



## Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram

**Minutes of the 42<sup>nd</sup> Meeting of the Finance Committee held at 03.15 P.M on Friday, 11<sup>th</sup> July, 2025 through Hybrid mode at Board Room, IIITDM Kancheepuram.**

### Members Present

Prof. M V Kartikeyan	---	Director
Shri. M S Sundara Rajan	---	Member
Prof. M Thenmozhi	---	Member
Shri. Chandan Kumar Prusty	---	Secretary

### Invitee

Shri A. Chidambaram, Registrar  
Shri M. Paranthaman, Internal Audit Officer

The leave of absence was granted to Dr. Sridhar Vembu, Chairman, Shri. Anil Kumar, Director (Finance), MoE and Shri. Priyank Chaturvedi, Director (IIITs), MoE.

As per clause No.22 of Statutes of the Institute, in the absence of Chairman, BoG, the Director presided the meeting and welcomed all the members to the meeting.

The Director informed about the forthcoming convocation scheduled on 26<sup>th</sup> July 2025 and Prof Kamal Kishore Pant, Director IIT Roorkee will be the chief Guest for the convocation.

Thereafter, agenda items were taken up for discussion.

<b>FC 42 (2025)-1</b>	<b>To Confirm the proceedings of the last (41<sup>st</sup>) meeting of the Finance Committee held on 05<sup>th</sup> June 2025</b>
	<p>The proceedings of the last (41<sup>st</sup>) meeting of the Finance committee held on 05<sup>th</sup> June, 2025 were circulated to all members of the FC after approval by the Chairman, Finance Committee.</p> <p>No comments were received thereafter and the proceedings of the 41<sup>st</sup> Finance committee meeting held on 05<sup>th</sup> June, 2025 may be confirmed.</p> <p><b>The Finance Committee confirmed the proceedings of the 41<sup>st</sup> Finance committee meeting held on 05<sup>th</sup> June, 2025. (Annexure-I).</b></p>

FC 42 (2025)-2	Action taken report on the minutes of the 41 <sup>st</sup> meeting of the Finance Committee held on 05 <sup>th</sup> June, 2025.																							
	<table><tr><th>Item No.</th><th>Subject</th><th>Action Taken</th></tr><tr><td>FC 41 (2025)-3</td><td>To discuss and recommend the Annual Accounts of the Institute for the FY 2024-25</td><td>The approved Annual Accounts have been submitted to office of the Director General Audit (Central) and the certification audit has been carried out by their audit team in the month of June 2025 and draft audit report is awaited.</td></tr><tr><td>FC 41 (2025)-4</td><td>To discuss and recommend the revised cost estimate for water supply scheme (0.89 MLD) to the Institute executed through TWAD Board</td><td>The request for reduction of the cost was sent to TWAD board and they had replied that the rates have been prepared as per the TN schedule of rates notified by government and it is not possible to reduce the cost. The reply will be placed in the BWC meeting for their comments.</td></tr><tr><td>FC 41 (2025)-5</td><td>To discuss and recommend construction of Married Scholar Accommodation (G+12)</td><td>The issuance of AAES is under process.</td></tr><tr><td>FC 41 (2025)-6</td><td>To discuss and recommend construction of New Kitchen Complex (G+3)</td><td>The comments of the BWC has been communicated to CPWD for needful and reply has been received from CPWD. After approval of the Chairman, BWC, the AA &amp; ES was issued to CPWD.</td></tr><tr><td>FC 41 (2025)-7</td><td>To discuss and recommend Vertical Expansion in the Existing Academic Block</td><td>The Institute has contacted the experts from IIT Madras for the structural audit of the building and the expert report will be placed for discussion by BWC before issuance of AAES to CPWD.</td></tr><tr><td>FC 41 (2025)-8</td><td>To discuss and recommend Solar Generation plant under RESCO mode through SECI, MNRE.</td><td>The Institute is taking up the matter with SECI-MNRE and the progress / development will be reported in BWC for their examination and thereafter will be presented to the Board.</td></tr></table>	Item No.	Subject	Action Taken	FC 41 (2025)-3	To discuss and recommend the Annual Accounts of the Institute for the FY 2024-25	The approved Annual Accounts have been submitted to office of the Director General Audit (Central) and the certification audit has been carried out by their audit team in the month of June 2025 and draft audit report is awaited.	FC 41 (2025)-4	To discuss and recommend the revised cost estimate for water supply scheme (0.89 MLD) to the Institute executed through TWAD Board	The request for reduction of the cost was sent to TWAD board and they had replied that the rates have been prepared as per the TN schedule of rates notified by government and it is not possible to reduce the cost. The reply will be placed in the BWC meeting for their comments.	FC 41 (2025)-5	To discuss and recommend construction of Married Scholar Accommodation (G+12)	The issuance of AAES is under process.	FC 41 (2025)-6	To discuss and recommend construction of New Kitchen Complex (G+3)	The comments of the BWC has been communicated to CPWD for needful and reply has been received from CPWD. After approval of the Chairman, BWC, the AA & ES was issued to CPWD.	FC 41 (2025)-7	To discuss and recommend Vertical Expansion in the Existing Academic Block	The Institute has contacted the experts from IIT Madras for the structural audit of the building and the expert report will be placed for discussion by BWC before issuance of AAES to CPWD.	FC 41 (2025)-8	To discuss and recommend Solar Generation plant under RESCO mode through SECI, MNRE.	The Institute is taking up the matter with SECI-MNRE and the progress / development will be reported in BWC for their examination and thereafter will be presented to the Board.		
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FC 41 (2025)-9	To discuss and recommend the guidelines on the investment of surplus funds of the institute	The revised guidelines, after incorporating the suggestions of the																						

			FC, are under preparation and will be submitted in the next FC meeting.
	FC 41 (2025)-12	To discuss and recommend the guidelines for reimbursement in respect of purchase of briefcase / official bag / ladies Purses	The office memorandum towards reimbursement in respect of purchase of briefcase/ official bag/ ladies purses has been issued
	<b>The Finance Committee noted the same.</b>		
<b>FC 42 (2025)-3</b>	<b>To discuss and recommend for Group Medical Insurance Policy</b>		
	<p>Section 31(1) of the IIIT Act, 2014, states:</p> <p>“Every Institute may constitute for the benefit of its employees such provident or pension fund or provide such insurance scheme as it may deem fit in such manner and subject to such conditions as may be prescribed by the Statutes.”</p> <p>In line with this, Section 18(2) of the Statutes of IIITDM Kancheepuram provides:</p> <p>“The employees of the Institute shall be entitled to reimbursement of medical expenses incurred on themselves and their family members or dependents in accordance with the rules made in this behalf with the prior approval of the Board.”</p> <p>Accordingly, the Board in its 4<sup>th</sup> meeting held on 24<sup>th</sup> November 2008 and 6<sup>th</sup> meeting held on 13<sup>th</sup> March 2009 had resolved to approve the mediclaim insurance policy for regular faculty and staff.</p> <p>At present, the employees of the Institute are reimbursed at CGHS rates, as per the practice followed in other CFTIs. However, it is brought to attention that reputed nearby hospitals such as M/s Chettinad Hospital and M/s Global Hospital do not offer medical services at the CGHS approved rates. Employees are thus compelled to avail treatment as per the hospital tariffs, resulting in significant out-of-pocket expenditure as the reimbursement is restricted to CGHS rates.</p> <p>It has also been represented by employees that other CFTIs in Chennai have already implemented Group medical insurance scheme to cover inpatient treatment, thereby alleviating financial burdens and enabling access to a wider network of hospitals.</p> <p>To assess the feasibility of introducing such a scheme at IIITDM Kancheepuram, an internal committee was constituted. Its recommendation was further</p>		

examined by an expert committee comprising the Registrar, IIT Madras and co-opting the Chief Medical Officer (CMO), IIT Madras for expert medical input. The committee has recommended the adoption of a Group Medical Insurance Scheme at IIITDM Kancheepuram for in-patient treatment, in place of CS(MA)/CGHS reimbursements. Out-patient treatment will continue to be covered under the existing CS(MA)/CGHS norms.

The committee has recommended adoption of the Group Medical Insurance Scheme at IIITDM Kancheepuram for the in-patient treatment in place of CS(MA) / CGHS reimbursements. The out-patient treatment will be covered as per the existing norms of CS(MA) / CGHS.

Base cover of Rs.3,00,000/- floater amongst employees and their dependents and the premium to be borne by the Institute from the Institute Corpus Fund / Interest of Corpus Fund as done at similarly placed CFTIs.

A buffer of Rs.40,00,000/- floater amongst employees and their dependents and the premium to be borne by the Institute from the Institute Corpus Fund / Interest of Corpus Fund as done at similarly placed CFTIs.

A mandatory monthly contribution may be recovered from the employees as per extant norms of CGHS as under;

Pay Matrix Level	Monthly contribution by the serving employees (in rupees)
Level 1 to 5	250/-
Level 6	450/-
Level 7 to 11	650/-
Level 12 and above	1,000/-

The recommendation of the committee and a detailed policy on the Group Medical Insurance is placed at **Annexure-II**.

The proposed scheme of insurance with mandatory monthly contribution was presented to the employees and their concurrence was obtained.

Key Benefits of Getting Group Medical Insurance Policy: -

- Pan-India access to network hospitals.
- Financial risk mitigation during medical emergencies.
- Wider choice of hospitals for inpatient care.

A tender was notified on 02<sup>nd</sup> May 2025, inviting quotes for providing the Group Medical Insurance for employees with a closing date for the receiving quote on 29<sup>th</sup> May 2025. Detailed calculation sheet is placed at **Annexure-III**.

**The Finance committee discussed the proposal and suggested to increase the buffer floater considering the total number of employees and their dependents. The institute replied that the floater cover limit has been fixed by the external**

	<p>committee for the initial period, and the same will be increased in subsequent years/renewals based on the utilisation of the buffer cover.</p> <p>Further, the committee suggested to include the Day-care in the in-patient treatment and advised for possible reduction in the premium amount. It was informed that theses suggestion will be discussed and negotiated with the insurance provider before award of the group medical insurance policy.</p> <p>The Finance Committee after detailed deliberation recommended the proposal to the Board for approval.</p>														
Table Agenda-1	<p><b>Approval for Enhancement of Financial Support to Scholars to Present Research Papers in a Conference held in India</b></p>														
	<p>It is submitted that during 25<sup>th</sup> meeting of the Senate held on 21.04.2025, the Senate had approved the financial assistance to support registration, travelling expenditure, etc., for attending National/International Conferences held in India.</p> <p>The Institute received representations from PhD scholars to enhance financial support for attending National/International conferences held within the country.</p> <p>Accordingly, the following enhancement was proposed in the 60<sup>th</sup> senate meeting held on 28.03.2025 to encourage significant participation of scholars registered under the HTRA category:</p> <table><tr><th>Details</th><th>Financial support approved earlier by the Senate</th><th>Enhanced Financial Support for attending National / International conferences in India</th></tr><tr><td>Registration charges</td><td>Rs.3000 for the National Conference Rs.5000 for International Conferences</td><td rowspan="5">Maximum support of Rs. 20,000, including all expenses, will be provided per conference. The scholars will be granted support to attend two conferences within the country, apart from one International Conference outside the country, during the entire duration of their program.</td></tr><tr><td>Train Fare</td><td>2<sup>nd</sup> AC train Fare (in line with Govt. norms)</td></tr><tr><td>Food Charges</td><td>Rs.200 per day for a maximum of 7 days.</td></tr><tr><td>Local Conveyance</td><td>Auto fare of Rs.75 per trip for a maximum of 4 trips.</td></tr><tr><td>Boarding and Lodging</td><td>Rs.1000</td></tr></table>	Details	Financial support approved earlier by the Senate	Enhanced Financial Support for attending National / International conferences in India	Registration charges	Rs.3000 for the National Conference Rs.5000 for International Conferences	Maximum support of Rs. 20,000, including all expenses, will be provided per conference. The scholars will be granted support to attend two conferences within the country, apart from one International Conference outside the country, during the entire duration of their program.	Train Fare	2 <sup>nd</sup> AC train Fare (in line with Govt. norms)	Food Charges	Rs.200 per day for a maximum of 7 days.	Local Conveyance	Auto fare of Rs.75 per trip for a maximum of 4 trips.	Boarding and Lodging	Rs.1000
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			<p>before and after the conference period).</p> <ul style="list-style-type: none"> <li>The financial support will be provided on a reimbursement basis, and the reimbursement is subject to the maximum amount under individual heads or actuals, whichever is less.</li> </ul>
			<p>Further, the eligibility for availing assistance would be as follows:</p> <ul style="list-style-type: none"> <li>The scholar shall have completed coursework and comprehensive examination.</li> <li>The paper shall be an original article; it must be reviewed and accepted by the conference authority.</li> <li>The conference/event must be a reputed one, and the scholar shall present the paper at the conference.</li> </ul> <p>After deliberation, the Senate resolved the following:-</p> <p>“The senate approved the proposal with enhanced financial support of Rs.25000 per scholar for attending one National/International conferences held in India. The scholars will be granted the aforementioned financial support to attend two conferences during the entire duration of their program.”</p> <p><b>The Finance Committee, after discussion, recommended the proposal to Board to enhance the financial support to Rs.25000/- per scholar for attending one national / international conferences held in India to encourage scholars and the travel entitlements for participation will be 2<sup>nd</sup> AC by rail.</b></p>

The meeting concluded with thanks to the Chair.

Sd/-  
Chandan Kumar Prusty  
Secretary

Sd/-  
Prof. M V Kartikeyan  
Director & Chairman