

THE GANDHIGRAM RURAL INSTITUTE – DEEMED UNIVERSITY

**MINUTES OF THE FIFTY SECOND MEETING OF THE FINANCE COMMITTEE HELD AT
CHENNAI ON 05.11.2016**

MEMBERS PRESENT:

1.	Dr.S. Natarajan, Vice-Chancellor, GRI-DU, Gandhigram.	Chairperson
2.	Shri.M.H. Mohan, Financial Adviser & Chief Accounts Officer Indian Institute of Management, Tiruchirappalli	Member
3	Prof.P.Thirumalvalavan, Professor, (Retd.)School of Management, Bharathiar University, N o.54, Sivaram Nagar (Sourth Enclave) Ramanathapuram Coimbatore – 641 045	Member
4.	Shri.D.Jayanth, Senior Audit Officer, AG's office (Retd.) 5/3, Seethamma Road, Alwarpet Chennai –600 018.	Member
5.	Shri. V. Balasubramanian, Special Officer (Finance), GRI-DU, Gandhigram.	Secretary
6.	Dr.P. Balasubramaniam, Registrar, GRI-DU,Gandhigram.	Special Invitee

The meeting began at 10.30 A.M. with one minute silent prayer.

Dr. S. Natarajan, Vice-Chancellor, Gandhigram Rural Institute and Chairperson of the Finance Committee welcomed the members and introduced the new member, Prof. P. Thirumalvalavan, who has been nominated by the Board of Management of the Institute. He thanked them for their august presence in the meeting amidst their busy schedule. He briefed about the efforts taken for the overall improvement of the Institute and projected the achievements made during the period since the previous Finance Committee meeting.

The Finance Committee recorded its appreciation and congratulations to the Vice-Chancellor, Registrar, Director/ IQAC, Teaching and Non-Teaching Staff for putting in great efforts to obtain 3.20 CGPA in NAAC re-accreditation third cycle in succession. Further, the Finance Committee appreciated the authorities and all the staff Members of GRI for the receipt of the edu Destination Award.

After the opening remarks, the following items of agenda were taken up for discussion.

1. Item No.331/FC.2016.XI : CONFIRMATION OF MINUTES

To confirm the minutes of the 51st meeting of the Finance Committee held on 25.05.2016.

The Finance Committee considered and resolved to confirm the minutes of the 51st meeting of the Finance Committee held on 25.05.2016

2. Item No. 332/FC.2016.XI : ACTION TAKEN REPORT

To consider and approve the Action Taken report on the minutes of the 51st meeting of the Finance Committee held on 25.05.2016.

After the detailed discussion, the Finance Committee considered and resolved to approve the Action Taken report on the minutes of the 51st meeting of the Finance Committee held on 25.05.2016.

NEW ITEMS

3. Item No. 333/FC.2016.XI

To consider and approve the Non-Plan (Maintenance Grant) Revised Budget Estimates for the year 2016-17 and Budget Estimate for the year 2017-18 (Plan and Non-Plan combined) of Gandhigram Rural Institute, Gandhigram.

The Finance Committee resolved to approve Non-Plan (Maintenance Grant) Revised Budget Estimates for the year 2016-17 and Budget Estimate for the year 2017-18 (Plan and Non-Plan combined) of Gandhigram Rural Institute, Gandhigram.

The Finance Committee also suggested the following items to be included in the BE 2017-18 and to submit the Revised BE 2017-18 to UGC:

- a. **To include a sum of Rs.399.92 lakhs towards additional requirement for Recurring Expenditure (as per the Annexure enclosed) which were classified under Plan Grant-in-aid up to 2016-17, in the BE 2017-18 due to merger of Plan with Non-Plan for that year as per Annexure-I (Page No.8).**
- b. **To include the amount payable for Non-Teaching staff salary and Pension on account of 7th Pay Commission Recommendations.**
- c. **The salary for Teaching staff of XI Plan / XII Plan and Education Department is to be included for the BE 2017-18.**
- d. **The extra pension benefits for the pre-2006 pensioners may also be included in the BE2017-18.**

A Revised BE for 2017-18 may be submitted to the UGC after inclusion of above four items.

4. Item No. 334/FC.2016.XI

To consider and approve the minutes of the meeting of the Building Committee held on 25.10.2016.

After the detailed discussion, the Finance Committee considered and resolved to approve the minutes of the meeting of the Building Committee held on 25.10.2016 as per Annexure-II (Pages 9 to 11).

5. Item No. 335/FC.2016.XI

To consider and approve the Finance and Accounts Manual of Gandhigram Rural Institute – Deemed University, Gandhigram.

The Finance Committee considered and resolved to approve the Finance and Accounts Manual of Gandhigram Rural Institute – Deemed University, Gandhigram. The Finance Committee Suggested to get remarks/suggestion from the members for Amendments.

6. Item No. 336/FC.2016.XI

To consider and approve the change of source of fund from XII Plan to General Development Fund for construction of Class Rooms and Laboratory over JATROPHA Building.

The Finance Committee considered and approved the change of source of fund from XII Plan to General Development Fund for construction of Class Rooms and Laboratory over JATROPHA Building.

7. Item No. 337/FC.2016.XI

To consider and approve payment of Rupees One lakh towards financial assistance for conducting National Seminar on “ Role of Scientific Glassblowing in Rural Development” and a workshop on “Apparatus for Distilling Herbal Medicine” during 1-17 December 2016 and a sum of Rs.1.00 lakh for Department of Economics for conducting National Seminar out of Institute’s Fund.

The Finance Committee considered and resolved to approve payment of Rupees One lakh towards financial assistance for conducting National Seminar on “ Role of Scientific Glassblowing in Rural Development” and a workshop on “Apparatus for Distilling Herbal Medicine” during 1-17 December 2016 and a sum of Rs.1.00 lakh for Department of Economics for conducting National Seminar out of Institute Fund.

8. Item No. 338/FC.2016.XI

To discuss and approve the method of releasing fund for the works done but not measured to the CPWD and other registered contractors.

The Finance Committee discussed and resolved to approve the method of releasing fund for the works done but not measured as detailed below:

a. To CPWD:

Advance payment of 1/3rd of the Estimated Cost shall be released to CPWD before award of work as per the provisions of CPWD Manual. Further payments shall be released only after getting Running Account bills. Final payment shall be released only after getting the measured bills.

To other Registered Contractors:

No advance payment shall be made without production of the measured bills.

9. Item No. 339/FC.2016.XI

To discuss and decide the policy of incurring expenditure from Hostel Establishment Fund, General Development Fund and Institute Fund.

The Finance Committee considered and resolved to approve the policy as follows:

1. Hostel Establishment Fund:

a. Hostel Establishment Charges - Rs.4000 per student per annum:

- (i) Out of Establishment charges collected, 20% shall be diverted for hostel maintenance work. This shall take effect from 1.1.2017.
- (ii) Hostel Establishment charges may be increased by 5% (Rounded up to nearest hundred) every year.
- (iii) Payment of wages to mess workers, improvements in mess / kitchen have to be booked only under mess accounts from 1.1.2017

b. Rent, Electricity and Water Charges – Rs.2000 per student per annum:

- (i) Fifty percent of the amount collected under the head can be used for renovation works of hostel for the year 2016-17 only.
- (ii) From next year onwards the actual payment of electricity charges may be taken into account for fixing the annual payment from the students and 20% of the total charges collected may be diverted for maintenance works.

2. General Development Fund:

The Fee collected towards General Development Fund shall be spent for payment of academic purpose and for the overall general improvement of the Institute. It should not be utilized for payment of salary for NMRs/MTS/clerks from 1.1.2017.

3. Students Fund:

The amount collected is to be incurred for class room improvement, student welfare measures and other academic programmes.

4. Institute Fund:

The expenditure is to be incurred for the improvement of the common facilities in the Institute.

5. University fund allocation under the above heads (2,3 & 4) shall be done with the Committee consists consisting of the Vice-Chancellor, Registrar, Finance Officer and Assistant Registrar (Development).

10. Item No. 340/FC.2016.XI

To consider and fix the responsibility for Assets verification, formation of committee for Condemnations /Auction of Surplus, obsolete and Unserviceable items.

The Finance Committee considered and resolved to approve fixing the responsibility for Assets Verification, formation of committee for Condemnations /Auction of Surplus, obsolete and Unserviceable items as follows:

1. It is the responsibility of the Head of the Development Section (a) to issue circular by 15th of January every year for Assets Verification by using the Inter-departmental staff.
2. It is the responsibility of the Head of the Department Concerned to complete the Asset Verification by contacting the verification staff from the Inter-Department as per the circular.
3. The Head of the Department shall complete the Verification of Asset as on 31st March of every year and submit the verification report on or before 10th of April every year.
4. The Head of the Development Section on receipt of the Asset Verification reports shall initiate note for formation of Condemnation Committee for identification of the Surplus/obsolete/Unserviceable items, so that the committee shall submit its report on or before 31st May of every year. The Finance Committee recommends to constitute the following members for condemnation Committee
 - i. Director/ USIC - Chairman
 - ii. Special Officer(Finance) - Member
 - iii. One Professor nominated by the Vice-Chancellor - Member
 - iv. One Associate Professor nominated by the Vice-Chancellor - Member
 - v. Assistant Registrar (Dev) - Convenor
5. After receiving the report of the Condemnation Committee it shall be the responsibility of the concerned Head of the Department to transit such Condemned/Surplus/Obsolete / Unserviceable item to a particular place identified by the Development Section.
6. After ensuring that all the condemned articles are pooled at a particular place, the Development Section shall initiate action for auction of the items by forming Auction Committee, so that the process of auction is completed before 30th June of every year.

11. Item No. 341/FC.2016.XI

To consider and approve the expenditure incurred under Recurring and Non-Recurring items of Plan Heads

The Finance Committee considered and resolved to approve the expenditure incurred under Recurring and Non-Recurring items of Plan Heads as shown in the Annexure-III (Pages 12 to 14).

12. Item No. 342/FC.2016.XI

To consider and approve the actual expenditure incurred on civil and other developmental works carried out under different schemes such as i) XII Plan ii) DDU-KK iii) University Fund iv) Special Schemes.

The Finance Committee considered and resolved to approve the actual expenditure incurred on civil and other developmental works carried out under i) XII Plan ii) DDU-KK iii) University Fund iv) Special Schemes as shown in the Annexure-IV (Pages 15 to 18).

13. Item No. 343/FC.2016.XI

To consider and approve the financial commitment submitted to UGC for Implementation of the recommendations of the 7th Central Pay commission to the Non-Teaching Staff and Pensioners/Family Pensioners of Gandhigram Rural Institute – Deemed University, Gandhigram.

The Finance Committee considered and resolved to approve the financial commitment of submitted to UGC for Implementation of the recommendations of the 7th Central Pay commission to the Non-Teaching Staff and Pensioners/Family Pensioners of Gandhigram Rural Institute – Deemed University, Gandhigram.

14. Item No. 344/FC.2016.XI

To consider and approve the proposal submitted to UGC for construction of Boys and Girls Hostel for Rs.6,87,12,000 and Rs.6,41,32,200 respectively under Babu Jagajivan Ram Chatrawas Yojana Scheme as approved by the Building Committee meeting held on 27.10.2014.

The Finance Committee resolved to approve the proposal for construction of Boys Hostel with 2534 Sqm. and Girls Hostel with 2307 sqm. for estimated amount of Rs.6,87,12,000 and Rs.6,41,32,200 respectively under Babu Jagajivan Ram Chatrawas Yojana Scheme as approved by the Building Committee meeting held on 27.10.2014.

14. Item No. 345/FC.2016.XI

To consider and ratify the following sanctions:

- i) 31 No. of equipments costing more than Rs.1 lakh purchased under XII Plan – Equipment head as furnished in **Annexure-V (Pages 19 to 21)**.
- ii) A sum of Rs.54,36,919 has been sanctioned to various departments for purchase of books under XII Plan Books and Journals head as detailed in **Annexure-VI (Pages 22 to 26)**.
- iii) 15 sanctions amounting to Rs.26,90,785 have been granted for various works under XII Plan Campus Development head as furnished in **Annexure-VII (Pages 27 to 28)**.

The Finance Committee scrutinized and ratified the above items i) to iii).

The meeting came to an end at 2.00 p.m. with thanks to the Chair.

**V. BALASUBRAMANIAN
SECSRETRY OF THE
FINANCE COMMITTEE**

**Dr. S. NATARAJAN
VICE-CHANCELLOR &
CHAIRPERSON,
FINANCECOMMITTEE**

05.11.2016