

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

**Agenda
of
5th Meeting of the Finance Committee**

VENUE: Conference Hall, D-Block, S.B.S. State University, Ferozepur

Date: 09/05/2023

Time: 12.30 pm

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.	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 5.01 Confirmation of the minutes of 4th meeting of Finance Committee

The minutes of 4th meeting of Finance committee held on 19-09-2022 were circulated to the members of the committee for information and comments vide email dated September 20, 2022 (**Annexure-A, page number 18-21**). As no comments were received in this regard, minutes are placed for confirmation.

Item No. 5.02 Action taken report on the decision taken in the 4th meeting of Finance Committee

Item No. 4.01 Confirmation of the minutes of the 4 th meeting of the finance committee

Decision The proceedings of the 4th meeting of Finance Committee were confirmed.

Action No action is required

Item No. 4.02 Action taken report on the decision taken in the 4th meeting of the finance committee

Decision The action taken report was noted.

Action No action is required

Item No. 4.03 Approval of Salary Budget for the Financial Year 2022-23

Decision: The item was approved as proposed

Action: Implemented.

Item No. 4.04 Approval of implementation of the recommendations of 6th Pay commission for the employees and Revision of Pension of pre 01.01.2016 pensioners/ family pensioners/ recipients of extraordinary pension etc. of SBSSU, Ferozepur.

Decision: The item was discussed and recommended to put up in the next BOG meeting of the University for the final decision (**Annexure-B page No.21**).

Action: The item was approved by the BoG in its 3rd meeting and implemented accordingly.

Item No. 4.05 Approval for the Tuition Fee of Self Finance Seats of BCA for 2022 batch onwards.

Decision: The item was approved as proposed

Action: Implemented.

Item No. 4.06 To report the balance sheet of SBSSTC for the Financial Year 2020-21.

Decision: The item was approved and it was decided to take the comments of the Chartered Accountant at the end of balance sheet which will be informed to the FC in the next meeting.

Action : The comments of the Chartered Accountant have been taken as advised and **Annexure at C (Page No 22-23)**.

Item No.5.03: Approval of the Budget for the Financial Year 2023-24.

The Budget of the University for FY 2023-24 is proposed as below:

Summary of proposed Income and Expenditure for the FY 2023-24 is given below:

(All Figures in Lacs)

Description	Tuition Fee Account	Development Fund	Student Activity Fund	Examination Fund
Opening Balance as on 1/4/2023	121.47	255.05	244.02	68.16
Expected Income for FY 23-24*	1261.42	429.67	173.72	93.65
Grant from Punjab Govt.	1500.00	0.0	0.0	0.0
Total funds available for FY 23-24	2882.89	684.72	417.74	161.81
Proposed Expenditure for FY 23-24	4955.33	381.00	43.50	49.00
Expected Balance as on 31/3/24	-2072.44	303.72	374.24	112.81

*Includes pending PMSS amount worth Rs 600.00 Lacs for the years 2017-18 , 2018-19 & 2022-23.

Details of proposed Expenditure from Tuition Fee Account

(All Figures in Lacs)

Sr. No.	Description	Actual Expenditure SBSSU LAC	Proposed Expenditure SBSSU
1	Pay& Allowance / CPF / GPF / Pension Contributions etc (BM-10, Page No. 115-123)	1896.50	4525.33*
2	Medical Reimbursement	9.97	12.00
3	TA/DA & LTC	19.85	10.00
4	Wages of i) Security staff (21), ii) Office staff (5) iii) Horticulture & House Keeping (18+15)	81.92	108.00
5	Leave encashment, Gratuity, Ex- gratia	46.58	300.00
	Total	2054.82	4955.33

*includes Rs1380.00 lacs (740+400+240) Pending salary for the period December 2020 to March. 2021, January-23 to February-23, arrear of 6th pay commission of non-teaching staff for the period of July 21 to Sept. 2022 and 30% pending salary arrears of Teaching staff for the period of 01.04.2021 to Dec. 2022.

Proposed Expenditure from Development Fee Account (Non-Recurring Expenditure)

(All Figures in Lacs)

Sr. No.	Description	Actual expenditure SBSSU	Proposed Expenditure. SBSSU
		2022-2023	2023-24
1	Machinery & Equipment's for lab	00.24	50.00
2	Library (Books/ Printing Journals/ E Journals & E-books/Misc	01.62	20.00
3	Computer Centre (AMC/Univ.web/Maint./ Misc)	00.00	12.00
4	Furniture & Fixtures	00.46	5.00
6	Office/Hostel Equipment's	00.00	3.00
7	Maintenance of Power house	24.50	5.00
	Total	26.82	95.00

Proposed Expenditure from Development Fee Account (Recurring Expenditure)
(All Figures in Lacs)

S No	Account Head	Actual Expenditure SBSSU	Proposed Expd SBSSU
		2022-23	2023-24
1	Horticulture & Landscaping	0.80	2.00
2	Insurance of college vehicle	0.23	6.00
3	Maintenance of Buildings Wages of Maintenance Staff (24 Nos) = 43 Lacs Civil Maintenance 25 Lacs Electrical Maintenance . 20 Lacs	40.78	88.00
4	Purchase/Maintenance of Machinery, Equipment etc	31.40	26.00
5	Office expenditure 04 Lacs Legal Fees 04 Lacs CA& Others 04 Lacs	04.50	12.00
6.	Postage & Telephone Exp	----	0.50
7	Raw material & Consumables (DASH)	----	4.50
8	Vehicle Repair & Maintenance	03.65	10.00
9	Workshop (Shops)	----	2.00
10	Training & Placement	----	2.00
11	TA/DA/Honorarium to experts	00.17	2.00
12	Conference & Seminar	00.35	1.00
13	Water & Electricity	107.75	125.00
14	ERP 2 Lacs Telly Software 5 Lacs Corel draw software 8 Lacs	----	15 .00
15	Newspapers, periodicals	00.46	1.00
16	Misc Expenditure	03.64	4.00
	Total	193.00	286.00

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

Sr. No.	Description	Actual Expenditure SBSSU	Proposed Expd. SBSSU
		2022-23	2023-24
1	Annual Function and Sports/ Convocation (PW/EW/CA/B.Com etc.)	01.95	08.00
2	ISTE	----	04.00
3	Printing & Stationery	03.40	05.00
4	Health Centre Medicines	00.17	02.50
5	Advertisement & Publicity	07.20	10.00
6	Gen Set (Diesel & Repair)	00.55	04.00
7	Entertainment to Guests	01.21	02.00
8	Innovative Project	02.50	06.00
9	TA/DA/Honorarium for Expert lectures under MOU	----	02.00
	Total	16.98	43.50

Proposed Expenditure from Examination Fee Account

(All Figures in Lacs)

Sr. No.	Description	Actual Expenditure SBSSU	Proposed Expd SBSSU
		2022-23	2023-24
1	TA/DA HON.	01.43	05.00
2	Furniture and fixtures	00.02	05.00
3	Uni. Fee	16.60	16.00
4	Evaluation	00.33	02.00
5	Paper Setting	00.37	01.00
6	Printing of stationary	02.90	07.00
7	MISC.	00.17	03.00
8	SOFTWARE	01.11	10.00
	Total	22.93	49.00

Expected Fees from Students

Batch	Total Tuition Fee	Development Fee	Student Activity Fund	Exam Fee
2020	14428000.00	2227000.00	1229000.00	566000.00
2021	14956000.00	5197400.00	2217500.00	654000.00
2022	21992000.00	6900800.00	2876000.00	1776000.00
2023	34232000.00	10818400.00	4398000.00	2848000.00
Diploma wing	6534000.00	1084050.00	663795.00	341550.00
G. Total	92142000.00	26227650.00	11384295.00	6185550.00

B Tech

- Std Activity fee (8500) + Mag (100) + spl Member fee (1000) +ERP (400) + power backup (500) = **10500**
- Dev Fund (8600) +Transport (2000) +CC & Internet charges (2000) +Bldg fund (5000) +Trg&Plcmt (2000) +Hostel maint(600) =**20200**

Poly Wing

- Dev Fund (3650) +Transport (1000) +CC & Internet charges (1000) + Power Backup (500) +Trg&Plcmt(500) =**6650/-**
- Std Activity fee (1118*2) = **2236/-**

Any scholarship given to the students under PMSS &CMSS shall be claimed from the Govt. of Punjab (Annexure -D, page no.24-33)

Item No. Re-appropriation and ratification of the expenditures

5.04

Following items & expenditures had been made in anticipation to the budget approval for the year 2023-24, with the approval of Hon'ble Vice Chancellor put up for ratification:

- **Water and Electricity Charges**

An amount of Rs 100.00 Lacs was kept in the Budget 2022-23 for Water & Electricity Charges related activities. However, an extra expenditure of (Rs. 7.12 Lacs) has been done in excess of the approved budget amounting to a total of Rs107.12 Lacs. Expenditure has increased as all the classes are held offline which were held online in the previous two years due to Covid-19 situation. Re-appropriation of funds has been done and the extra amount has been paid to the Electricity Board. (**Annexure E, page no.34-35**)

- **Advance for the maintenance of Power House**

An urgent requirement for power house was submitted by OIEM of the University regarding repair of power house (**Annexure F, Page no. 36**). An advance of Rs. 10,000/- was sanctioned with the approval of Registrar of the University for the purpose of power house of University in anticipation to the budget approval financial year 2023-24.

- **Continuation fee for 2021 batch and onwards.**

Further, a continuation fee/Re-admission fee has to be charged from the students of the university if they rejoin the course after a gap of one or more years. In this regard an approval has been taken from the chairman finance committee to charge a continuation fee of Rs. 5000/- (Five thousand) which is equivalent to as charged by IKGPTU and MRSPTU. The copy is placed as (**Annexure-G, page no 37**) The same has already been approved in the 2nd meeting of the academic council vide agenda Item No. 2.12.

- **Payment of pending 30% salary of teaching staff.**

30% pending salary for the months of April 2021 to September 2022, of three Professors namely, Dr. Tejeet Singh (ME), Dr. Rajeev Garg (CHE) and Dr. Raminder Pal Singh (DASH) has been paid after vetting of their service book by the DTE/IT, Pb Chandigarh worth Rs 30.51 Lacs. (**Annexure H, Page No. 38-41**) anticipation of budget approval of 2023-24

- **Wages of outsources staff (Housekeeping, horticulture, office-and security staff, electrical-and maintenance staff)**

Rs 11.00 Lacs had been paid for the wages to outsource staff for the month of March 2023 in anticipation of budget approval of 2023-24 (**Annexure-I, Page No. 42-43**).

The above said expenditures are placed before the members for ratification, please.

Item No. 5.05 To approve the rate of Interest on CPF/GPF contribution during 2021-22 as per Government approved rates.

As per college bye-laws, the rate of interest paid on CPF/GPF contribution was the same as being paid to the Punjab Govt. employees.

Further, it is brought to the kind notice of Finance committee that as per the University/college Byelaws, chapter VII & VIII, Provident fund rules and General Provident fund cum pension cum gratuity rules, the Accounts of CPF and GPF of employees are to be maintained at college level. These funds are kept in scheduled nationalized banks with a rating of AAA or above as per college Bye-Law rules chapter VII & VIII. The rate of interest paid on CPF/GPF stands automatically revised whenever Punjab Govt. revises rate of interest payable on CPF/GPF to their employees. The College Bye-Law rules no. 7.11(a) and 8.10.5 are reproduced as under: -

Rule no. 7.11 (a) Regarding Contributory Govt. Funds

“The rate of interest to be allowed on all sums deposited to the Fund shall be such as may be determined from time to time by the Board.”

Rule no. 7.16 (e) regarding Gratuity:

“The above rules will stand automatically revised as and when the corresponding rules of Punjab Govt. are revised.”

Rule no. 8.10.5 regarding General Provident Fund and Pension fund:

“The rules relating to General Provident Fund shall be the same as applicable to Punjab Govt. employees from time to time in respect to employees of the college who opt for pension.”

In the 4th meeting of Finance Committee of the University, it was decided to write the letter to the Finance Department and DTE/IT Chandigarh for the clarification regarding interest to be paid on CPF/GPF. Letter vide reference no. SBSSU/FZR/2353 (**Annexure J, Page No.44**) dated 18/08/22 was sent but reply is still awaited.

Keeping in view of the college bye-laws as mentioned above, the matter is placed before the Finance committee for approval of rate of interest payable to staff on CPF/GPF account for the year 2021-22 onwards as being paid to Punjab Govt. Employees.

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

Item No. 5.06 Recovery of excess security money refunded to students by Mr. Pardeep Kumar (Sr. Asstt.).

In the 29th & 30th Finance committee meeting vide Agenda item number 29.14 & 30.05, it was decided that efforts should be made to recover the amount from remaining 26 students. After that, Mr. Pardeep Kumar, Sr. Asstt (under suspension) was instructed to recover the excess amount of security from the students.

Since then, no student has deposited excess security amount refunded to them in the Accounts section. So, the said amount worth Rs. 52000 could not be recovered and hence it was decided to recover the remaining amount of excess security money from the salary of Mr. Pardeep Kumar (Sr. Asstt.), under suspension, after taking approval from the competent authority (**Annexure-K Page No.45-56**). Accordingly, the remaining amount of Rs. 52000/- had been recovered in 04 installments (13000/- per month) from the salary of Mr. Pardeep Kumar, Sr. Asstt. (Under suspension) during the months of April-2022, June-2022, August-2022 & Sept.2022.

The item is presented to the Finance Committee for ratification please.

Item No. To report the balance sheet of SBSSTC for the Financial Year 2021-22.

5.07

The accounts of the University were audited by M/s Sunil Narula & Associates, Chartered Accountant, Ferozepur City for the Financial Year 2021-22. The balance sheet and final comments of CA on balance sheet of Shaheed Bhagat Singh State University, Ferozepur as on 31.03.2022 are placed as **(Annexure-L, Page No.57-101)** for the information of the committee.

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

Item No. 5.08 Approval of the Fee Structure of New Courses and revision of fee structure of old courses in 2023-24.

In the 2nd meeting of the academic council of Shaheed Bhagat Singh State University, Ferozepur, held on 12.4.2023, the following courses has been approved to be started in session 2023-24.

S. No.	Name of the Course	Department	Sanction Intake	Fee Structure Equivalent to Following Course of 2022-23
1	BSc-Computer Science (Specilization in Artificial Intelligence and Machine Learning)	Computer Science Engg	60	BSc/BCA/BCom
2	BSc- Computer Applications and Electronics	Electronics & Communication Engg	60	BSc/BCA/BCom
3	Bachelor of Buisness Administration	School of Business & Commerce Studies	60	BSc/BCA/BCom
4	Master of Buisness Administration	School of Business & Commerce Studies	60	MCA
5	Post Graduate Diploma in Buisness Management	School of Business & Commerce Studies	60	PGD in Computer Applications
6	BSc-Hotel Management and Catering Technology	School of Business & Commerce Studies	60	BSc/BCA/BCom
7	M.Tech Transportation Engg (Part Time)	Civil Engg	25	M.Tech (Part Time)
8	Certificate Course in Testing of Building Materials	Civil Engg	30	Six Month Certificate Course run by MRSPTU Bathinda
9	Certificate Course in Welding	Mechanical Engg	30	Six Month Certificate Course run by MRSPTU Bathinda

A committee was constituted by Chairman of Finance committee to formulate the fee structure for session 2023-24 vide office order no. SBSSU/FZR/5484 dated 1.2.2023. The committee had number of sittings and after discussion, the committee revised the fee structure for both AICTE as well as non-AICTE courses and also recommended that the fee structure for above mentioned courses (UG and PG) shall remain same as that of the respective courses of session 2022-23

mentioned in the above table.

However, the fee structure of international students shall remain unchanged.

Further, the fee for certificate course shall remain same as that of MRSPTU, Bathinda. The Minutes of Meeting of the Committee and fee structure are attached as (**Annexure-M, Page No 102-105**)

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

Item No. 5.09 Ratification of Revised Fee Structure for Ph.D. Programme (Session 2022-23 and Onwards).

In the fee structure of PhD Program of session 2022-23 and onwards, the clarification regarding inclusion of semester fee of 1st semester in Pre-Registration Fee (Rs 25000/-) was required as this was not mentioned in the approved fee structure. In this regard, an email was sent to earlier Dean R & D for clarification of the same. The comments of earlier Dean R & D are mentioned below,

“With reference to your email regarding 1st semester fee of Ph.D. students of session 2022-23, it is to clarify that pre- registration fee i.e. Rs.25000/- submitted in 1st semester also includes first semester fee. This is for your kind information.”

Further, the fee for extension for submission of the thesis for 7th year (15000/-) was also added in the revised fee structure as this was not mentioned earlier. All the necessary documents are placed as **Annexure N (Page No 106-111)**.

Therefore, accordingly the complete fee structure was revised and placed below,

Revised Fee Structure for Ph.D. Programme (Session 2022-23 and Onwards)

Registration form for admission	: Rs. 2000-00
Pre-Registration	: Rs. 25000-00
(including Rs. 6000-00 semester fee in 1st semester)	
Course Work Fee per subject	
(Minimum total 04 subjects)	: Rs. 10000-00 per subject
Semester Fee (till the submission of thesis)	: Rs. 6000-00
Examination Fee	: Rs. 2000-00
Thesis Submission	: Rs. 25000-00

Late Fees:

- o Semester Report Submission : Rs. 500-00 per month
- o Extension of Synopsis/Research Proposal : Rs. 10000-00 for six months
- o Extension of submission of thesis submission for 6th year : Rs. 15000-00
- o Extension of submission of thesis submission for 7th year : Rs. 15000-00

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

Item No. Any other item with the approval of the chairman
5.10