

**THE VII<sup>th</sup> MEETING  
OF  
FINANCE COMMITTEE**

**NATIONAL INSTITUTE OF  
TECHNOLOGY MEGHALAYA**

**MINUTES**

**DAY : MONDAY**

**DATE: 14.09.2015**

**VENUE: The Conference Room  
NIT Meghalaya,  
Bijni Complex  
Laitumkhrah  
Shillong-793003**



## NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

### MINUTES OF THE SEVENTH MEETING OF THE FINANCE COMMITTEE HELD ON 14<sup>th</sup> SEPTEMBER, 2015

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The VII<sup>th</sup> meeting of the Finance Committee of NIT Meghalaya was held on 14<sup>th</sup> September, 2015 at 10.00 a.m. in the Conference room of the Institute in the presence of the following members:

- |   |                     |
|---|---------------------|
| 1. Prof. D. K. Basu<br>Chairman BOG, NIT Meghalaya    | Chairman            |
| 2. Shri R. Subrahmanyam<br>Addl. Secretary (TE), MHRD | Member              |
| 3. Prof. D. K. Saikia<br>Director, NIT Meghalaya      | Member              |
| 4. Sri Satpal Sharma<br>IFD, MHRD                     | MHRD Representative |
| 5. Mr. D. J. Goswami<br>Registrar, NIT Meghalaya      | Secretary           |

At the outset the Chairman welcomed the members to the VII<sup>th</sup> meeting of the Finance Committee. The Committee expressed its appreciation to the two former members Prof. Samarjit Sengupta and Mr. Asim Datta, whose terms expired recently, for their valuable service as members of the Committee. The agenda for the day was taken up for discussion as below:

#### **Item No. 1: Confirmation of the Minutes of the VI<sup>th</sup> Meeting of the Finance Committee of the Institute held on 09.01.2015**

The Minutes of the VI<sup>th</sup> Meeting of the Finance Committee of the Institute was circulated amongst the members of the Committee for their comments/ observations. No comments/ observations were received from any of the members.

**R1/FC-VII/2015:** *The Finance Committee **RESOLVED** that the Minutes of the VI<sup>th</sup> meeting of the Finance Committee be **CONFIRMED** as circulated.*



**Item No. 2: Expenditure Status as on 31.08.2015**

During the VI<sup>th</sup> meeting of Finance Committee of the Institute held on 09.01.2015 a budget estimate of Rs.231,80.00 lakh for the financial year 2015-16 was recommended which was subsequently approved by the BOG of the Institute. Expenditure status as on 31.08.2015 during the financial year 2015-16 is as follows:

| Sl. No. & Code | HEAD OF ACCOUNT                                 | Budget estimate 2014-15<br>(₹ in Lakh) | Expenditure during 2014-15<br>(₹ in Lakh) | Budget estimate 2015-2016<br>(₹ in Lakh) | Expenditure till 31.08.2015<br>(₹ in Lakh) |
|----------------|---|--|---|--|--|
| 1-EQP          | Equipment, Teaching Aids & Software             | 800.00                                 | 819.75                                    | 800.00                                   | 231.62                                     |
| 2-FRN          | Furniture                                       | 200.00                                 | 141.01                                    | 150.00                                   | 67.00                                      |
| 3-CON          | Construction- Boundary Wall, Buildings etc.     | 7500.00                                | 3142.92                                   | 20000.00                                 | 1018.89                                    |
| 4-ACS          | Architectural Consultant, Soil Testing etc.     | 200.00                                 | 85.56                                     | 150.00                                   | 5.00                                       |
| 5-PAY          | Pay & Allowances                                | 600.00                                 | 545.25                                    | 750.00                                   | 342.02                                     |
| 6-SOS          | Security, Catering & Other Outsourced Services. | 150.00                                 | 91.58                                     | 200.00                                   | 36.48                                      |
| 7-RMT          | Repairs & Maintenance                           | 90.00                                  | 93.85                                     | 80.00                                    | 59.99                                      |
| 8-RNT          | House Rents (Building Hiring Charges)           | 300.00                                 | 242.64                                    | 350.00                                   | 68.17                                      |
| 9-CAD          | Consumables – Academic Departments              | 15.00                                  | 20.33                                     | 35.00                                    | 1.17                                       |
| 10-ROC         | Recurring Office Contingency                    | 15.00                                  | 15.94                                     | 35.00                                    | 3.06                                       |
| 11-RAD         | Recurring Contingency-Academic departments      | 10.00                                  | 5.70                                      | 10.00                                    | 9.52                                       |
| 12-RJN         | Research Journals                               | 75.00                                  | 76.21                                     | 75.00                                    | 3.24                                       |
| 13-LBK         | Library Books                                   | 30.00                                  | 12.02                                     | 25.00                                    | 0.38                                       |
| 14-SSC         | Student Scholarships                            | 80.00                                  | 59.83                                     | 80.00                                    | 45.06                                      |
| 15-SAC         | Students Activity                               | 20.00                                  | 9.74                                      | 35.00                                    | 7.19                                       |
| 16-OAC         | Other Acad. Exp., Exams., etc.                  | 40.00                                  | 23.10                                     | 50.00                                    | 7.03                                       |
| 17-TEX         | Travel Expenses                                 | 25.00                                  | 14.18                                     | 30.00                                    | 1.83                                       |
| 18-CTR         | Communication & Transportation                  | 100.00                                 | 150.38                                    | 120.00                                   | 20.23                                      |
| 19-PFR         | PF and Retirement Benefits                      | 50.00                                  | 35.93                                     | 60.00                                    | 17.52                                      |
| 20-LAD         | Loans & Advance                                 | 10.00                                  |   | 10.00                                    | 4.35                                       |
| 21-REX         | Recruitment Expenses                            | 40.00                                  | 20.81                                     | 50.00                                    | 8.32                                       |
| 22-MIC         | Miscellaneous Expenses                          | 40.00                                  | 44.51                                     | 50.00                                    | 29.99                                      |
| 23-MED         | Medical Expenses                                | 10.00                                  | 4.64                                      | 10.00                                    | 0.80                                       |
| 24-VEH         | Vehicle Expenses                                |  |   | 0.00                                     | 0.00                                       |
| 25-CNV         | Convocation Expenses                            | 0.00                                   | 22.99                                     | 25.00                                    | 0.00                                       |
|                | TOTAL-  | 10400.00                               | 5678.87                                   | 23180.00                                 | 1988.86                                    |

**R2/FC-VII/2015:** The Finance Committee **NOTED** the expenditure status of the Institute till 31<sup>st</sup> August, 2015.



**Item No.3: Revision of Budget Estimates for the Financial Year 2015-16**

As mentioned above budget estimate of Rs. 23,180.00 for the financial year 2015-16 was approved by the BoG of the Institute. However subsequently we have received an approval from the ministry towards purchase of an ambulance (Copy enclosed at Annex-II). No provision was made for this during the preparation of the estimates. Based on preliminary survey it was proposed that an amount of Rs.15.00 Lakh be allocated to the head of Vehicle (24-VEH) for purchase of an Ambulance.

The allocation of funds for procurement of books was kept at Rs. 25.00 Lakh considering the trend of expenditure during last financial year till December. Subsequently, with the starting of M.Sc. & M. Tech Programmes this amount is insufficient to cater the need for books. Already, purchase orders for books worth an amount of Rs. 42.50 Lakh have been placed. Considering the requirement for the year, it is proposed that an amount of Rs. 60.00 Lakh be allocated under this Head (13-LBK) in this financial year.

Further, with the increase in the M. Tech students and PhD research scholars the requirement under the head of Students Scholarships (14-SSC) has also increased. It is proposed enhance the allocation under this head to Rs. 150.00 Lakhs from allocated Rs. 80.00 Lakh

The Committee agreed to allocate Rs. 60.00 Lakh and Rs. 150.00 Lakh respectively to the heads of 13-LBK and 14-SSC respectively. The additional amount of Rs. 105 Lakh may be adjusted with the head of 3-CON. Regarding allocation to the head of Vehicle, the Committee opined that perhaps the purchase of the Ambulance may be deferred till the Institute is ready to shift to the permanent campus in Cherrapunjee.

Based on the current progress of the construction works at the permanent campus the PMC M/S RITES Ltd. has submitted a revised schedule of funds requirement for a total of Rs. 8262.35 Lakh for the current financial year. Including requirements for water reservoir, approach road and consultants fees etc., the fund requirement under the head of constructions (3-CON) is revised at Rs. 9000.00 Lakh.



**NITMGH/ FC-VII/MINUTES****14.09.2015**

**R3/FC-VII/2015:** The Finance Committee **RESOLVED** to **RECOMMEND** revision of budget estimates for the financial year 2015-16 as-

| Sl. No. & Code | HEAD OF ACCOUNT                                 | Budget estimate 2014-15<br>(₹ in Lakh) | Expenditure during 2014-15<br>(₹ in Lakh) | Budget estimate 2015-16<br>(₹ in Lakh) | Revised Budget Estimate 2015-16<br>(₹ in Lakh) |
|----------------|---|--|---|--|--|
| 1-EQP          | Equipment, Teaching Aids & Software             | 800.00                                 | 819.75                                    | 800.00                                 | 800.00   |
| 2-FRN          | Furniture                                       | 200.00                                 | 141.01                                    | 150.00                                 | 150.00   |
| 3-CON          | Construction- Boundary Wall, Buildings etc.     | 7500.00                                | 3142.92                                   | 20000.00                               | 9000.00  |
| 4-ACS          | Architectural Consultant, Soil Testing etc.     | 200.00                                 | 85.56                                     | 150.00                                 | 150.00   |
| 5-PAY          | Pay & Allowances                                | 600.00                                 | 545.25                                    | 750.00                                 | 750.00   |
| 6-SOS          | Security, Catering & Other Outsourced Services. | 150.00                                 | 91.58                                     | 200.00                                 | 200.00   |
| 7-RMT          | Repairs & Maintenance                           | 90.00                                  | 93.85                                     | 80.00                                  | 80.00  |
| 8-RNT          | House Rents (Building Hiring Charges)           | 300.00                                 | 242.64                                    | 350.00                                 | 350.00   |
| 9-CAD          | Consumables – Academic Departments              | 15.00                                  | 20.33                                     | 35.00                                  | 35.00  |
| 10-ROC         | Recurring Office Contingency                    | 15.00                                  | 15.94                                     | 35.00                                  | 35.00  |
| 11-RAD         | Recurring Contingency-Academic departments      | 10.00                                  | 5.70                                      | 10.00                                  | 10.00  |
| 12-RJN         | Research Journals                               | 75.00                                  | 76.21                                     | 75.00                                  | 75.00  |
| 13-LBK         | Library Books                                   | 30.00                                  | 12.02                                     | 25.00                                  | 60.00  |
| 14- SSC        | Student Scholarships                            | 80.00                                  | 59.83                                     | 80.00                                  | 150.00   |
| 15-SAC         | Students Activity                               | 20.00                                  | 9.74                                      | 35.00                                  | 35.00  |
| 16-OAC         | Other Acad. Exp., Exams., etc.                  | 40.00                                  | 23.10                                     | 50.00                                  | 50.00  |
| 17-TEX         | Travel Expenses                                 | 25.00                                  | 14.18                                     | 30.00                                  | 30.00  |
| 18-CTR         | Communication & Transportation                  | 100.00                                 | 150.38                                    | 120.00                                 | 120.00   |
| 19-PFR         | PF and Retirement Benefits                      | 50.00                                  | 35.93                                     | 60.00                                  | 60.00  |
| 20-LAD         | Loans & Advance                                 | 10.00                                  |   | 10.00                                  | 10.00  |
| 21-REX         | Recruitment Expenses                            | 40.00                                  | 20.81                                     | 50.00                                  | 50.00  |
| 22-MIC         | Miscellaneous Expenses                          | 40.00                                  | 44.51                                     | 50.00                                  | 50.00  |
| 23- MED        | Medical Expenses                                | 10.00                                  | 4.64                                      | 10.00                                  | 10.00  |
| 24-VEH         | Vehicle Expenses                                |  |   | 0.00                                   | 0.00   |
| 25-CNV         | Convocation Expenses                            | 0.00                                   | 22.99                                     | 25.00                                  | 25.00  |
|                | TOTAL-  | 10400.00                               | 5678.87                                   | 23180.00                               | 12285.00                                       |



**Item No. 4: Adoption of the Annual Accounts of NIT Meghalaya for the year 2014-15**

An item regarding forwarding of the Annual Accounts of NIT Meghalaya for the year 2014-15 to the Board of Governors of the Institute for adoption of the same and to send it to the Principal Accountant General (Audit), Meghalaya, Shillong for Audit of the Accounts was circulated amongst the members for their approval vide letter no. NITMGH/FC/Cir/2015-16/1025 dtd. 16.07.2015. Salient features of the accounts are reported as below:

| Sl. No. | Head   | 2013-14 | 2014-15 | ₹ in lakh |
|---------|--|---------|---------|-----------|
| 1.      | Grants - Plan Funds<br>Received during the year  |         | 4500    |           |
|         | Receivable as on 31.03.2015  |         | 1500    |           |
|         |  | 2500.00 |         | 6000.00   |
| 2       | Internal Revenue Generation:<br>Income from investments, interest income<br>and other income during the year | 44.68   |         | 109.06    |
| 3       | Capital Expenditure incurred during the<br>year (including capital works in progress)                        | 1188.15 |         | 4182.66   |
| 4       | Revenue Expenditure during the year  |         |         |           |
|         | Staff Payments and Benefit   | 341.02  | 581.19  |           |
|         | Academic Expenses  | 110.09  | 217.93  |           |
|         | Administrative and General Expenses  | 288.46  | 328.57  |           |
|         | Communication & Transportation<br>Expenses   | 50.44   | 162.58  |           |
|         | Security & Cleaning  | 64.41   | 91.58   |           |
|         | Repairs and Maintenance  | 26.53   | 93.85   |           |
|         |  | 880.95  |         | 1475.70   |
| 5       | Utilization of plan funds(3+4)   | 2069.10 |         | 5658.36   |

Approvals were received from 5 members of the Finance Committee, NIT Meghalaya. Accordingly, Annual Accounts for the year 2014-15 approved by circulation was forwarded to the BoG and after obtaining approval from the BoG it was sent to Principal Accountant General (Audit), Meghalaya, Shillong for statutory audit.

Personnel from Principal Accountant General (Audit), Meghalaya, Shillong audited the Accounts and as per their advice rectification of some points were undertaken which is summarized as follows:-

- Instead of deducting an amount of ₹5,69,857/- (being the prior period depreciation) An amount of ₹39,18,839/- being the prior period expenses (Schedule-18) was wrongly deducted from the total depreciation amount of ₹ 2,46,51,833/- for the year. The depreciation amount has been



corrected to ₹ 2,40,81,976/- (₹2,46,51,833 - ₹ 5,69,857). Earlier it was reported as ₹ 2,07,32,994/- (₹ 2,46,51,833 - ₹ 39,18,839).

- b) With the change in the depreciation amount as above in the expenditure side, correspondingly Grants and donations(Schedule-9) on the Income side of the Income and Expenditure account is rectified to ₹17,25,23,029/- (₹ 16,91,74,047/- + ₹33,48,982/-)
- c) In schedule 19 (Significant Accounting policies)- it was reported that depreciation during the year was done on prorata basis though depreciation has been provided for the whole year in terms of guidelines as per the new format. The reporting has been corrected accordingly.

The rectified copy of the Accounts placed before the Committee.

The Finance Committee was requested to take note and approve the same for forwarding it to BoG for its approval towards sending the rectified accounts to Principal Accountant General (Audit), Meghalaya, Shillong for further needful at their end.

**R4/FC-VII/2015:** *The Finance Committee **RESOLVED** to **RECOMMEND** the Rectified Annual Accounts to the Board of Governors for its approval towards sending the rectified accounts to Principal Accountant General (Audit).*

**Item No. 5: Approval of honorarium payable to Adjunct Faculty**

Guidelines for hiring Adjunct faculty in Centrally Funded Technical Institutions (CFTI's) were issued by MHRD, GoI vide their notification dated 16.02.2015. The same was placed before the Committee.

In the Para 9 of the said circular, it was mentioned that adjunct faculties would be provided travel assistance from his/her Institute to his/ her place of stay and back, maximum 6(six) times per year with accommodation to be provided in the Institute Guest house. He/ She will be given honorarium payable per day/per class/per session as decided by the FC/ BoG of the respective Institutes subject to a maximum ceiling of ₹ 1,20,000/- per month.

It is proposed that in case of hiring of adjunct Faculty NIT Meghalaya, they will be paid an honorarium of up to a maximum of ₹ 5,000/- per day for the days he /she takes part in Academic activities of the Institute, excluding the days of travel, subject to a ceiling of ₹ 1,20,000/- per month.

The Finance Committee was requested to consider and recommend to BoG for its approval regarding honorarium to be paid to adjunct faculty as mentioned above.



**R5/FC-VII/2015:** The Finance Committee **RESOLVED** to **RECOMMEND** the following Honorarium for the Adjunct Faculty to the Board of Governors for its approval-

*"Up to a maximum of ₹ 5,000/- per day for the days he/she takes part in Academic activities of the Institute, excluding the days of travel, subject to a ceiling of ₹ 1,20,000/- per month."*

**Item No. 6: Fixing of Honorarium payable to guest faculty**

Due to non-availability of faculty members on certain specific subjects Institute invites faculty members from other nearby Institutes to take classes. They are provided with a honorarium of maximum of Rs.1000/- per class which sometimes is not commensurate with the position held by the faculty members. Further, considering, that as the faculty members visits on the weekends to take such classes sometimes in a single day, these guests faculties delivers lectures of duration of three to four hours so that the syllabus can be covered in due course of time, To cover this aspects it is proposed that these guest faculty members may be provided with a honorarium of Rs.1500/- per hour subject to a maximum of Rs. 5000/- per day.

The Finance Committee was requested to consider and recommend the same for approval by the Board of Governors.

**R6/FC-VII/2015:** The Finance Committee **RESOLVED** to **RECOMMEND** an honorarium of Rs.1500/- per hour subject to a maximum of Rs. 5000/- per day for the Guest Faculty to the Board of Governors for its approval.

**As there was no other item, the meeting concluded with thanks from and to the Chair.**

*Confirmed*

*D. J. Gowami*  
*30/3/2016*

D. J. Gowami

Registrar & Secy. FC, NIT Meghalaya

Chairman  
Board of Governors & Finance Committee  
National Institute of Technology  
Meghalaya