

**SHAHEED BHAGAT SINGH
COLLEGE OF ENGINEERING & TECHNOLOGY,
MOGA ROAD, FEROZEPUR**

**AGENDA OF
THE 22nd MEETING OF THE FINANCE COMMITTEE**

VENUE: Office of the Principal Secretary to Government of Punjab,
Department of Technical Education & Industrial Training
Room No. 219, 2nd Floor, Mini Secretariat, Sector -9
Chandigarh

**Date 21.12.2010
Time: 11.00 AM**

TABLE OF CONTENTS

Item No.	Description	Page Number
	Constitution of Finance committee	i
	Annexure	ii
22.1	Confirmation of the approved proceeding of the 21 st meeting of the Finance committee	01
22.2	To report for action taken on the decision of the 21 st meeting of the Finance committee.	1-5
22.3	Construction of essential infrastructure at SBSCET, Ferozpur	6-8
22.4	Construction of the Polytechnic Wing and School Building under NABARD Scheme	8-9
22.5	Delegation of powers to the Head of Departments for purchase up to Rs.50000/- per year	10
22.6	Empowerment of DDO powers to Deputy Registrar of college for disbursing salary to staff of college.	10-11
22.7	Partitioning of existing building of Polytechnic for housing offices of ministerial staff and purchasing of work stations for them.	11
22.8	Proposal for regularizing the services of contractual employee working on regular pay scale on 3 year contract base.	11-12
22.9	Any other item with the permission of chair.	12

Annexure

S.No.	Particular	page
1	Copy of approved minutes of the 21 st meeting of the Finance committee (Memo No sbs/1577 dt.10.06.2010)	13-16
2	Budget estimate for essential infrastructure at SBSCET Ferozepur	17-22
3	Budget estimate for the construction of the polytechnic wing and school Wing under NABARD scheme	23-25
4	Copy of letter of Govt. regarding revision of hostel related fees	26
5	Copy of letter of Govt. regarding permission to appoint faculty of polywing	27

TABLE OF CONTENTS

Item No.	Description	Page Number
	Constitution of Finance committee	i
	Annexure	ii
22.1	Confirmation of the approved proceeding of the 21 st meeting of the Finance committee	01
22.2	To report for action taken on the decision of the 21 st meeting of the Finance committee.	1-5
22.3	Construction of essential infrastructure at SBSCET, Ferozepur	6-8
22.4	Construction of the Polytechnic Wing and School Building under NABARD Scheme	8-9
22.5	Delegation of powers to the Head of Departments for purchase up to Rs.50000/- per year	10
22.6	Empowerment of DDO powers to Deputy Registrar of college for disbursing salary to staff of college.	10-11
22.7	Partitioning of existing building of Polytechnic for housing offices of ministerial staff and purchasing of work stations for them.	11
22.8	Proposal for regularizing the services of contractual employee working on regular pay scale on 3 year contract base.	11-12
22.9	Any other item with the permission of chair.	12

Item No 22.1: Confirmation of the approved proceeding of the 21st meeting of the Finance committee.

The approved proceeding of the 21st meeting of the Finance Committee held on 01.06.2010 were circulated to the members of the committee for information and comments, if any, vide memo no.SBS/1577 dated 10.06.10(Annex.1 PP-13)

NO comments have been received from any of the member. The approved proceedings are placed before the Finance Committee for confirmation please.

Item No. 22.2: To report for action taken on the decisions of the 21st meeting of Finance Committee.

Item No. 21.1: Confirmation of the approved proceeding of the 20th meeting of Finance Committee.

Decision: The minutes of 20th meeting of Finance Committee were confirmed

Action: No action is called for.

Item No. 21.2: To report for action taken on the decisions of the 20th meeting of Finance Committee.

Decision: Action taken report was approved.

Action: No action is called for.

Item No. 21.3: Annual audited Balance Sheet and Income & Expenditure statement for the financial year 2009-10.

Decision: The item was approved. Further it was decided that the auditors should not continue beyond three years.

Action: The auditor of the college will be changed for the year 2010-2011.

Item No. 21.4 (A): Budget estimate for the financial year 2010-11 (Tuition Fee).

Decision: The item was approved as proposed subject to the condition that arrears of pay scale revised w.e.f. 01.01.1996 shall not be given to those faculty members who have left the college. Further, payment of 20% arrears will be given to faculty after implementation of revised pay scale, where as payment of arrears to non teaching staff shall be given on the pattern of Punjab Govt after receiving the notification of Punjab Govt in this regard. Also new pay scale will be implemented after the notification issued by the Govt.

Action: The budget estimate for the financial year 2010-2011 as approved by the Finance Committee was taken in the books of accounts and the payment is being released accordingly.

Item No. 21.4(B): Budget Estimate for the Financial Year 2010-11 (Development Fund).

Decision: The item was approved as proposed.

Action: The budget estimate for the financial year 2010-2011 as approved by the Finance Committee was taken in the books of accounts and the payment is being released accordingly.

Item No. 21.4 (C): Budget estimate for the Financial Year 2010-11 (Student Activity Fund.)

Decision: The item was approved as proposed.

Action taken The budget estimate for the financial year 2010-2011 as approved by the Finance Committee was taken in the books of accounts and the payment is being released accordingly.

Item No. 21.5: CPF/GPF interest rates for the Financial Year 2009-10.

Decision: The item was approved as proposed.

Action: As per the decision, interest @8% on Govt. pattern has been allowed on CPF/GPF accumulation in the year 2009-2010.

Item No. 21.6: Implementation of the recommendations of the 5th Punjab Pay Commission to the Non-teaching staff.

Decision: The item was approved as proposed. Further, it was decided that payment of arrears to non teaching staffs shall be given on the pattern of Punjab Govt. after receiving the notification of Punjab Govt. in this regard.

Action: As per Punjab Govt. notification no.5/10/09-5FPI/207 dated 27-05-2009 notification no 5/10/09-5 FPI/339 dated 29-07-2009, the pay of Non teaching staff of this college has been fixed in the revised pay scale w.e.f.01.01.2006 and revised pay has been given w.e.f. 1-8-2009.

Item No. 21.7: Approval to pay revise pay scale to the Teaching Staff.

Decision: The item was approved as proposed.

Action: As per Punjab Govt notification no.2/259/09-4TE2/258 dated18.06.10, the pay of teaching staff of this college has been fixed in the revised pay scale w.e.f.1.01.2006 and revised pay has been given w.e.f. 1-04-2010.

Item No. 21.8: Retaining of house during the period of study leave.

Decision: The item was approved as proposed.

Action: The College has allowed its faculty to retain their houses during the period of Study Leave.

Item No.21.9 Insurance of students and Revision of terms and conditions for payment out of the existing student exigency fund.

Decision: It was decided to continue with existing policy. Further it was decided to create a corpus fund by making a FD of Rs.2.5 crore from the student activity fund and interest earned on this fund should be used as a student exigency fund in case this fund is found less than the required amount.

Action: The institute has made a FDR of Rs. 2.0 crore out of student activity fund and balance FDR of Rs. 0.5 crore will be made before the close of the current financial year.

Item no.:21.10 Approval for Placement of Junior Technician Lab/workshop from due date or date of policy approved.

Decision: It was decided to put up this case to Punjab Govt. through the office of DTE/IT.

Action: The case is being sent to DTE/IT.

Item No.21.11 Payment of Arrears to faculty for pay revision w.e.f. 1.1.1996.

Decision: The item was dropped.

Action: No action is called for.

Item no.: 21.12 Providing Wi-Fi facility in the College Campus.

Decision: The item was approved as proposed. Further it was decided that user Login ID should be issued to all users and there must be a proper security system to prevent the unauthorized access of internet and access to undesirable sites.

Action: Decision taken has been implemented and the Wi-Fi facility has been fully installed in the campus. Further, proper firewall has been installed to prevent hacking and unauthorized access.

Item no.: 21.13 Payment of Honorarium to Cashier.

Decision: It was decided to pay Rs. 500/- per month as an Honorarium to Cashier for handling the cash work of Polytechnic Wing.

Action The College has started to pay Rs. 500 as an honorarium to cashier for the work of polytechnic wing.

Item no. : 21.14 Payment of Honorarium to Training & Placement Officer (TPO).

Decision: It was decided to pay Rs. 1000/- per month as an Honorarium to TPO who has been doing the work of TPO as an additional duty.

Action The College has started to pay Rs. 1000/- as an honorarium to TPO as an additional duty.

Item no.: 21.15 Implementation of Contributory Pension Scheme to the new Staff of SBSCET.

Decision: The item was approved as proposed.

Action: The College has implemented the Contributory pension scheme for new staff.

Item no.: 21.16 Revision of electricity charges to Hostels.

Decision: It was decided to put up the case to DTE/IT for issuing a notification for uniformly collecting the electricity charges from students of all the five State Managed Engineering Colleges.

Action: The case was put up to DTE/IT and reply was received vide memo no 10/50/10 dated 26/08/10(Annexure 4 PP26) and accordingly the college has implemented the orders of Punjab Govt.

Item No. 21.17 Proposal to revise Hostel Rent.

Decision It was decided to put up the case to DTE/IT for issuing a notification for uniformly collecting the hostel rent charges from students of all the five State Managed Engineering Colleges.

Action The case was put up to DTE/IT and reply was received vide memo no 10/50/10 dated 26/08/10 (Annexure 5 PP27) and the college has implemented the said orders of Punjab Govt.

Item no.: 21.18 Charging Rs. 250/- per sem. from Diploma level Students for power backup facility.

Decision: The item was approved as proposed.

Action: The college has started to collect Rs.250/ per semester from diploma level students for power backup facility.

Item no.: 21.19 Providing of Computer and IT facilities to the Diploma Students of SBSCET.

Decision: It was decided to collect Rs.500/ per semester from students of Polytechnic Wing for providing computer and IT facility to them.

Action: The College has implemented the decision.

Item no.: 21.20 Charging Rs. 50/- per student per semester along with fee on Account of issuing various certificates viz. bonafide / Income tax etc.

Decision: The item was dropped.

Action: No action is called for.

Item no:21.21 Recruitment of Teaching staff for Polytechnic Wing.

Decision: It was decided to put up the case to Punjab Govt.with detail justification.

Action: The case was put up to Punjab Govt. vide this college noting no Estb-3/2238 dated 13-05-2010 & the same was approved by Punjab Govt. vide memo no. 2/72/2010-TS. 2/2443 dated 08/06/2010. Further item was also put up in the 8th meeting of BOG and in the said meeting it was decided to recruit the teaching staff for Polytechnic Wing on year-wise basis to maintain the quality of teaching.

Item no.21.22 Increase in Honorarium of staff Nurse (Female).

Decision: It was decided to pay Rs. 7500/-per month to staff nurse for performing 8 hrs duty per day in college dispensary.

Action: The decision was implemented.

Supplementary item 1: Addition of lecture halls and Tutorial rooms.

Decision: The item was approved in principle. It was further decided that DTE will submit a report within 15 days to PSTE & IT regarding desirability and essentiality of the additional Lecture Halls and Tutorial rooms after visiting the college.

Action: Sh. Harjit Pal Singh, Assistant Director of DTE/IT office has visited the college in the month August 2010 and this office has confirmed from the office of DTE/IT that he has submitted the report to Punjab Govt. in this regard.

Supplementary item 2: Starting of new AICTE and NON – AICTE course in the campus.

Decision: It was decided that a detailed report should be put up to Govt. for sanctioning new teaching /non teaching posts with proper justifications. However increase in intake and new courses should be started as per notifications to be issued by Punjab Govt./AICTE/PTU jalandhar by appointing the teaching staff on consolidated salary basis as per requirements.

Action: New courses such as MCA, MBA, MSc.(IT), BSc.(IT) and BCA has been started after receiving notification of AICTE/Punjab Govt/PTU Jalandhar by appointing the teaching staff on consolidated salary basis. Detailed report is being put up to Govt. for sanctioning new teaching/non teaching posts with proper justifications.

Supplementary item 3: Arranging a job Fest in the college.

Decision: It was decided that a combined meeting of all the Principals of State Managed Engineering College be called at DTE/IT office to work out modalities.

Action: No such meeting was called at DTE/IT office. However, the Job fest was organized for CSE/IT Branch at SBSCET, FZR on dated 11/12 June 2010. Total 12 IT companies had participated in this job fest and more than 200 students were shortlisted.

Supplementary item 4: Engagement of worker on daily wages for the maintenance of playgrounds of the college.

Decision: It was decided to engage two workers against the requirement of three on DC wage rate through a service provider.

Action: The decision was implemented.

Item No. 22.3: Construction of essential infrastructure at SBSCET, Ferozepur

This college was established in the year 1995 and the intake per year was kept at 240 students per year (total 960). The entire existing infrastructure like Teaching blocks, Hostels & other facilities were planned as per the requirement of 240 students' intake. However, the intake of students was increased subsequently and now it is about 1300 each year (total 3800 students). Due to increased intake of students, the present infrastructure is not adequate to meet the requirement. Therefore, the following infrastructure is urgently required to cope up with the requirement of curricular & Co-curricular activities of the students.

(a) New Boys Hostel:

The college at present has three boys hostels having total capacity of 750 students. Nowadays these hostels are overcrowded as already more than 850 students are staying against the capacity of 750. The number of students will further increase with effect from July 2010 because of additional admissions of 360 students in Polytechnic Wing, 100 students in Engineering Wing and 300 students in Management Wing. The present capacity of the existing three boys hostels is grossly inadequate to accommodate these students. In future the student will face great difficulty in getting hostel accommodation. Keeping in view the above facts the college proposes to construct a new boys hostel having capacity of 400 students. The approximate expenditure of the new boys hostel will be **Rs 4.55 Crore**

(b) New Girls Hostel :

The college has one Girl Hostel with capacity of 120 students where already 194 girl students are staying. Presently 6 number staff houses are used as a girl hostel for accommodating the girls. The number of girl students is further going to increase from July 2010. The college is facing a lot of difficulty in providing accommodation to girl students. Therefore, the college proposes to construct a new girl hostel having capacity of 200 students. The approximate expenditure of the new girls hostel will be **Rs 2.5 Crore.**

(c) Construction of New Teaching Block:

The college is has 12 Lecture halls and 10 tutorials rooms . These were constructed in year 1995 when the intake of the college was 240 students per year which has now been increased to 520 students per year in Engineering Wing and 240 students in Management wing. Due to increase intake of students, the existing Lecture halls and tutorials rooms are inadequate. To meet the teaching requirement, the college proposes to construct a new teaching block having 06 lecture halls & 06 tutorial rooms. The approximate cost of this will be **Rs 1.55 Crore.**

(d) Construction of Administrative Block, Auditorium & Library :

The college do not have separate administrative block. At present the various administrative departments like accounts, academic, store, establishment & Principal office are located in labs & rooms of Science block as a stop gap arrangement. Due to this the staff & students face lot of problems. The college is also not having library and auditorium for the student activities. The college proposes to construct a new building which will house the Administrative block, auditorium and library. The approximate cost of the above building will be **Rs 3.42 Crore.**

(e) Construction of Internal Roads:

The present condition of the internal roads in the college, which are almost 15 years old, has deteriorated considerably. The roads need to be given a new layer of Premix Concrete (PC) at least $\frac{3}{4}$ inch thick. This shall go a long way in extending the life of these very vital links in the college campus. If these are not urgently attended to, the condition of the roads shall further deteriorate and the repair costs then shall be very high. Therefore, it is proposed to construct a new internal road of about 1 km length and repair some existing roads by laying premix concrete (PC). The per kilometer cost of Premix Concreting is about Rs 9.5 lac. The cost of the above will be Rs 15 lacs.

(f) Summary

Purpose	Cost	Cumulative Totals
New boys hostel	4.55 crore	
New girls hostel	2.5 crore	7.05 crore
New Teaching block	1.55 crore	
Admin block & Auditorium	3.42 crore	
Roads	0.15 crore	5.12 crore
Total		12.17 Crore

The cost estimation of the above said buildings has been provided by the PWD (B&R) , Ferozepur office, which is attached as(Annexure 2 , pp 17-22).

The Finance Committee of the college is requested to recommend to the Hon'ble PSTE/IT for arranging more funds of Rs 12.17 crore from the Finance Department of Punjab Govt as one time grant to the college for the construction of the above said essential infrastructure.

Item No. 22.4: Construction of the Polytechnic Wing and School Building under NABARD Scheme

A grant of Rs 771.97 lacs was sanctioned under NABARD Scheme for the construction of Polytechnic & School buildings in the college campus. Thereafter, the construction work was awarded to the department of PWD (B&R) by the Government of Punjab. As per the approved plan, both the buildings were supposed to have four floors each. With the said sanctioned amount, the PWD (B&R) has constructed only ground and first floors of the Polytechnic and School buildings. Lecture halls and laboratories on the 2nd and the 3rd floors could not be constructed. The additional cost of completing these 3rd and the 4th floors was subsequently assessed by PWD (B&R) at Rs 711.00 lacs more.

This college has a sanctioned intake of three hundred and sixty (360) students per year in the Polytechnic wing. The total number of students in Polytechnic wing will be approximately one thousand (1100) by July, 2011. Therefore, the college needs the full completed building as per the approved plan before June 2011 so that there is no problem in the conduct of regular classes and laboratory work. If the building is not completed as per the approved plan by June 2011, it will defeat the very purpose of starting the polytechnic wing in this college (i.e) to impart quality technical education to students of this border belt.

The cost estimation of the above said buildings has been provided by the PWD (B&R) , Ferozpur office, which is attached as (Annexure 3, pp 23-25).

Therefore, the Finance Committee of the college is requested to recommend to the Hon'ble PSTE/IT for arranging more funds of Rs 711.00 lacs under NABARD Scheme so that the above mentioned building can be completed in time.

Item no:22.5 Delegation of powers to the Head of Departments for purchase up to Rs.50000/- per year

The college is expanding day by day and the intake has been increased from 350 to about 1150 per year. The number of teaching and non teaching staff members have also been increased, hence, the work has been increased manifold. To share this increased workload and to decentralized authority of the principal, it is proposed that the HOD's may be authorized to approve the purchase, pass the bills and they may be given the authority of Drawing and Disbursing Power (DDO) for purchase of goods/services for the college up to Rs.50000/- per year (Fifty thousand only).

While executing the purchase, it will be kept in mind that single bill/purchase will not go beyond Rs.5000/- per bill. Bank account will be opened in the name of concerned HOD. Further the concerned HOD will execute the purchase as per purchase rules of the college. After making Payment/cheques to suppliers concerned HOD will submit a consolidate report at the end of the year and clear the advance before the close of the

year. Supdt (A/C) will audit the purchase and accounts of one department at the end of every month.

The concerned HOD will be responsible for proper utilization of funds, purchasing the items at prevailing market rate, entering the purchased item in the ledger of central store and stock verification of their concerned department every year.

Therefore the matter is placed before the finance committee for the approval please.

Item no:22.6 Empowerment of DDO powers to Deputy Registrar of college for disbursing salary to staff of college.

Presently, the college is having Engineering Wing with intake of 420 students per year, Polytechnic Wing with intake of 360 students per year, Management Wing with intake of 300 students per year and postgraduate wing with intake of 160 students per year. There are approximately 96 teaching and 125 non teaching staff members and 75 workers who are employed on daily wage rate. Therefore the workload of the college principal has increased manifold. As a consequence, it is proposed that Deputy Registrar of the college be authorized to pass the salary bill of all category of employees and empowered with DDO powers to disburse the salary to all employees.

There the matter is put up to the finance committee of consideration and approval please.

Item No. 22.7 Partitioning of existing building of Polytechnic for housing offices of ministerial staff and purchasing of work stations for them.

At present the various administrative departments like Account Section, Academic Section, Establishment Section, Legal Cell, Photostat Section & Principal's office are located in labs & rooms of Teaching Block No. -I (Science block now known as Arayabhata) Block as a stop gap arrangement. Due to this temporary arrangement, the staff & students are facing lot of problems. Now the Polytechnic Building of the College is almost ready for occupation.

At the ground floor of the Polytechnic building, there is an enough space for housing the Administrative block (Director's Office, Accounts Section, Establishment Section, Academic Section, Legal Cell, Central Store,

Record Room etc.). It is proposed to shift the office of Director to the Polytechnic Building. It is also proposed to do the aluminum partitioning of the existing building at the ground floor of Polytechnic Building and purchasing the Godrej/any other standard work stations for the Principal's office and ministerial staff so that their offices can be clubbed together for more effective and efficient working. The architectural and civil design for the same will be got done from Architectural and Civil department of GZSCET, Bathinda.

There the matter is put up to the finance committee of consideration and approval please.

Item no: 22.8 Proposal for regularizing the services of contractual employee working on regular pay scale on 3 year contract base.

The department of Technical Education and Industrial Training Punjab has filled the posts of lecturer on contract basis on regular pay scale (Basic + DA) initially on three year contract with the provision to extend the contract in the slab of 02 year as per the requirement of the college and performance of the candidate. The college has received the representation from teaching and non teaching staff who are working on contract basis to regularize their services in the institute. The said representation has been forwarded to Hon'ble Minister for Technical Education and Industrial Training cum Chairman BOG of the college for necessary action.

Here it is worth mentioning that these posts were filled against the sanctioned posts of the college and have been filled at directorate level after dully advertising in 03 leading news paper of the region. Thereafter they have been selected by duly constituted selection committee as per the provision of institute bye-laws. There is no back door entry for any of these posts. Thereafter some teaching and non teaching post were filled on three year contract basis at the college level as per the decision taken at the chairman BOG level.

It is informed that the Department of Technical Education and Industrial Training Punjab has already regularized the services of contractual staff and Punjab Board of Technical Education and Industrial Training Punjab is also actively considering for regularizing the services of contractual

staff. Further Punjab Govt. has also regularized the services of teachers who were working on contract basis.

The above mentioned item was put up in the BOG meeting held on 28-12-2009 and it was decided by the board that this item should be put up in the Finance Committee meeting of the institute with financial liabilities of the college. The total additional financial liability for regularizing the contractual staff will be about Rs.20 lacks.

Therefore the matter is placed before the finance Committee for regularizing the services of all the contractual employees of the college who were appointed on three year contract basis.

Item no: 22.9 Any other item with the permission of chair.