HIDAYATULLAH NATIONAL LAW UNIVERSITY, RAIPUR (C.G.)
MINUTES OF THE FINANCE COMMITTEE MEETING DATED 17.08.2012

A meeting of the Finance Committee of the Hidayatullah National Law University took place at the Board Room of the University on 17.08.2012 at 3.00 p.m. The following members were present in the meeting:

1. Prof. (Dr.) Sukh Pal Singh, Hon'ble Vice-Chancellor, HNLU - Chairman
2. Shri R.S. Sharma, Addl. Secretary, Law & Legislative Affairs Department, Government of Chhattisgarh - Member
3. Dr. Hanumant Yadav, Faculty Member, HNLU - Member
4. Shri Amitabh Agrawal, Charted Accountant, Raipur - Member
5. Shri Awadh Ram Sahu, Retd. D.G.M., SBI, Raipur (C.G.) - Member
6. Dr. Dipak Das, Associate Professor & Registrar Incharge, HNLU - Member Secretary.

1.	**Perusal and approval of the minutes of Finance Committee meeting dated 20.03.2012.** **Notes:** Minutes of the Finance Committee meeting dated 20.03.2012 were placed for perusal and approval. **Decision:** **Minutes of the Finance Committee meeting dated 20.03.2012 were read and confirmed.**
2.	**Regarding Group Gratuity Scheme of LIC** **Notes:** The Payment of Gratuity Act, 1972 is applicable to the University w.e.f. the year 2003 as per the provisions contained in the PG Act, 1972. The matter was placed before the Finance Committee in its meeting dated 05.03.2011 and Executive Council meeting dated 12.03.2011 for obtaining the Compulsory Insurance (from LIC) for discharge of employer's liability as per provisions of the PG Act, 1972; wherein it was decided that Liability assessment may be got done and then the matter may be placed with initial financial implication before the Finance Committee. Accordingly, liability assessment has been got done from LIC of India for obtaining Compulsory Insurance for discharge of employer's liability. Copy of the Group Gratuity Policy and calculation is enclosed. As per the assessment, the employer's initial contribution works out to Rs.37,21,533/- (Rupees Thirty Seven Lacs Twenty One Thousand Five Hundred and Thirty Three). **The matter is placed for perusal and approval for obtaining the LIC's Group Gratuity Policy as above.** **Decision:** **The Finance Committee decided that Group Gratuity Schemes of other Public Sector Insurance Companies may be examined, if any, on merits and the matter may be placed again before the Finance Committee.**

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3.	**Regarding applicability of Employees' Provident Funds & Miscellaneous Provisions Act, 1952.** Notes: The Employees' Provident Funds & Miscellaneous Provisions Act, 1952 is applicable to HNLU w.e.f. 16.07.2003. However, the EPF deduction of some employees of HNLU has been effected w.e.f. 01.07.2007. As regards, the employer's liability for EPF deduction for the previous period and for the rest of the employees who have not been included in the membership; as per decisions of the Finance Committee meeting dated 05.03.2011 and Executive Council meeting dated 12.03.2011, EPF consultant and EPFO have been approached to sort out the matter. EPFO vide its letter No.EPF/RO/Rpr/Circle-III/Enf./CG/19381/913 dated 22.02.2012 has inter alia directed the University to remit the P.F. contributions w.e.f. 16.07.2003 in respect of employees and also submit statutory returns. The matter was placed before the Finance Committee in its meeting dated 20.03.2012 wherein the Finance Committee has decided to engage a qualified consultant to look into the matter and advice accordingly. Accordingly, vide letter No.HNLU/11939/2012 dated 07.05.2012, the University has engaged Mr. Dilip Agrawal, EPF Consultant to advise in the matter. The EPF consultant vide his letter dated 05.06.2012 has given his opinion for remittance of EPF contribution of Rs.36,63,236/- (Rupees Thirty Six Lacs Sixty Three Thousand Two Hundred and Thirty Six) for the period 16.07.2003 onwards to April 2012 as per the calculation enclosed. This amount of Rs.36,63,236/- includes Rs.17,16,427/- towards employees' share and Rs.19,46,809/- towards employer's share. The EPF consultant has also informed that the employer is liable to pay penalty @ 37%/25% & interest @ 12% p.a. for the month wise delay till the date of remitting the employee and employer contributions for each month. He has further suggested that the EPF contributions may be remitted to EPFO at an earliest to avoid further accrual of damages & interest liability for continued delay in remittance. **The opinion of EPF consultant is enclosed for perusal and decision.** Decision: **The Finance Committee recommended that the EPF contribution of Rs.36,63,236/- (employee and employer share) may be remitted to EPFO. Out of this amount of Rs.36,63,236/-, the employer's contribution of Rs.19,46,809/- (Rupees Nineteen Lacs Forty Six Thousand Eight Hundred and Nine) alongwith interest and penalty will be borne by HNLU and demand shall be made from the Staff members concerned for their contribution. It was further decided that the amount pertaining to employees' contribution may be recovered in suitable instalments in case any employee is not in a position to pay the same in Lump Sum.**
4.	EPF Consultancy Charges & filing of e-returns – Bills of Mr. Dilip Kumar Agrawal, EPF Consultant. Notes:

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The Finance Committee in its meeting dated 20.03.2012 at agenda item No.4 decided to engage a qualified consultant to look into the EPF matter and advice accordingly. The Finance Committee also decided that reasonable fees may be paid to the consultant for the consultancy. Accordingly as discussed in the Finance Committee meeting Mr. Dilip Kumar Agrawal, EPF Consultant was asked to visit the University for the purpose. The EPF Consultant visited the University and has given his opinion. Further, since from this F.Y. the EPFO is accepting contributions only on the basis of e-returns, Mr. Dilip Kumar Agrawal, EPF Consultant is providing the necessary services with regard to EPF consultancy. Mr. Dilip Kumar Agrawal, EPF consultant has submitted his bills for the services provided by him. Details are as under:

Sl.	Particulars	Bill No. & Date	Amount
1.	EPF Consultancy charges for the period March 2012 to May 2012	521 dated 31.05.2012	7500.00
2.	Fees for annual return 2011-12	522 dated 31.05.2012	9000.00
3.	EPF Consultancy charges for the month of June 2012	599 dated 30.06.2012	2500.00
4.	EPF Consultancy charges for the month of July 2012	866 dated 31.07.2012	2500.00
		Total	21500.00

(Rupees Twenty One Thousand Five Hundred)

The EPF consultant has intimated that he will charge Rs.2500/- per month as his consultancy charges covering all the work related to EPF work.

Accordingly, the bills received from the EPF Consultant Shri Dilip Kumar Agrawal and his financial terms for providing EPF consultancy services are placed herewith for perusal and approval.

Decision:

The Finance Committee recommended that payment of Rs.21,500/- (Rupees Twenty One Thousand Five Hundred) may be made to Mr. Dilip Kumar Agrawal, EPF Consultant against his bills raised upto the month of July 2012.

The Finance Committee also recommended approval for engaging Mr. Dilip Kumar Agrawal, EPF Consultant @ Rs.2500/- p.m. for his consultancy charges which would cover all the work related to EPF work. This will be subject to review of his work performance from time to time.

5. **Regarding Telephone Allowance**

Notes:

For coordinating various activities related to the posts/assignments held by them, the following office bearers are required to make telephone calls inside and outside the University. It is, therefore, proposed that Telephone Allowance @ Rs.750/- p.m. may be

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	provided to the following: 1. Registrar 2. Chief Proctor 3. Convenor, Anti Ragging Committee 4. Personal Assistant **The matter is placed for perusal and approval.** **<u>Decision</u>:** **The Finance Committee recommended that the following office bearers may be reimbursed telephone expenditure upto the ceiling limit as under:** **1. Registrar – Upto Rs.1000/- p.m.** **2. Chief Proctor – Upto Rs.750/- p.m.** **3. Convenor, Anti Ragging Committee – Upto Rs.750/- p.m. (From the month of July to November).** **4. Personal Assistant – Upto Rs.750/- p.m.** **It was further decided that in addition to the above, the following office bearers may also be reimbursed telephone expenditure upto the ceiling limit as under:** **5. Finance Officer – Upto Rs.750/- p.m.** **6. Controller of Examinations – Upto Rs.750/- p.m.**
6.	**<u>Regarding Additional Duty Allowance.</u>** There are various assignments other than routine duties and functions attached to various posts. Due to paucity of manpower and resources, some of the faculty and staff members are required to perform additional duties. It is, therefore, proposed that additional duty allowance may be paid for the following additional assignments involving excess labour, time, efforts and responsibilities in addition to the routine duties and functions related to various posts: a. Registrar Incharge - Rs.7500/- p.m. b. Controller of Examinations – Rs.7500/- p.m. (in case of more than one Controller Rs.5000/- may be paid to each) c. Warden Girls Hostel – Rs.7500/- p.m. (in case of more than one warden Rs.5000/- may be paid to each) d. Warden Boys Hostel – Rs.7500/- p.m. (in case of more than one warden Rs.5000/- may be paid to each) e. Proctorial Board – Rs.5000/- p.m. f. UGC Cell Incharge – Rs.5000/- p.m. g. University Printing Centre Incharge – Rs.5000/- p.m. **The matter is placed for perusal and approval.** **<u>Decision</u>:** **The Finance Committee decided that a formula may be worked out for payment of**

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	Additional Duty Allowance and the same may be placed in the next meeting of the Finance Committee.
7.	**Regarding revised allocation of UGC grant for construction of buildings under UGC schemes.**

Notes:

The UGC vide its letter F.No.17-1/2007 (SU-II) dated 21.06.2011 had conveyed UGC sanction of grant of Rs.500.00 Lacs under the General Development Assistance Scheme and Rs.466.90 Lacs under the merged Schemes for the XI Plan period (copies enclosed).

Based on the initial allocation under various schemes for construction work in the year 2011, the University started construction of various buildings through tender process. However, subsequently vide its letter F.No.17-4/2011 (SU-II) dated 29th May 2012, UGC communicated its revised allocation by reducing the amount under two merged schemes for the XI Plan period. The reason for reducing the allocation as stated in UGC letter dated 29th May 2012 is as under:

"It has been observed from the proformae submitted towards the Schemes 'Construction of Women's Hostel' and 'Special Development Grant for Universities in Backward/Rural/Border Areas' that the Women enrollment in the University is 203 (i.e. average of last 3 years) and the University falls under 2 categories only i.e. Rural and Backward Area. As per norms, the University is eligible for the assistance of Rs.60.00 Lakh under the Scheme 'Construction of Women's Hostel' and Rs.125.00 Lakh under the Scheme 'Special Development Grant for Universities in Backward/ Rural/Border Area' instead of Rs.80.00 Lakh and Rs.150.00 Lakh respectively.

As such, the revised allocation (item-wise) under Merged Scheme during XI Plan period is as under:

Particulars of UGC Grant	Purpose for which grant was sanctioned	UGC's initial allocation	UGC's revised allocation	Difference to be borne by the University as per UGC guidelines
1) Special Development Grant for Universities in Backward/Remote/ Border areas	a) Classrooms	Rs.150.00 Lakhs	Rs.125.00 Lacs	Rs.25.00 Lakhs
2) Construction of Women's hostel	b) Construction of Women's hostel	Rs.80.00 Lakhs	Rs.60.00 Lakhs	Rs.20.00 Lakhs
	TOTAL	**Rs.230.00 Lakhs**	**Rs.185.00 Lakhs**	**Rs.45.00 Lakhs**

As per UGC's guidelines for construction of buildings, the University is required to meet the expenditure from its own sources over and above the UGC's allocation. Hence the deficit amount of Rs.45.00 Lakhs (Rupees Forty Five Lakhs) is required to be met by the University from its own sources.

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	Accordingly, the matter is placed for approval of Rs.45.00 Lakhs (Rupees Forty Five Lakhs) as University's share as per UGC guidelines for completion of the above buildings, as per UGC guidelines. **Decision:** **The Finance Committee recommended that the University may contribute its share of Rs.45.00 Lakhs (Rupees Forty Five Lakhs) as per UGC guidelines for completion of the above buildings.**
8.	**Regarding construction of boys' hostels.** **Notes:** It was placed before the Finance Committee in its meeting dated 24.09.2011 that UGC has sanctioned grant of Rs.2.80 Crores which can be utilized for construction of hostels. This UGC grant was to be met out from the UGC grants under (a) Special Development Grant for Universities in Backward/Remote/Border Areas (1.00 Crore), (b) Special Development Grant for Young Universities (1.00 Crore) and (c) Construction of Women's hostel (0.80 Crore). However, on further discussion with the UGC officials, they informed that the amount under various schemes cannot be clubbed and hence separate buildings will have to be constructed. It was not feasible to construct separate hostels individually under various schemes. Hence, University has submitted taken up construction of Class Rooms, Staff Quarters and one small Women's hostel as per the UGC's guidelines under these schemes. **The matter is placed for information.** **Decision:** **The Finance Committee noted the above developments.**
9.	**Representation of students admitted in NRI Sponsored category.** **Notes:** The University is in receipt of representation dated 24.07.2012 from some students admitted in NRI sponsored category. In their representation they have stated that when they were admitted in the University they had to pay fees of 3000 USD + Rs.32000/- when the exchange rate of 1 USD was equal to Rs.44 to 45. So at that time their total fee amounted to Rs.1,64,000/- approx. Due to enhancement in fee as per UGC guidelines, their fee was increased from USD 3000 to USD 3300 (10%). As a result their total fee was hiked upto Rs.1,82,000/- . The exchange rate at that time was also Rs.44 to 45 per USD. This increase in fee of about Rs.25000/- was affordable by them since the dollar rate was constant. They have further represented that in the present scenario the dollar rate has unpredictably hiked up from Rs.44 to Rs.57 which has again increased their fee from Rs.1,82,000/- to Rs.2,20,000/- approx which is a difference of Rs.38,000/- to Rs.40,000/-

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	approx thus making their fees completely unaffordable for their parents which has resulted in great financial problems. In view of the above, vide their representation they have requested to take the fee at a constant dollar rate ranging from Rs.40/- to Rs.45/- thus making their present year fee and as well as upcoming years fee affordable. **Decision:** **The Finance Committee rejected the representation of students admitted in NRI sponsored category owing to its non-feasibility.**
10.	**Perusal and approval of the revised budget estimates for the F.Y. 2012-13 and budget estimates for the F.Y. 2013-14.** **Notes:** **The revised budget estimates for the F.Y. 2012-13 and budget estimates for the F.Y. 2013-14 are placed herewith for perusal and approval.** **Decision:** **The Finance Committee recommended approval to the revised budget estimates for the F.Y. 2012-13 and budget estimates for the F.Y. 2013-14.**
11.	**Regarding enhancement in fee for B.A. LL.B. (Honours) and LL.M. and increase of 5 seats in B.A. LL.B. (Honours).** **Notes:** On perusal of the comparative fee structure of various National Law Universities (CLAT 2012) and the rising expenditure in various heads, it is proposed to revise/enhance the Fee structure of Hidayatullah National Law University in the following heads, which will be applicable to the new students seeking admission w.e.f. the academic session 2013-14 (July 2013 onwards): **B.A. LL.B. (Honours)**

1.	Tuition fee (The fee under this head is proposed to be enhanced from Rs.55,000/- p.a. to Rs.80,000/- p.a. for Indian Nationals and tuition fee is also proposed to be enhanced from USD 3300 p.a. to USD 4000 p.a. for NRI/NRI sponsored seats.) This enhancement is proposed looking to the comparative fee structure of other National Law Universities and also in view of the fact that to meet out the expenditure under the head salary and allowances, the University needs at least 10.00 Crores per annum. However, the total receipts of the University through all sources i.e. fee and grant from the State Government are merely around 9.00 Crores against the estimated expenditure of 19.00 Crores.
2.	Campus Development Charges. (Enhancement in this particular fee head is proposed for all UG students). The fee under this head is proposed to be enhanced from Rs.1000/- p.a. to

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		Rs.5000/- p.a. This enhancement is proposed looking to the comparative fee structure of other National Law Universities and also in view of the fact that substantial amount is required to meet out the expenditure for creating and maintaining necessary infrastructural facilities in the campus.
	3.	Medical Fee. (Enhancement in this particular fee head is proposed for all UG students). The fee under this new fee head is proposed to be Rs.2000/- p.a. Fee under this head is required for payment of salary and honorarium of doctors and medical staff appointed/engaged; maintenance of ambulance facility and required incidental medical treatment of the students of this residential University.
	4.	Moot Court fee. (Enhancement in this particular fee head is proposed for all UG students). The fee under this new fee head is proposed to be Rs.3000/- p.a. Fee under this head is required for providing financial assistance to the students participating in various Moot Court Competition including the National and International Moot Court Competition. This amount is proposed in view of the fee structure of other National Law Universities and number of students participating in the moot court competition and the financial assistance sought by them from the University from time to time.
	5.	Electricity Charges (Enhancement in this particular fee head is proposed for all UG students). The fee under this new fee head is proposed to be Rs.5000/- p.a. Fee under this head is being proposed looking to the fee structure of other National Law Universities and as per the huge expenditure being incurred by the University on monthly electricity bills and repairs and maintenance of electrical equipments, running of power back up D.G. set, salary and honorarium of Technical Staff.
	6.	Examination Fee (Enhancement in this particular fee head is proposed for all UG students). The fee under this new head is proposed to be Rs.3000/- p.a. Fee under this head is being proposed looking to the fee structure of other National Law Universities and as per the expenditure being incurred by the University on Salary and honorarium of faculty and Staff appointed/engaged for Examination work, conducting of examinations, evaluation, printing of examination material, stationery and other expenditure for examination work.
	7.	Journals Fee (Enhancement in this particular fee head is proposed for all UG students). The few under this new head is proposed to be Rs.1000/- p.a. Fee under this head is being proposed looking to the fee structure of other National Law Universities and looking to the expenditure for bringing out Student journals (including printing work). This fee shall also induce the students to

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	contribute their articles for their journal.
8.	Internship/Placement Fee. (Enhancement in this particular fee head is proposed for all UG students). The fee under this new head is proposed to be Rs.2000/- p.a. Fee under this head is being proposed looking to the fee structure of other National Law Universities and for creating an Internship and Placement Cell in the University to meet the expenditure to be incurred on appointment of/engaging Internship and Placement Officer for the purpose of coordinating the activities of the students for their internship and placement.

LL.M.

1.	Campus Development Charges. The fee under this head is proposed to be enhanced from Rs.1000/- p.a. to Rs.5000/- p.a.
2.	Medical Fee. The fee under this new fee head is proposed to be Rs.2000/- p.a.
3.	Electricity Charges The fee under this new fee head is proposed to be Rs.5000/- p.a.
4.	Internship/Placement Fee. The fee under this new head is proposed to be Rs.2000/- p.a.

NOTE REGARDING ENHANCEMENT OF 05 SEATS IN B.A. LL.B. (HONOURS) FROM ACADEMIC SESSION 2013-14 (JULY 2013 ONWARDS)

At present the Hidayatullah National Law University, Raipur provides admission to 175 seats in B.A. LL.B. (Honours) Undergraduate Programme. The University is having three sections with strength of 58, 58 and 59 students for the newly admitted students.

As per BCI guidelines, the University can admit 320 students in the first year and with a maximum class strength of 60 students per class.

It is proposed that the University should admit 180 students in the first year from the academic session 2013-14 (July 2013) thereby increasing the annual intake by 05 seats. This increase of 05 seats is well within the class strength limit prescribed by Bar Council of India. The increase of 05 seats will enable generation of additional revenue in the form of fee without additional deployment of manpower and other resources.

It is also proposed that there are a number of students who wish to take admission in HNLU under the NRI/NRI sponsored category. Hence this enhancement of 05 seats may be made in the NRI/NRI sponsored category so as to use the existing infrastructure, manpower and other resources to generate additional revenue within the prescribed limits.

The matter is placed for perusal and decision.

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Decision:

(a) The Finance Committee recommended to revise/enhance the Fee structure of Hidayatullah National Law University in the following heads, which will be applicable to the new students seeking admission w.e.f. the academic session 2013-14 (July 2013 onwards):

B.A. LL.B. (Honours)

1.	Tuition fee: To be enhanced from Rs.55,000/- p.a. to Rs.80,000/- p.a. for Indian Nationals and to be enhanced from USD 3300 p.a. to USD 4000 p.a. for NRI/NRI sponsored seats.
2.	Campus Development Charges: To be enhanced from Rs.1000/- p.a. to Rs.5000/- p.a. for all students.
3.	Medical Fee: The fee under this new fee head may be charged @ Rs.2000/- p.a. from all students.
4.	Moot Court fee: The fee under this new fee head may be charged @ Rs.3000/- p.a. from all students.
5.	Electricity Charges: The fee under this new fee head may be charged @ Rs.3000/-p.a. from all students.
6.	Examination Fee: The fee under this new fee head may be charged @ Rs.3000/-p.a. from all students.
7.	Journals Fee: The fee under this new fee head may be charged @ Rs.1000/- p.a. from all students.
8.	Internship/Placement Fee: The fee under this new fee head may be charged @ Rs.2000/-p.a. from all students.

LL.M.

1.	Campus Development Fund: To be enhanced from Rs.1000/- p.a. to Rs.5000/- p.a.
2.	Medical Fee: The fee under this new fee head may be charged @ Rs.2000/- p.a.
3.	Electricity Charges: The fee under this new fee head may be charged @ Rs.3000/-p.a.
4.	Internship/Placement Fee: The fee under this new fee head may be charged @ Rs.2000/-p.a.

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After enhancement/revision, the fee structure will be as under:

B.A. LL.B. (HONOURS) ANNUAL FEE

SL.	ANNUAL FEE HEAD	INDIAN NATIONAL CATEGORY		NRI/NRI SPOSORED CATEGORY		FOREIGN NATIONAL CATEGORY	
		Existing 2012-13	Proposed 2013-14	Existing 2012-13	Proposed 2013-14	Existing 2012-13	Proposed 2013-14
1	Tuition Fee	55000	80000	USD 3300	USD 4000	USD 5500	USD 5500
2	Library Fee	7500	7500	7500	7500	7500	7500
3	Halls of Residence Charges	12000	12000	12000	12000	12000	12000
4	Internet Charges	5000	5000	5000	5000	5000	5000
5	Campus Development Charge	1000	5000	1000	5000	1000	5000
6	Charges for Student Activities	1000	1000	1000	1000	1000	1000
7	Student Welfare Fund	1500	1500	1500	1500	1500	1500
8	Transportation Charges	4000	4000	4000	4000	4000	4000
9	Medical Fee		2000		2000		2000
10	Moot Court Fee		3000		3000		3000
11	Electricity Charges		3000		3000		3000
12	Examination Fee		3000		3000		3000
13	Journals Fee		1000		1000		1000
14	Internship/Placement fee		2000		2000		2000
	Total	87000	130000	USD 3300 plus Rs.32000/-	USD 4000 plus Rs.50000/-	USD 5500 plus Rs.32000/-	USD 5500 plus Rs.50000/-
	FEE IN INDIAN RUPEES ASSUMING 1 USD = Rs.53/-	87000	130000	206900	262000	323500	341500
	Increase in Indian Rupees		43000		55100		18000
	Increase in percentage (%)		49.43%		26.63%		5.56%

SL.	ONE TIME FEE/DEPOSIT	INDIAN NATIONAL CATEGORY		NRI/NRI SPOSORED CATEGORY		FOREIGN NATIONAL CATEGORY	
1	Admission Fees (One Time)	Rs.5000	Rs.5000	USD 1000	USD 1000	USD 1000	USD 1000
2	Caution Money (Refundable)	Rs.25000	Rs.25000	Rs.25000	Rs.25000	Rs.25000	Rs.25000

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LL.M. ANNUAL FEE (INDIAN NATIONAL CATEGORY)

SL.	ANNUAL FEE HEAD	Existing 2012-13	Proposed 2013-14
1	Tuition Fee	26500	26500
2	Library Fee	7500	7500
3	Halls of Residence Charges	12000	12000
4	Internet Charges	5000	5000
5	Campus Development Charge	1000	5000
6	Student Welfare Fund	2000	2000
7	Transportation Charges	4000	4000
8	Medical Fee		2000
10	Electricity Charges		3000
13	Internship/Placement fee		2000
	Total	58000	69000
	Increase in Indian Rupees		11000
	Increase in percentage (%)		18.96%

SL.	ONE TIME FEE/DEPOSIT	INDIAN NATIONAL CATEGORY	
1	Admission Fees (One Time)	Rs.5000	Rs.5000
2	Examination fee for thesis evaluation	Rs.10000	Rs.10000
3	Caution Money (Refundable)	Rs.10000	Rs.10000

After enhancement/revision of fee structure as above, the anticipated expenditure on various heads, respective fee receipts and deficit position will be as under for the F.Y. 2013-14:

Sl.	Particulars	Expenditure	Particulars	Fee Receipts	Deficit
1	Electricity Expenses/charges	7920000	Electricity Charges	675000	7245000
2	Examination Expenses/ Remuneration + Convocation Expenses	2365000	Examination Fee	540000	1825000
3	Internet Facility/charges, Website Expenses/Maint.	4253700	Internet charges	4070000	183700
4	Library	24068000	Library Fees	6105000	17963000
5	Student Activities	1100000	Moot Court Fees + Journals Fee	720000	380000
6	Purchase of Assets	11269500	Halls of Residence Charges	9768000	1501500
7	Repairs & Maintenance	4167900	Campus Development Charges	1534000	2633900
8	Salary and allowances/honorarium of faculty & staff	108891200	Admission Fee + Tuition Fee + Student Welfare Fund + Medical Fee + Internship/Placement Fee	61355400	47535800
9	Sports facilities	4814700	Charges for Student Activities	754000	4060700
10	Transportation, Petrol & Fuel, Repairs & maintenance of vehicles/Insurance + Salary of Drivers & Motor Mechanic	5089964	Transportation charges	3256000	1833964
		173939964		88777400	85162564

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(b) **The Finance Committee recommended enhancement of 05 seats may be made in the NRI/NRI sponsored category w.e.f. the academic session 2013-14 (July 2013 onwards).**

12. Creation of posts.

Notes:

The Hidayatullah National Law University is a residential University wherein the following posts are essentially required for smooth functioning. Hence it is proposed that recommendations may be made to the Executive Council for creation of the following posts:

Sl.	Designation of the Post	Pay Band and Grade Pay	No. of posts
1.	Security Officer	9300-34800 + G.P. 4200	01
2.	Outsourcing Supervisor	5200-20200 + G.P. 2400	01
3.	Drivers	5200-20200 + G.P. 1900	02
4.	Library Attendant	5200-20200 + G.P. 1800	01
5.	Field Assistant	5200-20200 + G.P. 1800	01
6.	Caretaker (for Hon'ble V.C. Residence)	5200-20200 + G.P. 1300	02
7.	Cook (for Hon'ble V.C. Residence)	5200-20200 + G.P. 1300	02

The matter is placed for perusal and approval.

Decision:

The Finance Committee decided that the actual requirement of above manpower may be worked out and the matter may be placed in the next meeting of the Finance Committee with details, justification and financial implications.

13. Alternate Internet Line for Internet connectivity.

Notes:

At present University is having one internet line for internet connectivity in HNLU premises provided through Leased Line by the BSNL. The internet capacity is 1 Gbps through NKN MHRD Project. The cables are not underground and underground work is in progress as per the BSNL authorities. Many times cable cut (fibre cut) problems are there, so at that time we cannot access internet facility. For this reason, we propose to go for alternate internet connection, so that we can provide continuous internet facility to the students.

To cater the need of the University we had approached Airtel, Tata, Zenoz and Reliance for providing Leased Line through wireless. Two ISP's have submitted their plan and quotes for providing internet services. The details are as follows:

Internet Service Provider	2 Mbps (1:1)	4 Mbps (1:1)	6 Mbps (1:1)	8 Mbps (1:1)	10 Mbps (1:1)	12 Mbps (1:1)

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RELIANCE	1,40,000/- p.a. + S.T. 12.36%	2,40,000/- p.a. + S.T. 12.36%	3,20,000/- p.a. + S.T. 12.36%	4,80,000/- p.a. + S.T. 12.36%	5,50,000/- p.a. + S.T. 12.36%	7,00,000/ - p.a. + S.T. 12.36%
Payment Advance	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
Contract term	1 year	1 year	1 year	1 year	1 year	1 year
ZENOX	1,25,000/- p.a. + S.T. 12.36%	2,40,000/- p.a. + S.T. 12.36%	3,60,000/- p.a. + S.T. 12.36%	4,20,000/- p.a. + S.T. 12.36%	5,00,000/- p.a. + S.T. 12.36%	6,40,000/ - p.a. + S.T. 12.36%
Payment Advance	Half Yearly	Half Yearly	Half Yearly	Half Yearly	Half Yearly	Half Yearly
Contract term	2 years	2 years	2 years	2 years	2 years	2 years

As per our requirement and keeping in view the above terms and conditions, the proposal for 10Mbps will be sufficient to cope-up our alternate arrangement.

The matter is placed for perusal and approval.

Decision:

The Finance Committee decided that alternate internet connectivity of 10 Mbps (1:1) may be taken. The Finance Committee further examined the proposal and found that of the two service providers M/s. RELIANCE is tested and well known. HNLU has no experience about M/s. ZENOX which seems to be a new company. The Committee, therefore, decided that negotiation may be made with M/s. RELIANCE for reduction of charges and then the matter may be placed in the next meeting of the Finance Committee.

14. **Regarding adjustment of long outstanding advances/dues.**

Notes:

Report of the C.A. for the F.Y. 2010-11 was placed before the Finance Committee in its meeting dated 07.12.2011.

The Finance Committee in its meeting dated 07.12.2011 approved the Audit Report of the C.A. for the F.Y. 2010-11 with the following observations on the notes on accounts of audit report:
7(a) Suitable steps should be taken for recovery of the amount and if recovery is not forthcoming, then appropriate legal action should be considered.
8. Needful may be done.
9. The matter may be reviewed and placed with detailed facts so as to reach some conclusion.
12.1, Bilaspur Centre. Detailed enquiry may be taken-up by appropriate authority.
12.2, 12.3, 12.4. Proper proposals may be placed for ex-post facto approval.

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Accordingly, it is placed before the Finance Committee as under:

7(a) As per the Audit Report for the F.Y. 2010-11, the following debit balances are appearing in accounts since beginning of the year, however no recoveries/movements noticed in the accounts:-

Name	Amount
Mr. A.K. Dubey	Rs.3,41,216/-
Mr. A. Shriniwas Rao	Rs. 5,501/-
Mr. J.K. Goyal	Rs. 5,000/-
Mr. Satyendra Kujur	Rs. 25,820/-
Mr. Visnath Kurrey	Rs.1,00,000/-

Rs.3,41,216/- outstanding in the name of Mr. A.K. Dubey pertains to amount paid to him for construction work in the old campus. Mr. A.K. Dubey has submitted bills for the same. This amount is payable/adjustable against the bills submitted.

Rs.5,501/- outstanding in the name of Mr. Srinivas Rao pertains to the amount advanced to him for insurance of University vehicle in the year 2004. Mr. Srinivas Rao neither executed the work nor refunded the amount. However, whereabouts of Mr. Srinivas Rao are not available in records so as to effect recovery.

Rs.5,000/- outstanding in the name of Mr. J.K. Goyal pertains to the amount paid to him as travel advance for going to Bhopal in connection with National Entrance Test conducted by the University. Mr. J.K. Goyal has not submitted the bills/vouchers against the amount advanced and has also left the University long back.

Rs.25,820/- outstanding in the name of Mr. Satyendra Kujur pertains to advance/dues recoverable from him. Efforts are going on for recovery of the due amount, notice was also served on him but he has not responded to the notice.

Rs1,00,000/- outstanding in the name of Mr. Visnath Kurrey pertains to the to him for construction work in the old campus. He has submitted bills for the same. This amount is payable/adjustable against the bills submitted.

8. Needful is being done as per the decision of the Finance Committee meeting dated 07.12.2011.

9. The matter is being reviewed as per the decision of the Finance Committee meeting dated 07.12.2011.

12. During the year the University has failed to recover the following List of Advances given in the past and expecting them to be irrecoverable has debited the same to Income & Expenditure Account:

S.No.	Name of Account	Amount	Remarks
1.	Bilaspur Centre	Rs.42,42,854/-	The amount was paid to Bilaspur Centre for meeting out monthly establishment expenditure of Bilaspur Centre. Since the same has been closed a year ago, the same seems irrecoverable.

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2.	Receivable from SC/ST students	Rs.4,49,300/-	The claim was not admitted by State Government towards Scholarship, hence, was shown as receivable from SC/ST students, but since the said students have graduated and left the University, the same seems irrecoverable.
3.	UGC	Rs.2,11,378/-	The said amount was incurred for UGC Visiting Committee and shown as recoverable from UGC. But, since the claim was not admitted by UGC, hence, the same also seems to be irrecoverable.
4.	Warden Girls Hostel	Rs.15,000/-	The said amount was given as Advance to Girls Hostel Warden in the F.Y. 2003-04. The Warden left the University and hence, the same also seems to be irrecoverable.

12.1 The Bilaspur Centre was opened in February 2004 in the tenure of first Vice-Chancellor Prof. (Dr.) Jose P. Verghese. He had opened the centre in anticipation of approval from the State Government for establishing the Bilaspur Centre as an independent Centre of the University with all infrastructural facilities and resources as is the case of the Hidayatullah National Law University established at Raipur. Although No Assurance was given by the State Government for this purpose. The Bilaspur Centre started functioning since February 2004 and admissions were given to B.A. (Law) course in July-August 2004. The expenditure being incurred on rent, salary/honorarium, Office Expenses, purchase of books, transportation of students, furniture & furnishing, electricity charges, advertisement, mess, security guards etc.

Thus, the total expenditure of Bilaspur Centre under various heads for the period February 2004 onwards is Rs.64,67,387/- (Rupees Sixty Four Lacs Sixty Seven Thousand Three Hundred and Eighty Seven) against which the Bilaspur Centre received revenue receipts including fee to the tune of Rs.22,24,533/- (Rupees Twenty Two Lacs Twenty Four Thousand Five Hundred and Thirty Three). After adjusting the revenue receipts of Rs.22,24,533/-, the balance amount of Rs.42,42,854/- (Rupees Forty Two Lacs Forty Two Hundred Eight Hundred and Fifty Four) was booked as advance, anticipating separate fund allocation from the Government. Since, the University did not receive allocation/ assurance from the State Government, the Executive Council decided to discontinue the centre. Hence, the expenditure booked as advance is outstanding which needs to be debited to the Income & Expenditure account of the University.

12.2 The academic session of the University started w.e.f. July 2003. Admissions were given to the students including SC/ST students. The then Vice-Chancellor Prof. (Dr.) Jose P. Verghese, provided financial assistance to the SC/ST students by not charging any fee from them for the course of B.A. LL.B. (Honours). On the contrary he provided mess and other facilities free of cost to the SC/ST students. He did this, in anticipation of receipt of scholarship/reimbursement from the State Government although No

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	assurance was given by the State Government. Thus, the expenditure being incurred on the SC/ST students was being booked as Receivable from SC/ST students. Subsequently, the State Government gave scholarship to the SC/ST students as per its guidelines but did not fully reimburse all the expenditure incurred on the SC/ST students. Hence, Rs.4,49,300/- are outstanding as receivable from SC/ST students. The SC/ST students who availed the facility and graduated have also left the University. Since, the amount is irrecoverable from them, it has been proposed to be debited to the Income and Expenditure Account. 12.3 The University had applied to UGC for approval u/s. 2(f) & 12 B of the UGC Act, 1956 in the year 2003 and 2004. The UGC Team had visited the University for inspection in the year 2003, 2004 and 2008 for the purpose. The University had made the stay arrangements, boarding and lodging and local conveyance arrangements for the UGC teams. For the purpose, the University had incurred expenditure of Rs.3,38,433/- and claimed reimbursement from UGC. The UGC reimbursed Rs.1,27,055/- as per UGC guidelines. Hence, the balance amount of Rs.2,11,378/- (Rupees Two Lacs Eleven Thousand Three Hundred and Seventy Eight) is outstanding as advance/receivable which needs to be debited to Income & Expenditure Account. 12.4 Rs.15,000/- outstanding in the name of Ms. Sapna, Girls Hostel Warden pertains to advance recoverable from her. Efforts are going on for recovery of the due amount, notice was also served on him but she has not responded to the notice. The above matters are placed before the Finance Committee for perusal and decision. <u>Decision</u>: The Finance Committee recommended the following actions on the above matters: 1. On item No.7(a), the amount advanced to Mr. A.K. Dubey and Mr. Visnath Kurrey may be scrutinized by the Accounts Officer and after scrutiny the advance may be adjusted against the bills. Since the dues outstanding against Mr. A. Shrinivas Rao, Mr. J.K. Goyal and Mr. Satyendra Kujur seem to be irrecoverable, the same may be written off. 2. On item No. 12.1, supplementary audit of income and expenditure on Bilaspur Centre may be got done from C.A. and then the report may be placed before the Finance Committee. 3. The amount spent on SC/ST students and UGC Visiting Team as mentioned at item No. 12.2 and 12.3 should be debited to income and expenditure account and the amount advanced to Mrs. Sapna Varkey as mentioned at item No. 12.4, seems to be irrecoverable, the same may be written off.
15 & 16(a)	Perusal and approval of the status of payments made from State Government Grant for various construction/development activities. Perusal and approval of the proposed activities to be carried out from the balance State Government grant for completion of the University Campus.

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Notes:

(A) The Hidayatullah National Law University, Raipur has received a total grant of Rs.6166.42 Lacs for the period 2003-04 to 2011-12 for various purposes as under:

Capital Grant received from State Government for the period 2003-04 to 2011-12

Year	Particulars	(Rs. In Lakhs)
2005-06	Building Grant for HNLU, Raipur	1000.00
2006-07	Building Grant for HNLU, Raipur	1000.00
2006-07	Building Grant for Bilaspur Centre	450.00
2007-08	Construetion of Class Rooms for HNLU, Raipur	16.42
2007-08	Building Grant for HNLU, Raipur	2000.00
2008-09	Addl. Construction work for completion of campus	1700.00
	Total	**6166.42**

(B) Out of the above grant State Govt. Capital Grant of Rs.6166.42 Lacs,

Sl.	Particulars	(Rs. In Lakhs)
(1)	Grant has been utilized/works have been undertaken	4815.24
(2)	There are claims of M/s. NCCL towards R.A. Bills and Escalation Bill No.006	602.87
(3)	Works recommended for approval by F.C. in its meeting dated 07.12.2011	143.36
		5561.47

(C) From the available balance State Government Capital of **Rs.604.95 Lacs** (Rs.6166.42 Lacs – Rs.5561.47 Lacs), the University proposes to further undertake the following activities estimated for **Rs.477.63 Lacs**:

Sl.	Particulars	(Rs. in Lakhs)
1	Affixing of Channel/Grill Gates in Acadmic cum Administrative Building for internal security.	2.47
2	Laying Pipeline to lift water from the submersible pumps borewells behind boys' hostel to underground tank at centralized pump house.	2.22
3	University share for construction work towards UGC schemes	45.00
4	Construction of Hon'ble Vice-Chancellor Bungalow	260.72
5	Supply and installation of Solar Water Heating System (SWHS) of 9 x 500 LPD Capacity for Boys & Girls Hostel.	11.58
6	Supply and installation of about 200 feet insulated hot water pipe line for connectivity with prevailing concealed pipelines for SWHS.	0.84
7	Annual Comprehensive Operation & Maintenance of SWHS	0.90
8	Solar Photovoltaic Power Plant (SPVPP) of 100 KWp. Total cost Rs.2.05 Crore out of which beneficiary's share Rs.1.09 Crore.	109.00
9	Construction of boundary wall for the additional land allotted by NRDA, in front of the existing campus.	44.90
	Total	477.63

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Accordingly, the matter is placed for perusal and approval as above to proceed further.

Decision:

(a) The Finance Committee recommended for approval of the following activities worth Rs.477.63 Lacs out of the available State Government Capital Grant of Rs.604.95 Lacs.

Sl.	Particulars	(Rs. in Lakhs)
1	Affixing of Channel/Grill Gates in Acadmic cum Administrative Building for internal security.	2.47
2	Laying Pipeline to lift water from the submersible pumps borewells behind boys' hostel to underground tank at centralized pump house.	2.22
3	University share for construction work towards UGC schemes	45.00
4	Supply and installation of Solar Water Heating System (SWHS) of 9 x 500 LPD Capacity for Boys & Girls Hostel.	11.58
5	Supply and installation of about 200 feet insulated hot water pipe line for connectivity with prevailing concealed pipelines for SWHS.	0.84
6	Annual Comprehensive Operation & Maintenance of SWHS	0.90
7	Solar Photovoltaic Power Plant (SPVPP) of 100 KWp. Total cost Rs.2.05 Crore out of which beneficiary's share Rs.1.09 Crore.	109.00
8	Construction of boundary wall for the additional land allotted by NRDA, in front of the existing campus.	44.90
	Total	216.91

(b) The Finance Committee also decided that the estimates for construction of Hon'ble Vice-Chancellor's bungalow must also include two additional rooms on terrace, additional servant quarter in the Vice-Chancellor's residential premises, compound wall and external area development etc. After including the above additional work, the estimates may be verified by the Engineer and thereafter the matter may be placed before the Finance Committee.

16. Any other matter with the permission of the chair.

16.b. Regarding writing off, long outstanding non-recovered, security deposits.

Notes:

When the University had not shifted to its campus, flats at Didwania Complex, Raipur were taken on rent for the purpose of hostels. Total security deposit to the tune of Rs.4,17,806/- was paid to the owners out of which Rs.2,53,799/- has been recovered, adjusted against electricity bills and dues. Details enclosed. Rs.1,65,508/- is still outstanding, but the recovery is not forthcoming despite various efforts. Since long outstanding dues of Rs.1,65,508/- could not be recovered hence the same is proposed to be written off.

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	Accordingly, the matter is placed for perusal and decision. Decision: The Finance Committee decided that the matter may be placed with details in the next meeting of the Finance Committee.
c.	Audit report of the Chartered Accountant for the F.Y. 2011-12 placed for perusal and approval. Notes: The Audit report of the Chartered Accountant for the F.Y. 2011-12 is placed for perusal and approval. Decision: The Finance Committee decided that the Audit report of the Chartered Accountant for the F.Y. 2011-12 may be placed with details in the next meeting of the Finance Committee.

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