

Minutes of the Twelfth Meeting of Finance Committee of Manav Rachna University, Faridabad, held on 27th April, 2019 at 2:00 PM at Board Room, MRIIRS Campus, Faridabad.

The Twelfth Meeting of Finance Committee of Manav Rachna University, was held on 27/04/2019 at 2:00 PM at MRIIRS Campus, Faridabad. Following were present:

S No.	Name & Designation	Status
1	Dr. Amit Bhalla, Vice President	Chairman
2	Dr. I. K. Bhat, Vice Chancellor	Member
3	Sh. Amit Kumar, Chartered Accountant	Member
4	Prof. Sangeeta Banga, Dean-Academics	Member
5	Sh. Rajeev Malhotra, C. F. & A.O	Member Secretary
6	Sh. Pradeep Chawla, GM (CAD)	Special Invitee

Dr. M.M. Kathuria, Trustee and Dr. Kameshwar Singh, Registrar could not attend the meeting due to their preoccupation. They were granted Leave of absence.

The following are the minutes of meeting:

12.1 - Confirmation of the Minutes of the Eleventh Meeting of Finance Committee held on 15th October, 2018

The FC was informed that the Minutes of the Eleventh Meeting were circulated to all the members. No comments have been received. Hence, FC may like to confirm the minutes.

Decision: Finance Committee confirmed the Minutes.

12.2 - Action Taken Report on the decisions taken in the Eleventh Meeting of Finance Committee

The Chief Finance & Accounts Officer apprised the Finance Committee about the action taken on the decisions of the last meeting and requested the members to take it on record.

Decision: The Finance Committee took the action taken report on record.

12.3 - Consider the Proposed Budget for the Financial Year 2019-20

The Estimated Income and Expenditure Statement for the year April, 2018 to March, 2019 was presented before the committee. Based on this working, the Budget for the financial year 2019-20 is prepared and placed before the members for consideration and approval. The FC deliberated over the proposed budget and decided to change in few heads viz. 'IT incl. Software' and 'R & D expenditure' and resolved to recommend the same for consideration of the Board of Management.

Decision: Finance Committee accepted the budget estimates and recommended the same for submission to the Board of Management for approval.

Proposed Budget after changes is annexed. {Annexure -12.3}

12.4- Consider for ratification the Fee Structure for two new programmes under Faculty of Education for the Academic Year 2019-20

Two new programmes have been introduced under Faculty of Education w.e.f. Academic year 2019-20:

- a- PG Diploma in Educational Leadership & Management &
- b- Certificate Course in Early Childhood Care & Education,

The Fee Structure of these courses is placed before the FC for ratification.

Decision: The FC approved the Fee Structure for these programmes and resolved that same may be placed before the Board of Management for approval. {Annexure - 12.4}

12.5- Any other item with the permission of Chair

It has been proposed by the Vice Chancellor that Dean academic/Registrar should be empowered to make payment for:

-reimbursement to Invited speakers/ Experts for Honorarium and Travelling expenses etc.

-procurement of lab consumables and petty consumables.

Decision: After deliberation and discussion, it has been decided to open a bank account with PNB, Campus Branch, to be operated jointly by any two of the following signatories:

1-Vice President; 2-Vice Chancellor; 3-Registrar

For making urgent payments at local level for

A)- Faculty related expenses for FDP/Experts/Academic Council/ Board Meetings etc.- Rs. One lac p.m.

B)- Students' related expenses for Students' Welfare/ Students' Training etc. – Rs. One lac p.m. and

C)- Lab Consumables –Rs. Fifty thousand p.m.

Other payments under these heads will be made by Head Office.

The Registrar is responsible for maintenance of this account.

The meeting ended with vote of thanks to the Chair.

(Rajeev Malhotra)

Chief Finance & Accounts Officer

Copy to:

1. PS to Chancellor - for kind information to Hon'ble Chancellor
2. PS to VP - for kind information to Hon'ble Vice President
3. ES to VC - for kind information to Hon'ble Vice Chancellor
4. Dr. M.M. Kathuria, Member, Board of Trustees
5. Sh. Amit Kumar, FCA, 1H-33, NIT, Faridabad
6. Dr. Kameshwar Singh, Registrar
7. Prof. Sangeeta Banga, Dean-Academics
8. Sh. Pradeep Chawla, GM (CAD).