

# PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

## MINUTES OF 15<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE

Fifteenth meeting of the Finance Committee, PTU, Jalandhar was held on 2<sup>nd</sup> June 2009 at 12:00 noon in the Committee Room, Punjab Bhawan, Sector-1, Chandigarh.

### THE FOLLOWING ATTENDED THE MEETING:-

Dr. Rajneesh Arora,  
Vice-Chancellor,  
Punjab Technical University,  
Jalandhar.

Chairman

Mrs. Tejinder Kaur, IAS,  
Principal 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, Punjab,  
Chandigarh.

Member

Sh. Chandra Mohan,  
H. NO. 202, Sector- 36A,  
Chandigarh.

Member

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

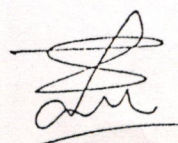
Member

Smt. Sarojani Gautam Sharda,  
Registrar,  
Punjab Technical University,  
Jalandhar.

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

The Chairman welcomed the members and thanked all for providing their valuable support to PTU.

Thereafter the regular agenda was taken up.





**Item No.-15.01:- To confirm the Proceedings of the 14<sup>th</sup> meeting of the Finance Committee.**

The 14<sup>th</sup> meeting of the Finance Committee was held on 19<sup>th</sup> March 2009 at 11:00 noon in the Committee Room, 6<sup>th</sup> floor, Punjab Civil Secretariat, Sector- 1, Chandigarh. The minutes of the meeting were circulated to the members. It was confirmed that no comments had been received from any members. Minutes of the 14<sup>th</sup> meeting of finance committee were confirmed.

**Item No.-15.02: - Summary of action taken on the decision of the 14<sup>th</sup> meeting of the Finance Committee.**

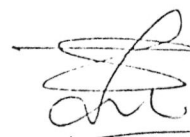
The action on the decision of the 14<sup>th</sup> meeting of finance committee was presented to the committee. The committee took note of the same and advised to implement all the decision of the finance committee.

**Item No.-15.03: - To approve the Actual Expenditure for the year 2008-09 and Budget Estimate for the 2009-10.**

Actual expenditure for the year 2008-09 and Budget Estimate for 2009-10 were presented to the committee and deliberated upon. It was explained to the committee that actual receipt of distance education fees and disbursed share to RC/LC during the year has been incorporated in place of share of the University as compared to previous year budget and accordingly Budget for the year 2009-10 has been proposed. The committee appreciated for incorporation of all heads of receipt and payment in the actual and accordingly in the Budget for the year 2009-10.

The committee also discussed the procedure for collection of fees and disbursement of share to the RC/LC of distance education program and advised that online collection of fees may be worked out to avoid delay in receipt of fees and disbursement of share to RC/LC to strengthen the system.

The committee is also of view to implement accrual basis of accounting method instead of receipt basis so that year wise receipt and payment account can give fair picture of accounting.



The committee approved actual expenditure for the year 2008-09 and Budget Estimates for the year 2009-10 as per the following heads of expenditure. The detailed Budget is enclosed at annexure-I.

Sr. no	Heads	For the year 2008-2009 Rs. in lacs		For the year 2009-2010 Rs. in lacs
		Budget	Actual	Budget
1	Recurring Expenses	4152.00	3066.00	22424.00
	Reimbursement to RC/LC		12723.00	
2	Non-recurring expenses	445.00	55.00	505.00
3	Civil works	3120.00	1266.00	3000.00
	Total	7717.00	17110.00	25929.00

The committee recommends the same to the BOG for its approval.

#### 15.04 Grant of HRA to the employees at the rates applicable at Jalandhar City.

The committee deliberated on the proposal. Secretary, Finance, Sh. B. S. Sandhu advised that if the PTU campus is located within 8 km of the municipal Corporation limit of the Jalandhar, then HRA can be paid as applicable to the Jalandhar. The committee recommends that HRA as proposed shall be continued as applicable to the Jalandhar City if the University is located within 8km of the municipal limit of Jalandhar and amendments will be made as and when the new rates of HRA will be notified by the State Government in this regards from time to time. HRA should be paid to all employees whether they are residing in Jalandhar or Kapurthala as per the records.

#### 15.05 Adoption of revised pay scale & payment of arrears.

The committee deliberated on the notification issued by the Government of Punjab, Department of Finance vides no.5/10/09-5FPI/207 dated 27/05/2009 for rules of revision of pay. The committee has approved to implement the revision of pay as per the notification and arrears should be paid as and when announced by the Govt.

The issue of release of arrear in cash was brought to the notice of the Committee and was explained that contribution of provident fund is being transferred to EPFO, Jalandhar with 1.61% administrative cost and not retained by the University/State Govt., hence it is proposed that arrears of pay revision, DA etc may be given to employee in cash instead of transfer to provident fund with EPFO. Committee considered the proposal and recommends that the matter may be put up to the BOG through the FC for its consideration as and when Govt. of Punjab notifies for the release of arrears.



**15.06 Revision of TA/DA- Mileage rate for use of own car / taxi and honorarium.**

The committee deliberated on the issue for revision of rate for use of own car/taxi by the experts/ officials and honorarium to others for the University purpose. In view of increase of fuel prices, maintenance cost, the committee approved rate of road mileage travelling by own car/ taxi from present rate Rs.5/5.50 per km. to Rs. 7 per km for use of own car / taxi and any revision of TA/DA norms to be notified by State Government may be implemented as and when announced. This facility can be availed by the group A officer or equivalent.


The committee also discussed the revision of honorarium to the experts/ member for attending the various meeting, inspection of colleges etc and approved to revise the honorarium to Rs.2000 per day.

**15.07 Grant of transport allowance to the employees.**

The matter for grant of transport allowance to the employees was discussed in the meeting and committee recommends that since there is no provision in the state Govt. to grant of transport allowance to the employees and it is in consideration with the Government, hence committee deferred the case.

The meeting ended with the vote of thanks to the chair.

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# **PUNJAB TECHNICAL UNIVERSITY, JALANDHAR**

## **MINUTES OF 18<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE**

**Eighteenth meeting of the Finance Committee, PTU, Jalandhar was held on 14<sup>th</sup> October, 2010 at 3 p.m. in the Committee Room, Punjab State Board of Technical Education, Sector-36, Chandigarh.**

### **MEMBERS IN ATTENDANCE:-**

Dr. Rajneesh Arora,  
Vice-Chancellor,  
Punjab Technical University,  
Jalandhar. Chairman

Mr. Suresh Kumar, IAS,  
Principal Secretary to Govt. of Punjab,  
Deptt. Of Technical Education & Indl. Training, Punjab,  
Chandigarh. Member

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

Sh. Chandra Mohan,  
H. NO. 202, Sector- 36A,  
Chandigarh. Member

Mr. H. S. Bains  
Registrar,  
Punjab Technical University, Jalandhar.

Sh. S. K. Mishra,  
Director - Finance,  
Punjab Technical University, Jalandhar.

The Chairman welcomed the members and thanked all for providing their valuable support to PTU. Thereafter the regular agenda was taken up.

### **18.01 Confirmation of the minutes of the 17<sup>th</sup> meeting of the Finance Committee held on 19<sup>th</sup> March 2010.**

The 17<sup>th</sup> meeting of the Finance Committee was held on 19<sup>th</sup> March 2010 in the Room no.219, Mini Secretariat, Chandigarh. The minutes of the meeting were circulated to the members and no comments were received. Minutes of the 17<sup>th</sup> meeting of the Finance Committee were confirmed.

#### **18.02 Action taken report on the decision of the 17<sup>th</sup> meeting of the Finance Committee.**

The action taken on the decision of the 17<sup>th</sup> meeting of Finance Committee was presented to the committee. The committee took note of the same.

#### **18.03 To approves the Audited Balance Sheet for the year 2009-10**

The committee had deliberation on the Audited Balance Sheet and audit report as submitted by M/s Arora Vikram & Co. CA, Jalandhar for the financial year 2009-10 and after due deliberation, books of accounts and Balance Sheet of the University for the financial year 2009-10 was approved by the committee and appraised the growth in the financial health of the University as increased by 40% to Rs. 512Cr. from Rs. 364Cr. in comparison to the previous year 2008-09.

#### **18.04 Status report on Corpus Fund scheme.**

The committee has deliberated on and approved the proposal of transferring of Rs. 250 Cr. (Rs.150 Cr. from available reserve & surplus and Rs.100 Cr. from surplus during the year) towards the Corpus Fund Accounts so as to attain a target level of Rs.500 Cr. in the year 2010-11 to make the University self sufficient.

#### **18.05 Payment of arrears on the account of revision of pay/DA.**

The committee discussed the matter for payment of arrears on account of revision of pay as notified by Govt. of Punjab and UGC for revision of pay. After due deliberation, it is decided that payment of arrears on account of revision of pay must be released to the employees of the University as and when notified by the Punjab Government for payment of arrears.

The proposal regarding payment of arrears in cash instead of transferring towards provident fund accounts has been discussed in the committee and after due deliberation it is decided that since the University manages all expenses through its own sources, the payment of arrears of pay/DA shall be paid to the employees in cash instead of transferring to the provident fund accounts with EPFO.

#### **18.06 Revision of Honorarium for Unfair Means Committee members.**

The committee discussed the matter and approved the revision of honorarium to be paid to the members of the Unfair Means committee from Rs 2000/- to Rs 5000/ per day.

#### **18.07 Appointment of Consultant for starting the PG Programme in PTU Campus.**

The committee discussed the proposal for appointed of consultant for preparation and submission of detailed report for starting Post Graduate Program in PTU Campus. The committee approved the appointment of M/s Asquare Architects as consultant and also approved an amount of Rs. 80,000 to be paid to the consultant for the above said work.

#### **18.08 Charging of affiliation and inspection fee from the Govt. colleges.**

The committee deliberated on the matter regarding charging of affiliation fee from the Govt. Colleges and decided that the University should not charge any affiliation and inspection fees from the Govt. colleges from the date of inception of the institute i.e, w.e.f 1997 and must refund Rs.1,47,75,000 to the colleges as per the following details.

BCET, Gurdaspur	Rs. 38,00,000	BHSBIET, Lehragaga	Rs. 08,00,000
GZSCET, Bathinda	Rs. 37,50,000	MIMIT, Malout	Rs. 26,50,000
SBSCET Ferozepur	Rs. 37,75,000		

#### **18.09 Approval for implementation of other term & condition of revision of UGC pay.**

The committee has deliberated on the issue for implementation of the other term & condition for revision of pay and it is decided that the University should follow the notification issued by the Govt. of Punjab time to time in this regard.

#### **18.10 Approval for Contributory Provident Fund/General Provident Fund Scheme for the employees of the University.**

The committee has deliberated on the proposal of CPF/GPF scheme and decided that detailed proposal along with the comparison and financial liabilities to the University may be put up in the next meeting of Finance Committee.

The meeting ended with the vote of thanks to the chair.

For attested N.

Chief Controller Finance

  
Director (Finance)







## **PUNJAB TECHNICAL UNIVERSITY, JALANDHAR**

### **MINUTES OF 19<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE**

**19<sup>th</sup> meeting of the Finance Committee, PTU, Jalandhar was held on 21<sup>st</sup> February, 2011 at 2.30 p.m. in the Office Room of Principal Secretary Technical Education, Chandigarh.**

#### **MEMBERS IN ATTENDANCE :-**

Dr. Rajneesh Arora, Vice-Chancellor, Punjab Technical University	Chairman
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Mr. Suresh Kumar, IAS, Principal Secretary to Govt. of Punjab, Department of Technical Education & Indl. Training, Punjab, Chandigarh	Member
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Dr. R.S.Khandpur, DG. Pushpa Gujral Science City, Kapurthala	Member
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Sh. Chandra Mohan, H.No. 202, Sector 36A, Chandigarh	Member
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Mr. H.S.Bains, Registrar, Punjab Technical University, Jalandhar	
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Sh. S.K.Mishra, Director Finance, Punjab Technical University, Jalandhar	
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The Chairman welcomed the members and thanked all for providing their valuable support to PTU. Thereafter the regular agenda was taken up.

#### **19.01      To confirm the minutes of 18<sup>th</sup> meeting of the Finance Committee held on 14<sup>th</sup> October, 2010.**

The 18<sup>th</sup> meeting of the Finance Committee was held on 14<sup>th</sup> October, 2010 in room no. 219, Mini Secretariat, Chandigarh. The minutes of the meeting were circulated to the members and comments received were incorporated. Minutes of the 18<sup>th</sup> meeting of the Finance Committee were confirmed.

**19.02      Action taken report on 18<sup>th</sup> meeting of the Finance Committee.**

The action taken on the decision of the 18<sup>th</sup> meeting of the Finance Committee was presented to the Committee. The Committee took note of the same.

**19.03      Audited Balance Sheet for the year 2009-10.**

The Committee had deliberated on the Audited Balance Sheet of the Regional Centre of the University as audited by M/s Arora Vikram & Co, CA, Jalandhar up to financial year 2009-10. The Vice Chancellor confirmed that all accounts of the Regional Centers have been audited and after due reconciliation, books of accounts of all 17 Regional Centers have been compiled and incorporated.

The Committee is of the view that compliance of the observations mentioned in the audit report of the Regional Centers should be done and accordingly the effect of the same should be taken in the financial year 2010-11. Audited Balance Sheet of the University and Regional Centers is enclosed at annexure- I.

The audited Balance Sheet of the University for the Year 2009-10 along with RC's Balance Sheet was approved by the Committee and the Committee recommended the same for its approval of the BOG.

**19.04      Revised Budget for the financial year 2010-11 and Budget Estimate for the year 2011-12.**

The Committee deliberated on the revised Budget for the year 2010-11 and Budget Estimates for the year 2011-12 and after due deliberation it was decided that the Revised Budget Estimates and Budget Estimates for the year 2011-12 of the University stands deferred. Further it was proposed that budget of the Regional Centre should be incorporated for 2010-11 and 2011-12 and put up in the next meeting of the Finance Committee. Meanwhile, for the first quarter of the next financial year, the expenses may be incurred in proportionate to the current financial year budget estimate already approved, if required.

**19.5        Revision of the University related fees.**

The Committee deliberated on the revision of University related fees to be charged from Colleges / Students and after due deliberations & considering the increase in expenditure, the Committee approved the revision of fees as per the revised fees statement enclosed at annexure – II.

**19.6 Establishment of Punjab Institute of Technology / Punjab Institute of Management ( PIT / PIM).**

The Committee discussed the matter and deferred the case.

**19.7 Pay Protection of Adhoc Employees now appointed on regular basis.**

The Committee deliberated on the issue and considered the case of existing employees of the University. The Committee agreed for pay protection only for those adhoc employees who had worked in the University in scale before joining in the University on regular basis and recommended their cases to BOG for its consideration.

**19.8 Release of Arrears on account of Revision of Pay.**

The Committee deliberated on the issue and approved for implementation of pay of arrears on account of revision of pay as notified by the Government. As the University being self sufficient and the Provident Fund of the University is maintained by the Employees Provident Fund Organization, payment of arrears shall be made in three installments in the financial year 2011-12 to the employees in cash instead of transferring in Provident Fund account as decided in the previous meeting.

**19.09 Any other items**

**1. Revision of rates of advocate fees.**

The committee deliberated on the proposal for revision of fees for legal opinion and court cases of the University and after due deliberation the committee approved for the payment of revised fees to Mr. Amrit Paul, Advocate as per the following.

Professional fees	: Rs. 11000/- per case including 10% clerical charges plus miscellaneous expenses incurred.
Legal opinion	: Rs.5000/- per case plus miscellaneous expenses.

**Meeting ended with vote of thanks to the Chair.**



**Director - Finance**



**PUNJAB TECHNICAL UNIVERSITY, JALANDHAR**  
**MINUTES OF 20<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE**

20<sup>th</sup> meeting of the Finance Committee, PTU, Jalandhar was held on 1<sup>st</sup> March, 2011 at 12.30 p.m. in the office of Principal Secretary Technical Education & Industrial Training, Chandigarh.

**MEMBERS IN ATTENDANCE :-**

Dr. Rajneesh Arora,  
Vice-Chancellor,  
Punjab Technical University

Chairman

Mr. Suresh Kumar, IAS,  
Principal Secretary to Govt. of Punjab,  
Department of Technical Education & Indl. Training, Punjab,  
Chandigarh

Member

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

Member

Sh. Chandra Mohan,  
H.No. 202, Sector 36A,  
Chandigarh

Member

Dr. Nachhattar Singh,  
Advisor to VC,  
Punjab Technical University,  
Jalandhar

Mr. H.S.Bains,  
Registrar,  
Punjab Technical University,  
Jalandhar

Sh. S.K.Mishra,  
Director Finance,  
Punjab Technical University,  
Jalandhar

The Chairman welcomed the members and thanked all for providing their valuable support to PTU. Thereafter the regular agenda was taken up.

**20.01 To confirm the minutes of 19<sup>th</sup> meeting of the Finance Committee held on 21<sup>st</sup> February, 2011.**

The 19<sup>th</sup> meeting of the Finance Committee was held on 21<sup>st</sup> February, 2011 in room no. 219, Mini Secretariat, Chandigarh. The minutes of the meeting were circulated to the members and no comments were received. Minutes of the 19<sup>th</sup> meeting of the Finance Committee were confirmed.

**20.02 Action taken report on 19<sup>th</sup> meeting of the Finance Committee.**

The action taken on the decision of the 19<sup>th</sup> meeting of the Finance Committee was presented to the Committee. The Committee recommends that ATR of 19<sup>th</sup> meeting should be put up to the 21<sup>st</sup> meeting of the committee. The committee also reconsidered the case of pay protection of Adhoc Employees of the University and recommends that since this issue relates to long term implication hence case of pay protection as placed to agenda no. 19.07 should be referred to HR committee of the University and accordingly recommendation of the same be put up to the next meeting.

**20.03 To approve Revised Budget for the year 2010-11 and Budget Estimate for the year 2011-12**

The Committee deliberated on the revised Budget for the year 2010-11 and Budget Estimates for the year 2011-12 and after due deliberation Revised Budget Estimates for the year 2010-11 and Budget Estimates for the year 2011-12 of the University has been approved to incur expenditure of Rs 43476 lacs as per following units of expenditure for the year 2011-12 (for Examination, Academic, Administration, Finance & Accounts, and Distance Education Program, PIT & other Scheme/Projects etc.)

Sr. no	Heads	Budget Estimate for the year 2010-11	Revised Budget Estimate for the year 2010-11	Budget Estimate for the year 2011-12
		Rs. In lacs	Rs. In lacs	Rs. In lacs
1	Recurring Expenses	24615	25309	34551
2	Non-recurring expenses	700	798	1325
3	Civil works-Mohali	3100	520	100
4	New Projects	2000	0	7500
	Total	30415	26627	43476

**Budget for the year 2010-11, Revised Budget for the year 2010-11 and Budget Estimates for the year 2011-12 are placed at Annexure-I.**

### KEY HIGHLIGHTS OF THE BUDGET

• Punjab Institute of Technology/Management (5)	Rs. 7500 lacs
• Faculty Training & Development	Rs. 1000 Lacs
• International Conferences/Travel Grant	Rs. 200 Lacs
• PDI Fund	Rs. 200 lacs
• 24x7 Help Desk (Call Centre)	Rs. 46 Lacs
• Skill Development Program	Rs. 50 Lacs
• Scholarships for weaker section	Rs. 200 Lacs
• Development of Mohali Campus	Rs. 100 lacs
• Software development	Rs. 110 lacs
• Provision for pay & pay revision	Rs. 1450 lacs
• Brand building	Rs. 100 lacs
• Academic Audit of regional centres & colleges	Rs. 36 lacs
• Scholarship to M.Tech & Research Scholar	Rs. 120 lacs
• Provision for running of M.Tech Program at RC	Rs. 571 lacs
• Transfer to Corpus Fund	Rs. 1780 lacs

#### 20.04 **Establishment of Punjab Institute of Technology / Punjab Institute of Management (PIT/PIM).**

The committee discussed the proposal for establishment of PIT/PIM at Kapruthala, Barnala, Ludhiana and Mansa and approved budget provision of Rs.15 lacs each with total budget of Rs.75 lacs for the project. Detailed project report will be done by the respective committee to arrive at realistic budget and accordingly mid-term revision will be done, if required.

#### 20.05 **Implementation of UGC/MHRD recommendations regarding Professional Development Allowances for the faculty and staff.**

The committee deliberated on the proposal for implementation of Professional Development Allowance (PDA) in the University and after due deliberation the committee decided that the University should follow the notification issued by the Govt. of Punjab time to time in this regards.

**Meeting ended with vote of thanks to the Chair.**



**Director – Finance**



**PUNJAB TECHNICAL UNIVERSITY, JALANDHAR**

**MINUTES OF 21<sup>ST</sup> MEETING OF THE FINANCE COMMITTEE**

21<sup>st</sup> meeting of the Finance Committee, PTU, Jalandhar was held on 21<sup>st</sup> June, 2011 at 4.00 p.m. in the office of Principal Secretary, Technical Education & Industrial Training, Chandigarh.

**Members in Attendance**

Dr. Rajneesh Arora, Vice- Chancellor, Punjab Technical University	Chairman
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Mr. Suresh Kumar, IAS, Principal Secretary to Govt. Punjab, Department of Technical Education & Indl. Training, Punjab	Member
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Dr. R.S.Khandpur, DG. Pushpa Gujral Science City, Kapurthala	Member
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Sh. Chandra Mohan, H.No. 202, Sector 36A, Chandigarh	Member
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Sh. Mehar Singh,  
Assistant Controller, Local Audit,  
Finance Department,  
Representative of Principal Secretary Finance

Dr. Nachhattar Singh,  
Advisor to VC,  
Punjab Technical University,  
Jalandhar

Mr. H.S.Bains,  
Registrar,  
Punjab Technical University,  
Jalandhar

Sh. S.K.Mishra,  
Director (Finance),  
Punjab Technical University,  
Jalandhar

The Chairman welcomed the members and thanked all for providing their valuable support to PTU. Thereafter the regular agenda was taken up.

**21.01 To confirm the minutes of 20<sup>th</sup> meeting of the Finance Committee held on 1st March 2011.**

The 20<sup>th</sup> meeting of the Finance Committee was held on 1<sup>st</sup> March 2011, in the room no. 219, Mini Secretariat, Chandigarh. The minutes of the meeting were circulated to the Members. The Committee observed that fund earmarked for PIT / PIM of Rs. 7500/- lac shall be considered for new projects as per requirement of each project, suggestions incorporated. Minutes of the 20<sup>th</sup> meeting of the Finance Committee were confirmed.

**21.02 Action taken report on 19<sup>th</sup> and 20<sup>th</sup> meeting of the Finance Committee.**

The action taken report on the decisions of the 19<sup>th</sup> and 20<sup>th</sup> meeting of the Finance Committee were presented to the Committee. The Committee took note of the same with the observations that budget provision of Rs. 7500/- lac was made for new project of PIT/PIM.

**21.03 Revision of fees other than admission fees at the affiliated colleges of University.**

The Committee discussed the proposal for the revision of fees other than the tuition fees as notified by the Government. It was desired that the matter be put up in the next Finance Committee meeting with the comparison chart of previous revisions made by the University.

**21.04 Revision of affiliation / continuation fee for Non-AICTE Course.**

The Committee considered the proposal for revision of affiliation / continuation fee for Non-AICTE courses being run by the PTU affiliated colleges and approved the following:

Sr.No.	Head	Existing	Proposed
1	Provisional Affiliation Fee per unit* per year	75000.00	100000.00
2	Continuation Fee per unit* per year	37500.00	50000.00

\* Due to increase of unit size from 40 to 60

**21.05 I) Revision of M.Tech (part time) fees & remuneration for Regional Centres.**

The Committee considered the proposal for revision of M.Tech (part time) fees & remuneration for regional centres at PTU affiliated Colleges. It was desired that the matter be put up in the next Finance Committee meeting with the previous revisions made by the PTU.

**II) Amendment in Migration Rules**

The Committee approved the proposed changes in migration fees.

**21.06 On-line Counselling of M.Tech, M.Pharma & LEET with M/s Intelligent Communication System Ltd, New Delhi.**

The Committee deliberated on the proposal and desired to know credential / profile of the company for award of work. It was reported that ICSIL is a Govt. Joint Venture of TCIL (Ministry of Telecom, GOI) & DSIDC (Ministry of industries, Govt. of Delhi). The Chairman is from Govt. of Delhi (Industry Commissioner) and MD from Govt. of India. They report to both Industry Commissioner & TCIL Chairman.

In view of the above, the Committee decided that above company being a Joint Venture of Govt. undertaking, may be awarded work for conducting on-line counselling for M.Tech (part time and full time) for B.Tech LEET (for lateral entry), B-Pharmacy, B.Tech – Bio Technology and B.Tech Architecture. For hiring of these services, the Company will be paid @ Rs. 199/- per student and from next year, services should be hired through open competition only as such a measure cannot be taken now for want of time.

**21.07 Grant of non-compound 2 advance increments at the entry level**

The Committee recommended that the University should follow notification issued by Pb. Govt. from time to time for revision of pay scale and allowances.

**21.08 Super 50 programs.**

The committee decided for change of name of this program as "Science Education Excellence Mission" (SEEM) instead of Super-50.

The Committee approved the proposal of SEEM project and recommended for release of fund from the surplus fund available with PTU regional centres. All necessary infrastructure shall be provide by the Institute and no capital expenditure be incurred by PTU.

**21.09 H. R. Committee Report.**

The Committee observed that the matter regarding pay protection & other matters should be put up to BOG for approval.

**21.10 Any other item**

**I) Endowment Fund**

The Committee discussed the matter and decided that all colleges should be asked to submit the endowment fund with the University in the form of FD in joint name of PTU and College. This is mandatory to maintain the endowment fund for the Non-AICTE Colleges affiliated with the PTU and no affiliation should be issued without NOC from Accounts Department and college should be disaffiliated, if they are not fulfilling University requirements.

**II. Recovery of College dues**

The Committee noted recovery of colleges dues of Rs. 32.20 crore in the financial year 2010-11 and observed that no future affiliation to be granted to any college without recovery of dues.



### **III. Preparation and finalisation of design of PTU's Flag.**

The Committee observed that University should initiate action for design for logo, flag, book etc for all University activities through open competition.

### **IV. Grant for organising Seminar / Conference (National / International) to the colleges affiliated to PTU.**

The Committee discussed the proposal for grant of funds to the colleges for conducting seminar / conference and approved the proposal.

### **V. Fee structure and information Brochure of PIT, Mansa.**

The Committee discussed the proposal of fee structure of PIT Mansa for the students of 10+1 and 10+2 (all streams) and approved the following:

<b>Sr. No.</b>	<b>Details</b>	<b>Amount</b>
1	University Related Fees	1150.00
2	Tuition Fee (per Semester)	11000.00
3	Refundable Security (one time)	3000.00
4	Development Fund (yearly)	2750.00
5	Student Activities	1875.00
	<b>Total</b>	<b>19775.00</b>

The Committee advised and recommends that University should declare and notify fee structure for all years before start of admissions in 6 year integrated programme.

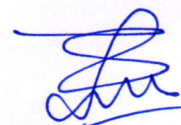
Admission in fee waiver scheme should be restricted to extent of 30% for economic weaker section of rural as well as urban area. Under this scheme, only tuition waiver should be allowed and other charges / fees should be borne by the candidates.

### **VI. Punjab Institute of Management (PIM) Nandgarh.**

After due deliberation, the Committee observed that proposal should be put up to BOG for its approval in principle. Financial liabilities may be brought to the Finance Committee in the next meeting.

Principal Secretary Technical Education raised the issue that our faculty members are not being paid by the College for the work done by them on behalf of PTU, hence it was decided that all payments should be made by PTU directly to the faculty members & others for the work done by them on behalf of PTU as flying squad / Controllers / Invigilators / Paper setters / evaluators etc.

The meeting ended with vote of thanks to the Chair.



(S. K. Mishra)  
Director-Finance



**PUNJAB TECHNICAL UNIVERSITY, JALANDHAR**

**MINUTES OF 22<sup>nd</sup> MEETING OF THE FINANCE COMMITTEE**

22<sup>nd</sup> meeting of the Finance Committee, PTU, Jalandhar was held on 16-12-2011 at 11.30 a.m. in the office of Principal Secretary, Technical Education & Industrial Training, Chandigarh.

**Members in Attendance**

Dr. Rajneesh Arora,  
Vice- Chancellor,  
Punjab Technical University

Chairman

Mr. Suresh Kumar, IAS,  
Principal Secretary to Govt. Punjab,  
Department of Technical Education &  
Indl. Training, Punjab

Member

Sh. A. Kartik,  
Joint Secretary,  
Deptt. of Technical Education, Punjab,  
Chandigarh

Special Invitee

Dr. Dharinder Tayal,  
Managing Director,  
# 2101, Sector 21C,  
Chandigarh

Member

Dr. S.K.Salwan,  
Chairman,  
Armament Research Board,  
DRDO Bhawan, New Delhi

Member

Sh. S.K.Mishra,  
Director-Finance,  
Punjab Technical University,  
Jalandhar

The Chairman welcomed the members and thanked all for providing their valuable support to PTU. Thereafter the regular agenda was taken up.



**22.01      To confirm the minutes of 21<sup>th</sup> meeting of the Finance Committee held on 21<sup>st</sup> June 2011.**

The 21<sup>th</sup> meeting of the Finance Committee was held on 21<sup>st</sup> June 2011, in the room no. 219, Mini Secretariat, Chandigarh. The minutes of the meeting were circulated to the Members. Minutes of the 21<sup>st</sup> meeting of the Finance Committee were confirmed.

**22.02      Action taken report on 21<sup>st</sup> meeting of the Finance Committee.**

The action taken report on the decisions of the 21<sup>st</sup> meeting of the Finance Committee were presented to the Committee. The Committee took note of the same.

The Committee has desired that University should design and prepare their momentous, t-shirts, blazers, books etc and should be presented as a memento to the dignitaries coming to the University for attending programmes. These may also be placed for sale to the colleges, students and others. The income generated through the sale of these may be transferred to welfare fund of the University

**22.03      To approves the Audited Balance Sheet of the University for the year 2010-11.**

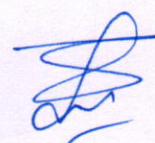
The Committee deliberated on the audited balance sheet for the year 2010-11 and after due deliberation, the Committee has recommended the audited balance sheet of the University for the year 2010-11 to the BOG for its approval. The Committee desired that compliance of notes of accounts of regional centres should be done in the current year. Copy of the Audit Balance Sheet for the year 2010-11 is placed at **Annexure 'A'**.

**22.04      Annual Report of the Department for the year 2010-11.**

The Committee took the note of the same and appreciated the work carried out by the Department for the financial growth and strengthening of the system of the University. Copy of the Annual Report of the Department for the year 2010-11 is placed at **Annexure 'B'**.

**22.05      Fixation of Fee Structure for PIT Mansa. .**

The Committee discussed the matter and after due deliberation, the committee approved the proposed fee structure for PIT Mansa. Copy of the Fee Structure for PIT Mansa is placed at **Annexure 'C'**.





**22.06 Request of Guru Nanak College of Management & Technology, Mandi Dabwali for waiving off affiliation fees.**

The Committee discussed the matter. After due deliberations, the Committee desired that total financial liability should be worked out and be put up for consideration in the next Finance Committee.

**22.07 Fixation of Honorarium for Translation work.**

The Committee discussed the matter and approved the rates for translation work prescribed by the National Translation Mission and other rates which are not available in National Translation Mission should be compared with other Universities for the same work and be put up for consideration in the next Finance Committee.

**22.08 Rules for charging ' Extra University Fees' for extension of M.Tech (Full Time / Part Time) thesis.**

The Committee discussed the matter and after due deliberation, the committee approved the proposal of charging Rs. 2000/- as Extra University Fees for extension of M.Tech thesis.

**22.09 Waive off fees of the employees of PTU and their wards.**

The Committee discussed the matter and after due deliberations, the committee deferred the case as there is no provision in the Punjab Govt for waive off fees of the employees of PTU and their wards. However, the Committee recommends to create employees welfare fund in the University from which University can give support to the needy employees and their wards as per their requirement.

**22.10 Revision of Pay Scales of certain categories of employees.**

The Committee discussed the matter and after due deliberations, the Committee has decided to implement all the notifications of Punjab Govt. in the University issued from time to time. However, the Committee has approved the following notification for implementation.

<b><u>Notification No.</u></b>	<b><u>W.E.F.</u></b>	<b><u>Subject</u></b>
5/114/09-5FPI/655 dated 3-10-2011	1.10.2011	Revision of pay scales of certain categories of employees





5/10/09-5FP1/983 15.12.2011	1.12.2011	Revision of pay scales of certain categories of employees.
3/2/10-5FP2/205 21-05-2010	1.05.2011	Transport Allowance to Physically Handicapped Persons.
3/28/2011-4FP11/612	1-10-2011	Mobile Phone Allowance.
2/15/2010-2FP1/624	1.10.2010	Local Travelling Allowance.

## **22.11 Fixation of Fee of Advocates / Consultants.**

The Committee discussed the matter. Committee has decided that the matter may be reviewed and rates should be taken time to time from AG Punjab and other Govt. organisation for comparison.

The Committee authorized VC of the University to decide the fees to be paid to the advocates for defending the case and fixed the rates as per nature of the case.

## **22.12 Any other item.**

### **i) PTU Earn While Learn Scheme.**

The Committee discussed the matter and decided to review the scheme. The Committee recommend that the University should prepare detailed proposal regarding services be taken from the students such as Clerical Work, Teaching Assistance, Research Assistance and fixed the honorarium as per nature of the work and should be put up in the next meeting for consideration.

### **ii) Payment of Advocate Fees for Writ Petition N o. 20241/2011 titled as Anti Corruption Society Vs. State of Punjab & others.**

The Committee discussed the matter and after due deliberation, the committee approved the advocate fees.

### **iii) Transport allowance to Physically Handicapped persons.**

The Committee discussed the matter and after due deliberation, the committee approved the proposal.

### **iv) Grant of Mobile Phone Allowance to the employees of University.**

The Committee discussed the matter and after due deliberation, the committee approved the mobile facility under CUG plan with maximum limit as prescribed in the Notification of Punjab Govt.

**v) Honorarium for persons engaged for Inquiry purposes.**

The Committee discussed the matter. Committee has desired that Govt. rates should be taken up for consideration before fixation of fees for inquiry. The rate should be Rs. 6500/- per inquiry and travelling allowance etc.

**vi) Grant of Local Travelling Allowance-Cum-Miscellaneous Allowance to Group 'D' employees.**

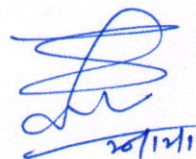
The Committee discussed the matter and after due deliberation, the committee approved the proposal.

The Committee desired that Dr. S. K. Salwan may be requested to guide for establishment of research facility in the University for different projects.

Dr. Salwan advised that for improvement of quality in PITs and PTU affiliated college, faculty above age 65 may be appointed on contract basis. In this regard, Mr. Suresh Kumar, PSTE has desired that the proposal should be brought in the BOG for its consideration.

The meeting ended with a vote of thanks to the Chair.

Submitted for approval,



VC  
22/11/11  
3  
3.6