

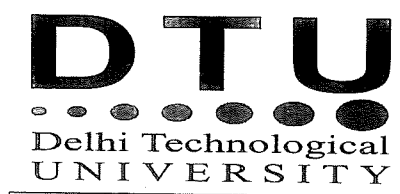


Delhi Technological  
UNIVERSITY

DELHI TECHNOLOGICAL UNIVERSITY

**Minutes  
of the  
10th Meeting of the  
Finance Committee**

DTU Campus, Shahbad Daulatpur, Bawana Road, Delhi-110 042



# DELHI TECHNOLOGICAL UNIVERSITY

(Estd. by Govt. of Delhi vide Act No. 6 of 2009)  
(formerly Delhi College of Engineering)

F.No. 8/DTU/OSD/FC/09/

Dated : 19.07.2013

## MINUTES OF THE TENTH MEETING OF FINANCE COMMITTEE HELD ON 19.07.2013

The 10<sup>th</sup> meeting of the Finance Committee of DTU was held in Conference Hall No. 307, 2<sup>nd</sup> Floor, Admn. Block, DTU on 19.07.2013 at 3.30 P.M.

The following were present:

1.	Prof. P.B. Sharma	Vice Chancellor	-	Chairman
2.	Prof. Moin Uddin	Pro-Vice Chancellor	-	Member
3.	Prof. A.K. Gupta	Registrar	-	Member

Shri Shakti Sinha, Principal Secretary (Finance), Shri Rajendra Kumar, Secretary (TTE) and Shri J.V. Ramamurthy, President & Chief Operating Officer, HCL Infosystems could not attend the meeting due to their pre-occupation in official work. Dr. K. Singh, Jt. Registrar and Shri Y. Srinivasa Rao, Sr. Assistant Registrar (F/A) attended the meeting as Special Invitee to assist the Committee.

As per the provision contained in Section 28(4) of the DTU Act, 2009, three members of The Finance Committee form the quorum. Therefore, meeting was held and agenda items taken up one by one for discussion:

Item No.1 : Opening Remarks of the Chairman

The Chairman extended the warm welcome to the members of the Finance Committee and expressed his concern on the curtailment in GIA in the last quarter of the Financial Year 2012-13 and also in 1<sup>st</sup> Installment of Grant-in-Aid amounting to Rs. 12.00 Crore which has been released as against approved Grant-in-Aid of Rs. 15.00 Crore for the first quarter with virtually no

funds being made available for Capital expenditure. He further informed that the University has succeeded in getting funding of Rs. 12.50 Crore from MHRD, GOI, under TEQIP, a centrally sponsored scheme for strengthening of UG, PG Programs, Research & Development in DTU. Further UGC has also approved the release of Rs. 7.00 Crore towards central funding for establishing new laboratories and equipments for our new and innovative education and research programs during the next three years. The Chairman was happy to inform that funds to the extent of about Rs. 6.28 Crore has also been received from the AICTE towards reimbursement of M.Tech. fellowships.

The Chairman also informed that it is a matter of great satisfaction that DTU has been placed at 1<sup>st</sup> Rank in Placement and 2<sup>nd</sup> Rank in Return of Investment (RoI) next to IIT Kharagpur amongst the "Top 10 Engineering Colleges in the country as per Outlook, MDRA Survey, 2013. Such a ranking amply justifies the quality of UG and PG Programmes offered by the University at a reasonable cost in DTU.

The Chairman stated that the intake in the UG Programs has increased from 670 to nearly 1622 (almost 2.50 times). Likewise, the PG intake has also gone up by 4 times raising the present total student population at DTU to around 7500 plus against less than 3000 when DCE was reconstituted as DTU. The University thus requires additional funds to meet out the current requirement of infrastructure and also for the proposed Phase-II construction of new academic blocks and hostels for boys and girls.

The Chairman also observed that in his opinion, Finance Committee may request the BOM to take-up the matter with the Government for enhancement of the Grant-in-Aid and, also for providing adequate funds for construction of the new buildings and infrastructure for the increased intake in UG/PG programmes and also for the academic and research infrastructure commensurate with the quality of education and research at prestigious Technological University. Concluding his remarks, the Chairman requested Registrar to take up the Agenda items one by one for discussion.

Item No. 2

Confirmation of the minutes of the 9<sup>th</sup> meeting of the Finance Committee held on 23.03.2013.

The Finance Committee was informed that minutes of the 9<sup>th</sup> meeting of the Finance Committee were circulated to all the members. No suggestions were received from any one of them. The Chairman requested the Finance Committee to confirm the minutes.

Decision : The Finance Committee confirmed the Minutes of the 9<sup>th</sup> Finance Committee Meeting.

Item No.3

Action Taken Report on the decisions of the Agendas of 9<sup>th</sup> Finance Committee held on 23.03.2013 as below:

S.No.	Agenda	Decision taken	Action taken
1.	Corpus Fund	The matter be examined by Accounts Department	The matter is under consideration in Accounts Department
2.	Delegation of Financial Powers to HOD (Computer Centre), CPO and Director Physical Education	The Finance Committee approved the proposal	Order is issued
3.	Proposal for raising of Fee at UG and PG Level	The Finance Committee approved the revised Fee Structure for academic session 2013-14	Notification is issued
4.	Proposal regarding sanction of Capital Outlay worth Rs. 277 Crore	CPO will revise the estimates after including the estimates of Air Conditioning	CPO has revised the estimate after including Air Conditioning and revised amt comes to Rs. 266 Cr. BOM further approved the proposal for onward submission to Govt.
5.	WAN and Wi Max for DTU Campus	The Finance Committee approved the proposal subject to fulfillment of codal formalities i.e. approval from the IT and Finance Department	The action is under process
6.	Purchase of surface Plasmon Resonance Spectrophotometer in Deptt of Biotechnology	The Finance Committee approved the proposal	The tender has been floated & will be finalized shortly.

**Decision :** The Finance Committee took the action taken report on record with the following observations in respect of above item at Sl.No.1 and Sl.No.5

Sl.No.1 The Finance Committee desired for suitably amending the provisions relating to Corpus Fund for transfer of unutilized funds at the closing of Financial year.

Sl.No.5 The Finance Committee also desired that the matter must be taken by HOD (IT) on top priority with IT and Finance Department, GNCT of Delhi

I. Transfer/Joining of Assistant Accounts Officers and Accounts Officers in Accounts Branch

The Finance Committee was informed that Shri Surender Kumar, Accounts Officer and Shri Rajesh Kapoor, Assistant Accounts Officer on their transfer were relieved from the DTU and Shri Sita Ram, Shri Sanjeev Sharma and Shri Dewan Chand, Account Officers and Shri Jaya Prakash, Assistant Accounts Officer have joined DTU.

ii. Fund requirements with the Govt. for laboratory equipments

The members of the Finance Committee were apprised that the University has made a significant progress with introducing new programs in emerging area of energy and technology at UG and PG level. This has increased the intake in the UG programs from 670 to nearly 1600 (almost 2.50 times). Likewise, the Post Graduate intake has also gone up by 4 times, raising the present total student population at DTU to around 7000 as against less than 3000 when DTU was created.

It has also enhanced the R&D and Doctoral research component to provide a major boost to R&D and Industry relevant research. All this has added to the repute of DTU which is reflected in the ranking of DTU among the Top 10 Best Institutions in India, excellent placements of our graduating students and the significant rise in quality research publications by the faculty. Despite the above achievement, it was found that the grant-in-aid to DTU is not at all commensurate with our requirements as we need to add new laboratories and knowledge infrastructure for the newly added UG and PG program and also to construct new buildings, including the hostels, to meet the current and future requirements of the University.

To meet the current requirement of infrastructure, the University need around Rs.256 cores for Capital outlay for the proposed Phase II construction of new academic blocks and hostels for boys and girls, and Rs.235 Crores for establishing new laboratories and equipments for our new and innovative education and research programs during the next 4 years. A part of the above expenditure shall come from UGC under Central Funding and also from TEQIP-II, for which DTU has also been approved by the MHRD. rest of the expenditure for the above work, shall be required from the Govt. of Delhi.

The annual budget allocation of DTU is only about Rs 60 Crores which is not even one seventh of the allocation which is given to the IIT Delhi having a similar population of students as in DTU. The cut imposed while releasing the Grants-in-Aid, in last year and also while

releasing the first installment of the GIA this year, has caused a serious concern to the University as this will impact on our capability to meet the current as well as future requirements of academic and research infrastructure for our students and faculty.

The Hon'ble Chairman, Board of Management vide his DO letter 17.6.2013 has requested the Secretary, TTE to take up the matter at his level with the Govt. of Delhi for supporting financial requirements of DTU and also apprised Hon'ble LG, Delhi/Hon'ble Chancellor, DTU with the same in the meeting held with him on 21.6.2013.

iii. Budget Estimates and Expenditure for the year 2013-14

The Finance Committee was informed that the University has been allocated Rs. 60.00 Crore as Grant-in-Aid for the Financial Year 2013-14 against the projected requirement of GIA of Rs. 143.60 Crore. As per the pattern of Assistance approved for DTU, the Accounts have submitted proposal for release of Grant-in-Aid for Rs. 15.00 Crore as 1<sup>st</sup> Installment but the Finance Department has released Grant-in-Aid of Rs. 12.00 Crore only curtailing Rs. 3.00 Crore meant for Capital.

An expenditure of Rs. 17.79 Crores has been incurred during 01.04.2013 to 30.06.2013. The excess expenditure of Rs. 5.79 Crore has been incurred from University Generated Funds which is estimated as Rs. 30 Crore.

**Decision :** The Finance Committee took the above informations on record with the following observations in respect of Sl. No. (i):

One Controller of Finance, One Dy. Registrar (F&A), two Accounts Officers and two Assistant Accounts Officers are sufficient to manage the current Accounts Work. Finance Department be requested to withdraw one Accounts Officer and not to post in future unless the University make specific request for the same.

Item No.5 : Establishment of Four Funds under proposal of TEQIP-II

The TEQIP Phase-II is aimed to upscale and support ongoing efforts of Govt. of India on improving quality of technical education and enhancing existing capabilities of the Institutions to become dynamic demand-driven, quality conscious, efficient and forward looking responsive to rapid economic and technological developments occurring both at national and international levels. Competitively selected institutions apart from the above, may concentrate on (a) production/preparation of sufficient number of high quality teachers in

technical education at both UG and PG levels; (b) PG education in high technology areas; (c) creation of related interdisciplinary research facilities and research culture; (d) creation of R&D and consultancy culture; (e) Strengthening/establishment of Entrepreneurship Development Centers linked to curriculum and with strong linkage with industries; and (f) Establishment of Technology Parks focusing on public-private consortia related to institutional strength.

The Project objectives are:

- Strengthening Institutions to produce high quality engineers for Better employability
- Scaling-up PG education and Demand Driven Research & Development and Innovation
- Establishing Centers of Excellence for focused applicable research
- Training of faculty for effective teaching
- Enhancing institutional and System Management effectiveness

The proposal under TEQIP-II Project was submitted by the University to Department of Training & Technical Education during the month of September, 2010 for onward submission to National Project Implementation Unit, EDCIL House, NOIDA. Now the University has been informed by CPA incharge, NPIU, NOIDA that the Ministry of HRD has approved the proposal submitted by DTU for participation under sub-component 1.2 of the TEQIP – II. For implementation of the Project, 02 MoU will be required to be signed, one between Govt. of NCT of Delhi and Govt. of India – MHRD and another one between the University and Govt. of NCT of Delhi. The MoU primarily focuses on:

The 02 copies of the MoU duly signed by the Secretary (TTE), Govt. of NCT of Delhi have already been submitted by the DTU on 3<sup>rd</sup> July, 2013 to the MHRD, Govt. of India for signing at their end. Thereafter, action will be taken to sign another MoU between DTU and Secretary (TTE), Govt. of NCT of Delhi.

As a follow-up the Project, the University has nominated the following faculty/staff members as Nodal Officers to complete the documents under sub-component of 1.2 of TEQIP – II:

- |                        |  |
|------------------------|--|
| 1. Coordinator         | Prof. Naveen Kumar, HoD (Mechanical Engg.)     |
| 2. Academics           | Prof. Vikas Rastogi (Mechanical Engineering)   |
| 3. Civil Works         | Prof. K.C. Tiwari (Civil Engineering)          |
| 4. Procurement         | Prof. Pragati Kumar (Electrical Engineering)   |
| 5. Finance             | Sh. Y. Srinivas Rao (Sr. Asstt. Registrar F/A) |
| 6. Plan Implementation | Prof. D.P. Verma (Information Technology)      |

There is a mandatory format of the MOU that the University will establish four funds namely Corpus, Faculty, Equipment Replacement and Maintenance with atleast 0.5% of annual recurring expenditure. University will open the separate bank accounts to establish these funds with initial amount of Rs. 25.00 lacs each out of existing Grant-in-Aid/ U.G.F. and later on the amount will be recouped from the G.I.A. receivable from MHRD, GOI/GNCTD. It is mentioned for the information that the Corpus Fund Account has already been opened by the University. For the remaining three funds, bank account shall be opened separately.

**Decision:** Finance Committee approved the proposal for establishing the four funds viz. Corpus, Faculty, Equipment Replacement and Maintenance and opening of separate account for the same with initial amount of Rs. 25.00 lacs each from the GIA.

**Item No.5 :** Approval of the Guideline for Utilization of Professional Development Fund, its Regulations and Expected Outcome for submission to the Finance Department, Govt. of Delhi

The Finance Committee was informed that the 6<sup>th</sup> AICTE pay scales in respect of teachers & academic staff of the university have been implemented vide order No. F.1(702)/2010-SB/PF.1/1164 dated 29.7.2010 forwarded by the Department of Training & Technical Education vide their letter F.No. 1(1058)/2009-SB/1243 dated 6.8.2010. The clause 10 of the above said order has a provision for providing Professional Development Fund which prescribes that a **new faculty may be given a onetime start-up grant of Rs. 2 lakh** for purchase of computers, teaching materials including books, research aids and office furnishing etc. existing teachers may also be provided incentive grant upto Rs. 2 lakh for purchase of computers including grants for up-gradation or purchase of a new computer (especially for those who have availed such facilities on earlier occasions) teaching material including books and research aids. It further says that **all teachers be given a grant of Rs. 2 lakh on reimbursement basis for a period of 3 years** towards acquiring a membership of professional societies and for participation in a national / international conference / workshop etc.

To frame guidelines for utilization of fund regulation for utilization, expected outcome of the PDF, a Committee was constituted under the Chairmanship of Prof. Parmod Kumar, the then HoD, Department of Electrical Engineering of DTU with five members. Thereafter, the matter was taken up as an Agenda No.9 in the 5<sup>th</sup> meeting of the Finance Committee, held on 3.8.2011. The Finance Committee had approved the proposal with the following conditions.



1. The Govt. of NCT of Delhi be requested to make additional amount of Rs. 10.00 crores for the PDF purposes

2. The guidelines for utilization and expected outcome for PDF in respect of Education, Research and professional development should be formulated by the University and approved by BOM before implementing the PDF scheme.

The Board of Management had approved the recommendation of the Finance Committee in its 5<sup>th</sup> meeting held on 30.7.2011. The progress in the matter was reported in the 6<sup>th</sup> and 7<sup>th</sup> meeting of the Finance Committee held on 11.11.2011 and 24.5.2012 respectively. The Finance Committee reiterated that guidelines/regulations for faculty development grant (Professional Development Fund) be drafted soon and submitted in the next meeting of the Finance Committee. The Committee after having discussion on several occasions during the last two years has recommended the guidelines for utilization of the PDF. The proposed guidelines and regulations have been further modified in reference to guidelines recommended by DTTE and IIT, Delhi as follows.

#### Proposed Guidelines for Utilization of Professional Development Fund

There are two components of fund:

1. Initial grant of Rs.2.00 Lacs as one time start-up grant
2. Grant of Rs. 2.00 Lacs on reimbursement basis for a period of 3 years (including initial grant year) towards acquiring a membership of Professional societies and for participation in national/international conference workshop, etc.

1. The initial grant of Rs. 2.00 lacs, one time start up grant, will be utilized by the new faculty joining the University and the existing faculty members as follows :-

#### a. For New Faculty

1. Computer (Laptop/Desktop/Tablet), e-book reader and its peripherals Printer/ Scanner, USB hard disk software including, Antivirus, Plagiarism Pen Drives, blue ray DISCS/DVDs/CDs portable/external Hard Disks, Zip Drive, modem, router switch, LCD Projector, Licensed software/tools/utilities including UPS, interactive panel, digital camera, handycam, web cam, LED/LCD/Plasma Panel, Memory Cards, Scientific calculator, data card, wireless dongle or Internet

- Office finishing, such as curtains, Window Blander, door closer, Pen stand, Air-Conditioner, Mini Projector, brief case, Heat-convector, cup-plate set
- ii. Furniture for computer, Printer, etc.
- iv. Stationary cabinets & consumer table

b. For Existing Faculty

Existing faculty who has not yet been provided the computer, Laptop by this time may purchase a new one, however, faculty who has already Laptop & Desktop may upgrade their computer, Printer, Scanner, USB hard disk with the ceiling of 15% of maximum limit. However, if there items are more than three years old, the concerned faculty members is eligible to purchase a new one which may include Computer (Laptop/Desktop/Tablet), e-book reader and its peripherals Printer/ Scanner, USB hard disk software including, Antivirus, Plagiarism Pen Drives, blue ray DISCS/DVDs/CDs portable/external Hard Disks, Zip, Drive, modem, router switch, LCD Projector, Licensed software/tools/utilities including UPS, interactive panel, digital camera, handycam, web cam, LED/LCD/Plasma Panel, Memory Cards, Scientific calculator Pen Drives, data card, wireless dongle or internet

- ii. Office finishing: Such as curtains, Window Blander, door closer, Pen stand, Air-Conditioner, Mini projector, brief case, Heat Convector, cup-plate set
- iii. Furniture for computer + Printer, etc.
- iv. Stationery cabinets & consumer table

**2. Grant of Rs.2.00 Lacs on reimbursement/advance basis** for a period of 3 years (including the initial grant year) shall be utilized as under :

- a. For attending Academic conferences/Courses etc.
- b. For attending Academic conferences/Courses etc.
- c. For attending International conference and National conferences/ Symposium/Workshops in India as well as abroad for presentation of research papers or registration or oral or Poster paper/Chairing session.

The above grant of Rs.2 lakhs (on reimbursement basis) will be subject to the following conditions -

- i. The faculty member can attend National/International Conference either for presenting a paper or chairing a session in his/her area of specialization.

- Faculty member can also use these funds to support travel of a colleague to a conference in India or outside, as well as a student to a conference in India or outside for jointly authored papers. In all such cases, advance, if required would be drawn and settled by the faculty member himself/herself.
- iii. If the paper accepted for presentation at the conference is multi-authored, then only one of the authors can avail the facility for attending the conference.
  - iv. Faculty members availing PDF for attending International Conference abroad during vacations can also avail up to maximum of 2 weeks leave of the type due before or after the conference for other academic purpose with the approval of the Competent Authority.
  - v. The entitlement of faculty members who are working in diverted capacity will be as per parent office/institution. Such faculty members, may avail these facilities, either from their parent office/institution from where their salaries are being drawn or from where they are actually posted in diverted capacity, with the concurrence of the parent office/institution. However, in such cases all the office records of availing this facility will also be required to be informed by the Institution where the faculty member is posted, to the parent office/institution where the faculty member is holding the post substantively, so as to make the necessary entries in this regard in their service books.
  - vi. The expenditure on 'Grant for professional development' will be dealt under the Head "
  - vii. Procurement of items not mentioned in the list shall require prior approval of the Competent authority.

**Note I :** International air travel shall include -

- Air Fare (To & Fro) along with taxi charges between the place of residence and the air port, visa fees and airport tax.
- Payment of registration fee
- Boarding and lodging for the period of the conference plus two days i.e. one day prior to the conference and the other day after the conference.
- Local travel at the place of the conference
- Medical Insurance connected with the International travel

**Note II :** The faculty members shall be required to produce utilization certificate within three months from receipt of the advance paid to him/her from the grant.

3.(a) For attending summer and winter courses/Training programs/executive Programs/and Technical meetings/ interaction in India as well as abroad

The fund shall be utilized towards the following-

- i. Travel Cost (TA/DA)
- ii. Payment of registration fee
- iii. Visa Fee (if any)
- iv. Medical Insurance
- v. Boarding and Lodging charges
- vi. Online training courses

There shall not be any restriction on the number of events/programs/Conference as mentioned at 2 (i) and 2 (ii) to be attended by faculty member during the non-teaching days, holidays and vacations. However, keeping in view that the academic assignments do not suffer, the maximum number of teaching days for which a faculty member can participate in the events/program/conferences shall be restricted to two weeks and not more than two times in each calendar year.

3. (b) Field visits for collecting data/testing, etc.

Faculty Member shall be allowed to attend these events without any contributed papers for their professional development provided such participation is limited to one event per year.

4. Payment of annual and/or life membership of professional bodies [National/International].
5. Payment of Publication fee of papers for reputed journals, Patent fee, etc.
6. Purchase of following material required for professional development:
  - (i) Books, Teaching aids, learning material (Printed and electronic media)
  - (ii) Journal and/ or Proceedings, scientific and technical magazines, periodicals (full or part time, Book volume of journals, Stationary cabinets & consumers, Software's and/ or data bases, Photocopying of notes, secretariat assistance, Repair/up gradation of desktop, laptop, computer peripherals, Contingency expenses relevant for professional development

Regulation of Faculty development Grant (Professional Development Grant)

The following procedure is in vogue in DTU (erstwhile DCE) for sanction and payment.

R.1 one Lap Top of required specification for Rs. 27,000/- and books for Rs. 3,000/- are purchased by the faculty and the reimbursement of which is made after completing the formalities such as: recording of certificate "Paid by me", on the body of the bill by faculty himself verification of the same by the HOD and counter signature by Head of Institute (VC of DTU). This matter is processed by Establishment Branch for seeking sanction of competent authority. The eligibility of the teacher is examined by the Establishment Branch and after procurement; the stock entry of the item is made by the Department concerned and Stores Department of the University.

R.2 For attending the National Conference once in a year, International Conferences/workshop, once in every three years and membership fee of professional societies, the matter is processed by Establishment Branch for seeking the sanction of competent authority. The payment on this account is reimbursed on submission of original receipts/claims on conclusion of the event. The related records of Journey, conference, eligibility etc. are maintained in Establishment Branch.

The existing procedure, as stated above, shall continue to be followed with some alternation/addition as below:

R.3 The new faculty shall be given to the teachers after successful completion of probation period.

R.4 The office furnishings shall be fixed/used at concerned Department of faculty

R.5 The one time start up grant of Rs. 2 Lacs shall be paid in advance. The utilization certificate of first advance drawl with copy of bills /Cash memos duly recording of certificate on the body of the bill/cash memo by faculty himself 'paid by me', verification by HOD and counter signature by Head of Institute (herein VC of DTU) shall be submitted within one month from the receipt of the advance.

Note : Necessary entry regarding one time grant Rs. 2.00 Lacs will be made in the Service Book of the concerned faculty while issuing the sanction

R.6 The life of the equipments/material purchased from the Grant of Rs. 2.00 Lacs shall be as under:-

- a. For Computers including all Electronics items, research aids, teaching material including books, office furnishing such as Curtains, Window Blander, Pen Stands, Cooler, Mini Protector, Brief Case, Room Heater/Heat Converter, Cup Plate Set etc. will be three years. In case of retirement or leaving the office on technical resignation before completion of 5 years, the payment of the total cost of these items shall be deposited with the office by the faculty member concerned on pro-rata basis. 15 days and more shall be treated as one completed month and below 15 days shall be ignored. In case of leaving the office on his own, without applying through proper channel or removal/dismissal from the service, the whole amount will be required to be deposited with the University.
- b. For office furniture such as Study Table, Executive Chair, Computer Table with Chair, Cabinet Book Case etc, the life will be at par with that as prescribed in case of furniture used in govt. Offices. In case of retirement or leaving the office on technical resignation, the furniture items will be returned back to the University. In case of leaving the office on his own, without applying through proper channel or removal/dismissal from the service, the entire amount will be required to be deposited back with the University.

**Note :** The items may be procured as per the guidelines for utilization of PDF from startup grant advance.

R.7 Rs. 2 Lacs grant on reimbursement basis shall be provided for a period of three years toward acquiring the membership of Professional Societies and for participating in national/International/Conference/Workshops etc. 50% of which shall be reimbursed in first financial year and the remaining 50% be paid in next financial year. The procedure for sanction and payment shall remain the same as mentioned at R.1 above.

#### Expected Outcome with the Professional Development Fund

The faculty will achieve the following objectives through Professional Development Fund (PDF).

- i. It will encourage the teachers to pursue Ph. D Programmes and devote themselves in Research and Development activity- More Research output by the faculty.

2. Motivate the teachers to bring about good research publications in the national/international journals of repute with high impact factor.
3. It will facilitate creation of the infrastructure and motivate them for undertaking research and consultancy- Making teaching & learning more effective
4. The fund will encourage and motivate the Faculty Members to involve themselves in quality teaching and research, which result into quality of teaching to the students.
5. With the national and international exposure faculty will be able to enrich their knowledge and upgrade the skills which will further help in improving the teaching instruction and quality research- International exposure to the faculty.
6. To provide flexibility to the faculty in research work, as well as, in creating better lab facility in the Departments-creating-e-learning environment
7. The PDF shall facilitate the improvement in the teaching methodology and designing new course curriculum. The implementation of the PDF will further motivate the teachers to undertake sponsored research project. That will be a source of revenue generation for the University-value addition programme.
8. It will encourage the industry academic interaction and better collaboration with them that will help in designing the industry based curriculum and train the students as per requirement of the industries. Produce the main resource as required by the University.
9. International collaboration.
10. Attraction of sponsored research.

The Registrar during the course of discussion expressed the view that existing ceiling on reimbursement of cost of computers is too meager, it should not be less than Rs. 50,000/-. Similarly, the reimbursement towards cost of books which is 85% subject to maximum of Rs. 3,000/- be enhanced to a reasonable amount so that faculty could procure more books for study. After detailed deliberation, the Finance Committee took the following decision:

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Decision: The Finance Committee approved the above proposal with the following modifications (i) that the upper limit for purchase of Lap Top was increased from Rs. 27,000/- to Rs. 75,000/- so that the faculty can purchase advanced versions of new technology savvy gadgets for their research and teaching purposes. (ii) For purchase of books cost ceiling was also increased from Rs. 3,000/- per annum to Rs. 20,000/- (iii) The above items will be purchased by the Faculty in consultation with their HOD concerned.

Item No.7

Proposal for implementation of Contributory Provident Fund Scheme for DTU employees.

The Finance Committee was informed that at present no Provident Fund like GPF, CPF, EPS, or NPS is being offered to DTU employees. Therefore, it is imperative that a kind of provident fund is adopted and implemented immediately in DTU.

The Section 38 of the Delhi Technological University Act 2009 (Delhi Act 6, 2009) prescribes that:

*"The University shall constitute for the benefit of its employees such Provident Fund or Pension Fund or provide such insurance scheme as it may deem fit in such manner and subject to such condition as may be prescribed".*

Further clause 27 of the DTU Statute (Second), 2011 and Clause 29 of the DTU Statute (Third), 2011 have the following provision:

#### Clause 27

27.1 The teachers/academic staff of the University will be covered under Contributory Provident Fund-cum-Gratuity Scheme as adopted by the University.

27.2 They will not be entitled to pension but they will be entitled to other retirement benefits, according to Contributory Provident Fund-cum-Gratuity ordinance as adopted by the University.

#### Clause 29

The employees of the University will be covered under the scheme Contributory-cum-Gratuity scheme to be notified in the ordinance. Employees shall not be entitled to pension but they will be entitled to such other benefits as are laid down in the scheme.



Therefore, this proposal for implementation of CPF scheme, notification of relevant Ordinance, Constitution of Trust, institution of a Trust to manage funds and interim arrangement till implementation of the New Pension Scheme for DTU employees as per the provision in our Act and Statue is submitted for consideration of the Finance Committee.

Since the University has submitted a proposal for introducing the New Pension Scheme for the employees of DTU, which is under examination at the level of Finance Department, Govt. of NCT of Delhi, CPF Scheme was not considered earlier by the University for its employees. However, similarly placed sister institutes like NSIT, OSFDC, IP University which are Autonomous GNCTD Institutes have also implemented CPF Scheme for their employees.

Recently, a Committee was constituted by the Finance Department under the Chairmanship of Dy. Controller of Accounts, GNCTD to assess the financial liability on the part of Government upon the introduction of New Pension Scheme in all Autonomous Institutions under this Department. The details sought by the Committee have already been sent to the Dy. Controller of Accounts.

**Contributory Provident Fund-cum-Gratuity Ordinance:** Second and Third Statute envisage adoption of DTU Contributory Provident Fund-cum-Gratuity Scheme in DTU. For implementation of the scheme and management of the funds there is a need to notify an ordinance which should be in consonance of the provisions of Contributory Provident Fund Rules (India) 1962 as notified and amended from time to time by Govt of India.

**Constitution of CPF Trust for financial management of the fund:** A Trust is to be instituted to manage funds of CPF as subscribed by the subscriber and contributed by the Government i.e. the University. The Trust will be responsible for custody, control and management of the funds. The Trust be called **DTU Employees Contributory Provident Fund Trust** and may include Pro-Vice Chancellor/Dean, Registrar, One Senior Professor, Controller of Finance, One Representative of Technical Supporting Staff, Dy. Registrar(F&A)/ Sr. Assistant Registrar (F&A) as members

Finance Committee approved the draft of Trust Deed which has been drafted on the lines of Trust Deed of GGS IP University and further suggested to get it approved from Board of Management/competent authority.

Finance Committee approved the proposal for investment of the Funds in view of the Govt of India, Ministry of Finance, Department of Economic Affairs vide order no. F 5(88)/2008/PR dated 14<sup>th</sup> August

2008 in r/o notified the pattern of investment to be followed by non-Govt. PF/ Superannuation Funds and Gratuity Funds with-effect-from 1<sup>st</sup> April, 2009 and further suggested to get it approved from Board of Management/competent authority.

**Interim arrangement for management of fund till formation of Trust:** Some of the employees have made representation to deduct their amount of subscription along with recovery of the subscription since date of their joining and deposit same in a Bank deposit. At present, no provident fund has been implemented in DTU. This is causing irreparable financial loss of the employees. Even if any PF scheme is adopted by DTU at later stage it will be a great financial burden on an employee to deposit arrears of his/ her share of contribution of 2-3 years at one go at the time of implementation of any scheme.

To mitigate the finance hardship for the University to deposit the matching share, an alternative interim arrangement may be thought of wherein minimum subscription amount may be deducted and parked in a designate bank-deposit. Options may be called from all the employees to mention their amount of subscription towards CPF in case of he/she wishes to subscribe more than stipulated minimum 10%. The amount so deposited in the designated bank-account along with interest accrued upon will be shifted to the main provident fund account whenever the Trust starts working.

**Subscription:-** As per Rule 8 of CPF Rules 1962 (rates of subscription), the amount of subscription shall be fixed by the subscriber himself / herself and shall not be less than 10% of the emoluments and not more than his/her emoluments.

The subscriber has to intimate the fixation of amount of his/her monthly subscription in each year as per Rule 8(3) of CPF Rules 1962. Therefore, there is a need to start deduction of subscriptions from monthly salaries of the employees at the earliest.

**Employer's Contribution** i.e. the DTU in this case has to make contribution to the account of each subscriber equal to the amount of subscription made by the subscriber subject to the maximum of 10% of the subscribers' emoluments as per Rule 11 (Contribution by Government) of CPF Rules 1962. The Finance Committee may consider making govt. contribution to the CPF Fund from the existing Grant-in-Aid received from Government of Delhi. The Government of Delhi may be requested further to release additional Grant to meet its obligation on account of contribution to CPF.

Applicability to employees who have joined and who were subscribing to a Fund in previous service: As per note (4 below Rule 4 of Provident Fund Rules 1962):

*"If, a Government servant admitted to the benefit of the fund was previously a subscriber to any other Government Contributory Provident Fund or non-Contributory Provident Fund, the amount of his/her subscriptions and the Government contributions in the contributory provident fund or the amount of his/her subscriptions in the non-contributory provident fund, as the case may be, together with interest thereon, shall be transferred to his credit in the fund, with the consent of the other Government."*

As per Rules 4 (1) these rules shall apply to every non-pensionable servant of the Govt. belongs to any services under the control of the Govt, who (a) has been admitted before these rules came into force to the benefits of the contributory provident fund.

Therefore, in case of such employees who were subscribing to CPF in their previous employment should be allowed to continue to subscribe to the same fund and deduction, subscription and contribution be continued.

The CPF Scheme is proposed to be adopted till such time the Government finalizes and approve for implementation of New Pension Scheme 2004 to the employees of the all the Autonomous Bodies or approve the proposal submitted separately by the all the Universities for its own employees. The proposal has been sent to the Finance Department for approval of the same by DTU. DTU employees under CPF scheme will switch over to New Pension Scheme as and when it comes into force.

**Decision:** 1. Finance Committee approved the draft for DTU Contributory Provident Fund Scheme Ordinance in line with the Contributory Provident Fund Ordinance of GGSIP University for approval of the Board of Management. It further decided that a separate Bank account be opened and minimum subscription amount be deducted from the salary of such employees w.e.f. Sept'2013 till such time the main provident fund account trust start its working. The arrear of CPF Contribution shall be deducted in easy installments from 01.04.2010 @ 10% of the emolument, as defined in CPF Rules and proportionate employer's share shall be deposited from the following month of their respective date of Appointment. The records for the same shall also be maintained in accounts branch by

allotting temporary CPF account number and employer's share shall also be proportionately deposited by the University from the GIA. The amount accrued with CPF Account shall be kept as Fixed Deposits in a nationalized bank. The options shall be called from all the employees to mention their amount of subscription towards CPF in case he/she wishes to subscribe more than 10% of the emoluments.

2. All the employees shall have the option to switch over to New Pension Scheme as and when it is approved by the Govt. of Delhi.

Item No. 8 : Concession/Waiver of Fees in respect of students with Physical Disabilities according to DU Guidelines.

The Finance Committee was informed that a representation was submitted by a student namely Shri Ranjeet Singh Choudhary having Roll no. 2K9/EC/685 and having Registration no. 2K9/DCE/075 enclosing therewith a copy of circular no. Aca.I/082/2001/PWD/2012-13/355 dated 13<sup>th</sup> September, 2012 of Delhi University which specifies that the Persons with Physical Disabilities shall be waived off all the fees payable including the Examination Fee and other University Fees, except Admission Fee, subscription towards Delhi University Students' Union and Identity Card Fee for pursuing Under Graduate, Post Graduate or other courses in the University or its Colleges. A meeting of Warden Council was held on 10.05.2013 to take a view on the request of the student concerned but could not make a recommendation as no such policy is existing in the University regarding Concession/Waiver of Fees in respect of students with Physical Disabilities.

As per Delhi University Guidelines, the students with physical disabilities pursuing various courses of study in the Faculties, Departments, Centres, and Institutions/Colleges of the University shall be exempted from payment of fees, including examination fee and other University fees, except Admission Fee, subscription towards Delhi University Students' Union and Identity Card fee.

It may be worthwhile to mention that a number of measures have been taken to facilitate persons with disabilities to enable them to pursue a better career

Decision : Finance Committee decided that the matter may be examined with respect to provisions followed in other Government Aided/Government Institutes and Universities viz. Ambedkar University, IP University, NSIT etc .

Item No. 9 :

(i) Construction of multipurpose Halls for preparing it as lecture rooms with capacity to accommodate 100 students in each hall and other amenities required for the usage.

The Finance Committee was informed that the University has planned to construct Semi-permanent structure in the shape of two multipurpose halls. Each hall will be converted into four class rooms with capacity to accommodate 100 students to be readied by next Academic Session 2013-14. In this regard, an estimate of Rs. 2,73,38,900/- has been obtained by CPO from PWD Division and will be incurred on the construction of 2 nos. multipurpose halls, out of which 40% of the amount is demanded by PWD Authorities as advance to begin this deposit work. The PWD has been asked to initiate action of calling tenders in anticipation of sanction in view of the assurance given by DTU authorities for availability of funds as per Minutes of the Meeting dated 19.03.2013.

**Decision:** Finance Committee approved the proposal to construct 2 Semi-permanent multipurpose Halls involving expenditure worth Rs. 2,73,38,900/- and further decided to place the matter in BOM for their approval.

(ii) Construction of 2 x 250 Capacity SPS Class Rooms in DTU for the first year students

The Finance Committee was informed that the University has planned to construct 2 x 250 Capacity Semi-permanent structure class rooms to meet the immediate requirement of class rooms for first year students in DTU. These class rooms shall be suitably located within the DTU Campus and built on the pattern of SPS class rooms built at IIT Delhi. The preliminary estimated cost of these class rooms obtained from PWD office at IIT Delhi pattern is Rs 1.25 Crores. The detailed estimates and the modalities for e-tendering/ outsourcing to PWD are being worked out. It is proposed to meet the expenditure from the UGC grant likely to be received shortly.

**Decision:** Finance Committee approved the proposal to construct 2 x 250 Capacity Semi-permanent structure class rooms involving expenditure worth Rs. 1,25,00,000/- and further decided to place the matter in BOM for their approval.

(iii) Construction of 4 x 100 Capacity SPS Class Rooms in DTU in different Departments

In addition to the above, the Finance Committee is also informed that the University has also obtained estimates for 4x100 students capacity SPS class rooms planned to be built under different departments. The PWD has submitted an estimate of Rs. 2,25,03,300/-. The work will be taken up as a deposit work and therefore there is a requirement of releasing 40% of the total amount as advance to the PWD. It is proposed to meet the expenditure from the UGC grant likely to be received shortly.

**Decision:** Finance Committee approved the proposal to construct 4x100 students capacity SPS class rooms involving expenditure worth Rs. 2,25,03,300/- and further decided to place the matter in BOM for their approval.

Item No.10 ✓:

Purchase of IT Related Hardware and Software Items” in DTU – Exemption from seeking of prior approval from I.T Department, GNCT of Delhi.

The Finance Committee was informed that DTU had purchased Desktop Computers and Peripherals for different branches of administration and labs of the university during the year 2011-12 worth Rs. 2,54,88,203/- through DGS&D Rate Contract with the approval of the Finance Committee and Board of Management of the University considering that the two bodies are competent to accord approval for the procurement of IT related items. Therefore, no approval from IT Department and Finance Department of GNCT of Delhi was obtained.

During the ELFA audit for the year 2011-12, it was observed that the University has incurred a huge expenditure without the approval of IT Department and Finance Department of GNCT of Delhi. The Audit has observed that the expenditure incurred is required to be regularized from the Finance Department through their Administrative Department. The Audit also intimated that the University should take due care that no such expenditure will be incurred in future without the prior approval of I.T. Department and Finance Department.

Subsequently, the Internal Finance/Accounts Functionaries of the University, who are drawn from Accounts Cadre of Delhi Govt., also started insisting for seeking prior approval of Technical Evaluation Committee (TEC) of IT Department, GNCTD for purchase of all IT-related Hardware & Software; relying on an Government Order 18/07/2011 of Finance (Accounts) Department, GNCTD.

During the course of a recent meeting of Hon'ble Chairman, BOM, with HODs & Others, a number of Head of Academic Departments raised the issue of delay in procurement of Software & Hardware items, required for academic & research purposes. After due deliberations, AR(S&P) was asked to personally visit IT Department to get their perspective on the issue.

In the meeting with DS(IT) at Delhi Sect., the AR(S&P) explained that:

Each purchase proposal in Academic Departments, undergoes dual stages of technical evaluation - initially by whole faculty of the Department and later by the concerned Departmental Purchase Committee (DPC). Each DPC is headed by the HOD concerned and consists of senior faculty Members of the rank of Professor, Assoc. Professor and Asst. Prof. with Administrative and Accounts Functionaries as Committee Members.

There is a separate Committee by the name of 'Computer and Computer Peripherals Purchase Committee' to examine all proposals related to purchase of Computers, Computer-Peripherals and General Software. This Committee is headed by HOD(IT) and consists of faculty members drawn from different departments; with sound IT background. A number of DTU Faculty Members are serving as Members on different Technical Committees of IT Department and other Departments under GNCTD; hence, technical expertise of the Committee is beyond any doubt.

Software and Hardware are specifically required for teaching & research purposes; which are not general in nature; but are Proprietary Products of nationally/internationally acclaimed industry giants; and procured either directly from the OEMs/Principals or their Authorized Distributors/Channel Partners in India. These products are extensively used in all premier institutes including IITs, and NITs in India and Technical Universities worldwide as technical tools for preparing & training students with latest industry-oriented technology and for research purposes.

Technical courses being taught in the University are duly approved by UGC/AICTE and Software and Hardware products being procured are course-requirements.

The mandate of TEC of IT Department, GNCTD, which largely consists of Members drawn from various Technical Institutions namely NSIT, DTU, IP etc., to examine justification & pricing of the proposed software and hardware; is already being performed in DTU at two levels - 1<sup>st</sup> at the level of faculty of the Academic Department and later by its

Departmental Purchase Committee; with both bodies stacked with highly technical persons. Each DPC also consists of Administrative & Accounts functionaries as Committee Members to examine the proposals in the light of prescribed financial guidelines and the GFR.

The expenditure on purchase of Hardware and Software products is met from the plan outlay of Grant-in-Aid received from State Govt. and with the prior approval/sanction of the Competent Authorities as envisaged in the Act and Delegation of Financial Powers, as approved by FC & BOM, DTU, from time to time.

Keeping in view all above, it is proposed that the University should take up the matter for giving exemption to DTU from obtaining their recommendation and concurrence of FD for procurement of IT items. Finance Committee being controlling body of DTU in financial matters are required to take a view on the above in reference to Government Order dt:18/07/2011 of Finance (Accounts) Department, GNCTD.

Deputy Secretary (IT) suggested that the University should seek the views of the Finance Committee and BOM, being supreme controlling bodies of DTU, on the subject matter.

Finance Committee is of the view that DTU has enough specialized departments in the area of Computer Science and technology and have adequate plans to handle the requirement of technical specifications and budgetary requirement for computer and peripherals, software and net working IT devices/systems and hence these should be exempted from the IT/Finance Department for the purchase of computers and Lap Tops their peripherals, software for use of education and research, net working LAN/WAN/Wi-Fai equipments and systems, necessary software for cyber/net working, server security etc and Finance Committee took the following decision:

**Decision:** The Finance Committee approved that DTU be exempted from obtaining clearance from Technical Evaluation Committee of IT Department in respect of Computers peripherals and all related IT items.

**Item No. 11 :** SBI i-Collect i.e. Collection of Tuition Fee, Hostel Fee and others from Students.

The Finance Committee was informed that students are presently depositing the various type of fee at cash counters of SBI, DTU Campus. A proposal has recently been received from SBI, DTU Branch for implementation of Modern Techno-based banking facility called State



bank collect banking under which all the students can avail this facility for submission of all types of fees like Tuition Fee, Mess Fee, Hostel Fee and other Fee etc (except 1<sup>st</sup> Year which is to be collected in the form of Demand Draft at the time of Admission) by using internet banking under one roof and one basket.

The payments can be made by the students through the following channels:

1. State Bank ATM cum Debit card
2. SBI Branches (Cash/transfer)
3. Other Banks Debit and credit card
4. NEFT/RTGS/GRPT through branch/Internet banking of other banks
5. Online GRPT through INB/ATM card of our Associate Banks
6. Mobile Banking and Self Service kiosk.

Under this program Institution will be issued a Corporate Internet Banking facility and they themselves can design the page for collection which will be displayed to all the students /Internet banking users. A valid receipt with institution logo will be generated after deposit of fee. A notice/ information from the institution may be displayed to the person making the payments. Customized MIS to the Institute will be provided same day. Credit to the account will be given instantly.

◦ Charges for using SBI-collect facility:

Transaction Amount	Charges for payment using Online SBI	Charges for payment using SBI ATM cum Debit Card	Charge for payment through SBI Branches by Cash/ Cheque
Up to Rs. 1 lac	Rs. 10/-	Rs. 10/-	Rs. 50/-
Above Rs. 1 lac upto Rs. 5 lacs	Rs. 20/-	Rs. 20/-	Rs. 50/-
Above Rs. 5 lacs	Rs. 40/-	Rs. 40/-	Rs. 50/-

Charges for NEFT/RTGS/GRPT would be the same as for online SBI as mentioned above and no charges would be paid by the University for above transactions. However, charges of the remitter's bank would have to be borne separately by the remitter. Charges for using other bank debit cards or credit cards would be the same as for SBI ATM cum Debit Cards as mentioned above plus conveyance charges (1.8 % + Service tax).

In order to discuss the modalities of the implementation of the above scheme, a meeting of Officers of the University and SBI Branch Manager was held on 21.05.2013. The following were present:

1. Prof. H.C. Taneja, Dean Student Welfare,
2. Dr. Ruchika Malhotra, Asst.Prof./PRO
3. Shri Y. Srinivasa Rao, Sr. AR ( F/A),
4. Shri Sita Ram, Accounts Officer,
5. Shri Dewan Chand, Accounts Officer,
6. Shri Sanjeev Sharma, Account Officer,
7. Shri Sri Ram Sah, Branch Manager SBI, DTU.

The Branch Manager, SBI, DCE Branch informed that the present system of depositing the fee in cash counters of the bank will also be available to the students in addition to Internet Banking facility. The bank authority further informed that scheme is already implemented in various Educational Institutions like IIT -Delhi, IIT -Kanpur, IIT -Roorkee, IIM -Trichy, IIM-Madras and University of Delhi (for Hostels).

The above officers are of the view that the proposed banking facility system will benefit the students and reduce heavy rush/ crowd at cash counter and facilitate maximum convenience to them and it will also enable the students to save their valuable time.

Accordingly another meeting was held on 10.07.2013 to finalize the above proposal and following were present:-

- |    |                     |   |                              |
|----|---------------------|---|------------------------------|
| 1. | Dr.Pushpender Singh | - | Officer Incharge, Hostel     |
| 2. | Dr.R.Kaushik        | - | A.R.(Acad.)                  |
| 3. | Sh.Y.Srinivasa Rao  | - | Sr.A.R.(F&A)                 |
| 4. | Sh.Sanjeev Sharma   | - | Accounts Officer (Hostel)    |
| 5. | Sh.Sita Ram         | - | Accounts Officer (DDO)       |
| 6. | Sh.Dewan Chand      | - | Accounts Officer (Acad.)     |
| 7. | Sh.Harish Kharbanda | - | Assistant Accounts Officer   |
| 8. | Sh.Ram Sah          | - | Br. Manager, SBI, DCE Branch |

The Minutes of Meeting dated 10.07.2013 was placed in the meeting of the Finance wherein it was recommended to implement the SBI collect system in DTU from the coming academic year 2013-14 for Collection of Annual Fee from 2<sup>nd</sup> year onwards students (except 1<sup>st</sup> year which is to be collected in the form of Demand Draft at the time of Admission) which includes Tuition Fee, Examination fee, Security Deposit, Development Fee, Enrolment Fee, Student Fee and Hostel Room Rent, Hostel Electricity/Water charges & Mess Establishment & Maintenance account.

However, the Officer-Incharge(Hostel) has intimated that Hostel Mess fee varies from student to student and at present, it is collected on monthly basis. As such, Hostel Security Deposit /Mess Charges cannot be included in the SBI i-collect system of University. Neither Hostel Staff nor Bank is ready to update the data on website every month in r/o mess charges, hence, at present, it will not be feasible to receive the same through SBI i-collect system and, will continue to be handled by Hostel Office as per existing practice.

The complete details of Modern Techno-based banking facility called State bank collect banking will be uploaded on the website of DTU along with the link of SBI Online-Payment and shall also be circulated amongst all HOD's / Notice Boards for proper implementation of the scheme.

In view of the above, we may implement the above scheme of this University.

**Decision:** Finance Committee approved the proposal for implementation of the SBI collect scheme w.e.f. Academic year 2013-14 for 2<sup>nd</sup> year students onwards.

**Item No.12 :** **Sanction of Advances to HODs for making payment to Guest Faculty (other than regular teaching faculty)**

The Finance Committee was informed that the Academic Departments are engaging Guest Faculty on hourly basis from different institutes for taking classes of B.Tech Programmes due to shortage of regular faculty in the University. There is always concern expressed by HODs that Guest Faculty engaged by the Departments are not paid their remuneration in time, as a result some guest faculty from other departments decline to take the classes on hourly basis.

Recently some HODs had met to the Hon'ble Chairman, BOM to discuss the problem regarding payment system existing in the University due to various reasons such as late submission of the bills by the Department concerned to the Administration and thereafter time taken by the Administration for taking the formal sanction and drawing the payment from the Accounts Branch. To ensure timely payment to the Guest Faculty, it has been proposed by the HODs that Guest Faculty should be paid remuneration at the level of HOD who will be responsible to draw the advance sanction and manage the teaching in the Department. The HOD will be provided reasonable amount as an advance for making payment to Guest Faculty engaged in the Department. Amount sanctioned as an advance to the HODs shall be deposited in a separate account opened in the name of HOD of the concerned Department. HODs will be responsible for verification of

claim and correction of the payment to the Guest Faculty. The claim of the Guest Faculty will be forwarded by HOD finally to the Accounts Branch for settlement of the advance within one month of its drawl from the Accounts Department.

After deliberation, the Finance Committee took the following decision:

Decision: No advance should be provided to HOD for the payment to the Guest Faculty. The HOD should submit the bill duly verified and countersigned by them for each Guest Faculty latest by 6<sup>th</sup> Day of following month and payment should be made to the Guest Faculty by the Accounts Branch before 15<sup>th</sup> Day of the each month.

#### Supplementary Agenda 1

#### Norms for Providing Financial Assistance to Innovative Teams of DTU

The Finance Committee was informed that the students of Delhi Technological University (Formerly Delhi College of Engineering) have been participating in International competitions on design and development of innovative surface/ground/air/ underwater/autonomous vehicles and products since last many years. These teams have been financially supported for meeting air travel/cargo expenses in the past. These teams have brought recognition and laurels for the university and this exercise has distinguished DTU among other prestigious institutions in India and abroad.

In the recent past, number of such innovation teams has been increased and a large number of requests are received for financial support for developing the prototype and meeting air travel and cargo charges by the innovative teams of DTU. Therefore, a need was felt to frame guidelines for conceiving the project proposal and providing financial support to meet the development of the prototype and the air travel and cargo charges by the student.

A Committee was established to streamline the funding and university support and to make guidelines, norms

1. Prof. R.K. Sinha, Chairman
2. Prof. S.Maji, Member
3. Prof. Vishal Verma, Member
4. AR-IRD- Convener

The Committee has made following recommendations:

**Categorization of DTU student Innovation Teams:**

- (i) **Established Innovation Team (EIT-DTU):** An innovation team which has been participating in international competitions since last three years have approved lab, faculty advisor(s), and account in the bank with evidence of receiving sponsorship etc. For example; DTU-UAV/UAS, DTU-AUV, Super mileage, Hybrid car, Formula Car, Solar Car, Mini Baja etc will be categorized as EIT of DTU. The category shall also include teams undertaking challenges issued by professional societies like IEEE, SAE, AUVSI etc. Advertised globally on regular basis(annually/bi-annually). For such team Dean (IRD) office will maintain a record with duly filled forms describing the details of the innovation team updated yearly with recommendation of assigned faculty advisor and details of developments. The faculty advisor will be appointed each year by Vice-Chancellor/Pro-Vice-Chancellor on recommendation of Dean IRD.
- (ii) **Developing Innovation Team (DIT-DTU):** An innovation team which has taken shape in last two years in any area of science, technology and management in the form of a Product and are trying to establish them as Lab/Research & Development centre with approved faculty advisors by Dean (IRD), evidence for sponsorship etc.
- (iii) **New Innovation Team (NIT-DTU):** An innovation team which is new and is trying to develop a product first time in DTU involving group of students with approved faculty advisor(s) of relevant areas.

**Constitution of DTU innovation team for particular challenge:**

- (i) The faculty advisor of EIT will issue an advertisement for constitution of new team on the notice board and website of DTU, and select the team and team leader through interview/written test. Team should normally be comprised of students from I year, II year, III year and/or IV year. PG and PhD students if permitted by the organizer of the competition may also be allowed.
- (ii) For DIT and NIT students teams, entries may directly submit the application to AR(IRD) with proposed faculty advisor. The AR(IRD) will convene the meeting of all faculty advisers under chairmanship of Dean IRD, and two/three subject experts(to be decided by Dean IRD) 15 days before the closing date of completion, and evaluate the proposals of different teams for that particular competition through their presentation and viva-voce. The selected team will in turn submit the proposal which will be evaluated by the following committee, under the name

*"Committee for financial support to Innovation Team". The member of the committee will be:*

- (i) Dean, IRD (DTU), Chairman
- (ii) HOD of participating departments
- (iii) Faculty Advisors
- (iv) Two Experts at the level of professor or senior associate professor in the relevant field approved by VC/PVC, DTU in consultation with Dean (IRD). At least one expert should be from different department.
- (v) AR (IRD)-Convenor

*Submission of proposal and its evaluation:*

- (i) Each team shall fill the details of the selected team members, details of the codal formalities done for selection of team, expertise of each student team member, allocation of work to be done by each member, brief justification of their representation, departmental/inter-departmental status, names of willing faculty advisor in the area of prime expertise needed for carrying out the project, and certificate from team members for selection of team leader.
- (ii) Each team submit a copy of challenge issued from the organizers to be executed, rules and regulation of the competitions, list of participants in the past year(if applicable), representation from the country, participation history of the DTU in the competition.
- (iii) Each team should also submit a brief write up detailing the design methodology with diagrammatic representation of the proposed prototype, its unique merits and capabilities, innovation involved, patentability of the product outcome, possibility of its defence services/industry adaptation. The claim should also be supported through a patent search (National/International).
- (iv) Each team will also outline the testing procedures to be followed for the developed prototype with appropriate references of the standards, patents and research papers.
- (v) Each team should also propose a clear-cut blue print of the product/prototype to be developed. The details must include considered design parameters, approximate weight and the sizing of prototype, requisite Consumable and Non- Consumable components/parts and their quantities, materials required fabrication of the structure, details of fabrications to be done outside DTU ie, in industry/reputed R&D centres/ collaborating institutions(if any), special component/equipment to be imported, professional consultancy/testing fees, renting of state of art equipments, approximate travelling, and shipping/ cargo requirements

for transportation of the developed prototype. These details must be supported through brief justifications, budgetary quotations for cost estimation with clear demarcations under each category including contingencies and consumables.

(vi) Each team must produce a letter of support from Industry/Govt. for partial sponsorship, if the total cost (including travelling of Team members and shipping/cargo charges) of the proposal exceeds Rs. 10 Lakhs. The University support for prototype development will vary, depending on the total cost (as aforesaid) of the project. The support will be as follows:

Total Cost of the Project	DTU support on Prototype Development	
	if solely developed at DTU	if partially developed outside DTU
Up to 10 lakhs	100%	70%
Up to 25 lakhs	70%	50%
Above 25 Lakhs	50%	30%

(vii) No university support will be given to the teams who are getting their prototype fully fabricated and developed outside, even if the design is done by the team members.

(viii) The **Committee for financial support to Innovation Team** will evaluate the proposal irrespective of category of the team, on the basis of merits and innovative potential, and, recommends the Dean IRD with justification and overall cost involved in executing the project. In case the budget is above 25 Lakhs one expert of relevant area may be opted from IITs/NITs or institutes of national importance. Adequate honorarium should then be provided to the outside expert for attending the meeting besides TA/DA.

(ix) The **Committee for financial support to Innovation Team** will recommend the exact amount for approval by VC/PVC to be distributed to the team under scrutiny/evaluation.

#### Foreign travel

(i) Committee recommends support of upto 50% of air travel and 50% of shipping/cargo charges with following conditions for the innovation team under all categories.

(ii) Team size visiting abroad should be maximum of six students, however in normal circumstances a team of four students should be supported for air travel grant.

- (iii) Students' team should be comprised of only registered students of DTU on the date of competitions.
- (iv) Air travel support should be maximum of Rs. 4.00 Lakh for each team in a given year including visa charges, airport transport etc.
- (v) Cargo charges support should be maximum of Rs. 2.00 Lakh for each team in a given year subject to retrieval of the developed prototype/vehicle/product in the assigned lab of DTU.
- (vi) The services of empanelled operators for cargo and shipping by Govt. of India/Govt. of Delhi be only taken for shipping/ transportation of prototype developed by DTU innovative teams.
- (vii) Team irrespective of the category is required to demonstrate the working prototype and pass the suitable endurance tests as per challenges prescribed by the organizers of the competitions and the same required to be certified by the faculty advisor and experts before putting up the proposal to Dean (IRD).
- (viii) All other financial and administrative regulations laid down by DTU administration and/account section should be applicable to each student team.
- (ix) In normal cases the teams should fly by Air India upto the nearest place on routes Air India flies, as per GOI/GNCTD norms. However, if a direct flight with other International/National Airlines is available to the destination, and is cheaper than the total cost of the travel taken into account the partial route covered by Air India, upon production relevant documents necessarily including the following two documents, Vice Chancellor/Pro Vice Chancellor may approve the travel with International Airline. The conversion charges of International currency versus Indian Rupee will be considered on the date of proposal for such comparison. The support from the University shall be computed on the lowest of the two, i.e. amount considered for comparison if travel through International Airline is made and the actual, spent for purchase of tickets.
  - 1. Fare comparison of direct flight to destination by International/National Airlines (other than Air India) with that of the route partially covered by Air India.
  - 2. Certificate from Ministry of Aviation, GOI, that Air India does not fly directly to the destination.



- (x) Student team members may be reimbursed 50% of local travel by City Bus/Metro from place of stay to the venue of the competitions on production of tickets.
- (xi) Student team members will not be reimbursed/paid any expenditure on food bill, accommodations, currency conversion charges and any communication or data charges.
- (xii) Each Student Innovation Team, considered for University support will be provided with 100% reimbursement on payment of registration fee, upon production of relevant proof of transaction money in favour of organizer/ receipt of registration fee.
- (xiii) Each student team member will be reimbursed 50% of expenditure on Medical/Accident Insurance for foreign travel on production of relevant documents after settlement of advances. Theft, damages or penalty imposed for misconduct or rule violation etc should be on account of student, the University will not bear any financial burden. However, under force majeure the University reserves the right to help the student team members on situation basis.
- (xiv) The University will make payment in Indian Rupees after approval of the competent authority. Student team members are advised to keep record of the currency conversion rates as on the day of corresponding expenditure and the same may be referred at the time of settlement of account/ reimbursement

#### **Modus Operandi for expenditure and maintenance of accounts**

- (i) Committee also recommends opening of bank account for each innovation teams of DTU and recommends that all transactions should be done through their account individually. The account should be jointly operated by account officer and student team leader.
- (ii) Every item to be purchased by the team should have recommendation of faculty advisor. The purchase should be done as per GFR prescribed by Govt. of India, except for procurement of items from abroad, where purchase may be done through credit card directly from manufacturer upon acquiring online quotations.
- (iii) The advances in normal case should be settled after fifteen days of return from competition. The faculty advisor should render all support in settling the advances. The no-dues should in no case be given to team, if they do not settle the advance in time. The settlement of advance should precede with auditing of account by chartered accountant and the report should be attached along with bills.

### Dress of the participating DTU Team

- (i) Each team may procure a dress for its members representing the University in the competitions. The limit for reimbursement for dress of each member should be within 500/-, no matter what is the actual cost of the dress. Committee feels that the remaining part may be complemented from support from sponsoring industry/Govt.

The recommendation of the committee was further examined at the level of the administration and it was found that some of the recommendations made by them may create difficulty for the students in completing the project and taking part in competitions, accordingly the amendment in the following provisions was made in the guidelines recommended by the Committee:

**Recommendation No. 3(vii) :** No University support will be given to the teams who are getting their prototype fully fabricated and developed outside, even if the design is done by the team members.

**Proposed Suggestion:** 3(vii) The financial support will be provided to the teams for fabrication and development of prototype/product in the outside if the required facilities are not available in the University

**Recommendation No. 4 (i):** The Committee recommends financial support financial of upto 50% of air travel and 50% of shipping/cargo charges for the innovation teams.

**Proposed Suggestion :** The financial support of upto 50% of air travel and 60% of shipping/cargo charges may be provided to the innovation teams.

**Recommendation No. 4(v) :** Cargo charges support should be maximum of Rs. 2.00 lakh for each team in a given year subject to retrieval of the developed prototype/product in the assigned lab of DTU.

**Decision :** The Finance Committee accepted the recommendation of the Committee with modification as above in the norms for providing financial assistance to innovative teams of DTU.

## Supplementary Agenda 2

Renovation and remodeling of toilet blocks at various boys hostels at DTU Campus at a estimated cost (by PWD) Rs. 2,14,21,200

The Finance Committee was informed that the condition of the toilet blocks in various boys hostel of the University has become extremely unhygienic due to seepage and the same require special repairs urgently. PWD was requested to assess the repair cost and as per the estimates submitted by them, the total cost of repair is Rs 2,14,21,200/-. It is proposed to carry out this work as deposit work and accordingly 40 % of this amount needs to be paid to PWD to carry out planning and tendering. Further, due to funds crunch, a case was taken up to initially go for renovation of 12 toilets (one stack of 4 toilets in three hostels) alone at a cost of Rs 45,90,263/-. The same was approved by the competent authority and 30 % of this amount i.e Rs 13,77,000/- has already been released to PWD for tendering action. However, the balance toilets also need to be repaired and hence the same was approved by the BWC meeting held on 17 Apr 13 (copy of minutes enclosed).

**Decision :** The Finance Committee approved the above proposal.

## Supplementary Agenda 3

Submission of EFC Memo for Rs. 2,56,08,02,299/- to the Govt. of NCT of Delhi, for Phase-II Construction

The Finance Committee was informed that in view of the increased number of students, faculty, staff, development of advance labs and R&D facilities etc, the University has planned to construct two academic block of G+9, two boys hostel 528 beds, two girls hostel with capacity of 627 beds, Annapurna boys of capacity 752 seats and Annapurna for Girls of capacity 432. The total estimated cost is Rs. 256,08,02,299/-. The EFC Memo has been submitted to the Govt. of NCT of Delhi with the concurrence of BWC members. The same has also been approved in the BWC meeting held on 19 July 2013.

**Decision :** The Finance Committee accepted the recommendation of BWC as per their approved Minutes of the Meeting.

## Supplementary Agenda 4

Capital Works (Civil and Electrical) for Rs.14,82,31,312/- for execution in DTU in 2013-14

The Finance Committee was informed that as per the Pattern of Assistance conveyed by the DTTE vide their letter no. S/Accounts/GIA/DTU/740-747 dated 21.04.2011, all capital works will be prepared by the Institute with the help of University Engineers/PWD. The estimates so prepared will be placed before the Building & Works Committee of the University and to be approved by BOM and estimates exceeding Rs. 5.00 Crore for execution of the same will be sent to

Finance Department of GNCTD through DTTE in the shape of EFC Memo of the University for approval of the GNCT of Delhi. Accordingly, the proposals relating to the capital works were placed before Building Works Committee in its meeting held on 19 Jul 2013, the BWC approved the Capital works with the advice that all capital works below Rs. 25 lacs need not be submitted to the BWC and the same be got approved by the Hon'ble Vice Chancellor.

- (a) New Works (Civil) - Costing Rs 8,28,00,000/--
- (b) Addition/Alteration/Renovation works (Civil) - Costing Rs 4,15,85,581/-
- (c) New Works (Electrical) - Costing Rs 1,34,50,000/-
- (d) Addition/Alteration/Renovation Works (Electrical) - Costing Rs 1,03,95,731/-

The total value of Capital Works (Civil) approved by BWC is Rs 12,43,85,581/-, Capital Works (Electrical) is Rs 2,38,45,731/- and the Grand Total (Civil + Electrical) is Rs 14,82,31,312/-

Decision : The Finance Committee accepted the recommendation of Building and Works Committee that all capital works below Rs.25 Lacs need not be submitted to the Committee and approved the expenditure on the proposed capital works.

(Y. SRINIVASA RAO)  
SR. ASSISTANT REGISTRAR (F/A)

To

1. PA to VC for kind information of the Hon'ble Vice Chancellor, DTU
2. PA to Pro-VC for kind information of the Pro-Vice Chancellor, DTU
3. Shri Shakti Sinha, Principal Secretary (Finance), Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi - 110 002
4. Shri Rajendra Kumar, Secretary, DTTE, Govt. of NCT of Delhi, Pitam Pura, Delhi-110088
5. Shri J.V. Ramamurthy, President & Chief Operating Officer, HCL Infosystems, E-4,5,6, Sector-11, Noida - 201301 (UP)
6. Prof. A.K. Gupta, Registrar, DTU
7. Dr. K. Singh, Joint Registrar (Admn), DTU

(Y. SRINIVASA RAO)  
SR. ASSISTANT REGISTRAR (F/A)