

Meeting No. 3

Proceedings of ^{Third} The Finance Committee Meeting held on 06.05.2019

A meeting of Finance Committee was held on 06.05.2019 at 11 A.M. in the chamber of Principal with Chairman (EC) Prof (Dr) Satyakam Mishra in chair.

Following members were present

Chairman , Executive Committee

1. Prof (Dr) Satyakam Mishra

Members

2. Dr Chinmayee Mohapatra Principal, S.B. Women's Autonomous College, Cuttack

3. Dr Pramod Kumar Mishra, Member

4. Dr Bandana Pathak, Asst Prof in Economics, Member

Invited Members

5. Dr Biswadas Mohanty, Convener, College Development Committee

6. Dr Prasanta Kumar Samantray, Administrative Bursar

Agenda

1. Approval of the actual and estimated budget of the college,
2. Approval of the revised fee structure
3. Discussion on increasing 08 seats in P.G. course in Economics
4. Approval of the proposal for Autonomy Grant.
5. Others, if any

Business Transacted

1. The actual budget of the college for the session 2018-2019 (salary and non-salary) was approved. (Annexure I)
2. The budget estimate for the session 2019-2020 (salary and non-salary) was approved. (Annexure II)
3. Referred to next meeting. (Annexure III)
4. It was resolved to ask the officers concerned to submit details of income and expenditure with justification for enhancement of fee for each activity.



Bandana Pathak

PROCEEDINGS OF THE FOURTH FINANCE COMMITTEE HELD ON 29.11.2019

A meeting of the Fourth Finance Committee Meeting was held on 29.11.2019 at 11.30 A.M. in the Smart Class room of the college with Prof. (Dr) Satyakam Mishra as Chairman, Executive Committee

Agenda

1. Discussion on Action taken report on resolutions made in 2nd and 3rd Finance Committee Meeting
2. Approval of Budget (PL etc) of College, Controller of Examination Section, Dept of Comp Sc. (S.F.) and B.Ed (S.F.)
3. Approval of matters approved by C.O.C of the College
4. Discussion on proposal made by Controller of Examination Section, Dept of Comp Sc. (S.F.) and B.Ed (S.F.)
5. Discussion on UGC related matters
6. Others

Following members were present

President of the meeting

1. Prof (Dr) Satyakam Mishra, Chairman, Executive Committee

Members

2. Dr Chinmayee Mohapatra, Principal
3. Sri Pramod Kumar Mishra, Member
4. Dr Bandana Pathak, Member
5. Sri Narayan Sethy, Comptroller of Finance RDWU- Absent

Invited Members

5. Dr Prasant Kumar Samantray
6. Dr Biswadas Mohanty, Convenor C.O.C
7. Dr Ashok Kumar Nayak, Controller of Examination

penditure incurred towards purchase of Library books and Computer
60% of current cost can be met from unspent balance of Computer
(S.F.) with prior approval of the Principal.

Committee comprising Officers of various associations/ societies be constituted to
to the matter relating to organising functions and conduct of different
itions for the session 2019 as per the Govt. instructions.

3rd Academic Council meeting held on 19.11.2019 read out by Dr. N. P.
ic Burd were approved by the committee.

of last 1st C meeting held on 26.11.2019 read out by Dr. B. P. Das, Co-
C were approved by the committee.

4th Finance Committee meeting held on 29.11.2019 read out by Dr. B.
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ation of the committee ratified the resolutions of
Annual meeting of 2019 and resolution of Finance Committee held
as mentioned here to

ration of theory papers will be Rs.1000/- (U.G, P.G, B. Ed, M. Phil) for
Full time students Rs. 500/-

theory papers will be Rs.300/- per set for all papers of Rs.500/-
of Rs. 500/-

theory papers will be Rs.30/- for U.G, P.G.

students/ for each semester.

to paper setters and moderators.

examination related works, the examination fee, be
the academic session 2020-21.

Actions taken on the resolutions mentioned in the last meeting were discussed and

showing recommendations were made.

- a. Remedial classes taken for the department during semester break at the time table i.e. at least 02 classes per week for each department.
- b. Innovative methods of teaching be advised in the field of the EC be implemented in addition to the use of Smart class room.
- c. INFLIBNET connection be secured for Teachers and students for footing basis.
- d. College Bulletin be prepared to cover all the activities for the aegis of different societies, associations and departments in the year. It is absolutely necessary to meet the requirements for the assessment and extension of Autonomous status.
- e. Language Lab is to be made functional and use of English and Odia classes in self-financing mode. Funds required for the purpose be provided from Computer Science (S.F) 4% share.
- f. To activate the Career Counselling Cell, it was decided
 - (i) One teacher from each department will coordinate the activities of the career counselling cell on regular basis with the Director, Career Counselling Cell.
 - (ii) Separate notice board for Career Counselling Cell to inform students about different jobs and employment opportunities. Copies of the notices shall be kept in a separate file for maintenance of records.
 - (iii) Fund required for this purpose be provided from the department.
 - (iv) NET Coaching, Civil Service Coaching, be started in accordance with the syllabus of NET examination and Odisha Civil Services Examination respectively. Experts may be invited to deliver talks on relevant topics on current events and emerging social, economic and political issues of the country.

Bandana Pathak

PROCEEDINGS OF THE FOURTH FINANCE COMMITTEE HELD ON 29.11.2019

A meeting of the Fourth Finance Committee Meeting was held on 29.11.2019 at 11.30 A.M. in the Smart Class room of the college with Prof. (Dr) Satyakam Mishra as Chairman, Executive Committee

Agenda

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2. Approval of Budget (PL etc) of College, Controller of Examination Section, Dept of Comp Sc. (S.F.) and B.Ed (S.F.)
3. Approval of matters approved by C.C of the College
4. Discussion on proposal made by Controller of Examination Section, Dept of Comp Sc. (S.F.) and B.Ed (S.F.)
5. Discussion on UGC related matters
6. Others

Following members were present

President of the meeting

1. Prof (Dr) Satyakam Mishra, Chairman, Executive Committee

Members

2. Dr Chinmayee Mohapatra, Principal
3. Sri Pramod Kumar Mishra, Member
4. Dr Bandana Pathak, Member
5. Sri Narayan Sethy, Comptroller of Finance RDWU- Absent

Invited Members

5. Dr Prasant Kumar Samantray
6. Dr Biswadas Mohanty, Convenor C.C
7. Dr Ashok Kumar Nayak, Controller of Examination

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Annual Report 2019 and resolution of Finance Committee held
as in the meeting.

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Ball paper set of Rs. 50.

Ball paper set shall be Rs.300/- per set for all papers of Rs.500/-
2019-20

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students/ for each semester.

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the academic session 2020-21.

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showing recommendations were made.

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- b. Innovative methods of teaching to be advised in the field of the EC be implemented in addition to the use of Smart class room.
- c. INFLIBNET connection be secured for Teachers and students for footing basis.

- d. College Bulletin be prepared to cover all the activities for the aegis of different societies, associations and departments in the year. It is absolutely necessary to meet the requirements for the assessment and extension of Autonomous status.

- e. Language Lab is to be made functional and use of English and Odia classes in self-financing mode. Funds required for the purpose be provided from Computer Science (S.F) 4% share.

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 - (i) One teacher from each department will coordinate the activities of the career counselling cell on regular basis with the Director, Career Counselling Cell.

(ii) Separate notice board for Career Counselling Cell to be set up to inform students about different jobs and employment opportunities. Copies of the notices shall be kept in a separate file for maintenance of records.

(iii) Fund required for this purpose be provided from the college fund.

(iv) NET Coaching, Civil Service Coaching, be started in accordance with the syllabus of NET examination and Odisha Civil Services Examination respectively. Experts may be invited to deliver talks on relevant topics on current events and emerging social, economic and political issues of national and international importance.

PROCEEDINGS OF THE FOURTH FINANCE COMMITTEE HELD ON 29.11.21

A meeting of the Fourth Finance Committee Meeting was held on 29.11.21 11.30 A.M. in the Smart Class room of the college with Chairman, Executive Com Prof (Dr) Satyakam Mishra in chair.

Agenda

1. Discussion on Action taken report on resolutions made in 2nd and 3rd Finance Com Meeting
2. Approval of Budget (PL a/c) of College, Controller of Examination Section, Dept of Sc, (S.F.) and B.Ed (S.F.)
3. Approval of matters approved by CDC of the College
4. Discussion on proposal made by Controller of Examination Section, Dept of Comp S.F.) and B.Ed (S.F.)
5. Discussion on UGC related matters.
6. Others

Following members were present

President of the meeting

1. Prof (Dr) Satyakam Mishra , Chairman, Executive Committee

Members

2. Dr Chinmayee Mohapatra , Principal
3. Sri Pramod Kumar Mishra, Member
4. Dr Bandana Pathak, Member
5. Sri Narayan Sethy. Comptroller of Finance RDWU- Absent

Invited Members

5. Dr Prasant Kumar Samantray
6. Dr Biswadas Mohanty, Convenor CDC
7. Dr Ashok Kumar Nayak , Controller of Examination

Business Transacted

1. The minutes of 2nd Finance Committee held on 30.8.2018 were read out by Accounts Bursar Dr Bandana Pathak and taken as confirmed.
2. The minutes of 3rd Finance Committee held on 6.5.2019 were read out by Accounts Bursar and taken as confirmed.
3. The committee resolved unanimously for placement of Matron and other workers of PH Hostel through outsourcing.
4. The electricity charges of PH hostel will be borne by the Govt (to be included in the college bill) and the other establishment expenses on watch and ward and cleaning etc will be borne by self-financing (courses) fund if Govt do not place funds for meeting the expenditure
5. The expenses for providing office equipment to the Controller of Examinations should be incurred from self-financing fund
6. AMC for computers as per Resolution no-5 FC held on 30.8.2018 is to be executed immediately and paid from S.F. (Fund)
7. Resolution no-6 of FC held on 30.8.2018 for appointing an elderly lady in common room as care taker is to be executed. The remuneration will be paid from Common Room Fund
8. Committee advised to send a proposal to Govt for providing funds for engagement of workers in essential works of the college through outsourcing
9. Security Guards are to be appointed as per resolution no-9 of FC held on 30.8.2018
10. Discussion on the Proposal of OICs about hike of fee for different co-curricular (resolution -3 of F C held on 6.5.2019) was deferred to next Finance committee meeting as no justification for the same was furnished.
11. The Principal informed that the Seminar Fee has been increased from Rs 1000/- to Rs 2000/- for M.Phil course only from current session. The committee approved the same
12. The members of the Finance Committee expressed their concern over non-receipts of UGC autonomy grant and non-settlement of the disputes raised by the UGC regarding non-admissibility of some expenditure made in the past. OIC UGC informed that the ERO of the UGC was not responding to several letters written in that regard. The FC advised that the matter may be brought to the notice of the Joint Secretary ERO through a D.O. letter and at the same time Govt may be informed with a request to intervene in the matter.
13. The Actual Budget (Income and Expenditure) for PL a/c 2018-2019 has been approved -Annexure I
14. The Estimated Expenses Requisition Statement for drawal from PL a/c for 2019-20 was approved annexure II

15. The Actual Budget of Controller of Examination Section 2017-2018 was approved - Annexure -III
16. The Actual Budget of Controller of Examination Section 2018-2019 was approved - Annexure IV
17. The proposal for hike of the rate of remuneration for examination related works was considered. The FC advised the Controller of Examination to find out if the additional expenditure on account of hike of remuneration could be met without enhancing Examination fees. Accordingly a proposal for hike of remuneration may be preferred and placed before the F.C. for approval. - Annexure -V
18. The committee advised the Controller of Examination not to hike College Examination fee from Rs 80/- to Rs 120/- for the time being.
19. The committee approved the fees structure of P.G. and M.Phil Examination- Annexure-VI
20. The committee approved the matters already approved in CDC meeting held on 22.11.19- Annexure -VII
21. The committee unanimously resolved to increase the remuneration of D.A. of Comp Sc (S.F.) to Rs 1000/- from Rs 150/- with the approval of Govt as has been done by D.D. College, Keonjhar (photocopy of letter enclosed)
22. The committee approved the Actual Budget of 2018-2019 of Dept of Comp Sc (S.F.) - Annexure -VIII
23. The committee approved the Estimated budget of 2019-20 of Comp.Sc (S.F.)- Annexure - IX
24. The proposal for hike of remuneration of co-coordinator and Asst co-coordinator of B.Ed courses (S. F.) was considered. The Principal was requested to examine the proposal and inform the F.C. whether the hike proposed was justified and whether permission of Govt was necessary for the same.- Annexure -X-a
25. The committee approved the proposal to increase the remuneration of Guest Faculties of B.Ed (S.F.) at par with that of B.J.B (Auto) College provided that the additional expenditure there of could be accommodated within the 60% share of the total collection. - Annexure -X-b
26. The committee approved the Actual budget of B.Ed (S.F.) of 2018-2019- Annexure -X-c
27. The committee approved the estimated budget of B.Ed (S.F.) of 2019-2020- Annexure -X-a
28. The committee approved the proposal of Smart Class room of B.Ed (S.F.) subject to fund availability (60% of the total) -Annexure -X-d
29. The Principal was advised to immediately make arrangement for online payment or collection of fees and fines by Bank. Nationalized Banks may be selected for the proposal.