

योजना तथा वास्तुकला विद्यालय : नई दिल्ली
SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI

MINUTES OF 10TH FINANCE COMMITTEE MEETING OF THE SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI, HELD ON WEDNESDAY, 13TH NOVEMBER, 2019 AT 10.30 A.M. IN THE NEW COMMITTEE ROOM OF THE SPA, DELHI

Present:

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| 1. | Dr. Amogh Kumar Gupta
Chairperson, FC | Chairperson |
| 2. | Prof. Dr. P.S.N. Rao
Director | Member |
| 3. | Shri Anil Kumar, Director(Fin)
(Representative, Ms.Darshana M.Dabral, JS & FA, MHRD) | Member |
| 4. | Prof. Dr. D.S. Meshram
(Nominee of BOG) | Member |
| 5. | Prof. Dr. Ranee Vedamuthu
(Nominee of BOG) | Member |
| 6. | Shri Umakant Agarwal
Registrar | Registrar-Secretary |

ADG (NITs/SPAs) & Bureau Head(TE) could not attend. The comments of Technical Section, MHRD on the Agenda were received and same were provided to FC Members for consideration.

Shri Umakant Agarwal, Registrar-Secretary welcomed all Members of the FC and requested the Chairman to start the Meeting.

The Chairman welcomed all the Members and called the meeting to order.

10 FC ITEM NO. 1:	TO CONFIRM THE MINUTES OF 09 TH SPECIAL MEETING OF FINANCE COMMITTEE OF THE SCHOOL HELD ON 26 TH AUGUST, 2019
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The Minutes of 09th Special Meeting of Finance Committee held on 26th August, 2019 were circulated to the Members on 28th August, 2019.

Comments were received from Chairman-FC, Dr.Amogh Kumar Gupta vide e-mail dated 09th September, 2019.

After incorporating the comments, the Minutes of 09th Special Meeting of Finance Committee were confirmed.

10 FC ITEM NO. 2:	TO CONSIDER ACTION TAKEN REPORT ON THE MINUTES OF THE 09TH SPECIAL MEETING OF FINANCE COMMITTEE OF THE SCHOOL HELD ON 26TH AUGUST, 2019
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The Action Taken Report on the Minutes of 09th FC Meeting was presented, as under:

1. 09 FC Item No.1, Minutes of 08th FC were noted.
2. 09 FC Item No.2, the ATR of 8th FC was noted.
3. 09 FC Item No.3, while approving Annual Accounts for the year 2018-2019, the following suggestions of FC were noted as under:
 - i) The School shall adopt accrual accounting system from next Financial Year.
 - ii) Footnote explanations shall be made on increase / decrease of more than 25% in any Head.
 - iii) Proposal to review Mess subsidy is placed at Agenda Item No.3.
 - iv) The School shall properly head all expenditures, Recurring / Non-Recurring.

The 10th Finance Committee noted the Action Taken Report on the Minutes of the 09th Special Meeting of FC and approved the same.


10 FC ITEM NO. 3:	TO CONSIDER AND REVIEW MESS SUBSIDY
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The FC considered and agreed that the Subsidy of 75% shall remain the same i.e. 75% from School out of budget provision under the Head 'Mess Subsidy to Hostel', and remaining 25% to be paid by the hostellers who are members of the Mess.

10 FC ITEM NO.4:	TO CONSIDER PURCHASE OF EQUIPMENT (3D LASER SCANNER)
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The FC considered and approved the purchase of equipment (3D Printer Scanner), subject to availability of funds. However, the FC advised that while inviting tender for the equipment, the following should be clearly mentioned:

1. The provision and cost of extended warranty
2. The acceptance for AMC for the whole life of the equipment from the manufacturer
3. Training for the staff of the School



However, the extant guidelines contained in GFR may be followed. It was also discussed that before inviting Tender etc. a feedback from user(s) may be taken.

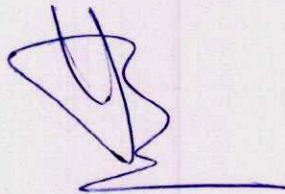
10 FC ITEM NO. 5:	TO CONSIDER PAYMENT OF HONORARIUM TO PH.D EXTERNAL EXAMINERS (OUT OF INDIA)
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The FC considered the proposal and approved that a payment of US\$ 250 may be fixed as honorarium to be paid to foreign examiner for evaluating the Ph.D report in the School.

10 FC ITEM NO. 6:	TO CONSIDER THE RECOMMENDATIONS OF 07 TH BWC MEETING HELD ON 29 TH APRIL, 2019
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The FC noted the recommendations of the 07th BWC held on 29.04.2019 and recommended as under:

1. With regard to 07 BWC Item No.3, the FC considered and approved the cleaning and redevelopment of bore Tube well on the basis of DSR 2016 at a total cost of Rs.89,996/- through e-tendering, as per CPWD specifications and GFR.
2. With regard to 07 BWC Item No.4, the FC considered the proposal and approved the repair of building chajjas and external finishing works of walls painting, whitewashing, distempering of Planning Building at a total cost of Rs.24,63,904/- by calling open tender through e-tendering, newspaper and CPP portal, as per CPWD specifications and GFR.
3. With regard to 07 BWC Item No.5, the FC considered and approved the whitewashing, painting & distempering at Architecture Building at a total cost of Rs.16,90,481/- by calling open tender through e-tendering, newspaper and CPP portal, as per CPWD specifications and GFR.
4. With regard to 07 BWC Item No.6, the FC considered and approved the construction of boundary wall (remaining length) towards cemetery at Architecture Building at a total cost of Rs.8,05,231/- by open tender through e-tendering, CPP portal, as per CPWD specifications and GFR.
5. With regard to 07 BWC Item No.7, considered and approved the raising of floor level Establishment and Accounts Section of the School (Ground Floor) at an estimated cost of Rs.7,18,997/- by open tender through e-tendering, CPP portal, as per CPWD specifications and GFR.
6. With regard to 07 BWC Item No.10, considered and approved the renovation work of Planning Building Canteen as per drawings at the estimated cost of Rs.11,19,201/- through e-tendering, CPP portal, as per CPWD specifications and GFR.
7. With regard to 07 BWC Item No.11, that instead of mentioning as substantial savings, the total amount should be reflected as and when, there are such types of agenda.



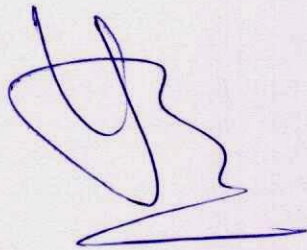
10 FC ITEM NO. 7:	TO CONSIDER THE RECOMMENDATIONS OF 08 TH BWC MEETING HELD ON 30 TH OCTOBER, 2019
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The FC noted the recommendations of the 08th BWC held on 30.10.2019 and recommended as under:

1. With regard to 08 BWC Item No.3A, The Finance Committee considered and approved the works of painting with synthetic paint, oil bound distemper, acrylic paint, acrylic distemper in interiors of all the floors of Planning Building except Girls Hostel at a total cost of Rs.23,92,994/- through contractor after call of percentage rate e-tender online. However, the extant guidelines contained in GFR and GeM may be followed.

It was informed that the works of Architecture Building & Planning Building shall be taken up together after approvals of FC and BOG.

2. With regard to 08 BWC Item No.3B, the FC considered and approved providing and fixing false ceiling in research room & studio room of Department of Transport Planning in Planning Building at a total cost of Rs.1,80,477/- through contractor after call of percentage rate e-tender online. However, the extant guidelines contained in GFR and GeM may be followed.
3. With regard to 08 BWC Item No.3C, the FC considered and approved the providing and fixing pin-up soft boards in Physical Planning studio at a total cost of Rs.1,58,079/- by calling open tender through e-tendering. However, the extant guidelines contained in GFR and GeM may be followed.
4. With regard to 08 BWC Item No.3D, the FC considered and approved the providing and laying water proofing treatment on terrace over lobby outside Canteen in Planning Building at a total cost of Rs.1,50,249/- by calling open tender through e-tendering. However, the extant guidelines contained in GFR and GeM may be followed.
5. With regard to 08 BWC Item No.3E, the FC considered and approved the providing and fixing of PVC doors in Toilets Of Girls At ITO in Planning Building at a total cost of Rs.88,826/- /- by calling open tender through e-tendering. However, the extant guidelines contained in GFR and GeM may be followed.
6. With regard to 08 BWC Item No.3F, the FC considered and approved providing Canopy on the passage area from Mess Hall to Girls Hostel and in front of Mess Hall in Planning Building at a total cost of Rs.85,930/- through contractor after call of percentage rate e-tender online. Instead of polycarbonate sheets, in case fabric canopy is feasible, at same cost, it should be preferred. However, the extant guidelines contained in GFR and GeM may be followed.



ARCHITECTURE BUILDING

7. With regard to 08 BWC Item No.4A, The FC considered and approved the construction works of extension of classrooms and providing & fixing of Transparent Sheet on the new passage at Architecture at a total cost of Rs.3,24,038/- by calling open tender through e-tendering. Instead of transparent sheet, in case fabric canopy is feasible, at same cost, it should be preferred. However, efforts should be made to shift classroom in some other place, as construction of the new campus is already approved. It is suggested that any new construction work should only be undertaken, if it is of utmost necessity.
8. With regard to 08 BWC Item No.4B, the FC considered and approved the renovation of Auditorium of Architecture Building at a total cost of Rs.6,65,962/- through contractor after call of percentage rate e-tender online. However, it is suggested that if the Auditorium is not extensively used, the renovation may be postponed, as the new campus for SPA at Vasant Kunj is already approved.
9. With regard to 08 BWC Item No.4C, the FC considered and approved the water proofing of terrace of Industrial Design Lab in Architecture Building at a total cost of Rs.3,37,558/- through contractor after call of percentage rate e-tender online. However, the extant guidelines contained in GFR and GeM may be followed.

HOSTEL AND RESIDENTIAL COMPLEX, MAHARANI BAGH

10. With regard to 08 BWC Item No.5A, the FC considered and approved the Additions/Alterations in Boys Hostel, construction of Ramp & Staircase from outside to approach the Mess in Maharani Bagh Building at a total cost of Rs.5,50,007/- through contractor after call of percentage rate e-tender online. However, the extant guidelines contained in GFR and GeM may be followed.
11. With regard to 08 BWC Item No.5B, the FC considered and approved the providing and laying water proofing treatment and brick tiling etc. along with installation of water tanks on the terrace of Community Centre in Maharani Bagh Complex at a total cost of Rs.4,80,800/- by calling open tender through e-tendering. However, the extant guidelines contained in GFR and GeM may be followed.
12. With regard to 08 BWC Item No.5C, the FC considered and approved the providing & fixing gym rubber mat flooring tiles of size 508 mm x 508mm in gym area of Hostel in Maharani Bagh Campus at a total cost of Rs.1,66,028/- /- through contractor after call of percentage rate e-tender online. However, the extant guidelines contained in GFR and GeM may be followed.
13. With regard to 08 BWC Item No.5D, the FC considered and approved the providing and fixing of two nos. of Roller Shutters, one at Electrical Substation Room and the other at Hostel Basement Room Maharani Bagh Hostel at a total cost of Rs.37,014/- by calling spot quotation. However, the extant guidelines contained in GFR and GeM may be followed.



OTHER WORKS

14. With regard to 08 BWC Item No.6A, the FC agreed to the suggestion of the BWC that the savings on account of solar system, LED lighting etc. should be highlighted.

The FC considered and approved the renovation of various Electrical & Mechanical Services of 03 Nos. Building (i.e. Planning Campus, Architecture Campus, & Maharani Bagh Residential Campus) of SPA at a total cost of Rs.15,64,60,888/-, as per CPWD proposal.

- a) Further as advised in the FC Meeting, the brief history and background about CPWD taking up electrical works is given hereunder:

Various electrical works such as change of water heating system into solar in the Hostels of the Schools, commissioning of grid interacted solar power plant, upgradation of electrical fixtures in the street lighting and circulation area, etc. were considered and recommended by the then Building Committee in its 41st Meeting held on 27.09.2016.

The Minutes of BC were placed before FC at its Meeting held on 29th September, 2016 under 72 FC Item No. 5 (Sl.No.3 to 8). These items were not taken up for discussion as they did not contain adequate information.

Meanwhile, with the enactment of the SPA Act, 2014, the Building Committee was replaced with the Building Works Committee (BWC).

The 01 BWC in its first Meeting held on 22nd June, 2017 under Item No.2, while approving the Action Taken Report on the Minutes of 41st Meeting of the then Building Committee held on 27.09.2016, made the following observations:

The members suggested that 41 BC Item No. 7, viz., proposal for changing of water heating system into solar in the hostels of School of Planning and Architecture, 41 BC Item No. 8, viz., proposal for commissioning of grid interacted solar power plant at the roof top of School of Planning and Architecture and 41 BC Item No. 9, viz., upgradation of electrical fixtures in the street lighting and circulation area of the Maharani Bagh Residential Complex of SPA may be combined together with a revised cost estimate and a single comprehensive tender may be framed. The work may be assigned to CPWD electrical division for executing the work.

The 01 BWC held on 22nd June, 2017 also recommended the same in principle. It was recommended that CPWD would determine the scope of work and propose cost estimate after examining the buildings. The proposal, as received from CPWD shall be placed before the Finance Committee.

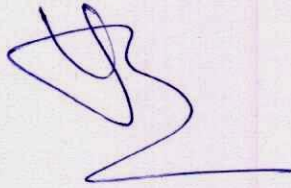


Accordingly, SPA had been requesting CPWD since October, 2017 for taking over the electrical works. The CPWD has now vide letter dated 24.07.2019 forwarded the Preliminary Estimates of Rs.15,64,60,88/- for various electrical and mechanical works of all the 03 campuses of the School to be undertaken before taking over.

- b) As regards electrical and mechanical services of all campuses through CPWD, the total savings in terms of bills with the installation of solar panel shall be calculated in terms of bill amount and the electricity consumptions. The FC inquired the following and advised to clarify the same before entering into an agreement with CPWD:
- I) Whether the replacement of parts is included in the agreement or involve extra payments.
 - II) A summary sheet for each campus with name of work and amount for each work should be prepared.
 - III) The CPWD shall ask for advance, the budgetary requirement for this work should be sought from the MHRD as a special grant in the next financial year.
 - IV) The agreement conditions should be revisited.
- 15) **With regard to 08 BWC Item No.6C**, the FC considered and approved the Miscellaneous Repair works at Architecture & Planning Building at ITO Campus, at a total cost of Rs.4,59,395/- by calling open tender through e-tendering site. However, the extant guidelines contained in GFR and GeM may be followed.
- 16) **With regard to 08 BWC Item No.6D**, the FC considered and approved to release the balance pending payment (over and above 10% of contract value) of Rs.1,13,379/- (after deduction of taxes) to M/s Bharat Construction Company for Renovation/Upgradation of Servant Quarters in Type VII Flats in Maharani Bagh Complex.

Table Items:

1. **With regard to 08 BWC Item No.7A**, the FC considered and approved the work involving Design, Supply and Installation of tensile steel structure covered with Fabric along with allied works on the roof of Library Planning Building Miscellaneous Repair works at Architecture & Planning Building at ITO Campus, at a total cost of Rs.4,77,138/- through contractor after call of open percentage rate e-tender online.
2. **With regard to 08 BWC Item No.7B**, The FC considered and approved the work of construction of toilet for physically disabled / ladies at a total cost of Rs.3,05,918/- through contractor after call of open percentage rate e-tender online.



3. With regard to 08 BWC Item No.7C, The Committee considered and approved the misc. repair works at Residential Complex and Hostel Building at a cost of Rs.4,73,985/- through contractor after call of open percentage rate e-tender online.

In addition to above, the following were advised:

- i) It was advised to take up the repair works of staff quarters (flooring, doors, windows, etc.) unit wise.
- ii) As regards tubewell, it was informed that single tender is received for the second time. On this it was advised that if the Committee finds the single bidder suitable, it can recommend the award of work to the bidder. The FC approved the same.
- iii) The reason for deferment of Item 6E regarding PAR should be mentioned that the works are being handed over to CPWD and hence item withdrawn.

10 FC ITEM NO. 8:	TO CONSIDER ENHANCEMENT OF REMUNERATION OF CONSULTANT (CLINICAL PSYCHOLOGIST) AND MEDICAL OFFICER
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The FC considered and approved the enhancement of remuneration of Consultant (Clinical Psychologist) and Medical Officer from Rs.22,000/- to Rs.30,000/- per month with effect / retrospective effect from November, 2019.

10 FC ITEM NO. 9:	TO ENHANCE MEF CHARGES TO BE PAID BY THE STUDENTS FROM Rs.7000/- TO Rs.12,000/- PER STUDENT / PER ANNUM
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The FC considered the proposal for increasing the Mess Establishment charges and recommended increase from Rs.7,000/- to Rs.10,000 per student with an annual increase of 5% (new Indian Nationals UG/PG/PHD students). The increase in charges will be applicable to newly admitted students of that concerned year.

10 FC ITEM NO. 10:	TO CONSIDER THE BUDGETARY ALLOCATION FOR THE FINANCIAL YEAR 2019-20
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The FC noted the budgetary allocation for the year 2019-20. FC also advised to seek additional grant of Rs.8.00 crores for pension payments. The requirement of enhanced grant should be made to the MHRD for meeting the expenditure.



Table Item(s)

10 FC ITEM NO. 11:	TO CONSIDER INSTALLATION OF GAS PIPELINE AT ITO AND MB COMPLEX HOSTELS
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The FC considered and approved the proposal of gas pipeline at estimated expenditure of Rs.3,46,566/- for both the Hostels Mess - Rs.2,36,253/- for ITO Mess and Rs.1,10,312/- for MB complex Hostel Mess.

The Meeting ended with vote of thanks to the Chair.

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