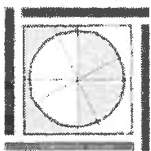


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# MINUTES

## ***Fifth*** Meeting of the Finance Committee

*December 11, 2011 at 11:00 AM  
at SPAV Campus, Nidamanuru, Vijayawada, A.P., India*



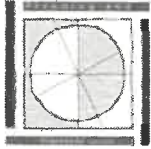
### **School of Planning and Architecture: Vijayawada**

(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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**Fifth Meeting of the Finance Committee of SPAV scheduled on  
December 11, 2011 at 11.00 AM at SPAV campus, Nidamanuru, India**

**Members Present:**

S.No.	Name	Member / Chairman / Special Invitee
1	Prof. (Dr.) S.K. Khanna	Chairman
2	Prof. (Dr.) Shovan K. Saha Director, SPAV	Member
3	Ar. Prafulla Karkhanis President, Indian Institute of Architects	Member
4	Sri BK Bhadri, AEA in place of Shri N.K. Sinha (Addl. Secy.-TEL, DHE, MHRD)	Member
5	Prof. (Dr.) Ramesh Srikonda Professor and Head, Dept. of Architecture, SPAV	Special Invitee
6	Dr. Ayon K Tarafdar Associate Prof. and Head, Dept. of Planning, SPAV	Special Invitee
7	Sri Venkata Krishna Kumar Sadhu Associate Prof. and Registrar, SPAV	Secretary

Dr. Dev Swarup, Jt. Secy., UGC, Sri A.N Jha (Jt. Secy. & Financial Advisor., MHRD-Gol) regretted their inability to attend the meeting, due to prior commitments and logistic constraints.

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

**MINUTES**

<b>Item # 1</b>	<b>To confirm the Minutes of the Fourth Meeting of the Finance Committee of SPA(V), held on Nov 01, 2011 at the ITPI, New Delhi</b>
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Director, SPAV informed the Members that Minutes of the *Fourth* Meeting of the Finance Committee of SPAV held on November 01, 2011 at ITPI., New Delhi, as approved by the Chairman were circulated to the Members of the BWC vide email dated 06-12-2011.

No comments were received till date in this regard. The said Minutes were presented in **Annexure- I** 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 Fourth Meeting of the Finance Committee of SPAV held on November 01, 2011 at ITPI., New Delhi were confirmed as presented vide Annexure – I of the Agenda Notes of the current V FC meeting held on December 11, 2011 at SPAV campus, Vijayawada.***

Item # 1a	To present the ATR on the Minutes of Fourth Meeting of the Finance Committee of SPAV held on Nov 01, 2011 at the ITPI, New Delhi
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Director, SPAV presented the actions taken on the Minutes of the *Fourth* Meeting of the Finance Committee of SPAV held on Nov 01, 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 November 01, 2011 at ITPI., New Delhi.*

Item # 2	To consider and recommend the Project Cost estimate submitted by the winning Architect of the Two Stage Architectural Competition for design & development of campus of School of Planning and Architecture, Vijayawada along the 7 acre site on ITI Road, Vijayawada, A.P., India.
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Director, SPAV informed the Members that Jury for Stage TWO of the Two Stage Architectural Competition for design & development of campus of School of Planning and Architecture, Vijayawada on the 7 acre site along ITI Road, Vijayawada, A.P., India was held at SPAV campus, Nidamanuru, Vijayawada during December 09-10, 2011.

Report of the Jury Meeting comprising results of the Two Stage Architectural Competition was presented in **Annexure – II** of the Agenda Notes of the current FC meeting held on December 11, 2011 at SPAV campus, Vijayawada for favour of consideration of the Members. Project Cost estimate submitted by the Winning Architect was placed on table for consideration and necessary recommendations.

*The Finance Committee took note of the Jury Report as recommended by the BWC. The FC recommended that the honorarium or Prize money as applicable, to the Five participants of Stage Two of the competition may be paid as per the RFP Stage II, as enclosed with this Minutes.*

*Further, the FC noted that the Project Cost Estimate submitted by the winning Architect is within the estimated budget of INR 90 Crore as mentioned in the RFP Stage II, and recommended the same for consideration and approval of the BoG.*

Item # 3	To consider and recommend the “Revised Recruitment Regulations and Emoluments for Contract faculty (as Contract Professors/Exchange Visitors/Consultants)”, incorporating the suggestions of the Fourth Meeting of FC, held on Nov 01, 2011 at ITPI, New Delhi.
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At the outset, Director, SPAV requested the Members to read this item as **“To consider and recommend the ‘Proposed conditions of engagement of Visiting Faculty (on Contract)’ incorporating the suggestions of the Fourth Meeting of FC, held on Nov 01, 2011 at ITPI, New Delhi”.**

Director SPAV invited the attention of the members that SPA Vijayawada, in spite of certain known constraints, has been able to engage experienced professionals and academicians from time to time, from in and around Vijayawada as well as from across India as visiting faculty (VF) giving inputs to students on some theory courses and studio programmes. He also informed the members that under the present arrangement of engaging the VF, in spite of best intentions and efforts, they are usually unable to be present in SPAV continuously for more than a few days including weekends.

This has resulted in loss of continuity in the learning-teaching process affecting the overall academic inputs to the students.

After discussing this matter internally and with some senior VF members, it was felt that if VF members could be engaged on contract basis for duration up to one year at a stretch, the inputs received from them would considerably improve students' learning experience. Further, Director explained that since SPAV's guest accommodation facility has limited capacity, it is not advisable to be used by VF members (on contract) for a full academic year (or less) at a stretch. Also, some of the VF members who may be willing to be in SPAV for an academic year (or less) are senior persons needing quick attention to their health situations. In view of this, it was proposed that in addition to their consolidated monthly remuneration, VF (on contract) members may be offered furnished accommodation, health care facility for common medical situations, limited local travel facility and limited telephone facility.

The matter was carefully considered by the members Academic Council (AC) in its second meeting held on July 27, 2011; the AC resolved as below:

**Resolution # 11.**

**The Academic Council unanimously recommends the engagement of faculty members/ research associates/ resource persons on contract basis for a maximum period of one year (renewable) with reasonable terms and conditions.**

Subsequently, a set of proposed **Conditions of Engagement of Visiting Faculty (on Contract)** was presented to the Finance Committee (FC) in its fourth meeting held on November 01, 2011 in Delhi. Some modifications were suggested by the members during the meeting of the FC as above. The modified proposal was presented in the fifth meeting of the FC held on December 11, 2011 at Vijayawada. After detailed discussions, the FC suggested that the Visiting Faculty (on Contract) may have the following nomenclatures only:

- **Visiting Faculty (on Contract) Grade I** (instead of Professor)
- **Visiting Faculty (on Contract) Grade II** (instead of Associate Professor)
- **Visiting Faculty (on Contract) Grade III** (instead of Assistant Professor)
- **Teaching Assistant (on Contract)** – (instead of Research Associate)

Director SPAV presented the proposal after incorporating the suggested nomenclature of the FC as shown in the following table titled **Conditions of Engagement of Visiting Faculty (on Contract)**.

**Table showing Conditions of Engagement of Visiting Faculty (on Contract)**

S.No.	Designation	Qualifications and Experience	Emoluments (in Rs. pm)	Other benefits
1.	Visiting Faculty (on Contract) Grade I	U.G*/P.G* and Ph.D with 10 Yrs exp. <b>OR</b> 20 Yrs experience (in case of no PhD)	85,000/- (Consolidated)	<ul style="list-style-type: none"><li>• Free Furnished <b>Accommodation</b></li><li>• <b>Medical Facility:</b> Reimbursement of - up to 50% Annual premium or Rs. 5,000/-, whichever is less, towards Medical Insurance of self.</li></ul>
2.	Visiting Faculty (on Contract) Grade II	U.G*/P.G* and Ph.D with 5 Yrs exp. <b>OR</b> 10 – 20 Yrs. Experience (in case of no PhD)	75,000/- (Consolidated)	<ul style="list-style-type: none"><li>• <b>Transport Allowance</b> for local travel from Residence to SPAV campus and back – Fixed reimbursement of maximum Rs. 5000/- p.m.</li></ul>
3.	Visiting Faculty (on Contract) Grade III	P.G* with 1 Yr exp. <b>OR</b> U.G* with 5 Yrs exp.	35,000/- (Consolidated)	<ul style="list-style-type: none"><li>• <b>Study Tour allowances.</b></li><li>• <b>Telephone charges</b> - fixed reimbursement of maximum of</li></ul>

				Rs. 500 p.m.
4.	Teaching Assistant	U.G* with 2 Yr. exp	25,000/- (Consolidated)	
Visiting Faculty Grade (on Contract) I, II & III and Teaching Assistants may be appointed for a maximum duration of ONE ACADEMIC YEAR (July to April or as per academic calendar of SPAV) or ONE CALENDAR YEAR. In both cases summer vacation is excluded.				

\*relevant to Architecture Department and Planning Department as applicable

**After elaborate discussions, the Finance Committee recommended that the proposed Conditions of Engagement of Visiting Faculty (on Contract) as per the Table above, may be put up for approval of the BoG.**

<b>Item # 4</b>	<b>To consider and recommend the proposed Annual Budget for SPAV for 2012-13 F.Y</b>
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**Director, SPAV**, informed the members that the proposed Annual Budget for SPAV for 2012-13 F.Y. has been prepared based on the last two financial years and estimated expenditure to be incurred during 2012-13 F.Y towards construction of proposed SPAV campus. The budget estimate of **INR 45,49,92, 281 (Indian Rupees Forty Five Crore, Forty Nine Lakh Ninety Two Thousand Two Hundred Eighty One only)** was presented in **Annexure – IV** of the Agenda Notes of the current FC meeting held on December 11, 2011 at SPAV campus, Vijayawada.

**After elaborate discussions, the Members considered the Annual Budget of SPAV for 2012-13 F.Y. as presented, and recommended for approval the BoG.**

	<b>Any Other Item with the permission of the Chair</b>
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**In view of the increasing work load related to Accounting and Financial matters of SPAV, the Finance Committee suggested that Director, SPAV may engage a senior person possessing experienced in Finance, Accounts or Audit as Finance Officer (Contract) of SPAV.**

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

  
4.01.2012