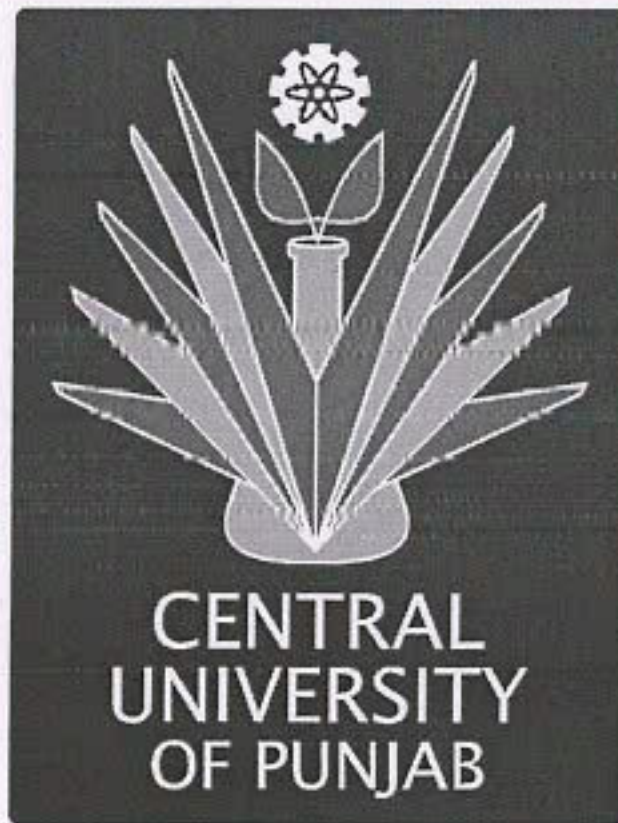


Central University of Punjab
Bathinda



Proceedings
of
Eighth Meeting
of
Finance Committee

held on
March 16, 2015

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Central University of Punjab, Bathinda

Proceedings of Eighth Meeting of the Finance Committee

held on 16.03.2015 at 11:00 a.m.

at Committee Room, Indian National Science Academy, New Delhi

Following members were present:

Prof. R. K. Kohli	:	Vice Chancellor (Chairman)
Er. Shamlal Garg	:	Member, <i>(from Executive Council)</i>
Shri K. P. Singh	:	Member, <i>(Joint Secretary (CU)), UGC, New Delhi</i>
Shri Fazal Mahmood	:	Member, <i>(Representative of Joint Secretary (Finance)), MHRD</i>
Shri D.R.K. Rao	:	Member, <i>(Representative of Joint Secretary (CU &L)), MHRD</i>
Prof. P. Ramarao	:	Member
Prof. R. C. Sharma	:	Secretary

Welcome Note of the Vice Chancellor

The Chairman heartily welcomed the members of the Finance Committee and opined that the university would benefit immensely from their visionary advice. He further welcomed them to the Eighth meeting of the Finance Committee and thanked them for sparing their valuable time from their busy schedule to participate and help the university in taking appropriate decisions.

He also shared with the members and admitted that in the absence of the Finance Officer and Internal Audit Officer in the university, there could be some lapses in presentation of the fiscal report. He brought to the notice of the members that the first Finance Officer is to be appointed by the Visitor. As per the Act of the university, applications for the appointment of Finance Officer were advertised through advertisements four times. Only 3 candidates (1 out of Advt. NT-01 (2013) and 2 out of NT-01 (2014) have been found eligible. The University will have to invite applications again.

Item No. FC:8:2015:1

**To confirm the minutes of
Seventh Finance
Committee meeting held
on 25.11.2014**

The Secretary stated that since no discrepancy in the minutes of the 7th meeting have been received, he proposed to confirm the minutes of the Seventh Meeting of the Finance Committee.

The Committee **RESOLVED** to approve the minutes of the

Seventh Meeting of the Finance Committee held on 25.11.2014.

Item No. FC:8:2015:2

To inform Actions Taken on the decisions of the Finance Committee in its Seventh Meeting held on 25.11.2014.

The Registrar presented the Actions Taken Report on the decisions of the Finance Committee in its Seventh Meeting on 25.11.2014.

Annexure-1

Initiating discussion, Shri K.P. Singh suggested that as per the **UGC letter F.No. 57-1/2009 dated 24.5.2012**, all the recommendations of Building Advisory Committee and the status on construction activities should be placed on table for consideration of the Finance Committee from time to time. He gave a copy of letter also. Er. Shamlal Garg further told that it should be substantive agenda item for each meeting of the Finance Committee. Shri Fazal Mahmood brought to the notice that in the above mentioned letter there is a proforma revised by UGC for information of the university on cost abstract, status of buildings and schedule of project etc.

Registrar responded that such letter was neither received nor is in the notice of the university. However, both the suggestions were readily agreed to.

Shri K.P. Singh also told that many of the universities are not following the guidelines for composition of Building Advisory Committee (BAC). He asked to ensure that the composition of BAC is as per guidelines notified by the commission and no deviation should be there. Shri Fazal Mahmood suggested to send the copy of composition of BAC through email. This was agreed to.

Talking on the **item No. FC:7:2014:8** of Action Taken Report, about the list of 52 Authorised Medical Attendants (AMAs) and appointment of doctor on priority basis, Shri K. P. Singh inquired if the doctor appointed is against the post of sanctioned. Prof. Ramarao clarify and stated that one post each of male and lady doctor are sanctioned.

In response to the query regarding the availability of CGHS facility in Bathinda, it was shared that the list of AMAs in the absence of CGHS in Bathinda, has been adopted and the list is as per the approved by the Income Tax Department of Central Government.

While referring to item No. **FC:7:2014:4** of Action Taken Report, Er. Shamlal Garg suggested that in future, the

information w.r.t. the status on "Separate Audit Report" (SAR), audit objections and follow-up action be brought to FC, para wise.

Taking cue from this, the Chairman instructed the Registrar/Secretary to prepare the Action Taken Report (ATR) in elaborated form, including the actions taken and objections received, if any by the university as suggested.

The members also suggested to keep the Finance Committee in loop to inform the status of various follow-up activities on the decisions of Committee. It was agreed to.

After great deal of discussions, the Council **RESOLVED**, to confirm the Action Taken on the decision of the Finance Committee in its Seventh Meeting held on 25.11.2014.

Item No. FC:8:2015:3

Report by the Vice Chancellor on the progress of the University since last meeting

The Vice Chancellor made a PPT presentation and briefed the members of the Committee about the progress of the university since the Seventh Meeting of Finance Committee held on 25.11.2014.

Annexure-2

The members appreciated the progress made by the university and complemented on best research output in comparison to other Central Universities.

Item No. FC:8:2015:4

To Consider XII Five Year Plan Allocation/Action Plan (Budget Estimates/ Revised Estimates).

The Secretary brought to the notice of the members of the Finance Committee about the Revised Budget Estimates for XII Five Year Plan Allocation/Action Plan (as expected upto 31st March 2015)

Annexure-3

Prof. P. Ramarao brought to notice of the members that UGC has the total outlay of Rs. 333.5 crores under XII plan. Their existing balance is Rs. 24.117 crores from the XI plan.

In XII Plan grant of Rs. 160 crores has been received on the total amount available with the university. An interest of Rs. 10.25 crores has been earned. In addition Rs. 71.58 lacs are the academic receipts and fee etc.

In nutshell, the available funds with the university were Rs. 195.08 crores while the expenditure have been 135.58 crores and balance of Rs. 59.50 crores. This includes committed expenditure for which the orders have already been placed. In some cases material has already been received.

This includes expenditure of Rs. 40.87 Crores to be released to EIL which is 40.87 Crores to be released which is 30% of project cost. About 71.27% of the XII Five Year Plan has been utilized. He further expressed the need **Rs. 115 Crores**.

Construction activities could not be started for relevant reasons like non-availability of Vice Chancellor, lack of approvals of maps and other mandatory approvals. In the meantime because of cost escalation the funds became less than the required cost. The university had to cancel the construction of residence of Vice Chancellor, senior officers, office of the Vice Chancellor and office of the Registrar even senior faculty residences. He also shared since the main campus of the university is 25 kms away from the city, for retaining the expert faculty, we would require some small school and commercial area on the campus. We are also committed to the solar power because of site constraints. He sought approval of Finance Committee for additional requirements so that after taking further approval from Executive Council it could be sent to UGC. In this, Shri K.P. Singh expressed that the revision of allocation of funds at this juncture may be difficult by UGC. He also expressed that revision within the allocated budget is possible. To this, Prof. Ramarao stated that the allocated outlay is already deficient and we need revision of the adjustments of funds wherever surplus.

Shri Fazal Mahmood suggested that the revised proposal should be sent to the UGC in the month of November.

It was clarified that the university never delayed in responding to the UGC communications. This year also the details of expenditure were submitted to the UGC in time. The revised budget plan could be sent only after mandatory approvals from FC and EC. Since we are waiting for the date of meeting with the UGC w.r.t. budget estimates of 2015-16 in this regard. During that meeting the university proposes to ask for the modification in the budget estimates of 2015-16. It is for that reason we are seeking approval of FC. It was agreed by all.

Further, Er. Shamlal Garg also pointed out that the income from the interest should also be incorporated in the balance sheet. It is already being done was brought to the notice of the members. Total of Rs. 10.25 crores interest earned by the university has been included in the statement of income.

After detailed discussions, Er. Shamlal Garg suggested that the **Memorandum** in the form of **Justification Report** in tabular format for allotment of additional funds should be

prepared by the university and sent to the University Grants Commission, New Delhi. He further explained that the justification report should clearly mention the details of requirements and funds required for the same.

It was **RESOLVED** to approve (a) the proposed revision of the Plan Budget and recommend to the Executive Council for its approval. It was further **RESOLVED** that in future the statement of expenditure and income be prepared in the format of Budget. It was still further **RESOLVED** to recommend to the EC to approve the construction of buildings (VC Residence, VC Office, commercial area, Campus School up to primary level and Solar power System.

Item No. FC:8:2015:5

To consider Earn While You Learn (EWYL) Scheme for the students.

The Secretary informed the members that the university encourages the students to take up part-time jobs at the university to make them partially independent under the "Earn While You Learn" scheme on campus develop their creativity and skills during their stay on the campus. This will give them much needed training, better understanding about the university, help in building confidence and impart feeling of belongingness.

Annexure-4

The members appreciated the initiative of the university. However, Prof. Agyajit Singh suggested to increase the minimum wages from Rs. 40 per hour to be paid to the students under the scheme. In his view it is a meagre sum.

Shri Fazal Mahmood advised that there should be an adequate/sustainable funds including the reserve to execute the "Earn While You Learn" scheme. He also suggested that the funds for this scheme must be generated by the university out of its own resources. The members suggested to increase the revenue for this scheme, if possible. It was agreed to look into, its sustainability.

The Committee **RESOLVED** to approve the start of "Earn While You Learn" (EWYL) scheme in the university out of its own funds and at a rate which is sustainable.

Item No. FC:8:2015:6

To consider the payment of Rs. 40.87 Crores to be released to Engineers India Limited (EIL)

The Secretary brought before the members the Committee regarding the payment of Rs. 40.87 Crores to be released to Engineers India Limited (EIL) – the Project Management Consultant – Government of India undertaking

Annexure-5

He brought to the notice of the members following clauses of the approved agreement between the CUP and EIL:

1. Clause 9.5 of the agreement with the EIL (PMC)

"The CLIENT shall deposit 30% (Thirty percent) of the estimated tender cost in the account as initial deposit before award of any execution/procurement contract. PMC shall not finance the PROJECT at any stage or assume liability in the form of execution or commitment".

2. Clause 9.3 of the agreement provides that

"PMC shall open and maintain a separate interest bearing account for the PROJECT in any of the Nationalized Banks in the name of the university".

3. Clause 9.6 provides that

"PMC shall invest the above deposits in the form of fixed deposits in the university account with the permission of the CLIENT and the interest of deposit will be credited to this account".

The committee advised that the university should open an **Escrow** account for the purpose of interest on account of payment of Rs. 40.87 Crores.

Shri D.R.K. Rao **advised** to ensure the release (30% of Rs. 136.22 Crore) is as per GFR rules.

The selection of selection of M/s Engineers India Limited (EIL), New Delhi as the Project Management Consultants were approved in EC in its meeting dated 16.7.2012 vide item No. EC:8:2012:7.

The members of the Committee **suggested** to constitute the Monitoring Committee to work out the modalities for release of payment to which the Chairman explained that the matter is being taken up in the current agenda vide **item No. FC:8:2015:7.1**

Shri Fazal Mahmood reiterated that the minutes of the Building Advisory Committee (BAC) should always be placed on table for consideration of the Finance Committee.

After clarifications and discussions, it was considered and **RESOLVED** to approve the release of Rs. 40.87 crores, i.e. 30% of Rs. 136.22 Crore to the PMC. It was further **RESOLVED** that the minutes of the BAC/sub Committee be placed in the next FC meeting in future.

Current Agenda:

Item No. FC:8:2015:7

7.1

To nominate the members for the release of payments to Engineers India Limited and M/s Pradeep Sachdeva Design Associate (PSDA).

The Secretary brought to the notice of the members that for construction of the new campus, the university has a Building Advisory Committee that takes care of the Technical aspects of the building. For the financial aspects including payment, we have no expert nor do we have Finance Officer or Audit Officer. Under the situation the university proposes to constitute following committee for Financial Monitoring:

- a) Dean Academic Affairs
- h) Registrar
- c) Consultant (Engineer)
- d) One member of Finance Committee
- e) One member from outside CUPB

He also proposed that the quorum be of three members with at least one from (d) or (e) of the above committee.

In view of the above, he suggested that one member of Finance Committee and one member from outside CUPB may be nominated by the Finance Committee or the Vice Chancellor may be authorised to nominate the above members, for the release of payment to Engineers India Limited and M/s Pradeep Sachdeva Design Associate (PSDA) in future.

The members of the Finance Committee unanimously **RESOLVED** to authorise the Vice Chancellor to nominate the members to the above committee.

Item No. FC:8:2015:7.2

To consider rate of remuneration for evaluation of thesis/dissertations and various fees to be charged from the students.

The Secretary informed the members regarding the rate of remuneration for evaluation of thesis/dissertation and other fees to be charged from the students

1. Remuneration for Evolution of theses/dissertations

S.No.	Programme	Honorarium for Thesis/ Dissertation/ Viva-voce		
		Existing Honorarium (Per Student)	Proposed Honorarium (Per student)	Viva-Voce (For External Examiner)
1.	M.Phil. Dissertation/theses	Rs. 500	Rs. 1000	-

2	Other Post Graduate Programmes	Rs. 500	Rs. 500 + postal charges	-
3.	Ph.D. Thesis (i) Honorarium to External expert in India (ii) Honorarium to External expert outside India	Not Defined	(i) Rs. 2500 (ii) US \$ 130	Rs. 2000

2. Fee for Degrees/Marks sheets

The University has decided to issue all the degree certificates and marks sheets on high quality non-tear-able sheets. Such certificates would have advanced security features. Therefore, it is proposed that following fee may be charged from the students:

S.No.	Particulars	Fee in Rs.	Remarks
1	Fee for Issuing Mark Sheet	100	May be included in semester fee
2	Fee for Degree Fee/convocation	175	May be included in one-time fee
3	1. Fee for duplicate degree/mark sheet 2. Correction in Name in Degree/mark sheets	500	
4	Postal charges (if applicable)	50	

3. Other Fee

No.	Particulars	Existing Fee	Proposed Fee
1	For Supplementary/Re-appear/Improvement Examination	100 per course	200 per course
2	For special chance/mercy chance/special exam (if applicable and with approval of the vice chancellor)	-	3000 per course

The Committee **RESOLVED** to approve the rate of remuneration for evaluation of thesis/dissertation and other fees to be charged from the students as per the above mentioned particulars (given in Sr. No. 1, 2, and 3).

Item No. FC:8:2015:7.3

To consider the participation of university in Central Universities Common Entrance Test (CUCET-2015)

The Secretary informed the members that the university is in process of participating in the Central Universities Common Entrance Test (CUCET-2015) organised for the upcoming academic session 2015-16.

He also informed the committee that the CUCET-2013 was also organized by Central University of Rajasthan and this university also participated in the CUCET-2013. The

balance from the participating fee which is Rs. 10.00 Lacs (approx.), has not been remitted so far.

After discussions, the Committee suggested that the university may participate in the CUCET-2015 but the fresh payment will be released after the remitting previous balance amount Rs. 10.00 Lacs (approx.) with detail of expenditure be remitted from CUCET-2013 account.

The Committee **RESOLVED** to approve the participation of university in the CUCET-2015 and **FURTHER RESOLVED** that the university may also follow its own mechanism for filling up the vacant seats as per the Central Universities Act.

Item No. FC:8:2015:8

Any other item with the permission of the Chair.

Item No. FC:8:2015:9

Fixing date of the next meeting of the Finance Committee

The Council authorized the Vice Chancellor to fix the date for the next meeting of the Finance Committee.

Sd/-
(Secretary, F.C.)

Proceedings Approved

Sd/-
Prof. R. K. Kohli
Vice Chancellor & Chairman Finance Committee

Actions Taken on Finance Committee during its 7th Meeting

Item No.	Decision in Brief	Action Taken
Item No. FC:7:2014:1	The Committee resolved to recommend to approve the amended minutes of the Sixth Meeting of the Finance Committee held on 22.08.2014.	Implemented
Item No. FC:7:2014:2	The Committee resolved to confirm the Actions Taken on the decision of the Finance Committee in its Sixth Meeting held on 22.08.2014 after suggested amendments.	Noted
Item No. FC:7:2014:3	The members appreciated the progress made by the University. The members suggested that the presentation depicting progress of university be also supplied.	Implemented
Item No. FC:7:2014:4	The Committee considered the Separate Audit Report and resolved to recommend the Separate Audit Report of the Comptroller and Auditor General of India on the accounts of Central University of Punjab for the financial year 2013-14 along with para-wise replies on Separate Audit Report on the accounts of Central University of Punjab, Bathinda for the year ended 31.03.2014. Sh. Sham Lal Garg advised the University to send a tabular year wise, para-wise reply of SARs along with status of pending action, if any.	Noted Implemented
Item No. FC:7:2014:5	The Committee considered the Financial Code of the University. The Committee suggested that Financial Code may be studied in detail by some expert of financial matters before approval. The Committee resolved to recommend to adopt GFR 2005, DFPRs, CVC Guidelines and other relevant Government of India guidelines issued from time to time. The Committee suggested to follow the E-procurement/E-tendering instruction of Department of Expenditure Government of India strictly and to download these provisions from the website of the Ministry of Finance.	Noted and under implementation Implemented Implemented
Item No. FC:7:2014:6	The Committee resolved to recommend the acceptance of Annual Financial Report for the year 2013-14.	Noted
Item No. FC:7:2014:7	The Committee resolved to recommend to implement the Joint Cadre Review Committee report as such by the University.	Implemented
Item No. FC:7:2014:8	The list of 52 Authorized Medical Attendants was discussed in detail and after long discussion, the Committee suggested to appoint a regular doctor on priority basis. The Committee suggested to seek comments of UGC on AMAs list followed from Income Tax Department, Bathinda. The Committee recommended to attempt to appoint some doctor and that status quo be maintained till proper arrangements of a medical practitioner are in place.	Under implementation

Item No. FC:7:2014:9	<p>Current agenda</p> <p>Item No. FC:7:2014:9.1 After clarifications and discussions, the Committee resolved to approve the construction of second side of the entry road at main campus, as proposed.</p>	Under implementation
Item No. FC:7:2014:10	<p>Any other item with the permission of the Chair.</p> <p>10.1 The members of the Committee advised that hard copies of Agenda should be provided to the member about a week before that meeting.</p> <p>10.2 The Ministry of Human Resource Development should be approached for expediting the nomination of various visitor's nominees, especially those required for conducting interview for Statutory Positions.</p>	<p>Noted and implemented</p> <p>Repeated reminder sent to MHRD</p>
Item No. FC:7:2014:11	The Committee authorized the Vice Chancellor to fix the date for the next meeting of the Finance Committee.	-

WELCOME

Hon'ble Members of Finance Committee

8th Meeting: 16th March 2015**Agenda Items**• **Item No. FC:8:2015: 1**

To confirm the minutes of the Seventh Meeting of the Finance Committee held on 25.11.2014.

The minutes were circulated to all the members and no comments were received.

• **Item No. FC:8:2015: 2**

To inform Actions Taken on the decisions of the Finance Committee in its Seventh Meeting held on 25.11.2014.

Annexure-I• **Item No. FC:8:2015: 3**

To note the report of Vice Chancellor on the progress of university since the last meeting of the Finance Committee held on 25.11.2014.

• **Item No. FC:8:2015: 4**

To Consider XII Five Year Plan Allocation/Action Plan (Budget Estimates/Revised Estimates)

Revised Budget Estimates for XII Five Year Plan Allocation/Action Plan is put up for approval of the Finance Committee.

Annexure II• **Item No. FC:8:2015: 5**

To consider Earn While You Learn (EWYL) Scheme for the students.

To make the students self-reliant and develop their creativity and skills during their stay at campus, the University encourages the students to take up part time jobs at the University to make them independent under the "Earn While You Learn" scheme on campus.

Annexure-III• **Item No. FC:8:2015: 6**

To consider the payment of Rs.40.87 Crore to be released to Engineers India Limited (EIL).

As per clause 9.5 of the agreement with the EIL (PMC), "The CLIENT shall deposit 30% (Thirty percent) of the estimated tender cost in the account as initial deposit before award of any execution/procurement contract. PMC shall not finance the PROJECT at any stage or assume liability in the form of execution or commitment"

• **Item No. FC:8:2015: 6 Contd.....**

Clause 9.3 of the agreement provides that "PMC shall open and maintain a separate interest bearing account for the PROJECT in any of the Nationalized Banks in the name of the university".

Clause 9.6 provides that "PMC shall invest the above deposits in the form of fixed deposits in the university account with the permission of the CLIENT and the interest of deposit will be credited to this account".

In view of the above, the payment of Rs.40.87 Crore (30% of Rs.136.22 Crore) to the PMC is put up for the consideration and approval of the Finance Committee.

Annexure-IV• **Item No. FC:8:2015:7**

Current agenda, if any.

Item No. FC:8:2015:7.1

To nominate the members for the release of payments to Engineers India Limited and M/s Pradeep Sachdeva Design Associate (PSDA).

A Committee may be constituted of the following officials for release of payment to for the construction of new main campus:

- Dean Academic Affairs
- Registrar
- Consultant (Engineer)
- One member of Finance Committee
- One member from outside CUPB

The quorum will be at least three with at least one from (d) or (e) above of the committee.

In view of the above, it is suggested that one member of Finance Committee and one member from outside CUPB may be nominated by the Finance Committee or the Vice Chancellor may be authorised to nominate the above members, for the release of payment to Engineers India Limited and M/s Pradeep Sachdeva Design Associate (PSDA) in future.

• **Item No. FC:8:2015:7.2**

To consider rate of remuneration for evaluation of theses/dissertations and various fees to be charged from the students.

1. Remuneration for Evolution of theses/dissertations.

S.No.	Programme	Honorarium for Thesis/ Dissertation/ Viva-voce		
		Existing Honorarium (Per Student)	Proposed Honorarium (Per student)	Viva-Voce (For External Examiner)
1.	M.Phil Dissertation/theses	Rs. 500	Rs. 1000	-
2.	Other Post Graduate Programmes	Rs. 500	Rs. 500 + postal charges	-
3.	Ph.D. Thesis	Not Defined		
	(i) Honorarium to External expert in India		Rs. 2500	Rs. 2000
	(ii) Honorarium to External expert in Abroad		Rs. 5000	Rs. 4000

Item No. FC:8:2015:7.2 Contd....

2. Fee for Degrees/Marks sheets.

The University has decided to issue all the degree certificates and marks sheets on high quality non-tear-able sheets. Such certificates would have advanced security features. Therefore, it is proposed that following fee may be charged from the students:

S.No.	Particulars	Fee in Rs.	Remarks
1.	Fee for Issuing Mark Sheet	100	May be included in semester fee
2.	Fee for Degree Fee/convocation	175	May be included in one time fee
3.	1. Fee for duplicate degree/mark sheet 2. Correction in Name in Degree/mark sheets	500	
4.	Postal charges (if applicable)	Nil	

Item No. FC:8:2015:7.2 Contd....

3. Other Fee

S.No.	Particulars	Existing Fee	Proposed Fee
01	For Supplementary/Re-appear/Improvement Examination	100 per course	200 per course
02	For special chance/mercy chance/special exam (if applicable and with approval of the vice chancellor)	-	3000 per course

• **Item No. FC:8:2015:8**

Any other item with the permission of the Chair.

• **Item No. FC:8:2015:9**

Fixing date of the next meeting of the Finance Committee.



THANK YOU

**STATUS OF EXPENDITURE POSITION UNDER PLAN SCHEMES AND UNSPENT BALANCES POSITIONS
XII PLAN**

NAME OF THE UNIVERSITY : CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

FORMAT - I

UNSPENT BALANCES as on 31.03.2015
(in lacs)

Sl. No.		XII Plan Allocation (Vide Letter No.D.O.No.F.1- 1/2012 (CUJ) dated 10.05.13)	Opening balances as on 1.4.2012 out of XI Plan releases	Grant Received during 2012 to 2017 (XII Plan)	Interest earned on the grant received	Academic Receipts/ Fees/ Other receipts etc.	Total funds available with the University (4+5+6+7)	Expenditure incurred during XI Plan (1 2008-09 to 2011- 12)	Expenditure incurred against XII Plan Allocation/ Releases	(% of Utilisation) (10/8)	Unspent Balances as on 31.03.2015 (8-10)
1	2	3	4	5	6	7	8	9	10*	11	12
1	XII Plan General Development Assistance (Including Merged Scheme and Fellowship Scheme) which is now a part of XII Plan GDA	33350.00	2411.70	15500.00	989.78	71.58	18973.06	4537.68	13521.82	71.27%	5451.24
2	Additional Grant (if any please specify) (XII Plan)	-	-	-	-	-	-	-	-	-	-
(i)	For Establishment of School of Education	-	0.00	500.00	35.06	0.00	535.06	0.00	35.76	6.68%	499.30
	Total	33350.00	2411.70	16000.00	1024.84	71.58	19508.12	4537.68	13557.58	-	5950.54

* Final figures shall emerge after the Audited Balance sheet as on 31.03.2015 from the Internal Auditors.

Signature.....

Officer on Special Duty (Finance)

Central University of Punjab, Bathinda

Dated : 19.05.2015

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

Earn While You Learn (EWYL) Scheme

Central University of Punjab, Bathinda, supports to make the students self-reliant and develop their creativity and skills during their stay at university. The university encourages the students to take up part time jobs at the university to make them independent under the "Earn While You Learn" scheme on campus.

Objectives

1. Exploit the immense potential of students as a valuable human resource.
2. Involve the students in management and development of the institution.
3. Give students hands on experience and thereby prepare them for jobs in future.
4. Encourage young students to learn about dignity of labour.
5. Prevent students from avoidable distractions and engage them in meaningful, positive activities.
6. Enable meritorious and needy students to earn a reasonable amount every month to meet their expenses.

Eligibility

- Students who are registered in CUPB for any programme.
- The students should not be the recipients of fellowship/financial aid from any other funding agency, either private or public.
- All post graduate students (with above criteria) of the university departments can be considered for the assistants in library, laboratory, computer centre and store.
- A supervisor may be nominated to monitor the progress work and maintain the attendance record under each category and he/she may countersign with the COC for forwarding the monthly claims.

In order to keep vigil on the deployment of students and payments to be made to them the following restrictions/ rules are required to be imposed:

1. Students may be assigned a task for maximum 1 hour per day during the weekdays and 4 hours/day during the weekends.
2. The working hours will be before or beyond the regular scheduled classes and studies should get affected due to working under EWYL scheme.
3. The EWYL committee shall make the recommendation for the selection of candidates.
4. Enrollment register is to be maintained by the concerned faculty/staff which may contain full particulars of the enrolled student and details of the work to be allocated to him mentioning therein actual working hours.
5. The concerned faculty/staff is to verify the work done and will record on the payment voucher that the student has actually worked for which the remuneration is being paid.
6. The accounts section has to maintain the entire record and will produce the same for scrutiny as and when requested by the audit.
7. Any student claiming false payments will be immediately terminated from the EWYL scheme and disciplinary action will be taken against him.

Under the Earn While You Learn (EWYL) scheme the students can be assigned various tasks as listed below in the university campus:

Laboratories: In the labs/workshops the students can be engaged for making them responsible for handling the equipment/machinery, its maintenance and upkeep, storage of equipment and upkeep of Laboratories/Workshops. Senior students shall be useful for conduct of practicals.

- Preparing protocol handouts for practicals and research work.
- Helping the faculty in the purchase of essential laboratory accessories. ➤ Maintenance of stock registers and other record in the laboratory.

Library: The students engaged for library jobs such as cataloguing, re-shelving of the books and journals in shelves, display of books, repair and binding the books.

Office: The students can also be engaged for performance of various office jobs like preparation of statements, compilation and analysis of data, maintenance of student and faculty data and help in preparation of reports.

University Stores: Store inventory, data entry, maintaining registers.

Hostel/Mess: Maintenance of hostel records such as student's attendance, general cleanliness in the mess and hostel.

The above job descriptions are only illustrative and not exhaustive. Other jobs/areas may be added subsequently based on the feedback from university staff and students.

Computer Centre

Day Care Centre

How to Apply

Interested students may apply in the prescribed application form available on the university website (www.cup.edu.in).

Payment

The accounts section of the university may be directed to maintain the entire record and budget head.

For doing the above jobs the students may be paid @ Rs. 40/- per hour (Minimum wages notice attached) and students would be permitted to work for maximum 1 hours a day during weekdays and 4 hours/day during weekends and this ceiling on working hour is stipulated that the jobs are not pursued at the cost of study.

Selection Procedure

The applications from students would be invited any time a need of additional help is felt by any center/office of the university. The EWYL Committee shall select the students on the basis of students interest, expertise (if any) and the knowledge/skills the applicant has.

Central University of Punjab

Established vide Act No. 25(2009) of Parliament

Earn While You Learn (EWYL) Scheme

Application Form

Photograph of
student

1. Name of the Student (In Capital)
2. Father's Name:
3. Mother's Name:
4. Date of Birth (in figures):
5. Programme in which registered (Name of the Course with year):.....
6. Registration no.....
8. Name of the Centre:.....
9. Any Financial assistance being received (Govt., Private or Public agency).....
10. Computer knowledge or any other expertise
11. Residential Address:.....
- Tel. No. & Mobile No.....
12. Emergency Contact:.....

13. Declaration by the student

Ihereby declare that the above information furnished by me is correct to best of my knowledge. I have read the rules of Earn While You Learn (EWYL) Scheme and shall abide by. I will also maintain the balance between my studies and job under EWYL Scheme.

Date:

Signature:

14. Recommended and forwarded by

COC

EWYL committee

- 7.6 PMC shall take revised sanction for expenditure from CUPB if the contract value exceeds 10% of the sanction of expenditures.
- 7.7 PMC will sign agreements with successful CONTRACTORS/ VENDORS on behalf of CLIENT based on the Power of Attorney to be provided by CLIENT in this regard.
- 7.8 PMC shall continue with the tendering activities during the study/ approval of Master Plan stage/ EIA clearance stage to save time. However any delay in approval shall be considered for extension of time.

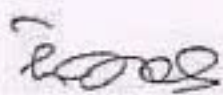
CLAUSE 8 - COST TO BE BORNE BY THE PMC

The PMC shall bear the cost of the following items and these are deemed to have been included in the Consultancy fees payable by the CLIENT to the PMC under CLAUSE 4.

- 8.1 Payments to all personnel engaged by the PMC including their employees, engineers etc.
- 8.2 All travel, conveyance, living, boarding, lodging, salary and perks of PMC's personnel engaged in the PROJECT, insurance of all kinds for PMC's personnel including accident benefits, postage, communication and telephone charges, stationeries, internet charges, and all other expenses of the PMC for the purpose of discharge of its SERVICES. Also the cost of furnished office accommodation including water and electricity charges shall be borne by PMC.

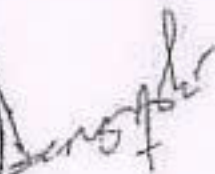
CLAUSE 9 - PAYMENT AND ACCOUNTAL PROCEDURE

- 9.1 The payments to CONTRACTORS/ VENDORS shall be made by the PMC.
- 9.2 The payment to the ARCHITECT appointed by the CLIENT for the work will be made by the CLIENT on certification of PMC.
- 9.3 PMC shall open and maintain a separate interest bearing account for the PROJECT in any of the Nationalized Banks in the name of the university. PMC shall give periodically (but not later than once in a quarter) copies of the expenditure certified by a representative of PMC on the PROJECT, for reimbursement of expenditure incurred from the funds advanced to PMC, along with the future requirement of funds. All expenditures on this account shall be borne by the CLIENT.
- 9.4 The disbursement by the CLIENT shall be made by transfer of funds to this account.
- 9.5 ~~The CLIENT shall deposit 30% (Thirty percent) of the estimated tender cost in the account as initial deposit before award of any execution/ procurement contract. PMC shall not finance the PROJECT at any stage or assume liability in the form of execution or commitment.~~
- 9.6 PMC shall invest the above deposits in the form of fixed deposits in the university account with the permission of the CLIENT and the interest of deposit will be credited to this account.



जगदीश कुमार सिंह, कुलसचिव
 पंजाब विश्वविद्यालय, लुधियाना-151001
 Jagdish Kumar Singh, Registrar
 Central University of Punjab, Ludhiana-151001





(14)

**इंजीनियर्स
इंडिया लिमिटेड**  **ENGINEERS
INDIA LIMITED**
(भारत सरकार का उपक्रम) (A Govt. of India Undertaking)
Infrastructure Division, R & D Complex, Sec-16, Gurgaon-122001

Ref: EIL/ Infra /A372/CUPB/2015/031

Dt. 24.02.2015

Central University of Punjab,
City Campus, Mansa Road,
Bathinda- 151 001 (Punjab)
(Fax no.: 0164-2864106)

Kind Attn. : Er. G. S. Sra, Consultant/ Mr. Puneet Jassal, A.E

Sub : Establishment of main campus for CUPB at Bathinda - Release of funds to the project escrow account

Dear Sir,

With reference to the above subject, you are aware that the Tender for Composite works of Phase-1A (estimated cost Rs135.22 Crore) has been floated on press NIT basis on 13.02.2015 and the works are targeted to be awarded by end March,2015. Accordingly, as per the provisions of Clause no. 9.5 of the Contract Agreement, funds of approx. Rs 40.87 Crore (30% of the estimated cost) may be transferred to the Project Escrow Account at the earliest.

Thanking you,

Very truly yours,



Sunil Dahiya
A.G.M (Infrastructure)
sunil.dahiya@eil.co.in
(Fax no. 0124-2391410)

Cc : Registrar, CUPB – For information pl.