



GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

(An Autonomous Institute of Government of Maharashtra)
"Globally Accepted Engineers with Human Skills"
National Highway No.6, Jalgaon 425 002

0257-2281522

Fax-0257-2281319

Email-princoej@rediffmail.com

Web :www.gcoej.ac.in

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Date : 11/03/2019

To,

Hon'ble Members, Finance Committee,
Government College of Engineering, Jalgaon

Subject: Minutes of meeting of Fifth **meeting** of Finance Committee meeting held on Wednesday, 6th March, 2019 at 11.30 a.m.

The Fifth meeting of Finance Committee was held on Wednesday, 6th March, 2019 at 11.30 a.m. in the meeting hall of the institute. Following members were present for this meeting.

Name of the Member	Post of the Member
1. Prof. R. P. Borkar -	Chairman
2. Prof. A. M. Mahajan -	Member
3. Mr. S. R. Gohil -	Member
4. Dr. S. S. Pusadkar -	Member Secretary
5. Mr. S. R. Shiledar	Invitee Member

Principal Prof. R.P. Borkar, welcomed Mr. S. R. Gohil, I/c Finance & Account Officer, KBC North Maharashtra University, Jalgaon as member of Finance Committee on his first meeting. Member secretary welcomed all members before the start of meeting and then the proceedings was started item wise.

Item No 1: To read and confirm the minutes of meeting of Fourth finance committee held on 13/3/2018.

Member Secretary, Finance Committee read the minute of meeting of 4th Finance committee held on 13/3/2018. Finance committee discussed and confirmed the minutes of meeting of Fourth Finance Committee.

Item No 2: To discuss and approve the action taken by the institute based on previous finance committee report.

The member secretary read the action taken report of fourth Finance Committee. Prof. R. P. Borkar discussed with new member Mr. Gohil, government resolution of BoG (2012) and PLA

(January 2018). The financial aspects stated in BoG GR were discussed by Mr. S. R. Gohil and Prof. A. M. Mahajan. Finance committee discussed and approved the action taken for minute of meeting of Fourth Finance Committee.

Item No 3: To note Minutes of meeting of 13, 14, 15 and 16th BoG meeting.

The member secretary Finance Committee read out the agenda points related to finance in 13th, 14th, 15th and 16th meetings of BoG. Mr. Gohil and other members discussed in depth various issues specifically financial matters mentioned in MoM of BoG meetings. Prof. R. P. Borkar informed the members that separate agenda points are placed for issues which require Finance committee recommendations. The minutes of meeting of Board of Governor (BOG) 13th, 14th, 15th and 16th meetings were noted by Finance committee.

Item No 4: To discuss and recommend allocation of funds for payment or passing the old bills (2013 to 31 March 2018) during year 2018-19.

The bills paid / unpaid were pending for allocation of funds or late submissions of bills by concerned person. The issue was placed in 15th & 16th BoG meeting and BoG constituted a committee under Chairmanship of Prof. M. J. Sable. BoG asked committee to find out root cause of delay and submit the report through Finance committee. Finance committee discussed the report submitted by a committee on pending bills. Prof. R. P. Borkar told that then concerned clerk Mr. Mahesh Patil and then registrar Smt. N. S. Tadvı asked to give explanation of delay in putting the bills in concerned finance year for payment. The committee summoned Prof. Sable, Mr. Mahesh Patil, Smt. N. S. Tadvı and office staff to remain present during the discussion of this agenda. Mr. M. S. Patil told the committee that government stopped non-salary grant to the institute from December 2017 due to autonomy and retention of tuition fee by the institute. Due to non-availability of non-salary grant and guideline for payment, in 2017-18, bills of amount Rs. 96,79,115 were pending for allocation. Since December 2017, institute started developing the procedure and account heads for payment of various activities.

The committee findings on the delay were discussed by the finance committee.

1. The committee state that bills amounting Rs. 31, 45, 320/- were paid through institute fees during 2014-15 to 2017-18 but no attempt was made to get additional funds from the institute. However, Prof. Borkar told the committee that as and when required, institute demands fund allocation to Directorate telephonically but additional fund was not allocated, hence bills remains as paid vouchers.
2. Committee second findings was that Rs. 16,53,015/- bills paid through institute fees during 2014-15 to 2017-18 even though funds were available. Mr. Mahesh Patil told the committee that, the grant which was available was used for passing old paid bills of earlier year. Hence, these bills remain pending paid bills.

Mr. Gohil told the committee that many times in university also payment is done from local available funds and then it is adjusted whenever government grant is available. But if grant is not made available then it is finally paid and recorded under the available funds. He also had thrown light on transformation phase of the institute from government to autonomous and from

government grant to utilization of institute funds. The institute is passing through transition phase; hence, it will require to settle all the bills which are pending due to various reasons. However, explanation from the concerned should be sought and placed before the same committee for verification of the fact.

After discussion on various issues, Finance committee resolved that the pending bills from 2013 to 2018, mostly the paid voucher through local funds need to be posted in Cash book to demark the expenditure under proper head. Hence finance committee recommend to BoG that these pending bills be allowed to allocate in the financial year 2018-19 with following conditions;

1. The committee objections on non-demand of additional grant from the government, and non-payment of bills through grant even if grant is available, the finance committee directed to sought the explanation from the then concerned clerks and registrar at that point of time.
2. The explanation of the clerk and registrar to be placed before the same committee.
3. The Prof. Sable committee should scrutinized the same and submit the report to BoG again.
4. For financial year 2018-19, additional fund of Rs. 1,32,40,592/- may be reallocated under various head for making payment or posting of these pending bills.

Finance committee discussed and recommended to BoG for approval.

Item No 5: To note and recommend Audit report for Year 2017-18 of the institute.

The audit report of 2016-17 was placed before finance committee meeting as per last minutes of meeting. Also audit reports of 2016-17 and 2017-18 was discussed by Finance Committee. Mr. Gohil studied both the reports and told that these reports are incomplete as it doesn't shows all components of audit report. However, Prof. Borkar informed that these audit reports are only for PLA grant available with the institute. He also told that for salary and non-salary grant, the audit is regularly conducted by government auditor. Hence this report doesn't include all source of income and expenditures.

However, Mr. Gohil asked to give a letter to concerned CA for non-completing the audit properly and discontinue the same for further audit.

Finance committee noted and recommend to BoG for approval.

Item No 6: To note and recommend the expenditure of items which were not included in approved budget of 2018-19.

The list of the equipment and materials, consumables, or services, made other than budgeted with prior approval of the Principal, were discussed and recommended for approval to BoG.

Item No 7: To note and recommend re-appropriation of budget approved for the year 2018-19.

Finance committee gone through the approved budget of 2018-19. The allocated fund for various head and sub head was found to insufficient due to the expenditure carried out by various departments at actual is more than allocated funds and was less in some head and sub head. Also in order to post the pending bills of 2013-2018, in appropriated head if BoG approved the same,

may need additional allocation. Hence, reallocation is necessary in various heads and subheads. Finance committee recommended reallocation of Rs. 2720000/- from tuition fee sub heads to Office expense AT-01 head and Rs. 74,35,000/- as additional allocation to AT-04 Contractual services, AT-05 RRT, AT-06 Supply and Material, AT-10 Domestic travel and AT-15 Misc. Fund. Also additional allocation of Rs. 44,00,000/- to CO-03 University fee, CO-07 Laboratory, CO-08 Student Aid fund, CO-Examination fees, and DF-03 FSD subhead recommended by Finance committee.

Finance committee discussed and recommended to BoG for approval.

Item No 8: To note and recommend the budget for the annual financial year 2019- 2020.

The budget to carryout, various expenditure during financial year 2019-20, through various funds available at institute, submitted by various departments, office and activity coordinator was discussed in Finance Committee meeting. Mr. Gohil told that budget shall be deficit budget so that it will show the growth of institute. The estimated budget was of Rs. 7,04,15,976/- while allocated budget was of Rs.5,75,60,360/-. The fund was allocated as per the availability of funds in the institute. The requirement of the department or office, other than listed in the list of budget may be approved by the Principal and its post-facto approval may be sought from Finance committee and BoG. This will be applicable only in urgent and necessary requirement.

Finance committee noted and recommended it for BoG approval.

Item No 9: To note budget submitted to Directorate of Technical Education for financial year 2019-20

Finance committee noted the budget submitted to Director, Directorate of Technical Education, Mumbai which includes both salary and non-salary heads. The budget under salary grant was Rs. 10,39,06,000 and non-salary grant of Rs. 12,45,42,000 /-.

Finance committee noted the same.

Item No 10: To note and discuss the participation of Institute in TEQIP III and progress.

Finance committee discussed and noted the quarter plan submitted to NPIU and the expenditure made by institute under various heads. Till now, Rs. 60,86,306/- out of Rs. 7.00 crore is spent by institute. The committee shows concerned over the expenditure and instructed to expedite the process of procurement and other activities.

Finance committee noted the same.

Item No 11: To note appointment of Internal Auditor and Statutory auditor for auditing TEQIP III.

Finance committee noted the appointment of Internal Auditor as M/s Agrawal and Dhadhaniya Surat and M/s Doshi and Dhere, Jalgaon as Statutory Auditor. These appointments are for TEQIP III project only.

Finance committee noted.

Item No 12: Any other point with permission of Chairman.

Following additional points were discussed with permission of chair;

i. To recommend the increase in educational document verification fee

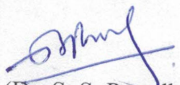
At present education document verification for different industry or company is carried out for Rs. 500/- per candidate. Finance committee recommended to BoG the increase in Education verification fee to Rs. 1000/- per candidate for approval.


ii. To note and recommend the consumable purchase through Laboratory fee

The institute called the quotation for purchase of consumables for Electrical, Electronics and Instrumentation department. The requirement of the department was of Rs. 235444/-. This was to be purchased under TEQIP fund. However, under TEQIP grant available is less than requirement. Hence, additional fund of Rs. $(235444-186439) = 79995/-$ need to be allocated under institute funds.

Finance committee noted and recommended to BoG for approval.

Meeting ended with vote of thanks by Dr. S. S. Pusadkar, Member Secretary Finance committee.


(Dr. S. S. Pusadkar)
Member Secretary
Finance Committee
Govt. College of Engg. Jalgaon


(Prof. R. P. Borkar)
Chairman
Finance Committee
Govt. College of Engg. Jalgaon