

The West Bengal National University of Juridical Sciences

Minutes of the 96th Meeting of the Finance Committee of WBNUJS held on 13th October 2017

| Sl. No. | Agenda Item | Resolution | Remarks |
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| 1. | Confirmation of the Minutes of the 95 th Meeting of the Finance Committee held on 20 th September 2017 | <p>The Minutes of the 95th Meeting of the Finance Committee held on 20th September, 2017 were placed for confirmation.</p> <p><u>Resolution</u></p> <p>The Finance Committee confirmed the Minutes of the 95th Meeting of the Finance Committee held on 20th September, 2017.</p> | |
| 2. | Annual Audited Accounts 2016-2017 | <p>The Annual Accounts of the University for 2016 -17 has been prepared in terms of sub-section(1) of section 24 of the Regulations of WBNUJS Act 1999 and audited by M/s Sen & Company, Kolkata the statutory auditors of the University. The annual accounts, together with the auditor's reports were enclosed as Annexure.</p> <p>However, the same was placed before the 94th Meeting of the Finance Committee held on 13/09/2017 and 95th Meeting of the Finance Committee held on 20th September 2017 where the same was deferred. The matter was submitted for directions</p> <p><u>Resolution</u></p> <p>In regard to the Annual Account and Audit made Under Section 24 of the WBNUJS Act, the Statutory Auditors have expressed their satisfaction in respect of the revenue, capital and expenditure of the University. However they have suggested few points for the betterment of the audit which are as follows :</p> <p>a) Internal Audit should be introduced immediately to make</p> | |

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| | | <p>the account department up to date and for better internal control.</p> <p>b) At the time of bank reconciliation statement, we found that number of entries is lying unadjusted for several years. University authority shall take steps to reconcile those entries. It is reported that University authority has already taken steps with bank, and the process is under progress.</p> <p>c) Physical verification of Assets has been carried out by the management.</p> <p>The members are of the opinion that the suggestion appear to be just and proper and should be considered by the appropriate authority.</p> <p>It was resolved that; (a) for introducing an internal audit system, the matter shall be placed before the Executive Council for appointing a Chartered Accounting Firm to prepare the books of accounts and submit quarterly internal audit reports to the Executive Council in its next meeting.</p> <p>b) Shri Arunangshu Dasgupta, Accountant of the University be entrusted to take up the matter of Bank Reconciliation with Corporation Bank, NUJS Branch as suggested by the statutory auditors forthwith and file a comprehensive report before the Finance Committee by the December 2017.</p> <p>c) M/s. Sen & Company, the Statutory Auditor is requested to prepare an asset list of the assets upon physical verification of assets and codifying the assets.</p> <p>This being an one time affair, we shall make payment out of physical verification of Assets account. The University staff will update the asset list in future years.</p> <p>The remuneration of M/s. Sen & Co. is fixed at Rs. 60,000/- +GST for the aforesaid work.</p> | |
| <p>3.</p> | <p>Revised Budget Estimates 2017-18 & Budget</p> | <p>The Revised Budget Estimate for 2017-18 and Budget Estimates 2018-19 have been prepared and are placed as Annexure as per discussion in the earlier meeting. The explanation note in regard to the IT Related expenditure and campus development expenditure were enclosed as a</p> | |

| | Estimates 2018-19 | <p>separate annexure.</p> <p>However, the same was placed before the 94th Meeting of the Finance Committee held on 13/09/2017 and 95th Meeting of the Finance Committee held on 20th September 2017 where the same was deferred. The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The Finance Committee unanimously approved the Revised Budget Estimates 2017-18 & Budget Estimates 2018-19.</p> | | | | | | | | | | | | | | | | |
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| 4. | Proposal for adoption of fees from alumni students in regard to various academic documents | <p>The University felt of streamlining the various processes for issuing of duplicate transcript, degree certificate, character certificate / bonafide certificate and duplicate migration certificate. Accordingly the proposed fees for the same are tabulated below :</p> <table border="1" data-bbox="386 1113 1170 1631"> <thead> <tr> <th data-bbox="386 1113 513 1224">Sr. No.</th> <th data-bbox="513 1113 911 1224">Name of the academic document</th> <th data-bbox="911 1113 1170 1224">Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 1224 513 1335">1</td> <td data-bbox="513 1224 911 1335">Duplicate Transcript (Multiple copy)</td> <td data-bbox="911 1224 1170 1335">500.00 per copy</td> </tr> <tr> <td data-bbox="386 1335 513 1404">2.</td> <td data-bbox="513 1335 911 1404">Duplicate Degree certificate</td> <td data-bbox="911 1335 1170 1404">1000.00</td> </tr> <tr> <td data-bbox="386 1404 513 1516">3</td> <td data-bbox="513 1404 911 1516">Character certificate / bonafide certificate</td> <td data-bbox="911 1404 1170 1516">100.00 per copy</td> </tr> <tr> <td data-bbox="386 1516 513 1631">4.</td> <td data-bbox="513 1516 911 1631">Duplicate Migration certificate</td> <td data-bbox="911 1516 1170 1631">500.00</td> </tr> </tbody> </table> <p>The University also felt that for issuing a duplicate degree certificate and duplicate migration certificate, apart from the requisite fees mentioned above, a GD shall be lodged at local police station and an advertisement of the same shall be</p> | Sr. No. | Name of the academic document | Amount (Rs.) | 1 | Duplicate Transcript (Multiple copy) | 500.00 per copy | 2. | Duplicate Degree certificate | 1000.00 | 3 | Character certificate / bonafide certificate | 100.00 per copy | 4. | Duplicate Migration certificate | 500.00 | |
| Sr. No. | Name of the academic document | Amount (Rs.) | | | | | | | | | | | | | | | | |
| 1 | Duplicate Transcript (Multiple copy) | 500.00 per copy | | | | | | | | | | | | | | | | |
| 2. | Duplicate Degree certificate | 1000.00 | | | | | | | | | | | | | | | | |
| 3 | Character certificate / bonafide certificate | 100.00 per copy | | | | | | | | | | | | | | | | |
| 4. | Duplicate Migration certificate | 500.00 | | | | | | | | | | | | | | | | |

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| | | <p>published in the newspaper. Thereafter the alumni or the concerned student shall apply with a copy of the GD and newspaper advertisement after payment of requisite fees to the University. Once the above documents are submitted as required by the University, the requisite certificate shall be issued to the respective student / candidate.</p> <p>However, the same was placed before the 94th Meeting of the Finance Committee held on 13/09/2017 and 95th Meeting of the Finance Committee held on 20th September 2017 where the same was deferred. The matter was submitted for direction.</p> <p><u>Resolution</u></p> <p>The matter was deferred to the next meeting of the Finance Committee.</p> | |
| 5. | Proceeding of the Meeting of the Building Committee | <p>The Minutes of the Meeting of the ‘Building Committee’ held on 12/09/2017 are placed for kind perusal and information.</p> <p>However, the same was placed before the 94th Meeting of the Finance Committee held on 13/09/2017 and 95th Meeting of the Finance Committee held on 20th September 2017 where the same was deferred. The same was submitted for kind approval.</p> <p><u>Resolution</u></p> <p>The matter was deferred to the next meeting of the Finance Committee.</p> | |
| 6. | Proposal for procurement of a Multitrack recorder with accessories | <p>It has been a demand of the Students community for procurement of recording devise for important lectures, etc. held in the University. Accordingly they did a survey and found that the approximate cost for the Multitrack recorder with accessories will be Rs. 1,40,000/-. (Rupees One lakh forty thousand only).</p> | |

| | | <p>The University felt that the same shall be procured through the procurement norms of the Procurement Committee.</p> <p>However, the same was placed before the 94th Meeting of the Finance Committee held on 13/09/2017 and 95th Meeting of the Finance Committee held on 20th September 2017 where the same was deferred. The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The matter was deferred to the next meeting of the Finance Committee.</p> | | | | | | | | | | | | | |
|---------|--|---|-------------|--------------------|---------------------|-----------|---|------------------------------|--|-------------|---|--------------------------------|--|-------------|--|
| 7. | AMC Proposal for Photocopier Machine installed in CRSGPP, WBNUJS | <p>The University received an AMC Proposal for photocopier and printing machine installed in CRSGPP, WBNUJS (Canon Image Runner Advanced 4225 with duplex printing) as one year after procurement had already passed.</p> <p>Accordingly rates has been collected from three vendors (all authorized vendors of Canon Photocopier machine) which are enumerated below :</p> <table border="1" data-bbox="386 1270 1166 1816"> <thead> <tr> <th data-bbox="386 1270 467 1423">Sr. No.</th> <th data-bbox="467 1270 776 1423">Name of the Vendor</th> <th data-bbox="776 1270 971 1423">Amount Quoted (Rs.)</th> <th data-bbox="971 1270 1166 1423">Annexures</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 1423 467 1621">1</td> <td data-bbox="467 1423 776 1621">M/s. Bengal Tracom Pvt. Ltd.</td> <td data-bbox="776 1423 971 1621">0.38paise per copy (minimum 3000 copies)</td> <td data-bbox="971 1423 1166 1621">Annexure 7A</td> </tr> <tr> <td data-bbox="386 1621 467 1816">2</td> <td data-bbox="467 1621 776 1816">M/s. Unicom Infotech Pvt. Ltd.</td> <td data-bbox="776 1621 971 1816">0.34paise per copy (minimum 2000 copies)</td> <td data-bbox="971 1621 1166 1816">Annexure 7B</td> </tr> </tbody> </table> | Sr. No. | Name of the Vendor | Amount Quoted (Rs.) | Annexures | 1 | M/s. Bengal Tracom Pvt. Ltd. | 0.38paise per copy (minimum 3000 copies) | Annexure 7A | 2 | M/s. Unicom Infotech Pvt. Ltd. | 0.34paise per copy (minimum 2000 copies) | Annexure 7B | |
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| 1 | M/s. Bengal Tracom Pvt. Ltd. | 0.38paise per copy (minimum 3000 copies) | Annexure 7A | | | | | | | | | | | | |
| 2 | M/s. Unicom Infotech Pvt. Ltd. | 0.34paise per copy (minimum 2000 copies) | Annexure 7B | | | | | | | | | | | | |

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| | | <table border="1" data-bbox="386 191 1166 388"> <tr> <td data-bbox="386 191 469 388">3</td> <td data-bbox="469 191 776 388">M/s. Aircon Communications Pvt. Ltd.</td> <td data-bbox="776 191 971 388">0.40paise per copy (minimum 1900 copies)</td> <td data-bbox="971 191 1166 388">Annexure 7C</td> </tr> </table> <p data-bbox="386 457 1166 577">From the above it has been found that M/s. Unicom Infotech Pvt. Ltd has been quoted the lowest considering the other parameters.</p> <p data-bbox="386 611 1166 730">However, the same was placed before the 95th Meeting of the Finance Committee held on 20/09/2017 where the same was deferred.</p> <p data-bbox="386 764 902 798">The matter was submitted for directions.</p> <p data-bbox="386 905 529 938"><u>Resolution</u></p> <p data-bbox="386 972 1166 1047">The matter was deferred to the next meeting of the Finance Committee.</p> | 3 | M/s. Aircon Communications Pvt. Ltd. | 0.40paise per copy (minimum 1900 copies) | Annexure 7C | |
| 3 | M/s. Aircon Communications Pvt. Ltd. | 0.40paise per copy (minimum 1900 copies) | Annexure 7C | | | | |
| 8 | Substation Maintenance | <p data-bbox="386 1079 1166 1155">The matter arises out of the 93rd Meeting of the Finance Committee held on 28/08/2017.</p> <p data-bbox="386 1188 1166 1392">The Substation of the University is not put under regular maintenance and there problems like malfunctioning of HT Breakers of the transformers and ACBs and LT Panel has to be serviced and filtration of transformer and oil and BOCB oil needs to be done.</p> <p data-bbox="386 1425 1166 1535">In this regard, the technical department of the University contacted three vendors who are PWD enlisted and they have submitted their quote as per the following :</p> <ol data-bbox="386 1539 1166 1755" style="list-style-type: none"> 1. M/s. Electrical Associates – Rs. 96500.00 + applicable taxes 2. M/s. Mondal Electric Concern – Rs. 92000.00 + applicable taxes 3. M/s. Electrical Syndicates – Rs. 92200.00 + applicable taxes <p data-bbox="386 1829 1166 1862">As per above a comparative statement was also placed as</p> | | | | | |

Annexure.

The matter was placed before the 91st Meeting of the Finance Committee held on 08/08/2017 and the Finance Committee directed that due to the wide variation in the price of each of the items quoted by the bidders and has expressed their doubt about the quality of work. The members are of the considered opinion that the testing department of WBSEDCL shall be consulted for Overhauling of substation maintenance work and their response shall be placed in the next meeting of the Finance Committee.

Accordingly, the WBSEDCL has been communicated for such purpose and the same was placed in the 92nd Meeting of the Finance Committee held on 21/08/2017 who directed to collect credentials of the companies and to get explanation on 'NG' quoted in each quotation. Committee also suggested that if any we receive any response from WBSEDCL, it shall be placed in the next meeting but the University is yet to receive a response in this regard from them.

The matter was again placed in the 93rd Meeting held on 28/08/2017 where the Finance Committee directed that the Accounts Officer and the Campus Supervisor, WBNUJS has been entrusted to negotiate with M/s. Electrical Syndicate who will provide detail breakup as committed verbally in presence of the members of the Finance Committee for the materials that will be provided for the job at the earliest.

Accordingly the Accounts Officer and the Campus Supervisor, WBNUJS has negotiated the matter where the vendor has negotiated to provide the University a less of 6% on the actual total cost or billing.

However, the same was placed before the 95th Meeting of the Finance Committee held on 20/09/2017 where the same was deferred.

Submitted for directions.

Resolution

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| | | The matter was deferred to the next meeting of the Finance Committee. | |
| 9 | Procurement of various goods for day to day use | <p>The matter arises out of the 89th Meeting held on 29/07/2017 (Agenda Item No. 3) towards proceedings of the Procurement Committee where the Finance Committee directed that in order to reduce the cost of procurement one officer of the University having expertise and experience to identify and segregate procurement items which can be bought directly from organization / companies like Metro Cash & Carry, Co-operative Societies and or from direct manufacturers. This would reduce the burden of the Procurement Committee to finalise the rates. In respect of other items, the procurement would be made on case to case basis by the Procurement Committee.</p> <p>As per the above directions the product items has been identified and accordingly a list has been finalized to be procured from the METRO CASH AND CARRY and BENGAL CHEMICALS which are of day to day use to the University. The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The matter was deferred to the next meeting of the Finance Committee.</p> | |
| 10 | Sponsoring for Global Law Deans' Forum 2017 | The University received a proposal for sponsoring in the Global Law Deans' Forum 2017. Previously the University was a member for the Global Law Deans' Forum to be held at 8 th -9 th November 2017 and 10 th to 11 th November 2017 will be the Annual Meeting. However the same got discontinued due to non submission of sponsorship money to Symbiosis Law School, Pune. | |

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| | | <p>The concept note of the event and the various options of Sponsorship for the event are enclosed as Annexure 10A & 10B. The matter was submitted for directions.</p> <p><u>Resolution</u></p> <p>The matter was deferred to the next meeting of the Finance Committee.</p> | |
| 11 | Proceedings of the Procurement Committee | <p>The Minutes of the 18th Meeting of the 'Procurement Committee' placed for kind perusal and information. The matter was submitted for kind approval.</p> <p><u>Resolution</u></p> <p>Mr. Prithwish Saha, Assistant Registrar (Admin) (Actg.) has been authorized to collect quotations from atleast three vendors for hardware pipes and peruse the quality materials from the lowest quoted vendor.</p> <p>The plumber shall be selected by the Works Committee from amongst atleast three experienced plumbers at rate not exceeding 50000/- including of all cost.</p> | |