



IIT PALAKKAD

Indian Institute of Technology Palakkad

Minutes of 8th Meeting of Finance Committee

Minutes of the eighth meeting of the finance committee of the Indian Institute of Technology Palakkad held on 19th February 2021 at 02:30 pm through video conferencing is furnished below. The following members attended the meeting.

1.	Shri. Ramesh Venkateswaran	Chairman
2.	Prof. P. B. Sunil Kumar	Member
3.	Prof. Ligy Philip	Member
4.	Prof. Tom V Mathew	Member
5.	Col S Chakraborty (Retd)	Member Secretary

Shri. Rakesh Ranjan, Addl Secy (TE), Ministry of Education and Smt. Darshana Momaya Dabral, JS & FA, Ministry of Education could not attend the meeting due to prior commitments. The comments received from the Technical Section I and Finance Division of D/o Higher Education on the Agenda items through the staff officers of the above members is given at Appendix A and B respectively.

The following agenda items were taken up for consideration.

FC 8.1	Welcome address by the Chairman.
	The Chairman welcomed the members to the 8 th Finance Committee Meeting of IIT Palakkad and expressed his satisfaction over the fact that the Finance Committee meetings were now being planned once every quarter. He requested the Member – Secretary to proceed with the agenda items.
FC 8.2	Confirmation of the minutes of the seventh meeting of the Finance Committee held on 26th November 2020. Annexure -1 (Page 6-9)
	The following comment was received from the Finance Division of D/o Higher Education on Agenda Item FC 7.7 (Refer Appendix B). “As per GoI rules the retirement TA/ Packaging allowance is regulated as per entitlement of the retiree based on mileage not as a lumpsum.” In this connection FC 7.7 (b) clearly stipulates that “The claim will be made within 3 months from the last date of working in the institute and will be considered against



IIT PALAKKAD

Indian Institute of Technology Palakkad

Minutes of 8th Meeting of Finance Committee

	<p>submission of actual bills restricted to the ceiling amount as mentioned above.”</p> <p>Therefore, the grant is not on lumpsum basis but based on submission of bills which would be scrutinised against the entitlement of the claimant.</p> <p>The minutes of the 7th meeting of the Finance Committee were confirmed after noting down the comments of the Finance Division on FC 7.7.</p>
FC 8.3	<p>To consider and note the Director’s overview report.</p>
	<p>The Director made a presentation regarding the progress of the Institute and its future plans. He gave a brief overview of the various course programmes and the planned intake of students in the next academic session. He highlighted the recent activities of the institute and briefed the members on the progress of the on going construction work in the permanent campus. The salient aspects of the presentation are given below:</p> <p>Salient points in the Director’s overview report at the 8th Finance Committee meeting held on 19-02-21</p> <ol style="list-style-type: none">1) The total number of students who have actually enrolled in the institute is now 978 with 735 male and 243 female students and the total sanctioned strength is above one thousand.2) The institute is currently running 4 B.Tech programs, three M.Sc programs and six M.Tech programs in addition to the research programs leading to MS and Ph.D degrees.3) The total faculty strength of the institute is 93.4) The total non-teaching staff strength of the institute is 97.5) A section 8 company, TECHIN, established by IIT Palakkad as a vehicle for its innovation and incubation activities, was launched on 20th January 2021 by Shri Kris Gopalakrishnan, co-founder Infosys.6) The 5th Institute Day celebrated on 22nd January as a virtual event. Prof. Padmanabhan Balram, Former Director, IISc Bangalore was the Chief Guest for this event.7) The student strength in the institute at the beginning of the next academic year is expected to be 1222.8) The current availability of beds in the hostel is 1003, and in view of the delay in the construction of the permanent hostel, the institute is planning to rent 120 rooms in the Ahalia foundation hostels. <p>The construction of the permanent campus has not yet caught up with the expected schedule. As of 31-01-21 the financial progress is only Rs. 70 crores against the expected value of Rs. 115 crores. All effort is being made by the</p>



IIT PALAKKAD

Indian Institute of Technology Palakkad

Minutes of 8th Meeting of Finance Committee

institute to put pressure on CPWD to speed up the construction.

ITEMS FOR CONSIDERATION AND APPROVAL

F.C. 8.4	To consider an Action Taken Report on the 7th Finance Committee meeting. Annexure-2 (Page 10-12)
	<p>Action was initiated to frame a policy document on the insurance scheme for employees of IIT Palakkad as per discussions and minutes of Agenda Item 7.6 of the 7th Finance Committee meeting held on 26/11/2020. The policy document prepared by the institute to serve as a guideline for providing insurance cover under various schemes to the employees of IIT Palakkad in future (Annexure -2) was discussed by the members. The following suggestions were given by the members on the policy document:</p> <ul style="list-style-type: none">(a) A feedback to be obtained from the employees to fix a higher sum assured for the life insurance cover being planned for employees. Instead of 30 lakhs for all employees it was suggested that option could be given to the staff to choose between at least two values, 30 Lakhs and 60 lakhs for the sum assured. It is suggested that for Group A Officers it could be to 60 lakhs.(b) The option of increasing the tenure of life insurance cover of employees from the present mode of renewing annually, could also be explored.(c) The Institute could consider paying a part of or the total share of the employees from its Corpus Fund for group medical insurance once it has generated adequate internal revenue and corpus funds. <p>The Committee considered and approved the action taken report on Agenda Item 7.6 of the minutes of the 7th Finance Committee meeting and approved the policy document on the insurance scheme for employees of IIT Palakkad. The policy document was recommended by the Finance Committee to be taken up for discussion as an Agenda Item in the BoG meeting.</p>

**Indian Institute of Technology Palakkad**

Minutes of 8th Meeting of Finance Committee

ITEMS FOR NOTING / REPORTING

FC 8.5	<p>Allocation of grants. To note the grants received in FY 20-21 from the Ministry of Education and expenditure incurred till 31 Jan 2021 and demand of funds through OH 35 for construction of permanent campus and purchase of equipment in lieu of HEFA.</p> <p>Funds Position as on 31/01/2021 (Rs. in Crores)</p> <table><tr><th>Head</th><th>Grants Received 2020-21</th><th>Expenditure incurred till 31 Jan 2021</th><th>Fund Balance as on 31.01.2021</th></tr><tr><td>OH 31</td><td>52.86</td><td>50.26</td><td>2.60[#]</td></tr><tr><td>OH 35</td><td>72.50[*]</td><td>59.81</td><td>44.89</td></tr><tr><td>OH 36</td><td>19.77</td><td>22.68</td><td>-2.91[@]</td></tr></table> <p>*Does not include opening fund balance of Rs.32.20 Cr. # Includes HEFA interest payable in April 2021. @ Salary allocation for the month of March 2020 paid in April 2020 was not allocated in 1st quarter.</p>	Head	Grants Received 2020-21	Expenditure incurred till 31 Jan 2021	Fund Balance as on 31.01.2021	OH 31	52.86	50.26	2.60 [#]	OH 35	72.50 [*]	59.81	44.89	OH 36	19.77	22.68	-2.91 [@]
Head	Grants Received 2020-21	Expenditure incurred till 31 Jan 2021	Fund Balance as on 31.01.2021														
OH 31	52.86	50.26	2.60 [#]														
OH 35	72.50 [*]	59.81	44.89														
OH 36	19.77	22.68	-2.91 [@]														
	<p>The Committee noted the grants received for FY 20-21 from the Ministry of Education and the actual expenditure incurred till 31 Jan 2021. The Committee noted the requirement of additional funds by the institute and requested the ministry to ensure allocation of funds requisitioned by the institute as per RE 20-21 and allocation of adequate funds under OH 35 to enable timely construction of the permanent campus.</p>																
FC 8.6	<p>Closure of funding through HEFA.</p>																
	<p>The Committee was informed that further funding of all educational institutes coming under Window IV category will be done directly by the Ministry of Education as per intimation received from HEFA vide email dated 29/12/2020. Henceforth, payments from HEFA funds will be limited to Letter of Credits already established with the assistance of HEFA prior to 29/12/2020.</p> <p>The Finance Committee directed the institute to take up a case with the Ministry for foreclosure of the HEFA loan by making an upfront payment of Approx Rs 143.25 Crores and any additional charges due to foreclosure. This will result in saving of annual interest on the HEFA loan which is around Rs 10 Crore per year.</p>																



IIT PALAKKAD

Indian Institute of Technology Palakkad

Minutes of 8th Meeting of Finance Committee

FC 8.7	Formation of Section 8 company.
	<p>The Committee noted the opening of the following Section 8 companies:</p> <p>a) "IIT Palakkad Technology IHub Foundation (IPTIF)" on 17 October 2020 for the implementation of the Technology Innovation Hub funded by the DST under the National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) scheme. An amount of Rs.7,33,14,413/- was transferred to IIT Palakkad from IIT Gandhinagar for operation of the hub on 26 August 2020 and the same has been transferred to the bank account of IPTIF</p> <p>b) "Technology Innovation Foundation of IIT Palakkad (TECHIN)" on 8th December 2020, to carry out all the innovation, incubation and startup activities of IIT Palakkad and also to act as a hub for such activities at Palakkad.</p> <p>A note was also made of the comment received from the Finance Division of D/o Higher Education mentioning that "amount received from DST may be accounted for separately" (Refer Appendix B).</p>

Col S Chakraborty (Retd)
Member Secretary

Prof. Tom V Mathew
Member

Prof. Ligy Philip
Member

Prof. P. B. Sunil Kumar
Member

Shri. Ramesh Venkateswaran
Chairman



IIT PALAKKAD

Indian Institute of Technology Palakkad

Minutes of 8th Meeting of Finance Committee

Annexure 1

(Refer Agenda No. FC 8.2)

The Seventh meeting of the Finance Committee of the Indian Institute of Technology Palakkad was held on 26th Nov 2020 at 10:30 Hrs through video conferencing.

The following members attended the meeting.

1 .	Shri. Ramesh Venkateswaran	Chairman
2 .	Prof. P. B. Sunil Kumar	Member
3 .	Prof. Ligy Philip	Member
4 .	Prof. Tom V Mathew	Member
5 .	Col S Chakraborty (Retd)	Member Secretary

Shri. Rakesh Ranjan, Additional Secretary (TE), MoE and Smt. Darshana Momaya Dabral, JS & FA, MoE could not attend the meeting but sent their comments.

The Director welcomed Shri. Ramesh Venkateswaran as the Chairman of the Finance Committee of IIT Palakkad. The following agenda items were taken up for consideration.

PROCEDURAL MATTERS

FC 7.1	Welcome address by the Chairman.
	The Chairman welcomed the members to the 7 th meeting of the Finance Committee of IIT Palakkad and requested the Member Secretary to proceed with the agenda items.
FC 7.2	Confirmation of the minutes of the Sixth meeting of the finance committee held on 03 August 2020.
	The minutes of the Sixth meeting of the finance committee were confirmed.



IIT PALAKKAD

Indian Institute of Technology Palakkad

Minutes of 8th Meeting of Finance Committee

FC 7.3	Presentation of the Director's overview report.
	The Director made a presentation regarding the progress of the Institute and its future plans.
FC 7.4	To consider action taken report on Agenda Item 6.8 of the minutes of the 6th Finance Committee meeting held on 3/8/2020.
	<p>The approval of the Finance Committee members was obtained via email circular resolution for submission of the Annual Accounts 2019- 20 of IIT Palakkad to the CAG audit. On receipt of approval from the Chairman, BoG, the CAG Audit team conducted an audit of our annual accounts from 19 Oct 2020 till 03 Nov 2020. The Separate Audit Report (SAR) from CAG is awaited.</p> <p>The Committee considered and approved the action taken report on Agenda Item 6.8 of the minutes of the 6th Finance Committee meeting held on 3/8/2020.</p>

ITEMS FOR NOTING / REPORTING

FC 7.5	To note the grants received for FY 20-21 from the Ministry of Education and expenditure incurred till 31 Oct 2020 and demand in BE for FY 2021-22 under different budget heads.				
	Rs. in crore				
	Head	BE Allocated 2020-21	RE 2020-21	Expdr incurred till 31 Oct 2020	BE 2021-22
	OH 31	16.498	23.43	10.69	30.23
	HEFA Principal	27.50	74.62	27.50	121.74
	HEFA Interest	8.50	10.00	5.82	32.00
	OH 35	12.50	12.50	4.88	5.00



IIT PALAKKAD

Indian Institute of Technology Palakkad

Minutes of 8th Meeting of Finance Committee

	OH 36	22.36	23.360	15.24	25.00	
	The Committee noted the grants allocated for FY 20-21 from the Ministry of Education and the actual expenditure incurred till 31 Oct 2020 and demand in RE for FY 20-21 and BE for FY 2021-22 under different budget heads.					
FC 7.6	To note the expenditure incurred on insurance for employees of IIT Palakkad. The premium for these insurance policies was paid by the institute.					
	Ser. No	Type of insurance	Sum Insured (in Rs)	Value of contract (in Rs)	Period of contract	Agency
	01	Life Insurance for employees	15 Lakh	2,41,000	28 Aug 2020 to 27 Aug 2021	LIC
	02	Accident Insurance for employees	5 Lakh	Rs.13,717	26 Sep 2020 to 25 Sep 2021	New India Assurance
	03	Medical Insurance for employee and their families	3 Lakh per family with 10 Lakh as a corporate buffer	28,21,000	26 Sep 2020 to 25 Sep 2021	New India Assurance
	The Committee noted the item and the comments received in this connection from the Additional Secretary (Technical Education), and JS&FA Ministry of Education. Since the expenditure had already been incurred as per procedure being followed by the institute in previous years, it was decided to prepare a policy document, to be adopted by the institute, for obtaining the insurance cover for employees in future. This policy document will be discussed by the FC in its next meeting.					



IIT PALAKKAD

Indian Institute of Technology Palakkad

Minutes of 8th Meeting of Finance Committee

TABLED ITEMS

<p>FC 7.7</p>	<p>To consider and approve a consolidated grant of Rs.50,000 as expenditure incurred for travelling to hometown and shifting of household goods to re-employed faculty after the end of their period of reemployment in the institute following due procedures.</p> <p>The consolidated grant will be subject to the following conditions:</p> <p>(a) Only those re-employed faculty who have been reemployed in accordance with the laid down norms of the institute after obtaining due sanction of the Visitor will be entitled to the above grant.</p> <p>(b) The claim will be made within 3 months from the last date of working in the institute and will be considered against submission of actual bills restricted to the ceiling amount as mentioned above.</p> <p>(c) The cost of fare and shifting of household goods will be admissible by the shortest route from the last place of duty of the reemployed faculty to their home town or to the place where the reemployed faculty and their family are to settle down permanently even if it is other than their declared home town.</p> <p>The Committee considered and approved the consolidated grant of Rs.50,000 as expenditure incurred for travelling to hometown and shifting of household goods to re-employed faculty after the end of their period of reemployment in the institute following due procedures.</p>
<p>FC 7.8</p>	<p>To consider and approve the payment of a special allowance of Rs.3500/- p.m to Associate Deans along the lines of MHRD Ltr No. F.No. 1/2010-TS1 dated 23 rd September 2010.</p> <p>The Committee considered and approved the payment of a special allowance to Associate Deans along the lines of MHRD Ltr No. F.No. 1/2010-TS1 dated 23rd September 2010. Since the Deans were already entitled to a Special Allowance of Rs.3500/-, the special allowance for Associate Deans was fixed at Rs.3000/- per month.</p>

Col S Chakraborty
(Retd) Member Secretary

Prof. Tom V
Mathew Member

Prof. Ligy
Philip Member

Prof. P. B. Sunil
Kumar Member

Shri. Ramesh Venkateswaran
Chairman



IIT PALAKKAD

Indian Institute of Technology Palakkad

Minutes of 8th Meeting of Finance Committee

Annexure 2

(Refer Agenda No. FC 8.4)

**POLICY DOCUMENT FOR INSURANCE SCHEMES BEING OFFERED TO
EMPLOYEES OF IIT PALAKKAD**



INDIAN INSTITUTE
OF TECHNOLOGY
PALAKKAD

To be effective from September 2021

(with the first instance of renewal of the insurance policies)

**Indian Institute of Technology Palakkad**

Minutes of 8th Meeting of Finance Committee

Introduction

- 1) IIT Palakkad came into existence and started functioning from the premises of Ahalia Integrated Campus Kozhippara, Palakkad in August 2015. Ever since, the manpower has steadily increased in strength and we are presently nearly 200 employees strong. At the initial phase of establishment of the institution, since the number of employees were minimal, the Medical Insurance premium was taken care of by the institution. However with the increase in numbers in subsequent years there is a need to adopt a policy for various medical insurance schemes being provided to the employees.

Type of Insurance Schemes

- 2) The different types of Insurance schemes presently being offered for employees are as per the table below:

Sl. No	Type of Insurance Scheme	Salient features of the scheme	Premium per employee (As per the latest policy)	Remarks
1	Group Life Insurance Scheme	Cover - Rs. 15 Lakhs per employee Buffer - NA	Rs.1,617/-	Premium varies from person to person based on the age of the employee .
2	Personal Accident Cover	Cover - Rs. 5 Lakhs per employee Buffer - NA	Rs.88.50/-	-
3	Group Medical Insurance Scheme	Cover - Rs. 3 Lakhs per family Buffer - Rs. 10 Lakhs on first come first serve basis	Rs.18,201.50/-	-



Indian Institute of Technology Palakkad

Minutes of 8th Meeting of Finance Committee

Proposal

- 3) **Life Insurance**. It is proposed that the premium for the policy be paid entirely by the employee. The annual cover for all employees will be raised from the present Rs 15 Lakhs to 30 Lakhs. The option of enhancing the life cover beyond 30 lakhs will rest with the employees and they can opt for additional cover of upto 1 Crore by paying the cost for top up.
- 4) **Personal Accident Cover**. It is proposed that the premium for the policy be paid entirely by the employee.
- 5) **General Medical Insurance**. It is proposed that the premium for the policy be shared by both the institute and the employee. The Government/Institute's share for the policy to be finalised on termination of the present policy in September 2021 be limited to Rs. 12,000/- and the rest of the amount needed for securing the insurance offering minimum cover outlined herein i.e, 3.00 lakhs per family (without any additional cover) would be paid by the employees. A proportionate increase of upto 8% in the contribution of the Government/Institute towards the premium may be considered for the subsequent years/renewals and be indexed with the DA.

Additional Recommendation

- 6) Since the Ministry of Education is yet to finalise a common policy document for Insurance schemes to be followed by different IITs, there is a need to frame a policy document. This policy document would be adopted based on the deliberations and subsequent decisions made in the Finance Committee and Board of Governors' meetings.
- 7) This document will be superseded in the event of any policy document being implemented by the Ministry or adopted by the IITs through a resolution in the IIT Council.

F.No. 20-8/2019 TS I
Government of India
Ministry of Education
Department of Higher Education
Technical Section I

Shastri Bhawan, New Delhi

Dated : 19th February, 2021

To

The Registrar
IIT Palakkad

Subject: 8th Finance Committee (FC) Meeting of IIT Palakkad – comments thereof -reg

Sir,

I am directed to refer to your email dated 18-02-2021 submitting the agenda items for the 8th FC Meeting of IIT Palakkad and to send herewith the comments of the Ministry to agenda items as under:-

FC 8.1	Welcome address by the Chairman.
FC 8.2	Confirmation of the Minutes of the 7th Finance Committee meeting held on 26/11/2020. May be considered.
FC 8.3	Presentation of the Director's overview report. May be considered.
FC 8.4	To consider an Action Taken Report on the 7th Finance Committee meeting. May be considered.
	Items for noting/reporting
FC 8.5	Allocation of grants. May be considered.
FC 8.6	Closure of funding through HEFA. May be considered.
FC 8.7	Formation of Section 8 company. May be considered.

Yours faithfully,

(P J Soundararajan)
Under Secretary to the Government of India
Tel: 011-23381698

F.No.1-1/2016-IFD
Government of India
Ministry of Education
Department of Higher Education
Integrated Finance Division

Shastri Bhawan, New Delhi

Dated: 19th February, 2021

To

The Director
Indian Institute of Technology Palakkad
Ahalia Integrated Campus, Kozhippara
Palakkad – 678557, Kerala

**Subject: Agenda for the meeting of the Finance Committee of IIT,
Palakkad scheduled to be held on 19th February, 2021**

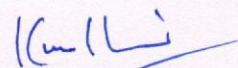
Sir,

Please refer to the meeting notice for Finance Committee on 19th February, 2021.
In this regard, the comments on the agenda items are given below for necessary action.

Item No.	Agenda Items	Comments
FC 8.2	Confirmation of the minutes of the 7 th meeting of the finance committee held on 26.11.2020.	May be confirmed as per rules. As to Agenda item FC7.7, it was a tabled item which was not circulated, in advance before comments were sent. As per GoI Rules, the retirement TA / packaging allowance is regulated as per entitlement of the retiree, based on mileage, not as a lumpsum.
FC 8.3	Presentation of the Director's overview report.	May be considered as per rules.
FC 8.4	To consider action taken report on the 7 th Finance Committee meeting.	May be noted as per rules
FC 8.5	Allocation of grants.	May be considered and expenditure may comply the allocations.
FC 8.6	Closure of funding through HEFA	May be considered.
FC 8.7	Formation of Section 8 Company	May be noted and the amounts received from DST may be accounted for separately.

2. This issue with the approval of Joint Secretary and Financial Adviser, MHRD.

Yours sincerely,



(Udaya Kiran K.V.)

Under Secretary (Finance)