



TEZPUR UNIVERSITY
TEZPUR 784 028: ASSAM


MINUTES OF THE FIFTY FIFTH MEETING OF THE FINANCE COMMITTEE HELD ON
OCTOBER 16, 2020 AT 11.00 A.M. ON BLENDED MODE

The following members were present:

Sl.	Name	Designation
1.	Prof. Vinod Kumar Jain Vice-Chancellor, Tezpur University	Chairman
2.	Prof. Dilip Kumar Saikia Pro Vice-Chancellor, Tezpur University	Member
3.	Dr. Jitendra Kumar Tripathi, JS, UGC (Visitor's Nominee)	Member
4.	Mr. Fazal Mahmood, Dy. Secretary to GoI (IFD), MoE [Nominee of JS and FA, MoE, GoI (Visitor's Nominee)]	Member
5.	Mr. B. Paul Muktieh Chairman and Managing Director North Eastern Development Finance Corporation Ltd., Guwahati (BoM Nominee)	Member
6.	Mr. Sword Vashum, IAAS (Retd.) Former Addl. Dy. C&AG of India (BoM Nominee)	Member
7.	Prof. Mrinmoy Kumar Sarma, Department of Business Administration, Tezpur University (BoM Nominee)	Member
7.	Dr. Biren Das, Registrar, Tezpur University	Invitee
8.	CMA Dr. B. B. Mishra, Finance Officer, Tezpur University	Ex-officio Secretary

JS(CU), Dept. of Higher Education, Ministry of Education, GoI (Visitor's Nominee) and Member, Finance Committee could not attend the meeting due to his prior commitments and was granted leave of absence.


The comments of the JS (CU), Dept. of Higher Education, MoE, GoI on the agenda items received from the Under Secretary (CU-I), Dept. of Higher Education, MoE vide his e-mail dated 12th October 2020; the comments received from the Under Secretary to the Govt. of India, IFD,


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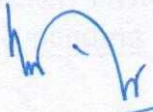
Dept. of Higher Education, MoE with the approval of JS & FA, MoE, GoI vide letter F.No. 9-2/2018-IFD.pt, dated 13th October 2020; and the comments of the Deputy Secretary (CU), UGC with the approval of the JS (CU), UGC received vide letter No. F. 57-8/2016 (CU), dated 14th October 2020 were placed by the Finance Officer and Secretary, Finance Committee, Tezpur University before the Committee and the members noted the comments & put on record.

Professor Vinod Kumar Jain, Vice-Chancellor, Tezpur University & Chairman, Finance Committee welcomed the external members (Mr. B. Paul Muktieh, Mr. Sword Vashum, Dr. Jitendra Kumar Tripathi, and Mr. Fazal Mahmood) attended the meeting through video conference and the internal members present. The Chairman in his opening remarks sought guidance from all the members for all-round development and growth of the University. The Vice-Chancellor assured that the observations of the Ministry and UGC will be strictly followed by the University in true letter and spirit. The Chairman invited the Secretary, Finance Committee to initiate the proceedings as per the agenda items. The Finance Officer presented the agenda accordingly.


FC.55/2020/01	To confirm the Minutes of the 53 rd meeting of the Finance Committee held on 21 st November 2019.
NOTE	The minutes of the 53 rd meeting of the Finance Committee were circulated to all the members vide office letter No. TU/FIN/FC/2019/3970-A, dated 28th November 2019 for perusal and comments, if any. University has not received any comments from any of the members. The copy of the minutes is placed at Annexure - A. The minutes may be confirmed.
DECISION	Confirmed.
FC.55/2020/02	To confirm the Minutes of the 54th meeting of the Finance Committee held on 25 th June 2020 by Circulation.
	The minutes of the 54 th meeting of the Finance Committee was circulated to all the members vide office letter No. TU/FIN/FC/2019-20, dated 2 nd July 2020 for perusal and comments, if any. University has not received any comments from any of the members. The copy of the minutes is placed at Annexure - B. The minutes may be confirmed.
DECISION	Confirmed.


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FC.55/2020/03	To report on the Actions Taken on the recommendations of the 53rd meeting & 54th meeting of the Finance Committee held on 21st November 2019 & 25 th June 2020 respectively.
NOTE	Action Taken Report on the recommendations of the 53 rd and 54 th meetings of the Finance Committee are placed at Annexure - C for perusal and necessary review. The Action Taken Report may be considered for approval.
DECISION	Action taken report was noted by the members.
FC.55/2020/04	To approve the Minutes of the 76 th meeting of the Building Committee of the University held on 07 th September 2020.
NOTE	The minutes of the 76 th meeting of the Building Committee of the University held on 07 th September 2020 are placed at Annexure - D for approval.
DECISION	<p>The Committee approved the recommendations of the 76th meeting of the Building Committee for placing before the Board of Management subject to the followings:</p> <p>a) Each project proposal is fully funded and the entire funds have been allotted by the University/released by UGC/ are available with the University.</p> <p>b) No additional funds for the projects including works under Campus Development will be sought from MoE/UGC. Further, no part of internal receipts, including interest earned/accrued on such grants of UGC/MoE will be utilized.</p> <p>c) Ratification of “award of Civil Works” and execution thereof is subject to strict compliance of GFRs, 2017 and related CVC guidelines.</p> <p>d) Abstract of Cost and Rate Conformity Certificate should be within codal formalities for each project as per the relevant UGC guidelines.</p> <p>e) The University should take the approval of Standing Committee of UGC whereas the proposal of building/works is more than Rs. 75.00 Lakh.</p>


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	f) As clarified by the Finance Officer, the recommendations of 76 th meeting of the Building Committee is having proposals for Campus Development works against resolution no. BC:76/20/3.03, BC:79/20/3.04, BC:76/20/3.05, BC:76/20/3.06, BC:76/20/3.08 and BC:76/20/3.09 amounting to Rs. 192.77 Lakh against the UGC allocation under Grants-in-aid: Capital Assets: Campus Development for the year 2020-21 of Rs. 175.00 Lakh. Therefore, University should prioritize the works recommended by the Building Committee and reduce the excess recommendation of work(s)/reduce the scope of work(s) of Rs 17.77 Lakh.																									
FC.55/2020/05	To review the details of the Separate Audit Report (SAR) of C&AG on the Annual Accounts of the University for the year 2018-19.																									
NOTE	The details of the Separate Audit Report (SAR) of the Comptroller & Auditor General of India on the Accounts of the Tezpur University for the year ended 31st March 2019 along with its compliances are placed at Annexure - E for review by the members of the Finance Committee.																									
DECISION	The compliance of the Separate Audit Report of the Comptroller and Auditor General of India on the accounts of the University for the financial year 2018-19 noted by the members.																									
FC.55/2020/06	To review the details of the pending C&AG Transaction Audit Paras and the Action Taken to settle/liquidate the pending Paras.																									
NOTE	As advised by the MoE & UGC, the details of the pending Transaction Audit Paras are given below for kind information of the members. <table border="1" data-bbox="544 1361 1476 1803"> <thead> <tr> <th>Financial Year</th> <th>Total No. of Audit Para</th> <th>No. of O/S Paras till 53rd FC meeting</th> <th>No. of Paras Settled</th> <th>No. of O/S Paras as on 30.09.2020</th> </tr> </thead> <tbody> <tr> <td>2015-16</td> <td>12</td> <td>05</td> <td>00</td> <td>05</td> </tr> <tr> <td>2016-17</td> <td>15</td> <td>12</td> <td>05</td> <td>07</td> </tr> <tr> <td>2017-18</td> <td>14</td> <td>14</td> <td>00</td> <td>14</td> </tr> <tr> <td>2018-19</td> <td>07</td> <td>7</td> <td>00</td> <td>07</td> </tr> </tbody> </table> <p>The details of the Transaction Audit Paras up to the financial year 2018-19 with up-to-date Action Taken (with description of the Audit Paras) to settle/liquidate the pending paras are placed at</p>	Financial Year	Total No. of Audit Para	No. of O/S Paras till 53 rd FC meeting	No. of Paras Settled	No. of O/S Paras as on 30.09.2020	2015-16	12	05	00	05	2016-17	15	12	05	07	2017-18	14	14	00	14	2018-19	07	7	00	07
Financial Year	Total No. of Audit Para	No. of O/S Paras till 53 rd FC meeting	No. of Paras Settled	No. of O/S Paras as on 30.09.2020																						
2015-16	12	05	00	05																						
2016-17	15	12	05	07																						
2017-18	14	14	00	14																						
2018-19	07	7	00	07																						


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	<p>Annexure - F for review by the members of the Finance Committee.</p> <p>Reply/Clarification/Action Taken on the outstanding paras have already been furnished to the Director General of Audit (Central), Kolkata, Guwahati Branch for review/ settlement of the paras and the matter is being taken up with audit during their ensuing inspection.</p>
DECISION	<p>After threadbare discussion, the Committee suggested that:</p> <p>i) The University should comply with the suggestions/instructions of the Audit and efforts should be made to settle/drop the Audit Paras on priority basis.</p> <p>ii) The constituted Standing Audit Committee (SAC) should review all pending Audit Paras and take appropriate action in a time bound manner.</p> <p>Mr. Fazal Mahmood, Dy. Secretary to GoI (IFD), MoE discussed in detail the Inspection Audit Para no.2 of Part IIA (2015-16) and Para no. 1 of Part IIB (2016-17). He suggested that the compliances of the University should be discussed with the higher authorities of C&AG for early settlement of such Paras. The University assured that action will be taken to settle the para on priority basis.</p>
FC.55/2020/07	To report to the Committee on the Utilization of funds under Creation of Capital Assets (under OH-35) during the last three years.
NOTE	The position of grants and utilization of funds under creation of Capital Assets for the last three years from 2017-18 to 2019-20 are placed at Annexure - G for perusal of the Committee.
DECISION	The status of utilization of funds under creation of Capital Assets for the last three years from 2017-18 to 2019-20 was discussed and noted by the members.
FC.55/2020/08	To report to the Committee on the Utilization of funds under Recurring (under OH-31), Salary (under OH-36) and Creation of Capital Assets (under OH-35) for the year 2020-21 (01.04.2020 to 30.09.2020).
NOTE	The Utilization of Funds head-wise showing an overview of the financial position of the University under Recurring, Salary and Creation of Capital Assets for the year 2020-21 (01.04.2020 to 30.09.2020) are placed at Annexure - H for perusal of the Committee.
DECISION	The status of utilization of funds was discussed and noted by the members.



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FC.55/2020/09	To review the progress of HEFA Projects and other construction of Building Projects as on 30.09.2020.
NOTE	<p>The Department of Higher Education, MoE vide letter F. No. 13-74/2020-CU-cdn, dated 27.08.2020 issued guidelines to present the progress of HEFA projects in each meeting of the Finance Committee. The progress of the HEFA projects is placed at Annexure - I for perusal and review of the Committee.</p> <p>UGC vide letter No.F.57-1/2009 (CU) dated 29/05/2012 and F. No. 1-1/2012(CU) dated 25.08.2015 issued guidelines to all Central Universities to present in each meeting of the Finance Committee the progress of Building Projects undertaken as on date in the prescribed format.</p> <p>The progress of the other Building Projects taken up under different schemes are placed at Annexure - J for necessary review.</p>
DECISION	The progress of HEFA funded projects was perused by the members and the status of the construction activities was also discussed and noted by the members.
FC.55/2020/10	To review the progress of Computerization of Accounting of Financial Matters.
NOTE	<p>The Department of Higher Education, Ministry of Education vide letter F. No. 13-74/2020-CU-cdn, dated 27.08.2020 issued guidelines to present the progress of computerization of accounting of financial matters.</p> <p>The University accounts are fully computerized with customized software (Accounting System) as per the requirement of the University up to the level of Trial Balance like preparation of Receipt Vouchers, Payment Vouchers, Journal Vouchers, Cash Book, Ledger and preparation of Trial Balance. From the Trial Balance, University is preparing its Annual Accounts i.e. Balance Sheet, Income & Expenditure Account and Receipt & Payment Account with relevant Schedules & Annexures through separate programming in the MS-Excel.</p> <p>The University is having integrated customized software (Accounting System) of Pay Roll (Salary & Pension).</p> <p>The University is also having integrated customized software (Accounting System) of all students' activities from the level of admission to refund of caution money including all fee collection on online basis.</p> <p>The University is also having integrated customized software (Accounting System) for accounting of extramural sponsored</p>

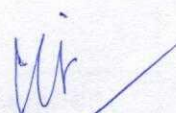

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	<p>projects/schemes and fellowships. The facility is available for viewing by all the stakeholders.</p> <p>The funds received from UGC as grants-in-aid and its utilization are fully computerized and online payments are made through EAT module of PFMS. The other payments like extramural sponsored projects/schemes etc. are fully computerized and payments made through online only.</p> <p>This is for information of the Committee.</p>
DECISION	<p>The status of the computerization of accounting of financial matters was discussed and noted by the members.</p> <p>Mr. Muktieh, CMD, NEDFi suggested for validation/audit of the customized software used by the University for assessing its correctness, effectiveness, etc. The University is committed to do the needful at the earliest.</p>

The meeting ended with vote of thanks to and from the Chair.


 19.10.2020
 (CMA Dr. B.B. Mishra)
 Secretary
 Finance Committee
 Tezpur University

वित्त अधिकारी
 तेजपुर विश्वविद्यालय
 Finance Officer
 Tezpur University


 (Prof. Vinod Kumar Jain)
 Chairman
 Finance Committee
 Tezpur University

Vice-Chancellor
 Tezpur University