



Rayat Shikshan Sanstha's

SADGURU GADAGE MAHARAJ COLLEGE, KARAD

(AN AUTONOMOUS COLLEGE)

**PROCEEDINGS OF THE FIRST MEETING
FINANCE COMMITTEE**

2021-22

Rayat Shikshan Sanstha's
Sadguru Gadage Maharaj College, Karad
(An Autonomous College)

**Proceedings of the First Online meeting of Finance Committee
(2021-22)**

The first online meeting of the Finance Committee was held on Wednesday 17th November 2021 at 11.00 a.m. using the zoom platform. The meeting was presided over by Hon'ble Dr. M.M. Rajmane as the Chairperson of the Finance Committee. Hon'ble A.B. Chougule, Accounts and Finance Officer, Shivaji University virtually attended the meeting as the member nominated by Hon'ble Vice-Chancellor, Shivaji University Kolhapur.

Members Present:

- | | |
|----------------------------------|---|
| 1. Hon'ble Dr. M.M. Rajmane | - Chairperson |
| 2. Hon'ble Shri. V.T. Patil | - Hon'ble VC Nominee (Online Presence) |
| 3. Hon'ble Prof. S.A. Patil | - Member |
| 4. Hon'ble Dr. G.B. Kalyanshetti | - IQAC & Autonomous College Coordinator- Invitee Member |
| 5. Hon'ble Shri. R.Y. Gaikwad | - Registrar, Member |
| 6. Hon'ble Shri. A.M. Garud | - Accountant- Invitee member |

The Agenda for the meeting was as follows:

- 1.1 To confirm the proceedings of the last meeting
- 1.2 To Approve of the Budget for the year 2021-22
- 1.3 Any other issue with the permission of the Chair

The meeting started with the words of welcome. Shri. S.A. Patil, Vice-Principal welcomed all the members and the members introduced themselves to Hon. A.B. Chougule since he attended the meeting for the first time in the capacity of Hon. Vice-Chancellor's nominee as he has taken over the office of Finance and Accounts, Shivaji University, Kolhapur recently.

1.1 To confirm the proceedings of the last meeting

The proceedings of the Second meeting Meeting of the Finance Committee for the year 2020-21 held on 26th March 2021 were read by Shri. R.Y. Gaikwad, He presented before the house item-wise business carried out in the meeting and assured the house that all the resolutions that had been made therein have been complied with under the leadership of Dr. M.M. Rajmane.

The he asked the house to approve of it and all the members approved of it by raising their hands.

The same is approved & resolved.

2.2 To approve of the budget for 2021-2022

After that, the Registrar presented before the house the Budget for 2021-2022. He told the house that the college has been prepared by seeking inputs from the Heads of Departments, faculty members and Administrative staff regarding the requirements for the prospective year in the wake of autonomy and he said, by taking into account all the inputs collected from them, the committee in consultation with IQAC has prepared the Budget of Income and Expenditure of Autonomous College Grant for the year 2021-22. There was a thorough discussion on each and every item mentioned. After that, he displayed on the screen item-wise Budget as follows.

Budget of Income & Expenditure of UGC Autonomous College Fund 2021-22

Budget of Income & Expenditure of UGC Autonomous College Fund - 2021-22

Sr. No	Income	Budgeted Amount in Rs.	Sr. No	Expenditure	Budgeted Amount in Rs.
1	Grants From UGC - UG	20,00,000/-	1	Guest / Visiting Faculty	2,25,000/-
			2	Orientation & Training of teachers	50,000/-
2	Grants From UGC - NCC		3	Re-designing Course & Development of Teaching/ learning Material	8,16,500/-
3	College Contribution	30,00,000/-	4	Workshop & Seminars International conference	1,50,000/-
			5	Office / Library Equipment's	4,52,500/-
			6	Exam Expenses	31,20,000/-
			7	Extension Activities	1,86,000/-
	Total	50,00,000/-		Total	50,00,000/-

After the presentation of the Income and Expenditure sheet as above, Hon. A.B. Chougule asked the Autonomous college Coordinator how the college would manage the surplus amount as against the UGC Autonomous college Fund. The Coordinator of the Autonomous college told him that the college would manage the surplus amount through the college fund. To this, he asked the Registrar to redesign the Income and Expenditure sheet showing the Budgeted amount from UGC Expenditure and College Contribution and asked him to mail the same to him after the meeting. Accordingly, the sheet has been prepared as follows.

**Redesigned Budget of Income & Expenditure of UGC
Autonomous
College Fund - 2021-22**

Sr. No	Income	Budgeted Amount in Rs.	Sr. No	Expenditure	Budgeted Amount in Rs. From	
					UGC	College
1	Grants From UGC - UG	20,00,000/-	1	Guest / Visiting Faculty	0	2,25,000/-
			2	Orientation & Training of teachers	50,000/-	0
2	Grants From UGC - NCC		3	Re-designing Course & Development of Teaching/ learning Material	3,80,000/-	4,36,500/-
3	College Contribution	30,00,000/-	4	Workshop & Seminars International conference	50,000/-	1,00,000/-
			5	Office / Library Equipment's	2,00,000/-	2,52,500/-
			6	Exam Expenses	13,20,000/-	18,00,000/-
			7	Extension Activities	0	1,86,000/-
Total		50,00,000/-	Total		20,00,000/-	30,00,000/-

Item wise budget of the college - 2021-22

After this, the Registrar presented before the house item-wise heads of expenditure as follows.

1. Budgetary Provision for Guest/ Visiting Faculty (Rs. 5000/- for each Department)

Sr. No.	Name of the Departments	Budgeted Expenditure in Rs.
1	English	8000
2	Marathi	8000
3	Hindi	12000
4	History	8000
5	Sociology	6000
6	Economics	6000
7	Political science	8000
8	Psychology	12000
9	Education	3000
10	Philosophy	8000
11	Geography	8000
12	Commerce & Mgt.	8000
13	Information Technology	6000
14	Chemistry	10000
15	Physics	10000
16	Zoology	10000
17	Botany	10000
18	Electronics	10000
19	Computer Science	10000
20	Biotechnology	10000
21	Mathematics	10000
22	Statistics	10000
23	Microbiology	10000
24	B.Voc. Agriculture	6000
25	B.Voc. Hotel Mant.	6000
26	B.Com. Bank Mgt.	6000
27	Sanskrit	6000
Total estimated budget		2,25,000/-

The nature of expenditure of each department

- No. of lectures – 02
- Expenditure includes the items of honorarium of guest, T.A/D.A. of guest and hospitality.

He asked the house to approve of Rs. 2,25,000/- on the expenditure to be incurred in the reporting year on the head Budgetary Provision for Guest/ Visiting Faculty.

All the members approved of it by raising their hands.

The same is resolved.

The next issue was presented before the house as follows.

2. Budgetary Provision for Orientation & Retraining of Teachers

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

He asked the house to approve of Rs50,000/- on the expenditure to be incurred in the reporting year on the head Budgetary Provision for Orientation and Retraining of teachers..

All the members approved of it by raising their hands.

The same is resolved.

The next issue was presented before the house as follows:

3. A. Budgetary Provision for Re-designing Course & Development of Teaching / Learning Material

Sr. No	Department	No. of Members			Seating Allowance (Rs.)	T.A. (Rs.)	Hospitality (Rs.)	Total Amount (Rs.)
		In-house	Out-siders	Total				
1	English	4	5	9	3000	14500	3000	20500
2	Marathi	5	5	10	3000	17000	0	20000
3	Hindi	4	5	9	3000	17000	5000	25000
4	History	4	5	9	3000	10000	5000	18000
5	Sociology	2	5	7	3000	17000	8000	28000
6	Economics	5	5	10	3000	18000	8000	29000
7	Political science	2	5	7	3000	10500	5000	18500
8	Psychology	3	5	8	3000	17000	7000	27000
9	Education	1	5	6	3000	10000	5000	18000
10	Philosophy	1	5	6	3000	7000	5000	15000
11	Geography	5	5	10	3000	10000	5000	18000
12	Commerce & Mgt.	8	5	13	3000	20000	5000	28000
13	Information Technology	6	5	11	3000	18000	5000	26000
14	Chemistry	10	5	15	3000	18000	5000	26000
15	Physics	13	5	18	3000	19000	8000	30000
16	Zoology	11	5	16	3000	22000	8000	33000
17	Botany	12	5	17	3000	13000	5000	21000
18	Electronics	5	5	10	3000	13000	8000	24000
19	Computer Science	10	5	15	3000	17000	8000	28000
20	Biotechnology	6	5	11	3000	12000	6000	21000
21	Mathematics	8	5	13	3000	13000	10000	26000
22	Statistics	11	5	16	3000	20000	6000	29000
23	Microbiology	7	4	11	2500	18000	6000	26500
24	B-Voc. Hotel Mgt.	6	4	10	2500	10000	5000	17500
25	B-Voc. Agriculture	1	4	5	2500	10000	3000	15500
26	B.Com. Bank Mgt.	3	5	8	3000	18000	5000	26000
27	Sanskrit	0	3	3	2000	0	0	2000
Total				283	78500	389000	149000	6,16,500/-

He asked the house to approve of Rs. 6,16,500/- on the expenditure to be incurred in the reporting year on the head Budgetary Provision for **Re-designing Course & Development of Teaching / Learning Material**.

All the members approved of it by raising their hands.

The same is resolved.

Then he presented the next issue was presented before the house as follows:

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)	3,000
3	Sitting Charges of Finance Committee (per member)	2,000
4	Sitting Charges of Board of Study (per member)	500
5	Travelling Allowance (Car Fare) (per member)× 9	Rs× 9
6	Honorarium of Guest Faculty (per member)	500
Total 3 A + 3 B		8,16,000/-

I. BUDGET (HONOURARIUM) GOVERNING COUNCIL 2020-21

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

II. BUDGET (HONOURARIUM) FINANCE COMMITTEE 2020-21

Sr. No	No. of Members			Seating Allowance Rs.	T.A. Rs.	Hospitality Rs.	Total Rs.
	In-house	Outsiders	Total				
1	3	1	4	2000	Rs. 9 per km	-	-
Total Cost of meetings in the year 2019-20							

III. BUDGET (HONOURARIUM) ACADEMIC COUNCIL 2020-21

Sr. No	No. of Members			Seating Allowance Rs.	T.A. Rs.	Hospitality Rs.	Total Rs.
	In-house	Outsiders	Total				
1	32	7	39	4000	Rs. 9 per km	-	-
Grand Total of (I + II + III)							

He asked the house to approve of Rs. 8,16,500/- on the expenditure to be incurred in the reporting year on the head Budgetary Provision for **Re-designing Course & Development of Teaching / Learning Material and Expenditure on Meeting of Academic Council & Government body & Other Committee**

All the members approved of it by raising their hands.

The same is resolved.

Then the Registrar presented the next issue was presented before the house as follows :

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

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

He asked the house to approve of Rs. 1,50,000/- on the expenditure to be incurred in the reporting year on the head Budgetary Provision Workshops and Seminars

All the members approved of it by raising their hands.

The same is resolved.

Then the Registrar presented the next issue was presented before the house as follows :

5. **Budgetary Provision for Office / Library Equipment's**

Sr. No.	Particulars	Amount Rs.
Equipment's		
1	User Tracking System	200000
2	Barcode Scanner 2 X 25000	50000
3	ID Card Printer 2 X 50000	100000
4	Digital Board 1	77500
5	Barcode Printer 1 X 25000	25000
Total		4,52,500/-

He asked the house to approve of Rs. 4,52,000/- on the expenditure to be incurred in the reporting year on the head Budgetary Provision for office /Library Equipment Workshops and Seminars

All the members approved of it by raising their hands.

The same is resolved.

Then the Registrar presented the next issue was presented before the house as follows:

6. Exam Expenses

Sr. No.	Particulars	Amount Rs.
1	Exam Expenses	3120000/-
Total		31,20,000/-

Budgetary Provision for Examination Expenses- (2021-22)

❖ **Examination Cell: Recurring Expenses -**

Sr. No.	Particulars	Amount Rs. 2021-22
A. Stationary for Examination		
1.	Answer Books	500000
2.	Supplements	100000
3.	A4 size Papers (for Question Papers)	100000
4.	Printing : 3 Registers	10000
5.	Printing: Jr. sup. Report, stationary report.	10000
6.	Remuneration: Jr. & Sr. supervisor & LCA	200000
7.	Remuneration: Clerk, peon, water boys	150000
8.	T.A. D. A. to paper setters	250000
A - Total Rs.		13,20,000/-
B. CAP Expenses		
1.	Remuneration: CAP director	50000
2.	Remuneration: Examiner /Moderators	250000
3.	T.A. D.A. to Examiner /Moderators	100000
4.	Printing: Ledgers/ Mark lists /mark statements	100000
5.	Remuneration: Clerk, Peon, Data Entry Operator	150000
6.	Miscellaneous expenses	50000
7.	Supplementary Examination	100000
B - Total Rs.		8,00,000/-
C. Software Expenditure		4,00,000/-

D) Budgetary Provision for Honorarium to Examination Dept. (Full Time)

Sr. No.	Particulars	Amount Rs.
1	Director of Board of Examinations (8000/- X 12)	96000
2	COE Remuneration (8000/- X 12)	96000
3	Centre Co-Ordinator Remuneration Per Sem (48000/- X 2 Sem)	96000
4	Office Clerk- 02 (7000/- X 2 X 12)	168000
5	Peon - 01 (4000/- X 1 X 12)	48000
6	Technical Assistant (8000/- X 12)	96000
Total		6,00,000/-
Grand Total (A + B + C+ D)		31,20,000/-

He asked the house to approve of Rs.31,20,000/- on the expenditure to be incurred in the reporting year on the head Budgetary Provision for Examination expenses and Honorarium to the faculty and staff of Exam Deptt.

All the members approved of it by raising their hands.

The same is resolved.

Then the Registrar presented the next issue was presented before the house as follows:

7. Budgetary Provision for Extension Activities

Sr. No.	Name of Departments	Particulars	Budgeted Expenditure in Rs.
1	English	Seminar, Workshop	3000
2	Marathi	Seminar, Workshop	3000
3	Hindi	Webinar/Field Visit	12000
4	History	Seminar, Workshop	3000
5	Sociology	Field Survey, Industrial Visit, Vidhan Bhawan Visit,	7000
6	Economics	Field Survey, Industrial Visit, Vidhan Bank Visit,	6000
7	Political Science	Seminar, Workshop	4000
8	Psychology	Study Tour, Industrial Visit, Project ect.	6000
9	Education	Visit to Educational Workshop	7000
10	Philosophy	Seminar, Workshop	3000
11	Geography	National Seminar	4000
12	Commerce & Mgt.	Workshop, Seminar	7000
13	Information Technology	Seminar, Webinar	6000
14	Chemistry	Seminar, webinar, Workshops, Industrial Visit	15000
15	Physics	Seminar, Workshop	18000
16	Zoology	Seminar, Workshop	7000
17	Botany	Seminar, Workshop, Conference	7000
18	Electronics	Seminar, Workshops	3000
19	Computer Science	Workshops	6000
20	Biotechnology	Seminar, Webinars, Workshops, Field Visits.	6000
21	Mathematics	Seminar, Webinars, Workshops	4000
22	Statistics	Workshop, Seminar, Conference	24000
23	Microbiology	Seminar, Workshop	3000
24	B-Voc. Hotel Mgt.	Food Festival, Workshop, Webinar, Industrial Visit	7000
25	B-Voc. Agriculture	Webinar, Seminar, Workshop, etc.	7000
26	B.Com. Bank Mgt.	Webinar, Workshop	6000
27	Sanskrit	Field Visit	2000
Total estimated budget			1,86,000/-

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

Sr. No.	Budgetary Heads	Rs.
1	Remuneration to guest lecturers	80000
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
Total		1,86,000/-

He asked the house to approve of Rs. 1,86,000/- on the expenditure to be incurred in the reporting year on the head Budgetary Provision for Extension activities by department

All the members approved of it by raising their hands.

The same is resolved.

Further, the total Autonomous College Budget of **Rs. 50.00,000/- (Rs. Fifty Lac only)** is approved of in the First Finance Committee Meeting held on 17th November 2021 unanimously.

He asked the house to approve of Rs. 50,00,000/- on the expenditure to be incurred in the reporting year on the various heads as above by the college during the year 2021-22.

All the members approved of it by raising their hands.

The same is resolved.

Since there was no other issue left, the meeting came to an end with vote of thanks by Prof. S.A. Patil, Vice Principal, SGM college, Karad. In his concluding remarks, he thanked Hon. A.B. Chougule, Finance & Accounts officer, SUK for his guidance and suggestions. He then thanked the Chairperson Dr. Mohan Rajmane, Autonomous college Coordinator Dr. G.B. Kalyanshetti, Registrar R.Y. Gaikwad, Shri. V.D. Bhoj, Shri. A.M.Garud for their active involvement in the meeting.

The meeting came to an end by 12.30 pm.



PRINCIPAL
SADGURU GADAGE MAHARAJ COLLEGE,
KARAD