

School of Planning and Architecture, Vijayawada

An Institute of National Importance, Ministry of Education,
Govt. of India, ITI Road, Vijayawada – 520008,
Andhra Pradesh, India

Minutes of 21st Meeting of the Finance Committee

**Held on 20.07.2022 at 11:00 Hrs.
at MoE Conference Hall, New Delhi**

SCHOOL OF PLANNING AND ARCHITECTURE, VIJAYAWADA
Survey No.4/4, ITI Road, Vijayawada-520008, AP

MEMBERS PRESENT:

- | | |
|---|-------------|
| 1) Prof.Dr. N.V.Ramana Rao, Director I/c, SPAV | Chairperson |
| 2) Ms. Darshana M Dabral, Joint Secretary & Financial Advisor
Department of Higher Education, MoE, Gol | Member |
| 3) Ms.Saumya Gupta, Joint Secretary
Department of Higher Education, MoE, Gol | Member |
| 4) Sh. Pradeep Kapoor, ITPI, Nominee of BoG | Member |
| 5) Sh.K.V.Uma Maheswara Rao, Registrar, SPAV | Secretary |

As per the Clause No.10(4) of SPA Statutes, the Director chaired the Finance Committee Meeting.

The Registrar welcomed all the members of the Finance Committee and the Chairperson requested the Registrar to present the Agenda items.

ITEMS FOR CONFIRMATION OF MINUTES

Confirmation of the Minutes of the 20th Finance Committee held on 5th Oct 2021 at ITPI, New Delhi.

The Minutes of the 20th Meeting of the Finance Committee were circulated to all the members. Since, no remarks were received from the members, the Minutes of 20th FC held on 05.10.2021 stands approved.

Action taken report on the Minutes of the 20th Finance Committee held on 5th Oct 2021 at ITPI, New Delhi.

Item # 20.1	Approval for the Annual Report along with Audited Accounts of SPAV for 2019-20
Action Taken	The Annual Report for the Year 2019-20 was approved by the Finance Committee and the same was submitted to MoE on 12.07.2021.
Decision	The Finance Committee noted the same.
Item # 20.2	Approval for the Annual Accounts for 2020-21
Action Taken	The Annual Accounts for 2020-21 were audited by the C&AG and copy of SAR received. Annual Report including Annual Accounts for 2020-21 approved by the Finance Committee and is submitted to the MoE on 23.03.2022.
Decision	The Finance Committee noted the same.
Item # 20.3	Approval/Ratification for the Budget Estimates for 2021-22
Action Taken	Out of the sanctioned amount of Rs.47.87Cr. an amount of Rs.19.62 Cr. has been received.
Decision	The Finance Committee noted the same.
Item # 20.4	Resignation of Ms.Jivantika Satyarthi, Assistant Professor in the Dept. of Planning on personal grounds to pursue higher studies abroad.
Action Taken	Ms.Jivantika was relieved from the services of the Institute w.e.f.09.08.2021 after remitting an amount of Rs.1,02,144/- to the Institute's account. The matter has been communicated to the incumbent.

Decision	The Finance Committee noted the same.
Item # 20.5	Release of Composite Transfer Grant to Director, SPA Vijayawada
Action Taken	As per the recommendations of Finance Committee, the Claim of Transfer TA and CTG of Prof.Minakshi Jain, the then Director were processed as per rules and released an amount of Rs.2,08,298/-.
Decision	The Finance Committee noted the same.

ITEMS FOR APPROVAL

21.01	Establishment of Climatology Laboratory for Dept. of Architecture
Discussion	The Finance Committee examined the proposal and directed to submit justification for procurement along with the recommendations of the concerned department. Also the details of budget proposed / allocated, balance of funds available should be submitted to the FC.
Decision	After detailed deliberations, the Finance Committee deferred the proposal for its next meeting.
21.02	Release of Payment to the Project Members of BinUcom and BreUcom and Projects of Erasmus Mundus
Discussion	<p>The Finance Committee after detailed deliberation directed to obtain the details from the Project Coordinators, whether it is a Research Project or Consultancy Project. The details with regard to proposals submitted and approved by the European Commission with regard to the above projects are also to be submitted by the Project Coordinators. If the Research and Consultancy Rules and Regulations are not formulated, the same should be done as per the guidelines issued by MoE, GoI with mandatory institutional share, as the infrastructure and expertise are being provided by the Institute.</p> <p>The F.C. further directed to keep provision for distribute of honorarium to the Administrative Staff with a defined percentage, as they are facilitating in smooth completion of Project activities.</p> <p>Define the working hours of the Project in order to avoid interruption to the regular academic activities of the Institute, by the Project Team Members.</p> <p>As per the observations of C&AG, advances pending against Dr.Deepak John Mathew, drawn from the Project Fund to be recovered by writing letter to the Registrar, IIT Hyderabad. Also advance pending against Prof.Razak Ahmed, SPAV from the Project Fund also to be recovered.</p>
Decision	The Finance Committee approved for release of honorarium to the Project Team Members as per rules prescribed by the MoE, GoI for Research or Consultancy Projects as the case may be.
21.03	Procurement of Software (Educational Annual License Pack) for Architecture Computer Lab
Discussion	The Finance Committee examined the proposal and directed to submit justification for procurement along with the recommendations of the concerned department. Also the details of budget proposed / allocated, balance of funds available should be submitted to the FC. While floating tender, steps should be taken to refrain from creating Custom / BoQ bids for any item for which regular category is available on GeM as per directions issued by the GoI.
Decision	The Finance Committee directed to submit the detailed proposal w.r.t. procurement of software: V-Ray Collection and Rhino 7.0 by seeking justification from the department concerned and the matter deferred to the next meeting. Finance Committee accorded approval for renewing the licenses for Sketch up Pro and Adobe Creative Cloud in view of urgent requirements for the students.

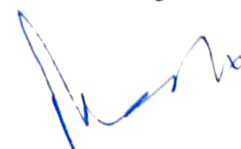
21.04	Procurement of Network Attached Storage (NAS) for Data Centre (Computer Center)
Discussion	<p>The matter with regard to procurement of NAS was discussed by the FC. It was explained that NAS is used to store / backup user data from various computers / servers. The NAS has periodic incremental backup facility that helps to create daily, monthly or timely backup for all user data.</p> <p>Presently eOffice project is ready to be commissioned in SPAV. Since all the live data (department files and data) will be hosted in local Data Centre in primary server for safety of data, it is required to have a secondary backup location for all files and data as the single storage location is not reliable for sensitive user data. The NAS serves the purpose of data recovery in case of failure of data in primary server.</p> <p>Also NAS is useful to store all project and consultancy data, GIS Maps, Satellite data, VM server backup, Domain user data backup, CCTV Data, Library data repositories etc. which generally take-up huge volumes and cannot be stored in single location. Initially the projected volume of Data for SPAV is 50TB and may be expanded in future as required.</p> <p>The Budget provision has been made in the FY 2022-23.</p>
Decision	After detailed deliberation the Finance Committee approved the proposal.
21.05	Release of Payment to BSNL for Developmental works in 2.66 acres at SPAV.
Discussion	The matter was discussed in detail. With regard to C/o. Boundary cum Retaining Wall, as the work was completed, recommended by BWC of SPAV and team of NIT, Warangal, the pending bills may be released. So far the bills submitted by the agency, M/s.G.Ramana Murthy, as their 1st RA Bill for an amount of Rs.3,41,601.00 for the work of Outdoor Sports Ground Facilities, as the work was dropped by BSNL, it is the own risk and cost of the agency. Hence the expenditure is not to be considered for release. The Interior Works of Auditorium in the Institute Block are to be completed at the earliest as the construction work has already been completed.
Decision	<p>The Finance Committee resolved</p> <ol style="list-style-type: none"> for release of balance payment to BSNL for C/o. Boundary cum Retaining Wall in 2.66 acres. not considered for releasing payment for Outdoor Sports Ground Facilities. to complete the Interior Works of Auditorium in the Institute Block by awarding the work to CPWD. An estimate to be collected and placed in the next meeting of the FC for approval. to send a report to the MoE with regard to the Project Status of the Institute, by collecting the information from Dean(P&D) and CDC.
21.06	Budget Estimates for the Financial Year 2022-23
Decision	The Finance Committee approved the Budget Estimate for an amount of Rs.46.09Crs.

ITEMS FOR RATIFICATION

21.07	Payment of Property Tax to VMC
Decision	The Finance Committee ratified the payment of Property Tax.
21.08	Establishment of Conservation Lab. for Dept. of Architecture
Discussion	The matter with regard to procurement of items for establishment of Conservation Lab. was explained in detail. It was directed to place such proposal to the FC / BoG for approval, in future before procurement.
Decision	The Finance Committee accorded post-facto approval for procurement of equipment for Conservation Lab. for an amount of Rs.67,95,140/-.
21.09	Annual Accounts for the Financial Year 2021-22
Discussion	The Finance Committee examined the Annual Accounts and recommended to engage one Chartered Accountant Firm for finalization of Annual Accounts and for Certification. Meanwhile the Annual Accounts for the FY 2021-22 may be got verified and certified by the Chartered Accountant Firm of NIT Warangal. Henceforth, the Annual Accounts are to be submitted to C&AG after certification by Chartered Accountant every year and with due approval of the Finance Committee and Board of Governors.
Decision	The Finance Committee ratified the Annual Accounts for the Financial Year 2021-22 and submission of the same to C&AG for taking up Certification Audit. The Finance Committee also approved for engaging a Chartered Accountant Firm empaneled by the C&AG for preparation and finalization of accounts.

ITEMS FOR REPORTING

21.10	Delegation of Cheque Signing to Registrar and Associate Professor.
Resolution	The Finance Committed noted the same.
21.11	LS & PC of Prof.Dr.Minakshi Jain, Former Director of SPAV
Resolution	The Finance Committee noted the same and directed to issue a reminder for recovery of LS & PC from NIT Hamirpur in lieu of leave availed by Prof.Dr.Minakshi Jain, Former Director, SPAV.
21.12	Grants received and Expenditure Statement for the year 2021-22 & 2022-23 (Up to 30.06.2022) and Status of Research & Consultancy Projects for the year 2021-22 & 2022-23 (Up to 30.06.2022)
Resolution	The Finance Committee noted the same.
21.13	Reporting of pending Audit Paras
Resolution	The Finance Committed noted the observations and directed as follows: IV. Audit Observations on Sponsored Projects: 1. Binucom: a & b and 2. Breucom: a. a. Non Settlement of Advances: Finance Committee directed that as per the observations of C&AG, advances pending against Dr.Deepak John Mathew, drawn from the Project Fund to be recovered with penal interest by writing letter to the Registrar, IIT Hyderabad. Also advance pending against Prof.Razak Ahmed, SPAV from the Project Fund also to be recovered. Advance sanctioned i.f.o. Sh.Nagaraju to the tune of Rs.4,00,000.00 is also



	<p>required to be settled if he has submitted the claims.</p> <p>b. Non release of honorarium to Project members even after lapse of five years: The Finance Committee after detailed deliberation directed to obtain the details from the Project Co-ordinators, whether it is a Research Project or Consultancy Project. The details with regard to Proposals submitted and Approved by the European Commission are also to be submitted by the Project Coordinators. If the Research and Consultancy Rules and Regulations are not formulated, the same should be done as per the guidelines issued by MoE, GoI with mandatory institutional share as the infrastructure and expertise are being provided by the Institute.</p> <p>V. Inadmissible payments: 1. Flat Maintenance Charges for the Residence of Director, SPAV-Rs.1.58Lakhs.: Finance Committee directed to inform NIT Hamirpur for recovery of Flat Maintenance Charges Rs.1,58,250.00 and Electricity Charges Rs.1,56,707.00 i.r.o. Prof.Dr.Minakshi Jain for inadmissible payments from the Institute's Fund as per the observations of C&AG.</p> <p>VI. Non-Adjustment of Miscellaneous/ contingent advances Rs.10.10 lakhs: FC directed to adjust the advances if the bills are submitted otherwise the amount is to be recovered from the employees concerned and intimate the audit.</p> <p>VII. Library Books not returned: FC directed to take necessary action and intimate the Audit.</p> <p>VIII. Insufficient Staff in Internal Audit Wing: FC directed to engage Internal Auditor by issuing advertisement inviting applications preferably from retired Govt. employees of C&AG and other Govt. Institutions.</p> <p>IX. Non-Formulation of Policy regarding Maintenance of Imprest: It has been intimated to FC that a Circular in this regard has already been issued by the Institute and the matter will be intimated to the Audit.</p>
--	---

20/07/22

