

Punjab Technical University, Jalandhar

Minutes of the 9th Finance Committee Meeting held on 20th January, 2006 at Committee Room, 6th Floor, Punjab Civil Secretariat, Chandigarh.

A meeting of the Finance Committee, PTU was held on 20th January, 2006 at 1045 hours in the Committee Room, 6th Floor, Punjab Civil Secretariat, Chandigarh. The meeting was chaired by Dr. S. K. Salwan, VC, PTU. The following were present :

1. Sh. Charndra Mohan
2. Dr. R. Khandpur
3. Sh. Rakesh Kumar Verma, IAS, DTE, Punjab
4. Sh. B. P. Kohli, Dy. Director, Local Audit, Deptt. of Finance, Punjab
5. Dr. M. S. Grewal, Registrar, PTU

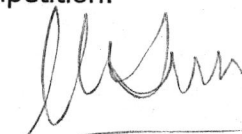
The Registrar informed that the minutes of the 8th meeting of Finance Committee had been circulated vide No. PTU/Reg/4217 dated 30.06.2005. No comment have been received. The minutes may be treated as confirmed.

The Registrar briefed the Committee on the financial position of the University. Thereafter the regular agenda was taken up.

Item No. 1 :

Dr. R. S. Khandpur, Chairman, BOG Committee for construction of PTU Campus briefed the Committee that the following procedure had been adopted for master plan layout and design of the administrative block of PTU at Kapurthala site.

- (a) Notice of expression of interest Architect
- (b) Short listing and selection of Architect through design competition.



- (c) Notice of expression of interest for construction contractor.
- (d) Short listing of contractors
- (e) Financial bids and their evaluation by a Committee.

The master plan of the campus and design of the administrative block had been recommended by the BOG Committee. The said Committee had proposed the approval of following expenditures

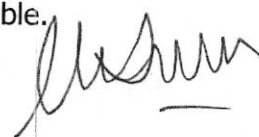
- (a) Payment of mobilization advance of Rs. 1 crore to the selected contractor in two equal installments.
- (b) An expenditure of Rs. 28.72 crore on civil works for the administrative block.
- (c) Total expenditure of Rs. 37.01 crore for building in phase-I of the campus. This includes expenditure at (a) and b) above.

The registrar mentioned that the expenditure for construction of the proposed building had been outlined in the agenda. He confirmed that the money for the purpose was available with the University. The Committee accepted the need of the expenditure and recommended the same to the BOG for its approval.

The Registrar mentioned that there were two additional proposals being put up to the BOG for its approval. These consisted of :

- (a) Construction of boundary wall around the campus.
- (b) Laying of 33 KV cable from the common grid point and making the necessary deposit with PSEB for connection.

This would entail an expenditure of approximately Rs. 2.0 crore for construction of the boundary wall at (a) above. The expenditure for (b) would be approximately Rs. 50 lac, the actual cost will be obtained from PSEB. The Committee recommended the expenditure to the BOG for its approval. This was accepted subject to the BOG approving the proposal to construct the boundary wall and the need of laying of the underground cable.



Item No. : 2

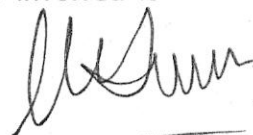
The representative Finance Secretary Punjab, brought out that the Govt. of Punjab had issued instructions to all the Universities of Punjab either to follow scales as specified by the Govt. of Punjab or lower scales. Hence employees of the University cannot be in a higher scale than the Govt. scale. The Registrar mentioned that, as brought out in appendix of the report (Annexed to the agenda), the current scale of employees of PTU was the same as Govt. of Punjab, except in case of drivers and JE.

The representative of Finance Secretary brought out that as per the referred appendix of the report, the scale appeared to be higher than the Govt. scales and required to be verified.

The following decisions were taken :

- (a) Those employees who were placed in scale may be given benefit of increment.
- (b) The BOG may fix increment for employees on contract.
- (c) In case there was no contract executed with an employee it should be executed now. The amount of yearly income should than be worked out from the date of joining of the incumbent in fixed pay.
- (d) Since there was no rational followed in employing the staff or in placing them in scale it may be necessary to conduct screening of all the staff before the benefits at (a) & (b) are awarded.
- (e) It may be necessary to take legal opinion on the issue.
- (f) In respect of the employees under enquiry with vigilance, opinion of the department may be necessary

The Committee recommended that the BOG may appoint a Committee to consider the situation in totality. The financial implications are dependent on the decisions of the BOG. In order to arrive at the expenditures involved it



would be necessary to have the difference in pay, number of employees at each pay level, the time period for each employee for which the difference of pay, if any, was to be paid. It was decided that the matter may be considered by the BOG and then only the financial implications can be evaluated. The item was deferred for decision of the BOG.


Item No. 3 :

The Committee deliberated on the agenda item taking into cognizance the letter of Govt. of Punjab, Department of Technical Education (letter reference No. 13/65/04-5TE2/644 dated 14.03.2005). The Committee also noted the fact that an amount of Rs. 1,23,70,195 had been paid to M/s Mindlogicx for the semester starting April-2004.

Since the University had paid Rs. 2.58 crore to M/s Mindlogicx from the fees of Aug.-2003 and Feb.-2004 semesters; any additional payment could only mean expenditure from other heads. Re-appropriation on this account was not agreed.

It was decided to refer the matter to the Govt. for review.

The meeting came to an end with thanks to the chair.



(Dr. M. S. Grewal)
Registrar

MINUTES OF 10TH MEETING OF THE FINANCE COMMITTEE

A meeting of the finance committee, PTU, Jalandhar was held under the chairmanship of Dr. S. K. Salwan, Vice-Chancellor, Punjab Technical University, Jalandhar at 3.00 p.m. on 27.3.06 at Gian Jyoti School of TQM & Entrepreneurship B-102, Phase-VIII, industrial area, Mohali, Punjab.

THE FOLLOWING WERE PRESENT:-

Dr. S.K. Salwan,
Vice-Chancellor,
Punjab Technical University,
Jalandhar.

Chairman

Sh. J. B. Goel, IAS,
Secretary to Govt. of Punjab,
Deptt. Of Technical Education & Indl. Training, Punjab,
Chandigarh.

Member

Sh. B. S. Sandhu,
Secretary to Govt. of Punjab,
Deptt. Of Finance,
Chandigarh.

Member

Sh. Chandra Mohan,
H. N0. 202, Sector- 36A,
Chandigarh.

Member

Dr. R. S. Khandpur,
DG, Pushpa Gujral Science City,
Kapurthala.

Member

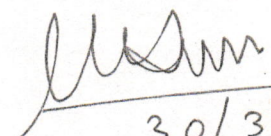
Dr. M.S. Grewal,
Registrar,
Punjab Technical University,
Jalandhar.

Secretary

Sh. S. K. Mishra,
Controller of Finance,
Punjab Technical University,
Jalandhar.

Special Invitee

The Chairman welcomed the members and thanked all for providing their valuable support to PTU. The committee was apprised about the progress on construction of PTU Campus at Kapurthala site.


30/3/06

The chairman briefed about the important action taken by the accounts department. For the first time since inception of the university, finance and accounts department had cleared all backlog and updated all the books of accounts up to Dec 2005. The audited balance sheet had been included in the agenda. Numerous initiatives for improvement of system including computerization of the branch had been taken. The committee members unanimously passed a resolution felicitating the Vice Chancellor and his team on the university attaining fiscal self-sufficiency. The members expressed appreciation to the formidable work done by the finance & accounts branch of the University towards its accounts upkeep and financial growth.

ITEM - 10.1: To confirm the Proceedings of the 9th meeting of the finance committee held on 20-1-06.

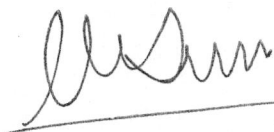
The 9th meeting of the Finance Committee was held on 20th Jan.2006 in the committee room, 6th floor, Punjab Civil Secretariat, Chandigarh. The proceedings of the meeting were circulated to the members. The Registrar confirmed that no comments had been received from any members; the committee confirmed the minutes.

ITEM- 10.2: -Summary of action taken on the decision of the 9th meeting of the finance committee

The action report was presented as included in the agenda. The committee took note of the same.

ITEM-10.3: - Release of grants by the Govt of Punjab

The committee noted that even though there is a provision in PTU Act for annual grant in aid of Rs. 2 crore by the State Govt., no grant-in-aid had been received for the past five years. The committee decided that the BOG be requested to take up with the state Govt. for the release of the grant due.


30/3/06

ITEM-10.4: - To approve the Revised Budget 2005-06 & Budget for the 2006-07.

Revised Budget for the year 2005 -06 and Budget for 2006-07 were presented to the committee and deliberated upon. After discussion, it was resolved that the format of the budget needs to be modified. The Budget in the modified format is included at Appendix A to the proceedings. The committee approved the Revised Budget for the year 2005-2006 & the Budget for the year 2006-2007. The committee also recommended the same to the BOG for its approval.

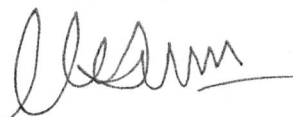
ITEM-10.5: - Audit report for the year 2004-05

The finance committee deliberated on the Audited Balance Sheet and Income & Expenditure Statement for the Year 2004-05 along with auditor reports and approved the same as placed at Appendix-B.

ITEM-10.6: - Acquisition of land and building at Amritsar.

The committee discussed on the issue and approved the proposal for acquisition of land and building of Puntax situated at Amritsar. The committee further approved release of Rs. 2 crore for their purpose subject to the approval by the BOG.

Meeting ended with vote of thanks to the chair.


(Dr. M. S. Grewal)

Registrar
30 March 2006

Minutes of the 11th meeting of Finance Committee, PTU held in the committee room, PTU Gian Jyoti School of Excellence, Mohali.

Eleventh meeting of the Finance Committee was held on 07 August 06 at 1030 hrs in the committee room of PTU Gian Jyoti School of Excellence in TQM & Entrepreneurship under the chairmanship of Dr. S.K. Salwan, Vice Chancellor, PTU. The following attended the meeting:

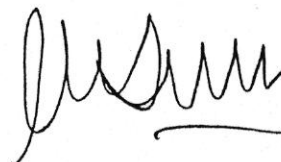
1. Sh. P. Ram, IAS
2. Sh. Chandra Mohan
3. Sh. B.S. Sandhu, IAS
4. Sh. S.K. Mishra, Spl. invitee
5. Dr. M.S. Grewal, Registrar

The registrar briefed the committee that activities of the university were progressing satisfactorily. During the past four months the university had undertaken the following

- i) Virasat Mela
- ii) NSS Camp for boys at Harike Wet Land
- iii) NSS Camp for girls at Gagra

The registrar also briefed the committee on conduct of examination for regular courses during May/ June. The Chairman briefed the members on Combined Entrance Test CET conducted on 28 May 06 and subsequent admission counseling which had concluded on 02 Aug, 06. This year there was overwhelming response in admission to PTU affiliated colleges not only in B. Tech./ B. Pharma/ B. Arch but for BBA/ BCA, B.Sc., MBA and MCA as well. This was an indicator of growing reputation of the university.

Thereafter regular agenda was taken up.



Item No. 11.1 To confirm the minutes of the 10th Finance Committee

The registrar informed the committee that no comments had been received from any of the members of the committee on the proceedings of the 10th Finance Committee circulated on 30 March 2006. The minutes were confirmed.

Item No.- 11.2 Action taken on the decisions of 10th meeting of the Finance Committee

The registrar confirmed that there was no action pending on the points raised in the previous committee.

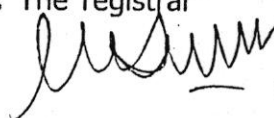
Item No. 11.2 (b) To brief the committee on the 22nd BOG meeting held on 10th April, 06

The registrar briefed the committee on the proceedings of the 22nd meeting of the BOG on particular the following was briefed

- i) Approval of the budget 2006-07 as recommended by the Finance Committee
- ii) Approval of acquisition of land and building on transfer from M/s PUNTEX at Amritsar and opening of regional centre
- iii) Approval of additional construction work. This was being taken up under agenda item 11.7

Item No.-11.3 To report on the progress of the construction

The registrar briefed the committee on the current status of the construction work. It was decided that the next meeting of the construction committee and/or the Finance Committee must be held at Kapurthala site to assess for itself the status of work in progress. The Chairman informed the committee that there had been a delay of about one and a half month on account of monsoon and other factors. It was decided to pressurize the contractor in accelerating and finishing the work in time. The registrar



informed that tenders for the following were being finalized within the current calendar month

- i) External Electric works
- ii) Public Health and Water Supply
- iii) Boundary wall
- iv) Air Conditioning System

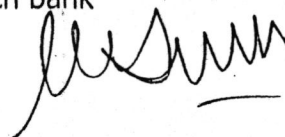
Item No. 11.4 To inform on the financial health of the university

The committee deliberated on the financial health report presented to it. The members appreciated the efforts of the university in attaining financial self sufficiency.

On the issue of short/ long term investment the committee took the following decisions:

- a) Since there is a periodic variation of bank rates, a comparative of the rates of interest must be made from time to time.
- b) It would be necessary to put up to the BOG and the Finance Committee the details of all long term investments made
- c) The university must engage services of fund managers for professional input in deciding on investments. It must be done immediately.
- d) It would be necessary that the fund managers engaged are not biased towards any bank. In this aspect it may be necessary to approach fund managers listed by RBI. Sh. B.S. Sandhu was requested to help the university.
- e) Procedure of investment must be laid down. COF is to work out details in consultation with Sh. B.S. Sandhu and put up to the committee.
- f) The university must review its investment in various bank depending upon its creditability and safety of investment. The investment must be made in reputed/ nationalized banks and only after ascertaining its financial health of the banks. The committee requested to review the financial health of the following banks and decided to continue or otherwise investment made in such bank

- i) Indus Bank

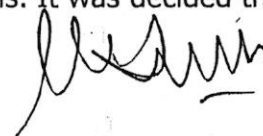


- ii) Bank of Allahabad
 - iii) Punjab & Sind Bank
- g) The university must limit investment with Centurion Bank of Punjab to 3-5 crores only. The balance of the amount must be diverted to a safe account. This must be done with in a period of one month.
 - h) Securities and Advances to the colleges and centers of evaluation must be mentioned and settled as early as possible.
 - i) No amount should be left at par in any bank
 - j) It must be ensured that all investments are safe and provide maximum stability.
 - k) Comparative rates of interest must be verified and reported to the committee.

On the issue of provident fund the controller of finance informed that the university had converted from CPF to EPF. However, it had been reported that most of the employees had not paid their contribution in the initial period of service. It was deliberated that

- a) It was necessary to study EPF rules for previous dues
- b) The university must obtain opinion from experts on the issue. A committee of Sh. B.S. Sandhu, IAS and Sh. S.K. Mishra was constituted to review and outline the procedure etc. in this regard.
- c) All deductions for back dues of provident fund must be made in installments recovering the dues in phases.
- d) The recommendations of the committee under (b) above must cater to consolidate
- e) The university cannot have any commitment of pension. Pension must be linked to the provident fund account only without any liability on the part of the university.

On the issue of Group Insurance Scheme the committee deliberated and decided that such scheme can be contributory without any liability to the university. The finance committee requested the provident fund committee to look into this. It was decided that services may be hired through open advertisement.



While deliberating on the issue of online collection of fees in respect of distance education the following was decided:

- i) To advertise for All India Selection of Bank/ Agency
- ii) To make It competitive
- iii) To make it effective

The members expressed concern over the matter that Pushpa Gujral Science City had run into problem on issue of Income Tax return. Since the CA is common to the two organizations, it would be necessary that IT liability must be doubly ensured before any action is initiated with IT department.

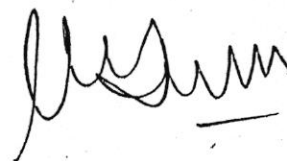
Item No.-11.5 To consider incentive share to Learning Centres in Distance Education

The committee deliberated, at length, on the issue. The following was resolved:

- a) With effect from next session no book money is to be transferred to the Association of RLFC's. The university must ensure:
 - i) Development of the course content for DEP programmes
 - ii) To print under its right all such material as at (i) above
 - iii) To supply such material to the students before the start of the semester preferably at the time of registration

It was decided that it was necessary to strengthen Learning Centres rather than RLFC's. Only this would ensure strengthening of Distance Education Programme. The incentive given to the LC must be performance based. It was decided that a committee as under is constituted to deliberate and propose to the Finance Committee the modalities and measures to be adopted for working out such incentives

- i) Sh. P. Ram, IAS
- ii) Sh. S.K. Mishra



The committee has to consider revenue sharing afresh. The committee took a decision that any change in share will not be effected from previous date.

Since the payment of incentive was linked to performance and payment to M/s Mindlogicx and from that fact that continuation of service of M/s Mindlogicx was subjudice, it may not be proper to link the two issues.

The committee appointed to look into fiscals of DEP must consider the following

- a) No. of Learning Centres
- b) Average strength of learning centers
- c) To open more LCs.
- d) To ensure Quality Education
- e) To expand Distance Education Programme
- f) To grade learning centers through evaluation of their performance
- g) To work out criteria for grading and accreditation of learning centres

Item No.-11.6 To consider encashment of earned leave for Officer's of PTU (on fixed tenure post).

The Committee recommended the followings :

- (i) The earned leave shall be calculated as 1/12 of the period spent on duty. Accumulation of earned leave by the above said employees shall be restricted to 90 days during the whole of their tenure with the University.
- (ii) Encashment of leave upto 90 days shall be admissible on completion of tenure.
- (iii) The period spent on duty shall include all kinds of leave except extraordinary leave for the purpose of calculation of earned leave.
- (iv) The staff may avail earned leave upto 90 days limited to entitlement, at a time.



- (v) Whatever is the tenure, all tenure based posts will carry earned leave not exceeding 30 days per completed year.
- (vi) Encashment of earn leaves shall be restricted up to the maximum of 90 days in respect of number of years of service.
- (vii) For services more than one year entitlement shall be worked out on pro-rata bases.

Item No.-11.7 To consider release of funds for additional construction work.

The Committee took note of approval of the BOG for additional construction work. It was deliberated that grant from various sources may ^{be} explored. The Committee set aside the funds as included in the agenda. However, only Rs. 60 lakh for Sports track was released. The balance is to be tapped from AICTE/UGC/Sports Control Boards. The Committee also decided that the main hall should be a capacity of 1500-2000 seats. Additional seminar halls as follows may be included :

- (i) One Seminar Hall of seating capacity 400 and two of 150 each.
- (ii) The Convention centre may be on the lines of Vigyan Bhawan, New Delhi.

Item No.-11.8 To deliberate setting up of Regional Centre at Khadoor Sahib in Taran-Taran.

It was deliberated that the University may open a Regional Centre as a joint venture with a private party. Such partner may be searched through advertisement. The University is not to invest in the form of finance but intellectual input only. The land will be provided by the Government.

Towards the above the University must examine viability and work out the project. A proposal for the above may be put up to the BOG as and when project report is ready.

It is also deliberated and decided that the University must examine the probability of setting up its own Regional Centres.



Item No.-11.9 To review the University Staff Cadre.

The Committee accepted in principle the numbers as presented. However, while implementing the said recommendations a detail cadre recruitment rules and designation as applicable to modern Universities must be worked out in the basis of its recommendations.

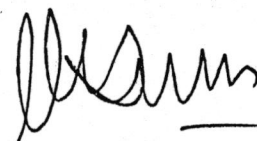
While Incorporating the above the Committee recommended the following :

- (a) The number of Dy. Registrars to be 03 as previous.
- (b) The University to name its own scale of pay.
- (c) The nomenclature of the post may be typical to the functions of the modern University.
- (d) The recommended revised cadre structure and organizational structure are placed at annexure 'I' & 'II' respectively.

Item No.-11.10 Any other points with the permission of the Chair.

The Committee considered the additional agenda points presented to it. This was inline with image building exercise of the University and integrated software, engulfing all functioning of the University was recommended to be taken up on a turn-key project. The Committee recommend this to be setting up by Punjab Infotech and Communication Technology Corporation. The Committee set aside Rs. 60 lakh for the purpose to be taken up in two phases as included in the agenda. The cost will be negotiating and must be reasonable.

The Committee decided that other Government/Private agencies could also be contacted for competitive rates and final negotiation of needs.


(Dr. M.S. Grewal)
Registrar