

BEHIND COLLEGE OF ENGINE AND TECHNOLOGY
GURDASPUR

AGENDA FOR THE
THIRD MEETING OF THE FINANCE COMMITTEE

Venue : Office of The Principal Secretary
Department of Tech. Edu. & Indl. Training,
Govt. of Punjab, Mini Secretariate,
Sector -9, Chandigarh

Date : March 10, 1997
Time : 11.30 A.M.

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ANNEXURE

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Item No. 3.1. Confirmation of minutes of second meeting

The minutes of the second meeting of the finance committee held on 11.9.96 at 11.00 a.m. in the office of the Secretary, Technical Education & Industrial Training, Punjab, Chandigarh were circulated vide this office letter No.BCET/2283-86/96-97 dated 17.10.96.

No comments were received. Therefore, the minutes may please be confirmed as circulated and placed at Annexure-I..

3.2 To report on action taken on the decisions taken in
Second Meeting of the Finance committee held
on 11.09.96

A status report on the action taken on the decisions of the Second Meeting of the finance committee is given below for the information of the members :

Sr.No.	Item No.	Brief Description of the item	Action taken
1.	2.2	(i) Enhancement of Income by constructing small shops in the campus.	- Construction on shops was taken up in 1996 for 09 shops and likely to be completed by June 1997.
		(ii) By promoting Consultancy (Annexure-II)	- Gurdaspur city is not fully developed in regards to industry and education. However, limited steps have been taken to provide assistance in computer and other subjects to the Institute of Hotel Management Gurdaspur. Further NPIU of Delhi asked the Principal to review the status of four polytechnics in U.P. under World Bank .
		(iii) By organizing extra classes for weak students on payment basis.	- Need did not arise so far.
		(iv) By revision of fee structure	- The fee structure in this college will be revised when approved by Govt. of Punjab.
2.	2.2	List of standard Equipment required for setting up a Health centre should be drawn up by collecting information. P.H.C., S.H.C. & C.H.C. (Annexure - III)	- Requisite information has been collected by the Directorate. Purchase of these equipments will be made when the Health Centre is ready. Enquiries being floated to get cost estimates. Total cost is expected about Rs.5 lacs in the first instance.
3.		The purchase procedure as provided in the College bye-laws should be examined by DTE/IT for improvements if any. (Annexure-IV)	- Action has been taken by DTE/IT . Details sent by DTE/IT were examined and it has been proposed to DTE to call the meeting of Registrars/Dy.Registrars of the Engineering Colleges to have a consensus on the rules. Our suggestions have been made as per annexure-IV.
4.		Installation of Inter Telephone network cabling.	- NBCC was approached and they are working out the details (expected 15 lacs including exchange & networks).

Item No.3.3 Budget estimates for the financial year 1997-98

The budget estimates for the year 1997-98 are proposed keeping in view the requirements of the ongoing buildings & development works, construction of new priority buildings, purchase of machinery and equipment required in the IInd year and also to provide necessary facilities and infrastructure, so as to conduct the curriculum programmes of the college efficiently.

The college started three degree level programmes with total intake of 120 students in three disciplines. From the year 1996-97, the intake was increased to 220 students. From the year 1997-98, an intake of 260 students with the addition of one course in Electronics & Communication Engineering is expected as the State Govt. has already approved and the case has been forwarded to AICTE, New Delhi for approval. If approved, the college will have 600 students in the year 1997-98 in the following disciplines :-

	Intake in 95-96	Intake in 96-97	Intake in 97-98
1. Computer Sc. & Engineering	40	60	60
2. Mechanical Engineering	40	60	60
3. Production Engineering	40	40	40
4. Chemical Engineering	--	60	60
*5. Electronics & Communication	--	--	40
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	120	220	260
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* (if approved by AICTE New Delhi)

Thus, we will have 600 students on the campus in 1997-98, i.e. 120 students in IIIrd year, 220 students in second year, and 260 students in the first Year. The infrastructure, already established for the second year has to be strengthened in terms of staff, furniture, equipment, other facilities, and contingencies etc. The funds are required to meet the above requirements. The proposed expenditure including an anticipated income at the college level during the year 1997-98 is estimated as Rs.830 lacs. (Rs.159 lacs would be requested separately to meet the additional expenditure in the year 1997-98).

The summary of the above budgetary requirements is given on page - 4 separately, the details are given on the succeeding pages.

Submitted for consideration & approval, please.

SUMMARY OF BUDGET ESTIMATES FOR THE YEAR 1997-98

B. Summary of 1996-97:

Opening Balance of	1996-97	73.00
Grant in aid for	1996-97	550.00
Actual Income for	1996-97	20.00

Total Receipts	635.00
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Expenditure 1996-97 :

Total expenditure upto 28.2.97	601.50
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Pending bills for Buildings and Development upto January 1997	100.00
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Expected bills for February & March 1997	120.00
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Liabilities for equipments tendered upto March 1997	84.00
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Liabilities for vehicles, other, facilities and recurring expenditure	26.00
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Total amount required to clear liabil- ities upto 31.3.97	911.50
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Therefore additional funds required 276.50
to meet liabilities upto 31.3.97

* Note : In case, funds are not released, these will be additional liabilities in the year 1997-98 over and above the proposed budget.

C. SUMMARY OF 1997-98

Expected Opening Balance on 1.4.1997 (to meet recurring expenditure for two months)	25.00
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Expected Grant in aid for 1997-98	780.00
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Anticipated income for 1997-98	25.00
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Expected receipts	830.00
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Proposed budget for 1997-98 830.00 + 159.00*

* Subject to availability of additional funds.

II.

DETAILS OF BUDGET ESTIMATES FOR 1997-98

(A) NON RECURRING	Approved 1996-97	Actual up to 28.2.97 (Rs. in Lac)	Additional up to 31.3.97	Proposed 97-98	Additional 1997-98
Buildings Development	400.00	435.00	220.00	530.00	70.00
Equipment	111.00	45.00	84.00	100.00	50.00
Vehicles	12.00	08.00	04.00	Nil	Nil
Other Facilities	44.00	32.00	05.00	45.00	Nil
Total	567.00	520.00	313.00	675.00	120.00
(B) RECURRING					
Pay & Allowances	75.00	52.00	10.00	100.00	30.00
TA & LTC	5.00	01.50	0.30	05.00	Nil
Medical Reimbursement	1.00	0.10	0.10	01.00	Nil
Contingency	45.00	27.90	07.00	49.00	09.00
Total	126.00	81.50	17.40	155.00	39.00
Grand Total (A+B)	693.00	601.50	330.40	830.00	159.00

* Note : The bills and retention money amounting Rs.100 lacs submitted by NBCC Ltd. are pending for payment and expected additional bills of Rs.120 lacs (construction and materials) will be there. The tenders for the purchase of Equipment & machinery are being finalised and may cost about Rs.84 lacs in addition to already spent Rs.45 lacs. Additional expenditure on vehicles will be Rs.4 lacs. It is expected that Rs.5 lacs on other facilities, Rs.10 lacs on Pay & allowances and Rs.7.4 lacs on the Contingencies and miscellaneous items would be spent up to 31-3-1997.

NON- RECURRING

1. LAND

Land measuring 151 acres approximately was notified to be acquired for the construction of the college. Rs. 196.80 lacs was deposited with the office of the S.D.M., Gurdaspur towards 80% payment as compensation to the land owner in 1993-94. In 1995-96, the final award was announced for the acquired land and the S.D.M.'s office asked for a sum of Rs.200.00 lacs which was duly released by the Government and was immediately deposited with the S.D.M.'s office, Gurdaspur. Of the total land, about 70 acres has been taken possession of and the remaining 80 acres is under stay granted to the land owners by the Hon'ble Punjab & Haryana High Court. Considering a final award of Rs.5 lacs per acre and a balance of Rs. 50.00 lacs (Approx.) that will be left with S.D.M.'s office from previous grants, a provision of Rs.350.00 lacs (Approx.) should be kept in the year 1997-98 over and above the proposed budget. However, this amount will be asked for as a special grant, as and when the necessity arises for the same.

2. BUILDINGS & DEVELOPMENT WORKS (ANNEXURE-V)

Ed. C.I.L. project report has projected a total plinth area requirement of 56759 square meter for the campus buildings. The total cost of the buildings and development works was estimated to be Rs.2122.00 lacs based on 1993 cost. But now, this amount cannot be adhered to with the increase in the cost of material and labour. The details regarding buildings and development works started and completed in the year 1995-96 and 1996-97 are given in ANNEXURE -V. The requirement for 1997-98 has also been given in the same Annexure.

A sum of Rs.448.60 lacs was spent in 1994-95, Rs. 616.00 lacs was spent in 1995-96 and Rs.435 lacs has already been paid to NBCC upto 28.2.97. The bills of 100 lacs are pending and the bills for the months of February & March 1997 are yet to be raised by N.B.C.C. Ltd. and are expected to be Rs.120 lacs. The budget for 1997-98 is proposed as Rs.600 lacs, of this Rs. 530 lacs has been proposed in the regular budget and Rs.70 lacs has been taken as a part of the additional funds, that will be asked for separately. The details are given in the Annexure - V and a summary is given below:-

year 1997-98, the buildings like single storeyed (especially) Boys Hostel, Clerical Block, Administrative Block will be taken up. Besides the 42 houses will be constructed for the staff including 09 houses for

a) Works Started in 1994-95 and completed in 1995-96

The work on Workshop Block, Science Block, Hostel Block-1, Mechanical Block, 25 Nos. Staff Quarters was started in 1994-95 and was completed in 1995-96. Further, related

development works regarding sewerage, water supply, roads, power supply and lighting, compound wall and miscellaneous items were also taken up simultaneously. A total of Rs. 448.60 lacs was spent on these works in 1994-95. In 1995-96, an amount of Rs. 317.2 lacs was spent further to give 95-98 percent completion of most of the above buildings and 70% completion in development works (only 50% in roads), the buildings and works were made available for use as and when needed. The infrastructure developed enabled us to start in August, 1995 with an intake of 120 students and 220 were admitted in four disciplines from the year 1996-97.

b) Status of Works started in 1995-96

The work on buildings i.e. 130 seater Girls Hostel, 208 capacity single seater Boys Hostel, 96 Nos. staff quarters for all categories of staff, a temporary canteen and the related development works was started in 1995-96. In addition to development works cited above, works including over head tank and tube well No.2, permanent Connection for Electricity, limited horticulture and site improvement, Boundary Wall and fencing, main security gate etc. were taken up.

A sum of Rs.298.80 lacs was spent on new works started in this year.

c) Status of New Works started in 1996-97

To meet the additional requirements in 1997-98, when campus students strength will be 600 and the staff strength will be 60% of the total (350 all categories) provided for in the Project Report, work was started in 1996-97 on a three seater Boys Hostel, sports facilities, shopping and health centre, and completion of ongoing housing facilities.

A sum of Rs.435 lacs has been paid to NBCC so far in 1996-97 for completing priority works as given above.

d) New Priority Buildings and Development Works in 1997-98

In the year 1997-98, the buildings like single Seater(210 capacity) Boys Hostel, Chemical Block and Administrative Block will be taken up. Besides the 42 houses would be constructed for the staff including 06 houses for

the Asstt. wardens. Officers club, Guest House and students Activities centre would also be taken up in the year 1997-98 alongwith related development works. For these works, a sum of Rs.530 lacs has been provided for in the regular budget and based on the pace of construction as observed in previous years, an additional amount of Rs.70 lacs will be asked for separately.

3) MACHINERY & EQUIPMENT

Keeping in view the requirements of laboratories in the year 1996-97, an amount of Rs.111.00 lacs was provided in the budget. Out of the total amount, a sum of Rs.45 Lacs has already been spent upto 28th February, 1997. Orders based on tenders for machinery & equipments of different laboratories are under process and will need an amount of another Rs.84 lacs. A provision of Rs.100 lacs has been made for 1997-98 in the regular budget. However, a large number of laboratories in all disciplines have to be equipped as per syllabus (Details given in Annexure -VI). Therefore, an additional sum of Rs.50 lacs may be asked for over and above the regular budget. The provision for equipment will be substantially increased in 1998-99.

4. Vehicles

At present, there are two vehicles i.e. Ambassador Car and a 33 seater Mini Bus which have been purchased in 1994-95 and 1995-96 respectively with a total cost of Rs.7.45 lacs (Rs.1.87 lacs for car and Rs.5.58 lacs for Bus).

As the number of students increased in 1996-97 to 340, the Mini Bus was found quite inadequate to take the students for industrial visits. Therefore, 52 seater Bus was required in 1996-97 with an estimated cost of Rs.8.50 lacs.

Further, the faculty and other staff has increased substantially. They have to visit university, other institutions and industries for which a purchase of TATA SUMO with an estimated cost of Rs.3.50 lacs has been made. These vehicles would also be used for medical emergencies for the time being.

An order for these two vehicles i.e. TATA SUMO & 52 seater Tata Bus on rate contract/Govt. approved rates have been placed and the delivery is expected to be made in March/April, 1997. Therefore, out of the total amount of Rs.12.00 lacs, Rs.08 lacs has already been spent and balance of Rs. 04 lacs will be spent to meet the other expenses like body building for the bus. No provision for additional vehicles has been made in 1997-98.

5. OTHER FACILITIES

A sum of Rs.45 lacs is provided for other facilities, during the year 1997-98, as per details given below,:

Sr. No.	Particulars	Proposed 1996-97	Expected up to 31.3.97	Proposed 1997-98
1.	Furniture & Fixture	25.00	19.00	20.00✓
2.	Library	07.00	07.00	11.00
3.	Office Other Equipments.	06.00	02.00	05.00
4.	Other Amenities :			
	i) Medical	02.00	01.00	05.00
	ii) Sports	02.00	02.00	02.00
	iii) Hostel	02.00	01.00	02.00
	Total	44.00	32.00	45.00

Furniture & Fixture :

The college would require Rs.20 lacs during 1997-98 to equip lecture halls, tutorial rooms, laboratories, library, hostel, office, students amenities and sports facilities. Details are given in Annexure-VII.

LIBRARY

The college would require Rs.11 lacs for library during 1997-98. Text books, hand books, reference books, are required for additional students and staff joining the college in 1997-98. Rs.07 lacs which was proposed for the year 1996-97, has already been spent. As the college is expected to start a degree course in Electronics & Communication Engineering in the year 1997-98, the books journals in this area will also have to be purchased during 1997-98. Further, number of Journals in other disciplines will also be increased as per AICTE norms. So, the proposed sum is justified.

OFFICE EQUIPMENT

The college would require Rs.05 lacs for the purchase of typewriters, photocopy cum printers, computers for office, ammonia printing machines, water coolers, overhead projector display boards etc.. We would purchase 10 typewriters for the office, Water Coolers for the new hostels i.e. Single Seater & Three Seater and other machinery for the use in the offices.

OTHER AMENITIES

A sum of Rs.6.00 lacs was proposed in the budget of 1996-97 and out of this an amount of Rs.02 lacs is expected to be spent upto 31st March, 1997. Because of delay in creation of amenities, the expenditure was deferred to next year.

This year, the college would require Rs.09 lacs to meet the requirements in 1997-98 due to additional staff and students. Main amount of Rs.5 lacs will be spent on medical equipment:

MEDICAL EQUIPMENT

A proper health centre is being constructed in the college and is expected to be fully operational from the year 1997-98. To run the health centre, essential equipment and miscellaneous items are proposed to be provided in the health centre. Therefore, a sum of Rs.05 lacs is proposed in the budget. Till now, very small amount has been spent as there was no proper space for keeping the equipment.

SPORTS EQUIPMENT

A sum of Rs.02 lacs is proposed in the budget to meet the basic sports requirements such as cricket, table-tennis make shift track, hockey, football equipment etc..

HOSTEL EQUIPMENT

A Health Centre will become functional from the year 1997-98. A sum of Rs.02 lacs is proposed to meet the various expenses on kitchen ware, cylinders, refrigerators, water coolers, deep freezers etc. for the new hostels which will be operational during the year 1997-98.

(d) Contingencies

A provision of Rs. 45.00 lacs was made in the budget of 1996-97 and out of this, an amount of Rs. 30 lacs is expected to be spent upto 31st March, 1997. Keeping in view the likely increase in the staff, faculty & students, a budget provision of Rs. 45.00 lacs has been made. The amount will be spent on contingencies, stipendances, library operation, college functions & miscellaneous items as per details given below:

RECURRING

A budget of Rs.155 lacs has been proposed in the regular budget to meet the recurring expenditure for the year 1997-98 and additional Rs.39 lacs has also been provided. The details are given below :

(a) Pay & allowances

In the year 1997-98, the college will enter third year of operation. To take care of the needs of the students, a faculty of sixty four, 08 officers, 78 Technical staff and 52 supporting staff has been approved as per AICTE norms and as per the detailed project report. A budget provision of Rs.100 lacs has been made for the year 1997-98 in regular budget. An additional request for Rs.30 lacs would be made over & above the budget to take care of the additional expenditure if pay commission report is implemented by the state Government during the year 1997-98. The detailed calculations for the pay and allowances are given in Annexure-VIII.

(b) T.A. & L.T.C

To meet the expenses on TA/LTC, a provision of Rs.5.00 lacs has been made in the budget to take care of the needs of total staff that will be on rolls of the college in 1997-98.

(c) Medical Reimbursement

A Health Centre will become functional from the year 1997-98 to meet the minimum requirements of the students, staff and their families. For the indoor treatment, the college staff and their families may have to go to the civil hospitals. Keeping in view the additional staff, an amount of Rs.1.00 lac has been kept for the reimbursement of medical expenses.

(d) Contingencies

A provision of Rs. 45.00 lacs was made in the budget of 1996-97 and out of this, an amount of Rs. 30 lacs is expected to be spent upto 31st March, 1997. Keeping in view the same & likely increase in the staff, faculty & students, a budget provision of Rs. ¹⁹⁺⁰⁹⁼⁵⁰ 22.00 lacs has been kept. The amount will be spent on contingencies, maintenances, Library operation, College functions & miscellaneous items as per details given below:

1. Training Cost	Approved 1996-97 (Rs. in lacs)	Expected up to 31.3.97 (Rs. in lacs)	Proposed 1997-98 (Rs. in lacs)
- Raw Materials & consumables.	3.00	1.00	2.50 + 1.00
- TA/DA for experts	0.50	0.40	1.00
- Vehicles (Running & Repair)	3.00	1.50	3.00 + 1.00
- Printing & Stationary	3.00	2.00	3.00
- Reimbursement of Books	0.50	Nil	0.50
TOTAL	10.00	04.90	10.00 + 2.00

2. Contingent Expenditure	Approved 1996-97	Actual 96-97	Proposed 1997-98
- Electricity & Water	10.00	10.00	11.00 + 2.00
- Telephone	3.00	1.00	2.00
- Advertisement & Publicity	2.50	1.00	2.50
- Medical Expenses	1.00	0.50	1.00
- Office Expenses	3.00	2.00	3.00
- Postage, Stamps, Telegrams	2.00	0.50	2.00
- Meeting Refreshment	0.50	0.20	0.50
TOTAL	22.00	15.20	22.00 + 2.00

3. Maintenance & Running Expenditure			
- Public Health	0.60	0.40	1.00
- Buildings	0.50	0.30	1.50
- Electrical	0.40	0.30	1.00
- Contingencies			0.50
TOTAL	1.50	1.00	4.00

AICTE norms provide for Rs.350/- per student per annum and for 600 students it comes out to Rs. 2.10 Lacs. These rates were fixed in the year 1990 which cannot be adhered to now as the cost of all the items has increased. Hence Rs.04 lacs is justified.

4. Library Expenditure

- Newspapers, Magazines & Periodicals 1.00, 1.30 and 2.00 As per AICTE norms, the amount per student per annum is Rs.1.50. Therefore 600 students the amount comes to Rs.0.90 lac. This amount cannot be adhered to as the cost of all the magazines/Periodicals has increased.

5. Miscellaneous Expenditure

	(Rs. in lacs)		
- Liveries	0.50	-	0.50
- Horticulture & Sweeping	2.00	2.50	2.00 + 1.00
- Security	3.00	2.50	3.50 + 1.00
- Maintenance Staff			2.00 + 1.00

TOTAL	5.50	5.00	8.00 + 3.00 ✓

6. College Functions	5.00	0.50	5.00 + 2.00 ✓

TOTAL 1+2+3+4+5+6	45.00	27.90	49.00 + 9.00

The detailed justification is given in Annexure-IX.

3.4 Any other item with the permission of the Chair.

The Joint Secretary,
Finance Department, Punjab,
Chandigarh.

The Director,
Technical Education &
Industrial Training, Punjab,
Chandigarh.

The Deputy Registrar (Colleges),
Directorate of Technical Edn. &
Industrial Training, Punjab,
Chandigarh.

Subject: MINUTES OF THE SECOND MEETING OF THE FINANCE COMMITTEE OF
BEANT COLLEGE OF ENGINEERING & TECHNOLOGY, GURDASPUR HELD
ON 11.9.1996 AT 11.30 A.M. IN THE OFFICE OF THE
SECRETARY, TECHNICAL EDUCATION & INDUSTRIAL TRAINING,
PUNJAB, MINI SECRETARIAT, SECTOR 9, CHANDIGARH.

Enclosed herewith please find the minutes of the said
meeting, for comments if any.

Encls. As above.