

Minutes of the IV Finance Committee meeting on 29.05.2010

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1.1 The Fourth meeting of the First Finance Committee of Sikkim University was held on 29.05.2010 at 1000 hours at Marina Hotel, Bagdogra (Siliguri).

1.2. The following members were present.

S.No	Name & Designation	
1.	Prof. Mahendra P. Lama, Vice-Chancellor, Sikkim University, Gangtok	Chairperson
2.	Shri R.D.Sahay Director (CU), Government of India, Ministry of Human Resource Development, Department of Higher Education	Member
3.	Dr. (Mrs.) Renu Batra, Joint Secretary, University Grants Commission, New Delhi	Member
4.	Shri Arjun Syangden Former Principal Chief Conservator of Forests,	Member
5.	Shri Bidhan Dutta, Additional Director, Finance, Revenue & Expenditure Department, Government of Sikkim (Representing Principal Secretary, Finance, Revenue & Expenditure Department, Government of Sikkim)	Member
6.	Shri P V Ravi, Finance Officer Sikkim University, Gangtok	Secretary

1.3 The following members could not attend the meeting due to official exigencies.

1	Shri Naveen Soi Director (Finance) Department of Higher Education Ministry of Human Resource Development, Department of Higher Education, New Delhi.	Member
2	Shri M.P.Bezbaruah, Honorary Director, Administrative Staff College of India, New Delhi	Member

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1.4 The Chairperson informed the members that Shri R.D.Sahay is representing Shri Amit Khare, Joint Secretary (ICC), Ministry of Human Resource Development in the meeting. He had also informed that the other two members could not attend the meeting due to their official exigencies and for them leave of absence was granted. Then the Chairperson briefed the Committee highlighting the progress made by the University on various academic fronts since the last meeting of the Finance Committee held on 9.11.2009. The Chairperson thanked the members for their continued support and guidance to the University but for which the progress so far could not have been achieved. The Chairperson urged the Committee members for their innovative suggestions and constant support for the effective financial management of this growing new University.

1.5 In the introductory remarks the Members of the Committee have said that in the case of Human Resource position reported the committee suggested that the University may try to maintain the ratio of teaching and non-teaching staff as 1:1. Similarly, In the case of work performed by cadres below Staff Car Driver, the University can resort to total outsourcing of services as envisaged by the VI Central Pay Commission in its report.

1.6 The meeting then started with discussion of agenda items.

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GROUP I –ITEMS WHICH NEED ACCEPTANCE

FC:04:01	The Chairperson calls the house to order
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Minutes:

4.1.1 The Chairperson called the House to order

FC:04:02	Obituary Reference
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Agenda Note:

4.2.1 The death of the following eminent personalities is brought before the house with deep sense of grief.

1. Shri Bhairon Singh Shekhawat, Former Vice President of India
2. Smt. B P Singh, W/o His Excellency The Governor of Sikkim and Chief Rector of Sikkim University
3. Smt. Shanka Gurung, Former Teacher of Tashi Namgyal Academy, Founding Member of Sikkim Women's Council and W/o Former Chief Minister of Sikkim, Shri B B Gurung
4. Smt. Gurri Madhusudan Singh, Former Teacher of Enchey School, Founding Member of Sikkim Women's Council and W/o Late Madhusudan Singh, Director (Education)
5. Shri P O Pazo, Former Secretary, Department of Forest and Environment.
6. Shri Madan Tamang, President of All India Gorkha League, Darjeeling.
7. Shri Badrinarayan Pradhan, Educationist, Social Worker and Former Rajya Sabha MP of Sikkim

4.2.2 The House noted with deep sense of grief of the death of the personalities reported and observed two minutes silence as mark of respect to the departed souls.

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FC: 04:03	Observations of the Vice-Chancellor
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Minutes:

4.03.1 The Vice-Chancellor made his observations on the various activities of the University since the last meeting of the Finance Committee held on 9.11.2009.

4.03.2 While appreciating the progress made by the University in various fronts, Shri R. D Sahay suggested that the University may bring out the Statue on Establishment of Schools and the Ordinance on assignment of Departments to Schools in the ensuing meetings of the Academic Council and Executive Council so that recruitment for the sanctioned posts can be done early. The Chairperson agreed with the suggestions made by the Member.

FC:04:04	Confirmation of the Minutes of the last meeting of the Finance Committee held on
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Minutes:

4.4.1 The Minutes of the Meeting held on 9.11.2009 has been confirmed by the House.

FC:04:05	Action Taken Report on the Minutes of the last meeting of Finance Committee held on
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Minutes:

4.5.1 The Action Taken Report on the Minutes of the last meeting held on 9.11.2009 was considered by the House. The House has observed that the University may ascertain the exact date of laying of Annual Report and Accounts for 2008-09 from the Ministry of Human Resource Development as the same would be required by the Accountant General at the time of audit of Annual Accounts for 2009-10.

4.5.2 As regards Agenda item no. **FC:03:10** of **ATR** on Ordinance of Financial Assistance to Students, the House directed after re-drafting the same shall be routed through Finance Committee. Similarly, in the case of Item No. **FC:03:12** on Ordinance on charging of Affiliation Fee from Colleges the House suggested that the University may look into the Guidelines issued by UGC for framing this Ordinance. With the above observations the House has confirmed the Action Taken Report placed before it.

FC:04:06	Consideration of Internal Audit Report for the Year 2009-10
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Minutes:

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4.6.1 The House has considered in detail the Internal Audit Report placed before it. It was suggested that the University may seek sanction of one post of Internal Audit Officer from the University Grants Commission for strengthening the Internal Audit System. It was also suggested that for the year 2010-11, the University may approach the Accountant General (Audit), Sikkim for nomination of a firm of Chartered Accountants to conduct the internal audit. The House directed that all the recommendations/suggestions made in the Internal Audit Report may be implemented by the University in a phased manner.

4.6.2 With the above remarks the House noted the Internal Audit Report placed before it.

FC:04:07

Consideration of Annual Accounts for the year 2009-10

Minutes:

4.7.1 The House considered the Annual Accounts for 2009-10 placed before it. In the case of disclosure made in Notes on Accounts (Schedule 14) as to dispute in the amount rent payable for the Youth Hostel Building provided by the Government of Sikkim to the University, the Member from Government of Sikkim suggested that the University may send a detailed letter to the Building and Housing Department on the issue requesting for an early resolution. As regards hiring of buildings for future by the University the House suggested that the University shall obtain a Fair Rent certificate from Central Public Works Department and shall follow it. It is also stated there can be variation only to the extent of 10% between fair rent fixed by CPWD and market rent. The fair rent assessment exercise by CPWD shall be done in the case of renewal of lease of existing hired buildings also. There are detailed guidelines available on the subject issued by the Ministry of Urban Development.

4.7.2 The Committee noted that in the accounts a lump-sum provision of Rs.23 lakh has been made under the head "Honorarium" for meeting the payments to be made to Teaching Staff. The Committee examined the veracity of the provision in detail and noted that it represents back period emoluments payable to the teaching staff for the various broken periods of contract. The Committee suggested that the amount can be classified under the "Salaries" instead of under "**Honorarium**". The Chairperson explained the contents of the Advertisement made while recruitment wherein it was mentioned that the selected incumbents will be paid consolidated emoluments equivalent to that of Assistant Professor on UGC scale. As the orders on the revision of salaries of teaching staff was not released at the time of recruitments, the staff have been paid 90% of the same on the understanding

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that the remaining amount shall be paid as and when the final orders on the subject are issued by UGC. Accordingly, the teaching staff is entitled to 100% of emoluments. The Committee suggested that the amount may be released duly indicating each period of contract and amount involved clearly mentioning that each such amount represents the arrears of emoluments for the completed contracts.

4.7.3 With the above observations the House endorsed the Annual Accounts for the year 2009-10 for the consideration and approval of the Executive Council.

FC:04:08	Consideration of Budget Vs. Actuals for the Year 2009-10
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Minutes:

4.8.1 The Committee considered the Statement of Budget Vs. Actuals for the year 2009-10 and noted that the huge savings is mainly in the capital section of the budget due to non-availability of the land to the University during the year.

4.8.2 The Committee then endorsed the same for reporting to the Executive Council.

FC:04:09	Operation of Accounts with Private Sector Banks
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Minutes:

4.9.1 The Committee considered the Agenda item and also the Instructions of Government of India on the issue. The Chairperson explained that Axis Bank was resorted to by the University for its Core banking operations only for the door-step services provided by the bank. While accepting the view point put forward by the Chairperson, the House observed that it would, however, be incumbent upon the University to follow the Instructions of the Reserve Bank of India and the Controller General of Accounts on the issue.

4.9.2 It was therefore, recommended by the House that the University may phase out Axis Bank from its day to day banking. It was stated that University Grants Commission is conducting its banking with Canara Bank and the services of Canara Bank in Gangtok may be utilized by the University for its Regular Transactions.

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FC:04:10	Position of Unspent Balances
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Minutes:

4.10.1 The House noted the position of Unspent balances as on 31.03.2010 and noted it. It had also observed that in order to utilize the allocation made for XI plan fully before the completion of the Plan period the University may put all efforts to acquire the land at Yangang from the Government of Sikkim.

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GROUP II- ITEMS WHICH NEEDED RATIFICATION

FC:04:11	Appointment of teaching and non-teaching staff and revision of salaries
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Minutes:

4.11.1 As regards Agenda item no. **4.11.1** – increase in salary approved by the Executive Council in its meeting held on 12.11.2009, the Committee felt that in all such cases the same should be first routed through the Finance Committee before consideration by the Executive Council.

4.11.2 As regards Agenda item on Fresh appointments made since last meeting of Finance Committee the House felt that no reporting of individual cases need be done in future as the Budget for Salaries for the whole Accounting Year has already been passed by the Finance Committee. However, the House felt that while making revision of salaries it shall be borne in mind that such revisions are made duly following standards of financial propriety.

4.11.3 With the above observations, the Committee endorsed the agenda item for ratification of Executive Council.

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ITEMS WHICH WERE REPORTED FOR INFORMATION.

FC:04:12	Any other item with the permission of the Chair
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The Committee has also made the following observations.

1. All the recruitments made by the University be done duly following the laid down procedure and by a duly constituted Selection Committee.
2. The University can do some amount of internal re-adjustment of teaching positions wherever necessary within the overall sanctioned strength.
3. The University may explore the feasibility of partnering with other Universities in holding the Common Entrance Test for admission to its various courses.
4. In the case of purchase of Gangtok Land the University may consider nominating a Geologist from the IEMR, Kolkata.
5. The University may adopt the panel of experts involved in the Curriculum designing for nomination to the selection committees etc.

Sd/-
(P.V.Ravi)
Finance Officer
***Ex-Officio* Secretary, Finance Committee**