

PDPM
Indian Institute of Information Technology,
Design & Manufacturing, Jabalpur

FC No. 9 th

**Agenda
Finance Committee
2008-09/1st Meeting**

Date: Tuesday, 22nd July, 2008
Time: 15:00 Hrs.
Venue: Wing – C, Room No.: 118, 1st Floor,
Shastri Bhawan, New Delhi

PDPM

**Indian Institute of Information Technology,
Design & Manufacturing Jabalpur**

Meeting of the Finance Committee, 2008-09

[To be held on July 22, 2007]

S No	Item	Page No
FC/2008-09: 1.01	Overview Report of the Director	1 1A-1B
FC/2008-09: 1.02	Confirmation of the Minutes of the Meeting held on November, 2007	2-8
FC/2008-09: 1.03	The Audit Report 2006-07 from AG(MP) Gwalior and Institute reply against Audit Report	9-17 17A-17E
FC/2008-09: 1.04	Consideration of Annual Accounts of 2007-08	18-48
FC/2008-09: 1.05	Considerations of Budget Estimates of 2008-09	49-52
FC/2008-09: 1.06	Leased Accommodation Scheme of the Institute	53-55
FC/2008-09: 1.07	Positions of Non-Academic Staff Requirement in next five years	56 56A-56G
FC/2008-09: 1.08	TA/DA to Post Graduate & Research Students for attending National/International Conferences based on the research work done in the Institute	57-58 58A-58E
FC/2008-09: 1.09	Any other Item with the permission of the Chair	59

FC/2008-09: 1.01 Overview Report of the Director

Overview Report of the Director is placed as Annexure 1.

OVERVIEW REPORT OF THE DIRECTOR[BoG Meeting, 7th July, 2008]

Academics

- The second semester of the Institute ran relatively smoothly. As the strength of the Faculty Members/ Research Engineers at the new Institute has become somewhat better, most of the courses of the curriculum could be run as planned. However, since the first batch entered into their sixth semester, offering of some of the specialized courses remained a problem due to the non-availability of the expertise among faculty members. Such courses, mainly in the disciplines of (i) Computer Science & Engineering and (ii) Electronics & Communication Engineering, could not be offered and were postponed to subsequent semesters by exchanging with other professional courses which could be offered. The Institute has been working hard to get additional faculty members. However, it is envisaged that getting of faculty members in Computer Science & Engineering will, however, remain a daunting task.
- Students Reaction Survey, conducted at the end of the last semester, indicates that the courses on IT Workshop, a relatively new concept and also difficult to be worked out in the form of systematic courses, are finally taking a good shape. Most students were found to be satisfied with the two courses that were offered in the last semester. The Institute, however, shall continue its work on their further fine tuning and evolution. Students Reaction Survey also showed that students were highly satisfied with most of the courses taught at the Institute. Performance of faculty members, in general, was found to be improving rapidly.
- Keeping in view the academic philosophy and various requirements, the written procedures (in the form of Manuals) for (i) the Undergraduate Programme, (ii) the Postgraduate Programme, (iii) Scholarships, Awards and Prizes, (iv) Disciplinary actions against erring students, (v) Library procedures have been worked out and are required to be vetted by the Senate. These procedures shall be placed before the Board after getting them finalized through the Senate. This is likely to occur by the next meeting of the Board.
- In spite of the space crunch faced by the Institute in its current premises, a temporary Mechanical Workshop was established with adequate facilities. It is heartening to note that several good working models of different projects were fabricated by students. The Institute has also been successful employing several good and experienced technicians who helped students in machine shop to fabricate their projects.
- A team of four first-batch students, lead by Dr Puneet Tandon, developed a unique Information System for the Metro Bus Service of Jabalpur. In contrast to the conventional GPS based technologies, the new work is based on the RFID based technology. The Information System helps in tracking down buses plying on different routes in the city and provides the information of their location at the centralized Control Room. It is planned that this information shall be provided to common citizens through this central Control Room. A live demonstration of the same was done before the media in the office of the Collector Jabalpur, as the project was funded by them. Many loose ends of the work done, so that it can be commercialized, still need to be tied down. The Institute shall continue working on this development in coming months.
- A team of four first-batch students, lead by Dr Pritte Khann, developed a unique *e-samadhan* system for the Civil Administration authorities. Issuing of authenticated documents/certificates, after verifying proper records, is currently not done without persons physically visiting the concerned office. The newly developed system shall help in achieving this goal. Some of the aspects of the DBMS based technology are being finalized at the Institute.

Indo-Japanese Collaboration

- As part of the agreement with the Japanese Government, five faculty members namely (1) Dr Puneet Tandon, (2) Dr Tanuja Sheorey, (3) Dr Vijay K Gupta, (4) Pritte Khanna and (4) Dr Mukesh K Roy made a visit to Japan in December 2007. The visits, being of two-weeks duration, were separately worked out for different faculty members by Prof M Kiuchi and Prof Y Ito and were meant as exposure visits. Faculty members visited universities/institutes as well as industries.
- A team of four Japanese professors from the University of Tokyo visited the Institute in the month of January 2008 and gave lectures in different courses. Similarly, another team of four experts, mainly from M/s Sumitomo Metals, visited the Institute in March 2008 and again gave lectures on different topics. It is heartening to note that the Japanese experts have been finding our students to be knowledgeable and of a very high standards. During the first visit, Prof Takashi Nanya spent a good amount of time in interacting with the faculty of (i) Computer Science & Engineering and (ii) Electronics & Communication Engineering and reviewed the curricula in the two disciplines. He also gave several useful suggestions regarding their fine tuning. He is in constant touch with our faculty since then. Similarly, Prof Ito, during his visit in March 2008, went through the academic requirement of our M Tech and PhD programmes and also had had discussions with our faculty and PG students. He has suggested that the Institute should work out a mechanism so that PG students can have a mentor from the Japanese side also.
- A team of five undergraduate students of the Institute went to Japan for a fortnight in June 2008. Their visits to Japanese universities/institutes as well as industries were coordinated by Profs Kiuchi and Ito.

Administration

- Mr SC Prusty, the then Finance Officer, and Mr Satyendu Mohan, the then Deputy Registrar, who had joined the Institute in May 2007, could not cope up with the pressure of work in the new Institute and resigned from their posts in the months of December 2007 and February 2008 respectively. Their resignations were accepted and both of them were subsequently relieved as per rules.
- The Panel of Architects, approved by the Board in the last meeting, has started working. The architects were invited to the Institute and were asked to make presentations before the Campus Advisory Committee. After listening to their presentations on various works done by them in the past, the Committee recommended that while works pertaining to the Academic Zone be assigned to M/s Attelier Architects, Chandigarh, works pertaining to hostels and associated facilities be assigned to M/s Dutta & Dutta Associates, Ahemdabad. Technical briefs regarding the next set of buildings have been given to the two architects. Their initial designs have been discussed. It is expected that the proposals on (1) the Lecture Halls & Class Rooms Complex, (2) the Convocation Hall, (3) the Triple-Seated Hall of Residence of capacity of ~ 500 students and (4) Students Activity Center, shall be presented before the Board in its next meeting for their approval.

FC 2008-09: 1.02 Confirmation of the Minutes of the Meeting held on November 20, 2007

Minutes of the Finance Committee meeting # FC 2007-08: 02, held on November 20, 2007 at Shastri Bhawan, New Delhi were circulated to the members. These minutes, as approved by the Chairman, are attached as **Annexure 2**. The Finance Committee is requested to confirm the same.

Indian Institute Of Information Technology, Design & Manufacturing Jabalpur

MINUTES OF 2007-08/ 2nd MEETING OF THE FINANCE COMMITTEE

held on 20th November, 2007 at 03.00 PM

in the Conference Room (MHRD), Shastri Bhawan, New Delhi

Members Present:

- | | |
|--|--|
| 1) Shri. Sudeep Banerjee
Chancellor, NEUPA, New Delhi | Chairman |
| 2) Prof. Sanjeev Bhargava
Director, PDPM IIITDM Jabalpur | Member |
| 3) Mr SK Ray
Joint Secretary and Financial Advisor
MHRD, New Delhi | Member |
| 4) Ms. Seema Raj,
Director (Technical)
MHRD, New Delhi | Substituting Shri Ravi Mathur - Member |
| 5) Prof. H P Dikshit
Director General,
School of Good Governance
& Policy Analysis,
Govt. of Madhya Pradesh, Bhopal. | Special Invitee (Member BoG) |
| 6) Dr. Darlie O Koshy
Director
National Institute of Design,
Ahmedabad | Special Invitee (Member BoG) |
| 7) Prof Manoj K Harbola
Dept. of Physics
IIT Kanpur, Kanpur | Special Invitee (Member BoG) |
| 8) Prof Aparajita Ojha
Professor
PDPM-IIITDM Jabalpur | Special Invitee (Member BoG) |
| 9) Ms Alice Chacko
Under Secretary to Govt. of India,
MHRD, New Delhi | Special Invitee |
| 10) Shri SC Prusty
Finance Officer & Officiating Registrar
IIITDM Jabalpur | Acting Secretary |

Leave of Absence:

Shri. Dilip Mehra,
Principal Secretary, Technical Education
Government of Madhya Pradesh, Bhopal

Dr. Manoj Gaur
Managing Director, Jai Prakash Associates Ltd and Director, JIL Info Tech Ltd
New Delhi-110057

FC/2007-08: 02.01 - Overview Report of the Director

While welcoming all the members of the Finance Committee, the Director informed about the major operation the Chairman had gone through in recent times. However, it was very inspiring and heartening to see that in spite of this being a serious operation, the Chairman had taken back things to his stride in a very with all the normal work. The Finance Committee wished him a speedy recovery and good health in times to come.

A. ACADEMICS

• Strength of Faculty Members and Research Engineers in the Institute:

The Finance Committee took note of the faculty members and Research Engineers who had joined IIITDM Jabalpur in recent time and expressed its happiness on their background, quality and research potential. It also expressed hope that the Institute would be able to attract similar good faculty members and research engineers in future also.

• Progress Towards the Indo-Japanese Cooperation:

The Finance Committee noted contents presented in the Director's Overview Report. Further, the Director clarified that the proposed Indo-Japanese Cooperation was not viewed by the Japanese Government as an aided programme but as a cooperation of intellectual exchange between the two sides. Hence, as for now, there was no financial commitment from the Japanese side. The Finance Committee was also informed that Japan had never set up any Institute any where in the world till now and cooperation to develop IIITDM Jabalpur was a very new experience also for them. Working out the details of cooperation requirements would perhaps take more time. It was informed that the interest among the professors of the Japanese institutes/universities was genuine and they appear very committed to make the programme successful. The Director informed that the faculty exchange programme was very crucial for the further growth of this cooperation. Under the present scheme of things, the travel cost was to be borne by the visiting side and the cost of local transport and living was to be borne by the host.

The Finance Committee noted the above comments and accepted the arrangements made in this regard till now.

B. CONSTRUCTION ACTIVITIES

a. Temporary Construction Activities in the IT Bhawan of the Jabalpur Engineering College

The finance Committee took note of the work done for the temporary construction activities at the IT Bhawan of the Jabalpur Engineering College and expressed satisfaction for their completion, as per desire of the Finance Committee and the Board, prior to admissions of the new batch of students in August 2007.

b. Repair and Maintenance Activities in Hostel VIII of the Jabalpur Engineering College

The finance Committee took note of the work done for the repair and maintenance of Hostel VIII of the Jabalpur Engineering College and expressed satisfaction for their completion, as per desire of the Finance Committee and the Board, prior to admissions of the new batch of students in August 2007.

c. Construction Activities in the Institute Campus at Dumna

The Finance Committee was apprised of various construction activities undertaken at Dumna site of the Campus. The Committee took note of the same and expressed concern on delay in activities and requested the Institute to do every thing to enhance the pace of construction of the new campus.

C. STUDENTS WELFARE AND RELATED ACTIVITIES

- **Distribution of Notional Prizes and Certificates of Merit:**

After a brief discussion the members suggested that the prizes be renamed from "Notional Prizes and Certificates of Merit" to "Certificates of Merit and Prizes for Academic Excellence". The finance Committee took note of the above suggestion and recommended accordingly to the Board.

- **Holding of English Proficiency Development Classes:**

The Board expressed happiness on such efforts made by the Institute as they were likely to further empower students in the Institute coming from the weaker background.

FC 2007-08: 02.02 Confirmation of the Minutes of the Meeting held on May 11, 2007

The committee confirmed the minutes of the Meeting held on 11th May, 2007.

FC 2007-08: 02.03 Consideration of Annual Accounts of 2006-07 and Recommendation to the Board for Adoption

After minor discussions and deliberations, the Finance Committee accepted the Annual Accounts of 2006-07 and recommended same to the Board for Adoption.

FC 2007-08: 02.04 Special Measures to be Adopted by the Institute during Incubation Period for its further Growth and Smooth Functioning

- **Reimbursement of Medical Expenses Incurred on Students Against First Aid**

The Board endorsed that the responsibility of health care of students lies solely with students and their parents/guardians. The members discussed the matter in detail and suggested that a Contingency Fund of Rs. 1 Lakh may be created to meet out emergency medical problems of students. The Institute was advised to evolve its own norms for the purpose of reimbursement towards emergency medical problems of students.

The Board also desired that the efforts be made to make medical doctor available in each Hall of Residence for specific timings on every day. Students should be advised to consult the doctor in the hostel itself. They should be rushed to specialists only in case of emergency.

- **Communication Facilities in the Institute**

The case of providing communication facilities to faculty and staff of the Institute was considered to be a genuine need of the Institute at this juncture. The matter was discussed in detail. Dr Darlie O Koshy, Director, National Institute of Design Ahmedabad suggested that the facilities extended by the BSNL may be explored and the Chairman desired all details thereof be presented in a tabular form at the next meeting. This Agenda Item was therefore deferred for the next meeting.

- **Hiring of Visitors Hostel and Housing for the Faculty and Staff**

In view of (i) the background, (ii) areas of interest and specialization and (iii) publication record of the faculty of the Institute, the Finance Committee expressed its happiness on the high-quality and well qualified faculty which the Institute was able to attract. The Committee appreciated the problem faced by the Institute towards providing housing facilities to fresh faculty members and considered it to be genuine problem which, if not solved properly, could hamper the further growth of the Institute.

Dr Darlie O Koshy, Director, National Institute of Design Ahmedabad suggested that the "Least Accommodation Scheme", which was implemented at NID Ahmedabad under similar circumstances, could be tried out by the Institute in this regard. The Finance Committee appreciated the suggestion of Dr Koshy and asked the Institute to suitably modify this agenda item and bring the same in the next meeting.

FC 2007-08: 02.05 Special Measures to be Adopted for Giving TA/DA to Students

• **TA/DA for PhD and M Tech Students Authorized to Attend Conferences/ Workshops /Seminars to present their Research Work**

The Finance Committee appreciated the need for providing TA/DA to M Tech and PhD students whose papers get accepted in national level Conferences/Workshops/Seminars conducted by institutes/organizations of high repute. However, members felt that since this matter may create repercussions for other institutions also, the Institute should first try to collate the policy adopted by IITs and other institutions under similar circumstances. Members suggested that the Institute may bring the proposal for discussion in the Finance Committee after suitably modifying the same.

• **TA/DA to Students Representing the Institute in Students Festival**

The matter was discussed. The Finance Committee cleared the payment of to-and-fro rail fare by the shortest route and registration fee to students authorized by the Institute for participating in the festivals. Members suggested that since the accommodation and meals are generally arranged by the host Institute in such cases, no extra amount from the Institute's side should be considered admissible to students.

FC 2007-08: 02.06 Consideration of Modified Fee Structure for Undergraduate Courses from Academic Year, 2007-08

The Finance Committee took note of the Undergraduate Fee structure announced by the Institute for the year 2007-08. After a brief discussion the Committee also accepted the same for the current year. However, it suggested that fee heads, other than the (i) semesterly tuition fee, (ii) examination fee (iii) registration fee and (iv) laboratory contingency fee, be amended every year to take care of the price increase. The committee also suggested regrouping of different fee heads so as to reduce them to a minimal number.

It was also pointed out that the tuition fee waived for SC/ST students was reimbursable by the Institute by appropriate ministries of the Government of India. The Institute was advised to make claims towards such reimbursements on a yearly basis.

FC 2007-08: 02.07 Appointment of Adjunct Faculty in the Institute

The need to have Adjunct Faculty Members due to (a) non-availability of well-qualified faculty members in some areas of specialization and (b) less exposure of the existing faculty members in different areas of studies was pointed by the Director. Some members proposed other alternative models for appointing Adjunct Faculty in the Institute. The Director clarified that IIITDM, apart from the regular faculty positions, has already been maintaining the following categories for faculty members:

- i. **Visiting Faculty** – Persons who have submitted their PhD thesis in some IIT or a prestigious Institute but have not defended prior to applying at IIITDM are given an ad-hoc appointment of Visiting Faculty if recommended either by the Selection Committee or the Faculty of the Institute after a successful seminar given in the Institute.

- ii. **Guest faculty** – Persons of eminence in their specialized areas of research are invited to deliver special lectures which are not part of any course. There is no long term commitment towards the Institute by the Guest Faculty.

The proposal of the Institute for the Adjunct Faculty was discussed by the Finance Committee in details. Some members proposed that In order to optimize the cost of air fare of the Adjunct Faculty on per lecture basis, the Adjunct Faculty should be required to stay in the Institute for a minimum period of two weeks. Several other members, however, pointed out that ensuring a period of two weeks of a stay at a stretch may not be practicable for persons of high repute.

In view of the proposal of Adjunct Faculty being critical for the future nourishment and growth of the new Institute, the Finance Committee recommended it to the Board with the following terms and conditions:

- A. Names of eminent academicians/professionals from (i) IITs, IISc Bangalore and other institutes of good repute in India, (ii) universities and institutes outside India and (iii) industries of repute will be cleared for making them Adjunct Faculty at IITDM Jabalpur by the sub-committee of the Senate,
- B. For the purpose of organizing special lectures by Adjunct Faculty, the Institute would pay the to-and-fro air fare within India/ AC I train fare, as applicable, for each visit to the Institute. However, in order to minimize the travel cost per lecture, the Institute would try to keep the stay of the Adjunct Faculty for more than 10 lectures per visit to the Institute,
- C. The Institute would take care of the local hospitality and transport during the stay of the Adjunct Faculty at the Institute,
- D. An honorarium up to Rs 3000/- per lecture would be admissible to the Adjunct Faculty.

FC 2007-08: 02.08 Recommendations made by the Buildings & Works Committee

The Finance Committee was informed about the difficulties and problems faced by the Institute in finalizing the tender for (i) civil works of (a) Hall of Residence II, (b) Lecture Hall & Class Room Complex: Phase I, (c) Mess & Dining Hall I and (ii) electrical work of (a) Hall of Residence I and (b) Core Labs Complex. The Committee was also informed about the progress made regarding civil works. Members were informed that these point were discussed at length in the meeting of the Buildings & Works Committee (B&WC) held on November 19, 2007.

It was further brought to the notice of the Finance Committee that the negotiated item rates quoted by the lowest contractor were similar for both Hall of Residence I (SH: Electrical) and Core Lab Complex (CLC) (SH: Electrical). In spite of this fact, though the overall quoted cost for the Hall of Residence is within the limits of the sanctioned approval, the overall quoted cost for electrical work of the CLC after negotiation is still above the earlier taken financial approval due to the fact that the CLC, being a lab complex, is designed to have higher number of electrical points and loads on per unit area basis.

The Finance Committee was also informed that since the civil works for the CLC were already been underway any deferment in award of electrical component of work would further amount to a delay in the progress of ongoing civil work.

In view of the above, the following recommendation of the B&WC was considered by the Finance Committee for the work of Construction of Core Lab Complex (SH: Electrical): "The B & WC ratified the decision to award the Core Lab Complex (SH: Electrical) work to the lowest tenderer, M/s Bhardwaj Brothers, at Rs 1, 36, 53, 067/- (Rs. One crore thirty six lacs fifty three thousand sixty seven only) an amount arrived at after negotiation against the earlier approved amount of Rs 1, 03, 49,048/- (Rs One crore three lacs forty nine thousands forty eight only) for the same."

The Finance Committee ratified the recommendation of the B&WC and recommended the same to the Board for approving the award of the work of Construction of the Core Lab Complex (SH: Electrical) to M/s Bharadwaj Brothers at Rs 1,36,53,067/- (Rs. One crore thirty six lacs fifty three thousand sixty seven only).

FC 2007-08: 02.09 Any other items with the permission of the Chair.

There being no other item for discussion the meeting ended with a vote of thanks to the Chair.

sd/-

(Prof. S Bhargava)

Director

sd/-

(Shri S C Prusty)

Acting Secretary

Approved

Sd/-

(Shri Sudeep Banerjee)

Chairman
Finance Committee

FC 2008-09: 1.03 - The Audit Report on the Accounts of the Institute for the Year 2006-07 from AG (MP) Gwalior

The audit of the Institute's Annual Accounts for the year 2006-07 was undertaken between 03/03/08 and 19/03/08 by the Office of the Principal Accountant General, (Civil and Commercial Audit), Gwalior, Madhya Pradesh. The Institute received the Audited (a) Audit Report, (b) Audit Certificate and (c) Management Letter from AG(MP) Gwalior Vide letter no: OAD-II/SAR/Pt.DPMIITDM/2006-07/184 dated: 13/6/08. The report as well as Institute reply ref: IITDMJ/Dir/A/2007-08/047 dated: April 15, 2008 is presented as **Annexure - 3**. The Finance Committee is requested to recommend the same for its adoption by the Board.

EED POS
12/7
14/6/08

Annexure 3-A

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(CIVIL & COMMERCIAL AUDIT),
MADHYA PRADESH, GWALIOR

No. OAD-II/SAR/Pt.DPMIITDM/2006-07/ 184

Dated: 13/6/08

To

The Director,
Pt.Dwarka Prasad Mishra Indian Institute of
Information Technology, Design and Manufacturing
Jabalpur Engg. College Campus, Gokalpur
Jabalpur-482011

**Subject: Audit Report on the accounts of Pt.D.P.Mishra -IIIT-DM,
Jabalpur for the year 2006-07.**

Sir,

Please find enclosed herewith a copy of final Audit Report, Audit Certificate and management letter on the accounts of Pt.D.P.Mishra-IIIT-DM, Jabalpur for the year 2006-07.

The date of placement of the above Report and Audit Certificate on the table of Parliament may please be intimated.

**Encl.: 1. Audit Report
2. Audit Certificate
3. Management letter.**

Yours faithfully,


(Dinesh Bhagta)
Sr. Deputy Accountant General

**Audit Report on the accounts of Pandit Dwarika Prasad Mishra Indian
Institute of Information Technology, Design and Manufacturing,
Jabalpur (PDPMIIT,DM) for the year 2006-07**

1. Introduction

The Pandit Dwarika Prasad Mishra, Indian Institute of Information Technology, Design and Manufacturing, Jabalpur was established in 2005 (2004-05) and was registered under Societies Registration Act 1860 on January 24, 2005 with Registrar of Societies at Jabalpur under Madhya Pradesh Societies Registration Act 1973 with the objectives to educate and train engineers who are dealing with design and manufacturing of engineering goods. The Institute started functioning with effect from 7th Feb 2005 and its academic session started w.e.f. 7th August 2005.

The audit of the Institute has been entrusted under Section 20 (1) of the Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act, 1971 for the period from 2004-05 to 2008-09.

1.1 Finance

During the year 2006-07, Institute has received grants-in-aid (Plan) of Rs 8 crore from the Government of India, Ministry of Human Resource Development, New Delhi, There was unspent balance of Rs 4.87 crore of the previous year. Out of total available of Rs.12.87 crore, the organization could utilize a sum of Rs. 9.15 crore leaving unutilized balance of Rs. 3.72 crore, as on 31.3.2007.

Comments on accounts

2. Balance Sheet

2.1 Assets

2.1.1 Overstatement of assets due to non provision of depreciation -Rs.39.64 lakh

As on 31/3/07, the Institute had assets valuing Rs.635.96 lakh. As per accounting policy no depreciation on assets of the Institute has been provided during the year, resulting in overstatement of assets by Rs.39.64 lakh and corresponding understatement of expenditure to that extent.

2.1.2 Understatement of Fixed Assets Capital-works in progress

In the Income and Expenditure account other administrative expenses (Schedule 21) included professional charges of Rs.25.66 lakh paid to M/s Kanvindhe Ray and Chowdhry as architect fee for construction of new campus.

As per GFR 91(a) all expenses incurred on first construction should be treated as capital expenditure. Due to non capitalization of architect fee, fixed assets (C.W.I.P. Schedule 8(xiii)) has been understated by Rs. 25.66 lakh and expenditure (in I & E account) was overstated to that extent.

3. Income & Expenditure Account

3.1.1 Understatement of Income due to non accountal of plan grants

Income does not include an amount of Rs. 8.00 crore received by way of grant (plan) from MHRD. Non accountal of above has resulted in understatement of Income to that extent.

3.1.2 Understatement of Income Rs.2.05 lakh

Income Tax of Rs.2.05 lakh was deducted from the bills of service providers and same was shown as paid under the head other administrative expenses (Sch-21). However receipt of the same by way of recovery of Rs.0.77 lakh, adjustment of Rs.0.80 lakh and balance amount to be recovered Rs.0.48 lakh, was not shown in other miscellaneous income (Sch-18) which resulted in income being understated by Rs.2.05 lakh.

// Part
of the
plan
grant
must be
transferred

4. General

4.1 Incorrect exhibition of amount received by way of encashment of FDR in R & P account

Amount of Rs.725 lakh received on encashment of FDR had been wrongly shown as interest receivable on receipt side which is not in order.

4.2 Incorrect accounting of current liability in R & P account

As per balance sheet current liability (Sch-7) Rs 51.06 lakh is payable to IIT Kanpur, whereas the same amount was taken on receipt side of R & P account which is not in order. This has resulted in overstatement of 'R & P' account to that extent

5. Management Letter

Deficiencies which have not been included in the Audit Report have been brought to the notice of Director, Pt. D.P. Mishra IIT-DM, Jabalpur, through a management letter issued separately for remedial/corrective action.

6. Effect of Audit Comments

The net impact of the comments given in the preceding paragraphs is that the assets are overstated by Rs.13.98 lakh. Income & expenditure was also understated by Rs.802.05 lakh and Rs.13.98 lakh respectively.

Place: Gwalior

Dated: 12.06.08

S. M. Mathew
Accountant General
(Civil & Commercial Audit)
MP, Gwalior

Audit Certificate

I have audited the attached Balance Sheet of Pt. Dwarika Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing, Jabalpur as at 31 March 2007 and the Income and Expenditure Account, Receipt and Payments Account for the year ended on that date. Preparation of these financial statements is the responsibility of the Institutes management. My responsibility is to express opinion on these financial statements based on my audit.

I have conducted my audit in accordance with applicable rules and the auditing standards generally accepted in India. These standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining on a test basis, evidence supporting the accounts and disclosures in the financial statements. I believe that my audit provides a reasonable basis for my opinion.

Based on our audit, I report that:

1. I have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purposes of our audit;
2. Subject to the observation in the Audit Report annexed herewith, I report that the Balance Sheet and the Income and Expenditure Account/ Receipt and Payments Account dealt with by this report are properly drawn up and are in agreement with the books of accounts.
 - (i) The accounts give the information required under the prescribed format of accounts:
 - (ii) The said Balance Sheet, Income and Expenditure Account/ Receipt and Payments Account read together with the Accounting Policies and Notes thereon, and subject to the other matters mentioned in the Audit Report annexed herewith give a true and fair view.
 - (a) In so far as it relates to the Balance Sheet of the state of affairs of the Pt. Dwarika Prasad Mishra Indian Institute of

Information Technology Design & Manufacturing, Jabalpur as
at 31 March 2007.

- (b) In so far it relates to the Income & Expenditure Account of the
deficit for the year ended on the date.

Place: Gwalior
Date 12.06.08

Sumathw
Accountant General
(Civil and Commercial Audit)
MP Gwalior

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(CIVIL & COMMERCIAL AUDIT),
MADHYA PRADESH, GWALIOR

No. OAD-2/SAR/Minor/PDPM IIITDM/2007

Dated:-

To,

The Director

Pandit Dwarika Prasad Mishra Indian Institute of
Information Technology, Design & Manufacturing
Jabalpur (M.P)

Subject:- Management letter Deficiencies noticed in accounting records/system/Internal Controls etc.

Sir,

I have audited the annual accounts of the Pandit Dwarika Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing, Jabalpur for the year 2006-07 and I have issued the Audit Report thereon.

During the course of audit, the following deficiencies were noticed which were of a relatively minor nature and were, therefore, not included in the Audit Report. These are being brought to your notice for corrective and remedial action.

1. Internal Control

To provide safeguards against errors and irregularities in operational and financial matters an effective concurrent audit mechanism is essential. However the Institute does not have any internal control system.

2. Non conduct of physical verification of Assets

Physical verification of Assets as required by GFR has not been done by the institute during the year 2006-2007.

3. Incomplete maintenance of Assets Register.

As per GFR 190 (2) separate accounts shall be kept for fixed assets such as plant, machinery, equipments, furniture fixtures etc. in form GFR-40. However the location of the assets has not been mentioned against all the assets.

4. Non disclosure of policy on Entrance fees in sch-24.

As per notes of instructions for compilation of Sch-14 fees and subscriptions, accounting policies adopted in the respect of each item of Entrance fees should be disclosed in Significant Accounting Policies (Sch-24), which has not been done.

5. Non disclosure of details of utilization of funds (Sch.3)

Sch-3 shows capital expenditure of Rs.2.71 lakh and Rs.1.12 lakh against fixed assets and others. The details of items forming part of the above expenditure has not been provided, as per requirement of common format of Accounts.

Place: Gwalior

Date 12.06.08

U. Mathew
Accountant General
(Civil & Commercial Audit)
M.P. Gwalior

Annexure-3B

PDPM

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING JABALPUR**
(An Institute Established by MHRD Govt. of India)

Jabalpur, Jabalpur Engineering College Campus, Gokalpur, Jabalpur 482 011 India

Prof. Sanjeev Bhargava
Director

Ref: IIITDMJ/Dir/A/2007-08/04. 7
April 15, 2008

To
Sr. Dy. Accountant General/IC-1
Office of the Principal Accountant General
(Civil & Commercial Audit) Gwalior
Gwalior -M.P.

Sub: Reply on Draft Separate Audit Report on the accounts of PDPM-IIITDM-Jabalpur
for the year 2006-2007

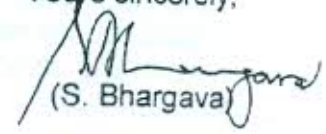
Ref: Your letter No. OAD-II/SAR/PDPM/IIITDM/2006-07/23, dated 3-04-2008.

Kindly find enclosed herewith the parawise reply of Draft Separate Audit Report on
accounts for the year 2006-2007.

Kindly acknowledge the same.

Thanking you,

Yours sincerely,


(S. Bhargava)

Draft Separate Audit Reply on the Accounts of Pandit Dwarika Prasad Mishra
 Indian Institute of Information Technology Design and Manufacturing, Jabalpur
 (PDPM-IIITDM J) for the year 2006-2007

1. Introduction

No Comments

1.1.1 Finance

No comments except the fact that the grant from the Ministry of HRD had been received under plan head 2006-2007. Hence, the entire expenditure Rs. 9.15 crore was treated as Plan Expenditure.

Comments on accounts

2. Balance Sheet

2.1 Liability

2.1.1 Understatement of Corpus/ Capital fund.

In the matter of "Counseling fees" we say that out of the fee payable to the institute Central Counseling Board (CCB) of All India Engineering Entrance Exam (AIEEE) advises students to deposit Rs.5000/- to CCB at the time of their counseling, balance is to be paid to the institute when student report for the admission. The institute fees kept by the CCB at the time of counseling is refunded to the institute that there is no reason for deposit into Corpus/Capital Fund.

1.2 Assets

On the issue of Depreciation the matter was referred to Government of India (MHRD) from IIT's. The advice of the chief controller of A/c's of MHRD is reproduced (Copy enclosed).

Under the Govt. rules there is no provision of recording depreciation as it is not accounted for in the Annual A/cs. The requisite items required under Govt. rules are replaced as and when they become obsolete (GFR-124). The reasons for declaring obsolete are well defined in (GFR-124-I). Necessary provisions for funds are made during the period for purchase.

In Autonomous organization like IITs, which are governed by Govt. rulings nothing is to be recorded on A/c of Appreciation/ Depreciation in A/cs.

It is useful in Govt. Accounting only when any items is to be transferred to private person and it has not become obsolete and is serviceable. It is to be regulated by special rules and orders applicable to that department. In Govt. offices it is accounted as per deptt. of supply manual which permits straight line depreciation depending on life period prescribed for a specific item GFR-125, so the Depreciation were not taken into Annual A/c of Institute being an Autonomous Institute (non profit organization).

Depreciation is only useful in profit making industries for the benefit of Income Tax to promote Industries.

We once again put up matter of Depreciation to Finance committee & Board for more clarification and future action.

2.2.1 Understatement of Fixed Assets Capital-works in progress in Income and Expenditure.

Our view for depict Architect fees into profession charges is as mentioned in common format of account under other Administrative expenses (Sch-21) pt no. 5. Noted for next year expenses.

As per Audit observation the professional charges of Rs. 25.66 lacs paid against Architect fees should be capitalized.

3 Income & Expenditure Account

3.1.1 Understatement of Income Rs. 2.05 lakh

in the matter of income tax Rs. 2.05 lacs , we say that during the year 06-07 the officers of I. Tax department enquired on TDS deduction on payment to service providers like advertisement, rent of hostel & taxi services etc. Initially the institute staff was new with little experience and not aware about the TDS deduction on above services. On advice of TDS department institute paid Rs.282742/- on account of TDS on behalf of parties and recovered Rs.77187/- against their payments and Rs.80000/- against rent payment during financial year 06-07.

We also inform you that due to recovery of tax from party Rs.80000/-, we have neither paid said amount nor credited the income tax amount by Rs.80000/-. Hence the balance outstanding Rs.125555/- i.e., (Rs.282742 – 77187 – 80000).

4. General

4.1 Incorrect accounting of interest payable in R&P account

No Comments, except the fact that the Amt. of Rs. 725 lacs was the FDR encashed during the year.

4.2 Incorrect accounting of current liability in R&P account

No comments but institute would take care for next financial year.

4.3 Internal Audit

The Institute has not any I.A. wing. The Institute in its stage of development and no such post has approved. But our competent staff followed the principal of finance/Accounts/Audit as per central Govt. norms for autonomous bodies. The Institute is very conscious about internal audit and would like to follow after the clearance of post from MHRD.

In the absence of its own wing of internal audit institute has again taken the services of staff of internal audit wing of IIT Kanpur as taken in past financial year 2005-2006.

4.4 Non-conduct of physical verification of Assets.

Regarding Physical verification of Assets during 2006-2007, we accept it and consider it from next financial year 2007-2008.

4.5 Incomplete maintenance of Assets Register.

The Assets register has already maintained in form GFR-40 and the location of the assets has been mentioned in 2007-2008.

A handwritten signature in black ink, appearing to be 'Shankar', is written on the right side of the page.

F. No. 3-16/2002 - TS.I
Government of India
Ministry of Human Resource Development
Department of Secondary and Higher Education
Technical Section - I

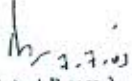
Annexure to significant
Accounting Policies
(Point No. 3)

Shastri Bhawan, New Delhi
Dated 4th July, 2002

The Director,
Indian Institute of Technology,
Bombay, Delhi, Kanpur, Kharagpur, Madras, Guwahati and Roorkee

The Director,
Indian Institute of Science,
Bangalore

This office is in receipt of Audit Report and certified copy of Annual Accounts (in two versions) in respect of IIT Kanpur for the year 2001-2002. In the Comments on Accounts in respect of Asset Account depicted in the Balance Sheet, the Audit have made observations regarding non charging of depreciation. The matter was examined in detail in consultation with the Office of the Chief Controller of Accounts. The Office of CCA's advice is enclosed as in Annexure for guidance.

Yours faithfully

(Mukul Ratra)
Deputy Secretary

ANNEXURE

Under the Government Rules there is no provision of recording depreciation as it is accounted for in the annual accounts. The requisite items required under Govt. Rules are replaced as the when they become obsolete. (GFR - 124). The reasons for items becoming obsolete are well defined in GFR-124(1). Necessary provisions for funds are made during the period for purchase. In autonomous organization like IITs, therefore, which are governed by Government rulings, nothing is to be recorded on account of depreciation in the accounts.

Depreciation factor is useful in Government accounting only when any item is transferred to a private person and it has not become obsolete and is serviceable. It is regulated by special rules and orders applicable to that department. In Govt. offices, it is accounted as per Deptt. of Supply manual which permits straight line depreciation on life period prescribed for a specific item (GFR - 125).



0172-2791024

FC 2008-09: 1.04 - Consideration of Annual Accounts of the Institute for the Year 2007-08

The Annual Accounts of the Institute for the year 2007-08 have been finalized. The Annual Accounts of the Institute have been prepared on Accrual Basis as per common format for the Accounts of Central Autonomous Bodies and are placed as Annexure- 4.

The Institute received a sum of Rs. 1100 lakh during the year 2007-08 and with an opening balance of Rs. 37193825.00 as on 1/4/07. Out of the total amount, including the opening balance, the institute utilized Rs. 147193825.00 under Part-1 & Part -2 plan of the Institute. The details are shown in the Annual Accounts,

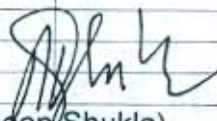
The finance committee is requested to kindly recommend the same for their adoption by the Board.

FORM OF FINANCIAL STATEMENTS

**NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF
INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR**

SCHEDULE - 5 (UNSECURED LOANS & BORROWINGS)

PARTICULARS	CURRENT YEAR (As on 31/03/2008)	PREVIOUS YEAR (As on 31/03/2007)
LOAN FROM BANK OF MAHARASHTRA	0	20000000
TOTAL	0	20000000


 (Anoop Shukla)
 Administrative Officer

QZ 1 02	DESCRIPTION	GROSS BLOCK			DEPRECIATION			NET BLOCK		
		Cost/Valuation as at beginning of the year (01st April, 2007)	Additions during the year (2007-08)	Deductions during the year (2007-08)	Cost/Valuation at the year-end (31st March, 2008)	As at the beginning of the year (01st April, 2007)	On Additions during the year (2007-08)	On Deductions during the year (2007-08)	As at the Current Year-end (31st March, 2008)	As at the Previous Year-end (31st March, 2007)
	A) FIXED ASSETS									
	I. LAND:									
	II. SITE DEVELOPMENT:									
	a) Survey & Site Developments	720,375	422,347		1,142,722	0	0	1,142,722	720,375	
	b) Campus Roads	4,640,000	0		4,640,000	0	0	4,640,000	4,640,000	
	III. BUILDINGS:	0	0	0	0	0	0	0	0	
	IV. PLANT, MACHINERY & EQUIPMENT									
	a) Lab Equipments	32,135,680	10,214,792	0	42,350,472	0	0	42,350,472	32,135,680	
	V. VEHICLES	2,420,155	0	0	2,420,155	0	0	2,420,155	2,420,155	
	VI. FURNITURE & FIXTURES	5,168,115	3,786,296		8,954,411	0	0	8,954,411	5,168,115	
	VII. OFFICE EQUIPMENTS	985,361	104,900		1,090,261	0	0	1,090,261	985,361	
	VIII. COMPUTER									
	a) Computer Peripherals	4,218,415	2,640,248		6,858,663	0	0	6,858,663	4,218,415	
	b) Computer Software	7,495,245	772,760		8,268,005	0	0	8,268,005	7,495,245	
	IX. ELECTRIC INSTALLATIONS	867,099	241,252		1,108,351	0	0	1,108,351	867,099	
	X. LIBRARY BOOKS									
	a) Library Books	3,964,295	1,571,592		5,535,887	0	0	5,535,887	3,964,295	
	b) Journals (Book)	0	1,096,650		1,096,650	0	0	1,096,650	0	
	XI. TUBEWELLS & W. SUPPLY	0	0	0	0	0	0	0	0	
	XII. AIR CONDITIONERS	980,936	296,400		1,277,336	0	0	1,277,336	980,936	
	TOTAL OF CURRENT YEAR (A)	63,595,676	21,147,237	0	84,742,913	0	0	84,742,913	63,595,676	
	XIII. TOTAL OF PREVIOUS YEAR	63,595,676								
	B) J. CAPITAL WORK-IN-PROGRESS									
	a) Boundary Wall (CWIP)	14,365,892	3,902,721		18,268,613	0	0	18,268,613	14,365,892	
	b) Campus Road (CWIP)	5,354,121	336,160		5,690,281	0	0	5,690,281	5,354,121	
	c) Core Lab Complex (CWIP)	0	32,190,757		32,190,757	0	0	32,190,757	0	
	d) Hall of Residence - 1 (CWIP)	0	44,390,410		44,390,410	0	0	44,390,410	0	
	e) Service Block (CWIP)	0	696,073		696,073	0	0	696,073	0	
	f) Lecture Hall (CWIP)	0	688,507		688,507	0	0	688,507	0	
	II) CAPITAL GOODS IN TRANSIT									
	a) Lab Equipment		26,740,186		26,740,186			26,740,186		
	TOTAL OF CURRENT YEAR (CWIP) (B)	19,720,013	108,944,814	0	128,664,827	0	0	128,664,827	19,720,013	
	TOTAL (A+B)	83,315,689	130,092,051	0	213,407,740	0	0	213,407,740	83,315,689	

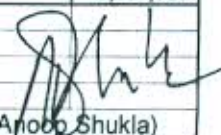
(Anoop Shukla)

FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

SCHEDULE - 11(CURRENT ASSETS, LOANS, ADVANCES ETC.)

SL. NO.	PARTICULARS	CURRENT YEAR (As on 31/03/2008)		PREVIOUS YEAR (As on 31/03/2007)	
A) CURRENT ASSETS:					
1. Inventories					
	a) Stores & Spares		0		0
	b) Loose Tools		0		0
	c) Stock-in-trade				
	i) Finished Goods	0		0	
	ii) Work-in-Progress	0		0	
	iii) Raw Materials	0	0	0	0
2. Sundry Debtors:					
	a) STUDENT FEE RECEIVABLE	90		2,500	
	b) HALL MANAGEMENT ACCOUNT	0		4,000	
	c) STUDENT BENEFIT ACCOUNT	0	90	312,500	319,000
3. Cash Balance in Hand					
			0		0
4. Bank Balances:					
	a) With Scheduled Banks:				
	-On SBI (Grant) Current Account	3,523,410		112,133	
	-On Canara Bank (Grant) Savings Account	3,354		490,569	
	-On SBI FEE Account	6,246,351		0	
	-On Savings Account (UBI, Ranjhi)	0			
	-On SBI (Project) Account	213,376	9,986,491	101,751	704,453
	b) With Non-Scheduled Banks:				
	TOTAL (A)		9,986,581		1,023,453
B) LOANS, ADVANCES & OTHER ASSETS					
1. Loans:					
	a) Staff				
	b) Other Entities				
	c) Others				
2. Advances and Other Receivables					
	a) On Capital Account				
	i) Advance (Mobilisation/Ahoc/Secured/Purchase)	1,641,552		2,700,000	
	ii) Security Deposit (Receivable)	161,711		144,611	
	iii) Advance for Exp.	131,937	1,935,200	0	2,844,611
	b) Pre-Payments				
	i) On-line Journals	3,953,549		5,136,909	
	ii) AMC (Water Purifier)	0		0	
	iii) Prepaid Expenses	13,710	3,967,259	4,467	5,141,376
	c) Receivables				
	i) Interest Accrued Receivable (SB -A/C)	53,865			
	ii) Recovery Staff	20,130	73,995		
3. Income Accrued:					
	a) On Investments from Earmarked/Endowment Funds	0		0	
	b) On Investments - Others	0		345,485	
	c) On Loans & Advances	0		0	
	d) Others	0	0	0	345,485
4. Claims Receivable:					
		0	0	0	0
	TOTAL (B)		5,976,454		8,331,472
	TOTAL (A+B)		15,963,035		9,354,925

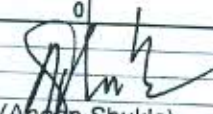

 (Anoop Shukla)
 Administrative Officer

FORM OF FINANCIAL STATEMENTS

**NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR**

SCHEDULE - 15 (INCOME FROM INVESTMENTS)

SL. NO.	PARTICULARS	Investment from Earmarked Fund		Investment - Others	
		CURRENT YEAR (As on 31/03/2008)	PREVIOUS YEAR (As on 31/03/2007)	CURRENT YEAR (As on 31/03/2008)	PREVIOUS YEAR (As on 31/03/2007)
1)	Interest				
	a) On Govt. Securities	0	0	0	0
	b) Other Bonds/Debentures	0	0	0	0
	c) On Bank Fixed Deposits	0	0	0	0
	d) On Savings Bank Deposits	0	671	0	0
2)	Dividends				
	a) On Shares	0	0	0	0
	b) On Mutual Funds Securities	0	0	0	0
3)	Rents	0	0	0	0
4)	Others	0	0	0	0
	TOTAL	0	671	0	0
	TRANSFERRED TO EARMARKED/ENDOWMENT FUND	0	671	0	0


 (Anoop Shukla)
 Administrative Officer

FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

SCHEDULE FORMING PART OF THE ACCOUNTS FOR THE PERIOD ENDED 31ST MARCH, 2008

SCHEDULE - 24 (SIGNIFICANT ACCOUNTING POLICIES)

A) ACCOUNTING CONVENTION

The Financial Statements are prepared on the basis of historical cost convention, unless otherwise stated and on the accrual method of accounting as per the Common Format of Accounting prescribed by Ministry of Human Resource Development (MHRD) for all Central Autonomous Bodies.

The account has been maintained through following vouchers: Receipts/ Payment / Journal/ Purchase vouchers. The payment made under direct expenditure heads and through creditors under the category: General creditors, Purchase Creditors, Construction Creditors.

B) INVENTORY VALUATION

Being an Educational Institution, Stores and Spares (including machinery spares) and consumables have been valued at cost.

C) INVESTMENTS

There are no investments other than Bank Fixed Deposits which are valued at cost only. No brokerage or other expenses have been incurred in making such investments.

D) EXCISE DUTY

Being an Educational Institution, there is no such item of production which attracts excise duty.

E) FIXED ASSETS

Fixed assets are valued at cost of acquisition inclusive of inward freight, duties and taxes and incidental and direct expenses related to acquisition.

No fixed asset has been received directly by way of non-monetary grant during the year under consideration.

F) DEPRECIATION

As per General Financial Rules, 2005 the depreciation has not to be charged on the assets created out of Grants from Govt. of India. Only when the asset will be obsolete the value will be written off from the Balance Sheet under proper approval as per the rules of Delegation of Financial Power Rules, 1972.

G) MISCELLANEOUS EXPENDITURE

There is no deferred revenue expenditure during 2007-08.

H) ACCOUNTING FOR SALES

This is being an Educational Institution there is no sales during the year under consideration.

I) GOVERNMENT GRANTS/SUBSIDIES

As the Institute is fully funded by the Ministry of Human Resource Development and the grants are treated as irrevocable, the same has been accounted on accrual basis. However, there was no such part of the grant to be received which could have been accounted on accrual basis in 2007-08.

J) FOREIGN CURRENCY TRANSACTIONS

There is no such foreign currency transaction during the year under review.

K) LEASE

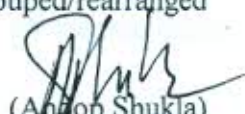
There is no lease rentals either paid or due during the financial year.

L) RETIREMENT BENEFITS

As the institute is newly set up the liability towards retirement benefits like gratuity and leave encashment does not arise. However, in future years the proper provisioning will be done on the actuarial valuation for retirement benefits as per Accounting Standard - 15.

M) MISCELLANEOUS

The figures of corresponding period of previous year have been re-grouped/rearranged wherever necessary.


(Anoop Shukla)
Administrative Officer

FORM OF FINANCIAL STATEMENTS

NAME OF THE ENTITY: Pt. DWARKA PRASAD MISHRA INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING, JABALPUR

SCHEDULE FORMING PART OF THE ACCOUNTS FOR THE PERIOD ENDED 31ST MARCH, 2008

SCHEDULE - 25 (CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS)

CONTINGENT LIABILITIES: - Nil

NOTES ON ACCOUNTS:-

A) PROFESSIONAL CHARGES

Architect Fee Amount Rs.2560876/- as a professional charges 2006-07 transfer to capital work in process (Construction) as per audit objection 2006-07, Affect taken in Balance Sheet.

B) STUDENT FEE ACCOUNT

Fee received on December 2007 for the semester January -June 2008 is taken in account as per Accrual Basis and Amount RS. 1071815 as Income accrued fee A/c (2008-09) taken in current liabilities.

C) CCB Counseling Fees

The CCB fees, deposited by candidates Rs.5000/- each at the time of counseling of AIEEE. The central counseling board refunds the entire amount to Institute after counseling and institute refunded the same when student report for admission in Institute. The CCB fee taken in Receipt & payment under Financial Statement.

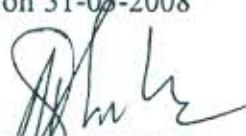
D) LAB EQUIPMENT IN TRANSIT

Imported Lab equipments amount Rs.26740186/- lying at CWC Ware House, New Delhi has been taken in capital good in transit under fixed assets. The said equipment is in process for clearance from DSIR for exemption of custom duty.

E) GRANT RECEIVED

Grant received of Rs.11 crore, shown in Receipt & Payment Account and effect of Grant Utilised has been credited to Capital Fund A/c under the Balance Sheet but not taken as an Income under the Income & Expenditure Account.

Schedules 1 to 25 are annexed to and form an integral part of the Balance Sheet as on 31-03-2008 and Income and Expenditure Account for the year ended on that date.


(Anoop Shukla)
Administrative Officer

FC 2008-09: 1.05 - Consideration of Budget Estimates of the Institute for the Year 2008-09

As the institute is currently being funded in the Project mode of the Ministry of Human Resource Development (MHRD), the grants are received under Plan Head of Expenditure of the Ministry. However, the total grant received has been internally segregated under sub-heads of Recurring and Non-Recurring.

Budget Estimates of the year 2008-09 have been prepared for Plan & Non Plan Expenditure along with Revised Estimates and Actual Expenditures 2007-08. They are being presented as **Annexure – 5** for the consideration and recommendation of the Finance Committee to the Board of Governors for approval.

Annexure - 5

PDPM					
Indian Institute of Information Technology, Design And Manufacturing, Jabalpur					
Part-I (Plan - Recurring)					
Rs. In Lakhs)					
Sl. No.	Particulars	Budget Estimate	Revised Estimate	Actual Expenditure	Budget Estimate
		2007-08	2007-08	2007-08	2008-09
A Salary Component					
1	Pay & Allowances	190.00	150.00	107.48	246.00
	Salaries & Wages			103.92	240.00
	Leave Salary contribution (Other Institute)			0.86	1.00
	Pension Contribution (Other Institute)			1.45	0.00
	Medical Aid & Staff Welfare Expenses			1.25	5.00
B Non - Salary Component					
2	Student Scholarship	30.00	20.00	14.10	25.00
3	Administrative Expenses	230.00	199.70	137.57	154.75
a)	Office Expenses/ Misc.	30.00	15.00	7.59	10.00
b)	Postage & Telephone	5.00	15.00	12.51	15.00
c)	Printing & Stationary	20.00	10.00	4.71	10.00
d)	Advertising Expenses	100.00	40.00	22.95	30.00
e)	Rent, Rates & Taxes	10.00	10.00	6.29	8.00
f)	Repair & Maintenance	10.00	45.00	41.46	10.00
g)	Travelling & Conveyance Expenses	55.00	30.00	20.04	30.00
h)	Honorarium	0.00	10.00	7.75	15.00
i)	Hospitality Expenses	0.00	5.00	2.93	6.00
j)	Insurance & Bank Charges	0.00	0.20	0.12	1.00
k)	Book Grant to Faculties	0.00	5.00	2.35	4.00
l)	News Paper & Periodicals	0.00	0.50	0.16	0.75
m)	Consumables	0.00	5.00	3.59	6.00
n)	Workshop & Seminar	0.00	5.00	3.49	6.00
o)	Professional Charges	0.00	4.00	1.63	3.00
4	Departmental Operating Expenses	20.00	5.00	0.11	5.00
5	Library Services	100.00	85.00	65.65	85.00
a)	Maintenance	20.00	5.00	1.58	5.00
b)	Online Journals	80.00	80.00	64.07	80.00
6	Computing Facilities	20.00	5.00	1.12	5.00
7	Student Support Services	20.00	5.00	2.72	10.00
8	Hiring of Hostel/Hall Subsidy	50.00	20.00	13.63	25.00
9	Transport Subsidy	20.00	15.00	10.12	15.00
10	Health Facility	10.00	5.00	0.00	2.00
11	Water & Electricity	25.00	20.00	16.17	25.00
12	House Keeping & Maintenance	25.00	15.00	12.65	20.00
	Total	740.00	544.70	381.32	617.75

On line journals must be journals covered in Index must not be subscribed

Income should be included

Part-II (Plan -Non Recurring)
(Rs. in lakhs)

Sl. No.	Particulars	Budget Estimate 2007-08		Revised Estimate 2007-08		Actual Expenditure 2007-08	Budget Estimate 2008-09	
		On-going Work	New Construction	On-going Work	New Construction		On-going Work	New Construction
1	Renovation of IT Bhawan Labs, Class Rooms and Block - 8 of GEC (Civil + Electrical Works)	8.00	25.00	7.10	25.00	0.00	1.00	
1.1	Addition/Alteration in IT Bhawan, GEC (Civil + Electrical Works)	1.50		0.60	25.00	0.00	1.00	
1.2	Repair of Block - 8 of GEC	6.50		6.50	0.00	0.00		
1.3	Construction of Labs & Class Rooms at IT Bhawan, GEC		25.00					
2	Boundary/Retaining Wall of New Campus, Dumna	18.00	25.00	18.00	50.00	39.03	21.00	10.00
2.1	RCC Boundary wall	18.00		18.00		10.75	1.00	
2.2	Ornamental Boundary Wall		25.00		25.00	4.35	20.00	
2.3	Boundary and Retaining Wall				25.00	23.93		
2.4	Main Gate Complex					0.00		10.00
3	Hostels : Halls of Residence 1 & 2	1050.00	863.00	500.00	120.00	443.90	779.40	500.00
3.1	Hall of Residence 1 (Civil Works)	1050.00		500.00	0.00	393.90	660.06	
3.2	Hall of Residence 1 (Electrical Works)		113.00	0.00	120.00	50.00	119.34	
3.3	Triple Seater Hall of Residence 2 (Civil & Electrical Works)		750.00	0.00	0.00	0.00		400.00
3.4	Girls Hostel Phase I	0.00	0.00	0.00	0.00	0.00		100.00
4	Construction of Core/Research/Design Labs (Electronics, Computer Science, Mechanical Engineering)	543.00	119.00	300.00	96.00	321.91	367.52	25.35
4.1	Core Lab Complex (Civil Works)	543.00		300.00	0.00	279.91	303.10	
4.2	Core Lab Complex (Electrical Works)		96.00	0.00	96.00	42.00	64.42	
4.3	Core Lab Complex (Low Side of HVAC)		23.00	0.00	0.00	0.00		25.35
5	Campus & Site Development	0.00	450.00		80.00	5.77	125.00	275.00
5.1	Over-head/Under-ground Tank		50.00		0.00		0.00	25.00
5.2	External Water Supply (Phase - II)		50.00		0.00		0.00	50.00
5.3	Electrical Sub-Station (33KVA)		80.00		0.00		0.00	70.00
5.4	External Electrification		80.00		10.00	2.41	45.00	
5.5	Sewage Treatment Plant & External Sewage Line		70.00		10.00			70.00
5.6	Roads, Landscaping & Storm Water Drainage		100.00		10.00	3.36	80.00	
5.7	Playground, Courts		20.00					10.00
5.8	Electrical Connection & HT line				50.00			50.00
6	Library Books/Journals	0.00	650.00		50.00	26.68	100.00	

FC 2008-09: 1.06 - Leased Accommodation Facility to be provided by the Institute as a Special Measure for its Growth and Smooth Functioning

As per the suggestion of the Finance Committee and the Board, made in the meeting held on 20th November, 2007, the following Committee was constituted to undertake the exercise of working out the details of the Leased Accommodation Facility:

- a) Prof Aparajita Ojha (Member, Board of Governors)
- b) Dr Puneet Tandon (Member, Campus Advisory Committee)
- c) Mr S C Prusty, Finance Officer
- d) Mr T S Anand, Institute Engineer

The committee decided to have the following:

- a) As suggested by the Board, collection of information on the above from National Institute of Design (NID), Ahmedabad where such a scheme has already been adopted for their employees.
- b) Collection of Information from the Rent Control Officer, O/o:-Collector, Jabalpur on rents fixed for residential accommodations in Jabalpur City
- c) Analysis of rents prevalent in the city of Jabalpur.

The Committee met several times on 12/12/2007, 20/12/2007 and 01/01/2008 respectively and discussed the above matter. The Report submitted by the Committee has been enclosed as **Annexure - 6** in the form of Minutes. Rents admissible as per constructed floor area eligibility for each basic pay scale, including circulation area, garage, servant quarter etc, were tabulated according to the above mentioned information and the Central Government norms. These are given in Table B of Annexure 3. The Licence Fee to be deducted, as per norms of the Central Government, against the occupancy of Leased Accommodation facility are given in Table D. The Committee also recommends that the Leased Accommodation Facility be made available to (i) Faculty members and Research Engineers hired by the Institute on a regular basis, (ii) Visiting Faculty Members and Visiting Research Engineers hired by the Institute and (iii) Group A officers.

The Finance Committee is requested to consider the same and recommend to the Board for approval.

Convocation Hall
Multi Purpose

**MINUTES OF THE MEETING OF THE COMMITTEE FOR RECOMMENDATION OF
RATES OF LEASED ACCOMODATION IN JABALPUR CITY FOR FACULTY AND
GROUP 'A' OFFICERS**

(Held in the Chamber of Prof. Aparajita Ojha on 01/01/2008 at 3.00 P.M.)

As per the suggestions made by the Board of Governors in its second Meeting 2007-08, a committee was formed by the Director for working out the details of providing leased accommodation to faculty and Group A officers in Jabalpur city till the residential accommodation in Dumna Campus is ready, with the following members:

- | | |
|--|----------------------------|
| 1 Prof Aparajita Ojha (Member of BOG) | Chairperson & Board Member |
| 2 Dr Puneet Tandon (Member of CAC) | Member |
| 3 Mr Shreenibas Ch. Prusty (Finance Officer) | Member |
| 4 Mr T S Anand (Institute Engineer) | Member |

The committee initially met on 12/12/2007 and as Dr. Puneet Tandon was on visit to Japan, his views were obtained over email. Before making the recommendations it was decided to get the following information:

- Information on the rates of rent prevalent in Jabalpur as decided by Jabalpur Collectorate (Rent Control Officer). (**Annexure - I**)
- The information on the area (Sq.ft.) entitlement of the faculty (Asst. Professor and onwards) and Group A Officers (from Basic Pay of Rs.8,000/- onwards). (**Annexure - II**)

Accordingly, the above documents were procured and the committee met on 20/12/2007 and again on 01/01/2008 after return of Dr. Puneet Tandon from Japan visit. On the basis of the rents applicable and size allowable for different slabs of basic pay for faculty and Group A officers, the committee recommended the following.

- House should be taken on lease by the Institute in areas which have (i) proximity to both present campus and the future Dumna Campus (till construction of residential accommodation), (ii) availability of good schools for faculty and officers' children, (iii) proximity to market, etc. As such the following areas were identified as suitable:

a. Civil Lines	b. Pachpedi
c. Sadar (Cantt.)	d. Katanga
e. Napier Town,	f. Gorakhpur
g. Wright Town	h. Ranjhi
- The following rent schedule has been fixed by the Rent Control Office, O/o-Collector, Jabalpur, for the period 2006-09 (Annexure -I) for the above localities. The houses built prior to 1986 were not considered due to their poor conditions.

Table - A

A Category (Rates Per Sq. Ft.)			B Category (Rates Per Sq. Ft.)		
Constructed Between 1986 and 1996	Constructed 1996	After	Constructed Between 1986 and 1996	Constructed 1996	After
Rs.4.00		Rs.4.40	Rs.3.80		Rs.4.10

- On the basis of rates at Table A above and the eligibility of the type of accommodation (size) for each scale of pay (Compiled from the Office Order from Rent Control Officer and Ministry of Urban Development OM No.17020/2/86/W2, Dt:-25th Aug, 1987. Copy of the orders attached), the following upper limit of rents applicable for faculty, research engineers/scientists and officers for taking leased accommodation are recommended.

Table - B

Category	Basic Pay	Type of quarter	Area Entitlement (Total including circulation area, garage, servant quarter etc.) Ft ² (m ²)	Category A (As defined by Rent Control Office, Jabalpur)		Category B (As defined by Rent Control Office, Jabalpur)	
				@ Rs.4.00 per Sq. Ft	@ Rs.4.40 per Sq. Ft	@ Rs.3.80 per Sq. Ft.	@ Rs.4.10 per Sq. Ft.
				Houses within 1986 - 1996	Houses after 1996	Houses within 1986 - 1996	Houses after 1996
I	< Rs.12,000/-	IV	1088 (101)	Rs 4,352/-	Rs 4,787/-	Rs 4,134/-	Rs 4,461/-
II	≥ Rs.12,000/- but < Rs.16,400/-	V	1896 (176)	Rs 7,584/-	Rs 8,342/-	Rs 7,205/-	Rs 7,774/-
III	Rs.16,400/- and >	VI	2608 (242)	Rs 10,432/-	Rs 10,436/-	Rs 9,910/-	Rs 10,693/-

4. It was also discussed that in order to attract good faculty and for smooth conduction of the academic programme, the Institute has been appointing/inviting people as visiting faculty on consolidated salary (on contractual basis). It was recommended that visiting faculty or persons appointed on academic posts on contract be also treated at par with the faculty appointed on permanent basis for the purpose of allotting leased accommodation to them. A person appointed on contract basis on an academic post will be eligible for a leased accommodation on the following basis.

Table - C

Faculty/staff on temporary assignments	Eligibility for House Category
Research Engineers/Scientists/Officers on Contract	I
Visiting Faculty/ Senior Research Engineers/Senior Scientists	II
Emeritus Fellow/Distinguished Visiting Professors/Emeritus Professors and visitors of equal status	III

5. The Committee also recommended that rent as per the following table be deducted from the salary of an employee if he is provided leased accommodation by the Institute as per the Govt.of India guidelines on Quarter Allotment.

Table - D

Pay Range	Entitled Category	Entitled Type	Living Area (Floor Area only) (In Sq. Mtrs.)	Licence Fee to be Deducted from Salary
Less than Rs.12,000/-	I	IV	59 to 75	Rs.293/-
			76 to 91.5	Rs.367/-
Rs.12,000/-to Rs.16,399/-	II	V	Upto 106	Rs.520/-
			Beyond 106	Rs.632/-
Rs.16,400/- and Above	III	VI	Upto 159.5	Rs.773/-
			Beyond 159.5	Rs.924/-

Sd/-
(Dr. Puneet Tandon)
Member

Sd/-
(Mr. S C Prusty)
Member

Sd/-
(Er. T S Anand)
Member

Sd/-
(Prof A Ojha)
Chairperson

Positions of Non-Academic Staff Requirement in next five years

The institute is in the growing phase. Based on the number of students that would be there in each year, the Board had approved the number of (a) faculty members and (b) Non-Academic Staff required for the Institute as per norms of the Government. These numbers are reproduced in Table 1 below.

Table for Projected Strengths of Students/ Faculty and Staff up to 2013-2014

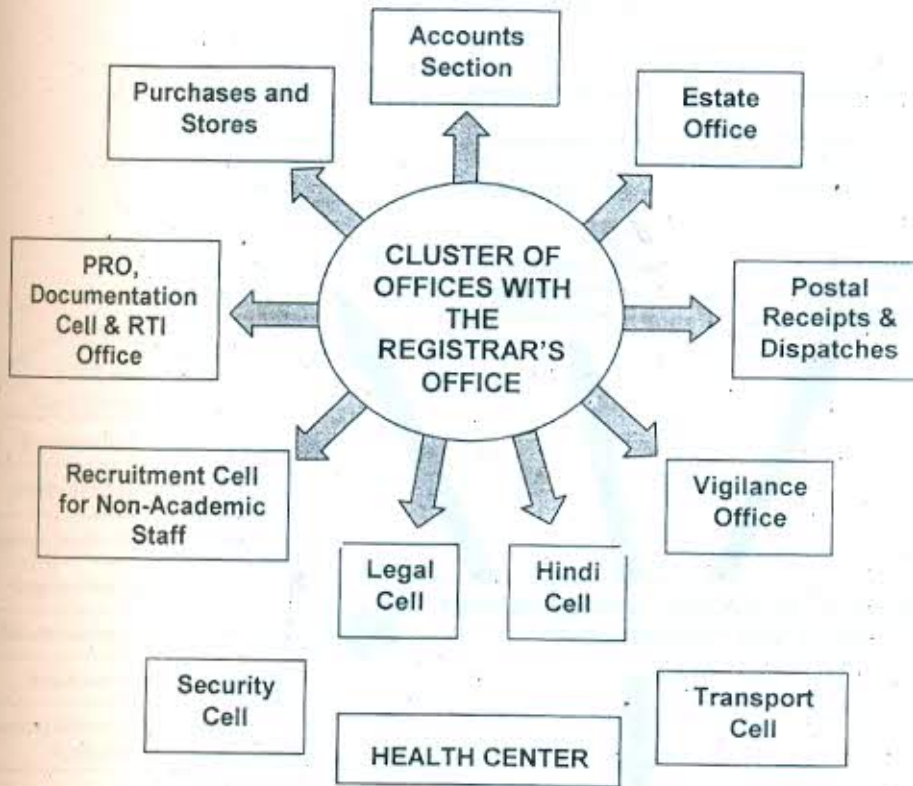
	Projected Numbers					
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Students (UG)	390	573	810	1146	1356	1460
Students (PG*)	60	165	310	515	760	1000
Students (Total)	450	738	1120	1661	2116	2460
Faculty	45	74	112	166	212	246
Non-academic staff	68	111	168	249	318	369

The requirement of the Non-Academic Staff in the Institute has been worked out in terms of (a) the Group A officers, (b) Technical Staff and (c) Ministerial Staff. Their placement in the Institute has been visualized in the following:

- i. Offices of the Director, the Deputy Director, the Deans, the Heads Requiring Non-Academic Ministerial Staff,
- ii. Office of the Registrar and Sections/Offices/Cells requiring Non-Academic Ministerial Staff,
- iii. Labs associated with (a) the core courses, (b) professional courses, (c) Design Studios and Research requiring Non-Academic Technical Staff,
- iv. Central Facilities requiring Non-Academic Technical as well as Ministerial Staff.
- v. Maintenance Offices requiring Ministerial as well as Technical Staff.

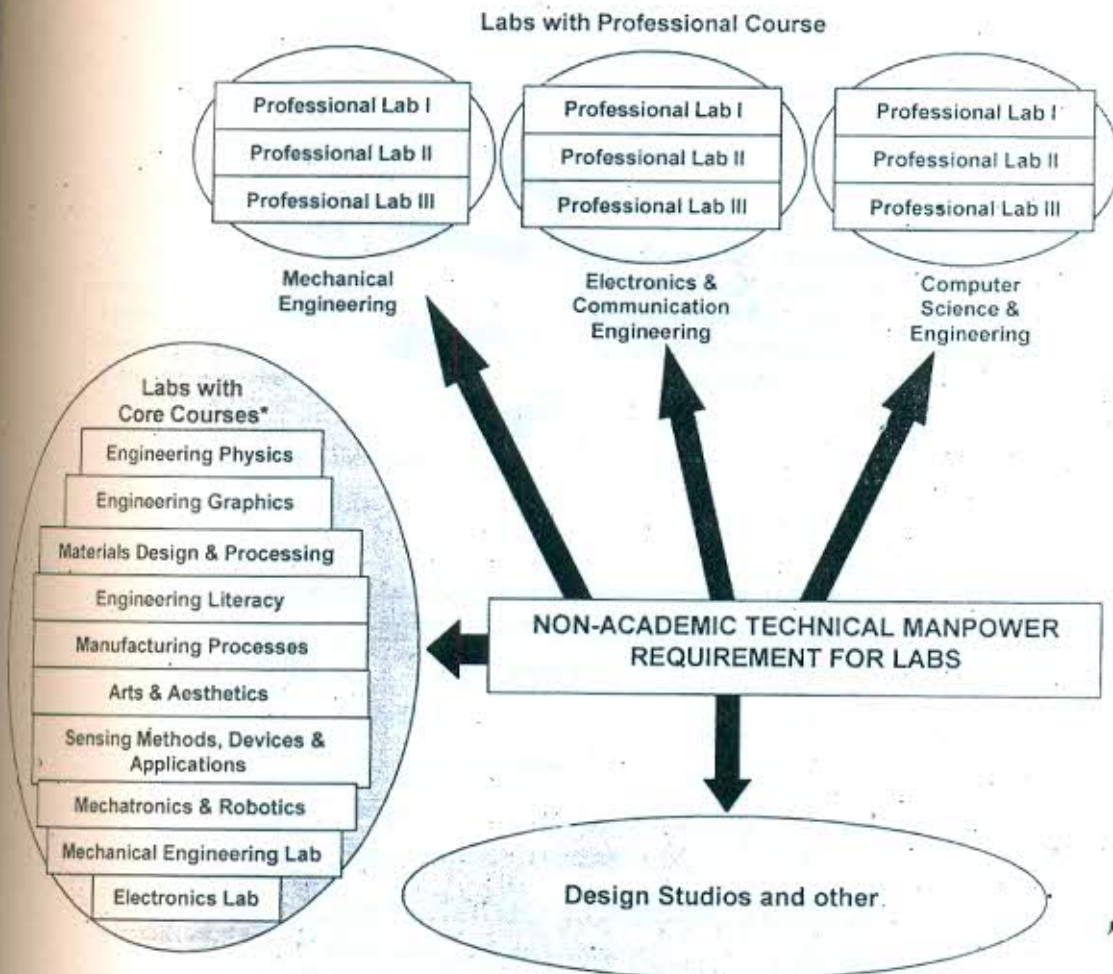
The details and the basis of requirement of Non-Academic staff in the Institute and their numbers which were placed before the Board in the meeting held on 7th July 2008 are enclosed as **Annexure -7**.

(2) SECTIONS/OFFICES/CELLS REQUIRING NON-ACADEMIC MINISTERIAL STAFF IN IIITDM JABALPUR



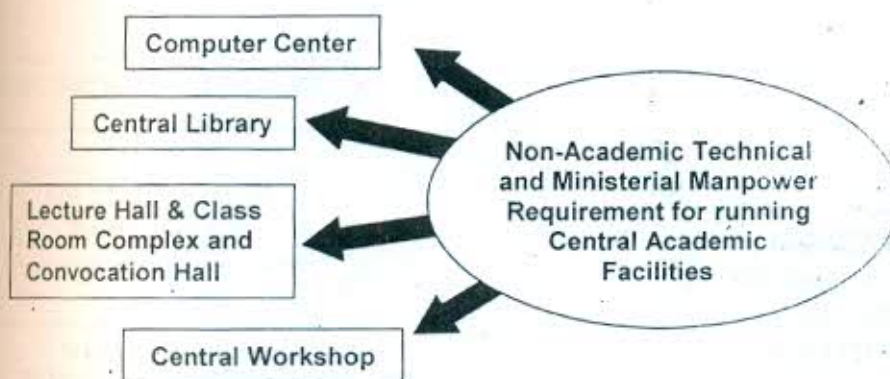
Ministerial Staff Requirement in Several Offices Controlled by the Registrar		
S No	Post	No
1	Registrar	1
2	Deputy Registrars	2
3	Assistant Registrars	4
4	Superintendents	3
5	Junior Superintendents	7
6	Upper Divisional Clerks	12
7	Lower Divisional Clerks	21
8	Security Officer	1
9	Hindi Officer	1
10	Driver	1

3) Labs associated with (a) Core Courses, (b) Professional Courses, (c) Design Studios and Research



Non-academic Technical Requirement for Labs		
S No	Grade	No
1	Senior Technical Assistants	30
2	Technical Assistants	30
3	Senior Mechanics	15
4	Mechanics	10
5	Lab Assistants	46

(4) Central Academic Facilities which require Non-Academic Technical as well as Ministerial Staff



Technical and Ministerial Staff Requirement in Several Central Facilities		
S No	Posts	No
1	Librarian	1
2	Deputy Librarian	1
3	Assistant Librarians	2
4	Professional Assistants	6
5	Junior Professional Assistants	6
6	Workshop Superintendent	1
7	Programmers	3
8	Data Processing Assistants	6
9	Data Entry Operators	6
10	Senior Information Assistants	3
11	Senior Technical Assistants	4
12	Technical Assistants	7
13	Senior Mechanics	4
14	Mechanics	6
15	Superintendent	1
16	Junior Superintendent	1
17	Upper Division Clerks	2
18	Lower Division Clerks	5

(5) MAINTENANCE OFFICES REQUIRING NON-ACADEMIC TECHNICAL STAFF

CIVIL MAINTENANCE

ELECTRICAL MAINTENANCE

AIR CONDITIONING
MAINTENANCE

WATER SUPPLY,
SEWAGE MANAGEMENT
& FIRE FIGHTING

COMMUNICATION
NETWORK

HORTICULTURE

GENERAL
MAINTENANCE
OF THE
INSTITUTE

S No	Posts	No
1	Senior Technical Assistants	4
2	Technical Assistants	4
3	Supervisors	4
4	Mechanics	10
5	Telephone Operators	3
6	Junior Horticulturist	1

Table 1

Year wise Non-Academic Requirements of Ministerial Posts in the Institute
[2008-09 – 20013-14]

S No	Name of the Post	Numbers Required						Total
		2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	
1	Registrar	-	1	-	-	-	-	1
2	Deputy Registrars	2	-	-	-	-	-	2
3	Assistant Registrars	3	-	2	1	1	-	7
4	Librarian	-	-	1	-	-	-	1
5	Deputy Librarian	-	-	-	1	-	-	1
6	Assistant Librarians	-	1	-	-	1	-	2
	Security Officer	1	-	-	-	-	-	1
11	Superintendents	2	2	2	2	2	1	11
12	Junior Superintendents	2	2	3	3	2	2	14
	Senior Steno	1	-	-	-	-	-	1
	Steno	-	-	2	-	-	-	2
18	Professional Assistants	1	1	2	1	1	-	6
19	Jr Professional Assistants	1	2	1	1	1	-	6
21	Upper Divisional Clerks	6	4	6	10	3	3	32
22	Lower Divisional Clerks	6	8	10	16	8	8	56
23	Caretakers	-	2	2	3	3	1	11
26	Hindi Officer	-	-	1	-	-	-	1
29	Driver	-	2	-	1	-	-	3
	Total	25	25	32	39	22	15	158
			50					
				82				
	Total Cumulative				121			
						143		
							158	

Table 2

Year wise Requirement of Non-Academic Technical Staff Posts in the Institute
[2008-09 – 2013-14]

S No	Name of the Post	Numbers Required						Total
		2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	
	Workshop Superintendent	-	-	-	1	-	-	1
	Superintending Engineer	1	-	-	-	-	-	1
	Executive Engineers	1	1	-	-	-	-	2
	Assistant Engineers	2	-	-	-	-	-	2
	Junior Engineers	3	1	-	-	-	-	4
	Senior Technical Assistants	-	2	2	6	12	16	38
	Technical Assistants	8	3	6	8	10	6	41
	Lab Assistants	12	3	6	8	15	5	49
	Senior Mechanics	5	1	2	6	4	2	20
	Mechanics	6	2	3	8	3	4	26
	Programmers	2	1	-	-	-	-	3
	Data Processing Assistants	1	2	1	1	1	-	6
	Data Entry Operator	1	2	1	1	1	-	6
	Senior Information Officers	-	1	1	1	-	-	3
	Telephone Operators	-	-	1	1	1	-	3
	Junior Horticulturist	1	-	-	-	-	-	1
	Sr Physical Training Instructor	-	-	1	-	-	-	1
	Physical Training Instructor	-	1	1	1	-	-	3
	Total	43	20	25	42	47	33	210
	Total Cumulative	63						
		88						
		130						
		177						
		210						

Table 3

Year wise Requirement of Non-Academic Staff (Ministerial + Technical) Posts in the Institute

[2008-09 – 2013-14]

Sl. No.	All Posts in the Category	Numbers Required						Total
		2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	
1	Ministerial	25	25	32	39	22	15	158
2	Technical	43	20	25	42	47	33	210
	Total	68	45	57	81	69	48	368
Total Cumulative		113						
		170						
		251						
		320						

FC 2008-09: 1.08 Providing TA/DA to PG Students for Attending National/ International Conferences and other Events

As per the discussion in the last meeting of the Finance Committee and the Board, held on 20th November 2007, the Institute collected the information from IIT Delhi, IIT Kanpur, and IIT Madras on the financial assistance to be provided by the Institute to M Tech and PhD students for attending (i) International Conferences held abroad and (ii) National/ International Conferences held in India. The information received from three IITs is compiled in a tabular form as **Annexure - 8**. We have also been informed that the proposal for providing AC III fare for the travel to M Tech and PhD students attending a National/ International conference in India is currently being considered in IIT Kanpur.

In view of the above information from IIT Delhi, IIT Kanpur and IIT Madras regarding Financial Assistance to M Tech and PhD students for participating in National/ International Conferences/ Workshops/ Seminars, it is proposed that the students be paid (a) the Registration Fee as per actual but limited to Rs 2,000/- for the national-level conferences and to Rs 3,000/- for international level conferences, (b) AC III Train Fare by the shortest route (c) a per diem admissible for the post of lecturers. The Finance Committee is requested to kindly consider the proposal and recommend the same to the Board for approval.

Table: Summary of Financial Assistance provided to M Tech and PhD students for attending Conferences in IIT Kanpur, Madras and Delhi

FOR ATTENDING INTERNATIONAL CONFERENCES ORGANIZED ABROAD						
Particulars	IIT Kanpur		IIT Madras		IIT Delhi	
	M Tech and PhD Students	Both for PhD and M Tech Students: Once Only	M Tech and PhD Students	Both For PhD and M Tech Students = Once Only	M Tech Students	Ph D Students
Status of Student	Both for PhD and M Tech Students: Once Only		Both For PhD and M Tech Students = Once Only		Every Year	Every Year
Number of Events Allowed	Actual Registration Fee		US \$ 500		1st Year: Rs 1000/- 2nd Year: Rs.2500/- (This amount is given as a contingency for different purposes including for Conferences)	1st Year: Rs 5000/- 2nd Year: Rs 10,000/- 3rd/4th Year: Rs 10000/- 5th Year: Rs 10000/- (This amount is given as a contingency for different purposes including Conferences)
Registration Fee	One-time Financial Assistance of Rs 10,000/- as seed money for getting assistance from other agencies		Rs 50,000/-			
Other Financial Assistance						
FOR ATTENDING NATIONAL/INTERNATIONAL CONFERENCES ORGANIZED WITHIN INDIA						
Status Of Students	M Tech and PhD Students		All Students		M Tech Students	PhD Students
Number Of Events Allowed	For PhD Students: Once in 2 Yrs For M Tech Students: Once only after 1 st Year		Maximum Two Per Calendar Year		Every Year	Every Year
Registration Fee	As per Actual		Rs.2,000/- Maximum (For National Conference) Rs.3,000/- Maximum (For International Conference held in India)		1st Year: Rs.1000/- 2nd Year: Rs.2500/- (This amount is given as a contingency for different purposes including for Conferences)	1st Year: Rs.5000/- 2nd Year: Rs.10,000/- 3rd/4th Year: Rs.10000/- 5th Year: Rs.10000/- (This amount is given as a contingency for different purposes including for Conferences)
Train Fair	Second/Sleeper Class Fare		Second/Sleeper Class Fare		III AC Fare	III AC Fare
DA	Rs.100/- Per Diem		Rs.200/- Per Diem (For maximum 10 days)		Rs.125/- Per Diem	Rs.125/- Per Diem
Local Conveyance	NIL		Rs.75/- Per trip up to a maximum of 4 trips		NIL	NIL

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ACADEMIC SECTION

No.A(1)/PG/Fin.Assst./2001

7th November, 2001

OFFICE ORDER

DETAILS OF AVAILABLE REVISING FINANCIAL SUPPORT
TO PG STUDENTS FOR PARTICIPATION IN
CONFERENCES AND APPLICATION PROCEDURE

Under the head Support for Technical Activities, the rules governing the financial support to the Postgraduate students for participation in the national and international conferences have been revised. The details of the revised norms and procedure for applying for the support are as follows:

1. All Ph.D. and M. Tech. students whose technical paper is accepted for presentation in a national conference will be entitled to financial support for participation in the same. For the Ph. D. students, the support will be available once in two years, while for the M. Techs it will be only once during their stay but only after completion of the first year of their programme at the Institute. The reimbursement will include the registration fee, second class/sleeper class return railway fare and D.A. @Rs. 100/- per day.
2. In order to facilitate participation of Ph.D. and M. Tech. students in an international conference for presentation of their technical paper, they would be entitled to the one - time financial support of Rs.10,000/- during their programme. This partial travel support is expected to serve as seed money to enable the students to attract financial support from outside agencies.
3. Procedure for applying for the financial support is outlined below.

To apply for the financial support, the students will be required to complete the enclosed proforma for sanction of the travel support and advance. The application duly recommended by the Thesis Supervisor and the Head of the Department should be submitted to the Dean, Academic Affairs at least one month before the dates of the conference. Subsequent to participation, the statement of all related expenses must be submitted to the Deputy Registrar (F&A) for final adjustment against the advance drawn. This must be done soon after return but not later than two weeks after the conference.

The above norms have come into force with effect from 7th November, 2001.

Conference = A normal meeting for discussion or debate.

Convention = Conference (Large meeting)

Seminar = A small group meeting to discuss topics with teacher/scholar

- CC: - All Deans
- All Heads
- Registrar
- Deputy Registrar (F&A)

Krishna Kumar
(Krishna Kumar)
Dean
Academic Affairs

Workshop = A meeting in which a group discuss & participate on a particular subject or project.

The
enb
200

Ph.E

M.Tei

(IT Madras)

Besides these scholarships, Central and State Governments award a few Scholarships to B.Tech students.

State Bank of India in the Campus will arrange financial assistance by way of long term loans to the needy students.

3.2.0 Financial Assistance to research scholars for attending Seminar/ Symposium/ Conference/ Workshop/ Visits to other Laboratories etc.

3.2.1 International Conference abroad :

For Ph.D. and M.S. scholars :

Rs.50,000/- adhoc amount and registration fee of US \$ 500 provided these scholars

- have completed the minimum residential period of one year.
- have satisfactorily completed all the prescribed courses / comprehensive examination.
- the application for financial assistance should have been duly considered and recommended by the Doctoral Committee/GTC.
- should have a minimum of 2 publications out of which at least one should have been either published or accepted for publication in a refereed journal and other should have been published in a refereed conference proceedings (a journal paper in lieu of the conference paper is also acceptable).

The above assistance is given to the scholars once only.

3.2.2 National Conference/International Conference in India for all Students / Scholars

a. Eligibility :

Scholars/students should present a paper in the Conference/Seminar

b. Assistance :

- Second Class rail fare by the shortest route
- DA at Rs.200/- per diem subject to a maximum of 10 days (Auto fare of Rs.75/- per trip to a maximum of four trips)
- Registration fees: Actual registration fee subject to a maximum of Rs.2,000/- for a National Conference and Rs.3,000/- for an International Conference held in India

Maximum number of events permitted in a calendar year is two.

3.3.0 Thesis Preparation Assistance for Ph.D. HTRA Scholars :

a. Eligibility :

- should have submitted the thesis within five years of their registration and
- should be in receipt of HTRA at the time of submission of thesis.

b. Assistance : Rs.2,500/-

Kind Attn: Mr. S.C. Prusty
Finance Officer
IIITDM, Jabalpur,

Fax: 0761-2632524

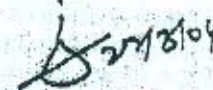
CIRCULARRef: Notification No. ITD/A&E(PGS)/Senate/119/13 dated 29.01.1996

The Senate at its 150th meeting held on 17.02.2004 has approved the recommendations of the BPGS&R for revision of existing rules for utilization of Contingency Grant by the M.Tech./M.S.(R)/ M.Des. and Ph.D. students. The resolution of the Senate is reproduced below:-

RESOLUTION NO. S/01/2004: RESOLVED THAT in supersession of S/44/95, the recommendations of the BPGS&R for utilization of Contingency Grant by the M.Tech./ M.S.(R) / M.Des. and Ph.D. students who receive Institute Assistantship and retaining the books by the students purchased out of their contingency on the recommendation of the supervisor and on the approval of the Head of Department / Centre as per Appendix-B, be approved.

A copy of Appendix 'B' mentioned in the above resolution of the Senate is enclosed.

The above resolution of the Senate is forwarded to Heads and Chairmen DRCs/ CRCs of all Departments and Centres and Coordinators and Chairmen PECs of all Interdisciplinary Programmes for implementation.


(K. P. Singh)

Asstt. Registrar (PGS & R)

1. Heads of all the Departments/Centres
2. Chairmen, DRCs/CRCs of all Departments/ Centres
3. Chairmen, PECs of all Interdisciplinary Programmes
4. Coordinators of all Interdisciplinary Programmes

Encl: As above

Copy to:

- i) Dean. PGS&R
- ii) Registrar
- iii) DR (Accounts)
- iv) P.S. to Director

APPENDIX-B

REVISED RULES FOR UTILISATION OF CONTINGENCY GRANT BY THE M.TECH/ M.S. (RESEARCH)/ M.DES. AND PH.D. STUDENTS WHO RECEIVE INSTITUTE ASSISTANTSHIP

Limit for contingent expenditure under different heads

Group A: Department Charges

Chemicals, glassware, spares and other consumable software, computer accessories, books, maintenance of instruments, testing and analysis. This will be directly dealt with by the Department/ Centre and the students are not expected to buy anything directly on these items unless so specified in Group B below.

Percentage of Sanctioned Grant	
M.Tech.	Ph.D.
Upto a maximum of 50%	Upto a maximum of 50%

Note: The unspent amount, if any, can be utilized for items under 1 of GROUP B on the recommendation of the Supervisor.

Explanatory Note for Group A

Each Department supports research projects and laboratory classes by procuring independently consumables and attending to wear and tear of equipments from its recurring budget. The department gets its recurring grant based on the number of undergraduate, postgraduate and research students. It is therefore necessary that a part of contingent grant of the students is made available towards recurring expenditure of the department. The contingent grants earmarked above are towards this. It may be noted that this is an average figure, different students would consume more or less on this account based on the nature of their work.

Group B: Items of reimbursement

		Max. sanctioned grants	
		M.Tech.	Ph.D.
Xeraxing, stationery, postage, photographs, printed reports, documents, books and preparation of research papers. F.A./D.A. and registration fee for attending conferences provided a paper is presented, for project work visits and membership fee of national / international professional society.	During 1 st year of Registration	Rs. 1000/- p.a.	Rs. 5000/- p.a.
	During 2 nd year of Registration	Rs. 2500/- p.a.	Rs. 10000/- p.a.
	During 3 rd and 4 th year of Registration provided the student continues upto that stage	---	Rs. 10000/- p.a.
	During 5 th year of Registration or final year of studies if he submits his Ph.D. thesis earlier.	---	Rs. 10000/- p.a.
	2. Thesis preparation charges (on submission of thesis)		Rs. 1500/-

Note: Carry over of unspent balance to the next year will not be allowed.

[Signature]
23/11/07

P.T.O.

3. Any expenditure which is justifiably made for genuine research purpose that does not come under the purview of items mentioned in these rules, on recommendation of the supervisor as the final bill(s) would be cleared for payment. In certain cases of substantial expenditure on a single item as and when Audit Section feels it necessary it may seek the advice and recommendation of Dean, Postgraduate Studies and Research on that particular matter.
4. The persons responsible for spending and recommending the expenditure should clearly and legibly record their signatures on the common prescribed proforma for claiming the contingency expenses.
5. Sub-vouchers submitted for reimbursement will be passed by the supervisors and the consolidated bills submitted by the students with full signatures of the students and supervisors will be passed by the head of Department/Centre.
6. The contingency grant is to be treated as a limit and the student will be reimbursed the actual expenditure incurred on the permissible items within the limit. The grant is not to be paid as an outright payment.
7. The contingency grant sanctioned for Ph.D. student as specified in Ministry of HRD letter No. 23-1/2000-TS-1 dated 13.3.2000 is Rs. 20000/- per annum per student. The contingency grant sanctioned for M. Tech/M.S.(Research)/M.Des. student as per Ministry of HRD letter Nos. F-30-4/2000-TS-1 dated 20.12.2001 and F.No.30-4/2000-T.S.I/T.S.II. dated 13.2.2002 is Rs. 5000/- per annum per student.

Explanatory Note for Group B:

- (i) Books purchased by the students out of their contingency on the recommendation of the supervisor and on the approval of the Head of Department/Centre under (1) above may be retained by the students.
- (ii) To attend symposia/seminar/conference or for visits for project work under (1) above the approval of the Head of the Department/Centre is to be obtained. The expenditure on fare shall be restricted to 1st AC charges. The D.A. shall be paid @ Rs.125/- per day.
- (iii) Students seeking membership of professional societies must obtain prior permission of the supervisor and Head of Department/ Centre.

Necessary approval may be obtained from the competent authority to avoid audit objections.

Any other items with the permission of the Chair