

Shaheed Bhagat Singh State Technical Campus, Ferozepur

Supplementary Agenda
Of
25th Meeting of the Finance Committee

Venue: Office of the Principal Secretary to Government of Punjab,
Department of Technical Education & Industrial Training
Room No. 214, 2nd Floor, Mini Secretariat, Sector 09
Chandigarh

Date: 26.10.2012

Time: 11:00AM

Table of Contents

<u>Item No.</u>	<u>Particulars</u>	<u>Page No.</u>
25.18.1	To take decision regarding taking of fees from SC/ST students availing post-matric scholarship.	4
25.18.2	To approve the payment of honorarium @5% of pay to the staff working in the Central Workshop.	5
25.18.3	Proposal to authorize Head of Department for purchase up to Rs.50000/- per year.	6

Annexures

Sr. No.	Particulars	Page No.
A	DTE/IT Memo No. TE/PMS/914-1117 dated 26-04-2012	7
B	The noting dated 22.10.2012 received from Dean Academics and Principal Polytechnic	8
C	Representation of Workshop Staff dated 19.10.2012 received vide diary No. 2841 dated 19.10.2012	9

CONSTITUTION OF THE FINANCE COMMITTEE

1.	Principal Secretary to Govt. of Punjab, Deptt. of Technical Education & Industrial Training Chandigarh	Chairman
2.	Principal Secretary to Govt. of Punjab, Deptt. of Finance or his representative (not below the rank of Jt. Secretary)	Member
3.	Director, Deptt. of Technical Education & Industrial Training , Punjab Chandigarh	Member
4.	Principal, Shaheed Bhagat Singh State Technical Campus, Ferozepur	Member
5.	Registrar, Shaheed Bhagat Singh State Technical Campus, Ferozepur	Member- Secretary

Item No.25.18.1 To take decision regarding taking of fees from SC/ST students availing post-matric scholarship.

Previously, the College was taking tuition fee from the Students belonging to SC/ST category and the same amount was refunded to the students on receipt of amount from the department of Social Welfare.

As per the new instructions received through Director Technical Education & Industrial Training, Punjab, Chandigarh vide memo No. TE/PMS/914-1117 dated 26-04-2012 (**Annexur- A, Page No.-7**), the college is not supposed to collect the admission and tuition fees from SC/ST students availing post-matric scholarship. The college will have to claim their fee from the Department of Social Welfare and, thereafter, the Department of Social Welfare will credit the amount of claim directly in the bank account of respective students. Subsequently, the concerned students are required to deposit the same with the college.

At present there is no mechanism to insure that the students who pass out will deposit the amount with the college after they get the same credited in their bank accounts. In the absence of any mechanism in place there is every possibility that students after passing out may not deposit their remaining fee with the college and in such cases the college will left with no option for recovery except taking legal course.

At present the college has to receive Rs.2,51,89,548/- (from all B.Tech, BCA, BSC/IT, Diploma, MBA & MCA students) on this account. The information received from Dean Academics and Principal Polytechnic is placed at **Annexure-B, Page-8**.

In these circumstances, it is proposed that the college may be allowed to take the balance fee from such students before issuing them no dues certificate, Provisional Degree Certificate and Character Certificate after they pass out. They will receive this amount directly in their bank account whenever released by the department of Social Welfare.

Matter is placed before the Finance Committee for the consideration and approval please.

Item No.25.18.2 To approve the payment of honorarium @5% of pay to the staff working in the Central Workshop.

At present there is one Central Workshop in the Technical Campus which is catering to the needs of both B.Tech and Polytechnic students. The staff members in the Central Workshop were appointed for teaching to the B.Tech students.

Now, with the start of Polytechnic, the teaching load of workshop of Polytechnic students is also given to the existing staff of the workshop without payment of any additional honorarium, whereas their teaching load has increased substantially.

Staff members of the Central Workshop have given their representation dated 19-10-2012 vide which they have requested to pay them honorarium at par with the honorarium being paid to Workshop staff at BCET, Gurdaspur **(Copy of their request is placed at annexure C at page no. 9)**. It is worth mentioning here that some kind of honorarium is being paid to the workshop staff at BCET, Gurdaspur, as they are also taking classes of Polytechnic Students in addition to Engineering Students.

It is therefore proposed to pay an honorarium @5% of basic pay to the Workshop staff appointed for Engineering Wing for imparting practical training to the students of Polytechnic.

Matter is placed before the Finance Committee for the consideration and approval please.

Item No.25.18.2 Proposal to authorize Head of Department for purchase up to Rs.50000/- per year.

The college is expanding day by day and the intake of students has increased substantially with the start of MBA, MCA and Diploma Programmes. The numbers of teaching and non-teaching staff members have also increased substantially. Consequently, the work load of Accounts Section of the Campus has also been increased manifold. To share this increased work load and to decentralized authority of the Director, it is proposed that the HODs may be authorized to approve the purchase, pass the bill and be given Drawing and Disbursing Power (DDO) for purchase of goods/services for the college up to Rs.50000/(Fifty thousand) per year.

This item was also put up in 22nd meeting of Finance Committee and in that meeting it was decided to put up this item on a single file to Chairman, Finance Committee with supporting documents of any existing institute such as of IIT, NIT or any other institute. Since no supporting documents could be found, therefore, the item is again being put up in this meeting of Finance committee.

While executing the purchase, it will be kept in mind that single bill/purchase will not go beyond Rs.5000/-. Bank account will be opened in the name of concerned HOD. Further the concerned HOD shall execute the purchase as per purchase rules of the college and shall be responsible for proper utilization of funds, purchasing the items at prevailing market rates, and entering the purchased items in the ledger of departmental store. Before the closing of financial year, the concerned HOD will have to submit the consolidated report and utilization certificate, and deposit the unspent amount in Director's Office, if any.

Further, the Registrar and Supdt Accounts will audit the accounts of all HODs twice a year. The concerned HOD will be responsible for Audit objections of AG Punjab, if any.

Matter is placed before the Finance Committee for the consideration and approval please.