

DAYALBAGH EDUCATIONAL INSTITUTE  
DAYALBAGH, AGRA.

MINUTES of the Meeting of Finance Committee of Dayalbagh Educational Institute held on 28 July, 2016 (Thursday) at 3.30 p.m in the Seminar Hall Complex of the Institute.

PRESENT

1. Prof. P.K. Kalra, Director, DEI .....in the Chair
2. Smt. Sneha Bijlani, Treasurer, DEI
3. Prof. Vibha Nigam
4. Shri Madan Verma, New Delhi  
(Nominee of MHRD, Govt. of India)
5. Shri A.P. Sinha, Ex-Treasurer, DEI  
(Nominee of the Governing Body)
6. Shri R.K. Singh, Additional Director Treasuries  
U.P. Government.  
Prof. Anand Mohan, Registrar .....Secretary

1. The minutes of the last meeting of the Finance Committee of the Dayalbagh Educational Institute held on 20.2.2016, were confirmed.
2. Considered the audited Annual Accounts for the financial year 2015-2016 as well as the Balance Sheet of the Institute as on 31<sup>st</sup> March, 2016 including the Annual Accounts of the DEI Technical College, DEI Prem Vidyalaya Girls' Intermediate College and REI Intermediate College and also considered the submission of the same to the Governing Body of the Institute for its approval (Appendix-I).

Resolved that audited Annual Accounts for the financial year 2015-2016 be and are hereby approved for submission to the Governing Body of the Institute with a recommendation that surplus of Rs.5.00 crores out of Non-Govt. Institute funds be transferred to Corpus Fund of the Institute and Rs.30.00 lacs out of surplus Non-Govt. Institute funds be transferred to the newly created Solar Fund.

3. Considered the instructions received vide Secretary, UGC's D.O. letter No. F.1-1/2013(IA) dated April 26, 2016 regarding electronic/digital mode (RTGS/ NEFT/ Bank Transfer) of transactions for all payments and receipts for adoption in the Institute (Appendix-II).  
The issues involved are detailed in the attached note (Appendix-II-A).

Resolved that the following arrangements be made for e/digital transactions:

The Dayalbagh Educational Institute should make all payments above Rs.1,000/- through Digital/e-mode. For this, necessary mandate forms should be collected from suppliers and other contractors and service providers. Wherever necessary, imprests/advances can be sanctioned in favour of staff to be electronically deposited in their bank accounts for making payments on behalf of the institute. Similarly, all receipts above Rs.1000/- be received directly in the Bank. All regular petty vendors making supplies to the Institute should also be encouraged to open bank accounts.

- 4(i). The Finance Committee noted that the UGC vide its DO letter No.F.10-1/2016(Vig.) dated 27.4.2016 (Appendix-III) sending therewith a copy of MHRD, Government of India letter F.No.61-19/2015-Desk(4) dated 3.3.2016 (Appendix-IV) has directed the Deemed Universities to ensure that these instructions for maintaining financial propriety are strictly followed.
- 4(ii) In view of the above letter, agenda items of the Governing Body as per Annexure-1, [items (A) to (P)] having financial implications were considered by the Finance Committee.

Resolved that these items be forwarded to the Governing Body for its approval.

5. Considered the note from the Treasurer regarding the position of grant from U.P. Government (Appendix-V).

The Finance Committee noted that there have been delays in getting salary grants from UGC as well as U.P. Government, resulting in delayed payments of salaries to staff.

Resolved that this matter of delay in payment of salaries be resolved by taking temporary loans from other grants, if available or else by resorting to overdrafts from banks.

6. Any other item

The following issue of payment to M/s Prem Motors, Agra (authorised dealer of Maruti Suzuki) was considered.

Under a tripartite agreement between D.E.I. Technical College, Maruti Suzuki India Ltd., Gurgaon and M/s Prem Motors, Agra; a Workshop was set-up in Automobile Department of Technical College where Maruti Suzuki India Ltd. had agreed to spend Rs.20.00 lacs. On their request, it was agreed by the DEI Technical College that any expenditure over and above Rs.20.00 lacs would be paid for by the DEI Technical College. The Company through its dealer M/s Prem Motors has now sent bills of excess expenditure of Rs.1,35,500/- to be reimbursed by the DEI Technical College. This payment has already been made by M/s Prem Motors as seen from the letter of M/s Prem Motors, Agra.

Resolved that Rs.1,35,500/- be reimbursed to M/s Prem Motors, Agra as claimed by them in accordance with the tripartite agreement. A copy of the receipt of this payment alongwith a photograph of the facility created be kept in records.

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

Date: 28.7.2016

(Prof. Anand Mohan)  
REGISTRAR

Note: The appendices referred in these minutes relate to the agenda. Annexure-1 to item no.4(ii) is enclosed.

**Item No.4(ii)**

- (A) Considered the proposal of Prof. Gur Saran, Department of Mathematics, Faculty of Science seeking approval for the following from the UGC XII Plan Equipment Grant:-

	Item/s	Qty.	Rate(Rs.)	Total (Rs. in lacs)
1	Desktop Computer	02	40000	0.80
2	PA System	02	25000	0.50
3	LCD Projector	06	45000	2.70
4	Projector Screen	06	5000	0.30
5	Projector Ceiling Mount Kits	06	2000	0.12
6	Cabling and Installation	-	15000	0.15
			Total	4.57

The proposal has the financial clearance dated 9.7.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (B). Considered the proposal of Prof. Gur Saran, Department of Mathematics, Faculty of Science seeking approval to purchase the following items out of the UGC Maintenance Grant:-

S.N.	Particulars	Total (Rs. in lacs)
<b>Non-Recurring</b>		
1	Additional One Time Cost (OTC) for Equipment (Router, Wireless Radio, Fiber to Ethernet Converter, etc.) and Installation/ laying at DEI and at the following ICT Centres: Amritsar, Murar, Timarni and MTV Puram (on wireless radio) for fiber/Wireless Connectivity	10.50
<b>Recurring</b>		
1	Additional Leased Line 16 Mps (1:1) MPLS VPN	3.40
	Total	13.90

The proposal has the financial clearance dated 15.7.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (C). Considered the revised proposal dated 15.7.2016 of the Coordinator, Renewable Energy (B.Voc. Programme) seeking approval for the following in place of earlier approved items by the Governing Body in its meeting held on 20.5.2016 vide its resolution no. 24:-

**Items earlier approved by the Governing Body**

S.N.	Particulars	Unit	Rate (Rs.in lacs)	Total (Rs.in lacs)
1	Drafting Tables with stools	40	0.04	1.60
2	Table & Chairs	06	0.08	0.48
3	Almirah (for books)	04	0.20	0.80
			Total	2.88

**Revised Proposal for approval**

S. N.	Particulars	Unit	Rate (Rs.)	Total (Rs.in lacs)
1	Drafting Tables with stools	60	5,700	3.420
2	Chairs for Computer Tables	10	1,200	0.120
3	Model Making Tables	03	7,200	0.216
4	Stools for Model Making Tables	12	800	0.096
			Total	3.852

The proposal has the financial clearance dated 16.7.2016 from the Treasurer out of DDU Kaushal Kendra-Renewal Energy Grant.

Resolved that the proposal as above be and is hereby approved.

- (D). Considered the proposal of Dr. Charu Swami, Department of Home Science, Faculty of Arts seeking approval to purchase the following items out of B.Voc. (Apparel Manufacturing) Equipment Grant:-

S.N.	Particulars	Unit.	Rate	Total (Rs. in lacs)
1	Polycom	2	4,00,000	8.00
2	UPS with battery	2	35,000	0.70
3	Projector	2	50,000	1.00
4	Screen for Projector	2	20,000	0.40
			Total	10.10

The proposal has the financial clearance dated 20.7.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (E). Considered the proposal of Prof. Shalini Srivastava, Department of Chemistry, Faculty of Science seeking approval to purchase the following items out the of UGC-SAP DRS-II Grant:-

S.No.	Particular	Unit	Total (Rs. in lacs)
1	Zeta Sizer	1	28.00
2	Grimm Portable Aerosol spectrometer	1	19.00
3.	Micro Processor Controlled UV-VIS Double Beam Spectrophotometer	1	3.00
		Total	50.00

The proposal has the financial clearance dated 15.7.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (F). Considered the proposal of Dr. Parul Bhatnagar, Coordinator, Textile Design, Faculty of Arts seeking approval to purchase the following items out of DDU Kaushal Kendra -Start-UP-Equipment Grant:-

S.N.	Particulars	No.	Total (Rs. in lacs)
1	Polycom		4.00
2	UPS with battery	1	0.35
3	UV 55 inch LED TV	1	0.45
4	Projector	1	0.50
5	Document Camera	1	0.98
		Total	6.28

The proposal has the financial clearance dated 20.7.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (G). Considered the proposal of the Coordinator, DEI Distance Education Programme seeking approval for the following items for various Information Centres/ICT Centres out of DEI-DEP Cell Account:-

(A) Kochi (Kerala) and Achanta Vemararam (Andhra Pradesh) Information Centres:

S.N.	Particulars	Total (Rs.in lacs)
1	<u>Kochi (Kerala)</u> Class Room Equipment	1.085
	<u>Achanta Vemararam (Andhra Pradesh)</u> Class Room Equipment	0.685
	Lab Equipment	0.664
	Total	2.434

The proposal has the financial clearance dated 13.7.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

(B) ICT Centres-Amritsar, Murar, New Delhi, Timarni & Information Centre-Ludhiana & Vadodara:

S.N.	Particulars	Unit	Rate (Rs.)	Total (Rs. in lacs)
1	<u>Amritsar</u>			
	Computers	5	33,000/-	2.15
	Heavy Duty Photo Copier	1	50,000/-	0.50
2	<u>Ludhiana</u>			
	LED TV	1	42,500/-	0.425
3	<u>Murar</u>			
	Computers	5	33,000/-	2.15
	Heavy Duty Photo Copier	1	50,000/-	0.50
4	<u>Soami Nagar, New Delhi</u>			
	LED TV's	2	48,400/-	0.968
5	<u>Vadodara</u>			
	LED TV	1	42,500/-	0.425
6	<u>Timarni</u>			
	Computers	4	30,900/-	1.236
			Total	7.354

The proposal has the financial clearance dated 13.7.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (H-i) The Finance Committee noted that the Science & Engineering Research Board, New Delhi vide its letter No.P&F/2015/000947 dated 6.6.2016 has sanctioned National Post-Doctoral Fellowship to Dr. Akbar Ali under the mentorship of Prof. Prem Kumar Dantu, Department of Botany, Faculty of Science with fellowship at the total cost of Rs.19,20,000/- for a duration of two years w.e.f. 7.4.2016. The details are, as under:-

Fellowship	-	Rs.13,20,000/- (@55,000/- per month consolidated)
Research Grant	-	Rs.2,00,000/- per annum
Overheads	-	Rs.1,00,000/- per annum

- (H-ii) Considered the following break-up submitted by Dr. Akbar Ali, Department of Botany, Faculty of Science:-

		(Rs.in lacs)
1	Fellowship @ 55,000/- per month	6.44
2	Research Grant (Consumables, Travels, Contingency, Analytical change)	2.00
3	Overheads	1.00
	Total	9.44

The proposal has the financial clearance dated 28.6.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (I). Considered the request of the Principal, DEI Technical College seeking approval to set up a Mechanical Workshop (other than existing) at any other suitable place at the total cost of expenditure of Rs.9.00 lakhs out of TC Self Financing Account. Setting up of the Workshop includes :-
- Fitting shop (size 40' x 20')
  - Carpentry Shop (size 40' x 20')
  - Welding Shop (size 40' x 20')
  - Smithy Shop (size 40' x 20')

The list of equipment is as given in Appendix-'X'.

The proposal has the financial clearance dated 22.7.2016 from the Treasurer

Resolved that the proposal as above be and is hereby approved.

- (J). Considered the proposal of Prof. Gur Saran, Department of Mathematics, Faculty of Science seeking approval for the following items out of the UGC-XII Plan Equipment Grant:-

S.N	Particulars	Unit	Rate per Unit (Rs. in lacs)	Total (Rs. in lacs)
1	24 port switch with Fiber ports (non-PoE)	10	0.18	1.80
2	24 Port Fiber Switch	3	0.70	2.10
3	SFP Modules	50	0.014	0.75
4	Amp Cat 6 Cable Roll	5	0.07	0.35
5	Fiber Installation (Chambers, Fiber Patch Chords, Splicing, Joint Closures, etc.)			1.60
			Total	6.60

The proposal has the financial clearance dated 4.7.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (K). Considered the minutes dated 25.7.2016 (Appendix-'Y') of the Building Committee for the approval of the following items:-

(i) The proposal of the Dean, Amritsar Campus to construct a Battery Room with a plinth area of 159 sq.m. at an estimated cost of Rs.9.50 lacs out of the UGC Maintenance Grant. The proposal has the financial clearance dated 16.7.2016 from the Treasurer.

(ii) The proposal of the Dean, Amritsar Campus for addition and alteration of Block-3 with plinth area of 1643.7 sq.m. into Workshop and Auto Shop at an estimated cost of Rs.24.17 lacs out of DEI-Non Govt. funds. The proposal has the financial clearance dated 15.7.2016 from the Treasurer.

(iii) The proposal of the Dean, Amritsar Campus for replacing the dilapidated/broken roof and skylights sheets of Block-3, Block-1 and Assembly Hall at an estimated cost of Rs.14.51 lacs out of the UGC Maintenance Grant. This proposal is also separately mentioned at item no.6 in the main agenda. The proposal has the financial clearance dated 17.5.2016 from the Treasurer.

(iv) The proposal of the Dean, Amritsar Campus for demolishing of unusable structure at an estimated cost of Rs.50,000 out of the UGC Maintenance Grant. The proposal has the financial clearance dated 16.7.2016 from the Treasurer.

(v) The proposal of the Dean, Amritsar Campus for alteration and addition of the Dairy block at an estimated cost of Rs.7.05 lacs out of UGC Maintenance Grant. The proposal has the financial clearance dated 25.7.2016 from the Treasurer.

(vi) The proposal of the Dean, Amritsar Campus for the provision of Rain Water Harvesting System in the Campus at an estimated cost of Rs.9.45 lacs out of the DEI Non-Govt. Funds.

(vii) The proposal of Superintendent of Works for repair of the boundary wall of DEI damaged due to dust storm at an estimated cost of Rs. 1.8 lacs out of UGC Maintenance Grant. The proposal has the financial clearance dated 12.7.2016 from the Treasurer.

(viii) The proposal of Superintendent of Works for the construction of new boundary wall around Bio-Diversity & Herbal park (an area about 18 acres) at an estimated cost of Rs.1.83 crores subject to availability of grant from the UGC.

Resolved that the proposal as above be and is hereby approved.

- (L). Considered the proposal of the Coordinator, DEI Distance Education Programme seeking approval for the following items for various Information Centres/ICT Centres out of DEI-DEP Cell Account:-

Printing of Books for Modular Course (Wiremen/Electrician)

S.N.	Particulars	Unit	No. of pages	Rate	Total (Rs.)
1	MEE-111 (1 <sup>st</sup> Module) Electrical Wiring Jointing and Estimating	1000	338	60/-	60,000/-
				Total	60,000/-
	Vat @ 5% of 80% of Invoice Value				2,400/-
	Cartage				400/-
	Estimated Invoice Value				62,800/-

The proposal has the financial clearance dated 7.7.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (M). Considered the proposal of Head, Electrical Engineering, DEI Technical College seeking approval to purchase the following items out of TC Misc. Account:-

S.N.	Particulars of Items	Unit	Rate per unit (Rs.)	Total (Rs.)
1	Projector Panasonic PX26HXGA	2	50,000/-	1,00,000/-
2	Ceiling mount	2	3,500/-	7,000/-
3	Computer Dell (i5/8GB RAM)	2	45,000/-	90,000/-
4	UPS 2 KVA	2	4,500	9,000/-
5	Projector Screen	2	30,000/-	60,000/-
			Total	2,66,000/-

The proposal has the financial clearance dated 27.7.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (N). Considered the proposal of Head, Department of Zoology, Faculty of Science seeking approval to purchase the following items out of DST-FIST Grant to Department of Zoology (1<sup>st</sup> Instalment):-

S.N.	Equipment	Unit	Amount (Rs.in lacs)
<b>(A) Major Equipment</b>			
1	Gradient PCR and accessories	1	7.00
2	Real Time PCR and accessories	1	12.50
3	Water Purification Unit and accessories	1	4.50
4	Sonicator and accessories	1	4.00
<b>(B) Network and Computer System (NW)</b>			
1	Setting up a Computer lab with 3 PCs and accessories, 2 Laser Printers, Software's Computer Tables & Chairs and Network Peripherals		5.00
<b>(C) Grant-in-aid General</b>			
	Maintenance	-	0.50
		Total	33.50

The proposal has the financial clearance dated 20.7.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (O). Considered the proposal of Head, Department of Psychology, Faculty of Social Sciences seeking approval for Erection/Construction of an Aluminium Section Partition for Therapy-cum-Counselling & Guidance Cell.

Particulars	No. of Unit	Total (Rs.)
Erection of Aluminium. Section partition of size (L-15'X H-13'3") Approx.) (with Lockable Door) in Therapy cum Counselling & Guidance Room for Construction of a cell.	1	48,529/-

The proposal has the financial clearance dated 21.7.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (P). Considered the proposal of Prof. Gur Saran, Department of Mathematics, Faculty of Science seeking approval to purchase the following items out of Non-Government funds:-

S.N.	Particulars	No. of Unit	Rate	Total (Rs.in lacs)
1	Desktop Computer	15	45,000/-	6.75
2	Speakers	15	1,500/-	0.225
3	Web Camera	15	1,500/-	0.225
4	Projector	15	50,000/-	7.50
5	Screen & Projector Ceiling Mount Kit	15	10,000/-	1.00
			Total	15.70

The proposal has the financial clearance dated 28.7.2016 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

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