

Attendance Sheet for 32nd Meeting of the Finance Committee on 30.03.2024 AT 9.30 a.m.

Venue: Vice Chancellor Chamber

	venue. Vice Chancenor Chamber				
S.NO	NAME	POSITION	SIGNATURE		
1.	Prof.S.Salivahanan Vice Chancellor, Vel Tech Rangarajan Dr. Sagunthala R & D Institute of Science and Technology.	Chairperson	S. Salival		
2.	Mrs.Rangarajan Mahalakshmi Kishore, Chairperson Managing trustee, Vel Tech Rangarajan Dr. Sagunthala R & D Institute of Science and Technology.	Sponsoring Trust Nominee	DHel)		
3.	Dr. P. Chandrakumar, Dean (Industry Relations), Vel Tech Rangarajan Dr. Sagunthala R & D Institute of Science and Technology.	BoM Nominee	OFFINE		
4.	Dr.E.Kannan, Registrar, Vel Tech Rangarajan Dr. Sagunthala R & D Institute of Science and Technology.	BoM Nominee	fusi.		
5.	Mr. Sakthi Ajay Finance Officer, Vel Tech Rangarajan Dr. Sagunthala R & D Institute of Science and Technology.	Secretary	P. Fakthi Ajap		

S. Salival
VICE CHANCELLOR

Prof. S. Salivahanan Vice Chancellor





AGENDA AND MINUTES OF THE $32^{\rm nd}$ MEETING OF FINANCE COMMITTEE on 30.03.2024 AT 10.30 a.m.



VENUE : VICE CHANCELLOR CHAMBER.

Item.No	AGENDA ITERM				
	A. OPENING				
32.1	To record the notice of convening 32 nd Meeting of the Finance Committee scheduled on March 30, 2024.				
32.2	To approve and record the Agenda of the 32 nd Meeting of the Finance Committee scheduled on March 30, 2024.				
32.3	To review the action taken on the decisions of the previous meeting held on November 25, 2023.				
32.4	To inform the Committee about the leave of absence of the members.				
32.5	To approve and record the minutes of the 31 st meeting of the Finance Committee held on November 25, 2023.				
32.6	To approve and record the actual expenditure and committed expenditure for a period from November 01, 2023 to March 31, 2024.				
32.7	To discuss and approve the Proposed Budget for the Financial year 2024-25.				
32.8	Any other item with the permission of the Chairperson.				
32.9	To consider and approve the date for holding the next Finance Committee meeting.				
VOTE OF THANKS					

VotA 1816.

S. Salim

Prof. S. Salivahanan Vice Chancellor



MEMBERS

1. Prof. S. Salivahanan, Vice Chancellor, Vel Tech.

Chairperson

2. Mrs. Rangarajan Mahalakshmi Kishore Chairperson and Managing Trustee, Vel Tech.

Trust Nominee

3. Dr. P. Chandrakumar, Dean (Industry Relations), Vel Tech.

BoM Nominee

4. Prof. Dr. E. Kannan, Registrar, Vel Tech.

BOM Nominee

5. UGC Nominee

Name - not received from UGC

6. Mr. P. Sakthi Ajay Finance Officer, Vel Tech.

Secretary

Quorum was present.

The meeting was called to order.

The Vice Chancellor welcomed the members who were present.

The Agenda was taken up for discussion.

The Vice Chancellor presided over the meeting.

To record the notice of convening 32nd Meeting of the Finance Committee scheduled on March 30, 2024.

A copy of the 32nd Finance Committee meeting notice sent to the members by mail is placed at Appendix-A.



Appendix-A Click here

RESOLVED to record the notice of convening 32nd Meeting of the Finance Committee scheduled on March 30, 2024.

Agenda and Minutes of the 32nd Meeting of Finance Committee held on 30.03.2024.





32.2 To approve and record the Agenda of the 32nd Meeting of the Finance Committee scheduled on March 30, 2024.

The Agenda of the 32nd Finance Committee meeting is given in the page number 1.

RESOLVED to record Agenda of the 32nd Meeting of the Finance Committee scheduled on March 30, 2024.

32.3 To review the action taken on the decisions of the previous meeting held on November 25, 2023.

The Action Taken Report on the items of the previous Finance Committee meeting held on November 25, 2023 is given below:

Table1: Action Taken Report

Item.No	Item	Decision Taken	Action Taken	
31.6 To approve and record the		After the elaborate dis-	RECORDED	
	actual expenditure and	cussion, the Finance		
	committed expenditure	Committee approved the		
	for a period from April	the actual expenditure		
	01, 2023 to October 31,	and committed expen-		
	2023.	diture for a period from		
		April 01, 2023 to October		
		31, 2023.		
31.7	To approve and record	The FC considered the	The Deans, HoDs and	
	the Re-appropriation of	Re-appropriation of Bud-	HOS have been informed	
	Budget 2023-24 based on	get 2023-24 and decided to	of the changes made in	
	status of expenditure and	approve the same.	the Budget of 2023-24 for	
	committed expenditure		information and adoption	
	under different account		accordingly.	
	heads.			
31.8	To approve and record the	The Finance Committee	RECORDED	
	Audited Balance Sheet for	approved the Audited Bal-		
	the Financial Year 2022-	ance Sheet for the Finan-		
	23.	cial Year 2022-23.		

RESOLVED to record Action Taken Report on the Agenda items of the previous Finance Committee meeting held on November 25, 2023.

32.4 To inform the Committee about the leave of absence of the members.

All the members of the Finance Committee were present for the Meeting.

32.5 To approve and record the minutes of the 31st meeting of the Finance Committee held on November 25, 2023.

A copy of the minutes of the 31st FC minutes is placed below at Appendix-B.

Pat 18/6



B. 31st FCM Minutes

Appendix-B Click here

RESOLVED to approve and record the minutes of the 31st meeting of the Finance Committee held on November 25, 2023.

To approve and record the actual expenditure and committed expenditure 32.6for a period from November 01, 2023 to March 31, 2024.

The Finance Officer has presented the actual expenditure and committed expenditure in detail for a period from November 01, 2023 to March 31, 2024 at the meeting as in the Appendix-C given below:.

C. Actual & Committed Expenditure



Appendix-C Click here

RESOLVED to approve and record the actual expenditure and committed expenditure for a period from November 01, 2023 to March 31, 2024.

32.7 To discuss and approve the Proposed Budget for the Financial year 2024-25.

The Finance Officer has presented the Proposed Budget for the Financial year 2024-25 at the meeting as in the Appendix-D given below:.

D. Proposed Budget FY 2024-25



Appendix-D Click here

RESOLVED to approve and record the Proposed Budget for the Financial year 2024-25.



32.8 Any other items with the permission of the Chairperson.

No items other than those submitted at the meeting have been taken up for discussion.

32.9 To consider and approve the date for holding the next Finance Committee meeting.

The next meeting of the FC will be finalised and informed to all the members in due course.

VOTE OF THANKS

The Finance Officer extended thankfulness to all the members of the Finance Committee to attend the meeting and offer their valuable suggestions. With the Vote of thanks, the meeting as come to a close.

POTA 186

Vice Chancellor









Ref.No. VT/R/MN-FCM/23-24/06

Date: 18.03.2024

To

All Members of the Finance Committee Sir/Madam,

Sub: 32nd meeting of the Finance Committee to be held on March 30, 2024 — Invitation for attending the meeting - Reg.

I am, by direction, to inform you that, according to the decision taken at the 31st meeting of the Finance Committee held on November 25, 2023, the Vice Chancellor is pleased to convene the 32nd meeting of the Finance Committee at 10.30 a.m. on March 30, 2024 (Saturday).

The Finance Committee meeting will be held at the Vice Chancellor Chamber of this Institution through physical mode on that particular day.

I request you to kindly make it convenient to participate in the meeting of the Finance Committee and offer your valuable suggestions.

Thanking you,

Yours sincerely,

REGISTRAR

Prof. Dr. E. Kannan

Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology (Deemed to be University Edd. u/s 3 of UGC Act, 1956)



AGENDA AND MINUTES OF THE $31^{\rm st}$ MEETING OF FINANCE COMMITTEE on 25.11.2023 AT 10.30 a.m.



VENUE : VICE CHANCELLOR CHAMBER.

Item.No	AGENDA ITERM				
	A. OPENING				
31.1	To record the notice of convening 31 st Meeting of the Finance Committee scheduled on				
	November 25, 2023.				
31.2	To approve and record the Agenda of the 31 st Meeting of the Finance Committee sched-				
	uled on November 25, 2023.				
31.3	To review the action taken on the decisions of the previous meeting held on March 27,				
	2023.				
31.4	To inform the Committee about the leave of absence of the members.				
31.5	To approve and record the minutes of the 30 th meeting of the Finance Committee held				
	on March 27, 2023.				
31.6	To approve and record the actual expenditure and committed expenditure for a period				
	from April 01, 2023 to October 31, 2023.				
31.7	To approve and record the Re-appropriation of Budget 2023-24 based on status of ex-				
	penditure and committed expenditure under different account heads.				
31.8	To approve and record the audited Balance Sheet for the Financial Year 2022-23.				
31.9	Any other item with the permission of the Chairperson.				
31.10	To fix the date for holding the next meeting of the Finance Committee.				
VOTE OF THANKS					

MEMBERS

 Prof. S. Salivahanan, Vice Chancellor, Vel Tech. Chairperson

2. Mrs. Rangarajan Mahalakshmi Kishore Chairperson and Managing Trustee, Vel Tech.

Trust Nominee

3. Dr. P. Chandrakumar, Dean (Industry Relations), Vel Tech. BoM Nominee

4. Prof. Dr. E. Kannan, Registrar, Vel Tech. BoM Nominee

5. UGC Nominee

Name - not received from UGC

 Mr. P. Sakthi Ajay Finance Officer, Vel Tech. Secretary

Quorum was present.

The meeting was called to order.

The Vice Chancellor welcomed the members who were present.

The Agenda was taken up for discussion.

The Vice Chancellor presided over the meeting.

31.1 To record the notice of convening 31st Meeting of the Finance Committee scheduled on November 25, 2023.

A copy of the 31st Finance Committee meeting notice sent to the members by mail is placed at Appendix-A.





RESOLVED to record the notice of convening 31st Meeting of the Finance Committee scheduled on November 25, 2023.

31.2 To approve and record the Agenda of the 31st Meeting of the Finance Committee scheduled on November 25, 2023.

The Agenda of the 31st Meeting of the Finance Committee is given in the page number 1.

RESOLVED to record Agenda of the 31st Meeting of the Finance Committee scheduled on November 25, 2023..

31.3 To review the action taken on the decisions of the previous meeting held on March 27, 2023.

The Action Taken Report on the items of the previous Finance Committee meeting held on March 27, 2023 is given below:

Table1: Action Taken Report

Item.No	Item	Decision Taken	Action Taken
30.6	To discuss and approve	The Finance Officer has	The Finance commit-
	the Proposed Budget for	presented the salient fea-	tee has recommended
	the Financial year 2023-	tures of the Budget 2023-	to placed the Proposed
	24.	24 at the time of the meet-	Budget before the Board
		ing. After elaborate dis-	of Management. The
		cussion on the budget al-	Board of Management
		locations provided under	at its 54 th meeting held
		different Account heads,	on 08.04.2023 approved
		the Finance Committee	the Proposed Budget for
		accepted the Budget of	implementation.
		2023-24.	
30.7	To approve and record the	The Finance Committee	RECORDED
	Audited Balance Sheet for	approved the Audited Bal-	
	the Financial Year 2021-	ance Sheet for the Finan-	
	22.	cial Year 2021-22.	
30.8	To approve and record	The Finance Committee	RECORDED
	the Internal Audit report	approved the Internal Au-	
	of the Accounts pertain-	dit report of the Accounts	
	ing to the Financial Year	pertaining to the Finan-	
	2022-23.	cial Year 2022-23.	

RESOLVED to record Action Taken Report on the Agenda items of the previous Finance Committee meeting held on March 27, 2023.

31.4 To inform the Committee about the leave of absence of the members.

All the members of the Finance Committee were present for the Meeting..

31.5 To approve and record the minutes of the 30th meeting of the Finance Committee held on March 27, 2023.

A copy of the minutes of the 30th FC minutes is placed below at Appendix-B.



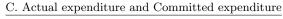


RESOLVED to approve and record the minutes of the 30th meeting of the Finance Committee held on March 27, 2023.

31.6 To approve and record the actual expenditure and committed expenditure for a period from April 01, 2023 to October 31, 2023.

The Finance Officer has presented the actual expenditure and committed expenditure in detail for a period from April 01, 2023 to October 31, 2023 at the meeting as in the Appendix-C given below:.







RESOLVED to approve and record the actual expenditure and committed expenditure for a period from April 01, 2023 to October 31, 2023.

31.7 To approve and record the Re-appropriation of Budget 2023-24 based on status of expenditure and committed expenditure under different account heads.

The Finance Officer has presented the Re-appropriation of Budget 2023-24 based on status of expenditure and committed expenditure under different account heads at the time of the meeting.

The Finance Committee after perusal of various aspects and the merit of the expenditure, has approved the Re-appropriation of Budget 2023-24 submitted by the Finance Officer.

It has been decided to inform the Deans, HoDs and HoS with regard to the changes made in the Budget of 2023-24 and adoption of the same accordingly as in $\underline{\text{Appendix-D}}$ given below:

D. Re-appropriation of Budget 2023-24





RESOLVED to approve and record the Re-appropriation of Budget 2023-24 based on status of expenditure and committed expenditure under different account heads.

31.8 To approve and record the Audited Balance Sheet for the Financial Year 2022-23.

The Finance Officer has presented the Audited Balance Sheet for the Financial Year 2022-23 at the time of the meeting as in Appendix-E given below:.







RESOLVED to approve and record the Audited Balance Sheet for the Financial Year 2022-23.

31.9 Any other items with the permission of the Chairperson.

No items other than those submitted at the meeting have been taken up for discussion.

31.10 To fix the date for holding the next Finance Committee Meeting.

It has been decided to hold the next Finance Committee meeting in the month of March 2024.

VOTE OF THANKS

The Finance Officer extended thankfulness to all the members of the Finance Committee to attend the meeting and offer their valuable suggestions. With the Vote of thanks, the meeting as come to a close.

BUDGET FY 2023-24 vs Actuals					
PARTICULARS	Approved Budget (Post re- appropriation)	Actuals FY 2023-24 (Subject to Audit)	Balance available	% Utilized	
I.FIXED ASSETS					
LAND & BUILDING					
G2.1. MATERIALS & LABOUR	132,209,487	99,203,666	33,005,821	75%	
	400,000,40=	00.000.666	22.22		
SUB-TOTAL	132,209,487	99,203,666	33,005,821	75%	
LAB EQUIPMENTS					
G6 COMPUTER & PERIPHERALS	44,919,429	45,930,942	(1,011,513)	102%	
G10 SCIENCE EQUIPMENTS	11,169,854	9,885,779	1,284,075	89%	
G13 INTANGIBLE ASSETS	4,100,100	2,747,039	1,353,061	67%	
SUB-TOTAL	60,189,383	58,563,760	1,625,623	97%	
<u>LIBRARY BOOKS</u>					
G9 LIBRARY BOOKS	2,544,300	1,722,685	821,615	68%	
PLANT & MACHINERY AND OTHERS					
G3 PLANT & MACHINERY	23,003,149	15,541,134	7,462,015	68%	
G4 VEHICLES	-	8,677,657	(8,677,657)	100%	
G5 OFFICE EQUIPMENTS	1,493,911	1,747,803	(253,892)	117%	
G7 FURNITURES, FIXTURES & FITTINGS	30,476,976	13,460,329	17,016,647	44%	
G8 ELECTRICAL APPLIANCES	6,953,335	6,768,291	185,044	97%	
G11 SPORTS EQUIPMENTS	2,851,687	702,832	2,148,855	25%	
G12 TUBEWELL AND WATER SUPPLY SYSTEM	1,553,800	899,210	654,590	58%	
SUB-TOTAL	66,332,858	47,797,256	18,535,602	72%	
TOTAL FIXED ASSETS	261,276,028	207,287,367	53,988,661	79%	
II.EXPENSES					
SCH 15 STAFF PAYMENT & BENEFITS					
TEACHING & NON TEACHING STAFF	696,220,376	647,527,258	48,693,118	93%	
CONTRACT STAFF	182,890,605	170,399,984	12,490,621	93%	
G53 CONTRIBUTION TO PROVIDENT FUND	24,931,800	22,025,736	2,906,064	88%	
				88%	
G54 CONTRIBUTION TO OTHER FUND (GRATUITY)	15,000,000	13,161,286	1,838,714	88%	

PARTICULARS	Approved Budget (Post re- appropriation)	Actuals FY 2023-24 (Subject to Audit)	Balance available	% Utilized
G55 STAFF WELFARE MEASURES	1,734,750	3,237,343	(1,502,593)	187%
G59 ESI CONTRIBUTION	863,939	875,557	(11,618)	101%
SUB-TOTAL	921,641,470	857,227,164	64,414,306	93%
SCH 16 ACADEMIC EXPENSES				
G15 LAB EXPENSES	8,294,923	6,153,166	2,141,757	74%
G16 FIELD WORK / PARTICIPATION	1,162,078	844,873	317,205	73%
G17 EVENTS ORGANISED	13,324,365	9,353,697	3,970,668	70%
G18 VISITING FACULTY EXPENSES	4,497,119	2,435,614	2,061,505	54%
G19 EXAMINATION	11,235,650	11,498,642	(262,992)	102%
G20 STUDENT MOTIVATIONAL INITIATIVE	6,757,000	5,396,738	1,360,262	80%
G21 ADMISSION EXPENSES	50,000,000	56,852,953	(6,852,953)	114%
G22 CONVOCATION EXPENSES	1,944,201	1,944,109	92	100%
G24 FACULTY MOTIVATIONAL INITIATIVE	14,335,422	13,572,183	763,239	95%
G25 SUBSCRIPTION EXPENSES	16,735,652	16,346,659	388,993	98%
G27 GENERAL ACADEMIC EXPENSES	175,000	3,275,746	(3,100,746)	1872%
G44 APPROVAL INSPECTION & PROCESSING FEE	6,791,504	5,433,215	1,358,289	80%
G47 TRAINING AND VALUE ADDED PROGRAMME	8,300,000	5,011,306	3,288,694	60%
G50 CULTURAL EVENTS ORGANISED	3,606,480	6,886,581	(3,280,101)	191%
G62 RESEARCH & CONSULTANCY				
VTU RESEARCH	10,829,910	7,038,698	3,791,212	65%
G63 EXPERT REMUNERATION	4,338,500	2,382,079	1,956,421	55%
G64 STUDENTS ACADEMIC KIT	28,320,000	24,722,954	3,597,046	87%
G65 HOSPITAL EXPENSES	184,550	-	184,550	0%
G69 RESEARCH STUDIES	35,449,053	30,386,657	5,062,396	86%
G70 INTERNATIONAL RELATIONS (DINT)	8,885,667	7,579,555	1,306,112	85%
SUB-TOTAL	235,167,074	217,115,426	18,051,648	92%
SCH 17 ADMINISTRATION EXPENSES				
G26 ELECTRICITY & POWER	41,104,250	40,560,060	544,190	99%
G28 INSURANCE	1,094,285	1,647,708	(553,423)	151%
G29 RENT, RATES AND TAXES	8,030,000	8,990,787	(960,787)	112%

PARTICULARS	Approved Budget (Post re- appropriation)	Actuals FY 2023-24 (Subject to Audit)	Balance available	% Utilized
G31 TELEPHONE & INTERNET CHARGES	14,624,984	14,180,730	444,254	97%
G32 PRINTING & STATIONARY	6,961,770	6,735,774	225,996	97%
G33 TRAVELLING & CONVEYANCE	904,000	516,842	387,158	57%
G35 HOSPITALITY	1,381,453	532,786	848,667	39%
G36 AUDITOR REMUNERATION	1,187,400	1,190,900	(3,500)	100%
G37 PROFESSIONAL CHARGES	1,942,600	1,926,014	16,586	99%
G38 ADVERTISEMENT & PUBLICITY	650,000	321,405	328,595	49%
G41 OTHER EXPENSES	2,340,621	1,531,114	809,507	65%
G49 HOUSE KEEPING EXPENSES	2,187,750	3,034,160	(846,410)	139%
SUB-TOTAL	82,409,113	81,168,280	1,240,833	98%
HOSTEL EXPENSES				
G90 HOSTEL EXPENSES	405,859,468	371,021,791	34,837,677	91%
SCH 18 TRANSPORTATION EXPENSES	13,641,214	16.041.654	(2,400,440)	1100/
G42 VEHICLE OWNED BY INSTITUTION	13,041,214	16,041,654	(2,400,440)	118%
G42 TRANSPORT	13,641,214	16,041,654	(2,400,440)	118%
SUB-TOTAL	13,041,214	10,041,054	(2,400,440)	110%
SCH 19 REPAIRS & MAINTENANCE				
G40.1 R&M COMPUTER & PERIPHERALS (OTHERTHAN LAB)	2,171,000	1,930,229	240,771	89%
G40.2 R&M OFFICE EQUIPMENTS	-	568,842	(568,842)	100%
G40.3 R&M PLANT & MACHINERY	1,909,934	4,536,035	(2,626,101)	237%
G40.4 R&M ELECTRICAL APPLIANCES	5,401,620	4,645,812	755,808	86%
G40.5 R&M FURNITURE & FITTINGS	5,215,247	5,760,521	(545,274)	110%
G40.6 R&M BUILDING	18,073,216	22,102,898	(4,029,682)	122%
G40.7 R&M TUBEWELLS & WATER SUPPLY SYSTEMS	188,750	116,215	72,535	62%
G40.9 R&M PLUMBING	2,428,700	1,566,718	861,982	65%
SUB-TOTAL	35,388,467	41,227,270	(5,838,803)	116%
SCH 20 FINANCE CHARGES	36,235,992	29,147,480	7,088,512	80%

PARTICULARS	Approved Budget (Post reappropriation)	Actuals FY 2023-24 (Subject to Audit)	Balance available	% Utilized
TOTAL EXPENSES	1,730,342,798	1,612,949,065	117,393,733	93%
ADVANCE CASH TO STAFF & ADVANCE MADE TO VENDORS	-	38,146,589	(38,146,589)	100%
TOTAL BUDGET	1,991,618,826	1,858,383,022	133,235,805	93%

Summary of Budget FY 2024-25			
VELTECH RANGARAJAN DR SAGUNTHALA R&D INSTITUTE OF BUDGET ANALYSIS			
EXPECTED REVENUE			
Tuition Fee	1,790,388,938		
Exam Fees	19,000,000		
Transport Fees	16,698,990		
Hostel Fees	953,260,675		
Misc Fees	8,858,824		
Other Income	11,792,573		
TOTAL INCOME	2,800,000,000		
EXPECTED UTILIZATION			
Land & Building	242,090,292		
Lab Equipments	64,358,041		
Library Books	3,036,800		
Plant & Machinery And Others	178,366,390		
TOTAL ASSETS	487,851,523		
Sch 15 Staff Payment & Benefits	1,089,953,197		
Sch 16 Academic Expenses	341,577,115		
Sch 17 Administration Expenses	100,045,428		
Hostel Expenses	452,585,237		
Sch 18 Transportation Expenses	16,000,000		
Sch 19 Repairs & Maintenance	35,235,880		
Sch 20 Finance Charges	16,751,620		
TOTAL EXPENSES	2,052,148,477		
TOTAL BUDGET	2,540,000,000		
NET REVENUE	260,000,000		
Less: Loan Repayment	108,000,000		
BALANCE	152,000,000		