technology Manipur

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

National Institute of Technology Manipur