

Minutes of Finance Committee of CMS College
Kottayam (Autonomous) (FC/17.01) meeting held at
11:00 am on 05/06/2017.

Venue: IQAC Conference Hall, CMS College Kottayam.

Members Present.

Signature -
DS

- 1) Dr. Roy Sam Daniel
Principal - CMS College Kottayam
- 2) Rev. Jacob George
Bursar - CMS College Kottayam
- 3) Dr. P. Rajagopal
HOD - Physics, CMS College Kottayam.

DS

RL

Chairman, Dr. Roy Sam Daniel welcomed the members.

Agenda Items.

Agenda Item 1 – Review on utilization of funds allocated under Autonomous Grant 2016 – 2017.

It was reported that the funds are utilizing as per the approved budget and as per the guidelines of UGC. Purchase of materials and equipments and other works are done with the approval of Purchase Committee. Statement of accounts for the funds transferred to some department accounts for conducting Extension Activities, Workshops and Seminars are not yet submitted.

After discussion it is decided to

- 1) give strict instruction to Department HOD's to submit the expenditure statement with all supporting vouchers report to College Office on or before 10.06.2017.
- 2) expedite the procedures for getting audited Utilization Certificate from external auditor on or before 30.06.2017.

Agenda Item 2 – Examination Fees.

Decided to follow the examination fees structure of Mahatma Gandhi University for regular appearance of UG & PG programs. For Betterment and Supplementary examination, the exam fee shall be Rs. 100/- per course.

Dr. P. Rajagopal, HOD – Physics proposed vote of thanks.

The meeting came to a close at 12.00 pm.

Daniel.

DS
23/10/17

(Read and Confirmed)

Dr. P. Rajagopal
(Secretary)

Dr. Roy Sam Daniel
(Chairman)