

**MINUTES OF THE FIRST MEETING OF THE PLANNING & MONITORING BOARD (P&MB)  
OF JAMIA HAMDARD HELD ON 21<sup>ST</sup> SEPTEMBER 2016 AT 11.00 A.M. IN THE BOARD  
ROOM, VICE-CHANCELLOR'S SECRETARIAT, FIRST FLOOR, ADMINISTRATIVE BLOCK,  
JAMIA HAMDARD, HAMDARD NAGAR, NEW DELHI**

**Present:**

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|-----------------------------------|------------------|
| 1. Prof. S.E. Hasnain, JH         | Chairman         |
| 2. Shri Ajay Gupta, IP University | Member           |
| 3. Shri B.S. Rawat, JNU           | Member           |
| 4. Prof. Mohd. Miyan, JH          | Member           |
| 5. Prof. Moin Uddin, JH           | Member           |
| 6. Prof. Nadeem Siddiqui, JH      | Member           |
| 7. Prof. S.S. Anand, JH           | Member           |
| 8. Mr. B. Bose, JH                | Member           |
| 9. Dr. Suhel Pervez, JH           | Member           |
| 10. Dr. Firdous A. Wani, JH       | Member-Secretary |

**The following attended the Meeting as 'Special Invitee'**

1. Ms. Noria Farooqui
2. Mr. Amit Hajela, MD, M/s. Neev Architects

Leave of absence was granted to Prof. Shivaji Rao Kadam, Nominee UGC, Vice Chancellor, Bhartiya Vidyapeeth, Pune, Maharashtra due to his prior engagements.

The Chairman welcomed all the members and thanked them for sparing time to attend this meeting. He requested members to introduce themselves, which was done. The Chairman in his opening remarks stated that Jamia Hamdard is accredited by NAAC, and the same is to be revalidated, the team will be visiting within three months for inspection. The major renovation works are in progress and new works are proposed to be taken up. He said that Jamia Hamdard has made tremendous progress during the last few years but we have to take it to the newer heights in academics and research.

After the brief remarks of the Chairman, the member – secretary took over the agenda for discussion.



**PMB 2016-1/1:**

**To consider the status / approval of the ongoing Projects and proposed New Projects.**

**PMB 1/2016-1**

Mr. Bose, the Project Management Consultant briefed the board about the status of the ongoing projects and projects in pipeline that are waiting for approval for taking up execution.

Shri Bose in his presentation brought out the policy followed by the University in construction management, namely following the CPWD norms & guidelines and the provision of GFR (General Financial Rules) of the Govt. of India in financial aspect of project execution, even though for most of the University's projects following such practices may not be mandated.

He gave the status of the various projects as under:

**i) Central Lecture Theatre Facility – named as Abdul Mueed Smart Class Cluster**

The facility is almost complete except for some work on AV & ICT. The work is in progress and may take another month to complete the remaining works.

It was informed that the project had a time over run of about a year, which is attributed to reasons like:

- Excess work involved in dismantling, excavation;
- Non-availability of site / space for renovation work for reasons beyond the control of Jamia Hamdard.
- Site conditions;
- Re-inviting tenders for AV and ICT work after revising the specifications. This process took few months' time.
- Initial time frame involved in renovation / retrofitting works cannot be accurately assessed for completion time.
- Changes in designs / specifications necessitated as work proceeded.

The total project cost is approximately Rs.700.00 lacs as of today including HVAC, furniture, AV & ICT works. The contract also includes renovation of 29 toilets, cost not included in Rs.700.00 lacs.

ii) **Renovation of the Dept. of Chemistry**

The total project cost will be about Rs.225.00 lacs inclusive of furniture, fixtures, HVAC.

The work is complete except for some additional works recommended to achieve GLP like standard. Additional work worth Rs.37.14 lacs will be needed as detailed in **Annexure I-III** *KE*

iii) **Setting up of HNF Chamber in Jamia Hamdard**

It was informed that Competent Authority has approved creation of HNF Chamber at the ground floor near entrance lobby with the following facilities at a cost of Rs.20.00 lacs.

- A Conference Room with attached washroom;
- Cabins for Executives;
- Waiting area for Guests;
- One pantry;
- Necessary circulation area.

The work is being taken up.

iv) **Sports Complex**

The details of the facilities and their present status were brought out as under:

The completion of unfinished extension works and renovation / remodeling of the existing facilities, except the top floor of the Gymnasium building were estimated by PMC as Rs.144.00 lacs. The works were awarded to M/s. Ahluwalia Construction Group on terms and conditions of their other ongoing works. Works worth Rs.96.00 lacs have

been completed. Balance work worth Rs.48.00 lacs are in progress, which are likely to be completed in two months' time.

The completed portion of the sports complex was inaugurated last year on 14<sup>th</sup> Sept. 2015 by the Chairman, UGC. The facilities like Gym, Badminton, Basketball, Table tennis have been used to hold various Intra-faculty and Inter-University Tournaments and the facilities have been appreciated by every body including External Experts visiting with their teams.

v) **Renovation / Retrofitting of Ruffaida College of Nursing**

The total works have been planned to be completed into two phases. Phase I works have been tendered and awarded at a cost of Rs.145.00 lacs against an estimated cost of Rs.150.00 lacs. About 70% works have been completed. It was informed that the work of Air-conditioning of class rooms will be taken up in second phase. It was desired that certain works namely Low side works of air-conditioning should be got done in the phase I itself to avoid breakages / dismantling of finishes for high side of air-conditioning in the second phase. Need was also felt for provisioning of class room furniture and projection facilities in the Phase I itself. The Competent Authority has approved an additional amount of Rs.52.68 lacs for the above purposes. To a query it was informed that balance work will take another two to three months.

vi) **Renovation / Remodeling of the Department of Pharmaceutics**

University has decided to take up renovation of the Pharmacy building in phases with the renovation of the ground floor housing Dept. of Pharmaceutics in the first phase. The works were tendered and bids have been received from short listed bidders for civil, electrical and plumbing works with an estimated cost of Rs.300.00 lacs. Three bids have been received, which will be opened after approval by P&MB.

The furniture / fixtures for this Dept. will cost about Rs.100.00 lacs for which a separate tender shall be invited.

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P&MB

vii) **Jamia Hamdard – Institute of Molecular Medicine (JH-IMM Project)**

This institute will be a futuristic project which will be developed into a Centre of Excellence, as approved by the Board of Management. The estimated cost of the project which involves renovation / remodeling of the old department of Chemistry on the third floor of Faculty of Science building is Rs.40.00 lacs.

Tenders from short listed bidders have been received which will be opened after approval by the P&MB.

viii) **Resurfacing / widening of existing internal roads**

This project is under execution against a contract awarded at a cost of Rs.127.00 lacs. It is likely to be completed by the end of October / early November 2016. Hon'ble Vice Chancellor suggested that a work of street lighting should also be taken up along with the road work. He suggested that street lighting system of the IIT Delhi Campus may be examined for adoption at JH, as the IIT Delhi street lights are aesthetically pleasing and functionally efficient with LED lighting.

ix) **Other works**

Shri Bose informed the progress of the following works:

(a) **Water proofing treatment on the terrace of the Faculty of Science**

Building costing Rs.28.00 lacs. approx.; and water proofing on a portion of the terrace of the HAHC hospital costing Rs.6.00 lacs approx.

These works are nearly complete. The water proofing has been found to be effective as manifested in this year's monsoon. The balance work will be completed within a month's time.

(b) **Renovation of Toilets in the Faculty of Science Building**

The Contractor M/s. N S Associates have been offered the work of renovation of 11 toilets on the same rates on which they were

awarded the renovation work of Dept. of Chemistry on the ground floor. The Contractor has requested to waive off rebate of 7%, which they had offered in the Chemistry work, as the prices of the material have since gone up and labour wages have also escalated. The Committee resolved that Prof. Moin Uddin may negotiate with the Contractor and decide the rates to be allowed.

The time allowed is three months from the date of the award of the Contract.

**(c) Renovation / Repair of 27 double-seater rooms of the Scholars House at a cost of Rs.52.00 lacs.**

The works are in progress and will take another two months to complete.

**Approval of the Finance Committee for the above mentioned works**

It was informed that all the ongoing and the new projects have been duly considered by the Finance Committee at its 52<sup>nd</sup> meeting held on 11<sup>th</sup> August 2016. The Committee noted the progress on existing works and their budgetary requirements. The Committee also approved the budgeting requirements of new works namely; the renovation of the Dept. of Pharmaceutics, JH – IMM facility, additional expenditure for Rufaida College of Nursing, additional expenditure for Dept. of Chemistry.

The Board having deliberations on the presentation by the PMC as above, resolved as under:

- a) The projects for Deptt. of Pharmaceutics and JH – IMM be approved and Tenders received be opened by a Committee to be constituted by the Registrar for further processing.
- b) The other ongoing projects have been noted with respect to their present progress, time schedule for completion and project cost. Resolved to follow timelines meticulously.

c) Future Programmes

Hon'ble Vice Chancellor stated that the University needs to upgrade its various other buildings / facilities which would be taken up depending upon priorities and in a phased manner and depending upon availability of funds / mobilization of resources. He desired that the renovation of the Unani Department may be given priority for taking up renovations under this phase. It was informed that the quotes have been obtained from reputed paint manufacturing companies and they may be given the job of uplifting the various buildings, after negotiation of rates and labour charges, in view of the eminent NAAC visit.

**PMB 2016-1/2: To consider creation of Building Committee of Planning & Monitoring Board.**

**PMB 2/2016-1:** It was resolved to constitute a Building Committee, which will be a sub-committee of the Planning & Monitoring Board. The Committee should comprise of five members with outside experts and internal members amongst P&MB. The Composition of the Building Committee and the Terms of Reference are attached as **Annexure 2. IV.** *ben*

It was resolved that the Building Committee should have the powers to decide projects / proposals costing up to Rs.1.00 crore. The works above Rs.1.00 crore are required to be placed before the P&MB after Building Committee vets and recommends.

**PMB 2016-1/3 Presentation of M/s. Neev Architects on salient features and status of revised Master Plan**

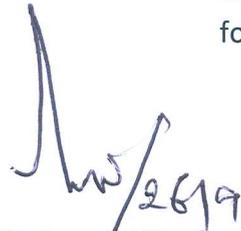
**PMB 3/2016-1** Mr. Amit Hajela, MD M/s. Neev Architects gave the presentation. During his scholarly presentation, Mr. Hajela provided the background and necessity felt to have a revised Master Plan for Jamia Hamdard.

Deliberations on the presentation were inconclusive. The meeting of the Board was adjourned and it was resolved to present the same at the next meeting of the P&MB which has been scheduled on 27<sup>th</sup> Sept. 2016 at 11.00 A.M.

**PMB 2016-1/4: Any other matter**

It was decided that the Finance Officer will be henceforth invited to all P&MB meetings as special Invitee.

The meeting ended with a vote of thanks to the chair and the Chairman thanked all the members and requested their presence for the next meeting on 27<sup>th</sup> Sept. 2016 at 11.am at same venue.



(Dr. Firdous A.Wani)  
Member Secretary



(Prof. S.E. Hasnain)  
Chairman



## ANNEXURE I

**ESTIMATED COST FOR RESIDUAL ITEMS FOR THE DEPARTMENT OF CHEMISTRY**

S.No	Item/ work	Locations & nos.	Unit Cost (Rs)	Cost (Rs)	Remarks
1.	3100 Lumens ultra short throw WXGA Projector	Class Room 2 nos	98,555.00	1,97,118.00	As per approved rate in AV Tender for Lecture Theatre
2.	-do-	Science Faculty Lecture Theatre- 1 nos	98,555.00	98,555.0	-do-
3.	Digital Podium- L1N1 Wooden Podium	Class Room – 2 nos	1,73,137.50	3,46,275.0	-do-
4.	-do-	Science Faculty Seminar Room- nos	1,73,137.50	1,73,137.50	-do-
5.	Furniture for Faculty Officers	Faculty Rooms, HOD Room & Office	□	12,04,314.00	Quotation No. ADIPL/QTN/00/J HU/2015-16/0754 dt. 29.03.2016
6.	Access Control Lock devise- 2 m	Front door & Research Lab door	□	93402.50	As per estimate of M/s Online Solution(P) Ltd. for qty 2 nos
7.	Estimate for Gas line( Nitrogen, hydrogen, Argon, Oxygen, LPG ) and Vaccum Line	Gases		1424893.50	As per estimate given by the consultant
	Contingencies at 5%			3537695.00	
				176885	
			TOTAL	3714580.5	

## ANNEXURE-II

## ESTIMATED COST FOR ADDITIONAL REQUIREMENTS ESSENTIAL FOR COMPLETION OF PHASE I FACILITIES

SN	ITEM / WORK	Cost (Rs. In lakh)	Remarks
1	Class room furniture & Seminar Room furniture - 430 Nos @ Rs. 3500 each.	15.00	Rate is based on recent procurement of suitable furniture in other faculties of the university
2	Faculty Room furniture for 7 faculties	12.50	Rate as per recently approved faculty room furniture of same number for the Department of Chemistry.
3	White Board 6 Nos. @ Rs. 8000/- each	0.48	Rates as per recent procurement for university's smart class room cluster.
4	Podium (non-digital) 6 Nos. @ Rs. 2000/- each	1.20	
5	LCD Projector (digital) Rs. 1 lakh each 6 Nos.	6.00	
6	Low side works for air conditioning in future	15.00	LMPs
	Total	50.18	
7	Contingencies at 5%	2.50	
	G Total	52.68	

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## ANNEXURE III

## PRELIMINARY COST ESTIMATES AS PER CPWD PLINTH AREA RATES FOR NEW PHARMACY BLOCK

S.No	Items of construction	CPWD Plinth Area Rate	Amount (Rs In lakhs)	Remarks
1.	Building – with RCC frame structure 6 storied building – 8000 sqm plinth area	Rs 23500/sqm	1880.00	
2.	Provision for Resisting Earthquake forces.	Rs 1140/sqm	91.20	
3.	Provision for Fire Fighting with wet tuser	Rs 500/sqm	40.00	
4	Provision for Fire Alarm System	Rs 500/sqm	40.00	
<b>SERVICES</b>				
5.	Internal Water Supply and sanitary services	10%	1520.00	Percentage of cost of normal building @ Rs. 19000/- sqm
6.	External Services Connections	5%	76.0	-do-
7.	Internal Electrical Installations	12.5%	190.0	-do-
8.	Lightning conducts	0.33%	5.0	-do-
9.	Telephone Conduitors	0.5%	7.6	-do-
10.	Computer Conduiting	0.5%	7.6	-do-
11.	Quality Assurance	1%	15.2	-do-
12.	Site Development includes leveling internal roads sewer, filter water supply	Rs 585/sqm	46.80	

**CONSTITUTION OF THE BUILDING COMMITTEE**

The Building Committee constituted as under shall act as a sub-committee of the Planning & Monitoring Board of the Jamia Hamdard.

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| 1. Prof. Moin Uddin<br>Dean, Faculty of Engineering                      | Chairman         |
| 2. Prof. Farhan Jalees<br>Head, Dept. of Pharmaceutics                   | Member           |
| 3. Mr. V.H. Rao<br>Former Scientist 'F' (Engineering)<br>CDFD, Hyderabad | Member           |
| 4. Mr. M.H. Shamsi<br>Asstt. Engineer (Civil)                            | Member           |
| 5. Mr. B. Bose<br>Management Consultant & Civil Engr.                    | Member Secretary |

The terms of reference of the Committee shall be as under:

- (i) To approve plans and estimates of various building projects, major works of renovation / remodeling, additions / alterations to existing buildings costing Rs. 1.00 crores and above. The plans and estimates will be prepared and executed by the PMC / Architect engaged by the University as per the existing policy of Jamia Hamdard;
- (ii) The committee may make such technical scrutiny as may be considered necessary for approval of estimates and plans;
- (iii) It shall have power for enlistment of suitable Contractors, approved mode of tendering works, examine tenders scrutiny report and make suitable recommendations for award of work;
- (iv) It shall have authority to delegate powers for sanctioning tenders, award of major works for which approval of the Competent Authority has been obtained;

- (v) It shall be responsible to sign the detailed estimates and plans of buildings / infrastructure projects to convey its approval before these are submitted to the UGC / Government Agency or other funding agencies, as the case may be. It shall also endorse relevant papers for sanctioning of new building projects;
- (vi) It shall adjudicate in matters of dispute with Contractors / Suppliers for reconciliation to settle them, failing which Arbitration clause of contract may be invoked by either party;
- (vii) It shall periodically review and monitor progress all works approved and shall suggest suitable remedial measures wherever the progress is not as per schedule;
- (viii) It shall perform such other functions in the matter of execution of construction and infrastructure development project of Jamia Hamdard as may be entrusted to it by Planning & Monitoring Board;
- (ix) The Chairman of the Committee in an emergency situation, to be recorded in writing, can exercise the powers of the Committee, such cases shall be reported by him to the Committee at its immediate next meeting for ratification;
- (x) The committee may meet at least once in three months or as frequently as deemed necessary;
- (xi) A copy of the Minutes of the Building together with Action Taken Report (ATR) shall be placed before the Planning & Monitoring Board and the Finance Committee.

*ACB*