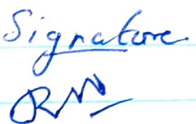

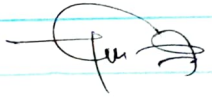
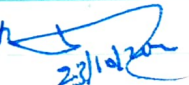


Minutes of Finance Committee of CMS College Kottayam  
(Autonomous) (FC/17.02) meeting held at 11: am  
on 23/10/17

Venue: Principals Cabin, CMS College Kottayam.

Members Present	Signature
1) Dr. Roy Sam Daniel Principal, CMS College Kottayam.	
2) Dr. P. Rejagopal HOD, Physics	
3) Rev. Jacob George Teacher	
4) Abraham J. Puthumana Finance Officer M.G. Mathur	

The meeting was presided over by Dr. Roy Sam Daniel, Chairman of Finance Committee.

#### Agenda Items.

##### **Agenda Item 1 – Approval of Audited Accounts of Autonomous Grant for the year 2016 – 2017.**

It was reported that

- 1) The Income and Expenditure Account in respect of Autonomous Grant allocated to CMS College for the year 2016 – 2017 has been audited and the Utilization Certificate for the same is received.
- 2) The funds transferred to the following departments for conducting Extension Activity and Curriculum Workshop was not utilized and the same is shown in the account as unspent balance.
  - a) Extension Activity
    - Department of Commerce – Rs. 23100/-
    - Department of Home Science – Rs. 15500/-
  - b) Re Designing courses
    - Department of Mathematics – Rs. 20000/-
    - Department of Chemistry – Rs. 32000/-
    - Department of Home Science – Rs. 20000/-
- 3) Reported that balance amount of Rs. 1761/- is at Central Bank of India.

After detailed discussion it was decided to approve the audited accounts and utilization certificate and to forward the decision to Governing Council for approval.

##### **Agenda Item 2 – Budget preparation for Autonomous Grant for the year 2017 – 2018.**

It was reported that the total fund allocation for Multi-faculty colleges with Autonomous status is Rs. 2000000/- (Rupees Twenty Lakhs only). After deducting the unspent amount of Rs. 110600/- and cash balance of Rs. 1761/-, the College can prepare budget for **Rs. 18,87,639/-**.

After detailed discussion it was decided :

- to divide the total fund under two heads – General (031) and Capital (035) in the proportion of 13:7. Thus the allocation for General (031) and Capital (035) for the academic year 2017 -2018 is fixed as Rs. 11,87,660/- and Rs. 6,99,979/- respectively.
- The allocations for various items in these heads are done based on its relevance to the current needs of autonomous system. Based on this the major share is set apart for Redesigning of Curriculum, Exam Reforms and Workshop and Seminars for teachers to equip them with the restructured curriculum.
- After considering all matters, it is decided to allocate the total fund under various heads as per XII<sup>th</sup> Plan Guidelines for Autonomous Colleges of UGC as given below and to approve the following Budget proposal for the academic year 2017 – 2018.

## BUDGET FOR THE ACADEMIC YEAR 2017 - 2018

### GENERAL (031)

Sl. No.	Item	Budget Rs.
		100000
i	Guest / Visiting Faculty	100000
ii	Orientation and re-training of teachers	200000
iii	Re-designing courses and development of teaching / learning materials	200000
iv	Workshop and Seminars	300000
v	Examination reforms	100000
vi	Up gradation of syllabus on regular basis making it skill oriented with quantifiable outcomes	96000
vii	Capacity building for teachers	50000
viii	Development of Area Study programs	41660
ix	Extension Activities	
<b>TOTAL - GENERAL (031)</b>		<b>1187660</b>

### CAPITAL (035)

Sl. No.	Item	Budget Rs.
i	Office equipment, teaching aids and laboratory equipment	175000
ii	Furniture for office, Class rooms, Library and Laboratories	200000
iii	Library equipment, books/journals	149979
iv	Renovation and repairs not leading to construction of a new building	
<b>TOTAL - CAPITAL (035)</b>		<b>699979</b>

### **Agenda Item 3 – Other matters.**

It was reported that Department of Commerce, Home Science, Mathematics and Chemistry have not utilized the funds allocated under Autonomous Grant 2016 -2017.

It was proposed to adjust this amount in the allocation of fund to these departments under the respective heads in the Autonomous Grant for the year 2017 - 2018.

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

The meeting came to a close at 12 pm.



Dr. Roy Sam Daniel  
(Chairman - Finance Committee)

(Read and Confirmed)

  
Dr. P. Rajagopal  
(Secretary - Finance Committee)