





22nd, Finance Committee meeting held on 18.9.2015 at 11 AM,

Members present

1. Dr. Hitesh Deka chairman 
2. Dr. P.K. Choudhury member 
3. Sr. Rajat Baran Mahanta 
4. Passtom Chakrabarty, F.O (convenor) 

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Agenda of the Finance Committee Meeting to be held on 18/09/2015

- Agenda No. 1.** Payment of Ex-Gratia to C & D Grade Employees before ensuing Durga Puja.
- As per Earlier Practice Ex-Gratia payment of Rs. 5,000/- and Rs. 4000/- was made to C & D grade employees respectively before Durga Puja out of VC 's discretionary fund as there was no Budget Provision. The employees have made an appeal for release of Ex-gratia payment as per earlier practice.
- Agenda No. 2.** Modification of pay scale of Jr. Assistant, Sr. Assistant, Library Assistant, Book Arranger. & Asstt. Section Officer at par with the pay scale of other university under CPC as per the comparative statement enclosed at Annexure - I. From the comparative statement it is observed that grade pay of the same category of employees in other universities differ. So, the employees pleaded for parity of the grade pay with other Universities.
- Agenda No. 3.** Electronic house hold appliances for Rs. 1,85,680/- were purchased by the Vice-Chancellor for his residence as those are provide in a free furnished bungalow for which the Vice-Chancellor is entitled. But there was no Budget Provision for the purchase of the same items in the year 2015-16. Hence the matter is placed for consideration for payment of the said amount from appropriate Head of Account pending adjustment in the Revised Budget or re-appropriation of the Budget for the year 2015-16.
- Agenda No. 4.** K.K. Handique Memorial Lecture.
- An amount of Rs. 13,96,425/- was incurred in connection with the K.K. Handique Memorial Lecture held on 20/07/2015. But there was no Budget Provision for the same. However, there is a Budget Provision of Rs. 1.50 lakh for the Foundation Day Lecture. So the booking of expenditure under appropriate Head of Account may be made by Re-appropriation of Budget from the Head of Account Maintenance of Study Center may be approved.

Agenda No. 5. Creation of Budget Head

Some of the items of expenditure like payment of remuneration for development of SLM, Purchase of Books & Journal, Remuneration for evaluation of assignment of learners, Training Expenses for Academic & non Academic staff, Vocational training programme for skill development, Research & Development Expenses, Scholarship and fellowship, Seminar & Workshop which were met out of DEC fund, now to be incorporate in the Non Plan Budget creating appropriate Head of Account as no sanction has been received from the UGC DEB for the F.Y. 2015-16.

Agenda No. 6. Review of the Remuneration for CCS and other meeting met out of DEC grant.

ANNEXURE - I

Statement of Pay Structure of KKHSOU compared with Other Universities

Sl. No.	Designation					Grade Pay				
	KKHSOU	Dibrugarh University	Gauhati University	Assam Agriculture University	Cotton University	KKHSOU	Dibrugarh University	Gauhati University	Assam Agriculture University	Cotton University
1	Jr. Accounts Asst. / Jr. Assistant	Asst. (Accounts)	Accounts Assistant / L.D. Assistant	Accounts Assistant / L.D. Assistant	Jr. Accounts Asst. / Jr. Assistant	2,500.00	2,500.00	3,300.00	3,300.00	3,300.00
2	Sr. Accounts Asst. / Sr. Assistant	U.D. Assistant / Jr. Accountant	U.D. Assistant	U.D. Assistant / Jr. Accountant	Sr. Accounts Asst. / Sr. Assistant	3,300.00	4,300.00	4,300.00	4,300.00	4,300.00
3	Assistant Section Officer	Section Superintendent	Assistant Superintendent	Assistant Section Officer		4,400.00	4,500.00	4,500.00	4,500.00	
4	Data Entry Operator	Data Entry Operator	DTP Operator			2,500.00	2,500.00	3,300.00		
5	Book Arranger		Book Arranger	Book Arranger		1,800.00		2,500.00	2,000.00	
6	Library Assistant	Library Assistant	Jr. Library Assistant	Library Assistant		2,500.00	4,300.00	3,300.00	4,300.00	

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Proceedings of the 22nd Finance Committee Meeting held on 18/09/2015 at Housefed Complex.

Member Present:

1. Dr. Hitesh Deka, Vice-Chancellor, KKHSOU (Chairman)
2. Dr. P.K. Chaudhury, Member, BOM
3. Sri Rajat Baran Mahanta, Registrar, KKHSOU
4. Sri Bishnu Chakraborty, Finance Officer, KKHSOU (Member Secretary)

The Member discussed on the following agendas and recommended/resolved against the respective agenda items as follows-

Agenda No. 1. Payment of Ex-Gratia to C & D Grade Employees before ensuing Durga Puja.

As per Earlier Practice Ex-Gratia payment of Rs. 5,000/- and Rs. 4000/- was made to C & D grade employees respectively before Durga Puja out of VC 's discretionary fund as there was no Budget Provision. The employees have made an appeal for release of Ex-gratia payment as per earlier practice.

Resolution No. FC/22/1/2015: After thread bare discussion meeting feels that the payment of Ex-gratia is not justified in case of educational institute hence it is recommended to discontinue the same practice from the next financial year, restricting the payment of Ex-gratia as per earlier practice for this year only. Instead of Ex-gratia the committee recommended to enhance the festival advance to Rs. 10,000/- for "C" grade employees and Rs. 8,000/- for "D" Grade employees from the next financial year and the advance will be recovered in 10 equal instalment from the subsequent monthly salary after the release of advance.

Agenda No. 2. Modification of pay scale of Jr. Assistant, Sr. Assistant, Library Assistant, Book Arranger. & Asstt. Section Officer at par with the pay scale of other university under CPC as per the comparative statement enclosed at Annexure - I. From the comparative statement it is observed that grade pay of the same category of employees in other universities differ. So, the employees pleaded for parity of the grade pay with other Universities.

Resolution No. FC/22/2/2015: The committee examined the matter with reference to the guiding principle of CPC. As per the guiding principle of CPC the pay package is uniform across the state universities with a stricter direction that no university of their own would bring in any changes in the pay package recommended by the common pay committee and approved by the Hon'ble Chancellor. However, grievances related to pay structure, if any, could be addressed by a Pay Anomaly Committee. In order to revise the pay structure as mentioned in the Annexure - I of the above agenda it had to be placed before Pay Anomaly Committee as per the guiding principle provided by the CPC. Since the matter was not placed in time to Anomaly committee which was constituted for the purpose, the State Govt. PRU may be approached for their approval for modification of the grade pay to make it at par with other state University. ie. Gauhati University.

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Agenda No. 3. Electronic house hold appliances for Rs. 1,85,680/- were purchased by the Vice-Chancellor for his residence as those are provide in a free furnished bungalow for which the Vice-Chancellor is entitled. But there was no Budget Provision for the purchase of the same items in the year 2015-16. Hence the matter is placed for consideration for payment of the said amount pending adjustment in the Revised Budget or re-appropriation of the Budget for the year 2015-16.

Resolution No. FC/22/3/2015: Approved the payment of the same from appropriate Head of account pending adjustment of (-) balance in the Revised Budget or Re-appropriation of Budget.

Agenda No. 4. K.K. Handique Memorial Lecture.

An amount of Rs.11,33,466/- was incurred in connection with the K.K. Handique Memorial Lecture held on 20/07/2015. But there was no Budget Provision for the same. So the booking of expenditure may be made by Re-appropriation of Budget from the Head of Account Maintenance of Study Center.

Resolution No. FC/22/4/2015: After discussion the committee recommended that the payment of the same be made from appropriate Head of account pending adjustment of (-) balance in the Revised Budget or Re-appropriation of Budget.

Agenda No. 5. Creation of Budget Head.

Some of the items of expenditure like payment of remuneration for development of SLM, Purchases of books & Journal, Remuneration for evaluation of assignment of learners, Training Expenses for Academic and Non Academic Staff, Vocational Training programme for skill development, Research and Development Expenses, National Award & Distinguish fellowship, Seminar & Workshop which were meet out of DEC fund, now to be incorporate in the Non Plan Budget creating appropriate Head of Account as no sanction has been received from the UGC DEB for the F.Y. 2015-16. In addition to aforesaid head of accounts creation of a separate account for National Award & Distinguish fellowship may be approved.

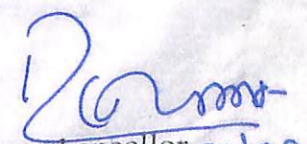
Resolution No. FC/22/5/2015: The Committee recommended for creation of the new head of accounts as mansion in the agenda.

Agenda No. 6. Review of the Remuneration.

Review of the Remuneration for CCS and other meeting met out of DEC grant.

Resolution No. FC/22/6/2015: The Committee discussed the matter and recommended that the remuneration @ Rs. 1500/- for each CCS meeting plus admissible local conveyance be paid as the funding by DEC now UGC (DEB) for the purpose is discontinued for the time being.


Finance Officer


Vice-chancellor 21/09/15

23rd Finance committee meeting held on 28.3.2016 in the Houseed complex, Dispur, Last Gate for discuss on the financial Estimate & Budget for the year 2016-17 and Revised Budget for the year 2015-16

Member present

1. Dr. Hitesh Deka Vice-chancellor, chairman *[Signature]*
2. Dr. P. K. Chowdhury F.C. member (Member) *[Signature]* 28/03/16
3. Shri Rajat Baran Mahanta, Registrar (Member) *[Signature]*
4. Shri Bishnu Chakraborty member secretary *[Signature]* 28/3/16

23rd.

Proceedings of the Finance Committee meeting held on 28/03/2016

Members Present:

1. Dr. Hitesh Deka, Vice-Chancellor (Chairman)
2. Shri Rajat Baran Mahanta, Registrar (Member)
3. Dr. P.K. Choudhury (Member of Board of Management)
4. Shri Bishnu Chakraborty, Finance Officer (Member Secretary)

The Budget for the year 2016-17 and revised budget for the year 2015-16 along with the audited statement of accounts for the year from 2006-07 to 2013-14 submitted by a Chartered Accountant were placed before the Finance Committee.

The committee after threadbare discussion recommended that the Budget for the year 2016-17 and the Revised Budget for the year 2015-16 be placed before the Board of Management for their consideration and approval.

Regarding the Audited Statement of Accounts submitted by the Chartered Accountant it is observed that some of the objections have been incorporated in the Audit report without raising the same before the University for clarification which is as per the standard practice as it appears there is likelihood of missing information or clubbing of expenditure with others thus it fails to depict the correct status of the assets. So it is recommended to ask the author to reexamine the accounts and to resubmit his report in compliance with the Accounting Standard applicable to University Account.

[Signature]
Chairman 28/03/16

[Signature]
Finance Officer

Member present:

- (1) Dr. Hitesh Deka, Chairman
- (2) Dr. P. K. Choudhury
- (3) Anjali Sakia Barua
- (4) Dr. Anupjyoti Choudhury (Registrar)
- (5) Biswani Choudhury (Finance Officer)

Agenda items to be discussed in the Finance Committee meeting on 03-11-2016

A. CRC (Camera ready copy) Bills

Few Bills against CRC work received for payment from the following parties

1. Mrinal Kr Sarma (DTP operator) Don Printers (D.El.ED 1st & 2nd year 1118x45)Rs.50,310.00
 2. Anubhab Enterprise & Co.
(19,620 + 54,830 + 77,757 + 10,300 + 16,545 + 34,200 + 14,220 + 41,400 + 1,18,115 + 29,040)
- Total Rs. 4,16,027.00
Rs. 4,66,337.00

But at the time of processing the bills it is observed that no formal work order was issued with prior administrative approval also the amount is found higher than the prevalent market rate and the same was pointed out to the V.C. As desired by him it is now placed before Finance Committee after collecting rate of CRC preparation from some empanelled Printing Press. The quoted rates are as follows :

Sl. No.	Name of the Printing Press	Description of the item	Quoted rate
1.	Saraighat Printers	A4 Size CRC (camera ready copy)B/W printing charges per 1000 copies or part Both side printing	126.00 per 1000 copies
2.	Don Printer's	A4 Size CRC English	25.00 per page
		A4 Size CRC Assamese	30.00 per page
3.	F.M.Printers	A4 size CRC	15.00 per page
4.	Thakuria offset Printers	A4 CRC	0.50 per page

The rate charged for CRC as per the Bill is Rs 45/- per page. But the quoted rates are found much lower. Now it is place before the Finance Committee for their consideration and to give a direction to settle the outstanding Bills.

B. Policy Matters relating to financial involvement :

1. Engagement of Daily Wage Casual Worker

Daily wage casual worker may be engaged as per the need of the situation purely on temporary basis with the approval of the Vice Chancellor for a period of three months or less than three months. However, if the situation demands the service of the casual worker for more than three month he may be reengaged after break of service for a maximum period of one month. Such engagement shall not give any right to claim for regular appointment. The rate of daily wage worker shall be at par with the Daily wage rate announced by the Govt. of Assam from time to time. However, the Board of Management if deem fit may review the daily wage rate and fixed the rate.

2. Appointment of Fixed Pay employee :

Appointment under Fixed Pay shall be made only against Budgeted vacant post provided the candidate fulfills the requisite qualification, experience and other eligibility criteria for that post, followed by selection procedure.

Casual employees working continuously for five (5) years or more on daily wage basis rendering satisfactory and unblemished services may be considered for fixed pay against the Budgeted Vacant post only provided he/she fulfills the eligibility criteria for the post.

3. Remuneration of the Fixed Pay Employees :

Remuneration of the Fixed pay employee shall be as per the Rule of the State govt. of Assam and no other allowances shall be admissible over the Fixed Pay.

4. Academic consultant (Appointment & Remuneration) :

As per the need of the situation Academic Consultant having requisite qualification and experience may be appointed with the approval of the BOM purely on Temporary basis for a period of Six months on a consolidated pay of Rs.21,600/- being the minimum of basic pay of the Assistant Professor. However, if the services of a consultant is availed continuously for 3 years his remuneration may be enhanced up to the limit of 15% of the consolidated pay.

5. Scale promotion equivalent :

An employee who is in continuous service for 10 years without any promotion or enjoyed higher scale of pay during that period may be granted financial

benefit of one increment or next higher scale whichever is beneficial to the employee provided he/she has rendered satisfactory and unblemished service during that period. If the employee being placed in the next higher scale like scale promotion shall not be eligible to claim the status of the higher grade. This benefit of scale promotion will be allowed maximum for two (2) times during the entire service period provided there is no scope for promotion.

6. Honorarium/Remuneration for different activities may be fixed as follows

Sl.No.	Activities	Minimum Rate	Maximum rate with administrative approval
1.	Writing of Study Material per unit	Rs. 3000/-	
	Under Graduate General (P/Unit)	Rs. 3000/-	Rs.4000/-
	Under Graduate Professional (p/unit)	Rs. 4000/-	Rs. 5000/-
	Post Graduate General (p/unit)	Rs. 4000/-	Rs. 5000/-
	Post Graduate Professional (p/unit)	Rs. 5000/-	Rs. 6000/-
2.	Editing (P/Unit)	Rs. 1500/- (50% of the course writing) whichever is less	Rs.3000/- or 50% of the course writing whichever is less
<u>SL.No.</u>	<u>Activities</u>	<u>Minimum Rate</u>	<u>Maximum rate with</u>

			<u>Administrative approval</u>
3.	Transalation (per unit)	Rs.1500/- or 50% of the course writing whichever is less	Rs.3000/- or 50% of the course writing whichever is less
4.	Vetting/language editing of translated unit (per unit)	Rs. 750/- or 25% of the course writing whichever is less	Rs. 1500/- or 25% of the course writing whichever is less
5.	Substantial revision (per unit)	Rs.1500/- or 50% of the course writing whichever is less	Rs. 3000/- or 50% of the Course writing whichever is less
6.	Proof reading (per page)	Rs.8/-	Rs.12/-
7.	Academic Counsellor per session of 2 hours		
	a. Theory counselling for UG Programmes	Rs. 250/-	Rs. 300/-
	b. Theory counselling for PG Programmes	Rs. 400/-	Rs. 450/-
	c. Practical Counselling for UG Programmess	Rs. 350/-	Rs. 400/-
	d. Practical Counselling for PG Programmes		

		Rs. 450/-	Rs. 500/-
8.	Guest Lecture (per session of 2 hours)	Rs. 1000/-	Rs.2000/-
9.	Sitting fee for expert committee/advisory committee	Rs. 1000/-	Rs. 2500/-
10.	Special Lecture/talk	Rs. 2500/-	Rs.5000/-
11.	Expert fee for designing of cover page	Rs. 2500/-	Rs. 5000/-
	Fee of Senior expert with repo for designing Cover page	Rs. 5000/-	Rs. 10000/-

In any case the payment of honorarium/remuneration should not exceed the maximum rate. However, if the situation demands for payment of higher rate of honorarium/remuneration over the maximum rate this may be paid with the approval of the BOM .

This is placed before the Finance Committee for consideration and recommendation.

PROCEEDINGS OF THE 24TH FINANCE COMMITTEE MEETING HELD ON 03-11-2016

Member Present :

1. Dr. Hitesh Deka, Vice-Chancellor and Chairman of the meeting
2. Dr. P.K.Choudhary, Member (BOM)
3. Anjali Saikia Baruah, Jt. Secretary, Higher Education, represented Commissioner & Secretary to the Higher Education
4. Dr. Arupjyoti Choudhary, Registrar i.c
5. Bishnu Chakraborty, Finance Officer (member Secretary)

Chairman welcome all the members of the committee present in the meeting and asked the Finance Officer to brief about the meeting and to present the agenda items for discussion. Accordingly the Finance Officer placed the Agenda items before the members for discussion.

A. CRC (Camera Ready Copy) Bill

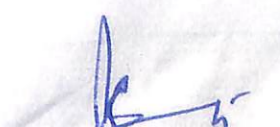
After threadbare discussion on the Agenda item A. the meeting recommended that the Registrar and Finance Officer should examine the reason for wide variation in the quoted rate of CRC submitted by the empaneled Press and to fix a reasonable rate justifying with the nature of CRC work executed against the submitted Bill.

B. Policy Matters relating to financial involvement :

B.1. Engagement of Daily Wage Casual Worker

Daily wage casual worker may be engaged as per the need of the situation purely on temporary basis with the approval of the Vice Chancellor for a period of three months or less than three months. However, if the situation demands the service of the casual worker for more than three month he may be


Chairman


Finance Officer

reengaged after break of service for a maximum period of one month. Such engagement shall not give any right to claim for regular appointment. The rate of daily wage worker shall be at par with the Daily wage rate announced by the Govt. of Assam from time to time. However, the Board of Management if deem fit may review the daily wage rate and fixed the rate.

B.2. Appointment of Fixed Pay employee :

Appointment under Fixed Pay shall be made only against Budgeted vacant post provided the candidate fulfills the requisite qualification, experience and other eligibility criteria for that post, followed by selection procedure.

Casual employees working continuously for five (5) years or more on daily wage basis rendering satisfactory and unblemished services may be considered for fixed pay against the Budgeted Vacant post only provided he/she fulfills the eligibility criteria for the post.

B.3. Remuneration of the Fixed Pay Employees :

Remuneration of the Fixed pay employee shall be as per the Rule of the State govt. of Assam and no other allowances shall be admissible over the Fixed Pay.


B.4. Academic consultant (Appointment & Remuneration) :

As per the need of the situation Academic Consultant having requisite qualification and experience may be appointed with the approval of the BOM purely on Temporary basis for a period of Six months on a consolidated pay of Rs.21,600/- being the minimum of basic pay of the Assistant Professor. However, if the services of a consultant is availed continuously for 3 years his remuneration may be enhanced up to the limit of 15% of the consolidated pay.

B.5. Scale promotion equivalent :

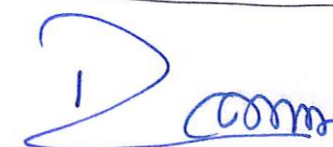
An employee who is in continuous service for 10 years without any promotion or enjoyed higher scale of pay during that period may be granted financial benefit of one increment or next higher scale whichever is beneficial to the employee provided he/she has rendered satisfactory and unblemished service during that period. If the employee being placed in the next higher scale like scale promotion shall not be eligible to claim the status of the higher grade. This benefit of scale promotion will be allowed maximum for two (2) times during the entire service period provided there is no scope for promotion.



Chairman


Finance officer

B.6. Honorarium/Remuneration for different activities may be fixed as follows

Sl.No.	Activities	Minimum Rate	Maximum rate with administrative approval
1.	Writing of Study Material per unit	Rs. 3000/-	
	Under Graduate General (P/Unit)	Rs. 3000/-	Rs.4000/-
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Chairman



Finance officer

4.	Vetting/language editing of translated unit (per unit)	Rs. 750/- or 25% of the course writing whichever is less	Rs. 1500/- or 25% of the course writing whichever is less
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10.	Special Lecture/talk	Rs. 2500/-	Rs.5000/-
11.	Expert fee for designing of cover page	Rs. 2500/-	Rs. 5000/-
	Fee of Senior expert with repo for designing Cover page	Rs. 5000/-	Rs. 10000/-

After detail discussion on the **Policy Matters relating to financial involvement** against point No. 1-6 the committee approved the same for placing before the BOM for their consideration and approval.


The mitting ended giving thanks to members.



Chairman

 (Dr. Hitesh Deka)



Finance Officer
(Bishnu Chakraborty)


Chairman


Finance Officer

25th Finance Committee meeting held on 23-3-2017

Member present

1. Dr. Hitesh Deke
 2. Dr. P. K. Choudhary (member BOM)
 3. Binanki K. Das (Dy. Secy govt Higher Educat)
 4. Dr. Arup Jyoti Choudhary (Registrar U)
 5. Bishu Chakravarty (C.O)
- 23/3/17

Agenda for Finance Committee Meeting to be held on 28-03-2017

1. Budget for the year 2017-18 and Revised Budget for the year 2016-17

2. Any other Matter:

a. Enhancement of entitlement of 25 Ltrs of petrol per month to Controller of Examination for attending office on holidays

As per Finance Committee meeting held on 23.06.2011 it is approved to grant of 25 ltrs of petrol p.m to OSD (Examination) and station in charge *Jnan Taranga* for attending office on all holidays by using their personal car. But the COE wants enhancement of the entitlement without giving proper justification.

b. Fixed daily Allowance to Controller while on duty outside the state for Confidential work.

As per the rule while on duty outside the state admissible D.A is Rs.480/- and entitlement for hotel accommodation is Rs.1,500/- per day. So, the duty allowance may be fixed @ Rs.2000/- per day in lieu of hotel bill and daily allowance for Controller of examination while he is on duty outside the state on confidential work and the duty is approved by the Vice-Chancellor

C. Investment in the SBI Mutual Fund

State Bank of India Mutual Fund Trustee Co. Pvt. Ltd has submitted a proposal for investment in Debt scheme of SBI Mutual fund. It is also mentioned that they are maintaining treasury funds of prominent PSU and various autonomous bodies over the years. There is no guaranteed/fixed rate of return but the return varies as per the type of investment in the market i.e Debt/Equity market. Further, they have submitted a comparative statement showing the growth of fund under various investment scheme against the different period ranging from 3% to 14% as per type of investment.

Rate of growth in Premier Liquid fund varies from 6.4% to 6.9% depending on the period of investment. Growth of investment in other fund fluctuated ranging from 1.16% to 14% depending on the period of investment. Rates are regulated by the market.

In absence of minimum guaranteed rate of return on investment it is difficult to predict/speculate the tentative rate of return. So, this is placed before Finance Committee for deliberation and decision for investment in the SBI Mutual Fund.

25th
Proceedings of the Finance Committee Meeting held on 23-03-2017

Agenda

1. Budget for the year 2017-18 and Revised Budget for the year 2016-17

Resolution.

After threadbare discussion the committee approved the Budget for the year 2017-18 and revised Budget for the year 2016-17 suggesting some modification and minor correction for placing before BOM.

Agenda

2. Any other Matter:

a. Enhancement of entitlement of 25 Ltrs of petrol per month to Controller of Examination for attending office on holidays

As per Finance Committee meeting held on 23.06.2011 it is approved to grant of 25 ltrs of petrol p.m to OSD (Examination) and station in charge *Jnan Taranga* for attending office on all holidays by using their personal car. But the COE wants enhancement of the entitlement without giving proper justification.

Resolution

Deferred

b. Fixed daily Allowance to Controller while on duty outside the state for Confidential work.

As per the rule while on duty outside the state admissible D.A is Rs.480/- and entitlement for hotel accommodation is Rs.1,500/- per day. So, the duty allowance may be fixed @ Rs.2000/- per day in lieu of hotel bill and daily allowance for Controller of examination while he is on duty outside the state on confidential work and the duty is approved by the Vice-Chancellor.

Resolution

After deliberation Committee approved Rs.2,500.00 fixed allowance per day in lieu of hotel bill and daily allowance subject to the limit of revised DA and hotel charge per day allowed for that category of officer in the revised ROP for Controller of Examination when he will be on duty outside the state for confidential work with the approval of Vice-Chancellor.

c. Investment in the SBI Mutual Fund

State Bank of India Mutual Fund Trustee Co. Pvt. Ltd. has submitted a proposal for investment in Debt scheme of SBI Mutual fund. It is also mentioned that they are maintaining treasury funds of prominent PSU and various autonomous bodies over the years. There is no guaranteed/fixed rate of return but the return varies as

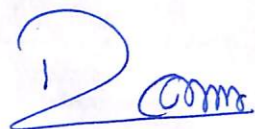
per the type of investment in the market i.e Debt/Equity market. Further, they have submitted a comparative statement showing the growth of fund under various investment scheme against the different period ranging from 3% to 14% as per type of investment.

Rate of growth in Premier Liquid fund varies from 6.4% to 6.9% depending on the period of investment. Growth of investment in other fund fluctuated ranging from 1.16% to 14% depending on the period of investment. Rates are regulated by the market.

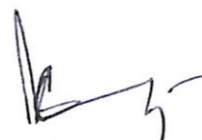
In absence of minimum guaranteed rate of return on investment it is difficult to predict/speculate the tentative rate of return. So, this may be placed before Finance Committee for deliberation and decision for investment in the SBI Mutual Fund.

Resolution

Resolved not to go for investment in the Mutual fund for uncertainty in the rate of return on investment as no fixed/guaranteed return is assured.



Vice-Chancellor



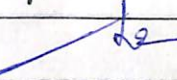
Finance Officer

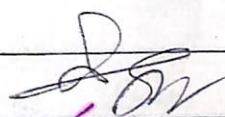
26th Finance committee meeting held on 23-06-2017

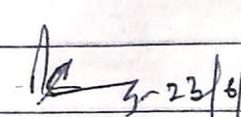
Member present

1. Dr. Hitesh Deka v.c chairman 

2. Dr. P.K. Choudhury Member DOM Member 

3. Sri M.L. Das, Sr. F&A.O., DHE, Assam. 

4. Sri P.K. Das, AFS, Financial Adviser HEDPH. 

5. Bishnu Chakraborty F.O. 

Agenda items to be discussed in the 26th Finance committee meeting held on 23-06-2017

1. Creation of new budget head of A/C and re-appropriating budget

There is no specific budget head for legal and professional expenses as the small fees are being paid under the head of A/C 'Miscellaneous Expenses'. Now the situation demands for creating a separate budget head for legal and professional expenses as the expenditure is substantially increased to meet the payment of Legal Fees and fees for enquiry, etc. Recently, Sri H.N.Sarma a retired High Court Judge has been requested for enquiry on the charges against Sri Rajat Baran Mahanta, Registrar, placed under suspension. He accepted the request and agreed to carry out the enquiry. In the acceptance letter he mentioned his fees Rs. 10,00,000/- (ten lakhs) and other secretarial charges has to be paid by the university and to release Rs. 3,00,000/- as advance. As no provision was made in the budget for such a huge amount, re-appropriation from the head of maintenance of study centres may be made for making the payment. The matter is placed before Finance Committee for their consideration as the fees for enquiry has not yet been approved.

2. Medical re-imburement rule and fixation of limit for medical re-imburement

The University is providing Medical assistance in the form of re-imburement without fixing any limit. Being a new and growing University, we have to regulate the expenses. So the medical re-imburement rules have been framed which is yet to be adopted. This is placed for deliberation and implementation, fixing a maximum limit of re-imburement per year per employee.

3. AOB

i) LTC

Agenda 1. Creation of new budget head of A/C and re-appropriating budget

There is no specific budget head for legal and professional expenses as the small fees are being paid under the head of A/C 'Miscellaneous Expenses'. Now the situation demands for creating a separate budget head for legal and professional expenses as the expenditure is substantially increased to meet the payment of Legal Fees and fees for enquiry, etc. Recently, Sri H.N.Sarma a retired High Court Judge has been requested for enquiry on the charges against Sri Rajat Baran Mahanta, Registrar, placed under suspension. He accepted the request and agreed to carry out the enquiry. In the acceptance letter he mentioned his fees Rs. 10,00,000/- (ten lakhs) and other secretarial charges has to be paid by the university and to release Rs. 3,00,000/- as advance. As no provision was made in the budget for such a huge amount, re-appropriation from the head of maintenance of study centres may be made for making the payment. The matter is placed before Finance Committee for their consideration as the fees for enquiry has not yet been approved.

Resolution:

After threadbare discussion the Committee approved for creation of a separate Budget head for **Legal & professional expenses** and to re-appropriate an amount of Rs.15,00,000.00 from the Budget head Maintenance of Study centre to Legal & Professional Expenses.

Agenda 2. Medical re-imburement Rules and fixation of limit for medical re-imburement

The University is providing Medical assistance in the form of re-imburement without fixing any limit. Being a new and growing University, we have to regulate the expenses. So the medical re-imburement rules have been framed which is yet to be adopted. This is placed for deliberation and implementation, fixing a maximum limit of re-imburement per year per employee.

Resolution :

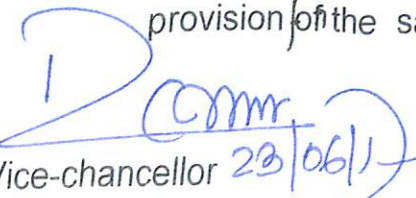
After threadbare discussion the Committee recommended that the Rules should be recommended the maximum limit of medical assistance per employee per year as Rs.3,00,000.00 except the ailments mentioned at para 6 of the Rules.


A O Bi) **LTC****Resolution :**

After detail deliberation the Committee recommended to follow the state Govt. Rules for LTC

ii)

Creation of Fund for Terminal Benefit to the employee : When the Chairman mentioned the need of fund for payment of terminal benefit to the out going and retiring employees. The Committee discussed and recommended for creation of fund for terminal benefits making yearly provision for the same.

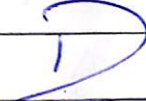

Vice-chancellor 23/06/17


Finance officer

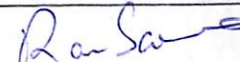
27th Finance Committee Meeting held on 19-2-2018

Member present


1. Dip. Hitesh Deka (v.c)


19/02/18

2) Ramen Sarma (member BOM)


Ramen Sarma

3) Anupjyoti Choudhury (Reg. v.c)


19/2/18

4) Paisham Choudhury (S.O)

AGENDA ITEMS FOR 27th FINANCE COMMITTEE MEETING SCHEDULED TO BE HELD ON 19-02-2018**1. Ex-Post facto approval for enhancement of Festival Advance**

Festival advance has been increased from Rs.10,000.00 to Rs.20,000.00 for 'C' Grade employees and from Rs.8,000.00 to Rs.15,000.00 for 'D' Grade employees keeping the recovery terms same i.e 10 equal monthly instalment, with the approval of Vice-Chancellor pending approval of the Finance Committee. The matter is now placed before the Finance Committee for ex post facto approval.

2. Creation of Loan Fund

Initially by transfer of Rs 25,00,000/- from the Financial year 2018-19 and subsequently transfer of Rs.5,00,000/- every year for five years a Loan fund may be created to facilitate the employees who have completed 5 years of continuous service or more for taking loan for purchase of vehicle @ 7% simple interest p.a on the loan amount. The loan amount will be limited to 90% of the cost of vehicle or Rs.1,25,000/- for 'D' Grade employee, Rs.2,00,000/- for 'C' Grade employees, Rs.3,50,000 for Assistant Professor and officer up to Asst. Registrar, Rs.5,00,000/- for Associate Professor/Dy. Registrar and above considering whichever is lower. Recovery of the loan along with interest will be made from monthly salary in 48 equal instalment or from the remaining month of service to complete the term of 5 years whichever is earlier. The recovery of loan will commence from the subsequent month of release of loan. The loan will be given on 1st cum 1st serve basis as per the availability of fund

3. Disposal of Vehicle "Tyota Innova registration No.AS-01-AF 8868 of 2007 model"

The State Bank of India has donated a new Tyota Innova Car to this University and the said car can be used as replacement of the old car. Also to avoid running and maintenance cost of the old Innova car it may be disposed off through Auction inviting quotation (open tender) fixing the reserve price at Rs.3,50,000/- as valued by an approved valuer of IRDA. (Annexure-I)

4. Creation of Employee's Terminal Benefit Fund

To ensure smooth payment of the terminal benefit to the employees at the time of leaving the organization on attaining the age of superannuation or otherwise, a fund may be created calculating notionally the total due amount as on 31.03.2018 and subsequently fund will be added making yearly provision for terminal benefit based on proper calculation. The employees terminal benefit as on 31-03-2018 as calculated notionally comes to Rs 2.42 Crore (Annexure-II). Fund for the said amount may be created either by depositing in the form of Fixed Deposit in any Nationalised Bank or with LIC whichever is beneficial to the organisation.

5. Online payment of Salary and Vendors Payment through SBI CMPE Payment System

Implementation of online payment system through SBI CMPE System will ease the payment process and contribute to the digital payment as per UGC guideline. For the said service Bank charges are as follows (Annexure-III) :

- a. No charge to avail the service or yearly renewal fee
- b. RTGS Rs. 10.00 per Transaction (for transaction above Rs.2.00 Lakh)
- c. NEFT Rs.5.00 per Transection (for Transaction up to Rs.2.00 Lakh)
- d. DCR (SBI-SBI) Rs.2.00 per Transection (No limit)

But SBI offered 50% concession on the above mentioned rate to KKHSOU.

It is placed before the Finance Committee for their consideration regarding implementation of The System with two level authorization fixing the limit of single level and two level authorization.

6. Ex-post facto approval for spending beyond the Budget Provision under Capital Budget Head of A/C Office Equipment

Allocated amount under the said Budget Head for the year 2017-18 was Rs.20.00 Lakh. But due to joining of new officers, faculties and replacement of obsolete and damaged items some Computers, Laptop and Printers were urgently required. So, to meet the urgent requirement the Vice-Chancellor had to approve the purchase for Rs.19.00 Lakh beyond the Budget provision pending approval of the Revised Budget by the Finance Committee. So, the matter is placed before the Finance Committee for ex post facto approval for incorporation of the said amount in the revised Budget of the year 2017-18 .

7. Investment in SBI Mutual Fund

Proposal for investment in the SBI Mutual was placed before the Finance Committee in its 25th meeting held on 23-03-2017 and it was resolved not to go for investment in the Mutual Fund for uncertainty in the rate of return on investment.

The Chanel Head-SBG (NE Circle) of SBI Funds Management Pvt. Ltd, Guwahati has submitted a proposal on 04-01-2018 for investment in the SBI Mutual Fund citing that they are managing treasury funds of prominent PSUs and various autonomous bodies over the years.(Annexure-IV)

- a. Debt Mutual funds are invested in a range of coupon bearing investments such as Treasury Bills, Government Securities, Corporate Bonds, Money Market and other Securities.
- b. Debt Securities are relatively more stable than equity investment.
- c. All open ended Mutual Funds give the freedom to withdraw money as and when required although investments may be subject to an exit road.
- d. Indexation benefit
Indexation adjust the purchase value of the investment to indicate the impact of inflation.
 - No TDS
 - No equity exposure

They also provided the factsheet showing growth of Mutual Fund ranging from the period 1 week to 3 years. 3 years growth rate is found highest and it varies from 7.653% to 9.02% depending on the investment scheme. But the certainty of growth % is not guaranteed. However, considering the present rate of interest on Fixed Deposit which is 6.5 % to 7% the growth rate of Mutual fund is higher subject to Market Risk.

The matter is now placed before the Finance Committee to consider whether the university can go for investment in the Debt Mutual Fund and the limit of investment.

8. Medical Insurance

- The University has its own Medical Assistance Rules. As per the said rules university provides medical assistance to employees against hospitalization cases up to the limit of Rs.3,00,000 p/year. But there is no limit for re-imburement if the patient suffers from T.B, Leprosy, Cancer and other such malignant diseases irrecoverable paraplegia, hemiplegia diseases requiring thoracic surgery and entitled for full reimbursement. The reimbursements are made as per the recommendation of the Admissibility Board. Most of the cases took much time for settlement due to delay in holding meeting of the Admissibility Board. To avoid such delay and to facilitate the employees for cashless treatment possibility of Group Medical Insurance is explored. Accordingly estimated amount of premium involved for providing group medical insurance to employees and their families to cover the sum insurance ranging from Rs.3.00 Lakh to Rs.5.00 Lakh is collected from a Nationalised General Insurance i.e Oriental Insurance Co. Ltd which are as follows:(Annexure-V)

Sum Insured	Rs. 3.00 Lakh	Rs. 4.00 Lakh	Rs. 5.00 Lakh
Annual Premium	Rs. 13,76,055.00	Rs. 16,49,043.00	Rs. 19,10,594.00

But the actual Expenditure against Medical Assistance during the Last three years are as follows :

Year	Expenditure against Medical Assistance
2015-16	Rs. 2,74,644.00
2016-17	Nil
2017-18 till date	Rs. 7,02,075.00

If the university has to bear the entire premium there will be an additional financial burden on the part of the University . If employees participate contributing the premium forgoing monthly medical allowance of Rs.600.00 then there will be little additional financial burden on the part of the university as employees' contribution to annual premium will be Rs.7,77,600.00 with the existing strength of 108 regular employees. The university has to pay Rs. 8,71,443.00. to provide Insurance coverage of Rs. 4.00 Lack. Per employee including their family. It is Placed before the Finance Committee for consideration.

9. Revision of Fee Structure:

The existing fee structure may be enhanced by 5% to 6% on the various courses offered by the university due to increase of price index and the cost. Coursewise Details of the revised fee and existing fee structure are given in **Annexure-VI**. Revised fee structure is placed before Finance Committee for consideration.

10. Budget for the year 2018-19 and Revised Budget for the year 2017-18

Budget for the year 2018-19 and Revised Budget for the year 2017-18 is submitted at **Annexure-VII** along with the Budget Report and placed before the Finance Committee for their approval for placing before the Board of Management.

11. Purchase Manual (Annexure-VIII)

Purchase Manual is prepared in compliance with the General Finance Rules as per the recommendation of the Tender Committee and it is placed before the Finance Committee for approval.

12. Creation of new Budget Head

Following New Budget Heads are to be created to book the amount under the respective head of account

- Travel Grant** (for booking the amount which is provided in the form of grant to the faculty members for participation in the National and International Seminar, Symposia and workshop for uplifting their knowledge)
- Transfer to Loan Fund** (for transferring amount to loan fund)
- Employees Terminal Benefit Fund** (for transfer of fund making provision for terminal liability)
- Refund of Fee** (for refund of excess fee and fees of non-eligible learners deposited to University Account)
- Jnan Taranga Community Radio** (to book the expenditure of Jnan Taranga radio activities)
- Educational Programme in TV** (to book the expenditure related to educational programme in TV)

This is placed before the Finance Committee for approval for creation of the said New Budget Heads.

13. A O B**a. Corpus Fund**

As per approval of the BOM an amount of Rs.2.00 Crore is being transferred to corpus fund every year. Accordingly an amount of Rs. 22.00 crore has been accumulated in the Corpus Fund. But considering the age of the university i.e 12 years the amount should be Rs.24.00 Crore. So, the additional amount of Rs.2.00 Crore may be transferred to corpus during the year 2018-19 if the Funds permit. This is placed before the Finance Committee for consideration.

1. AGENDA**Ex-Post facto approval for enhancement of Festival Advance**

Festival advance has been increased from Rs.10,000.00 to Rs.20,000.00 for 'C' Grade employees and from Rs.8,000.00 to Rs.15,000.00 for 'D' Grade employees keeping the recovery terms same i.e 10 equal monthly instalment, with the approval of Vice-Chancellor pending approval of the Finance Committee. The matter is now placed before the Finance Committee for ex post facto approval.

RESOLUTION

Enhancement of limit of Festival advance to Rs. 15,000.00 to 'D' Grade employees and Rs.20,000.00 to 'C' Grade employees keeping recovery terms same i.e 10 equal monthly instalment is approved ex post facto.

2. AGENDA**Creation of Loan Fund**

Initially by transfer of Rs 25,00,000/- from the Financial year 2018-19 and subsequently transfer of Rs.5,00,000/- every year for next five years a Loan fund may be created to facilitate the employees who have completed 5 years of continuous service or more for taking loan for purchase of vehicle @ 7% simple interest p.a on the loan amount. The loan amount will be limited to 90% of the cost of vehicle or Rs.1,25,000/- for 'D' Grade employee, Rs.2,00,000/- for 'C' Grade employees, Rs.3,50,000 for Assistant Professor and officer up to Asst. Registrar, Rs.5,00,000/- for Associate Professor/Dy. Registrar and above considering whichever is lower. Recovery of the loan along with interest will be made from monthly salary in 48 equal instalment or from the remaining month of service left to complete the term of 5 years whichever is earlier. The recovery of loan will commence from the subsequent month of release of loan. The loan will be given on 1st cum 1st serve basis as per the availability of fund.

RESOLUTION

The Committee approved the creation of Loan Fund initially by transfer of Rs 25,00,000.00 for the year 2018-19 and subsequent transfer of Rs.5,00,000.00 every year for the next five (5) years to provide vehicle loan to employees who have completed 5 years of continuous service as per following conditions

- Simple interest @7% p.a will be charged on loan amount*
- Loan amount will be limited to 90% of the cost of vehicle or Rs.1,25,000.00 for 'D' Grade employees, Rs.2,00,000.00 for 'C' Grade employees, Rs.3,50,000.00 for Asst. Professor/ Officers up to the rank of Asst. Registrar, Rs.5,00,000.00 for Associate professor and professor and Officer from the rank of Dy. Registrar and above, considering whichever is lower.*
- Recovery of loan amount along with interest will be made from salary in 48 equal monthly instalment or remaining month of service left to complete the term of five years whichever is earlier.*
- Loan shall be given on 1st cum 1st serve basis as per availability of fund against loan*

D. Comm
Vice-Chancellor 20/02/18

[Signature]
Finance Officer
KJHSOU

application in the prescribed format along with quotation of the vehicle from the authorised dealer.

e. Loan agreement shall be executed in a valid legal tender document and recommended for placing before the BOM

3. AGENDA

Disposal of Vehicle "Toyota Innova registration No.AS-01-AF 8868 of 2007 model"

The State Bank of India has donated a new Toyota Innova vehicle to this University and the said vehicle can be used as replacement of the old vehicle. Also to avoid running and maintenance cost of the old Innova vehicle it may be disposed off through Auction inviting quotation (open tender) fixing the reserve price at Rs.3,50,000/- as valued by an approved valuer of IRDA. (Annexure-I)

RESOLUTION

Approved the disposal of old vehicle bearing Registration No.AS-01-AF8868 by auction inviting quotation through open tender fixing the reserve price of Rs.3,50,000.00

4. AGENDA

Creation of Employee's Terminal Benefit Fund

To ensure smooth payment of the terminal benefit to the employees at the time of leaving the organization on attaining the age of superannuation or otherwise, a fund may be created calculating notionally the total due amount as on 31.03.2018 and subsequently fund will be added making yearly provision for terminal benefit based on proper calculation. The employees terminal benefit as on 31-03-2018 as calculated notionally comes to Rs 2.42 Crore (Annexure-II). Fund for the said amount may be created either by depositing the said amount in the form of Fixed Deposit in any Nationalised Bank or with LIC whichever benefits the organisation.

RESOLUTION

The committee approved the creation of Employee's Terminal Benefit Fund for Rs. 2.00 Crore and subsequent addition to the fund making provision for liability after proper calculation of the liability against terminal benefit to the employees at the end of every financial year and recommended for placing before the BOM

5. AGENDA

Online payment of Salary and Vendors Payment through SBI CMPE Payment System

Implementation of online payment system through SBI CMPE System will ease the payment process and contribute to the digital payment as per UGC guideline. For the said service Bank charges are as follows (Annexure-III) :

- No charge to avail the service or yearly renewal fee
- RTGS Rs. 10.00 per Transaction (for transaction above Rs.2.00 Lakh)
- NEFT Rs.5.00 per Transaction (for Transaction up to Rs.2.00 Lakh)
- DCR (SBI-SBI) Rs.2.00 per Transaction (No limit)

But SBI offered 50% concession on the above mentioned rate to KKHSOU.


Vice-Chancellor
20/02/18


Finance Officer
20/02/18

It is placed before the Finance Committee for their consideration regarding implementation of

The System with two level authorization fixing the limit of single level and two level authorization.

RESOLUTION

The Committee approved the online payment of salary and vendors payment through SBI CMPE payment system at the discounted rate offered by the SBI as follows:

- No charge to avail the service or yearly renewal fee
- RTGS Rs. 5.00 per Transaction (for transaction above Rs.2.00 Lakh)
- NEFT Rs.2.50 per Transaction (for Transaction up to Rs.2.00 Lakh)
- DCR (SBI-SBI) Rs.1.00 per Transaction (No limit)

And recommended for placing before the BOM

6. AGENDA

Ex-post facto approval for spending beyond the Budget Provision under Capital Budget Head of A/C Office Equipment

Allocated amount under the said Budget Head for the year 2017-18 was Rs.20.00 Lakh. But due to joining of new officers, faculties and replacement of obsolete and damaged items some Computers, Laptop and Printers were urgently required. So, to meet the urgent requirement the Vice-Chancellor had to approve the purchase for Rs.19.00 Lakh beyond the Budget provision pending approval of the Revised Budget by the Finance Committee. So, the matter is placed before the Finance Committee for ex post facto approval for incorporation of the said amount in the revised Budget of the year 2017-18 .

RESOLUTION

Incorporation of the amount of Rs.19.00^{Lakh} in the Revised Budget is approved Ex post facto

7. AGENDA

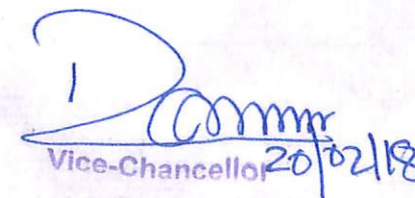
Investment in SBI Mutual Fund

Proposal for investment in the SBI Mutual was placed before the Finance Committee in its 25th meeting held on 23-03-2017 and it was resolved not to go for investment in the Mutual Fund for uncertainty in the rate of return on investment.

The Chanel Head-SBG (NE Circle) of SBI Funds Management Pvt. Ltd, Guwahati has submitted a proposal on 04-01-2018 for investment in the SBI Mutual Fund citing that they are managing treasury funds of prominent PSUs and various autonomous bodies over the years.(Annexure-IV)

Benefits of investment in Liquid/Debt Mutual Funds are

- Debt Mutual funds are invested in a range of coupon bearing investments such as Treasury Bills, Government Securities, Corporate Bonds, Money Market and other Securities.
- Debt Securities are relatively more stable than equity investment.
- All open ended Mutual Funds give the freedom to withdraw money as and when required although investments may be subject to an exit road.


Vice-Chancellor
20/02/18


Finance Officer
20/02/18

d. Indexation benefit

Indexation adjust the purchase value of the investment to indicate the impact of inflation.

- No TDS
- No equity exposure

They also provided the factsheet showing growth of Mutual Fund ranging from the period 1 week to 3 years. 3 years growth rate is found highest and it varies from 7.653% to 9.02% depending on the investment scheme. But the certainty of growth % is not guaranteed. However, considering the present rate of interest on Fixed Deposit which is 6.5 % to 7% the growth rate of Mutual fund is higher subject to Market Risk.

The matter is now placed before the Finance Committee to consider whether the university can go for investment in the Debt Mutual Fund and the limit of investment.

RESOLUTION

Recommended for investment of surplus fund in a profitable way exploring possibilities of best profitable investment with security and liquidity of fund from different market players.

8. AGENDA**Medical Insurance**

- The University has its own Medical Assistance Rules. As per the said rules university provides medical assistance to employees against hospitalization cases up to the limit of Rs.3,00,000 p/year. But there is no limit for re-imburement if the patient suffers from T.B, Leprosy, Cancer and other such malignant diseases irrecoverable paraplegia, hemiplegia diseases requiring thoracic surgery and entitled for full reimbursement. The reimbursements are made as per the recommendation of the Admissibility Board. Most of the cases took much time for settlement due to delay in holding meeting of the Admissibility Board. To avoid such delay and to facilitate the employees for cashless treatment possibility of Group Medical Insurance is explored. Accordingly estimated amount of premium involved for providing group medical insurance to employees and their families to cover the sum i.e Oriental Insurance Co. Ltd which are as follows: (Annexure-V)

Sum Insured	Rs. 3.00 Lakh	Rs. 4.00 Lakh	Rs. 5.00 Lakh
Annual Premium	Rs. 13,76,055.00	Rs. 16,49,043.00	Rs. 19,10,594.00

But the actual Expenditure against Medical Assistance during the Last three years are as follows :

Year	Expenditure against Medical Assistance
2015-16	Rs. 2,74,644.00
2016-17	Nil
2017-18 till date	Rs. 7,02,075.00

[Signature]
Vice-Chancellor 20/02/18

[Signature]
Finance Officer

If the university has to bear the entire premium there will be an additional financial burden on the part of the University . If employees participate contributing the premium forgoing monthly medical allowance of Rs.600.00 then there will be little additional financial burden on the part of the university as employees' contribution to annual premium will be Rs.7,77,600.00 with the existing strength of 108 regular employees. The university has to pay Rs. 8,71,443.00. to provide Insurance coverage of Rs. 4.00 Lakh. Per employee including their family. It is Placed before the Finance Committee for consideration.

RESOLUTION

After threadbare discussion and considering the increasing cost of medical expenses the committee recommended to go for Medical Insurance cover of Rs.5,00,000.00 per family of employees provided the employees contribute to the premium foregoing their monthly medical allowance.

9. AGENDA**Revision of Fee Structure:**

The existing fee structure may be enhanced by 5% to 6% on the various courses offered by the university due to increase of price index and the cost. Coursewise Details of the revised fee and existing fee structure are given in Annexure-VI. Revised fee structure is placed before Finance Committee for consideration.

RESOLUTION

The Committee approved the enhancement of existing fee structure by 5% to 6% on various courses offered by the university and recommended for placing before the BOM

10. AGENDA**Budget for the year 2018-19 and Revised Budget for the year 2017-18**

Budget for the year 2018-19 and Revised Budget for the year 2017-18 is submitted at Annexure-VII along with the Budget Report and placed before the Finance Committee for their approval for placing before the Board of Management.

RESOLUTION

The Committee after threadbare discussion approved the Budget for the year 2018-19 and Revised Budget for the year 2017-18 with minor correction and recommended for placing before the BOM incorporating those correction.

11. AGENDA**Purchase Manual (Annexure-VIII)**

Purchase Manual is prepared in compliance with the General Finance Rules as per the recommendation of the Tender Committee and it is placed before the Finance Committee for approval.

RESOLUTION

The committee approved the Purchase Manual subject to incorporation of financial authority i.e fixing limit of financial power to purchase by different level of authority and recommended for placing before the BOM incorporating the financial authority.

[Signature]
Vice-Chancellor 20/02/18

[Signature]
Finance Officer

12. AGENDA**Creation of new Budget Head**

Following New Budget Heads are to be created to book the amount under the respective head of account

- Travel Grant** (for booking the amount which is provided in the form of grant to the faculty members for participation in the National and International Seminar, Symposia and workshop for uplifting their knowledge)
- Transfer to Loan Fund** (for transferring amount to loan fund)
- Employees Terminal Benefit Fund** (for transfer of fund making provision for terminal liability)
- Refund of Fee** (for refund of excess fee and fees of non-eligible learners deposited to University Account)
- Jnan Taranga Community Radio** (to book the expenditure of Jnan Taranga radio activities)
- Educational Programme in TV** (to book the expenditure related to educational programme in TV)

This is placed before the Finance Committee for approval for creation of the said New Budget Heads.

RESOLUTION

Approved the creation of New Budget Heads

13. AGENDA**A O B****a. Corpus Fund**

As per approval of the BOM an amount of Rs.2.00 Crore is being transferred to corpus fund every year. Accordingly an amount of Rs. 22.00 crore has been accumulated in the Corpus Fund. But considering the age of the university i.e 12 years the amount should be Rs.24.00 Crore. So, the additional amount of Rs.2.00 Crore may be transferred to corpus during the year 2018-19 if the FUNDS permit. This is placed before the Finance Committee for consideration.

RESOLUTION

Approved the additional transfer of Rs.2.00 to Corpus fund over the yearly transfer of Rs.2.00 crore if the FUNDS permit and recommended for placed before the BOM


Vice Chancellor 26/02/18


Finance Officer

28th Meeting of the Finance Committee held on 03-07-2017
in v.c's conference room at Housefed Complex.

Member present

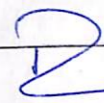
1. Dr. Hitesh Deka (v.c) chairman.

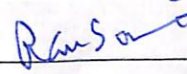
2. Ramen Sarma (BOM member)

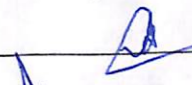
3. Dr. Anupjyoti Choudhury (Registrar)

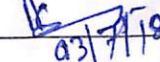
4. Biswam Chakraborty (F.O)

Signature


26/02/18


Ramen Sarma


26/02/18


26/02/18

Agenda note for 28th Finance Committee Meeting to be held on 3rd July 2018 at City Office, Housefed Complex, Last Gate, Guwahati - 781006

1. Recommendation for approval and adoption of Annual Account from inception i.e. 2006-2007 to 2017-18 and the internal Audit Report till 2016-2017.

U/S 19(2) of the KKHSOU Act the Finance Committee has to recommend the Annual Account of the University for approval and adoption of the Account by the Board of Management. Annual accounts of the University was not prepared since inception and Bank reconciliation was not done. So, a CA firm M/S Pradeep Modi and Associates was engaged after inviting tender for preparation of BRS since inception till 2015-2016. But at the time of preparation of BRS the CA firm observed that number of receipt entries are missing. So they were entrusted for compilation of accounts entering the receipt and to do the internal audit of the accounts since inception to 2015-2016. But they took much time and recently submitted the Annual accounts from inception to 2016-2017 and audit report till 2016-2017 and the same is now placed before the Finance Committee along with the Annual accounts of 2017-2018 for recommendation for placing before the Board of Management for approval and adoption of accounts.

2. Implementation of the revised pay of non-teaching staff as per CPC 2017 w.e.f. 01-04-2016.

CPC report approved by the Hon'ble Governor of Assam vide letter No. GSA12/2018/376 dt. 08-06-2018.

As per the CPC report 2017 the financial implication for payment of arrear salary w.e.f. 01-04-2016 to 30-06-2018 is worked out as follows -

Sl. No.	Category of Employees	Amount
1.	Officer under CPC	Rs. 9,11,101.00
2.	Grade III	Rs. 29,27,865.00
3.	Grade IV	Rs. 14,68,452.00
Total fund required for payment of arrear		Rs. 53,07,418.00

contd -

For payment of revised salary from the month of July 2018 additional financial involvement per month will be **Rs. 3,56,419.00**

The University will approach to the State Govt. for release of the additional fund through S.D. Proposal and it may take some time. At present the University has its own fund to meet the requirement. So the implementation of revised CPC 2017 and the payment of revised salary from the month of July 2018 along with the arrear w.e.f. 01-04-2016 to 30-06-2018 may be recommend for placing before the Board of Management for approval.

Proceedings for 28th Finance Committee Meeting of Krishna Kanta Handiqui State Open University held on 3rd July 2018 at City Office, Housefed Complex, Last Gate, Guwahati – 781006


The following Member were present :

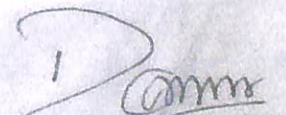
1. Dr. Hitesh Deka, (Vice-Chancellor), Chairman.
2. Sri Ramen Sarma (Member BOM), Member
3. Dr. Arupjyoti Choudhury (Registrar i/c), Member
4. Sri Bishnu Chakraborty (Finance Officer), Member Secretary

Dr. Hitesh Deka, Vice-Chancellor, KKHSOU and Chairman, Finance Committee welcomed all the members for attending the meeting and requested the Member Secretary, Finance Committee to initiate the proceeding as per the Agenda items.

Agenda Item No.1 : Recommendation for approval and adoption of Annual Account from inception i.e. 2006-2007 to 2017-18 and the internal Audit Report till 2016-2017.

U/S 19(2) of the KKHSOU Act the Finance Committee has to recommend the Annual Account of the University for approval and adoption of the Account by the Board of Management. Annual accounts of the University was not prepared since inception and Bank reconciliation was not done. So, a CA firm M/S Pradeep Modi and Associates was engaged after inviting tender for preparation of BRS since inception till 2015-2016. But at the time of preparation of BRS the CA firm observed that number of receipt entries are missing. So they were entrusted for compilation of accounts entering the receipt and to do the internal audit of the accounts since inception to 2015-2016. But they took much time and recently submitted the Annual accounts from inception to 2016-2017 and audit report till 2016-2017 and the same is now placed before the Finance Committee along with the Annual accounts of 2017-2018 for recommendation for placing before the Board of Management for approval and adoption of accounts.


Member Secretary


Chairman

Resolution :

The members of the Committee expressed their displeasure for recommending 12 years Annual Accounts and Internal Audit Report at a time mentioning that they are not the part of prior period, also they expressed their deep concern how the University was functioning without finalising Annual Accounts and Audit.

The members were apprised that prior to joining of the present Vice-Chancellor Dr. Hitesh Deka the Annual Accounts were not prepared and audit was not done. He took keen interest for finalisation of Annual Accounts and Internal Audit of all financial activities. Accordingly Pradeep Modi & Associates, Chartered Accountant who was engaged for Bank Reconciliation work through tender process was entrusted to prepare the Annual Accounts and to do the Internal Audit of the accounts from inception till 2016-17. Pradeep Modi & Associates submitted year wise Annual Accounts & Internal Audit Report for the financial years 2006-07 to 2016-17. The Finance Committee has gone through the report, annual accounts upto 2017-8 and recommend for placing the same before Board of Management for approval and adoption of Annual Accounts with the observations of the Finance Committee as stated above.


Agenda Item No. 2 :Implementation of the revised pay of non-teaching staff as per CPC 2017 w.e.f. 01-04-2016.

CPC report 2017 for revision of Pay Scale of 7 state universities approved by the Hon'ble Governor of Assam vide letter No. GSA12/2018/376 dt. 08-06-2018.

As per the CPC report 2017 the financial implication for payment of arrear salary w.e.f. 01-04-2016 to 30-06-2018 is as follows –

<u>Sl. No.</u>	<u>Category of Employees</u>	<u>Amount</u>
1.	Officer under CPC	Rs. 9,11,101.00
2.	Grade III	Rs. 29,27,865.00
3.	Grade IV	Rs. 14,68,452.00
Total fund required for payment of arrear		Rs. 53,07,418.00


Member Secretary

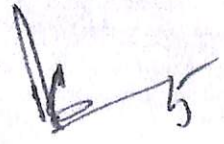

Chairman

For payment of revised salary from the month of July 2018 additional financial involvement per month will be Rs. 3,56,419.00

The University will approach to the State Govt. for release of the additional fund through S.D. Proposal and it may take some time. At present the University has its own fund to meet the requirement. So the implementation of CPC 2017 and the payment of revised salary from the month of July 2018 along with the arrear salary w.e.f. 01-04-2016 to 30-06-2018 may be recommend for placing before the Board of Management for approval.

Resolution :

After threadbare discussion the committee recommended for implementation of revised CPC Pay 2017 w.e.f. 01-04-2016 and to pay the arrear salary w.e.f. 01-04-2016 to 30-06-2018 and revised pay regularly from the month of July 2018 from the available source of fund and to approach the State Govt. through S.D. proposal for release the additional grant that will require on implementation of the CPC 2017 and approved for placing before the Board of Management for approval.


(Bishnu Chakraborty)
Member Secretary
Finance Committee
K.K.H.S.O.U.


(Dr. Hitesh Deka)
Chairman
Finance Committee
K.K.H.S.O.U.

29th Meeting of the Finance Committee held on 30.8.2018
at U.C.'s conference hall in Housefed complex

1. Dr. Hitesh Deke

2
Comr
30/08/18

2. Bsr Ramen Saha (Member BOM)

RanSa
30/08/18

3. Dr. Anupjyoti Choudhury, Registrar

AD
30/8/18

4. Parshom Chakrabarty Finance Officer

PC
30/8/18

AGENDA NOTES FOR 29th FINANCE COMMITTEE MEETING OF KRISHNAS KANTA HANDIQUI STATE OPEN UNIVERSITY TO BE HELD ON 30-08-2018 AT CONFERENCE HALL, HOUSEFED COMPLEX

Item No. FC:29/01 : Payment of Bill of M/S OM Constructions for construction of City Campus at Khanapara.

As per resolution no. BM/37/5(b)/2017 dt. 03/07/2017 of the Board of Management an MOU was signed between KKHSOU and Assam Agriculture University for construction of City Campus at Khanapara. AAU has given the contract for construction of city campus of KKHSOU valued Rs. 64,99,70,512.00 to M/S OM Constructions on the basis of inviting expression of interest from the registered contractors of AAU instead of going for open tender which is required as per General Financial Rule. Now as per MOU, AAU has submitted the first running Bill for Rs.7,12,87,185 and deducted the amount of Rs. 2,81,02,905/- paid as advance to contractor against work done but not measured. At the time of releasing advance against work done but not measured detail estimate and tender documents were also not made available though pointed out. Net amount of running bill after deduction of advance and inclusion of GST comes to Rs. 4,86,20,471/-. But the Bill for payment was submitted without detail estimate though M.Bs are provided in support of the Bill. Bills is duly verified by the Project Manager who is exclusively appointed for monitoring and supervising the construction work. The work is going on in full swing and the contractor is pressing hard for release of payment.

So, the matter is placed before the Finance Committee for a direction regarding process for payment of 1st running bill without detail estimate and award of contract without following GFR.

Item No. FC:29/02 : Payment of Bill Of Mohan Agarwal, Chartered Accountant for Tally entry of receipts from 2007-08

As per T.C.'s approval of rate of Rs. 0.80 paisa per data entry of university receipts in Tally A/C along with Bank Reconciliation work vide Resolution No.5 dt. 30.03.2014, Mohan Agarwal, Chartered Accountant was engaged vide this office letter No. KKHSOU/Finance/43/2008/Pat-I/143 Dt. 30-03-2014 for Tally entry of the receipts of the university and Bank Reconciliation work. But Mohan Agarwal & Co. Chartered Accountant submitted a bill for Rs.3,40,865/- after data entry work without Bank reconciliation vide his bill dt. 18.07.2016 @ Rs.0.80 per entry. So, he was asked to complete the BRS, but he failed to do so. Accordingly his Bill was held up. Subsequently an advertisement was made on 22-06-2016 for Bank Reconciliation Work from 2008-09 to 2015-16. 25 Nos. of professional firms C.A & ICW have submitted their quote. The lowest quote was Rs.40,000.00, submitted by More & Co, Chartered Accountant. But the party did not respond to the appointment made to him for the purpose within the stipulated time. So, the L2, Pradeep Modi & Co. Chartered Accountant who quoted Rs. 45,000.00 was appointed. At the time of preparation of BRS the party observed that number of entries were not made in the Tally. So, they were asked for necessary Tally entry to complete

the BRS. They agreed to do the job @ Rs.1,500/- per month entry i.e.Rs.18,000/- per year. So, they were asked to compile the account and to do the internal audit of the account from the year from 2008-09 to 2015-16 within the said fees. The said firm has completed their job and submitted the bill for BRS Rs. 45,000.00 plus GST @ 18%.

Now Mohan Agarwal is pressing hard to clear his bill. In this context it is to mention that he was also entrusted the work of filing e-TDS Return of the Income Tax till 2015-16, for which he was paid separately. But in most of the quarters returns were filed lately for which late filing fee of Rs,184,000.00 was imposed by the Income Tax Authority and the University had to pay the said amount to Income Tax Authority. But Mohan Agarwal told that required information was not provided to him in time. But it was not reported to Finance Officer in time.

The matter is now placed before the Finance Committee for processing the Bill after deduction of fees paid for BRS Rs. 53,100.00 and to give a direction regarding adjustment of late filing fees of e-TDS return Rs. 1,84,000.00 paid by the university.

Item No. FC:29/03: Incorporation of Rs.3,79,000/-in the Revised Budget for Documentation of EKALAVYA a radio programme in the print format as it was not incorporated in the original Budget for the year 2018-19

No Budget Provision was made for Documentation of EKALAVYA, a radio programme, in the print format for the year 2018-19. Now the Dy. Director Multimedia has submitted a proposal justifying the need for documentation of the said programme in the print format as it is a special educational programme on the issues of general public interest as well as those having social, economic and historic relevance. The programme is intended to benefit the diverse group of learners and general listener of state. The University launched this special educational programme with the help of Prasar Bharati and aired every Saturday from 8P.M to 8.30 P.M since 2011 through All India Radio, Guwahati and Dibrugarh. Due to some technical issues backup of few valuable programmes of eminent personalities lost. So preservation in print format may prevent such type of loss also it can be made easily accessible format and future reference.

For documentation in the print format a tentative Budget is submitted by the Dy. Director Multimedia which is as follows :

Sl.No.	Description of the work	Rate per 30 minutes episode (Rs.)	Number (Approx)	Total (Rs.)
1.	Converting to transcript form	500/-	100 episodes	50,000.00
2.	DTP	25.00 p/page	600 pages	15,000.00
3.	Proofreading	8.00 p/page	600 pages	4,800.00
4.	Designing			10,000.00
5.	Printing for 1,000 copies			3,00,000.00
	TOTAL			3,79,800.00

The matter is placed before the Finance Committee for their consideration and approval for incorporation in the Revised Budget 2018-19

Item No. 29/04/ :Incorporation in the Revised Budget Rs. 37.42 lacs against educational programme in T.V.

Original Budget provision for the year 2018-19 against " educational programme in TV" was for Rs. 15.00 lacs. But the proposal received from the Dy. Director, Multimedia is around Rs. 37,42,000/- as detailed below:

1) For programme production @ 51,000/- per programme for 23 programmes excluding GST and travel	Rs.11,73,000.00	
GST @ 18%	Rs. 2,11,140.00	
Travel Exp. (approx.)	Rs. <u>8,00,000.00</u>	Rs. 21,84,140.00
2) Telecast of programme in TV Channel @ 30,00/- per Programme excluding GST for 44 programmes during the Year 2018-19	Rs. 13,20,000.00	
GST @ 18%	Rs. <u>2,37,600.00</u>	<u>Rs.15,57,600.00</u>
Total =		Rs. 37,41,740.00

The matter is now placed before the Finance Committee for consideration and approval for incorporating in the revised budget 2018-19.

Item No. 29/05/ : House rent allowance to Vice Chancellor on implementation of revised UGC 7th Pay scale in state university.

The Vice Chancellor is entitled for a free quarter to be provided by the concerned university. Due to lack of such facility, sometimes rented suitable house/flat is provided which is not only used as residential quarter but also used as resident-cum-office of Vice Chancellor. In our university, there is no provision of quarter or any rented house for use of Vice Chancellor. Our Vice Chancellor is only entitled for maintenance allowance @ of Rs. 10,000/- per month as per the decision of the Board of Management. It may be noted that the present Vice Chancellor is discharging his duties from his own residence. As the Vice Chancellors are provided free furnished quarter, normally they do not draw the house rent allowance as applicable. However, house rent as per the prevailing rate is applicable to the Vice Chancellors where official quarter is not provided to them.

In view of the above it is placed before the Finance Committee for consideration and approval for drawing of house rent allowance by the V.C at the applicable rate in lieu of maintenance allowance now being drawn from the date of effect of Revised UGC 7th Pay Scale on its implementation.

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MINUTES OF THE 29th FINANCE COMMITTEE MEETING OF KRISHNAS KANTA HANDIQUI STATE OPEN UNIVERSITY HELD ON 30-08-2018 AT CONFERENCE HALL, HOUSEFED COMPLEX

Member present:

- | | |
|--|-----------------------------|
| 1. Dr. Hitesh Deka, Vice-Chancellor, KKHSOU | Chairman |
| 2. Mr. Ramen Sarma Member, BOM | Member |
| 3. Dr. Arupjyoti Choudhury, Registrar, KKHSOU | Member |
| 4. Mr. Bishnu Chakraborty, Finance officer, KKHSOU | Ex-officio member Secretary |

Item No. FC:29/01 : Direction regarding Payment of Bill of M/S OM Constructions for construction of City Campus at Khanapara.

As per resolution no. BM/37/5(b)/2017 dt. 03/07/2017 of the Board of Management an MOU was signed between KKHSOU and Assam Agriculture University for construction of City Campus at Khanapara. AAU has given the contract for construction of city campus of KKHSOU valued Rs. 64,99,70,512.00 to M/S OM Constructions on the basis of inviting expression of interest from the registered contractors of AAU instead of going for open tender which is required as per G. F.R for such value of work. Now as per MOU, AAU has submitted the first running Bill for Rs.7,12,87,185 and deducted the amount of Rs. 2,81,02,905/- paid as advance to contractor against work done but not measured. At the time of releasing advance against work done but not measured detail estimate and tender documents were also not made available though pointed out. Net amount of running bill after deduction of advance and inclusion of GST comes to Rs. 4,86,20,471/-. But the Bill for payment was submitted without detail estimate though M.Bs are provided to support the Bill. Bills is duly verified by the Project Manager who is exclusively appointed for monitoring and supervising the construction work. The work is going on in full suing and the contractor is pressing hard for release of payment.

In view of the above, matter is placed before the Finance Committee for a direction regarding process for payment of 1st running bill ..

Resolution : Recommended to take up the matter administratively following proper procedure.

Item No. FC:29/02 : Payment of Bill Of Mohan Agarwal, Chartered Accountant for Tally entry of receipts from 2007-08

As per T.C's approval of rate of Rs. 0.80 paise per data entry of university receipts in Tally A/C along with Bank Reconciliation work vide Resolution No.5 dt. 30.03.2014, Mohan Agarwal, Chartered Accountant was engaged vide this office letter No. KKHSOU/Finance/43/2008/Pat-I/143 Dt. 30-03-2014 for Tally entry of the receipts of the university and Bank Reconciliation work. But Mohan Agarwal & Co. Chartered Accountant submitted a bill for Rs.3,40,865/- after data entry work without Bank reconciliation vide his bill dt. 18.07.2016 @ Rs.0.80 per entry. So, he was asked to complete the BRS, but he failed to do so. Accordingly his Bill was held up.

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Subsequently an advertisement was made on 22-06-2016 for Bank Reconciliation Work from 2008-09 to 2015-16. 25 Nos. of professional firms C.A & ICW have submitted their quote. The lowest quote was Rs.40,000.00, submitted by More & Co, Chartered Accountant. But the party did not respond to the appointment made to him for the purpose within the stipulated time. So, the L2, Pradeep Modi & Co. Chartered Accountant who quoted Rs. 45,000.00 was appointed. At the time of preparation of BRS the party observed that number of entries left in the Tally. So, they were asked for necessary Tally entry to complete the BRS. They agreed to do the job @ Rs.1,500/- per month entry i.e.Rs.18,000/- per year. So, they were asked to compile the account and to do the internal audit of the account from the year from 2008-09 to 2015-16 within the said fees the said firm has completed their job and submitted the bill for BRS for Rs. 45,000.00 plus GST @ 18%.

Now Mohan Agarwal is pressing hard to clear his bill. In this context it is to mention that he was also entrusted the work of filing e-TDS Return of the Income Tax till 2015-16, for which he was paid separately. But in most of the quarters returns were filed lately for which late filing fee of Rs.1,84,000.00 was imposed by the Income Tax Authority and the University had to pay the said amount to Income Tax Authority. But Mohan Agarwal told that required information was not provided to him in time. But it was not reported to Finance Officer in time.

The matter is now placed before the Finance Committee for processing the Bill after deduction of fees paid for BRS Rs. 53,100.00 and to give a direction regarding adjustment of late filing fees of e-TDS return Rs. 1,84,000.00 paid by the university.

Resolution : Approved for payment of Bill after deduction of Rs. 53,100.00 ,paid for Bank reconciliation work. Regarding deduction of late filing fee of Rs.1,84,000.00 charged by the I.Tax Dept and paid by the University, a negotiation shall be made with the C.A jointly by the Finance officer and Dy, Register (admin) as the C.A firm is partly responsible for late filing of e-TDS quarterly Returns. On negotiation the amount of deduction against late filing fee shall be fixed.

Item No. FC:29/03: Incorporation of Rs.3,79,000/-in the Revised Budget for Documentation of EKALAVYA a radio programme in the print format as it was not incorporated in the original Budget for the year 2018-19

No Budget Provision was made for Documentation of EKALAVYA, a radio programme, in the print format for the year 2018-19. Now the Dy. Director Multimedia has submitted a proposal justifying the need for documentation of the said programme in the print format as it is a special educational programme on the issues of general public interest as well as those having social, economic and historic relevance. The programme is intended to benefit the diverse group of learners and general listener of state. The University launched this special educational programme with the help of Prasar Bharati and aired every Saturday from 8P.M to 8.30 P.M since 2011 through All India Radio, Guwahati and Dibrugarh. Due to some technical issues backup

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For documentation in the print format a tentative Budget is submitted by the Dy. Director Multimedia which is as follows :

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3.	Proofreading	8.00 p/page	600 pages	4,800.00
4.	Designing			10,000.00
5.	Printing for 1,000 copies			3,00,000.00
	TOTAL			3,79,800.00

The matter is placed before the Finance Committee for their consideration and approval for incorporation in the Revised Budget 2018-19

Resolution : Recommended that the expenditure may be made under appropriate Budget Head if there is any and incorporated in the Revised Budget if requires.

Item No. 29/04/ : Incorporation in the Revised Budget Rs. 37.42 lacs against educational programme in T.V.

Original Budget provision for the year 2018-19 against " educational programme in TV" was for Rs. 15.00 lacs. But the proposal received from the Dy. Director, Multimedia is around Rs. 37,42,000/- as detailed below:

1) For programme production @ 51,000/- per programme for 23 programmes excluding GST and travel	Rs.11,73,000.00	
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Travel Exp. (approx.)	Rs. 8,00,000.00	Rs. 21,84,140.00
2) Telecast of programme in TV Channel @ 30,00/- per Programme excluding GST for 44 programmes during the Year 2018-19	Rs. 13,20,000.00	
GST @ 18%	Rs. 2,37,600.00	Rs.15,57,600.00
.....		
Total =		Rs. 37,41,740.00

The matter is now placed before the Finance Committee for consideration and approval for incorporating in the revised budget 2018-19.



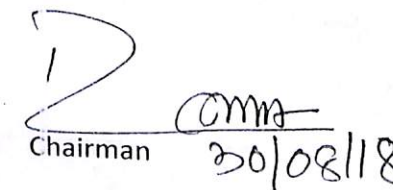
Resolution: Approved for incorporation in the revised Budget Rs.37.42 Lack under the Head Educational Programme in T.V

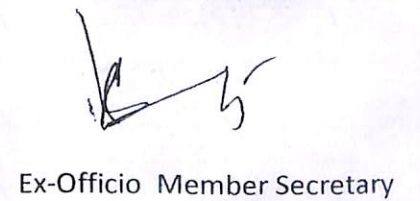
Item No. 29/05/ : House rent allowance to Vice Chancellor on implementation of revised UGC 7th Pay scale in state universities.

The Vice Chancellor is entitled for a free quarter to be provided by the concerned university. Due to lack of such facility, sometimes rented suitable house/flat is provided which is not only used as residential quarter but also used as resident-cum-office of Vice Chancellor. In our university, there is no provision of quarter or any rented house for use of Vice Chancellor. Our Vice Chancellor is only entitled for maintenance allowance @ of Rs. 10,000/- per month as per the decision of the Board of Management. It may be noted that the present Vice Chancellor is discharging his duties from his own residence. As the Vice Chancellors are provided free furnished quarter, normally they do not draw the house rent allowance as applicable. However, house rent allowance as per the prevailing rate is applicable to the Vice Chancellors where official quarter is not provided to them.

In view of the above it is placed before the Finance Committee for consideration and approval for drawing of house rent allowance by the V.C at the applicable rate in lieu of maintenance allowance now being drawn from the date of implementation of Revised UGC 7th Pay Scale in the state of Assam.

Resolution : Drawing of House rent allowance by the Vice-Chancellor at the applicable rate in lieu of Maintenance allowance now being drawn from the date of effect of the Revised UGC 7th Pay scale is approved.


Chairman 20/08/18


Ex-Officio Member Secretary

30th Finance Committee Meeting held on 21-09-2018
at v.c's conference Hall in Housefed complex

Member present

1. Dr. Hitesh Deka, vice-chancellor KKH504 chairman

8/9
Comm
21/9/18

2. Sri Ramen Sarma (Member, BOM)

Ran Sarma
21/9/18

3. Dr. Anupjyoti Choudhury, Registrar KKH50, Member

21/9/18

4. Prishnu Chakraborty, Finance Officer

21/9/18

AGENDA NOTES FOR 30th FINANCE COMMITTEE MEETING OF KRISHNAS KANTA HANDIQUI STATE OPEN UNIVERSITY TO BE HELD ON 21-09-2018 .AT CONFERENCE HALL, HOUSEFED COMPLEX, GUWAHATI-6

Item No. FC:30/01 : Approval for implementation of Revised 7th UGC Pay Scale in pursuance to notification No. FPC.60/2017/52 dt. 04-09-2018 of the Government of Assam Finance (PRU) department and recommendation for placing before BOM.

As per Notification No. FPC.60/2017/52 dated 04-09-2018, the Government of Assam, Finance (PRU) Department has extended the benefit of Revised 7th UGC pay scale to Teachers and Officers under UGC Scale of the state Universities w.e.f. 01-04-2016. (Copy of the notification is enclosed at Annexure-I.

For implementation of the revised 7th UGC Pay Scale regularly from the month of September'2018 the additional Financial implication P/Month will be Rs.14.40 Lakh. The arrear Salary from 01-04-2016 to 31-08-2018 is calculated as Rs.3,26,63,000.00. Regarding arrear Salary it is stated in the said notification against Clause No. 5 That Government of Assam will move to the Government of India for releasing 50% share of the arrear amount for the period from 01.04-2016 to 31-03-2019. Accordingly 50% share of the total arrear will be released on receipt of the same from Government of India. So, the payment of Arrear Salary may be dealt separately on receipt of Grant from the State Government for the purpose. Regular Salary at Revised rate from the month of September'2018 may be released from the available fund with the University and the State Govt. shall be pursued submitting Supplementary Demand for allocation of additional fund against Salary Component.

The matter is now placed before the Finance Committee for their approval for implementation of Revised 7th UGC Pay Scale from 01-04-2016 and release of revised salary from the month of Sept'2018 and release of arrear salary on receipt of Grant from the Govt. of Assam for the purpose and recommend for placing before BOM for their approval.

Item No. FC:30/2 : Approval for enhancement of Fixed Pay of Grade III & Grade IV

contractual Employees:

Due to Revision of pay, the pay scale of both the Teaching and Nonteaching employees of the university has been revised. But the employees under Fixed pay will be deprived if their pay is not revised. Keeping in view the daily wages and minimum revised salary of regular grade iii & Grade IV employees the Fixed Pay may be enhanced from Rs.12,000.00 to Rs. 15,000.00 for Grade III employees and from Rs.9,000.00 to 12,000.00 for Grade IV employees. Additional Financial implication per month for payment of Fixed Pay at enhanced rate will be Rs.54,000.00 i.e Rs.6,48,000.00 P/Year and the amount has to be paid from the University's own source of Income.

The matter is now placed before the Finance Committee for their consideration and approval of enhanced rate of Fixed Pay of Rs.15,000.00 for Grade III and Rs. 12,000.00 for Grade IV employees and to recommend for placing before BOM for approval.

Minutes of 30th FINANCE COMMITTEE MEETING OF KRISHNAS KANTA HANDIQUI STATE OPEN UNIVERSITY HELD ON 21-09-2018 .AT CONFERENCE HALL, HOUSEFED COMPLEX, GUWAHATI-6

Agenda Item No. FC:30/01 : Approval for implementation of Revised 7th UGC Pay Scale in Pursuance to notification No. FPC.60/2017/52 dt. 04-09-2018 of the Government of Assam Finance(PRU) department and recommendation for placing before BOM.

As per Notification No. FPC.60/2017/52 dated 04-09-2018, the Government of Assam, Finance (PRU) Department has extended the benefit of Revised 7th UGC pay scale to Teachers and Officers under UGC Scale of the state Universities w.e.f. 01-04-2016. (Copy of the notification is enclosed at Annexure-I.

For implementation of the revised 7th UGC Pay Scale regularly from the month of September'2018 the additional Financial implication P/Month will be Rs.14.40 Lakh. The arrear Salary from 01-04-2016 to 31-08-2018 is calculated as Rs.3,26,63,000.00. Regarding arrear Salary it is stated in the said notification against Clause No. 5 That Government of Assam will move to the Government of India for releasing 50% share of the arrear amount for the period from 01.04-2016 to 31-03-2019. Accordingly 50% share of the total arrear will be released on receipt of the same from Government of India. So, the payment of Arrear Salary may be dealt separately on receipt of Grant from the State Government for the purpose. Regular Salary at Revised rate from the month of September'2018 may be released from the available fund with the University and the State Govt. shall be pursued submitting Supplementary Demand for allocation of additional fund against Salary Component.

The matter is now placed before the Finance Committee for their approval for implementation of Revised 7th UGC Pay Scale from 01-04-2016 and release of Revised Pay from the month of Sept'2018, release of arrear salary on receipt of Grant from the Govt. of Assam for the purpose and recommend for placing before BOM for their approval.

RESOLUTION : The Committee approved for implementation of Revised 7th UGC Pay Scale w.e.f 01-04-2016 as notified by The Government of Assam Finance (PRU) Department on 04-09-2018 and release of Revised Pay regularly from the month of September'2018. Arrear arising due to revision of Pay Scale shall be dealt with on receipt of Grant/Notification from the Government of Assam for the purpose and recommended for placing before the BOM for approval.

Agenda Item No. FC:30/2 : Approval for enhancement of Fixed Pay of Grade III & Grade IV contractual Employees:

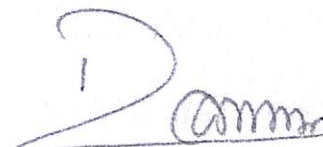
Due to Revision of pay, the pay scale of both the Teaching and Nonteaching employees of the university has been revised. But the employees under Fixed pay will be deprived if their pay is not revised. Keeping in view the daily wages and minimum Revised salary of the regular grade iii & Grade IV employees the Fixed Pay may be enhanced from Rs.12,000.00 to Rs. 15,000.00 for Grade III employees and from Rs.9,000.00 to 12,000.00





Pay at enhanced rate will be Rs.54,000.00 i.e Rs.6,48,000.00 P/Year and the amount has to be paid from the University's own source of Income.

The matter is now placed before the Finance Committee for their consideration and approval of enhanced rate of Fixed Pay of Rs.15,000.00 for Grade III and Rs. 12,000.00 for Grade IV employees and to recommend for placing before BOM for approval.

RESOLUTION : After threadbare discussion the Committee approved enhancement of Fixed Pay to Rs.12,000.00 Per month for Grade IV employees and Rs.15,000.00 Per month for Grade III employees w.e.f. 01-09-2018 and recommended for placing before BOM for approval.



Chairman



Member Secretary

31st Finance Committee Meeting held on 15/03/2019
at v.c's conference Hall in Hubsheed complex.

Member present:

1. Dr. Hitesh Deka, Vice-Chancellor, KKHSOU, Chairman 15/03/19
2. Sr. Ramen Salama (Member BOM) Rasama
3. Dr. Arupjyoti Choudhury, Registrar, KKHSOU, member 15/3/19
4. Biswam Chakraborty, Finance Officer, KKHSOU, 15/3/19

Agenda Note for 31st Finance Committee Meeting of KKHSOU held on 15-03-2019 at 11.00 A.M

Item No. FC-31/01: Incorporation of Payment of Gratuity in the statute of KKHSOU.

As per Gratuity Act 1972, it is mandatory for employers to pay their employees gratuity at the time of quitting provided certain conditions were met.

An Organisation will come under the purview of the Act if it has 10 or more employees on any single day in the preceding 12 months.

Gratuity is payable to an employee who serves the Organisation continuously for 5 years or more.

Gratuity is a monetary benefit given by the employer to his employees at the time of retirement or quitting the Organisation after rendering continuous service of 5 years' or more.

It is a defined benefit plan where no contributions are made by the employee.

As the University has more than 116 regular employees and the services are renewed every after 5 years, so the Gratuity Act may be applicable in case of University.

But in the Statute of the Krishna Kanta Handiqui State Open University, there is no provision for Gratuity though Chapter IX of the Statute mentioned about Provident Fund, Pension and Insurance.

So the provision of Gratuity may be incorporated in the Statute with retrospective effect to extend such benefit to the employees of the University who serves the Organisation continuously for 5 years or more.

The calculation and payment of Gratuity may be regulated as per the rules followed by the Govt. of Assam for payment of Gratuity to the State Govt. employees.

The matter is placed before Finance Committee for their consideration regarding incorporation in the Statute and implementation of the Gratuity for the benefit of the employees and recommendation for placing before the Board of Management for approval.

Item No. FC-31/02 : DA for employees under UGC Scale

As per CPC 2017 the T.A & D.A is linked with the Grade pay. But in UGC under 7th pay the grade pay is abolished and replaced by pay matrix. So, difficulty is now being faced for payment of T.A/D. A of the employee under UGC scale. D.A as per UGC rules may be adopted for smooth disposal of the T.A/D. A Bill of employee under UGC scale. D. A of both UGC and CPC are given below side by side.

UGC		
Pay level/Grade Pay	Rate P/day for food (Rs)	Rate P/day lodging Metro/City (Rs)
14 & Above G.P or AGP Rs. 10,000/- above	1,200/-	7,500/-
12,13 & 13 A in G.P/AGP from 7,600 to less than 10,000/-	1,000/-	4,500/-
9 to 11 grade pay from 5,400/- less than 7,600/-	900/-	2,250/-
Below 9 or G.P less than 5,400	800/-	750/-

Daily Allowance

CPC				
Grade	Normal DA	For visit to Guwahati/Di spur/Other North Eastern States of India	For visit Outside North eastern states India	Hotel rates outside North eastern states
I.	II	III.	IV.	V.
Senior Grade	350	520	700	1875
G.P 16900/ and above				
Grade - I G.P 12700/- to 16300/-	300	450	600	1560
Grade - II G.P 9100/- to 11500/-	260	400	520	1250
Grade - III G.P 5000/- to 8700/-	210	320	430	940
Grade - IV G.P 4400/-	180	270	360	625

From the above table it is evident that rates of DA as per UGC and CPC are widely varied. But the DA rates as per CPC is too low to meet the food expenses and accommodation cost in metro cities. So, the DA as per UGC may be made applicable for metro cities only and the D.A as per CPC under column IV & V may be made applicable within the state and north eastern region when stay in the

hotel is required otherwise normal DA as per CPC is applicable. Lodging charges are admissible subject to actual on production of receipts. Food charges will be reimbursed within admissible limit on self certification.

This is placed before Finance Committee for consideration and approval and to recommend for placing before the BOM.

Item No. FC-31/03 : Honorarium to Resource Person

There is no specific rate of honorarium for resource person and disparity is observed in number of cases. So, to maintain uniformity in the payment of honorarium to resource person following rates are prepared as per pay level or designation of the resource person in service or holding the post at the time of retirement.

Designation or Pay level of the Resource Person	Honorarium
Professor & above in the pay level 14 & above or equivalent	5,000/-
Associate professor in the Pay level 13A or equivalent	4,000/-
Assistant Professor in the Pay level 13 or equivalent	3,500/-
Assistant Professor in the pay level 10-12 or equivalent	2,500/-

Honorarium up to the maximum limit of Rs. 10,000/- may be paid with prior approval of the Vice-Chancellor to Resource person with repute who does not fall within the category mentioned above.

This is placed before the Finance Committee for their consideration and approval and recommendation for placing before the BOM .

Item No. FC-31/04 : Disposal of old Vehicle TATA INDICA VISTA LX, TDI, of 2012 model.

The Vehicle TATA INDICA VISTA bearing registration No As-01-BB-7881 was purchased in the year 2012. Now the production of said model is stopped by the manufacturing company and the vehicle is giving trouble and the maintenance cost is increasing. So, the disposal of the said vehicle through auction fixing a reserve price as per valuation report of an authorised valuer may be executed .

This is placed before the Finance Committee for their approval and recommendation for placing before the BOM.

Item No. FC-31/05 : Appointment of Auditor for audit of Accounts of the university for the year 2017-18 for filing of Income tax return for the assessment year 2018-19

Last year Pradeep Modi & Associate, Chartered Accountant who conducted the Internal Audit filed the Income Tax Return for the assessment year 2017-18 and for which he charged fees of Rs.25,000.00. But when Pradeep Modi was requested over phone for filing of Return for the Assessment year 2018-19, he refused to do the job at the said fees and asked for separate fees ie. Rs.50,000/- for audit and Rs.25,000.00 for filing of return. As the return has to be filed within 31st March'2019 there is no time to go for open tender for inviting quotation from C.A Firms. So, another C.A firm Apurba Banerjee & Co. is approached and he has agreed for audit and filing the return at the fees of Rs. 25,000.00 excluding Travel expenses. So, the appointment of Apurba Banerjee & Co, chartered Accountant for audit and filing of Income Tax Return for the Financial Year 2017-18 at the fee of Rs.25,000.00 plus conveyance expenses up to the maximum limit of Rs.10,000.00 is placed before the Finance Committee for their consideration and ex-post facto approval of appointment of Apurba Banerjee & Co. Chartered Accountants for audit of Accounts of the university and filing of Income Tax return for the year 2017-18 @ Rs. 25,000.00 plus conveyance expense up to the maximum limit of Rs.10,000/-

Item No. FC-31/06. Approval of Budget for the year 2019-20 and the Revised Budget for the year 2018-19

Budget for the year 2019-20 and the Revised Budget for the year 2018-19 is placed before the Finance Committee for approval and recommendation for placing before the BOM for approval.

Proceedings of the 31st Finance Committee Meeting of KKHSOU held on 15-03-2019 at 11.00 A.M in the V.C's Conference room at Housefed Complex

Member Present :

- | | |
|--|--------------------------------|
| 1. Dr. Hitesh Deka, Vice-Chancellor, KKHSOU | Chairman |
| 2. Sri Ramen Sarma (Member, BOM) | Member |
| 3. Dr. Arupjyoti Choudhury, Registrar, KKHSOU | Member |
| 4. Sri Bishnu Chakraborty, Finance Officer, KKHSOU | Ex-officio Member
Secretary |

Agenda Item No. FC-31/01: Incorporation of Payment of Gratuity in the statute of KKHSOU.

As per Gratuity Act 1972, it is mandatory for employers to pay their employees gratuity at the time of quitting provided certain conditions were met.

An organisation will come under the purview of the Act if it has 10 or more employees on any single day in the preceding 12 months.

Gratuity is payable to an employee who serves the organisation continuously for 5 years or more.

Gratuity is a monetary benefit given by the employer to his employees at the time of retirement or quitting the organisation after rendering continuous service of 5 years' or more.

It is a defined benefit plan where no contributions are made by the employee.

As the University has more than 116 regular employees and the services are renewed every after 5 years, so the Gratuity Act may be applicable in case of University.

But in the Statute of the Krishna Kanta Handiqui State Open University, there is no provision for Gratuity though Chapter IX of the Statute mentioned about Provident Fund, Pension and Insurance.

So the provision of Gratuity may be incorporated in the Statute with retrospective effect to extend such benefit to the employees of the University who serves the organisation continuously for 5 years or more.

The calculation and payment of Gratuity may be regulated as per the rules followed by the Govt. of Assam for payment of Gratuity to the State Govt. employees.

The matter is placed before Finance Committee for their consideration regarding incorporation in the Statute and implementation of the Gratuity for the benefit of the employees and recommendation for placing before the Board of Management for approval.

Resolution No. FC-31/01 : After threadbare discussion the Committee recommended the incorporation of payment of Gratuity as per Gratuity Act in the Statute of KKHSOU with retrospective effect to extend the benefit to the employees who serves the organisation continuously for five years or more. Calculation for payment of Gratuity shall be as per Rules followed by the Govt. of Assam and approved for placing before BOM for approval

Item No. FC-31/02 : DA for employees under UGC Scale

As per CPC 2017 the T.A & D.A is linked with the Grade pay. But in UGC under 7th pay the grade pay is abolished and replaced by pay matrix. So, difficulty is now being faced for payment of T.A/D. A of the employee under UGC scale. D.A as per UGC rules may be adopted for smooth disposal of the T.A/D. A Bill of employee under UGC scale. D. A of both UGC and CPC are given below side by side.

Daily Allowance

UGC			CPC				
Pay level/Grade	Rate of D.A P/day	Rate P/day lodging Metro/City (Rs)	Grade	Normal DA	For visit to Guwahati/D ispur/Other North Eastern States of India	For visit Outside North eastern states of India	Hotel rates outside North eastern states
14 & Above G.P or AGP Rs. 10,000/- above	1,200/-	7,500/-	I.	II	III.	IV.	V.
12,13 & 13 A in G.P/AGP from	1,000/-	4,500/-	Senior Grade	350	520	700	1875
			G.P 16900/ and above				

7,600 to less than 10,000/-			Grade - I G.P 12700/- to 16300/-	300	450	600	1560
9 to 11 grade pay from 5,400/- less than 7,600/-	900/-	2,250/-	Grade - II G.P 9100/- to 11500/-	260	400	520	1250
Below 9 or G.P less than 5,400	800/-	750/-	Grade - III G.P 5000/- to 8700/-	210	320	430	940
			Grade - IV G.P 4400/-	180	270	360	625

From the above table it is evident that rates of DA as per UGC and CPC are widely varied. But the DA rates as per CPC is too low to meet the food expenses and accommodation cost in metro cities. So, the DA as per UGC may be made applicable for metro cities only and the D.A as per CPC under column IV & V may be made applicable within the state and north eastern region when stay **in the hotel is required otherwise**, normal DA as per CPC is applicable. Lodging charges are admissible subject to actual on production of receipts. Food charges will be reimbursed within admissible limit of D.A on production of voucher or self certification.

This is placed before Finance Committee for consideration and approval and to recommend for placing before the BOM.

Resolution No. FC-31/02 : After threadbare discussion the Committee approved the rate of D.A & Lodging charges as per UGC for employees under UGC Scale when stay is required in Metro Cities to perform official duty by the employees under UGC scale, in other cases rate of D.A & Lodging as per CPC shall be applicable.

Item No. FC-31/03 : Honorarium to Resource Person

There is no specific rate of honorarium for resource person and disparity is observed in number of cases. So, to maintain uniformity in the payment of honorarium to resource person following rates are prepared as per pay level or designation of the resource person in service or holding the post at the time of retirement.

Designation or Pay level of the Resource Person	Honorarium
Professor & above in the pay level 14 & above or equivalent	5,000/-

Associate professor in the Pay level 13A or equivalent	4,000/-
Assistant Professor in the Pay level 13 or equivalent	3,500/-
Assistant Professor in the pay level 10-12 or equivalent	2,500/-

Honorarium up to the maximum limit of Rs. 10,000/- may be paid with prior approval of the Vice-Chancellor to Resource person with repute who does not fall within the category mentioned above.

This is placed before the Finance Committee for their consideration and approval and recommendation for placing before the BOM.

Resolution No. FC-31/03 : The Committee approved the rate of honorarium of the Resource Person and recommended for placing before the BOM for approval.

Item No. FC-31/04 : Disposal of old Vehicle TATA INDICA VISTA LX, TDI, of 2012 model.

The Vehicle TATA INDICA VISTA bearing registration No As-01-BB-7881 was purchased in the year 2012. Now the production of said model is stopped by the manufacturing company and the vehicle is giving trouble and the maintenance cost is increasing. So, the disposal of the said vehicle through auction fixing a reserve price as per valuation report of an authorised valuer may be executed.

This is placed before the Finance Committee for their approval and recommendation for placing before the BOM.

Resolution No. FC-31/04 : The Committee approved the disposal of vehicle TATA INDICA VISTA through auction by open tender fixing the reserve price as per valuation report of the approved valuer and recommended for placing before the BOM for approval.

Item No. FC-31/05 : Appointment of Auditor for audit of Accounts of the university for the year 2017-18 for filing of Income tax return for the assessment year 2018-19

Last year Pradeep Modi & Associate, Chartered Accountant who conducted the Internal Audit filed the Income Tax Return for the assessment year 2017-18 and for which he charged fees of Rs.25,000.00. But when Pradeep Modi was requested over phone for filing of Return for the Assessment year 2018-19, he refused to do the job at the said fees and asked for separate fees ie. Rs.50,000/-

for audit and Rs.25,000.00 for filing of return. As the return has to be filed within 31st March'2019 there is no time to go for open tender for inviting quotation from C.A Firms. So, another C.A firm Apurba Banerjee & Co. is approached and he has agreed for audit and filing the return at the fees of Rs. 25,000.00 excluding Travel expenses. So, the appointment of Apurba Banerjee & Co, chartered Accountant for audit and filing of Income Tax Return for the Financial Year 2017-18 at the fee of Rs.25,000.00 plus conveyance expenses up to the maximum limit of Rs.10,000.00 is placed before the Finance Committee for their consideration and ex-post facto approval of appointment of Apurba Banerjee & Co. Chartered Accountants for audit of Accounts of the university and filing of Income Tax return for the year 2017-18 @ Rs. 25,000.00 plus conveyance expense up to the maximum limit of Rs.10,000/-

Resolutio No. FC-31/05 : *The Committee approved ex-post facto the appointment of Apurba Banerjee & Co., Chartered Accountant to audit the accounts of the University for the year 2017-18 and filing of Income Tax Return for the Assessment year 2018-19 and recommended for placing before the BOM.*

Item No. FC-31/06. Approval of Budget for the year 2019-20 and the Revised Budget for the year 2018-19

Budget for the year 2019-20 and the Revised Budget for the year 2018-19 is placed before the Finance Committee for approval and recommendation for placing before the BOM for approval.

Resolution No. FC-31/06 : *The Committee after threadbare discussion approved the Revised Budget for the year 2018-19 and the Budget for the year 2019-20 suggesting incorporation of Rs. 5.00 lakh in the Capital Budget for the year 2019-20 against Bani kanta Research Institute and correction of some typographical mistake and recommended for placing before the BOM for approval after incorporation and correction of typographical mistake as suggested.*


(Bishnu Chakraborty)
Ex-Officio Member Secretary,
Finance Committee, KKHSOU


(Hitesh Deka) 18/03/19
Chairman
Finance Committee, KKHSOU

32nd Finance Committee Meeting held on 21-05-2019
at V.C's chamber in House-fud complex.

Member present-

1. Dr. Hitesh Deka, KC, KKHSOU chairman 1
21/05/19
2. Ramen Sanyal, Member BOM Member
Ran San
3. Geetanjali A. Nayyar. Nominee of
Comd & Secy Finance 2
21/5/19
4. Dr. Rahul Mazumder, Registrar, KKHSOU, Member 2
21/5/19
5. Biswam Chakraborty, Finance Office, KKHSOU 1
21/5/19

Agenda Note for 32nd Finance Committee Meeting of KKHSOU on 17-05-2019

Agenda No. FC:32/01 Enhancement of rate of DTP and remuneration of Translator

The existing rate for DTP for Assamese Rs.25/- and for English Rs.15/- P/page for SLM work. Now a proposal is submitted by the Dean Academic for enhancement of DTP rate for Assamese Rs.40/ per page- and for English Rs. 25/- Per Page with a justification that includes 3 print for proof reading. Further, proposal is submitted for enhancement of remuneration of translator from Rs. 2,000/- P/unit to Rs. 3,000/- P/unit as the translators are reluctant to do the translation work at the existing remuneration of Rs. 2,000/- P/unit, which was fixed and notified on 26.02.2018

This is placed before the Finance Committee for their consideration for approval of the enhanced rate of DTP and remuneration of the Translator and recommend for placing before the BOM for approval.

Agenda No. FC/32/02 Approval of Budget for international conference scheduled to be held in the month of December, 2019

A budget for Rs. 25,76,500/- is submitted by the convenor, steering committee, International Conference, KKHSOU for conducting the International Conference in the month of December, 2019. The Budget was submitted showing breakup of head wise expenses as follows (details as per Annexure - I)

Sl. No	Description	Amount in (Rs.)
1.	Venue Charges	2,20,000.00
2.	Food expenses	2,45,000.00
3.	Publication of abstract 300 Nos.	50,000.00
4.	Publication of selected papers 400 Nos.	2,50,000.00
5.	Conference kit 200 no	2,00,000.00
6.	Banner, Bouquets	20,000.00
7.	Gamocha & Memento	33,500.00
8.	T.A to foreign guest 10 persons	4,00,000.00
9.	T.A to Indian guest 10 persons	1,20,000.00
10.	Accommodation	2,25,000.00
11.	Remuneration to chairperson and panellist @ Rs. 2,500/- for 30 persons	75,000.00
12.	Hall Decoration & stall	1,20,000.00
13.	Half page colour advertisement	1,00,000.00
14.	Sightseeing for guest	1,00,000.00
15.	Local travel	1,12,000.00
16.	Miscellaneous	50,000.00
	Total	25,20,500.00

Above budget is prepared taking into consideration the following.

1. Approx. number of paper prestation's 100
2. Number of foreign delegates 10
3. Number of Indian delegates 20 (annexing 0 two plenary sessions, on with CEMCA and the other on with VC 's plus INGNOU delegates, registration and other invited guest)
4. The entire amount may be borne by KKHSOU, an attempt should be made for raising fund from outside sources.
5. The budget amount will be increase or decrease proportionality with the number of participants and guest invited.

This is placed before the Finance Committee for consideration for approval and recommendation for placing before the BOM.

Agenda No. FC/32/03 : Approval of Budget for pre-admission process

A Budget for Rs. 19,35,540/- is submitted by the Admission Committee for the admission process and advertisement for the academic year 2019-20 with following break up.

Sl. No	Description	Amount in (Rs.)
1.	Leaflet printing & Distribution	54,000.00
2.	Quickie preparation cost	1,70,000.00
3.	Broad Casting cost	8,82,000.00
4.	Awareness meeting	6,72,000.00
5.	Printing & Distribution of banner	72,800.00
6.	SMS and Social Media Marketing	41,740.00
7.	Preparation of advertisement	40,000.00
	Total	19,32,540.00

The budget is placed before the Finance Committee for their consideration for approval of the Budget for conduct of pre-admission process and recommendation for placing before The BOM.

Agenda No. FC/32/04: Appointment of Internal Auditor.

Internal auditor Pradeep Modi & Associates, Chartered Accountants carried out the internal audit for the Financial year from 2007-08 to 2015-16 at a consolidated amount charging @Rs. 18,000.00 per year. But now he refused to do the internal audit at the same fee and asked for Rs. 50,000.00 p/year .whether Pradeep Modi & Associates, Chartered Accountants can be engaged at Rs. 50,000/- or advertisement shall be made to explore the possibilities to search an internal auditor who will do physical verification of assets, filing of Income Tax return, give advice on tax related matters apart from internal audit.

This is placed before the Finance Committee for consideration and direction in this regard.

Agenda No. FC/32/05: Payment of honorarium of Rs.2,50,000.00 for Framing of Service Rules for University employees.

As per Resolution No.BM/46/11/2018 of the BOM the service rules for the employees of the University be framed in consultation and guidance from the retired bureaucrats of the Govt. of Assam. Accordingly D.N. Saikia, IAS (Retd) was communicated and he agreed to do the wok. After discussion with him the honorarium is fixed at Rs.2,50,000.00 inclusive of external hand, if any required, by him. As the amount was not incorporated in the Budget for the year 2019-20. This is placed before the Finance Committee for consideration and approval.

Agenda No. FC/32/06 : Opening of Bank A/C with HDFC Bank for online receipt of fee

HDFC Bank (a listed Commercial Bank) has submitted a proposal for Smart Hub Payment Solution referring that they are having their own payment gate way and the transaction charge is zero. But other Banks are charging transaction charges either from university or students against online payment of fee exceeding Rs.2000.00 through card payments. However, in the proposal it was not clear whether learners have to pay the transaction charges. Also there was no mention whether Zero balance S.B A/C can be opened for online receipt of fee. So, a communication was made to the Branch Manager to clarify the same. In response the Branch Manager has clarified that

1. opening of zero balance S.B A/C for online receipt of fee is allowed,
2. zero transaction charges either to university or student and
3. HDFC bank has their own payment gateway since 2004.

Now the matter is placed before the Finance Committee for their consideration and recommendation for placing before the BOM for approval for opening of zero balance S.B. A/C with HDFC Bank for online receipt of fee subject to compliance of other technical aspects.

Agenda No. FC/32/07 Revision of fee structure and its incorporation in the Prospectus for the year 2019-20.

Fee Structure of some of the courses need to be revised to maintain uniformity in the exam fee according to the number of papers. Accordingly total fee of some of the courses changed Details given in Annexure- II showing the existing fee structure and revised fee structure side by side against respective courses.

This is placed before the Finance Committee for their consideration and approval of revised fee structure for incorporation in the prospectus for the year 2019-20 and to recommend for placing before the BOM for approval.

Agenda No. FC/32/08 : Guideline for drawing of remuneration by the study centre Personnel

In absence of any guideline for drawing of remuneration by the Study Centre personnel, it is observed that study centres have framed their own rules for drawing of remuneration by the Centre in charge, Centre Co-ordinator and other personnel. As a result wide variation is observed in the structure of remuneration. So, a guideline may be given to the study centres fixing maximum limit of the remuneration that can be drawn by the personnel of the study centres based on the availability of the resource of the study centres, which is as follows:

1. Counsellor of Diploma and Degree Courses: Rs 250/- to Rs. 300/- per class
2. Counsellor of Master Degree Courses : Rs. 300/- to Rs. 400/- per class
3. Centre-in-charge : Not exceeding Rs. 10,000/- per month
4. Coordinator : Not exceeding Rs. 12,000/- per month
5. Grade III employee : Not exceeding Rs. 8,000/- per month
6. Grade IV employee : Not exceeding Rs. 5,000/- per month

This is placed before the Finance Committee for their consideration and approval and recommendation for placing before the BOM for approval.

REVISED FEE STRUCTURE FOR INCORPORATION IN THE PROSPECTUS OF 2019-20

PROGRAMME	SEMESTER	ENROLLMENT FEE	COURSE FEE	EXAM FEE	PRACTICAL FEE	EXAM-CENTRE FEE	MARKSHEET FEE	DISSERTATION / PROJECT FEE	PROVISIONAL CERTIFICATE FEE	TOTAL FEES TO BE PAID (Revised)	TOTAL EXISTING FEE
PGDCA	Second		7,900.00	400.00	400.00	400.00	200.00	1,000.00	235.00	10,535.00	9,535.00
PGDYN	First	300.00	3,500.00	600.00	200.00	400.00	100.00	-	-	5,100.00	5,200.00
	Second		3,500.00	400.00	400.00	400.00	200.00	1,000.00	235.00	6,135.00	5,435.00
BCA	Sixth		3,750.00	400.00	400.00	300.00	200.00	1,000.00	235.00	6,285.00	5,885.00
BBA	First	300.00	2,700.00	800.00	-	300.00	100.00	-	-	4,200.00	4,000.00
	Second		2,700.00	800.00	-	300.00	100.00	-	-	3,900.00	3,700.00
	Third		2,700.00	800.00	-	300.00	100.00	-	-	3,900.00	3,700.00
	Fourth		2,700.00	800.00	-	300.00	100.00	-	-	3,900.00	3,700.00
	Fifth		2,700.00	800.00	-	300.00	100.00	-	-	3,900.00	3,700.00
	Sixth		2,700.00	800.00	-	300.00	200.00	1,000.00	235.00	5,235.00	5,035.00
B.Com	First	300.00	1,700.00	800.00	-	300.00	100.00	-	-	3,200.00	3,000.00
	Second		1,700.00	800.00	-	300.00	100.00	-	-	2,900.00	2,700.00
	Third		1,700.00	800.00	-	300.00	100.00	-	-	2,900.00	2,700.00
	Fourth		1,700.00	800.00	-	300.00	100.00	-	-	2,900.00	2,700.00
	Fifth		1,700.00	800.00	-	300.00	100.00	1,000.00	-	3,900.00	3,700.00
	Sixth		1,700.00	800.00	-	300.00	200.00	-	235.00	3,235.00	3,035.00
BA (Major)	First	300.00	1,300.00	800.00	-	300.00	100.00	-	-	2,800.00	2,600.00
	Second		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00	2,300.00
	Third		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00	2,300.00
	Fourth		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00	2,300.00
	Fifth		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00	2,300.00
	Sixth		1,300.00	800.00	-	300.00	200.00	-	235.00	2,835.00	2,635.00
BA in Journalism and Mass Communication	First	300.00	1,300.00	800.00	-	300.00	100.00	-	-	2,800.00	2,600.00
	Second		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00	2,300.00
	Third		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00	2,300.00
	Fourth		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00	2,300.00
	Fifth		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00	2,300.00
	Sixth		1,300.00	800.00	-	300.00	200.00	1,000.00	235.00	3,835.00	3,635.00

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REVISED FEE STRUCTURE FOR INCORPORATION IN THE PROSPECTUS OF 2019-20

PROGRAMME	SEMESTER	ENROLLMENT FEE	COURSE FEE	EXAM FEE	PRACTICAL FEE	EXAM-CENTRE FEE	MARKSHEET FEE	DISSERTATION / PROJECT FEE	PROVISIONAL CERTIFICATE FEE	TOTAL FEES TO BE PAID (Revised)	TOTAL EXISTING FEE
DPCS	Annual Fee	300	2,700.00	800.00	-	300.00	100.00	-	235.00	4,435.00	4,135.00
DJMC	Annual Fee	300	2,700.00	800.00	-	300.00	100.00	-	235.00	4,435.00	4,135.00
DCWE	Annual Fee	300	2,700.00	800.00	-	300.00	100.00	-	235.00	4,435.00	4,135.00
DLIS	Annual Fee	300	2,700.00	800.00	-	300.00	100.00	-	235.00	4,435.00	4,135.00
DSL	Annual Fee	300	2,700.00	800.00	-	300.00	100.00	-	235.00	4,435.00	4,135.00
CCNMH	Semester Fee	300	3,000.00	400.00	200.00	300.00	100.00	-	235.00	4,535.00	4,435.00
CSTCPM	Semester Fee	300	3,000.00	400.00	200.00	300.00	100.00	-	235.00	4,535.00	4,435.00
CSP	Semester Fee	300	3,250.00	200.00	400.00	300.00	100.00	-	235.00	4,785.00	4,835.00

ACCOUNTANT
K.K.H.S.O.U.
Guwahati

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FEE STRUCTURE (REVISED)

1. Master's Degree Programmes :

PROGRAMME	SEMESTER	ENROLLMENT FEE	COURSE FEE	EXAM FEE	PRACTICAL FEE	EXAM CENTRE FEE	MARKSHEET FEE	DISSERTATION PROJECT FEE	PROVISIONAL CERTIFICATE FEE	TOTAL FEES TO BE PAID (Revised)	ARREAR SUBJECT
MA (Assamese)	First	300.00	3,500.00	800.00	400.00	100.00	5,100.00	Rs. 200 per paper - Centre Fee - Marksheet Fee Rs. 100 - Consolidated Marksheet Rs. 100
	Second	3,500.00	800.00	400.00	100.00	4,800.00	
	Third	3,500.00	800.00	400.00	100.00	4,800.00	
	Fourth	3,500.00	800.00	400.00	200.00*	235.00	5,135.00	

Note : The course fee are inclusive of counselling fee at the Study Centre and any other learner support services offered by the university at the Study Centres

* In Fourth semester, mark sheet fee of Rs. 200/- includes fee for consolidated mark sheet.

*For 08/15/19
(Rana Hazarika)*

Verified
[Signature]
Assistant Registrar
(Examinations)
K.K.H.S.O.U.

Countersign
[Signature]
Controller of Examinations
K.K.H.S.O.U.

Accountant
[Signature]
Appraise with a note
[Signature]

K.K.H.S.O.U. • 59

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2. PG Diploma Programmes :

PROGRAMME	SEMESTER	ENROLLMENT FEE	COURSE FEE	EXAM FEE	PRACTICAL FEE	EXAM CENTRE FEE	MARKSHEET FEE	DISSERTATION PROJECT FEE	PROVISIONAL CERTIFICATE FEE	TOTAL FEES TO BE PAID (Revised)	ARREAR SUBJECT
PGDMC	First	300.00	4,800.00	800.00	400.00	100.00	6,400.00	Rs. 200.00 per paper - Practical Fee (if applicable) - Centre Fee - Marksheet Fee Rs. 100 - Consolidated Marksheet Rs. 100
	Second	4,800.00	600.00	400.00	200.00	1,000.00	235.00	7,235.00	
PGDBJ	First	300.00	5,300.00	800.00	400.00	100.00	6,900.00	Do -
	Second	5,300.00	600.00	400.00	200.00	1,000.00	235.00	7,735.00	
PGDBM	First	300.00	10,300.00	800.00	400.00	100.00	11,900.00	Do -
	Second	10,300.00	800.00	400.00	200.00	235.00	11,935.00	
PGDCA	First	300.00	7,900.00	400.00	400.00	400.00	100.00	9,500.00	Do -
	Second	7,900.00	400.00	400.00	400.00	200.00	1,000.00	235.00	10,535.00	
PGDHRM	First	300.00	4,800.00	800.00	400.00	100.00	6,400.00	Do -
	Second	4,800.00	800.00	400.00	200.00	235.00	6,435.00	
PGDY	First	300.00	3,500.00	600.00	200.00	400.00	100.00	5,100.00	Do -
	Second	3,500.00	400.00	400.00	400.00	200.00	1,000.00	235.00	6,135.00	

3. Bachelor's Degree Programmes :

PROGRAMME	SEMESTER	ENROLLMENT FEE	COURSE FEE	EXAM FEE	PRACTICAL FEE	EXAM CENTRE FEE	MARKSHEET FEE	DISSERTATION PROJECT FEE	PROVISIONAL CERTIFICATE FEE	TOTAL FEES TO BE PAID (Revised)	ARREAR SUBJECT
BCA	First	300.00	3,750.00	400.00	400.00	300.00	100.00	5,250.00	Rs. 200.00 per paper + Practical Fee (if applicable) + Centre Fee + Marksheet Fee Rs. 100 + Consolidated Marksheet Rs. 100
	Second	3,750.00	600.00	200.00	300.00	100.00	4,950.00	
	Third	3,750.00	400.00	400.00	300.00	100.00	4,950.00	
	Fourth	3,750.00	600.00	200.00	300.00	100.00	4,950.00	
	Fifth	3,750.00	400.00	400.00	300.00	100.00	4,950.00	
	Sixth	3,750.00	400.00	400.00	300.00	200.00	1,000.00	235.00	6,285.00	
BBA	First	300.00	2,700.00	800.00	300.00	100.00	4,200.00	Do -
	Second	2,700.00	800.00	300.00	100.00	3,900.00	
	Third	2,700.00	800.00	300.00	100.00	3,900.00	
	Fourth	2,700.00	800.00	300.00	100.00	3,900.00	
	Fifth	2,700.00	800.00	300.00	100.00	3,900.00	
	Sixth	2,700.00	800.00	300.00	200.00	1,000.00	235.00	5,235.00	

Do -
Verified
[Signature]
Assistant Registrar
(Examinations)
K.K.H.S.O.U.


66

PROGRAMME	SEMESTER	ENROLLMENT FEE	COURSE FEE	EXAM FEE	PRACTICAL FEE	EXAM CENTRE FEE	MARKSHEET FEE	DISSERTATION PROJECT FEE	PROVISIONAL CERTIFICATE FEE	ARREAR SUBJECT	
BCom	First	300.00	1,700.00	800.00	300.00	100.00	3,200.00	Rs. 200.00 per paper + Centre Fee + Marksheet Fee. Rs 100 + Consolidated Marksheet Rs 100
	Second	1,700.00	800.00	300.00	100.00	2,900.00	
	Third	1,700.00	800.00	300.00	100.00	2,900.00	
	Fourth	1,700.00	800.00	300.00	100.00	2,900.00	
	Fifth	1,700.00	800.00	300.00	100.00	1000.00	3,900.00	
	Sixth	1,700.00	800.00	300.00	200.00	235.00	3,235.00	
BA (Major)*	First	300.00	1,300.00	800.00	300.00	100.00	2,800.00	Do -
	Second	1,300.00	800.00	300.00	100.00	2,500.00	
	Third	1,300.00	800.00	300.00	100.00	2,500.00	
	Fourth	1,300.00	800.00	300.00	100.00	2,500.00	
	Fifth	1,300.00	800.00	300.00	100.00	2,500.00	
	Sixth	1,300.00	800.00	300.00	200.00	235.00	2,835.00	
BA in Journalism and Mass Communication	First	300.00	1,300.00	800.00	300.00	100.00	2,800.00	Do -
	Second	1,300.00	800.00	300.00	100.00	2,500.00	
	Third	1,300.00	800.00	300.00	100.00	2,500.00	
	Fourth	1,300.00	800.00	300.00	100.00	2,500.00	
	Fifth	1,300.00	800.00	300.00	100.00	2,500.00	
	Sixth	1,300.00	800.00	300.00	200.00	1,000.00	235.00	3,835.00	
BA (Pass)	First	300.00	1,300.00	600.00	300.00	100.00	2,600.00	Do -
	Second	1,300.00	600.00	300.00	100.00	2,300.00	
	Third	1,300.00	600.00	300.00	100.00	2,300.00	
	Fourth	1,300.00	600.00	300.00	100.00	2,300.00	
	Fifth	1,300.00	600.00	300.00	100.00	2,300.00	
	Sixth	1,300.00	600.00	300.00	200.00	235.00	2,635.00	

Note : For learners of PGDCA/BCA not having Mathematics or Computer Science at 10+2 level :
 Fee for three additional papers is Rs. 1,800 (including Enrolment fee Rs. 100 + Course fee Rs. 600 + Identity Card fee Rs. 50 + Assignment fee Rs. 50 + Examination fee @ Rs. 200 per paper + Examination centre fee Rs. 300 + Marksheet fee Rs. 100.
 * Additoinal fee for Education (Major) ' Psychological Practical' (6th semester) Rs. 200/-

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6/5/18


 Registrar
 K.K.H.S.O.U.

Proceedings of 32nd Finance Committee Meeting of KKHSOU held on

21-05-2019 in the V.C's Conference room at Housedfed Complex

Member Present :

- | | |
|---|-----------------------------|
| 1. Dr. Hitesh Deka, Vice Chancellor, KKHSOU | Chairman |
| 2. Mr. Ramen Sarma, (Member BOM) | Member |
| 3. Ms. Geetanjali A. Nayyar, Dy. Secretary (Finance), (Nominee of The Commissioner & Secretary Finance, Govt. of Assam) | Member |
| 4. Dr. Rahul Mazumder, Registrar i.c, KKHSOU | Member |
| 5. Mr. Bishnu Chakraborty, Finance Office, KKHSOU | Ex-Officio Member Secretary |

Dr. Hitesh Deka, Vice-Chancellor of KKHSOU welcome all the members present in the meeting and then requested Member Secretary of Finance Committee to initiate the proceedings as per agenda items.

Item No. FC:32/01 Enhancement of rate of DTP and remuneration of Translator

The existing rate for DTP for Assamese Rs.25/- and for English Rs.15/- P/page for SLM work. Now a proposal is submitted by the Dean Academic for enhancement of DTP rate for Assamese Rs.40/ per page- and for English Rs. 25/- Per Page with a justification that includes 3 print for proof reading. Further, proposal is submitted for enhancement of remuneration of translator from Rs. 2,000/- P/unit to Rs. 3,000/- P/unit as the translators are reluctant to do the translation work at the existing remuneration of Rs. 2,000/- P/unit, which was fixed and notified on 26.02.2018

This is placed before the Finance Committee for their consideration for approval of the enhanced rate of DTP and remuneration of the Translator and recommend for placing before the BOM for approval.

Resolution No.FC/32/01

After threadbare discussion the committee approved the rate of DTP per page with 3 prints for proof reading for Assamese Rs. 40.00 P/page & For English Rs. 25.00 P/page. The Committee wants to know the annual financial involvement for DTP work. But the figure could not be made available in the meeting. So, requested to submit in the next meeting

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The Committee also approved the enhancement of Remuneration of Translator to Rs.3,000.00 p/unit and recommended for placing before the BOM for approval

ItemNo. FC/32/02 Approval of Budget for international conference scheduled to be held in the month of December, 2019

A budget for Rs. 25,76,500/- is submitted by the convenor, steering committee, International Conference, KKHSOU for conducting the International Conference in the month of December, 2019. The Budget was submitted showing breakup of head wise expenses as follows (details as per Annexure - I)

Sl. No	Description	Amount in (Rs.)
1.	Venue Charges	2,20,000.00
2.	Food expenses	2,45,000.00
3.	Publication of abstract 300 Nos.	50,000.00
4.	Publication of selected papers 400 Nos.	2,50,000.00
5.	Conference kit 200 no	2,00,000.00
6.	Banner, Bouquets	20,000.00
7.	Gamocha & Memento	33,500.00
8.	T.A to foreign guest 10 persons	4,00,000.00
9.	T.A to Indian guest 10 persons	1,20,000.00
10.	Accommodation	2,25,000.00
11.	Remuneration to chairperson and panellist @ Rs. 2,500/- for 30 persons	75,000.00
12.	Hall Decoration & stall	1,20,000.00
13.	Half page colour advertisement	1,00,000.00
14.	Sightseeing for guest	1,00,000.00
15.	Local travel	1,12,000.00
16.	Miscellaneous	50,000.00
	Total	25,20,500.00

Above budget is prepared taking into consideration the following.

1. Approx. number of paper prestation's 100
2. Number of foreign delegates 10
3. Number of Indian delegates 20 (annexing 0 two plenary sessions, on with CEMCA and the other on with VC 's plus INGNUO delegates, registration and other invited guest)

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4. The entire amount may be borne by KKHSOU, an attempt should be made for raising fund from outside sources.
5. The budget amount will be increase or decrease proportionality with the number of participants and guest invited.

This is placed before the Finance Committee for consideration for approval and recommendation for placing before the BOM.

Resolution No. CF/32/02

The committee restricted the Budget for international Conference to Rs.25,00,000.00 including additional head of expenses like cultural programme or any other head of expenses as per the need of situation in addition to the heads mentioned in the Budget for International Conference to be held in the month of December'2019 and recommended for placing before the BOM for approval.

Item No. FC/32/03 : **Approval of Budget for pre-admission process**

A Budget for Rs. 19,35,540/- is submitted by the Admission Committee for the admission process and advertisement for the academic year 2019-20 with following break up.

Sl. No	Description	Amount in (Rs.)
1.	Leaflet printing & Distribution	54,000.00
2.	Quickie preparation cost	1,70,000.00
3.	Broad Casting cost	8,82,000.00
4.	Awareness meeting	6,72,000.00
5.	Printing & Distribution of banner	72,800.00
6.	SMS and Social Media Marketing	41,740.00
7.	Preparation of advertisement	40,000.00
	Total	19,32,540.00

The budget is placed before the Finance Committee for their consideration for approval of the Budget for conduct of pre-admission process and recommendation for placing before The BOM.

Resolution No. FC/32/03

The Committee approved the Budget for Rs.19,32,540.00 for Pre-admission process and recommended for placing before the BOM for approval.

Item No. FC/32/04: Appointment of Internal Auditor.

3

Internal auditor Pradeep Modi & Associates, Chartered Accountants carried out the internal audit for the Financial year from 2007-08 to 2015-16 at a consolidated amount charging @Rs. 18,000.00 per year. But now he refused to do the internal audit at the same fee and asked for Rs. 50,000.00 p/year. Whether Pradeep Modi & Associates, Chartered Accountants can be engaged at Rs. 50,000/- or advertisement shall be made to explore the possibilities to search an internal auditor who will do physical verification of assets, filing of Income Tax return, give advice on tax related matters apart from internal audit.

This is placed before the Finance Committee for consideration and direction in this regard.

Resolution No.FC/32/04

The Committee recommended for advertisement for appointment of the Internal Auditor

Item No. FC/32/05: Payment of honorarium of Rs.2,50,000.00 for Framing of Service Rules for University employees.

As per Resolution No.BM/46/11/2018 of the BOM the service rules for the employees of the University be framed in consultation and guidance from the retired bureaucrats of the Govt. of Assam. Accordingly D.N.Saikia, IAS (Retd) was communicated and he agreed to do the work. After discussion with him the honorarium is fixed at Rs.2,50,000.00 inclusive of external hand, if any required, by him. As the amount was not incorporated in the Budget for the year 2019-20. This is placed before the Finance Committee for consideration and approval.

Resolution No.FC/32/05

The Committee approved the payment of honorarium of Rs.2,50,000.00 for framing of Service Rules for KKHSOU University Employees and recommended for placing before the BOM for approval

Item No. FC/32/06 : Opening of Bank A/C with HDFC Bank for online receipt of fee

HDFC Bank (a listed Commercial Bank) has submitted a proposal for Smart Hub Payment Solution referring that they are having their own payment gateway and the transaction charge is zero. But other Banks are charging transaction charges either from university or students against online payment of fee exceeding Rs.2000.00 through card payments. However, in the proposal it was not clear whether learners have to pay the transaction charges. Also there was no mention whether Zero balance S.B A/C can be opened for online receipt of fee. So, a communication was made to the Branch Manager to clarify the same. In response the Branch Manager has clarified that

1. opening of zero balance S.B A/C for online receipt of fee is allowed,
2. zero transaction charges either to university or student and
3. HDFC bank has their own payment gateway since 2004.

Now the matter is placed before the Finance Committee for their consideration and recommendation for placing before the BOM for approval for opening of zero balance S.B. A/C with HDFC Bank for online receipt of fee subject to compliance of other technical aspects.

Resolution No. FC/32/06

The Committee after threadbare discussion approved for opening of Savings Bank A/c with HDFC Bank for online collection of fee on trial basis for one year and recommended for placing before the BOM for approval.

Item No. FC/32/07 Revision of fee structure and its incorporation in the Prospectus for the year 2019-20.

Fee Structure of some of the courses need to be revised to maintain uniformity in the exam fee according to the number of papers. Accordingly total fee of some of the courses changed Details given in Annexure- II showing the existing fee structure and revised fee structure side by side against respective courses.

This is placed before the Finance Committee for their consideration and approval of revised fee structure for incorporation in the prospectus for the year 2019-20 and to recommend for placing before the BOM for approval.

Resolution No.FC/32/07

The Committee approved the Revised Fee Structure of the following Programmes for incorporation in the Prospectus for the year 2019-20

PROGRAMME	SEMESTER	ENROLLMENT FEE	COURSE FEE	EXAM FEE	PRACTICAL FEE	EXAM CENTRE FEE	MARKSHEET FEE	DISSERTATION /PROJECT FEE	PROVISIONAL CERTIFICATE FEE	TOTAL FEES TO BE PAID (Revised)
PGDCA	Second		7,900.00	400.00	400.00	400.00	200.00	1,000.00	235.00	10,535.00
PGDYN	First	300.00	3,500.00	600.00	200.00	400.00	100.00	-	-	5,100.00
	Second		3,500.00	400.00	400.00	400.00	200.00	1,000.00	235.00	6,135.00
BCA	Sixth		3,750.00	400.00	400.00	300.00	200.00	1,000.00	235.00	6,285.00
BBA	First	300.00	2,700.00	800.00	-	300.00	100.00	-	-	4,200.00
	Second		2,700.00	800.00	-	300.00	100.00	-	-	3,900.00
	Third		2,700.00	800.00	-	300.00	100.00	-	-	3,900.00

	Fourth		2,700.00	800.00	-	300.00	100.00	-	-	3,900.00
	Fifth		2,700.00	800.00	-	300.00	100.00	-	-	3,900.00
	Sixth		2,700.00	800.00	-	300.00	200.00	1,000.00	235.00	5,235.00
B.Com	First	300.00	1,700.00	800.00	-	300.00	100.00	-	-	3,200.00
	Second		1,700.00	800.00	-	300.00	100.00	-	-	2,900.00
	Third		1,700.00	800.00	-	300.00	100.00	-	-	2,900.00
	Fourth		1,700.00	800.00	-	300.00	100.00	-	-	2,900.00
	Fifth		1,700.00	800.00	-	300.00	100.00	1,000.00	-	3,900.00
	Sixth		1,700.00	800.00	-	300.00	200.00	-	235.00	3,235.00
BA (Major)	First	300.00	1,300.00	800.00	-	300.00	100.00	-	-	2,800.00
	Second		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00
	Third		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00
	Fourth		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00
	Fifth		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00
	Sixth		1,300.00	800.00	-	300.00	200.00	-	235.00	2,835.00
BA in Journalism and Mass Communication	First	300.00	1,300.00	800.00	-	300.00	100.00	-	-	2,800.00
	Second		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00
	Third		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00
	Fourth		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00
	Fifth		1,300.00	800.00	-	300.00	100.00	-	-	2,500.00
	Sixth		1,300.00	800.00	-	300.00	200.00	1,000.00	235.00	3,835.00
DPCS	Annual Fee	300	2,700.00	800.00	-	300.00	100.00	-	235.00	4,435.00
DJMC	Annual Fee	300	2,700.00	800.00	-	300.00	100.00	-	235.00	4,435.00
DCWE	Annual Fee	300	2,700.00	800.00	-	300.00	100.00	-	235.00	4,435.00
DLIS	Annual Fee	300	2,700.00	800.00	-	300.00	100.00	-	235.00	4,435.00
DSL	Annual Fee	300	2,700.00	800.00	-	300.00	100.00	-	235.00	4,435.00
CCNMH	Semester Fee	300	3,000.00	400.00	200.00	300.00	100.00	-	235.00	4,535.00
CSTCPM	Semester Fee	300	3,000.00	400.00	200.00	300.00	100.00	-	235.00	4,535.00
CSP	Semester Fee	300	3,250.00	200.00	400.00	300.00	100.00	-	235.00	4,785.00

Item No. FC/32/08 : Guideline for drawing of remuneration by the study centre Personnel

In absence of any guideline for drawing of remuneration by the Study Centre personnel, it is observed that study centres have framed their own rules for drawing of remuneration by the Centre in charge, Centre Co-ordinator and other personnel. As a result wide variation is observed in the structure of remuneration. So, a guideline may be given to the study centres fixing maximum limit of the remuneration that can be drawn by the personnel of the study centres based on the availability of the resource of the study centres, which is as follows:

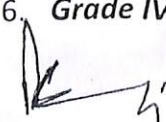
1. Counsellor of Diploma and Degree Courses: Rs 250/- to Rs. 300/- per class
2. Counsellor of Master Degree Courses : Rs. 300/- to Rs. 400/- per class
3. Centre-in-charge : Not exceeding Rs. 10,000/- per month
4. Coordinator : Not exceeding Rs. 12,000/- per month
5. Grade III employee : Not exceeding Rs. 8,000/- per month
6. Grade IV employee : Not exceeding Rs. 5,000/- per month

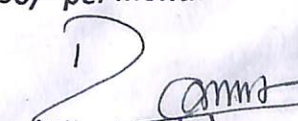
This is placed before the Finance Committee for their consideration and approval and recommendation for placing before the BOM for approval.

Resolution No.FC/32/08

After threadbare discussion the Committee recommends that the Management Committee of each Study Centre has to frame the guideline for fixing remuneration of the employees engaged for study centres' activities as per availability of fund within the ceiling limit of the remuneration prescribed by the university from time to time and the Members of the Management Committee/office bearers are not entitled for any remuneration except sitting fees (not exceeding Rs.1,500/-) for attending meeting related to study centre's activities. With this recommendation the Committee approved the maximum limit of remuneration as follows with the condition that the said remuneration shall be a part of total taxable income of the recipient and recommended for placing before the BOM for approval.

1. Counsellor of Diploma and Degree Courses: Rs 250/- to Rs. 300/- per class
2. Counsellor of Master Degree Courses : Rs. 300/- to Rs. 400/- per class
3. Centre-in-charge : Not exceeding Rs. 10,000/- per month
4. Coordinator : Not exceeding Rs. 12,000/- per month
5. Grade III employee : Not exceeding Rs. 8,000/- per month
6. Grade IV employee : Not exceeding Rs. 5,000/- per month

 The meeting ended with vote of thanks to the Chair
(Bishnu Chakraborty)
Ex-Officio Member Secretary,
Finance Committee, KKHSOU


(Hitesh Deka)
Chairman,
Finance Committee, KKHSOU

33rd Finance Committee Meeting held on 30.01.2020

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Member present

1. Dr. Hitesh Deka, vice chancellor, KKHSOU
2. Shri Ramen Sanyal, Member BOM
3. Dr. Anupjyoti Choudhury, Registrar, KKHSOU
4. Shri Biswam Chakrabarti, Finance officer, KKHSOU

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Agenda notes for 33rd Finance Committee Meeting of KKHSOU to be held on 30.01.2020

Item No. FC/33/01: Rules for Loans and Advances for KKHSOU Employees

As a welfare measure loan facility for purchase of House Building, Motor car, Motor Cycle/Scooter may be extended to the employees of KKHSOU. Initially House Building Loan shall be provided to 3rd grade and 4th grade employees.

To facilitate the employees a rule for Loans and Advances to employees of KKHSOU has been framed and placed before the Finance Committee for consideration and recommendation for placing before the BOM for approval. And for the purpose of providing loans & advances to the employees an amount of Rs.1.25 Crore may be transferred to Loan Fund Account during the financial year 2020-21 and subsequently Rs. 25.00 Lakh p/year for five years subject to availability of funds. The rate of interest on loan amount may be fixed @ 7.5% simple interest which may be reviewed periodically.

Item No. FC/33/02: Payment of bill of Rs.1,55,760/- submitted by the Internal Auditor Pradeep Modi & Associates for conducting Audit on procurement of all item from the F.Y. 2006-07 to 2016-17.

The Auditor was requested vide this office letter no. KKHSOU/Finance/43/2008/PT/293 dtd. 07/02/2018 to carry out the audit on procurement of item as part of the internal Audit from the financial year 2006-07 to 2016-17 @ Rs.12,000/- per year with the approval of the V.C. But there was no budget provision for the same. Auditor has submitted their report along with the bill for Rs.1,55,760/- (including GST) on 01/08/2019. Now the report is placed before the Finance Committee for acceptance and approval for payment of Audit fees by incorporation of the amount in the Revised Budget for the year 2019-20.

Item No. FC/33/03: Adoption of Annual Account for the year 2018-19

Annual Account for the year 2018-19 has been prepared and the Internal Auditor S.K. Patodia & Associates, Chartered Accountant has examined the books and records of the University and found the Balance Sheet and the Income & Expenditure as on 31/03/2019 are in agreement with the Books and records.

Now the Annual Accounts for the year 2018-19 is placed before the Finance Committee for adoption and recommendation for placing before the BOM for approval.

Item No. FC/33/04: Internal Audit Report for the year 2018-19

As per resolution No.FC/32/04 of the Finance Committee meeting held on 31/05/2019 an advertisement was made in the News paper for appointment of Internal Auditor and S.K. Patodia & Associates, Chartered Accountant who fulfils all the conditions and quoted lowest rate was appointed for the Internal Audit including physical verification of Assets. The internal auditor has

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submitted their report which is now placed before the Finance Committee for acceptance and recommended for placing before the BOM for acceptance.

Item No. FC/33/05: Remuneration of Tax Consultant for appealing against Demand Notice from Income Tax u/s.143(1) for payment of Tax of Rs.23,35,17,549/- for the Assessment year 2017-18

Two separate demand notice have been received from the Income Tax department for A.Y. 2017-18 (F.Y. 2016-17) and A.Y. 2018-19 (F.Y. 2017-18) for payment of Income Tax of Rs.23,35,17,549/- and Rs.24,52,05,346/- respectively. Against the said demands we have responded for exemption of Tax u/s.10 (23C) (iiiab) as it is a state govt. university substantially funded by the state govt. and the institution is exclusively for the purpose of education only. But Rule 2BBB provides that for the purpose of sub-clauses (iiiad) and (iiiic) of clause (23C) of section 10, any university or educational institution hospitals or other institution, shall be considered as being substantially financed by the Government for any previous year, if the Government grant to such university or other educational institution exceeds fifty percent of total receipts including any voluntary contributions. In case of our university Government grant is less than 50% of the total receipt. So we have to approach Pradeep Modi & Associates, Chartered Accountants (our internal auditor) for appeal against the demand to do the needful for zero tax. But he requested us to appoint Nitin Modi, Chartered Accountant for the said work. Accordingly Nitin Modi has been appointed to appeal and to do the needful for quashing the demand and to intimate us his professional fee for the said work. He intimated his professional fees as Rs. 5,00,000/- to be paid after the settlement of case. At his effort the case is settled and the assessment order was passed by the I.T. Department quashing the demand as Nil Tax for the A.Y. 2017-18. The party raised a bill for Rs.5,00,000/-. Payment of which is made pending approval of the Finance Committee. Now it is placed before the Finance Committee for ratification and to approve to appoint the same person for the Assessment Year 2018-19 if requires after negotiation of the fees not exceeding Rs.3,00,000/-. This may be recommended for placing before BOM for approval.

Item No. FC/33/06: Approval of Budget for the year 2020-21 and Revised Budget for the year 2019-20

Budget for the year 2020-21 and Revised Budget for the year 2019-20 is placed before the Finance Committee for approval and recommendation for placing before BOM for approval.

Item No. FC/33/07: Discontinuation of Budget Head - Assistance for Human Resource.

As no financial assistance is now being received from DEC or UGC against the head Assistance for Human Resource and the payments are now being made under the head salary or wages, the said head of expenses may be discontinued from the next financial year. Hence no allocation is made in the Budget for the year 2020-21. Now it is placed before the Finance Committee for approval for discontinuation of the said head of account from the next F. Y. i.e. 2020-21.

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Proceedings of 33rd Finance Committee Meeting of KKHSOU held on 30.01.2020

Item No. FC/33/01: Rules for Loans and Advances for KKHSOU Employees
As a welfare measure loan facility for purchase of House Building, Motor car, Motor Cycle/Scooter may be extended to the employees of KKHSOU. Initially House Building Loan shall be provided to 3rd grade and 4th grade employees.

To facilitate the employees a rule for Loans and Advances to employees of KKHSOU has been framed and placed before the Finance Committee for consideration and recommendation for placing before the BOM for approval. And for the purpose of providing loans & advances to the employees an amount of Rs.1.25 Crore may be transferred to Loan Fund Account during the financial year 2020-21 and subsequently Rs. 25.00 Lakh p/year for five years subject to availability of funds. The rate of interest on loan amount may be fixed @ 7.5% simple interest which may be reviewed periodically.

Resolution : *The Committee examined the Rules for Loans & Advances and after threadbare discussion recommended for following modifications in the rules.*

- i) *The minimum service period for availing the House Building Loan shall be 5 years instead of 8 years (Para 5)*
- ii) *Regarding payment of Advance monthly installment should be so fixed as to enable recovery of the Advance with interest thereon within 20 years from the date of drawing the 1st instalment or one (1) year before superannuation or retirement of the concerned employee whichever is earlier instead of 12 years (para 13)*
- iii) *No Advance for House Building shall exceed Rs.15,00,000.00 for 3rd Grade & 4th Grade employees and Rs.20,00,000.00 for Faculties and Officers or 50 months Basic pay whichever is less instead of Rs.10,00,000.00 (at para 14)*

The Finance Committee also recommended for transfer of Rs. 2.00 Crore to Loan Fund during the financial year 2020-21 and subsequently Rs. 30,00,000.00 p/year for 5 years instead of Rs.1.25 crore and Rs.25.00 Lakh respectively. And The Committee recommended for placing before the BOM for approval.

Item No. FC/33/02: Payment of bill of Rs.1,55,760/- submitted by the Internal Auditor Pradeep Modi & Associates for conducting Audit on procurement of all item from the F.Y. 2006-07 to 2016-17.

The Auditor was requested vide this office letter no. KKHSOU/Finance/43/2008/PT/293 dtd. 07/02/2018 to carry out the audit on procurement of item as part of the Internal Audit from the financial year 2006-07 to 2016-17 @ Rs.12,000/- per year with the approval of the V.C. But there was no budget provision for the same. Auditor has submitted their report along with the bill for Rs.1,55,760/- (including GST) on 01/08/2019. Now the report is placed before the Finance Committee for acceptance and approval for payment of Audit fees by incorporation of the amount in the Revised Budget for the year 2019-20.

Member Secretary

Chairman

30/01/20

Resolution : *The Committee approved for payment of Audit fees inclusive of Taxes Rs.1,55,760/- incorporating the amount in the Revised Budget for the year 2019-20*

Item No. FC/33/03: Adoption of Annual Account for the year 2018-19

Annual Account for the year 2018-19 has been prepared and the Internal Auditor S.K. Patodia & Associates, Chartered Accountant has examined the books and records of the University and found the Balance Sheet and the Income & Expenditure as on 31/03/2019 are in agreement with the Books and records.

Now the Annual Accounts for the year 2018-19 is placed before the Finance Committee for adoption and recommendation for placing before the BOM for approval.

Resolution : *The Committee approved the Annual Accounts for the year 2018-19 and Recommended for placing before the BOM for approval.*

Item No. FC/33/04: Internal Audit Report for the year 2018-19

As per resolution No.FC/32/04 of the Finance Committee meeting held on 31/05/2019 an advertisement was made in the News paper for appointment of Internal Auditor and S.K. Patodia & Associates, Chartered Accountant who fulfils all the conditions and quoted lowest rate was appointed for the Internal Audit including physical verification of Assets. The internal auditor has submitted their report which is now placed before the Finance Committee for acceptance and recommended for placing before the BOM for acceptance.

Resolution : *The Committee examined the Internal Audit report and the audit observations and recommended that the Management should take necessary corrective measures for non recurrence, compliance and adjustment as applicable. Also recommended for placing before the BOM for approval*

Item No. FC/33/05: Remuneration of Tax Consultant for appealing against Demand Notice from Income Tax u/s.143(1) for payment of Tax of Rs.23,35,17,549/- for the Assessment year 2017-18

Two separate demand notice have been received from the Income Tax department for A.Y. 2017-18 (F.Y. 2016-17) and A.Y. 2018-19 (F.Y. 2017-18) for payment of Income Tax of Rs.23,35,17,549/- and Rs.24,52,05,346/- respectively. Against the said demands we have responded for exemption of Tax u/s.10 (23C) (iiiab) as it is a state govt. university substantially funded by the state govt. and the institution is exclusively for the purpose of education only. But Rule 2BBB provides that for the purpose of sub-clauses (iiiad) and (iiiac) of clause (23C) of section 10, any university or educational institution hospitals or other institution, shall be considered as being substantially financed by the Government for any previous year, if the Government grant to such university or other educational institution exceeds fifty percent of total receipts including any voluntary contributions.

Member Secretary

Chairman

30/01/20

In case of our university Government grant is less than 50% of the total receipt. So we have to approach Pradeep Modi & Associates, Chartered Accountants (our internal auditor) for appeal against the demand to do the needful for zero tax. But he requested us to appoint Nitin Modi, Chartered Accountant for the said work. Accordingly Nitin Modi has been appointed to appeal and to do the needful for quashing the demand and to intimate us his professional fee for the said work. He intimated his professional fees as Rs. 5,00,000/- to be paid after the settlement of case. At his effort the case is settled and the assessment order was passed by the I.T. Department quashing the demand as Nil Tax for the A.Y. 2017-18. The party raised a bill for Rs.5,00,000/-. Payment of which is made pending approval of the Finance Committee. Now it is placed before the Finance Committee for ratification and to approve to appoint the same person for the Assessment Year 2018-19 if requires after negotiation of the fees. This may be recommended for placing before BOM for approval.

Resolution : The Committee after threadbare discussion approved and ratified the payment of Tax Consultant's fees of Rs.5,00,000.00 and also approved the engagement of the consultant for the Assessment year 2018-19 negotiating the fees and recommended for placing before the BOM for approval.

Item No. FC/33/06: Approval of Budget for the year 2020-21 and Revised Budget for the year 2019-20

Budget for the year 2020-21 and Revised Budget for the year 2019-20 is placed before the Finance Committee for approval and recommendation for placing before BOM for approval.

Resolution : The Committee approved the Budget for the year 2020-21 and Revised Budget for the year 2019-20 with the following modification.

- i) In the Capital Budget against the Head of A/C Equipment amount be allocated Rs.1.00 Crore instead of Rs. 60.00 Lakhs, there is a proposal for development of Computer Lab compatible for conducting online examination.
- ii) In the Revenue Budget Transfer to Loan Fund be Rs.2.00 Crore for the year 2020-21 instead of Rs.1.25 Crore.


and recommended for placing Before the BOM for approval.

Item No. FC/33/07: Discontinuation of Budget Head - Assistance for Human Resource.

As no financial assistance is now being received from DEC or UGC against the head Assistance for Human Resource and the payments are now being made under the head salary or wages, the said head of expenses may be discontinued from the next financial year. Hence no allocation is made in the Budget for the year 2020-21. Now it is placed before the Finance Committee for approval for discontinuation of the said head of account from the next F. Y. i.e 2020-21.

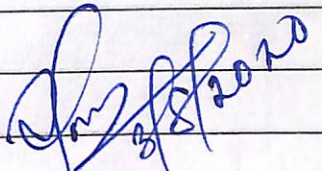
Resolution : The Committee approved for Discontinuation of the Budget Head of A/C and recommended for placing before the BOM for approval.

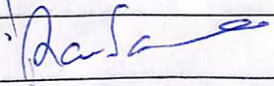

(Bishnu Chakraborty)
Member Secretary
Finance Committee
K.K.H.S.O.U.

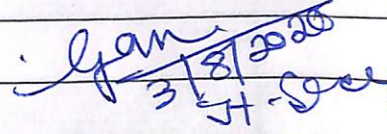

(Hitesh Deka) 30/01/20
Chairman
Finance Committee
K.K.H.S.O.U.


34th Finance Committee Meeting held on 3/8/2020

Members Present

1. Dr. Kandaspa Dal, vice-chancellor, KKHOU - 

2. Shri Ramen Sarma, Member, BOM, KKHOU - 

3. Dr. Debjya Me. Gerdantali A. Nayar, Dy. Secretary (Finance) Govt. of Assam - 

4. Dr. Bibhagyati Mahanta, Registrar (i/c) Finance Office (i/c) - 

Agenda notes for 34th Finance Committee Meeting of KKHOU to be held on 03-08-2020

Item No. FC/34/01 : Remuneration to Foreign Resource Person

As there is no rate against sitting fee of the Foreign Resource Persons, it is proposed that 250USD per activity/per day may be offered as honorarium to the Foreign Experts engaged for various academic activities of the University. This is placed before the Finance Committee for consideration and approval of the honorarium rate.

Item No. FC/34/02 : Payment to the Canteen Management, Khanapara

The University has been releasing an amount of Rs. 14,000/- as subsidy for payment of wages to the menials engaged in the staff canteen of the University at Rani Campus. In view of this, similar amount may be provided to the Canteen Management Committee towards the staff canteen that has been set up at the Khanapara Campus.

This is placed before the Finance Committee for consideration and approval.

Item No. FC/34/03 : Closing of non-operational/unused bank accounts

Some of the bank accounts opened earlier under Distance Education Council (DEC) & other funds are not operational at present. So it is placed before the Finance Committee for consideration to close all such non-operational bank accounts. The balances of the said bank accounts may be transferred to the Own Source Savings Bank Account of the University.

Item No. FC/34/04 : Remuneration to D.N. Saikia, IAS (Retd)

Shri D.N. Saikia, IAS, Former Home Commissioner, Govt. of Assam was appointed as Enquiry Officer by the University for conducting 3 nos. of enquiries. The process is expected to take approximately 3(three) months. The University proposes to offer an honorarium of Rs. 1,00,000/- for the same. This is placed before the Finance Committee for consideration and approval.

Item No. FC/34/05 : Investment in the SBI Mutual Fund

In view of the low rate of interest in the Fixed Deposit it is proposed to invest Rs. 2.00 crore initially in the SBI Corporate Fund withdrawing 2 STDR lying in the State Bank of India, Gauhati University Branch under Mother Teresa and Abdul Kalam Student Welfare Fund of the University.

Item No. FC/34/06 : Closing of Powerjyoti Account

As the all admission fee is collecting through online process, the Powerjyoti bank account which was earlier opened for deposit admission fee by cash is not required any more. Now it is placed before the Finance Committee for closing the said account and transfer the balance amount to the University own source fund.

Item No. FC/34/07 : Valuation of SLM

In view of the University's decision to provide e-SLM for the academic session 2020-21, it is proposed that in case providing printed SLM to any learner, if asked for, the printing cost may be fixed at Rs. 50/- per booklet which will be reimbursed from the learner.

Item No. FC/34/08 : Self Financing Programme

In view of the decision by the Government of Assam regarding free admission for the Session 2020-21, the University has proposed that MBA course may be allowed as a self financing course.

Proceedings of the 34th Finance Committee Meeting of KKHSOU held on 03.08.2020 in the Conference Hall at University's Head Office, Rani, Patgaon**Member Present:**

1. Dr. Kandarpa Das, Vice Chancellor, KKHSOU
2. Shri Ramen Sarma, Member, BoM, KKHSOU
3. Ms. Gitanjali A Nayyar, Dy. Secretary (Finance), Nominee of the Commissioner & Secretary, Finance, Govt. of Assam
4. Dr. Dibyajyoti Mahanta, Registrar i/c & Finance Officer i/c, KKHSOU

Dr. Kandarpa Das, Vice Chancellor, KKHSOU welcome all the members present in the meeting and then requested Member Secretary of Finance Committee to initiate the proceeding as per agenda items

Item No. FC/34/01 : Remuneration to Foreign Resource Person

As there is no rate against sitting fee of the Foreign Resource Persons, it is proposed that 250USD per activity/per day may be offered as honorarium to the Foreign Experts engaged for various academic activities of the University. This is placed before the Finance Committee for consideration and approval of the honorarium rate.

Resolution No. FC/34/01: The Committee accepted the rate of 250 USD per activity/per day as honorarium to be paid to the foreign experts engaged for various academic activities of the University.

Item No. FC/34/02 : Payment to the Canteen Management, Khanapara

The University has been releasing an amount of Rs. 14,000/- as subsidy for payment of wages to the menials engaged in the staff canteen of the University at Rani Campus. In view of this, similar amount may be provided to the Canteen Management Committee towards the staff canteen that has been set up at the Khanapara Campus.

This is placed before the Finance Committee for consideration and approval.

Resolution No. FC/34/02: The Committee accepted that a sum of Rs. 14,000 per month will be provided from the month of June, 2020 as subsidy to the Canteen Management Committee towards wages of the cook and other associated worker engaged by the Canteen Management Committee and recommended to place before the BoM for approval.

Item No. FC/34/03 : Closing of non-operational/unused bank accounts

Some of the bank accounts opened earlier under Distance Education Council (DEC) & other funds are not operational at present. So it is placed before the Finance Committee for consideration to close all such non-operational bank accounts. The balances of the said bank accounts may be transferred to the Own Source Savings Bank Account of the University.

Resolution No. FC/34/03: The Committee accepted the closure of the non-operational bank accounts of the University and transfer of the available amount of such bank accounts to the Own Source Savings Bank Account of the University and recommended to place the matter before the BoM for approval.

Item No. FC/34/04 : Remuneration to Shri D.N. Saikia, IAS (Retd.)

Shri D.N. Saikia, IAS, Former Home Commissioner, Govt. of Assam was appointed as Enquiry Officer by the University for conducting 3 nos. of enquiries. The process is expected to take approximately 3 (three) months. The University proposes to offer an honorarium of Rs. 1,00,000/- for the same. This is placed before the Finance Committee for consideration and approval.

Resolution No. FC/34/04: The Committee accepted the honorarium of Rs. 1,00,000/- to be paid to Shri D.N. Saikia, IAS as Enquiry Officer for conducting 3 nos. of enquiries.

Item No. FC/34/05 : Investment in the SBI Mutual Fund

In view of the low rate of interest in the Fixed Deposit it is proposed to invest Rs. 2.00 crore initially in the SBI Corporate Fund withdrawing 2 STDR lying in the State Bank of India, Gauhati University Branch under Mother Teresa and Abdul Kalam Student Welfare Fund of the University.

Resolution No. FC/34/05: The Committee has unanimously declined the proposal.

Item No. FC/34/06 : Closing of Powerjyoti Account

As the all admission fee is collecting through online process, the Powerjyoti bank account which is earlier opened for deposit admission fee by cash is not required any more. Now it is placed before the Finance Committee for closing the said account and transfer the balance amount to the University own source fund.

Resolution No. FC/34/06: The Committee accepted the closure of the Power Jyoti Account and transfer of the available balance to the own source account of the University.

Item No. FC/34/07 : Valuation of SLM

In view of the University's decision to provide e-SLM for the academic session 2020-21, it is proposed that in case of providing printed SLM to any learner, if asked for, the printing cost may be fixed at Rs. 50/- per booklet which will be reimbursed from the learner.

Resolution No. FC/34/07: The Committee accepted the printing cost of Rs. 50/- per booklet in case of providing printed SLM to the learners, if asked for, for the academic session 2020-21 and will be reimbursed from the learner.

Item No. FC/34/08 : Self Financing Programme

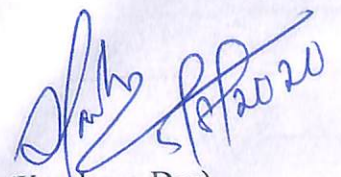
In view of the Decision by the Government of Assam regarding free admission for the session 2020-21, the University has proposed that the MBA Course may be allowed as a self financing course.

Resolution No. FC/34/08: The Committee accepted the proposal of considering the MBA Course as a self financing course.

The Committee has recommended placing the above mentioned matters before the Board of Management for approval.



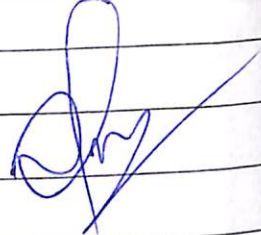

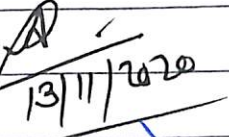
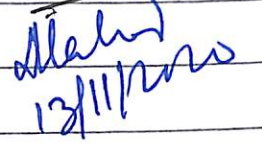
(Dibyajyoti Mahanta)
Finance Officer i/c
KKHSOU



(Kandarpa Das)
Vice Chancellor
KKHSOU

35th Finance Committee Meeting held on 13-11-2020

Members Present

1. Prof. Kanadaspa Dal, vice-chancellor, KKHSOU - 
2. Dr. Mridul Hazarika, Member BOM - 
3. Prof. Muneesh Kumar, Member BOM - Present online
4. Commissioner & Secretary to the Govt. of Assam or his nominee, Education Dept.
5. Commissioner & Secretary to the Govt. of Assam or his nominee, Finance Dept.
6. Dr. Anupjyoti Choudhury, Registrar, KKHSOU - 
7. Dr. Deepak Kalita, Finance Officer, KKHSOU - 

Agenda notes for 35th Finance Committee Meeting of KKHSOU to be held on 13-11-2020

Item No. FC/35/01: Approval of purchase of a TATA Delivery Van and re-appropriation funds

As per Resolution No. BM/59/10/2020 in its 59th meeting held on 19-10-2020 for purchase of covered Delivery Van for distribution of SLMs and examination materials of the University has been approved. Accordingly TATA vehicle dealers were approached. M/S Abhijit Auto Agency (I) Pvt. Ltd. has offered a discount of Rs. 30,000/- for the vehicle available for sale. As per the Quotation collected from the dealer, the on road cost of the Delivery Van is Rs. 13,46,430/- (Rupees Thirteen Lakh Forty Six Thousand Four Hundred Thirty) only. The Tender Committee in its meeting held on 10th November, 2020 approved the Rate pending approval of the Brand by the competent authorities.

This is placed before the Finance Committee for approval of the brand and re-appropriation of funds.

Item No. FC/35/02: Approval of Brand for Procurement of Equipment for Multimedia Unit

As per Resolution No. BM/59/14(A)/2020 in its 59th meeting held on 19-10-2020 recommended by the Multimedia Advisory Committee has been approved for procurement of Equipments for Multimedia Unit for estimated amount of Rs. 17.00 lakh. To maintain the quality of equipments it is proposed to approve the brands Sony/Panasonic/Canon for procurement of the equipments. Out of the total cost of Rs. 17.00 lakh, an amount of Rs. 5,73,000/- income by the Multimedia Unit from UNICEF Project would be utilized.

Item No. FC/35/03: Adoption of Annual Account for the year 2019-20

Annual Account for the year 2019-20 has been prepared and the Internal Auditor S.K. Pataodia & Associates, Chartered Accountant has examined the books and records of the University and found the Balance Sheet and the Income & Expenditure as on 31/03/2020 are in agreement with the Books and records.

Now the Annual Accounts for the year 2019-20 is placed before the Finance Committee for adoption and recommendation for placing before the BOM for approval.

Item No. FC/35/04: Remuneration of Project Consultant

Contract period of Project Manager, who is looking after the construction at City Centre, Khanapara will be over on 25-11-2020. Instead of renew the contract period of Project Manager, it is proposed that a Project Consultant be engaged with an amount of Rs. 5,000/- as remuneration and Rs. 1,000/- as conveyance allowance per visit for the City office construction Project. This is placed before Finance Committee for approval.

Item No. FC/35/05: Any Other Matter

- (A) The existing rate of Sitting Fee of Rs. 2,000/- for the members of the BOM, Experts and other Statutory committee members was approved in the year 2014 by the Board of Management. It is proposed to enhance the sitting fee from Rs. 2,000/- to Rs. 3,000/- for the members of the Board of Management, Academic Council, Subject Experts (external member) and Statutory Committees members.
This is placed before the Finance Committee for approval.
- (B) Proposal from Deputy Registrar (Academic) regarding research fellowship for economically weaker research scholars of KKHSOU University in each discipline for 24 months with a fellowship amount of Rs. 6,000/- per month from the academic session 2020-21. The fellowship will be provided from the Abdul Kalam Student Welfare Mission created with an aim to provide Scholarship/Fellowship to the students. It is worth mentioning that the every employee of this University contributes to the Abdul Kalam Student Welfare Mission from their monthly salary. (a Detail note is enclosed herewith)
This is placed before Finance Committee for recommendation for placing before the BOM for approval.

M. Malis

Finance Officer

A BRIEF NOTE ON ABDUL KALAM STUDENTS' WELFARE MISSION

As per Resolution No. BM/36/25(b)/2017, Abdul Kalam Students' Welfare Mission was formed which authorized Vice Chancellor to formulate necessary policies for implementation of the social welfare scheme adopted by the University. A corpus fund of Rs 1.00 crore was created along with the monthly contribution received from the employees of the University. The activities are conducting from the interest accrued from the corpus fund.

During 2017-2018, 2018-19 & 2019-20 the University offered a scholarship of Rs. 1,00,000/- to five women candidates from Assam who successfully cleared the Civil Service (Preliminary) Examination conducted by UPSC.

Fund available from interest of Corpus fund and employees' contribution is Rs. 27,46,226/- as on 12/11/2020.

Proceedings of the 35th Finance Committee Meeting of KKHSOU to be held on 13-11-2020 in the Conference Hall at University's City Centre, Khanapara

Member Present :

1. Dr. Kandarpa Das, Vice Chancellor, KKHSOU
2. Dr. Mridul Hazarika, Hon'ble member, Board of Management
3. Prof. Muneesh Kumar, Hon'ble member, Board of Management
4. Dr. Arupjyoti Choudhury, Registrar, KKHSOU
5. Dr. Deepak Kalita, Finance Officer, KKHSOU

Dr. Kandarpa Das, Vice Chancellor, KKHSOU welcome all the members present in the meeting and then requested Member Secretary of Finance Committee to initiate the proceeding as agenda items.

Item No. FC/35/01: Approval of purchase of a TATA Delivery Van and re-appropriation funds

As per Resolution No. BM/59/10/2020 in its 59th meeting held on 19-10-2020 for purchase of covered Delivery Van for distribution of SLMs and examination materials of the University has been approved. Accordingly TATA vehicle dealers were approached. M/S Abhijit Auto Agency (I) Pvt. Ltd. has offered a discount of Rs. 30,000/- for the vehicle available for sale. As per the Quotation collected from the dealer, the on road cost of the Delivery Van is Rs. 13,46,430/- (Rupees Thirteen Lakh Forty Six Thousand Four Hundred Thirty) only. The Tender Committee in its meeting held on 10th November, 2020 approved the Rate pending approval of the Brand by the competent authorities.

This is placed before the Finance Committee for approval of the brand and re-appropriation of funds.

Resolution No. FC/35/01: The Committee approved the Brand of TATA for purchase of Delivery Van along with the re-appropriation of fund. The vehicle will be purchased from the Budget head Purchase of Equipments & Electrical Appliances.

Item No. FC/35/02: Approval of Brand for Procurement of Equipment for Multimedia Unit

As per Resolution No. BM/59/14(A)/2020 in its 59th meeting held on 19-10-2020 recommended by the Multimedia Advisory Committee has been approved for procurement of Equipments for Multimedia Unit for estimated amount of Rs. 17.00 lakh. To maintain the quality of equipments it is proposed to approve the brands Sony/Panasonic/Canon for procurement of the equipments. Out of the total cost of Rs. 17.00 lakh, an amount of Rs. 5,73,000/- income by the Multimedia Unit from UNICEF Project would be utilized.

Resolution No. FC/35/02: The Committee approved the Brand Sony, Panasonic & Canon for procurement of Equipments for Multimedia Unit.

Item No. FC/35/03: Adoption of Annual Account for the year 2019-20

Annual Account for the year 2019-20 has been prepared and the Internal Auditor S.K. Pataodia & Associates, Chartered Accountant has examined the books and records of the University and found the Balance Sheet and the Income & Expenditure as on 31/03/2020 are in agreement with the Books and records.

Now the Annual Accounts for the year 2019-20 is placed before the Finance Committee for adoption and recommendation for placing before the BOM for approval.

Resolution No. FC/35/03: The Committee accepted the Annual Accounts for the year 2019-20 and recommended for placing before the Board of Management for approval. After threadbare discussion on the Annual Accounts the members of the committee suggested to spend more funds for providing more facilities to the students for IT Support, infrastructure for online teaching etc.

Item No. FC/35/04: Remuneration of Project Consultant

Contract period of Project Manager, who is looking after the construction at City Centre, Khanapara will be over on 25-11-2020. Instead of renew the contract period of Project Manager, it is proposed that a Project Consultant be engaged with an amount of Rs. 5,000/- as remuneration and Rs. 1,000/- as conveyance allowance per visit for the City office construction Project. This is placed before Finance Committee for approval.

Resolution No. FC/35/04: After threadbare discussion the committee recommended to engage a full time Project Manager preferably Civil Engineer for the project period, initially for one year. Honorarium will be fixed on negotiation with the candidate approximately Rs. 75,000/- per month and the period may be extended depending on the necessity of the project work.

Item No. FC/35/05: Any Other Matter

(A) The existing rate of Sitting Fee of Rs. 2,000/- for the members of the BOM, Experts and other Statutory committee members was approved in the year 2014 by the Board of Management. It is proposed to enhance the sitting fee from Rs. 2,000/- to Rs. 3,000/- for the members of the Board of Management, Academic Council, Subject Experts (external member) and Statutory Committees members. This is placed before the Finance Committee for approval.

Resolution No. FC/35/05 (A): The Committee accepted the rate of Rs. 3,000/- as sitting fee for members of the BOM, Academic Council, Experts and other Statutory Committee members. The committee also approved Rs. 1,000/- as conveyance allowance to the local members.

(B) Proposal from Deputy Registrar (Academic) regarding research fellowship for economically weaker research scholars of KKHSOU University in each discipline for 24 months with a fellowship amount of Rs. 6,000/- per month from the academic session 2020-21. The fellowship will be provided from the Abdul Kalam Student Welfare Mission created with an aim to provide Scholarship/Fellowship to the students. It is worth mentioning that the every employee of this University contributes to the Abdul Kalam Student Welfare Mission from their monthly salary. This is placed before Finance Committee for recommendation for placing before the BOM for approval.

Resolution No. FC/35/05 (B): The Committee accepted the proposal of Research fellowship and recommended for placing before BOM for approval. The committee further resolved that modalities of Fellowship shall be finalized by the Scholarship Committee of the University.

Malik
17/11/2020
(Dr. Deepak Kalita)
Member Secretary
Finance Committee
K.K.H.S.O.U.

Kandarpa Das
17/11/2020
(Dr. Kandarpa Das)
Chairman
Finance Committee
K.K.H.S.O.U.

17/11/2020

36th Finance Committee Meeting held on 30-01-2021

Members Present

1. Prof. Kanjorpa Das, Vice Chancellor, KKHSOU -

[Signature]
30/1/21

2. Dr. Masrul Hossain, Member, BOM, KKHSOU -

[Signature]
30/01/21

3. Prof. Munesh Kumar, Member, BOM, KKHSOU -

(Online)

4. Commissioner & Secretary to the Govt. of Assam or his Nominee, Finance Dept.

[Signature]
30-1-2021
JF - Secy.

5. Commissioner & Secretary to the Govt. of Assam or his Nominee, Higher Education

6. Dr. Arupgyoti Chowdhury, Registrar, KKHSOU -

[Signature]
30/1/2021

7. Dr. Deepak Kalita, Finance Officer, KKHSOU -

[Signature]
30/1/2021

Agenda notes for 36th Finance Committee Meeting of KKHSOU to be held on 30-01-2021

Item No. FC/36/01: Approval of Budget for the year 2021-22 and Revised Budget for the year 2020-21

Budget for the year 2021-22 and Revised Budget for the year 2020-21 is placed before the Finance Committee for approval and recommendation for placing before BOM for approval.

Item No. FC/36/02: Recommendation of partial modification of BOM resolution no. BM/49/13(A)/2019

The BOM meeting held on 02-07-2019 decided as follows -

“Resolved that the payment of leave encashment to the employees be paid who were appointed on contract basis without taking into account the past benefit whatever they received in their earlier parent department/establishment.”

However in view of the Govt. Service Rule the above resolution can not be implemented for the employees who join this University availing lien provision from their parent Govt. department / institutions / colleges under Govt. service rule, leave encashment can not be entitled to an employee more than 300 days during his / her entire service period. So a partial modification is required of previous BOM resolution as - “Resolved that the payment of leave encashment to the employees be paid who were appointed on contract basis without taking into account the past benefit whatever they received in their earlier parent department/establishment except the employees who join this University availing lien provision from their parent Govt. department / institutions / colleges under Govt. service rule.”

This is placed before Finance Committee for recommendation for placing before the BOM for approval.

Item No. FC/36/03: Any other Matter

[Signature]
Finance Officer