



Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram

Minutes of the 33rd Meeting of the Finance Committee held at 10:00 A.M. on Thursday, 27th January 2022, through Google meet.

Members Present

Prof. S.Sadagopan	---	Chairman
Prof. S Narayanan	---	Member
Prof. D V L N Somayajulu	---	Member
Shri. Anil Kumar	---	Member
Shri. Chandan Kumar Prusty	---	Secretary

The leave of absence was granted to Shri. Prashant Agarwal, Director (IIITs), MoE and Dr. S Murugaiah. The Chairman welcomed all the members to the Meeting including the new member Shri. Prashant Agarwal, Director (IIITs) as a Ministry representative in place of Shri.Priyank Chaturvedi. The Finance Committee also noted the contribution made by Shri.Priyank Chaturvedi, Deputy Secretary (IIITs), MoE and placed on record his services to the finance committee. The comments received from Shri.Prasant agrawal was placed in the Finance committee.

FC 33 (2022)-1	To Confirm the proceedings of the last (32nd) meeting of the Finance Committee held on 13th September 2021.
	The proceedings of the last (32 nd) meeting of the Finance committee held on 13 th September 2021 were circulated to all members of the FC after approval by the Chairman, Finance Committee. No comments were received thereafter and the proceedings of the 32nd Finance committee meeting held on 13th September 2021 may be confirmed. (Annexure-1)
FC 33 (2022)-2	To discuss and recommend for adoption of Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021

	<p>The Department of Pension and Pensioner’s Welfare, Ministry of Personnel, Public Grievances and Pensions, govt. of India has issued a Gazette notification vide G.S.R. 658(E) dated 23rd September 2021 for Central Civil Services (Payment of Gratuity under National Pension System) Rules,</p> <p>The copy of the said notification is enclosed as Annexure-2.</p> <p>The Finance Committee decided to keep in abeyance the adoption of the Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021 as the MoE is pursuing the matter with the Ministry of Finance regarding the implementation of the rule and the MoE shall issue an order separately to this effect.</p>
FC 33 (2022)-3	To ratify the fees structure for the B. Tech students for the academic year 2021-22
	<p>As per the MHRD notification letter no.F.No.79-3/2015-TS.1 dated. 10.07.2015, the tuition fee for the new entrants of the UG programme is to be enhanced at the rate of 10% every year. During the year 2020-21, the tuition fee of the institute was Rs. 60,000/- per semester for the B.Tech (same as 2019 – as per MoE direction through letter No. F.No.77-2/2020-TS.I dated 24.04.2020). The effect of the pandemic is still persisting in various parts of the country and many requests have also been received from prospective students for reduction in fee structure. It has been verified that few other CFTI IITs have not also enhanced the tuition fee for the year 2021-22.</p> <p>Considering the above, it has been decided to collect the same tuition fee for the year 2021-22 at the rate of Rs. 60,000/- per semester and fee circular was issued with the approval of the Chairman, Senate. Further, in line with guidelines of the Government, all SC/ST and PWD-B Tech students will be exempted from payment of tuition fee irrespective of their parental income. (Annexure-3).</p> <p>However, the M.Tech and Ph.D fee is collected as per Ministry norms</p> <p>The FC discussed the matter and ratified the fee structure for the year 2021-22 and advised the Institute to communicate the same to the Ministry.</p>
FC 33 (2022)-4	To discuss and approve the guidelines for reimbursement in respect of newspapers
	<p>The Department of Expenditure, Ministry of Finance vide its OM No. 25(12)/E.Coord-2018 Dtd. 03/04/2018 has issued guidelines for reimbursement in respect of Newspapers purchased/supplied to officers at their residence.</p> <p>In accordance to the referred OM, the reimbursement for newspaper may be made at the rates mentioned below based on the certification given by the entitled officer.</p>

Sl. No.	Level of officer	Equivalent pay level	Reimbursement per month(Rs.)
1.	Secretary / Secretary equivalent	Level-16 & Level-17	As per actuals
2.	Addl. Secretary or equivalent	Level-15	Rs. 1100
3.	Joint Secretary or equivalent	Level-14	Rs. 850
4.	Director/ Dy. Secretary/ Under Secretary/ Section Officer or equivalent	Level-8 to Level-13	Rs. 500

It is proposed to adopt the above reimbursement rates for eligible employees as mentioned against each levels. A certificate as per the annexure to the effect that expenditure has been incurred on newspaper shall be provided by the employee on half yearly basis to the accounts office for reimbursement.

The newspaper reimbursement made to the faculties will be charged to their respective CPDA as it is in the nature of professional development whereas the reimbursement to the other eligible officer shall be charged to general recurring expenditure.

The copy of the above OM is attached in Annexure-4.

The Finance Committee discussed and recommended to the Board for approval of guidelines following the Government of India guidelines for reimbursement of newspaper and the expenses shall be charged under general recurring expenditure.

FC 33 (2022)-5 To discuss the release of Institute contribution to the recurring grant of MaDeIT Innovation Foundation.

It is submitted that the DST had sanctioned for the establishment of a Technology Business Incubator (TBI) - MaDeIT at IITDM, Kancheepuram vide No. 22/08/2016-NEB (C) Dated. 14/09/2016. As per the sanction order, DST would contribute Rs. 380 lakhs (Recurring grant – Rs. 190 lakhs & Non-Recurring grant – Rs. 190 lakhs) and Host institute i.e. IITDM Kancheepuram would contribute Rs. 93 lakhs towards recurring grant.

The means of financing as per the sanction order is summarized below: -

Rs. In Lakhs

Details	1 st year (2016-17)	2 nd year (2017-18)	3 rd year (2018-19)	4 th year (2019-20)	5 th year (2020-21)	Total
DST- Non Recurring	98.00	92.00	-	-	-	190.00
DST- Recurring	59.00	51.00	50.00	20.00	10.00	190.00
IIT K -Recurring	-	-	16.00	33.00	44.00	93.00
Revenue Generation	3.00	11.00	21.00	28.00	40.00	103.00

The grant received and revenue generated so far.

Rs. In Lakhs

DST- Non Recurring	190.00
DST- Recurring	110.00
IIIT Kan - Recurring	-
Revenue Generation (as on date)	85.11

In view of the above sanction order, the MaDeIT has requested to release the host institute's contribution. The DST contribution for the year 3, 4 and 5 is not released yet. MaDeIT is managing to pay the salaries of its employees through the revenue generated.

One of the element of the Host Institute's contribution is that it will be reduced by 15 % of the time spent by the principal investigator to support incubation activities which comes to around 15.30 lakhs based on total annual salary paid.

Rs. In Lakhs

Details	2022-23	2023-24	2024-25	Total
IIIT K -Recurring	16.00	33.00	44.00	93.00
(-) P.I effort	5.10	5.10	5.10	15.30
Net contribution required	10.90	27.90	38.90	77.70

The total host institute's contribution after adjustment of P.I. salary adjustment is Rs. 77.70 lakhs. The MaDeIT has submitted the budget for expenditure of Rs. 77.70 lakhs.

It is proposed to release the below grants in the following 3 years from the recurring grants received from the Ministry of Education subject to the availability of funds after meeting the institute's all expenditure and commitments.

However, MaDeIT is required to get the pending amount released as per the MoU. As per the norms, the MaDeIT will be required to follow Govt. of India norms, GFR etc. while utilizing the institute grant. Further, annual UC and audited statement of accounts need to be submitted for record purposes and if required, MaDeIT needs to produce all vouchers, purchase files etc. for institute audit purposes on demand.

The copy of the sanction order of DST is enclosed in **Annexure-5**.

The FC discussed the matter and approved the expenditure from the Internal grant considering the small amount of Rs. 77.00 lakhs spread to three years. However, advised the Institute to write a detailed letter about the progress made by the MaDeIt and proposed utilization plan by the MaDeIt. The amount shall be paid from the internal resources of the Institute and MaDeIt shall abide by the provisions of GFR.

FC 33 (2022)-6	To ratify and recommend to Board for Approval of the certified Annual Accounts of IITDM Kancheepuram for the FY 2020-21 received from the office of the Principal Director of Audit (Central), Chennai.
	<p>The annual accounts of IITDM Kancheepuram for the year 2020-21 was prepared in the prescribed format and was approved by the Finance Committee in the 31st meeting held on 09th July 2021. The approved annual accounts were submitted to Principal Director of Audit (Central) Chennai for issue of Audit certificate.</p> <p>After due audit by the CAG, the draft separate audit report was received on 23/07/2021 for compliance.</p> <p>Based on audit observation, changes wherever necessary was incorporated in the annual accounts. With the approval of Director, the revised annual accounts along with the reply were sent to Principle Director of Audit (Central) Chennai for issue of audit certificate.</p> <p>The final Separate audit report was received from the Office of the Principal Director of Audit (Central), Chennai on 21/09/2021. Thereafter, the annual accounts in both English and Hindi were printed and forwarded to the Ministry on 16/11/2021. The accounts were laid down on 22/12/2021 in parliament.</p> <p>The audit observation and the para wise reply is enclosed as Annexure-6. The revised certified annual accounts along with the audit certificate is enclosed as Annexure-7.</p> <p>The Finance Committee ratified the revised annual accounts of IITDM Kancheepuram for the year 2020-21 and recommended to the Board for approval.</p>
FC 33 (2022)-7	To discuss and adopt the revised rate of Dearness allowances from 28 % to 31%
	<p>The Department of Expenditure, Ministry of Finance vide OM No. 1/4/2021-E-II (B) dated 25th October 2021 has revised the rate of Dearness Allowance from the existing rate of 28% to 31% of the Basic pay with effect from 01/07/2021. The institute generally adopts the DA rates notified by the Ministry of Finance after due approval of FC and BOG. The copy of the OM is attached in Annexure-8 for the reference.</p> <p>The Finance Committee approved and recommend to the board for adoption of the revised rate of Dearness allowances from 28% to 31% payable to the employees.</p>
TABLE ITEM - 01	To discuss the refund of fees paid by B.Tech and M.Tech students on cancellation / withdrawal of their seats after closing of admissions

CURRENT FEE REFUND POLICY OF THE INSTITUTE

- When a new batch is admitted, the Institute has been following the policy that the fee paid by the student would not be refunded if the withdrawal request is received after closing of the admissions by JoSAA/CSAB/CCMT as the seat remain vacant for FOUR / TWO years respectively for the B Tech / M Tech programme.
- UGC vide its Guidelines released in July 2021 has given the following directions.

“In view of the financial hardships being faced by parents due to lockdowns and related factors, a full refund of fees should be made on account of all cancellations of admissions/ migrations of students up to October 31, 2021 for the academic session 2021- 2022 as a special case. It is made clear that the entire fee, including all charges, should be refunded (i.e. there should be zero cancellation charges) on account of cancellations/ migrations up to October 31, 2021. Thereafter, on cancellation/ withdrawal of admissions up to December 31, 2021, the entire fee collected from a student should be refunded in full after deducting not more than Rs.1000/- as processing fee.”

Requests are being received from B Tech and M Tech students who have cancelled/withdrawn their seats after closing of admissions to refund the fee citing the above UGC Guidelines as the example.

The FC deliberated the matter in length and advised the Institute not to refund fee to any students who is getting relieved after commencement of classes.

The committee advised the Institute to follow consistently follow the JoSAA guidelines and UGC guidelines are not applicable to the Institute.

The meeting concluded with thanks to the Chair.

Sd/-
(Chandan Kumar Prusty)
Secretary

Sd/-
(Prof. D V L N Somayajulu)
Director

Sd/-
(Prof. S. Sadagopan)
Chairman