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**RAJIV GANDHI UNIVERSITY
RONO HILLS, ITANAGAR**

**MINUTES OF THE 38TH FINANCE COMMITTEE MEETING
HELD ON 21ST JULY, 2005**

The 38th meeting of the Finance Committee was held on July 21, 2005 at 1030 hrs, in the office chamber of the Vice-Chancellor. The following members attended the meeting.

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| 1. | Prof. Atul Sarma, Vice-Chancellor | : | (in chair) |
| 2. | Prof. T. Mibang, PVC | : | Member |
| 3. | Shri C.S. Jeinow, Dy. Secretary
(Fin.), Govt. of A.P | : | Rep. Secy. Finance |
| 4. | Mrs. J. Choden, Dy. Secretary
(Edn.), Govt. of A.P | : | Rep. Secy. Education |
| 5. | Dr. Tai Nyori, F.O& Registrar | : | Member Secretary |

FC: 38:1. To confirm the Minutes of the 37th Meeting of the Finance Committee held on March 25, 2005.

The Committee noted that the Minutes of the Meeting were circulated amongst the members of the Committee and no comments have been received so far.

Hence the minutes were confirmed by the F.C.

FC: 38:2. To accept the Action Taken Report (ATR) on the 37th Meeting of the Finance Committee held on March 24, 2005.

While Accepting the ATR, the Committee suggested that the ATR against the item No.FC"37:11 "To approve procurement of motorcycle for the use of Security Officer" should reflect the conditions kept by the E.C. for the procurement of motorcycle for the Security Officer.

FC: 38:3. To consider procurement of some instruments for routine laboratory practical of P.G. Students and a special research grant for consumables for Zoology Department.

The F.C. has gone through the proposal submitted by the HOD Zoology to the tune of Rs. 16,42,000/- for procurement of equipments for routine laboratory practical of post graduate students and an amount of Rs.2,50,000/- for special research grant for consumables (Chemicals & Glassware).

The F.C, considering the financial constraints of the University, allocated an amount of Rs. 4 lacs for procurement of equipment for routine laboratory practical of post graduate students and Rs. 1 lakh as a special one time research grant for consumables (Chemicals & Glassware).

F.C. recommended to E.C. for approval.



FC: 38:4. To consider the estimates in connection with maintenance of civil works of Rajiv Gandhi University buildings for the year 2005-06.

The Engineering wing of this University has prepared the following estimates for various Civil maintenance works for the financial year 2005-06.

Sl. No.	Name of works	Cost of Materials (Rs. In lakhs)	Cost of labour (Rs. In lakhs)	Head of A/c (Rs. In lakhs)
1.	A/R & M/O Residential Building	9.90	4.71	01-11-03
2.	A/R & M/O Non-Residential Buildings	8.00	3.30	01-11-04
3.	A/R & M/O Non-Residential Buildings (Hostel)	3.91	1.37	01-11-06
4.	A/R & M/O External & Internal Water Supply	3.30	2.21	01-11-05
Total		25.11	11.59	

The F.C. after examining and deliberating on the proposal accepted for Rs. 7.5 lakhs against work at Sl. No. 1, Rs. 8 lakhs against the works at Sl. Nos. 2 & 3 and Rs. 3.30 lakhs for the works at Sl. No. 4. The meeting also accepted the total labour cost as Rs. 11.59. The F.C. suggested to carry out the roof painting of all the quarters in the campus from the allocated amounts.

The Committee recommended to E.C for approval.

FC: 38:5. To consider the estimates in connection with Annual maintenance of Electrical works at Rajiv Gandhi University for the year 2005-06.

The Engineering wing of this University has prepared the following estimates for various Electrical maintenance works for the financial year 2005-06.

Sl. No.	Name of works	Cost of Materials (Rs. In lakhs)	Cost of labour (Rs. In lakhs)	Head of A/c (Rs. In lakhs)
1.	M.O.E.I. External Service (Street Light)	2.17	1.75	01-11-09
2.	M.O.E.I. Fans in residential & Non-residential buildings	6.16	1.80	01-11-10
3.	R.M.O. D/G Set	5.10	2.50	01-11-11
Total		13.43	6.05	

The F.C. after examining and deliberating on the proposal accepted for Rs. 10 lakhs only for all the three electrical works and also accepted for Rs. 6.05 lakhs as the cost of labour.

The Committee recommended to E.C. for approval.

FC: 38:6. To consider the estimates in connection with various construction works against UGC allocation of Rs. 3.00 Crores for campus Development.

The Committee noted that UGC has allocated an amount of Rs. 3.00 crores for campus development. The Engineering wing of this University has prepared the following estimates for various construction works out of UGC's allocation.

Sl. No.	Name of Works	Estimated Amount (Rupees in lakhs)
1.	Construction of Student's Day Home including Yoga Centre, Gymnasium, Union Office and Toilet for men Rajiv Gandhi University Rono Hills.	Rs.21.05
2.	Augmentation of water supply for Rajiv Gandhi University Rono Hills	Rs.81.25
3.	Construction of Welcome Gate for Rajiv Gandhi university, Rono Hills.	Rs 01.45
4.	Construction of Guest House for Rajiv Gandhi University Rono Hills (First floor) including boundary wall and gate)	Rs 52.00
5.	Construction of multi purpose shopping complex for Rajiv Gandhi university Rono Hills.	Rs 16.10
6.	Construction of park including electrification, foot path etc. in front of Administrative Block of Rajiv Gandhi University, Rono Hills.	Rs 02.57
7.	Construction of Boundary wall around the administrative Building of Rajiv Gandhi University, Rono Hills.	Rs 11.58
8.	Construction of 34 seated Boy's Hostel (First Floor) including kitchen, dining hall and common room for Rajiv Gandhi University, Rono Hills.	Rs 67.00
9.	Construction of 30(Thirty) seated women's Hostel (Ground floor) for Rajiv Gandhi University, Rono Hills.	Rs 47.00
	Total	Rs. 300.00

The Finance Committee, after examining the proposal accepted and recommend to the E.C. for approval.

FC: 38:7. To enhance the rate of sitting allowance to external members of statutory bodies, etc.

The Committee noted that the present rate of out of pocket expenses/honorarium for the external members of Statutory Bodies Board of Studies, Guest Speakers, Construction Committee members, Selection Committee members etc. was enhanced way back in March' 1999 from Rs.150/- to 300/- by the Executive Council in its 28th meeting held on 12th March 1999. Now it is felt that the present rate of Rs. 300/- is too less.

The F.C examined the proposal of enhancing the out of pocket expenses from Rs.300/- to Rs.600/- to the external members of Statutory Bodies, Board of Studies, Guest Speakers, Construction Committee members, Selection Committee members etc. Further, it also noted that there is no provision kept in the administration to pay honorarium etc. to the dignitaries invited for consultancy etc.

The Finance Committee accepted the proposal of enhancement of sitting allowance to Rs. 600/-. However, it was recommended that no sitting allowance should be given to the internal members of the Ph.D. Viva Examination Committee.

Recommended to E.C. for consideration.

FC: 38:8. To enhance the rates of the food items in the university guest house.

The F.C. noted that the Executive Council in its 19th meeting held on 16.02.1996 vide item No. 7 had fixed the rates for official lunch, dinner, etc. in the University Guest House as follows:

Sl. No.	Item	Amount per plate
1.	Meal with meat	Rs. 60.00
2.	Meal with fish	Rs. 50.00
3.	Vegetarian meal	Rs. 35.00
4.	Breakfast	Rs. 15.00

It was further noted that due to hike in prices in various commodities, it has become difficult to serve the food items in the above said rates. Further, when there is official lunch/dinner involving dignitaries one or two sweet dishes are to be added.

The F.C. also noted that the Executive Council had also decided to charge 20% of the cost of the food items as establishment charge from the Cook for using University utensils, gas, crockeries etc. vide item No. EC: 36:18(1) dated 17.03.2000. It is felt that the percentage fixed is quite high and hence it is proposed to reduce it to 10% if the revised rates proposed are not approved.

Considering the above, the office has proposed to enhance the rate of food items as follows:

Sl. No.	Item	Amount per plate
1.	Meal with meat	Rs. 75.00
2.	Meal with fish	Rs. 60.00
3.	Vegetarian meal	Rs. 45.00
4.	Breakfast	Rs. 20.00
5.	Milk Tea	Rs. 5.00
6.	Red Tea	Rs. 3.00

The F.C, after thorough deliberation on the enhancement of rates, accepted as follows.

Sl. No.	Item	Amount per plate
1.	Meal with meat	Rs. 65.00
2.	Meal with fish	Rs. 55.00
3.	Vegetarian meal	Rs. 40.00
4.	Breakfast	Rs. 15.00
5.	Milk Tea	Rs. 5.00
6.	Red Tea	Rs. 3.00

It was further decided that there will be no establishment charges. The F.C. refixed the room rent of the Guest House as Rs. 40/- for University Guests and Rs. 80/- for all other guests.

F.C. recommended to E.C. for approval.

FC: 38:9. Granting of study leave to non-teaching employees.

The F.C. noted that Shri Pitam Jomoh, Laboratory Assistant attached to the Department of Zoology has applied for two years of study leave with full salary to take admission in M.Sc. course on regular basis under this University during the academic session 2005-2006. As per office record Shri Jomoh had joined this University on 15.11.99 and has successfully completed more than 5 years of regular service in the cadre.

The Committee deliberated on it that some of the employees of this University have completed M.A. in various disciplines as private candidates. As such no non-teaching staff can be given study leave to pursue M.A/M.Sc. except specialized course related to his/her job.

