



**Indira Gandhi Delhi Technical University For Women**  
(Established by Govt. of Delhi vide Act 09 of 2012)  
**Kashmere Gate, Delhi-110006**

No. F16(28)/Plg./IGDTUW/2017/ ४९९ - १०६ .

Dated November, 2017

**Subject: Minutes of the 5<sup>th</sup> Meeting of the Finance Committee**

Please find enclosed herewith a copy of Minutes of the 5<sup>th</sup> Meeting of the Finance Committee of Indira Gandhi Delhi Technical University for Women held on 8<sup>th</sup> November, 2017 (Wednesday) in the Conference Room of the University, Administrative Block, Kashmere Gate, Delhi -110006 for information.

*[Signature]*

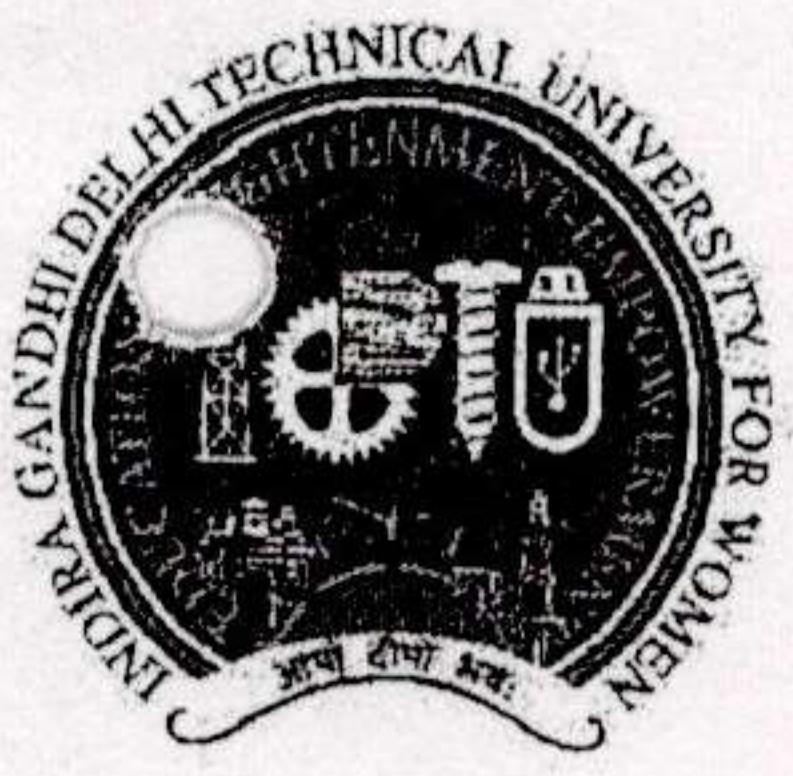
(Prof. R K Singh)

Dean (Planning & Development)

Prof. R.K Kale,  
Chairman, Board of Management, IGDTUW  
07, Old Transit House (OTH)  
Jawaharlal Nehru University  
New Delhi – 110067

All Members :

1. Prof.(Dr.) Nupur Prakash, Vice Chancellor, Indira Gandhi Delhi Technical University for Women
2. Sh.S.N.Sahai, IAS, Pr. Secretary (Finance)  
GNCTD, 4<sup>th</sup> Level, A Wing Delhi Secretariat  
IP, Estate, New Delhi -11002
3. Ms. Punya Salila Srivastava, IAS, Secretary (TTE),  
GNCTD, Old Secretariat, Delhi -110054
4. Sh. Prakash Chand, Controller of Accounts, GNCTD.  
'A' Block Vikas Bhawan, IP Estate, New Delhi
5. Prof. R.K Singh, Dean (Planning & Development), IGDTUW
6. Prof. Ela Kumar, Dean (Academic Affairs), IGDTUW
7. Dr. N.R. Chauhan, HoD(MAE), IGDTUW
8. Dr. Jasdeep Kaur, HoD, (ECE), IGDTUW



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**MINUTES OF THE FIFTH MEETING OF THE FINANCE COMMITTEE HELD ON  
8<sup>th</sup> NOVEMBER, 2017 AT 11:00 AM IN THE CONFERENCE ROOM, ADMN. BLOCK OF  
THE INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN.**

The fifth meeting of the Finance Committee of the Indira Gandhi Delhi Technical University (IGDTUW) was held under the Chairmanship of Prof. R.K. Kale, Former Vice-Chancellor, Central University of Gujarat on 8<sup>th</sup> NOVEMBER, 2017 at 11:00 A.M. The following members attended the meeting:

1. Prof.(Dr.) Nupur Prakash, Vice-Chancellor, IGDTUW.
2. Ms. Punya Salila Srivastava, IAS, Secretary (TTE), GNCTD
3. Sh. Prakash Chand, Controller of Accounts, GNCTD
4. Prof. Ela Kumar, Dean (Academic Affairs), IGDTUW
5. Prof. R.K. Singh, Dean (Planning & Development), IGDTUW.
6. Dr. Nathi Ram Chauhan, HOD (MAE), IGDTUW
7. Dr. Jasdeep Kaur Dhanoa, HOD (ECE), IGDTUW
9. Dr. S. Kazim Naqvi, Registrar, IGDTUW

Sh. S.N. Sahai, IAS, Principal Secretary (Finance), GNCTD could not attend the meeting due to preoccupation.

At the outset, the Vice-Chancellor welcomed the Hon'ble Chairperson Prof. R.K. Kale and other distinguished members. The Agenda placed before the Finance Committee was taken up for deliberations. Agenda item-wise recommendations of the Finance Committee were as under:

**Agenda Item No. 5.01 To confirm Minutes of the 4<sup>th</sup> Meeting of the Finance Committee held on 23<sup>rd</sup> August, 2016.**

The Finance Committee confirmed the Minutes of 4<sup>th</sup> Meeting held on 23<sup>rd</sup> August, 2016.

**Agenda Item No. 5.02 To consider Action Taken Report on the recommendations made by the Finance Committee in its 4<sup>th</sup> Meeting held on 23<sup>rd</sup> August, 2016.**

Action taken on the decisions of the Finance Committee in its 4<sup>th</sup> Meeting held on 23<sup>rd</sup> August, 2016 were noted/accepted by the Committee. It was informed to the Committee that the advances issued for the various purposes are being monitored and the same are settled within one month's time and maximum three months after the completion of work for which

the advance is drawn. The tally software has been purchased and the preparation of the Accounts of the University using tally software has been started. The Committee also advised that the implementation of NPS for the employees who joined erstwhile IGIT/IGDTUW after 2004 be initiated at the earliest on the lines of DTU/AUD and proposal be submitted to Finance Department, GNCTD. For the employees who joined the erstwhile IGIT before 1<sup>st</sup> Jan. 2004 and now serving in IGDTUW, a corpus fund be created on the lines of GGSIP University for pension benefits. While discussing about the status of implementation of DGEHS scheme, it was informed to the committee members that additional alternative initiative of signing MoU with hospitals/medical centres in Delhi & NCR region which have been empanelled by CGHS/DGHS for providing medical facilities to IGDTUW employees and their eligible family members has been taken up by the University. The committee members welcomed the initiative and advised to place the matter before Board of Management for consideration.

**Agenda Item No. 5.03 To consider and approve the Financial statements for the year 2016-17.**

The Finance Committee deliberated upon in detail and approved the Financial Statements of Accounts of IGDTUW for the year 2016-17.

**Agenda Item No. 5.04 To consider and approve engagement of Chartered Accountants for Auditing/Certification of Accounts and Technical support.**

The Finance Committee approved the engagement of Chartered Accountants for Auditing/Certification of Accounts and issue of utilization certificate for the year 2017-18. The Committee also approved taking/hiring the services of CA for Technical support for preparation of Accounts on need basis.

**Agenda Item No. 5.05 To Ratify the Revised Estimates for the year 2017-18 and approve Budget Estimates for the year 2018-19 of IGDTUW.**

The Committee deliberated on the revised estimates for the year 2017-18 and Budget estimates for the year 2018-19. The Committee was briefed that the IGDTUW is in the process of recruitment for 20 Teaching Post and 06 Non-Teaching Post during the Financial Year 2017-18. The increase in the sub-head GIA (Salary) is due to the fact that necessary provision in the Budget has been made for VII CPC for Faculty members and also the provision for two month salary for the recruitments against the sanctioned posts in the RE for the year 2017-18 and Budget estimates for the year 2018-19 has been made. It was also

brought to the notice of committee that there was deficit in GIA (Salary) component in Revised Estimate (RE) 2016-17. The increase in the sub-head GIA (General) is due to the fact that necessary provision has been made on account of replacement/procurement of AC's, one time Professional Development Grant for the faculty and increase in the minimum wages for outsourced staff. The Committee approved the revised estimates for the year 2017-18 and the budget estimates for the year 2018-19.

**Agenda Item No. 5.06** **To consider and approve creation of 12 Non-Teaching Technical posts in the various Academic Departments of the University.**

The Committee approved the creation of 12 Non-Teaching Technical posts in the various Academic Departments of the University and the same may be placed for approval before the Board of Management of the University.

**Agenda Item No. 5.07** **To Consider and approve the proposal for creation of 11 Teaching posts in the Department of Computer Science & Engineering.**

The Committee was informed that the student intake in the Department of Computer Science & Engineering has been doubled. As per the AICTE Norms, additional 11 Teaching posts are required to be created for increased work load in the Department of Computer Science & Engineering. The Committee approved the creation of 11 Teaching posts in the Department of Computer Science & Engineering with a breakup of 1 Professor + 3 Associate Professor + 7 Assistant Professor.

**Agenda Item No. 5.08** **To Consider and approve the adoption of Modified Advanced Career Promotion (MACP) Scheme to the eligible employees of IGDTUW.**

The Committee was briefed that the Modified Advanced Career Promotion (MACP) Scheme has been implemented in the Govt. of NCT of Delhi and the Autonomous Body and Statutory Body of Govt. of NCT of Delhi. As the IGDTUW was set-up in May 2013, the MACP Scheme is to be implemented in the IGDTUW for the first time. The Committee approved the adoption of Modified Advanced Career Promotion (MACP) Scheme to the eligible employees of IGDTUW and also recommended that the proposal be sent to Finance Department, GNCTD as it is implemented first time in the University. However, in future, for all eligible employees, it may be implemented directly by the University.

**Agenda Item No. 5.09** To consider and adopt the policy related to grant of consolidated remuneration to Teaching & Non-Teaching staff engaged on contract basis and renewal of contract appointment.

The Committee approved the proposal and policy related to grant of consolidated remuneration to Teaching & Non-Teaching staff engaged on contract basis and renewal of contract appointment.

**Agenda Item No. 5.10** To consider and approve the norms for engagement of Faculty/staff for conduct of counseling for admission to PG and PhD Programmes from Academic Year 2017-18 onwards.

The Committee deliberated on the proposed norms for deployment of staff and honorarium for PG/Ph.D counseling. It was clarified that the Core Committee has to work for 3 to 4 months for facilitating the process of admission to all the PG and PhD Programmes of IGDTUW. Considering the quantum of work involved in admission activities, the Committee approved the norms of engagement of Faculty/staff for conduct of counseling for admission to PG and PhD Programmes from Academic Year 2017-18 onwards.

**Agenda Item No. 5.11 Fee Structure for the Academic Session 2017-18**

The Committee ratified the Fee Structure adopted in Academic Session 2017-18 for admission to various programmes and also approved 10% increase in Fee annually.

The Committee also recommended that the policy of one time security deposit as was done earlier be rolled back from the year 2018-19 and the same may be linked with the Aadhaar Card of students for refund. The Committee also recommended that any non-refunded amount after the period of three years be transferred to the student welfare account if not claimed by the student after the expiry of three years.

**Agenda Item No. 5.12** To consider and approve the Procurement of Kits/Work Benches & Prototype Machine for PCB design for Analog & Digital Electronics Lab in ECE Deptt.

The Committee after deliberation on the requirements for meeting out the curriculum & academic requirements of the students has approved the procurement of the Kits/Work Benches & Prototype Machine for PCB design for Analog & Digital Electronics Lab in ECE Deptt. with the suggestions that the latest model be procured with latest specifications.

Agenda Item No. 5.13 To consider and approve the Purchase of Kits/Equipment for Electronics Measurement & Instrumentation (EMI) Lab in ECE Deptt.

The Committee after deliberation on the requirements and need for meeting out the curriculum & academic requirements of the students has approved the purchase of Kits/Equipment for Electronics Measurement & Instrumentation (EMI) Lab in ECE Deptt. with the suggestions that the latest model/equipments be procured with latest specifications.

Agenda Item No. 5.14 To consider and approve procurement/replacement of old Air conditioners of the University.

The Committee deliberated on the matter and approved the procurement/replacement of 179 Air conditioners of the University through GeM including the installation cost and the proposal may be submitted after approval of the BOM to the Finance Department, GNCTD for necessary concurrence.

Agenda Item No. 5.15 To consider and approve the release of stipend to GATE Qualified M.Tech students admitted in Academic Year 2014-15 & 2015-16

The Committee was informed about the decision of the Board of Management for release of 100% scholarship to the M.Tech students admitted in Academic Year 2014-15 & 2015-16. The Committee suggested that the UGC authorities be followed at University level and also by the TTE, GNCTD for reimbursement of the disbursed amount on account of scholarship to Gate qualified M.Tech students of IGDTUW by the UGC to the University at earliest.

Supplementary Agenda Item No. S/5.01 To appoint a full time Training and Placement Officer in IGDTUW

The Committee also deliberated on the supplementary agenda regarding appointment of a full time Training and Placement Officer in IGDTUW. The Committee was informed that due to the large amount of coordination and placement of the students activities, a need has been felt to appoint a full time Training and Placement Officer in line with the Cabinet Decision No.

F.3/19/TE/AD/Part File/ Part IV (b)/1059 dated 29.07.2016, which has already been adopted by the DTTE. The Committee recommended that one vacant post of Professor in Faculty of Engineering & Technology of IGDTUW be converted as Professor (TPO). A new position of Professor against the converted post be created to address the needs of the department. The Committee approved the appointment of a Full Time Professor (TPO) in IGDTUW.

The meeting ended with a vote of thanks to the Chair.



(Dr. S. Kazim Naqvi)  
Registrar, IGDTUW