


**Minutes of the 53rd Meeting of the Finance Committee of
Assam University held on 21st February 2019 at 11.30 AM
at AIU, New Delhi**

The following were present:

1. Prof. Dilip Chandra Nath - Chairman
Vice-Chancellor, Assam University
2. Prof. Sivasish Biswas - Member
Pro Vice-Chancellor, Assam University, Diphu Campus
3. Dr. Jitendra Kumar Tripathi, JS (CU), UGC - Member
(Visitor's Nominee)
4. Mr. S.K. Ghildiyal, Director (CU-I/II), MHRD - Member
[Nominee of JS (CU), MHRD, GoI (Visitor's Nominee)]
5. Mr. Fazal Mahmood, Dy. Secretary to GoI (IFD), MHRD - Member
[Nominee of JS and FA, MHRD, GoI (Visitor's Nominee)]
6. Mr. Bishnu Chakraborty - Member
Finance Officer, K.K. Handique State Open University,
Guwahati (EC Nominee)
7. Prof. Sanjib Das - Member
Professor, Dept. Pharmaceutical Sciences, AUS
(EC Nominee)
8. Dr. Sanjib Bhattacharjee - Permanent Invitee
Registrar, Assam University
9. CMA Dr. B. B. Mishra - Ex-officio Secretary
Finance Officer, Assam University

Dr. Bijoy Kr. Mohapatra, Former Registrar, Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeeth (EC Nominee) could not attend the meeting due to his other engagements and were granted leave of absence.

The comments of JS (CU), MHRD, Dept. of Higher Education, GoI on the agenda items received from Under Secretary (CU-I), MHRD vide his e-mail dated 19th February 2019; the comments received from the Under Secretary to the Govt. of India, IFD, Dept. of Higher Education, MHRD with the approval of JS & FA, MHRD, GoI vide letter No. 9-9/2017-IFD, dated 20th February 2019; and the


25/2/2019

comments of the Joint Secretary (CU), UGC received from the Under Secretary, UGC vide letter No. F. 56-8/2013 (CU), dated 12th February 2019 were placed by the Finance Officer & Secretary, Finance Committee, Assam University before the Finance Committee and the members noted the comments & put on record.

The Vice-Chancellor assured that the observations of the Ministry and UGC will be strictly followed by the University in true letter and spirit.

Item No. FC: 53/01: Welcome and Opening Remarks by the Vice-Chancellor, Assam University.

Prof. Dilip Chandra Nath, Vice-Chancellor, Assam University and Chairman, Finance Committee welcomed all the members for attending the meeting. He also welcomed and introduced Prof Sanjib Das, (EC nominee), the new member of the Finance Committee. The Chairman in his opening remarks sought guidance from all the members for all round development and growth of the University. The Chairman requested the Secretary, Finance Committee to initiate the proceedings as per the agenda items.

Item No. FC: 53/02: Confirmation of the Minutes of the 52nd meeting of the Finance Committee of the University held on November 26, 2018.

The copy of the Minutes of the 52nd meeting of the Finance Committee of the University held on November 26, 2018 was placed in the meeting as Annexure which was circulated to all the members vide letter No. AUF/686/ FC-52/ 2018-19/2526, dated 29th November 2018.

University has not received any comments from any of the members. The Minutes may kindly be confirmed.

Resolution: Subject to strict compliance of the relevant statutory provisions of the University and also strict compliance of the related Govt. of India instructions and guidelines including those issued by the Central Vigilance Commission, the minutes of the 52nd meeting of the Finance Committee of the University held on November 26, 2018 were confirmed.


25/2/2019

Item No. FC: 53/03: Action Taken Report of the 52nd Meeting of the Finance Committee of the University held on November 26, 2018.

Action Taken Report on the 52nd Meeting of the Finance Committee of the University held on November 26, 2018 was placed in the meeting as Annexure for information and necessary review.

Resolution: Action Taken Report on the 52nd Meeting of the Finance Committee of the University held on November 26, 2018 were perused and noted by the members of the Finance Committee subject to strict compliance of the relevant statutory provisions of the University and also strict compliance of the related Govt. of India instructions and guidelines including those issued by the Central Vigilance Commission.

Further, during discussion on ATN of Agenda Item No. FC:52/04, it was resolved that a joint meeting of the Principles of Colleges under the Chairmanship of Vice-Chancellor, Assam University should be conveyed on sustainable basis and status of the outstanding advances with the Colleges and adjustment thereof, should be reported to the next Finance Committee.

Item No. FC: 53/04: Recommendation for approval of the Minutes of the 95th meeting of the Building Committee of Assam University held on 10th January, 2019.

The recommendations of the Building Committee of Assam University in its 95th meeting held on 10th January, 2019 were placed in the meeting as Annexure for kind recommendation to the Executive Council of the University for approval.

Resolution: The Members of the Finance Committee after detailed discussion observed that there is no construction work recommended by the Building Committee in its 95th meeting held on 10th January 2019. The recommendations of the Building Committee were only related to repair and maintenance of the followings for which full funds are available under R/M at University during the financial year 2018-19.

- (i) External painting of residential buildings at different locations of Silchar Campus at an estimated cost of Rs. 59,71,600/- (Agenda No. 3 of BC);


25/2/2019

- (ii) Repairing and internal painting of different buildings of Assam University Silchar Campus at an estimated cost of Rs. 74,04,570/- (Agenda No.6 of BC);
- (iii) Repairing of Girls' Hostel No. 3 Building and Hostel Main Gate of Silchar Campus at an estimated cost of Rs. 13,03,684/- (Agenda No. 8 of BC); and
- (iv) Repairing works at Old Conference Room of Assam University Silchar Campus at an estimated cost of Rs. 5,82,357/- (Agenda No.9 of BC).

The proposals in the minutes of the Building Committee of Assam University in its 95th meeting held on 10th January, 2019 were recommended to the Executive Council of the University for approval subject to that in case of minor original works/repair works for Campus Development etc, the following instructions should be adhered to:

- a. Each repair & maintenance works is fully funded and the entire funds have allocated by the University/released by UGC are available with the University for each individual work.
- b. No additional funds for these works will be sought from MHRD/UGC for the projects. Further no part of the interest accrued on each such grants from UGC will be utilized.
- c. Award of "Works" is strictly as per relevant provisions of GFRs 2017 and related CVC guidelines.
- d. The Building/Construction Works Monitoring Committee should continuously monitor the construction works, so that any cost and time over-runs should be avoided.
- e. University may take the approval of Standing Committee of UGC, where the proposals are more than Rs. 75.00 lakhs.

Item No. FC: 53/05: Recommendation for approval of the proposal for expenditure of B.Voc. Programme of Assam University from the Recurring Head of the University for the financial year 2018-19 to 2021-22 (up to June 2021).

Bachelor of Vocation (B. Voc.) Degree Programme started in the Assam University, Silchar in November, 2015 in (i) Food Processing, and (ii) Farm Machinery and Power Technology disciplines. The recommended intake capacity in each discipline was 50 students (Total 100 students).


25/2/2019

1. Initial grants-in-aid from UGC

UGC allocated a grant of Rs. 170.00 lakhs for a period of 3 years vide D.O. No. F.2-15/2015 (B. Voc.), dated 25th June 2015 for starting of the courses (placed in the meeting as Annexure). UGC sanctioned an initial amount of Rs. 110.00 lakhs with Rs. 65.00 lakhs under recurring and Rs. 45.00 lakhs under non-recurring as grants-in-aid out of the allocated grants vide letter No. F.56-1/2012(CU), dtd.5.11.2015.

2. Students enrolment and completion of levels

The first batch of students was admitted in 1st December 2015 for the academic year 2015-2016. The details of students admitted in 2016-2017, 2017-2018, 2018-2019 and 2019-2020 are shown in Table 1.

Table 1: Student enrolment in B.Voc. programm


Year	Students Enrolment in first year		Number of students completed							
			Certificate		Diploma		Advanced Diploma		Degree	
	FP	FMPT	FP	FMPT	FP	FMPT	FP	FMPT	FP	FMPT
2015-16	3	6	3	6	3	6	-	-	-	-
2016-17	4	0	4	0	4	0	-	-	-	-
2017-18	2	3	2	3	2	2	7	6	-	-
2018-19	9	4	9	4	9	-	-	-	3	6
Total:	18	13	18	13	18	8	7	6	3	6
Total enrolment = 31			Total No. of students who will be completing B.Voc. degree by 28.2.2019 = 9 Total No. of students on enrolment in Degree level = 4 Total No. of students on enrolment in Advanced Diploma level = 5 Total No. of students on enrolment in Diploma level = 13							

The first batch of students will complete the B. Voc. degree in February 2019. There will be 3 more batches of students, and they are expected to complete their B.Voc. degree in July 2019, June 2020 and June 2021.

3. Review by UGC

The UGC reviewed the B.Voc. programme in October, 2017, and allowed for continuation of the B. Voc. programme till 31st March 2019 vide letter No. F.1-8/2016(JS/F/ CPP-II), dt.18.10.2017 (placed in the meeting as Annexure). However, the University did not receive any additional financial grants for extension of the programme.

The 4th batch of students were admitted in July 2018. UGC again reviewed the B.Voc. programme in July 2018. The notice of Recommendations of the Expert


25/2/2019

Committee for Extension of Programmes Approved under NSQF was given in the UGC website on 30.7.2018, which had recommended for discontinuation of the courses at the Assam University. By this time, the admission process of the B. Voc. programme for the academic year 2018-2019 (admission notification advertised in May 2018) has completed at the Assam University. The abrupt discontinuation leads to with-holding of the utilization of funds, and disruption of academic activities of the B. Voc. Programme.

4. Financial utilization

The financial utilization of the B. Voc. programme is shown in Table 2.

**Table 2: Grant received and expenditure in B. Voc. Programme
(Rupees in lakhs)**

Year	Opening balance	Grants received	Total funds available	Expenditure			Unspent balance at the end of financial year
				Recurring	Non-recurring	Total	
2015-16	0.00	110.00	110.00	0.81	0.00	0.81	109.19
2016-17	109.19	0.00	109.19	17.52	6.87	24.39	84.80
2017-18	84.80	0.00	84.80	26.24	31.80	58.04	26.76
2018-11/2019	26.76	0.00	26.76	14.40	3.94	18.34	8.42
Total		110.00		58.97	42.61	101.58	

Total grants received : Rs. 110.00 lakhs

Balance in recurring grant : Rs. 65.00 - Rs. 58.97 = Rs. 6.03 lakhs

Balance in non-recurring grant :Rs. 45.00 - Rs. 42.61 = Rs. 2.39 lakhs

A copy of the unaudited utilization certificate of the B. Voc. programme issued in November, 2018 by Assam University is placed in the meeting as Annexure. The balance available under recurring and non-recurring grant is Rs. 6.03 lakhs and Rs. 2.39 lakhs respectively.

5. Efforts made for the continuation of the B. Voc. courses and funds

The Nodal Officer (B. Voc.) called by the Education Officer and Joint Secretary of the UGC and visited UGC, New Delhi in September 2018 to bring the academic


25/2/2019

and financial position of B. Voc. to the kind notice of the officials looking after the B. Voc. programme. The Nodal Officer (B. Voc.) was informed by the UGC that no more funds will be granted to the B. Voc. Programme of Assam University, and the existing batches of students in B. Voc. be continued under the University. Further, Incharge (B. Voc.) also requested the UGC for allowing the utilization of the unspent balance by the University for the smooth operation of the programme by sending letter as well as e-mails. No response has been received from UGC till date. Financial support to B. Voc. programme till the completion of the degree by the admitted batches (June 2021) is a genuine need.

6. Faculty and staff in B.Voc.

The Assam University has introduced Credit Based Assessment and Evaluation System in B. Voc. The B.Voc. programme was operated by involving both existing faculty and guest & visiting faculty members. Two daily wage skilled staff members are engaged on purely temporary basis for assisting in the office, examination, laboratory classes, servicing and maintenance of the equipment.

A total sum of Rs. 14.40 lakhs has been paid as remuneration to Guest / visiting faculty and staff members till Nov., 2018. The remuneration to the guest and visiting faculty members have been stopped since July 2018. The total pending bills towards remuneration to guest and visiting faculty members from July-September 2018 is Rs. 3.67 lakhs. The staff members have been discontinued from their services since September, 2018.

7. Fund requirement

Four Guest / visiting faculty members and 2-4 faculty members from the University Departments have been engaged for teaching general education and skill components since July, 2018. Two daily wage skilled staff members have been engaged for assisting in practice courses. Further, a sum of Rs. 2.80 lakhs has been spent since April 2018 to till date towards the laboratory and office consumables, chemicals and glassware, sign boards and purchase of small servicing and maintenance hand tools. The estimate of fund requirement in B.Voc. from September 2018 to till the completion of the B. Voc. degree by the admitted batches of students in June 2021 is presented in Table 3.


25/2/2019

Table 3: Estimated Expenditure Statement of B. Voc. Programme

A. Recurring

Sl. No.	Sub-head	Estimated Expenditure in Rupees				
		2018-19	2019-20	2020-21	April-June 2021	Total
1.	Remuneration to Guest and visiting faculty	867000	2200000	1200000	200000	4467000
2.	Remuneration to Existing faculty	81000	99000	90000	18000	288000
3.	Remuneration to Staff	60534	450620	280720	56020	847894
4.	Training, industry visit and assessment	246600	148800	10800	0	406200
5.	Consumables	280000	80000	80000	20000	460000
	Total	1535134	2978420	1661520	294020	6469094

Unspent balance under Recurring fund is Rs. 603000/-

Total fund requirement till June 2021 is (Rs. 6469094/- - Rs. 603000/-) = Rs. 5866094/- (Rupees fifty eight lakh sixty six thousand ninety four) only.

Sl. No.	Sub-head	Estimated Expenditure in Rs.
1.	Equipments and instruments (microscope, pH meter, colorimeter, moisture sensors, tachometer)	239000.00
		239000.00

B. Non-recurring

Unspent balance under Non-recurring fund is Rs. 239000.00

The justification for the estimated expenditure under each sub-heads are placed in the meeting as Annexure.

The request made by the Nodal Officer (B. Voc.) and In-charge (B. Voc.) for the approval for utilization of unspent sanctioned funds and sanction of the balance allocated funds (Rs. 60.00 lakh) to the UGC has not been responded by the UGC.

Hence, the following proposal is submitted to the Finance Committee for the smooth running of the B. Voc. programme till June 2021:


25/2/2019

- (i) Utilization of the unspent balance amount of Rs. 6.03 lakhs under recurring and Rs. 2.39 lakhs under non-recurring for the payment to the guest and visiting faculty members, and procurement of laboratory instruments (Microscope, pH Meter, Colorimeter, Moisture sensors, Tachometer) during March, 2019.
- (ii) Approval of balance required estimated expenditure of Rs. 58.67 lakhs for the B. Voc. Programme till completion of the existing batches of students till June 2021, from the University Recurring Grants-in-Aid of UGC grants.

Resolution: The members of the Committee discussed the agenda item in detail and as UGC had discontinued the B.Voc Programme for Assam University on 30.7.2018, the Committee did not approve the proposal. The Committee viewed that the matter may be referred to the UGC for advice as per scheme guidelines on B.Voc.

Item No. FC: 53/06: Review of details of the pending C&AG Transaction Audit Paras and the Action Taken to settle/liquidate the pending Paras.

As advised by the IFD, MHRD & UGC, the details of the pending Transaction Audit Paras are given below for kind information of the members.

Financial Year	No. of O/S Paras till 52 nd FC meeting	No. of Settled/ dropped Paras	No. of O/S Paras as on 06.02.2019	Remarks
2012-13	01	0	01	Updated replies along with necessary documents have already been submitted to C&AG office against maximum pending Audit Paras.
2013-14	02	0	02	
2014-15	01	0	01	
2015-16	19	0	19	
2016-17	04	0	04	
2017-18	20	0	20	

The details of the Transaction Audit Paras up to the financial year 2017-18 with up-to-date Action Taken (with small description of the Audit Paras) to settle/liquidate the pending paras are placed in the meeting as Annexure for review by the members of Finance Committee.


25/2/2019


Resolution: The members discussed the C&AG Inspection Audit Paras up to the year 2017-18 and the compliances of the University in detail and resolved/suggested the following:

- (i) The University should comply with the suggestions/instructions of the Audit and efforts should be made to settle/drop the Audit Paras on priority basis.
- (ii) University should take necessary action as per rules and in case of proven act of gross irregularities, University should fix both administrative and financial responsibilities against the officials concerned and necessary disciplinary actions should be initiated by the University & affect recoveries forthwith, wherever necessary and the compliances should be submitted to C&AG under intimation to UGC/MHRD.
- (iii) Disciplinary action also to be initiated against officers responsible for the serious lapses in furnishing remedial/corrective ATNs on Audit Paras. A system of fixing responsibility for serious lapses be put in place by the University.
- (iv) The constituted Standing Audit Committee (SAC) should review all pending Audit Paras and settle the Audit Paras urgently in a time bound manner.

Item No. FC: 53/07: Utilization of Funds - An overview of the financial position of the University up to 31st January 2019 and unspent balance as on 01st February 2019.

The Utilization of Funds head-wise showing an overview of the financial position of the University up to 31st January, 2019 and unspent balances as on 1st February, 2019 are placed in the meeting as Annexure for perusal of the Committee.

Resolution: The Finance Committee perused & noted the Utilization of Funds head-wise showing an overview of the financial position of the University as on 31st January 2019 and unspent balances as on 1st February 2019 subject to compliance of the GoI norms and UGC instructions thereof.


25/2/2019


Item No. FC: 53/08: Review of progress of the ongoing construction activities of the University.

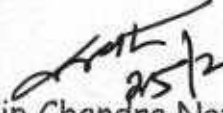
UGC in the letter F. No. 1-1/2012 (CU), dated 25th August 2015 intimated that a separate agenda item on progress of Building Projects in the prescribed format of the UGC should be placed in the meeting of Finance Committee for necessary review of the overall progress of the developmental activities in the University. The statement of progress of ongoing Building Projects is placed in the meeting as Annexure for necessary review.

Resolution: The Committee expressed their deep concern on the delay in construction works in the University which could not be completed within the targeted date. The Committee suggested for strict follow-up action to complete these construction works on a priority basis. It is also resolved that, if these construction works are delayed due to lack in efforts of the construction agencies, the matter may immediately be communicated to the higher authorities of such construction agencies with an intimation to the Ministry for taking necessary action in this regard.

The Committee also resolved that adequate safeguards have been put in place on the part of the University by constituting the "Works Monitoring Committee" which should meet at least once in every quarter and to submit the progress report before the Vice-Chancellor. The Works Monitoring Committee also monitors the physical progress of "Works" on a continuing and sustained basis to avoid time and cost over runs.

The meeting ended with vote of thanks to the Chair.


25/2/2019
(CMA Dr. B.B. Mishra)
Ex-Officio-Secretary
Finance Committee
Assam University, Silchar
वित्त अधिकारी
Finance Officer
असम विश्वविद्यालय, सिलचर
Assam University, Silchar


25/2/19
(Prof. Dilip Chandra Nath)
Chairman
Finance Committee
Assam University, Silchar
कुलपति
Vice-Chancellor
असम विश्वविद्यालय, सिलचर
Assam University, Silchar