

MINUTES OF THE 51st MEETING OF THE FINANCE COMMITTEE OF NATIONAL INSTITUTE OF TECHNOLOGY CALICUT HELD ON 30.06.2020 AT 03.00PM THROUGH VIDEO CONFERENCE HOSTED AT NIT CALICUT

Members Present

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| 1. Dr. Sivaji Chakravorti
Director, NIT Calicut and Chairperson, BoG, NIT Calicut | Chairperson |
| 2. Mr. Dhananjay K Singh
Deputy Secretary (IFD), MHRD
<i>(Through Video conference)</i> | Member |
| 3. Mr. Indrajit Kuri
Under Secretary (NITs), MHRD
<i>(Through Video conference)</i> | Member |
| 4. Dr. Shijo Thomas
Nominee of the BoG, NIT Calicut | Member |
| 5. Lt. Col. Pankajakshan K
Registrar, NIT Calicut | Member Secretary |

Director, NIT Calicut and Chairperson, Finance Committee of NIT Calicut, called the meeting to order at 03:00pm and welcomed the members.

The Agenda points and the decisions taken are enumerated below:-

Subject FC51.01	Confirmation of the Minutes of the 50th Meeting of the Finance Committee held on 01st February 2020 at NIT Transit House New Delhi.
Decision	The minutes of the 51 st meeting of the Finance Committee held on 01 st February 2020 at NIT Transit House New Delhi were circulated among the members on 04/02/2020 and the members were requested to send their comments, if any, on the draft minutes on or before 05.00 pm on 11 th February 2020. It was also mentioned that non-receipt of comment from any member within the stipulated time will be taken as agreement of that member to the circulated draft minutes. No

	<p>comment from any member was received within the stipulated time.</p> <p>The FC confirmed the minutes.</p>
Subject FC51.02	Report of action taken / action pending on the decisions taken in the 50th Meeting of the Finance Committee.
Decision	The FC noted the report of the actions taken on the decisions taken at its 50 th meeting.
Subject FC51.03	Consideration of the Separate Audit Report (SAR) on the accounts of NITC for the FY 2018-2019 as received from C & AG.
Decision	<p>Copy of the Separate Audit Report (SAR) received from the Comptroller and Auditor General of India dated 22nd May 2020 for the year ended on 31st March 2019 was placed before the FC along with the report on the Annexure-I prepared by the Officer on Special Duty (Audit).</p> <p>The FC discussed various aspects of the SAR and the comments given in the report in details.</p> <p>The FC recommended to BoG the following:</p> <ul style="list-style-type: none"> i) The SAR along with the annual accounts should be sent to MHRD at the earliest. ii) The action taken on SAR along with corrective steps by the institute be placed in the subsequent FC meeting.
Subject FC51.04	Consideration of the payment of M.Tech stipend for 24 months for the batch 2018-2020.
Decision	FC was apprised that AICTE in order to ensure development of technical education in India awards Post Graduate Scholarship of Rs. 12,400/- per month through its Post Graduate Scholarship Scheme to full time GATE/GPAT qualified students admitted to AICTE approved programs Master of Engineering, Master of

Technology, Master of Architecture and Master of Pharmacy courses in AICTE approved Institutions and AICTE approved University Departments.

In compliance, the MTech students of the institute are eligible and paid scholarship of Rs. 12,400/- per month. The expenditure is met from the Grant-in-aid General OH 31 released by MHRD. The expenditure incurred on account of scholarship to MTech 2018 batch for the month of April 2020 amounts to Rs. 39.16 lakh.

The FC noted that the Information Brochure for MTech. / MSc. Programmes 2012-13 released by the Institute stipulated that financial assistance in the form of scholarship is awarded based on the minimum academic requirements and is available for a maximum period of 22 months and this practice has been followed in the years thereafter. Hence, PG scholarship is paid from month of August on commencement of the course to the Month of May of the second year, by which the PG course completes over a period of 22 months.

It was further apprised that, the course duration for 2018-2020 PG Students have been extended till the end of July 2020 by the Academic Senate in the light of the Covid-19 pandemic. Clause No. 7 of the guidelines issued by AICTE for PG grant scheme for GATE/GPAT qualified students stipulates that the scholarship is tenable for 24 months or for the duration of the course, i.e. from the date of commencement of classes till the date of completion of the classes, whichever is lower and is not extendable under any circumstances.

The FC also noted that from the commencement of classes in August 2018 to the date of completion of the classes, i.e. completion of the evaluation of the Master's thesis, in July 2020, the duration of the course becomes 24 months for the 2018 MTech batch. Hence, as per the guidelines of AICTE, students of 2018 MTech batch are eligible for scholarship for 24 months till July 2020 provided all the conditions mentioned in the guidelines for receipt of scholarship are adhered to.

Considering all the above, the FC recommended to the BoG for granting scholarship for MTech 2018 Batch till July 2020 or till the completion of course,

	whichever is earlier, subject to the fulfillment of all the conditions mentioned in the guidelines issued by the competent authority for receipt of scholarship.
Subject FC51.05	Consideration of utilizing part of the PDA grant for 2020-2021, which is the last year of the PDA block period, for purchasing teaching-learning aid for taking online classes and examination.
Decision	<p>The FC was apprised that it is of significant necessity that effective online classes are organized and delivered to students during the current period of Covid-19 induced uncertainties and also thereafter. The need of the years to come will be to impart learning that would be carried out without limits (seamless), anywhere, anytime, and in any way (according to the context of learning) based on the characteristics, needs / desires of students.</p> <p>The FC was also apprised that in the present scenario most of the conferences are being held online and the faculty members as well as their scholars/students are required to make paper presentations through video conferencing.</p> <p>The FC was also informed that the funding agencies are now arranging presentation of new project proposals as well as review of ongoing projects through video conferencing, in which faculty members have to take part.</p> <p>In view of all the above, the faculty members of the institute need to be appropriately equipped technologically to accomplish this.</p> <p>The FC noted that since 2020-21 is the last year of the current Professional Development Allowance (PDA) Block period, it is anticipated that a significant amount of PDA fund would remain unused because of the travel restrictions in place.</p> <p>The FC was apprised the following proposal for granting permission to use of funds from the PDA of faculty members for the purchase of the following items in order to equip the faculty members for carrying out online teaching-learning seamlessly, for taking part in conferences as well as project presentation/defense through video conferencing:</p> <ol style="list-style-type: none"> 1) Integrated Camera-Speaker-Microphone device (useful for online teaching and video conferencing).

	<p>2) Digital writing pad for laptops (useful for writing and projecting handwritten matter using stylus).</p> <p>3) Headsets with microphone, for voice recording.</p> <p>The FC was further apprised that the maximum consolidated expenditure incurred for all the above three items put together will be fixed at Rs. 24,000/- (Twenty Four Thousand Only) per faculty member for FY 2020-2021 only, which is only 8% of the overall PDA grant of Rs. 3 Lakhs per faculty member in a block period.</p> <p>Considering all the above, the FC decided to recommend to BoG for granting approval for utilizing Rs. 24,000/- (Twenty Four Thousand Only) per faculty member from the PDA for FY 2020-2021 only, which is the last year of the current PDA block period, for purchasing teaching-learning aid, as detailed above.</p>
<p>Subject FC51.06</p>	<p>Consideration of the proposal for appointing one Doctor and two Staff Nurses on contract basis for a period of six months to deal with COVID-19 in the NITC Campus.</p>
<p>Decision</p>	<p>FC was apprised that NITC Health Center caters for the medical needs of more than 6000 students, faculty, staff and families of NIT Calicut. The total population handled by the NITC Health Centre is around 7500. Currently the health center has three Doctors and two Nurses. The number of health care staff is insufficient to take care of the NITC population in these unprecedented times of Covid-19.</p> <p>It was also apprised that during reopening after Covid-19 lockdown, it is proposed to conduct medical check-up of all the students, who are returning to the campus. Once they are in campus, during their quarantine and further stay, regular careful health monitoring is required to ensure that campus community is safe. This is crucial as student population in NITC is from all over India as well as abroad and students will be returning from many Covid-19 active areas. Hence, there is a need for additional manpower in the NITC health Centre to handle health care requirements of the NITC Community.</p>

	<p>The FC was further informed that due to present scenario, it is proposed to form a medical board to screen every student, faculty and staff, who enter the Institute, and categorize them according to the risk. Students, who are in quarantine, need to be monitored and assessed in case they show any symptoms. In addition to the NITC Health Center, a Covid-19 special counter is to be opened in the academic campus to give easy access to health care facilities. During this period, it is expected that the number of cases to be catered by the health center team is going to increase drastically.</p> <p>It was informed that the monthly remuneration to the Staff Nurses on contract will be as per the existing rate of consolidated pay of Rs.17,875/- per month and to Medical Officers (on contract) will be as per the following rate as approved by the BoG held on 01/02/2020 vide BG.52.03/FC.50.03.</p> <ol style="list-style-type: none"> 1. <i>Medical Officer with MBBS only</i> - <i>Rs.60,000/month</i> 2. <i>Medical Officer with MBBS and PG degree</i> - <i>Rs.75,000/month</i> <p>The FC decided to recommend to BoG for appointing one Doctor (either with MBBS only or with MBBS and PG degree) and 2 staff nurses on contract basis for six months wef 17 Aug 2020 or date of reopening on-campus academic activities of the institute, whichever is later, with the remuneration as mentioned above.</p>
<p>Subject FC51.07</p>	<p>Consideration of the enhancement of monthly remuneration and age limit of the Database Administrator in the Management Information System (MIS) appointed on contract basis.</p>
<p>Decision</p>	<p>FC was apprised that the Institute has been engaging a large number of non-teaching staff, both technical and ministerial, on ad-hoc basis to facilitate conduct of day-to-day affairs of the Institute within the sanctioned strength of non-teaching staff. Currently, the Institute MIS is managed by three Adhoc Technical Assistants and one Adhoc Database Administrator. The responsibilities of these staff include development and updating of the software, manage the database, manage academic data/web servers, manage the existing applications (Admission, payroll,</p>

accounts, academic, purchase, hostel, engineering unit, EMU), application deployment and develop new applications as per need (admissions, recruitments).

Among the three persons, the tenure of Database Administrator, who has completed two years, is being payed the monthly honorarium as Rs.32,000/-.

It was informed to the FC that since the MIS unit needs people with good experience on the current DSS, the maximum age limit need to be extended to 35 years.

Considering all the above and in order to attract experienced and qualified hands and due to the hike in the cost of living during the past 2 years, the FC decided to recommend to BoG to increase the monthly remuneration @ 5% of the existing rate and to enhance the upper age limit to a maximum of 35 years from the next engagement onwards. It was also decided that in future this upper age limit of 35 years will be strictly adhered to.

The meeting concluded at 04.00pm with vote of thanks to the Chair.