

NUJS/FC/M-6/02

14 March 2002

To
All Members of
Finance Committee

Sir,

The Sixth Meeting of the Finance Committee is scheduled to be held on Friday, 12th April 2002 at 10.00 A.M. at the premises of the University at Salt Lake, Kolkata. You are requested to kindly make it convenient to attend the meeting. The tentative agenda for the said meeting is as follows :-

1. Confirmation of the Minutes of the Fifth Meeting of the Finance Committee held on 13th August, 2001.
2. Progress in Campus Construction and finance position
3. Award of contract on (a) Firefighting system, (b) Bank Counter Construction (c) Outsourcing of maintenance
4. Take over of HUDCO loan by the Corporation Bank
5. Credit of Institutional Fee realized from the Ford Foundation Project
6. Furniture and Equipments for the Hostels in the new Campus
7. Scholarship awarded to students
8. Publication of Criminal Justice Series through Allied Publishers – Agreement regarding
9. Friends of NUJS Meeting and Mobilization of resources
10. Developing electronic library services at the campus
11. Any other matter with the consent of the chair

With regards,

Yours faithfully,

(Gangothri Chakraborty)
REGISTRAR

Note on Agenda Item No: 1

**Confirmation of the Minutes of the
5th Meeting held on 13 August 2001**

The minutes of the Fifth Finance Committee Meeting held on 13 August 2001 have been circulated along with the notification for the Sixth meeting. Discussion/comments on the agenda will take place during the confirmation proceedings.

W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

"ARANYA BHAVAN"

SALT LAKE

KOLKATA

**Minutes of the Fifth Meeting of the Finance Committee
held on 13 August, 2001**

The Fifth Meeting of the Finance Committee was held at the premises of the University on 13 August 2001.

The following members were present :

1. Hon'ble Mr. Justice Chittatosh Mookerjee
Former Chief Justice of Calcutta High Court
2. Professor N. R. Madhava Menon,
Vice-Chancellor, NUJS.
3. Dr. Gangotri chakraborty
Associate Professor and Registrar, NUJS
4. Mr. S. P. Talukdar represented by Mr. U. P. Ganguly
Principal Secretary, Judicial department
Government of West Bengal

Mr. K. K. Venugopal, Senior Advocate, and Mr. Samar Ghosh, Principal Secretary, Department of Finance, Govt. of West Bengal, requested leave of absence.

**Minutes of the Fifth Meeting of the Finance Committee
held on 13 August, 2001**

Sr. No.	Agenda Items	Resolution/Decision	Actions Taken	Remarks
1	Confirmation of the Minutes of the 4 th Meeting of Finance Committee held on 29 th June, 2001.	<p>The Committee confirmed the minutes of the 4th Meeting of the Finance Committee held on 29th June 2001.</p> <p>The Action taken report of the meeting was presented by the Vice-Chancellor and duly noted by the Committee.</p>		
2	To discuss and consider the NUJS Provident Fund-cum-Gratuity Rules framed under the Regulations relating to NUJS Provident Fund-cum-Gratuity Schme for recommendation before the Executive Council Meeting to be held on 8 th September, 2001.	<p>The NUJS Provident Fund-cum-Gratuity Rules framed under the NUJS Provident Fund-cum-Gratuity Scheme was discussed and approved. The Committee recommended the rules to the Executive Council for adoption. The Committee recommended that rules be framed for ex-gratia payment for death in harness before completion of five years of service.</p>		<p>→ Rules to be framed.</p>
3	To discuss and consider the Regulations relating to the involvement of teachers in the employment of the University in sponsored projects taken up by the University and honorarium payable in this regard for recommendation before the Executive Council meeting to be held on 8 th September, 2001	<p>The vice-Chancellor explained to the Committee the need for the rules relating to involvement of teachers in the employment of the University in sponsord projects.</p> <p>After discussing the rules in detail, the Committee approved and recommended them to the Executive Council for adoption.</p>		
4.	To approve the Purchase Guidelines of NUJS	<p>The Committee was informed by the Vice-Chancellor that in compliance with the decision taken in the 3rd meeting of the Finance Committee, the Purchase Guidelines of NUJS was discussed with the Commissioner of Internal Audit in the Govt. of West Bengal and were vetted by him.</p> <p>The Committee recommended that the Purchase Guidelines be adopted and placed before the Executive Council for necessary action.</p>		

5	Rules Relating to Award of Freeships/Scholarships Educational Loans/Economic Support Scheme.	Rules relating to award of Freeships/Scholarships/Educational Loans/Economic Support Scheme was discussed and recommended to the Executive Council for adoption.		
6	The proposed amendments to Financial Regulations relating to Appointment, Leave etc.	The proposed amendments to the Regulations relating to services under the University, especially in relation to appointments and leave were discussed and recommended for placing before the Executive Council.		
7	<p><u>Any other item</u></p> <p>Problems in payment for campus construction</p>	<p>The Vice-Chancellor informed the Committee about the progress of construction work and the difficulties in payment to the contractors because of technical objections raised by HUDCO in respect of loan amount. The objection related to the demand of a letter from Government of West Bengal in respect of budgetary provision for yearly payment of loan instalments and interest.</p> <p>The Vice-Chancellor met HUDCO authorities in Delhi and gave a letter clarifying the issue and promising to pay out of University funds if the need arises. A decision from HUDCO is awaited.</p>		

Note on Agenda Item No: 2

Progress in Campus Construction and finance position

The progress of Campus construction is, thus far, as per schedule. If this rate of progress can be continued, then there is a possibility of shifting the hostel to the new campus on or before 31st May 2002.

So far two instalments of loan have been drawn from HUDCO:

<u>Instalments</u>	<u>Amount</u>	<u>Actual receipt</u>
1 st Instalment	Rs. 3,80,00,000.00	Rs. 3,60,00,000.00
2 nd Instalment	Rs. 2,30,00,000.00	Rs. 2,27,50,000.00
Total	Rs. 6,10,00,000.00	Rs. 5,87,50,000.00

Payments made out of the loan

<u>Sl.No.</u>	<u>Payment made to</u>	<u>Amount paid</u>
1.	M/S. Bridge and Roof	Rs. 3,30,63,684.00
2.	M/S. Simplex Projects Ltd. (including 4 th and final bill)	Rs. 73,63,752.00
3.	M/S. Ghosh Bose and Associates Pvt. Ltd.	Rs. 19,78,239.00
4.	WBSEB (Connection charges)	Rs. 11,26,567.00
5.	WBSEB (Security Deposit)	Rs. 5,66,500.00
6.	Expenses incurred by NUJS from General Fund	Rs. 42,49,953.00
7.	Interest paid to HUDCO	Rs. 10,87,192.00
	Total	<u>Rs. 4,94,35,887.00</u>
	Balance of HUDCO loan	Rs. 93,14,113.00

~~8.46~~
Total 8.46 crns
till 12/4
received from HUDCO
- Remit from Govt

Note on Agenda Item No: 3

**Award of contract on (a) Fire fighting system,
(b) Bank Counter Construction, (c) Outsourcing of maintenance:**

(a) FIRE FIGHTING SYSTEM:

The pre-qualification of fire fighting contract was held on November 15th 2001. After the approval of enhanced cost by the VIIth Executive Council, Notice Inviting Tender for Supply, Erection, Testing, Commissioning of fire fighting system, Fire alarm and detection system and P.A. system was published. The recommendation made by the Project Management Consultants will be placed at the meeting for award by the Council.

(b) BANK COUNTER CONSTRUCTION

Initially it was planned that the extension counter of Bank will be inside the main academic building and the estimates and plans were approved accordingly. Subsequently on discussion with various Banks proposing to set up extension counters, it emerged that they would allow outsiders also to have access to the Bank and the ATM. It was not desirable that strangers and outsiders should gain access into the academic block, which would inter-alia cause security problems. In order to avoid this, it was decided that the bank should be at the boundary wall having its access on the outside and no access from inside. This would apply for ATM as well. Presently the proposed location is at NUJS boundary about 10 feet away from the access road to the hostel having openings on the road with no access from inside.

The Architects and Project Management Consultants of NUJS in consultation with Bank has worked out the necessary designs and estimated cost of the separate Bank building which due to its separation from the main Academic Block, is not included in the HUDCO loan. The estimated cost of construction is being prepared by the Project Management Consultants which will be tabled at the Meeting.

This amount may be taken as loan from the bank itself adjustable against the rent payable by the bank to NUJS. The Bank has agreed to pay a rent of Rs. 18/= (Rupees Eighteen) only per square feet along with the landscaping and maintenance of the central courtyard of NUJS. The annual rent from the Bank at above rate is likely to be Rs. 18 x 1500 sq.ft. x 12 = Rs. 3,24,000/= (Rupees Three lakhs and twenty four thousand) only.

- loan of 20 lakhs from Bank - interest to be soft.
- Bank to pay rent & municipal tax

(c) **OUTSOURCING OF MAINTENANCE**

Criteria for consideration

- | | |
|--|---|
| 1. Housekeeping and
Pest Control Services - | Rate per sq.ft. with materials |
| 2. Security - | 12 hrly. shift, 2+1 guard, minimum wage
confirmation |
| 3. Electrical Maintenance - | Percentage below and above schedule and other
offers |
| 4. Civil Maintenance - | Percentage below and above schedule and other
offers |

On the basis of the above, the following firms were recommended in order of preference

Housekeeping and Pest Control Services

M/S. Atithi Abasan
M/S. Germicide
M/S. Sohini Enterprise

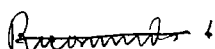
M/S. Atithi Abasan was awarded the contract for Housekeeping and Pest Control Services by the 7th Executive Council.

Security Services

M/S. Indian Ex-Services League (WB)
M/S. Safe Security and Allied Services
M/S. Bengal Security Guards

Vice Chancellor deferred the award to M/S. Indian Ex-Services League (WB) because on 02.02.2002, soon after the Executive Council Meeting, about half a dozen persons allegedly representing M/S. Panther Security Services came to the University. They met the Registrar and demanded re-tender of the security services on the alleged ground that their tender papers had been wrongfully rejected on 31.01.2002. Their behaviour was extremely rude. The Registrar's explanation or discussion had yielded no result and they were becoming very aggressive. On the advice of the Vice Chancellor they were told to send their papers by post. It was further decided by the Vice Chancellor to defer the award of the contract on security services till the next meeting of the Executive Council in April 2002 so that the matter may be reconsidered by the Executive Council if it so desires in the context of threats made by M/S. Panther Security Services.

*A team consisting of the Registrar, along with the Accounts Officer and Executive Assistant visited the firms short listed for Electrical Maintenance and Civil Maintenance and their clientele and recommend as follows:



Electrical Maintenance

The team visited the three firms namely M/S. Chanda's Light & Co., M/S. B. D. Consultants, M/S. Vilas Industrial Automation and Services Pvt. Ltd. and their clientele. It was observed that M/S. Vilas Industrial Automation and Services Pvt. Ltd. is a firm comprising of qualified engineers having undertaken assignments with prestigious organisations like Taj Bengal and have been able to satisfy the clients. The firm has shown considerable interest in customising their services and products as per the need of the University.

The other two firms namely M/S. Chanda's Light & Co. and M/S. B. D. Consultants unfortunately are very ill equipped with no manpower and know-how to meet the challenges thrown up by the University of this dimension.

Hence the Committee recommended that the contract for Electrical Maintenance be awarded to M/S. Vilas Industrial Automation and Services Pvt. Ltd.

Civil Maintenance

The Committee visited all the three firms. M/S. Con's Engineers Cooperative Society Ltd. Could not be traced and M/S. Raj Enterprises although traced was found to be extremely inadequate in terms of manpower and infrastructure. M/S. Power Engineering Works was traced and was found unsuitable for the University.

In view of this it is recommended that the award of the contract for civil maintenance may be deferred.

Note on Agenda Item No: 4

Take over of HUDCO loan by the Corporation Bank

While awarding the Banking Service Contract to the Corporation Bank, the Executive Council proposed as a condition that the bank take over the HUDCO loan at prime lending rate, which is 11.5% at present. The University is paying 13.5% to HUDCO. The bank has agreed to do the paper work in this regard. The terms and conditions put up by the bank will be placed on the table.

Note on Agenda Item No: 5

**Credit of Institutional Fee realized
from the Ford Foundation Project**

A sum of 2,50,000 USD was received from Ford Foundation, New Delhi towards School of Criminal Justice and Administration Project in November 2000. the fund is meant to be utilised for the project within two years.

It was decided that the expenditure incurred by the University towards logistical and administrative support, that cannot be directly charged to the Project fund will be realized by the University in lump sum which shall not exceed 15% of the total cost. The Project has now completed one year and the Project is charged 7.5% (half of 15%) of the grant of 2,50,000 US Dollar towards use of space, library, electricity etc. Several students also contributed to the preparation of papers, holding of training sessions and collection of data for the Project. As such it was decided that 60% of the amount due to the University may go to the Campus Development Fund. The remaining 40% may be equally divided and deposited to the Staff Welfare Fund and Students Scholarship Fund. The deposits have been made accordingly.

Note on Agenda Item No: 6

Furniture and Equipments for the Hostels in the new Campus

The construction of the NUJS Halls of Residence and Academic blocks are progressing satisfactorily. It is expected that the shifting of furniture will commence from 15th May 2002. It is proposed that the existing furniture in the hostel will first be distributed in the double rooms. New furniture will have to be acquired for the single rooms. It is proposed that each seat will be furnished with a cot, a table, a chair, a moulded stool, a wall shelf (preferably folding and made of steel), an extendable wall clothes peg. The estimates and makes etc. are being prepared and will be presented at the meeting.

Olfin
— Grange of Steel King bed
— Paint — Rs 4000 — cot. $6\frac{1}{2}' \times 2\frac{1}{2}'$
— Rs 1750 — Mook shelf (3/16" ply)
Featherbed Chair — 1600/-
D. H. Indamini — 1100/-
120-150 pieces

Note on Agenda Item No: 7

Scholarship awarded to students

The NUJS Scholarship Fund was instituted in the year 2001. A Scholarship Committee has been constituted to consider the eligibility of the applicant. The Committee awarded scholarship to the following three students for the session 2001-2002:

1. Shree Abhijeet Kumar Lala
2. Ms. Preety Pandey
3. Shri Souvik Bose.

The Scholarship is paid out of the interest earned out of Scholarship Endowment Fund which was created with generous contributions from the M. K. Nambyar Memorial Trust, New Delhi.

Note on Agenda Item No: 8

**Publication of Criminal Justice Series through
Allied Publishers - Agreement relating**

In view of the increasing number of publications that the School of Criminal Justice and Administration is likely to bring out during 2002 onwards, its production, storage and distribution will become a problem for the University. The School of Technology Law and Sustainable Development and The School of Economic Laws and Governance are likely to follow suit during this year itself with some publications in which case the problem is likely to multiply. Furthermore if the publication is given to some leading publisher, the University will not have to invest in printing and the University will get royalty regularly. M/S. Allied Publishers Ltd., a leading publisher in India, with worldwide network expressed an interest in doing the publishing work of the University. For this purpose they have offered the following:

- (1) To supervise and monitor the pre-press and production of all publications.
- (2) To give professional expertise in book designing, cover designing, proof reading, etc. of high quality so that the University is able to capture the international market
- (3) Ensure that the production is at par with international standards.
- (4) Ensure that the publications are widely distributed.
- (5) Create awareness among the readers and users in the market.
- (6) To pay a royalty of 15% of the list price on each copy actually sold commercially,

and the University shall:

- (a) Receive 12 authors copies without charge.
- (b) To arrange to purchase a minimum of 200 copies of each published book in the first instance and pay the publisher Rs. 26,000/= (Rupees Twenty six thousand) only.
- (c) Pay for all additional copies purchased, @ Rs. 140/- (Rupees One hundred and forty) only net per copy.
- (d) No royalty will be payable on copies received/purchased by the University.

Note on Agenda Item No: 9

Friends of NUJS Meeting and Mobilisation of Resources

The University has been seeking Income Tax exemptions for the donations received by the University on account of Scholarship, Professional Chairs and starting new courses. The exemption has just been granted on 31st January 2002 (Copy enclosed **Annexure - I**). The University now proposes to invite prospective donors to the University in a Meeting for highlighting the achievements of the University to them and request them to donate generously.

The Meeting thus convened on the 13th of March 2002 has been named as "Meeting of the Friends of NUJS".

TO BE PUBLISHED IN PART II SECTION 3(ii) OF THE GAZETTE OF INDIA

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE

DIRECTOR GENERAL OF INCOME-TAX (EXEMPTIONS)

Kolkata, the 28 January, 2002

NOTIFICATION

No. DGT(E)/Kol-1/80G(2)(a)(iiiF)/2001-2002 : In exercise of the powers conferred by the sub-clause (iiiF) of clause (a) of Sub-Section (2) of Section 80G of the Income-tax Act, 1961 (43 of 1961) the prescribed authority hereby notifies the following educational institution as of national eminence for the purpose of the said sub-clause, subject to the following conditions, namely :-

- i) the educational institution of national eminence will apply the amounts of donations received, wholly and exclusively to the objects for which it is established.
- ii) in respect of the donation received under the aforesaid provisions and expenditure made therefrom, the educational institution of national eminence shall maintain separate accounts ;
- iii) a copy of the accounts of each accounting year shall be submitted to the prescribed authority by the 31st December next following the last date of the accounting year.

(S.K. Das Gupta)

Director General of I.T.(E), Kolkata

Name of Educational Institution :

The WB National University of Juridical Sciences
'Aranya Bhavan', 10A LA Block, Salt Lake City,
Calcutta - 700 098

Memo No. DGT(E)/Kol-1/80G(2)(a)(iiiF)/2001-2002 Dated : 28.01.02

Copy to

1. The Registrar, The WB National University of Juridical Sciences, 'Aranya Bhavan', 10A LA Block, Salt Lake City, Calcutta - 700 098.
2. University Grants Commission, Bahadur Shah Zaffer Marg, New Delhi - 110 002.
3. Director of Income-Tax(Exemptions), Kolkata, 10 Middleton Row, Kolkata.
4. The Manager, Government of India Press, Ring Road, New Delhi (2 copies) with a request to send 5 copies of the same when published in the Gazette immediately for our record.
5. The Director, ITA-II, Central Board of Direct Taxes, New Delhi.

(Dilip Kr. Rakshit)
I.T.O.(E), Hqrs., Kolkata



Note on Agenda Item No: 10

Developing electronic library services at the campus

Information technology and computation science have revolutionized teaching/learning and research particularly in higher education. Legal education is slowly but steadily following the road map set by engineering and management education in adopting electronic library and information sciences. The availability of legal databases and on-line services has facilitated this process. Legal education in future will be heavily dependent on its capacity to access e-information systems.

Keeping the above prospects in view, NUJS, conceived as a centre for excellence is proposing to set up a state-of-the-art information system in its permanent campus in Salt Lake, now nearing completion. The type of services and systems contemplated in this regard include the following:

- (a) Adequate number of Computers for students and faculty both in academic and hostel blocks inter-connected through local area network. A Computer Laboratory with 50 to 60 computers is to be part of the Laboratory.
- (b) Internet access and connectivity at selected points in the hostel, academic and administrative blocks (Internet kiosks)
- (c) The server (hardware and accessories) developed or bought should be capable of being upgraded to enable NUJS to link up with other law teaching institutions in the country with a view to maximize learning opportunities and promote joint research activities.
- (d) The website of NUJS will have to develop sufficient space to accommodate what are called course portals (descriptions of subjects and courses) and basic reading materials to enable self-study and guided instruction through distance mode (virtual class room).
- (e) Eventually a direct satellite link may have to be established to facilitate web-supported legal education between NUJS on the one hand and learners distributed in different places on the other. This will also provide facilities for multi-media learning and networking of institutions involved in social engineering through instrumentalities of law and policy.

With constant and continuing changes in IT and computer science, the law on the subject has started changing as well. We have Information Technology Act now supplemented by the Convergence Bill, which embraces radio broadcasting with telephony, television and internet. To be able to keep the application of information systems with developments in technology, NUJS need to plan comprehensively and pursue aggressively the goals of e-learning. Preparing the infrastructure towards this in terms of men and materials is the aim of this unique venture. In order to give technical inputs in this evolving enterprise, NUJS needs to have an MOU with engineering faculty capable in IT and Information Systems. The Engineering Faculty of Jadavpur and the IIT at Trivandrum are likely partners in this enterprise with whom negotiations are on.