

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

**NATIONAL INSTITUTE OF  
TECHNOLOGY MEGHALAYA**

**MINUTES**

**DAY : WEDNESDAY**

**DATE: 30.03.2016**

**TIME: 10am**

**VENUE: The Conference Room**

**NIT Meghalaya**

**Bijni Complex,**

**Laitumkrah**

**Shillong - 793003**

**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA****MINUTES OF THE  
EIGHTH MEETING OF THE FINANCE COMMITTEE  
HELD ON 30<sup>th</sup> MARCH, 2016**

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The VIII<sup>th</sup> meeting of the Finance Committee of NIT Meghalaya was held on 30<sup>th</sup> March, 2016 at 10.00 a.m. in the Conference room of the Institute in the presence of the following members:

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|--|----------|
| 1. Prof. D. K. Basu<br>Chairman BOG, NIT Meghalaya   | Chairman |
| 2. Prof. P. K. Bora<br>IIT Guwahati                  | Member   |
| 3. Shri W. Roy<br>Meghalaya Power Carriers, Shillong | Member   |
| 4. Prof. D. K. Saikia<br>Director, NIT Meghalaya     | Member   |

At the outset the Chairman welcomed the members to the VIII<sup>th</sup> meeting of the Finance Committee. The agenda for the day was taken up for discussion as below:

**Item No. 1: Confirmation of the Minutes of the VII<sup>th</sup> Meeting of the Finance Committee of the Institute held on 14.09.2015**

The Minutes of the VII<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 VII<sup>th</sup> meeting of the Finance Committee be **CONFIRMED** as circulated.*



**Item No. 2: Action Taken Report on the Decisions VII<sup>th</sup> meeting of the Finance Committee**

The actions taken on the decisions of the VII<sup>th</sup> meeting of the Finance Committee were circulated with the agenda of the VII<sup>th</sup> meeting. The Committee discussed and noted the actions taken.

**R2/FC-VIII/2016:** *The Finance Committee **NOTED** the actions taken on the decisions of VII<sup>th</sup> meeting of the Finance Committee held on 14.09.2015.*

**Item 3: Budget estimates for the financial year 2016-2017**

The Committee was appraised of the expenditure status of the financial year 2015-16. The Budget for the financial year 2015-16 was estimated at Rs. 12285.00 Lakh. The construction work of three packages under phase-I at the permanent site awarded to three contractors at a value of Rs. 42365.00 Lakh are in progress. A total amount of Rs. 5000.00 Lakh had so far been released to RITES Ltd, the PMC, which it has spent fully. The PMC has requested for the release of another Rs. 2000.00 Lakh within this financial year. It has not been possible to release this amount as only Rs. 2803.75 Lakh had been received as grants from the Ministry. Due to non-receipt of sufficient grants the total expenditure for the year had remained at Rs. 4828.58 Lakh as on 28.03.2016 against a committed expenditure of Rs. 6931.10 Lakh.

For the financial year 2015-16 the major head of expenditure is expected to be construction. The estimates under this head for the construction works at the campus site taken-up by the PMC in the coming financial year as submitted by the PMC is Rs. 20960.00 Lakh. Further, there are other essential works of value of about 1200 Lakh for the approach road, incomplete portion of boundary wall and the water reservoir have also been taken-up.

Further, during the next academic session there will be new batches of students in the new programmes started in the last couple of years thus increasing the number of students, faculty and staff. This will in turn necessitate upward revision of requirement of recurring expenses.

It was also proposed to make some correction in the distribution of expenses under some of the heads and add the new head of 26-SRG.



Considering all these factors, the Budget Estimates for the year 2016-17 was been drawn-up and was placed before the Committee for its consideration for recommending to the Board for approval.

The Committee scrutinized expenditure projected under each of the heads of expenditure.

It was pointed out that due to the pay enhancement recommendations of the 7<sup>th</sup> Pay Commission there will be an additional expenditure of about 20% under the Head "5-PAY: Pay & Allowances". Hence expenditure under this Head needs to be estimated at Rs. 1500.00 Lakh.

It was suggested that the employees may be sanctioned soft loans so as to attract talented persons and retain them. The interest for the soft loan may be fixed at 2% as is done in IIT Guwahati. Sanctioning of House Building Advance with simple interest may also be taken-up. The details may be worked out based on the practice in other CFTIs. Considering the above it was decided to allocate Rs. 50.00 Lakh under the Head "20-LAD: Loans & Advance".

**R3a/FC-VIII/2016:** *The Finance Committee **RESOLVED** to **RECOMMEND** the budget estimates for the financial year 2016-17 as below:*

(₹ in Lakh)

Sl. No. & Code	HEAD OF ACCOUNT	Expenditure during 2014-15	Budget estimate 2015-16	Estimated Expenditure in FY 2015-16	Budget estimate 2016-17
1-EQP	Equipment, Teaching Aids & Software	819.75	800.00	785.76	1000.00
2-FRN	Furniture	141.01	150.00	114.79	150.00
3-CON	Construction- Boundary Wall, Buildings etc.	3142.92	9000.00	4069.93	22000.00
4-ACS	Architectural Consultant, Soil Testing etc.	85.56	150.00	63.91	150.00
5-PAY	Pay & Allowances	545.25	750.00	793.96	1500.00
6-SOS	Security, Catering & Other Outsourced Services	91.58	200.00	110.11	200.00
7-RMT	Repairs & Maintenance	93.85	80.00	77.65	100.00
8-RNT	House Rents (Building Hiring Charges)	242.64	350.00	272.11	400.00
9-CAD	Consumables – Academic Departments	20.33	35.00	4.88	25.00
10-ROC	Recurring Office Contingency	15.94	35.00	6.51	20.00
11-RAD	Recurring Contingency-Academic departments	5.70	10.00	17.92	10.00



12-RJN	Research Journals	76.21	75.00	43.24	75.00
13-LBK	Library Books	12.02	60.00	56.78	75.00
14- SSC	Student Scholarships	59.83	150.00	174.74	300.00
15-SAC	Students Activity	9.74	35.00	14.30	40.00
16-OAC	Other Acad. Exp., Exams. etc.	23.10	50.00	43.50	30.00
17-TEX	Travel Expenses	14.18	30.00	6.86	40.00
18-CTR	Communication & Transportation	150.38	120.00	113.24	200.00
19-PFR	PF and Retirement Benefits	35.93	60.00	48.44	75.00
20-LAD	Loans & Advance		10.00	0.00	50.00
21-REX	Recruitment Expenses	20.81	50.00	21.60	30.00
22-MIC	Miscellaneous Expenses	44.51	50.00	62.59	50.00
23- MED	Medical Expenses	4.64	10.00	12.51	25.00
24-VEH	Vehicle Expenses	0.00	0.00	0.00	30.00
25-CNV	Convocation Expenses etc.	22.99	25.00	15.77	30.00
26-SRG	Start-up Research Grant	0.00	0.00	0.00	50.00
	TOTAL-	5678.87	12285.00	6931.10	26465.00

**R3b/FC-VIII/2016:** *The Finance Committee **RESOLVED** to **RECOMMEND** that Soft Loan at 2% and House Building Advance with simple interest (at Rates as in other CFIs) may be sanctioned to the regular employees so as to attract talents and to retain them.*

#### **Item 4: Preparation of Accounts for the year 2015-16**

The Accounts of the Institute was being prepared by a Guwahati based Chartered Accountant firm M/S M. Saquei & Co. and they have been carrying out the work to the satisfaction of the Institute. It was therefore proposed that the responsibility for preparing the accounts for the year 2015-16 be entrusted to the same firm at the same fee as the previous year.

The finance Committee decided to approve the proposal.

**R4/FC-VIII/2016:** *The Finance Committee **RESOLVED** to **RECOMMEND** the appointment of the Chartered Accountant firm M/S Saquei & Co. for preparation of the accounts of the FY 2015-16 at the same fees as was done for the previous year.*



**Item for Ratification:****Item 5: Assignment of the work of Internal Audit of Accounts of FY 2015-16 to M/S Das & Associates.**

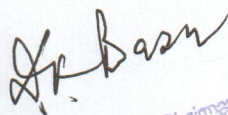
The Internal Audit of the Accounts of FY 2014-15 was carried out by M/S Das & Associates of Shillong at a fee of Rs. 15,000/-. The firm quoted a fee of Rs. 22,500/- as the volume of work has increased substantially this year. The Director decided to assign the work to the firm at the quoted fee subject to ratification by the Finance Committee.

**R5/FC-VII/2015:** *The Finance Committee **RESOLVED** to **RECOMMEND** Ratification of the decision to assign the work of Internal Audit of the Account of financial year 2015-16 to M/S Das and Associates at a fee of Rs. 22,500/-.*

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



Prof. D. K. Saikia  
Director, NIT Meghalaya



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

Director  
National Institute of Technology  
Meghalaya