



Minutes of the

52nd Meeting of the

Finance Committee

of National Institute of Technology Calicut

on 6th January 2021

at Board Room near Director's Office

Through Video Conference hosted at NIT Calicut



MINUTES OF THE 52nd MEETING OF THE FINANCE COMMITTEE OF NATIONAL INSTITUTE OF TECHNOLOGY CALICUT HELD ON 06.01.2021 AT 11 A.M. THROUGH VIDEO CONFERENCE HOSTED AT NIT CALICUT

Members Present

- 1. Shri.Gajjala Yoganand** Hon.Chairperson
Hon. Chairperson, BoG, NIT Calicut
(Through Video conference)
- 2. Dr.P.S.Sathidevi** Member
Director (I/c)
- 3. Shri.Madan Mohan** Member
ADG (HE)
(Through Video conference)
- 4. Ms. Darshana Momaya Dabral** Member
JS & FA, MoE
(Through Video conference)
- 5. Dr. Shijo Thomas** Member
Nominee of the Senate, NIT Calicut
(Through Video conference)
- 6. Lt. Col. Pankajakshan K** Member, Secretary
Registrar, NIT Calicut

The Hon'ble Chairperson, Finance Committee of NIT Calicut, called the meeting to order at 11.00 AM. The Registrar, Secretary (FC) welcomed the members.

The Agenda along with the decisions taken are given below:-

FC 52.01	Confirmation of the minutes of the 51st meeting of the Finance Committee held on 30th June 2020 at NIT Calicut through video conference hosted at NIT Calicut
Decision	During the discussion on the minutes of the 51 st meeting of Finance Committee, the JS & FA, MoE has expressed the following comments on the item No FC 51.05 (Consideration of utilizing part of the PDA grant for 2020-2021, which is the

	<p>last year of the PDA block period, for purchasing teaching-learning aid for taking online classes and examination) :-</p> <p>No electronic gadgets can be purchased under CPDA and hence the above decision is objectionable by C & AG. As the above decision was already implemented by the Institute, the purchase of the following items worth 24000/- may be reimbursed/ refunded from Institute Plan Fund/ IRG.</p> <p>(a) Integrated Camera-Speaker-Microphone device (useful for online teaching and video conferencing).</p> <p>(b) Digital writing pad for laptops (useful for writing and projecting handwritten matter using stylus).</p> <p>(c) Headsets with microphone, for voice recording.</p> <p><i>FC Confirmed the minutes of 51st meeting of Finance committee with certain modifications w.r.t FC 51.05. In regards to the agenda item FC 51.05, FC recommended to reimburse/ refund the cost of gadget already purchased under PDA, from Institute Plan Fund/IRG.</i></p>
FC 52.02	Report of action taken / action pending on the decisions taken in the 51st meeting of the FC.
Decision	The FC noted the report of the actions taken on the decisions taken at its 51 st meeting. JS & FA MoE informed that all audit objections and report to be placed in every FC meeting as standing agenda items.
FC 52.03	Consideration of the request for establishment of a Centre for Computational Modelling and Simulation (CCMS) and a Centre for Materials Characterization (CMC): Consideration of appointing Technical staff on contract basis in these centres.
Decision	NIT Calicut is striving to increase the quality and quantity of its research output. The Institute has built an excellent base of highly qualified faculty and admitted research scholars of high caliber to carry forward this mission. However, present-day research is highly competitive, and requires a sizeable investment in terms of sophisticated equipment and infrastructure. In order to provide this research environment, NIT Calicut has recently purchased high value, sophisticated equipment like a High-Performance Computing Cluster (HPC Cluster) and Deep Learning System, Nuclear Magnetic Resonance (NMR) Spectrometer, Confocal

Raman Spectrometer, X-Ray Diffractometer (XRD), etc., with funding from HEFA and TEQIP, Ministry of Education, Government of India. Testing and commissioning of these equipment are in progress, and they will soon start working on a regular basis. It is also envisaged that these facilities can bring revenue through usage by academic researchers and industry outside NIT Calicut. The HPC cluster will promote computational modeling in diverse fields like Materials Science, Bio-informatics, Drug Design, Computational Fluid Dynamics, Nanoscience and Technology, Image Processing etc. This new facility brings a much desired impetus for productive research using computational modeling in the diverse area in Engineering, Science, and Technology. The NMR, XRD and Confocal Raman Spectrometer will give a boost to cutting-edge research in Chemistry, Materials Science and Engineering, Physics, Biotechnology, Nanotechnology and allied area. Currently, researchers from NIT Calicut need to send materials for testing to IISc, IIT Madras, Cochin University, etc., as a part of their research investigations. This is a cause for delay in analysis and publication of research.

In order to ensure that these facilities are used within and outside NIT Calicut in an organized and productive manner, a committee was set up by the Institute to give recommendations for effective and efficient utilization and management of the advanced instrumentation, under the chairmanship of the Dean (Planning & Development) vide Office Order No. NITC/8-1/2017-RO dated 17-4-2020. The committee gave its report to the Director in September 2020. The committee specifically recommended for the creation of two centers,

(a) Centre for Computational Modeling and Simulation

(b) Centre for Materials Characterization.

These centers are recommended to be administrated by a Chairperson / Faculty-in-charge, with a term of two years. It is also suggested that a committee for consultation on administrative and utilization of the facility be constituted, which is empowered to fix rules and regulations of usage, user fee, and other policy and administrative matters of the centers.

As the equipments installed are highly sophisticated and advanced, it is recommended by the committee that trained technical staff may be employed permanently by the Institute, at the level of Scientific / Technical Officer and Technical Assistant within the sanctioned strength to operate these equipments. Until then, there is a need of engaging adhoc technical staff to take care of the equipment and overall management of these two centres.

In consideration of the above, the following points are proposed:

- (a) Setting up of a **Center for Computational Modeling and Simulation (CCMS)** which includes the HPC cluster and the Deep Learning work station and allied equipments. The purpose of the center is to promote and support computational modeling as a mainstream research activity amongst the faculty and researchers of NIT Calicut.
- (b) Setting up of a **Center for Materials Characterization (CMC)** which includes at present the NMR Spectrometer, Confocal Raman Spectrometer and XRD, with their allied instruments. The purpose of the center is to support frontline research in Science, Engineering, and Technology..
- (c) For immediate management of these centres sanction may be given to engage two technical staff for CCMS and three technical staff for CMC on adhoc basis till the recruitment of permanent staff as per the sanctioned strength of Non Teaching staff is carried out. The required qualifications for the adhoc technical staff are as given below:
 - (i) For CCMS, B. Tech (Computer Science and Engineering) / MCA with first class.
 - (ii) For CMC ad-hoc Technical staff is:
 - Post 1: NMR Spectrometer: M.Sc. Chemistry / Physics with first class.
 - Post2: XRD: M. Tech.in Materials Science/Nanotechnology/Equivalent with first class (hands-on experience in XRD is desirable)
 - Post 3: Confocal Raman Spectrometer: M.Sc. Chemistry / Physics with first class.

	<p><i>FC recommended the following to the Hon'ble BoG:-</i></p> <p><i>(a) Approval to set up a Center for Computational Modeling and Simulation (CCMS) and a Center for Materials Characterization (CMC) in the Institute.</i></p> <p><i>(b) Approval to engage two adhoc technical staff in CCMS and three adhoc Technical staff in CMC with a remuneration of Rs 32000/- per month as per the institute norm of engaging the technical staff on contract. The qualification for the adhoc technical staff will be as per the proposal given by the Institute.</i></p> <p><i>FC also suggested to prepare and present a report on expected utilization of resources, usage fee, expenditure & revenue expected and other policies/guidelines of these two centres in the next FC/BoG meeting.</i></p>						
<p>FC 52.04</p>	<p>Any other matter with the permission of the Chair</p> <p>(a) Ratification of the action taken by the Director (I/c) in enhancing the power to Assistant Registrar (Finance) & In-charge of Finance Section to sign Cheques up to Rs.25,000/-</p> <p>It was appraised to the FC that, as per the BoG held on 03/1/2013, vide decision No.BG 21.17, it was decided to assign the power of signing the cheques as per the following details:</p> <table border="0" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;">1. Deputy Registrar/ Officer on Special Duty in charge of Finance</td> <td style="text-align: right;">Up to Rs.50,000/-</td> </tr> <tr> <td>2. Registrar</td> <td style="text-align: right;">Up to Rs.5,00,000/-</td> </tr> <tr> <td>3. Director</td> <td style="text-align: right;">above Rs.5,00,000/-</td> </tr> </table> <p>Consequent up on the transfer of Deputy Registrar (Finance) as Deputy Registrar (Academic) and in the absence of any other Deputy Registrar in the institute, the Assistant Registrar (Finance) has assigned the duty as In-charge of Finance Section, vide Office Order dated 26/07/2019.</p> <p>A proposal was placed in the FC/BoG held on 04/11/2019 vide agenda No. FC.49 and BoG Agenda No.BG. 51.04 pertaining to the subject mentioned above.</p> <p>After deliberations, FC decided to recommend to BoG for approval of granting permission to Assistant Registrar (Finance) to sign cheques up to Rs.25,000/- for a period of six months. FC also recommended that the institute should implement electronic payment at all levels within this six months time and the same has approved by the BoG.</p> <p>As per the BoG decision, most of the payments including salary of all employees and payment to contractors and vendors are being made through digital means (SBI CMP Portal) and the power to sign the Cheque by Assistant Registrar (Finance) has been withdrawn, which has resulted an additional work load to Registrar for signing the cheques of all the payments towards TDS deduction of</p>	1. Deputy Registrar/ Officer on Special Duty in charge of Finance	Up to Rs.50,000/-	2. Registrar	Up to Rs.5,00,000/-	3. Director	above Rs.5,00,000/-
1. Deputy Registrar/ Officer on Special Duty in charge of Finance	Up to Rs.50,000/-						
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Income tax & GST, property tax and some other unforeseen payments which are generally below Rs.25,000/-

After expiry of the enhanced period of six months, the Registrar has given a submission on 22/09/2020 by stating that the volume of works in the Registrar's Office has increased due to such additional works and also a dedicated check on all payment vouchers to release the payments in time is needed.

In order to overcome the situation, the Registrar has requested to grant necessary permission for retaining the power to Assistant Registrar (Finance) for signing the cheques up to Rs.25,000/- for a further period of six months or next meeting of the BoG or until further orders whichever is earlier. He also requested that the action taken in this regard will be ratified in the succeeding meeting of the BoG.

Based on the above, the Director (I/c) has permitted the same.

Considering all the above, the FC has recommended to BoG for ratifying the action taken by Director (I/c) for retaining the power to Assistant Registrar (Finance) for signing the cheques up to Rs.25,000/- for a further period of six months or next meeting of the BoG or until further orders whichever is earlier. Since the extension period is ending on 06/01/2021, the FC has also recommended to BoG for granting permission for retaining the power given to Assistant Registrar (Finance) for signing the Cheque up to Rs.25,000/- until a new Deputy Registrar (Finance) assumes the charge or until further orders whichever is earlier.

(b) Submission of Annual Report & Audited Statement of Accounts to the Ministry for forwarding to both the Houses of Parliament:

JS & FA, MoE and ADG (HE) instructed that Annual Report and Audited Statement of accounts for 2018-19 and 2019-20 have to be sent immediately to the Ministry for laying of these documents before both the Houses of Parliament.

The meeting concluded at 11.45 P.M. with vote of thanks to the Chair.