

**PUNE INSTITUTE OF ENGINEERING & TECHNOLOGY, PUNE**  
(formerly Government College of Engineering, Pune)  
SHIVAJI NAGAR , PUNE - 411 005

Tel : 020- 2550 7000  
Fax: 020- 2550 7299

e-mail: principal@coep.org.in

No. PIET/FC\_MOM/2005

March 9, 2005

**DRAFT MINUTES OF THE THIRD MEETING OF THE FINANCE COMMITTEE OF "PUNE INSTITUTE OF ENGINEERING & TECHNOLOGY, PUNE" HELD ON WEDNESDAY 9<sup>TH</sup> MARCH, 2005.**

The Third meeting of the Finance Committee of the institute was held on Wednesday, 9th March, 2005 at 11.00 a.m. in the Director's room. The following members were present.

**Members Present**

1. Dr A. A. Ghatol – Chairman
2. Shri Prataprao Pawar – Member
3. Smt. Manisha Shintre - Member
4. Prof. V.K. Kokate – Member Secretary

**Invitees:**

1. Dr B.B. Ahuja
2. Dr S.R. Kajale
3. Dr. S.R. Sathe
4. Prof. S.D. Agashe

**Members Absent**

Mrs. S.S. Karhekar, Deputy Secretary, Department of Finance, could not attend the meeting, as she did not get the permission to do so from her department.

The Director of PIET, Dr A. A. Ghatol formally welcomed all the members.

**Item 1:** Confirmation of the minutes of the First and Second Finance Committee Meeting held on 9<sup>th</sup> November 2004 and 14<sup>th</sup> December 2004.

The minutes were confirmed.

Dr. Ghatol informed the members that we had received a grant of Rs. 2.5 crores under TEQIP and so far we had spent 1.4 crores. He further mentioned that through advertisement a meeting of Suppliers was called and the purchase procedure under TEQIP was explained. A scrutiny committee was established at the institute level to

carry out this task. Dr. Ghatol explained that as per TEQIP guidelines, orders were placed on the lowest bid with no negotiations.

**Item 2:** Presentation of the Institution Quarterly Budget for the year 2004-05. (Item 1 of minutes of 3<sup>rd</sup> BoG meeting held on 8<sup>th</sup> January 2005).

Dr. Ghatol presented the institute quarterly Budget and emphasized that the "Zero" income shown in the budget on account of Government grants depends upon the release of grants by the Government during the next financial year.

Dr. Ghatol mentioned that he would get in touch with Dr. Uday Salunkhe, member BoG, to organise a Financial Management workshop for some of our faculty and staff.

Dr. Ghatol also informed the committee members that some faculty were granted permission to present papers at International Conferences under TEQIP. Shri Prataprao Pawar suggested that for faculty development, criteria should be laid down based on the number of projects carried out as Principal Investigator, distinct achievements made through these projects, new laboratories established etc.

**Item 3:** To consider enhancing Purchase Powers of Director from existing Rs. 1.0 lakh to 2.0 lakhs as is applicable to other autonomous institutes, for instance, SGGGS Nanded. (Item 1 of minutes of 3<sup>rd</sup> BoG meeting held on 8<sup>th</sup> January 2005).

Dr. Ghatol drew the attention of BoG members to item 8 of the second BoG meeting concerning powers to the Director for purchases upto Rs. 2.0 lakhs. He mentioned that at present he was having purchase power upto Rs. 1.0 lakh, while Directors of other autonomous institutes viz, SGGGS, Nanded and VJTI, Mumbai were having purchase power upto Rs. 2.0 lakhs.

All the members were of the unanimous opinion and resolved "that the purchase powers of the Director be raised to Rs. 2.0 lakhs and Institute Purchase Rules be amended accordingly." However, the Finance committee recommended that as and when such purchases are made, falling within the Director's purview, they be reported in the subsequent Finance Committee meetings for information.



**Item 4:** To consider authorized signatories for release of payment on account of various expenditure heads (Item 1 of minutes of 3<sup>rd</sup> BoG meeting held on 8<sup>th</sup> January 2005).

For purchase of equipment/furniture/machinery etc. the BoG at its meeting held on 16<sup>th</sup> October 2004, resolved to sanction the following within the allocated budget approved by the Finance Committee:

- |                          |   |                      |
|--------------------------|---|----------------------|
| 1. Head of Department    | - | upto Rs. 10,000/-    |
| 2. Director of Institute | - | upto Rs. 1,00,000/-  |
| 3. Finance Committee     | - | upto Rs. 5,00,000/-  |
| 4. Chairman, BoG         | - | above Rs. 5,00,000/- |

Also for contingency grant, the BoG empowered the Director with Financial powers upto Rs. 25,000/-.

The BoG further resolved at its meeting held on 16<sup>th</sup> October 2004, that there shall be TWO signatories on the cheques (Director of the institute and the concerned Dean) for purchases upto Rs 1.00 Lakh and TWO signatories (Director of the institute, Mr Prataprao Pawar or Mr Atul Kirloskar) for purchases beyond Rs 1.00 Lakh.

In the subsequent meeting of BoG held on 8<sup>th</sup> January 2005, the issue of signatories for signing of cheques was discussed and it was decided by the BoG members that the finance committee should review and decide the same.

After due deliberations the Finance Committee resolved that "Director of the institute jointly with Mr Prataprao Pawar or Mr Atul Kirloskar be the TWO signatories for all purchase above Rs. 2.0 lakhs and for purchases upto Rs. 2.0 lakhs, Director of the institute jointly with the Dean."

**Item 5:** Approval for purchase of vehicle under DGS&D Rate Contract for the Director of the institute under TEQIP funds (Under TEQIP purchase of vehicle under DGS&D rate contract is permitted. However, value per contract not to exceed Rs.25.0 lakhs). {Reference Page 50 of Project Implementation Plan published by TEQIP}

Dr. Ghatol informed the committee members that the institute bus was written off in 1995 and so also the institute car. In view of the increased number of field visits in the curriculum a 32 seater bus was essential. Dr. Ghatol also informed that the institute in the past had 3 drivers, however, at present only one driver is available for the institute vehicle, and two vacancies exists. Shri Prataprao Pawar suggested that one of the existing peons having heavy-duty license may be upgraded to a driver. The committee approved the purchase of bus under DGS&D rate contract and also filling the vacancy of the driver by up-grading one of the peons having heavy-duty license.

While according approval to the proposal, Shri Prataprao Pawar suggested that opportunities and avenues exist in the Foundry Industry especially so in the automobile castings. In view of this he suggested that the Metallurgical department should approach the automotive industries to get work and orientation in this sector and also undertake research activities in this area.

**Item 9:** Ex-facto sanction for printing of souvenir that was released at the hands of Hon. President of India to commemorate sesquicentenary celebrations.

Dr. Ghatol informed the committee members that through negotiations with the lowest bidder, he had been able to achieve a rate of Rs. 98.85 per copy as against quoted price of Rs. 140 per copy. This souvenir was released at the hands of Hon. President of India to commemorate sesquicentenary celebrations on 1<sup>st</sup> February 2005. The committee accorded ex-facto sanction for printing of 4150 souvenir copies at the rate of Rs. 98.85 per copy, and suggested that these copies be distributed amongst students as well.

**Item 10:** Approval for providing fencing the institute land admeasuring 6 acres at Balewadi.

In the meeting of BoG held on 8<sup>th</sup> January 2005, the BoG approved in principle, the need for the fencing of land at Balewadi. Dr. Kohli suggested that, the finance committee would give necessary approval and make a provision of funds for this work.

Dr. Ghatol informed the committee members that the Board of Technical Education, M.S, will bear the expenses towards the fencing and the work will be carried out by PWD, Govt. of Maharashtra.

Dr. Sathe informed the committee members that we need to carry out fencing near the "Dargah" of the Mechanical Engineering Department. The length of this fencing is approximately 90 meters. The committee approved the expenditure for the same.

However, for the fencing around the land adjoining the Mechanical Engineering Department and the District Judge's residence, the finance committee recommended that the necessary permission be obtained from BoG.



While according approval to the proposal, Shri Prataprao Pawar suggested that opportunities and avenues exist in the Foundry Industry especially so in the automobile castings. In view of this he suggested that the Metallurgical department should approach the automotive industries to get work and orientation in this sector and also undertake research activities in this area.

**Item 9:** Ex-facto sanction for printing of souvenir that was released at the hands of Hon. President of India to commemorate sesquicentenary celebrations.

Dr. Ghatol informed the committee members that through negotiations with the lowest bidder, he had been able to achieve a rate of Rs. 98.85 per copy as against quoted price of Rs. 140 per copy. This souvenir was released at the hands of Hon. President of India to commemorate sesquicentenary celebrations on 1<sup>st</sup> February 2005. The committee accorded ex-facto sanction for printing of 4150 souvenir copies at the rate of Rs. 98.85 per copy, and suggested that these copies be distributed amongst students as well.

**Item 10:** Approval for providing fencing the institute land admeasuring 6 acres at Balewadi.

In the meeting of BoG held on 8<sup>th</sup> January 2005, the BoG approved in principle, the need for the fencing of land at Balewadi. Dr. Kohli suggested that, the finance committee would give necessary approval and make a provision of funds for this work.

Dr. Ghatol informed the committee members that the Board of Technical Education, M.S, will bear the expenses towards the fencing and the work will be carried out by PWD, Govt. of Maharashtra.

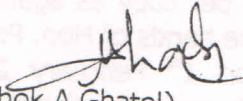
Dr. Sathe informed the committee members that we need to carry out fencing near the "Dargah" of the Mechanical Engineering Department. The length of this fencing is approximately 90 meters. The committee approved the expenditure for the same.

However, for the fencing around the land adjoining the Mechanical Engineering Department and the District Judge's residence, the finance committee recommended that the necessary permission be obtained from BoG.

**Item 11:** Any other matter with the permission of the Chair.

- (i) The Finance Committee recommended that the institute should appoint a legal advisor who could provide advise on legal matters on case-to-case basis.
- (ii) The Finance Committee also approved the appointment of Dr. P.K. Mishra from IIT Kharagpur, who would be joining the Mechanical Engineering Department from 1<sup>st</sup> July 2005, for a period of one year, on sabbatical leave. The consolidated salary approved was Rs.32,000/- p.m. including honorarium, conveyance as well as accommodation.

The meeting ended with vote of thanks to the chair.

  
(Dr Ashok A Ghatol)  
Chairman Finance Committee and  
Director, PIET, Pune