



Rayat Shikshan Sanstha's

**SADGURU GADAGE MAHARAJ COLLEGE, KARAD**

(An Autonomous College from June 2019)

NAAC Reaccredited A+ with CGPA 3.63, ISO 9001-2015 Certified

**FINANCE COMMITTEE**

**PROCEEDINGS OF THE FIRST MEETING**

**(2023-24)**

**Date: 13<sup>th</sup> September 2023**

**Time: 12.00 noon**



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**Proceedings of the First Meeting of**  
**Finance Committee (2023-24)**

The First meeting of the Finance Committee was held on Monday, 13<sup>th</sup> September 2023 at 12.00 noon in the IQAC room. The meeting was presided over by Hon'ble Principal Dr. M. M. Rajmane as the Chairperson of the Finance Committee.

**The following members were present for the meeting:**

1. Hon'ble Chairman: Prin. Dr. M. M. Rajmane
2. Prof. (Dr.) A. K. Patil: Coordinator, Autonomous College
3. Dr. P. D. Kumbhar: Finance Officer
4. Prof. S. A. Patil: Member
6. Dr. G. B. Kalyanshetti: IQAC Coordinator
7. Dr. S. S. Chile: Member
8. Dr. A. J. Sakate: Member

**The agenda of the meeting was:**

- 2.1 To confirm proceedings of the last meeting
- 2.2 To approve the budget of autonomous college for the year 2023-24
- 2.3 Any other issue with the permission of the Chair



### 2.1 To confirm proceedings of the last meeting

The proceedings of the Last meeting of the Finance Committee for the year 2022- 23 held on Tuesday, 19<sup>th</sup> June 2023 at 12.00 noon were read by Dr. P. D. Kumbhar. He presented item-wise business carried out in the meeting such as confirmation of the last meeting, approval of the expenditure for the year 2022-23 before the house. He assured the house that all the resolutions that had been made therein have been complied under the leadership of Principal Dr. M.M. Rajmane. Then he requested the house to approve of the proceedings of the last meeting and all the members approved of it by raising their hands.

**The same is approved & resolved.**

### 2.2 To approve the budget of autonomous college for the year 2023-24

Dr. P. D. Kumbhar (Finance Officer) presented before the house the budget of the Autonomous College for 2023-24. He put forward item wise budget of Autonomous College as per requirement of various departments in the college. There was thorough discussion on the every head of budget presented before the house. Finance officer asked the house about the approval.

**This was unanimously approved and resolved.**

### ❖ Budget of Income & Expenditure of UGC Autonomous College Fund: 2023-24

| Sr. No.      | Income               | Budgeted amount in Rs. | Sr. No.      | Expenditure   | Budgeted amount in Rs. |
|--------------|----------------------|------------------------|--------------|---|------------------------|
| 1            | Grants from UGC      | 20,00,000/-            | 1            | Guest/visiting faculty  | 2,30,000/-             |
| 2            | Grants from RUSA     | -                      | 2            | Orientation and re-training of teachers                         | 50,000/-               |
| 3            | College Contribution | 37,65,000/-            | 3            | Re-designing Course &Development of Teaching/ Learning Material | 5,50,000/-             |
|              |                      |                        | 4            | Workshop and seminars   | 1,50,000/-             |
|              |                      |                        | 5            | Office/ Library equipment                                       | 60,000/-               |
|              |                      |                        | 6            | Examination expenses  | 45,75,000/-            |
|              |                      |                        | 7            | Extension Activities  | 1,50,000/-             |
| <b>Total</b> |                      | <b>57,65,000/-</b>     | <b>Total</b> |   | <b>57,65,000/-</b>     |



❖ **Item wise budget of the College - 2023-24**

**1. Budgetary Provision for Guest/ Visiting Faculty (Rs. 3000/- to Rs.9000/- for each Department)**

| Sr. No.                       | Name of the Departments    | Budgeted Expenditure in Rs. |
|-------------------------------|----------------------------|-----------------------------|
| 1                             | English                    | 8000                        |
| 2                             | Marathi                    | 8000                        |
| 3                             | Hindi                      | 8000                        |
| 4                             | History                    | 6000                        |
| 5                             | Sociology                  | 3000                        |
| 6                             | Economics                  | 5000                        |
| 7                             | Political science          | 8000                        |
| 8                             | Psychology                 | 6000                        |
| 9                             | Education                  | 3000                        |
| 10                            | Philosophy                 | 5000                        |
| 11                            | Geography                  | 6000                        |
| 12                            | Commerce & Mgt.            | 8000                        |
| 13                            | Information Technology     | 8000                        |
| 14                            | Chemistry                  | 9000                        |
| 15                            | Physics                    | 8000                        |
| 16                            | Zoology                    | 8000                        |
| 17                            | Botany                     | 8000                        |
| 18                            | Electronics                | 8000                        |
| 19                            | Computer Science           | 8000                        |
| 20                            | Biotechnology              | 8000                        |
| 21                            | Mathematics                | 8000                        |
| 22                            | Statistics                 | 8000                        |
| 23                            | Microbiology               | 8000                        |
| 24                            | B.Voc. Agriculture         | 6000                        |
| 25                            | B.Voc. Hotel Mant.         | 6000                        |
| 26                            | B.Com. Bank Mgt.           | 6000                        |
| 27                            | Sanskrit                   | 6000                        |
| 28                            | B. Sc. Food Science        | 5000                        |
| 29                            | B. Sc. Medicinal Chemistry | 5000                        |
| 30                            | B. B. A.                   | 5000                        |
| <b>Total estimated budget</b> |                            | <b>2,30,000/-</b>           |

**2. Budgetary Provision for Orientation & Retraining of Teachers**

| Sr. No.                       | Name of the Activities  | Budgeted Expenditure in Rs. |
|-------------------------------|---|-----------------------------|
| 1.                            | Retraining cost<br>(2 workshops /training Programme) Rs.<br>25,000 x 2 = 50,000/- | 50,000/-                    |
| <b>Total estimated budget</b> |   | <b>50,000/-</b>             |



❖ 3. A Budgetary Provision for Up-gradation of Syllabus

| Sr. No.      | Name of the Department | No. of Members |           |       | Seating Allowance (Rs.) | T.A. (Rs.)        | Hospitality (Rs.) | Total Amount (Rs.) |
|--------------|------------------------|----------------|-----------|-------|-------------------------|-------------------|-------------------|--------------------|
|              |                        | In-house       | Out-sider | Total |                         |                   |                   |                    |
| 1            | English                | 4              | 4         | 8     | 2000/-                  | 5000/-            | 3000/-            | 10000/-            |
| 2            | Marathi                | 6              | 5         | 11    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 3            | Hindi                  | 5              | 5         | 10    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 4            | History                | 6              | 6         | 12    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 5            | Sociology              | 2              | 5         | 7     | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 6            | Economics              | 4              | 3         | 7     | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 7            | Political science      | 3              | 5         | 8     | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 8            | Psychology             | 3              | 5         | 8     | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 9            | Education              | 1              | 10        | 11    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 10           | Philosophy             | 2              | 3         | 5     | 2000/-                  | 3000/-            | 3000/-            | 8000/-             |
| 11           | Geography              | 4              | 3         | 7     | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 12           | Commerce & Mgt.        | 8              | 18        | 26    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 13           | Information Technology | 4              | 3         | 7     | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 14           | Chemistry              | 10             | 20        | 30    | 2000/-                  | 5000/-            | 3000/-            | 10000/-            |
| 15           | Physics                | 8              | 5         | 13    | 2000/-                  | 3000/-            | 3000/-            | 8000/-             |
| 16           | Zoology                | 13             | 3         | 16    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 17           | Botany                 | 11             | 6         | 17    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 18           | Electronics            | 4              | 5         | 9     | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 19           | Computer Science       | 12             | 6         | 18    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 20           | Biotechnology          | 7              | 7         | 14    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 21           | Mathematics            | 8              | 5         | 13    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 22           | Statistics             | 10             | 7         | 17    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 23           | Microbiology           | 12             | 5         | 17    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 24           | B.Voc. Agriculture     | 5              | 7         | 12    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 25           | B.Voc. Hotel Mant.     | 5              | 7         | 12    | 2000/-                  | 8000/-            | 3000/-            | 13000/-            |
| 26           | B.Com. Bank Mgt.       | 4              | 3         | 7     | 2000/-                  | 5000/-            | 3000/-            | 10000/-            |
| 27           | Sanskrit               | 1              | 4         | 5     | 2000/-                  | 5000/-            | 3000/-            | 10000/-            |
| 28           | B. Sc. Food Science    | 8              | 5         | 13    | 1,000/-                 | 4,000/-           | 2000/-            | 7,000/-            |
| 29           | B. Sc. Med. Chem.      | 8              | 5         | 13    | 1,000/-                 | 4,000/-           | 2000/-            | 7000/-             |
| 30           | B. B. A.               | 5              | 10        | 15    | 2,000/-                 | 3,000/-           | 2000/-            | 7,000/-            |
| <b>Total</b> |                        |                |           |       | <b>58,000/-</b>         | <b>2,05,000/-</b> | <b>87,000/-</b>   | <b>3,50,000/-</b>  |



➤ **3.B Total Budgetary Provision for Expenditure on Meeting of Academic Council & Government body & Other Committee Rs. 2,00,000/-**

**Chart of Allowances of Various Committees**

| Sr. No. | Particulars                                       | Amount Rs. |
|---------|---|------------|
| 1       | Sitting Charges of Governing Council (per member) | 5,000      |
| 2       | Sitting Charges of Academic Council (per member)  | 4,000      |
| 3       | Sitting Charges of Finance Committee (per member) | 3,000      |
| 4       | Sitting Charges of Board of Study (per member)    | 1000       |
| 5       | Travelling Allowance (Car Fare) (per member) x 9  | Km x 9     |

**Total 3A + 3B =**

**I. BUDGET (HONOURARIUM) GOVERNING COUNCIL 2023-24**

| Sr. No. | No. of Members |           |       | Seating Allowance Rs. | T.A. Rs.     | Hospitality | Total Rs. |
|---------|----------------|-----------|-------|-----------------------|--------------|-------------|-----------|
|         | In-house       | Out-sider | Total |                       |              |             |           |
| 1.      | 3              | 9         | 12    | 5000                  | Rs. 9 per km | -           |           |

**II. BUDGET (HONOURARIUM) FINANCE COMMITTEE 2023-24**

| Sr. No.   | No. of Members |           |       | Seating Allowance Rs. | T.A. Rs.     | Hospitality | Total Rs. |
|---|----------------|-----------|-------|-----------------------|--------------|-------------|-----------|
|   | In-house       | Out-sider | Total |                       |              |             |           |
| 1.  | 3              | 1         | 4     | 2000                  | Rs. 9 per km | -           | -         |
| <b>Total Cost of meetings in the year 2023-24</b> |                |           |       |                       |              |             |           |

**III. BUDGET (HONOURARIUM) ACADEMIC COUNCIL 2023-24**

| Sr. No. | No. of Members |           |       | Seating Allowance Rs. | T.A. Rs.     | Hospitality | Total Rs. |
|---------|----------------|-----------|-------|-----------------------|--------------|-------------|-----------|
|         | In-house       | Out-sider | Total |                       |              |             |           |
| 1.      | 32             | 7         | 39    | 4000                  | Rs. 9 per km | -           | -         |

**Grand Total of I, II and III = 5,50,000/-**



#### 4. Budgetary Provision for Workshop & Seminars

| Sr. No.                       | Name of Activities   | Budgeted Expenditure in Rs. |
|-------------------------------|--|-----------------------------|
| 1.                            | Cost of workshop/ seminar<br>(6 workshops/ seminars)<br>Rs. 25,000 x 6 = 1,50, 000/- | 1,50, 000/-                 |
| <b>Total estimated budget</b> |  | <b>1,50, 000/-</b>          |

#### 5. Budgetary Provision for Office/ Library Equipments

| Sr. No.      | Particulars                                   | Amount Rs.      |
|--------------|---|-----------------|
| 1            | KIBO Device for Book Scanning and Translation | 50,000/-        |
| 2            | Wireless Book Scanner                         | 10,000/-        |
| <b>Total</b> |   | <b>60,000/-</b> |

#### 6. Budgetary Provision for Examination Expenses- (2023-24)

##### ➤ Examination Cell: Recurring Expenses -

| Sr. No.  | Particulars  | Amount Rs.         |
|--|--|--------------------|
| <b>A. Stationary for Examination</b>   |  |                    |
| 1.   | Answer Books (24, 28, 32 Pages)                          | 500000             |
| 2.   | Supplement Pages   | 200000             |
| 3.   | A4 size Papers (for Question Paper Printing)             | 200000             |
| 4.   | Printing : 3 Ledgers                                     | 30000              |
| 5.   | Printing: Jr. sup. Report, stationary reports (As per B) | 120000             |
| 6.   | Remuneration: Jr. & Sr. supervisor & LCA                 | 325000             |
| 7.   | Remuneration: Clerk, peon, water boy (As per B)          | 60000              |
| 8.   | T.A.D.A. to paper setters (As per B)                     | 250000             |
| <b>A- Total</b>  |  | <b>1640000</b>     |
| <b>B. CAP Expenses (As per revised rates for remuneration by Shivaji University, Kolhapur, Letter No. 4165 Dated 17<sup>th</sup> October 2019)</b> |  |                    |
| 1.   | Remuneration: CAP  | 150000             |
| 2.   | Remuneration: Examiner /Moderators                       | 400000             |
| 3.   | T.A.D.A. to Examiner /Moderators                         | 250000             |
| 4.   | Printing: Ledgers/ Mark lists /mark statement            | 200000             |
| 5.   | Remuneration: Clerk, Peon, Data Entry Operators          | 110000             |
| 6.   | Miscellaneous expenses                                   | 100000             |
| 7.   | Supplementary Examination                                | 400000             |
| <b>B- Total</b>  |  | <b>16,10,000/-</b> |



|   |   |                    |
|---|---|--------------------|
| <b>C. Software Expenditure</b>  |   | <b>7,75,000/-</b>  |
| <b>Grand total A+B+C</b>  |   | <b>40,25,000/-</b> |
| <b>Examination fee (660 x 6300)</b>   |   | <b>42,84,000/-</b> |
| <b>D. Budgetary Provision for Honorarium to Examination Dept. (Full Time)</b> |   |                    |
| 1   | Director of Examinations (8000/- X 12 ) | 96000              |
| 2   | COE Remuneration                        | 96000              |
| 3   | Autonomous Coordinator                  | 96000              |
| 4   | Office Clerk- 02 (7000 x 2 x 12)        | 168000             |
| 5   | Peon – 01 (4000 x 1 x 12)               | 48000              |
| 6   | Technical Assistant                     | 96000              |
| <b>Total</b>  |   | <b>4,60,000/-</b>  |
| <b>Grand Total A + B + C + D</b>  |   | <b>45,75,000/-</b> |

### 7. Budgetary Provision for Extension Activities

| Sr. No. | Name of the Departments | Particulars                                 | Budgeted Expenditure in Rs. |
|---------|-------------------------|---|-----------------------------|
| 1       | English                 | Study Visit                                 | 5000/-                      |
| 2       | Marathi                 | Field Visit                                 | 5000/-                      |
| 3       | Hindi                   | Study Visit                                 | 5000/-                      |
| 4       | History                 | Historical Visit                            | 5000/-                      |
| 5       | Sociology               | Old Age Home Visit                          | 5000/-                      |
| 6       | Economics               | Study Visit                                 | 5000/-                      |
| 7       | Political science       | Study Visit                                 | 5000/-                      |
| 8       | Psychology              | Study Visit                                 | 5000/-                      |
| 9       | Education               | Study Visit                                 | 5000/-                      |
| 10      | Philosophy              | Study Visit                                 | 5000/-                      |
| 11      | Geography               | Study Visit & Project                       | 5000/-                      |
| 12      | Commerce & Mgt.         | Industrial Visit, Study Tour and Trade Fare | 5000/-                      |
| 13      | Information Technology  | Quiz Competition                            | 5000/-                      |
| 14      | Chemistry               | Quiz Competition & Outreach Programme       | 5000/-                      |
| 15      | Physics                 | Study Visit                                 | 5000/-                      |
| 16      | Zoology                 | Aquarium Constr. etc                        | 5000/-                      |
| 17      | Botany                  | Workshop, Quiz Competition                  | 5000/-                      |
| 18      | Electronics             | Hands on Training                           | 5000/-                      |
| 19      | Computer Science        | Workshop and Hands on Training              | 5000/-                      |
| 20      | Biotechnology           | Seed Dispersal Activity                     | 5000/-                      |
| 21      | Mathematics             | Quiz Competition, Python                    | 5000/-                      |
| 22      | Statistics              | Study Visit                                 | 5000/-                      |
| 23      | Microbiology            | Expert Lectures                             | 5000/-                      |
| 24      | B.Voc. Agriculture      | Field Visit                                 | 5000/-                      |
| 25      | B.Voc. Hotel Mant.      | Food Festival                               | 5000/-                      |
| 26      | B.Com. Bank Mgt.        | Study Visit                                 | 5000/-                      |
| 27      | Sanskrit                | Study Visit                                 | 5000/-                      |
| 28      | B. Sc. Food Science     | Study Visit                                 | 5000/-                      |





|                               |                      |                 |                   |
|-------------------------------|----------------------|-----------------|-------------------|
| 29                            | B. Sc. Med.<br>Chem. | Study Visit     | 5000/-            |
| 30                            | B. B. A.             | Expert Lectures | 5000/-            |
| <b>Total estimated budget</b> |                      |                 | <b>1,50,000/-</b> |

**Budget for extension activities of each department (Break up Chart)**

| Sr. No. | Budgetary Heads                   | Rs.               |
|---------|-----------------------------------|-------------------|
| 1       | Remuneration to guest lecturers   | 44000             |
| 2       | Travelling allowance              | 30000             |
| 3       | Flex board                        | 14000             |
| 4       | Stationary                        | 14000             |
| 5       | Boarding to resource person       | 14000             |
| 6       | Refreshment to participants       | 12000             |
| 7       | Printing charges for certificates | 12000             |
| 8       | Administrative charges            | 10000             |
|         | <b>Total</b>                      | <b>1,50,000/-</b> |

**3. Any other issue with the permission of the Chair**

As there was no issue left for discussion, Prof. (Dr.) A. K. Patil proposed vote of thanks and the meeting come to end by prior permission by the Chairman Prin. Dr. M. M. Rajmane.



  
**PRINCIPAL**  
S. G. M. College, Karad



**Annexure 6: Remuneration for Coordinators, Principal etc.**

| Sr. No.   | Coordinator/Administrative Staff              | Particulars            | Approved Remuneration Rs/ |
|---|---|------------------------|---------------------------|
| 1   | Flying Squad                                  | One session            | Rs.154/-                  |
| 2   | Flying Squad                                  | Full session           | Rs.308/-                  |
| 3   | Institute director/ Principal for CAP         | For entire Examination | Rs.12000/-                |
| 4   | Jr.clerk                                      | Per session            | Rs.90/-                   |
| 5   | Peon  | Per day                | Rs.113/-                  |
| 6   | Attendant cum waterman,bellman                | Per session            | Rs.27/-                   |
| 7   | Sweeper                                       | Per session            | Rs.18/-                   |
| 8   | Night watchman (Theory examination)           | Per night              | Rs.113/-                  |
| 9   | Jr. clerk/Sr. clerk ( Confidential Allowance) |                        | Rs.105/-                  |
| 10  | Peon (Confidential allowance)                 |                        | Rs.75/-                   |
| 11  | Director for CAP                              | Per day                | Rs.750/-                  |
| 12  | Quality director                              | Per paper              | Rs.01/-                   |
| 13  | Clerk for CAP                                 | Per day                | Rs.180/-                  |
| 14  | Peon for CAP                                  | Per day                | Rs.113/-                  |
| 15  | Night watchman for CAP                        | Per night              | Rs.113/-                  |
| 16  | Senior Supervisor                             | Per Session            | Rs.120/-                  |
| 17  | Jr. Supervisor                                | Per Session            | Rs.90/-                   |
| <b>College Practical Examination Remuneration</b> |   |                        |                           |
| 18  | Expert practical assistant                    | Per day                | Rs.56/                    |
| 19  | Lab assistant                                 | Per day                | Rs.28/                    |
| 20  | Field Collector                               | Per day                | Rs.28/                    |
| 21  | Peon/Lab attendant                            | Per day                | Rs.21/                    |

- Car fare: The rate of car fare Rs. 09 per km.
- Car fare be given to only BOS members, Academic and governing council members other than college.
- Local Conveyance allowance Rs. 120/ be given.
- Auto charges Rs.100/ be given. If something remained it should be considered as per Shivaji University rates.

## **2. 4 Any other issue with the permission of the Chair**

The following issue was discussed with prior permission of the chair.

2.4.1 Submission of Utilization Certificate of Autonomous College grant to UGC office.

Prof. (Dr.) A. K. Patil suggested the house about submission of Utilization Certificate of Autonomous College to UGC. Prin. Dr. M. M. Rajmane advised Dr. A. J. Sakate, Mr. A. B. Pawar and Dr. P. D. Kumbhar to prepare Utilization certificate of Autonomous College for the year 2023-24 at the earliest.

As there was no issue left for discussion, Prof. S. A. Patil proposed vote of thanks and the meeting come to end by prior permission by the Chairman Prin. Dr. M. M. Rajmane.



**PRINCIPAL**  
S. G. M. College, Karad