

**Shaheed Bhagat Singh  
State University, Ferozepur  
(Established under Punjab Act 10 of 2021)**

**Agenda  
of  
6<sup>th</sup> Meeting of the Finance Committee**

**Venue:** Online Mode from Conference Hall,  
D Block, S.B.S. State University, Ferozepur

**Date:** 29.08.2024

**Time:** 11.00 AM

## CONSTITUTION OF THE FINANCE COMMITTEE

1.	Vice Chancellor, SBS State University, Ferozepur	Chairman
2.	Administrative Secretary to Govt. of Punjab, Department of Finance	Member
3.	Principal Secretary to Govt. of Punjab, Department of Technical Education and Industrial Training, Punjab.	Member
4.	Director, Department of Technical Education and Industrial Training, Punjab.	Member
5.	Registrar, Shaheed Bhagat Singh State University, Ferozepur	Member-Secretary

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**Item no 6.01 Confirmation of the minutes of 5th meeting of Finance Committee (Annexure A Page No. 01-02)**

The minutes of 5th meeting of Finance committee held on 9-05-2023 were circulated to the members of the committee for information. As no comments were received in this regard, minutes are placed for confirmation.

**Item No. 6.02 Action taken report on the decision taken in the 5th meeting of Finance Committee**

<b>Item no. 5.03</b>	<b>Approval of Budget for the Financial Year 2023-24</b>
Decision	The item was approved.
Action taken	Implemented
<b>Item no. 5.04</b>	<b>Re-appropriation and ratification of the expenditures</b>
Decision	The item was ratified.
Action taken	Not Applicable
<b>Item no. 5.05</b>	<b>To approve the rate of Interest on CPF/GPF contribution during 2021-22 as per Government approved rates</b>
Decision	In light of the letter received from DTE/IT, Chandigarh vide ref. no. File No. TECH-ECC-026(16)/4/2022 - ENGINEERING COLLEGE CELL/I/554615/2023 dated 03/05/2023, all the members were of the opinion that the rate of interest on CPF/GPF contribution should be at par with the Punjab Govt. As for all the employees, these interest rates are approved, decided and notified by the Punjab Govt. on yearly basis. Further, according to Institute bye-laws, the rates of CPF/GPF shall be at par with the Punjab Govt. approved rates.  Therefore, the committee has decided to give the rates as applicable and notified by Punjab Govt. for all the employees after approval from the BOG.
Action taken	Item will be presented in BOG meeting as and when scheduled.
<b>Item no. 5.06</b>	<b>Recovery of excess security money refunded to students by Mr. Pardeep Kumar (Sr. Asstt.).</b>
Decision	The item was ratified.
Action taken	Not Applicable
<b>Item no. 5.07</b>	<b>To report the balance sheet of SBS State University, Ferozepur for the Financial Year 2021-22.</b>
Decision	The item was approved.
Action taken	Not Applicable
<b>Item no. 5.08</b>	<b>Approval of the Fee Structure of New Courses and revision of fee structure of old courses in 2023-24.</b>
Decision	The item was approved.
Action taken	New fee structure implemented

<b>Item no. 5.09</b>	<b>Ratification of Revised Fee Structure for Ph.D. Programme (Session 2022-23 and Onwards).</b>
Decision	The item was ratified.
Action taken	New fee structure implemented
<b>Item no. 5.10(i)</b>	<b>Approval of the Fee Structure of New Courses of Diploma in 2023-24.</b>
Decision	The item was approved.
Action taken	New fee structure implemented

**Item No.6.03: Approval of the Budget for the Financial Year 2024-25.**

Budget of the University for FY 2024-25 is proposed as below:

**Summary of proposed Income and Expenditure for the FY 2024-25  
(All Figures in Lacs)**

<b>Description</b>	<b>Tuition Fee Account</b>	<b>Develop ment Fund</b>	<b>Student Activity Fund</b>	<b>Examina tion Fund</b>	<b>Institutio n charges</b>
<b>Opening Balance as on 1/4/2024</b>	66.0	124.0	91.0	54.0	45.0
<b>Expected Income for FY 2024-25 (based onAnnexure D)</b>	699.5	221.0	96.9	54.8	68.3
<b>Grant from Punjab Govt. for FY 24-25</b>	1500.0 +1165.0	0.0	0.0	0.0	0.0
<b>Total funds available for FY 2024-25</b>	3430.5	345.0	187.9	108.8	113.3
<b>Proposed Expenditure for FY 24-25</b>	4141.0 6004.0*	373.0	53.5	57.0	125.0
<b>Expected Balance as on 31/3/25</b>	-710.5 -2573.5*	-28.0	134.4	51.8	-11.7

## Details of proposed Expenditure from Tuition Fee Account

(All Figures in Lacs)

Sr. No.	Description	Actual Expenditure	Proposed Expenditure
		Rs in LAC	
		2023-24	2024-25
1.	<b>Pay &amp; Allowance / CPF / GPF / Pension Contributions etc</b>	2580.6	<b>3944.0</b> (figure includes 260 lacs as arrears for non-teaching staff and Ply Wing staff due to 6th pay commission w.e.f. 01.07.2021, 84 lacs for guest faculty and 1165.0 for last year's pending salaries) <b>5735.0*</b> (Additional burden of 441.0 lacs will be due to revised pay commission of teaching staff along with an arrear of 1350.0 lacs w.e.f. 01.07.2021) <b>Annexure B Page No. 03-11</b>
2.	<b>Medical Reimbursement</b>	10.0	15.0
3.	<b>TA/DA &amp; LTC</b>	1.2	10.0
4.	<b>Wages of</b> i) Security staff (21), ii) Office staff (5) iii) Horticulture & House Keeping (18+15)	81.9	94.0
5.	<b>Leave encashment, Gratuity, Ex-gratia</b>	196.0	78.0 150.0* (72.0 may be kept for VRS cases)
6.	<b>LTC</b>	1.2	
7.	<b>Total</b>	2870.9	4141.0 6004.0* ( with star figures)

**Proposed Expenditure from Development Fee Account  
(Recurring / Non-Recurring Expenditure)  
(All Figures in Lacs)**

Sr. No.	Description	Actual expenditure	Proposed Expenditure
		2023-24	2024-25
1.	<b>Horticulture &amp; Land Scaping</b>	0.6	2.3
2.	<b>Maintenance of Buildings and Wages of Maintenance Staff</b>	54.5	115.0
3.	<b>water supply</b>	0.0	2.8
4.	<b>Computer Centre (AMC/Univ. web / Maint. / Misc)</b>	0.0	17.0
5.	<b>Maintenance of Machinery, Equipment etc</b>	11.6	22.0
6.	<b>Machinery &amp; Equipment's for lab</b>	0.0	105.0
7.	<b>Office expenditure : 05 Lacs, Legal Fees : 05 Lacs, CA&amp; Others : 05 Lacs</b>	9.3	15.0
8.	<b>Furniture &amp; Fixtures</b>	0.0	3.0
9.	<b>Office/Hostel Equipment's</b>	0.0	3.0
10.	<b>Maintenance of Power house</b>	1.5	28.0
11.	<b>Postage &amp; Telephone Exp</b>	0.1	0.5
12.	<b>Raw material &amp; Consumables (DASH)</b>	1.5	4.5
13.	<b>Workshop (Shops)</b>	0.1	3.0
14.	<b>TA/DA/Honorarium to experts</b>	1.4	2.0
15.	<b>Conf &amp; Seminar</b>	0.6	2.0
16.	<b>ERP/Softwares</b>	14.9	20.0
17.	<b>Library (Books/ Printing Journals/ E Journals &amp; E-books/ Misc./ Building &amp; Maintenance/</b>	6.6	20.0
18.	<b>Newspapers, periodicals</b>	0.4	2.0
19.	<b>Misc Expenditure</b>	3.0	6.0
	<b>Total</b>	<b>106.1</b>	<b>373.0</b>



**Proposed Expenditure from Student Activities Fee Account  
(All Figures in Lacs)**

Sr. No.	Description	Actual Expenditure SBSSU	Proposed Expd. SBSSU
		2023-24	2024-25
1.	Annual Function and Sports/ Convocation(PW/EW/CA/B.Com etc.)	3.2	5.0
2.	AFFILIATION FEE	2.8	4.0
3.	ISTE	1.1	1.4
4.	TRG AND PLACEMENT	0.1	1.0
5.	Printing & Stationery	3.7	5.0
6.	Health Centre Medicines	0.0	2.5
7.	Advertisement & Publicity	6.4	7.0
8.	Gen Set (Diesel & Repair)	1.2	4.0
9.	Entertainment to Guests	0.8	2.0
10.	Innovative Project	2.0	5.0
11.	TA/DA/Honorarium for Expert lectures under MOU	0.0	2.0
12.	Transport	12.1	12.0
13.	Jan to June document fee	0.0	2.0
14.	Printing of brochure	0.0	0.6
15.	<b>Total</b>	<b>31.4</b>	<b>53.5</b>

**Proposed Expenditure from Examination Fee Account**

(All Figures in Lacs)  
(Annexure C Page No. 12)

<b>Sr. No.</b>	<b>Description</b>	<b>Actual Expenditure SBSSU</b>	<b>Proposed Expd SBSSU</b>
		<b>2023-24</b>	<b>2024-25</b>
1.	<b>TA/DA HON.</b>	0.5	4.0
2.	<b>Furniture and fixtures</b>	0	7.0
3.	<b>Uni. Fee</b>	4.3	2.0
4.	<b>Evaluation</b>	0.4	3.0
5.	<b>Paper Setting</b>	1.7	3.5
6.	<b>Printing of stationary</b>	2.8	10.0
7.	<b>MISC.</b>	0.5	4.5
8.	<b>SOFTWARE</b>	1.5	15.0
9.	<b>POLYWING FEES</b>	4.2	5.0
10.	<b>EXAM FEE</b>	1.3	3.0
	<b>Total</b>	<b>17.2</b>	<b>57.0</b>

**Expected Fees from Students  
(All Figures in Lacs)  
Annexure D Page No. 13-14**

<b>Batch wise income</b>	<b>Total Tuition Fee (Rs in Lac)</b>	<b>Development Fee</b>	<b>Student Activity Fund</b>	<b>Exam Fee</b>	<b>Institutional charges</b>
<b>2024</b>	<b>233.0</b>	<b>70.3</b>	<b>29.6</b>	<b>18.4</b>	<b>23.6</b>
2023	195.6	61.8	26.1	15.9	17.8
2022	174.4	54.8	24.1	13.8	18.2
2021	94.7	33.5	16.8	6.6	8.5
2020	1.8	0.6	0.3	0.1	0.2
	699.5	221.0	96.9	54.8	68.3

**Item No.6.04: Ratification of various expenditures after due approval from Hon'ble Vice Chancellor of the University**

**i) Ratification of advertisement for admission on Social Media**

An approval was given by Hon'ble Vice Chancellor of SBSSU, Ferozpur vide dated 18.7.2023 for advertisement for admission on social Media subject to ratification of BOG.

As per policy, Directorate of Information and Public Rations(DPR), Punjab is the competent authority for the paid advertisement campaigns through social Media (website) i.e. Google, Face book, YouTube etc., and Request by the Head of department (University) should be sent to Administrative Secretary of IPR department along with the media plan. In case any special film production for advertisement is required, request can be made to Administrative Secretary of IPR department.

Considering the time constraint for admission, committee was recommended/given the opinion that, a special onetime permission may be taken from Hon'ble Vice Chancellor or Board of Governors to put up direct advertisement on social media up to Rs. 50,000/- (Fifty thousand only). Accordingly, Hon'ble Vice Chancellor has given approval dated 18.7.2023, subject to ratification (**Annexure-E Page-15**).

The matter is placed before Finance Committee for ratification please.

**ii) Ratification of the fee of Income tax advocate.**

Sh. Rajiv Sharma, Advocate, submitted a bill of Rs. 30,000/- on 04.10.2023 for professional services rendered in relation to scrutiny assessment proceedings under the Income Tax Act, 1961 for the financial year 2014-15(Assessment Year 2015-16).

In the 20th meeting of the Finance Committee, a structured fee enhancement for various categories of advocates for judicial work was approved. The details are as follows:

- a) For Punjab & Haryana High Court, advocates Rs.15500/-
- b) For Distt. Courts Advocates Rs.5500/-
- c) For Labour Court Advocates Rs.2000/-
- d) Rs.250/- per case for legal advice.

In cases that happen to be connected, an addition fee of Rs.500/- will be paid per case.

A Case under section 147 was opened against the university by the income-tax department for the year 2014-15 Assessment Year 2015-16. This case was pursued by Sh. Rajiv Sharma, Advocate in favour of the university. The current structured fees do not specify charges for income tax-related advocacy. The unique nature and complexity of the income tax case handled by Sh. Rajiv Sharma compares with the claimed fee as per the established rates for judicial work. Considering these factors, Competent Authority approved the payment of Rs. 30,000/- as a special case vide noting dated 05.01.2024 subject to ratification of Finance Committee.

The matter is placed before the Finance Committee for ratification please. **(Annexure-F Page-16).**

**iii) To ratify the amount paid for soil filling in low-land area near university library (F block).**

The work of soil filling in lowland area near University Library (Block F) was allotted to Provincial division, PWD (B&R), Ferozpur by Shaheed Bhagat Singh State University, Ferozpur. The Provincial division, PWD (B&R), Ferozpur estimated the cost for soil filling the lowland area at Rs. 19.52 lac. This estimate was thoroughly reviewed and subsequently approved by the competent authority vide letter no. 1872 dated 10/7/23 and 1765 dated 24/7/23 (Copy attached). The Provincial division, PWD (B&R), Ferozpur demanded for 25% of the total amount to start the soil filling work vide letter no. 3009 dated 18/9/23 (2 pages). In accordance with the same, 25% of the total amount which amounts to Rs. 4.88 lac, was paid to the Provincial division, PWD (B&R), Ferozpur after approval from Vice-Chancellor vide letter no. 3113 dated 26/9/23 (2 pages) (Copy attached) to start the work of soil filling **(Annexure-G Page-17-23).**

The matter is placed before the Finance Committee for ratification please.

**iv) Ratification of payments**

The Hon'ble Vice Chancellor has approved several essential expenses of the University, such as electricity bills, government taxes, pending salaries, etc., for three months as per the approved budget for the financial year 2023-24 payable in 2024-25 or subject to approval of budget in upcoming Finance Committee Meeting for the financial year 2024-25, vide dated 10.04.2024. Furthermore, he

has extended this approval for an additional month, until July 2024, vide dated 04.07.24. During the financial year 2024-25 (April 2024 to July 2024), various essential expenses of the University have been paid as per the approved budget. Despite the above, retirement benefits such as leave encashment and gratuity were also disbursed to retired staff, subject to the ratification in the Finance Committee meeting (**Annexure-H Page-24-26**).

The matter is now placed before the Finance Committee for ratification

**Item no. 6.05 Re-appropriation of Funds for FY 2023-24**

Budget and actual expenditure for the financial year 2023-24 is as given below:

<b>Head</b>	<b>Approved budgeted</b>	<b>Actual expenditure</b>
PTU Exam. Fee	16 lacs	23 lacs

The detail of budgeted funds and actual expenditure under head for the FY 2023-24 is placed as (**Annexure-I, 27to 28**)

It is submitted that in regards to PTU examination fee, the actual expenditure went above the budgeted expenditure. The higher amount of expenditure was made with the approval of Hon'ble Vice Chancellor subject to ratification of FC.

The matter is placed before the Finance Committee for consideration & approval for re-appropriation of funds for the financial year 2023-24.

**Item no 6.06 Approval for the rates of honorarium for the various activities related to Ph.D / Postgraduate studies .**

The committee of this University has decided the following rates of honorarium to the external examiner for the various activities related to Ph.D / Postgraduate studies. The minutes of meeting of committee dated 27.9.2023 are attached (**Annexure J Page 29-30**).

<b>S. No.</b>	<b>Type of Activity</b>	<b>Honorarium</b>
1	Paper setting for Ph.D entrance exam	Rs. 1500/- for external paper setter
2	Honorarium for evaluation of each presentation including synopsis and pre Ph.D by each External Examiner	Rs.2000/- per candidate
3	Ph.D thesis evaluation by each External Examiner	Rs.2500/- per candidate
4	Final Ph.Ddefense by External Examiner	Rs.5000/- per candidate
5	M.Tech Final thesis Viva by External Examiner	Rs.2000/- per candidate



**Item no 6.07 Revised fee structure in Ph.D. programme w.e.f. session 2024-25.**

For the purpose of revising the Fee Structure of the session 2024-2025 for various courses of the Shaheed Bhagat Singh State university, Ferozepur, a committee of members 1. Dr. Lalit Sharma, Dean Student Welfare, 2. Dean Academics/Nominee, 3. Dr. Vaishali Goyal, Finance Officer was constituted. Accordingly, Dean (R&D) prepared proposed revised fee structure as hereunder (**Annexure-K Page- 31-42**)

**(A) Old Fee Structure**

Sr No	Description	Fee
1	Registration form for admission	Rs. 2000/-
2	Pre-registration fee (Provisional Registration)(including 6000/- for semester fee & 100/- ID card fee in advance)	Rs. 25000/-
3	Thesis Submission fee	Rs. 25000/-
4	Annual fee	Rs. 6000/- per semester
5	Course work fee	Rs.10,000/- per subject
6	<b>Late fees for:</b>	
A	Annual report submission fee	Rs. 500/- per month
B	Semester fee	Rs. 100/- per month
C	Extension for synopsis	Rs. 10,000/- by six months
D	Extension for submission of thesis for 6 <sup>th</sup> sem onwards	Rs.15000/-

**(B) Proposed New Fee Structure by Dean (R&D) w.e.f session 2024-25 onwards**

Sr. No.	Description	Fee
1	Ph.D admission processing fee (Registration form)	Rs.. 2000/-
2	Ph.D. Pre-registration fee	Rs. 20000/-
3	Ph.D. Semester fee (up to 06 years) (applicable from the date of provisional registration)	Rs. 25000/- per semester
4	Late fee fine on semester fee upto 6 years	Rs. 1,000/- per month
5	Ph.D. Thesis Submission fee	Rs. 15000/-
6	Ph.D, Re-registration fee	Rs. 20,000/-
7	Semester fee after Re-registration	Rs.35,000/- per semester
8	Late fee fine on semester fee after Re-registration	Rs.1500/- per month

**(C) The Revision of Fee Structure Committee went through the above said proposal and recommended the Revised Fee structure as given below:**

<b>Sr. No.</b>	<b>Description</b>	<b>Fee</b>
1	Ph.D admission processing fee (Registration form)	Rs.. 2000/-
2	Ph.D. Pre-registration fee (including I-Card Fee)	Rs. 15000/-
3	Ph.D. Semester fee (upto 06 years) (applicable from the date of provisional registration)	Rs. 20000/- per semester
4	Examination Fee for Course Work	Rs.2000/-
5	Late fee fine on semester fee upto 6 years	Rs. 1,000/- per month
6	Ph.D. Thesis Submission fee	Rs. 20000/-
7	Ph.D, Re-registration fee	Rs. 20,000/-
8	Semester fee after Re-registration	Rs.30,000/- per semester
9	Late fee fine on semester fee after Re-registration	Rs.1500/- per month

Copy of recommendations made by the Revision of Fee Structure Committee is

**placed at Annexure-K**

The matter is placed before the Finance Committee for consideration & approval please.

**Item no 6.08 Approval for Not Refunding the Security Amount of a Student who has taken benefit of Student Exigency Fund.**

As per the Institute Bye Laws section 22.4, a student can claim refund of the security after completion of his Programme of study. The application of the claim of the security by the student shall be given within one year (two semesters) from the completion date of his/her Programme of study along with no due certificate from Librarian, Hostel Mess and Accounts.

Further, in case of the death of a bread earner of the student during the course of the study, he/she can also apply to the University under “STUDENT EXIGENCY FUND” where his/her entire fee of remaining period of the study will be waived off by the University. Every student admitted to university contributes some fixed amount towards this fund along with his/her semester fee on non-refundable basis.

In light of the above, it is proposed that if a student has taken the benefit of Student Exigency Fund from the University then his/her security may not be refunded as the University has already helped him by paying his/her entire fee for the remaining period of study.

The matter is placed before the Finance Committee for consideration and Approval please.

**Item no. 6.09 Ratification for increase in the salaries of Assistant Professors/Lecturers appointed on a purely temporary, stop-gap basis.**

A meeting of the Dean Academics and Heads of Departments (HoDs) was held on 02-02-2024 (**Annexure-L, Page No.43-45**) under the chairmanship of the Hon'ble Vice Chancellor. The following decision was taken:

"The challenge of recruiting and retaining quality faculty on an hourly basis, compounded by the inadequacy of the current salary structure, was deliberated upon by the HoDs. This matter had previously been addressed during the third Board of Governors (BoG) Meeting held on February 17, 2023 (vide Item No. 03.29), where it was resolved to form a committee chaired by the Hon'ble Administrative Secretary to the Government of Punjab, Department of Technical Education & Industrial Training, and the Registrar, SBSSU, Ferozepur. Although the committee report is yet to be presented at the upcoming BoG meeting, it was subsequently proposed during the meeting to elevate the maximum salary for faculty from Rs. 15,000 to Rs. 30,000 per month. The Vice Chancellor instructed the consolidation of the case for salary enhancement into a single file for approval from the Hon'ble Chairman of the Board of Governors."

It is hereby mentioned that on 09-02-2024, the Dean Academics reported as follows (**Annexure M, Page No. 46**):

"In the meetings of HoDs, the issue was raised by the heads of various departments regarding the challenge of recruiting and retaining quality faculty on an ad-hoc/hourly basis, compounded by the inadequacy of the current salary structure. Therefore, it is being proposed to elevate the maximum monthly emoluments of ad-hoc/lecture-based faculty hired on a temporary basis by various departments from Rs. 15,000 per month to Rs. 30,000 per month in order to attract and retain quality faculty as per the requirements in various departments of the university. The rate of emoluments per hour for faculty hired to work on an hourly basis may be revised proportionately, subject to a maximum of Rs. 30,000 per month."

Based on the above facts, the complete case was put up to the Hon'ble Vice Chancellor on 14-03-2024 for increasing the salary as per SBSSU, Gurdaspur

subject to approval from Hon'ble Technical Education Minister cum Chairman BOG and Ratification in the next BoG/Finance Committee Meeting. The Hon'ble Vice Chancellor recommended and forwarded it to the Hon'ble Technical Education Minister cum Chairman, BoG, SBSSU Ferozepur, on 31-07-2024 (**Annexure K, Page No. 45**) with the following comments:

"Faculty hired on a guest faculty basis at Ferozepur are paid Rs. 375/- per hour and Rs. 165/- per lab hour, whereas the same faculty is paid Rs. 1,000/- per hour at IKGPTU and Rs. 750/- per hour at SBSSU Gurdaspur. Kindly allow payment as per SBSSU Gurdaspur rates."

The approval from the Hon'ble Technical Education Minister cum Chairman, BoG, SBSSU Ferozepur, was received by the university vide Diary No. 9259, dated 06-08-2024 (**Annexure K, Page No. 45**).

The matter is placed before the Finance Committee for ratification, please

**Item no. 6.10 To report the balance sheet of SBSSTC for the Financial Year 2022-23 and 2023-24.**

The accounts of the University were audited by Parmod Sharma & Associates, Chartered Accountant, Ferozepur City for the Financial Year 2022-23 and 2023-24. The balance sheets of Shaheed Bhagat Singh State University, Ferozepur as on 31.03.2023 and 31.03.2024 are placed as (Annexure N, Page 47-84) for the information of the committee.

**Highlights of Balance sheet for the financial year 2023-24**

- Combined balance sheet for both Engg. wing and Poly Wing has been prepared.
- A loan of 7.6 crores has been taken from Development fund, Student activity fund, Examination fund and misc fund for the payment of pending salaries to all staff members from Dec 2022 to March 2021 and retirement benefits and pending salaries of those who were retired at the age of 58 years.
- Closing balance including FDR and bank balance (including CPF/GPF/PF): 41.38 crore
- Excess of income over expenditure: - 15.82 crore
- Pending salaries from Sep 2023 to Feb 2024: 11.65 crores

Pending arrears due to 6<sup>th</sup> pay commission to non-teaching employees and faculty of Poly Wing: 2.6 Crores

**Item no. 6.11 Any other item with the approval of the Chairman, Finance Committee**