



**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT.**

**MINUTES**

*Minutes for the 38<sup>th</sup> meeting of the Finance Committee of the Sardar Vallabhbhai National Institute of Technology, Surat held on Monday, the 21<sup>st</sup> September, 2020 at 2:30p.m. onwards in the Conference Room of Sardar Vallabhbhai National Institute of Technology, Surat.*

1. **Dr. S.R. Gandhi** : Chairman  
Director, SVNIT, Surat
2. **Smt. Darshana Dabral** : Member  
JS & FA, Ministry of Education  
Govt. of India, New Delhi  
(Present through VC/OAEM)
3. **Shri Indrajit Kuri** : Member  
Under Secretary, Ministry of Education  
Govt. of India, New Delhi  
(Present through VC/OAEM)
4. **Dr. R. A. Christian** : Member  
Professor, CED,  
SVNIT, Surat
5. **Dr. P. V. Bhale** : Member  
Associate Professor, MED  
SVNIT, Surat
6. **Dr. P. L. Patel** : Special Invitee  
Deputy Director, SVNIT Surat
7. **Dr. P.V. Timbadiya** : Special Invitee  
Prof. I/C. Finance & Accounts  
Asso. Prof., CED, SVNIT Surat
8. **Dr. Pramod Mathur** : Member Secretary  
Registrar, SVNIT, Surat

Prof G J Joshi, Dean (P&D) and Dr. Gaurang R. Vesmawala, Asso. Dean (Planning & Development) were invited to attend the meeting to present the matters related to the Estate & Store Section.

*Pramod Mathur*  
*23/9/2020*

At the outset, Director and Chairman BoG, Prof. S. R. Gandhi extended a warm welcome to all the members, particularly the members from the Ministry of Education, Smt. Darshana Dabral, JS(F&A) and Shri Indrajit Kuri, Under Secretary. He also welcomed the Board nominees to the Finance Committee, Prof. R. A. Christian and Prof. P. V. Bhale of SVNIT alongwith the Special Invitees Prof. P. L. Patel, Deputy Director and Dr. P. V. Timbadiya, Faculty In-charge (F&A). He also welcomed Dr. Pramod Mathur, Registrar and Member Secretary of Finance Committee.

Joint Secretary (F&A) informed the members that as ADG, Shri Madan Mohan is occupied with work related to the Parliament Session; certain items of the FC/BoGs shall be deferred. and taken up in a special FC/BoGs after some time.

Director expressed his happiness that Institute could successfully completed all academic activities like completion of online classes for the last semester, conducting End Semester Examinations, Project viva, declaring the results in time and starting the present semester with online mode. All these activities were carried out on schedule with the support from all staff, faculty members and students. The difficulties faced due to the lockdown period of almost 6 months has not affected any of the above activities.

The repair and maintenance works for which advance payments have been made to CPWD was affected due to non-availability of laborers during this period. However, the repair works are now going on in full swing and will be able to complete most of them before the students are back on campus.

He requested members to note that during the lockdown period, Institute had spent additional expenditure for various activities such as:

- Providing Bus transport for every batch of students leaving for home to take them to the government medical centre Surat for necessary tests and then dropping them to the railway station.
- Providing free accommodation to about 400 paramedical forces comprising of nurses and medical assistants in one of the hostels for a period of over three months.
- Making the sanitizers available in large quantities to every academic department, faculty, staff and students, security staff, mess workers, etc.
- Concessional rate accommodation provided to medical doctors about 30 for more than three months in the main Guest House.

*Pramod Mathur*  
21/9/2020



- Developing and donating innovative items such as remotely operated trolley, sanitization box for disinfection of items, sanitization tunnel for every vehicle entering in the campus, providing face shield free of cost to Surat Municipal Corporation Hospitals, police departments and mess workers, converting 8 rooms in the Narmad Bhavan Guest House for isolation purpose with required medical facilities.

Thereafter, the Member Secretary was requested to go through the agenda items.

**Item 38.1: To confirm the minutes of the 37<sup>th</sup> meeting of the Finance Committee held on 30/06/2020.**

**Reso 38.1:** “Resolved to confirm the minutes of the 37<sup>th</sup> Meeting of the Finance Committee held on 30/06/2020.”

**Item 38.2: To note and approve the action taken on the resolutions adopted by the Finance Committee in its 37<sup>th</sup> meeting held on 30/06/2020.**

**Reso 38.2:** “Resolved to note and approve the action taken on the resolutions adopted by the Finance Committee in its 37<sup>th</sup> meeting held on 30/06/2020.”

Regarding Item No 37.9, the purchase of the laptop was already initiated through GeM. It was informed to the Committee that last date of receipt of Tender/Bid is September 30, 2020. After opening of bids, the amount of procurement may be approved through circulation of Agenda or may be placed in the ensuing FC/ BoG meeting for approval.

**Item 38.3: To note the Minutes of the 68<sup>th</sup> meeting of the Building & Works committee meeting held on 19/08/2020.**

**Reso 38.3:** “Resolved to note the Minutes of the 68<sup>th</sup> Meeting of the Building & Works Committee meeting held on 19/08/2020 as per Statues 12(5) of NIT Act”.

**Item 38.4: To consider and recommend to the Board of Governors to approve the revised proposal of preliminary estimate submitted by CPWD for the work of “Construction of Residential Quarters (Type-IV) at SVNIT, Surat” through proposal of Higher Education Funding Agency (HEFA).**

**Reso 38.4:** “Resolved to defer the item and be placed in the ensuing meeting of FC/ BoG.”

*Pranav*  
25/09/2020

- Item 38.5:** To consider and recommend to the Board of Governors to approve the revised proposal of preliminary estimate submitted by CPWD for the work of "Construction of Health Centre at SVNIT, Surat" through proposal of Higher Education Funding Agency (HEFA).
- Reso 38.5:** "Resolved to defer the item and be placed in the ensuing meeting of FC/ BoG."
- Item 38.6:** To consider and recommend to the Board of Governors to approve the revised proposal of preliminary estimate submitted by CPWD for the work of "Construction of Advance Earthquake Engineering Lab at SVNIT, Surat" through proposal of Higher Education Funding Agency (HEFA).
- Reso38.6:** "Resolved to defer the item and be placed in the ensuing meeting of FC/ BoG."
- Item 38.7:** To consider and recommend to the Board of Governors to approve the revised proposal of preliminary estimate submitted by CPWD for the work of "Construction of 600 Seater Boys' Hostel at SVNIT, Surat" through proposal of Higher Education Funding Agency (HEFA).
- Reso38.7:** "Resolved to defer the item and be placed in the ensuing meeting of FC/ BoG."
- Item 38.8:** To consider and recommend to the Board of Governors to approve the revised proposal of preliminary estimate submitted by CPWD for the work of "Construction of Out Door Sports Facility (Synthetic Athletic Track, Cricket and Foot Ball Ground) at SVNIT, Surat" through proposal of Higher Education Funding Agency (HEFA).
- Reso38.8:** "Resolved to defer the item and be placed in the ensuing meeting of FC/ BoG."
- Item 38.9:** To consider and recommend to the Board of Governors to approve the revised preliminary estimate submitted by the CPWD for Construction of 500 seater Boys' Hostel for implementation of reservation for Economically Weaker Section (EWS) in Central Education Institute issued by MHRD letter no.F.No.35-4/2019-TS.III dated 19/06/2019 through proposal of Higher Education Funding Agency (HEFA).
- Reso38.9:** "Resolved to defer the item and be placed in the ensuing meeting of FC/ BoG."
- Item 38.10:** To consider and recommend to Board of Governors to approve the revised estimate of Rs.2,11,34,000/- prepared based on DSR 2018 CPWD for the work of "Repair and Restoration work of Civil Engineering Department and Applied Mechanics Department (Now Civil Engineering Department) [South East Portion] of SVNIT Campus, Surat".
- Reso38.10:** The Ministry representative (JS&FA) raised the issue for executing the work by the institute itself instead of taking it up through CPWD. She has expressed her apprehension about non availability of required manpower with Institute Works Department to supervise and execute the work at Institute Level. She has also

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desired that for such high valued work all GFR provision should be followed through comprehensive end to end e-procurement through CPP Portal of Government of India. She has advised that such expenditure should be made from OH-35 only. In response, the Dean (P&D) clarified that the institute has one Executive Engineer alongwith three other Assistant Engineers in the Estate Section. He further informed that the Estate Section is capable of handling such work with its existing resources to supervise the same. He ensured the Committee that comprehensive end to end e-procurement will be followed through CPPP following the GFR -2017 guidelines. After deliberations it was:

“Resolved to recommend to Board of Governors to approve the revised estimate of Rs.2,11,34,000/- (Rs. Two Crores Eleven Lakhs Thirty Four Thousand only) prepared based on CPWD DSR 2018 for the work of Repair and Restoration work of Civil Engineering Department and Applied Mechanics Department (Now Civil Engineering Department) [South East Portion] of SVNIT Campus, Surat. The process of award of work will be through e-tendering on CPP Portal as per the GFR provisions. The work will be carried out subject to availability of adequate funds and will be met from OH-35 only.”

**Item 38.11:** To consider and recommend to Board of Governors to approve the proposal of the preliminary cum detailed estimate submitted by CPWD for the work of “Special Repair and Renovation of Toilet Block of Hostel Building of Bhabha Bhavan at SVNIT Campus, Surat”. Estimated Cost of Rs.4,30,90,000/-.

**Reso 38.11:** “Resolved to recommend to the Board of Governors to approve administrative approval/ expenditure sanction for the work of “Special Repair and Renovation of Toilet Block of Hostel Building of Bhabha Bhavan at SVNIT Campus, Surat” based on the preliminary cum detailed estimate of Rs.4,30,90,000/- (Rs. Four Crores Thirty Lakhs Ninety Thousand only) including contingencies and ESI & EPF prepared on the basis of DSR 2018 rates of CPWD. The work will be executed subject to availability of funds in the respective head from OH-35.”

**Item 38.12:** To consider and approve proposal for extending medical facilities for retired employees as per CGHS norms and payment of CGHS Subscription on Optional Basis.

**Reso 38.12:** Member- Secretary of Medical Advisory Committee presented the proposal before the committee. It was informed that it is a long pending issue and needs direction to the institute authorities for further continuance of medical facilities for retired

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employees in line with Ministry of Health guidelines / Circular including for employees retired during REC regime. The matter was deliberated at length. After deliberation it was decided to maintain status quo for the existing retired employees as on date i.e. 21/09/2020.

“Resolved to recommend to the Board of Governors to maintain status quo for the medical facilities to the existing retired employees as on date i.e. 21/09/2020. However, no fixed medical allowance should be paid to such pensioners/ retired employees who are opting the medical reimbursement from the institute. The Finance Committee recommended to the Board of Governors to discontinue Medical Reimbursement for the employees retiring after September 21,2020 and to pay them fixed monthly medical allowance till finalization of suitable scheme for retired employees by the SVNIT, Board.”

**Item 38.13:** To note and ratify the action taken by the Director of the Institute regarding reduction of Misc. Fees for the academic year 2020-21.

**Reso 38.13:** “Resolved to note and ratify the action taken by the Director of the Institute regarding reduction of Hostel Accommodation Fees (Misc. Fees) for the academic year 2020-21 as the students have not stayed in hostel since lockdown period.”

“Further, it is resolved that such reduced Hostel Accommodation fee (Misc. fee) would be applicable for current semester only till the students are not reporting the Institute Campus.”

**Item 38.14:** To consider and recommend to the Board of Governors to grant administrative approval for the proposal of Professor In-charge Central Store through Dean (P&D) to procure furniture items for Laboratories, Class Rooms, Library and T&P section at the total cost of Rs.1,49,27,103/- (Rupees One Crore Forty Nine Lakhs Twenty Seven Thousand One Hundred three Only) including Taxes and Duties as per the rates available in GeM portal as on date under the Annual Plan 2020-21.

**Reso 38.14** It was informed to the committee that the proposed procurement is to meet the furniture requirement for various academic departments, library and Training & Placement section, class rooms and laboratory requirement of the Institute. After deliberation the committee:

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23/9/2022



“Resolved to recommend to the Board of Governors to grant administrative approval to procure furniture items for academic Departments, Laboratories, Class Rooms, Library and T&P section at the total cost of Rs.1,49,27,103/- (Rupees One Crore Forty Nine Lakhs Twenty Seven Thousand One Hundred three Only) including Taxes and Duties as per the rates available in GeM portal as on date. The items may be procured subject to availability of the fund through GeM/end to end E-procurement portal of Govt of India (CPMP) as per GFR 2017 under OH-35”.

**Item 38.15:** To consider and recommend to the Board of Governors to approve the proposed revised tariff rate of the Institute SVPB Guest House.

**Reso 38.15:** “Resolved to recommend to the Board of Governors to approve the proposed revised tariff rate of the Institute SVPB Guest House (APPENDIX:38.15).”

“Further, it is resolved to recommend to the Board of Governors to have the same amenities charges as per existing norms for immediate next of kin (self, wife, son, daughter, father and mother) of Faculty / Staff members of the Institute”.

**Item 38.16:** To note and ratify the action taken by the Director & Chairperson, BoG's to extend contract period of present Security Service Provider M/s Bimla Enterprises, Delhi for three months at present rate.

**Reso 38.16:** “Resolved to ratify the action taken by the Director & Chairperson, BoG's to extend contract period of present Security Service Provider M/s Bimla Enterprises, Delhi for 1.5 months (i.e. from 01/09/2020 to 16/10/2020) at the estimated cost of Rs.45,05,120/- (Forty Five Lakhs Five Thousand One Hundred Twenty only) including Taxes at present rate under account head of 1/138”.

**Item 38.17:** To consider and recommend to the Board of Governors to approve the proposal for Security Service for the period of one year from M/s. D. G. Nakrani, Bhavnagar at the total cost of Rs. 3,79,56,697/- (Rupees Three Crore Seventy-Nine Lacs Fifty six Thousand Six Hundred Ninety Seven) including Taxes as on date under the account head of 1/138.

**Reso 38.17:** The Finance Committee was informed that the process of tendering of forgoing item was as per GFR-2017.

“Resolved to recommend to the Board of Governors to approve the proposal for Security Services for the period of one year from M/s. D. G. Nakrani, Bhavnagar at the total cost of Rs. 3,79,56,697/- (Rupees Three Crore Seventy-Nine Lakhs Fifty six

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Thousand Six Hundred Ninety Seven only) including Taxes as on date under the account head 1/138 through GeM”.

“Resolved further that, the order value be change based on the revision of minimum wages as per orders of the Ministry of Labour and Employment, Government of India from time to time”.

**Item 38.18:** To consider and recommend to the Board of Governors to approve the revised budget estimate of the Institute for the year 2020-21 and Budget Estimate for the year 2021-22.

**Reso 38.18:** The Proposed Budget Estimate for 2021-22 and Revised Budget Estimate for 2020-21 was presented before the committee. The JS&FA expressed limitation of Ministry of Education for providing funds as desired. It was noted that the revised estimate for 2020-21 is estimated to be 187.42 Crore from Budget estimate of Rs. 208.15 Crore. The budget for 2021-22 is estimated to be 216.37 crore. After deliberation it was:

“Resolved to recommend to the Board of Governors to consider the Revised Estimates 2020-21 and Budget Estimates 2021-22. The Institute may approach the Ministry of Education, GOI, New Delhi for revision of fund allocation for 2020-2021 with justification.”

**Item 38.19:** To note and recommend to the Board of Governors to approve bifurcation of “Other Fees”.

**Reso 38.19:** “Resolved to recommend to the Board of Governors to approve bifurcation of “Other Fees”.

**Item 38.20:** To consider and recommend to the Board of Governors to grant administrative approval for procurement of Electronic Surveillance based Security System in SVNIT at the total cost of Rs. 1,37,96,151/- (Rupees One Crore Thirty Seven Lakhs Ninety Six Thousand One Hundred Fifty One only) including taxes under the account head of 1/138.

**Reso 38.20** “Resolved to defer the item and the same to be placed in the next meeting of FC/ BoG with complete details of existing AMC, proposed monitoring arrangements and additional requirements, if any, alongwith proposal of reduced manpower requirement after implementation of system etc.”

  
23/9/2020



**Item 38.21:** To consider and recommend to the Board of Governors to approve the proposed revised rates of Honorarium / Remuneration/ Sitting fees to external members / experts.

**Reso 38.21:** “Resolved to keep in abeyance the proposals for this financial year upto March, 2021 due to ongoing pandemic situation throughout the country”.

**38.22 Item From Chair:**

**Item 38.22. 1:** To consider and recommend to Board of Governors to grant administrative approval for availing Annual Cleaning and Sanitation Services to the Institute at the total cost of Rs.3,81,56,486/- (Rupees Three Crore Eighty one Lakhs Fifty six Thousand Four Hundred Eighty six Only) including Taxes under the head of “M&R Building Maintenance (1/92)”.

**Reso 38.22. 1** “Resolved to recommend to the Board of Governors to grant administrative approval for availing Annual Cleaning and Sanitation Services to the Institute at the total cost of Rs.3,81,56,486/- (Rupees Three Crore Eighty one Lakhs Fifty six Thousand Four Hundred Eighty six Only) including Taxes under the head Security/ House keeping (OH-31)”.

“Resolved further to empower the Director of the Institute to issue the order and expenditure sanction as per GFR 2017. The work order and expenditure sanction be brought to ensuing meeting of Finance Committee/ Board of Governors for ratification”.

**Item 38.22.2:** To consider and recommend to Board of Governors to grant administrative approval for availing Human Resource Outsourcing Service to the Institute at the total cost of Rs.4,14,57,073.00/- (Rupees Four Crore Fourteen Lakhs Fifty seven Thousand Four Seventy three Only) including Taxes under the head of “M&R Building Maintenance (1/92)”.

**Reso 38.22. 2** “Resolved to place the agenda item through circulation with proper justification on the sanction posts, existing staff and present outsourced human resource based on existing student strength.”

**Item 38.22.3:** To consider and recommend to Board of Governors to grant administrative approval for purchase of furniture items at various hostels at the total cost of Rs.99,02,248/- (Rupees Ninety nine Lakhs Two Thousand Two Hundred Forty eight Only) including Taxes as per the rates available in GeM portal as on date.

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23/9/2020

**Reso 38.22.3**

The proposal to purchase furniture items for various hostels at the total cost of Rs. 99,02,248/- (Rupees Ninety Nine Lakhs Two Thousand Two Hundred Forty Eight only) was placed before the committee. The furniture is required to accommodate the enhanced student strength and converting a single room in to a double room in various hostels including rooms for students of IIIT Surat. After deliberation the committee:

“Resolved to recommend to the Board of Governors to grant administrative approval for purchase of furniture items for various hostels at the total cost of Rs.99,02,248/- (Rupees Ninety Nine Lakhs Two Thousand Two Hundred Forty eight Only) including Taxes as per the rates available in GeM portal. The items may be procured through end to end E-procurement portal of Govt of India (CPPP) as per GFR only. The expenditure may be made from OH-35 subject to availability of funds in the respective year.”

“Resolved further that current item and Agenda item No.38.14 may be clubbed together to get the better offer to the Institute”.

The work order and sanction be brought in ensuing meeting of Finance Committee/Board of Governors for ratification”.

The meeting ended with vote of thanks to the Chair.

  
23/9/2020  
**MEMBER SECRETARY  
FINANCE COMMITTEE**

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CONFIRMED**

  
23/09/2020  
**DIRECTOR  
SVNIT, SURAT**

  
23/11/2020  
**अध्यक्ष/CHAIRMAN  
वित्त समिति  
FINANCE COMMITTEE  
स. व. रा. प्रौ. सं. सुरत  
SVNIT, SURAT**