

# Agenda Notes

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**23<sup>rd</sup> Meeting**  
*of the*  
**Finance**  
**Committee**

Venue of the meeting

The Janpath Hotel, Janpath Marg  
New Delhi-110001

Date and Time of the Meeting

February 03, 2014 (Monday)  
at 1100 Hrs.



PDPM

Indian Institute of Information Technology,  
Design and Manufacturing Jabalpur (M.P.)



FC/23/1

**Opening Remarks by the Chairman.**

Will be delivered by the Chairman in the meeting itself.



FC/23/2

Overview Report by the Director.



FC/23/3

**Confirmation of the Minutes of 22<sup>nd</sup> Finance Committee Meeting held on October 11, 2013.**

The Minutes of 22<sup>nd</sup> Finance Committee meeting have been circulated to all the members after the approval of the Chairman. The minutes are placed as FC/23/Annexure-I.

**The Minutes are placed before the Committee for confirmation.**



**PANDIT DWARKA PRASAD MISHRA  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,  
DESIGN & MANUFACTURING JABALPUR**

**Minutes of 22<sup>nd</sup> Meeting of the Finance Committee held on October 11, 2013 at 10:30 a.m. in the Summit Hall of 'The Connaught', New Delhi.**

**Members Present:**

- |    |  |                        |
|----|--|------------------------|
| 1. | Prof. S. V. Raghavan<br>Scientific Secretary,<br>Office of the PSA, Govt. of India | Chairman               |
| 2. | Prof. U. B. Desai<br>Director, IIT Hyderabad                                       | Member                 |
| 3. | Prof. Aparajita Ojha,<br>Director, PDPM-IIITDM Jabalpur                            | Member (Ex-officio)    |
| 4. | Shri Alok Mishra<br>MHRD, New Delhi  | Member                 |
| 5. | Shri Navin Soi<br>MHRD, New Delhi  | Member                 |
| 6. | Ram Phal Dwivedi<br>Deputy Registrar, PDPM-IIITDM Jabalpur                         | Secretary (Ex-officio) |

FC/22/1	Opening Remarks by the Chairman
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The Chairman, Finance Committee welcomed all the members and briefed them about his visit to PDPM IIITDM Jabalpur in the July 2013 in connection with the fifth convocation at the Institute. He appreciated the infrastructure being developed at the Institute campus and also briefed the members about the progress of various construction projects such as LHTC, faculty and non-faculty housing, visitors' hostel, students' hostels and other buildings. He emphasized on the need of resource generation by ways of sponsored research projects, consultancy projects and training programmes.



The Director presented the following report about utilization of funds received from MHRD–

(i) Grant in aid and expenditure – Institute received Rs. 4000 lakhs in the 1<sup>st</sup> half of the financial year from MHRD, GOI as plan grant in aid and has deposited an amount of Rs. 2685.14 lakhs with the CPWD to expedite some of the construction projects. An expenditure of Rs. 50.42 lakhs has been incurred on purchase of and furniture and fixtures, Rs. 23.30 lakhs on lab equipment, Rs. 12.35 lakhs on books and online journals. Further, Rs. 168.01 have been utilized for purchase of 366 computers, UPS, peripherals and other items for different labs. The purchase was made through DGS&D. Rs. 5.31 lakhs have been utilized on small scale purchase of computer and peripherals. Further, the Institute has incurred following recurring expenditure. Salary Rs. 298.3 lakhs, general expenditure Rs. 465.70 lakhs (includes major expenditure on outsourcing of manpower Rs. 121.77 lakhs, Assistance ship/Scholarship Rs. 94.00 lakhs , Electricity charges 76.00 lakhs, New Pension Scheme Rs. 24.81 lakhs, TA/DA 14.36 lakhs and Students support Rs. 14.61 and advertisements Rs. 13.52 lakhs).

(ii) Infrastructure development – Pace of construction works undertaken by the CPWD is slow but not so unsatisfactory. External factors such as heavy rains for three months rains and shortage of manpower during summer have also affected the progress of the work. Progress of some of the projects is as follows -

- |   |                           |
|---|---------------------------|
| (1) Lecture Hall and Tutorial Complex (LHTC)        | - 75% completed           |
| (2) Narmada Residency-III (3 BHK Residential Flats) | - 70 % completed          |
| (3) Narmada Residency-II (2BHK Residential Flats)   | - 55 % completed          |
| (4) Visitor Hostel (Guest House)                    | - 75 % completed          |
| (5) Basket Ball Court                               | - 90% completed           |
| (6) P.G. Hostel (Ph-I)                              | - 25% completed           |
| (7) Library cum Computer Center                     | -10% completed            |
| (8) External Sewage System                          | - 40% completed           |
| (9) PG Hostel (Hall-7) Ph.2                         | - foundation work started |
| (10) Rewa Residency (2BHK Flats for Staff)          | - Foundation work started |
| (11) CC Road from Type-V to Core Lab complex        | - 80% completed           |
| (12) CC Road from Security barrack to Hall-1        | - 100% completed          |

Further, Hall of Residence-4, Security Barrack and Water Tank have been completed by the CPWD.



FC/22/3	<b>Confirmation of minutes of 21<sup>st</sup> meeting of the Finance Committee meeting held on July 24, 2013</b>
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Minutes of 21<sup>st</sup> Finance Committee meeting were circulated to all the members and no comments were received from the members. **The Committee confirmed the minutes.**

FC/22/4	<b>To consider the Revised Budget Estimates (R.E.) for the F.Y. 2013-14 and Budget Estimates (B.E.) for the F.Y. 2014-15 as Plan grant-in-aid.</b>
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Members deliberated on the need in the present financial year to complete some of the construction projects. It was informed to the members that an assessment has been made by the CPWD regarding fund requirement to complete some of the important projects by March 2014. After discussion, the Finance Committee recommended for approval to the Board, the Revised Budget Estimate (RE) for the financial year 2013-14 for Rs. 12600.00 lakhs (which included Salary Rs. 670.00 lakhs, General Expenditure Rs.1430.00 lakhs and Capital Expenditure Rs. 10500.00 lakhs ). The budget estimate for the financial year 2014-15 for Rs. 15100.00 lakhs (which included Rs. 746.00 lakhs salary, Rs. 1650.00 General Expenditure and Rs. 12704.00 lakhs as capital expenditure) under plan grant-in-aid was also recommended to the Board of Governors for its approval, as proposed by the Institute.

FC/22/5	<b>To consider the Annual Audit Report of the Institute for the F.Y. 2012-13</b>
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The final audit report received from the Office of the Director General of Audit (Central Receipt), New Delhi, branch at Gwalior vide their letter No. Central/AMG-II/SAR/PDPM/IIITDM/2012-13/67 dated August 09, 2013 was placed before the Committee. Members discussed on the paras and observations made by the Audit team and the replies given by the Institute. After discussion, the Committee recommended the same to the Board of Governors for adoption.

FC/22/6	<b>To consider the recommendations of the Committee on Purchase Manual of the Institute</b>
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The three members committee could not meet due to the transfer of Shri S. Mohan, Director (IFD), MHRD and due to busy schedule of Shri Ashok Thakur, the then Additional Secretary and now the Secretary (HE), MHRD, GOI. In order to finalize the Institute Purchase Manual, the Finance committee decided to reconstitute the Sub-Committee consisting of following members to give its recommendations on the Institute's draft Purchase Manual to the FC for:-



FC/23/4

To consider following recommendations of 2014/1<sup>st</sup>(20<sup>th</sup>) Buildings and Works Committee held on January 06, 2014 (These recommendations of B&WC are placed as FC/23/Annexure-II.)

The following recommendations have been made by the B&WC for consideration of the Finance Committee :-

**(1)B&WC(20)/2014/03 : To consider the Preliminary Estimate (P.E.) for the work of Ideation Studio and 04 Nos of Rooms for PG workspace adjacent to Lecture Hall & Tutorial Complex for an amount of Rs. 8,85,28,600/- (Rs. eight crore eighty five lakh twenty eight thousand and six hundred only) for administrative approval and expenditure sanction.**

The Committee recommended the Preliminary Estimate for the work of C/o. Ideation Studio and 04 No rooms for PG work space adjacent to Lecture Hall & Tutorial Complex, amounting to Rs. 8,85,28,600.00 (Rs. Eight crore eighty five lakh twenty eight thousand and six hundred only) including 1% for labour cess, 3% for contingencies to the Finance Committee for necessary consideration and onward recommendation to the BOG for accord of Administrative Approval and Expenditure Sanction.

**(2) B&WC(20)/2014/04 : To consider the Preliminary Estimate for Rs. 1,36,51,087/- (Rs. one crore thirty six lakhs fifty one thousand and eighty seven only) for the work of Construction of Director's Bungalow at PDPM-IIITDM, Jabalpur.**

The Committee recommended the Preliminary Estimate for the work of construction of Director's Bungalow at PDPM-IIITDM, Jabalpur amounting to Rs. 1,36,51,087/- (Rs One crore thirty six lacs fifty one thousand eighty seven only) including 1% for labour cess, 4% for service tax, 3% for contingencies and 4.5% (+ Ser. Tax) for Architect fees, to the Finance Committee for necessary consideration and onward recommendation to the BOG for accord of Administrative Approval and Expenditure Sanction



**PANDIT DWARKA PRASAD MISHRA  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,  
DESIGN & MANUFACTURING JABALPUR**

**Minutes of 2014/1<sup>st</sup> (20<sup>th</sup> B&WC) Meeting of Building & Works Committee of PDPM Indian Institute of Information Technology, Design & Manufacturing Jabalpur held on January 06, 2014 at 11.30 Hours in Conference Hall of the Institute.**

**Members / Invitees Present:**

1. Prof. Aparajita Ojha  
Director, PDPM-IIITDM Jabalpur      Chairperson
2. Prof. G. K. Sharma  
Professor, IIT Gandhinagar      Member
3. Prof. P. Tandon  
Professor & Dean (P&D)  
PDPM-IIITDM Jabalpur      Member
4. Er. P.R. Patil  
SE, BCC, CPWD (CZ) Bhopal      Member
5. Er. Dhruv Kumar Singh,  
EE, MPPKV Co. Ltd.      (Nominee of Er. A. K. Pandey  
SE, MPPKV Co. Ltd.) Member
6. Prof. P. N. Kondekar  
Member, Campus Advisory Committee  
PDPM IIITDM Jabalpur      Special Invitee
7. Prof. Prabin Kumar Padhy  
Member, Campus Advisory Committee  
PDPM IIITDM Jabalpur      Special Invitee
8. Prof. Sraban Kumar Mohanty  
Member, Campus Advisory Committee  
PDPM IIITDM Jabalpur      Special Invitee
9. Mr. Shekhar Chatterjee  
Faculty-In-Charge Horticulture  
PDPM-IIITDM Jabalpur      Special Invitee



10. Er. V. K. Dubey  
Executive Engineer (Civil)  
PDPM-IIITDM Jabalpur  
Institute Engineer
11. Shri R.P. Dwivedi  
Registrar and Estate Officer  
Secretary

**B&WC/2014:01:01**                      **Opening Remarks by the Chairperson, B&WC**

Chairperson and the Director of the Institute Prof. Aparajita Ojha welcomed all the members. She introduced the nominees of the members and special invitees with the other members of the Committee. Chairperson requested the Secretary give a presentation on the progress of the ongoing construction works. The Chairperson also expressed her concern on the slow progress of some of the projects. The CPWD officials assured the members to expedite some projects by the month of March, 2014. It was informed by the CPWD members that NR II, NR III, Visitor hostel and Basketball court complex are likely to be completed by March, 2014.

**B&WC/2014:01:02**                      **Confirmation of Minutes of 2013/2<sup>nd</sup> (19<sup>th</sup> B&WC / 2013) meeting of the Building & Works Committee held on 28 February, 2013.**

Minutes of the 2013/2<sup>nd</sup> (19<sup>th</sup> B&WC / 2013) meeting of B&WC held on February 28, 2013 were confirmed.

**B&WC/2014:01:03**                      **To consider the Preliminary Estimate (P.E.) of Rs. 8,85,28,600.00 (Rs. eight crore eighty five lac twenty eight thousand & six hundred only) for the work of Ideation Studio and 04 No rooms for PG work space adjacent to Lecture Hall & Tutorial Complex.**

The B&WC discussed at length the Preliminary Estimate for the above work as received from the Executive Engineer (Civil), JPD, CPWD, Jabalpur. On the query raised by some of the members, it was clarified by the Superintending Engineer (Civil), CPWD, Bhopal that the proposed structure shall be adjacent to the existing Lecture Hall & Tutorial Complex and shall be treated as 2<sup>nd</sup> phase construction for LHTC. It was also clarified by the Superintending Engineer (Civil), CPWD that per sq. mt. cost of the purposed building is on higher side because of the reasons like higher basic rates in the new DPAR, extra height of the structures, and provisions of features like air conditioning, firefighting system and different type of roofing. It was further clarified by the Superintending Engineer (Civil), CPWD, on a query raised by the Chairperson that some of the RCC work of newly proposed structure has already been done



along with the work of Lecture Hall & Tutorial Complex to maintain continuity. After deliberation on proposed usage of the new structure, the proposal was accepted unanimously.

The Committee recommended the Preliminary Estimate for the work of C/o. Ideation Studio and 04 No rooms for PG work space adjacent to Lecture Hall & Tutorial Complex, amounting to Rs. 8,85,28,600.00 (Rs. eight crore eighty five lac twenty eight thousand & six hundred only) including 1% for labour cess, 3% for contingencies to the Finance Committee for necessary consideration and onward recommendation to the BOG for accord of Administrative Approval and Expenditure Sanction.

**B&WC/2014:01:04** To consider the Preliminary Estimate for Rs. 1,36,51,087/- (Rs one crore thirty six lacs fifty one thousand eighty seven only) for the work of Construction of Director's Bungalow at PDPM-IIITDM, Jabalpur.

The Preliminary Estimate (PE) as received from M/s. Kanvinde Rai & Chowdhury and confirmed by the Executive Engineer (Civil), JPD, CPWD, Jabalpur was discussed at length. The chairperson asked the CPWD officials to recheck the plinth areas of Ground Floor and the first floor. It was also suggested by some of the members to mark on the drawings the boundary sizes around the proposed building. After deliberation on the usage of different spaces provided in the building, the proposal was accepted unanimously.

The Committee recommended the Preliminary Estimate for the work of C/o. Director's Bungalow at PDPM-IIITDM, Jabalpur amounting to Rs. 1,36,51,087/- (Rs one crore thirty six lacs fifty one thousand eighty seven only) including 1% for labour cess, 4% for service tax, 3% for contingencies and 4.5% (+ Ser. Tax) for Architect fees, to the Finance Committee for necessary consideration and onward recommendation to the BOG for accord of Administrative Approval and Expenditure Sanction.

**B&WC/2011:01:05:** Reporting of items- Administrative and Financial Approval given by Director for Construction works taken up at the Institute level.

The committee discussed at length and was satisfied with works executed / under execution/likely to execute at Institute level after the last B&WC meeting was held. Accord of Administrative Approval & Expenditure Sanction by the Director / Dean (Planning & Development) of the Institute on various projects was noted by the members.

**B&WC/2011:01:06:** Any Other items with the permission of chair –

1. The Renumbering of B&WC Meetings.



The proposal of new numbering system from B&WC meeting was considered by the committee. It was suggested that in the new system the numbering of B&WC meeting may be written continuously along with a suffix of the year of the meeting so that the year of meeting is also apparent along with the label of the meeting number.

**2. Proposal for Main Gate at the Institute campus.**

With due permission of the Chair, concept design and detailed estimates for the above work and different options of drawings as received from the consultant M/s Kanvinde Rai and Chowdhury were shown to the members. It was decided to discuss the matter in a Campus Advisory Committee meeting of the Institute, as the detailed estimates were conveyed to the Institute authorities only one day in advance.

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

**Submitted for Approval please**

Sd/-  
(R. P. Dwivedi)  
Registrar & Secretary

Approved  
Sd/-  
(Prof. Aparajita Ojha)  
Chairperson



FC/23/5

Any other agenda with the permission of the Chair.

(R.P. Dwivedi)

Registrar/Secretary Finance Committee

Agenda is placed for approval please.

Director

Chairman, Finance Committee