

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

**Minutes of the  
2<sup>nd</sup> Meeting of the Finance Committee 2008-09  
held on November 07, 2008**

**Members Present:**

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| 1) Shri AK Singh<br>Chairman, Board of Governors  | Chairman                                       |
| 2) Shri Ashok Thakur<br>Additional Secretary<br>MHRD, New Delhi                               | Member   |
| 3) Prof Sanjeev Bhargava<br>Director, PDPM IIITDM, Jabalpur                                   | Member   |
| 4) Shri Anurag Jain<br>Secretary, Technical Education<br>Government of Madhya Pradesh, Bhopal | Member   |
| 5) Shri S Mohan<br>Deputy Under Secretary (Finance)<br>MHRD, New Delhi                        | Member (MHRD Nominee<br>representing FA, MHRD) |
| 6) Prof Amit Ray<br>Professor Incharge Planning<br>PDPM IIITDM Jabalpur                       | Member Secretary                               |

**Leave of Absence:**

- |                                       |        |
|---------------------------------------|--------|
| Prof Manoj K Harbola<br>Board Nominee | Member |
|---------------------------------------|--------|

At the outset, the Director and other members of the Committee congratulated and welcomed Shri AK Singh on his assuming the charge of the new Chairman of the Board of Governors of the Institute. The Committee also expressed its hope that the newly established Institute would use Mr Singh's immense and very rich administrative experience and would be benefited by the same in terms of streamlining its various administrative procedures and activities which are very critical for its growth. With these initial comments and remarks the Committee took up its agenda items. Decisions taken on them are given below:

**FC/2008-09: 02.01 Opening Remarks by the Chairman**

1. The Chairman welcomed all the members of the Committee. He expressed satisfaction on the possibility of the Institute running itself from its own campus from the forthcoming semester. However, he advised that the Institute should not hurriedly vacate its current premises, i.e. the Jabalpur Engineering College, even after starting its activities from the new campus at Dumna. He suggested that, in view of the bigger batch of students to be admitted in the next academic session, it would be prudent to retain its existing premises as well as hostels which may still have their requirements under the changed situation. He emphasized that shifting of students to the new isolated campus should be



done only after making proper arrangements for several common necessities in the hostel. He also insisted that before shifting students to the campus, the Institute must make necessary and reasonable transport arrangements so that students do not face unnecessary hurdles in going to Jabalpur city for meeting out their various needs. Institute should also make sure that some faculty/staff also stay in the campus along with students and necessary security arrangements for their safety are made in advance.

The Director expressed concurrence with the concerns shown by the Chairman and assured the members that all the needed steps would be undertaken before shifting Institute's activities from the new campus.

2. In terms of the vision of the Institute regarding its academic programmes, the Chairman desired that the Director goes through the Detailed Project Report (DPR), EFC Note and the associated Cabinet decision for the establishment of the Institute. If required, the Institute should take necessary steps to incorporate the desirable changes.

The Director assured that this would be done at the earliest.

3. The Chairman desired that the plans for constructing new buildings must be in consonance with the requirements of growth of Institute's activities in forthcoming years.

The Director informed that the buildings to be constructed are indeed being taken up with such a view. He also promised that the plan for constructing new buildings in coming years vis-à-vis the increase in students' strength and that of the associated faculty and the non-academic staff would be presented in the next meeting.

## **FC/2008-09: 2.02 Overview Report of the Director**

### **Progress of the Existing Construction Work**

The Committee expressed satisfaction on the progress of the ongoing construction work. It suggested that the future construction works may be taken as per advice of the Chairman as given in Point # 3 above.

### **Services**

The Committee expressed satisfaction over the laying of 33 KVA line to the campus. However, it desired that the necessary steps for the external electrification systems in the campus should also be simultaneously taken up by the Institute.

The Committee noted the procedure adopted by the Institute in awarding the contract of the Sewage Treatment Plant to fulfill its needs. It also approved the award of the STP Plant to M/s Wockoliver Ltd.

### **Academic and Non-Academic Staff**

The Committee noted the situation regarding the sanctioned positions of the academic and the non-academic staff to the Institute. It also appreciated the special requirements which the Institute has with respect to the non-academic staff. It hoped that the requirements shall be met by sanctioning of the required number of additional positions by the Ministry. However, the Committee expressed concern on the posts which were still lying vacant in spite of giving clearance for converting them to equivalent posts in its last meeting in July 2008. The Director informed that the advertisement seeking applications for them had already been published and work on the short listing of candidates who had applied against it was under progress. He assured that work on filling the vacant positions would soon be completed.

### **Audit of the Institute Accounts**

The Committee noted the schedule of visit of the AG (MP) Gwalior team to the Institute and expressed hope that the exercise would be satisfactorily completed within the proposed time schedule.



**FC/2008-09: 02.02 Confirmation of the Minutes of the FC/2008-09: 1st Meeting Held on July 22<sup>nd</sup>, 2008**

Minutes of the meeting were confirmed without any change. However, members expressed concern on their circulation after a lapse of long time. They desired that their circulation must be done within a reasonable time frame after conducting the meeting.

**FC/2008-09: 02.03 Revised Budget Estimates of 2008-09 and Budget Estimates of 2009-10**

The Committee noted the Revised Budget Estimates which were circulated with the Agenda Notes. The Chairman suggested that in view of the arrears to be given to employees against the VI Pay Commission recommendation within the current financial year, the figures presented in the Revised Budget Estimates may require corrections. He asked the Director to present the same in the next meeting which should be convened soon. Except these corrections, the REs were accepted by the Committee.

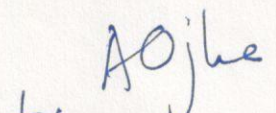
**FC/2008-09: 02.04 Recommendations of the 2008 - 09: 1<sup>st</sup> Meeting of the Building & Works Committee held on 13<sup>th</sup> October, 2008**

The Committee noted the Preliminary Estimates (PEs) for the construction of (i) the first Triple-Seated Hall of Residence (TSH1) and (ii) the Lecture Halls & Tutorial Rooms Complex amounting to Rs 1690 lacs and Rs 2409 lacs respectively. The Committee decided to recommend the same to the Board of Governors for granting administrative and financial approval for their construction.

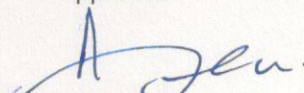
**FC/2008-09: 02.05 Policy for Medical Attendance and Treatment – Eligibility Criteria for Institute Employees**

This Agenda Item was deferred to the next meeting. However, Mr Mohan suggested that the Institute must go through the Medical Policy adopted by IIT Kharagpur or any other IIT and make the proposal by ensuring that the Institute's Policy is in concurrence with it/them.

With no other Agenda Item brought for discussion, the meeting ended with a vote of thanks to the Chair.

  
for (Sanjeev Bhargava)  
Director

Approved

  
(AK Singh)

Chairman, Finance Committee