

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119**

**Agenda:** For the 9<sup>th</sup> meeting of the Finance Committee.  
**Place:** Board Room of National Institute of Technology, Kurukshetra  
**Date:** Saturday, the 28<sup>th</sup> October, 2006 at 12.00 noon.

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**Item: 9.1 To confirm the minutes of 8<sup>th</sup> meeting of the Finance Committee, National Institute of Technology, Kurukshetra held on 17.6.2006.**

The minutes of the 8<sup>th</sup> meeting of the Finance Committee held on 17.6.2006 were circulated to the members vide our letter No. A/8<sup>th</sup> FC/. No comments from any member have been received.

A copy of the minutes of 8<sup>th</sup> meeting of the Finance Committee held on 17.6.2006 is placed as Annexure- A from pages 2 to 8.

The Finance Committee may confirm the minutes of the 8<sup>th</sup> meeting of the Finance Committee held on 17.6.2006.

NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119

Minutes of 8<sup>th</sup> meeting of the Finance Committee,  
NIT, Kurukshetra held on 17.6.2006 at 11.30 a.m. in the  
Board Room of NIT, Kurukshetra

**PRESENT**

1. Sh. C.B. Mathur, In Chair  
Hon'ble Chairman, Board of Governors &  
Chairman, Finance Committee,  
NIT, Kurukshetra  
House No. B-35, Shyam Nagar,  
Jaipur-302 019
2. Sh. S K Joshi, IAS, Member  
Special Secretary to Government of Haryana,  
Technical Education Department,  
**Representative of**  
Sh. Ajit M. Sharan, IAS,  
Commissioner & Secretary,  
Govt. of Haryana,  
Technical Education Department,  
New Civil Sectt. Haryana,  
Sector - 17, Chandigarh.
3. Sh. AVNS Sastry, Member  
Desk Officer,  
**Representative of**  
Dr. G.L. Jambulkar,  
Dy. Educational Adviser (NITs),  
Government of India,  
Ministry of Human Resource Development,  
Department of Secondary & Higher Education,  
Shastri Bhawan,  
New Delhi -110001
4. Dr. M N Bandyopadhyay, Director-Member  
Director,  
NIT, Kurukshetra
5. Sh. R P S Lohehab, Member-Secretary  
Registrar,  
NIT, Kurukshetra

*RL*

Sh. Bhaskar Chatterjee, IAS, Financial Commissioner & Principal-Secretary to Government of Haryana, Finance Department, Professor Surender Prasad, Director, IIT, Delhi and Director (Finance) IITD, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, New Delhi could not attend the meeting.

Before the start of the meeting the Registrar & Member-Secretary welcomed the Hon'ble Chairman and other members of the Finance Committee.

The Finance Committee made recommendations/took decisions as under:

**Item 8.1: To confirm the minutes of 7<sup>th</sup> meeting of Finance Committee, National Institute of Technology, Kurukshetra held on 17.3.2006.**

The minutes of the 7<sup>th</sup> meeting of the Finance Committee, NIT, Kurukshetra held on 17.3.2006 were confirmed.

However, the Hon'ble Chairman, Board of Governors & Finance Committee desired that the Committee constituted as per agenda item 7.3 should submit its recommendations at the earliest.

**Item 8.2: To note follow up action taken on the 6<sup>th</sup> meeting of the Finance Committee held on 14.12.2005.**

The Finance Committee noted the follow up action taken by the Institute as furnished in the agenda item 8.2.

**Item 8.3: To note follow up action taken on the 7<sup>th</sup> meeting of the Finance Committee held on 17.3.2006.**

The Finance Committee noted that follow up action on the minutes of the 7<sup>th</sup> meeting of the Finance Committee held on 17.3.2006 will be reported in the next Finance Committee meeting. However, the Finance Committee desired that action on urgent and time bound issues be taken by the Institute without getting the minutes ratified by the Board.



**Item 8.4: To consider and ratify the minutes of 6<sup>th</sup> meeting of Building & Works Committee of National Institute of Technology, Kurukshetra held on 24.4.2006.**

The Finance Committee ratified the minutes of 6<sup>th</sup> meeting of Building & Works Committee held on 24.4.2006.

However, the Finance Committee suggested as under:

- i) Use of abbreviations in the Building & Works Committee agenda items as well as minutes thereon be avoided.
- ii) The Revised Rough Cost Estimates in respect of any work be taken to the Building & Works Committee for consideration and decision only when the work is under construction.
- iii) To avoid any confusion, Rough Cost Estimates may be termed as Cost Estimates and Revised Rough Cost Estimates may be termed as Revised Cost Estimates.
- iv) The Revised Cost Estimates in respect of the proposed Administrative Block with detailed justification be placed before the Building & Works Committee in its next meeting.

**Item 8.5: To consider rate of interest on CPF balances of the subscribers for the period from 1.4.2006 to 31.3.2007.**

The Finance Committee recommended to the Board that rate of interest on CPF balances be allowed @ 7.5% per annum on CPF balances of the subscribers for the period from 1.4.2006 to 31.3.2007.

**Item 8.6: To consider matching contribution of CPF to the employees of the Institute appointed on contract basis on higher posts.**

The Finance Committee recommended to the Board that CPF be deducted on the basis of Basic Pay + D.P. as being drawn by the employees irrespective of fact whether the employees are holding substantive post or officiating post including post on contract basis and equal matching contribution on CPF be allowed provided the employees appointed on contract basis are holding lower posts on regular basis.

*RK*

**Item 8.7: To consider the reimbursement of medical expenses of Sh. Lal Chand Assistant.**

The Finance Committee recommended to the Board that the reimbursement claim of Sh. Lal Chand, Asstt. be admitted to the tune of Rs. 1,10,925/- after deducting the advance of Rs. 67,000/- already outstanding against him for the above purpose.

However, the Finance Committee recommended to the Board that the Financial powers of Director to admit medical reimbursement claim be enhanced from Rs. 50,000/- to Rs. 1,00,000/- in each case.

**Item 8.8: To consider advance payment of Registration Fee for attending International/National Conference/Training Programme.**

The Finance Committee recommended to the Board that in future the registration fee to be paid for International/National Conference/Training Programme be paid to the individuals as advance and it will be liability of the individuals to get the advance adjusted at their own level.

**Item 8.9: To consider delegation of financial powers to the Asstt. Registrar (Ac.) appointed on contract basis.**

The Finance Committee did not agree to the proposal as contained in the agenda item 8.9.

**Item 8.10: To consider grant of Pay Scale of Rs. 3050-4590 to Mrs. Poli Devi, Female Attendant in Health Centre of the Institute.**

The representative of Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, New Delhi suggested that the case may be referred to the Ministry for further examination.

**Item 8.11: To consider anomaly in pay fixation of faculty in the Institute.**

The Finance Committee recommended to the Board that the pay of the faculty who are suffering financial loss be stepped up if their juniors have got higher pay on or after 1.1.1996 under the circumstances as mentioned in the agenda item 8.11.

*RM*

**Item 8.12: To consider TA to teachers for attending International Conference abroad.**

The Finance Committee recommended to the Board that the faculty members of the Institute may be allowed to attend International Conferences out of Non-Plan Grant with a provision of 100% financial aid, in addition to the facilities available out of the funds under TEQIP.

**Item 8.13: To consider reimbursement of cost of books/technical journals to the faculty members.**

The Finance Committee recommended to the Board that the proposal of the Institute as contained in agenda item 8.13 for purchasing books/technical journals limited to maximum of Rs. 3000/- (Rupees three thousand only) per annum through the Library be approved. However, the faculty members will return the books/technical journals if they resign from the Institute services or leave the services on their own before retirement.

**Item 8.14 To note the position of pay scale of the Laboratory Attendants**

The Finance Committee noted the position of the pay scale of the Laboratory Attendants as contained in the agenda item 8.14.

**Item 8.15: To consider and approve the Annual Accounts of the National Institute of Technology, Kurukshetra for the year 2005-2006.**

The Finance Committee considered and approved the Annual Accounts of the Institute for the year 2005-2006 for verification/certification by the Accountant General (Audit), Haryana.

**Item 8.16: To note the position of Research Schemes/Projects sanctioned to the Principal-Investigators.**

The Finance Committee noted the position of Research Schemes/Projects as per details furnished in the agenda item 8.16.

The Finance Committee suggested that the Schemes/Projects which have no validation and where the Principal-Investigators are not incurring expenditure be closed forthwith and the balance be refunded to the concerned funding agencies.





**Item 8.17: To note outstanding audit objections appearing in the inspection report for the year 2004-2005.**

The Finance Committee noted the position of audit objections as per details furnished in the agenda item 8.17 and desired that vigorous efforts be made by the Institute to get the audit objections settled from the AG (Audit), Haryana.

**Supplementary Items:**

**Item 8.18: To consider realization of Rs. 500/- on account of Alumni Association.**

The Finance Committee noted that the Institute was already charging Rs. 100/- from each student as Alumni Association Fee.

The Finance Committee recommended to the Board that an additional amount of Rs. 400/- be charged from the students getting admission from the academic session 2006-2007 and the whole amount of Rs. 500/- so realized be transferred to the Alumni Association to defray expenditure on their activities.

**Item 8.19: To consider implementation of Career Advancement Scheme (CAS) in respect of Dr. Krishan Gopal, Librarian.**

The Finance Committee recommended to the Board that Dr. Krishan Gopal, Librarian may be considered by the Selection Committee under CAS for the pay scale of Rs. 16400-22400 as per instructions contained in the MHRD letter No. F.20-18/2003-TS-III dated 15.2.2006.

**Item 8.20: To consider the criteria for awarding merit scholarship and to increase the number of scholarships from 26 to 34 and to enhance the amount of scholarship from Rs. 100/- to Rs. 1000/- per annum.**

The Finance Committee recommended to the Board of Governors that number of scholarships be enhanced from 26 to 34 and the amount of scholarship be also enhanced from Rs. 100/- per annum to Rs. 1000/- per annum as already decided by the Senate in its 5<sup>th</sup> meeting held on 14.1.2006.

However, other terms and conditions will remain unaltered as per decision taken by the Finance Committee in its 6<sup>th</sup> meeting held on 14.12.2005 and ratified by the Board.



**Item 8.21: To consider and approve the purchase of one number tractor along with accessories for Estate Section.**

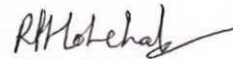
The Finance Committee recommended to the Board that a tractor along with accessories for the Estate Section be purchased at a cost of Rs. 5.50 lacs (app.) to be met from the Institute Development Fund without any financial liability on the Central Government.

Further, the Finance Committee observed that there was dire necessity of a good vehicle (new model) for the Director in view of the exigencies and responsibilities attached with his post. The Finance Committee, therefore, recommended to the Board that a new car BALENO (Maruti) with a cost of Rs. 7.00 lacs (app.) may be purchased for the Director out of the Institute Development Fund without any financial liability on the Central Government.

**Item 8.22: To consider writing of unserviceable/obsolete items of Electronics & Comm. Engg. Department and Centre for Computing & Networking.**

The Finance Committee recommended to the Board that unserviceable/obsolete items of Electronics and Comm. Engineering Department and Centre for Computing Networking as per details furnished in the agenda item 8.22 be written off and disposed off by auction. The sale proceeds of these items be credited to miscellaneous income of the Institute.

The meeting ended with a vote of thanks to the Chair.



(R P S Lohchab)

Registrar & Member-Secretary

**Item: 9.2 To note follow up action taken on the 8<sup>th</sup> meeting of the Finance Committee held on 17.6.2006.**

The recommendations of the Finance Committee made in 8<sup>th</sup> meeting held on 17.6.2006 have been placed before the Board of Governors in its 11<sup>th</sup> meeting held on 10.7.2006. The actions taken on the recommendations are reported in Annexure - B pages from 10 to 11.

The Finance Committee may note.

**Annexure – B**  
**Item : 9.2**

<u>Item</u>	<u>Subject</u>	<u>Action taken</u>
8.1	To confirm the minutes of 7 <sup>th</sup> meeting of the Finance Committee, NIT, Kurukshetra held on 17.3.2006	No further action is required to be taken
8.2	To note follow up action taken on the 6 <sup>th</sup> meeting of the Finance Committee held on 14.12.2005.	No further action is required to be taken.
8.3	To note follow up action taken on the 7 <sup>th</sup> meeting of the Finance Committee held on 17.3.2006.	Follow up action reported to the FC vide Item No. 8.3 Page No. 9.
8.4	To consider and ratify the minutes of 6 <sup>th</sup> meeting of Building & Works Committee of National Institute of Technology, Kurukshetra held on 24.4.2006.	Observations noted. Further action will be taken accordingly.
8.5	To consider rate of interest on CPF Balances of the subscribers for the period from 1.4.2006 to 31.3.2007.	Noted for compliance. No further action is required to be taken.
8.6	To consider matching contribution of CPF to the employees of the Institute appointed on contract basis on higher posts.	Noted for compliance.
8.7	To consider the reimbursement of medical expenses of Sh. Lal Chand, Assistant.	Action taken.
8.8	To consider advance payment of registration fee for attending International /National Conference/Training Programme.	Action taken.
8.9	To consider delegation of financial powers to the Asstt. Registrar (Acs.) appointed on contract basis.	Matter is again being put up to the FC vide Item No. page.
8.10	To consider grant of pay scale of Rs. 3050-4590 to Mrs. Poli Devi, Female Attendant in Health Centre of the Institute.	No action is required as her hardship has already been removed.
8.11	To consider anomaly in pay fixation of faculty in the Institute.	Noted for compliance.
8.12	To consider Aid to teachers for attending International Conference abroad.	Noted for compliance.
8.13	To consider reimbursement of cost of books/technical journals to the faculty members	Noted for compliance.
8.14	To note the position of pay scale of the Laboratory Attendants.	No further action is required.

8.15	To consider and approve the Annual Accounts of the National Institute of Technology, Kurukshetra for the year 2005-06.	Action taken.
8.16	To note the position of research schemes/projects sanctioned to the Principal-Investigators.	Action taken.
8.17	To note outstanding audit objections appearing in the Inspection report for the year 2004-05.	Efforts are being made to get the audit paras in question settled from the AG(Audit) Haryana.
<b>Supplementary Items</b>		
8.18	To consider realization of Rs. 500/- on account of Alumni Association	Action has been taken
8.19	To consider implementation of Career Advancement Scheme (CAS) in respect of Sh. Krishan Gopal, Librarian	Certain observations have been made by the MHRD. Further action is being taken in the matter accordingly.
8.20	To consider the criteria for awarding merit scholarship and to increase the number of scholarships from 26 to 34 and to enhance the amount of scholarship from Rs. 100/- to Rs. 1000/- p. a.	Action has been taken
8.21	To consider and approve the purchase of one number tractor along with accessories for Estate Section.	Action is being taken.
8.22	To consider writing of unserviceable/obsolete items of Electronics & Comm. Engg. Department and Centre for computing & Networking.	Action has been taken

**Item: 9.3 To note follow up action taken on the 7<sup>th</sup> meeting of the Finance Committee held on 17.3.2006.**

The recommendations of the Finance Committee made in 7<sup>th</sup> meeting held on 17.3.2006 were approved by the Board of Governors in its 10<sup>th</sup> meeting held on 28.4.2006. The actions taken on the recommendations are reported in Annexure-C on page 13.

Sl. No.	To note follow up action taken on the 7 <sup>th</sup> meeting of the Finance Committee held on 17.3.2006	The action to be taken
1.1	To consider and verify the estimate of 2 <sup>nd</sup> round of Building & Works Committee of the National Institute of Technology, Kharagpur held on 12.3.06	To send the estimate of the committee under the Chairmanship of Dr. K. L. Das, Head of the N.I.T.K. in connection with review of all construction of all construction agency. It may be noted that the expenditure of Rs. 15000000 has been incurred. Report Construction Agency including Government Agency, PWD, PWD, etc. on the matter. Further progress will be reported in the next meeting. Action has been taken.
1.2	To send the estimate of medical expenses of the Health Officer, A.M.	To send the estimate to the Department of Health for approval.
1.3	To consider and verify the estimate of 2 <sup>nd</sup> round of the Budget.	To send the estimate to the Department of Health for approval.

Annexure – C  
Item : 9.3

<u>Item</u>	<u>Subject</u>	<u>Action taken</u>
7.1	To confirm the minutes of 6 <sup>th</sup> meeting of the Finance Committee, National Institute of Technology, Kurukshetra held on 14.12.2005.	No action is required to be taken.
7.2	To note follow up action taken on the 6 <sup>th</sup> meeting of the Finance Committee, National Institute of Technology, Kurukshetra held on 14.12.2005.	No action is to be taken.
7.3	To consider and ratify the minutes of 5 <sup>th</sup> meeting of Building & Works Committee of the National Institute of Technology, Kurukshetra held on 21.2.2006.	Noted for compliance. Regarding constitution of the committee under the Chairmanship of Dr.Krishan Gopal, Dean (P & D), N.I.T.K. in connection with review of the construction agency, it may be stated that the expressions of Intent have been invited from Reputed Construction Agencies including Government Agencies like CPWD, PWD, NBCC etc. for the purpose. Further progress will be reported in the next meeting.
7.4	To consider reimbursement of medical expenses of Sh. Devki Nandan, Asstt.	Action has been taken.
7.5	To consider purchase of new car for the Director of the Institute.	Case has been referred to the Government of India for seeking necessary approval.

**Item 9.4 To consider Revised Budget Estimates for the year 2006-2007 and Original Budget Estimates for the year 2007-2008 for Undergraduate and Postgraduate Courses.**

Revised Budget Estimates for the year 2006-2007 and Original Budget Estimates for the year 2007-2008 for Undergraduate and Postgraduate Courses have been prepared in the following parts:

Part I Revenue Budget of Income & Expenditure (Non-plan) (from pages 2 to 6).

Part-II Government of India Plan Budget (Non-Recurring) Expenditure on page 16.

The main break up of the Non-plan(Recurring) Budget (Part-I of the Budget page from 2 to 6) is to be shared by the Government of India on 100% basis.

Sr. No.	Head of Account	Actual Expenditure For the year 2005-2006	Proposed Revised Budget Estimates for the year 2006-2007	Proposed Original Budget Estimated for the year 2007-2008
		(Rupees	In	lakhs)
1.	Establishment Expenses	1006.28	1120.85	1187.65
2.	Other Administrative Expenses	103.07	201.93	216.15
	<b>Total</b>	<b>1109.35</b>	<b>1322.78</b>	<b>1403.80</b>
	<b>Less Income</b>	<b>270.35</b>	<b>309.05</b>	<b>301.32</b>
	<b>Net Liability of Government of India</b>	<b>839.00</b>	<b>1013.73</b>	<b>1102.48</b>

Reasons for variations in the Revised Estimates for the year 2006-2007 and Budget Estimates for the year 2007-2008 over and above the last year expenses have been explained in the explanatory notes of the Budget placed as Annexure D from pages 7 to 14.

The Finance Committee may consider and make suitable recommendations to the Board of Governors that proposed Revised Estimates for the year 2006-2007 and Budget Estimates for the year 2007-2008 for Undergraduate and Postgraduate Courses be approved.



**Item 9.5 To consider raising the Institute Contribution to Staff Club from existing Rs. 10,000/- to an appropriate amount.**

The President, Staff Club of the Institute has requested that the Annual Grant to Staff Club may be increased from Rs. 10,000/- to Rs. 50,000/- per annum as there is an urgent need to spruce up the Club House and to improve the facilities to make the Club a hub of social activities. In addition he has also pointed out that there is an urgent need of repairs of the Club House and to refurnish the same by providing furniture, curtains, fridge, TV, Cooking Gas, Microwave, Air conditioner, Cooler and Inverter etc.

In order to consider the raising of the College Contribution to Staff Club from the existing contribution of Rs. 5,000/- p.a. to Rs. 10,000/- p.a., matter was placed in the Finance Committee 55<sup>th</sup> n Meeting held on 8.10.1986. The Finance Committee raised the Institute Contribution from Rs. 5,000/- to Rs. 10,000/- annually from the year 1987-88 towards its contribution to Staff Club. At the time of raising the contribution as stated above, the contribution of Staff members was Rs. 5/- per month which was raised from time to time and at present the same is Rs. 12/- per month.

The matter is placed before the Finance Committee for consideration and making suitable recommendations to the Board.

**Item: 9.6 To consider delegation of financial powers to the Asstt. Registrar (Acs.) appointed on contract basis.**

The matter regarding delegation of additional financial powers to the Registrar and Deputy Registrar(Acs.) was placed before the Finance Committee in its 4<sup>th</sup> meeting held on 29.10.2004. The recommendations of the Finance Committee were ratified by the Board in its 7<sup>th</sup> meeting held on 19.2.2005.

Consequent upon appointment of Sh. Ram Rattan, Asstt. Registrar (Acs.) on contract basis, matter was placed before the Finance Committee in its 8<sup>th</sup> meeting vide Item No. 8.9 held on 17.6.2006 for delegating financial powers to him for smooth functioning of the work of accounts. However, the delegation of powers were not approved by the Finance Committee. It is painfully brought to the notice of the Finance Committee that Sh. R.K. Arora, Deputy Registrar (Acs.)/ Finance Officer has since expired due to serious illness and after his demise the work relating to financial matters is suffering tremendously. In the absence of authorized signatory for exercising financial powers hardship is being faced. Keeping in view the difficulties as pointed out above it has again been felt that some financial powers may be delegated to the Asstt. Registrar(Acs.) so that smooth functioning of the Institute may be maintained. It is pertinent to mention here that Sh. Ram Rattan, AR(Acs.) is a retired Accounts Officer of Haryana Government and he has furnished security of Rs. 1,00,000/- to the Institute. The proposal to delegate the powers to the AR (Acs.) is placed in Annexure E on 17.

The Finance Committee may consider and make suitable recommendation to the Board of Governors.

**FINANCIAL POWERS TO BE DELEGATED TO AR(ACS.)**

1. To approve purchases up to Rs. 20,000/- as per Institute Purchase Rules when the Director and the Registrar/F.O. are on leave or on tour away from Kurukshetra
2. To pass all bills including firms bills and CPF bills up to Rs. 2,00,000/-.
3. To sign cheques drawn on all Institute Accounts including CPF account upto Rs. 2,00,000/- against passed bills.
4. To finally pass all salary bills/arrear and consultancy bills up to Rs. 2,00,000/- of all staff members employed in the Institute including research staff of various schemes/projects daily waged workers and work charged staff.
5. To finally pass all kinds of stipend/scholarship bills up to Rs. 50,000/- students of the Institute.
6. Any other power delegated by the Director/Registrar/F.O. from time to time.

**Item 9.7 To consider the expenditure on Master of Business Administration Activities out of MBA Deposit.**

The Board of Governors of the Institute in its 11<sup>th</sup> meeting held on 10.7.2004 decided to establish the Department of Business Administration for starting Master of Business Administration Course with an intake of 60 students w.e.f. the Academic Session 2006-07 on self sustaining basis in accordance with the sanction conveyed by AICTE/MHRD.

The Course is self-sustaining and the fee structure has been approved as under:

Particulars	Fee(In Rs.)	Remarks
1. Tuition Fee	40,000/- p.a.	To be charged in two installments i.e. 20,000/- per semester.
2. Annual Charges		
i) Students Activities	5,000/-	
ii) Library & Computer Fee	4,000/-	
3. One time charges		To be charged one time at the time of admission.
i) Building Fee	5,000/-	
ii) Admission Fee	1,000/-	
iii) Alumni Fee	500/-	
4. Refundable charges		-do-
i) Caution Deposit	2,500/-	
ii) Library Deposit	2,000/-	
<b>Total</b>	<b>60,000/-</b>	

No provision for getting Seat Rent has been made in the above mentioned fee structure, hence the Seat Rent is also to be recovered from the MBA students as in the case of other students.

MBA Course being self-sustaining, the entire expenditure on running of the Department will be met out of the Internal Revenue Generation from MBA. The approximate income on this account will be Rs. 24.00 lakh during the year 2006-07 and

tentative expenditure will be as under:

	<b>Rs.</b>
1. Salary of Teaching Staff	4,00,000/-
2. Salary of Non-teaching Staff	2,00,000/-
3. Advertisements	3,00,000/-
4. Furniture/Equipment	13,00,000/-
5. Mis. Contingencies	2,00,000/-
<b>Total</b>	<b>24,00,000/-</b>

Reallocation out of above heads of expenditure may be allowed by the Director as per requirement.

The Finance Committee is requested to consider and approve the above proposal.

**Item 9.8 To consider guidelines as regards delivering Guest Lectures by the Faculty members in other Government Educational Institutions.**

The Director, University Institute of Engineering & Technology, Kurukshetra University, Kurukshetra vide his letter No. UIET/06/1984 dated 6.10.2004(copy enclosed as Annexure on page ) has requested that their Institute is in need of services of Dr. Rajendra Kumar, Professor and Chairman, Department of Humanities & Social Sciences, National Institute of Technology, Kurukshetra to deliver guest lectures at the University Engineering and Technology Institute. There may be such other cases in future who may like to deliver guest lectures at other Government Educational Institutions in the country. Therefore, the following guidelines are proposed to stream line the said issue:

1. The facility of delivering guest lectures outside the Institute will be allowed to the faculty members only on holidays/Saturdays/Sundays or by taking Casual Leave/Academic Leave with an understanding with the Chairman of the concerned Department that their work will not suffer in any way directly or indirectly.
2. The faculty members will deliver guest lectures at Government Educational Institutes/Universities of the country after taking proper prior permission of the Director.
3. Delivering guest lectures by the faculty members will be considered a consultancy work.

Accordingly the honorarium so received by any faculty member by delivering guest lectures will be distributed in the ratio of 50:50 like distribution being done in case of the consultancy work. The total honorarium received by the faculty member will be first deposited with the Institute and then the Institute will make distribution as mentioned above i.e. 50% of the honorarium received will be straight way go to the concerned faculty member.

4. 10% administrative charges out of total honorarium will be distributed to the staff member out of 50% share of the Institute as per Consultancy Rules.
5. The expenditure on account of TA/DA and any other item whatsoever will be borne by the outside Institute where the faculty member has delivered guest lectures.

The Finance Committee may consider and make suitable recommendations to the Board of Governors.

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Annexure F  
Item 9.8

**UNIVERSITY INSTITUTE OF ENGINEERING & TECHNOLOGY**

KURUKSHETRA UNIVERSITY, KURUKSHETRA - 136119 (HARYANA)  
Phone - 01744-239155 Extn. - 2914, 2915



Prof. O. P. BAJPAI  
DIRECTOR

Ref. No. UIET/06/ 1984

Date: 6/10/04

Dy No.	8669	Date	10.9.06			
R	DPD	DAL	DND	CVC	DoE	C
L	M	EX	CC	PH	Ch	Ma
Hu	LW	WS	PA	PC	PS	EDC
PE	CCN	PT	PCE	LMO	L	GA
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To  
The Director,  
National Institute of Technology,  
Kurukshetra.

**Sub. : Regarding Guest Lectures.**

I

Dear Dr. Bandyopadhyay,

The institute is in need of a guest lecturer of the subjects 'Basics of Industrial Economics & Management' and 'Business Management'. For this purpose, we require the services of Dr. Rajender Deswal, Professor & Chairman, Department of Humanities & Social Sciences of your esteemed institute with whom we have discussed the matter. About 5-6 lectures may be engaged every week upto the end of November, 06. You are, therefore, requested to grant permission for the same.

E

We look forward to your kind cooperation.

With regards,

Director

T

C.C. : 1. Dr. Rajender Deswal, Professor & Chairman, Department of Humanities & Social Sciences, NIT, Kurukshetra.

2. Registrar, Kurukshetra University, Kurukshetra.



**Item 9.9 To consider expenditure out of Institute Development Fund (Consultancy) for the purchase of Variable Pressure Scanning Electron Microscope with EDS/EDX in Physics Department.**

There was an urgent need of purchase of Scanning Electron Microscope (SEM) in the Physics Department. Since no allocation of funds was made earlier under the TEQIP, for this purchase the Coordinator, TEQIP was requested to suggest ways & means to procure this item and he gave his recommendations for re-allocation of funds from TEQIP funds. Thereafter, matter regarding purchase of Scanning Electron Microscope(SEM) at the cost of Rs. 95 lakh (approx.) out of TEQIP funds was placed before the Board of Governors in their 10<sup>th</sup> meeting held on 28.4.2006 vide Item No. 11.9. The Board of Governors approved the purchase of above equipment out of TEQIP Grant and allowed re-allocation of funds accordingly.

It is stated that total grant under TEQIP was received from Government of India amounting to Rs. 12.50 crore and a sum of Rs. 1.27 crore interest has accrued on the same. Thus, total funds under TEQIP were available to the tune of Rs. 1377 lakh. out of which a sum of Rs. 1307 lakh has already been incurred, which includes expenditure incurred on purchase of equipments, pending bills, purchase orders placed and funds reserved for meeting out the unforeseen unavoidable expenditure. Thus only a sum of Rs. 70 lakh is available out of above total grant received under TEQIP including interest earned thereon up-to- date.

The entire formalities have been completed for the purchase of Scanning Electron Microscope (SEM) but due to inadequate availability of funds, the purchase order is held up. If the purchase order is not placed in time, the entire exercise done in the case would prove futile. The deficit of Rs. 25 lakh(approx.) can be met out safely from the Institute Development Fund (consultancy) in which sufficient funds are available.

The matter is placed before the Finance Committee for consideration and making suitable recommendations to the Board.

Supplementary

Item 9.10 To consider the recommendations of the Senate made in its 8<sup>th</sup> Meeting for payment of honorarium of Rs. 1,000/- to the external Members of Board of Studies in various Teaching Departments in the Institute.

N.I.T. Kurukshetra has the following teaching departments in existence at present:

1. Civil Engineering Department.
2. Electrical Engineering Department.
3. Electronics and Communication Engineering Department
4. Mechanical Engineering/Industrial Engineering & Management Dept.
5. Computer Engineering & Information Technology Department.
6. Physics Department.
7. Chemistry Department.
8. Humanities Department
9. Business Management Department.

Every Teaching Department has its own Board of Studies for UG & PG courses. Two External Experts of the rank of Professor from outside reputed Institutions are appointed for having their expert advice.

The matter regarding payment of honorarium @ Rs. 1000/- along with TA/DA admissible under the rules to the external experts was discussed in the 8<sup>th</sup> meeting of the Senate held on 20.10.2006. The Senate strongly felt that payment of honorarium of Rs. 1000/- be paid to each external expert for attending the BOS meetings. It was decided that the matter be referred to the Finance Committee for approval. Maximum two meetings of Board of Studies are held in a year in the respective Departments.

The approximate financial liability may be to the tune of Rs. 40,000/- (Rupees Forty Thousand) per annum.

The Finance Committee may consider and make suitable recommendations to the Board.

Supplementary

**Item 9.11 To consider and ratify the minutes of 7<sup>th</sup> meeting of Building & Works Committee of National Institute of Technology, Kurukshetra held on 18.10.2006.**

The 7<sup>th</sup> meeting of Building & Works Committee of National Institute of Technology, Kurukshetra was held on 18.10.2006 under the Chairmanship of Dr. M.N. Bandyopadhyay, Director & Chairperson of Building & Works Committee of the Institute. The Committee considered the items furnished in the Agenda which is placed at Annexure G. The recommendations made by the Committee are placed at Annexure H pages from 1 to 5.

As per advice of the Ministry, the recommendations made by the Building & Works Committee are to be considered by the Finance Committee first.

The Finance Committee may consider and ratify the minutes of the Building & Works Committee.

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA**

**PROCEEDINGS OF THE 7<sup>TH</sup> MEETING OF THE BUILDING & WORKS  
COMMITTEE, HELD ON 18.10.2006 IN THE BOARD ROOM OF THE INSTITUTE.**

**PRESENT:**

- |    |  |                    |
|----|--|--------------------|
| 1. | <b>Dr. M.N. Bandyopadhyay</b><br>Director,<br>National Institute of Technology,<br>Kurukshetra.  | <b>Chairperson</b> |
| 2. | <b>Dr. R.P. Singh</b><br>(Council Member, AICTE)<br>Retired Executive Director<br>BHEL, Bhopal, A-1, Chattarsal Nagar<br>Phase-I, J.K. Road<br>B.H.E.L. Bhopal | <b>Member</b>      |
| 3. | <b>Sh. K.N.Sharma</b><br>Nominee of Executive Director<br>NBCC Ltd., NBCC Place,<br>Bhishma Pitahma Marg, Pragati Vihar,<br>New Delhi-110003                   | <b>Member</b>      |
| 4. | <b>Er. S.K. Sharma</b><br>Executive Engineer (Civil)<br>Haryana PWD B&R Branch<br>Yamuna Nagar   | <b>Member</b>      |
| 5. | <b>Er. Shyam Sunder</b><br>DGM (Electrical)<br>NBCC Ltd., NBCC Place,<br>Bhishma Pitahma Marg, Pragati Vihar,<br>New Delhi-110003                              | <b>Member</b>      |
| 6. | <b>Er. V.K Gupta</b><br>Executive Engineer (Electrical)<br>Haryana PWD B&R Branch<br>Karnal  | <b>Member</b>      |

Contd....

- (i) The Chief Engineer, PWD (B&R), Haryana may again be requested to take up installation of Tube well for PWD colony on priority basis.
- (ii) The date of start of the work, its latest stage of construction and its expected date of completion should be invariably mentioned in the agenda item in future for all on going works. Further position regarding completion of work, its handing over/taking over and settlement of accounts with the construction agency should also be furnished in the agenda item.
- (iii) Because of increase in the floor area of the Administrative Block, tenders for construction of basement and ground floor may be made within the amount of Rs.366.81 lacs already approved. The Revised Cost Estimates may be again placed before the B & WC at an appropriate time when adequate work of the building is completed.
- (iv) The completion report pertaining to all works under TEQIP may be submitted to Dean (P&D) by 31.10.2006 positively.
- (v) The Institute may opt for Solar Heaters instead of geysers in the Hostel Toilets. Advantage of the Govt. subsidy on Solar Heaters may be taken for the purpose.
- (vi) The installation of HT/LT substation be taken up on top priority in view of the hardships faced by the students and the residents.
- (vii) The installation of DG sets may be taken up on priority basis.
- (viii) The matter regarding evaluation/performance of the NBCC be reviewed w.r.t. to the B & WC agenda item 4.15 considered in its 4<sup>th</sup> meeting held on 13.12.2005.
- (ix) The report of the committee constituted by the Finance Committee in its 7<sup>th</sup> meeting held on 17.3.2006 vide agenda item no. 7.3 as regards searching of Construction Agency which could be entrusted the construction works of the Institute or exploring the possibility of having Construction Cell at the Institute level be finalized on priority basis without further delay.
- (x) There is no need to report the action taken in the B & WC meetings on the works for which funds have not been received from the funding agency and hence the works could not be started.
- (xi) The aluminum framed partition may be installed in the Conference Hall of the Mechanical Engineering Department.

RM 23/1x

**Item No.7.3 To consider and approve Revised Cost Estimates for the Provision of class rooms, laboratories and office rooms on the 1st Floor of New Equipment Shop at Workshop.**

The Building and Works Committee approved the revised cost estimate amounting to Rs. 281.72 lacs for provision of class rooms, laboratories and office rooms on the 1st Floor of New Equipment Shop at Workshop as per details furnished in the agenda item.

Further the B & WC decided as under:

- (i) The total requirement of class rooms, laboratories, hostels, office rooms, etc. be worked out because of recent & anticipated increase in intake of the students.
- (ii) The architectural drawings of the proposed structure be made available in all future B & WC meetings.

**Item No. 7.4 To consider and approve cost estimates for extension of Director's Residence.**

The Building and Works Committee approved the cost estimates amounting to Rs. 18.63 lacs for extension of Director's residence as per details furnished in the agenda item. The cost estimates for the extension of Director's residence may be reviewed as the same apparently appeared to be on higher side.

**Item No.7.5 To consider and approve work for 25 mm thick premix carpeting on roads in the residences of the Institute**

The Building and Works Committee approved action taken by the Director and Chairman of the B& WC in getting the work of 25mm thick premix carpeting on the road done within the amount of Rs. 13.22 lacs thus reducing the quantum of work due to enormous increase in prices. The B & WC desired that further necessary action in the matter may also be taken.

**Item No.7.6 To consider and approve provision of Barbed wire fencing over existing old boundary wall.**

The Building and Works Committee approved the cost estimates amounting to Rs. 4.94 lacs for provision of barbed wire fencing over existing old boundary wall as per details furnished in the agenda item.

AKG/23/14

**Item No.7.7 To consider and approve provision of Grills, etc. at 1<sup>st</sup> and 2<sup>nd</sup> floor in New Girls Hostel (200 Seaters).**

The Building and Works Committee approved cost estimates amounting to Rs. 2.92 lacs for provision of grills etc. at 1<sup>st</sup> and 2<sup>nd</sup> floor in New Girls Hostel (200 seaters) as per details furnished in the agenda item.

**Item No.7.8 To consider and approve demolition of one block of Scooter Stand for extension of Mech. Engg. Block.**

The Building and Works Committee approved demolition of existing block of the Scooter Stand for extension of Mech. Engg. Block as mentioned in the agenda item.

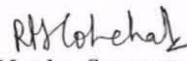
**Item No.7.9 To consider and approve construction of boundary wall around Community Park on Western side of DB-1 & DA-10.**

The Building and Works Committee approved the cost estimates amounting to Rs. 3.78 lacs for construction of boundary wall around Community Park on Western side of DB-1 & DA-10 as per details furnished in the agenda item. It was decided that the Master Plan of the Institute including landscape be prepared. The consultancy services of a professional be utilized for this purpose.

**Item No.7.10 To consider and approve renovation of Administrative Block of the Institute.**

The Building and Works Committee approved renovation of Administrative Block of the Institute as reported in the agenda item.

The meeting ended with vote of thanks to the Chair

  
Registrar & Member Secretary  
B.W.C. NIT, Kurukshetra

23/01/2006

TABLED ITEM

Item No.9.12 : To consider and decide request of Dr.Neeraj Mittal's Pathology Lab be placed on the panel of approved Pathologists for specialized tests

Dr. Neeraj Mittal, MBBS, MD(Pathology), GMC(Bombay), FCPS, DPB, DBM, MIMA, Ex-Opathology, Tata Cancer Institute, Bombay has made an application to the Director that he has set up a Pathology Lab. called as DR.MITTAL PATH Lab in Kurukshetra He has further stated that his laboratories are equipped with latest analyzers and computerized machines for dealing in all routine tests like Hemogram, Biochemistry tests, Serology tests, Sputum, Serem, Urine & stool tests and specialized tests including Hormone assays (Thyroid tests, LH, FSH, Prolactin etc), Cancer markers, TB detection & ELISA tests. As mentioned by him, Dr.Mittal has full exposure to tests in the fields of Cytopathology, FNAC, PAP Smear, Haematology and Histopathology (Biopsy).

Dr. Mittal's Path Lab is on the panel of Kurukshetra University, Kurukshetra for lab. Tests and he has quoted the rates for NIT, Kurukshetra which are being charged from KUK. A copy of the rates showing market rates and rates offered to NIT, Kurukshetra is given in Appendix to Item 9.12. On perusal, we find that these are comparatively very low than the market rates. Professor I/C Health Centre and the Medical Officer of the Institute has recommended that the request of Dr.Mittal be considered by the Institute.

It may also be mentioned here that our Institute Health Centre has a small Pathology Lab where only routine tests are conducted for the patients and there is no facility for specialized tests and the patients required to undergo these tests are referred to PGI Chandigarh, or AIIMS, New Delhi.

The matter is placed before the Finance Committee to consider and recommend to the Board that Dr. Mittal Path Lab. be on the approved panel of NIT, Kurukshetra where all tests (facility for



which is not available in the NIT, Health Centre, Kurukshetra may be recommended by the Medical Officer of the Institute Health Centre on the rates quoted by Dr.Mittal for students, staff and their families(NIT, KKR) and full reimbursement may be made to the concerned patients thereof.



# Dr. Mittal Path Lab & Dental Clinic

Shop No.32, 6th Patshahi, Gurudwara Chowk, Kurukshetra  
Ph.: 01744-326535, 01744-324565, 9315394565

**Dr. Neeraj Mittal**  
MBBS, MD (Pathology), GMC(Bombay)  
FCPS, DPB, DBM, MIMA  
**Ex-Pathologist,**  
Tata Cancer Institute, Bombay

**Dr. Shina Mittal**  
BDS (Gold Medalist)  
Rajinder Hosp., Patiala  
Ex-Dental Surgeon,  
Guru Amar Das Gurudwara, Delhi

The Director,  
N.I.T.,  
Kurukshetra,  
Haryana.

Date: 20-09-2006

Sub: Application for joining the Panel as Pathologist

Respected Sir,

I have done M. D. (Pathology) from Grant Medical College, Mumbai and M. B. B. S. & internship training from G. S. Medical College and KEM Hospital, Mumbai. I have passed in first attempt and been first class throughout. After finishing M. D. (Pathology), I have worked at Tata Cancer Institute, Mumbai for 1 year.

I have started my Pathology Lab (DR. MITTAL PATH LAB) at Shop No. 32, 6<sup>th</sup> Patshahi, Gurudwara Chowk, Kurukshetra. The laboratory is equipped with latest analyzers and computerized machines. I am dealing in all routine tests like Hemogram, Biochemistry tests, Serology tests, Sputum, Semen, Urine & Stool tests and Specialized Tests including Hormone assays (Thyroid tests, LH, FSH, Prolactin etc), Cancer markers, TB detection & ELISA tests. I have received adequate exposure in the fields of Cytopathology, FNAC, PAP Smear, Haematology and Histopathology (Biopsy). We are doing all these tests at our Path Lab in Kurukshetra only, so timely reports are assured.

We have special concessional rates as compared to the prevailing market rates for the faculty and their families as per the list attached. **I want to bring to your kind notice that we are on the panel of Kurukshetra University, Kurukshetra and we have submitted the same price list there as is provided to you.**

I assure you of quality, accuracy, precision and timely reports.  
I hope that my qualifications shall commensurate with your requirements.  
I look forward to a favorable response from you.

Kind regards,

(Dr. Neeraj Mittal)  
Dr. Mittal Path Lab & Dental Clinic,  
6<sup>th</sup> Patshahi, Gurudwara Chowk,  
Kurukshetra - 136118  
Tel: 01744-396535, 9315394565.

*Prof. in charge Health Centre*  
*P.L. refer note sent. Plz 26/9*  
*25/9/06*

Equipped with Biochemistry Auto Analyser SPECTRA LAB, ELISA Microplate Reader BIORAD, Flame Photometer, Fully Independent Histopathology (Biopsy) Unit with Spencer Type Rotary Microtome.  
**FACILITIES AVAILABLE:** Histopathology, FNAC, PAP Smear, Bone Marrow Studies, CSF, Pleural, Ascitic & Other Body Fluids, All Routine Blood, Stool, Sputum, Semen Tests, Hormones, Thyroid, TORCH, Fertility Tests, Cancer Markers, Microbiology

Result(s) pertain to the specimen submitted. Test(s) result(s) are created by fully/semi automated equipments. Please correlate clinically. If the result(s) is alarming or unexpected, the patient is advised to contact the Laboratory immediately for possible remedial advice

**NOT FOR MEDICO-LEGAL PURPOSES**

**Emergency Services 24 hours**



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Tata Cancer Institute, Bombay

**Dr. Shina Mittal**  
BDS (Gold Medalist)  
Rajinder Hosp., Patiala  
Ex-Dental Surgeon,  
Gurudwara Das Gurudwara, Delhi

Market Rate      Our Rate

## HEMATOLOGY

Hb	10	5
TLC, DLC	30	10
ESR	20	5
MP	30	10
PBF	60	30
Platelet Count	50	20
RBC Count	50	20
Retic Count	50	20
Ab Eosinophil Count	50	20
PCV	30	10
MCV	30	10
MCH	30	10
MCHC	30	10
HEMOGRAM	200	70
Bld Grp	40	15
CrossMatch	50	25
PTI with INR	120	60
LE Cell	100	40
Direct Coomb Test	180	80
Indirect Coomb Test	180	80
BT, CT	30	10
Rh Ab Titre	250	100
G6PD	250	100
FERRITIN	550	260

## BIOCHEMISTRY

Bld Sugar	20	10
Urea, Creatinine, Uric Acid	50each	20each
SGOT, SGPT	50each	20each
Na, K, Cl	100each	40each
Bil T, D & I	100	40
T. Bil	50	20
Amylase	140	70
Triglyceride	120	50
Cholesterol	60	20
HDL	110	50
Alk Phosphatase	60	20
Total Protein	100	40
Alb, Glb & A/G Ratio	80	30
LIPID PROFILE	280	100
LFT	300	100
KFT	300	100

*Dr*

Equipped with Biochemistry Auto Analyser SPECTRA LAB, ELISA Microplate Reader BIORAD, Flame Photometer, Fully Independent Histopathology (Biopsy) Unit with Spencer Type Rotary Microtome.

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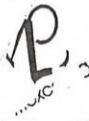
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Histopathology/Cytology diagnosis is based upon subjective interpretation of Findings. Opinion may vary. Slides in doubtful cases may be reviewed from same facilities with/without charge. Treatment cost may vary.







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FNAC	250	100
PAP Smear	150	70
Fluid Cytology	200	80
Sputum Cytology	100	40
CSF/ Pleural/ Ascitic/ Preicardial Fluid Examination	250	80
Biopsy - Small	300	100
Biopsy - Moderate	400	150
Biopsy - Large	500	200

*PM*

Dr. Neeraj Mittal  
MBBS, MD (Pathology)  
FCPS, DPB, DBM, MIMA

Independent Hospital, Kurukshetra, Punjab, India. Registered with Punjab Council of Medical Practitioners, Patiala, Punjab, India.

**FACILITIES AVAILABLE:** Histopathology, FNAC, PAP Smear, Bone Marrow Studies, CSF, Pleural, Ascitic & Other Body Fluids, All Routine Blood, Stool, Sputum, Semen Tests, Hormones, Thyroid, TORCH, Fertility Tests, Cancer Markers, Microbiology

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**Emergency Services 24 hours**

Histopathology/Cytology diagnosis is based upon subjective interpretation of Findings. Opinion may vary. Slides in doubtful cases may be reviewed from some teaching institution. Slides, Specimens and Blocks are discarded after 6 months