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SHAILABALA WOMEN'S AUTONOMOUS COLLEGE, CUTTACK

PROCEEDINGS OF THE FIRST FINANCE COMMITTEE MEETING HELD ON 25TH APRIL 2018

The First l Meeting of the Finance Committee of S.B. Women's Autonomous College was held on 25.04.2018 in the Conference Hall at 8.00 A.M.

The meeting was held with the Chairman of the Executive Committee **Dr Satyakam Mishra** in the chair

Agenda:

1.Review of utilization of grants received during Financial year 2017-2018
2. Approval of Estimated Budget for the Financial year 2018-2019
3.Approval of Proposal for Financial Assistance from U.G.C. for 2018-2019 under the scheme of Grant for Govt Autonomous College
4.Other matters if any with due permission of the President of the meeting

Members present

The following members were present

1. **Prof (Dr) Satyakam Mishra, Chairmam,** Executive Committee, Special invitee
2. **Dr. Prasanta Kumar Mohanty,** Principal , Ex-officio Secretary of Finance committee
3. **Sri Sanjay Lugun,** Comptroller of Finance, Ramadevi Women's University
4. **Sri Pramod Kumar Mishra,** Member, Finance Committee
5. **Dr Bandana Pathak** , Member, Finance Committee, Accounts Bursar of the college.
6. **Dr Prasanta Kumar Samantray,** Invited Member ,Administrative Bursar of the college

Business Transacted

The agenda items were discussed and the following recommendations were made by the Finance committee

1. Utilization of grant received from various sources during 2017-2018 was reviwed. The Principal was advised to inform the Government under intimation to the Chairman EC regarding the exclusion of some department from availing laboratory grant
2. Expenditure incurred by self – financing department,, Autonomous Examination Section, Self–Defense Cell etc during 2017-2018 were approved.

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3. The Principal was advised to utilize the RUSA grant as expeditiously as possible so as to avail the second phase grant
4. Budget proposal for the self-financing courses for 2018-2019 were approved. However the approval was subject to the condition that the expenditure proposed should be within sixty percent of the total amount to be collected towards course fee in 2018-2019 session. The Principal would review the budget proposals after ascertaining the amount actually collected and if required adjust the expenditure accordingly.
   Details are furnished in Annexure -1

5. Post-facto approval was accorded for the fee structure of the Autonomous Examination Section for 2017-2018
6. The fee structure of Autonomous Examination Section for the session 2018-2019 was approved.
   Details at Annexure-2

7. The committee accorded post-facto approval to the rates of remuneration paid for various examination related assignments in 2017-2018

Details at Annexure-3

8.Proposals of the Controller of Examination to hike fee for moderation of question per set from Rs 100/- to Rs 200/- and sitting allowances from Rs 100/- to Rs 250/- were approved

9. Allocation of UGC Autonomous Grant of Rs 20 lakhs among various items of expenditure was approved and the Principal was advised to submit the proposal to the UGC for release of the grant for 2018-2019 within the stipulated period.

Details at Annexure 4

10. The problem of temporary workers engaged in various departments was discussed and it was decided to adhere to the guidelines issued by Govt. from time to time in this regard . Hence forth all temporary engagements should be made through service providers/daily wage basis as per Govt. norm. However the temporary workers now engaged may be engaged for one more academic session provided their performance is found to be satisfactory. But they are required to submit an affidavit/undertaking to the effect that they are fully aware of the fact that they are engaged only for one academic session and will not claim for further extension or regular appointment .All of them shall be disengaged before the college is closed for the ensuing summer vacation. All temporary workers shall be engaged for one academic session excluding vacation and holidays. However the watchman and sweepers may be allowed to continue during vacation if their services are felt expedient by the Principal. While engaging temporary workers preference should be given to retired employees

11. The minimum facilities like T.V, Computer with internet connection , water purifier-cum-cooler, magazines and English News Paper should be provided in the student's Common Room .An elderly lady may be engaged on temporary basis as care taker of the common room. The common room

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fee shall be enhanced from Rs 12 to Rs 20 w.e.f. the academic session 2018-2019.The principal may utilize the unspent balances of self-financing fund/Rusa fund for the purpose

12. Water Purifier-cum- cooler should be installed at all important places including hostels for the use of students, staffs and boarders. RUSA fund should be utilized to provide this facility in the college and hostels. In case RUSA fund is found to be insufficient for the purpose, savings of self-financing funds shall be utilized to meet the deficit.

13. The need for engagement of temporary workers shall be reassessed by the Principal and accordingly engagement can be made in Office, library, laboratory etc in accordance with the Principle laid down by the committee. The Principal will decide the numbers of persons to be engaged in different places according to workload.

14 The temporary workers shall report to the Principal for duty and sign the attendance register in the Principal's office. Deployment of temporary workers at various places shall be decided by the Principal and they will be required to discharge whatsoever duty assigned to them by the principal.

15. The self-financing department shall utilize up to sixty per cent of the courses fees for meeting all their expenditures during a session. The remaining forty per cent should be utilized by the Principal for general development of the college with the approval of the Finance Committee. Expenditure by a self-financing department in excess of sixty per cent of the course fee may be allowed by the Principal only in case of extra-ordinary situations demanding additional expenditure.

16. The college library is to be completely digitalized in phases. Accession of all new books must be completed in a time bound manner by engaging temporary workers..Digitalization programme shall be implemented through outsourcing. A Blue Print of the digitalization programme may be prepared and kept ready for implementation. The programme should be taken up soon after UGC grant is received for the purpose.

Library verification should be completed before the ensuing summer vacation to de-rack the old text books not in use and to select rare books to be digitalized.

17. Members of the teaching staff shall be entitled to use hired taxi and make such other contingent expenditures as may be required during their visit to UGC etc for official purpose. The required expenditure incurred for the purpose shall be paid from self-financing funds at the disposal of the Principal.

18.The HOD of Computer Science Dept shall prepare ,plan and estimates for setting up a computer lab for development of soft-skill of students, teachers and staff members.

19. The newly constructed PH hostel building should be made functional by providing cot ,table, chair, utensils ,gas connection etc. The self –financing fund should be utilized for the purpose. The furniture for the hostel may be purchased at EPM rate contract .

20.The autonomous examination section needs to be well equipped to manage pre-examination and post-examination works in most effective manner .In house facilities should be created to address issues like correction of examination records, issue mark-sheets etc on the day of publication of

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results, rechecking of marks within a reasonable period of time. A spacious office room with toilets and counters should be immediately made available to the Controller to accommodate her official and examination records. Funds at the disposal of the Principal may be utilized for providing minimum facilities as may be required by the controller of Examination.

The meeting ended with vote of thanks to the chair.

25.4.18

Dr Prasanta Kumar Mohanty

Principal
Secretary
Finance Committee

Prof(Dr) Satyakama Mishra 25/4/18

Chairman
Executive Committee

Sri Pramod Ku. Mishra, Member - 25/4/18

Sri Sanjay Lugun, Comptroller of Finance, R.D. Women's University - 25/04/18

Dr. Bandana Pathak, Member, Accounts Bursar of the college - B Pathak 25.4.18

Dr. Prasanta Ku. Samantaray, Admn. Bursar of the College - 25/04/18