

# Darbhanga College of Engineering, Darbhanga, Bihar

## TEQIP-III

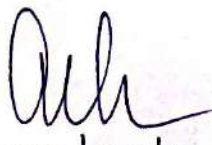
### Minutes of the 6<sup>th</sup> Meeting of the Board of Governors

Held on 22-06-2019

The 6<sup>th</sup> meeting of the Board of Governors (BoG) of Darbhanga College of Engineering, Darbhanga was held on 22.06.2019 on the College campus. The following dignitaries were present in the meeting:

Sl.No.	Name	Email id and Mobile no.	Designation
1.	Prof. Manas Bihari Verma Former (Distinguished Scientist DRDO; Director ADA, Programme Director, LCA Bangalore; Chairman, BoG, NIT Patna)	mbverma@rediffmail.com Mob: 9934663428	Chairman
2.	Shri Sanjeev Kumar, I.A.S. Director, Department of Science & Technology, Govt. of Bihar, Patna	directordst@bihar.gov.in Mob: 7759090779	Member
3.	Shri Om Prakash Kheria Industrialist, Darbhanga	Mob: 9334934666	Member
4.	Shri Rajeev Ranjan Kumar, Controller of Examination, Aryabhatta Knowledge University, Mithapur, Patna 800001.	rrnitp@gmail.com Mob: 8102926977	Member
5.	Dr. A K Rai, Associate Professor, Dept. of Civil Engg., Darbhanga College of Engineering, Darbhanga.	amareshkumar1959@gmail.com Mob: 9835489030, 8757519996.	Member
6.	Dr. Raman Kumar Jha, Head, Dept. of Mathematics, Darbhanga College of Engineering, Darbhanga	rkjhabce1985@gmail.com Mob: 9931823653, 7549289065	Member
7.	Dr. Bushra Zaman Nodal Officer (Academic), State Project Implementation Unit (SPIU), TEQIP-III, Indira Gandhi Planetarium Campus, Patna 800001	bzaman27@gmail.com Mobile: 8699511269	Invitee Member
8.	Prof. Achintya Principal, DCE, Darbhanga	dcedbg@rediffmail.com Mob: 9835050340	Member Secretary

Professor Achintya, Principal, DCE and Member Secretary, BoG, welcomed all the Hon'ble Members to the 6<sup>th</sup> Meeting of the BoG on TEQIP – III Project.

  
27/06/2019

75	Differential amplifier kit	4	10000
76	Digital to analog convertor kit	4	12000
77	Active filter kit	1	1000
		<b>Total</b>	<b>4305170</b>
			<b>Grand Total = 101,62,170</b>

ii. **Procurement Plan for Library**

SN	Items	Qty.	Unit Cost (Approx.)	Estimated Cost
1	Barcode Printer and scanner	01set	50000	50000
2	Coaching Material for GATE and ESE	12 set	12000	144000
3	Coaching Material for CAT	06 set	10000	60000
<b>Total</b>				<b>2,54,000</b>

iii. **Procurement plan for EAP**

SN	ITEMS	Qty	Approximate cost
1	System/Laptop	01	80,000/-
2	Printer (with Photostat facility )	01	15,000/-
3	Letter Boxes	02 Pc	1000/-
4	Almirah	01	18,000/-
<b>Total</b>			<b>1,14,000/-</b>

iv. **Procurement Plan for Computers, Laptops, and related furnitures and softwares.**

Item	Quantity	Unit cost	Estimated total cost
Computer	150	70,000	1,05,00,000
Laptop	43	60,000	25,80,000
Antivirus	200	1,000	2,00,000
MS Office	200	5,000	10,00,000
Computer Table	170	10,000	17,00,000
Chair	220	5,000	11,00,000
Drawing board	200	1000	2,00,000
<b>Total</b>			<b>1,72,80,000</b>

v. **Summary of the Procurement Plan (PP)**

Sl. No.	Items	Total estimated Cost
1	Lab Equipment (Phase-2)	1,01,62,170
2	Library	2,54,000
3	Items for EAP	1,14,000
4	Computers, laptops furniture and related software	1,72,80,000
<b>Total</b>		<b>2,78,10,170</b>

*Alh*  
27/06/2019

# TEQIP-3

Technical Education Quality Improvement Programme

## FINANCIAL MANAGEMENT MANUAL

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**NPIU**

GOVERNMENT OF INDIA  
DEPARTMENT OF HIGHER EDUCATION  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
NEW DELHI

March 2017

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## SECTION-9

### INTERNAL CONTROLS AND INTERNAL AUDIT

- 9.1** All the institutions to be funded under the project would be well performing institutions. Annual report containing audited accounts and audit report of all centrally funded institutions under the Programme will be laid on the table of both Houses of Parliament. Similarly, all State funded institutions will lay their accounts on the table of their respective Legislative Assembly.
- 9.2** In addition, **internal control mechanism at Institutional, State and National levels** would include the following:
- (i) Establishment of appropriate budgeting systems.
  - (ii) Regular monitoring of actual financial performance with budgets and targets.
  - (iii) Monitoring of physical and financial progress.
  - (iv) Establishment of procedures and systems for ensuring standard internal controls such as checking of expenditures, appropriate documentation, levels of authorization, bifurcation of duties, joint signature of two officers on all payments, periodic bank reconciliation and physical verification.
- 9.3** For the purpose of proper checks and control at the **Institutional level**, the institutions will ensure the following:
- (i) Maintain basic day-to-day transactions on a regular basis in separate registers and ledgers.
  - (ii) Generation of **Trial Balance, Receipts and Payment Account, Income and Expenditure statements, Balance Sheet** etc.
  - (iii) Comparison of Statement of expenditure with the annual budgetary allocations, Programme components and categories of disbursement.
  - (iv) Periodic checks on delay in payments of pending bills and immediate corrective action to be taken.
  - (v) Delegation of powers for different functionaries in the Institutions/ATUs/NPIU as per following table :

Sl. No.	Financial Limit	For Govt. Funded/Govt. Aided and CFTIs	For Affiliated Technical Universities (ATUs)/ Affiliating Universities (AUs)	For Constituent College/ Department/Faculty	NPIU	SPIU
1.	Rs. 5.00 Lakh (Single payment vendor)	TEQIP Coordinator	TEQIP Coordinator	TEQIP Coordinator	--	
2.	Rs. 50.00 Lakh (Single payment vendor)	Director/Principal	Finance Officer	Director/Principal	--	
3.	Above Rs. 50.00 Lakh (Single payment vendor)	BoG	Vice Chancellor	Vice Chancellor	--	
4.	Rs. 50,000 (Single payment vendor)	--	--	--	Consultant (Fin.)	
5.	Above Rs. 50,000-Rs. 2 lakh	--	--	--	CPA	
6.	More than Rs. 2 lakh	--	--	--	MHRD	
7.	Rs. 1 lakh					SPA
8.	Above Rs. 1 lakh-Rs. 2 lakh					CPA
9.	Above Rs. 2 lakh					MHRD

**Regarding Serial No. 1, 2 and 3 :**

In PFMS, the financial limits of DSC of Finance Officer of Affiliated Technical Universities (ATUs)/Affiliating Universities (AUs) and Director/Principal of Constituent College/Department/Faculty are required to be set for all approval of payments above Rs. 5 lakh, considering non-availability of DSC of VC. The documented approval of VC will be obtained and approval letter shall be uploaded, while processing approval for payment above Rs. 50 lakh in PFMS

**Regarding Serial No. 4, 5 and 6 :**

In PFMS, the Financial limits of DSC of Central Project Advisor of NPIU will require to set approval of all payments above Rs. 2 lakh, considering non availability of DSC of MHRD officials approving the payment. The documented approval of MHRD will be obtained for such payments and approval letter shall be uploaded positively, while processing approval for payment of above Rs. 2,00,000 lakh in PFMS.

**Regarding Serial No. 7, 8 and 9:**

In PFMS, the Financial limits of DSC of State Project Advisor of SPIU will require to set approval of all payments above Rs. 1 lakh considering non availability of DSC of Cenral Project Advisor/MHRD officials. The documented approval of CPA/MHRD will be obtained for such payments and approval letter shall be uploaded positively, while processing approval for payment of above Rs. 1,00,000 lakh in PFMS.

- (vi) Periodical review and /or internal audit of Stock Registers.
- (vii) The allocation in the PFMS as provided by NPIU shall be monitored by the institutes for its total achievement.

- **Fixed Asset Register (FAR)/Stock Register:**

- The person in charge of Stores will maintain a FAR/Stock Register to account for stores items purchased and issued. The details regarding date of purchase, quantity and value of items purchased will be recorded in the register based on the bills, while the issues will be based on the indents approved by competent authority. Identification mark should be mentioned on assets and in Asset Register. All entries in FAR will be authenticated.
- Central accounting of unit of TEQIP will maintain records in Fixed Asset Register of assets received at user department and materials received directly by the user department
- Details of assets as per FAR must reconcile with books
- Head of Institute will depute an independent team for verification of assets and stores.
- There will be a physical verification of assets and stores on yearly basis and the same will be completed within 15 days after the end of the year. Result of such verification will be noted in the stock register under dated signature of verifying officer.