



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry

FINANCE COMMITTEE

Minutes of the Second Meeting of the Finance Committee to be held on Tuesday, the 4th May 2021

The Second Meeting of the Finance Committee of Sri Manakula Vinayagar Engineering College (Autonomous) was held on Tuesday, the 4th May 2021, at 11.30 am at the Conference Hall and through online mode, with the Director cum Principal in the Chair.

The following members were present in the meeting:

| Sl. No. | Name of the Member | Designation |
|---------|---|---|
| 1. | Dr. V.S.K. Venkatachalapathy, Director cum Principal, | Chairman of the Finance Committee |
| 2. | Dr. Amaresh Samantaraya, Finance Officer, Pondicherry University, Puducherry. | Finance Officer of the Affiliating University |
| 3. | Sri K. Krishnasamy, Senior Accounts Officer, Sri Manakula Vinayagar Medical College and Hospital, Puducherry. | Governing Body Nominee |
| 4. | Dr. A.S. Kannan, Professor, Department of Management Studies | Senior-most Teacher of the Institution |
| 5. | Dr. J. Abbas Mohaideen, Registrar, | Member Secretary |
| 6. | Dr. S. Jayakumar, Controller of Examinations | Invited Member |

Agenda of the Meeting

| Agenda | Description |
|---------------|--|
| FC 2.1 | To review the utilisation of the allocation done during the First Meeting of the Finance Committee in respect of: <ul style="list-style-type: none">• Stationery and Printing• Lab Consumables• Non-Consumables• Equipment Procurements• Guest Lectures• Conferences and Seminars• Research and Development Activities• Library Resources• Physical Education and Sports• Salary of Teaching and Non-Teaching Staff |

| | |
|---------------|---|
| FC 2.2 | To review the utilisation of the allocation done during the First Meeting of the Finance Committee in respect of: <ul style="list-style-type: none"> • Computers and Accessories • Furniture and Fittings • Other Preliminary Expenses |
| FC 2.3 | To consider and approve the fee to be charged for the new UG, PG and Integrated programs in: <ul style="list-style-type: none"> • Engineering, • Management Studies, for the AY 2021-22 |
| FC 2.4 | To consider and approve the fee to be charged for transport services to the students for the AY 2021-22 in respect of: <ul style="list-style-type: none"> • The Newly Proposed Routes of Operations. |
| FC 2.5 | To review the utilisation of funds generated by the Office of the Controller of Examinations in the conduct of End-Semester Examinations (both Theory and Practical) during the AY 2020-21 |
| FC 2.6 | To consider and approve <ul style="list-style-type: none"> • the budget of expenditure for the conduct of Even Semester Examinations 2020-21 |
| FC 2.7 | To consider any other item with the permission of the Chair |

MINUTES OF THE MEETING

Dr. V.S.K. Venkatachalapathy, Chairman - Finance Committee, and the Director cum Principal, opened the meeting with warm welcome and introduced the members and expressed his gratitude for their presence in the meeting.

The Chairman then proceeded with the agenda of the meeting one by one.

| | |
|---------------|---|
| FC 2.1 | To review the utilisation of the allocation done during the First Meeting of the Finance Committee in respect of: <ul style="list-style-type: none"> • Stationery and Printing • Lab Consumables • Non-Consumables • Equipment Procurements • Guest Lectures • Conferences and Seminars • Research and Development Activities • Library Resources • Physical Education and Sports • Salary of Teaching and Non-Teaching Staff |
|---------------|---|

The Chairman presented a summary of Utilisation of the funds allocated under various heads to all the Departments of Engineering, and Architecture thus:

| Description | Budgeted | Utilised | % of Utilisation |
|-----------------------------------|--------------------|--------------------|------------------|
| Stationery | 14,05,526 | 11,68,305 | 83% |
| Lab Consumables | 15,03,808 | 9,48,335 | 63% |
| Non-Consumables | 46,37,171 | 38,11,846 | 82% |
| Equipments | 1,07,63,694 | 82,41,473 | 77% |
| Guest Lectures | 9,01,000 | 8,53,014 | 95% |
| Conference / Seminar | 15,64,000 | 14,33,456 | 92% |
| R & D Related | 32,80,865 | 4,56,506 | 14% |
| Total Non-Salary Component | 2,40,56,064 | 1,69,12,935 | 70% |

He explained the reasons for the reduced utilisation of allocated funds under certain heads on account of the pandemic situation created by COVID-19, and also due to lockdown which lasted for months during the Odd Semester of AY 2020-21.

| Library | Budgeted | Utilised | % of Utilisation |
|----------------------------------|------------------|------------------|------------------|
| Engineering Books & Journals | 40,00,000 | 38,74,875 | 97% |
| E-Library Resources & Stationery | 4,00,000 | 4,41,633 | Fully Utilised |
| TOTAL LIBRARY RESOURCES | 44,00,000 | 43,16,508 | 98% |

| Physical Education | Budgeted | Utilised | % of Utilisation |
|---|----------|----------|------------------|
| Sports Materials and Equipment, and Hosting a Sports Meet | 6,00,000 | 4,01,503 | 67% |

Under the guidance of the Chairman and Managing Director, the institution has modernised the Gym in the Hostel and also erected Open-Space Gymnasium facilities for the benefit of hostel students. This resulted in the escalation of expenditure in respect of Sports Materials and Equipment budgeted for AY 2020-21. He then explained that due to COVID-19, the intended Sports Meet could not be conducted and efforts will be taken to conduct them in the forthcoming period if the situation eases.

| Description | Budgeted | Utilised | % of Utilisation |
|--|--------------------|--------------------|------------------|
| Salary of Teaching and Non-Teaching Staff | 9,25,34,892 | 9,26,96,676 | 100% |

Citing the pandemic situation most of the self-financing institutions resorted to the reduction in staff and reduction in salary disbursements also. However, our Management is always caring for the welfare and well-being of the human capital of the institution. Thus, the Institution ensured and paid salary to all the faculty and staff during the Academic Year 2020-21 in spite of the COVID-19 situation.

Accepted and Approved

Agenda

- FC 2.2** To review the utilisation of the allocation done during the First Meeting of the Finance Committee in respect of:
- Computers and Accessories
 - Furniture and Fittings
 - Other Preliminary Expenses

The Chairman presented the summary of utilisation of funds allocated in respect of the above items thus:

| Description | Budgeted | Utilised | % of Utilisation |
|----------------------------|-----------|-----------|------------------|
| Computers and Accessories | 30,00,000 | 30,64,491 | Fully Utilised |
| Furniture and Fittings | 20,00,000 | 22,18,292 | Fully Utilised |
| Other Preliminary Expenses | 5,00,000 | 5,03,712 | Fully Utilised |

The cost of computers, accessories, and furniture and fittings showed certain escalations due to which there is a slight increase in the actual expenditure compared to budgeted amount.

Accepted and Approved

Agenda

- FC 2.3** To consider and approve the fee to be charged for the new UG, PG and Integrated programs in:
- Engineering,
 - Management Studies,
for the AY 2021-22

The chairman explained the need to start the new programmes in various departments and schools for the AY 2021-22 and presented the following as the proposed fee to be charged for each of the programmes (per annum):

| Sl. No. | Title of the New Programme | Duration | Fees per annum |
|---------|---|----------|----------------|
| 1 | B.Tech. Computer Science and Design | 4 years | 90,000 |
| 2 | MBA - Innovation, Entrepreneurship, and Venture Development | 2 years | 60,000 |
| 3 | M.Tech. Computer Science and Engineering (Integrated Programme) | 5 years | 1,00,000 |

Accepted and Approved

Agenda

- FC 2.4** To consider and approve the fee to be charged for transport services to the students for the AY 2021-22 in respect of:
- The Newly Proposed Routes of Operations.

The Chairman highlighted the need to operate new routes for the benefit of students' community as the Autonomous Institution started gaining admissions from some of the major towns of Tamil Nadu and thus presented the possibility of starting new routes of bus services thus:

| Sl. No. | End Place | Kms | Tentative Bus Fees (p.a.) |
|---------|-----------------|-----|---------------------------|
| 1 | Chidambaram | 170 | INR 26,000 |
| 2 | Virudhachalam | 160 | INR 25,000 |
| 3 | Thirukkoilur | 130 | INR 22,000 |
| 4 | Thiruvannamalai | 170 | INR 25,500 |
| 5 | Kallakurichi | 180 | INR 27,500 |
| 6 | Melmaruvathur | 160 | INR 25,500 |

Accepted and Approved

Agenda

- FC 2.5** To review the utilisation of funds generated by the Office of the Controller of Examinations in the conduct of End-Semester Examinations (both Theory and Practical) during the AY 2020-21

The Office of the Controller of Examinations presented the fee structure for the examinations (both theory and practical) and rates of remuneration for various examination activities that has been formally approved in the First Meeting of the Finance Committee held in August 2020. Accordingly, the examination fee has been collected from the eligible candidates and the examinations were properly conducted following the SOP meticulously and the scripts were evaluated by qualified panel of examiners. The results have been published within the record time in the College Website. The Finance Committee records its appreciations to the laudable efforts of the Controller of Examinations and his office in this regard. The income and expenditure details in the conduct of examinations during Nov.2020 – Feb. 2021 is presented by the CoE, and the amount of surplus of funds (excess of fee collections over the expenditure) is taken note of.

| Description | Amount (in INR) |
|---|-----------------|
| Total exam fees received for Jan/Feb 2021 End Semester Examinations | 63,05,850 |
| Stationary and photocopying machine purchase expenses | 30,24,192 |
| Remuneration expenses | 23,92,205 |

Accepted and Approved

Agenda

- FC 2.6** To consider and approve
- the budget of expenditure for the conduct of examinations by the Controller of Examinations

The Controller of Examinations presented his budget of expenditure for the conduct of examinations in the ensuing period (May to July 2021) and the same is tabled for the view of the members of the Committee.

| Sl. No. | Description of the items | Amount (in INR) |
|---------|--|-----------------|
| 1. | End-Semester Exam Answer Booklets (50,000 Nos) | 6,12,500 |
| 2. | Grade Sheets (3,000 Nos) | 96,000 |
| 3. | A4 Sheets (45 packets of 500 sheets each) | 8,400 |
| 4. | Remuneration to QP setters and Evaluators | 25,00,000 |
| 5. | Stationery Requirements | 1,35,916 |
| | Estimated Budget Total | 33,52,816 |


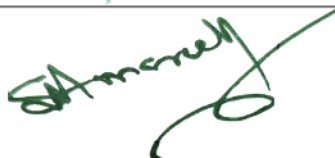




Accepted and Approved

Agenda

FC 2.7 Any other items with the permission of chair

Dr. V.S.K. Venkatachalapathy, Chairman - Finance Committee, and the Director cum Principal, of the College, concluded the meeting at 12.30 pm with vote of thanks.

Members:

| Sl. No. | Name of the Finance Committee Member | Signature |
|---------|--|---|
| 1 | Dr. V.S.K. Venkatachalapathy Director cum Principal Chairman - Finance Committee |  |
| 2 | Dr. Amaresh Samantaraya, Finance Officer, Pondicherry University, Puducherry. |  |
| 3 | Sri K. Krishnasamy, Senior Accounts Officer, Sri Manakula Vinayagar Medical College and Hospital, Puducherry. |  |
| 4 | Dr. A.S. Kannan, Professor. Department of Management Studies |  |
| 5 | Dr. J. Abbas Mohaideen, Registrar, |  |
| 6 | Dr. S. Jayakumar, Controller of Examinations |  |