



श्री माता वैष्णो देवी विश्वाविद्यालय Shri Mata Vaishno Devi University

Kakryal P.O.Kakryal, District Udhampur-182121

MINUTES OF THE 9TH MEETING OF THE EXECUTIVE COUNCIL HELD ON THE 19TH OF AUGUST 2006 IN THE ADMINISTRATIVE BLOCK OF THE UNIVERSITY.

PRESENT

- 1 Lt. Gen. (Retd.) S.K.Sinha, PVSM
HIS EXCELLENCY the Governor of J&K State & Chancellor SMVDU, (Chairman)
- 2 Prof. N.K.Bansal
Vice Chancellor-SMVDU
- 3 Sh. R.S.Pawar
Chairman NIIT Ltd., 8, Balaji Estate, Sudarshan Munjal Marg, Kalkaji, New Delhi, (Member)
- 4 Prof. V.S.Raju
Former Director IIT-Delhi, Lead Partner Byrraju Foundation, Satyam Enclave 2-74,
Jeedimella Village, NH-7, Hyderabad-500055 (AP), (Member)
- 5 Dr. Arun Kumar, IAS
Chief Executive Officer-SMVDSB & Principal Secretary to HEG, J&K, (Member)
- 6 Prof. Amitabh Mattoo
Vice Chancellor-Jammu University, (Member, Ex-Officio)
- 7 Prof. Abdul Wahid Qureshi
Vice Chancellor-Kashmir University, (Member, Ex-Officio)
- 8 Prof. O.P.Suri
Dean of Students-SMVDU, (Member, Ex-Officio)
- 9 Prof. N.D.Mathur
Dean College of Management-SMVDU, (Member)
- 10 Prof. R.V. Rao
Dean College of Engineering-SMVDU, (Member)
- 11 Prof. B.C.Sharma
Director School of Business & Economics-SMVDU, (Member)
- 12 Dr. Sunil Kumar Wanchoo
Director I/c School of Applied Physics & Mathematics-SMVDU, (Member)
- 13 Prof. R.K.Abrol
Dean Faculty-SMVDU, (Special Invitee)
- 14 Col. (Retd.) D.K.Kapur
Registrar-SMVDU, (Secretary, Ex-Officio)

9.1 & 9.2 Welcome by His Excellency the Governor of J&K State & Chancellor SMVDU & Introduction of the new Registrar Col. (Retd) D. K. Kapur to the EC members

His Excellency the Governor, J&K State & Honourable Chancellor, Lt. Gen. (Retd.) S. K. Sinha, PVSM, commenced the Council meeting by welcoming all the members of the Executive Council to the 9th meeting. He introduced Col. (Retd.) D. K. Kapur as the new Registrar of SMVDU and mentioned that Col. (Retd.) D. K. Kapur, an ex Army Officer with a distinguished career in the Army's Corps of Engineers is both a professional engineer as well as having experience of working in an Academic environment.

His Excellency expressed satisfaction at the pace at which the University was developing and taking an excellent shape. He said that he has been a witness to this development since 2003 when despite numerous infrastructural and administrative handicaps, we were able to get SMVDU inaugurated in August 2004 by His Excellency, the President of India.

He informed the Council that though the University had planned to hold its first Convocation in August this year, but, due to the delay in the completion of the new "state-of-the-art" Auditorium this convocation would now be held early next year. He also informed the Council that the Prime Minister of India had consented to address the 1st Convocation. His Excellency commented that the new Auditorium when completed should be a showpiece in this area and it would be worthwhile to wait to hold the first convocation of the University there.

His Excellency complemented Prof. Bansal on the commendable progress SMVDU has made under his able guidance. 100% placement of the first batch of MBA students who passed out in June'06 is very creditable and gives us all a great sense of satisfaction, he said.

Attracting good Faculty was another area where the University has done well despite Kakryal, where this University is located being in a far flung rural area with limited facilities. His Excellency also expressed extreme happiness on the fact that the University is fast assuming a national character as it has managed to attract students from as many as 12 states of the Country.

Another good-news was that the University had received approval from AICTE for conducting all B.Tech and MBA courses and from the Council of Architecture for conducting a 5 year full time B.Arch course in the Campus.

His Excellency announced that Shri Mata Vaishno Devi Shrine Board has now started work on another ambitious project of constructing a 200 bedded Super Speciality Cancer Hospital which would thereafter develop into a full fledged Institute of Medical Excellence. This Hospital would eventually be upgraded to a Medical College under the aegis of Shri Mata Vaishno Devi University and till then would serve the University employees, pilgrims and the entire population of Jammu and Kashmir. He also informed members that the Delhi Public School society is already running a School in the University campus, which is a boon not only for University employees but for the entire locality including Katra town.

His Excellency further informed that a Dubai based Landscape designer & a devout disciple of Mata has offered to render her services for free and would be starting work on Landscaping of the Cancer Hospital very shortly.

The Chancellor concluded by saying that SMVDSB plans to develop both these complexes as centers of excellence & invited the Vice Chancellor to initiate the proceedings of the Meeting.

The Vice Chancellor thanked His Excellency and all the distinguished members present for taking out time from their busy schedule to attend this meeting. He then gave a power point presentation regarding the ongoing and proposed construction activity on the Campus and informed the members that this construction has costed approximately Rs.700/- per sqft.

Prof. Raju complemented the Vice Chancellor and the Engineering staff on the quality & pace of construction and advised that if we make the right choice and plan ahead properly, this University campus will become an engineering masterpiece.

The Vice Chancellor then took up the Agenda of the meeting which was discussed by the Council as under

9.3 Confirmation of minutes of the last (8th) meeting of the Executive Council held on 24th Nov.'05 at 10.30 A.M at Raj Bhawan, Jammu.

The Council considered the minutes of its last (8th) meeting held on 24.11.05 and resolved unanimously to confirm the same.

9.4 Discussions held to review the Action Taken / Present position on the decisions taken by the EC at its last (8th) meeting held on 24th Nov. 2005.

9.4.1 Ordinances relating to Ph.D. Degree course.

The Vice Chancellor informed the Council that four full-time Scholars have been enrolled for Ph.D programme and in addition, ten Faculty Members have also registered themselves for Ph.D on part-time basis. The full-time Ph.D Scholars are being provided a Research Assistantship of Rs.8000/- p.m. and a Contingency Grant of Rs.10000/- per year.

All Council members were of the view that in order to attract more talented persons to undertake quality research, the University may consider enhancing the stipends.

The Council finally resolved to make this Assistantship amount more flexible and keep it in the band of Rs.8000/- p.m. to Rs.15000/- p.m., with the discretion of awarding the enhanced amount resting with the Hon'ble Vice Chancellor, SMVDU.

9.4.2 Ordinances for Convocation Procedure.

The Council was informed that the ordinances for the Convocation procedure stand implemented and procurement of Academic Gowns and preparation of certificates for award of Degrees is underway. The Vice Chancellor shared his happiness with the Council Members at the fact that His Excellency the Chancellor had very kindly agreed to sign all degrees.

9.4.3 Establishment of Central Workshop for the University

The Council noted with satisfaction that the Workshop set up in the University Campus is operational. His Excellency and other Council members visited the Workshop to have a first hand view of the same.

9.4.4 Adoption of scheme in vogue at UGC / IITs relating grant of advance increments to Teachers recruited with Ph.D./ M.Phil. / M.Tech Degrees.

The Council was informed that the Scheme as is in vogue at UGC/IITs to grant advance increments to teachers recruited with Ph.D /M.Phil /M.Tech Degrees, has been adopted & implemented by the University with prior approval of the HEG.

9.4.5 Opening of Liaison offices at Jammu & Delhi.

The Council was informed by the Hon'ble Vice Chancellor that the University has hired a building at a rent of Rs.37,000/- p.m. at Jammu and would be conducting M.Tech classes for 2 batches of 45 students in the new liaison / PR office at Jammu from September 2006 onwards. The total expenses of this building will be met from the revenue generated from the student's fee for M.Tech classes.

His Excellency expressed his desire to visit the new Public Relations Office once it becomes operational.

The Council members also deliberated on the issue of starting short term courses of 3-12 months duration at this Office which would cater primarily to professional people. They also suggested that the University should create a pool of experts drawn from the Industry, Academia and other fields who could come forward and deliver Lectures on specialized areas of knowledge to such students.

The Vice Chancellor informed that no urgent need was felt to start a University office at Delhi.

9.4.6 Progress of the University Buildings

The Hon'ble Vice Chancellor, SMVDU gave a presentation on the construction activities in progress in the Campus. He informed the Council members that 23519 sqm of building area was completed in 2005-2006 against 6361 sqm constructed in 2004-2005 (there was no construction during 2002-2004). By the end of 2006-2007, 36932 sqm of buildings will be constructed.

The Council noted the information.

His Excellency then informed the members that once the Train Link to Katra town is established, the same train would be extended upto Panthal Railway Station which is hardly 5 kms from the University. He expressed hope that in future this place would develop as a satellite township of Jammu.

The Council members expressed great happiness on this news and remarked that this development would help the University tremendously.

9.4.7 Land for opening of a DPS School at SMVDU premises.

The Council noted the information that about 5 acres of land has been earmarked for a Delhi Public School building within the University Campus.

9.4.8 Infrastructural facilities.

The Council noted the information about infrastructure facilities like communication system, internet connectivity, landscaping, etc. Sh. R.S.Pawar, Chairman NIIT and Prof. V.S.Raju, former Director IIT-D, opined that the University should develop some apartments which are fully furnished with all amenities so that Experts could visit the University over the weekend along with their families, deliver lectures and also visit the Shrine of the revered Mata Vaishno Devi.

His Excellency also agreed with the proposal and suggested that such a scheme should also be floated for doctors / other experts who would be visiting the Cancer Hospital.

The Vice Chancellor thanked the Council for such valuable suggestion and remarked that the details would be worked out and presented to all members for their views.

9.4.9 Adoption of Pension Rules at par with IITs/Govt. of India

The Council noted the information that being very costly the pension scheme cannot be implemented presently. However, Dr. Arun Kumar, CEO-SMVDSB, suggested that a joint scheme

for the employees of SMVDSB and the University could be worked out which would spread the financial burden and make it feasible to implement a Joint CPF Scheme.

9.4.10 Restructuring & organizing Administrative & other support & maintenance services at SMVDU.

The Council noted the information about faculty and staff ratio. The members advised to make use of students for undertaking work of non-confidential nature, so that the number of non-teaching staff can be minimised.

9.4.11 Release of Dearness Allowance.

The Council noted the information that Dearness Allowance @ 29%, as per central government rules, has been adopted and implemented in the University with prior approval of the HEG.

9.4.12 Commencement of B.Tech (Mech. Engg.) Degree Course from the year 2006-2007

The Council noted the information that from the Academic Year 2006-2007, course in B.Tech Mechanical Engineering has been started at SMVDU.

9.4.13 Action taken on the observations of Sh. R. S. Pawar, Chairman NIIT Ltd.

1. The Council noted the information and observed that the Fee Structure of the University should be formulated keeping in mind the inflation index. However, the students should be offered scholarships so as to take care of the increase in the fees. Prof. V.S.Raju advocated that the University will have to formulate more innovative and attractive schemes to attract the best talent in the country. He said that the University should try to calculate actual cost of education incurred per student and fix the fee for different courses accordingly. The members also suggested to build the campus in such a way so that it could cater the needs of faculty/students in the coming 10 years or so.
2. Prof. Amitabh Mattoo, Vice Chancellor Jammu University advocated that since MBA is a premium course, SMVDU may consider incorporation of a system of payment seats so as to meet the high costs involved.
3. The Hon'ble Vice Chancellor then stressed that we should first let the University stabilize itself, before revising its fee structure, to which all the members of the Council agreed.
4. Shri R. S. Pawar then suggested that the membership of the Executive Council should be increased to accommodate eminent professionals. Since this increase requires a change in the Act, the University may opt to invite a few eminent industrialists / professionals for the next EC meeting as invitees.

9.5 Reporting Items:

9.5.1 New appointments and Resignations

The Council members expressed satisfaction over the joining of the new Faculty & other Staff at the University and resolved to approve the new appointments which took place after the last (8th) meeting of the Executive Council.

The Council also resolved to accept the resignations of the members as proposed in the agenda. However, it suggested that the University Authorities should try to analyze the reasons for their leaving and take corrective action, if any. The University should aim to be an ideal employer.

The Council members also suggested that in future all such lists should be accompanied by a summarized bio-data of those involved. Another suggestion was made by Prof. Raju that the University should post a floating advertisement (updated every 3 months) for the various Faculty Positions so as to attract maximum number of aspiring applicants.

9.5.2 Admissions of Students

The Vice Chancellor informed the members that due to non-availability of the Hostels, only 366 new students could be admitted this year. The Council noted the information and expressed happiness over the new admissions to the various courses and also the fact that they are drawn from 12 different states of the Country.

Prof. Raju opined that ways should be found to support the construction companies so as to expedite the pace of construction.

Sh. Pawar suggested that the University should try to find ways of computing average rank of the students admitted through AIEEE and statistically try to analyse their profile, so that it could be advertised to the parents of the prospective students with a view to attract best students.

The Vice Chancellor informed the Council that since Industrial Biotechnology did not have many takers, the Council may consider renaming the course as Bachelor in Biochemical Engineering & IBT, to which the Council agreed in principle. The Council, however, suggested that a panel of 20-30 eminent experts from industry/academia should be drawn for developing each course keeping in mind the requirements of the employers concerned.

The Vice Chancellor further submitted before the council that due to the increasing demand in the construction market for Civil Engineers, the University plans to start a 4 year B.Tech course in Civil Engineering from the next academic session. The Council considered the proposal and resolved to approve the same.

9.5.3 Starting of a 24 hour Medical aid Centre and Clinical laboratory on the Campus

The Council noted the information and expressed satisfaction over the facilities being provided.

9.5.4 Rules regarding Travel Allowance as admissible to the employees of SMVDU

The Council considered the TA rules and advised the University to devise simple reimbursement rules with certain regulatory limits.

The Council resolved that DA would be reimbursed as per the Central Govt. rules; however, the reimbursement pertaining to hotel/guest house accommodation will be given as per the table listed below:

Class of Officers	1 A1 Class Cities	2 A Class Cities	3 B1 Class Cities	4 Towns other than 1, 2 & 3
I	1000	800	750	600
II	800	700	600	500
III	700	600	500	400
IV	500	400	350	300
V	300	250	200	150

For reimbursement, however, actual bills need to be submitted by the claimant.

It was also suggested that the University should tie up with JNU, IIT-D, INSA & UGC etc., which have Guest Houses/Hostels in their Campus which could be utilized by the University employees for stay during their official tours.

9.5.5 Over Time Allowance Rules

The Council considered the proposal but did not find it in line with the basic ethos of the University. It advised the University to develop a system of giving incentives to efficient employees rather than paying overtime. The proposal in its present form was not considered suitable for adoption.

9.6 Ratification of the recommendations of the Academic Council in its 6th meeting held on 7th June 2006.

9.6.1 Approving the list of MBA Students qualifying for the issue of Degree in the 1st Convocation to be held in 2006-2007.

The Council considered the list and resolved to unanimously approve the same with the suggestion that the *Class* as mentioned in their respective mark sheets should be removed, since CGPA is a good indicator of a student's performance.

9.6.2 Post facto approval for the establishment of School of Architecture & Landscape Design and commencement of 5 year full-time Bachelor of Architecture Course from the year 2006 - 2007.

The Council considered the proposal and resolved to approve the same.

9.6.3 Post Facto approval for the commencement of 2 year full-time Master of Business Economics (MBE) course from the year 2006-2007.

The Council considered the proposal and resolved to approve the same.

9.6.4 Contingency Grant for the full time Ph.D. students of the University.

The Council considered the proposal and resolved to approve the same with the flexibility of enhancing the grant at the discretion of the Vice Chancellor.

9.6.5 Restructuring of the College of Management & College of Engineering.

The Council considered the proposal and resolved to approve the same.

9.6.6 Restructuring of the College of Philosophy & Culture.

The Council considered the proposal and suggested that since this College has special significance for this University, no change should be made in the constituent Schools of the College.

9.7 Ratification of the recommendations made by the Finance Committee in its 4th meeting held on 28th May 2006.

9.7.1 Approving the budget for the year 2006-07

The Council considered the recommendations of the Finance Committee and resolved to approve the Budget for the year 2006-07 and grant its acceptance *for incurring expenditure to the tune of Rs.5537.57 Lacs, on the projected expenditure heads, in the financial year 2006-07.*

9.7.2 Presentation of the Annual Accounts of the University for the F.Y 2005-06

The Council considered the recommendations of the Finance Committee and resolved to approve the Annual Accounts of the University for the F.Y 2005-2006 with the suggestion that the unqualified comments of the Auditors should be sorted out and a fresh certificate should be got issued from them.

9.7.3 Appointment of Statutory Auditors for the year 2005-06

The Council considered the proposal and resolved to approve the same.

9.8 Any other item with the permission of the Chair.

9.8.1 Adoption of new Medical Rules for the University Employees.

The Council considered the proposal regarding the new medical rules for the University Employees (ANNEXURE I) and resolved to approve the same.

9.8.2 Alterations in the Regulations governing, "Purchases & Management of Stores".

The Council considered the proposal and agreed that since the procedures for purchase already in vogue in the University are lengthy, time consuming and cause procedural delays, the

procedure for purchases as provided in the existing Clause No.3 of the Purchase Regulations be amended as proposed in the supplementary agenda (ANNEXURE II).

9.8.3 **Recruitment of "Section Officers" in the University in place of the advertised position of "Office Secretary" in the same scale of pay of Rs.6500-200-10500.**

The Council noted the information and resolved that since this would entail only a change in the nomenclature of the post advertised without changing the scale of pay or the job to be performed, the proposal stands approved.



(Govt. (Retd.) D.K. Kapur)
Registrar

Secretary to the Executive Council

No: SMVDU/A&E/2006/2239
Date: 30th October 2006.

CC:

1. PS to the Vice Chancellor for the information of the Vice Chancellor.
2. All Members Concerned.
3. Addl. CEO-SMVDSB, Katra.
4. Concerned File.

SHRI MATA VAISHNO DEVI UNIVERSITY, J&K

Notification-Regarding Medical Reimbursement Policy

As a welfare measure of the University employees, University has decided to adopt Central Civil Service (Medical Attendance) Rules, 1944 as a model medical reimbursement policy *mutatis mutandis*. Features of this policy are described below in brief for general understanding of all concerned.

1. OPD Treatment

The employees will be eligible for reimbursement of the expenditure incurred by them on OPD treatment of themselves and/or of their dependents.

- 1) Medical Aid Centre of the University, presently located in Shivalik Hostel, is open 24 hours a day. Any University employee and/or his dependents can approach the Medical Officer for treatment along with the Medical Booklets issued to them. Cost of purchased medicines and expenses for diagnostic treatment will be reimbursed to the employee after due entry in the Medical Booklet and on certification by the Medical Officer of the University.
- 2) University employee and their dependent can also get OPD treatment either at Batra Hospital Jammu or at any of the Government Hospitals. Prescribed medicines can be purchased from the chemist's shop. The reimbursement of the cost of medicines, diagnostic procedures and consultation charges, if any would be made after due entry in the respective medical booklets and on certification by the University Medical Officer. Expenditure on voluntary health check-ups will not qualify for reimbursement.
- 3) Members of the family are treated as dependents only if their income from all sources including pension and pension equivalent of gratuity does not exceed Rs. 1500/- p.m. Dependent family member may have medical attendance and treatment even if they don't stay with the employee.
- 4) Age limit for dependent son/daughter of the employees is as follows:-

a) Son	Till start earning or attaining the age of 25 years which ever is earlier.
b) Daughter	Till start earning or gets married whichever is earlier, irrespective of the age.
c) Son suffering from any Permanent disability of any kind (Physical or mental)	Irrespective of age limit.
- 5) Items of Vitamins, Glucose and Baby Food are generally not reimbursable. However, the following medical preparations under specific cases are allowed for reimbursement on prescription by the treating Doctor.
 - a. Vitamins' A and D drops for developing and growing children upto the age of 5 years
 - b. Vitamins' B complex whenever antibiotics are administered orally.
 - c. Injection, Vitamin B12, Tablet Folic Acid in case of macrocytic nutritional anaemics especially during pregnancy.
 - d. Injection, Vitamin B or Tablet B in case of polyneuritis peripheral.

- e. Dextrose/Glucose fluid/ Injections when recommended by the treating doctor and administered in hospital
- f. Soyal/pro-soyal/Nusobee baby food preparations when recommended essential to newly born children to prevent diarrhea due to genetic intolerance and allergic to milk protein.

2. Indoor Treatment

All employees and their dependents are covered by a floating health insurance cover of Rs. 1.00 lac per family from ICICI Lombard. Expenditure incurred on hospitalization of employees and their dependents will be borne by the insurer upto this ceiling. Expenditure in excess of this limit will be borne by the University subject to the fulfillment of admissibility condition under CS (MA) Rules. A list of recognized hospitals under this scheme is available in the small booklet issued to the employees by the ICICI Lombard. Cashless treatment may be obtained from these hospitals by presenting the ID card issued by the ICICI Lombard. It will be in the interest of the employees to check that all of their dependents possess these ID cards containing correct particulars thereon. In case of the treatment is intended / taken from a Hospital other than those in the cashless list, employees have to pay to the hospital concerned first and claim the reimbursement of the expenditure from the ICICI Lombard subsequently.

3. Dental Treatment

Expenditure incurred *only on following* Dental treatment either in Batra Hospital or in any Govt. Hospital will be reimbursable.

- a) Surgical Operation needed for removable of Odon tomes and impacted wisdom tooth.
- b) Treatment of the Jaw bone disease, wholesale removal of teeth
- c) Treatment of Gum boils, pyorrhea, gingivitis
- d) Extraction, Scaling, Filling of teeth, Root canal

Expenditure on orthodontic treatment taken for cosmetic purpose like crowns, bridges, dentures will not be reimbursable.

List of FAQ'S and Answers

Q1. What is the entitlement of accommodation in case of Hospitalization?

Ans. Entitlement will be based on the basic pay of the employee. An employee at the time of Hospitalization needs to know his entitlement and request hospital to accommodate him according to his status.

Entitlement of Accommodation

Basic Pay + DP (Rs.)	Private Hospitals recognized by CGHS	AIIMS, New Delhi	Govt./Municipal Hospitals
Upto Rs. 7500/-	General Ward	General Ward
Rs. 7500 and above	Nursing Home facility
Rs. 7501 to 10,500/-	Semi-Private Ward	General Ward	-do-
Rs. 10,501 to 13,499/-	Private Ward	Private Ward	-do-
Rs. 13,500/-	Private Ward	Deluxe Ward	-do-

Q2. What if the employee falls sick while on duty/leave at other station?

Ans. If this requires hospitalization, the employee may either choose a Hospital from the ICICI Lombard's List for that particular station and go for cashless hospitalization, else he can go for any other hospital and pay the bill and claim it from the ICICI Lombard subsequently. In case he requires only OPD treatment, one can visit a Government hospital or any other hospital recognized under CGHS Scheme of the Government of India Expenditure on such OPD treatment will be reimbursed by the University to the employee if the claim is otherwise admissible.

Q3. How to send claim of Hospitalization to ICICI Lombard for reimbursement of Hospitalization Bills?

Ans. Employees concerned needs to fill a form prescribed by the ICICI Lombard which is available in the Finance Wing. Duly filled-in form supported by the relevant vouchers/bills needs to be submitted to Deputy Registrar (Finance) who in turn will forward it to the ICICI Lombard. Amount will be disbursed to the employee concerned once it is received from the ICICI Lombard.

Q4. Is the person requiring hospitalization is under obligation to obtain clearance from the Insurance Company?

Ans. No. According to clarifications received from ICICI Lombard, the concerned hospital will obtain necessary clearance from the insurance company at the time of hospitalization and the patient is not under any obligation to inform the insurer. However, in cases of planned hospitalization in a hospital other than a cashless hospital it is always advisable to obtain clearance from the insurer before hospitalization as it will facilitate speedy processing of the reimbursement claims.

Q5. Whether Batra Hospital, Jammu is included in the list of cashless hospitals?

Ans. No.

Regulations Governing Purchases and Management of Stores

(In pursuance to provisions made under Section 17 the Act and Statutes 30(1) of the first Statutes of the University)

1. STORES

The term 'Stores' shall apply to all articles and materials purchased or otherwise acquired for the use of the University including not only expandable and useable articles in use or accumulated for special purposes, but also articles of dead stock such as plant and machinery, instruments, furniture and equipments, fixtures, live stock (if any) and also the 'engineering stores'.

2. DIVISION OF STORES

The purchases of stores and machinery will be divided into two categories viz.

- I. Articles of standard pattern / design commonly available in the market or which can be manufactured locally according to given design and specifications.
- II. Articles of proprietary, special or unusual character.

3. PROCEDURE FOR PURCHASES

For procurement of articles of category (i) above the following procedures shall be adopted:

3.1 Purchase Committee

Purchase Committee (PC) consisting of atleast 3 persons will be constituted by the Vice-Chancellor, which will be responsible for processing the requirements of various colleges/schools/sections and making the final recommendations for placing the order. Chairperson of this Committee will be nominated by the Vice-Chancellor.

3.2 Purchase Rules

- a) Item costing upto Rs.5,000/-
Cash purchase can be allowed. The total amount of cash memo should not exceed Rs.5000/-. However, prior approval will be required.
- b) Items aggregating Rs.1,00,000/-

Quotations should be obtained from at least three parties. The Purchase Committee can make recommendations if the lowest quotation is not accepted, Purchase Committee will examine and give recommendations.

c) Items aggregating Rs.1,00,001 to Rs.1,50,000/-

Minimum five quotations should be obtained. The Purchase Committee will examine and make recommendations as mentioned in (b) above.

d) Items aggregating Rs.1,50,001/- to 2,00,000/-

Minimum six quotations should be obtained. The Purchase Committee will examine and make recommendations as mentioned in (b) above.

For 'b' – 'd', if it is proprietary item or special scientific items then the Purchase Committee will have to make a special recommendation to the Vice- Chancellor for accepting single quotation.

e) Items aggregating More than Rs.2,00,000/-

Open tender in newspaper may be generally required. However, for special Scientific equipments, Vice- Chancellor may form an Experts Committee to advise the Purchase Committee to process the cases without newspaper tendering.

3.3 Imprest Cash

Chairperson, Purchase Committee or any other employee authorized by the Vice-Chancellor can be given a running advance of Rs.5,000/- for cash purchase of small items and contingency money for which verified statement with cash memos will be submitted to Finance Officer. The Purchase Committee will have to endorse a certificate that the rates at which items have been purchased are the lowest in the market.

3.4 Emergent Requirement

For emergent requirement of the University e.g hardware, electronic components etc., Purchase Committee, may authorize a group to survey the market and make the purchases upto Rs.20,000/-

3.5 Repeat Orders

Repeat Orders may be placed upto 1 year after getting recommendations of the Purchase Committee.