

CENTRAL UNIVERSITY OF HIMACHAL PRADESH

Po Box 21-Dharamshala, District Kangra, Himachal Pradesh - 176215

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F. No. Bud.5-3(9th)/CUHP/2010/

Dated: October 30, 2013

To

All Members of Finance Committee

Sub: 9th Meeting of the Finance Committee-Minutes thereof.

Sir,

Kindly find attached herewith the Minutes of the 9th Meeting of the Finance Committee of the Central University of Himachal Pradesh held on 26th October, 2013 at 2.30 PM at **Committee Room, Indian Council of Social Science Research, JNU Institutional Area, Aruna Asif Ali Marg, New Delhi.**

It is requested that comments on the Minutes, if any, may please be sent by email at (vc.cuhimachal@gmail.com/fo@cuhimachal.ac.in) or by post, at the earliest. If no comments are received, within ten days, the Minutes shall be taken as confirmed.

Thanking you,

Yours faithfully,

(B.R. Dhiman)
Finance Officer,
Central University of Himachal Pradesh

Encl: As above.

1. The Registrar, Central University of Himachal Pradesh, Dharamshala (HP), along with 30 copies of the Minutes for placing the same before the Executive Council for consideration and approval.
2. PS to Vice-Chancellor, Central University of Himachal Pradesh, Dharamshala (HP), for information of the Hon'ble Vice-Chancellor.

CENTRAL UNIVERSITY OF HIMACHAL PRADESH



MINUTES

9th Meeting of the Finance Committee

held on 26.10.2013

**Venue: Committee Room, Indian Council of Social Science Research,
JNU Institutional Area, Aruna Asif Ali Marg, New Delhi**

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**9th Meeting of the Finance Committee
held on 26.10.2013**

**Venue: Committee Room, Indian Council of Social Science Research,
JNU Institutional Area, Aruna Asif Ali Marg, New Delhi**

MINUTES

The 9th Meeting of the Finance Committee of the Central University of Himachal Pradesh was held on 26th October 2013 at 2:30 PM at **Committee Room, Indian Council of Social Science Research, JNU Institutional Area, Aruna Asif Ali Marg, New Delhi.**

1. The following members were present:

1. Prof. Furqan Qamar Vice Chancellor	Chairman
2. Pro. Yoginder S. Verma Pro-Vice Chancellor	Member
3. Prof. N. Sathyamurthy (Representative of EC)	Member
4. Shri Syed Shahid Mahdi (Nominee of the Executive Council)	Member
5. Dr. B.S. Gill, (Nominee of the Executive Council)	Member
6. Shri Partap Singh (Nominee of the Visitor)	Member
7. Sh. Vikram Sahay, (Director Admn UGC)	Spl. Invitee
8. Dr. Gautam Mukherjee, (Registrar, CUHP)	Spl. Invitee
9. Shri B.R. Dhiman Finance Officer	Secretary

2. Smt. Asha Swarup, Shri Anant Kumar Singh and Dr. Akhilesh Gupta could not attend the meeting due to their prior commitments and unavoidable reasons and were granted leave of absence.

3. The Vice Chancellor extended a warm welcome to the members for sparing their valuable time to attend the meeting. He introduced Shri Partap Singh, Shri Vikram Sahay and Dr. Gautam Mukherjee, who were attending the meeting for the first time. The Vice-Chancellor informed that Dr. Gautam Mukherjee has joined the University as Registrar. The Vice-Chancellor apprised the Finance Committee about the slow pace of expenditure and stated that the University could not utilize the non-

recurring capital grant meant for campus development etc. due to the fact that the land issue is still under process and the land has not yet been transferred to the University. He also shared the progress being made by the University on different fields.

After this, the Agenda was taken up for discussion.

Item No.9.1: Confirmation of the minutes of the 8th meeting of the Finance Committee held on 10.06.2013 (Annexure 9.1A)

The minutes of the 8th meeting of the Finance Committee held on 10.06.2013, were confirmed.

Item No.9.2: To place before the Finance Committee the Report about the action taken on the decisions of its 8th meeting held on 10.06.2013.

The report about the action taken on the decisions of 8th meeting of the Finance Committee held on 10.06.2013 was noted, as per Annexure 9.2A.

ITEMS FOR REPORTING AND RATIFICATION

Item No.9.3: To report to the Finance Committee the action taken for submission of annual accounts for the year 2012-13 to the CAG for undertaking the audit of accounts.

The Annual Accounts of the University for the Year 2012-13 were prepared and placed before the Finance Committee for consideration and comments in terms of Statute 17(7). The Finance Committee considered the annual accounts for the year 2012-13 and recommended to the Executive Council for approval for further submission of the same to the auditing agency. and thereafter, the accounts are required to be submitted to the Executive Council for approval. As per the instructions issued in this behalf by the Ministry of Human Resource Development, Govt. of India, issued vide their D.O. letter No.F.19-18/2003-IFD dated 23.5.2008, the annual accounts are required to be prepared and got adopted by the Executive Council by 30th June of the following year before being sent to the audit authorities for commencement of audit. However, the annual accounts have been sent to the CAG for undertaking the audit of the accounts in anticipation of the approval of the Executive Council so as to meet the schedule so fixed by MHRD for submission of accounts to the CAG i.e. 30th June of every year since the EC was not likely to meet before the said date in view of the fact that the term of Ist EC was over and the new EC was under constitution. The audit of Accounts has been completed by the CAG and the audited accounts together with audit report are being placed before the FC as separate item in this meeting.

The Finance Committee noted the action taken.

ITEMS FOR CONSIDERATION AND APPROVAL

Item No.9.4: To place before the Finance Committee the progress of expenditure as on 30.9.2013 under Plan, Minutes of the Building Committee along with the Abstract of cost of building projects and a note on progress of overall construction of the building projects. (ANNEXURE 9.4A).

The UGC vide their letter No.57-1/2009(CU) dated 29.5.2012 have desired the University to place a separate agenda item in every Finance Committee on the progress of expenditure, Minutes of the Building Committee along with the Abstract of cost of building projects and a note on progress of overall construction of the building projects.

In compliance of the above communication, the position with regard to progress of expenditure is placed before the Finance Committee on the desired format, as per **Annexure 9.4A.**

So far as the Minutes of the Building Committee, Abstract of cost of building and note on progress of building projects are concerned, it is to apprise the Finance Committee that the meeting of the Building Committee has not been held since the last meeting of the Finance Committee nor there are any construction projects in progress as yet. As such the information in this regard is nil.

The Finance Committee noted the position with regard to progress of expenditure as on 30.09.2013. It was further observed that the progress of utilization of funds was slow largely due to non-availability of land to the University and also because of the fact that the teachers and non-teaching positions are being filled in phased manner and it is also a time consuming process.

Item No.9.5: To place before the Finance Committee the proposal for the creation of following Non-Teaching positions (Annexure 9.5A).

Sl. No.	Designation	Approved Core Pay Scale		No. of Posts approved by UGC	Remarks
		Pay Band	Grade Pay		
I.	Ministerial Staff				
1.	Assistant Registrar	15600-39100	5400	1	
2.	Section Officer	9300-34800	4600	2	
3.	Assistant	9300-34800	4200	4	
4.	Upper Division Clerk	5200-20200	2400	4	
5.	Lower Division Clerk	5200-20200	1900	10	
6.	M.T.S.	5200-20200	1800	2	
7.	Driver	5200-20200	1900	2	
	Total			25	

CENTRAL UNIVERSITY OF HIMACHAL PRADESH (CUHP)

Sl. No.	Designation	Approved Core Pay Scale		No. of Posts approved by UGC	Remarks
		Pay Band	Grade Pay		
II. Secretarial Staff					
1.	Private Secretary	9300-34800	4600	2	
2.	Personal Assistant	9300-34800	4200	2	
	Total			4	
III. Library					
1.	Librarian	37400-67000	10000	1	
2.	Assistant Librarian	15600-39100	6000	1	
3.	Information Scientist	15600-39100	5400	1	*
4.	Professional Assistant	9300-34800	4200	1	
5.	Semi Professional Assistant	5200-20200	2800	1	
6.	Library Assistant	5200-20200	2000	2	
7.	Library Attendant	5200-20200	1800	2	
	Total			9	
IV Laboratory					
1.	Senior Technical Assistant	9300-34800	4200	3	
2.	Technical Assistant	5200-20200	2800	3	
3.	Laboratory Assistant	5200-20200	2000	6	
4.	Laboratory Attendant	5200-20200	1800	6	
	Total			18	
V. Computer Centre					
1.	Senior Technical Assistant (Computer)	9300-34800	4200	1	
	Total			1	
VI. Health Care					
1.	Medical Officer	15600-39100	5400	2	(1 Male and 1 Female)
2.	Pharmacist	5200-20200	2800	1	
3.	Nurse	9300-34800	4600	1	
4.	Medical Attendant/ Dresser	5200-20200	1800	1	
	Total			5	
VII. Security Services					
1.	Security Officer	9300-34800	4600	1	
2.	Security Inspector	5200-20200	2800	1	
	Total			2	
VIII Guest House/ Hostel					
1.	Public Relation	15600-39100	5400	1	

CENTRAL UNIVERSITY OF HIMACHAL PRADESH (CUHP)

Sl. No.	Designation	Approved Core Pay Scale		No. of Posts approved by UGC	Remarks
		Pay Band	Grade Pay		
	Officer				
2.	LDC (for caretaking the job of Guest House)	5200-20200	1900	1	The Post of Caretaker has been rationalised as LDC
3.	LDC (for caretaking the job of Hostel)	5200-20200	1900	1	
4.	Cook	5200-20200	1900	2	
5.	Kitchen Attendant	5200-20200	1800	2	
6.	Hostel Attendant	5200-20200	1800	2	
	Total			9	
	Grand Total			73	

**The post of Information Scientist is purely non-academic post and MACP will be applicable in case of Information Scientist.*

The proposal for the sanction of additional non-teaching positions was sent to the University Grants Commission along with the proposal of start of new programmes and sanction of additional teaching positions. The approval of the UGC to start maximum of 20 departments and sanction of 140 teaching positions (1 Professor, 2 Associate Professors and 4 Assistant Professors for each Department), was received by the University, the creation of which was approved by the Executive Council on the recommendation of the Finance Committee. The approval of the UGC for the non-teaching positions during the XII Plan has been received in the University vide their letter placed at **Annexure 9.5A**.

Further, while conveying the approval for the above positions, the following conditions/guidelines have been prescribed by the UGC which shall be followed by the University in letter and spirit:

- (i) The University may frame the cadre recruitment rules for each category of posts.
- (ii) The University may strictly adhere to the reservation policy for SC/ST/OBC/PH as per Govt. of India Guidelines while filling up these posts.
- (iii) The University may fill up the sanctioned non-teaching posts under XII Plan period as per actual requirement of University under intimation to UGC.
- (iv) University may maintain a Register of creation of teaching and non-teaching posts indicating the details of posts as per format prescribed by UGC.
- (v) The post of Junior Professional Assistant may be rationalized as Semi Professional Assistant.

The power for the creation of posts is vested in the Executive Council vide Statutes 12(2)(iv) of the first Statutes of the University and all such proposal relating to creation of posts are to be examined by the Finance Committee before they are considered by the Executive Council (Statutes 17(6)). The financial liability on account

of creation of these posts shall be Rs. 215.00 lakhs per year (approximately) which shall be met out of the funds provided to the University by the UGC.

In addition to above, **total outsourced positions** have been enhanced to **75 from 50** sanctioned earlier for the services like Cook/Kitchen Attendant/Hostel/ Mess/Guest House Attendant, Security Guards, Mali, Drivers, Peon/Office Attendants, etc. on outsource basis.

The Finance Committee considered the proposal and recommended the same to the Executive Council for approval. It was decided that the while notifying the creation of these posts and filling up the posts, it may be ensured that the conditions/guidelines prescribed by the UGC are followed.

Item No.9.6: To place before the Finance Committee the proposal for the establishment of Chair for Tribal Studies in the University with expenditure details as given below and creation of following positions (Annexure 9.6A).

Sr.No.	Name of Item/Posts	Amount p.a. as per UGC norms
1.	Professor (100% funding for 5 years as per UGC norms)	Rs.15,00,000.00
2.	Post Doctoral Research Associate (100% funding for 5 years as per UGC norms)	Rs. 3,69,600/-
3.	Junior Research Fellow (Rs. 16000+10%+20,000 for 5 years)	Rs. 6,93,600/-
4.	Two Technical Assistance (for 5 years)	The University will eligible to get consolidated assistance as per Department of Labor of the concern State Government for skilled/unskilled/semi-skilled posts.
5.	Library	Rs. 1,00,000/-p.a. as per UGC norms.
6.	Contingency and office expenses	Rs. 1,00,000/-p.a. (as per UGC norms).
7.	Conducting Seminars/Conference/Workshop	Rs. 3,00,000/-p.a. (as per UGC norms).
8.	Travel	Rs. 50,000/- (as per UGC norms)

The above approval will be subject to the condition that this Chair will be on project basis for five years and will not be merged under non-plan after completion of the project.

The University Grants Commission have conveyed their approval for the establishment of Chair for Tribal Studies and expenditure details given above. A sum

of Rs.25.00 lakhs as 1st instalment to be utilised during the current financial year (Annexure-9.6A).

The proposed Chair shall be established in the Centre for Rural and Tribal Studies under the School of Social Sciences. The expenditure on the establishment of the Chair shall be met out of the grant sanctioned and provided by the University Grants Commission.

The Finance Committee considered the proposal and recommended to the Executive Council for approval the establishment of the Chair for the Tribal Studies and creation of above positions, strictly as per terms, conditions and duration fixed by the University Grants Commission.

Item No.9.7: To place before the Finance Committee the implementation of Research Projects sanctioned by different funding agencies during the financial year 2013-14 (Annexure 9.7A(i) to (vi)).

The Research Projects as per following details have been sanctioned by the funding agencies shown against each, which have been implemented in the University:

Sr. No.	Title of the Project	Funding Agency	Duration	Financial outlay (lakhs)
1.	Ten days Research Methodology course for Ph.D. Students (SC category) : P.I. – Dr.Rabindranath Manukonda, Assoc. Prof. and Head	Indian Council of Social Science Research	10 days	5.00
2.	Ten days Research Methodology course for Ph.D. Students (ST category) in Social Sc.: P.I. – Dr.Suman Sharma, Asstt. Professor	Indian Council of Social Science Research	10 days	4.95
3.	Micro Enterprises in Rural Non- Farm Sector in HP- An Empirical Study in Production, Technology and Marketing: PI: Prof. H.R. Sharma, Head and DSW	University Grants Commission	2 years	7.336
4.	Linking Vadose Zone Microbial ecology and geochemistry of Sediment Cores from the Alluvial Mahi River Basin, Western India – Co PI: Dr.Anupam Sharma, Assoc. Professor	Science and Engineering Research Board, Department of Science & Tech.	3 years	9.00
5.	Green Chemical recycling of polycarbonate plastic for the synthesis of valuable chemicals and epoxy compounds – PI :Dr. Deepak Pant, Assoc. Prof.	Science and Engineering Research Board, Department of Science & Tech.	3 years	18.68
6.	Studies on antagonistic isolates of Trichoderma spp. For management of Fussarium wilt of tomato in tropical agro	Science and Engineering Research Board,	3 years	25.00

	ecosystems: PI- Dr. Mushtaq Ahmed, Assoc. Prof.	Department of Science & Tec		
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The Finance Committee noted the implementation of the research projects in the University and forwarded the same for apprising the Executive Council.

Item No.9.8: To place before the Finance Committee the Audited Annual Accounts together with Audit Report for the financial year 2012-13 (Annexure 9.8A).

The Annual Accounts of the University for the year 2012-13 were prepared by the Finance Officer in terms of the provisions of Statute 7(7)(c) which were presented to the Finance Committee in terms of Statutes 17(7). The Finance Committee considered the accounts vide item No.8.6 of its 8th meeting held on 10.6.2013 and recommended the same to the Executive Council for approval. As per the instructions issued in this behalf by the Ministry of Human Resource Development, Govt. of India, issued vide their D.O. letter No.F.19-18/2003-IFD dated 23.5.2008, the annual accounts are required to be prepared and got adopted by the Executive Council by 30th June of the following year before being sent to the audit authorities for commencement of audit. However, the annual accounts were sent to the CAG vide letter dated 11.6.2013, for undertaking the audit of the accounts in anticipation of the approval of the Executive Council so as to meet the schedule so fixed by MHRD for submission of accounts to the CAG i.e. 30th June of every year since the EC was not likely to meet before the said date in view of the fact that the term of 1st EC was over and the new EC was under constitution.

The audit party undertook the audit of accounts of the University on July 7-15, 2013. The Audited Annual Accounts together with Audit Report (English Version) of the CAG were received by the University on 14.10.2013. Thereafter the accounts in bilingual have been prepared, and are placed before the Finance Committee.

As per sub-section (2) of Section 31 of the Act, a copy of the annual accounts together with the audit report thereon is required to be submitted to the Court and the Visitor along with the observations of the Executive Council. Further, as per sub-section (4) of Section 31 of the Act, a copy of the Annual Accounts together with the Audit Report, as submitted to the Visitor, is also to be submitted to the Central Government, which shall cause to be laid before both Houses of Parliament.

The Finance Committee considered the audited Annual Accounts for the financial year 2012-13, together with audit report and the reply of the University thereto and expressed its satisfaction with the maintenance of accounts by the University. The Finance Committee recommended the same to the Executive Council for approval and further submission thereof to the Court, Visitor and the Ministry of Human Resource Management, for causing them to be laid before both Houses of Parliament.

SUPPLEMENTARY AGENDA

Item No.9.1(S): To Place before the Finance Committee, the proposal for the creation of the teaching positions for the start of B. Ed. and M. ED courses under the School of Education (Annexure 9.1(S)).

Details of the Courses approved by the UGC	Details of the teaching Staff approved by the UGC	No. of posts
B.Ed.	Professor	2 (Two)
M.Ed.	Associate Professor	3 (Three)
	Assistant Professor	8 (Eight)
	Total	13 (Thirteen)

The University Grants Commission had approved 20 programmes with 140 (Professor-1, Associate Professor-2, Assistant Professor-4) faculty positions. Among other programmes, while activating 20 programmes, the University has activated the Department of Teachers Education in the School of Education with 7 (Professor-1, Associate Professor-2, Assistant Professor-4) faculty positions and started M.A. Education and Ph.D. Education programmes. However, it was found that there was no good response for Admissions to M.A. Education. As such it was found desire that the University may start B.Ed. and M.Ed. programmes in the School of Education and accordingly a proposal was moved to the University Grants Commission seeking the approval for the start of said courses and manpower (teaching and non-teaching), as per the requirements/norms of NCTE. In response to the proposal of the University, the UGC vide letter F. No. 15-5/2012 (CU) dated 11th Oct. 2013, has approved the aforementioned courses and creation of the teaching positions. The non-teaching positions have been stated to be considered separately.

The power for the creation of posts is vested in the Executive Council vide Statutes 12(2)(iv) of the First Statutes of the University and all such proposal relating to creation of posts are to be examined by the Finance Committee before they are considered by the Executive Council Statutes 17 (6).

The Finance Committee considered the proposal and recommended to the Executive Council for approval.

Item No.9.2(S): To place before the Finance Committee the proposal for the revision of rates for the reimbursement of Telephone/mobile charges in respect of Dean Students Welfare.

The rates for telephone facility in respect of statutory officers (including Deans) have been prescribed by the University to be Rs.2000.00 per month (consolidated towards cell phone and land line phones). However, while extending the same facility to the Dean Students Welfare, the rate of Rs.1500.00 per month has been prescribed. It is felt that the rates in respect of Dean Students Welfare should also be at par with other Deans of the Schools. Hence the proposal.

The Finance Committee considered the proposal and recommended to the Executive Council for approval.

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

(B.R. Dhiman)
Finance Officer,
Central University of Himachal Pradesh

Countersigned

**(Prof. Furqan Qamar)
Vice-Chancellor - Chairman**