

DAYALBAGH EDUCATIONAL INSTITUTE
DAYALBAGH, AGRA – 282 005

MINUTES of the Meeting of Finance Committee of Dayalbagh Educational Institute held on 30.10.2018 (Tuesday) at 11.30 a.m in the Committee Room of the Institute.

PRESENT

- | | | |
|----|---|-------------------|
| 1. | Prof. P.K. Kalra, Director (Through Skype) |in the Chair |
| 2. | Smt. Sneh Bijlani, Treasurer, DEI | |
| 3. | Shri Sushil Kumar Gupta
Additional Director (Treasuries) | |
| 3. | Prof. Satya Prakash
(Nominee of the Governing Body) | |
| 4. | Shri A.P. Sinha, Ex-Treasurer, DEI
(Nominee of the Governing Body) | |
| 5. | Shri Rama Shankar Singh
(Nominee of MHRD, Govt. of India) | |
| | Shri Dheeraj Kumar, Acting Registrar | Secretary |

1. The minutes of the last meeting of the Finance Committee of the Dayalbagh Educational Institute held on 21.7.2018, were confirmed.
2. Considered the Budget of the Institute as prepared by the Treasurer (Revised Estimates for the year 2018-19 and Budget Estimates for the year 2019-2020) including the Budget of the DEI Technical College, DEI Prem Vidyalaya Girls' Intermediate College and REI Intermediate College and to submit the same to the Governing Body of the Institute for its approval (Appendix-I).

INCOME

(Rs. in lakhs)

Sr. No.	Budget Head	Budget Estimate 2018-2019	Revised Estimate 2018-2019	Budget Estimate 2019-2020
1.	Non-Government			
	(a) Self Finance Heads	5,22.76	5,15.93	5,54.10
	(b) Other than fee Heads	8,59.42	12,08.95	11,62.23
	(A) Sub-total	13,82.18	17,24.88	17,16.33
2.	State Government			
	(i) Faculties other than Engg. & Engg. Faculty	23,40.50	24,03.21	25,21.65
	(ii) DEI Technical College	6,23.06	5,89.41	6,49.38
	(iii) DEI PV Girls Inter College	2,05.70	2,19.84	2,34.48
	(iv) REI Intermediate College	2,11.98	1,87.80	1,93.51
	(B) Sub-total	33,81.24	34,00.26	35,99.02
3.	(C) UGC	35,94.33	55,77.04	57,58.19
	TOTAL (A)+(B)+(C)	83,57.75	107,02.18	110,73.54

EXPENDITURE*(Rs. in Lakhs)*

Sr. No.	Budget Head	Budget Estimate 2018-2019	Revised Estimate 2018-2019	Budget Estimate 2019-2020
1.	Non-Government			
	(a) Self Finance Heads	2,12.79	2,27.76	2,18.56
	(b) Other than fee Heads	11,66.96	14,92.74	14,92.60
	(A) Sub-total	13,79.75	17,20.50	17,11.16
2.	State Government			
	(i) Faculties other than Engg. & Engg. Faculty	23,40.50	24,03.21	25,21.65
	(ii) DEI Technical College	6,23.06	5,89.41	6,49.38
	(iii) DEI PV Girls Inter College	2,05.70	2,19.84	2,34.48
	(iv) REI Intermediate College	2,11.98	1,87.80	1,93.51
	(B) Sub-total	33,81.24	34,00.26	35,99.02
3.	(C) UGC	35,94.33	55,77.04	57,58.19
	TOTAL (A)+(B)+(C)	83,55.32	106,97.80	110,68.37

After considering the Revised Estimates for the year 2018-2019 & Budget Estimates for the year 2019-2020, the Finance Committee resolved that the Revised Estimates for the year 2018-2019 & Budget Estimates for the year 2019-2020 as summarized above be and are hereby approved for submission to the Governing Body of the Institute.

3. Considered proposal of student project entitled "Towards Sustainable Buildings" for building a set of two classroom costing Rupees 34.50 lakh made of low embodied energy such as bamboo and mud etc. which would be a hands-on exercise in sustainable and green practices. The expenditure would be booked under Non-Govt. Funds.

Resolved that the proposal as above be and is hereby approved for submission to the Governing Body for its consideration.

4. Considered the proposal for change in the name of the bank accounts as per instructions contained in the University Grants Commission Letter No. F.No.17-1/2015 (FD-II) dated 14.9.2018, that the bank account must be in the full name of the Institution for receiving funds from UGC through PFMS as under:-

S. N.	Account Number	Account Name	Bank	Revised Name (Proposed)	Scheme component(s)
1	3633000100175186	DEI UGC Plan Account	Punjab National Bank, Dayalbagh Branch	Dayalbagh Educational Institute Schemes Account	Coaching Scheme, SAP, MRP, Sports Infrastructure
2	305602010024028	DEI UGC DDU KAUSHAL KENDRA	Union Bank of India, Dayalbagh Branch	Dayalbagh Educational Institute Skill Development Account	Community College, B.Voc. Programme and DDU Centres
3	0192101044904	DEI UGC Maintenance Fund A/c	Canara Bank, MG Road Branch	The Registrar, Dayalbagh Educational Institute UGC Maintenance A/c	Other Schemes/ Components

Resolved that the proposal as above be and are hereby approved for submission to the Governing Body for its consideration.

5. Considered the proposal for opening new Savings Bank Accounts as per instructions contained in the University Grants Commission letter No. F.No. 17-1/2015 (FD-II) dated 14th September 2018 for receiving funds from UGC through PFMS as under:-

S.N.	Name of Account	Bank Name	Scheme Component(s)
1	Dayalbagh Educational Institute Research Schemes Account	Union Bank of India, Dayalbagh Branch	BSR, NET-JRF
2	Dayalbagh Educational Institute Pension Account	Union Bank of India, Dayalbagh Branch	Pension and Pensionary Benefits (OH-31)
3	Dayalbagh Educational Institute Non Salary Account	Yes Bank, Dayalbagh Branch	Travel, Security/ Housekeeping, Exp. on Contractual Employees and Other Expenses (OH-31)
4	Dayalbagh Educational Institute Capital Assets Account	Yes Bank, Dayalbagh Branch	Grants for Creation of Capital Assets (OH-35)
5	Dayalbagh Educational Institute Salary Account	Union Bank of India, Dayalbagh Branch	Grant in Aid Salary (OH-36)
6	Dayalbagh Educational Institute Scholarships and Fellowships Account	State Bank of India, Ellora, Dayalbagh Branch	Fellowship for SC students (Previously RGNF)

These bank accounts would be operated in accordance with the Bye-laws of the Institute.

Resolved that the proposal as above be and is hereby approved for submission to the Governing Body for its approval except that Account at Sr.No.3 be operated in Bank of Baroda, Dayalbagh Branch and at Sr.No.4 be operated in HDFC Bank, Dayalbagh Branch.

- 6(a) Considered all agenda items for the Governing Body meeting being held on 10.11.2018 having the financial implications (Appendix-II).

Resolved that items given in Annexure-I be forwarded to the Governing Body of the Institute for its approval.

- 6(b) The Finance Committee noted the additional items/equipment approved by the Board of Management (Governing Body) in its meeting held on 31.7.2018. These proposals had the financial clearance from the Treasurer (Appendix-III).

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

Dated: 30.10.2018

(Dheeraj Kumar
Acting Registrar

Note: The appendices referred in these minutes relate to the agenda. Annexure-I to these minutes is enclosed.

Annexure-I to Resolution no.6(a) of the Finance Committee Meeting dated: 30.10.2018

Considered the following proposals-

Resolved that the proposals as given below be and are hereby approved for submission to the Governing Body for its consideration:-

(i) the request of Dr. Parul Bhatnagar, Project Head-TTEI seeking approval for the following break-up out of TTEI Project Grants:-

S.N.	Items	Total (Rs.)
1	Fee for Trainer	4,87,226.00
2	Total Stipend @ Rs.300/- per Trainee per day	10,36,200.00
3	Compensation for wastage of Raw Material	1,28,299.00
4	Purchase of tools	70,740.00
5	Misc. Stationery, Repairs of Machine etc.	1,18,649.00
6	Administrative charges (Overhead)	2,54,304.00
	Total	20,95,418.00

It is noted that the proposal has the financial clearance dated 4.10.2018 from the Treasurer.

(ii) the request of Dean, Faculty of Commerce seeking approval to purchase the following item out of Non-Govt. Funds:-

Items	No.	Rate per unit	Total (Rs.)
Dual Desk Bench	40	3400.00	1,36,000.00
		Total	1,36,000.00

It is noted that the proposal has the financial clearance dated 13.8.2018 from the Treasurer.

(iii) the request of Superintendent of Works, Works Department seeking approval to purchase 5 (five) RO Water Purifiers (Aquaguard, Zero B, Kent) at a total cost of Rs.3,00,000.00 out of UGC Plan (Capital Assets) Grants. The proposal has the financial clearance dated 29.10.2018 from the Treasurer.

(iv) the request of the Principal, Soami Nagar Model School, New Delhi seeking approval for the following break-up out of Foldscope project Grants:-

S.No.	Particulars	Total (Rs.)
Non-Recurring		
1	Laboratory Expense	11,000.00
2	Laptop	49,000.00
3	Foldscope workshop	2,000.00
Recurring		
1	Travel (Train)	54,000.00
2	Taxis	30,000.00
3	Stay at Rajaborari	5,000.00
4	Travel (DEI Teachers)	9,400.00
	Total	1,60,400.00

It is noted that the proposal has the financial clearance dated 15.10.2018 from the Treasurer.

(v) the request of the Principal, DEI PV Girls' Intermediate College seeking approval -

(a) to purchase a Photostat Machine at a total cost of Rs.1,20,000/- out of DEI PV Non-Govt. Funds. It is noted that the proposal has the financial clearance dated 9.10.2018 from the Treasurer.

(b) for the following break-up out of Foldscope project Grants:-

S.N.	Particulars	Total (Rs.)
1	Consumables	70,000.00
2	Travel	1,80,000.00
3	Contingency	50,000.00
	Total	3,00,000.00

It is noted that the proposal has the financial clearance dated 7.8.2018 from the Treasurer.

(c) for the following expenses out of out of DEI Non-Govt. Funds:-

S. N.	Particulars	Quantity	Rate	Amount (Rs.)
1	Cabinets under new working platform	14	5000.00	70,000.00
2	Granite Slab on new working platform (sqft)	90	250.00	22,500.00
3	Almirah 4'-6" X 6'-0"	1	25000.00	25,000.00
4	Chairs	40	2000.00	80,000.00
5	Electrical fittings and wiring	1	20000.00	20,000.00
6	Door Window painting and repair	1	50000.00	50,000.00
7	Contingency	1	14500.00	14,500.00
			TOTAL	2,82,000.00

It is noted that the proposal has the financial clearance dated 22.10.2018 from the Treasurer.

(d) for the following expenses out of out of Atal Tinkering Lab Grants:-

Items (Packages)	Description	Total
P1: Electronics Development, Robotics, Internet of Things and Sensors	Basic Electronics Kit	187,890.22
	STEM Kits	204,017.00
P2: Rapid Prototyping Tools	3D Printers	94,990.00
	Art and Craft Supply	28,731.00
	Filament (PLA) for 3D Printer	35,400.00
P3: Mechanical, Electrical and Measurement tools	Hardware Tool Kit	74,847.00
P4: Power Supply & Accessories and Safety Equipment	Safety Tools and power supply kit	21,131.44
Advanced Prototyping Kit	Lego Advanced Kit	49,737.00
IT	All in one Desktop PC	60,000.00
	Netbook	30,000.00
	Projector	60,000.00
Operation and Maintenance Cost	Spares	50,000.00

Items (Packages)	Description	Total
LED 52" TV		50,000.00
Civil Repair		90,000.00
Refurbishing		60,000.00
Manpower		60,000.00
Contest, AIM suggested events		50,000.00
Total		12,06,744.00

It is noted that the proposal has the financial clearance dated 20.10.2018 from the Treasurer.

(vi) the request of Principal, REI Intermediate College seeking approval for the following expenses out of Foldscope Project Grants:-

S.N.	Particulars	Unit	Total (Rs.)
Consumable			
1	Microtome	1	22,500.00
2	HP Laptop	1	29,500.00
3	HP Printer	1	13,000.00
4	Web came	1	10,000.00
Tour			
1	National Science Centre, Delhi, Rajaborari	1 each visit	1,87,500.00
contingency			
1	Miscellaneous (organizing Workshop/ Seminars/ Expert Lecture/ Expert Honorarium/ Maintenance)		37,500.00
		Total	3,00,000.00

It is noted that the proposal has the financial clearance dated 16.8.2018 from the Treasurer.

(vii) the request of Prof. P.K. Dantu, Department of Botany, Faculty of Science seeking approval to purchase the following item out of UGC (Maintenance) Grant:-

Particulars	Unit	Rate per unit	Total (Rs.)
Polythene Sheet (100 ft L 100 ft) + 18% GST as Pond lining	10,000 ft	15.50 sq.ft.	1,82,900.00
		Total	1,82,900.00

It is noted that the proposal has the financial clearance dated 30.7.2018 from the Treasurer.

(viii) the request of Coordinator, B.Arch, seeking approval for the following items (purchasing/Civil Work)-

(1) out of UGC Plan (Capital Assets)

S.N.	Particulars	No. Unit	Rate (Rs.)	Total (Rs.)
1	Computer Tables	20	4,000.00	80,000.00
2	Chairs	20	1,000.00	20,000.00
3	Drafting Tables	40	5,000.00	2,00,000.00
4	Stools	40	1,000.00	40,000.00
5	Teachers Tables with chairs	5	8,000.00	40,000.00
6	Library Reading Tables	2	7,000.00	14,000.00
7	Chairs (for Library reading Tables)	24	1,000.00	24,000.00
8	Student Lockers	7	13,000.00	91,000.00
9	Display Boards	15	5,000.00	75,000.00
10	Almirahs	2	10,000.00	20,000.00
11	Staff Room Partitions	12	10,000.00	1,20,000.00
			Total	7,24,000.00

It is noted that the proposal has the financial clearance dated 20.10.2018 from the Treasurer.

(2) Out of UGC Plan (Capital Assets)-

S.N.	Particulars	No. Unit	Rate (Rs.)	Total (Rs.)
1	B.Arch. Books			1,50,000.00

It is noted that the proposal has the financial clearance dated 20.10.2018 from the Treasurer.

(3) Out of UGC Plan (Capital Assets)-

S.N.	Particulars	No. Unit	Rate (Rs.)	Total (Rs.)
1	Desktop PCs with Graphic Card	15	50,000.00	7,50,000.00
2	LCD Projector	1	30,000.00	30,000.00
3	Biometric Machine	1	30,000.00	30,000.00
			Total	8,10,000.00

It is noted that the proposal has the financial clearance dated 18.10.2018 from the Treasurer.

(ix) the request of Prof. D. Bhagwan Das, Department of Electrical Engineering, Faculty of Engineering seeking approval for the following break-up out of Rs.1,97,500/- sanctioned by DST for the project entitled "Design and Development of the Hybrid Renewable Energy Microgrid with value chain applications for Agriculture and Dairy Farm":-

S.N.	Particulars	Unit	Rate (Rs.)	Total (Rs.)
Non-Recurring				
A. Equipment				
1	Multistage Solar Power Control Unit1	1	20,00,000.00	20,00,000.00
2	Induction Motor for Electric Threshing Machine	1	1,00,000.00	1,00,000.00
3	Milk Pasteurization equipment with compressor/for Cold Storage	1 set	3,00,000.00	3,00,000.00
4	DC Fans and Accessories Smart Meters			81,000.00
			Total-A	24,81,000.00
B. 200 kWp SPV Plant/ fabrication of structure				
I	SPV Panels 200 k Wp	1 set	75,00,000.00	75,00,000.00
II	360V, 500AH Battery Bank	1 set	25,00,000.00	25,00,000.00
III	Fabrication of Stands for SPV Plant	1 set	25,04,900.00	25,04,900.00
			Total-B	1,25,04,900.00
C. Recurring				
I	Manpower (1 JRF@ 25000 p.m., 1 PA @ 15000/- p.m.)	1+1		4,80,000.00
II	Consumables			30,83,600.00
III	Contingency			50,000.00
IV	Travel			50,000.00
V	Other Cost			4,00,000.00
VI	Overheads			7,50,000.00
			Total-C	48,13,600.00
			Grand Total	1,97,99,500.00

The sanction letter of the project has already been noted by the Governing Body in its meeting held on 31.7.2018.

It is noted that the above break-up has the financial clearance dated 30.7.2018 from the Treasurer.

(x) the request of Coordinator, Distance Education programme seeking approval to purchase the following items out of DEI-DEP Cell Account

S. No.	Particulars Name of Book and Book Code No.	No. Unit	No of Pages	Rate Per Unit	Total (Rs.)
A. Recurring					
1.	MWM/MEE-121 (Vol-1) 2 nd Module (Basic Electrical Engineering & Measurement)	1000	275	51.00	51,000.00
2.	MWM/MEE-122 (Vol-2) 2 nd Module (Electrical Maintenance & Repair Workshop)	1000	112	31.00	31,000.00
3.	DEP Annual Magazine (Coloured Cover and 24 pages in 4-colour magazine size 9.5" x 7")	1500	100	52.50	78,750.00
				Total	1,60,750.00
	GST @ 5% (S. No. 1 to 2)				4,100.00
	GST 12% (S. No. 3)				9,450.00
	Cartage				--
	Estimated Invoice Value				1,74,300.00

It is noted that the proposal has the financial clearance dated 18.10.2018 from the Treasurer.

(xi) the request of Coordinator, Distance Education programme seeking approval to purchase the following items out of DEI-DEP Cell Account

S.No	Particulars	No. Unit	Rate Per Unit (Rs.)	Total (Rs.)
A.	<u>Non – Recurring</u>			
1.	<u>Computer Lab for OACO Course at Timarni Information Centre</u> ➤ Dell Vostro Desktop (Corei3 8 th Gen./4GB RAM/1TBHDD/ DOS/18.5" HD LED/DVD/ WIFI/ Bluetooth/3 Year Warranty)	05	@32,200/-	1,61,000/-
			Total	1,61,000.00

It is noted that the proposal has the financial clearance dated 20.10.2018 from the Treasurer.

(xii) the request of Superintendent of Works, Works Department seeking approval for the following items:-

(a) out of UGC Plan (Capital Assets) Buildings Grants:-

Particulars	Total (Rs. in lacs)
Procurement- Replacing old, broken, damaged Furniture of Junior Boys Hostel	13.02

It is noted that the proposal has the financial clearance dated 29.10.2018 from the Treasurer.

(b) out of UGC Plan (Capital Assets) Buildings Grants:-

Particulars	Total (Rs. in lacs)
Major repair and renovation of Rooms and corridors of Women's Hostel-1	26.47

It is noted that the proposal has the financial clearance dated 29.10.2018 from the Treasurer.

(c) out of UGC Plan (Capital Assets) Buildings Grants:-

Particulars	Total (Rs. in lacs)
Major repair and renovation in Junior Boys Hostel	29.58

It is noted that the proposal has the financial clearance dated 29.10.2018 from the Treasurer.

(d) out of UGC Plan (Capital Assets) Buildings Grants:-

Particulars	Total (Rs. in lacs)
Renovation of Boys Toilet of the Institute situated near NRSC (Boys)	15.82

It is noted that the proposal has the financial clearance dated 29.10.2018 from the Treasurer.
