

CONFIDENTIAL

REGISTERED POST

**Himachal Pradesh Technical University
Hamirpur, District Hamirpur (H.P.)**

No. HPTU-HMR-FC/2011-96-100

Dated Hamirpur the 28th March, 2011

To

1. Prof. Shashi K. Dhiman,
Vice Chancellor,
H.P. Technical University,
Hamirpur, Distt. Hamirpur
2. Prof. Sunil K. Gupta,
Vice Chancellor,
H.P. University, Shimla (H.P.)
3. Shri Ajay Tyagi, I.A.S.
Principal Secretary (Finance)
to the Government of H.P.
Shimla (H.P.)
4. Shri Diljit Singh, I.A.S.
Secretary (Technical Education)
To the Government of H.P.
Shimla (H.P.)

Sub: Minutes of first meeting of Finance Committee of H.P. Technical University, Hamirpur

Sir,

I am enclosing herewith minutes of the meeting of the Finance Committee of Himachal Pradesh Technical University, Hamirpur held on March 24, 2011 at 2.30 P.M. in the office of the Principal Secretary (Finance) to the Government of Himachal Pradesh, Shimla for your kind perusal and confirmation.

Yours faithfully,


Member Secretary

**Finance Committee/Finance Officer
H.P. Technical University,
Hamirpur, Distt. Hamirpur (H.P.)**



(1)

Minutes of First Meeting of Finance Committee of H.P. Technical University held on March, 24, 2011 in the office of Principal Secretary (Finance) to the Government of Himachal Pradesh

The following were present:-

1. Prof. Shashi K. Dhiman, Vice Chancellor, H.P. Technical University, Hamirpur-Chairman
2. Prof. Sunil K. Gupta, Vice-Chancellor, Himachal Pradesh University, Shimla-Member
3. Shri Ajay Tyagi, I.A.S., Principal Secretary (Finance) to the Government of Himachal Pradesh, Shimla-Member
4. Shri Diljit Singh, I.A.S. Secretary (Technical Education) to the Government of Himachal Pradesh, Shimla-Member

Item No. 1.1 Approval of Fees Structure for processing of applications, affiliation, inspection, University registration, examination fees, counseling fee, Technical University Development Fund etc. for academic session 2011-12

Decision: The item was approved as per ANNEXURE "A"

Item No. 1.2 Grant of remuneration to the staff hired for conducting examination in H.P. Technical University

Decision: Item was approved as per ANNEXURE "B". but rates of TA/DA of H.P. Govt. will be adopted.

Item No. 1.3 Creation of positions/posts

Decision: Creation of 37 posts of various categories for the establishment of H.P. Technical University has already been conveyed by the Finance Department to Secretary (TE) vide letter No. Fin-E-C (17)-6/2009 dated 12th November, 2009 and the Cabinet has given approval to fill up 25 posts on secondment basis in the beginning conveyed vide letter No. EDN (TE) A(1)-25/2009 dated 7th July, 2010. It was decided that among remaining 12 posts, the need based positions can be filled up by taking up the matter with the Finance Department through the Secretary (Technical Education) to the Government of Himachal Pradesh.

Item No. 1.4 Annual Budget Estimates of the University

Decision: It was approved that only the loan as approved by the Cabinet will be released as per requirement. No other capital expenditure will be demanded from the Government. For revenue expenditure, the proposal, for Rs 300 Lac & for Capital expenditure Rs 300 Lac was approved. For this, formal request will be sent to Finance Department through Secretary Education.

Item No. 1.5 Declaring posts of Registrar, Finance Officer, Dean, Programmer and System Analyst open for recruitment and changing nomenclature of posts of Programmer and System Analyst

Decision: It was decided that fresh efforts may be made for filling up of remaining posts on secondment basis. Thereafter, if these are not filled up, separate matter may be taken up with Finance Department through Administrative Department for making the positions open from secondment on which University intends to appoint its own officers through selection & changing of nomenclature of posts.

Item No. 1.6 Grant of House Rent to Statutory Officers of H.P. Technical University

Decision: For the residence of Vice Chancellor, accommodation may be hired as per terms and conditions of his service till University construct its own residence for VC. Movable articles in the rooms may also be provided in VC's residence. For other officers, HRA will be given as per Govt. rates till university constructs its own residential units.

Item No. 1.7 Remunerations/consultancy fee to Chairman and Member for composition of Board of Studies

Decision: The item was approved.

Any other item with the permission of the Chair

No other item came for discussion.



Member Secretary

**Finance Committee/Finance Officer
H.P. Technical University, Hamirpur**

Confirmed

Sd/-

**Chairman
Finance Committee/Vice Chancellor
H.P. Technical University, Hamirpur**

ANNEXURE "A"

Application Processing Fee: (To be paid along with application)	
UG Programs	Rs. 5000 per application
PG Programs	Rs. 5000 per application
UG and PG Programs together	Rs. 7500 per application
Inspection Fee (To be paid along with application, as adopted from H.P. Univ.)	
Engineering College UG Programs	Rs. 75,000
Engineering College UG and PG Programs (additional course)	Rs. 75,000 Each Course
Pharmacy UG Programs	Rs. 75,000
MBA Course	Rs. 75,000
Affiliation Fee (To be paid along with application, as Adopted from H.P. Univ.)	
Engineering College UG Programs	Rs. 2,50,000
Engineering College UG and PG Programs (additional course)	Rs. 2,50,000 plus 25,000 per PG Course
Pharmacy UG Programs	Rs. 2,50,000
Pharmacy UG and PG Programs (additional course)	Rs. 2,50,000 plus 25,000 per PG Course
MBA Course	Rs. 75,000
Students University Registration Fee	Rs. 1,500 per students (both UG&PG one time only)
Examination fees*	Rs. 500 per semester per student
Technical University Development Fund	Rs 5000 per student per year
Counseling fee	Rs. 1,00,000 per Institution

(5)

***Note: Examination Fee:** The amount of examination fee to be paid by a candidate and the last date by which his / her examination form and fee must reach the Registrar, shall be notified by the University.

(i) Examination forms will be accepted with late fee of Rs 1000/- per application up to 7 days before the commencement of examinations.

(ii) Under very special circumstances, examination forms shall be accepted by the University up to two days before the commencement of examination on payment of late fee of Rs 2000/- per application

(iii) Examination form shall be accepted upto the evening previous to the date of examination on payment of late fee of Rs 5000/- per application with the approval of the Vice-Chancellor.

Re-appear Examination Fee:

The examination fee for one or more reappear/ repeat papers of any examination shall be the same as for the whole of semester examination i.e. Rs 500/-. Separate admission/examination forms for papers belonging to different semesters are to be filled by the candidate indicating paper(s) offered for each semester examination.

Further, in case of reappear papers candidate shall be required to submit their Examination Forms within 15 days from the date of declaration of the result, or the regular date for submission of examination forms, whichever is later.

ANNEXURE "B"

**PROPOSAL REMUNERATION TO THE STAFF FOR THE CONDUCT OF
EXAMINATIONS**

Conduct of examination - Theory			
Rates of Honorarium for examination Centre			
Sr. No	Officer / Official	Norm	Proposed Rates
1	Principal/ Centre Controller	One	Rs 2500/- (for whole semester exam.)
2	Clerk	One	Rs. 1000/- (For Whole semester exam.)
3	Helper	One	Rs. 500/- (For whole semester exam.)

Theory Examination:-

Sr. N.	Officer / official	Norm	Proposed Rates
1	Centre Controller	One	Rs. 2500/- (For whole semester exam.)
2	Asstt. To Controller	One	Rs. 1500/- (For whole semester Exam.)
3	Centre Superintendent	One	Rs. 110/- per session +Rs 220/- for opening and closing the Centre.
4	Dy. Superintendent	one	Rs. 90/- per session.
5	Asstt. Superintendent	One	Rs. 75/- per session, (one for every 40 students or part thereof.

6	Centre Clerk	One	Rs. 70/- per session+ Rs. 140/- for opening & closing the centre.
7	Drafter	One	Rs. 50/- per session+ Rs. 100/- for opening & closing the centre.
8	Helper/ Waterman/ Sweeper*	One	Rs. 40/- per session
9	Security	one	Rs. 40/- per day
10	Contingency Expenditure	-	Maximum of Rs. 1000/-
11	For delivery/ collection of examination materials	-	Rs. 6 per Km for own car.

NOTE: * One waterman up to 100 candidates and subsequently its multiples.

If the duration of examination is 6 hours proportional rate may be charged.

c. Flying Squad/ Observer		
Sr. No.		proposed Rates
1	Flying Squad in charge	Rs. 500/- per day honorarium & taxi/ car as per HP Govt. Rates
2	Member of flying squad	Rs. 400/- per day (only honorarium)

a) Flying squad in charge may co-opt maximum up to three members with including one lady member.

TA/DA will be paid as per HP Govt. rates to Centre supdt/ Evaluators/

a) examiners/ official

b) Superintendent should stay at Examination Centre till the Centre is not closed.

Norms for Table Marking/Evaluation

D. Practical Examinations		
Sr. No		Proposed Rates
1	Evaluation of candidates	Rs. 5/- per candidate with minimum of Rs. 150/- per day
		Rs. 10/- per candidate with minimum of Rs.200/- per day (for project report/ viva voce/ industrial training)
2	Lab Staff.	Rs. 100/- per session

Sr. No		Proposed Rates
1	Evaluators (not below the rank of Lecture)	Rs. 10/- per answer book
2	Checking assistant (Not below the rank of clerk)	Rs. 70/- per hundred or part thereof (Maximum 500 answer books per checking Assistant per day)
3	Coding/Decoding by University Staff	Rs. 50/- per hundred or part thereof +TA (if applicable)
4	Scanning & Data preparation after evaluation To be Out Sourced	Through confidential negotiation limited to Rs. 2 per answer sheet.
5	Controller (normally principal of the college/ organization)	Rs. 5000/- for entire duration of table marking
6	Observer/ Head examiner (per subject at the level of	1. Overall in charge of the Centre for smooth conduct of evaluation &

	prof. /Sr. AP	<p>facilities to evaluators.</p> <ol style="list-style-type: none"> 2. Will be responsible for a group of Examiners 3. Will randomly check and sign at least 10% of the total sheets checked by the group and maintain proper record. 4. Remuneration Rs. 750/- per day 5. Will monitor evaluation and co-ordinate with the evaluators and check quality of evaluation and prepared a record register. 6. Size of group should not be more than 15 examiners 7. Will prepare and present duly authenticated bills of his group per day in the format prescribed by University.
7	Clerk	Rs. 150/- per day with Head Examiner (one only with each HE)
8	Helper / Attendant	Rs. 75/- per day
9	Security / Cleaning	Rs. 50/- per day . Maximum 6 security & 2 cleaning staff per day.
10	Refreshment	Tea + snacks (Rs. 25/- per day per person) during evaluation
11	Meals	Rs. 100/- per day per person including Breakfast , lunch , Dinner.
12	TA/ DA	Only TA is to be paid as per HP Govt. Rates
13	Contingency	Rs. 2500/- to be institution for entire duration of making (if claimed)

ANNEXURE "C"
Requirement of Funds
SOE wise anticipated Expenditure for the year 2011-12

Amount in Lac

Capital		Revenue	
Head	Amount	Head	Amount
Renovation/Modification/Interi or Fittings in the Offices Fencing & Boundary ball of Land	050-00	Salary to Staff	150.00
	020-00	Travelling Expenses	010.00
Architectural Designing/Plan & Layout etc	050-00	Medical Expenses	005.00
Capital Works	130-00	Vehicle Expenses	020.00
Furniture/Equipment	050-00	Contingency	40.00
		Other Miscellaneous inclusive of	75.00
		• Inspection Expenses	
		• Conduct of Examination	
		• Lease line for internet	
Total	300-00	Total	300-00

Note- Total anticipated expenditure= 600 lac