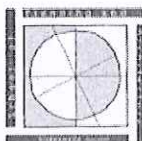


MINUTES of the Meeting

Fourth Meeting of the Finance Committee

November 01, 2011 at 02:00 PM at ITPI., New Delhi

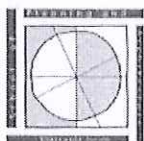


School of Planning and Architecture: vijayawada

(Established 2008 by Ministry of Human Resource Development, Government of India)

S.No. 71/1, NH-5, Nidamanuru, Vijayawada – 521 104, Andhra Pradesh, India

Camp Office: Acharya Nagarjuna University Campus, Nagarjuna Nagar, Dist. Guntur, A.P-522 510, India



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**Fourth Meeting of the Finance Committee of SPAV scheduled on
November 01, 2011 at 02.00 PM at ITPI., New Delhi, India**

Members Present:

S.No.	Name	Member / Chairman / Special Invitee
1	Shri Mahendra Raj	Chairman for this meeting, as approved by Prof. S.K. Khanna, Chairman, FC
2	Ar. Prafulla Karkhanis President, Indian Institute of Architects	Member
3	Sri Rajesh Singh in place of Shri N.K. Sinha (Addl. Secretary-TEL, DHE, MHRD)	Member
4	Sri Navin Soi, Director, Finance (IFD) in place of Shri A N Jha Joint Secretary & Financial Advisor (HRD)	Member
5	Prof. (Dr.) Ramesh Srikonda Professor and Head, Dept. of Architecture, SPAV	<u>Represented Prof. (Dr.) Shovan K. Saha,</u> <u>Director, SPAV</u>
6	Prof. (Dr.) Ayon K Tarafdar Associate Prof. and Head, Dept. of Planning, SPAV	Special Invitee
7	Prof. Venkata Krishna Kumar Sadhu Registrar, SPAV	Secretary

Prof. S.K. Khanna, Chairman, Finance Committee could not attend this meeting and had e-mailed to the Director to request **Sri Mahendra Raj** who is a member of the BoG but not a member of the Finance Committee, to chair the meeting on his behalf.

Dr. Shovan K Saha, **Director, SPAV**, at the last minute, before leaving Vijayawada for New Delhi, received communication from the office of the Hon'ble Minister of State, HRD, Gol, Smt. D. Purandeswari that she would be visiting Vijayawad on Nov. 01, 2011 and would like to discuss the issue of Land for SPAV campus. Accordingly, **Director, SPAV stayed back in Vijayawada** and requested **Dr. Ramesh Srikonda**, Professor and Head, Dept. of Architecture, SPAV to represent him **in the FC meeting.**

Prof. (Dr.) Ramesh Srikonda who represented the Director, SPAV, informed the Members that Prof. S.K. Khanna, Chairman, BoG had conveyed his inability to attend and Chair the meeting due to unavoidable circumstances. Prof. SK Khanna vide his e-mail referred to above, has authorised Sri Mahendra Raj, Member-BoG to chair this meeting. Sri Mahendra Raj agreed and chaired the meeting. Dr. Dev Swarup (Joint Secretary, UGC) regretted his inability to attend the meeting, due to prior commitments.

The Chairman welcomed the members and Special Invitee to the Finance Committee and thereafter took up the agenda items.

[Handwritten signature]
5/12/11

MINUTES

Item # 1	To confirm the Minutes of the Third Meeting of the Finance Committee of SPAV held on February 09, 2011 at ITPI., New Delhi
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Director, SPAV informed the Members that Minutes of the *Third Meeting* of the Finance Committee of SPAV held on February 09, 2011 at ITPI., New Delhi, as approved by the Chairman were circulated to the Members of the BWC on March 16, 2011.

No comments were received till date in this regard. The said Minutes were presented in **Annexure – I** of the Agenda Notes of the current IV FC meeting held on Nov. 01, 2011 at New Delhi for favour of confirmation of the Members. The Chairman requested the Members to offer comments, if any.

As no comments were received, Minutes of the Third Meeting of the Finance Committee of SPAV held on February 09, 2011 at ITPI., New Delhi were confirmed as presented vide Annexure – I of the Agenda Notes of the current IV FC meeting held on Nov. 01, 2011 at New Delhi.

Item # 1a	To present the ATR on the Minutes of Third Meeting of the Finance Committee of SPAV held on February 09, 2011 at ITPI., New Delhi
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Director, SPAV informed the Members about the actions taken on the Minutes of the *Third Meeting* of the Finance Committee of SPAV held on February 09, 2011 at ITPI., New Delhi.

The Finance Committee noted the actions taken on the Minutes of the Third Meeting of the Finance Committee of SPAV held on February 09, 2011 at ITPI., New Delhi.

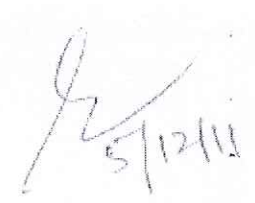
Item # 2	To consider and recommend the Annual Accounts of SPAV for 2010-11 F.Y (for the period ending March 31, 2011)
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Elaborate discussions took place on the Annual Accounts as well as Internal Audit Report for F.Y.2010-11. During these discussions, the Director gave the following explanations on the Comments made by the Internal Auditors in their report :

1) Procurement of Image Processing Software ERDAS:

The Director explained that this Software is very essential for conducting classes in the Bachelor of Planning programme, and there is no other software available in the market, which has the unique features and tools of this software. This conclusion had been arrived at after extensive market survey and making inquiries from other Schools of Planning and Consulting our visiting Professor of Planning. It was found that SPA Delhi had also come to a similar conclusion earlier and had acquired this software. Considering that this software is a proprietary item, it could be purchased only from the agency marketing it after procuring a single tender.

Regarding lack of approval of the competent authority, the matter will be reported to the BOG for necessary action.



II) Payment of Transport Allowance to the Employees:

The Director explained to the Committee that this matter had been discussed in the III FC meeting held on Feb. 09, 2011 and is covered in the Minutes in Agenda Item no. 6 of that meeting. A report is under preparation for submission to the Finance Dept. of MHRD through the BoG, for necessary consideration and seeking clearance from IFD (Integrated Finance Division, Ministry of Finance, Gol), if necessary.

III) Investment of Surplus funds:

The Director assured that the comments and suggestions made by the Internal Auditor, will be honoured .

IV) Non-utilisation of Grant-in-Aid:

The Director explained to the Committee that lack of space available to SPAV in ANU campus resulted in non-utilisation of funds which were otherwise required for development of infrastructure facilities like Labs, Library, Softwares, Computer systems etc.

V) Advances to employees for meeting official expenditure and non-settlement/delayed settlement of Advances

The Director assured that the comments and suggestions made by the Internal Auditor, for all the existing and future advances, will be honoured.

VI) Maintenance of Cash Accounts and registers:

The Director assured that the comments and suggestions made by the Internal Auditor, will be honoured .

VII) Library Books:

The Director assured that the comments and suggestions made by the Internal Auditor, regarding accession registers, physical verification of Stock, supporting Manpower, purchase bills and receipts, will be honoured .

VIII) Land Value not taken to Balance Sheet (under Assets):

The Director assured that the comments and suggestions made by the Internal Auditor, will be honoured .

With these explanations given by the Director, the Finance Committee approved the Annual Accounts of SPAV and Internal Audit report of SPAV for 2010-11 F.Y as presented vide Annexure – II and Annexure – III respectively, of the Agenda Notes of this meeting held on Nov. 01, 2011 at New Delhi and recommended that the same be put up for approval of the BoG in the XI BoG meeting.

Item # 3	To consider and approve the proposed Recruitment Regulations and emoluments for Contract faculty (as Contract Professors/Exchange Visitors/Consultants)
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After elaborate discussions, the Finance Committee made the following observations regarding the proposed Recruitment Regulations and Emoluments for Contract faculty and advised that the Director should revise the proposal accordingly and present the same in the next FC meeting:

- 'Experience' given in the proposal as presented vide Annexure – IV of the Agenda Notes of this meeting held on Nov. 01, 2011 needs to be further detailed out with respect to its nature and stature.



MINUTES

- *As per the VI CPC norms, there is no provision for direct recruitment of 'Sr. Asst. Professor' with AGP of Rs. 8,000/- Hence, the proposed position may be changed to 'Asst. Professor' with AGP of Rs. 6,000/-.*
- *A justification needs to be prepared for the proposed perks; License fee has to be collected from the beneficiary contract faculty member towards maintenance charges of the furnished accommodation.*
- *Engagement of Research Associate (as additionally requested by the Director, SPAV) may be done on need basis and payment of Rs. 35,000/- towards monthly remuneration may be accordingly made from the Research Project fee on a case to case basis.*

Under any other item, Director, SPAV sought recommendation of the Finance Committee for procurement and installation of Fire Fighting system at SPAV campus in Nidamanuru, Vijayawada at an estimated expenditure of INR 25.0 Lakh.

The Finance Committee deliberated the above item and gave in-principle approval and recommended for favour of consideration and approval of the BoG.

As there was no other item to be discussed, the meeting ended with thanks to the Chair.


5/12/11

