

**Minutes of The 13<sup>th</sup> Meeting of Finance Committee, INFLIBNET Centre  
Wednesday, 3<sup>rd</sup> December, 2008, INFLIBNET Centre, Ahmedabad**

December 18, 2008

**Members Present**

**In the Chair**

Prof. S.K. Khanna

Chairman, FC & GB

**Members**

01 Dr. Jagdish Arora

Director, INFLIBNET Centre

02 Dr. (Mrs.) Renu Batra

Joint Secretary (IUC), UGC, New Delhi

03 Shri Manoj Kumar K.

Scientist-D (CS), INFLIBNET Centre

04 Shri D.P. Negi

Admn. Officer (F)/

Non-Member Secretary

**Special Invitees**

01. Dr. Parimal H. Trivedi

Vice-Chancellor, Gujarat University

02. Dr. M. Moni

Dy. Director General, NIC, New Delhi

03. Dr. Muttayya Koganuramath

Librarian, TISS, Mumbai

Dr. R. K. Chauhan, Secretary, UGC, Dr. C. S. Meena, Jt. Secretary & Financial Advisor, UGC and Prof. Rajiv Sangal, Director, IIT could not attend the meeting due to their pre-occupations.

**1. Welcome Address**

Before commencement of the Meeting, Prof. S.K. Khanna, Chairman GB & FC extended a warm welcome to the members and requested Dr. Jagdish Arora to start the proceedings of the Meeting. Dr. Arora, in turn, requested Non-Member Secretary, FC, to take up the agenda items.

**2. Confirmation of the Minutes 12<sup>th</sup> Meeting of the Finance Committee**

The Member Secretary informed that the minutes of the 12<sup>th</sup> Meeting of Finance Committee held on 12<sup>th</sup> June, 2007 at the INFLIBNET Centre, Ahmedabad were circulated to all members. However, since no comments were received from any of the members, the Minutes were treated as confirmed.

**3. Action Taken on Decisions Made in the 12th Meeting of the Finance Committee**

The members noted the action taken on decisions made during 12<sup>th</sup> Meeting of Finance Committee held on 12<sup>th</sup> June, 2007 at the INFLIBNET Centre, Ahmedabad with satisfaction. While going through the report, Dr. (Mrs.) Renu Batra, suggested that as far as possible, the Centre should convene two meetings of the FC during every financial year (1<sup>st</sup> in the month of June and 2<sup>nd</sup> in December of the year) to approve the Annual

Accounts of the Centre relating to previous Financial Year, Budget Estimates, Revised Estimates and other matters having financial implications. Dr. M. Moni made the following suggestions:

- (i) The recommendations of the Committee constituted for proposing the minimum qualifications, experience etc. for recruitment to the posts of Scientists – F and G and its corresponding new Pay Band / Scale according to recommendations of the 6<sup>th</sup> Pay Commission may be put-up for the information of the Finance Committee in its next meeting so that there is no ambiguity while operating these posts in future.
- (ii) Dr. Moni also suggested that the Centre may formulate new norms for recruitment of the SOUL Co-ordinators and their staff in keeping with the emerging technology in which the Centre is engaged, the changing scenario and the specific functional needs so as to provide effective and efficient technical support to the users in library automation.
- (iii) He further, suggested that the Centre may obtain the details of PAN from the SOUL Co-ordinators while releasing the payments to them.

Dr. Arora informed the Committee that the Centre continues to attract new customers for SOUL Software. Recently the Centre has received bulk order for supply of SOUL Software from Govt. of HP and UP. He suggested that in view of large number of installations of SOUL software across the country and the fast growing demand for the same, the Centre may be allowed to recruit more SOUL Co-ordinators to cover geographical regions that are not covered so far so that effective after-sales service can be provided to avoid inconvenience to the users. The Committee agreed to the above suggestions.

#### **04. Presentation of the Audited Accounts of the Centre for the F.Y. 2007-08**

The Finance Committee considered the audited accounts of the Centre for the Financial Year 2007-08 and approved the same. While debating on the Audited Accounts, Dr. (Mrs.) Renu Batra inquired about the method of accounting adopted by the Centre. Shri Negi informed the Committee that Annual Accounts of the Centre are maintained on cash basis wherein both income and expenses are recorded in the Books of Accounts when they are received or paid and accounts are prepared as per format applicable to the Central Autonomous Bodies. She also made a suggestion that, in future, in the meetings of FC, the Centre may present the progress report with regard to expenditure and grants received during the year whenever such meetings are held so as to apprise the members about position of expenditure as against budget allocation made to the Centre. The suggestion made by the JS (IUC) was noted for compliance. Further, the members also suggested that the Centre may find out from other IUCs about method/system of accounting adopted by each of them and apprise them in the next meeting of FC. The said suggestion was also noted for compliance.

The Committee also recommended to place these audited accounts before the Governing Board which met on the same day immediately after the meeting of FC.

**05. Presentation of Revised Budget Estimates for the FY 2008-09 and Budget Estimates for the FY 2009-10 and approval thereof**

The Member Secretary presented the Revised Budget Estimates for the FY 2008-09 and Budget Estimates for the FY 2009-10 of the Centre to the Committee. The Committee considered the budgetary projections made by the Centre under different heads for plan and non-plan expenditure in the budget document. Taking into account all the aspects, the FC recommended the following budgetary provisions for the Centre to cover the expenditure on all the activities including establishment expenses, E-journal subscription / Digital Repository of Research, UGC Infonet/Internet connectivity, college model for extending e-journals and Internet connectivity to selected colleges, training programmes, national database creation, construction of permanent institutional building, procurement of furniture & fixtures, scientific equipment etc. for approval of the GB:

<b>Revised Budget Estimates for the F.Y. 2008-09</b>	<b>Rs.in lakhs</b>	<b>Budget Estimates for the F.Y. 2009-10</b>	<b>Rs. in lakhs</b>
Non-Plan	276.75	Non-Plan	365.50
Plan (This includes the provision of Rs.75.00 lakhs as Centre's Plan budget for capital expenditure, Rs. 8500.00 lakhs for E-subscription Scheme/Digital repository of research, Rs.2000.00 lakhs for UGC Infonet/Internet connectivity and Rs.750.00 Lakhs for construction of permanent Institutional building.	11,325.00	Plan (This includes the provision of Rs.200.00 lakhs as Centre's Plan budget for capital expenditure, Rs.10700.00 lakhs for E-subscription Scheme/ Digital repository of research, Rs.2400.00 lakhs for UGC Infonet/Internet connectivity and Rs.1425.00 for construction of permanent Institutional building.	14,725.00
<b>GRAND TOTAL</b> (Non-plan plus Plan)	<b>11,601.75</b>		<b>15,090.50</b>

While according the approval for the budgetary projections, Prof. Khanna raised a point that as far as the expenditure for E-subscription/Digital repository of research and UGC Infonet schemes is concerned, the FC is not aware, before hand, about the details of expenditure involved in these two activities since important decisions including budgetary requirement are taken by the two separate Committees (viz. NSC and CCMC) for implementation for the said programmes and only audited accounts are presented to the FC after the expenditure is incurred. The Director, INFLIBNET Centre informed the Committee that detailed guidelines for UGC-INFONET Digital Library Consortium and UGC-INFONET Connectivity Programme have already been prepared wherein role of the Governing Board of the INFLIBNET Centre has been very well defined. Moreover, the schemes have been restructured so that while the reconstituted NSC/CCMC would take policy decisions, the Committee on negotiation will largely be INFLIBNET's own internal committee which will have the executive functions and powers. After detailed discussions, it was agreed that henceforth the minutes of the NSC and CCMC may be placed before FC for approval. However, in the case of exigencies or urgency, the minutes in the first instance may be got approved by the Chairman, FC & GB and subsequently, same may be placed in the meeting of the FC for approval.

**06. Organisation of a joint "National Seminar of Open Access to Textual and Multimedia Content: Bridging the Digital Divide" with CEC, New Delhi**

The Director, INFLIBNET briefed the members on the new initiative taken by the CEC and the INFLIBNET Centre, two Inter-University Centres of UGC for jointly organising the above event. The total expenditure on the National Seminar would be shared by the CEC and INFLIBNET Centre on 50 – 50% basis. The share of the INFLIBNET Centre would be around Rs.3.0 to 3.5 lakhs. The Committee approved the expenditure on organising the National-level Seminar.

The Non-Member Secretary and the Director thanked the Chair and other members for their participation, support and valuable guidance.

**Minutes prepared by**

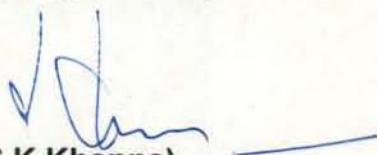


**(D P Negi)**  
Admn. Officer (F) and  
Non-Member Secretary, FC



**(Dr. Jagdish Arora)**  
Director, INFLIBNET Centre

**Minutes approved by**



**(Prof S K Khanna)**  
Chairman, FC & GB, INFLIBNET Centre

INFLIBNET Centre  
(An IUC of University Grants Commission)  
Ahmedabad 380 009

ATTENDANCE SHEET 13 <sup>th</sup> Meeting of the Finance Committee of INFLIBNET Centre Held on 3 <sup>rd</sup> December, 2008		
1	Prof. S K Khanna, Chairman, FC & GB-INFLIBNET	
2	Dr. R K Chauhan Secretary University Grants Commission	-
3	Dr. C S Meena Jt. Secretary & Financial Advisor University Grants Commission	-
3	Dr. (Mrs.) Renu Batra Joint Secretary (IUC) University Grants Commission	
4	Prof. Rajiv Sangal Director, IIT, Hyderabad	-
4	Dr. Jagdish Arora Director	
5	Manoj Kumar K Scientist-D (CS) - Member	
6	Shri D P Negi, Admn. Officer (F) (Non Member-Secretary)	
<i>Special Invitees:</i>		
1	Dr. Parimal H Trivedi VC, Gujarat University Member-GB	
2	M Moni Dy. Director General, NIC, New Delhi Member-GB	
3	Dr. Muttayya Koganuramath, TISS Mumbai Member-GB	