

CENTRAL UNIVERSITY OF HIMACHAL PRADESH

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

Phone: +91(1892)229330; Fax: +91(1892)229331; Mobile: +91(0)9418045014

Email: vc.cuhimachal@gmail.com; website: www.cuhimachal.ac.in

F. No. Bud.5-3(8th)/CUHP/2010/

Dated: June 11, 2013

To

All Members of Finance Committee

Sub: 8th Meeting of the Finance Committee-Minutes thereof.

Sir,

Kindly find attached herewith the Minutes of the 7th Meeting of the Finance Committee of the Central University of Himachal Pradesh held on 10th June 2013 at 2.30 PM at **Camp Office, Central University of Himachal Pradesh, Dharamshala (HP)**.

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 15 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

**8th Meeting of the Finance Committee
held on 10.06.2013**

**Venue: Camp Office, Central University of Himachal Pradesh,
Dharamshala.**

Po Box 21-Dharamshala, District Kangra, Himachal Pradesh - 176215
Phone: +91(1892)229330; Fax: +91(1892)229331; Mobile: +91(0)9418045014
Email: vc.cuhimachal@gmail.com; website: www.cuhimachal.ac.in

CENTRAL UNIVERSITY OF HIMACHAL PRADESH
Po Box 21-Dharamshala, District Kangra, Himachal Pradesh - 176215
website: www.cuhimachal.ac.in

**8th Meeting of the Finance Committee
held on 10.06.2013**

**Venue: Camp Office, Central University of Himachal Pradesh,
Dharamshala.**

MINUTES

The 8th Meeting of the Finance Committee of the Central University of Himachal Pradesh was held on 10th June 2013 at 2:30 PM at **Camp Office, Central University of Himachal Pradesh, Dharamshala (HP).**

1. The following members were present:

1. Prof. Furqan Qamar Vice Chancellor	Chairman
2. Pro. Yoginder S. Verma Pro-Vice Chancellor	Member
3. Smt. Asha Swarup (Nominee of the Court)	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 B.R. Dhiman Finance Officer	Secretary

2. Shri Anant Kumar Singh, Shri Naveen Soi, Prof. N. Satyamurthy and Mrs. Archana Thakur could not attend the meeting due to their prior commitments and unavoidable reasons and were granted leave of absence.

3. The Vice Chancellor thanked the members for sparing their valuable time to attend the meeting and extended a warm welcome to Prof. Yoginder Verma and Smt Asha Swarup, who were attending the meeting for the first time. He introduced these new members to the Finance Committee. The Vice-Chancellor informed that the term of Shri Naveen Soi and Mrs Archana Thakur, as members of the Finance Committee is expiring on 14.6.2013 and stated that both these members have contributed significantly. The members of the Finance Committee put on record appreciation for the contributions made by the outgoing members. The Vice-Chancellor apprised the Finance Committee about the progress 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. He informed that the first

Convocation of the University was held on 28.2.2013 wherein His Holiness Dalai Lama was the Chief Guest and that the University proposes to hold 2nd Convocation in October-November, 2013.

After this, the Agenda was taken up for discussion.

Item No.8.1: Confirmation of the minutes of the 7th meeting of the Finance Committee held on 15.01.2013 (Annexure 8.1A)

The minutes of the 7th meeting of the Finance Committee held on 15.01.2013, were confirmed.

Item No.8.2: To place before the Finance Committee the Report about the action taken on the decisions of its 7th meeting held on 15.01.2013.

The report about the action taken on the decisions of 7th meeting of the Finance Committee held on 15.01.2013 was noted, as per Annexure 8.2A.

ITEMS FOR REPORTING AND RATIFICATION

Item No.8.3: To report to the Finance Committee the action taken for creation of 14 teaching positions (Annexure 8.3A).

The University Grants Commission vide their letter No.F.57-2/2009(CU) dated 29th April, 2011 has sanctioned prescribed 20 Departments during XI Plan in the University with 140 faculty positions in the ratio of 1:2:4 i.e., (1 Professor, 2 Associate Professor and 4 Assistant Professors for each Department). However, the University has started only 18 Programmes with 126 faculty positions.

Accordingly a proposal to start the Programme of Studies in the discipline of (i) Statistic and Actuarial Science in the School of Mathematics, Computers & Information Sciences and (ii) Sociology & Social Anthropology in the School of Social Sciences and creation of 14 post in the proportion of 1:2:4 in each of the above disciplines was placed before the Academic Council vide item No. in its meeting held on 4.4.2013.

The Academic Council considered and recommended to the Executive Council the starting of the above two Programme of Studies and creation of 14 faculty positions viz., 1 Professor, 2 Associate Professor and 4 Assistant Professors for each Department. The said recommendation of the Academic

Council was approved by the Executive Council in its meeting held on 4.4.2013 and accordingly the creation of the above posts was notified vide notification No.Bud.2-2/CUHP/2010/1799-1806 dated 12.04.2013, placed at Annexure 8.3A.

Since it was a matter having financial involvement, the proposal needed to be first placed before the Finance Committee. But for its linkage with start of the new programmes of study, the proposal was first considered by the Academic Council and approved by the Executive Council. The matter is therefore placed before the Finance Committee as reporting item.

The Finance Committee noted the action taken.

ITEMS FOR CONSIDERATION AND APPROVAL

Item No.8.4: To place before the Finance Committee the progress of expenditure as on 31.3.2013 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 8.4A).

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 8.4A**.

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 31.03.2013.

Item No.8.5: To place before the Finance Committee the proposal for fixation of rates of remuneration to external examiners for the evaluation of the Field Work Report and subsequent Viva-Voce of RD Programmes (Annexure 8.5A).

The University has fixed the rate of remuneration payable to the external resource persons for evaluation of project reports, training reports field work reports, conducting practical examinations, re-evaluation of scripts and paper setting etc. vide Notification No. Bud.3-4/CUHP/2010/1417-23 dated 19.04.2012 with the approval of the Finance Committee and Executive Council. A copy of the notification is placed at **(Annexure 8.5A)**.

As per the said notification the rates for PG: Project Report/Training Report/ Field Work Report/ Community Lab Report (at Sr. No. 1) and PG: Viva Voce Examination (at Sr. No.2) for the course work have been fixed but the rates for RD Programme: Project Report/Training Report/ Field Work Report/ Community Lab Report and Viva Voce Examination have not been fixed whereas, the University is also required to invite the external examiners for evaluation of the Project Report/Training Report/ Field Work Report/ Community Lab Report and Viva Voce Examination of RD Students.

Therefore, it is proposed that the rates already approved and notified for the evaluation of Field work Report and viva of a RD student may be same that of PG Field Report and Viva examination.

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

Item No.8.6: To place before the Finance Committee the Annual Accounts for the financial year 2012-13 (Annexure 8.6A).

The Annual Accounts of the university for the year 2012-13 have been prepared by the Finance Officer of the University, in terms of the provisions of Statute 7(7)(c), who is responsible for the preparation of annual accounts of the university and for their presentation to the Executive Council. The annual accounts so prepared by the Finance Officer are required to be laid before the Finance Committee for consideration and comments in terms of Statute 17(7) 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.

The annual accounts have been prepared strictly as per the Common Format of Accounts, guidelines and instructions issued by the University Grants Commission vide their letter No.F.17-1/97(CU) dated 29.9.2003, consisting of Balance sheet, Income & Expenditure Account, Schedules to the said Financial statements, Instructions and Accounting Principles and Statement of Receipts and Payments. The accounts have been prepared on accrual basis and taking into account the component of depreciation at the rates provided in the Income Tax Act.

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. The Finance Committee also perused the audit report for the year 2011-12 and felt satisfied with the maintenance of accounts by the University. It was, however, desired that the University may also consider preparing its own Accounting and Auditing Manual. It was also suggested that the University may also take steps to switch over to the e-procurement procedures in phased manner.

TABLE AGENDA

Item No.8.1(T):To place before the Finance Committee the proposal for providing laptops to the Officers, faculty members upto the rank of Assistant Professors and the administrative staff upto the rank of Assistant Registrar and equivalent and PS to the senior officers.

The Central University of Himachal Pradesh is one of the newly established Central Universities. It aims at providing quality education. It strives for inclusive Access and Excellence in Higher Education and Research to emerge as premier Institution of the country at par with the best Universities of the world. In order to achieve its objectives, the university has to adopt a holistic approach to higher education wherein it aims at inculcating and nurturing a culture of performance, dedicated faculty and staff to shape up the new generations of students and have a progressive, dedicated, diligent and devoted fraternity.

The University has wifi campuses with all modern facilities and state of art class rooms, offices and laboratories. As a step in this direction, it is proposed that the University should provide laptops to the Officers, faculty members upto the rank of Assistant Professors and the administrative staff upto the rank of Assistant Registrar and equivalent and PS to the senior officers. This will inculcate the sense of dedication and devotion and shall add to their working efficiency as well. The purchases shall be made as per approved rules and the approximate expenditure shall be between Rs.50-60 lakhs which shall be met out of the general development grant available with the University without seeking special funds for the purpose.

Since these are permanent type of item, the employee to whom these laptops shall be issued shall be required to deposit back the same in the University at the time of leaving the University on any ground. Alternatively, it is also thought appropriate that if the concerned employee is allowed to keep the laptop with him permanently and whenever he leaves the university, he shall be required to deposit the depreciated amount at the end of the previous year. In this regard the provision of the GFR is as under:

Appendix-1, clause 3(c) below Rule 37: Rule 37 prescribes the responsibility for losses and states that an officer shall be held personally responsible for any loss sustained by the Government through fraud or negligence on his part. Appendix – 1 below these rules contains the instructions in this behalf. The clause 3(c) of the said appendix states that “It should always be considered whether the depreciated value of the Government property or equipment lost, damaged or destroyed by the carelessness of individual entrusted with their care should be recovered from the delinquent official. The depreciated value of the stores may be calculated by applying the 20% of depreciation in the case of vehicles, including cycles and 15% in the case of calculating machines, on the reduced balance every year. A copy of the Rule 37 and Appendix – 1, is placed at Annexure 8.1(T).

The experiences show that the electronics items like calculators and laptops are likely to get obsolete or outdated with the advancement in technology. As such the stores like laptops even if deposited back with the University, shall be very little use. Therefore, the proposal is placed before the Finance Committee for consideration if the University should provide laptops to the Officers, faculty members upto the rank of Assistant Professors and the administrative staff upto the rank of Assistant Registrar and equivalent and PS to the senior officers permanently and at the time of leaving the University on any exigency, they shall be required to deposit back the depreciated value calculated as per provisions of GFRs instead of returning or

depositing the same back with the University. If the proposal is approved by the Finance Committee and the Executive Council, the laptops shall be issued to the concerned employees after getting an undertaking from them that the laptop is issued to them permanently and the University shall not take back the same. The employee concerned shall be liable to pay back to the University an amount equivalent to the depreciated value at the end of the previous year, as may be calculated under the rules.

The Finance Committee considered and recommended to the Executive Council for approval the proposal for providing laptops to the Officers, faculty members upto the rank of Assistant Professors and the administrative staff upto the rank of Assistant Registrar, and equivalent and PS to the senior officers permanently with the stipulation that at the time of leaving the University on any exigency, they shall be required to deposit back the depreciated value calculated as per provisions of GFRs instead of returning or depositing the same back with the University, for which an undertaking from concerned employee may be obtained to the effect that the laptop is issued to him/her permanently and the University shall not take back the same, and that the employee concerned shall be liable to pay back to the University an amount equivalent to the depreciated value at the end of the previous year, as may be calculated under the rules.

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**