



**NATIONAL INSTITUTE
OF TECHNOLOGY GOA**

Farmagudi, Ponda

Goa – 403401

Phone No: 0832 - 2404200, Fax

No:0832 – 2404202

**MINUTES OF
30th MEETING OF THE FINANCE COMMITTEE**

Date	01.03.2023 at 03.30 P.M.
Venue	NIT Goa Conference Hall Hybrid Mode

**Minutes of FC
30th Meeting, 1st March 2023**

The 30th meeting of Finance Committee, NIT Goa was held on 01st March, 2023 (Wednesday) at 03.30 P.M. at NIT Goa Conference Hall and Hybrid Mode.

The following members were present in the meeting:

Prof. (Dr.) Anupam Shukla, I/c Director, National Institute of Technology, Goa	:	Director & Chairman
Shri. Indrajeet Kuri, Under Secretary NIT's, Department of Higher Education, MoE, New Delhi	:	Member
Shri. Anil Kumar, Director (Finance), Department of Higher Education, MoE, New Delhi.	:	Member
Dr. Suresh Mikkili, Associate Professor, Department of EEE	:	Member
Dr. Shashidhar K. Kudari, Registrar, NIT Goa	:	Member Secretary
Dr. T. Veerakumar Dean Academics Associate Professor, Deptt. ECE.	:	Special Invitee

Handwritten signature in blue ink

Handwritten signature in green ink

TABLE OF CONTENTS

Item No	Agenda Item details	Page No (s)
FC-30.1	Confirmation of minutes of the meeting of 29 th FC held on 14.12.2022.	04
FC-30.2	To receive information regarding Action Taken Report (ATR) on decisions in the 29 ^h FC meeting held on 14.12.2022	04
FC-30.3	Ratification of repayment of HEFA loan interest amount of Rs. 2,42,84,545/- Q3 for FY 2022-23 by 30 th January 2023.	04
FC-30.4	Ratification of payment of Advance of 60 Crore to CPWD from HEFA loan	05
FC-30.5	Proposal for Covering Institute employees and their dependents under Group Medical Insurance Policy	05
FC-30.6	Payment of Gratuity to the beneficiaries in accordance with the order F.No.33 -3/2022 -TS-III dated 28.12.2022	05
FC-30.7	Extending the benefits of Seed Grant relaxing timeline	06
FC-30.8	Extension of Benefits of Incentive for acquiring fresh higher qualifications	06
FC-30.9	Restricted Item	06
FC-30.10	Approval towards the payment of Charges for using LAB infrastructure of Goa College of Engineering (GEC)	07
FC-30.11	Writing off of Laptop used by Prof. (Dr.) Gopal Mugereya	07
FC-30.12	Creation of Professional Update Fund (PUF)	08
FC-30.13	Fresh Tendering for the existing facilities/services	09
FC-30.14	Ratification of purchase of 39 Laptops	09
FC-30.15	Ratification of purchase UTM-NGFW Firewall for the amount of Rs. 36,26,671/-	10
FC-30.16	Regarding forwarding of any construction related work	10
FC-30.17	Accommodation, Daily allowance, Local Transportation and Honorarium for the Visiting Officials invited by the Institute	11
FC-30.18	Allowing Group A 70% of unutilized CPDA for Group B & C Contingent Expenses	11
FC-30.19	Ratification of Bills related to payment of Security Housekeeping and Mess	12
FC-30.20	Additional items, if any, with the permission of the Chair.	12

14/3/23

Shahy

FC-30.20.1	Regarding procurement of workstation	12
FC-30.20.2	Regarding renewal of IEEE subscription.	13

NATIONAL INSTITUTE OF TECHNOLOGY GOA

The Finance committee meeting started with a welcome address by the Chairman FC. On behalf of Finance Committee Registrar welcomed Prof. Anupam Shukla ji, the Director and Chairman of the Finance Committee. Registrar thanked the former Director Prof. Gopal Mugeraya ji, for his Contributions and support during his tenure, all his contributions are recorded and cherished. All Finance Committee members also welcomed Prof. Anupam Shukla ji, the Director NIT Goa and appreciated the contributions of Prof. Gopal Mugeraya, former Director, NIT Goa.

FC-30.1	Confirmation of minutes of the meeting of 29th FC held on 14.12.2022.
---------	---

The Minutes of 28th Meeting of the Finance Committee held on 14.12.2022 were circulated among its members. The minutes may be confirmed by the Board as placed in Annexure FC-29.A1.

Resolution: FC members noted and confirmed the minutes of the 29th FC meeting

FC-30.2	To receive information regarding Action Taken Report (ATR) on decisions in the 29th FC meeting held on 14.12.2022.
---------	--

Resolution: FC members noted the action taken report on decisions in 29th FC meeting and confirmed the same.

FC-30.3	Ratification of repayment of HEFA loan interest amount of Rs. 2,42,84,545/- Q3 for FY 2022-23 by 30th January 2023.
---------	---

During the FY 2022-23, a demand notice No. REF: HEFA/INT-139/NIT Goa/2022-23 dated 02.01.2023 has been received from HEFA placed at Annexure FC-30.A2, regarding the payment of interest amount of Rs.2,42,84,545/- to Escrow Account 4. In this regard, Institute requested MoE for sanction of interest component of Rs. 2,42,84,545 /-. The said amount was sanctioned by MoE and the amount has been paid by the Institute within stipulated time frame on 27.01.2023.

The same is placed before FC for ratification.

Resolution: FC noted the action taken and ratified the same.

 

FC-30.4 Ratification of payment of Advance of 60 Crore to CPWD from HEFA loan

FC is apprised that the demand request from CPWD was received for releasing an amount of Rs. 60 crore as an advance. According to Form 65 issued by the CPWD on 06.12.2022 the unutilized amount available for with the CPWD as on 30.11.2022 is Rs. 21,83,47,514/- and the Form 65 issued by the CPWD on 08.02.2023 the unutilized amount available for with the CPWD as on 31.01.2023 is Rs. 60,87,47,139. The copy of demand received from CPWD, Form 65 is attached as Annexure FC-30.A3

The same is placed before the FC for information.

Resolution: FC noted the action taken and ratified the same. FC informed that in future the funds may be released considering the recoupment policy / guidelines and no extra funds to be released to CPWD.

FC-30.5 Proposal for Covering Institute employees and their dependents under Group Medical Insurance Policy

Matter pertaining to covering the Institute employees and their dependents under Group Medical Insurance Policy was discussed in 29th FC Meeting held on 14.12.2022 and ITEM No. FC-29.15 of BoG, wherein the Institute was advised to come up with the percentage of employees share to be incurred in the payment of premium amount as per norms existing in the other peer Institutes in the next FC Meeting.

In this regard, the Institutes like IIT Goa which is operating from the same transit campus and is in same geographical location and in IIT Kanpur, it is found that the full 100% share of the amount of premium is borne by the Institute. The supporting documents for the same are placed at Annexure FC-30.A4.

Hence, it is proposed to approve the full payment of annual premium towards group medical Insurance from the grant received from MOE.

Submitted for the kind consideration and approval of the FC.

Resolution: FC informed to get the information from other NITs and present in the subsequent FC for reconsideration.

FC-30.6 Payment of Gratuity to the beneficiaries in accordance with the order F.No.33 - 3/2022 -TS-III dated 28.12.2022

Reference is made to Ministry of Education order F.No.33-3/2022-TS-III dated 28.12.2022, regarding applicability of Payment of Gratuity Act 1972 to the educational Institutes under Ministry of Education. Copy of aforesaid order is placed at Annexure FC-30.A5.

FC may accord approval for implementation of the above mentioned Order.

14/3/23

[Signature]

Resolution: FC accorded approval for implementation of order F.No.33-3/2022-TS-III dated 28.12.2022.

FC-30.7	Extending the benefits of Seed Grant relaxing timeline
---------	---

This is to bring to the kind attention of Finance Committee that in the preceding years, Institute accorded approval to the faculty members under the Seed Grant aiming to attract additional funding in form of project and upgrade their research. Since the Institute is operating from its transit campus and due to space constraints, the faculty members of the Institute were not able to utilize the amount for the stated purpose.

Now, it has been observed that the existing faculty members who have joined more than 5-6 years back are seeking approval for utilising SEED money for enhancing and developing the lab infrastructure. Hence, it is requested to give consent for allowing the utilisation of sanctioned SEED money relaxing time restrictions, so that the judicious utilisation of the funds can be made.

Submitted for the kind consideration and approval of FC.

Resolution: FC approved relaxing the time line up to 31st March 2024 for the utilization of approved Seed Grant.

FC-30.8	Extension of Benefits of Incentive for acquiring fresh higher qualifications
---------	---

NIT Goa has always encouraged all its employees to pursue higher studies, within the possible means and without disturbing the academic/official roles to be played by them. Some of our employees have taken appropriate advantage of this and have started pursuing higher studies in Part-time mode/Distance Education mode.

Vide Reference Letter No. 1/5/2017-Estt (Pay-I), Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) dated 15th March 2019 with Subject Providing incentive for acquiring fresh higher qualification in the 7th CPC scenario, The Government of India is also encouraging and incentivising such accomplishments by its employees. The said order is placed at Annexure FC-30.A6.

NIT Goa would like to adopt this order and puts-up for the approval of the Finance Committee.

Resolution: FC deffered the agenda item

FC-30.9	Restricted Item
---------	------------------------

14/03/23

[Signature]

Restricted Item

FC-30.10	Approval towards the payment of Charges for using LAB infrastructure of Goa College of Engineering (GEC)
----------	---

NIT Goa started two new departments, Mechanical Engineering and Civil Engineering in 2018. Finance Committee is apprised that since NIT Goa is operating from the transit campus, Institute is facing lot of Infrastructural challenges in terms of labs and other essentials required for smooth functioning of Academics.

For carrying out academic activities NIT approached **Goa College of Engineering (GEC)** for according approval for using their labs. GEC is charging some amount towards the using their labs facility, for this GEC is facilitating with their lab equipment, technical experts and other consumables being used by the Institute students during the experiments and projects. For this GEC is charging certain amount as per the usage and time period for which lab facilities are used by NIT students.

In the light of above, Institute has received an Invoice for the amount of Rs.3,30,398/- for conducting workshop practical for first year students during August 19 to November 19. Copy of Invoice and covering letter is placed at Annexure FC-30.A8.

It is submitted that the committee may give its consent for the processing the payment towards using Lab infrastructural facilities.

Submitted for the kind consideration of Finance Committee and approval for processing the payment.

Resolution: FC accorded the approval for the payment of Charges for using LAB infrastructure of Goa College of Engineering (GEC).

FC-30.11	Writing off of Laptop used by Prof. (Dr.) Gopal Mugereya
----------	---

Dr. (Prof.) Gopal Mugereya, Director of the Institute has desired to retain Dell XPS 13 i7 laptop was procured for the then Director amounting to Rs.1,40,740/- in FY 2017-18, the depreciation charged as per common format of accounts issued by MoE, i.e, @ 20% of Rs. 1,40,740/- is Rs. 1,40,739/- and the present value of the laptop is Rs. 1/-.

10/3/23

[Signature]

In the light of Office Memorandum issued by Government of India, Ministry of Finance, Department of Expenditure Order No. 03(13)/2018-E.II(A) dated 22.10.2018 and F.No. 08(34)/2017-E.II(A) dated 20.02.2018. Govt. has issued guidelines for purchase of laptops wherein the value of laptop is restricted to Rs. 80000+Taxes.

However, the above laptop was procured considering the same will cater to the needs and requirement of the Director. The copy of the bill mentioned above is attached herewith for your perusal as Annexure FC-30.A9.

It is, therefore, proposed that the FC may approve for the writing off of the laptop from the asset register and accord approval for the handing over the laptop or if some other course of action is to be initiated the FC may opine in this regard.

Submitted for the valuable inputs of the FC

Resolution: The life of the laptop is 05 Years. It was purchased on 05-02-2018. As the laptop has already outlived its prescribed life of 05 years. Hence, FC approved to write off the laptop, as a special case.

FC-30.12	Creation of Professional Update Fund (PUF)
-----------------	---

The purpose of creation of PUF is to facilitate the faculty members to utilize the balance accumulated by the faculty members for the approved heads of expenditure.

If the faculty member wishes to do so, he/she may deposit a defined percentage of his/her own share to his/her own professional update fund. In case any of the academic staff wishes to contribute part or whole of his/her share of remuneration to his/her Professional Development Fund/Professional Update Fund the same shall also be permitted.

The contribution towards Professional Update Fund (PUF) may be utilized by the faculty member for attending conference, Seminar, Journal publication (extra page length, open access publication), Patent Filing, Life Annual Membership of professional bodies, Subscription to technical, Scientific journals, refreshment expenses towards meetings, interviews, purchase of technical books, other teaching aids, Software for personal use, Purchase of desktop computer, laptop, mobile, printer, other computer peripheral, lab equipment for the research, boarding and entertainment expenses of the visitor for official purpose only. The purchase of computer, laptop, printer, mobile etc. is allowed once in three years. If a faculty wishes then he can financially (fully/partly) assist a UG/PG/PhD student, Project Staff etc. to participate in the workshop, STTP, National/International conferences of repute in India and abroad with due permission of the competent authority. The account of PDF/PUF shall be maintained by accounts section and statement shall be sent to the Departments at the end of financial year. PUF may be sanctioned to regular Academic Staff for expenditure under approved heads with due approval as per the Institute norms. All expenditures are reimbursable only.

Submitted before FC for their kind perusal and approval.

Resolution: FC informed to adopt PUF guide lines of SVNIT Surat.

Handwritten signature in blue ink

Handwritten signature in green ink

FC-30.13	Fresh Tendering for the existing facilities/services
-----------------	---

The FC is apprised that the tenders for housekeeping, security, bus, mess, insurance for students and canteen is coming to an end or are operating in extension mode, therefore, considering the above it is proposed that the FC may recommend for initiating the fresh tender process for the essential and operational services for the Institute.

Estimated cost of the above facilities is as under:

Sr. No	Particulars	Approx. Annual Expenditure (in lakhs)*
1.	House Keeping Services	164
2.	Security Services	103
3.	Mess Services	132
4.	Bus Service (for Students)	121
5.	Student Group Medical Insurance	11
6.	Canteen Facility	It is outsourced to cater Institute fraternity.

* The above figures are as per the average expenditure for the FY 2022-23

Submitted for the approval of the FC.

Resolution: FC approved to initiate the fresh tenders and advised to make a special note in every tender document regarding the service provider has to provide the service on same terms and conditions once the the institute shifts to new campus in Conculum. FC advised that all tenders are to be in accordance with GFR norms and not be extended beyond the dedline of 2/3 years. After that new tenders should be invited.

FC-30.14	Ratification of purchase of 39 Laptops
-----------------	---

FC is apprised that in 30th Board Meeting held on 16.09.2020, the Board accorded approval for the purchase of the laptops for institute academic activities. With the approval of the Competent Authority institute procured 39 Laptops for all faculty members and 03 officials of the Institute from GeM following GFR guidelines.

Further, it is to bring to your kind attention that the order for procurement of laptops was cancelled twice. First time, the order was cancelled on 21.05.2021 and the second time, though the Purchase order was placed on 03.09.2021, the supplier denied to supply and the order was cancelled on 20.01.2022.

As per GOI, Ministry of Finance, Department of Expenditure order No. 03(13)/2018-E.II(A) dated 22.10.2018, whereby government restricts for the value of purchase of laptops for the amount of Rs. 80000+GST, i.e, Rs, 94,400/-. The procurement process was reinitiated through GeM in August 2022 and at the time of evaluation of financial bid it was found that per unit price of the laptop is Rs. 99,990/- which is Rs. 5,590/- more than amount permissible in the aforesaid order dated 22.10.2018. Due justification was received from the committee and with the competent authorities approval, purchase order was placed.

llc Ande

Shanky

FC is apprised that the above laptops are procured for teaching/research and for the senior officials of the Institute considering the required specification to cater to the Institute needs and requirements.

FC is requested to please ratify the procurement of 39 laptops for the total value of Rs. 38,99,610/- (99,990/- per unit).

Resolution: FC approved the same with the note that the laptops are used for Academic/ Adminstrarion / Research works of the institute. In accordance with order No. 03(13)/2018-E.II(A) dated 22.10.2018 any laptop amounting more than Rs. 80000+GST, i.e Rs, 94,400/-is an institute property and to be retained by the institute.

FC-30.15	Ratification of purchase UTM-NGFW Firewall for the amount of Rs. 36,26,671/-
-----------------	---

Reference is made to the item No. *FC-29.7 regarding Ratification of procurement of Hardwares, UTM-NGFW Firewall, Log Analyzer and Networks authentication solution equipment for the amount of Rs 50.5 Lakhs (33 Lakh + 4.5 Lakh + 13 Lakhs respectively).*

In this regard, FC is apprised that procurement for *UTM-NGFW Firewall* has been made and the value of the *UTM-NGFW Firewall* is Rs. 36,26,671/-. Additional approval for the amount of Rs. 3,26,671/- was accorded by the competent authority. Also it may be noted that the procurement for Log Analyzer and Networks authentication solution equipment is in process. It is therefore requested FC may accord approval for the additional amount approved by the Competent Authority.

The same is placed before the FC for ratification

Resolution: FC ratified the same.

FC-30.16	Regarding forwarding of any construction related work
-----------------	--

FC is apprised that any work related to Institute repair, maintenance and other development related works should be routed through BWC, FC and BoG as per the below mentioned details

Works related to construction upto Rs. 02 Lakhs	With the approval of the Competent authority.
Works related to construction and maintainance above Rs. 02 Lakhs upto Rs. 25 Lakhs	To be forwarded through BWC.
Works related to construction and other repair and maintenance costing above Rs. 25 Lakhs	To be forwarded through BWC for the approval of Finance Committee and BoG

Submitted before FC for consideration and approval.

14 Code *Shahy*

Resolution: After discussion FC approved the following for implementation:

All the works related to construction upto Rs. 05 Lakhs	With the approval of the Competent authority.
All the works related to construction and other repair and maintenance costing above Rs. 05 Lakhs	To be forwarded through BWC for the approval of Finance Committee and BoG

FC-30.17	Accommodation, Daily allowance, Local Transportation and Honorarium for the Visiting Officials invited by the Institute
-----------------	--

FC is informed that visiting officials invited by the Institute will be provided Accommodation, Daily allowance, Local Transportation as per their entitlement and guidelines given by the Ministry time to time, subject to the non-availability of the guest house.

The Honorarium can be given Rs. 5000/- per day and in case of hourly lecture/talk it can be Rs. 2000/- per hour.

Submitted before FC for approval.

Resolution: FC approved the same.

FC-30.18	Allowing Group A 70% of unutilized CPDA for Group B & C Contingent Expenses
-----------------	--

In the last FC meeting held on 14.12.2022, the committee discussed about the CPDA guidelines approved by the Director and ratified the same for implementation for the block period 2021-24. Wherein the committee has consented for the procuring selected computer peripherals in view of the COVID Pandemic and Online Content delivery/research interactions.

Further, in addition to the above it is apprised that the as per CPDA norms, the CPDA is to be utilized in the ratio of 70% : 30%. However, in 2018 the Director & the Chairman BoG has approved "that in case a faculty member does not utilize this maximum 70% of their CPDA then the same may be utilized for the contingency purposes as per their requirement with the instruction of Competent Authority but cannot use vice-versa" copy of the approval placed at Annexure FC30.A10

A. 70% is to be used for presenting papers, attending national and international conference/workshop B& C Remaining 30% for membership fee for professional bodies & continent expenses

In view, of the above it may please be noted that Director & Chairman BoG has accorded approved that in case faculty member not utilize this maximum 70% of their CPDA then the same may be utilized for the contingency purposes as per their requirement with the instruction of Competent Authority.

Placed before FC for appraisal and approval.





Resolution: FC advised the Institute to strictly follow the CPDA guidelines, as issued by the Ministry of Education.

FC-30.19	Ratification of Bills related to payment of Security Housekeeping and Mess
-----------------	---

FC is informed that the bills related to housekeeping and security for the month of January 2023 were processed for the amount of Rs.15,15,969/- & Rs. 9,58,633 respectively and FC may authorize the Director to make the payment for the monthly bills of security housekeeping, Mess and bus till the new tender is awarded.

Submitted before FC for approval.

Resolution: FC ratified the same

FC-30.20	Additional items, if any, with the permission of the Chair
-----------------	---

FC-30.20.1	Regarding procurement of workstation
-------------------	---

Institute is in receipt of SERB project **Deep learning assisted tomographic ground pertaining radar for the detection of electrical and morphological features of buried objects**. In this regard approval was accorded for the procurement of workstation for the amount upto Rs. 1,70,000/- however, the funds available under this project for equipment is Rs. 1,71,000/-.

It is apprised that institute is trying to procure the workstation from GeM, but we had to cancel the tender because the workstation with the minimum specification to cater the need and requirement of the project is costing more than the approved or available funds.

Now also it is informed to the FC that recently the purchase procedure was initiated and there were 3 bidders who technically qualified and the financial evaluation there after it was found that One Cube Solution Private Limited quoted L1 price Rs. 2,19,201/-. It is, therefore, proposed that FC may consider research and the project and Institute may extend the support for the balance of the funds required for the procurement of workstation.

Placed before FC for approval.

Resolution: FC approved the same and suggested to utilize the balance amount required for the procurement of work station from the Seed grant of the concerned faculty.





FC-30.20.2 Regarding renewal of IEEE subscription.

FC is apprised that Institute subscription for IEEE needs to be renewed and the tentative cost for the renewal of IEEE Subscription is \$ 48,225 USD (Tire 2 Rs 40,07,498+18% GST as per the Performa tax invoice received from IEEE subscriptions for 2023.

The recommendations of the library committee are also placed at Annexure FC-30.11 for the kind perusal. Consortium for Higher Education Electronic Resources (E-ShodhSindhu) has declared negotiated rates as placed in at Annexure FC-30.11.

FC may accord approval for the renewal of IEEE Subscription.

Resolution: FC approved renewal of IEEE subscription as per E-ShodhSindhu negotiated rates.

The meeting concluded at 04.30 P.M. with a vote of thanks to the Chairman and the respected members


Secretary

कुलसचिव
Registrar
राष्ट्रीय प्रौद्योगिकी संस्थान गोवा
National Institute of Technology Goa


Chairman

निदेशक
Director
राष्ट्रीय प्रौद्योगिकी संस्थान गोवा
National Institute of Technology Goa