



GOVERNMENT COLLEGE OF ENGINEERING KALAHANDI, BHAWANIPATNA
(An Affiliated college of BPUT, Odisha)

At: Kandhabandopala, Bhawanipatna Dist: Kalahandi-766003 (Odisha)

MINUTES OF THE 2ND MEETING OF THE FINANCE COMMITTEE (FC)
HELD ON 17-04-2025, 10 AM,
AT BOARD ROOM, GCEK, BHAWANIPATNA

Sl No	Name	Mode	Designation
1.	Prof. (Dr.) Debi Prasad Mishra, Director, NITTTR Kolkata	Offline	Chairman
2.	Sri S.B. Mohapatra, OFS (SSG), FA-cum-Special Secretary to Government, SDTE Department	Online	Member
3.	Prof. (Dr.) S.S. Dash, Principal	Offline	Member
4.	Dr. P. K. Muduli, Dean, Faculty & Planning	Offline	Member
5.	Dr. C. R. Dash, Dean, Students' Welfare	Offline	Member
6.	Dr. L. P. Panda, Finance Officer In-charge	Offline	Convener

At the outset, Dr. L. P. Panda, the Finance Officer (I/C) welcomed Hon'ble Chairman and the members present in the 2nd meeting of the Finance Committee. Thereafter, the Chairman, Finance Committee, welcomed the members to the Meeting of the Finance Committee. All the members of the Finance Committee were present through offline mode except Sri S.B. Mohapatra, OFS (SSG), FA-cum-Special Secretary to Government, SDTE Department. There being a quorum, the 2nd Meeting of the Finance Committee commenced with the permission of the Chair.

GENERAL ITEMS

Item No. 2.1 To confirm the Minutes of the 1st Meeting of the Finance committee of GCE Kalahandi, Bhawanipatna held on 07 January, 2025

The Minutes of the 1st Meeting of the Finance Committee of held on 07-01.2025 at SCTE & VT, Bhubaneswar were discussed and since there was no comments received from any of the distinguished members of the Committee, the Finance Committee confirmed the same.

Item No. 2.2 Action (s) Taken Report (ATR) in respect of the decision of the 1st FC meeting of Finance Committee

The actions taken on the resolution of the 1st Meeting of the Finance Committee is tabulated below.

Item	Agenda	Action Taken
1.3	Providing financial assistance to the students	Standard Operating Procedure (SOP) is prepared
1.4	Financial Approval for organizing International / National Conferences /Seminars/ STTP in the college.	Standard Operating Procedure (SOP) is under preparation in consultation with the other institutes.
1.4.1	Payment to the faculties towards accommodation charges for attending FDP / Conferences / Seminar / Official duties etc. inside and outside the state of Odisha	Standard Operating Procedure (SOP) is prepared
1.5	Enhancement of Hostel Establishment fee from Rs. 11000/- to Rs.14000/- per annum	A comparative statement of Hostel Fee structure of 3 Govt. Colleges of Odisha is prepared.
1.6	Engagement of additional manpower such as Dealing Assistant /Junior Clerks etc. under HODs and Deans for smooth management of Academic and Administrative works of GCEK.	Preparation of a revised proposal is under process.
1.7	Engagement of CA Firm for Checking of Annual Accounts since its inception of the college and engagement of one Accountant having inter Costing or inter-chartered qualification for Account Section.	The selection of CA firm is under process.

Resolution: The actions taken on the resolution of the 1st Meeting of the Finance Committee held on 07-01.2025 at SCTE & VT, Bhubaneswar was circulated as part of the agenda items. During the meeting, the action taken report on the agenda items were elaborately explained to the Committee members. After deliberation on the ATR, the Finance Committee agreed and noted the action taken by the Institute.



ITEMS FOR CONSIDERATION AND APPROVAL

Item No. 2.3 Providing financial assistance to the students while attending the various conferences / workshops / symposiums / start up activities, Hackathon etc.

A Standard Operating Procedure (SOP) for availing TA / Other charges by the students for attending Conferences / Workshops / Start-up & Innovation Activities / Hackathon / Sports / Participation in Inter-college Competitions / Extra-curricular activities conducted by BPUT / other Government Colleges / Universities / Institute of National Importance like NIT, IIT etc.	
1	Reimbursement of Registration Fee of the students.
2	A student can avail the transport expenses i.e. actual to and fro Bus fare / Sleeper (Non A/C) Railway fare in shortest route from the College to the hosting Institute / Organisation for participating any such activities as mentioned. To avail the <i>transport expenses one has to produce the actual tickets for reimbursement.</i>
3	A student can also avail the local conveyance, i.e. from Railway Station / bus Stand to the Venue by Auto / Town Bus / Rickshaw etc. The expenses will be reimbursed on the production of actual Tickets / Bills / Receipts etc. However, the Local Conveyance expenses should be limited to ₹300 /- per Trip.
4	In case the Hosting Organisation is not providing the food facility at the Venue, food expenses of the student will be borne by college but limiting up-to ₹300/- per day , on the production of the actual Bill.
5	If free Boarding is not provided by the host Institute / Organisation, a student can avail the shared accommodation facility and the accommodation charge will be borne by the college but limiting to ₹ 500 /- per day. The expenses will be reimbursed on the production of the actual receipt.
6	For various activities, students will be nominated / selected by Dean (S & W).
7	The financial assistance for extending such activities will be from the Development Fund of the Institute. Further, a separate “ Corpus Fund ” will be created for the purpose.

SOP FOR UTILISATION OF STUDENTS FEES

The committee constituted by the order No-GCEK/073 dated 17.01.2025 to prepare the guidelines for utilization of collected student's fees for students submitted recommendations as presented below.

Sl. No.	Heads of Student's Fee	Heads on which the money will be utilised
1	Tuition Fee	<ul style="list-style-type: none">Classroom logistics including Smart board, White board, Pen etc.Equipment's for seminar hall

		<ul style="list-style-type: none"> • Invited lectures • Development and resources needed for running various courses like NPTEL, Coursera etc. • Teaching and Learning materials for students beyond syllabus • Organising Conference and Seminars for the benefit of the students • Presentation and publication of research papers in conference and journals by students • Technical Event competition for students • Orientation programme • Soft Skill and Technical training to students to support placement activities • College Brochures (For newly admitted students and for placement) • Raw materials for the Laboratory to support the student's projects
2	Development Fee	<ul style="list-style-type: none"> • Furniture for Classrooms, Seminar Halls, Offices and Hostel (On requirement basis) • AC classroom (Repair and Maintenance) • Minor maintenance on Civil and Electrical equipment's of college and hostel • Purchase and maintenance of Gymnasium materials • Running maintenance of Officiated Clubs of the college (Limited to Maximum 5% of the revenue including all clubs) • Institute sanitation facility
3	Lab Maintenance	<ul style="list-style-type: none"> • AMC of costly equipment's • Repair of equipment's • Calibration if any
4	Student Activity Fee	<p>Out of the total fee collected the amount must be utilised in the following proportionate</p> <ul style="list-style-type: none"> • Cultural activities – 65% • Sports activity – 25% • UDDAN – 5% • Celebration of Ganesh Puja/Saraswati Puja and Biswakarma Puja- 5%
5	Internal Exam Fee	<ul style="list-style-type: none"> • Papers, cartridge and stationary items required for examination section • Desktop, Laptop, Printing and Photo copier machines required for Exam section
6	Site Visit	Recommended for two study visits per year
7	Training and Placement fee	<ul style="list-style-type: none"> • To carry out placement activities (60%) • Providing soft skill and training (38%) • Placement Boucher (2%)

Resolution: The Finance Committee perused the **Standard Operating Procedure (SOP)** and discussed the recommendation of the Committee constituted for providing financial assistance to the students. After detailed deliberation, the Finance Committee approved and recommended the same for approval of the Board of Governors.

Further, the FC discussed on the recommendation of the Committee constituted for utilising the students fee for students only. After detailed deliberation, the Finance Committee approved both the proposals. Further; FC recommended the same for approval of the Board of Governors.

Item No. 2.4 Providing financial assistance to the faculties towards the accommodation charges while attending FDP / workshops / STTP / official duties etc. and presenting in conferences / seminars / symposiums etc.

SOP for Availing TA / DA & Other Allowances Charges by faculties for attending Workshops / Conferences / Startup & Innovation Activities / Hackathon / and other Similar faculty Activities Conducted by BPUT, SDTE / AICTE /UGC/BoG etc.							
1	TA & DA of Faculties will be provided as per the office memorandum No. 6743 dated 14-03-2024 of Finance Department, Govt. Of Odisha.						
2	Faculties should submit Tour Program and Tour Dairy for availing TA and DA.						
3	Reimbursement of Hotel Accommodation Charges on tour outside the state will be made as per the office Memorandum No. <u>6743 dated 14-03-2024</u> of Finance Department, Govt. Of Odisha.						
4	There is no provision for accommodation inside the State in the office memorandum No. 6743 dated 14-03-2024 of Finance Department, Govt. Of Odisha. Thus, Accommodation charge is proposed as given below. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Pay Level as per the Academic Pay Matrix [ORSP Rule – 2019]</td> <td>The reimbursement of Hotel Accommodation Charges</td> </tr> <tr> <td>Level 12 & Above</td> <td>Rs. 4,500.00/- per day</td> </tr> <tr> <td>Level 10 & 11</td> <td>Rs. 2250.00/- per day</td> </tr> </table>	Pay Level as per the Academic Pay Matrix [ORSP Rule – 2019]	The reimbursement of Hotel Accommodation Charges	Level 12 & Above	Rs. 4,500.00/- per day	Level 10 & 11	Rs. 2250.00/- per day
Pay Level as per the Academic Pay Matrix [ORSP Rule – 2019]	The reimbursement of Hotel Accommodation Charges						
Level 12 & Above	Rs. 4,500.00/- per day						
Level 10 & 11	Rs. 2250.00/- per day						
The expenditure will be borne from the Development Fund of the institute / Govt. Non-Salary Grant (other contingencies).							
5	Selection process of faculties for attending Conferences / Workshop / STTP etc. will be done by Dean (F&P).						

Resolution: The Finance Committee perused the Standard Operating Procedure (SOP) and discussed in detail on the recommendation of the Committee constituted for providing financial

assistance to the faculties towards the accommodation charges while attending FDP / workshops / STTP / official duties etc. and presenting in conferences / seminars / symposiums etc.

Item No. 2.5 Proposal for procurement of 125 no. of desktop computers as per requisition placed by the different departments of the college.

Sl	Department	No. of Computers required
1	CE Dept. (Computational Lab)	25 Nos.
2	CSE Dept.	50 Nos.
3	Mechanical Dept. (CAD Lab.)	25 Nos.
4	Humanities (Communication Lab.)	25 Nos

Resolution: The Finance Committee discussed the proposal and suggested for preparation of an exhaustive list showing the number of computers available in the institute in department wise and how many are required to meet the present need. Further, FC advised to place the same proposal in the next meeting.

Item No. 2.6 Proposal for procurement of equipment above 10 lakhs as per requisition placed by the different departments of the college.

Sl	Name of the Department	Name of the Equipment	Total cost (₹) (Excluding GST)
1	Civil Engineering	• TOTAL STATION	₹ 11,00,000.00
2	Mechanical Engineering	• Ansysy Software (1 user) • Solidwork Software (3 user): • Workshop upgradation (as per BPUT syllabus)	₹ 11,00,000.00 ₹ 15,00,000.00 ₹13,00,000.00
3	Electrical Engineering	• Electrical Power Transmission and Distribution Training Set • Transmission Line Analyzer Model Specification	₹13 ,00,000.00 ₹13 ,00,000.00

Resolution: The Finance Committee discussed the proposals placed by the various departments for purchase of the equipments in detail and approved for the purchase of the equipments, except

one of the equipment named “Transmission Line Analyzer Model Specification” of Department of Electrical Engineering. However, FC suggested to place for the purchase of the equipment with requirements in detail as an agenda in the next financial committee for further discussion.

Item No. 2.7 Enhancement of Hostel Establishment fee from Rs. 11000/- to ₹14000/- per annum

SL. NO.	HEAD / COMPONENT	Fee (₹)
1	Seat Rent	6000.00
2	Establishment Fees	3600.00
3	Electricity Charges	3000.00
4	Fuel Charges	600.00
5	Hostel Development Fees	500.00
6	Water Charges	200.00
7	Common Room Charges	100.00
TOTAL		₹ 14000.00

Resolution: The Finance Committee discussed the proposal and approved the same for enhancement of Hostel Seat Fee from ₹11000/- to ₹14000/- per annum from the Academic Session 2025-26.

Item No. 2.8 Proposal for providing honorarium to the various external experts for delivering lectures/ technical talk/conduct of Viva-voice examination/ Project evaluation /other invited resource persons for various official activities.

It is proposed for an honorarium of ₹2000/- to experts for rendering services through online mode whereas if through offline mode ₹4000/-.


Resolution: The Finance Committee discussed and approved the proposal and recommended for a uniform honorarium of ₹ 3000/-to the various external experts for delivering lectures/ technical talk/conduct of Viva-voice examination / Project evaluation /other invited resource persons for various official activities either through online or offline mode.

Item No. 2.9. Approval of 3rd& 4th Building & Works Committee (BWC) Proposal

- Letter will be communicated to Superintending Engineer, R & B Division, Kalahandi, to get the acknowledgement about the date of completion of Library Building & submission of partial UC of project and submissions of Agreement Copy.
- Reminder letter will be sent to Superintending Engineer, R & B Division, Kalahandi, for submission of UC of on-going Staff Quarters Project and date of handover of Refund of ₹ 2 crore deposited by GCE Kalahandi for construction of new hostel.
- R & B Division, Kalahandi has submitted the estimation for campus cleaning. BWC members approved the estimation of R & B Kalahandi. In this regard a work order will be issued to R & B Kalahandi.
- Construction of two additional number of Septic Tank will be carried out from TEQIP Sustainable Fund. BWC approved the same with a recommendation that it should be done by Municipality Bhawanipatna or PHD
- Letter will be communicated to SD&TE, regarding the repair and renovation of three number of hostels.
- BWC members discussed about the budget submitted in the last couple of months before relating to the new infrastructure projects.
- Three units of Bore well will be drilled at three hostels to overcome the water scarcity faced by the students
- Modular Kitchen will be constructed for 3 number of Hostels.
- Letter communicated to Superintending Engineer, R & B Division, Kalahandi, regarding submission of a detail estimate of a New Boys Hostel- 350 seater, (G +3)
- Letter communicated to Superintending Engineer, R & B Division, Kalahandi, regarding conversion of Room No 310 to a Gallery type of room by raising floor.

Resolution: The Finance Committee noted the proposals.

The meeting ended with a vote of thanks to the Chair


26/6/25
Prof. (Dr.) Subhransu Sekhar Dash

Principal
GCE Kalahandi
Principal
Govt. College of Engineering
Kalahandi, Bhawanipatna


Prof. (Dr.) Debi Prasad Mishra

Chairman
Board of Governors (BoG)
Chairman
Board of Governors
Government College of Engineering
Kalahandi, Bhawanipatna