

Shailabala Women's (Auto.) College, Cuttack

Proceedings of Finance Committee (FC) Meeting held on 11.10.2023

Finance Committee meeting was convened on 11.10.2023 in New Staff Common Room at 11:30 AM under the Chairpersonship of Prof. (Dr.) Gayatri Biswal, Principal of the College. Following members were present in the meeting:

1. Prof. (Dr.) Gayatri Biswal, Principal
2. Mv. Wunnam Easwar, Chartered Accountant and Nominee of the College Governing Body
3. Dr. Chittaranjan Dashmishra, CoF and University Nominee
4. Dr. Biswadas Mohanty, Accounts Bursar
5. Dr. Prasant Kumar Samantray, Administrative Bursar
6. Dr. Monalisa Swain, Associate Accounts Bursar
7. Smt. Rasmirekha Sahoo, Associate Accounts Bursar

At the outset, the Principal-Cum Chairperson, Prof. (Dr.) Gayatri Biswal welcomed all the members and briefed the Committee about the agenda of discussion. There was no meeting of the Finance Committee for the last three (03) Financial Years (2020-21, 2021-22 and 2022-23), as the governing body was not constituted by the Department of Higher Education, Government of Odisha. After the formation of the Governing Body by the Govt. Notification vide No. 52279, Dated.19.12.2022, the First Governing Body meeting was held on dt.18.01.2023 and accordingly the FC was constituted. Then Chairperson requested Dr. Biswadas Mohanty, Convener (Account Bursar) to read out the agenda and suggested the members to give their views. The minutes of the last FC meeting held on dt. 29.10.2019 were read out by Dr. Mohanty.

AGENDA:

1. The actual budgets for the financial year 2020-21, 2021-22 & 2022-23 were discussed and approved. Statements are annexed herewith point wise [Annexure-I (a-h)].
 - a. PL Account
 - b. Controller of Examination Section
 - c. Hostels
 - d. B. Ed Self Financing Course
 - e. Comp. Science Self Financing Course
 - f. Mo College Abhiyan
 - g. RUSA
 - h. Project Grant & Expenditure
2. The proposed budget for 2023-24 was presented and head-wise discussion was made and approved [Annexure-II (a-e)].
3. Regarding the remuneration and service condition of the temporary workers engaged in the College, the discussion was made relating to the previous CDC resolution in connection with their appointment and service condition. In this regard, it was unanimously resolved to adhere

Gayatri Biswal
11/10/23

Dr. Biswadas Mohanty
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Smt. Rasmirekha Sahoo
11/10/23

Mv. Wunnam Easwar
11/10/23

to the prevailing labour laws and existing circulars of Government of Odisha in Higher Education Department and Finance Department. Therefore, the matter was referred to the Governing Body of the college for necessary action in accordance with the prevailing rules/circulars of the Government of Odisha in Higher Education Department and Finance Department.

- (a) Regarding enhancement of remuneration in case of Smt. Kausalya Barik, Sri Basant Barik and Sri Manoj Sahoo, the temporary workers engaged in the College is to be decided as per the prevailing government rule as mentioned at Para No.3. So, the matter was referred to Governing Body of the college for necessary action.
- (b) Regarding enhancement of remuneration in case of Dr Gunam Pattnaik, the DEO engaged in SAMS Lab of the College is to be considered according to the recent circular issued by Government in Higher Education Department read with the decision as mentioned at Para No.3 and 3(a). So, the matter was referred to Governing Body of the college for necessary action [Annexure-III].
4. The proposed enhancement fee structure for admission and readmission of UG and PG students from the academic session 2024-25 was approved to meet the enhanced cost of expenditure of different Departments/Sections.

Stream	Category	Under Graduation (Fee per one Student) (in Rs.)		Post-Graduation (Fee per one Student) (in Rs.)	
		Existing Fee	Proposed Fee	Existing Fee	Proposed Fee
Arts	Admission	1,496/-	2,268/-	1,750/-	2,772/-
	Readmission	1,246/-	1,938/-	1,496/-	2,438/-
Commerce	Admission	1,496/-	2,308/-	-	-
	Readmission	1,256/-	1,988/-	-	-
Science	Admission	1,542/-	2,349/-	1,795/-	2852/-
	Readmission	1,261/-	1,988/-	1,511/-	2,488/-

[Annexure – IV]

5. The proposal of the Controller of Examination for the enhancement of fee (a) Arts Stream: from for each semester was approved @ Rs.150/- per semester per student, which will be implemented from the coming academic session (2024-25). To meet the required expenditure, following hikes were approved:
 - a) Invigilator's remuneration from Rs.80/- to Rs.100/-.
 - b) Practical Examiners remuneration from Rs.25/- to Rs.30/-.
 - c) Sitting Allowance per Member of Board of Studies from Rs.400/- to Rs.500/-.

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- d) Remuneration to External Examiner per one UG Dissertation valuation from Rs.25/- to Rs.40/-.
- e) Remuneration to External Examiner per one PG Dissertation valuation from Rs.30/- to Rs.45/-.
- f) Remuneration to mechanic / specimen collector will be paid @ Rs.5/- per student per semester or Rs.120/-, whichever is lower {instead of Rs.4/- (minimum Rs.60/-) per student per semester}.
- g) Laboratory Contingency amount will be paid @ Rs.5/- per student per paper per semester or Rs.100/-, whichever is lower {instead of @ Rs.4/- per student per semester.
- h) The Proposed enhancement of Form-Fill-up Fee Structure for the UG, PG and B.Ed. Examination Fee per one Student per Semester was approved from the coming academic session (2024-25).

Course	Stream	Existing Fee (in Rs.)	Proposed Enhancement (in Rs.)	Total Enhanced Amount (in Rs.)
Under-Graduate	Arts	760/-	150/-	910/-
	Commerce	760/-	150/-	910/-
	Science	760/-	150/-	910/-
Post-Graduate	Arts	800/-	150/-	950/-
	Commerce	-	-	-
	Science	800/-	150/-	950/-
B.Ed.	-	930/-	150/-	1,080/-

Additional Rs.50/- (Rupees Fifty) only shall be collected from each Student per practical paper per Semester (Annexure-V).

6. Proposed budget for the B.Ed. Self-financing Department for the Financial Year 2023-24 was discussed and approved. For upgrading infrastructure for ICT Lab as per the NCTE requirement should follow the guidelines issued by the NCTE and rules framed by the Department of Higher Education. In this regard, this College may adopt procedures followed by the Teachers' Education Department, Rama Devi Women's University.
7. Proposal regarding food supply (Breakfast, Lunch and Dinner) to the inmates of Shailabala New Hostel, it was decided to go for open tender for selecting a vendor to provide affordable and hygienic food. The price and menu are to be decided in consultation with inmates by the College Residential Committee prior to the Open Tender. The cost of the food (Breakfast, Lunch and Dinner) shall be borne by the inmates of the Hostel. The College Residential

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Committee shall be responsible to ensure quality of food, supplied by the vendor under the supervision of the Principal with clear-cut guidelines (i.e. Standard Operating Procedure) in consultation with inmates and vendor.

8. Regarding College Canteen Management, it was decided to make provision for payment of rent, electricity and water charges by the selected vendor through Standard Operating Procedure framed by the College Canteen Committee under the supervision of the Principal.
9. Approval was accorded for the expenditure made towards the special functions as follows:
 - a. A sum of **Rs. 6,12,461/-** was spent on the occasion of College Foundation Day celebration and inauguration of Shailabala New Hostel (in virtual mode) by Honorable Chief Minister on dt. **25.03.2023**. The expenditure shall be placed before the Audit [(Annexure) – VI (a)].
 - b. A sum of **Rs. 3,80,000/-** was spent on the occasion of Honorable President of India's Visit to Madhu Babu's Residence (inside Shailabala Women's (Auto.) College, Cuttack) on dt. **26.07.2023**. The expenditure shall be placed before the Audit [(Annexure) – VI (b)].
 - c. A sum of **Rs.50,000/-** was spent for 176th Birth Anniversary celebration of Utkal Gourav Madhusudan Das and visit of Hon'ble Governor of Odisha as Chief Guest on dt. **26.04.2023**. The expenditure shall be placed before the Audit [(Annexure) – VI (c)].
10. The proposal for Budget of Rs.10,50,000/- towards probable expenditure for the NAAC visit during the Last Quarter of the Academic Year 2023-24 was approved [(Annexure – VII)].
11. The proposal for Budget of Rs.5,00,000/- regarding Automation and Digitalization of College Library with facility for the visually challenged students' was approved [Annexure – VIII].
12. The proposal for enhancement of daily allowance per Athletes from Rs.150/- to Rs.200/- for attaining / participating in different activities outside the college was not approved. However, the instruments for Gymnasium can be purchased from the available fund through the College Purchase Committee by adhering to the Procurement Guidelines of the Govt. of Odisha in Finance Department.
13. Regarding the proposal for allocation of fund for AMC / repairing of ACs, Water purifier, Computer / Laptop, it was decided to select the party through Open Tender and it shall be met out from the fund generated through S.F. (PPP) mode.
14. The proposal of modalities for expenditure of Student Seminar Fee was approved for the following purpose.
 - a. Honorarium for Resource Person (domain specific) be made @ Rs. 1000/-
 - b. Travelling allowance be paid to the resource person as per Govt. Rule.

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- c. Books, journals and magazines can be purchased from the earmarked Departmental Seminar Fund for the concerned Department. It can also be used for the other contingency expenditure.
- d. It can also be paid for monthly Wi-Fi subscriptions/charges.
15. The Committee approved the course fee amounting Rs.15,000/- per year per one student for M.Sc. Computer Science (Self Finance), which would be collected from each student at the time of admission and readmission with reference to Office Letter No. 2371, dt. 01.07.2023 [Annexure – IX].
16. After going through the bank accounts of the college, the Committee recommended to convert the savings accounts as well as current account, as applicable, into flexi-fixed mode/account for the greater interest gain to the college by constituting a Committee. In addition, the Committee is to evaluate the daily requirement / monthly requirement of fund for each bank account, accordingly the surplus amount is to be kept in form of term deposit with auto renewal mode [Annexure – X].
17. The proposal regarding the establishment of a Bio-gas Plant in the Madhusudan Old Hostel, the Committee suggested to obtain the experts view considering the viability of the project.
18. The Committee post-facto approved the CDC Resolution dtd. 04.08.2022 regarding the enhancement of sitting allowance from Rs.500/- to Rs.1,000/- for the External Member participating in different committees such as Academic Council, Finance Committee, Governing Body and IQAC.
19. Regarding maintenance and fuel cost of Generator installed in the college, the Committee approved the expenditure is to be incurred from B.Ed (SF) / Hostel Fund / Computer Science (SF) / PPP. The matter is to be reviewed by the CDC once again keeping in view its judicious expenditure.

Rasmirekha Sahoo 11.10.23.
Smt. Rasmirekha Sahoo

Prasant Kumar Samantray
Dr. Prasant Kumar Samantray 11-10-23

Chittaranjan Dashmishra
Dr. Chittaranjan Dashmishra

Monalisa Swain
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Biswadas Mohanty
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Wunnam Easwar
Mv. Wunnam Easwar 11/10/2023

Gayatri Biswal
Prof. (Dr.) Gayatri Biswal, Principal 11/10/23