

**MINUTES**  
*of the*  
**THIRTY FIFTH**  
**FINANCE COMMITTEE**  
**MEETING**  
*held on*  
**AUGUST 4, 2004**



**ARUNACHAL UNIVERSITY**  
Rono Hills : Itanagar – 791 111

## MINUTES OF THE 35<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE.

The 35<sup>th</sup> meeting of the Finance Committee was held on 4<sup>TH</sup> August 2004 at 2.30 p.m. in the office chamber of the Vice-Chancellor. The following members attended the meeting.

- |   |   |                  |
|---|---|------------------|
| 1. Prof. Atul Sarma, Vice-Chancellor  | : | Chairman         |
| 2. Prof. Tamo Mibang, Pro Vice-chancellor   | : | Member           |
| 3. Prof. R.S. Yadava, Dean, FES   | : | Member           |
| 4. Shri C.S. Jeinow, Dy. Secy. (Finance)<br>(Represented Secy. (Fin. Govt. of A.P)) | : | Member           |
| 5. Mrs. Uma Dutta, Principal, DNGC  | : | Member           |
| 6. Dr. Tai Nyori, F.O & Registrar   | : | Member Secretary |

At the outset, the Chairman welcomed all the members and items were taken up for discussion.

**FC: 35:1:** To confirm the Minutes of the 34<sup>th</sup> Meeting of the Finance Committee held on 18<sup>th</sup> December 2003.

The Committee noted that the minutes of the 34<sup>th</sup> meeting of the Finance Committee were circulated amongst the members and no comments have been received so far.

As such, the committee confirmed the minutes of the 34<sup>th</sup> F.C. meeting.

**FC: 35:2:** To accept Action Taken Report (ATR) on the 34<sup>th</sup> meeting of the Finance Committee held on 18<sup>th</sup> December 2003.

While going through the item No. 5 (*FC:34:5: To accept Annual Account of Arunachal University for the financial year 2002-2003*) of ATR of the 34<sup>th</sup> meeting of the F.C, the Chairman pointed out that

the name of new Chartered Accountants' firm should have also be reflected.

*The Committee accepted the ATR.*

**FC: 35:3:** To approve continuation of the post of contingency paid staff for the year 2004-2005.

The Committee noted that the University has been maintaining 45(Forty five) numbers of contingency paid staff of various categories as mentioned below for the year 2004-2005 with an expenditure of Rs. 7,13,712/-.

Sl. No.	Categories of Post	Nos. of Post	Scale	Period	Total
1.	Skilled	12	1499	12 months	2,15,856
2.	Semi-skilled	10	1398	12 months	1,67,760
3.	Un-skilled	23	1196	12 months	3,30,096
				<b>Total Rs.</b>	<b>7,13,712</b>

Considering the necessity of continuing the above contingency posts in the University, the Finance Committee considered the posts and its expenditure for the year 2004-2005.

*The F.C. recommended the same to EC for approval.*

**FC: 35:4:** Transfer of Student Union Fund from the Arunachal University A/c to AUSU A/c.

The Committee examined the request of the Executive members of the AUSU to transfer the Student Union fees collected by the University to the AUSU A/c jointly maintained by President and Secretary AUSU.

Since inception, the University has been collecting the Union fees at the time of admission and its account is being maintained by the University and also audited by the Statutory Auditors from time to time.

It was also noted that in the existing system, the students have no direct access to the Union fees, but it is utilized for student union activities. The money is released through student advisor/Assistant Director of Physical Education who in turn is responsible for submission of final account for adjustment.

*The committee, after thorough discussion on the proposal, decided in principle to transfer the Students Union fees from Arunachal University account to AUSU Account under the following conditions:-*

- (1) The Executive Body of the AUSU should prepare and sign the budgetary allocation in the very beginning of the academic session, within the limit of the collected Union fee, for a period of one year and submit to the University.*
- (2) As per requirement, the Union can approach the authority for drawing the money from the relevant heads of budgetary allocation. The official formalities will be cleared within a period of two days.*
- (3) For every subsequent withdrawal, utilization certificate of earlier withdrawal is mandatory.*

*It was also decided to collect analogies from neighbouring Universities on the issue of operation and utilization of students Union fund.*

*The Committee further recommended the matter to E.C. for consideration and approval*

**FC: 35:5:** To approve Imprest Money of Rs. 3000 for the vehicle branch.

The Committee noted that the University has 11(Eleven) Nos. of vehicles, 4(four) big buses, 1(one) mini bus, 1(one) mini truck and five light vehicles. Almost all the vehicles are more than six years old except one big bus and two light vehicles. As such, running and maintenance of the ageing vehicles have increased very high.

*To keep the vehicles in a running condition, the F.C. approved for creating a separate imprest amounting to Rs. 3000/- (Rupees*

*three thousand) only under the Asstt. Registrar (Admn.) for minor repairing of the AU vehicles.*

*The Committee recommended the matter to E.C. for consideration.*

FC: 35:6: To appoint a 'Standing Counsel' for the University.

It was noted by the F.C. that almost all the Universities in India have got their own legal advisors to oversee the legal matters. In Arunachal University, no such person has been engaged so far to obtain legal advice.

*The Committee, after thorough discussion, considered the appointment of a 'Standing Counsel' in the University with a fixed nominal fee of Rs. 10,000/- (Rupees ten thousand) only per annum to be paid at the end of every financial year and recommended to E.C. for approval.*

FC: 35:7: To ratify the action taken by the University authority on the enhancement of OTA for 100 hrs against 48hrs for Examination Branch.

The committee noted the heavy workload of the Examination Staff during the preparation of results of the Under Graduate and Post Graduate courses. The Examination Committee in its 14<sup>th</sup> Meeting held on 11.09.2003 recommended for enhancement of O.T.A. ceiling from 48 hrs to 100 hrs per month for the Examination Staff. Accordingly the University has approved the proposal for two-peak period i.e. from November to January and from May to July (total six months) subject to ratification by the FC/EC.

*The meeting suggested the CoE ensures the employees under no circumstances receive both over-time and other remuneration for examination related works.*

*The Committee, after going through the proposal, approved the for giving over-time for 100 hours for two peak periods of three months duration each to the employees of the examination branch to improve functional efficiency. This recommendation was done on the ground that the 100 hours per month in six months (the actual hours covering two semester examination related works) is less than the maximum ceiling of 52 hours per month in a year and this is within the annual limit as per the central government rule.*

*F.C. recommended the matter to E.C. for approval.*

**FC: 35:8:** To approve the revised estimate for Augmentation of existing water supply (UGC Special Grant & Development Fund).

The F.C. noted that UGC has allocated an amount of Rs. 25 lakhs for augmentation of existing water supply. The Chairman apprised the members about the whole project.

Since the length of the pipeline and specification has completely changed an additional amount of Rs. 8.42 lakhs would be required for the completion of the scheme. Thus the total estimate comes to Rs.33.42 lakhs. The additional amount of Rs. 8.43 lakh is to be met from the development fund of the University.

*The FC considered the revised estimate for Rs. 33.42 lakhs and recommend to EC for approval.*

