



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्था, सुरत
शिक्षा मंत्रालय, भारत सरकार द्वारा NITSER अधिनियम के तहत स्थापित राष्ट्रीय महत्व का संस्थान
(An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India)

SVNIT

C/FC(53)/ 2835

Date: 20.02.2025

To,
All the Members
Finance Committee
SVNIT, Surat

20 FEB 2025

SUB: Minutes of the 53rd Meeting of the Finance Committee of SVNIT, Surat
held on 04.02.2025

Sir/Madam,

Please find enclosed the Minutes of the 53rd meeting of the Finance Committee for Sardar Vallabhbhai National Institute of Technology, Surat held on 04.02.2025 for your kind perusal and comments, if any.

The comments, if any, may please be sent back preferably within 5 days to take appropriate action as per decision of the Finance Committee.

Encl.: As above

Handwritten signature of Shri K. K. Singh
20.02.2025

(Shri K. K. Singh)
REGISTRAR
& MEMBER SECRETARY -FC

Copy to:
Director



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT.

MINUTES

Minutes of 53rd Finance Committee meeting of the Sardar Vallabhbhai National Institute of Technology, Surat held on Tuesday, 4th February 2025 at 3:00 p.m. at Sardar Vallabhbhai National Institute of Technology, Surat in hybrid mode (online & offline). The following Members were present:

1. **Prof. Bhim Singh** : Chairman
SERB National Science Chair & Emeritus
Professor, IIT Delhi
2. **Prof. Anupam Shukla** : Member
Director, SVNIT, Surat
3. **Mrs. Veena Dunga** : Member (Online)
Deputy Secretary (NITs)
Ministry of Education,
Shastri Bhavan, New Delhi 110115
Representative of:
Joint Secretary Department of Higher
Education, Ministry of Education, New
Delhi
4. **Shri N. S. Bisht** : Member (Online)
Deputy Secretary , Finance (IFD)
Ministry of Education,
Shastri Bhavan, New Delhi 110115
Representative of:
Joint Secretary & Financial Advisor,
Ministry of Education, GOI, New Delhi
5. **Prof. Keyur P. Desai** : Member
Professor, Deptt. of Mechanical
Engineering, SVNIT, Surat.
6. **Dr. Shweta N. Shah** : Member
Associate Professor, Deptt. of Electronics
Engineering, SVNIT, Surat
7. **Dr. Pramod Mathur** : Member Secretary
Registrar, SVNIT, Surat

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At the outset, the Director welcomed the Chairman, BoG, Professor Bhim Singh and all the members present in the meeting. After preliminary discussions, the following agenda items were taken up for discussion with the permission from Chair:

Item 53.01: To confirm minutes of the 52nd Finance Committee Meeting held on 20.11.2024.

Reso 53.01: It was informed to the members that no comments were received on the minutes of 52nd Finance Committee Meeting. After deliberations, it was:

"Resolved to confirm minutes of the 52nd Finance Committee Meeting held on 20.11.2024."

Item 53.02: To note the action taken on the resolutions adopted by the Finance Committee in its 52nd meeting held on 20.11.2024.

Reso 53.02: ***"Resolved to note the action taken on the resolutions adopted by the Finance Committee in its 52nd meeting held on 20.11.2024."***

Item 53.03: To consider for Payment of gratuity to the Daily wagers of the Institute as per the Payment of gratuity Act 1972.

Reso 53.03: It was informed that at present the Institute has 143 daily wagers on institute's roll and they are working since long and there has not been any addition after the year 2012. Few of them were discontinued due to attainment of 60 years of age or death. The benefit of payment of Gratuity to these daily wagers hasn't been extended. The Institute has received claims for payment of gratuity from some of the daily wagers or from their family members, as they have rendered more than five years of service at the Institute. Earlier in the 44th Finance Committee Meeting the institute has approved to release the gratuity amount to legal heirs of one of the deceased daily wagers as per orders of RLC Vadodara. During discussion, the ministry representative present in the meeting advised to place the detailed list of existing daily wagers with their date of joining, date of birth etc. and the matter will be placed again in the subsequent meeting. After deliberations,

"Resolved to defer the proposal and the matter will be placed again in the subsequent meeting with detailed list of existing daily wagers."

Item 53.04: To consider to grant PF to the Daily wagers of the Institute as per Employees' Provident Funds & Miscellaneous Provisions Act, 1952.

Reso.52.04: It was informed that, at present the Institute has 143 daily wagers on institute's roll and they are working since long and there has not been any addition after the year 2012. Few of them were discontinued due to

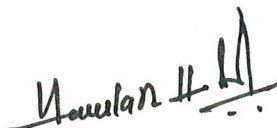
attainment of 60 years of age or death. It was informed during the meeting that, earlier based on the complaint of the Bhartiya Mazdoor Sangh, Rajkot to Regional Provident Fund Office Surat regarding non-compliance of provisions of EPF at the SVNIT Surat, the inquiry u/s 7A of the EPF Act was initiated under which the Assistant Provident Fund Commissioner determined the PF amount to the tune of Rs.148.62 lakhs and directed the institute to remit the same. The institute has filed an appeal before the EPF Appellate Tribunal New Delhi which granted the interim relief and stayed the order. The matter has now been transferred to CGIT Ahmedabad (EPF Appeal No. 61/2017) and pending for hearing. In view of this, the ministry representative present in the meeting advised to defer the proposal and the matter will be placed again in the subsequent meeting. After deliberations,

"Resolved to defer the proposal and the matter will be placed again in the subsequent meeting with detailed list of existing daily wagers."

Item 53.05: To consider to grant permission to join Capacity building program on 'Design and Entrepreneurship' (CBDE) under the aegis of Malaviya Mission Teacher Training Program (MMTTP) of Ministry of Education, New Delhi at the estimated cost of Rs.143.00 Lakhs (One Hundred Forty-Three lakhs) over a period of five years.

Reso 53.05: It was informed that, the SVNIT, Surat has been selected for a capacity building program on 'Design and Entrepreneurship' (CBDE) under the aegis of Malaviya Mission Teacher Training Program (MMTTP) by Ministry of Education to address the key elements of NEP with a specific focus on design and entrepreneurship development. IIITDM, Kancheepuram is acting as the nodal Centre for coordinating the implementation of this program. As per the terms and conditions of the agreement, MMTTP will bear the expense of maximum three mentors honorarium for the first two years of the program (@ Rs.18000/- per mentor per day). The expenses of honorarium of additional mentors as well as travel and local hospitality of all mentors has to be borne by the institute (SVNIT Surat). The estimated expenses for honorarium and other allied expenditure for conducting the program for a period of five years would be Rs.143.00 Lakhs on the part of SVNIT Surat and Rs.43.20 lakhs will be borne by MMTTP. After deliberations,

"Resolved to recommend to the Board of Governors to grant permission for conducting the Capacity Building program on 'Design and Entrepreneurship' under MMTTP scheme of Ministry of Education, New Delhi at the estimated expenditure of Rs.143.00 Lakhs (One Hundred Forty-Three lakhs) only over a period of five years from institute funds (OH-31) as mentioned below."



(Rs. in Lakh)

Particular		Estimated expenditure by SVNIT Surat					
		1 st year	2 nd year	3 rd year	4 th year	5 th year	Total (Rs.)
Honorarium to Mentors		0	0	7.20	7.20	7.20	21.60
Travel Expenditure of mentors (Rs. 30000/- x 8 visits)	No. of mentors	3	3	1	1	1	-
	Expenditure	7.20	7.20	2.40	2.40	2.40	21.60
Local hospitality of mentors (Rs. 1000/- x 40 days)	No. of mentors	5	5	2	2	2	-
	Expenditure	2.00	2.00	0.80	0.80	0.80	6.40
Financial support to student teams	As per proposal	6.00	6.00	6.80	6.80	8.00	33.60
Events & partnership mgt costs (Liaising with industry & NGOs)	As per proposal	10.00	10.00	11.00	11.00	12.00	54.00
Misc. & Contingency		1.40	1.40	1.00	1.00	1.00	5.80
Total estimated expenses (in Lakh Rs.)		26.60	26.60	29.20	29.20	31.40	143.00

Item 53.06: To consider the proposal for revision the norms for utilization of Professional Update Fund (PUF/POH) from Consultancy and Research Projects.

Reso 53.06: It was informed that the distribution norms for amount received through consultancy and research project was approved in the 51st Board of Governors meeting which was recommended by the 34th Finance Committee meeting held on 10.10.2019. In the said distribution some amount from consultancy (5%) /research projects (50% of project overhead) were transferred to Professional Update Fund (PUF) of concerned faculty member account. Based on the requests were received from few faculty members to broader the guidelines for utilization of PUF and to provide more flexibility for utilization of the same a Committee was constituted to propose the revision in the norms for utilization of the Professional Upgrade Fund of the Faculty Members. The recommendation of the Committee was deliberated at length and the following modification were suggested in the proposed norms;

- (a) The clause mentioned at Sr. No. 1 (2) and 10 of the proposed norms be removed.
- (b) In Sr. No. 6, the word etc. be removed.
- (c) In Sr. No.7(1), the Maximum limit for international visit of student should not be more than Rs.2,00,000/.
- (d) In Sr. No.17 is replaced as 'contribution towards the development of Sports facility at Institute'.
- (e) In Sr. No. 18 is replaced as 'Publication charges of extra pages for research paper in National / International journal by faculty members'.

“Resolved to recommend to the Board of Governors to approve the proposed revision in the norms for utilization of Professional Update Fund (PUF/POH) from Consultancy and Research Projects with above modification(s).”

Item 53.07: To consider the proposal for procurement of 17 Nos. of workstation(s) for Institute faculty members under seed money grant at the estimated cost of Rs. 59,18,445/- (Rupees Fifty Nine Lakh Eighteen Thousand Four Hundred Forty Five Only) including Taxes through GeM portal.

Reso 53.07: It was noted that the Institute is allocating the Seed Money Grant of Rs.10.00 lakhs to newly joined Assistant Professors of the Institute as per decision of the 36th Finance Committee meeting and 53rd BoG meeting held on 14.3.2020. A proposal for procurement of 17 Nos workstations for faculty members under seed money grant was discussed in the 52nd Finance committee meeting and 75th Board of Governors meeting held on 20.11.2024. The justification for requirement of server/ work station with different specification and amount was presented before the committee. After deliberations,

“Resolved to recommend to the Board of Governors to approve the proposal for procurement of 17 Nos. of workstation(s) for Institute faculty members under seed money grant at the estimated cost of Rs. 59,18,445/- (Rupees Fifty Nine Lakh Eighteen Thousand Four Hundred Forty Five Only) including Taxes through GeM portal. The Director of the institute is empowered to place the work order to the eligible bidder after due processing through GeM portal.”

A.O.B.

Item 53.08.1: To consider and recommend to Board of Governors to grant extension of contract with M/s Bhakti Management Services Pvt. Ltd. for providing Security Services at SVNIT, Surat for a period of one month i.e. from 01.03.2025 to 31.03.2025.

Reso 53.08.1: It was noted that, the existing Contract for providing Security Services with M/s Bhakti Management Services Pvt. Ltd. will be completing on 28.02.2025. The tendering process for hiring of new Security service provider has been initiated which is under process and may take time to finalize the bidding process. Since the contract with the existing Service provider will be completing on 28.02.2025 and finalization of bidding process for may take time, it was proposed to extend the ongoing contract with M/s Bhakti Management Services Pvt. Ltd. for providing Security Services at SVNIT, Surat for a period of one month i.e. from 01.03.2025 to 31.03.2025 with the same terms and condition of the contract (and as per minimum wages fixed by Ministry of Labour and Employment) or till the award of new contract

whichever is earlier at the estimated cost of Rs.42,75,347/- including all taxes at present rates. After deliberation;

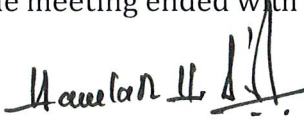
“Resolved to recommend to the Board of Governors to approve to grant extension to M/s Bhakti Management Services Pvt. Ltd. for providing Security Services at SVNIT, Surat for a period of one month i.e. from 01.03.2025 to 31.03.2025 at the estimated cost of Rs.42,75,347/- (Rupees Forty Two Lakhs Seventy Five Thousand Three Hundred Forty Seven only) including all taxes at present rates and as per the terms and condition of the Contract.”

Item 53.08.2: To consider and recommend to Board of Governors to approve the modification in the current honorarium structure for payment to External Experts engaged by Institute for consultancy projects


Reso 53.08.2: It was informed that, the SVNIT Surat is providing consultancy services to outside agencies (clients) in various fields of expertise available. Sometimes it is necessary to engage External Experts by paying honorarium to them. At present there is no fixed rate or maximum ceiling. Looking into the increase in engagement of External Experts in consultancy projects, it is required to review the rate of honorarium for engagement of external expert in consultancy projects taken up by Institute. It was proposed that the payment of honorarium to the external experts be paid according to their qualification/ experience/ scope of services etc. as per wisdom of the Project Coordinator. The amount of honorarium will be within the range of Rs. 3000 to Rs.5000 per hour subject to maximum of Rs. 15000/- per day. After deliberation it was;

“Resolved to recommend to Board of Governors to approve the modification in current honorarium structure for payment to external experts engaged by Institute for consultancy projects within the range of Rs.3000 to Rs.5000 per hour subject to maximum of Rs.15000/- per day. The amount will be subject to availability of adequate funds and limits in the respective consultancy project.”

The meeting ended with vote of thanks to the Chair.


(Shri K. K. Singh)
I/C REGISTRAR &
MEMBER SECRETARY
SVNIT, SURAT


की पुष्टि
CONFIRMED
अध्यक्ष/CHAIRMAN
वित्त समिति
FINANCE COMMITTEE
स. व. रा. प्रौ. सं. सुरत
SVNIT, SURAT


(Prof. Anupam Shukla)
DIRECTOR &
MEMBER
SVNIT, SURAT