



Himachal Pradesh Technical University

(A State Government University)

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MINUTES OF 17TH MEETING OF THE FINANCE COMMITTEE HELD ON 22ND JUNE, 2019.

The 17th Meeting of the Finance Committee of the Himachal Pradesh Technical University was held on 22nd June, 2019 at 11.00 a.m.in the Hotel Holiday Home, Shimla.

The following members were present:

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|----|--|------------------|
| 1. | Prof. (Dr.) S.P. Bansal,
Vice Chancellor,
H.P. Technical University, Hamirpur | Chairman |
| 2. | Shri Bacchan Singh, H.A.S.,
Registrar, H.P. Technical University
Hamirpur | Member |
| 3. | Shri Paramjit Singh Thakur,
Deputy Secretary(TE) to the
Govt. of Himachal Pradesh
(Representative of ACS (TE)) | Member |
| 4. | Shri Ramesh Chand Sharma,
Under Secretary (Finance) to the
Government of Himachal Pradesh.
(Representative of ACS (Fin.)) | Member |
| 5. | Dr. Kulbhushan Chandel,
Dean(Academics),
H.P. Technical University, Hamirpur. | Special Invitee |
| 6. | Shri A.K. Dhiman, HPFAS,
Finance Officer,
H.P. Technical University, Hamirpur | Member Secretary |

At the outset, the Vice Chancellor extended a warm welcome to all the members and thanked them for sparing their valuable time to attend the meeting. The Director, Technical Education, H.P. could not attend the meeting due to other meeting at Sundernagar.

After this, the Agenda was taken up for discussion.

Item No. 17.1

To confirm the Minutes of 16th meeting of the Finance Committee held on 18th Dec., 2018.

The minutes of the 16th meeting of the Finance Committee held on 18th Dec., 2018 in the H.P. Secretariat, Shimla were confirmed.

Item No. 17.2

To place before the Finance Committee the Report about the action taken on the decisions of its 16th meeting of the Finance Committee held on 18th Dec., 2018.

The report about the action taken on the decisions of 16th meeting of the Finance Committee held on 18th Dec., 2018 was noted.

Item No. 17.3

To seek approval of Revised Budget Estimates for the FY 2018-19 and Budget Estimates for the FY 2019-20

The Finance Committee approved the Revised Budget Estimates for the FY 2018-19 and Budget Estimates for FY 2019-20 as placed at Annexure 17.3 A.

Item No. 17.4

To seek financial assistance from the Government for construction of University Buildings.

The Finance Committee decided to send the case to Government for providing financial assistance for construction of University buildings in respect of following works:-

Sr.No.	Name of Work	Amount
1	Construction of Administrative Block	Rs. 26,38,94,700
2	Construction of Academic Block & Guest House	Rs. 38,13,00,000
3	Construction of Boundary Wall (Phase 1)	Rs. 2,09,48,300
	Total	Rs. 66,61,43,000

The Committee also decided to send the request again to the government for releasing the annual recurring grant to the University.

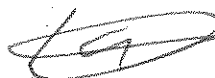
Item No. 17.5

To consider and approve the posts of Computer Assistant-cum-Clerk conversion into the Clerk.

The Finance Committee approved conversion of the posts from Computer Assistant-cum-Clerks to the posts of Clerks and decided to send the case to the Government after taking consent of the employees concerned.

Item No. 17.6

To adopt notification regarding charges of hiring of vehicles/taxis.



The Finance Committee approved to adopt the Department of Transport, H.P. vide Notification No. TPT-F(5)-3/2003-I dated 27th November, 2018 as per Annexure 17.6A issued by Principal Secretary (Transport) to the Govt. of Himachal Pradesh, in H.P. Technical University, Hamirpur.

Item No. 17.7

To adopt letter of Ministry of Human Resources Development, Department of Higher Education, Govt. of India regarding pay scale of Vice Chancellors.

The Finance Committee decided to adopt the Ministry of Human Resources Development, Department of Higher Education, Govt. of India vide letter No. 1-32/2006-U.II/U.I(1) dated 31st December, 2008 (Annexure 17.7A) issued by Deputy Secretary to the Govt. of India regarding pay scale of Rs. 75,000 alongwith a Special Allowance of Rs. 5,000 per month to Vice Chancellors of Universities w.e.f. 1.1.2006. The Committee has taken the note that the H.P. University has already given the special allowance alongwith arrear to the previous Vice Chancellors.

Item No. 17.8

To seek approval to incur expenditure from the University funds in the event of delay in allotment of funds under TEQIP-III Project.

The Finance Committee decided that in any case, any expenditure made under TEQIP is delayed/not admitted by the NPIU at any stage, then the expenditure incurred will be allowed from HPTU funds.

Item No. 17.9

To seek approval to engage external Guest faculties on lecture basis.

The Finance Committee approved rate of honorarium/remuneration @ Rs. 1500 per lecture as per UGC letter No. F.25-1/2008(PS.MISC.) dated 28th January, 2019 to external experts coming to this University to deliver expert lectures subject to maximum of Rs. 3,000 for two lectures per day besides TA/DA as per University norms.

Item No. 17.10

To seek approval to provide employment on compassionate grounds to the dependent of late Shri Pawan Kumar, Senior Assistant, H.P. Technical University died while in service.

The Finance Committee authorized the Vice Chancellor of the University to provide employment on compassionate grounds to the dependent of Late Shri Pawan Kumar, Senior Assistant against the



post of Class-IV/Clerk/Junior Office Assistant (IT) as per qualifications and as per revised policy issued by the State Government vide office memorandum No. Fin-F-(A)-(16)-1/2013 dated 07.03.2019 for providing compassionate employment to the eligible dependents of the deceased employee against the vacancy post.

Item No. 17.11

To seek approval to make schedule of filling up of examination form and fix fee/fine for late filling up of examination forms.

This Finance Committee approved the item as under:-

1. The University will upload the examination forms in University website on 25th September and 20th March of every year.
2. Online filling of examination forms shall be enabled for 15 days without late fee, next 07 days with late fee @ Rs. 1000 and next 07 days with late fee @ Rs. 2000 on University website www.himtu.ac.in. After these days, the online examination forms will be closed.
3. In special circumstance or on genuine grounds, a student can be allowed with late fee of Rs. 5,000 before start of the theory examinations, with the permission from the Vice Chancellor, HPTU. In this case the form will be offline mode and student has to deposit fee at University Counter after getting permission from Vice Chancellor, HPTU/ No examination form will be accepted after this period.
4. Access to be given to college for the verification of examination forms of regular students with a limit of seven days in each slot.

However, the Vice Chancellor may, in genuine cases with documentary proof, may waive off the whole or partial amount of late fee mentioned above.

The schedule of filling of examination forms is given below:-

Description	Starting date for online filling of exam form	Without late fee (upto 15 days from the starting date)	With late fee @ Rs. 1,000 (upto 7 days after the starting date of late fee)	With late fee @ Rs. 2,000 (upto 7 days after the starting date of late fee)	Offline exam form before 5 days of start of the practical exams	Offline exam form before 3 days of start of the practical exams on genuine grounds subject to the written permission from the VC, HPTU
Schedule for filling up of exam forms	25th Sept. of every year	9th October	16th October	23rd October	As per Academic Calendar	As per Academic Calendar
Schedule for filling up of exam forms	20th March of every	3rd April	10th April	17th April	As per Academic Calendar	As per Academic Calendar

	year					
Access to be given to colleges		16th October & 10th April	23rd October & 17th April	30th October & 24th April		
Last date for submission of verified forms in the University		18th October & 12th April	25th October & 19th April	1st Nov & 26th April		


5. Two days will be given to colleges for submission of verified exam forms of regular students alongwith consolidated fee and course-wise and semester-wise list of students in the University. After due date, fine @ Rs. 1,000 per days per course shall be charged from the respective college.
6. Editing/rectification at University level @ Rs. 500 per exam form will be charged.
7. There is no need to submit the exam form by the re-appear/special chance candidates. They must keep final printed copy of exam form and challan for their record and for future reference. However, those students who have filled offline exam form will submit the exam form in the University
8. The college from where passed out (re-appear) candidates were enrolled/migrated shall be their examination centre and centre once allotted to them shall not be changed. If passed out candidate wants to change the exam centre, he/she has to apply to Controller of Examinations with genuine reason and proof. An amount of Rs. 1,000 will be charged for the change of exam centre. Exam centre once changed shall not be changed in future.

Item No. 17.12.

To approve schedule for submission of centre creation fee alongwith centre creation proforma for end semester examination.

The Finance Committee approved the schedule as under:

Sr. No.	Session	Starting date for the submission of centre creation fee alongwith centre creation proforma	Last date for submission of centre creation fee alongwith centre creation proforma without late fee	Last date for submission of centre creation fee alongwith centre creation proforma with late fee
1.	Nov./Dec. End Semester Exam	20th August of every year	10th Sept. of every year	20th Sept. of every year
2.	May/June End Semester Exam	15th Feb. of every year	5th March of every year	15th March of every year.



Item No. 17.13**To approve structure of spot evaluation centre and remuneration to the appointed staff.**

The Finance Committee approved the following structure of spot evaluation centre and remuneration to the staff engaged for the evaluation, as per detail given below:-

1. Controller of Evaluation:	
(i)	The Director-cum-Principal of the institutions will act as Controller of Evaluation. He may also assign this duty to some other senior faculty member if he is busy in some other engagements/appointments, under intimation to the University.
(ii)	He will receive all the answer scripts and keep them in safe custody.
(iii)	All the staff appointed in the spot evaluation centre will be under the control of Controller of Evaluation. The staff will abide by all the instructions/orders given by him as per University norms.
2. Examiner/Evaluator:	
(i)	Evaluator will be appointed by the Controller of Examination, HPTU.
(ii)	The Evaluator must have atleast two years of teaching experience.
(iii)	Evaluator must have masters Degree in concerned discipline.
3. Appointment of Centre Clerk and other staff:	
(i)	The clerk, peon, security staff and cleaning staff shall be appointed by the Controller of Evaluation

Rates of Remuneration for the staff engaged for the evaluation:

Sr. No.	Designation	Rates approved (Rs.)
1.	Controller of Evaluation	Rs. 5,000 for entire duration of evaluation
2.	Examiner/ Evaluator	Rs. 25 per answer script. In case answer scripts are less than minimum - Rs. 250
3.	Clerk	Rs. 300 per day
4.	Class-IV staff	Rs. 150 per day
5.	Chowkidar/ Security Guard	Rs. 150 per day

Penalty: 50% remuneration of the evaluators in respect of that particular subject will be deducted in case following discrepancies in paper evaluation are found:

- (i) If question is not checked.
- (ii) If total of marks is not correct.
- (iii) If there is difference between figures and words.

Rates of Remuneration for valuation of practical/project reports/viva voce:

Sr. No.	Item	Rates approved (Rs.)
1.	Remuneration to External Examiner for conduct of practical examination	Rs. 20 per candidate with minimum of Rs. 300 per session
2.	Evaluation of project report/viva	Rs. 25 per candidate with

	voce/industrial training	minimum of Rs. 450 per session
3.	Lab staff	Rs. 150 per session

TA & DA shall be paid to experts/evaluators invited from other stations as per University norms.

Item No. 17.14

To approve providing of refreshment to University Examination Staff for working beyond office hours/during holidays.

The Finance Committee approved providing refreshment @ Rs. 45 per day to University Examination Staff for working beyond office hours/during holidays.

Item No. 17.15

To seek approval to amend the provision of re-evaluation of answer books.

Noted. The item has already been approved in the Academic Council held on 19.06.2019.

Item No. 17.16

To seek approval to fix rates of re-evaluation, re-checking and to see answer book and to get photocopy of answer book.

The Finance Committee approved the norms and rates of re-evaluation, re-checking and to see answer book and to get photocopy of answer book, as under:

Sr. No.	Description	Time	Rates approved	Remarks
1.	Re-evaluation of answer books	21 days after the declaration of result	Rs. 500 per answer book	Will be done as per Ordinance
2.	Re-checking of answer books	21 days after the declaration of result	Rs. 400 per answer book	Re-checking will be done by University staff to check total of marks and to verify any unmarked question
3.	To see/get photocopy of answer book	21 days after the declaration of result	Rs. 1000 per answer book	The procedure is attached in <u>(Annexure 17.16A)</u>

Item No. 17.17

To seek approval of fixing fee structure for re-evaluation of M.Tech/M.Pharma Thesis.

The Finance Committee approved to fix the fee to be charged from the students and to pay the remuneration to the evaluators, in case of re-submission of thesis, as under:-

Course	Approved rate of Fee to be charged from the students	Approved rate of remuneration to the evaluators
M.Tech/ M.Pharma	Rs. 5,000	Rs. 2,500
Re-submission of thesis	Rs. 2,000	Rs. 1,000
Extension for thesis submission after 4 years	Rs. 5,000	Rs. 2,500

Item No. 17.18 To seek approval of fixing fee structure for Re-registration for betterment of the students.

The Finance Committee approved to charge Rs. 1,000 per subject/paper for re-appear cases from all the students of B.Tech and B.Pharmacy.

Item No. 17.19 To seek approval to fix counseling fee for new courses.

The Finance Committee approved to fix counseling fee in respect of following courses, as under:-

Sr.No.	Course	Amount (In Rs.)
1.	BCA	30,000
2.	BBA	30,000
3.	B.Sc. (HMCT)	30,000

Item No. 17.20 To seek ex-post facto approval to fix online examination fee for newly introduced courses.

The Finance Committee decided to accord ex-post fact approval to fix online examination fee in respect of following courses from the semester examination Nov./Dec.2018 onwards, as per detail given below:-

Sr. No.	Course	Exam Fee (Theory) (Rs.)	Exam Fee (Practical) (Rs.)
1	B.Arch.	2,000	500
2	B.Sc.(HM&CT)	2,000	500
3	B.Pharmacy Practice (Bridge Courses)	2,000	500
4	BHMCT	2,000	500
5	MBA (Tourism & Hospitality Mgt)	1,500	---
6	M.Sc. (Environment Sc.)	2,000	500
7	M.Sc. (Physics)	2,000	500
8	BCA	1,500	500

Item No. 17.21

To seek approval to fix various types of fee charged from the students admitted in newly started courses.

The Finance Committee approved to fix amount of tuition fee and other charges for following new courses:-

Sr. No.	Course	Amount (In Rs.)	Remarks
A. TUITION FEE			
1	PG Diploma in Yoga	15,000	Per annum
2	PG Diploma in Journalism & Mass Communication	15,000	Per annum
B. OTHER CHARGES			
1	Admission Fee	500	One time
2	Identity Card Fee	200	One time
3	Registration Fee	1500	One time
4	Institutional Security (Refundable)	1000	One time
5	Library Security (Refundable)	1500	One time
6	Library Fee	200	Per semester
7	Medical Fee	300	Per semester
8	Internet Fee	1000	Per semester
9	University Fee	3000	Per year
10	Annual Insurance Fee	150	Per year
11	Amalgamated Fund	1700	Per semester

It is further approved that the "other charges" mentioned above shall also be applicable to courses run in HPTU own campus as well as off Campuses.

Item No. 17.22

To seek approval to create various non teaching posts in H.P. Technical University.

The Finance Committee approved creation of following posts in the University:

Sr. No.	Name of Post	No. of posts	Mode of Recruitment
1	Officer on Special Duty (OSD) to the Vice Chancellor	01	On direct/secondment basis
2	Assistant Registrar	03	On direct basis
3	Doctor-MBBS/Ayurveda	01	On secondment/contract basis
4	Nurse	01	On direct/contract/secondment basis
5	Pharmacist	01	On direct/contract/secondment basis
6	Peon	01	On daily wage/outsourcing basis
7	Caretaker (for Guest House)	01	On daily wage basis
8	Cook	02	On outsourcing basis

	(for Guest House)		
9	Peon	01	On daily wage basis
10	Motor Mechanic	01	On daily wage basis
11	Electrician	01	On daily wage basis
12	Driver	02	On daily wage basis
	Total Posts	16	

It is decided to send the case of all the above cited posts to the Government for approval. It is further approved to authorize the vice Chancellor to fill/engage the above posts on need basis on outsourcing/secondment basis for the smooth functioning of the University affairs.

Item No. 17.23

To seek approval to adjust Smt. Kanta Devi, outsourced employee against the post of Class IV.

The Finance Committee did not approve the item.

Item No. 17.24

To seek approval to incur expenditure on contingency/hospitality during inspection of institutions for grant of affiliation.

The Finance Committee approved amount of upto Rs. 1,000 incurred by the Member Secretary of the Committee on the contingency/hospitality during period of inspection for grant of affiliation.

Item No. 17.25

To seek approval to execute allied works to construction of administrative and academic blocks at Daruhi, Hamirpur.

The Finance Committee approved to carry out the following works to make the University campus functional:

Sr. No.	Name of Work	Tentative Amount (Rs.)
1	C/o Open Air Theatre	1.40 crores
2	Providing furniture in Academic Block	1.25 crores
3	C/o Sewerage Treatment Plant	0.50 crores
4	C/o Canteen & Parking Shed for vehicles	1.75 crores
5	C/o of 2 No. fountains	0.10 crores
6	Providing & fixing of 2 No. National Flags with flagpoles	0.10 crores
	TOTAL	5.10 crores

Item No. 17.26

To approve the financial decisions taken in the 22nd meeting of Academic Council of H.P. Technical University held on 19th June, 2019.

The Finance Committee approved the financial decisions taken in 22nd meeting of Academic council of the University, as under:

Item No.	Item Description
22.3	To consider and approve the remuneration to all the invited visiting faculty/expert resource persons/guest faculty for delivering expert lecture to the students of this University
22.14	To consider and approve the fee structure for the Post Graduate Diploma in Yoga and Post Graduate Diploma in Journalism & Mass Communication along with the intake of 30 seats each.
22.17	To consider and approve the extension of Guest/Part time faculty appointed in Himachal Pradesh Technical University campus for various courses for one year.
22.18	To consider and approve the appointment of additional Guest/Part time Faculty and staff in various courses in Himachal Pradesh Technical University campus on new basis.
22.36	To consider and approve the release of funds for any TEQIP activity from Himachal Pradesh Technical University funds in case of delay/non admitting of any expenditure by NPIU.
22.52	To consider and approve the fee for re-evaluation, re-checking, to see answer book and to get photocopy of answer book
22.55	To consider and approve the rates of evaluation of answer books.

OTHER ITEMS

Item No. 17. 27 To seek approval to engage wife of late Shri Parveen Kumar, Driver of hired vehicle, on outsourcing basis.

The Finance Committee rejected the item as such. However, the Committee was of the opinion that the same may be filled/engaged on outsourcing basis against the posts created vide item No. 17.22

Item No. 17. 28 To seek approval for Skill Development Centre in the University.

The Finance Committee approved the Skill Development Centre for H.P. Technical University. The Finance Committee authorized the Vice Chancellor to finalize the modus operandi of the centre with a mandate throughout the State including affiliation fee of the approved sub centres in the State alongwith course fee, etc., after constituting the committee

Item No. 17. 29 To seek approval of retention fee to the legal counsel on the analogy of H.P. University.

The Finance Committee approved the retention fee (per month) to the legal counsel on the analogy of H.P. University.

Item No. 17. 30 To seek approval to engage person for liaison between the H.P. Technical University and the State Government/H.P. Secretariat.


The Finance Committee approved that University may hire the services of any suitable person at Shimla to maintain proper liaison between the HPTU and the Government/H.P. Secretariat for various purposes. The Committee also approved remuneration @ Rs. 7,500 per month to the hired person and authorize the Vice Chancellor for the same.

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

Confirmed by



**Chairman (Finance Committee)
Vice-Chancellor,
H.P. Technical University, Hamirpur.**



**Member Secretary
Finance Committee
H.P. Technical University
Hamirpur**

14/6/19