

Resolutions of the 1st Meeting of the Finance Committee of Indian Institute of Information Technology, Kalyani held on 23rd September, 2021 at 3.00 pm through Video Conference

The following members were present:

1. Shri Manoj Kohli - Chairman
Country Head, SoftBank India, SoftBank Group International
2. Shri Anil Kumar - Member
Director (Finance), Dept. of Higher Education, MoE, Govt. of India
3. Shri Arun Prakash Sarkar - Member
General Manager, WEBEL
4. Prof. Santanu Chattopadhyay - Member
Director, IIT Kalyani
5. Dr. Muruganantham Ponnusamy - Secretary
Deputy Registrar, IIT Kalyani

Chairman welcomed the members present in the meeting. He mentioned about the importance of the meeting, particularly in the background that the Finance Committee meetings have not taken place over a long time with the last Finance Monitoring Committee meeting taking place in 2015. He noted the non-availability of the State Government nominee till date and wanted the issue to be followed up with the State Government.

Point wise discussion on the agenda items started and the following decision was taken.

Item No. 1: Confirmation of Minutes of the 1st Finance Monitoring Committee Meeting held on 10th December, 2015.

As no comments were received on the circulated minutes of the 1st Finance Monitoring Committee meeting, the minutes were confirmed.

Item No. 2: Action Taken Report on the resolution of the 1st Finance Monitoring Committee meeting held on 10th December, 2015.

Director appraised the Committee about the action taken on the resolutions adopted in the last Finance Monitoring Committee meeting. Actions were discussed and ratified.

- Project implementation agency of permanent campus entrusted with CPWD.
- AG audited accounts report for 2016-17 submitted to the Ministry.
- Shifting of temporary campus to WEBEL IT Park.
- Salary enhancements of two contractual staffs.

Item No. 3: Director's Reporting.

Director gave an overview of the financial practices being followed at IIT Kalyani and started on the agenda items followed.

Item No. 4: Status Report on Construction of New Campus of the Institute.

Director informed the Committee that as on 01.09.2021, the physical progress of construction is 40% and expenditure Rs. 27.67 Crore (out of the sanction of Rs. 144 crore). The targeted date of completion is 30.06.2022. Director also informed that IIT Kalyani is attending regularly the weekly review meetings taking place between the CPWD, the contractor and the institute; and emphasizing on the early completion of the campus work. The Committee observed that the progress is very slow and needs to be expedited a lot to meet the targeted date (which was originally 22.02.2021). Committee urged the Director to identify the key activities with their deadlines and monitor the activities so that the revised target date could be achieved without fail. Non-availability of land document and pending funds from the public and private partners were identified as two major bottlenecks in the completion process.

Item No. 5: Settlement of Outstanding IRs/Paras of Indian Audit & Accounts Department, Kolkata till FY 2017-18 (Includes 2015-16, 2016-17, 2017-18).

Director presented the outstanding IRs/Paras along with background information and associated actions planned by the Institute on the objections raised by the CAG. Committee members deliberated on the same and the actions recommended to the BoG has been put as a separate Table Agenda item (Item No. 23), with the permission of the Chairman.

- a) **Excess Payment of Guest Faculty Remuneration:** Committee observes that the applied rate of Rs. 2500 per hour is quite reasonable.
- b) **Blockade of Fund Amounting to Rs. 22.77 Lakh:** Director informed the Committee that the issue will get settled once the renovation of Room No. 205 is completed. Committee urged the Institute to follow it up.
- c) **Wasteful Expenditure of Rs. 6.25 Lakh Due to Idling of DG Set:** Committee urged the Institute to explore the possibility of its utilization at the earliest or a probable buy back.
- d) **Irregular Pay Fixation of Assistant Registrar:** Director informed the Committee that though the State Steering Committee approved the pay, it has never been ratified by the Board.
- e) **Irregular Payment of 2nd Instalment Advance to WEBEL:** Director informed the Committee that the issue will get settled once the renovation of Room No. 205 is completed. Committee urged the Institute to follow it up.
- f) **Improper Maintenance of Service Book:** Director informed the committee that the Institute has initiated maintenance of service books.

Item No. 6: AG Audit 2018-19.

Director presented the outstanding IRs/Paras along with background information and associated actions planned by the Institute on the objections raised by the CAG. Committee members deliberated on the same and expressed satisfaction with the actions initiated by the Institute. The issues discussed are as follows.

- a) **Balance Sheet – Liabilities – Earmarked/Endowment Designated Funds:** Director informed the Committee that the Institute will follow the audit observations in next spell of Annual accounts.
- b) **Balance Sheet – Assets – Fixed Assets:** Director informed the Committee that Utilization Certificate related to construction of Boundary Wall, Gate, Security Room and Reception Room in the permanent campus has been received from CPWD on 15.01.2021. The items have been added/adjusted as fixed assets. Also, upon completion of the renovation work of Room No. 205 in WEBEL IT Park, necessary adjustments will be made in the book of account. The committee suggested that the matter be followed up.
- c) **Balance Sheet – Assets – Loans, Advances and Deposits:** Director informed the Committee that the discrepancies occurred as the grants got credited to the Institute account only in April. However, henceforth Institute will consider the Sanction date to recognise the funds.
- d) **Income & Expenditure Statement – Expenditure – Depreciation:** Director informed the Committee that the asset “Boundary Wall, Gate, Security Room” at new campus is being depreciated now @2% after receiving the utilization certificate from CPWD. For the assets in the WEBEL IT Park, depreciation will be carried out after receiving the utilization certificate.
- e) **General – Non-maintenance of Separate Bank Accounts for Earmarked/Endowment Designated Funds:** Director informed the Committee that the Institute is maintaining separate bank accounts from the Financial Year 2019-20.
- f) **General – Suo Moto Disclosures:** Director informed the Committee the Annual Reports and Audited Account Reports have been published in the Institute website. Other pertinent information are being included in the website.
- g) **Grants-in-Aid:** Director informed the Committee that the utilization and closing balances mentioned in the report have been noted by the Institute.
- h) **Adequacy of Internal Audit System:** Director informed the Committee that due to less manpower in the Institute and non-availability of specialized persons, Institute has to hire Internal Auditor from outside on yearly basis.
- i) **Adequacy of Internal Control System:** Director informed the Committee that the Institute has initiated Online banking system with the service from SBI Corporate Banking. The system has multiple levels of authorizations for the transactions.

Item No. 7: Fund Status of IIT Kalyani.

Director apprised the Committee about the current status of fund of the Institute. The same has been included in Annexure-I. It has been noted that the fund received by the Institute towards construction has already been transferred to CPWD. To finish the campus work by 30.6.2022, it is necessary that the remaining fund be received from the stakeholders at the earliest. The Committee asked the Director to send a detailed report on campus construction status and fund position to all the partners and ask to release their remaining amounts at the earliest.

Item No. 8: To Consider a Proposal to Pay Hostel Rent from Institute Account.

Director informed the Committee that due to the ongoing COVID Pandemic, dues have accumulated as rents of the Hostels. It was mentioned that the hostel is compulsory only for the first year students. Due to the COVID, first year students were not given the hostel facility and have not been charged also. Many other students vacating the hostel also could not pay their dues for financial problems. Total dues pending is Rs. 50.34 Lakhs. One of the hostel owners has asked the Institute to vacate the premise. In this situation, the Committee recommended to the BoG to allow transfer of Rs. 50 Lakhs from the Institute Account to the

Hostel Account to cover pending dues and expenses to be incurred to shift the Boys' Hostel to the BSNL Hostel premise, as arranged by the Institute.

Item No. 9: To Consider the Honorarium to the Newly Appointed Guest Faculty Members.

Director informed the Committee that in the July 2021 semester, Dr. Mahirii Bose and Dr. Debasish Dutta have been appointed as Guest Faculties for the Humanities subjects and proposed that the Guest Faculty members be paid at the rate of Rs. 2500 per lecture hour. The Committee found the rate very reasonable and recommended the same to be accepted by the BoG.

Item No. 10: To Ratify the Selection of Internal Auditor.

Director informed the Committee that M/s. Grandmark & Associates has been engaged as Internal Auditor via tendering to audit the accounts for the year 2020-21 at a remuneration of Rs. 1.00 Lakh per annum. The Committee ratified the selection and recommended the same to be approved by the BoG.

Item No. 11: To Ratify the Appointment of Assistant Registrar on Consolidated Pay for Three Months from 19.07.2021.

Director informed the Committee that the term of the previous Assistant Registrar (Finance) expired on 13.07.2021. Since the new Assistant Registrar interview was not done till that date, the previous Assistant Registrar was asked to give service for three months with effect from 19.07.2021 with a lump sum remuneration of Rs. 1.5 lakhs as a stopgap measure. The Committee ratified the appointment and recommended the same to be approved by the BoG.

Item No. 12: To Consider and Approve the Annual Report for the Years 2019-20 and 2020-21.

The Annual Reports were discussed and recommended to the BoG for approval.

Item No. 13: To Consider and Approve the Audited Account for the Years 2019-20 and 2020-21.

The Audited Accounts were discussed and recommended to the BoG for approval.

Item No. 14: To Consider the Budget for the Year 2021-22.

Director presented the budget for the year 2021-22 (Annexure-II). The Committee discussed over the same and recommended to be approved by the BoG.

Item No. 15: To Ratify the Implementation of Enhanced DA and HRA with effect from July 2021.

Director informed the Committee that the revised rates for DA and HRA of 28% and 27% as per the order of the Department of Expenditure, Ministry of Finance (Vide No. 1/1/2020-E-II(B) dated July 20, 2021) have been implemented for the eligible employees of the Institute. The Committee ratified the enhanced DA and HRA and recommended the same to be approved by the BoG.

Item No. 16: To Consider the Medical Facility for Students and Employees.

Director informed the Committee that the Institute is formulating medical insurance coverage of Rs. 1 Lakh for the students. Bids via tendering have been obtained and being processed. Cost of insurance will be recovered as fees from the students. The Committee accepted the proposal and recommended to be approved by the BoG.

Director drew the attention of the Committee regarding the statute of IIIT Kalyani mentioning that the employees of the Institute shall be entitled to reimbursement of medical expenses for themselves and family members/dependents with approval of the Board. Director proposed to have the reimbursements permissible as per the CGHS rates. The Committee considered the proposal of CGHS reimbursements reasonable and recommended the same to be approved by the BoG.

Item No. 17: To Consider the Proposal to Extend the Benefits of Retirement Gratuity and Death Gratuity to the Employees Covered Under NPS.

Director proposed to extend the Gratuity benefits to the employees covered under NPS. Committee told the Institute to wait for relevant notification from the Government on this issue, before any decision on the same.

Item No. 18: To Consider the Proposal of Extending the Benefits of Leave Travel Concession.

Director proposed to extend the benefits of LTC facility to the employees of the Institute as per the rules of the Central Government. The Committee resolved that the proposal is justified and recommended the same to be approved by the BoG.

Item No. 19: To Report Various Accounts Opened in Bank.

Director informed that following the guidelines of Indian Audit & Accounts department, the following bank accounts are being maintained by the Institute as on 23.09.2021.

S. No.	Account No.	Name of the Account	Purpose of operation
1.	38417519411	IIIT Kalyani (Non-Recurring)	To be operated for non-recurring expenditure.
2.	38417518917	IIIT Kalyani (West Bengal)	To be operated for the expenditure under West Bengal Government fund.
3.	33984361509	IIIT Kalyani (Institute)	To be operated for the students of IIIT Kalyani and scholarship related matters.
4.	34991391322	IIIT Kalyani (Savings Bank)	To be operated for the expenditure under Private partners Fund.
5.	38417519885	IIIT Kalyani (General)	To be operated for Recurring expenditure for MHRD and national scholarship
6.	36099465513	IIIT Kalyani Hostel	To be operated for Hostel related matters.
7.	37597513940	IIIT Kalyani SRIC	To be operated for SRIC related activities.
8.	40031861091	CONTINUING EDUCATION PROGRAMME (CEP) IIIT KALYANI	To be operated for Counting Programme for M.Tech, Workshop and related activities.
9.	40082332782	ALUMNI IIIT KALYANI	To be operated for Alumni activities

The mode of operation of these accounts via SBI Corporate Banking is as follows.

Regulator	:	Director (Prof. Santanu Chattopadhyay)
Administrator	:	Director (Prof. Santanu Chattopadhyay)
Second Level Authorizer	:	Deputy Registrar (Dr. Muruganantham Ponnusamy)
First Level Authorizer	:	Assistant Registrar (Dr. Madhumita Sengupta) Assistant Registrar (Mr. Dhiraj Jhawar)
Maker	:	Junior Assistant (Mr. Rathin Pailan) Office Assistant (Mr. Sanju Biswas)

Item No. 20: To Consider the Remuneration of Experts/Members in Various Committees, Seminars, Invited Lectures etc.

Director proposed revised remuneration rates for the experts and members of various committees, invited talks etc. The Committee found the proposed revisions reasonable and recommended the same to the BoG for approval.

Sl. No.	Description	Rate of Remuneration (in Rs.)
1.	Selection committee for Director	10,000
2.	Selection committee for faculty & non-faculty members	6,000
3.	Members of BoG, BWC, FC, Senate and similar committees	5,000
4.	Expert in PhD intermediary seminars	2,500
5.	Invited lectures	2,500 per hour

Item No. 21: To Consider the Pay Fixation, Leave Salary and Pension Contribution of the Director.

The Committee was informed that the present Director, Prof. Santanu Chattopadhyay is on lien from IIT Kharagpur where he was drawing a basic pay of Rs. 2,24,100. To fix the basic pay, the Committee referred to the clarification by the Ministry in consultation with Integral Finance Division in the case of Prof. Animesh Biswas, Director, NIT Rourkela and resolved the following.

- Prof. Chattopadhyay will receive a basic pay of Rs. 2,24,100 (fixed).
- Special Allowance of Rs. 11,250 will not be admissible.
- Pension contribution will be guided by the Point 6 of the contract of service and the contribution from the Institute side will be paid directly to IIT Kharagpur.
- Leave salary will be paid by the Institute directly to IIT Kharagpur.

It is recommended to the BoG for approval.

Item No. 22: To Report: The Facilities Provided to the Director from Institute Side.

The committee was reported that the Institute is extending the following facilities.

- Furnished accommodation using a rented building.
- One Innova car hired on a monthly rental basis against non-withdrawal of transport allowance.
- One Cook, one Caretaker and one Cleaner for the residence.
- One personal security.
- Two security personnel for the residence.

The Committee noted that the Ministry of Finance vide their letter dated 10.06.2021 has decided that all Ministries/Departments should curb wasteful/avoidable expenditure and aim for 20% reduction in controllable expenditure. The Committee recommended that the Institute should review the security requirements from time-to-time with effort to cut down the associated expense.

Item No. 23 (With Permission of the Chairman): A Table Agenda.

The following table agenda item has been presented to settle the pending IRs/Paras of the Indian Audit & Accounts Department, based on the discussion against the Agenda Item No. 5, noted earlier.

Sl. No.	Description
1.	Guest Faculty remuneration @Rs. 2500 per hour since 2018-19.
2.	Recommendation of SSC approving pay with DA, HRA and TA for two Assistant Registrars appointed in July, 2014.

The Committee accepted both the points mentioned in Sl. No. 1 & 2 in the agenda and recommended the agenda to be approved by the BoG.

The meeting ended with thanks from and to the Chair.
