

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH**

**Po Box 21-Dharamshala, District Kangra, Himachal Pradesh - 176215**

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**F. No. Bud.5-3(13th)/CUHP/2010/533-544**

**Dated: June 16, 2015**

To

All Members of Finance Committee

**Sub: 13th Meeting of the Finance Committee-Minutes thereof.**

Sir,

Kindly find enclosed herewith the Minutes of the 13th Meeting of the Finance Committee of the Central University of Himachal Pradesh held on 15th June, 2015 at **TAB Shahpur, Distt. Kangra (HP)**.

It is requested that comments on the Minutes, if any, may please be sent by email at ([vc.cuhimachal@gmail.com](mailto:vc.cuhimachal@gmail.com)/[brdhirman1955@gmail.com](mailto:brdhirman1955@gmail.com)/[fo@cuhimachal.ac.in](mailto:fo@cuhimachal.ac.in) ) or by post, at the earliest. If no comments are received, within ten days, the Minutes shall be taken as confirmed.

**Thanking you,**

Yours faithfully,

(B.R. Dhiman)  
Finance Officer,  
Central University of Himachal Pradesh

Encl: As above.

1. The Registrar, Central University of Himachal Pradesh, Dharamshala (HP), along with 30 copies of the Minutes for placing the same before the Executive Council for consideration and approval.
2. PS to Vice-Chancellor, Central University of Himachal Pradesh, Dharamshala (HP), for information of the Hon'ble Vice-Chancellor.

CENTRAL UNIVERSITY OF HIMACHAL PRADESH



**MINUTES**

**13th Meeting of the Finance Committee  
held on 15.06.2015**

**Venue: Committee Room, TAB Shahpur, Distt. Kangra (HP)**

**Po Box 21-Dharamshala, District Kangra, Himachal Pradesh - 176215**

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**13th Meeting of the Finance Committee**

**held on 15.06.2015**

**Venue: Committee Room, TAB Shahpur, Distt. Kangra (HP)**

**MINUTES**

The 13th Meeting of the Finance Committee of the Central University of Himachal Pradesh was held on 15th June, 2015 at 06:00 PM at TAB Shahpur, Distt. Kangra (HP).

1. The following members were present:

1. Prof. Kuldeep Chand Agnihotri	Chairman
Vice Chancellor	
2. Prof.Yogender S. Verma	Member
Pro-Vice-Chancellor	
3. Mrs. Asha Swarup	Member
(Nominee of the Court)	
4. Shri Syed Shahid Mahdi	Member
(Nominee of the Executive Council)	
5. Prof.N. Satyamurthi	Member
(Nominee of the Executive Council)	
6. Shri Fazal Mahmood,	
Deputy Secretary, MHRD	Member
(Nominee of the Visitor)	
7. Dr.B.S. Gill,	Member
(Nominee of the Executive Council)	
8. Shri B.R. Dhiman	Secretary
Finance Officer	
  
2. The Joint Secretary (CU&L), MHRD and Dr.K.P. Singh, Joint Secretary (CU) UGC could not attend the meeting due to their prior commitments and unavoidable reasons and were granted leave of absence.

At the outset, the Vice Chancellor extended a warm welcome to the members for sparing their valuable time to make it convenient to attend the meeting. He stated that he has taken over as Vice-Chancellor of the University on April 20, 2015 and prior to that he was Vice-Chairman of Punjab Education Board. He further stated that though he is new to the University but has served as Director Regional Centre of Himachal Pradesh University at Dharamshala for about 10 years. The Vice-Chancellor further interacted with the members and conveyed his special thanks to the members for this meeting of the Finance Committee which he was chairing for the first time and felt that the inconvenience if any

caused to any member for attending this meeting is regretted. The Vice-Chancellor also apprised the members in brief about the status of transfer of land to the University.

Thereafter the Vice-Chancellor invited Shri B.R. Dhiman, Finance Officer-cum-Secretary to take up the agenda items and the following Agenda was taken up for discussion.

**Item No.13.1: Confirmation of the minutes of the 12th meeting of the Finance Committee held on 17.01.2015 (Annexure 13.1A)**

**The minutes of the 12th meeting of the Finance Committee held on 17.01.2015, were confirmed.**

**Item No.13.2: To place before the Finance Committee the Report about the action taken on the decisions of its 12th meeting held on 17.01.2015 (Annexure 13.2A).**

**The report about the action taken on the decisions of 12th meeting of the Finance Committee held on 17.01.2015 was noted, as per Annexure 13.2A.**

**ITEMS FOR CONSIDERATION AND APPROVAL**

**Item No.13.3: To place before the Finance Committee the progress of expenditure as on 31.03.2015, under Plan, Minutes of the Building Committee along with the Abstract of cost of building projects and a note on progress of overall construction of the building projects. (ANNEXURE 13.3A).**

The UGC vide their letter No.57-1/2009(CU) dated 29.5.2012 have desired the University to place a separate agenda item in every Finance Committee on the progress of expenditure, Minutes of the Building Committee along with the Abstract of cost of building projects and a note on progress of overall construction of the building projects.

In compliance of the above communication, the position with regard to progress of expenditure as on 30.09.2014, is placed before the Finance Committee on the desired format, as per **Annexure 13.3A**.

So far as the Minutes of the Building Committee, Abstract of cost of building and note on progress of building projects are concerned, it is to apprise the Finance Committee that the meeting of the Building Committee has not been held since the last meeting of the Finance Committee nor there are any construction projects in progress as yet. As such the information in this regard is nil.

**The Finance Committee noted the position of expenditure as on 31.03.2015. The Finance Committee noted that the low progress of expenditure was mainly because the University did not get the land and could not utilize the funds meant for development of infrastructure. The Committee was, however, satisfied with the progress of expenditure under recurring heads. It was further observed that no meetings of Building Committee were held by the University.**

**Item No.13.4: To place before the Finance Committee the Receipt of ‘Start-up-Grant’ from the UGC for newly recruited faculty at Assistant Professor level in Science Departments (Annexure-13.4)**

The ‘Start-up-Grant’ as per the following details has been received from the UGC for newly recruited faculty at Assistant Professor level, in Science Departments:

Sr. No.	Name of the faculty member	Name of the Department	Amount approved	Amount received
1.	Dr. Rakesh Kumar, Assistant Professor	Department of Mathematics	Rs.6.00 Lakh	Rs. 6.00 Lakh
2.	Dr. Padmnabh Rai, Assistant Professor	Department of Physics and Astronomical Science	Rs.6.00 Lakh	Rs. 6.00 Lakh

The above ‘Start-up-Grant’ has been approved to be implemented in the University strictly as per UGC Guidelines / fulfillment of terms and conditions.

**The Finance Committee noted the sanction of Start up Grant by the University and desired that the Executive Council may also be apprised of.**

**Item No.13.5: To place before the Finance Committee the implementation of Research Project sanctioned by the funding agency after the last meeting of the Finance Committee, as per details given below (Annexure 13.5A).**

The Research Project as per following details has been sanctioned by the funding agencies after the last meeting of the Finance Committee. The research project(s) is being implemented in the University as per guidelines of the funding agency:

Sr. No.	Title of the project	Funding Agency	Duration	Financial outlay (Lakhs)
1.	Landslide Monitoring of Tira Lines slide zone in Dharamshala Region, District Kangra, Himachal Pradesh: P.I. - <b>Dr. A. K. Mahajan, Professor &amp; Dean of School of Earth and Environmental Sciences</b>	Ministry of Science and Technology, Govt. of India New Delhi.	02 years	Rs. 19.99
2.	Social and Educational Problems of Scheduled Tribes: A Study of Chamba District of Himachal Pradesh: P.I. - <b>Dr. Manoj Kumar Saxena, Associate Professor &amp; Dean of School of Education</b>	Indian Council of Social Science Research New Delhi.	02 years	Rs. 10.00
3.	Genome-wide screening of outer membrane proteins in Mycobacterium avium subsp. Paratuberculosis [MAP] K-10: a repertoire of candidate immunogens for translational medicine : P.I. - <b>Dr. Yusuf Akhter, Assistant Professor, School of Life Sciences</b>	Science & Engineering Research Board, New Delhi	03 years	Rs. 26.00

**The Finance Committee noted the sanction of research projects desired that the Executive Council may also be apprised of.**

**Item No.13.6: To place before the Finance Committee the proposal for the purchase of one new vehicle in the University.**

At present the University is having four staff cars attached to the Vice-Chancellor, Pro-Vice-Chancellor, Registrar and the Finance Officer. One of the vehicle i.e. HP-07/0331 was purchased during March, 2010, which is five years old and has covered more than 1.16 lakh k.m. and thus is not safe for long journeys. At the same time, in view of the location of university activities at different places, there is an urgent need to have a vehicle in the pool at the headquarters of the University for day to day use by the staff members for attending to their urgent duties.

It is therefore, proposed that a new vehicle may be purchased and the existing vehicle which has covered more than 1,16,000 k.m. may be kept in the pool. The expenditure on this account shall be met out of the available development grant for the current financial year for which budgetary provision does exist for the purpose in the Budget Estimates for the year 2015-16. The vehicle of the approved model as per list of Govt. of India shall be purchased.

**The Finance Committee considered and recommended to the Executive Council for approval the proposal for purchase new vehicle as replacement of existing vehicle which should be put to condemnation as per rules.**

**Item No.13.7: To Place before the Finance Committee, the proposal for the creation of the teaching positions for the start of Five New Departments: (Annexure 13.7A).**

Sr. No.	Discipline	Teaching Positions			
		Prof.	Assoc. Prof.	Asstt Prof.	Total
<b>1.</b>	<b>School of Social Sciences</b>				
	i) Department of Political Science and International Relations	1	2	4	7
<b>2.</b>	<b>School of Humanities &amp; Languages</b>				
	i) Department of History, Culture and Archaeology	1	2	4	7
	ii) Department of Sanskrit	1	2	4	7
<b>3.</b>	<b>School of Earth &amp; Environmental Sciences</b>				
	i) Department Geology	1	2	4	7
<b>4.</b>	<b>School of Physical &amp; Material Sciences</b>				
	i) Department of Chemistry and Chemical Sciences	1	2	4	7
	<b>TOTAL</b>	<b>5</b>	<b>10</b>	<b>20</b>	<b>35</b>

The University Grants Commission vide their letter No.F.1-1/2013(CU) dated 5<sup>th</sup> February, 2014 (Annexure 13.7A), has approved to start 5(Five) departments during the XII Plan in addition to 20 (Twenty) Departments already sanctioned during the XII Plan with 35 teaching positions, (1 Professor, 2 Associate Professor and 4 Assistant Professors) for each Department. The new departments are to be identified by the University with the approval of statutory bodies of the University.

After deliberations at different levels in the University and keeping into consideration the vision of the University and present availability of the infrastructure, it has decided to establish and start the aforementioned Departments for which the matter has been referred to the Academic Council for consideration and approval.

At the same time, the teaching posts as approved by the UGC are required to be created in the University. The power for the creation of posts is vested in the Executive Council vide Statutes 12(2)(iv) of the First Statutes of the University and all such proposals relating to creation of posts are to be examined by the Finance Committee before they are considered by the Executive Council Statutes 17 (6).

**The Finance Committee considered and recommended to the Executive Council for approval the creation of the above posts.**

**Item No.13.8: To place before the Finance Committee the Annual Accounts for the financial year 2014-15 (Annexure 13.8A).**

The Annual Accounts of the university for the year 2014-15 have been prepared in terms of the provisions of Statute 7(7)(c). The annual accounts so prepared by the Finance Officer are required to be laid before the Finance Committee for consideration and comments in terms of Statute 17(7) and thereafter, the accounts are required to be submitted to the Executive Council for approval. As per the instructions issued in this behalf by the Ministry of Human Resource Development, Govt. of India, issued vide their D.O. letter No.F.19-18/2003-IFD dated 23.5.2008, the annual accounts are required to be prepared and got adopted by the Executive Council by 30<sup>th</sup> June of the following year before being sent to the audit authorities for commencement of audit.

The annual accounts have been prepared strictly as per the Revised Format of Accounts, guidelines and instructions issued by the Govt. Of India, Ministry of Human Resource Development, Department of Higher Education vide their letter No.29-4/2012.IFD dated 17<sup>th</sup> April, 2015. The accounts have been prepared on accrual basis and taking into account the component of

depreciation at the rates provided in the Revised Uniform Accounting Standards.

**The Finance Committee considered the annual accounts for the year 2014-15 and recommended to the Executive Council for approval for further submission of the same to the auditing agency.**

**Item No. 13.1(T) To place before the Finance Committee the proposal for fixation of rates of remuneration for Teaching/Academic and Administrative Staff for:**

- (i) Result verification and Grade Card checking and**
- (ii) Verification of application forms, etc. for conduct of FEAT/TREAT examinations.**

The University is presently hard-pressed for ministerial staff. As a result a great difficulty is experienced in preparation and verification of results and grade card checking in the Office of Controller of Examination. In the absence of barest minimum staff it becomes difficult to prepare the results of the students in time as also to ensure correctness of Grade Cards, etc. Similarly, in the absence of office staff, the faculty of the University is also have to be deployed by the Controller of Examination for checking of application forms, hall tickets, preparation of result of FEAT/TREAT examinations. Therefore, a necessity has been felt to provide remuneration for the staff so deputed on these extra duties. Such a remuneration shall be payable to the concerned staff till sufficient staff is not recruited and posted in the office of Controller of Examination. The rates so proposed are given at Annexure 13.1(T).

**The Finance Committee considered and recommended to the Executive Council for approval the proposal for payment of remuneration on the rates as per Annexure 13.1(T), with the stipulation that the remuneration shall be payable to the concerned staff till sufficient staff is recruited and posted in the office of the Controller of Examination.**

**Item No. 13.2(T): To place before the Finance Committee the proposal for rationalizing the fee structure of CUHP and consequent amendment in Schedule-1 of Ordinance 32 "Fees and other charges payable by students of the university.**



It is experienced during previous five years that except professional and M.Sc programmes of study, the seats in other programmes of study remain vacant. Reasonable good number of students does apply for these programmes such as MA in Hindi, Education, Economics, Journalism, New Media and Library Science but do not take admission. The main reason identified is comparatively high fee structure. Hence, it is proposed that the university may rationalise the fee structure of programmes in which less students take admission. The fee structure for RD Programmes of Study will remain as such and will appear as SCHEDULE – Ia of Ordinance 32. The proposed amendment in fee structure for PG , UG and Certificate Programmes of Study is given at Annexure 13.2(T). Since it also entails consequential amendment in Schedule 1 of Ordinance 32, the matter will be considered by the Academic Council.

**The Finance Committee considered and recommended to the Executive Council for approval the rationalization of fee structure as per Annexure 13.2(T).**

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

(B.R. Dhiman)  
Finance Officer-Secretary,  
Central University of Himachal Pradesh

**Countersigned**

**(Prof. Kuldeep Chand Agnihotri)  
Vice-Chancellor - Chairman**

**Annexure 13.1(T)**

**Rates of remuneration to the faculty members for Result verification and Grade Card verification**

Result preparation/verification (Semester End): One course (POS)	Rs. 10/- per student.
Grade Card preparation/verification : One course (POS) mark sheet	Rs. 6/- per mark sheet.

**(i) Rates of remuneration Verification of application forms, etc. for conduct of FEAT/TREAT examinations.**

Sr. No.	Particular	Academic Staff	Administrative Staff
1.	Entry of Application form	---	Rs. 5/- per application form
2.	Verification of application form & entry	Rs. 5/- per application form	-----
3.	Verification of Hall Ticket	Rs. 1/- per hall Ticket	-----
4.	Result preparation (One POS)	Rs. 100 Per result / POS per person	Rs. 50/- Per POS

**Annexure 13.2(T)**

HEADS OF FEES/FUNDS	EXISTING PG Programmes 80 credits	Proposed Fee			
		MBA/MBA (TT)/MSc/MS W/BSc. Hons School in Physics	MA/MLIS	UG Proram mes of Study	Certificate
<b>One Time</b>					
Alumni Registration Fee	100	100	100	10	0
Security Deposit / Caution Money (Refundable)	4000	3000	1000	500	500
University Registration/Enrolment Fee	500	500	500	100	100
<b>Per Semester</b>					
Examination Fee	1000	600	500	200	150
Subject Association Fund	200	200	50	0	0
Teaching Learning Resource Fund	400	400	50	20	20
Tuition Fee	2000	2400	1000	500	100
Admission Fees	500	500	100	100	50
Campus Development & Beautification Fund	100	100	20	10	10
Convocation Fee	50	50	50	50	0
Cultural Activities Fund	50	50	20	20	20
Development Fund	500	500	50	50	10
Electricity & Water Fee	100	100	100	100	20
Foundation Day Celebration Fee	50	50	30	50	20
Games & Sports Fund	50	50	50	50	20
ICT Lab Fee	100	100	10	10	10
Language/Practical Lab Fee	100	200	100	100	10
Library Fee	200	100	20	20	10
Magazine Fee	50	50	50	50	20
Medical Fees	50	50	50	50	10
Non Residential Student Centre	50	0	0	0	0
Students Welfare Fund	50	100	50	50	20
<b>Total Per Semester</b>	<b>5600</b>	<b>5600</b>	<b>2300</b>	<b>1430</b>	<b>500</b>

**NOTE:**

^The Fees payable by the students is fixed by the Executive Council on the recommendation of the Academic Council and is notified in the Admission Brochure / Prospectus issued by the University from time to time.

1. An additional fee towards Professional Development Fund shall be chargeable as under:
  - a. Rs.4000/- per semester from the students admitted to MBA/MBA (TT)/MSW/MSc/BSc Hons School
  - b. Rs.1000/- per semester from the students admitted to all other PG Programme of Studies.
2. Tutuon fee for offering audit course and 'I' grade will be Rs. 100/- per credit
3. For 'F', 'I' and audit course, examination fee will be Rs.100/- per credit.

**NOTE: For any Programme of Study in Sanskrit no tuition and admission fee shall be charged**