

**National Institute of Technology  
Rourkela**

***MINUTES***

***20<sup>th</sup> Meeting of Finance Committee***



**DATE : 4<sup>th</sup> October, 2012 (Thursday)**  
**Time : 11.30 Noon.**  
**Venue : Conference Hall**  
**Hotel Swasti Premium, Bhubaneswar.**



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला  
National Institute of Technology, Rourkela

MINUTES OF THE 20<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE, NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA HELD AT 11.30 NOON ON 04.10.2012 (THURSDAY) IN THE CONFERENCE HALL OF HOTEL SWASTI PREMIUM, BHUBANESWAR.

**Members Present:**

- |    |  |     |                  |
|----|--|-----|------------------|
| 1. | <b>Sri B. S. Sudhir Chandra</b><br>Director (Project & Planning) &<br>Chairman, BOG; NIT, Rourkela,<br>Bangalore Metro Rail Corporation Ltd.<br>3rd Floor, BMTC Complex<br>K.H.Road, Shanthinagar,<br>Bangalore - 560 027. | ... | Chairman         |
| 2. | <b>Prof. Sunil Kr Sarangi</b><br>Director<br>National Institute of Technology<br>Rourkela -769 008 (Odisha).   | ... | Member           |
| 3. | <b>Shri Navin Soi,</b><br>Director, Finance<br>Dept. of Higher Education<br>MHRD, Government of India<br>Shastri Bhawan, New Delhi- 110 015.   | ... | Member           |
| 4. | <b>Shri Rajesh Singh,</b><br>Director, NITs<br>Dept. of Higher Education<br>MHRD, Government of India<br>Shastri Bhawan, New Delhi- 110 015.   | ... | Member           |
| 5. | <b>Prof. R. K. Patel,</b><br>Associate Prof., Department of Chemistry,<br>National Institute of Technology<br>Rourkela -769 008 (Odisha).  | ... | Member           |
| 6. | <b>Er. S. K. Upadhyay,</b><br>Registrar<br>National Institute of Technology<br>Rourkela -769 008 (Odisha).   | ... | Member Secretary |

**Members Absent:**

- |    |   |     |        |
|----|---|-----|--------|
| 3. | <b>Prof. (Ms.) Rintu Banerjee</b><br>Professor, Agriculture & Food Engineering<br>IIT, Kharagpur – 721 302. | ... | Member |
|----|---|-----|--------|

Leave of absence was granted for members absent.

**F.C-20 (2012)-01: Welcome to the members by the Chairman.**

*Chairman welcomed all the members to the meeting.*

**F.C-20 (2012)-02: Confirmation of the minutes of the 19<sup>th</sup> Meeting of the Finance Committee held on 29.06.2012 at Bhubaneswar.**

The minutes of the 19<sup>th</sup> Meeting of the FC were sent to the members vide letter No.NITR/RG/BOG-30/321, dt: 24.07.2012. No comments were received from any members.

*The FC confirmed the minutes.*

**F.C-20 (2012)-03: To report on the Action Taken on the minutes of 19<sup>th</sup> meeting of the Finance Committee held on 29.06.2012 at Bhubaneswar.**

The report on the action taken on the decisions made in the 19<sup>th</sup> Meeting of the Finance Committee held on 29.06.2012 was presented for FC's consideration.

*The FC noted the above.*

[Annexure- A1, Pg. ]

**F.C-20(2012)-04: To approve the Budget for the year 2013 -14 and revised estimate for the year 2012-13.**

The budget proposal for the financial year 2013-14 and revised Estimate for the year 2012-13 were put up for consideration of the FC.

*The FC approved the Budget Proposal for the financial year 2011-12 and revised Estimate for the year 2012-13.*

[Annexure- A2 , Pg. ]

**F.C-17(2011)-05: Annual Report for the year 2011 -12.**

The Annual Report for the year 2011-2012 of the Institute were put up on the table for consideration by FC.

*FC approved the Annual Report for the year 2011 – 12. The administration was advised to send the report to MHRD by 15<sup>th</sup> November, 2012.*

[Annexure- A3, ]

**F.C-20(2012)-06: Proposal for special honorarium/allowances to Dy. Director, Deans, Associate Deans, Chief Warden and Asst. Warden at par with IIT system.**

MHRD vide letter No.33-6/2011-TS.III, dt.05.07.2012 has recommended special honorarium /allowances to the following posts as given below:

| Sl. No. | Designation  | Present Honorarium/ Remuneration (Per month) | Proposed Honorarium/ Remuneration (Per month) |
|---------|--------------|--|---|
| 1.      | Dy. Director | -  | Rs.4000/-                                     |
| 2.      | Deans        | Rs.2000/-                                    | Rs.3500/-                                     |
| 3.      | Warden       | Rs.1500/-                                    | Rs.2500/-                                     |
| 4.      | Asst. Warden | Rs.1000/-                                    | Rs.2000/-                                     |

Chief Warden holding the same position as that of Dean may be given honorarium Rs.3500/- P.M.

FC approved the proposal.

[Annexure- A4, Pg. No. <sup>44-45</sup> ]

**F.C-20(2012)-07:**

**Proposal for revised student fee structure.**

On the recommendation of FC vide No. FC15(2010)-09, the BOG vide resolution BOG-26(2011)-06, dt.17.06.2011 had approved the composite student fee structure, from the academic session 2011-12 for B.Tech / M.Tech./ MBA/ M.Sc./ MA/ Ph.D./ M.Tech.(Res.) Programmes.

In the financial year 2011-12, it is observed that the Medical expenditure for the students are as follows:

**i. Medical Expenditure for students:**

| Sl. No.        | Expenditure for students for the financial 2011-12 | (Rs.)                  |
|----------------|--|------------------------|
| 1.             | Medical Expenditure of students                    | Rs.83,92,668/-         |
| 2.             | Insurance.Premium                                  | Rs.19,59,600/-         |
| <b>Total =</b> |  | <b>Rs.103,52,268/-</b> |

**ii) Income from students:**

| Sl. No.        | Expenditure for students for the financial 2011-12 | Rs.                   |
|----------------|--|-----------------------|
| 1.             | Medical Fee collected from students                | Rs.58,24,750/-        |
| 2.             | Medicclaim received from the Insurance Company     | Rs.8,08,502/-         |
| <b>Total =</b> |  | <b>Rs.66,33,252/-</b> |

**iii) Deficit (i) – (ii) = Rs.37,19,016/-**

Thus there is a deficit of amount Rs. 37,19,016/- (Rupees thirty seven lakhs nineteen thousand sixteen only) and out of Rs.1500/- collected from students, Rs.552/- is spent towards insurance premium and the balance money is spent for medical expenditure.

The student strength in the current academic year stands close to 4500. The medical expenditure will accordingly go up. Therefore it is proposed to increase medical fee from Rs.1500 to Rs.2000 per annum from the academic year 2012 -2013. The Institute will review the continuation of insurance at the end of current financial year.

A composite student fee structure is given on the Table for approval of FC and BOG. In addition to incorporation of revised medical fee. Few other items, e.g. hostel admission fee. Book fee and thesis processing fee have been rationalized.

Revised Student Fee Structure for B.Tech / M.Tech./ MBA/ M.Sc./ MA/ Ph.D./ M.Tech.(Res.) Programmes.

| Sl. No | Fee   | Amount   |          |           |          |                  |
|--------|---|--|----------|-----------|----------|------------------|
|        |   | B.Tech.  | M.Tech   | MBA       | M.Sc./MA | Ph.D./M.Tech(R)  |
| 1.     | Admission fee including hostel admission (one time fee)   | Rs.1500  | Rs.1500  | Rs.1500   | Rs.1500  | Rs.1500          |
| 2.     | Tuition fee (per annum)   | Rs.35000   | Rs.35000 | Rs.100000 | Rs.12000 | Rs.5000          |
| 3.     | Other fees (Exam., Library. Electrical etc.) (per annum)  | Rs.6000  | Rs.6000  | Rs.6000   | Rs.6000  | Rs.6000          |
| 4.     | Institute Development Contribution. (One time fee – to be directly deposited into corpus fund at the time of admission) | Rs.10000   | Rs.5000  | Rs.5000   | Rs.5000  | Nil              |
| 5.     | Student Activity fee (per annum)  | Rs.3000  | Rs.3000  | Rs.3000   | Rs.3000  | Rs.3000          |
| 6.     | Medical fees (per annum)  | Rs.2000  | Rs.2000  | Rs.2000   | Rs.2000  | Rs.2000          |
|        | <b>Hostel seat rent (per annum):</b>  |  |          |           |          |                  |
| 7(a)   | Single seated   | Rs.5000  | Rs.5000  | Rs.5000   | Rs.5000  | Rs.5000          |
|        | Double seated   | Rs.4000  | Rs.4000  | Rs.4000   | Rs.4000  | Rs.4000          |
|        | Four seated   | Rs.3000  | Rs.3000  | Rs.3000   | Rs.3000  | Rs.3000          |
|        | Family Accommodation  | -  | -        | -         | -        | Rs. 6000 or 8000 |
| 7(b)   | Permitted to stay outside the Hall  | Lower fees appropriate to the hall to which attached |          |           |          |                  |
| 7(c)   | Hostel Establishment fee (per annum)  | Rs.5000  | Rs.5000  | Rs.5000   | Rs.5000  | Rs.5000          |
| 8.     | Souvenir fee in pre final semester  | Rs. 500  | Rs. 500  | Rs.500    | Rs.500   | Nil              |
| 9.     | Caution Money (one time fee, refundable)  | Rs.5000  | Rs.5000  | Rs.5000   | Rs.5000  | Rs.5000          |
| 10.    | Book Fee (Per Annum) for purchase of text books)  | Rs.2000  | Rs.2000  | Rs.2000   | Rs.2000  | Nil              |

**Miscellaneous fees:**

|  |          |
|--|----------|
| Grade Cards and Certificates (Original)  | NIL      |
| Grade Cards and Certificates except degree certificate (Duplicate)                     | Rs. 500  |
| Duplicate Certificate to correct errors  | NIL      |
| Degree Certificate (Duplicate) with Police FIR and Affidavit                           | Rs. 2000 |
| Duplicate Identity Card  | Rs. 500  |
| Duplicate Health Card  | Rs. 100  |
| Delayed Payment (before Semester Registration)   | Rs.500   |
| Delayed Payment (beyond Registration date)   | Rs. 2000 |
| Official transcripts for students (one time payment)                                   | Rs. 500  |
| Official transcripts for Alumni (per institution) (Subject to a minimum fee of Rs.500) | Rs. 200  |
| Fees for summer courses (per courses)  | Rs. 2000 |
| Alternative Mid-Sem or supplementary exam (per course), if permitted                   | Rs. 500  |
| Fees for mid term TC   | Rs. 1000 |
| Thesis processing fee [for Ph. D. and M. Tech (R) students]                            | Rs.4000  |
| Miscellaneous services (each service)  | Rs. 500  |

Revised Student Fee Structure for B.Tech / M.Tech./ MBA/ M.Sc./ MA/ Ph.D./ M.Tech.(Res.) Programmes.

| Sl. No | Fee   | Amount   |          |           |          |                  |
|--------|---|--|----------|-----------|----------|------------------|
|        |   | B.Tech.  | M.Tech   | MBA       | M.Sc./MA | Ph.D./M.Tech(R)  |
| 1.     | Admission fee including hostel admission (one time fee)   | Rs.1500  | Rs.1500  | Rs.1500   | Rs.1500  | Rs.1500          |
| 2.     | Tuition fee (per annum)   | Rs.35000   | Rs.35000 | Rs.100000 | Rs.12000 | Rs.5000          |
| 3.     | Other fees (Exam., Library. Electrical etc.) (per annum)  | Rs.6000  | Rs.6000  | Rs.6000   | Rs.6000  | Rs.6000          |
| 4.     | Institute Development Contribution. (One time fee – to be directly deposited into corpus fund at the time of admission) | Rs.10000   | Rs.5000  | Rs.5000   | Rs.5000  | Nil              |
| 5.     | Student Activity fee (per annum)  | Rs.3000  | Rs.3000  | Rs.3000   | Rs.3000  | Rs.3000          |
| 6.     | Medical fees (per annum)  | Rs.2000  | Rs.2000  | Rs.2000   | Rs.2000  | Rs.2000          |
|        | <b>Hostel seat rent (per annum):</b>  |  |          |           |          |                  |
| 7(a)   | Single seated   | Rs.5000  | Rs.5000  | Rs.5000   | Rs.5000  | Rs.5000          |
|        | Double seated   | Rs.4000  | Rs.4000  | Rs.4000   | Rs.4000  | Rs.4000          |
|        | Four seated   | Rs.3000  | Rs.3000  | Rs.3000   | Rs.3000  | Rs.3000          |
|        | Family Accommodation  | -  | -        | -         | -        | Rs. 6000 or 8000 |
| 7(b)   | Permitted to stay outside the Hall  | Lower fees appropriate to the hall to which attached |          |           |          |                  |
| 7(c)   | Hostel Establishment fee (per annum)  | Rs.5000  | Rs.5000  | Rs.5000   | Rs.5000  | Rs.5000          |
| 8.     | Souvenir fee in pre final semester  | Rs.500   | Rs.500   | Rs.500    | Rs.500   | Nil              |
| 9.     | Caution Money (one time fee, refundable)  | Rs.5000  | Rs.5000  | Rs.5000   | Rs.5000  | Rs.5000          |
| 10.    | Book Fee (Per Annum) for purchase of text books)  | Rs.2000  | Rs.2000  | Rs.2000   | Rs.2000  | Nil              |

**Miscellaneous fees:**

|  |          |
|--|----------|
| Grade Cards and Certificates (Original)  | NIL      |
| Grade Cards and Certificates except degree certificate (Duplicate)                     | Rs. 500  |
| Duplicate Certificate to correct errors  | NIL      |
| Degree Certificate (Duplicate) with Police FIR and Affidavit                           | Rs. 2000 |
| Duplicate Identity Card  | Rs. 500  |
| Duplicate Health Card  | Rs. 100  |
| Delayed Payment (before Semester Registration)   | Rs.500   |
| Delayed Payment (beyond Registration date)   | Rs. 2000 |
| Official transcripts for students (one time payment)                                   | Rs. 500  |
| Official transcripts for Alumni (per institution) (Subject to a minimum fee of Rs.500) | Rs. 200  |
| Fees for summer courses (per courses)  | Rs. 2000 |
| Alternative Mid-Sem or supplementary exam (per course), if permitted                   | Rs. 500  |
| Fees for mid term TC   | Rs. 1000 |
| Thesis processing fee [for Ph. D. and M. Tech (R) students]                            | Rs.4000  |
| Miscellaneous services (each service)  | Rs. 500  |

**Note:**

- 1) Tuition fee and all other fees except the one time fees will be collected in two equal installments during Semester registration.
- 2) Tuition fee of SC/ST students taking admission in all postgraduate (except MBA) and research programmes will be born by the Institute.
- 3) Students provided with family accommodation in institute quarters (if any) will be attached to a hall for married students. They will pay seat rent at the higher rate of S.S. Bhatnagar Hall of Residence.
- 4) Hostel seat rent (except that for family accommodation) includes electricity charges up to 50 units per student per month, average. Excess consumption will be billed extra, uniformly for all the students of the hall.
- 5) Tuition fees and development fees can be borne by research projects in case of students of all categories, if the student's research activity has a bearing on the project.
- 6) Medical fee will entitle the student to free treatment and medicines at the Institute Health Centre, plus insurance cover against hospitalization if such a scheme is adopted by the Institute.
- 7) Students are required to pay fees during all the semesters (or part thereof). They are in the roll of the Institute from admission till thesis submission.
- 8) Institute employees enrolled in M.Tech.(Res.) or Ph.D. Programme are exempted from paying all fees except admission fee and examination fee.
- 9) Foreign students coming under different schemes will pay tuition fee at a rate fixed under the scheme, instead of the rate given above.
- 10) Ph. D., M.Tech.(Res) and M.Tech. Students who are granted withdrawal are exempted from paying fee under Medical fees and hostel fees.
- 11) A student permitted to stay outside the halls at his own request shall pay full seat rent and establishment fee for the hall he is attached to.
- 12) The seat rent chargeable to students who have taken withdrawal during short term visit to the institute shall be 10 % of annual rent for each month (30 days) or part there of.
- 13) When persons other than students are given hostel accommodation, they will pay seat rent at the same rate as for students, but on 6 monthly basis, payable at entry, in January and in July, irrespective of their date of entry. Every payment amount shall be 50% of annual seat rent.
- 14) Candidates for D.Sc. Degree will pay thesis evaluation fee equal to that for Ph.D students.
- 15) B.Tech/ Dual Degree (B.Tech & M.Tech)/ M.Sc./MA/ M. Tech and MBA students will be given coupons to buy books of their choice against the book fee paid at the beginning of every semester.
- 16) Semester fees shall normally be payable at the time of Pre-registration, which is done in the previous semester or at the time of admission. Delayed payment will attract penalty which may be waived in case of students awaiting receipt of scholarships or Bank Loans till. Semester registration date, but not beyond.
- 17) If a student fails to submit thesis within one month of acceptance of synopsis by the Academic Office, the thesis processing fee needs to be paid again.

*FC approved the proposal.*

[Annexure- A5, Pg. No. ]

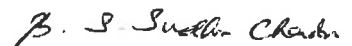
**F.C-20 (2012)-08: Any other item with the permission of the Chair.**

*The meeting ended with thanks to the Chair.*



**(S.K. Upadhyay)**

Registrar and Secretary  
Finance Committee, NIT., Rourkela



**(B.S. Sudhir Chandra)**

Chairman  
Finance Committee, NIT., Rourkela