

Agenda Item No. 46.01	TO CONFIRM THE MINUTES OF MEETING OF THE 45th FINANCE COMMITTEE OF THE INSTITUTE HELD ON 05.08.2016.			
	The minutes of meeting of 45 th Finance Committee held on 05.08.2016, were circulated among the members but no comment is received so far, from any member. The minutes are placed herewith at Annexure-“A” (from Page No. 01 to 07) for confirmation please.			
Agenda Item No. 46.02	ACTION TAKEN REPORT ON THE MINUTES OF MEETING OF THE 45th FINANCE COMMITTEE OF THE INSTITUTE HELD ON 05.08.2016			
35.04 to 44.02)	<p data-bbox="405 853 1541 987">THE REQUIREMENT OF FUNDS FOR IMPLEMENTATION OF ENTERPRISE RESOURCE PLANNING (ERP) BASED CAMPUS AUTOMATION SOLUTION – PROPOSAL TO PROVIDE INTERNET, TELEPHONE, SECURITY AND OTHER SERVICES AT SLIET, LONGOWAL</p> <table border="1" data-bbox="405 987 1541 1870"> <tr> <td data-bbox="405 987 970 1870">The members opined that the process of ERP need to be expedited and further desired to complete by the end of September 2016. It was resolved that the progress will be reported in the next Board of Management meeting, which is tentatively scheduled on 7.10.2016.</td> <td data-bbox="970 987 1541 1870"> <p data-bbox="970 1025 1541 1592">As per the discussion and meetings with MHRD from time to time, SLIET is now co-ordinating the implementation of ERP/complete I.T. solutions for four CFTIs. The concept plan has been prepared and finalized in consultation with MHRD by a technical committee headed by Dr.Pardeep Gupta. A letter has also been written to various organizations for providing the details of service provider.</p> <p data-bbox="970 1630 1541 1870">Further, progress in this regard, will be reported to next Board of Management (BOM) meeting, as decided in 45th Finance Committee meeting.</p> </td> </tr> </table>		The members opined that the process of ERP need to be expedited and further desired to complete by the end of September 2016. It was resolved that the progress will be reported in the next Board of Management meeting, which is tentatively scheduled on 7.10.2016.	<p data-bbox="970 1025 1541 1592">As per the discussion and meetings with MHRD from time to time, SLIET is now co-ordinating the implementation of ERP/complete I.T. solutions for four CFTIs. The concept plan has been prepared and finalized in consultation with MHRD by a technical committee headed by Dr.Pardeep Gupta. A letter has also been written to various organizations for providing the details of service provider.</p> <p data-bbox="970 1630 1541 1870">Further, progress in this regard, will be reported to next Board of Management (BOM) meeting, as decided in 45th Finance Committee meeting.</p>
The members opined that the process of ERP need to be expedited and further desired to complete by the end of September 2016. It was resolved that the progress will be reported in the next Board of Management meeting, which is tentatively scheduled on 7.10.2016.	<p data-bbox="970 1025 1541 1592">As per the discussion and meetings with MHRD from time to time, SLIET is now co-ordinating the implementation of ERP/complete I.T. solutions for four CFTIs. The concept plan has been prepared and finalized in consultation with MHRD by a technical committee headed by Dr.Pardeep Gupta. A letter has also been written to various organizations for providing the details of service provider.</p> <p data-bbox="970 1630 1541 1870">Further, progress in this regard, will be reported to next Board of Management (BOM) meeting, as decided in 45th Finance Committee meeting.</p>			
(41.05, 42.02, 44.02 & 45.02)	STATUS OF ALLOCATION OF FUNDS TOWARDS VARIOUS WORKS INCLUDING NEW CIVIL WORKS AT SLIET, LONGOWAL .			
	The members expressed satisfaction at the progress of advance adjustment. It was	It is informed that the status of outstanding advances to CPWD up to 30 th September, 2016 is as		

further resolved to further expedite the matter and adjust the whole amount at an early date for the works already completed. CPWD would be impressed upon to allocate more resources so that civil works could be finished as per the schedule already given to them. FC directed that the institute need to bring more financial prudence in their system to avoid cost escalations and minimise cost of capital by maintaining physical targets.

It further directed that work in the auditorium need to be completed by September 15, 2016, so that convocation could be organised there. All the advances standing towards CPWD need to be adjusted by 31.12.2016 to avoid audit comments.

follows :-

1	Outstanding advances for Civil Works towards CPWD, Ludhiana	Rs. 20,67,52,651.00
2	Outstanding advances for Electrical Works towards CPWD, Madhopur	Rs. 28,70,697.00
3	Outstanding advances for Electrical works to CPWD, Jalandhar	Rs. 11,96,671.00
	Total	Rs. 21.08.20,019.00

The above status may kindly be seen at **Annexure-“B” (from Page No. 08 to 10)**

It is further informed that the following works have been physically completed:-

Name of work	Work completed	Value (Lakhs)
Renovation of Bathroom of Boys Hostel No, 01 & 02 and 05 & 06 at SLIET Longowal	100%	119.48
Special Repair of Auditorium Building (Civil & Electrical) at SLIET, Longowal.	Likely to be completed by 30.09.16	691.13
Construction of Road along boundary wall from Longowal Gate to Duggan Gate	100%	531.59
Extension of School building of Kendriya Vidyalaya, i.e. internal water supply, sanitary installation and internal Electrical installation	100%	326.24

Physical Progress as reported is placed at **Annexure-“C” (Page No. 11)**.

As per the assurance, the documentation work will be completed and very shortly the value will be taken into institute books of accounts. Every effort is being to adjust the outstanding advances by 31.12.2016.

(42.04, 43.03, 44.02 & 45.02)	CONDEMNATION AND WRITING -OFF FURNITURE, OFFICE EQUIPMENTS AND OTHER ITEMS.	
	<p>The Finance Committee directed the institute to dispose of the scrap material within next six months as per store procedure of the Institute to realise the maximum possible amount in the books of the Accounts.</p>	<p>The Institute has initiated action for disposing off the scrap material. The dismantled building material in the store of Estate Office worth Rs.9,61,815.38 and value of scrap/dry/dead tree wood worth Rs.18.00 lakhs has been disposed off and taken into books of accounts. It may kindly be seen at Annexure-“D” (Page No.12).</p> <p>Auction notice has already been published in the news paper and uploaded on the Institute website for disposal of 06 no vehicles. The date of auction has been fixed for 05.10.2006.</p> <p>The order No.: SLIET/C/Store 197-203 dated 19.02.2016 for disposal/lifting of scrap/written off material except e-waste has already been issued to complete process for lifting of material by the parties by 30.09.2016. An amount of Rs.1,10,000.00 has already been deposited in the Account Branch upto 29.09.2016, balance amount will be deposited by the parties after completion of lifting process and its assessment.</p> <p>In order to dispose off E-waste, as per guide lines of Punjab Pollution Control Board (PPCB), the registered dealers located in the district Ludhiana and Patiala were contacted. The parties have been asked to provide the detail of formalities to be completed by the Institute for disposal of E-waste. Process for disposal of E-waste will be taken up, in totality, for all the departments of the Institute. The matter of writing off in respect of EIE and Library is under process. Notice Inviting Quotations (NIQ), in this regard, will be invited after issue of office order to write off the material of all the Departments. Kindly see, Annexure-“E” (Page No.13).</p>

(45.04)	TO APPROVE THE ANNUAL ACCOUNTS AND INTERNAL AUDIT REPORT OF THE INSTITUTE FOR THE YEAR 2015-16	
	It was resolved to follow Standard Accounting Procedures as amended from time to time by the Institute.	The Institute has adopted the Standard Accounting Procedures as prescribed and amended from time-to-time and year-to-year basis.
	Annual Accounts of the Institute (Financial Year; 2015-16) finalized by the Institute were noted. It was also noted that Government audit of Annual Accounts of the Institute for the year 2015-16 has been conducted by the Principal Director of Audit (Central), Chandigarh in June, 2016, while the audit report is still awaited. It was decided that the audit report would be presented in the next FC, to be held tentatively on 7.10.2016	Further, it is informed that the Govt. audit of Annual Accounts of the Institute for the year 2015-16 has been completed; however, the Audit Report is still awaited and as soon as it is received, it will be put up before the next Finance Committee meeting. Audited UC (Plan and Non-Plan) based on the audited accounts were sent to the MHRD vide letter No. SLIET/A&A/2016/291-294 & 287-290, dated 19.09.2016.
	Institute reply to Internal Audit Report 2015-16 was discussed in detail. It was directed that the institute need to be careful and internal control system requires an improvement. The Committee further desired that outstanding points need to be addressed on priority to minimize the observations by CAG and all such points be brought before FC for advice and decisions. The Committee further noted that bank reconciliation for the School (SLIET Model School (SMS)) has not been completed by account section and directed that this should be completed in next two months by DR (A)	The Institute reply to the Internal Audit Report (IAR) 2015-16 was previously deliberated. The Bank Reconciliation of SLIET Model School (SMS) has been made and the Account has been closed, after reconciling the bank account. The unspent balance of Rs. 60,72,709.00 has been transferred to Institute Corpus Fund Account (ICFA) # 3257089837, with the approval of competent authority.
	Records of Land Measurement 447 Acres 0 Kanal 12 Marlas of the institute need to be corrected.	The actual land measurement has been taken on accounting record as per Estate record.

(45.05)	PENDING AUDIT PARAGRAPHS AND INSTITUTE REPLY IN ANNOTATED FORM UPTO 2014-15.	
	<p>The outstanding paragraphs right from 2006-07 to 2014-15 were point-wise discussed in detail. It was decided that all out efforts were required to reduce the audit paras. Corrective actions are required to be taken to settle the audit paras. Also recurrence of same type of audit paras depict that the institute has not been vigilant. It also observed that paras referred to PAC were also not being persued in proper prospective.</p>	<p>The outstanding audit paragraphs are taken-up annually, every year with auditors from AG (Punjab), Chandigarh. Every possible efforts are made to settle these paragraphs, every time when they visit the Institute.</p> <p>So for as the recurrence of same type of audit paragraphs is concerned, the matter was taken-up with the AG Auditors during audit period from 23.08.2016 to 05.09.2016. They assured to set right the matter as required, on the basis of updated reply submitted from the side of the Institute.</p>
	<p>Mr. Alex P. Thomas, the Under Secretary , Finance & Budget, IFD, MHRD stressed the audit para No. 4 of 2007 (ATN 3.11.6) regarding the refund of Electricity Duty of Rs. 47.56 pending since 2000 from PSEB need to be taken up with Punjab State Electricity Board, Patiala, on priority by the Institute.</p>	<p>Recently, the matter is taken-up with PSPCL for refund of the amount under reference vide letter No. SLIET/EW/Estate/16/747, dated 18.08.2016. The requisite formalities have been completed by the Faculty In-charge (Electrical) on the format prescribed, as provided by the Electricity Authority. It is hoped that the refund will be materialized shortly. Kindly see Annexure-“F” (from Page No.14 to 15).</p>
	<p>It was directed that physical verification of the assets including central library be conducted at regular intervals as per provisions of General Financial Rules (GFR).</p>	<p>As per GFR, Fixed Assets (excluding Library Books) are required to be verified at least once in a year. Accordingly, the Physical Verification of Fixed Assets on year to year basis is completed up to the year 2015-16. Kindly see, Annexure-“G” (Page No. 16).</p> <p>It is submitted that the Physical Verification of the books, in particular, have been done at regular interval, as per the</p>

		<p>provisions of GFR. The library having books above 50,000, sample physical verification has to be conducted after regular interval of three years. It is to be mentioned that complete Physical Verification was conducted in the year 2012-13. The sample Physical Verification has been done in the year 2014-15. Now, the complete Physical Verification of books is due in 2017-18 which will be carried out, in due course of time.</p> <p>Kindly see, Annexure-“H” (Page No. 17).</p>
	<p>It emerged from the discussion that updated information was not provided and it may be possible that some of the Audit Paras that have been presented as outstanding, in actual fact may have got resolved. It was decided updated details with the latest letter of CAG is required to be presented so that fair picture is available to the FC for advice and decision to the institute.</p>	<p>In order to settle the outstanding paragraphs, the matter was taken-up with AG (Punjab), Chandigarh during the audit period from 23.08.16 to 05.09.16. They assured to settle the audit paragraphs, up-to maximum possible extent, on the basis of up-dated Institute reply. Further, it is being ensured that as soon as the latest Audit Report (2015-16) is received to the Institute, it will be placed before Finance Committee for advice and decision please.</p>
(45.06)	TUITION FEE WAIVER TO JOINT ADMISSION TEST FOR M.Sc. (JAM) QUALIFIED CANDIDATES	
	<p>The subject matter was discussed and recommended to the Board of Management for final approval. The Committee desired to know the number of such students eligible for fee waiver to understand financial implications</p>	<p>It is to inform that during the academic year: 2016-17, no candidate is eligible for tuition fee exemption as no student with JAM rank ≤ 100 is admitted in M.Sc. Programme. Kindly see, Annexure-“I” (from Page No. 18 to 21).</p>
(45.07)	BUDGET (2016-17) EARMARKED BY MHRD, NEW DELHI FOR SLIET LONGOWAL AND ITS ALLOCATION UNDER PLAN AND NON-PLAN FOR RATIFICATION/SANCTION	
	<p>The grant-in-aid sanctioned by MHRD on the basis of budget prepared by institute under plan</p>	<p>The tender for purchase of equipment has been floated for Rs.3.02 crore.</p>

	and non-plan for the Financial Year 2016-17, allocated among all the academic departments of the Institute, for initiating the proposals for the year was noted.	
	Further, the financial progress/performance under plan and non-plan for the Financial Year 2015-16 was noted by the committee. As directed by the committee on 14.07.2016, the Institute reply was sent to the Ministry, pursuant to the letter of April, 2016, vide letter No. SLIET/A&A/2016/227-31, dated 29.07.2016. The letter was discussed and it was observed that some information requested by the Ministry has not yet been sent. The Committee directed that the required reply on the three points be enclosed with the minutes.	The 3-point information was sent to Deputy Educational Advisor (Technical) with a copy to all the members of Finance Committee for their kind information, through e-mail dated 15 th September, 2016 which may kindly be seen at Annexure-“J” (from Page No. 22 to 25) .
	It was decided that Quarterly progress/performance in the Financial Year 2016-17 with physical targets be put up in next Finance Committee to be held in first week of October, 2016.	The Quarterly Progress/Targets of the Financial Year: 2016-17 is placed herewith for information please at Annexure-“K” (from Page No. 26 to 32) .
	The Committee recommended that the Institute need to impress upon Ministry for additional requirement of funds towards infrastructure development as the allocation of funds to the Institute is less than the budgeted funds.	Further, it is ensured that the additional requirement of the fund under ‘Plan’ towards Infrastructural Development and ‘Non-Plan’, with reference to already allocated funds to the Institute, will be placed before MHRD authorities for needful consideration with supporting details in the month of October, 2016, after taking the expenditure up-to 30.09.2016, into consideration and the requirement of the Institute.

Agenda Item No (46.03)	ENHANCING AND UTILIZING THE POOR-AID-FUND ACCOUNT FOR NEEDY STUDENTS												
	<p>03-member Committee was constituted to frame the guidelines/by-laws for utilization of Poor-aid-Fund for the needy students of the ICD/Degree batches. The by-laws proposed by the Committee and recommended by the Dean(Student Welfare) are stated as under:-</p> <p>A) <u>Proposed Possible Sources for enhancing the capacity of the fund:-</u></p> <ul style="list-style-type: none"> • Voluntary donations from any Individual or, Organization. • 5% contribution from the Honorarium paid to faculty/staff for SET duty. • Contribution from each student @ Rs. 100/ per year. • Fine/penalty imposed to the students for any disciplinary action shall be deposited in this Fund. Further, the fine/penalty for late deposit of mess dues or, late registration. <p>B) <u>Proposed Method for Application of Fund:-</u></p> <ul style="list-style-type: none"> • The following office bearers of the committee will recommend:- <table border="1" data-bbox="517 987 1466 1218"> <tr> <td>1.</td> <td>Dean (Student Welfare)</td> </tr> <tr> <td>2.</td> <td>Chief Student Counselor</td> </tr> <tr> <td>3.</td> <td>Chief Wardens (Boys & Girls Hostel)</td> </tr> <tr> <td>4.</td> <td>Concerned Class Counselor</td> </tr> <tr> <td>5.</td> <td>Concerned Hostel Warden</td> </tr> <tr> <td>6.</td> <td>Concerned Class Representative (Boys & Girls)</td> </tr> </table> <ul style="list-style-type: none"> • The student will submit a written request to Dean (SFW) with all related documents, through HOD, concerned. • The application will be endorsed by at least 20 students from the batch and minimum 05 students from the same class, concerned course counselor and HOD concerned. <p>C) <u>Eligibility Criteria of Such Student(s):-</u></p> <ul style="list-style-type: none"> • Any ICD/BE student having poor family back ground (either parents are unable to pay the Semester Fee and Hostel Mess Charges, or, otherwise verified by classmates/HOD concerned). • It will be applicable to the students of second or, subsequent semesters. • Applications will be there from such students for one semester only (Fresh Application will be required for each semester). • Student should have cleared all the subjects of the previous semester(s). <p>D) <u>Extent of help:-</u></p> <ul style="list-style-type: none"> • Tuition Fee/Semester Fee and/or Hostel Mess Charges (Subject to availability of funds). • Maximum of 14 students will be considered, under this category (considering two students each from ICD/Degree batches per semester). 	1.	Dean (Student Welfare)	2.	Chief Student Counselor	3.	Chief Wardens (Boys & Girls Hostel)	4.	Concerned Class Counselor	5.	Concerned Hostel Warden	6.	Concerned Class Representative (Boys & Girls)
1.	Dean (Student Welfare)												
2.	Chief Student Counselor												
3.	Chief Wardens (Boys & Girls Hostel)												
4.	Concerned Class Counselor												
5.	Concerned Hostel Warden												
6.	Concerned Class Representative (Boys & Girls)												

	<p>Regular meetings of the office bearers in this regard with class representatives, will be conducted. Minutes of Meeting will further, be recorded after having feedback on proper utilization of fund in the welfare of the needy students, (kindly see at Annexure-“L” (from Page No. 33 to 34)).</p> <p>It is informed that the Institute has the balance of Poor-aid-Fund Account, as on the date, as follows:- .</p> <table style="margin-left: 40px;"> <tr> <td>a) Saving Bank Account # 3884</td> <td style="text-align: right;">: ₹. 1,10,248.00</td> </tr> <tr> <td>b) FDR (under the same Account</td> <td style="text-align: right;">: ₹. <u>3,50,752.00</u></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">: ₹. <u>4,61,000.00</u></td> </tr> </table> <p>The above proposal of the committee is placed herewith, for needful consideration please.</p>	a) Saving Bank Account # 3884	: ₹. 1,10,248.00	b) FDR (under the same Account	: ₹. <u>3,50,752.00</u>	Total	: ₹. <u>4,61,000.00</u>															
a) Saving Bank Account # 3884	: ₹. 1,10,248.00																					
b) FDR (under the same Account	: ₹. <u>3,50,752.00</u>																					
Total	: ₹. <u>4,61,000.00</u>																					
<p>Agenda Item No (46.04)</p>	<p>MATCHING CONTRIBUTION TO THE FOUR FUNDS ESTABLISHED UNDER TEQIP-II</p>																					
	<p>This is with reference to the letter of TEQIP-II Co-ordinator bearing No. SLIET/TEQIP-II/428-29, dated 19.09.2016. In this regard, it is informed that the Accounts for Four Funds under TEQIP-II have been opened, as per the requirement of the project on 26.02.2016.</p> <p>A committee was approved to finalize the amount of contributions to these Four Funds as per Project Implementation Programme (PIP) under TEQIP-II (Kindly see at Annexure-“M” (from Page No. 35 to 37)). On the basis of the recommendation of the committee, the tentative calculation is proposed here as under:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Financial Year</th> <th style="text-align: center;">Actual Recurring Expenditure of the Institute (upto 30.09.2016)</th> <th style="text-align: center;">Corpus Fund Matching contribution @ 0.5% of recurring exp.</th> <th style="text-align: center;">Faculty Development Fund Matching Contribution @ of 0.5% of recurring exp.</th> <th style="text-align: center;">Equipment Replacement Fund Matching Contribution @ of 0.5% of recurring exp.</th> <th style="text-align: center;">Maintenance Fund Matching Contribution @ of 0.5% of recurring exp.</th> <th style="text-align: center;">Total Matching contribution to Four Funds</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2016-17</td> <td style="text-align: right;">235659000.00</td> <td style="text-align: right;">1178295.00</td> <td style="text-align: right;">1178295.00</td> <td style="text-align: right;">1178295.00</td> <td style="text-align: right;">1178295.00</td> <td style="text-align: right;">4713180.00</td> </tr> <tr> <td style="text-align: center;">Total</td> <td></td> <td style="text-align: right;">1178295.00</td> <td style="text-align: right;">1178295.00</td> <td style="text-align: right;">1178295.00</td> <td style="text-align: right;">1178295.00</td> <td style="text-align: right;">4713180.00</td> </tr> </tbody> </table> <p>As per TEQIP norms, Project Institute (SLIET, Longowal) was to build these Four Funds with annual contribution into each Fund, equal to at least 0.50% (total 2%) of annual total Recurring Expenditure of the Institute. The above calculating is put up for transfer of amount for half-yearly. Total transfer of fund, as above, will be doubled for the whole year 2016-17, subject to availability of Funds from MHRD.</p> <p>It is therefore, requested that the matter of creation of Four Funds under TEQIP-II may please be considered for approval so that these four accounts may be credited, as per the recommendation of the committee, after transferring the required/approved amount from Institute Grant-in-Aid Account to TEQIP-II Account as the matching contribution.</p> <p>The above proposal is placed herewith, for needful consideration and approval please.</p>	Financial Year	Actual Recurring Expenditure of the Institute (upto 30.09.2016)	Corpus Fund Matching contribution @ 0.5% of recurring exp.	Faculty Development Fund Matching Contribution @ of 0.5% of recurring exp.	Equipment Replacement Fund Matching Contribution @ of 0.5% of recurring exp.	Maintenance Fund Matching Contribution @ of 0.5% of recurring exp.	Total Matching contribution to Four Funds	2016-17	235659000.00	1178295.00	1178295.00	1178295.00	1178295.00	4713180.00	Total		1178295.00	1178295.00	1178295.00	1178295.00	4713180.00
Financial Year	Actual Recurring Expenditure of the Institute (upto 30.09.2016)	Corpus Fund Matching contribution @ 0.5% of recurring exp.	Faculty Development Fund Matching Contribution @ of 0.5% of recurring exp.	Equipment Replacement Fund Matching Contribution @ of 0.5% of recurring exp.	Maintenance Fund Matching Contribution @ of 0.5% of recurring exp.	Total Matching contribution to Four Funds																
2016-17	235659000.00	1178295.00	1178295.00	1178295.00	1178295.00	4713180.00																
Total		1178295.00	1178295.00	1178295.00	1178295.00	4713180.00																