



Vel Tech

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

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

Venue: Vice Chancellor 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. Salivah
2.	Mrs.Rangarajan Mahalakshmi Kishore, Chairperson Managing trustee, Vel Tech Rangarajan Dr. Sagunthala R & D Institute of Science and Technology.	Sponsoring Trust Nominee	DMK
3.	Dr. P. Chandrakumar, Dean (Industry Relations), Vel Tech Rangarajan Dr. Sagunthala R & D Institute of Science and Technology.	BoM Nominee	Chandru
4.	Dr.E.Kannan, Registrar, Vel Tech Rangarajan Dr. Sagunthala R & D Institute of Science and Technology.	BoM Nominee	Emmy
5.	Mr. Sakthi Ajay Finance Officer, Vel Tech Rangarajan Dr. Sagunthala R & D Institute of Science and Technology.	Secretary	P.Sakthi Ajay

S. Salivah

VICE CHANCELLOR

Prof. S. Salivahanan
Vice Chancellor

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



**AGENDA AND MINUTES OF THE 32nd MEETING
OF FINANCE COMMITTEE
on 30.03.2024 AT 10.30 a.m.
VENUE : VICE CHANCELLOR CHAMBER.**



Item.No	AGENDA ITEM
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	

PdA 18/6

S. Salivan

Prof. S. Salivahanan
Vice Chancellor

Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
Approved as a University Unit on 3rd Dec 2007, Act. 1959

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.

- 32.1 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.

A. 32nd FCM Notice



[Appendix-A Click here](#)

RESOLVED to record the notice of convening 32nd Meeting of the Finance Committee scheduled on March 30, 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 actual expenditure and committed expenditure for a period from April 01, 2023 to October 31, 2023.	After the elaborate discussion, the Finance Committee approved the the actual expenditure and committed expenditure for a period from April 01, 2023 to October 31, 2023.	RECORDED
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 FC considered the Re-appropriation of Budget 2023-24 and decided to approve the same.	The Deans, HoDs and HOS have been informed of the changes made in the Budget of 2023-24 for information and adoption accordingly.
31.8	To approve and record the Audited Balance Sheet for the Financial Year 2022-23.	The Finance Committee approved the Audited Balance Sheet for the Financial Year 2022-23.	RECORDED

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.

P. A. K. 13/6

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.

- 32.6 To approve and record the actual expenditure and committed expenditure for 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.

S. Selvaraj
Secretary

P. A. S. S. S. S.
18/6

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.

S. Salim
Prof. S. Salivahaman
Vice Chancellor

P. A. K. 13/4

Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
Established as an Engineering Institute, with P.T. of 1982 Act, 1982



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



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
Registrar

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



**AGENDA AND MINUTES OF THE 31st MEETING OF
FINANCE COMMITTEE
on 25.11.2023 AT 10.30 a.m.
VENUE : VICE CHANCELLOR CHAMBER.**



Item.No	AGENDA ITEM
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 scheduled 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 expenditure 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

- | | |
|--|------------------------------|
| 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.

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.



A. 31st FCM Notice



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 Proposed Budget for the Financial year 2023-24.	The Finance Officer has presented the salient features of the Budget 2023-24 at the time of the meeting. After elaborate discussion on the budget allocations provided under different Account heads, the Finance Committee accepted the Budget of 2023-24.	The Finance committee has recommended to placed the Proposed Budget before the Board of Management. The Board of Management at its 54 th meeting held on 08.04.2023 approved the Proposed Budget for implementation.
30.7	To approve and record the Audited Balance Sheet for the Financial Year 2021-22.	The Finance Committee approved the Audited Balance Sheet for the Financial Year 2021-22.	RECORDED
30.8	To approve and record the Internal Audit report of the Accounts pertaining to the Financial Year 2022-23.	The Finance Committee approved the Internal Audit report of the Accounts pertaining to the Financial Year 2022-23.	RECORDED

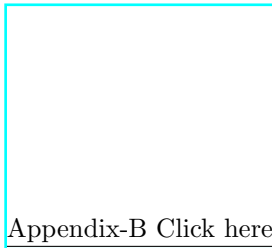
RESOLVED to record Action Taken Report on the Agenda items of the previous Finance Committee meeting held on March 27, 2023.

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.



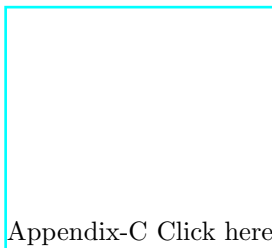
B. 30th FCM Minutes



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:.



C. Actual expenditure and Committed expenditure



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 Appendix-D given below:

D. Re-appropriation of Budget 2023-24

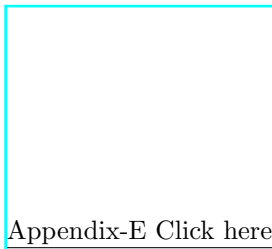


RESOLVED to approve and record the Re-appropriation of Budget 2023-24 based on status of expenditure and committed expenditure under different account heads.

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:.

E. Audited Balance Sheet FY 22-23



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
<u>I.FIXED ASSETS</u>				
<u>LAND & BUILDING</u>				
G2.1. MATERIALS & LABOUR	132,209,487	99,203,666	33,005,821	75%
SUB-TOTAL	132,209,487	99,203,666	33,005,821	75%
<u>LAB EQUIPMENTS</u>				
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%
<u>PLANT & MACHINERY AND OTHERS</u>				
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%
<u>II.EXPENSES</u>				
<u>SCH 15 STAFF PAYMENT & BENEFITS</u>				
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%
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%
<u>SCH 16 ACADEMIC EXPENSES</u>				
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%
<u>SCH 17 ADMINISTRATION EXPENSES</u>				
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%
<u>HOSTEL EXPENSES</u>				
G90 HOSTEL EXPENSES	405,859,468	371,021,791	34,837,677	91%
<u>SCH 18 TRANSPORTATION EXPENSES</u>				
G42 VEHICLE OWNED BY INSTITUTION	13,641,214	16,041,654	(2,400,440)	118%
G42 TRANSPORT				
SUB-TOTAL	13,641,214	16,041,654	(2,400,440)	118%
<u>SCH 19 REPAIRS & MAINTENANCE</u>				
G40.1 R&M COMPUTER & PERIPHERALS (OTHER THAN 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 re- appropriation)	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